



# University of Technology, Jamaica

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President (Actg.): Professor Colin Gyles, PhD (UWI)

July 14, 2022

Dear First Year BSc. Pharmaceutical Technology Students:

Welcome to the College of Health Sciences and more specifically, welcome to the School of Pharmacy. Hearty congratulations are in order for the milestone you have reached, and the academic advancement you are now undertaking. You are joining a very specialized course of study that as an institution we are proud to be the flag-bearer for. Indeed it is the first of its kind in the English-speaking Caribbean. Consider yourself very privileged to be among those shaping the advancement of pharmaceutical science in this region. This letter serves not only to welcome you but also to highlight some salient points for your transitioning into the course, and tertiary education at the University of Technology, Jamaica.

## **Pre-Registration Forum & Orientation AY 2022/23**

We encourage you to participate in both the Pre-registration forum and Orientation hosted by the University and College/School.

## **Dress Code and Code of Conduct**

On the matter of dress code, you are required to **wear uniform, which includes your name tag**, to all classes and professional events. Your programme has a students' association called the *University of Technology Pharmaceutical Technology Student Association (UT-PTSA)*. With their support, instructions will be made available on how to access (purchase) your uniform material.

The UT-PTSA fund-raiser initiative is uniform material sale for making of the pants/skirts. The Association and the *Faculty Liaison* to the Association will communicate the logistics and cost. Usually, we have a one-month grace period to purchase and/or make your uniforms.

The name tags are also sourced by the UT-PTSA, and is usually handed over in a symbols "Pinning Ceremony" hosted by your association. Funds are to be paid to the Association to facilitate purchase of your name tags.

There is a *Code of Conduct for Students* document that you are expected to read, sign, and return to the COHS Main Office. One copy is yours and the signed copy is for the School. Kindly keep this alongside the *University of Technology, Jamaica Undergraduate Student Handbook* as these resources will guide your studentship at the institution.

I would like to bring to your attention some important timelines, regulations and ordinances that you must be knowledgeable of at this point in time. These include Exemptions, Transfer of Credits, and Add/Drop. I will also briefly remind you of the role of Academic Advisement as you engage in module selection. Kindly refer to the table shown below:

Table Showing a Summary of Important Dates, Regulations/Ordinances

Exemption	Transfer of Credit	Add/Drop
<p><b>Semester 1 Deadline:</b> To be announced</p> <p><b>Comments:</b> Students may be exempted from a module(s) if they have passed an equivalent CAPE subject or an equivalent module at a recognized institution. Students seeking exemption should apply within the first two weeks of classes To do so the following should be noted:</p> <ul style="list-style-type: none"> <li>You must register for the module for which the exemption is sought.</li> <li>Complete the Exemption form (obtained from the College office) be submitted, along with Supporting documents.</li> </ul>	<p><b>Semester 1 Deadline:</b> Six weeks BEFORE the academic year begins.</p> <p><b>Comments:</b> Students may receive transfer of credit for a module(s), if they have passed the particular module or an equivalent module at a recognized tertiary institution. Students seeking transfer of credits must do so as soon as they have received their acceptance into the course of study. The following should be submitted:</p> <ul style="list-style-type: none"> <li>A transcript from relevant institution (if applicable)</li> <li>A detailed syllabus of the course (s) done before (if applicable)</li> </ul>	<p><b>Semester 1 Deadline:</b> To be announced</p> <p><b>Comments:</b> The Add/Drop policy allows you to add a module or remove a module from your diet.</p> <p>Students wishing to add or drop modules must complete the Add/Drop form online and submit by the end of the second week the semester.</p> <p>Please consult your Academic Advisor before adding or dropping a module.</p>

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**Note:** Exemption or transfer of credit cannot be obtained for modules used for matriculation. All policies are covered in greater details in the Undergraduate Student Handbook.

When selecting your modules please be guided by the *Module Selection Guide*. If unclear about anything (e.g. if a general module is full and you are unable to register for that module) kindly contact your assigned **Academic advisor** or your **Program Director**. I will email you the name and contact of your academic of your Academic Advisor.

Please note that the students **without** a passing grade in CSEC/CXC/GCE Physics are required to do Basic Physics (PHS 1016), the *prerequisite* to the module Medical Physics (PHS 1003). It is recommended that this is done in Semester One of Level 1 (Year 1). Basic Physics (PHS 1016) is offered through UTech academy at a cost of \$15,000. Students are to register for this module by

UTech Academy, Bay 2, TIC building. Record shows that Student Loan Bureau will NOT pay for this module as it is seen as a pre-requisite module.

Let me end by reassuring you that the University has established many support units and personnel to guide you. Especially with the move to Online Learning as we respond positively to the Covid-19 pandemic and its impact on the teaching and learning domain. If in doubt feel free to engage the relevant department/personnel. At all times remain guided by the contents of the **Undergraduate Student Handbook**.

Indeed I am looking forward to supporting you on your academic journey. Again, I welcome you to the School of Pharmacy and more specifically to the BSc. Pharmaceutical Technology course of study.

Yours truly,



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Cc. Dr. Andrea Daly, Head, School of Pharmacy

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