

THE PAPUA NEW GUINEA UNIVERSITY OF TECHNOLOGY
DEPARTMENT OF OPEN AND DISTANCE LEARNING

2013-2015
COURSES HANDBOOK



Senior Assistant Registrar, DODL
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General Information

Open and Distance Learning at The Papua New Guinea University of Technology

The Papua New Guinea University of Technology (PNGUoT) is a leading University in the field of applied sciences in the Pacific. Due to the expansion of the Education System from Elementary level to year 12, coupled with the need for highly qualified and trained manpower in the country, PNGUoT faces the challenges of increasing access for its programmes. The PNGUoT through its Council and Academic Board approved the development of a distance education programme in 1993. Hence, the Department of Open and Distance Learning (DODL) was established and inaugural intakes of forty nine (49) students were enrolled to undertake studies in Mathematics and Language through distance mode. Since then, the numbers have been growing steadily over the years and now the school is enrolling over 2000 students per semester.

Since its inception, DODL has offered four programmes; the Adult Matriculation , the Diploma in Commerce (Accounting), the Diploma for Teachers in Mathematics and Sciences and the Bachelor of Agriculture in Rural Development. Through the quality of its performance and inbuilt standards based upon student services, it is attracting widespread interest across a broad cross-section of Papua New Guinea students enrolled in the programme come from throughout the country. Based upon successes to date, the Department will continue to enjoy rapid growth especially as further courses are added to its offerings through the University and its partnership affiliated centres throughout the country.

VISION/MISSION/GOALS/STRATEGIC INTENT

Vision

DODL's vision is to '*continue transforming dreams of willing learners*'

Mission

The Department of Open and Distance Learning's mission is to become a leading provider of open and distance-based learning programmes that are prestigious, affordable, accessible and appropriate in PNG and abroad.

Strategic Intent

DODL's strategic intention is to ensure that its programmes are accessible at every Provincial Headquarter and major centre around the country.

Goals

To actualize its mission DODL aims to:

1. Provide quality tertiary education to the masses at an affordable cost through distance mode.
2. Design tertiary level courses that meet the real needs of the market place and the nation's development goals and aspirations.
3. Increase accessibility for courses and programmes to reach a wider section of the country's population and its immediate neighbouring countries by installing an effective mode of delivery arrangements and mechanism.
4. Harness and maintain a vibrant course/curriculum development and research unit in collaboration with client/departments/facilities.
5. Install and instil pride among its clients (both learners (students) and course owners (departments within PNGUoT) in ensuring certification and accreditation requirements are met and their certification to be among the best qualifications available.
6. Instil the best operational and logistical centre that is self-sustaining with a qualified human resource capacity offering the best student and staff support systems and network.

CORE VALUES

DODL is driven by the following core values:

Caring

Through DODL, learning opportunities are extended to those who may not otherwise have had access.

Valuing People

Because learning is a social function and obligation and inherently tied to context, distance learning experiences must support interaction, recognizing the contributions of all staff as well as learners.

Commitment to Service

Distance education enables learning to be a lifelong process, critical to building productive citizens for a productive community and country.

Appreciating Diversity

DODL recognizes diversity in that learning opportunities must be structured to meet the diverse needs and circumstances of individuals.

Excellence

Excellence in distance learning is derived from structuring learning to achieve demonstrable learning outcomes, assisting the learner in achieving those outcomes, assessing learner progress, and constantly revising the curriculum.

Quality Curriculum and Instruction

Distance learning must be supported by an institutional commitment to instructional quality and effectiveness.

Ethical Behaviour

Creating and delivering distance-learning programmes involves teaching and management commitment of the highest professional standards.

RESOURCES/FACILITIES/COSTS

Library

The Matheson Library on campus has a well developed library service and operates as a document supply centre, providing books loans, photocopies and electronic searches on request. While on campus or when using the Library in person, students are eligible for specialized service appropriate to their study requirements.

Textbooks and Material Costs

The cost of tuition covers the cost of study materials. Additional texts required may be accessed in the library or purchased at any bookshop.

Accommodation

This is a home-based study programme. However, accommodation is available in the student halls only during semester three (November-December & January-February), giving good access to the teaching areas. Students are encouraged to pay for the full tuition fees as well as meals for six weeks while on campus.

However during the normal semesters one and two, there is no accommodation provided as on-campus students occupy the lodges.

Tuition Costs

The cost for each subject per semester for the Adult Matriculation programme is K230.00. Cost for a repeat subject is K180.00. The Diploma for Mathematics and Science programme is tailored for secondary school teachers and is being funded by the Division of Education, National Department of Education. Selection is done by the Division of Education. The Bachelor of Agriculture in Rural Development is designed for agriculturists. Students pay K7810.00 to study per semester.

ID Card Fee: All students are required to pay an annual identification card fee of K20 as a compulsory fee before registration.

All payment will have to be deposited into the account stated below. Bank deposit slips or remittance advices must be presented before registration.

All tuition fees must be paid into this account:

Bank:	BSP
Branch:	Lae
Account Number:	1000 603 660
Account Name:	DODL PNG Unitech

Mailing Costs

Materials mailed to students will normally be sent by air mail. This mailing cost is incurred by the DODL. Students are responsible for the mailing costs of their assignments and any correspondence directed to the Department.

Use of Internet

Correspondence based on students with internet access can email their assignments to the university. Marked papers will be posted to the students. However, if students wish to they may request for their marks to be mailed to them. The email address to use is: rumabut@dodl.unitech.ac.pg.

DODL has its own web page within the university website. Many changes, improvements and new initiatives will be posted on this page. This can be accessed: www.unitech.....

OPEN AND DISTANCE LEARNING PROGRAMMES

Bridging Courses (Pre Matriculation Courses)

Basic English – Introduction to Language Skills

Basic Mathematics

Matriculation Courses (Grades 11 & 12)

English 1	English 2
Mathematics 1	Mathematics 2
Biology 1	Biology 2
Chemistry 1	Chemistry 2
Physics 1	Physics 2
	Introduction to Economics
	Geography
	Asia & the Modern World History
	History of Science & Technology

1. Bridging Courses [Pre-Matriculation Courses (remedial and review)]

..... **Basic English.** This is a non-credit course. It provides a brief review of English grammar and structure and also focuses on the basic skills necessary to use English more effectively. The skills covered are practical, being aimed at providing a basis for self-help improvement. Topics include written expression. This course is required of those who need to review before beginning Adult Matriculation studies in English. *Prerequisite:* Achievement of Basic English level on placement test.

..... **Basic Mathematics.** This is a non-credit course. It provides remedial work and revision in topics of arithmetic and algebra which are basic to further study. Topics include natural numbers and averages, common fractions, decimals, ratio and percentages, directed numbers, square roots. SI (metric) units, geometrical figures, basic algebra, and areas and volumes. This course is required of those who need to

review before beginning Matriculation studies in mathematics. *Prerequisite:* Achievement of Basic Mathematics level on placement test.

Programme Duration: This programme can be done within one semester (16 weeks).

Entry Requirements: Minimum grade 10 level.

Fees: K230.00 per subject.

2. Adult Matriculation Programme (Grades 11&12)

E020 English 1. The first Matriculation English course helps students to identify and understand factual material by improving reading comprehension and skill in summarizing. Practice is given in the techniques of skimming, evaluation and analysing information, identifying the logical structure of paragraphs, and note taking and outlining. This course is required for matriculation. *Prerequisite:* Achievement of Matriculation level on placement test or successful completion of Basic English.

E030 English 2. The second course in Matriculation English concentrates on improving writing skills. Beginning with the paragraph and expanding to the essay. Students are given in interpreting questions, extracting information from lists and diagrams, constructing paragraphs and drafting and revising essays. This course is required for matriculation. *Prerequisite:* English 1.

MA020 Mathematics 1. The aim of this course is to strengthen basic mathematical skills. This skills are required for other subjects as well as for completing further courses in mathematics. Topics include negative numbers; fractions, scales, graphs, estimating; rounding, and multiplication and division of powers. Also equations and their practical application. This course is required for matriculation. *Prerequisite:* Basic Mathematics.

MA030 Mathematics 2. This course builds on concepts covered in Mathematics 1. Topics include graphs of straight lines; finding equations of straight lines; distance between two points; Pythagorean theorem; formula, factorizations; algebraic fractions; solving quadratic equations; graphs of parabolas; intercepts, powers and surds, trigonometry and linear inequalities. *Prerequisite:* Pass at 'C' grade or better in Mathematics 1.

Biology. This course helps students understand the living world. They are introduced to basic scientific skills and the use of scientific methods when investigating theories and collecting data. Topics include cell structure and functions, characteristics of living things, structure and function of plants and animals. Students also learn the classification and diversity of plants and animals, insects, micro-

organisms and their importance to man, genetics, ecology and evolution. Each topic involves practical or experimental work. *Prerequisite:* English 1 and Mathematics 1.

Chemistry. This course provides students with an understanding of the non-living chemical world. Topics include particles, atoms, gas laws, elements, compounds and mixtures. Students also learn about separation, acids and bases, oxidation, electrolysis, and chemical analysis. Chemical terminology and some laboratory techniques will be taught. *Prerequisite:* English 1 and Mathematics 1, each with a pass grade.

Physics. This course provides an understanding of the laws and concepts of physics used to describe what goes on around us. Applications of physics are shown to be in all the machines and inventions of our technological society. Topics include physical quantities and units, measurement, forces and pressure. Students also learn about work, energy, motion, power, electricity, gas laws, heat, light, optics, electromagnetism and wave motions. *Prerequisite:* English 1 and Mathematics 1 with pass grade.

Introduction to Economics. This is a general study of economics, with particular reference to PNG. The course begins with an explanation of economic methods and the basic economic problem and comparison of economic systems. The course examines production, distribution and market structures. Price theory and supply and demand are also studied and applied in the PNG economy. The role of the Government in regard to economic goals and monetary fiscal policy is also studied. Case studies from PNG and other developing nations are used throughout the course.

Programme Duration: A student is required to complete eight subjects:

English 1 & 2

Mathematics 1 & 2

Biology 1 & 2

Chemistry 1 & 2

Physics 1 & 2

Of the science subjects, a student has to complete any two of the science streams.

Students are encouraged to take two (2) subjects per semester or one (1) subject per semester depending on availability of resources (time, money and tutors). For upgrade students, one may enrol up to a maximum of three (3) subjects per semester. The Adult Matriculation Programme may take three (3) to five (5) semesters to complete.

Entry Requirements

Entry to the Adult Matriculation Programme is based upon the Year 10 Certificate results or previous proven enrolment at FODE/CODE, and or other supporting certificates and references. There is NO entrance Test. Entry into the programme is through normal application. Once all documents are lodged, an assessment is made. If the minimum criteria is met, the student will be admitted directly into the programme. If credentials do not meet the minimum criteria then the applicant will be required to complete the Introductory Language Skills (Basic English) and Basic Mathematics courses. Both of these subjects are NON-CREDIT bridging subjects designed to enhance and improve learning prior to being successfully accepted into the Adult Matriculation Programme.

MODES OF STUDY

1. Tutorial Assistance Based

A maximum 2 hours a week tutorial assistance is provided. Qualified tutors with a minimum undergraduate degree in their fields are engaged. Students may enrol in any DODL affiliated study centre throughout the country where tutorial assistance is provided. All affiliated study centres are advertised in the daily newspapers.

2. Distance Mode

Through correspondence a student can study on his/her own. The student can apply and enrol at anytime. All assignments and exercises are posted through the mail (or emailed using the internet). The student may seek his/her own tutorial assistance.

ADMISSION REQUIREMENT

To be admitted for candidature to any of the courses offered by DODL, applicants must have a grade 10 certificate to enrol in the Adult Matriculation Programme. Grade 12 school leavers are also welcome to upgrade their previous marks.

PROCEDURE FOR ENROLMENT/RE-ENROLMENT

All new applicants will apply using a DODL application form. The applications due dates are published in the newspapers. The completed form must be submitted along with the appropriate qualification documents such as grade 10/12 certificates and mailed to:

The Head of Department
Department of Open and Distance Learning
The PNG University of Technology
Private Mail Bag
Lae 411
Morobe Province

or

Email: rumabut@dodl.unitech.ac.pg or rmandali@dodl.unitech.ac.pg

An application form can also be requested through the above address or emails.

CONTINUING STUDENTS

All continuing will proceed enrolling in the next subject only if they have successfully completed the first/current subject enrolled in with a minimum pass. A fail will result in the student either,

- i) Repeating the same subject
- ii) In the event that the same subject is failed the second time, the student will be
- iii) Suspended/excluded from study for one full year. He/she may re-enrol after the suspension period lapses.
- iv) If the student fails the same subject the third time, the student will be automatically terminated from the programme, in spite of what he/she scores in other subjects.

WITHDRAWAL/DEFERRAL

Withdrawal/Deferral

Students who may wish to withdraw from study may do so within the first four (4) weeks of semester one or two. Any withdrawals or deferrals after this deadline will result in the student being considered as having failed the subjects enrolled for that semester.

Deferral or Suspension

During the course of study a deferral or extension of candidature for up to one year may be granted in exceptional circumstances on approval by the Head of Department. A student may be deemed to have totally discontinued from study if there is no effort to continue the same programme after three (3) years. Candidates wishing to extend or defer their candidature must present their case in writing to the Head of Department.

Refund of fees due to Withdrawal

All withdrawals must be done within the first four (4) weeks of semester one and two. Fees will be refunded less cost of textbooks (K50 per course) as well as a K40 for administration costs. There will be NO refund of fees for withdrawals after the deadline set (within the first four weeks of semester 1 and 2).

DISCIPLINE

Whilst enrolled under the study programmes, all students are to observe the established rules and statutes of the University of Technology. Apart from the university laws that govern the institution and its academic disciplines, the common occurrences listed below are also grounds for disciplinary action:

- ✓ Copying each others' assignments and tests
- ✓ Cheating in exams
- ✓ Non compliance to assignment deadlines

- ✓ Incomplete and/or fraudulent fees
- ✓ Involvement in a major police case
- ✓ Damage to university or study centre property
- ✓ Unacceptable behaviour

The maximum penalty will be the total termination from the programme of study with no future reenrolment privilege. The minimum penalty will result in the student being awarded a zero (0) or fail in the case of cheating and copying of exams and assignments. Continuous cheating and copying of assignments will result in the student being imposed the maximum penalty of termination.

CREDIT POLICY

The nature, scope and style of professional development courses to be undertaken by students will diversify considerably within the next two years. As a consequence the department may receive a much wider range of requests for credit towards formal educational awards.

Hence, DODL will have a policy aimed at providing an equitable consideration of all courses that will be completed by students whether those courses have been provided by tertiary institutions, employers, unions, professional associations or private providers.

Definitions

Credit is recognition granted towards meeting the requirements of an award course.

Credit Transfer is the granting of credit/advanced status by the Department to students/candidates on the basis of previous formal study in another educational institution.

Credit to DODL Courses

- A. Credit Transfer – Credit Transfer is accepted for subjects completed successfully at other Distance Learning or other institutions if they are considered to be equivalent in standing to the Department's subjects.
- B. Recognition of prior learning – Specified or unspecified credit will be granted for professional development courses completed by students. Because there are many types of such courses, different courses are considered differently.

Amount of Credit Granted

The maximum amount of credit allowable for professional development courses with the Matriculation/Diploma is one subject except where one course is judged to be larger in size than one Department subject.

ALMANAC

All DODL programmes run on par with the main university almanac. All semester and study breaks in semester one and two are as per the university calendar each year. DODL has an additional semester three (3) which begins in November-December & January-February.

STUDENT ASSESSMENT

Students are continuously assessed throughout the programme through;

- a) Assignments which are standardized to 30% and
- b) A final exam which is standardized to weigh 70%.

These add to a standardized mark out of 100%. The students are then graded as per:

Grading System

GRADE	PERCENTAGE RANGE	DEFINITION OF GRADE
A	85-100%	Is equivalent to <u>Higher Distinction</u> The student is an outstanding and gifted person. All assigned work is completed at exceptionally high academic standard.
B	75%-84%	Is equivalent to <u>Distinction</u> . The student has successfully met all the requirements of the course. All assigned work is completed at a high academic standard.
C	65%-74%	Is equivalent to <u>Credit</u> . The student has satisfactorily met all the requirements of the course. All assigned work is completed at an acceptable standard.
D	56%-64%	Is equivalent to <u>Pass</u> . The student has minimally met all or most of the requirements of the course. All assigned work is completed and is of satisfactory standard.
E	50%-55%	Is equivalent to <u>Marginal Pass</u> . The student has marginally met all or some of the requirements of the course. All assigned work was completed at an unsatisfactory standard.
F	0%-49%	Is equivalent to <u>Fail</u> . The student has not met the requirements of the course satisfactorily. All assigned work was not completed and did not meet the minimum satisfactory requirement.

Certificate/Diploma/Degree Awards

Upon the successful completion of these programmes, certificates and Diplomas and degrees will be awarded.

Further Information

For further information you can contact:

The Head of Department
Department of Open and Distance Learning
The Papua New Guinea University of Technology
Private Mail Bag
Lae 411
Morobe Province
Papua New Guinea

Telephone: (675) 4734210 or on facsimile: (675) 4734207 or email the senior secretary, Ms Rebecca Umabut on email: rumabut@dodl.unitech.ac.pg or you may access our website at: www.unitech.ac.pg/dodl

ATTACHMENTS

- A DODL Course Information Brochure
- B Application Form