



# **Vector Technology Institute**

TRANSFORMING EDUCATION INTO CAREERS

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**STUDENT'S HANDBOOK**

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# INTRODUCTION

Vector Technology Institute, a registered tertiary institution, certified by the University Council of Jamaica, specializes in Computer Education. The Institute was established in recognition of the integral part that computers play in society, and which has resulted in increasing demand for computer literacy.

Courses are offered in Computer Operations, Maintenance, Systems Design and Systems Administration designed specifically at providing the necessary skills in preparing individuals at becoming more effective in the workplace.

The Institute has developed a reputation as being one of the leaders in technical Computer Training. This is due to the fact that lecturers are professional practitioners who bring real life solutions to real problems, and do not only apply a theoretical approach. Programmes are designed and structured by a team comprising industry practitioners and faculty. This synergy serves in the development of qualified technicians who are able to take advantage of the many opportunities available in the growing Information and Communication Technology field.

The Founders of the Institute hold the belief that experienced professionals hold the responsibility to assist in the improvement of the skills base of the society. This can only be achieved through their participation in disseminating knowledge that leads to the development of a more competent workforce. Programmes currently offered:

- Bachelor of Science in Technology Management
- Bachelor of Science in Information & Communication Technology
- Associate Degree in Computer Systems Technology
- Associate Degree in Software Programming
- Diploma in Computer Systems Technology
- Diploma in Software Programming
- Advance Diploma for Cybersecurity Analyst
- Certificate in Mobile Application Development
- CompTIA certifications
- Certificate in Fiber Optics (including international certification)
- Photovoltaic Installation (including international certification)
- CISCO Networking Certification Course
- Certificate in Computer Graphics Level 1 & 2
- Certificate in Web Page Design & Development

Typical class hours are Monday-Friday 9:30am to 4:00pm, Monday–Thursday 5:30pm 8:30pm and/or two evenings and Saturdays/Sundays 9:00am to 4:00pm.

### **A. QUALIFICATIONS FOR ADMISSION**

#### **Academic programmes**

Participants need not have any background in working with computers; however, it is necessary that the individual shows an affinity for working with electrical or electronic devices. Participants seeking admission to the Associate Degree programme must satisfy the minimum matriculation requirements of five subjects and for the Diploma programme four subjects (in general proficiency) at:

- CSEC subjects to Grade 3 level (from 1998)
- G.C.E. 'O' level subjects to Grade C level
- U.L.C.I. subjects to the "pass" level
- S.S.C National Assessment ranges 4 and 5
- Equivalent recognized examination or certification

These subjects should include English language and a numeric subject. Inter- national students are assessed by the University Council of Jamaica for matriculation.

### **B. PROVISIONAL ADMISSION**

Admission may be granted to students needing one additional subject to meet the minimum matriculation requirement (4 subjects for the Associate degree and 3 subjects for the Diploma program). However, the student must either be enrolled in a related program or registered for the next sitting of the CXC, GCE O'level or a relevant equivalent examination. Failure to gain the necessary passes within the year will require that the student withdraws from the programme until matriculation requirements are met.

### **C. MATURE AGE ENTRANCE**

Applicants over the age of 25 who have not met the minimum matriculation requirement may be granted admission based on their work experience, job responsibilities and technical qualifications and competence. The applicant should also provide us with a resume and a recommendation letter and will be required to sit an English Language and/or Mathematics examination set by the Institute (conditions apply\*\*).

### **D. PROFESSIONAL DEVELOPMENT COURSES**

Students admitted into the Professional Development Courses are not required to meet the strict standards for matriculation into the academic programmes; however, all students are expected to display a high level of interest and professional attitude. It is important that the applicant displays the desire to succeed, a willingness to make those sacrifices necessary to successfully complete the programme of study and a commitment to adhere to the Institution's rules and expectations. Each applicant is expected to spend additional time outside of class hours studying, completing assignments, and doing research.

### **E. ACCEPTANCE**

The application form will be used to capture the one-time registration of the student to the Institute after the student has submitted evidence of satisfying the matriculation requirements.

The application form must be submitted with:

- (a) proof of academic standing, and identity (birth certificate or passport)
- (b) passport size picture of applicant.
- (c) Marriage certificate where applicable

### **F. CANCELLATIONS**

A student may withdraw from the program or a particular module, however, all such cancellations are subjected to the following penalty:

- a) Cancellations made ten or more working days before the commencement date of fee.
- b) Cancellations made between four to ten working days before the commencement date of the program or module will attract a penalty of 10% of course fee.
- c) Cancellations made less than four working days before the commencement date of the program or module will attract a penalty of 20% of course fee. Once the program or module commences, the student is liable for the full cost.

### **G. REFUNDS**

Fees are refundable subject to the cancellation policy. However, once a student has started attending classes, he/she will be liable for the full cost of the course/ programme.

### **H. RESITTING TESTS**

The passing grade of all courses is a C. Students who fail the a module with a grade between D+ to C– will be required to sit a supplemental test. A fee is applicable for this test. Should the student fail the supplemental test, he/she will be asked to repeat the module.

**PLEASE NOTE: It is the SOLE responsibility of the student to constantly check with the institution, the next scheduled dates when he/she has a module to resit or redo**

### **I. ATTENDANCE**

It is recommended that students attend NO LESS THAN 80% of all scheduled sessions. The relevant class attendance registers must be signed to indicate the student's class attendance. It is the student's responsibility to sign the attendance register when he/she attends the class.

### **J. UNAUTHORISED ABSENCES**

If prior permission was not granted by the Course Administrator to miss scheduled exercises that contribute credit to the final standing of the student (eg. the sitting of a test, laboratory exercise etc.), then that student will be considered to be absent without authorization. Except in the event of a substantiated emergency or unavoidable circumstance, as evidenced by a doctor's certificate or some acceptable form of proof of the circumstance, then the ruling of unauthorized absence will stand. There is a one-week period in which the student is allowed to offer the proof for absence.

#### FINAL EXAMINATIONS

Should a student be absent from any of the mentioned scheduled exercises without authorization, then the student would automatically be awarded an incomplete grade. If this absence falls in the special case of the first final test, then the student would forfeit the opportunity of sitting that first final test and would automatically be required to sit the second final test (i.e. the supplemental test).

If the student misses both the first and second final examinations, then the student would be considered to have failed this test and hence will be required to repeat the module.

#### OTHER CREDIT-RATED EXERCISE

In the case of unauthorized absence from lab sessions, mid module tests, or any exercise to which credits are assigned, the student automatically forfeits the credits.

### **K. AUTHORISED ABSENCES**

Authorized absence may be defined as unavoidable absence for which prior permission has been granted, and for which the circumstances can be substantiated. The following action is taken in the case of authorized absence:

#### FINAL EXAMINATION

If a student misses the final examination of a module, the student must sit this examination at a later date determined by the lecturer or Course Administrator.

### MID-MODULE TESTS/LAB/PROJECTS

If the student misses a lab session, mid-module test, or some other credit bearing exercise, except the final examination or the final project, then at the lecturer's discretion, the student may be asked to complete the assignment at a later date, or the credits associated to the exercise may be redistributed to other subsequent credit bearing exercises for the module.

A limit of two weeks from the original scheduled date may be set for this exercise to be completed. Where the student fails to complete the exercise within the time limit, then credit for the exercise will be forfeited

### **L. REPEATING A MODULE**

A student may be asked to repeat a module for a variety of reasons:

- a) failing the final examinations (first and second) - where applicable
- b) failing to submit final project - where applicable
- c) not meeting the attendance criteria of 80%
- d) unauthorized absence from credit bearing exercises

**PLEASE NOTE: It is the SOLE responsibility of the student to constantly check with the institution, the next scheduled dates when he/she has a module to resit or redo.**

STUDENTS WHO REPEAT MODULES SHALL PAY THE FULL MODULE FEE LESS 30%.

### **M. FINAL PROJECTS**

Modules which used a Final project for assessment will have a stated time for project submission. If the project is not submitted within the time given, then penalties will be applied as follows:

Within one week after scheduled deadline	-	10% deduction from project mark for late submission
Between one-week and two weeks after scheduled deadline	-	20% deduction from project mark for late submission
After two weeks late	-	non acceptance of project



## **N. GRADING SCHEME**

Students are required to obtain a minimum of 64 credits to obtain the Associate Degree for Computer Systems Technology and 32 credits for the Diploma.

<b>GRADE</b>	<b>GPA</b>	<b>POINTS RANGE</b>	<b>REMARKS</b>
A	4.00	90 - 100	Superior
A-	3.65	85 - 89	Excellent
B+	3.33	80 - 84	Very Good
B+	3.00	75 - 79	Good
B-	2.67	70 - 74	Fair
C+	2.33	65 - 69	Above Average
C+	2.00	60 - 64	Average/Pass
C-	1.67	50 - 59	Below Average (Allow for one Supplemental exam)
D+	1.33	40 - 49	Below Average
D+	1.00	30 - 39	Fail
F	0.00	0 - 29	Poor performance
R	2.00	60 - 100	Supplemental examination pass/Repeat of module
I			Incomplete
X			Exemption based on superior qualification
XX			Exemption based on VTI exemption test
P			Currently pursuing module

## **O. FEES/ PAYMENT PLANS**

Fees are set on an annual basis for each programme. Several payment plans are available to facilitate flexible payment dates over a five month period. A payment plan application form (PPAF) must be completed and approval obtained. In exceptional cases the terms of payment may differ, however all must ensure that the PPAF is adhered to as it may affect future applications.

## **P. DRESS CODE**

Students are expected to be modestly attired and should not be overly exposed.

## **Students Academic Policies**

### **Q. CONDUCT**

Students are required to conduct themselves with the highest moral behavior. Care and respect should be accorded to the lecturers and administrators of VTI and to your fellow students. VTI endeavors to provide a clean, safe and comfortable environment for our students. Anyone guilty of defacing or damaging the Institution's property or causing harm to a fellow student, faculty or staff, or their property will be subjected to immediate dismissal.

Students are expected to be familiar with the Institution's code of conduct which serves to provide a safe and secure environment for the student body, faculty and staff of the Institute. In addition, the Institute strives to promote a positive learning environment where participants behave in a mature and responsible manner by not trespassing on, or violating the rights of others.

Students may be dismissed, suspended or placed on probation for reasons including, but not limited to:

- Improper conduct
- Improper dress
- Intoxication
- Disruptive behavior
- Cheating or stealing
- Stealing or willfully damaging property
- Violation of any Jamaican law

Actions taken under the Behavioral Misconduct policy are classified as Ad-verse Actions.

### **R. CHEATING / DISHONESTY ON EXAMINATIONS**

Students guilty of examination irregularities such as cheating, falsifying documents or plagiarism will have their examination/project cancelled and will be expelled.

Students who are held guilty of cheating or plagiarism will have violated the Institute's policies on Academic Dishonesty.

Students who receive or give assistance with the intention and effect to receive undeserved credit on any graded assignment or activity is guilty of cheating.

Students who falsely represent the work of others as their own, or students who intentionally submit the work of others without giving credit to the owners of the work is guilty of plagiarism.

Students violating the policies on Academic Dishonesty

1. First Offence – Failing grade in the course
2. Second Offence– Failing grade in the course and immediate and permanent dismissal from the institute.

Actions taken under the Academic Dishonest policy are classified as Adverse Actions.

### **S. APPEAL PROCESS**

#### **GRADE APPEAL**

Students who are dissatisfied with the final grade of a course may formally appeal that grade. Students are encouraged to first apply to the instructor of the course for re-consideration. If the student remains dissatisfied with the findings of any re-consideration on the matter, the student may invoke the following appeal procedure:

- Within 2 weeks of receiving grade, the student must file a written appeal with the Programme Administrator
- The Programme Administrator will appoint a third party instructor to re-grade and re-calculate the student's final grade
- The program administrator will communicate the new grade to the student.
- The newly computed grade shall become the final grade of the course. The decision is final and may not be appealed.

#### **ADVERSE ACTION APPEAL**

An adverse action is defined as a penalty imposed by the Institute for academic or behavioral misconduct.

A student who has been charged with an adverse action may appeal the decision. The appeal action must follow the following appeal procedure:

1. Submit a written, formal appeal to the Executive Director
2. The Executive Director constitutes a committee as follows:
  - For Academic action, the committee will include the Executive Director, the Programme Coordinator and an independent Instructor
  - For Behavioral action, the committee will include the Executive Director, the Programme Director and an Administrator of the Institute
3. The Committee convenes and has the power to call and interview relevant parties, demand evidence that is material to the case.
4. With all evidence collected, the committee adjudicates and communicates the decision to the student in writing.

#### **THE DECISION OF THE COMMITTEE IS FINAL AND MAY NOT BE APPEALED**

### **T. GRADUATION**

The requirement for graduation is a minimum of 124 credits for the Bachelor of Science in Technology Management, 128 for the Bachelor of Science in Information & Communication Technology, 66 credits for the Associate Degree, 33 credits for the Diploma in Computer Systems Technology. The graduation ceremony is generally held annually at which time graduates will be presented with their Degrees, Associate Degrees, and Diplomas.

### **U. AWARDS /VALEDICTORIAN**

#### TOP OF THE CLASS

This award is for the student who consistently receives the most “A”s or “B”s. If there is a “tie” then the student with the highest pass percentage will be the recipient of this award. This award is given at the graduation exercise of Vector Tech.

#### VALEDICTORIAN

One student of the graduating class is selected to represent the class at the Graduation Exercise. This student need not be the same as the Top of the Class, but must be an above average student who displays a high level of leadership and communication skills. The Valedictorian is selected by the Executive Director in collaboration with the Programme Administrator and members of the faculty.

**J.C.T.E. OUTSTANDING STUDENT** This award is for the student who:

- (1) Personifies those characteristics which VTI deems to represent the institution’s philosophy and ethos.
- (2) Achieves excellence in academic pursuits, community service, creativity and initiative, extracurricular activities and/or sports and leadership skills.

This award is presented at the annual anniversary function of the Joint Committee for Tertiary Education (JCTE).

### V. SATISFACTORY ACADEMIC PROGRESS POLICY

The goal of the Institute is that students progress through their programme while attaining and maintaining grade levels at or beyond the minimum passing grades. A student is considered to be maintaining Satisfactory Academic Progress if his/her cumulative GPA falls at or above 2.0, and where the current semester GPA is at or above 2.0.

Where a student is not achieving these minimum standards, the Institute may intervene and introduce measures in an attempt to correct or reverse failing trends.

### ACADEMIC PROBATION/SUSPENSION & DISMISSAL

The academic probation/suspension policy at the Institute is not intended to be punitive. We understand that a student might run into academic difficulties for a wide variety of reasons, including (but not limited to) personal issues, poor time-management, inappropriate course selection, or unsuitable choice of major.

- The Probation policy is the first intervention step by the Institute, to alert the student that certain adjustments need to be made to avoid continuing academic difficulty. It also provides students an opportunity to begin to take corrective measures. The first stage of intervention is the academic alert; while the second stage is described as an **academic probation**. These are described below.
- The Suspension policy is the 3<sup>rd</sup> stage of intervention and is intended to give a student the time to address the issues that resulted in academic difficulty, when adjustments made during probation are not sufficient, and to prevent further damage to the student's academic record while those issues are resolved.

### ACADEMIC ALERT

If the student's current semester's GPA is below 2.0, while the cumulative GPA is at or above 2.0, then he/she will be given an academic warning. Academic warnings serve as alerts to students that they may be required to repeat a failed course(s) or replace a failed course with a substituted course to ensure that graduation requirements are met.

### ACADEMIC PROBATION

If the student's cumulative GPA falls below 2.0, the student will be placed on academic probation. This means that:-

- the student will be required to meet with an advisor (assigned by the Campus Administrator) before registering for subsequent terms or semesters; and
- the student will be required to earn a GPA of at least 2.0 each term. The probation may be extended as long as the cumulative GPA does not rise to or above 2.0. When the student's cumulative GPA rises to or beyond the 2.0 level, then the probation hold will be immediately removed, and the student will be advised of his/her revised academic status.

### ACADEMIC SUSPENSION

The student may be suspended if he/she is already on academic probation, and if both the semester GPA and the cumulative GPA fall below 2.0. The student must meet with the Academic Committee before being cleared to register for future classes. Working with an academic advisor, a remedial plan of action will be developed with the objective of maximizing the likelihood that the student will be able to attain and maintain satisfactory academic progress.

A student, on academic suspension, must achieve a term GPA of 2.0 or above in the immediate term after being placed on academic suspension. Failure may result in academic dismissal.

### ACADEMIC DISMISSAL

In general, students who are unable to improve their academic performance and meet the conditions of their probation (described above), will be subject to dismissal from the Institute. An academic dismissal is considered an involuntary withdrawal from the institute; therefore a student cannot continue their programme of study without appealing through the reentry process.

**Students in dismissal status may not continue their studies in the same programme of study at the Institute.** However, they do however have several options, namely:-

- the student may pursue their education at another institution, or
- the student may seek to switch or transfer to another major or programme; conditional on the findings of an academic audit.

Students are allowed to appeal their first dismissal, and their ability to continue studies at the Institute is dependent on the outcome of the reentry appeal. **However, a second dismissal from the Institute is permanent and the student is not entitled to an appeal and may not seek re-entry to any of the Institute's Academic programmes.**

### READMISSION TO THE INSTITUTE AFTER ACADEMIC SUSPENSION OR DISMISSAL

Readmission to the Institute after dismissal or suspension is not automatic. A student who has been academically suspended or dismissed must appeal to be considered for readmission. The Academic Committee will then decide whether readmission is warranted at that time, and the terms and conditions under which a readmission may be granted.

In general, a student who is readmitted after being suspended will be placed on an academic contract for the first term of enrollment. The general terms of the contract will include attaining a GPA of 2.0 or higher, in all of classes taken within the term, and earn a GPA of at least 2.0 for the associated semester; additional terms might be added (such as reducing the semester course load, completion of specific required or pre-requisite courses for a proposed major, etc.).

A student may appeal reentry after academic dismissal. The Academic Committee will only consider readmission after dismissal if the student is successful in convincing them that the situation and/or challenges leading to their dismissal have substantially improved, and demonstrates tangible readiness in attitude and capability in significantly improving their academic performance.

### WITHDRAWAL POLICY

#### Voluntarily Withdrawing From a Course

A student may voluntarily withdraw from a course for several different reasons. Depending on the reason, manner or timing of the withdrawal, the student may be impacted financially, academically or not at all.

**WN** – Withdraw Never Attended - Student voluntarily withdraws without attending any classes. No impact financially nor academically

**W** – Withdraw - Student voluntarily withdraws prior to submission of any graded activity. There is no academic impact; however, there will be a need to meet with the accounting department to determine financial obligations.

**WP** – Withdraw Passing - Student voluntarily withdraws after the first week of class, and deemed to be passing the course based on graded activities. No impact academically, however, student remains responsible for full course fee.

However, if the student is passing the course but involuntarily withdraws based on \*extraneous circumstances, the student will be withdrawn without any academic impact. Students will meet with the accounting department to determine financial obligations.

**WF**- Withdraw Failing – Student voluntarily withdraws after first week of class, and deemed to be failing the course based on graded activities. A WF is calculated as an F, and student remains responsible for the full course fee.

*\*extraneous circumstances – situations outside the student's control that prevent him/her from attending classes. For example, medical reasons, acts of God, or any verifiable situation that prevented the student from attending classes.*

### Withdrawal for not satisfying matriculation requirements

Students may be placed on academic probation where they do not satisfy all matriculation requirements but are accepted into the institution on a probationary basis. Unless otherwise specified, the probationary period is for 7-months from enrollment date, during which time students are expected to complete all outstanding work in ensuring that matriculation conditions are satisfied.

Students, who were placed on probation for not satisfying matriculation requirements, and where the probationary period has expired without meeting the conditions of their probation, may be withdrawn from all courses and will not be registered for future classes until they complete the specified conditions for matriculation. The student should seek a Leave Of Absence to allow them to pursue satisfying the matriculation requirements. In considering the Leave of Absence, the Academic Committee will however impose reasonable time restrictions to allow for completion of these requirements. A student not seeking a Leave Of Absence under these circumstance, will be involuntarily withdrawn from the Institute and will **not** be considered an **ACTIVE** student.

### Voluntary Withdrawal from the Institute

A student may voluntarily withdraw from the institute prior to completion of their programme of study by informing the Registrar (in writing) of intention to withdraw.

On reentry, a student who has been granted a Leave of Absence, and has complied with all its conditions, and are currently in good satisfactory academic progress status, may be readmitted without having to go through the reentry process.

### Involuntary Withdrawal from the Institute

A student who has not been granted a Leave of Absence, or has not registered or attended classes for a period of 8 months or more, will be regarded as having withdrawn from the Institute. The Institute will perform an Involuntary Withdrawal for reason of not registering and attending classes. In these cases, the student must go through the reentry process to be readmitted to the institute. Students who have been withdrawn are **not** considered **ACTIVE** students.



### RE-ENTRY PROCESS

The Reentry Process seeks to determine the academic readiness of students who had previously attended the Institute and were withdrawn from the institute for one of the following reasons:

- Voluntary Withdrawal
- Involuntary Withdrawal due to absence from classes
- Academic Dismissal

Students who are required to go through the re-entry process will need to complete the necessary re-entry form and depending on the reason for withdrawal, may be required to attend an interview with the Academic Committee.

A student, who had withdrawn voluntarily and was meeting satisfactory academic progress at the time of withdrawal, may not be required to meet with the Academic Committee; and may be re-enrolled by the Registrar.

For all other reasons, reentering students must meet with the Academic Committee. In the event that the curriculum, on which the student was previously enrolled, has changed during the student's absence, the student will not be able to continue under that curriculum and will be re-admitted under the current curriculum, and where necessary, an audit will be carried out to determine the necessary transfer of credits and exemptions. The Academic Committee may impose additional terms and conditions.

### Re-doing a Course

Students who fail a course may be provided the opportunity to re-do the course. If they fail the redo, then a review must be carried out by the academic committee to determine the necessary action. If at the point of review, the student is currently enrolled and attending a class in progress, the student will be allowed to continue attending, but will not be allowed to enroll in any future classes until the review process is completed. The committee will consider action based on the student's academic performance and any adverse circumstances that may have contributed to the student's poor performance in the course. The committee may consider a number of strategies including but not limited to:

- granting special permission for a second re-do,
- reducing the student's academic load
- academic dismissal from the institute or
- any specially designed intervention.

A student will **not** be allowed to re-do a course a third time.

## Students Academic Policies

### LEAVE OF ABSENCE

Leave Of Absence may be granted to a student seeking to temporarily withdraw from classes for a specified period, but intends to return and continue in their selected area of study. If granted, students would not be required to go through the reentry process, and will be allowed to continue on the curriculum in which they were enrolled when granted the leave of study. Leave Of Absence may be granted in circumstances where a student has requested time to suspend curriculum to pursue studies leading to satisfying the institute's matriculation requirements, facing financial hardship, pursuing job-related assignments, overseas travel, or other personal or professional challenges. Students must complete the necessary form and submit to Registrar for approval. The student must state the request date, expected date of return and reason for leave request. The maximum term for leave of absence is one year.

### Other Codes / Status Classifications

**Active** – a student is classified as being “ACTIVE” if he/she is enrolled and have not been classified as Withdrawn, Graduated or Completed

**Adverse Dismissal** – students that have been dismissed from the Institute for non-academic reasons such as cheating, behavioral issues, etc. Dismissals are permanent and do not qualify for reentry

**Completed** – Students who have completed their course of study (short courses). For example, students enrolled in individual courses or training courses such as Fiber Optics, Photovoltaics, Cisco CCNA, Cisco CCNP, etc.

**Graduated** – Students that have successfully completed their academic programme.

### W. LIBRARY

#### MAIN CAMPUS LIBRARY SERVICES

The library at Eastwood Park Road serves to facilitate online and in house research. The library was relocated to a larger accommodation of approximately 270 square feet. There are numerous computer periodicals, magazines, texts and reference books and at least one copy of each recommended text book, student's manuals made available, which number 900 approximately. Library items are normally accessed and are allowed to be borrowed overnight (*Appendix VII- Book issuing form*). A full-time librarian is available week- days; however, in her absence, access to library resources is available through the Programme Administration offices.

Vector makes several subscriptions so as to provide numerous computer periodicals, magazines and reference books as follows: EWeek, Information Week, InfoWorld, Network, Network world, all are based on the programmes offered by Vector. A copy of the Jamaica Observer newspaper is available for current local news.

The collection of printed material within Vector's library is of a varied range, some of the categories are as follows:

- Computer Programming
- Periodicals
- Computer Science/Software Engineer
- Operating Systems
- Office Automation
- Computer hardware repair/maintenance
- Computer Industry Technologies
- Electronic Engineering
- Technical Equipment Manuals
- Business & Strategic Management
- Science: Physics/Chemistry
- Course Manuals
- Project Management
- Business Ethics
- Accounting
- Psychology
- Cultural Diversity
- E-Business
- Sample Projects

Computer Based Training compact discs and instructional video tapes are also available in the library for the student's use.

### SAMPLE PROJECTS

Sample projects represent the original documentation of previously assigned work that has been collected from the student populace within Vector-Tech for specific modules. These projects are provided in an effort to guide the current students in the correct development and structure of their own projects by allowing them to view a small part or a quantity of an excellent sample project. This is intended to show the student what is expected of them. This viewing is usually done within a central area within a limited time frame and under supervision. This is to ensure that students do not plagiarize.

### *Online Library Services*

Vector-Tech provides an online library service that is accessible 24 hours per day, 7 days per week through the Student Portal of the institute's web-site.

Students are provided user credentials to the Student Portal at Orientation. This information is also posted on the campus notice board. In the event that a student misplaces the information; he/she may contact the administrative offices for that information.

## **X. EXEMPTION**

Note also as you progress through your studies at the institution you may recognize that modules asked to be done may be linked to prior training completed or work experience. It is the responsibility of the student to make an inquiry and to seek an exemption for this module (s) as they are the only ones that can truly attest to their skills and expertise.

Exemptions may be warranted on two premises:-

- based on superior qualifications
- based on exemption test

If an exemption is being sought based on superior qualifications:-

- proof of these qualifications must be presented upon presentation of exemption for
- modules must possess a minimum 75% pass to be eligible/granted exemption

If it is being requested based on an exemption test, upon successfully completing an exemption form:-

- Student must ascertain a 70% on exemption test to be granted exemption

### Exemption Request Process

- Exemption form collected
- Form completed and returned
- If an exemption is being sought based on superior qualifications, proof of these qualifications must be presented upon presentation of exemption form.
- If it is being requested based on an exemption test, upon successfully completing an exemption form, the applicant must place a notification on the form to stipulate the need for an exemption test. An assessment of the exemption form will be done, thereafter the applicant will be contacted and informed of permission granted to do test, projected date of test and time.

**N.B. All exemption requests must be made minimum two weeks before module will commence. No exemption request will be considered once module commences, as the processing of exemptions take minimum two weeks depending on the option selected.**

**Students should attend classes for the course until exemption approval is granted.**