FOREWORD

This is the first edition of the Solomon Islands National University Academic Regulations. It contains important regulations that will guide SINU in the conduct of its academic affairs. It is an important reference tool for School Academic Boards, the Senate and SINU Council when making important decisions in relation to issues such as admission of students, discontinuation and withdrawal from studies, assessment and granting of credits, granting of qualifications and awards, and when dealing with academic misconduct. Further, the document can also be used by academic staff as a reference when determining what grades to award to students and when a student is suspected of academic misconduct.

Academic policies and procedures relating to course development and approval, course review and monitoring, student admission, course delivery, and student assessment are provided in separate documents that can be obtained from the Course and Curriculum Development Department.

This document was completed in September 2013, first approved by Senate on 27 September 2013, and endorsed by the SINU Council on 17 October 2013.

Dr. Glynn Galo
Vice Chancellor, SINU
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<td>AO</td>
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<td>Actual Student Contact Hours</td>
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<td>SAB</td>
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<td>DEC</td>
<td>Distance Education Centre</td>
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<td>GPA</td>
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<td>HE</td>
<td>Higher Education</td>
</tr>
<tr>
<td>DOS</td>
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<tr>
<td>ITC</td>
<td>Information Technology &amp; Communication</td>
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<tr>
<td>UBIM</td>
<td>University Belong Iu Mi</td>
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<tr>
<td>PR</td>
<td>Permanent Residence</td>
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<td>RN</td>
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<td>Institute of Maritime Studies</td>
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<td>SNAHS</td>
<td>School of Nursing and Allied Health Sciences</td>
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<tr>
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SECTION 1: COMMITTEES, BOARDS & APPROVED STRUCTURES

Section 1, lists all the committees and boards that guide the governance, management and operations of the academic affairs of the Solomon Islands National University, referred to as SINU in this document.

1. GOVERNANCE

1.1 COUNCIL

The Council is the governing body of the University, and shall be responsible for performing the functions and exercising powers of SINU with the provisions in the Solomon Islands National University (S.I.N.U.) Act 2012.

1.1.1 Functions

(a) establishment of fellowships, degrees, diplomas, certificates and other awards as may be prescribed by the University;

(b) provision and maintenance of buildings, premises, furniture and other properties and facilities necessary for carrying out the work of the University, and for the custody, control and disposition of all property, funds, fees and investment;

(c) receiving and administration of grants from the Government and other gifts, donations and financial assistance for the purposes of the University, from such sources as may be approved by the Minister responsible for Finance;

(d) borrowing of funds for and on behalf of the University;

(e) determining the fees to be charged by SINU for admission into any course of study or training at the University;

(f) ensuring that SINU attains the highest standards of excellence in education, training and research;

(g) preparing and from time to time, seeking the approval of the Minister of Education, a corporate plan, and proposed funding for such plan;

(h) ensuring that SINU is managed in accordance with the law, and the general principles of good governance and transparency;

(i) determining fees to be paid or charges to be levied, in respect of courses and units or otherwise;
(j) maintenance and regulation of the use of the Seal of the University;

(k) subject to the provisions of the Act, any other matter as appears to the Council necessary or expedient to further the interests or objects of the University.

1.1.2 Membership

(a) Official Members
1. Pro-Chancellor - shall be the Chairperson of the Council
2. Vice-Chancellor
3. Pro Vice-Chancellors
4. Permanent Secretary responsible for tertiary education
5. Permanent Secretary responsible for finance

(b) Appointed Members

Representing the following fields of study
1. Natural Resources
2. Health and Medicine
3. Education and Training
4. Business and Tourism
5. Industry and Technology

(c) Elected Members
1. Two Deans of Schools
2. Two members of the university’s full-time staff at the rank of professor,
3. One member of the full-time non-professorial academic staff
4. One representative of the university’s full-time students
5. One representative of the University’s graduates with degrees or diplomas other than those elected under 4 and 5.
6. One general staff member of the University
1.2 SENATE
The Senate shall be responsible for the teaching, research and all other academic work of SINU and for the regulation and superintendence of the education training and discipline of the students of the University.

1.2.1 Functions

(a) advise the Council about teaching, scholarship and research matters concerning the University;

(b) determine academic policies and approve changes to academic regulations policies and procedures of the University;

(c) determine the generic course regulations for SINU and approve additional regulation for specific courses;

(d) receive and record decisions of the Schools regarding grading (including recommendation of eligibility for graduation), academic probation, academic termination and review student appeals regarding the same;

(e) monitor academic activities of the University;

(f) approve all academic courses prior to being offered in the university;

(g) ensure the review of all academic courses every 5 years or more frequently as required;

(h) promote and encourage scholarships and research at the University;

(i) have power on its own motion or at the request of the Council or the Vice-Chancellor, to make recommendations or furnish reports to the Council on the academic functioning of the University;

(j) consider and take action on any report or submission sent to it by Council, the Vice-Chancellor, School Academic Boards, its Sub-Committees, any Course Advisory Committee, and any other such reports or submissions which it may from time to time call for or receive;

(k) may refer matters to School Academic Boards for consideration and report;

(l) may consider any question relating to courses of study within SINU and shall recommend for approval by Council such course proposals as it thinks fit;

(m) may receive and consider the minutes of School Academic Boards, if required;

(n) recommend to Council the qualifications for admission to the courses offered by the University, and shall determine who is to be admitted into each intake of every course;
(o) review SINU Handbook from time to time;

(p) recommend a final list of students to Council for conferment each year.

1.2.2 Membership

<table>
<thead>
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<th>Vice-Chancellor</th>
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<td>Members</td>
<td>Pro Vice-Chancellors</td>
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- Professors
- Deans of Schools
- Heads of Institutes
- University Librarian
- Manager Course & Curriculum Development
- Manager – Distance & Flexible Learning
- Manager – Information & Technology
- One academic staff rep. from each school elected by School Academic Boards
- In-Attendance: Manager-Student Academic Support
- Secretary: Council Secretariat

1.3 COMMITTEES OF SENATE

1.3.1 School Academic Board

School Academic Boards shall advise and assist the Dean of schools on matters pertaining to the academic functioning of the Schools. As such, School Academic Boards act primarily as an advisory rather than an executive body. Executive authority rests with the Dean of School under the delegation from the Vice-Chancellor (or Council).

1.3.1.1 Functions

(a) promote discussion of relevant professional matters within the School and beyond the University;
(b) promote discussion of matters referred by Council, the Vic-Chancellor, the Senate or other University bodies;

(c) implement within the school, the University-wide Academic Regulations and policies specific to the School which have been approved by SINU Senate;

(d) monitor and approve academic results and credit courses other than results for final year graduating students;

(e) initiate and scrutinise course proposals and modifications for transmission to SINU Senate with such advice as may be appropriate;

(f) submit to senate an annual report including action plan on all credit bearing courses run in the school;

(g) ensure that all professional and vocational courses reflect the requirements of the profession/industry;

(h) encourage inter-school communication and co-operation;

(i) assist the Dean of School in determining the services needed to support the teaching of the School and ways in which such services can be most effectively used;

(j) assist the Dean of School in such other way as may be requested;

(k) forward to SINU Senate, the School’s final list of graduands for its consideration on time;

(l) report regularly to SINU Management and to the Senate on the academic matters pertaining to the school.

1.3.1.2 Membership

Chairperson: Dean of School

Members: All Academic Staff

Secretary: School Secretary

1.3.2 SINU Admission Board

The Admission Board is a Sub-Committee of the SENATE, responsible for matters relating to admission of students, on behalf of the SENATE. The Admission Board will report to Senate student admissions for each semester or year.
1.3.2.1 Functions

(a) determine target enrolments or quotas for each credit course and short courses offered by SINU in conjunction with School;

(b) develop and monitor guidelines regarding the equivalence of studies taken outside the Solomon Islands for purposes of admission to credit courses;

(c) deliberate on the number of students to be admitted to each credit course following recommendations from Central Admissions Panel (CAP);

(d) report to the Senate the number and names of students to be admitted into SINU courses each semester/year and in particular to draw to the attention of Senate any matters of significance in relation to the admission of students.

1.3.2.2 Membership

Chair person: Pro Vice Chancellor (Academic)

Members: Deans of Schools or nominee

Manager, Student Academic Services

Secretary: SAO Academic

1.3.3 University Research and Ethics Committee

The Applied Research and Ethics committee addresses issues relating to the development and conduct of research at SINU and ensures that all research is conducted to a high ethical standard. It is also responsible for monitoring and supporting the higher degree programs of SINU staff and (in the future) students.

1.3.3.1 Functions

(a) oversee and approve the University’s statements on the ethical conduct of human research and the ethical conduct of animal research;

(b) approve the production, review and revision of documents related to SINU research policy and procedures;

(c) appoint sub-committees to peer review research grant applications, receiving recommendations from those sub-committees and making recommendations with respect to the funding of applications;
(d) review all research proposals to ensure that they comply with the guidelines for the ethical conduct of research;

(e) maintain an over view of all research being conducted at SINU;

(f) ensure that research funds are administered fairly and equitably;

(g) review applications for scholarship and conference funds and making recommendations with respect to their approval;

(h) Inquire into any allegations of staff or student misuse of research funds or inappropriate or unethical behaviour e.g. plagiarism of material, and making recommendations with respect to disciplinary actions;

(i) review any proposals for new initiatives to promote research and making recommendations with respect to their approval;

(j) oversee the operations of the office of research;

(k) provide SINU Council with annual audited accounts from the office of research and the budget proposal for the ensuing year;

(l) ensure all committee recommendations should represent the opinions of at least two third of the committee.

1.3.3.2 Membership
Chairperson: Director of Research (Chairperson)

Members: Representatives from all schools
Representative from the Library
Representative from the IT Department

Ex-officio member: Pro Vice-Chancellor (Academic)

Secretary: An officer from the research office

The committee may co-opt experts for the discussion of specific topics.
1.3.4 Quality Assurance Committee (QAC)

1.3.4.1 Authority

QAC is a sub-committee of the Senate which oversees quality aspects of courses and learning support services provided by the University. Basically advises, acts, and perform audits and reports on compliance.

1.3.4.2 Functions

(a) promote consistency of good practice and enhancement of academic quality across the university;

(b) facilitate achievement of the goals set out in the Universities Strategic Plan;

(c) ensure compliance with standards set out in SINU Academic Regulations;

(d) review all new courses and submit a report to Senate on readiness for approval;

(e) ensure regular (at least 5 yearly) review of all credit bearing courses;

(f) make appropriate use of independent (external) auditors and advisers, and internal peer review for each course offering;

(g) support and monitor the functions of school academic boards in regard to academic quality;

(h) review and monitor all course action plan on behalf of senate;

(i) ensure that there is incorporation of feedback loops at school levels that provide comparative information and stimulates modification and improvement of SINU’s educational provision;

(j) monitor schools with specific professional or regulatory requirements, particular modes of delivery or with an unusually diverse range of courses to tailor procedures and structures to these requirements;

(k) ensure schools conduct self-reviews within the expected time-frame.

1.3.4.3 Membership

Chairperson: Pro-Vice Chancellor - Academic
Members:  Manager Course and Curriculum Development Department  
Deans of School  
Manager Student Academic Services  
Representative from University Library  
Secretary:  An officer from CCDD

1.3.5 University Library Committee

1.3.5.1 Responsibilities

(a) ensure the functions of the SINU Library are conducive to the achievement of the mission statement and vision of the Solomon Islands National University;

(b) advise the Vice Chancellor, through the Pro Vice Chancellor (Academic) on funding needs necessary to efficiently provide the type and quality of services needed by SINU community within the context of a research university environment;

(c) formulate and propose developmental projects of SINU Library;

(d) develop, interpret, and review policies of SIN Library;

(e) facilitate communication with and obtaining feedback from SINU community on library collections, programs, services, infrastructure, and communication mechanisms.

1.3.5.2 Functions

(a) assist with plans and creation of annual budget estimates and reviews for SINU library;

(b) deliberate on matters affecting library ICT infrastructures;

(c) work with schools to identify library requirements in support of their existing courses and proposed new courses;

(d) deliberate on matters affecting budget spending;

(e) deliberate on project phases of SINU Library’s development projects;
(f) to deliberate on matters pertaining to staff development and training in liaison with the SINU Staff Development Committee.

1.3.5.3 Membership
Chair person: Pro Vice Chancellor (Academic)
Deputy Chair: University Librarian
Members: Deans of Schools or nominee
IT Manager
Representative from the Finance Department
Student Representative
Secretary: An officer from the SINU Library

1.3.6 Distance & Flexible Learning (DFL) Committee

1.3.6.1 Authority
The DFL Committee is to advise and assist the Deans of Schools on matters relating to the development and delivery of courses through the distance flexible learning mode and report to the Senate.

1.3.6.2 Functions
(a) assist in the development and promotion of DFL Policy;
(b) oversee those schools offering DFL courses adhere to DFL policy;
(c) advise schools on the process of converting courses into DFL mode;
(d) monitor and evaluate DFL activities at schools;
(e) act as course advisory committee to DFL courses.

1.3.6.3 Membership
Chairperson: Pro Vice-Chancellor (Academic)
Members: Manager DFL
Deans of School or nominee
Finance Department Representative
Manager Information Technology Department
Manager -Course and Curriculum Development Department

Secretary: An officer from the DFL Office

1.3.7 Students Academic Appeals Committee

1.3.7.1 Authority

The Students Appeals Committee is a sub-committee of the Senate, acting on matters related to student appeals regarding academic suspension and or termination on behalf of the Senate. Decisions made by this committee are final.

1.3.7.2 Functions

(a) to receive letters of appeals from students who had been suspended or terminated through the office of the Student Academic Services

(b) to reassess appeals made by students on their cases and determine whether to uphold a decision made by the Senate or revoke it.

1.3.7.3 Membership

Chairperson: Pro Vice Chancellor (Academic)

Members: Manager, Students Academic Services

Deans of Schools

Manager Campus Life

Course Coordinators (Co-opted)

Secretary: Council Secretariat
1.4 OPERATIONAL COMMITTEES

1.4.1 School Advisory Committee

1.4.1.1 Authority

The principal role of a School Advisory Committee is to:

a) maintain close relationships between SINU and relevant industry, community and professional groups;

b) ensure the courses of SINU are appropriate to the needs of the workplace or community, and developed in consultation with relevant industry, community and professional bodies;

c) assist students to gain practical experience in clinical and co-operative placements as required and employment on completion of courses;

d) advise SINU from time to time in its selection of and acquisition of equipment and resources, and on attracting academic and technical staff.

1.4.1.2 Functions:

School Advisory Committee (SAC)

a) advises on industry and community readiness of graduates and the demand for graduates including in future or potential areas for training

b) advises and assists on the development of new course submissions and course reviews

c) discusses and advises staff on needs for curriculum change.

d) assists and advises staff in their educational activities, and in their collaboration with employers and practicing members of the professions.

e) report annually and when required to the Senate on the relationship between SINU, its staff and courses and relevant industry community and professional groups.

1.4.1.3 Membership

Membership of School Advisory Committees (CAC) will vary considerably from School to School and from course to course. Depending upon the types
of courses offered, a School may need more than one advisory committee to provide the range of expertise. Members may also be co-opted where necessary.

Members of the Advisory Committee are appointed by the Vice-Chancellor on the recommendation of the relevant Dean of School.

Committees should normally comprise a maximum of ten members of whom the clear majority must be external to SINU. Where appropriate, members should be nominated from relevant Ministries, National Bodies, industries/services, community or professional bodies, or other academic institutions.

Members are normally appointed for two years and are eligible for reappointment.

The relevant Dean, Course Co-coordinator and at least one other academic staff member of the school should be included in the membership.

Members should be appointed for the contribution they can make because of their knowledge and expertise. Attention should be given to the membership in relation to coverage of industry, community and professional sectors relevant to the course.

Where possible include a recent graduate or student representative.

1.4.1.4 Operation

An external member shall be the Chairperson of the Advisory Committee.

The Vice Chancellor shall appoint the Chairperson from one of the external members on the recommendation of the relevant Dean of School.

The relevant Course Co-coordinator would act as Executive Officer and would usually prepare the agenda and take minutes of meetings.

1.4.2 Central Admission Panel

1.4.2.1 Authority

The Student Academic Services is given the role to coordinate and facilitate the whole student enrolment process for the purpose of determining the admission from the pool of applicants, and the students to be admitted into the credit courses in all schools. The Central Admission Panel is answerable to the SENATE.
1.4.2.2 Functions

(a) to advertise the courses that will be offered in the preceding year;

(b) to issue application forms to intending applicants;

(c) to receive all applications submitted at the end of the application’s closing date;

(d) to enter all information about an applicant into the Student database;

(e) to determine applications which meet the minimum entry requirements for each credit course using the course entry criteria and other relevant requirements;

(f) to consult with the course co-coordinator on suitability of applicants where outside the admission criteria;

(g) to select the students to be admitted to each credit course;

(h) to liaise with schools on final lists of applicants for a course;

(i) to compile a reserve list for each credit course;

(j) to make an overall summary report of all the applications issued, returned and given placements.

1.4.2.3 Membership

Chair person: Pro Vice-Chancellor (Academic)-Chair

Members: Manager of Student Academic Services

Dean of School or his/her nominee

Course Coordinator/s

Secretary: SAO Academic
SECTION 2: ADMISSION AND ENROLMENT REGULATIONS

2.1 ADMISSION CRITERIA - (STANDARD ENTRY REQUIREMENTS)

2.1.1 To be admitted to a course offered by the SINU a person shall have:
   (a) met the academic criteria stated by SINU;
   (b) met any additional admission requirements specified;
   (c) Completed the admission procedures required by SINU.

2.1.2 To be admitted to an SINU course a person shall have:
   (a) met the standard requirements for a course in 2.1.3.1 – 2.1.3.8 below;
   (b) met the standard requirements for mature student admission; or
   (c) met the standard requirements for mature admission with standing plus;
   (d) passed the SINU basic literacy and numeracy test; and
   (e) completed police clearance and medical examination.

2.1.3 The standard entry requirements for the qualifications listed below shall be used as the basis for determining the qualifying candidates. Mature age applicant will be admitted in accordance with mature student admission criteria 2.1.3.7 below. The school specific entry requirements shall be used if a further criterion is required to make a distinction.

2.1.3.1 To be admitted to Level 3 and 4 Certificate course, a person shall have attained:
   (a) minimum Form 5 with minimum C+ grades in English, Mathematics, Science and Social Science with a GPA of 2.0 and above;
   (b) passes in the SINU basic numeracy and literacy tests;
   (c) mature entry (refer to clause 2.1.3.7);
(d) a good reference from the Career master or current or recent employer;

(e) have successfully completed a pre-requisite course as a qualifier to the award course.

2.1.3.2 To be admitted to a TVET Certificate Course

(a) Minimum Form 5 with minimum C+ grades in English, Mathematics, Science and Social Science, with a GPA of 2.0 and above;

(b) Mature entry (refer to clause 2.1.3.7);

(c) A good reference from the Career master or current or recent employer;

(d) Have successfully completed a pre-requisite course as a qualifier to the award course.

2.1.3.3 To be admitted to a level 5 Diploma Course, a person shall have;

(a) attained a minimum of Form 6, with an average of equivalent to a minimum “C” grade in Math and English and in particular chosen area of study, a minimum GPA of 2.5;

or

(b) complete the USP preliminary course, at least (8 – 10 units) with passes in English and math;

or

(c) hold a Level 3 or 4 certificate qualifications from a SINU accredited course in accordance with the SINUQF or an equivalent qualification;

or

(d) have worked for at least 2 years in the field of chosen study area.

2.1.3.4 To be admitted to a level 6 Diploma Course, a person shall have;

(a) attained a minimum of Form 6, with an average of equivalent to a minimum “B” grade in Math and English and in particular chosen area of study, a minimum GPA of 2.5;
(b) complete the USP preliminary course, at least (8 – 10 units) with passes in English and math;

(c) hold a level 4 certificate qualifications from a SINU accredited course in accordance with the SINUQF or an equivalent qualification.

2.1.3.5 To be admitted to Graduate Diploma course a person shall have;

(a) hold an undergraduate degree or equivalent; and

(b) completed work experience as specified in the Course regulations;

or

(c) hold a diploma at level 6 from SINU, or equivalent and;

(d) shown evidence of relevant professional experience deemed by the SINU to be equivalent to Level 7 on the SIQ;

(e) met the specific requirements as required by the course or professional association.

2.1.3.6 to be admitted into a Degree Course a person shall have;

(a) successfully completed university entrance examination or

(b) successfully completed Form 7 with a minimum GPA of 2.50 and a minimum grade(s) of “B” in subject relevant to areas of studies or

(c) score a GPA of 3.00 at the end of a 2 years Diploma to progress to the Bachelors degree course or

(d) completed a level 6 diploma or equivalent or

(e) successfully completed SINU level 4 foundation course or bridging course with a minimum GPA of 2.5 or

(f) successfully completed USP Foundation course with a minimum GPA of 2.50 and a minimum grade of “B” in the units relevant to the areas of studies

2.1.3.7 Mature Entry

The Mature Entry category applies to all courses as seen fit by the SINU assessors.

(a) A mature student who may not meet the requirements for a course may gain entry if:

(i) a well-referenced recommendation is received from the stakeholder(s); and
(ii) in the opinion of the course coordinator and/or course specialist is suitable and considered likely to be able to complete the course successfully.

(b) A mature student applicant may be required to pass such examinations or tests as Senate may prescribe as a prerequisite for admission to a specific course.

(c) Assessors shall take into account the person’s age, academic background and nature of their employment or occupation.

2.1.3.8 Admission with Standing

A person seeking admission with standing shall have completed a tertiary qualification for which SINU credit transfers are allowable.

2.2 FEES AND CHARGES

a) Fees and charges related to enrolment and registration shall be applied in accordance with SINU policy and procedures on admission.

b) For the purposes of this regulation the deadline for payment of fees means: Friday of Week 6 of each semester.

c) All fees and charges will be paid in full by the date specified unless alternative arrangements have been agreed in writing by the Finance Director.

d) A student shall only become eligible to graduate with their qualification once all outstanding fees and additional charges have been paid and receipted.

e) Where a student’s fees remain unpaid, SINU shall take reasonable steps to recover the debt.
2.3 RECOGNITION OF PRIOR LEARNING

2.3.1 Types of Credit and Conditions

a) SINU may grant credit for prior formal or non-formal learning (an RPL credit) under these Regulations.

b) Formal learning is defined as study undertaken either within SINU or at any other tertiary institution prior to admission to a course.

c) Non-formal learning is defined as previously acquired learning based upon life experience, work experience, or a combination of non-formal and formal learning not recognised under 2.1.2 above.

d) For the credit to be granted a student must be admitted to and enrolled in the course. and have paid all fees.

2.3.2 Credit may be granted as:

a) Specified credit, where there is direct equivalence between a unit in a course and the prior learning. In this case the grade for the prior learning course will be recognised by SINU.

or

b) Unspecified credit, where prior learning is deemed by the examination board to be relevant and at an equivalent level to a part or parts of a programme. The unspecified credit may be in a general subject area, and granted towards the course as a whole and will be awarded a pass grade.

c) To qualify for RPL credit, prior formal learning must normally have been undertaken within five years of the first date of enrolment into the course for which credit is sought.

d) No RPL shall be credited to more than two qualifications.

2.3.3 Limits of RPL

a) Subject to the relevant course regulations, the following limits on RPL credit normally apply.

b) In the case of a:

i) graduate or postgraduate qualification of 120 credits or more:
a maximum of one third of the total credits of the qualification may be credited.

ii) four-year degree:

a maximum of three quarters of the total credits of the qualification may be credited. A student must complete the final year requirements for the qualification.

iii) three-year bachelor’s degree:

a maximum of two thirds of the total credits of the qualification may be credited. A student must complete all compulsory requirements at level 7 for the qualification.

iv) diploma or certificate of 120 credits or more:

a maximum of one third of the total credits of the qualification may be credited.

v) qualification of less than 120 credits:

no RPL credit will be granted.

c) Units taken as part of a foundation certificate or equivalent to meet University entrance requirements may not be credited towards a bachelor’s degree.

d) Units credited towards meeting the minimum requirements of a bachelor’s degree or major within a bachelor’s degree may not be subsequently credited towards a graduate diploma or certificate.

2.3.4 Transfer Credit

a) Transfer credit means granting credit from a qualification undertaken at another tertiary institution towards an SINU qualification.

b) A student who has completed study at another institution may be granted credit subject to the qualification being approved for credit, and in accordance with Section 2 above.
SECTION 3: DISCONTINUATION AND WITHDRAWAL OF STUDIES

3.1 MINIMUM PROGRESSION

(a) Minimum progression requires that a student moves through his/her course of study at a pass rate not less than that which is prescribed by the relevant course regulations.

(b) Each student, full-time or part-time, must pass the minimum number of units in an award course within set time-frames which are specified by the relevant course regulations.

(c) In addition to the above requirements, a student may also be required to fulfill any special requirements of the relevant School.

(d) A student’s failure to achieve the above rates of progress shall result in that student being terminated from his/her course of study.

(e) In order to continue a qualification a student must pass at least half the unit(s) currently enrolled in.

(f) Where this requirement has not been met, a student must apply to the School Academic Board for a continuation of enrolment in the course.

(g) Where the student is enrolled in only one unit for the enrolment period, they must have successfully completed at least half of the assessment requirements for that unit in order to continue in a qualification.

(h) A student who has twice enrolled in a unit and for both enrolments has not met the requirements of that unit must apply to the School Academic Board for permission to re-enroll in that unit.

(i) A decision of the School Academic Board is final.

(j) A graduating student not meeting the minimum requirement at the end of the course’s specified time shall be awarded a Fail (F) grade and is not eligible to graduate. Course requirements may vary from school to school.

(k) Plagiarism and cheating are treated as serious offences and a penalty will depend on the nature and factors surrounding or influencing the offence committed. (see section 7)

(l) The penalties will range from awarding the fail grade to Academic Suspension as stipulated in Section 7 – Suspension on Academic Grounds.
3.2 **LEAVE OF ABSENCE**

Leave of absence permits a student to discontinue his/her studies and to resume them at a later time with all units previously passed counting towards the total number of units required to complete an award course, notwithstanding any changes which may have taken place in the course regulations during his/her absence.

(a) Application for leave of absence shall be made in writing to the relevant Dean of School.

(b) Leave of absence under this regulation shall be for a period of not less than one semester and not more than four semesters.

(c) The relevant School Academic Boards shall determine all matters relating to leave of absence and shall notify the Office of the Pro Vice Chancellor (Academic) of any such approved leave.

(d) A student who has not been granted leave of absence and is absent from the course for more than 2 semesters will be deemed to have withdrawn from the course and will be required to reapply for admission if they wish to re-enrol.

3.3 **CHANGES TO ENROLMENT AND WITHDRAWAL FROM A UNIT**

A student who wishes to change their enrolment in a unit or course must seek the approval of the relevant teaching department(s) and complete the official amendment process.

(a) Students shall withdraw with no financial penalties by the second Friday of the semester.

(b) Students who wish to withdraw from a course for which they do not wish to be assessed shall inform the Dean of Schools by Friday of week nine of the semester.

(c) Students who comply with the requirements of Clauses (i) and (ii) above shall be recorded as having withdrawn from that course and their names shall be removed from the course lists.

(d) Students who withdraw from a course without complying with either Clauses 3.3 (a) and 3.3 (b) shall be recorded as having failed the course.

(e) All students who withdraw after the deadlines stated in Clauses (ii) shall be charged full fees.

(f) A student’s enrolment in a unit or course may be terminated by the course Coordinator or Dean if the student is deemed to have withdrawn through non-completion of compulsory elements of the unit or course and has failed to give written notice.
(g) Before terminating a student's enrolment under this Clause, the student must be given written notice, including a date by which they may provide evidence of any exceptional circumstances contributing to the non-completion of the compulsory elements.

(h) Where a student withdraws, or is withdrawn, from a unit they may apply for re-enrolment.

(i) Where a student withdraws, or is withdrawn, from a unit the official academic record shall record a grade of:
   (i) W if withdrawal is formally notified on or before the date by which 75% of the unit has been taught; or
   (ii) DNC if withdrawal is after 75% of the unit has been taught.

(j) A student may be exempted from the requirements of Clauses 3.3 (a) and 3.3 (b) on the recommendation of the Dean of School for the reason of ill health or other extenuating circumstances.

(k) If a student withdraws from a unit and wishes to resume a study of that unit, he/she may do so, but shall not be given credit for his/her previous study in that unit but will redo the whole unit.

3.4 TERMINATION AND SUSPENSION
   a) Termination refers to the cancellation of an enrolment in a course and removal from the course.
   
   b) Suspension is a temporary exclusion from a course with the option to return to the course.
   
   c) Both termination and suspension may be on academic grounds or as a result of a disciplinary decision in accordance with section 7 of these regulations.

3.5 PROCESS OF TERMINATION ON ACADEMIC GROUNDS
   
   (a) A School’s Academic Board may recommend to the Senate to terminate a student's enrolment if:

   (i) a student has not met the minimum requirement of half of the units offered for that semester;

   (ii) a student’s GPA is less than 2.00;

   (iii) a student has enrolled twice in a unit and for both enrolments has not met the minimum requirements of that unit;

   (iv) a student has not paid the required fees by the end of the semester.
Termination on academic grounds precludes a student from continuing his/her course for minimum period of 2 semesters.

Termination of a student from a course must be determined and approved by the Senate.

On receiving the Senate’s decision, the Student Academic Services shall notify the student in writing of the decision as soon as possible.

Any student who has been terminated may appeal in writing to the Chairperson of the Students Appeals Committee not later than fourteen (14) days after he/she receives notification of the termination. The Students Appeals Committee shall meet as soon as practicable to consider the appeal case. The decision of the Students Appeals Committee shall be final.

At the end of the termination period on academic grounds, re-admission may be sought. A new application will be required from the student with evidence that they have addressed the issue that resulted in termination.

A student on termination must serve the termination period and is not allowed to continue with studies.

3.6 APPEALS
(a) Students whose enrolment has been terminated on academic grounds under clause 3.4 and 3.5 respectively may appeal those decisions within 14 days of the receipt of the decision from the Student Academic Services.

(b) The appeal must be directed to the Chair of the Students Appeals Committee through the Student Academic Services office.

3.7 SUSPENSION FROM THE UNIVERSITY

The Vice Chancellor can, on recommendation from the Student Academic Discipline Committee can suspend a student’s enrolment or course of studies on academic grounds and because of academic misconduct. The process of suspension because of academic misconduct is dealt with in Section 7 of these regulations.

3.7.1 TIME OF SUSPENSION
a) The period of suspension is to range from, not less than 1 semester and not more than 2 semesters.

b) A student whose enrolment is suspended must service the suspension period and is not allowed to continue with studies during this time.
3.7.2 Resumption of Studies

Persons who have been suspended under these regulations and who wish to resume studies should:

(a) Apply in writing to the Dean of the School stating how they intend to remedy their issues and.

(b) Complete the prescribed form by the prescribed dates.
SECTION 4: ASSESSMENT AND GRANTING OF CREDITS

4.1 AWARD COURSES AND NON AWARD COURSES

There are two types of courses leading to recognition by the University

(a) Award courses: are those which lead on to the award of a formal qualification and require the successful completion of a sequence of study, generally of one, two or three years duration on full-time or part-time basis.

(b) Non-award courses: are those which do not lead to the award of a formal qualification. They include courses of up to 36 weeks duration and may be on a full-time or part-time basis. A written statement indicating attendance and/or a level of competence, number of hours the course been conducted is provided.

4.2 GRADING

4.2.1 The award of a grade shall take into account performance in coursework and examination, or coursework only without any final examination for a course approved by Senate to be assessed in that manner.

a) The school academic board shall determine the grade process for the course and each unit.

b) Any work presented by a student for assessment must be the work of the student. SINU may use detection software or other means to determine the authenticity of any assessment.

c) Notwithstanding Clause 4.2 above, work may be presented by a group of students for assessment as specified in the course documentation and must be the work of the group.

d) All submitted assessments, together with the marking or assessment schedule, shall be returned to students for collection within four weeks of the submission date for the assignment/examination

4.3 GRADING SYSTEM

4.3.1 The following letter grades shall be used to indicate student performance in each unit of a course.

a) A+ A Pass with Distinction
b) B+ B Pass with Merit
c) C+ C Pass
d) M Pass with Merit (competency based assessment)
e) P Pass (competency based assessment)
f) CR Credit for Prior Learning

g) S Aegrotat Pass

h) RP Restricted Pass

4.3.2 Grades which do not accrue points:

i) EX Exemption
j) D Fail
k) F Fail (competency based assessment)
l) W Withdrawn
m) DNC Did Not Complete

4.3.3 In each unit, the following cut-off points in percentage shall be used for the awarding of grades:

<table>
<thead>
<tr>
<th>Percentage Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>95 – 100</td>
<td>A+</td>
</tr>
<tr>
<td>85 – 94</td>
<td>A</td>
</tr>
<tr>
<td>78 – 84</td>
<td>B+</td>
</tr>
<tr>
<td>70 – 77</td>
<td>B</td>
</tr>
<tr>
<td>60 – 69</td>
<td>C+</td>
</tr>
<tr>
<td>50 – 59</td>
<td>C</td>
</tr>
<tr>
<td>0 – 49</td>
<td>D</td>
</tr>
</tbody>
</table>

4.3.4 For the final results to present in the Senate percentage result shall be rounded-off to the nearest whole number (i.e. ones or unit place value).

4.3.5 For the purpose of calculating GPA, each grade is allocated a value between 0.00 and 4.00:

A+ = 4.00,  
A   = 3.60  
B+  = 3.20  
B   = 2.80  
C+  = 2.40  
C   = 2.00  
D   = 0.00
4.3.6 The formula to calculate the overall GPA is:

\[
\text{GPA} = \frac{\text{Total GPA of units taken}}{\text{Total number of units taken}}
\]

4.3.7 GPA shall be expressed as a value with two decimal places (e.g. 2.17, 3.00 etc.)

4.3.8 Levels of award will be based on individual’s overall GPA and the cut-off points shall be as follows:

<table>
<thead>
<tr>
<th>GPA Range</th>
<th>Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.60 – 4.00</td>
<td>DISTINCTION</td>
</tr>
<tr>
<td>2.80 – 3.59</td>
<td>CREDIT</td>
</tr>
<tr>
<td>2.00 – 2.79</td>
<td>PASS</td>
</tr>
<tr>
<td>0.0 – 1.99</td>
<td>FAIL</td>
</tr>
</tbody>
</table>

4.3.9 The following levels of award will be made on the completion of an award course:

<table>
<thead>
<tr>
<th>Level</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>DISTINCTION</td>
<td>Highly commendable performance</td>
</tr>
<tr>
<td>CREDIT</td>
<td>Commendable performance</td>
</tr>
<tr>
<td>PASS</td>
<td>Satisfactory performance</td>
</tr>
<tr>
<td>FAIL</td>
<td>Unsatisfactory performance</td>
</tr>
</tbody>
</table>

4.3.10 The grade CR (Credit for Prior Learning) is normally given for prior learning except where:

(a) the original grade is recognised and credited in accordance with the regulations/procedures on Recognition of Prior Learning; or

(b) an exemption is granted.

4.4 AEGROTAT AND COMPASSIONATE PASS.

(a) An aegrotat pass is a pass granted in a unit(s) to a student who, due to circumstances beyond his/her control, has been unable to meet the minimum requirements for that unit(s)/modules.

(b) Students who are prevented from sitting the final examination through no fault of their own, or consider that their performance in the final examination will be or was seriously impaired may make application to the Vice-Chancellor or nominee for consideration for the award of an Aegrotat Pass, Compassionate Pass, or to sit a special examination or assessment.
(c) The application shall be made on the prescribed form, as soon as possible, and normally prior to the examination or examinations being held. The application shall be supported by such evidence as the Vice Chancellor or nominee shall require.

(d) A candidate at an examination or other formal assessment may be given an aegrotat pass in a unit if:
   (i) he or she is prevented by illness, accident, or other unforeseen circumstances from attending the examination or formal assessment;
   Or
   (ii) immediately prior to the examination or formal assessment he or she was affected by illness or the injuries sustained in an accident to such an extend as to prejudice his or her performance in the examination or formal assessment;
   Or
   (iii) he or she becomes ill or is injured during the examination or formal assessment.
   And
   (iv) where an alternative examination or assessment is not available.
   (v) A student who fails to present work for assessment due to lack of familiarity with the assessment requirements of any unit as published by the school or department shall not have grounds for making an aegrotat application.

4.5 **RESTRICTED PASS (RP) FOR A COMPLETING STUDENT**

(a) Restricted Pass (RP) for a failed course shall be awarded to a potentially graduating student who has passed in their final semester all but one of the unit required for the programme provided that:
   (i) the total mark of the failed unit are within 5% of the pass mark; and
   (ii) the student has met the minimum standard of performance for the unit.

(b) A Restricted Pass in a unit shall not entitle a student:
   (i) to register for any course for which that unit is a pre-requisite; or
   (ii) to be awarded a cross credit for that unit.

(c) A student granted a Restricted Pass may re-register for the same unit under a different course in an attempt to obtain a higher grade.

4.6 **OTHER GRADES**

a) The grade EX (Exemption) may be granted by the school academic board for a specific unit and exempts the student from the study and assessment requirements for that unit.
b) The grade W (Withdrawn) is recorded if a student withdraws or is withdrawn from a unit at the time that, or before, 75% of the unit has been taught.

c) The grade DNC (Did Not Complete) is recorded if a student has either:
   i) withdrawn after 75% of the unit has been taught; or
   ii) does not attempted a compulsory item of assessment within a unit.

4.7 STILL TO COMPLETE (STC)
a) The school academic board may at its discretion grant an extension of time for the completion of a unit or an assessment within a unit according to the criteria set by the board of studies.

b) When this is granted the student shall receive a STC (Still to Complete) grade until the work is completed and the new grade is awarded.

c) Where an alternative assessment is granted (see 4.16 below) the student’s grade shall be recorded an STC until the reassessed grade is decided.

4.8 RECONSIDERATION OF PERFORMANCE
In reconsidering the performance of a student, it is important that the student must have access to their course work marks prior to sitting for the examination in all subjects.

4.8.1 RE-ASSESSMENT
(a) A reassessment allows a student to appeal for a reconsideration of the grade awarded in a unit if he/she feels that the grade awarded is unjust.

(b) A written request to the relevant Dean of School, specifying the reasons for a re-mark, should be made as soon as possible after the student has been notified of the grade awarded and not later than fourteen (14) days after receipt of the notification.

(c) If an application for an appeal is approved the relevant Dean of School shall arrange, wherever possible, for a staff member other than the one who first assessed the student to carry out a re-mark.

(d) A fee determined from time to time by the management is payable at the Finance Department cashier prior to a re-assessment of each unit.

(e) A result may be unchanged, raised or lowered following any such reconsideration.

(f) The decision of the relevant School Academic Board on the grade awarded shall be final.

4.8.2 RE-SIT EXAMINATION
a) Any student who fails an examination is permitted to apply to the relevant Dean of School for a re-sit examination and may subsequently be allowed to re-sit that examination if approved by the School’s Academic Board. The re-sit shall be for a parallel exam.
b) A written request to the relevant head of School for a re-sit examination must be made no later than seven (7) days after the result of the examination is known to him/her.

c) A re-sit examination must be taken as soon as possible after the first examination was taken and before the end of that semester.

d) The grade to be awarded for any unit following a re-sit examination shall only be a pass (C) or fail (D).

e) A fee determined from time to time by SINU is payable at the Finance Department Cashier prior to re-sit of each exam.

f) A re-sit grade shall be presented to Senate accompanied with the receipt number for the resit examination fee.

4.8.3 GRANTING OF CREDIT

a) Credit is granted for a unit when the prescribed requirements have been successfully completed and the final grade approved by the Senate.

b) In order to be granted credit (and the associated points) for a unit, a student shall have been admitted to and enrolled in the course in accordance with the SINU Academic Regulations.

c) Where credit is granted for a unit, both the credits and the grade shall be recorded in the student’s official academic record.

d) A unit shall only be credited once to a particular qualification.

e) Credit may be granted for prior learning pursuant to Section 2 of these regulations.
SECTION 5 SINU QUALIFICATIONS

5.1 LIST OF QUALIFICATIONS

a) The qualifications that may be granted by SINU include:
   • certificates
   • diplomas
   • graduate diplomas
   • bachelor’s degrees
   • postgraduate certificates
   • postgraduate diplomas
   • masters degrees
   • doctoral degrees
   • certificates of proficiency

b) The qualifications here are developed and awarded in accordance with the SINU Qualifications Framework and the Solomon Island Qualification Framework (see schedule 1).

c) Qualifications may be granted on the successful completion of an approved programme determined by the accumulation of a required number of credits at a defined level and the completion of specific requirements as described in each course regulation.

5.2 TIME LIMITS FOR COURSES

There are situations that a course is not completed in the prescribed time. The total allowable time for a student to complete all requirements of a course shall be two times the length of the normal time of course offering and shall start count at the time of first enrolment.

(a) two to three years for a 120 credit points course.

(b) four to five years for a 240 credit point’s course.

(c) six years for a 360 credit points course.
5.3 CERTIFICATES

5.3.1 CHARACTER OF CERTIFICATES
(a) A certificate is registered at level 3 or level 4.
(b) A certificate must comprise of between 60 – 120 credits with a minimum of 40 credits at or above the level of the qualification.

5.3.2 ADMISSION TO CERTIFICATE PROGRAMMES
(a) In order to be admitted to a certificate an applicant shall normally have completed the requirements as detailed in Section Two of these Regulations.

5.3.3 TIME LIMITS
(a) The total time from first enrolment in a certificate programme until the successful completion of all requirements must not normally exceed:
   (i) one year (equivalent full time study) for certificates of 60 points;
   (ii) two years for certificates of greater than 60 points but fewer than or equal to 120 credits.

5.4 DIPLOMAS

5.4.1 CHARACTER OF DIPLOMAS
(a) A diploma must be registered at Level 4, 5 or 6;

(a) A diploma must comprise a minimum of 120 credits and a maximum of 360 credits;
(b) A diploma must include all credits at Level 4 or above with a minimum of 72 credits at or above the level of the qualification.

5.4.2 ADMISSION TO DIPLOMA PROGRAMMES
(a) In order to be admitted to a diploma, applicants shall normally have completed the requirements as detailed in Section Two of these Regulations.

5.4.3 TIME LIMITS
(a) The total time from first enrolment in a diploma course until the successful completion of all requirements must not normally exceed:
   (b) two years for diplomas of 120 credits.
   (c) four years for diplomas of 240 credits.
   (d) six years for diplomas of 360 credits.
5.5 GRADUATE DIPLOMAS

5.5.1 CHARACTER OF GRADUATE DIPLOMAS
(a) A graduate diploma must comprise a minimum of 120 credits with at least 72 credits at or above Level 7.

5.5.2 ADMISSION TO GRADUATE DIPLOMAS
The normal admission requirements for a graduate diploma are as detailed in Section Two of these Regulations.

(a) In order to be admitted to a graduate diploma or a graduate certificate, an applicant shall normally have completed the requirements of one of the following:

(i) a diploma at level 6 from SINU, or equivalent;

(ii) evidence of relevant professional experience deemed by the SINU to be equivalent to Level 7 on the SIQF.

5.5.3 TIME LIMITS
(a) The total time from first enrolment in a graduate diploma programme until the completion of all requirements must not normally exceed three years.

5.6 BACHELOR’S DEGREES

5.6.1 CHARACTER OF BACHELOR’S DEGREES
(a) A bachelor’s degree comprises a minimum of 360 points and a maximum of 480 credits.

(b) It will have at least 72 credits at or above Level 7 and at least 150 credits in total at or above Levels 6 and 7, and not more than 20 points at Level 4.

5.6.2 ADMISSION TO BACHELOR’S DEGREES
(a) The normal admission requirements for a bachelor’s degree are as detailed in Section Two of these Regulations

(b) Admission may occur:

(i) at initial enrolment; or

(ii) after completion of an component diploma.

5.6.3 TIME LIMITS
The total time from first enrolment in a bachelor’s degree programme until the completion of all requirements must not normally exceed six years in the case of a degree requiring a
minimum of 360 points, or eight years in the case of a degree requiring a minimum of 480 credits.

5.7 CERTIFICATES OF PROFICIENCY

5.7.1 CHARACTER OF CERTIFICATES OF PROFICIENCY
(a) Any unit that is available for any course may be taken for a certificate of proficiency.
(b) A student who successfully completes a unit under the certificate of proficiency may subsequently have that unit credited to a relevant qualification, subject to meeting the admission requirements for that qualification, and conforming to the regulations for Recognition of Prior Learning.

5.7.2 ADMISSION TO A CERTIFICATE OF PROFICIENCY
These regulations are to be read in conjunction with the Admission and Enrolment requirements Part 2 of the SINU Academic Regulations.
(a) Admission to a certificate of proficiency is at the discretion of the Dean of the School.
(b) In order to enrol in a unit for a certificate of proficiency, an applicant must normally meet the pre-requisite and co-requisite requirements and any other conditions.
(c) The prerequisite and co-requisite requirements and any other conditions of the unit may be waived where the Dean of the School is satisfied that there is a reasonable prospect of success.
(d) An applicant may normally enrol for no more than 2 units a year on a certificate of proficiency basis.
(e) Students enrolled in a unit for a certificate of proficiency are subject to the assessment requirements for that paper.
SECTION 6 GRANTING OF QUALIFICATIONS AND AWARDS

6.1 GRADUATION

6.1.1 APPLICATION
(a) Students successfully completing their course of studies shall fill in a Graduation Application Form from the Student Academic Services indicating whether he/she will graduate in person or absentia.
(b) The Student Academic Services shall made available graduation gowns with relevant attire, for students to hire or purchase and use during the graduation ceremony.
(c) Students shall hire or purchase gowns with relevant graduation attire at a rate determined by SINU.

6.1.2 CEREMONY
(a) Students successfully completing their courses but have outstanding fees will not be allowed to take part in the graduation ceremony.
(b) SINU reserves the right to refuse a student from joining a graduation ceremony if the student(s) is deemed incapable due to some reason e.g. too drunk.
(c) The conduct of the ceremony shall be at the discretion of the Pro Vice-Chancellor (Academic) upon the advice of the Management and Council.

6.1.3 REGALIA
(a) All gowns, hoods except the inside lining and mortarboard shall be in the Light Blue colour, the SINU corporate colour and of colour model: RGB, Red 185, Green 237 and Blue 255.
(b) Certificate qualification dress shall include a gown with the school colour stripe on the collar.
(c) Diploma qualification dress shall include a gown, a hood with inside lining of the school colour.
(d) Bachelor degree dress shall include a gown, a hood with inside lining of school colour and a mortarboard
(e) Graduate Diploma dress shall include a gown and a stole of the school colour.
During the procession, graduands are not allowed to wear any other decoration ornament over the graduation regalia until after he/she has received his/her certificate.

During the graduation procession a Bachelor degree graduand shall not wear the mortarboard until after he/she has received his/her certificate.

The management through the endorsement of Council shall determine the official dress of the stage party and particulars accessories that are deem essential to include. The council reserves the right to make alterations to the graduation regalia where and when seen necessary.

6.1.4 SCHOOL ACADEMIC COLOURS

(a) Each school has chosen its academic colour that it can use for things such as uniform, colour of buildings etc. As for graduation, it will be the colour of the gown flip-collar that runs down vertically at the front. Students from the Institute of Maritime Studies can wear their relevant uniform.

(b) Schools’ specific academic colours;

(i) School of Education & Humanities – Crimson

(ii) School of Business & Management – Drab

(iii) School of Technology and Maritime Studies – Navy blue

(iv) School of Natural Resources and Applied Sciences - Forest green

(v) School of Nursing and Allied Health Sciences– Apricot

6.2 QUALIFICATION TITLES & ABBREVIATIONS

Policy Reference: Qualification Issuance Policy

6.1.1 Abbreviations for Qualifications

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Qualification Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate</td>
<td>Cert</td>
</tr>
<tr>
<td>Diploma</td>
<td>Dip</td>
</tr>
<tr>
<td>Advance ...</td>
<td>Adv</td>
</tr>
<tr>
<td>Graduate ...</td>
<td>G</td>
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</tbody>
</table>
SECTION 7: ACADEMIC MISCONDUCT

The use of dishonest practices such as cheating or plagiarism in carrying out academic work, i.e. coursework, assignments or examinations is strictly prohibited.

(a) Minor academic offences are dealt with in the school level.

(b) Serious cases are referred to the Student Academic Disciplinary Committee, which reports to Senate.

   (i) All written work submitted for a course, except for acknowledged quotations, must be expressed in the student’s own words, with proper referencing of borrowed ideas. Students must not submit coursework that has been completed dishonestly using any of the dishonest practices described below;

   (ii) Where a member of academic staff has reasonable grounds to believe that a student is guilty of academic dishonesty in coursework, assignments, research or examinations one or more of the penalties detailed below may be imposed.

   (iii) Academic Dishonesty includes plagiarism, collusion and cheating when preparing coursework, assignments, research theses or sitting an examination.

(c) Plagiarism

Plagiarism is the copying of another person’s creative work and using it as one’s own – without explicitly giving credit to the original creator. Work copied without acknowledgement from a book, from another student's work, from the internet or from any other source is plagiarism.

Plagiarism includes the following:

   (i) Copying of the published or unpublished words of another writer without acknowledging the source using acceptable reference citation methods. Thus, to; 'cut and paste’ from internet sources or ‘lift’ sentences, ideas and sections from a textual source qualifies as plagiarism.

   (ii) Lifting or cutting and pasting extracts without quotation marks or appropriate acknowledgement of sources.

   (iii) Paraphrasing of content and ideas without proper acknowledgement of the source.
(iv) The use of images, diagrams, photographs and material from blogs and social networks, without acknowledgement.

(v) Copying part or all, of another student’s assignment. In this instance, ‘student assignment’ refers to a piece of academic work submitted for assessment purposes for any course, in past or current years at any educational institutional including SINU or any other university.

(d) Collusion

Collusion means working with someone else to deceive or mislead to gain an unfair academic advantage.

It includes;

(i) Submission of a paper that has been written by an author other than the author credited for that piece of writing. This includes the use of paid services of a student, or any other person that has been solicited for that purpose.

(ii) Facilitating or enabling another student to plagiarise in any way.

(d) Cheating

Cheating involves acting in any way that directly contradicts the explicit rules and guiding principles of that form of assessment. It applies in any form of examination including short tests, quizzes and final examinations.

Cheating includes (inter alia):

(i) Doing anything to gain an unfair or illicit academic advantage in an examination;

(ii) Possessing, referring to or having access to any material, or to access the internet ‘crib’ notes or device containing information directly or indirectly related to the subject matter under examination other than what is explicitly approved for examination purposes;

(iii) Using a cell phone to communicate with any other student or person inside or outside the examination venue;

(iv) Copying from another student in a test or examination; enabling another student to cheat in a test or examination;

(v) Soliciting a person to sit a test or final examination in place of the student enrolled; sitting a test or final examination in the place of another student;

(vi) Manipulation of scores in tests or examination or in any other form of assessment; and
(vii) Enabling another student in any or a combination of any of the above.

7.1 PROCEDURES FOR DEALING WITH ACADEMIC MISCONDUCT

7.1.1 PLAGIARISM OR COLLUSION

(a) When a marker suspects a student of plagiarism or collusion, the piece of academic work MUST be brought to the attention of the course coordinator concerned.

(b) The course coordinator will endeavour to locate the sources from which this student has plagiarised. If satisfied that the student has plagiarized, the course coordinator will collate the evidence of the breach for record purposes and submit the evidence at the earliest opportunity to the Dean of School (DOS). It will include a copy of the academic work and a list of sources, page numbers and/or copies of the plagiarized sources.

(c) The student will be notified by the Dean of School and issued with an official letter stating the allegations and giving him/her the opportunity to present his/her case.

(d) If the Dean of School is satisfied that the student has engaged unknowingly in such behaviours, he/she may implement a penalty according to the provisions of 4.23.3 below.

(e) The University shall take a ‘zero-tolerance’ approach to plagiarism because it is deceitful and can demean both the student and the university.

7.1.2 CHEATING

Every effort must be made to ensure that an acceptable test, examination and assessment environment is provided for such tasks. This includes an uncrowded adequate seating arrangement and test supervision during such tasks.

(a) A student who is found in breach of the rules and regulations of the assessment task assigned shall be answerable initially to the coordinator of the course. The supervisor of the activity shall remove the student from the assessment task at the point of discovery and make a written complaint to the coordinator of the course.

(b) A proven case of cheating will be penalised according to the schedule in 3 below.
7.1.3 **Penalties for Academic Misconduct**

(a) A suspected case of academic misconduct will be reported in writing to the course coordinator, Dean of School.

(b) The penalties imposed for proven cases of misconduct vary. Based on the seriousness of the case, the penalties include, but are not limited to:

(i) A written reprimand of the student from the Dean of School;

(ii) The requirement by the Head of School that the student complete further work, or repeat work, for the course;

(iii) Deprivation of credit for a course, or for a component of assessment of the course, to which the academic misconduct relates, by the Dean of School;

(iv) Cancellation of any previously-credited pass in a course associated with the offence, by the Dean of School.

7.1.4 **Repeat Offences**

Significant and repeat offences will be referred to the University's Student Academic Discipline Committee, which can:

a) Impose a fine to be determined from time to time.

b) Prohibit the student from using any of the University’s library and computing network facilities for a period not exceeding twenty-eight days;

c) Recommend to the Vice-Chancellor that a student’s enrolment be suspended for any period and on terms considered necessary by the committee;

d) Recommend to the Vice-Chancellor that the student’s enrolment be terminated, i.e. expulsion from the University.

7.1.5 **Register of Deliberate Academic Misconduct**

When a finding of misconduct is made against a student, this finding is recorded on his/her student record AND in a Register of Deliberate Academic Misconduct

(a) A Register of Deliberate Academic Misconduct records the details of all cases where students have been proven to have engaged in deliberate academic misconduct in their coursework and/or examinations, and have received an academic penalty as a result;

(b) Details of each case are recorded on a paper form, which includes a student declaration, and the student receives a copy of the completed and signed form
once the case is closed. Information from the form is then entered into the
electronic Register;

(c) After a deliberate offence is confirmed, the Register will be consulted to assist in
determination of an appropriate penalty. The Register will be able to identify
repeat offenders, with the risk that these students will receive more severe
penalties for repeat offences;

(d) Use of the Register is covered by strict protocols. Staff access is limited to a
small number of authorised users, and there is no student access. The record of
offence will normally remain in the Register until one year after the student
graduates.

(e) Students are permitted to apply for a review of any academic penalty to the
Student Discipline Committee or, if the penalty has been imposed by the Student
Discipline Committee itself, to an ad hoc committee of the Senate of the
University.
2.1 SPECIFIC COURSE REGULATIONS

a) The specific course regulations cover the requirements for specific courses in addition to the SINU Academic regulation.

b) They cover specific admission criteria, completion requirements, schedules of studies and recognition of prior learning that are additional to the SINNU requirements.

c) These regulations apply to students commencing their studies from 2014. A student enrolled in a qualification prior to 2014 is eligible to complete that qualification under the regulations which applied at the time of their first enrolment into the programme, or under the current regulations.

d) To be admitted into a bachelor’s degree, a student must have met University Entrance criteria and have met any further criteria set out in Schedule 2 to the SINU Academic Regulations.

e) To be admitted into a diploma or certificate, a student must have met any criteria set out in Schedule 2 to the SINU Academic Regulations.

f) Where there is provision in a qualification for an applicant to be admitted on the basis of experience, that experience must normally be in Solomon Islands. Exceptions may be approved on a case by case basis.

g) Where there is a provision for a student to take units from outside of the units listed in the table for that qualification, those units must be from an SINU qualification. In exceptional circumstances the Dean may approve units from other providers.

h) The tables of units include a column headed: Prerequisites where only prerequisite units apply; a column headed Pre/Co-requisites where both prerequisite and co-requisite (Coreq.) units apply; or a column headed Co-requisites where only co-requisite units apply.

i) Where restricted entry is indicated, limits are imposed on the number of places available in particular courses or units and the criteria for selection will apply.
2.2 EXAMPLE: COURSE REGULATIONS BACHELOR OF NURSING
This schedule must be read in conjunction with the SINU General Academic Regulations

2.2.1 ADMISSION

a) The normal entrance to the BN degree is

   i) Completion of a level 6 Diploma plus
   ii) Nursing registration and
   iii) Evidence of fitness to practice as a registered nurse e.g. Country practising certificate or verification from country nursing regulatory authority and
   iv) Fluency in English language; writing, reading speaking and comprehension

b) Registered nurse seeking enrolment directly into the 4th year of the degree must meet the following criteria;

c) A practicing Registered Nurse (RN) with a minimum of 2 years post registration practice plus one of the following;

   i) Holds a level 6 Diploma in Nursing from SICHE or equivalent or
   ii) Holds a Certificate of Nursing and has completed an In-service Diploma, a bridging programme or equivalent unit or
   iii) Has completion another 3 year nursing course and has completed an In-service Diploma, a bridging programme or equivalent units

b) Registered Nurses seeking enrolment in countries outside Solomon Islands must provide evidence of the appropriate nursing registration and practising certificate for the country from which they come and academic evidence as in 2.3.1 a) (i. – iv.) above

2.2.2 COMPLETION REQUIREMENTS

a) To qualify for a Bachelor of Nursing, a student must achieve 480 credit points by successfully completing the requirements detailed in the Table4.0 below

b) In special circumstances a student’s pathway can be altered with permission from the Dean of School of Nursing and Allied Health and approval from the School Academic Board.

2.2.3 RECOGNITION OF PRIOR LEARNING

a) The School Academic Board. may grant RPL credit as follows:

b) A Registered Nurse with the equivalent of a level 6 Diploma (See 1.2 i – iv) may receive 360 credit points.
c) A Registered Nurse who has been credited with 360 points as in 3.1.1 above may receive up to a further 60 credit points for prior learning post registration and at a level 7 gained within the last 5 years.

2.3 BACHELOR IN NURSING TABLE OF UNITS

Completion of 360 credits in Diploma in Nursing plus Bachelor in Nursing 4th Year

All students must complete 120 credit points from one the following pathways:

### Acute Care and Primary Health Pathways Table of Units

<table>
<thead>
<tr>
<th>Unit Number</th>
<th>Unit Name</th>
<th>Credit points</th>
<th>Pre-requisites</th>
<th>Co-requisites</th>
</tr>
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<tbody>
<tr>
<td>701</td>
<td>Core Units (80 credit points)</td>
<td>20</td>
<td>704, 703</td>
<td></td>
</tr>
<tr>
<td>702</td>
<td>Leadership and Management</td>
<td>20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>703</td>
<td>Research and Evidence Based practice</td>
<td>20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>704</td>
<td>Applied Science and Pharmacology</td>
<td>20</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Advanced Assessment and Diagnostic Inquiry</td>
<td>20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>706</td>
<td>Acute Nursing Care</td>
<td>20</td>
<td>703</td>
<td></td>
</tr>
<tr>
<td>707</td>
<td>Acute Nursing Practice</td>
<td>20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>708</td>
<td>Management of the ill Child</td>
<td>20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>709</td>
<td>Primary Health</td>
<td>20</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Primary and Population Health</td>
<td>20</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Child Health Management</td>
<td>20</td>
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</tbody>
</table>

plus 60 credit points from one of the following pathways

### Midwifery Pathway Table of Units

<table>
<thead>
<tr>
<th>Unit Number</th>
<th>Unit Name</th>
<th>Credit points</th>
<th>Co-requisites</th>
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</thead>
<tbody>
<tr>
<td>710</td>
<td>Core Units (80 credit points)</td>
<td>20</td>
<td>712</td>
</tr>
<tr>
<td>702</td>
<td>Midwifery Leadership and Management</td>
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<tr>
<td>711</td>
<td>Research and Evidence Based practice</td>
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<td>711</td>
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<tr>
<td>712</td>
<td>Applied Science and Pharmacology in</td>
<td>20</td>
<td>711</td>
</tr>
<tr>
<td></td>
<td>management of pregnancy</td>
<td>20</td>
<td></td>
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<tr>
<td></td>
<td>Advanced Assessment and Diagnostic Inquiry</td>
<td>20</td>
<td>711, 712</td>
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<tr>
<td></td>
<td>in Maternal and Child Health</td>
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<td>711, 712</td>
</tr>
<tr>
<td>713</td>
<td>Specialist Units</td>
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<tr>
<td>714</td>
<td>Management of pregnancy</td>
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<tr>
<td></td>
<td>Neonatal Care</td>
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