



ONE YEAR DIPLOMA IN PACKAGING TECHNOLOGY

2017

The student is the most important persons in our lives. He or she is not dependent upon us – we are dependent upon him or her. He or she is not an interruption of our work but is the purpose of it. He or she is not an outsider to our business, but a part of it. We are not doing him or her a favour by serving him or her; he or she is doing us a favour by giving us an opportunity to do so.

Borrowed and adapted from the sayings of Mahatma Gandhi



COURSE RULES and CONDUCT

Note: This document is both a guide to the method in which the diploma course is conducted and constitutes the “Rules” of conduct of the course. A student enrolling for the course is taken to have agreed to be bound by the following. A copy is available to all students on the Institute’s official website www.ipsa.org.za, and this fact has been brought to the Attention of all students.

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DEFINITIONS: For the sake of clarity in interpretation, the following terms are defined:

“Institute” means the Institute of Packaging (SA);

“Regional Education Secretary” means that person appointed by the Institute to manage its education programme in each of its regions;

“National Education Officer” means that person appointed by the Institute who is responsible for the conduct of the Institute’s education programmes.

“Attendance students” means those students who attend lectures in the main centres every week;

“Distance Learners” means those students who do not do so because they reside in remote locations, or for any other students who choose not to attend lectures regularly.

“Self Study Students” are those, in certain medium sized urban areas, where lectures are not held, who follow a regimen of self study but can seek assistance from a local institute appointed mentor who becomes their “buddy” for the purposes of study.

1. COURSE OUTLINE (see Lecture Schedule also)

The course consists of eight (8) modules –

Section 1	Business Aspects of Packaging
Section 2	Packaging Planning
Section 3	Packaging Practices
Section 4	Product Handling and Packaging
Section 5	Packaging Materials
Section 6	Packaging Graphics
Section 7	Food Packaging
Section 8	Special Applications

2. STUDY APPROACH

2.1 It is expected of all students that they will study the appropriate chapters of the prescribed text book indicated by the subject of each lecture (refer separate Lecture Schedule / Syllabus followed by ALL students). Where they are students attending classes, this should be done **prior to each lecture**. This will enable them to prepare questions on study material they do not fully understand before the class meetings, thus making their own time and that of the lecturer more productive. **The onus is on the student, not the lecturer, to obtain from the text book the essential basic knowledge needed and contained therein.**

2.2 Distance Learners may approach the Distance Learning Administrator (see last page) for assistance with their studies, as need be.

3. PRESCRIBED TEXT BOOK

“**A Handbook of Packaging Technology**”, produced by The Institute of Packaging (SA), and which is issued to all students once fees have been paid (further copies are also obtainable from the local regional education secretary). The cost of this text book is included in the course fee, other than where the student is repeating the practical assignment component only.

4. SUGGESTED ADDITIONAL READING

Students are referred to the reference works listed at the end of the abovementioned handbook. They are also strongly advised to read the packaging journal sent to them free of charge as a benefit of the Institute

membership, and to refer to the Institute’s websites (www.ipsa.org.za) and the **Student Interactive Website**. The former website also contains a STUDENT ASSISTANCE menu item and a LINKS menu item with valuable links to other websites of (packaging and related) interest. The second website is devoted specifically to assisting students with their studies – refer to the main website for log on and other details.

5. TESTS

There are 5 tests written during the course of the year, the pass mark for each of which is 50%. The purpose of these tests is to monitor the student’s progress and understanding of the course content throughout the year. Marks awarded will count towards the final year mark as explained later. **PLEASE NOTE CAREFULLY THE FOLLOWING REQUIREMENTS APPLYING TO THE TESTS –**

5.1. ATTENDANCE AT TESTS

- 5.1.1 A student must write all tests in each semester; failure to do so will be condoned only for acceptable, proven reasons as stated hereunder;
- 5.1.2. Where a student fails to write a test, other than is provided for below, a “nil” mark will be awarded.

5.2 Acceptable Reasons for Failure to write a Test

- 5.2.1 Ill health, provided this is substantiated by a doctor’s certificate.
- 5.2.2 Work related reasons, provided substantiated in writing by the student’s employer, as unavoidable.
- 5.2.3 Other reasons of a compassionate nature approved by the National Education Officer of Institute. Approval to be sought and granted in writing.

5.3 Scoring of Tests Where an Acceptable Reason is provided (see block overleaf for examples)

- 5.3.1 **Provided** the student substantiates the reasons for failure to write a (single) test of the 5 (**in writing**, as spelled out in these Rules), and this is accepted, the marks for those 4 tests which **are** written, will, at the end of the academic year, be averaged, and that average mark allocated for the one test missed.
- 5.3.2 If the student fails to write a second test, the **average** of the tests that **were** written will be calculated by dividing the total score earned by 4 and the resulting average percentage will be then be allocated to ONE test only (i.e. as a 4th test mark in example), then the total percentage marks achieved for the 4 tests will be averaged (divided by 4), i.e. there would be no mark allowance for the missed 5th test.
- 5.3.3 A student failing to write 3 or more tests would be allocated an average percentage being the sum of the scores for the tests that **were** written, divided by 4, and awarded for ONE missed test only. It will be seen from this example that there is a mark penalty imposed for non-attendance at tests.

Example:

Para as above	Test 1	Test 2	Test 3	Test 4	Test 5	Average	Awarded for missed test	Test average (best 4 or less)
5.3.1	53	60	Missed	41	50	51 (204/4)	51	53.5 (214/4)
5.3.2	53	60	Missed	Missed	50	41 (163/4)	41 awarded for one test only	51 (204/4)
5.3.3	Missed	60	Missed	Missed	50	27.5 (110/4)	27.5 awarded for one test only	34 (137.5/4)

6. EXAMINATIONS

- 6.1 There are two examinations in the year, normally occurring in June and October. **The pass mark is 50%**, and a student **must pass both examinations to pass the year**.
- 6.2 A student failing either one of the examinations may apply to write a supplementary examination provided the student is ‘eligible’.

- 6.3 This eligibility will comprise of any student who sat for the original examination and obtained a fail mark within 5% of the pass mark for examinations (i.e. a mark of between 45 % - 49,99%) (i.e. students achieving outside this range will **not be eligible** to write a supplementary).
- 6.4 The percentage mark awarded to a student who successfully passes the supplementary exam having failed the original exam will NOT EXCEED 50% (i.e. a minimum pass) to be fair to other students who do not have the opportunity to repeat an exam and possibly better their original mark.
- 6.5 In the case of students who write a supplementary examination, there is a re-write fee. This is to cover the costs of setting a new examination, and marking and moderation fees.
- 6.6 Examinations will be sat on the same time and date nationally (see lecture schedule), usually from 09H00 – 12H00. Students should ensure that they obtain prior permission from their employer to be absent from their duties for this purpose (a confirming letter can be supplied by the Institute’s regional education secretary).
- 6.7 **Students who do not sit for a scheduled exam will be awarded a “0” mark (i.e. fail), unless there are compelling reasons for their failure to do so.** In this case, urgent application in writing, explaining the circumstances, should be made to the National Education Officer who in his sole discretion may permit that student to write the supplementary examination. There is no supplementary to the supplementary exam should such a student fail this exam.

7. PRACTICAL ASSIGNMENT

- 7.1 During the year of study, a formal assignment must be completed and submitted by each student, and this will count towards a pass or fail for the year.
- 7.2 There is normally a choice of categories available to the student, from which the student must choose one. These categories are normally notified in March of every year.
- 7.3 A period of approximately five months is allowed for the student to complete the assignment. **STUDENTS ARE ADVISED NOT TO LEAVE WORK ON THIS UNTIL THE LAST MOMENT, AS IT REQUIRES CONSTANT EFFORT, AND SHOULD THUS BE TREATED AS ONGOING HOMEWORK.** The student may receive assistance from the lecturer or other parties in the workplace, but the final submission must of course remain **THEIR OWN WORK**.
- 7.4 The assignment must be structured and presented in the form of a business report – suggested maximum of 10 pages (approximately 3000 words) excluding drawings, financial tables and specification – and be accompanied by an appropriate “mock-up.”
- 7.5 The following aspects of the assignment will be allocated marks:
- Presentation and overview of the brief
 - The business aspects of packaging
 - Packaging Practices
 - Packaging Principles
 - Product Handling and Packaging
 - Packaging Materials
 - Graphics
 - Special Applications
- (i.e. the specific product/manufacturing process etc)
- 7.6 A student must attain a mark of 50% or more for the assignment to pass the year. Subject to paragraph 7.7 below, a “fail” for the assignment will mean a fail for the year, *irrespective of test, exam and final year marks*.
- 7.7 However, where a student obtains *less than the required pass mark of 50%, but achieves a percentage mark for the assignment of between 45% and 49.99%* upon first submission, that student will be given the option of an extended period of not more than 2 weeks from the completion of marking date of the original submission, to resubmit the written presentation portion to improve upon the overall mark first awarded. If this option is exercised, a re-submission fee will be payable.
- 7.8 Students obtaining *less than 45% will not be given this opportunity, nor will students who fail to submit an assignment at all*, but such students will be eligible to re-attempt the assignment the following year (only) (upon re-enrolment and payment of the prescribed fee), in order to attempt to obtain their diploma (assuming they have otherwise passed).
- 7.9 **Assignments must be submitted by the closing date shown in the lecture schedule each year.** Failure to do so may result in disqualification, a “0” mark, and effectively a fail for the year.
- 7.10 The only exception to this rule is if a student applies in writing **before the submission date**, for an extension of time **due to reasons which are acceptable to the National Education Officer (NEO)**. In fairness to other students who may have worked long into the night to complete their assignments, such extensions will only be

granted in exceptional circumstances where the NEO is satisfied that the reasons for non-submission are compelling, and he will call for such proof as he sees fit to substantiate the student's claim. If granted, **this extension will not exceed 2 weeks from the date of such written approval by the NEO**, and will attract a late submission fee.

- 7.11. In the circumstances contemplated in 7.9 and 7.10 above, a student who receives an extension may not qualify to have his assignment entered the annual Student Gold Pack competition (see further information below).
- 7.12. It is the **student's responsibility** to ensure that the assignment is **handed** to the lecturer by the specified hand in date (or where a distance learning student), **is sent per courier** or registered post in good time to reach its destination by that date – this destination address will be notified nearer the time. **The cost of doing so will be for the student's account).**
- 7.13. **No allowance will be made for students whose assignments are not handed in or have gone astray because they did not adhere to the foregoing requirements, and they will be awarded a "0" mark and will thus have failed the year.**
- 7.14. Student Assignments and accompanying mock-up will **NOT** be returned unless the student clearly specifically requests this in writing, and the costs of doing so will then be for the student.
- 7.15. A national Student Gold Pack Award competition is held every year, based on the practical assignments completed by students from a number of educational institutions, including the Institute of Packaging students (who are automatically entered by their regions provided the regional judging panel considers their submission worthy).

8.0 DETERMINATION OF YEAR MARK

- 8.1 This will be determined taking into account the average achieved for the best 4 tests (provided that at least 4 have been written – see below), the average mark percentage for the two examinations, and the mark percentage for the practical assignment – all subject to a weighting factor of 33.33% each. An example follows.
- 8.1 Where less than 4 tests have been written, the rule (para 5.3) as previously stated governing the failure to write tests, will apply.

EXAMPLE

Tests – average percentage mark over 4 selected tests = 66% x weighting 33.3%	= 21.98%
Examinations – average percentage mark over the 2 exams = 60% x weighting 33.3%	= 19.98%
Assignment – percentage mark achieved = 72% x weighting 33.3%	= 23.98%
FINAL YEAR MARK	= 65.94%

The student MUST however achieve a minimum of 50% for each of the two examinations, and for the student assignment (before weighting is applied), and as a final year mark, to pass.

9.0 PASS / FAIL MEASUREMENTS

- 9.1 A student who fails –
- 9.1.1 exam 1 or exam 2;
- 9.1.2 the practical assignment;
- 9.1.3 to attain the final year mark
- will be regarded as having **failed the entire year.**

9.2 EXAM, ASSIGNMENT OR SEMESTER REPEAT PROVISIONS

- 9.2. (a) A student who fails the entire year will be eligible to repeat the entire course in the following year, at that (new) year's fee cost;
- (b) a student who fails only one exam, or the assignment (or fails to submit this), or both, will be permitted to repeat only that (one) semester, and / or the assignment (or both), in the following year, upon re-enrolment at the beginning of the following (new) academic year, and payment of the applicable prescribed fees for that new year, for the components concerned.;
- (c) subject to 9.2.1.1 below, a student who fails **BOTH** exams will be required to repeat the entire year, the following year.

9.2.1. A student MAY however, be permitted to rewrite one or both exams in the following year (as against repeating the entire semester/year) at the sole discretion of the National Education Officer of the Institute. The student will need to apply to the National Education Officer for this concession in writing before the commencement of the academic year, and a favourable response will depend upon him / her –

- * having achieved consistently good results with at least a 50% average for the four tests which count towards the year mark;
- * advancing valid reasons for the student's uncharacteristically poor performance in the failed exams.
- * the supplementary exam fee prescribed will apply to each exam in this case.

9.3 Marks awarded for tests or assignments earned in the *previous year's equivalent semester* will be carried forward to the current year's semester, if better than the current year's marks.

9.4 The provisions of 9.2 will apply **only** to a past student who was a student in the year *immediately prior*, and this option may be exercised only ONCE, where after the student will be required to repeat the entire year; unless the National Education Officer agrees in writing to waive this requirement due to compelling reason supplied.

10.0 WRITING OF TESTS AND EXAMINATIONS

10.1 Students (whether attendance or distance learning students) who are within travelling distance (taken to be +/- 50 kilometres) of the Institute's nearest lecture centre are expected to write their tests and examination at that centre, the whereabouts of which the student must establish from their regional education secretary.

10.2 An exception may be made where an application in writing is made by a student based on good reason. This is subject to prior approval by the National Education Officer in writing, in which case test and examinations may be written in-company (or at some other approved venue) under the supervision of a nominated invigilator approved by the National Education Officer. This applies predominantly to distance learning students, and would not normally be condoned for attendance students.

11.0 AWARDING OF DISTINCTIONS OR CUM LAUDE

A DISTINCTION will be awarded for an overall average year mark of 75% or above, and CUM LAUDE for a overall average year mark of 80% or more. The National Education Officer may in his SOLE discretion award such honours where a student's marks, in his opinion, are sufficiently close to these thresholds to justify recognition.

12.0 ACCEPTANCE OF MARKS AWARDED

It is a specific condition of enrolment that a student will accept that the marks awarded for any of the tests, exams, or the practical assignment are fairly awarded by persons qualified in the packaging industry to judge the merits of each answer paper, or the practical assignment, and that whilst a student may request a remark (upon payment of a fee) the Institute's decision as to the mark award will be final. The Institute may in its discretion assist a student to understand why a certain mark has been awarded, but this will be without prejudice to the Institute's rights to decline to enter into any correspondence or debate on this subject. Marks are subject to moderation at random.

13.0 CHEATING / DISHONESTY

13.1 A student found to have cheated or to have been dishonest in any way in regard to the writing of tests, examinations, or the preparation of the practical assignment, may be immediately expelled from the course or have a lesser sanction imposed (e.g. disqualification of that result), at the discretion of the National Education Officer, and will have no recourse upon the Institute for such action. This is similarly a condition of enrolment.

14.0 ENROLMENT / ENTRY QUALIFICATION

A student wishing to undertake the diploma course or any portion thereof will complete a formal enrolment form, which must be supported by a statement signed by a representative of their employer (if they are employed) as to their suitability to undertake the course.

Distance Learning students must also complete that section of the enrolment form nominating an invigilator for their tests and examinations, where they have approval of the National Education Officer to write at a place other than a lecture centre (see 10.0 – Writing of Tests and Examinations).

15.0 PRESENTATION OF DIPLOMAS

Provided there are sufficient students to justify this, diplomas are normally presented in each region to successful students at a formal function. (Distance Learners receive theirs by registered post).

MAKE SURE YOU ARE THERE BY APPLYING YOURSELF TO YOUR STUDIES!

16.0 WEBSITE

16.1 The Institute's website (www.ipsa.org.za) has a section devoted to STUDENT ASSISTANCE which information which will hopefully be of assistance to students, especially distance learners who do not have access to lecture facilities where they can immediately obtain assistance. This website also explains the Institute's Aims and Objectives, Management structure, and other matters concerning the Institute. There is also a section dealing with forthcoming events etc, and students are urged to "join in" and network with fellow colleagues in packaging by attending these events. Enquiries may also be made to the regional education secretary for up to date information.

16.2 The attention of students is also drawn to the Institute's **STUDENT INTERACTIVE LEARNING** website which is specifically designed to assist students with their studies – see main website named for instructions on how to log on to this latter site).

17.0 FEE STRUCTURE 2017

The 2017 fee for the full diploma course is **R 14 000.00** This is inclusive of –

- text book, lectures (where an attendance student) (or assistance by the Distance Learning Administrator where not);
- student membership for the year of study;
- a free monthly copy of a national packaging journal;
- VAT.

Other fees for 2017 are as follows (including VAT) –

- Repeat one semester, including assignment if need be and **including** supply of text book and student membership).....R 7 355.76
- * Repeat assignment only (no text book or membership).....R 1 100.00
- * Late submission or re-submission of assignment fee (in same year)..... R 385.00
- * Supplementary examination re- write fee (no text book or membership).....R 550.00
- * Repeating one or more exams as per para 9.2 - per exam (no text book).....R 550.00 per exam (previous year's student)

18.0 REFUND OF FEES

18.1 **No refund of fees** will be entertained for any reason whatsoever should a student withdraw, be expelled, or be disqualified after the commencement of the course, in the circumstances laid out in this document. In the case of a student withdrawing after enrolment and payment of fees, **but before the course actually commences**, a refund **will** be considered, but less the deduction of an administration cancellation fee of R600-00 plus the current cost of the prescribed text book (including VAT) (should this have been already supplied), which is not returnable.

18.2 A student withdrawing after successfully completing the first semester for reasons acceptable to the regional education secretary will similarly receive **no** refund of that year's fee, or any portion thereof, but may be permitted to carry forward a portion of that year's fee towards the applicable semester in the following year,

provided that the student will be required to meet any increase in the fee for one semester applying to that new year.

- 18.3 This indulgence will NOT apply to a student who has **failed** any semester.
- 18.4 Fees applying to a student who wishes to repeat a missed or failed semester or practical assignment in the previous year are dealt with under the heading Fee Structure, above.
- 18.5 Students should bring the provisions of this paragraph to the attention of their employers or sponsors where they are not paying the fees themselves, and are being assisted in this respect.

19.0 INTERPRETATION

Where there is any doubt as to the interpretation or application of the forgoing rules and procedures, the decision of the National Education Officer of the Institute shall be final and binding, and all students enrolling are taken to have unequivocally agreed to this condition.

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