

MALAWI INSTITUTE OF JOURNALISM

Student Handbook

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1.1 WELCOMING REMARKS

- 1.2** The Malawi Institute of Journalism-MIJ wishes to welcome you as you start your journey of pursuing a rewarding career in Journalism.
- 1.3** This *Student Handbook* is there to serve as a useful guide and as an answer to numerous questions you might have about MIJ.
- 1.4** You shall be punished for failing to comply with the rules and regulations provided herein, therefore it is important to carefully read the entire handbook.

2.1 JURISDICTIONAL AND BEHAVIORAL EXPECTATION STATEMENTS

- 2.2** This handbook is an extension of MIJ's Board Policy and a reflection of its goals and objectives.
- 2.3** The rules and regulations contained in this handbook shall be in effect while students are on the school's grounds, or on property within its jurisdiction; while on school-owned and/or school-operated vehicles or chartered buses; while attending or engaged in the school's activities; and while away from the school's grounds, if the misconduct directly affects the good order, efficient management and welfare of the school or involves students or staff.
- 2.4** Any violation of the school's policy and/or the rules and regulations in the Student Handbook shall result in a disciplinary action which shall affect the student's eligibility to participate in various school activities.
- 2.5** Students are expected to comply with and abide by the school rules, regulations and student handbook.
 - 2.4.1** Students who shall not abide by the school's policies, rules, regulations and Student Handbook provisions, shall be disciplined:
 - 2.4.1.1.1** For conduct which disrupts or interferes with the school's education program;
 - 2.4.1.1.2** For conduct which disrupts the orderly and efficient operation of the school or its activities;
 - 2.4.1.1.3** For conduct which disrupts the rights of other students to acquire their education or to participate in the school's activities;
 - 2.4.1.1.4** Or for conduct which interrupts the maintenance of a disciplined atmosphere.
- 2.5** Disciplinary measures include, but are not limited to, removal from the classroom, suspension, probation and expulsion.
- 2.6** Discipline can also include prohibition from accessing the school's facilities such as the computer laboratory, the studios, the library etc.

2.6.1 The discipline imposed shall be based upon the facts and circumstances surrounding the incident and the student's record.

2.7 The school reserves and retains the right to modify, eliminate or establish school policies, rules, regulations and Student Handbook provisions as circumstances warrant.

2.7.1 Students are expected to know the contents of the handbook and comply with it.

2.7.2 Students or parents/guardians with questions or concerns may contact the School Office for information about the current enforcement of the policies, rules, regulations or *Student Handbook*.

3.1 DEFINITIONS

3.2 In this handbook, the word "Parent" also means "Guardian" unless otherwise stated.

3.3 An administrator's title, such as Superintendent or Principal, also means individual's designation, unless otherwise stated.

3.4 The term "School Grounds" includes the school facilities, property within the jurisdiction of the school or school premises, school-owned or school operated vehicles and chartered buses.

3.5 The term "School Facilities" includes school buildings and vehicles.

3.6 The term "School Activities" means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off-school grounds.

4.1 ABOUT MIJ ACADEMICS

4.2 The Malawi Institute of Journalism (MIJ) was set to improve the quality of journalism in Malawi, by promoting media independence and professionalism. The MIJ aims at achieving its goals by providing both short and long courses to individuals and institutions.

4.3 MIJ also offers customized training courses in emerging social and economic issues.

4.4 MIJ has qualified and experienced personnel in various fields of journalism.

4.5 MIJ, as a leading training institution for professional journalism, has its own radio station and a website with students' section where they can post their stories as one way of providing them with hands-on experience.

4.6 MIJ is committed to maintaining excellence in developing media independence and professionalism. As part of the on-going development, MIJ has recently reviewed its curriculum to cater for the fast-growing industry.

4.7 MIJ offers a Certificate and a Diploma in Journalism Programmes.

5.1 ENROLLMENT REQUIREMENTS

5.2 Certificate Programme Requirements:

- 5.2.1** Applicants should be holders of a full Malawi School Certificate of Education (MSCE), with strong English skills and an interest in writing and current events.
- 5.2.2** They must also have at least 4 credits in any humanities subjects including English.
- 5.2.3** Applicants have to apply for a place by filling an application form and attach a copy of the Malawi Schools Certificate of Education (MSCE).

5.3 Diploma Programme Requirements:

- 5.3.1** Applicants into this programme should be holders of a tertiary qualification e.g. a Certificate in Journalism or any other media-related qualification from a recognized institution.

5.4 PROGRAMME STRUCTURE

5.4.1 Certificate Programme:

- 5.4.1.1** This is the entry point for a Diploma programme. It is considered as the first year for Diploma. This is the one-year programme. At this level, students concentrate on general knowledge and on developing the necessary skills.
- 5.4.1.2** In the last month of the Programme, students are required to produce a media project (Radio/TV Documentary, Newsletter etc.) to showcase skills learnt in this year.

5.5 Diploma Programme:

- 5.5.1** This is a one and half year's programme, which focuses on applied journalism and practical skills. It constitutes of 40% classroom instructions and 60% practical skills.
- 5.5.2** The last four months of the Programme is spent on internship for them to have a feel of the work environment. During this period, they also conduct research study or produce media project on any media-related topic of their interest.

5.6 Short Courses/Part Time:

- 5.6.1 Individuals who have industrial experience and want to take specific courses - either on part-time or full-time basis - may do so by expressing their interest to the Media Training Manager.
- 5.6.2 Entry requirement depends on previous work experience.

6.1 FEES PAYMENT POLICY

- 6.2 This policy relates to all fees and charges payable to Malawi Institute of Journalism by students for the use of its facilities and the provision of its services. This includes tuition fees, examinations, library, studio facilities and other miscellaneous fees and charges.
- 6.3 As part of the registration process, each student shall be required to sign a *Declaration Form* acknowledging that they are personally liable to MIJ for payment of tuition and related fees.
- 6.4 In the event of any fee-paying body not making payment on their behalf, each student shall undertake to make payment of the full amount due to MIJ.
 - 6.3.1 This declaration states *"I acknowledge that I am personally liable to MIJ for the payment of tuition fees. In the event of any fee-paying authority or other person or body not making payment on my behalf, I undertake to make payment of the full amount due."*
- 6.4 In the event of a query or dispute in relation to the actual tuition and related fees invoiced (as opposed to the method of payment or payment difficulties), please contact the Media Training Manager.
- 6.5 Academic lecturers are not empowered to vary fees or agree payment schedules with students on behalf of MIJ.
- 6.6 The fees for 2019 Academic year shall be MK285 000/semester both for Certificate and Diploma Programmes.
- 6.7 Fees for short courses will vary from time to time.
- 6.8 Fees shall be paid **in full at the start of the course.**
 - 6.8.1 MIJ Management shall however consider payment by instalment in line with the institute's payment plan.
 - 6.8.2 The payment plan, which is the maximum consideration, is as follows:
 - 6.8.2.1 At least first half payment (50%) of the fees as first instalment should be paid upon registration.
 - 6.8.2.2 The other half (50 %) of the fees shall be paid in a maximum of two other installments within the two following months after month of registration.

- 6.8.3** Failure to make payment on the assigned day, a charge of 10% of the expected amount shall be added to the fees.
- 6.8.3.1** Take note that fees shall be paid in full by the third month of the semester.
- 6.8.4** Fees shall be for tuition and examinations only unless otherwise.
- 6.8.5** Other expenses such as those listed below shall be met by the students:
- Lunch
 - Stationery
 - Text Books
 - Accommodation
 - Transport
 - ID Cards
 - A Camera and Recorder
 - Student Union fees
- 6.8.6** Tuition fee is non-refundable, non-transferable and may be reviewed/adjusted from time to time.
- 6.8.7** Closing date for paying last installment of tuition fees is 31st March for January – June semester and 30th September for July-December semester.
- 6.8.8** Deposit must be paid before attending classes only in the first month of the semester.
- 6.8.9** Forgery of a receipt and / bank deposit slip for fees is strictly prohibited and tantamount to disciplinary measures which may lead to expulsion as the maximum penalty.

7.1 SELF CONDUCT AND BEHAVIOUR

7.2 The board, administration and employees expect students to conduct themselves in a manner fitting their age level and maturity and with respect and consideration for the rights of others.

7.2.1 Students are expected to treat lecturers, employees, fellow students, visitors and guests with respect and courtesy.

7.2.2 Any student who shows disrespect for lecturers, employees, fellow students, visitors and guests shall be suspended from college for a minimum of four weeks.

7.3 Use of abusive language

7.3.1 Students are not allowed to use abusive language, profanity or obscene gestures or language.

- 7.3.2** If the students is caught in the act, he/she shall be suspended from the college for a minimum of two weeks.

7.4 Involvement in violence or violent demonstrations

- 7.4.1** Students are not supposed to be involved in any kind of violence or violent demonstrations against any other student, employee of the institute, or destroying any property owned by the institute.

7.4.1.1 The minimum penalty for any violence is payment of the damages.

7.4.1.2 Other penalties on act of violence are suspension from college, withdrawal from writing end of semester examinations and expulsion from the college as the maximum penalty.

7.5 Theft and Forgery

- 7.5.1** Theft and any kind of forgery is not allowed and is punishable by the institute.

7.5.1.1 The maximum penalty is also expulsion from the institute.

7.5.1.2 Other punishments vary from withholding of examination grades and certificates until the matter is sorted out with the institute or the police in case of theft.

7.6 Handling of confidential information

- 7.6.1** Students are expected not to divulge confidential information about the institute.

7.6.1.1 The confidential information shall mean any piece of information about the institute that is not for public consumption at that time.

- 7.6.2** Any student found guilty of divulging confidential information through word of mouth, written documentation, internet, or any other way shall be expelled from the college.

7.7 Drug and Substance Abuse

- 7.7.1** The use of drugs and substances such as alcohol, Indian hemp etc. on campus or during school-related trips is not allowed.

7.7.1.1 Any student who comes to class and is proven beyond doubt to be under the influence of alcohol or Indian hemp or any other prohibited drug or substance shall be suspended from the college for a minimum of four weeks.

- 7.7.1.2 When a student gets suspended from the college, he/she will not be allowed to be found on the college premises or participate in any college activity.
- 7.7.1.3 A suspended student will not be allowed to submit any class work/assignment during this period of suspension.

7.7 Plagiarism

7.7.1 Plagiarism is strictly prohibited.

7.7.1.1 Each student is encouraged to do thorough research and highly regard referencing when doing class assignments.

7.7.1.2 If the student hands in class work to the lecturers and it is discovered that there are traits of plagiarism; the student shall get **a zero grade for that work** in that concerned course and be issued with a serious warning.

7.8 Cheating in an examination is strictly prohibited. **Refer to 'Penalties, Disciplinary Procedures for Breaking College Examination Rules and Regulations'**

8.1 STUDENTS HEALTH AND WELL-BEING

8.2 A student who becomes ill or is injured at school must notify the school office as soon as possible. Upon assessment, the school office will take the necessary action.

8.3 While the school is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if possible.

8.4 The school will attempt to notify the parents where necessary.

8.5 Wherever necessary and possible, the college will ferry the sick student to the nearest public hospital or clinic or home within the radius of 20 kilometers.

8.6 Health and Safety:

8.6.1 The health and safety of students and employees is always prioritized.

8.6.2 In case of any developing health hazard, the school office should be notified immediately. The school office should take necessary action to address the concern.

8.7 Death:

- 8.8** In an event of death of student during breaks or semester time; the school is supposed to be notified.
- 8.9** During semester time, the school encourages students to pay the last respect by attending the funeral.
- 8.10** Where transport is required to facilitate the logistical requirements to attend the funeral, the school provides such transport as required.
- 8.11** Depending on the situation, the college may provide a vehicle, but shall also determine the number of students to attend the funeral ceremony considering some factors such as distance, time, and quality of the road.
- 8.12** The school is however not mandated to provide more than this.

8.13 SEXUAL ABUSE AND HARASSMENT OF STUDENTS:

8.13.1 Sexual harassment is defined as behavior such as but not limited to:

- 8.13.1.1** Unwelcome sexual advances.
- 8.13.1.2** Requests for sexual favors.
- 8.13.1.3** Other verbal or physical conduct of a sexual nature when submission to such conduct is made either implicitly or explicitly a term or condition of the student's education benefits.
- 8.13.1.4** When submission to or rejection of the conduct is used as the basis for academic decisions affecting that student.

8.13.2 Sexual abuse shall include, but is not limited to:

- 8.13.2.1** Sexual acts involving a student.
- 8.13.2.2** Intentional sexual behavior.
- 8.13.2.3** Sexual harassment.
- 8.13.3** The school therefore shall not tolerate employees or other students to physically or sexually abuse or harass students.
- 8.13.4** Students who are physically or sexually-abused or harassed should notify the Media Training Manager, parents, another employee or whoever they may feel comfortable with.
- 8.13.5** In an event of sexual abuse and harassment; the school shall designate an independent investigator to look into the allegations.

9.1 STUDENTS DAILY ATTENDANCE

- 9.2** Students are expected to be in class and to make attendance a top priority.

- 9.3 Only through attendance and class participation do students achieve the benefits of the education program.
- 9.4 Participating in class discussion, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate class objectives.
- 9.5 Learning lost due to an absence can never be replaced.
- 9.6 Planned absences can only be approved by the Media Training Manager/Center Coordinator.

11.1 EXAMINATION RULES AND REGULATIONS

11.2 Attendance and Identification

- 11.2.1 Candidates writing examinations are responsible for arriving at the right time.
- 11.2.2 They must have their **identification cards** in their possession.
- 11.2.3 Forgetfulness or inadvertently arriving late cannot be considered acceptable excuses.
- 11.2.4 **Only currently registered students who have finished paying their tuition fees will be permitted to write the final exam.**

11.3 EXAMINATION PROCESS

- 11.3.1 The doors of the examination room shall be Closed 15 Minutes before the start of the examination.
- 11.3.2 Candidates arriving 30 minutes late after exams have commenced shall not be allowed to sit for that particular paper.

11.4 OTHER RULES AND REGULATIONS

- 11.4.1 Candidates shall not begin the examination or attempt to read the examination questions until instructed to do so.
- 11.4.2 Candidates - once having entered - cannot leave the exam room before completing examinations.
 - 11.3.2.1 The use of bathrooms should be done before entering the examinations room.
- 11.4.3 Candidates must remain seated and may not leave the examination room during the last 15 minutes of the examination session.
- 11.4.4 At the close of the examination period, candidates must stop writing immediately.

- 11.4.4.1** The Invigilator shall seize the papers of candidates who fail to observe this requirement, and a penalty may be imposed at the discretion of the invigilator.
- 11.4.4.2** Candidates shall submit all their work, according to the instructions of the invigilator, including all materials and a copy of the examination paper with their examination number and student ID number written on it.
- 11.4.4.3** Unused examination booklets shall not be taken from the examination room.
- 11.4.4.4** A candidate who leaves before the examination is over must hand in all completed and attempted work, notes made during the exam, and a copy of the examination paper with their examination number and student ID number on it.
- 11.4.4.5** Any form of communication between candidates is absolutely forbidden.
 - 11.4.4.5.1** No information of any kind is to be written on the question paper or on scrap paper for the purpose of assisting other candidates.
 - 11.4.4.5.2** Responses to questions must not be done in an exaggerated way or in a manner that will involve transmission of information to others.
- 11.4.4.6** Candidates must remain seated during the examination period.
- 11.4.4.7** A candidate needing to speak to the invigilator (e.g. to ask for ruler, additional papers or to request permission to leave the examination room for any reason) should indicate by raising his or her hand.
- 11.4.4.8** Questions concerning possible errors, ambiguities or omissions in the examination paper must be directed to the invigilator who will investigate them through the proper channels.
- 11.4.4.9** The invigilator is not permitted to answer questions other than those concerning the examination paper.

11.5 Materials and Aids

- 11.5.1** Candidates shall not use or attempt to use any improper source of information.

- 11.5.2** No candidate for an examination shall be allowed to bring into the examination room any books, notes or other material containing information, pertaining to the examinations unless the examiner has given instructions that such material will be allowed and this instruction is specified on the examination paper.
- 11.5.3** Any item brought into the examination room is subject to inspection.
- 11.5.4** No electronic or communication devices will be allowed in the examination room, including **cell phones**, recorders etc.
- 11.5.5** Calculators are not allowed unless specified by the instructor and indicated on the examination paper.
- 11.5.6** Except for bottled water, no food or drink is allowed in the examination room.
- 11.5.6.1** Candidates with health problems that warrant relaxation of this regulation should provide medical documentation to the Media Training Manager/Center Coordinator prior to the beginning of the examination.
- 11.5.6.1.1** Such students should restrict themselves to those items and packaging that will least distract other examinees.

11.6 Letters of Excuse

- 11.6.1** All letters shall be addressed to the Media Training Manager.
- 11.6.2** Letters of excuse shall be tendered when a member of the family has died or was ill and this affected the student in some way.
- 11.6.3** If Students are given a special assignments by their employer during examinations, a letter must come from their employers.
- 11.6.4** Students, who miss an examination for valid medical or compassionate reasons, can re-sit the examination without penalty at the next scheduled sitting.
- 11.6.5** Students who miss examinations due to fees, will have to sit for deferred. (Special examinations are set for such students)

11.7 Differed Examinations

- 11.7.1** Any student who did not write end of semester examinations due to fees balance, shall have to sit for differed examinations.
- 11.7.1.1** The pass mark for such students will be 40% in the course/courses he /she wrote as differed.

- 11.7.1.2** Students who miss an examination for valid medical or compassionate reasons (which was already discussed and approved by the media training manager), can re-sit the examination and obtain a standard score up to 100%.

12.1 ASSESSMENT POLICY

12.2 This policy describes the general principles that guide the MIJ's assessment practices. Each module will be assessed in the most appropriate manner as follows;

12.2.1 Theory-based modules: the grade will constitute 40% Course-work (assignments) and 60% of written examination.

12.2.2 Practical-based modules will constitute 60% class assignments and practical and 40% of written exams.

12.2.3 A grade that determines the award (Final grade) will constitute the average grade from all modules including the media project for the Certificate program and Research/Media Project and Internship for the Diploma program.

12.3 Semester Assessment: For all semester results; a student will only be awarded a:

12.3.1 PASS if he/she has passed all the required modules in that semester.

12.3.2 FAIL if he/she has failed any module, in this case a student will be required to sit for supplementary exams if the grade is between 35%-39%.

12.2.2.1 A Student will be required to repeat the course if the grade is less than 35%.

12.4 FINAL ASSESSMENT

12.4.1 This assessment combines all the modules for the whole programme to come up with a final grade.

12.4.2 A grade that determines the award (Final grade) will constitute the average grade from all courses and Media project for the Certificate programme and Research/Media Project and Internship for the Diploma programme.

12.4.3 To qualify for a Diploma, students must complete and pass all the modules at this level including Media Research project and Internship.

12.4.4 To qualify for a Certificate, students must complete and pass all the modules at this level including media project.

12.5 The Grading System: The following grading system is used:

Grade (%)	Description
0-34	Undoubted Failure
35-39	Marginal Failure
40-49	Marginal Pass
50-59	Pass
60-69	Pass with Credit
70-74	Marginal Distinction
75-100	Undoubted Distinction

12.5 AWARDS

12.5.1 PASS WITH DISTINCTION

12.5.1.1 To be awarded a Pass with Distinction, a student will be required to score minimum average of 70% or above and must also fulfill the following requirements:

12.5.1.1.1 Certificate in Journalism: Distinction Passes (70 - 100%) in all **core (practical) modules** including media project AND the other modules should be credits (65% or above).

12.5.1.1.2 Diploma in Journalism: Distinction Passes (70 -100%) in **all core modules including the MEDIA /RESEARCH PROJECT and Internship and the** other modules should be credits (65% or above).

12.6 PASS WITH CREDIT

12.6.1 To be awarded a pass with Credit, a student will be required to score an average of 60% or above and must also fulfill the following minimum requirements:

12.6.1.1 Certificate in journalism: Credit passes (60-69%) in at least in all **Core modules** AND **the Media project** the other modules should be passes (55 % or above).

12.6.1.2 Diploma in Journalism: Credit passes (60-69%) in **all Core modules including the MEDIA/RESEARCH PROJECT and Internship** and the other modules should be passes (55% or above).

12.7 PASS

12.7.1 To be awarded a pass, a student will be required to score a minimum mark of 40% in **all** the courses at any level:

12.7.2 Certificate in Journalism: Pass (40%- 49%) in **all thirteen** modules and the media project.

12.7.3 Diploma in Journalism: Passes (40-49%) in **all ten** modules including the Media/Research Project and Internship.

12.8 FAIL

12.8.1 A student is considered as failed if a student has scored an average of less than 40% or has scored less than 40 % in a number of modules as follows:

12.8.1.1 Certificate in Journalism: If a student fails **more than four modules** will be considered as fail.

12.8.1.2 Diploma in Journalism: If a student fails **the research project and more than four modules** will be considered as failed.

12.8.2 If a student fails any module either at certificate or diploma level with a grade less than 35%. He/she will be required to repeat the course/module or will not be allowed to go to the next class or level until he/she passes that course.

12.9 Supplementary Exams, Differed Exams, Remarks, and Repeating

12.9.1 A student at any level shall be allowed to sit for Supplementary Examinations in any module up to a **maximum of four modules**, if the grade is between 35-39%.

12.9.2 Students will also be given a chance to write differed examination if they missed the exams for valid reasons such as sickness as long as the reason for missing exams was discussed and agreed upon with the Media Training Manager.

12.9.3 A student has a mandate to apply for remark of his exam paper(s) if a student feels that the grade that has been awarded by the college is not satisfactory.

12.9.4 As indicated 12.8.2 above, if a student fails any module either at certificate or diploma level with a grade less than 35%, he/she shall be required to repeat the course/module or will not be allowed to go to the next class or level until he/she passes that course.

12.9.4.1 Fees for such, which are subject to revision, are as follows:

12.9.4.1.1 Supplementary Exams:	K7500.00/Module
12.9.4.1.2 Differed Exams:	K8000.00/Module
12.9.4.1.3 Re-marking:	K9000/Module
12.9.4.1.4 Repeating Module:	K50,000/Subject/Semester
12.9.4.1.5 Repeating media research project at Diploma:	K25, 000. 00

12.9.4.6 Repeating Media project 1 at Certificate: **K25, 000.00**

12.9.4.7 Repeating Internship: **Tuition fees applicable for that semester.**

13.0DISCIPLINE

13.1 Cell-phones shall not be allowed during classes, unless they are switched off. Let us use our free-time to make phone calls.

13.2The importance of being SOBER and POLITE to all colleagues shall not be overemphasized.

13.3 Do not keep or take what does not belong to you.

13.3.1 The most sensible thing is to surrender it to the Class President.

13.3.2 Please notify the Media Training Manager in good time if you are unable to fulfill your assignments and if you have been instructed by the Doctor to rest.

13.3.3 PLEASE BRING A MEDICAL DOCUMENT OR NOTE FROM THE DOCTOR before the Exams, not after the examinations, otherwise a disciplinary action will follow.

13.3.4 NEVER take friends/personal guests into the class rooms.

13.3.4.1 Attend to all visitors outside when you are free.

13.3.4.2 Persistent late coming to lecture rooms is subject to disciplinary action.

14.1 PRIVACY

14.2It is essential that the MIJ operates within frameworks which respect people's right to privacy, fairness and yet allow investigations on matters which are in the public interest.

14.3Private behavior correspondence and conversation should not be brought into the public domain unless there is a clear public interest.

15.1 GRIEVANCE PROCEDURES

- 15.2** Reporting of any grievance should follow proper procedures and should always be documented, including evidence where necessary.
- 15.3** All students shall lodge their written complaints to the Media Training Manager where he/she is not a concerned party.
- 15.4** When the Media Training Manager is a concerned party, the written complaints should be forwarded to the Executive Director.

16.1 STUDENTS DISCIPLINARY PROCEDURE

- 16.2** Where there is any grievance, the Media Training Manager shall write a letter or a report to the students' disciplinary committee detailing the nature of the offence and documenting evidence.
- 16.2.1** The disciplinary committee will first align the offence with the rules and regulations available.
- 16.2.2** If there is a match, and there is evidence supplied in the report or letter, then the disciplinary committee will call the offender for a hearing.
- 16.2.3** The date that the offender must appear before the committee shall be at least a week after the notification.
- 16.3** The disciplinary committee for students shall comprise of an odd number of people (a minimum of 3 thereafter 5, and 7) for voting purposes.
- 16.4** For each hearing, there shall be a Chairman to lead the hearing and a Secretary to take notes and draft the final report.
- 16.5** During the hearing, the accused shall be notified at the end of the maximum number of days it will take to be given another notification (in form of a letter) about the outcome of the hearing from the college.
- 16.5.1** The maximum period required to finalize the outcome will be 7 working days.
- 16.6** The disciplinary committee and the college should finalize the reports and write back to the accused within 7 working days.
- 16.7** All records will be kept (letters and reports) in the Administrative Assistant's Office relating to disciplinary hearing for reference.

17.0 CONTACTS

- 17.1** We have campuses in Blantyre, Lilongwe and Mzuzu. The contact persons are:
- 17.1.1 Media Training Manager on mediatraining@mijmw.com in Blantyre**
- 17.1.2 Center Coordinator on abmkandawire@mijmw.com in Lilongwe**
- 17.1.3 Center Coordinator on gnyirenda@mijmw.com in Mzuzu**

The addresses are:

- Blantyre
The Media Training Manager
Malawi Institute of Journalism
P.O. Box 30165
Blantyre 3
- **Lilongwe**
The Center Coordinator
Malawi Institute of Journalism
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APPENDIX

COURSES AND LECTURERS: Core (Practical) Courses are in BOLD

COURSE LIST				
PROGRAMME	COURSES	BLANTYRE	LILONGWE	MZUZU
CERTIFICATE	Multimedia News writing and reporting 1	Chavula	Mkandawire	Jere
	Mass Communication Theory and Practice	Kaisi Phiri	Thawi	Nyirenda
	Introduction to Broadcast Media-Radio	Gondwe	Tsiga	Lawyer
	Legal Issues in Journalism 1	Thulama	Moyo	Jere
	Introduction to Literature	Manja	Moyo	Lawyer
	Computer Skills for Journalists	Siyasiya	Kathewera	Chafulumira
	Electronic News Gathering-TV (Single Camera)	Gondwe	Tsiga	Chafulumira
	Photojournalism	Chayanika	Kathewera	Kamanga
	Understanding Reporting on Social Issues	Thulama	Moyo	Nyirenda
	Communication Skills 1	Thulama	Thawi	Kamanga

	Modern African History & Politics	Kaisi Phiri	Moyo	Gowa
	Economics and Business	Siyasiya	Mkandawire	Kamanga
	Media Project 1	Chavula	Mkandawire	Nyirenda
	Multimedia News writing & Reporting 2	Chavula	Nandolo	Jere
DIPLOMA	Documentary & Feature Writing	Gondwe	Thawi	Nyirenda
	Communication Skills 2	Thulama	Thawi	Kamanga
	Legal issues in Journalism 2	Thulama	Moyo	Jere
	Multimedia News Production 1	Muta	Thawi	Chafulumira
	Multimedia News Production 2	Muta	Kathewera	Chafulumira
	Literature 2	Manja	Moyo	Lawyer
	Desk Top Publishing	Muta	Kathewera	Chafulumira
	Integrated Marketing Communication	Chayanika	Mkandawire	Nyirenda
	Economics and Business Journalism	Siyasiya	Mkandawire	Kamanga
	Society and Culture	Kaisi Phiri	Tsiga	Jere
	Media Research/Project	Chavula	Thawi	Kamanga
	Internship	Chayanika	Kathewera	Kamanga

**ACADEMIC CALENDER FOR 2019
JANUARY - JUNE SEMESTER**

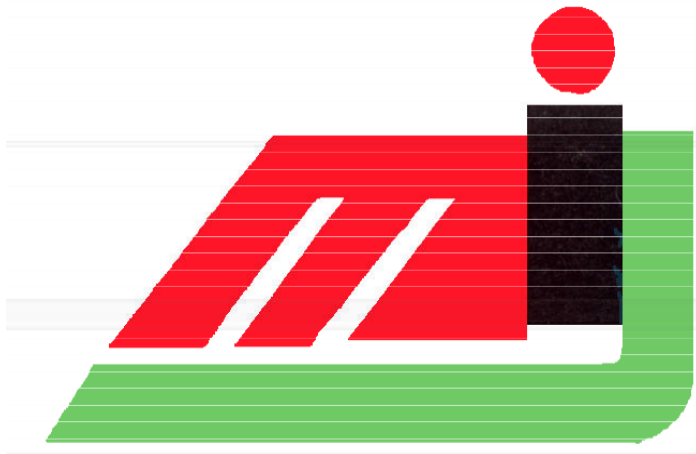
DATE	ACTIVITY
Mon 7th Jan to Friday 11th Jan 2019	School opens with the following activities: <ul style="list-style-type: none"> • Payment of fees & Registration • ORIENTATION - New Certificate & new Diploma Subject orientation by lecturers
Mon 14th Jan	Classes begin for Certificate 1 Supplementary & Deferred exams
Tues 15th Jan	PUBLIC HOLIDAY -John Chilembwe Day
February	Classes continue
Mon 4th March	PUBLIC HOLIDAY –Marty’s Day
Fri 8th March	Break off for Mid semester holiday
Mon 11th to Fri 15th Mar	MID SEMESTER /BREAK (HOLIDAY)

Mon 18th Mar	School re-opens from Mid Semester holiday
April	Classes continue First Supervision –internship visit
Wens 1st May	PUBLIC HOLIDAY-Labour Day
Fri 3rd May	End of class room learning
Tues 1st May	PUBLIC HOLIDAY-Labour Day
Mon 6th to Fri 10th May	Revision week
Mon 13th to Fri 17th May	READING WEEK
Tue 21th to Fri 24th May	EXAMINATIONS (END OF SEMESTER)
April 2019	G R A D U A T I O N
Mon 27 th May to 28 th June	
JULY TO DECEMBER 2019	INTERNSHIP & MEDIA PROJECT FOR DIPLOMA 3

JULY – DECEMBER 2019 SEMESTER

DATE	ACTIVITY
Mon 8th July to Friday 12th July 2019	<ul style="list-style-type: none"> • School opens with the following activities: • Payment of fees & Registration • ORIENTATION - New Certificate & new Diploma (Centre coordinators) • Subject orientation by lecturers
Mon 15th July	<ul style="list-style-type: none"> • Classes begin • Supplementary & Deferred Examinations
August	Classes continue
Fri 6th Sept	Break off for Mid semester holiday
Mon 9th to Fri 13th Sept	MID SEMESTER /BREAK (HOLIDAY)
Mon 16th Sept	School re-opens from Mid Semester holiday
October	Classes continue First Internship supervision visit

15 Oct	PUBLIC HOLIDAY – Mother’s Day
Fri 1st Nov	End of class room learning
Mon 4th to Fri 8th Nov	Revision week
Mon 11th to Fri 15th Nov	READING WEEK
Tue 19th to Fri 22th Nov	EXAMINATIONS (END OF SEMESTER /MODULE)
Mon 25 th Nov to 27 th Dec	<p>End Of Semester Holiday Activities</p> <ul style="list-style-type: none"> • Holiday for ;Diploma 1 & 2 • Holiday for Certificate 1 • Practical Assignments for Certificate 2 • Second internship supervision visit • RECRUITMENT FOR JAN 2020 INTAKE
JAN TO JULY 2020	INTERNSHIP & MEDIA PROJECT FOR DIPLOMA 3



MALAWI INSTITUTE OF JOURNALISM

Student Handbook

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1.1 WELCOMING REMARKS

- 1.2** The Malawi Institute of Journalism-MIJ wishes to welcome you as you start your journey of pursuing a rewarding career in Journalism.
- 1.3** This *Student Handbook* is there to serve as a useful guide and as an answer to numerous questions you might have about MIJ.
- 1.4** You shall be punished for failing to comply with the rules and regulations provided herein, therefore it is important to carefully read the entire handbook.

2.1 JURISDICTIONAL AND BEHAVIORAL EXPECTATION STATEMENTS

- 2.2** This handbook is an extension of MIJ's Board Policy and a reflection of its goals and objectives.
- 2.3** The rules and regulations contained in this handbook shall be in effect while students are on the school's grounds, or on property within its jurisdiction; while on school-owned and/or school-operated vehicles or chartered buses; while attending or engaged in the school's activities; and while away from the school's grounds, if the misconduct directly affects the good order, efficient management and welfare of the school or involves students or staff.
- 2.4** Any violation of the school's policy and/or the rules and regulations in the Student Handbook shall result in a disciplinary action which shall affect the student's eligibility to participate in various school activities.
- 2.5** Students are expected to comply with and abide by the school rules, regulations and student handbook.
 - 2.4.1** Students who shall not abide by the school's policies, rules, regulations and Student Handbook provisions, shall be disciplined:
 - 2.4.1.1.1** For conduct which disrupts or interferes with the school's education program;
 - 2.4.1.1.2** For conduct which disrupts the orderly and efficient operation of the school or its activities;
 - 2.4.1.1.3** For conduct which disrupts the rights of other students to acquire their education or to participate in the school's activities;
 - 2.4.1.1.4** Or for conduct which interrupts the maintenance of a disciplined atmosphere.
- 2.5** Disciplinary measures include, but are not limited to, removal from the classroom, suspension, probation and expulsion.
- 2.6** Discipline can also include prohibition from accessing the school's facilities such as the computer laboratory, the studios, the library etc.

2.6.1 The discipline imposed shall be based upon the facts and circumstances surrounding the incident and the student's record.

2.7 The school reserves and retains the right to modify, eliminate or establish school policies, rules, regulations and Student Handbook provisions as circumstances warrant.

2.7.1 Students are expected to know the contents of the handbook and comply with it.

2.7.2 Students or parents/guardians with questions or concerns may contact the School Office for information about the current enforcement of the policies, rules, regulations or *Student Handbook*.

3.1 DEFINITIONS

3.2 In this handbook, the word "Parent" also means "Guardian" unless otherwise stated.

3.3 An administrator's title, such as Superintendent or Principal, also means individual's designation, unless otherwise stated.

3.4 The term "School Grounds" includes the school facilities, property within the jurisdiction of the school or school premises, school-owned or school operated vehicles and chartered buses.

3.5 The term "School Facilities" includes school buildings and vehicles.

3.6 The term "School Activities" means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off-school grounds.

4.1 ABOUT MIJ ACADEMICS

4.2 The Malawi Institute of Journalism (MIJ) was set to improve the quality of journalism in Malawi, by promoting media independence and professionalism. The MIJ aims at achieving its goals by providing both short and long courses to individuals and institutions.

4.3 MIJ also offers customized training courses in emerging social and economic issues.

4.4 MIJ has qualified and experienced personnel in various fields of journalism.

4.5 MIJ, as a leading training institution for professional journalism, has its own radio station and a website with students' section where they can post their stories as one way of providing them with hands-on experience.

4.6 MIJ is committed to maintaining excellence in developing media independence and professionalism. As part of the on-going development, MIJ has recently reviewed its curriculum to cater for the fast-growing industry.

4.7 MIJ offers a Certificate and a Diploma in Journalism Programmes.

5.1 ENROLLMENT REQUIREMENTS

5.2 Certificate Programme Requirements:

- 5.2.1** Applicants should be holders of a full Malawi School Certificate of Education (MSCE), with strong English skills and an interest in writing and current events.
- 5.2.2** They must also have at least 4 credits in any humanities subjects including English.
- 5.2.3** Applicants have to apply for a place by filling an application form and attach a copy of the Malawi Schools Certificate of Education (MSCE).

5.3 Diploma Programme Requirements:

- 5.3.1** Applicants into this programme should be holders of a tertiary qualification e.g. a Certificate in Journalism or any other media-related qualification from a recognized institution.

5.4 PROGRAMME STRUCTURE

5.4.1 Certificate Programme:

- 5.4.1.1** This is the entry point for a Diploma programme. It is considered as the first year for Diploma. This is the one-year programme. At this level, students concentrate on general knowledge and on developing the necessary skills.
- 5.4.1.2** In the last month of the Programme, students are required to produce a media project (Radio/TV Documentary, Newsletter etc.) to showcase skills learnt in this year.

5.5 Diploma Programme:

- 5.5.1** This is a one and half year's programme, which focuses on applied journalism and practical skills. It constitutes of 40% classroom instructions and 60% practical skills.
- 5.5.2** The last four months of the Programme is spent on internship for them to have a feel of the work environment. During this period, they also conduct research study or produce media project on any media-related topic of their interest.

5.6 Short Courses/Part Time:

- 5.6.1 Individuals who have industrial experience and want to take specific courses - either on part-time or full-time basis - may do so by expressing their interest to the Media Training Manager.
- 5.6.2 Entry requirement depends on previous work experience.

6.1 FEES PAYMENT POLICY

- 6.2 This policy relates to all fees and charges payable to Malawi Institute of Journalism by students for the use of its facilities and the provision of its services. This includes tuition fees, examinations, library, studio facilities and other miscellaneous fees and charges.
- 6.3 As part of the registration process, each student shall be required to sign a *Declaration Form* acknowledging that they are personally liable to MIJ for payment of tuition and related fees.
- 6.4 In the event of any fee-paying body not making payment on their behalf, each student shall undertake to make payment of the full amount due to MIJ.
 - 6.3.1 This declaration states *"I acknowledge that I am personally liable to MIJ for the payment of tuition fees. In the event of any fee-paying authority or other person or body not making payment on my behalf, I undertake to make payment of the full amount due."*
- 6.4 In the event of a query or dispute in relation to the actual tuition and related fees invoiced (as opposed to the method of payment or payment difficulties), please contact the Media Training Manager.
- 6.5 Academic lecturers are not empowered to vary fees or agree payment schedules with students on behalf of MIJ.
- 6.6 The fees for 2019 Academic year shall be MK285 000/semester both for Certificate and Diploma Programmes.
- 6.7 Fees for short courses will vary from time to time.
- 6.8 Fees shall be paid **in full at the start of the course.**
 - 6.8.1 MIJ Management shall however consider payment by instalment in line with the institute's payment plan.
 - 6.8.2 The payment plan, which is the maximum consideration, is as follows:
 - 6.8.2.1 At least first half payment (50%) of the fees as first instalment should be paid upon registration.
 - 6.8.2.2 The other half (50 %) of the fees shall be paid in a maximum of two other installments within the two following months after month of registration.

- 6.8.3** Failure to make payment on the assigned day, a charge of 10% of the expected amount shall be added to the fees.
- 6.8.3.1** Take note that fees shall be paid in full by the third month of the semester.
- 6.8.4** Fees shall be for tuition and examinations only unless otherwise.
- 6.8.5** Other expenses such as those listed below shall be met by the students:
- Lunch
 - Stationery
 - Text Books
 - Accommodation
 - Transport
 - ID Cards
 - A Camera and Recorder
 - Student Union fees
- 6.8.6** Tuition fee is non-refundable, non-transferable and may be reviewed/adjusted from time to time.
- 6.8.7** Closing date for paying last installment of tuition fees is 31st March for January – June semester and 30th September for July-December semester.
- 6.8.8** Deposit must be paid before attending classes only in the first month of the semester.
- 6.8.9** Forgery of a receipt and / bank deposit slip for fees is strictly prohibited and tantamount to disciplinary measures which may lead to expulsion as the maximum penalty.

7.1 SELF CONDUCT AND BEHAVIOUR

7.2 The board, administration and employees expect students to conduct themselves in a manner fitting their age level and maturity and with respect and consideration for the rights of others.

7.2.1 Students are expected to treat lecturers, employees, fellow students, visitors and guests with respect and courtesy.

7.2.2 Any student who shows disrespect for lecturers, employees, fellow students, visitors and guests shall be suspended from college for a minimum of four weeks.

7.3 Use of abusive language

7.3.1 Students are not allowed to use abusive language, profanity or obscene gestures or language.

- 7.3.2** If the students is caught in the act, he/she shall be suspended from the college for a minimum of two weeks.

7.4 Involvement in violence or violent demonstrations

- 7.4.1** Students are not supposed to be involved in any kind of violence or violent demonstrations against any other student, employee of the institute, or destroying any property owned by the institute.

7.4.1.1 The minimum penalty for any violence is payment of the damages.

7.4.1.2 Other penalties on act of violence are suspension from college, withdrawal from writing end of semester examinations and expulsion from the college as the maximum penalty.

7.5 Theft and Forgery

- 7.5.1** Theft and any kind of forgery is not allowed and is punishable by the institute.

7.5.1.1 The maximum penalty is also expulsion from the institute.

7.5.1.2 Other punishments vary from withholding of examination grades and certificates until the matter is sorted out with the institute or the police in case of theft.

7.6 Handling of confidential information

- 7.6.1** Students are expected not to divulge confidential information about the institute.

7.6.1.1 The confidential information shall mean any piece of information about the institute that is not for public consumption at that time.

- 7.6.2** Any student found guilty of divulging confidential information through word of mouth, written documentation, internet, or any other way shall be expelled from the college.

7.7 Drug and Substance Abuse

- 7.7.1** The use of drugs and substances such as alcohol, Indian hemp etc. on campus or during school-related trips is not allowed.

7.7.1.1 Any student who comes to class and is proven beyond doubt to be under the influence of alcohol or Indian hemp or any other prohibited drug or substance shall be suspended from the college for a minimum of four weeks.

- 7.7.1.2 When a student gets suspended from the college, he/she will not be allowed to be found on the college premises or participate in any college activity.
- 7.7.1.3 A suspended student will not be allowed to submit any class work/assignment during this period of suspension.

7.7 Plagiarism

7.7.1 Plagiarism is strictly prohibited.

7.7.1.1 Each student is encouraged to do thorough research and highly regard referencing when doing class assignments.

7.7.1.2 If the student hands in class work to the lecturers and it is discovered that there are traits of plagiarism; the student shall get **a zero grade for that work** in that concerned course and be issued with a serious warning.

7.8 Cheating in an examination is strictly prohibited. **Refer to 'Penalties, Disciplinary Procedures for Breaking College Examination Rules and Regulations'**

8.1 STUDENTS HEALTH AND WELL-BEING

8.2 A student who becomes ill or is injured at school must notify the school office as soon as possible. Upon assessment, the school office will take the necessary action.

8.3 While the school is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if possible.

8.4 The school will attempt to notify the parents where necessary.

8.5 Wherever necessary and possible, the college will ferry the sick student to the nearest public hospital or clinic or home within the radius of 20 kilometers.

8.6 Health and Safety:

8.6.1 The health and safety of students and employees is always prioritized.

8.6.2 In case of any developing health hazard, the school office should be notified immediately. The school office should take necessary action to address the concern.

8.7 Death:

- 8.8** In an event of death of student during breaks or semester time; the school is supposed to be notified.
- 8.9** During semester time, the school encourages students to pay the last respect by attending the funeral.
- 8.10** Where transport is required to facilitate the logistical requirements to attend the funeral, the school provides such transport as required.
- 8.11** Depending on the situation, the college may provide a vehicle, but shall also determine the number of students to attend the funeral ceremony considering some factors such as distance, time, and quality of the road.
- 8.12** The school is however not mandated to provide more than this.

8.13 SEXUAL ABUSE AND HARASSMENT OF STUDENTS:

8.13.1 Sexual harassment is defined as behavior such as but not limited to:

- 8.13.1.1** Unwelcome sexual advances.
- 8.13.1.2** Requests for sexual favors.
- 8.13.1.3** Other verbal or physical conduct of a sexual nature when submission to such conduct is made either implicitly or explicitly a term or condition of the student's education benefits.
- 8.13.1.4** When submission to or rejection of the conduct is used as the basis for academic decisions affecting that student.

8.13.2 Sexual abuse shall include, but is not limited to:

- 8.13.2.1** Sexual acts involving a student.
- 8.13.2.2** Intentional sexual behavior.
- 8.13.2.3** Sexual harassment.
- 8.13.3** The school therefore shall not tolerate employees or other students to physically or sexually abuse or harass students.
- 8.13.4** Students who are physically or sexually-abused or harassed should notify the Media Training Manager, parents, another employee or whoever they may feel comfortable with.
- 8.13.5** In an event of sexual abuse and harassment; the school shall designate an independent investigator to look into the allegations.

9.1 STUDENTS DAILY ATTENDANCE

- 9.2** Students are expected to be in class and to make attendance a top priority.

- 9.3 Only through attendance and class participation do students achieve the benefits of the education program.
- 9.4 Participating in class discussion, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate class objectives.
- 9.5 Learning lost due to an absence can never be replaced.
- 9.6 Planned absences can only be approved by the Media Training Manager/Center Coordinator.

11.1 EXAMINATION RULES AND REGULATIONS

11.2 Attendance and Identification

- 11.2.1 Candidates writing examinations are responsible for arriving at the right time.
- 11.2.2 They must have their **identification cards** in their possession.
- 11.2.3 Forgetfulness or inadvertently arriving late cannot be considered acceptable excuses.
- 11.2.4 **Only currently registered students who have finished paying their tuition fees will be permitted to write the final exam.**

11.3 EXAMINATION PROCESS

- 11.3.1 The doors of the examination room shall be Closed 15 Minutes before the start of the examination.
- 11.3.2 Candidates arriving 30 minutes late after exams have commenced shall not be allowed to sit for that particular paper.

11.4 OTHER RULES AND REGULATIONS

- 11.4.1 Candidates shall not begin the examination or attempt to read the examination questions until instructed to do so.
- 11.4.2 Candidates - once having entered - cannot leave the exam room before completing examinations.
 - 11.3.2.1 The use of bathrooms should be done before entering the examinations room.
- 11.4.3 Candidates must remain seated and may not leave the examination room during the last 15 minutes of the examination session.
- 11.4.4 At the close of the examination period, candidates must stop writing immediately.

- 11.4.4.1** The Invigilator shall seize the papers of candidates who fail to observe this requirement, and a penalty may be imposed at the discretion of the invigilator.
- 11.4.4.2** Candidates shall submit all their work, according to the instructions of the invigilator, including all materials and a copy of the examination paper with their examination number and student ID number written on it.
- 11.4.4.3** Unused examination booklets shall not be taken from the examination room.
- 11.4.4.4** A candidate who leaves before the examination is over must hand in all completed and attempted work, notes made during the exam, and a copy of the examination paper with their examination number and student ID number on it.
- 11.4.4.5** Any form of communication between candidates is absolutely forbidden.
 - 11.4.4.5.1** No information of any kind is to be written on the question paper or on scrap paper for the purpose of assisting other candidates.
 - 11.4.4.5.2** Responses to questions must not be done in an exaggerated way or in a manner that will involve transmission of information to others.
- 11.4.4.6** Candidates must remain seated during the examination period.
- 11.4.4.7** A candidate needing to speak to the invigilator (e.g. to ask for ruler, additional papers or to request permission to leave the examination room for any reason) should indicate by raising his or her hand.
- 11.4.4.8** Questions concerning possible errors, ambiguities or omissions in the examination paper must be directed to the invigilator who will investigate them through the proper channels.
- 11.4.4.9** The invigilator is not permitted to answer questions other than those concerning the examination paper.

11.5 Materials and Aids

- 11.5.1** Candidates shall not use or attempt to use any improper source of information.

- 11.5.2** No candidate for an examination shall be allowed to bring into the examination room any books, notes or other material containing information, pertaining to the examinations unless the examiner has given instructions that such material will be allowed and this instruction is specified on the examination paper.
- 11.5.3** Any item brought into the examination room is subject to inspection.
- 11.5.4** No electronic or communication devices will be allowed in the examination room, including **cell phones**, recorders etc.
- 11.5.5** Calculators are not allowed unless specified by the instructor and indicated on the examination paper.
- 11.5.6** Except for bottled water, no food or drink is allowed in the examination room.
- 11.5.6.1** Candidates with health problems that warrant relaxation of this regulation should provide medical documentation to the Media Training Manager/Center Coordinator prior to the beginning of the examination.
- 11.5.6.1.1** Such students should restrict themselves to those items and packaging that will least distract other examinees.

11.6 Letters of Excuse

- 11.6.1** All letters shall be addressed to the Media Training Manager.
- 11.6.2** Letters of excuse shall be tendered when a member of the family has died or was ill and this affected the student in some way.
- 11.6.3** If Students are given a special assignments by their employer during examinations, a letter must come from their employers.
- 11.6.4** Students, who miss an examination for valid medical or compassionate reasons, can re-sit the examination without penalty at the next scheduled sitting.
- 11.6.5** Students who miss examinations due to fees, will have to sit for deferred. (Special examinations are set for such students)

11.7 Differed Examinations

- 11.7.1** Any student who did not write end of semester examinations due to fees balance, shall have to sit for differed examinations.
- 11.7.1.1** The pass mark for such students will be 40% in the course/courses he /she wrote as differed.

- 11.7.1.2** Students who miss an examination for valid medical or compassionate reasons (which was already discussed and approved by the media training manager), can re-sit the examination and obtain a standard score up to 100%.

12.1 ASSESSMENT POLICY

12.2 This policy describes the general principles that guide the MIJ's assessment practices. Each module will be assessed in the most appropriate manner as follows;

12.2.1 Theory-based modules: the grade will constitute 40% Course-work (assignments) and 60% of written examination.

12.2.2 Practical-based modules will constitute 60% class assignments and practical and 40% of written exams.

12.2.3 A grade that determines the award (Final grade) will constitute the average grade from all modules including the media project for the Certificate program and Research/Media Project and Internship for the Diploma program.

12.3 Semester Assessment: For all semester results; a student will only be awarded a:

12.3.1 PASS if he/she has passed all the required modules in that semester.

12.3.2 FAIL if he/she has failed any module, in this case a student will be required to sit for supplementary exams if the grade is between 35%-39%.

12.2.2.1 A Student will be required to repeat the course if the grade is less than 35%.

12.4 FINAL ASSESSMENT

12.4.1 This assessment combines all the modules for the whole programme to come up with a final grade.

12.4.2 A grade that determines the award (Final grade) will constitute the average grade from all courses and Media project for the Certificate programme and Research/Media Project and Internship for the Diploma programme.

12.4.3 To qualify for a Diploma, students must complete and pass all the modules at this level including Media Research project and Internship.

12.4.4 To qualify for a Certificate, students must complete and pass all the modules at this level including media project.

12.5 The Grading System: The following grading system is used:

Grade (%)	Description
0-34	Undoubted Failure
35-39	Marginal Failure
40-49	Marginal Pass
50-59	Pass
60-69	Pass with Credit
70-74	Marginal Distinction
75-100	Undoubted Distinction

12.5 AWARDS

12.5.1 PASS WITH DISTINCTION

12.5.1.1 To be awarded a Pass with Distinction, a student will be required to score minimum average of 70% or above and must also fulfill the following requirements:

12.5.1.1.1 Certificate in Journalism: Distinction Passes (70 - 100%) in all **core (practical) modules** including media project AND the other modules should be credits (65% or above).

12.5.1.1.2 Diploma in Journalism: Distinction Passes (70 -100%) in **all core modules including the MEDIA /RESEARCH PROJECT and Internship and the** other modules should be credits (65% or above).

12.6 PASS WITH CREDIT

12.6.1 To be awarded a pass with Credit, a student will be required to score an average of 60% or above and must also fulfill the following minimum requirements:

12.6.1.1 Certificate in journalism: Credit passes (60-69%) in at least in all **Core modules** AND **the Media project** the other modules should be passes (55 % or above).

12.6.1.2 Diploma in Journalism: Credit passes (60-69%) in **all Core modules including the MEDIA/RESEARCH PROJECT and Internship** and the other modules should be passes (55% or above).

12.7 PASS

12.7.1 To be awarded a pass, a student will be required to score a minimum mark of 40% in **all** the courses at any level:

12.7.2 Certificate in Journalism: Pass (40%- 49%) in **all thirteen** modules and the media project.

12.7.3 Diploma in Journalism: Passes (40-49%) in **all ten** modules including the Media/Research Project and Internship.

12.8 FAIL

12.8.1 A student is considered as failed if a student has scored an average of less than 40% or has scored less than 40 % in a number of modules as follows:

12.8.1.1 Certificate in Journalism: If a student fails **more than four modules** will be considered as fail.

12.8.1.2 Diploma in Journalism: If a student fails **the research project and more than four modules** will be considered as failed.

12.8.2 If a student fails any module either at certificate or diploma level with a grade less than 35%. He/she will be required to repeat the course/module or will not be allowed to go to the next class or level until he/she passes that course.

12.9 Supplementary Exams, Differed Exams, Remarks, and Repeating

12.9.1 A student at any level shall be allowed to sit for Supplementary Examinations in any module up to a **maximum of four modules**, if the grade is between 35-39%.

12.9.2 Students will also be given a chance to write differed examination if they missed the exams for valid reasons such as sickness as long as the reason for missing exams was discussed and agreed upon with the Media Training Manager.

12.9.3 A student has a mandate to apply for remark of his exam paper(s) if a student feels that the grade that has been awarded by the college is not satisfactory.

12.9.4 As indicated 12.8.2 above, if a student fails any module either at certificate or diploma level with a grade less than 35%, he/she shall be required to repeat the course/module or will not be allowed to go to the next class or level until he/she passes that course.

12.9.4.1 Fees for such, which are subject to revision, are as follows:

12.9.4.1.1 Supplementary Exams:	K7500.00/Module
12.9.4.1.2 Differed Exams:	K8000.00/Module
12.9.4.1.3 Re-marking:	K9000/Module
12.9.4.1.4 Repeating Module:	K50,000/Subject/Semester
12.9.4.1.5 Repeating media research project at Diploma:	K25, 000. 00

12.9.4.6 Repeating Media project 1 at Certificate: **K25, 000.00**

12.9.4.7 Repeating Internship: **Tuition fees applicable for that semester.**

13.0DISCIPLINE

13.1 Cell-phones shall not be allowed during classes, unless they are switched off. Let us use our free-time to make phone calls.

13.2The importance of being SOBER and POLITE to all colleagues shall not be overemphasized.

13.3 Do not keep or take what does not belong to you.

13.3.1 The most sensible thing is to surrender it to the Class President.

13.3.2 Please notify the Media Training Manager in good time if you are unable to fulfill your assignments and if you have been instructed by the Doctor to rest.

13.3.3 PLEASE BRING A MEDICAL DOCUMENT OR NOTE FROM THE DOCTOR before the Exams, not after the examinations, otherwise a disciplinary action will follow.

13.3.4 NEVER take friends/personal guests into the class rooms.

13.3.4.1 Attend to all visitors outside when you are free.

13.3.4.2 Persistent late coming to lecture rooms is subject to disciplinary action.

14.1 PRIVACY

14.2It is essential that the MIJ operates within frameworks which respect people's right to privacy, fairness and yet allow investigations on matters which are in the public interest.

14.3Private behavior correspondence and conversation should not be brought into the public domain unless there is a clear public interest.

15.1 GRIEVANCE PROCEDURES

- 15.2** Reporting of any grievance should follow proper procedures and should always be documented, including evidence where necessary.
- 15.3** All students shall lodge their written complaints to the Media Training Manager where he/she is not a concerned party.
- 15.4** When the Media Training Manager is a concerned party, the written complaints should be forwarded to the Executive Director.

16.1 STUDENTS DISCIPLINARY PROCEDURE

- 16.2** Where there is any grievance, the Media Training Manager shall write a letter or a report to the students' disciplinary committee detailing the nature of the offence and documenting evidence.
- 16.2.1** The disciplinary committee will first align the offence with the rules and regulations available.
- 16.2.2** If there is a match, and there is evidence supplied in the report or letter, then the disciplinary committee will call the offender for a hearing.
- 16.2.3** The date that the offender must appear before the committee shall be at least a week after the notification.
- 16.3** The disciplinary committee for students shall comprise of an odd number of people (a minimum of 3 thereafter 5, and 7) for voting purposes.
- 16.4** For each hearing, there shall be a Chairman to lead the hearing and a Secretary to take notes and draft the final report.
- 16.5** During the hearing, the accused shall be notified at the end of the maximum number of days it will take to be given another notification (in form of a letter) about the outcome of the hearing from the college.
- 16.5.1** The maximum period required to finalize the outcome will be 7 working days.
- 16.6** The disciplinary committee and the college should finalize the reports and write back to the accused within 7 working days.
- 16.7** All records will be kept (letters and reports) in the Administrative Assistant's Office relating to disciplinary hearing for reference.

17.0 CONTACTS

- 17.1** We have campuses in Blantyre, Lilongwe and Mzuzu. The contact persons are:
- 17.1.1 Media Training Manager on mediatraining@mijmw.com in Blantyre**
- 17.1.2 Center Coordinator on abmkandawire@mijmw.com in Lilongwe**
- 17.1.3 Center Coordinator on nyirenda@mijmw.com in Mzuzu**

The addresses are:

- Blantyre
The Media Training Manager
Malawi Institute of Journalism
P.O. Box 30165
Blantyre 3

- **Lilongwe**
The Center Coordinator
Malawi Institute of Journalism
Upland Building
P.O. Box 2847
Lilongwe

- **Mzuzu**
The Center Coordinator
Malawi Institute of Journalism
Chapita Building
P.O. Box 1142
Katoto, Mzuzu

APPENDIX

COURSES AND LECTURERS: Core (Practical) Courses are in BOLD

COURSE LIST				
PROGRAMME	COURSES	BLANTYRE	LILONGWE	MZUZU
CERTIFICATE	Multimedia News writing and reporting 1	Chavula	Mkandawire	Jere
	Mass Communication Theory and Practice	Kaisi Phiri	Thawi	Nyirenda
	Introduction to Broadcast Media-Radio	Gondwe	Tsiga	Lawyer
	Legal Issues in Journalism 1	Thulama	Moyo	Jere
	Introduction to Literature	Manja	Moyo	Lawyer
	Computer Skills for Journalists	Siyasiya	Kathewera	Chafulumira
	Electronic News Gathering-TV (Single Camera)	Gondwe	Tsiga	Chafulumira
	Photojournalism	Chayanika	Kathewera	Kamanga
	Understanding Reporting on Social Issues	Thulama	Moyo	Nyirenda
	Communication Skills 1	Thulama	Thawi	Kamanga

	Modern African History & Politics	Kaisi Phiri	Moyo	Gowa
	Economics and Business	Siyasiya	Mkandawire	Kamanga
	Media Project 1	Chavula	Mkandawire	Nyirenda
	Multimedia News writing & Reporting 2	Chavula	Nandolo	Jere
DIPLOMA	Documentary & Feature Writing	Gondwe	Thawi	Nyirenda
	Communication Skills 2	Thulama	Thawi	Kamanga
	Legal issues in Journalism 2	Thulama	Moyo	Jere
	Multimedia News Production 1	Muta	Thawi	Chafulumira
	Multimedia News Production 2	Muta	Kathewera	Chafulumira
	Literature 2	Manja	Moyo	Lawyer
	Desk Top Publishing	Muta	Kathewera	Chafulumira
	Integrated Marketing Communication	Chayanika	Mkandawire	Nyirenda
	Economics and Business Journalism	Siyasiya	Mkandawire	Kamanga
	Society and Culture	Kaisi Phiri	Tsiga	Jere
	Media Research/Project	Chavula	Thawi	Kamanga
	Internship	Chayanika	Kathewera	Kamanga

**ACADEMIC CALENDER FOR 2019
JANUARY - JUNE SEMESTER**

DATE	ACTIVITY
Mon 7th Jan to Friday 11th Jan 2019	School opens with the following activities: <ul style="list-style-type: none"> • Payment of fees & Registration • ORIENTATION - New Certificate & new Diploma Subject orientation by lecturers
Mon 14th Jan	Classes begin for Certificate 1 Supplementary & Deferred exams
Tues 15th Jan	PUBLIC HOLIDAY -John Chilembwe Day
February	Classes continue
Mon 4th March	PUBLIC HOLIDAY –Marty’s Day
Fri 8th March	Break off for Mid semester holiday
Mon 11th to Fri 15th Mar	MID SEMESTER /BREAK (HOLIDAY)

Mon 18th Mar	School re-opens from Mid Semester holiday
April	Classes continue First Supervision –internship visit
Wens 1st May	PUBLIC HOLIDAY-Labour Day
Fri 3rd May	End of class room learning
Tues 1st May	PUBLIC HOLIDAY-Labour Day
Mon 6th to Fri 10th May	Revision week
Mon 13th to Fri 17th May	READING WEEK
Tue 21th to Fri 24th May	EXAMINATIONS (END OF SEMESTER)
April 2019	G R A D U A T I O N
Mon 27 th May to 28 th June	
JULY TO DECEMBER 2019	INTERNSHIP & MEDIA PROJECT FOR DIPLOMA 3

JULY – DECEMBER 2019 SEMESTER

DATE	ACTIVITY
Mon 8th July to Friday 12th July 2019	<ul style="list-style-type: none"> • School opens with the following activities: • Payment of fees & Registration • ORIENTATION - New Certificate & new Diploma (Centre coordinators) • Subject orientation by lecturers
Mon 15th July	<ul style="list-style-type: none"> • Classes begin • Supplementary & Deferred Examinations
August	Classes continue
Fri 6th Sept	Break off for Mid semester holiday
Mon 9th to Fri 13th Sept	MID SEMESTER /BREAK (HOLIDAY)
Mon 16th Sept	School re-opens from Mid Semester holiday
October	Classes continue First Internship supervision visit

15 Oct	PUBLIC HOLIDAY – Mother’s Day
Fri 1st Nov	End of class room learning
Mon 4th to Fri 8th Nov	Revision week
Mon 11th to Fri 15th Nov	READING WEEK
Tue 19th to Fri 22th Nov	EXAMINATIONS (END OF SEMESTER /MODULE)
Mon 25 th Nov to 27 th Dec	<p>End Of Semester Holiday Activities</p> <ul style="list-style-type: none"> • Holiday for ;Diploma 1 & 2 • Holiday for Certificate 1 • Practical Assignments for Certificate 2 • Second internship supervision visit • RECRUITMENT FOR JAN 2020 INTAKE
JAN TO JULY 2020	INTERNSHIP & MEDIA PROJECT FOR DIPLOMA 3