INTRODUCTION:

SBCS in collaboration with the University of Greenwich is pleased to offer you a BA (Hons) degree in Media and Communications. This programme is the next step after completing the Edexcel HND in Media as stipulated in the “Entry Requirements”. This qualification 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.

ENTRY REQUIREMENTS:

Successful completion of:

- Edexcel Higher National Diploma (HND) in Creative Media Production (formerly Media) OR
- COSTAATT Associate Degree in Journalism and Public Relations OR
- Any other equivalent qualification in a related field will be considered on an individual basis

UNITS: (Duration – 13 months)

- Mediated Environments
- Working in Media and Creative Industries
- Creative Projects
- Alternative Publishing  or  Digital Journalism in Practice

Please Note:

- All Units consist of a combination of coursework assignments and a final exam (where applicable).
- “SBCS reserves the right to alter the order in which the units are offered, at any time.”

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.
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 by presenting your Original Certificate OR your completed student transcript OR a completion letter, along with four (4) copies.

In cases where student transcripts are to be used for registration, you must request an original transcript from the relevant examination body for formal registration with the University of Greenwich. All transcript requests must be forwarded to: Ms. Abbigail Ajim

Manager, Academic Administrator CMS/ Lecturer,
SBCS Port of Spain Campus
Centre for Media Studies (CMS)
46-50 Picton Street,
Port of Spain,
Trinidad, West Indies.

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

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

Please note:

- The Ministry of Tertiary Education, Skills and Training (MTEST) has restructured the GATE Application process. This new service is referred to as the GATE e-Service, and you are now required to apply for GATE Clearance and GATE Funding electronically.
- You must have proof of one of the entry requirements stated above.
- 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: abbigaila@sbcsofsted.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.
- 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.

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ALL fees quoted are subject to change.
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 Form (for registration with SBCS)
2. GATE Disclaimer Form
3. GATE e-Application (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 for Semester 1 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.

**PROCEDURE to apply for GATE:**

1. Obtain a GATE e-Service ID
3. GATE Clearance Approval and Signing of GATE Application Form

### 1. GATE e-Service ID

To access this service you must firstly obtain your GATE e-Service ID by providing the required documentation to one of the GATE e-Service Registration Officers stationed at our campuses (only Originals are to be presented):

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

MTEST officers will be available at the below-noted campuses and their schedule is as follows:

<table>
<thead>
<tr>
<th>Campus</th>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Champs Fleurs</td>
<td>Monday – Thursday, Friday</td>
<td>9am - 6pm, 8am - 4pm</td>
</tr>
<tr>
<td>San Fernando</td>
<td>Monday – Thursday, Friday</td>
<td>8am - 6pm, 8am - 4pm</td>
</tr>
<tr>
<td>Trincity</td>
<td>Monday – Thursday, Friday</td>
<td>10am - 6pm, 10am - 4pm</td>
</tr>
</tbody>
</table>

**Note:**

For your convenience, you can register for the GATE e-Service ID at any of the above-noted campuses that is most convenient. It is not necessary to visit the campus at which you have registered to obtain this ID.

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 repeat this process.

If you do not receive your GATE ID confirmation via email in 3 days, you are advised to contact the MTEST IT department at gate.info@gov.tt

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2. GATE e-Application

Apply for GATE Clearance by visiting 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 Customer Service Representative)

**Note:**
When scanning multiple documents, you should scan each document 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 MTEST, you will be alerted via email and advised to visit SBCS to sign your GATE Application Form which will then be forwarded to MTEST.

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**ORIENTATION:**

Orientation will take place one week before the start of the semester (usually the Saturday before classes start). It will be conducted by Course Administration. 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.

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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 for the second semester. The Administration fee will be due and you will be required to complete the following:

1. SBCS Registration Form (for registration with SBCS)

The second half of the foreign fee can be paid at this time or by the deadline date set.
## PROGRAMME FEES:

<table>
<thead>
<tr>
<th>TYPE OF FEE</th>
<th>AMOUNT</th>
<th>DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee (SBCS non-refundable Fee)</td>
<td>$1,500 TT</td>
<td>September 30th, 2014</td>
</tr>
<tr>
<td>Administration Fee (SBCS non-refundable Fee)</td>
<td>$1,500 TT per semester (50% discount for SBCS HND graduates)</td>
<td>1. October 11th, 2014 (Admin fee for first Semester due - $1,500) 2. March 27th, 2015 (Re-registration: Admin fee for second Semester due - $1,500)</td>
</tr>
<tr>
<td>Tuition</td>
<td>*GATE covered for Nationals only</td>
<td></td>
</tr>
<tr>
<td>Equipment Caution Fee (Refundable at end of programme – subject to policy)</td>
<td>$500 TT</td>
<td>Due upon registration</td>
</tr>
<tr>
<td>Foreign Fee (UOG non-refundable Fee)</td>
<td>£1,500 (Payable via bank draft to SBCS)</td>
<td>3. October 31st, 2014 (first half of foreign fee due - £750) 4. April 30th, 2015 (second half of foreign fee due - £750)</td>
</tr>
</tbody>
</table>

Please note:
- ALL prices are subject to change.
- **100% Government funding applies to Tuition Fee ONLY** *
- The foreign fee allows students to be registered with 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.
ADDITIONAL INFORMATION:

Graduates can progress on to the following degree offered in collaboration with University of Leicester:

⇒ MA Mass Communications (24 months) with options to specialize in:
  - New Media and Society
  - New Media, Governance and Democracy
  - Communications, Media and Public Relations

NB:
- All Media Classes (except MA) will be conducted at the POS Campus.
- Our HND CMP and BA Media programmes are offered part-time only.
- For the BA Media:
  - Four 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 four 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.
- We have a NO CASH policy. Payments can be made via Linx, Credit Card or Cheque.
- ALL fees quoted are subject to change.

CONTACT US:

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

For direct contact with our Course Administration team, please feel free to either:
- email us at poscms@sbcs.edu.tt or
- call us at 622-1993 / 622-9666 / 628-8670 or
- visit us at 46-50 Picton Street, Newtown, POS

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!

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