TTI
Student
Handbook

2022

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Details of version changes	Date
Version 1	2016
Version 2	
Version 3	2020
Version 4 – formatting, policy updates, programs updates	2021

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TTI SITE MAP

2022 STAFF LIST

STAFF NAMES	BLOCK/ROOM NUMBER
1. Dr 'Ungatea F. Kata – *Director*	A-5
2. 'Ofa Va'enuku – *Dean of Academic*	A-4
3. Adelina Mafile'o – *Dean of Support*	A-2
4. Rev. Vivieni Paea – *Chaplain*	B-4
5. Kaleni Vaka'uta – *Receptionist*	A-1.
6. Fe'ofa'aki Moala – *Office Clerk*	A-1
7. Sulia Veituna – *Finance Officer*	A-2
8. Salote Fineanganofo – *Office Clerk*	A-2
9. Sydney Matangi – *Finance Officer*	A-2
10. Samison Tuiaki – *Driver*	A-3
11. Lu'isa Halaevalu Fifita – *Finance Officer*	A-2
12. 'Olinitā Kafoa – *SOB Lecturer*	A-6.2
13. Sio'ana Ha'angata Fotofili – *SOB Lecturer*	A-6.3
14. Heilala 'Ahio – *BUS Programme Manager/ Lecturer*	A-6.4
15. 'Asenafau Finau – *SOT Lecturer*	
16. Ilaisaane Fonua – *Research Assistant/SOB Lecturer*	A-6.7
17. Patricia Halaifonua – *SOIS Acting Programme Manager*	A-6.8
18. Kalesita Fehoko – *Help Desk*	B-8
19. Mele Vehikite – *Help Desk*	B-8
20. Petiola Lenati – *Help Desk*	B-8
21. Koloti Taunaholo – *IT Support*	B-7
22. Lesieli Manu – *IT Support*	B-7
23. Richard Maileseni – *IT Support Manager/IT Lecturer*	B-7
24. Ludwig Taunauta – *IT Support / IT Lecturer*	B-7
25. 'Atu Pomana – *Student Counsellor/Lecturer*	B-5
26. Viliami Kapeni Filikitonga – *SOAT Acting Program Manager*	B-3
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28. Ana Silipa Tu'alau – *SOAT Lecturer*	B-3
29. Satenu'u 'Ohuafi – *SOAT Assistant Lecturer*	B-3
30. Tevita Vaikona – *SSHS Program Manager*	B-3
31. Heamatangi Tu'ivai – *SSHS Assitant Lecturer*	B-3
32. Rev. Sitiveni Palu – *SSHS Lecturer*	B-3
33. Siosi'ana Kaufusi – *Learning Centre Coordinator*	C-9
34. Siniva Lasike – *Librarian*	C-8
35.	C-8
36. Po'alo'i Fatanitavake – *AgeCare Coordinator*	C-10
37. Fakatu'amelie Tu'ihalamaka – *Agecare Lecturer*	C-10
38. 'Ofa Pakalani – *Youth Development Coordinator*	C-1, C-2
39. Latu Mavae – *SOT Programme Manager*	D-1
40. Manutala'aho Tupou – *SOT Lecturer*	D-1
41. Susana Lotulelei – *SOT Lecturer*	D-1
42. Unaloto 'Alofi – *SOT Lecturer*	D-1
43. Save Mataele – *SOM Programme Manager*	F-2
44. Uatesoni Mafile'o – *SOM Lecturer*	F-2
45. Samiuela 'Atiola – *SOM Lecturer*	F-2
46. Sione Fekau – *SOM Lecturer*	F-2

TTI REVISED PRINCIPLE DATES - 2022

SEMESTER 1	Schedule Dates
TTI open for application (All campuses)	
Last day for submission of applications	
FWC School Leaders Workshop	
Staff Workshop and Preparation for 2022	
Combined Service for all 2022 FWC Education System Staff	
Orientation of new students / Meeting with Parents & Guardians	
Registration/Enrolment semester 1 & Summer School 2021-2022 Final Exam	28th Feb – 4th Mar
Late Registration/Enrolment ($50 late registration fee)	7th – 11th Mar
End of Registration – Full refund for any withdrawal	14th Mar
Semester 1- First day of classes	7th Mar
Summer School Results Out	18th Mar
Course changes end date	18th Mar
Final Date for withdrawal from semester 1 with 75% refund of tuition fees	25th Mar
Beginning of Lectures – SOB Bachelor Level 7	21st Mar
Final date for students to pay 25% tuition fees	31st Mar
Final date for students to pay up to 50% of tuition fees	29th Apr
Final date to withdraw from Semester 1 courses with NO REFUND	29th Apr
Final date for students to pay up to 75% of tuition fees	31st May
Final Date to pay all fees (late payment will impose penalty fee of $50	3rd Jun
Study Break (Fasi Campus only)	20th -24th June
Semester 1 Final Examination (Fasi Campus only)	27th June – 1st Jul
End of Semester 1 (All Campuses)	1st Jul
Semester Break (All Campuses)	4th Jul – 15th Jul (2 wks)
Semester 1 Results Out	13th Jul
SEMESTER 2	
New Application Due	8th Jul
Semester 2 - Enrolment period	11 -15th Jul
Late Enrolment (with $50 late registration fee)	18 -22nd Jul
End of Registration & Full refund for any withdrawal	15th Jul
Semester 2 – First day of classes (All Campuses)	18th Jul
Course changes end date	22nd Jul
Withdrawal from semester 2 courses with 75% refund of tuition fees.	29th Jul
Final date for students to pay 25% of tuition fees	29th Jul
Final date for students to pay up to 50% of tuition fees	31st Aug
Final date to withdrawal from semester 2 courses with NO REFUND	31st Aug
GRADUATION (Fasi campus)	**3rd Sept**
Mid Semester break (All Campuses)	**5-9th Sept (1 wk)**
Final date for students to pay up to 75% of tuition fees	30th Sep
Final date for students to pay all fees (Late payment will impose penalty fee$50)	31st Oct
Semester 2- Study Break (Fasi Campus only)	31st Oct – 4th Nov
Semester 2- Final Examination (Fasi Campus only)	7th – 18th Nov
End of Semester II for students (All Campuses)	18th Nov
Semester 2- Results Out & End of Semester 2 for staff	6th Dec
Summer School	21st Nov – 3rd Feb 2023

WELCOME AND INTRODUCTION

MALŌ E LELEI & WELCOME to Tupou Tertiary Institute(TTI). It is our pleasure to make your time with us enjoyable and profitable.

Since 1999 the Institute has attracted many students from all secondary schools in Tonga and has formed strong partnerships with academic institutions in New Zealand and is continuously seeking other such academic relationships.

TTI VISION, MISSION AND VALUE STATEMENT

TTI - a Christian Higher Educational Institution of the Free Wesleyan Church of Tonga

> *"Our Vision is to be the leading provider of quality Higher Education in Tonga, molding learners to become productive Christians who strive for excellence in all aspects of their lives"*

Our mission is to provide a positive and enabling environment where students are:

- actively pursuing academic excellence
- empowered to make a difference
- well prepared to successfully meet new challenges
- empowered to explore their own leadership potential
- lifelong learners
- Upholding the Institute's values and principles, as stated in the Value Statement.

Value Statement
Tupou Tertiary Institute is a Christian Higher Educational Institution. Considering this background and identity, we strive to fulfill our mission through decisions and actions based on our Core Values.

We Value:
- **The Teaching of Jesus Christ**: Jesus taught us to love God and to love one another. We show compassion, forgiveness, patience, concern and care for others because we have first been loved by Christ.
- **Faith**: Our faith in God inspires us to trust that He knows what is best for all of us and everything will happen according to His plan.
- **Mutual Respect:** Individuals treat others with respect and are accepting of differences. Interactions are based on good manners and consideration of ideas and feelings of others. Disagreements are dealt with peacefully with the intent to understand.
- **Obedience:** We strive to follow the rules and policies of our Institution and the Church.
- **Teamwork:** Effective teamwork encourages creativity, innovation and self-initiative in our respective roles and partnerships. This is essentially in getting tasks done and in developing skills needed to meet future challenges.
- **Integrity:** Integrity includes adoption of a Biblically centered morality, congruence in thought and actions, wholeness, justice, grace and being responsible and accountable. Persons of integrity uphold honesty and forthrightness at all times. We shall respect the confidentiality of the individual and confidences extended to us.
- **Services and Sacrifice:** Offering our time and skills for the good of our fellow

citizens leads to the prosperity of the community and to the character development of the individual.

- **Equity/Equality:** We will provide equal opportunities for learning and training to all, irrespective of gender, age, creed, culture or social standing.
- **Humility/Reverence:** We will act as humble servants of God, acknowledging that all we achieve is by the grace of God and not by our own powers. Without God, nothing can be accomplished.
- **Accountability:** Any and all dealings and actions which could affect the Institution will be open to public scrutiny.
- **Success:** We encourage all students and staff by words, deeds, and example so that they can achieve their maximum potential.

PROGRAMME OF STUDIES

TTI offers qualifications at Certificate and Diploma levels in the following areas:

School of Business
- TTI Certificate in Business Level 4
- TTI Diploma in Business Level 5
- TTI Diploma in Business Level 6

School of Information Systems
- TTI Certificate in Information Systems Level 4
- TTI Certificate in Information Systems Level 5
- TTI Diploma in Information Systems Level 5
- TTI Diploma in Information Systems Level 6

School of Architectural Technology
- TTI Certificate in Architectural Technology Level 4
- TTI Diploma in Architectural Technology Level 5
- TTI Diploma in Architectural Technology Level 6

School of Teaching and Counseling and Youth Development
- TTI Certificate in Teaching Studies Level 4
- TTI Diploma in Teaching Studies Level 5
- TTI Advance Diploma in Teaching Studies Level 6
- TTI Diploma in Counseling Level 5
- TTI Certificate in Youth Development Level 4

School of Music
- TTI Certificate in Music Level 4
- TTI Diploma in Music Level 5 (Cambridge – AS level)
- TTI Diploma in Music Level 6 (Cambridge- A level)

HOW TO ENTER TTI?

Application for New Students

To apply for entry into any of TTI's programme of studies, you need to collect a copy of the *application form* from the **main office**, complete and submit the application form together with all the requirements required by each programme. *(Please refer to the School brochures for additional information)*

Before you submit your application form, please check that:

- Your form is fill in completely
- Your qualifications are clearly stated.
- You have clearly stated your address, telephone contacts, parents or guardians.
- You have included all your certified documents required to support your application.

Once TTI receives and processes your application, you will be informed if your application is accepted or declined. Successful applicants will proceed on to enroll for their programme of studies.

Registration and Course Enrollment

Registration and enrollment requires student to come to TTI on the day scheduled for your programme to avoid inconveniences. During registration and enrollment you will be provided with further assistance from TTI on the best programme of studies for you before you can complete your enrollment.

∗**A Registration fee of $210** is to be paid in order to complete your enrolment fully. This amount must be paid in full before your name is included in any class lists.

∗**Late registration**

Registration after the enrollment week is required to pay a TOP$50 as late registration penalty fee. This is the first week of the semester. After the second week, any late registration will not be accepted.

∗**What do I need to do if I want to withdraw from a course?**

After enrolling for a course and you feel that you may not complete a course for any reason, you can complete a Request to Withdraw (RW form) and return to the main office no later than the second Friday from the commencement of the programme.

- Refer to the TTI principle dates for the final date for withdrawal with or without tuition fees for each semester.
- The RW form will be available from main office.

Cancellation of Registration

- TTI shall cancel the registration of any student who failed to pay their registration and tuition fees in full after the dead-line for payment of fees.
- Students whose registration has been cancelled shall not use any facilities of the institution or attend classes from the date of cancellation of their registration.

Withdrawal from the Institution

- Students who wish to withdraw from the institution must complete the Request to
- Withdraw form (RW form).
- No refund can be made until the student complete the RW form.

RECOGNITION OF PRIOR LEARNING

Applicants seeking Recognition of Prior Learning (RPL) or credit transfer for the TTI Diploma Programs is required to apply at the time of making their application for admission to TTI directly to TTI's enrolment and admissions office on the prescribed form.

Assessment of the amount of RPL and credit transfer within courses offered by the institute is determined by the assessor and reported to the Dean of Academics in accordance with the process outlined below:

- Student applies for programme credit in application to study at TTI or (in exceptional circumstances) at or when enrolled.
- Student's application with supporting documentation is forwarded to assessor in the relevant school.
- Assessor assesses application for credit according to guidelines and agreed and consistent credit outcomes based on identified equivalence in content and learning outcomes between matched qualifications.
- Assessor provides written report to Dean of Academics outlining credit granted.
- Any credit granted is confirmed at enrolment.

TTI LEARNING CENTRE

The TTI Learning Centre is a central place for teachers and students to acquire the **necessary skills** to assist them with their teaching and learning by offering the following;

- o *Student Learning Services (SLS)*
- o *Computers with Internet access*
- o *Teaching and Learning Resources with professional assistance*
- o *Academic skills development for staff and students*
- o *Peer tutoring*
- o *Counseling and consultations*
- o *Professional skills development*
- o *Skill assessment and mentoring*

The Learning Centre also provides resources and support for TTI's on-going community and professional development programmes.

American Corner

The TTI Learning Centre is quite fortunate to host the American Corner, which is a partnership with the Public Affairs sections of U.S. Embassies and TTI. They provide access to current and reliable information about the U.S. via book collections, the Internet and through local programming to the general public. Sponsored jointly by a U.S. embassy and a host country organization, an American Corner serves as an information outpost similar to a public library reference service. The multi-media, book and periodical collections are open and accessible. Associated reading or meeting rooms are made available to host program events and activities (i.e. author readings, films, speaker programs, workshops, films, meetings, and exhibits).

The fundamental function of the American Corner is to make information about the U.S. available to foreign publics at large. At a minimum, an American Corner should consist of a collection of books in English about the U.S. The book collection may include reference titles, works of fiction, business and government publications. American Corners also provide access to U.S. information through supervised Internet access, audio and video products, CDs, and CD-ROMs. Host institution personnel staff the Corners. Access to American Corner collection is free and open to all interested citizens of the host country.

Admission and Registration
- TTI Learning Centre is for the use of TTI registered students and staff and persons authorized by the Institution.
- Staff and students leaving TTI are required to obtain clearance from the Learning Centre.
- No one is allowed to enroll on any course or award a certificate until all Learning Centre fines from previous semester are cleared.

Conditions for borrowing of Learning Centre resources

- All books issued must be recorded by the Learning Centre staff.
- TTI Learning Centre staff may recall a book or item on loan at any time
- Books located at restriction area in the Learning Centre are restricted or prohibited to be borrowed.
- The borrower in whose name the book or item has been issued shall be held responsible for its safe keeping.
- Overnight loan books can only be borrowed for one night and must be returned before 10:00am the next morning.
- Long term loan books can be borrowed for one week.
- The borrower can renew the borrowing to continue using it if there is no one reserved for borrowing of that book.
- Failure to return or renew an overdue book or other item shall result in charging of $5 penalty for each day late.
- The borrower is required to pay $2 penalty for each damaged page (ie. marked, defaced or mutilated).
- The lost book is charged based on the cost of a new copy as determined by the librarian.

General rules

- Silence shall be observed in the Learning Centre. Failure to be silent will result in your being banned from the Learning Centre for 2 weeks.
- Smoking, consuming of food or drink, possession of lighters, mobile telephones or audio-visual devices are prohibited in the Learning Centre;
- Lap-tops are allowed in the Learning Centre but sound must be muted.
- Bags, briefcases, rainwear and umbrella shall be left at designated area.
- Learning Centre users shall not shelve the books after using them.

Opening Hours

- The Learning Centre opens on Monday to Friday at 9:00am to 5:00pm. Extended opening hours can be arranged with Learning Centre Staff.
- The Learning Centre closes on public holidays and when the Institution is closed.

External Borrowers

- Non-registered students of TTI can use books in the Learning Centre or the American Corner by completing a membership application form and pay $10 membership fee per semester.
- Non-registered students are not allowed to use the Learning Centre computers for internet or other purposes.

Learning Centre fees

All Learning Centre fees collected from fines, student services are used by the Learning Centre for service maintenance and enhancements.

Students can be barred from using the Learning Centre by the Learning Centre staff if they fail to follow the Learning Centre policies and regulations.

CODE OF CONDUCT

Introduction
Tupou Tertiary Institute recognizes its staff as its greatest asset. The purpose of the Code of Conduct is to guide and enhance the conduct of staff in performing their duties in the collegial environment of the Institute.

Respect for the law and system of the Institute Governance
Staff should observe the laws of Tonga and the policies and regulations of the Institute

Respect for persons
Staff should treat students, other staff and members of the community equitably and with respect. This involves:

- Courtesy and responsiveness in dealing with others
- A responsibility of fairness in supervising other staff
- Making decisions that are procedurally fair to people
- Avoiding unfair discrimination, for example, on grounds such as gender, race, religion
- Engaging in rational debate and allowing alternative points of view to be expressed
- Avoiding behavior which might reasonably be perceived as harassing, bullying or intimidating
- A responsibility of fairness and the encouragement of independent scholarly learning in the teaching role

The Institute seeks to create an environment where all persons are treated equitably and with respect, where persons' rights are respected and where staff and student efforts are encouraged and their achievements given due recognition.
Respect for persons extends to the manner in which the Institute staff deal with students, other staff and members of the community. The Institute regards a staff member's personal behavior towards and interaction with others as a vital part of the duties of their position. A collegial working environment is particularly encouraged.

Integrity
Staff should be honest in carrying out their duties, and avoid conflicts between their private interests and their responsibilities to the Institute with respect to:

- Personal relationships
- Financial relationships
- Outside work
- External activities and public comment

TTI staffs are placed in a position of trust: they manage TTI resources, have access to TTI information and make decisions that affect the interests of others. Staff may be in a position of power over more junior staff or students.

The trust that is placed in the Institute staff requires that staff conduct themselves with honesty, fairness and propriety. This means that staff should avoid conflicts between their private interests and TTI responsibilities and should avoid situations where there is a reasonable basis for the perception of such a conflict. Staffs are supported in innovative and independent research, but in doing so, should adhere to principles for the ethical conduct of research.

Diligence

Staff should carry out their duties in a professional and conscientious manner. This involves:

- Carrying out official decisions and policies faithfully and impartially
- Seeking to attain the highest possible standards of performance
- Exercising care for others in employment-related activities
- Adhering to professional codes of conduct where applicable

Economy and Efficiency

- Staff should use the Institute material and financial resources only for legitimate Institute purposes
- Staff should avoid waste
- Staff should maintain adequate security over the Institute property, facilities and resources

Staff should familiarize themselves with the Code of Conduct and endeavor to ensure that its principles are observed at all times. Significant departures from the standards of conduct outlined in the Code of Conduct may amount to misconduct on the part of the individual staff member.

POLICY

Any student who is guilty of, or a party to, any dishonest practice in connection with any assessment will be subject to disciplinary action.

1. "A party to" includes any student who in any way aids, assists, counsels, procures or encourages another to commit any dishonest practice or other misconduct in connection with any assessment.

2. "Dishonest practice" includes:

    i. cheating which is defined as any fraudulent response by students to any item of assessment, including any action which may otherwise defeat the purpose of the assessment;
    ii. plagiarism, which is defined as the act of taking and using another's work as one's own without proper acknowledgment and includes:
        a. copying the work of another student;
        b. directly copying any part of another's work;
        c. summarising another's work;
        d. Using experimental results obtained by another.

3. Submitting work for assessment which has been jointly prepared for presentation, in circumstances where this has not been approved, which has been submitted elsewhere, without the prior permission of the tutor.

"Assessment" includes any work that may be taken into consideration in determining the mark or grade to be awarded to a student;

Any student who is alleged to be guilty of or a party to dishonest practice will be dealt with by the following penalties.

Penalties for misconduct

1. Where a formal complaint is found to be substantiated, the Disciplinary Committee may recommend that any of the following penalties be imposed:
    i. *A warning;*
    ii. *Cancellation in full or in part of the mark or grade for the assessment in respect of which the misconduct occurred.*
    iii. *Withdrawal from that course/module/unit.*
    iv. *Termination of an enrolment.*

2. The Executive meeting will confirm the Disciplinary meeting decisions.

3 . The Dean of Academic will inform the student in writing and the Programme Manager of the penalty imposed within seven working days of the Disciplinary Committee meeting.

Attendance

Students are to attend every class. When a class has been missed *three (3)* times without any reasonable explanation, a verbal warning will be given to student by the tutor and email to the PMs. On the 4th time of absence and tutor should refer student to the Chaplain and first letter of warning to student include parents. Chaplain will feedback tutor.   Failing to attend after 6th absences (without acceptable explanation) tutor and PMs will withdrawn the student from the course.

If a student is not well or needs to be absent from class, a sick leave certificate is to be presented to the Office and Chaplain, and in the case of other reasons, permission is to be obtained from the Chaplain.

Procedure for reporting and addressing students missing classes

1. Tutors or lecturers are required to take the roll call in every class and report to the programme Manager Names of students who missed more than three classes without any reasonable explanation.
2. The Programme manager will talk to the concerned student to see how she or he can be assisted in order to improve attendance.
3. When absence without proper explanation is repeated for the fourth time, the Programme manager must prepare the first letter of warning to be delivered to the student concerned. The letter must be picked up from the office by the student from the office and must be signed by the Dean of Academic to confirm the warning.
4. A second letter of warning will be warranted by a sixth absence without permission or acceptable reason will result in withdrawal of the student from the course after approval by the Dean of Academic.

Process

1. Absence three(3) times without any explanation a verbal warning will be given to student by the lecturer and email cc to program PM

2. Absences 4th time – lecturer email refer to chaplain
   - First written warning letter, include parents
   - Feedback from chaplain to lecturers (email)

3. Absences 5th – final warning, second written warning letter by chaplain

4. Absences 6th – automatic withdraw from class by lecturer and PM

Refer to appendix II & III: academic performance concerns, grievances and breach of academic conduct.

MARKING PROCESSES

Process Assessments during the semester:

1. Obtained students assessments.
2. Lecturer marking student assessments within 2 weeks.
3. Returning back to students to go over the marked assessments, then finalise final marks, if any corrections or concerns, tutor and students can solve it now. Collect all assessments back.
4. Final mark is received and taken to PM for approval, together with scripts.
5. PM double check results against scripts.
6. Send Dean Academic the result.
7. All assessment marks should be received before final exam starts.
8. PM hand in final marks to Academic Dean.
9. Academic Dean report to TTI Advisory Board for approval.

OFFA (OPPORTUNITY FOR FURTHER ASSESSMENTS)

The rules for a OFFA system:
- The fee for OFFA will be $100.00 TOP
- Cost of the OFFA must be paid before the OFFA takes place
- Only one OFFA is available for the final exam of the course
- You may complete an OFFA for the final exam for each separate course that makes up the qualification at $100.00 TOP per OFFA

The Assessment for the OFFA must be:
- all new questions/scenarios
- designed to measure the same course outcomes
- pre-moderated
- post moderated
- consistent
  - written to the same level
  - with the same complexity

ABUSING OF RIGHTS

Individual privacy should be respected by every person in this Institution. Abuse and/or physical assault of any student inside this institution will result in a Disciplinary Committee hearing. This may result in suspension and expulsion from school.

Students have the right to complain about anything or person associated with the Institute, including staff behaviour. The procedure to be followed:

- Discuss the matter, if appropriate, with the person concerned.
- If not satisfied, take the matter up with the Chaplain.
- If still not satisfied, prepare a written report and forward to the Director who will advise the student of his/her opinion.

GENERAL REGULATIONS

TTI is governed by the Free Wesleyan Church of Tonga. So all the FWC policies and regulations are to be followed and respected by all students and staffs of this institution. Students are required to practice ethical and **acceptable behaviour** while they are at TTI. The Disciplinary Committee which consists of the Chaplain, Deans and Programme Managers, is responsible for any decisions regarding disciplinary issues and penalties.

Decisions to expel students must be approved by the Director. The Disciplinary committee may recommend referral of students for proper counselling.

Drugs & Alcohol

Drugs and alcohol are strictly prohibited to be used or consumed at anytime, other than for medical purposes, at any place **by any registered student**. Any practice, use or consumption of any of the above will be suspended for a semester, or according to the judgement of the Disciplinary Committee depending on the assessment of the disciplinary committee.

Sexual Behaviour

A TTI student who is single should live their lives according to the teachings of Jesus Christ. Any student involved is any unacceptable sexual behaviour, according to the FWC Education System's policies, she/he will face disciplinary actions which can result is suspension or expulsion.

    i.   If a female student is found to be pregnant and is not married, she will be suspended until she has the baby and for one semester.

    ii.   If a female student is found pregnant before she is married, she will be suspended until she has the baby and for one semester.

    iii.   Similarly, if a male student has acknowledged or has been reported directly by the female impregnated that he is responsible for her pregnancy, and they are not married, he will be suspended for one semester at the semester in which this case has been confirmed.

    iv.   If a student is married and has been reported and proven that he or is engaged in extra-marital affairs, that he or she is suspended for one semester. To return to TTI, he or she must show that she/he underwent counselling.

v. Self-generated Nude selfies – Self-generated explicit content or 'nude selfies', in which the student himself/herself can be the creator, distributor and possessor of illegal content is strictly prohibited. This is breaking the 2020 Electronic Communication Penalty Offence Act and once proven, can be reported to the police.

Smoking

TTI is a **NO SMOKING ZONE** with the exemption of the designated smoking area for students and staffs. Hence no smoking is allowed in any other area of the School Premises. School Premises refers to — Classrooms, bathrooms, computer labs and school compound. Any student who is caught practicing this offence will be fined $50.00 and will be reported to the proper authorities.

Harassment

Harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of that person's race, skin color, religion, gender, national origin, age, or disability. Harassment can also occur if conduct is directed toward a person's relatives, friends, or associates. Harassment does one or more of the following and will face disciplinary actions which can result is suspension or expulsion:

- has the purpose or effect of creating an intimidating, hostile, or offensive work environment
- has the purpose or effect of unreasonably interfering with an individual's work performance
- otherwise adversely affects an individual's employment opportunities

Telephone Harassment

It is also harassment to send by telephone any message that is grossly offensive, or is indecent, obscene or menacing, or for the purpose of causing annoyance, inconvenience, or needless anxiety to another person, sends by telephone any message that the sender knows to be false, or persistently makes telephone calls to another person without reasonable cause.

Sharing of images without consent

Sharing explicit indecent images of someone without their consent with the intention of causing harm could be considered harassment. **Revenge porn is the popular term for the malicious distribution of intimate images, without consent of the person involved, to gain revenge and cause public humiliation**. This is breaking the 2020 Electronic Communication Penalty Offence Act and once proven, can be reported to the police.

Sexual Harassment: Sexual harassment occurs when one employee makes continued, unwelcome sexual advances, requests for sexual favours, and other verbal or physical conduct of a sexual nature, to another student or person, against his or her wishes. Sexual harassment occurs when submission to or rejection of this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment
Harassment or harassing behaviour is unacceptable at TTI and will not be tolerated. If there is any report of harassment, a disciplinary procedure will begin.

Mobile Phone & Audio Devices

Mobile Telephone users must switch off their telephones before entering the classrooms or the computer labs. If any of the students is caught using any of the above during class, i- pod, mp3 and mobile phone or the like will be immediately removed and kept in the office. Students may retrieve their belongings upon payment of $10.

Morning Assembly/Fellowship

It is compulsory for all students to attend the morning Assemblies scheduled by the Institution. Roll call will be taken and important announcement for the whole week will be given. Students are encouraged to take part in conducting morning devotion but they must inform the Chaplain a week ahead. More than 3 absentees from morning assemblies per Semester will be fined $10.

Duties

All students will be allocated weekly duties at some stage by the President of the Student Council or the TTI Chaplain. All students are expected to cooperate and contribute to the overall cleanliness and beautification of the Institute.

School Uniform

It is compulsory for all students to wear the complete required school uniform on three days of the week, Monday, Wednesday and Friday. Students must wear the full uniforms when they enter their classes during those days. Staff may not allow students who have not the full uniform to enter their classes. Full uniforms for females include a white shirt with TTI approved Logo, a blue skirt and a special designed kiekie. Males students uniform include a white shirt with the TTI approved Logo, a blue tupenu and a ta'ovala. Male students should have an appropriate haircut and clean-cut beard. TTI students are not allowed to wear head-protected uniform within the campus during school hours unless authorized by the TTI Management.

Jewelry

Students are not allowed to wear jewelry with their school uniform. Wearing of jewelry is allowed during mufti days, otherwise they may be removed and will be returned upon payment of a $5 fine.

Mufti

Students wear traditional Tongan attire or appropriate casual wear on Tuesdays and Thursdays as on mufti days. All students are required to wear their kiekie and ta'ovala with their mufti attire. *Note: Temporary disabling of students accounts, short-term expulsion from classes, etc. may be also part of disciplinary actions against breaking of rules and regulations.*

Student Fines

1. All fines collected from students for disciplinary offences are to be paid in full to the TTI cashier and will be deposited into the TTISA fund.
2. Fines must be paid before a student's result is released.

ICT USAGE POLICY

Conditions of Use of Computing and Networking Facilities

1.   It is the policy of TTI that it's computing and networking facilities are intended for use for *teaching, learning, research and administration in support of TTI's mission*. Although recognising the increasing importance of these facilities to the activities of staff and students, TTI reserves the right to limit, restrict, or extend access to them.

2.   All persons using the computing and networking facilities shall be responsible for the appropriate use of the facilities provided as specified by the "**Codes of Practice**" of this policy, and shall observe conditions and times of usage as published by the Administrator of the system.

3.   It is the policy of TTI that its computing and associated network facilities are not to be used for commercial purposes or non-TTI-related activities without written authorisation from the Director. In any dispute as to whether work carried out on the computing and networking facilities is internal work, the decision of the Director or his delegate shall be final.

4.   The user will not record or process information which knowingly infringes any patent or breaches any copyright.

5.   TTI will endeavour to protect the confidentiality of information and material furnished by the user and will instruct all computing personnel to protect the confidentiality of such information and material, but TTI shall be under no liability in the event of any improper disclosure.

6.   TTI will endeavour to safeguard the possibility of loss of information within TTI's computing and networking facilities but will not be liable to the user in the event of any such loss. The user must take all reasonable measures to further safeguard against any loss of information within TTI's computing and networking facilities.

7.   If a loss of information within the system can be shown to be due to negligence on the part of the computing or network personnel employed by TTI, or to any hardware or software failure which is beyond the user's means to avoid or control, then the ICT system administration staff will endeavour to help restore the information and will not charge the user for computer time spent in such restoration.

8.   Users of the computing and networking facilities recognise that when they cease to be formally associated with TTI (e.g. no longer an employee, enrolled student or visitor to the Institution), their information may be removed from TTI's computing and networking facilities without notice. Users must remove their information or make arrangements for its retention prior to leaving the Institution.

9.   TTI reserves the right to limit permanently or restrict any user's usage of the computing and networking facilities; to copy, remove, or otherwise alter any information or system that may undermine the authorised use of the computing and networking facilities; and to do so with or without notice to the user in order to protect the integrity of the computing and networking facilities against unauthorised or improper use, and to protect authorised users from the effects of unauthorised or improper usage.

10.   The Institution, through authorised individuals, reserves the right to periodically check and monitor the computing and networking facilities, and reserves any other rights necessary to protect them.

11.   TTI disclaims responsibility and will not be responsible for loss or disclosure of user information or interference with user information resulting from its efforts to maintain the privacy, security and integrity of the computing and networking facilities and information.

12.   TTI reserves the right to take emergency action to safeguard the integrity and security of the computing and networking facilities. This includes but is not limited to the termination of a program, job, or on-line session, or the temporary alteration of user account names and passwords. The taking of emergency action does not waive the rights of the Institution to take additional actions under this policy.

13.   Users of the computing and networking facilities do so subject to applicable laws and Institutional policies. TTI disclaims any responsibility and/or warranties for information and materials residing on non-TTI computer systems or available over publicly accessible networks, except where such responsibility is formally expressed. Such materials do not necessarily reflect the attitudes, opinions, or values of TTI, its staff, or students.

14.   The Head of the ICT support section may suspend any users from using the computing and networking facilities for a period not exceeding 28 days (and may recommend additional penalties to the Director) if after appropriate investigation that person is found to be;

- o Responsible for willful physical damage to any of the computing and networking facilities;
- o In possession of confidential information obtained improperly;
- o Responsible for willful destruction of information;
- o Responsible for deliberate interruption of normal services provided by TTI;
- o Responsible for the infringement of any patent or the breach of any copyright;
- o Gaining or attempting to gain unauthorised access to accounts and passwords;
- o Gaining or attempting to gain access to restricted areas without the permission of the Director;
- o Responsible for inappropriate use of the facilities.
- o Failing to meet financial obligations to the Institution

15.   External work or use of the computing and networking facilities shall not be undertaken which would prevent TTI users from having their usual access to the facilities.

Code of Practice in the Use of Computing & Network Facilities
INTRODUCTION
Standards for the use of TTI's computing and networking facilities derive directly from standards of common sense and common decency that apply to the use of any shared resource. The Institution depends on a spirit of mutual respect and cooperation to resolve differences and resolve problems that arise from time to time. This code of practice is published in that spirit. Its purpose is to specify user responsibilities and to promote the appropriate use of ICT for the protection of all members of TTI.

APPROPRIATE AND REASONABLE USE.
Appropriate and responsible use of TTI's computing and networking facilities is defined as use that is consistent with the teaching, learning, research and administrative objectives of the Institution and with the specific objectives of the project or task for which such use was authorised. All uses inconsistent with these objectives are considered to be inappropriate use.

RESPONSIBILITIES
Users of TTI's computing and networking facilities accept the following specific responsibilities:

Security:
To safeguard their data, personal information, passwords and authorisation codes, and confidential data;
- To take full advantage of file security mechanisms built into the computing systems;
- To choose their passwords wisely and to change them periodically;
- To follow the security policies and procedures established to control access to and use of administrative data.

Confidentiality:
- To respect the privacy of other users; for example, not to intentionally seek information on, obtain copies of, or modify files or passwords belonging to other users or the Institution;
- Not to represent others, unless authorised to do so explicitly by those users;
- Not to divulge sensitive personal data to which they have access concerning staff or students without explicit authorisation to do so.

To respect the rights of other users; for example, to comply with all TTI policies regarding sexual, race, and other forms of harassment.
To respect the legal protection provided by copyright and licensing of programs and data; for example, not to make copies of a licensed program
To respect the intended usage of resources; for example, to use only the account name and password assigned by the System Administrator for the purposes specified, and not to access or use other account names and passwords unless explicitly authorised to do so by the appropriate authority.

To respect the intended usage of systems for electronic exchange (such as e-mail, News, World Wide Web, etc.); for example, not to send forged electronic mail, mail that will intimidate or harass other users, chain messages that can interfere with the efficiency of the system, or promotional mail for profit-making purposes. Also, not to break into another user's electronic mailbox or read someone else's electronic mail without their permission.

To respect the integrity of the computing and networking facilities; for example, not to intentionally develop or use programs or processes that harass other users or infiltrate the

system or damage or alter the software or data components of a system. Alterations to any system or network software or data component are to be made only under specific instructions from authorised staff.

To report any information concerning instances in which the Institution's ICT Policies or any of its standards and codes of practice has been or is being violated. In general, reports about violations should be directed initially to the administration of the Institution. If it is not clear where to report the problem, it may be sent to the Help Desk which will redirect the incident to the appropriate person(s) for action or will handle it directly.

Code of Practice for Specific Activities
The following apply to specific activities.

Illegal activity.
In general, it is inappropriate use to store and/or give access to Information on TTI's computing and networking facilities that could result in legal action against the Institution or any individual associated with the Institution.

Objectionable material.
The Institution's computing and networking facilities must not be used for the transmission, obtaining possession, demonstration, advertisement or requesting the transmission of objectionable material, namely:
- A film classified RC (refused classification), a computer game classified RC (refused classification), or a refused publication;
- Child pornography;
- Any other kind of pornography or sexually explicit material;
- An article that promotes crime or violence, or incites or instructs in matters of crime or violence; or
- An article that describes or depicts, in a manner that is likely to cause offence to a reasonable adult e.g.
  - The use of violence or coercion to compel any person to participate in, or submit to, sexual conduct;
  - Acts of torture or the infliction of extreme violence or extreme cruelty.

Restricted Material
The Institution's computing and networking facilities must not be used to transmit or make available restricted material to a minor, which can be defined as an article that a reasonable adult, by reason of the nature of the article, or the nature or extent of references in the article, to matters of sex, drug misuse or addiction, crime, cruelty, violence or revolting or abhorrent phenomena, would regard as unsuitable for a minor to see, read or hear.

Restricted Software and Hardware
Users should not knowingly possess, give to another person, install on any of the computing and networking facilities, or run, programs or other Information which could result in the violation of any TTI policy or the violation of any applicable license or contract. This is directed towards but not limited to software known as viruses, Trojan horses, worms, password breakers, and packet observers. Authorisation to possess and use Trojan horses, worms, viruses and password breakers for legitimate research or diagnostic purposes can be obtained from the ICT authorised staff.

The unauthorised physical connection of monitoring devices to the computing and networking facilities which could result in the violation of TTI policy or applicable licenses or contracts is

inappropriate use. This includes but is not limited to the attachment of any electronic device to the computing and networking facilities for the purpose of monitoring data, packets, signals or other information. Authorisation to possess and use such hardware for legitimate diagnostic purposes must be obtained from an authorised ICT staff.

Harassment
TTI policy prohibits sexual and discriminatory harassment. TTI's computing and networking facilities are not to be used to libel, slander, or harass any other person. The following constitute examples of Computer Harassment:
1. Intentionally using the computer to annoy, harass, terrify, intimidate, threaten, offend or bother another person by conveying obscene language, pictures, or materials or threats of bodily harm to the recipient or the recipient's immediate family;
2. Intentionally using the computer to contact another person repeatedly with the intent to annoy, harass, or bother, whether or not any actual message is communicated, and/or where no purpose of legitimate communication exists, and where the recipient has expressed a desire for the communication to cease;
3. Intentionally using the computer to contact another person repeatedly regarding a matter for which one does not have a legal right to communicate, once the recipient has provided reasonable notice that he or she desires such communication to cease (such as debt collection);
4. Intentionally using the computer to disrupt or damage the academic, research, administrative, or related pursuits of another;
5. Intentionally using the computer to invade the privacy, academic or otherwise, of another or the threatened invasion of the privacy of another.
6. The display of offensive material in any TTI computers or printings.

Wasting Resources
It is inappropriate use to deliberately perform any act which will impair the operation of any part of the computing and networking facilities or deny access by legitimate users to any part of them. This includes but is not limited to wasting resources, tampering with components or reducing the operational readiness of the facilities.
The willful wasting of computing and networking facilities resources is inappropriate use. Wastefulness includes but is not limited to passing chain letters, willful generation of large volumes of unnecessary printed output or disk space, willful creation of unnecessary multiple jobs or processes, or willful creation of heavy network traffic.
The sending of random mailings ("junk mail") is discouraged but generally permitted in so far as such activities do not violate the other guidelines set out in this document. It is poor etiquette at best, and harassment at worst, to deliberately send unwanted mail messages to strangers. Recipients who find such junk mail objectionable should contact the sender of the mail, and request to be removed from the mailing list. If the junk mail continues, the recipient should contact the Helpdesk.

Game Playing
Limited recreational game playing, that is not part of an authorised and assigned research or instructional activity, is tolerated. TTI's services are not to be used for extensive or competitive recreational game playing. Recreational game players occupying a seat in a public computing facility must give up that computing position when others who need to use the facility for academic or research purposes are waiting.

Commercial Use
TTI's computing and network facilities are provided by the Institution for the support of its mission. It is inappropriate to use the computing and networking facilities for:

1. Commercial gain or placing a third party in a position of commercial advantage.
2. Any non-TTI related activity, including non-TTI related communications.
3. Commercial advertising or sponsorship except where such advertising or sponsorship is clearly related to or supports the mission of TTI or the service being provided.

Use for Personal Business
TTI's computing and network facilities may not be used in connection with compensated outside work nor for the benefit of organisations not related to TTI, except in connection with scholarly pursuits (such as academic publishing activities) or in a purely incidental way. This and any other incidental use (such as electronic communications or storing data on single-user machines) must not interfere with other users' access to resources (computer cycles, network bandwidth, disk space, printers, etc.) and must not be excessive.

Connection to the Campus- Data Network
Most TTI buildings are included in the Campus Network. To maintain the integrity of TTI's computing and network facilities, connections to the campus network are made only by specialised personnel under the direction of the ICT staff. Users are encouraged to attach appropriate equipment only at existing user-connection points. All requests for additional Network connections or for the relocation of a connection should be directed to the Helpdesk.

Use of Desktop Systems
Users are responsible for the security and integrity of any work related information stored on their personal desktop system. This responsibility includes making regular disk backups, controlling physical and network access to the machine, and updating of virus definition files. Users should avoid storing passwords or other information that can be used to gain access to other campus computing resources. Users should not store TTI passwords or any other confidential data or information on their laptop or home PC or associated portable storage devices.

Printouts
Users are responsible for the security and privacy of printouts of TTI information.

Policy Violations
Violations of TTI policies may result in restriction of access to TTI's ICT resources. In addition, disciplinary action may be applicable under other TTI policies, guidelines, implementing and procedures.

Responsibility for the Policy
The TTI Director is responsible for the development, maintenance and dissemination of this Policy.

COMPUTER LAB – RULES OF CONDUCT

Computer Setting

Loading or installation of any software, programs, games, music on hard-drive is strictly prohibited Tempering with the setting on the computer's is not permitted. Anyone caught breaking this rule will leave the computer labs for the remainder of the day. Repeating offenders will have their accounts revoked or restricted.

Internet Content Regulation

Accessing pornography or any illegal material through the internet is strictly prohibited. The display or transmission of threatening, obscene, or harassing materials is prohibited. Anyone caught breaking this rule will be reported to the disciplinary committee.

Loggin IN & Logging Out

Users are required to log into TTI computer lab machines and systems with their own user name and password. You may not use someone else's username and password to access TTI computer systems. You may not allow anyone to use your username and password to access TTI computer system.

You must log out of the system when you leave the computer labs -- even if only for a short time. Failure to do so may result in someone else accessing your account without your knowledge. Computers may not be saved for your use while you are away from the lab. You are responsible for any violation of TTI policies that occur with your account, even when you did not perform the action.

Noise

TTI Computer Labs serve as a shared study area, where noise must be kept to a minimum. In consideration of other students working in the lab. Students are expected to speak softly and limit conversation with others. Students MUST not play any music in the lab at any time. Persons making excessive noise and disturbing others will be asked to leave the lab.
Repeat offenders will have their accounts revoked or restricted.

Food and Drink

Absolutely no food nor drinks are allowed in the lab. Anyone caught breaking this rule will leave the computer labs for the remainder of the day. Repeat offenders will have their accounts revoked or restricted.

Games

You are not allowed to play any games on the machines in the computer lab. Anyone caught breaking this rule will leave the computer labs for the remainder of the day. Repeat offenders will have their accounts revoked or restricted.

Children in the Lab

Children are allowed in the computer lab when accompanied by a parent or guardian, but are prohibited from using any TTI computer equipment or systems. TTI reserves the right to request that children be removed from the lab if their presence creates disturbances.

Time Limits

When demand for lab machines is high, a 1-hour time limit will be placed on use of all computers in the lab. This ensures that all students have an opportunity to access TTI computer systems.

Sign In/Sign Out

During evening hours, students must sign in and out when sheets are provided in the computer labs.

Cleanliness

Students are responsible for cleaning up any area they use and this includes discarding of scrap papers or printouts.

Opening Hours

Computer Labs are opened from 9am to 5 pm weekdays. Extension of opening hours or during other times must be authorised by the Manager Information Services. A supervisor must be present during these times.

Computer Lab Fines

Everyone using the TTI computer labs MUST comply with the above rules of conduct. Failure to comply with these rules will result in removal from the labs, disabling of access, loss of computer privileges and a ***fine of $20 which is to be paid to the Finance office before access accounts are enabled***. Computer Labs are restricted for Teaching and Learning purposes ONLY.

APPEAL

The Dean Academic Support is responsible for dealing with student representations against their assessment marks and overall results, and for appeals from students who have been informed by their departments that they must withdraw from the Institution.

Note: Appeals can only be made once official results have been issued by the Admin Office.

Appealing Your Exam Results

For information about how to proceed with an appeal against marks you should first read the Appeals Guidance Note for Students below.

You should note that representations against decisions of Boards of Examiners cannot be made on academic grounds, so it is not possible to appeal your results because you feel that you did better than the marks which have been released to you suggest.

Appeals may be made on the grounds of administrative error; where there is concern that an examination may not have been conducted in accordance with the relevant instructions.

In order to make an appeal you should complete a Student Appeal Form and return this to the Main Office within 4 weeks of receiving official notification of your results from the Admin Office.

Appealing against Your Withdrawal from the school.

Your school may decide, based on your poor progress or behaviour throughout the year, to require you to withdraw from your programme. You are entitled to appeal against this decision, but you should read the Appeals Guidance Note for Students.

To make your appeal you should complete a Student Appeal Form and return this to the Admin Office within 4 weeks of being formally asked to withdraw.

Appeals guidance to students

The following information is intended as a general guide if you are considering making an appeal regarding assessments and examination results or appealing a withdrawal decision (all students).

If you are considering making such an appeal you should read and consider the following information carefully before proceeding.

All appeals should be submitted on a Student Appeal Form.

There are three (3) main types of appeal:
1. Unsatisfactory with academic results
2. Representation against decisions of a Board of Studies
3. Appeals against withdrawals for unsatisfactory academic progress or bad behavior

The completed Student Appeal Form, together with any supporting evidence, should be submitted to the Dean Academic Support within one month of receiving official notification of results.

Appeals against requests to withdraw due to unsatisfactory academic progress should be lodged within one month of receiving the notification to withdraw.

Unsatisfactory with academic results

You can request a mark check if you believe that there has been an administrative error when the marks were being recorded. You are advised that, in the event of any form of administrative error being discovered it must be corrected, whether it results in the mark in question being adjusted upwards or downwards.

Representation against decisions of a Board of Studies

This information provides further guidance on the Procedure for the Consideration of Representations concerning decisions of Boards of Studies.

Representations against results cannot be made on academic grounds (i.e. that the mark awarded in any given examination or question does not reflect the quality of the answer given).

Nor can you appeal to be progressed to the next academic year carrying a failure with you. The Institution operates a system whereby at least two examiners (or by one examiner and one moderator) working independently from one another mark each script, neither of whom are aware of the student's identity. The final marks awarded are then approved by a Board of Studies, which includes Programme managers from other schools.

You can only make a representation concerning your examination results on the following grounds:
   i. That the examination(s) was not conducted in accordance with the relevant instructions, regulations or requirements.
   ii. Where new evidence is provided of circumstances which might have adversely affected your performance in the examination(s).

You are reminded that if you believe your performance in examinations may be affected by illness (or by other personal circumstances) you should have reported the matter to your tutor/admin office before sitting the examination(s), or as soon as possible thereafter. You

should not wait for your results before deciding to notify the school of the situation. Information regarding extenuating circumstances received after the examinations will not be considered as the grounds for an appeal, unless there are exceptional reasons why this information could not be provided at the time. All appeals due to extraordinary mitigating circumstances are only valid when accompanied by comprehensive supporting evidence including detailed medical certificates where appropriate, and a full explanation of the
reason for the original non-declaration.

Representations will be reviewed by Dean Academic Support who will determine, within 10 working days, whether or not there is sufficient evidence to refer it on to the Board of Studies for consideration. Where sufficient grounds do not exist you will be informed of this and your appeal will not proceed any further. And the decision of the Board of Studies will be communicated back to you by the Admin office.

If your appeal is not accepted by the Board you will have 10 working days from receiving the decision to make a request to the Director that your appeal should be heard by the appeal committee . This will only take place if the Director determine that sufficient evidence remains to provide grounds for appeal. If the Director decides there are not sufficient grounds to set up a Representations Panel you will be informed of this and also of your right to then take your appeal to the Office of the President of Education.

If the appeal is considered by the Representation Panel but is unsuccessful you also have the right to take your appeal to the Office of the President of Education.

Appeals against withdrawals for unsatisfactory academic progress or bad behavior

This information provides further guidance to the Student Withdrawals and Appeals Procedure.

Appeals will be considered on the following grounds:
  i.   Where there is new evidence of extenuating circumstances which the student had been unable for valid reasons to disclose before the Programme manager made his/her decision.
  ii. Where there is evidence that the Programme manager had acted unreasonably in requiring the student to withdraw.
  iii. Where there is evidence that the Student Withdrawals and Appeals Procedure has not been correctly followed.

Appeals against withdrawal will be reviewed by the Dean Academic Support. Where he/she determines there is sufficient supporting evidence the appeal will be passed to the relevant Programme manager for consideration. Where it is deemed sufficient grounds do not exist for the appeal to be considered by the Programme manager, you will be informed and your appeal will not proceed any further.

For bad behavior, the relevant authority will be informed.

If your appeal is passed for consideration to the Programme manager, the Programme manager will consider the appeal in conjunction with the Dean Academic and senior tutors of the school.

If your Programme manager is not willing to alter his/her original decision requiring you to withdraw from the school, then you may submit a request to the Director.

The Director decides that an Appeal Committee be convened to further consider your case. The Appeal Hearing will only take place if the Dean Academic support and Dean Academic determine that sufficient evidence remains to provide grounds for appeal. If they decide there are not sufficient grounds for an Appeal Hearing you will be informed of this and also of your right to then take your appeal to the Office of the President of Education.

If the Appeal Hearing upholds the withdrawal decision, you will also be notified of your right to take your appeal to the Office of the President of Education.

It must be stressed that all appeals should be supported by a detailed reasoned case stating why you should be allowed to repeat the year. This must include comprehensive supporting evidence of any exceptional extenuating circumstances.

STUDENTS SERVICES

Student Learning Services

At TTI, we are committed to our students' success. We, therefore, offer a range of services to meet the learning needs of individual students. These include one-to-one and small group assistance, peer tutoring and study skills sessions on a variety of topics. We work with our students to develop new skills and improve existing ones such as *Planning and Time Management, Mind maps, Making notes, Reading skills, Writing skills, APA references, Peer and group tutoring, Exam preparation and Presentation skills*. If you need assistance with the above, please contact the Learning Centre staff for instructions.

There is also a helpdesk that provides students with the following services; ***Telephone, Printing, Photocopying, Internet access and services, Power point projector, Classroom booking and Study related materials eg. Markers, etc.***

You will be required to pay a small service fee for some of the above services.

TTI Students' Association (TTISA)

In the beginning of every school year all registered students are required to create the TTI Student Association in which they choose office bearers – (President, Secretary and Treasurer). Office bearers and representatives elected from each programme of study will form the Students' council.
The TTISA council under the guidance of the Head Tutor is responsible for all students' affairs, student related activities and assist with the maintenance and cleaning of the campus.

TTISA Funds

This is a compulsory fee of $10 per semester that is included in the registration fee. Each registered student (full time and part time) must pay the TTISA fee. The TTISA fund is used for student related activities approved by the Manager Staff and Student affairs. The fund is managed by the TTISA and the Manager Staff and Student Affairs.

Students' Committees

TTISA is responsible for forming of students' committees, which provide students with opportunities to participate effectively in various extra curricula activities managed by the Staff

and Student affairs section. These committees provide the basis for students to learn about team-work, sharing of ideas, leadership and relevant skills required in the work place. Team leaders are required to submit reports to the TTISA and Students' council monthly meetings. The committees are limited but are not restricted to the following;

- **Ecumenical Talanga Group:** The students' Christian fellowship group to assist the Chaplain with the running of all spiritual activities within TTI.
- **Health and Sports Committee:** To facilitate and coordinate sports activities.
- **Social and Cultural Committee:** To assist in social and cultural related activities.
- **Performing Arts and Music:** To encourage students with talents and to take part in social events where student with talents can perform. The committee can organize social events to showcase students' talents.

Staff members are also invited by the TTISA to assist in the affairs of these committees. In the first meeting of the TTISA council, committee leaders are appointed and they will be responsible for managing matters resolved in the committees and to provide monthly reports to the TTISA General meeting.

GRADING SYSTEM

A letter grade will be allocated to each student, for each paper studied, as follows:

Grades	Allocated marks
A+	90-100%
A	80-90%
A-	75-79%
B+	70-74%
B	65-69%
B-	60-64%
C+	55-59%
C	50-54%
D+	45-49
D	40-44
E	30-39
E*	Failed on exam only
F	0-29
AG	Aegrotat pass
RCC	Recognition of current competency
RPL	Recognition of prior learning (exemption via RPL)
WD	Student withdraws from course (withdrew without academic penalty)
IC	Incomplete
Pass grades	**A+,A,A-,B+,B,B-,C+,C,AG,RCC**

SCHOOL OF BUSINESS

PROGRAMME AIM

TTI School of Business (SOB) offers a Certificate in Business Level 4, Diploma in Business Level 5 and Diploma in Business Level 6. It can lead to a variety of roles in business, especially in the fields of administration, banking, human resource management, insurance, marketing, accounts and general management.

Some of the most important skills required today are communication skills, business knowledge and the ability to anticipate change. The School of Business will equip you with these skills and gives you a solid foundation for your business career. If you decide to take your studies further, the Tupou Tertiary Institute Diploma in Business is a pathway into a range of business degrees including our Bachelor of Applied Business Studies.

TTI SOB Diploma and Certificate Level 4 gives you a broad knowledge of the key business areas. It also allows you to specialise in particular business fields. You can either complete the general diploma or specialise in accounting, management and marketing.

GRADUATE OUTCOMES

The Tupou Tertiary Institute Diploma in Business is available full time over 24 months. Part time options are also available.

A graduate of Tupou Tertiary Institute with a Diploma in Business will, in a range of diverse and changing organisational settings, effectively be able to:

- *Add value by applying specific business skills*

- *Apply a range of interpersonal and communication skills*

- *Apply critical problem solving skills with initiative and judgment*

- *Recognise ethical and cultural issues inherent in decision making*

- *Work independently and within teams of diverse people*

- *Have appropriate skills, research abilities and knowledge to pursue further study and professional development*

Further Pathways

Students may wish to consider continuing for further studies in NZ for their NZ's Bachelor of Applied Business Studies (BABS) degree programme at some later date. Most of the starting courses are similar and can be cross credited to the degree programme.

ROGRAMME ENTRY REQUIREMENTS

Business Certificate Level 4

- Completion of Form 6 National Examination.
- Mature-age applicants without formal qualifications may be admitted if they are able to demonstrate a range of attributes such as personal motivation, maturity and work experience or previous study. This is assessed on a case by case basis. Applicants are required to provide a personal statement outlining their interest, motivation and reasons for selecting the course including details of educational and any employment background.

Diploma in Business Level 5

An applicant shall be eligible to be admitted to a Diploma in Business Management Level 5:

- Persons who have taken Tonga National Form 7 Examination will be required to obtain a minimum aggregate of 200 marks in four subjects with a minimum score of 50% each in English and the best 3 subjects.
- Persons who have taken Tongan National Form 6 Examination will be required to obtain a ACHIEVED in English; and MERIT or better in 3 other subjects for admission.
- Passed the TTI Certificate in Business Level 4.

Mature Student

- A person may be admitted as a mature student to Diploma programme if in the opinion of Board of Studies, they are considered likely to be able to complete the programme successfully.
- The decision of Board of Studies shall take into account the person's academic background, and nature of their employment and experience.
- A mature applicant may be required to pass a courses that Board of Studies prescribe as a prerequisite for admission to a Diploma programme.

Diploma in Business Level 6

An applicant shall be eligible to be admitted to a Diploma in Business Management Level 6:

- Passed the TTI Diploma in Business Level 5.

Mature Student

- A person may be admitted as a mature student to Diploma programme if in the opinion of Board of Studies, they are considered likely to be able to complete the programme successfully.
- The decision of Board of Studies shall take into account the person's academic background, and nature of their employment and experience.

A mature applicant may be required to pass a courses that Board of Studies prescribe as a prerequisite for admission to a Diploma programme

PROGRAMME ORGANISATION AND STRUCTURE

TTI Certificate in Business Level 4

- A one year program with 8 courses and has been accredited from the Tonga National Qualification and Accreditation Board(TNQAB).
- These 8 courses are worth 15 credits each, making a total of 120 credits for this qualification.
- All courses are compulsory for students. Here are the courses:

Course Code	Course Title/ Name	Credits	Compulsory or Optional
BUS4101	Introduction to Accounting	15	C
BUS4102	Introduction to Academic Communication	15	C
BUS4103	Communication II	15	C
BUS4104	Introduction to Computing	15	C
BUS4105	Introduction to Management	15	C
BUS4106	Introduction to Marketing	15	C
BUS4107	Introduction to Mathematics	15	C
BUS4108	Mathematics II	15	C

TTI Diploma in Business Level 5 & 6.

- A diploma in Business Level 5 requires a completion of eight courses per year and continue on to Level six by completing another eight of the Level 6 courses.
- Each course is worth 15 credits, making a total of 240 credits for this qualification.

For Level 5 students, they must take eight(8) compulsory courses, which is listed below:

Course Code	Course Title/ Name	Credits	Compulsory or Optional
AM5108	Professional Communication	15	C
AM5102	Business Heritage, Culture and Sustainability	15	C
AM5107	Management	15	C
AM5105	Introduction to Accounting	15	C
AM5101	Business Computing	15	C
AM5103	Commercial Law	15	C
AM5104	Economics	15	C
AM5106	Introduction to Marketing	15	C

For Level 6 students:

All students must complete two compulsory Level 6 courses which are:

COMPULSORY LEVEL 6 COURSES			
Course Code	Course Name	Credits	Pre-requisites
AM6202	Research Methodology	15	NA
AM6201	Applied Management	15	NA

There are 3 majors which students can choose 2 majors for a double major.

Course Code	Course Name	Credits	Pre-requisites
COMPULSORY COURSES – Accounting Major			
AM6203	Intermediate Financial Accounting	15	AM5105
AM6204	Intermediate Management Accounting	15	AM5105
AM6205	Taxation in NZ	15	AM5105
COMPULSORY COURSES – Human Resource Management			
AM6220	Industrial Relations	15	
AM6221	Human Resources	15	
AM6208	Organisational Behaviour	15	
COMPULSORY COURSES – Sales and Marketin			
AM6227	Consumer Behavior	15	
AM6228	Market Development and Sales	15	
AM6229	Marketing Planning and Control	15	

(SHORT) COURSE DESCRIPTORS AND PRE-REQUISITES

Please note that **not** all courses may be offered every semester.

COURSE CODE	DESCRIPTION	PRE-REQUISITES
BUS4101	**INTRODUCTION TO ACCOUNTING** This is an introductory subject that focuses on the use of accounting information in making business decisions. The unit assumes no prior knowledge of accounting. The unit provides students with fundamental accounting knowledge and skills which, as well as being of use in their own right, will provide a foundation for more advanced accounting studies. This unit is designed to introduce students to the nature and function of accounting, provide an understanding of basic accounting processes and develop skill in using accounting information in business decision making. situations.	

COURSE CODE	DESCRIPTION	PRE-REQUISITES
BUS4102	**COMMUNICATION 1** Students will learn the skills of vocabulary acquisition and use, reading, note taking, critical thinking, writing and oral presentation in a business context. This unit provides students with preparation for effective participation in the workplace by emphasizing communication, collaboration, and research techniques. It provides students with the opportunity to develop their personal skills and hone the qualities they need for work and learning. The content of this unit will cover the following areas:	None
BUS4103	**COMMUNICATION 2** The paper aims to enable the student to improve learners' skill and confidence in academic reading, formal and informal writing, discussions and oral presentations, and critical thinking. It also aims to develop good research and referencing skills that will enable the learners to go on to further tertiary study.	
BUS4104	**INTRODUCTION TO COMPUTING** The purpose of the information technology requirement is to ensure that students achieve an essential understanding of information technology infrastructure encompassing systems and devices; learn to make the most of the Web and other network resources; protect their digital data and devices; take advantage of latest technologies; and become more sophisticated technology users and consumers.	
BUS4105	**INTRODUCTION TO MANAGEMENT** Students will be able to describe and analyse basic management concepts as they are practised in Tongan workplaces. It is one of the most important introductory courses studied at business schools. It provides information about the practical role of management and gives the student an introduction to the variety of organisations in society.	None

COURSE CODE	DESCRIPTION	PRE-REQUISITES
BUS4106	**INTRODUCTION TO MARKETING** The subject material covers the marketing environment in which marketing decisions take place, including the demographic, legal, political, technological, social, cultural, and physical aspects of that environment, which are relevant to those marketing decisions.The subject also covers the mix of decisions regarding product, price promotion and distribution policies, as well as the identification of marketing opportunities, market research and the analysis of consumer behaviour, the selection of markets, market segmentation, targeting and positioning. In addition, the development of a marketing plan is covered.	**None**
BUS4107	**MATHEMATICS 1** Following successful completion of this paper, the student will be able to: read and interpret tables and graphs, display data in both graph and table form, estimate answers to problems, become familiar with scientific calculator operations, solve problems in context, involving decimals, percentages and money and measure accurately and use their own measurements to solve problems in context.	**None**
BUS4108	**MATHEMATICS 2** After completing this course, students should be able to; use substitution and algebraic formulae to solve problems, use algebraic expressions to describe mathematical patterns, share, increase and decrease in a given ratio, work out a proportion of a quantity, find and use probabilities in practical situations, use statistical methods and information to draw conclusions from data, create graphs to display statistical data and use random sampling techniques to describe a population.	
AM5108	**PROFESSIONAL COMMUNICATION** Business Communication provides an opportunity for students to develop knowledge and understanding of the theories of communication, competence and confidence in effective interpersonal and written communication within the business environment, the skills of thinking, analysing and problem-solving. Topics include the communication process, critical thinking and problem-solving, human behaviour, effective writing, effective speaking and listening and focusing on teamwork.	

COURSE CODE	DESCRIPTION	PRE-REQUISITES
AM5102	**BUSINESS HERITAGE, CULTURE AND SUSTAINABILITY** To develop and enhance the students' awareness and knowledge of Tonga in terms of its history, heritage and commercial development by exploring key historical events that have occurred within this cultural, political and social framework. This course will develop the students' understanding of how culture, heritage and commerce are contributing to the development of Tonga society and why and how these values and qualities should be protected and enhanced for future generations.	
AM5107	**ORGANISATION MANAGEMENT** Students will develop knowledge and skills for management in organisations.	
AM5105	**INTRODUCTION TO ACCOUNTING** To provide students with an understanding of financial statements and reports and to enable them to analyse and interpret business performance for sole traders and small companies.	
AM5101	**BUSINESS COMPUTING** Students will discuss, evaluate and apply information technology to meet business requirements	
AM5103	**INTRODUCTION TO COMMERCIAL LAW** To provide students with basic knowledge in the field of commercial law, to enable them to apply legal reasoning and to develop an organized approach to problem solving.	
AM5104	**ECONOMIC ENVIRONMENT** To enable students to apply elements of economic theory to contemporary issues.	
AM5106	**MARKETING PRINCIPLES** To develop a broad understanding of marketing principles as they apply to the activities of business and non-business organisations. To apply this understanding on how an organization clarifies, researches and develops marketing mixes for its markets. To appreciate that marketing is "creating and capturing customer value"	

COURSE CODE	DESCRIPTION	PRE-REQUISITES
AM6202	**RESEARCH METHODOLOGY** Introduction to the keey analytical tools used within business and the implications for managerial decisions. Students will learn to apply appropriate research methodologies to identify and solve a business related problem.	
AM6203	**INTERMEDIATE FINANCIAL ACCOUNTING** Students will apply General Accepted Accounting Practice (GAAP) to prepare and present general purpose financial reports for a company and evaluate a listed company for the purpose of shareholder investment.	AM5105
AM6220	**INDUSTRIAL RELATIONS** An understanding and knowledge of the key laws, institutions, process and practices within New Zeland, an awareness of the complex relationship of the parties in employment relations, and analystical and problem-solving skills relevant to employment relations.	
AM6221	**HUMAN RESOURCE** Students will understand the roles, functions and application of Human Resource Management processes within contemporary New Zealand/Tongan organisations.	
AM6227	**CONSUMER/BUYER BEHAVIOUR AND COMMUNICATION STRATEGIES** Students will understand Buyer Behaviour and develop appropriate communication strategies to reach consumer and organization markets.	
AM6228	**MARKET DEVELOPMENT AND SALES** To enable the students to demonstrate knowledge of, and apply principles and practices of personal selling, as used by organisations to develop long-term partnerships with customers, and the importance of personal selling to organizational performance.	
AM6201	**APPLIED MANAGEMENT** Students will identify a managerial problem, and research and apply management concepts and tools to find and recommend possible solutions to the problem.	

COURSE CODE	DESCRIPTION	PRE-REQUISITES
AM6208	**ORGANISATIONAL BEHAVIOUR** Students will evaluate, analyse and assess the impact that individuals, groups and structures have on the behavior of people within organisations. Students will develop an analytical awareness of their personal and inter-personal behavior and effect of that behavior as members of formal and informal working groups. Students will synthesise an understanding of introductory social and psychological phenomena in organisations at individual, group and inter-group levels.	
AM6229	**MARKETING PLANNING AND CONTROL** Students will produce an operational marketing plan for a market or business of interest.	
AM6204	**INTERMEDIATE MANAGEMENT ACCOUNTING** Students will collect, interpret, present and use relevant management accounting information for an organization to effectively plan, control and make appropriate decisions regarding business operations.	AM5105
AM6205	**TAXATION** To enable students to apply knowledge of taxation rules to New Zealand taxable entities in a range of situations.	AM5105

SCHOOL OF INFORMATION SYSTEMS

SCHOOL OF INFORMATION SYSTEMS ROGRAMME

The Information Systems programmes offered by the School of Information Systems are approved by the Tonga National Qualifications and Accreditation Board. The school offers the following programmes;

- Certificate in Information Systems L4
- Certificate in Information Systems L5
- Diploma in Information Systems Level 5
- Diploma in Information Systems Level 6

Opportunities for Graduates

Certificate in Information Systems (Level 4)

Graduates who complete the Certificate in Information Systems 4 will have a working knowledge of information and communications technology and basic knowledge in the area of system development and system administration.

Certificate in Information Systems (Level 5)

Graduates who complete the Certificate in Information System will have a working knowledge of information and communications technology and be competent to sit CompTIA A+ accreditation exams. Possible employment opportunities include Help Desk, PC Support, and Retail Salesperson.

Diploma in Information Systems (Level 5)

Graduates who complete the Diploma in Information Systems (level 5) are eligible for employment in Help Desk, PC Support, Network Administrator, Support Technician, and Computer Salesperson.

Diploma in Information Systems (Level 6)

Graduates will have acquired detailed knowledge and skills in selected areas of ICT, enabling them to move towards further specialisation. Work opportunities include: Network or Database Administrator, Computer Trainer, Helpdesk Analyst, User/Systems Support.

Certificate in Information Systems Programme Level 4

TTI Certificate in Information Systems is the ideal pathway to the Diploma in Information Systems through Certificate in Information Systems Level 5. Upon completion of this programme, students can staircase into the Certificate in Information Systems Level 5. The Certificate Program introduces the fundamental concepts and practices of Information Systems to develop a broad-based practical understanding of its context, purpose and underlying functional areas: system development and system administration.

Certificate in Information Systems Programme Level 5

The objective of the Certificate in Information Systems (CertIS) is to:

"*Produce graduates with a working knowledge of information and communications technology, who are useful and productive, adaptable to change and capable of specialisatio*n."

The papers that make up the programme are designed to create a foundation of knowledge and skills that can be utilised at that level or be the basis for further study.

Diploma in Information Systems Programme Level 5 & Level 6

The objective of the Diploma of Information Systems is to:

"Produce graduates who have a good grasp of the fundamental principles and theory of information technology, a familiarity with information technologies commonly used in organisations, and the ability to learn new skills in a rapidly changing environment. To combine immediate employability with the academic base required for further study enabling graduates to pursue a professional career in the computer and information technology industry".

The programme includes computer programming in .Net and Java along with other modern languages needed for software development in an Internet enabled environment. Further areas of study include project management, data networks and communication, databases, and analysis and design for software applications. The degree has a special capstone project undertaken by all students in their third year of study which provides them with the practical industry-based experience of working in a team to produce a full-scale Information Systems Solution.

Description of Programmes
- Students are able to study for 6 months and graduate with a Certificate in Information Systems (Level 4) (60 credits)
- Students are able to study for 6 months and graduate with a Certificate in Information Systems (Level 5) (60 credits)
- Students are able to study for one year and graduate with a Diploma in Information Systems (Level 5) (120 credits)
- Students are able to study for two years and graduate with a Diploma in Information Systems (Level 6) (120 credits)
- The degree is a three-year programme without honours. (To be completed in New Zealand)

SOIS PROGRAMME ENTRY REQUIREMENTS

Entry to Certificate in Information Systems Level 4
- Attend in TFSC or equivalent with grade 4 or better in English, Mathematics and Computer Studies.
- For mature students work and other experience will be taken into account.

Entry to Certificate in Information Systems Level 5
- Pass in TFSC or equivalent with grade 4 or better in English, Mathematics and Computer Studies
- Pass Certificate in Information Systems Level 4
- For mature students work and other experience will be taken into account.

Entry to Diploma in Information Systems Level 5

Students under 20 years of age
- A good pass in the Form 7 national examinations with at least a grade C in
- English, Mathematics and Information Technology.
- A supporting reference from the applicant's school or employer
- Completion of Certificate in Information Systems Level 5

For students 20 years of age and over (Special Admission)
- Either meet the academic undergraduate degree requirements or equivalent or provide evidence of success in recent tertiary level study. Previous work and life experience may be taken into account for mature students. Each application will be assessed on its merits and entrance will be granted at the discretion of the Faculty Dean.

International Students
- Qualifications equivalent to NZ Year 13 entrance well achieved

Entry to Diploma in Information Systems Level 6

- Completion of Diploma in Information Systems Level 5.

The DipIS Level 6 is a level 6 programme on TNQAB framework and it is internationally recognised as well as the DipIS Level 5 is a level 5 programme. The Certificate in Information Systems (CertIS) is developed by Tupou Tertiary Institute based on the Diploma of Information and Communications Technology Level 5 developed by the National Advisory Committee in Computer Qualifications (NACCQ).

Delivery of Programme

As an applied degree, students can expect their learning to be generated from classroom presentations, (both tutor and student), case studies, guest speakers and assignments. Assignments offer students the chance to conduct research, write essays and reports or develop information technology components and work closely with their classmates in a team environment. Some assignments are completed in groups, however adjustment could be made due to covid here in the country. Depending on what level students are at a certain amount of self-directed learning is required to gain maximum learning and benefit from the programme. Computer labs and software for home computers are available for students to practice what they are learning.

A variety of teaching techniques are used in the BInfoTech. These include:

Lectures - Integrated use of visual aids e.g. video, overhead projector, data projector.
Tutorials – Discussion, reflection, explanations and clarification of course content.
Workshops - Practical exercises in computer rooms.
Computer Assisted Learning Packages - Used to enhance student knowledge at a self-paced level.
Student presentations - Encourage information sharing research skills and group participation. They provide an opportunity for self and peer assessment.
Self-directed exercises - Encourage students to gather information, participate in discussion and share findings.
Case study - Provides the student with the opportunity to gather and document relevant information on a realistic scenario.
Journaling - Encourages the individual to gather data about their learning progress in particular papers

Course Outlines

A course outline will be given, either softcopy or hardcopy to students at the first day of class for each paper. The course outline contains detailed information specific to that paper including assessments, timetable, textbook Information and all other important information.

Study Materials

For successful completion of the programme it is necessary to purchase textbooks to supplement your learning depending on the course textbook requirement. Computer laboratories are provided or students with the relevant software already installed and specialist software is made available for installation on student's laptop or PCs.

Assessment

Papers use a variety of assessment methods, including tests such as quizzes or labs, assignments, projects and final examinations. Some projects require group work by two or more students. ***Most papers have a final exam, in which case students must also attain at least 40% of the available marks in that examination to pass the paper. For example, if a student obtain 53 marks out of 100 for a paper but get only 15 marks out of 40 for the final examination, the student will be awarded a grade of E*.***

You are required to take the assessments on the date and time specified in the course outline. You are required to abide by the exam rules for the School of Information Systems.

If you are going to be absent from an assessment or your performance will be seriously impaired because of circumstances beyond your control (illness or bereavement), you can apply for an aegrotat pass. You must:

- Advise the Faculty or campus office or the tutor at the earliest possible opportunity and
- Complete an Aegrotat Application form and hand it in to the Faculty or campus administration office together with a doctor's certificate (in the case of illness) or evidence to substantiate your claim (in the case of bereavement), within ten days of the date of the test or final exam.

If an aegrotat pass is granted, your academic record will show a pass AGP or fail AGF and not a grade.

Where possible, lecturers marked and return assessments to students within two weeks of them being completed. Students will be advised of results in class or by posting them on Moodle.

Assignments

You are required to hand in assignments on the date and times specified in the course outline. A penalty of 10% of the final mark will be deducted for 10 working days when assignments are handed in late.

You are required to complete and attach a cover sheet to assignments. The cover sheet requires you to declare that the assignment complies with the Tupou Tertiary Institute policy relating to plagiarism as stated in its Assessment Misconduct Policy.

Conceded Passes

There are no conceded passes.

Cross Credits

- Whitireia Community Polytechnic will be responsible for granting RCC cross credits.
- Whitireia Community Polytechnic, at their discretion, may grant RCC credits for specified courses of a programme.
- Students may be granted RCC credits by the provider on the basis of equivalent qualifications and/or work experience, provided this has clearly resulted in the student having acquired the prescribed knowledge/skills. Whitireia Community Polytechnic must ensure that the standards of the qualification do not suffer through the granting of such credits.
- A student who gains RCC credits is deemed to have done so through either a Recognition of Current Competency (RCC) or a Recognition of Prior Learning (RPL).
- Unspecified maximum of 10 credits from a relevant IT based paper may be used in place of either IT5140 or IT5144 in the Certificate of Information Systems.
- Unspecified maximum of 20 credits from a relevant IT based paper may be awarded at either level 6 or level 7 of the Bachelor in Information Technology.
- No more than 50% of the qualification maybe gained through RCC credits.

Reconsideration of Assessments

You are allowed to inspect all marked assessments together with a copy of any marking schedules used. It is the responsibility of the student to inspect assessed work, within three weeks of the close of the semester. If you are unhappy with the assessed mark, you can apply for an item of assessed work to be reconsidered and remarked.

OFFA (Opportunity for Further Assessment) System

Offa System only applies if you fail ONE ASSESSMENT ONLY of this paper. You are advised to contact lecturer or Programme Manager no later than three days after the result is out to discuss further assessment. You will then need to fill in OFFA form(can be obtained from the office), pay $100 fees then take your form to Programme Manager in which she will arrange with the tutor the time to sit the assessment.

Recount

Candidates may apply for a recount within two weeks of the unofficial result being published.

Remark

A student who believes that an injustice has been done in respect of the marking of any work submitted for assessment shall be entitled to have the assessment reconsidered. Any application must be on the official form available from the Faculty administration office and be directed to the Programme Manager along with the reconsideration fee.

Availability of Marked Assessments

Students shall be entitled to inspect all work submitted for formal assessment, together with a copy of the marking schedule used to make the assessment.
After student perusal of the marked work submitted for formal assessment, the assessed work must be returned to the tutor or Programme Manager so that the moderation procedures as laid down by TNQAB can be complied with.

Students are entitled to have their scripts returned when the moderation process has been completed. Marked assessments will be available for students to collect two months after the end of the semester. If students do not ask for the assessments to be returned, they will be shredded at the end of the subsequent semester. There is no fee for return of assessed work.

Attendance

This programme seeks to create an environment where students receive the teaching and support they need for success, while students also take responsibility for their learning and self-directed study.

Students are to attend every class. When a class has been missed *three (3)* times without any reasonable explanation, the first letter of warning will be sent to the student on the fourth time of absence and the tutor should refer the student to the Chaplain. Failing to attend after seventh absences (without acceptable explanation) warrants a notice that the student has been withdrawn from the course, tutor will inform the Program Manager of this issue and PM will withdraw the student from the class list. If a student is not well or needs to be absent from class, a sick leave certificate is to be presented to the Office and Chaplain, and in the case of other reasons, permission is to be obtained from the Chaplain.

Procedure for reporting and addressing students missing classes
1. **Tutors or lecturers are required to take the roll call in every class** and report to the Programme Manager Names of students who missed more than three classes without any reasonable explanation.
2. The Programme Manager will talk to the concerned student to see how she or he can be assisted in order to improve attendance.

3. When absence without proper explanation is repeated for the fourth time, the Programme manager must prepare the first letter of warning to be delivered to the student concerned. The letter must be picked up from the office by the student and must be signed by the Dean of Academic to confirm the warning.

4. A second letter of warning will be warranted by a seventh absence without permission or acceptable reason will result in the withdrawal of the student from the course after approval by the Dean of Academic.

COURSE DESCRIPTIONS

Certificate in Information Systems Level 4
*compulsory papers

Paper Code	Description	Prerequisites
IS4102*	**Communication**	
	Students will learn the skills of vocabulary acquisition and use, reading, note taking, critical thinking, writing and oral presentation in a business context.	
IS4107*	**Mathematics**	
	Following successful completion of this paper, the student will be able to: read and interpret tables and graphs, display data in both graph and table form, estimate answers to problems, become familiar with scientific calculator operations, solve problems in context, involving decimals, percentages and money and measure accurately and use their own measurements to solve problems in context.	
IS4110*	**System Development**	
	This course covers the fundamentals of system development, Microsoft Visual Basic Application Software. To introduce students how to use Visual Basic (VB) to design simple interface, process to build a simple programming, and translation into a simple programming language.	
IS4111*	**System Administration**	
	The purpose of this course is to help students become a highly efficient and effective computer use. This includes how to use (1) apps and application software; (2) all types of computer hardware including mobile devices like smartphones, tablets, and laptops; and (3) the Internet.	

Certificate in Information Systems Level 5
*compulsory papers

Paper Code	Description	Prerequisites
IS5570*	**Programming Logic (15 credits)**	
	To introduce students to logic and mathematical theory underpinning computer programming. To introduce students to simple computer programming tasks.	
IS5571*	**Digital Media (15 credits)**	
	To introduce students to interactive media graphic technologies.	

IS5572*	Internet Communications (15 credits)	
	Introduction to Communications and Internet fundamentals, the tools used to construct websites containing multimedia components	
IS5573*	Hardware Fundamentals (15 credits)	
	To provide students with the knowledge and skills required to assemble and configure a computer, install operating systems and other software, and troubleshoot hardware and software problems in a remote technician role. The content of this module is based on Cisco Network Academy IT Essentials course content and is intended to prepare students for CompTIA's A+ certification examination.	

Diploma in IS L5, Diploma in IS L6 *compulsory papers

Paper Code	Level	Description	Prerequisites
IS5481*	Level 5	Communication Studies (15 credits)	
	Aim	To introduce students to major developments in Information Technology in Tonga. To introduce students to the theories, principles and practical skills associated with effective communication in relation to Information Technology contexts.	
IS5482	Level 5	Fundamentals of Data Models and Databases (15 credits)	
	Aim	To introduce students to the concepts of data models and databases	
IS5483*	Level 5	Fundamentals of Software Development and Design (15 credits)	
	Aim	To provide students with an understanding of computer software through the study of logic methods, software development and documentation methods, and give experience in using simple programming language elements. To understand concepts of systems theory, the stages of the systems development life cycle, and concepts in systems analysis and design.	
IS5484	Level 5	Programming C# (15 credits)	
	Aim	To introduce students to fundamental programming skills. To provide an opportunity to develop and maintain applications in a commonly used programming language.	
IS5485*	Level 5	Mathematics for Information Technology (15 credits)	
	Aim	To introduce students to the concepts of discrete mathematics that are fundamental to Information Technology.	
IS5486*	Level 5	The Information Technology Environment (15 credits)	
	Aim	To introduce students to fundamental business concepts and principles, and how these relate to the Information Technology industry. To provide students with grounding in legal, ethical and professional issues related to the Information Technology industry and to enable them to make decisions according to accepted standards.	
IS5487	Level 5	Fundamentals of Networking (15 credits)	

	Aim	To introduce students to the fundamental concepts and principles of computer networking systems administration. To provide an understanding of networking and data communications principles, and enable students to experience installation and troubleshooting of networks.	
IS5489	**Level 5**	**Introduction to Operating Systems**	
	Aim	To introduce the underlying principles, evolution and the implementation of operating systems. To provide an opportunity to gain experience in using operating system instructions.	
IS6411*	**Level 6**	**Research and Theory in Information Technology (15 credits)**	**IS5481**
	Aim	To introduce students to the theories of communications. To consider theories of investigation and research methodologies, and apply scientific research principles to a topic of interest. To provide practice in the basic probability and statistical principles needed in an Information Technology environment using statistical software packages.	
IS6423	**Level 6**	**Software Development Methods (15 credits)**	**IS5484**
	Aim	To provide students with advanced programming skills. To allow students to gain experience in using prototyping techniques during the development of software applications	
IS6426	**Level 6**	**Data Models and Databases (15 credits)**	**IS5482**
	Aim	To give students an understanding of database design. To enable students to produce data models and implement database management systems. To provide students with a thorough understanding of the features of structured query language, including recognition of its importance, management implications and integration with other components of the computing environment. To enable students to understand and apply data modelling techniques.	
IS6428	**Level 6**	**Evaluation and Procurement (15 credits)**	
	Aim	To enable students to conduct an evaluation and procurement exercise. To enable students to determine and use appropriate information gathering techniques, assess the type of information and appropriately document and present the results.	
IS6429	**Level 6**	**Systems Analysis and Design (15 credits)**	**IS5483**
	Aim	To enable students to apply current systems analysis techniques. To enable students to produce and present well-designed system inputs, outputs, and design documentation.	
IS6430	**Level 6**	**Internet Application Development (15 credits)**	**IS5482 and IS5484**
	Aim	To introduce students to the principles of interface design and evaluation of Internet-based applications. To implement Internet-based application suitable for business purposes.	
IS6487	**Level 6**	**Network Technologies (double paper 30 credits)**	**IS5487**
	Aim	To provide an understanding of Local Area Network (LAN) design, including the knowledge and skills required to configure a complex LAN. To provide students with an understanding of Wide Area Networks (WAN's). To provide students with a basic understanding of network security.	

IS6419	Level 6	**Operating Systems (15 credits)**	IS5489
	Aim	To understand the underlying principles of Operating Systems for desktop and server systems in a network environment. To apply the underlying principles and concepts of operating systems to the implementation and configuration of operating systems in a network environment. To apply the underlying principles and concepts of operating systems to the implementation and configuration of an operating system for a server in a network environment.	
IS6422	Level 6	**Software Quality Assurance (15 credits)**	IS5483
	Aim	To understand quality assurance principles. To understand software quality assurance principles and practices. To apply software testing principles and practices	

SCHOOL OF ARCHITECTURAL TECHNOLOGY

PROGRAMME AIMS

These programmes are designed to produce trained people who are competent technicians and middle level managers for the construction industry; architectural and, engineering offices in particular.

GRADUATE PROFILE

TTI National Diploma in Architectural Technology (Level 6)

A graduate from the School of Architectural Technology(SOAT) programme should be well prepared for an entry level drafting position within an Architectural company. They will be able to:

- Establish a design brief
- Present preliminary design
- Develop building concepts
- Prepare working drawings
- Site inspection & site report
- Residential house planning
- General office administration assistance
- Team leader
- Assists office manager

Graduating students should also be competent at designing/planning and producing working drawings for residential scale construction projects; and prepares and, submits permit application documents.

CAREERS

Because of the strong focus on producing drawings our Architectural Technology course prepares graduates very well for an entry level position in an Architectural company. Graduates will also be capable of designing and drawing residential housing projects.

SOAT PROGRAMME ENTRY REQUIREMENTS

CERTIFICATE IN ARCHITECTURAL TECHNOLOGY LEVEL 4
- Completion of Form 6 National Examination.

Mature-age Applicants
- without formal qualifications may be admitted if they are able to demonstrate a range of attributes such as personal motivation, maturity and work experience (minimum of 2 years in the workplace) or previous study. Applicants are required to provide a personal statement outlining their interest, motivation and reasons for selecting the course including details of educational and any employment background. TTI has the necessary processes to support and to ensure that quality of its programme offerings is of high priority.

DIPLOMA IN ARCHITECTURAL TECHNOLOGY LEVEL 5

A Diploma has an entry requirement of the South Pacific Certificate, or a Certificate Level 3 or 4 qualification, or equivalent, and/or work and life experience. (from, TNQAB TQF Policies 2009 p. 14)

TTI minimum requirements :–

- Pacific Senior School Certificate including science, physics Maths and English
- Completion of a course of study from another tertiary institution, in a related field at level 4 and,
- Industry experience in the architectural, engineering, quality surveying, project management or related fields

Technical - Computer or I.T introduction to computer aided drafting A-CAD; technical drawings and industrial arts and design;

English Communication Skills – proficiency in essay writing, report writing, oral presentations, comprehension of technical texts and formal meeting procedures.

DIPLOMA IN ARCHITECTURAL TECHNOLOGY LEVEL 6

- Students have completed Diploma in Architectural Technology Level 5 may enter.

Technical - Computer or I.T introduction to computer aided drafting A-CAD; technical drawings and industrial arts and design;

English Communication Skills – proficiency in essay writing, report writing, oral presentations, comprehension of technical texts and formal meeting procedures.

STAIRCASING

Year One and Two:

TTI National Diploma in Architectural Technology (level 6)

COURSE DESCRIPTORS

Diploma in Architectural Technology Year One

Course Name/Topics	Descriptions
AT 5204 Building Science. Year One, Level 5, Credits 15	Investigate and understand the scientific principles that determine the behaviour of materials and the relevant technical and legal processes involved in the design and construction of a building project.
Topic 1: Feasibility study	• Understand the considerations to be made during the design, construction and costing of a building project. • Can prepare site visit reports giving details of site investigation, archive research and legal constraints. • Evaluate and describe topographical and geotechnical factors. • Determine the properties and lifespan of a range of building materials for a specific • type of building • Identify the limitations on a site • Explain feasibility study in terms of legislative requirements • Establish the condition of a building
Topic 2: Materials Technology	• Determine the uses and limitations of a range of common construction materials. • Collect material data from practical work and publications • Interpret descriptive data summarised in manufactures tables and diagrams • Understand the properties, structure and performance of common building materials. • Understand the compatibility of different building materials. • Identify the role of water in the degradation of building materials • Explain the characteristics and physical properties of materials and finishes used in buildings • Assess performance and compatibility of materials and finishes used in buildings • Select materials and, finishes to be used in buildings.
AT5101 Residential Construction. Year One, Level 5, Credits 15	Investigate and understand the construction technology in relation to buildings of a domestic scale not exceeding two storeys. Identify materials used for the different elements of a building project including components of specific design.
Topic 1: Domestic Construction	• Describe and detail different types of foundations and the conditions in which they are likely to be used. • Describe and detail in-situ concrete and suspended timber framed floors • Describe and detail the structural function of walls and roofs and identify typical structural elements • Describe and detail external cladding, vapour barrier and insulation • Describe methods of forming openings installation of external joinery and associated weather-proofing. • Explain the factors influencing the choice of roof systems and coverings • Describe typical internal finishes and the functions of paint • Identify and describe the component parts and design of stairs • Prepare a typical schedule of finishes and hardware for a domestic dwelling • Describe the site • Evaluate and explain the foundations and sub-structure

	• Design and describe the structure of a small building of non-specific design • Evaluate and describe the structure of a small building of specific design • Determine and describe the envelope of a small building • Determine and describe the methods used to construct the interior of a small building
AT5102 Residential Services. Year One, Level 5, Credits 15	The aim of this course is to enable candidates to understand and report on the principles and applications of building services systems to domestic buildings and the need to integrate their installation during construction.
Topic 1: Domestic Services	• Understand and report on the factors that affect the design of service systems • Describe control, monitoring and installation of system supplying water, electricity and gas. • Describe the features and installation of sanitation and drainage systems • Describe the features and installation of domestic heating systems • Describe the features and operation of a residential security and fire alarm system • Explain purposes of services in small buildings • Explain principles of operation relevant to services in small buildings • Explain principles of coordination and placement of services in small buildings. • Identify legislative requirements relevant to services in small buildings
Topic 2: Write a report (under BD4002)	Write a report
AT5203 Built Environment. Year One, Level 5, Credits 15	The aim of this course is to enable candidates to extend their understanding of scientific principles and to develop their ability to apply the principles to environmental factors associated with the built environment
Topic 1: The Built Environment	• Identify daylight factors and calculate daylight factors from simple plans • Design artificial lighting requirements for a domestic building • Investigate and recommend ways in which sound can be controlled at source, in transit and at reception. • Calculate the flow of heat energy through a composite structure and propose procedures to minimise heat loss/gain • Identify risks of condensation and the various methods used to minimise these risks. • Evaluate the various types of heating systems and list the various implications when selecting different fuel and energy sources. • Evaluate the impact of local weather conditions on a domestic scaled building and • describe the implications this has in relation to design, cost and buildability. • Evaluate and describe the impacts construction has on the natural environment. • Identify environmental aspects of building construction and services • Evaluate design and construction techniques and / or impacts that may apply to the built environment.

Topic 2: Presentation Skills (under BD4002)	The student will learn to research information and compile their findings into a structured presentation. The student will be capable of presenting their findings orally to a selected audience. Assessment criteria: • Gather material for an oral presentation • Structure and oral presentation to an audience • Deliver an oral presentation to an audience
AT5205 Building & Contract Law. Year One, Level 5, Credits 15	The aim of this course is to provide students with the knowledge to be able to identify and explain the principles of New Zealand law and alternative dispute resolution as they apply to the construction industry. They will also be able to present a reasoned argument in a report.
Topic 1: Building Law	• Understand relevant legislation and common law philosophies and responsibilities within the construction industry role • Ensure subordinates are aware of their legal duties and responsibilities • Communicate effectively in order to avoid a breach of legal duties and responsibilities • Extract legal principles that apply to a given scenario/case study and explain the • legal implications. • Describe the law of tort and in particular negligence and explain the relevance to the work of the construction industry. • Define what is meant by a legal contract and the rights and obligations of the various parties to a contract • Identify aspects of the New Zealand legal structure • Describe the principles of selected branches of New Zealand civil law in terms of their relevance to the construction industry. • Explain aspects of New Zealand law relating to business entities • Explain legal fundamentals of dispute resolution
Topic 2: Read texts to research information (refer BD4002)	Refer to relevant sources for information and advice on legal issues. Carry out research on the legal system as it relates to the construction industry. Prepare a list of sources of information and list the major statutes in regard to the construction industry.
AT5106 Working drawings 1. Year One, Level 5, Credits 45	Students are able to: • Prepare location drawings for small buildings • Prepare assembly drawings for small buildings • Prepare component drawings for small buildings • Prepare schedules of materials and finishes for small buildings.
Topic 1: Prepare architectural working drawings for small buildings	• Prepare architectural working drawings for small buildings • Prepare location drawings for small buildings • Prepare assembly drawings for small buildings • Prepare component drawings for small buildings • Prepare schedules of materials and finishes for small buildings
AT5107 Preliminary Design & Design Brief. Year One, Level 5, Credits 15	Students are able to develop the building design from a given preliminary design and understand the tendering process.
Topic 1: Design Brief	• Establish the conditions for writing a design brief for a building project. • Establish the client's requirements • Establish the site restrictions • Explain the initial site possibilities

Topic 2: Preliminary Design.	**Aim(s):** Students are able to prepare and present a developed building design from a given preliminary design.
	• Prepare and present a preliminary architectural design • Describe a site's possibilities and limitations • Contribute to the development of a given concept into a preliminary architectural • Design. • Present the design to a client.
	Prepare a developed building design from a given preliminary design: • Prepare a developed building design from a given preliminary design • Prepare documentation for a building project • Prepare a building proposal • Develop the building design from a given preliminary design.
AT5209 Working Drawings 2	**Aim(s):** Students are able to develop the AT5106 project design and drawings into detailed working drawings, ready for permit application; from which the contractor could be able to build the project: • Prepare developed location drawings for small buildings • Prepare developed assembly drawings for small buildings • Prepare component drawings for small buildings Prepare schedules of materials and finishes for small buildings.
Topic 1: Prepare architectural working drawings for small buildings	• Prepare architectural working drawings for small buildings • Prepare location drawings for small buildings • Prepare assembly drawings for small buildings • Prepare component drawings for small buildings • Prepare schedules of materials and finishes for small buildings.
AT5108 Communication Skills	
Topic 1: Formal Meeting	• Participate in a formal meeting • Understanding formal meetings and their procedures • Prepare for a formal meeting • Contribute to a formal meeting
Topic 2: Others	research, report and prepare for class presentation Class or individual works presentation, etc.

Advanced Diploma in Architectural Technology Year Two

Course Name/ Topics	Descriptions
AT6102 & AT6202 Commercial Services 1 & 2. Year Two, Level 6, Credits 15 each	**Aim(s):** The aim of this course is to provide students with the knowledge to be able to explain the purpose of building services, principles of operation, coordination and placement in relation to medium and large-scale buildings.
Topic 1: Services	• Apply principles from published data to the provision of services for medium and large buildings • Explain purposes of services in medium and large buildings • Explain principles of operation of services relevant to the construction of medium and large buildings • Explain principles of coordination and placement of services for medium and large buildings • Identify legislative requirements relevant to services in medium and large buildings.
AT6101 & AT6201 Commercial Construction 1 & 2. Year Two, Level 6, Credits 15 each	**Aim(s):** The aim of this course is to provide students with the knowledge to determine and describe the construction of medium and large-scale buildings mostly of a commercial nature and of specific design. Students across the construction disciplines will be able to produce a technical text to provide information, explanation, and/or descriptions of procedures for use within the Construction Industry.
Topic 1: Commercial Construction	• Determine and describe construction methods for medium and large buildings • Describe the site • Determine and describe the foundations and sub – structure • Develop and describe the passive fire protection system • Determine and describe the structure of a building of specific design • Design and describe the envelope of a building
Topic 2: Technical Text	Plan and write a technical text
AT6109 Working Drawings 3 . Year Two, Level 6, Credits 15	**Aim(s):** Students are able to: prepare drawings, schedules of materials and finishes, and specification clauses for medium buildings.
Topic 1: Prepare architectural working drawings for medium buildings	• Prepare architectural working drawings for medium buildings • Preparation of location drawings for medium buildings • Preparation of assembly drawings for medium buildings • Set up component drawings for medium buildings • Preparation of schedules of materials and finishes for medium buildings • Preparation of specification clauses for medium buildings
AT6209 Working Drawings 4. Year Two, Level 6, Credits 15	**Aim(s):** Students are able to prepare architectural working drawings for large buildings
Topic 1: Location drawings for large buildings	• Preparation of location drawings for large buildings • Prepare location drawings for large buildings • Prepare assembly drawings for large buildings • Prepare component drawings for large buildings

AT6107 & AT6207 Principles of Design 1 & 2. Year Two, Level 6, Credits 15 each	Aim(s): To evaluate the principles of architectural design
Topic 1: Principles of architectural design	• Evaluate and explain design principles for architectural projects. • Evaluate design principles for architectural projects • Analyse and illustrate the historical development of design principles • Explain the differences in design across cultures • Describe the interaction of people with a built environment

ASSESSMENT REQUIREMENTS

As every course is internally assessed, assessments may occur at any time while the course is being taught. The assessments will be specified in the on-line database and discussed in class, together with:

• Notices
• Lecture Content
• Learning Resources

Each programme uses assessment tools detailed in its regulations. Generally, assessments will be against the learning outcomes and course aims as specified in the course outline and unit standards.

Assessments may be in written, oral or practical exercise format – including tests, essays, assignments and projects. They may be a closed or open book, or some combination of resources as specified by the course lecturer.

1. **Assignment** – The form of the assignments will be determined by the course academic staff members. May be any of the following:
   a. Practical exercise
   b. Analysis / design with documentation
   c. Written description / evaluation / essay d. Investigation and written report
2. **Test** – May be any of the following:
   a. An in-class written/practical test forming a small part of the overall assessment
   b. An oral exam
3. **Presentation** – They can vary from informal classroom presentations to the much more formal delivery expected in project presentations; May be required for several reasons e.g.,
   a. To explain the results of a study b. To assess presentation skills

4. **Project** – Usually defined in the discussion with the academic staff member and students are then expected to work under the supervision of the academic staff member, or nominated supervisor.Assessments on a class by class basis are outlined on learn zone, an online database which all students can access. Most assessments are assignment based, supplemented by test and some presentations.

WRITTEN ASSIGNMENTS/DELIVERABLES

When a Deliverable requires students to produce a report the following rules apply:

1. The report is to be written in Memorandum format

2. The content is to be produced as an electronic document written using Microsoft Word (2010 version, Calibri font, font size 12)

3. The report is to have been checked for spelling and grammar using the facilities provided for this purpose by the Word software.

4. Images inserted into the report (graphics, photographs etc.) are to be appropriately resolved and scaled.

5. All material that is not the student's original work is to be clearly identified (i.e. direct quotes written in italics), acknowledged and referenced

6. The report is to be submitted as a single electronic Word file (.docx) on a flash drive (USB memory-stick), with the file name quoting the Deliverable to which it relates (e.g. Deliverable 3.2.docx). There must be only 1 Deliverable per submission. The file must identify the name(s) and ID numbers of the student(s) making the submission

7. The flash drive used for making the submission must have a physical label securely attached to it which states the student's name and ID number.

8. Students must retain a safety/back-up copy of all submitted work.

Receipt of submissions and results will be published on Moodle.

DRAWING ASSIGNMENTS/DELIVERABLES (refer to SOAT APM)

OFF-SITE PRACTICAL AND WORKPLACE COMPONENTS

The Diploma level courses have no on-site components to them, however students are expected to visit construction sites and document the construction process photographically for use in reports. It should also be stressed that practical knowledge of sites is very valuable and interaction with working sites is encouraged as much as possible.

OTHER REQUIREMENTS

National Standards – Assessments will be handled by the Wellington Institute of Technology teaching staff, monitored by the local Quality Committee and the Academic Quality Unit, and selectively moderated by other technical institutes. In this way national standards will be maintained – as required and reviewed by the New Zealand Qualifications Authority (NZQA).

Passing Grades – The following applies to all programmes assessed by **competency**. To gain a certificate, the student must attain a certain number of credits by passing the required number of courses at the appropriate level.

To achieve an overall pass in a course, the student must satisfy the criteria set by the lecturers involved. The criteria will be clearly outlined at the start of the course.

Where a test is used, individual lecturers will determine the required level of achievement necessary to demonstrate competency and this will be explained to you prior to sitting the test. Practical assessments will involve a list of objectives to be achieved to demonstrate competency.

SCHOOL OF TEACHING & SOCIAL PRACTICE/ COUNSELING, AND YOUTH DEVELOPMENT

TEACHING STUDIES PROGRAMME

About Diploma in Teaching Studies

This programme is run in affiliation with Bethlehem Tertiary Institute (BTI), a Christian Institute in Tauranga, New Zealand. BTI's Teacher Education programmes are approved and accredited by the New Zealand Qualifications Authority and lead to provisional registration with New Zealand Teachers Council. All their programmes equip graduates to exhibit the aspirational qualities and knowledge base included in New Zealand Teacher's Council's Graduating Teacher Standards. These professional programmes focus on three interrelated areas of development:

Dispositions/Character

TTI recognises that the development of the person who teaches and particularly the interweaving of one's spiritual, emotional and intellectual capacities is vital to effective teaching and teacher education. They seek to develop Wise beginning teachers who are Gracious, Secure and Teachable (GST) and whose teaching is Relational, Responsive and Transformative.

Knowledge Base: Knowledge, Understanding and Wisdom

Teachers develop a personal philosophy of teaching through a wide range of learning experiences (lectures, tutorials, reading, researching, teaching, reflecting, e-learning components, and assignment preparation) well-versed by Biblical values and main concerns which reflects their own personality and vision. Effective 21st Century teacher is confident with teaching strategies and knowledge, and considers the influence of historical, social, cultural, political, and socio-economic and spiritual factors in education.

Teaching Strategies and Skill

Teachers learn about their role, relate and interact with students and colleagues, and design and create stimulating learning environments during experiences with the practical realities of teaching (micro-teaching, service learning, missions and practicum). The wise teacher is able to choose from his/her repertoire of teaching strategies those which are most appropriate to enable effective learning for all learners in their care.

Teaching (Primary/Lower Secondary) Level 4

This qualification is intended for the Individual or student teacher who is willing to train to be a teacher. Through this training, TTI will offer a teaching qualification within Tonga that has a Biblical Christian worldview at its core , and that will equip and enrich teachers with knowledge and understanding of teaching and learning skills offered in Primary Schools and Lower Secondary Schools .

The programme has been developed to prepare generalist teachers, that is,teachers who understand and can deliever at an introductory level all curriculum areas within the Tongan Education Framework.

Entry requirements:

The applicants must have gained a pass in the TFSC (Form 6) or untrained who have been teaching and need to have teacher training. This programme assume that students enrolled, have completed Senior High School or Tertiary level, have completed core subjects taught in Primary and Lower Secondary Schools, like English, Tongan Studies, Maths and Science and also developed communications skills in English.

Recognition of Prior Learning

- Where a student can provide evidence of previous study that matches the learning outcomes of the course within the program, RPL will be considered.
- The Program Manager shall take into account the person's academic background, and nature of their employment and experience.

Certificate in Teaching Level 4

Applicants must meet one or more of the following academic criteria:
- Have gained 10 points or less in the Tonga Form 6 Certificate or equivalent to that.
- Untrained teachers who have been teaching and need to have teacher training.
- Have demonstrated successful tertiary study in another field.

This programme assume that students enrolled, have completed Senior High School or Tertiary level, have completed core subjects taught in Primary and Lower Secondary Schools, like English, Tongan Studies, Maths and Science and also developed communications skills in English.
- Competence in English

- Suitability for teaching(fit to teach)

- Character /dispositions

- Faith Commitment

An applicant who does not meet any of the academic criteria, but displays suitability for teaching may be offered a place in one of the Foundations courses offered at TTI.

Diploma in Teaching Level 5

Applicants must meet one or more of the following academic criteria:
- Have gained 10 points or less in the Tonga National Form 7 Certificate or equivalent to that.

- Have successfully completed Level 4 at TTI or foundation courses at USP Extension.

- Untrained teachers who have been teaching and need to have teacher training.

- Have demonstrated successful tertiary study in another field.

This programme assume that students enrolled, have completed Senior High School or Tertiary level, have completed core subjects taught in Primary and Lower Secondary

Schools, like English, Tongan Studies, Maths and Science and also developed communications skills in English.

- Competence in English

- Suitability for teaching(fit to teach)

- Character /dispositions

- Faith Commitment

An applicant who does not meet any of the academic criteria, but displays suitability for teaching may be offered a place in one of the Foundations courses offered at TTI.

Advance Diploma in Teaching Level 6
Applicants must successfully completed Tupou Tertiary Institute Diploma in Education (Primary/Lower Secondary) Level 5.

LEVEL 4 PAPER DESCRIPTIONS

LEVEL 4	Codes	Descriptions	Credits
Semester 1	1. TS 4116	Introduction to Literacy	15
	2. TS 4118	Introduction to Human Development	15
	3. BUS 4102	Communication 1	15
	4. BUS 4107	Mathematics 1	15
Semester 2	1. BUS 4103	Communication 2	15
	2. BUS 4108	Mathematics 2	15
	3. TS 4117	Introduction to Personal Integration Professional Inquiry	15
	4. TS 4119	Introduction to biblical studies	15

DIPLOMA IN TEACHING (Primary/Lower Secondary) Level 5
ADVANCE DIPLOMA IN TEACHING (Primary/ Lower Secondary) Level 6
The Diploma in Teaching Studies at TTI is a two year full time program and has been tailor-made to fit the special needs of teachers of the Free Wesleyan Church Education System or any students who would like to be teachers in Primary and Lower Secondary in Tonga, in alignment with the standards and requirements of BTI as well as the FWC Education System and lead to national registration with the Tonga National Qualification Authority Board (TNQAB). There are 12 courses in each year. When they have completed the requirement for this study, they will be awarded with a Diploma in Teaching (Primary/Lower Secondary) level 5 and an Advance Diploma in Teaching (Primary/Lower Secondary) level 6.

Diploma in Teaching (Primary/Lower Secondary) Level 5			
SEMESTER 1			
Term 1	Codes	Course Name	Credits
	1. Prac 5101	Practicum a & b (whole year)	20
	2. PIPI 1	Personal Integration Professional Inquiry 1 (whole year)	20
	3. FPE 5103	Human Development	10

	4.	LTCS 5104	Teaching of Literacy	10
Term 2	5.	LTCS 5105	Introduction to Curriculum and Planning	10
	6.	LTCS 5106	Teaching of Tongan Studies	10
SEMESTER 2				
Term 3	1.	LTCS 5107	Teaching of Maths&Statistics	10
	2.	LTCS 5108	Learning & Teaching 1	10
Term 4	3.	FPE 5109	Christian Foundations in Education	10
	4.	LTCS 5110	Creative Technologies	10
				120

Advance Diploma in Teaching (Primary/Lower Secondary) Level 6			
SEMESTER 1			
Term 1	**Codes**	**Course Name**	**Credits**
	1. PIPI 2 6211	Personal Intergration Professional Inquiry (whole year)	20
	2. LTCS 6214	Teaching of Tongan Studies	5
	3. Prac 6212	Practicum 2	10
	4. LTCS 6221	Education for sustainable future	10
Term 2	5. FPE 6215	Christian Community	10
	6. LTCS 6216	Planning Assessment & Evaluation	10
SEMESTER 2			
Term 3	1. LTCS 6213	Learning & Teaching 2	10
	2. LTCS 6218	Education for sustainable future	10
	3. Prac 6217	Practicum 3	20
Term 4	4. LTCS 6219	Teaching English as second language	5
	5. LTCS 6220	Historical & current issues in Education	10
			120

Intensive Study Week led by the Course Lecturer from BTI.

- Students are expected to attend this intensive study week before they could participate in the Study Group Sessions.

- Students are introduced to key concepts and skills selected from the learning outcomes for the course.

- Students who miss a day or two of the intensive study week of a course will not be allowed to continue in that course.

Study Group Sessions

These are consisted of:

- one day tutor-directed study group (per course)
- one day resource making, planning, group discussions, student-led study group
- one day self-directed study on site at TTI and
- one day micro-teaching either in schools or with children at TTI.

Important Issues

Attendance during Practicum:

Students Teachers will experience structural practicum placements in local Primary and Secondary Schools.This programme is compulsory and every teacher must complete all the requirements for Practicum 1, Practicum 2 and Practicum 3 .

Assessment of Practicum will focus on :

- Observations by Visiting tutors
- Practicum Folder
- Associate Teachers assessment
- Students Teachres assessment

The following Conpetency Scale will be used to assess each individual Practicum experience:

- Excellent
- Very Good
- Good
- Satisfactory
- Fail

The overall grade : Pass (P)
                    Fail   (F)

If a teacher fail the Practicum, the area must be identified (observation or folder).The teacher will talk with the student teacher, to complete the requirement for this, in a specified time.The student teacher is only allowed to do a Practicum only TWO times if She failed the first one.

Assignments

All assignments are expected to be submitted on time to the office , signed on the appropriate cover sheet. Those assignments needed to due to 'moodle' must also be, on the due date.If a student cannot complete work by the assignment deadline,they are to negotiate an extension with the lecturer concerned **before** the due date .An extension may be possible in such situation as, illness,family illness or bereavement,accident or other such personal misfortune.Final approval of an extension and the length of the extension is at the discretion of the lecturer.

Late assignment- 10 % of the total mark will be deducted up to one week.After that week ,assignment will not be accepted.

Any assignment submitted more than one week after the due date **without** an approved extension will receive a grade F (29%) or below.The lecturer will meet the student to discuss the serious issue of not meeting a deadline and not negotiating an extension.

To pass the course, they must get an average of 50% in their final grade.

Assignment Failure

When a student fails an assignment, that assignment will be moderated by another teacher in the department.If the grade needs to change, it will be upon the agreement of both parties, with relevant support and criterias identified, and must recommend the approval of the Programme Manager.If the grade remains the same,the student may be offered the opportunity to resubmit the assignment for further consideration .Time frame for the resubmission is at the tutor's discretion.The resubmitted work must be of a passing grade but can only be awarded a CP .A CP can only be awarded once and only in the final year of your study. If a student also failed another course, She/He is allowed to re-enroll to complete that course.

Course Failure

When a student fails a course , that student may be offered the opportunity to do one of the following:

- Resubmit one of assignments from the course
- Complete a new task
- Sit an exam
- Re –enrol in the whole course.

When a student fails more than one course in a semester,that student will be carefully evaluated and may result in the withdrawl of the student from the programme.

Reconsideration of Assessment Results

Every assessment must be marked and returned together with a copy of the criterias used. Go over the result and if the student is unhappy with the assessed mark, you can ask for the items to be reconsidered and remarked and make a final recount of the final mark.

Marked Assessments/Scripts.

Students are entitled to have their scripts returned when the moderation process has been completed.If possible, make copies and the Programme Manager will be responsible of submitting marked copies and final grades to the Dean Academic for moderation procedures and filing.

Appealing for your exam result:
Same policy – APPEAL (page 21)

Plagiarism:

Direct copying and using other peoples work, paste from Internet without acknowledging the source ,are examples of dishonest practice and cheating . If you are found and proved of any dishonest practice with any assessment , this assessment will be disqualified, thus failing the assignment.

- **Punctuality**

  Intensive study weeks and group study sessions will start at 9am every morning and finishes at 3:30pm in the evening. Everyone is expected to be punctual and arrive on time.

- **Absence**

  Students are expected to be present at all sessions, whether in the intensive study week or group sessions. If your attendance drops below 80% in any course you will be given a warning letter and extra work to complete. If you drop below 75% attendance you will need to repeat the course next year.If you are sick, you are expected to produce a medical certificate to support your being absent from the course.

- **Smoking**

  Your right to smoke is acknowledged. Your decision not to do so during class and within campus is very much appreciated.

- **Mobile Phones**

  Students are expected to turn off or quieten all mobile phones during the class sessions. Those who will be caught using their mobile phones in class will have their phones taken away from them and will have to pay $5.00 to retrieve them.

How can I take part in this course?

Those who may wish to participate in this course should:
- Currently be teaching at any of FWC schools
- Contact their respective Principal
- Contact the FWC Education Office
- Be committed to teach in our FWC schools after training

COUNSELLING PROGAMME

Today, we witness and encounter different problems and crises that not only affect us individually but also our families, friends, communities and country. When a person is affected by a problem, it is likely that their wellbeing will be affected too, either psychologically, emotionally, physically or socially.

It is evident that, in Tonga, many people would deal with their life challenges alone. Many others would pray and trust God for healing. Some would consider talking to a close relative or friend. However, we are at a point where we face problems that have greatly challenged and even refuted our abilities to deal with them.

Counselling, as a profession, encourages people to not only pray and trust God for healing but also seek help from someone who could journey alongside them in ways that will help them understand what the real issue is, what causes it, the consequences of the issue and how it affects the person's view of themselves, others, God, world and etc. Counselling explores available resources and alternatives that the person could utilise to fight against the issue and bring change, healing and growth to the person.

DEFITIONTION OF COUNSELLING

This programme defines counselling as "a journey between two parties (counsellor and client/s) who come together in collaboration to identify the core issues that affect the client's wellbeing, recognising the impacts the issues have on the client and others, and explores alternatives and resources that the client could apply to fight or eliminate the problem. We believe that counselling is a form of therapy (inspired by therapeutic ideas, attitudes and strategies) which exists to provide help and support for those who encounter personal or social problems that affect their wellbeing, either spiritually, psychologically, emotionally or physically.

PROGRAMME RATIONAL:

The purpose of this programme is to prepare counsellors and people helpers who connect and commit to improving their connection with self, God and others and who journey intentionally, reflectively and ethically. This connection and journey will be inspired by a biblical worldview for counselling (**'Otua** component), various therapeutic ideas (**'atamai** component), attitudes and character traits (**loto** component) and strategies (**sino** component).

PROGRAMME AIMS:

The programme consists of two years for full time students:

In Year 1 we aim that students develop their ability to connect with self, God and others and begin to learn the ideas, purposes, attitudes and phases of a counselling journey.

In Year 2, we aim that students learn a biblical framework for counselling, a range of therapeutic ideas, attitude and character traits and strategies for ethical, intentional and reflective journeying with clients (kakai 'oku nau fiema'u 'a e tokoni 'o e ngaue faka- kausiselingi).

PROGRAMME UNITS LIST:

Year One

Unit code points	Unit title	Credit

Semester One

EAP 51101	English for Academic Purposes	(15)
TPC 51102	Personal Inquiry and Professional Integration 1	(15)
CPS 51103	Intro. to Human Development	(15
CPS 51104	Tonga Social Context (incl. Cultural Studies)	(15)

Semester Two

TPC 51205	Practicum 1	(15)
TPC 51206	Personal Inquiry and Professional Integration 2	(15)
CPS 51207	Christian Community (incl. Christian Foundations)	(15)
TPC 51208	Common Issues in Counselling	(15)

Year Two

Unit code points	Unit title	Credit

Semester 1 & 2

TPC 62009	Practicum 2	(20)

Semester 1

TPC 62110	Journey 1	(20)
CPS 62111	Family: Yesterday, Today and Tomorrow	(15)
TPC 62112	Working with Children and Young People	(15)

Semester 2

TPC 62213	Journey 2	(20)
TPC 62214	Family Strengthening	(15)
TPC 62215	Working with Practice Issues in Counselling	(15)

Note: The "Unit Code" category represents the classification of each unit. Apart from the English for Academic Purposes Paper (EAP 51101), there are two main types of units. CPS stands for Counselling Practice Strand and TPC symbolises The Practice of Counselling. The numbers for each unit have five digits – first digit (level of qualification), second digit (year in which the course is delivered), third digit (semester) and the last digit/s (number of unit). There are fifteen units in total.

PROGRAMME STRUCTURE:

Year	Orie ntati on	Semester 1 (16 weeks)	Sem ester	Semester 2 (16 weeks)	
		Personal Inquiry and Professional Integration 1 (*level 5 – 15 credit points*)		**Personal Inquiry and Professional Integration 2** (*level 5 – 15 credit points*)	30
		English for Academic Purposes (*level 5 – 15 credit points*)		**Christian Community** [incl. Christian Foundations] (*level 5 – 15 credit points*)	30
		Intro to Human Development (*level 5 – 15 credit points*)		**Common Issues in Counselling** (*level 5 – 15 credit points*)	30
		Tonga social context [incl. Cultural Studies] (*level 5 – 15 credit points*)		**Practicum 1** (*level 5 – 15 credit points*)	30 / 120
Year 2	**Setting Up Placement for Practicum** (1 week)	**Practicum 2** (*level 6 – 20 credit points*)			20
		Journey 1 (*level 6 – 20 credit points*)	**Semester Break** (3 weeks)	**Journey 2** (*level 6 – 20 credit points*)	40
		Families: Yesterday, Today and Tomorrow (*level 6 – 15 credit points*)		**Family Strengthening** (*level 6 – 15 credit points*)	30 / 30
		Working with Children and Young People (*level 6 – 15 credit points*)		**Integrated Practice** (*level 6 – 15 credit points*)	120

PROGRAMME UNITS DESCRIPTION:

YEAR 1

Semester 1	Descriptions
Personal Inquiry & Professional Integration 1	Building collaborative partnership: Students will develop the ability to connect with self and others through the development of core counselling skills.
Introduction to Human Development	The human life span is studied from conception to death within a Biblical, social and cultural context.
Tongan Social Context	Students will develop an understanding that our lives and the lives of others are constructed in a social context. Also, they will develop a discernment of the shaping power of the social world in Tonga.
English for Academic Purposes	Students will learn English language instructions and skills, such as reading and writing, to help them succeed in their academic studies.

Semester 2	Descriptions
Practicum 1	50 face-to-face counselling hours and one hour of supervision for every five client hours (minimum of once every four weeks)
Personal Inquiry & Professional Integration 2	Deepening Therapeutic Conversations: Students will develop the ability to connect with self and others through the development of core counselling skills is further developed and extended.
Common Issues	Common Issues studies the theories that underpin approaches and methodologies used with a range of counselling issues.
Christian Community	Students will develop and grow in their understanding of the foundations of the Christian faith and the implications of these for the task of people-helping in their community and any given context.

YEAR 2

Semester 1	Descriptions
Journey 1	Students articulate a guiding model for counselling practice that draws on a biblical Christian worldview, cognitive-behavioral, strengths-based and narrative ideas.
Families: Yesterday, Today and Tomorrow.	Students will consider the impact of one's family of origin and the dominant stories within it in order to heighten awareness of the power of family patterns to influence the family life of successive generations.
Working with Children & Young People.	Students have the opportunity to expand their understanding of children and young people's worlds, develop creative therapeutic ways of counselling and consider the challenges and dilemmas that may occur when working with these client groups.
Practicum 2	50 face-to-face counselling hours and one hour of supervision for every seven client hours (minimum of once every four weeks)

Semester 2	Descriptions
Journey 2	Students will seek to further develop understanding and skills in journeying with clients, by integrating a biblical Christian worldview, cognitive-behavioural, constructive narrative and strengths-based approaches.
Family Strengthening	Students will explore skills of strengthening couples and families by adopting a collaborative and appreciative stance that enables relational and transformative encounters.
Integrated Practices	To strengthen students' repertoire of knowledge, skills and attitudes for the professional work in the years ahead.

SCHOOL OF MUSIC

School of Music and Performing Arts ensures that students develop an appreciation of and an informed critical response to music of the Western tradition. Students will learn to listen and participate attentively and responsively to music of choice and compose their own ideas using musical skills and processes at work.

Students will also learn how to communicate their individual ideas to support their judgements and choices by evidence-based argument.

Purely throughout the Programme, students are encouraged to develop their own creative and interpretative skills through various disciplines i.e. Composing and performing Tongan Traditional music and western traditions too, enabling a deeper appreciation of music in a wider cultural context.

The Music program provides a suitable foundation for the study of Music or related courses in higher education.

General Aims
The aims of the Music and Performing Arts program are:
- to foster a discriminating aural appreciation of and an informed critical response to Tongan traditional music and music of the Western tradition.
- to encourage the development of creative and interpretative skills through the disciplines of composing and performing Tongan Traditional music and Western traditions
- to deepen understanding of music in its wider cultural context
- to communicate understanding, supporting judgement by argument based on evidence.

General Assessment Objectives
Students will be required to demonstrate:
1. an ability to listen attentively and responsively
2. understanding of the processes at work in music
3. an ability to clearly communicate knowledge, understanding and musical insight
4. technical and interpretative competence in performing
5. musical invention in composing
6. an ability to work independently and as a group

ENTRY REQUIREMENTS:

CERTIFICATE IN MUSIC LEVEL 4
Selection will be by written application followed by individual interview.

Criteria Used
- Completion of Form 6 National Examination.

- Mature-age applicants without formal qualifications may be admitted if they are able to demonstrate a range of attributes such as personal motivation, maturity and work experience (minimum of 2 years in the workplace) or previous study. Applicants are required to provide a personal statement outlining their interest, motivation and reasons for selecting the course including details of educational and any employment background. TTI has the necessary processes to support and to ensure that quality of its programme offerings is of high priority.

Students who have enrolled are assumed to have competency in these core subjects, English, Mathematics and Music.

CERTIFICATE IN MUSIC LEVEL 5

Selection will be by written application followed by individual interview.

Criteria Used

- Completion of Form 6 National Examination, minimum.

- Completion of TTI Certificate in Music Level 4

- Mature-age applicants without formal qualifications may be admitted if they are able to demonstrate a range of attributes such as personal motivation, maturity and work experience (minimum of 2 years in the workplace) or previous study.
Applicants are required to provide a personal statement outlining their interest, motivation and reasons for selecting the course including details of educational and any employment background. TTI has the necessary processes to support and to ensure that quality of its programme offerings is of high quality.
- audition in a specific instrument and sit an entry test Students *who have enrolled are assumed to have competency in these core subjects, English, Mathematics and Music.*

Applicants must demonstrate likelihood of success at Level 5 study.

CERTIFICATE IN MUSIC LEVEL 6

Selection will be by written application followed by individual interview.

Criteria Used

- Completion of Diploma in Music Level 5

- Mature-age applicants without formal qualifications may be admitted if they are able to demonstrate a range of attributes such as personal motivation, maturity and work experience (minimum of 2 years in the workplace) or previous study. Applicants are required to provide a personal statement outlining their interest, motivation and reasons for selecting the course including details of educational and any employment background. Tupou Tertiary Institute has the necessary processes to support and to ensure that quality of its programme offerings is of high priority.
- audition in a specific instrument and sit an entry test Students *who have enrolled are assumed to have competency in these core subjects, English, Mathematics and Music.*

Courses

CERTIFICATE IN MUSIC LEVEL 4

<table>
<tr><th colspan="5">Certificate in Music Level 4</th></tr>
<tr><th></th><th>Course Code</th><th>Course Name</th><th>Tutor's Initial</th><th>Credit</th></tr>
<tr><td rowspan="4">S1</td><td>MS 4112</td><td>Introduction to Musicianship Studies 1</td><td>UM</td><td>15</td></tr>
<tr><td>MS 4113</td><td>Introduction to Instrument Studies 1</td><td>VM</td><td>15</td></tr>
<tr><td>4102</td><td>Communication skills 1</td><td>0V</td><td>15</td></tr>
<tr><td>4107</td><td>Mathematics 1</td><td></td><td>15</td></tr>
<tr><td rowspan="4">S2</td><td>MS 4114</td><td>Introduction to musicianship 2</td><td>UM</td><td>15</td></tr>
<tr><td>MS 4115</td><td>Introduction to Instrument Studies 2</td><td>TF</td><td>15</td></tr>
<tr><td>4103</td><td>Communication skills 2</td><td>OV</td><td>15</td></tr>
<tr><td>4108</td><td>Mathematics 1</td><td>TF</td><td>15</td></tr>
<tr><td colspan="3">TOTAL CREDITS</td><td></td><td>120</td></tr>
</table>

DIPLOMA IN MUSIC LEVEL 5

<table>
<tr><th colspan="5">Diploma in Music Level 5</th></tr>
<tr><th colspan="5">SEMESTER 1</th></tr>
<tr><th></th><th>Course Code</th><th>Course Name</th><th>Tutor's Initial</th><th>Credit</th></tr>
<tr><td rowspan="3">S1</td><td>MS 5112</td><td>Introduction to Music Analysis 1</td><td>SM</td><td>15</td></tr>
<tr><td>MS 5113</td><td>Practical Musicianship 1</td><td>SM/UM/ST/VM</td><td>15</td></tr>
<tr><td>MS 5114</td><td>Large Ensemble 1</td><td>SM/UM/ST/VM</td><td>30</td></tr>
<tr><td rowspan="4">S2</td><td>MS 5115</td><td>Communication for Music Studies</td><td>Unaloto 'Alofi</td><td>15</td></tr>
<tr><td>MS 5116</td><td>Introduction to Music Analysis 2</td><td>SM</td><td>15</td></tr>
<tr><td>MS 5117</td><td>Practical Musicianship 2</td><td>SM/UM/ST/VM</td><td>15</td></tr>
<tr><td>MS 5118</td><td>Large Ensemble 2</td><td>SM/UM/ST/VM</td><td>30</td></tr>
<tr><td colspan="3">TOTAL CREDITS</td><td></td><td>135</td></tr>
</table>

DIPLOMA IN MUSIC LEVEL 6

<table>
<tr><th colspan="5">Diploma in Music Level 6</th></tr>
<tr><th></th><th>Course Code</th><th>Course Name</th><th>Tutor's Initial</th><th>Credit</th></tr>
<tr><td rowspan="3">Semester 1</td><td>MS 6112</td><td>Performing & Composing 1</td><td>SM/</td><td>20</td></tr>
<tr><td>MS 6113</td><td>Music Theory & Musicianship 1 (Introduction)</td><td>SM//ST</td><td>15</td></tr>
<tr><td>MS 6114</td><td>Large Ensemble 3</td><td>SM/UM/ST/VM</td><td>30</td></tr>
<tr><td rowspan="4">Semester 2</td><td>MS 6115</td><td>Performing & Composing 2</td><td>SM</td><td>15</td></tr>
<tr><td>MS 6116</td><td>Music Theory & Musicianship 2 (Harmony)</td><td>SM</td><td>15</td></tr>
<tr><td>MS 6117</td><td>Music Theory & Musicianship 3 (Analysis)</td><td>SM//ST</td><td>15</td></tr>
<tr><td>MS 6118</td><td>Large ensemble 4</td><td>SM/UM/ST/VM</td><td>30</td></tr>
<tr><td colspan="3">TOTAL CREDITS</td><td></td><td>140</td></tr>
</table>

COURSE DESCRIPTORS AND PRE-REQUISITES

COURSE CODE	DESCRIPTION	PRE-REQUISITES
MUS4112	**INTRODUCTION TO MUSICIANSHIP STUDIES 1** This is an introductory subject that focuses in the introduction to fundamental written skills in music and to basic forms used in Western traditions. The course assumes no prior knowledge of music is acquired by candidate however may have some instrumental by way of audition. In addition, this course is designed to introduce students to basic fundamentals in written skills music and to basic forms used in Western music.	
4102	**COMMUNICATION 1** Students will learn the skills of vocabulary acquisition and use, reading, note taking, critical thinking, writing and oral presentation in a business context. This unit provides students with preparation for effective participation in the workplace by emphasizing communication, collaboration, and research techniques. It provides students with the opportunity to develop their personal skills and hone the qualities they need for work and learning. The content of this unit will cover the following areas:	**None**
4103	**COMMUNICATION 2** The paper aims to enable the student to improve learners' skill and confidence in academic reading, formal and informal writing, discussions and oral presentations, and critical thinking. It also aims to develop good research and referencing skills that will enable the learners to go on to further tertiary study.	
MS 4113	**INTRODUCTION TO INSTRUMENT STUDIES 1** The purpose of this course is an introductory to performance study of musical skills and theory.	
MS4114	**INTRODUCTION TO MUSICIANSHIP STUDIES 2** This course will introduce students to fundamental written skills in music and basic forms used. It will ensure students apply basic musical notations up to and including cadential progressions in major and minor keys up to 7 sharps and flats. Use of keyboard is essential in this course which required students to use the keyboard to play simple pieces, transpose and scales in keys up to four sharps or flats. Additionally, apply basic musical harmony.	**None**
MS4115	**INTRODUCTION TO INSTRUMENT STUDIES 2** The subject material covers an introduction performance study of musical skills and theory. It stresses student's ability to perform to a public audience and collaborate work in new working environment and learning basic skills with a new instrument. Students are required to be familiar with basic features and ranges of various instruments.	**Ms 4113**

COURSE CODE	DESCRIPTION	PRE-REQUISITES
4107	**MATHEMATICS 1** Following successful completion of this paper, the student will be able to: read and interpret tables and graphs, display data in both graph and table form, estimate answers to problems, become familiar with scientific calculator operations, solve problems in context, involving decimals, percentages and money and measure accurately and use their own measurements to solve problems in context.	**None**
4108	**MATHEMATICS 2** After completing this course, students should be able to; use substitution and algebraic formulae to solve problems, use algebraic expressions to describe mathematical patterns, share, increase and decrease in a given ratio, work out a proportion of a quantity, find and use probabilities in practical situations, use statistical methods and information to draw conclusions from data, create graphs to display statistical data and use random sampling techniques to describe a population.	
MS5112	**INTRODUCTION TO MUSIC ANALYSIS 1** Listening reflects the strong focus on the development of aural discrimination skills through close study of contrasting bodies of (mainly Western) repertoire. Equally important is the cultivation of informed personal responses to the music and the ability to articulate and explain these. Students should, however, learn to describe what they hear – the 'sound' of the music itself- in words that not only convey their responses convincingly (i.e. 'how' they hear it) but also describe and explain objectively what they think it is in the music that gives rise to these effects, i.e. how the music 'works'. An understanding of some typical compositional procedures and processes and the technical terms usually to describe them will therefore be necessary. This course is also a preparation for the Cambridge International Examination at the end of the year.	
MS 5113	**PRACTICAL MUSICIANSHIP 1** Students will develop an appreciation of and an informed critical response to music of the Western tradition. Students are encouraged to develop their own creative and interpretative skills through the disciplines of performing in western and/or non-Western traditions. This leads to a deeper understanding of music. And also study aural recognition of basic musical elements, and keyboard skills. (Mod 2). This course is a preparation of students to sit the Cambridge International AS Level Music examination at the end of the year.	

COURSE CODE	DESCRIPTION	PRE-REQUISITES
MS5114	**LARGE ENSEMBLE 1** An introductory performance study of musical skills and theory. This course consists of the study of literature with the intent to develop an individual's technical and artistic abilities through experiences with a wide range literature. Public performances are presented. The ensemble rehearses a variety of literature for study and performance. A mixed chorus that studies and performs a variety of choral literature from classical to popular songs. Students must read written musical notation for their instruments. One to two performances each semester. Weekly scheduled rehearsals. Additional rehearsals may be required. This course is compulsory for all students enrolling in Diploma in music Level 6 and is taught in conjunction with Diploma in Music Level 5.	
MS 5115	**COMMUNICATION FOR MUSIC STUDIES**	
MS 5116	**Introduction to Music Analysis 2** Listening reflects the strong focus on the development of aural discrimination skills through close study of contrasting bodies of (mainly Western) repertoire. Equally important is the cultivation of informed personal responses to the music and the ability to articulate and explain these. Students should, however, learn to describe what they hear – the 'sound' of the music itself- in words that not only convey their responses convincingly (i.e. 'how' they hear it) but also describe and explain objectively what they think it is in the music that gives rise to these effects, i.e. how the music 'works'. An understanding of some typical compositional procedures and processes and the technical terms usually to describe them will therefore be necessary. This course is also a preparation for the Cambridge International Examination at the end of the year.	
MS 5117	**PRACTICAL MUSICIANSHIP 2** To provide students with basic knowledge in the field of commercial law, to enable them to apply legal reasoning and to develop an organized approach to problem solving.	
MS 5118	**LARGE ENSEMBLE 2** This course consists of the study of literature with the intent to develop an individual's technical and artistic abilities through experiences with a wide range literature. Public performances are presented. The ensemble rehearses a variety of literature for study and performance. A mixed chorus that studies and performs a variety of choral literature from classical to popular songs. Students must read written musical notation for their instruments. One to two performances each semester. Weekly scheduled rehearsals. Additional rehearsals may be required. This course is compulsory for all students enrolling in Diploma in music Level 6 and is taught in conjunction with Diploma in Music Level 5.	MS 5114

COURSE CODE	DESCRIPTION	PRE-REQUISITES
MS 6112	**PERFORMING & COMPOSING 1** Music making (composing, performing and listening) is a fundamental vehicle for human expression, taking on myriad forms in different times and places. This course is principally concerned with improving access to musical creativity, with providing and enhancing tools and techniques. The focus of written assignments will be to develop musical ideas and notation methods that effectively transmit them to performers. This course is a preparation of students to sit the Cambridge International A Level Music examination at the end of the year.	
MS6113	**MUSIC THEORY & MUSICIANSHIP 1 (INTRODUCTION)** An introduction to the basic procedures of tonal music, including practical study of sight singing, rhythm reading, aural recognition of basic musical elements, and keyboard skills (Mod 3).	
MS 6114	**LARGE ENSEMBLE 3** This course is compulsory for all students enrolling in Diploma in music Level 6 and is taught in conjunction with Diploma in Music Level 5. This course is specialize in study of orchestration.	
MS 6115	**PERFORMING & COMPOSING 2** This course is a preparation of students to sit the Cambridge International A Level Music examination at the end of the year.	
MS 6116	**MUSIC THEORY & MUSICIANSHIP 2 (HARMONY)** This course is a continuation of MS 6113 - An introduction to the basic procedures of tonal music, including practical study of sight singing, rhythm reading, aural recognition of basic musical elements, and keyboard skills. This course covers harmonizing a melody using different types of inversion, harmonizing a non-modulating melody for four parts using diatonic chords, harmonizing a modulating melody.	
MS 6117	**MUSIC THEORY & MUSICIANSHIP 3 (ANALYSIS)**	
MS 6118	**LARGE ENSEMBLE 4** This course consists of the study of literature with the intent to develop an individual's technical and artistic abilities through experiences with a wide range literature. Public performances are presented. The ensemble rehearses a variety of literature for study and performance. A mixed chorus that studies and performs a variety of choral literature from classical to popular songs. Students must read written musical notation for their instruments. One to two performances each semester. Weekly scheduled rehearsals. Additional rehearsals may be required. This course is compulsory for all students enrolling in Diploma in music Level 6 and is taught in conjunction with Diploma in Music Level 5.	

SCHOOL OF SPORT & HEALTH SCIENCE

"Sport has the power to change the world. It has the power to inspire. It has the power to unite people in a way that little else does. It speaks to youth in a language they understand. Sport can create hope where once there was only despair" Nelson Mandela.

Help others improve their fitness or train for sports competitions—or work with local aspiring athletes. This industry is exciting and diverse, and you could work in areas such as sport management and administration, personal training or as a coach.

Combine business skills with a background in sport — and prepare for a career in sports management, coaching and/or personal training. Benefit from the extensive work placements in various sporting projects or work experience our programmes offer.

TTI, in partnership with Otago Polytechnic (NZ), offers you an opportunity to pursue a career in the sport science, health, and fitness industries.

Program

L4 Certificate in Sport & Exercise → **L5** Diploma in Applied Sport & Exercise Leadership →

Students must complete all papers in all level.

ENTRY REQUIREMENTS:

CERTIFICATE IN SPORTS SCIENCE LEVEL 4
Successful completion of Tongan Form Six National Examination, or equivalent demonstrable experience..

Mature age applicants without formal qualifications may be admitted if they are able to demonstrate a range of attributes such as personal motivation, maturity and work experience

LEVEL 4

Code	Course	Duration
BUS 4102	Communication	
BUS 4103	Communication	
SPT 4001	Anatomy and Physiology	
SPT 4002	Exercise Science	
SPT 4003	Professional Practice	
SPT 4004	Exercise Prescription	One semester
SPT 4005	Coaching	
SPT 4006	Health Promotion	
SPT 4007	Exercise Prescritption for Individual	
SPT 4008	Exercise Prescription for Group	

Communication
Enable the learner to understand the fundamentals of communication skill and how to apply in the sport and leisure industry.

Exercise Prescription
Enable the learner to understand the fundamentals of exercise prescription and how to prescribe to meet the needs of a client or group be that performance, activity or health focused.

Anatomy and Physiology
Enable the learner to develop an understanding of human anatomy and physiology and how it applies to movement and fitness assessment

Professional Practice
Discover how to apply professional practice principles of working in the exercise industry.

Exercise Science
Learn how to explain behaviour in relation to nutrition and exercise.

Coaching
Enable the learner to demonstrate the integration of the theory of coaching into their practice, including an understanding of pedagogy and movement analysis.

Health Promotion
Introduce the learner to the philosophy, principles and practice of health promotion and how this influences individual and population health throughout the lifespan.

Exercise Prescription for Individual
Enable the learner to apply the fundamentals of exercise prescription to meet the needs of an individual client be that performance, activity or health focused.

Exercise Prescription for Group
Enable the learner to apply the underpinning theories and concepts of exercise prescription, coaching and health promotion to a group.

LEVEL 5

Code	Course	Duration
SPT 5100	Communication for Sport Science	One Semester
SPT 5001	Exercise Physiology	One Semester
SPT 5002	Health Science	One Semester
SPT 5003	Recovery Techniques	One Semester
SPT 5004	Exercise Prescription	One Semester
SPT 5005	Sport Management & Coaching	Two Semesters
SPT 5006	Personal Training Practices	Two Semesters

Communication for Sport Sceince
Gearing the learner with communication skills for the sport and leisure industry.

Exercise Physiology
Enable students to develop and apply exercise physiology knowledge to assess and improve physical fitness.

Health Science
Enable the learner to further develop their ability to apply the principles of nutrition, health and wellness and psychology to meet the needs of those participating in physical activity.

Recovery Techniques
Enable students to identify principles of recovery and basic recovery methods and to apply appropriate recovery strategies into a sport or exercise programme.

Exercise Prescription
Extend theoretical and practical exercise prescription to achieve health and performance related goals for clients with diverse needs, capabilities, motivation and goals.

Sport Management and Coaching
Enable the student coach to apply theory and skills to implement an advanced coaching session and a series of development coaching sessions appropriate to the needs of the athletes.

Personal Training Practices
Enable students to apply personal training theory, best evidence, experience and observation to effectively support individuals and small groups towards their health and fitness goals and reflect on these experiences.

Career Opportunities
Gym and Recreation Instructor   Sport Coach
Personal Trainer   Physical Educator
Fitness Instructor   Health Worker
Sport Coordinator   Community Event Coordinator
Sport Administrator

APPENDICES

Appendix I - Contacts

DIRECTOR	Email
Director of the Institute – Dr. 'Ungatea Fonua Kata	ungatea.kata@tti.to
ACADEMIC DIVISION	
Dean of Academic – Ms 'Ofa Mone Va'enuku	ofa.vaenuku@tti.to
Research Centre – Dr. 'Ungatea Fonua Kata	ungatea.kata@tti.to
Programme Managers	
School of Business – Mrs Heilala 'Ahio	heilala.ahio@tti.to
School of ICT – Mr. 'Iamoe Puloka	iamoe.puloka@tti.to
School of Architectural Technology – Viliami Kapeni Filikitonga	viliami.filikitonga@tti.to
School of Teaching and Counselling – Ms Latu Mavae	latu.mavae@tti.to
School of Music – Mr Save Mataele	savelio.mataele@tti.to
School of Sports Science – Mr Tevita Vaikona	tevita.vaikona@tti.to
ACADEMIC SUPPORT DIVISION	
Dean of Academic Support – Ms Adelina Maileseni Mafile'o	adelina.maileseni@tti.to
Support Managers	
Administration Services – Ms Adelina Maileseni Mafile'o	adelina.maileseni@tti.to
Teaching & Learning Services – Miss Siosi'ana Kaufusi	siosiana.kaufusi@tti.to
Information Services – Mr. Lisiate Maileseni	lisiate.maileseni@tti.to
STAFF & STUDENT AFFAIRS DIVISION	
Chaplain – Rev.Samiu Tukutau	samiu.tukutau@tti.to
Physical Property – Mrs Adelina Mafile'o	adelina.mafileo@tti.to

Appendix II – Academic Concerns Policy and Process

Applies to all students enrolled at TTI

Breach of Academic Performance Regulations leading to concerns

Informal Process

Discussion between student and tutor.

Possible use of:

- Student Support Services (including Counsellor)

Resolved Y/N

Formal Process

Step 1. Interview with programme Manager. Academic changes required and assistance available specified. Consequences of failure to meet required academic progress outlined. Review date set in writing

Step 2. At review date, if required progress not achieved, verbal warning given. Step 1 repeated. Second review date set. Details of verbal warning recorded

Step 3. At review date, if specified changes have not occurred, written warning from Dean specifying areas of concern, consequences of failure to meet required academic standards by third review date, eg., cancellation of enrolment. Dean may recommend student resign voluntarily. Third review date set

Step 4. At review date, if specified changes have not occurred, Dean may recommend that Director cancel the enrolment. See also Academic Misconduct Policy

Appeal within five (5) working days lodged with Dean Academic Support for the Appeals Committee

Appendix III - Complaints Policy and Process

Applies to all staff and students at TTI and is intended to cover all grievances/concerns/complaints about any matters including any aspect of learning or the behaviour of any staff or student.

Informal Process ◄--------- OPTIONS ---------► **Formal Process**
Preferred Option

Discuss with tutor, programme manager or dean. Consider using: • Student Support Services (including Counsellor)

Complaint made in writing on Formal Complaint Form to the Director

Copy of complaint given to person being complained about or person responsible

Investigation and interview of parties within two weeks by Director

Decision by Director within next two weeks

Resolved Y/N

Frivolous No further action required	*Complaint justified.* Appropriate remedy agreed on	*Breach of Regulations* has occurred, disciplinary action required (see Student Disciplinary Policy, and Staff Members Causing Concern Policy). Appropriate implementation stage decided by Director	*Serious Breach* Director has the power to suspend/cancel a student's enrolment, or suspend or terminate a staff member's employment or lay charges with police

Appeals against a decision Within five (5) days appeal by any party to the Director

Appendix IV - Student Disciplinary Policy and Process

Applies to all students enrolled at TTI

Breach of Student Academic Conduct Regulations

Informal Process

Discussion between student and staff member.

Possible use of:

- Student Support Services (including Counsellor)

Resolved Y/N

Formal Process

Step 1. Interview with Programme Manager/Dean. Required changes in behaviour specified and encouraged. Assistance available. Process outlined and consequences of not meeting requirements specified. Review date set in writing

Step 2. At review date, if required changes not occurred, verbal warning given by faculty Dean. Step 1 process repeated. Second review date set

Step 3. At review date, if specified changes have not occurred, written warning from Dean specifying the unacceptable behaviours and consequences of failure to change. Dean may

Step 4. At review date, if specified changes have not occurred, Dean will recommend cancellation of enrolment to Director

Appeal to TTI Advisory Board within five (5) working days

Threatening Behaviour

Emergency procedures in place to ensure safety of all involved. Dean / Property Manager notified. If necessary Police notified

Director notified as soon as possible

Director makes decision on Dean / Property Manager's recommendations.

Student suspension / cancellation of enrolment

Formal disciplinary process implemented. Specific step at Director's discretion

APPENDIX V – APPLICATION FOR AEGROTAT PASS

Before filling in this form you should carefully read the aegrotat provisions contained in the Programme Handbook and in the Reconsideration of Assessment Results Procedures on the QMS or Student Manual.

1. Your application must be submitted to the Programme Manager no later than five working days after the test or examination.
2. If you are applying on medical grounds, a medical certificate must be provided, stating why you could not complete the assessment.
3. If you are applying on other grounds, you must provide a written explanation of the reason and attach relevant evidence.

Student *to complete*	Student Name:		Student ID:
	Course:		Exam Date:
	Reason for application: _____ _____ _____ _____ _____ _____ Signed: _____ Date: _____ *Attach evidence and pass to Programme Manager*		
Programme Manager *to complete*	Date application received:	Accepted ☐ Declined ☐	
	If accepted, pass to tutor to complete aegrotat consideration		
	Reason for declining application: _____ _____ Signed: _____ Date: _____ *Pass to Faculty Administrator to send written notification to student*		

Tutor *to complete*	*Attach screen dump from Aplus+ showing the student's summative assessments and projected percentage standardised and weighted against other students' percentage marks for assessments* If projected grade is a 'bare pass', please comment against each of the following:

	• The quality and proportion of summative work completed in the course • In the case of impaired performance, the examination or summative assessment script • The academic history of the student in related courses with Whitireia, where this is available (*the absence of an academic history with Whitireia is not in itself reason to decline an aegrotat pass*) _____ _____ _____ _____ _____ _____

Programme Manager's recommendation

I recommend on academic grounds that this student should be:

☐   Granted an aegrotat pass   ☐   Declined an aegrotat pass

Signature: _____   Date: _____

Submit to the Board of Studies for approval

Board of Studies decision	☐ Granted an aegrotat pass ☐ Declined an aegrotat pass Dean's signature: _____ Date: _____
Programme Manager *to complete*	Student aegrotat pass entered into Artena ☐ Student aegrotat pass declined, fail grade entered into Artena ☐ Written notification to student ☐ Signature: _____ Date: _____

APPENDIX VI – CROSS CREDIT APPLICATION FORM

TUPOU TERTIARY INSTITUTE
Recognition of Cross Credit Application Form

APPLICANT TO COMPLETE	
Applicant Name	
Address	
Phone	
Email	
Your existing qualification(s), including tertiary education organisation.	
Qualification for which cross credit is sought	
Signature and Date	

SCHOOL/FACULTY TO COMPLETE	
Assessor Name	
Board of Studies Approval (date and signature)	
Invoice generated for application fee of $50.00(non-refundable) (date and signature)	
All fees paid – $50.00	
Entered on TTI Record (date and signature)	

RECORD OF EVIDENCE FOR CROSS CREDIT

TTI paper/course/module for which you seek cross credit	Paper/course/module/unit or qualification to be credited from	Evidence Attached	Accepted Yes/No (assessor to complete)

NB: Remember to attach verified copies of your academic transcript(s) as evidence.

APPENDIX VII – APPLICATION FORM FOR RE-ASSESSMENT OF FINAL EXAM

APPLICATION FORM FOR RE-ASSESSMENT OF FINAL EXAMINATIONS

1.	Student Full Name	
2.	Programme/School	
3.	Course name	
4.	Course Code	
5.	Date of Application	
6.	Contact Details: Mobile Num	
	Email	
	Fb messenger	
7.	**Reasons for application**: *(Clearly state your reasons why you are applying for reassessment for this specific course)*	
8.	**Supporting Evidence** *(Attach written evidence, such as death/medical certificate, etc, to support your reasons given above)*	

Official use only.   Application ACCEPTED   NOT ACCEPTED

TTI Director   Signature   _____   Date _____