



IBS
UNIVERSITY



2026 Student Handbook

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Welcome Message from the Founder



Welcome to IBSUniversity.

Institute of Business Studies, as a privately owned and renowned national education institution, has achieved one of its major goals “IBSUniversity” status on 25th January 2017.

It has taken 28 years of vision-driven commitment and hard work to reach this very important milestone in its journey. The credit equally goes to thousands of students, parents, sponsors, both local and overseas partners, well wishers, and more importantly our staff. We have found the inner core of our Vision, “To Enrich Lives through World-class Education, Training and Research”.

To enrich lives, our focus has shifted from “teacher-centered” learning to “student-centered” learning in 2016. Indeed, this transformation will guide us towards becoming an “Innovative University” in the South Pacific.

The well earned university status, the introduction of our own degree programmes and the opening of “IBS Centre of Excellence” building at the beginning of 2017 are testaments of our unwavering determination with passion to enrich lives through world-class education, training and research. The Center of Excellence building was designed to portray our commitment to “student-centered” learning. It is our earnest desire to put our students in the center of everything we do, from enrollment to graduation, encompassing a variety of valuable, educational activities that broaden the students’ knowledge with skills, whilst maintaining our cultures and traditions.

One of our aims, is to provide our students with a distinctive learning journey, offering them avenues to nurture their innate talents in music, dance, paintings and other extracurricular activities. This approach not only enriches their learning experiences, but also alleviates the burden of strict academic demands, allowing them to enjoy the process of learning.

To make IBSUniversity an excellent environment conducive for learning, imported flowering trees, shade trees and fruit trees were planted. The flowering trees blossom and beautify the campus. The campus has ponds and lakes, hills and beautiful landscapes representing true nature.

As an individual, born in Sri Lanka, lived in Australia and Canada, I chose to reside in this beautiful country in 1989. I found my calling on my 50th Birthday on the 16th of February 1996. I dedicated my life to educating my fellow Papua New Guineans since then. I hope the good Lord will be with me as in the past, to achieve my dreams for this country, in my small corner and help leave a legacy for generations to come.

Are you ready to travel with us to explore the innovative education?

Together, we can reach extraordinary heights.

Sir Mick Nades

MBE, CBE, K.L (Knight of the Order of Leopold – Belgium), O.C (Officer of the Order of the Crown – Belgium)

Founder, IBSUniversity

Welcome Message from the Vice-Chancellor



With great delight, I welcome you all to the family of IBSUniversity. I extend my best wishes to the new entrants, as they embark on their educational journey with IBSUniversity, which is committed to pursuing excellence in teaching and learning, research, and community service.

This year 2026, we proudly celebrate IBSUniversity's 35 years of dedicated services in Papua New Guinea, and continually maintain the legacy of Founder Sir Mick Nades, an education philanthropist in Papua New Guinea.

IBSUniversity Campus at Mt. Eriama, along Sogeri Road, provides an excellent academic ambiance that nurtures young minds to think critically and become innovators in the fields of Business, Management, Economics and Information Technology. In addition, the campus is a safe and friendly learning environment for the students to study, get involved in other extracurricular activities that are enriching, successfully graduate and become productive professionals.

The academic curriculum, pedagogy and teaching methods of IBSUniversity were designed to complement each other, ensuring the students learn holistically through theory and practically during comprehensive internship programmes. Since 2017, IBSUniversity has been offering national degree programmes through four faculties - Business and Management; Accounting and Finance; Economics and Development Studies; and Information Technology. Also, since 1999, in collaboration with Southern Cross University of Australia, IBSUniversity has been offering international degree programmes through three schools - Business; Management; and Information Technology.

These higher education and undergraduate programmes keep pace with rapid technological advancements in the international arena and changes in the PNG industry, producing graduates capable of taking on responsibilities. The university has already begun a comprehensive overhaul in various fields to achieve international standards of excellence in its innovative teaching and learning practices, as well as its research advancements.

IBSUniversity focuses on Student-Centered Learning by fostering the students' natural talents; developing their creative and innovative minds; and preparing the students to secure employment around the world, or become successful entrepreneurs in the future.

I believe, students, lecturers and staff are the three prominent pillars of any university. Building teamwork, sharing a common vision and working together effectively will certainly make a perceptible difference in the growth and progress of a university. We have that at IBSUniversity.

Thus, I invite all of you to confront the current challenges before us responsibly, look forward with courage, overcome the challenges, successfully achieve your goals, create history, look back with gratitude and celebrate your achievements.

Let us join in this challenging experience to maximize the benefits and enjoy life at IBSUniversity.

I wish you all success in your studies.

Professor Ramachandran Arunachalam

M.Com., M.Phil., Grad. CWA., Ph.D.,

Vice-Chancellor, IBSUniversity

School Instructional and Support Team

CORPORATE STAFF	Vice Chancellor
	Quality Assurance Manager People and Culture Manager Development Manager Corporate Affairs
ACADEMIC DEPARTMENT	Pro - Vice Chancellor Main Enquiries Desk
EXAMINATION DEPARTMENT	Pro - Vice Chancellor Controller of Examinations
SCHOOL OF ACCOUNTING AND FINANCE	Head of School Senior Lecturers
SCHOOL OF BUSINESS AND MANAGEMENT	Head of School Senior Lecturers
SCHOOL OF ECONOMICS AND DEVELOPMENT STUDIES	Head of School Senior Lecturers
SCHOOL OF INFORMATION TECHNOLOGY	Head of School Senior Lecturers
SCHOOL OF EDUCATION	Head of School Senior Lecturers
CENTRE FOR POSTGRADUATE STUDIES	Head of School Senior Lecturers
CENTRE OF RESEARCH	Head of Research Research Assistants

School Instructional and Support Team

REGISTRAR'S OFFICE AND STUDENT SERVICES DEPARTMENT	Registrar Admission Officer - IBSU & SCU IBSU & SCU Student Data Officer Scholarship Officer Southern Cross University Programs Coordinator Course Advisor-IBSUniversity Team Leader IBSU Admissions, SCU Admissions
FINANCE DEPARTMENT	Finance Manager Revenue Division Expenditure Division
STUDENT AFFAIRS DEPARTMENT	Head of Student Affairs Guidance Counsellor Student Life Coordinator Student Welfare Officer
I.C.T DEPARTMENT	ICT Manager ICT Staff
DIGITAL LEARNING	Head of Digital Learning DL Staff
INSTITUTIONAL DEVELOPMENT	Director of Institutional Development Career Development Centre Centre of Excellence Marketing Department
DEPARTMENT OF CAMPUS & FACILITIES MANAGEMENT	Project Manager Repair & Maintenance Staff Construction Staff Cleaners and Gardeners Procurement Staff Logistics Staff Security Supervisors & Static guards Nurse Food Services Coordinator Administrative Assistant
LIBRARY SERVICES	Librarian Assistant Librarian Library Assistants

About IBSUniversity

As you begin your academic journey at the IBSUniversity (IBSU), you join a community that has been at the forefront of higher education in Papua New Guinea for over three decades.

IBSU's journey began in 1987 when Sir Mick Nades established the Institute of Business Studies (IBS). Originally focused on providing revision classes for the Papua New Guinea Institute of Accountants (now CPA PNG), the institution quickly recognized the growing demand for formal business education. By 1994, it had expanded to offer certificate and diploma courses, laying the groundwork for what would become a premier private university.

In 2016, following years of consistent growth and rigorous assessment by the National Executive Council (NEC), the institution was officially launched as a University.

Today, IBSU is a leading provider of world-class education, training, and research, operating from its modern campus at Mt. Eriama.

One of the hallmarks of an IBSU education is its international perspective. Since 1999, IBSU has maintained a groundbreaking partnership with Southern Cross University (SCU) in Australia. This collaboration allows students to earn internationally recognized Australian degrees while studying locally in Port Moresby.

Our commitment to quality is further evidenced by our diverse network of partners and accreditations: Our commitment to quality is further evidenced by our ISO 9001:2015 certification, CPA PNG-accredited programs, strategic partnerships with industry leaders like Cisco and Oracle, academic ties with the All India Management Association, and our status as a Pearson VUE Test Centre for international examinations.

Our programmes are designed to be industry-relevant, blending theoretical knowledge with the practical skills needed to thrive in the modern global economy.

At IBSU, we believe that education extends beyond the classroom. Our Mt. Eriama campus provides a dynamic environment where students from diverse backgrounds come together to learn and innovate. Through our Student Services Department, we offer comprehensive support—from academic guidance and personal development to career planning—ensuring that every student has the tools to succeed.

As a member of the IBSU family in 2026, you are part of a tradition of innovation and transformation. We are here to support you as you develop into a leader capable of making meaningful contributions to the sustainable development of Papua New Guinea and the world.

Slogan

“Focusing on Student Centred Learning”

Vision

To enrich lives through World Class Education, Training and Research.

Mission

We are passionately committed to Educating and Training people by providing responsive and value driven programmes that stimulate personal development, organizational growth and building our young nation.



CORE VALUES OF IBSUNIVERSITY

Our Core Values are depicted in our logo with 8 spokes:

1. **INTEGRITY:** Our Spontaneous Commitment to delivering our promises.
2. **RESPECT:** We extend mutual courtesy as we would expect.
3. **INNOVATIVE:** Our application of new ideas towards improving our lives and the society we live in.
4. **SERVICE:** Our utmost commitment to serve our students and customers beyond their expectations.
5. **COLLABORATION:** We believe in internal Team Work and External Collaboration to grow and sustain success.
6. **ACCOUNTABILITY:** We take ownership of our actions and decisions.
7. **RESPONSIVE:** Our proactive response to industry expectations.
8. **EXCELLENCE:** Our unwavering resolve towards world standards.

OUR GOALS

IBSU is resolute in providing service of highest quality to its student body. The goals of IBSU include:

1. To actively implement 'student-centred learning' methodologies to enhance individual being.
2. To enable our faculty and students to develop their research skills through IBSU Research Centre.
3. To help our students to develop their naturally wired talents.
4. To produce high caliber graduates who can help build our society and the nation.
5. To actively seek suitable employment opportunities for our graduates.
6. To provide 'Hands-on' training through IBS Career Development Centre.
7. To facilitate outbound management and leadership programmes based on experiential learning through IBS Centre of Excellence.



Student Services Department (SSD)

The Student Services Department currently is under the Registrar's Office, it comprises of IBSUniversity Admissions Team and our partner university SCU Admissions Team. Thus, the following lays out the role, responsibilities, process and procedures, programme brochures and academic calendar of IBSUniversity and its Cohort Southern Cross University.

The Role of Student Services

Student Services Department (SSD) is a vital arm of IBSUniversity. It plays a pivotal role in ensuring screening of applications to admission and registration of prospective students and continuing student in the following areas:

- Ensure that the students get the proper assistance they need at the beginning of their study period right through to the end of their academic journey.
- Student invoicing, enrolling students into their correct programme units, course advising, advance standing units, batch transfers, switching of programmes, student variation of units, deferral, and withdrawal.
- The processing of applications and admissions is done using the ERP (Enterprise Resource Planning) system in which Letter of Offers are generated automatically together with the invoices. Thus, the student also receives their user credentials to complete the registration process online.

The Roles and Responsibilities

Admission Officers IBSU & SCU

The sole purpose of this role is to ensure that students are properly enrolled in their programmes as per their year levels and program of study.

IBSU & SCU Student Data Officer

The sole purpose of this role is to ensure that student data is correctly navigated and entered into the ERP Academia. Guarantee that all student records are updated.

Scholarship Officer-IBSUniversity

The primary function of this role is to administrate and keep records of Government and Non-Government Scholarships offered in the university, ensuring quality screening of applicants file for scholarship and contribute significantly in the growth and development of student experience.

Southern Cross University Programs Coordinator

The SCU Coordinator facilitates and advises undergraduates on the programmes they are taking, plan and keep track of student's performance, leads in counseling and linking students with lecturers and tutors. Plan and lead strategically in SCU admission and registration process. Coordinate between the SCU Program Manager, Registrar, Team Leader SCU and the students as well as the SCU Team in Australia.

Course Advisor-IBSUniversity

A Course Advisor advises undergraduate students concerning their academic plans and progress, academic schedule, choice of their majors, and other academic activities and career goals, to assist the student in making decisions concerning personal educational goals leading to graduation.

Records Officer

The sole purpose of this role is to assist the Registrar in running the operations of the Registrar's office with minimum supervision and confidentiality nature. The Records Officer also manages

Registrar-IBSUniversity

The Registrar plays a vital role in the organization in which she is the senior executive administrator overseeing the enrolment process, registration of students, student records and student management systems

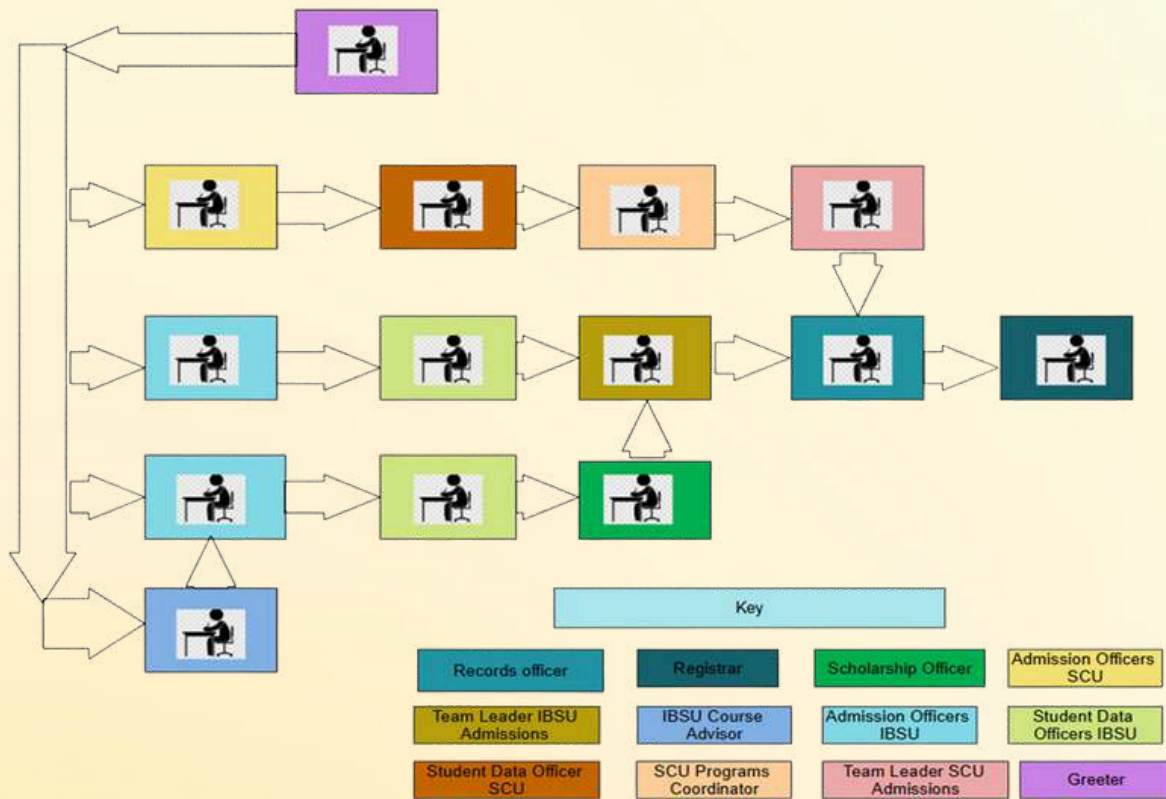
Team Leader IBSU Admissions

The Team Leader is responsible for leading in the admission process for IBSUniversity and ensure that all students when enrolling must abide by the rules and regulations of the University. He or she reports directly to the Registrar

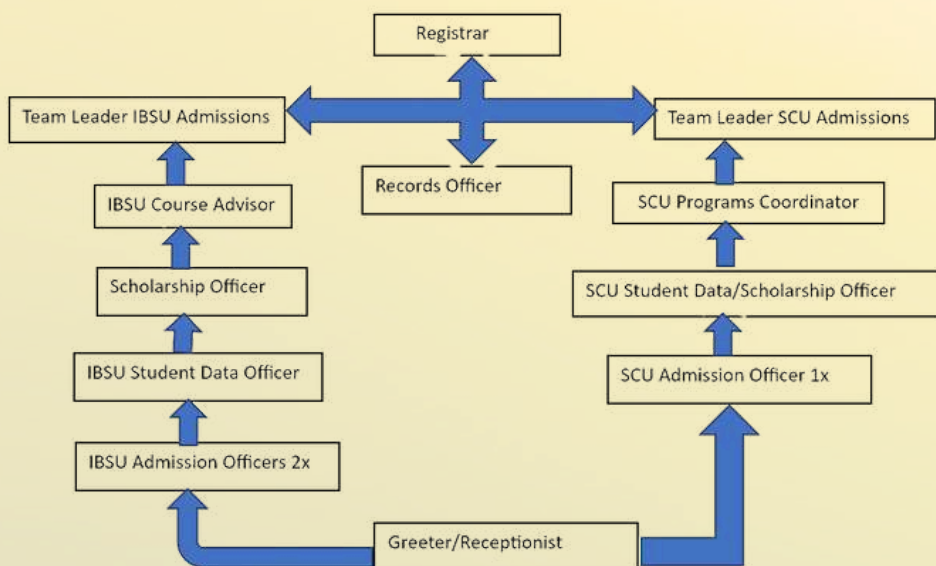
Team Leader SCU Admissions

The Team Leader for SCU admissions is responsible for leading, planning and final check on all enrollment status of our partnering university, Southern Cross. He or she reports directly to Registrar and liaises with the SCU Programme Manager on the operations for SCU Cohort studying through IBSU.

Sitting Plan for Student Services Department (SSD)



Student Services Department Organisation Chart



x

Admission Process

IBSUniversity is currently using the Enterprise Resource Planning (ERP) Software particularly in Academia, thus the process in regards to admission is done on ERP to ensure digital transformation is effective and sufficient for both prospective and continuing students. The following lays out the process:



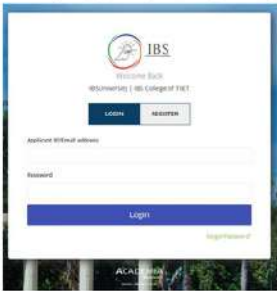
IBS

ACADEMIA
by SEROSOFT

IBS ACADEMIA ONLINE APPLICATION PORTAL GUIDELINE

Step 1: Access the Application Portal

1. Visit the official application portal at: <https://ibsu.academy.com/applicant-portal>
2. You will see the IBSUniversity login screen as shown below.
3. For **first-time users**, click the **"REGISTER"** button to create your applicant account.
4. If you have already registered, enter your **Applicant ID or Email and Password**, then click **"Login"**.
5. If you've forgotten your password, click **"Forgot Password"** to reset it.
6. Your application progress will only be saved after registration and login.



• New Applicants must click on Register button and follow the registration.

1

Step 2: Create Your Applicant Account

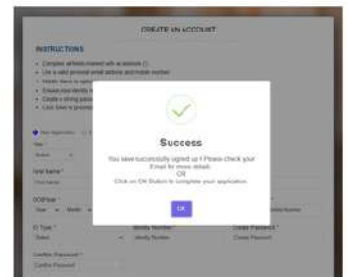
1. Select **"New Application"** if you are applying for the first time. If you previously registered, select **"Resume Existing"**.
2. Fill out the required fields marked with a red asterisk (*):
 - Title: Choose your salutation (e.g., Mr., Ms., etc.)
 - First Name, Middle Name (optional), and Last Name
 - Date of Birth (DOB): Select your birth year, month, and date from the dropdowns.
 - Email Address: Provide a valid and frequently used email address (e.g., john.doe@gmail.com)
 - Mobile Number: Select your country code (default is Papua New Guinea) and enter your phone number.
 - ID Type: Choose the type of identity document you are using (e.g., National ID, Passport, etc.)
 - Identity Number: Enter the corresponding ID number.
3. Create a **secure password** and confirm it by entering it again.
 - Password must be a minimum of 8 characters and include a combination of letters and numbers.
4. Complete the CAPTCHA verification if visible.
5. Click **"Save"** to submit the form or **"Reset"** to clear all entered data.



2

Step 3: Confirm Your Registration

1. Once your account is successfully created, you will see a confirmation message like the one below.
2. Please check your **email inbox** (and spam/junk folder) for a message from IBSUniversity.
 - This email may include your Applicant ID, Password, login confirmation, link to complete your application.
3. Click the **OK** button on the popup to proceed to the application dashboard or next step.



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Step 4: Application Dashboard Overview

After selecting your program, you will return to the main dashboard. Here, you must complete each section of the application based on the left menu.

Each section marked with a red asterisk (*) is mandatory:

1. **Personal Details** - Your basic information (name, gender, date of birth, nationality, etc.)
2. **Contact Details** - Current address, permanent address, and communication info.
3. **Educational Background** - Academic qualifications (e.g., high school, diploma, etc.)
4. **Work Experience** - Only if applicable (day if you have no work history).
5. **Upload Documents** - Upload scanned copies of your academic certificates, ID, and other supporting documents.
6. **Fee Payers** - Provide details about who will pay the tuition fees (self/sponsor/organization).
7. **Declaration & Payment** - Final review, declarations, and application submission.

Each section is marked with a red asterisk (*) indicating it's incomplete. Once you've successfully filled out and saved a section, the asterisk will turn green (✓) - showing that the section is complete.



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Step 6: Enter Program Details

1. Click the **+** Add button to open the Program Details form.
2. Complete the following fields:
 - **Select Academy Location**: Choose the institution (e.g., **IBSUNIVERSITY**, **IBSU** where you wish to study).
 - **Program Group**: Select your level of study (e.g., **IBSU Bachelor, Diploma, Masters**).
 - **Program**: Choose your preferred program (e.g., **Bachelor of Information Technology**).
 - **Batch**: Select the current intake year (e.g., 2026). This indicates your expected start year.
3. Once all fields are selected, click **Save** to proceed or **Cancel** to exit without saving.
 - You can only select one program per application. If you wish to apply for multiple programs, contact the admissions office.



Step 7: Confirm Program Details

1. After clicking **Save** on the Program Details screen, a confirmation message will appear:
 - **"Program Details added successfully."**
2. Click **OK** to return to your dashboard.
3. You will now see your selected program listed under **Program 1**, including:
 - Academy Location
 - Program Group
 - Program Name
 - Batch Year
4. You can click **Delete** if you want to remove or update the program.



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Step 4: Login to Access Your Application

1. Return to the login page at <https://ibsu.academy.com/applicant-portal> or click **OK** on the success popup.
2. Enter your:
 - Applicant ID or Email Address
 - Password (entered during registration)
3. Check **Login** to proceed.
4. If you forget your password, click the **"Forgot Password"** link to reset it via your email.
5. Once logged in, you will be redirected to your application dashboard or **Step 1** of the application form.

Step 5: Accessing Your Dashboard

1. Once logged in, you will see your **Dashboard** with the following details:
 - Applicant ID
 - Applicant Name
 - Email ID and Phone Number
 - Application Status
 - Number of pending documents (if applicable)
2. To begin filling in your application, click on **"Program Details"** from the menu on the left side of your screen.
3. This section is required to proceed - you cannot submit your application without completing it.



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Step 9: Personal Information and Profile Photo

1. Fill out all required fields marked with a red asterisk (*)
 - o **Solution:** First Name, Last Name, Email ID, Date of Birth
 - o **Country, Gender, Mobile Number**
2. Optional fields include:
 - o **Middle Name**
 - o **Phone Number** (alternate)
 - o **Disabilities** (select from the dropdowns if applicable)
3. Under **Upload Image**, click **Choose File** and select a suitable profile picture (use those guidelines shown) then click **Upload**.
4. Once all fields are completed and your photos uploaded, click **Save & Next** to proceed to the next section.



Profile Photo Guidelines

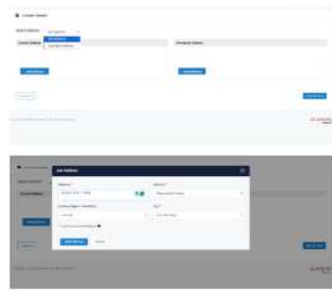
It ensures your application is processed smoothly, your photograph must be the following requirements:

1. **Recent Photo** - Taken within the last 6 months
2. **White Photo** - No black and white images
3. **Background** - Plain white or light-colored background
4. **Trimming** - Full face, clear eyes, and shoulders visible
5. **Expression** - Neutral facial expression (no smiling, frowning, etc.)
6. **Eye Contact & Size** - IRIS or 80% covered, max size 1000 pixels (width x height)
7. **Clipping** - View not cut or prominent white area (uniform with legs, must be visible)
8. **Image Quality** - Clear, sharp, and in focus (no blurry or out-of-focus images)
9. **Proportions** - Head should cover about 70-80% of the photo height
10. **Other Photos** - There must be at least 2 photos (not group photos)

7

Step 10: Add Current & Permanent Address

1. Under **Current Address**, click **+Add Address**
 - o Select the address type (e.g., **Self Address or Guardian Address**) from the dropdown.
 - o Enter the full address including:
 - Address
 - Country
 - Country, Region or Province
 - City
 - o Save the address.
2. Under **Permanent Address**, click **+Add Address** and fill in the permanent residence details.
 - o If both addresses are the same, you can copy the details manually.
3. Once both address sections are filled, click **Save & Next** to continue.



8

Step 11: Enter Your Academic Qualifications

1. Click the **+Add** button under the **Educational Background** section.
2. Fill out the following mandatory fields:

Field	Description
Exam Passed / Appeared*	Select your highest qualification (e.g., Grade 10, Grade 12, Diploma, etc.)
Institute / College / School Name*	Enter the name of the school, college, or institution (e.g., <i>Pres. Kibaki School</i>)
Year of Exam*	Enter the year you completed or appeared for the exam (e.g., 2021)
3. Click **Save** once completed.
4. You may add more qualifications (e.g., both Grade 10 and Grade 12) by repeating the above steps.
5. Click **Save & Next** to continue to the **Work Experience** section.



Additional Notes:

- Ensure the **institution name is spelled correctly** — this will appear on your passport application.
- If you're currently in your final year and awaiting results, select the **expected year**.
- Uploading documents must match the information entered here and will be uploaded in the **Upload Documents** section.

9

Uploading Multiple Certificates

- Each document field allows **only one file** to be uploaded.
- If you have **multiple certificates** (e.g., short courses, diploma transcripts) **combine them into a single PDF** before uploading.

Example: If you have a **Diploma Certificate, Transcript, and Industry Certification**, merge them into one file named:
Diploma_Certificate_Transcript.pdf

Notes:

- If you **do not have a mandatory document**, contact the admission team for further instructions.
- **Course Content** is only required for credit transfer students applying to **start from Year 2**.
- **Other Certificates** should be uploaded only if relevant to the program (e.g., professional or industry-specific qualifications).

Step 13: Upload Your Supporting Documents

Please upload clear, scanned copies of your documents under the appropriate categories. Click the **Upload** button below each document type to select and upload your file.

Document Requirements & Notes

Document Type	Requirement	Description
Course Content	<input checked="" type="checkbox"/> Mandatory if applying for advanced standing (Year 1 or Year 2 entry)	Upload the syllabus/course outline for credit transfer consideration.
Grade 10 Certificate	<input checked="" type="checkbox"/> Compulsory for All Applicants	Upload scanned copy of your Grade 10 certificate.
Grade 12 Certificate	<input checked="" type="checkbox"/> Compulsory for School Leavers	All school leavers must upload their Grade 12 certificate.
National ID Card	<input checked="" type="checkbox"/> Compulsory for All Applicants	Upload a valid government-issued ID (e.g., NID, Passport, Driver's License).
Other Certificates	Optional	Upload additional qualifications (e.g., Diploma, Certificate, Short Courses).

Submission Date and Status will update once you upload is successful.



Upload Guidelines

- Only upload **PDF, JPG, PNG** formats
- Ensure the document is **clearly visible**, not blurred or cropped
- Maximum file size: **Under 2 MB** (recommended)
- Use meaningful file names (e.g., *year10_certificate.pdf*)

Step 17: Fill in Work Experience (If Applicable)

1. If you have previous work experience, click **+Add** to open the **Work Experience** form.
2. Enter the following details as accurately as possible:

Field	Description
Employer*	Name of the company or organization where you worked
Designation	Your job title (e.g., <i>Administrative Assistant Intern</i>)
Industry	Choose your industry from the dropdowns (e.g., Education, ICT, Healthcare)
Department	Optional - Department where you worked
Mode of Employment	Full-time, Part-time, Contract, Internship, etc.
Employer of Organization	Indicate Yes if you were officially employed, No otherwise (e.g., subcontracting)
Date of Join / Exit Date	Specify the start and end dates of your employment
Duration of Employment	System-calculated or enter manually (in months)

3. Click **Save** once all relevant details are entered.
4. You can add multiple work experiences if applicable.
5. Click **Save & Next** to move forward. If you do not have any work experience, skip this section and proceed directly to the next one.



Notes for Students

- This section is **optional** but highly recommended if you're applying for:
 - o Postgraduate programs
 - o Professional diploma
 - o Scholarships with work-based criteria
- Enter only verified and relevant work experiences.

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11

10

Step 14: Fee Payees

In this step, you must enter the details of the person or organization responsible for paying your tuition fees.

This section is mandatory and must be completed before proceeding.

1. Click on **+Add** to open the **Fee Payee** entry form.
2. Select the **Payee Type**:
 - o **Person** - For parents, guardians, sponsors, or individuals.
 - o **Company** - If a company or organization is sponsoring your education. Set - If you are paying your own fees.
3. Enter the **Required Details**:
 - o **First Name and Last Name** (Mandatory)
 - o **Email (Home)** - This is required for official fee-related communication.
 - o **Email (Work)** - Optional (useful for sponsors or organizations)
 - o **Address, Country, and Region**
 - o **Middle Name(s)** - Select the country code that enters the national number
 - o **Substitution** - "Choose (M, Mx, D, etc.)"
4. If the **Fee Payee Address** is the same as your current address, tick to **same as Current Address**.
5. You may also tick **Use this Communication?** if fee updates should be sent to this person.
6. Click **Save** to complete the entry.



Step 15: Terms & Conditions / Declaration / Agreement on Refund Policy

In this step, you are required to read carefully and agree to the terms, conditions, and refund policy of IBSU University before submitting your application.



Key Points to Note:

1. **Refund Eligibility**
 - o Refunds are only processed upon submission of a completed **"Letter of Withdrawal"** and return of the issued **Student ID Card**.
 - o Refunds vary based on the time of withdrawal:
 - **100% Refund** - If IBSU cancels the course.
 - **85% Refund** - Withdrawn before the course starts.
 - **50% Refund** - Withdrawn by the 8th week.
 - **No Refund** - Withdrawn after 8 weeks or due to disciplinary termination.
 - o Undergraduate students have a different refund rate (70%) if withdrawn by the 10th week.
2. **Non-Refundable Fees**
 - o Registration fees and textbook charges are **non-refundable**.
 - o Transport and accommodation fees are also non-refundable.
3. **Additional Condition:**
 - o If enrollment is based on **false information or documents**, the application will be cancelled and **no refund** will be issued.
 - o For **sponsorship students**, any stipend received will be made to the sponsor directly.
 - o If fees were paid in advance but the student did not enroll/register, **5% will be charged** as administrative fee.

Declaration / Undertaking

By ticking the checkbox and submitting:

- You confirm that all information provided is **accurate and complete**.
- You acknowledge that **providing false or misleading information** may result in cancellation of your admission.
- You agree to abide by **IBSU University rules and regulations**, including but not limited to policy.

Important Note:

- You must tick the **"I Agree"** checkbox to proceed.
- Only after ticking can you click the **"Submit"** button and complete your application.

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15



School of Accounting and Finance
Programme Sequence – 2026



Bachelor of Accounting and Finance
(Accredited by CPA PNG)

Program of Studies						
Year 1	Unit Code	Semester 1	Pre – Req Unit	Unit Code	Semester 2	Pre – Req Unit
	AF0101	Principles of Accounting	Nil	BM0101	Personality Development	Nil
	IT0101	Fundamentals of Information Technology	Nil	ED0101	Introduction to Economics	Nil
	BM0102	Principles of Management	Nil	BM0104	Fundamentals of Business Practices	Nil
	BM0103	Business and Academic English	Nil	BM0105	Fundamentals of Mathematics	Nil
Year 2	Unit Code	Semester 1	Pre – Req Unit	Unit Code	Semester 2	Pre – Req Unit
	AF0201	Financial Accounting	AF0101	AF0203	Cost Accounting	AF0201
	IT0209	Business Statistics	Nil	AF0204	Taxation	AF0101
	AF0202	Auditing	AF0101	BM0204	Business Law	Nil
BM0201	Business Ethics	Nil	AF0205	Internship– Internal Practice	Year 1	
Year 3	Unit Code	Semester 1	Pre – Req Unit	Unit Code	Semester 2	Pre – Req Unit
	AF0301	Advanced Financial Accounting	AF0201	AF0304	Advanced Cost Accounting	AF0203
	AF0302	Advanced Taxation	AF0204	AF0305	Advanced Auditing and Assurance	AF0202
	AF0303	Company Law	BM0204	AF0306	Management Accounting	AF0301
Elective 1	One Subject from Group A		AF0307	Accounting Information System	Nil	
Year 4	Unit Code	Semester 1	Pre – Req Unit	Unit Code	Semester 2	Pre – Req Unit
	AF0401	Business Finance	AF0306	ED0202	Financial Markets and Organisation	Nil
	AF0402	Corporate Financial Management	AF0301	AF0405	Financial Risk Management	AF0305
	AF0403	Contemporary Issues in Accounting	AF0301	AF0406	Financial Reporting	AF0301
AF0404	Internship–Industry Practice	AF0205	Elective 2	One Subject from Group B		

Unit Code	Group A Elective Units	Pre – Req Unit	Unit Code	Group B Elective Units	Pre – Req Unit
BM0202	Principle of Marketing	Nil	BM0205	Entrepreneurship and small Business	BM0104
BM0203	Principles of Human Resource Management	Nil	IT0204	Data Base Management System	IT0101
IT0203	Web System	IT0101	BM0405	International Business Management	Nil

Bachelor of Business and Management

Program of Studies						
Year 1	Unit Code	Semester 1	Pre – Req Unit	Unit Code	Semester 2	Pre – Req Unit
	AF0101	Principles of Accounting	Nil	BM0101	Personality Development	Nil
	IT0101	Fundamentals of Information Technology	Nil	ED0101	Introduction to Economics	Nil
	BM0102	Principles of Management	Nil	BM0104	Fundamentals of Business Practices	Nil
	BM0103	Business and Academic English	Nil	BM0105	Fundamentals of Mathematics	Nil
Year 2	Unit Code	Semester 1	Pre – Req Unit	Unit Code	Semester 2	Pre – Req Unit
	BM0201	Business Ethics	Nil	BM0204	Business Law	Nil
	BM0202	Principles of Marketing	Nil	BM0205	Entrepreneurship and Small Business	BM0104
	IT0209	Business Statistics	Nil	AF0206	Fundamentals of Business Finance	AF0101
	BM0203	Principle of Human Resource Management	Nil	BM0206	Internship – Internal Practice	Year 1
Year 3	Unit Code	Semester 1	Pre – Req Unit	Unit Code	Semester 2	Pre – Req Unit
	BM0301	Global & Asian Marketing	BM0202	BM0304	Artificial Intelligence for Business Applications	Nil
	BM0302	Strategic Management	BM0102	BM0305	Introduction to Industrial Relations	Nil
	BM0303	Business Research	Nil	BM0306	Consumer Behaviour	BM0202
	Elective 1	One Subject from Group A		BM0308	Introduction to Business Analytics	IT0209
Year 4	Unit Code	Semester 1	Pre – Req Unit	Unit Code	Semester 2	Pre – Req Unit
	BM0401	Business Economics	Nil	BM0405	International Business Management	Nil
	BM0402	Operations Management	BM0102	BM0406	Essential of Managerial Accounting	Nil
	BM0403	Project Management	BM0102	BM0407	Global Operations and Supply Chain Management	Nil
	BM0404	Internship–Industry Practice	BM0206	Elective 2	One Subject from Group B	
Unit Code	Group A Elective Units	Pre – Req Unit	Unit Code	Group B Elective Units	Pre – Req Unit	
ED0305	Cost Benefit Analysis	Nil	AF0202	Auditing Taxation Database	AF0101	
AF0303	Company Law	BM0204	AF0204	Management Systems	AF0101	
IT0203	Web System	IT0101	IT0204		IT0101	



36 Years of
Outstanding
Educational
Achievements

School of Economics and
Development Studies

Cognitively
Focus On
Your Success

Programme Sequence – 2026

Bachelor of Economics and Development Studies

Program of Studies						
Year 1	Unit Code	Semester 1	Pre – Req Unit	Unit Code	Semester 2	Pre – Req Unit
	AF0101	Principles of Accounting	Nil	BM0105	Fundamentals of Mathematics	Nil
	IT0101	Fundamentals of Information Technology	Nil	BMO104	Fundamentals of Business	Nil
	BM0102	Principles of Management	Nil	BM0101	Personality Development	Nil
	BM0103	Business and Academic English	Nil	ED0101i	Introduction to Economics	Nil
Year 2	Unit Code	Semester 1	Pre – Req Unit	Unit Code	Semester 2	Pre – Req Unit
	ED0201	Principles of Microeconomics	ED0101	ED0203	Principles of Macroeconomics	ED0201
	IT0209	Business Statistics	Nil	ED0204	Introductory Econometrics	IT0209
	ED0206	Introduction to Development Studies	Nil	ED0205	Internship – Internal Practice	Year 1
	ED0208	Introduction to Calculus	BM0105/ IT0102	ED0207	Sustainable Development	ED0206/ED0202
Year 3	Unit Code	Semester 1	Pre – Req Unit	Unit Code	Semester 2	Pre – Req Unit
	ED0301	Advanced Microeconomics	ED0201	ED0304	Advanced of Macroeconomics	ED0203
	ED0302	Global Economics	ED0203	ED0306	Economic Policy and Market Design	ED0201
	ED0303	Advanced Econometrics	ED0204	ED0308	Rural Development	ED0206/ED0202
	BM0303	Business Research	Nil	Elective 1	One subject from Group A	
Year 4	Unit Code	Semester 1	Pre – Req Unit	Unit Code	Semester 2	Pre – Req Unit
	ED0407	Development Economics	ED0206	ED0405	Agriculture Economics	ED0203
	ED0408	Environment and Resource Economics	ED0203	ED0410	Labour Economics	ED0203
	ED0409	Poverty and Inequality	ED0206	ED0411	Gender and Development	ED0206/ED0202
	ED0403	Internship - Industry Practice	ED0205	Elective 2	One subject from Group B	

Unit Code	Group A Elective Units	Pre – Req Unit	Unit Code	Group B Elective Units	Pre – Req Unit
BM0308	Introduction to Business Analytics	IT0209	AF0204	Taxation	AF0101
BM0403	Project Management	BM0102	IT0204	Database Management System	IT0101
BM0201	Business Ethics	Nil	BM0204	Business Law	Nil



School of Information Technology
Programme Sequence – 2026



Bachelor of Information Technology

Program of Studies						
Year 1	Unit Code	Semester 1	Pre- Req Unit	Unit Code	Semester 2	Pre - Req Unit
	AF0101	Principles of Accounting	Nil	BM0101	Personality Development	Nil
	IT0101	Fundamentals of Information Technology	Nil	ED0101	Introduction to Economics	Nil
	BM0102	Principles of Management	Nil	BM0104	Fundamentals of Business Practices	Nil
	BM0103	Business and Academic English	Nil	BM0105	Fundamentals of Mathematics	Nil
Year 2	Unit Code	Semester 1	Pre - Req Unit	Unit Code	Semester 2	Pre - Req Unit
	IT0201	Introduction to Information System	IT0101	IT0211	Introductions to Network and Data Communication	Nil
	IT0202	Programming Fundamentals	IT0101	IT0206	Advanced Computer Programming	IT0202
	IT0203	Web Systems	IT0101	IT0207	Operating Systems & Machine Principle	IT0201
	IT0204	Database Management Systems	IT0101	IT0208	Industry Study on IT	Nil
Year 3	Unit Code	Semester 1	Pre - Req Unit	Unit Code	Semester 2	Pre - Req Unit
	IT0301	Critical Thinking & Problem Solving	Nil	IT0305	Graphics and Multimedia	Nil
	IT0310	Cyber Security Operation	IT0205/ IT0211	IT0306	IT Infrastructure Management	IT0302/ IT0310
	IT0303	Objected Oriented Programming and Design	IT0206	IT0309	The Switching Routing and Wireless Network	IT0211/IT0205
	IT0304	Business Process and IT Strategy	Nil	Elective 1	One Subject from Group A	
Year 4	Unit Code	Semester 1	Pre - Req Unit	Unit Code	Semester 2	Pre - Req Unit
	IT0411	Enterprise Networking Security and Automation	IT0307/IT0309	IT0405	Software Project Development - II	IT0403
	IT0402	Server Administration and Maintenance	IT0307/ IT0309	IT0406	Mobile Application Design and Development	IT0305
	IT0403	Software Project Development - I	IT0303	IT0412	Data Analytics and Visualization	IT0204
	IT0404	Internship-Industrial Practice	IT0208	Elective 2	One Subject from Group B	

Unit Code	Group A Elective Units	Pre - Req Unit	Unit Code	Group B Elective Units	Pre-Req Unit
IT0209	Business Statistics	Nil	IT0408	Social Network Computing	Nil
ED0305	Cost Benefit Analysis	Nil	IT0409	Customer Service Management	Nil
BM0205	Entrepreneurship and Small Business	BM0104	IT0410	Web Design and Programming	Nil
IT0311	Introduction to Artificial Intelligent and IOT	Nil			



School of Education
Programme Sequence – 2026



Bachelor of Education Major in Digital and Blended Learning

Program of Studies						
Year 1	Unit Code	Semester 1	Pre – Req Unit	Unit Code	Semester 2	Pre – Req Unit
	ED0101	Foundations for Education	Nil	BM0101	Personality Development	Nil
	IT0101	Fundamentals of Information Technology	Nil	ET0103	Foundations: Language & Literacy	Nil
	ET0102	Psychology of Education	Nil	IT0103	Business Computer Application	IT0101
	BM0103	Business and Academic English	Nil	BM0105	Fundamentals of Mathematics	Nil
Year 2	Unit Code	Semester 1	Pre – Req Unit	Unit Code	Semester 2	Pre – Req Unit
	ET0201	Supporting Learners with Diverse Abilities	Nil	IT0211	Introduction to Networks and Data Communication	Nil
	IT0202	Programming Fundamentals	IT0101	ET0202	Understanding Children and Young People	Nil
	IT0203	Web Systems	IT0101	IT0207	Operating Systems and Machine Principles	Nil
	IT0204	Database Management Systems	IT0101	ET0203	Methods of Teaching in Computer Technology	Nil
Year 3	Unit Code	Semester 1	Pre – Req Unit	Unit Code	Semester 2	Pre – Req Unit
	IT0301	Critical Thinking & Problem Solving	IT0101	IT0305	Graphics and Multimedia	Nil
	ET0301	Technology Pedagogy and Curriculum I	Nil	ET0304	Professional Experience I: Becoming a teacher	Nil
	ET0302	Educational Media and Technology	Nil	ET0305	Technology Pedagogy and Curriculum II	ET0301
	ET0303	Measurements and Evaluation in Education	Nil	Elective 1	One Subject from Group A	
Year 4	Unit Code	Semester 1	Pre – Req Unit	Unit Code	Semester 2	Pre – Req Unit
	ET0401	Professional Experience II: Effective Teaching	ET0304	ET0404	Professional Experience III: Transition to the Profession	ET0401
	ET0402	Vocational Education and Training in Schools and Industry	Nil	ET0405	Professionalism and Ethical Issues in Education	Nil
	ET0403	Methods of Research	Nil	ET0406	Integrated Technology Project	ET0305/ ET0403
	Elective 2	One Subject from Group B				

Note: Elective units are available at the back.

Unit Code	Group A Elective Units	Pre – Req Unit	Unit Code	Group B Elective Units	Pre – Req Unit
ED0305	Cost Benefit Analysis Entrepreneurship	Nil	IT0409	Customer Service Management	Nil
BM0205	and small Business Introduction to	Nil	IT0408	Social Network Computing	Nil
IT0311	Artificial Intelligence and IOT	Nil	IT0410	Web Design and Programming	Nil
IT0209	Business Statistics	Nil			

Entry Requirements:

Grade 12 or equivalent with a minimum 'C' level passes of English and Mathematics and minimum GPA of 2.50.

Salient Features:

- ✚ Subjects introduced by researching p10 Universities in Australia and as per the global requirements of trade, commerce and industry.
- ✚ Opportunities For Higher Studies (Master's Degree in Economics, MBA, ACS., etc.).
- ✚ Focus on individual strength and skill development. Industrial Training/internship/industrial visit. Well qualified National and International teaching faculty members. Career guidance and Counselling.
- ✚ Placement Opportunities In Leading Industries In PNG.
- ✚ Seminars/Guest Lectures/Workshops/Conferences through student's association.
- ✚ Flexible Entry and Exit in program.
- ✚ National Book Week Activities
- ✚ Cultural Day Celebration

Infrastructure Facilities:

- ✚ Well-stacked library with latest books, journals, magazines, newspapers and e-learning materials.
- ✚ Exciting Learning Hubs Inside And Outside.
- ✚ State-of-the-art of classroom for teaching and learning.
- ✚ Transport facilities from selected locations.
- ✚ Well-equipped computer lab with latest configuration.
- ✚ Free access high-speed internet connectivity and wi-fi campus.
- ✚ Facilities for the development of Sports activities, like Cricket, Rugby, football, volleyball, baseball, etc.
- ✚ Proposed fitness centre.
- ✚ Modernized Health-bay.
- ✚ Hygienic And Subsidized Cafeteria Facilities
- ✚ Accommodation Facilities–Off-campus.

Financial Assistance:

- ✚ Competitive fee structure – K2200 per subject and payable in PNG Kina plus registration fee of K200.
- ✚ Flexible mode of fee payment.
- ✚ 100 Scholarship from Ministry of Higher Education. IBS
- ✚ Scholarship for Meritorious students. Educational financial
- ✚ assistance through financial institutions. Opportunity to
- ✚ participate in IBS Research Centre related work.

Awards and Prizes:

- ✚ Mick Nades Scholarships for disadvantaged students. Mick
- ✚ Nades Gold Medal Awards for outstanding performance.
- ✚ Prizes for outstanding performance in Sports activities.

For Admission and Further Information

**Portion 1553 Sogeri road 11mile
P O Box 5181, Boroko NCD
Papua New Guinea**

**Phone: (675) 74114100
Ext: 603 & 606**

**Email: ask@ibs.ac.pg
Website: www.ibs.ac.pg**

3007255 Bachelor of Business

Build your future career

The Bachelor of Business focuses on fostering innovation and creating impact in a complex and evolving business world through inspiring multidisciplinary learning experiences. You will gain practical skills, tools, and knowledge essential for the sustainability of society, business, and industry. Build a portfolio of professional experiences through real-world engagement with employers, industry, and the community.

Graduates develop strong professional, critical thinking, and communication skills, preparing them to become entrepreneurs, start their own businesses, or pursue careers across various sectors, including marketing, product innovation and management, and more.

If you aspire to drive innovation and create meaningful impact in the business world, this degree equips you with the technical, analytical, and strategic skills needed to succeed. Whether your interest lies in accounting, marketing, or product management, you'll gain hands-on experience through optional internships and real-life business projects that prepare you for the demands of a dynamic and evolving global economy.

Course Progressions 2026

	Year 1 – Term 1		Year 1 – Term 2
EDUC1001	Language and Learning in your Discipline	ECON1001	Economics for Decision Making
ACCT1001	Financial Literacy for Business	COMM1005	A Culture of Dialogue
	Year 1 – Term 3		Year 1 – Term 4
LEGL1007	Introduction to the Business Law of PNG	BUSN1008	Business Practice and Impact
COMM1004	A Culture of Enquiry	STAT1001	Introduction to Business Analytics
	Year 2 – Term 1		Year 1 – Term 2
MRKT1002	Marketing and Sales	BUSN3004	International Business
COMP1005	Applied Artificial Intelligence	BUSN2001	Professional Development for the Workplace
	Year 2 – Term 3		Year 2 – Term 4
MRKT3001	Strategic Marketing	HRMT2002	Organisational Stakeholder Management
HRMT2001	Understanding the Business Environment	ACCT2007	Finance for Business
	Year 3 – Term 1		Year 3 – Term 2
BUSN3002	Sustainable Business Management	MRKT3001	Strategic Marketing
BUSN3003	Entrepreneurship and Innovation	HRMT2001	Understanding the Business Environment
	Year 3 – Term 3		Year 3 – Term 4
BUSN3001	Competitive Strategy	BUSN3012	Professional Work Experience (double weighted unit)
MRKT2001	Consumer Behaviour		

Lismore

 PO Box 157, Lismore NSW 2480 Australia
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Coffs Harbour

 Hogbin Drive, Coffs Harbour NSW 2450 Australia
T +61 2 6659 3647

Gold Coast

 Locked Mail Bag 4, Coolangatta QLD 4225 Australia
T +61 7 5589 3188



3007255 Bachelor of Business (Accounting)

Build your future career

The Bachelor of Business(Accounting Specialisation) focuses on fostering innovation and making an impact in a complex and evolving business environment through inspiring and multidisciplinary learning experiences. You will gain practical skills, tools, and knowledge essential for the sustainability of society, business, and industry.

Develop a portfolio of professional experiences through real-world engagement with industry and the community. If you are pursuing a career in accounting, consider enrolling in this programme, which includes a professionally accredited specialisation recognised by CPA Australia and Chartered Accountants ANZ.

If you aspire to play a key role in shaping the future of business through accounting, this degree equips you with the technical, analytical, and strategic skills needed in today's dynamic business world. Study on campus and take advantage of industry project-based opportunities to gain hands-on experience and apply your learning in real-life business and financial settings.

Programme Progressions 2026

	Year 1 – Term 1		Year 1 – Term 2
EDUC1001	Language and Learning in your Discipline	ECON1001	Economics for Decision Making
ACCT1001	Financial Literacy for Business	COMM1005	A Culture of Dialogue
	Year 1 – Term 3		Year 1 – Term 4
COMM1004	A Culture of Enquiry	BUSN1008	Business Practice and Impact
LEGL1007	Introduction to the Business Law of PNG	COMP1005	Applied Artificial Intelligence
	Year 2 – Term 1		Year 2 – Term 2
ISYS2005	Information Systems for Accounting	ACCT2002	Financial Reporting
ACCT1002	Financial Accounting	STAT1001	Introduction to Business Analytics
	Year 2 – Term 2		
BUSN2001	Professional Development for the Workplace		
	Year 2 – Term 3		Year 2 – Term 4
ACCT2003	Management Accounting	ACCT2006	Papua New Guinea Taxation
		LAWS2053	The Company Law of Papua New Guinea
	Year 3 – Term 1		Year 3 – Term 2
ACCT3004	Auditing	FINC3001	Investments and Portfolio Management
ACCT2007	Finance for Business	ACCT3002	Advanced Management Accounting
	Year 3 – Term 3		Year 3 – Term 4
BUSN3002	Sustainable Business Management Entrepreneurship and Innovation	BUSN3012	Professional Work Experience (double-weighted)
BUSN3003			

Lismore

 POBox 157, Lismore NSW 2480
Australia

www.scu.edu.au/international
Coffs Harbour

 Hogbin Drive, Coffs Harbour NSW 2450
Australia

Gold Coast

 Locked Mail Bag 4, Coolangatta QLD 4225
Australia

Bachelor of Information Technology

Artificial Intelligence specialisation

Build your future career

If IT is your passion, our Bachelor of Information Technology immerses you in a field that is driving our world forward. This course is designed to adapt to industry trends and needs, focused on cutting-edge technologies and real-world applications. Students will develop a comprehensive technical skillset alongside communication and critical thinking skills. Tailor your studies with a specialisation in artificial intelligence or cybersecurity while building a solid foundation in computer systems, programming, computer networks, cloud computing, databases, software engineering and project management. Whether as a cybersecurity analyst, AI and machine learning engineer, software developer, network engineer, data analyst, IT consultant, IT trainer or educator, or technical support professional, the Bachelor of Information Technology is the beginning of what could be an amazing future.

COURSE INFORMATION GUIDE FOR 2026

	Year 1 – Term 1		Year 1 – Term 2
COMP1003	Foundations of Programming	COMP1002	Foundations of Computing
COMP1004	Cybersecurity Governance , Risk and Compliance	COMP1001	Data Communications and Networks
	Year 1 – Term 3		Year 1 – Term 4
COMP1007	IT Professional Skills and Ethics	INDG1002	Indigenous Knowledge
COMP1008	Database Systems	COMP1005	Applied Artificial Intelligence
	Year 2 – Term 1		Year 2 – Term 2
COMP2007	Systems and Application Security	COMP2009	Fundamentals of Artificial Intelligence and Machine Learning
ERTH20047	Career Development and Professional Practice	COMM1005	A Culture of Dialogue
	Year 2 – Term 3		Year 2 – Term 4
COMP2010	Software Engineering Practise	COMP2011	Information Technology Project Management and Governance
EDUC1001	Language and Learning in Your Discipline	PROG2006	Designing the User Experience
	Year 3 – Term 1		Year 3 – Term 2
COMP3001	Blockchain Technology	COMP3004	Developing Artificial Intelligence
COMP3003 Information Technology Industry Practice (compulsory unit)			
	Year 3 – Term 3		Year 3 – Term 4
COMP3006	Algorithms and Data Structure	COMP3009	Advanced Artificial Intelligence
COMP3007 Information Technology Capstone Project (compulsory unit)			

Lismore

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Gold Coast

Locked Mail Bag 4

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3007140 Bachelor of Information Technology

Cybersecurity Specialisation

Build your future career

The Bachelor of Information Technology with a Cybersecurity specialisation equips students with the technical and strategic skills needed to protect digital systems and infrastructure in an increasingly connected world. Covering areas such as governance, risk and compliance, infrastructure and network security, and application security, the program offers a comprehensive foundation in cybersecurity. With a strong emphasis on real-world applications and hands-on experience, including opportunities for industry practice, graduates are well-prepared for roles like software developer (security focus), cybersecurity analyst, and IT security consultant.

COURSE INFORMATION GUIDE FOR 2026

	Year 1 – Term 1		Year 1 – Term 2
COMP1003	Foundations of Programming	COMP1001	Data Communications and Networks
COMP1004	Cybersecurity Governance, Risk, & Compliance	COMP1006	Foundations of Computing
	Year 1 – Term 3		Year 1 – Term 4
COMP1007	IT Professional Skills and Ethics	INDG1002	Indegenious Knowledge
COMP1008	Database Systems	COMP1005	Applied Artificial Intelligence
	Year 2 – Term 1		Year 2 – Term 2
ERTH2004	Career Development and Professional Practise	COMP2009	Fundamentals of AI & Machine Learning
COMP2007	Systems and Application Security	COMM1005 *	A Culture of Dialogue
	Year 2 – Term 3		Year 2 – Term 4
COMP2010	Software Engineering Practices	COMP2011	IT Project Management and Governance
EDUC1001*	Language and Learning in Your Discipline	MDIA1003*	Digital Media Practises
	Year 3 – Term 1		Year 3 – Term 2
COMP3001	Blockchain Technology	COMP3004	Developing Artificial Intelligence Applications
COMP3003 Information Technology Industry Practice (compulsory unit)			
	Year 3 – Term 3		Year 3 – Term 4
COMP3005	Digital Forensics	COMP3008	Network and Infrastructure Security
COMP3003 Information Technology Industry Practice (compulsory unit)			

*Electives

Degree Admission Requirements

Completion of Year 12 (best of 5, pass in English and Mathematics) and PNG GPA of 2.5, OR completion of senior secondary Year 10 plus any additional studies (such as completed Diploma).

Benefits of studying the Southern Cross University Degree at IBSUniversity:

Earn an Australian Bachelor's degree without leaving home and become eligible to join CPA Australia and CPA PNG. Benefit from responsive course materials that are updated annually to meet industry needs. Access excellent study and research facilities, supported by qualified lecturers. Take advantage of our Career Centre, which offers job training and placement services to support your career goals.

Registration & duration:

Registration for new students is open at the beginning of the year, with intakes in February for Term 1 and Term 2, and in May for Term 3 and Term 4. Term 5, offered in October and concluding in the first week of December, is available only to continuing students. Full-time students can enrol in two units per term, allowing them to complete the course within three years. Each term is seven weeks long, including examination weeks, with four class sessions per unit each week.

Course fee:

Year 1 - 8 units at K3,300 per unit plus K200 Registration Fee – Total K26,600.00

Year 2 - 8 units at K3,300 per unit plus K200 Registration Fee – Total K26,600.00

Year 3 - 8 units at K3,300 per unit plus K200 Registration Fee – Total K26,600.00

Course and registration fees must be paid on or before the commencement date.

Important to note:

Students can study a minimum of 1 unit and or a maximum of 2 units per term. Students can complete their studies within three years if they study 2 units per term.

Contact Information

Admissions Officer, Student Services (IBSUniversity)

Phone: +675 741 14100

Email: scu.degree@ibsu.ac.pg

Website: www.ibsu.ac.pg

IBSUniversity conducts academic courses on behalf of Southern Cross University in Port Moresby, Papua New Guinea.



Information sheet for SCU Business and Information Technology students studying at IBSUniversity PNG

Updated June 2025

1. SCU Academic Calendar

The academic year is divided into 6 Terms. Each Term is delivered over 7 weeks, with 6 weeks of teaching and a 7th week in each Term which may be used for study, review and assessment. There is a 2-week break between Terms.

For further information on the SCU academic model please refer to the URL below. <https://www.scu.edu.au/staff/teaching-and-learning/the-scu-model/>

2. Important Southern Cross University websites

My Enrolment – use this to view your personal details on the Southern Cross student system, view your current unit enrolments, view your grades and get an email copy of your academic record: <https://spark.scu.edu.au/kb/ts/help-with-general-software-systems/myenrolment/how-to-change-your-personal-contact-details-in-myenrolment>

MySCU – this is the portal to your Blackboard learning sites for each of your SCU units. Be

sure to use the resources provided, including the online lectures for your unit.

<https://learn.scu.edu.au/>

SCU Unit Pages – each SCU unit has a webpage which provides an overview of the unit. The pages also list prescribed textbooks, assessments and current pre-requisites for each unit:

[Unit Search - SCU](#)

Technical/IT Support - If you have any difficulty accessing your My Enrolment or MySCU accounts, contact the SCU Technology Services (TS) Service Desk for assistance servicedesk@scu.edu.au. Make sure that you include your full name, SCU ID number and date of birth as proof of your identity when you contact the TS Service Desk – this will help the team provide you with faster service.

<https://spark.scu.edu.au/kb/ts/service-desk-opening-hours-contact-details>

3. Course progression

Students at IBSU follow the SCU Academic Calendar. If you fail SCU units, this will delay your graduation. If you fail a pre-req unit, this could cause additional delay as you must pass a pre-req before progressing to higher level units. **All students should talk to their local course administrator to make available their course progression and the units of study.**

4. Unit enrolments

Check Your Current unit enrolments in My Enrolment. Contact your local IBSU course administrator if you have any concerns about the units you're enrolled in or if you think any of your units are missing.

This must be done prior to the start of the Term.



Important Dates

Please make sure you check with your local IBSU course administrator about the Key Dates (such as the last date to enrol and census date) for each study period as these are important and can affect you financially and academically. You can also view the key dates on the SCU website at the link below.

https://www.scu.edu.au/current-students/student-administration/key-dates--teaching-calendar/?utm_medium=Website&utm_source=Website+Orientation+Checklist

Special Consideration

If your study is impacted by medical or personal circumstances beyond your control, you may be entitled to special consideration (e.g., an assignment extension or a special exam if you were unable to attend the final exam). Contact your lecturer and/or your local IBSU course administrator to discuss options and procedure. Refer to the SCU Special Consideration web page for guidance:

<https://www.scu.edu.au/current-students/student-administration/special-consideration/>

Mandatory Academic Integrity Module - enquiry@scu.edu.au

As a commencing coursework student, you are required to complete the Academic Integrity Module within your first study period. If you do not complete the Academic Integrity Module, penalties will be applied, including grades being withheld, being withdrawn from all future enrolled units and not being able to enrol in future study.

Completing the Academic Integrity Module will only take between one to two hours, so we recommend completing the module early in your study.

How to complete the Academic Integrity Module:

- Complete all six (6) topics.
 - Check your understanding for each topic. After this, the next topic will appear for you to complete.
 - After completing topic 6, complete the Academic Integrity Quiz. You must achieve the pass mark (**90% or higher**) and receive the **SR** (Satisfied Requirements) grade.
 - If you receive **NSR** (Not Satisfied Requirements) you will need to review the topics and re-take the Academic Integrity Quiz
- You will also receive a certificate of completion

<https://www.scu.edu.au/current-students/learning-zone/academic-integrity-and-turnitin/>

Mandatory Respect at SCU Module - studentsafety@scu.edu.au

As a commencing coursework student, you are required to complete the Respect at SCU Module within your first study period.

If both the Academic Integrity and Respect at SCU Modules are not completed by the end of the first and second study periods, the following sanctions will be applied.

Timing of Non-Completion	Sanctions Approach
Non completion by the end of first study period	First-term grade results being withheld First and second term grade results being
Continued non-completion by the end of second study period	withheld Withdrawal from all future enrolled units

5. Policies

You have responsibility to make yourself aware of Southern Cross University policies which relate to your studies. Make sure you check our policy library <https://www.scu.edu.au/staff/governance-services/policy/> and familiarize yourself with policies and procedures that relate to students, particularly:

Rule 2 – Coursework Awards: <http://policies.scu.edu.au/view.current.php?id=00131>

Summary:

- Students are responsible for making sure they are correctly enrolled in their units
- Students cannot enroll in more than 2 SCU units per study period without relevant approval
- Students may choose to withdraw from individual units before Census Date (the enrolment will be deleted from their academic record)
- Students may be excluded from the course for one study session if they fail the same unit on their third attempt (and have completed less than 2/3 of their course)
- Students may be excluded from the course permanently if they have failed the same unit on their fourth attempt (and have completed less than 2/3 of their course)

Rule 3 – Coursework Awards – Student Assessment and Examinations:

<http://policies.scu.edu.au/view.current.php?id=00140>

Summary:

- Unit Information Guides (UIG) will normally contain a description of each assessment task (including length and format), weighting of each assessment towards final grade, whether a pass in the unit requires an overall mark of 50%, and due dates for submission.
- Special consideration may be granted for health reasons, compassionate circumstances, unforeseen personal events, etc.
- Examination procedures – students whose first language is not English may use an unmarked dictionary, students need to present photo ID when arriving for their exam, students must follow all directions given by a supervisor, students must not cheat or attempt to cheat during an exam.
- Students who satisfactorily complete a unit will receive a High Distinction, Distinction, Credit or Pass grade. Students who do not satisfactorily complete a unit will receive a Fail grade or an interim grade of Incomplete or Not Available.
- A student who does not submit any assessment items and is deemed to have abandoned their studies will receive an Absent Fail grade. In some units, failure to submit *all* assessment items will automatically result in a Fail grade.
- Grade point averages (GPA) are assigned to graded units (High Distinction = 7, Distinction = 6, Credit = 5, Pass = 4, Fail = 0). Advanced standing is not included in GPA calculations. Students may query assessment results (within 5 working days) by contacting their lecturer (The matter can be escalated to the Unit Assessor and beyond, if needed)
- Students may query their final grade (within 7 working days) by contacting their lecturer (the matter can be escalated to the Unit Assessor and beyond, if needed).
- Students can appeal against a final grade if they are not satisfied with the outcome of their grade query.

Student Academic and Non-Academic Misconduct Rules:

<http://policies.scu.edu.au/view.current.php?id=00141>

- Academic misconduct means behaviour that goes against the values of academic integrity. It includes cheating (e.g. improper conduct during exams), collusion (e.g. students working together on tasks which are supposed to be completed individually) and plagiarism (e.g. using the work of others without proper acknowledgement).
- Allegations of Academic Misconduct will be investigated by the University – students will
 - be notified about an allegation via a written notice.
 - Once a determination is made, students will be notified within 10 working days.
 - Penalties (such as a reduced mark or a fail for the unit) may be imposed. A student may appeal against the determination
 - A similar procedure applies to non-academic misconduct

Academic Misconduct Guidelines (consequences for plagiarism and cheating in exams) can be downloaded here: <https://policies.scu.edu.au/download.php?id=326&version=3&associated>

6. Student Complaints Policy and Procedures

<https://policies.scu.edu.au/document/view-current.php?id=124>

First point of contact at IBSU for complaints: athithan.arunthavarajah@ibs.ac.pg

SCU Key staff:

Co-Ordinator, Academic Governance and Student Misconduct Dot.armstrong@scu.edu.au

Complaints Assistance Officer Amanda.johnston@scu.edu.au

IBSU key staff:

Raphaela.sigamata@scu.edu.au

Informal complaints

Summary:

- Students have the right to provide feedback or make a formal or informal complaint if there is anything about your experience that you are not satisfied with. You will not be penalized for making a complaint and your concerns will be reviewed and you will be advised of the outcome.
- Many problems can be resolved **informally** and you are encouraged to try to resolve the issue directly with the person concerned or an appropriate member of university staff like the Course Coordinator or Executive Dean.
- If you make an informal complaint to a staff member, they will try to resolve it as quickly as possible, normally within 20 working days. Where the complaint cannot be resolved in this timeframe, the CAO must be informed and the complaint may be referred to the formal process.
- If you are dissatisfied with the outcome of an informal complaint, you can lodge a formal complaint.

Formal Complaints

Summary:

- A formal complaint is a written complaint lodged with the Complaints Officer, which is dealt with through a formal process.

You can email your complaint to complaints@scu.edu.au or use the web form available: <https://www.scu.edu.au/current-students/services-and-support/feedback-and-complaints/feedback-and-complaints-form/>. You should include all information available about your complaint, including supporting documentation if you have it.

- Your complaint will be reviewed and it will be decided if a formal investigation is required.
- You will be kept informed of the process and you will be made aware of the outcome.

There is more information on the website at the **Complaints and Feedback** webpage:

<https://www.scu.edu.au/current-students/services-and-support/feedback-and-complaints/>

Appeals Students are allowed to appeal if you feel a decision that has been made is unfair or incorrect and you have not been able to resolve this through unofficial methods like emailing your unit assessor. There are different types of appeals, including appealing against a final grade or against academic misconduct.

There is information about the different types and ways to appeal on the website:

<https://www.scu.edu.au/current-students/services-and-support/student-appeals/>

7. DHERST Higher Education Loan Program

For SCU students studying through IBSUniversity the DHERST Higher Education Loan Program (HELP) is available. If you are under the HECAS, DHERST covers 20% of the annual fee for the academic year. <https://ipng.dherst.gov.pg/>

8. Graduation

Once you have satisfied all of the SCU programme requirements, you will be approved for graduation by the SCU University Council.

Students must register to graduate via MyEnrolment. This is important, otherwise your Testamur (degree certificate) will be held by the SCU Graduation Office until students make contact. The Testamur is a legal document, so only the student can nominate where the Testamur is to be sent.

For students at IBSU who hold their own presentation ceremony, students should register for graduation and select 'in absentia', which means that the SCU Graduation Office will courier all of the required IBSU Testamurs to the nominated contact at IBSU, who will make the Testamur available to student at their presentation ceremony.

Official academic transcripts and AHEGS will be made available to students online via My equals.

Students can email results@scu.edu.au to obtain a hard copy of their academic transcript and AHEGS for a nominated fee. <https://www.scu.edu.au/current-students/graduation/how-to-register-for-graduation/> <https://www.myequals.edu.au/learner-faqs> <https://www.scu.edu.au/current-students/student-administration/academic-transcripts-testamurs-ahogs-and-myequals/academic-transcripts-and-testamurs/>



9. Culture

Because you are studying with an Australian university, here are some key points to be aware of:

Names – in Australia we write names in order of *given name* followed by the *family name*. Keep this in mind when you register for graduation. If you would like your name to be printed in Chinese style (family name + given name) on your Southern Cross University Testamur (degree certificate), you can adjust this in the personal details section of My Enrolment.

Checking Email – all email from SCU will be sent to your SCU email account. It is important that you check your email regularly. If you use an alternative email, you should forward your SCU email to that account so you do not miss any important information.

Sending Emails - always include your SCU Student ID, Name and relevant subject title for your email. The recipient of your email will be able to identify straight away who you are, and what your query is about.

If you are not using your Southern Cross University email account, you need to include your full name (in English) and SCU ID number at the bottom of your email so the staff member can identify you.

Workshops – Each study period, SCU will send academic staff to deliver face to face workshop for nominated units.

10. Support

We encourage students to seek support and help if you need assistance. There are many ways you can access help if you need it.

Academic Support

During class

If you have a question during class, you can raise it during discussion times. Do not be afraid to ask questions if you have them. Other students probably have the same question too.

After class

Your teachers can assist you after class if you send them an email.

At IBSU

You can contact your local **IBSU Course Administrator Mr. Paul Imatana** for support if you need additional assistance.

Online

All SCU students can access learning resources and support through the SCU website, including:

Library: <https://www.scu.edu.au/library/>

Learning Zone: <https://www.scu.edu.au/current-students/learning-zone/>

Personal Support

If you need to speak to someone about your health or wellbeing, you can contact local **IBSU Course Administrator Mr. Paul Imatana.**

Blackboard Mental Health and Wellbeing Self Help Hub: <https://learn.scu.edu.au/>

As an SCU student we wish you every success with your studies!



Academic Calendar



IBSUNIVERSITY ACADEMIC CALENDAR 2026

Session 1	Session 2	Session 3
February-2026 Mo Tu We Th Fr Sa Su 1 2 3 4 5 6 7 8 W-0 9 10 11 12 13 14 15 W-1 16 17 18 19 20 21 22 W-2 23 24 25 26 27 28	June-2026 Mo Tu We Th Fr Sa Su 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 W-0 22 23 24 25 26 27 28 W-1 29 30 W-2	October-2026 Mo Tu We Th Fr Sa Su W-15 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 W-0 19 20 21 22 23 24 25 W-1 26 27 28 29 30 31
March-2026 Mo Tu We Th Fr Sa Su W-2 1 W-3 2 3 4 5 6 7 8 W-4 9 10 11 12 13 14 15 W-5 16 17 18 19 20 21 22 W-6 23 24 25 26 27 28 29 W-7 30 31	July-2026 Mo Tu We Th Fr Sa Su W-2 1 2 3 4 5 W-3 6 7 8 9 10 11 12 W-4 13 14 15 16 17 18 19 W-5 20 21 22 23 24 25 26 W-6 27 28 29 30 31	November-2026 Mo Tu We Th Fr Sa Su W-2 1 2 3 4 5 6 7 8 W-3 9 10 11 12 13 14 15 W-4 16 17 18 19 20 21 22 W-5 23 24 25 26 27 28 29 W-6 30
April-2026 Mo Tu We Th Fr Sa Su W-7 1 2 3 4 5 W-8 6 7 8 9 10 11 12 13 W-9 14 15 16 17 18 19 20 W-10 21 22 23 24 25 26 W-11 27 28 29 30	August-2026 Mo Tu We Th Fr Sa Su W-6 1 2 W-7 3 4 5 6 7 8 9 W-8 10 11 12 13 14 15 16 W-9 17 18 19 20 21 22 23 W-10 24 25 26 27 28 29 30 W-11 31	December-2026 Mo Tu We Th Fr Sa Su W-6 1 2 3 4 5 6 W-7 7 8 9 10 11 12 13 W-8 14 15 16 17 18 19 20 W-9 21 22 23 24 25 26 27 W-10 28 29 30 31
May-2026 Mo Tu We Th Fr Sa Su W-11 1 2 3 W-12 4 5 6 7 8 9 10 W-13 11 12 13 14 15 16 17 W-14 18 19 20 21 22 23 24 W-15 25 26 27 28 29 30 31	September-2026 Mo Tu We Th Fr Sa Su W-11 1 2 3 4 5 6 W-12 7 8 9 10 11 12 13 W-13 14 15 16 17 18 19 20 W-14 21 22 23 24 25 26 27 W-15 28 29 30	January-2027 Mo Tu We Th Fr Sa Su W-10 1 2 3 W-11 4 5 6 7 8 9 10 W-12 11 12 13 14 15 16 17 W-13 18 19 20 21 22 23 24 W-14 25 26 27 28 29 30 31
February-2027 Mo Tu We Th Fr Sa Su W-15 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28		

Notes		
Session 1		
Feb	12 to 13	Orientation
Feb	16	Session-Commencement
Feb	26	National Remembrance Day - Sir Michael T Somare
Mar	20	Census Date
Mar	27	Enrolment Closes
Apr	07 to 10	Study Break
Apr	3	Good Friday
Apr	6	Easter Monday
May	18	Commencement of Final Exam
Jun	16	Final Exam Marks Due
Jun	22	Grade Publication
Session 2		
June	17	King's Birthday
June	25	Session-2 - Orientation
June	29	Commencement of Session 2
July	24	Census Date
July	23	National Remembrance Day
July	31	Enrolment Closes
August	26	The National Repentance Day
September	16	Independence Day
September	21	Commencement of Final Examinations
October	16	Final Exam Marks Due
October	19	Grade Publication
Session 3		
October	23	Orientation and Commencement
November	27	Census Date
December	4	Enrolment Closes
December	25	Christmas Day
December	26	Boxing Day
January	1	New Year
January	25	Commencement of Final Examinations
February	19	Grade Publication

Key	Session Breaks	Census Date
Orientation	Graduation	Enrollment Close
Teaching Dates	National Holidays	Grade Publication
Exam Period	Commencement of Classes	
Registration Week		
Study Break		



Academic Callender



Southern Cross University 2026 Key Dates — Terms



Summer Term
Teaching starts: 12 January
Last day to enrol: 14 January
Census date: 26 January
Teaching ends: 20 February
Grade publication: 4 March

Term 1
Teaching starts: 9 March
Last day to enrol: 11 March
Census date: 23 March
Teaching ends: 17 April
Grade publication: 29 April

Term 2
Teaching starts: 4 May (5 May in Qld)
Last day to enrol: 6 May
Census date: 18 May
Teaching ends: 12 June
Grade publication: 24 June

Term 3
Teaching starts: 6 July
Last day to enrol: 8 July
Census date: 20 July
Teaching ends: 14 August
Grade publication: 26 August

Term 4
Teaching starts: 31 August
Last day to enrol: 2 September
Census date: 14 September
Teaching ends: 9 October
Grade publication: 21 October

Term 5
Teaching starts: 26 October
Last day to enrol: 28 October
Census date: 9 November
Teaching ends: 4 December
Grade publication: 16 December

JANUARY							
Week	MON	TUE	WED	THU	FRI	SAT	SUN
0				1	2	3	4
1	5	6	7	8	9	10	11
2	12	13	14	15	16	17	18
3	19	20	21	22	23	24	25
4	26	27	28	29	30	31	

FEBRUARY							
Week	MON	TUE	WED	THU	FRI	SAT	SUN
3							1
4	2	3	4	5	6	7	8
5	9	10	11	12	13	14	15
6	16	17	18	19	20	21	22
7	23	24	25	26	27	28	

MARCH							
Week	MON	TUE	WED	THU	FRI	SAT	SUN
0							1
1	2	3	4	5	6	7	8
2	9	10	11	12	13	14	15
3	16	17	18	19	20	21	22
4	23	24	25	26	27	28	29
5	30	31					

APRIL							
Week	MON	TUE	WED	THU	FRI	SAT	SUN
4				1	2	3	4
5	5	6	7	8	9	10	11
6	12	13	14	15	16	17	18
7	19	20	21	22	23	24	25
8	26	27	28	29	30		

MAY							
Week	MON	TUE	WED	THU	FRI	SAT	SUN
0					1	2	3
1	4	5	6	7	8	9	10
2	11	12	13	14	15	16	17
3	18	19	20	21	22	23	24
4	25	26	27	28	29	30	31

JUNE							
Week	MON	TUE	WED	THU	FRI	SAT	SUN
5	1	2	3	4	5	6	7
6	8	9	10	11	12	13	14
7	15	16	17	18	19	20	21
8	22	23	24	25	26	27	28
9	29	30					

JULY							
Week	MON	TUE	WED	THU	FRI	SAT	SUN
0			1	2	3	4	5
1	6	7	8	9	10	11	12
2	13	14	15	16	17	18	19
3	20	21	22	23	24	25	26
4	27	28	29	30	31		

AUGUST							
Week	MON	TUE	WED	THU	FRI	SAT	SUN
4						1	2
5	3	4	5	6	7	8	9
6	10	11	12	13	14	15	16
7	17	18	19	20	21	22	23
8	24	25	26	27	28	29	30
9	31						

SEPTEMBER							
Week	MON	TUE	WED	THU	FRI	SAT	SUN
1			1	2	3	4	5
2	6	7	8	9	10	11	12
3	13	14	15	16	17	18	19
4	20	21	22	23	24	25	26
5	27	28	29	30			

OCTOBER							
Week	MON	TUE	WED	THU	FRI	SAT	SUN
5					1	2	3
6	4	5	6	7	8	9	10
7	11	12	13	14	15	16	17
8	18	19	20	21	22	23	24
9	25	26	27	28	29	30	31

NOVEMBER							
Week	MON	TUE	WED	THU	FRI	SAT	SUN
2							1
3	2	3	4	5	6	7	8
4	9	10	11	12	13	14	15
5	16	17	18	19	20	21	22
6	23	24	25	26	27	28	29
7	30						

DECEMBER							
Week	MON	TUE	WED	THU	FRI	SAT	SUN
6							1
7	2	3	4	5	6	7	8
8	9	10	11	12	13	14	15
9	16	17	18	19	20	21	22
10	23	24	25	26	27	28	29
11	30	31					

Orientation

Census Date

Teaching Days

Assessment and grading week

Public holidays

Last day to enrol

Grade Publication

NSW

QLD



Registration Process

Start your enrollment with your 'Offer Letter' and Original Certificates

STAGE 1

STUDENT SERVICES DEPARTMENT

Submit Offer Letter to Student Services to begin process of Registration

Upon verifying offer letter, student should receive a Firm Offer Letter to proceed

Proceed to Finance to present payment

Stage 2: Making Payments

FINANCE DEPARTMENT

Stage 3: Securing your Accommodation and Transport

LOGISTICS DEPARTMENT

Transfer of money from your school account to the owner of the billet upon a valid invoice from the billet owner.

Should you require accommodation or check with Logistics for availability of rooms prior to having it invoiced with Tuition Fee

If student is to pay Tuition Fee Only or Tuition and Transport Fee, organise payment and proceed to Student Service section for course registration

If student has paid for Accommodation and/or Transport, a copy of your receipt will be issued from Finance to present to Logistics for Bus Pass Issue

Now that you're all set from Logistics, let's get you back on track to register in your courses for the session...

Stage 4: Course Registration

ACADEMIC DEPARTMENT

ICT DEPARTMENT

Submit your course registration form to IT Services to be issued an IBSU ID card. You're now an IBSU student! See you at Orientation Day!

GENERAL INFORMATION ON FEE PAYMENTS

SCU Course Fee:

The fee amount per unit K3,300 per unit, applicable to all the eight units. Total fee for the year will be K26,400 plus K200 registration fee. If a student withdraws or drops a unit after the census date, he/she will be liable to pay the unit fee for the enrolled unit(s). Repeat unit fee will be K3,300.

IBSUniversity Course Fee:

Fees for 2026 will be K2,200 per unit, applicable to all eight units. Total fee for the year will be K17,600 plus K200 registration fee. Repeat unit fee will be K2,200.

Enrollments:

1. All Enrollments should take place only upon upfront payment of;
 - a) 60% based on each unit (IBSU and SCU)
2. IBSU encourage all payments via the bank. Students must include their full name and student ID number.
3. Any bank transfers (SMS banking/online banking) should be brought with a receipt during enrollment
4. IBSUniversity will enroll sponsored students' companies with proven record.

On the Contrary,

5. IBSUniversity will not entertain;
 - a) Sponsorship /Guarantee letters from Government, either Provincial or NCD or department, without cheques being cleared before enrollment
 - b) Sponsorship/Guarantee Letters from individuals including Members of Parliament
 - c) Students with personal or small company cheques
 - d) Students with outstanding fees

Fee Policy for both IBSU/SCU

If student is unable to make full payment, he/she must pay at least 60% fee on enrollment plus K200 registration fee. The remaining 40% must be paid within 5 weeks after enrollment.

Student Fee Refund

The Fee Refund procedures of Course Fee for students following Programs at the IBSUniversity is as follows:

Request for Course Fee Refund

Request for course fee refund will be entertained only through submission of properly completed Withdrawal Application Form or Request for Refund Excess Fee Form along with the Student Identification Card (ID) received from university

Refund Policy (IBSU & SCU)-Eligibility Criteria

The eligibility and the amount of refund will be established as per the following criteria

GENERAL INFORMATION ON FEE PAYMENTS

Full Refund

In the unlikely event that IBSUniversity is unable to deliver a course in full, a student will be offered a refund of all the course money paid to date

95% Refund

If withdrawn after enrolment but before the commencement of the course, then 5% of the Total Course Fee Payable or units enrolled for the period will be retained, and the balance, if any, will be refunded.

50% Refund

If withdrawn on or before the last day of the fifth week of the study period, then 50% of the Total Course Fee Payable or units enrolled to that study period will be retained, and the balance, if any, will be refunded.

No Refund

There shall be no refund if student has withdrawn after 5 weeks from the commencement of the course OR if the student was terminated for disciplinary reasons.

A 5% charge will be applied to all refunds, except in the case of a full refund

Registration fee of a course is Non – refundable, and Fees paid for are Non – refundable.

Transport fees paid

Proportionally refundable based on period of facility provided to the student.

Accommodation

Payments are made only in accordance with the MOU with IBSUniversity.

If enrolment is made based on false information/document, then, enrolment will be cancelled at any time and at any stage. Under such conditions, no refund is available.

Excess and registered or unregistered students refund: 5% up to K6,000.00, if exceeds fix charge of K300.00

Student Refund process duration and required documents

- **Parental Confirmation:** When a student submits a refund application, they must provide their parents' contact details for verification purposes.
- **Refund Processing Duration:** Refunds are generally processed within 15-20 working days. The duration may vary depending on the time taken for parental verification.
- **Restricted Months:** Refunds will not be processed during January, February, June, July, September, and October.
- **Examination Periods:** No refunds will be processed during exam sessions.
- **Sponsor Refunds:** Any amount paid by the sponsors must be refunded directly to the respective sponsor.
- **Partial Refunds:** In case where the student has utilized part of the tuition or services, the refund amount will be adjusted accordingly.
- **Supporting Documents:** Students must provide all required documents, such as receipts and proof of payment, along with the refund application.
- **Non-Refundable Fees:** Certain fees, such as registration, administrative, or late payment fees, are non-refundable.
- **Communication:** Students will be notified via email or phone once the refund has been approved and processed.
- **Incorrect Applications:** Applications with incomplete or incorrect information may result in delays or rejection of the refund.

The following schedule ensures smooth and convenient processing of student refunds.

Details	Requesting Time	Processing Time
Student Refund	Tuesday, Wednesday & Thursday (09 am to 04 pm)	02-03 Weeks
Student Accommodation	Monday-Thursday (09 am to 04 pm)	03-05 Working Days

Additional Service Cost from SSD

Reprinting of lost Student ID card	–	K10 (first issues is free)
Printing of Transcript	–	K25 (first issue is free)
Printing of Certificate	–	K100 (first issue is free)
Fast Track of Certificate Printing	-	K150 (Two days processing time)
Letter for Confirmation of Enrollment	–	K5 (first issue is free)
Reference (General or Character)	–	K5
Reprinting of Lost Bus Pass	–	K10

COURSE VERIFICATION AND TRANSFER

Course verification and transfer only occurs between week two and five to cater for students who realize their interests lies in another course other than the one they've been offered space for.

This is only applicable to first year IBSU students.

SUBJECT GUIDES AND TIMETABLES

Student Timetables will be issued during orientation. All students are to obtain a copy of this timetable from Student Services.



GUIDELINES FOR TRANSCRIPT AND CERTIFICATE REQUESTS AND ISSUE

Student services officers will not process any request or issue transcripts and certificates without the provision of a confirmation letter or valid IBSU ID card from the student.

The following schedule should be taken note of for convenience in processing of Transcripts and Certificates:

Subject	Request Time	Issue Time	Cost
Transcript Printing	Wednesdays 9 am - 4 pm	Wednesdays 9 am - 4 pm	K25 (reprint)
Certificate Printing	Wednesdays 9 am - 4 pm	Wednesdays 9 am - 4 pm	K100 (reprint)

Processing time for Certificates and Transcripts is 1 WEEK from date requested



Student Transport and Accommodation Arrangements

This section provides general guidance to students on transport and accommodation arrangements associated with programmes delivered under IBSUniversity (IBSU) and Southern Cross University (SCU) pathways. The information below is intended as an overview only and should be read together with the relevant application forms, policies, and terms and conditions issued by the University.

1. IBSUniversity (IBSU) Programmes

Academic Structure and Fee Basis

IBSU programmes operate on a semester-based academic structure. All University-administered services, including transport and accommodation facilitation, are managed and charged on a semester basis only. Students enrolling in IBSU programmes are required to make arrangements for the full semester in accordance with university procedures.

Student Transport

IBSU provides an optional, paid student transport service that is administered on a per-semester basis. Students wishing to access this service must submit a Student Transport Request Form prior to the commencement of the semester and complete payment as required. Transport services operate on approved routes and pickup points and are subject to seat availability. Access is granted through the issue of a non-transferable bus pass and is governed by the applicable terms and conditions.

Student Accommodation

Student accommodation for IBSU programmes is facilitated through approved external accommodation providers and is considered on a semester basis. Accommodation options may vary depending on availability, location, and billet type. Students are required to submit a Student Accommodation Request Form and comply with all conditions set by the accommodation provider and the University.

2. Southern Cross University (SCU) Programmes (Delivered via IBSU)

Academic Structure and Fee Basis

SCU programmes are delivered on a term-based structure. For administrative and operational purposes at IBSUniversity, two SCU terms are treated as approximately equivalent to one IBSU semester. Accordingly, University-administered services such as transport and accommodation are coordinated and collected on a semester-equivalent basis, rather than individually per term.

Student Transport

SCU students may access the University's optional student transport service under the same framework applied to IBSU students. Transport arrangements are aligned to the semester-equivalent period (two SCU terms) and are subject to availability. Students must submit the prescribed Transport Request Form and comply with all transport-related terms and conditions.

Student Accommodation

Accommodation arrangements for SCU students follow the same general framework as IBSU students, using approved accommodation providers. Accommodation is considered on a semester-equivalent basis, reflecting the combined duration of two SCU terms. Students are responsible for ensuring their accommodation arrangements align with their academic schedule.

3. Important Notes

- Transport and accommodation services are optional and subject to availability.
- Students must submit the relevant request forms and complete payments within the specified timeframes.
- Fees, routes, accommodation options, and operational arrangements are subject to annual review and revision.
- The University does not accept liability for matters arising from the use of external accommodation facilities.
- Detailed terms and conditions are provided in the respective Transport and Accommodation Request Forms and related University policies.
- Students are encouraged to carefully review all supporting documents and seek clarification from the University administration before making arrangements.

Health Bay

The School has a professional obligation and a duty of care to safeguard the physical well-being of all students.

Implementation Guidelines:

1. The Health Bay is designated solely for **First Aid management** and basic treatment. In cases requiring further or specialized medical attention, students will be referred to the nearest clinics (PAU Clinic, 9 Mile Clinic, or Gordons Clinic) or, where necessary, to Port Moresby General Hospital for advanced care and treatment.
2. All staff and students must present a valid ID card and a clinic book (if available) when seeking medical assistance.
3. All individuals must register their name and sign in the Health Bay registration book upon arrival.

Emergency Contact Details:

In the event of an emergency, please contact:

- **St. John Ambulance: 111**
- **Sr. Kondowa (Nurse): 7296 8351**

LIBRARY SERVICES-IBSUniversity

The Peter Drucker Library, located in the Sir Peter Ipatas Learning Centre is the premier research hub for IBSUniversity students and faculty. It offers an inspiring environment with a vast collection of updated titles, customer-designed study spaces, and full connectivity via dedicated workstations and campus- wide Wi-Fi. We invite all students and staff to become members and utilize this modern facility for their academic growth.

1. Opening Hours

- **Monday-Friday:** 8:30 AM- 4:00 PM
- **Saturday:** 8:30 AM- 12:00 PM
- **Sunday & Public Holidays:** Closed

2. Collection & Core Subjects

The library holds a vast array of knowledge in specialized fields to support your degree programs:

- **Academic Subjects:** Accounting, Auditing, Business Management, Marketing, Leadership, Information Technology. Economics, Taxation, and Law.
- **Resources:** Thousands of updates books, daily newspaper, academic journals, study guides, annual reports, and reference materials.

3. Digital & Online Services (Koha ILS)

Access the library's collection and your account via the **Library Portal:** <http://library.ibsu.ac.pg>

- **Online Catalogue(OPAC):** Search our entire database of books and journals online.
- **Reservation:** Place an online hold on items currently in use.
- **Mobile Access:** Manage your library account and search resources from on mobile device.
- **Digital Carousel:** View the latest arrivals and featured resources on the portal home page.
- **Online Registration:** Submit your membership application digitally through the portal.

4. Membership & Registration

- **Eligibility:** All registered IBSUniversity students and staff are entitled to library membership.
- **Process:** Complete **Form #LM001** and submit it to the Circulation Librarian with a digital ID photo.
- **Requirement:** A valid **IBSUniversity ID Card** is mandatory for entry and all transactions.
- **Processing:** Please allow **one week** for your account to be activated before your loan.

5. Library Rules & Regulations

1. **Storage:** All bags, personal textbooks, and food must be kept in the lockers provided outside the library.
2. **Mobile Phones:** Phones must be switched off or silenced upon entry.
3. **Borrowing:** Your ID Card must be presented for all loans. The standard borrowing period is 7 days.
4. **Fines:** Overdue items incur a fine 50 toea per day for the first 5 days, increasing to K1.00 per day thereafter.
5. **Renewals:** Books must be physically presented at the counter for renewal; extensions are not accepted via phone or email.
6. **Book Care:** Do not mark, scribble in, or damage library materials. Items must be returned in their original collection.
7. **Shelving:** Do not return books to the shelves. Please leave them on the tables for staff collection.
8. **Security:** Security staff are authorized to check bags and folders upon exit.
9. **Conduct:** Stealing, vandalism, moving furniture, or causing disturbances will result in disciplinary action.

Contact & Support

For research assistance or account enquiries, visit the Circulation Desk or email us:

Email: library@ibs.org.pg



ICT Services

ICT Services at IBSUniversity

The Information and Communication Technology (ICT) Department is dedicated to supporting all students with reliable access to digital systems, platforms, and services that enhance learning and academic success. Below is an overview of the ICT services available to you as an enrolled student at IBSUniversity:

1. Campus WiFi Access

Students can connect personal devices such as laptops, smartphones, and tablets to the university's secure WiFi network. Your student credentials (ID and password) are required to access the network. ICT staff are available to assist with setup and connectivity issues.

2. Email & Microsoft Office 365

All students are provided with an official IBSUniversity email address (e.g., studentID@students.ibs.ac.pg) powered by Microsoft Office 365. Through this, students can:

- Access Outlook for email communications
- Use Microsoft Teams for online collaboration and virtual classes
- Utilize OneDrive for cloud file storage
- Work with Word, Excel, PowerPoint, and other Office apps online
- This email must be used for all official academic communication.

3. Academic Systems Support

The ICT team provides access and technical support for the following core academic systems:

- Academia ERP – For managing student records, course enrolments, class timetables, ID cards, fee payments, and results.
- Moodle LMS – For accessing learning materials, submitting assignments, participating in forums, and attending online classes.
- Koha Library System – For searching and borrowing library resources, viewing your borrowing history, and accessing research support tools.
- Help is available if you encounter any access or usage issues with these platforms.

4. Shared Printing Services

Designated printing stations are available in the library and student labs. Once connected to the campus network, students can print documents through a shared and secure printing system. Printing is monitored through quotas or pay-per-page policies.

5. Technical Assistance

The ICT Help Desk offers support for:

- Email and password resets
- WiFi connectivity troubleshooting
- Office 365 and Moodle usage guidance
- Device setup and basic software configuration

You can contact the ICT team by visiting the Help Desk or emailing ict.support@ibsu.ac.pg

Career Development Centre (CDC)

The **Career Development Centre (CDC)** is a key division of IBS University, established to enhance student employability, industry readiness, and professional competencies. Following an industry survey of 20 companies across Papua New Guinea, CDC was restructured to address skill gaps in practical exposure, digital literacy, communication, teamwork, business understanding, and personal branding. With input from industry experts, the CDC empowers students with relevant skills, a professional mindset, and real-world exposure, serving as a launchpad to translate academic knowledge into workplace excellence.

Objective of the CDC

- Enhance graduate employability through structured training and development programs.
- Develop essential communication, technical, and professional skills for modern industries.
- Establish and maintain industry partnerships for internships, guest lectures, and training opportunities.
- Implement industry-driven programs as per IBS's Industry Proposal Implementation Plan.
- Coordinate student placements and career support services across IBS.
- Promote student confidence, workplace readiness, and professional behaviour through continuous learning.

Key Services & Divisions:

- **Communication Division:** Toastmasters sessions, presentation workshops, public speaking coaching, professional and email communication etiquette, personal branding, LinkedIn support, and interview preparation.
- **Digital & Technical Skills Division:** Hands-on training in accounting software (Xero, MYOB), MS Word, Excel (basic to advanced), and PowerPoint for professional tasks and presentations.
- **Employability & Industry Programs Division:** Seminars on professionalism, ethics, negotiation, time management, CV writing, AI tools usage, mentorship programs, and internship readiness.
- **Industry Relations Division:** Industry partnerships, MOUs for internships and training, industry talks, site visits, and co-managed structured placements.

Student Resources & Responsibilities:

Students registered with CDC are expected to attend sessions, actively participate in workshops and placements, maintain professional conduct, update career information, and adhere to institutional guidelines. CDC serves as the central support unit for guidance on career planning, skill development, and industry engagement.

Quality Assurance Division (QAD)

The Role of the Quality Assurance and Audit Department

The **Quality Assurance and Audit Department** is an independent department overseeing both IBS University and IBS College of TVET. The department is dedicated to supporting students in forms of gathering feedback via our;

1. Suggestion Boxes
2. Grievance Portal on the ERP
3. QAD email.
4. Student Feedback Surveys

1. Suggestion Boxes

Through our Manual and Online Suggestion Boxes, students have the opportunity to air out concerns anonymously on any activity or service that the institution provides. The QAD team then collects all concerns at the end of each month. The concerns are then tabulated into our suggestion box register and the reports are generated and submitted to respective departments to address the issues or concerns.

Our Manual Suggestion Boxes can be located in:



Reception
Ground Floor - COE Building



Entrance
IBSU Library



Entrance
Academic Building



Reception
Level 1 - COE Building

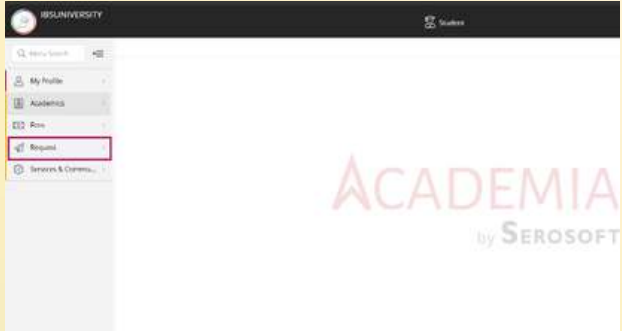
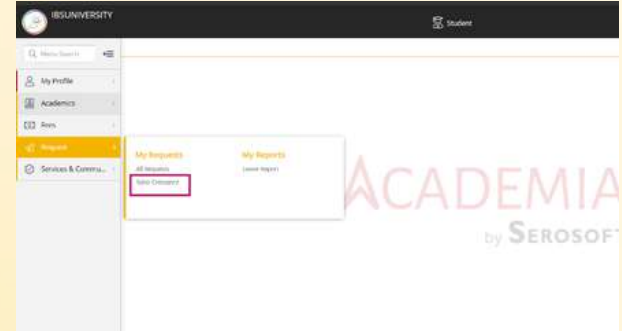
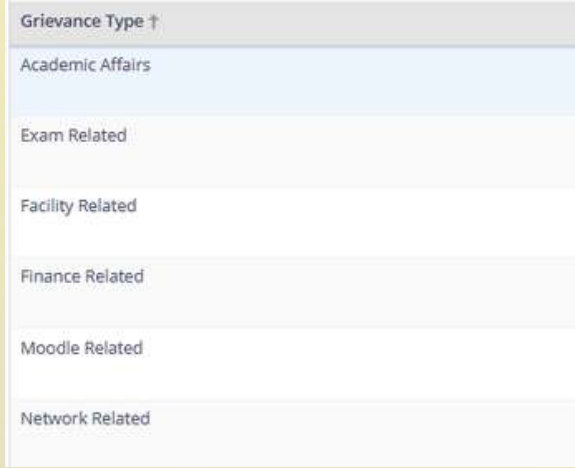
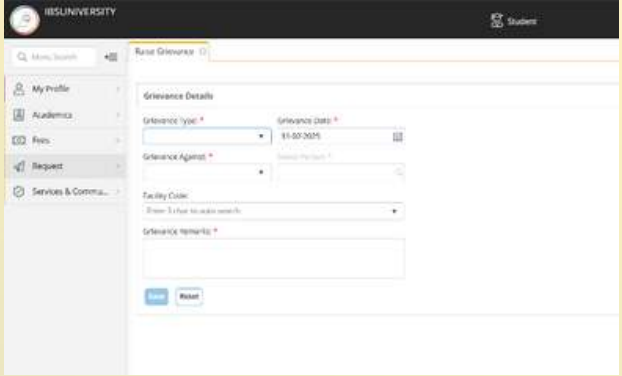
Quality Assurance Division (QAD)

Our Online Suggestion Boxes can be accessed via the QR Code;



2. Grievance portal on the Academia ERP System

Students can also raise concerns via the Grievance portal on the Academia ERP System. Find below a simple illustration on how to raise your grievance.

STEP 1	STEP 2
 <p>The screenshot shows the Academia ERP System home page. The left sidebar menu has "Request" highlighted with a red box. The main content area displays the "ACADEMIA by SEROSOFT" logo.</p>	 <p>The screenshot shows the Academia ERP System home page. The "Request" menu item is highlighted with a red box, and a sub-menu is visible with "Raise Grievance" highlighted.</p>
STEP 3	STEP 4
 <p>The screenshot shows a dropdown menu for "Grievance Type". The options listed are: Academic Affairs, Exam Related, Facility Related, Finance Related, Moodle Related, and Network Related.</p>	 <p>The screenshot shows the "Raise Grievance" form. The "Grievance Type" dropdown is set to "Academic Affairs", "Grievance Date" is "11-02-2025", and "Grievance Agent" is "Student Package 1". There are "Save" and "Reset" buttons at the bottom.</p>

Quality Assurance Division (QAD)

3. QAD Email

Students can also reach us directly via the QAD email. Concerns raised through the email are addressed urgently according to the urgency and importance of the complaint or concern.

QAD@ibs.ac.pg



4. Student Feedback Survey.

QAD also conducts student feedback surveys every semester. These surveys are purposely for students to provide feedback on their teaching and learning experiences.

To conclude, there are other services provided by QA according to the need of the organization. The services highlighted here are the important areas concerning students. The suggestion boxes, grievance portal and QAD email are purposely for the services provided by the institution and your experience here on campus while the Student Feedback Surveys are purposely for students to provide feedbacks on their learning and teaching experiences.



STUDENT GUIDELINES

GENERAL GUIDELINES

FOREIGN STUDENTS

If the primary language is other than English please refer to Student Services Office, (312 5100) for an interview and assistance in completing registration forms. Students may not be accepted into a school until such an interview has taken place.

PROPER WITHDRAWAL FORMS

Withdrawal forms from the previous tertiary institution attended by a student should accompany a student transferring to IBSU; however, DO NOT register students if they have not been properly withdrawn from the previous tertiary institute. The previous institute or university should be notified that the student is now enrolled at IBSU and to verify grade placement.

- Students/Parents/Guardians must come to the main office and request assistance with withdrawal
- If a student is planning on withdrawing at some point during the school year, he/she must first seek advice from student services to abide by the policy for proper withdrawal procedure and convenience.

STUDY MATERIALS

Study materials are uploaded to Moodle / Blackboard for access upon registration.

Students are to ensure they have the correct textbooks for the session by confirming with Student Services once the recommended resource books listing has been released from IBSU Academics.

CHANGING ADDRESS

When students change their address, they should complete a STUDENT CONTACT UPDATE FORM as soon as possible for the maintenance of university records and further correspondence.

CHANGING CONTACT NUMBERS

During school and session breaks, the school must have the current contact details of all students for the dissemination of information and important notices. Should a student change his/her contact information, he/she must immediately complete a STUDENT CONTACT UPDATE FORM at Student Services to update his/her database.

ATTENDANCE

School achievement begins with regular attendance. Parents/guardians must ensure that all students in their care are at the university on time daily. Additionally, school personnel must communicate any attendance problems or concerns to parents/guardians promptly. The most effective strategy to prevent unlawful and excessive absence is being proactive, with the university, family and community working together.

To this end, IBSU academic and support services staff report to administrators or student services personnel their concerns about student behaviours that may be precursors to attendance problems.

Absence from attending classes during assignment preparation is strictly prohibited. Students are encouraged to complete their assignments at home or spare time.

STUDENT GUIDELINES

STUDENTS COMING LATE FOR CLASSES AND OTHER ACADEMIC ACTIVITIES

It is imperative for students to be on time for their classes and other academic activities. Parents and guardians are advised to ensure students come to the university daily for classes and other academic activities.

Lawful Absences

Absence from school, including absence for any portion of the day, of students who are presently enrolled at IBSU shall be considered lawful only under the following conditions:

- Death in the immediate family. Student records shall determine what relationships constitute the immediate family.
- Illness of the student. The Head of School shall require a Doctor's certificate from the parent/guardian of a student reported continuously absent or ill.
- Court Summons.
- Hazardous weather conditions. Hazardous weather conditions shall be interpreted to mean weather conditions that would endanger the health and safety of the student when in transit to and from the University
- Any work or activities approved or sponsored by the University.
- State emergency or national crisis
- Suspension
- Lack of authorized transportation. This shall not include students denied authorized transportation for disciplinary reasons.
- Other emergency or set of circumstances which, in the judgment of the Heads of Schools, constitutes a good and sufficient cause for absence from school.
- All students, including students who have been suspended, are to be offered make-up work for the time during which they were lawfully absent.

Possible Consequences for students who are regularly absent from classes

- Behavioral probation
- Written Understanding
- Counseling
- Removal of school privileges
- Reduction in grades or loss of academic credit
- Restriction of extracurricular activities
- Denial of opportunity to make-up class/homework assignments, tests, and/or quizzes (for unlawful absences)

STUDENT GUIDELINES

Academic Misconduct

Students must conduct their studies at the IBSUniversity honestly, ethically and in accordance with accepted standards of academic conduct. Any form of academic conduct that is contrary to these standards is academic misconduct and is unacceptable. Some students engage deliberately in academic misconduct, with the intent to deceive. This conscious, premeditated form of cheating is one of the worst forms of fraudulent academic behaviour, for which the IBSUniversity has zero tolerance and for which penalties, including exclusion from the IBSU, will be applied. However, the IBSU recognises that many students commit academic misconduct without intent to deceive. These students may be required to undertake additional educational activities to remediate their behaviour. Specifically, it is academic misconduct for a student to:

Plagiarism

Plagiarise by representing the work of another as their own original work, without appropriate acknowledgement of the author or the source. This category of cheating includes the following:

- collusion, where a piece of work prepared by a group is represented as if it were the student's own;
- acquiring or commissioning a piece of work, which is not his/her own and representing it as if it were, by

Purchasing a paper from a commercial service, including internet sites, whether pre-written or specially prepared for the student concerned

Submitting a paper written by another person, either by a fellow student or a person who is not a member of the IBSU;

- duplication of the same or almost identical work for more than one assessment item;
- copying ideas, concepts, research data, images, sounds or text;
- paraphrasing a paper from a source text, whether in manuscript, printed or electronic form, without appropriate acknowledgement;
- cutting or pasting statements from multiple sources or piecing together the work of others and representing them as original work;
- submitting, as one's own work, all or part of another student's work, even with the student's knowledge or consent.

A student who willingly assists another student to plagiarise (for example, by willingly giving them their own work to copy from) is also breaching academic integrity and may be subject to disciplinary action.

a) Penalties:

For an act of plagiarism, any one or more of the following penalties may be imposed:

- i.a mark of zero for the item of assessment in which the plagiarism occurred;
- ii. failure or cancellation or refusal of credit for the unit in which the plagiarism occurred;
- iii. suspension from the University for a specified period;
- iv. expulsion from the University

STUDENT GUIDELINES

- b) Cheat in examinations and tests by communicating, or attempting to communicate, with a fellow individual who is neither an invigilator or member of staff; by copying, or attempting to copy from a fellow student; attempting to introduce or consult during the examination, any unauthorized (not explicitly allowed by the course instructor) printed or written material, or electronic calculating or information storage device; and/or other communication device, or impersonates another.
- c) Fabricate results by claiming to have carried out tests, experiments or observations that have not taken place or by presenting results not supported by the evidence with the object of obtaining an unfair advantage.
- d) Misrepresent themselves by presenting an untrue statement or not disclosing where there is a duty to disclose to create a false appearance or identity.
- e) The usage of GenAI and its influence on the assessment
The Turnitin Software has an AI percentage report, which can guide the Lecturer in determining whether the student has used GenAI on their assignment or assessment. Refer to the Academic Integrity Policy on our website.

EXAMINATIONS

The Examination Department of IBSUniversity is responsible for implementations of Pre & Post examination processes.

- Examinations are conducted in IBSUniversity premises at Mt Eriama.
- Examination Time Table, which includes the date, time, subject/unit & venue, will be published on the notice board two weeks before the examination, and the examination passes will be issued one week before the examination.
- Students are informed to occupy their seats 30 minutes before the commencement of the examination, and they must present their ID CARDS & EXAMINATION PASS to enter the examination venue.
- Students will not receive an Examination Pass if they have any overdue amounts. These amounts must be settled at least one week before the examination to obtain the Examination Pass, and academic clearance is also required.
- Students' lists for each unit, including their seat number, will be published on the notice board on the day of the examination.
- The examination answer booklet and question paper will be issued to the students. Students are responsible for providing their own stationery for the examination.
- Special Consideration for Students: All applications for special consideration must be accompanied by supporting documentation and/or sufficient evidence on the following grounds:
 - a) Health grounds: A medical certificate from a registered health practitioner that must include the date of consultation and a specific statement of the effect of the medical complaint and/or treatment on your ability to complete any relevant task.
 - b) Compassionate circumstances: Factual details of the circumstances or event and sufficient evidence to support the claim, for example, a medical certificate, or a newspaper death notice.
 - c) Provincial, national or international sporting event. A statement signed by an authorized officer of the organisation that can validate a conflict with the scheduled exam.
 - d) Under the above circumstances, the students will not be eligible for university ranking upon graduation.

STUDENT GUIDELINES

- There are Five (5) types of Examinations:

a) Final Examinations

Final examination is the last examination that the student has to sit after all assessments are completed for each unit. The examination will be held as either Closed Book.

b) Assessment Examinations

Assessment Examination or submission of report/assignment for each unit will be conducted by the unit lecturer. The assessment marks will be added to the Final Examination marks.

c) Re-sit Examinations

Re-sit Examination is an examination taken outside the scheduled exam time and after the final examination, and is only allowed for students who had failed their examination but passed their internal assessments.

d) Special Examinations:

Special Examination is taken outside the scheduled exam time and after the final examination. A special examination can only be granted if the student is absent from the final examination due to extraneous circumstances, and also if assessments are completed and passed.

e) Final Revision Examinations:

Revision Examinations are the last preparation tests conducted for the units offered in a session before the Final Examinations, which are not assessable.



STUDENT GUIDELINES

STUDENT CODE OF CONDUCT

The Code of Student Conduct is the basis and foundation of the disciplinary policy within the IBSU. The code identifies acts and forms of discipline to deal with these acts. The code of conduct and its provisions are applicable on school buses, during the school day, on student accommodation premises and at such other times and places where any activity is related to IBSU or IBSU students.

Disciplinary action will be taken in the following categories:

- Gross Misconduct leading to Sexual Harassment
- Vandalising school property, theft or fighting
- Cheating class, disruption and disrespect
- Consumption of alcohol on campus
- Chewing and selling of betel-nut on campus
- Smoking and selling of cigarettes on campus
- Inciting others to violence
- Improper use of mobile phone or other learning devices
- Misuse of IBSU ID Card and school identity
- Unacceptable behavior against IBSU student or staff
- Violation of dress code
- Improper behaviour in parties and functions using the name IBSU within and outside the campus

PERSISTANT DISOBEDIENCE

- Distribution of unauthorized written and printed material
- Physical attack or threat to student or staff of IBSU
- Possession or use of weapons, drugs or having association with criminals

DRESS STANDARDS

IBSUniversity encourages students to maintain a professional appearance, as university life prepares them for the workplace.

Students are expected to dress respectfully and appropriately during classes and all extracurricular activities on or off campus.

All students must follow the university's dress code. Any breaches will be reported to Student Affairs Department and may lead to disciplinary action.

Approved Dress Code Guidelines:

- **Pants/Jeans:** Neat pants or jeans are allowed. Cut jeans, sweatpants, and athletic track pants are not permitted.
- **Headgear:** No hats, caps, bandanas, scarves, or other head coverings are allowed in classrooms, libraries, labs, or research areas (except for approved cultural or religious purposes with prior permission).
- **Shirts:** No torn or cut-off shirt sleeves. Male students are not allowed to wear sleeveless shirts except on designated sports days.
- **Skirts/Shorts:** Female students must wear skirts, shorts, or dresses that are no more than 10 cm above the knee.
- **Pants Fit:** Long pants should fit well—not too tight or too baggy—and must sit properly at the waist. Belts must be used if needed.

STUDENT GUIDELINES

- Undergarments: Should not be visible under clothing at any time.
- Footwear: Closed shoes must be worn with socks to maintain hygiene and prevent foot odor.
- Grooming: Male students should be clean-shaven or keep their beards neatly trimmed.
- Hair: All students must keep their hair tidy and clean. Braids or dreadlocks should be neatly tied or held in place at all times.
- Hygiene: Students are encouraged to wear clean clothes and apply deodorant daily.

CAMPUS VISITORS

IBSU warmly welcomes parents and guardians to visit. For everyone's safety, all visitors must check in with campus security when entering or leaving. Visitors will be issued a pass, which must be worn visibly while on university premises.

To respect student privacy and safety, visitors should wait at the Student Services reception, the security office, or in the public carpark when meeting students.

LOST AND FOUND ITEMS

Lost or found items should be reported to or collected from the Student Services Office. Students are encouraged to check there for any missing belongings.

All lost items should also be reported to the Security Office/Logistics immediately.

SCHOOL STUDENT ASSOCIATIONS

IBSUniversity Student Association (IBSU SA)

The IBSUniversity Student Association (IBSU SA) is the highest student representative body at the IBSUniversity (IBSU). It exists to ensure that the voices of students are heard, their concerns are addressed, and their welfare is prioritized.

The IBSU SA acts as the bridge between students and the University administration, representing the collective interests of the student body in academic, social, cultural, and developmental matters. It provides students with opportunities to develop leadership skills, participate in decision-making, and contribute to the growth of the University community.

Through its selected officers, school presidents, and club/association leaders, the IBSU SA is committed to promoting inclusivity, transparency, and accountability in all its operations.

SAFSA- SCHOOL OF ACCOUNTING AND FINANCE STUDENTS ASSOCIATION

The School of Accounting and Finance Students Association or 'SAFSA' is made up of accounting and finance students. The association is led by a team of senior students with the guidance of academic staff from the school. The student association is open to all students to be a part of especially students following courses in the field of accounting from the certificate level to the degree programmes.

BESA - BUSINESS & ENTREPRENEURIAL SCHOOL ASSOCIATION

Business & Entrepreneurial School Association- is a dynamic platform from the School of Business and Management that connects aspiring entrepreneurs and business students across institutions to foster innovation, leadership, and collaboration. Established to promote entrepreneurial thinking and practical business skills, BESA organizes workshops, Management Fest, Business pitch competitions, networking events, and industry-led sessions. The association serves as a bridge between academia and industry, empowering students to transform ideas into viable ventures. Through shared learning and mentorship, BESA cultivates a future-ready mindset and encourages cross-institutional partnerships. It stands as a hub for nurturing the next generation of business leaders and change-makers in an ever-evolving global economy.

TECHMINDS

TechMinds is a student association formed by the School of Information and Technology. Consisting of an innovative group of students, TechMinds represents the new era of ICT specialists while at school to develop themselves with future-ready skills in the vast changing world of technology and the high demands of the ICT industry.

Students who are part of this association are fortunate to have the opportunity to start building their professional network by becoming registered members of PNG Computer Society. Techminds encourages its members to learn 'Robotics' at IBSU.

SCHOOL STUDENT ASSOCIATIONS

ECOLITES:

Ecolites is an association of Economics and Development Studies students at IBS University. The group provides a platform for members to engage in academic, professional, and social activities that enhance their learning experience beyond the classroom. Ecolites promotes peer support, collaborative research, debates, and seminars on economic and development issues relevant to Papua New Guinea and the wider world. It also serves as a link between students, faculty, and industry partners, fostering leadership, networking, and community engagement to prepare members for future roles in policy, business, and development practice.

Provincial Student Association

Provincial Student Associations in IBSUniversity help students stay connected to their culture, provide peer support, and build a sense of belonging. They promote leadership, teamwork, and unity among students from the same province. These associations also serve as a voice for student needs and often engage in cultural events and community outreach, strengthening both student development and national unity.

- | | |
|---------------------|-------------------|
| -West New Britain | -Manus |
| -Western Highlands | -East New Britain |
| -Eastern Highlands | -Enga |
| -Madang | -Hela |
| -Gulf | -Simbu |
| -Southern Highlands | -West Sepik |
| -Morobe | - Oro |
| -East Sepik | - Western |
| -Central | -Motu Koita |
| -New Ireland | -Jiwaka |
| -Milne Bay | -Bouganville |

STUDENT CLUBS

IBSUniversity embraces a student-centred learning approach, recognizing that meaningful learning can occur beyond the confines of the classroom. Through this model, students are encouraged to apply their knowledge and showcase their talents by engaging in various activities both on and off campus. While these activities are not formally assessed as part of the academic curriculum, they are acknowledged with special recognition, contributing to a more balanced and enriching student life.

Student clubs at IBSUniversity are supported by the Coordinator for Student-Centred Learning and currently include:

- **Chess Club**
- **Environmental Club**
- **Guns Volleyball Club**
- **IBSU Northlands Soccer Club**
- **IBSU Crushers Rugby Club**
- **IBSU Hammers Basketball Club**

These clubs are designed to nurture students' passions and talents, allowing individuals to join and actively participate in any number of clubs based on their interests. All club-related activities, whether conducted on campus or off, require prior approval from the university's management and faculty. Should check if these clubs still exist, if not these should be updated with existing clubs.



Student Pathway – Raising a Concern

STEP 1: Identify Your Concern

Admissions | Academic | Assessments | Wellbeing | Safety | Finance | Online Learning



STEP 2: Informal Resolution

Speak to relevant staff
Resolution within 5 working days

Concern resolved?



YES

Issue Solved



No

Go to formal complaints

STEP 3: Formal Complaint

Submit via email or written form
Confidential review
Outcome within 10 working days

STEP 4: Appeal (If Applicable)

Procedure not followed or new information
Independent, fair & confidential review

Who to Contact Admissions / Academic Advice: Student Services Department
Registrar: Ms. Winnie Wenzel | IBSU Team Leader: Ms. Lydia Esau | SCU Team
Leader: Mr. Paul Imatana

Academic Difficulties: Head of Schools & Lecturers

Assessments & Results: Head of Schools & Controller of Examinations

Wellbeing & Welfare: Student Counselling Services / Student Welfare Officer

Safety & Emergency: Campus Security / Emergency Services

Online Learning: Mr. Deepan / Digital Learning Team

Not Sure Who to Contact? Student Welfare Officer (Ms. Joanne Lapan)



“BE DIFFERENT TO MAKE A DIFFERENCE”



IBS
UNIVERSITY



**Southern Cross
University**