



THE PAPUA NEW GUINEA UNIVERSITY OF TECHNOLOGY

Private Mail Bag, Lae, 411, Papua New Guinea
Telephone: (675) 473 4210 Fax: (675) 473 4207

DEPARTMENT OF OPEN AND DISTANCE LEARNING

GUIDELINES AND GENERAL INFORMATION FOR ESTABLISHING AND OPERATING A PNGUOT – DODL STUDY CENTRE

1) Approval of Establishing a Study Centre

An organization or institution will need to meet criteria set for obtaining approval and establish a study centre for the delivery of PNG University of Technology – Department of Open and Distance Learning (PNGUOT-DODL) courses. Request for establishment of a study centre must be submitted to the Head of DODL in the prescribed application form attached. The Director will assess the capacity of an applicant through a field visit and recommend to the university for approval.

Subject to approval by the university and payment of prescribes fees, PNGUOT will sign an agreement with the applicant (organization or institution) for future cooperation in delivering through the study centre that will vary from time to time according to the capacity of the study centre.

2) Type of Study Centre

There will basically be two types (or classes) of approved study centres.

2.1 Franchise Arrangement

Franchise arrangements will be made between PNGUOT and privately run and owned institutions. These include all Non Governmental organisations, churches, private schools, and companies. Under the franchise arrangement the following criterion applies:

- i. The applicant (institution or organization) meets all requirements contained herein.
- ii. Pays an annual franchise license fee of K5000. This is renewed annually.
- iii. Remit all course fees for each student a K180 per course/subject.
- iv. Franchisee pays for all tutors and course materials at its own rates. Original copies of materials will be provided at cost.
- v. Franchisee sets its own course/subject fees and teaching arrangements on top of PNGUOT approved fees (which are remitted to the university)

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- vi. Furnish monthly/reports to DODL.
- vii. Comply and fulfil with all registration, assessment and certification requirements and schedules as set by DODL
- viii. DODL will maintain full student records, assessment, and certification functions.
- ix. Comply with biannual audit reports and recommendations.
- x. A franchise agreement is signed between the approved institution/organization and PNGUOT upon issuing of the license.

2.2 PNGUOT – DODL Centre

A PNGUOT – DODL centre is an approved study centre that is managed by DODL. This arrangement is made in partnership with an existing public institution only. DODL appoints a qualified person with management and leadership skills (who is not a fulltime DODL staff) to coordinate and oversee the administrative and academic affairs. The following requirements must be met:

- xi. The study centre meets all requirements contained herein.
- xii. Remit all course fees as set by PNGUOT to DODL.
- xiii. Study centre may impose amenity fees above PNGUOT fees. Amenity fees must NOT exceed K100 per student. The exact amount and its purpose must be approved by DODL. These fees once approved can be collected separately from course fees.
- xiv. DODL supplies all course materials.
- xv. DODL pays for all tutors and marking.
- xvi. DODL manages all functions through the centre coordinators.
- xvii. Furnish monthly reports/returns to DODL.
- xviii. There may be study centres that have the ability to produce their own course materials and pay their own tutors. The following applies.
 - 1. Course fees imposed will be shared on a 60:40 percentile basis in favour of study centre.
 - 2. Study centre may impose extra amenity fees not exceeding K100. The exact amount and its purpose must be collected separately from course fees.
 - 3. Pay all course material costs
 - 4. Pay all tutors and marking expenses

3) Renewal of the affiliation of Study Centre

DODL will conduct an audit of the study centre biannually through field visits by a team authorized by the Director of DODL. However, DODL may institute emergency audit from time to time of a study centre to ensure that facilities and services are adequate. PNGUOT will make decisions about the renewal of the affiliation of a study centre. A study centre, can appeal against non-renewal of affiliation within one month of receipt of the decision of non-renewal DECISION TO THE Vice Chancellor's Committee (VCC). The VCC decision on the appeal will be final.

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4) Program and Course Authorisation

A study centre will deliver courses, which are authorized by the University Types and level of course authorization will depend on the capacity of the affiliated institution in providing teaching and learning supports. DODL may renew or cancel authorization of course(s) depending on the outcome of the biannual or emergency audit.

5) Curriculum

A study centre will follow the curriculum prescribed by PNGUOT for authorized academic programs and corresponding courses. The affiliated study centre will follow the changes that are approved by the university only. A study centre must meet the authorized program requirement and should not change due to lack of resources and/or facilities.

6) Course Material

A study centre will distribute PNGUOT approved course materials to the students. Supplemental topics, academic advising and materials maybe added to course content subject to approval of the academic department responsible for teaching and/or coordinating the said course. A study centre will under no circumstances delete or modify topics or course materials but can make such recommendation to PNGUOT. A study centre may be allowed to reproduce course materials for the sole purpose of distribution to the enrolled students. A study centre will not use the PNGUOT course materials other than for the purpose agreed upon by both parties.

7) Student Admission

Admission standards set by the university will also apply to the admission of students to the PNGUOT authorized program or course in a study centre. A study centre will enrol students who meet the admission criteria prescribed by PNGUOT. A study centre will submit all completed forms and supporting documents in respect of the admitted students to DODL for verification and approval. PNGUOT may terminate the admission of any student who is found not to have met the admission requirements as set by the University.

8) Teaching and Academic Advising

A study centre is responsible for providing tutorial and academic advising for Adult Matriculation Courses. Similar services will be provided for the University level courses. DODL may from time to time monitor the quality of tutors and academic advisors and may recommend withdrawing the services of non-qualified personnel.

The lecturers in PNGUOT Departments will handle the subject matter in a discipline and will provide academic services and advise to a study centre as well as the students when required.

9) Assessment and Progression

PNGUOT – DODL will provide assignments through the Study Guides and will set examinations for the respective certificate, diploma and degree level courses.

The respective course lecturers/tutors will mark the examination papers for courses. DODL will confirm the grades and maintain official transcripts of the students.

A study centre will abide by the progression criteria set by the University for a respective program and course. A study centre will not enrol a student in a course unless she/he successfully completes the pre-requisite (preceding) courses required.

10) Academic Staff/Tutors

An applicant (for a study centre) will provide information of permanent and temporary staff along with the application for establishing and operating a study centre. Academic staff proposed to be engaged in teaching and academic advising must have the prescribed qualification and experience set by the University from time to time. DODL will endorse any replacement of proposed academic staff by a study centre.

Normally, minimum tutor qualification includes the holding of a bachelor degree in a relevant field. Secondary teaching credentials or teaching experience may also be required of tutors in the adult matriculation programs. DODL will withdraw authorization of delivery of a course by a study centre if qualified tutors are not appointed and endorsed by PNGUOT.

11) Resources & Support Services

Affiliated study centres either provide the following facilities through straight ownership or through rental arrangements. Proof of such rental arrangements should be made available.

A. General infrastructure

An affiliated study centre should possess the following accommodation:

1. Classroom/tutorial rooms
2. Study rooms with adequate furniture
3. Laboratories amply fitted and stocked
4. Fully furnished office space

B. Specific Facilities

5. Library faculties

- a. Scientific Laboratory facilities for programs/courses that require such laboratories for teaching and learning.
- b. Computing laboratory for programs/courses that require such facilities for teaching and learning.

6. Audio-Video equipment for programmes/courses that require such facilities.

12. Teaching and Learning Materials

PNGUOT will provide course materials for an authorized program depending on available of stock. The affiliated study centre may also reproduce materials subject to the authority from PNGUOT. Alteration and reduction is permissible.

All queries pertaining to this document to be referred to:

Head of Department - DODL



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DEPARTMENT OF OPEN AND DISTANCE LEARNING

File:

Date:

APPLICATION FOR APPROVAL AND REGISTRATION OF PNGUOT-DODL PROGRAMME CENTRE

An application is submitted here for the granting of a Certificate of Approval for operation as an approved study centre of PNGUOT.

PART 1.

Agency: _____
(Authority conducting the school. E.g. Government, Church)

Year of Establishment: _____ No. of Years in Operation: _____

Please attach copies of Registration Documents (e.g. IPA, IPA, International agency, etc)

A. NAME AND ADDRESS OF INSTITUTION:

Telephone: _____ Facsimile: _____ Email: _____

B. LEVEL: (Indicate whether Secondary/High School, Technical High School, International High School, College, Training Centre, etc).

C. CURRENT STUDENT ENROLMENT PROFILE:

Entry Qualification:

Current Grade/Class Structure:

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D. DODL STUDENT ENROLMENT PROJECTIONS

Please fill the programme you wish to offer and the relevant courses you have the capacity to offer together with number of students to be enrolled in each course.

PROGRAMME (e.g. Adult Matric)	COURSES (List Courses)	EXPECTED ENROLMENT			REMARKS
TOTAL					

Please include any further information regarding enrolment or your school in this space.

Staff:

NAME	QAULIFICATION(S) (Attach CV Copies)	NATIONALITY (if PNG, State Province)	YEARS OF SERVICE	HIGHEST LEVEL OF ENGAGMENT	ORGAINISATION	ADDITIONAL INFORMATION

(If space is insufficient, please attach all information separately)

INFRASTRUCTURE:

[illegible]

(If above space is limiting please supply all information on separate sheet)

LEASE AGREEMENTS:

(Please tick appropriate box)

1. Property: Leased: [] Owned: []
(Please attach copies of lease agreements or ownership)
2. Term of Lease: _____ Years.
3. Monthly Lease Rate: K _____ PCM
4. Landlord Profile: Individual: [] Business: []
 Church/Govt. Agency. [] Other (Specify) _____
5. Please briefly outline contingency plans in the event of unexpected evictions:

SCHOOL/INSTITUTION CURRICULAR

1. Current Curriculum _____
(e.g. NDOE PNG, CODE, International, ACE, etc)
2. Length of Programme: _____
(e.g. 4 years, 2 years, etc)
3. Qualifications awarded: _____
(e.g. High School Certificate, Diploma, etc)
4. Language of Instruction: _____
5. How are you curriculum supervised/Assessed?

(e.g. School Inspectors, Curriculum Supervisors, etc.)

6. Types of Assessment & Weightings

(e.g. tests (30%); assignments (20%); Exams (50%); - projects, research, etc)

7. Interfacing Programmes: _____

(e.g. going on to higher institutions in PNG, Abroad, etc)

8. Please furnish some data on past performances, success indicators like number of students graduating, etc on a separate sheet (This will indicate your effectiveness as an education provider). Plus any additional information you wish to furnish regarding your curriculum.

ORGANISATION

1. Please attach a sample timetable sheet (weekly or term)
2. Please attach staffing (organizational) structure
3. Please attach your organisation's vision, mission and goals (if you have them).
4. Have you any expansion plans? _____. If yes how long is your strategic outlook?
_____ Years.

FINANCE

INCOME		EXPENDITURE		ACCOUNTABILITY		
SOURCE	%	AREA	%	PROCESS	FREQUENCY	AGENT
FEES		Curriculum		Auditing		
Nat. Govt Subsidies		- Staff (wages etc)		Financial Report		
Prov. Govt Subsidies		Books/Materials		Acquittals		
Investments		Administration		Inventory Checks		
Donations		- Leases, bills				
Others (Specify)		-All Admin Costs				
		Others (Specify)				

(Please include a financial credibility reference letter from the bank together with a copy of your latest bank statements for our assessment)

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PART II: COMMENTS FROM AGENCY OR GOVERNING AUTHORITY

(A) The _____ in _____ (Province)
(Name of agency or governing Authority)

Supports the granting of a certificate of Approval to operate as a PNGUOT-DODL Study Centre for the institution named in this application.

Reason:

(B) I, _____ certify that the school named
(Name of OIC)

In this application will comply with all requirements of the PNGOUT, which apply to the study centre and agree that if at any time the school is unable to comply with those provisions, the Vice Chancellor may upon advice or the termination of the study centre arrangement.

_____ Date: ____/____/_____
(OIC sign)

Affix Common Seal here:

PART III: FOR PNGOUT – DODL

Study Centre Status

Approved/Not Approved

Comments

Signed: _____ Date: ____/____/_____
Director – PNGUOT-DODL

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