

TONGA INSTITUTE OF HIGHER EDUCATION



Information Technology Programme
HANDBOOK & CALENDAR

2017

MINISTRY OF EDUCATION & TRAINING

TIHE

Tonga Institute of Higher Education

Table of Contents

Table of Contents.....	1
Introduction	2
Admission Requirements	3
Student withdrawals and Fees.....	5
Program Structure	6
Certificate in Information Systems	6
Semester 1	6
Semester 2	6
Diploma in Information Systems	6
Semester 1	6
Semester 2	6
Certificate in Computer Science.....	7
Semester 1	7
Semester 2	7
Diploma in Computer Science	7
Semester 1	7
Semester 2	7
Course Description and Cross Credits	8
Cross Credits	8
University of the South Pacific Cross Credits	8
Open Polytechnic Cross Credits	10
Auckland Institute of Studies Cross Credits.....	11 - 14
Tupou Tertiary Institute (TTI) Cross Credits.....	15
TIHE Assessment Regulations	16
Assessment Procedures	17
Grades and Results	17
Special Passes	18
Student Services	19
Student Regulations	19
Student Conduct & Discipline	23
TIHE PAHU ACADEMIC CALENDAR, 2017	24 - 25
Appendix 1	26

Introduction

The Tonga Institute of Higher Education previously known as the Community Development & Training Centre came into being in 1985. It is currently situated on 'Alaivahamama' o Road opposite the Tonga Institute of Education (TIOE).

The Institute ran alongside the Tonga Institute of Science and Technology (TIST) and the School of Maritime Studies as the government's prime providers of post-secondary education training.

In 2007 with the establishment of the Ministry of Training, Employment, Youth & Sports, the Tourism & Hospitality and Agriculture section were moved to the new Ministry which left the Institute with only the Accounting and Information Technology Programme. In 2007, the Media & Journalism Programme of study was introduced and the Massage Therapy Programme was launched in 2013.

With reshuffling and merging of the then existing government Ministries, certain MOTEYS sections were returned to merge to their original Ministries in 2012. Once again, the Tourism & Hospitality and Accounting Programme including an Information Technology programme run by Auckland Institute of Studies Limited (AIS St. Helens) were once again incorporated into the Tonga Institute of Higher Education's programme of study.

At present, the Institute offers the Accounting, Information Technology, Media & Journalism, Tourism and Hospitality, Agricultural Science and Information Technology linked to AIS St. Helens.

Description of Programs

The Information Technology program is designed to prepare students for employment or further studies in the field of Information Systems and Computer Science.

It is also intended to meet the growing demand for technologically adept employees in the work place and the public sector within Tonga and abroad.

Information Systems Program

The Information Systems program is designed to provide a strong understanding in a wide range of subjects related to the management of information through computer technology. It provides a solid foundation from which to build a career in the field of Information Systems. The program offers a Certificate and Diploma in Information System (IS).

Computer Science Program

The Computer Science program is designed to provide a strong understanding in the study of computers including both hardware and software design. It provides a solid foundation from which to build a career in the field of computer science. The program offers a Certificate and Diploma in Computer Science (CS)

Admission Requirements

Applicants must provide evidence of the following:

- (a) Pacific Senior Secondary Certificate (PSSC)/Tonga Form 6 Certificate (TFSC) with a total of 14 or less in 4 subjects and with a minimum of 4 in English, and 3 in Mathematics, for entry into the first year of the Certificate programme.
- (b) South Pacific Form 7 Certificate pass (B average or better)/Tonga National Form 7 Certificate (TNFSC) or successful completion of the USP Foundation Course (7 Courses). Applicants who meet these criteria may be granted entry into the first year of the Certificate programme.
- (c) Applicants working in a field (not less than 5 years) relevant to their chosen programme may be granted entry into the first year of the Certificate or Diploma programme pending their assessment on appropriate activities pertaining to their chosen programme.
- (d) Applicants with a Diploma in Education (Secondary) from the TIOE majoring in Accounting may be granted entry into the first year of the Diploma in the Accounting programme
- (e) Applicants with passes in relevant courses from the University of the South Pacific (USP) or similar institutions may be granted cross crediting points. Entry level will depend on results of cross crediting.

Enrolment

- a) Students will undertake enrolment procedures during the first week of the first semester.

Enrolments for returning students begin 16th January – 3rd Feb 2017.

To complete enrolment students must:

- ✓ Supply all requested enrolment information and official documentation.
 - ✓ Pay or satisfactorily arrange for payment of any fees and charges required by TIHE.
 - ✓ Select his/her courses
- b) Late Enrolments will incur a late enrolment fee of \$10 plus the normal fees.
- c) Unless there are specific exemptions made or credit granted, a student can only be registered for a course after having passed the prerequisites for that course and while also registered for/or having passed any co-requisite course.
- d) Students who do not complete their enrolment including the payment of fees within the specified timeframe will be excluded from classes and may be asked to withdraw.

Student Withdrawals

- a) Students who withdraw before the end of the programme for which they have enrolled will be credited with the courses they have passed at the time of withdrawal.
- b) Students who formally withdraw from a course before the course is completed will be marked as DNC (did not complete) on their academic record. Students who simply do not complete and do not formally withdraw will be marked F (fail) on their academic record and pay fees for courses not withdrawn from before enrolment for the next semester.
- c) The procedure to be followed for students to formally withdraw from a programme or course is to complete a TIHE Withdrawal Form and submit it to the Principal of TIHE.
- d) All withdrawals from a whole programme of study completed within the time frame of 4 weeks from the commencement of the semester may have their school fee refunded.

Fees

- a) The MET sets Tuition Fees each year 2017 Tuition fees is \$180.00 per semester.
- b) Other charges are set by TIHE and may include charges and bonds for special activities and equipment required for the completion of a programme or course.
- c) Students must pay the Tuition Fees in full by the end of the fourth week of any semester or at a time specified by the MET, unless an agreement is made for a delayed payment.
- d) The Principal of TIHE may make a special agreement, due to exceptional circumstances, with an individual student with regard to the payment of fees late and recommend this course of action to the MET.
- e) If fees are not paid within the specified timeframe, students may not be permitted to attend classes and continue their study.
- f) A student with an outstanding debt, either in tuition fees or other charges, will not be permitted to sit the end of semester examinations or to enrol in further courses until the debt is cleared or an agreement is reached with the Principal.
- g) A MET staff who attends any of the Institute's study programmes may not have to pay tuition fees.

Program Structure

The Certificate for Information Systems and Computer Science both require 6 courses to be completed. The Diploma requires the six courses from the Certificate program as well as six additional courses.

(PR – Pre-Requisite)

Certificate in Information Systems

Semester 1

IT 131	Mathematics for Science
IT 141	Information Systems
IT 161	Professional Communications

Semester 2

IT 133	Introductory Statistics
IT 142	Introduction to Programming: Visual Basic .Net
IT 162	IT Research Project

Diploma in Information Systems

Semester 1

IT 233	Applied Statistics (PR IT133)
IT 244	Database Management Systems (PR IT141)
IT 262	Principles of Management (PR IT161, IT162)

Semester 2

IT 235	Discrete Mathematics (PR IT131)
IT 245	Management Information Systems (PR IT141)
IT 256	Advanced Programming: Visual Basic .Net (PR IT142)

Certificate in Computer Science

Semester 1

IT 131	Mathematics for Science
IT 141	Information Systems
IT 151	Introduction to Programming: Java

Semester 2

IT 133	Introductory Statistics
IT 142	Introduction to Programming: Visual Basic .Net
IT 152	Data Structures and Algorithms (PR IT151)

Diploma in Computer Science

Semester 1

IT 233	Applied Statistics (PR IT133)
IT 244	Database Management Systems (PR IT141)
IT 253	Computer Organization (PR IT152)

Semester 2

IT 235	Discrete Mathematics (PR IT131)
IT 254	Design and Analysis of Algorithms (PR IT152)
IT 256	Advanced Programming: Visual Basic .Net (PR IT142)
IT 255	Special Topics (offer as an elective course for those who are interested)

Course Description and Cross Credits

All courses are required to meet at least four hours a week for a sixteen week semester.

Assessment methods vary with teacher. Most courses consist of a Midterm and Final, as well as internal assessments such as quizzes, homework's and projects.

Cross Credits

Courses have come from the syllabus of the University of the South Pacific (USP) and have been customized and expanded upon since the start of the program. The following courses are Cross credited at the USP:

University of the South Pacific Cross credits

Diploma Program

TIHE Course

Information System

IT235 Discrete Mathematics
IT244 Database Management Systems
IT245 Management Information Systems
IT256 Advanced Programming: VB.NET
IT262 Principles of Management
IT 255 Special Topic – Research (elective)

University of the South Pacific

MA161 Discrete Mathematics
IS222 Database Management Systems
IS221 Distributed Information Systems
IS224 Advanced Database Systems
MG101 Introduction to Management

Computer Science

IT253 Computer Organization
IT254 Design & Analysis of Algorithms
IT235 Discrete Mathematics
IT244 Database Management Systems
IT256 Advanced Programming: VB.NET
IT 255 Special Topic – Research (elective)

CS211 Computer Organization
CS214 Design & Analysis of Algorithms
MA161 Discrete Mathematics
IS222 Database Management Systems
IS224 Advanced Database Systems

Certificate Program

TIHE Course

Information System

IT 131 Mathematics for Science
IT 133 Introductory Statistics
IT 141 Information System

IT 142 Introduction to Programming

University of the South Pacific

MA 102 Mathematics for Science
ST 131 Introductory Statistics
IS 121 Introduction to Information
Technology
IS 122 Information Systems II

Computer Science

IT 151 Introduction to Programming: Java

IT 152 Data Structures & Algorithms

IT 131 Mathematics for Science

IT 133 Introductory Statistics

IT 141 Information System

IT 142 Introduction to Programming

CS 111 Introduction to Computer Science

CS 112 Data Structures and Algorithms

MA 102 Mathematics for Science

ST 131 Introductory Statistics

IS 121 Introduction to Information
Technology

IS 122 Information Systems II

Open Polytechnic Cross Credits:

The Tonga Institute of Higher Education also offers a linkage program with Open Polytechnic of New Zealand such that graduates from the Information Technology programme can pursue a Bachelor of Business Degree majoring in Information Systems and Technology. Graduates may receive credit for five courses offered in the program. The approved cross credits are as follows:

Approved Cross Credits - Information Technology Programme

Open Polytechnic of New Zealand

MOE Kingdom of Tonga

Bachelor of Business

Information Technology Programme

71 150 Intro to Information Systems &

IT 141 Information Systems

Technology	
<u>71 151</u> Programming Principles with Visual Basics	<u>IT 142</u> Intro to Programming: Visual Basics OR <u>IT 151</u> Intro to Programming: Java OR <u>IT 152</u> Data Structures and Algorithms
<u>71 251</u> Information Technology	<u>IT 245</u> Management Information Systems
<u>72 160</u> Statistical Analysis	<u>IT 133</u> Introductory Statistics OR <u>IT 233</u> Applied Statistics
<u>73 213</u> Research Methods and Interpretation	<u>IT162</u> IT Research Project

Note: Some courses at TIHE have been renamed to more accurately reflect their contents. The course numbers have remained the same

Auckland Institute of Studies (AIS) Cross Credits:

The Tonga Institute of Higher Education has now established a link with the AIS of New Zealand and some of the courses completed at TIHE will now also be recognized at AIS as the following table indicates.

	AIS course Name	Course Code	TIHE Course Code and Names
1	The Information Technology System	7.101	IT141 Information System
2	Business Communication	7.102	IT161 Professional Communication
3	Fundamentals of Computer Programming	7.103	IT151 Introduction to Programming: Java (CS)
4	Database Engineering I	7.104	IT244 Database Management System
5	Mathematics for Computing	7.107	IT131 Mathematics for Science IT235 Discrete Mathematics
6	Computer Algorithms and Discrete Mathematics	7.203	IT235 Discrete Mathematics IT254 Design and Analysis of Algorithms
7	Object Oriented Programming	7.205	IT142 Introduction to Programming: Visual Basic. NET (CS and IS)
8	Desktop Applications Development	7.206	IT256 Advanced Programming: Visual Basic. NET (CS and IS)
9	Unspecified Stage 1	7.991	IT162 Information Technology Research Project
10	Unspecified Stage II	7.993	IT255 Special Topics
11	Unspecified Stage II	7.994	IT253 Computer Organization

Students who have completed a Diploma in either Information System or Computer Science will need to complete the requirements for other Diploma in order to gain the next Diploma in these two programs.

Therefore students who have completed a Diploma in Information System will have to complete the following courses in order to complete a Diploma in Computer Science.

Semester 1:

1. IT 151 Introduction to Programming: Java
2. IT 253 Computer Organization
3. IT 255 Special Topics – Research (optional)

Semester 2:

1. IT 152 Data Structures and Algorithms
2. IT 254 Design and Analysis of Algorithm

Students who have completed a Diploma in Computer Science but wishes to do a Diploma in Information System will have to complete the following courses.

Semester 1:

1. IT 161 Professional Communications
2. IT 262 Principles of Management
3. IT 255 Special Topics – Research (optional)

Semester 2:

1. IT 162 Information Technology Research Project
2. IT 245 Management Information Systems

Cross Credits for TIHE Students who have received a Diploma from the School of Tourism Diploma Information Technology towards the Diploma Information System and Diploma Computer Science.

	School of Tourism & Hospitality (Fokololo Campus) Course Name	Course Code	School of Information Technology (Pahu Campus) Course Name & Code
1	The Information System	7.101	IT 141 Information System
2	Business Communication	7.102	IT 161 Professional Communication
3	Fundamentals of Computer Programming	7.103	IT151 Introduction to Programming: Java (CS)
4	Database Engineering I	7.104	IT244 Database Management System

Students with the Diploma Information Technology (Fokololo Campus) will complete at least one year of the Diploma Program courses (Community Campus) in order to attain another Diploma of Information System or a Diploma of Computer Science.

These students would need to complete the following courses.

Diploma Information System

Semester 1:

1. IT 131 Mathematics for Science
2. IT 233 Applied Statistics
3. IT 262 Principles of Management
4. IT 255 Research - Special Topic (optional)

Semester 2:

1. IT 133 Introductory Statistics
2. IT 142 Introduction to Programming: Visual Basic.Net
3. IT 262 Principles of Management
4. IT 235 Discrete Mathematics
5. IT 245 Management Information System

Diploma Computer Science

Semester 1:

1. IT 131 Mathematics for Science
2. IT 233 Applied Statistics

3. IT 253 Computer Organization
4. IT 255 Research - Special Topic (optional)

Semester 2:

1. IT 133 Introductory Statistics
2. IT 142 Introduction to Programming
3. IT 152 Data Structures and Algorithms
4. IT 235 Discrete Mathematics
5. IT 254 Design and Analysis of Algorithms
6. IT 256 Advanced Programming

Tupou Tertiary Institute (TTI) Cross Credits

Students who have graduated with a Diploma in Information Technology from the Tupou Tertiary Institutes' Diploma Program are eligible for the following cross credits.

TTI Courses

IT 5140 Programming Concepts and Tools
IT 5143 IT Essentials
IT 5144 Internet and Multimedia
IT 5106 The Information Technology Environment

IT 5101 Communication Studies
IT 6201 Communication Studies

TIHE Courses

IT 141 Information Systems

IT 161 Professional Communication

TIHE Assessment Regulations

1. The performance of each student enrolled for a course will be assessed on the basis of internally assessed course work, tests and final examinations.
2. Each lecturer is responsible for giving students information about assessments for a course not later than the end of the first teaching week of the course.
3. This information in each Course Requirements statement should include:
 - a short outline of each assessment task indicating which learning outcomes or topics are being assessed and the criteria that will be used in the assessment
 - the dates by which assessments have to be submitted
 - the relative contributions of each assessment towards any final result
 - Any penalties arising for the late submission of assignments
4. Assessment may include a range of tasks. Students must check the course outline and course requirements statement supplied by the lecturer for details of the assessment tasks for each course.
5. Programme Coordinators will ensure moderation processes are undertaken in line with the requirements of the TIHE Moderation of Assessment Policy.
6. Any material submitted for assessment must be the work of the student, unless the work to be submitted for assessment has been designated as collaborative work or part of a group project for assessment. In this instance the lecturer will have made this clear in the assessment statement for the course.
7. Students are required to submit their internally assessed assignments by the due date, unless an extension has been granted. The course lecturer may grant a maximum of a one-week extension to the due date. Any request for an extension of more than one week requires the formal approval of the Programme Co-ordinator. An extension will only be granted because of extenuating and exceptional circumstances, and must be applied for in advance of the due date whenever possible.
8. Any students caught submitting works that they did not authenticate, will receive a zero grade or be required to be re-do the internal assessment submitted.
9. A student must attend at least 80% of the allocated classes to be eligible for the final examination.
10. A student must sit the final examination, which is conducted at the end of each course. Students must obtain a mark of at least 50% for the examination in that course.
11. A student must pass at least 50% of course work and final Exam in order to pass the Course.

Assessment Procedure

The Tonga Institute of Higher Education requires that tutors submit their final exams to the Program Coordinator ahead of time for approval. After the exams have been marked by the tutors, they are required to be returned to the Program Coordinator for storage at the Tonga Institute of Higher Education. Tutors are then required to submit a spreadsheet of all their internal markings as well as their cumulative grades for each student. These marks are examined by the Principal and the Program Coordinator with the tutors in a final conference at the end of the semester.

Without limiting the assessment options of instructors, the assessment of students enrolled in a course may be undertaken using:

- Final examination at the conclusion of the course
- Students are only allowed to sit for final exams if they have attended 80% of classes.
- Formal or informal tests
- Assignments' including project work, essays, reports or such other activity as the course instructor requires.

Reassessment

Students who do not pass the course will have to repeat. There is no supplementary examination, re-sitting nor reassessment for any of the courses in this programme, unless directed otherwise by administration.

Grades and Results

The proportion of the final grade or summative assessment derived from course work and from a final examination is set out in the course outline provided to students at the beginning of the course.

While lecturers are responsible for carrying out the assessment of a course, results (including grades if given) have no official standing until approved by the TIHE Programme Committee. The TIHE Programme Committee alone will advise the Deputy Principal of the official results. The TIHE Programme Committee approves course grades and will advise the Deputy Principal to release results.

Performance in a course shall be acknowledged by the awarding of specific letter grades:

- | | |
|-------------------------|--------------------|
| • High Distinction (HD) | 90% - 100% |
| • Distinction (D) | 80% - 89% |
| • Credit (C) | 65% - 79% |
| • Pass (P) | 50% - 64% |
| • Fail (F) | 0 - 49% |
| • CC | Cross Credit |
| • AP | Aegrotat Pass |
| • CP | Compassionate Pass |

Special Passes:

The following Special Passes are available:

Aegrotat Pass:

A student who is prevented by illness or injury from completing assessment tasks or who considers that his/her performance has been seriously affected by illness or injury may, on application and with the approval of the TIHE Programme Committee, be granted an aegrotat pass, subject to the following conditions:

- that student provides a medical certificate from an authorized medical practitioner
- that the Institute lecturers certify that the quality of his/her work in other course components is clearly worthy of a pass
- that TIHE may require a second medical opinion in some situations.

Compassionate Pass:

Where reasons other than illness or injury, but exceptional and beyond his/her control, prevent a student from completing assessment tasks, or he/she considers that his/her performance has been seriously affected, he or she may, on application and with the approval of the TIHE Programme Committee, be granted a pass subject on the following conditions:

- that he/she informs the Programme Committee via the Deputy Principal
- That the students' application includes sufficient evidence of the circumstances being considered to gain the support of the Programme Committee

DNC -Did Not Complete.

If a student formally **withdraws** from a course (using the TIHE Withdrawal Form, see appendix 2) before the end of the teaching month their record will be marked with a DNC or Did Not Complete. This student will be required to re-enroll to complete the course. This designation may apply to students who do not meet course attendance requirements and do not meet the criteria for consideration for a special pass.

A student who fails to formally withdraw within the specified time (as in 6.12) and does not meet attendance or requirements will be regarded to have failed the course and will be given an F.

Conduct of Examinations:

Detailed rules regarding the conduct of examinations are appended to these regulations and must be followed by all examination candidates (Appendix 1). Any breach of these regulations will be referred to the Deputy Principal for investigation and appropriate action.

Student Services

All students of TIHE are eligible to use the computer laboratory, TIOE classrooms, Library, Conference & Teleconference Room during their normal class hours. All other times, students will have to have permission from staffs in order to access these learning facilities.

Computer Laboratories

1. Only TIHE and TIOE students are allowed to use the computer laboratories from 9 am till 9 pm unless a class is conducted at any particular period of time.
2. Food or the consumption of any kind of food in the laboratory is prohibited.
3. Students are not allowed to share their given accounts
4. Pornography and such websites are off-limits to students.
5. Students are prohibited from changing the hardware of any computer in the laboratories.
6. Students are prohibited from removing any computer part from the computer laboratory.
7. Appropriate attire are required at all times in the Laboratory.

Student Regulations

1. Enrolment

To become an enrolled student of TIHE the potential student must:

- ✓ receive an offer of admission
- ✓ complete the appropriate enrolment form
- ✓ pay the required fees and charges as approved by the Ministry of Education & Training

Students are required to enrol at the time specified. Only in exceptional circumstances determined by the Principal and Deputy Director of Education & Training (Post-Secondary) will a student be permitted to enrol after the commencement of the Semester/Year.

2. Registration for Courses

Students must nominate on the required form the courses to be studied in each semester.

Approval for the course selection must be obtained from the Programme Coordinator

Permission to change course registration will not normally be granted following the conclusion of the second week of the course.

A student must complete all pre-requisites before enrolling in a course unless credit has been granted.

3. Personal Information

Students are required to provide correct personal details, emergency contacts, name, address, and telephone numbers and ensure that the TIHE Office is informed of any changes to those details. See Appendix 1.

4. Payment of Fees

Students must pay tuition fees and charges in full by the end of the fourth week of any semester or at a time specified by the MET, unless an agreement is made for delayed payment.

The Principal of TIHE may make a special agreement, due to exceptional circumstances, with an individual student with regard to the payment of fees.

If fees are not paid by the agreed time, students may be barred from attending classes and from continuing their study. A student with an outstanding debt, either in tuition fees or other charges, will not be permitted to sit the end of semester examinations or to enrol in further courses until the debt is cleared or an agreement is reached with the Principal.

5. Attendance

Students are expected to attend all timetabled classes and be punctual in their attendance. Students who fail to attend 80% of timetabled classes may be refused entry to final examinations and have to repeat a course. However, in cases where absence is explained by unavoidable causes, supporting evidence such as a medical certificate must be submitted to the Deputy Principal and special arrangements may be made.

6. Academic Progress

Students are expected to apply themselves fully to their studies and be personally responsible for their own learning. Students who do not make satisfactory progress will be firstly warned by the Deputy Principal and may be suspended by the Principal

until receiving further directions from the MET. Written records will be kept of all warnings and subsequent actions.

7. Safety

Students must comply with any safety rules for all places and buildings associated with their study.

8. Behaviour

Students are expected to display respectful behaviour to staff, other students and the public. Behaviour which is dishonest, negligent, illegal, and violent or which may be seen as discrimination or harassment will be deemed to be in breach of these regulations and subject to disciplinary procedures.

9. Smoking, Liquor and Drugs

Smoking is prohibited on the TIHE compound. The possession or consumption of alcohol and illegal substances are prohibited on TIHE premises and all associated work sites. Students under the influence of alcohol and/or drugs will not be permitted in classes and may immediately be suspended from TIHE.

10. Damage To or Loss of TIHE Property

The cost of any damage to or loss of TIHE property, caused by inappropriate student behaviour will be recovered from the student/s concerned.

11. Student Computer Use

Students are only to use TIHE Computers for course related and TIHE authorised activities.

Student use of the computers will be terminated or suspended should the student breach any one of the related rules of the Institute for example: untimely payment of school fees.

Any unauthorised use or adjustments to computer hardware, networks or the introduction of any unauthorised software will be regarded as serious misconduct.

12. Dress Code

All Tonga Institute of Higher Education students must wear respectable Tongan attire to the Institute at all times (tupenu, ta'ovala/kiekie, sote etc).

Students who wear a uniform at their place of work may wear their uniform to TIHE.

Students of the schools of Agricultural Science and Tourism and Hospitality may wear their respective school uniform.

Student Conduct and Discipline

Students are expected to familiarise themselves with, and must comply with the Student Regulations of TIHE and of their programme of study. Acceptance as a member of Tonga Institute of Higher Education includes an undertaking on the part of the student to observe the Student Regulations and other requirements of the Institute.

Breaches of the Student Regulations will be investigated by the Deputy Principal and Principal of TIHE.

If after having made appropriate inquiries there is evidence that there has been a breach of the Student Regulations the student will be:

- a. notified of the specific regulation and evidence of the breach of regulation and asked to explain his or her conduct.
- b. immediately suspended from TIHE, if the Principal thinks fit. At the time of suspension the Principal will inform the Ministry of Education and Training and a time will be set for the student to explain his or her conduct.

Students may be issued with a warning or required to undertake specific duties in remediation for their breach of regulations.

A serious breach may lead to a termination of enrolment.

Termination of Enrolment

The Principal and the Ministry of Education and Training may terminate enrolment in the Institute at any time for serious breach of any of the TIHE Student Regulations.

Conclusion

The IT program at the Tonga Institute of Higher Education has grown rapidly in the past years. The quality of students has risen along with the quality of the teaching staff. In order to offer our students a better academic experience TIHE needs to take the next step to establish linkages with other institutions and universities, not only so that the students may benefit, but also so that the courses offered here can be subjected to outside scrutiny and therefore improved upon. An auditing taskforce will provide a fresh set of eyes for the program while offering constructive criticism as to how the program can continue to grow.

ACADEMIC CALENDAR FOR 2017

January 3 Tuesday	REGISTRATION for returning students
January 17 Tuesday	Deadline for new applications
January 19 Thursday	INTERVIEW for new students
January 20 Friday	INTERVIEW for new students
January 24 Tuesday	New students' registration
January 25 Wednesday	New students' registration
January 27 Friday	Orientation and Assembly with the Principal and Staff at 10:00am REGISTRATION Deadline for returning students
January 30 Monday	SEMESTER 1 BEGINS
February 24 Friday	- Deadline for Semester 1 Tuition Fees - Deadline for Withdrawal
March 27 Monday	- Semester 1 Mid-Semester break begins (1 week)
April 3 Monday	- Lectures Resume for the Second Half of the First Semester
April 14 Friday	- Good Friday (Holiday)
April 17 Monday	- Easter Monday (Holiday)
April 25 Tuesday	- ANZAC Day (Holiday)
April 28 Friday	- Final Exam paper due
May 19 Friday	- Lectures End for the Accounting & Media Programmes
May 22 Monday	- Study Week for the Accounting and Media Programmes Begin (1 week)
May 26 Friday	- Lectures End for the IT Programme
May 29 Tuesday	- Accounting & Media Programmes' Final Examinations Begin - IT Programme Study Week Begins
June 5 Monday	- IT Programme's Final Examinations Begin (1 week) - Emancipation Day Observed (Holiday)
June 9 Friday	- Final Examination for all Programmes ends - SEMESTER 1 ENDS
June 12 Monday	- Semester Break Begins (3 weeks)

June 16 Friday	Deadline for Tutors Marks
June 19 Monday	Exam Committee Meeting
June 26 Monday	Enrolment for the second semester starts
July 4 Tuesday	KING'S BIRTHDAY PUBLIC HOLIDAY
July 3 Monday	SEMESTER 2 COMMENCES
July 28 Friday	- Deadline for Tuition Fees - Deadline for Withdrawal
August 28 Monday	Semester 2 Mid-Semester Break Begins (1 week)
September 11 Monday	Lectures Resume for the Second Half of the second semester
September 17 Sunday	Crown Prince's Birthday (Holiday)
September 29 Friday	Due date for Final Exam Paper
October 20 Friday	Lectures End for the Accounting & Media Programmes
October 23 Monday	Study Week for the Accounting & Media Programmes begin (1 week)
October 27 Friday	Lectures End for the IT Programme
October 30 Monday	FINAL EXAMINATIONS start for the Accounting & Media Programmes Study week for the IT Programme begins (1 week)
November 6 Monday	Tonga National Day Observed (Holiday)
November 7 Tuesday	FINAL EXAMINATION for the IT Programme begins (1 week)
November 10 Friday	End of FINAL EXAMINATIONS for all Programmes
November 17 Friday	Deadline for Tutors' Marks
November 20 Monday	Examination Committee's Meeting
November 21 Tuesday	Examination Committee's Meeting
December 4 Monday	King Tupou I Day (Holiday)
December 5 Tuesday	Rehearsal
December 6 Wednesday	Graduation Ceremony

Appendix 1: TIHE EXAMINATION REGULATIONS

Tonga Institute of Higher Education 2014

ALL CANDIDATES MUST OBSERVE THE FOLLOWING RULES

- 1 Candidates should arrive outside the examination venue at least 20 minutes before the examination is due to start.
- 2 Candidates must ensure that they have the required materials for the examinations. **Borrowing** in the examination will not be allowed.
- 3 Candidates will be told when to enter and must follow the instructions given by the examination supervisor. Candidates will be given up to 10 minutes in which to read the examination paper. Candidates must not write anything until the supervisor has announced they may do so.
- 4 Candidates will **NOT BE ALLOWED TO ENTER** the examination room **LATER THAN 45 MINUTES** after the examination has commenced.
- 5 **NO** candidate will be allowed to leave the examination room until **ONE HOUR HAS ELAPSED** from the beginning of the examination, and then only with the permission of the examinations supervisor who will take the candidates script.
- 6 **NO** candidate will be permitted to leave the examination room during the **LAST 15 MINUTES** of the examination. The examination supervisor will inform the candidates clearly and distinctly when the examination is finished.
- 7 No candidate is allowed to bring into the examination room any written or printed material except:
 - a. as authorized by the examiner
 - or
 - b. when such written or printed material has been authorized for use as in an approved open book examination
- 8 Any candidate who is found to be in possession of any written or printed matter or electronically stored information in the examination room, not authorized by the examiner, whether it has been used or not, will be considered to be attempting to cheat and will be reported for disciplinary action.

Before leaving the examination room, all examination papers must be handed to the supervisor.