

**GENERAL ACADEMIC REGULATIONS FOR CERTIFICATE AND DIPLOMA OF
THE INSITITUE OF SUSTAINABLE PROJECT PLANNING,
MONITORING AND EVALUATION**



The student regulations (comprising the Code of Practice for Student Assessment and the code of Practice for Student discipline) apply to all enrolled students of ISPPME. These regulations below delineate the basis of the registration pact between ISPPME and the student.

1. PREAMBLE

1.1 The Board shall be the final authority for the interpretation of these regulations.

1.2 The Board reserves the right to alter, amend, replace, waiver or cancel any of the academic regulations.

1.3 Normally, no student who has started a programme following one set of regulations shall be set at a disadvantage by a regulation or regulations subsequently adopted.

1.4 No student may register with another Institute without the approval of the Board.

1.5 The General Academic Regulations shall take precedence over the Special program level Regulations.

1.6 Detailed **synopses** for modules in the subject will not form part of the General Academic Regulations or Faculty Regulations but will be submitted to the appropriate

Faculty Boards for approval.

1.7 In these regulations the following shall be used as defined:

“Programme” a plan of study, lasting over a specific period, which leads to a diploma or certificate

“Level” a prescribed period of study is a 6 months period of which decisions determining issues of progression are made

“Subject” a discipline or field of study in which a student may take a major or minor component or his/her programme

“Module” one component of a subject normally done in a 6 months period

“Research Project” a defined practical assignment, which is separately examinable

“Proceed Carrying” Proceed to the next level (1.2) while redoing failed modules in the previous semester provided the failed modules are less than half (0.5).

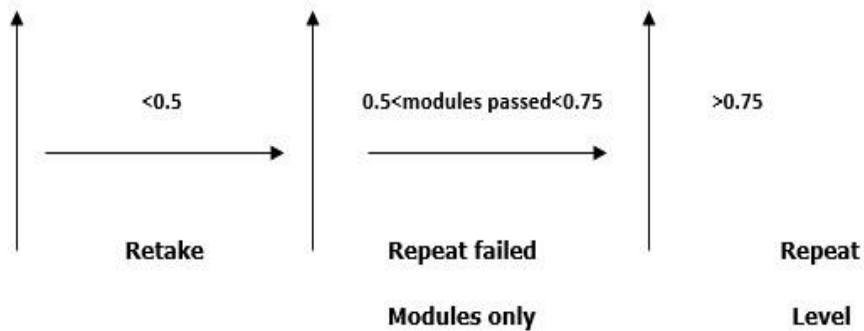
“Retake” means remaining in the same level but redoing failed modules. Usually applies to the Professional Certificate course with 1 level.

“Withdraw” means the student must withdraw from the Institute. Once withdrawn the student may not apply for admission until a period of a year has elapsed.

“Repeat” entails registering for modules failed during the previous level. A student will either repeat the whole level or only failed modules depending with the percentage of modules passed.

- (i) If the student has failed more than half the modules they are registered for that semester but less than 75% the student will repeat level repeating only the failed modules.

- (ii) if the student fails more than 75% of the modules for that semester the student repeats the whole level redoing both the failed and passed modules. Results for passed modules will become nullified.



1.8 The Registry shall maintain a schedule of programmes, modules together with module codes for use in computerized student records. These codes shall be alpha numeric.

2. PROGRAMMES

2.1 The Institute may offer programmes for Certificate, Diploma and Postgraduate Diploma level.

2.2 The following are the Programmes offered by the Institute

2.2.1 The Certificate in Sustainable Project Planning, Monitoring and Evaluation

2.2.2 The Diploma in Sustainable Project Planning, Monitoring and Evaluation

2.2.3 The Executive/Postgraduate Diploma in Sustainable Project Planning, Monitoring and Evaluation

3. ENTRY REQUIREMENTS

a) Applicants should possess at least 5 Ordinary level and or A level subjects including English Language.

b) A diploma and or degree in a relevant field will be an added advantage.

d) Work experience in a relevant field will be an added advantage.

3.1 Ordinary Level Passes or Equivalent

Ordinary Level of the Zimbabwe School Examinations Council

Ordinary Level of the Associated Examinations Board's General Certificate of Education

Ordinary Level of the Cambridge School Certificate

3.1.1 Ordinary Level of the East/West African Examinations Council

Ordinary Level of the College of London's General Certificate of Education

3.1.2 General Subject Provisions

Subjects must have been chosen from the approved list below and restrictions against combinations overlapping must have been observed.

3.3 Submission of Applications

3.3.1 Applications must be submitted online for admission.

3.3.2 The closing dates for receipt of application forms for entry shall be advertised by the Registration Office.

3.3.3 Late applicants may be considered upon payment of the prescribed late application fee

3.5 General Provisions

3.5.1 Every student must satisfy the Institute that he/she has adequate command of the English Language

3.5.2 A student will not register simultaneously for two programmes without the permission of the Board.

3.5.3 Registration will take place in accordance to the arrangements prescribed each term through the Registrar's Office.

3.5.4 No student shall be allowed to register until he/she has paid the required fees which is half of the total tuition required.

3.5.5 All students registered with ISPPME will be required to study the modules as may be determined by Board from time to time.

3.5 Class Attendance

3.5.1 No programme will commence with less than 5 students

3.5.2 There are 3 sessions for lectures and it is mandatory for a student to attend at least 2 sessions, failure to do so will result in a student not being permitted to write examinations.

3.5.3 If a student is unable to attend 2/3 of the available sessions for whatever reason beyond their control, he or she must notify the appropriate office well in advance submitting evidence in support of the claim. For health reasons, submit a certificate signed by a medical practitioner registered in accordance with the Medical, Dental and Allied Health Professions Act.

3.5.4 Lecture Recordings will not be shared with any students who fail to attend class as the recordings are only for quality purposes within the institution.

3.5.5 Only registered students will be permitted to attend the second session.

3.6 Coursework

3.6.1 Every student is expected to have coursework marks, without coursework marks the student will not be allowed to sit for Exams.

3.6.2 All assignments are to be handed in on google classroom and on time, on the due date stipulated else it will be recorded as a 0.

Plagiarism is regarded to an Academic Offense

3.6.3 An assignment must have less than 5 flagged passages else the student will have to redo the assignment which will be marked out of 50% due to the plagiarism offense. Harvard Referencing style is recommended.

3.7 Tuition Fees

For the fees structure click here <https://isppme.com/tuition/>

RETAKES FEES

Use the percentages against the tuition when calculating the re-take fee for modules. Each module is 1/6 of the actual tuition fee. The dissertation re-take fee has a double weight hence it's 2/6

DETAILS	DOMESTIC/INTERNATIONAL
CERTIFICATE	1/6
DIPLOMA	1/6
POST GRADUATE DIPLOMA	1/6
DISSERTATION	2/6

3.7 Refund of tuition fees

3.7.1 A student who leaves the Institute before the end of the course period for which he/she has been admitted shall need to give a proper notice in writing to the Registry

3.7.2 An administration fee of \$30.00 is charged for processing such refunds.

3.2.3 Registration (Application) fees are non-refundable.

3.8 Payment Plan

Payment plans will only be accepted where a student/parent/ Guardian/ witness has signed the relevant forms which will be subject to being approved by the registrar. To avoid inconvenience at the commencement of the new academic year or semester if you haven't paid full fees, you are advised to ensure that this has been done in time. The fees must be cleared by the date provided by the Institute through Notices published on official platforms.

- The payment plan form should be accompanied by proof of payment of the initial amount of a minimum of \$100USD for it to be approved.
- Students will not be allowed to attend class or write Exams without adhering to the payment plan.
- Failure to adhere to the payment plan agreement will result in the balance for that month making an accrual of 5% interest charge.

3.8.1 Fees Payments Procedures

Students paying fees using bank transfers and deposits should kindly provide (reference complete reason for payment) for fees payment with Name and Student Number for easy reconciliations and capturing of fees payments by the Accounts team

2. As you upload your proof of payments on your eLearning platforms kindly attach your proof of payment to isppme6@gmail.com.

3.8.2 BANKING DETAILS

For Banking details visit our website <https://www.isppme.com> on:

- i. Homepage (footer section)
- ii. Admissions menu bar

3.9 Deferment of Studies

3.9.1 A student who wishes to defer his/her studies for whatever reason should:

3.9.2 Submit signed deferment forms in triplicate to the Registration Office.

3.9.3 The student should make sure that the deferment process is completed before leaving the Institute. Upon return to the Institute, resumption of studies forms should be completed and submitted to the Chairperson, Registry Department for approval.

3.9.4 Students who fail to complete this process will be deemed to have attended lectures and their student accounts will be debited with fees for the respective semester.

3.9.5 No retrospective authorization will be allowed.

3.9.6 Fees will be charged pro rata for the taught period on deferment.

3.9.7 Results for all students who defer studies during their semester should indicate that the student deferred.

4. STRUCTURE OF PROGRAMMES

The duration of Programmes shall be prescribed by Institution Regulations. Normally, the duration of the period within which a candidate is expected to complete a programme shall not exceed a period double the duration of the programme. Each programme shall be divided into levels.

4.1 A level shall include six months for the certificate and for the diploma it will be one year teaching period with two semesters. At the end of a level, decisions determining issues of progression shall be made.

4.2 The possible combination of modules within a subject shall be in accordance with the Institution Regulations and shall be subject to approval by the Chairperson and the Board.

5. GRADING AND CERTIFICATE / DIPLOMA / POST GRAD DIPLOMA

CLASSIFICATION

5.1 The Certificate shall be classified by averaging marks from all the modules.

5.2 The Certificate shall be awarded with distinction, merit, credit and pass.

5.3 The following scale shall be adopted for all certificate, diploma programmes and modules:

80% - 100% Distinction

70% - 79% Merit

60% - 69% Credit

50% - 59% Pass

Below 50% Fail

6. DETERMINATION OF CANDIDATES' RESULTS

6.1 The Board, on the recommendation of the Institute Board of Examiners shall determine examination results.

6.2 The Institute Panel of Examiners shall:

6.2.1 agree, for each candidate, on marks in terms of percentages, for continuous assessment, for the **formal** examinations and overall marks (combining the continuous assessment and **formal** examinations marks) in modules and, where required, in terms of the Faculty Regulations, in subjects;

6.2.2 recommend to the Board of Examiners whether a candidate should pass or fail the relevant module(s) taken.

6.2.3 meet at the end of the semester of a level to ratify the marks obtained by candidates;

6.2.4 meet at the end of the second semester of a level to ratify the marks obtained by a candidate and to make recommendations to Faculty boards on issues of progression by students to the next level; and

6.2.5 where prizes are available for award, make recommendations to the Board at the end of the second semester of a level for the award of these prizes.

7. PROVISIONS FOR PASSING AND/OR PROCEEDING IN A PROGRAMME

7.1 Students proceed automatically from semester one to semester two at each level with the exception of special cases which would have been approved by Board

7.2 Each Scheme of Examinations shall indicate which modules must be passed before a candidate may be allowed to proceed to a subsequent level of the programme or portion thereof.

7.3 Normally, a student shall not be allowed **to proceed** in a subject without having passed the previous formal examination(s) in that subject and having satisfied the entire prerequisites for proceeding in that subject as may be specified in the Institute Regulations.

7.4 A student who passes sufficiently well (at least half of registered modules) in one level in aggregate may be permitted to proceed to a subsequent level carrying a failed module(s) subject to the provisions of the Faculty Regulations.

8. FAILURE TO SATISFY EXAMINERS

8.1 A candidate who fails to satisfy the Examiners in terms of these General Academic Regulations may be required by the Board to:

- a) write special examinations
- b) retake failed module(s)
- c) Proceed Carrying
- d) Repeat
- e) withdraw

8.2 Special Examinations

8.2.1 The Board may allow a candidate to write a special examination where extenuating circumstances exist.

8.2.2 Students affected by extenuating circumstances may apply to their Faculties within one week from the missed examination for their claims to be considered.

8.2.3 The Institution would consider students' claims and make recommendations to the Academic Board.

8.2.4 A student may claim that extenuating circumstances have contributed materially or significantly to absence from examinations or other assessment event.

8.2.5 Valid extenuating circumstances shall normally be:

- a) circumstances which are unexpected, significantly disruptive and beyond a student's control.

b) an illness or serious accident at the time of an assessment or in the period leading up to a formal assessment.

c) severe emotional or mental stress at the time of an assessment or immediately before an assessment or e.g., through bereavement, social, matrimonial, family problems, experience of assault, robbery or other traumatic event, eviction/homeless in unavoidable circumstances, unavoidable involvement in legal proceedings.

d) other factors totally outside the students control as shall be determined by Board.

8.2.5 Evidence in support of claims must be in the form of an original document (not a photocopy) written and supplied by an appropriate third-party, giving details of the circumstances with dates and if possible, stating how student's assessment has been affected. Third party should be a person who knows the student in a professional capacity and can give a first-hand account of the circumstances.

8.2.7 Acceptable evidence of extenuating circumstances shall include:

a) a medical certificate issued at the time of the illness, specifying the nature of the illness and the dates affected and confirming that this is the doctor's own diagnosis. It is not sufficient for the doctor to write a letter stating that the student saw him/her and claimed to be unwell.

b) a letter from Student Counselling Services

c) a letter from solicitor; summons to attend court; an eviction notice; a report from a police officer;

d) death certificate or burial order (that is, of an immediate family member)

e) a report from the invigilator (if the student falls ill during an examination) outlining the extenuating circumstances together with medical evidence if appropriate.

8.2.8 Students affected by extenuating circumstances shall be allowed to sit for a special examination within five (5) weeks after the regular examination.

8.2.9 Special examinations shall be assessed in the same way as regular/sessional examinations.

8.3 Retake Module

This decision usually affects Certificate students with one semester. When a student fails a module, he or she will redo the failed module until passed before a Pass or Completed decision can be given by the board.

8.4 Proceed Carrying

Normally, candidates who fail some modules (less than 50%) during the first semester of the diploma level will be allowed to redo the failed modules during the second semester together with second semester modules. The student will pay for the failed modules separately from the fees of the next semester.

8.5 Repeat level

Candidates who fail **4+ (more than half)** of registered modules in a particular semester will repeat the level. Therefore, a candidate will not proceed to the next level.

8.6 Withdraw

8.6.1 A candidate **will be required to withdraw from the Institute if he/she:**

- (a) has failed the same level of the programme thrice, or
- (b) has failed two different programmes.

8.6.2 **Once 'withdrawn' the student may not apply for readmission until a period of two semesters has lapsed.**

9. APPEALS

9.1 Any candidate who, having failed to satisfy the Examiners, and is required to withdraw from the College or to discontinue from a programme, has a right to appeal against the decision.

9.2 A Committee shall be set up by Board to consider such an appeal.

9.3 Any candidate who wishes to lodge an appeal against withdrawal or discontinue must do so in writing to the Registry within seven (7) days after the publication of the examination results.

9.4 On appeal, the candidate must state clearly the grounds of the appeal. Any evidence, which the candidate wishes to submit in support of his/her case, must be lodged with the written appeal.

9.5 The Registry will refer all submitted appeals to the Termination of Studies (Appeals) Committee **for consideration.**

9.6 The **Termination of Studies/Appeals** Committee will consider as legitimate grounds for appeal, new evidence of mitigating circumstances (except mere lack of diligence or other fault on the part of the student), which was not previously available to the Examiners. Extenuating circumstances of a '*force majeure*' nature which explain and are directly relevant to the student's academic performance and which he/she could not reasonably have been expected to have foreseen or avoided will be considered.

9.7 The Committee will be empowered to hear an appellant orally and seek such information and evidence, as it may consider pertinent.

9.8 No right to oral hearing is conferred upon appellants and the College will not reimburse any expenses incurred by an appellant in making a personal appearance before the Committee.

9.9 The Committee shall make recommendations on each case, as it deems appropriate. Its recommendations shall be submitted to Board for approval, or to the Academic Board or the Principal on behalf of Board.

9.10 Appellants should be notified in writing by the Registry of the outcome of their appeals.

9.11 All re-mark requests will not be entertained unless directed by Board.

9.12 On appeal, candidates are required to pay the prescribed appeal fees that shall be determined by Board from time to time.

10. PLAGIARISM

NOTE: PLAGIARISM IS AN ACADEMIC OFFENSE

10.1 Plagiarism is the unacknowledged use of another person's material or ideas. As such, plagiarism is an academic offence in the same sense that theft is criminal offence in ordinary daily life.

10.2 Recommendations on the severity of the penalty shall be determined by the appropriate Board of Examiners. Cases of plagiarism shall be handled in the following manner: -

10.3 Minor Cases of Plagiarism

10.3.1 **First Offence:** in the case of plagiarism being discovered in a piece of work such as an essay, report or project the **candidate** shall get a Chairperson's warning but shall be given an

opportunity to re-do and re-submit an acceptable piece of work after one week and shall be awarded a maximum mark of 50%.

10.4 Major Cases of Plagiarism

10.4.1 In the case of plagiarism being discovered in a research project at end of the level period that candidate shall be required to appear before a disciplinary hearing and if found guilty, appropriate disciplinary action will be taken.

10.4.2 Where a candidate is asked to resubmit a new research project, the same shall be awarded a maximum mark of 50%.

10.4.3 In the case of plagiarism being discovered in a research project for the second time and after re-submission, a mark of zero shall be awarded and recorded, and Board shall take disciplinary action, either to suspend or expel the student.

11. MISCONDUCT AT EXAMINATIONS

Any candidate found using unauthorized materials, including electronic gadgets or attempting to obtain information from other candidates or their papers, or otherwise guilty of misconduct during the examination may be disqualified not only in that examination, but in the whole examination, and further disciplinary action may be taken by the Institute.

12. PUBLICATION OF RESULTS

12.1 The Registry shall be responsible for the publication of the **examinations** results of the Institute as approved by the Board.

12.2 Queries on examination results shall be entertained within fourteen days from the date of publication of results.

13. ACADEMIC TRANSCRIPT

On leaving the Institute each student may obtain, on application to the Registry, one copy of formal transcript of his/her complete academic record at the Institute

14. AWARD OF CERTIFICATE AND DIPLOMA

14.1 The award of Certificate and Diplomas shall be subject to approval by the Institute Council. Candidates completing the requirements for such awards will be entitled to receive formal certificates of the Institute, bearing the Institute seal and signed by the Principal and the Registry confirming the award. The detailed assessment rules for each course appear separately as course rules.

15. The Institute has the right to revoke a Certificate/Diploma on grounds it considers reasonable.