



CARIBBEAN MILITARY ACADEMY

GENERAL STUDENT REGULATIONS FOR UNDERGRADUATE STUDIES

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CMA Undergraduate Regulations

The Caribbean Military Academy is the training arm of the Jamaica Defence Force. Established in 2019, the CMA's mission is to provide internationally recognized, accredited, doctrinally relevant military education and training to a common standard, in support of the operational needs of Jamaica and other partner military organizations from across the globe.

Education at the CMA will provide you with the professional and intellectual skills necessary to assume the responsibilities and meet the demands of leadership in today's rapidly changing world. Attending CMA is an important step in enabling you to maximize your contribution to Jamaica at home and abroad.

All members of the Jamaica Defence Force and local, regional and international Defence and Security professionals, and members of para-military organizations who meet the matriculation requirements are eligible for entry to the Academy.

1. Matriculation Requirements

- a. Entry into the Academy will be in accordance with the relevant military requirements of the Jamaica Defence Force in addition to any other specified requirements outlined in these Regulations or specific Programme Regulations...
- b. Applicants are required to satisfy the relevant minimum entrance requirements for matriculation before being considered for admission to degree or other programmes.
- c. For admission to some degree programmes applicants are required to have qualifications in certain specific subjects. These are referred to as Programme Requirements and are stated in the relevant Programme Regulations.

2. Admission to Degree Programmes

Subject to Regulation 1, persons with qualifications listed below are eligible for Matriculation for admission to degree programmes, provided that they have included in their qualifications an acceptable standard in English Language as stated in Regulation 3.

- a. Persons who have passed all examinations for a degree of any university recognized by the Academic Board for this purpose.
- b. Holders of Certificates and Diplomas awarded by this Academy.

- c. Holders of Certificates or Diplomas or Associate Degrees from agricultural, teacher-training, commercial and technical institutions of higher education as approved by the Academic Board for this purpose.
- d. Persons who have been successful in FIVE CSEC Subjects (General Proficiency Grades I-III) and/or GCE 'O' Level/BGCSE subjects (Grades A-C) including English Language AND two double Units of the Caribbean Advanced Proficiency Examination (CAPE) subjects or 2 GCE A-Level subjects.

For CXC CAPE (Caribbean Advanced Proficiency Examination)

- (i) Two 2-unit courses in a particular subject area;
- (ii) Six (6) Caribbean Advanced Proficiency Examinations (CAPE) Units, including the two single-unit courses - Caribbean Studies and Communication Studies.

3. English Language Requirement

- a. All applicants to undergraduate degree programmes at the Caribbean Military Academy must possess at least one of the following English Language qualifications:
 - ii. Grade I-III CXC General Proficiency English A
 - iii. Grade A-C – GCE O' Level/BGCSE English Language Examination
 - iv. Grade A-B – GCE A/O Level General Paper Examination
 - v. CAPE (Caribbean Advanced Proficiency Examination) – Communication Studies
 - vi. Grade B or above in a College English Course from an approved university.
- b. **Teacher Training College Examinations:** Persons who have been awarded a Diploma from a Teacher Training College and who have been graded to C in the English Language examination will be regarded as having obtained the equivalent of acceptable CSEC Grades I-III in English (A).
- c. Applicants whose first language is not English are required to provide satisfactory evidence of English Language Proficiency through one of the following:

- i. Scored a minimum mark of 500 (Paper-Based) or 82* (Computer-Based) on the test of English as a Foreign Language (TOEFL) as equivalent to, and in place of, an acceptable (CSEC) Grades I-III in English (A). The test must have been taken no more than five (5) years before the commencement of the Programme

. *Minimum Score

Writing 22

Reading 20

Listening 20

Speaking 20

OR

- ii. Scored a minimum total of 6.5 on the University of Cambridge IELTS (International English Language Testing System)

4. Mature Students

(a) A mature student is someone who:

- is 21 years or older as of the first day of classes of the session for which they have applied and have been out of secondary school for at least five (5) years.
- does not meet the minimum academic prerequisites for admission to any of CMA's academic programmes.
- have demonstrated academic potential and have gained academically relevant knowledge and work place experience
- wishes to be admitted under Mature Student Status.
- meets the normal Eligibility requirements of CMA.

Such persons will be assessed using the CMA's Prior Learning Assessment and Recognition Policy. Applicants must present with their application, full details of their career; a portfolio outlining their knowledge development, on-the-job experiences with validation from their employees, employment record; official academic transcripts; certificates; documents and references and to submit to tests and/or interviews as required by the Academic Board and the appropriate School. Further details are outlined in the CMA Policy for Prior Learning Assessment and Recognition (PLAR) at [\(website link\)](#)

- (b) Admission of mature students will be solely at the discretion of the Dean of Academic Affairs on the recommendation of the relevant Director of School in accordance with the PLAR Policy..

Note: While the above qualifications are granted Matriculation, individual subject passes obtained as part of these qualifications are not necessarily accepted as satisfying subject requirements for entry to specific Schools or Programmes, and will be individually assessed as required.

5. Equivalence of Examinations

The following General Certificate of Education Boards are acceptable as awarding equivalent subject passes at Advanced Level (A Level) or GSCE Level:

The University of Cambridge
The University of London
The Oxford and Cambridge School Examinations Board
Other Examination bodies approved by the Academic Board
EDEXCEL

6. Regulations Governing Registration

- a. A student may not be registered for two or more programmes simultaneously, whether at the CMA or at any other institution, unless the Academic Board otherwise decides.
- b. A student awaiting the final results of a programme in which he or she is registered may be granted permission by the Academic Board to register provisionally in another programme pending the outstanding results. If the result is unfavourable, the student will be required to withdraw from the programme in which he or she is provisionally registered, or from the original programme if it is not a prerequisite for the second programme.

Full-time and Part-time Registration

- c. All students including those admitted to programmes offered online are initially registered as full-time or part-time students but may change their registration.
- d. A student is deemed to have registered for a course when his/her financial obligations to the Academy have been fulfilled.

- e. Registration for a course constitutes registration for the examinations in that course.

7. Regulations Governing Co-Curricular Credits

- a. Students who successfully complete any co-curricular activity or programme of activities for credit shall have the credits recorded on their transcripts.
- b. For the purposes of these Regulations, “co-curricular credit” means credit earned by a student in pursuance of some activity or programme of activities that is not part of the academic programme of a department of the Academy or is not undertaken by a student as part of the academic programme of a department but which activity or programme of activities is recognized by the Academy as contributing to the overall personal, cultural, social and intellectual development of students and is approved by the Academic Board under Regulation 5.
- c. Participation in activities for co-curricular credits is optional. However, wherever students have chosen to participate in any recognized co-curricular activity, or programme of activities for credit, they shall be eligible for a maximum of three (3) credits as part of the credits required for the degree.
- d. Students who successfully complete any co-curricular activity or programme of activities for more than three (3) credits shall have the additional credits recorded on their transcripts.
- e. Co-curricular credits shall not be taken into account in the determination of class of degree.
- f. All co-curricular activities/programmes for which credits are being sought shall be approved by the Academic Board on the recommendation of any Committee of the Academy which the Academic Board may recognize as having responsibility for co-curricular programmes.
- g. Registration for co-curricular credits in each case must be approved in advance by the appropriate Department and by the member of the Senior Administrative staff appointed or designated as Assistant Registrar (Student Affairs).
- h. The grading of co-curricular activities shall be pass/fail.

8. Regulations Governing Financial Standing with the Academy

- a. Students who are not in good financial standing with the Academy will not be provided by the Academy with records or certificates of their work at the Academy.
- b. In good financial standing means that all debts owed by the student to the Academy are fully paid or arrangements for their payment, satisfactory to the Academy, have been made.
- c. Students who leave the Academy without making adequate arrangements to put themselves in good standing will not be given the Academy's diplomas or certificates for degree or other courses until they have satisfied the Academy in this respect.

9. Regulations for Part-Time Studies

Part-time programmes leading to general degrees are available at the CMA.

- a. Part-time programmes shall be considered programmes of at least four years' duration (excluding any preliminary year).
- b. Part-time students will normally take two years to complete Level I of an undergraduate degree programme.
- c. Exemption from Level I courses shall be as stated in Programme regulations.
- d. Part-time students shall normally be required to attend classes for no fewer than three academic years after successfully completing Level I of the Programme before being allowed to sit the Final Examinations.

10. Study Abroad Students

- a. Persons who are completing a university or college programme at another institution outside of Jamaica and wish to register for courses offered by the Caribbean Military Academy, may apply for admission as a "Study Abroad" student. To be eligible for entry as a Study Abroad student persons must meet the regular eligibility requirements for CMA and must provide a letter of permission from his/her home university.
- b. A Study Abroad student may register for any course once the academic prerequisites for that course are met, if prerequisites are required. However, a

Study Abroad Student cannot take courses other than those that are pre-approved by the student's home institution for which a letter of permission must be submitted. Such courses must also be approved by the CMA.

- c. Study abroad may be arranged for one semester but for no more than one academic year. Summer programmes may also be arranged where feasible.

Courses

- d. Students are expected to study the equivalent of their second and third-year courses at the host university. These courses must be approved by both the "home" and "host" institutions.

11. Approval and Academic Credits

- e. The credits received from all previously approved courses taken on CMA's Study Abroad programme will be treated **exactly** as CMA courses and will apply towards graduation credit requirements.

12. Specially Admitted Students

- a. In addition to the students admitted to courses leading to degrees, students who comply with the following requirements may be admitted to the Academy, for limited periods, as Specially Admitted Students:
 - i. Persons sponsored by governments or other militaries to read certain courses, not for credit, towards an Academy qualification, under a special arrangement.
 - ii. Private individuals who wish to pursue and develop a particular area of intellectual interest.
 - iii. Graduates of the Caribbean Military Academy or of other recognized universities who wish to pursue a particular course or courses:
 - (a) to equip themselves for a particular job;
 - (b) to increase efficiency in the performance of a job;
 - (c) to satisfy entry requirements to a programme in this or another institution;
 - (d) to update or improve their knowledge in a subject.
- b. Applications for special admission must be made on the appropriate application form.

- c. Specially admitted students shall be required to comply with the General Regulations for Students as are in force at the time of entry.
- d. To be considered for entry as “specially admitted students”, applicants shall meet the matriculation requirements of the CMA.
- e. Those students who do not satisfy the normal matriculation requirements for entry to the Academy may be considered under Regulation 5.
- f. Specially admitted students shall be required to pay the appropriate fees as are in force.
- g. Normally, a specially admitted student is allowed to take no more than (12) credits in any given year, nor more than a total of 24 credits under this category of registration.
- h. Specially admitted students are permitted to write the examinations of the CMA appropriate to the course(s) they have been allowed to pursue.
- i. Membership of the Academy for specially admitted students shall be subject to satisfactory reports on their work and conduct.
- j. The credits obtained through special admissions can be counted towards CMA certification and CMA programmes provided they have been obtained within such time limits as are set from time to time by the Academy.

13. Exchange Programmes

- a. To be eligible for consideration for exchange programmes, students must be nominated by CMA, but approval for admission will be the responsibility of the “host” (receiving) university.
- b. To be eligible for selection the CMA must satisfy the following requirements:
 - i. Be registered as a full-time student;
 - ii. Have completed at least one academic year at CMA, but not be in the last semester of his/her final year of study;
 - iii. Have attained at least a GPA of 3.0; and,
 - iv. Have no disciplinary action pending.

- c. Student exchanges involving CMA students may be arranged for one semester but for no more than one academic year. Summer programmes at overseas universities may also be arranged where feasible.
- d. The number of students eligible to participate in the programme will be jointly determined at the outset by the CMA and the collaborating institution.
- e. The deadline for applications shall be **1 March** for one academic year or for the first semester, and **1 October** for the second semester only.

Host University's Responsibility to CMA Students

- a. CMA students participating in the exchange programme will enroll at the host institution and will be governed by the regulations of the host institution.
- b. The host university will provide adequate information about itself, including the costs associated with studying and living there.
- c. The host university will assist the CMA students in obtaining the necessary visas by providing letters of admissions, other documentary evidence of their admissions and by allowing sufficient time for processing.
- d. It is proposed that tuition fees will be waived by the host institution once the CMA student has already paid his/her normal tuition as a student registered at the CMA. Other university charges at the host institution will be handled according to the exchange agreement entered into between itself and the CMA.
- e. Arrangements for the CMA student's health insurance and/or medical expenses and accommodation will be made by the host university in accordance with the agreement it has with the CMA. It is recommended that the visiting CMA student has access to the medical facilities and student amenities/privileges that are provided to other students studying at the host institutions
- f. CMA students will normally be responsible for travel costs and all other expenses, including accommodation, food and miscellaneous expenses related to their visit, unless special arrangements have been agreed to by CMA and the host institution.
- g. Every attempt will be made by the host institution to place visiting CMA students in university accommodation. However, if this is not possible, then assistance in locating suitable off-campus housing will be given by

the officers responsible for Housing and Student Exchange at the host institution.

- h. At the end of the study period, the host university will return separate official academic transcripts for each CMA student participating in the Exchange, and any other student records, to the responsible officer at the CMA. It will be for the CMA (on the Academic Board's recommendation) to determine beforehand to what extent such credits may be transferred to its own programme.

Transfer of Grades for Exchange Students

- i. The letter grade(s) (not percentage marks) duly awarded by an approved overseas institution on any exchange programme shall be accepted without change. If there is any lack of clarity in relating the grades awarded by the overseas institution to the CMA system, then the midpoint equivalent may be given.

14. Regulations for Visiting Students

- a. "Visiting Student" shall be applied to all students accepted to study, research, at the Academy under the terms of formal agreements for student exchange or study abroad, and to students from other institutions, not covered by formal agreements, who wish to pursue courses or engage in other study, research or practical activities at the Academy.
- b. Applications for admission as a visiting student must be made on the appropriate form.
- c. Visiting students will be bound by any provisions of the formal agreement under which they are admitted. Where no agreement exists, visiting students should meet all matriculation requirements. If necessary, visiting students may be required to sit a special entrance examination. Visiting students from countries where English is not a native language shall show proficiency in written and spoken English at an appropriate level in accordance with Regulation 6.
- d. Visiting students shall be required to pay the appropriate fees as are in force, except as otherwise provided by the formal agreement.
- e. In those cases where the formal agreement waives tuition fees, and a visiting student is eligible for this exemption, visiting students will not be exempt from payments for the following types of courses, unless such exemptions are explicitly specified in the agreement:

- i. all courses offered in a special summer programme;
 - ii. all other courses of the Academy offered on a cost-recovery basis (which shall be clearly and explicitly so designated);
 - iii. all courses of the Academy offered in Affiliated or Associated Institutions.
- f. Visiting students remain students of their sending institution and they have no automatic right of continuing in any programme as students of the Academy. However, if a visiting student is subsequently accepted into a CMA programme, he or she may count credits obtained as a Visiting student, provided such credits otherwise conform to the regulations that are in force.
- g. Visiting students, except where otherwise provided for by the formal agreement and these regulations will have the same rights, responsibilities, and liabilities as students of the Academy.

15.Regulations for Occasional Students

- a. Persons who are recommended by a Programme Director may be admitted as Occasional Students to attend lectures and/or laboratory classes in that Programme, as specified by the Programme Director, provided they comply with the following regulations:
 - i. Whilst attending lectures or other classes Occasional Students shall be subject to the disciplinary control of the Academy
 - ii. Such students shall pay fees as prescribed by the CMA.
 - iii. Such students shall obtain an appropriate Identification Card from the Office of the Registrar to indicate that they have paid the necessary fees. If required, they shall present this card at each class.

16.Auditing of courses

- a. A registered student may be permitted to audit a course on the approval of the Dean of Academic Affairs on the recommendation of the relevant Director of School.
- b. Auditing means recorded attendance at the lectures, tutorials and laboratory sessions for a given course without the requirement of sitting the final exam.

- c. Satisfactory attendance certified by the Programme Director shall be awarded the designation V. In absence of such certification, the designation NV shall be recorded.
- d. No academic credit may be granted for auditing a course.

17. Withdrawal from the Academy

- a. A student who voluntarily withdraws from the Academy and who applies for re-admission within five (5) years may be granted exemption and credit for courses previously passed, subject to the time limit for the maintenance of credit stipulated in the relevant Programme Regulations and the continued currency of the subject matter. All grades previously obtained shall be used in the determination of the student's GPA where appropriate.
- b. A student who was required to withdraw for reasons of failure to progress as prescribed in the Programme Regulations and/or the GPA requirement may be readmitted on the following conditions:
 - i. A minimum of one (1) year must have passed since the date of withdrawal;
 - ii. All grades previously obtained shall continue to apply for the purpose of determining the student's GPA;
 - iii. Work done at an institution other than the CMA during the period between the student being required to withdraw and being granted readmission may be eligible for credit under Regulation 15.

18. Regulations Governing Leave of Absence

- (i) A candidate who wishes to be absent from an academic programme for a semester or more must apply for formal leave of absence to the Academic Board, through the appropriate Dean, stating the reasons for the application.
- (ii) The length of such leave of absence, if granted, will be subject to approval by the Academic Board, but will not exceed one academic year in the first instance terminating at the end of the academic year for which the application is approved.
- (iii) Leave of absence will not be granted for more than two consecutive academic years.

- (iv) Leave of absence may be granted for one semester or for an academic year.
- (v) Applications for leave of absence for a semester shall be submitted by the end of the third week of the relevant semester.
- (vi) Applications for leave of absence for the academic year shall be submitted by the end of the third week of Semester I.

19. Conflict of regulations

Where there is a conflict between Programme Regulations and these regulations, these regulations shall apply.

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Refs: The University of the West Indies
Royal Military College of Canada