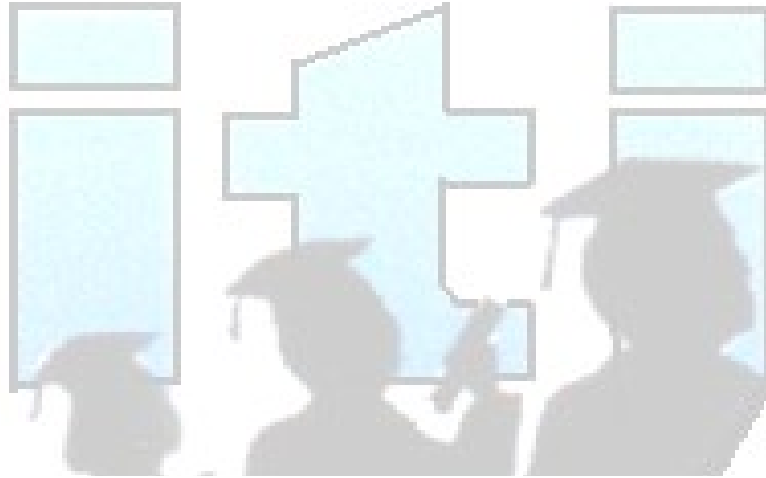


# INTERNATIONAL TRAINING INSTITUTE

## A GUIDE BOOK FOR ITI STUDENTS



# INTERNATIONAL TRAINING INSTITUTE

## ***RULES AND REGULATIONS FOR ITI STUDENTS***

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### PREAMBLE

This booklet serves to inform students of the rules and regulations that they have to adhere to whilst studying here at the International Training Institute (ITI). The privilege of one's studentship here at ITI is governed by a number of rules and regulations that bind the Institute and student so as to enable an effective and friendly study environment. In line with the Institute's aim in promoting and delivering quality education, it is highly emphasized that students make every attempt to operate within the parameter established by this guide book. Any misdemeanor on the part of students' vis-à-vis these rules will be dealt with accordingly.

To give validity to one's studentship, the Institute has a contractual platform in place which the student will sign as a token of his/her acceptability of the consequences that ensure any failure to fulfill the responsibilities stipulated in this guide book. It is therefore vital that students read and fully understand the substance of the rules and seek clarification where necessary. As soon as this agreement is signed it leaves very little room for any student to object or resist any penalty that the Institute imposes.

In essence, the guide book is a signpost that serves to conduce study here at ITI and therefore should not be perceived as a restrictive and/or prohibitive lever. If there are any concern or if one holds that he or she has been dealt with arbitrarily, the Office of the Director of Studies must be informed as quickly as possible. Other offices including the Deputy General Manager's, Registrar's and Head of Schools' (Business Studies and Information systems) will also be available for consultation.

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**A. EXAMINATION & TEST RULES**

Examinations at the International Institute come in two-fold. One Mid-term and the other, Final Examination apart from other topic tests. As such the following is the set of procedures that govern the examination and test process;

**1. DATE AND TIMES FOR EXAMINATION**

- 1.1 All students *MUST* sit for their examinations on the dates fixed by the Institute. The dates and venues for the exams will be made known two weeks prior to the actual examination period (week). When inside the exam room, students are to have their student ID cards clearly displayed for examination purposes.
- 1.2 On the date of the examination or test, students must be inside the assigned venue for examination ten (10) to fifteen (15) minutes earlier than the appointed time. If a student is late for an examination or test:
- 1.2.1 He/she will be barred from sitting the exam.
- 1.2.2 He/she should immediately consult the Head of Departments (HODs) for further direction and deliberation.
- 1.3 Students with medical and other reasons acceptable to the Institute may be allowed to sit late exams but this will only be permitted strictly on the provision of credible evidence such as a medical report.
- 1.4 Students with school fee problems must settle all outstanding fees two weeks prior to the examination dates. Students who fail to do this will not be allowed to sit for the final exams even if he/she settles the outstanding balance on or after the examination dates. In such situations an "F" grade will be awarded until such time the said exam is done successfully.
- 1.4.1 Students affected by (1.4) will be allowed to sit for exams with the immediate next semester's class (es). This means they will be not be able to graduate with their own class.
- 1.4.2 All queries regarding this matter will be dealt with by the HODs and/or Director of Studies.
- 1.4.3 Notwithstanding clause 1.4.1, any students who misses any tests because of school fee problem and that suspended from attending the classes will not be allowed to sit for any tests given during the suspension period and will obtain zero (0) grades for the missed tests.

**2. CONDUCTING AND INVIGILATION OF EXAMINATIONS & TESTS**

- 2.1 Students will be informed of the materials that can be brought into an examination or test venue prior to the examination or test by respective lecturers. Any student who brings prohibited objects/materials inside the exam/test venue will be dealt with by examiners/invigilators.
- 2.2 Cheating in an examination or test will incur serious penalties. Discussions, exchange of answers and any other action (s) deemed to constitute some element of cheating will be dealt with accordingly. Depending on the seriousness of the misdemeanor, penalties may range from deduction of full marks to termination of studies at the Institute.
- 2.3 Invigilators will be a person (s) other than the normal instructor. Invigilators will include other lecturers or in authorized circumstances, nominated administrative officers of the Institute.
- 2.4 Unless permitted by the invigilators, students are not allowed to leave an examination/test venue at whim. Students who fail to comply with this rule will be disqualified from the examination/test.
- 2.5 Students are not allowed to leave an examination room in the first twenty minutes and the last twenty minutes even if they have completed their examination. This is to prevent unnecessary distractions to those who have just begun writing or are all concentrations in the final stages of their examinations.
- 2.6 Students are to conduct themselves appropriately to avoid unnecessary distractions for those who are taking the exam or test. These includes making sure of turning off the mobiles and not moving around.

### 3. QUERIES ON GRADING AND LATE EXAMINATIONS

- 3.1 Students should use the earliest opportunity to enquire on their grades. Should students detect any discrepancy in their marks and/or grades, concerned lecturers should be consulted immediately. Any student who comes two (2) weeks after the publication of the assessment will not be entertained. It is crucial that students make every attempt to solve any assessment related matter so as to avoid being denied or omitted from eligibility for graduation.
- 3.2 If a student failed to sit for a test or failed to hand over an assignment on time, a zero mark will be given. There are absolutely no late tests or extended assignment due dates given. As a scholar, it is the student's responsibility to adhere the due dates set by the institute.
- 3.3 Students must seek prior approval through the Academic Board for a late Supplementary Mid Exam. Without prior approval, students will be required to pay a supplementary mid exam fee of K50-00 for all other valid cases except for medical reasons substantiated with valid medical certificate. If approval given, full marks will be awarded.
- 3.3.1 Requests for supplementary mid exams must be addressed to the Academic Board within a week from the date of the mid exam in writing. Email correspondences and telephone conversations relating missed exams will be treated outright invalid and rejected. Requests after a week from the date of the exam will not be accepted.
- 3.3.2 Follow-up for request upon lodgment must be in-person regularly. Email correspondences and telephone conversations will not be accepted. Students will not be allowed for a second supplementary mid exam if they fail to sit in the scheduled supplementary mid exam date and time.
- 3.4 Late Supplementary Final Exam will be conducted strictly for those students with medical certificates authenticating their unfitness to sit Final Exam in the scheduled period. A medical report from a medical authority with proper and /valid documentation (i.e. signature of doctor, stamp of the hospital/clinic) will be accepted.
- 3.5 Students with reasons other than medical should seek early exemptions in writing through the Academic Board for not sitting the Final Exam on the set date. An alternative exam date will be set by the institute for a supplementary final exam, normally one before the finalization of the assessment process. Any student who fails to sit this supplementary exam will not receive any further assistance from the institute. Missed exams on other reasons will be told to pay a supplementary exam fee of K50.00 payable to ITI's bank account and bank deposit slip must be produced before sitting for the exam.
- 3.6 All handling and assessing of supplementary exam is done by the Academic Board. The Board's decision is final.
- 3.7 A student who is allowed to sit for supplementary exam will eligible to obtain a maximum grade of "Pass" for the subject he/she has been given supplementary exam.
- 3.8 Students who have query on their Final Examination Marks can appeal to the Academic Board in writing to remark their Final Examination (note this will only apply to the final examination). A fee of K100.00 per unit will be charged and must be paid and the receipt attached together with the appeal letter. However, this does not guarantee the change of status from Fail to Pass or change in Grades. You will be notified the outcome by the Academic Board of your appeal. The Board's decision is final. If you are successful in your appeal, then the appeal fee will be refunded.

### B. REGISTRATION RULES

#### 4. DATES FOR REGISTRATION

- 4.1 Candidates who have been selected to take up studies at the institute must undergo the formal registration process in the time(s) specified. Failure in complying with any of the requirement(s) of the registration process may eventuate in the removal of a prospective student's candidacy.

- 4.2 An orientation is normally given before formal classes begin. It is highly recommended that students attend these orientation sessions. Critical announcements concerning your studies are given in these sessions. Should a student find himself/herself in a disadvantaged position as a result of non-attendance for the orientations is considered self-inflicted and the Institute will not be liable.
- 4.3 Candidates are offered two means of school fee payment. (1) full payment upfront, and (2) partial (installment) payment with an initial deposit. Those who choose the second method of payment need to establish a workable payment schedule by which the outstanding balance will be paid. This is crucial as students who do not meet the agreed time table will be disallowed from sitting final examinations. The recommended time for the completion of payment of any outstanding balance is two weeks prior to the examinations. Failure to do this may incur consequences referred in clauses 1.4 and 1.4.1.
- 4.4 Withdrawal from studies will be entertained for exceptional reasons only. In such circumstances, the student concerned must write formally to the office of the Registrar who will then basing on the reasons provided formalize the withdrawal.
- 4.5 Reimbursement of funds is strictly administered by the Registrar and the Management. In any event of cancellation or withdrawal, the refunds of any paid fees will only be considered under the following conditions.
- 4.5.1 All correspondence regarding refund/excess payment must be in writing.
- 4.5.2 Before commencement date of course, full refund less K150.00 for administration costs will be paid.
- 4.5.3 After commencement date of course,
- 4.5.3.1 Withdrawals during the first week 80% of THE TOTAL COURSE FEES will be refunded. ITI will withhold 20% of the total course fee.
- 4.5.3.2 Withdrawals during the second week, 70% of THE TOTAL COURSE FEES will be refunded. ITI will withhold 30% of the total course fee.
- 4.5.3.3 Withdrawals during the third week 60% of THE TOTAL COURSE FEES will be refunded. ITI will withhold 40% of the total course fee.
- 4.5.3.4 After third week of the commencement date of the course **NO REFUND** will be made.
- 4.5.4 Excess Payments: any excess payments of specified course fees will be reimbursed after realization of the deposits made.
- 4.5.5 Reimbursement will be processed upon return of all course materials and original receipts of payment.
- 4.6 If a student wishes to defer his/her course until a later semester (s), ITI will hold the fees until the commencement of the new semester. The fees paid will be subject to course fee changes (if any) in the new semester.
- 4.7 A fee of K150.00 will be charged to administer the deferral.
- 4.8 If the student subsequently withdraws, the **refund policy will apply at the date the Institute was advised in writing.** Two weeks notice will be allowed for administrative clearance.
- 4.9 Application for deferral of course will not be entertained after three weeks of the date of commencement. Full payment should be completed on or by the end of fifth (5<sup>th</sup>) week of the date of commencement.
- 4.10 If your course fees have been paid by a sponsor, and should a student wish to withdraw or cancel his/her enrolment, the reimbursement will be made payable to the respective sponsor(s) only. The above policies will still apply.
5. **EXEMPTION**  
A student can apply for exemption before the course commences for subjects you had studied in another institute. ITI reserves exclusive right in either granting or not granting approval for any exemption.

Application for exemption will **NOT BE ENTERTAINED AFTER THE COMMENCEMENT OF THE COURSE**. If your application is successful, fees will be quoted accordingly. Be advised that 50% of the total cost of each exempted subject will apply. This however, is not applicable to ITI certificate or diploma holders.

## 6. LATE REGISTRATION

Late registration will be allowed for only a week after the close of formal registration which normally is two weeks after the commencement of classes. However, special allowances maybe made by the management for students with exceptional reasons.

All policies regarding exemption, withdrawal, and refund for late registered students should still remain the same stated under the appropriate clauses.

## C. ACADEMIC EXERCISE AND ASSESSMENT

### 7. ASSESSMENT

7.1 Assessable academic assignments and projects must be submitted in on the due dates. Any late submissions must be accompanied by legitimate medical documents. Those without plausible reasons will be penalized by way of mark deduction in the form of 10% per day form the total marks available or in cases where it is warranted, total rejection. Any queries regarding the above should be brought to the HOD's or Director of Studies immediately in writing.

7.2 Students with queries relating to assignment questions, marking and grading should confer with concerned lecturers prior to the finalization for the assessment. Those students who fail to notify lecturers will be not be allowed to re-do the assignments.. In event of a fail (F) grading as a result of late submissions, the student will be required to re-do the course by paying fully for the particular subject, pass it and then become eligible to graduate.

7.3 Cheating and/or plagiarism are considered as a serious academic offense. Any student who is caught or is suspected to have submitted a work that demonstrates some element of plagiarism will be called in by the lecturer concerned and referred directly to the Head of Departments and thereafter to the Director of Studies.

7.4 If a student found to be cheating or plagiarizing, a zero (0) grade will be awarded for that particular assessment. Continues cheating or plagiarism by a student will warrant termination of the student from the institute and all fees paid will be forfeited.

## D. COMPLETION OF STUDIES AND GRADUATION

### 8. COMPLETION OF STUDIES

8.1 A student must complete their selected program within the below given time frame.

8.1.1 Certificate level programs maximum of two (02) years from the date started.

8.1.2 Diploma level programs maximum of three (03) years from the date started.

8.1.3 Advanced Diploma level programs maximum of two (02) years form the date started.

8.2 If a student fails to complete his/her studies within the stipulated time frame, he or she must reapply for the program repeat the said program. All previous grades will become null and void.

## 9. GRADUATION

9.1 Graduation dates will be published to the students during the semester via notice boards at the institute. A print release of the dates will be published on the electronic media as well. This is usually two months after the final examinations for each semester. Students are therefore to check with the institute for confirmation of the dates.

9.2 In order to graduate, a student is required to pass all the units studied in a respective program at the end of the semester.

- 9.3 An 'Application to Graduate Form' will be issued from the Office of the Registrar to student intending to graduate in a respective Graduation ceremony as long as all the requirements for a graduating are adhered to. Students are to fill in the application and lodge it with the Registrar's Office the earliest possible.

## **E. USE OF FACILITIES**

### **10. UNAUTHORIZED FOR ILLICIT USES**

- 10.1 Use of the Institute's facilities is a privilege accorded strictly to its formally registered students. The Institute reserves the right to deny these privileges to any student who is seen to be abusive.
- 10.2 Students are strictly prohibited from entertaining outsiders within any of the Institute's premises. This includes the lecture rooms, computer labs and library. Any student who breaches this rule will be severely dealt with. Certain facilities are strictly out of bound from students reach such as staff computers, telephones, fax, photocopy services and the use of basic stationery such as letterheads, staplers, rulers and correction fluids. These materials are expected to be provided by students themselves as scholars.
- 10.3 Students are prohibited from eating, drinking, smoking and chewing (betel nut/gum) within the Institute's premises. This is to create a hygienic and pleasant study environment for everyone. Students are advised to use the canteen area for this purpose.
- 10.4 Facilities provided by the Institute are for students use only and thus should not be used to cater for wantoks' work. These include the usage of printers for printing or computer or typing work other than academic. Students who are caught using Institute's facilities for purposes other than academic will be dealt with severely.
- 10.5 Using Institute's computers to download indecent material such as pornographic materials will result in immediate termination from studies and referred to appropriate authorities such as the police for possible prosecution. The Institute will not be responsible for any repercussion that emanate from such incidents.

## **F. STUDENT CONDUCT**

### **11. PRESENTATION**

- 11.1 Students who are enrolled with the Institute are strongly urged to present themselves in decent dressing. This is in line with the Institute's desire to groom professionalism, self-respect and dignity. Students who continuously appear in school with unacceptable dressing may be called in to the Office of director of Studies to show cause.
- 11.1.1 Students are not allowed to eat, drink, and smoke inside any of the Institute's rooms.
- 11.1.2 Students are prohibited from wearing cut jean, cut T-shirts, hats, slippers and/or others that might deemed inappropriate and consequently bring disrepute to the student and the Institute.
- 11.1.3 Littering and/or deliberate disposal of rubbish within the Institute's premises is strictly prohibited.
- 11.1.4 Chewing of betel-nut within the Institute's premises is strictly forbidden.
- 11.2 Whilst within the Institute's premises all students are required to have their student IDs affixed somewhere on their clothes. This will help the Institute's staff to distinguish between students and non-students. This is also important for security and thus students must adhere. Failure to wear ID cards may result in denial of access to the Institute's facilities such as the computer labs and lecture rooms.
- 11.3 Consumption of alcohol (or any other illicit good) on the Institute's premises (including the toilets) by any student is punishable by immediate expulsion from studies. This also includes increasing the volume of portable radios/CD players that cause unnecessary disturbances. In this connection, mobile phones should be switched off when inside the Faculty building.
- 11.4 Rowdy arguments and confrontations between students will be dealt with severely and if circumstances warrant, students may be referred to police. Any potential confrontation must be solved peacefully through the student representatives or the Office of the Director of studies / Administration Manger / Registrar.

- 11.5 Students studying at the International Training Institute are strictly forbidden from participating in any event that is perceived to be a threat to national security. This includes organizing boycotts, protests, riots and others which may smear the reputation of the Institute. Those involved in such deeds will be expelled from studies immediately and may probably be referred to the police.

## 12. STUDENT -LECTURER RELATIONSHIP

- 12.1 Students are warned against building any relationship with lecturers in which the line of demarcation between student and lecturer becomes blurred. This means students will not engage themselves in activities or deeds that portray a personalized relationship with a lecturer. Any student who is seen to cross the line from a professional relation to one that is personal will be dealt with severely.
- 12.2 Sexual or platonic relationships between lectures and students during the studentship of a student at the Institute are blatantly discouraged. Student who defies this rule will be expelled without any second chance.
- 12.3 Bribery attempts by students for better marks from lecturers will be dealt with evenly. Students are strictly prohibited from offering gifts, money or other items with ulterior motives and those who are seen to breach this rule will be automatically expelled from studies at the Institute.
- 12.4 Approaching lecturers with contempt or improper addresses will be dealt with severely. Any grievances with a lecturer (staff member) must be addressed through the Heads of Departments or Office of the Director of studies or Office of the Registrar. Taking things into one's own hands may incur serious consequences to students concerned.
- 12.5 In situations where students require assistance from concerned lecturers, it is strongly recommended that proper arrangements be made before the actual audience takes place. Lecturers reserve the right to refuse to see students who do not confirm the proper consultation procedures. Lecturers are required to allot for consultations with students.
- 12.6 Whilst *Tok Pisin* is regarded as a National Language, students are strongly urged to use the English language as the mode of communication when communicating with lecturers or fellow students. This will not incur any penalties but it underpins the Institute's endeavor to produce graduates with deep strong command of English language both written and oral.

## 13. STUDENT - ADMINISTRATIVE STAFF RELATIONSHIP

- 13.1 The roles/tasks performed by administrative staff are supportive and not surrogates for academics responsibilities. In this relation, queries on academic assessment, submission of assignments will be strictly administered by lecturers concerned. Unless acting under the express instruction of a lecturer, administrative staffs are not to be entrusted with anything academic in orientation. Missing assignments, grades or marks as a result of dealings with administrative staff will totally be the responsibility of the concerned students.
- 13.2 Soliciting information regarding assignment and examination questions from administrative staff via dubious and/or malicious means will be dealt with severely. Gifts offered to administrative staff with ulterior/suspicious motives will be treated as being tantamount to bribery.

## G. STUDENT ORGANISATION

### 14. STUDENT REPRESENTATIVE

- 14.1 Students will elect a class rep for their respective classes at the beginning of each semester. The main role of this class rep will be to raise any issue(s) of concern with the head of departments/director of studies regarding the particular class.

- 14.2 Meetings will be conducted during the semester for all class reps with the Director of studies/Student Support Services at which time major issue and concerns regarding studies will be addressed. Students should use their reps as the main conduit to bring their concerns to the attention of the Institute.
- 14.3 This student representative entity will solely be established to transmit any student issue to the Institute through the Director of Studies/Student Support Services and it will serve not other purpose including political.

#### H. BREAKAGE OF INSITUTE PROPERTIES

##### 15. BREAKAGES/MALICIOUS INTENTS

- 15.1 Breakage or any form of destruction of Institute's property (ies) will result in disciplinary actions taken against the culprit including expulsion from studies or alternatively be required to replace the damaged property.
- 15.2 Removing or smuggling Institute's properties with the intent of stealing will be dealt with seriously, unless proven beyond reasonable doubt that it was accidental. **Prior written permission must be sought from the appropriate persons at the Institute should a student wishes to remove anything out of its original location which belongs to the Institute.**
- 15.3 Objects with harmful features should not be brought into the Institute's premises. These include knives, screwdrivers, firearms, flammable liquids, clippers, faulty floppies and others deemed detrimental to the Institute's properties and security.
- 15.4 Students with marital, tribal any other personal problems must make every attempt to solve them outside before they enter the institute's premises. Any damage inflicted on the Institute's property (ies) and other students will incur penalties that are deemed fitting.

#### I. EMERGENCY INFORMATION

- 16.1 For emergency purposes, students are urged to provide health/medical information to the Institute which will be kept in the strictest confidence. This will include names of next of kin and contact numbers so as to assist the Institute to notify parents, relatives or guardians in the case of emergencies.

## FORMAL AGREEMENT BETWEEN STUDENT AND THE INTERNATIONAL TRAINING INSTITUTE

After carefully reading and understanding the contents and the meaning of the rules given in this guidebook, the student is required to sign this form. By signing this form, the student agrees to comply with the rules the Institute provides and accept any penalty in the event of any misdemeanor.

I, ..... (print full name and group) after carefully reading the guidebook sign here to comply with all the rules and regulations contained in this guidebook and give my consent to be penalized by the Institute in the event that I breach any of its set rules and regulation.

Signature of Student ..... Date .....

Registrar ..... Date .....

Director of Studies ..... Date .....

