



التنزيل - معهد علوم القرآن
=====



INSTITUTE POLICIES AND PROTOCOL

ADMISSION AND TUITION

1. ADMISSION REQUIREMENTS

- 1.1. Students must possess an adequate understanding of the English language.
- 1.2. All admission and re-admission applications must be accompanied by a R300 registration fee.
- 1.3. An application by anyone with a history of substance abuse will not be accepted. In the event of an exception, such a student may be required to undergo periodic urine and/or blood tests.
- 1.4. A criminal record may be used as grounds to refuse admission.
- 1.5. A student who has studied at another institute and seeks to continue their studies at the Institute will be assessed and placed in the appropriate year/classes of study.
- 1.6. A graduate from other institute who wishes to further their studies at al-Tanzil will have their needs assessed and placed in the suitable subjects.

2. TUITION

- 2.1. The tuition fees for a qirā`ah student is R9 500 per annum and for a hifh student is R7 500 per annum. The fees may be paid as a lump sum at the beginning of the year, monthly (R950/R750) or per semester (R4 750/R3 750).
- 2.2. Students who are unable to pay their fees must present their cases to the administration. In case of non-payment, a warning letter will be issued. If non-payment continues, a meeting will be convened with the student and/or parents and an appropriate course of action will be pursued.

3. BURSARY POLICIES

- 3.1. Students who are unable to afford the fees must discuss the bursary options available with the administration.

4. TEXTBOOKS

- 4.1. Textbooks will be provided for students as needed during the course of the year.
- 4.2. Textbooks are not included in the student's fees.
- 4.3. Students are required to pay for all their textbooks.
- 4.4. Students will not receive their textbooks until they pay for them and settle any previous debts.
- 4.5. Students who are unable to afford the textbooks must discuss the bursary options available with the administration.

ACADEMICS

5. STUDENT ATTENDANCE AND ACADEMIC CALENDER

- 5.1. Students are expected to attend all classes. The study day begins at 8 am and ends at 3 pm, Monday to Thursday. Friday classes are from 8 am to 10 am.
- 5.2. All classes are compulsory, except for those only doing certain subjects.
- 5.3. Students who are unable to attend all courses or request special leave must obtain permission from the administration but will still be expected to write all exams. Students must present their cases in writing together with any necessary documentary evidence.
- 5.4. If a student is absent, it is his responsibility to present a valid reason to the administration in writing promptly. If the student does not present a valid reason, he will be deemed to not have a valid reason.
- 5.5. Students who miss 7 classes in a particular subject without a valid reason will fail the subject.
- 5.6. Detailed register will be kept of all absentees.
- 5.7. Students are advised to take note of the Institute's academic calendar.

ACADEMIC CALENDER

The tentative academic calendar is as follows:

2 February: First Semester starts

8-12 June: Exams

13 June: End the First Semester - Institute closes for
Ramadan

20 July: Second Semester Starts - re-opens after Ramadan

23-27 November: Exams

2 December: Issuing of results/reports / Graduation

The Institute is off for all public holidays.

The Institute is off during the entire month of Ramadan.

6. EXAMS AND ASSESSMENTS

- 6.1. Writing and passing all exams are necessary to proceed to the next year. Students with an unacceptable absent record will not be permitted to write the exam for the subject and will fail the subject in question.
- 6.2. Exams are given at the end of the each semester. Every subject will be examined. The teacher may, in addition, expect assignments during the course of the semester.
- 6.3. The required pass grade is 60% for all subjects.
- 6.4. Subjects are divided into major subjects and minor subjects.
 - a. Any student who fails two major subjects must repeat the entire year.
 - b. Any student who fails one major and two minor subjects must repeat the entire year.
 - c. Any student who fails three minor subjects must repeat the entire year.
 - d. Any student who fails one major subject will have his case brought before the Administration for a decision regarding the assessment of the student.
- 6.5. A student guilty of cheating or plagiarism will fail the subject.

7. GRADUATION DEGREE OR CERTIFICATION

- 7.1. A student who does not pass all of his subjects will not be granted a graduation degree (*shabāda*) or certification.
- 7.2. A student is able to receive *ijāzah* and *sanad* in most of the texts taught, provided that he meets the requirements set by the instructors.
- 7.3. The Institute retains the rights to inform any third party about the misrepresentations of a student that did not graduate with a degree or certification.
- 7.4. Degrees or certifications will be handed to successful students at the year-end.

CONDUCT

8. CODE OF CONDUCT

- 8.1. Students are expected to maintain an acceptable standard of moral conduct. This includes prohibitions on the following:
- a. bad language and obscenity
 - b. un-Islamic literature or electronic material
 - c. possession of guns, knives or any other dangerous instruments
 - d. quarrelsome behaviour, violence and fighting
 - e. smoking in the building premises, or smoking in groups outside the premises
 - f. littering and other anti-social behaviour
 - g. vandalism and damage to Institute property
 - h. wasting water or electricity
- 8.3. Watching movies and listening to music are not permitted.
- 8.4. Students are expected to maintain a high standard of decorum in class. This includes prohibitions during class on the following:
- a. eating
 - b. sleeping
 - c. disruptive communication or behaviour
- 8.5. Cell-phone use during class is not permitted except for emergencies.

9. DRESS CODE

- 9.1. Students must wear a white coloured thawb with a white kufiya or turban.
- 9.2. No un-Islamic haircuts are allowed.
- 9.3. Students are expected to keep their body and hair clean, neat and tidy as prescribed by Islam.

10. INSTITUTE PROPERTY

- 10.1. Students are responsible for the upkeep of Institute property and assets.
- 10.2. Damage to Institute property is a serious offence. All offenders will be held liable for any breakage or harm resulting from neglect or intentional action.

DISCIPLINE

11. DISCIPLINARY ACTION, SUSPENSION OR EXPULSION

- 11.1. The Institute may at any time suspend or expel a student for un-Islamic conduct or infringement of Institute rules and regulations.
- 11.2. Students found possessing, using or trafficking in any intoxicating substances will be immediately expelled.

- 11.3. Students must take care to preserve the good name of the Institute. Any behaviour off the premises that result in disrepute for the Institute will be deemed an offence worthy of suspension or expulsion.
- 11.4. Students are under no circumstance to undermine the authority of the Institute. Any group founded for such purposes will be disbanded and its leaders and members expelled.
- 11.5. Students found guilty of any of the following will be immediately expelled without appeal for re-instatement:
 - a. zinā (fornication and adultery)
 - b. liwātah (homosexual acts)
 - c. murder or assault
 - d. stealing
 - e. riddah (apostasy)
 - f. violent dispute with any staff member.
- 11.6. All students possessing beliefs or practices contrary to authentic Islam as understood by the Institute may be expelled on these grounds.
- 11.7. The Institute reserves the right to summarily terminate the studies of any student in the event of the following:
 - a. any loss of confidence in a student due to behaviour contrary to Islamic principles or morals and/or not in accordance with the values of the Institute
 - b. continued involvement in suspicious behaviour or recurrent appearances before the Administration/Institute even when not found guilty.

- 11.8. Any serious disputes between students or students and staff are to be referred to MIn Saleem Gaibie or one of the senior staff.
- 11.9. The Administration and Staff may perform checks on the whereabouts of students and their activities. They may also inspect their personal effects for the purpose of maintaining discipline and order.
- 11.10. Suspended or expelled students are to make arrangements to immediately leave the premises.
- 11.11. Those wishing to be re-instated may make written representations to the Institute.

TEACHING

12. ATTENDANCE

- 12.1. Teachers are to teach all their classes and must finish the assigned course material.
- 12.2. It is the teacher's duty to inform Sheikh Ridwaan Saiset by telephone in the morning if they are unable to teach a class. If it is not possible to inform Sheikh Ridwaan Saiset before the day begins, then the teacher must inform him as soon as possible. If the teacher does not inform Sheikh Ridwaan Saiset, their absence is counted as an invalid absence.
- 12.3. An absent teacher must assign work to their class.
- 12.4. Daily attendance of each teacher will be taken by Sheikh Ridwaan Saiset.

13. EXAMS AND ASSESSMENT

- 13.1. Each teacher must give an exam for their course. They may, additionally, give assignments.
- 13.2. The exams must be a fair and comprehensive test of the knowledge of the student in the course.
- 13.3. Every teacher must submit a copy of the exam for their subject to Moulana Saleem Gaibie one week before the exam. He will assess whether the exam is fair and comprehensive. If the exam is inadequate, the teacher will be requested to re-submit the exam for approval.

13.4. Exam results must be submitted two days after the exam.

14. RESEARCH

14.1. Teachers and senior students are required as follows:

- a. Submit a research topic of their choice one week after the semester begins to Moulana Saleem.
- b. Submit a final research paper of approximately 10 pages two weeks before the end of the first semester.

14.2. Research papers will be reviewed and become the subject matter of the Institute's annual journal/newsletter.

ADMINISTRATION

15. ADMINISTRATION DUTIES

15.1. In the absence of Moulana Saleem, Sheikh Ridwaan Sait will act as amīr and administrator. In the absence of Sheikh Ridwaan, Moulana Riyaadh will act as amīr, or else Sheikh Sālim Peck.

16. TEACHER/STAFF MEETINGS

16.1. The teachers will meet once at the end of each month, as follows:

27 February

27 March

25 April

29 May

12 June

20 July

28 August

25 September

30 October

27 November

16.2. All teachers must be present for the meetings, which will be held on Fridays at 10:30 am.