



# **COLLEGE RULES AND REGULATIONS**

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## **Welcome Student,**

We are pleased that you have selected International Business & Technical College (IBTC) as your preferred learning and development institution. It is our pleasure to welcome you on board in our 2024 academic year. Our focus is on providing personalized, high quality relevant workplace programs. Our services to the student are flexible in our delivery and we focus our attention on individual student learning outcomes whether at home, at work or in class.

With a qualified and committed staff along with excellent pedagogy, students are encouraged to achieve their potential in every study unit. Our team is committed to meeting the needs of every individual student with a focus on achieving the skills and knowledge relevant to the contemporary workplace. Qualifications received from IBTC are nationally recognized. Many of our courses also give you advanced standing towards other colleges or universities.

This booklet provides you with the information you need to know while studying at IBTC. As well as presenting essential information about studying at IBTC, the booklet explains policies, procedures/rules and guidelines. Keep this guide with you so you can refer to it whenever needed, and always contact us if you need more information.

I once again welcome you to the International Business & Technical College and trust that you have a successful and rewarding experience with us at IBTC.

**SUNNY SUN**

Managing Director

## ABOUT US

Since its inception in 2008, **INTERNATIONAL BUSINESS & TECHNICAL COLLEGE** Ltd was incorporated as a private training provider in Papua New Guinea and was successfully registered under accreditation number 157 endorsed by National Training Council.

**INTERNATIONAL BUSINESS & TECHNICAL COLLEGE** Ltd strives to be innovative, supportive, educational, and committed to individual improvement and empowerment. During past years of success, it has expanded to offer courses ranging from Certificate level to higher certificate (Diploma) to ensure market relevance and to suit students interest in achieving his or her professional excellence.

International Business & Technical College Ltd provides equivalence to National Certificate III and IV, and Diploma level competency based training courses Offer in Information Technology, Computing, Business Administration, Business Management, Accounting, Office Administration, Human Resource, Sales & Marketing. Available also in our training are the Group Training programs like; Communication Effectiveness, Employee Motivation, Team Building, Conflicts Management, Sales Effectiveness, Productivity Improvement and Customer Service.

## OUR VISION

Our vision is to be a beacon of innovation and excellence in the fields of business and technology education, where learners are equipped with not only practical skills but also the adaptability and resilience to thrive in a dynamic world. We aspire to continuously advance our offerings, promoting lifelong learning and higher education, and to be recognized as a catalyst for personal growth, professional success, and positive societal impact.

## OUR MISSION

At IBT College, building upon our legacy as ITJTC, we are steadfast in our mission to promote innovative and effective learning methods with a focus on competency, practical and technical utility. Our dedication to fostering employable skills, encouraging independence, and delivering comprehensive training remains unwavering. Moreover, we are resolutely committed to the pursuit of higher education standards, enhancing our offerings to empower every one of our trainees with the knowledge and capabilities needed to shape a brighter future for themselves and their communities, now and in the pursuit of advanced academic achievements.

## OUR VALUE

Integrity. Boldness. Honesty. Fairness. Trustworthiness. Accountability. Learning. Customer Experience.

## Name Change

As part of our commitment to meeting the new registration requirements set by the Department of Higher Education, Research, Science, and Technology (DHERST), our International Business & Technical College is undergoing a transformation. We are excited to share that our new name will be **International Business & Technical College**.

While this change represents a positive step forward for our institution, we want to acknowledge that the transition process involves various aspects such as banking, taxation, marketing, and more. This comprehensive process may take some time to

## ENROLLMENT CONDITION

This document forms part of the Student Agreement and must be signed by the student and sponsor (parent/guardian/employer/scholarshipscheme) and return to the institution when accepting your offer letter. In accepting an offer of acceptance with International Business & Technical College (IBTC) the

## POLICY OF ENROLMENT

1. The student has read and understood the information provided and the program/s of their choice.the student agrees to comply with IBTC rules and policies for the entire duration of study.
2. The student must meet all the conditions outlined in the Offer of Acceptance, prior to the program commencement.
3. Students who fail to satisfy the conditions outlined in the Offer of Acceptance will NOT be able to commence their program.
4. Students agree that IBTC may use the email address supplied by the student to email any information the institution deems necessary.

5. Students must be aware that IBTC reserves the right to cancel or re-schedule courses at their discretion if in the opinion of the institution there are sufficient enrolments or attendees. In such cases the participant shall be offered transfer to an alternative courses.
6. Students must be again aware that IBTC shall not be liable for any loss or damage suffered by a student during session time or while waiting for your session.
7. IBTC does not insure student's personal belongings and therefore students must take full responsibility for their own items

## **PROGRAM OF STUDY**

1. Student should be aware that all certificate courses are program for six(6) months and diploma programs are offered for one (1) year from the date of enrolment.
2. Certificate in Office IT is a shorter courses offered for only three (3) months of which the student should be mindful/aware. Penalty will apply if the student fails to complete the course within the timeframe.
3. Attendance and Punctuality is contributed to your final grade as part of your assessment.
4. You must attend all classes and submit your work on time.
5. You must attend orientation as advised from the institution prior to course commencement.
6. If you don't attend the course on the date that is advised by IBTC, the student MUST call IBTC on telephone 323 3073 or mobile 71817266 by text or calling. It is the student responsibility to inform the institution.
7. If a student wish to transfer or switch from current course to different course should do this by writing to the management of IBTC particularly the Principal/Registrar of institution.
8. Maximum number of Units for students enrolment in certificate courses will take three (3) and Diploma Units will take four (4). No student is allowed to take more Units unless it is approved by the management of IBTC.
9. If a student is academically below the given grade/ fail to progress academically, he/she will pay a penalty fee of K500 to repeat the Unit.

## COURSE CANCELLATION

INTERNATIONAL BUSINESS & TECHNICAL COLLEGE reserves the right to cancel a scheduled program IF minimum enrolment is not met and maintained. Student enrolled in a cancelled course may re-enrol in another scheduled course but NO REFUND will incur.

## PAYMENT OF FEES

1. All instalment must be paid ON or BEFORE the due dates as agreed on instalment payment Policy.
2. Any agreement undertaken by the sponsor in writing should honour the payment plan to avoid unnecessary disruptions whilst he/she is attending classes.
3. Discounted fees given by the management of IBTC are expected to pay in **FULL** payment. **NO** part payment is allowed in this situation. If the student does not comply, the management will apply
  - a. The date given on the acceptance letter is not valid and therefore the student has to re-apply for new acceptance letter. Ref to clause3
  - b. The normal fee shall apply if the student pays the fees in instalment.
4. If a student is finding difficult in paying up his/her fees, IBTC reserves the right to cancel the course and offer him/her a specialised course unit to the value of amount paid for. A certificate or statement of attainment will be issued upon completion of particular unit.

## PENALTY FEES

IBTC impose penalty fees to avoid unnecessary delays

1. Repeat Fee of K500 per unit plus course overdue of K200 as penalty. Reference to clause 4
2. Pay Outstanding Balance and IBTC reserves the right to switch the study mode to Home Base study.
3. Reprinting of Certificate K150.00, Transcription K150.00 and Reference K50.00

4. If a sponsored student fails to incomplete the course for unexcused reason, the student will have to pay a full course fee to re-do the course again. The student will write to the institution management advising of the decision he/she undertakes. The delay of the course is **NOT** caused by IBTC and therefore the students accept the consequences.

## **IBTC RIGHTS**

1. IBTC reserves the right to withhold documents (certificate, transcript, reference, job training letters and units' results) whereby it is deem by the institution against fees.
2. IBTC refuse entry to applicant who wish to continue to diploma program due to outstanding debts owed by the student.

## **INSTALMENT (PARTIAL PAYMENT)**

1. **NO** refund to students who choose Instalment Payment Option.
2. **NO** refund to student who pays below the 60% fees.
3. **NO** refund to student who pays UNIT Fee
4. **NO** refund to any sponsored students for exchange or transfer if the fees are paid on INSTALMENT basis Or FULL Payment

## **EXCESS COURSE FEE**

1. Excess fee of 35% (income tax) will apply to the student for using IBTC account.
2. IBTC reserve the right to charge 10% (vat) for courses. This applies to excess payment and course fee refunds.

## **IBTC REFUND**

1. Your request for Refund/Excess funds must be in Writing.
2. Non-refundable fees of K350.00 for the administrative cost less the balance will be refunded.
3. Full Payment Course Fees, your refund will be paid according to:



- a. Withdrawal of 82% prior to start of the term as indicated on the Intake enrolment calendar. IBTC will withhold 18% of your Total Course Fees paid.
  - b. Withdraw of 72% during the 1st week of classes. IBTC will withhold 28% of your Total Course Fees paid.
  - c. Withdrawal of 62% during the 2nd week of classes. IBTC will withhold 38% of your Total Course Fees paid.
4. NO REFUND will be issued AFTER the end of 2nd week of classes.
  5. Deferral of course to a later date, there is NO refund. IBTC will withhold your fees until such time he/she is ready to continue his/her classes. You will pay additional fee should there be any changes.
  6. Reimbursement of funds will be processed unless all the original receipts, withdrawal letter and withdrawal form are received by the administration.
  7. All refunds will be payable to the Payee/Recipient accounts upon receiving your account details.

## **POLICY OF ENROLLMENT**

### **1. GENERAL INSTRUCTIONS**

- 1.1. The student has read and understood the information provided and IBTC and the programs of their choice.
- 1.2 The student agrees to comply with the IBTC rules and policies for the entire duration of study.
- 1.3 The student must meet all the conditions outlined in the Offer of Acceptance, prior to the program commencement.
- 1.4 Students who fail to satisfy the conditions outlined in the Offer of Acceptance will not be able to commence their program.
- 1.5 Students agree that IBTC may use the email address supplied by the student to email any information the institution deems necessary.
- 1.6 Students must be aware that IBTC reserves the right to cancel or reschedule courses at their discretion if in the opinion of the institution there are insufficient enrolments or attendees.
- 1.7 In such cases the participant shall be offered transfer to an alternative course.

1.8 Students must be again aware that IBTC shall not be liable for any loss or damage suffered by a student during session time or while waiting for your session.

1.9 IBTC does not ensure student's personal belongings and therefore students must take full responsibility for their own items.

## **2. PROGRAM OF STUDY**

2.1 Time Limits for the Completion of a Course Study. Students must complete their course within the maximum course duration. The maximum course duration for each course is available in the course information sheet.

2.2 Students are required to arrive at IBTC training campus on time to attend the Orientation which is held prior to the commencement of their program.

2.3 If a student is unable to commence their course by the advised dates, the student submits a letter or informs the IBTC. It is the student responsibility to maintain academic progress.

2.4 Student who is enrolled on a course and wishes to transfer to a different course should inform the Registrar. The decision will be made by the Management.

2.5 Students enrolled in the Certificate program should take up three (3) study load as the maximum and Diploma Five (5) or less.

2.6 This will enable the students to complete their course on permitted maximum course duration.

2.7 Students should take note that IBTC shall not be liable to the student for any delay in performing, or any failure to perform academically as such delay or failure was due to any cause beyond the IBTC reasonable control.

2.8 Students agree that if they fail to progress academically, he/she pays repeat of K500.00 in their program of study they will be required to re-enroll in each module or units of study to obtain a competency.

2.9 If a student 'fast tracks' and completes their program in a period less than the timeframe specified in the Letter of Acceptance and Course outline, the student will not be entitled to any refund of course fees.

## **3. PROGRAM CANCELLATION**

International Business & Technical College reserves the right to cancel a scheduled program if minimum enrolment is not met and maintained.

Students enrolled in a cancelled program may enroll in another scheduled program but no refund will incur.

#### **4. PAYMENT OF COURSE FEES**

4.1 Payment Plan: I agree to honor the payment plan and understand that.

4.2 Instalments must be paid On or Before the due date

4.3 IBTC reserves the right to suspend my modules/unit Courses in the event that I fail to pay any part of the Course Fees as and when it falls due for payment; in the event that I request or fail to advise my course cancellation, the balance of my course fees will be paid in full or continue to be paid under my payment plan schedule; and

4.4 Student(s) understand they are responsible for payment of associate sundry expenses including course materials and student Identification Card.

4.5 Students are aware of the estimated costs duration while attending to their study programs and understand that the financial capacity to meet.

4.6 He / She will be switch to Home Base Study program by paying Full Outstanding Course Fee before commencing your study program.

4.7 Sponsored student must provide a declaration official letter from the organization that your course fee payment withstanding to clause 4.3 shall apply to the sponsor.

#### **5. INTERNATIONAL BUSINESS & TECHNICAL COLLEGE RIGHTS**

5.1 IBTC reserves the right to withhold document (certificate, transcript & reference) where it is deemed by the institution against fees.

5.2 IBTC reserves the right not to accept applicants' enrolment for further study (internal student) into diploma program from individuals or sponsors where fees or other costs from previous courses remain outstanding.

#### **6. PAYMENT OF WITHDRAW REFUND**

6.1 NO Refund of Fee's should be made to students choosing the PER UNIT option.

6.2 Student paying in FULL payment or ADVANCE payment the policy of refund and cancellation will apply as:

6.2.1 He / She withdraws no later than the end of the 2nd week of classes AND withdrawals are permissible only for serious and compelling reasons.

6.2.2 A Withdraw and Refund Letter must be submitted to the Registrar BEFORE the 2nd week of instruction.

## **7. SPONSORED STUDENT**

Shall apply to the following schedule:

- 8.1 NO refund to student who decide to cancel his/her course of study. Sponsored student must notify their sponsor immediately.
- 8.2 Fees will be withheld until such time the student is ready to attend his/her course of study.
- 8.3 Fees will not be transferred to another institution/third (3rd) party.
- 8.4 Sponsored students have no direct access to the fund for refund if the student has never attended any modules of the particular program.

## **8. NON-REFUNDABLE FEES**

Fees of K260.00 for the administration cost less the balance will be refunded.

## **BEHAVIORAL EXPECTATION CITIZEN STANDARD - DISCIPLINE**

The objective of the rules and regulations written here is to instill and foster habits of honesty, thoroughness, earnestness, self – control and the development of a mature, straightforward and self – reliant character.

It is the goal of the International Business & Technical College that all students come to see themselves in relation to their community and the world, and judge their action in the light of their responsibilities to themselves and others.

### **1. IDENTIFICATION CARD**

- 1.1. Enrolled students are given a school Identification Card. This must be worn at all times whilst on campus and outside during field trips.
- 1.2. ID Cards are not transferable and the College will not be responsible for any incident involving student as a result of ID transfers.
- 1.3. The ID cards are issued for security and identification purposes.
- 1.4. The ID cards are only valid during the duration of the course.
- 1.5. Student who withdraws from prior to completion course is required is required to surrender the ID at the school.

### **2. FIRST AID /ILLNESS**

- 2.1. In the event that student is sick, inform the office, and the Administration will arrange for your treatment the 6 mile Health Centre. Or the school bus will drop you at your own house.
- 2.2. Transport will be available for emergency cases either by ambulance or avail college transport.

### **3. CLASSROOMS/TOILETS/SCHOOL GROUNDS**

- 3.1. Students must bear responsibility for the cleanliness of their classrooms, toilets and the school grounds. Practising responsible habits reduces the time and work required for cleaning.
- 3.2. Failure to keep classrooms will lead to a refusal by a teacher to commence a class.
- 3.3. Failure to keep toilets clean will mean a disruption of classes.
- 3.4. Failure to keep the grounds clean will lead to extra time being allocated for work parade.

#### **4. DAMAGE TO COLLEGE PROPERTY**

- 4.1. "Damage" includes graffiti, pasting paper on walls, removal of lights fittings and tubes, damage to toilets, doors and locks.
- 4.2. Where student has stolen or caused damage to college property, the student must meet of replacement or repair.
- 4.3. Refusal or inability to meet the cost of replacement or repair will result to withdrawal from the course.
- 4.4. In all cases, when student is recommended to be withdrawn from the course, however still the student will be liable to pay the damage and the sponsor will be notified.

#### **5. DRESS AND APPEARANCE**

- 5.1. All students are required to wear the school uniform.
- 5.2. Appropriate attire must be worn at all times. Personal grooming is expected toward maintaining a neat and tidy appearance.
- 5.3. Thongs, torn and dirty clothing and caps are not permitted to be worn in the school.
- 5.4. Failure to abide by the above rules will result in students being sent home.

#### **6. MOBILE PHONES**

- 6.1. Using mobile phones inside the classroom and school premises is discouraged. For emergency and security purposes then mobile should be kept in their bags and switched off or on vibrate. If found using the mobile during classes, the phone will be confiscated and handed over to the principal.

#### **7. BETELNUT/ALCOHOL/DRUGS**

- 7.1. Chewing betelnut is prohibited on campus. Students found with betelnut in their mouth will be asked to leave the campus.
- 7.2. Consumption of alcohol, being in possession of alcohol and being under the influence of alcohol on school premises is considered a serious offence and will be dealt accordingly.
- 7.3. The use and supply of illegal drugs is a criminal offence. Students found in possession of illegal drugs or who have been reported as having supplied illegal drugs will be reported to the police.
- 7.4. The College campus is a non – smoking zone.

## **8. STUDENT PROPERTY**

- 8.1. All student property must be clearly labelled.
- 8.2. Students are responsible for the security of their personal belongings.
- 8.3. Unauthorized possession by any student of another student's property and college property is classified as stealing and will be reported to the police.
- 8.4. The College is not liable for the loss of any student's belongings.

## **9. MAJOR OFFENSE**

- 9.1. Bullying most often occur when student asserts physical or psychological power over, or is cruel to another student. Such behavior may include but is not limited to:
  - 9.1.1. Pushing
  - 9.1.2. Hitting
  - 9.1.3. Threatening
  - 9.1.4. name-calling
  - 9.1.5. other physical or verbal conduct of a belittling or browbeating nature
- 9.2. Lack of Academic Integrity
  - 9.2.1. Cheating
  - 9.2.2. Collusion
  - 9.2.3. Falsifying records/tampering of grades.
  - 9.2.4. Lying
  - 9.2.5. Plagiarism (including electronic), alteration of material, forgery, providing or using external assistance relating to an examination, test, quiz or daily assignments without the expressed permission of the teacher.
  - 9.2.6. Direct or indirect participation in leakage of test questions.
  - 9.2.7. Submission of requirements done by another person.
- 9.3. Unauthorized use of the International Business & Technical College seal/logo.
- 9.4. Disrespect for all school staff/employees and visitors.
- 9.5. Fighting on campus and off campus.
- 9.6. Possession of deadly weapons.
- 9.7. Use of abusive or obscene language verbally or in written form.
- 9.8. Smoking.
- 9.9. Gambling.
- 9.10. Possession, distribution or use of unauthorized drugs or substances.
- 9.11. Possession or distribution of pornographic materials including materials accessed through the Internet.
- 9.12. Indecent behaviors or public display of affection, which includes but not limited to kissing, petting, and other similar acts.
- 9.13. Stealing.
- 9.14. Setting of explosives or firecrackers inside the school premise.

- 9.15. Vandalism and deliberately causing damage to school properties.
- 9.16. Possession and drinking of alcoholic beverages.
- 9.17. Leaving the school premise without permission.
- 9.18. Any form of sexual harassment in written, verbal or through actions.
- 9.19. Hacking of computer system in school.
- 9.20. Any offenses that is resulting to similar moral and material damages.

## **SANCTIONS FOR MAJOR OFFENSE**

The range of sanctions which shall be imposed, depending upon the mitigating and aggravating factors, include the following:

### **Principal Sanctions:**

1. Written reprimand, or
2. Suspension (not exceeding 5 days) and rendition of task, or a suspension in an unexcused absence.
3. Expulsion from the school
4. Termination of scholarship( if applicable)