



DEPARTMENT OF HIGHER EDUCATION, RESEARCH, SCIENCE, AND TECHNOLOGY

STUDENT USER GUIDE

NATIONAL ONLINE APPLICATION SYSTEM



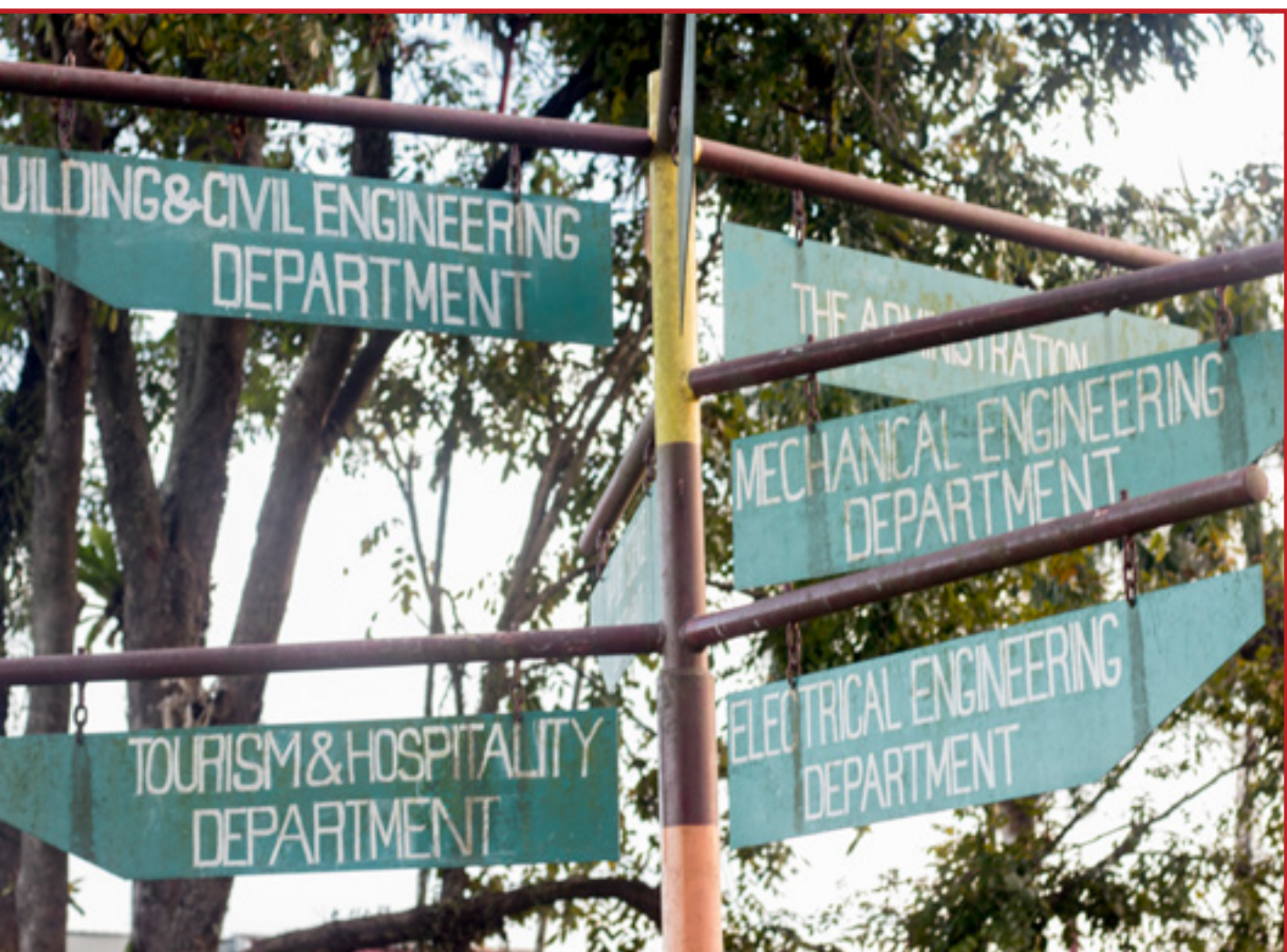
ACRONYMS

CEoS	Confidential Evaluation of Students
DHERST	Department of Higher Education Research Science and Technology
DAT	Differential Aptitude Test
G11	Grade 11
G12	Grade 12
GPA	Grade Point Average
HEI	Higher Education Institutions
ICT	Information Communication and Technology
MSD	Measurements Service Division
NDoE	National Department of Education
NOAS	National Online Application System
NOSS	National Online Selection System
PNG	Papua New Guinea
SAT	School Application Tool
SLF	School Leaver Form

DEFINITIONS

DAT	Series of tests designed to measure students' specific skills and cognitive abilities in numerical reasoning, verbal constructs and mechanical application.
Data Plan	Active subscription to a cellular or wireless carrier for transfer of data on their networks allowing internet access.
Examination	Papua New Guinea year 12 students' final external exam, the marks of which are added with internal assessment and used to determine their eligibility for HEI programmes.
Grade	I. Refers to the year level of formal education in elementary, primary, high and secondary school. II. Academic measurement of the quality of students' learning performance.
GPA	Awarded average value of final assessment grades accumulated from studied subjects in grades eleven and twelve.
Guidance Teacher	A teacher whose role is to provide guidance and recommendations to help students make important career decisions based on their assessment grades, academic capacity, industry interest and learning behaviours. Their primary task in the online application system is to monitor the consistent entry of student data by patrons.
Historical results	Data collated from previous applications and selections.
Invitation Card	Letters of invitation sent from the DHERST to each secondary school containing registration credentials. Student applicants will use this credentials to access the NOAS and activate their account. Each student has unique credentials that MUST NOT be made available to any other person(s) except the student.
My Data	Personal information of the student applicant. Names registered on My Data must be identical to the names used in the final examinations

Programme	A combination of subjects offered in a HEI, which the successful completion of study will lead to the granting of a higher education award.
Offline	Unable to access the Internet–“no network connection”.
Offline applicant	A student who is not able to access the internet.
Token	Login password for student’s account.



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HOW TO BEST USE THIS GUIDE

Throughout this guide, you will notice three (3) main icons and texts.

Take time to read and understand them when you come across a certain section containing any of these icons.



NOTE

*This indicates supplementary explanations and useful tips on how to best do your application using the NOAS.
Important dates are also mentioned here.*



TERMS

This indicates terms used that are useful for understanding the explanations.



CAUTION

This indicates restrictions, warnings and also provides safety tips to follow.

PREFACE

This guide is designed for student users of the National Online Application System (NOAS) and provides an overview of the benefits, aims and process requirements involved in the successful application for tertiary programs by a student.

The NOAS is a new system being implemented by the Department of Higher Education, Research, Science and Technology (DHERST) to improve efficiency and promote equality and equity in and during application as well as selection processes of school leavers to Higher Education Institutions (HEIs).

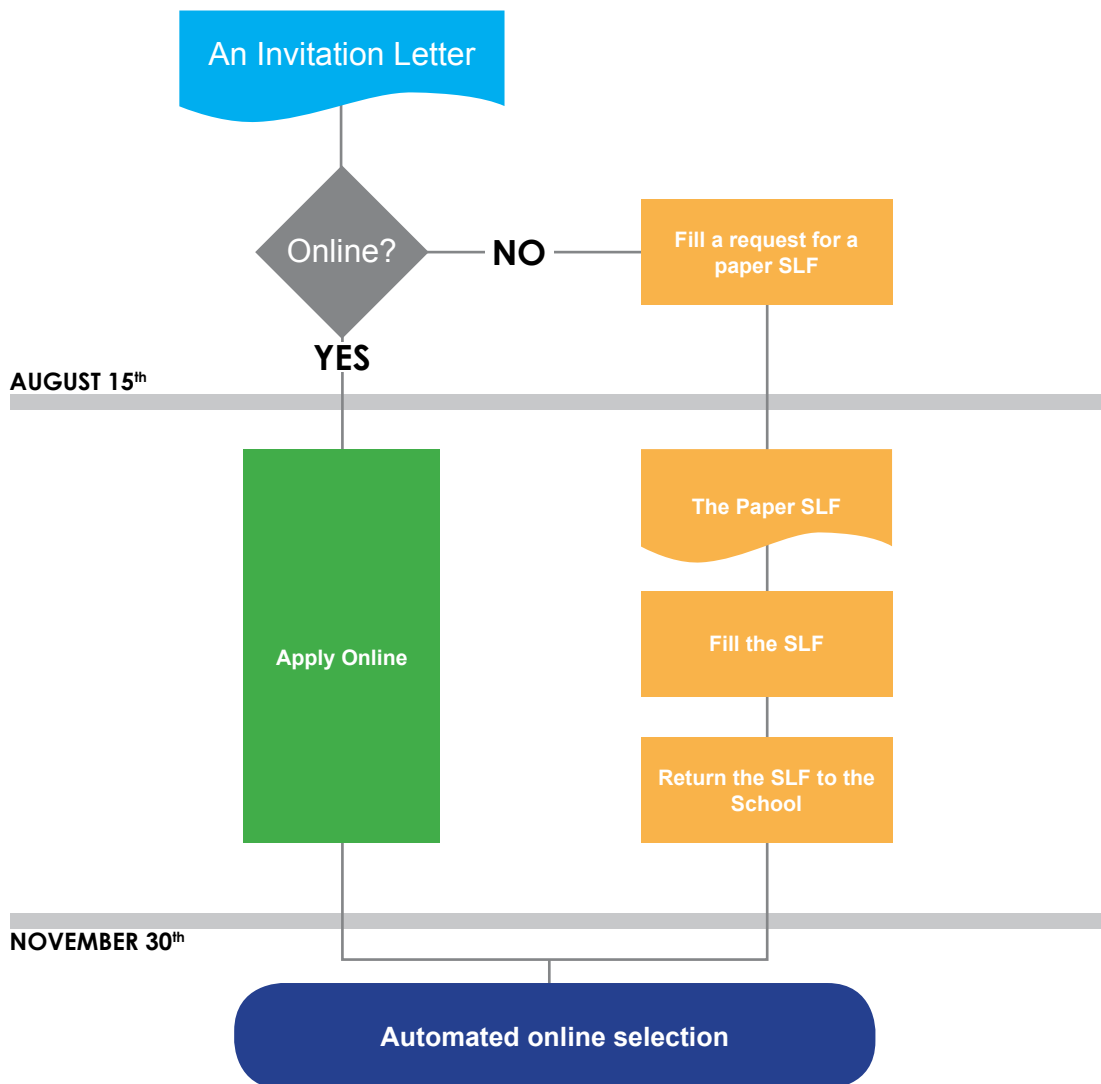
The first two chapters presents an overview of the system, the benefits of using the system over the paper-based school leaver forms (SLFs), needed tools for using the system as well as important graphical user interfaces of the system. The last two chapter contains guided instruction and advice on how to apply using the system and post application processes. Use this guide to learn about the NOAS and how you can best use the system to increase your chances for selection into a tertiary institution.



APPLICATION TIMELINE

This is an outline of the time frame that is allocated for applications. After applications close, all entries by students will go through an automated selection process.

AUGUST 1st



CAUTION

Take note of the dates above and in the guide to make sure that you are applying on time.

CHAPTER 1 : WHAT IS NOAS?

1.1 WELCOME

Welcome to the National Online Application System (NOAS)! The NOAS is a new system administered by the DHERST to facilitate the process of applying for programs in tertiary institutions. The NOAS will replace conventional paper-based SLF forms with an internet based, electronic system that can be accessed by teachers and students through a web browser on a mobile phone or computer/laptop. By integrating smart systems, the NOAS aims to alleviate the problem of ill-informed applications and unfair selections, thus yielding better selection outcomes which will better help you attain a space in an Higher Education Institution (HEI).

1.2 WHY WE ENCOURAGE YOU TO USE NOAS

You may be wondering, “Why use the NOAS when the conventional paper-based SLFs have always been working and in use?” Well, can you recall some Grade 12s in the past who scored all straight As but were not able to secure a placing in a tertiary institution using the paper-based SLFs to apply? How about students who scored GPAs greater than a 2.5 who were not able to secure a space yet those who scored lesser GPAs got in? Here’s why the NOAS:

MORE CHOICES

- The NOAS now allows a student to pick up to five (5) choices to apply for, instead of 3 on the paper based SLFs. More choices means you have a greater chance of getting into a tertiary institution.

BACK-UP CHOICES

- i. The NOAS allows student applicants to mark separate back-up choices based on subject combinations. If your first five (5) choices are all not successful, the NOAS directs you to your back-up choices so that you may be offered a space for a program which you marked to accept.

MORE TIME TO MAKE CHOICES

- ii. The online application gives you a duration of three (3) months to apply. You have more time to realistically analyze your future career based on your marks and trade interests. During that time, you may change your top five (5) programs of application and also your accepted programs.

PROGRAMS MATCH YOUR SUBJECT COMBINATION

- iii. You can know 100% which programs you are eligible to apply for. The system matches programs whose requirements match your subject combinations. Now you can be sure that you are applying for the right programs which you may have met entry requirements for.

During past application and selection processes, many students including academically high achieving students missed out on securing a space in a tertiary institution because of being misinformed, thus applied for the programs they were not eligible for. The NOAS aims to reduce such problems by giving students more information on programs, giving opportunity for more choices to select and most importantly, matching only the programs which students' subject combinations match the entry requirements.



CHAPTER 2 : GETTING STARTED

2.1 WHAT DO I NEED TO ACCESS THE NOAS?

In order to access the NOAS, you will need three (3) important things:

- i. **Computer/Laptop/Mobile/Tablet** – you'll need an electronic device that has an internet browser in order to access the NOAS.
- ii. **Internet connection** – you'll need a reliable internet connection in order to connect to the NOAS website.
- iii. **Access credentials** – you'll need to obtain an invitation letter with a username and token in order to log in and start the application process.



TERMS

* **Token** – another term used to refer to your password.

* **Access credentials** – refers to your username & password that gives access to the NOAS.

* **Higher Education Institution (HEI)** – refers to tertiary institutions



NOTE

1. **August 1st -15th** - all secondary schools are expected to give out invitation letters to Grade 12s. You should receive yours around that time. The invitation letter contains your username and token, needed to access the NOAS. Immediately see your patron and school principal to ask for your invitation letter if you have not yet received your invitation letter.

2. The NOAS is an online system that can only be accessed over the internet. To ensure there is stable connections, **MAKE SURE YOU HAVE ENOUGH DATA and you are ACCESSING FROM A GOOD NETWORK ACCESS LOCATION.**



CAUTION

1. Avoid giving your letter of invitation to anyone as it contains your username and token. **It is very important that your username and token should only be known by you.** Anyone other than yourself with access to your username and token may log into your account and make changes. This will affect the outcome of your applications and you being selected.

2. If you lose your invitation letter and token, immediately report this to your school principal or patron. Be responsible, guard your credentials!

2.2 THE NOAS WEBSITE

The NOAS can be accessed by going to this web address : www.apply.dherst.gov.pg



NOTE

This website is a responsive website and may look different depending on the type of device (laptop/computer, tablet, smartphone, etc.) you are using to access it.

2.3 MENU

By browsing to the NOAS website (<https://apply.dherst.gov.pg>), you should be greeted with a welcome screen as well as information on the system.

Located on the top right corner (mobile interface) is a drop-down menu, initially with function **Info** selected.

*Clicking on the icon beside **Info** will display a drop-down list of sub-menus you can navigate to:*

- i. **Info**
- ii. **Login**
- iii. **My data**
- iv. **My Choices**
- v. **My Acceptable Programs**

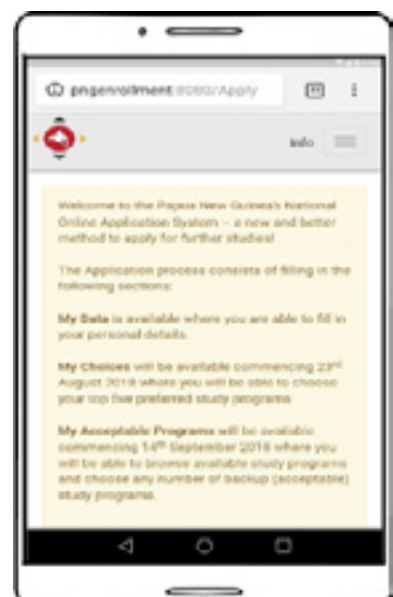
Info – displays updates and messages concerning the online application process

Login – this is where you can log-into the system, using your username and token as contained in your invitation letter.

My data – this is where you MUST fill in your CORRECT PERSONAL INFORMATION.

For e.g. : Name, residential address, postal address, phone number, etc.

My Choices – this is where you apply for HEIs by selecting the top 5 preferred programs you wish to study at tertiary level.



My Acceptable Programs – use this page to select any number of programs from which you give permission to accept offer from, in the event that all your 5 programs of choice are not successful.



NOTE

*[My Choices] and [My Acceptable Programs] are **NOT THE SAME**, but are equally important. My Choices are your top 5 programs you wish to apply for. My Acceptable Programs are programs you select/mark, indicating that you give permission to an HEI to send you an offer. My Acceptable Programs is a back-up application in the event that your top five (5) chosen programs (My Choices) are all not successful.*



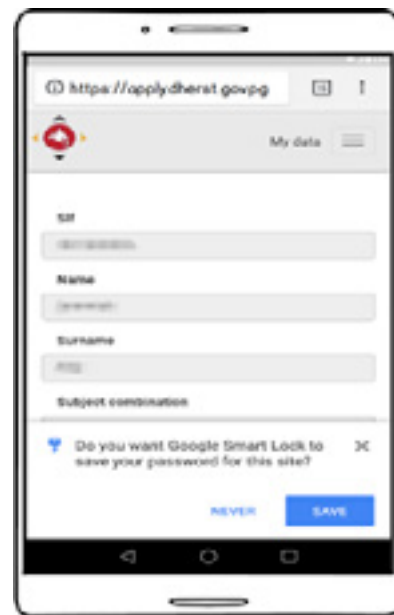
CHAPTER 3 : BEGIN YOUR APPLICATION PROCESS

3.1 LOGGING IN – [LOGIN]

To begin your application process, you will firstly need to activate your account. That is simply done by logging into the system.

Navigate to the menu on the top left corner (if you are not yet there) and select [Login] from the drop down menu to go to the login page.

Now in order to login, you simply type in your username and token in their respective places, as shown on the right.



NOTE

1. Take note of capital letters, numbers or special characters in your username or password to make sure you've typed it correctly.

2. **August 15 – November 15** - from this date forward, you will be allowed to activate and access your account. All students are expected to activate their accounts, fill in personal data, choose their top 5 programs of choice and also mark acceptable programs. Changes in the application of programs can be done in this time frame. After October 15, any changes made will be final and subject to selections. Make sure you review all your choices and data supplied, to ensure all application requirements are done correctly within the given time frame.

3.2 FILLING IN YOUR PERSONAL DATA – [MY DATA]

Just like on paper-based SLFs, you are also required to fill in your correct personal information for instance your name, residential address, postal address, phone number, etc. which will be used in the application and selection processes.

By selecting [Menu] and then selecting [My Data], you will be directed to the page where you will need to supply correct personal information.

The image displays three sequential screenshots of a mobile application's 'My Data' form. The first screenshot shows the 'My data' page with a 'Save' button. The second screenshot shows the 'My data' page with dropdown menus for 'Home Province', 'Home District', 'Now Living in Province', 'Living district', and 'Preferred airport'. The third screenshot shows the 'My data' page with input fields for 'Mother's occupation', 'Parent's estimated annual income(p/a)', 'Parents/Guardian name', 'Telephone No.', 'Student Mobile No.', and 'Email Address'.



NOTE

Please fill in a reliable postal address, e-mail address and phone number(s) so that in the event that a Higher Education Institution wishes to send you letters of acceptance or wishes to contact you, they may be able to do so successfully, and with ease.

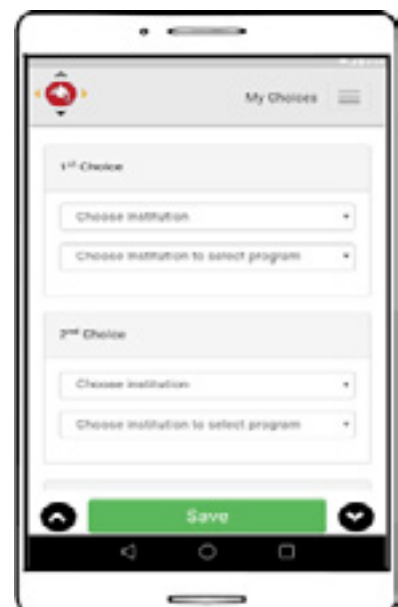
— 3.3 SELECTING YOUR TOP 5 PROGRAMS – [MY CHOICES] —

After you have filled in your personal data, you may move on to selecting your programs. This is similar to the paper-based SLF where you would normally write down your three (3) choices, however now, the system allows you to pick five (5).

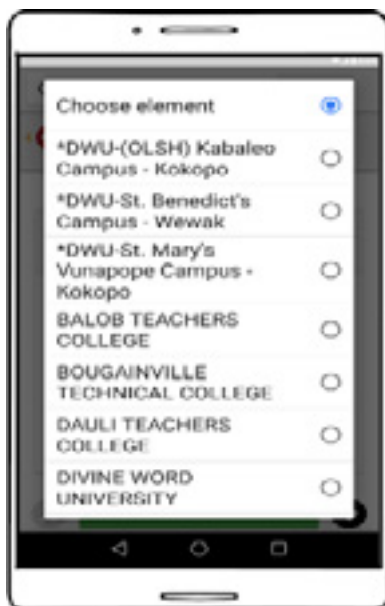
Navigate to the selection page by clicking [Menu] and selecting [My Choices] from the drop-down list. Here you will see five (5) numbered choices. Notice that you may have to scroll down to view all 5 selection groups.

You should know by now which programs you wish to apply for and in what HEI. You can start picking your first choice by selecting the institution from the list, and then choosing the program you wish to apply for.

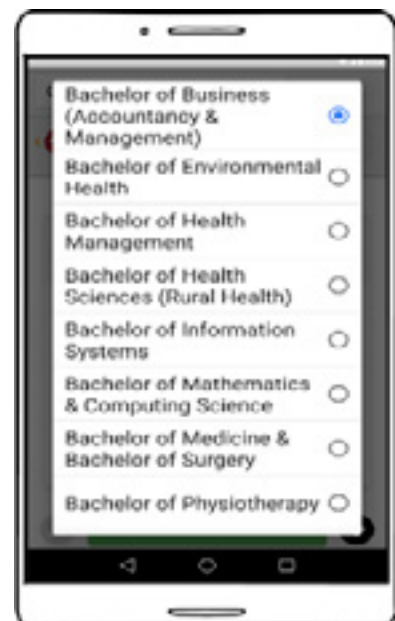
To pick your first choice, select/click [Choose institution] to select the HEI in which your desired program is offered, and only after choosing the institution will you be displayed programs, which will appear after you select/click [Choose program].



1. SELECT INSTITUTION



2. SELECT PROGRAM



NOTE

1. **Only programs that match your subject combinations will be made visible to you.** If you do not see a certain program you're interested in, that means your subject combinations do not match the requirements to apply for it.
2. Choices are numbered 1 to 5 with **1 being your most desired course and 5 being least.**
3. **Always consult your internal grades and your guidance teacher(s) on which courses you are most likely to get an acceptance from.**



TERMS

- **Program** – term that means your choices or refers to the courses offered at an HEI that you are interested in. (e.g. Bachelor of Law, Bachelor of Engineering in Civil Engineering, etc.)

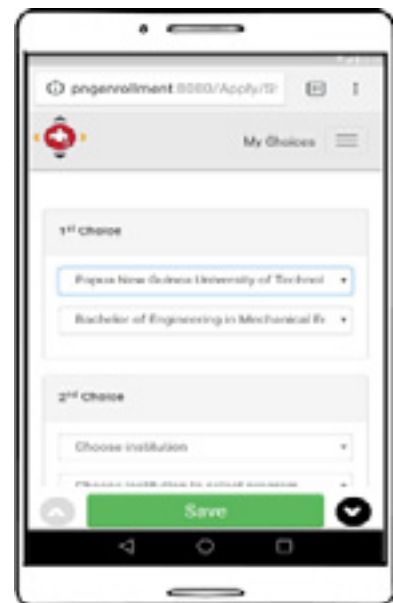


CAUTION

Save: To ensure your account records the latest update you make, ensure to press the SAVE button before logging out of your account.

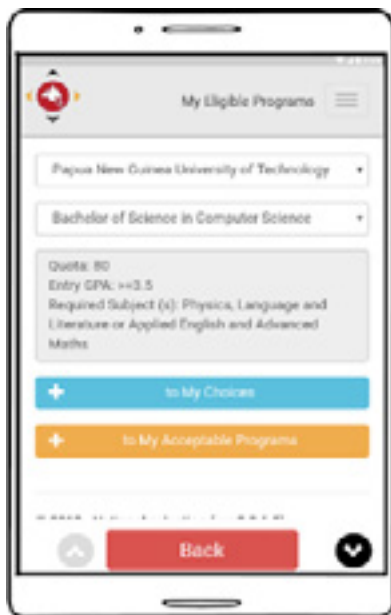
As shown on the right, the first choice has been made thus a student can click/select the **[Save]** button to save his/her choice. Note that the **Save** button only works if you completely finish at least 1 of your 5 choices. This simply means that you have to select an institution and then a corresponding program and saving can be made. You can complete one of your choices and save it and come back later to complete the rest, or you may do all of them at once then save them.

You are also able to make changes in your choices until the deadline for online applications.



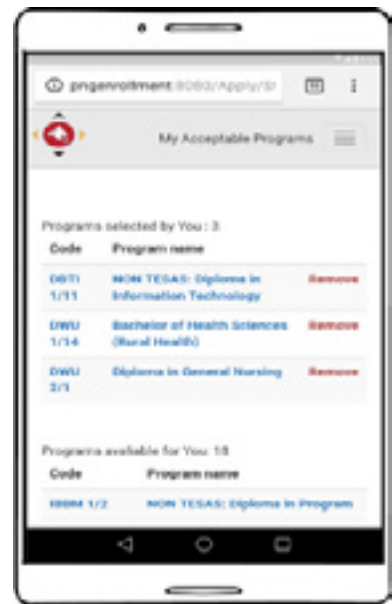
3.4 SELECTING OTHER PROGRAMS [MY ACCEPTABLE PROGRAMS]

Aside from your 5 main programs of choice, the system also allows you to pick other programs which you choose to accept offers from, in the event that you are not successful in all of your top five (5) programs. You can pick as many eligible programs as you like. Navigate to the acceptable programs by clicking [Menu] and selecting [My Acceptable Programs] from the drop-down list. As shown on the right, there are two main lists being displayed.



a. *Programs selected by you* – displays the selected programs you have chosen to accept offers from.

b. *Programs available for you* – displays all programs that you are eligible to apply for and can select as your acceptable programs.



As can be seen from the screenshot above, the student has only selected three (3) programs to be in his/her Acceptable Programs. He/she can add more to the list by scrolling down, viewing the eligible programs being displayed and click/select a program to add it to the Acceptable Programs' list.



NOTE

Choose programs that are in-line with your top 5 programs so that if your top 5 choices are not successful, you still can get to where you want to be, but through a different route.

E.g. If you want to pursue a career in Electrical Engineering and your 5 programs were :

- 1. Bachelor of Engineering in Electrical Engineering*
- 2. Bachelor of Physics in Electronics and Instrumentation*
- 3. Bachelor of Physics in Radiation Therapy*
- 4. Bachelor of Physics*
- 5. Bachelor of Engineering in Mechanical Engineering*

When selecting your Acceptable Programs, you may want to consider diploma programs in the fields of Electrical Engineering or Electronics and Physics which may have slightly lower entry levels, so that if you are not successful with your top 5 choices, you are most likely to be considered for your selected acceptable programs.

If a student wishes to add a program being displayed in the “programs available for you” list, he/she simply clicks/selects the program and will be displayed more information and also two buttons he/she can use to add the program.

Additional information include quota and subjects’ combination relevant to the program.

In addition, the user can make selections by using one of the given two buttons on the screen.

- i. add to My Choices** – *clicking/selecting this button will add the current program to your “My Choices” list, and will assign the program to the next free choice in your 5 choices. So, if you had previously only completed the first 2 choices, if you selected the [add to My Choices] button, the current program will be added as your 3rd choice.*
- ii. add to My Acceptable Programs** – *clicking/selecting this button will add the current program to your “My Acceptable Programs” list.*



NOTE

1. *Clicking/Selecting an eligible program will give supplementary information on the program*
2. **TAKE NOTE OF THE ENTRY GPA** and the **Core Subjects** for the program you wish to apply for.

CHAPTER 4 : AFTER THE APPLICATION PROCESS

4.1 WHAT HAPPENS AFTER I HAVE APPLIED?

As can be seen on the application process timeline ([Click here to see Timeline](#)), application period starts from the 15th of August until the 15th of November. You have a span of three (3) months to finalize your choices for further studies.



NOTE

Before the 15th of November, please re-check to ensure that all choices you've made are what you want, and that you are satisfied with your choices.

4.2 CHANCE TO APPLY AGAIN IF ONE OR SOME OF YOUR TOP FIVE (5) PROGRAMS IS NOT SUCCESSFUL

Selections will be done by HEIs through the NOAS commencing on the 15th of November until the 10th of December.

By the 10th of December student results from the national examination should be entered onto the system to determine final GPAs.

You should be able to check your account whether or not you are still eligible for your top five (5) chosen programs.

If your top five (5) programs were unsuccessful, the NOAS will indicate other programs you may wish to consider. This access may be limited to a time frame. Make sure to save changes each time you make a new change.

It is important that you regularly check your account for important updates.

In the event that changes made to your top five (5) programs are not successful, you may be given a second chance to reconsider your choices. A grace period in December is the last opportunity to change any programs, especially if some of the first five (5) picked choices were not successful.

4.3 ANNOUNCEMENT OF SUCCESSFUL CANDIDATES

The final list of successful candidates that are selected will be released on the 20th of December.

You can check your NOAS account to know if you were successful in one of your top five (5) choices.

FREQUENTLY ASKED QUESTIONS (FAQS)

Q1: How do I apply online?

You can access the National Online Application through a web browser on your android phone, laptop, tablet or from your school's PC by going to <https://apply.dherst.gov.pg> on the website URL. Refer back to Chapter 3 for additional information.



ACCESS IS FOR GRADE 12 STUDENTS ONLY.

Q2: What can I use to access the NOAS?

These are three (3) important support instruments that you **MUST** use:

1. Computer/Laptop/Mobile/Tablet (Internet Browser)
2. Secured Internet Connection
3. Access Credentials (Username and Token)

Refer to section 2.1 in Chapter 2 for more information.

Q3: How can I activate my account?

To activate your account, you simply have to log in using the username and token (password) given in your invitation letter from your school. Once you have successfully logged in, your account has now been activated and you can start the online application.

Q4: What if I lose my online application invitation letter?

See your guidance teacher, deputy school principal (academic), or principal immediately so they can contact the DHERST student support staff to reprint/get you a new invitation letter.

Q5: What if my token is not working at the last minute?

To avoid inconvenience, you **MUST** activate your account during the period given for application (from the 15th of August to the 15th of November) to know whether your issued token is valid/working or not. Your school (with the help of DHERST) can assist you if there is a problem. Do not wait until October 15th as you can disadvantage yourself.

Q6: Is the system going to be fast and effective during the grace period or are we going to face problems logging in given the fact that almost everyone will want to log in to change their choices?

The system uses a cloud server database, therefore, it can cater for high internet traffic during the grace period. The DHERST will take the NOAS off-line to vet it before the grace-period. Regularly check your NOAS account to check whether or not you are allowed to update your choices, and on which dates.

Please note: Access to the internet may vary depending on your internet service provider and your network signal.

Q7: Why am I unable to save *My data*?

Manufacturers of internet browsers regularly update their product to newer versions per global market demands. When browsers need updating, your android phone, computer or tablet will display a prompt requesting you to connect to the internet to update the device's browser. If you are using a mobile phone to access your NOAS account, it is important that the phone's browser must be updated at least within the last 30 days. There is a very high probability you will **NOT** be able to successfully save information in the MyData section if your phone browser is outdated. If this has happened to you, follow below instructions:

1. Log out of your NOAS account
2. Update your browser first, then,
3. Re-open your NOAS account and fill in again the MyData section fields.
4. Press the Save button to store MyData information

If the problem persists, please notify the NOAS Support team by email:
studentsupport@dherst.gov.pg



NOTE

Browser in this context refers to internet search engines that allows you to access the internet.

Examples of browsers include Firefox, Safari, Chrome, Mozilla, Microsoft Explorer.

Q8: What if there is no internet network coverage in our area? What are some other options for us to apply?

Where there is no internet coverage in the local area, your school would have already opt out of the NOAS and students will fill in a paper School Leavers Form (SLF). Your guidance teacher will show you how to fill the paper-SLF. Applying through this paper SLF will not allow you to change your preferences once it is sent back to the Department of Education and the DHERST for selection process. Therefore select your most eligible programs wisely. Information from your paper - SLF will be transferred to the NOSS for HEI selection process.

Q9: The NOAS is giving high hopes to grade 12 students with the increase in the number of preferences from three (3) to five (5) including the standby choices. Will there be enough spaces in the HEIs to cater for the number of students applying?

Each HEI program has its minimum entry requirement. This minimum requirement means your marks must be much higher than this minimum requirement for you to apply.

Only students who are eligible to study in the HEIs will be selected to continue for further studies, however, if a student's mark is lower than what is required in Higher Education Institutions, then he or she may upgrade in Distance Learning Centers in order to pursue tertiary education.

DHERST through its Higher and Technical Education Strategic Implementation Plan 2017-2038 (HTESIP) plans to expand its tertiary education to all through its Centers of Excellence (CoEs). These are guided by the National Qualifications Framework (NQF) which provides a pathway for students and students' qualifications.

Q10: What if a HEI refuses to take in students who were successfully selected through the NOAS?

By Law, the DHERST is responsible for the facilitation of tertiary education. HEI formally registers through DHERST and must accredit each program it offers. The NOAS displays only registered institutions to assure your program choice and tertiary education qualification will be recognized in future by employers or universities abroad if you wish to go for further studies overseas. In the unlikely event that a HEI refuses to admit qualified students selected through the NOAS, the DHERST will use your other preferences (from your choices) to facilitate your admission into tertiary education.

The DHERST will not award TESAS Scholarship for students who are selected outside of the NOAS and NOSS.

Q11: How many institutions are entering their course and program requirements into the system?

All the higher education institutions that are recognized by the DHERST are entering their course requirements, including minimum GPA and subject combinations. This will enable students to know if they are eligible for further studies in HEIs. HEIs may change course requirements. However, if they do, the NOAS will alert you whether or not you are still eligible for the program you are applying for. Students applying through the NOAS will have access to changing preferences during set dates within the application timeline.

Students applying through paper SLF will not be able to change their preferences as the paper SLF is a once-only apply.

Q12: What if I am not selected on one of my 5 choices?

If you are not selected on one of your 5 choices, the programs you added on your “My Acceptable Programs” will now be used to help you get an offer. These programs are chosen by you, which you agree to be offered an offer for study, if a HEI sees that there is space and that you have met the minimum requirements.

Also, before the final list of successfully selected students comes out, you will be given time to change your 5 choices if notified that you’re not eligible. Refer to section 4.2 in Chapter 4 for more information on when you can edit your 5 choices if notified that you’re not eligible.

Refer to Notes in section 3.4 in Chapter 3 for more information on how to best select programs for your “My Acceptable Programs” list, so you have a great back up plan in the event that you are not successful in all 5 choices.



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