



Barbados Institute of Management and Productivity

# ADMISSIONS POLICY

An abstract geometric design at the bottom of the page consists of several overlapping, angular shapes in dark blue, lime green, and orange. The year "2018" is printed in white on the right side of the dark blue section.

2018

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## CONTENTS

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<b>1.0</b>	<b>PURPOSE AND RATIONALE OF POLICY .....</b>	<b>1</b>
<b>2.0</b>	<b>Admission to short courses .....</b>	<b>1</b>
<b>2.1</b>	<b>Admission Qualifications for a 3-Month Course.....</b>	<b>1</b>
<b>3.0</b>	<b>ADMISSION TO PROGRAMMES .....</b>	<b>1</b>
<b>3.1</b>	<b>Admission Qualifications for the BCMS.....</b>	<b>2</b>
<b>3.2</b>	<b>Admission Qualifications for the BDMS .....</b>	<b>2</b>
<b>3.3</b>	<b>Admission Requirements for the BBA .....</b>	<b>3</b>
<b>4.0</b>	<b>EXEMPTIONS AND RESIDENCY .....</b>	<b>5</b>
<b>5.0</b>	<b>LEAVES OF ABSENCE .....</b>	<b>5</b>
<b>5.1</b>	<b>Self-Financed Students .....</b>	<b>6</b>
<b>5.2</b>	<b>Sponsored Students.....</b>	<b>6</b>
<b>5.3</b>	<b>Advanced Project or Thesis .....</b>	<b>6</b>
<b>6.0</b>	<b>WITHDRAWALS.....</b>	<b>6</b>
<b>6.1</b>	<b>Programme Withdrawals.....</b>	<b>6</b>
<b>6.2</b>	<b>Course Withdrawals.....</b>	<b>7</b>
<b>6.3</b>	<b>Seminar Withdrawals .....</b>	<b>7</b>
<b>6.4</b>	<b>Involuntary Withdrawals.....</b>	<b>7</b>
<b>7.0</b>	<b>TUITION, COURSE AND Seminar FEE REFUNDS .....</b>	<b>8</b>
<b>7.1</b>	<b>Programme Tuition Refunds.....</b>	<b>9</b>
<b>7.2</b>	<b>Course Fee Refunds .....</b>	<b>9</b>
<b>7.3</b>	<b>Seminar Fee Refunds .....</b>	<b>10</b>

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## DEFINITIONS

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<b>Course Withdrawal</b>	Refers to the withdrawal from a course or seminar in which a student is enrolled within a given term.
<b>Programme Leave of Absence</b>	A voluntary interruption of studies due to personal circumstances including but not limited to work commitments, travel or medical reasons.
<b>Programme Withdrawal</b>	Refers to the withdrawal from ALL programme related courses, seminars and workshops in which a student is enrolled within a current or future terms.
<b>Involuntary Withdrawal</b>	The process of withdrawal from a three-month course or ALL programme related courses, initiated by the Office of Academic Development Services
<b>Extenuating Circumstances</b>	Within the context of this policy, the term extenuating circumstances refers to 'personal circumstances' that are outside the control of the student which may impact the students' ability to continue their studies. The list may include but is not limited to serious illness, bereavement, illness of a close family member, incarceration, or becoming a victim of a crime.
<b>Session</b>	A session is defined as two (2) consecutive hours of classroom instruction.
<b>PLAR</b>	Prior Learning Assessment and Recognition (PLAR) refers to the assessment and recognition of a student's learning, including knowledge and skills, gained from previous academic, work and life experiences. It enables the student to receive credit towards courses offered within the programmes offered at the Institute.
<b>Residency</b>	In the context of this policy, residency refers to the minimum number of credit hours that must be completed at the Institute in order to be granted a qualification.

**Transfer Credit**

In the context of this policy, transfer credit refers to the recognition of credits for courses undertaken at BIMAP or other institutions which grant the student advanced standing within a programme of study.

**Advanced Standing**

Refers to the status granted to a student which minimises programme completion time. Students are granted advanced standing at various stages in a programme of study.

## **1.0 PURPOSE AND RATIONALE OF POLICY**

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The Barbados Institute of Management and Productivity (BIMAP) has as its core values fairness, integrity and respect. In support of these values the institute is committed to providing a fair and non-discriminatory process of admitting students where individuals are not assessed based on race, religious beliefs, nationality, gender, age, sexual orientation or physical disability.<sup>1</sup>

This policy has been defined to outline the principles and responsibilities of the Institute as well as the student.

## **2.0 ADMISSION TO SHORT COURSES**

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At the Barbados Institute of Management and Productivity, our mission is to enhance the efficiency and effectiveness of management, and in this regard we actively encourage persons wishing to complete a short course to register for our 3-month courses in the functional areas of operations and management.

### **2.1 Admission Qualifications for a 3-Month Course**

To register for a 3-month course, students should review the prospectus to ensure they meet any prerequisites of the individual course for which they wish to register.

## **3.0 ADMISSION TO PROGRAMMES**

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The Institute seeks to enroll students who can demonstrate the capacity to derive the greatest benefits from the Certificate in Management Studies (BCMS), Diploma in Management Studies (BDMS) and Bachelor of Business Administration (BBA) programmes.

Students whose native language is not English will be required to prove proficiency and may therefore submit English proficiency examination results along with programme applications. Examinations should have been taken within the past

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<sup>1</sup> See *Section 3.1.1 of the Academic Accommodation for Students with Disabilities Policy*

twelve (12) months from the date of application. What about a student who has a degree or other qualification which was completed in English, but longer than 1 year ago? To include everyone we can consider not specifying a timeframe

### **3.1 Admission Qualifications for the BCMS**

To be admitted to the BCMS, prospective students should possess the following qualifications:

#### **A. Caribbean Examinations Council (CXC) or Equivalent**

- Four (4) CXC certificates (including Mathematics and English A) Grades 1 to 3<sup>2</sup> or equivalent or Four (4) BIMAP foundation level courses and
- Two (2) years' work experience

#### **Other Criteria**

Where a student does not meet requirements for English A and Mathematics, the following options may apply:

1. To fulfill the Mathematics requirement, students must complete *GMN155: Quantitative Managerial Decision-Making*
2. To satisfy the English A requirement, students must complete *GMN150: Business Communications*

Admission to the programme is based on successful completion of ALL the above requirements.

### **3.2 Admission Qualifications for the BDMS**

To be admitted to the BDMS, prospective students should possess one of the following series of qualifications:

#### **A. Caribbean Examinations Council (CXC) or Equivalent**

- Five (5) CXC certificates – General Proficiency Grades 1 to 3<sup>2</sup> including English 'A' and Mathematics or equivalent and
- Four (4) years' work experience

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<sup>2</sup> Grade 3 certificates will be accepted ONLY from 1998

**B. BIMAP**

- Four (4) BIMAP certificate courses or the equivalent – Which must have been completed with an average mark of 55% or higher and
- Four (4) years' work experience

**C. Transfer Credit**

- BIMAP Certificate in Management Studies (BCMS)

Transfer credit may also be granted for applicable tertiary level courses completed at other institutions.

**D. Admission of Students with International Qualifications**

Students with international qualifications who have completed part or all of their secondary education outside Barbados or the Caribbean Community may be admitted based on the following qualifications:

- A High School Diploma or its equivalent
- A minimum GPA equivalent to a minimum grade of C

**Other Criteria**

Where a student does not meet the entry requirements, he or she may be required to complete *GMN150: Business Communications* and/or *GMN155: Quantitative Managerial Decision-Making* as well as prove competency through the PLAR process (see BIMAP's PLAR Resource Guide). Admission to the programme is based on successful completion of ALL the above requirements. See comment for BCMS.

### **3.3 Admission Requirements for the BBA**

To be admitted to the BBA, prospective students should possess one of the following series of qualifications:

**A. Caribbean Examinations Council (CXC) or Equivalent**

- Five (5) CXC certificates – General Proficiency Grades 1 to 3<sup>3</sup> including English 'A' and Mathematics or equivalent.

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<sup>3</sup> Grade 3 certificates will be accepted ONLY from 1998



**B. BIMAP**

- Four (4) BIMAP certificate courses or the equivalent – Must have completed with an average mark of 55% or higher  
or
- BIMAP Certificate in Management Studies (BCMS)

**C. Caribbean and National Vocational Qualifications**

- C/NVQ Level 3 in Management and,
- CXC English 'A' or the equivalent and,
- CXC Mathematics or the equivalent

**D. Transfer Credit**

- BIMAP Diploma in Management Studies (BDMS)  
or
- Associate Degree or equivalent from other institutions.

**Other Criteria**

The Institute may admit students who do not meet the minimum requirements outlined above but who show potential for success in a post-secondary educational environment.

Where a student does not meet the entry requirements, he or she may be required to:

1. Complete *GMN150: Business Communications* and *GMN155: Quantitative Managerial Decision-Making* as well as prove competency through the PLAR process (see BIMAP's PLAR Resource Guide). Each student will be evaluated on an individual basis and may be asked to show competence by submitting portfolios, completing challenge examinations or other assessment methods determined by the Institute.
2. Fulfill a job attachment as specified by the Institute. This is relevant only if the student does not have work experience.

## 4.0 EXEMPTIONS AND RESIDENCY

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Students wishing to pursue a programme must meet the residency requirements where a minimum of sixty-five (65%) percent of credit hours within a programme must be successfully completed at BIMAP.

Exemptions may be granted for individual courses taken at other institutions.

## 5.0 LEAVES OF ABSENCE

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Students may request time away from the Institute thereby interrupting their course or programme of study. These interruptions are known as *leaves of absence* and may be granted for medical reasons or in extenuating circumstances. Students should however be aware of the conditions under which they may resume studies after an interruption.

1. Students may resume their studies at the point in the programme at which they left.
2. The period granted for interruptions, except in extreme cases, must not exceed one (1) year.
3. Periods of interruption of study count towards the maximum allowed time to complete a programme of study. Therefore, interruptions will not be permitted beyond the allowed maximum time for completing a programme.
4. Students who decide not to return to the Institute after an interruption must formally withdraw from the programme of study. In cases where a student fails to formally withdraw after the stipulated period for a leave of absence, he or she will be involuntarily withdrawn from the programme.
5. Students will be required to pay the current fees applicable to the programme when studies are resumed.

### **5.1 Self-Financed Students**

Students who are self-financed and have paid their fees in full will not be required to pay any increased fees if they resume their studies at the point in the programme at which they left. However, if a student does not return and the stipulated length of the programme expires, the student forfeits the full remainder of fees.

### **5.2 Sponsored Students**

Fees paid by a company or an employer on behalf of a student who has interrupted his or her programme of study, will remain on the student's account unless the sponsoring company requests a full or partial refund. However, once the expected length of the programme expires, the sponsor forfeits the full remainder of fees. Refunds will not be paid to students who were financed by a company.

### **5.3 Advanced Project or Thesis**

Students registered for the Diploma Advanced Project or the Bachelor's Thesis, having interrupted their study for one (1) year, will be required to pay a re-start fee. Students should note that a maximum of two (2) interruptions will be granted.

## **6.0 WITHDRAWALS**

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Students requesting leaves of absence must formally withdraw from all courses in which they are currently enrolled. Notifying instructors or failing to attend classes does not constitute formal withdrawal. The effective date of a withdrawal is the date on which the withdrawal request is received by the Student Affairs office.

### **6.1 Programme Withdrawals**

The following steps should be taken when requesting a programme withdrawal:

1. An appointment with the Programme Coordinator should be scheduled to discuss the implications of the interruption.
2. The Leave of Absence form should be completed and returned to the Student Affairs office. The form must be accompanied by appropriate documentation such as a medical certificate or letter from the employer.

## 6.2 Course Withdrawals

In order to withdraw from a course, students must complete the course withdrawal form and submit to the Student Affairs office. It is the student's responsibility to officially withdraw from a course if he or she no longer wishes to attend (see 7.2).

## 6.3 Seminar Withdrawals

Students may withdraw from a seminar by submitting a letter to the Head of the Office of Academic Development Services. It is the student's responsibility to officially withdraw from a seminar if he or she no longer wishes to attend (see 7.3).

## 6.4 Involuntary Withdrawals

Students who enroll in a course or programme and fail to attend classes without engaging in a formal withdrawal process will be involuntarily withdrawn from the course or programme.

### 6.4.1 *Involuntary Withdrawal from a Programme*

- i. Students enrolled in a programme who have not registered for two (2) consecutive terms where the delay is not due to an action on the part of BIMAP, will be categorized as having unofficially interrupted their studies. In such instances, the student will be involuntarily withdrawn and must apply and pay a restart fee for re-entry.
- ii. Students may also be involuntarily withdrawn from a programme if they fail to attend more than four consecutive sessions in ALL programme related courses without submitting a leave of absence form to the Student Affairs office.
- iii. A student may also be involuntarily withdrawn from a programme if :

Programme	
BCMS	Two (2) years after enrollment the student has not completed all the courses and seminars
BDMS	Six (6) years after enrollment the student has not completed all the courses, seminars and Advanced Project
BBA	Ten (10) years after enrollment the student has not completed all the courses, seminars and thesis

- iv. Students who have withdrawn or have been involuntarily withdrawn from a programme may request copies of certificates for courses completed. The number of certificates a student will receive varies according to the programme as follows:

Programme	
BCMS	One (1) certificate for the most recent course The certificate for the most recent course successfully completed
BDMS	Maximum of four (4) certificates for most recent courses successfully completed
BBA	Maximum of eight (8) certificates for the most recent courses successfully completed

**Note:** Students will be required to pay a fee of **\$25.00** per certificate

#### **6.4.2 Involuntary Withdrawal from a Course**

A student will be involuntarily withdrawn from a course if he or she does not attend seventy-five percent or more of course sessions without submitting a course withdrawal form to the Student Affairs office.

## **7.0 PROGRAMME RESUMPTION**

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Students who formally requested to withdraw from a programme of study or who were involuntarily withdrawn from a programme, may request a resumption of study as long as the maximum length of study for the programme has not been exceeded. The request must be submitted to the Student Affairs office and accompanied by the relevant administrative fee for programme resumption.

## **8.0 TUITION, COURSE AND SEMINAR FEE REFUNDS**

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In order to obtain a refund for programme tuition or a course fee, the student must formally withdraw from the course or programme within the specified refund deadlines. If a student is involuntarily withdrawn from a programme or course for non-attendance, he or she may not be entitled to a refund.

## **8.1 Programme Tuition Refunds**

If a student withdraws from his or her programme before completion, the student or the sponsor may be entitled to a refund of tuition fees if they have paid all or a portion of the fee. An administration fee may be applied.

Students should note that withdrawal from a programme requires the withdrawal from all programme related courses in which the student is enrolled. Course withdrawal stipulations for refunds may apply (see 7.2).

## **8.2 Course Fee Refunds**

### ***8.2.1 Full Refund***

A full refund of course fees will be allowed if a place is not allocated on the course or the course is cancelled.

### ***8.2.2 Partial Refund***

- An administration fee will be deducted from the course fee paid if withdrawal from the course is effected (in writing) on, or before the start of the term.
- A penalty and an administration fee will be deducted from the course fee if withdrawal from the course is effected (in writing) on, or before the FOURTH session of the term.

### ***8.2.3 Financial Credit***

Financial credits may be granted for withdrawals submitted after the FOURTH session and on or before the SIXTH session of the term. These credits are non-transferrable and non-refundable. No credit will be granted for withdrawals submitted after the SIXTH session of the term. The credit is applicable, irrespective of whether the student attended class sessions. A financial credit will normally be valid for three (3) consecutive terms.

### ***8.2.4 No Refund***

No refunds will be granted for students who wish to withdraw after the SIXTH session of the term.

### **8.3 Seminar Fee Refunds**

#### ***8.3.1 Full Refund***

A full refund of seminar fees will be granted if a place is not allocated on the seminar or the seminar is cancelled by the Institute.

#### ***8.3.2 Partial Refund***

Where a full refund is not applicable, students may be granted a partial refund subject to administration fees and penalties in the following instances:

- A student formally withdraws from a seminar a minimum of two (2) working days before the scheduled date of the seminar.
- A student is unable to give formal notification of withdrawal prior to two (2) working days due to extenuating circumstances. Students should provide documented evidence to support the extenuating circumstance.

#### ***8.3.3 No Refund***

Seminar fees will not be refunded in the following instances:

- Where a student fails to attend a seminar without submitting formal notification of intended absence or
- Where notification of withdrawal is received less than two (2) working days from the scheduled date of the seminar.

#### ***8.3.4 Financial Credit***

A financial credit may be granted for withdrawal on or before the scheduled date of the seminar. Students should however note that applicable administration fees and penalties will be deducted.

No credit will be granted if a student fails to attend the seminar without formal notification. A financial credit will normally be valid for three (3) consecutive terms.

### **8.3 Administrative Fee Refunds**

No refunds will be granted for administrative fees paid for the following:

- Challenge Exams
- Resits,
- Supplemental Exams
- Programme Resumption