



2021/22

COLLEGE HANDBOOK

In 1976, all four Schools were brought together and became a full-time tertiary institution under the aegis of the Cultural Training Centre, an arm of the Institute of Jamaica. In 1979, the four Schools were identified by UNESCO as pivotal institutions, not merely in Jamaica, but in the Caribbean and have since developed as a prime agency for cultural development.



The information in this publication including but not restricted to, tuition and fees, course descriptions, degree and programme requirements, policies and financial information, may have changed. The College reserves the right to make any changes it finds necessary.

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Edna Manley College of the Visual and Performing Arts,
www.emc.edu.jm

This Student Handbook is your guide to the formal standards, policies, regulations, procedures, and codes of the Edna Manley College of the Visual and Performing Arts.

It contains important contact details and web links where you can find more information.

In addition to this handbook please read your school course catalogue relevant to your area of specialization.

We hope that your time as a student at the Edna Manley College of the Visual and Performing Art is dynamic, artful, successful and enjoyable.

Welcome to the EMCVPA.

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CAMPUS FACILITIES AND RESOURCES

Access to Campus

The EMCVPA campus attracts thousands of visitors throughout the year due to its various programmes and productions and the security guards cannot recognize everyone who enters the campus buildings. The security and safety of the campus is therefore a shared community responsibility. For further information, you may contact the Assets and Facilities Management Department, ext. 2131 or email afd@emc.edu.jm.

Automated Teller Machine (ATM)

A National Commercial Bank (NCB) ATM is located in the vicinity of the exit gate of the campus. The machine only dispenses Jamaican dollars and offers MultiLink services, which is a Jamaican shared Automated Banking Machine and Point of Sales terminal network providing electronic funds transfer. You may check with your financial institution to see if there are any charges that may apply with its use. For servicing, please report to the Assets and Facilities Management Department, ext. 2131 or email afd@emc.edu.jm.

Computer Classrooms and Labs

The Edna Manley College of the Visual and Performing Arts' computer facilities include the following:

Edward Seaga Library and Resource Center

Multimedia Lab: Information and Resource Centre/Music Notation and Sequencing (PCs)

School of Music

Music Technology Lab:

Music Composing, Recording and Editing (Macs & PCs)

School of Visual Arts

Photography Lab Photography Editing (PCs)

Lab 1: Graphic Design and Visual Communication Lab (IMACs)

Lab 2: Graphic Design and Visual Communication Lab
(MAC Pros)

Lab 3: Toon Boom Animation Lab (PC)

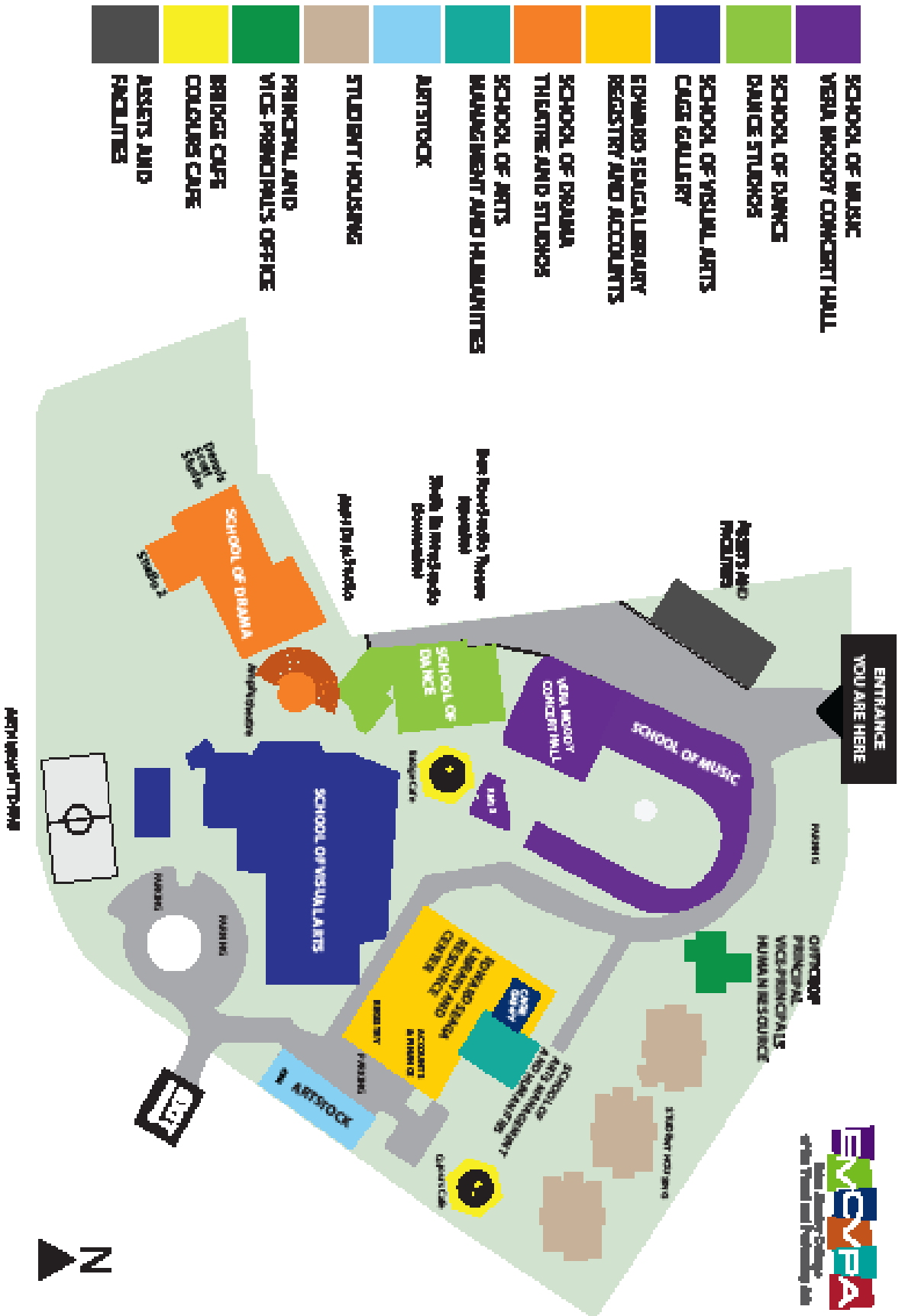
Lab 4: Illustration Lab (MAC)

For technical assistance please contact the Technician assigned to the Labs or the Information Technology Department, ext 2180 or email ithelpdesk@emc.edu.jm. For use of the labs please contact the School's Director.

Edward Seaga Library & Resource Centre

Photocopying and reprographic facilities are available at a cost at the Library Copy Centre. For further information, please contact the Copy Centre at ext. 2153.

College Campus Map



FOOD SERVICES

The main cafeteria, located close to the Hall of Residence, and a snack shop, located below the bridge close to the School of Dance, service the campus. Students can purchase cooked meals (breakfast, lunch and dinner) from the main cafeteria, Mondays through Saturdays. Both providers are closed on Sundays. For further information, please contact the Assets and Facilities Management Department, ext. 2131 or email afd@emc.edu.jm.

Exhibition Spaces

Housed in the Edward Seaga Library and Resource Centre, the College Art Gallery (CAG[e]), which offers a programme of exhibitions annually. These are set out in the College's activities calendar. The gallery hosts exhibitions that showcase the phenomenal works of students, lecturers and alumni. The School of Visual Arts also owns a small collection of artwork by graduates who are now among those listed as outstanding Jamaican artists. The collection spans five (5) decades and is available as a resource aid for students and visitors to the College.

Opening Hours

Monday – Thursday: 8:30 a.m. – 1:00 p.m. / 3:30 p.m. – 6:00 p.m.

Friday: 8:30 p.m. – 1:00 p.m.

Saturday: 8:30 p.m. – 12 noon

Faculty, students and visitors to the campus are not allowed to hang or place artwork in any of the campus spaces unless authorized.

All exhibition and opening receptions are free and open to the public. For information about the CAG(e), call ext. 2152 or email cage.gallery@emc.edu.jm. For information about exhibitions in the School of Visual Arts, call ext. 2051.

ID Cards

All EMCVPA faculty, staff and students must have an identification card. The ID is a single card that is used for identification, access to authorized campus buildings and spaces, access to funds deposited in the student's account for photocopying and book, meal and other purchases provided by campus service providers.

ID Cards must be displayed at all times and must be shown upon request by the Security Personnel.

Lost ID Cards must be reported immediately to the Registry and an arrangement for replacement be made. The fee for replacing the card is JMD\$2500.00.

For additional information on the ID Cards, please contact the registry Department, ext. 2171 or by email registry@emc.edu.jm.

Lockers

Some lockers are available for student use within individual Schools and students are assigned locker by the School's Director or designate to use them. Students must supply their own locks and are advised to keep

lockers locked at all times. The College accepts no responsibility for items that are lost, stolen, or damaged.

Students must remove contents from lockers at the end of each Semester. If the contents are not removed by the last day of each Semester, students may lose both the lock on the locker and the locker's content at no liability to the College.

Lost and Found

All possessions should be marked for identification purposes in case of their loss, theft or damage. Students may turn in articles that are lost by others to the Student Services Department or the offices of the individual Schools. The College accepts no responsibility and is not liable for articles, including student artwork, which are lost, stolen or damaged on campus.

Multimedia Services

Audio/Visual equipment is available for daily and overnight loans. Faculty, staff and students who are duly registered, in good financial standing and on recommendation of their School's Director of Studies, may borrow for short-term periods, various pieces of audio-visual equipment which is to be used to assist with preparation of their College assignments. Equipment so loaned, is to be used on campus only. Faculty, staff and students must present a valid College ID to borrow equipment. Audio/Visual equipment and support is available at the Multimedia Services Department located downstairs the Administrative Block, ext. 2181 on campus.

Parking and Registration of Vehicles

Parking at the College is on a first-come, first-serve basis, except for marked reserved spaces. There should be no parking on the yellow-painted curbs. The parking lots are not attended, so cars should be locked. The Edna Manley College of the Visual and Performing Arts is not responsible for damage to vehicles or for the theft of valuables left in vehicles. All residents on the Hall of Residence should register their vehicles with the Assets and Facilities Management Department.

FACILITIES AND DEPARTMENTS ACROSS THE CAMPUS

The College operates six Schools—Visual Arts; Music; Dance; Drama; Arts Management and Humanities; and Continuing Education and Allied Programmes; which are supported by ten (10) administrative and academic Departments—Procurement; Finance and Accounts; Student Services; Assets and Facilities Management, Information Technology; Multimedia Services; Marketing, Human Resource; Library and Registry. The College also has an Internal Auditor.

The following tables highlight the facilities available in each School and Department.

SCHOOL OF MUSIC	
Facility	Description
ADMINISTRATION BUILDING	Offices for Dean and Director of Studies, two (2) secretaries; Staff Lounge; Faculty offices.
VERA MOODY CONCERT HALL	380 -seat Concert Hall for productions, classes and rehearsals.
FIVE(5) PRACTICE ROOMS	Practice Rooms with one (1) upright piano.
ELEVEN (11) TEACHING STUDIOS/PRACTICE ROOMS	Seven(7) rooms with one (1) upright piano each and Four (4) rooms with one (1) baby grand piano and one (1) upright piano each.
BAND REHEARSAL ROOM	Soundproof room for band rehearsals.
MUSIC EDUCATION ROOM	Music Education Room that doubles as Steel Band teaching and practice studio.
PERCUSSION ROOM	Teaching and practice studio for percussion instruments.
MUSIC TECH LAB	Computer Lab, with music technology software and hardware, that accommodates approximately nine (9) students.
PIANO LAB	Teaching and practice studio with nine (9) electronic pianos.
STORAGE ROOM	Storage facilities for equipment.

SCHOOL OF DRAMA

Facility	Description
OFFICE SPACE 1	Offices for Dean, Secretary, Stage Technician and two (2) Lecturers.
OFFICE SPACE 2	Offices for Director of Studies and two (2) Lecturers.
OFFICE SPACE 3	Offices for Technical Supervisor and Lighting Technician.
STAFF ROOM/LOUNGE	Offices and Lounge for Staff
STAFF LOUNGE	
THREE (3) STUDIOS	For theory-based and practical classes for approximately thirty (30) students each.
LECTURE ROOM	For theory-based classes for approximately thirty (30) students.
AFTER DARK THEATRE	For theory-based classes and small theatre space for approximately twenty (20) persons.
DENNIS SCOTT THEATRE	142-seat theatre that doubles as a classroom.
AMPHITHEATRE	440-seat outdoor theatre.
SCENE WORKSHOP	Space to build sets.
COSTUME ROOM	Storage space.
DRESSING ROOM	
ARTISAN DRESSING ROOM	

SCHOOL OF DANCE

Facility	Description
OFFICE SPACES/STAFF ROOM	Offices for Dean, Director of Studies , two (2) Secretaries and Staff
THREE (3) DANCE STUDIOS	For classes and rehearsals for approximately twenty (25) students in two (2) studios and forty-five (45) in one (1) studio.
STUDIO '76, MONICA MCGOWAN AND SHEILA BARNETT STUDIOS BERT ROSE STUDIO THEATRE	120-seat dance studio theatre for productions, classes and rehearsals.
TWO (2) LECTURE ROOMS BARBARA REQUA DANCE EDUCATION RESOURCE ROOM	For theory-based classes for approximately twenty (20) students each.
GYM	Can facilitate five (5) persons.
COSTUME ROOM	Storage facilities for costumes.

SCHOOL OF VISUAL ARTS

Facility	Description
OFFICE	Offices for Dean, Director of Studies and two (2) Secretaries.
STAFF LOUNGE	Holds approximately ten (10) persons with two (2) computer workstations.
JEWELLERY DEPARTMENT	Staff Office; jewellery lecture room; and small work room
2D AND 3D STUDIOS	Two (2) studios that doubles as classes and exhibiting spaces for approximately forty (80) students.
LIFE DRAWING ROOM	One (1) large studio for approximately forty (40) students.
PAINTING STUDIO	One (1) large studio for approximately forty (40) students.
PAINTING DEPARTMENT	2-storey building with two (2) spaces that can be partitioned into approximately four (4) rooms each for lecturing and exhibiting.
TEXTILE DEPARTMENT	Small office for Head of Department; small inner room with sewing machine for approximately ten (10) students; outer studio for approximately thirty (30) students.
THREE (3) SCULPTURE STUDIOS	One (1) small and one (1) large room for lecture and studio work.
CERAMICS DEPARTMENT	One (1) large studio with partitions for three (3) sections for lecture and studio work.
SVA LECTURE ROOM	For theory-based classes for approximately forty (40) students.
SMART CLASSROOM	For Information Technology and Audiovisual classes for approximately thirty (30) students.
PRINTMAKING DEPARTMENT	One (1) large studio for lecture and studio work.
PHOTOGRAPHY DEPARTMENT	One (1) computer room with five (5) computer workstations; one (1) studio for lecture and studio work; one (1) dark room.
VISUAL COMMUNICATIONS DEPARTMENT - COMPUTER LABS	Four (4) computer labs Three (3) with approximately fifteen (15) work stations and one (1) with 30 work stations and small office for lecturers. Small office for Information Technology Technician.
ART HISTORY	One (1) small office for Faculty.

ADMINISTRATION	
Facility	Description
PRINCIPAL'S OFFICE BLOCK	Houses the Office of the Principal with two (2) Secretaries, Two (2) Vice Principals with one (1) Secretary each, Internal Auditor Human Resource Director with Human Resource Management System (HRMS) HR Officer Secretary.
EDWARD SEAGA LIBRARY AND RESOURCE CENTRE AND MULTIMEDIA BUILDING	EDWARD SEAGA LIBRARY AND RESOURCE CENTRE which houses; Library Copy Centre; The Writing Centre; Finance and Accounts Department; Registry; Information Technology Department; Multimedia Department; Student Services Department; Guidance Counsellor Procurement Department; Marketing Department; College Gallery (CAGE); School of Continuing Education and Allied Programmes School of Arts Management and Humanities.

THE REGISTRY

Admissions & Registration

Admissions Requirements

The Edna Manley College of the Visual and Performing Arts (EMCVPA) provides the highest quality tertiary education in the Visual and Performing Arts. An education at the EMCVPA prepares students for creative and executive positions in the visual and performing arts and related industries, and as such the College firstly selects candidates who show an aptitude in these areas. All applicants must offer evidence of creative ability and ability to complete tertiary studies through the following requirements.

EDUCATIONAL BACKGROUND

Bachelor of Arts and Associate of Arts Programmes

To pursue studies in any of the Degree Programmes at the Schools of the Visual Arts, Dance, Drama, Music or Arts Management and Humanities, (AA, BFA, BAE, BM, BME, BA Arts Management, BA Drama in Education and BA Dance Education), you need

- a minimum of five (5) subjects at the General Proficiency Level, comprising of a combination of at least two (2) CAPE subjects grades 1 to 5
- and three (3) CXC/CSEC subjects grades 1, 2, or 3 (Grade 3 will be allowed after 1998) or three (3) or two (2) G. C. E. 'A' level subjects grades A to E, and three (3) 'O' Level subjects grades A, B or C or equivalent OR a minimum of five (5) subjects at CXC/CSEC grades 1, 2, or 3 (Grade 3 will be allowed after 1998) or five (5) subjects at G.C.E 'O' level grades A, B or C.

* English Language is mandatory for all applicants to the Degree Programmes.

** English Literature at the CXC or CAPE Level is mandatory only for applicants to the School of Drama.

*** Applicants to the AA, BM and BME Programmes must attain, on Principal Instrument, a minimum level of ABRSM Grade V or equivalent and a minimum level of ABRSM Grade V Theory or equivalent, in addition to the matriculation requirements stated above.

CERTIFICATE PROGRAMMES

To pursue Certificate Programmes in Visual Arts, Dance Performance and Music, a minimum of two (2) CXC/CSEC subjects at the General Proficiency Level grades 1, 2, or 3 (Grade 3 will be allowed after 1998).

Applicants to the Certificate in Music Programme must attain, on Principal Instrument, a minimum level of ABRSM Grade V or equivalent and a minimum level of ABRSM Grade V Theory or equivalent, in addition to the matriculation requirements stated above.

* English Language is mandatory for all applicants to the Certificate Programmes.

Studio Certificate Programmes

Studio Certificate Programmes in the Schools of Visual Arts do not require CXC subjects.

INTERVIEW

All Schools

An interview is mandatory for all Programmes and is conducted to determine applicant's study objectives, commitment and financial preparedness for the selected Programme of Study. In addition to the interview the following requirements apply to the specific Schools:

PORTFOLIO ASSESSMENT

School of Visual Arts

Applicants for the School of the Visual Arts will be required to present a portfolio of a minimum of fifteen (15) pieces of artwork. The portfolio should represent the candidate's ability to draw and his/her technical development, while providing the interview panel with an indication of interests, commitment and strengths. The work presented might include still-life, landscape, portraits and figure drawings and should demonstrate use of colours and sense of composition. Three-dimensional work, sculpture and applied arts (Decorative Arts) may also be presented.

If successful at the interview, applicants are also required to sit a Drawing Examination. The final decision for acceptance is based on the performance at the Drawing Examination, portfolio standard and performance at the interview.

* Visual Arts at the CSEC or CAPE Levels is desirable for the School of Visual Art. However, where a candidate does not have a pass in CSEC Visual Arts or CAPE Art and Design, his/her Portfolio should provide the assessment committee with unequivocal proof of his/her potential.

AUDITION

School of Music

Applicants to the School of Music are required to perform an instrumental or vocal work of choice and take a short written oral/aural examination in basic ear training and sight singing and a written theoretical examination paper for the School's placement test.

* All instrumentalists (except pianists and drummers) are required to bring their own instrument.

** All drummers are expected to provide their own drum sticks.

*** Singers and instrumentalist should provide their own accompanists/ accompaniment (track). However, an accompanist will be available by prior arrangement at an additional cost.

School of Dance

Applicants to the School of Dance are required to perform a solo piece of choice and participate in two dance technique classes (Caribbean Traditional Folk and Modern).

School of Drama

Applicants to the School of Drama are required to prepare and present two dramatic monologues (one Dialect, the other Standard English) and take a test in comprehension, grammar and analytical skills.

APPLYING TO THE COLLEGE

APPLICATION FORMS

Application forms can be obtained online at www.emc.edu.jm or at the Registry Department. Application for admission to the EMCVPA should be completed in duplicate and returned, with the relevant supporting documents and application fee to: The Registry Department, Edna Manley College of the Visual and Performing Arts, 1 Arthur Wint Drive, Kingston 5.

Application forms can also be submitted online, however all required documents in hard copy must still be submitted to the Registry for verification.

APPLICATION PERIOD

The application period commences October 1 and ends on January 31 of the following year. An extended registration runs to March 31 at a fee.

Application forms are processed between January and June of each year. The assigned Registry Assistant checks the forms for completeness and consistency of responses and certification presented. After completing the application-processing checklist, applicants are invited to sit the College English Proficiency Test.

ADMISSIONS EXAMS AND TESTS

COLLEGE ENGLISH PROFICIENCY TEST

All applicants are required to sit the EMCVPA's English Proficiency Test as a part of the College requirement for entrance. The test is administered by the Registry and attracts a non-refundable fee. If an applicant fails the College English Proficiency Test, but meet the other requirements, they will be required to register for remedial English courses.

After the sitting of the English Proficiency Test, applicants are then invited for their interviews and audition/portfolio assessment and drawing examination.

THE SELECTION PROCESS

Selection will be made after the auditions are completed in the respective Schools. The information on the selected applicants is sent to the Registry from where letters of acceptance/rejection/pending are disseminated with the requisite information. Applicants who receive a pending letter, should submit their examination (CXC) results as soon as possible to the Registry Department, to facilitate further consideration of their application.

ACCEPTANCE

Once applicants are accepted, they are sent an Acceptance Package consisting of the Acceptance Letter, Tuition and Ancillary Fee Schedule, an Application Form and bank Voucher for Student Housing, A Medical Form to be completed by a Physician, a Sagikor Medical Insurance Application Form and an Orientation Schedule.

The EMCVPA also offers Certificates and Studio Certificates which can be registered and accessed through

our School of Continuing Education and Allied Programmes (SCEAP). The SCEAP office is in the Registry department. The courses and other requirements for these programmes are described under the section Academic Programmes.

RULES AND REGULATIONS

The College Rules and Regulations are applicable to all students admitted to study for a Degree or Certificate. Students enrolled in programmes will be furnished with the relevant regulations, but, if for any reason students are not, they are asked to collect copies from the Registry, relevant department or the College website.

Additionally, students are subjected to the course regulations governing the award of certification, and should undertake to observe the regulations of the College. The College Board reserves the right to make changes to these regulations, as it may deem necessary.

The College does not, at any time, take responsibility if information sent to a student's last known address is not received. It is the responsibility of students to contact the College if a course, examination, entry or other details have not reached them by a due date. Students are responsible for informing the Registry if they have changed their address.

SPECIAL ADMITTED STUDENTS

MATURE STUDENTS

Mature students with other qualifications and/or significant work experience are also welcome to apply. Every application is considered on a case-by-case basis and applicant's life experiences are also taken into account.

- To be eligible for Mature Student Entry, applicants should satisfy the following requirements:
- Be 25 years of age or older
- Have at least five (5) years of experience in teaching or practicing in the art form
- Be successful at the audition or portfolio interview
- Be successful in the entry exam of the School to which application is made
- Be successful in the English Proficiency Test
- Demonstrate academic competence/readiness for Programme
- Demonstrate professional competence

The EMCVPA's courses are tertiary-level, and all applicants, regardless of age, are required to demonstrate the ability to meet the full academic requirements.

REGISTRATION

- Students are to supply their current (temporary and permanent) address at registration and should notify the Registry immediately if there is any change in either their current (temporary or permanent) address.
- No student will be allowed to register for more than one award at a time.
- Students are allowed to register in one Major or Minor programme only.
- Students pursuing courses leading to the award of any certification must comply with the relevant regulations.
- Students are not permitted to enter any examination at the College unless they have registered with the College or made acceptable arrangements for the payment of tuition fees.
- A student who has outstanding payments to the College will not be registered or entered into any examination until the sum owed has been paid in full or unless an alternative arrangement for payment has been made with the Finance and Accounts Department.

REGISTRATION PERIODS

Semester 1 Registration – the third week in August

Semester 2 Registration – the first week in January

All new and returning students must be registered for programme courses and examinations during the stipulated period for registration.

NB: Registration for courses is also considered registration for prescribed examinations.

A student may be registered at the College when he/she has:

- Financial clearance from the Finance and Accounts Department
- Completed academic advising with an Academic Advisor
- Completed course selection on the Student Management System
- Submitted signed registration form to the Registry
- Proof of medical examination from his/her doctor
- Tax Registration Number (TRN)

All applicants to the College must register before the second week of September. Failure to comply with the above will result in the following:

- Any student who registers after the scheduled period will be charged an additional late registration fee.
- Any student seeking to register after the second week of September must show good cause why he/she should be accommodated, and if so accommodated, he/she shall be required to pay an additional fee of \$3,500.00 (representing an Extended Late Registration Fee) in addition to the other prescribed fees.

REGISTRATION FOR INTERNATIONAL STUDENTS

The EMCVPA welcomes international students to its campus as they contribute to the social, cultural and intellectual diversity of the College community. International students must complete the same undergraduate application form, but it is also recommended that they liaise closely with the assigned Registry Assistant regarding the submission of the supporting documents and in the case of the Schools of Dance and Drama, a videotape of performance; the School of Music, a DVD/CD of their music; and the School of Visual Arts, a portfolio.

Acceptance decisions are made only when all components of the application are on file and are based on academic record, English proficiency, acceptance of performance demonstrated on video, DVD/CD as well as the guarantee of sufficient finances to meet the attendance costs.

English is the language of instruction at the Edna Manley College of the Visual and Performing Arts. Students must be able to understand rapid, idiomatic English to express themselves clearly in speech and in writing. Applicants whose native language is not English must take the test of English as a Foreign Language (TOEFL). Students should submit proof of results of the TOEFL before registration. Students should arrive at least one (1) week prior to the start of the semester to sit the College English Proficiency Test.

After notification of acceptance a tuition deposit is required to confirm acceptance of the offer. The EMCVPA can provide no financial assistance for an undergraduate international student. Therefore it is imperative that the applicant have sufficient financial support available to meet both academic and living expenses for each year of study.

- International/exchange students must abide by all registration procedures in order to ensure efficient registration. A brief guideline is outlined below:
- Report to the Registry where a Registration Form will be provided.
- Students must take with them the first four (4) pages of their passport and a copy of their student visa.
- Complete the Registration Form in consultation with the Director of Studies and/or Faculty Advisor assigned by the School, who will give advice on the selection of courses.
- The Director of Studies or Faculty Advisor will then sign Registration Form indicating approval of your courses.

FACULTY ADVISEMENT FOR STUDENTS

At the EMCVPA, students are required to assume the responsibility for their own education. To assist students in accepting this responsibility, faculty members are assigned as Faculty Advisors to a group of students. The purposes of academic advisement are:

- To help students to make appropriate decisions about academic programmes and courses.
- To encourage students to achieve academic excellence.
- To assist students to integrate career goals with the Programme of Study.
- To help students overcome academic difficulties by making referrals to counselling and other appropriate services.

GENERAL CONDUCT

Students are expected to conduct themselves respectfully and appropriately and exercise a sense of responsibility as required by institutions of higher learning.

The possession and use of alcoholic beverages, other illegal substances, weapons of any kind, tools and other equipment not in keeping with the course of studies on campus are strictly prohibited. The law strictly prohibits smoking in public spaces.

Only under special circumstances is the consumption of alcoholic beverages permitted on campus.

Application and special permission must be made before alcoholic beverages are permitted for sale or use on the campus. Permission can be obtained from the Principal via written application.

ACADEMIC ADVISEMENT

Before entering the College, students should study the programme catalogue to determine the programme best suited to their interests and needs. Before registering, each student will select a Programme of Study. This decision will determine the academic courses in which the student will be advised. The designated academic advisor will counsel with the student regarding the proposed programme and choice of courses. This relationship continues as needed throughout the student's stay in the College, unless another advisor is assigned or the student selects a new programme.

ADDING/DROPPING COURSES

Students may add or drop courses, without penalty provided the withdrawal occurs within the time limits listed in the official calendar. Courses dropped or added must be indicated on the prescribed Add/Drop Form signed by the Directors of Studies or Designate and submitted in person to the Registrar's Office. The grade of "F" is recorded for a course abandoned without an official withdrawal. Students who drop courses after the last day for refunds may continue to attend class.

MAXIMUM CREDITS PER SEMESTER

A full course load is a minimum of fifteen (15) to a maximum of eighteen(18) credits hours per semester. Permission of the Director of Studies is required to take more than eighteen credits. Students with cumulative GPA of at least 3.0 overall in the recently completed semester may be permitted to take an

extra course. However, please note that students registered for courses in excess of the 15 or 18 credit (as applicable to your programme requirement) will be charged for the additional number of credits at the per credit rate.

CHANGE OF PROGRAMME

There is a Change of Programme form in the registry that students must complete. It requires that the student indicate the year they are in, list the courses already completed and list the courses they would be required to take to progress in the new programme. They must receive the approval of the Director of Studies and the VP Academic Affairs to change programmes.

MINOR AND MAJORS

DECLARING A MAJOR

Full-time students normally declare their major upon admission and registration to facilitate the planning needed for an appropriate sequence of the courses required to complete the major within four years. Students in School of Visual Arts are expected to declare a major at the end of the first semester of their first year. However, students may be granted permission to change programmes.

DECLARING A MINOR

Minor Studies is a coherent course of study that provides minor concentration in a chosen field of study outside of the Major. Unlike declaring a college major, choosing a college minor is optional, however, it is hoped that many students would avail themselves of this opportunity.

Completing a minor degree programme may serve several purposes. Minors help to shape students' future career path and will take or even open other career options. In addition, graduates having the right minor, in seeking employment may serve as a deciding factor between the EMCVPA graduate and another equally qualified candidate from another institution competing for the same job/project. It is likely that in the interview process, the person with a minor will be better prepared to answer a wider range of questions and offer wider skill sets than other candidates without a minor. Pursuing a Minor may also place graduates in an advantageous position for graduate admission.

A minor can broaden the content covered by the major. In these days, when college majors can be very specific, the minor can serve to develop another closely related area. For students with diverse talents or students not completely fulfilled by their major, a college minor is an opportunity for these students to engage in a totally different type of thought and exploration. For example, Visual Arts majors can develop their knowledge of literature or Theatre Arts using the College minor option. The minor can also be used to carry on what students may have started as an extracurricular activity at another institution, such as playing an instrument, acting, dancing or voice.

MINOR STUDIES REQUIREMENT

Students may choose to pursue a Minor Studies (MS) programme or may also choose Interdisciplinary studies called Minor in Alternative Studies (MAS). The MS Programme may be taken within or outside students' Department/School. The credit requirement for MS ranges from a minimum of fifteen (15) to a maximum of twenty-three (23) credits depending of the chosen programme. A maximum of nine (9) of the

required credits may be used to fulfill the credit requirements for both the Minor and Major. However this is subject to the approval of the department(s) or School offering the Minor.

The MAS programme allows students to select courses from all five (5) Schools to satisfy the minor studies credit requirement. Students who select the MAS are required to fulfill a minimum of eighteen (18) credits to a maximum of twenty (20) credits. A maximum of nine (9) credits of the twenty-three (23) required credits may be used to fulfill both major and minor requirement subject to the approval of the department/programme.

In the case where a Minor is being pursued through two (2) Departments/Schools, at least twelve (12) credits or more than half the total credit requirement for the Minor must be from outside the student's Major Study/Department.

In the case where a Minor is offered by one (1) Department, at least sixteen (16) credits or at least one third if the total credit requirement must be from outside the student's Major Study/Department.

Courses prescribed in minor programmes may not be offered each semester. The College reserves the right to offer courses in any semester according to available resource and number of enrollment.

The College reserves the right to approve or not to approve the application for enrolling in a minor programme.

Students who, upon graduation, successfully fulfilled the requirements specified in the curriculum of the Minor Programme for which he/she has registered will have the title of his/her Minor Programme indicated in his/her transcripts.

Elective Courses taken to satisfy the requirements for a Major may also be used to satisfy the credit requirements for the MS and MAS.

General Studies courses within a major are intended to give breadth to students' programmes. Where General Studies courses are also within the list of courses approved for the minor they may be used to fulfill both the minor and General Studies requirements.

If a student declares a minor and does not complete it there will be no penalty but it will not appear on their transcript unless they complete all requirements.

There is no mandatory requirement for students opting to pursue minor studies to attend summer session, however summer sessions provide students with greater opportunity to pursue required minor courses.

Procedures for Minor Programme Enrollment

Students MUST declare their MS and MAS during the registration period of the first year of study. However, if a student chooses not to begin minor studies in their first year; it is advised that students MUST declare a minor by the registration period of the second year of study AT THE LATEST.

Students should seek approval from their Department/School to pursue a MS or MAS before submitting the registration form with minor courses. Student must also meet with the advisor for the minor studies before registering for courses in the minor.

Students must maintain a GPA of 2.0 or higher at the end of each semester in their major as well as a cumulative GPA of 2.0 or higher to be approved for minor studies by their Department/School.

To earn a minor, students must attain a cumulative GPA of 2.0 or higher for the courses taken in the minor programme.

Registration for Minor courses must be done in the normal registration period including the Add/Drop period set by Registry. No late registration will be processed after the said period.

Students MUST satisfy any audition, portfolio assessment or pre-requisite requirements for the minor studies chosen.

Students are responsible for planning their own study schedules and fulfilling the course requirements in accordance with the academic structures and policies as set in the respective minor programmes.

Students must complete all courses required in the minor programme before graduation. PLEASE NOTE that a longer study period of more than four (4) academic years may be required for fulfilling both the major and the minor course requirements before graduation.

TRANSFERRING OF CREDITS

The EMCVPA will consider credit transfer for all courses taken through a recognized institution or accredited programme where evidence is given that each course under consideration has been satisfactorily completed with a grade of 'C' or higher and that the courses are comparable in content, nature and level of course(s) offered at the College. Grades transferred from another institution are not used in computation of the Grade Point Average (GPA) at the College but credits will be applied towards graduation requirement. The processes for requesting transfer credits are set out hereunder.

TRANSFER PROCESS

The Registry shall evaluate all undergraduate, post-secondary school education course(s) or programme(s) presented from outside the College for acceptance to the College.

The Heads of Department or Academic Advisors determine the appropriateness and applicability of accepted courses specific to the programme. The Directors of Studies give the ultimate approval of applicability towards the programme requirement.

A formal application for credit transfer should be brought to the Registry. The Registrar in consultation with the faculty of the appropriate discipline will judge the comparability of the course for transfer credit in all reviews.

A written response will be delivered to the student in a timely manner once the Registrar and the appropriate faculty has reviewed the course materials and the student's specific circumstances.

An appeal of the decision should be sent in writing to the Vice Principal, Academic Affairs setting out a complete account of the review and decisions up to this point. The Vice Principal, Academic Affairs will review the information and give the final decision.

REQUIREMENTS FOR TRANSFER CREDITS

A regional, professional or national institutional accrediting body must accredit the programme from which course work is being considered for transfer credit.

Credit is transferred on a course-by-course basis. Courses that are less rigorous than the minimum offering discipline at the EMCVPA will not be eligible for transfer.

Course(s) must be comparable and appropriate to the discipline to be considered for credit transfer. Courses that must have specific topics to prepare students for particular function must contain two-thirds ($\frac{2}{3}$) of the material of a similar course at the EMCVPA to be judged comparable.

Any course submitted for transfer credit must have been completed within five (5) years of the date that transfer application is submitted to the College.

A maximum of sixty (60) credits will be transferred for those pursuing a Bachelor degree and a maximum of thirty (30) credits for those pursuing an Associate degree at the College.

The College will consider transfer credit to students who earned credits outside of the five (5) year limit

if they can demonstrate proficiency in course material based on submission of a portfolio demonstrating competency in the objectives of the course and/or successfully pass an examination.

TRANSFER CREDITS FOR INTERNATIONAL STUDENTS

The foreign government or state governmental agency of a foreign country must formally recognize the institution as offering post-secondary programmes comparable to that offered at the EMCVPA. Equity will be maintained between transferred credit and EMCVPA credit.

REQUIRED DOCUMENTATION FOR TRANSFER CREDIT CONSIDERATION

All course work presented for transfer must appear on an official transcript sent directly from the original institution to the Registrar at the EMCVPA. Copies, facsimiles or hand delivered transcripts by students will not be accepted.

All foreign transcripts, not issued in English, must have an accompanying translation certified by the original transcribing institution or a professional translation service approved by the EMCVPA.

All foreign institutions that provide only one original document certifying attendance, course of instruction and achievement should be asked to mail the certifying documents directly to the College. The originals will be retained until credit transfer has been completed. Certified copies will be retained for the student's record and the originals will be returned to the student.

On completion of the course of study and prior to leaving Jamaica, exchange students must complete a Transcript Request Form and return it to the Registry. The transcript will be sent directly to the requesting institutions while a grade sheet will be sent directly to the student.

CREDITS EARNED IN OTHER COLLEGES AS A TRANSIENT STUDENT

A student enrolled at the EMCVPA is not permitted to take credit work as a transient student at another institution to be applied toward a degree without prior permission from the Director of Studies. The permission must be in writing, specifying which courses are acceptable and their equivalence at the EMCVPA. A copy of this permission must be filed with the Registrar. Students do not need transient approval if they have not been enrolled at the College for two or more consecutive semesters.

ACADEMIC PROBATION

Students with a cumulative GPA below 2.0 but not less than 1.7 are having academic difficulties and are alerted to this fact by being placed on academic probation. Students on academic probation are restricted to taking not more than 15 credit hours per semester, unless exempted from this regulation by the Director of Studies. Students with GPA's substantially below 1.7 are subject to academic dismissal

TRANSFER FROM THE SCHOOL OF CONTINUING EDUCATION AND ALLIED PROGRAMMES (SCEAP)

Students who are enrolled or successfully complete credits in the Studio Certificates (30-credit or 60-credit) or any other credit-bearing courses in the School of Visual Arts may have those credits transferred to the full-time degree programme. Students will need to follow the same application procedures for entry into the full-time programme.

TRANSFER ADMISSION

The EMCVPA will consider credit transfer for all courses taken through a recognized institution or accredited programme where evidence is given that each course under consideration has been satisfactorily completed with a grade of 'C' or higher and that the courses are comparable in content, nature and level of course(s) offered at the College. Grades transferred from another institution are not used in computation of the Grade Point Average (GPA) at the College but credits will be applied towards graduation requirement. See page no for the processes for requesting transfer credits.

TRANSFER ADMISSION FOR INTERNATIONAL STUDENTS

The foreign government or state governmental agency of a foreign country must formally recognize the institution as offering post-secondary programmes comparable to that offered at the EMCVPA. Equity will be maintained between transferred credit and EMCVPA credit.

CREDITS EARNED AS A TRANSIENT STUDENT

A student enrolled at the EMCVPA is not permitted to take credit work as a transient student at another institution to be applied toward a degree without prior permission from the Dean. The permission must be in writing, specifying which courses are acceptable and their equivalence at the EMCVPA. A copy of this permission must be filed with the College Registrar. Students do not need transient approval if they have not been enrolled at the College for two or more consecutive semesters.

JOINT ADMISSION

The College currently offers a joint Bachelor of Arts, with a Major or Special in any of the visual and performing disciplines offered by the College, with the University of the West Indies (UWI), Mona. The degree runs for three (3) years and students attend classes on the campus of both institutions.

Candidates must meet the academic entry requirements set by the UWI, Mona as well as the EMCVPA. See page no, for further information.

CLASSIFICATION OF STUDENTS

The number of credits for which a student is enrolled toward the degree, diploma or certificate determines a student's classification. A student is classified as follows:

FULL-TIME STUDENT

All full-time students are required to enroll a minimum of 12 credits per semester. Normal progress for full-time students enrolled at the EMCVPA shall mean the satisfactory completion 30 semester hours of work in each academic year from the date of first enrolment and the satisfactory completion of all degree requirements within 4½ calendar years from the date of first enrolment. No student will be allowed to repeat any year more than once in the overall four-year course.

Students pursuing studies full time must complete the degree programme within five (5) academic years and Diploma programme within four (4) years. However, if a student fails to complete his/her programme within the specified time due to extenuating circumstances such as illness, the student is allowed one (1) additional year in which to do so. A student may also apply for leave of absence not exceeding one (1) year. Students must complete their programme within five (5) years after the initial duration of their programme.

PART-TIME STUDENT

The courses offered for credit in the part-time programmes are of the same content and semester credit hours to those in the full-time programmes. Courses are tailored to enrich any individual who seeks to gain knowledge for professional advancement or personal enrichment. The classes are held in the evenings and on week-ends for the convenience of the working professional. Continuing Education programmes are offered through the Schools of Visual Arts, Drama, Dance Music and Arts Management and Humanities. Summer sessions also give part-time students an opportunity to enroll in courses offered for credits during the day and/or evening as well as full time students the opportunity to accelerate their programme. Courses are offered on a matriculated and non-matriculated basis. However, application to matriculated courses must be accepted through the formal admission process.

Students pursuing part-time studies leading to a degree, diploma or certificate are considered part-time if they are enrolled in less than twelve (12) credits per year in the degree programme, nine (9) credits per year in the Diploma programme and six (6) credits per year in the Certificate programme. Part-time students may also enroll in not more than six (6) credits in the summer semester. While students are able to pursue an EMCVPA on a part-time basis, part-time classes are not offered exclusively during evening hours.

Student must have matriculated into a programme and may be enrolled to complete a menu of additional courses that are not within the specific year of the programme for which he/she is registered observing pre-requisite requirement where applicable. Students must complete their programme within five (5) years after the initial duration of their programme.

Fees are charged per credit for part-time students in addition to ancillary charges according to courses offered. Part-time students are encouraged to take advantage of all services that will allow them to be fully immersed in the College's artistic and academic community.

Students pursuing studies on a part time basis must complete the degree programme within six (6) academic years, Diploma programme within five (5) years and Certificate programme within four (4) years. However, if a student fails to complete his/her programme within the specified time due to extenuating

circumstances such as illness, the student is allowed one (1) additional year in which to do so. A student may also apply for leave of absence not exceeding one (1) year. Part-time students also have the option of transferring to full-time status at any time during his/her studies where conditions permit. It should be noted that in accordance with the policies of the College, a student may not normally take courses which are more advanced than the programme year in which he is enrolled. However, the Director of Studies can grant special permission.

OCCASIONAL STUDENT

An occasional student is one who has attained the competencies of a particular course(s), for which he/she wishes to register. Occasional students are also required to observe the part-time credit limit of a maximum of twelve (12) credits per annum.

SPECIALLY ADMITTED STUDENT

Private individuals or government sponsored employees who wish to pursue ad hoc courses at the College are considered specially admitted students. It should be clearly understood that candidates must satisfy the normal prerequisites for each course.

A specially admitted student may either audit courses, or pursue courses in full (inclusive of the examination process). He/she would be limited to a maximum of twenty-four (24) credits per year under this designation. The credits earned are transferable into the regular full-time, matriculated structured programmes. Specially admitted students must meet matriculation requirement if they wish to transfer to full-time student status.

VISITOR

A visitor is a person who is permitted to observe, free of cost, no more than a total of three (3) sessions of one class or studio activity (or group of classes or studios). Further observation or participation would necessitate enrolment and the payment of the appropriate fees.

VISITING SCHOLAR

A visiting scholar is an individual manifesting the relevant competencies in research and in the relevant art form, who wishes to make use of the College's facilities for the purpose of private study. Such a person might ultimately be preparing a paper for publication or thesis to be submitted for undergraduate or graduate studies, or may wish to acquire skills in aspects of the art form which are offered at the College and would not be enrolled in any other programme at the EMCVPA.

Services to be made available to the Visiting Scholar would include:

- Library, archives and special collections with the prior permission of the relevant authorities.
- Leave to attend and observe specified classes for a stated time period, usually one semester, or one academic year. (Renewal is subject to re-application)
- Participation in practical classes in accordance with 1. & II. above.
- Fees payable should parallel the Post Graduate year's fee.

An application for permission must be lodged with the Office of the Vice Principal Academic and Technical Studies in the event that the scholar wishes to copy archival material or record, interview, and videotape lecturers/students or performances or exhibitions of the College.

A copy of any paper, thesis, documentary or other print or audio-visual material published including research undertaken at the College, should also be lodged at the College Library.

The use of the College's material shall be acknowledged, and shall also be subject to the normal copyright regulations.

VISITING STUDENT

This refers to all students accepted to study, research or undertake practical and/or studios at the College under formal agreements for student exchange without a formal transfer. This also applies to overseas students who are not covered by such formal overseas student exchange agreement between their institution and the EMCVPA.

Visiting students should normally have met the College's matriculation requirements, and may also be required to sit an English proficiency test in the case of non-native speakers of English.

Visiting students remain students of their sending institution and they have no automatic right to continue any programme beyond the period of the agreed attachment at the College.

A visiting student must present a portfolio or audition CD or DVD for programmes in the visual and performing arts.

GRADUATE STUDENTS

The EMCVPA currently offers a Post-graduate Diploma in Arts Education and an online Master of Arts in Art Education, in collaboration with the Ohio State University.

The Post-graduate Diploma is offered through the School of Continuing Education and Allied Programmes. Please contact continuinged@emc.edu.jm or 876-960-3074.

Interested applicants for the Master of Arts may apply online to the Ohio State University and/or contact the Registry at 876-960-6171 for further information.

TUITION AND FEES

Financial Aid and Scholarships

TUITION AND FEES INCREASE

Tuition and fees for the EMCVPA are set by the Ministry of Education, Jamaica and are subject to change without notice. For information on the Tuition and Fees, please visit www.emc.edu.jm/admissions.

Tuition for the EMCVPA are set by the Ministry of Education, Jamaica. However, students should budget for an annual minimum 10% increase of tuition fees. Personal expenses are estimated. Therefore the costs listed under Expenses and Fees are the College's best estimate at the time of publication. Special Fees
The following Registry services attract a fee and fees are subject to change at any time. Please contact the Registry for the current fees.

Registry Services
Transcript/ Statement
Status Letter
Application Fee – hardcopy or online (local residents, Caribbean Nationals, and residents of the USA & Other Countries)
Late Application Fee (local residents)
Late Application Fee (Caribbean Nationals)
Late Application Fee (USA & Other Countries)
Application for Re-Admission
College English Entrance test
Application for Re-mark of exam script
Replacement Student ID Card
Replacement Degree/Diploma/Certificate

FEE PAYMENT POLICY

Any student who does not pay his/her fees in the prescribed time as set out in the fee policy will be de-registered unless alternative arrangements have been made for payment with the Registrar.

The only exceptions to these rules are:

Students with Students Loan Bureau (SLB) loans pending and students sponsored by caribbean governments or other organizations recognized by the college.

All students of the EMCVPA have a responsibility to fulfill their financial obligations by adhering to the fee payment policy of the College approved by the College Board.

GENERAL GUIDELINES

ALL tuition, ancillary and Hall of Residence fees are due and payable before or by the start of each academic year. Students will NOT be allowed to register for an academic year with outstanding fees from previous years.

All fees may be paid by:

- Manager's cheque or cash at any branch of the National Commercial Bank (NCB) island-wide
- Absolutely NO personal cheques will be accepted.
- Online using Aeorion.

- At the Finance & Accounts Department (FAD) Cashier if using a credit or debit card. The normal opening hours for the FAD Cashier are 8:30 am to 3:00 pm Monday – Friday.
- Your name and student identification number is to be used for all fee payment transactions.
- Students who have been awarded places at the Hall of Residence must show proof of payment of ALL ancillary fees and tuition fees for at least Semester One (1) before they will be allowed access to the Hall of Residence.
- Financial clearance is to be obtained from the FAD to facilitate registration.
- Students are required to register for each Semester.
- Students WILL NOT be allowed to sit exams, unless ALL fees are paid in full.

FEE STRUCTURE

ALL students are required to pay fees indicated below.

Tuition Fees (www.emc.edu.jm/admissions/tuition-and-fees)
Health & Accident Insurance
Exam Fees: Years 1 – 4 including Third & Fourth Year Concert/Independent Study
Library & Technology Fee
Student Union Dues
Registration Fee
Technology Fee
Caution fees (paid in Year 1) - 75% refundable at the end of the Programme if there is no damage to or loss of College property. Applicable to both local and international students.
School of Music Only - Mandatory FLMP Text Books BM, BME and CMS Textbooks are to be collected from the Edward Seaga Library and Resource Centre. Book fees are included in Ancillary Fees.
Hall of Residence Fees - due and payable before or by the start of the academic year. However, students may opt to pay by Semester.
Some Schools will have fees that are applicable to those Schools only such as, locker, Teaching Practice (TP) and external examiner fees.

FEE PAYMENT OPTIONS

ALL tuition, ancillary and Hall of Residence fees are due and payable before or by the start of the academic year. Students will be invoiced for the academic year. Each student is to review and select a payment option that is best suitable to him/her. Once selected, the student will be held liable for such fees.

Below are the fee payment options available.

- Full Payment
- Semester Plan
- Student Loan Bureau (SLB)
- National Youth Service (NYS) / JAMVAT
- Full Scholarship
- Partial Scholarship
- International and Regional Students

FULL PAYMENT

Full Payment must be made at any National Commercial Bank (NCB) island-wide (cash or manager's cheque only); online using Aeorion or at the FAD Cashier if using a credit or debit card.

Take stamped voucher or receipt to the FAD to obtain financial clearance to register.

SEMESTER PLAN

This plan attracts a one percent (1%) tuition installment fee and will be added to the total tuition.

Obtain Semester Plan Contract from the FAD and read carefully before completing in duplicate.

Complete contract and submit to FAD for approval.

SEMESTER ONE (1) - Fifty percent (50%) of the tuition fees must be paid and the total of the relevant ancillary fees prior to registration. ALL ancillary fees must be paid in full.

SEMESTER ONE (2) - The tuition installment fee and the remaining fifty percent (50%) tuition fees are due by February 15, prior to registration for Semester 2.

Take stamped voucher or receipt to the FAD to obtain financial clearance to register.

For students who will be residing at the Hall of Residence, the applicable fees for Semester One (1) must be paid in full before residence will be granted at the Hall of Residence. Students are encouraged to make ongoing payments and not wait until they have the full balance before making additional payments.

STUDENT LOAN BUREAU (SLB)

The SLB does not pay Hall of Residence and ancillary fees.

All student loan recipients will be allowed to register for Semester One (1) only provided ALL ancillary fees and Hall of Residence fees (where applicable) have been paid and communication has been received from the SLB indicating the APPROVAL of the loan. Students should ensure that they have complied with all the loan requirements stipulated by the SLB and paid their ancillary and Hall of Residence fees (where applicable) in order to obtain financial clearance from the FAD.

Students with loan applications PENDING will be allowed to register only if they pay all ancillary fees, Hall of Residence fees (where applicable) and fifty percent (50%) of tuition fees.

NATIONAL YOUTH SERVICE (NYS) / JAMVAT

NYS/JAMVAT does not pay ancillary or Hall of Residence fees.

ALL ancillary fees and Hall of Residence fees (where applicable) must be paid to secure financial clearance from the FAD.

NYS pays twenty percent (20%) of the tuition fees; JAMVAT pays thirty percent (30%) of the tuition fees.

All NYS/JAMVAT recipients must submit to the FAD an approved status or letter of commitment from NYS/JAMVAT.

NYS/JAMVAT students must pay fifty percent (50%) of tuition fees to obtain financial clearance. The one percent (1%) tuition installment fee will be applied to the difference of tuition fees and the amount to be received from NYS/JAMVAT.

Take stamped voucher or receipt to the FAD to obtain financial clearance to register.

FULL SCHOLARSHIP

All students receiving a full scholarship must proof of scholarship and amount to be covered by the donor/sponsor to the FAD for their account to be updated and financial clearance granted.

Any sponsorship amount outstanding for prior year must be paid before the student is allowed to register for the new academic year.

The payments for scholarships/sponsorships should be received by the last working day in October.

Students should ensure that their sponsors with the stipulated payment deadline.

If the student fails to comply with the payment deadline, the student will not be allowed to sit Semester One (1) examinations.

PARTIAL SCHOLARSHIP

All students receiving a partial scholarship must present proof of scholarship and amount to be covered by the donor/sponsor to the FAD for their account to be updated.

Any sponsorship amount outstanding for prior year must be paid before the student is allowed to register for the new academic year.

The student must pay the difference in full at any NCB branch island-wide or online using Aeorion to secure financial clearance.

If the partial scholarship plan is joined with the Semester Plan, the Semester Plan will be applicable.

INTERNATIONAL AND REGIONAL STUDENTS

All fees are payable in full in United States Dollars (US\$) at the start of the academic year.

Where the student is sponsored by Caribbean Governments or other organizations (including the OAS) recognized by the College, a letter of commitment detailing the amount being paid, must be submitted to the College to permit registration prior to the receipt of payment. Such payments are to be received by the last working day in October. Students should ensure that their sponsors comply with the stipulated payment deadline.

Where the payment of ancillary fees is not covered, the student is required to pay such fees prior to registration.

Where fees are paid by telegraphic transfer, this information is to be copied to the FAD to facilitate prompt processing of the payment.

Financial clearance is to be obtained from the FAD.

ALLOCATION OF FEE PAYMENTS

The payment of fees to the College will be applied to the students' accounts in the following order:

- Outstanding balance brought forward from previous academic year(s)
- Ancillary Fees
- Tuition Fees – Semester One (1)
- Hall of Residence Fees - Semester One (1)
- Tuition Fees - Semester Two (2)
- Hall of Residence Fees – Semester Two (2)

FINANCIAL PENALTIES

These will be applied where a student fails to meet the required payment deadlines. A late registration fee and extended late registration fee will be charged if the student fails to register by the stipulated time. There is also a late add/drop fee.

A tuition installment fee of one percent (1%) is charged on all fees paid by installment.

FEE REFUND AND WITHDRAWAL/OVERPAYMENT OF FEES

- Complete the Request for Refund Form.
- Attach ALL receipts and submit to the Registrar.
- Allow ten (10) to fifteen (15) working days for processing after receipt of ALL documentation by the FAD.
- Refunds will be made by cheque in the name of the student unless the FAD is advised otherwise by the student or to the donor (if applicable).

CAUTION FEE REFUND

1. Seventy five percent (75%) of the caution fees paid is refundable at the end of the programme of study; graduation or the student withdrawing from a programme, provided no damage/loss has been done to College property. Students will be held liable for any damage/loss in excess of the caution fee and NO refund will be granted.
2. Obtain the Caution Fee Refund form from the Registry.
3. Complete and obtain ALL relevant signatures.
4. Submit the completed form to the Registrar.
5. Registrar indicates that the course of study is completed and degree awarded.
6. Registrar submits form to the FAD for payment.
7. Allow ten (10) to fifteen (15) working days for processing after receipt by the FAD.

8. Refunds will be made by cheque in the name of the student unless the FAD is advised otherwise by the student or to the donor (if applicable).

HALL OF RESIDENCE FEE REFUND

Students who have paid Hall of Residence fees at the start of the Semester but do not take up residence within two weeks of the start of the Semester, will be given one hundred percent (100%) refund.

SLB APPLICANTS

Students with loan applications PENDING will be allowed to register only if they pay all ancillary fees, Hall of Residence fees (where applicable) and fifty percent (50%) of tuition fees.

Refund of payment for fees will be made when SLB has approved the loan and at least payment for Semester 1 has been received.

SCHOLARSHIPS/GRANTS AWARDEES

Refunds from scholarships and grants will be made only after verification of the receipt and clearance of such funds.

WITHDRAWAL/DEFERRAL

A student who seeks to withdraw from his/her course of study at the College MUST INFORM THE REGISTRAR IN WRITING stating (i) the reason for withdrawal and (ii) if he/she is desirous of re-admission in another academic year. This must accompany the form. A student who verbally informs a member of faculty of his/her non-attendance at classes or withdrawal will not be regarded as official notification or approval.

Complete the Withdrawal/Deferral Form and submit to the Registrar.

The date when the Registry receives a withdrawal request will be used as the date for refund computation.

All withdrawals, excepting those on medical grounds, will attract a processing fee of Two Thousand Dollars (\$2,000).

Refunds will be made based on the following schedule:

Date of Submitting Request to Registrar	Percentage of Fee Refundable
Week 1-2 of Semester	80% refund
Week 3 of Semester	60% refund
Week 4 of Semester	40% refund
Week 5 of Semester	20% refund

ABSOLUTELY NO REFUND WILL BE GRANTED AFTER FIVE (5) WEEKS OF THE START OF THE SEMESTER.

Any student who wishes to withdraw from the second semester of a programme must apply in writing to the Registrar within the first two weeks of the semester. There will be absolutely NO REFUND for persons who withdraw after the first two (2) weeks with or without permission.

Additionally, a student who withdraws on medical grounds is required to inform the College Nurse of the circumstances surrounding such withdrawal and MUST produce a Medical Certificate verified by a

Medical Doctor, a copy of which should be sent to the Registrar, the respective Dean and the Head of the Department concerned. The decision to re-admit such a student will be made by the Registrar in consultation with the Vice Principal for Academic Affairs and/or Deans of Schools.

Students who withdraw without the approval of the Registrar will be considered to have abandoned his/her studies and will be subject to the College's formal re-admission process. Any outstanding fees for the year of withdrawal must be paid before the student will be readmitted to the College.

STATEMENT OF ACCOUNT

Statements of Account are available online on the Student Management System and are based on the student's current profile. All charges appearing online are subject to change if there is a change in the student's profile e.g. status, additional courses etc.

STATUS LETTERS

- Student pays at the FAD Cashier for status letter.
- Student takes receipt to the Registrar and completes relevant form.
- Registrar will advise student when the letter can be collected.

TRANSCRIPTS/STATEMENTS

- Student pays at the FAD Cashier for transcript/statement.
- Student takes receipt to the Registrar and completes the relevant form.
- Registrar will advise student when the transcript/statement can be collected.

TRANSFER OF PROGRAMME FEES

- A transfer fee will be charged for transfers from one programme to another. The application of transfer must reach the Registrar by the last working day in April. Failure to comply will result in a charge of Three Thousand Dollars (\$3,000).
- Please be advised that any student who does not pay his/her fees in the prescribed time given, or by the end of October (Semester 1) and by mid February (Semester 2) will be barred from sitting examinations unless alternative arrangements have been made for payment with the Director, Finance & Accounts. Students in arrears will NOT be granted normal student privileges such as access to the library, status letters or official transcript requests.
- Individuals who attend classes without being registered are NOT students of the College.

FINANCIAL AID

Student Loan Bureau

The Student Loan Bureau offers financing to students ensuring that qualified, needy Jamaican students have equal access to financial assistance to pursue tertiary education. You may visit their website at www.slbja.com

NATIONAL YOUTH SERVICE (NYS)

The National Youth Service through its JAMVAT programme provides the opportunity for students to participate in the development of the nation's social capital through their contribution of 200 hours of public service. In response, the government undertakes 30% of the student's tuition cost. You may visit their website at www.nysjamaica.org

QUALIFYING FOR A SCHOLARSHIP

Applicant must:

- Be an enrolled full-time student
- Be showing high scholastic achievement with a minimum average grade of 'B'
- Be in need of financial assistance.
- Have demonstrated an interest in making a significant contribution to the extra-curricular life of the college.
- Have demonstrated his/her commitment to contribute to the development of arts in Jamaica.
- Demonstrate outstanding social and moral character
- Scholarships will be advertised each year between the months of May and June.

Applicants will be shortlisted by the Registry and forwarded to a panel of judges comprised of the Registrar, a representative of the School to which the Scholarship is being offered, one representative from the awarding body, an independent member drawn from the College's Board of Directors, and one member from the Scholarship and Awards Committee of the College.

Scholarships are non-renewable gifts and recipients are not required to repay the amount of the award, except in the case of poor academic performance, during the year in which the award was made.

- EMC Arts Foundation (All Schools)
- Restaurant Associates Ltd-Lois Sherwood Art Scholarship (SVA)
- Carreras Ltd. (All Schools)
- Mona Baptist Church-Douglas Samuels Memorial Scholarship (All Education Students)
- Jamaica Committee (All Schools)
- Grace Kennedy Foundation (All Schools)
- Louise Bennett Foundation (Performing Arts Schools)
- Mandeville Art Fair-Julie Lyn Scholarship (Visual Arts)
- Roy Hall Memorial Scholarship (Drama)
- PATH Bursary (All Schools)
- Cecil Boswell Facey Foundation (Visual Arts)
- CHASE FUND (All Schools)
- JPent Studios (Performing Arts)
- Jah Jerry Foundation (Music)
- JMMB-Joan Duncan Foundation (Arts Management)
- Ebony G. Patterson Painter's Grant (Visual Arts)
- Sagicor (All Schools)

- Jamaica Musical Theatre Co (JMTC)-Christina Bennett Scholarship (All Schools)
- LBW Trust (All Schools)
- Betting Gaming & Lotteries Commission (All Schools)

Qualifying Criteria:

Applicant must:

- Be an enrolled full-time student
- Be showing high scholastic achievement with a minimum average grade of 'b'
- Be in need of financial assistance.
- Have demonstrated an interest in making a significant contribution to the extra-curricular life of the college.
- Have demonstrated his/her commitment to contribute to the development of arts in jamaica.
- Demonstrate outstanding social and moral character

Scholarship are advertised each year between the months of May and June. Applicants are shortlisted by the Registry and forwarded to a panel of judges comprised of the Registrar, a representative of the School to which the Scholarship is being offered, one representative from the awarding body, an independent member drawn from the College's Board of Directors, and one member from the Scholarship and Awards Committee of the College. Scholarships are non-renewable gifts and recipients are not required to repay the amount of the award, except in the case of poor academic performance, during the year the award was made.

LIBRARY AND INFORMATION SERVICES

EDWARD SEAGA LIBRARY AND RESOURCE CENTRE

OVERVIEW

The Edward Seaga Library and Resource Centre is an Academic Library with a specialized collection in the visual and performing arts and other related areas.

OUR MISSION

To support the teaching and research needs of the institution's students, faculty and other administrative staff, through its collections and services.

To collect and preserve research materials which will increase and enhance knowledge of and appreciation of the region's art forms and culture.

As an academic library the primary users of the library are students and staff of the institution. Nevertheless, with a unique collection it is also a haven for both the national and international communities of scholars, researchers, artists and art philanthropists.

OPENING HOURS

During Semesters I and II:

(January to May & September to December)

Mondays to Thursdays: 8:30 a.m. – 9:00 p.m.

Fridays: 8:30 a.m. – 4:00 p.m.

Saturdays: 9:00 a.m. – 3:00 p.m.

Summer Semesters: (June to July)

Mondays to Thursdays: 8:30 a.m. – 7:15 p.m.

Fridays: 8:30 a.m. – 4:00 p.m.

Saturdays: Closed

During the Month of August:

Mondays to Thursdays: 8:30 a.m. -5:00 p.m.

Fridays: 8:30 a.m. – 4:00 p.m.

Saturdays: Closed

AREAS OF THE LIBRARY

The Edward Seaga Library and Resource Centre is located in the Multimedia Building. Reference and Circulation Services Area, Copy Centre and Technical Services area are located on the ground floor. Whilst the Music Collection Area, Special Collections Area, Periodicals and Open Shelves Collection are on the upper floor. You will find the Deputy College Librarian's office on the ground floor, and the College Librarian and other librarians on the upper floor. The Writing Centre is also located on the upper floor.

Ground Floor

Technical Services Area | Reserved Books Collection | Photocopy Centre | Baggage Room
Deputy College Librarian's Office

Upper Level

Music Collection | Librarian's Office

Open Shelves Collections | Periodicals Collection | Slides Collection | Librarian's Office

College Librarian's Office | The Writing Centre

THE COLLECTIONS

The Library's Collection houses a variety of materials. The collections are outlined below:

Reserved Books Collection

Reading Room/Reference only materials Ready-Reference sources such as dictionaries, encyclopedias, handbooks and manuals geared towards the visual and performing arts curricula
Vertical Files Overnight Materials

Open Shelf Collection

Books
Course Files Newspaper Clippings
Periodicals
Journals

Slides Collection

Slides
Photographs

Music Collection

Vinyl phonographic records
CD-ROMs ,DVD-ROMs (inclusive of EMCVPA produced recordings)
VHS
Audiocassettes
Scores

Special Collections

The Library has three special collections. These include the Wycliffe Bennett Collection, Rex Nettleford Collection and Vivian Virtue Collection.

ONLINE RESOURCES

There is access to the following online resources which can be used both on-campus and off-campus.

Online Public Access Catalogue (via Koha)
EBSCOhost Research Databases
Proquest eBooks Central
Newspaper Archives of the Jamaica Gleaner
JSTOR
CREDO Reference Complete Core

Contact your librarians for further details on how to access these resources.
of the Visual and Performing Arts and other libraries that contribute their records.
{URL: <http://198.170.76.2/juc/>} Searching the Jamaica Union Catalogue

LIBRARY SERVICES

The Library offers a wide range of services, geared towards satisfying users.

Reference and circulation services

You may submit your queries to a librarian via e-mail: library@emc.edu.jm or telephone 1-876-968-0785.

Renewals

Open Shelves materials may be renewed for a further loan period provided these have not been previously reserved by another reader.

Current Awareness Bulletins

Current awareness bulletins (that is, Information on newly acquired books and journals are circulated via email to lecturers and staff. A list of new arrivals is placed on notice boards and a small display is done upon new arrivals of textbooks).

Internet access

Students and staff can access the Internet by visiting the computer laboratory at the Library or other locations on the campus such as the School of Visual Arts Graphic Laboratory, or the computer laboratory upstairs in the Multimedia Building. As well, students with laptops can gain access to the Internet at various hot spots across the campus.)

Word processing and printing There is access to computers from which assignments may be printed at a cost.

Referral Letters to Other Libraries

Students requiring access to other libraries off campus can pick up a letter from the College Librarian's office.

Reprography services

Students have access to the printing and photocopying services at Copy Centre. You may send your assignments for printing at a cost to the Copy Centre. Photocopy machines are also available at the Copy centre where you can submit your requests. Students are required to comply with the Jamaica Copyright Act and JAMCOPY Tertiary Institution License.

Reservation of books

Books on loan may be reserved by users and a notification will be sent to them once materials become available.

Selective dissemination of information

Periodically information may be packaged for educational and research purposes. Contact your Librarian.

Information Literacy Sessions

At the beginning of each academic year the library provides sessions on searching the Internet, databases and other online resources that are available within the library. Additionally, instructions are provided to help you improve your research skills and successfully identify information for your research.

E-mail Notices

Users are encouraged to submit their E-mail addresses at the Circulations Desk in order to receive email notices, bulletins, and happenings in the library.

Audiovisual Usage Forms

Persons interested in receiving extracts of EMCVPA produced recordings are encouraged to fill out the forms

and submit them to the Librarian in charge of the Music Collection area.
Periodically information may be packaged for educational and research purposes. Contact your Librarian.

Information Literacy Sessions

At the beginning of each academic year the library provides sessions on searching the Internet, databases and other online resources that are available within the library. Additionally, instructions are provided to help you improve your research skills in order successfully identify information for your research.)

Book Orders

Faculty, staff and students may submit recommendations for textbooks and other resources to support the curriculum. It is advised that these recommendations are to be submitted to the College Librarian in March of each academic year. Once these items are ordered they will be a part of the Library's collection and will be available on various loan periods.

PRINTING SERVICES

Printing service is available at the Photocopy Centre in the Multimedia Building on the ground floor. By using the PaperCut Print Manager registered EMCVPA students will be able to print assignments or print a wide range of articles and documents directly from the networked computers around the campus. Registered EMC students can send their prints from any networked computers in the library or other computer laboratories across the campus. Once students are registered they will be able to use the library's printing facility. Printouts must be picked up at the Photocopy Centre.

Paying for Prints

Payment for prints can be made using epay on your ID cards. Your card may be top-up during opening hours at the following areas and times at the accounts department: Mondays – Fridays: 8:30 a.m. – 3:00 p.m. Rates : Printing rates are as follows:

Black and White	Letter	10 per page
	Legal	15 per page
	Ledger (11"x17")	20 per page
	12" x 18"	25 per page
Colour	Letter	30 per page
	Legal	50 per page
	Ledger (11"x17")	80 per page
	12" x18"	100 per page

Printing Procedures

Access to Printing services via PaperCut will only be available to students who have logged into a workstation with their credentials, ID number and Password. Once the required document is ready for printing, the user must select the printer to send the documents. The need to select a colour option is vital, as it will be determined, whether or not the document is to be printed in colour or black and white and this will also determine the cost for printing and the amount that will be deducted from the credit balance. A message will be shown based on the cost of the print job, and whether or not adequate funds are available on the account to complete the transaction. Once print is successful the amount will be deducted from the account. The balance on your account will be indicated in the balance bar, located on the desktop on initial logon. Details of print transactions may be found on the student portal in Ralston.

Establishing an Account for Printing

All users are required to pay for prints at the Accounts Department during the specified hours, where a receipt in triplicate will be generated. The receipt will consist of the ID number, name and other information including items being paid for. Of the three ply receipt students will be given, a yellow copy and a white copy. The yellow copy should be presented at the Photocopy Centre only and the amount is credited by the Office Clerk or Library personnel on duty.

Please note that payment for printing is at a minimum balance of \$50.00. The Office Clerk will apply this credit to your account based on your identification number. When you proceed to log on with your username and password from a networked computer at the Library, the Multimedia Computer Lab or Visual Arts Lab the credit balance will be shown on the desktop screen. Once you send prints, the balance will be reduced by the cost for printing based on the rates outlined.

All students are to ensure that once they have paid for prints that a copy of the receipt is kept and presented at the Photocopy Centre to library personnel for the account balance to be credited with the amount.

Computer Laboratories Location

Computer workstations available to students are located at the Visual Arts computer laboratory, Computer laboratory upstairs in the Multimedia Building and Computer room in the Library.

Students

Students must present their IDs at the Photocopy Centre when payments are made for prints. The Office Clerk or Library personnel at the Photocopy Centre do the crediting of your accounts. Once your balance has been topped up you can send your prints from any computer workstation on the campus.

Students will be required to login with their own identification number and password, then select the option to print and determine whether or not the document is to be printed in colour or black and white. The document will be queued for printing until it is released. Once the print is successful the amount will be deducted from your account.

Staff

1. Personal prints and photocopies

Administrative and Academic staff are required to pay for personal prints at the Accounts Department or Photocopy Centre at the scheduled rates during the hours mentioned above. The requests for prints and photocopies are made at the Photocopy Centre.

2. Official prints and photocopies

All requests for official prints and photocopies are to be submitted at the Photocopy Centre. Where requests are made for copies of copyrighted materials these are recorded on the Licensee Digitrack Log Sheet.

All official prints and photocopies requested are duly recorded in the applicable log books and the official bills are handed to the staff member (faculty and staff) who has requested the job. It is encouraged that photocopies or print outs are verified by the Directors of Schools, Managers or Heads of Departments to ensure that the request is legitimate.

PHOTOCOPYING SERVICES

Photocopying service is available at the Photocopy Centre in the Multimedia Building on the ground floor. There are two photocopiers. You may photocopy in colour and/or black and white.

Paying for Photocopies

Payment for photocopies can be made using e-pay on your ID cards. Your card may be topped-up during opening hours at the Finance and Accounts Department (at the Cashier)

Mondays – Fridays 8:30 a.m. – 3:00 p.m.

The Photocopy rates are similar to that of printing rates and are as follows:

Black and White	Letter	10 per page
	Legal	15 per page
	Ledger (11x17)	20 per page
	12 x 18	25 per page
Colour	Letter	30 per page
	Legal	50 per page
	Ledger (11x17)	80 per page
	12 x18	100 per page

Photocopying Procedures

Once it has been determined what is to be photocopied and the cost calculated the payment for photocopies are made at the Accounts Department. Once payment is made a receipt is given to the students and the request for photocopying is made at the photocopy centre. Please note that payment for photocopying is at a minimum balance of \$50.00. The receipt is to be handed to the Office Clerk/Library personnel at the Photocopy Centre, who will photocopy based upon the request. The Office clerk/Library personnel will check the receipts and complete the job based upon the charges presented. Please note that bibliographic information and usage information for photocopies from copyrighted materials are recorded on the Licensee Digitrack Log Sheet. The information is to be clearly written for auditing purposes.

JAMCOPY

The College signed the JAMCOPY Tertiary Institutions Licence on July 22, 2009 and as such is required to comply with the licence and the Copyright Act of 1993. All users are therefore required to comply with the requirements.

Membership:

All registered students, academic and senior administrative staff of the college have access to the library and its services. Students enrolled in other tertiary institutions such as the University of the West Indies, who are pursuing joint EMC courses, are registered students of the college and must display a valid identification card to access the services of the library.

Researchers, students and staff of other colleges and other individuals may access the library at the discretion of the College Librarian and upon payment of the necessary fees if applicable.

LOANS

The loan periods and quantity of materials depend on the type of material being borrowed.

Type of Materials	No. of Items	Loan Period
Reserved Books (Overnight)	2	Overnight
Reserved Books Collection (Reading Room)	2	3 Hours
Open Shelves materials	3	7 working days
Periodicals	3	Overnight
Slides	No limitation	*

* Slides are available for loan only for class presentations or seminars. The following materials are not available for external loans: DVDs and CD ROMs; Theses; Newspaper clippings; Audio and Videocassettes; and Vinyl records.

Fines

Fines are charged for each day a circulating material is kept past its due date.

Category of Material	Fines
Reserved Book Collection	\$60.00 per day
Open Shelf Collection	\$20.00 per day
Periodicals	\$60.00 per day

The borrowing rights of users will be revoked when fines have reached a maximum of sixty dollars (\$60.00). When fines are outstanding the College Librarian is authorized to advise the Registry and Bursary to charge the fine to the student's personal account with the college. Subsequent penalties, such as the withholding of examination cards and results, as well as the deferral of the award of qualification upon graduation, will be administered.

LOST AND STOLEN MATERIALS

The report of lost or stolen materials should be submitted promptly in writing to the College Librarian.

LOST AND FOUND

As a courtesy to our users, personal items found in the library are held for pick up at the Circulation desks in the library.

LIBRARY RULES AND REGULATIONS

Use of the Library is subject to adherence to the following rules and regulations:

- Students are required to carry their Student Identification Card and must produce this when required by authorized Library personnel.
- The ID card may be used only by its legitimate holder.
- The removal of any material from the Library must be duly authorized and recorded.
- Bags, briefcase or parcels are not allowed in the Library.
- Silence is required within the Library at all times. Users causing disruption will be required to leave the Library.
- Users caught defacing Library materials will be barred from the Library for a specified period and caution fee will be withheld to cover all damages.
- The following activities are prohibited within the Library:
 - Smoking is strictly prohibited within the Library.
 - Food and/or drink are not allowed in the Library.
 - The use of cellular phones is strictly prohibited.
 - The use of compact disk players or other musical devices is strictly prohibited.

STUDENT SERVICES

Campus Life at EMCVPA

STUDENT SERVICES

The Student Services Department is responsible for the general student welfare. Included under the Department are offices whose responsibilities differ widely from alumni and career advisement to health and social activities. Student complaints and/or queries regarding academic and disciplinary matters should be first directed to the Director of the School, and if not resolved, be forwarded to the Registrar. Student complaints and/or queries regarding financial matters should be directed to the Director, Finance and Accounts.

The following offices and services are handled by the Student Services Department. For more information on any of the offices or services of the Student Services Department, please call ext. 2201

ADMISSIONS AND ORIENTATION

The Registry is the point of entry for all new and returning students to the EMCVPA and admissions information is available all year round in the Department. Refer to the Registry at ext. 2171 or by email registry@emc.edu.jm, for the most current admissions information. Orientation is normally held the week before the commencement of the Academic Year. Orientation is a week-long event which includes new parent orientation, general assembly, freshman's breakfast, sessions on financial, spiritual, and health wellness, and a welcoming ceremony. Orientation is MANDATORY for all new incoming students.

ALUMNI

The graduates of the EMCVPA have excelled locally and internationally as arts educators and practitioners. Our graduates are teachers in primary, secondary and tertiary institution, particularly at the secondary level where they support the CXC and ROSE syllabi—Dance, Music, Drama, Visual Arts and Stage Craft. The graduates have formed popular bands including Roots Underground and Di Blueprint Band, Raging Fyah, CSharp and have also supported internationally-acclaimed musicians. The EMC Alumni Association invites graduates of the College to join in the effective networking of its graduates by supporting all its activities to enhance the quality of education and welfare of the College.

ATHLETICS

The sports department is managed by a Sports Director who is responsible for both inter-collegiate and inter-campus sports programme. Generally, there are three (3) inter-collegiate sports team—football, netball and basketball.

The EMCVPA football team was the proud Inter-collegiate Football League (2007) champion and the Inter-collegiate Knock-Out Competition (2006) champion.

To be eligible to participate in any of the inter-collegiate sports teams, students must be registered full time with a minimum GPA of 2.0.

Sports Day is held annually, generally in the second semester, and provides opportunity for the wide-spread participation in sporting competitions between houses. Other inter-campus competitions are planned throughout the school year. Students are encouraged to participate in the variety of sports programming offered.

CLUBS AND SOCIETIES

The following are the current active student clubs and societies on campus:

- Next Generation Art (visual and performing arts)
- Jamaica Teacher's Association Professional Group (teacher/professional)
- Rotoract (service)
- Circle K (service)
- Universities and Colleges Christian Fellowship (UCCF) (religious)
- Universities and Colleges Apostolic Ministry (UCAM) (religious)

COUNSELLING

The Guidance Counsellor assists students with any challenges brought on by their adjustments to College life. We encourage students who are experiencing personal difficulties to seek assistance at the earliest possible time so that they have a better chance to regain a balance in their lives.

The Guidance Counsellor provides psychological counselling for a variety of issues including depression, stress, interpersonal conflict, bereavement and crisis management. Individual consultations are preferably done by appointment.

The Counselling Unit also coordinates select programmes designed to assist students with financial needs. The Jamaica Values and Attitudes (JAMVAT) programme, coordinated by the Ministry of Education, and the National Youth Service, coordinated by the Ministry of Youth, is one such where students conduct 200 hours of community service in exchanged for 30% of their tuition. The Ministry of Education's needy student fund is another but is open to a limited number of very needy students.

Information about and application forms for some work and travel programmes can also be obtained at the Counselling Unit. For assistance students may call ext. 2207, or visit the Guidance Counsellor's Office located beside the Marketing Department. All services are confidential.

HALL OF RESIDENCE - SCARLET HALL

Housing is situated on campus and offers self-catering accommodation to students. Nestled in the heart of the Kingston metropolitan area, the College is in close proximity to major shopping areas, such as New Kingston, Half-Way-Tree, Cross Roads and Downtown. Because of its location, residents have easy access to supermarkets, restaurants, stores, banks, galleries, theatres and hospitals.

The Hall of Residence comprises three blocks which accommodate approximately ninety (90) residents. Each block houses thirty (30) rooms. There are five (5) households on each block with six (6) rooms in each household.

Accommodation on campus is usually single occupancy, designed with the concept of six residents forming a household, each having an individual bedroom while sharing bathroom and kitchen facilities. Each bedroom is furnished with a bed with drawers, a desk, chairs a closet and a night table.

Housing fees are paid annually or per semester, plus a Caution Fee which is held against damage to the facilities.

ELIGIBILITY FOR HOUSING

Accommodation on the Hall of Residence is limited. Therefore housing is only available to full-time students (those who have registered for twelve (12) or more credits-hours per semester). Housing is not guaranteed for either new or returning students. Each year, students are required to re-apply for housing (by the stipulated deadline date) and should know that housing for the next academic year is not guaranteed. Student housing closes at the end of the second semester (generally the weekend after the last final exam), at which time residents are expected to vacate housing.

SUMMER HOUSING

There is limited summer housing available. Students are required to apply for summer housing by the stipulated deadline date. Summer housing is not guaranteed.

OUTSTANDING BALANCES ON HOUSING

Returning students who have an outstanding balance on their housing fees are ineligible for housing the next academic year.

CONDITIONS OF ACCEPTANCE

Upon acceptance, prospective residents are required to sign a contractual agreement for the FULL College academic year. Under the College's Regulation, acceptance of a housing placement is for the FULL academic year. NO refund will be paid in the event of early departure. Residents are required and expected to abide by all the rules governing student housing. For further information on housing call ext. 2204 or email rudolf. Rowe@emc.edu.jm.

HEALTH SERVICES

The Doctor's office and the Sick Bay are located on the Hall of Residence adjoining Block Two and immediately to the right of the Hall of Residence Manager's office. The sick bay has a two-bed capacity. A part-time doctor is on staff to cater to the medical needs of the campus community. Currently, the doctor is on campus two days per week.

Students are required to complete medicals bi-annually. The medical questionnaire, copy of the immunization card and blood test results must be submitted prior to registration. School of Dance and Drama students must also complete and submit a physical fitness report.

The College nurse is full-time and caters to the health needs of the college population in the following ways:

- Health screening
- Health education
- Attending to the emergencies occurring on campus
- Referring students to other health care personnel as necessary
- Co-ordinating and assisting with the transportation of students to the hospital

STUDENT COUNCIL

The College's administration fully supports the Student Council by facilitating participation in several areas of college governance. Through the Council, students get a chance to hone the leadership skills and articulate their concerns at the highest level of College governance by way of representation on the College Board, the Academic Board and the Finance Committee of the College Board.

The Student Council promotes awareness of life on campus and encourages students' involvement in all campus activities. Student Council representatives are also encouraged to organize outreach activities and fund-raising schemes to support activities beneficial to the student body and the College.

The Student Council Executive is selected through an annual election process, which usually takes place in April or the week immediately following the Easter break. Only students who are registered full-time, with a minimum GPA of 3.0, and have no disciplinary actions pending, are eligible to run for Student Council Executive. Students should also be recommended by their Head of Department or Director of Studies and are expected to complete a mandatory leadership training post election.

The leadership of the Student Council consists of:

- President
- Vice President
- Secretary
- Public Relations Officer
- School Representatives (6 individuals)
- Treasurer
- Sports Representative

STUDENT EMPLOYMENT

Students are encouraged to register with the Student Services Department for part-time employment on Campus. Campus employment varies across the Departments on Campus, and is available on a needs basis. In the event of a vacancy, students' current registration statuses are first verified. Eligible students should be registered full-time with a minimum GPA of 2.0. Eligible students are then selected on the specified skills set and the needs of the Department. Students are then interviewed by the Department requesting the student employee and the successful student/students are selected. Students can work up to twenty-two (22) hours per week on campus.

International Students

The Student Services Department provides services and information to assist in a smooth transition to life at the College and in Jamaica.

FOREIGN STUDENTS WHO DO NOT NEED A VISA (COMMONWEALTH CITIZENS)

Commonwealth Citizens (most of the Caribbean countries, UK, Australia, Canada etc.) do not require a visa to travel to Jamaica.

Please view the International Students section on the college website for more important immigration

information: <http://emc.edu.jm/admissions/international-students/>

ENTRY AND ARRIVAL IN JAMAICA

The ports of entry by air are the Norman Manley International Airport in Kingston and the Donald Sangster International Airport in Montego Bay. Students are advised to make reservations to land in Kingston rather than Montego Bay.

TRANSPORTATION

If prior arrangements have been made through the Student Services department, a representative of the College will meet overseas students upon their arrival at the Norman Manley International Airport. These arrangements must be made at least two weeks before scheduled arrival – full arrival details (student’s full name, airline, flight number, city/country of departing flight and time of arrival) must be provided in order to facilitate pick up. Students will be sent confirmation of airport pickup arrangements via email. This is a one-time, free service offered to new international students, when they first arrive. Students who request airport pickup and fail to notify the Student Services Office of major delays/cancellations or change of plans in a timely manner, will be assessed a fee for failure to cancel.

There is also a reliable taxi service at the airport offered by the Jamaica Union of Travellers Association (JUTA) that can provide transportation to the campus. Please note that students are responsible for all costs associated with the taxi service.

IMMIGRATION POLICY

As stipulated by the Immigration Laws of Jamaica, foreign nationals are required to hold a valid passport and entry visa. Visas are required for international students (regardless of the period of study). Students from CARICOM or Commonwealth countries do not require a visa (except those from the Cayman Islands, British Virgin Islands, Pakistan, Sri Lanka and Nigeria). The student visa must be obtained from the nearest Jamaican Consulate or Mission, prior to arrival in Jamaica.

On arrival at the airport, the letter of acceptance, issued by the College, must be presented to the Immigration Officers, following which your passport will be stamped, granting entry for two weeks. Once you are enrolled, the Registry will issue you a letter confirming registration, which should be submitted to the Immigration Office for processing an Extension of Stay Approval. Foreign students attending the College must report to the Immigration Department, 25c Constant Spring Road, Kingston 10, within this two-week period, and submit the following documents in order to extend their stay:

A letter from the College (Registry) confirming his/her programme, and the year for which the student is registered

Valid passport for at six (6) months

Return ticket for one (1) year

Entry visa (where applicable) based on list of countries that require visa prior to arrival

TAXPAYER REGISTRATION NUMBER

The Taxpayer Registration Number (TRN), while not necessary for admission to the College is required to carry-out certain business transactions such as opening a local bank account etc.

International students can apply for a TRN at the Tax Collectorate (Inland Revenue) Office. There is no fee to apply for the TRN. However, students will need to:

Complete and submit the “Application for Taxpayer Registration (Individuals)” form, available at the Tax Office.

Show their passport at the time of submitting the application form.

The TRN is issued immediately and is valid for use right away. Students are advised to store the TRN slip carefully. A permanent TRN card will be issued by the Tax Office approximately one month after the application is submitted. International students can check with the Office of Student Services if they need assistance with the TRN process.

Immigration Checklist for International Students

Thank you for your interest in Edna Manley College of the Visual and Performing Arts. Along with fulfilling admissions requirements, there are some immigration documentation and fees that are required.

EXTENSION OF STAYS

- **Student** – This is where a foreign national is enrolled in an Institution of learning, registered by the Ministry of Education, Jamaica. This person should attend the PICA office on arrival in the Island within two weeks of entering Jamaica and have their extension placed in their passport. The following is needed for this process:
- Valid passport for at six (6) months
- Letter of Registration from an Educational Institution (accredited by the Ministry of Education) addressed to the Chief Executive Officer
- Return ticket for one (1) year
- Entry visa (where applicable) based on list of countries that require visa prior to arrival

FOREIGN STUDENTS/NATIONALS

Foreign students/nationals who have a claim to Jamaican citizenship are encouraged to exercise their right of obtaining a Jamaican passport and use it to enter or leave Jamaica, even when using a foreign passport overseas. The only exception is where they have renounced their Jamaican Citizenship or have an Unconditional landing in their foreign passport.

REQUIREMENTS FOR TRAVEL TO JAMAICA

Everyone travelling to Jamaica must present a valid and approved travel document as evidence of their identity and nationality. The most common and preferred travel document is a PASSPORT, but other types of travel documents may also be accepted.

OTHER ACCEPTABLE TRAVEL DOCUMENTS

A small number of travellers may have other types of travel documents which are also acceptable for travel

to Jamaica. The travel documents must be issued by a recognised authority, **MUST HAVE A PHOTOGRAPH OF THE BEARER** and provide the holder with a re-entry authority to the country of issue, or an entry authority to another country. Holders of these documents **GENERALLY REQUIRE** a visa

Other TYPES OF DOCUMENTS WHICH ARE acceptable TO JAMAICA include:

- Document of Identity (if holder is not a Jamaican citizen then a visa might be required); see list of visa countries
- Certificate of Identity
- Laissez Passer
- Documents issued to refugees
- 'Kinderausweis' issued to German minors
- Military documents for military personnel travelling by air; whether Military passport on I.D
- Seamans certificate if travelling by sea

FOREIGN STUDENTS WHO DO NOT NEED A VISA (COMMONWEALTH CITIZENS)

Commonwealth Citizens (most of the Caribbean countries, UK, Australia, Canada etc.) do not require a visa to travel to Jamaica. However, the documents must be presented and process completed:

Valid passport

Acceptance/registration letter from the College/Educational institution

Within 2 weeks of landing in Jamaica, students **MUST** complete and submit Extension of Stay form to the PICA Office at a cost of J\$10,000 fee (approx. US\$116). (Extension of Stay forms are available from the Student Services Office on-campus.)

FOREIGN STUDENTS WHO NEED A VISA TO VISIT JAMAICA (NON- COMMONWEALTH)

United States and other Non-Commonwealth citizens (including Cuba, Haiti, Dominican Republic, Honduras etc.) are required to attain a visa prior to arriving in Jamaica. For more information click <http://www.pica.gov.jm/immigration/general-immigration-information/requirements-for-travel-to-jamaica/>

Other requirements include:

A student visa is required (regardless of the period of study) and must be obtained prior to arrival in Jamaica, from the nearest Jamaican embassy or consulate. Students who arrive without the required visa will be denied entry into Jamaica by Immigration. Persons cannot pursue studies under visitor status.

Students in Europe and other parts of the world can check the following website for Jamaican Embassies: www.mfajt.gov.jm (click on Missions)

Non-Commonwealth Citizens are charged an additional fee for Multiply Entry Visa. This fee varies according to the country of residence. United States Citizens are charged a fee of J\$2,000. (See Multiply Entry Visa Fees below). In the United States of America, the student visa can be obtained from the following: (Students should contact the embassy or consulate regarding processing time, fees and other details).

The Jamaican Embassy in Washington DC

<http://www.embassyofjamaica.org/VISbusinessstudyrecreation.htm>

Tel: (202)-452-0660; Fax: (202)-452-0081

Email: firstsec@jamaicaembassy.org

The Jamaican Consulate in New York

<http://www.congenjamaica-ny.org/visas/#Students>

Tel: (212)-935-9000; Fax: (212)-935-7507

Email: passport@congenjamaica-ny.org or
registry@congenjamaica-ny.org

The Jamaican Consulate in Miami

<http://www.jamaicacgmiami.org/studentvisa.html>

Tel: (305)-374-8431; Fax: (305)-577-4970

Within 2 weeks of landing in Jamaica, students must complete and submit Extension of Stay form to the PICA Office at a cost of J\$10,000 fee (approx. US\$116). (Extension of Stay forms are available from the Student Services Office on-campus).

Within 2 weeks of landing, students must also complete Alien Registration Card (available from the Student Services Office) and submit with 2 passport-sized pictures and a fee of J\$2,000 (approx. US\$23) to the Immigration Office.

Alien Registration is applicable to students who are staying for 6 months and longer.

Aliens over 16years must be registered at a cost of JMD two thousand dollars (\$2,000.00) if remaining in excess of six (6) months. Additionally, Non Commonwealth nationals as well as Nigerians, Pakistanis, Sri Lankans nationals of British Virgin Island and the Cayman Islands are required to pay Multiple Entry Visa fees:

Multiply Entry Visa Fees (Non-Commonwealth Citizens)

United States of America	\$2,000
Belgium	\$1,000
Holland	\$1,000
France	\$1,600
Mexico	\$1,500
Venezuela	\$1,200
Spain	\$800
Israel	\$600
Switzerland	\$600
Others	\$500

Fees are subject to change without notice.

PROCESSING FEES

Types of service	Fees
Port of Entry Visa	US\$100.00
Entry for persons who are at the port of entry and should have obtained an Entry Visa Prior to their arrival in Jamaica.	US\$350.00

Extension of Stay (Processing Fee)	JM\$10,000.00
Registration of Non-Commonwealth Nationals (over 16 years residing in Jamaica for more than 6 months)	JM\$2,000.00
Re-Entry Visa (for residents who are non-commonwealth nationals)	JM\$500.00 to JM\$2,000.00
Immigration fee for persons who have overstayed and wish to regularize their stay in the island. (N.B. each case will be treated on its own merit)	JM\$50,000.00
Persons who wish to extend their stay beyond the Visa Exemption period (see list of visa countries)	JM\$50,000.00
Renewal/transfer to new passport	JM\$5,000.00

ACADEMIC POLICIES

Academic Responsibilities

The College reserves the right to make changes, as required, in course offerings, curricula, academic policies, and other rules and regulations affecting students, to be effective whenever determined by the College. These changes will govern current and former students. The appropriate College authorities, keeping in mind the interests of the students and the College, will make interpretations of these policies.

STUDENT RESPONSIBILITY

Each student entering the Edna Manley College of the Visual and Performing Arts (EMCVPA) is responsible for reviewing and adhering to the academic procedures, policies and regulations of the College. The following information clarifies the EMCVPA student's academic obligations. If there are any further questions, you may contact the Dean/Director of your School or the Registrar.

While the EMCVPA will endeavour to provide timely and accurate advisement, it is the responsibility of the student to know and satisfy the requirements of the academic programme in which he/she has enrolled.

Students are responsible for:

- knowing the requirements of the degree they are pursuing based on the date of entry into EMCVPA.
- meeting with their advisor on a regular basis
- keeping an active EMCVPA email account available and checking e mail regularly
- using only EMCVPA email accounts for ALL course, programmes and College activities
- keeping all contact information current and accurate with the Registry and their School
- knowing the prerequisites to all classes
- knowing and understanding all fees (tuition, health insurance, etc.) and resolving issues with the appropriate office (Finance & Accounts, Registry; etc.)
- knowing and following all programme, course, and EMCVPA policies, regulations, and procedures
- completing all reading and writing assignments on time, and as specified in each course
- being responsive to the welfare of others, fostering a positive classroom climate based on trust and mutual responsibility, and exhibiting sensitivity to and respect for multiple socio-cultural realities, diversity and difference such as, but is not limited to, ability, class, race, gender, ethnicity, and age
- participating in course discussions, paying attention and listening to others, asking questions of their peers and

the lecturer, engaging their peers in conversation, and taking responsibility for keeping the dialogue active and relevant to class content.

PROGRAMME ACCREDITATION

The EMCVPA programmes are accredited by the University Council of Jamaica to offer the following degrees:

Visual Arts

Bachelor of Fine Arts in Visual Arts (Ceramics; Painting; Sculpture; Jewellery; Textile and Fibre Arts including Fashion Design; Visual Communications and Illustration; Printmaking; Photography; Design Studies; Interdisciplinary Studies, Animation)

Bachelor of Art Education

Associate of Arts in Visual Arts (Ceramics; Painting;

Sculpture; Jewellery; Textile and Fibre Arts including

Fashion Design; Visual Communications and Illustration; Printmaking; Photography; Design Studies)

Master of Arts in Art Education (in collaboration with Ohio State University, USA)

Music

Bachelor of Music in Performance (Voice, Piano, Guitar, String, Wind, Percussion, Contemporary Music Studies [formerly *Bachelor of Music in Jazz and Popular Music Studies])

Bachelor of Music Education

Associate of Arts in Music (Voice, Piano, Guitar, String, Wind, Percussion)

Dance

Bachelor of Fine Arts in Performance and Choreography

Bachelor of Fine Arts in Traditional and Folk Dance Studies

Bachelor of Arts in Dance Education

Associate of Arts in Dance Performance

Drama

Bachelor of Fine Arts in Theatre Arts (Acting and Directing)

Bachelor of Arts in Drama in Education

Associate of Arts in Theatre Arts (Acting)

Arts Management

Bachelor of Arts in Arts Management

Associate of Arts in Arts Management

(•) **Bolded Text with Bullet** Denotes Accredited Programmes

FACULTY ADVISORS FOR STUDENTS

At the EMCVPA, students are required to assume the responsibility for their own education. To assist students in accepting this responsibility, faculty members are assigned as Faculty Advisors to a group of students. The purposes of academic advisement are:

- To help students to make appropriate decisions about academic programmes and courses.
- To encourage students to achieve academic excellence.
- To assist students to integrate career goals with the Programme of Study.
- To help students overcome academic difficulties by making referrals to counselling and other appropriate services.

GENERAL CONDUCT

Students are expected to conduct themselves respectfully and appropriately, and exercise a sense of responsibility as required by institutions of higher learning.

The possession and use of alcoholic beverages, other illegal substances, weapons of any kind, tools and other equipment not in keeping with the course of studies on campus are strictly prohibited. The law strictly prohibits smoking in public spaces.

Only under special circumstances is the consumption of alcoholic beverages permitted on campus.

Application and special permission must be made before alcoholic beverages are permitted for sale or use on the campus. Permission can be obtained from the Principal via written application.

ACADEMIC ADVISEMENT

Before entering the College, students should study the programme catalogue to determine the programme best suited to their interests and needs. Before registering, each student will select a Programme of Study. This decision will determine the academic courses in which the student will be advised. The designated academic advisor will counsel with the student regarding the proposed programme and choice of courses. This relationship continues as needed throughout the student's stay in the College, unless another advisor is assigned or the student selects a new programme.

ADDING/DROPPING COURSES

Students may add or drop courses, without penalty provided the withdrawal occurs within the time limits listed in the official calendar. Courses dropped or added must be indicated on the prescribed Add/Drop Form signed by the Directors of Studies or Designate and submitted in person to the Registrar's Office. The grade of "F" is recorded for a course abandoned without an official withdrawal. Students who drop courses after the last day for refunds may continue to attend class.

MAXIMUM CREDITS PER SEMESTER

A full course load is a minimum of fifteen (15) to a maximum of eighteen(18) credits hours per semester. Permission of the Director of Studies is required to take more than eighteen credits. Students with cumulative GPA of at least 3.0 overall in the recently completed semester may be permitted to take an extra course. However, please note that students registered for courses in excess of the 15 or 18 credit (as

applicable to your programme requirement) will be charged for the additional number of credits at the per.

Academic Probation

Students with a cumulative GPA below 2.0 but not less than 1.7 are having academic difficulties and are alerted to this fact by being placed on academic probation. Students on academic probation are restricted to taking not more than 15 credit hours per semester, unless exempted from this regulation by the Director of Studies. Students with GPA's substantially below 1.7 are subject to academic dismissal.

Attendance Policy

The purpose of the College attendance policy is to help students develop a professional attitude toward their studies during their college experience as well as to maximize their educational opportunities.

Students are responsible for attending the classes in which they are officially enrolled and are required to attend all class meetings. At the beginning of each class, lecturers must within the parameter of the College policy on Absence define their policy on absences and assignments, and all cases of illness and emergency shall be promptly reported and verified by the lecturer.

N.B. A semester comprises sixteen (16) weeks inclusive of one study week and thirteen (13) weeks of contact teaching hours. Examinations commence in week fifteen (15) for two (2) weeks. To be eligible for sitting examination, a students must attend a minimum of ten (10) weeks or eighty percent (80%) of contact teaching hours and successfully complete all coursework assignments.

Absence

Each lecturer must maintain an attendance record. A student who is absent from College because of illness or any other unavoidable cause for more than ten percent (10%) of a course(s) or three (3) consecutive classes, should inform the Registry through the Director of Studies on the first day absence and immediately upon resumption.

A student must supply a medical certificate or just evidence for absence of three (3) classes or more. If the student fails to do so, he/she will not be eligible to sit examinations. Students who absent themselves for more than three (3) weeks of a course and do not supply a medical certificate or other evidence acceptable to the College to cover such an absence shall be deemed to have withdrawn from the course and/or College and will not be allowed to sit examinations.

Only students with a passing coursework grade are eligible to sit final exams.

Absence notices will be sent to the School and to each lecturer notifying him/her of the reason for and the approximate length of the absence.

Assessment Policies

GENERAL ASSESSMENT PROCEDURES

In order for a student to qualify for any award at the College, that student must have pursued the course of study approved by the Academic Board of the College, satisfied the course regulations and fulfilled the following requirements.

1. Satisfactory attendance and performance throughout the course of study.
2. Attainment of the specified number of credits.
3. Successful completion of all compulsory courses.
4. Achievement of the required standard in the examination and other forms of assessment prescribed for the award of the Degree.
5. Complete the course of study, unless special exemption is obtained from the Registrar through the Examination, Assessment and Curriculum Committee (EACC) or unless the course regulations deem otherwise.

Students who are unable to complete the course or examinations either because they have been certified to be medically unfit or for other cause acceptable by the College Board shall immediately withdraw from the whole or any remaining parts of the final examination, and shall be permitted to re-enter these at the next sitting. (Or may apply for an aegrotat if they had sat fifty percent (50%) or more of the examinations for the period.)

An alphabetical list of candidates who have satisfied the examiners shall be published on or before the date specified in the course regulations.

If a student has completed the last examination necessary to qualify for the award of the Degree but has not settled all outstanding accounts with the College, no report will be made on the result of his/her examination until payment has been made in full to the College.

Students having outstanding academic requirements at the end of four (4) years will be given a maximum of five (5) additional years within which to complete all such requirements to receive certification.

EXAMINATIONS

All courses (written and studio/practical) are examined at the end of each semester. Failure to sit examination at the specified time will result in failing the course.

Only students with a passing coursework grade will be allowed to sit final end of semester examinations.

EXAMINATION SCHEDULE

Examination timetables are posted on the College's official Notice Boards across the campus **at least three (3) weeks** prior to the start of the examination period. Three (3) draft Examination timetables and a final Examination timetable are posted. It is students' responsibility to read the Notice Boards and check their college emails as this is the primary means of communicating examination timetables, notices and other

such important information with students. Students must inform their course lecturers and/or the Registry where examination clashes are identified on the draft examination schedules. The Examination, Assessment and Curriculum Committee (EACC) ratify students' grades at the end of each semester.

FAILING END OF SEMESTER FINAL EXAMINATIONS

Any student who fails the final examinations at the end of the semester will be given the chance to re-sit the examination once.

Students will be allowed to repeat any year for which they hold a 1.0 average or less, however, this is not automatic. No student will be allowed to repeat any year more than once in the overall four year programme.

FINAL EXAMINATION ENTRY

1. No student will be admitted to a final examination unless they have been enrolled at the College for the minimum period of study prescribed and has satisfactorily completed the programme of study and attained the minimum credit requirement.
2. A student must enter or re-enter for any prescribed examination in the form, and at the time laid down in the course regulation and academic policies.
3. A student who has failed in one or more parts, or in the whole, of a prescribed examination may, subject to the fulfilment of any conditions laid down by the Examination Board re-enter the next normal occasion when the examination is set.
4. Further or later re-entry shall be allowed once within five (5) calendar years of the first setting by special permission of the Academic Board and shall be subject to the same, or a strictly comparable, form of examination being the same, or a strictly comparable, form of examination being held. The College shall not be obliged to conduct a suitable examination for a failed candidate on more than one occasion.

ASSESSMENT OF LECTURE COURSES

Humanities/Art History Courses

Lecture courses are assessed by written examination and/or written assignments and /or seminar presentations and/or portfolios. Written assignments, portfolios and seminar presentations form course work requirements and would be averaged with the end of semester written examination where there is a final examination to arrive at a final grade, otherwise the final grade becomes the average of all in-course assignments.

6. A student failing a lecture course must attain a grade not lower than a D in order to be eligible to enter for a supplemental examination. Students with grades below D will be required to repeat the course.
7. Any student who enters for a supplemental examination must take the examination on the scheduled date, otherwise they are deemed to have failed the course.
8. Supplemental grades becomes the final grade for the course.

Please see the policy on Supplemental Examination for further details

FINAL YEAR EXAMINATIONS - LEVEL IV

In Year 4 students are required to present an Independent Study – a body of work (visual arts), showcase or production (dance/drama/music); and write and present a research paper.

INDEPENDENT STUDY (BODY OF WORK/SHOWCASE/PRODUCTION)

In the fourth year, all undergraduate students are required to complete an independent study project as their major studio requirement. The independent study is based on a theme chosen by the student and approved by the lecturer which allows the student to develop content, realize ideas and initiate the individual thinking required of professional artists and educators. Tutorials are scheduled with the Heads of Department, to ensure the satisfactory development of the project.

The independent study forms part of the final examination and each student must be prepared to discuss the project in depth with the examiners in front of the works and be able to put into concise language the concept and ideas involved.

In the final year, students are required to:

1. Write and present a research paper.
2. Mount an exhibition or performance comprising of where applicable:
 - An independent study (see below)
 - Supporting works on the theme of the independent study
 - Departmental course work as specified by each department.
 - Specified performance/studio portfolio requirement

RESEARCH PAPER

Research Paper requirements must be fulfilled by all fourth (4) year degree students. The research should be related to the student's particular area of study or otherwise approved area of study.

Final Research Papers are to be limited to 3000 – 5000 words (15 - 25 pages) to be typed, double-spaced, paginated and appropriately bound using either the MLA style for humanities, fine art and performance programmes and APA style for education programmes.

Titles must be submitted to the research lecturer for approval. Students are taught and guidance given for the writing of these papers beginning in the third year through research methods courses. Research papers are marked for quality of ideas, methodology, language and presentation.

CONDUCT OF FINAL EXAMINATIONS – LEVEL IV

In the final year, at the end of the second semester, the students mount an exhibition or performance in partial fulfilment of their final examination requirement. This is assessed by Internal and External examiners and the marks given by all examiners are computed to give an overall average. All sections of the final examination must be passed before students are awarded the Degree.

FAILURE OF THE FINAL YEAR/LEVEL IV EXAMINATIONS

Any student who fails the Research Paper in the final year will be required to rewrite and resubmit the paper in the following year.

Any student who fails the final year examination will be given the chance to re-sit the examination once. Students will be allowed to repeat any year for which they hold a 1.0 average or less, however, this is not automatic. No student will be allowed to repeat any year more than once in the overall four year programme.

CHALLENGING EXAMINATIONS

All students may receive credit by special examination upon approval of the appropriate academic personnel (statement of application procedures may be obtained from the Registry). A fee will be charged for each examination.

In addition, the student will be charged the current course per hour of credit fees. Credit hours attempted will be included in determining the student's grade point average. Students are allowed to sit the challenge examination if they wish to register for a course that require a pre-requisite and they feel that they have the knowledge needed to pursue the course without doing the pre-requisite course. Although pre-requisites are to be enforced, students have the right to challenge pre-requisites based on very specific grounds.

The student can challenge the pre-requisite for one or more of five (5) specified reasons:

1. The pre-requisite approval did not follow College Policy; or
2. It is not necessary for success in the course, or
3. It is unlawfully discriminatory; or
4. The pre-requisite course has not been made reasonably available and thus, if the student(s) has to wait to take it, she/he will be delayed in the completion of her/his official educational goal; or
5. The student can substantiate having knowledge or skills to be successful in the course despite not meeting the pre-requisite.

A Faculty Advisor will help the student determine if she/he would benefit from the challenge process. The student can get a Prerequisite Challenge Form (PC110) from the Registry. If the student elects to complete the Prerequisite Challenge form then the form must be submitted along with any documentation needed, to the Registrar. Once the petition has been filed, the student will be allowed to provisionally enroll in the course, pending outcome of the challenge. If the challenge is not approved, the student will be administratively dropped from the course. The Prerequisite Challenge Form must be submitted to the Registrar at least two (2) weeks prior to the start of the course.

Once the student files a challenge he or she is eligible to register in the course. If the student delays enrollment or if the desired section is closed, he or she must find another course or wait until the next time

the course is offered.

After the student submits the challenge application to the Registrar or to the appropriate Director of Studies, the challenge must be acted upon in a timely manner. Challenges must be filed at least two (2) weeks prior to the start of the class.

College Grade Scheme

Grade / Point	Percentage Equivalent	Level of Pass
A 4.0	90 – 100	Honours
A- 3.7	80 – 89	Honours
B+ 3.3	75 – 79	Honours
B 3.0	70 – 74	Credits
B- 2.7	65– 69	Credits
C+ 2.3	60 – 64	Pass
C 2.0	55 – 59	Pass
C- 1.7	50 – 54	Acceptable Pass
D 1.0	45 – 49	Fail - Supplemental
F 0	44 – 0	Fail

Other Designations: The following symbols are substitutes for grades. THEY ARE NOT GRADES.

I	Incomplete
NR	Not reported
AB	Absent
W	Withdraw
WP	Withdraw passing in good standing
WF	Withdraw failing
P	Pass
F	Fail
EX	Exempt without credit
EC	Exempt with credit
Z	Course not offered
RE	Referred
DE	Deferred
AEG	Aegrotat
V	Course audited
NV	Course unsatisfactorily audited

I (INCOMPLETE) – indicates that the student has made progress in a course but at the end of the semester has not finished the course work required to receive a grade. An “I” designation is not counted in credit hours earned, or quality hours, until a letter grade is reported. If neither a letter grade nor notification of an

extension time is received by the Registry from the Director of the School, the “I” designation is replaced by an “F” letter grade at the end of the first six (6) weeks into the next semester the student is registered. An extension of time may be granted but shall not normally extend beyond the end of the semester in which the extension is granted. Any remaining “I” symbol at the end of the period of extension will be deemed an “F”.

Students must receive approval from the course lecturer for an “I” grade. Students must submit a formal application for an extension of the due date for assignments using the AEA1 Form. If approved by the course lecturer the student will receive an “I” grade. The use of this form will assist in tracking and recording the status of the course. These forms are available in the Schools and a copy of the signed form must be sent to the Registry. Lecturers are required to complete the forms for students and ensure that the AEA1 Forms are attached to the grade sheets.

NR (NOT REPORTED) – indicates when a lecturer fails to submit grades by the published deadline through no fault of the student.

AB (ABSENT) – indicates when a student is absent from an examination for medical or other acceptable reasons. In such cases he/she may re-sit the exam as a first sitting, at the next sitting of the supplemental examinations or at the regular sitting. All other students who are absent from examinations will be allowed to take the exams at the next regular sitting.

WP (WITHDRAW PASSING IN GOOD STANDING) – indicates if a student, for whatever reason, ceases to attend a course but was gaining passing grades up to that point.

WF (WITHDRAW FAILING) – indicates if a student, for whatever reason, ceased to attend a course but was gaining failing grades up to that point.

PLEASE NOTE, WITH REGARDS TO WP & WF, REASONS FOR WITHDRAWING MUST BE STATED IN WRITING. STUDENTS WITH THE WP DESIGNATION HAVE ONE (1)YEAR TO COMPLETE THE COURSE(S).

P (PASS) – indicates a pass obtained in a course taken on a Pass/Fail basis.

F (FAIL) – indicates a failed grade obtained in a course taken on a pass/fail basis.

EX (EXEMPT WITHOUT CREDIT) – indicates cases where admissions is partially based on prior learning assessment, advanced placement, etc.

EC (EXEMPT WITH CREDIT) – indicates where courses being exempted were completed within five (5) years of completing the course and credit accepted

Z (COURSE NOT OFFERED) – indicates the course is listed in the course menu but is temporarily not offered

RE (REFERRED) – Faculty members are encouraged to refer students early in the semester who exhibit academic, social, or emotional difficulties that negatively impact their academic performance.

DE (DEFERRED) - unable to complete course requirements by end of semester.

AEG (AEGROTAT) - notation to be added to grade indicating it was assigned under extenuating or exceptional circumstances.

V (COURSE AUDITED) – indicates when the course has been taken in accordance with regulations governing course credit.

NV (COURSE UNSATISFACTORILY AUDIT) – indicates when a student has been permitted to audit a course but has not done so satisfactorily.

MINIMUM ACCEPTABLE CUMMULATIVE GRADE IS GPA 2.0 TO GRADUATE.

REPORTING GRADES

Official Final grades are available only through the Registry at the end of each semester.

EXAMINATION GRADES

Students are able to view their grades on the College student management system. Faculty members or administrative staff may not give grades verbally. Official notification of grades are sent via semester/ annual student reports issued by the Registry (signed by the Registrar) or issued in the form of a transcript/ statement signed by the Director of Studies and/or Registrar.

CHANGE OF GRADE

Grades posted by lecturer on the Student Management System or reported to the Registrar may not be changed except in case of error in recording or determined during ratification. Grade changes require the approval of the Director of Studies and access granted by the Registrar as well as the signature of the Head of Department and the Dean in which the course is taught. Grades on record for one calendar year may not be changed for any reason.

CUMMULATIVE GRADE-POINT AVERAGE - GPA

A student must earn a minimum grade-point average (GPA) of 2.0 (an average grade of “C”) based on all course work taken at the College. Grades in pass-fail courses do not carry quality points and are not used in determining the GPA.

PROGRESSION IN PROGRAMMES

All students are issued a printout of their grades at the end of each semester and their academic standing is determined at the end of the academic year according to the following criteria:

- Foundation students who earn less than a 2.00 GPA (Grade Point Average) but more than 1.7 will be allowed to progress with academic probation. Foundation students who earn less than 1.7 but more than 1.00 will be required to repeat the year. Students with less than 1.00 GPA will be referred to the Director of Studies committee for a decision.
- Students in 2nd. and 3rd. year whose GPA is less than 2.00 but higher than 1.7 but whose cumulative GPA is 2.00 or higher will be issued an academic warning.
- Students whose first semester GPA is less than 2.00 but higher than 1.7 will be subject to academic warning.
- Students whose GPA is less than 2.00 but higher than 1.7 for two consecutive semesters will be subject to academic probation.
- Students whose overall cumulative GPA is less than 2.00 but higher than 1.7 will be subject to

academic probation.

- Students receiving a semester GPA of less than 1.00 will be subject to academic probation.
- Students on academic probation who fail to acquire a 2.00 GPA in the consecutive semester will be academically dismissed.
- 2nd. and 3rd. year students whose cumulative GPA is less than 1.00 at the end of an academic year will be academically dismissed.
- In order to graduate from the School of Visual Arts students must achieve an overall cumulative GPA of 2.00 or higher.
- Students who receive a course grade of less than 1.7 but higher than 1.00 will be required to sit supplemental examination.
- Students who receive a course grade of less than 1.00 will be required to repeat the course or gain the credits from an approved list of courses.
- If in the case of financial problems or illness or any other extenuating circumstances a student misses a year's courses or fails to complete a year's credit requirements, he or she will be allowed the chance to repeat or complete outstanding credits.

COURSE GRADES

Students who receive a course grade point of less than 2.0 but higher than 1.3 will be required to sit supplemental examination. Students who receive a course grade point of less than 1.0.

UNSATISFACTORY PERFORMANCE

Each course lecturer is required to do mid-semester evaluations and recommendations for students taking their course. Such evaluations individually inform students of their status academically, in terms of attendance, preparations and practical performance. This evaluation is then forwarded in writing to the Director of Studies at least six (6) weeks before the final assessment. Should the students' status be of grave concern the Dean will provide the student with additional advisement in advance of the final assessment of the respective course.

Students will be required to repeat the course or gain the credits from an approved list of courses.

Should a student miss or fail a complete year's course as a result of financial problems, illness or any other extenuating circumstances, he/she will be allowed the chance to repeat or complete outstanding credits when the courses are next offered.

PROMOTION OF EDUCATION STUDENTS

A qualitative evaluation instrument is used to assess students for promotion to determine the disposition, aptitude, attitudes and commitment necessary for success in the teaching profession. Students are required to attend an interview conducted by the Education Board of Studies prior to determine admission to the department.

Students admitted to pursue studies in Education are required to attend a compulsory orientation seminar prior to the start of the academic year. Failure to attend the orientation without an acceptable reason may result in non-admittance to the Education Department.

Students must attain a minimum grade of 'C' to qualify for admittance to the Education Programme as well as to qualify for promotion annually.

The procedures used for promoting students will be continuous and does not only rely on student's GPA. A series of formative and summative instruments will be used to evaluate students to determine their eligibility for promotion at the end of each academic year. Where students do not display an appropriate disposition for the teaching profession but has a passing GPA they will be advised to select another area of specialization.

TEACHING PRACTICE/PRACTICUM FOR ARTS EDUCATION STUDENTS

This is a compulsory activity for third and fourth year students pursuing a degree in Education. Practicum consists of teaching practice in schools and other teaching projects within the College. Students doing the Education Programmes are required to cover a minimum of 405 hours in practicum. A minimum grade of C- is required to successful complete teaching practice (TP). Students must follow the Policies and Procedures as laid out in the Practicum Handbook.

COURSEWORK/ASSIGNMENTS

Each Department has required coursework which students complete. Students may be required to present coursework in a portfolio at the end of the course. Visual Arts studio courses coursework must be presented in a portfolio in support of the student's specific specialist study.

Two credit word-based courses are to be assessed on a maximum of three (3) in course assignments and a final examination/project, while three credit studio/practical courses are to be assessed on a maximum of three (3) assignments. One of these assignments may be divided into four (4) mini projects to allow for concentration on the technical components to be applied in two (2) of the other assignments. Two (2) credit studio courses are to be assessed on two (2) assignments. Three (3) credit word base courses are to be assessed on a maximum of four (4) assignments.

All written assignments must comply with the standard set and must be handed in with the Coursework Cover Sheet.

Ensure that you receive a receipt when you hand in a hard copy of your assignment.

The minimum word count for written assignments e.g. essays, accompanying studio coursework is 500-700 words. There should be no more than three (3) written assignments for a three (3) credit course. For online discussions and blogs not more than 500 words per posting.

TUTORIALS

A minimum of three (3) one-to-one meetings per semester will be held with the course lecturer to discuss with the individual students their development process and progress and to give guidance that would assist the student in the development of their work. These meetings provide the opportunity for the assessment of the student's ability to work through their process of translating their thoughts and ideas.

Understanding your Grades and GPA

The following table shows the grade scheme applicable for all students entering the EMCVPA as of the 2011/2012 academic year. It also shows how the grades are calculated to determine the Grade Point Average (GPA). This is intended as a guide to help students determine their academic standing in the College.

GRADE	GRADE POINT EQUIVALENT (GPE)	PERCENTAGE RANGE	CLASS OF AWARD
A	4.0	90-100	HONOURS
A-	3.7	80-89	HONOURS
B+	3.3	75-79	HONOURS
B	3.0	70-74	CREDIT
B-	2.7	65-69	CREDIT
C+	2.3	60-64	PASS
C	2.0	55-59	PASS
C-	1.7	50-54	PASS
D	1.0	45-49	D - Supp
F	0.0	0-44	FAIL

COMPUTING THE GRADE POINT AVERAGE

Grade Point Averages (GPA's) are computed by multiplying the credits attempted by the grade point equivalent. The grade point average is then computed by dividing the total grade points by the total credits attempted. Below is an example of computing a GPA for 7 courses or 16-credits attempted in a semester.

Course	Grade	Credits	GP	QP's
Drawing I	A-	3	x 3.7	= 11.1
Fundamentals of English	C+	2	x 2.3	= 4.6
Critical Analysis I	B-	2	x 2.7	= 5.4
Integrated 2D/3D	D	3	x 1.0	= 3.0
Time-Based Media	B	3	x 3.0	= 9.0
Vocal Skills	F	1	x 0.0	= 0.0
History of Art	A	2	x 4.0	= 8.0
TOTALS		= 16		= 41.1
Total Quality Points (41.1) QP divided by Total Credits Attempted (16) = GPA				
Grade Point Average (GPA) =2.57				

APPEALING YOUR GRADES

If a student at anytime wishes to query his/her academic standing in a course then he/she shall have the right of appeal in writing to the Registrar who shall carry out a preliminary investigation and provide a written report to the VP, Academic Affairs. Such an appeal must be submitted in writing on or before

fourteen (14) days after the grades are published and must also set out the full grounds for the appeal. The Appeals Committee consisting of VP, Academic Affairs, Dean's and the Registrar reviews all appeals. The course lecturer may be consulted if necessary. If the VP, Academic Affairs believe that additional evidence has now been deduced which may justify the reversal of the decision of the College, he/she may refer the case to the Academic Board through the EACC for consideration without prejudice to the right of appeal.

In cases where grounds are established for appeal the College will appoint an independent marker to remark the assignment. The grade of the independent marker will become final even if it is lower. The decision of the Academic Board shall be final and the student will be informed in writing thereof as soon as possible.

Supplemental Examination Policy

Where courses are assessed by both coursework and a final/end of semester examination, scores achieved from both coursework and the final/end of semester examination determines the final grade for a course. However, only students with a passing coursework grade are eligible to sit final/end of semester examination. Supplemental examinations are applicable to students who have failed theory courses and some studio/practical courses. All grades are posted on the Aeorion Student Management System therefore students are required to check their grades to determine if they are required to sit supplemental examinations.

If a student wishes to appeal or query their grades they must submit their request in writing to the Registrar within fourteen (14) days after final grades are published. (Please read the guidelines on the Appeal Process found in the Student Handbook for further information)

Notwithstanding, students must prepare to sit the Supplemental Examination until the appeal process is completed and a final decision is made by the EACC. If a student submits an appeal and after the review process is completed it results in the student passing the course, the student would be refunded fees paid for supplemental examinations and the original final grade is held.

Not all courses are eligible for Supplemental examinations. Please check the Student Handbook to see if your course is eligible for a supplemental examination.

WHO QUALIFIES FOR SUPPLEMENTAL EXAMINATIONS?

THEORY COURSES

Students who achieve scores 45 – 49% qualify to sit supplemental examinations. Supplemental examinations for lecture courses are held within the third (3rd) week of January for Semester 1 examinations and within the first two (2) weeks in July for Semester 2 examinations. Supplemental Examinations are marked out of 100%, and replaces all previous grades gained for the course i.e. coursework grades and Exam grades, however, a grade no higher than 74% (B) will be awarded for the course.

STUDIO/PRACTICAL COURSES

1. Where a studio/practical course is eligible for supplemental examination, students who achieve scores 45 – 49% qualify to sit supplemental examinations. Supplemental studio/practical examinations are held within the third (3rd) week of January for Semester 1 examinations and within the first two (2) weeks in July for Semester 2 examinations. However, there may be occasions where practical supplemental examinations are conducted outside of this schedule and in such cases, students will be notified of the date for the examination at least four (4) weeks before the examination.
2. Where studio/practical courses assessment are based on 100% coursework and where several projects are required for assessment, students failing one (1) but not more than two (2) projects with grade between 45 – 49% in any studio course may redo the failed project(s) as a supplemental

examination and must achieve a passing grade of C- or higher for each project. The grade achieved from the supplemental project(s) will be added to the grades of the other project(s) that had received passing grade(s) to arrive at the final grade for the course however, a grade no higher than 74% (B) will be awarded for course.

3. Where studio/practical courses are assessed by both coursework and a final/end of semester examination and where a student fails the final/end of semester examination resulting in the final grade (the combination of coursework and exam grades) falling between 45 – 49%, the student may re-sit only the final/end of semester examination component during the supplemental examination period.
4. The grade achieved from the supplemental examination will be added to the coursework grade to arrive at a final grade for the course however, a grade no higher than 74% (B) will be awarded for the course.

WHEN ARE SUPPLEMENTAL EXAMINATIONS OFFERED?

- Supplemental examinations must be taken immediately following the failed examination. Failure to do so will result in students having to repeat the course. Students who fail courses with scores 44 and below must re-register for the course at the next available time that the course is offered.
- A student who enters for a supplemental examination must take the examination on the scheduled date and time, otherwise the student will be deemed to have failed the course. Students who earn grades less than C- (50%) in the supplemental examination will be required to repeat the course.
- Supplemental examinations must be taken as scheduled on the academic calendar and must be taken immediately following the first sitting of the examination. The Registrar's Office will post supplemental Examination Timetable one month prior to the start of the Supplemental period.
- Students who are eligible to sit a Supplemental Examination must complete and submit the Supplemental Examination Request Form with proof of payment for the supplemental examination to the Registrar's Office within the specified period.

BENEFITS OF A SUPPLEMENTAL EXAMINATION

Supplemental Examinations gives students who have failed a course a second chance to re-write a final exam without re-registering for the course.

- A student who has been granted a Supplemental Examination may write it only once.
- Course work grade earned during the semester for theory courses will not be added to the Supplemental examination grade.
- The format and content of the supplemental examination will be the same as the format and content covered at the first sitting of the final/end of semester examination.

HOW DOES SUPPLEMENTAL EXAMINATION GRADES AFFECT YOUR ACADEMIC RECORD?

Supplemental Examination for theory courses will be marked out of 100% and the final grade will be entered permanently on the Student's academic record.

- The final Supplemental examination grade for both theory and studio/practical courses will count towards the calculation of the Cumulative Grade Point Average.
- The original failed final grade will not appear on the Student's Academic Transcript once the Supplemental examination grade has been entered.
- Students are expected to adhere to all College Examination rules and guidelines.

APPLICATION OF THE AEGROTAT POLICY

AEGROTAT POLICY FOR WORD-BASED COURSES

The course of action to be taken when students are injured or fall ill during or before the examination, is as follows:

- If a student becomes injured/ill early in the semester where the student has only completed 40% - 50% (4 – 6 classes) of coursework successfully, he/she is not eligible to participate in final examinations. In this case the student must withdraw passing (WP) and must repeat the course at the next available time that the course is offered.
- If a student becomes injured or ill for not more than fifty percent (50%) of the written examination and is unable to complete the examination, the student may apply to the Registrar for the course work grade to be used as the final grade for the course. The Registrar will investigate the circumstances and present a report to the Academic Board. The report must also include the course lecturer's report on the student's performance in course work, college tests, whether or not the student has satisfactorily covered the course content and any other evidence of the students' academic ability for consideration. With the approval of the Academic Board the student's coursework grade will become the final grade for the course.
- If a student becomes injured or ill a day or two before the examination and is unable to sit the examinations, she/he must immediately inform the Director of Studies or designate. In addition, the student must present a medical certificate to the Director of Studies or designate within twenty-four (24) hours of the injury or illness.
- If a student becomes injured or ill in any other situation outside of those outlined in items 1 – 3 above, then he/she is governed by the College's general examination regulations.
- A candidate receiving an Aegrotat award shall be granted the minimum pass of C-. An Aegrotat may be awarded for Teaching Practice provided the student has completed at least eight (8) weeks or seventy percent (70%) of the practice. An Aegrotat will only be awarded to students with good academic records and who maintained at least a passing grade in the course work. In no case will an Aegrotat be awarded for a course in which a student is referred. If a student wishes to subsequently sit the examination, having been granted an Aegrotat, he/she will be required to give up the Aegrotat status and the examination grade shall stand.
- The student has the option of accepting an aegrotat grade or to re-sit the course. The student must inform the Registry in writing of their decision.

AEGROTAT POLICY FOR PRACTICAL/STUDIO COURSES

The course of action to be taken when students are injured or fall ill during or before the practical/studio examination, as follows:

- If a student becomes injured or ill early in the semester where the student has only completed percent 40% - 50% (4 – 7 classes) of coursework successfully, he/she is not eligible to participate in final examinations. In this case the student must withdraw passing (WP) and must repeat the course at the next available time that the course is offered.
- If a student becomes injured or ill one (1) to three (3) weeks prior to the practical/studio examination period, have attended more than eighty percent (80%) of the course and is unable to

participate in the final practical/studio examination, the coursework grade will be lowered by one letter grade e.g. "B" to "B-", "A" to "A-". The student must be maintaining at least a "B" average in coursework to be eligible for an aegrotat. In this case the student's coursework grade will become the final grade for the course.

- If a student becomes injured during the practical/studio examination period and is unable to participate in practical examinations, he/she must immediately inform the Dean or designate. In addition, the student must present a Medical Certificate to the Dean or designate within twenty- four (24) hours of the injury.
- If a student becomes injured or ill in any other situation outside of those outlined previously, then he/she is governed by the College's general examination regulations.
- If a student becomes injured or ill during or prior to a practical/studio examination, he/she is governed by the College's aegrotat policy for studio/practical courses. The Registrar will present the student's case that must include the response from the course lecturer to the EACC for review. The EACC will determine whether or not the student is eligible for an aegrotat grade and present its recommendation to the Academic Board for final approval. The Registrar would inform the student of the Board's decision.
- The student has the option of accepting an aegrotat grade or to re-sit the course. The student must inform the Registrar in writing of their decision.

Internship Programme

The Bachelor of Fine Arts and Bachelor of Arts Internship Programme is designed to introduce students to the overall professional knowledge, skills and judgment necessary in the real world environment. Internships support and provide the opportunity for application of the curriculum to real world experience. Students are required to complete a minimum of three (3) credits (225 hours) up to a maximum of eight (8) credits (600 hours) of the one hundred and twenty (120) credits as determined by the programme of study for the internship Programme.

Students may register for an internship during first, second, or summer semesters. Students must register for an internship at the beginning of the semester the internship will be completed. A student doing an internship during the summer that won't finish until September can register for the internship in the second semester. The registrar will not allow students to register for an internship after they have totally completed the internship. However, the Head of Department or Dean must approve the internship prior to commencing internships as set out below.

REQUIREMENTS AND PROCEDURES

Arts Management and Humanities students are required to complete eight (8) internship credits while students in the other Schools are required to complete a minimum of three (3) internship credits. The internship may be completed all at once or in segments. Students will be allowed to bank internship hour, however the student must declare this intention. The internship site and internship hours to be achieved, must also receive approval from the Internship Coordinator prior to commencing the internship.

Prior to registering for an internship, students are required to discuss the internship with the Internship Coordinator. Both the Internship Coordinator and the on-site supervisor need to approve the internship.

After approval of the internship, the student is required to submit a completed and signed Internship Commitment Form (ICF) to the School's office. All sections of the ICF must be filled out. Upon receipt of the completed and signed ICF, the Director of Studies/Head of Department signs an Internship Registration Form provided by the Registry for the student. The student must return the signed form to the Registry to be officially registered for going on the internship programme. The submission of this document must be done in accordance with College procedures and semester registration dates and deadlines.

Unless advised otherwise, students should begin planning their search for internships half way through their programme. Students may not register for the internship until they have acquired at least eighteen (18) credit hours of satisfactory coursework, or as otherwise required by the School, without the expressed permission of the Internship Coordinator.

Each student can choose from one of the pre-approved sites/organizations or may request obtaining an approval on a site/organization of their selection. The student must understand that coordinating the approval of the new site/organization may take time and may not allow the student to register for the experience in that particular semester. Nonetheless, arrangements can be made to have a newly approved site/organization.

The students' faculty advisor may assist in their search for an appropriate placement. The key is to be creative and to plan ahead.

General Academic Misconduct

Generally, academic misconduct consists of academic dishonesty or fraud. It includes acts that have the effect of unfairly promoting or enhancing one's academic standing or assisting someone in the pursuit of such an end result. Acts of academic dishonesty are serious matters, which subvert the integrity and credibility of the educational process. The College will therefore initiate action against students who have engaged in acts of academic misconduct.

PROCEDURES GOVERNING STUDENT MISCONDUCT

The following conditions and procedures apply to academic misconduct. These specifically apply to:

- College theory, oral or practical/studio examinations; Departmental examinations, which include all tests, assignments, oral and practical examinations related to coursework and projects at the School/Department level;
- A student charged with academic misconduct may not change registration in the course (e.g., drop the course, change the grade) in which a charge is pending or in which a finding of academic misconduct has been made.

CATEGORIES OF ACADEMIC MISCONDUCT

The College, through the Registrar, shall have right to classify offences. There are two (2) categories of Academic Misconduct - Major and Minor offences.

Major Offences

Examination cheating constitutes an attempt on the part of the student/candidate to undermine the College's examination exercise; that is, any act carried out during an examination for the purpose of obtaining credit to which he/she is not entitled. Irregularities in an examination include:

1. Presenting oneself for another candidate for the purpose of taking a test or examination; or by allowing oneself to be represented by another for the same.
2. Having prior knowledge of the content of an examination question paper and using same in the examination.
3. Possessing/using unauthorized examination aid devices/materials.
4. Copying from another candidate's paper.
5. Knowingly allowing one's work to be copied during an examination.
6. Collaborating with another candidate orally or in writing during the examination/test without permission.
7. Directly or indirectly giving assistance to another candidate during the examination.
8. Accepting unauthorized assistance whether directly or indirectly from another individual in the sitting of an examination.
9. Any other act that would serve to subvert the examination procedures and process and give unfair advantage to the perpetrator.

Irregularities committed outside of an examination shall be subject to the same disciplinary procedures as if committed in an examination room, and include:

1. Collaboration with another person in obtaining un-administered examination papers prior to the examination. Selling or publishing un-administered examination papers, or other work assigned for purposes of academic credit.
2. Altering examination work after it has been evaluated.
3. Forging or altering or falsifying any academic record, or making use of any such altered, forged or falsified record for purposes of academic credit.
4. Fabricating research results. This includes false claims regarding research results, interviews or procedures; the omission of statements regarding interviews, procedures or experiments, where the omission cannot be justified.
5. Plagiarism: that is the offering of one's own work, words, data, ideas, arguments, calculation, designs or productions of another, without appropriate citation.
6. Representing as one's individual writing and/or final product a jointly written or produced submission of any description, unless the instructor has approved a co-authorization submission.
7. Submitting work for which credit has been previously obtained or is being sought in another course or programme of study in the College or elsewhere without authorization from the School concerned.
8. Producing a paper, critique or other assignment for another student.
9. Copying another person's paper, critique or other assignment.
10. Engaging in any other irregularity not specified in the above regulations, but from which an unfair advantage can be obtained.

Minor Offences

Minor offences include:

1. Commencing to answer the paper before the official "start" time of the Examination.
2. Non-observance of the official "stop" time for the Examination.
3. Other acts so deemed by the Academic Board.

MISCONDUCT

The following conditions and procedures apply to general misconduct that are categorized into gross misconduct, major and minor offences.

Gross Misconduct

1. Gross misconduct shall be, but is not limited to the following:
2. Persistent commission of offences classified as major offences.
3. Intentionally causing malicious damage to College property or property of an employee of the College or fellow student.
4. Physical assault or battery of an individual on the College premises.
5. Falsification of report, record, or any other document.
6. Stealing College property.
7. Proven sexual immorality on College property.
8. Provoking or inciting students to riot.
9. Unauthorized use or disclosure of confidential information.

10. Sexual harassment of student, visitor or employee of the College.
11. Unauthorized possession of firearm or any lethal weapon or instrument on the College property.
12. Discharge of a firearm on College property.
13. Commission or conviction of a criminal offence.
14. Unauthorized access to records and databases of the College or any member of staff or student.
15. Impersonation or unauthorized possession of the College's identification cards.
16. Non-compliance with punishment made under disciplinary procedure.
17. Conduct aimed at putting the College in disrepute.

Major Offences

1. Major offences shall be, but are not limited to the following:
2. Persistent commission of the offences classified as minor offences.
3. Causing damage or destruction to College property.
4. Causing damage to property or other person/s on College premises.
5. Failure to comply with a reasonable instruction given by an academic staff member or senior administrative staff member.
6. Fighting on College property.
7. Physical assault or battery of anyone on College property.
8. Threatening a College employee.
9. Coming to College/School under the influence of illegal drugs.
10. Indiscriminate use of alcohol and illegal drugs on College property.
11. Stealing College property.
12. Stealing from a fellow College student or third parties.
13. Provoking or inciting students to riot or to behave in a disorderly manner.
14. Verbal threats or assaults to fellow students or third parties on College property.
15. Possession of dangerous substance or weapon on College property.
16. Possession of College property without permission.
17. Obstruction of teaching and learning.
18. Malicious abuse (verbal or physical).
19. Infringing safety regulations or disregarding notices concerning safety precautions in any part of the College.
20. Impersonation or unauthorized possession of College Identification Card.
21. Conduct aimed at putting the College in disrepute.
22. Discrimination on grounds of sex, disability, race, religion or class.
23. Non-payment of tuition or any other prescribed College fee.
24. Use of illegal substances on campus.

Minor Offences

Minor offences shall be, but are not limited to the following:

1. Use of abusive, offensive or obscene language.
2. Coming to school under the influence of alcohol.
3. Failure to comply with a reasonable instruction given by an employee of the College.
4. Gambling on College property.
5. Any conduct likely to cause injury to person or property.
6. Disruption of legitimate College activities.
7. Loitering in a prohibited zone.
8. Playing of loud music on College property.
9. Use of College property without permission.
10. Parking in an un-authorized zone or area.
11. Non-observance of College traffic regulations.
12. Abuse of College internet facility.
13. Smoking on campus.
14. Refusal to provide identification when asked to do so by an employee of the College in connection with security or breach of discipline.
15. Display of sexually suggestive or degrading material in the classroom/studio/lecture theatre.

CLASSIFICATION OF PENALTIES/SANCTIONS

The College, through the Registrar, shall have the right to categorize types of penalty/sanction for either Academic Misconduct or General Misconduct.

PENALTY/SANCTION FOR GROSS MISCONDUCT

For gross misconduct the College reserves the right to penalize offenders using one or a combination of the following:

1. Withdrawal of College Certification.
2. Suspension.
3. Expulsion.
4. Reimbursement to College/Employee/Student/Third party for damage at replacement cost.
5. Reimbursement of medical expenses resulting from physical injury.

PENALTY/SANCTION FOR MAJOR OFFENCES

1. For major offences the College reserves the right to penalize offenders using one or a combination of the following:
2. Exclusion from College property or activities.
3. Suspension not exceeding three years from the College.
4. Written warning.
5. Binding student over to good behaviour.
6. Order/instruction to write and publish letter of apology.
7. Withdrawal of College privileges.
8. Withdrawal from College representation or Student Union representation.
9. Reimbursement to College/Employee/Student/Third party for damage at replacement cost.
10. Reimbursement of medical expenses resulting from physical injury.

PENALTY/SANCTION FOR MINOR OFFENCES

For minor offences the College reserves the right to penalize offenders using one or a combination of the following:

1. Exclusion from designated areas and/or activities of the College.
2. Suspension from the College not exceeding one week.
3. Oral reprimand.
4. Written warning.
5. Order/instruction to write and publish letter of apology.
6. Withdrawal of College privileges.
7. Withdrawal from College representation of Student Council representation.
8. Reimbursement to College/Employee/Student/Third party for damage at replacement cost.

ACADEMIC DISHONESTY AND PLAGIARISM

Plagiarism and other forms of academic dishonesty are considered very serious infractions; accordingly, no credit will be given for work in which they are involved. In addition, incidents of this nature may be reported to Examination, Assessments and Curriculum Committee (EACC) and Academic Board for further disciplinary action. As members of the academic community of the EMCVPA, students are expected to recognize and uphold standards of intellectual and academic integrity. Plagiarism is unethical and will result in disciplinary action. The Plagiarism Cover Sheet MUST accompany all written assignments. Please note that you own the copyright of every piece of work you produce.

The examples and definitions given below are intended to clarify the standards by which academic honesty and acceptable academic conduct are to be judged. The following list is merely illustrative and is not intended to be exhaustive.

PLAGIARISM

Plagiarism is presenting another person's work as one's own. It includes paraphrasing or summarizing the works of another person without acknowledgement, including submitting another student's work as one's own.

CHEATING

This involves giving or receiving unauthorized assistance before, during or after an examination.

UNAUTHORIZED COLLABORATION

Submission of work/assignment for grade/credit, product or a part thereof, represented as being one's own effort that has been developed in substantial collaboration with or without assistance from another person or source is a violation.

FALSIFICATION

It is a violation to misrepresent material or fabricate information in an academic exercise or assignment.

MULTIPLE SUBMISSION

It is a violation of academic honesty to submit substantial portions of the same work for credit more than once without the explicit consent of the lecturer(s) to whom the material is submitted for additional credit. In cases where there is a natural development of research or knowledge in a sequence of courses, use of prior work may be desirable or even required.

A student charged with academic misconduct may not change registration in the course (e.g., drop the course, change the grade) in which a charge is pending or in which a finding of academic misconduct has been made.

Sanctions specified by the Dean, by the lecturer, Board of Studies, EACC or Academic Board (if an appeal has been heard) shall take effect as specified in writing to the student.

SANCTIONS FOR ACADEMIC DISHONESTY

If students plagiarize or are found guilty of any form of academic dishonesty, any of the sanctions below may apply.

Sanctions that may be imposed include, but are not limited to:

1. a letter of reprimand

2. a defined period of disciplinary probation, with or without the attachment of conditions
3. workshop attendance
4. a defined period of suspension, with or without the attachment of conditions
5. notation on either the student's unofficial or official transcript
6. withholding of a degree, or revoking the student's degree.
7. giving a lower grade on the paper or course.
8. giving a failing grade on the paper or course. asking the student to rewrite the paper/assignment/examination.
9. set alternate/additional assignment(s).
10. suspending the student for a period of time.
11. expulsion of the student from the institution.
12. putting the offense of plagiarism on the student's academic record.
13. any combination of the above listed sanctions.

Any grade entered for a student in a course in which a complaint of academic misconduct is pending, whether for a specific course assignment, an examination, in-course test or the final course grade, is subject to modification after all proceedings and appeals are concluded. If the student is found responsible for academic misconduct, the course lecturer is free to determine the effect the violation will have on grades assigned to the student for specific course assignments, examination and/or the final course grade. Depending on the severity of academic misconduct the case is submitted to the Academic Board who will impose sanctions.

SANCTIONS FOR PLAGIARISM & ACADEMIC MISCONDUCT:

General Considerations

A student charged with academic misconduct may not change registration in the course (e.g., drop the course, change the grade) in which a charge is pending or in which a finding of academic misconduct has been made.

Sanctions specified by the Director of School or by the lecturer, Board of Studies or EAC Committee (if an appeal has been heard) shall take effect as specified in writing to the student.

All materials relating to a formal complaint of academic misconduct or to a report of reprimand by a lecturer will be kept in confidence in the Director of School and Registry offices.

The Director of School or designee has the authority to determine, based upon the information available, whether a violation of the EMCVPA Standards for Academic Integrity has occurred and the student is responsible for academic misconduct. The student will then be informed by letter, with an electronic (email) copy to the lecturer(s), of the decision and sanction(s), if any, to be imposed.

If students plagiarize or are found guilty of any form of academic dishonesty, any of the sanctions below may apply.

Sanctions that may be imposed by the Director include, but are not limited to:

1. a letter of reprimand
2. a defined period of disciplinary probation, with or without the attachment of conditions
3. workshop attendance

4. a defined period of suspension, with or without the attachment of conditions
5. notation on either the student's unofficial or official transcript
6. Withholding of a degree, or revoking the student's degree.
7. Giving a lower grade on the paper or course.
8. Giving a failing grade on the paper or course.
9. Asking the student to rewrite the paper/assignment/examination.
10. Set alternate/additional assignment(s).
11. Suspending the student for a period of time.
12. Expulsion of the student from the institution.
13. Putting the offense of plagiarism on the student's academic record.
14. Any combination of the above listed sanctions.

When a lecturer has cause to question a student's work based upon inferential circumstances but the student's responsibility cannot be established, the Director of School may send a "letter of warning" to the student.

Any grade entered for a student in a course in which a complaint of academic misconduct is pending, whether for a specific course assignment, an examination, in-course test or the final course grade, is subject to modification after all proceedings and appeals are concluded. If the student is found responsible for academic misconduct, the course lecturer is free to determine the effect the violation will have on grades assigned to the student for specific course assignments, examination and/or the final course grade.

Members of faculty may choose to resolve an incident of alleged academic misconduct themselves. That is, a lecturer who determines that a student is responsible for an act of misconduct may impose reprimand or warning, plus a grade reduction and/or remedial work, without filing a formal complaint of academic misconduct.

If a lecturer should choose to resolve a case of academic misconduct by reprimand, the following conditions apply:

1. the student is fully apprised of the allegation(s) and shown any evidence
2. the student accepts responsibility for the incident
3. the student accepts the grade and/or remedial work assigned by the lecturer
4. the lecturer should report the reprimand to the Director of School and Registrar.

A reprimand might be appropriate when the incident is not egregious and should merit no consequence greater than a zero on the assignment, though the student may be required to do additional, remedial work (e.g., rewrite a paper that has some amount of plagiarism i.e. 5% - 10% of the assignment).

Lecturers have the authority to make academic judgments relating to their students' work, and to make decisions in the interests of furthering their students' education. Only the College, acting through its formal processes, may discipline a student.

Reporting the reprimand to the Director of School is important so that repeat offenses can be tracked. The

report will be kept on file in the Office of the Registrar during the student's enrolment. If the student is ever again charged or reprimanded for academic misconduct, the prior reprimand will count as proof that the student has been warned about misconduct. Therefore, the reprimands may lead to a more severe sanction for any future offense.

A student may contest any lecturer's reprimand by bringing the case to the attention of the Director of School. This must be done in a timely manner, within ten class days after receiving the reprimand. For example, if the student feels that the lecturer has imposed an inappropriate penalty the case would be fully investigated, all relevant information will be reviewed, principles of fairness and due process will apply, and disposition of the student appeal will be based upon its merits.

Procedures taken are as follows:

- The lecturer obtains the source and compares the student's paper to it.
- The lecturer highlights plagiarized sections of the paper.
- The lecturer sends the paper and source to the Director's Office for the appropriate action to be determined.

The Director reports and presents the evidence to the Examination Assessment Curriculum Committee (EACC) for a determination of the level of infraction. Depending on the severity of academic misconduct the decision is then submitted to the Academic Board who will impose sanctions as set out below:

SANCTIONS

Level One:

- **Infraction:** Improper footnoting, citing or unauthorized assistance; Copying or attempting to copy from others during an in-course test or on an assignment.
- **Sanction:** The course lecturer may apply any or all of the following: give a makeup assignment and issue a verbal reprimand or warning.
- Reduction in grade or additional work required.
- Only the sections of the assignment determined not to be plagiarised are marked.

Level Two:

- **Infraction:** Quoting or paraphrasing without acknowledgement on a moderate portion of the assignment (15% - 20% of assignment); Presentation of someone else's assignment as their own; Submission of the same assignment for more than one course; Allowing others to do an assignment or portion of an assignment.
- **Sanction:** The matter will be presented to the Board of Studies in the school. A failing grade will be given for the assignment and/or the course. A written warning, which can turn into a formal report that will stay on a student's record.

Level Three:

- **Infraction:** Copying or giving assistance on a final exam or assignment; Plagiarizing major portions (i.e. 21% or more) of an assignment or examination; Copying or attempting to copy from others during an examination; Using forbidden material during an exam; Using a purchased term paper, or altering a graded examination and/or assignments. Obtaining a copy of an exam or assignment prior to its approved release by the lecturer or Registry; Taking materials relating to the examination into the examination room.
- **Sanction:** A hearing by the Disciplinary Committee. Suspension from the college for one or more semesters, with a notation of "academic disciplinary suspension" placed on a student's transcript, and a failing grade in the course as well as repeating the course.

Level Four:

- **Infraction:** Forgery of grade report, assignment or exam grades after it has been returned; Theft of examinations paper, assignment; Dishonesty relating to a final research paper, assignments, coursework; Sabotage and the violation of ethical codes of education, i.e. disruption of examination, class or college event; Fabricating or altering information or data and presenting it as legitimate.
- **Sanction:** A hearing by the Disciplinary Committee and the Academic Board. Expulsion and a permanent transcript notation. If the student has already graduated, voiding his/her degree.

ACADEMIC DISMISSAL

Academic dismissal for one calendar year will result if a student who has been reinstated following a previous academic probation or dismissal fails to make satisfactory progress.

REINSTATEMENT FOLLOWING ACADEMIC DISMISSAL

Students academically dismissed from EMCVPA may be considered for readmission on academic probation after a period of one calendar year has passed. Readmission requires Dean's approval. Students readmitted after dismissals are subject to a second dismissal if they do not make satisfactory progress. No student will be allowed to repeat any year more than once in the overall four (4)-year course.

A student is considered to be making satisfactory progress as long as they maintain a GPA for each semester of 2.0 or above until their cumulative grade point average is above the minimum required GPA for dismissal as outlined above.

Once a student achieves a GPA larger than the minimum required GPA, he is subject to the requirement to maintain his grade point average above the minimum value as listed above. Returning students will remain on probation until the cumulative grade point average is 2.0 or greater.

Students intending to seek readmission after dismissal must first file a Readmission Form with the Registry by the official deadline and consult with their Academic Advisor.

WITHDRAWAL FROM THE COLLEGE

TEMPORARY LEAVE OF ABSENCE FROM SCHOOL

Official withdrawal (dropping all courses in progress) from the College is initiated in the Dean's office. Complete withdrawal from the College must be submitted in person (not online) at the Registry. Clearance must be secured from the College Library, the Registry and student housing if applicable. The symbol "W" or "WF" or "WP" is recorded for all courses when the student completes the Withdrawal Form within the time limits listed in the official calendar. A grade of "F" or "I" is recorded when an enrolled student leaves the College without initiating and completing the Withdrawal Form. This Form is available in the Registry. Students who officially withdraw from the College may do so for a period of one academic year. If they need to extend the time, then they need to write to the College for permission.

Students who withdraw without informing the College may apply for re-admission to the College within one academic year. Students who withdraw from the College for more than five (5) academic years MUST reapply to the College.

Students will NOT be permitted to enter a Degree or Certificate programme without having satisfied the prescribed entry requirements and clear all financial obligations to the College.

A student who seeks to withdraw from his/her course of study at the College must inform the Registry in writing stating the reason for withdrawal and if he/she will be desirous of re-admission in another academic year. This must accompany the Withdrawal Form.

Please note that where a student withdraws from a course for valid reasons or where a recommendation from the course lecturer for a student's withdrawal for non attendance or misconduct, this must be reported to the Student Records Officer through the Registrar so that the appropriate notation can be made on the Student Management System. This recommendation must be submitted in writing by the course lecturer, first to the Director of Studies for approval who will forward the recommendation to the Registrar in writing. The reason(s) for withdrawal must be clearly stated. In cases where withdrawal is as a result of poor attendance or non-attendance, evidence of the student's attendance record must be submitted with the report. The course from which the student is withdrawn will not appear on his/her Examination Card however; the course will appear on the students' transcript designated as 'W' 'WP' or 'WF'. In cases where withdrawal is no fault of the student and special permission is granted for the students' withdrawal (Drop) from a course after the registration and Add/Drop periods the course would not appear on the student's transcript.

READMISSION

Students who have previously attended EMCVPA (excluding summer semester) as matriculated students may apply for readmission. All previous academic records and achievements at the College, grades from studies pursued elsewhere, the reasons for which the student withdrew are all considered in the readmission process. Application for readmission must be done in advance of the semester for which they wish to return.

Applicants with outstanding financial obligations to the College will not be eligible for readmission until such financial obligations are cleared.

Students dismissed for academic reasons are eligible to apply for readmission after two (2) semesters. However, in the interview with the Dean for readmission the student must demonstrate a readiness to successfully undertake College work at EMCVPA.

If a student in good academic standing applied for Leave of Absence and is ready to return, such a student does not need to apply for readmission but must submit a letter to the Registrar and Dean indicating their intention to return in the upcoming semester. However, if the Leave of Absence period for which the

student had applied expires and the student did not return in the next regular semester such student must apply for readmission.

APPLYING FOR READMISSION

An applicant should request the appropriate forms from the Registry. The Readmission Application Form, including all required credentials, should be filed with the Registry by the end of the month of May prior to the start of Academic year you plan to resume studies.

Requirements

An applicant will be deemed eligible to return to College on the basis of a previous EMCVPA academic record. If the student has attended any other college or university subsequent to last enrollment at the EMCVPA, the student must also have the required transfer average or higher (as computed by the EMCVPA) on work attempted, and must be in good standing and eligible to return to the last institution attended.

GRADUATION

The College has graduation on the third Saturday in November each year. Students completing programmes in May – June are eligible to participate in the November graduation. Students completing credits in the summer programmes or December immediately after graduation may be considered to participate in the November graduation.

APPLICATION TO GRADUATE

Students planning to graduate must make applications according to the dates specified in the College Calendar. Failure to make applications will result in a delay in scheduled graduation dates.

A student must file an application to graduate with the Registry the semester before expected degree completion. The Director of Studies must undertake the programme audit/official check and the VP, Academic Affairs must approve.

CHOICE OF PROGRAMME UNDER WHICH A STUDENT GRADUATES

All candidates must fulfil the requirements for a Programme of Study as specified in the Course Menu in effect during the academic year of the student's first matriculation as a student. Students may select a subsequent Course Menu during their matriculation with the approval of the appropriate academic advisor. If a student does not attend the College for a period of one (1) calendar year or longer, the student will be required to fulfil the requirements of their chosen programme as specified by the Course Menu in effect during the year of the student's return.

If a student prolongs the completion of a programme, curricular or programmatic changes may occur to such an extent that the requirements for the programme as outlined in a Course Menu for which the student would otherwise be eligible can no longer be fulfilled. If in the judgment of the appropriate Dean, such Course Menu cannot be used for meeting their programme requirements, the Director of Studies would designate the appropriate Course Menu for determination of the programme requirements. If a student changes programmes, the College may require the student to fulfil the requirements of the Course Menu in effect when the change of programme is approved.

RE-EVALUATION OF PROGRAMME REQUIREMENTS

Each final year student will have one official check of remaining programme requirements following filing of the application to graduate that includes the payment of the application fee. This evaluation will be available from the student's Director of Studies. An additional fee will be charged for any additional programme check necessitated by a student's subsequent change of Course Menu, Programme of Study, or failure to complete programme requirements by the prescribed term.

REQUIREMENTS FOR THE DEGREE AWARD

In order to graduate, students in the degree programmes must successfully complete the minimum credit requirements for their programme over four (4) years, which has a ratio of 60% studio practice and 48% lecture courses.

CERTIFICATES

Certificates are issued each year; however, these will be held until all outstanding obligations to the College have been cleared.

STUDENTS WITH DISABILITIES/SPECIAL NEEDS

The policy for students with disabilities/special needs, governs the provision of equal opportunities for students with disabilities including alternate formats, as needed, for educational purposes, accommodation and other support services.

RIGHTS AND RESPONSIBILITIES

Students with Disabilities at EMCVPA have the right to:

- Equal access to programmes, activities and services of the College;
- Reasonable accommodations, academic adjustments, and/or auxiliary aids and services;
- Appropriate confidentiality of all information concerning their disability except as disclosures are required or permitted by law;

Information, reasonably available in accessible formats.

Students with Disabilities at EMCVPA have the responsibility to:

- Meet the College's qualifications and maintain essential technical, academic and institutional standards;
- Inform the College when a known disability makes an accommodation necessary to perform successfully in a particular course or programme;
- Provide appropriate professional documentation that indicates how the disability limits participation in programmes, activities and services of the College;
- Follow specified procedure for obtaining reasonable accommodation, academic adjustments, and/or auxiliary aids and service.

RIGHTS AND RESPONSIBILITIES OF EMCVPA

EMCVPA has the responsibility to:

- Provide information to students with disabilities and assure its availability in accessible formats upon request;
- Ensure that programmes, activities and services of the College, when viewed in their entirety are available and usable in the most integrated and appropriate settings;
- Work with students who request accommodations to identify the most feasible and effective accommodation for each student's needs within the context of the essential elements of the course or programme in question;
- Provide reasonable and appropriate accommodations, academic adjustments, and/or auxiliary aids for students with disabilities upon a timely request from the student;
- Maintain appropriate confidentiality of records and communication except where permitted by law.

EMCVPA HAS THE RIGHT TO:

MAINTAIN THE COLLEGE'S ACADEMIC STANDARDS;

- Request and receive appropriate professional documentation that supports requests for accommodation, academic adjustments, and/or auxiliary aid and service;
- Suggest the most cost effective accommodations, academic adjustments, and/or auxiliary aids and

services which are responsive to a particular situation;

- Defer action on a request for accommodation until completed documentation supporting the existence of the claimed disability and appropriateness of the requested accommodation is provided;
- Decline to provide an accommodation when to agree would require a waiver or alteration of an essential element of a course or programme; provided that no such decision shall be valid until the essential element in question has been identified and its academic or programme importance confirmed by an appropriate administrative decision maker;
- Refuse to provide an accommodation, adjustment, and/or auxiliary aid and service, the provision of which would impose an undue financial burden on the institution.

Students with disabilities seeking consideration for services or accommodations should contact the Registry and Student Services Departments.

ICT POLICIES

ACCOUNTABILITY POLICY FOR INFORMATION TECHNOLOGY (IT) RESOURCES

The purpose of the policy is to encourage accountability and responsibility for use of the College's Information Technology (IT) Resources. This policy applies to all registered students, employees and others who are authorized to use the College's IT resources. IT Resources are provided to users for College-related activities. This document will be reviewed from time to time by a team comprising members of the IT Department and the Vice Principal for Administration and Resource Development.

PERSONS ACCOUNTABLE FOR USE OF EQUIPMENT

The Principal is ultimately accountable for the management and use of IT resources. Notwithstanding, persons who share responsibility for use and care of IT Resources include employees, students or any other person authorized by the College to use the equipment. These persons will stand the consequences for failing to observe the rules of this policy.

DEFINITION OF I.T. RESOURCES

IT Resources include computers, scanners, printers, laptops, web cameras, servers, telephone communication resources including cellular telephones, wireless network systems, software, computer microphones, computer speakers and any other hardware and software managed by or in the care of the IT Department. Users of the equipment include members of staff (academic and non-academic), registered students and any other person authorized to use the equipment. The general rules of this policy also apply to computer labs.

PROCEDURES

Legal Framework /Terms of Reference

Users will comply with all applicable laws including the Cybercrimes Act 2010, available at http://www.japarliament.gov.jm/attachments/341_The%20Cybercrimes%20Act,%202010.pdf.

The Cybercrimes Act provides legal guidance on the misuse of computer systems and data and seeks to address computer system sabotage. The law says it is an offence to make devices or data available for the commission of an offence under any law in Jamaica.

Also relevant is the Jamaica Copyright Act 1993 available at http://www.wipo.int/clea/docs_new/pdf/en/jm/jm001en.pdf. Users are responsible for familiarizing themselves with these laws

RULES AND USER RESPONSIBILITIES

- Users are responsible for any activity originating from their accounts.
- Computer passwords are provided to students and employees with varying access rights according to institutional role.
- Accounts and passwords must not be shared with others.
- Except in isolated or occasional circumstances, IT resources should be used only for purposes

directly related to or in support of the academic, research or administrative activities of the College.

- Data of a personal nature is not to be stored on the College's network drives.
- The College reserves the right to remove personal data from College's network without notice.
- The College will not be liable for the loss or corruption of personal data stored on IT resources.
- Users are allowed free access to IT resources as necessary, to carry out their assigned responsibilities subject to the use of these resources as described in this policy.
- Users should not attempt to undermine the security or integrity of IT systems or telecommunications networks and should not attempt to gain unauthorized use of these resources.
- The IT Department will ensure that documentation is maintained to prove that all software installed on computer workstations have been legally obtained and installed in a manner that conforms to the applicable license.
- Excessive demands should not be made of IT resources to the extent that this limits access to other users.
- IT resources should be insured.

ACQUISITION OF I.T. RESOURCES

The head of the IT Department will ensure that the following steps to acquisition of IT Resources are observed:

- The procurement of IT equipment should adhere to Government's Procurement Policy which is available at: www.ncc.gov.jm.
- When IT Resources are purchased and delivered, the delivery should match the specifications of what was ordered.
- An inventory of all I.T. equipment must be documented and updated annually or as equipment is bought or made obsolete. The information should include version number, serial number and other related and relevant details.
- IT Resources must be kept in a safe and secure place.

MOVEMENT OF I.T. EQUIPMENT

Requisition forms will be used for issuing I.T. equipment and should bear the appropriate signatures including that of the head of the department. Requisition forms must be properly filed and made available for inspection periodically. Computers, printers and scanners should not be moved from one Department to another without the knowledge of the I.T. Department. A request for movement should be done using a Change Request Form which is available from the Department.

MAINTENANCE

Equipment should be inspected regularly for usability and defects and sent for repairs where necessary. The inspection and recommendation for repairs should be documented. The I.T. staff should not offer repair services to computers, laptops or any similar electronic equipment owned by staff and students.

LOSS OF EQUIPMENT

Loss or theft of equipment should be reported to the Head of the I.T. Department, the Assets and Facilities

Manager the Vice Principal of Administration and Resource Development and the Principal within twenty four hours of the incident occurring. Reports should also be made to the Police and to the Ministry of Education. The report must have the following details:

- The date of theft or loss
- Location from which equipment was lost or stolen
- The type of equipment including the brand and model
- The condition of the equipment
- The age of the equipment
- The purchase price
- The replacement cost
- The last person who had custody of the equipment
- A copy of the requisition form used to issue the equipment

ACCOUNTABILITY ACTIONS

Where equipment has been lost or stolen through negligence, a committee of at least three senior members of staff will meet and make recommendations to the Principal who has the final say in the matter. Actions may be of a disciplinary nature and may include instructions for financial compensation, replacement or repair. External authorities may be consulted where there is a breach of applicable law.

EMAIL POLICY

The aim of this policy is to govern the use general of the College's email account and to outline the acceptable rule and standards..This policy covers appropriate use of any email sent from an EMCVPA email address and applies to all employees, vendors, and agents operating on behalf of the EMCVPA.

PROHIBITED USE

The EMCVPA email system shall not be used for the creation or distribution of any disruptive or offensive messages, including offensive comments about race, gender, hair color, disabilities, age, sexual orientation, pornography, political beliefs, or national origin. Employees who receive any emails with this content from any EMCVPA employee should report it to their supervisor or the human resource department

PERSONAL USE

Using the College email account is not restricted but it is advisable not to use it for personal use (e.g. signing up on social media sites).

Sending chain letters or joke emails from an EMCVPA email account is prohibited. These restrictions also apply to the forwarding of mail received by an ENCVPA employee.

EMCVPA email accounts may monitor/audit messages without prior notice.

Upon resignation your email account will be disabled.

NEVER open any files or macros attached to an email from an unknown, suspicious or untrustworthy source. Delete these attachments immediately.

PASSWORD POLICY

The aim of this policy is maintain an acceptable standard logical security through the enterprise computer and network systems. The ICT department recognizes poor security architecture can lead unauthorized access of EMCVPA's data\information. The purpose of this policy is to establish a standard for creation of strong passwords, the protection of those passwords, and the frequency of change. The scope of this policy includes all personnel (student, faculty and staff) who EMCVPA computing resources, access the EMCVPA's network e.g. email, wireless, office365, computers any other system that resides at any Edna Manley College facility.

All user-level passwords (e.g. desktop computer, etc.) must be changed at least once quarterly.

User accounts that have system-level privileges granted through group memberships or programs such as "CDISIS" must have a unique password from all other accounts held by that user.

Password should not be disclosed to any employees, students, faculty or any other individual unless written authorization is given.

All user-level and system-level passwords must conform to the guidelines described below.

- Passwords must be strong (uppercase, lowercase and special character).
- Passwords must eight (8) characters or longer.
- New passwords must not be the same as recent old passwords.

Use of Lab Policy

Computer labs are used to facilitate the educational development of the College. Labs may also be used for project-related purposes in partnership with other institutions. Lab monitors are assigned to classes to facilitate orderly functioning of labs. This use of labs policy covers all authorized users of the computer labs these include registered students, lectures, staff and any other authorized persons. All users of the computer lab inherently accept the rules displays in the labs.

- Food or Drink: There shall be NO food or drink nor any liquid in the computer labs.
- Smoking is strictly prohibit in the computer labs
- No tampering with computer and its peripherals; this includes switching of mouse or keyboard from one computer to another, removal of computer peripheral for use on personal equipment and the movement of computers from one are to another.
- Removal of furniture from the labs is strictly prohibited
- Data Storage: - Students will store their work on external media. Data stored on a College computer will be done at the student's risk. ICT department do take responsibility for the loss of student data.
- Logging out: - It is recommended that students log out of the machine to prevent other persons from using their account.
- **Password:** - Students are urged to keep passwords secure to prevent unwanted users from gaining access to their account.
- **Enforcement:** - The College reserves the right to lock students' accounts that are found in violation of lab rules. The student would then have to visit the IT Office in order to unlock his/her account and may face disciplinary action, which may include stipulations as to when the student will regain access to College IT resources.
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Bring Your Own Device (BYOD) Policy

The ICT Department of EMCVPA is committed prepare all students and lecturers to maximize learning by fully integrating relevant technology into academic content to. The ICT see the value proposition of having student and staff to use their own device; it drives organizational efficiency in the College as well as it fosters media and technology literacy.

The Bring Your Own Device (BYOD) policy governs how personal devices interfaces with ICT resources of the EMCVPA and the protection the organization data synchronized on an individual's device. Due to budgetary constraints the ICT department is not able to provide adequate hardware for all student and staff campus wide. Additionally, the consumerization of technology (using of third-party cloud services and applications has cause a proliferation of personal devices in the organization.

The BYOD policy covers all student, staff, lecturers and any other authorized tenant (guest) of Edna Manley College. Device supported are Apple IOS 5.1 to newest release, Android 4.0 to newest release, Blackberry OS 7 to newest release, Apple Mac OSX and Windows.

STUDENT

Students may use their own devices in the classroom to access, interact and save information from the Internet, communicate with other learners and use productivity tools platform Office365 to create assignments/projects or take classroom assessments.

FACULTY\ STAFF

Faculty and staff may use their own devices in the classroom to access student management systems, Office 365 platform, access and synchronize EMCVPA's mail, for presentation and general internet usage that is geared toward making job function more efficient and productive.

POLICY

Accessibility- Access to the Wireless Internet is made available to the populace of the EMCVPA. To be granted access, students must confirm they accept the Terms and Conditions of the EMCVPA's Wireless Access Security Policy (WASP). By accepting the Terms and Conditions, users will be expected to uphold the contents of the WASP as well as the Student Code of Conduct on their student-owned devices while on College property. Additionally, the Information Technology Department of the EMCVPA will filter all content for users connected to EMCVPA's network.

Theft, Loss or Damage - The EMCVPA is not liable or responsible for any theft, damage or loss of any personal device or the information on any such device. It is the responsibility of the owner of the device to ensure that the device is safe and secure. Electrical outlet is provided for the charging of these devices.

It is recommended that tenant update their anti-virus software before bringing their device(s) onto school property. The EMCVPA will not provide antivirus solution for personal devices.

End user support for tenant-owned devices is the responsibility of the owner. EMCVPA IT staff members are not responsible for technical issues. IT staff will only aid in the wireless authentication of the device against the college network. Tenants are asked to visit the IT helpdesk should this need arises. Device Specific

Instructions for Configuring Wireless Access can be had from IT helpdesk.

Edna Manley College reserves the right to repeal all rights given to sync data on personal device.

Passwords must be enabled on all devices used to sync organization's data. The devices will be scanned upon the connection with the network.

MULTIMEDIA SERVICES

EQUIPMENT FOR USE IN CLASS

All requests for services and equipment for classes are to be done through the class lecturer and on the appropriate form. Requests from students will not be honoured.

LOAN OF EQUIPMENT

Students who are duly registered and are in good financial standing may be allowed, on the recommendation of their school's Director of Studies, to borrow for short-term periods, various pieces of audio-visual equipment which is to be used to assist with preparation of their Edna Manley College's assignments. Equipment so loaned, is to be used on campus only. Application must be made on the appropriate form. (See attached). All terms and conditions apply.

SERVICES PROVIDED BY DEPARTMENT

The Multimedia Services Department does not assist students with preparation of assignments or with other services unless such a request comes from the respective lecturer.

EMPLOYMENT IN DEPARTMENT

The Multimedia Services Department invites students who are at least in the second year of their studies and who are in good academic standing to apply for part-time employment. Skilled audio visual producers are especially.

STUDENT COMMUNICATION POLICY

The Marketing and Public Relations Department maintains several policies and forms that help maintain the consistency of the College's communications efforts and overall brand. The College commits to communicate in clear and simple language utilizing traditional and new media formats. We will always speak respectfully to students and establish procedures for complaints or queries. Students are expected to respect and adhere to the following guidelines.

EMAILS

All students must activate their College emails upon registering at EMCVPA. The College email will be your official communication channel with all departments and lecturers. Students must check College mail frequently to keep updated on important College information from time to time.

LOGO USE

Any use of the College logo must be authorized through the Marketing Department by means of the Logo Use Agreement. Permission is granted solely for the designated project and students must request a new permission for additional projects.

BRAND IDENTITY

The College has a standard for branding in order to ensure that messages and designs are consistent. Students are asked to adhere to the branding guidelines which are available on the College's website or by request from the Marketing & Public Relations Department. The Branding Guidelines are to be observed by all students who create newsletters, brochures or any other publication materials.

WEBSITE POLICY

The information provided on the college's Web site is provided for information purposes only and does not constitute a legal contract between the College and any person or entity unless otherwise specified. Information on the official College Web site is subject to change without prior notices.

PHOTO/VIDEO RELEASE FORMS

The college will from time to time use names and images in various publications, including print, radio, television, and the Web, to help convey promotional messaging of our College. Any individuals whose name or image is used for publicity purposes must sign a photo release before the College can use, reproduce and circulate their information.

SOCIAL MEDIA GUIDELINES

The College recognizes that the creation and administering of College-affiliated social media profiles or pages are important for social networking, sharing information and promotion of the college.

Students are not allowed to create pages using the College's name on social media network without prior permission from the Marketing & Public Relations Department. Students may from time to time post content on college managed social media properties but must clearly identify themselves with name and

affiliation. Copyright laws must be observed when posting. Posts must be respectful. Content with profanity, obscenity, personal insults or attacks are prohibited.

SECURITY REGULATIONS

1. These Regulations may be cited as the Edna Manley College (Security) Regulations 2014.
2. In these Regulations –
3. “campus” means all that land known as the Edna Manley College of the Visual and Performing Arts in the parish of Saint Andrew.
4. “security personnel” means –
5. an employee who performs security duties; or
6. a person assigned to the Campus to perform security duties by the security company to which he is employed, being a company contracted by the College to carry out security services on the Campus.
7. “student” means a person who is registered as a student of the Edna Manley College of the Visual and Performing Arts (whether full-time or part-time) during a current year for a first or higher degree, diploma, Certificate or such other qualification or courses of the College as may be approved.
8. (1) Unauthorized personnel are NOT allowed on the campus at ANY TIME. Unauthorized personnel include individuals who do not have legitimate business with the College.
9. (2) All visitors to the College must declare their intentions to the security personnel at the gates. If visiting a staff, student or Department, said individual or Department must be notified by the security personnel before the visitor is allowed to proceed on campus.
10. All use of space on campus (for meetings, games practice, clubs or get-togethers) must be authorized by the Office Services Manager, Dean of School/Department and Principal.
11. Property belonging to the College should not be taken from the campus without written authorization from the Dean of School/Department, and Director of Assets and/or Facilities Management designate or the Principal.
12. (1) The operating hours of the administrative offices are:-
13. Mondays–Thursdays, 8:30 a.m.–5:00p.m.
14. Fridays, 8:30a.m.– 4:00p.m.
15. Except the School of Continuing Education and Allied Programmes which operates:-
16. Monday–Fridays, 8:00a.m.–8:30p.m.
17. Saturdays, 9:00a.m.–3:00p.m.
18. (2) Classes are generally scheduled between 8:00a.m. and 8:30p.m., Mondays to Fridays. All registered students and staff have access to the College twenty-four (24) hours a day, however there is limited access to spaces and facilities which require special or supervised access outside of operating hours.
19. (1) All registered students and staff are assigned identification cards (ID) which must be shown to the security personnel on entry to and exit from the campus. IDs must be displayed at all times while on campus and be shown upon request by security personnel. Failure to comply will be in violation of campus rules.
20. (2) Registered students and staff who do not have their IDs will be issued temporary access cards for the period of time that they are on campus. All temporary access cards must be submitted to the security personnel when exiting the campus. There is a fee applicable for lost IDs or access cards.
21. (1) There should be no visitors on campus between 12:00a.m. and 6:00a.m., except in the case of an event where written authorization and notification is given by the Assets and Facilities

Management Department.

22. All persons seeking entry to the campus will be duly processed before they are allowed on campus. For registered students and staff, this involves the verification of identification cards and declaration of possessions. For visitors, this involves the verification of identification and purpose of visit, and declaration of possessions.
23. All incoming and outgoing vehicles are logged by the security personnel at the gate. The log includes information on make of vehicle, registration number, name of driver, ticket number assigned and date and time of entry. Drivers are given a ticket on entrance and must submit the ticket to the security personnel on exit. Failure to produce ticket on exit will result in a fine and verification of ownership of vehicle.
24. After processing at entrance, all vehicles are directed to the designated parking, delivery or pick-up areas.
25. Random inspections will be conducted, including search of bags or other parcels, pockets, and vehicles, leaving the campus to determine if College property is being illegally removed.
26. EMCVPA students, who commute or live on Hall, must register their vehicles with the Assets and Facilities Department upon registration.
27. All residents must display IDs when entering the Hall of Residence. If residents are not in possession of their IDs, verification of residency by the security personnel at the Hall gate must be determined from the Hall Manager or Block or Student Representative.
28. Residents are not to leave any access pass, ID, or room key with the security personnel.
29. Visiting hours to the Hall of Residence is 7:00a.m. to 12:00a.m. No visitor, with the exception of the service staff assigned to the Hall, the College doctor, College nurse and the Student Council Executive, must enter before 7:00 a.m., and leave after 12:00a.m. Overnight visitors to the Hall must be granted permission in writing by the Hall Manager.
30. Visitors to the Hall of Residence must first check with the security personnel at the Hall gate, who will make a log and issue a visitor's pass. This process also applies to persons going to the Doctor and the Student Council office. However, in the event an emergency, persons must be allowed to enter and particulars obtained after. In the case of visitors to the Hall Manager, residents and the Student Council office, the security personnel must notify the respective individual before the visitor is allowed to proceed on to the Hall. All visitors to residents of the Hall must be received by the respective resident at the Hall's gate. Unless the resident comes to the gate to accept the visitor, the visitor will not be allowed on the Hall.
31. The visitor's pass must be returned to the security personnel on departure from the Hall. If the visitor is planning to re-enter the Hall, a new log must be made and a visitor's pass re-issued.
32. In the case of emergencies, (the Hall Manager and) the security supervisor on shift have access to all the spaces on the Hall. Residents and visitors are expected to follow the procedures and observe necessary precautions to ensure the safety of themselves and other individuals on the Hall.
33. Incidents on the Hall must be reported first verbally then in writing to the Hall Manager within twenty-four (24) hours.
34. The security personnel are on duty twenty-four (24) hours a day, seven (7) days a week.
35. The security personnel will follow these regulations, those in the student handbook and the regulations under the laws of Jamaica, in regards to College violations and resulting actions.
36. The security personnel should patrol all areas on campus and should be given access when requested.
37. The security personnel are stationed at the entrance and exit gate to the College, the Hall of

Residence gate and the entrance to the Library.

38. To contact the security personnel, call Ext. 2222 for exit or Ext. 2220 entrance gates and Ext. 2221 for the Hall of Residence gate.

HEALTH POLICY

POLICY FOR THE PROVISION OF EMERGENCY HOSPITAL SERVICES

Objective of the Policy

This policy governs the College's procedures for the Corporate Contract with Andrew's Memorial Hospital. Periodic reviews, where necessary, will be the responsibility of the Vice Principal, Administration and Resource Development.

The Contract

The College remains committed to the health of the campus community and has entered into a Corporate Contract with the Andrew's Memorial Hospital to facilitate emergency services in urgent situations and in instances where students are injured while representing the College off-campus.

The College will maintain a monthly credit of \$50,000 at the Andrew's Memorial Hospital for the purpose and will require students who use the service to repay all expenses billed to the College's Corporate Account. Students will reimburse the College within thirty (30) days of the service for payments made on their behalf, a payment plan will be arranged if required. Students should be advised that notwithstanding the foregoing the College will not pay for imaging services such as Cat. Scans. Students are expected to pay for imaging services up-front. Students will use Health Cards to access services.

Definitions

Emergency is defined as a situation where someone is incapacitated or likely to become incapacitated, a situation where someone is having a severe asthmatic attack and needs to be nebulized, a situation in which there is obvious physical harm which has led to bleeding or broken limbs or any condition which may lead to death.

Injury is defined as damage or harm done to or suffered by a person. This includes evidence of wounds, severe cuts, bruises and lacerations.

Services Provided Under the Contract

- Emergency & Outpatient Medical Service
- Laboratory
- Imaging (X-ray, Ultrasound, Cat. Scan – student to pay upfront for this service)
- Pharmacy

HOSPITALIZATION

Eligibility for Service

Registered students of the College (both full-time and part-time) are eligible for service under the contract. Visitors to the campus can be transported to the Andrew's Memorial Hospital in an emergency however the contractual agreement will not cover them and they will be required to pay directly for all expenses incurred.

Scope of Coverage

The corporate contract is designed to facilitate emergency services only. The College will not provide authorization for follow-up treatment, on-going doctor's visits or medical reviews. The scope of coverage ends with the initial emergency visit or hospitalization. Subsequent appointments and follow-up visits to the doctor or after discharge from hospitalization will not be covered under the agreement and students will cover these costs directly.

Use of Medical Insurance Cards

Andrew's Memorial Hospital accepts the following health insurance cards:

- Sagicor
- Medecus

Persons authorized to give verbal or written permission for service

The following persons are authorized to give verbal or written permission:

- Principal
- Vice-Principal, Administration & Resource Development
- Vice-Principal, Academic Affairs
- Director, Finance & Accounts

Transportation to Hospital

Critical cases, or those requiring monitoring during transport, will be taken by ambulance to the hospital based on an agreement the College has with Ambucare Ambulance Service. An emergency situation may arise where there is no need for transport by ambulance, in such a case transport will be provided by one of the following means:

- College Vehicle
- Taxi
- Personal Motor Vehicle (of staff member or possibly a fellow-student)

Where taxi service is needed visit any of the following offices:

- Finance and Accounts department
- Health Office
- Office of the Hall of Residence
- School of Continuing Education and Allied Studies

Person to Accompany Student to Hospital

The person(s) expected to accompany a student to the hospital or stay with the student through the process of receiving care will vary according to the situation these include:

- The College Nurse
- Halls Manager

- Lecturer/Staff
- Fellow student(s)

Duty to Inform

In the case where a student is unconscious or unable to speak the emergency contact on file will be notified. Otherwise, students will contact family themselves.

Choice of Hospital

Ultimately the student can decide which hospital they want to use if they do not wish to receive care from the Andrew's Memorial Hospital they should be advised that the College does not have an agreement with any other hospital and must be prepared to cover all expenses incurred for services received elsewhere.

CAMPUS DRESS CODE

The Edna Manley College of the Visual and Performing Arts (EMCVPA) is a creating, learning and doing space.

What can you learn by following our dress code?

- The college culture, in which high standards translate into good living and prepares students for the professional world where they will need to follow certain requirements and live up to certain expectations even in dress and behaviour.
- Discovery of self and individual of worth beyond academic grades and financial status.
- Expression of personal identity, attitude, passion, value to the job.
- EMCVPA's dress code is a challenge to dress and act as you are - ARTIST(E), PROFESSIONAL, MATURE.

This dress code helps to maintain an atmosphere conducive to study and work. You have the opportunity to dress according to your preferences, as long as they adhere to the conventions of good grooming. The following are examples of EMCVPA's conventions:

- Do-rags, stocking caps, skullcaps, bandanas and other full head/facial coverings are prohibited at all times in offices of EMCVPA.
- No bare feet, unless in rehearsal or production.
- No shorts/tights at functions dictating professional or formal attire, unless a part of production.
- No clothing with general derogatory, offensive and/or lewd messages either in words or pictures.
- No display of undergarments.
- Staff, students and other users of the College will be denied admission to various departments and functions if our dress code is not followed.

Student Exchange Programmes

STUDENT EXCHANGE PROGRAMMES

The College has partnerships with the following institutions for exchange study programme: State University of New York (SUNY), Brockport; San Francisco State University; and Pointe Avent in France.

SUNY Brockport

The SUNY Brockport exchange programme is available to full-time Dance, Drama and SVA students (preference is given to Dance students) and is valid for one semester of study at Brockport. Information on the Brockport programme is available at the Student Services.

San Francisco State University

The San Francisco State University exchange programme is eligible for all students and is valid for one semester of study at San Francisco State University. Information on the San Francisco State University exchange programme can be obtained from the Registry or Student Services Department.

Carleton University

Carleton University and the EMCVPA initiated a student exchange collaboration designed to permit students from our respective institutions to experience a culturally and educationally enriching year (or term/semester) of study abroad. Carleton University welcomes exchange applications from EMCVPA students who may be interested in spending an exchange year (or term/semester) of study in Canada's capital city. Visit the Registry for further information.

Pointe Avent, France

The Pointe Avent programme is for study during the summer in France and is open to SVA students. Information for the Pointe Avent in France programme is available at the School of Visual Arts.

ArtEZ Institute of the Arts at Arnhem

ArtEZ Institute of the Arts at Arnhem, exchange programme is eligible for students in years 2 and 3 for one semester exchange. They offer programmes in Fashion, Design, Fine Art, Dance and Music. Information on the ArtEZ Institute of the Arts exchange programme can be obtained from the Registry.

Campus of the Arts, Martinique

Campus of the Arts, Martinique, exchange programme is eligible for Visual Arts students in years 2 and 3 for one semester exchange. They offer a programme of research and multidisciplinary Arts. Information on the Campus of the Arts exchange programme can be obtained from the Registry.

Selkirk College

The Edna Manley College of the Visual and Performing Arts, Jamaica (EMCVPA) and Selkirk College, British Columbia Canada, which offers 2 & 3 year Diploma programmes has established a partnership. The cooperation seeks to widen the educational and professional development opportunities of students and create possibilities for academic and professional exchange of students and faculty.

- This partnership allows the following:
- Exchange of visiting scholars and students;
- Participation in workshops, seminars and possibly the development of webinars sharing best practices.

- Transfer of credits from Selkirk College programs in a 2+2 arrangement so students can enter directly in to a degree at EMCVPA in the areas of Digital Arts, Fine Arts & Music.

Brandon University

Brandon University, a public post-secondary institution in Manitoba, Canada and Edna Manley College of the Visual and Performing Arts, has to enter into an international partnership agreement. The both institutions are interested in developing a variety of collaborative activities aimed at enriching the student experience and achieving internationalization objectives of the respective institutions.

The partnership will focus on, but not be limited to, the following opportunities:

- Study abroad at Brandon University
- Student Exchanges
- Faculty/staff exchanges
- Transnational/ articulation programs

Ohio State University

The Edna Manley College of Visual and Performing Arts, Kingston, Jamaica, and The Ohio State University, Columbus, Ohio, USA on behalf of the Department of Arts Administration, Education and Policy, College of Arts and Sciences, enter into this formal agreement for the purpose of educational and cultural exchange.

This Memorandum of Understanding builds the intent of broadening and deepening relationship which was initiated in 2005 and renewed in 2011 and 2016 to collaborate and expand on the following cooperative activities:

- Exchange of theses, teaching materials, and other scientific and technological literature
- Research collaboration
- Exchange of faculty and scholars for lecturing, advanced studies, and research
- Conduct of joint workshops, symposia, etc. on topics of mutual interest, and
- Exploration of potential student exchanges. (Student exchanges shall require separate written agreements between the parties.)
- Study Abroad Programme

The study abroad programme, for graduate and undergraduate students across the Ohio State University, focuses on arts and cultural practices in schools, colleges, museums, and cultural institutions in Jamaica in partnership with the Edna Manley College of the Visual and Performing Arts

Scholarships Available for Student Exchange/Study Abroad in Canada

The Emerging Leaders in the Americas Program (ELAP) scholarships are facilitated through institutional

collaborations and student exchange agreements between Canadian and Latin American or Caribbean institutions. These agreements are created between colleges, technical or vocational institutions and universities. Students or researchers, hereby referred to as “candidates”, remain registered as full-time students in their home institution during this exchange. Applications are accepted for college undergraduate and graduate students from Latin America and the Caribbean who wish to go to Canada for a short-term study exchange for the Emerging Leaders in the Americas Program , the Canada-CARICOM Leadership Scholarships Program.

Application deadline March 31 of every year. Email: scholarships-bourses@cbie.ca or Visit <http://www.scholarships-bourses.gc.ca> for application instructions.

Incoming Student Exchange Guidelines

- All incoming students are required to complete an application form at least one semester before their intended date of admission. Fall Semester deadline is March 31 and Spring Semester is November 30 each year.
- Incoming students must submit an official transcript and supporting documents with their application form. A copy of the student's Passport Biographical Page must be submitted with the application. Students in the Performing Arts are required to submit a videotape/DVD/CD of recent performance and works of art for students in the Fine Arts.
- Students must submit a Declaration of Finance showing evidence of covering all related costs associated with studying while enrolled at the College. Estimated costs for One (1) Semester US\$4,714.00 and Two (2) Semesters US\$8,863.00. (See Fee Schedule).
- Students are required to pay tuition fees to their Home institution. However, students who require on campus housing will be required to pay fees directly to EMCVPA. (See Fee Schedule).
- Students are required to obtain a student visa prior to their arrival in Jamaica from the nearest Jamaican Embassy or Consulate once an offer of acceptance is given. Students who arrive without the required visa will be denied entry into the country by Jamaican Immigration. Students are required to pay the costs of US\$140 for the Visa directly to the Consulate. When submitting the application for a student visa, applicants are required to submit the following documents/items:
 1. Valid passport
 2. Two (2) recently taken passport sized pictures
 3. Visa, when required
 4. Return ticket valid for one (1) year
 5. Letter of acceptance from the school or institution which the student will be attending
 6. Proof of adequate funds to cover expenses for one (1) year in the first instance.
- Within two (2) weeks of arriving in Jamaica, students must complete and submit an Extension of Stay Application with the Immigration Office along with an Alien Registration Card and Multiple Entry Visa Fees Applications. This process will be facilitated by the Student Services Office. The cost of these applications is approximately US\$160 and is borne by the student. (See Immigration Checklist for International Students).
- Students are required to maintain a full-time status and as such must register for a minimum of 12 credits or maximum of 18 credits for the semester enrolled.
- English is the language of instruction at the Edna Manley College of the Visual & Performing Arts. All incoming students must be able to understand rapid, idiomatic English to express themselves clearly in speech and in writing.
- Students whose native language is not English must take the test of English as a Foreign Language (TOEFL) and submit proof of results with their application.
- Students are permitted to register for undergraduate courses only. Students may access course descriptions from the Student Handbook on the College website (www.emc.edu.jm).
- Academic Advisors will provide guidance as to which specific programs or courses are likely to be available to incoming students for the applicable semester.
- Students are expected to return to their Home institution upon completion of the Exchange period and in accordance with their visa status and expiration date.

- Any extension of stay must be approved by both institutions and supported by the necessary extension of the student visa status.
- Students must abide by all policies, rules and regulations of the Edna Manley College of the Visual & Performing Arts.
- At the end of the Exchange period EMCVPA will forward an official transcript to the Home institution.
- All students are required to have health insurance coverage during the period of study. Students who have international health and accident insurance coverage must provide proof upon registration. Students without international health coverage must enrol in the EMCVPA health and accident insurance coverage.
- All students are required to submit a medical report from a licensed medical doctor. EMCVPA medical questionnaire form will be included with acceptance letter.
- All students must submit a written essay describing why they wish to study at EMCVPA, what they wish to study and their expectations of the experience at EMCVPA.

Fee Schedule & Estimated Costs for Incoming Student Exchange

	One Semester (\$USD)	Two Semesters (\$USD)
Library Fee	148.50	297.00
Accident Insurance	20.00	20.00
Health Insurance	218.00	218.00
Student ID Card	49.00	49.00
Student Union	10.00	10.00
Technology Fee	89.00	178.00
Locker Fee	10.00	10.00
Registration Fee	10.00	10.00
Examination Fee	99.00	198.00
Caution Fee	73.00	73.00
Housing	1,902.63	3,630.25
Living Expenses (meals/ transportation/personal spending)	2,300.00	4,600.00
TOTAL	\$4,929.13	\$9,293.25

School of Visual Arts
School of Dance
School of Music
School of Drama
School of Arts Management and Humanities
School of Continuing Education and Allied Programmes



follow your **ART**

 Edna Manley College of the Visual and Performing Arts

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