

STUDENTSHIP AND EXAMINATION REGULATIONS

1. STUDENTSHIP

Estate administration

An applicant must have a minimum of 5 Ordinary Level subjects

Special entry requirements are determined by Council from time to time.

Students will pay a registration fee, which is valid for one calendar year.

Insolvency practice

An applicant should have a relevant degree and or professional qualification

2. Mode of Study

The Council will provide registered students with the syllabus.

Candidates are free to organise their own study programmes.

3. Practical Exposure

3.1 Estate Administrator

- In addition to passing the examinations, every student is required to have practical experience. The duration of the attachment period will be determined by the Council. The practical experience shall be done with the supervision of an already registered Estate Administrator who is in practise and in good standing with the Council.
- Before commencement of the attachment, students are expected to submit a letter from the Estate administrator confirming that they will be supervising their work for the duration of the attachment and should be on a letterhead and signed by the Estate Administrator.

3.2 Insolvency Practitioner

- In addition to completing the examinations, one is expected to go through a work exposure of at least 2500 hours under the supervision of an already registered Insolvency practitioner who is practising and in good standing.
- Before commencement of the attachment, students are expected to submit a letter from the Insolvency Practitioner confirming that they will be supervising their work for the duration of the attachment and should be on a letterhead and signed by the Insolvency Practitioner.

4. Assessment

4.1 Estate Administrators

There is a three hour examination for each subject an oral examination

4.2 Insolvency Practitioner

There shall be two four hour written examinations.

5. Examination Entries

Examinations shall be conducted twice a year in May/ June and November / December.

A candidate is allowed to sit for the Estate Administration and an Insolvency Practice examinations during one session.

6. Examination Fees

- Full examination fees should be paid by 31 March for the May/June examinations and by 30 for the November/December examinations.

- If one pays and fails to attend the examination or withdraws, their examination fees will be forfeited unless the following conditions have been proved beyond reasonable doubt :
 1. Death of Candidate, child, spouse, or biological parents of the candidate.
 2. If the candidate falls ill- in this regard a doctor's note is required on letterhead stamped and signed.

7. Postponement of Examinations-

- If one pays and fails to come for the examination or withdraws, their examination fee will be forfeited unless the following conditions have been proved beyond reasonable doubt :
 1. Death of Candidate, child, spouse, or biological parents of the candidate.
 2. If the candidate falls ill and in this regard a doctor's note is required on letterhead stamped and signed.

8. Refunds-

There shall be no refunds

9. Examination Centres

The Council's examinations are written in Harare.

10. Open Book Examinations

10.1 Insolvency Examination

The Legal and Professional Ethics Aspects of Insolvency Practice examination

- This shall be an open book examination whereby candidates can bring unmarked statutes and other relevant materials as stated in the syllabus :

Insolvency Act (Chapter 6:07)

Estate Administrators Act (Chapter 27:20)

Companies Act (Chapter 24:03)

Deeds Registry Act (Chapter 20:05)

10.2 Estate Administration Examination

The Deceased Estates Administration, the Law and Practice in Zimbabwe examination.

- This shall be an open book examination whereby candidates can bring unmarked statutes and other relevant materials as stated in the syllabus.

List of Statutes that can be brought to the examination room

Administration of Estates Act [Chapter 6:01]

Constitution of Zimbabwe

Customary Law and Local Courts Act [Chapter 7:05]

Customary Marriages Act [Chapter 5:07]

Deceased Estates Succession Act [Chapter 6:02]

Deceased Persons Family Maintenance Act [Chapter 6:03]

Estate Administrators Act [Chapter 27:20]

Estate Duty Act [Chapter 23:03]

Marriage Act [Chapter 5:11]

Marriages Act [Chapter 5:15]

Wills Act [Chapter 6:06]

Other Relevant Statutory Instruments

11. Cell phones are not allowed in the examination room.

12. Smart watches and programmable calculators are not allowed in the examination room.

13. A scientific calculator is allowed for the examination

14. Time Keeping

14.1 Candidates can enter the examination room up to one hour from the start of the examination.

14.2 Candidates shall not leave the examination the in the first sixty minutes of the examination and the last 15 minutes of the examination.

14.3 Head- gear and baggy outfits are not allowed into the examination room

15. Examination Results

The Council’s written examinations will be graded as follows:

Grade	Percentages
Fail	➤ 49 % and below
Pass	50 % - 60%
Merit	61%-74%
Distinction	75%- 100%

16.1 Examination results are expected to be issued within 6 weeks from the last day of the examination session.

16.2 Results shall be issued in written form and no results shall be given over the phone.

17. Exemptions

There shall be no examination exemptions.

18. Awards

Candidates, upon completion and passing of examination, shall be awarded with certificates.