



# **Solomon Islands National University**

## **Academic Regulations**

1<sup>st</sup> Edition September 2013 (S.I.N.U.)

## 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 specific sections of this regulation are provided in separate documents that are listed at the end of this document.

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Dr. Glynn Galo  
Vice Chancellor, SINU

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## ACRONYMS & ABBREVIATIONS

AO	Administration Officer
ASCH	Actual Student Contact Hours
SAB	School Academic Board
DEC	Distance Education Centre
DFL	Distance Flexible Learning
GPA	Grade Point Average
HE	Higher Education
DOS	Dean of School
ITC	Information Technology & Communication
UBIM	University Belong lu Mi
PR	Permanent Residence
RN	Registered Nurse
RPL	Recognition of Prior Learning
SAO	Senior Administration Officer
SINUQF	Solomon Islands National University Qualification Framework
STCW	Standards Training, Certification and Watch keeping
TVET	Technical and Vocational Education & Training
CAP	Central Admissions Panel
SINU	Solomon Islands National University
CAC	Course Advisory Committee
QAC	Quality Assurance Committee
SOEH	School of Education and Humanities
SOTMS	School of Technology and Maritime Studies
IOT	Institute of Technology
IMS	Institute of Maritime Studies
SNAHS	School of Nursing and Allied Health Sciences
SBM	School of Business and Management
SNRAS	School of Natural Resources and Allied Sciences

# 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) 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) determination of 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) will 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) will 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) will 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) to recommend a final list of students to Council for conferment each year;

### **1.2.2 Membership**

Chairperson	Vice-Chancellor
Members	Pro Vice-Chancellors
	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
	Council Secretariat to manage Minutes

## **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: To**

- (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) t 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

Dean of School –Chairperson

All Academic Staff

School Secretary -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

Pro Vice Chancellor (Academic), Chair

Deans of Schools or nominee

Manager, Student Academic Services

SAO Academic (Secretary)

### 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) overseeing and approving the University's statements on the ethical conduct of human research and the ethical conduct of animal research,
- (b) Approving the production, review and revision of documents related to SINU research policy and procedures,
- (c) appointing sub-committees to peer review research grant applications, receiving recommendations from those sub-committees and making recommendations re the funding of applications.

- (d) reviewing all research proposals to ensure that they comply with the guidelines for the ethical conduct of research,
- (e) maintaining an over view of all research being conducted at SINU,
- (f) ensuring that research funds are administered fairly and equitably,
- (g) reviewing applications for scholarship and conference funds and making recommendations re their approval,
- (h) inquiring into any allegations of staff or student misuse of research funds or inappropriate or unethical behavior e.g. plagiarism of material, and making recommendations re disciplinary action,
- (i) reviewing any proposals for new initiatives to promote research and making recommendations re their approval,
- (j) overseeing the operations of the office of research,
- (k) providing SINU Council with annual audited accounts from the office of research and the budget proposal for the ensuing year,
- (l) Ensuring all committee recommendations should represent the opinions of at least two third of the committee.

#### 1.3.3.2 Membership

Director of Research (Chairperson)

Representatives from all schools in the University

Representative from the Library

Representative from the IT Department

Pro Vice-Chancellor (Academic), ex-officio member

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 performs audits and reports on compliance.

#### 1.3.4.2 Functions; To

- (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 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:

#### 1.3.4.3 Membership

Pro-Vice Chancellor - Academic

Manager Course and Curriculum Development Division

Deans of School

Manager Student Academic Services

Representative from University Library

### 1.3.5 University Library Committee

#### 1.3.5.1 Responsibilities

- (a) to 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) to 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) to formulate and propose developmental projects of SINU Library.
- (d) to develop, interpret, and review policies of SIN Library
- (e) to facilitate communication with and obtaining feedback from SINU community on library collections, programs, services, infrastructure, and communication mechanisms

#### 1.3.5.2 Functions

- (a) to assist with plans and creation of annual budget estimates and reviews for SINU library.
- (b) to deliberate on matters affecting library ICT infrastructures.
- (c) to work with schools to identify library requirements in support of their existing courses and proposed new courses
- (d) to deliberate on matters affecting budget spending.
- (e) to 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

Pro Vice Chancellor (Academic), Chairperson

University Librarian, Deputy Chair

Deans of Schools or nominee



IT Manager

Representative from the Finance Division

Student Representative

Secretary (To be provided by 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 education mode and report to the Academic Board.

#### 1.3.6.2 Functions

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

#### 1.3.6.3 Membership

Pro Vice-Chancellor (Academic)

Head of DFL

Deans of School or nominee

Finance Division Representative

Manager of ITC

Manager of Course and Curriculum Development

DFL to provide secretary

### **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 a Board of Studies of a school or revoke it.

#### 1.3.7.3 Membership

Pro Vice Chancellor (Academic)

Manager, Students Academic Services

Deans of Schools

Manager Campus Life

Course Coordinators (Co-opted)

Council Secretariat - Secretary

## 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 work place 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 there is need

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

Committees should normally comprise around 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.

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

### 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 enrollment process for the purpose of determining the admission from the pool of applicants, those students to be admitted into the credit courses in all schools. It 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

Pro Vice-Chancellor (Academic)-Chair

Manager of Student Academic Services

Dean of School or his/her nominee

Course Coordinator/s

SAO Academic (Secretary)

## SECTION 2: ADMISSIONS, REGISTRATION & WITHDRAWAL 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 the SINU. Basic Numeracy and literacy
- (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) Form 3 with at least 5 years experience
- (b) Minimum Form 5 with minimum C+ grades in English, Mathematics, Science and Social Science, with a GPA of 2.0 and above.
- (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.

2.1.3.3 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" grades 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) Have completed work experience as specified in the Course regulations  
or
- (c) Hold a diploma at level 6 from SINU, or equivalent and
- (d) Show evidence of relevant professional experience deemed by the SINU to be equivalent to Level 7 on the SIQF
- (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

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



- (b) 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);
  - (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.
- (c) 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
- (d) Assessors shall take into account the persons 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 Financial 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 preciously 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 may be required to reapply for admission if they wish to re-enroll.

### 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.
  - (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 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.
  - (iv) A student has not paid the required fees by the end of the semester
- (b) Termination on academic grounds precludes a student from continuing his/her course for minimum period of 2 semesters.
- (c) Termination of a student from a course must be determined and approved by the relevant School Academic Board.

- (d) On receiving the School Academic Board's decision, the Student Academic Services shall notify the student in writing of the decision as soon as possible.
- (e) 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.
  - (i) 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.
  - (ii) 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** which lead on to the award of a formal qualification and require the successful completion of a sequence of study, generally of 1, 2 or 3 years duration full-time or part-time basis.
- (b) **Non-award courses** 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 The following levels of award will be made on the completion of an award course:

DISTINCTION	-	Highly commendable performance
CREDIT	-	Commendable performance
PASS	-	Satisfactory performance
FAIL	-	Unsatisfactory performance

4.3.4 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 extent 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
- 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 Division 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 Division 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 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 enrollment.

- (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 enroll 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 enroll 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 Graduation Committee 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.

- (f) 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.
- (g) During the graduation procession a Bachelor degree graduand shall not wear the mortarboard until after he/she has received his/her certificate.
- (h) The management through the endorsement of Council shall determine the official dress of the stage party and particulars accessories that are deemed 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.
- (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 - Kelly 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

<b>Qualification</b>	<b>Qualification Abbreviation</b>
Certificate	Cert
Diploma	Dip
Advance ...	Adv
Graduate ...	G
Bachelor	B

Master	M
Doctorate	D

## 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 endeavor to locate the sources from which this student has plagiarized. 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 behaviors, he/she may implement a penalty according to the provisions of 4.23.3 below.

### 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 un crowded 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 penalized 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.



# SCHEDULE 1: DRAFT SOLOMON ISLAND QUALIFICATION FRAMEWORK

## 1.1 QUALIFICATIONS TYPE AND DEFINITIONS

### 1.1.1 INTRODUCTION

- a) These regulations define each type of qualification offered in the SINU.
- b) The definitions in these regulations are based on the draft Statement on the Solomon Islands Qualifications Framework
- c) Specific qualifications are further defined by the individual programme regulations.

### 1.1.2 CERTIFICATE LEVEL 1

#### a) **Purpose**

Certificate Level 1 qualifies individuals with basic and foundational knowledge and is an enabling qualification that will prepare graduates for entry into the workforce and / or further study.

#### b) **Outcomes**

A graduate at this level is able to:

- demonstrate basic foundational knowledge in a narrow area of work or learning;
- use basic skills to undertake simple tasks, solve simple problems and use basic communication technologies; and
- apply knowledge and skills in highly structured contexts within defined boundaries with some autonomy.

### 1.1.3 CERTIFICATE LEVEL 2

#### a) **Purpose**

Certificate Level 2 qualifies individuals with basics facts, techniques and procedures for entry into a field of work and / or further study.

#### b) **Outcomes**

A graduate at this level is able to:

- demonstrate knowledge of basic facts, techniques and procedures in defined field of work or learning;

- apply information, select and apply known processes and known solutions to familiar problems; and
- apply standard processes relevant to work or study.

#### 1.1.4 CERTIFICATE LEVEL 3

##### a) **Purpose**

Certificate Level 3 qualifies individuals to carry out defined roles using practical, procedural and technical knowledge in specific field of work or study.

##### b) **Outcomes**

A graduate at this level is able to:

- demonstrate some technical, theoretical and procedural knowledge in a field of work or study;
- apply technical skills in routine and non-routine contexts;
- select and apply solutions to familiar problems;
- deal with unforeseen contingencies using known solutions;
- demonstrate knowledge and skills in problem solving; and
- attend to tasks with some discretion, autonomy and under limited supervision.

#### 1.1.5 CERTIFICATE LEVEL 4

##### a) **Purpose**

Certificate Level 4 qualifies individuals with broad knowledge and skills to work or study in a specialised field. Graduates will demonstrate use of broad knowledge of facts, theoretical and practical knowledge.

##### b) **Outcomes**

A graduate at this level is able to:

- demonstrate broad knowledge of facts, theoretical and technical knowledge with specialisation in a field of work or study;
- apply and act on information;
- select, apply and communicate solutions to routine problems;
- undertake routine tasks;

- use a range of methods, tools and materials;
- exercise judgement with autonomy in known and unknown contexts; and
- demonstrate limited responsibility for the work and learning of others.

#### 1.1.6 DIPLOMA LEVEL 5

##### a) **Purpose**

Diploma Level 5 qualifies individuals with technical and theoretical knowledge with depth in some areas within a field of work or learning.

##### b) **Outcomes**

A graduate at this level is able to

- demonstrate broad technical and theoretical knowledge with depth in some areas within a field of work or study;
- apply knowledge and skills with autonomy and judgement in some specialist areas;
- act on information;
- analyse, select and apply solutions to unpredictable problems and requirements;
- utilise specialist skills to communicate ideas and concepts;
- transfer knowledge to others;
- demonstrate autonomy and judgement in some specialist areas;
- demonstrate responsibility for own work within defined contexts; and
- demonstrate responsibility for the work and learning of others.

#### 1.1.7 DIPLOMA LEVEL 6

##### a) **Purpose**

A diploma at level 6 qualifies individuals with technical and theoretical knowledge and skills within specialised contexts with depth in a field of work or learning.

##### b) **Outcomes**

A graduate of diploma at this level is able to:

- demonstrate specialised technical and theoretical knowledge with depth in one or more fields of work or learning;

- demonstrate broad range of skills to act on information, transfer knowledge and skills to others;
- formulate solutions to complex and unpredictable problems;
- apply specialised skills to communicate ideas and perspectives;
- demonstrate autonomy and judgement in changing contexts; and
- demonstrate responsibility for management of work and outcomes as well as for team outcomes.

### 1.1.8 BACHELOR DEGREE

#### a) **Purpose**

A Bachelor Degree provides individuals with a systematic and coherent introduction to a body of knowledge of a major subject or subjects applied in a range of contexts to undertake professional work and as a basis for further learning. Typically, in a Bachelor Degree programme, the content is progressively developed to form the basis for further learning or professional practice and is offered as one sequential study programme.

#### b) **Outcomes**

A graduate at this level is able to:

- demonstrate specialised technical and theoretical knowledge with depth in one or more fields of work or study that will lead to lifelong learning;
- demonstrate ability to analyse, evaluate, adapt and apply information;
- utilise intellectual independence to address problems;
- communicate knowledge and ideas to others;
- demonstrate initiative and judgement in professional practice or scholarship; and
- demonstrate autonomy, adaptability and responsibility in diverse contexts.

**c) Entry**

A programme of study leading to a Bachelor Degree builds upon prior study, work or experience and is open to those who have met the specified entrance requirements.

**d) Relationship to other qualifications**

A person who holds a Bachelor Degree may be permitted to enrol in a post-graduate qualification.

**1.1.9 GRADUATE CERTIFICATE**

**a) Purpose**

A graduate certificate is designed as a vehicle for degree graduates to pursue further studies at an advanced undergraduate level. The graduate certificate is typically designed as a bridging qualification to post-graduate study for candidates developing educational, professional or vocational knowledge in a new discipline, professional or subject area and/or as a broadening or deepening of skills or knowledge already gained in an undergraduate qualification.

**b) Outcomes**

A graduate at this level is able to:

- demonstrate specialised knowledge and skills for professional or highly skilled work and/or further learning;
- demonstrate specialised theoretical and technical knowledge in one or more disciplines or areas of practice;
- critically analyse, evaluate and transform information;
- demonstrate specialised technical and creative skills;
- analyse, generate and transmit solutions to complex problems; and
- demonstrate autonomy, judgement, adaptability and responsibility in a professional or learning environment.

**c) Entry**

Entry is usually open to degree graduates or those who have been able to demonstrate equivalent practical, professional or educational experience of an appropriate level.

**d) Relationship with other qualifications**

The graduate certificate may provide the basis for post-graduate study.

**1.1.10 GRADUATE DIPLOMA**

**a) Purpose**

The Graduate Diploma is designed for degree graduates to pursue a significant body of study at an advanced undergraduate level. The Graduate Diploma is typically designed as a bridging qualification to post-graduate study as well as broadening knowledge and skills in a familiar subject or discipline, or developing knowledge in a new area.

**b) Outcomes**

A graduate at this level is able to:

- demonstrate advanced knowledge and skills to undertake professional or highly skilled work and/or further learning;
- demonstrate specialised theoretical and technical knowledge in one or more disciplines or areas of practice;
- critically analyse, evaluate and transform information;
- analyse, generate and transmit solutions to complex problems;
- demonstrate specialised technical and creative skills; and
- demonstrate autonomy, judgement, adaptability and responsibility in a professional or learning environment.

**c) Entry**

Entry is usually open to Bachelor Degree graduates or maybe to those who have been able to demonstrate equivalent practical, professional or educational experience of an appropriate level.

**d) Relationship to other qualifications**

A graduate diploma may provide the basis for post-graduate study.

### 1.1.11 BACHELOR HONOURS

#### a) **Purpose**

A Bachelor Honours recognises distinguished study at level 8. It may either be a degree in itself, or a discrete post-graduate degree following a Bachelor Degree. A Bachelor Degree with Honours may recognise:

- a particular level of achievement in a Bachelor Degree especially in relation to admission to further post-graduate study; or
- achievement of level 8 following a level 7 bachelor degree.

#### b) **Outcomes**

A graduate of Bachelor Degree with Honours is able to:

- demonstrate advanced knowledge in the underlying principles and concepts in one or more disciplines;
- demonstrate knowledge of and application of research principles, methods and skills;
- review, analyse and synthesise knowledge with intellectual independence;
- demonstrate critical thinking and judgement in developing new understanding;
- communicate clear and coherent exposition of knowledge and ideas; and
- demonstrate judgement and initiative in professional practice.

#### c) **Entry**

Entry to Honours study is normally based on achievement of above average performance in the credits within the Bachelor Degree that are relevant to the proposed Honours study.

#### d) ***Relationship to other qualifications***

A Bachelor Honours should prepare graduates for admission to further post-graduate study.

### 1.1.12 POST-GRADUATE CERTIFICATE

#### a) **Purpose**

The Post-graduate Certificate is designed to extend and deepen a candidate's knowledge and skills. A Post-graduate Certificate involves credits from a specified subject and its associated areas. It recognises continuing professional development or academic achievement in advance of the candidate's original Bachelor Degree or Graduate Certificate or Diploma.

**b) Outcomes**

A graduate of a Post-graduate Certificate is able to show evidence of advanced knowledge about a specialist field of enquiry or professional experience.

**c) Entry**

Post-graduate Certificates require either a Bachelor Degree or Graduate Certificate or Diploma in a cognate subject, or relevant skills and knowledge acquired through appropriate work of professional practice.

**d) *Relationship to other qualifications***

A Post-graduate Certificate provides the basis for further post-graduate study.

### 1.1.13 POST-GRADUATE DIPLOMA

**a) Purpose**

The Post-graduate Diploma is designed to extend and deepen a candidate's knowledge and skills by building on attainment in the principal subject(s) of the qualifying degree, graduate diploma or graduate certificate. It prepares a candidate for independent research and scholarship in the principal subject of the diploma.

**b) Outcomes**

A graduate of a Post-graduate Diploma is able to:

- demonstrate advanced knowledge in a specialised field of study or professional practice; and
- engage in intellectual analysis, criticism and problem solving.

**c) Entry**

A candidate for the Post-graduate Diploma in a specified subject or, where appropriate, a related area will normally have completed all requirements of the relevant Bachelor Degree or Graduate Certificate or Diploma, or has the relevant skills and knowledge acquired through appropriate work or professional experience at an additional level.



**d) Relationship to other qualifications**

A person who holds a Post-graduate Diploma may be eligible to be enrolled in a Masters Degree.

**1.1.14 MASTERS DEGREE**

**a) Purpose**

A Masters Degree qualifies candidates who apply an advanced body of knowledge in a range of contexts for research, a pathway for further learning, professional practice and/or scholarship. Masters Degree usually builds on a Bachelor Degree, Graduate Diploma, Bachelor Degree with Honours or a Post-graduate Diploma. They usually build on extensive professional experience of an appropriate level. Their outcomes are demonstrably in advance of undergraduate study, and require candidates to engage in research and/or advanced scholarship.

**b) Outcomes**

A graduate of a Masters Degree is able to:

- demonstrate evidence of advanced knowledge and understanding about a specialist field of study or professional practice;
- demonstrate mastery of and expertise in sophisticated theoretical subject matter;
- carry out critical evaluation of findings and discussions of their subject matter in literature;
- research, analyse and argue from evidence;
- apply knowledge to new situations and work independently; and
- engage in rigorous intellectual analysis, criticism and problem solving.

If a Masters Degree includes a component of supervised research of not fewer than 90 credits at level 9, the graduate is also able to:

- demonstrate a high order of skills in the planning , execution and completion of a piece of original research or creative scholarly work;
- apply such skills learned during the study programme to new situations; and

- complete the research to internationally recognised standards and demonstrate a capacity for independent thinking.

Masters Degrees are constituted in one discipline or a coherent programme of study. They may be undertaken by coursework or research or by a combination of both.

**i) *By coursework only***

Entry to a Masters Degree by coursework worth 120 to 240 credits is normally based on an undergraduate degree. The degree is achieved through coursework consisting of courses, project work and research in varying combinations. It may build on undergraduate study in the same academic field, or it may build on the more generic graduate attributes of an undergraduate degree in other fields, or in some cases on relevant professional experience. Masters Degrees that build on generic attributes and/or experience (often called 'conversion Masters') are usually in professional fields and are recognised as appropriate professional preparation by the profession or industry concerned.

**ii) *By thesis or primarily by thesis***

Entry to a Masters Degree by thesis is normally based on a Bachelor Degree with Honours or a Post-graduate Diploma in the same field of study. The degree consists of a research project that is presented in the form of a thesis, dissertation, substantial research paper or creative work, worth at least 90 credits (at level 9).

**iii) *By coursework and thesis***

Entry to a Masters Degree by coursework and thesis is normally based on an undergraduate degree in the same field of study. The degree includes a thesis, dissertation, substantial research paper or creative work worth at least 90 credits and may include up to 150 credits of coursework.

**c) *Relationship to other qualifications***

A person, who holds the Masters Degree achieved to an appropriate standard, and including a research component of at least 90 credits, may be considered for admission to a programme of advanced study and/or original research leading to a Doctoral degree.

### 1.1.15 DOCTORAL DEGREE

The doctorate degree is a research-based degree whereby the candidate becomes an increasingly independent scholar who makes a substantial and original contribution to knowledge. It is normally the culmination of study which begins at the bachelor level and reaches a stage beyond the Masters Degree.

#### a) Outcomes

A graduate of a Doctor of Philosophy Degree is able to:

- demonstrate substantial understanding of a complex body of knowledge that constitutes original work;
- apply expert research skills to carry out and communicate advanced research that makes significant contribution to knowledge or professional practice;
- demonstrate expert technical and creative skills with intellectual independence;
- engage in critical reflection, synthesis and evaluation;
- generate, apply and communicate new knowledge that contributes to a discipline or professional practice; and
- demonstrate significant authoritative judgement, autonomy and responsibility as an expert in the application of skills and knowledge.

The major component of all doctorate degrees is original research. The body of work that leads to the award of a doctorate will be one of the following:

- a thesis (the PhD/DPhil);
- creative work in the visual or performing arts (the PhD/DPhil);
- a thesis or equivalent creative work in combination with coursework (the named doctorate);
- a thesis in combination with a creative work in the visual or performing arts (the named doctorate); or
- published work (the higher doctorate).

### 1.1.16 DOCTORATE OF PHILOSOPHY (PHD/DPHIL)

The thesis constitutes the entire body of work upon which the award of the qualification will be judged. Coursework may also be prescribed, but this will only contribute to the

preparation for research and acceptance into the doctoral programme. Where appropriate, candidates may present a creative work as part of the thesis requirement.

1.1.17 DOCTORATE IN A SPECIFIED FIELD OR DISCIPLINE – THE NAMED  
*DOCTORATE (E.G. EDD OR THE DMUS)*

For a Doctorate in a specified field, coursework may contribute to the assessed programme of study but research or the scholarly creative activity and the associated thesis must occupy at least two full-time academic years and contribute not less than two thirds of the overall credit for the degree. The coursework, which is to be at a standard in advance of that expected for a Masters paper, must be part of a coherent programme with the research work, and should normally cover no more than one full-time academic year. A Doctorate must constitute a passing grade in both the coursework and the thesis or its creative work equivalent.

1.1.18 HIGHER DOCTORATE (E.G. THE DSC OR THE DLITT)

Higher Doctorates are awarded for independent work of special excellence, as judged by leading international experts, which is completed before a person makes an application to enrol for the degree. Candidates will normally be expected to have completed at least ten years of independent work and to have published extensively. Publication will normally be in scholarly books and/or in reputable international journals. Doctorates in the visual or performing arts will constitute equally outstanding contributions in creative work.

1.1.19 HONORARY DOCTORATE

Honorary Doctorates are awarded for recognition of exceptional contributions made by the recipient to the institution awarding the degree, to a profession, or to society at large whether at the local, the national or the international level. An institution awarding an honorary doctorate must be accredited to award 'earned doctorates'.

## **SCHEDULE 2 : COURSE SPECIFIC REGULATIONS.**

### **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 practicing 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 4<sup>th</sup> 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
- d) Registered Nurses seeking enrolment in countries outside Solomon Islands must provide evidence of the appropriate nursing registration and practicing 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 Table 4.0 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:				
<b>Acute Care and Primary Health Pathways Table of Units</b>				
Unit Number	Unit Name	Credit points	Pre-requisites	Co-requisites
<b>Core Units (80 credit points)</b>				
701	Leadership and Management	20		
702	Research and Evidence Based practice	20		
703	Applied Science and Pharmacology	20		704,
704	Advanced Assessment and Diagnostic Inquiry	20		703
<b>plus 60 credit points from <u>one</u> of the following pathways</b>				
<b>Acute Nursing Care</b>				
706	Acute Nursing Practice	20	703	
708	Management of the ill Child	20		
<b>Primary Health</b>				
707	Primary and Population Health	20		
709	Child Health Management	20		
<b>Midwifery Pathway Table of Units</b>				
<b>Core Units (80 credit points)</b>				
710	Midwifery Leadership and Management	20		
702	Research and Evidence Based practice	20		
711	Applied Science and Pharmacology in management of pregnancy	20		712
712	Advanced Assessment and Diagnostic Inquiry in Maternal and Child Health	20		711
<b>Specialist Units</b>				
713	Management of pregnancy	20	711, 712	
714	Neonatal Care	20		