



## PORT MORESBY INSTITUTE OF MATRICULATION STUDIES

●Port Moresby ●Lae ●Madang ●Wewak ●Kokopo ●Kavieng ●Manus ●Arawa  
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### GRADE 12 UPGRADING ENROLMENT INFORMATION

(Attn: Grade 12 leavers)

#### **1. INTRODUCTION**

Thank you, the prospective student, for your interest in our school, the Port Moresby Institute of Matriculation Studies (PIMS), for the coming year. The information contained in this document is intended mainly for Grade 12 upgraders. That is, students who have already completed Grade 12 but wish to upgrade their marks in certain subjects (usually core subjects English, Math and Science). After completing Grade 12, you may have been rejected by university or other institutions as a result of not meeting the required academic pass level for admission or other reasons, and cannot see as yet too many doors open to continue your education. We want to say that you have come to the right place. Here at PIMS, we give you a second chance to try again and improve your Grade 12 marks so that you are in a better/stronger position when re-applying to these universities, colleges, employers etc in future.

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 who are pushed out of or cannot make it into the mainstream education system. As stated above, by enrolling into our matriculation upgrading program many students get a second chance to improve/upgrade on their Grade 12 marks and consequently enhance their chances of being successful in re-applying 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, Lae, Madang, Wewak, Kokopo, Kavieng, Manus and Wabag. The centre addresses, locations and contact numbers are given towards the end of this document.

#### **1.3 Program-Modes Offered at PIMS for Upgraders**

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.

## **2. ADMISSIONS AND REGISTRATION**

### **.2.1 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 FOR GRADE 12 UPGRADERS**

Grade 12 upgrading students only need to select and do any number of subjects under Part 2 (Optionals) and Social Science (Optionals) given below.

### **3.1 Pre – Matriculation Subjects** (Exempted for Upgraders)

1. Introductory Language Skills (Basic English)
2. Basic Maths

### **3.2 Part 1 Subjects** (Exempted for Upgraders)

1. English 1
2. Maths 1
3. Biology 1
4. Chemistry 1
5. Physics 1

### **3.3 Part 2 Subjects** (Optionals for Upgraders)

1. English 2
2. Maths 2
3. Biology 2
4. Chemistry 2
5. Physics 2

### **3.4 Social Science Subjects** (Optionals for Upgraders)

1. Intro to Economics
2. Geography
3. History of Science & Technology (HST)
4. Asia & The Modern World

## **4. FEES**

### **4.1 Subject & Other Fees**

- (i). Fulltime & Correspondence Grade 12 Upgrading : K 750 per subject (covers Tuition, DODL-Unitech Registration and Study Materials, postage and handling).
- (ii). 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.
- (ii). 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 ACADEMIC TRANSCRIPT**

Upgrading students will receive student academic transcripts from both DODL – Unitech and PIMS at the end of their course.

## **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;"><b>NCD</b> 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;"><b>Lae</b> 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;"><b>Madang</b> P.O. Box 954, Madang. Ph/Fax 4222276, Mobile 71068185/71068181/71944134. Tusbab Beach, Mad.</p> <p style="text-align: center;"><b>Wewak</b> P.O. Box 1330, Wewak, ESP. Ph/Fax 4561289, Mobile 71068180/71692839. IEA Wewak Hill, Wewak.</p> <p style="text-align: center;"><b>Kavieng</b> P.O. Box 22, Kavieng, NIP. Ph/Fax 9841545, Mobile 71068159/71738998. Lutheran Training Cnt, Kavieng.</p> <p style="text-align: center;"><b>Rabaul</b> P.O.Box 268, Kokopo Ph/Fax 9829798, Mobile 71068158/73586896. Wanlis Street, Rabaul Town.</p> <p style="text-align: center;"><b>Manus</b> P.O.Box 470, Lorengau, Manus . Ph/Fax 9709228, Lorengau Mobile 71068183/73815154</p> <p style="text-align: center;"><b>Wabag</b> P.O.Box 252, Wabag, Enga Province. Mobile 71068184/72102673/71068157/73819866</p>
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**11. SEMESTER 1, 2012 ENROLLMENT DATES (ALL PIMS CENTRES)**

<b><u>Grade</u></b>	<b><u>Registration</u></b>	<b><u>Classes Commences</u></b>
Grade 12 Upgraders	now until 03 February 2012	06 February 2012