



Montessori Pakistan

Pakistan Montessori Council



Student's Code of Conduct

Montessori Distance
Diploma Programs

Roll No.



Introduction

The purpose of this booklet is to familiarize students, enrolled in PMC's Montessori Distance Education Diploma Programs, with rules, procedures and regulations to be followed in order to successfully complete their course.

In case of any uncertainty regarding any clause or regulations given in this booklet, call your tutor or a PMC representative and seek further assistance.

Starting Up

Thank you for joining PMC's Montessori Diploma Program. We welcome you to Pakistan's biggest Montessori community.

Please check the contents of the parcel you have received from PMC, and ensure that you have received the following;

1. *Books according to the installment plan you chose.*
2. *Tutor information letter.*
3. *Receipt of your payment.*
4. *Your roll number (specified on the title page of this booklet and your payment receipt.*

Note: Please contact a PMC representative if anything is missing from your parcel.

Starting Reading

Your course books have been named “modules” and numbered from 1 to onwards. Please start reading “**Module 1**” first, and then continue reading according to the number sequence of your modules.

Before you begin reading any module, please refer to its last page and have a look at the assignment questions. You are required to answer the questions and complete the projects (if any) given in the assignments, and send to your tutor within the due date (given on the same page towards the bottom.)

Tutorial Support

If you have difficulty understanding any portion of the book or answering any question in the assignment, please don't hesitate to contact your tutors between 10 a.m. to 5 p.m. The contact details of your tutors are given in the *Tutor Information Letter* sent along with your first book.

Your tutors are responsible and authorized;

1. *To provide support in your studies on the phone or by means of internet applications.*
2. *To mark your assignments, and give you feedback on demand.*
3. *To fine you on late submission of your assignments.*
4. *To allow you extensions in your due dates for assignment.*
5. *To ask you to do the whole assignment or a part of it again.*

*Please contact your tutors during the official timings only i.e. **10 a.m. to 5 p.m. Monday through Saturday** and avoid disturbing at other times.*

Submission of Assignments

Any kind of paper sheet can be used to make the hand written assignment. You may also send a typed assignment. Please keep the following points in mind while preparing your assignment.

1. In case the assignment is hand written, it should be neat and the handwriting should be legible.
2. For typed assignment, please use Arial, Times New Roman or Courier fonts with font size not less than 12.
3. The assignment should be written in your own

words. Avoid plagiarism and mention citation (source) of any text, picture or illustration used in your assignment.

4. Be specific and to the point, and avoid adding unnecessary content.
5. Mention your name and roll number on every page of your assignment.

Please post your completed assignments in the name of your tutor to head office's address only;

Pakistan Montessori Council
466, St-58, I-8/3, Islamabad, Pakistan

Note : Please use the email addresses mentioned on your Tutor Information Letter if you want to submit your assignment via email.

Due Date for Your Assignment

Please do not take your assignments' submission due dates lightly. You may be fined up to Rs. 1000 for the late submission of your assignments.

In case of any emergency or a genuine problem, please ask your tutor for an extension before the expiry of your due date. Your tutor may grant you an extension up to one month depending upon the nature of your problem.

You may always submit your assignments before your due date, and start your next module. This way you can finish the course earlier.

Delivery of Next Modules

The next modules are automatically sent via VPP according to your installment plan i.e.

- **Single Manual Plan**
1 next module is sent at the lapse of 1 month.
- **Two Manual Plan**
2 next modules are sent at the lapse of 2 months.
- **Half Course Plan**
Half of the modules are sent at the lapse of half of the duration of the course.

In case of VPP, your local postman delivers the parcel and collects the payment against the parcel. If you are not available or do not have the payment available, you may ask the postman to deliver the next day or some other day. However, if the parcel returns to PMC because of your inability to receive it, a representative from PMC will speak to you regarding the return of the parcel and will resend it to you if you approve, with a fine of Rs. 500 each time. Two consecutive returns may result in suspension of the course.

Note: If suspended you may resume your course by paying the fine and ordering the next modules.

You may also **order an early delivery of your next modules** in order to finish your assignments earlier. Just speak to your tutor or a PMC representative to send your next module(s) before the schedule.

***Tip:** Please speak to your local postman and guide him about the convenient timings for the delivery of your VPPs.*

Assignment Grades and Marks

Feedback on assignments is provided on demand. Please contact your tutor at least after a week of submitting your assignment to get the feedback and know your grades.

Practical Training Workshop

You are required to attend 20 Days Montessori Practical Training Workshop once during the course. PMC organizes such workshops at its campuses regularly in several big cities. This workshop is a compulsory part of your diploma, and is offered free of cost (one time). Please note the following important points;

1. You must have received at least 6 modules in order to join a workshop.

2. You need to reserve your seat in the upcoming workshop by contacting your tutor.
3. Failure to attend the workshop after reserving your seat will result in Rs. 3000 fine, and you will be required to reserve your seat in some other workshop again by contacting your tutor.
4. You are required to submit a portfolio and a project at the end of the workshop.
5. Your practical skills will be evaluated at the end of the workshop through an objective type written paper, viva and practical presentations with Montessori material. The marks of your portfolio, project, written paper and the practical presentation will be added to your final result.
6. 100% attendance is mandatory in Practical Training Workshops.
7. The students are not allowed to bring along any accomplice at the workshop premises, either children or adults.
8. **So far, practical training workshops are offered only for early childhood diploma.**
9. PMC may give you a bag pack including a Guided Portfolio Folder and handouts for your convenience against nominal charges.
10. You may also have to spend a small amount of money on the preparation of your project.
11. Your trainers reserve the right to ask you to attend the workshop again, if you fail to meet the passing

criteria of the written examination, presentation, portfolio and / or the project during the workshop. In that case you will have to attend the workshop all over again with the payment of half of the workshop fee at that time.

12. Workshop is optional for overseas Pakistanis, foreigners and ladies living in remote areas in Pakistan. In case, a student cannot attend the workshop, she/he will be required to buy a set of training video DVDs and pass a written paper and viva-voce based on the videos. Please refer to page 15 of this booklet for more information about the training videos.

The workshop is designed in such a way that you go through hands-on experience of the whole Montessori early childhood curriculum including all the exercises that have been discussed in your modules. We achieve this through the extensive use of technology and organizational skills. The topics covered in 80+ hours of hands-on practical training workshop include;

- *Introduction to Montessori Method*
- *Exercises of Practical Life (EPL)*
- *Exercises of Sensorial Development*
- *Arithmetic Exercises*

- *Language & Phonics Exercises*
- *Geography Exercises*
- *Botany Exercises*
- *Zoology Exercises*
- *Science Experiments*
- *Handwork*



PMC workshops are a wonderful learning experience. You will come across valuable information and learn to use Montessori materials throughout the workshop. We recommend that you try to attend the workshop as early as possible during the course.

Final Examination

You are required to pass a written final examination in order to successfully complete your course and receive the diploma. Please note the following important points regarding the final examination.

1. PMC organises the examination every month for the convenience of the students. Any student who has submitted all his/her assignments and attended the 20 Days Workshop may register for the final examination.
2. The exam is conducted in two formats for your convenience;

i) Regular Examination

If you opt for regular examination, you will be required to take the examination at nearest PMC campus.

ii) Home-based Examination

If you opt for home-based examination, the question paper is sent to the candidate through regular post or email. The candidate is required to complete and send the paper back within 24 hours.

3. As PMC gives you the freedom to complete the course at your own pace, you are required to request your tutor to register you in the next coming examination yourself. **You will not be registered for the examination unless you**

request for it.

4. You will have to pay your examination and certification fee (mentioned on your admission form) at the time of registering for the examination.
5. The result is announced between 1 to 2 months of taking the examination. If you pass, you are awarded with a PMC / MP diploma. Your transcript contains your marks in assignments, practical workshop and the final written examination.

Additional Government Credit

Montessori Pakistan holds the exclusive affiliation of Skill Development Council (SDC) Punjab, which is a project of Ministry of Labour, Manpower & Overseas Pakistanis. By taking an additional optional SDC examination at the completion of the course, all PMC students can acquire an additional Diploma which comes straight from a government body. Following are the important points regarding SDC diploma.

1. Only the students who have passed PMC final examination can apply for additional SDC diploma.
2. SDC holds Montessori diploma examinations in partnership with Montessori Pakistan every three months.

2. The candidate needs to contact her tutor for registration in upcoming SDC examination.
3. SDC examination and certification fee, mentioned on your admission form, needs to be submitted to Montessori Pakistan at the time of registration.
4. SDC also holds examination in two formats;

i) Regular Examination

ii) Home-based Examination

5. SDC announces the result between 2 to 3 months of taking the examination. If you pass, you are awarded with an SDC diploma. Your transcript contains your marks in assignments, practical workshop and the final written examination.

Maximum Course Completion Time

The maximum time to complete PMC's Montessori Diploma Programs is given below;

- *Toddlers (0 to 3 years) ----- 7 months*
- *Early Childhood Diploma (3 to 6 years) ----- 12 months*
- *Lower Elementary (6 to 9 years) ----- 16 Months*
- *Upper Elementary (9 to 12 years) ----- 18 Months*

One must complete all requirements for the course within the specified time. If a student is not able to finish all requirements within the specified time frame, she/he will

have to pay re-admission fee which is only Rs. 1000 and she/he may have another one year to conveniently complete the course.

Note: Above we have discussed the maximum time limit granted to complete the courses. However, there is no restriction on completing a course early. PMC respects the pace of the learners and awards the diploma as soon as one fulfills all requirements of one's course.

Student Referral Bonus

PMC has launched “Student Referral Bonus Scheme” for its students to compensate their fee expenditures, and provide an additional source of income. All that you have to do is convince others to enroll in PMC diploma programs, but only if you yourself are satisfied with the quality of the course work and the standard of support and instruction. The details are given below;

PMC enrolled students can refer a new student in any of our diploma programs against which Rs. 1000 bonus is awarded to the referring student. The referring student must fill up the “Student Referral Form”, which can be provided on demand from PMC head office or downloaded from PMC website. The bonus may be collected or adjusted in the fee.

There is no limit to the number of students you refer. The more students you refer, the more bonuses (Rs. 1000 each time) you get.

Additional Resources

PMC on Facebook

PMC has the honour of being the biggest Montessori community on facebook with maximum number of likes and members on its facebook **Page** and facebook **Group** respectively.



PMC's Facebook Page www.facebook.com/pmc.pk

PMC's Facebook Group www.facebook.com/groups/pmc.pk

PMC on youtube

Don't forget to subscribe to our youtube channel, where we regularly upload and share Montessori related videos.

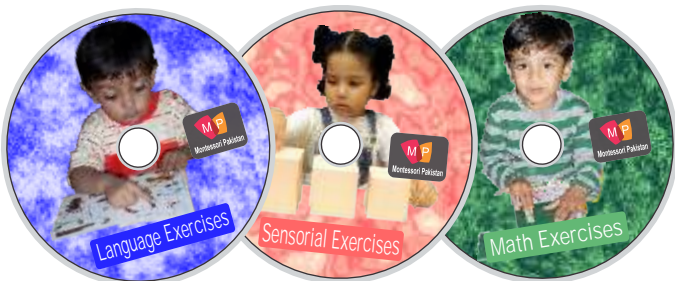


www.youtube.com/user/MontessoriPakistan

Montessori Training Videos

For the convenience and further enhancement of presentation skills, PMC has made the provision of Montessori training videos available on DVDs. The DVDs contain 5+ hours of extensive Language, Sensorial and Mathematical training demonstrations with Montessori materials.

The DVDs are available at an additional nominal cost. Please contact your tutor or a PMC representative to order your set of DVDs.



Pakistan Montessori Council

466, St-58, I-8/3, Islamabad,
Pakistan

Toll Free Help Line: 0800-45555

Phone: 051-4443835 / 051-4579014 / 051-4900244

www.montessori.edu.pk