

1 Introduction

1.1 Justification

Each year the University receives applications from many more qualified candidates than can be admitted to the various undergraduate courses offered. In 2014, for example, only one out of five applicants were offered admission to the first year of courses at the University. Therefore a policy is required to underpin the selection process to ensure that only the most suitable candidates from among the applicants are selected.

1.2 Aims

The primary aim of the admission policy is to admit candidates of the highest academic and intellectual ability who have the potential and motivation to succeed on the University's courses and who will fully engage with, and benefit from, studying at the University.

1.3 Principles

The Admissions policies, regulations and procedures support the University's Mission and Vision and are to help ensure that the most suitable candidates are given priority in the admissions process

Each application is considered on an individual basis in the Admissions process

The University is committed to fair and transparent admissions policies and practices which are consistent across all the Academic Departments of the University.

The University provides clear and transparent admissions information to prospective applicants

The University is an equal opportunity provider of higher education and is committed to a policy of non-discrimination on the basis of gender, race, or ethnicity in its admission processes.

The University has zero tolerance for fraud and plagiarism by applicants.

The University encourages applications from the widest range of educational, social and cultural backgrounds

2 Roles and responsibilities

The Academic Board, through the Admissions Committee has responsibility for reviewing and monitoring central and Departmental admissions policies, procedures, strategies and practices for all courses offered by the University. The Admissions Committee considers such matters and makes recommendations to the Academic Board for approval.

The Registrar manages the University's Admissions policies, procedures and practices as approved by Academic Board; provides advice and support to academic Departments, enquirers and applicants; makes offers on behalf of academic Departments; and develops and manages effective systems for admissions.

Academic Departments are responsible for determining entry requirements for each course; assessment of the academic and other credentials of applicants and making recommendations for admissions or otherwise; and providing detailed and up-to-date course information for applicants and enquirers. Heads of academic Departments may delegate the responsibility for admissions matters to an Admissions Coordinator who may be supported by other members of staff of the Department.

3 Entry pathways and eligibility

The minimum qualification for entry into the first year of the University's degree courses is Grade 12 certificates from Secondary and High Schools of Papua New Guinea or equivalent qualifications from other countries.

Entry requirements for each course are set by the Academic Departments where the course is taught.

Fresh Grade 12 graduates (or School Leavers, SL) are admitted through centralised processes managed by OHE for the selection of Grade 12 school leavers for entry to all the state funded tertiary institutions.

Other Grade 12 certificate holders who graduated earlier and those from foreign countries as well as graduates of matriculation studies are classed as Non School Leavers (NSL) and are required to sit an entry test in various combinations of mathematics, English, Physics, Chemistry and Biology. The results of the entry test is used to rank NSL applicants for selection

The University also grants exemptions and/or advanced standing to candidates on the basis of equivalent subjects/courses already undertaken (e.g. candidates who are graduates of Diploma and Certificate awarding Institutions) for admission to the first or second years of certain courses.

4 Quotas

The University uses a quota system to fix the number of students who can be admitted through each entry pathway each year.

Quotas are developed by the Registrar working closely with the Heads of Academic Departments and takes into account the physical facilities and human resources available to the University.

Current quotas cover School Leavers, Non-School Leavers, Foreign Students and Repeat Students who received a fail recommendation at the end of the first semester of the first year of each course.

5 Selection process

The selection process for the first year of all undergraduate courses takes into account some or all of the following:

- i. The proposed course of interest to the applicant.
- ii. Academic qualifications achieved in the subjects relevant to the course as specified by each Academic Department where the course is taught
- iii. The academic context in which qualifications have been achieved (schools attended, personal details etc)
- iv. Work or other non-academic experience
- v. Academic and/or character and/or professional references
- vi. Criminal convictions and/or disciplinary record

6 Procedures

The University participates in the centralised processes managed by OHE for the selection of fresh Grade 12 School Leavers (SL) for the whole country each year. Each Head of Academic Department and/or his/her Admission Coordinator select suitable SLs based on the admission criteria of each course. Academic qualifications of SL applicants are assessed by using a score which is calculated by using the marks and/or grades obtained in a specified list of subjects and a weighting factor for each subject. The character of SL applicants is also considered using the selection criteria mentioned in section 5 above. Results of the selection process are vetted by the Admissions Committee.

For other categories of applicants, the Registrar invites applications from potential students before the beginning of each semester usually by advertising on the University's website and in the national newspapers. Applicants complete an application form designed to cover all areas of the selection criteria.

All applications are pre-screened by the Registrar to ensure that they are properly completed, appropriate documents are attached and approved fees are paid by each applicant.

Pre-screened NSL applications are sent to the Academic Departments where qualified candidates are selected to sit entry tests in the subjects specified by the Department.

Entry tests are organized jointly by the Admissions Committee, the Registry and the Examiners of each subject. Examiners for each subject are selected by the Academic department where the subject is usually taught. Candidates must obtain a minimum mark for each subject or a combined score for the subjects set by the Department to qualify for admission into a course.

Exemptions and 'Advanced Standing' for applicants wishing to enter higher levels of a course are decided by the Academic Departments, taking into account several factors including previous academic qualifications, work experience, character and other criteria.

Results of selection for all categories of applicants are vetted by the Admissions Committee to ensure compliance with the University's policies, set criteria, procedures and practices.

The Registrar collates, checks and publishes the list of successful applicants to all courses of the University. Feedback is also given to unsuccessful candidates with reasons why they were not successful.

The University has a separate Registration and Orientation Committee which carries out necessary activities to ensure that admitted students become fully settled and smoothly start their learning experience in the University

7 Review and Monitoring

Each Academic Department reviews curricula of subjects taught in each course regularly in consultation with potential employers, industry and alumni. Results of such curriculum reviews impact entry requirements used to admit first year students of each course. In this way, admissions criteria become responsive to changing national needs and aspirations.

The Admission Committee monitors and regularly reviews admissions processes and practices and makes recommendations to the Academic Board for approval. The Admission Committee also reports admission statistics to the Academic Board