

STUDENT RULES AND REGULATIONS



The Advanced Institute of Management and
Continuing Education (SVG) Ltd. (AIMT&CE)

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SECTION A

The Advanced Institute of Management Training and Continuing Education Ltd. (AIMT&CE (SVG) Ltd.) is committed to providing a high-quality education via distance learning. In order to achieve these objectives, it is imperative that we have rules and regulations to ensure that certain standards are maintained.

Students **MUST** read this document carefully.

REGISTRATION WITH AIMA&CE

1. PRESENTATION OF DOCUMENTS

All students are required upon registration with AIMA&CE (SVG) Ltd., to present documents supporting their identity, qualifications and work experience to ensure that they meet the entrance requirements of the course for which they are registering. Entrance requirements are listed in the website at www.aimtecsvg.com Please ensure that you view the website.

Please note that potential students are required to first register for Membership with CIM before registering with AIMA&CE (SVG) Ltd. AIMA&CE (SVG) Ltd. is not in any way responsible for persons not gaining acceptance by the foreign body into a programme for which they wish to register and have not provided appropriate qualifications.

Early registration with AIMA&CE (SVG) Ltd. allows for better planning of the Institute's operation. This will also ensure that timetables are set far in advance for the convenient scheduling of all. In order to commence the programme, all students must register with the foreign body for membership (e.g. Affiliate Studying Member) which is used to access resources and to sign up for examinations/assessments. This evidence must be provided by sending an email of your membership and your Membership number to the Course Coordinator.



SECTION B

FEES

1. TUITION FEES

Full Tuition Fees are due and payable upon Registration. Persons unable to pay the full amount for the particular Level should consult with the Institute's Director of Finance via aimtecsvg@gmail.com to arrange an installment plan whereby the payments are to be made in advance per module at the commencement of each module. Invoices will be prepared for the student (or for the student's company if being funded by their employer) either showing the full cost of the Level or the cost of one specific module, according to the emailed request.

It therefore stands to reason that students must have paid tuition fees in full before sitting any examination or submitting any assignments due for examination.

Returning students who have been with AIMT&CE on a continuous basis, may be eligible to receive discounts to continue their CIM studies with the institution.

This applies to students who:

- i) have successfully completed an entire Level of CIM with AIMT&CE and wish to progress to the next Level within a six-month period of submitting the final assessment; and/or
- ii) can provide evidence of financial hardship.

Students are recommended to send an email to the Director of Finance via aimtecsvg@gmail.com for more details.

2. FOREIGN EXAMINATIONS AND/ OR MEMBERSHIP FEES REGISTRATION

- a. All students **MUST** become a **registered member of the examination body**, through payment of membership fees to the respective examination body. N.B. Professional courses require membership to write assessment/examinations. After becoming a member, students must also **book and pay for all examinations and/or assessments**, in accordance with the respective fees and deadlines stated by the examination body. Bookings and payments of examinations and/or assessments must be done directly through the examination body NOT AIMT&CE.
- b. AIMT&CE Registration Forms are available on-line via aimtecsvg.com. Students, who have **not** received Registration Forms upon commencement of classes, should send an email to aimtecsvg@gmail.com requesting the relevant forms.

The following photocopied documents must generally accompany foreign registration

- Birth Certificate
 - Marriage Certificate (if maiden name has changed by marriage)
 - "O" and "A" Level Certificates or equivalent
 - Professional/Academic Certificates / Diplomas/ Degrees
 - Transcripts
 - Letter confirming work experience for students seeking mature entry.
 - Picture page of the Passport
- c. AIMT&CE(SVG) must verify the documents for ALL programmes



- d. Completed registration forms, certified copies of documentary evidence and the appropriate registration fees are then forwarded to respective examining bodies BEFORE the registration closing dates where applicable. The published closing date of registration for exams is the last day applications will be accepted. Students must check the relevant foreign body website for details.
- e. Exceptions to the aforementioned registration procedure may exist from time to time as is dictated by the foreign examination body.

SECTION C

REFUND POLICY

Once the student has commenced classes, i.e. has received at least one lecture, or gained access to AIMT&CE (SVG) Ltd.'s materials, NO REFUND will be given. The only exception to this policy will be in the case where the Institute decides to cancel a programme or in situations where the foreign body subsequently does not accept the student. In some cases where eligibility is dubious, students will be required to pay a processing fee of \$250.00 EC to determine eligibility. This fee is NON-REFUNDABLE.

The Registration fees are NOT refundable once a student withdraws from a course.

When a refund of any kind is being sought, the request must be made in writing and copied to aimtecsvg@gmail.com. This request is then taken to the Finance Department. It will be processed within TWO WEEKS (14 days). If the refund is granted, then the refund will be made by wire transfer on the 14th day after the enquiry. Should there be a delay for any reason the Institute will inform the recipient of the refund within a reasonable time.

In the event of extenuating circumstances, that is, where a student cannot continue on MEDICAL GROUNDS only, a refund claim may be applied for. In this case, the student must submit in writing, the reason for the claim and all relevant documentation to the Institute to substantiate the extenuating circumstances. This would then be deliberated upon and once a refund is granted, the refund policy as outlined below will be applied.

Refund requested within start of course	Refund Policy
1 -4 weeks	Registration and tuition for 1 month will be retained by the Institute and any remainder of funds refunded once the medical grounds have been verified.
5-8 weeks	Registration and tuition for 2 months will be retained by the Institute and any remainder refunded once the medical grounds have been verified.
9 weeks or more	No refund will be entertained. Instead, the student account will be credited for either the same or another course for the unconsumed portion of the fees.



TRANSFERS

Upon commencement of classes NO TRANSFERS will be permitted.to:

- (a) ANOTHER TIME (term or academic year)
- (b) ANOTHER PERSON.

SECTION D

DISTANCE LEARNING POLICY

1.0 This policy is written to define the operations of the Distance Learning with the Advanced Institute of Management Training and Continuing Education (SVG) Ltd (AIMT&CE (SVG) Ltd.)

2.0 DEFINITION – Distance learning, is defined by the operation, as the dissemination of learning materials and the mechanisms for a course (or courses) beyond the classroom. This policy is guided by the “Guiding Principles for Distance Learning in a Learning Society” (American Council on Education, 1996)

AIMT&CE (SVG) Ltd. believes that Distance learning should improve and increase students’ accessibility to education opportunities, by allowing for more flexible scheduling of class time or location.

The following definitions pertain to this policy:¹

1. Distance learning. Distance learning is a system and a process that connects learners with distributed learning resources. While distance learning takes a wide variety of forms, all distance learning is characterized by:
 - (i) Separation of place and/or time between instructor and learner, among learners, and/or between learners and learning processes.
 - (ii) Interaction between the learner and the instructor, among learners, and/or between learners and learning resources conducted through one or more media.

2. Provider. The provider is the organization or entity that creates and facilitates the learning opportunity. Providers may include colleges and universities, schools, businesses and industries, professional organizations, labor unions, government agencies, the military, and other public and private organizations.

¹Definitions for distance learning and provider are taken wholly or in part from: American Council on Education, *Guiding Principles for Distance Learning in a Learning Society*, Washington, D.C., 1996

3. Physical presence. AIMS&CE (SVG) Ltd. is registered to P.O. Box 1574 Kingstown, St Vincent and the Grenadines. However, persons prescribing to distance learning courses MUST contact AIMS&CE (SVG) Ltd. via e mail or other electronic method pre-agreed upon, so that a permanent record of correspondence and transactions will be kept. E mail is AIMS&CE (SVG) Ltd.’s official form of electronic correspondence.

If materials are not generated from AIMS&CE (SVG) Ltd., they must be first approved by AIMS&CE



(SVG) Ltd. before they are disseminated to the students.

3.0 MODES OF DISTANCE LEARNING

There are currently three (3) distance learning modes available.

The availability of various other forms of distance learning is subject to change.

A student must prescribe only to ONE of these:

1. **Distance learning but attending classes live.** Students will be given a platform to choose from e.g. Skype, Zoom or through an online learning platform and the student will be able to give and receive live feedback.
2. **Distance learning but not attending classes live (Extended).** This is available to persons who cannot make the class time, however, will be able to review the live class on their own time via video recording. In this case, any questions a student might have – the student has to send it in via e mail and it will be answered by either the tutor or AIMA&CE Marketing team within 24-48 hours.
3. **Distance learning but not attending classes live (Compressed).** This is available to persons as above however, a recording of the class will not be sent. The mode is completely via electronic mail and all assignments, questions and answers will be sent by this mode. This is only available for suitable students who are repeating a module.

N.B. AIMA&CE (SVG) Ltd.'s first choice, preferred or recommended mode would invariably be "1. Distance learning, attending classes live" since it allows for immediate interaction between student and lecturer and is the closest thing to "face to face" tuition.

4.0 EXECUTION OF THE PROCESS OF DISTANCE LEARNING

AIMA&CE (SVG) Ltd. shall maintain a file on all distance learning students who will sign up for any foreign body programmes and foreign examinations themselves.

1. AIMA&CE (SVG) Ltd. will conduct an induction session with the student using PowerPoint or video in accordance with any induction materials given by the foreign body.
2. AIMA&CE (SVG) Ltd. will use the distance learning mode selected (or implied) by the student to discuss the expectations of the course.
3. AIMA&CE (SVG) Ltd. will send materials only to students for the course enrolled in and ask students to submit their work to AIMA&CE (SVG) Ltd. by a specific time.
4. AIMA&CE (SVG) Ltd. shall conduct the necessary oversight to guarantee that the quality of the



distance learning offerings are aligned to normal academic standards. This includes, but is not limited to: monitoring written work from the students, giving feedback to the students, offering additional material via scanned documents, YouTube or other forums to enhance the student understanding and experience.

5. Students are expected and have the responsibility to:

- (i) Conform with internal deadlines set by AIMT&CE (SVG) Ltd.
- (ii) Conform with external deadlines set by the foreign bodies
- (iii) Pay all requisite fees to both local and foreign bodies on time
- (iv) Abide by Collusion and Plagiarism guidelines.
- (v) Conform with the Rules, Regulations and any relevant Policies (concerning students) of the Advanced Institute of Management Training and Continuing Education (SVG) Ltd.
- (vi) Conform with the relevant foreign body rules and regulations/policies

6. General rules and regulations for students:

- i) No form of abusive behaviour is tolerated. Please see Policy on Abusive Behaviour.
Any form of discrimination is prohibited and is punishable. Discrimination is defined by the institute as “the selective treatment of an individual or group such that a distinction towards them is being made in favor of or against a person or thing based on the group, class, or category (race, sex, age, orientation, health etc.) to which that person or thing belongs, rather than on individual merit”. Forms of discrimination would include utterances, body language, bullying, taxing and other gestures which may be construed as being derogatory or inappropriate so as to discriminate against the individual or group.
- ii) Cyber bullying is prohibited. No member of the institute including students and staff is allowed to engage in cyber bullying meaning the use of derogatory statement or symbols online which results in the control or demeaning of another individual.
- iii) Students are not allowed to make any audio and or visual recordings of any lecturer.
- iv) Tampering with the integrity of any hardware or software of the institute is prohibited and constitutes a serious offense which may result in fines. These fines will be calculated based on the average of three quotes from suppliers outlining how much damages will cost to repair. The offender will be expected to fit the bill of the cost of repair to put it back to its pre-existing state (prior to tampering).
- v) Students are expected to maintain more than 80% attendance and greater than 80% punctuality to all classes. Please see Attendance and Punctuality Policy below.
- vi) Students who may require additional support in examinations or assessments based on a known disability, must make the condition known to the institute and provide the necessary documentary evidence. This evidence would be subjected to foreign body verification and used in the application of any reasonable adjustment that may be granted at the foreign body's discretion.



- vii) In the event that a student's behaviour, on commencement of the course, warrants the assessment of psychological or special education needs, students can be referred to the parent company's primary psychological contact for evaluation and report generation at the student's expense. Refer to the Course Coordinator for referral. Once documented evidence has been provided for any type of medical condition which may result in the need for additional support in examinations or assessments, the documentation would be subjected to foreign body verification and used in the application of any reasonable adjustment that may be granted at the foreign body's discretion.

- viii) Among the positive attributes, students are expected to be courteous and always make that extra effort in all that they do to succeed. Students should carry out all tasks necessary for their success in a timely manner.



Attendance and Punctuality Policy

1.0 Introduction

Attendance and Punctuality are vital ingredients for the success of students in the pursuit of any programme. While all students have the desire to succeed, cultural and life realities sometimes hinder students from attending lectures in a timely and consistent manner.

As the factors that influence student attendance and punctuality remain largely hidden from the Institution, the outcome of the influence is monitored by AIMS&CE Ltd. through the **Attendance Monitoring Form**. Once a pattern over four (4) consecutive lectures has been established that a student is falling below the required minimum attendance and punctuality level (as described below), this student is deemed “*at risk*” of not succeeding in the particular programme. Missing or being late to a session can be disruptive for the whole class. To miss or be late to a session without good reason is therefore, disrespectful to both staff and students’ present and is self-defeating. Fundamentally, in order for students to gain the most from their time, it is very important that they achieve excellent attendance and punctuality.

This policy outlines AIMS&CE Ltd. system for monitoring attendance and punctuality and clarifies the principles underpinning this system.

2.0 Aims

Realistic and challenging targets for attendance and punctuality have been set at 80% attendance and 80% punctuality for all students.

3.0 Attendance and Punctuality Policy Statement

AIMS&CE Ltd. expects all students to attend all planned and programmed sessions, included within the student’s learning programme. The expectation of all students attending classes is an attendance level of 80% or greater and punctuality level of 80% or greater. AIMS&CE Ltd. will apply consistent and rigorous procedures to monitor student attendance and will offer appropriate support to help and encourage students to comply with AIMS&CE Ltd. attendance targets.

4.0 Record of Attendance and Punctuality

Attendance and punctuality is recorded on the Attendance Monitoring Form, which is already prepared with the Lecturer’s name, Course, Time and Date, along with students’ names. The form itself records whether the student was present, absent or late for class, and if late, by how many minutes. (See form in Appendix).

4.1 Definitions

Student “present”

A student is marked in attendance (√) if they are present at the beginning of the class and remain in that session until its conclusion.

(i) Student “absent”

A student is marked as absent (0) when they do not attend any part of the scheduled session.

(ii) Student “lateness”

A student is deemed late and marked (L) when they arrive after the scheduled start of the session. The number of minutes late is also recorded.

(iii) Comments

The Comment section on the form will be used to document any unusual occurrences, for example, if the student leaves the session early or if the session was interrupted for any unavoidable reason, for example power outage, earthquake etc.

5.0 Responsibilities and Procedures

Action to be taken by Staff

In cases where these standards are not consistently being met by a particular student, the lecturer is required to report the matter to Quality Assurance.

(i) When a student is absent for one (1) class

In the event that a student is discovered to be absent for any one class and has not contacted AIMT&CE Ltd. to report their intended absence, it is the responsibility of the lecturer to ensure that the student is contacted via Quality Assurance to find out the reason for absence. Upon contacting the student, a request will be made of that student to send in a response whether verbally or in writing (via hand or e mail) to explain absence.

(ii) When a student is absent for four (4) consecutive classes

In the event that a student has been absent from class consistently for four (4) consecutive classes, an e mail will be sent requesting a written response for the reason of absence to be sent in to AIMT&CE Ltd. via e mail.

Students who are in danger of falling below the expected 80% attendance and punctuality rate will be given every possible support from the Course Coordinator.



6.0 Contribution of AIMS&CE Ltd. to the student's success

AIMS&CE Ltd. is committed to contributing to the improvement of students' attendance in the following ways, by pledging to support the student with a view towards increasing motivation and retention in the programme.

AIMS&CE Ltd. responsibility is to:

- a) Quality assure the effective delivery of well-structured and managed course programmes to engage students and motivate them to attend.
- b) Ensure that a robust system is in place for monitoring attendance and punctuality – including offering the facility to write letters to the students' job for time off to attend lectures.
- c) Ensure that AIMS&CE Ltd. staff following up absences promptly and firmly.
- d) Make sure “*at risk*” students are supported as soon as warning signs appear. This may include but is not limited to committing the student to any of the following with the student's consent: counselling; commitment of student to time management course; enrolment in additional sessions of the course to address aspects of the curriculum the student missed.
- e) Utilise a “whole Institute” approach to monitoring and challenging attendance with all elements of the programme of study.



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