



CONDITIONS FOR ENROLMENT 2026

Divine Word University aims to be the leading university, in the Catholic tradition, committed to integral human development, in Papua New Guinea and the Pacific Region. DWU offers you its educational services and possible assistance on the condition that you are willing to share the University values and actively contribute to the development of Christian life in PNG through your lifestyle and commitment.

The following are the conditions to be eligible for enrolment at DWU and to maintain DWU subsidy.

(Note, all conditions must be met to complete the registration process)

☐ I accept all the rules of the University as outlined in the student policies and other university publications.

☐ I accept my academic responsibilities regarding program requirements and study.

☐ I have a desire to deepen my Christian commitment.

☐ I will contribute my services towards the DWU community through self-reliance and community service.

☐ I will strive to become a professional in my field.

☐ I realize that TESAS and DWU subsidies may be reduced or cancelled by relevant authorities if I fail in matters of discipline, academic performance or neglect of community service.

☐ I agree that when I register to be a Residential student in an academic year, I cannot change my residential status after registration.

☐ I understand and acknowledge that as I am receiving a DWU subsidy, it means that I am not paying the total annual cost of the program in which I am enrolled.

☐ I understand that as I am receiving a DWU subsidy on admission during the first semester, no fee is refundable for semester one after the eighth week of this semester.

☐ I understand that as I am receiving a DWU subsidy on admission during the second semester, no fee is refundable after the eighth week of the second semester.

☐ I understand that if I am registered as a "Residential Student", I agree to abide by the Student Residential Buildings' Rules and Guidelines set out by the university.

☐ I understand that if I am registered as a "Residential Student" in an academic year, I cannot change my residential status after being registered

☐ I understand that I will be paying an unsubsidized unit(s) fee if I am returning to studies from disciplinary or academic suspension

☐ I understand that I will be paying an unsubsidized unit(s) fee if I have accrued fails at my time of withdrawal.

☐ I am aware of the fee requirements for the program I intend to enrol in and commit myself to adhere to the stated due dates as instructed on the DWU website and in my acceptance or progression letter.

☐ I have read and understand the information about the registration process and will comply with the expected dates to register.

Full Name: _____ **Student ID Number:** _____ **Program:** _____

Year Level: _____ **Signature:** _____



**DIVINE WORD
UNIVERSITY**
PAPUA NEW GUINEA

Divine Word University

Policies on use of Alcohol, Drug, Cybercrime, Vandalism and Occult Practices as approved by the University Council at its Meeting held in July, 2019.

The members of the Papua New Guinea province of the Society of the Divine Word, in partnership with the Missionary Sisters, Servants of the Holy Spirit, have established this university to be a place of learning with the development of students as creative, intellectual persons in a religious environment. A religious environment is where there is peace and harmony, respect for fellow staff and students and other members of the community. **It is not a place for people who come to consume alcohol, take drugs, terrorize others, destroy properties and disturb other students. Furthermore, it is not a place to engage in occult practices and disrupt those who want to study and have peace of mind.** Such activities are not welcome and not acceptable on all DWU campuses.

In the recent years, a large number of students have chosen to ignore the Zero Tolerance policy on Alcohol and Drugs. They have brought alcohol and drugs from outside into the dormitories, consumed them and caused disturbances including causing a lot of damage to the University property. The actions taken by the Student Discipline Board to correct those who have committed the offence and to refer them to the Pastoral Care team to counsel them have not deterred them or others from continuing to commit those offenses. Many have shown total disrespect for the rules and regulations and have brought disrepute to the University. Such behaviors are not within the spirit of the University Charter, Education Philosophy and its Core Values and they are not acceptable in a Christian Higher Learning Institution like Divine Word University.

In order for the University to uphold its Charter, its Education Philosophy and uphold its Christian ethics and values; the University Student Disciplinary Board will continue to deal with students who engage in committing those serious offences in relation to Alcohol and Drug use and abuse, Cybercrime and Vandalism and/or Malicious damage to properties of the university. In July, 2019 an additional policy on Occult practices was introduced to deter students from practicing it.

These policies, including others are to be applied on all DWU campuses.

1. Under Section **5.5 Category D Offenses (Alcohol and Drug Related)** of the Student Discipline Policy and Processes; the following revised policies have been approved for implementation in 2018 and beyond.
 - a. Consumption or production of alcohol on campus is strictly prohibited
 - b. Possession or use of alcohol during all functions sponsored by the University or others such as ceremonies, dances, picnics, sporting events, etc. is prohibited.
 - c. Drunkenness off and on campus is unacceptable behavior for a DWU student and it is strictly prohibited, even smuggling it into the University.
 - d. Consumption of alcohol in non-licensed public areas is a criminal offence and therefore prohibited.
 - e. Possession or use of an illegal drug or drugs on or outside of Campus is strictly prohibited.
 - f. The overall involvement including use, sale or possession of drugs on or off University premises is strictly prohibited.
 - g. Being impaired by the use of drugs or alcohol on University premises is prohibited.
2. Under Section **5.6 Category E Offences (Cybercrime Offences)** of the Student Discipline Policy and Processes, the following have been revised and has been approved for implementation in 2018 and beyond.

Cybercrime is an offence that is committed against individuals or groups of individuals with a criminal motive to intentionally harm the reputation of the victim or cause physical or mental harm, or loss, to the victim directly or indirectly using modern telecommunication networks such as Internet (networks including but not limited to Chat rooms, emails, notice boards and groups) and mobile phones.

One example of cybercrime is sniffing or hacking into the IT network and stealing information from staff and students as experienced in 2017.

Cyber offences: Failure to comply with the Cyber Crime Code Act 2016 of the Parliament of Papua New Guinea as set out in sections 6 to 28 of the Code Act and as Published on the Intranet is in breach of the cyber offense.

3. Under Section **5.7 Category F Offences (Malicious damage)** of the Student Discipline Policy and Processes, the following policy has been approved for implementation in 2018. Malicious damage/ vandalism to University property is a criminal act and any student committing this offense and is caught must face termination/suspension from studies.
4. Under Section **5.8 Category G Offence – (Occult Practices)** of the student disciplinary policy, Occult practices are forbidden at any DWU campus.

The Penalties for breaking policies under 1, 2 ,3 and 4 above as shown under Section 6.3: Sanctions for Category D, E, F & G Offences in the Student Discipline Policy and Processes are indicated below. The penalties are:

- a) Termination or suspension of enrolment in the university
- b) Any student found guilty of any of the Categories: **D, E, F & G** offense and is terminated will not be allowed to appeal the decision unless due process has not been followed to take such a decision.

Important Note:

It is absolutely important that students read the Student Disciplinary Policy and Process placed on the student intranet and understand its implications. If any student is not sure of any aspects of this policy, he or she must make every effort to call in and seek clarification from the following people:

Mrs. Evelyn Tekepa, Director, Student Services: etekepa@dwu.ac.pg, Mr Alfred Ruene, Deputy Director, Student Services: aruene@dwu.ac.pg

All students must make it their personal responsibility to uphold the policy and to refrain from committing those offenses because the implications are huge if you are found in breach of them.

The Student Disciplinary Policy and Processes

The Student Disciplinary Policy and Processes document is placed on the intranet and each student can download and keep a copy to read at any time they wish.

By signing, I confirm I have read the above clauses stipulated here within as per the Student Disciplinary Policy and Processes and fully understand the ramifications of breaching any of the policies mentioned above and I hereby declare to abide by these policies as long as I am a registered student of Divine Word University. I fully understand that if I violate or am found in breach of any of these policies; I will face termination or suspension as a registered student of this university. Thus, I promise to do my best to uphold and adhere to these policies.

Full Name: _____ **Student ID Number:** _____ **Program:** _____

Year Level: _____ **Signature:** _____ **Witness:** _____



Divine Word University Copyright Act Waiver

To be completed by all DWU Students

The purpose of this document is to ensure that Divine Word University complies with the Copyright and Neighbouring Rights Act 2000.

By signing this document, you are agreeing that:

- a) You will observe, maintain and comply with all Divine Word University academic and student policies
- b) You will observe, comply and demonstrate Media Ethics in all written, recorded and designed articles you produce during the time of your study at Divine Word University.
- c) All articles, essays, and other materials you write and produce for the purpose to improve your professional skills should be sighted or edited and approved by the Head of Department or a senior academic staff of the Department before publication.
- d) All articles written of, about or for the University must be forwarded to the Divine Word University Marketing Division for credibility and legal documentation.
- e) All graphics designs done of the University and or use of the University logo and Faculty logos must be forwarded to the Divine Word University Marketing Division for approval.
- f) DWU will have the legal right to publish articles, essays and other material that you write, record or design during the time of your studies at the University.
- g) If you take photographs of individuals as part of your coursework, you must obtain their written consent using the approved DWU Photography Consent Form. This applies to all images intended for publication, whether online or in print. Consent forms must be kept on file and made available to the University upon request.

In agreement to the above, state your details:

Full Name: _____ **Student ID Number:** _____ **Program:** _____

Year Level: _____ **Signature:** _____



Divine Word University

PO Box 483, Madang, Madang Province, Papua New Guinea
Tel: (675) 422 2937 Fax : (675) 422 2812

STUDENT MEDICAL HISTORY AND EXAMINATION RECORDS

Medical in Confidence

Note: The information contain in this form are confidential. Its sole purpose is to ensure that you do not have a medical condition that prevents you from doing your studies and fully participate in student activities. Read carefully the instructions then complete the Identification Data and Family History correctly. All questions should be answered before signing in the presence of the examining medical doctor.

1. IDENTIFICATION DATA

Given Name

Surname

Program

Year

Student ID

Date of Birth

Mobile Number

Email Address

Last School Attended

Province of Origin

Home Address

In case of Emergency who to contact

Name

Phone Number

Email Address

Other contact details

Mother's Province of Origin

Father's Province of Origin

Previous Occupation (s) if any

Are there any significant health related issues you would like to mentioned

2. Family History (including yourself)

Question	Answer (Yes/No)	Give Details of the problem
Are there Tuberculosis, prolong coughing, coughing up blood, loss of weight, gland swelling in the neck region in you family?		
Are there shortness of breath or problems with breathing such as asthma in your family?		
Are there any epilepsy, fits, sudden loss of consciousness, stroke or people with disability in your family		
Are there diabetes, high blood pressure, heart diseases, rheumatic fever, persistent headaches or obesity in your family?		
Are there difficulty during reading such as headaches or looking at distant objects?		
Are there stomach pains, vomiting dark blood with painful abdomen or difficulty in passing stool? (Constipation)		
Are there lower abdomen pain, pain when passing urine or seen discharges?		
Are there any trauma or accidents in family such as broken bones or that require surgery?		
Are there any allergy, such as skin rash, or running nose or some difficulty in breathing?		
For females only: Are there any problems with period such as pains, irregular or heavy flow?		
Have you or a family member been admitted to a Health Centre or a Hospital for a medical or surgical conditions		
Are there any hearing or dental problem in you family		
Do you consider yourself to be well and healthy? If so, are you overweight, underweight or underweight?		

Should you have any further comments you would like to make, use the space below

Student's Signature

Date

Medical Doctor's Report

Body Mass Index	Height (Meters)	<input type="text"/>	Weight (Kg)	<input type="text"/>	BMI	<input type="text"/>
Vitals	Systolic/Diastolic	<input type="text"/>	Pulse (Rate)	<input type="text"/>	Pulse (RA)	<input type="text"/>
Visual Acuity	Right	<input type="text"/>	Left	<input type="text"/>	Color Vision	<input type="text"/> Normal <input type="text"/> Abnormal
Urinalysis	Appearance	<input type="text"/>	Protein	<input type="text"/>	Student will require glasses	<input type="text"/> Yes <input type="text"/> No <input type="text"/> Sugar

General Observation: Robustness and Activity

Systemic Examination

Comments

Head and Neck including speech, hearing, eye movement and dental.	
Chest movement, the trachea and lungs.	
Cardiovascular system: the JVP and the heart.	
Abdominal examination.	
Extremities; spin, joint pain and swelling	
Uro-genital system and kidney	

Are there other condition (s) or comments you would like to mentioned.

Requires follow up (previous record or referral)	
Students activities on campus, sports etc	
SPECIAL DIET	

Doctors Final Comments

Further test require
(X-ray, FBC, Malaria slides etc)

Medical Officers Name

Signature

Date

