



THE UNIVERSITY OF NATURAL RESOURCES AND ENVIRONMENT

ACADEMIC RULES AND REGULATIONS HANDBOOK

2019

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As the University continue to expand and further increase the number of schools, obviously the rules and regulations governing assessment will improve and hope some of the professional people will continue to maintain continuity in reviewing this handbook.

Compiled and Reviewed by : Associate Professor Aisak Pue on 1st April 2019

ACRONYMS

DHERST	Department of Higher Education, Research, Science & Technology
PNG UNRE	Papua New Guinea University of Natural Resources and Environment

DEFINITIONS

These by-laws are extracted from the interpretations or definitions enshrined in the University of Vudal Act 1997 and Papua New Guinea Natural Resources and Environment (PNG UNRE) Act 2009 and lacking thereof, enriched from other sources.

“Academic Awards” refers to the awarding or conferment of degrees, diplomas, certificates and other academic distinctions.

“Academic Board” means the Academic Board of the University established by Act.

“Academic Rules and Regulation” refers to the control and general regulation for the maintenance of standards of admission, instruction, education, research and examination.

“Act” refers to the establishment and incorporation of the PNG University of Natural Resources and Environment enacted by Parliament in 2009.

“Affiliated institutions” means an institution affiliated with the PNG University of Natural Resources and Environment.

“Authority” means an authority of the University as enshrined in the Act.

“By-Laws” means the by-laws of the University as approved by the Council or higher authorities.

“Campus” refers to an institution affiliated to the PNG University of Natural Resources and Environment.

“Certificate” is an academic award granted by the University upon satisfactory completion of an undergraduate or postgraduate program that is less than a diploma.

“Co-requisite” means when one course is a co-requisite for another course, both must be taken in the same semester or year.

“Council” refers the Council of the Papua New Guinea University of Natural Resources and Environment.

“Course” means a unit of study that can be completed within a specified time (semester or equivalent) in one of the programs or disciplines listed within the By-Laws.

“Credit Points” or “course points” refer to the points given for a course or courses as defined in the Academic Rules and Regulation Handbook.

“Degree” refers to an academic award granted by the University upon satisfactory completion of an undergraduate or postgraduate degree program.

“Department” refers to an Academic Department within the School.

“Diploma” refers to an academic award granted by the University upon satisfactory completion of an undergraduate or postgraduate program that is less than a degree.

“Discipline” means a series of courses within a subject area.

“Enrolled” refers to enrolment in a particular course.

“Enrolment/Registration” means a student who is accepted into a program must register for the Years’ courses on the official registration form before the commencement of Semester 1 and 2.

“Enrichment Courses” are mandatory courses for all students, offered across faculties.

“Elective” means an optional course of study.

“Graduate” refers to a person whose name is inscribed on a roll to be kept by the Council of holders of academic awards conferred by the University.

“Institution” refers to the campus or college accredited or affiliated to PNG UNRE.

“Level of a course” (Levels 1, 2, 3 or 4) refers to the equivalent year in a four-year undergraduate degree program.

“Pre-requisite courses” refers to courses that must be completed satisfactorily before a student may continue with another course.

“Program” means a discipline or a series of disciplines within subject areas leading to an academic award.

“Registered Student” refers to a bona-fide, fee-paying student in a specified program.

“Rules” refers to the rules or regulations made by an appropriate authority or Officer of the University.

‘Satisfactory completion’ means achievement of at least a pass grade in a course.

“School” refers to the School of Natural Resources or any other Schools of the PNG University of Natural Resources and Environment.

“Statute” means a Statute of the University under provisions of the Act.

“Subject” refers to an area of specialization normally located within a program.

“To complete a course” means to satisfy the requirements as outlined in the Academic Rules and Regulations Handbook and respective Faculty Handbook(s).

“This Act” includes the Statutes, By-Laws and Rules of the University.

“The University” means the Papua New Guinea University of Natural Resources and Environment established by 1997 and 2009 Acts.

INTRODUCTION

The Papua New Guinea University of Natural Resources and Environment (PNG UNRE) Course Handbook 2017 outlines brief assessment processes and procedures lacking depth and scope. This Academic Rules and Regulations Handbook, for the first time, provides both staff and students information on Rules and Regulations that govern academic programs offered by PNG UNRE. Although not comprehensive, it paves the way forward in providing information on a range of matters regarding responsibilities of various stakeholders, enrolment regulations, assessment rules and so forth.

This handbook provides information to guide the School of Natural Resources and affiliated institutions. When the other schools or faculties emerge, unless their assessment practices are similar to the School of Natural Resources, different parts or components may be added, prone to constant revisions until it stabilizes.

Sections are articulated to provide coherence, consistency and logical presentation of information.

SECTION 1: RESPONSIBILITIES OF DIFFERENT STAKEHOLDERS ON ACADEMIC MATTERS

1.1 Introduction

Many stakeholders are engaged in academic matters and this Section outlines the responsibilities of the academic staff, academic departments, School(s) Board, different committees, Examination Board, Academic Board and the University Council.

1.2 Academic Staff

Predominantly academic staff responsibilities include:

- 1.1.1 Designing, developing and teaching courses,
- 1.1.2 Assessment of course(s) taught,
- 1.1.3 Conducting research activities, presenting and publishing research findings,
- 1.1.4 Implementing of Departmental, School and University wide Academic Rules and Regulations,
- 1.1.5 Pursuing further studies to upgrade qualifications or enrich content knowledge, and
- 1.1.6 Engagement in consultancies.

1.3 Academic Departments

The Academic Departments plays pivotal roles in:

- 1.3.1 Administering of teaching, learning and research activities,
- 1.3.2 Monitoring of academic programs and processing of assessments,

- 1.3.3 Nurturing quality, implementing policies, rules and regulations, and
- 1.3.4 Submission of assessment results, recommendations or reports to the School Board.

1.4 School Board

The School Board performs following functions:

- 1.4.1 Providing leadership in decision making processes in the operations of departments within the School,
- 1.4.2 Monitoring academic programs and assessments,
- 1.4.3 Enforcing and maintaining quality,
- 1.4.4 Developing and implementing policies or initiatives,
- 1.4.5 Co-ordinating and enforcing academic rules and regulations, and
- 1.4.6 Providing assessment results, reports and recommendations to the Academic Board.

1.5 Different Committee Systems

Many Committees are established to empower people in the decision making processes or addressing academic related issues and relevant ones include:

- 1.5.1 Academic Review and Accreditation Committee
- 1.5.2 Student Academic Affairs Committee,
- 1.5.3 Examination Committee
- 1.5.4 Student Academic Appeals Committee

The Student Affairs Committee will have important responsibility to address any issues regarding changing of grades, fails, appeals, exclusions and proper implementation of academic rules and regulations. These Committees will obviously report, recommend or advise the Academic Board.

1.6 Examination Board

- 1.6.1 The Examination Board screens all the assessment results presented by the respective School(s) and final version submitted to Academic Board.

1.7 Academic Board

The Academic Board is the overarching body dealing with all academic matters. The functions of the Academic Board include:

- 1.7.1 having control and regulation for the maintenance of standards of admission, instruction, education, research, examination and appeals,

- 1.7.2 decide on matters relating to the award or conferment of degrees, diplomas, certificates and other academic distinctions,
- 1.7.3 deal with course accreditation
- 1.7.4 exercise other powers and perform such other duties as may be conferred on it by the Act of PNG UNRE, and
- 1.7.5 enforce rules and regulations governing all academic programs of the University and submit issues, reports or make recommendations to the University Council.

1.8 University Council

As far as academic matters are concerned, the ultimate authority lies in the University Council. It considers and makes decisions on:

- 1.8.1 Rules and regulations,
- 1.8.2 Approval of grades and conferring of degrees, diplomas and certificates,
- 1.8.3 Any matter which directly affects the academic rules and policy of the University, and
- 1.8.4 Resolving appeal matters raised to the University Council.

SECTION 2: RULES AND REGULATIONS GOVERNING ENROLMENT

2.1 Introduction

It is absolutely vital that staff and students read, understand and become familiar with the rules and regulations that govern admission, registration, course work load, course changes, withdrawal from studies, withdrawal due to illness, fees and charges, refund of fees and charges, exclusion, re-admission, bridging or enrichment courses, recognition of prior learning, pre-requisite, plagiarism, professionalism, and pregnancy and parenting.

2.2 Admission

There are three categories of potential clients, namely:

- School leavers directly from Grade 12,
- Non-school leavers, and
- Re-admitted or bridging students.

Whilst non-school leavers and re-admission students apply directly to the University the school leavers from grade 12 apply through online application coordinated by the Department of Higher Education, Research, Science and Technology (DHERST). If their applications are successful, they are notified for admission to PNG UNRE or affiliated institution.

2.3 Registration

Upon arrival the following procedures occurs:

- The admitted student must pay up the required school fees, produce the receipt at the Student Administration Office and obtain the Registration Form to enroll in semester 1,
- Enquire from the respective Department or program adviser the first semester courses and other relevant information,
- Fill in the Registration Form and forward it to the Dean or Head of Department for approval.
- Submit the completed form to the Student Administration Office.
- Repeat procedures 2.3.1 to 2.3.4 in the subsequent semesters.

2.4 Fees and Charges

- Students in all categories are required to pay full fees and charges as specified the Fees Structure of the University, before they can be enrolled or entitled to attend studies in a Semester.
- Academic Board reserves the right to deregister any student who does not pay up full or required semester fees. Such a student would be considered an 'illegal student' and any subsequent grades, if passed at the end of a semester, shall be ruled as null and void.
- The Student Administration Office will make available details of current fee schedules for programs in the different category of student (both full-time).
- The fees and charges are subject to changes from time to time without notice.

2.5 Course Changes

- A student may be allowed to change course(s) in a subject within the first two weeks of classes of the commencement of a semester. No more change(s) after two weeks.
- Any change of course(s) will only be approved by the Dean, in consultation with Heads of Department of the respective Schools.

2.6 Withdrawal from Studies

- A student who wishes to withdraw from studies may be allowed to do so within the first three weeks of a semester.
- Any withdrawal as referred to in 2.7.1 will only be approved by the Dean, in consultation with the Head of Department of the respective School.
- Any other withdrawals after the third week of a semester shall be approved by the School Dean in consultation with the Pro Vice Chancellor (Academic) and the Directors of Student Administration and Student Services on a case by case basis.
- Any approved withdrawals will be recorded as 'WD' for withdrawn.
- Any unapproved withdrawal from studies shall be recorded as 'F' for Fail for each registered course in a semester.

2.7 Withdrawal Due to Illness

- A student may be allowed to withdraw after the third week, due to ill health that will adversely affect the continuation of his/her studies. This shall be accompanied by genuine medical reports from a medical practitioner to verify the illness and provisions in 2.7.3 will apply.

2.8 Refund of Fees and Charges

- Tuition Fees for the withdrawal of studies in a semester under Rule 2.7.1 refunded to the sponsor less 10% processing fee.
- Any other approved or unapproved withdrawals beyond the three weeks grace period, tuition fees will be forfeited.
- Board and Lodge charges (for approved or unapproved withdrawals) will be refunded according to the period of time and use of service provided by the University.

2.9 Exclusion

- A student may be excluded from studies on academic, professional or disciplinary grounds. For details, refer to the specific rules governing Assessment and Academic Programs and Student Disciplinary Statute.

2.10 Re-admission

- A student who seeks re-admission into a program, following withdrawal or exclusion, must apply to the Academic Board through the Admissions Committee. Re-admission is not automatic.
- The decision of the Academic Board through the Admissions Committee shall be final.
- Normal and current fee schedules shall apply for all re-admitted students.
- Re-admission will not be granted to a student who is terminated under professional or disciplinary grounds.
- The decision of the Disciplinary Committee and the Academic Board shall be final.
- A student who fails practical component the second time will not be re-admitted.

2.11 Bridging or Enrichment Course

- The University will from time to time offer approved bridging or enrichment courses.
- Some form of recognition may be granted to participants for satisfactory completion of such courses.
- Registered students may be allowed to audit (sit in classes) a course per semester with the written approval of Deans in consultation with Heads of Departments and the course lecturers. Such students will not benefit from any course materials or be awarded any credit points.

2.12 Recognition of Prior Learning

- Recognition of Prior Learning comprises of:
 - (a) Courses completed at other recognized institutions, and
 - (b) Relevant professional experiences of candidates that require recognition and exemption of courses and/or granting of unspecific credits.
- Specific Cross Credits for Courses Completed at Recognized Institutions:
 - (a) A candidate may seek cross credits for a course(s) satisfactorily completed another recognized institution where no qualification has been awarded.
 - (b) Courses for which cross credits are sought for must have been completed within the last five years from the date of application for credits.
 - (c) Application for cross crediting, exemption and studies-in-lieu must be submitted to the Dean of the respective Faculty during registration with appropriate original documentation.
 - (d) Candidate shall be required to fill in the appropriate cross crediting, exemption and studies-in-lieu application forms in consultation with Deans, Student Administration and Pro Vice Chancellor (Academic).
 - (e) A decision will be made within two weeks of a semester by the Faculty Dean in consultation with the Pro Vice Chancellor (Academic).
- Cross Credits for Programs Completed at Other Institutions
 - (a) Credit points will not be granted for courses completed at other institutions for which a qualification has been awarded.
 - (b) Such qualification shall be considered in the initial admission process that may determine the level of admission into a program.
 - (c) A student not wishing to follow a full programme but only for a specific set of modules for an educational or professional need for purpose may request to select a set of modules provided they have done the foundation subjects. They are to discuss this arrangement for the required credit points with the dean of the school and submit the proposal to the Pro Vice Chancellor Academic for endorsement at the academic board.
- Recognition of Prior Learning for Professional Experience
 - (a) Relevant professional experience will be considered for exemption from doing certain courses within a program.
 - (b) Unspecified credits equivalent to an appropriate period of time of study may be granted to a candidate upon application within the first three weeks of a semester.

2.13 Pre-requisite modules

For a student to proceed to the next module(s) he/she must pass the required pre-requisite module(s), unless otherwise, determined by Academic Board in accordance with the respective School By-Laws.

2.14 Plagiarism

- 2.14.1 Plagiarism will not be tolerated by the University. Any student involved with academic sin will be severely dealt with through exclusion or termination.
- 2.14.2 Plagiarism includes copying word-by-word information from other people's written essays, assignments, books, journals, magazines, newspapers, etc. without proper acknowledgment. It also includes pictures; designs, diagrams, paintings and other form of artwork, videotape and radio cassette recordings that is not one's original work.
- 2.14.3 Stealing a piece of assignment, project or essay that belongs to another student and submitting it as one's own are also categorized under plagiarism.
- 2.14.4 The Academic Board with the advice of the School as defined in Rules 2.15.2 and will deal with any plagiarism cases.
- 2.14.5 Students found cheating in a test, exam or any assessable task shall be awarded a fail.

2.15 Professionalism

- 2.15.1 The University is a professional institution and expects students to maintain good professional conduct. Dress, behavior, attitude towards others and personal appearance must be of reasonable standard.
- 2.15.2 Deans and Heads of Departments will not sign students into their courses if dress, appearance, attitude and behavior are unacceptable according to the Public Service Code of Conduct and Ethics.
- 2.15.3 A student who demonstrates unprofessional behavior may be recommended for exclusion or termination by the School to the Academic Board. Academic Board has the power to exclude or terminate students based on unprofessional conduct.
- 2.15.4 Unprofessional behavior may mean:
 - (a) excessive absence from lectures, tutorials, workshops etc. amounting to low contact time of a course in a semester,
 - (b) improper dress and appearance,
 - (c) possessing pornographic material or involved in such activity,
 - (d) involved in illegal activities bringing University into disrepute,
 - (e) inciting and inflicting bodily harm, ethnic tension and damage to university property,
 - (f) possessing and consuming alcohol and drugs, and
 - (g) unacceptable behavior and attitude as stipulated under the Disciplinary Statute.

2.16 Pregnancy and Student parents

- 2.16.1 The University does not have child minding and child care facilities in the Single Students Halls of Residence.
- 2.16.2 Under the international Rights of the Child Act, a child must be catered for adequately, therefore, the University reserves the right to request prospective parent(s) and/or parents) of the unborn child to make alternative arrangements for the child.
- 2.16.3 In the event that alternative arrangement is not made, the University has the right to demand the parent(s) or prospective parent(s) withdrawal from studies to cater and care for the child.
- 2.16.4 In the event where a child is born, the student mother loses her boarding privileges and must vacate her room to seek alternative accommodation elsewhere to look after the baby.
- 2.16.5 In the event that the female chooses to withdraw, provisions for withdrawal as stipulated under the Rules 2.9.1 to 2.9.5 shall apply in these cases.
- 2.16.6 Student parents or parent will be allowed to return to studies after they show evidence that adequate provisions have been made for the child to be cared while they are studying.
- 2.16.7 Re-admission to studies under Rules 2.13.1 to 2.13.2 shall apply.
- 2.16.8 Pregnancy, caring for babies or other family related problems should not be used as excuses to defer assessment grades.

SECTION 3: RULES AND REGULATIONS GOVERNING ASSESSMENT PROCEDURES

3.1 General Assessment Procedures

- 3.1.1 Departments/Sections shall use both continuous and summative forms of assessment to assess students in their courses.
- 3.1.2 Participation, attitude, attendance, punctuality and potential are also taken into account at the discretion of each Academic Department/Section.
- 3.1.3 All assessment requirements and selected instruments for assessment shall be out clearly at the commencement of the course(s).
- 3.1.4 Departments/Sections will be responsible for all assessment requirements during respective assessment period.
- 3.1.5 Departments/Sections shall award provisional grades according to the Assessment Policy using Z-Score Method, Percentage Method, Criterion – and Competency-based Assessments. Refer to Rule 3.7 and 3.8 for details.
- 3.1.6 Heads of Departments shall provide all provisional grades to the Dean’s Office for endorsement by the School Board.
- 3.1.7 The Head of Department shall inform any student who fails a course(s) with a completed Fail Report for each course failed.
- 3.1.8 All School endorsed grades shall be submitted to the Chairperson of Academic Board for subsequent meeting and decision. The decision of Academic Board shall be final.
- 3.1.9 When more Schools are introduced, they shall submit respective grades to the chairperson of Examination Board. The Examination Board examines all the results and refine as necessary. The endorsed assessment results are then submitted to Academic. The Academic Board deliberates on the assessment results and makes the final decision.
For appeals of fail grades and/or exclusions students should refer to Rule 3.17.

3.2 Semester Work Load

- 3.2.1 Each semester load for full-time undergraduate students shall be:
 - (a) 50 credit points for first year Diploma of Tropical Agriculture (DTA).
 - (b) 50 credit points for second year Diploma of Tropical Agriculture.
 - (c) 50 credit points in first semester and 25 credit points in second semester respectively for third year Diploma of Tropical Agriculture.
 - (d) One credit point is equivalent to 10 hrs as defined in each module in accordance with the National Qualification Framework standard guidelines.

- 3.2.2 Part-time student shall take courses up to a maximum of half the normal load.
- 3.2.3 Anything above half and below the normal semester load shall be considered as full-time. This shall be approved by the School Dean or each Head of Department.
- 3.2.4 Overloads for full-time students in any semester shall be approved by the School Dean or each Head of Department, based on past academic performance of the student.
- 3.2.5 Overloads shall not exceed 5 points (equivalent to a course) above the normal semester load of the program enrolled by the student.
- 3.2.6 Any deviation from 2.4.4 and 2.4.5 shall be considered on a case-by-case basis by the Faculty Deans.

3.2 Assessable Tasks

- 3.2.1 There shall be a minimum of three assessable components for taught courses within an assessment period. For Independent Projects or Research Projects staff determine appropriate assessment criteria and weighting for the projects.
- 3.2.2 The assessable components for a course may include assignment, essay, test research seminar project, final exam and/or any other assessable component that may be deemed appropriate by the Department.
- 3.2.3 Each assessable component shall not exceed 50% weighting of the total assessment of a course.
- 3.2.4 For practical or skills based courses, the Department shall determine and state upfront the weighting for the practical or skill component(s).

3.3 Second Examiner

- 3.3.1 In some courses, Departments/Sections may wish to have a second opinion in the assessment of a piece of work, based on set guidelines or marking criteria.

3.4 Supplementary Assessable Component

- 3.4.1 Staff may exercise discretions and allow supplementary assessable components to be resubmitted or supplementary tests to be given immediately after the assessable component is marked and returned. This rule does not apply to exams.
- 3.4.2 The resubmitted, revised or supplementary assessable component, if satisfactory, will receive a mark of not more than 50%.

3.5 Rules on Assessable Tasks

- 3.5.1 Submission of Assessment Task
 - All assessable tasks are to be submitted on the due date given on the Module Coursework Brief Form.
 - Any assessable task that is late is to be deducted using the formula only after which late submission will be denied and a Zero mark is given for non-submission.

This is uniform formula of penalties that will be imposed for submission of an assessment task after the due date. **This formula is 5% of the total possible marks for the assessment item per day including part-days, weekends and public holidays.** After 20 days, the assessment item thus would be awarded 0 marks (i.e. $5\% \times 20 = 100\%$ of total possible marks in penalties).

3.5.2 Application for Extension of Assessable Task

- Any application for extending the date of any assessable task must be made a week prior to the submission date using the Coursework Extension Request Form.
- Only the HOD can approve an extensions

3.5.3 Application for Special Consideration

- Students requiring special consideration for any assessable task is to be made one week prior to the due date of submission of any assessable task.

3.5.5 Special Circumstances Reports:

- Students with exceptional circumstances, e.g. extreme medical problems, or genuine, unforeseen personal circumstances such as illness, family problems or death of a close relative, may bring such information to the attention of the University, by submitting an appropriate form and providing independent supporting evidence. These circumstances may be fully taken into account by granting an extension on the coursework deadline or setting an alternative assessment. However, these forms may also be considered by the Academic Board and if considered appropriate the Board may raise borderline marks if they are within 2% of a class boundary.

3.5.5 Student Disciplinary Committee and Unfair Practice:

- A panel of staff comprising the staff member setting the work, the year coordinator and course coordinator, will adjudicate on whether unfair practice has occurred in the completion of that work. The outcome of their deliberations (mark penalty) is reported to the Academic Board. This is an academic decision so there is no right of appeal.
- In cases where a student or group of students are accused of inappropriate behaviour, their case will be reviewed by a panel of staff comprising their personal tutor, the year coordinator and Head of Department. The outcome of their deliberations (mark penalty) is reported to the Academic Board. There is a right of appeal in this case to the PVC Academic.
- The Student Disciplinary Committee has the responsibility for enforcing the regulations defined in the Student Rule Book 2017 and must only apply the penalties that it prescribes.

3.5.10 Vetting and Cross checking of Student Internal Marks

- Students must cross check their internal marks provided by the module leader either pasted on the designated notice board. Any queries on marks must be directed to the module leader for checking and verification.

3.5.11 Examination Schedule

- An examination draft timetable shall be made available by the Student Administration Two weeks prior to the start of the Examinations. Recommendations for changes or comments must be submitted by concerned parties to the Student Administration for rectification of the timetable by filling the appropriate form for the proposed changes.
- The final examination timetable should be finalised one week prior to the start of the examinations. No changes will be made after the examination timetable has been finalised.

3.6 Progression Rule

- Average end of year marks are calculated as percentages (not grades marks)
- Progression into the next semester is based on passing all modules in a semester with a weighted average mark above 50%

3.6.1 Year one progression into Year Two

- Students with a GPA of 2.5 and above progress into the Bachelor Degree programme in Year two.
- Students with a GPA less than 2.5 continue as Diploma students.
- One failed module (condoned) with a mark between 40 and 49% can be carried (no need to re-sit) but not in a MUST PASS MODULE.

MUST PASS MODULES:

Tropical Agriculture	Fisheries & Marine
AGR 115 Introduction to agriculture AGR 116, 126 On farm practice AGR 112, 122 Biology AGR 111 Communication skills	AGR 125 Introduction to fisheries AGR 112, 122 Biology AGR 111 Communication skills AGR 114 Chemistry AGR 124 Physics
Animal Science	Forestry
AGR 115 Introduction to agriculture AGR 116, 126 On farm practice AGR 112, 122 Biology AGR 111 Communication skills	AGR 112, 122 Biology AGR 111 Communication skills AGR 114 Chemistry AGR 124 Physics
International Tourism	
AGR 111 Communication skills T 111 Introduction to Tourism	

3.6.2 Degree/ Diploma Progression as determined at the end of year 2

- Students can carry one condoned failed module with a mark between 40 and 49% (with no need to re-sit)
- Students with weighted average marks between 50 and 64% progress to advance diploma.
- Students with marks of 65% and above progress into the Bachelor's degree programme.

3.6.3 Exit Diploma in Year Two

- Students with low GPA of 1.0 in Year Two is to exit with an Exit Diploma of the award of the programme.
- Students with a GPA above 1.0 proceed into Year Three for the Advanced Diploma in programme.
- Students with average marks of 50% or below at the end of year 2 can leave the course with a diploma.

3.6.4 Year Three Progression into Year Four Degree

- At the end of year 3 degree students can progress into year 4 if they have achieved an average mark above 50%.
- At the end of year 3 diploma students with a GPA of 2.5 weighted average marks of 65% or above can, if they wish progress directly into the final 4th year of the Bachelor's degree programme.

3.6.5 Year Three Exit with Advanced Diploma

- Year three degree students with weighted average marks between 40 and 49% can graduate at the end of year 3 with an advanced diploma.
- End of year 3 diploma students with average marks of 50 % or above can graduate with an Advanced Diploma.
- Diploma students failing to meet this standard can graduate with a Diploma.
- Degree students failing to meet this standard can graduate with a Diploma

3.6.6 Progression from Advanced Diploma and Bridging into Year 4 Bachelor's Degree

- Graduating Advanced Diploma students with marks between 50 and 64% may return after a year's relevant industry experience and enter the final year of the degree.

Calculation of Final Year Grades and Degree Progression Rules

- (a) 50 credit points for fourth year semester 1 for the Bachelor.
- (b) 50 credit points for fourth year semester 2 for the Bachelor.
- (c) Masters by Coursework

3.7 Regulations on Failed Modules and on Academic Progress

- Candidates must pass all the modules in a semester in order to proceed to the next semester or graduate (One condoned module is allowed in years 1 and 2 – see below).
- Students failing one module with a score above 40% will be allowed to resit the supplementary at the start of the next semester before proceeding to the next stage of the course.
- Students failing a resit can be allowed to carry one failed module that must be resolved as a resit before graduating.
- A student failing a resat module for a third attempt will be discontinued and will be asked to repeat and attend the failed module and other modules having less than 55% upon readmission.
- *Students failing two modules in a semester shall be discontinued from the course unless one is not a must pass module.* They may apply to resume their studies, but their readmission will be subject to approval by the Registry and the Department. Such candidates would be required to enroll in all modules for which they scored grades lower than 55%.

3.7.1 Years 1 & 2 Rules on fails

- One failed module with a mark of 40-49% is a condoned pass and disregarded provided it is not in a must pass module.
- One additional failed module can be resat if it is not less than 40% (Student Admin is to inform Module coordinators) to arrange for a resit of failed modules before the start of next semester.
- Students failing an additional 2 modules or three modules in total including a condoned pass in a semester must discontinue.
- Students failing two must pass modules in a semester must discontinue.

3.7.2 Years 3 & 4 Rules on fails

- One additional failed module inclusive of a condone pass can be resat (Module coordinators should arrange for a resit of failed modules before the start of the next semester)
- Students failing 2 modules in a semester must discontinue.

3.8 Grading System for Courses

Letter grades will awarded as follows:

Grades	Range	Qty Pts	Definition of Grades
A	85-100%	4	Assessment tasks are completed to a very high standard exceptional insight.
B	75-84.45%	3	Assessment tasks are completed to a high academic standard an in-depth understanding, issues.

C	64-74.45%	2	Assessment tasks are completed to a solid standard indicating comprehensive understanding of the main Issues.
D	50-64.45%	1	Assessment tasks are completed to a satisfactory standard it basic understanding of issues.
F	0-49.45%	0	Assessment tasks are completed but do not meet the satisfactory academic standard, indicating that the main issues are not understood or assessment tasks not completed.

3.6.2 Assessment tasks referred to in the definition above means the assessable components of a course.

3.6.3 Non-Achievement Grades

Other non-achievement grades that are used shall be:

XM – Exempted	Ex – Excluded	NC – Non Credit	WD - Withdrawn
IN – Incomplete	CN – Continuing	DF – Deferred	NT – Not Taken

The Use of Different Assessment Methods (Norm Referenced, Criterion Referenced and Competency-based Marking)

Norm-referenced marking, criterion referenced and competency-based marking may be used. Norm referenced marking should take into account course size and a negative skew (because of prior selection by ability). Criterion referenced marking should treat a mark of 60 as the basic level of mastery.

3.9 Distribution of Grades

Grades on assessment should usually be distributed as follows, depending on course size. The allocation of grades to final course results should follow the same pattern. Lecturers may go outside an indicated range, but will have to provide justification to their Departments and School Boards.

COURSE SIZE		
COLUMN 1 1 – 15 students	COLUMN 2 15 – 30 students	COLUMN 3 31 + students

GRADE	%	Number	%	Number	%	Number
A	0-20	0-3	0-15	0-4	0-10	0-3+
B	0-30	0-4	0-25	0-7	0-20	0-6+
C	0-50	0-7	0-45	0-13	0-40	0-12+
D	0-50	0-7	0-45	0-13	0-40	0-12+
F	0-20	0-3	0-15	0-4	0-10	0-3+
INDICATIVE COURSE MEANS	53-63		55-60		55-60	

All three columns above will be used when assessing students in a course.

3.8 Course Credit Points

- 3.9.1 A student shall be awarded the number of credit points specified for that course upon successful completion of a course to the satisfaction of the Academic Board.
- 3.9.2 A student who has obtained a fail grade for a particular course may repeat the course once.
- 3.9.3 A student should not be allowed to enroll in the same course for the purpose of obtaining a better grade.

3.9 Quality Points and Computation of Grade Point Average

- 3.9.1 Course grades are given quality points such that a grade of:

A	4 points
B	3 points
C	2 points
D	1 points
F	0 points

- 3.9.2 The quality points shall be used to compute Grade Point Average (GPA) student per semester, per year or after completion of a program at this University.

- 3.9.3 The Use of the Grade Point Average

The University shall use the GPA for quality control purposes for all the programs.

The Semester GPA shall be used to determine quality performance of students and to make decisions where appropriate.

3.9.4 Exit Points or Progress Conditions

In third year of Diploma program a student with less than 2.5 GPA will exit with a Diploma in the respective program.

An example of how the GPA is computed is illustration below.

Rex scores the following Grades in the courses registered in Semester 1 2015

Course	Credit Points	Grade Granted
HCOS 331	3	B
HCOS 311	3	A
HCOS 391	3	C
HEXA 391	3	D
ECS 310	<u>3</u>	F
Total Semester Load <u>15 points</u>		
The GPA for Rex will be computed as follows:		
Course	Grade	Credit Points x Quality Points = Product
HCOS 331	B	3 3 9
HCOS 311	A	3 4 12
HCOS 391	C	3 2 6
HEXA 391	D	3 1 3
GSS 481	F	3 0 0
<u>Total</u>		<u>15 Cpts 10 Qpts 30 pts</u>
The Semester GPA = $\frac{\text{Sum of Products}}{\text{Total N. of Credits}} = \frac{30}{15} = 2$ GPAs for the Semester		

3.10 Grounds for Exclusion from Studies

- 3.10.1 A student who fails 20 credit points (2 courses in a semester) and/or has a GPA of less than 1.0 in a semester, shall be excluded for a minimum of one semester.
- 3.10.2 A student who fails 20 points in one semester or cumulative 20 points over two consecutive semesters, shall be excluded from studies, and shall not be re-admitted.

3.11 Deferral of Assessment

- 3.12.1 Under exceptional circumstances, Departments/Sections may request to the School and the Academic Board for deferral of assessment of a course(s) for a maximum of one (1) semester only.
- 3.12.2 There shall be no deferral of semester 2 assessments for graduating students.
- 3.12.3 Any deferral of assessment at the higher degrees level should be governed by respective Schools policy.

3.12 Notification of Results

- 3.13.1 Results provided by the Departments/Sections prior to the approval by the Examination Board or Academic Board are provisional only.
- 3.13.2 The grades approved by the Academic Board are the only official grades of the University.
- 3.13.3 Official grades shall be conveyed to students by the Student Administration within a reasonable amount of time, and the most convenient method available.

3.13 Appeals and Letters of Explanation

- 3.14.1 Appeal Avenue
Students shall use the following bodies for appeals:
 - (a) School Board for appeals against fails and change of grades,
 - (b) Examination Board for exclusions only, and
 - (c) Academic Board, in exceptional circumstances.
- 3.14.2 Fail Appeals
A student who receives a fail grade in any registered course after Departments provide provisional grades and fail reports, and who wishes to appeal may submit a letter of 'show cause' or 'explanation' to the respective Dean of School or Head of Department for fair hearing and consideration at the School. A copy of the letter of appeal must be sent to the relevant Head of Department/Section and Pro Vice Chancellor (Academic).
- 3.13.3 Appeal for Change of Grade(s) (Up-Grade)
A student can appeal against a provisional grade(s), and may wish to write a letter of appeal to the Dean of the School. A copy of the letter of appeal must be sent to the relevant Head of Department.
- 3.14.4 Unsuccessful Appeals against Fail Grade(s) and Change of Grade(s)

In the event of an unsuccessful appeal at the School level as provided under 3.14.2 and 3.14.3, a student may lodge an “appeal” to the Chairman of the Academic Board.

- 3.14.5 This appeal will only be considered if additional or fresh information not considered at the Faculty level becomes available. A copy of the ‘appeal’ letter must also be sent to the relevant Dean of the School, Chairperson of Examination Board and the respective Head of Department/Section.

3.14.6 Appeal Against Exclusions

A student who is recommended for exclusion by the School Board and wishes to appeal against exclusion may submit a letter of appeal to the Chairperson of Examination, those which will consider all appeals for exclusions only. A copy of the letter of appeal must be sent to the relevant Dean of School and head of Department.

- *A candidate may appeal against their discontinuation. The appeal should be made to the Pro Vice Chancellor Academic within seven days of receiving the discontinuation letter.*

3.14.7 Failure to Appeal to the Relevant Body

(a) A student who fails to appeal to the relevant School (given sufficient time) for fail grade(s) or change of grade(s) will not have his/her appeal considered by the Examination Board or Academic Board.

(b) A student who fails to appeal to the Examination Board (given sufficient time) against School recommendation to exclude him/her and appeal directly to the Chairperson of the Academic Board, his/her appeal may not be considered.

3.5.6 Application for Appealing of Marks of Assessable Task

- Students wanting to appeal any mark must consult the module leader in the first instance of mark concerned for an explanation.

3.5.7 Application for Appealing of Examination Results

- Appeals would only be entertained from individual students on a case by case basis.
- Students should first check to verify their mark(s) from student’s records.
- If they are unsatisfied students must submit an appeal form through the student administration to be considered by Appeals committee.

3.5.5 General Appeal on Academic Matters

- Applications for an appeal on Academic Matters must be submitted to the Student Administration for consideration by the special Academic Appeals Committee.

3.14.8 Special Appeals to Academic Board

In circumstances where students were not given a reasonable opportunity by the Academic Board to appeal against fail grades or exclusions, the Academic Board may call a special hearing for a decision to be made on such cases. The decision of the Academic Board then shall be final.

SECTION 4: RULES AND REGULATIONS GOVERNING PRACTICUM PROGRAM

4.1 Introduction

Student internships or industrial training is an important component of student learning. It links theory with practical application.

4.2 Outreach Programmes

4.2.1 Year 2 Community Outreach Programme

At the end of year 2 students are assigned to do community work in their districts, wards, LLGs or provinces. Students are;

- Required to establish links with their wards, LLG's or Districts to arrange for the 6 weeks community work over Christmas.
- There is no visitation from lecturers for this component however students are required to submit a report witnessed by their immediate supervisor
- Reports are assessed as part of the student's contribution towards rural level development and taking and initiative in project formulation and implementation.
- All rules of the University apply to students out on community outreach programmes and supervisors may report students for any misdemeanors for which they will be charged under the university rules and regulations.

4.2.2 Year 3 Industrial Training

Year 3 students are expected to undertake Industrial Training for a maximum of 3 months from the end of October up to December in an arranged Industrial Organisation. Trainings done contributes towards marks for the module A411 submitted at the start of year 4. Students are required to;

- Fulfill the required 3 months of training in the organization normally in their home province
- Submit a report for assessment at the start of semester 1 of year 4
- Follow all rules of the university when undergoing training. Failing this will result in disciplinary processes being undertaken by the university on the status of the students academic progress. Each case will be dealt with on a case by case basis.
- Attempts will be made by the academic department to visit students during industrial training where necessary. In certain cases a third party would be asked to assess the student apart from the immediate supervisor who is a second party that submits the supervisors report to the university on the progress of the student.

SECTION 5: STRUCTURES GOVERNING DIPLOMA AND DEGREE PROGRAMS IN SCHOOL OF NATURAL RESOURCES

5.1 Introduction

This section highlights all the Departments in the School of Natural Resources and the Diploma and Degree programs offered. The respective Departments in this School consists of the following:

- 5.1.1 Department of Agriculture
 - Diploma in Tropical Agriculture (DTA)
 - Bachelor of Tropical Agriculture (BTA)
- 5.1.2 Department of Fisheries Marine Resources
 - Diploma in Fisheries Marine Resources (DFMR)
 - Bachelor of Fisheries Marine Resources (BFMR)
- 5.1.3 Department of Tourism & Hospitality
 - Degree in Sustainable International Tourism
- 5.1.4 Department of Forest (Department and programs fully established)
 - Degree in Sustainable Forestry

5.2 Admission and Assessment of Diploma and Degree Studies in the School of Natural Resources

5.2.1 Students will follow the rules and regulations outlined in Sections 2 and 3.

5.3 Course Requirements for Diplomas and Degrees

4.3.1 Students enrolled under the Department of Agriculture will do Diploma in Tropical Agriculture (DTA) and advance to degree thereafter

Year 1 DTA Structure of Courses and Credit Points

Courses Semester 1	Credit Points	Courses Semester 2	Credit Points
AGR 111 Communication Skills	10	AGR 121 Introduction to Economics & Management	10
AGR 112 Biology 1	10	AGR 122 Biology 2	10
AGR 113 Natural Resources Conservation & Utilization	10	AGR 123 Natural Resources Conservation & Utilization	10
AGR 114 Chemistry for Agriculture & Fisheries	10	AGR 124 Physical Sciences	10
AGR 115 Introduction to Agriculture	10		
AGR 116 On-Farm Practice 1	10		
Semester 1 Total	60	Semester 2 Total	

Year 2 DTA Structure of Courses and Credit Points

Courses Semester 1	Credit Points	Courses Semester 2	Credit Points
AGR 211 Sustainable Land Use	10	AGR 215 Farm Management	10
AGR 212 Plant Production and Soils 1	10	AGR 222 Plant Production and Soils 2	10
AGR 213 Introduction to Animal Sciences	10	AGR 223 Animal Production Practices	10
AGR 214 Agriculture Mechanization	10	AGR224 Rural Technology	10
AGR 221 Plant Protection	10	AGR 225 Rural Sociology	10
Semester 1 Total	50	Semester 2 Total	50

Year 3 DTA Structure of Courses and Credit Points

Courses Semester 1	Credit Points	Courses Semester 2	Credit Points
AGR 300 Professional Practice	10	AGR 321 Farm Experimentation	10
AGR 311 Extension Methods	10	AGR 322 Ruminant Animal Production	10
AGR 312 Post Harvest Technology	10	AGR 323 Crop Production 2	10
AGR 313 Crop Production 1	10	AGR 324 Agricultural Marketing	10
AGR 314 Monogastric Animal Production	10	AGR 325 Farm Business Project 2	10
AGR 315 Farm Business Project 1	10		
Semester 1 Total	60	Semester 2 Total	50

Students who score below GPA 2.4 exist with a Diploma in Tropical Agriculture. Those who score above 2.5 continue with Bachelor of Tropical Agriculture (BTA) program.

Year 4 BTA Structure of Courses and Credit Points

Courses Semester 1	Credit Points	Courses Semester 2	Credit Points
AGR 400 Industry Project Report & Seminar Presentation	10	AGR 414 Plant Protection 2	10
AGR 411 Animal Breeding	10	AGR 421 Plant Breeding	10
AGR 412 Biotechnology	10	AGR 422 Horticulture	10
AGR 413 Resource Management	10	AGR 423 Aquaculture	10
AGR 415 Farm Forestry	10	AGR 425 Projects (Case	10

		Study/Desktop research)	
AGR 424 Agribusiness Marketing	10		
Semester 1 Total	60	Semester 2 Total	50

5.3.2 Students enrolled under the Department of Fisheries Marine Resources will do:

Diploma in Fisheries Marine Resources (DFMR)

Year 1 DFMR Structure of Courses and Credit Points

Courses Semester 1	Credit Points	Courses Semester 2	Credit Points
AGR 111 Communication Skills	10	AGR 121 Introduction to Economics & Management	10
AGR 112 Biology 1	10	AGR 122 Biology 2	10
AGR 113 Natural Resources Conservation & Utilization	10	AGR 123 Natural Resources Conservation & Utilization	10
AGR 114 Chemistry for Agriculture & Fisheries	10	AGR 124 Physical Sciences	10
AGR 115 Introduction to Agriculture	10	AGR 125 Introduction to Fisheries	10
AGR 116 On-Farm Practice 1	10	AGR 126 On-Farm Practice 2	10
Semester 1 Total	60	Semester 2 Total	60

Year 2 DFMR Structure of Courses and Credit Points

Courses Semester 1	Credit Points	Courses Semester 2	Credit Points
DFMR 211 DFMR Computing, Reporting & Introduction to Projects	10	DFMR 221 Community Based Management (CBM) and Fisheries Extension	10
DFMR 212 Biology of Fishes	10	DFMR 222 Methods in Marine Science	10
DFMR 213 Introduction to Marine Ecosystems	10	DFMR 223 Maritime Skills and Techniques	10
DFMR 214 Aquatic Invertebrates	10	DFMR 224 Introduction to Tropical Seafood	10
DFMR 215 Introduction to Aquaculture	10	DFMR 225 Introduction to Fisheries Law & Policy	10
DFMR 216 Introduction to Fisheries & Marine Resource Management	10	DFMR 226 Fisheries Observing, Monitoring & Statistics	10
Semester 1 Total	60	Semester 2 Total	60

Year 3 DFMR Structure of Courses and Credit Points

Courses Semester 1	Credit Points	Courses Semester 2	Credit Points
DFMR 311 Fresh Water Ecology & Limnology	10	DFMR 310 Work Experience & Industrial Project	10
DFMR 312 Inland Fisheries	10	DFMR 321 Introduction to Fisheries Business	10
DFMR 313 Introduction to Climate Change Impacts to Aquaculture and Fisheries	10	DFMR 323 Fishing Gear Technology & Operations	10
AGR 318 Biometrics (Statistics)	10	DFMR 324 Tropical Seafood Science	10
DFMR 322 Introduction to Marketing	10	DFMR 325 Animal Health Management	10
DFMR 326 Fisheries Oceanography	10	AGR 326 Biometrics (Research Methods)	10
Semester 1 Total	60	Semester 2 Total	60

Students who score below GPA 2.4 exist with a Diploma in Fisheries Marine Resources Agriculture. Those who score above 2.5 continue with Bachelor of Fisheries Marine Resources (BFMR) program.

Year 4 BFMR Structure of Courses and Credit Points

Courses Semester 1	Credit Points	Courses Semester 2	Credit Points
DFMR 310 Work Experience Report (Rollover)	10	DFMR 421 Fish Population Dynamics	10
AGR 318 Biometrics (Statistics)	10	DFMR 422 Individual Project (Research Dissertation)	10
DFMR 412 Biotechnology	10	DFMR 423 Fisheries Economics	10
DFMR 413 Fisheries Climatology	10	DFMR 424 Marine Policy & Resource Management	10
DFMR 414 Marine Pollution Management	10	DFMR 425 Ecological Approaches to Fisheries Management	10
DFMR 415 Individual Project (Literature Review, Proposal, Publication)	10	AGR 326 Biometrics (Research Methods)	10
Semester 1 Total	60	Semester 2 Total	60

5.4 Requirements to Graduate for the BFMR Degree

- 4.4.1 A student must successfully complete all the courses offered in the fourth year in order to graduate with the DFMR degree.

SECTION 6. RULES AND REGULATIONS GOVERNING OFFERING OF CERTIFICATES AND AWARDS

6.1 Awarding of Certificates

6.1.1 Exit Certificate in Year One

A student performing at a GPA less than 1 will be asked to exit with an Exit certificate giving recognizing attendance at PNG UNRE. Such student would normally have failed more than two modules.

6.1.2 Diploma in Year Two

Students with a GPA less than 1 must exit the programme and be given a diploma in year two.

6.1.3 Advanced Diploma in Year Three

Advanced diploma students with less than 65% at the end of year 3 graduate with an Advanced Diploma.

6.2 Final Degree Classification

- Only final year marks are used in the classification of degrees.
- Marks are calculated as percentages (not grade points).
- Average marks above 75% are awarded MERIT.
- Average marks above 85% are awarded DISTINCTION.
- A student may be allowed to graduate with one failed module or a condone pass as recommended to the Academic Board
- Students failing two modules or more in the last semester of the degree or diploma programme are to repeat the failed modules in order to graduate in the following year.

6.3 Provision of Graduation and Awards

- The University Graduation Ceremony shall be held annually.
- A candidate is eligible to apply to graduate for an appropriate award upon satisfactory completion of all requirements stipulated in the University By-Laws and Academic Rules and Regulations.
- A candidate who wishes to attend for graduation ceremony shall submit the Application Form on the day and time set out by the Student Administration Office, and indicate whether to graduate in person or in absentia.

6.4 Prizes and Awards

6.4.1 Commendation

- A student who scores the highest GPA in all courses for the duration of program shall be commended by the School and made public.

- Graduation with Distinction shall be given to those students with the highest GPA for the various programs.
- The University recognizes students' contributions in academic performance, student leadership, charitable and community work by awarding prizes or awards accordingly during the graduation ceremony.

These prizes are:

- (a) University Dux Award for Academic Excellence.
- (b) Vice Chancellor's Prize for outstanding leadership qualities.
- (c) Prize for outstanding performance in demonstration and promoting charity on Campus and the Community.
- (d) Student Achievement Award for all round academic excellence for Diploma and Degree graduates (1 male & 1 female)
- (e) Subject Prizes for the excellent performance in the overall courses offered by the respective School Departments.

SECTION 7. RULES AND REGULATIONS GOVERNING POSTGRADUATE PROGRAMS

Postgraduate studies refer to studies done after obtaining a Bachelor's degree in any field. Intending candidates for Higher Degrees must possess in the first instance an undergraduate degree certificate in order to be allowed to enroll in a Postgraduate programme.

7.1 Postgraduate studies

Candidates must hold a Bachelor's degree in order to apply for Postgraduate Studies in one of the departments of the university offering postgraduate programmes. Programmes will vary from taught Courses alone to research projects alone or composing of both taught courses and research. This variation rests solely with the department offering the programme and the training needs of the interested candidate.

Candidates are encouraged to enquire with the department of interest for the type of postgraduate programme being offered.

7.1.1 Postgraduate Certificate

This will normally be for a certificate in a specific area and will normally be for a specific skill or area of need by the candidate. At the end of the course the candidates obtain a postgraduate certificate in the training undertaken. Candidate will have done between 600 to 800 hrs.

7.1.2 Postgraduate Diploma

Candidates with a Bachelor's degree would be admitted in such a programme. This would normally be for a period of one year attending lectures and involving assessable tasks or conducting research on a full time basis.

Candidates would have passed all required coursework to earn the necessary credit before they are qualified to graduate with Postgraduate diploma. They would have completed between 1200 to 1600 hrs.

7.1.3 Masters Degrees

To qualify to undertake a Master's degree studies, candidate must have an undergraduate degree certificate.

A Master's degree requires one to two years of full-time study to complete would normally have done between 1200 to 3200 hrs. A completed bachelor's degree, sometimes with honours, is a normal prerequisite for admission. The pattern of study can take several forms, depending on the purpose of the qualification:

- *Coursework* – comprising postgraduate level rigorous academic coursework and project work. There may be a research component requiring the completion of a thesis. In such cases, completion of only the coursework component without submitting a thesis can result in a post-graduate diploma being awarded as the exit qualification.
- *Research* – comprising substantial research and completion of a major, externally assessed, thesis or creative work.
- *Extended* – for preparation for professional practice in fields such as law, medicine, physiotherapy, speech pathology, social work or other professional fields.

7.1.4 Doctorate

Entry into a doctoral programme requires an Honours degree or 'honours equivalent'. A Master's degree is usually considered equivalent. This would normally be three years or between 3600 to 4800 hrs.

In Papua New Guinea, a doctoral degree traditionally has been entirely by research, with minimal coursework. In addition to the generic Doctor of Philosophy qualification (PhD), there are also professional doctorates, such as Doctor of Business Administration, which may require less extensive research and be partially assessed by coursework or projects.

Holders of Doctoral degrees are permitted to use the title 'Doctor'.