



TEXAS HANDBOOK

OF POLICY AND PROCEDURES

2016

**Department of Higher Education,
Research, Science & Technology**

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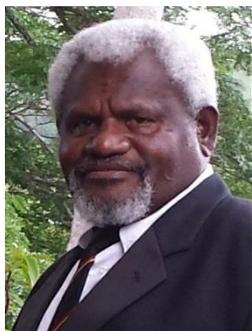
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MINISTER'S ADDRESS



Congratulations to those students who have been awarded a Tertiary Education Student Assistance Scheme (TESAS) scholarship.

Some of our TESAS Awardees may have just commenced their university or college studies and will be excited about the new path they are embarking upon. Other Awardees may be further progressed with their studies and might perhaps be starting to think about their possible prospects after graduation.

Wherever our students are located in their study journey, the Government of Papua New Guinea is pleased to be able to support them.

TESAS is designed to increase access to university and college study through the provision of national Government scholarships awarded on a merit basis to students of targeted higher and technical education programs.

This financial assistance represents an investment made by our great nation in our youth. It is targeted towards those disciplines that are priorities for our national social, economic and environmental development.

It is unfortunate that the reality is that the annual national funding for tertiary education scholarships will never be able to provide study opportunities for all Grade 12 graduates who are qualified and wish to undertake tertiary studies. This is a reality shared by both developing and industrialised countries. It is a challenge that has been answered across the globe by a call for wider participation in the support for the sector.

Yet, there will always be a role for the Government of Papua New Guinea to play with regard to ensuring that the country has sufficient graduates in areas vital for its continuous advancement, such as health, education, engineering, maths and science. In turn, it is important that our TESAS awardees respond to their study opportunity with due diligence and a commitment to performing their best.

On behalf of our Ministry, I encourage our TESAS Awardees to use their study time wisely, as it is truly a gift that can keep giving, both to their professional and personal lives and their country. Good luck.

To our institutions that provide these study opportunities to our youth, I also say thank you for performing this important role.

God bless you all

A handwritten signature in blue ink, appearing to read 'M. Tabar', written in a cursive style.

Hon. Malaki Tabar, MP

Minister for Higher Education, Research, Science & Technology

SECRETARY'S ADDRESS



It gives me great pleasure to be able to present the (Tertiary Education Student Assistance Scheme) *TESAS Handbook of Policy and Procedures* to you.

This Handbook is designed for students thinking about applying for a TESAS Award, for current TESAS Awardees, and for our universities and colleges who have TESAS Awardees studying at their institution.

TESAS has a long history since its inception in 2000. It was introduced as a national government initiative to support the development of a sufficient number of leaders who have the suitable combination of qualifications, skills and experience to ensure our country's future prosperity. This aim still remains relevant today.

In particular, the Government of Papua New Guinea seeks to increase university and college study opportunities for our upcoming generation, through the provision of financial assistance, or TESAS scholarships, for students who are studying higher and technical education programs. These scholarships are administered by the Department of Higher Education, Research, Science and Technology, or DHERST.

As we move forward, DHERST will be looking for further possibilities to enhance our TESAS system, including: increased targeting of disciplines important to PNG's development, including health, education, engineering, science and maths; the employment of technologically-informed practices to streamline procedures; and the provision of support for our institutions to enhance the TESAS Awardee experience.

This TESAS Handbook represents one of these first initiatives. It is hoped that the TESAS Handbook will assist all those who are involved in TESAS Awards to be clear on their role, including their obligations and possible expectations.

Of course, the policy and procedures in this TESAS Handbook will be updated annually to affect the changes that are necessary in the interest of continuous improvement.

To our institutions that provide the study opportunities to our TESAS Awardees, on behalf of DHERST, I would like to thank them for their industriousness and commitment.

To our TESAS Awardees, I would like to wish them all the best with their studies.

God bless you.

A handwritten signature in black ink, appearing to read 'David Kavanamur', written in a cursive style.

Professor David Kavanamur

Secretary, Department of Higher Education, Research, Science and Technology

GLOSSARY OF ACRONYMS AND TERMS

Academic year	Same as the calendar year.
Applicant	A person who has applied for, but not yet received, a TESAS Award.
Award	A TESAS scholarship or financial assistance offered by the Government of Papua New Guinea.
Awardee	A student who has received a TESAS scholarship or financial assistance for study from the Government of Papua New Guinea.
Deferral	Where an awardee seeks to postpone continuation of their TESAS award.
DHERST	Department of Higher and Technical Education, Research, Science and Technology
Full-fee paying student	Student who does not have a TESAS Award. Such students may be either self-sponsored or sponsored by industries, corporations, employers, provincial governments, foreign governments or other organisations.
GPA	Grade Point Average of a student's academic achievement. A student's GPA is calculated using an equally weighted average of the percentage grades achieved by the student.
GoPNG	Government of Papua New Guinea
Grade 12 School Leaver	A Grade 12 graduate of the current year or a specific nominated year.
Institution	Higher education institutions
Program	Study program offered by a higher education institution.
Quota	The total number of TESAS Awards allocated to a particular program or institution. If applications are greater than the number of TESAS Awards allocated, Awards are offered on a merit-basis.
TESAS	Tertiary Education Study Assistance Scheme
Termination of Award	Where a TESAS Award is ceased by the GoPNG prior to an Awardee completing their award due to the awardee's: exclusion from their institution; non-compliance with TESAS Terms or Conditions; or other special circumstances related to their conduct.
Withdrawal	Where an awardee chooses to cease their award prior to completing their study.

SECTION A: INTRODUCTION

1 Handbook Purpose

The purpose of this Handbook is to inform all stakeholders of the Tertiary Education Study Assistance Scheme (TESAS) policy and procedures so that involved parties understand, and act according to, their roles and responsibilities.

The Handbook is to be used by students, the Department of Higher Education, Research, Science and Technology (DHERST), other implementing agencies such as the Department of Treasury, universities, colleges, and the general public.

The Handbook should also be referred to by the Auditor General's Office for auditing purposes.

Any text in green refers to policy matters or instructions specifically for higher education institutions (hereinafter referred to as 'institutions'). Awardees should also be aware of these policies and procedures so that they understand the obligations of their institutions.

2 Related Policies and Procedures

The policies and procedures of tertiary admissions are associated with TESAS. Further information on these policies and procedures can be found in the *Tertiary Admissions Handbook of Policies and Procedures*.

3 Annual TESAS Award Cycle

January	<ul style="list-style-type: none"> • Gender Equity and Postgraduate Scholarships recipients announced • DHERST arranges flight vouchers for eligible awardees • Awardees travel to their selected higher education institutions
February	<ul style="list-style-type: none"> • Awardees travel to their selected higher education institution • Awardees register for their first semester with institutions • Awardees pay any fees and charges set by the institution that are not covered by the TESAS Award
March	<ul style="list-style-type: none"> • Institutions submit confirmed student registration list to DHERST • Previous year's GPA levels and quotas announced on DHERST website
April	<ul style="list-style-type: none"> • DHERST pays tuition fee and board and lodging subsidy to institutions • DHERST pays lump sum student resources allowance for the semester • DHERST begins making fortnightly allowance payments to Awardees • Cut-off for awardees to apply for travel reimbursements
May	
June	<ul style="list-style-type: none"> • Awardees register for their second semester with institutions
July	<ul style="list-style-type: none"> • Institutions submit their acquittals of first semester to DHERST • Institutions submit confirmed student registration list to DHERST • Institutions announce their fees and charges to be paid by the TESAS Awardee for the next academic year • New and existing programs are considered for TESAS inclusion by DHERST
August	<ul style="list-style-type: none"> • DHERST pays tuition fee and board and lodging subsidy to institutions • DHERST pays lump sum student resources allowance for the semester • DHERST begins making fortnightly allowance payments to Awardees • Institutions submit student return travel requirements to DHERST
September	<ul style="list-style-type: none"> • DHERST makes end-of-year travel arrangements for TESAS Awardees undertaking a one year program or the first year of a longer program.
October	<ul style="list-style-type: none"> • Cut-off for <i>TESAS Award Application for Grade 12 School Leavers</i> forms • Applications for Gender Equity and Postgraduate Scholarships open • Grade 12 students sit final exams
November	<ul style="list-style-type: none"> • Cut-off for Gender Equity and Postgraduate Scholarships • Grade 12 results announced
December	<ul style="list-style-type: none"> • Institutions submit their acquittals of second semester to DHERST • Selection of students to receive a TESAS Award offer • Institution and programs quotas identified for TESAS Award eligibility • Letters of Award Offers sent to students

SECTION B: TESAS POLICY

4 Tertiary Education Study Assistance Scheme (TESAS)

4.1 TESAS Awards

The Tertiary Education Study Assistance Scheme (TESAS) provides financial assistance on behalf of the Government of PNG (GoPNG) to eligible students of targeted tertiary education programs on a merit basis.

TESAS includes undergraduate scholarships recognising academic excellence, government contribution assistance for undergraduate studies, undergraduate scholarships for women wishing to return to studies, and postgraduate scholarships.

TESAS includes financial assistance for study costs, such as tuition fees, board and lodgings, travel, and student resources. Currently, TESAS also includes a supplementary fortnightly allowance.

TESAS Awards are offered for one year of study only. Awardees who study programs longer than one year are automatically considered on a merit basis for another TESAS Award for their continuing studies in the following year.

TESAS Awards are administered on behalf of the GoPNG by DHERST.

4.2 Eligibility for Consideration of a TESAS Award

To be eligible for consideration for a TESAS Awards, applicants must:

- a) Be a Papua New Guinean citizen;
- b) Intend to study full-time and on-campus;
- c) Be able to satisfy the admission requirements of an institution or a program for an institution approved for TESAS Awards¹ of which they are applying;
- d) Not hold another scholarship that duplicates any of the TESAS Award benefits,
- e) Not have been previously excluded from a tertiary institution on academic or disciplinary grounds within the last two years;
- f) Not have accumulated any criminal record within the last two years;
- g) Not have had a TESAS Award terminated within the last two years. and
- h) If previously held a TESAS Award to complete an undergraduate qualification and intend to undertake another undergraduate qualification, be able to demonstrate an employment record for at least three years after completing the first qualification.

Additional eligibility requirements are necessary to qualify for each different TESAS Awards as outlined overleaf.

The GoPNG reserves the right to change the eligibility conditions at any time.

¹ See Section 5 *Institutions and Programs Approved for TESAS Awards and their Quotas* for more information.

4.3 TESAS Award Categories

TESAS has four categories of awards as follows:

Academic Excellence Scholarships (AES)

This undergraduate Scholarship is awarded to:

- a) High-achieving Grade 12 School Leavers who have been admitted in to a university undergraduate program approved for TESAS awards; and
- b) Continuing undergraduate students, both TESAS and fee-paying, who have completed their previous year in an approved university program and attained excellent academic results.

The student must demonstrate academic excellence through the achievement of a qualifying Grade Point Average (GPA) or above in their previous year of study.

A student's GPA is calculated using an equally weighted average of the percentage grade values achieved by the student.²

The annual total number of AES awarded and the required minimum GPA level to receive an AES are calculated at selection time each year in accordance with available funding and application numbers and quality.

Awardees are selected within program quotas on a merit basis. This means that not all applicants with a qualifying GPA level will receive an award. (See Section 5, *Institutions and Programs Approved for TESAS Awards* and their quotas.)

Students should use the previous year's required minimum GPA and program quotas, as available on the DHERST website, as a guide only.

Higher Education Contribution Assistance Scheme (HECAS)

This Contribution Assistance is awarded to:

- a) Grade 12 School Leavers who have been admitted in to an undergraduate program at a university or college approved for TESAS awards and have attained the qualifying minimum GPA level or above; and
- b) Continuing undergraduate students both TESAS and fee-paying, who have completed their previous year in an approved program at a university or college and have attained the qualifying minimum GPA level or above.

The annual total number of HECAS awarded and the qualifying minimum GPA level for consideration for a HECAS Award are calculated at selection time each year in accordance with available funding and application numbers and quality.

The number of applications for TESAS Awards with qualifying minimum GPA level is typically greater than the number of available TESAS Awards.

² It should be noted that some program admission requirements of institutions might include a different weighted consideration of grades and/or prerequisite subjects with minimum grades, due to their particular academic requirements.

As such, Awardees are selected within program quotas on a merit basis. This means that not all applicants with a qualifying GPA level will receive an award. (See Section 5, *Institutions and Programs Approved for TESAS Awards* and their quotas.)

Students should use the previous year's required minimum GPA and program quotas, as available on the DHERST website, as a guide.

Gender Equity Scholarships

This undergraduate Scholarship is designed to improve gender equity and will be introduced in 2017. It aims to encourage women who have already completed secondary schooling and entered the workforce to undertake Bachelor Degree studies in particular fields that are currently underrepresented by women.

The Scholarship is merit-based and, to be eligible, applicants must have graduated from Grade 12 over two years ago and secured entry into a Bachelor Degree program that is approved to accept Gender Equity Scholarship Awardees.

The Scholarship is for the first year of Bachelor Degree study only. The Awardee will be automatically considered for an AES or HECAS Award to continue their studies in the following year.

Scholarships are limited to 50 Awards per year. Eligible fields and Bachelor Degree programs are announced via local media in October each year.

Postgraduate Scholarships

This is a merit-based Scholarship awarded to students who have been admitted into a postgraduate tertiary program in PNG that is approved to accept TESAS Awardees. It will be introduced in 2017.

To be eligible, applicants must have a demonstrated employment record for at least three years.

The Scholarship is for one year only. If the Awardee is studying a program that is longer than one year, they will be automatically considered on a merit-basis for another Postgraduate Scholarship to continue their studies in the following year.

Scholarships are limited to 50 Awards per year. They are announced via local media in October each year.

4.4 Full-fee Paying Students

Students who do not have a TESAS Award are recognised as full-fee paying students by the GoPNG.

Full-fee paying students may be either self-sponsored or sponsored by industries, corporations, provincial governments, foreign governments or other organisations. They meet all the costs of their study through their own personal arrangements.

5 Institutions and Programs Approved for TESAS Awards and their Quotas

To ensure that TESAS funding addresses the national labour requirements of Papua New Guinea in the most efficient and effective manner, TESAS Awards are targeted towards particular tertiary university programs and colleges that contribute most substantially to these needs.

To qualify for consideration for this approval for TESAS, institutions must be registered and programs accredited by DHERST respectively.

Quota numbers are devised annually for each of these programs and institutions at selection time, in accordance with the latest information regarding national labour requirements and available funding.

Students can only receive TESAS Awards for approved university programs and colleges within quota amount.

Where the number of applications with a TESAS qualifying minimum GPA level is greater than the quota number, TESAS Awards are allocated on a merit-basis.

For this reason, students are advised to use the previous year's quotas, available on the DHERST website, as a guide for selecting their program preferences.

6 Benefits under TESAS

6.1 Benefit Types

All TESAS Awardees receive the following benefit types:

Tuition Fee and/or Board and Lodging Subsidy

Awardees are provided with a financial subsidy for one year to assist meet their tuition fees and/or board and lodging expenses.

Travel Allowance

If required, Awardees are provided with financial reimbursement or air tickets to enable return travel between their home and study institution once per year. This includes road, sea or air travel depending on the most economical and timely arrangements that are available.

Student Resources Allowance

This is a lump-sum financial contribution towards meeting study equipment and book expenses.

Fortnightly Allowance

Awardees are eligible for a small fortnightly allowance designed to assist Awardees meet basic living expenses incurred while studying.

6.2 Benefit Amounts

TESAS Awardees receive different benefit amounts according to their Award Category.

These benefit amounts are subject to regular review. Please refer to Annex 1 for details on current TESAS benefit amounts.

7 Obligations under TESAS

The GoPNG expects TESAS Awardees to devote their time and effort primarily to academic pursuits.

The TESAS Awardee must at all times behave in a proper manner, abiding by their institution's regulations and aspiring to meet the expectations of an academic environment where there is order and respect for State authority and State and institutional property, and respect for individual rights and freedom provided under the Constitution of Papua New Guinea.

In accepting a TESAS Award, the Awardee agrees to comply with the TESAS Terms and Conditions.

These Terms and Conditions include an undertaking that the TESAS Awardee will not hold another scholarship that duplicates any of the TESAS Award benefits, whether this is awarded by the GoPNG (including those provided at the provincial level) or by a private or civil organisation.

Please refer to Annex 2 for full TESAS Terms and Conditions.

The GoPNG reserves the right to terminate the TESEAS Award, if the Awardee does not comply with these Terms and Conditions.

8 Study Costs to be Covered by the TESAS Awardee

8.1 Fees and Charges Set by Institutions

In recognising the personal benefits accruing to a student undertaking tertiary study, the financial assistance offered by TESAS Awards is a contribution or subsidy only; it does not cover all the fees and expenses that will be incurred by the TESAS awardee during their studies.

The TESAS Awardee is responsible for paying any other fees and charges set by institutions that are not covered by their TESAS Award. They should consult with their selected institution for further information about these fees and charges and their due dates.

Non-payment of any of the fees and charges set by their institution may result in the TESAS Awardee's enrolment not being recognised by the institution.

An institution must make the details of any annual fees and charges payable by the TESAS Awardee available to the public by 31 July of the calendar year before which the fees apply.

An institution is not permitted to increase any of the fees and charges payable by the TESAS Awardee within an academic calendar year.

8.2 Other Expenses Incurred While Studying

The TESAS Awardee is responsible for paying any other expenses that are incurred while studying and that are not covered by their TESAS Award.

9 Promoting Diversity and Equity

TESAS applications are strongly encouraged from students from a financially-disadvantaged background, students living in remote areas, and students living with a disability.

DHERST is currently examining avenues for increasing the number of applications from students from these backgrounds, and to promote diversity and equity more broadly, to introduce in 2017.

10 Variations to a TESAS Award

10.1 Transfer of Studies

Students are awarded a TESAS Award for study of a specific program at a particular institution. Due to program quotas, a TESAS Award cannot be transferred to another program and/or institution.

If an Awardee wishes to change programs and/or institutions they can undertake their new studies as a full-fee paying student and/or apply for a new TESAS Award in the following year.

10.2 Deferral of Studies

Due to Illness

Students may seek to defer their TESAS Award for up to one year on medical grounds, if a deferral in their study is granted by their institution.

Students should complete a *TESAS Award Deferral Request* form available from DHERST. A medical certificate from a certified medical doctor must accompany the application.

The TESAS Awardee must produce a medical clearance from a certified medical doctor when they wish to resume their study.

Where approval is not granted, the student may either continue their program as a TESAS Awardee or withdraw and apply for a new TESAS Award in the following year.

Due to Pregnancy

Students may seek to defer their TESAS Award for up to one year due to pregnancy, if a deferral in their study is granted by their institution.

Students should complete a *TESAS Award Deferral Request* form available from DHERST.

If a deferral in their study is not possible, the TESAS Awardee must withdraw from their TESAS Award, and apply for a new Award when they would like to resume their studies.

Due to Other Reasons

Deferral for any other reason is not permitted. The Awardee must withdraw from their TESAS Award and apply for a new Award when they would like to resume their studies.

11 Cessation of a TESAS Award

11.1 Withdrawal

Awardees may withdraw from their study and forfeit their TESAS Award at anytime during their studies.

Awardees withdrawing from study during their studies should complete the relevant form available from their institution.

Any institution receiving such a form should notify DHERST of the student's withdrawal within five working days of having received the form.

Such Awardees are eligible to apply for a new TESAS award at a later date.

11.2 Termination

The GoPNG may terminate a TESAS Award where an Awardee:

- a) Is excluded by the institution from their program due to academic failure or misconduct (as defined by the institution);
- b) Is deemed by DHERST not to have complied with the TESAS Terms and Conditions; or
- c) Conducts themselves in a manner that DHERST has deemed to bring disrepute to the GoPNG or to have transgressed PNG community standards, including but not limited to breaches of national law.

An institution who suspends or terminates a TESAS Awardees' enrolment must inform DHERST within five working days of making such a decision.

The GoPNG reserves the right to terminate a TESAS Award without supporting recommendation from the relevant institution.

Awardees who have their TESAS Award terminated will be informed accordingly in writing by DHERST.

Awardees who have their TESAS Award terminated for any reason are not eligible to apply for a new TESAS Award until at least two years after the award termination date.

SECTION C: TESAS PROCEDURES

TESAS Awards are administered as below in order to meet the expectations and requirements of all stakeholders, including implementing government agencies, institutions, and TESAS Awardees.

12 Approving Institutions and Programs for TESAS Awards and their Quotas

The approval of Institutions and Programs for TESAS Awards and the allocation of their quota is the responsibility of DHERST, after consideration of recommendations received from a TESAS Committee, established by DHERST specifically for these purposes.

The Committee will be chaired by the Deputy Secretary of Strategic Planning for DHERST. Membership of this Committee will include senior representation from the Tertiary Admissions and Scholarships, Quality Assurance, Strategic Planning, Sector Funding and Corporate Services Divisions of DHERST. It may also include external representation as appropriate.

The approval of institutions and programs for TESAS Awards will be completed annually by 31 July. The allocation of quotas for institutions and programs occurs at selection time.

Students should refer to the DHERST website for the list approved institutions and programs.

13 Applying for a TESAS Award

13.1 AES & HECAS Awards for Grade 12 School Leavers

Grade 12 School leavers should complete and submit the required *TESAS Award Application for Grade 12 School Leavers* form to their designated teacher at their school within the dated stipulated by their school.

Non-school leavers are not eligible to apply for a AES & HECAS Award for their first year of study and therefore need to study as a full-fee paying student.

13.2 AES & HECAS Awards for Continuing Undergraduate Students

TESAS Awards are offered for one year only. Undergraduate Awardees and full-fee paying students who are studying programs longer than one year are automatically considered for an AES & HECAS Award to continue their study in the following year.

The allocation of TESAS Awards for continuing students is determined on a merit basis according to GPA. It is therefore possible for:

- a) a first year TESAS Awardee to not receive a TESAS Award in their second year of study;
- b) a first year HECAS Awardee studying at a university to qualify for an AES award in their second year of study, and vice versa; and
- c) a first year full-fee paying student to be awarded a TESAS Award for their second year study, providing they are not receiving another scholarship that duplicates TESAS Award benefits.

13.3 Gender Equity Scholarships

Eligible female undergraduates applicants should complete and submit the required *TESAS Award Application for Gender Equity Scholarships* form to DHERST within the stipulated date. The applicant's acceptance letter from their university must accompany this application.

The Scholarship is for one year only. If the Awardee is studying a program that is longer than one year, they will be automatically considered on a merit-basis for an AES or HECAS Award to continue their studies in the following year.

13.4 Postgraduate Scholarships

Eligible postgraduate applicants should complete and submit the required *TESAS Award Application for Postgraduates* form to DHERST within the stipulated date. The applicant's acceptance letter from their university must accompany this application.

The Scholarship is for one year only. If the Awardee is studying a program that is longer than one year, they will be automatically considered on a merit-basis for another Postgraduate Scholarship to continue their studies in the following year.

14 Accepting a TESAS Award and its Terms and Conditions

14.1 Successful TESAS Applicants Commencing their Program

Successful new AES & HECAS Award applicants, Gender Equity Scholarship applicants and Postgraduate Scholarship applicants will be notified via a public notice in the main newspapers in early January and will also receive a Letter of Award Offer sent in duplicate from DHERST.

This Letter of Award Offer will outline the Award offered to them for a specific program at a particular institution.

Successful applicants must advise if they wish to accept the offered Award and its Terms and Conditions by signing the two copies of the Letter of Award Offer and returning a copy to their institution when registering for studies. They should retain the second copy for their own records.

In accepting a TESAS Award, the successful applicant agrees to abide by TESAS Terms and Conditions.

In addition, the successful applicant must furnish DHERST with the details of a bank account in their name to facilitate payment of particular TESAS Award benefits.

Failure to return the signed agreement by the stipulated date may result in the successful applicant forfeiting their offered award.

14.2 Successful TESAS Applicants Continuing their Program

TESAS Awardees and full-fee paying students who are continuing their studies will be notified of their TESAS Award offer via a public notice in the main newspapers in early January.

To accept the Award offer, the student will be given two copies of the Letter of Award Offer, including the Award Terms and Conditions, during their registration at their institution.

The student must sign the two copies and return a copy to their institution. They should retain the second copy for their own records.

In accepting a TESAS Award, the Awardee agrees to abide by TESAS Terms and Conditions.

15 Registering as a TESAS Awardee with your Institution

15.1 Successful TESAS Applicants Commencing their Program

New TESAS Awardees must register with their institution by the date stipulated by their institution by presenting the following original documents:

- a) The Letter of Award Offer from DHERST signed by the Awardee;
- b) The acceptance letter from the institution;
- c) The Awardees' secondary school certificates; and
- d) The Awardees' National Identity Card or Grade 12 Student Identity Card.

Photocopied documents must not be accepted by the institution.

Failure to register for study by the date stipulated by the institution may result in the successful Awardee losing their award.

15.2 Successful TESAS Applicants Continuing their Program

TESAS Awardees who are continuing with their studies must register with their institution by the date stipulated by their institution.

During registration, the institution will present the Awardee with two copies of their Letter of Award Offer, including the Award Terms and Conditions. The Awardee must sign the two copies and return a copy to their institution. The Awardee should retain the second copy for their own records.

Failure to register for study by the date stipulated by the institution may result in the successful Awardee losing their Award.

15.3 Notification to DHERST of Confirmed Student Registration Lists

Institutions are required to submit the following documents to DHERST within two weeks after their student registration closes:

- a) a list of their confirmed registered students, including boarding arrangements, in a format approved by DHERST; and
- b) the original signed copy of the Letter of Award Offer and Terms and Conditions for all awardees who are continuing their studies.

16 Fraud

DHERST has an obligation to ensure that the funds of the GoPNG are used appropriately and in the manner for which they were intended. Any attempted, alleged or suspected fraud is treated as a serious manner.

It should be noted that the following acts could constitute fraud:

- a) Claiming TESAS benefits while receiving other scholarship benefits;
- b) Providing false information on forms;
- c) Altering any results or information on student transcripts; or
- d) Deliberately claiming a benefit for which the Awardee is not entitled.

The GoPNG reserves the right to reverse any of its TESAS decisions that might be made on the basis of incorrect or incomplete information.

17 Disbursement of TESAS Award Benefits

17.1 Tuition Fee and/or Board and Lodging Subsidy

Tuition fee and/or board and lodging subsidies are paid directly to the Awardee's institution at the commencement of each semester, after each institution has confirmed its student registration list for the semester.

Awardees are reminded that this financial assistance is a contribution only and does not cover all tuition fees and board and lodging expenses that might be incurred during their studies, (please refer to *Section 8: Study Costs to be Covered by the TESAS Awardee* for more information).

Under no circumstances are Awardee's eligible to claim for a refund of their tuition fee subsidy from their institution.

If an Awardee has another scholarship that already covers tuition fee, this must be declared to DHERST to prevent duplication of benefits and possible breaching of TESAS Award Terms and Conditions.

17.2 Travel

If required, TESAS Awardees are provided with financial reimbursement or air tickets to enable return travel between their home and study institution once per year. This includes road, sea or air travel depending on the most economical and timely arrangements that are available.

This does not include any overnight accommodation or excess baggage costs.

The Awardee's home address for travel purposes is the address given on their TESAS application.

Sea and Road Travel

Awardees who are able to travel from their home to their institution by sea and/or road routes in under eight hours are eligible to claim for financial reimbursement from DHERST for incurred ticket costs for these routes within the maximum reimbursement amounts allowed.

The maximum reimbursement amounts allowed for sea travel is 250 Kina and for road travel 150 Kina.

Awardees will only be reimbursed for the most direct routes possible and for amounts that have been incurred. Awardees who are able to use sea and/or road routes are not eligible to claim for any air travel expenses.

Air Travel

Awardees who are unable to travel to their institution by sea and/or road routes in under eight hours are eligible for air travel arrangements from their nearest main airport. They must make their own arrangements for reaching the airport, including meeting any costs that might be incurred in reaching the airport.

Flight bookings will be made by DHERST through their airline and travel agent arrangements. Travel dates will be selected as close to the first date of registration as possible within reasonable financial parameters.

Awardees travelling from destinations that have an Air Niugini port will be issued with a voucher number that should be presented to their local Air Niugini Sales Office for air ticket collection. Awardees from destinations with smaller ports will be sent air tickets to their home addresses.

In the event that a commencing Awardee does not receive their air ticket in time for travel to their institution, and consequently purchases their own air ticket from their nearest main airport, the Awardee will be entitled to financial reimbursement upon presentation of the required documentation to DHERST.

Continuing Awardees who purchase their own air tickets are not entitled to financial reimbursement.

TESAS Awardees who are commencing their programs will be issued with one-way air tickets and their air travel to return home will be arranged by DHERST later in the academic year.

TESAS Awardees who are continuing with the second or later years of their study programs will be issued with return air tickets. Awardees wishing to change bookings for issued air tickets are responsible for meeting any extra costs of these changes themselves.

Awardees are not eligible for refund of cancelled and/or unused tickets and tickets are non-transferable to another person.

Reimbursement of Travel Expenses

A TESAS Awardee seeking financial reimbursement of travel expenses should complete the required form available from their institution.

Awardees should submit their completed forms to their institution by the date stipulated by their institution, with the following documents:

- a) The used ticket butt or boarding pass;
- b) A Statutory Declaration outlining the travel undertaken; and
- c) A copy of the student's registration form.

The TESAS Awardee is only eligible to claim for the amounts shown on their travel tickets. And, for sea and road travel, within the prescribed maximum reimbursable amounts, whichever is less.

The total claim value must not be less than 30 Kina. Reimbursement for any additional costs will not be considered.

Institutions must submit student reimbursement claims for the past two semesters to DHERST by 31 April.

Travel Arrangements for Cessation or Deferral of a TESAS Award

In the event that an Awardee defers or withdraws or has their award terminated, DHERST will provide for their travel to return to their home address at a date as soon as possible thereafter.

DHERST will also provide for return travel arrangements for an Awardee who has received DHERST approval for a deferral of their award, when they resume their studies.

17.3 Student Resources Allowance

The student resources allowance is paid in two instalments, once after each semester registration, directly to universities and colleges. Allowance payments are made after each semester registration and are based on the confirmed student registration lists submitted by the institutions to DHERST.

17.4 Fortnightly Allowance

The Awardee's fortnightly allowance is paid in fortnightly instalments directly to Awardees via bank transfer. Allowance payments commence after each semester registration and are based on the confirmed student registration lists submitted by the institutions to DHERST.

18 Change of address

The home address supplied by the Awardee in their application form is used as the student's formal address for all TESAS-related purposes including travel.

In the event, that an Awardee changes their home address during their studies, they should submit a completed *TESAS Official Change of Address* form to DHERST with the required documentation.

19 Reporting Responsibilities for Institutions

All institutions receiving TESAS advances must submit a half year financial acquittal report to DHERST, in a format approved by DHERST, by 15 July for the first semester and by 15 December for the second semester.

This report should include a complete list of all TESAS Awardees enrolled at the institution for the current semester, including any cessation dates of TESAS Awardees

Any unexpended funds should be repaid to DHERST together with the semester financial acquittal report. They may not be held over as advance funds for the forthcoming semester.

SECTION D: ANNEXES

ANNEX 1: CURRENT TESAS BENEFIT AMOUNTS

TESAS Benefit Amounts 2016 (in Kina)

	Tuition fee and board and lodging subsidy	Travel Arrangements	Student Resource Allowance	Fortnightly Allowance
Payment Method	Paid in two instalments to universities upon receipt of confirmed registration	Financial reimbursement of sea or road travel or air ticket issued to Awardee	Paid in two lump sums of universities upon receipt of confirmed registrations	Semester 2 2016: Paid fortnightly to Awardees via bank transfer
AES Universities	5,760	Max reimburse Sea 250 Kina Road 150 Kina	900	600
HECAS Universities	4,320	Max reimburse Sea 250 Kina Road 150 Kina	900	600
HECAS Colleges	2,788	Max reimburse Sea 250 Kina Road 150 Kina	900	600
Gender Equity Scholarships	To be confirmed for introduction in 2017.			
Postgraduate Scholarships Universities	To be confirmed for introduction in 2017.			

ANNEX 2: TESAS TERMS & CONDITIONS

The TESAS Award is a privilege, not a right. In accepting the TESAS Award, the Awardee agrees to the following Terms and Conditions.

1. TESAS Policy and Procedures

The Awardee will ensure they become familiar with and abide by the policy and procedures as outlined in the TESAS Handbook.

2. Awardee Eligibility

The Awardee acknowledges that, in order to be eligible for a TESAS Award, Awardees must:

- a) Be a Papua New Guinean citizen;
- b) Intend to study full-time and on-campus;
- c) Be able to satisfy the admission requirements of an institution or a program for an institution approved for TESAS Awards of which they are applying;
- d) Not hold another scholarship that duplicates any of the TESAS Award benefits,
- e) Not have been previously excluded from a tertiary institution on academic or disciplinary grounds within the last two years;
- f) Not have accumulated any criminal record within the last two years;
- g) Not have had a TESAS Award terminated within the last two years. and
- h) If previously held a TESAS Award to complete an undergraduate qualification and intend to undertake another undergraduate qualification, be able to demonstrate an employment record for at least three years after completing the first qualification.

Particular additional requirements are also necessary to qualify for each different TESAS Awards.

3. Awardee Obligations

General Obligations

The Awardee acknowledges that the TESAS Awardee must at all times behave in a proper manner, abiding by their institution's regulations and aspiring to meet the expectations of an academic environment where there is order and respect for State authority and State and institutional property, and respect for individual rights and freedom provided under the Constitution of Papua New Guinea.

Financial Obligations

The Awardee acknowledges that:

- a) There are personal benefits accruing to a student undertaking tertiary study and, as such, the financial assistance offered by TESAS Awards is a contribution or subsidy only;
- b) The TESAS Award does not cover all the fees and expenses that will be incurred by the TESAS awardee during their studies;
- c) The TESAS Awardee is responsible for paying any fees and charges set by institutions that are not covered by their TESAS Award; and
- d) The TESAS Awardee is responsible for paying any other expenses that are incurred while studying and not covered by their TESAS Award.

4. Change in circumstances of Awardee

The Awardee acknowledges that:

- a) The Awardee must advise their institution and DHERST if there is a change in circumstances that may affect their eligibility to receive a TESAS Award;
- b) DHERST will determine whether these change of circumstances will affect the Awardee's eligibility to a TESAS Award; and
- c) DHERST may use its discretion through a prescribed process to determine whether these change of circumstances will affect the Awardee's eligibility to a TESAS Award.

5. Other scholarships

The TESAS Awardee undertakes to not hold another scholarship at the same time as being a TESAS Awardee that duplicates any of the TESAS Award benefits, regardless of whether this is awarded by the GoPNG (including those provided at the provincial level) or a private or civil organisation.

6. Duration of a TESAS Award

The Awardee acknowledges that the TESAS Award is for one year.

7. Consideration for a new TESAS Award

The Awardee acknowledges that, if their study program is longer than one year, they will be automatically considered on a merit-basis for a new TESAS Award to continue their studies in the following year.

8. Termination of a TESAS Award

The Awardee acknowledges that the GoPNG reserves the right to terminate the TESAS Award and withdraw its support at anytime if the Awardee:

- a) Is excluded by the institution from their program due to academic failure or misconduct (as defined by the institution);
- b) Is deemed by DHERST not to have complied with the TESAS Terms and Conditions; or
- c) Conducts themselves in a manner that DHERST has deemed to bring disrepute to the GoPNG or to have transgressed PNG community standards, including but not limited to breaches of national law.

The GoPNG reserves the right to terminate a TESAS Award without supporting recommendation from the relevant institution.

9. Death of a TESAS Awardee

In the event of death of a TESAS Awardee whilst they are undertaking their studies, the GoPNG will cover reasonable expenses involved in repatriation of the body to the student's home address.

10. Changes to TESAS Terms and Conditions

The Awardee acknowledges that the GoPNG reserves the right to change the TESAS Terms and Conditions at anytime.