



EDUCATING PROFESSIONALS FOR A SAFER REGION

**SHORT PROFESSIONAL
DEVELOPMENT COURSES**

RULES AND REGULATIONS

1 STUDENTS AND VISITORS DRESS CODE

- 1.1 *All students and visitors must be in appropriate attire when entering the CISPS's compound or teaching venues.*
- 1.2 *No shorts, armless shirts or blouse, baggy pants, pants worn below the waist displaying undergarments, tight clothing, clothing with tears or holes, very short skirts, tube tops and big or colourful hats must be worn especially when in class.*
- 1.3 *The CISPS or its security reserves the right to prevent from entering into its premises students or visitors who are not properly dressed.*

2 STUDENTS AND VISITORS ID CARDS

- 2.1 *When and where required, students should wear their Student ID cards when entering or are in the CISPS's premises.*
- 2.2 *Visitors are required to sign in and out when visiting the CISPS.*
- 2.3 *Visitors' ID cards will be supplied and must be properly displayed at all times.*

3 REGISTRATION AND FEE PAYMENT OPTIONS

- 3.1 *There are two main ways in which students can register for any course. These are:*
 - 3.1.1 *On-line registration (Will need to come into office to pay for course still)*
 - 3.1.2 *Paper-based registration*
- 3.2 *Registration for courses shall be up to seven working days before the commencement of any particular course. Of course, if there is space still available, students may still register after this deadline.*
- 3.3 *Four fee payment options are available at this time. These are:*
 - 5.3.1 *Cash*
 - 5.3.2 *Linx*
 - 5.3.3 *Credit Card*
 - 5.3.4 *Cheque (certified and personal)*
- 3.4 *All fees are to be paid in full at least ten working days before the commencement of any course.*

- 3.5 *Where payment has been made by cheque, the cheque must have cleared the Bank in order for the student to be allowed to attend the class or receive a certificate on completion.*

4 STUDENT CONDUCT

- 4.1 *Students shall not do or say anything which will disturb the class, other students or the lecturer.*
- 4.2 *Cell phones must be switched off or placed in vibrate mode during class times.*
- 4.3 *Students shall not record (audio and/ or video) classes in session nor take photographs in classes*
- 4.4 *Students shall exhibit mutual respect to one another, lecturers, and all other staff of the CISPS.*
- 4.5 *Any acts of violence or indiscipline, for example, property damage, fighting, stealing, sexual harassment or drug abuse will be dealt with very seriously, for example, removed from the property, will not receive any certification from the Institute, and will not be allowed to register for any future courses.*
- 4.6 *At no time shall any property of the CISPS or any of its rented property be defaced in any way. Students found guilty of such action will be responsible for the full costs of repair or replacement as well as may face other disciplinary action.*
- 4.7 *The CISPS is entitled to take appropriate disciplinary action against any such students for any misconduct.*
- 4.8 *Disciplinary action includes but is not limited to suspension, fines, enrolment termination, warnings or withholding of examination marks.*
- 4.9 *No pets or babies are allowed in classes.*
- 4.10 *No consumption of alcohol is allowed on any of CISPS property*
- 4.11 *No student or non-student, internal customer or visitor, shall possess, carry, keep, use or distribute any "weapon" on any Institute property, or while attending or participating in any Institute activity, including transporting to or from any such activity. The only exception shall be a licensed police officer or military personnel on official duty.*

- 4.12 *The CISPS reserves the right to make or amend rules from time to time as it sees fit but will notify students of all such changes.*

5 STUDENT ATTENDANCE

- 5.1 *All students are required to appear punctually at classes.*
- 5.2 *Students who miss twenty percent or more stipulated hours in any course will not be awarded the relevant certification.*
- 5.3 *All students are required to sign the Attendance Register at the various times.*
- 5.4 *Students can only attend classes after full payment of fees is received or if special authorization is provided by the Principal.*
- 5.5 *Where applicable, students should submit all required course work or projects in a timely manner and to the satisfaction of the lecturer.*

6 CANCELLATION POLICY

- 6.1 *The CISPS reserves the right to cancel any course for enrolment or any other unexpected reasons. Where a course is cancelled and students have already paid fees, they can either receive a credit note of the same value paid which can be used for any other course or a total refund of fees paid.*
- 6.2 *The CISPS reserves the right to amend the schedule for a course/programme, by either the addition or removal of classes, or any other action that may be deemed necessary by our Academic Administration, in order to ensure the proper delivery of our service. Changes may require you to attend classes on days or at venues other than originally noted on your timetable.*

7 STUDENT'S INABILITY TO ATTEND COURSE POLICY

- 7.1 *If a student pays fees for a particular course and can no longer attend such course for unforeseen reasons, he or she can indicate so in writing to the Principal before the commencement of the course. If notification of withdrawal is received within ten days prior to the start of the class, the student will be entitled to a refund of the course fees less 20% which is an application processing fee.*

8 STUDENTS' COMPLAINTS AND APPEALS

- 8.1 *Any student who has a complaint shall submit such in writing to the Principal within three working days of the matter.*
- 8.2 *The Principal shall submit such matter to the Student Disciplinary and Welfare Committee (SDWC) which comprises two academic staff members (one as chairman) and the Principal.*
- 8.3 *The SDWC shall give its written decision within seven working days.*

9 ACADEMIC STANDARDS, EXEMPTIONS, TRANSFER OF CREDITS

- 9.1 *For certificate, diploma and degree programmes, exemptions and/or credits will be considered by the CISPS's Academic Committee after the student provides all relevant information on course outline and content/grades/programmes taken for comparative assessment, and any other documentation required.*
- 9.2 *The CISPS's Academic Committee which shall comprise three members appointed by the Board will meet once per month to consider all matters regarding academic procedures, examination standards and student examination appeals.*
- 9.3 *There will be an Appointments Selection Committee of three members appointed by the Board to consider and decide on all academic staff appointments for Board approval.*
- 9.4 *The CISPS's Board of Directors will be the final authority of the Institute. The Board reserves the right to delegate any of its powers to the Principal or any other Institute's official.*
- 9.5 *The Secretary to the Board will record and file all minutes of meetings, administer correspondence, organise Board meetings, circularise invitations to meetings and all related duties.*
- 9.6 *The Principal will execute decisions made by the Board in an efficient and effective manner.*

10 REQUIREMENTS OF LECTURERS

- 10.1 *Where applicable, a lecturer may be asked to prepare a more detailed course plan for which he/she will be paid separately for a fee to be agreed upon. This*

course plan must be approved by the Academic Advisory Committee. This document will be the sole property of the CISPS.

- 10.2 *Each lecturer will be required to deliver his/her teaching based on the approved course plan. The lecturer shall accomplish all of the stated teaching objectives over the stipulated class time.*
- 10.3 *Where applicable, each lecturer will be required to submit his or her proposals for the class examinations and marking scheme to the Institute's Academic Advisory Committee through the Principal for approval. Only in exceptional cases will the final examination be less than 50%.*
- 10.4 *Where applicable, course work, projects, site visits, apprenticeships, corporative attachments, etc. may form part of the final course grade or course completion.*

11 LECTURERS STANDARDS AND PAYMENTS

- 11.1 *Lecturers are expected to conduct their classroom teaching in an efficient and professional manner and to the satisfaction of the Institute's Principal. The Principal may delegate such supervisory function to an appropriate person.*
- 11.2 *Lecturers will be paid as per agreement.*
- 11.3 *All information on applications for lectureship at the CISPS must be valid and accurate. Inaccurate or false claims on such applications will be treated very seriously by the Institute and may lead to termination of employment.*
- 11.4 *Lecturers must be appropriately dressed at all times and shall observe the Dress Code as stated in Section 1 for Students and Visitors.*
- 11.5 *Lecturers must be punctual for all classes. They should be at the class venue at least 15 minutes before the start of the class to ensure that equipment, handouts, etc. are in proper order before the commencement time.*
- 11.6 *Lecturers who are unable to attend class for the specified time, that is, they are running late, should contact (call) the Institute's office or personnel as early as possible so that an appropriate message could be conveyed to the class.*
- 11.7 *Lecturers who are unable to conduct the class on the agreed upon date, time and venue, should give the Institute at least five days notice (in writing and call) so an alternate lecturer can be sourced or another date can be set.*

- 11.8 *Lecturers should communicate and interact with students in a respectful uplifting manner. Respect should be given to the various opinions and backgrounds of students.*
- 11.9 *Students will have the opportunity to provide feedback on the performance of the lecturer which will be taken into consideration as part of the evaluation process of lecturers.*
- 11.10 *Lecturers may be required to provide expert academic and professional input into the various courses and programmes.*
- 11.11 *Lecturers will be required to participate in relevant meetings of the Institute. Their employment contracts cover remuneration for such.*
- 11.12 *Lecturers are required to maintain all of the necessary records of course outline, attendance, assignments where applicable, etc.*
- 11.13 *A lecturer may terminate his/her employment with the Institute by given not less than four weeks' notice in writing to the Principal. Likewise, the Institute may terminate the services of a lecturer by giving him/her notice not less than four weeks in writing. These are stated in the employment contract.*
- 11.14 *As stated in lecturers' contract, your employment is subjected to a probationary period. The probationary period shall be the lecturer's delivery of his/her first two courses.*
