



Students Admission Policy

19th July, 2019

STUDENT SERVICES DEPARTMENT

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PART 1: POLICY PREAMBLES

1. INTRODUCTION

The Students Admission Policy of IBSUniversity sets out the expected parameters for admission to its programmes; giving information on the principles and procedures of admission, and the responsibilities of those involved in the admission process to offer students of higher intellectual potential irrespective of social, racial, religious and financial considerations.

2. PURPOSE

To establish a policy for the admission of students into IBSUniversity by specifying the expectations and requirements to responsible officers who admit students to specific programmes offered by the University. This policy is the general admission policy process and procedures of the IBSUniversity.

3. OBJECTIVES

- 3.1 To ensure that the applicant had been screened and selected based on the criteria set by the University;
- 3.2 Selected applicants qualified for enrollment had been registered;
- 3.3 Any variation of enrolment had been properly addressed and relevant records are updated;
- 3.4 Any deferral and admission processed had been complied with;
- 3.5 Withdrawals, leave of absence, failure to re-enroll, and internal programme transfer had been properly addressed.

4. SCOPE

This policy applies to the process by which applicants become registered students of the IBSUniversity. The admission process ends when the Applicant is formally enrolled as a Student of the IBSUniversity on the IBSUniversity's Student Management System This policy applies to the admission of both national and international students seeking entry into all Programmes offered by the IBSUniversity.

5. DEFINITIONS

“Academic Board” means the body of the name appointed by the University Council.

“Applicant” means a person who has applied to the IBSUniversity for admission to a programme leading to a Degree.

“Candidate” means a person admitted to the University as a student and proceeding towards a Degree.

“Deferral” means rescheduling the academic programmes by the students due to various circumstances for one Session.


“University” refers to IBSUniversity.

“Student” means a person enrolled as a candidate in a programme leading to an accredited Degree of the IBSUniversity-

“Study Period” means a Session or any other teaching period as designated by the Academic Board.

“Enrolment” means the process of completing all required procedures including the payment of all prescribed fees and charges for the programme to be undertaken by the student.

“Registration” may also refer to the status those results from the completion of the process.

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“**Programme Promoter**” means the Head of that School or a member of that School nominated by the Academic Board.

“**Faculty**” means the School in which a student is undertaking a programme.

6. ROLES & RESPONSIBILITIES

Finance Department – verifying the payment of the students for registration.

Pro-Vice Chancellor (Academic) – coordinate with Registrar and Finance Manager in determining the list of registered students, and provides the list to the respective Lecturers.

Chief Operating Officer – finalizes the list of registered students, in consultation with the Finance Manager.

Student Services Department – Responsible for admission process of the applicants.

PART 2: POLICY GUIDELINES, PROCESSES AND PROCEDURES


7. ADMISSION

7.1 Policy Guidelines

- (a) Academic admission refers to the right to follow the programme, after a review of the academic background and work experiences of the applicant. During the admission process, University’s goal is to select and advice students who will be undertaking a particular academic programme based on the academic qualification and work experience.
- (b) The University releases the academic year calendar and the calendar of Key Dates for relevant session(s). The key dates are described as; Orientation, class commencement, application close, enrollment close, census date, classes end, study break, exam dates and publication of results assigned with a specific date for students to adhere to.
- (c) Applicants applying with Grade 12 or Higher School Certificate must attain Pass grade and above in Maximum five (5) subjects. English and Mathematics is a MUST an applicant must score Pass grade.
- (d) Selection criteria should be deliberated within the School, and must be approved by Academic Board.

All students after successful completion of Year 1 Must complete the Specialization or Programme Transfer Application Form to elect the Year 2 Programme to be specialized in. The applications will be presented to the Programme Promoters to screen and select students accordingly. During programme transfer, preference should be given to first option

- (e) Students who wish to defer studies, must visit student’s services, complete the Deferral Application Form [SSD0005] and submit for clearance to the student services officers before the census date. Failure to complete and submit the Deferral Application Form will cause implication on financial and academic status of the applicant / student(s).

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7.2 General Principles of Selection

In all categories for admission, selection shall be based primarily on academic merit as indicated by an applicant's previous academic record.

Applicants shall not be discriminated against on the grounds of gender, sexual preference, marital status, age, pregnancy, disability, ethnic origin, political or religious affiliations.

7.3 Qualification for Admission

Before being enrolled as a student of the University applicants must have obtained such qualifications or work experience, or both, at a level of achievement as decided by the School and approved by the Academic Board.

7.4 Application for Admission

An application for admission shall be made on the IBSUniversity Application Form [SSD0001] or the Southern Cross University Application Form [SSD0020] in accordance with the required procedures and lodged as directed within the specified date.

An application for admission shall not normally be approved later than three (3) weeks after the commencement of the relevant Session or any other teaching period:-

7.5 Admission Requirements

(i) Bachelor Degree Programme

Papua New Guinea Qualifications

- Applicants who have completed minimum of Grade 12 qualification through the Papua New Guinea Education System
- Applicants who have completed minimum of Grade 12 qualification in Papua New Guinea Non-Public schools are approved by the Academic Board as equivalent to Papua New Guinea Public Schools.

A valid grade 12 certificate or equivalent with following grades


- 'C' or higher grade in Language and Literature
- 'C' or higher grade in major in Mathematics Major or (A) or 'B' in Minor Mathematics (B)

A minimum Grade Point Average of 1.75 is eligible to apply calculated using the Grade 12 certificate or equivalent. The GPA is calculated from the following subjects of Grade 12 certificate

- Language and literature
- Mathematics A or Mathematics B
- Two of the following subjects with higher grades; Economics, Accounting, Business Studies, History, Geography, Chemistry and Biology (sec. 8.1(ii))

Applicants who have been granted consideration for admission under a special category on Recognition of Prior Learning (RPL) specified in Programme Approval Submission approved by the Academic Board.

(ii) Post Graduate Degree Programmes

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Admission to the IBSU post graduate degree programme is offered-only to those who are able to benefit fully from an intensive programme. Applicants are expected to have reasonable work experience in a position involving considerable authority and decision-making in the respective field of study.

Applicants should:

- have a first degree with GPA of 3.5 from an approved University or equivalent qualifications;
- have a minimum of five years managerial or supervisory level work experience acquired after first degree;
- be fluent in English and be a computer literate; and
- good standing of the character references from the employers or Former Lecturer/Professor.


7.6 Selection Criteria of Each Discipline from Year 1 to Year 2 Undergraduate Programme

(i) General

- It is a consultation process to help the students to identify their capacity on the field of interest and advising them for the suitable specialized academic programme to undertake from year 2.
- On the successful completion all the programmes of year 1, with a minimum overall GPA of 1.75, a student will be eligible to be allocated into second year of academic programme in the respective school.
- During week 8 to 10 of Session two (2) of Year One students will be required to make formal application indicating his/her choices of study, by ranking different discipline. Those who fail to make formal application, by duly completing the Undergraduate Specialisation Selection Application Form [SSD0007], in the prescribed format will not be considered for selection to Year Two of the programme or they will be placed by default any of the programme.
- Selection of the students for each discipline is based on the selection criteria set by each individual school.
- Fulfilling minimum requirement does not guarantee a space in any particular discipline as selection is based on merit and space availability. Hence, students are advised to maintain a GPA of not below 1.75 throughout his/her studies or as per direction of the Academic Board.
- The School will allocate discipline to different applicants based on available spaces in any particular discipline, ranking of students, GPA of the applicant, and grades secured in programmes earmarked by respective school.
- The School reserves the right to apply appropriate discipline to student based on most appropriate method which is approved by Academic Board. The School will disclose the basis of allocation.
- Students have the right to make an appeal to the Grievance & Redressal Committee, within 14 days of release of the discipline allocation list.

(ii) Entry Level Requirement Each Discipline from Year 2 onwards

Apart from successful completion of all the programmes of Foundation Year One with a minimum overall GPA of 1.75, students are required to fulfill the following selection criteria set by individual discipline to enroll into any particular programme:

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- **Accounting Discipline:** Students must have minimum of “CREDIT” grade in Introductory Accounting and ‘CREDIT’ grade Business Mathematics
- **Business Management discipline:** Students must have minimum of “CREDIT” grade in Principle of Management, ‘PASS’ grade in Introductory Accounting.
- **Economic discipline:** Students must have minimum of “CREDIT” grade in Introduction to Economics, ‘CREDIT’ grade in Business Mathematics
- **Information Technology discipline:** Students must have minimum of “CREDIT” grade in Fundamentals of Information Technology and ‘PASS’ grade in Business Mathematics.

7.7 Deferred Admission

- Applicants who have been made an offer may apply to defer their place in a programme for less than one year. All applicants who have been made offers to will be permitted to defer. Only under exceptional circumstances may an applicant be permitted to defer for two or more years. Permission must be granted by the Chief Operating Officer for deferrals of two or more years. Deferral will be permitted only before the first enrolment.
- Applicants may only take up the place in the programme from which they have deferred. If an applicant wishes to study a programme other than that from which they have deferred, they must apply for the new programme as a new applicant according to the normal procedures.
- If the programme from which an applicant has deferred is not offered in the following year, the applicant will be permitted to enroll in a similar programme where one exists.
- Where the student is already registered and wish to defer should complete the Deferral Application Form [SSD0005] and submit with supporting documents justifying reason seeking deferral. Deferral and withdrawal will only come before the census date.

7.8 Re-Admission

- If a student has no encumbrances but has discontinued their programme or allowed their enrolment to lapse, and they wish to resume the same programme of study, they must complete the IBSUniversity Re-enrollment Form [SSD0011] and submit this to the Student Services Department of the University.
- Students with an administrative encumbrance, who have not studied for one year or more, and who wish to resume the same programme of study, need to apply for re-admission by completing an Application for Re-Admission form. If offered a place, any outstanding debt must be paid before re-admission can take place.
- Students with academic encumbrances must write to the Student Services Department to apply for re-admission by the given closing date.
 - In considering applications for re-admission Schools shall take into consideration the normal admission criteria for that year and the likelihood of successful completion of the programme based on evidence of changed circumstances or academic rehabilitation
 - All applicants for re-admission will be selected on the basis of their academic performance and availability of the programme.

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8. ENROLMENT

8.1 Policy Guidelines


- (a) In the process of enrolment where individual candidates register to become an official student of the academic institution. It is the process of completing all required procedures including the payment of all prescribed fees and charges, as provided in Programme Fee Details [SSD0022] the programme to be undertaken by the student.
- (b) Applicants or students who have received their Letter of Offer and Letter of Acceptance may enroll two (2) months prior to the commencement of the respective Sessions.
- (c) Session 1 commences from February/ March, Session 2 commences from July and Session 3 commences in late October or early November every academic year.
- (d) Identification Card shall be carried by the student and be visible to everyone in the campus.
- (e) A fee is charged for reprint of identification card.

8.2 Session and other Teaching Periods


In each academic year there shall be three Sessions. Each Session's, start date and end date shall be determined by the Academic Board at the beginning of an academic year.

8.3 Enrolment

- (i) All provisions in this policy concerning enrolment shall apply both to the first enrolment and to all other subsequent re-enrolments or continuations.
- (ii) Eligible applicants shall complete the Registration Form [SSD002].
- (iii) If eligible applicant fails to enroll for the study period by the date specified in the Letter of Offer [SSD0014], the offer of admission lapses and is withdrawn. Eligible applicants are expected to enroll as specified in the Letter of Offer including the specific programme, programme, and, Session.
- (iv) **The Chief Operating Officer;**
 - announces the commencement and closing dates for enrolment; and
 - shall publicly notify the dates so prescribed at least two months in advance thereof.
 - An enrolment shall be deemed to be accepted by the University on the date on which it is approved by the, provided that nothing in this rule shall limit any right of the University to reject an application for enrolment or to cancel an enrolment under the authority of any other rule, or to correct a patent error, whether or not the rejection, cancellation or correction occurs before or after the approval under this rule.
 - A person seeking to enroll shall pay the prescribed fees and complete all other enrolment procedures by the prescribed dates, and may thereupon attend classes and otherwise pursue a programme or programmes for which an enrolment has been submitted unless and until the applicant receives notice that it has been disapproved.
 - Subject to the provisions of this Rule a student, in the case of an external students, shall not be entitled to receive any programme notes and, in the case of all students, may not attend any lecture, tutorial or any other class or be assessed in any programme without being enrolled for that programme.

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- In special circumstance the Chief Operating Officer in liaison with the Finance Manager, Programme Promoter and the person conducting classes in the programme, may give permission for a person to attend a class or classes in that programme or a programme of study comprising it without being formally enrolled and such permission, where granted, shall be given in writing.
- Enrolled students are obliged to provide personal information, including their full name, for record keeping purposes and for statistical purposes. The University takes seriously its obligations relating to an individual's right to privacy of personal information.
- A student shall remain enrolled until having;
 - completed the programme work requirements, together with any additional programmes approved by the Programme Promoters; or
 - taken leave of absence for a specified period; or
 - withdrawn; or
 - failed to re-enroll; or
 - been excluded; or
 - had enrolment terminated as a result of student conduct proceedings.
- An enrolled student shall undertake the study programmes approved by the relevant Schools on the student's current enrolment form, as amended by any approved variation.
- In exceptional circumstances, the Schools may permit a candidate to enroll in a programme or programmes other than those specified in the Schedule of programmes for a specific award.
- A student may not be enrolled in more than one programme, except with the approval of the Pro-Vice Chancellor (Academic).
- A student shall not enroll for the equivalent of more than four study programmes in any one study period, except with the approval of the relevant Programme Promoters.
- In respect of any programme, the relevant Programme Promoters may prescribe that another programme is, or other programmes are, pre-requisite, co-requisite or anti-requisite. A student shall not, except with the approval of the relevant Programme Promoters be permitted to enroll in a Programme Unit if the specified pre-requisite, co-requisite and anti-requisite requirements for that Unit are not satisfied.
- Upon enrolment, a student shall complete ID application form [SSD0003] and be entitled to receive a student identification card, which should be carried while on University premises and at such other locations as are prescribed in the requirements for particular programmes. A student may be required to show this identification card.
- Upon request by a student of the University, lost identification cards will be replaced upon payment of a prescribed administrative charge.
- Upon enrolment, a student shall provide the Students Services Department Manager with an address for the mailing of all official correspondence. A student is expected to notify, in writing, to the Student Services Manager of any change of address within no more than five (5) working days of the change. The

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University will not accept responsibility if official correspondence fails to reach the student who has not notified the Student Services Manager of the change of address.

8.4 Variation of Enrolment


- (i) A student may, by giving notice in writing to the Chief Operating Officer, and with the approval of the relevant Programme Promoter, vary an enrolment by adding or deleting Programmes. The student has to complete and submit the Enrolment Variation Form [SSD0004].
- (ii) Except in special circumstances approved by the relevant Programme Promoters a student may not add or delete a programme after the end of the third week of a study period.
- (iii) A student who withdraws from a programme before the relevant census date shall have the enrolment in that programme deleted from the student's academic record.
- (iv) Unless the relevant Programme Promoter approves otherwise, a student who withdraws from a programme after the census date shall have a grade of Fail for that programme recorded on the student's academic record.

8.5 Leave of Absence for a Specified Period

- (i) A student may, by giving notice in writing to the Student Services Department Manager, take leave of absence for a specified period of up to one (1) year. A student may be granted more than one period of leave of absence, but the total period of leave of absence shall not normally exceed two (2) years. Leave of absence for a period in excess of one (1) year, requires approval by the relevant Programme Promoter.
- (ii) A student granted leave of absence for a specified period shall be treated as having withdrawn from the programme and from any enrolled programmes of study in the study period in which the student commences the leave. The student's academic record shall be amended as required.
- (iii) Leave of absence shall not normally be granted until a student has completed the requirements for at least one programme.
- (iv) A student resuming studies after a period of approved leave of absence shall be subject to the Award Rules in operation at the time of resumption and shall be required to re-enroll as directed by the Chief Operating Officer.
- (v) Periods of leave of absence shall not be counted as part of the period for completion of a programme.

8.6 Withdrawal from a Programme

- (i) A student who does not wish to continue to be enrolled in a programme may, by giving notice in writing to the Students Services Department Manager to withdraw from the programme.
- (ii) Request for withdrawal from a programme shall be submitted on the University's Withdrawal Application Form [SSD0006].
- (iii) A student who, having withdrawn from a programme, subsequently wishes to be readmitted to the programme shall comply with the requirements for admission as prescribed in this Policy.

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8.7 Failure to Re-enroll

- (i) A student who fails to re-enroll shall be regarded as having abandoned the programme.
- (ii) A student who, having failed to re-enroll, subsequently wishes to be readmitted to the programme shall comply with the requirements for re-admission as prescribed in Admission Policy.

8.8 Internal Programme Transfer


- (i) Requests for this type of Internal Programme Transfer shall be submitted on the University's Specialisation Application Form.
- (ii) A student who is currently enrolled for degree programmes and who has completed the equivalent of one full-time study period and into the second year of study may apply in writing to the Student Services Manager for an internal programme transfer.
- (iii) The applicant shall be assessed on the basis of previous entry qualifications and performance in University studies. An applicant must normally obtain the rank required for selection to the preferred programme in the most recent admission period in order to be eligible for consideration for an internal programme transfer. In exceptional circumstances, any additional relevant supporting documentation may be taken into account.
- (iv) An internal programme transfer shall require the approval of the Programme Promoters to which the student seeks to transfer.
- (v) Once an application for internal programme transfer has been approved, students will not normally permit to transfer back into the initial programme at a later date, unless approval has been made by the Pro-Vice Chancellor (Academic).

8.9 Franchised Academic Programme

Admission and enrolment for academic programme of franchise institutions are based on the Memorandum of Understanding/Memorandum of Agreement between IBSUniversity and respective institutions.

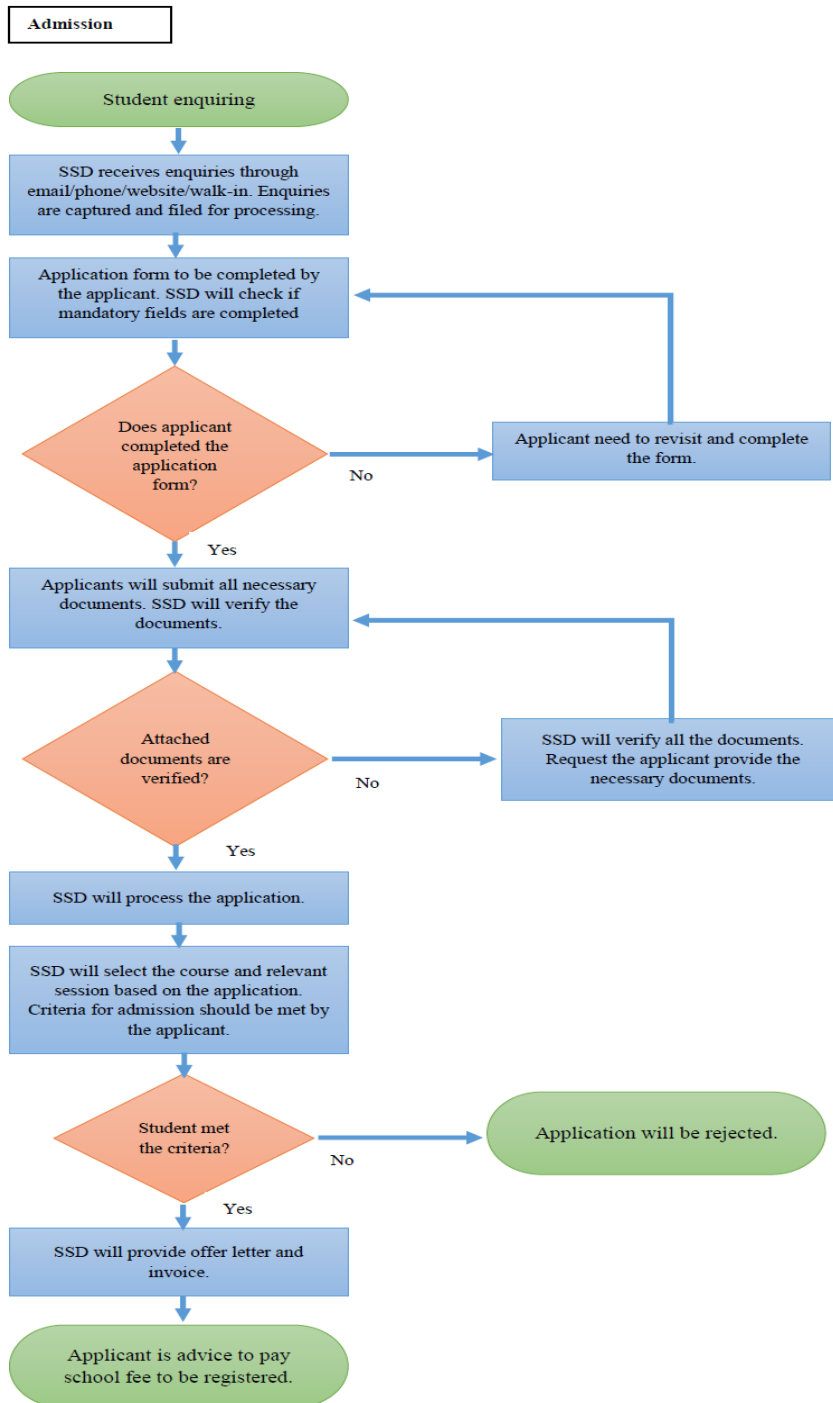
PART 3. FORMS AND APPENDICES


<u>Code</u>	<u>Title</u>
SSD0001	IBSU Application Form
SSD0002	Undergraduate Registration Form
SSD0003	Student ID Card Application Form
SSD0004	Enrolment Variation Form
SSD0005	Deferral Application Form
SSD0006	Withdrawal Application Form
SSD0007	Undergraduate Specialization Selection Application
SSD0011	Re-enrolment Form

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- SSD0019 Request Application Form
- SSD0020 SCU Application Form
- SSD0021 Application to Graduate Partner IBSU
- SSD0022 Programme Fee Details

Appendix 1: Admission Workflow Chart



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