



PORT MORESBY INSTITUTE OF MATRICULATION STUDIES

•Port Moresby •Lae •Madang •Wewak •Kokopo •Kavieng •Manus •Arawa
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MATRICULATION ENROLMENT INFORMATION

(Attn: Grade 10 & 12 leavers)

1. INTRODUCTION

Thank you, the prospective student, for your interest in our school for the coming year. You may be among the many students, who after Grade 10 do not see too many doors open to continue your education. We want to say that you have come to the right place. Students, disadvantaged as they may be, finally succeed because not only do they get up and seek for opportunities but they make use of these opportunities once found. A student must have the desire and want for education before they can go to the very top.

If you are a Grade 10 leaver not selected to continue into Grade 11 in an established school, or you are a Grade 12 leaver rejected by university due to low attainment, we are advising you now that alternative opportunities exist here at the Port Moresby Institute of Matriculation Studies (PIMS) to enroll/upgrade to enhance future opportunities. The PIMS is an open learning school and as such has a more flexible admission condition that ensures that many more students from differing educational background can enroll.

Our qualified tutors (all have university degrees), facilities and other resources have enabled us to maintain a high quality and standard of education that gives our students all the chance to succeed in their future endeavors. It is very much up to you the student now to take the opportunities being made available to you and utilize them fully.

1.2 Historical Background

The PIMS was first established in 1996 by a team led by Mr. Norman Sike (formerly Science/Physics lecturer at UPNG). The prime driving factor that led to the establishment of the institute was to provide an alternative continuing education pathway to disadvantaged school leavers (especially Grade 10's) who are pushed out of the mainstream education system. By enrolling into our matriculation program many students are able to complete Grade 11&12 equivalent studies and are then eligible to apply to universities, colleges or places of employment.

In 1997, PIMS achieved full 'Permitted School' status with the National Department of Education - Certificate No. PS 444/83. This 'Permitted Status' allowed us to run recognized formal secondary courses as a private institution. In the same year, PIMS became one of the first private institutions to become a franchise sub-centre of the then Institute of Distance & Continuing Education (IDCE) – University of Papua New Guinea to run matriculation courses. Following that, in 2003, PIMS again became the first outside private institution to be affiliated to the Department of Open and Distance Learning (DODL) – University of Technology Lae also to run their matriculation courses. Added to all these, just recently in 2010, PIMS was granted approved Registered Study Centre status (RSC Rego. No. 6315) by the FODE (Flexible Open and Distance Education) to run informal secondary courses.

PIMS has centres in NCD, Madang, Lae, Kokopo, Kavieng, Wewak, Manus and Arawa. The centre addresses, locations and contact numbers are given towards the end of this document.

1.3 What is Matriculation and why is it important?

A matriculation qualification or certificate is a pre-university qualification. The Grade 12 certificate in National High School is an example of a matriculation certificate. A matriculation qualification is important because it is a compulsory requirement before admission into a university and most employment organizations. A matriculation qualification also gives you the edge over others whether it is in job application, promotion or further training because of your broadened knowledge and improved skills. There can be no dispute that, more than any other basic training; a matriculation level qualification is 'the' fundamental educational foundation that best equips a student and making that student more able to succeed in the pursuit of a future career. A matriculation certificate is the key qualification that opens up the closed door to a world of career choices for a student.

1.3 Matriculation Program-Modes Offered at PIMS

- FULLTIME ENROLLMENT
- CORRESPONDENCE STUDIES

Students can enroll either on fulltime or through correspondence studies. Those who enroll fulltime must attend daily classes 8.00 am - 3.00 pm Monday - Friday. Those who cannot physically attend classes due to work commitments or remote location can enroll at the nearest PIMS centre for correspondence studies.

1.5 Three (3) Semester Academic Year

Our matriculation courses are offered based on a 3 Semester per year format. The general Semester periods are as follows:

Semester 1: February - June

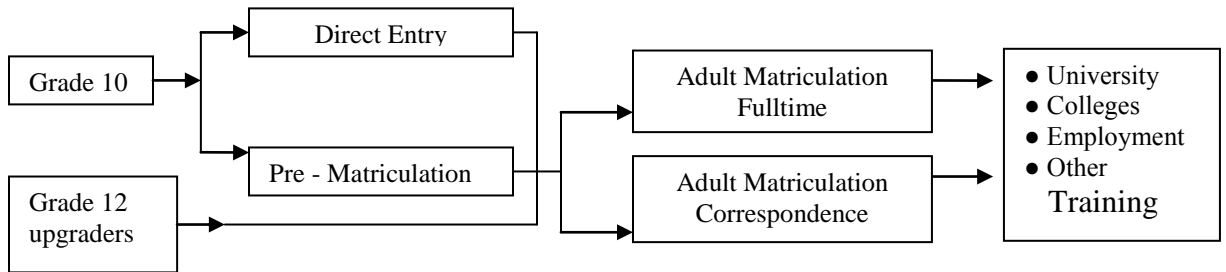
Semester 2: July - October

Semester 3: November & December (Lahara Session)

Exams in all subjects are held at the end of every Semester, that is, 3 times a year in June, October and December. Important! under the 3 Semester format it is possible for students to complete the entire matriculation course in one year (if they choose to do so) by taking a sufficient number of subjects per Semester.

Semester 3 also known as the Lahara session runs at the end of the year in November & December. Students can enroll to complete extra subjects. It is in this Lahara session that some or many students are able to complete the matriculation course. Contact your nearest PIMS centre for information.

1.6 Study Progression Pathway



The study progression pathway at PIMS is illustrated in the above chart. Students falling short of minimum admission criteria (upper pass in Grade 10) cannot gain direct entry into the Adult Matriculation program but must first of all enroll for the bridging Pre-Matriculation course which has a duration of 6 months or one Semester. Grade 12 upgraders always gain direct entry into the Adult Matriculation course upgrading marks in selected subjects only. Shown are both the fulltime and correspondence study options.

2. ADMISSIONS AND REGISTRATION

2.1 Admission Criteria

The minimum entry requirement into matriculation studies is a Grade 10 certificate. In the absence of a certificate, applicant may be asked to sit for an entry test before acceptance.

Admission into matriculation studies is through the completion of an application form available at all PIMS centres. There is no entry test, instead subjects approvals will be based on attainment levels in Grade 10. Students who score below upper-pass (UP) in core subjects will be required to first of all do one or both of the two Pre-Matriculation subjects, namely, Basic English (or Introductory Language Skills) and Basic Math. Students who transfer from UPNG or other matriculation programs can also be considered for acceptance.

2.2 Registration

To register for the start of the Semester students must complete the following requirements and forms step by step:

1. Enrollment Application Form.
2. Produce a copy of the acceptance letter.
3. Fulltime students must pay at least 50% of Semester fees on enrollment.
4. Correspondence students pay only K150.00 upfront and start. The rest of the fees will be completed in installments as per the correspondence package.
5. Pay a compulsory but refundable bond fee of K50.00 (apart from the normal fees).
6. Complete and return PIMS registration form.
7. Complete and return DODL registration form (later during the Semester).
8. Collect Student ID Card.
9. Collect study materials.
10. Any other requirement as specified by the school.

2.3 Change of Subject

Any change of subjects should be made in the first two weeks of class commencement.

2.4 Refunds/Withdrawals

The following refund/withdrawal policies will apply

- (i) Withdrawal is done through the school's official withdrawal form.
- (ii) Refunds within 4 weeks of study commencement will suffer a 50% penalty deduction or a daily rate charge applied whichever is greater.
- (iii) No refunds allowed after 4 weeks of study commencement.
- (iv) Any student who withdraws will not be allowed to re-enrol later unless there is a valid justification to do so.
- (v) Refund of cheques from Savings & Loans, Nasfund, Finance Companies, Sponsor Organizations will be refunded back to these organizations upon any refund.

2.5 Return of Study Materials/Equipment At End of Semester

The school will specify which study materials (unit booklets, textbooks etc.) or equipment given out by the school should be returned at the end of the Semester. Students should not write or scribble in these study materials that are to be returned. The school will charge students (through the bond fee) who return damaged or poor standard study materials. The return of these materials will be checked and confirmed through the students' clearance form.

3. SUBJECTS OFFERED

3.1 Pre - Matriculation (2 subjects):

Introductory Language Skills (Basic English)
Basic Math

The two pre-matriculation subjects above are non-credit subjects intended primarily for strengthening skills in preparation for the subsequent Adult Matriculation subjects. Students who score below upper pass (UP) in Grade 10 cannot be admitted into Adult Matriculation studies but must first of all do Pre-Matriculation.

3.2 Adult Matriculation (14 Subjects):

All Students must do

English 1 Maths 1
English 2 Maths 2

Students must choose any 2 of the 3 Science Streams

Biology 1 Chemistry 1 Physics 1
Biology 2 Chemistry 2 Physics2

Extra Social Science Subject for Choosing

Economics, Geography, Asian History, History of Science & Technology

To obtain a matriculation certificate a student must complete satisfactorily eight (8) out of fourteen (14) Adult Matriculation subjects. Students wishing to pursue business studies later on must choose Economics.

3.3. Science Courses

Students can select and do any two of the three science streams. Your future study interest (eg.at university) should be used to select which two streams you will take. For students wishing to later apply into science/medicine degree programs as at UPNG, it may be advisable to do all three science streams. It should be noted that science practical are compulsory components of final assessment and must be done to avoid failure in these subjects.

3.4 Textbooks

Particularly in the science subjects, reference textbooks are essential. These will not be provided by the school and must be purchased separately by students. Stationery companies and bookshops such as Theodist, Gordon & Gotch, Morobe Stationery etc.usually stocks some of these textbooks. Respective tutors will advice on the recommended textbooks to purchase.

4. FEES

4.1 Subject & Other Fees

The fee charges are as follows:

- (i). Pre-Matriculation : K 750 per subject (covers Tuition, DODL-Unitech Registration and Study Materials, postage and handling).
- (ii). Adult Matriculation : K 750 per subject (covers Tuition, DODL-Unitech Registration and Study Materials, postage and handling).
- (iii). Grade 12 Upgrading : K 750 per subject (covers Tuition, DODL-Unitech Registration and Study Materials, postage and handling).
- (iv). Fulltime students must pay at least 50% of Semester fees on enrollment if full payment is not possible. On the other hand, Correspondence students pay only K150.00 upfront and complete the rest of the fees in installments (ranging from K67.00 to K120.00) as per assignment submission.
- (iv). Bond Fee: K50.00 compulsory (refundable and applies to fulltime students only).

Note!! Making cash payments at the school is strongly discouraged for obvious reasons. Deposit all fees to the bank only.

4.2 Bank Account Details

All school fees should be deposited at the bank only made payable to the Port Moresby Institute of Matriculation studies. Furthermore, it should be noted that each centre has its own bank account number. Students should deposit fees into the correct centre account as indicated below.

NCD: Deposit to PIMS Acc.No.1000489931 BSP

Wewak: Deposit to PIMS -WEWAK Acc.No.1000992983 BSP

Madang: Deposit to PIMS - MADANG Acc.No.1000992982 BSP

Lae: Deposit to PIMS LAE Acc.No. 1000992955 BSP

Kokopo: Deposit to PIMS - KOKOPO Acc.No.1000992980 BSP

Kavieng: Deposit to PIMS - KAVIENG Acc.No.1000992986 BSP

Alotau : Deposit to PIMS – ALOTAU Acc. No. 1000992977 BSP

Manus: Deposit to PIMS - MANUS Acc.No.1001229529 BSP

Wabag: Deposit to PIMS – WABAG Acc No.

5. TUTORS AND TUTORIAL CLASSES

All centres have fulltime tutors who conduct daily fulltime classes for attending students. Class times are 8.00 am - 3.00 pm daily Mon- Fri. Typically class periods are 1 hour duration. Regular attendance checks will be done to encourage full utilization of tutorial services offered.

6. FINAL ASSESSMENT WEIGHTING

The final assessment weighting for most adult matriculation subjects will be 30% internal and 70% final exams. There are no mid - semester exams under current DODL -PIMS program but individual tutors are encouraged to set regular non-credit mini tests for revision and self- assessment purposes.

7. AWARD CERTIFICATE

A matriculation certificate will be issued by DODL - Unitech through PIMS after successful completion of minimum of eight (8) adult matriculation subjects (excluding pre- matriculation subjects).

8. END OF SEMESTER STUDENT CLEARANCE

All students must complete clearance requirements at the end of each Semester before they leave. Clearance requirements will include settling of outstanding fees or debts, return of study materials/textbooks, return of equipment etc. Failure to satisfy clearance requirements will affect processing /issuing of assessment, reports and other services required.

9. UNIVERSITY STUDIES AFTER MATRICULATION

Graduating matriculation students from PIMS, (in conjunction with DODL - Unitech) are eligible to apply and be accepted by the universities in PNG. However, to have a realistic chance of being accepted, one must definitely score A's or B's grades in the majority of matriculation studies.

10. PIMS CENTRE ADDRESSES

<p style="text-align: center;">NCD P.O. Box 775, Boroko, NCD. Ph 3254815, Fax 325 4275 Mobile 71068187/71572922/71068186/71068191/71068188/73673554. Erima Bridge, Kanage St.</p>
<p style="text-align: center;">Lae P.O. Box 2962, Lae, MP. Ph/Fax 4792277, Mobile 71068182/71068149/72573331/73819866/71068154. YWCA Hall, Huon Road, Lae.</p>
<p style="text-align: center;">Madang P.O. Box 954, Madang. Ph/Fax 4222276, Mobile 71068185/71068181/71944134. Tusbab Beach, Mad.</p>
<p style="text-align: center;">Wewak P.O. Box 1330, Wewak, ESP. Ph/Fax 4561289, Mobile 71068180/71692839. IEA Wewak Hill, Wewak.</p>
<p style="text-align: center;">Kavieng P.O. Box 22, Kavieng, NIP. Ph/Fax 9841545, Mobile 71068159/71738998. Lutheran Training Cnt, Kavieng.</p>
<p style="text-align: center;">Rabaul P.O.Box 268, Kokopo Ph/Fax 9829798, Mobile 71068158/73586896. Wanlis Street, Rabaul Town.</p>
<p style="text-align: center;">Manus P.O.Box 470, Lorengau, Manus . Ph/Fax 9709228, Lorengau Mobile 71068183/73815154</p>
<p style="text-align: center;">Wabag P.O.Box 252, Wabag, Enga Province. Mobile 71068184/72102673/71068157/73819866</p>

11. SEMESTER 1, 2012 ENROLLMENT DATES

Registration: starts now until Friday 03 February, 2012

Classes Commence: Monday 06 February, 2012.