

STUDENT REGULATIONS AND GUIDANCE NOTES

Registration

All students accepted for entry onto the register will be deemed to have accepted the terms and conditions of the Institute and to have agreed to abide by these regulations. It is therefore essential that you read both documents before applying for registration.

All applications should be made on the appropriate form/s and must be received at the Institute by the appropriate closing date. Applicants for initial registration must submit authorised copies of all relevant supporting documentary evidence with their application before it can be processed. All previous exam history will be taken into consideration and students who have been previously removed from the register because of repeated exam failure will not be re-admitted. Registering as a student confers no rights of Membership of the Institute.

Examination Entry

Individuals applying for examinations must be registered students of the Institute. All applications to sit examinations must be made on an Institute registration or examination entry form, by the specified closing date.

Completion of an initial registration form alone **DOES NOT** confirm entry for an examination. Cancellation of, alterations to, or deferments of, examination entries will not be permitted after the closing date other than in exceptional circumstances. Students are required to comply with the 'Instructions to Candidates' issued with the examination admission slip. Any changes are made solely at the Institute's discretion. Students are advised to check the acknowledgement and admission slips carefully and to contact the Institute **IMMEDIATELY** if there is any discrepancy between the slips and/or the required entry. Candidates prevented from sitting examinations due to ill health can apply to postpone their entry until the next session. Postponement may also be considered in the event of a close personal bereavement immediately before the examination. Postponements are granted at the Institute's discretion and application for postponement must be accompanied by supporting medical certificates or other relevant documentation.

Applications for postponements must be made as soon as possible and certainly no later than six weeks after the examination date. In each case the examination must be taken at the next available session. Candidates can only apply to postpone an examination once per module. Please note that a postponement fee of 50% of the re-sit fee will be payable.

Absence

Absence from an examination for which a student has been entered will be counted as a failed attempt.

Removal

Non-completion of a compulsory module within four attempts may result in removal from the register. The Institute reserves the right to remove, without refund, a student from the register if they have been inactive for two years or more. Re-entry onto the Programme is at the Institute's discretion and on receipt of payment of the appropriate fee.

Fees

The relevant fee must accompany all registration and entry forms. Applications will not be processed until full payment is received and any outstanding indebtedness to the Institute is settled, or a completed credit card mandate has been accepted. The fee payable is determined by your place of residence at the time of entry onto the register. Students paying the overseas reduced rate must be registered and be receiving **ALL** correspondence and sit examinations in one of the specified reduced rate areas. All fees are payable to the Institute in Pounds Sterling unless otherwise agreed. Fees are only refundable if notice of termination is received within thirty (30) days of payment. A fee of RM 80 will be deducted from all refunds to cover the administrative costs of the Institute. Fees will be refunded solely at the Institute's discretion and will only be considered on receipt of any study materials being returned in good condition.

GUIDANCE NOTES FOR STUDENTS

Progression

All students must pass or receive exemption from the Certificate Programme before proceeding to the Diploma level.

Hours of Study

The Institute's students come from a wide variety of backgrounds, they have different levels of knowledge and experience in key areas of the syllabus; they are affected by a wide variety of personal circumstances and family commitments and use a variety of study techniques. It is therefore very difficult to offer prescriptive guidance regarding the number of hours study required to successfully complete a module. When registering for a module and deciding on the examination

sitting, students are urged to ensure that they allow sufficient preparation time to maximise their chances of success. Last minute registration and examination entry is not advised in examinations at this level. Students are encouraged to give careful consideration to the time they need for preparation before committing themselves to an examination session. It is recommended that more than one failure of an individual module is an indication that students should concentrate on that module alone at the next sitting and certainly until it is passed. **STUDENTS ARE REMINDED THAT FOUR FAILED ATTEMPTS MAY RESULT IN REMOVAL FROM THE REGISTER. The Institute does not enter into any correspondence regarding examination results or conduct any appeals.**