

**GENERAL ACADEMIC REGULATIONS FOR CERTIFICATE AND  
DIPLOMA OF**

**THE INSTITUTE 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.

**2025-2030**

## Contents

1. PREAMBLE.....	4
2. PROGRAMMES.....	5
3. ENTRY REQUIREMENTS.....	5
3.1 Ordinary Level Passes or Equivalent.....	6
3.1.1 Ordinary Level of the East/West African Examinations Council.....	6
3.1.2 General Subject Provisions.....	6
3.3 Submission of Applications.....	6
3.4 General Provisions.....	6
3.5 Class Attendance.....	7
3.6 Coursework.....	7
3.7 Tuition Fees.....	8
3.7.1 Retakes Fees.....	8
3.7.2 Refund of tuition fees.....	8
3.8 Payment Plan.....	8
3.8.1 Fees Payments Procedures.....	9
3.8.2 BANKING DETAILS.....	9
3.9 Deferment of Studies.....	9
4. STRUCTURE OF PROGRAMMES.....	10
5. GRADING AND CERTIFICATE / DIPLOMA / POST GRAD DIPLOMA.....	10
6. DETERMINATION OF CANDIDATES' RESULTS.....	11
6.2 The Institute Panel of Examiners shall:.....	11
7. PROVISIONS FOR PASSING AND/OR PROCEEDING IN A PROGRAMME.....	12
8. FAILURE TO SATISFY EXAMINERS.....	12
8.2 Special Examinations.....	12
8.3 Remark Procedure.....	13
8.4 Retake Module.....	13
8.5 Repeat level.....	13
8.6 Withdraw.....	13
9. APPEALS.....	14
10. DISCIPLINE AND GRIEVANCE HANDLING POLICY.....	14
10. PLAGIARISM.....	14
10.3 Minor Cases of Plagiarism.....	14
10.4 Major Cases of Plagiarism.....	15
11. MISCONDUCT AT EXAMINATIONS.....	15
12. PUBLICATION OF RESULTS.....	15
13. ACADEMIC TRANSCRIPT.....	15
14. AWARD OF CERTIFICATE AND DIPLOMA.....	16

## 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 shall 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 shall take a major or minor component or his/her programme

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

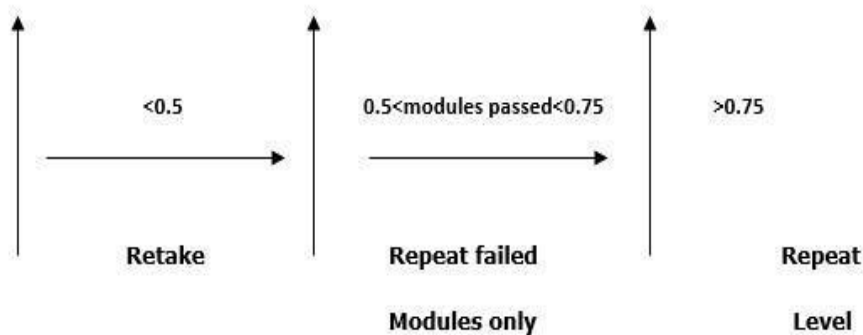
**“Research Project”** a defined practical assignment, which is separately examinable

**“Proceed Carrying”** Proceed to the next level (1.2) while redoing failed modules in the previous semester. **If failed modules are less than half (0.5), the student will do the “retake” option of just proceeding to the next level and redoing failed modules.**

**“Withdraw”** means the student shall withdraw from the Institute. Once withdrawn the student shall 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 following are the Programmes offered by the Institute

2.1.1 A Professional Certificate in Sustainable Project Planning, Monitoring and Evaluation

2.1.2 An Undergraduate Diploma in Sustainable Project Planning, Monitoring and Evaluation

2.1.3 A 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

### **3.4 General Provisions**

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

3.4.2 A student will not register simultaneously for two programmes for both the certificate without the permission of the Board.

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

3.4.4 Students must pay the full tuition fees to be considered officially registered and eligible for end-of-semester exams. However, the institute does offer partial registration with a payment plan.

3.4.5 A student is partially registered once they have paid at least half of the stipulated tuition fees, granting them access to Google Classroom materials such as course outlines, notes, and assignments, but they will not be eligible to write examinations.

3.4.6 An initial payment of \$100 USD will allow the student access to the first classes and will have their payment plan approved. However, access to Google Classroom and library services will remain restricted until further payments are made

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

### **3.5 Class Attendance**

3.5.1 No programme shall commence with less than 5 students.

3.5.2 There are 3 lecture sessions 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 Only students who have paid at least half of the fees will be allowed to attend second classes.

### **3.6 Coursework**

3.6.1 Every student is expected to have coursework marks and without coursework marks the student shall not be permitted to sit for their end of semester examinations.

3.6.1.1 If by default the student writes the exam without coursework marks their results shall automatically be nullified.

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 as an Academic Offense**

3.6.3 The maximum plagiarism percentage accepted for assignments will be 10% and 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/>

### **3.7.1 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 is 2/6

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

### **3.7.2 Refund of tuition fees**

3.7.2.1 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.

3.7.2.2 Under no circumstance shall the Application Fee and Tuition fee be refunded.

## **3.8 Payment Plan**

Payment plans will only be accepted where a student/parent/ Guardian/ witness has signed the relevant form 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 will only be approved when it is accompanied by proof of the initial payment. Both documents must be uploaded on the student portal and are subject to approval within 5 working days.
- 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](mailto:isppme6@gmail.com).

### **3.8.2 BANKING DETAILS**

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

- i. Homepage the footer section
- ii. Admissions menu bar

## **3.9 Deferment of Studies**

3.9.1 All deferment shall be done before classes commence

3.9.2 No deferment shall be accepted after a student attends first session of classes

3.9.3 Attending first session shall be legally binding that the student will be registered for that semester and fees shall be charged pro rata for the period taught if one proceeds to defer that semester



3.9.4 A student who wishes to defer his/her studies shall use the following email address

3.9.4.1 Submit signed deferment form to the Registrar Office ([registrar@isppme.com](mailto:registrar@isppme.com) and cc [admin@isppme.com](mailto:admin@isppme.com)).

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

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

3.9.4.4 No retrospective authorization will be allowed.

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

#### **4. STRUCTURE OF PROGRAMMES**

The duration of programmes shall be determined by Institutional Regulations. The maximum period allowed for completion shall not exceed twice the programme's standard duration.

- Professional Certificate students must complete the programme within 2 semesters.
- Undergraduate or postgraduate diploma students must complete the programme within 2 years. If a student fails to complete within the specified time frame, they will be required to restart the programme if they choose to rejoin the institution in the future.
- A student shall only be permitted to defer once in their study period.

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 shall be passed before a candidate is 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 shall 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 shall 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 shall be required by the Board to:

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

## **8.2 Special Examinations**

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

8.2.2 Students who will be affected by extenuating circumstances shall apply to the Registrar office within 3 days from the date of release of the exam time table. Such students shall be expected to also attach evidence of the reason they will miss their examinations for presentation to the exam board.

8.2.3 Students who have not met the 2/3 class attendance mark, those will be missing course work and those whose reasons are not convincing enough to the institution shall not have their applications approved and thus shall be expected to retake the entire course.

## **8.3 Remark Procedure**

8.3.1 A student who fails a module and wishes to contest their mark can send a letter to the Registrar's office at [registrar@isppme.com](mailto:registrar@isppme.com) to request a remark. This request must be submitted within a week of the results being released, and a remark fee of \$20 USD will be required.

## **8.4 Retake Module**

Normally, candidates who fail some modules (less than 50%) during the first semester of a level will be allowed to redo those 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 shall 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 the 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 the Board for approval, or to the Academic Board or the Principal on behalf of the Board.

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

## **10. DISCIPLINE AND GRIEVANCE HANDLING POLICY**

10.1 All student grievances must be communicated in a formal and constructive manner to the Institute Student Affairs Office through assigned grievance redressal channels.

10.2 Students are strictly prohibited from mobilizing or inciting individuals or groups in actions that disrupt the harmony, reputation, or proper functioning of the institute. Such acts will be treated as severe misconduct and may result in expulsion.

10.3 Any claims or allegations made against the institution must be substantiated with clear and credible evidence. False or malicious claims, if proven unfounded, will result in lawful disciplinary measures, up to and including suspension or dismissal.

## **11. PLAGIARISM**

### **NOTE: PLAGIARISM IS AN ACADEMIC OFFENSE**

11.1 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.

11.2 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: -

### **11.3 Minor Cases of Plagiarism**

11.3.1 **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%.

### **11.4 Major Cases of Plagiarism**

11.4.1 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.

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

11.4.3 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 the Board shall take disciplinary action, either to suspend or expel the student.

## **12. MISCONDUCT AT EXAMINATIONS**

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

## **13. PUBLICATION OF RESULTS**

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

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

## **14. ACADEMIC TRANSCRIPT**

On leaving the Institute, each student, upon application shall obtain one copy of formal transcript of his/her complete academic record from the Institute

## **15. AWARD OF CERTIFICATE AND DIPLOMA**

15.1 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.

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