

STUDENT HANDBOOK



2018



Management Development Institute





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Welcome

Welcome to Management Development Institution. A brief introduction is outlined below.

The Institutional Setup

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 defined core functions.

Core mandate of MDI:

- I. Research
- II. Training
- III. 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**

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 and the like.

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



Course

A course is a unit of study in a particular subject identified by a course title and number. It comprises a volume of information/knowledge delivered to a category of students over a specified period of time.

Program

An approved combination of courses in a subject area(s) which fulfils the requirements for a diploma or certificate.

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.

Advanced 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.

National 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.

Higher National 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

A unit of academic value. It generally refers to the number of instructional hours per week per course for the duration of the course. Credit hour values are used to calculate averages for academic standing within a specific academic program.



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 cover students already certificated.

Academic Regulations

Minimum Requirement for Admission

- I. WASSCE
- II. GCE or anything higher
- III. Transfer certificate from an institute of similar nature

For Matured Students

- I. Secondary Fourth
- II. Professional certificates
- III. Work experience

National Diploma Level

Duration of Course (12 months)

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

For Matured Students

- I. Secondary Fourth
- II. Professional certificates



III. Work experience

Higher National Diploma Level

Duration of Course (12 months)

- I. Diploma or anything higher/equivalent
- II. WASSCE
- III. Transfer certificate from an institute of similar nature
- IV. Academic standing
- V. 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. Except on peculiar



grounds beyond control for which the applicant would be interviewed as agreed by the interview panel.

Registration

The process of officially selecting courses. A payment receipt issued by the Zenith Bank is the document required for registration. After effecting payment at the bank, students must tender the receipts to the Registry for registration before proceeding to the Accounts Department where they are 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 differed 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 Program

Students may be allowed to change programs and have their payments 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 programs is 75%. This should be strictly adhered to.

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

Grade	Mark%
A	90-100
B	80-89
C	60-79
D	50-49
E	40-49
F	0-39

Graduation Requirements

To qualify for a graduation, a student must have scored at least 40% in all the subjects and a recorded attendance of 75% minimum. This is a CGPA of 1.70 or above.

Academic Documentation

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 written 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

An academic document issued by the Office of the Registrar which records all aspects of a student’s registration and grades obtained at MDI. It gives evidence of a student’s completion of a program 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
<ol style="list-style-type: none"> 1. Attestations 2. Clearance forms 3. Recommendations 4. Testimonials 	Mondays and Tuesdays	1-3pm
<ol style="list-style-type: none"> 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 take exams after they have settled all payments, be it tuition fees, examination fees and the like on or before the stipulated time.

Those who could not take 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 group 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 assigned dressing requirements. Students found inappropriately dressed would be asked to go back and dress properly before being allowed in the lecture sessions. Hair styles such as 'rasta' of any type for male students is not allowed.

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 action/decision taken.

Student Discipline

Though indiscipline is not yet a big issue in MDI, the institute does not want to take things for granted and as a result, decided to design a set of rules (see appendix 3) 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

Appendix I: Acceptance Letter

Appendix II: Deferment Form

Appendix III: Student Code of Conduct

Appendix IV: Examination Malpractice

Appendix V: Course Brochure

Appendix I: Acceptance Letter



**REPUBLIC OF THE GAMBIA
MANAGEMENT DEVELOPMENT INSTITUTE**

Date:

NAME:

ACCEPTANCE FOR20..... 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 24 months leading to **Diploma in Banking & Finance**.

The orientation is scheduled for ...**month/date 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 II:
Deferment Form



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 III: Student Code of Conduct

As a credible institution that strives to sustain its credibility and provide quality services to our clients 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 loss 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. Rasta for male students is forbidden.
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
9. Not forge or falsify any documents



10. Not Insult any faculty member, staff or any person engaged by the institution.
11. Pay the required fees in accordance with the terms and conditions.

Appendix IV: Examination Malpractice

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
21. Inability to rouse oneself from sleep in time for the examination
22. Failure to find transport

NOTE: MDI reserves the right to change the student code of conduct without prior notice on regulation and policies as well as programmes and courses



Appendix V: Course Brochure

Department of Gender and Development

COURSE OFFERED	DURATION	COST
National Diploma Gender and Development	24 Months	D 16,950
Post Graduate Diploma Gender and Development	12 Months	D 21,500
Executive Diploma for Women in Leadership and Community Development	3 Months	D 14,500

Department of Financial Management and Accounting

COURSE OFFERED	DURATION	COST
Micro and small enterprise promotion training (MSEPT)	9 Moths	D 14,000
ACCA Part I	6 Months	D 5,500 Paper + Ext. fees
ACCA Part II	6 Months	D 5,500 Paper + Ext. fees
ACCA Part III	6 Months	D 5,500 Paper + Ext. fees
AAT Foundation	6 Months	D 15,250 + Ext. fees
AAT Intermediate	6 Months	D 15,250 + Ext. fees
AAT Technician	9 Months	D 15,500 + Ext. fees
CAT Introductory	6 Months	D 12,500 + Ext. fees
CAT Intermediate	6 Months	D 13,500 + Ext. fees
CAT Technician	9 Months	D 15,950 + Ext. fees
International Certificate in Purchasing and	6 Months	D 15,200 +



COURSE OFFERED	DURATION	COST
Supply 2 – CIPS 2		£100
International Advanced Certificate in Purchasing and Supply 3 – CIPS 3	6 Months	D 16,700 + £100
Foundation Diploma in Purchasing and Supply 4 – CIPS 4	6 Months	D 18,700 + £160
Advanced Diploma in Purchasing and Supply 5 – CIPS 5	6 Months	D 15,200 + Books
Graduate Diploma in Purchasing and Supply – CIPS 6	6 Months	D 15,200 + Books

Department of Diplomacy & International Relations

COURSE OFFERED	DURATION	COST
Advanced Diploma	12 Months	D 20,00

Department of Banking and Finance

COURSE OFFERED	DURATION	COST
Certificate in Banking and Finance	6 Months	D 12,250
Diploma I in Banking and Finance	6 Months	D 15,500
Diploma II in Banking and Finance	6 Months	D 16,500
Advanced Diploma in Banking and Finance	6 Months	D 18,000

Department of Management and Policies

COURSE OFFERED	DURATION	COST
Certificate in Management Studies	6 Months	D 8,500
Diploma in Management Studies	12 Months	D 16,950
Advanced Diploma in Management Studies	12 Months	D 19,500
Diploma in Peace and Conflict Studies	12 Months	D 16,950
Advanced Diploma in Peace and Conflict Studies	12 Months	D 19,500

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Post Graduate Diploma in Public Administration	12 Months	D 24,000
Diploma in Project Planning	12 Months	D 18,000
Diploma in Human Resource Management	12 Months	D 20,000

Department of Information and Communication Technology

COURSE OFFERED	DURATION	COST
Certificate in Information and Communication Technology	6 Months	D 6,000
Advanced Certificate in Information and Communication Technology	6 Months	D 7,500
Diploma in Programming	6 Months	D 9,000
Advanced Diploma in Programming	6 Months	D 10,000
CISCO Certified Network Associate	12 Months	D 8,200 F D 10,200 M
Diploma in Computer Science	24 Months	D 50,000

Department of Business Studies

COURSE OFFERED	DURATION	COST
ICM Certificate in Commercial Studies	6 Months	D 6,300
Diploma in Business Studies I	6 Months	D 9,000
Diploma in Business Studies II	6 Months	D 9,500
Advanced Diploma in Business Studies	6 Months	D 10,000
Graduate Diploma in Business Studies	6 Months	D 11,500
Post Graduate Diploma in Business Studies	9 Months	D 24,500

Contact Information

For further inquiries, please contact: 4932871 or 9999228

MDI Student Handbook



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Or visit office of the Registrar

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