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The University of the South Pacific
Private Bag, Suva, Fiji
Telephone: (679) 323 1000
Website: www.usp.ac.fj

WELCOME TO YOUR UNIVERSITY
your pathway to success

TOWARDS EXCELLENCE IN LEARNING AND KNOWLEDGE CREATION
USP Graduate Attributes

The University of the South Pacific’s academic programmes will promote the development of the following attributes in all graduates:

Academic excellence
• Extensive knowledge of a particular discipline or professional area, including relevant knowledge and skills;
• Capacity for independent critical thinking and self-directed, life-long learning;
• Advanced information and communication technology knowledge and skills; and
• Research literacy and skills.

Intellectual curiosity and integrity
• Deep respect for truth and intellectual integrity, and for the ethics of scholarship;
• Intellectual curiosity and creativity; openness to new ideas;
• Commitment to inter-disciplinary understanding and skills; and
• Respect for the principles, values and ethics of a chosen profession.

Capacity for leadership and working with others
• Effective interpersonal communication skills;
• Leadership, organisational, teamwork and time management abilities; and
• Personal maturity and self-confidence.

Appreciation of the cultures of the Pacific Islands
• Knowledge and appreciation of both the unity and diversity of Pacific Island cultures;
• Understanding of the diverse economies and environments of the Pacific Islands; and
• Commitment to the maintenance and strengthening of the societies of the Pacific.

Cross-cultural competencies
• An understanding and appreciation of social, cultural and linguistic diversity;
• Respect for human rights and dignity in a global context;
• Commitment to accountability, ethical practice and social responsibility; and
• Demonstrated oral and written proficiency in the English language.

Collectively, the University’s campuses are located across 33 million square kilometres of ocean, covering five different time zones.
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See local advertisements and All-Student emails for more details.
Dear students,

Congratulations on choosing the University of the South Pacific as your University of choice for your higher education. The Orientation programme marks the official beginning of another academic year and a time to reflect on the meaning of the time that you will spend at USP. Your first year experience at USP will play a crucial role in your overall success at USP and the Orientation programme is integral to your success in your first year.

The University of the South Pacific comprises of a multi-cultural community of learned scholars and professionals who will guide and assist you through your USP journey. At USP, we are dedicated to excellence and every effort will be made to ensure that your student experience is a most enriching one.

2013 is a crucial year for the University as well. It is the first year of implementation of a really bold and imaginative Strategic Plan (2013-2018). As the theme of the Strategic Plan, “Towards Excellence in Learning and Knowledge Creation” suggests, the University will strive towards excellence in everything that it does. The University will nurture a positive and inclusive learning and living environments for student excellence. It will deliver relevant, high quality and flexible programmes that will contribute towards the developments of skills, knowledge and competencies. As students, you are major stakeholders of USP and it is our collective (both staff and students) responsibility to contribute to the successful implementation of the Strategic Plan. I encourage every student to take note and ownership of our Vision, Mission and Values as well as the Graduate Attributes.

As students of USP, you are encouraged to make the most of your time and broaden your horizon by becoming lifelong independent, critical and active learners. Learning is not only confined to lecture theatres, libraries, and laboratories but also beyond. With competing demands on our time, efficient use of our time is crucial. I urge you to be mindful of your time and to use it wisely to attain the goals. Your parents, families, Governments and sponsors expect much of you.

Oceania is culturally, socially and linguistically diverse and USP is an embodiment of this diversity. Understanding, mutual respect and appreciation of this diversity are important attributes that you should all cultivate. You will have many opportunities to interact with and learn from students from other cultures. The student body is made up of a diverse and vibrant group of students that will enrich your learning experience. USP provides a strong foundation for you to acquire the necessary skills and experiences to enable you to perform to your full potential. As new students, I urge you to take full advantage of all that USP has to offer: our excellent facilities, various student support services including quality Library, student learning services, IT and Communication technologies, fitness and health centre, counselling services and many more. The Orientation Guide contains the details of various support services offered by USP.

USP provides the environment where your personal attributes will be nurtured. As a student, you will have the opportunity to participate in extra curricula activities and academic challenges. USP hosts various conferences, guest lectures and debates on issues germane to the welfare and future of the region. I encourage you to an active interest in these activities as it exposes you to varied academic perspectives from within and outside the region.

By choosing USP, you have embarked on an exciting journey. The academic knowledge and multi-cultural experience that you will gain will serve you well in your chosen profession. You will forge lifelong friendships with your fellow students, becoming a member of the large USP family.

USP is your university and will be your way of life for the next few years. May your journey with us be rewarding, enjoyable and memorable in your pursuit of knowledge, academic excellence and lifelong learning.

I warmly welcome you to the University of the South Pacific and wish you all the very best.

Professor Rajesh Chandra,
Vice-Chancellor and President,
The University of the South Pacific
The University of the South Pacific (USP) is the premier provider of tertiary education in the Pacific region. Established in 1968, it is an international centre of excellence for teaching, research, consulting and training on all aspects of Pacific culture, environment and human resource development needs. USP's academic programmes are recognised worldwide, attracting a high calibre of students and staff from the Pacific region and internationally.

USP has 12 member countries: Cook Islands, Fiji, Kiribati, Marshall Islands, Nauru, Niue, Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu and Vanuatu.

The University is a large and complex community made up of approximately 20,000 students and more than 1,500 academic and administrative staff from throughout the Pacific region and internationally. As a new student, it is important for you to know who’s who at the University and how the place operates, so you know exactly where to go and who to see for information, direction and support.

Senior managers are supported by large teams of experienced academic and administrative staff, so it is always a good idea to begin any enquiries you have with staff within your own school or faculty, or talk to staff at Student Academic Services.

As a publicly funded organisation, USP is governed by its own Council, which includes representatives of the University’s member country governments. Other members include academic staff, students, and community and business leaders. Senate is the academic authority of the University and is responsible for matters relating to teaching and research. Council and Senate are served by committees working in areas such as Finance, Staff Review, Academic Standards and Quality, and Distance and Flexible Learning. Other committees deal with special projects and the day-to-day administration of the University.

The ceremonial head of the University is the Chancellor. USP’s Chancellors are traditionally drawn from the leaders of the member countries and have included Prime Ministers, Presidents and Heads of State. The Pro-Chancellor is the Chair of Council, while the executive head of the University is the Vice-Chancellor. The Vice-Chancellor is assisted by two Deputy Vice-Chancellors and two Pro Vice-Chancellors.

The following sections take place outside the faculties in the following sections:

- **College of Foundation Studies**
- **Regional Centre for Continuing & Community Education**
- **Pacific Centre for Environment & Sustainable Development**
- **Confucius Institute**
ORGANISATIONAL STRUCTURE - NOVEMBER 2012

PRESIDENT
VICE-CHANCELLOR
COUNCIL

SECRETARY TO COUNCIL
COUNCIL AND CENTRAL COMMITTEE
SECRETARIAT
CENTRAL RECORDS AND ARCHIVES UNIT
MAIL ROOM

DEPUTY VC (LEARNING, TEACHING & STUDENT SERVICES)
UNDERGRADUATE AFFAIRS
CENTRE FOR FLEXIBLE AND DISTANCE LEARNING
COLLEGE OF FOUNDATION STUDIES
STUDENTS ACADEMIC SERVICES INCLUDING GRADUATIONS
CAMPUS LIFE
EXCHANGE AND SCHOLARSHIPS

PVC (RESEARCH AND INTERNATIONAL)
RESEARCH
GRADUATE AFFAIRS
ETHICS
USP INTERNATIONAL
INNOVATION AND KNOWLEDGE TRANSFER/EXPLORATION OF IP

PVC (PLANNING AND QUALITY)
POLICY AND PLANNING
INSTITUTIONAL RESEARCH AND DATA QUALITY
PROPERTY AND FACILITIES
OHS

DEANS
ASSOCIATE DEANS AND HEADS OF SCHOOL
HUMAN RESOURCE SERVICES

FACULTY EXECUTIVE COMMITTEE
FACULTY ASQC
FACULTY BOARD
FACULTY APPOINTMENTS COMMITTEE
FACULTY STAFF REVIEW COMMITTEE
CENTRES AND INSTITUTES

RECRUITMENT
ORGANISATIONAL DEVELOPMENT
PERFORMANCE MANAGEMENT
WORKFORCE PLANNING
HR MANAGEMENT
INFORMATION SYSTEMS
EMPLOYEE RELATIONS

DEPUTY VC (ADMINISTRATION AND REGIONAL CAMPUSES)
REGIONAL CAMPUSES
COMMUNITY AND CONTINUING EDUCATION
ITS
TVET & NFE
LIBRARY
USP PRESS
UNIVERSITY COMMERCIAL & CONSULTANCIES
UNIVERSITY ACCOMMODATION (LODGES, RESIDENCES)
BOOKSHOP

EXECUTIVE DIRECTOR
FINANCE
FINANCIAL ACCOUNTING (INCLUDING PAYROLL)
FINANCIAL SYSTEMS AND PROCEDURES
MANAGEMENT ACCOUNTS
RISK MANAGEMENT
PURCHASING AND ACCOUNTS PAYABLE

EXECUTIVE OFFICER
DIRECTOR, DEVELOPMENT, MARKETING, COMMUNICATIONS AND ALUMNI (INCLUDING CROP AND RST)
DIRECTOR, PACIFIC CENTRE FOR ENVIRONMENT & SUSTAINABLE DEVELOPMENT (PACE-SD)

GOVERNANCE AND MANAGEMENT, SUSTAINABILITY, RISK MANAGEMENT AND CHANGE MANAGEMENT (WITH DVC, DOF)

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GOVERNANCE AND MANAGEMENT, SUSTAINABILITY, RISK MANAGEMENT AND CHANGE MANAGEMENT (WITH DVC, DOF)
For most of us a major turning point in our lives is leaving school and beginning our lives as an adult. If you are a school-leaver, you are entering a time of great change in your life, but even if you’re starting a university programme as an older student, studying at university means adjusting not only to a new way of learning, but a new way of living. Many students at the University of the South Pacific travel from countries throughout the Pacific region and the world. For these students in particular, there are many adjustments to make – a lively and diverse new campus environment to negotiate, new accommodation away from the familiar surroundings of home and many new people to meet – both fellow students and lecturers. Small things like knowing where to catch a bus, buying fresh food or going swimming will all be part of your new experience.

Fortunately, the University is well aware of the many adjustments that you, as a new student, will have to make when you first begin studying at USP. To assist you with your transition to university life, the campuses have special orientation programmes and sessions aimed at helping you adjust to being at university. In addition to the formal orientation programmes offered, you are strongly urged to talk with students who have already been at USP for a while and have had a chance to ‘learn the ropes’. While adjusting to university life can be exciting and fun, it can also be an unsettling period of confusion, particularly if you are feeling homesick or too shy to ask questions. Even new students who appear to be outgoing and confident usually experience feelings of uncertainty from time-to-time, so don’t feel alone. The best way to overcome these feelings is to share them with other students. Your old school friends and family may not be close by anymore, but university life offers you a wonderful opportunity to make a wide circle of new and interesting friends from all over the region and beyond. Many of these people will remain your friends and colleagues for the rest of your life.

The University’s campuses offer different opportunities to get to know other students. You can get involved in your students’ association or join a sporting club or other special interest group. If you live off-campus, you will need to make a special effort to become involved in the on-campus activities that happen outside the lecture theatre. Try to see the university as more than a place just to study. A lot of what you learn at university happens outside the classroom. Talk to other students about their learning experiences. Take time to form study groups with your fellow students so that you can make learning an informal, enjoyable and sociable experience. As you settle into university life, everything that at first seemed so foreign and strange will become more familiar. Adjusting to this change will help you to grow and develop as a person by exposing you to a bigger world full of different views and new insights. Don’t forget that USP belongs to not just one, but 12 different countries, so for the first time you will get the chance to find out about the cultures of neighbouring countries directly from the people who call them home. While it’s easy to stick to people you know, try to break out of your own cultural groups and get to know students from different cultural backgrounds.

This guide is designed to help you adjust to university life. In addition to providing general information about USP, it also contains sections on the specific services and facilities of each of the three major campuses. The USP website www.usp.ac.fj is also very helpful at providing you with information about all aspects of your time at USP.
If you have arrived at USP straight from school, one of the biggest surprises you will find is the academic freedom you have at the university. At school, your teachers probably closely supervised your attendance, your class work and your homework. At university, it is expected that you are here because you want to be here and that you are enthusiastic about learning. If you don’t turn up to lectures or tutorials, or if you fail to hand in assignments, nobody is going to punish you. The only person who will lose out will be you. Whether you are a private student or you have been awarded a scholarship to attend USP, the only person who is ultimately responsible for whether you succeed or fail at university is you. This means you need to take a responsible approach to learning. Find out all you can about the academic rules and regulations, turn up to your lectures regularly, ensure you understand the structure and content of your academic programme, hand in your assignments on time and make sure you prepare well for examinations.

Contrary to what you might believe, most lecturers enjoy teaching students who ask questions, challenge ideas and stimulate discussion. It gives them informal feedback about your academic progress and can also lead to new ideas being expressed, which is vital for an invigorating learning experience. There is not much satisfaction for a lecturer who teaches a silent class.

Finally, being at university means your classmates will vary in age, experience and cultural background. Not all students come to university straight from school. Many have already been out in the workforce for some time and decide to come to university to help advance their career or to change careers altogether. Some students may have spent most of their life caring for family and are looking to begin a new career through university study. Regardless of differences in age, ethnic group, citizenship or background, remember that you are all at university for the same reason-to learn.
The Centre for Flexible Learning (CFL) comprises two sections: Course Design and Development (CDD) and the Multimedia Unit (MMU). CFL is committed to supporting distance and flexible learning. Moodle support is available for all online or online-supported courses. A student guide book on ‘Getting Started with Moodle’ is available for all new students.

If you require assistance with Moodle, you can contact the Learning Systems team via email: moodlehelp@usp.ac.fj or http://elearn.usp.ac.fj/

Moodle is USP’s learning management system. When you enrol and log into your Moodle course, you will have access to lecture notes, presentations, assessments and discussion forums and can contact your lecturer and fellow students. You can also submit your assignments through Moodle and access other various learning resources.

To access Moodle, you need a computer connected to the internet. The computer you use must have a web browser such as Internet Explorer, Firefox or Netscape. Web browsers are software programmes that enable you to access the World Wide Web or the Internet.

For further enquiries contact: moodlehelp@usp.ac.fj

MOODLE

Approximately half of USP’s students choose to study by distance and flexible learning (DFL). The regional nature of USP and the very real challenges of having students scattered over vast geographical distances led the University to be a pioneer in distance education in the 1970s. Collectively, the University’s campuses are located across 33 million square kilometres of ocean covering five different time zones.

Today, the University delivers tertiary and community education to people in all its member countries at three major campuses and 11 regional campuses. At the three major USP campuses – Alafua, Emalus and Laucala – there is a ‘one-stop-shop’ support centre for all USP students, regardless of their mode of study. There, students can get help regarding admission, enrolment, learning and teaching, assessment and general administrative support.

Over 400 credit courses are now offered through DFL, representing all USP discipline areas. Students may study through a variety of media. They may be provided with a mix of printed materials, CDs, DVDs and internet-based resources including lectures and tutorials taking place at Laucala Campus. The USPNet satellite communications network and the Learning Management System – Moodle, are greatly enhancing the learning experience of distance education students and the University is expanding the number of courses utilising online resources.

The University produces a DFL Handbook to assist those of you who are studying at a distance. The DFL Handbook contains information about studying via DFL, as well as providing tips on how to study at a distance and other information relevant to DFL students. It is also available on the USP website at http://www.usp.ac.fj/publications

THE CENTRE FOR FLEXIBLE LEARNING

STUDYING BY DISTANCE AND FLEXIBLE LEARNING

SOURCE: CAMPUS LIFE - USP
ENROLMENT GUIDE

The following pages contain information on enrolment including how to register for courses, how to pay your fees, and important university regulations. It is vital that you read this information carefully before you register for courses. Also included is the contact information for academic and administrative sections that can assist you with any queries regarding your enrolment at USP.

We endeavour to provide you with as much information as possible, and it is important to note that as a student of USP you are required to follow all advice given by officers of the University and abide by all USP rules and regulations.

ACADEMIC TERMS

The following glossary aims to assist new students understand words commonly used at USP.

Admission
The assessment of the eligibility of an applicant to study a USP programme.

Aegrotat Pass
A pass granted (on application) to a student who falls ill during, or immediately prior to his/her final examination. A student’s eligibility for a pass is based on his/her total coursework mark in the course.

Blended Mode
A blended course is one that blends online and face-to-face delivery. Blended courses are also known as hybrid courses. A blended course is one where a substantial proportion of the content, that is, 30-79% is delivered online, typically uses online discussions, and typically has some face-to-face interaction between student and lecturer or tutor. Blended courses may also have a (print) Course guide or Study guide. Blended courses can be offered to both Face to face and Distance and Flexible Learning students.

Compassionate Pass
A pass granted (on application) to a student who, because of the death of a close family member immediately prior to their final examination, either missed the exam or performed poorly. A student’s eligibility for the pass is based on his/her total coursework mark in the course.

Completion
The administrative process of checking that a student has met all the requirements of a programme in which they wish to graduate.

Core Course
A compulsory course that a student doing a particular programme must pass.

Course
A component of a discipline, normally one semester or trimester long.

Credit Points
An allocation of points to courses, units or a volume of work in education, which recognises that not all such units, courses etc. are of equal value, cover comparable level and depth of learning outcomes and/or require equal time and or effort on the part of students.
**Credit Transfer**
Formerly and widely known as a Cross credit, it is a USP course awarded to a student on the basis of a pass in the same or equivalent course in a completed USP qualification, or at another recognised tertiary institution. The credit transferred may be a specific course or an unspecified course at a particular level.

**Direct Credit**
A USP course which was taken by a student for an incomplete USP qualification, which is counted towards a USP qualification the student is now completing.

**Discipline**
An area of study, such as chemistry, economics or history.

**Department**
One of the administrative units in which a school may be divided. A department normally takes its name from the discipline it teaches.

**Elective Course**
A course chosen by the student, usually from a discipline outside the student’s major(s) or minor(s), which must be passed as part of a programme.

**Enrolment**
Strictly speaking, the completion of the three processes of admission, registration and fee payment, but often loosely used to mean just any one of those three, depending on the context.

**Faculty**
A coherent grouping of academic schools, headed by a Dean.

**Flexi-school Course**
A course taught intensively at your local campus, outside of normal academic terms. Such courses were formerly known as summer school or winter school courses.

**Grade Point Average (GPA)**
A measure of the overall level of a student’s achievement, calculated by assigning numerical values to the grades achieved in each of their USP courses, and finding the average of the points.

**Major**
A discipline in which a student can specialise when studying for a USP degree, for example, accounting, geography or physics.

**Minor**
A supplementary discipline taken in addition to and in support of a major, for a USP degree programme.

**Mode of Study**
The medium used in the delivery and support of a course. Modes of study used are Face-to-Face (F), Print (P), Online (O), and Blended (B). The latter three modes are often facilitated and delivered through distance and flexible learning (DFL).

**Prerequisite Course**
A course that must be passed before a student can register for another specific course, normally at a higher level.

**Programme**
An arrangement of courses fitting the requirements for a USP qualification such as a certificate, a diploma or a degree.

**Registration**
The process of electronic or manual approval, by appropriate authorities, of students’ chosen courses.

**Restricted Pass**
A pass granted to a student who has marginally failed the final course required to complete their programme.

**School**
One of the administrative units into which a faculty may be divided. Usually a school takes its name from the disciplines it teaches. Schools generally have a large number of students and/or are responsible for the award of a degree.

**Semester**
The normal duration for which a course is offered.

**Service Course**
A compulsory course from outside the major (or minor) discipline, which supports the major (or minor) courses.

**Trimester**
The normal duration of a Graduate School of Business course. Shorter than a semester, three trimesters occupy each teaching year in this programme.

**Tutorial**
An interactive university teaching technique in which a small group of students (not usually more than 15) meets with an academic staff member to discuss concepts covered in recent topics, make prepared presentations on researched topics or work through applied examples of theory.

**University Course**
Formerly known as Generic course, this is a compulsory course all students must complete under the degree programme. Students are required to complete four university courses towards the degree: UU100, UU114, UU200, and UU204.
Student Online Services (SOLS) is a web-based, self-service, student information system. All USP students registered at Laucala, Alafua, Emalus, Lautoka or Labasa Campus can use Student Online Services to view and maintain their student information using the computers in the USP computer labs or any computer that has access to the Internet. Before attempting to register you must decide on your courses by reading the USP Handbook and Calendar for 2013. As a new student you should get a copy of the USP Handbook and Calendar for 2013.

**Important Notice:** By selecting any of the menu options from the Student Online Services, you are stating that you agree to be bound by all the terms and conditions of use. You accept full responsibility for ensuring the confidentiality of your password. Please read the terms and conditions carefully and be very sure you understand them.

**STEP 1**
Type [http://www.student.usp.ac.fj](http://www.student.usp.ac.fj) and the following screen will appear.

**STEP 2**
Click on SOLS, the Student Online Services link.

**STEP 3**
Enter your username and password in the SOLS login screen. Your username is your USP Student ID number. Your password is written in your offer letter.

If you logged in successfully, the following screen will appear.

**STEP 4**
Click on My Registrations.
And the following screen will come up

![Student Profile]

**Student Profile**

- **Student**: S99999999 - Ratu Raja
- **Program**: BSC
- **Major I**: CH
- **Major II**: BI
- **Minors**

**Active Registrations**

- No Active Registrations

**Dropped / Not Approved Registrations**

- No Registrations Cancelled / Dropped

---

**STEP 5 - TO REGISTER IN A COURSE**

a) Click on ADD COURSE and the following screen will appear

![ADD COURSE]

**ADD COURSE**

- **Course Selection Per Area**
  - You are only allowed to enroll in a maximum of 4 course(s).
  - Your Current Registrations indicate that you have enrolled into 0 course(s).
  - Therefore you can only select 4 course(s).

- **Biology Service**
  - [SHOW]
- **Chemistry Service**
  - [SHOW]
- **Biology Double Major**
  - [SHOW]
- **Chemistry Double Major**
  - [SHOW]
- **Electives**
  - [SHOW]

- **Submit Registrations**
- **Reset Registrations**
b) To select courses for a Biology Double Major, click on **SHOW** in that row the following screen will appear.


c) To select a particular course, click on the check boxes in front of the course number.
d) After selecting your courses, scroll down and click on **SUBMIT REGISTRATIONS**

• If the Course Registration Status is on **Request**, you will need to wait for an outcome later
• If the Course Registration Status is **Approved**, then the Course has been confirmed

**STEP 6 - TO WITHDRAW FROM A COURSE**

Click on **CANCEL** next to the course you want to drop, and the course will be displayed under Dropped/Not Approved Registrations

If you later change your mind you can reverse your withdrawal and reinstate the withdrawn course. Click on **ACTIVATE** to re-activate a cancelled course registration
It feels good when every milestone makes you look forward to greater accomplishments. At ANZ, we will work with you to understand your financial needs, so you’ll find it easier to reach your goals.

Talk to us for any of the following services:

• Account Opening
• Telegraphic Transfers & Drafts
• Home Loan
• Car Loan
• Personal Loan
• Insurance
• Deposits & Withdrawals
• Foreign Exchange
• Replacement Cards & Personal Identification Number (PIN)
• Credit Card application
• General enquiries

Call us on 132 411 Monday to Friday from 8am to 6pm or visit any ANZ branch near you.
All USP courses are coded with a combination of letters and numbers, depending on the programme level. Preliminary and Foundation, and some Certificate courses have a three-letter/two-number code. In these codes, the third letter represents the programme level (i.e. P = Preliminary, Foundation and C = Certificate). For example, GEP02 is a Geography Preliminary course, GEF02 is a Geography Foundation course, and LSC11 is a Library Studies Certificate course.

Degree-level undergraduate courses and postgraduate courses have a two-letter/three-number code. For example, AG350 is a third year Degree course.

### Course Code Letters

All USP courses are identified by a two- or three-letter prefix. These code letters represent either a focussed area of study such as BI for biology, ED for education, or SO for sociology. A list of all study area prefixes and the section of the University that teaches them appears below.

### Course Code Numbers

Preliminary, Foundation, Certificate and Continuing Education course codes contain a two-digit number, while other course codes contain a three-digit number. The first of the three digits reflects the level of the course. First year courses of a degree programme have a ‘1’ and are referred to as 100-level courses, second year courses have a ‘2’ and are known as 200-level courses, and third year courses a ‘3’, called 300-level courses. Taught courses for a postgraduate certificate or diploma or a master’s degree are 400-level courses. At the postgraduate level, a supervised research project has a 600 code, a Master’s thesis has a 700 code and a PhD thesis has an 800 code. For some disciplines the second digit of a course code denotes the sub-discipline within which a course is taught. The last digit of a course code simply uniquely identifies that course.

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Discipline Title</th>
<th>Offered by</th>
</tr>
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<tbody>
<tr>
<td>AF</td>
<td>Accounting</td>
<td>School of Accounting and Finance</td>
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<td>Agriculture</td>
<td>School of Agriculture and Food Technology</td>
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<tr>
<td>BF</td>
<td>Banking</td>
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<td>Biology</td>
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<td>Business Studies</td>
<td>School of Accounting and Finance</td>
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<td>CCCE</td>
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<td>Chemistry</td>
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<td>CS</td>
<td>Computing Science</td>
<td>School of Computing, Information and Mathematical Sciences</td>
</tr>
<tr>
<td>DG</td>
<td>Development Studies/Governance</td>
<td>School of Government, Development and International Affairs</td>
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<tr>
<td>EC</td>
<td>Economics</td>
<td>School of Economics</td>
</tr>
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<td>ED</td>
<td>Education</td>
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<td>EE</td>
<td>Electrical/Electronic Engineering</td>
<td>School of Engineering and Physics</td>
</tr>
<tr>
<td>EL</td>
<td>ELSA and EL.001</td>
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<td>Engineering</td>
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<td>Earth Science</td>
<td>School of Geography, Earth Science and Environment</td>
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<td>EM/EV</td>
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<td>School of Education</td>
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<td>GE</td>
<td>Geography</td>
<td>School of Geography, Earth Science and Environment</td>
</tr>
<tr>
<td>Prefix</td>
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<td>---------------------------------------------------------------------------</td>
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<tr>
<td>GM</td>
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<tr>
<td>GS</td>
<td>Geospatial Science</td>
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<td>JN</td>
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<td>MA</td>
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<td>Master of Business Administration</td>
<td>Graduate School of Business</td>
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<td>MG</td>
<td>Management &amp; Public Administration</td>
<td>School of Management and Public Administration</td>
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<tr>
<td>MM</td>
<td>Mechanical/Manufacturing Engineering</td>
<td>School of Engineering and Physics</td>
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<tr>
<td>MS</td>
<td>Marine Affairs/ Marine Science</td>
<td>School of Marine Studies</td>
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<tr>
<td>OS</td>
<td>Official Statistics</td>
<td>School of Economics</td>
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<tr>
<td>PA</td>
<td>Pacific Studies</td>
<td>Oceania Centre for Arts, Culture and Pacific Studies</td>
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<td>PD</td>
<td>Population and Demography</td>
<td>School of Economics</td>
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<td>PH</td>
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<td>Politics</td>
<td>School of Government, Development and International Affairs</td>
</tr>
<tr>
<td>PP</td>
<td>Pacific Policing</td>
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<td>TS</td>
<td>Tourism</td>
<td>School of Tourism and Hospitality Management</td>
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<tr>
<td>UE</td>
<td>Continuing Education</td>
<td>Centre for Continuing &amp; Community Education</td>
</tr>
<tr>
<td>UU</td>
<td>Interdisciplinary</td>
<td>University/Generic</td>
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</tbody>
</table>
**WHAT IS THE COMPULSORY ELSA TEST?**

The purpose of the English Language Skills Assessment (ELSA) Test is to find out if students have the English language skills needed for successful University study. The test must be taken by all students registering for degree-level courses, irrespective of whether they are doing a certificate, diploma or bachelor’s degree programme.

The ELSA Test assesses your vocabulary and grammar, your reading and writing, and until you have sat and passed the test you will not be allowed to register for 200 or 300 level courses. You should take the test as soon as possible so you can get your results before the semester begins. If you already have access to Student Online Services, you can check your ELSA results there about two weeks after you have sat the test. Otherwise, check the campus notice boards. Results are reported on a five-band scale, and an overall total of 3, 4 or 5 is a pass in the test. The meaning of each band is shown in the Table below.

If you score an overall total of 1 or 2 in the ELSA Test you must register for the course EL001: English Language Skills. You may not take EL001 in addition to a full course load. For example, during your first year, you may take a full load of four 100-level courses per semester. It follows therefore, that in the semester in which you are registered for EL001, you may take a maximum of three 100-level courses.

**FREQUENTLY ASKED QUESTIONS ABOUT ELSA**

1. **Who should sit the ELSA Test?**
   - The ELSA Test must be taken by all students admitted to degree-level courses,
   - students taking courses in all modes available
   - students admitted to the BED degree, even though they are exempted from some of the 1st year courses of the programme.
   - students who have been awarded credit transfers for some or all 100 level course in their programme of study.

2. **Where do I sit the ELSA Test?**
   - The ELSA Test is held at all USP campuses. Test dates are located in the Important Dates section at the beginning of this publication. Test times will be advertised through the local media and on the notice boards at your local USP campus.

3. **When will I get my results from the ELSA Test?**
   - Results will be posted at Student Online Services.

4. **What if I do not sit the ELSA Test?**
   - In keeping with the decision of the USP Senate, students will not be allowed to register for 200-level courses until they have passed either the ELSA Test or EL001.

5. **What grade do I need to gain to pass the ELSA Test?**
   - An overall score of 3, 4 or 5 is a pass in the ELSA Test.

6. **What happens if I sit the ELSA Test but do not pass?**
   - If you score 1 or 2 in the ELSA Test you will need to register for EL001 English Language Skills. EL001 is offered in both semesters.

7. **What is the course load for EL001 English Language Skills?**
   - Students may not take EL001 in addition to a full course load. For example, during your first year, you may take a full load of four 100-level courses per semester. It follows therefore, that in the semester in which you are registered for EL001, you may take a maximum of three 100-level courses.

8. **What if I also fail EL001 English Language Skills?**
   - If you fail EL001 you will be given two options to satisfy USP’s English language requirement:
     - (a) to sit IELTS (academic module) in which you must achieve an overall Band 6 with a minimum of Band 6 for Writing; or
     - (b) to re-register for EL001, in which case you must pay the course fee again.

9. **Interpretation of ELSA Bands**
   - Results are recorded on a five-point scale: 1, 2, 3, 4 or 5. Students scoring 3, 4 or 5 are considered successful thus exempted from EL001, while students scoring a 1 or 2 need to enrol in EL001.

<table>
<thead>
<tr>
<th>Overall Band</th>
<th>Candidate Profile</th>
<th>Implications for USP study</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Complete proficiency in all academic skills tested</td>
<td>High level of English skills should be a great advantage in degree studies.</td>
</tr>
<tr>
<td>4</td>
<td>Good proficiency in most academic skills tested</td>
<td>Good English skills should be an advantage in degree studies.</td>
</tr>
<tr>
<td>3</td>
<td>Adequate proficiency in most academic skills tested</td>
<td>English skills are adequate to commence degree studies, and students will benefit from any explicit teaching in academic English (e.g. UU114).</td>
</tr>
<tr>
<td>2</td>
<td>Limited proficiency in some academic skills tested</td>
<td>Modest skills may affect success in degree studies; concurrent semester course in English language skills required (EL001).</td>
</tr>
<tr>
<td>1</td>
<td>Limited proficiency in all academic skills tested</td>
<td>Limited skills will probably lead to difficulties in meeting course requirements. Extensive concurrent individual support is required.</td>
</tr>
</tbody>
</table>
The fees for studying at USP in any given semester depend on the programme and courses in which you enrol. USP uses a differential fees system to calculate its tuition fees. In other words, some courses will have higher tuition fees than others, depending on the course code. There are also a number of administrative fees that you need to include in your overall fees calculation.

Fee payments must be received at your USP campus by the fee payment deadline. Your registration will be cancelled if the full fee payment is not received by these dates. To reactivate your registration you must pay any outstanding fee plus the Late Payment Fee four weeks after fee payment deadline. If you fail to pay your tuition fees, you will be deregistered and unable to continue with your studies in that semester. Note that if you are deregistered you are still required to pay all outstanding fees for that semester before resuming your studies at USP.

### FREQUENTLY ASKED QUESTIONS ABOUT FEES

1. **How do I find out the fees for a course?**
   
   A comprehensive list of the fees for 2013 is listed on the next four pages.

   Fees information is also available on the USP website: [www.usp.ac.fj](http://www.usp.ac.fj). As well as your tuition fees, there is a range of other fees you may need to pay in order to study at USP. The staff at your USP campus can assist you in calculating your total fees.

2. **Do I need to pay my fees by a certain date?**

   Yes. Fee payments must be received at your USP campus by the fee payment deadline (see p.2). After these dates your registration will be cancelled from your courses if your fees have not been paid in full. To revalidate your registration, you will have to pay all outstanding fees plus the Late Payment Fee. If you fail to pay your tuition and Late Payment Fee, you will be deregistered from all courses and will not be allowed to continue with your studies.

3. **Do I pay a fee to change or withdraw from a course?**

   There is no fee for withdrawing from a course in the first two weeks of semester.

4. **Do I get a refund if I withdraw from a course?**

   You are only eligible for a refund if you withdraw within the first two weeks of the semester. See the 2013 Principal Dates (see p.2) to find the deadlines for withdrawing.
## UNDERGRADUATE FACE-TO-FACE BLENDED MODE (Including Flexi-School)

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<td>US$</td>
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<td>SI$</td>
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**General Services Fee per annum**
- 100-Level: 140 FJ$, 200-Level: 600 FJ$, 300-Level: 650 FJ$.

**Late Payment Fees**

2013 ORIENTATION GUIDE | USP
### UNDERGRADUATE FACE-TO-FACE MODE (CONTINUED)

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All figures are as per course unless indicated otherwise.

Unless otherwise indicated:

Third Country tuition fees = three times Regional fee
International tuition fee = four times Regional fee for 2010 and prior enrolments
International tuition fee for students enrolled from 2011 = $21,265 per year.

Course materials are issued free to students paying DFL print mode, EL001, Continuing Education, Preliminary and Foundation except for School-based Foundation courses.

### UNDERGRADUATE DISTANCE AND FLEXIBLE LEARNING MODE

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200-Level for 2010 and earlier cohorts who are on 8/6/6 degree structure

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## UNDERGRADUATE DISTANCE AND FLEXIBLE LEARNING MODE (CONTINUED)

**200-Level for 2011 and earlier cohorts who are on 8/8/6 degree structure**

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### Fiji, Cook Is., Kiribati, Marshall, Samoa, Solomon Is., Tonga, Vanuatu

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</table>

### Pre-Degree

<table>
<thead>
<tr>
<th>Course</th>
<th>FJ$</th>
<th>NZ$</th>
<th>AUS$</th>
<th>US$</th>
<th>TALA</th>
<th>SI$</th>
<th>VATU</th>
</tr>
</thead>
<tbody>
<tr>
<td>EL001</td>
<td>345</td>
<td>370</td>
<td>315</td>
<td>240</td>
<td>610</td>
<td>860</td>
<td>295</td>
</tr>
<tr>
<td>Preliminary</td>
<td>250</td>
<td>265</td>
<td>245</td>
<td>180</td>
<td>450</td>
<td>605</td>
<td>220</td>
</tr>
<tr>
<td>Foundation</td>
<td>275</td>
<td>285</td>
<td>270</td>
<td>190</td>
<td>480</td>
<td>670</td>
<td>235</td>
</tr>
<tr>
<td>Science Lab. Fee</td>
<td>20</td>
<td>20</td>
<td>15</td>
<td>35</td>
<td>55</td>
<td>15</td>
<td>1,735</td>
</tr>
</tbody>
</table>

### School-Based Foundation

<table>
<thead>
<tr>
<th>Course</th>
<th>FJ$</th>
<th>NZ$</th>
<th>AUS$</th>
<th>US$</th>
<th>TALA</th>
<th>SI$</th>
<th>VATU</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration Fee (per student)</td>
<td>60</td>
<td>65</td>
<td>60</td>
<td>40</td>
<td>105</td>
<td>140</td>
<td>55</td>
</tr>
<tr>
<td>Course Fee</td>
<td>60</td>
<td>65</td>
<td>60</td>
<td>40</td>
<td>105</td>
<td>140</td>
<td>55</td>
</tr>
<tr>
<td>Continuing Education</td>
<td>250</td>
<td>265</td>
<td>245</td>
<td>180</td>
<td>455</td>
<td>610</td>
<td>220</td>
</tr>
<tr>
<td>Course Materials</td>
<td>60</td>
<td>65</td>
<td>60</td>
<td>40</td>
<td>105</td>
<td>140</td>
<td>55</td>
</tr>
</tbody>
</table>

(All figures are as per course unless indicated otherwise.
Unless otherwise indicated:
Third Country tuition fees = three times Regional fee
International tuition fee = four times Regional fee for 2010 and prior enrolments
International tuition fee for undergraduate students enrolled from 2011 = $21,265 per year.
Course materials are issued free to students paying DFL print mode, EL001, Continuing Education, Preliminary and Foundation except for School-based Foundation courses.
**** For Lautoka, Labasa and Maritime students only)
## POSTGRADUATE COURSES - ON CAMPUS (PER COURSE)

<table>
<thead>
<tr>
<th>Course Level</th>
<th>LAUCALA (FJ$)</th>
<th>ALAFUA (Tala)</th>
<th>EMALUS (Vatu)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regional Fee</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>400 - level course p/c</td>
<td>1,055</td>
<td>1,920</td>
<td>66,465</td>
</tr>
<tr>
<td>MBA Programme p/c</td>
<td>1,365</td>
<td>2,245</td>
<td>-</td>
</tr>
<tr>
<td>Third Country Fee</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>400 - level course p/c</td>
<td>3,165</td>
<td>5,765</td>
<td>199,395</td>
</tr>
<tr>
<td>MBA Programme p/c</td>
<td>1,365</td>
<td>2,245</td>
<td>-</td>
</tr>
<tr>
<td>International Fee</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>400 - level course p/c</td>
<td>4,220</td>
<td>7,685</td>
<td>265,860</td>
</tr>
<tr>
<td>400 - level course (from 2011) p/a</td>
<td>21,265</td>
<td>38,715</td>
<td>1,339,220</td>
</tr>
<tr>
<td>MBA Programme (from 2011) p/a</td>
<td>26,250</td>
<td>47,800</td>
<td>1,653,360</td>
</tr>
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</table>

## THESIS - FACE-TO-FACE
(For Degree of Masters and PhD)

<table>
<thead>
<tr>
<th>Course Level</th>
<th>LAUCALA (FJ$)</th>
<th>ALAFUA (Tala)</th>
<th>EMALUS (Vatu)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regional Fee</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full-time p/a</td>
<td>4,200</td>
<td>7,690</td>
<td>265,860</td>
</tr>
<tr>
<td>Part-time p/a</td>
<td>2,100</td>
<td>3,855</td>
<td>132,930</td>
</tr>
<tr>
<td>Third Country Fee</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full-time p/a</td>
<td>12,600</td>
<td>23,030</td>
<td>797,580</td>
</tr>
<tr>
<td>Part-time p/a</td>
<td>6,300</td>
<td>11,530</td>
<td>398,790</td>
</tr>
<tr>
<td>International Fee</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full-time p/a</td>
<td>16,800</td>
<td>30,765</td>
<td>1,063,440</td>
</tr>
<tr>
<td>Part-time p/a</td>
<td>8,420</td>
<td>15,385</td>
<td>531,720</td>
</tr>
<tr>
<td>Full-time (from 2011) p/a</td>
<td>25,200</td>
<td>46,030</td>
<td>1,591,180</td>
</tr>
</tbody>
</table>

## RESEARCH - FACE-TO-FACE
(Pro-rated for student time at USP)

<table>
<thead>
<tr>
<th>Course Level</th>
<th>LAUCALA (FJ$)</th>
<th>ALAFUA (Tala)</th>
<th>EMALUS (Vatu)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regional Fee</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full-time p/a</td>
<td>6,090</td>
<td>10,005</td>
<td>-</td>
</tr>
<tr>
<td>Part-time p/a</td>
<td>6,090</td>
<td>10,005</td>
<td>-</td>
</tr>
<tr>
<td>International Fee</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full-time p/a</td>
<td>7,310</td>
<td>11,995</td>
<td>-</td>
</tr>
</tbody>
</table>

## PROFESSIONAL DIPLOMA PROGRAMMES

<table>
<thead>
<tr>
<th>Programme</th>
<th>LAUCALA (FJ$)</th>
<th>ALAFUA (Tala)</th>
<th>EMALUS (Vatu)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PDLP (per programme) p/p</td>
<td>7,405</td>
<td>14,815</td>
<td>18,520</td>
</tr>
<tr>
<td>PDLD (per programme) p/p</td>
<td>2,490</td>
<td>4,975</td>
<td>6,225</td>
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</table>

## FIELD TRIP FEES

<table>
<thead>
<tr>
<th>Course Level</th>
<th>Fee Bands (F$)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIP02</td>
<td>$20</td>
</tr>
<tr>
<td><strong>100-level</strong></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>$50</td>
</tr>
<tr>
<td>BI102</td>
<td>$10</td>
</tr>
<tr>
<td>Tourism</td>
<td>$100</td>
</tr>
<tr>
<td><strong>200-level</strong></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>$65</td>
</tr>
<tr>
<td>BI201</td>
<td>$10</td>
</tr>
<tr>
<td>BI202</td>
<td>$10</td>
</tr>
<tr>
<td>BI207</td>
<td>$100</td>
</tr>
<tr>
<td>Tourism</td>
<td>$200</td>
</tr>
<tr>
<td><strong>300-level</strong></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>$10</td>
</tr>
<tr>
<td>BI304</td>
<td>$25</td>
</tr>
<tr>
<td>BI302</td>
<td>$80</td>
</tr>
<tr>
<td>BI305</td>
<td>$100</td>
</tr>
<tr>
<td>BI307</td>
<td>$20</td>
</tr>
</tbody>
</table>
### 2013 FEES

<table>
<thead>
<tr>
<th>Course</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>BI309</td>
<td>$25</td>
</tr>
<tr>
<td>MS305</td>
<td>$100</td>
</tr>
<tr>
<td>Tourism</td>
<td>$300</td>
</tr>
<tr>
<td><strong>400-level</strong></td>
<td><strong>$100</strong></td>
</tr>
<tr>
<td>BI442</td>
<td>$15</td>
</tr>
</tbody>
</table>

**Note:** These are non-refundable compulsory fees payable per course. Apply only to courses with field trips as part of the curriculum. Fees are refundable if Field Trips are cancelled by the School.

### NON-TUITION FEES & CHARGES FOR 2013

#### OTHER FEES AND CHARGES

<table>
<thead>
<tr>
<th></th>
<th>LAUCALA</th>
<th>ALAFUA</th>
<th>EMALUS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FJ$</td>
<td>Tala</td>
<td>Vatu</td>
</tr>
<tr>
<td><strong>GENERAL SERVICES FEE</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Students are required to pay this fee each semester. Students on short courses pay a pro-rata fee</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>p/a</th>
<th>100</th>
<th>140</th>
<th>-</th>
</tr>
</thead>
<tbody>
<tr>
<td>All students (on campus &amp; DFL)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other DFL students</td>
<td>p/a</td>
<td>67</td>
<td>95</td>
<td>4,029</td>
</tr>
<tr>
<td>Emalus on-campus students</td>
<td>p/a</td>
<td>-</td>
<td>-</td>
<td>6,000</td>
</tr>
</tbody>
</table>

**BOOK ALLOWANCE** (Recommended)

<table>
<thead>
<tr>
<th></th>
<th>p/a.y</th>
<th>1,620</th>
<th>-</th>
<th>123,290</th>
</tr>
</thead>
<tbody>
<tr>
<td>Law Programme</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MBA Programme</td>
<td>p/c</td>
<td>165</td>
<td>255</td>
<td>-</td>
</tr>
<tr>
<td>Other</td>
<td>p/a.y</td>
<td>1,030</td>
<td>1,430</td>
<td>-</td>
</tr>
</tbody>
</table>

**RESIDENTIAL** (per Academic year)

<table>
<thead>
<tr>
<th></th>
<th>p/a.y</th>
<th>1,835</th>
<th>12,360</th>
<th>598,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Quarters Small</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Single Quarters Medium</td>
<td>2,270</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Single Quarters Large</td>
<td>2,700</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>New Hostel</td>
<td>5,000</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Married Quarters - Catalina</td>
<td>p/a.y</td>
<td>4,815</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Married Quarters - 9th Hall</td>
<td>p/a.y</td>
<td>4,425</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Married Quarters - 6 &amp; 8th Hall</td>
<td>p/a.y</td>
<td>4,060</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Married Quarters - 2nd/4th &amp; 5th</td>
<td>p/a.y</td>
<td>3,670</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Married Quarters - Others</td>
<td>-</td>
<td>-</td>
<td>412,000</td>
<td></td>
</tr>
</tbody>
</table>

**Student Daily Rates for casual/temporary stay**

<table>
<thead>
<tr>
<th></th>
<th>p/d</th>
<th>15</th>
<th>-</th>
<th>-</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Room</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10th Hall Apartment Style - per person/night</td>
<td>p/d</td>
<td>20</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

**Married Quarters**

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Catalina</td>
<td>22</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>9th Hall</td>
<td>20</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>8th Hall</td>
<td>19</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>2nd/4th/5th/Halls</td>
<td>17</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>
### OTHER FEES & CHARGES CONTINUED

<table>
<thead>
<tr>
<th>Description</th>
<th>LAUCALA</th>
<th>ALAFUA</th>
<th>EMALUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charge for late withdrawal + 25% overhead charge (Laucala only)</td>
<td>65</td>
<td>90</td>
<td>4,640</td>
</tr>
<tr>
<td>Change of room fee</td>
<td>20</td>
<td>-</td>
<td>2,060</td>
</tr>
<tr>
<td>Change of MQ fee</td>
<td>30</td>
<td>-</td>
<td>5,150</td>
</tr>
<tr>
<td>Room Retention fee</td>
<td>-</td>
<td>160</td>
<td></td>
</tr>
<tr>
<td>Lost or damaged items (Based on cost of replacement/repair)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hire of mattress to outside groups - per mattress/night</td>
<td>8</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Laundromat tokens - one token per wash</td>
<td>3</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

### HEALTH SERVICE

<table>
<thead>
<tr>
<th>Description</th>
<th>FJ$</th>
<th>Tala</th>
<th>Vatu</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per Student</td>
<td>120</td>
<td>175</td>
<td>17,305</td>
</tr>
</tbody>
</table>

### ENROLMENT PENALTIES

- Failure to pre-enrol: 3,710
- Late Admission Application Fee: 65, 90, 3,710
- Late Registration Fee: 60, 90, 3,710
- Late Payment Fees First 4 weeks from fee payment deadline: 125, 175, 7,725
- Late Payment Fees Next 4 weeks: 150, 210, 9,270
- Late Payment Fees Thereafter: 200, 280, 12,360

****including Laucala, Lautoka, Labasa & Maritime

### LIBRARY

<table>
<thead>
<tr>
<th>Description</th>
<th>FJ$</th>
<th>Tala</th>
<th>Vatu</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Suva DFL Students</td>
<td>20</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

### LIBRARY EXTERNAL BORROWERS

- Institutions that have MOA/MOU with USP
  - Student - (up to a max of 5 items): 620
  - Staff - (up to a max of 5 items): 3,190

### LIBRARY PENALTIES

#### Overdue items

<table>
<thead>
<tr>
<th>Description</th>
<th>FJ$</th>
<th>Tala</th>
<th>Vatu</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students - First day/item</td>
<td>1.00</td>
<td>1.00</td>
<td>50</td>
</tr>
<tr>
<td>Students - Per day/item thereafter</td>
<td>0.50</td>
<td>1.00</td>
<td>50</td>
</tr>
<tr>
<td>Staff - First day/item</td>
<td>3.00</td>
<td>1.00</td>
<td>50</td>
</tr>
<tr>
<td>Staff - Per day/item thereafter</td>
<td>1.00</td>
<td>1.00</td>
<td>50</td>
</tr>
</tbody>
</table>

No further borrowing permitted until overdue items returned and penalties paid

#### Lost items

<table>
<thead>
<tr>
<th>Description</th>
<th>FJ$</th>
<th>Tala</th>
<th>Vatu</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration charges plus cost obtained from publisher</td>
<td>30</td>
<td>40</td>
<td>2,470</td>
</tr>
<tr>
<td>Cost of book (obtained from publisher) charged in addition</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Science and Humanities</td>
<td>135</td>
<td>200</td>
<td>8,240</td>
</tr>
<tr>
<td>Science</td>
<td>165</td>
<td>250</td>
<td>10,300</td>
</tr>
</tbody>
</table>
### 2013 FEES

#### OTHER FEES & CHARGES CONTINUED

<table>
<thead>
<tr>
<th>Noise penalties</th>
<th>LAUCALA</th>
<th>ALAFUA</th>
<th>EMALUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Offence</td>
<td>40</td>
<td>50</td>
<td>2,060</td>
</tr>
<tr>
<td>Second Offence</td>
<td>70</td>
<td>100</td>
<td>4,120</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Inter-library loans</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Students - Per request (up to a maximum of 5 requests)</td>
<td>7</td>
<td>10</td>
<td>1,240</td>
</tr>
<tr>
<td>Students - Any request thereafter (at full cost if higher)</td>
<td>40</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>External borrowers (full cost if higher)</td>
<td>40</td>
<td>Full Cost</td>
<td>Full Cost</td>
</tr>
<tr>
<td>Academic staff (full cost if higher)</td>
<td>40</td>
<td>Full Cost</td>
<td>Full Cost</td>
</tr>
</tbody>
</table>

#### REPLACEMENTS

<table>
<thead>
<tr>
<th>Replacement: Staff ID Card</th>
<th>LAUCALA</th>
<th>ALAFUA</th>
<th>EMALUS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>25</td>
<td>30</td>
<td>1,440</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Replacement: Student ID Card</th>
<th>LAUCALA</th>
<th>ALAFUA</th>
<th>EMALUS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>25</td>
<td>30</td>
<td>1,440</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Replacement: Meal Book</th>
<th>LAUCALA</th>
<th>ALAFUA</th>
<th>EMALUS</th>
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#### STUDENT ACADEMIC SERVICES

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#### OTHERS

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Your USP campus will advise you, in your offer letter or invoice, on the best way to pay your fees.

Payment of tuition fees and any other charges can be made in one of the following ways:

### CASH PAYMENTS

You may pay the full tuition fees to:
- the cashier at your USP campus; or,
- USP campus staff conducting face-to-face registration in your town or island.

Ensure that you:
- take with you an invoice that you have printed out from your Student Online Services (SOLS) account and show it to the cashier;
- provide your full name, student ID number and full details when you (or someone else, on your behalf) makes the payment; and
- receive an official USP receipt when you make any payment.

### PAYMENT THROUGH FINANCIAL ASSISTANCE

If you are seeking financial assistance at your local bank, Provident Fund or Education Assistance Scheme to pay your fees, please ensure that you:
- attach the invoice with your application to the bank, National Provident Fund, etc. when you apply for this assistance;
- indicate your USP campus to the financial institution, as this will ensure that your fees are paid to the correct campus;
- provide your USP campus with written evidence that you have applied for assistance; and
- follow up with the financial institution about the payment of your fees. It is your responsibility to ensure that all outstanding amounts are settled before the fee payment deadline.

### SCHOLARSHIP AWARDS

If you have been awarded a scholarship by a recognized sponsor, e.g. Government of a USP member country, AusAID, NZAID, Taiwan-ROC etc., you are required to present during registration your sponsorship letter confirming the conditions of your award.

Your sponsor letter may be submitted to:
- the appropriate staff at the fee payment step during your registration; or
- the Student Academic Services office at the three major campuses.

### PAYMENTS AT POST FIJI, WESTPAC OR ANZ BANKS

Laucala students, who wish to pay by cash, must pay fees at Post Fiji, Westpac or ANZ bank branches in Fiji. Once you have completed your online registration, you must:
- check that only your intended courses show a pre-enrolment approved (PR) status on your Student Online Services (SOLS) screen;
- drop all other courses that you do not wish to take;
- generate your invoice from SOLS (from week 3 of the Semester);
- check that your invoice lists all your approved courses and the correct fees and charges;
- present and pay the full amount showing on your invoice at your nearest Post Office, Westpac or ANZ banks; and
- retain all documents confirming your payment.
As a student at USP there are two types of help or support that you are likely to need at some time during your studies: academic support and administrative support. If you need help in understanding topics in your course materials or lectures, help with an assignment, help with preparation for a test or examination, extra tutorial time – these all come under the heading of academic support.

Academic staff including course coordinators, lecturers and tutors can provide this type of support.

Your tutor is normally the first point of contact for academic support, your lecturer the second, and your course coordinator the third. Sometimes, particularly approaching registration or if you are thinking about changing direction in your studies, you may need a different type of academic support – that of an academic adviser.

You are encouraged to seek advice at USP if you need help choosing a programme, or choosing and planning your sequence of courses. The names, email addresses and phone numbers of academic advisers for each school appear on the following pages, and your local campus can help you make contact with the right person. Students should feel free to make contact in person, or through email or by phone.

Administrative staff at all campuses are there to provide all other types of help, including admission, registration, fees, sponsorship, cross-credits, tracking missing course materials or assignments, examination timetable problems, graduation, filling in forms, or indeed anything that is not specifically related to your course content.

### ACADEMIC SUPPORT

As a student at USP there are two types of help or support that you are likely to need at some time during your studies: academic support and administrative support. If you need help in understanding topics in your course materials or lectures, help with an assignment, help with preparation for a test or examination, extra tutorial time – these all come under the heading of academic support.

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### ACADEMIC ADVISORS

<table>
<thead>
<tr>
<th>Regional Centre for Continuing and Community Education</th>
<th>Albert Miller</th>
<th><a href="mailto:albert_m@usp.ac.fj">albert_m@usp.ac.fj</a></th>
<th>(679) 32 31231</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continuing Education Programmes</td>
<td>Albert Miller</td>
<td><a href="mailto:albert_m@usp.ac.fj">albert_m@usp.ac.fj</a></td>
<td>(679) 32 31231</td>
</tr>
<tr>
<td>Early Childhood Education</td>
<td>Albert Miller</td>
<td><a href="mailto:albert_m@usp.ac.fj">albert_m@usp.ac.fj</a></td>
<td>(679) 32 31231</td>
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<table>
<thead>
<tr>
<th>College of Foundation Studies</th>
<th>Maya Prasad</th>
<th><a href="mailto:prasad_ma@usp.ac.fj">prasad_ma@usp.ac.fj</a></th>
<th>(679) 32 37115</th>
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<tbody>
<tr>
<td>Accounting</td>
<td>Maya Prasad</td>
<td><a href="mailto:prasad_ma@usp.ac.fj">prasad_ma@usp.ac.fj</a></td>
<td>(679) 32 37115</td>
</tr>
<tr>
<td>Agriculture</td>
<td>Ioane Malake</td>
<td><a href="mailto:malake_i@samoa.usp.ac.fj">malake_i@samoa.usp.ac.fj</a></td>
<td></td>
</tr>
<tr>
<td>Biology</td>
<td>Sepuloni Lolohea</td>
<td><a href="mailto:lolohoe_s@usp.ac.fj">lolohoe_s@usp.ac.fj</a></td>
<td>(679) 32 37185</td>
</tr>
<tr>
<td>Chemistry</td>
<td>Veena Blimoria</td>
<td><a href="mailto:blimoria_v@usp.ac.fj">blimoria_v@usp.ac.fj</a></td>
<td>(679) 32 37192</td>
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<tr>
<td>Computing Science</td>
<td>Vijay Prasad</td>
<td><a href="mailto:prasad_v@usp.ac.fj">prasad_v@usp.ac.fj</a></td>
<td>(679) 32 37193</td>
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<tr>
<td>Economics</td>
<td>Seone Lolesio</td>
<td><a href="mailto:lolesio_s@usp.ac.fj">lolesio_s@usp.ac.fj</a></td>
<td>(679) 32 37197</td>
</tr>
<tr>
<td>Geography</td>
<td>Semm Tikivili</td>
<td><a href="mailto:duaibe_s@usp.ac.fj">duaibe_s@usp.ac.fj</a></td>
<td>(679) 32 37198</td>
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<tr>
<td>History/Politics</td>
<td>Susan Sela</td>
<td><a href="mailto:sela_s@usp.ac.fj">sela_s@usp.ac.fj</a></td>
<td>(679) 32 37187</td>
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<tr>
<td>Information System</td>
<td>Vijay Prasad</td>
<td><a href="mailto:prasad_v@usp.ac.fj">prasad_v@usp.ac.fj</a></td>
<td>(679) 32 37193</td>
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<tr>
<td>Language</td>
<td>Sereana Sasau</td>
<td><a href="mailto:manu_se@usp.ac.fj">manu_se@usp.ac.fj</a></td>
<td>(679) 32 37112</td>
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<tr>
<td>Mathematics</td>
<td>Lorisa Rafi</td>
<td><a href="mailto:rafi_l@usp.ac.fj">rafi_l@usp.ac.fj</a></td>
<td>(679) 32 37184</td>
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<tr>
<td>Physics</td>
<td>Shivneel Prasad</td>
<td><a href="mailto:prasad_sv@usp.ac.fj">prasad_sv@usp.ac.fj</a></td>
<td>(679) 32 37116</td>
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<tr>
<td>Sociology</td>
<td>Louisa Manuelli</td>
<td><a href="mailto:manuelli_l@usp.ac.fj">manuelli_l@usp.ac.fj</a></td>
<td>(679) 32 37188</td>
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<tr>
<td>Technology</td>
<td>Tokireta Tekerau</td>
<td><a href="mailto:tekerau_t@usp.ac.fj">tekerau_t@usp.ac.fj</a></td>
<td>(679) 32 37117</td>
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## Academic Advisors

### Faculty of Arts, Law and Education

#### School of Education

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<tr>
<th>Category</th>
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<tr>
<td>Non-Formal Community Education</td>
<td>Dr Akanisi Kedrayate</td>
<td><a href="mailto:kedrayate_a@usp.ac.fj">kedrayate_a@usp.ac.fj</a></td>
<td>(679) 323 2535</td>
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<tr>
<td></td>
<td>Dr Sereima Naisilisili</td>
<td><a href="mailto:naisilisili_s@usp.ac.fj">naisilisili_s@usp.ac.fj</a></td>
<td>(679) 323 1965</td>
</tr>
<tr>
<td>Research and Postgraduate Studies</td>
<td>Prof. Konai Thaman</td>
<td><a href="mailto:thaman_k@usp.ac.fj">thaman_k@usp.ac.fj</a></td>
<td>(679) 323 2357</td>
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<tr>
<td></td>
<td>Dr Mesake Rawaikele</td>
<td><a href="mailto:mesake.rawaikele@usp.ac.fj">mesake.rawaikele@usp.ac.fj</a></td>
<td>(679) 323 2694</td>
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<tr>
<td>Graduate Studies in Tertiary Teaching</td>
<td>Dr Akhila Nand Sharma</td>
<td><a href="mailto:sharma_a@usp.ac.fj">sharma_a@usp.ac.fj</a></td>
<td>(679) 323 2350</td>
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<tr>
<td></td>
<td>Mrs. Shikha Raturi</td>
<td><a href="mailto:raturi_s@usp.ac.fj">raturi_s@usp.ac.fj</a></td>
<td>(679) 323 2535</td>
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<tr>
<td>Educational Leadership &amp; Change</td>
<td>Dr Akhilanand Sharma</td>
<td><a href="mailto:sharma_a@usp.ac.fj">sharma_a@usp.ac.fj</a></td>
<td>(679) 323 2694</td>
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<tr>
<td></td>
<td>Dr Govinda Lingam</td>
<td><a href="mailto:govinda_i@usp.ac.fj">govinda_i@usp.ac.fj</a></td>
<td>(679) 323 2311</td>
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<tr>
<td></td>
<td>Dr Donasiano Ruru</td>
<td><a href="mailto:ruru_d@usp.ac.fj">ruru_d@usp.ac.fj</a></td>
<td>(679) 3232498</td>
</tr>
<tr>
<td>BA/BSc. GCED and Bachelor of Education (Secondary)</td>
<td>Dr Salarineeta Bakalevu</td>
<td><a href="mailto:bakalevu_s@usp.ac.fj">bakalevu_s@usp.ac.fj</a></td>
<td>(679) 323 2372</td>
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<tr>
<td></td>
<td>Dr Ledua Waqailiti</td>
<td><a href="mailto:waqailiti_l@usp.ac.fj">waqailiti_l@usp.ac.fj</a></td>
<td>(679) 323 2596</td>
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<td>Ms. Cresentia Koyavakauta</td>
<td><a href="mailto:koyavakauta@usp.ac.fj">koyavakauta@usp.ac.fj</a></td>
<td>(679) 323 2296</td>
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<td>Mr. Jeremy Dorovolomo</td>
<td><a href="mailto:dorovolomo_j@usp.ac.fj">dorovolomo_j@usp.ac.fj</a></td>
<td>(679) 323 2220</td>
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<td>Bachelor of Education (Primary)</td>
<td>Dr Salarineeta Bakalevu</td>
<td><a href="mailto:bakalevu_s@usp.ac.fj">bakalevu_s@usp.ac.fj</a></td>
<td>(679) 323 2372</td>
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<td></td>
<td>Dr Ledua Waqailiti</td>
<td><a href="mailto:waqailiti_l@usp.ac.fj">waqailiti_l@usp.ac.fj</a></td>
<td>(679) 323 2596</td>
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<td></td>
<td>Ms. Lice Taufaga</td>
<td><a href="mailto:taufaga_l@usp.ac.fj">taufaga_l@usp.ac.fj</a></td>
<td>(679) 323 2022</td>
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<tr>
<td></td>
<td>Mr. Hem Dayal</td>
<td><a href="mailto:dayal_h@usp.ac.fj">dayal_h@usp.ac.fj</a></td>
<td>(679) 3231967</td>
</tr>
<tr>
<td>Bachelor of Education (Special &amp; Inclusive)</td>
<td>Ms. Joyce Heeraman</td>
<td><a href="mailto:heeraman_j@usp.ac.fj">heeraman_j@usp.ac.fj</a></td>
<td>(679) 323 2310</td>
</tr>
<tr>
<td>Bachelor of Education (Early Childhood)</td>
<td>Ms. Kelesi Whippy</td>
<td><a href="mailto:whippy_k@usp.ac.fj">whippy_k@usp.ac.fj</a></td>
<td>(679) 323 2732</td>
</tr>
<tr>
<td>Technical and Vocational Education</td>
<td>Dr Alfred Liligeto</td>
<td><a href="mailto:liligeto_a@usp.ac.fj">liligeto_a@usp.ac.fj</a></td>
<td>(679) 323 2037</td>
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<tr>
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<td>Dr Sereima Naisilisili Manueili</td>
<td><a href="mailto:naisilisili_s@usp.ac.fj">naisilisili_s@usp.ac.fj</a></td>
<td>(679) 323 2592</td>
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<tr>
<td>School Practicum</td>
<td>Dr Salarineeta Bakalevu</td>
<td><a href="mailto:bakalevu_s@usp.ac.fj">bakalevu_s@usp.ac.fj</a></td>
<td>(679) 323 2372</td>
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<tr>
<td></td>
<td>Ms. Lice Taufaga</td>
<td><a href="mailto:taufaga_l@usp.ac.fj">taufaga_l@usp.ac.fj</a></td>
<td>(679) 323 2022</td>
</tr>
<tr>
<td></td>
<td>Ms. Kusum Prakash</td>
<td><a href="mailto:prakash_k@usp.ac.fj">prakash_k@usp.ac.fj</a></td>
<td>(679) 323 2138</td>
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#### School of Language, Arts and Media

<table>
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<tr>
<th>Category</th>
<th>Advisor</th>
<th>Email</th>
<th>Phone</th>
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<tr>
<td>Journalism</td>
<td>Prof. Sudesh Mishra</td>
<td><a href="mailto:mishra_s@usp.ac.fj">mishra_s@usp.ac.fj</a></td>
<td>(679) 323 2798</td>
</tr>
<tr>
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There is a broad spectrum of opportunities linked to being a student at USP, but you need to keep at the front of your mind your whole reason for being here - to learn. And that means knowing the University’s academic regulations, policies and procedures so you can perform well. Below is a summary of some of the more important administrative steps in being a student at USP. It is very important that you read all the information in this Orientation Guide to ensure that you understand all the responsibilities of being a student at USP.

You are also expected to familiarise yourself with the various regulations set out in the University Discipline Ordinance and Regulations for Students. Copies of this publication are available from staff at your local campus or Student Academic Services at a major campus.

The document is also available on the University website. Breaching any of the University’s regulations will result in some kind of penalty, usually a fine but in serious cases, suspension or exclusion from studying at USP. Whether you are living on or off-campus, you are expected to conduct yourself in a manner that supports the general well-being of the University and the community in which you live and learn. Noisy, violent and otherwise disruptive or aggressive behaviour will not be tolerated. The University also takes great pride in the beautiful environment of each of its campuses. Littering is considered an offence and fines apply.

Student Academic Services (SAS), based at each of the three major campuses, is responsible for all academic administrative matters. Specifically, it processes all documents relating to:

- applications for admission to USP undergraduate programmes
- registration for courses
- dropping or withdrawing from courses
- applications for aegrotat or compassionate passes or special exams
- applications to transfer from one campus to another
- withdrawing from USP
- examinations and results
- academic progress assessment
- applications for credit transfer
- academic transcripts
- applications for completion of programmes
- graduation.

All of the relevant application forms are available on the USP website www.usp.ac.fj. However, if you want help with any of these matters contact your local campus or Student Academic Services at one of the three major campuses. As a new student you probably have many questions about the academic side of life at USP. If your questions aren’t answered in this Orientation Guide, you may get answers from the 2013 Handbook and Calendar, the DFL Handbook (if you are taking DFL courses), the USP website or staff at your local campus.

Remember that you are responsible for knowing the regulations and policies of the University. Don’t hesitate to clarify any issues you are uncertain about with your lecturers, Academic advisers, student counsellors, Student Academic Services staff or other University staff. Asking questions is a great way to get to know the staff of the University and to make sure you know the right answers.

The Evolution of the New Structure:

- For many years up to and including 2010, undergraduate students were required to follow the 8-6-6 structure comprising 20 courses or units in the three-year Bachelor’s degree.
- From 2010, students have been required to take UU1100 (Communication and Information Literacy) and UU114 (English for Academic Purposes) in order to meet degree requirements;
- Following Council approval of an increase of two units, UU220 (Ethics and Governance) and UU204 (Pacific Worlds), students enrolling for the first time in 2011 were required to complete 22 units in an 8-8-6 structure; that is 8 at 100 Level, 8 at 200 Level and 6 at 300 Level. 2011 was a transition year in which UU200 and UU204 were optional for students enrolled first in 2010;
- From 2012, all undergraduate students who enrolled for the first time in 2011 or later are required to satisfactorily complete all four University Courses (UUs).

Implementation of a Credit Points System

From 2013, USP will be implementing a Credit Points (CP) system. A credit is a value assigned for the recognition of effort and attainment of learning outcomes in different learning experiences.

Credit points will allow for flexibility in allocating points to different learning experiences including typical semester-long courses, whole-year courses, field trips, internships and attachments, extra-curricular leadership and skill-development experiences. The actual allocation of credit points will be finalized by the University in 2013. The University will facilitate transition for existing students enrolled prior to 2013 into the new system.

ACADEMIC PROGRESS ASSESSMENT

This may be an unwelcome topic for you as a new student but unfortunately a large number of students each year fail courses, not because they’re not bright enough to pass, but because they have been unable to achieve a healthy balance in their lives and have neglected their studies. Some students coming from the controlled and supervised school environment find it hard initially to manage their time so that academic work, sport and leisure, and social activities are balanced. The sad consequence of this is they fail to make satisfactory progress in their academic work, and then the University has no choice but to intervene. It is important that you understand from the outset what will happen if you don’t put sufficient effort into your studies.

New Undergraduate Degree Structure

In the context of introducing four mandatory University Courses (UU100, UU114, UU200, and UU204), Council has approved a new degree structure from 2013 comprising of 24 courses in an 8-8-8 structure.
Satisfactory progress will be measured using the average of your grades (grade point average) after attempting at least six courses. In order to come up with a mathematical average, each letter grade is assigned a numerical value as follows:

- A+: 4.5
- A: 4.0
- B+: 3.5
- B: 3.0
- C+: 2.5
- C: 2.0
- R: 1.5
- D: 1.0
- E: 0.0
- EX: 0.0

Aegrotat and Compassionate passes are not counted in the grade point average calculations, nor are the grades I (for Incomplete), IP (for thesis work In Progress), NC (for Not Complete thesis work), S (for Satisfactory), U (for Unsatisfactory), NV (for Null and void, invalidated because of dishonest practice) or PAS (for the pass in Thesis work). Also, any courses that have been credited from another programme or institution are left out of the calculation.

To calculate your cumulative grade point average (CGPA), add the numerical values of all the grades that you were awarded for courses in that programme and divide the total by the number of courses attempted. Under the regulations, satisfactory progress is defined as achieving a CGPA of 2.0 or better after attempting at least six degree courses.

Another way of measuring your progress is to look at your annual grade point average (AGPA). This is calculated in the same way as a CGPA except only the courses in a single academic year are used.

Unsatisfactory progress

If you have not achieved a satisfactory rate of progress you will be notified by Student Academic Services and given an opportunity to explain to the Academic Standards and Quality Committee why your progress has been poor and to convince them that things will be different next semester. The Academic Standards and Quality Committee will consider all the facts, your testimony and any other relevant information and determine either that:

- (a) no action will be taken; or
- (b) you will be allowed to return with certain probationary conditions; or
- (c) you will be declined enrolment for a specified number of semesters.

If you fail to maintain satisfactory progress, but have a CGPA between 1.5 and 2.0, you will be put on academic probation. If your CGPA is less than 1.5, you will normally be suspended for one semester. If your CGPA rises to 2.0 or better while you are on Academic Probation, the probation will be lifted. When on Academic Probation you must achieve an AGPA of 2.0 or greater in order to continue your studies. If you have an AGPA lower than 2.0 while on Academic Probation, you will normally be suspended for one semester.

If, however, the CGPA remains below 2.0 you will remain on
Academic Probation for another year. If you do not achieve both an AGPA and an overall CGPA of at least 2.0 in the second probationary year, you may be suspended for one semester.

Whenever your CGPA drops below 1.5, the Academic Standards and Quality Committee may suspend you for one semester without a probationary period. The second suspension received for Unsatisfactory Progress will normally be for a period of two semesters or a period to be determined by the Academic Standards and Quality Committee. A third suspension will result in indefinite exclusion from studies at USP.

If you have questions concerning the academic progress assessment, be sure to ask someone who can provide you with correct and reliable answers, such as staff at Student Academic Services. Not knowing is not considered a legitimate excuse.

**EXAMPLE**

The following fictional case below may help you understand the Academic Progress Assessment.

Joe is a first year student at USP in a degree programme and follows the 2010 degree structure (8-6-6). He is a bit of a party person, which is evident as we follow his progress.

### First Year

<table>
<thead>
<tr>
<th>SEMESTER I, 2010</th>
<th>SEMESTER II, 2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade</td>
<td>Numerical Value</td>
</tr>
<tr>
<td>C+</td>
<td>2.5</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td><strong>7.5</strong></td>
<td></td>
</tr>
</tbody>
</table>

AGPA = \((7.5 + 6.0)/8\) (courses) = 1.69  
CGPA = 1.69  
Joe goes on Academic Probation for one year.

### Second Year

<table>
<thead>
<tr>
<th>SEMESTER I, 2011</th>
<th>SEMESTER II, 2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade</td>
<td>Numerical Value</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C+</td>
<td>2.5</td>
</tr>
<tr>
<td><strong>6.5</strong></td>
<td></td>
</tr>
</tbody>
</table>

AGPA = \((6.5 + 6.0)/6\) = 2.08  
CGPA = \((7.5 + 6.0 + 6.5 + 6.0)/14\) (courses) = 1.86  
Despite improved grades in is second year, Joe remains on Academic Probation because he does not have a CGPA of 2.00 or better.

### Third Year

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade</td>
<td>Numerical Value</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td><strong>6.0</strong></td>
<td></td>
</tr>
</tbody>
</table>

AGPA = \((6.0 + 7.0)/6\) = 2.17  
CGPA = \((7.5 + 6.0 + 6.5 + 6.0 + 6.0 + 7.0)/20\) (courses) = 1.95  
Even though Joe has an AGPA of 2.17 at the end of Semester II, 2012 he is liable for suspension for one semester because his CGPA is 1.95, which is lower than the required 2.0 for Satisfactory Progress.
As a student, on admission, you are required to abide by the rules and regulations that govern the University. Understanding your rights and responsibilities and adherence to these regulations governing student conduct is critical to your overall success.

Our collective goal is to not only produce students who excel academically but also cultivate and nurture honest, ethical and responsible citizens. This can only be possible if you play your part through exemplary behavior conducive to healthy learning and living on campus.

You are strongly encouraged to familiarize yourself with your rights and responsibilities. The 2013 University Handbook and Calendar details these regulations.

Regulation Governing Student Conduct
Part 2 – GENERAL CONDUCT

C1. Students shall conduct themselves in a manner which is supportive of the common good and general well-being of the University and its community.

C2. Students shall show respect for the cultural, religious and linguistic diversity of members of the University.

C3. Students shall show respect for the gender and sexual orientation of individual members of the University.

C4. Students shall maintain and observe the reasonable peace and quiet of a campus or centre of the University.

C5. Students while on a campus or centre of the University shall have in their possession at all times a valid student ID card and shall produce the same to an employee of the University on demand.

C6. (1) Subject to sub-regulation (2), no student shall:
   (a) bring, possess or consume alcoholic beverages on a campus or centre of the University;
   (b) be in the company of another person or persons (other than a member of the USP staff) whom he/she knows or suspects is bringing, or is in immediate possession of, or is consuming alcoholic beverages on a campus or centre of the University;
   (c) consume alcoholic beverages in the vicinity of the Laucala campus, specifically Drew Street, Muunikau Street and the ocean areas abounding the upper, lower and Statham areas of the Laucala campus;
   (d) consume alcoholic beverages in the vicinity of any other campus or centre of the University designated as a dry zone by the Head of a campus or centre.

Provided that this prohibition does not extend to staff quarters on Laucala campus.

(2) Students may:
   (a) on Laucala campus purchase and consume alcoholic beverages at the Community Recreation Centre during licensed opening hours;
   (b) on any other campus or centre purchase and consume alcoholic beverages at such time and place as may be authorised by the Head of the campus or centre;
   (c) consume alcoholic beverages at any student organised function that has been duly authorised to sell or serve alcoholic beverages.

C7. No student shall on University premises use, possess, or distribute drugs or other substances prohibited by the laws of the land.

C8. No student shall on University premises use or have in their possession any firearm or other weapon.

C9. No student shall on University premises damage, misuse or interfere with property belonging to another.

C10. No student shall tamper with or misuse safety or emergency equipment located on University premises.

C11. No student shall behave in a manner which tends to impede or disrupt the orderly conduct of normal activity on University premises.

C12. No student shall threaten, abuse, injure or attempt to injure any member of the University community or any visitor to the University.

C13. No student shall:
   (a) provide false or misleading information to any University employee;
   (b) forge, alter or misuse any document of the University or document originating with, or originated by, the University;
   (c) misuse any fund of the University or USPSA.

C14. Students shall cooperate with University employees in carrying out their duties for the common good of the University.

C15. Students shall comply with rules relating to such areas as the library, computer labs, laboratories, swimming pool, fitness centre, other sporting and recreational facilities/activities, field trips, and overseas trips as made by the competent authority.

C16. Students shall on University premises observe conventional practices and/or policies relating to such matters as:
   (a) occupational health and safety;
   (b) trespass;
   (c) the privacy of individuals and families resident on campus.

C17. (1) The following prohibitions apply on University campuses and centres:
   (a) no littering;
   (b) no spitting (including betel nut);
   (c) no urinating in a public place;
   (d) no pasting notices other than on the designated notice boards;
   (e) no smoking

   (i) in any University building and vehicle except in designated areas, single bedrooms and student married quarters at the Halls of Residence and University staff quarters;
Regulations Governing Academic Misconduct

What is Academic Misconduct?
Academic misconduct occurs where students use dishonest practices (such as cheating or plagiarism) in carrying out academic work (coursework, assignments or examinations). Minor academic offences are dealt within the faculties. Serious cases are referred to the Student Disciplinary Committee which reports to Senate.

All written work submitted for a course, except for acknowledged quotations, must be expressed in the student’s own words, with proper referencing of borrowed ideas. Students must not submit coursework that has been completed dishonestly using any of the dishonest practices described below.

Where a member of academic staff has reasonable grounds to believe that a student is guilty of academic dishonesty in coursework, assignments, research theses or examinations one or more of the penalties detailed in 3.0 below may be imposed.

Academic Dishonesty includes plagiarism, collusion and cheating when preparing coursework, assignments, research theses or sitting an examination.

i) Plagiarism
Plagiarism is the copying of another person’s creative work and using it as one’s own – without explicitly giving credit to the original creator. Work copied without acknowledgement from a book, from another student’s work, from the internet or from any other source is plagiarism.

Plagiarism includes the following:

a) Copying of the published or unpublished words of another writer without acknowledging the source using acceptable reference citation methods. This includes ‘cutting and pasting’ from internet sources and ‘lifting’ of sentences, ideas and sections of a textual source.

b) Lifting or cutting and pasting extracts without quotation marks or appropriate acknowledgement of sources.

c) Paraphrasing of content and ideas without proper acknowledgement of the source.

d) The use of images, diagrams, photographs and material from blogs and social networks, without acknowledgement.

iii) Cheating
Cheating involves acting in any way that directly contradicts the explicit rules and guiding principles of that form of assessment. It applies to any form of examination including short tests, quizzes and final examinations.

Cheating includes (inter alia):

a) Doing anything to gain an unfair or illicit academic advantage in an examination;

b) Possessing, referring to or having access to any material, ‘crib’ notes or device containing information directly or indirectly related to the subject matter under examination other than what is explicitly approved for examination purposes;

c) Using a cell phone to communicate with any other student or person inside or outside the examination venue;

d) Copying from another student in a test or examination; enabling another student to cheat in a test or examination;

e) Soliciting a person to sit a test or final examination in place of the student enrolled; sitting a test or final examination in the place of another student;

f) Manipulation of scores in tests or examination or in any other form of assessment; and

g) Enabling another student in any or a combination of any of the above.

2.0 Procedures for Dealing with Academic Misconduct

i) Plagiarism or Collusion
a) When a marker suspects a student of plagiarism or collusion, the piece of academic work MUST be brought to the attention of the course coordinator concerned.

b) The course coordinator will endeavour to locate the sources from which this student has plagiarised. When satisfied that the student has plagiarised, the course coordinator will collate the evidence of the breach for record purposes and submit the evidence at the earliest opportunity to the Head of School (HOS). It will include a copy of the academic work and a list of sources, page numbers and/or copies of the plagiarized sources.

c) The student will be notified by the Head of School and issued with an official letter stating the allegations and giving him/her the opportunity to present his/her case.

d) If the HOS is satisfied that the student has engaged unknowingly in such behaviours, he/she may implement a penalty according to the provisions of 3.0 below.

ii) Cheating
Every effort must be made to ensure that an acceptable test, examination and assessment environment is provided for such tasks. This includes an uncrowded adequate seating arrangement and test supervision during such tasks.

a) A student who is found in breach of the rules and regulations of the assessment task assigned shall be answerable initially to the coordinator of the course. The supervisor of the activity shall remove the student from the assessment task at the point of discovery and make a written complaint to the coordinator of the course.

b) A proven case of cheating will be penalised according to the schedule in 3 below.

iii) Mandatory use of Turnitin – plagiarism detection software
a) From Semester 1, 2013, students are required to submit all written work in an appropriate format (not pdf) through Turnitin via Moodle online to check their work for originality and to ensure that appropriate referencing and citation is used.

b) Students are actively encouraged to use Turnitin to check drafts of their written work to improve their writing and guard against unintentional plagiarism.
c) All Turnitin reports will be reviewed. A score of 20% or more on Turnitin will trigger a discussion between the course coordinator and student with consequences if plagiarism is proven. 

In some cases work with a score of 20% can still contain significantly plagiarised content i.e. 10-15% from one source, to which penalties will apply if proven.

3.0 Penalties for Academic Misconduct 

i) A suspected case of academic misconduct will be reported in writing to the course coordinator, Head of School, and Dean of Faculty.

ii) The penalties imposed for proven cases of misconduct vary. Based on the seriousness of the case, the penalties include, but are not limited to:

a) A written reprimand of the student from the Head of School;

b) The requirement by the Head of School that the student complete further work, or repeat work, for the course.

c) Deprivation of credit for a course, or for a component of assessment of the course, to which the academic misconduct relates, by the Dean of Faculty;

d) Cancellation of any previously-credited pass in a course associated with the offence, by the Dean of Faculty;

iii) Significant and repeat offences will be referred to the University’s Student Discipline Committee, which can:

a) Impose a fine not exceeding $500FJD

b) Prohibit the student from using any of the University’s library and computing network facilities for a period not exceeding twenty-eight days;

c) Recommend to the Vice-Chancellor that a student’s enrolment be suspended for any period and on terms considered necessary by the committee;

d) Recommend to the Vice-Chancellor that the student’s enrolment be terminated, i.e. expulsion from the University.

1.0 Register of Deliberate Academic Misconduct

When a finding of misconduct is made against a student, this finding is recorded on his/her student record AND in a Register of Deliberate Academic Misconduct

a) A Register of Deliberate Academic Misconduct records the details of all cases where students have been proven to have engaged in deliberate academic misconduct in their coursework and/or examinations, and have received an academic penalty as a result;

b) Details of each case are recorded on a paper form, which includes a student declaration, and the student receives a copy of the completed and signed form once the case is closed. Information from the form is then entered into the electronic Register;

c) After a deliberate offence is confirmed, the Register will be consulted to assist in determination of an appropriate penalty. The Register will be able to identify repeat offenders, with the risk that these students will receive more severe penalties for repeat offences;

d) Use of the Register is covered by strict protocols. Staff access is limited to a small number of authorised users, and there is no student access. The record of offence will normally remain in the Register until one year after the student graduates.

Students are permitted to apply for a review of any academic penalty to the Student Discipline Committee or, if the penalty has been imposed by the Student Discipline Committee itself, to an ad hoc committee of the Academic Standards and Quality Committee (ASQC) of the University.

CODE OF ACADEMIC HONESTY

The University will ensure that all students receive the University Academic Honesty Policy, before they are required to sign online, the University Code of Academic Honesty.

Every student enrolled in any course or programme offered by USP is required to sign the University Code of Academic Honesty prior to commencing his/her first course and comply with the rules and regulations of the University as contained in the Official USP Handbook and Calendar.

It is the policy of the University of the South Pacific to penalise students who are proven to use dishonest practices in carrying out their academic coursework and examinations.

CODE OF ACADEMIC HONESTY

Valuing the Educational Experience: Upholding Academic Excellence

The University of the South Pacific

As a student, I agree to uphold the rules and regulations of the University of the South Pacific (USP). In pledging my agreement to this Code of Academic Honesty, I will strive to uphold the highest standards of excellence in accordance with the core values of integrity, honesty and ethics. In so doing, I embrace my position within the university community and will strive to embody USP values. Specifically, by signing this statement;

I declare that:

I have read the USP Academic Honesty Policy (Policy No. 3.4.2) and; I agree to abide fully by the USP Academic Honesty Policy (Policy No. 3.4.2), and accept full responsibility should it be proven that I have violated this policy.

Name: ____________________________________________

Signature: __________________________________________

Student ID#: _____________________

Date: ____________________________
No Credit? No Problem!

Vodafone gives you THREE ways to stay in touch!

power to you

Conditions:

SHARE CREDIT: Free money cannot be transferred.

IOU: When you are low on credit (less than 20¢), you can borrow $2 credit from Vodafone and upon recharge, $2.10 is deducted.

CALLBACK: 30 Free Callbacks per month.

For more information call 124 (Prepay), 123 (Charged) or visit www.vodafone.com.fj
The University’s largest campus, Laucala, is in Suva, Fiji and consists of 73 hectares of lush, tropical grounds spanning Lower, Upper and Statham campuses, nestled on the rim of picturesque Laucala Bay. Laucala campuses are the base for the administration of the three faculties as well the main administration of the University. All new students are encouraged to note that each of the faculties has its own academic advisers who are available to assist with course assessment, dropping or adding courses, programme changes, etc.

The administrative sections of the University based at Laucala Campus include the Senior Management Team, Centre for Flexible Learning (CFL), Information Technology Services (ITS), University Library, Finance Office, and Student Academic Services.

Student life and welfare at Laucala Campus is the particular responsibility of the section called Campus Life. Their concerns cover a broad range of student-related quality of life areas, including accommodation and food services, counselling, chaplaincy, health and wellness services, sports and recreation, campus environment, campus activities and security.

Residential Halls, Student Finance, Assessment, Completion of Programme, Student Mail, ID Card Processing and more.

The Student Services Centre opening hours are:
Monday - Thursday: 8am - 6pm
Friday: 8am - 5pm

Our Call Centre staff are also available to answer your queries by phone on (679) 323 1444 from 8am - 6pm Monday to Friday or by email at helpdesk@student.usp.ac.fj

## ACCOMMODATION

### ON CAMPUS

Laucala Campus has ten Halls of Residence with single and twin rooms and 31 units for married students. Due to the heavy demand for on-campus accommodation, priority is given to applicants in this order:

1. regional first year undergraduate students;
2. returning or continuing regional students who applied in the previous semester;
3. first-year students from Fiji, sponsored then self-funding;
4. returning residents, then continuing Fiji students who applied in the previous semester; and
5. postgraduate students, if rooms are still available.

General information, accommodation application forms and applicable fees can be found on the Halls website: [www.usp.ac.fj/halls](http://www.usp.ac.fj/halls).

Residents are expected to know and abide by the important regulations related to living and studying on-campus. These are listed in the Student Discipline Ordinance and Regulations document found in the Information for Students website or [www.usp.ac.fj/regulations](http://www.usp.ac.fj/regulations).

For students living on-campus, breaching any of the University regulations could result in your losing the privilege of living on-campus. If this happens, you will be responsible for finding your own off-campus accommodation. A few basic rules are summarised below. Keep in mind that they have been developed to help provide an environment that is safe, healthy, comfortable and conducive to learning for everybody living on campus.

1. Any damage, other than normal wear and tear, to the University premises and/or property will be your responsibility. This means you will have to pay the cost of repairs or replacement.

2. You are not permitted alcohol on-campus. This means you cannot bring alcohol onto the campus grounds, have it in your possession or consume it in any area other than those designated by the University. If you are found in the company of anyone breaching this regulation, you will also be penalised.

3. Yaqona (kava) drinking is not permitted anywhere in the Residential Halls.

4. Disruptive behavior, including noise that interferes with the quiet, peaceful atmosphere of the campus is not allowed. Threatening or violent behaviour is not tolerated.

5. There are special regulations relating to non-residential visitors to the halls. You are expected to know these and adhere to them. In particular, men are not permitted to visit the women’s halls, including the married quarters (MQ) located within 8th Hall.

6. Use of microwave, rice cooker, toaster or electric frypan is permitted only in designated areas of each Hall while stoves are provided in married students’ quarters and 10th Hall kitchens. Under no circumstances are you allowed to cook in your room. For health and safety reasons you must comply with policies concerning cooking hours, equipment, food preparation,

## STUDENT ACADEMIC SERVICES

The Student Academic Services offers a range of services for new and continuing students, enabling you to make the most of the opportunities available at the University of the South Pacific.

Laucala Campus has been host to thousands of local, regional and international students for the past 40 years. The University has developed an exceptional Student Services Team who understands student needs and are dedicated to assisting with your enquiries.

The Student Academic Services can assist you with all administration enquiries including Admission and Registration, Student Records,
storage and cleanliness as advised from time to time.

The Residential Officers (RO) and Residential Assistants (RA) are available to help you settle into your new home away from home. Feel free to call upon their expertise and experience if you have any queries or problems. Many potentially serious problems can be avoided if you seek early advice.

OFF-CAMPUS ACCOMMODATION

USP has established its own off-campus accommodation website for students who are looking for a place to live in Suva for either a long or short period of time. The website is updated at the beginning of every semester, and can be located at: www.usp.ac.fj/campuslife/offcampus.

BOOK CENTRE

The University Book Centre has an abundance of books for all ages and interests. Whether your tastes run to modern painters or ancient history, classical music or computer programming, crime fiction or Pacific poetry, spirituality or sports, there’s always something special for you at the Pacific’s finest book centre. Importantly, the Book Centre stocks prescribed textbooks for courses offered at USP.

The Book Centre endeavours to have textbooks available for as long as the courses are being taught. If you know what courses you will be taking and wish to obtain your books without having to endure the ‘rush’ period, please visit the Book Centre early and purchase all your requirements for the semester. The friendly staff are always there to help you. Price and availability of textbooks and course materials can be found on our website: www.uspbookshop.ac.fj

The Book Centre also stocks all the basic stationery needs for study, home, and office, including an excellent range of greeting cards, gift-wrap, diaries and gift items.

CAMPUS ENVIRONMENT

Taking pride in your campus requires that you take part in keeping it clean. There are plenty of rubbish bins around, which are regularly emptied so please do not litter, or write graffiti or damage trees, shrubs or flowers. Smoking is allowed only in designated areas. Students and others found smoking outside these areas are subject to spot fines of $50. All student and visitor vehicles must be parked in designated parking areas and not on the grass. With the exception of weekends and after 5pm on weekdays, vehicles must display parking permits if parked in designated staff parking areas.

COUNSELLING SERVICES

The Counselling Centre at Laucala Campus is located next building behind the Westpac Bank and provides friendly, professional, and confidential services to students and staff (also referred to as clients). We maintain a strict code of practice on confidentiality and other ethical principles at all times. The primary focus of the Counselling Centre is to provide short-term counselling to help students and staff members deal with personal and adjustment issues that may interfere with their ability to progress academically and/or professionally to their fullest potential. The types of issues students and staff members talk to Counsellors about include but are not limited to:

- Stress and anxiety
- Traumatic experience
- Identity crisis
- Relationships/marital problems
- Facing difficult decisions
- Family concerns
- Personal crisis
- Substance abuse
- Academic program/study related problems
- Health and well-being

If you are experiencing any problems and are unsure about what to do, talk to one of the professional Counsellors at the Centre. It is always best to address issues early before they seriously affect your well-being such as interfere with your ability to concentrate, and/or impact on your eating or sleeping pattern which can cause you to become physically and/or emotionally unwell. The Counsellors work closely with lecturers, medical officers and other professionals to ensure that you receive the best help that is locally available.

The Counselling Centre provides support and information to USP University community in a number of ways and Counsellors will generally determine which of the services are applicable. For example:

- Individual counselling
- Liaison with on and off campus professional support services
- Consultancy and referrals
- Responding to critical incidents
- Skype Counselling
  
  For students and staff at regional campuses the Counselling team is available on Skype. For appointments on Skype send a contact request to: uspcounsellingappointment

Peer Education

Peer Education plays a crucial role when it comes to sex education and prevention of STD’s as well as having peer support readily available for USP students. The Counselling Centre supports the Peer Educator’s program for students, who are interested in learning about reproductive health issues which includes awareness about HIV AIDS, other STD’s and/or reproductive health issues, helping them to gain information and knowledge, they can subsequently assist their peers with.

Health Awareness

Recognizing the importance of holistic health, the Counselling Centre provides a variety of mental and physical health awareness sessions and training programs delivered face to face and online such as:

- Mental Health Awareness
- Stress Management
- The Healthy Self

Career Counselling

An experienced Career Counsellor is available at the Centre. Each semester the Career Counselling Centre organises a variety of training events and workshops related to careers and job seeking such as:

- Job-Seeking Skills where students can learn about writing CVs, job applications, creating a portfolio, and/or have help with interview skills

Academic Advice and Peer Mentoring

In addition, each school based at the Laucala Campus has Academic Advisors whose names are listed in this publication. They may also assist you. First and second year students who are struggling with courses might find help from the Peer Mentoring programme in which senior postgraduate students provide extra tutorials to those who are experiencing academic difficulties in the various disciplines. If you would like to take advantage of this programme, contact the
MONEY MATTERS

All money matters relating to payment of fees, textbook allowances, scholarship provisions by government/sponsors and refunds are dealt with by the Student Finance Office. However, all queries relating to all student financial matters are channelled through the Student Services Centre which is located alongside the Lower Library Rara.

Laucala students can download invoices for the payment of fees from Student Online Services (SOLS) and pay them to the University through any Fiji branch of Westpac, ANZ Bank or Post Fiji. All students are required to have a local bank account. Representatives of the local banks will be on-hand during registration to assist you in opening your account.

CAMPUS LIFE ACTIVITIES

Campus Life - Activities outside the classroom offer a wealth of opportunity for personal growth and development that support and enhance students’ academic experience. From exciting volunteering opportunities in University events or in communities immediately outside the campus areas to making lifelong friendships with one another, students have contact with many staff and faculty in both formal and informal settings. Our programmes and services are designed to promote self-discovery, leadership development, healthy behaviour patterns and social responsibility as well as enjoyment. Activities include a Pacific Market Day, Movies Under the Stars, Clean Up Campaigns, Family Day, Talent Quest, Blood Drives, and many others.

PUBLIC TRANSPORT

Public transport is quite readily available in Suva. Between the downtown area and the campus, one-way bus fares are about 70 cents. Bus stops are located outside the pedestrian entrance and the main entrance to the campus on Laucala Bay Road and buses arrive every 15 minutes or so. Taxis are also readily available and cost between FJ$5.50 and FJ$7.50 from the campus to the city. Two taxi stands are located outside the campus on Laucala Bay Road.

STUDENT SAFETY ON CAMPUS

At USP we are fortunate to enjoy a relatively safe and secure environment because of our security force and other assets. However, due to the nature of an open university where thousands of people work and study and a thousand people live, we must be very mindful of safety and security issues on campus.

Personal and property safety on Campus is a joint responsibility involving you and us, USP Security. We request all students and staff to take responsibility for their property and report any suspicious behaviour. There are strict approved discipline measures in place to deal with misuse of property and thefts.

SPORT AND RECREATION

The home of recreation and sport on-campus is the Community Recreation Centre (CRC). This comprises the gymnasium, tennis courts, squash courts, swimming pool, veranda shop and a state-of-the-art fitness centre that boasts new cardio and weight training equipment including hydraulic circuits and a strength conditioning room. Fitness Instructors are available to provide you with all your exercise advice, to design exercise programmes and to assess your current level of fitness. Students enjoy taking part in daily training sessions in the Fitness Centre, aerobic workouts at the CRC gymnasium or swimming in the attractive pool a short distance from the gymnasium. The Veranda Bar is there for some
Use SMS Banking to Top Up

Simply txt Top Telco Name Amount to 290*

You can have “No Credit” and still Top Up!

Use SMS Banking to Pay Bills

Simply call *277# Select 5 to Pay Bills* with our wide range of billers

- BSP
- Unwired
- Kidanet
- Water Authority Of Fiji
- Housing Authority
- Sky Pacific
- Courts
- Nadi Town Council
- Telecom Fiji
- Digicel
- fea
- Suva City Council
- FRCA
- Tower Insurance
- LICI
- Nasinu Town Council

*Conditions Apply. Telco Name could either be Voda, Digi or Inkk. No text charges apply when you top up with 290

Customer Care Centre 132 888  www.bsp.com.fj  Visit your nearest branch
after sport/studies refreshment and snacks, a
great place to meet and make friends. The key
to a successful university experience is to find
a balance between attending classes, serious
study and research, social interests and other
activities.

COMMUNITY RECREATION
CENTRE

The CRC staff are qualified to advise you in any
area of recreation, sport and fitness. The range
of facilities and programmes offered includes:

FACILITIES
• 2 tennis courts
• 1 squash court
• Multi-purpose gymnasium for aerobics,
dances, evening social functions
• Fitness Centre equipped with cable machines,
free weights, a hydraulic circuit, Swiss-balls
and more
• Swimming pool
• 4 playing fields
• Veranda Bar selling drinks and snacks
• Changing rooms and showers
• Administration offices.

PROGRAMMES
• Fitness classes: Abs Cardio Classes /Zumba
classes/Kickboxing classes/Saturday Morning
Walk-Out program
• Intramural sport competitions and
tournaments
• Open recreational play for table tennis,
badminton, volleyball, basketball, pool, futsal
etc.
• Sports skills classes
• USPSA sports clubs teams
• Seminars on how to train in the gym
• Orientation seminars about the Fitness Centre
• Gym Challenge Competition
• Swimming Lessons/Squads.

CLUB SPORTS

The University has an exciting programme to
promote sports clubs across the campuses.
Clubs sports currently include rugby, paddling,
soccer, basketball, netball, tennis, hockey, touch
rugby, volleyball, squash, lawn tennis, table
tennis, kickboxing, bodybuilding and Hapkido &
Tae Kwon Do (Martial Arts Club). Join a sports
club and enjoy making new friends.

FOOD COURT

USP Laucala Campus has a large food court that
operates throughout the year and provides a
range of meals including Fijian, Chinese, Indian,
and Western cuisine.

Central Cuisine Restaurant
Laucala Campus, offers Chinese meals.
Opening Hours:
Monday to Saturday: 7am– 8pm
Sunday: 8am-2pm

Coffee Central (Baristas)
Laucala Campus, offers coffee, snacks and a
range of meals.
Opening Hours:
Monday to Friday: 8:30am – 8.30pm
Saturday: 8:30am-4pm

Bistro
Lower Campus, offers Chinese, Indian and
Western meals.
Opening Hours:
Monday to Thursday: 8am – 7pm
Friday: 8am – 5pm

There is also a small, well-stocked supermarket
called Eddy’s Supermarket located in the
complex that houses the ANZ Bank and the USP
Book Centre. Contact Number: 3312590

Opening Hours:
During the Semester
Monday to Saturday: 7am – 7pm
Sunday: 8am – 11am and 6pm – 7.30 pm

HEALTH AND WELLNESS CENTRE

The University operates a limited Student Health
Services Scheme. A membership fee is charged
on a semester basis. It is compulsory for students
living in Halls and those who hold student visas
to join the Student Health Services Scheme.
Others may join if they wish.

Given the costs of consultation and drugs
in and around the Suva area, students are
strongly urged to join the Student Health
Services Scheme. The fee is FJ$60 per semester.
Members of the scheme are provided with
health services limited to medical examinations,
diagnostic tests and treatment of common
illnesses such as colds, flu, gastric problems
and the like. The treatment of illness requiring
hospitalisation or specialist care will be provided
through the government hospitals. Expenses
arising from consultation or treatment overseas
or with private specialist consultation will have
to be paid for by the student. Members of the
scheme may have prescriptions filled at specified
pharmacies in the city and the cost charged to
the University’s account. If cash is paid for the
purchase, the amount will be reimbursed at the
Student Finance Office after verification by
Campus Life that the medications were
prescribed by one of the University Medical
Officers. Receipts must be produced before any
reimbursement can be made.

The Student Health Services Scheme does
not cover dental treatment, the provision of
spectacles, cosmetic treatment or pregnancy
tests, except as required by the Medical Officers.
However, some sponsors provide limited cover
for dental and optical treatment. Please consult
Campus Life for further information. Except
in emergency situations, medical attention is
provided for members at the Medical Centre
on-campus and at the Colonial War Memorial
Hospital. You must pay for any visits made to
Medical Officers’ private surgeries yourself and
the amount will not be reimbursed.

The Student Health Services Scheme offers a
range of benefits for members, including:

• Consultation with the University Medical
Officers, regardless of the number of
consultations during each semester, free of
charge;

• Referral (by the Nursing Sister or
other authorised persons) to consult
the University Medical Officers at their
surgery in town or to the local hospital
after hours, free of charge;

• Referral by the University Medical
Officers to specialists at the Colonial War Memorial
Hospital, but not to private specialists for
treatment, free of charge;

• Cover for all costs related to local
hospitalisation and medications and/or
treatment prescribed by the University
Medical Officers or by specialists to whom
members have been referred;
• Dental and optical consultations/treatment available at public hospitals (does not include prescription and provision of dentures and/or spectacles); prescription of medications will have to be stamped by the authorised persons at the health and wellness centre before the drugs can be dispensed by the approved pharmacies.

• Non-student spouses of members from regional countries other than Fiji are charged the same membership fee;

• Members’ children who are under 18 years of age and still attend secondary school are charged 50 per cent of the membership fee. (Note, however, that the maximum fee charged to any one family is not to exceed three times the annual membership fee).

Hours of Operation
During the semester
Monday to Friday: 8am – 7pm
(Note: nurses start at 8am while the doctors start at 9am. No doctors from 1pm to 2pm).
Weekends and public holidays: Closed
During the semester breaks
Monday – Thursday: 8am–4:30pm
Friday: 8am – 4pm
(Note: closed from 1pm to 2pm)

The nursing sister will be available and the doctors will operate in their private surgeries. Students will be referred only to the USP doctor’s private surgeries when necessary.

DISABILITY INCLUSIVE SERVICES
The University of the South Pacific is currently embarking on promoting it as an inclusive, barrier-free, and rights-based institution for persons with a disability which embraces the diversity of all staff and students. This is in line with supporting USP’s objectives to improve the services to persons with a disability and their human rights.

A disability office has been set up and is currently assisting in the establishment of a disability policy which supports the USP’s provision of a physical, working, learning and social environment that enables and enhances the educational and employment experience of students and staff with a disability on the same basis as other members of the USP community. Inclusive in this is the promotion that of an environment that values diversity is free from harassment and unlawful discrimination and advocate inclusiveness and equality of opportunity.

All queries on the above notice should be forwarded to or Frederick Miller, Manager Disability Inclusive on email: frederick.miller@usp.ac.fj

USP CAREER CENTER AND SERVICES
The USP Career Center at Laucala Campus is located with Campus Life behind Westpac Bank. The Career Center offers career counseling to students in a friendly, professional and confidential manner. The Career Center hopes to provide the best information to students regarding their career choices and provides an update of current vacancies which are available at USP and other USP centers in the region. Other services which also provided at the USP Career Center include the following:

• Basic Career Information.
• Job Search Skills information.
• The job application process
• The Interview Process
• Current vacancies available locally.
• Vacancies in the Corporate Sector.
• Overseas Vacancies
• Career Workshops and Seminars.
• Self-employment information.
• Volunteerism and Community work.

The Career Counselor works very closely with employers and corporate companies in providing the best career information possible for you.

The USP Career Centre and Services also has a Facebook page and you can log into https://www.facebook.com/login.php to log into Facebook and then log into USP Career Centre and Services where you can view the latest career information and employment vacancies.

www.usp.ac.fj/campuslife
The Library is hard to miss due to its central location and size. In it you will find a wide range of resources that will help you meet the expectations and standards of the University. Separate from the Main Library is the Lower Campus Library.

The Library offers:

- over 1M volumes, classified according to the Library of Congress scheme;
- over 40,000 full text titles accessible via a wide range of databases that are either multidisciplinary or subject specific with 24/7 access from the Library website for all students; and
- a Periodicals Collection of around 8,000 print serials, including over 300 current subscriptions.

Special collections, including:

- The Pacific Collection which comprises resources relating to the Pacific region;
- OSIC : Oceania Sports Information Centre;
- PIMRIS : Pacific Islands Marine Resources Information System (Lower Campus); and
- Multi-media collection (DVDs, CDs, video-cassettes, microfilms, microfiche.

The Library services include:

- a Library website: www.usp.ac.fj/library;
- an online catalogue;
- generous opening hours; evenings, weekends and public holidays;
- an extensive Information Literacy Programme in which librarians teach users about the Library’s collections and services and how to use them;
- an Information Desk (ext. 32402);
- an online Ask-a-Librarian reference service;
- loans and returns;
- inter-library loans;
- a Reserve collection of high-demand, course-prescribed essential materials for short-term loan;
- online reservations for titles that are on loan;
- a discussion room (10 persons) for group work;
- reading rooms: Postgraduate Study Room,
- Discussion Room and All Night Reading Room;
- past examination papers available for sale (also available online);
- photocopying;
- binding; and

The Library also houses an email kiosk and ITS lab facilities (PC workstations with Internet access and word-processing capability, and printers).

To ensure a study environment, rules and regulations govern Library use. Some of these include the presentation of a student ID card to borrow items, designated talking and discussion areas, no water and food, and non-use of mobile phones.

The Library staff appreciate how daunting the Library can be at first and to help you, helpful staff are located at the Information Desk (ext. 32402; direct line 323 2402). This service is complemented by a range of brochures and guides available from the Information Desk. If you need further assistance, please ask the Library staff who are there to help you. The Reader Services Librarian can be reached on ext. 32287 or via a direct line on 323 2287.

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**LIBRARY OPENING HOURS - MAIN LIBRARY**

**NOTE:** Issue desks close 30 minutes prior to the closing of the Library

**DURING SEMESTER**

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>Monday to Thursday</td>
<td>8am - 10pm</td>
</tr>
<tr>
<td>Friday</td>
<td>8am - 6pm</td>
</tr>
<tr>
<td>Friday (2 weeks before and during examinations)</td>
<td>8am - 10pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>9am - 6pm</td>
</tr>
<tr>
<td>Sunday</td>
<td>1:30pm - 6pm</td>
</tr>
<tr>
<td>Public Holidays</td>
<td>9am - 6pm</td>
</tr>
<tr>
<td>All Night Reading Room (from second week of Semester)</td>
<td>Closed</td>
</tr>
</tbody>
</table>

**LOWER CAMPUS LIBRARY (PIMRIS)**

**LIBRARY OPENING HOURS - PIMRIS LIBRARY**

**NOTE:** Issue desks close 30 minutes prior to the closing of the Library

**During Semester**

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday to Thursday</td>
<td>8am - 5pm</td>
</tr>
<tr>
<td>Friday</td>
<td>8am - 4pm</td>
</tr>
<tr>
<td>Saturday / Sunday / Public Holidays</td>
<td>Closed</td>
</tr>
</tbody>
</table>
The Student ICT Services Guide is to assist students with:

1. More information about services that ITS provides. If students can’t find the information they are after, they need to call in at the IT Helpdesk for assistance. Helpdesk will do their best to help students.
2. An IT service issue they need assistance on

IT Helpdesk
If you have a question about any of these services you should contact the IT Helpdesk or visit the IT website for more information.

Opening Times

<table>
<thead>
<tr>
<th>Days</th>
<th>Opening Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday to Friday</td>
<td>08:00am to 10:00pm</td>
</tr>
<tr>
<td>Saturday &amp; Sunday</td>
<td>09:00am to 06:00pm</td>
</tr>
</tbody>
</table>

* Excluding University Holidays

Contact Details

Location:
1. ICT Centre – Ground Floor,
2. CELT Build Ground Floor
3. Next to USP Dining Hall

E-Mail: helpdesk@usp.ac.fj
Phone: 3232117
Web: http://www.usp.ac.fj/its

Information Technology Services (IT Services) offers a range of computing and IT-related services aimed at supporting academic, administrative and research activities within the University community. Services include:

- USP Login Accounts & Authentication Services
- Email services
- Printing services
- Internet services
- Wireless services
- Standard USP desktop applications (MS Office, Acrobat, etc.)
- ICT Training
- ICT Support Services - Helpdesk
- Emails
- Phone
- Face to face

Computer Lab services
- general use computer labs
- teaching computer labs
- specialized computer labs
- Departmental postgraduate computer labs
- Select computer labs are open for 24hours

Audio Visual (AV) services
- Lecture Theatres & Tutorial rooms presentations
- Mobile AV setup for student presentations (Rooms without equipment’s)

IT Helpdesk staff are available to assist students with IT-related issues, ensuring that all ICT services are well maintained and student problems are quickly attended to.

Each registered student of the University is issued a USP student account for access into:
1. student computer lab PC’s,
2. email,
3. student SOLS and
4. Moodle

The account is continuous for the student throughout their semesters of study, provided they remember their passwords.

New students, who enroll for the first time, will have their passwords printed on their offer letter. New students are prompted to change their initial password when they login for the first time in any of the USP computer labs. Assistance is available for all students from any of the IT helpdesks throughout campus and we encourage students to seek assistance on any of their computing issues.

An exciting enhancement to ICT student services is the new Japan-Pacific ICT Centre. The vision for this center is to be the Information, Communication and Technology (ICT) hub of the Pacific Region. The OCT Centre aspires to be a Regional Centre of Excellence for ICT and to spearhead research, new learning technologies, development and leadership in ICT to ensure that the South Pacific can participate in the global information society by:

- Advancing ICT knowledge in the Pacific Region through learning, teaching, workshops and conferences;
- Increasing ICT knowledge by quality research;
- Working closely with the stakeholders to ensure there are relevant and sustainable solutions to deal with ICT issues in the Region; and
- Taking advantage of international knowledge in ICT and making sure the people in the Pacific region benefit from it.

Within the Japan-Pacific ICT Centre, students will find:
1. The main IT Services helpdesk situated at Building A, ground level. The helpdesk houses IT Services Call Centre where IT staff members are take your calls and track all inquiries received from students and staff
2. Two general computer labs and
3. Four teaching computer labs

For more information, visit: www.usp.ac.fj/its or email: helpdesk@usp.ac.fj

USP INTERNATIONAL

USP International provides support to international students in the areas of international admissions, orientation, course registrations, airport transfers, transcripts, accommodations, and student visas. USP International also assists regional students with finding international study opportunities, such as study abroad and exchange programmes, and international scholarships. USP now offers exchange opportunities at more than 250 universities in over 40 countries around the world. USP International is located on the first floor of the CELT building and is open from 8am to 5pm Mondays - Fridays.

Students can contact us at:
Email: international@usp.ac.fj
Phone: 679 3232 743
Skype: usp.international.office
Facebook: www.facebook.com/usp.international.office
## CENTRE FOR FLEXIBLE LEARNING (CFL)

The Centre for Flexible Learning (CFL) comprises two main sections: Course Design and Development (CDD) and the Multimedia Unit (MMU). CFL is committed to supporting distance and flexible learning (DFL) and online learning. A student guide book entitled, Getting started with Moodle is available for all new students.

If you require assistance with Moodle, you can contact the Moodle administrators on this website: moodlehelp@usp.ac.fj

For any support with regard to assistance in academic and study skills, you can contact the various faculties on the following email addresses:

- Faculty of Arts, Law and Education: falsls@usp.ac.fj
- Faculty of Business and Economics: fbe_sls@usp.ac.fj
- Faculty of Science, Technology and Environment: fstementor@usp.ac.fj or fstetutorsupport@usp.ac.fj

## SERVICES DIRECTORY

### Student Academic Services (Ext 31444)

**Location:** Ground Floor, Communications Building (Behind ANZ and Book Centre)

**Hours:** Monday to Thursday: 8am - 6pm
Friday: 8am - 5pm

**Services:** Most academic matters including student permits, admission to USP, registration, dropping of or withdrawing from courses, aegrotat or compassionate pass, withdrawing from USP, academic results, transcripts, cross-credits, completion of programme and graduation.

**E-mail:** helpdesk@student.usp.ac.fj

### Counselling Centre (Ext 323 2514 or 323 2613)

**Location:** Next building behind the Westpac Bank

**Hours:** Monday to Thursday: 8am – 4.30pm, Friday: 8am – 4pm. Special appointments can also be arranged on request.

**Services:** Counselling can assist with:
- Personal/relationship/family and/or other issues
- Drug and substance use issues
- Coping with stress and anxiety
- Adjusting to university life

### Community Recreation Centre (Ext 32625)

**Location:** Next to the tennis courts, adjacent to the National Stadium Grounds

**Fitness Centre**
- Monday to Friday: 5am – 9pm
- Saturday and Sunday: 7am – 6pm
- Public Holidays: 8am – 5pm

**Swimming Pool**
- Monday to Friday: 6am – 6pm
- Saturday and Sunday: 10am – 6pm
- Public Holidays: 10am – 5pm

**Gymnasium (Sports Hall)**
- Monday to Friday: 8am – 9pm
- Saturday and Sunday: Closed.
- Public Holidays: Closed.

**Services:** Fitness assessments and programming, tennis court bookings, squash court bookings, activities programme that includes abdomen classes, body pump classes, body step classes, yoga/body balance classes, swimming lessons, seminars on how to train in the Fitness Centre and much much more.

### Residential Halls (Ext 32206 or 32281)

**Location:** Wantok Drive, behind the Counselling Centre

**Hours:** Monday - Thursday 8am - 2am, Friday - Sunday 24hours

**Services:** On-campus accommodation student residence issues, implementing student discipline and emergency services.
Let HFC handle the finance…
while you concentrate on your studies!

Tuition fees.
Book fees.
Accommodation.
Transportation.
Cash in pocket.
Whatever you may need with

Call us on 3316555 or email us today.

* Conditions apply.

Email: info@hfc.com.fj  www.hfc.com.fj

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CONNECT TO THE ACTION

Join the SMS club and get 400 SMS for only $2, valid for 7 days. That means you can SMS your gang for less than 1 cent per SMS. Text SMS to 393 to join today!

WWW.DIGICELFIJI.COM      |      WWW.DIGICELFIJI.COM

Real credit of $2 is required to opt in. SMS bundle expires in 7 days. Customers can opt in again after bundle finishes within the opt in period. Re-opt in renews bundle expiry. 400 SMS is for Digicel to Digicel usage only. An out of bundle charge of 14c per SMS applies after usage of bundle. Dial *130# to check your SMS balance.
<table>
<thead>
<tr>
<th><strong>Library (Ext 32322)</strong></th>
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</thead>
<tbody>
<tr>
<td>Location:</td>
<td>Centre of Campus, opposite the main administration building</td>
</tr>
<tr>
<td>Hours:</td>
<td>Monday to Thursday: 8am – 10pm, Friday: 8am – 6pm, Saturday: 9am – 6pm, Sunday: 1:30pm – 6pm.</td>
</tr>
<tr>
<td>Services:</td>
<td>Full range of library services.</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th><strong>Medical Centre (Ext 32362)</strong></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Location:</td>
<td>Opposite supermarket, University Book Centre and ANZ Bank complex</td>
</tr>
<tr>
<td>Hours:</td>
<td>During the semester Monday to Friday: 8am – 7pm During breaks and holidays Monday to Thursday: 8am – 4:30pm. After hours and on weekends see the Housing Officer on duty.</td>
</tr>
<tr>
<td>Services:</td>
<td>Primary medical care, medical reports for Aegrotat applications, prescription vouchers, referral service. There are two doctors, a senior nurse, and two part-time nurses.</td>
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</tbody>
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<table>
<thead>
<tr>
<th><strong>Campus Life (Ext 32351)</strong></th>
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</thead>
<tbody>
<tr>
<td>Location:</td>
<td>Vanua Drive, behind ICT</td>
</tr>
<tr>
<td>Hours:</td>
<td>Monday to Thursday 8am – 1pm and 2pm – 4:30pm, Friday: 8am – 1pm, 2pm – 4pm</td>
</tr>
<tr>
<td>Services:</td>
<td>Campus Life Services.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Security Services (Ext 32211)</strong></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Location:</td>
<td>Headquarters next to 4th Hall, manned posts at each gate</td>
</tr>
<tr>
<td>Hours:</td>
<td>Seven days a week, 24 hours a day.</td>
</tr>
<tr>
<td>Services:</td>
<td>Safety and security of people on-campus, university property and ensuring that the university rules and regulations are upheld and respected at all times.</td>
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</tbody>
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<table>
<thead>
<tr>
<th><strong>Information Technology Services (Ext 32078)</strong></th>
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</thead>
<tbody>
<tr>
<td>Location:</td>
<td>ITS helpdesk, beside Student Services Centre and behind the Medical Centre.</td>
</tr>
<tr>
<td>Hours:</td>
<td>Monday to Friday 8:30am – 1pm and 2pm – 4pm</td>
</tr>
<tr>
<td>Services:</td>
<td>USP Information Technology Services (ITS) offers a range of computing and IT-related services to students.</td>
</tr>
<tr>
<td>Contact:</td>
<td><a href="mailto:helpdesk@usp.ac.fj">helpdesk@usp.ac.fj</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>USP International Office</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Location:</td>
<td>First Floor, SLS Building.</td>
</tr>
<tr>
<td>Hours:</td>
<td>Monday to Friday 8:00am – 5pm.</td>
</tr>
<tr>
<td>Services:</td>
<td>International Admissions, Course registrations, student mail, add and drop of courses, Transcripts, Confirmation of Enrolment and moral support.</td>
</tr>
<tr>
<td>Contact:</td>
<td><a href="mailto:international@usp.ac.fj">international@usp.ac.fj</a></td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th><strong>USP Career Centre and Services (3231847)</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Location:</td>
<td>Next building behind the Westpac Bank</td>
</tr>
<tr>
<td>Hours:</td>
<td>8.00am - 4.00pm Monday to Friday</td>
</tr>
<tr>
<td>Services:</td>
<td>Career Advice, mock interview, assist students in writing application letters and provides follow up regarding their applications. Also updates students with the latest vacancies in the employment market.</td>
</tr>
<tr>
<td>Contact:</td>
<td><a href="mailto:semi.bilitaki@usp.ac.fj">semi.bilitaki@usp.ac.fj</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Disability Inclusive Office (3231832)</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Location:</td>
<td>Next building behind the Westpac Bank</td>
</tr>
<tr>
<td>Hours:</td>
<td>8.00am to 4.30pm. Morning tea 10.00am to 10.30am and Lunch 1.00pm to 2.00pm</td>
</tr>
<tr>
<td>Services:</td>
<td>Disability Inclusive services for all staff and students</td>
</tr>
<tr>
<td>Contact:</td>
<td><a href="mailto:frederick.miller@usp.ac.fj">frederick.miller@usp.ac.fj</a></td>
</tr>
</tbody>
</table>
WHAT IS USPSA?
The University of the South Pacific Students Association (USPSA) or Referred to as USPSA Federal Body/Office.

a) It is the main and only student representative body within the University of the South Pacific.
b) USPSA was created through the same Charter that created the University, in the Court of BUCKINGHAM PALACE on the 4th OF FEBRUARY 1970, in the presence of The Queen’s Most Excellent Majesty In Council.
c) The Federalization took place in the 69th Council Meeting of the University of the South Pacific held in October, 2009.
d) A regional organization of students, one of only 2 in the world, where we have membership of students studying in 14 campuses of USP, EQUALS to the Number of Branches, in 12 Countries.

MOTTO: OF USPSA
“One Ocean, One People, One Voice, One Journey”
To enhance and protect the general welfare and the academic, social and cultural interests of all students engaging in study at the University of the South Pacific for lifelong success.

OBJECTIVES OF USPSA- AS PER THE CONSTITUTION
Article 4. The objects of the Association include, but are not limited to:

1. Representing the views of students, both on individual campuses, in individual countries and internationally, on matters of concern to students as students or as members of the wider community;
2. Supporting members of the Association to attain their academic and wider educational goals;
3. Encouraging participation in university education throughout the region;
4. Encouraging the formation and development of students’ associations to represent students on individual campuses;
5. Co-operating with students’ associations from other institutions, both nationally and internationally;
6. Appointing student members to the University Council and Senate and such other bodies of the University as requested by the University;
7. Fostering communications between students of the University through print and electronic media;
8. Promoting and upholding the general welfare of its members.

WHO IS A MEMBER OF USPSA?
Every student enrolled at USP is a member of the Association, regardless of mode of study enrolled in and the geographical location a student is based at.

IS THERE A MEMBERSHIP FEE FOR THE ASSOCIATION?
Every student enrolled in any mode of studies at the USP is expected to pay a fee of $33.50 FJD or equivalent per semester.

a) From which $5 FJD or equivalent is then directed to the USPSA Federal office and the rest would remain with the branch to use for the benefit of its members.
b) A further $1 FJD or equivalent is directed to the USPSA Development Fund.
c) The remaining $27.50 is at the discretion of the Branch Association to use for the benefit of its members.

WHY IT’S IMPORTANT TO BE PART OF USPSA?

a) Strength in numbers as many say, the Students’ Association is “by the students and for the students”.
b) We are not here only to defend the rights of our members but to be able to make a student’s study at USP a memorable one as defined in the role of Branches below.

IS USPSA PRESENT IN MY CAMPUS?
Yes it is. USPSA is in every campus of the University, however it must be noted in the campuses that the USPSA is called the Branch Association and it is referred to as with the acronym USPSA followed by name of the Campus. So if you are in enrolled in USP Nauru Campus than the Students’ Association will be referred to as USPSA Nauru.

WHAT IS THE ROLE OF A BRANCH?
The Branch deals with members (Students) on day-to-day basis. Example, USPSA Nauru’s primary roles of the branch:

• To safeguard and uphold the general welfare of our members;
• To create a network of students around the region (Pan – Pacific Identity);
• Participate in the governance of the University;
• Encourage its members to take proactive roles in acquiring education at USP;
• Organize welfare, social, cultural, sporting activities and any other event that makes a student’s experience a great one; and
• Build honest, transparent and accountable leaders.
**HOW CAN I CONTACT MY LOCAL BRANCH?**

a) By using the following official email address.

<table>
<thead>
<tr>
<th>Campus Names</th>
<th>Email Address</th>
<th>Branch President Names</th>
</tr>
</thead>
<tbody>
<tr>
<td>USPSA Cook Islands Campus</td>
<td><a href="mailto:ci_uspsa@usp.ac.fj">ci_uspsa@usp.ac.fj</a></td>
<td>Mr. Tupuna Rakanui</td>
</tr>
<tr>
<td>USPSA Labasa Campus (Fiji Islands)</td>
<td><a href="mailto:la_uspsa@usp.ac.fj">la_uspsa@usp.ac.fj</a></td>
<td>Mr. Paul Nandan</td>
</tr>
<tr>
<td>USPSA Laucala Campus (Fiji Islands)</td>
<td><a href="mailto:lc_uspsa@usp.ac.fj">lc_uspsa@usp.ac.fj</a></td>
<td>Mr. Ratu Poasa Veidreyaki</td>
</tr>
<tr>
<td>USPSA Lautoka Campus (Fiji Islands)</td>
<td><a href="mailto:ltk_uspsa@usp.ac.fj">ltk_uspsa@usp.ac.fj</a></td>
<td>Mr. Nitin Singh</td>
</tr>
<tr>
<td>USPSA Kiribati Campus</td>
<td><a href="mailto:kc_uspsa@usp.ac.fj">kc_uspsa@usp.ac.fj</a></td>
<td>Mr. Kanime Maruia</td>
</tr>
<tr>
<td>USPSA Marshall Campus</td>
<td><a href="mailto:mi_uspsa@usp.ac.fj">mi_uspsa@usp.ac.fj</a></td>
<td>Mr. Kimber Rilometo</td>
</tr>
<tr>
<td>USPSA Nauru Campus</td>
<td><a href="mailto:nauru_uspsa@usp.ac.fj">nauru_uspsa@usp.ac.fj</a></td>
<td>Mr. Basil Burman</td>
</tr>
<tr>
<td>USPSA Niue Campus</td>
<td><a href="mailto:niue_uspsa@usp.ac.fj">niue_uspsa@usp.ac.fj</a></td>
<td>Ms. Rosalie Talagi</td>
</tr>
<tr>
<td>USPSA Alafua Campus (Samoa)</td>
<td><a href="mailto:alafua_uspsa@usp.ac.fj">alafua_uspsa@usp.ac.fj</a></td>
<td>Ms. Koini Levy</td>
</tr>
<tr>
<td>USPSA Solomon Campus</td>
<td><a href="mailto:si_uspsa@usp.ac.fj">si_uspsa@usp.ac.fj</a></td>
<td>Mr. Peter Ilunao</td>
</tr>
<tr>
<td>USPSA Tokelau Campus</td>
<td><a href="mailto:tokelau_uspsa@usp.ac.fj">tokelau_uspsa@usp.ac.fj</a></td>
<td>Ms. Seiatale Pasene</td>
</tr>
<tr>
<td>USPSA Tonga Campus</td>
<td><a href="mailto:tonga_uspsa@usp.ac.fj">tonga_uspsa@usp.ac.fj</a></td>
<td>Mr. Siaosi Finau</td>
</tr>
<tr>
<td>USPSA Tuvalu Campus</td>
<td><a href="mailto:tuvalu_uspsa@usp.ac.fj">tuvalu_uspsa@usp.ac.fj</a></td>
<td>Mr. Faavae Lutelu</td>
</tr>
<tr>
<td>USPSA Emalus Campus (Vanuatu)</td>
<td><a href="mailto:emalus_uspsa@usp.ac.fj">emalus_uspsa@usp.ac.fj</a></td>
<td>Mr. Jimmy Hanahunu</td>
</tr>
</tbody>
</table>

**WHAT ASSISTANCE CAN MY LOCAL USPSA OFFER ME, AS A MEMBER?**

Your local USPSA Body can help you in every way possible as, with reasonable and logical grounds as the Objectives of the Students Association is to look after the general welfare of its members.

What can I do if my Campus Students Association (Branch Association) is unsupportive?

a) If your campus association is unsupportive and acting against the Constitution of USPSA or is not functional, than you write/ contact and lodge a formal complaint to the Secretary General (SG) of the USPSA Federal Office, who shall than take appropriate action as prescribed in the USPSA Constitution. The email address of the SG is: ali_ak@usp.ac.fj and always copy it to rigamoto_t@usp.ac.fj.

b) Remember, your Campus Association answers to the USPSA Federal Office based in Suva, Fiji. The Federal Office contact details are Telephone: (679) 3232728, Fax (679) 313100, Email: uspsa@usp.ac.fj. Feel free to contact USPSA any time and we will get back to you as soon as reasonably possible.

**WHO ARE THE PEOPLE WHO RUN THE FEDERAL OFFICE ON DAY TO DAY BASIS?**

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Chairperson</td>
<td>Mr. Ifereimi Naruma</td>
<td><a href="mailto:chair_uspsa@usp.ac.fj">chair_uspsa@usp.ac.fj</a></td>
</tr>
<tr>
<td>Deputy Chairperson</td>
<td>Ms. Teresa Ali</td>
<td><a href="mailto:dchair_uspsa@usp.ac.fj">dchair_uspsa@usp.ac.fj</a></td>
</tr>
<tr>
<td>The Secretary General</td>
<td>Mr. Akmal Ellyas Ali</td>
<td><a href="mailto:ali_ak@usp.ac.fj">ali_ak@usp.ac.fj</a></td>
</tr>
<tr>
<td>Administration and Finance Officer</td>
<td>Mr. Ravneet Prasad</td>
<td><a href="mailto:prasad_rti@usp.ac.fj">prasad_rti@usp.ac.fj</a></td>
</tr>
<tr>
<td>Administration and Research Officer</td>
<td>Ms. Tieri Rigamoto</td>
<td><a href="mailto:rigamoto_t@usp.ac.fj">rigamoto_t@usp.ac.fj</a></td>
</tr>
</tbody>
</table>

Finally we wish all the new students enrolled at USP the very best for your studies. Welcome to the USP Family!
The University’s Alafua Campus is the base for the School of Agriculture and Food Technology and for hundreds of students taking a range of courses by distance and flexible learning (DFL). The original identity of Alafua Campus as the South Pacific Regional College of Tropical Agriculture is still visible today in its very green landscape and neighbouring farms.

The Dining Room serves meals from Monday to Friday. Hours are:
- Breakfast: 7am - 9am
- Lunch: 11:30am - 1:00pm
- Dinner: 6pm - 7pm

Downtown Apia is about a 5-minute drive from Alafua and has a variety of popular eating venues including:
- Pinati’s Restaurant, Matafele: 5tala to 8tala for a variety of foods like curry and rice, lamb stir fry and taro, chicken and mushroom, chop suey, fish;
- Sunrise Takeaways, Matafele: 7tala average, similar menu to Pinati’s.
- Gourmet Seafood Restaurant, Matautu: 6tala to 14tala for fish and chips, burgers, steaks;

There are also numerous roadside barbecues from 5tala during the week and Saturdays, in nearby villages.

While Samoa is one of the safest places in the Pacific to live, the capital Apia has the usual problems of occasional petty crime.

Postal services are available from post office branches, which are operated by Samoa Post Ltd. Stamps can be purchased, while letters and parcels to any destination can be posted from these branches. Inward mail for you should have your name and the following address:

Student Mail
c/o Student Academic Services
Alafua Campus
The University of the South Pacific
Private Bag
Apia, Samoa

Telecommunication services in Samoa are provided by SamoaTel BlueSky (land lines) and two mobile phone service providers. For students

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**BOOKSHOP**

The Bookshop on-campus stocks course materials and textbooks for all DFL and agriculture courses, as well as stationery items, phone cards, USP-branded range and other small personal items. The Bookshop is also home to Western Union for all your money transfer matters. It is open from 8:30am to 4:30pm on weekdays.

**CATERING SERVICES**

The Dining Room is open not only to residential students but to all staff, students, and members of the public during the week. It is closed in the weekends. Meals in the Dining Room use local produce and include a variety of foods such as fish in coconut cream, curries, and fish and chips etc., as well as Chinese dishes like chop suey and stir fries etc. Island staples like taro and bananas are provided daily in addition to rice, cassava, potatoes and pasta. Breakfast includes cereal, fruit, toast and spreads, a hot dish (either spaghetti, baked beans, eggs or fish cakes) and hot drinks. Lunch and dinner include a hot main dish with mutton, beef, chicken, fish or pork, rice and a starch staple, salad or a cooked vegetable, fruit or sweet for dessert, cordial soft drinks and water. Lunch often features a soup as well. Costs of breakfast and dinner for residential students are included in their accommodation charges, while prices for lunch depend on the items taken.

A vegetarian menu is also available, and other special dietary requirements should be discussed with the Catering Supervisor to ensure that the appropriate meal plan is organised. The Resident Assistant in charge of your hostel may bring meals to your room if you fall ill.

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**ACCOMMODATION**

On-campus accommodation is divided into separate quarters for men and women. A total of 74 rooms, 29 rooms for women and 45 rooms for men are available. Of the 74 rooms, 8 are double rooms. All rooms are located within the campus grounds and are a two-minute walk from the classrooms. Students residing on-campus are provided with pillows, mattresses, sheets, and pillowcases in addition to other amenities in each room such as fans, study desk, rubbish bin and wardrobe. At least once a week, the laundry replaces your bed linen with a clean set. You have to bring your own towels. Wash tubs, clothes lines, iron and iron boards are also available so you can do your own personal laundry. In 2013, two married quarters units will be available with each self contained unit offering 2 bedrooms, bathroom and kitchen and the units sharing a common room.

Campus cleaners are responsible for cleaning the shared bathrooms, toilets and common rooms, but you are responsible for keeping your own room clean and tidy. Each hostel has cleaning equipment such as dustpans, brooms, buckets and mops for you to use. Each hostel also has an electric jug, so that you can make a hot drink at any time, a microwave, and a telephone located in the Residential Assistant room, that can be used for calls within and outside campus with the assistance of the campus telephone operator. Resident Assistants (RA) are appointed by the University to assist with the care of students after hours.

**COMMUNICATION SERVICES**

Postal services are available from post office branches, which are operated by Samoa Post Ltd. Stamps can be purchased, while letters and parcels to any destination can be posted from these branches. Inward mail for you should have your name and the following address:

Student Mail
c/o Student Academic Services
Alafua Campus
The University of the South Pacific
Private Bag
Apia, Samoa

Telecommunication services in Samoa are provided by SamoaTel BlueSky (land lines) and two mobile phone service providers. For students
The currency used in Samoa is the tala (dollar) and sene (cent). All money matters relating to payment of fees, textbook and other allowances, scholarships and refunds are dealt with by the Student Finance Office in the Student Academic Services Building. If you are a sponsored or residential student, you are required to have a local bank account into which your allowances and any refunds are deposited.

There are four main banks in Samoa, the ANZ Bank, National Bank, Samoa Commercial Bank and Westpac Bank, all with branches around the country. Most are open from 9am to 3pm on weekdays. ANZ and Westpac Bank open for extended hours on Thursdays and Fridays, and for a limited number of hours on Saturdays. The ANZ, National and Westpac banks have ATMs at a number of locations in Apia, and many local businesses allow payment by EFT-POS card.

There are also a number of internet cafes in Apia, the most popular being Cappuccino Vineyard located in the ACB Building, Computer Services Ltd in the Samoa Life Assurance Building, and at the Samoa Observer office in Savalalo, the Talanoa Centre in Vaimoso and Cyber Café at Lotemau Centre.

The public hospital in Motootua has a dispensary for medication open from 8am - 9pm on weekdays and 9am to 6pm during the weekends and public holidays.

**MEDICAL SERVICES**

There are a number of pharmacies downtown open for business from 8am to 4:30pm weekdays, and 8am to 12:30pm Saturday. At least one of the pharmacies provides an after-hours service each night till 11pm.

**MONEY**

The currency used in Samoa is the tala (dollar) and sene (cent). All money matters relating to payment of fees, textbook and other allowances, scholarships and refunds are dealt with by the Student Finance Office in the Student Academic Services Building. If you are a sponsored or residential student, you are required to have a local bank account into which your allowances and any refunds are deposited.

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**PUBLIC TRANSPORT**

Buses operate on a regular basis during the week from 6am to 6pm. On Saturdays the buses operate only from 7am to 2:30pm. No buses operate on Sundays.

Taxis are available 24 hours a day, seven days a week. There is a taxi rank immediately outside the main gate of the Campus.

Following are typical taxi rates for Alafua to:
- Post Office, ANZ Bank, Apia central – 7.70tala;
- Savalalo Market - 7tala;
- Catholic Cathedral Mulivai – 7.70tala;
- NZODA and AusAID Office (in High Commissions) – 7.70tala;
- Aggie Greys Hotel, Vaisigano - 8tala;
- Myna’s Video Shop, Matautu-tai – 8.50tala;
- TupuaTamasese Meaole Hospital, Motootua - 10tala; and
- Faleolo Airport – 50-60Tala.

In addition, the University’s 15-seater van which travels down town daily at 10am, will also take staff and students on a “first come first serve” basis free of charge. The van departs from the front of the Student Academic Services Building.
Alafua Campus Security Services provides 24-hour/7-days a week security. The security team is responsible for the security of University property and equipment and the safety of its students and staff while on its premises. But it is important for all members of the USP community to play their part by ensuring that their personal items are secured, and that doors to their rooms are locked when the rooms are vacant. Every effort is made, through patrols around campus and spot-checking of vehicles, to minimise the occurrence of thefts and break-ins. When members of the University are asked by security officers to show their ID cards this may cause personal inconvenience, but please understand that this is for your own safety.

You need to be aware that neither alcohol nor kava are permitted on-campus at any time, except in the specific areas during specified times that must be approved by the Campus Director. If you breach this regulation, penalties can be imposed on you ranging from fines to expulsion.

Alafua Campus has two fields, one for playing rugby and soccer, and the other (due to close proximity to the hostel quarters) only for touch rugby and outdoor volleyball. There is also a multi-purpose court for playing netball, basketball and tennis. A common room for students, has a television set and video Sky TV, is also available. A fridge, electric jug and a microwave zip water system are located in the common room for your use.

All full-time regional students are eligible to use the free medical clinic. Two doctors are available on-campus from 10-1pm on weekdays. At least one RA is trained to administer emergency first aid when necessary. The RAs also ensure that any student who needs urgent medical care after hours is taken to the hospital. USP Alafua’s Campus Life Officer is on call 24 hours. The security officers can also help in case of an emergency.

There is a gymnasium with weights and other fitness training equipment. The gymnasium is shared by the Campus staff and students. The gym is free of charge to residential students. The Samoan Fale provides a place for you to entertain visitors. It is often used for large social functions and student gatherings. Students also use this venue for prayer meetings. There is a minimum charge for use of the Fale.

The USPSA-AC hosts a welcome party for new students at the beginning of the year in February. This gives new students an opportunity to meet the Students Association Officers as well as continuing students. Other social activities organised by the Students Association include:

- Inter-university sports;
- USPSA-AC farewell functions at the end of each semester; and
- Religious services and pastoral and spiritual care can be arranged depending on the residential students requirements.

The Alafua Campus Library holds approximately 21,000 book titles. The collection also consists of journal titles in print and electronic format and DVDs to support study, and for recreational purposes. The bulk of the collection is agriculture-related but there is also a wide range of material to support students studying through distance and flexible learning. Most books can be borrowed for a period of two weeks with the exception of those from the Reference, Reserve and Pacific Collections which can be used in the library for three hours at a time.

The Library catalogue can be searched via the internet which is available on 10 student computers in the library. Information can also be found using the online databases available on the library website and other databases provided such as TEEAL - The Essential Electronic Agricultural Library, Proquest Agriculture Journals and CAB Abstracts with Full Text. Items which are not held in the collection can be requested via inter-library loan from other institutions and from the main campus in Fiji, however charges may apply. Within the Library, there are individual study carrels and tables for groups to share, as well as casual seats for reading current journal issues and newspapers. Photocopying is available at 20 sene per page and the library also offers printing in black and white and colour, laminating and binding services.
Further information is provided during the Library’s orientation and user education sessions at the start of each semester.

Library Opening Hours
During semesters:
Monday - Friday: 8am - 6pm
Saturday - Sunday: Closed

During Semester breaks:
Monday - Thursday: 8am - 4.30pm
Friday: 8am - 4pm
Saturday - Sunday: Closed

During Study and Examination Weeks:
Monday - Friday: 8am - 6.30pm
Saturday: Closed
Sunday: 2pm - 6pm

STUDENT ACADEMIC SERVICES (SAS)

Services include admission, registration, ID cards, changing courses, payment of fees, withdrawing, student mail, applications for cross credits, receiving and returning assignments, test and exam administration, results processing, aegrotat and compassionate applications, reconsideration applications and graduation. Academic counselling and support to DFL students. Issue of DFL course materials and textbooks.

Student Learning Support (SLS) provides academic support to assist students and staff, learn and teach more effectively. This is available from the main campus from time to time.

NOTE: Student visas are handled by the Central Administration section.

SAS Opening Hours (during semester):
Monday to Friday: 8:30am - 6:30pm
Saturday: 9:00am - 12:00pm
Contact details:
Telephone: +685 21671, Ext 200, 231, 233, 234, 235 or 20874
Fax: +685 23424
Email: enquiries@samoa.usp.ac.fj

Savaii Centre Samoa

Located at Salelologa Public Library, Savaii, the USP Savaii Centre provides support for including enrolments, assessments, campus life visits. Other SAS services are offered during enrolments and as requested.

Contact details:
Telephone: +685 51467
Email: taiapo_t@yahoo.com
There are two student computer laboratories with 20 computers each. One lab is for face-to-face students and one for distance and flexible learning (DFL) students. Both computer labs are connected to the internet with printing facilities. New students are provided with USP email address which is used for all communication relating to your studies. Often general notices to all students are received through these USP email addresses. Basic computer skills sessions are run at the beginning of the academic year for those who need assistance.

Distance and flexible learning students doing internet courses can use the facilities to assist their learning. Courses in how to use the different online learning management systems are also run at the beginning of each semester and it is important for all new users to attend so they can be introduced to the full range of features available.

The computer labs opening hours are from 8am -10:00pm. In addition, you can use a suite of computers in the Student Academic Services Front Office and the Library.

ITS LabsOpening Hours
Monday to Friday: 8am - 10pm
Weekends and Public Holidays: 12noon to 6pm
Wireless connection can also be established in most areas of the Campus.

All DFL courses have at least three satellite tutorials each semester. These take place in the audio tutorial room, near the large satellite dish. At these tutorials students from around the region can discuss with their course coordinator, issues and problems that come up during their reading and coursework. The timetable for the sessions are sent to all students email addresses and posted on the notice boards (SAS, IT Services and Library).

As well as the usual science laboratories in which agriculture students learn more about crop, animal and soil sciences, through practical work and experiments, there are also three specialised laboratories on-campus. At the Agricultural Chemistry Nutrient Analysis Laboratory: soil, water, plant and animal feed analyses are carried out for student and staff research and samples submitted by farmers for fertiliser calculations/recommendations, advanced soil science teaching and research takes place. At the Tissue Culture Unit, the main focus of research has been the development of leaf blight resistant strains of taro and the development of appropriate media for the production of other crops. The unit also stores duplicates of the plant genetic materials from around the region in cooperation with the Secretariat of the Pacific Community (SPC). The Alafua Forensic Drug Testing Centre was opened in 2005 to test suspected drug samples for the Police, Customs and similar organisations.

Alafua Campus has two farms associated with its agriculture teaching and research programmes: 30.8 hectares at Alafua and 10.8 hectares at Moamoa. As well as commercial production, the farms are used for teaching and research in pasture agronomy, farming systems with crop and livestock components, fodder production, and other aspects of crop science.
The picturesque Emalus Campus is situated in the Tassiriki area on the outskirts of Port Vila, which is the capital of Vanuatu. The campus overlooks the attractive Emten lagoon, often referred to as ‘Second Lagoon.’ ‘Emalus’, the name of the campus site in Erakor language, means the ‘place where it is always raining’.

The campus is home to:
- about 1500 students who are studying USP preliminary and foundation courses, and first year degree courses, in both arts and sciences, by distance and flexible learning modes (DFL);
- about 280 law students who are studying law face to face. The head offices of the School of Law, which runs undergraduate and postgraduate courses leading to the LLB and LLM degrees, are situated on Emalus Campus. The School delivers its courses both face-to-face and by distance and flexible learning;
- The Pacific Languages Unit (part of the School of Language, Arts and Media) which offers Pacific language courses, mainly by distance and flexible learning is also located on campus.

ACCOMMODATION

The Halls of Residence can accommodate 138 single students and 12 families. Behaviour in these residences are covered in the USP Residential Regulations, as set out in the University Discipline Ordinance and Regulations for Students. You should read this booklet carefully because accepting a place in a Hall of Residence means you agree to abide by the rules and conventions governing residence at USP.

Students who want to live off-campus should consult the Campus Life Coordinator who will be able to assist you in finding accommodation. Usually, a refundable deposit is required and you will need to provide your own cutlery, crockery and linen. If you rent an unfurnished place, USP is not able to supply furniture. If you decide to live on-campus, it is important to note that once you have paid the full semester fees, it is not possible to move off-campus until the end of that semester.

CATERING SERVICES

Catering service facilities include a Student Dining Hall, campus canteen/snack bar, cafeteria and staff-student barbecue and laplap/lovo area.

The Dining Hall and the canteen cater for a variety of tastes, including island and Indian food, vegetarian meals, as well as Western menus. There are also many cafes, restaurants and supermarkets located close by in Port Vila.

Students living in the Halls of Residence take their meals in the Student Dining Hall. If you have special food or dietary requirements you should advise the Campus Life Coordinator, who can make special arrangements with the caterer.
Cングrats. U MADE it to UNI. Now get geared up.

**The Student Starter Pack!!**

$899

- Asus X501A CELERON
  - 2GB RAM
  - 320GB HDD
  - 1.8 Ghz

- FREE Notebook Carry Bag
- FREE Notebook Surge Protector
- FREE Vodafone Flashnet

**The Lectures & Tutorials**

- HP Presario CQ45 14"
  - CELERON
  - FREE Flashnet
  - FREE Carry Bag
  - 2GB RAM
  - 500GB HDD
  - 1.8 Ghz
  - $979

- ASUS X55A 15"
  - PENTIUM
  - HOT OFFER!!
  - FREE Carry Case
  - FREE Flashnet
  - 4GB RAM
  - 320GB HDD
  - 2.3 Ghz
  - $999

- Asus X501A Black or White
  - Intel Core i3
  - HOT OFFER!!
  - FREE Carry Case
  - FREE Flashnet
  - 4GB RAM
  - 500GB HDD
  - 2.2 Ghz
  - $1249

- Pentium G620 2.6Ghz
  - Multimedia System
  - Intel PENTIUM 2.6Ghz
  - $18.5” AOC Wide LED Monitor
  - Keyboard
  - USB Mouse & Pad
  - Bonus Speakers
  - $895

- HP Deskjet 2510
  - $89

- HP OfficeJet 4620
  - $179

- HP P1102 Mono Laser
  - $199
  - WIRELESS!

**The Backup!**

- Portable USB HARD Drive
  - TOSHIBA CANDVO BASIC
  - USB3.0 1TB - $199
  - VERBATIM
  - USB2.0 500GB - $149

**The Looks**

- Notebook Sleeves and Bags from $30

**The Hook-up**

Bondwell

7 Moti Street, SUVA Ph: 3385 549  Martintar, Nadi  Ph: 6726 033
5 Tui St. LAUTOKA Ph: 6662 001  www.bondwell.com.fj

*FINE PRINT: All Prices are VAT inclusive. Prices valid until 28/02/2013 or while stocks last. Pictures for illustration purpose only. Actual Product may differ.*
COMMUNICATION SERVICES

There is no delivery of mail to commercial or residential addresses in Vanuatu as all mail is delivered to a Post Office box. While you can get your own Post Office box in Vila, you can also have mail sent to you directly at Emalus Campus. You should try to have all your mail prefixed with Student Mail as well as your name.

The address is:
Emalus Campus
The University of the South Pacific
PMB 9072
Port Vila, Vanuatu.

In addition to standard mail, all students are provided with a USP email account. The standard email address for a student is your student number, followed by @student.usp.ac.fj. Card phones are available in the Bookshop on the upper campus (678) 25585, in the canteen, in the Halls of Residence (678) 27867 and at the Guest House (678) 23439.

CONSUMPTION OF ALCOHOL

Except for the staff houses, the consumption of alcohol without the prior authorisation of the Campus Director is prohibited anywhere on-campus under current University Regulations.

MONEY

Vanuatu’s official currency is the vatu (abbreviated VT). There are 200, 500, 1000, 5000 and 10,000 vatu notes, and 1, 2, 5, 10, 20, 50 and 100 vatu coins. However, the 1 and 2 vatu coins are no longer in use. Foreign exchange rates can be obtained from any of the banks and other money exchange outlets in town.

As an indication of equivalents in other currencies, the following approximate rates were valid in September 2012:

<table>
<thead>
<tr>
<th>Country Currency</th>
<th>Vanuatu Vatu (VUV) equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>USA Dollars</td>
<td>96.10</td>
</tr>
<tr>
<td>Australia Dollars</td>
<td>100.21</td>
</tr>
<tr>
<td>New Zealand Dollars</td>
<td>79.82</td>
</tr>
<tr>
<td>Europe Euro</td>
<td>121.89</td>
</tr>
<tr>
<td>UK Pounds</td>
<td>152.45</td>
</tr>
</tbody>
</table>

Fiji Dollars 54.69
PNG Kina 48.28
Solomon Dollars 14.45
Tonga Pa’anga 59.10
Samoa Tala 44.72

A number of major banks operate in Vanuatu, including Westpac, ANZ, BRED Bank and the National Bank of Vanuatu. USP operates its accounts with Westpac and the National Bank of Vanuatu for students paying their fees in the outer islands. There are no restrictions on importing or exporting money or on changing money in Vanuatu. Supermarkets and many stores will accept personal cheques. There is no income tax in Vanuatu. However, Value Added Tax (VAT) and a number of other indirect taxes mean that the prices of goods (especially imported goods) in stores are considerably higher than in, say, Australia, Fiji or New Zealand.

MEDICAL SERVICES

Port Vila is a relatively healthy place. The water is perfectly safe to drink, although it contains quite a bit of calcium. Cuts and scratches should be treated immediately with antibiotic ointment and covered with a band-aid. There is a small clinic on-campus and is managed by a Matron who is
a qualified nurse, and can refer you to the University doctor if necessary. The clinic opens part of each working day and operates under the general supervision of the USP doctor. It provides medical care for students who belong to the Emalus Campus Students Association and who have paid the Health Service Fee. There are a number of private doctors, dentists, a physiotherapist as well as three pharmacies. The outpatients department of Vila Central Hospital (which is 10 minutes walk from the campus) opens from 7:30am to 11:30am for general consultations. In the afternoons and evenings it is open only for referrals or emergency cases. Doctors are on-call to deal with emergencies.

**PUBLIC TRANSPORT**

There are hundreds of buses in Vila. These are small 12- or 15-seater mini-buses, distinguished by the red letter B on the number plate. Buses have no fixed routes, and will take you wherever you want to go, though not always by the most direct route. Bus fares currently are 150vatu anywhere in the city limits. There is also a good number of taxis.

**SECURITY**

Port Vila is a fairly safe town to live in. There are the usual problems associated with urban life, such as occasional petty theft, but these are minor. It is usually safe to walk the streets at night but you are requested to increase your personal safety by always going with someone you know.

**SPORT AND RECREATIONAL**

The campus sports area has a football/rugby field, a basketball and netball courts. Sports played in Port Vila include soccer, rugby, netball, volleyball, cricket, tennis, squash, boxing, table tennis and golf. USP fields teams in some of these sports during the town competitions.

There are tennis courts, squash courts and a gym in the Cercle Sportif near the campus. Some of the hotels allow Vila residents to become members (for a fee), which entitles them to use of their swimming pools.

There are also water sports like snorkelling, yachting, water-skiing and wind-surfing. For further information contact the Campus Life Coordinator.

**LIBRARY AND INFORMATION SERVICES**

The Emalus Campus has a Library. It serves staff and students of the Pacific Languages Unit (PLU), the School of Law (SOL), the Vanuatu Centre for DFL and Early Childhood Education (ECE). There is a central administration office for the whole campus. There is also a satellite connection to Laucala Campus, and through Laucala Campus, to all regional campuses. There are computer labs with email and internet facilities.

**The Collection**

The collection consists of materials from most disciplines. Emphasis is placed on disciplines that are taught by the PLU, SOL and ECE and
The volume of materials from each discipline varies.

There are two major print collections.
1. Law collection: consisting of law reports and legislation from various jurisdictions, legal textbooks and periodicals, as well as cases and legislation from around the Pacific.
2. General (non-law) collection: consisting of texts of other disciplines.

In addition to the two major collections, there are smaller collections:
- Periodicals collection: consisting of law and general journals and magazines interfiled alphabetically.
- Reference collections: consisting of atlases, dictionaries, encyclopedias, yearbooks, digests etc.
- Newspaper collection: consisting of daily papers from around the Pacific and Australia.
- Reserve collection: consisting of recommended readings and texts specified by the course lecturers and tutors. This collection has restricted borrowing conditions and is situated behind the issues desk.
- Vanuatu collection consists of all that the Library holds about Vanuatu. This collection is situated in the newspaper reading room. Similarly, materials from this collection have restricted borrowing condition.
- Audio and visual collection: consisting of video, CDs, CR-ROMs and DVDs which cover a wide variety of disciplines including sciences, social sciences and law.

The Library’s User Services include:
- Ask A Librarian
- Information Literacy Programme
- Online Public Access Catalogue
- PCs with internet access
- Borrowing privileges
- Inter library loans
- past examination papers;
- photocopying; and
- printing.

Opening Hours

**During Semester**
Monday to Thursday 8am - 9pm
Friday 8am - 4pm
Weekends 2pm - 6pm

**During Vacation**
Monday to Friday 8 am - 11:30am
1:30pm - 5pm
Weekend CLOSED
Public holidays CLOSED

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## SERVICES DIRECTORY

### Student Academic Services

<table>
<thead>
<tr>
<th>Location:</th>
<th>SASS Building</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours:</td>
<td>Monday to Friday: 7:30am – 12pm and 1:30pm – 4:30pm</td>
</tr>
<tr>
<td>Services:</td>
<td>Most administrative and academic matters including student permits, admission to USP, registration, dropping or withdrawing, aegrotat or compassionate pass, withdrawing from USP, academic results, transcripts, cross credits, completion of programmes and graduation.</td>
</tr>
</tbody>
</table>

### Central Administration

<table>
<thead>
<tr>
<th>Location:</th>
<th>Administration Building</th>
</tr>
</thead>
<tbody>
<tr>
<td>Services:</td>
<td>General campus administration</td>
</tr>
<tr>
<td>Telephone:</td>
<td>(678) 22748</td>
</tr>
<tr>
<td>Fax:</td>
<td>(678) 22633</td>
</tr>
</tbody>
</table>

### School of Law

| Telephone:         | (678) 23520 |
| Fax:               | (678) 27785 |

### Campus Outreach and Community Development Centre

| Hours:             | Monday to Friday: 7:30am – 11:30 am and 1:30pm – 4:30pm |
| Services:          | Academic support, Community Outreach and Administrative support to outer centres |
| Telephone:         | (678) 22748 |
| Fax:               | (678) 22633 |

### USP Centres in Vanuatu

#### Santo Centre

| Coordinator:       | Vacant |
| Postal address:    | PO Box 176, Lugarville Santo, Vanuatu |
| Telephone:         | (678) 36438 |
| Fax:               | (678) 36299 |

#### Tafea Centre

| Coordinator:       | Vacant |
| Postal address:    | PO Box 23, Isangel Tafea, Vanuatu |
| Telephone:         | (678) 68713, Fax: (678) 68726 |

#### Malampa Centre

| Coordinator:       | Renjo Samuel PEO Malampa Province |
| Address:           | Norsup, Malekula |
| Email:             | renjosamuel@yahoo.com |
Please use the tables at the right or below to plan your programme and courses for 2013 and subsequent years. Over the page are the tables that allow you to record greater detail about the courses in which you intend to register in 2013. The plan is designed for new students who intend to study full-time, but can also be used by continuing students and those intending to study part-time.

To create a Programme Plan:

1. Find out which courses are required for your programme from the 2013 Handbook and Calendar or the USP website.
2. Check the USP Calendar for information on which semester each of your courses is offered.
3. Check that you have recorded all the courses required for your programme. (If you are a continuing student you should tick the codes of the courses you have already passed to help you plan your 2013 options).
4. Transfer the course codes for 2013 onto the 2013 Enrolment Plan, on the following page.

### Undergraduate Programme (for certificates, diplomas & bachelor’s degrees)

<table>
<thead>
<tr>
<th>Year</th>
<th>Semester</th>
<th>100-level</th>
<th>200-level</th>
<th>300-level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year I</td>
<td>Semester I</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year I</td>
<td>Semester II</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year II</td>
<td>Semester I</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year II</td>
<td>Semester II</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

### Postgraduate Programme

<table>
<thead>
<tr>
<th>Year</th>
<th>Semester</th>
<th>400-level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year I</td>
<td>Semester I</td>
<td></td>
</tr>
<tr>
<td>Year I</td>
<td>Semester II</td>
<td></td>
</tr>
<tr>
<td>Year II</td>
<td>Semester I</td>
<td></td>
</tr>
<tr>
<td>Year II</td>
<td>Semester II</td>
<td></td>
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</tbody>
</table>

### GSB Programme

<table>
<thead>
<tr>
<th>Year</th>
<th>Semester</th>
<th>400-level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year I</td>
<td>Trimester I</td>
<td></td>
</tr>
<tr>
<td>Year I</td>
<td>Trimester II</td>
<td></td>
</tr>
<tr>
<td>Year I</td>
<td>Trimester III</td>
<td></td>
</tr>
<tr>
<td>Year IV</td>
<td>Semester I</td>
<td></td>
</tr>
<tr>
<td>Year IV</td>
<td>Semester II</td>
<td></td>
</tr>
</tbody>
</table>
Please use the tables at the right to plan your enrolment for 2013, and to calculate your fees. You should complete the Programme Plan first and then transfer the course codes for 2013 to this plan. The 2013 Enrolment Plan is designed for full-time study, but can also be used by students intending to study part-time.

To create a 2013 Enrolment Plan:

1. Transfer the course codes you wrote for 2013 from the Programme Plan on the other side of this page, to the correct semester in the Enrolment Plan.

2. Refer to the courses section of the 2013 Calendar and for each course, enter the details of the title, prerequisite, and mode into your Enrolment Plan.

3. If you are a continuing student, check that you have passed the required prerequisites for all courses in Semester I or the 30-week Period - if you have not, you will need to go back to your Programme Plan and change your sequence of courses.

4. Turn to the “Fees” section of this Orientation Guide. For each course, enter the relevant tuition fee. Double check that you are using the correct fee category, mode, level and currency for that course.

5. Sub-total your tuition fees for each teaching period.

6. From the Other Fees and Charges table in the “Fees” section enter other fees that are applicable to you such as the General Services fee and/or the Residential Fee and/or the Health Service Fee. Note that all of these are annual fees, so if you are paying your fees by semester or trimester, you will need to divide them by 2 or 3 respectively.

7. Add up the tuition and other fees for each semester to find your total fees.

**STEP 2 - 2013 ENROLMENT PLAN**

<table>
<thead>
<tr>
<th>Semester I or Trimester I or 30-week Period</th>
<th>Code</th>
<th>Title</th>
<th>Prerequisite</th>
<th>Mode</th>
<th>Tuition Fee</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

**Tuition Fee Sub-total**

- Per semester/trimester General Services Fee (if applicable)
- Per semester/trimester Residential Fee (if applicable)
- Per semester/trimester Health Service Fee (if applicable)

**Total Fees**

<table>
<thead>
<tr>
<th>Semester II or Trimester II</th>
<th>Code</th>
<th>Title</th>
<th>Prerequisite</th>
<th>Mode</th>
<th>Tuition Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

**Tuition Fee Sub-total**

- Per semester/trimester General Services Fee (if applicable)
- Per semester/trimester Residential Fee (if applicable)
- Per semester/trimester Health Service Fee (if applicable)

**Total Fees**

<table>
<thead>
<tr>
<th>Trimester III</th>
<th>Code</th>
<th>Title</th>
<th>Prerequisite</th>
<th>Mode</th>
<th>Tuition Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

**Tuition Fee Sub-total**

- Per trimester General Services Fee (if applicable)
- Per trimester Residential Fee (if applicable)
- Per trimester Health Service Fee (if applicable)

**Total Fees**
USP Graduate Attributes

The University of the South Pacific’s academic programmes will promote the development of the following attributes in all graduates:

**Academic excellence**
- Extensive knowledge of a particular discipline or professional area, including relevant knowledge and skills;
- Capacity for independent critical thinking and self-directed, life-long learning;
- Advanced information and communication technology knowledge and skills; and
- Research literacy and skills.

**Intellectual curiosity and integrity**
- Deep respect for truth and intellectual integrity, and for the ethics of scholarship;
- Intellectual curiosity and creativity; openness to new ideas;
- Commitment to inter-disciplinary understanding and skills; and
- Respect for the principles, values and ethics of a chosen profession.

**Capacity for leadership and working with others**
- Effective interpersonal communication skills;
- Leadership, organisational, teamwork and time management abilities; and
- Personal maturity and self-confidence.

**Appreciation of the cultures of the Pacific Islands**
- Knowledge and appreciation of both the unity and diversity of Pacific Island cultures;
- Understanding of the diverse economies and environments of the Pacific Islands; and
- Commitment to the maintenance and strengthening of the societies of the Pacific.

**Cross-cultural competencies**
- An understanding and appreciation of social, cultural and linguistic diversity;
- Respect for human rights and dignity in a global context;
- Commitment to accountability, ethical practice and social responsibility; and
- Demonstrated oral and written proficiency in the English language.
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Website: www.usp.ac.fj