



## **POLICIES AND PROCEDURES**

### **Admission policy**

The applicants must be at least 18 years of age. They are required to submit their application to the University within a specified time frame. Those applicants who are eligible for the course, based on the entry requirements and have received the accepted offer of a place in the University are required to register for the Nursing program with full payment. However, this admission is subject to approval by the Academic Board.

### **Academic entry requirements**

#### **School leavers**

- a) Grade 12 education level or adult matriculation studies from recognised institutions
- b) With minimum C grades in English, Chemistry or Biology and Maths A or B
- c) Mature students who have performed with an average B grades in Adult Matriculation studies

#### **Special admissions**

- a) Nurses with General Nurse Certificate with minimum of two years' experience and have completed matriculation studies with average B grades in English, Chemistry or Biology, and Maths. The candidates are required to submit a recommendation letter from their employer
- b) Community Health Workers with minimum of two years practice experience and have completed matriculation studies with average B grade in English, Chemistry or Biology, and Maths. The candidates require to submit a recommendation letter from their employer
- c) Overseas applicant must successfully obtain matriculation level acceptance for Higher Education in Papua New Guinea and have written guarantee for funding from an authenticated body

### **Other requirements**

- a) be 18 years and above
- b) Reference should indicate candidate's honest, commitment and reliability
- c) Must indicate preference for nursing studies in the school leaver application form to the Commission of Higher Education or demonstrate a real commitment to the field of health.
- d) Must have a mature and responsible attitude towards their future career and the community
- e) Must supply a medical examination

## Credit and exemption policy

### Crediting of Course

According to the definition by the Office of Higher Education, a credit is a value assigned to a unit, which reflects the relative time, and effort required to achieve its learning outcomes. The current University credit value system in PNG is mainly based on the recognition of the contact hours per week and doesn't acknowledge the practice components of the programme and the directed learning by the students, which takes place out of the classroom settings. As nursing is a practice based programme and almost half of the teaching and learning takes place outside the classroom (minimum of 15000 hours over the 3 years programme according to PNG Nursing Council requirements), we needed to devise a credit value system which recognises these specific requirements. Based on other countries experience, such as New Zealand, it was decided to apply the system of "10 hours of teaching and learning equals to one credit value". Although this is different to the current PNG university system, it has proven to work well and appropriate for Nursing and any other applied programme.

The full-time student in the Diploma of General Nursing Programme will usually spend 1200 hours in the teaching and learning process each year.

This programme is awarded on the completion of 360 credits gained in accordance with these regulations. These credits include:

- Credits for all the subjects are accumulated as follows:-
  1. A maximum of 120 credits at the year one level
  2. A maximum of 120 credits at the year two level
  3. A maximum of 100 credits at the year three level

Students are required to have successfully completed a minimum number of 1500 practice hours according to Nursing Council regulations.

The course of the study for the Diploma for General Nursing is three years duration provided exemptions have not been granted.

### Recognition of Prior Learning

Credits can be awarded exemptions granted on the basis of recognition of prior learning. The definition is a process of awarding credits for learning outcomes achieved through formal study, or work experience.

An applicant can be awarded credit towards a qualification where it can be satisfactorily demonstrated that their prior learning matches current knowledge and the standards required for the subject.

R.P.I can only be given for complete subject, not parts of a specific subject.

In assessing as applicant's prior learning, the specific learning outcomes of the subject are the focus, not simply the applicant's general learning or experiences.

The applicant must demonstrate or provided evidence that their experience meets the performance criteria of those learning outcomes. All staff involved in the RPL process (advisors, assessors, decision makers and appeal bodies) need to have received adequate initial training and should have the opportunity for continued professional development.

It is the applicant's responsibility to prove that they have the prior knowledge they claim they possess. This can be achieved by one of the following methods:

- i) Using the student's professional portfolio as a guide. The portfolio is an accumulation of information describing the student's past educational experiences and accomplishments. It allows the learner to provide evidence of knowledge and skills gained through prior learning and experience.
- ii) Challenge Testing – given a test to complete
- iii) The Interview Assessment. Assessment occurs through a face-to-face interview
- iv) Attestation. A process whereby a person with acknowledged authority recognised in the institution such as senior lecturer speaks on behalf of /attests to the applicant's prior learning
- v) Credit transfer. This involves a matching between 2 different study programs and refers specifically to prior formal learning

In assessing for RPL. The following sequence will be followed:

#### Phase 1 – Request

The student identifies a component of the course for which she/he has already achieved the required standard for some or all of the course outcomes. An approach is made to the RPL support person for consideration in relation to the subject outcomes, a request for entry to the process and subsequent submission of an application form.

#### Phase 2 – Assessment

The RPL support/advocate arranges for the student to be assessed. The assessor is an expert in the appropriate field and is certified as an assessor. He/She has the authority to make decisions and is accountable for decisions made. Decision are based on relevancy, currency, level/quality, authenticity, transferability and validity. The assessor will present the findings to the program committee for approval. Immediately following the assessment and the approval by the program committee the student will be notified as to whether the application has been granted or denied, or whether further assessment is necessary. The application can then be either accepted or rejected following the second assessment.

#### Phase 3 – Appeal

The student can appeal the decision . The appellant selects the method for conducting the review, i.e. interview, portfolio or references.  
Students who do not gain RPL need to enrol in the whole subject

### **Credit Transfer for Registered Nurses**

Registered General Certificate Nurses whose applications comply with the admission policy, and hold a current practicing certificate will be given an opportunity to upgrade to a Diploma of General Nursing by the use of Recognition of Prior Learning Policy to assess requirements for that conversion.

Based on the evaluation of the length and the content of the Nursing Certificate Programme Curriculum the candidates are required to study, for a semester and successfully pass the following subjects.

Code	Subject	Credit
<b>DGN 161</b>	Health Sciences	15
<b>DGN 272</b>	Community Family Health Services practice	15
<b>DGN 292</b>	Research in Nursing 1	5
<b>DGN 382</b>	Research in Nursing 2	5
<b>DGN 316</b>	Nursing Management and Leadership	25
<b>Total</b>		<b>65</b>

Table 1 Credit Transfer for Nurses

### Credit Transfer for Community Health Workers (CHW)

Community Health Workers (CHW) whose applications comply with the admission policy, and hold a current practicing certificate will be given an opportunity to upgrade to a Diploma of General Nursing by the use of Recognition of Prior Learning Policy to assess requirements for that conversion.

Based on the evaluation of the length and the content of the Community Health Worker's Programme Curriculum the candidates are required to study for 3 semesters and successfully pass the following subjects.

Code	Subject	Credit
<b>DGN</b>	Context of Nursing	10
<b>DGN 161</b>	Health Sciences	15
<b>DGN 172</b>	Pharmacology and Mathematics in Nursing 1	15
<b>DGN 201</b>	Fundamental Skills for Nursing practice 2	15
<b>DGN 231</b>	Nursing Practice-Medical /Surgical 1	10
<b>DGN 261</b>	Medical and Surgical Nursing 1	10
<b>DGN 281</b>	Pharmacology and Nursing 2	10
<b>DGN 292</b>	Research in Nursing 1	5
<b>DGN 2001</b>	Professional Issues in Nursing	10
<b>DGN 301</b>	Fundamental Skills for Nursing Practice	5
<b>DGN 311</b>	Nursing Practice-Women's Health	15

<b>DGN 331</b>	Nursing Practice – Mental Health and Mental Illness	15
<b>DGN 341</b>	Women’s Health and Care of New Born	10
<b>DGN 361</b>	Mental Health and Mental Illness	10
<b>DGN 382</b>	Research in Nursing	2 5
<b>DGN 316</b>	Nursing Management and Leadership	25
<b>Total</b>		<b>185</b>

Table 2 Credit transfer for CHW