

HRODC Postgraduate Training Institute,
A Postgraduate-Only Institution,
Verified by, & Registered with,
UK's Department for Education



#048

**Advanced Oil and Gas Accounting:
International Petroleum Accounting (3),
Postgraduate Short Course**

Leading To:

Diploma – Postgraduate – in

Advanced Oil and Gas Accounting:

International Petroleum

Accounting (3), 30 Credit-Hours

Accumulating to a Postgraduate

Certificate, with 150 additional

Credit-Hours, and a

Postgraduate Diploma, with 330

additional Credit-Hours.



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Prof. Dr. R. B. Crawford - Director

PhD (UCL – Uni London); MEd M. (Uni Bath); PGC IS (Uni West London);
Adv Dip Sc Ed (Uni Bristol); PG Dip Doctoral Research Supervision
(Uni Wolverhampton); F.I.M.S.; HR Specialist (I.M.S.);
Executive M. AOM; M. AAM; M. ISGS; M. SCOS; M. RG.

Programme or Course Coordinator:



Prof. Dr. R. B. Crawford, is the Director of
HRODC Postgraduate Training Institute.

He has the following Qualifications and Affiliations:

- Doctor of Philosophy {(PhD) {University College London (UCL) - University of London}};
- MEd Management (University of Bath);
- Postgraduate (Advanced) Diploma Science Teacher Ed. (University of Bristol);
- Postgraduate Certificate in Information Systems (University of West London, formerly Thames Valley University);
- Diploma in Doctoral Research Supervision, (University of Wolverhampton);
- Teaching Certificate;
- Fellow of the Institute of Management Specialists;
- Human Resources Specialist, of the Institute of Management Specialists;
- Member of the Asian Academy of Management (MAAM);
- Member of the International Society of Gesture Studies (MISGS);
- Member of the Standing Council for Organisational Symbolism (MSCOS);



HRODC Postgraduate Training Institute, A Postgraduate-Only Institution
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Primary Website = <https://www.hrodc.com>
Prof. Dr. R. B. Crawford, Director.

- Member of ResearchGate;
- Executive Member of Academy of Management (AOM). There, his contribution incorporates the judging of competitions, review of journal articles, and guiding the development of conference papers. He also contributes to the Disciplines of:
 - Human Resources;
 - Organization and Management Theory;
 - Organization Development and Change;
 - Research Methods;
 - Conflict Management;
 - Organizational Behavior;
 - Management Consulting;
 - Gender & Diversity in Organizations; and
 - Critical Management Studies.

Professor Dr. Crawford has been an Academic in the following UK Universities:

- University of London (Royal Holloway), as Research Tutor;
- University of Greenwich (Business School), as Senior Lecturer (Associate Professor), in Organisational Behaviour and Human Resource Management;
- University of Wolverhampton, (Wolverhampton Business School), as Senior Lecturer (Associate Professor), in Organisational Behaviour and Human Resource Management;
- London Southbank University (Business School), as Lecturer and Unit Leader.

His responsibilities in these roles included:

- Doctoral Research Supervisor;
- Admissions Tutor;
- Postgraduate and Undergraduate Dissertation Supervisor;
- Programme Leader;
- Personal Tutor

For Whom This Course is Designed

This Course is Designed For:

This course is designed specifically for all who work with financial information and measures of performance for Oil & Gas Exploration & Production activities, and people seeking to advance their career by improving their understanding of industry financial management. The target people seeking to broaden knowledge to improve job performance include:

- Finance Directors and Managers;
- Financial Controllers;
- Chief Accountants;
- Treasury Officers;
- Asset Accountants;
- Joint Venture Accountants;
- Management Accountants;
- Internal and External Auditors;
- Government Regulators;
- Financial Analysts;
- Public Accountants;
- People who have good Financial Accounting Skills and who are interested in learning Oil and Gas Accounting.

Classroom-Based Duration and Cost:

Classroom-Based Duration: 5 Days

Classroom-Based Cost: £5,000.00 Per Delegate

Online (Video-Enhanced) Duration and Cost

Online Duration: 10 Days @ 3 Hours Per Day

Online Cost: £3,350.00 Per Delegate



Classroom-Based Course and Programme Cost includes:

- Free Continuous snacks throughout the Event Days;
- Free Hot Lunch on Event Days;
- Free City Tour;
- Free Stationery;
- Free On-site Internet Access;
- Postgraduate Diploma/ Diploma – Postgraduate –or
- Certificate of Attendance and Participation – if unsuccessful on resit.

Students and Delegates will be given a Selection of our Complimentary Products, which include:

- Our Branded Leather Conference Folder;
- Our Branded Leather Conference Ring Binder/ Writing Pad;
- Our Branded Key Ring/ Chain;
- Our Branded Leather Conference (Computer – Phone) Bag – Black or Brown;
- Our Branded 8-16 GB USB Flash Memory Drive, with Course Material;
- Our Branded Metal Pen;
- Our Branded Polo Shirt.;
- Our Branded Carrier Bag.

Daily Schedule: 9:30 to 4:30 pm.

Scheduled Delivery Locations:

- Central London, UK;
- Dubai, UAE;
- Kuala Lumpur, Malaysia;
- Amsterdam, The Netherlands;
- Brussels, Belgium;
- Paris, France; and
- Durban, South Africa.

Delivery in other International Locations, on request.

Advanced Oil and Gas Accounting: International Petroleum Accounting (3) Course

Leading to Diploma – Postgraduate – in Advanced Oil and Gas Accounting: International Petroleum Accounting (3) and 30 Credit-Hours, Accumulating to a Postgraduate Certificate, with 150 Additional Credit-Hours, or a Postgraduate Diploma, with 330 Additional Credit-Hours

Course Objectives

By the conclusion of the specified learning and development activities, delegates will be able to:

- Determine the three (3) basic methods of conveying mineral interest;
- Distinguish between operating (working) interests and nonoperating (nonworking) interests;
- Differentiate basic working interest and joint working interest;
- Define Basic Royalty Interest (RI), Royalty Interest (ORI), Production Payment Interest (PPI) and Net Profits Interest;
- Summarise the conveyance rules contained in SFAS No. 19;
- Cite the requirements of SFAS No. 153 for “Exchanges of Nonmonetary Assets;”
- Identify the transactions considered as farm-out;
- Define the terms farm-in and farm-out;
- Discuss the concept of farms-in/farms-out with a reversionary working interest;
- Specify the accounting treatment for a free well arrangement;
- Determine under what situation sole risk arises;
- Identify who is considered as a carried interest or carried party in a sole risk;
- Describe a situation considered as a joint venture under paragraph 47e of SFAS No. 19;
- State the effect of pooling and unitization;
- Distinguish pooling from unitization;
- Give the purpose of unitization;
- Compute barrels for payout, proved reserves and proved developed reserves;
- Determine what are involved in the sale of oil and gas property;



- Summarise the accounting treatment of the sales of oil and gas properties;
- Discuss the accounting treatment of a sale of the entire interest in an unproved property;
- Specify the special accounting treatment given to sales of partial interest in an unproved property;
- Explain when loss and gain are recognised in sales of an entire interests in proved properties;
- Give an example illustrating the accounting procedure for proved property sales;
- Indicate the accounting treatment for sales of partial interest in proves property;
- Know how loss or gain is determined when the entire working interest in a proved property is sold and a nonworking interest is retained;
- Explain how production payment interest is created;
- Discuss the accounting treatment for retained production payment;
- Know what the seller and buyer must do when the retained production payment is reasonably assured;
- Know how the conveyance is treated in case the retained production payment is not reasonably assured;
- Cite the effect of curved-out production payment to the working interest owner;
- Specify the concept of carved-out production payment payable in money;
- Discuss the concept of carved-out production payments payable in product or volumetric production payment;
- Compare the treatment of conveyances under successful efforts and full cost accounting;
- Identify the companies required to present disclosures under SFAS No. 69 and discuss the applicable rules in such disclosure.;
- Identify the test in determining whether an enterprise is having significant oil and gas producing activities for purposes of the application of the disclosure requirement;
- Enumerate the information required to be disclosed by publicly traded companies in their annual financial statements;
- Distinguish between deterministic and probabilistic reserve estimation methodology;
- Identify the type of reserve that may be reported under SFAS No. 69;
- Define the term “reserve;”
- Compare developed proved reserve and undeveloped proved reserve;
- Explain why SFAS required the use of year-end price in estimating reserve;

- State the purpose of reserve quantity disclosure;
- Determine how and what are included in the disclosure of capitalised cost relating to oil and gas producing activities;
- Cite the importance of disclosing information about property acquisition, exploration and development activities;
- Give the relevance of the disclosure of the results of operations for oil and gas producing activities'
- Explain the concept of Standardised Measure of Discounted Future Net Cash Flows Relating to Proved Oil and Gas Reserve Quantities'
- Enumerate the sources of change required to be reported separately if individually significant;
- Analyse the reason for changes under the following:
 - Sales and transfers;
 - Extensions, discoveries, and improved recovery;
 - Estimated future development costs;
 - Development costs incurred during the period that reduce future development costs;
 - Revision Quantity;
 - Accretion of discount.
- Give examples of payment considered as fiscal system;
- Explain concessionary system and give the obligations and rights of parties therein;
- Identify the owner of the tile the oil or gas under the concessionary system;
- Identify the parties in a concessionary agreement;
- Determine the extent of the participation if the government in concessionary agreements;
- Describe the applicable rules under the contractual system;
- Identify the role of the government in a contractual system;
- Know what triggered the existence of production sharing contract (PSC);
- Specify the common feature of concessionary agreements and PSC;
- Define a signing or signature bonus and production bonus;
- Explain why the inclusion of royalty provision is considered as an interesting feature of production sharing contracts;
- Know how some PSC's allowed the government to participate in oil and gas projects;

- Enumerate the information required to be specified under the contract relative to cost recovery;
- Enumerate the common order of cost recovery;
- Explain what constitute profit oil or profit gas;
- Explain capital uplifts, ringfencing, domestic market obligation and royalty holidays and tax holidays;
- Distinguish between risk service contracts and nonrisk service contracts;
- View a model form of international joint operating agreement;
- Differentiate recoverable and non-recoverable costs;
- Differentiate financial accounting and contract accounting;
- Enumerate the issues to be resolved to compute entitlement reserves;
- State the importance of reporting the company's net prove reserves separately;
- Explain the relevance of International Financial Reporting Standards (IFRS) in addressing accounting issues in the upstream oil and gas industry;
- Give the difference between the financial statements of an oil and gas industry with the other industries;
- Identify the primary source of data necessary to compute most of the ratios unique to oil and gas companies;
- Cite the different purposes in evaluating financial statements and other reports;
- Determine the relevance of benchmarking in the oil and gas industry;
- Specify the functions of reserve replacement ratio;
- Specify the function of reserve life ratio;
- Define gross wells and net wells;
- Determine the use of ratio of net wells to gross wells;
- Know how average reserves per well ratio evaluate a company's future profitability;
- Compute the daily production per well;
- Identify the basis of reserve cost ration;
- Determine what makes calculating and using the finding cots per BOE (based on energy content) ratio difficult;
- Know the basic formula for computing BOE;
- Distinguish DD&A from lifting costs;
- Be familiar with the formula for computing value of proved reserve additions per BOE;
- Know the importance for maximising the value added ratio;

- Enumerate the different ratios that are frequently used in the financial statement analysis; and
- Determine the formula for the following:
 - Current ratio
 - Quick ratio
 - Working capital
 - Debt to stockholders equity
 - Debt to assets
 - Times interest earned
 - Net income to sales
 - Return on stockholder's equity
 - Return on assets
 - Cash flow from operations to sales
 - Price/earnings ratio
 - Price/cash flow ration

Course Contents, Concepts, and Issues

As was previously stated, the breakdown of these courses represents a guide only and not a rigid arrangement. The tutor has the right to deviate from the order, as he or she deems necessary. While we aim to cover as much as possible of the concepts and issues, it is impossible to discuss all aspects. As a Postgraduate Course, Delegates and Students are expected to conduct their own research. As for all academic and professional examination, this course assesses selected knowledge and skills area, for each course iteration (delivery). Delegates and students should take responsibility for all the contents, concepts and issues that are presented below.

Part 1: Conveyances

- Mineral Interests:
 - Types of Interest:
 - ✚ Basic Working Interests (WI);
 - ✚ Joint Working Interest;
 - ✚ Basic Royalty Interest (RI);
 - ✚ Overriding Royalty Interest (ORI);
 - ✚ Production Payment Interest (PPI);
 - ✚ Net Profit Interest.
- Conveyances: General Rules;
- Conveyances: Exchange and Poolings:
 - Farm – Ins/Farm Outs;
 - Farm – Ins/Farm Outs With A Reversionary Working Interest;
 - Free Wells;
 - Carried Interests or Sole Risk;
 - Joint Venture Operations;
 - Poolings and Unitizations;
 - Unitizations:
 - ✚ Participation Factors.
- Computation of Barrels For Pay-out;
- Computation of Proved Reserves;
- Computation of Proved Developed Reserves;
- Conveyances: Sales:
 - Unproved Property Sales:
 - ✚ Sales of Entire Interest in Unproved Property;
 - ✚ Sales of Partial Interest in Unproved Property.
 - Proved Property Sales:
 - ✚ Sales and Purchases of a Partial Interest in Proved Property;
 - ✚ Sales of Working Interest in a Proved Property With Retention of Nonworking Interest:
- Conveyances: Production Payments:
 - Retained Production Payments:



- ✚ Retained Production Payments Payable in Money – Reasonably Assured;
- ✚ Retained Production Payments Payable in Money – Not Reasonably Assured.
- Carved-Out Production Payments Payable In Product Or Volumetric Production Payment (VPP).
- Conveyances-Full Cost.
- Problems and Issues Associated with Conveyance.

Part 2: Oil and Gas Disclosures

- Required Disclosures;
- Illustrative Example;
- Proved Reserve Quantity Information:
 - Reserve Definitions:
 - ✚ Proved Reserves;
 - ✚ Proved Developed Reserves;
 - ✚ Proved Undeveloped Reserves.
 - Use of End-Of-Year Prices;
 - Reserve Quantity Disclosure.
- Capitalized Costs Relating to Oil and Gas Producing Activities;
- Costs Incurred for Property Acquisition, Exploration, and Development Activities;
- Results of Operations for Oil and Gas Producing Activities;
- Standardized Measure of Discounted Future Net Cash Flows Relating to Proved Oil and Gas Reserve Quantities:
 - Future Cash Inflows;
 - Future Development and Production Cost;
 - Future Income Tax Expenses;
 - Future Cash Flows;
 - Discount.
- Changes in the Standardized Measure of Discounted Future Net Cash Flows Relating to Proved Oil and Gas Reserve Quantities:



- Analysis of Reasons for Changes in Value of Standardized Measure 12/31/XB;
 - Sales and Transfers, Net Of Production Costs;
 - Changes from Extensions, Discoveries, and Improved Recovery;
 - Changes in Estimated Future Development Costs;
 - Development Costs Incurred During the Period that Reduce Future Development Costs;
 - Analysis of Changes in Development Costs;
 - Revision Quantity;
 - Accretion of Discount.
- Conclusion;
- Problems and Issues that Address Oil and Gas Disclosures.

Part 3: Accounting for International Petroleum Operations

- Petroleum Fiscal Systems;
- Concessionary Systems;
- Concessionary Agreements with Government Participation;
- Contractual Systems:
 - ✚ Government Involvement in Operations;
 - ✚ Government Participation;
 - ✚ Back In.
- Production Sharing Contracts:
 - ✚ Signature and Production Bonuses;
 - ✚ Royalties;
 - ✚ Government Participation;
 - ✚ Cost Recovery;
 - ✚ Profit Oil;
 - ✚ Other Terms and Fiscal Incentives.
- Service Contracts;
- Joint Operating Agreements:
 - ✚ Recoverable and Non-Recoverable Costs.
- Financial Accounting Issues:



✚ Financial Accounting vs. Contract Accounting.

- International Accounting Standards;
- Problems.

Part 4: Analysis of Oil and Gas Companies' Financial Statements

- Contractual Systems:
 - Government Involvement In Operations;
 - Production Sharing Contracts;
 - Signature and Production Bonuses;
 - Royalties;
 - Government Participation;
 - Cost Recovery;
 - Profit Oil.
- Other Terms and Fiscal Incentives:
 - Capital Uplifts;
 - Ring-fencing;
 - Domestic Market Obligation;
 - Royalty Holidays And Tax Holidays.
- Service Contracts;
- Joint Operating Agreements;
- Financial Accounting Issues:
 - Financial Accounting vs. Contract Accounting;
 - Disclosure of Proved Reserves – SFAS No. 69:
 - ✚ Disclosure of Reserves.
 - International Accounting Standards.

Part 5: Analysis of Oil and Gas Companies' Financial Statements


- Source of Data:
 - Historical Cost-Based;
 - Future Value-Based;
 - Production;



- Productive Wells And Acreage;
- Undeveloped Acreage;
- Drilling Activity;
- Present Activities;
- Delivery Commitments.
- Comparing Financial Reports;
- Reserve Ratios:
 - Reserve Replacement Ratio;
 - Reserve Life Ration;
 - Net Wells To Gross Wells Ratio;
 - Average Reserves Per Well Ratio;
 - Average Daily Production Per Well.
- Reserve Cost Ratios:
 - Finding Costs Ratios;
 - Lifting Costs Per BOE;
 - DDA&A Per BOE.
- Reserve Value Ratios:
 - Value of Proved Reserve Additions Per BOE;
 - Value Added Ratio.
- Financial Ratios;
- Liquidity Ratios:
 - Current Ratio;
 - Quick Ratio;
 - Working Capital.
- Financial Strength Ratios:
 - Debt to Stockholder's Equity;
 - Debt to Assets;
 - Times Interest Earned.
- Profitability Ratios:
 - Net Income to Sales;
 - Return on Stockholder's Equity;
 - Return on Assets;
 - Cash Flow From Operations to Sales;



- Price/Earnings Ratio;
 - Price/Cash Flow Ratio.
- Problems.




HRODC Postgraduate Training Institute.
Regulation For The Awards of:
*** Postgraduate Diploma;**
*** Postgraduate Certificate; &**
*** Diploma – Postgraduate.**

Diploma – Postgraduate – Short Courses; Postgraduate Certificate and Postgraduate Diploma Programmes

Postgraduate Short Courses are of a minimum of five days' Classroom-Based (10 days' Video-Enhanced Online) but less than 6 weeks' Classroom-Based (less than 10 weeks' Video-Enhanced Online) duration, are referred to as Diploma – Postgraduate. This means that they are postgraduate credits, towards a Postgraduate Certificate and Postgraduate Diploma. Postgraduate Certificate and Postgraduate Diploma represent Programmes of Study, leading or accumulating to Awards bearing their title prefixes. While we, refer to our short studies, detailed above, as 'Courses', those with duration of 6 weeks or 12 weeks In-Classroom (10- and 20-weeks' Video-Enhanced Online) are labelled 'Programmes'. Nevertheless, we conform to popular usage, by often referring to all study durations as 'Courses'. A mark of distinction, though, is that participants in a short course are referred to as 'Delegates', as opposed to the ascription 'Students', which is confined to those studying a Postgraduate Programme.

In line with the above notion, a Postgraduate Certificate might be earned through a 6 weeks' Intensive Classroom-Based Study, or 10 weeks' Video-Enhanced, or Face-To-Face, Online Delivery. Similarly, a Postgraduate Diploma might be studied for 12 weeks In-classroom or 20 weeks Video-Enhanced Face-To-Face. They might also be taken through a blend of both



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modes, providing that a minimum of 6 and 12 Credits and 180 or 360 Credit-Hours, respectively, are earned. You might Pick and Mix Courses, to create your preferred blend of Disciplines, or follow a predesigned Specialist route. They might accumulate from our Postgraduate Short Courses, or through continuous study. These Specialisms are exemplified by the following excerpts from the document 'Postgraduate Certificate and Postgraduate Diploma Awards'.

Postgraduate Diploma and Postgraduate Certificate Specialist Award Titles	
Programme #	Award Title (Click to Download Desired Brochure)
010	Postgraduate Diploma in Human Resource Management.
010.1	Postgraduate Certificate in Human Resource Management.
014	Postgraduate Diploma in Automotive Electrical, Electronic and Mechanical Diagnostic, Maintenance and Repair
017	Postgraduate Diploma in Real Estate Management, Incorporating Property Law.
017.1	Postgraduate Certificate in Real Estate Management, Incorporating Property Law.
020	Postgraduate Diploma in Accounting and Finance.
020.1	Postgraduate Certificate in Accounting and Finance.
028	Postgraduate Certificate in Industrial Health and Safety Management, Incorporating Oil and Gas Safety.
032	Postgraduate Diploma in Executive Management
032.1	Postgraduate Certificate in Executive Management
043	Postgraduate Diploma in Communication and Information Management.

Postgraduate Diploma and Postgraduate Certificate Specialist Award Titles	
Programme #	Award Title (Click to Download Desired Brochure)
043.1	Postgraduate Certificate in Communication and Information Management.
044	Postgraduate Diploma in Women in Management.
044.1	Postgraduate Certificate in Women in Management.
061	Postgraduate Certificate in Financial Accounting and Management Accounting.
070	Postgraduate Diploma in Human Resource Training and Development Management
070.1	Postgraduate Certificate in Human Resource Training and Development Management.
079	Postgraduate Diploma in Managing National and International Economic Competition.
085	Postgraduate Diploma in Corporate Governance and Strategic Management.
085.1	Postgraduate Certificate in Corporate Governance and Strategic Management.
086	Postgraduate Diploma in Business Administration
86.1	Postgraduate Certificate in Business Administration.
097	Postgraduate Diploma in Telecommunication Systems
097.1	Postgraduate Certificate in Telecommunication Systems

Postgraduate Diploma and Postgraduate Certificate Specialist Award Titles	
Programme #	Award Title (Click to Download Desired Brochure)
115	Postgraduate Diploma in Cost Accounting, Budgeting, Profitability Analysis, Strategy and Balanced Scorecard.
115.1	Postgraduate Certificate in Cost Accounting, Budgeting, Profitability Analysis.

Understanding Our Postgraduate Credit System

Credit-Hours and Credit-Values, in Diploma – Postgraduate - Award

Credit-Hours are the actual amount of time that a lecturer or tutor spends with his or her students or delegates, in both Classroom-based and Video-Enhanced Deliveries. Each Five-Day Classroom-Based, or a Ten-Day Video-Enhanced (3 hours per day) Course consists of 30 Credit-Hours, while a 6-Day Classroom-based (12day Video-Enhanced) course amounts to 36 Credit-Hours. Because Credit-Values are calculated in multiples of 30 Credit-Hours, 60-89 Credit-Hours have a Double-Credit (2 Credit) value, while 90 Credit-Hours earn a Triple-Credit (3 Credits).

A delegate who successfully completes a Postgraduate Short Course of 30 or more Credit-Hours, but which is less than 180 Credit-Hours (Postgraduate Certificate), is awarded a Diploma – Postgraduate. This Award is assigned Credit-Values and Credit-Hours, as are exemplified by the following:

1. Diploma – Postgraduate – in Organisational Change Management, 30 Credit-Hours;
2. Diploma - Postgraduate - in Trainer Training: Training for Trainers, Double-Credit, 60 Credit-Hours:
3. Conveyancing and Property Valuation: Property Law, Double-Credit, 72 Credit-Hours:

4. Diploma – Postgraduate – in University and Higher Education Administration, Triple-Credit, 90 Credit-Hours;
5. Diploma – Postgraduate – in Tourism and International Relations, Quad-Credit, 120 Credit-Hours.

As in the first example, above, where the Credit-Value is not noted in an Award, it must be assumed that it is a Single-Credit Value.

Postgraduate Diploma Award

A Postgraduate Diploma Award is achieved with a minimum of 360 Credit-Hours, through continuous study, or an accumulation of Credit-Hours.

Postgraduate Certificate Award

A Postgraduate Certificate might be gained with a minimum of 180 Credit-Hours, through continuous study or Credit-Hours' accumulation.

Cumulative Postgraduate Certificate, and Postgraduate Diploma Awards

All Postgraduate Short Courses accumulate to a Postgraduate Certificate and a Postgraduate Diploma, on a 'Pic and Mix' or Specialist basis. This means that we maintain academic records for each delegate, indicating the courses studied, with their Credit-Value and Credit-Hours, as are indicated above, '**Credit-Hours and Credit-Values, in Diploma – Postgraduate – Award**'. The Credit-Hours are aggregated to accumulate to at least 180 and 360 Credit-Hours, for a Postgraduate Certificate and a Postgraduate Diploma, respectively. Each Short Course Award (below a Postgraduate Certificate) indicates both its Credit-Value and Credit-Hours, excepting for Single-Credit.

Accumulated Postgraduate Certificate, and Postgraduate Diploma Awards

All Specialist Postgraduate Certificate and Postgraduate Diploma Programmes have predetermined Award Titles. Delegates who do not follow a specialism, for accumulation to a Postgraduate Certificate and Postgraduate Diploma, receive a Generalist, rather than a Specialist, Award. However, a Specialist Award is given to delegates who studied at least seventy percent (70%) of their courses in a specialist grouping, as are exemplified above, under the heading '**Postgraduate Diploma and Postgraduate Certificate Specialist Award Titles**'.

Assessment Requirement For Postgraduate Diploma; Postgraduate Certificate; and Diploma - Postgraduate

Because of the intensive nature of our Courses and Programmes, for In-Classroom, and Video-Enhanced Online modes, assessment will take place during or at the end of the '**active teaching period**', adopting differing formats. These structures include, but are not limited to:

- In-Class Tests;
- Text-Case Analyses;
- Video-Case Analyses;
- 'Out-of-Class' Assignments;
- Individual Presentations;
- Group Presentations; and
- End of Course Examinations.

Based on these assessments, successful candidates will receive either a:

- Diploma – Postgraduate - Award;
- Postgraduate Certificate Award; or
- Postgraduate Diploma Award.

For all the above Awards, a minimum of 70% overall pass is expected. To receive the Awards of Postgraduate Certificate and Postgraduate Diploma, candidates must have accumulated

at least the required minimum 'Credit-Hours', with a pass (of 70% and above) in at least 70% of the courses taken.

Delegates and students who fail to achieve the requirement for Postgraduate Certificate, Postgraduate Diploma, or Diploma - Postgraduate - will be given support for 2 re-submissions for each course. Those delegates who fail to achieve the assessment requirement for the Postgraduate Diploma or Diploma - Postgraduate - on 2 resubmissions, or those who elect not to receive them, will be awarded the Certificate of Attendance and Participation.

Application Process For Postgraduate Diploma; Postgraduate Certificate; and Diploma – Postgraduate - Short Courses

Applicants for Diploma – Postgraduate; Postgraduate Certificate; and Postgraduate Diploma are required to submit the following documents:

- Completed Postgraduate Application Form, including a passport sized picture affixed to the appropriate section;
- A copy of Issue and Photo (bio data) page/s of the applicant's current valid passport or copy of 'Photo-embedded' National Identity Card;
- Copies of credentials stated in the Application Form.

Admission and Enrolment Procedure

- On receipt of all the above documents, they will be forwarded to our 'Admissions Committee', which will assess applicants' suitability for the Course or Programme for which they have applied;
- If they are accepted on their chosen Course or Programme, they will be notified accordingly, and sent Invoices;
- Upon receipt of an applicant's payment, we will send him or her an Official Payment Receipt, and Admission Letter, bearing a copy of the Passport-Type in the respective Application Form.
- Those intending to study in a foreign country, and require a Visa, will be sent the necessary **Immigration Documentation**, to support their application;
- **Joining Instruction** will be sent to Students and Delegates, on time to prepare for their enrolment. The incorporated information include:

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- Venue Name, Location, with specific address;
- Details of Airport Transfer, where appropriate;
- Start date and time;
- Registration details;
- Daily Schedule;
- Local Transportation Details;
- Residential Accommodation Details;
- Leisure and Shopping Facilities, in the area;
- General Security Information; among others.

Our Synchronous (Video-Enhanced) Online Study Mode

In a move away from the traditional online courses and embracing recent developments in technology-mediated distance education, HRODC Postgraduate Training Institute has introduced a Synchronous (Video-Enhanced) delivery.

You are taught as individuals, on a one-to-one or one-to-small-group basis. You see the tutor face to-face, for the duration of your course. You will interact with the lecturer, ask, and address questions; sitting examinations, in his or her presence. It is as real as any face-to-face lecture and seminar can be. Choose from a wide range of Diploma – Postgraduate - Courses and an increasing number of Specialist Postgraduate Certificate and Postgraduate Diploma Programmes. You might also accumulate Postgraduate Short Courses, via this mode of study, over a **12-year period**, towards a Postgraduate Certificate or Postgraduate Diploma.

Key Features of Our Online Study: Video-Enhanced Online

- The tutor meets the group and presents the course, via Video, in a similar way to its classroom-based counterpart;
- All participants can see, and interact with, each other, and with the tutor;
- They watch and discuss the various video cases and demonstrations that form an integral part of our delivery methodology;
- Their assessment is structured in the same way as it is done in a classroom setting;
- The Video-Enhanced Online mode of training usually starts on the 1st of each month, with the cut-off date being the 20th of each month, for inclusion the following month;

- Its duration is twice the duration of its classroom-based counterpart. For example, a 5-day (30 Credit Hours) classroom-based course will last 10 days, in Video-Enhanced Online mode. This calculation is based on 3 hours tuition per day, adhering to the Institute's required 30 Credit-Hours;
- The cost of the Video-Enhanced Online mode is 67% of similar classroom-based courses;
- For example, a 5-day classroom-based course, which costs Five Thousand Pounds, is only Three Thousand Three Hundred and Fifty Pounds (£3,350.00) in Video-Enhanced Online Mode.

**10- Week Synchronous (Video-Enhanced) Online Postgraduate Certificate; and
20-Week Synchronous Online Postgraduate Diploma Programmes**

You might study an Online Postgraduate Certificate or Online Postgraduate Diploma, in 10 and 20 weeks, respectively, in the comfort of your office or homes, through HRODC Postgraduate Training Institute's Synchronous (Video-Enhanced) Online Delivery. We will deliver the 180 Credit-Hours and 360 Credit-Hours, respectively, in line with our **Regulation**, through 'Direct-Lecturer-Contact', within the stipulated timeframe. We aim to fit the tuition around your work, family commitment and leisure, thereby enhancing your maintenance of an effective 'work-study-life-style balance', at times convenient to you and your appointed tutor.





Service Contract: Incorporating Terms and Conditions

[Click, or copy and paste the URL, below, into your Web Browser, to view our Service Contract, incorporating Terms and Conditions.](https://www.hrodc.com/Service%20Contract%20Terms%20and%20Conditions%20Service%20Details%20Delivery%20Point%20Period%20Cancellations%20Extenuating%20Circumstances%20Payment%20Protocol%20Location.htm)

[https://www.hrodc.com/Service Contract Terms and Conditions Service Details Delivery Point Period Cancellations Extenuating Circumstances Payment Protocol Location.htm](https://www.hrodc.com/Service%20Contract%20Terms%20and%20Conditions%20Service%20Details%20Delivery%20Point%20Period%20Cancellations%20Extenuating%20Circumstances%20Payment%20Protocol%20Location.htm)

The submission of our application form or otherwise registration by of the submission of a course booking form or e-mail booking request is an attestation of the candidate's subscription to our Policy Terms and Conditions, which are legally binding.

You are most Welcome to Visit our Main Website, & SM Pages, to Communicate with, & 'Follow', us.



**For and on Behalf of:
Prof. Dr. R. B. Crawford - Director
HRODC Postgraduate Training Institute**

