

MANAGEMENT DEVELOPMENT INSTITUTE



STUDENT HANDBOOK

2017/18

Table of contents

Welcome to MDI

Vision and Mission Statements

1.1 Definition of academic terms

- I. Department
- II. Course
- III. Certificate
- IV. Advance Certificate
- V. Diploma
- VI. Advance Diploma
- VII. Credit hours

1.2 Academic Committees

1.3 Student numbering

1.4 Deferment/withdrawal

1.5 Re-admission

1.6 Registration

1.7 Attendance

1.8 Change of name

1.9 Academic regulations

1.10 Requirements for admissions

2.1 Orientation

2.2 Evaluation of academic performance (result analysis)

2.3 Graduation requirements

2.4 Academic transcripts

2.5 Clearance forms

2.6 Trainer evaluation by students

2.7 Examinations

2.8 Eligibility for examinations

2.9 Examination malpractices

2.10 Penalties for examination malpractices

3.1 Library

3.2 Student Union

3.3 Dress code

3.4 Grievance management

3.5 International programmes

3.6 Student Code of Conduct

3.7 Finance and Financial aid

- a) Sponsorships
- b) Refunds
- c) Other fees and assessments

3.8 Student discipline

- ❖ Rules of procedure
- ❖ Record of hearing
- ❖ Decision of the Grievance Committee

3.9 Violations and demonstrations

4.0 Appendices

The Institutional set up of Management Development Institution (MDI)

The Management Development Institute (MDI) was established in 1982 by an Act of Parliament to provide management training, consultancy and research to the public, private and NGO sectors. Since its inception, MDI has worked successfully towards the fulfilment of its objectives.

Core mandate of MDI

- ✓ Research
- ✓ Training
- ✓ Consultancy

Vision and Mission Statements

Strategic Vision

A model training provider characterized by efficiency, industry and integrity providing broad-based knowledge, new skills and a range of competencies to clients responsive to a dynamic environment.

Strategic Mission

Become the centre of excellence in management training, consultancy and research.

Strategic Goal (s)

Maintain the leadership in training, consultancy and research, seeking to trigger high standards of efficiency, productivity and good governance.

Strategic Objectives

The main strategic objectives are:

- (a) To provide regular training at various levels of certification
- (b) To run tailor-made programmes for stakeholders
- (c) To conduct consultancies and research activities
- (d) To be committed to the continuing professional development of MDI staff.
- (e) To build strategic partnerships and alliances
- (f) To continuously improve MDI's internal systems and processes.
- (g) To create new learning platforms such as e-learning and outreach programmes targeting rural communities.
- (h) To consolidate MDI's status as a premier training institute in The Gambia.

Definition of academic terms

Department

There are two types of departments; academic and non-academic departments.

Academic departments are units tasked to run defined and quantified courses over a defined period of time.

Non-academic departments are the units tasked to carry out non-teaching functions such as administrative, managerial, procurement etc.

Head of department

A head of department is the person who directly heads and coordinates the activities, manages the resources and personnel allocated to a particular department

Course

A course is a volume of information/knowledge meant to be delivered to a category of students over a specified period of time.

Certificate

An award evidenced by a worded and decorated A4 sheet of paper indicating completion of the first level of study which lasts for six months.

Advance Certificate

An award evidenced by a worded and decorated A4 sheet of paper indicating completion of the second level of study which lasts for six months.

Diploma

An award evidenced by a worded and decorated A4 sheet of paper indicating completion of the third level of study which lasts for 12 months.

Advance Diploma

An award evidenced by a worded and decorated A4 sheet of paper indicating completion of the fourth level of study which lasts for six or seven months depending on the specific diploma.

Credit hours

Credit hours refer to the number instructional hours per week per course for the duration of the course.

Academic Committees

- a. Quality Assurance Committee'
- b. Examination and Invigilation Committee

Change of name

The students who changed their names different from the one they were admitted with, should produce the authentic document confirming such changes. This arrangement may not covered students already certificated.

Academic regulations

Certificate level

Duration of course (6 months)

Minimum requirement for admission

- WASSCE
- GCE or anything higher
- Transfer certificate from an institute of similar nature

For matured students

- Secondary Fourth
- Professional certificates
- Work experience

Diploma level

Duration of course (12 months)

- MDI certificate on the same subject or anything higher or equivalent
- WASSCE or anything higher/equivalent
- Transfer certificate from an institute of similar nature

For matured students

- Secondary Fourth
- Professional certificates
- Work experience

Advance Diploma level

Duration of course (12 months)

- Diploma or anything higher/equivalent
- WASSCE
- Transfer certificate from an institute of similar nature
- academic standing
- Work experience

Intakes

The institute has two cohorts of intakes in the year as explained below:

- 1) The first cohort is conducted every January for the January –June intakes (for certificate courses) and January-December intakes (for diploma courses).
- 2) The second cohort is conducted every July for the July-December (for certificate courses) and July - March intakes (for diploma courses)

Application procedures

- 3) Application forms are available in Regional Education Directorates from Regions 2 (West Coast Region) to Region 6 (Upper River Region) and at the MDI Registry.
- 4) Students will have the option to buy the form from any of these centres and return them to the same centres they bought them from.

Interviews

- 5) Applicants are to attend the interview at the centres they submitted their forms and on the date stipulated for that centre accepts on peculiar grounds beyond control for which the applicant would be interviewed as agreed by the interview panel.

Registration

Payment receipt issued by the bank is the document required for registration. After effecting payment at the Zenith Bank, the student must tender the receipts to the Registry for registration before proceeding to the Accounts Department where he/she is supposed to deposit one of the receipts for confirmation of payment. Students have an option to either pay in full or pay in part. The minimum amount for part payment is 50% of the total cost of the course; the full payment must be made not later than two months after the commencement of the programme.

International programmes

At the moment there are two departments offering international programmes; they are the Department of Financial Management and the Department of Business Studies. The localization of the international programmes is being considered to make them more accessible and more affordable by interested persons institutions and or groups.

Student numbering

Students are numbered starting with the abbreviation of their course names, followed by the year of enrolment, followed by their sex and the

numerical position e.g., (Awa Njie enrolled in 2017 doing Certificate in Gender and Development could be numbered thus; **CGD/2017/F/0076**).

Deferment and Withdrawals

Students will be provided the option to defer or withdraw from the courses they have been admitted to. But the period for deferment/withdrawal must not exceed three weeks after the commencement of lectures).

Re-admission

Re-admission would be allowed after a deferred student has produced an original copy of a deferment form approved by the Registry. Consideration would be given for those who withdrew and want to be re-admitted.

Change of course

A student may be allowed to change course and have his /her payment transferred as appropriate; but not later than two weeks after the commencement of lectures.

Attendance requirements

Minimum attendance requirement for certification for any of the courses is 75%.

Evaluation of academic performance (result analysis)

Except for international programmes, the methods in assessment are as follows:

- Continuous assessment 50%
- Examination 50%

| GRADING SYSTEM FOR NATIONAL COURSES | | |
|--|--------------|------------------------|
| Mark % | Grade | Interpretation |
| 90-100 | A+ | Outstanding Excellence |
| 80-89 | A | Excellent |
| 70-79 | A- | Very Good |
| 67-69 | B+ | Very Good |
| 64-66 | B | Good |
| 60-63 | B- | Above Average |
| 57-59 | C+ | Slightly Above Average |
| 54-56 | C | Average |
| 50-53 | C- | Pass |
| 40-49 | D | Bare Pass |
| 0-39 | F | Fail |

Grading system for ICM

| Grading system | |
|-----------------------|--------|
| A | 90-100 |
| B | 80-89 |
| C | 60-79 |
| D | 50-49 |
| E | 40-49 |
| F | 0-39 |

Graduation requirements

For a student to be able to graduate, he/she must have scored at least 40% in all the subjects and a recorded attendance of 75% minimum.

Description of Academic documents such as Attestations, Clearance forms, Recommendations, transcripts, Testimonials,

Attestations

These are written documents confirming that the person, for whom the document is written for, had completed or is enrolled in the MDI to pursue a particular course of study.

Letters of Recommendations

Letters of recommendations are written documents accrediting that the person for whom the document is writing for, can be relied on for some services or other engagements. A recommendation document is issued on demand.

Transcripts

A transcript is a record of a person's numerically quantified academic performance in a particular course of study/subject.

Testimonial

This is an evidence of a person's completion of a course of study.

Clearance forms

These are documents meant to facilitate the receiving of any of the documents mentioned above. The clearance form is signed by the HOD of the relevant department, the Accounts department, Library and the Registry before the issuance of any of these documents.

With a view to managing time more effectively and to de-congest the long queues at the Registry, a schedule has been developed for the transactions of these documents.

| Document | Transaction days | Time |
|--|-------------------------|-------------|
| 1. Attestations 2. Clearance forms 3. Recommendations 4. Testimonials | Mondays and Tuesdays | 1-3pm |
| i. Certificates ii. Letters iii. Transcripts | Thursdays | 1-3pm |

Trainer/Lecturer evaluation by students

In relation to our quest for quality service and value for money, we have decided to be evaluating our lecturers to make sure that no party loses from this contractual agreement. The evaluation forms are supposed to be completed after every semester to help us make informed decisions as to who should be re-engaged or dis-engaged.

Examinations

Examinations will remain the main measuring tool for student academic performance but will not be the sole determinant for graduation requirement; continuous assessment performance and attendance will have to be factored in. (For attendance, 75% is the minimum requirement).

Eligibility for examinations

Self-sponsored students can only be allowed to sit to exams after they have settled all payments be it tuition fees, examination fees etc on or before the stipulated time.

Those who could not sit to the exams on the scheduled dates due to late or lack of payment could do it on a later date (to be decided by the Exams Committee) but must settle the accompanying payments because exams conducted outside the stipulated time calls for additional cost from the institute.

For sponsored students, some degrees of flexibility would be allowed but they must take it upon themselves to do the follow up to their sponsors to effect payment pay and on time

Examination malpractices

Examination mal-practices are a concern to the institute since the statistics show a sustained increase in the number of culprits from one examination to the other. As a result, measures have been thought out and instituted to curb this phenomenon. Such measures include the setting up of the Examinations Invigilating Committee and the drawing out of a set of rules and regulations regarding examinations (See Appendix 4). These rules and regulations are accessible to the students in the form of attachments to their acceptance letters.

Penalties for examination malpractices

The Quality Assurance Committee sits after every examination to study the natures, frequencies and scope of examination mal-practices for the period being reviewed. In addition, the committee decides the penalties taking cognisance of their seriousness. This is important in making sure that the penalties commensurate with the degree of the mal-practice.

Library Services

Library services are available for students who want to conduct research or read but groups discussions are not allowed in the library because of the inevitable distractions such discussions would cause to those reading or doing individual work.

The Student Union

The Management Development Institute student Union serves as a link between the student body and the administration. The union has its own constitution and designs its own programmes and activities. The institute sometimes provides financial assistance to some of their programmes and activities.

The Dress code

The institute shall continue to emphasize on the importance of decent dressing in line with future national assignment dressing requirements. Student found inappropriately dressed would be asked to go back and properly before being allowed in the lecture sessions.

Grievance management

All student grievances should be channelled through the Student Union for onward transmission to the Registry for appropriate action. If need be, a student welfare committee would be established to handle such grievances and that the Student Union would be represented in this committee.

Rules of procedure

Depending on the nature, degree and scope of the grievance, the Grievance Committee may sit over the matter before hearing proper starts.

Record of hearing

The Grievance Committee plus other parties to the issue would sit and hold a mirror trial to be able to make informed ruling/judgment on the matter.

Decisions of the Grievance Committee

Decisions of the committee would be binding in the absence of an appeal. If an appeal is filed by any of the concerned parties, then such an appeal would be considered an appropriate actions/decision taken.

Student discipline

Though indiscipline is not yet a big issue in MDI, the institute those not want to take things for granted and as a result, decided to design a set of rules (see appendix3) to facilitate compliance.

Violence and demonstrations

The Management Development Institute has zero tolerance for violence and or demonstrations since platforms have been created through which all grievances could be channelled. These platforms are the Grievance and Student welfare Committee and the Students' Union.

The Student Code of Conduct

The Management Development Institute tasked itself with the responsibility to produce well baked and well-mannered graduates that will neatly ducktail into the vacuums existing in the job market. The assurance of this uphill task cannot be guaranteed without the inculcation of good conduct into them. One way of doing this is by setting up standards to guide their behaviours as indicated in appendix 3.

Finance and Financial aid

a) Sponsorships

Students under sponsorship would be required to have their sponsors fill and sign the Financial Undertaken Forms and then submit them to the Registry. Follow up for payment is the responsibility of those being sponsored.

b) Refunds

Refunds are allowed only by the end of the second week of the commencement of the programme.

c) Other fees and assessments

Information relating to other fees and assessments could be sought from the relevant department and will also be provided during the departmental orientation.

Appendix 1

Acceptance Letter



**REPUBLIC OF THE GAMBIA
MANAGEMENT DEVELOPMENT INSTITUTE**

Date:

NAME:

ACCEPTANCE FOR JANUARY - JUNE 2018 SEMESTER

I am pleased to inform you that your application for admission as a full-time student at the Management Development Institute to undertake a course in the Department of Banking & Finance is successful. The course will last for six months leading to **Certificate in Banking & Finance**.

The orientation is scheduled for **...month/dat at 9:00 Am**.
Courses for the second Semester start on **day/date, year at 8:00am**.
The course fee is **D.....**

Please fill the attached admission form and let us know within five days after receipt of this letter whether you accept the acceptance being offered as well as the conditions stated. We reserve the right to fill the vacancy if we do not hear from you after this date.

I look forward to receiving your response to this offer. I wish to extend to you warm welcome and best wishes to on your successful application at the Management Development Institute.
Congratulation

Yours sincerely,

.....
Mr. Salifu Jobe-Registrar

Appendix 2

Deferments



**REPUBLIC OF THE GAMBIA
MANAGEMENT DEVELOPMENT INSTITUTE**

DEFERMENT FORM

Dear Sir/Madam

I hereby defer the commencement of my course till next semester/year.

Name.....

Contact number(s)...../...../..... /.....

Department.....

Course.....level.....

Supposed commencement date.....

Deferred to year..... /semester.....

Signature...../date.....

For official use only

Request approved /not approved

Approving officer.....

Designation.....

Signature...../date.....

Appendix 3

STUDENT CODE OF CONDUCT

As a credible institution that strives to sustain its credibility and provide quality services to our cliental within a conducive training - learning environment, we want to make sure that discipline is not compromised and that our students abide by the institutional rules and regulations set for them as per the following:

As a student you must:

1. Not take part in any activity that may cause damage or lost of property to MDI or injury to any individual being a student or employee of MDI.
2. Desist from fighting, quarrelling, stealing or any act that may jeopardize student to student or student to Trainer/staff relationships
3. Not use, sell or be in possession of prohibited drugs on campus. Any student found using, selling or in possession of any prohibited drug will meet the full force of the law and expulsion from the Institute.
4. Complement the institution's efforts in making the environment conducive for training and learning by not littering the campus which is strictly forbidden.
5. Strictly observe the dress code which is a key determinant of your comportment and professionalism. The dress code for MDI is either traditional or formal as mentioned earlier.
6. Respect and obey the instructions from the Trainers and to conform to the Rules and Regulations of the Institute.
7. Participate in extra-curricular activities
8. Participate in activities organized by the student union

Appendix 4

EXAMINATION MALPRACTICES/OFFENCES

1. Taking into the examination room or possessing whilst in the room, any books, duffle bags, cellular phone, brief case, hand bags or any other material which is not authorized.
2. The use of any answer booklet, writing or blotting paper other than the ones supplied.
3. Possessing written information regardless of relevance, on any part of a candidate during examination
4. Talking to colleagues during exams and failing to follow instructions from the invigilator
5. If you wish to leave the examination room to use the toilet facilities, you must be accompanied by a member of staff, so that the invigilator/s does not leave the examination room. Should you leave unaccompanied you will not be allowed to return to the examination.
6. Eating, drinking or smoking during the examination is strictly forbidden.
7. Do not make any noise or disturb other candidates at any time during the examination.
8. You must not communicate with anyone apart from an Invigilator in any way.
9. If you have any problems and need to speak to the Invigilator, please put up your hand to attract his/her attention.
10. Invigilators will not explain questions to you.

Breach of a provision of the regulations made for the conduct of MDI examination may attract one or more of the following

11. a reprimand;
12. loss of mark;
13. cancellation of a paper in which case zero shall be substituted for the mark earned;
14. Withholding of results for a period contingent on investigation

Further sanctions may include:

15. Being barred from MDI examinations for a stated period
16. Being barred from MDI examination indefinitely
17. Expulsion from MDI

The following shall not be accepted as reasons for being absent from any paper at MDI:

18. Misreading the timetable
19. Forgetting the date or time of the examination
20. Inability to locate the examination hall

Appendix 5

Course brochure

| Course Offered | Cost |
|--|----------------------------|
| DEPARTMENT OF GENDER AND DEVELOPMENT | |
| Certificate in Gender and Development (6 Months) | D8,500.00 |
| Diploma in Gender and Development (12 Months) | D16,950.00 |
| Post Graduate Diploma in Gender and Development (9 Months) | D21,500.00 |
| Executive Diploma for Women in Leadership Gender and Comm. Dev. (3 Months) | D14,500.00 |
| DEPARTMENT OF FINANCIAL MANAGEMENT AND ACCOUNTING | |
| Micro and Small Enterprise Promotion Training (MSEPT) 9 Months | D14,000 |
| ACCA - PART I(6 Months) | D5,500/paper + ext. fees |
| ACCA - PART II(6 Months) | D5,500/paper + ext. fees |
| ACCA - PART III (6 Months) | D5,500/paper + ext. fees |
| AAT - Foundation (6 Months) | D15,250.00 + external fees |
| AAT - Intermediate (6 Months) | D15,250.00 + external fees |
| AAT - Technician (9 Months) | D15,500.00 + external fees |
| CAT - Introductory (6 Months) | D12,500.00 + ext. fees |
| CAT - Intermediate (6 Months) | D13,500.00 + ext. fees |
| CAT - Technician (9 Months) | D15,950.00 + ext. fees |
| International Certificate in Purchasing and Supply 2 - CIPS 2(6 Months) | D15,200 + £100 |
| International Advanced Certificate in Purchasing and Supply 3 - CIPS 3(6 Months) | D16,700 + £100 |
| Foundation Diploma in Purchasing and Supply 4 - CIPS 4(6 Months) | D18,700 + £160 |
| Advanced Diploma in Purchasing and Supply 5 - CIPS 5(6 Months) | D20,750 + books |
| Graduate Diploma in Purchasing and Supply 6 - CIPS 6(6 Months) | D22,950 + books |
| DEPARTMENT OF DILOMANCY & INTERNATIONAL RELATIONS | |
| Advanced Diploma (12 Months) | D20,000 |

| Courses Offered | Cost |
|---|-------------------------|
| DEPARTMENT OF BANKING AND FINANCE | |
| Certificate in Banking and Finance (6 Months) | D12,250.00 |
| Diploma I in Banking and Finance(6 Months) | D14,500.00 |
| Diploma II in Banking and Finance(6 Months) | D16,500.00 |
| Advanced Diploma in Banking and Finance (6 Months) | D18,000.00 |
| DEPARTMENT OF MANAGEMENT AND POLICY ANALYSIS | |
| Certificate in Management Studies(6 Months) | D8,500.00 |
| Diploma in Management Studies (12 Months) | D16,950.00 |
| Advanced Diploma in Management Studies (12 Months) | D19,500.00 |
| Diploma in Peace and Conflict Studies (12 Months) | D16,950.00 |
| Advance Diploma in Peace and Conflict Studies (12 Months) | D19,500.00 |
| Post Graduate Diploma in Public Administration (12 Months) | D24,000.00 |
| Diploma in Project Planning (12 Months) | D18,000.00 |
| Diploma in Human Resources Management (12 Months) | D20,000.00 |
| DEPARTMENT OF INFORMATION AND COMMUNICATION-TECHNOLOGY | |
| Certificate in Information and Communication Technology (6 Months) | D6,000.00 |
| Advanced Certificate in Information and Communication Technology (6 Months) | D7,500.00 |
| Diploma in Programming (6 Months) | D9,000.00 |
| Advanced Diploma in Programming (6 Months) | D10,000.00 |
| Cisco Certified Network Associate (12 Months) | D8,200 F / D10,200 M |
| DEPARTMENT OF BUSINESS STUDIES | |
| ICM Certificate in Commercial Studies (6 Months) | D6,300 + external fees |
| Diploma in Business Studies I (6 Months) | D9,000 + external fees |
| Diploma in Business Studies II (6 Months) | D9,500 + external fees |
| Advanced Diploma in Business Studies (6 Months) | D10,000 + external fees |
| Graduate Diploma in Business Studies (6 Months) | D11,500 + external fees |
| Post Graduate Diploma in Business Studies (9 Months) | D24,500 + external fees |
| For more info: www.mdi.edu.gm or Tel: 4932871 or 7154863 Info.mdithegambia@gmail.com | |