
**THE UNIVERSITY COUNCIL OF
JAMAICA**

APPLICATION FOR REGISTRATION

DATE OF APPLICATION :.....

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APPLICATION FOR REGISTRATION

FORM R 1

A. ORGANIZATION

1. Name of Institution: _____
2. Name of Principal/Director: _____
(Attach curriculum vitae)
3. Address of Institution: _____
Tel: _____ Fax: _____ E-mail: _____
4. Premises: Owned Leased Rented
5. Date Institution was established: _____
6. (a) Date Institution enrolled its first students: _____
(b) Date Institution graduated its first students: _____
7. Type of Control: Public Private
Religious Affiliation (please Specify) _____
8. Name Board of Governors and state position and qualifications of each member
(attach separately):
9. State Mission of Institution:

10. State the requirements for admission of students to your Institution and explain any exceptions from these requirements (*attach separately if necessary*):

11. **Enrolment and Output**

Where necessary, arrange the following in a table or tables and attach separately:

1. Full-time enrolment: Male Female
2. Part-time enrolment: Male Female
3. Enrolment by programmes and gender:
4. Enrolment by year of study and gender:
5. Output over the last 3 years by programmes and gender:

B. EDUCATIONAL PROGRAMMES

1. Level of Offering (*check all that apply*):

- Less than one year of work beyond CXC or GCE 'O' Level or equivalent
- At least one but less than two years of work beyond CXC or GCE 'O' Level or equivalent
- Diploma or Certificate programme of at least two years of work beyond CXC and GCE
- Associate Degree granting programme
- Bachelor's Degree granting programme
- Master's and/or work beyond the first professional degree
- Work beyond the Master's Level
- Other (*Specify*)

2. Type of programmes (*check all that apply*):

- Occupational training at the craftsman/clerical level
- Occupational training at the technical or semi-professional level
- Programmes designed for transfer to a degree
- Teacher preparation
- General
- Professional
- Other (*Specify*)

3. List all programmes offered, their duration and the type of award (i.e. certificate, diploma, etc.) made on the successful completion of the programme (*attach separately if more space is needed*):

<u>Programme</u>	<u>Duration</u>	<u>Award</u>
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4. State what constitutes a normal credit hour load:

- a. Undergraduate: _____ lecture hours
- b. Graduate: _____ lecture hours
- c. Professional: _____ lecture hours
- d. Laboratory work/practicum: _____ hours

C. STAFFING

1. Teaching Staff

(Use extra space if necessary or attach separately)

Name	Qualifications with Conferring Institution and date e.g. B.Sc. (Natural Sciences) UWI, 1984	Subject(s) or Courses currently teaching	Full- time or Part- time	Total Teaching load in hours per week

2. Administrative and Technical Support Staff

Name	Qualifications & Institutions	Area of Work	Full-time or Part-time

3. Library Staff

1. Librarians: Full-time Part-time
2. Other professional staff: Full-time Part-time

D. LEARNING RESOURCES

1. State the learning resources available to students (*quantify where possible*):
- (a) Library: _____ Reference books: _____ Periodicals & Journals: _____
- (b) Laboratories: _____
- (c) Computers: _____
- (d) Internet Access: _____
- (e) Audio-visual aids: _____
- (f) Other learning resources (*please specify*): _____

2. Describe the Library/Learning Resource Centre facilities as follows:
Of the total, estimate square meters devoted to:

- a. Stack areas for shelving volumes: _____
- b. Seating capacity: _____
- c. Staff office and work areas: _____
- d. Other areas (e.g. media productions, learning labs, listening rooms, and internet access): _____
- e. Total square meters allocated to Library functions: _____

E. FINANCIAL RESOURCES

1. State (a) your current fee structure:

- (b) other sources of revenue:

2. Current Expenditure for the past 3 years: 19 19 19

3. Current revenue for the past 3 years: _____
4. Is an audited financial statement available for the last financial year? _____

F. PHYSICAL RESOURCES

State area occupied by institution: _____ square metres

Rate each building on each of the following according to the scale indicated:

1 - Excellent 2 - Good 3 - Satisfactory 4 - Marginal 5 - Unsatisfactory

Existing Buildings & Buildings under Construction	General Adequacy	Size	Fireproof Quality	Present State of Repair/ Construction	Lighting

