

PACIFIC ADVENTIST UNIVERSITY

2023 STUDENT HANDBOOK

All information contained in this
Student Handbook
were correct at time of printing.

Any changes or updates are at the discretion
of the PAU Administration and the
Student Services Council.

Printing date: **February 2023**

WELCOME MESSAGE

Mr Jones Taos

Director of
Student Services

We welcome you to Pacific Adventist University for the 2022 Academic year. I sincerely congratulate you for having chosen PAU as a university of choice to undertake tertiary studies. The Koiari Park campus is located in quite a unique environment, surrounded by lakes and trees, green grass during the wet season, and the friendly staff and family members who always welcome those who enter this campus; a home away from home for those who have chosen this God planned institution to study, thrive and grow during the duration of their studies and employment.

PAU is owned and operated by the Seventh-Day Adventist Church through the South Pacific Division office in Sydney, Australia. As it provides a Christian biased education program based on biblical teachings, it allows you to experience the four dimensions of Christian growth and personal development. The Spiritual, Physical, Mental, and social developments are holistically emphasized in both the Capacity Training Program, the academic, the spiritual programs, and the other extra curricula that are offered to all students and staff. This experience enables you to establish your vertical relationship with God, and thus will make positive impact to your horizontal relationship. E.G White confirms this notion when she reiterates that *“True Education means more than the perusal of a certain course of study. It means more than preparation of the life that now is. It has to do with whole being, and with the whole period of existence possible to man. It is the harmonious development of the physical, the mental, and the spiritual powers. It prepares the student for the joy of service in this world, and for the higher joy of wider service in the world to come.”* Education, p.3,29.

PAU’s motto “Educate to Serve”! is in response of the Church motto of “I will Go” of serving God and the people of the island communities in the South Pacific. The University is honored to fulfilling its motto by educating and providing every enrolled student the opportunity to acquire Christian values, and to come to know Jesus as their personal savior.

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You are among the special students selected to be enrolled at PAU. On behalf of the office of the Director of Student Services (DoSS), I encourage you to utilize every space, time, opportunity and resource available to achieve your aspirations of being a student.

The Student Hand Book is specially prepared to inform you of the university's expectations and policies. They are your guide to the highest standard of discipline in your engagement of the required approved programs by the University's Governing Council and the Administration.

The Student Services Department expects you to familiarize yourself with the entire content of these policies and the support information by reading and re-reading it during your course of study. Your undivided loyalty and obedience of these guidelines, not only guarantees your total wellbeing and academic success, but confirm your status as a registered student.

To signify your loyalty and obedience to these policies, you're thereby required to sign the declaration form at the end of this book. The signed declaration form is submitted to the DoSS office to confirm your completion of registration as a student. Not signing the declaration indicates that you do not wish to be a student, or not continue as one at PAU. See the DoSS to process your withdrawal immediately.

I personally pray that the Holy Spirit will guide you to make a strong commitment to be responsible in allowing God to educate you whilst a student at PAU.

Welcome to Pacific Adventist University.

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Our Vision

Be the best provider of quality Christian tertiary education.

Our Mission

Prepare graduates who are equipped and willing to serve their community, their country, their church and their God.

Our Values

SERVICE

We are devoted to lives of servanthood as modelled by Jesus Christ who served with compassion, fostered peace and worked for justice

EXCELLENCE

We strive for excellence and seek to utilize our God –given gifts in the service of our God, our church, and our community.

KNOWLEDGE

We are committed to creating, preserving and sharing knowledge through teaching, research, and creative work for the highest standard.

INTEGRITY

We are committed to acting honestly, fairly, transparently, with professionalism and integrity, and to uphold the highest ethical standards.

COMMUNITY

We are dedicated to creating a welcoming, inclusive community that respects diversity and encourages, challenges, and nurtures one another.

1.0 Governance

- 1.1 PAU is owned and operated by the South Pacific Division (SPD) of the Seventh-day Adventist church with its headquarters in Sydney Australia; it is authorized to operate by the Pacific Adventist University Act 1997, Papua New Guinea. The University chancellor who is the president of the SPD, chairs the 20-member Council that meets 2-3 times per annum to govern the University. PAU is managed by an executive team comprising the University officers: Vice-Chancellor, Deputy Vice-Chancellor, Registrar, Bursar and Director of Student Services.

2.0 Accreditation

- 2.1 Full recognition of Pacific Adventist University and its degree programs was granted with the passing of the Pacific Adventist University Act 1997.
- 2.2 PAU is externally audited and accredited through an international body, the Adventist Accrediting Association, which is part of the General Conference Education Department of the SDA church.
- 2.3 PAU nursing and midwifery graduates gain registration with the PNG Nursing Council;
- 2.4 Education graduates gain teacher registration in PNG upon graduation with a PAU education degree;
- 2.5 and business graduates have been successful in sitting the exams for membership with CPA, PNG. More agreements with professional bodies and other institutions, both in PNG and across the Pacific, are being negotiated to facilitate mobility of students and graduates of PAU. For example, currently

- 2.5** students completing the first year science degree are eligible to apply to the Medical Faculty at the University of Papua New Guinea. A steady stream of PAC/PAU degree-level graduates have gone on to successfully complete advanced degrees at universities in Australia and the United States.

3.0 History

- 3.1** PAU grew out of a dream for a tertiary institution in the South Pacific to meet the needs of the growing Seventh-day Adventist church organization. Further, many young people wanted to pursue degrees in a Christian environment.
- 3.2** In 1981, the present site of PAU was selected. The first academic year began in 1984 following the passage of the Pacific Adventist College Act by the Parliament of Papua New Guinea in 1983.
- 3.3** Pacific Adventist College was successful from the beginning in attracting highly motivated students and qualified staff. Graduates were recognized throughout the Pacific region. Education graduates became government-registered teachers in many Pacific countries. An important step forward came when the passage of the Pacific Adventist University Act 1997 turned the college into Pacific Adventist University on 11 December 1997. The Act recognized that PAU had its own philosophy and its focus included all South Pacific countries. Many nations now sponsor students to PAU and several International Aid Agencies support students at the University. Graduates of PAU are employed by the church, government and private industry across the Pacific region.

1.0 Scope

- 1.1 This policy applies to all students enrolled at the University.
- 1.2 The University may deal with misconduct under this policy if the person was a student at the time of the alleged misconduct and may proceed as if the person had continued to be a student, even if the person ceases to be a student before proceedings are instituted or finalized.
- 1.3 This policy applies to conduct on and off campus
- 1.4 In any case where a student is in a gathering or group of students and/or other persons and a member of the group engages in activities that constitute misconduct, the student is taken to have engaged in misconduct if they did not take all reasonable steps to dissociate from the gathering or group as soon as practicable after they became aware of the misconduct.

2.0 Policy Objectives

The objectives of this policy are to:

- 2.1 promote the principle of mutual respect by informing students of behavior which the University considers appropriate,

- 2.2 discourage inappropriate behavior which the University defines as misconduct,
- 2.3 provide a framework and procedurally fair practices for dealing with possible cases of misconduct,
- 2.4 provide for the imposition and enforcement of penalties for proven misconduct.

3.0 Policy Purpose

- 3.1 The policy sets out the expectations for student behavior at the University, and provides a framework for dealing with instances of alleged student misconduct.
- 3.2 All students are expected to behave in a way that:
 - 3.2.1 is in harmony with the principles and practices of the Seventh-day Adventist Church;
 - 3.2.2 adheres to the Pacific Adventist University Student Code of Conduct;
 - 3.2.3 allows reasonable freedom to others to pursue their studies, research, duties, community engagement and other lawful University activities, and to participate in the life of the University;
 - 3.2.4 recognizes the University objective of pursuit of academic excellence and that academic standards and proper procedures are essential in achieving that objective

- 3.2.5 promotes the proper use of University facilities, information and the property of the University and of other persons and/or organizations on its campuses, and other sites at which it conducts its activities;
- 3.2.6 ensures that the reputation of the University is upheld; and
- 3.2.7 observes all local, provincial and national laws.

4.0 Minor Misconducts

- 4.1 Students may receive verbal warnings or a warning letter from University Staff for minor offenses that are not referred to the Student Discipline Committee.
- 4.2 Such offences may include (but are not limited to):
 - 4.2.1 Refusal to comply with lawful and reasonable directions from University staff;
 - 4.2.2 Meeting with members of the opposite sex in isolated or non-authorized areas (as per Student Code of Conduct 4.6.6)
 - 4.2.3 Being negligent in attendance of residence hall worships (for indoor students), or classes;
 - 4.2.4 Violations of the University's dress code;
 - 4.2.5 Failure to complete Work Education program (Work-line and Community Service) requirements.

5.0 Category of Offenses

5.1 Category One Offences

Category One offenses are extremely serious in nature and would usually result in immediate expulsion from the University. The following are examples of category one offenses. This is a representative, though not an exhaustive list:

- 5.1.1 Any form of sexual assault including rape or attempted rape;
- 5.1.2 Possession of a gun;
- 5.1.3 Threatening violence with any weapon;
- 5.1.4 Violent physical assault (Assault with a weapon, assault causing serious injury that requires medical attention and/or hospitalization);
- 5.1.5 On- or off-campus use, possession, purchase, sale, manufacture or distribution of illegal drugs; ;
- 5.1.6 Inciting violence, a boycott, riot or intimidation of other students
- 5.1.7 Engaging in any act of sorcery – including cult practices;
- 5.1.8 Any offence that is criminal in nature under PNG law.

5.2 Category Two Offences

Category Two offenses are very serious in nature and may result in suspension from the University for a specified period of time. Any re-enrolment after suspension must be approved by the Administrative Committee. The following are examples of Category Two offenses. This is a representative, though not an exhaustive list:

- 5.2.1** Physical Assault.
- 5.2.2** Supporting a boycott and/or the disruption of classes, including the distribution of notices with the intent of disrupting classes;
- 5.2.3** Any violation of biblical teachings on sexual morality as understood by the Seventh-day Adventist Church;
- 5.2.4** Harassment, intimidation, or bullying in any form, whether sexual, racial, religious, or physical; including defamation of character or slander;
- 5.2.5** The unauthorized presence in the dormitory or rooms of persons of the opposite sex.
- 5.2.6** Intentional or reckless damage to, or defacement of University property or the property of members of the University and community.
- 5.2.7** Tampering with TV or internet infrastructure, or power connections; hacking of computer hardware or software.
- 5.2.8** Disorderly, indecent, lewd, or obscene conduct or expression, including the possession and/or distribution of lewd pictures and/or other pornographic material.
- 5.2.9** Anti-social behavior including noise disturbances or other disruptive behavior.

- 5.2.10** Persistent refusal to adhere to the rules and regulations outlined in the Student Handbook
- 5.2.11** Support and involvement in plans or actions that put the University in disrepute, unnecessary negative publicity or lawsuit.
- 5.2.12** Any action likely to cause injury, impair safety or raise false alarm on University premises (including but not limited to misuse or interference with fire and other safety equipment).
- 5.2.13** Acts of dishonesty, including theft, forgery; fraud, deceit or deception in relation to the University, its staff or students; including the furnishing of false documentation, and the alteration or misuse of University documents, records, or ID cards;
- 5.2.14** Plagiarism and other forms of cheating as defined by the University's Academic Integrity Policy;
- 5.2.15** On- or off-campus use, possession, purchase, sale, manufacture or distribution of alcohol, tobacco, betel nut, (including associated paraphernalia); or the use of prescription drugs for non-medical purposes or by persons other than who they were prescribed for.

5.3 Category Three Offenses

Category Three offences are serious in nature. Repeated Category Three offenses may be treated as Category Two offenses with the resultant more serious penalties. The following are examples of Category Three offenses. This is a representative though not an exhaustive list:

- 5.3.1** Patronizing venues that are inconsistent with Seventh-day Adventist standards such as bars, night clubs, gambling places, or other venues;

- 5.3.2** Inappropriate displays of physical affection between couples (as per Student Code of Conduct 4.8.5);
- 5.3.3** Consistent absence from work commitments resulting in a high accumulation of deficit work hours;
- 5.3.4** Overnight absence from a dormitory without proper authorization
- 5.3.5** Absence from campus without permission (not signing in and out);
- 5.3.6** Accommodation of non-boarding students in a dormitory room without permission;
- 5.3.7** Non boarding students sleeping in the dormitory rooms and eating in the dining hall;
- 5.3.8** Failure to treat other members of the University Community with respect in all forms of communication including personal contact, e-mail, written communication, and social intimidation.
- 5.3.9** Persistent violation of the Student Dress Code.

6.0 Penalties

- 6.1** The University's approach to discipline is based on the assumption that disciplinary procedures, when required, should be an educational and redemptive process. Disciplinary sanctions are imposed to help students develop individual responsibility and encourage self-discipline, to foster a respect for the rights of others, and to protect the rights, freedoms, and safety of members of the University community.
- 6.2** If the student admits the alleged misconduct or is found to have committed the alleged misconduct, one or more of the penalties listed below may be imposed by Student Discipline Committee.
 - 6.2.1** Expulsion – permanent suspension from enrolment at the University.
 - 6.2.2** Suspension – the cancellation of a student's enrolment at the University for a specific period and the associated entitlement to access any campus of facility or participate in any university activity.
 - 6.2.3** Exclusion – the denial of access to all or any specified University premises, facilities, services, courses, subjects, lectures, tutorials, laboratories, examinations, or any aspect of University life.
 - 6.2.4** Termination of Boarding or Housing Privileges – the denial of residence on campus – whether in a dormitory or any other housing.
 - 6.2.5** Campus Service – an order to complete a specified number of hours of campus service. This will usually be physical in nature.
 - 6.2.6** Financial Restitution – a requirement that the student pay compensation for damage to any person, or for damage to or unauthorized usage of any property or facilities of the University.

- 6.2.7** An Apology – the requirement that a student apologize formally to another party, in person or in writing.
- 6.2.8** Financial Assistance Ban – the termination of any financial assistance from the University.
- 6.2.9** Leadership Ban – termination of any leadership role and/or the loss of eligibility to hold a leadership role for a set period of time.
- 6.2.10** Contact Ban – a requirement that the student refrain from any, or any specified contact with any particular student(s) or member(s) of staff for a specified period of time.
- 6.2.11** Letter of Warning – to be placed on permanent record in the student’s file
- 6.2.12** Academic Penalties
(Generally only applied in relation to misconduct related to a student’s academic program. Must be approved by the academic Senate):
- i) Apply a fail grade for all or part of the student’s result for the study period concerned;
 - ii) Impose a maximum grade which the student may gain for the subject in relation to which the misconduct occurred and/or downgrade the final grade overall in the unit;
 - iii) require the student to do further work or repeat work in any unit;
 - iv) refuse or cancel credit for any unit.
- 6.2.13** Any other penalty deemed appropriate by the Committee but which do not contradict the limitations of the above.
- 6.2.14** In addition to, or in lieu of, the penalties above, the Student Discipline Committee may require that the student consult a counsellor, medical practitioner or other specialist. Where such a requirement is invoked in lieu of any other penalty, the substantive penalty will remain in effect until that requirement is satisfied.

7.0 Undischarged Penalties

7.1 While any penalty imposed under this policy remains outstanding, unfulfilled or unpaid, or while a student is suspended or excluded from any campus or site, the student is not entitled, without the written consent of the Vice-Chancellor or Deputy Vice-Chancellor, to

7.1.1 Re-enrol

7.1.2 receive any results of assessment;

7.1.3 receive or be granted credit for any course or unit; or

7.1.4 graduate or receive any statement indicating eligibility to graduate or receive a diploma or certificate of the University.

7.2 While a student is suspended they must not, without the prior written consent of the Vice-Chancellor or Deputy Vice-Chancellor:

7.2.1 attend any class;

7.2.2 sit any examination;

7.2.3 submit any work for assessment;

7.2.4 gain any credit;

8.0 Appealing a Decision

8.1 All appeals will be heard by the University Administrative Committee.

- 8.2 Appeals must be submitted within 48 hours of the student being informed of the Committee's decision.
- 8.3 Students can only appeal if one of the following conditions is met:
 - 8.3.1 A significant miscarriage of justice has taken place.
 - 8.3.2 Significant new evidence arises, which if it had been presented, would likely have resulted in a different decision by the Committee.
 - 8.3.3 A significant procedural error has taken place.
- 8.4 The Administrative Committee makes the final decision in all appeals

9.0 Referral to Police

- 9.1 It is the university's practice to refer a case that it believes is criminal in nature to the police. This determination will be made by the Administrative Committee.

10.0 Consequences of Suspension

- 10.1 When a student is suspended and subsequently re-enroll; no credit may be granted for any studies or other learning or practical experience undertaken at the University or elsewhere during the period of suspension.

11.0 Record Keeping

- 11.1 The Academic Registrar must keep a record of all findings of misconduct and the penalties imposed under this policy and these records will form part of the University's disciplinary records and part of the student's file.
- 11.2 By registering as students at the University, students acknowledge that such records may be made available to:
 - 11.2.1 to persons within the University if, in the opinion of the Academic Registrar, they have a legitimate need to know;
 - 11.2.2 to parents/guardians/sponsors; and
 - 11.2.3 to other persons outside the University in response to a court order, warrant or subpoena.
- 11.3 Where there is a finding of misconduct, the following documentation will be maintained on the student's file
 - 11.3.1 a copy of the allegation notice sent to the student;
 - 11.3.2 a copy of the student's response (if any);
 - 11.3.3 a copy of the notice of decision forwarded to the student;
 - 11.3.4 a copy of any student appeal;
 - 11.3.5 a copy of the notice of decision on any appeal.
- 11.4 If there is no finding of misconduct, either on the initial hearing or on appeal, no documentation regarding the matter will be placed on the student's file.

- 11.5 A summary of all actions undertaken by the Student Discipline Committee will be submitted regularly to the Administrative Committee.

12 Associate Policies and Documents

- 12.1 Procedure for Dealing with Alleged Student Misconduct
- 12.2 Student Code of Conduct
- 12.3 Academic Bulletin
- 12.4 Academic Integrity Policy
- 12.5 Student Handbook

Procedures for Dealing with Alleged Student Misconduct

Approval Authority: Pacific Adventist University Council

Approval Date: 2017

Review Date: 2017

Policy Owner: Office of Student Services

1.0 Scope

- 1.1 These procedures apply to all students enrolled at the University.
- 1.2 The University may also deal with misconduct under these procedures if the person was a student at the time of the alleged misconduct, and may proceed as if the person had continued to be a student, even if the person ceases to be a student before proceedings are instituted or finalized.

2.0 Governing Policy

- 2.1 These procedures are governed by the Student Conduct and Discipline Policy.

3.0 Procedural Fairness and Conduct of Proceedings

- 3.1 Any person or committee that exercises any power or carries out any function under the Student Conduct and Discipline Policy and/or this procedure must treat the subject matter in confidence, except as necessary for the discharge of the responsibilities of that person or committee or as otherwise required by law.

- 3.2** When dealing with a case of alleged misconduct, the committee must proceed in a manner that is procedurally fair.
- 3.3** The Student Discipline Committee will:
 - 3.3.1** conduct any hearings as quickly as practicable, consistent with the need to act fairly;
 - 3.3.2** not be bound by legal technicalities or the laws of evidence;
 - 3.3.3** give the student a copy of, or an opportunity to inspect, all relevant evidence in relation to the alleged misconduct;
 - 3.3.4** give the student a reasonable opportunity to respond to the allegation in writing;
 - 3.3.5** decide, to the Committee's reasonable satisfaction, whether the student has committed misconduct and, if so, given all the circumstances of the case, whether one or more of the penalties allowed should be imposed. In the case of the Student Discipline Committee or the Administrative Committee, the decision of the majority of Committee members present and voting, will apply;
- 3.4** Failure of the student to participate in any part of the process will not prevent the Committee from proceeding to investigate and determine the allegation or appeal.
- 3.5** A written record of all proceedings will be maintained. Such record will contain a summary of the matters considered or obtained by the decision maker and the written reasons for the decision.

4.0 Dealing with Alleged Misconduct

4.1 Reporting alleged misconduct.

4.1.1 Any person may make a report of student misconduct to the Director of Student Services or designee. The report should be made as soon as possible after the person reporting becomes aware of the misconduct in question and should be confirmed in writing. The report should contain sufficient information to enable the student to respond to the allegation and include any evidence in support of the allegation.

4.2 On receipt of a report of alleged misconduct, the Director of Student Services will:

4.2.1 in the case of a matter that appears to constitute serious criminal activity, refer the matter to the police and advise the Vice-Chancellor or nominee; and/or;

4.2.2 in the case of a situation of serious risk requiring urgent action, refer the report to the Vice-Chancellor or nominee for action under Section 4.3; or

4.2.3 refer any breach of academic honesty to be dealt with in accordance with the Academic Integrity Policy and the Procedures for Dealing with Alleged Student Misconduct – Academic Misconduct, under Section 5; or

4.2.4 in any other case, will refer the matter to the Student Discipline Committee for action.

- 4.3** Where the Director of Student Services considers that the report requires immediate action, in consultation with the Vice Chancellor and the other Officers of the University, the Director of Student Services may take summary action to ensure that the conduct ceases or to mitigate potential harm. Summary action may include (but is not limited to) excluding the student, requiring them to leave the class, examination, facility, premises, campus dormitories, or site forthwith, provided that the period of such exclusion does not exceed:
- 4.3.1** the duration of the class, examination or other activity during which any disruption occurred; or
 - 4.3.2** in any other case, a period of 48 hours
- 4.4** Situation of serious risk requiring urgent action
- 4.4.1** The Vice-Chancellor or nominee may suspend a student and/ or take any other action they consider necessary to avert a substantial risk of:
- i) injury or serious detriment to a person; or
 - ii) serious damage to property; or
 - iii) serious detriment to the interests or reputation of the University; or
 - iv) serious disruption of a University activity.
- 4.4.2** Before imposing the suspension and/or other action, the Vice-Chancellor or nominee must make a reasonable effort (having regard to the seriousness and urgency of the risk) to provide the student with an opportunity to say why the suspension or other action is not warranted.
- 4.4.3** A suspension or other action takes effect on the student being notified in writing of the suspension or other action.

- 4.4.4** The Vice-Chancellor or nominee must, within 48 hours, provide a written allegation notice to the student:
- i) setting out the terms of the decision;
 - ii) setting out in summary form the reason for the decision; and
 - iii) advising the student of the provisions of the Student Conduct and Discipline Policy and these procedures.
- 4.4.5** The student may, within five working days of receiving the notice, respond in writing to the notice. The response will be provided to the Student Discipline Committee for consideration as to whether the terms of the decision should be varied or the decision should be rescinded.
- 4.4.6** Where the Vice-Chancellor or nominee has made a decision to suspend a student and/or take other action under this Section, they must refer the matter to the Student Discipline Committee immediately.
- 4.4.7** If the Student Discipline Committee has held its first meeting as required by Section 4.3.7, the decision of the Vice-Chancellor or nominee remains in force until the proceedings are finalized or the decision is rescinded, or amended, by the Student Discipline Committee.
- 4.4.8** The Student Discipline Committee, if it has met or, otherwise, the Vice-Chancellor or nominee must lift the suspension if satisfied that the risk that necessitated it has passed.

5.0 Academic Misconduct

- 5.1** Any alleged academic misconduct falling within the Academic Integrity Policy must be dealt with in accordance with that policy and the Procedures for Dealing with Alleged Student Misconduct – Academic Misconduct.

6.0 Action by the Director of Student Services

- 6.1** Upon receipt of a referral of a prima facie case of misconduct the Director of Student Services, within 5 calendar days:
 - 6.1.1** provide a written allegation notice to the student, setting out the alleged misconduct;
 - 6.1.2** advise the student whether they intend to determine the matter, or refer the matter to the Student Discipline Committee;
 - 6.1.3** give the student the opportunity to respond to the allegation of misconduct, providing the date by which any such response must be submitted; such date must be no less than five calendar days after receipt or deemed receipt of the allegation notice by the student; and
 - 6.1.4** provide the student with a copy of the Student Conduct and Discipline Policy and a copy of these procedures.
- 6.2** Consequences of issue of allegation notice
 - 6.2.1** If a student has been given an allegation notice, the University may, until the proceedings (including any appeal) are finalized, withhold:
 - i) any assessment results or final grades;
 - ii) the outcome of any application for credit;
 - iii) approval for the student to graduate or receive any statement indicating eligibility to graduate or to receive a diploma or certificate of the University;
- 6.3** Student response
 - 6.3.1** The student must respond within 48 hours of receiving the allegation notice and must say whether they admit or deny the alleged misconduct.

- 6.3.2** If the student does not respond within the prescribed time, the decision maker must proceed to consider and determine the matter. In the case of an international student a decision maker must advise the student of the action to be taken in writing within 10 working days.
- 6.3.3** If the student responds within the prescribed time the Director of Student Services will consider the response and:
- i) may discontinue the misconduct action against the student. No of the matter will be recorded on the student's file;
 - ii) or may proceed to consider and determine the matter;
 - iii) or may refer the matter to the Student Discipline Committee for consideration or determination;
 - iv) and in all cases must advise the student of the action to be taken in writing within 10 working days.
- 6.4** Advice to person who made original allegation
The Director of Student Services will advise, in writing, the person making the original allegation as to whether or not action will be taken under this Policy.
- 6.5** Conduct of proceedings by the Student Discipline Committee
- 6.5.1** A support person accompanying a student at any hearing conducted by the Student Discipline Committee may not be a former or current legal practitioner or a person with a law degree.
- 6.5.2** The University may not have legal representation at any hearing conducted by the Student Discipline Committee.
- 6.5.3** A decision about the allegation must be made within 10 working days of receipt or deemed receipt of the allegation notice by the student.

- 6.6** Notification of decision and, where relevant, of any penalty imposed.
- 6.6.1** The Director of Student Services must, within five working days of the decision being made, advise the student in writing of:
- i) the process undertaken;
 - ii) the decision reached;
 - iii) the reasons for the decision;
 - iv) any penalty imposed, the time within which any payment is to be made and/or remedial action to be taken by the student, and any conditions thereon;
 - v) the right to appeal under Section 7.
- 6.6.2** A copy of the notification to the student will be provided to the Registrar, and the relevant School Dean.

7.0 Appeals

- 7.1** Procedure for lodging appeals
- 7.1.1** A student may appeal a decision of the Student Discipline Committee under this procedure.
- 7.1.2** The only grounds on which a student may appeal are that:
- 7.1.2.1** there was failure to comply with procedural fairness by reason of which the student has not received a fair hearing;
 - 7.1.2.2** there is evidence relating to mitigating circumstances affecting the student's misconduct;
 - 7.1.2.3** there was a clear error in the decision making process; or the penalty imposed was excessive or inappropriate.

- 7.1.3** To lodge an appeal, the student must:
- 7.1.3.1** give written notice of appeal, on the relevant form, to the Chair of the Administrative Committee within 5 working days of the date on which the student received, or is deemed to have received, notification of the decision;
 - 7.1.3.2** specify whether the appeal relates to the finding of misconduct or to the penalty imposed or to both the finding and the penalty;
 - 7.1.3.3** set out the grounds of appeal under Section 7.122 and the substance of the matters forming the basis of the appeal;
- 7.1.4** The Chair of the Administrative Committee must review the student's appeal and may:
- 7.1.4.1** if they consider that the appeal criteria set out in Section 7.122 and/or 7.2 are not met, decline to progress the appeal; or
 - 7.1.4.2** refer the appeal to the Administration Committee to be dealt with under Section 7.2.
- 7.1.5** The Chair of the Administrative Committee must notify the student of the decision under this Section within 5 days.
- 7.1.6** Unless the Chair of the Administrative Committee, in their absolute discretion, determines otherwise, the penalty imposed is deferred until the appeal is determined.
- 7.1.7** Any deferral of penalty concludes when the appeal has been determined, or on written notice from the student that their appeal is withdrawn, whichever is the earlier.

7.2 Conduct of Administration Committee hearing appeals

7.2.1 Subject to this Section, the provisions of Section 3, will apply to all hearings conducted by the Discipline Appeals Administration Committee

7.2.2 The Administration Committee must convene to determine the appeal within 10 working days after receipt by the Chair of the Administration Committee of the notice of appeal

7.2.3 The onus is upon the student to demonstrate that the decision appealed against was incorrect.

7.2.4 An appeal heard by the Administration Committee is not a re-hearing of the original allegation. It is confined to the grounds contained in Section 7.12.

7.3 Notification of decision of the Administration Committee

7.3.1 The Chair of the Administration Committee must notify the student of:

7.3.1.1 the process undertaken;

7.3.1.2 the decision reached on the appeal;

7.3.1.3 the reasons for the decision; and

7.3.1.4 any penalty imposed and any conditions thereon.

7.3.2 The decision of the Administration Committee is final and there is no avenue of appeal against that decision to any other body within the University.

7.3.3 A copy of the notification to the student will be provided to the Academic Registrar and the relevant School Dean. The person who made the original report will be advised of the outcome.

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Approval Authority: Pacific Adventist University Council

Approval Date: 2017

Review Date: 2017

Policy Owner: Office of the Student Services

1.0 Scope

- 1.1 The Code of Conduct applies to all students enrolled at the university.
- 1.2 This Code of Conduct applies to conduct on and off campus

2.0 Expectations

- 2.1 All students enrolled at Pacific Adventist University are expected to behave in a way that:
 - 2.1.1 adheres to this Student Code of Conduct;
 - 2.1.3 allows reasonable freedom to others to pursue their studies, research, duties, community engagement and other lawful University activities, and to participate in the life of the University;

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- 2.1.4 promotes the proper use of University facilities, information and the property of the University and of other persons and/or organizations on its campuses, on other sites at which it conducts its activities;
- 2.1.5 ensures that the reputation of the University is upheld; and
- 2.1.3 observes all local, provincial and national laws.

3.0 Policies and Procedures

- 3.1 The Student Conduct and Discipline Policy outlines in detail the University's expectations for student conduct. It also details the composition & function of the Student Discipline Committee.
- 3.2 The University's Procedure for Dealing with Alleged Student Misconduct outlines in detail the process for dealing with an alleged student.

4.0 Guidelines

- 4.1 Dress and Appearance
 - 4.1.1 Students should be guided by Christian principles of simplicity, modesty, and neatness in their choice of clothing.
 - 4.1.2 Careful attention should be given daily to personal cleanliness and grooming.
 - 4.1.3 Clothes should be modest and appropriate to the occasion. Clothing that is revealing, tight or very short, should be avoided. Casual clothes such as tank-tops or singlets should not be worn in class, worship services, the library, or in situations where more formal dress is required.

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- 4.1.4 External adornment such as jewelry and excessive make-up are discouraged.
- 4.1.5 Bare feet are considered inappropriate for occasions such as classes, meals, worship events etc.
- 4.1.6 Caps and hats should be removed in class, during a worship event, and in the dining hall.
- 4.1.7 Hair – including beards should be kept clean and neat and avoid extremes in style and color.
- 4.2 A drug free environment
 - 4.2.1 The University is a drug-free environment. All students are to abstain from the possession or use of alcohol, tobacco, betel nut (buai), as well as all illegal drugs such as marijuana. Furthermore, prescription medication must not be taken for nonmedical purposes or by persons other than who they were prescribed for. The possession of drug paraphernalia and use of ‘look alike’ or designer drugs is also prohibited.
 - 4.2.2 Students are expected to stay drug-free while they are enrolled at the University and this ban applies both on and off campus.
 - 4.2.3 In addition, the use or possession of illegal substances may be reported to the Police for prosecution in addition to any University action.
 - 4.2.4 Students arriving on campus who are addicted to illegal or forbidden substances should immediately consult with the Director of Counselling Services and arrange for a program of counselling and assistance in breaking off the use of these substances.

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4.2.5 All students have the choice of voluntarily seeking assistance to be drug-free. A student who needs help is encouraged to talk to a staff member, Dormitory Dean, Counsellor or a member of the Student Services or Spiritual Services teams. This may be done with the assurance that they will do all they can to assist the student. No disciplinary actions will result if the student makes this first move. However, this assistance does not give the student a license to continue using drugs; any student found to be using drugs will be subject to discipline even though he/she may be under an assistance programme

4.2.6 The University reserves the right to perform unannounced random checks and tests to curb any trafficking and use of alcohol, drugs and tobacco.

4.3 Recreation and Entertainment

4.3.1 Students must refrain from viewing DVD's, television, internet and computer programs, or listening to music that promotes violence, nudity, sexually explicit language or behavior, vulgarity or ideas and behavior not in keeping with the University's principles and values.

4.3.2 Avoid letting personal recreational or entertainment pursuits intrude upon the peace of others or be considered disruptive in any way

4.4 Internet and Social Media

4.4.1 The University network is intended to assist in the exchange of information for the purpose of academic, education, research, and communication. Access is a privilege, not a right, and all students are expected to abide by the University's Computer and Network Resources Policy.

4.4.2 Violation of this policy includes (but is not limited to):

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- 4.4.2.1** Sending obscene, abusive or disrespectful messages;
- 4.4.2.2** The use of software or hardware to avoid or circumvent quotas or to access sites anonymously;
- 4.4.2.3** Communicating in a disrespectful and slanderous manner in emails or online social communities; and text messages
- 4.4.2.4** Falsifying the source of a message or email;
- 4.4.2.5** Accessing, Communicating and/or displaying content that violates any part of the Student Code of Conduct;
- 4.4.2.6** Entering into a file, transferring a file or using another's identification and password without authorization
- 4.4.2.7** Misappropriating or misrepresenting the university's name, logo or identity
- 4.5** Social Relationships
 - 4.5.1** Students are expected to show kindness, courtesy, and respect for others. This means that any action and/or behavior that is demeaning or causes physical, emotional or psychological injury to others is unacceptable.
 - 4.5.2** University offers a particularly rich opportunity for developing enduring and mutually beneficial friendships. These friendships should broaden our ideas and interest, and should not be restricted by barriers of age, race, social status, or gender, nor should special friendships unduly dominate or diminish our wider friendship with others. Friendship should serve to widen our circle of friends, not restrict it.
 - 4.5.3** Students should constantly seek God's guidance and help to not only choose good friends, but also to be a good friend.

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4.6 Romantic Relationships and Marriage

- 4.6.1** A decision to marry is one of the most important in life. Therefore, all students contemplating marriage during their University experience are encouraged to seek counsel and to participate in premarital counselling.
- 4.6.2** Be cautious about entering into a romantic relationship at a young age and in the somewhat artificial University environment.
- 4.6.3** Adhere to God-given principles of sexuality including moral purity and sexual abstinence outside of marriage.
- 4.6.4** Show respect for social or family customs regarding love and courtship unless they clearly transgress God's law.
- 4.6.5** Show respect for local cultural norms regarding relationships. Public demonstrations of unacceptable affection (e.g. kissing, cuddling, fondling), being alone in isolated and/or darkened locations, or traveling together in vehicles alone are prohibited.
- 4.6.6** Meet only in central areas open to both men and women, i.e. the Student Centre and the open area in front of the Ladies Dormitories, Library and Dining Hall, during the daylight hours and only in lighted areas at night. Any other areas are considered out of bounds
- 4.6.7** Students are encouraged not to marry during the University semester. Married accommodation on campus is not guaranteed for all students.
- 4.6.8** Married persons are not normally accepted as students of the University if this requires separation from their spouse.
- 4.7** Sexual Misconduct

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4.7 Sexual Misconduct

4.7.1 Any activity which is in violation of the biblical teachings on sexual morality as understood by the Seventh-day Adventist Church is forbidden. Sexual activity is to take place only within the context of a marriage relationship between a husband and wife.

4.8 Campus Leave

4.8.1 The University has a special duty of care to those students residing on campus. It is important that students do not leave campus without following the appropriate procedures.

4.8.2 All closed weekends during the university's scheduled programs must be observed. These programs include spiritual retreats, week of prayers, festival of faith, etc. Do not plan to take weekend leave on those weekends.

4.9 Day Leave

4.9.1 Students leaving the campus during the day must sign out in the Log Book at the security boom gate when leaving the campus and in when returning to the campus. This applies whether the student is walking or in a vehicle.

4.9.2 Any group of students wishing to leave campus on Sabbath for the purpose of engaging in non-University sponsored ministry activities must first obtain authorization from the Department of Student Services. A list of participants and a letter of invitation must be submitted to the DOSS office at least 1 week prior to the date. All those participating must sign out in the Log Book when leaving the campus and in when returning to the campus.

4.10 Overnight/Weekend Leave

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- 4.10** Overnight/Weekend Leave
 - 4.10.1** Any students wishing to stay overnight off-campus must have written permission from a parent or guardian.
 - 4.10.2** Students who have such permission must submit a completed Leave Request Form to the Department of Student Services at least 48 hours before the requested time.
 - 4.10.3** Dormitory students are permitted a maximum of two overnight/weekend leaves per semester. Dormitory students whose parents live in Port Moresby may return to their parent's residence on any open weekend provided a Leave Request Form is completed and submitted to the Department of Student Services.
- 4.11** Special/Emergency Leave
 - 4.11.1** In case of an emergency, students must notify their residence dean and DOSS and complete a Special Leave Form. In case of sickness, a medical certificate must be presented to the DOSS upon return.

5.0 Record Keeping and Notification

- 5.1** The Academic Registrar will keep a record of all findings of misconduct and the penalties imposed under this policy and these records will form part of the University's disciplinary records and part of the student's file.
- 5.2** By registering as students at the University, students acknowledge that such records may be made available to:
 - 5.2.1** to persons within the University if, in the opinion of the Academic Registrar, they have a legitimate need to know;

- 5.2.2 to parents/guardians/sponsors; and
- 5.2.3 to other persons outside the University in response to a court order, warrant or subpoena.

6.0 Associated Policies and Documents

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1.0 Spiritual Program

- 1.1 Pacific Adventist University (PAU) is a Christian Tertiary Institution whose programs and policies reflect Christian teachings and practices of the Seventh day Adventist Church. Worship is an integral part of the total experience at PAU and Spiritual activities are an important part of the University program.
- 1.2 Your choice to become a student of this institution implies your commitment to regularly attend religious services and instruction, particularly the boarding students. Day students are encouraged to attend worships in town churches, and weekly Wednesday morning worships in the main chapel.
- 1.3 Indoor students are required to attend all dormitory worships whether in the rooms or wing worships, worship site worships or combined worships
- 1.4 Sunday evening worships are conducted separately for Indoor students. Indoor ladies meet in the common room, other appointed venue, or the main church. Indoor men's worships are in the boys' chapel or other appointed venue. All indoor students are encouraged to attend these worship programs.
- 1.5 Monday evening reflection worships are combined programs coordinated by the counselling department in the main church or the student centre to accommodate all students. All indoor students are encouraged to attend.
- 1.6 Tuesday evening worships will be in small groups or in appointed venues. All members of each group are expected to meet in the respective venues for their group.

- 1.7 Married students are encouraged to conduct their own daily family worships, or as organized by the village leaders.
- 1.8 Wednesday evening: This is a combined midweek prayer and worship program in various worship sites except during vacations.
- 1.9 Thursday evening worships are to be conducted in cultural groups, schools, regional groups, and in union missions [SDA regional groups- PNGUM for all PNG students, TPUM for all Pacific Island regions].[Cultural groups, PNG in Provinces, TPUM, in countries or Island groups]. In accordance with the DOSS Calendar
 - 1.9.1 First Thursday of the month - Worship in Regions
 - 1.9.2 Second Thursday of the month - Worship in Schools
 - 1.9.3 Third Thursday of the Month - Worship in Unions
 - 1.9.4 Fourth Thursday of the Month - Worship in Cultural groups/Provinces/ Island groups
- 1.10 Friday night fellowship programs, or vespers. This worship program is for all campus family members including students, and is usually organized and run in various worship sites except during the vacations.
- 1.11 Sabbath Services [Sabbath School, Divine Service, and Sabbath Closing] and other spiritual enrichment programs are organized by the Spiritual services of the University. Currently we have seven worship sites--the main campus church, Pidgin church, School of Business worship centre, School of Health Science worship centre, School of Humanity, Education, and Theology worship centre, School of Science and Technology worship centre, and Kinakon worship centre. Students are welcome to be in these worship areas to fellowship with members.

1.12 Pacific Adventist University is an Adventist Institution. All those who come here to study have decided to comply and participate in all worship programs and to uphold its principles and ethos. Adventists believe and practice worshipping on Sabbath (Saturday). Everyone who lives on this campus should respect its worship day, and refrain from any other activities like study and shopping, games and other secular programs.

2.0 Capacity Training Program

- 2.1** The Capacity Training program (Work-line and Community Service) are distinctive enrichment programs greatly appreciated by the university, students, the community and potential employers. All boarding students enrolled in Pacific Adventist University (PAU) are expected to participate in both of these programs. Day students are required to participate in the community service program.
- 2.2** The program has many advantages to develop student to;
 - 2.2.1** balance their study program with practical and life skills activities;
 - 2.2.2** learn positive attitudes to good time management skills as they learn to integrate all required activities;
 - 2.2.3** nurture positive character traits, such as promptness, reliability and accountability;
 - 2.2.4** build confidence and leadership skills;
 - 2.25** practice many of the required skills needed in formal employment; and
 - 2.2.6** foster a servant leadership model.

3.0 Work Program

- 3.1 The 3rd and 4th year Married students are required to work 4 hours per week, totaling 60 hours per semester, and 24 hours of community service per semester.
- 3.2 The 1st and 2nd year Married students are required to do 7 hours of work per week, totaling 105 hours per semester, but will not be required to do community service hours.
- 3.3 Spouses of married students are not required to engage in the University work program, even if they are full-time students, and so are able to spend their time in caring for their homes and families.
- 3.4 The 3rd and 4th year Indoor students are required to do 5 hours of work per week totaling 75 hours per semester, and 24 hours of community services per semester that applies to the day students as well
- 3.5 The 1st & 2nd year Indoor students are required to do 8 hours of work per week totaling 120 hours per semester, but are not required to do community service.
- 3.6 All 1st & 2nd year students, both day and boarding are to do two major community service a year, instead of doing normal 24 hours of community service per semester.
- 3.7 The 3rd & 4th years day students will have to group themselves to make use of the Sundays. This will enable them to complete their community service projects on time
- 3.8 Work line Job Categories
There are two job categories

- 3.8.1** Supervised Jobs – students work under direct supervision.
- 3.8.2** Contracted Jobs – work is contracted out to students who complete the work requirements with minimal supervision
- 3.9** The requirement:
 - 3.9.1** The Mental, spiritual and physical activities are the triad pillars of Adventist education. All three are kept in balance. Hence, work is a requirement in which ALL PAU students who are able to work as part and parcel of their education.
 - 3.9.2** All hours must be worked. Satisfactory arrangements need to be made with the work line supervisor if the situation changes.
 - 3.9.3** From time to time, the combined working bees program is organized in order to meet particular project or community needs. This includes all regular department workers except those providing essential services. Such work will usually be carried out on a Sunday, but the weekly program may be updated to allow work to be done at other times.
 - 3.9.4** A Central Record Book is kept by all Work line supervisors where students keep details of work arrival and departure times and tasks completed. These details are checked and signed daily by the supervisors. Each Sunday, students transfer these details into their Work Record Book to be signed by the supervisor before they are submitted.
 - 3.9.5** Work hours must be submitted on Monday morning of each week by the student or by the supervisors before 12.00 midday to the Department of Student Services (DOSS) office. Any hours submitted after lunch on Thursday will go towards the hours of the following week, with a deduction of one hour as a penalty. The students who submitted their work hours on Monday before 12:00 midday will be awarded with an hour bonus.

- 3.9.6** The maximum allowable time for late submission of time sheet will be two weeks/fortnight. Any submission beyond the given maximum time period will not be accepted, unless prior arrangements are made explaining why deadlines cannot be met. Further, students are required to use one time-sheet per week-ending.
- 3.9.7** Students are to fill out their worksheets and have them signed by their supervisor. The top copy (original) of the signed sheet should be submitted to the DOSS Office. Students should retain the duplicate for their own records.
- 3.10** Policy on deficit hours
Capacity Training Program (CTP) Policy
The student Capacity Training program is a very important part of the Adventist Education system and it is compulsory for all boarding students who come to study at Pacific Adventist University.
- Incurring high deficit hours is an offense for students who have agreed and signed to abide by every activity of the University to enhance their learning. The following policy will become effective for those who disregard the Capacity Training Program.
- 3.10.1** At week five of the semester, if a student's deficit hours are -30 or more, they will lose the privilege to borrow books from the library until the deficit hours are lowered to a minimum of -5.
- 3.10.2** If a student's deficit hours are -30 or more, they will not be given access to any leave passes until the deficit hours are lowered to a minimum of -5.

3.10.3 Deficit hours policy

3.10.3.1 At the end of the semester, all boarding students with high deficit hours (40 -69 hours), will have their boarding status terminated, and will be eligible to re-apply for boarding after one semester. If, however, they incur -70 or above, their boarding status will be terminated but they will not be eligible to reapply until after two semesters.

3.10.3.2 Years 1-3 students who have accumulated high deficit hours of -39 and below by the end of the second semester, will be required to clear it (to zero hour) by working before the end of week 16, otherwise they will lose their boarding status, and will be eligible to re-apply for boarding after one semester.

4.0 Midwifery and practicum

- 4.1** All midwifery students, except for the day students, will be required to do 4 hours of work a week and this can be done on Sundays. Community Services is not required due to the intensity of the program.
- 4.2** All students residing at the University but traveling out for practicum are required to do 4 hours work on Sundays.

5.0 Community Service

- 5.1** The Community Service (CS) component recognizes that members of Pacific Adventist University share a spiritual, social and ethical responsibility to help and support others in the community.
- 5.2** Community Service is an organized program that allows students to serve the community surrounding PAU and in NCD areas.

- 5.3** PAU students are strongly encouraged to participate in voluntary activities within the community and surrounding district to physically assist individuals and groups, to provide spiritual services, and to conduct training and enrichment programs.
- 5.4** Many of the CS projects are conducted in groups. They are usually conducted over the weekend and students are required to complete 24 hours in a semester.
- 5.5** The Community Services [CS] has many advantages:
 - 5.5.1** It instills a spirit of volunteerism and service.
 - 5.5.2** It prepares graduates to serve in a community of CARE.
 - 5.5.3** It fosters greater understand of people who are less privileged.
 - 5.5.4** It imparts values to the community, while on the other hand, participants gain valuable experiences.
- 5.6** Any community service requests by years 3-4 must be submitted to the Department of Student Services (DOSS) two weeks prior to the beginning of the Community Service Project with plans, detail, costs and other necessary information. The community services project report is to be submitted by the group leader or secretary on Tuesday of the following week before 3pm. Awarding of hours depends on the report submitted by the group and accompanied with images of the work done.
- 5.7** The primary goal of the supervisor and the leader is to help students understand their responsibilities regarding their work and the importance of doing their best. The supervisor will strive to foster a close working relationship with the students and instill in them the rationale of work education and the values of service.

6.0 Recording Capacity Training Program and Community Service Hours

- 6.1 Each week the work line hours are displayed on the DOSS notice board and individual report sent to students via email
- 6.2 Reasons why it is important to comply with the Capacity Training Program
 - 6.2.1 Students who fail to comply will automatically lose their boarding status at the end of the semester.
 - 6.2.2 Students with deficit hours of thirty nine (-39 hrs) and below are given the time up till Week 16 to settle their deficit hours
 - 6.2.3 Students with deficit hours of forty [-40] and above will have their boarding terminated.
- 6.3 There will be ONLY two warnings issued--the first and the final warnings.
 - 6.3.1 First warning issued between Weeks 5-7; Final warning issued between Weeks 9-12.
 - 6.3.2 Students not receiving any warnings, but suddenly accumulating deficit hours after Week 12, will not be issued with warnings, but instead will automatically lose their boarding status if deficit hours are not reduced to "ZERO" by the end of Week 16.
- 6.4 Both Capacity Training Program and CS hours must be completed during the semester.
- 6.5 The completion of work line and CS hours are a condition for graduation. For more information, refer to #3.9-Policy on Deficit Hours above

7.0 Consequences for International Students with High Deficit Hours

- 7.1 When an overseas student accumulates high deficit hours at the end of the semester, the following will be their disciplinary actions:
 - 7.1.1 They will be campus bound until their deficit hours are cleared.
 - 7.1.2 While on campus bound their weekly working hours will be increased to 7 hours for third and fourth years indoor students and 6 hours for married students, for 1st & 2nd year Indoor to 10 hours a week until they complete their deficit hours and for 1st & 2nd year married students to 9 hours until all deficit hours are cleared.
 - 7.1.3 Once their deficit hours are cleared, the campus bound status will be lifted and they will revert back to normal weekly hours
 - 7.1.4 If they fail to comply and hours are accumulated, the Student Services Management Committee (SSMC) will refer them to the Disciplinary Committee with recommendation for further actions.

8.0 When a student is sick and cannot attend work

- 8.1 Students are normally exempted from having to make up work hours lost due to sickness. When students are sick they should still complete a student work record sheet and attach a medical certificate within 7 days from the time of sickness.
- 8.2 If a student is sick for a prolonged period for up to 15 working days, application may be made to the Student Services Committee for special consideration. Hours recorded per week-ending should not exceed the required hours per week. Further, hours must agree with the number of days on the medical certificate, and the work supervisor must confirm and sign the form.

9.0 Other details regarding Capacity Training Program and Community Service during the Semester

- 9.1 Any students who have excess hours at the time of their withdrawal from studies after graduation should be paid out cash or credited toward the student account based on the current PNG minimum wage rate upon the recommendation of the supervisor and approval of CTP office.
- 9.2 Clearance for day pass, overnight, week-end/long weekends, special leave, mid-semester breaks will not be given if a student has five (5) or more deficit hours.
- 9.3 Except for medical reasons based on a doctor's documented diagnosis, students remain in an allocated work department for the whole year.
- 9.4 Inter-department changes apply when students are requested to work in other departments apart from their regular work line department, following the process of transfer.
- 9.5 No department will give double hours to students. However, valuing of work needs consultation with the CTP Coordinator.
- 9.6 Community Service is not required for married postgraduate students
- 9.7 There will be no transferring/off-setting of hours from Work-line to CS or vice-versa.
- 9.8 Forging of a supervisor's signature is a criminal offence. A student guilty of this will be referred to the Student Discipline Committee. Refer to policy.

10.0 Hours for Postgraduate Students

- 10.1 Married students will be required to do a total of 2 hours per week. Exceptions will be made when personal situations arise.
- 10.2 Indoor resident students are required to work 4 hours per week.
- 10.3 Village leaders and spiritual leaders work according to their approved job description and work hours are awarded automatically.
- 10.4 Village social leaders are awarded work line hours/community service hours according to the hours rendered in serving the village/community.

11.0 Holiday Related to CTP and CS

- 11.1 There will be no sitters on campus over the vacation or year-end break, except the following:
 - 11.1.1 **All continuing sponsored international and local students.**
They may stay on campus, but are required to work the following hours per week: 15 hours for indoor, and 8 hours for married
 - 11.1.2 **All continuing non-sponsored international students.**
They may stay on campus, but are required to work the following hours per week: 40 hours for indoor, and 8 hours for married.
 - 11.1.3 **PAU approved Work Scheme students.**
 - 11.1.4 **Practicum students** (only for the duration of the practicum).
They are required to work 4 hours a week.
- 11.2 All students are required to vacate the campus or dormitories at the end of the academic year or no later than 7 days after graduation or unless you under section 11.1 above.

12.0 Mid-Year Break Work

- 12.1 Indoor students are required to work 15 hours per week.
- 12.2 During practicum period, indoor students will work 4 hours per Week, and married students 2 hours.
- 12.3 Married students NOT on practicum, will work 8 hours per week.

13.0 Student Organizations and Service

- 13.1 **Student Leadership**
Students are given positions of leadership within the university as an important part of their education, as well as an opportunity for service. All student leaders, after their selection have been ratified by Administration, and are invested with authority and should be treated with the respect their position warrants. The following are positions of student leadership and their functions:
- 13.2 Residence assistants - Each year a residence assistant for each dorm is appointed to assist the Residence Deans.
- 13.3 Other student assistant leaders (wing leaders) are elected by the students and, approved by the DOSS.
- 13.4 The Residence Deans, together with their respective residence assistants, form the Residence Hall Committee, and are responsible for the administration of the Residence Hall.

- 13.5** Student Union Mission Leaders - Students from each of the Unions and `Regional groups from Papua New Guinea will choose a student leader (and possibly assistants) to represent them in liaising with both the university and the 'home' union mission.
- 13.6** Student Village Leaders - Each student village will choose a leader (and possibly assistants) to help organize the programs of the village and to represent the village in various ways.
- 13.7** Student Cultural Leaders - Each Pacific country is to choose a leader (and possibly assistants) to help organize their own cultural [provinces for PNG students] worships and activities.
- 13.8** Day Students Leaders - Day students will choose a leader (and possibly assistants) to organize their various activities and monitor their travel conditions.
- 13.9** School student leaders – Students from each school will elect student leaders to organize various school activities delegated to them by the school management.

14.0 Student Leaders Election Guidelines

- 14.1** Election period - In the first week of October every year, the DOSS office begins coordinating the election of all student Leaders.
- 14.2** Takeover - New officers take over responsibility in the New Academic Year.
- 14.3** Restrictions:
 - 14.3.1** First year students and those on academic probation and disciplinary actions or students who have recently been reinstated due to discipline issues may not be elected to hold office until administrative Committee approves.

- 14.3.2** Prospective leaders are not allowed to conduct campaign (lobbying, posters, public promotion, using social media, etc.), however, only the approved nominees will be given a chance to express themselves in a certain avenue and at an approved time.
- 14.4** Resignation - A leader who wishes to resign will need to submit a resignation letter to the president of the group and a copy to the DOSS or school management. Upon receiving the letter, the president will advise his/her executive, and in consultation with the DOSS or the school management, a replacement will be made. In case where the president is resigning, the resignation letter to be given to the DOSS or the school management.

15.0 Pacific Adventist University Student Association Leaders

- 15.1** PAUSA Election – Election procedures are outlined in the PAUSA constitution
- 15.2** Pacific Adventist University Student Association is called PAUSA (refer to PAUSA Constitution in a separate booklet available from the DOSS office).
- 15.3** Students who have been chosen as members of the PAUSA committee will meet under the sponsorship of the DOSS and will choose their own President, Vice President, Treasurer, Secretary, Spiritual Leader, and Social Leader.
- 15.4** The Committee shall meet at least once every calendar month during the academic year to exercise its function. The duties of the offices shall include the following:

- 15.2** Pacific Adventist University Student Association is called PAUSA (refer to PAUSA Constitution in a separate booklet available from the DOSS office).
- 15.3** Students who have been chosen as members of the PAUSA committee will meet under the sponsorship of the DOSS and will choose their own President, Vice President, Treasurer, Secretary, Spiritual Leader, and Social Leader.
- 15.4** The Committee shall meet at least once every calendar month during the academic year to exercise its function. The duties of the offices shall include the following:
- 15.5 President:**
shall chair all meetings of the Assembly and the Committee, shall provide general leadership to the executive, and fairly represent the concerns of the Assembly and the Committee in discussions with the administration and faculty. In carrying out these duties, he/she shall at all times strive to be tactful and conciliatory as he/she seeks to promote the well-being of the students and excellence within the University.
- 15.6 Vice-President:**
shall assist the president in his/her duties and shall chair any meetings from which the president is absent.
- 15.7 Treasurer:**
responsible for developing an annual budget for the association, for providing financial counsel to the officers, and for carrying out those duties specified in the constitution regarding funds and accounts.
- 15.8 Secretary:**
chosen by the members of the Student Association, to keep official records of the association's meetings.

- 15.9 Spiritual Leader:** responsible for providing a short devotional at the beginning of each assembly or committee meeting and for promotion of spiritual growth among the members of the assembly. In his/her role as a student spiritual leader on the university campus, he/she will consult frequently and work closely with the DOSS, the residence deans, the university chaplain, and the duly elected officers of the churches on the university campus.
- 15.10 Social Leader:** is responsible for providing coordination/leadership in student-organized social activities. In this role he/she will consult frequently and work closely with the DOSS and the residence deans, and will carefully monitor the planning of such activities to ensure that in every case they adhere to high Christian standards.
- 15.11 Members:** The Student Association Committee will serve as an advisory group, representing the student body, and will also coordinate the activities of the Student Association. Union groups will be invited by the university administration to form the Student Association Committee.

16.0 Student Groups and their Activities

- 16.1** Formation of Groups - The University encourages the formation of recognized groups on campus for spiritual programs and community services.
- 16.2** Budget for group activities - At the beginning of each semester, each recognized group will submit to the PAUSA officers their planned activities and budget for the year. However, all activities must be managed so that programs do not interfere with students' study and other important scheduled activities. Each group is required to keep a financial record for acquittal purpose.

- 16.3** Finance - Any financial donations to such groups or activities be receipted through the bursar's office and held in trust by the university. Any donation in kind should be receipted through the DOSS Office. There will be routine audits of all such organizations or activities. The distribution of donations should be done with transparency and the knowledge of the DOSS.
- 16.4** Faculty Advisor-While we encourage student initiative in developing appropriate on-campus and off-campus activities, each recognized group should have a faculty advisor and, where appropriate, written approval be sought.
- 16.5** Beginning and End of Year Activities –
- 16.5.1** At the beginning of a new academic year, new students are officially welcomed by the university during Orientation and Luk Save night only.
- 16.5.2** At the second week of the academic year, TPUM and PNGUM will hold welcome bungs for their new students, and by the end of March all bungs should cease.
- 16.5.3** All cultural and school activities (bungs, parties, participation in outside activities) cease by the end of October every year. This is to allow time for students to concentrate on study for final exams. Other functions can be held after examinations.
- 16.5.4** No cultural group meetings or planned gatherings should be held off campus during the closed weekends. Any exception must be referred to the DOSS for approval. Refer to clause 4.8.2 of Student Code of Conduct for the closed weekends.
- 16.3.5** Permission - Permission needs to be granted by the DOSS for any social gatherings on campus, which will involve both genders. For legal and insurance reasons, gatherings outside the University will require the approval of ADCOM and the presence of a faculty advisor and security personnel. The following apply in both cases.

- 16.5.6** A letter of request with the names of the participants is submitted to DOSS at least a week in advance.
- 16.5.7** Request for food from the Food Services is also attached. This is to be approved by the DOSS before it is submitted to the Food Services Director.
- 16.5.8** Invitations from Outside - Invitations from outside for PAU students to take part in religious concerts, fundraising events, or social gatherings are processed through the DOSS office and must reach the office at least two weeks prior to the event. To be fair to the students and the university, late invitations will not normally be considered. Transport and security arrangements and costs belong to the inviting body.
- 16.6** Meetings:
- 16.6.1** Reserved worship times are organized and set aside by the DOSS office.
- 16.6.2** The Union leaders can meet with their respective counterpart leaders in the cultural groups during these worship times.
- 16.6.3** It is expected that the DOSS, through the PAUSA president, will from time to time call and meet with cultural leaders, resident assistants, school leaders and village presidents to discuss ways to enhance the activities and running of the groups.

17.0 School Clubs

- 17.1** Each academic school within the University is invited each year to form a club which will sponsor activities in keeping with the interests of those taking that course.

- 17.2** The club members, under the direction of their Faculty Advisor, will elect their own officers, who will then work with the school management committee to organize desirable school activities. If the Club wishes to establish a constitution, it must be consistent with the PAUSA's constitution and endorsed by the ADCOM.
- 17.3** Any social activities they wish to run need to be endorsed by their School Deans and the DOSS office before they are brought to ADCOM for approval.

18.0 Student Group Meetings

- 18.1** Any meetings of student groups that are not related to the university's scheduled programs, must be approved by the DOSS, and a faculty member must be in attendance.

19.0 Resolving Student Problems

- 19.1** Students needing to resolve personal or group problems should first make use of the procedures and resources available on campus, such as consultation with student leaders, PAUSA leaders, school faculty, university counselors, resident deans, spiritual services or administration.
- 19.2** Only after all campus procedures have been exhausted, and with the knowledge of the administration, should help to resolve problems be sought outside of the University.

20.0 Recreation and Entertainment

- 20.1** The highest form of recreation is found in doing things that are natural, useful and simple. Working, walking or jogging around the campus or surrounding area, serving the community, learning a new dimension of God's creation in company with friends - these are but a few of the many types of natural recreation that students and staff can enjoy.
- 20.2** Sports – All the sport teams are registered and cleared by the PAUSA Social committee and endorsed by the Student Services Committee before official recognition and they are allowed to play.
- 20.3** Social games with outsiders – All social games of PAU students with outside teams must be referred to the DOSS office for ADCOM's endorsement after consultation with the organizers. We do encourage inter-relationships with other church youth groups to come and socialize with our students but this must be done with proper arrangements.
- 20.4** Discipline - The university expects the students to be the BEST sportsmen/women. A student or a team that stirs, or causes fights will be disciplined accordingly and where appropriate the team's affiliation with PAUSA will be cancelled.

21.0 Banking Services

- 21.1** Banking services are available in Port Moresby. Students are encouraged to make use of these services. Banking services will normally require official ID card or passport for overseas students. If required, the business office will hold your money for safe keeping.
- 21.2** Note that the University takes no responsibility for any money that goes missing in the residence halls. Please make use of the ATM service on campus.

22.0 Food services

22.1 Food Services (Philosophy and Aim)

The philosophy of the Food Services Department is to promote good health and diet by providing meals that are simple and nutritious. The aim of the Food Services staff and Work-line students is to:

22.1.1 Provide a clean and comfortable environment which students and staff can enjoy as they eat and fellowship together.

22.1.2 Create an atmosphere that is relaxed and friendly

22.2 Conduct in the Dining Hall

22.2.1 Dress Code –

In view of consideration for others, a good sense of personal hygiene and grooming is required. Students are expected to shower, and be dressed properly and presentably in clean clothes. Security and kitchen staff reserves the right to refuse entry to students who do not comply. No caps or hats are to be worn during meal times, inside the dining hall. (Refer to Student Code of Conduct, clause 4.1)

22.2.2 Floors - Your assistance in helping keep the floor clean will be much appreciated. Please leave your shoes outside if they are muddy or covered with grass.

22.2.3 Noise Levels – Keep the noise levels down and be respectful of others' privacy by behaving with dignity.

22.2.4 Food Trays - Food trays are provided for collecting food and drink from the Food Services counter to your table. You are expected to use them at all times. Should you drop or spill food or drink on the floor, it is your responsibility to clean it up.

- 22.2.5** Equipment and Utensils - Plates, spoons, forks and cups are provided by the dining hall. These utensils are not permitted to be taken out from dining hall.
- 22.2.6** Dining Tables and Chairs - The dining tables are arranged according to a floor plan. They are not to be moved around without permission or removed from the Dining Hall. They are not for hire or to be taken out for social functions.
- 22.2.7** Collection of Meals – Students are not allowed to take food out except with the discretion of the Food Services department. Permission to take food out for sick friends should be arranged through the resident deans and the dining hall supervisors. Collection of meals for any school/group approved programs should be arranged through the DOSS office.
- 22.2.8** Entry – The kitchen and the dining hall serving areas are restricted to those who work there. No student is to enter the kitchen at any time, nor help themselves to anything without authorization

23.0 General Guidance and Counselling

- 23.1** The “Beri Meare” Counseling Centre is located underneath the Library. “Beri Meare” is the Koiari language term meaning, “place where I go to get my strength”. The Centre offers a range of services to support students’ development. Social, academic, spiritual guidance and counseling services are available to individuals, groups, families and communities within the university campus.
- 23.2** Besides the counselling services there are other sources of support (for example, residence deans, faculty members, campus pastors, peer student leaders, etc.) available to those who are facing challenging circumstances.

- 23.3** Counselling Staff - The Beri Meare Centre is staffed by the Counsellor and the Assistant Counsellor. They are assisted by designated Faculty Counsellors, the campus pastors, resident deans, and the peer student leaders.

24.0 The Learning Centre

- 24.1** The Learning Centre is staffed by the director and assisted by student mentors (senior students) from the various schools. It provides academic advice and support to students of PAU in the areas of study skills, assignment planning, writing, research, and English. The Centre also runs weekly seminars to assist students with study skills, and provides an editing service. Students may visit the Learning Centre during office hours or contact the director via phone or email. It is situated in the AV room next to the bookshop under the Library building.

25.0 Health Services

- 25.1** The University operates a clinic that primarily serves the PAU community.
- 25.2** The clinic is open from everyday.
The normal operating hours:
Monday-Thursday 8am-5pm Friday 8am-12pm.
- 25.3** Emergency - If an accident occurs, or there is a medical emergency, the first point of contact is the security base. The base will contact the stand by driver to pick up the nurse who will be taken to the patient and eventually the clinic.
- 25.3.1** On further assessment, the nurse will determine if the patient needs to be taken to the hospital and the emergency driver on standby will be contacted.

- 25.4** Referrals - When the University nurse decides that there is a need for medical treatment not available within the resources of the clinic, proper arrangements will be made with the appropriate medical service. The decision for referral rests with the nurse or visiting medical officers.
- 25.5** Specialist treatment - Students can arrange through the nurse to see a specialist doctor in Port Moresby or on Tuesday each week. The nurse on duty will arrange for transport. The bus leaves PAU at 6:30a.m. At 11:00 am, the bus will pick up at the hospital. If you miss this bus, ring PAU Security (72970958) to arrange for transport. Sick patients seeking attendance to other hospital medical officers need a signed referral note from the Clinic.
- 25.6** Clinic Charges - All patients other than registered students will pay for routine treatments received at the clinic. Please get more information from the clinic regarding the charges. Ensure to bring along your clinic book.

26.0 Laundry Services

- 26.1** Laundry services are provided in the residence halls.

27.0 Mini-mart Services

- 27.1** The University Mini-mart is being outsourced, but primarily designed to provide a needed service for both staff and students. Most items needed for school and personal use will be available, but if the Mini-mart does not have an item you need, please see the management team and ask for help. Hours of operation are posted at the Mini-Mart.

28.0 Transport

- 28.1 PAU transport is coordinated by the Support Services.
- 28.2 Transport Requests - All student transport requests are processed through the DOSS office for end of the year travels.
- 28.3 Transport requests are made through DOSS Admin Assistant before being lodged with the transport section. Unapproved requests may not be granted until they are cleared by the DOSS.
- 28.4 Shopping Trips - Shopping trips for students are organized for Thursday and Friday afternoons leaving at 1pm from the front of the Library—married students on Thursdays and indoor students on Fridays. Fares are paid at the cashier and receipts presented to the DOSS office.
- 28.5 Beginning and End of Year Transport - Beginning and end of year transport to and from the airport is organized and provided for by the Student Services. However, it is the responsibility of each student to inform the office of the date and time of travel. Any other travels expenses are students' personal responsibility.
- 28.6 Bus Runs – Please note that PAU buses run on schedule and as much as possible requests will be fitted within those scheduled times. Hiring of buses is possible but will be managed within those times also and in consultation with the transport manager.
- 28.7 Travel Documents
- 28.7.1 For all overseas students' travels, documents including passport, visa, tickets, COVID vaccination certificate, etc. are required

- 28.7.2** Visa Extension- It is the responsibility of the Academic Office to apply to the Immigration Office in Waigani for visa extension. Please note that there is an Immigration penalty fee of K1000 per person for late renewal. Further, the student visa extension cost is the expense of the student whether sponsored or self.
- 28.7.3** Married students are responsible for the visa fees of their dependent. They are required to sign a form from the Academic Office to confirm that they will be responsible for keeping their passport as well as any other required fees (extensions of visa or penalty for over staying).
- 28.7.4** Visas are issued within the expiry date of the passport, therefore, a new passport will require a new or extension of the student visa.
- 28.7.5** Students are requested to submit their passports during registration so that the Academic Office can renew their visas before they expire. If they keep their passport, they are responsible of extending it.
- 28.7.6** Each family member must travel on their individual passport with the principal (accepted applicant) having Student Formal Education Visa while the dependent(s) having Student Dependent visa, for married couples. Any family member who does not come under these two categories of visas will need to leave the country promptly and obtain the appropriate visa before re-entering.
- 28.7.7** Passport - At Registration, students must deposit their passports (including those of dependents) for safekeeping with the Academic Office. If students wish to keep their passport, copies of the biodata page and visa page of the passport should be provided to the Academic Office. This also applies to the dependents of married students.

- 28.7.8** Passport Renewal - If a passport expires before the completion of study, it is the responsibility of the student to send his/her passport (or for their dependents) to their home country/mission office in Port Moresby for it to be renewed. Hence it is important that all passports must be valid for the duration of study.
- 28.7.9** Tickets - It is the requirement of the PNG Immigration Department that overseas students come with a return ticket.
- 28.7.10** Lost Travel Documents- Any lost passports need to be reported to the police and the administration office immediately. This report is important as it will be used to support the application for a new passport.
- 28.7.11** Year-end Travel- All overseas year-end travel will need to go through the Student Services. Return tickets must be valid so that the Student Services can arrange for the travel.
- 28.7.12** Year-end travel for local students--Tickets for TESAS/HECAS sponsored students will be arranged by the student finance officer in consultation with the academic office and the Office of Higher Education. [DHERST]
- 28.8** Dependents of the university
- 28.8.1** Overseas students come into the country as dependents of the university. This means the university is responsible for their arrival, stay and repatriation to their place of origin.
- 28.8.2** During their stay at PAU, parental consent is required for any week-end, overnight and holiday leave. However, where the university thinks that the student is putting the reputation of the university and the student at risk, it will reserve the right to override parental consent and disallow the student to leave campus.
(continue next page)

- 28.8.2** Unless a standing arrangement is made for the entire time the student is at PAU, parental letters of consent are not transferrable to other leave occasions. The DOSS must also receive a signed letter of invitation and consent from the host.

29.0 Motor Vehicles

- 29.1** PAU does not encourage residential students to bring cars or motorbikes to the university. However, students may do so only with prior permission from the Administration Committee. Such permission will not usually be given during a student's first year (except in the case of senior married students) and may be terminated at any time. Non-residential students who own motor vehicles are reminded that wise and careful use of the vehicle is part of their responsibility to the university.
- 29.2** Owners must observe all campus requirements, including the parking of their vehicles in designated parking areas, and the speed limit of 15 km per hour on campus.
- 29.3** For reasons of liability, resident students may NOT be transported off campus in non-resident students' vehicles without proper arrangements having been made with the residence dean. It is the driver's responsibility to ensure that proper permission has been gained by all passengers. The university will not be held responsible or liable for any accidents resulting from not complying with this guideline.
- 29.4** All vehicles operated by residential students must follow these guidelines:

- 29.4.1** The vehicle must be road-worthy, and registered (registration requires third party insurance coverage). Any broken down vehicle must be removed within 2 weeks.
- 29.4.2** The vehicle must be wholly owned by the student, with no payments pending. Vehicles owned by residential students will be provided with blue stickers. Day students can register their vehicles in the DOSS office and obtain green stickers. Upon graduation, these car stickers need to be returned to DOSS office. Only the legal owner with valid driving license should drive the vehicle on campus.

30.0 Security Matters

- 30.1** For the safety of everyone on campus, the boom gate guards must be respected while carrying out their duties such as searching of bags at the gate or bus stop areas to prevent forbidden items under clause 5.2.15 of Student Conduct and Discipline Policy being brought in.
- 30.2** All boarding students are expected to be back on campus before 6:30 pm. Anyone who comes in after 6:30 pm will be questioned, and referred to the DOSS.
- 30.3** Day students who own vehicles must leave the campus by 9pm. Day students using PAU organized transport must leave the campus by 5:00pm. No one is allowed to sleep in the Student Centre, nor are they allowed to sleep in the dormitory. (Refer clause 5.3.4 & 5.3.5 of Student Conduct and Discipline Policy).

- 30.4** Relatives wanting to see a student or dropping off the student after 6:30 pm without prior arrangement must stop at the boom gate.
- 30.5** Students are discouraged from exiting or entering the campus on Sabbath (Saturday), which is honored as a holy day of worship by the SDA church, according to Scripture (Exodus 20:8-11).

31 Procedures and Guidelines for Indoor Students

- 31.1** Indoor students may visit staff or married students' homes but must be in the indoor residences before 9:30 pm.
- 31.2** A married student and his/her family may not visit a single student's room without obtaining permission from the residence dean.
- 31.3** Neither male nor female students are permitted to visit each other's dormitories or to stand immediately outside dormitories to attract attention.
- 31.4** Residence Halls
- 31.4.1** The University requires that except by special arrangement, single students who stay on campus but do not live with their parents, reside in the residence halls or dormitories.
- 31.4.2** Each residence is administered by a residence dean, who is assisted by student leaders. Students are required to follow the instructions of their dean.
- 31.5** Room Allocations - It is the responsibility of the residence deans to allocate rooms and decide who resides where and with whom. Preferences can be made to the dean but the dean reserves the final decision.

31.6 Tidiness and Cleanliness – Students are responsible for the cleanliness and neatness of their sections of the dormitory and room. The areas must be left tidy each morning when you leave for classes or work. Routine check will be conducted by the deans and the student leaders.

31.7 Room Furniture - Your dormitory room is furnished with the following:

31.7.1 Bed with Mattress

31.7.2 Wardrobe with drawer

31.7.3 Bookcase

31.7.4 Chair and study desk

31.7.5 Curtains

Room furniture should not be moved from one room to another and any extra furnishings should first be arranged with the residence dean. Bringing furniture into the residence from any venues on campus is not allowed.

31.8 Room and Personal Valuables Security - Dormitory rooms and balconies have doors with locks. The occupants are requested to leave their room locked whenever they are absent. It is their responsibility to report any damage to the residence deans.

31.9 The University is responsible for a secure locking system for the rooms. The university provides computers for student use. Private computers and other personal electronics are the responsibility of the students. Please observe the following:

31.9.1 Visitors and friends should not be allowed to come freely into the rooms.

- 31.9.1** Visitors and friends should not be allowed to come freely into the rooms.
- 31.9.2** Ensure that money, electronic items and other personal valuables are safe and secure. Complacency is not an option.
- 31.9.3** Lost items in a lockable room are not the responsibility of the university.
- 31.10** Electrical Appliances – Residential rooms are fitted with power outlets for light electrical appliances such as computer, laptop, mobile phone, hair dryer, electric kettle, and reading lamp. The following heavy appliances are not allowed: rice cooker, electric stove, fridge, iron, etc.
- 31.11** See the residential dean for assistance in using dormitory equipment and reporting of damage. Please do not use any other electrical equipment in your room without checking with the Residence Dean.
- 31.12** Respect – Boom box, Bluetooth speakers, guitars, etc. may be used only during leisure periods, at low volume and according to Christian standards. It is strictly not allowed in public areas including computer labs, classrooms, dining hall, etc. Please be considerate of the rights of others.
- 31.13** No cooking is allowed in the room except in the kitchen and the designated locations.
- 31.14** Selling and money lending with interest are **NOT** allowed in the residence.
- 31.15** Semester-End Room Check - All rooms will be inspected by the residence dean and access cards deactivated by the IT department before leaving the campus.

32 Guidelines for Married Students in Villages

- 32.1** Furniture - The University has a limited number of units available for accommodation of married students and their families. The units and furnishings vary slightly from village to village. The following is a representative list of basic items of furniture:
- 1 double bed in the main bedroom with no mattress
 - 1 single bed in each of the other bedrooms with no mattresses
 - 1 wardrobe in each room
 - 1 chest of drawers and mirror in some rooms
 - 1 dining table and 4-6 chairs
 - 2-3 lounge chairs
- Mattresses could be provided for new students on arrival upon requests but the payment has to be made first at the cashier. All units have a gas stove, kitchen sink, kitchen cupboards, shower room, septic toilet system, hot water system and washtubs.
- 32.2** Married students are responsible for the cleanliness of their homes and yards, and caring of their facilities.
- 32.3** Items needing repair or maintenance should be reported by filling a maintenance request form and submitting it to the Support Services Department.
- 32.4** No pictures must be stuck on the walls, or nails or hooks added in units without prior permission from the dean of married students.
- 32.5** No Gardening including planting of Banana trees, pawpaw tree or any form of garden crop beside the house yard. All gardening is to be done at the allocated garden plots.

- 32.6** Homes will undergo inspections each semester by the Housing Committee to ensure that they are well kept and clean.
- 32.7** Married students' gardens are under the general supervision of the Farm Manager and the Dean of Married Students with the assistance of the village leaders.
- 32.8** Gardens must be kept tidy at all times. Regular inspections will be made to ensure they are well maintained.
Gardens and land plots are not transferable from one person or house to another without the authorization of the Dean of Married Student. Note that the garden plots are numbered and these numbers correspond to the number of the corresponding houses. Private transfers will not be recognized as official.
- 32.9** **Bond**
All new married students will be charged a K450 bond for their accommodation before receiving their house keys.
- 32.10** This bond will be refundable after inspection is carried out at the end of their time at PAU only after the premises are found to be cleaned and in good condition, allowing for normal wear and tear, after the return of all keys. If units are not found to be clean, the cost of cleaning the unit will be charged to the occupants.
- 32.11** **Tenancy Agreement**
All married students will sign a prepared tenancy agreement with the university to live by during their stay here. The agreements are binding with the Housing Officer.

- 32.12** A married student who had been allocated a house, upon completion of his/her course duration, will have to vacate the house even if the spouse has yet to complete their course.
- 32.13** Married graduates are asked to vacate their houses and move off campus two week following graduation. All married student house rental charges are administered from the finance office.
- 32.14** Students and their spouses are expected to arrive on campus together at the commencement of their study program and remain on campus for the length of the prescribed course.
Under special circumstances leave will be granted for up to one month to spouses, after application is made to the Administrative Committee. Students will face de-registration if this rule is breached.
- 32.15** Selling of any goods at married students' homes/villages is strictly NOT allowed.
- 32.16** Homes for married students are the university's property, designed only for those taking part in the university program.
- 32.17** Occupants are required to make proper arrangements before inviting overnight visitors to stay with them in their homes. The procedure is to inform the village leader and to fill in a printed application form, which is then forwarded to the dean of married students for approval.
- 32.18** "Wantoks" and relatives are not permitted to stay for extended periods with married students on campus.
- 32.19** Permission must be sought from Administration before inviting someone who will stay for more than two (2) weeks.
- 32.20** Married students are not allowed to accommodate non-dependent such as day students and working people.

32.21 Married students are also expected to control their children, and to ensure that their children uphold and support the regulations of the university.

32.21.1 Parents must be responsible for counselling and disciplining their children.

32.21.2 Children should respect other students' homes, property, gardens, etc.

32.21.3 The University classrooms, dormitories, library and chapel are out of bounds at all times for children.

32.22 **Vacation period for Married students**

During vacation at the end of each year, married students are required to work. All basic required hours (180 hours) have to be cleared before married student leave for holiday or service calls during vacation. No relative or spouse will be accepted to do work hours on behalf of student.

32.23 Married students are not encouraged to leave their spouse and children while they travel for holiday. Married students must comply with PAU regulations whilst a student. Not abiding by the regulation will lead to termination.

33.0 Guidelines for Day Students

33.1 Transport
Transport for day students who commute from town and back during the semester is arranged by the transport department of the university. Any complaints should be referred to the DOSS office to consult with the transport manager in the Support Services.

33.2 Leadership

Day students have a group of their own with a president, treasurer, social leader and spiritual leader who organize activities for the group. The group is responsible directly to the DOSS. Groups can be organized according to their city residential areas, for community service programs.

33.3 Restrictions

The residence halls are strictly out of bounds to all day students, and visitation is by permission only from the residence deans. Public toilets and the Student Centre are available for use. The Student Centre is provided for study only and not for sleeping overnight.

33.4 Food

Food can be bought from the Mini-mart, SOB*Way Canteen, Farm Market and the day market. Special arrangement can be made with the business office and food services to purchase meals in the dining hall.

33.5 Change of Status

Day students wishing to board in the dormitory need to consult with the residence deans first for room space, then complete a change of status form (obtain from DOSS office) and submit to DOSS. Upon receiving financial clearance the residence deans will admit them into the dorms.

33.6 Discipline

Day students come under the same university discipline system as boarding students. (Refer to Code of Conduct and student discipline section in this booklet).

- 33.7** All 3rd and 4th year day students are required to do 24 hours of community service per semester.
- 33.8** All 1st and 2nd year day students will not be required to do 24 hours of community service but will be required to be involved in two general community services organized by the DOSS department.

34.0 Pets

- 34.1** Dogs, cats and other pets must not be kept by students, and are not permitted in the dormitories, or in married students' homes. Cats are predators to our native wildlife on campus.
- 34.2** PAU is a recognized bird sanctuary, and attracts many visitors to the campus. Because of this, PAU cannot afford to lose the wildlife to predators. Please help the university by not 'adopting' any pets or feeding stray dogs or cats that may currently be on campus.
- 34.3** Violence and cruelty to animals
As our campus is a sanctuary for native animals, using catapults, stones, fishing lines and long sticks to hunt them is prohibited. Offenders will have their names placed in the DOSS files and parents of offending children will be counseled by Administration. Parents are responsible for the training and behavior of their children regarding the treatment of animals and birds. Repeated offences will lead to disciplinary action and possible dismissal

35.0 Procedures in case of Health Threat to PAU Community

We live in uncertain times and potential and unexpected health threats can become reality. Please take note of the following:

- 35.1** Personal Responsibility
 - 35.1.1** Practice a healthy lifestyle and ensure to be fit and healthy at all times. A healthy lifestyle that includes adequate diet, exercise, sunlight, water and rest will significantly contribute to a healthy lifestyle.
 - 35.1.2** Practice personal hygiene at all times: wash your hands, ensure you do not expose your body to unnecessary bacterial and viral threats. Drink enough water (fountains are being installed on campus, and in the dormitories).
 - 35.1.3** Be active in seeking information about the current health threats in your region. While you do not need to be paranoid, it is wise to be aware of what is going on in the world and your region.
 - 35.1.4** If you are experiencing symptoms that may indicate you have been affected by an illness that can threaten your health and the health of the community act immediately.
 - 35.1.5** Seek immediate medical attention. Contact the PAU Clinic and the residence deans, and lecturers.
 - 35.1.6** Stay away from crowded areas and behave responsibly, knowing that your movements may expose others.

35.2 PAU Responsibility

- 35.2.1** PAU will be responsible for keeping its community as informed as possible about the health risks.
- 35.2.2** PAU will ensure that the clinic is accessible to those who need medical assistance.
- 35.2.3** PAU will provide facemasks if and when necessary. An advice on testing and vaccination will be provided.
- 35.2.4** PAU security will be directed to take any necessary precautions in case of potential threat to the university. This may include controlling and/or preventing movement in and out of the university campus, including closing the farm to outsiders, etc. Any such measures will be properly announced through all available means.
- 35.2.5** PAU will notify the relevant authorities of any perceived threats and will seek further directions or assistance from experts.
- 35.2.6** Always have a medical or clinic book when attending to medical treatment.
- 35.2.7** PAU Clinic will advise the visit of medical doctors for consultation and referrals.

36.0 Postscript

- 36.1** This Handbook has been prepared to help you. Please make yourself familiar with its contents so that you can understand the program of your university and feel at home.

- 36.2** All students are required to complete the requirement stipulated on the last page of this publication before finishing the registration process for first semester indicating that they have read and fully understood the expected rules and policies.
- 36.3** In enrolling at Pacific Adventist University, students are committing themselves to live by and promote the Christian values for which the institution stands. Any person not willing to make such commitment should not register as a student, or, if he/she has registered should withdraw forthwith.

37.0 PAU Logo

- 37.1** The use of the PAU logo or the name *Pacific Adventist University* and all derivatives is to be restricted to official university use only; use for private and/or commercial purposes is prohibited.

Academic and Administration Office

- Academic information Academic records
- Academic requests (including changes in registration)
- Class and examination timetables
- Graduation requirements
- Information for prospective students
- Registration requests
- Withdrawal from studies
- HELP Loan
- TESAS
- General University program
- Immigration
- Public relations
- Requests to the University Council
- Business Office
- Enquiries concerning student finances and University business
- Payment of fees
- Postal services

Student Services Office

- Student's accommodation
- Interpretation of University regulations
- Recreation and social activities
- Services for students
- Local travel arrangements for arriving and departing residential students
- Delivery of personal mails
- Change of Status and withdrawal from studies
- Work Education Program [DOSS office]
- Assignment to work departments
- Community services
- Work department records
- Work sponsorship questions

Indoor Residences

- All dormitory requirements & procedures
 - Counselling
 - Leave requests
-

University Clinic

- Medical and accident attention
-

University Church

- Spiritual Counselling
 - Church Programs
 - Marriage Counselling
-

Berri Meare Counselling Centre

- Counselling
-

Academic Learning Centre

- Academic Assistance
 - Research methods & assignments assistance
-

Staff Listing: Administration & Officers

Prof Lohi Matainaho
Vice-Chancellor

Prof Lalen Simeon
Deputy Vice-Chancellor
(Academic)

Mere Vaihola
Deputy Vice-Chancellor
(Administration)

Noelyn Alekevu
Bursar

Pele Alu
Registrar

Jones Taos
Director of Student
Services

Meck Kuk
Corporate Service
Director

Daphne Artango
Quality Assurance
Officer

Martina Mark
Assistant Registrar

Yvonne N'Dramei
Admissions Officer

Kerrie Wagi
Academic Office
Secretary

Evangeline Pelei
Academic Admin Assistant

Rachael Romas
Human Resources
Director

Galina Karo
Human Resources
Director

Pau Dudley
Human Resources
Office Secretary

Elizabeth Baelua
Assistant Bursar

Beatrice Robinson
Student Finance

Jacob Pereka
Assistant Student Finance

Sylvia Gubis
Cashier

Peter Sale
Farm Manager

Julie Krikvo
Receptionist

Tiare Nelson
Executive Assistant to
the DVC (Academic)

Betty Opa
Executive Assistant to the VC
Executive Admin Officer

Reeves Papaol
ICT Services

Staff Listing: Student Services

Losena Oli
Assistant Director of
Student Services

Jeannie Readley
Student Services Office
Secretary

Edna Worri
Director of Counselling Ser-
vices

Viana Raliku
Food Services Director

Pr Wilfred Ghani
Dean of Men's Residence

Russel Gori
Assistant Dean of Men's
Residence

Althea Imona
Dean of Women's
Residence

June Wala
Head Nurse

Benareth Kiah
Nurse

Jenny Samuel
Janitor

Staff listings: Spiritual Services

Pr Obed Yamasombi
KPEC Senior Church
Pastor

Min Tiaon Burete
KPEC Assistant Church
Pastor

Min Linda Amos
KPEC Assistant Church
Pastor

Staff listings: Support Services

Gabriel Smerewai
Director of Support
Services

Ben Kuma
Maintenance

Estelle Rua
Support Services Reception

School of Business

Dr Khin M Kyi
Dean

Lavarah Haihavu
Assistant Dean

Dr Annlye Elumba
Senior Lecturer

Eldy Sunico
Lecturer

Enoch Pokarup
Lecturer

Marjorie Sunico
Lecturer

Jessica Torohama
Lecturer

Ruba Ogomei
Associate Lecturer

Monica Kapi
Admin Assistant

School of Health Science

Dr Isaac Joshua
Dean

Aketa Burete
Assistant Dean

Dr Rachael Tommbe
Senior Lecturer

Diane Kono
Lecturer

Julianne Omaro
Lecturer

Ellen Baibuni
Lecturer

Maureen Lopa
Lecturer

Ellie Korave
Lecturer

Nancy Kerenga
Lecturer

Mrs Api
Lecturer

Delma Yore
Admin Assistant

School of Science & Technology

Dr Samuel Kopamu
Dean

Dr Clyde Puilingi
Assistant Dean

Dr Patrick Pikacha
Lecturer

Peter Saguba
Lecturer

Linta Qalopui
Lecturer

Challis Pulotu
Lecturer

Philomena Boli
Lecturer

Orelle Job
Lecturer

Deborah Kakis
Lecturer

Nelson Barau
Lecturer

Morrison Garth
Lecturer

Martina Madagi
Admin Assistant

School of Humanities, Education & Theology

Dr David Tasker
Dean

Clare Kokinai
Assistant Dean

Dr Loren Poli
Lecturer
HOD (Theology)

Dr Joses Imona
Lecturer

Dr Ronnel Mamarimbing
Lecturer

Dr Unia Api
Lecturer

Dr David Sailo
Lecturer

Russel Kaio
Lecturer

Dr Leeroy Elisha
Lecturer

Dr Leeroy Elisha
Lecturer/HOD (Education)

Laisa Paul
Lecturer

Laveti Tikomaimaleya
Lecturer

Pakop Sovo
Lecturer

Dr Hennah Steven
Lecturer

Stephen Piez
Lecturer

Judy Elisha
Lecturer

Perilla Dodi
Lecturer

Rufina Katovai
Lecturer

Zillah Sapulai
Admin Assistant

Postgraduate & Research

Dr Carol Tasker
Director of Postgraduate
Studies & Research

Alice Napasu
Coordinator of Postgraduate
Studies & Research

CAMPUS MAP



- 1 Boom gate
- 2 School of Business
- 3 Faculty Village
- 4 Staff Village
- 5 Koiari Park Primary School
- 6 Student Village 4
- 7 Student Village 3
- 8 Student Village 1
- 9 Student Village 2
- 10 Lake 3

- 11 Farm Nursery
- 12 Support Services Department
- 13 Basketball court
- 14 PAU Farm
- 15 Farm Village
- 16 Playing field
- 17 Effluent ponds
- 18 Biodiesel Facility
- 19 Humanities Building
- 20 Barnette House
- 21 Single Men's Residence
- 22 Theology block
- 23 Dining Hall
- 24 Library
- 25 Administration building
- 26 Single Ladies' Residence
- 27 Lake 1
- 28 Church
- 29 Lake 2
- 30 School of Health Science & Clinic

**We have come from far and near
From the highlands to the islands
Different culture we unite
Through God's love and grace to grow
Light the passion for our vision
As we strive to do our best
In this place of higher calling Educate us Lord to serve**

**PAU let us lift our voices high
PAU across the whole pacific wide
PAU God has called you as His own PAU educate to serve**

**So with service as our mission
Let the flame of love burn on
In this place Lord we have found you
We will educate to serve**

**PAU let us lift our voices high
PAU across the whole pacific wide
PAU God has called you as His own PAU educate to serve**

**PAU let us lift our voices high
PAU across the whole wide world we shout
PAU God has called you as His own
PAU educate to serve**

Written by Wilfred Kaleva Jnr

DECLARATION FORM

Recognizing that Pacific Adventist University is an institution of higher learning based on a Biblical worldview, I acknowledge and accept:

- that Christian principles as understood and practiced by the Seventh-day Adventist Church for the basis for acceptable behavior for all members of the Pacific Adventist University family,
- that self-discipline is the best form of discipline,
- that the University Administration has the responsibility to maintain a safe and wholesome Christian environment, in which the rights of others are treated with respect,
- that certain kinds of behavior such as those listed as offences under the PAU Code of Conduct are degrading to the perpetrator's, the victim(s), and the community at large, and bring the University into disrepute,
- that such behavior is evidence of a breakdown in self-discipline and may result in immediate dismissal.

As a student of Pacific Adventist University, I therefore pledge myself to willingly and wholeheartedly accept, support, and uphold the *Student Handbook* of all published or announced regulations and standards of Pacific Adventist University. I will do everything in my power to structure my life in accordance with the high principles upon which this institution is founded and will encourage my fellow students to do likewise.

Signed:

Name: _____

Date: _____

DOSS Date: _____



www.pau.ac.pg



info@pau.ac.pg



+675 7411 1300



+675 328 1257