

**University College of the Cayman Islands
Publication Scheme**
Produced in accordance with the Deputy Governor's Code of Practice

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1. About the Publication Scheme

Every public authority covered by the Freedom of Information Law has a legal duty to maintain a publication scheme.

The purpose of a publication scheme is to make information readily available to the public without the need for specific written requests. Schemes are intended to encourage authorities to proactively publish information, to develop a culture of openness and participation.

The publication scheme lists the information which is readily available to the public. The list is divided into seven (7) different categories of information, to help you find the documents you are looking for.

This publication scheme commits the University College of the Cayman Islands to making information available to the public as part of its normal business activities.

The University College of the Cayman Islands will:

- specify the information held by the authority, which falls within the seven (7) categories below;
- proactively publish or otherwise make routinely available, information which is held by the authority and falls within the categories below;
- describe the methods by which specific information is made available, so that it can be easily identified and accessed by members of the public;
- list any fees charged for access to information described in this scheme;
- publish or otherwise make information available, in accordance with the methods and fees stated in this scheme;

- make this publication scheme available to the public;
- regularly review and update the information made available under this scheme.

2. Information that may be withheld

The University College of the Cayman Islands will generally not publish:

- information in draft form;
- information that is not held by the University College of the Cayman Islands, or which has been disposed of in accordance with a legally authorised disposal schedule;
- information that is not readily-available – for example: information that is contained in files that have been placed in archive storage, or is otherwise difficult to access;
- information which is exempt under the FOI Act, or otherwise protected from disclosure – for example: personal information; or commercially sensitive information. Records containing exempt matter will be published in a redacted¹ form, where ever it is practical to do so, indicating which exemptions apply.

In maintaining this publication scheme, our aim is to be as open as possible.

However, there may be limited circumstances where information will be withheld from one of the categories of information listed in *section 7: Categories of information*.

Information will only be withheld where the FOI Law expressly permits it.

For example: where disclosure would breach the law of confidentiality, infringe personal privacy, harm the University College of the Cayman Island's (or another organisation's) commercial interests, or endanger the protection of the environment.

Whenever information is withheld, we will inform you of this and explain why that information cannot be released. Even where information is withheld, it may be possible to provide a redacted copy, with the exempt matter edited out.

If you wish to complain about any information which has been withheld, please refer to *section 6: Complaints*.

¹ A copy of the record, with the exempt matter deleted in accordance with the National Archive's *Redaction Standard*.

3. Methods of Access

Information available under our publication scheme will usually be accessible through the methods described below.

Section 7: Categories of information provides more details on the information available under the scheme, along with additional guidance on how the information within each category may be accessed.

Online

Many of our documents are published electronically on this website and can be downloaded in PDF format. Where information is available online, a link within *section 7: Categories of information* will direct you to the relevant page or document.

If there is no link, or the link is broken, you can use our website's "Search" facility at <http://www.ucci.edu.ky>

If you are still having trouble locating information listed under our scheme, please contact:

FOI Information Manager Mrs. Lucille Kong:

Telephone Number: 345-623-8224 (UCCI) or 345-623-0563 (Direct Line)

E-mail: lkong@ucci.edu.ky or @foi@ucci.edu.ky

Email

If information is listed in our publication scheme but is not published on the website, we may be able to send it to you by email. You can email us at foi@ucci.edu.ky to request information. Please provide a telephone number so that we can call you to clarify details if necessary.

Telephone

Documents listed in the publication scheme can also be requested by telephone. Please call 345-623-8224 to request information.

Post

All information listed in the publication scheme will usually be available in hard copy. Requests may be addressed to:

Mrs. Lucille Kong at 345-623-8224 or by email at Lkong@ucciedu.ky or foi@ucci.edu.ky.

In your request, please provide your name and address, full details of the information or documents you would like to receive. You may also wish to provide a telephone number so that we can call you to clarify details if

necessary. For faster processing, please also include any applicable fee. (See *section 4: Fees and charges* for further details.)

Personal visits:

In limited cases, you may be required to make an appointment to view information listed in the publication scheme. This will be clearly stated in *section 7: Categories of information*, and relevant contact details will be provided in that section.

Advice and assistance:

If you experience any difficulty identifying the information you want to access, please contact Mrs. Lucille Kong at 345-623-8224 or direct line at 345-623-0563 or [foi @ucci.edu.ky](mailto:foi@ucci.edu.ky)

The University College of the Cayman Islands will adhere to its obligations under section 10 of the FOI Act, and any requirements relating to disability or discrimination, when providing information in accordance with this publication scheme.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the University College of the Cayman Islands is legally required to translate any information, it will do so

4. Fees and charges:

The purpose of this scheme is to make the maximum amount of information readily available at minimum effort and cost to the public. The University College of the Cayman Islands strives to ensure that fees and charges are clearly explained and kept to a minimum.

Information which is published online, downloaded through a website, or sent to you by email will be provided free of charge.

Fees may be charged for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage, as described below.

There are some publications which the University College of the Cayman Islands offers for sale. This includes: JUCCI Publication. These publications are charged at the cover price, plus actual postage costs as charged by the Cayman Islands Postal Service.

Reproduction costs:

Where fees apply, photocopied information will be charged at a standard rate of \$1.00 per page (black and white; any size) and \$1.50 per page (colour; any size).

Computer discs will be charged at a rate of \$2 per disc.

Postage costs:

The University College of the Cayman Islands will pass on to the requester the actual costs of postage or courier delivery.

Details of any individual charges which differ from the above policy are provided within *section 7: Categories of information*.

If a fee applies, you will be advised of the amount and how it has been calculated. Information will be provided when the University College of the Cayman Islands has received your payment.

5. Requests for information outside the Publication Scheme

Information held by the University *College of the Cayman Islands* that is not published under this scheme can be *requested in writing*.

Your request will be considered in accordance with the provisions of the FOI Act by contacting FOI Information Manager, Mrs. Lucille Kong at 345-623 8224 or direct line 345-623-0563 or email at foi@ucci.edu.ky or lkong@ucci.edu.ky

6. Complaints

The University College of the Cayman Islands aims to make our publication scheme easy to use, and to ensure our information is accessible to the public.

If you wish to complain about any aspect of this publication scheme, please contact Mrs. Lucille Kong at 345-623-0563 or email at lkong@ucci.edu.ky or foi@ucci.edu.ky, and we will try to resolve your complaint as quickly as possible.

Further information about our complaints procedures can be obtained from Mrs. Lucille Kong at 623-8224 or direct line at 345-623-0563 or email lkong@ucci.edu.ky or foi@ucci.edu.ky

You have legal rights to access information under this scheme, and a right to complain to the Information Commissioner if you are dissatisfied with our response.

Physical Address:

Office of the Ombudsman,
5th Floor, Anderson Square,
64 Shedden Road
George Town
Grand Cayman
Cayman Islands

Mailing Address

PO Box 2252
Grand Cayman KY1-1107
CAYMAN ISLANDS

Telephone: +1 345 946 6283

Fax 345-949-2026

Email: info@ombudsman.ky

7. Categories of Information

- About Us
- Strategic Management
- Finance & Administration
- Policies & Procedures
- Decisions & Recommendations
- Lists & Registers
- Our Services

ABOUT US

University College of the Cayman Islands

Ministry

Ministry of Education, Training and Employment

Principal Officer

Minister of Education, and Minister for District Administration & Lands

Hon. Juliana O'Connor-Connolly, JP, MP

Physical Address

Government Administration Building

133 Elgin Avenue

George Town

Grand Cayman,

Cayman Islands

Telephone: 345-244-2417

Mailing Address

Government Administration Building

Box 108, 133 Elgin Avenue

Grand Cayman, KY1-9000, Cayman Islands

Telephone Number: 345-244-2417

Website: www.education.gov.ky

Chief Officer, (Acting)

Mrs. Lyneth Monteith

Physical Address

Government Administration Building

113 Elgin Avenue, George Town, Grand

Cayman Cayman Islands

Telephone: 345-244-2417

Mailing Address

Government Administration Building
Box 108, 113 Elgin Avenue
Grand Cayman, KY1-9000, Cayman Islands
Telephone Number: 345-244-2417
Website: www.education.gov.ky

**Deputy Chief Officer, Adult Education, Public Libraries, Scholarships,
University College of the Cayman Islands**

Mr. Joel Francis

Physical Address

Government Administration Building
113 Elgin Avenue, George Town, Grand
Cayman Cayman Islands
Telephone: 345-244-2417

Mailing Address

Government Administration Building
Box 108, 113 Elgin Avenue
Grand Cayman, KY1-9000, Cayman Islands
Telephone Number: 345-244-2417
Website: www.education.gov.ky

President and CEO of the University College of the Cayman Islands

Dr. Robert W. Robinson President and CEO

Physical Address:

University of the Cayman Islands (UCCI)
168 Olympic Way,
George Town, Grand Cayman
Email:
rrobertson@ucci.edu.ky

Mailing Address:

P.O. Box 702
George Town, Grand Cayman KY1-1107
Telephone Number: 345-623-8224 Fax: 345-949-6781
Email: info@ucci.edu.ky

Director – Admissions & Registration: University College of the Cayman Islands

Tamsin Deasey, BA (Hon), MA

Physical Address:

University of the Cayman Islands (UCCI)
168 Olympic Way,
George Town, Grand Cayman
Email: tdeasey@ucci.edu.ky

Mailing Address:

P.O. Box 702, KY1-1107
George Town, Grand Cayman
Telephone Number: 345-526-2540 Fax: 345-949-6781
Email: info@ucci.edu.ky

Deputy Registrar of UCCI Brac Campus

Mrs. Shavon Bodden

Physical Address

Avistar Building, West End
Cayman Brac
Cayman Island

Mailing Address

P.O. Box 255

Stake Bay KY2-2101

Cayman Brac

Telephone Number: 345-623-0504 Fax: 345-948-8129

Email sbodden@ucci.edu.ky

University College of the Cayman Islands Contact Details

Grand Cayman Office Address:

Physical Address

University College of the Cayman Islands (UCCI)

168 Olympic Way

George Town, Grand Cayman

Mailing Address

P.O. Box 702, KY1-1107

George Town, Grand Cayman

Telephone Number: 345-623-8224 Fax: 345-949-6781

UCCI Information Manager

Mrs. Lucille Kong

Telephone Number: 345-623-8224 (UCCI) or 345-623-0563 (Direct Line)

E-mail: lkong@ucci.edu.ky or @foi@ucci.edu.ky

Organization and Functions

Mission:

The University College of the Cayman Islands is an institution of higher learning that contributes to the Caymanian society by advancing knowledge and developing creative graduates through its cultural, social, economic and environmental activities.

Administration:

University of the Cayman Islands (UCCI)

P.O. Box 702

George Town KY1-1107

Grand Cayman

Telephone Number: 345-623 8224 Fax: 345-949-6781

Website: www.ucci.edu.ky

Location and hours	Matters handled
<p>University College of the Cayman Islands Administration Office</p> <p>Opening hours: Monday 8:30 am - Thursday 5:00 pm Friday 8:30 am - 4:30 pm</p>	<p>Application/registration for students and enquires from the public about our programmes.</p>
<p>The Sam Basdeo Learning and Resource Centre</p> <p>Opening hours: Monday – Thursday, 8:00 am – 9 pm. Friday 8:00 am - 4:00 pm Sat & Sun, 9:am - 5:00 pm</p>	<p>Learning resources, books, proprietary databases, staff expertise in research assistance and study facilities.</p>

Board and Committees		
Name	Meetings	Minutes
<p>UCCI Board of Governors</p> <p>Chairman: Mr. Gilbert McLean, JP</p> <p>Deputy Chair: Mr. Jared Awe, Deputy Chair</p> <p>Members: Mr. Joel Francis, Non-Voting Member Mrs. Nichelle Scott, Member Mr. Carson Ebanks, MBE, JP, OLY, Member Mr. Keith Myers, Member Mr. Jaron Leslie, Member Ms. Shan Whittaker, Member Dr. Gayle Woods, Member Dr. Robert W. Robertson, President and CEO, Ex-Officio</p> <p>Secretary: Ms. Wendy Lauer, Recording Secretary and Executive Assistant to the Board Chair</p>	<p>Location: University College of the Cayman Islands</p>	<p>Minutes are available at this link UCCI Governance Minutes</p>
<p>Audit & Finance Committee</p> <p>Jared Awe, Chair, Deputy Chairman of the Board of Governors</p> <p>Members: Ms. Shan Whittaker, Board Member Mrs. Nichelle Scott, Board Member Mr Allando Richardson, (Ex-Officio) Recording Secretary, to be confirmed</p>	<p>Location: University College of the Cayman Islands</p>	<p>Minutes are available at this link UCCI Governance Minutes</p>

UCCI's Academic and Administrative Committee

Name	Meetings	Minutes
<p><u>Administrative & Academic Committee</u></p> <p><i>Chairman: Dr. Robert W. Robertson President and CEO</i></p> <p>Mr. Gilbert A McLean, JP <i>(Board appointed member to the AAC)</i></p> <p>Mr. Carson Ebanks, MBE, JP, OLY <i>(Board appointed member to the AAC)</i></p> <p>Mr. Keith Myers <i>(Board appointed member to the AAC)</i></p> <p>Dr. J.D. Mosley-Matchett</p> <p>Ms. Tracey Hargrave</p> <p>Mr. Paul Puckerin</p> <p>Dr. Belinda Blessitt-Vincent</p> <p>Mr. Simon Ashdown</p> <p>Ms. Tamsin Deasey</p> <p>Ms. Donnette Goddard</p> <p>Dr. Eustache Placide</p> <p>Ms. Kyra Simpson</p> <p>Dr. Peter Paul</p>	<p>Location: University College of the Cayman Islands</p>	<p>Minutes are available at this link UCCI Governance Minutes</p>

History

Government-sponsored tertiary education in the Cayman Islands began in 1975 when the Community College was established as a part-time institution. From 1976 to 1981 three other institutions - the Trade School, the Hotel School and the Marine School - were founded. These schools were located at different sites and were supervised either by the Ministry of Education or the Ministry of Tourism and Labour.

In 1985, the Government of the Cayman Islands decided to centralise the administration of all public post-secondary educational institutions on the islands. The Hotel Training School, the Marine & Trade Training School and the Secretarial/Business Studies Section of the Sixth Form of the Cayman Islands High School were amalgamated to form the Community College of the Cayman Islands.

In 1987, by an Act of the Legislative Assembly, the College was established as a semi-autonomous post-secondary educational institution.

In 2004, by an act of the Legislative Assembly, the institution's name was changed from the Community College of the Cayman Islands to the University College of the Cayman Islands.

Governance of the College, as stipulated in the University College Act, 2012 (Revision), and is the responsibility of a Board of Governors and an Academic and Administrative Committee.

Ministry

UCCI functions under the Ministry of Education, Training and Employment

STRATEGIC MANAGEMENT

The Ministry of Education, Training and Employment administers the authority's operations at the organisational level; developing business plans and corporate policy; setting long term goals and objectives; evaluating the agency's overall performance and progress towards established targets; managing programmes to improve business processes and ensure consistent service delivery; preparing or revising laws and other regulatory instruments that affect the authority's functions and responsibilities; obtaining legal advice from external sources using the laws that regulate the function of government entities.

Governance

- University College Act (2012 Revision)
- Public Authorities Act (2020 Revision)
- Freedom of Information Act (2020 Revision)
- Freedom of Information (General) Regulations (2021 Revision)
- Data Protection Act (2021 Revision)
- Data Protection Regulations, 2018
- The National Archive and Public Records Act (2015, Revision)
- The National Archive and Public Records Regulations, 2007
- The Public Service Management Act (2018 Revision)
- Personnel Regulations, 2020
- The Public Management and Finance Act (2020 Revision)

- NB: These are available from the UCCI, Sam Basdeo Learning Resource Centre. (Photocopying is \$0.10 per page)

- Board of Governors Minutes (accessible via [UCCI Governance Minutes](#))

Corporate management

- Mission Statement
- Hurricane Disaster/Recovery and Emergency Preparedness Plan 2006

FINANCE & ADMINISTRATION

- **Financial management**
- Budget
- Audit Reports
- Accounting Policies
- Financial Statement (Audited)
- Tender
- Contracts

Administration

- Class Schedules

- Examination Schedules
- Insurance Policy
- Employment Contracts
- Job Vacancies (<http://www.ucci.edu.ky>)
- File Plan (work in progress)

Human Resources

- Organizational Chart (work in progress)
- Directory of Officers and Employees (<http://www.ucci.edu.ky>)
- Job Descriptions
- Dress Code
- Active Recruit Exercise
- Implementation of Breath HR
- Separation of Governance Policies Management (Work in Progress)

POLICIES AND PROCEDURES

- Internal Procedures for Identifying and Processing a Freedom of information Request (FOI)
- Library Management System Procedural Document
- Bachelor's degree Regulation
- Learning Resource Centre Policy Document
- Student General Regulations
- Academic Regulations
- IT Policies
- Admin. and Support Staff
- New Faculty
- Refund Policy
- Tuition Payment Plans
- Grade Forgiveness Request Form
- Academic Amnesty
- Never Attended (NA) Grade
- Examination Quality Assurance Polices
- The Examination Disposal Policy
- **Information and Technology**
- Press Releases

DECISIONS AND RECOMMENDATIONS

- Committee Minutes (Electronic Record)

LIST AND REGISTERS

- FOI requests
- FOI Request handling

OUR SERVICES AT UCCI

- Application Forms
- Absent forms
- Absent forms –final exam
- Agreement for Administration of Examinations
- Application for Undergraduate Readmission
- Authorization for release of Information
- Associate Conversion form
- Authorization for release of information to Cayman Islands Government
- Change of Grade form
- Change of Major form
- Change of Name form
- Change of Personal Data form
- Challenge Exam Forms (cost \$75)
- Final Exam Clash forms
- Grade Forgiveness Request form
- Grade Appeal Form
- Petition for make–up Examination
- Payment Plan Fees (\$50)
- Refund Request form

- Request for Letter (\$10 express \$20)
- Re - Admission form (\$25)
- Transcript Request form (transcript cost \$10 for the first one any additional will cost \$5)
- Rush Transcript /Letter \$20
- Transfer Credit form
- Transcript form (\$10 for 1st copy each additional \$5)
- Course Withdrawal form (\$10)
- University Withdrawal form
- Transient Student form
- Conversion Forms – to Associate / Bachelor Degree
- College Catalogue (<http://www.ucci.edu.ky>) electronic copy
- Forms/Leaflets (<http://www.ucci.edu.ky>) electronic copy
- Student Records (Exemption under the freedom of information law section 23(1) Pg 87, but Students can access their personal records)
- Proctor overseas examination – fees (cost \$150)

Learning Resource Centre Patron Services

- Library membership forms (individual membership \$25+\$100 deposit fee)
- Library membership (maximum of 5 persons membership \$25 +\$100 deposit fee)
- Lending Resources
- Providing Internet connectivity
- Assisting patrons with research techniques
- Providing research services
- Proctor online examinations
- Undergraduate Academic Amnesty Application

Brochures

- Certificate Programs
- Associate Degree Programs
- Associate of Arts in Primary Education
- Bachelor's degree Programs
- Bachelor of Science Degree in Nursing
- Bachelor of Science in Social Science
- Bachelor of Science in Primary Education
- Executive Certificate in Global Leadership
- Executive Master of Business Administration
- Executive Master's in Public Administration
- Certificate in Legal Support and Administration
- University College Brochures
- Continuing Education
- Sam Basdeo Learning Resource Centre
- Chartered Institute of Securities and Investment (pending)

Frequently Asked Questions

- **What are the degrees offered at UCCI?**
- The degrees offered are Associate, Bachelor and Master Degrees.

- **Do you offer certificate programmes?**
- Yes, we do, such as accounting certificate, computer technician certificate, and electrical technology certificate.

- **How long are the certificate programmes?**
- The duration of these programmes is one (1) year.

- **What are the criteria for entry to the Associate degree?**
- The criteria is four (5) CXC/GCSE/IGCSE including English at General/Technical proficiency levels with grade 1-111 or a SAT score of 1425.

- **What is the cost of the application fee?**
- The cost of the application fee is C\$ 25.00.

- **Where is the UCCI testing centre located?**
- In the Learning Resource Centre (Sam Basdeo Building)