

**CENTRE FOR MEDIA STUDIES**



# September 2016 PROSPECTUS



UNIVERSITY  
of  
GREENWICH

## BA (HONS)

# MEDIA AND COMMUNICATIONS





## **INTRODUCTION:**

The [SBCS](#) Port of Spain – [Media Campus](#) in collaboration with the University of Greenwich is pleased to offer you a Bachelor of Arts (Honours) degree in Media and Communications. This collaboration started in January 2010 and the programme is the final year of an undergraduate degree which can be earned in **thirteen (13) months**.

**UOG Brief History** – The [University](#) traces its roots to 1890, when Britain’s second polytechnic was opened near the Thames at Woolwich to teach practical and commercial skills to London workers. An innovator from the start, the polytechnic pioneered the country’s first part-time day-release and sandwich courses. Over the years a range of specialist organisations have joined the institution, giving it diverse strengths in subjects such as teacher training, architecture, engineering and history. The name Thames Polytechnic was adopted in 1970. They became the University Of Greenwich when they were awarded university status in 1992.

This programme has been designed to introduce students to critical engagement with media which involves studying the relationship between theory and practice. An appreciation of, and ability to deal with, complex intellectual frameworks of analysis, whether they be related to texts, institutions or broader political economies, is seen as central to informing media practice.

Once established, this relationship will serve to enhance the student's ability to participate in the programme's key strands: critical theory, visual culture and new media technologies.

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## **ENTRY REQUIREMENTS:**

Successful completion of:

- Pearson BTEC Level 5 Higher National Diploma (HND) in Creative Media Production (formerly Media)
- COSTAATT Associate Degree in Journalism and Public Relations

Other qualifications in a related field may be accepted on an individual basis. They should equate to 240 credits at UK undergraduate degree level.

**N.B.** Prospective students wishing to pursue this programme but not possessing any of the two main entry requirements listed are kindly asked to forward an email to our Manager, Academic Administration, Ms. Abbigail Ajim, at: [abbigail@sbc.edu.tt](mailto:abbigail@sbc.edu.tt), which should contain the following:

1. An email subject title with the words “PROSPECTIVE BA STUDENT”
2. An updated resume.
3. Scanned copies of all academic certificates.
4. A cover letter indicating your interest in the programme.

This information is given in good faith, and believed to be correct at the time of publication, and is subject to change without prior notice. ALL fees quoted are subject to change.

**PROGRAMME SCHEDULE:**

Projected timeline [click on the units for details]:		October 2016 – November 2017 [Duration – 13 months]		
UNITS		Start DATE (Week of...)	BREAKS	End DATE (Week of...)
CORE UNITS:	<a href="#">Advanced Project</a>	OCT 10, 2016	<b>CHRISTMAS BREAK:</b> DEC 19, '16 – JAN 07, '17  <b>CARNIVAL BREAK:</b> FEB 25 – 28, '17  <b>SEMESTER BREAK:</b> TBC	NOV 4, 2017
	<a href="#">Mediated Environments</a>			
ELECTIVES [choose one]:	<a href="#">Creative Media Placement</a>			
	<a href="#">Working in Creative Industries</a>			

**Please Note:**

- All units consist of a combination of coursework assignments and a final exam **(where applicable)**.
- Schedule and units are subject to change.
- "SBCS reserves the right to alter the order in which the units are offered, at any time."
- For the electives to be offered we must have at least 5 students registered.

## PROGRAMME FEES:

TYPE OF FEE:	AMOUNT:	DEADLINE:
<b>Application Fee</b> (SBCS non-refundable Fee)	\$ 1,500 TT	October 7 <sup>th</sup> , 2016
<b>Administration Fee</b> (SBCS non-refundable Fee)	\$ 1,500 TT per semester (50% discount for SBCS HND graduates)	<b>Due upon registration</b> 1. October 10 <sup>th</sup> , 2016 (Admin fee for first Semester due - \$ 1,500) 2. March 30 <sup>th</sup> , 2017 (Re-registration: Admin fee for second Semester due - \$ 1,500)
<b>Tuition Fee</b>	<b>\$ 30,000</b> *GATE covered for T&T Nationals only	* Non-GATE: 50% tuition due upon registration. Balance to be paid in three (3) monthly installments (maximum) from the start of the programme.
<b>Equipment Caution Fee</b> (Refundable at end of programme – subject to policy)	\$ 500 TT	<b>Due upon registration</b>
<b>Foreign Fee</b> (UOG non-refundable Fee)	£ 1,655 (Payable via bank draft to SBCS)	1. November 30 <sup>th</sup> , 2016 (first half of foreign fee due - £ 828) 2. February 24 <sup>th</sup> , 2017 (second half of foreign fee due - £ 827)
<b>Average cost of Books</b>	\$ 1000-1500 TT	N/A

### **Please note:**

- ALL prices are subject to change.
- 100% Government funding applies to Tuition Fee ONLY \*
- The Equipment Caution Fee will be refundable at the end of the programme subject to the Equipment Policy guidelines.
- The Foreign Fee allows students to be registered with the UoG for one academic year. This fee can be paid at the time of registration or by the deadline date set and **must be made payable to SBCS via a bank draft in pounds sterling.**
- Payment plans are only provided on tuition fees. A 10% Finance charge will be added to the total cost of tuition for all payment plans. All other fees must be paid in full. If the deadline date is missed a 25% late penalty fee will be incurred.
- SBCS has a NO CASH policy. Payments can be made via Linx, Credit Card or Cheque.

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## **APPLICATION AND REGISTRATION PROCESS:**

In order to register, you must first proceed to the Centre for Media Studies – SBCS POS Campus for verification of your entry qualifications. You are required to present:

1. Your Original Certificate (or a completion letter in the interim of receiving your certificate) along with three (3) copies.
2. **AND** your original student transcript which must be in a sealed envelope from the relevant examination body addressed to: **Ms. Abbigail Ajim**

Manager, Academic Administration CMS  
SBCS Port of Spain Campus  
46-50 Picton Street,  
Port of Spain,  
Trinidad, West Indies.

***Note:** Transcripts are not needed for the **SBCS HND CMP graduates** as we have these on file.*

3. **AND** one form of identification (Birth Certificate / National ID card / Passport) – must be valid for at least 6 months.

At this point the **Application** fee will be due and you will be required to complete the following:

1. University of Greenwich Application and e-Application Forms (for registration with the University)
2. Apply for GATE e-Service ID (for tuition funding – nationals only) \*

Thereafter you will receive a confirmation email stating your acceptance and as such, the Registration process can commence. The first half of the **Administration** fee will be due and you will be required to register for the programme by completing the following:

1. SBCS Registration
2. UoG e-Registration
3. GATE e-Application and Disclaimer Form (for tuition funding – nationals only) \*

You will also be required to pay the first half of the foreign fee which will allow you to become registered with the awarding institution – University of Greenwich. This fee can be paid at the time of registration or by the deadline date set and must be made payable to SBCS via a bank draft in pounds sterling.

In addition, you are required to pay an Equipment Caution fee of **\$500** upon registration which will be refundable at the end of the programme subject to the Equipment Policy guidelines. This will entitle you to access specified Media Equipment for use on and off campus.

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**RE-REGISTRATION PROCESS:**

At the end of semester one you will have approximately two (2) weeks’ break before the second semester commences. During this period you will be required to re-register and pay the second **Administration** fee.

**GATE APPLICATION PROCESS:**

GATE funding is applicable to Tuition Fees only. If you wish to apply for GATE funding please note the following:

- You are required to apply for GATE Clearance and GATE Funding electronically.
- You must have proof of one of the entry requirements stated above.
- You must be a citizen of Trinidad and Tobago and must provide proof of residency in Trinidad and Tobago (e.g. job letter, Certificate of Naturalisation) for at least three (3) years for first time applicants.
- You must present your original Electronic Birth Certificate **and** National Identification Card **or** Passport showing proof of citizenship (**please ensure the expiration date is greater than six months from the date of registration**).
- If you have previously applied for GATE funding, you must submit your **Certificate** to prove completion of previous GATE funded programme before applying for another GATE FUNDED programme.
- Visit our website for additional details [[click here](#)].

**\* PROCEDURE to apply for GATE:**

1. Obtain a GATE e-Service log in credentials (GATE e-Service ID and password)
2. Apply for GATE e-Application at [www.e-gate.gov.tt/gate-app/](http://www.e-gate.gov.tt/gate-app/)
3. Await GATE Clearance Approval and visit SBCS to sign GATE Application Form

**1. GATE e-Service ID**

To access this service you must **firstly** obtain your **GATE e-Service ID** by providing the documentation as listed below to an officer at a ttconnect location.

- **Electronic Birth Certificate (Mandatory) and**
- **National ID or Passport and**
- **Current and Active Email Address (for correspondence from MOE)**

There are currently seven ttconnect Service Centre locations in Trinidad and Tobago. All Service Centres are open to the public from 7:30 am to 6:00 pm Monday to Friday, and Saturday from 8:00 am to 12:00 noon, except on public holidays. See table below for the details of the ttconnect Service Centre locations.

**Please note students MUST have a valid active email address as ALL correspondence from GATE is electronic (via email).**

<p><b><u>St. James</u></b>            #121 Western Main Road,            St. James            Trinidad, West Indies            Tel. (868) 800-8826,</p>	<p><b><u>Tunapuna</u></b>            Ministry of Social Development            2nd Floor, 107 Eastern Main Road            Tunapuna            Trinidad, West Indies</p>	<p><b><u>Arima</u></b>            1st Floor, Pennywise Building            10 - 10A Devenish Street            Arima            Trinidad, West Indies</p>
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<p>Option 5</p>	<p>Tel. (868) 662-6447          Tel. (868) 800-8826, Option 6          Fax. (868) 663-6517</p>	<p>Tel. (868) 667-4465          Tel. (868) 800-8826, Option 1          Fax. (868) 667-7053</p>
<p><b><u>Chaguanas</u></b>          #9 Southern Main Road          Chaguanas (Opposite Massy          Stores)          Trinidad, West Indies          Tel. (868) 800-8826,          Option 3</p>	<p><b><u>Princes Town</u></b>          #4 Charlotte Street,          Princes Town          Trinidad, West Indies          Tel. (868) 800-8826,          Option 4</p>	<p><b><u>Bon Accord</u></b>          Milford Court Complex          Milford Road          Bon Accord          Tobago, West Indies          Tel. (868) 639-0430          Tel. (868) 800-8826, Option 2          Fax. (868) 631-1853</p>
<p><b><u>Sangre Grande</u></b>          #232 Brierley Street          Sangre Grande          Trinidad, West Indies          Tel. (868) 800-8826,          Ext. 3014, 3115, 3135, 3235</p>	<p><b><u>ttconnect – MTIIC Satellite Office</u></b>          Ministry of Trade, Industry, Investment          and Communications          Level 9, Nicholas Towers          63-65 Independence Square          Port of Spain          Trinidad, West Indies          Tel. (868) 800-4739          Fax. (868) 623-5156  <b>N.B. This office DOES NOT PROCESS GATE          APPLICATIONS.</b>  <b>Only ttconnect ID and TTBizLink          Registrations are processed          at the Satellite Office, between the hours of          8:00 am – 4:00 pm,          Mondays to Fridays, except Public Holidays.</b></p>	

**Note:**

Once you complete this step you will receive your GATE ID confirmation via email (this may be received same day or take up to 3 days). You must then log on to the GATE online system within 24 hours to activate/update your account or it will expire and you will be required to contact the MOE IT department at [gate.info@gov.tt](mailto:gate.info@gov.tt)

If you do not receive your GATE ID confirmation via email in 3 days, you are advised to contact the MOE IT department at [gate.info@gov.tt](mailto:gate.info@gov.tt)



## 2. GATE e-Application

Once you have obtained your GATE e-Service ID, you will then be required to apply for GATE Clearance by visiting [www.e-gate.gov.tt/gate-app/](http://www.e-gate.gov.tt/gate-app/)

In order to apply for **GATE** Clearance you will be required to upload scanned versions of:

- Electronic Birth Certificate (mandatory) **and**
- National Identification Card **or** Trinidad and Tobago Passport
- Marriage/Divorce Certificate (for married/divorced student)
- Deed Poll (for name change)
- Payment Slip (receipt showing proof of payment, for post-graduate student)
- Latest Result Slip / Transcript (for continuing student)
- Acceptance Letter from Institution (for student pursuing new programme – Please ensure that you receive this document on registration with SBCS from your Course Administrator)

### Note:

When scanning multiple documents, you should scan each documents and save/upload as a separate file.

## 3. GATE Clearance Approval and Signing of GATE Application Form

When your GATE Clearance has been approved by MOE, you will be alerted via email and advised to visit SBCS to sign your GATE Claim Form which will then be forwarded to MOE.

Failure to sign your GATE Claim Form will result in cancellation of your GATE Claim after 4 weeks (28 days) from the date of email notification received from MOE.

## ORIENTATION:

Orientation will take place one week before the start of the semester (usually the Saturday before classes start). It will be conducted by the Manager, Academic Administration and the Course Administration team. Please be advised that this orientation is very important as policies and procedures will be discussed. For any further guidance on course related materials you can contact the Course Administration Department.

## ADDITIONAL INFORMATION:

- All Media Classes will be conducted at the POS Campus.
- Our HND CMP and BA Media programmes are offered part-time only.
- For the BA Media:
  - Three classes are scheduled during the week Monday to Thursday (5:30pm to 8:30pm) AND/OR a Saturday (9am to 12 noon or 1pm to 4pm).
  - The three days for classes are determined by SBCS and your lecturer.
- Due to the unique nature of Media studies, classes/events may be scheduled on days and time outside of the noted days/times/location on your schedule. We will endeavour to minimize changes to your schedule, however, please note that this programme covers the final year of a UK honours degree and consequently is quite demanding and may require the scheduling of additional on- demand/ request classes and or tutorials.

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## **CONTACT US:**

**Academic and Course Administration Team** [[poscms@sbc.edu.tt](mailto:poscms@sbc.edu.tt)]

**Advisory and Admissions Team** [[advisoryadmissionPOS@sbc.edu.tt](mailto:advisoryadmissionPOS@sbc.edu.tt)]

**Technical and Equipment / Library Support** [[posequipment@sbc.edu.tt](mailto:posequipment@sbc.edu.tt)]

**POS CMS GATE team** [[posgate@sbc.edu.tt](mailto:posgate@sbc.edu.tt)]

If you require further information please visit our website at: <http://www.sbc.edu.tt>

For direct contact with our Course Administration team, please feel free to either:








- └ call us at 622-1993 / 622-9008 / 628-8670 **or**
- └ visit us at 46-50 Picton Street, Newtown, POS [**see Appendix 1**]

Our office hours are:

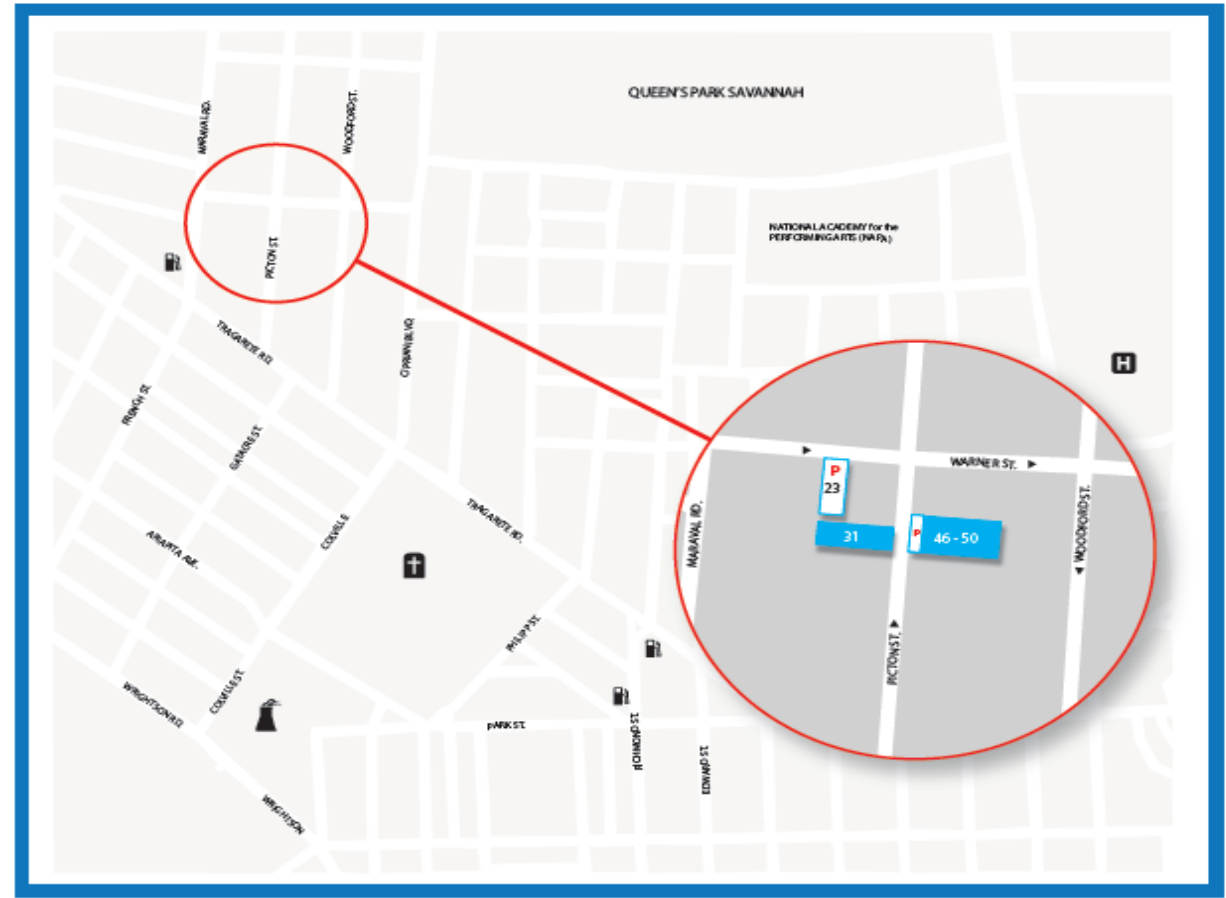
- Monday – Thursday            [9am – 6pm]
- Friday                            [9am – 4pm]
- Saturday                        [8am – 3pm]

SBCS's Port of Spain Campus – **Centre for Media Studies** is pleased to introduce you to a higher level of education in the field of Media & Communications. We look forward to seeing you on campus and hope that you will enjoy your time with us.

**SBCS ... A Great Place to Learn!**

-  PowerGen POS Station
-  Gas Station
-  Lapeyrouse Cemetery
-  POS General Hospital
-  SBCS POS CAMPUS
-  SBCS STUDENT PARKING
-  DIRECTION OF TRAFFIC (one-way)

\* note - SBCS Campus is only accessible from Picton St.  
 Entrance to Parking Lot is on Warner St.



**SBCS POS CAMPUS**  
 Centre for Media Studies

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