

Frequently Asked Questions

1) How many modules are there in the course and what is the passing criteria?

There are 9 modules plus Final case study in the course. You are required to score at least 50 percent (aggregate of all the assessment /self-study assignments/ case study in a module) and 70 percent in Final case study.

2) When are the assignments due? When does the course end?

Post Graduate Diploma is a self-paced course. You have been provided one year i.e. 12 months to complete the course. However, we suggest to complete one module and submit all the assignments/ assessment/ case studies within one month. All course content is available now, and you have until the date specified on the about page to complete the course.

3) How can I re-submit the assignment?

If in case you have uploaded the incorrect assignment on the portal or wish to re-attempt any of the failed assignment then please send it to the courseadmin.

4) Why doesn't my assessment grades are updated in the grade book, even after I've answered the questions?

Make sure you have good internet connection while attempting the assessment so that as soon as you complete an assessment, grades will automatically be updated in the gradebook. If in case, grade book shows zero (0) marks against assessment grades then please take a screenshot of your grades and share with the course admin through email.

5) What is Grade book?

Grade book is the record of your performance throughout the course so that you can keep track of your performance and re-attempt any of the assignments which is required to pass a module.

6) How can I download the course material?

it is not possible to download the slide presentations content to work offline.

The online course uses specialist software which is not generally available for laptops, and online access is restricted to enrolled students, who have their access time logged to confirm that study has been undertaken.

You can access all the reading material, on line and then download for off line study.

7) Can I get extension in the course?

If you are unable to complete the course within 12 months due to unforeseen technical or non-technical reasons, we provide you 6 months extension without any additional charges. However, if you do not complete the course within extended time frame, you still get the extension with an extension fee of USD 250 per quarter i.e. per three months.

8) How do I earn a certificate?

Once you complete the course and clear your dues with Empower, we organize Graduation Ceremony for all our Graduate candidates. Post this, you get your certificates.

9) Can I get a certificate before Graduation Ceremony?

You can get the provisional certificate/ provisional transcript before the Graduation ceremony but not the diploma certificates.

10) How can I retrieve my password?

Please click on “Forgotten your username or password” to retrieve your password.