2017 ORIENTATION GUIDE

TOWARDS EXCELLENCE IN LEARNING AND KNOWLEDGE CREATION
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FIRST SEMESTER

Information Sessions, Academic Advising and Orientation  
30 January - 3 February

Lectures begin  
6 February

Deadline for late registration and for change of courses  
17 February

Deadline for withdrawal from courses with full remission of fees (Alafua, Emalus, Laucala)  
24 February

Deadline for payment of fees  
17 March

Mid-semester break  
25 March - 2 April

Deadline for all students to withdraw from courses for which they do not wish to be assessed  
26 May

Examination Period  
29 May - 9 June

Semester break  
10 June - 9 July

SECOND SEMESTER

Lectures begin  
10 July

Deadline for late registration and change of courses  
21 July

Deadline for students to withdraw from courses with remission of fees  
28 July

Deadline for payment of fees  
18 August

Mid-semester break  
26 August - 3 September

Deadline for all students to withdraw from courses for which they do not wish to be assessed  
27 October

Examination Period  
30 October - 10 November
Dear Students,

Congratulations on choosing The University of the South Pacific as your University of choice for your tertiary education. The Student Orientation programme marks the official beginning of another academic year, and is designed to ease your transition to university life and will play a critical role in your overall success at University.

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

The University nurtures a positive and inclusive learning and living environment for student excellence. It delivers relevant, high quality and flexible programmes that will contribute towards the development of your skills, knowledge and competencies. As students, you are the major stakeholders of the University, and it is our collective (both staff and students) responsibility to contribute to the successful implementation of the University’s Vision and Mission and the Strategic Plan 2013 - 2018. I encourage you to take note and ownership of our Vision, Mission, and Values, as well as the Graduate Attributes.

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 the University has to offer; our state of the art facilities, various quality student support services, including the Library, Student Learning Services, Information and Communication Technologies, Fitness and Sports Centre and Health and Wellness Centre, Campus Life and many more. This Orientation Guide contains the details of various support services offered by USP.

We are an institution renowned for quality, Pacific focus, and external links with national, regional and international partners. Our programmes and courses are relevant to your needs as well as those required for the development of your respective countries. The University strives for excellence in every aspect of its operations and it offers internationally recognised qualifications. So far the University has 17 internationally accredited programmes and one recognition. Likewise, our support services are excellent and our research outputs are impressive.

You are encouraged to make the most of your time while at USP, and broaden your horizon by becoming lifelong independent, critical and active thinkers. Learning is not only confined to, lecture theatres, libraries, and laboratories, but also beyond. I urge you to be mindful of your time and to use it wisely to attain your goals while studying at USP.

USP provides an environment where your personal attributes will be nurtured and developed to its full capacity. USP also hosts various conferences, guest lectures and debates on issues relevant to the welfare and future of the region. I encourage you to have an active interest in these activities as it exposes you to various academic perspectives from within and outside the region.

By choosing USP, you have embarked on an exciting journey. The academic knowledge and multicultural experience that you will gain will serve you well in your chosen profession. You will forge lifelong friendships, and become a member of the USP family.

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 Administrative 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 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.

**SENIOR MANAGEMENT OFFICER**

**Vice-Chancellor and President**
Rajesh Chandra, BA GCEd MA S.Pac. PhD Br.Col.

**Deputy Vice-Chancellor (Learning, Teaching & Student Services)**
Richard Kevin Coll, BSc PhD Canterbury ScEdD Curtin

**Vice-President (Regional Campuses and Properties & Facilities)**
Giulio Masasso Tu’ikolongahau Paunga, BA Wesleyan MA PhD Daito Bunka

**Vice-President Administration (Vacant)**

**Deputy Vice-Chancellor (Research and International)**
Derrick Armstrong, BPhil Lond. MEd PhD Lanc.

**Dean, Faculty of Arts, Law and Education**
Akanisi Kedrayate, MEd Glas. PhD NE

**Dean, Faculty of Business and Economics**
Arvind Patel, BA S.Pac. MCom NSW. PhD QLD

**Dean, Faculty of Science, Technology and Environment**
Anjeela Jokhan, BSc PGDip MSc S.Pac. PhD Brist.

**Executive Director Finance**
Kolinio Boila BA MBA S.Pac.

**FACULTIES, SCHOOLS, INSTITUTES & TEACHING SECTIONS**

**FACULTY OF ARTS, LAW AND EDUCATION**
- School of Education
- School of Language, Arts & Media
- School of Law
- School of Social Sciences
- Oceania Centre for Arts, Culture & Pacific Studies
- Institute of Education
- Confucius Institute

**FACULTY OF BUSINESS AND ECONOMICS**
- School of Accounting & Finance
- School of Agriculture & Food Technology
- School of Economics
- School of Government, Development & International Affairs

**FACULTY OF SCIENCE, TECHNOLOGY AND ENVIRONMENT**
- School of Land Management & Development
- School of Management & Public Administration
- School of Tourism & Hospitality Management
- Graduate School of Business
- Institute of Research, Extension & Teaching in Agriculture

**OTHER TEACHING SECTIONS**
Teaching also takes place outside the faculties in the following sections:
- College of Foundation Studies
- Pacific Technical and Further Education
- Pacific Centre for Environment & Sustainable Development
USP ORGANISATIONAL STRUCTURE

COUNCIL

EXECUTIVE OFFICER
VC&P OFFICE
SUPPORT STAFF

VICE-CHANCELLOR & PRESIDENT

DEPUTY VICE-CHANCELLOR LEARNING, TEACHING & STUDENT SERVICES
- Undergraduate Affairs
- Academic Programmes Committee (APC)
- Teaching Quality Committee (TQC)
- Student Administrative Services
- Campus Life
- Scholarships & Financial Assistance
- College of Foundation Studies
- Centre for Flexible Learning
- Pacific Technical And Further Education (Pacific TAFE)

DEPUTY VICE-CHANCELLOR RESEARCH & INTERNATIONAL
- Research
- Graduate Affairs
- USP International
- Innovation & Knowledge Transfer/IP
- Pacific Centre for Environment & Sustainable Development
- USP Press

VICE-PRESIDENT ADMINISTRATION
- Planning
- Quality
- Institutional Research & Data
- Human Resources
- ITS
- Japan-Pacific ICT Centre & Regional ICT Outreach
- Libraries
- USP Commercial

VICE-PRESIDENT REGIONAL CAMPUSES AND PROPERTIES & FACILITIES
- Regional Campuses
  - Cook Islands, Fiji, Kiribati, Marshall Islands, Nauru, Niue, Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu and Vanuatu
- Property & Facilities
- Security

DEPUTY VICE-CHANCELLOR RESEARCH & INTERNATIONAL
- Development
- Marketing
- Communications
- Alumni Relations
- Crop Engagement
- Australia Awards
- Pacific Scholarships
- ADB Loan

DEPUTY VICE-CHANCELLOR LEARNING, TEACHING & STUDENT SERVICES
- Financial Planning & Budgets
- Financial Accounting
- Management Accounting
- Financial Operations
- Procurement
- Payroll

DIRECTOR DEVELOPMENT, MARKETING, COMMUNICATIONS AND ALUMNI RELATIONS
- Audit
- Insurance
- Risk Management

DIRECTOR ASSURANCE, COMPLIANCE & RISK MANAGEMENT
- Council and Central Committee Secretariat
- Records Management
- Governance Reviews
- Mail Room

EXECUTIVE DIRECTOR FINANCE
- Associate Deans & Heads of School
- Faculty Executive Committee
- Faculty APC/TQC
- Faculty Research Committee
- Faculty Appointments Committee
- Faculty Assessment Board
- Centres and Institutes

DEANs

VICE-PRESIDENT REGIONAL CAMPUSES AND PROPERTIES & FACILITIES

SECRETARY TO COUNCIL AND CENTRAL COMMITTEE SECRETARY

DEANs

DEANs
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. If you put in your best effort, you will not only be personally satisfied but you will also perform well academically.

University class sizes may also surprise you. At school, you may have sat in a room with 30 to 40 other students. Some lecture rooms at the university can seat more than 300 students! Lectures tend to be for large numbers of students, but they are supplemented by smaller tutorial groups that have a more personal atmosphere and give you the opportunity to ask your tutor or lecturer questions about issues raised in the lecture.

Another big difference about studying at university is the expectation that you will not just take notes from your lecturers but ask them lots of questions. In some Pacific cultures it is considered impolite to question people in authority positions, such as lecturers, but at university, it is important that you ask questions and challenge theories so that you learn to become an analytical and independent thinker.

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.
Approximately half of USP’s students choose to study by flexible learning (FL). 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 four 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 FL, representing all USP discipline areas. Students may study through any of the four modes, Face to Face, Print, Blended and/or Online. The USPNet satellite communications network and the Learning Management System – Moodle, are greatly enhancing the learning experience of students and the University is expanding the number of programmes and courses utilising online resources.

The Centre for Flexible Learning (CFL) comprises three sections: the Learning Design and Development (LDD) Team, the Multimedia Team (MMT) and the Learning Systems Team (LST). CFL is primarily involved with the design and delivery of flexible learning programmes and courses and is committed to supporting flexible learning.

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, discussion forums and many other resources and activities. You can contact your lecturer and fellow students. You can also submit your assignments through Moodle and access other 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. Moodle support is available for all online or online-supported courses.

A Student Guide for using Moodle is available online: http://elearn.usp.ac.fj/course/view.php?id=379

If you require assistance with Moodle, contact: moodlehelp@usp.ac.fj.
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 process of applying to study at the University of the South Pacific. The process includes applying and accepting an offer to study. Instructions on how to apply for admission can be located at the following link http://www.usp.ac.fj/index.php?id=7603

Aegrotat Pass
A pass granted (on application) to a student who falls ill during, or immediately prior to, their final examination. A student’s eligibility for an aegrotat pass is based on their achieving a coursework grade of B.

Blended Mode
A course offered that blends online and face-to-face delivery. Blended courses may also have a (print) Course Guide or Study Guide and can be offered to both Face-to-Face and Distance and Flexible Learning students. Blended courses are also known as hybrid courses.

Compassionate Pass
As 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 a pass is based on their achieving a coursework grade of B.

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 course that must be completed to fulfil the requirements of a programme. Programmes often have a number of core courses that are referred to as a core or compulsory courses.

Course
A component of a discipline normally a semester or trimester long, which is led by one or more academic staff, and has a fixed number of students. It is usually an individual subject. Full-time study at undergraduate level typically will involve enrolment in four courses per semester. Students will undertake a number of courses to complete the requirements of a programme.

Credit Points
A measure that indicates the volume of student workload in terms of notional learning hours for a course.
**Credit Transfer**
A process for enabling a student to have a course or courses from another programme or higher education institution recognised as an equivalent in knowledge and skills to those in a University course in which the student is enrolled. It is actually either a course or a component of a course.

**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 which may be chosen by a student, usually from a discipline outside the student’s major(s) or minor(s), which must be passed as part of a Programme.

**Enrolment**
The completion of the three processes of admission, registration and fee payment.

**Faculty**
A coherent grouping of academic programmes and/or schools, under the leadership of a Dean.

**Flexi-school Course**
A course, formerly known as summer school or winter school, taught intensively typically between 4 to 6 weeks during semester breaks.

**Grade Point Average (GPA)**
A measure of the overall academic performance of individual students in order to acknowledge excellence, calculated by assigning points to the grades achieved in each of their courses and finding the average of the points.

**Major**
A defined sequence of courses in an undergraduate degree, which defines an area of focus within a programme. An undergraduate degree programme consists of 2 majors.

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

**Mode of Study**
The medium used in the delivery and support of a course. Possible modes of study currently used are face-to-face, online, blended and print.

**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 University qualification such as a certificate, a diploma or a degree.

**Registration**
The process of electronic or manual approval, by the designated 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**
An academic group within the University that undertakes teaching and research in particular areas and the administration of particular units of study, for example, the School of Economics.

**Semester**
The normal duration for which a course is offered – usually 18 weeks long.

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

**Trimester**
A period of study offered three times a year that is shorter than a semester, usually 10 weeks long. For e.g. the Graduate school of Business conducts its Programme of study on a trimesterly basis. See the Handbook and Calendar for other semester based programmes.

**Tutorial**
An interactive teaching technique (maybe via satellite also) in which a small group of students meet, usually once or twice a week, with an academic staff member to discuss concepts covered in recent topics or work through applied examples of theory.

**University Course**
A compulsory interdisciplinary course for all degree programmes. Most USP courses are offered by specific disciplines, but University courses (coded UU) range across several disciplines.

**ACRONYMS**
- CFL Centre for Flexible Learning
- CFS College of Foundation Studies
- CGPA Cumulative Grade Point Average
- FL Flexible Learning
- ELSA English Language Skills Assessment
- FAL Faculty of Arts, Law and Education
- FBE Faculty of Business and Economics
- FSTE Faculty of Science, Technology and Environment
- GPA Grade Point Average
- GSB Graduate School of Business
- MOODLE Modular Object-Oriented Dynamic Learning Environment
- PACTAFE Pacific Technical & Further Education
- PhD Doctor of Philosophy
- Pacific TAFE – Pacific Technical & Further Education
- SAS Student Administrative Services
- SOLS Student Online Services
- USP The University of the South Pacific
- USPSA The University of the South Pacific Students’ Association
- USPACSA USP Alafua Campus Students’ Association (USPSA Alafua)
- USPECSA USP Emalus Campus Students’ Association (USPSA Emalus)
- USPLCSA USP Laucala Campus Students’ Association (USPSA Laucala)
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 comp user 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 2016. As a new student you should get a copy of the USP Handbook and Calendar for 2016.

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.

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

**STEP 5: To Register a Course**

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

#### Chemistry Service

#### Biology Double Major

<table>
<thead>
<tr>
<th>Sel</th>
<th>Course</th>
<th>Title</th>
<th>Mode</th>
<th>Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>BI207</td>
<td>Tropical Plant Biology</td>
<td>Face to Face</td>
<td>Laucala Campus</td>
</tr>
<tr>
<td></td>
<td>BI300</td>
<td>Research Project in Biology</td>
<td>Face to Face</td>
<td>Laucala Campus</td>
</tr>
<tr>
<td></td>
<td>BI305</td>
<td>Marine Biology</td>
<td>Face to Face</td>
<td>Laucala Campus</td>
</tr>
<tr>
<td></td>
<td>MS202</td>
<td>Invertebrate Biology</td>
<td>Face to Face</td>
<td>Laucala Campus</td>
</tr>
<tr>
<td></td>
<td>MS305</td>
<td>Marine Biology</td>
<td>Face to Face</td>
<td>Laucala Campus</td>
</tr>
</tbody>
</table>

#### 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

#### Chemistry Service

#### Biology Double Major

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<tbody>
<tr>
<td>✔</td>
<td>BI207</td>
<td>Tropical Plant Biology</td>
<td>Face to Face</td>
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<td>Marine Biology</td>
<td>Face to Face</td>
<td>Laucala Campus</td>
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</table>

#### Active Registrations

<table>
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<tr>
<th>Course</th>
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<th>Mode</th>
<th>Status</th>
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</thead>
<tbody>
<tr>
<td>BI207</td>
<td>Tropical Plant Biology</td>
<td>Laucala Campus</td>
<td>Face to Face</td>
<td>Request</td>
<td>CANCEL</td>
</tr>
<tr>
<td>BI305</td>
<td>Marine Biology</td>
<td>Laucala Campus</td>
<td>Face to Face</td>
<td>Approved</td>
<td>CANCEL</td>
</tr>
</tbody>
</table>
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**
Course Code Letters
All USP courses are identified by a two- or three-letter prefix. These code letters represent either a focused 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 have 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>
</thead>
<tbody>
<tr>
<td>AF</td>
<td>Accounting</td>
<td>School of Accounting and Finance</td>
</tr>
<tr>
<td>AG</td>
<td>Agriculture</td>
<td>School of Agriculture and Food Technology</td>
</tr>
<tr>
<td>BF</td>
<td>Banking</td>
<td>School of Accounting and Finance</td>
</tr>
<tr>
<td>BI</td>
<td>Biology</td>
<td>School of Biological and Chemical Sciences</td>
</tr>
<tr>
<td>BS</td>
<td>Business Studies</td>
<td>School of Accounting and Finance</td>
</tr>
<tr>
<td>PACTAFE</td>
<td>Pacific Technical &amp; Further Education</td>
<td>Centre for Pacific Technical &amp; Further Education</td>
</tr>
<tr>
<td>CH</td>
<td>Chemistry</td>
<td>School of Biological and Chemical Sciences</td>
</tr>
<tr>
<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>
</tr>
<tr>
<td>EC</td>
<td>Economics</td>
<td>School of Economics</td>
</tr>
<tr>
<td>ED</td>
<td>Education</td>
<td>School of Education</td>
</tr>
<tr>
<td>EE</td>
<td>Electrical/Electronic Engineering</td>
<td>School of Engineering and Physics</td>
</tr>
<tr>
<td>EL</td>
<td>ELSA and EL001</td>
<td>Faculty of Arts, Law and Education</td>
</tr>
<tr>
<td>EN</td>
<td>Engineering</td>
<td>School of Engineering and Physics</td>
</tr>
<tr>
<td>ES</td>
<td>Earth Science</td>
<td>School of Geography, Earth Science and Environment</td>
</tr>
<tr>
<td>EM/EV</td>
<td>Environmental Science</td>
<td>School of Geography, Earth Science and Environment</td>
</tr>
<tr>
<td>FM</td>
<td>Finance</td>
<td>School of Accounting and Finance</td>
</tr>
<tr>
<td>FT</td>
<td>Food &amp; Textiles</td>
<td>School of Education</td>
</tr>
<tr>
<td>PREFIX</td>
<td>DISCIPLINE TITLE</td>
<td>OFFERED BY</td>
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<tr>
<td>--------</td>
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<td>------------------------------------------------------</td>
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<tr>
<td>GE</td>
<td>Geography</td>
<td>School of Geography, Earth Science and Environment</td>
</tr>
<tr>
<td>GM</td>
<td>Geomatics</td>
<td>School of Geography, Earth Science and Environment</td>
</tr>
<tr>
<td>GS</td>
<td>Geospatial Science</td>
<td>School of Geography, Earth Science and Environment</td>
</tr>
<tr>
<td>HY</td>
<td>History</td>
<td>School of Social Sciences</td>
</tr>
<tr>
<td>IS</td>
<td>Information Systems</td>
<td>School of Computing, Information and Mathematical Sciences</td>
</tr>
<tr>
<td>JN</td>
<td>Journalism</td>
<td>School of Language, Arts and Media</td>
</tr>
<tr>
<td>LL</td>
<td>Literature &amp; Language</td>
<td>School of Language, Arts and Media</td>
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<tr>
<td>LM</td>
<td>Land Management</td>
<td>School of Land Management and Development</td>
</tr>
<tr>
<td>LP</td>
<td>Land Use Planning</td>
<td>School of Land Management and Development</td>
</tr>
<tr>
<td>LS</td>
<td>Library Studies</td>
<td>School of Education</td>
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<tr>
<td>LW</td>
<td>Law</td>
<td>School of Law</td>
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<tr>
<td>MA</td>
<td>Mathematics</td>
<td>School of Computing, Information and Mathematical Sciences</td>
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<tr>
<td>MBA</td>
<td>Master of Business Administration</td>
<td>Graduate School of Business</td>
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<tr>
<td>MG</td>
<td>Management &amp; Public Administration</td>
<td>School of Management and Public Administration</td>
</tr>
<tr>
<td>MM</td>
<td>Mechanical/Manufacturing Engineering</td>
<td>School of Engineering and Physics</td>
</tr>
<tr>
<td>MS</td>
<td>Marine Affairs/ Marine Science</td>
<td>School of Marine Studies</td>
</tr>
<tr>
<td>OS</td>
<td>Official Statistics</td>
<td>School of Economics</td>
</tr>
<tr>
<td>PA</td>
<td>Pacific Studies</td>
<td>Oceania Centre for Arts, Culture and Pacific Studies</td>
</tr>
<tr>
<td>PD</td>
<td>Population and Demography</td>
<td>School of Economics</td>
</tr>
<tr>
<td>PH</td>
<td>Physics</td>
<td>School of Engineering and Physics</td>
</tr>
<tr>
<td>PL</td>
<td>Politics</td>
<td>School of Government, Development and International Affairs</td>
</tr>
<tr>
<td>PP</td>
<td>Pacific Policing</td>
<td>School of Social Sciences</td>
</tr>
<tr>
<td>PS</td>
<td>Psychology</td>
<td>School of Social Sciences</td>
</tr>
<tr>
<td>RE</td>
<td>Real Estate</td>
<td>School of Land Management and Development</td>
</tr>
<tr>
<td>SO</td>
<td>Sociology</td>
<td>School of Social Sciences</td>
</tr>
<tr>
<td>ST</td>
<td>Statistics</td>
<td>School of Computing, Information and Mathematical Sciences</td>
</tr>
<tr>
<td>SW</td>
<td>Social Work</td>
<td>School of Social Sciences</td>
</tr>
<tr>
<td>TE</td>
<td>Technology Education</td>
<td>School of Education</td>
</tr>
<tr>
<td>TS</td>
<td>Tourism</td>
<td>School of Tourism and Hospitality Management</td>
</tr>
<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>
</tr>
</tbody>
</table>
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 courses 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 degree studies.</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</td>
<td>Good English skills should be an advantage in degree tested studies.</td>
</tr>
<tr>
<td>3</td>
<td>Adequate proficiency in most academic skills</td>
<td>English skills are adequate to commence degree tested 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 required (EL001).</td>
<td>Modest skills may affect success in degree studies; tested concurrent semester course in English language skills.</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>
WHAT FEES WILL I NEED TO PAY?

1. How do I find out the fees for a course?
Refer to the 2017 Handbook and Calendar for a comprehensive list of fees for 2017.
Fees information is also available on the USP website: 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 2017 Handbook and Calendar). 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 2017 Principal Dates in 2017 Handbook and Calendar to find the deadlines for withdrawing.

HOW DO I PAY MY FEES?

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.

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.

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.
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 Administrative Services office at the three major campuses.

This is recommended as the safest and most convenient way for payment of fees by students who live far from campus. TMO payments are normally made at the Post Office or a recognised Postal agency. Care must be taken to check that:
- you have paid the full tuition fees for all your courses plus any other applicable charges;
- you have paid for any other cost for sending your fees through TMO;
- your full name and student ID number have been recorded on your receipt as sender identification, especially if you do not have an invoice from your USP campus; and
- you have indicated your USP campus to the Postal Agency or Post Office to ensure that they send the payment details to the correct campus.

**Note that:**
- You will be officially registered only once all your fees are received at your USP campus;
- Course materials will be dispatched to you as soon as the fees have been received;
- You must keep all your fee receipts or documents provided by the Post Office or Postal Agency; and
- It is your responsibility to follow up with your USP campus that your fees have been received, and to ensure that all outstanding amounts are settled before the fee payment deadline.

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.
Welcome to Pacific TAFE

Pacific TAFE provides high quality skills based programmes, foundation & preliminary studies and short term trainings. Skills based programmes are for employment opportunities, pathways for higher studies at USP and for career advancement. Foundation programmes provides pathways for higher studies at USP. Foundation Programme offers study programmes at the Preliminary and Foundation level. You will be enrolled in the Preliminary or Foundation Business, Arts or Science in the foundation programme.

Pacific TAFE programmes are offered under three (3) Colleges as follows:

1. College of Business, Tourism & Hospitality
2. College of Arts & Humanities
3. College of Science, Technology and Environment

Pacific TAFE’s Workforce Development Training Unit (WDTU) is located at the Foster Court, 107 Foster Road, Walu Bay, Suva. WDTU is specialized in the area of upskilling and re-skilling employees in the workforce through the provision of the following:

- Short Courses
- International Computer Driving License (ICDL)
- Cambridge English
- Psychometric Assessment
- Master Class Trainings
- Procurement Trainings

Pacific TAFE is well equipped with the training facilities. Students enrolled in Semester based programmes have access to all facilities of the USP such as campus life activities, services provided by USP counselling Centre, Careers Centre and Disability Resource Centre etc.

All courses will have access to online learning management system (Moodle) for online discussions and activities. Participants/students will get access to USP’s Online Learning Management System (Moodle) where they can go online on discussion forums to participate in class activities, communicate to the Trainers, download courses materials and submit assessments.

If you are a new or continuing student, you are required to attend the Academic Advisory sessions and Orientation that will be provided by the Academic Staff at the main campuses and centres. This is to ensure that you:

- are enrolled in the correct programme and mode of study
- choose the correct courses before registering for them online or manually
- are provided all the academic and administrative support you need.
For further information on Foundation Programmes, please contact College of Foundation Studies on (679)3237102/3237103 or staff in Laucala Campus located on level 2 of the Communications Building. You will also find Foundation Programme Coordinators and staff at the Alafua, Solomon Islands, Kiribati, Tonga and Vanuatu Campuses whom you can contact for further information.

**ACADEMIC ADVISORS - PACIFIC TECHNICAL AND FURTHER EDUCATION (PACIFIC TAFE)**

**PROGRAMME**  | **ADVISORS**  | **CONTACTS**
---|---|---
Business, Tourism and Hospitality Programmes | Pasinio Kitone | kitone.p@usp.ac.fj
Science, Technology & Environment Programmes | Dennis Sen | sen_d@usp.ac.fj
Arts and Humanities Programmes | Salote Rotogalevu | salote.rotogalevu@usp.ac.fj

**Foundation Business**
- Accounting: Rosalia Fatiaki, fatiaki.r@usp.ac.fj (679)3237115
- Economics: Nilesh Kumar, nilesh.kumar@usp.ac.fj (679)3237197
- Agriculture: Nilesh Kumar, nilesh.kumar@usp.ac.fj (679)3237197
- Official Statistics: Nilesh Kumar, nilesh.kumar@usp.ac.fj (679)3237197

**Foundations Arts**
- Language: Sereana Sasau, manu_se@usp.ac.fj (679)3237112
- Merle Takinana, takinana_m@usp.ac.fj (679)3237181
- Lolotau Kitione, ledua_l@usp.ac.fj (679)3237179
- Sociology: Louisa Manu, manu_l@usp.ac.fj (679)3237188
- History/Politics: Maelin Bhagwan, bhagwan_m@usp.ac.fj (679)3237111
- Technology: Tokireta Tekerau, tekerau_t@usp.ac.fj (679)3237117

**Foundation Science**
- Mathematics: Lorisa Rafi, rafi_l@usp.ac.fj (679)3237184
- Biology: Sepuloni Lolohea, lolohea_s@usp.ac.fj (679)3237185
- Chemistry: Veena Bilimoria, bilimoria_v@usp.ac.fj (679)3237192
- Computing Science: Vijay Prasad, prasad_v@usp.ac.fj (679)3237193
- Information System: Vijay Prasad, prasad_v@usp.ac.fj (679)3237193
- Geography: Semi Tikivili, duaibe_s@usp.ac.fj (679)3237198
- Physics: Krishnam Nair, krishnam.nair@usp.ac.fj (679)3237116

**PACTAFE Student Learning Support**
Praneel Dayal, dayal_p@usp.ac.fj (679)3231870

**Unclassified Programme**
Students who do not meet the USP requirement for both the Preliminary and Foundation Programme may be admitted in this programme and will be advised on how many and which courses to take.

Each campus will hold its own Orientation Programme the week before the semester begins which you must attend to prepare and equip you with important information and skills to begin your studies here at USP.

For further information on skills based programmes, please contact Pacific TAFE at Statham Campus on (679) 323 1223/ 323 1224/ 323 1870, email: pacifictafe@usp.ac.fj or visit www.usp.ac.fj/ or contact your nearest centre.

For further information on Foundation Programmes, please contact College of Foundation studies on (679)3237102/3237103 or staff in Laucala Campus located on level 2 of the Communications Building. You will also find Foundation Programme Coordinators and staff at the Alafua, Solomon Islands, Kiribati, Tonga and Vanuatu Campuses whom you can contact for further information.

**Alafua, Samoa**
- Ronna Hadfield, ronna.hadfield@usp.ac.fj

**Kiribati**
- Selaphina Ioakim, selaphina.ioakim@usp.ac.fj

**Solomon Islands**
- Florence Auma, florence.auma@usp.ac.fj

**Tonga**
- Lisiate Nuku, lisiate.nuku@usp.ac.fj

**Vanuatu**
- Carol Aru, carol.aru@usp.ac.fj
Welcome to the Faculty of Arts, Law and Education

Thank you for selecting the Faculty of Arts, Law and Education (FALE) as your choice Faculty of learning.

FALE is committed to providing learning and teaching of the highest possible quality which is ‘student–centred’ and which adequately prepares students from highly diverse backgrounds for the workplace, lifelong learning, community engagement, life and service.

We have qualified, experienced and friendly staff that are always ready, accessible and available to guide, advice, mentor and support you during your study at USP.

Our programmes are exciting and challenging and if you successfully complete them, you will be better equipped for the world of work and community you will serve in after you graduate. The programmes of study are diverse and include Education, Law, Arts, Language, Media and the Social Sciences with a Pacific orientation.

Student support is a priority in the Faculty and the academic and support staff aim to provide students with programmes of study which are significantly flexible and accessible, and use flexible learning modes of study which include Print, Blended and Online modes apart from the face to face mode of study.

Our Student Learning Support (SLS) Centre, managed by qualified and active staff here on Laucala, Fiji and Emalus, Vanuatu facilitate and organize academic workshops and discussion groups to enhance and support your learning.

Take advantage of the learning opportunities and the facilities offered by FALE to achieve your education goal.

Do not forget to all have some fun and enjoy your stay at FALE and USP.

Dr Akanisi Kedrayate
Dean, Faculty of Arts, Law and Education
## Academic Advisors - Faculty of Arts, Law and Education (FALE)

### Programme Advisors (Continued)

<table>
<thead>
<tr>
<th>Programme</th>
<th>Advisor</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Postgraduate Certificate in Tertiary Teaching</td>
<td>Dr. Shikha Raturi</td>
<td><a href="mailto:shikha.raturi@usp.ac.fj">shikha.raturi@usp.ac.fj</a> +679 32 32535 Room H432</td>
</tr>
<tr>
<td>Secondary Education</td>
<td>Mr. Hem Dayal</td>
<td><a href="mailto:hem.dayal@usp.ac.fj">hem.dayal@usp.ac.fj</a> +679 32 31967 Room H422</td>
</tr>
<tr>
<td>Primary Education</td>
<td>Dr. Ledua Waqailiti</td>
<td><a href="mailto:ledua.waqailiti@usp.ac.fj">ledua.waqailiti@usp.ac.fj</a> +679 32 32596 Room H405</td>
</tr>
<tr>
<td>Special &amp; Inclusive Education</td>
<td>Associate Prof. Ann Armstrong</td>
<td><a href="mailto:ann.armstrong@usp.ac.fj">ann.armstrong@usp.ac.fj</a> +679 32 32022 Room H423</td>
</tr>
<tr>
<td>Early Childhood Care</td>
<td>Dr. Lavinia Tiko</td>
<td><a href="mailto:lavinia.tiko@usp.ac.fj">lavinia.tiko@usp.ac.fj</a> +679 32 32350 Room H412</td>
</tr>
<tr>
<td>Technical and Vocational Educational Training</td>
<td>Ms. Vulori Sarai</td>
<td><a href="mailto:vulori.sarai@usp.ac.fj">vulori.sarai@usp.ac.fj</a> +679 32 32317 Room FT04</td>
</tr>
<tr>
<td>Educational Leadership and Change</td>
<td>Dr. Billy Fitoo</td>
<td><a href="mailto:billy.fitoo@usp.ac.fj">billy.fitoo@usp.ac.fj</a> +679 32 32498 Room H430</td>
</tr>
<tr>
<td>Pacific Studies</td>
<td>Dr. Frank Thomas</td>
<td><a href="mailto:thomas_fr@usp.ac.fj">thomas_fr@usp.ac.fj</a> +679 32 32478</td>
</tr>
<tr>
<td>Open University of the South Pacific - Pacific Worlds</td>
<td>Ms. Jackie-Anne Ete</td>
<td><a href="mailto:ete_j@usp.ac.fj">ete_j@usp.ac.fj</a> +679 32 32837</td>
</tr>
<tr>
<td>Student Learning Support (SLS)</td>
<td>Ms. Niseta Buatava</td>
<td><a href="mailto:falesls@usp.ac.fj">falesls@usp.ac.fj</a> +679 32 32660</td>
</tr>
<tr>
<td>Lautoka</td>
<td>Ms. Ana Bulavakara</td>
<td><a href="mailto:ana.kiteoleie@usp.ac.fj">ana.kiteoleie@usp.ac.fj</a> +679 32 32661</td>
</tr>
<tr>
<td>Emalus</td>
<td>Ms. Siniva Laupepa</td>
<td><a href="mailto:siniva.laupepa@usp.ac.fj">siniva.laupepa@usp.ac.fj</a> +679 32 32289</td>
</tr>
<tr>
<td>FALE First Year Experience Coordinator</td>
<td>Mr. Kapil Nadan</td>
<td>faleyro.com.au +679 32 32742</td>
</tr>
<tr>
<td>School of Law</td>
<td></td>
<td></td>
</tr>
<tr>
<td>School Advisors Emalus</td>
<td>Ms. Angileeta Devi</td>
<td><a href="mailto:angileeta.devi@usp.ac.fj">angileeta.devi@usp.ac.fj</a> +679 32 32773 Room 103</td>
</tr>
<tr>
<td>School Advisors Laucala</td>
<td>Mr. Nainendra Nand</td>
<td><a href="mailto:nainendra.nand@usp.ac.fj">nainendra.nand@usp.ac.fj</a> +679 32 32986</td>
</tr>
<tr>
<td>Wilfred Golman</td>
<td>Wilfred Golman</td>
<td><a href="mailto:wilfred.golman@usp.ac.fj">wilfred.golman@usp.ac.fj</a> +679 32 31889</td>
</tr>
<tr>
<td>Professional Diplomas</td>
<td>Ms. Laijipa Naulivou</td>
<td><a href="mailto:naulivou_l@usp.ac.fj">naulivou_l@usp.ac.fj</a> +679 32 323 2986</td>
</tr>
<tr>
<td>Professional Diploma in Legal Drafting</td>
<td>Ms. Prem Shekhar</td>
<td><a href="mailto:prem.shekhar@usp.ac.fj">prem.shekhar@usp.ac.fj</a> +679 32 323 2984</td>
</tr>
<tr>
<td>School of Social Sciences</td>
<td>Dr. Keri Mills</td>
<td><a href="mailto:mills_k@usp.ac.fj">mills_k@usp.ac.fj</a> +679 32 32773 Room 103</td>
</tr>
<tr>
<td>Assoc. Prof. Morgan Tuimalalifiano</td>
<td><a href="mailto:tuimalalifiano_m@usp.ac.fj">tuimalalifiano_m@usp.ac.fj</a></td>
<td>+679 32 32616 Room 104</td>
</tr>
<tr>
<td>Dr. Nicholas Halter</td>
<td><a href="mailto:nicholas.halter@usp.ac.fj">nicholas.halter@usp.ac.fj</a></td>
<td>+679 32 32629 Room 105</td>
</tr>
<tr>
<td>Dr. Ryota Nishino</td>
<td><a href="mailto:nishino_r@usp.ac.fj">nishino_r@usp.ac.fj</a></td>
<td>+679 32 31874 Room 121</td>
</tr>
<tr>
<td>Dr. Kambati Uriam</td>
<td><a href="mailto:uriuri_k@usp.ac.fj">uriuri_k@usp.ac.fj</a></td>
<td>+679 32 32384 Room 122</td>
</tr>
<tr>
<td>Pacific Policing</td>
<td>Mr. Waisea Vakamocea</td>
<td><a href="mailto:vakamocea_w@usp.ac.fj">vakamocea_w@usp.ac.fj</a> +679 32 31875 Room 211</td>
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# ACADEMIC ADVISORS - FACULTY OF ARTS, LAW AND EDUCATION (FALE)

## PROGRAMME

<table>
<thead>
<tr>
<th>Psychology</th>
<th>Dr. James Johnson</th>
<th><a href="mailto:james.johnson@usp.ac.fj">james.johnson@usp.ac.fj</a></th>
<th>(679) 32 32506 Room 201</th>
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<tr>
<td></td>
<td>Dr. Neeta Ramkumar</td>
<td><a href="mailto:ramkumar_n@usp.ac.fj">ramkumar_n@usp.ac.fj</a></td>
<td>(679) 32 32678 Room 204</td>
</tr>
<tr>
<td></td>
<td>Ms. Timu Tuvuki</td>
<td><a href="mailto:tuvuki_t@usp.ac.fj">tuvuki_t@usp.ac.fj</a></td>
<td>(679) 32 32594 Room 206</td>
</tr>
<tr>
<td></td>
<td>Ms. Shazna Buksh</td>
<td><a href="mailto:bukah_sh@usp.ac.fj">bukah_sh@usp.ac.fj</a></td>
<td>(679) 32 32250 Room 207</td>
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<tr>
<td>Sociology</td>
<td>Dr. Jacqueline Ryle</td>
<td><a href="mailto:jacqueline.ryle@usp.ac.fj">jacqueline.ryle@usp.ac.fj</a></td>
<td>(679) 32 32135 Room 118</td>
</tr>
<tr>
<td></td>
<td>Dr. Sara Amin</td>
<td><a href="mailto:amin_s@usp.ac.fj">amin_s@usp.ac.fj</a></td>
<td>(679) 32 32654 Room 119</td>
</tr>
<tr>
<td></td>
<td>Dr. Yoko Kanemasu</td>
<td><a href="mailto:kanemasu_y@usp.ac.fj">kanemasu_y@usp.ac.fj</a></td>
<td>(679) 32 32516 Room 120</td>
</tr>
<tr>
<td></td>
<td>Dr. Tui Rakuita</td>
<td><a href="mailto:rakuita_t@usp.ac.fj">rakuita_t@usp.ac.fj</a></td>
<td>(679) 32 32173 Room 106</td>
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<tr>
<td></td>
<td>Dr. Jacob Mati</td>
<td><a href="mailto:mati_j@usp.ac.fj">mati_j@usp.ac.fj</a></td>
<td>(679) 32 32489 Room 107</td>
</tr>
<tr>
<td>Social Work</td>
<td>Rev. Dr. Bruce Yeates (Assc. Dean) <a href="mailto:yeates_d@usp.ac.fj">yeates_d@usp.ac.fj</a></td>
<td>(679) 32 32772 Room 212</td>
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<tr>
<td></td>
<td>Ms. Kesa Vasutoga (TA) <a href="mailto:kesaia.vasutoga@usp.ac.fj">kesaia.vasutoga@usp.ac.fj</a></td>
<td>(679) 32 33181 Room 210</td>
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<tr>
<td></td>
<td>Dr. Jenny Tonsing</td>
<td><a href="mailto:jenny.tonsing@usp.ac.fj">jenny.tonsing@usp.ac.fj</a></td>
<td>(679) 32 32530 Room 202</td>
</tr>
<tr>
<td>Gender Studies</td>
<td>Dr. Aseanari Chan Tung <a href="mailto:asenat.chantung@usp.ac.fj">asenat.chantung@usp.ac.fj</a></td>
<td>(679) 32 32424 Room 123</td>
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## SCHOOL OF LANGUAGE, ARTS and MEDIA

<table>
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<tr>
<th>Chinese</th>
<th>Ms. Haiyan Li</th>
<th><a href="mailto:uspci@usp.ac.fj">uspci@usp.ac.fj</a></th>
<th>(679) 32 31803</th>
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<tr>
<td>Fijian</td>
<td>Mr. Sekove Degei</td>
<td><a href="mailto:sekove.degei@usp.ac.fj">sekove.degei@usp.ac.fj</a></td>
<td>(679) 32 32821</td>
</tr>
<tr>
<td></td>
<td>Mrs. Mereisi Kamoe</td>
<td><a href="mailto:kamoe_m@usp.ac.fj">kamoe_m@usp.ac.fj</a></td>
<td>(679) 32 32879</td>
</tr>
<tr>
<td></td>
<td>Mr. Sekonaia Colati</td>
<td><a href="mailto:colati_s@usp.ac.fj">colati_s@usp.ac.fj</a></td>
<td>(679) 32 32426</td>
</tr>
<tr>
<td>French</td>
<td>Ms. Romane Carre-Falcoz</td>
<td><a href="mailto:romane.carrefalcoz@usp.ac.fj">romane.carrefalcoz@usp.ac.fj</a></td>
<td>(679) 32 32097</td>
</tr>
<tr>
<td>Hindi</td>
<td>Dr. Indu Chandra</td>
<td><a href="mailto:chandra_i@usp.ac.fj">chandra_i@usp.ac.fj</a></td>
<td>(679) 32 32672</td>
</tr>
<tr>
<td>Journalism</td>
<td>Dr. Shailendra Singh</td>
<td><a href="mailto:singh_sh@usp.ac.f">singh_sh@usp.ac.f</a></td>
<td>(679) 32 32095</td>
</tr>
<tr>
<td></td>
<td>Dr. Olivier Jutel</td>
<td><a href="mailto:jutel_o@usp.ac.fj">jutel_o@usp.ac.fj</a></td>
<td>(679) 32 32017</td>
</tr>
<tr>
<td>Linguistics</td>
<td>Dr. Fiona Williams</td>
<td><a href="mailto:fiona.willams@usp.ac.fj">fiona.willams@usp.ac.fj</a></td>
<td>(679) 32 32699</td>
</tr>
<tr>
<td></td>
<td>Dr. Paul Geraghty</td>
<td><a href="mailto:paul.geraghty@usp.ac.fj">paul.geraghty@usp.ac.fj</a></td>
<td>(679) 32 32263</td>
</tr>
<tr>
<td>Literature</td>
<td>Prof. Sudesh Mishra</td>
<td><a href="mailto:mishra_s@usp.ac.fj">mishra_s@usp.ac.fj</a></td>
<td>(679) 32 32798</td>
</tr>
<tr>
<td></td>
<td>Dr. Maebh Long</td>
<td><a href="mailto:long_m@usp.ac.fj">long_m@usp.ac.fj</a></td>
<td>(679) 32 32016</td>
</tr>
<tr>
<td></td>
<td>Dr. Matthew Hayward</td>
<td><a href="mailto:hayward_mi@usp.ac.fj">hayward_mi@usp.ac.fj</a></td>
<td>(679) 32 32314</td>
</tr>
<tr>
<td></td>
<td>Dr. Mohit Prasad</td>
<td><a href="mailto:mohit.prasad@usp.ac.fj">mohit.prasad@usp.ac.fj</a></td>
<td>(679) 32 32411</td>
</tr>
<tr>
<td>Pacific Languages Unit</td>
<td>Dr. Robert Early</td>
<td><a href="mailto:early_r@vanuatu.usp.ac.fj">early_r@vanuatu.usp.ac.fj</a></td>
<td>(678) 24 569 (ext 135)</td>
</tr>
<tr>
<td>IU114</td>
<td>Dr. Rajni Chand</td>
<td><a href="mailto:chand_ra@usp.ac.fj">chand_ra@usp.ac.fj</a></td>
<td>(679) 32 32412</td>
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A warm welcome to all new students joining the Faculty of Business & Economics in 2017. Congratulations, you have made an excellent choice to join USP and we are proud to induct you to the largest of the three USP faculties. FBE comprises of 8 schools.

Those of you entering USP directly from Secondary school level, it would be important that you aware of the differences between University life and Secondary school learning environment. Those of you who have had work experiences; you will be surprised at how different things can be for the University. Joining the University is exciting but also a place for arduous intellectual work, for inquiry and learning to appreciate points of view. You will be expected to acquire skills & knowledge in your field of studies, organize and manage your time, access all support services, attend Lectures and Tutorials and develop as a person.

We understand that you are part of your parents or guardian dreams in trying to give you the best opportunities to pursue your dreams and become successful in life. In fact the University of the South Pacific is the best Tertiary institution to realize your academic dreams in shaping your future.

I wish you well in your endeavors.

Prof. Arvind Patel
Acting Dean, Faculty of Business and Economics
### SCHOOL OF AGRICULTURE & FOOD TECHNOLOGY

<table>
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<tr>
<th>Programme</th>
<th>Advisor Name</th>
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<th>Contact Details</th>
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<tbody>
<tr>
<td>Animal Science</td>
<td>Dr. Saika Diarra</td>
<td><a href="mailto:saika.diarra@usp.ac.fj">saika.diarra@usp.ac.fj</a></td>
<td>(685) 21 671 Ext: 275</td>
</tr>
<tr>
<td></td>
<td>Dr. Poasa Tabuaciri</td>
<td><a href="mailto:poasa.tabuaciri@usp.ac.fj">poasa.tabuaciri@usp.ac.fj</a></td>
<td>(679) 32 32589</td>
</tr>
<tr>
<td>Crop Science</td>
<td>Professor Anabella Tulin</td>
<td><a href="mailto:anabella.tullin@samoa.usp.ac.fj">anabella.tullin@samoa.usp.ac.fj</a></td>
<td>(685) 21 671 Ext: 286</td>
</tr>
<tr>
<td></td>
<td>Mr. Falaniko Amosa</td>
<td><a href="mailto:falaniko.amosa@usp.ac.fj">falaniko.amosa@usp.ac.fj</a></td>
<td>(685) 21 671 Ext: 289</td>
</tr>
<tr>
<td>Agribusiness</td>
<td>Dr. Sonny Lameta</td>
<td><a href="mailto:sonny.lameta@samoa.usp.ac.fj">sonny.lameta@samoa.usp.ac.fj</a></td>
<td>(685) 21 671 Ext: 252</td>
</tr>
<tr>
<td></td>
<td>Dr. Jagdish Bhati</td>
<td><a href="mailto:jagdish.bhati@samoa.usp.ac.fj">jagdish.bhati@samoa.usp.ac.fj</a></td>
<td>(685) 21 671 Ext: 251</td>
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### SCHOOL OF ECONOMICS

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<tr>
<td>Economics</td>
<td>Dr. Rup Singh</td>
<td><a href="mailto:rup.singh@usp.ac.fj">rup.singh@usp.ac.fj</a></td>
<td>(679) 32 32172</td>
</tr>
<tr>
<td>Population Studies and Demography</td>
<td>Dr. Alessio Cangiano</td>
<td><a href="mailto:alessio.cangiano@usp.ac.fj">alessio.cangiano@usp.ac.fj</a></td>
<td>(679) 32 32177</td>
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### SCHOOL OF MANAGEMENT AND PUBLIC ADMINISTRATION

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<th>Programme</th>
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<tr>
<td>Development Studies</td>
<td>Assoc. Prof Manoranjan Mohanty</td>
<td><a href="mailto:Manoranjan.mohanty@usp.ac.fj">Manoranjan.mohanty@usp.ac.fj</a></td>
<td>(679) 32 32537</td>
</tr>
<tr>
<td>Governance</td>
<td>Assoc. Prof Paul Carnegie</td>
<td><a href="mailto:paul.carnegie@usp.ac.fj">paul.carnegie@usp.ac.fj</a></td>
<td>(679) 32 31925</td>
</tr>
<tr>
<td>Politics and International Affairs</td>
<td>Dr. Sandra Tarte</td>
<td><a href="mailto:tarte_s@usp.ac.fj">tarte_s@usp.ac.fj</a></td>
<td>(679) 3232577</td>
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### SCHOOL OF GOVERNMENT, DEVELOPMENT AND INTERNATIONAL AFFAIRS

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<th>Programme</th>
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<tbody>
<tr>
<td>SCHOOL OF TOURISM AND HOSPITALITY MANAGEMENT</td>
<td>Dr. Dawn Gibson</td>
<td>Gibson_da @ usp.ac.fj</td>
<td>(679) 32 32814</td>
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### SCHOOL OF LAND MANAGEMENT AND DEVELOPMENT

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<tr>
<td>SCHOOL OF LAND MANAGEMENT AND DEVELOPMENT</td>
<td>Dr. Kenneth Chambers</td>
<td><a href="mailto:chambers_k@usp.ac.fj">chambers_k@usp.ac.fj</a></td>
<td>(679) 32 32457</td>
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</table>
Welcome to The Faculty of Science, Technology and Environment (FSTE) – the Faculty of your choice. We are committed to providing an internationally recognized platform in the pursuit of learning, teaching and research in the areas of science, environment and technology.

Our research is highly valued and plays a significant role in the scientific and economic development of our island nations which is sustainable. With a team of highly qualified academic staff, research professionals and student support staff, we facilitate active learning and teaching for our students.

The essence of our service lies in producing successful graduates and we look forward to providing you a holistic experience while studying with us.

Associate Prof. Anjeela Jokhan
Dean, Faculty of Science, Technology and Environment

The faculty is proud to herald the inclusion of existing and new, adopted and tailored, student-centered and mentor-centered, services and tools, mostly leveraging on ICT to provide the best learning support to its students. The faculty highlights the following:

1. **OMDT**: Online Mathematics Diagnostic Tool is an online intelligent designed tool to diagnose and detect students’ weaknesses in different areas of mathematics and provide appropriate remediation. For more information visit: http://www.usp.ac.fj/index.php?id=omdt

2. **mLearning**: USP offers SMS services such as SMS notification, SMS Exam timetable, SMS Quiz and mobile/web based services such as course finder and go-nuts game. For more information visit: http://www.usp.ac.fj/mlearning

3. **Peer Mentoring**: Peer group sessions where senior study buddies discuss concepts and develop help and support strategies for problems brought in by students from the week’s coverage.

4. **eMentoring**: synchronous peer mentoring support available virtually from Laucala campus for students in regional campuses. Students can access this service from home, work or the campus. Currently this service is available to Lautoka, Labasa, Tonga, Kiribati, Samoa and Vanuatu campuses.

5. **PASS**: Peer Assisted Study Session is a support initiative provided for historically difficult courses. PASS leaders liaise with course coordinators and convene peer group sessions using worksheets focusing on key concepts and problems from the week’s lecture.

6. **FOOT**: Faculty Online Orientation Tool provides an opportunity to learn about our faculty, and its facilities and support services online. Upon completion of this interactive module, participants receive a completion badge and certificate amongst other prizes.

7. **Drop-in Services**: Academic study and Numeracy skills - one to one consultation service.

8. **YourTutor**: A live online help tool provided to all regional students. For more information click on http://elearn.usp.ac.fj/mod/lti/view.php?id=574041
FSTE - STUDENT LEARNING SERVICES HUB

FSTE-SLS Hub is located on the ground floor of the FSTE building. FSTE Student Learning Specialists (SLS) provides services to assist students achieve their academic goals.

FIRST YEAR EXPERIENCE

FSTE First Year Experience Coordinator
Name: Ms. Bijeta Kumar
Email: Kumar_b@usp.ac.fj
Phone: 3232299
Office: FSTE Main Admin Building (opposite N111 Lecture Theatre)

- Is the point of contact to discuss any problems first year students may face
- Track First Year students’ progress throughout the semester
- Coordinate first year Faculty Events such as Orientation & Induction Programmes, Welcome & Awards sessions, Forums, Information Sessions, Competitions, Surveys and many more

To ensure new students have a fulfilling learning experience in their first year of studies

DEGREE ADVISORS

DEGREE 1 ADVISOR
Name: Dr Francis Mani
Email: Francis.mani@usp.ac.fj
Phone: 32 32477

DEGREE 2 & 3 ADVISOR
Name: Dr Kabir Mamum
Email: kabir.mamum@usp.ac.fj
Phone: 32 31760
<table>
<thead>
<tr>
<th>ALAFUA CAMPUS STUDENT SERVICES</th>
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<tr>
<td><strong>Postal address:</strong></td>
<td><strong>Postal Address:</strong></td>
</tr>
<tr>
<td>Student Administrative Services</td>
<td>P O Box 23, Isangel</td>
</tr>
<tr>
<td>The University of the South Pacific</td>
<td>Tafea, Vanuatu</td>
</tr>
<tr>
<td>Private Bag, Apia, Samoa</td>
<td><strong>Tel:</strong> (678) 68713</td>
</tr>
<tr>
<td><strong>Tel:</strong> (685) 21671</td>
<td><strong>Fax:</strong> (678) 68726</td>
</tr>
<tr>
<td><strong>Fax:</strong> (685) 23424</td>
<td><strong>Email:</strong> <a href="mailto:tafea_c@vanuatu.usp.ac.fj">tafea_c@vanuatu.usp.ac.fj</a></td>
</tr>
<tr>
<td><strong>Email:</strong> <a href="mailto:enquiries@samoa.usp.ac.fj">enquiries@samoa.usp.ac.fj</a></td>
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<td>c/o Salafai Public Library</td>
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<td><strong>Tel:</strong> (685) 51467</td>
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<td><strong>Email:</strong> <a href="mailto:taisiapo_t@yahoo.com">taisiapo_t@yahoo.com</a></td>
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<td>The University of the South Pacific,</td>
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<tr>
<td>Private Mail Bag 9072, Port Vila, Vanuatu.</td>
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<tr>
<td><strong>Tel:</strong> (678) 23988 or 22748</td>
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<tr>
<td><strong>Fax:</strong> (678) 22633</td>
<td></td>
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<tr>
<td><strong>Email:</strong> <a href="mailto:sashelp@vanuatu.usp.ac.fj">sashelp@vanuatu.usp.ac.fj</a></td>
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<td><strong>Tel:</strong> (678) 38089</td>
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<td><strong>Fax:</strong> (678) 38827</td>
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<tr>
<td><strong>Email:</strong> <a href="mailto:penama_c@vanuatu.usp.ac.fj">penama_c@vanuatu.usp.ac.fj</a></td>
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</tr>
<tr>
<td>P O Box 176, Luganville Santo,</td>
<td></td>
</tr>
<tr>
<td><strong>Tel:</strong> (678) 36438</td>
<td></td>
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<tr>
<td><strong>Fax:</strong> (678) 36299</td>
<td></td>
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<tr>
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The First Year Experience (FYE) is a new student support programme available to all first year students of the University of the South Pacific. We understand that stepping into the tertiary study can be quite daunting for many of you. The main objective of this FYE programme is to help all 1st Year students have a smooth and enjoyable transition into university ecosystem. We wish to assure you that the FYE coordinators in the three faculties; Faculty of Business & Economics, Faculty of Arts, Law & Education, and Faculty of Science, Technology & Environment will be there to guide and assist you as you navigate through this important journey in your life.

As part of the FYE programme, there will be host of activities such as seminars, workshops, camps, social activities, outreach and excursions which are geared towards enhancing your first experience. All of the activities organized by the FYE Office will be communicated in advance to you through multiple channels, which include emails, USP radiobroadcasts, Moodle notices, SMS notifications, to name a few.

Please do not hesitate to contact us with regards to any problem which may be affecting your studies. We will be there every step of the way to guide, advice, and help you enjoy your first year experience and most importantly for you to achieve your academic dream.

**We are honored and excited that you made USP your 1st choice!**

At USP we committed to providing an inclusive and supportive environment for our students, to developing a sense of community and engagement, and to enabling students to maximise academic potential. CL FYE Buddy programme is an important strategy in achieving goals. CL FYE Buddy Programme makes an important contribution to achieving the best possible First Year Experience for all first year students.

The Campus Life First Year Experience (CL FYE) Office will endeavour that all 2016 first year student have access to CL FYE Buddy Programme irrespective to the Faculty they belong to. CL FYE Buddy Programme is a non-academic mentoring student support for first year students.

CL FYE Buddy Programme plays a highly-valued and valuable role in the life of USP students. They make an important contribution to the well-being of new USP students by:

- Familiarising the student with the campus facilities;
- Sharing their knowledge of where University Support Services, School and Faculty offices are and how they can be accessed;
- Providing information on University policies and procedures, or where/who to go to for advice and information;
- Demystifying academic procedures and other study matters (i.e how to submit assignments; how to borrow books);
- Sharing academic survival tips and knowledge about how to seek support;
- Engaging in social activities to get to know and meet other students;
- Sharing knowledge of available support structures, services and networks;
- Building the student’s self-confidence in their ability to negotiate a new and challenging environment.
- Buddying/Mentoring is generally characterised by the model of a more senior or experienced person acting as a mentor to a new, more junior person, to inculcate them into the ways of the new culture to help them succeed.

Ideally, CL FYE Buddies build a relationship with their first year students over time, usually over the course of the semester. The Buddy programme is voluntary in that both buddy and first year students can opt out whenever they want to.

**Who is a CL FYE Buddy?**

A CL FYE Buddy:

- Must be a currently-enrolled USP student who has successfully completed at least one year of study;
- Have already managed to negotiate their University studies successfully;
- Is a student who is interested in assisting new students to successfully make the transition to university life;
- Is willing to share their own knowledge, expertise and experience with others to help them get the most out of their time at USP

**How to sign-up for a buddy?**

You can sign up with CL FYE Buddy Programme at any time during your 2016 Orientation week at USP. CL FYE Buddies will assist during the Orientation activities and will be distinguished by their T-Shirts. You can also sign up at any Information Booth or with your Orientation tour guides. There is a high chance that Buddies might be your Orientation Tour Guides as well. If you still are unable to sign up for a CL FYE Buddy, simply send an email to ronil.r.prasad@usp.ac.fj

For more information please contact Campus Life FYE Office

**Ronil Prasad**  
Coordinator, First Year Experience  
Campus Life Office  
The University of the South Pacific  
Laucala Campus, Suva, Fiji  
Tel: (679) 323 2300 | Fax: (679) 323 1535 | Email: ronil.r.prasad@usp.com.fj
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6AM-12Midnight / 12Midnight-6AM

**100GB**
100,000 MB
$75.00 VIP
Reload: $5/5GB
Peak-50GB / Off-Peak-50GB
6AM-12Midnight / 12Midnight-6AM

*Conditions Apply.

For more information call now on 112777 or visit www.connect.com.fj
We provide various programmes and services to assist students achieve their academic goals

The University has in place a strong Student Learning Support (SLS) arm whose main goal is to assist students with their academic needs. SLS does this through its various learning support programmes and services, all of which are free and regular for students. Each of the three faculties of the University has an SLS Hub where students come in to benefit from SLS offerings.

These programmes/services include the following:

- **Workshops:** Workshops on study strategies and academic skills throughout the semester including; Time management, Reading Strategies, Essay Writing and the like.
- **Drop In (Face-to-Face) option** allows students to ‘drop-in’ and seek assistance on a one-on-one basis with a Student Learning Specialist in the Faculty. The assistance comprises guidance in assignment planning, research, English language writing support and other academic and study skills.
- **PASS (Peer Assisted Study Sessions) and Senior Peer Mentoring (SPM):** Students are guided by fellow high achieving students, known as PASS Leaders and Senior Peer Mentors, in a fun and friendly learning environment. The PASS Leaders and Senior Peer Mentors use strategies enabling mastery of content and study skills, and skills in critical thinking and independent learning. The sessions are timetabled face-to-face 4 x 1hr sessions held every week during the semester in the respective Faculty SLS Hubs.
- **E-Mentoring Consultation:** students are assisted by email as well as through virtual mentoring sessions.
- **Resources:** printed and electronic resources including Study Guides on study-and-academic skills.

Location of SLS Hub and staff available to assist you:

**FALE SLS is located on the first floor of the FALE building and has two SLS staff:**

1. **Niseta Buatava**  
   E: niseta.buatava@usp.ac.fj  
   P: 32 32359  

2. **Ana Bulavakarua**  
   E: ana.kitolelebulavakarua@usp.ac.fj  
   P: 32 32260

**FBE SLS is located on the ground floor of the CELT building (091 – 013) and has two SLS staff:**

1. **Roshila Singh**  
   E: roshila.singh@usp.ac.fj  
   P: 32 32184  

2. **Pauline Ryland**  
   E: pauline.ryland@usp.ac.fj  
   P: 32 32146

**FSTE SLS Hub is located on the ground floor of the FSTE building (ROOM #) and has 3 SLS staff:**

1. **Afshana Anzeg**  
   E: afshana.anzeg@usp.ac.fj  
   P: 32 32264  

3. **Jai Raj**  
   E: jai.raj@usp.ac.fj  
   P: 32 32598

2. **Aluwesi Fonolahi**  
   E: aluwesi.fonolahi@usp.ac.fj  
   P: 32 31729

4. **Jyoti Prasad**  
   E: jyoti.o.prasad@usp.ac.fj  
   P: 3231729

**SLS staff on other campuses:**

- **Lautoka:** Siniva Laupepa  
  E: laupepa_s@usp.ac.fj  
  P: 666-3702

- **Kiribati:** Beneteta Raobati  
  E: benebati79@gmail.com

- **Honiara:** Paulini Bonanaveidogo  
  Email: Stephane Bong  
  E: bong_s@usp.ac.fj
Conditions: Mobile Internet Data Plans is a promotional offer only and is subject to change. Mobile Internet Daily Pass, Weekly and Monthly Plans are set to auto-renew after activation. In order to use our 4G services, it is mandatory to have a 4G SIM card, be in a 4G coverage area and have a 4G enabled device. Standard charges for Mobile Internet rate of $2.79 applies outside of Data Bundles. For more information, call Customer Care on 123 (Charged),124 (Prepay) or visit www.vodafone.com.fj.

Dial *555# for your Mobile Internet Plans.

### Mobile Internet Data Plans

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The University of the South Pacific

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THE UNIVERSITY OF THE SOUTH PACIFIC

STUDENT ADMINISTRATIVE SERVICES

The Student Administrative 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.

The Student Administrative Services can assist you with all administration enquiries including Admission and Registration, Student Records, Residential Halls, Student Finance, Assessment, Completion of Programme, Student Mail, ID Card Processing and more.

The Laucala Campus Student Services Centre opening hours are:
Monday - Friday: 8.00am to 4:30pm

For any telephone queries, please contact the Call Centre on telephone number (679) 3231444 during the following hours:
Monday – Thursday: 8am to 5pm
Friday: 8am to 4.30pm

For email queries, contact us on our helpdesk email address: helpdesk@student.usp.ac.fj

If you are not a student at Laucala Campus, please liaise with your local USP campus or centre for assistance.

ACCOMMODATION ON CAMPUS

Residence in the Halls is a privileged status which entails specific rights and obligations on the resident. The rights include accommodation suitable for study and rest. The obligations include the reasonable care of the premises, property and equipment in the Halls, behaviour which is conducive to an atmosphere of study and peace and respect for the rights of others.

Residential status may be withdrawn at any time for reasonable cause. Allocating accommodation at the Residential Halls is prioritised as follows:
1. undergraduate students in their 1st year of study.
2. returning or continuing regional students who applied by the deadline.
3. continuing Fiji students who lived in the Halls the previous semester and applied by the deadline.
4. continuing Fiji students who lived off campus the previous semester and applied by the deadline.
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

Students are expected to know and abide by the important regulations related to living and studying on campus. These are listed in the Student Conduct Regulations document found in the Information for Students website or www.usp.ac.fj/regulations.

For students living in the Halls, breaching any of the University regulations could result in your eviction from the Halls. 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 everyone living in the Halls.

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...
ACCOMMODATION ON CAMPUS (continued)

bring alcohol onto campus, have it in your possession or consume alcohol 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/disorderly behavior, including noise that interferes with the quiet, peaceful atmosphere of the Halls 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 womenís halls, including the married quarters (MQ) located within 8th Hall and all Halls facilities and equipment are only for the use of Halls students.

6. Cooking is only allowed in designated areas of the Halls and the policy pertaining to this must be strictly adhered to. Cooking in rooms poses a serious fire risk and breaches fire regulations and any offender will be evicted.

Residential Officers (RO) and student Resident Assistants (RA) are available to help students settle into their new home away from home. If you are fortunate enough to secure accommodation and move into the Halls, feel free to call upon their expertise and experience if you have any queries or issues. 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.

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.

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.

The Safety and Security Services Team is responsible for ensuring the safety of staff, students, visitors and members of the USP community, and the security of the premises and equipment of the University.

We need to play our part in maintaining a safe and secure environment that is conducive to learning. We ask that you follow these tips:

A) Secure your personal belongings wherever possible or carry them with you

B) Be mindful of what you may store in your lockers. Do not leave attractive items in locker. If you use USP lockers please ensure you use “combination lock” or quality locks. USP accepts no responsibility for items you store in lockers on campus.

C) Be aware of your surroundings: The single most important thing you can do to ensure your personal and property safety is to tune in to your environment. Report suspicious behaviour to USP Security or any staff member immediately.

D) You are required to carry your ID card at all times; failure to produce ID cards on demand may result in a fine of ($40.00)

E) You should ensure that your car is parked properly and locked at all times. Avoid leaving any attractive items inside your vehicle, improper parking will result in your vehicle being clamped and a fine of $50.00 imposed.

Personal safety tips:

A) Avoid walking alone: if possible you should walk to and from classes, activities and the Halls with a friend or friends.

B) Know how to get assistance on Campus: Our Security Officers can be contacted by phone 24/7 on these numbers for emergencies: 3232211 or 9380035.

C) Trust your instincts: If are uncomfortable in any situation, pack up your stuff and leave – with a trusted friend.

D) Drink responsibly: Don’t accept a drink from someone you don’t know or trust. And, remember, people who are drunk are much more likely to be the victims of crime.

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, student verandah bar 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 Student Veranda Bar is there for some 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
- 1 squash court
- 2 tennis courts
- Swimming pool
- 4 playing fields
- Student Veranda Bar selling alcoholic/non alcoholic drinks and snacks
- Changing rooms and showers
- Administration offices

FOOD SERVICES AND CONVENIENCE STORE

Eating on campus is an integral part of campus life at the University of the South Pacific. We are here to see our students, staff and visitors to the University enjoying a comfortable living. We have over seven (7) food outlets at USP’s main campus in Suva, 5 being at upper Laucala campus, one each at Marine and Statham campus, a coffee shop and a convenience store. A Foreign Exchange (Western Union) within the dining hall and is walking distant from administrations, classroom and Staff and Students blocks. The campus also has two (2) Banks operated by Westpac and ANZ with BSP having an ATM located at USP Library.
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. The Foodcourt has 3 food outlets serving variety of foods from Chinese to Indian cuisine, fresh fruits, salad, sandwiches and much more to cater for everyone’s need.

Opening Hours of Foodcourt
Mon – Friday 7am to 9pm
Saturday 8am to 7pm
Sunday and Public Holiday – 8am to 2 pm However, during the semester break, the Foodcourt operates with reduced hours which will be updated on this website from time to time.

COFFEE CENTRAL (BARISTAS)

The coffee shop “Coffee Central” is close to the dining hall Laucala Campus, offers coffee, snacks and a range of meals.

Opening Hours:
Monday to Friday: 8.30am – 8.30pm Saturday: 8.30am-4pm

CENTRAL CUISINE RESTAURANT

We have a Chinese cuisine (namely “Southern Cross restaurant”) and is located next to the AUSAID lecture rooms.

Opening Hours:
Monday to Saturday: 7am– 8pm Sunday: 8am-2pm

THE CONVENIENCE STORE

is located next to the ANZ Bank and University Book Centre.

Opening Hours of Convenience Store
Monday to Friday 7am to 9pm Saturday 8am to 7pm
Sunday and Public Holiday 8am to 11am and 5pm to 8pm

BISTRO

Lower Campus, offers Chinese, Indian and Western meals.

Opening Hours:
Monday to Thursday: 8am – 7pm Friday: 8am – 5pm

USP CAREER CENTRE AND SERVICES

The USP Career Centre and Services at Laucala Campus is situated at the Counselling Centre building behind Westpac Bank. The Career Centre offers career counseling to students in a friendly, professional and confidential manner. The Career Centre provides the best information to students regarding their career choices and provides an update of current vacancies which are available locally and other USP centers in the region. Other services which are also provided at the USP Career Centre include the following,

• Career Path Planning.
• Job Search Skills information.
• The job application process.
• Resume, Curriculum Vitae and Student Portfolio Preparation.
• The Interview Process.
• Current vacancies available locally and regionally.
• Vacancies in the Corporate Sector.
• Accessing opportunities in the USP CareerHub Portal
• Career Workshops and Seminars.
• Self-employment information.

A Careers Counsellor and a Careers Advisor is available to assist you and offer the best career choices for you. If you are not sure about your career path, call in at the Career Counseling Centre and discuss your career needs with our Careers Counsellors. The Career Counsellors work very closely with employers and corporate companies in ensuring that the best career information is available for you.

There are also officers who are based at the Student Learning Support (SLS) Centre in the three faculties who are also able to assist you with the best career advice.

The University of the South Pacific also has a USP CareerHub Portal and you can log into https://careerhub.usp.ac.fj/ to access career information, including Career Seminars and Workshop dates and view the latest employment vacancies.

Career Counsellor and Service Coordinator: Semi Kalisinu Bilitaki
Email: bilitaki_s@usp.ac.fj Career Advisor: Archana Khan Email: archana.khan@usp.ac.fj Tel: 3231798
Opening Hours: Monday to Tuesday: 8am – 4:30pm Friday: 8am – 4pm

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, Chess Club, bodybuilding and Hapkido & Tae Kwon Do (Martial Arts Club). Join a sports club and enjoy making new friends.
THE UNIVERSITY OF THE SOUTH PACIFIC

2017 ORIENTATION GUIDE

THE USP COUNSELLING CENTRE

The Counselling Centre at Laucala Campus is located directly behind the Westpac Bank and provides friendly, professional, and confidential services to students and staff (also referred to as clients).

At some stage in life everybody can experience difficulty; seeking help can be a starting point to regain control and find direction toward achieving your life goals. 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
- Relationships/Marital problems
- Traumatic experience
- Facing difficult decisions
- Family concerns
- Personal crisis
- Substance abuse
- Academic program/study related problems
- General 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 are serious affecting your well-being such as interfering with your ability to concentrate, and/or impacting on your eating or sleeping pattern which can cause you to become physically and/or emotionally unwell. The Counsellors work closely with USP 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 the 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.

If Skype services are not accessible, contact us for a REACT consultation via our website or the Centre’s Secretary.

PEER EDUCATION

Peer Educators play a crucial role in disseminating information on Sexual and Reproductive Health and Rights and the promotion of safe sex practices. The installation and replenishment of the Condom Dispensers located in strategic places at Laucala Campus is a sign that the Peer Education program is designed to assist students make informed choices about their sexual and reproductive health with particular emphasis on protection from HIV and other Sexually Transmitted Infections, and unplanned pregnancies.

The Counselling Centre has been coordinating the Peer Education program in Laucala since 1998 which last year 2015 was rolled out to seven (7) other campuses including Solomon Islands, Alafua, Emalus, Tonga, Kiribati, Lautoka and Savusavu.

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 & Mental Health First Aid
- Drug & Alcohol Awareness
- Stress Management
- Holistic Health

If you wish to know more about any of our services and programs, you are encouraged to visit our website or contact us at the following email: counselling@usp.ac.fj

For appointments, contact our secretary:

Elenoa Seruvatu
Tel: (679) 323-2613
Email: seruvatu_e@usp.ac.fj

Your Counsellors are:

Nicholas Fuata - Counsellor
Tel: (679) 323 2294
Email: fuata_n@usp.ac.fj

Saimone Tuni - Counsellor
Tel: (+679) 323 1797
Email: saimone.tuni@usp.ac.fj

Opening hours:

Monday to Thursday: 8am to 5.00pm
Friday: 8am to 4.00pm

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, Clean Up Campaigns, Family Day, Talent Quest, Blood Drives, and many others.
The University operates a limited Student Health Services Scheme. A membership fee is charged on a semester basis. It is compulsory for students living on-campus 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 and in and around the Suva area, students are strongly urged to join the Student Health Services Scheme. The fee is $60-00 per semester and should be paid on a semester basis. 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.

Students in the health scheme are to visit CWM Hospital or Government health centre when the USP Health and Wellness Centre is closed. You will be reimbursed with the amounts paid for at these centers ONLY with evidence of receipts. Students who wish to visit other private general practitioners will NOT be reimbursed. The Student Health Services Scheme does not cover dental treatment, the provision of spectacles, cosmetic treatment pregnancy tests and pre-existing medical condition 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 surgeries 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 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.

**Hours of Operation**

During the semester
- Monday to Friday: 8am to 7pm
  (Note: Nurses start at 8am while the Doctors start at 9am. No doctors after 1pm to 2pm). Weekends and public holidays: Closed
- During semester breaks
  - Monday to Thursday: 8am-4:30pm
  - Friday: 8am to 4pm (Note: 1pm to 2pm close)

The nursing sister will be available at the health centre and the doctors will operate in their private surgeries. Students will be referred to the USP doctors private surgeries only when necessary.

**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 on-campus 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 and in and around the Suva area, students are strongly urged to join the Student Health Services Scheme. The fee is $60-00 per semester and should be paid on a semester basis. 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.

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- During semester breaks
  - Monday to Thursday: 8am-4:30pm
  - Friday: 8am to 4pm (Note: 1pm to 2pm close)

The nursing sister will be available at the health centre and the doctors will operate in their private surgeries. Students will be referred to the USP doctors private surgeries only when necessary.

**Disability Resource Centre**

The University of the South Pacific is fully committed to providing an accessible and inclusive learning environment and welcomes all students with disabilities who have chosen to pursue tertiary studies at USP. In the 2013 USP Disability Inclusiveness Policy, the term “Disability” is very broad:

“Persons with disabilities include those who have a short or long-term physical, mental, intellectual or sensory impairment which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others”.

The policy is a comprehensive document that details the proactive support strategies and access arrangements that the University has put in place to enhance inclusiveness.

Whilst students and staff are not required or obliged to disclose a disability or health condition, it is strongly recommended that you disclose at your earliest so that reasonable accommodations can be made to support your studies.

The USP Disability Resource Centre works with other departments, sections and staff in the University to remove learning barriers for students with disabilities and provide appropriate information, services, assistive technologies and practical support.

In order to strengthen disability awareness and advocacy, we circulate a monthly e-Newsletter titled ‘Be Inclusive’ which features stories and updates on inclusive activities at USP. Additionally, you can also access ‘Disability Fast Facts’ on Moodle to learn more about disability and its related issues in the Pacific region and internationally.

We look forward to meeting you and providing support services that will enhance your University experience. Get in touch with us today using the contact details given below or come by our office for a chat with our friendly staff.

We wish you a successful and access-friendly tertiary experience for this new academic year!

Educating All. Bridging the Gap. Empowering Lives!


Go to the USP Disability Resource Centre website at [http:// www.usp.ac.fj/campuslife/drc](http://www.usp.ac.fj/campuslife/drc) and facebook page titled “USP Disability Resource Centre”. You can also contact the Manager, Disability Resource Centre via email at raijieli.bulatale@usp.ac.fj or phone on +679 323 1832 or visit the DRC Office located at the Counselling Centre block.
mLearning at USP

What is mLearning?
Mobile Learning (mLearning) is any activity that allows users to access learning content and engage in the learning process using mobile devices. It allows for just-in-time and just-enough learning for the user.

Which mLearning services are currently available in USP?
SMS Based Services:
- SMS Notification: Allows students to receive notifications from lecturers and instructors.
- SMS Marksheet: Students can check their course assessment marks using this application.
- SMS Exam Service: Students can check their exam timetable and seat number by using this service.

Edutainment:
- Go Nuts: Edutainment game based on the hangman concept.
- Course-Finder: Search for information on courses available at USP.

**All these services are offered free to the students.

What should I do in order to use this exciting learning tool?
In order to access the mLearning services at USP, students MUST upload their mobile phone numbers on MOODLE. For privacy issues, no staff (not even your course instructor) or student will be able to retrieve this information apart from the Moodle Systems Administrator. Follow the steps below in order to save your mobile numbers on MOODLE.

**STEP 1**
Log-In to MOODLE on the following link:
http://elearn.usp.ac.fj/

**STEP 2**
As soon as you login to MOODLE, you will see a red box on the left side-bar as shown in Figure 1.1 below. If you have already saved your number on MOODLE, you will notice that the box will change its color to green as shown in Figure 1.2. Click on the box field and proceed to Step 3.

**STEP 3**
When you click on the red box (Figure 1.1), you will be redirected to a page where you have to add you mobile number. Select the country code of the country where you are currently studying at. Once you have selected the country code, enter you mobile number in the ‘Mobile Number’ field. Once you have filled in both fields, click on Save and you are done! Please update the mobile number field on MOODLE if you change your mobile number while studying at USP.
What is SMS Notification & How do I get it?
SMS Notification is when course-coordinators send SMS to students enrolled in a particular course. Campus directors are also able to send SMS notification to students in a particular campus. You may receive SMS from supports sections of USP also; this includes alerts from SAS, Campus life and Library. In order to receive SMS notifications, your mobile number should be saved correctly on MOODLE. In 2014, this service will be offered to all Preliminary, Foundation, Online, 100 level, 200 level courses.

What is SMS Marksheet & How do I access it?
SMS Marksheet is accessing the Marksheet via SMS. In order to access the SMS Marksheet, the number you send the request SMS Marksheet should be the same number saved under your account on Moodle, for security purposes, if you send any request SMS to the SMS short code 6013 and the number saved under that particular student ID is different, there will be no reply SMS from USP.
When lecturers enable the SMS Marksheet, students can check their Marks by just sending Marks SXXXXXXX CourseCode to 6013 where SXXXXXXX stands for your student ID and CourseCode stands for your course code. Please note the spaces. An example of the correct syntax is Marks S12345678 UU100. In 2014, this service will be offered to all Preliminary, Foundation, Online, 100 level, 200 level courses.

What is SMS Exam Application, When & How do I access it?
The SMS Exam application allows students to get their exam date, time, venue, and seat number with a simple SMS request. This service is only open to students a week before the final examination till the last day of exams. Students have to send Exam SXXXXXX to 6013 to get details and information of their exam. Please note the spaces.
An example of the correct syntax is Exam s12345678. In 2014, this service will be offered to all Preliminary, Foundation, Online, 100 level, 200 level courses.

Course quiz via SMS
This application is essentially a mobile based quiz application which allows students to undertake assessments from wherever they are, without the need for an internet connection. The application will be piloted in the smart classrooms and selected courses in each faculty. The list of courses for this pilot project will be emailed in the Orientation Week.

What is Edutainment, How can I try it out?
Edutainment is the ‘next big thing’ in mobile learning. The concept of edutainment has been there for generations and now it is linked with ICT, being evident in video and Web based games. It is content designed to appropriately inject education into edutainment, therefore students learn while they are playing games.
The mLearning team has developed a Web based game known as ‘Go Nuts’ with three modules and it is played on smartphones and tablets. The three modules that have been developed are ‘Get to know Moodle’, ‘English Grammar’ and ‘C++ Programming’.
To play these games, access the following link from your smartphones/tablets using your preferred internet browser:
http://mlearn.usp.ac.fj/game/
We challenge you to try these modules?

Who do I contact if I have queries concerning mLearning?
Drop an email to mlearning@usp.ac.fj or contact the following persons:

Dr. Bibhya Sharma
Email: bibhya.sharma@usp.ac.fj
Ph: 323 2069

Mr. Varunesh Rao
Email: varunesh.rao@usp.ac.fj
Ph: 323 2309

Mr. Rona Finiasi
Email: rona.finiasi@usp.ac.fj
Ph: 323 2236

Mr. Raneel Kumar
Email: raneel.kumar@usp.ac.fj
Ph: 323 2820

Mr. Shelvin Chand
Ph: 323 2620
LIBRARY AND INFORMATION SERVICES

The Main Library of the University is located at Laucala Campus directly opposite the Administration Building. At the Library you will find a wide range of print and electronic resources and trained staff to assist you with your information needs. In support of your studies, the Main Library has:

- a seating capacity for 950 readers
- over 40,000 full text titles accessible from multi-disciplinary or subject specific databases with 24/7 access from the Library website.
- over 1 million books and serials in print
- 7000 e-books

Special collections including:
- The Pacific Collection: works on the Region
- Oceania Sports Information Centre (OSIC)
- Pacific Islands Marine Resources Information System (PIMRIS) at Lower Campus
- Multi-media collection (DVDs, CDs, video-cassettes, microfilms, microfiches)
- a Reserve Collection of supplementary texts for short-term loan

Services that include:
- an Information Desk
- an online Ask-a-Librarian reference service
- an online catalogue (OPAC)
- an extensive Information Research Skills (IRS) Programme

* a Library website: www.usp.ac.fj/library
* the loan and reservation of library materials
* inter-library loans (loans from other libraries)
* generous opening hours; evenings, weekends and public holidays
* past examination papers (online and print)
* photocopying, printing and binding
* a newsletter, Library News (6 issues)

Spaces for:
- postgraduate students (PG Room)
- group study (Discussion Room)
- discussion and use of mobile devices (Tok Space)
- all night study (All Night Reading Room)

The Library also houses an email kiosk and ITS lab facilities.
To ensure a conducive study environment, rules and regulations govern Library use. These include lending, designated talking and quiet study areas, use of mobile devices and prohibited items such as food and water, umbrellas and sporting gear amongst others Library staff are here to help you and can be found at the Information Desk on Level B (ext.32402; direct line 323 2402) during opening hours. Further assistance is provided in a range of brochures and guides available at the Information Desk and the OPACs and online from the Library’s website. Assistance may also be obtained from the Reader Services Librarian on ext 32690 / 3232690

LIBRARY OPENING HOURS - MAIN LIBRARY
NOTE: Issue desks close 30 minutes prior to the closing of the Library

<table>
<thead>
<tr>
<th>DURING SEMESTER</th>
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<tbody>
<tr>
<td>Monday to Thursday</td>
<td>8am - 10pm</td>
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<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 -</td>
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<tr>
<td>6pm</td>
<td></td>
</tr>
<tr>
<td>Public Holidays</td>
<td>9am - 6pm</td>
</tr>
<tr>
<td>All Night Reading Room</td>
<td></td>
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<tr>
<td>(from second week of Semester)</td>
<td></td>
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<tr>
<td>Monday to Thursday</td>
<td>10pm -</td>
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<tr>
<td>7am</td>
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<tr>
<td>Weekends/Public Holidays</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

<table>
<thead>
<tr>
<th>DURING SEMESTER</th>
<th></th>
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</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>
INFORMATION TECHNOLOGY SERVICES

Student ICT Services Guide

The Student ICT Services Guide assists students with:
1. Relevant information about ICT services. Students are encouraged to call/visit the IT Helpdesk for further detailed information. Helpdesk will do their best to help.
2. Any ICT issues students need assistance on

IT Helpdesk

If you have a question about any ICT services, students should contact the IT Helpdesk or visit the IT website for more information:

Opening Times
Monday – Friday 8:00am to 10:00pm
Saturday & Sunday 9:00am to 6:00pm
Excluding University Holidays

Contact Details & Locations:
1. ICT Centre – Ground Floor
2. CELT Build Ground Floor
3. Next to USP Dining Hall
4. Regional Campus IT Department

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.

ICT 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

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

Audio Visual (AV) services
• Lecture Theatre & Tutorial room presentations
• Mobile AV equipment 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 ICT issues 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 each campus and we encourage students to seek assistance on any of their computing issues. An exciting enhancement to ICT student services is the Japan-Pacific ICT Centre. The vision for this center is to be the Information, Communication and Technology (ICT) hub of the Pacific Region. The ICT 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 can take your calls and track all inquiries received from students and staff
2. Two general computer labs and
3. Four teaching computer labs
4. Engineering Computer Lab
5. FSTE Network Lab

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

The USP International Office specializes in international student support services. The international office also assists students renewing their study and research permits liaising with Fiji Immigration and the Ministry of Education.

In addition, the office oversees the USP Exchange Program and assists USP students to participate in a one semester Exchange Program to partner institutions across the globe.

If you are not a citizen of the following countries, you are classified as an international student, thus can utilize USP International’s services: Cook Islands, Fiji, Kiribati, Marshall Islands, Nauru, Niue, Samoa, Solomon Islands, Tonga, Tokelau, Tuvalu and Vanuatu.

USP International is located on the first floor (above ground level) of the CELT Building. Opening hours are from 8am - 5pm, Monday to Thursday and 8am - 4:30pm on Friday.

The Office is closed during weekends and public holidays. Please come and see us for assistance and we hope we can help you enjoy your Study Abroad experience at USP!

Email: international@usp.ac.fj
Phone: +679 3232 743
Skype: usp.international.office
Facebook: www.facebook.com/usp.international.office.

**SERVICES DIRECTORY**

<table>
<thead>
<tr>
<th>Service</th>
<th>Location</th>
<th>Hours</th>
<th>Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library (Ext 32322)</td>
<td>Centre of Campus, opposite the main administration building</td>
<td>Monday to Thursday: 8am – 10pm, Friday: 8am – 6pm, Saturday: 9am – 6pm, Sunday: 1:30pm – 6pm</td>
<td>Full range of library services.</td>
</tr>
<tr>
<td>Medical Centre (Ext 32362)</td>
<td>Opposite supermarket, University Book Centre and ANZ Bank complex</td>
<td>During the semester Monday to Friday: 8am – 7pm&lt;br&gt;During breaks and holidays Monday to Thursday: 8am – 4:30pm. After hours and on weekends see the Housing Officer on duty.</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>
</tr>
<tr>
<td>Campus Life (Ext 32351)</td>
<td>Vanua Drive, behind ICT</td>
<td>Monday to Thursday 8am – 1pm and 2pm – 4:30pm , Friday: 8am -1pm, 2pm - 4pm</td>
<td>Campus Life Services.</td>
</tr>
<tr>
<td>Security Services (Ext 32211)</td>
<td>Headquarters next to 4th Hall, manned posts at each gate</td>
<td>Seven days a week, 24 hours a day.</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>
</tr>
<tr>
<td>Information Technology Services (Ext 32078)</td>
<td>ITS helpdesk, beside Student Services Centre and behind the Medical Centre.</td>
<td>Monday to Friday 8:30am – 1pm and 2pm – 4pm</td>
<td>USP Information Technology Services (ITS) offers a range of computing and IT-related services to students.</td>
</tr>
<tr>
<td>USP International Office</td>
<td>First Floor, SLS Building.</td>
<td>Monday to Friday 8:00am - 5pm.</td>
<td>International Admissions, Course registrations, student mail, add and drop of courses, Transcripts, Confirmation of Enrolment and moral support.</td>
</tr>
</tbody>
</table>

Contact: helpdesk@usp.ac.fj

Email: international@usp.ac.fj
Phone: +679 3232 743
Skype: usp.international.office
Facebook: www.facebook.com/usp.international.office.
## Services Directory

### USP Career Centre and Services (3231847)

<table>
<thead>
<tr>
<th>Location</th>
<th>Next building behind the Westpac Bank</th>
</tr>
</thead>
<tbody>
<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>

### Disability Inclusive Office (3231832)

<table>
<thead>
<tr>
<th>Location</th>
<th>Next building behind the Westpac Bank</th>
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</thead>
<tbody>
<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>

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

<table>
<thead>
<tr>
<th>Location</th>
<th>Next building behind the Westpac Bank</th>
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</thead>
<tbody>
<tr>
<td>Hours</td>
<td>Monday to Thursday: 8am – 4.30pm, Friday: 8am – 4pm. Special appointments can also be arranged on request.</td>
</tr>
<tr>
<td>Services</td>
<td>Counselling can assist with:</td>
</tr>
<tr>
<td></td>
<td>Personal/relationship/family and/or other issues</td>
</tr>
<tr>
<td></td>
<td>Drug and substance use issues</td>
</tr>
<tr>
<td></td>
<td>Coping with stress and anxiety</td>
</tr>
<tr>
<td></td>
<td>Adjusting to university life</td>
</tr>
</tbody>
</table>

### Student Administrative Services (Ext 31444)

<table>
<thead>
<tr>
<th>Location</th>
<th>First Floor, Communications Building (Behind ANZ and Book Centre)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours</td>
<td>Monday to Thursday: 8am - 4.30pm, Friday: 8am - 4pm</td>
</tr>
<tr>
<td>Services</td>
<td>Most academic matters including student permits, admission to USP, registration, dropping or withdrawing from courses, aegrotat or compassionate pass, withdrawing from USP, academic results, transcripts, cross-credits, completion of programme and graduation.</td>
</tr>
<tr>
<td>E-mail</td>
<td><a href="mailto:helpdesk@student.usp.ac.fj">helpdesk@student.usp.ac.fj</a></td>
</tr>
</tbody>
</table>

### Community Recreation Centre (Ext 32625)

<table>
<thead>
<tr>
<th>Location</th>
<th>Next to the tennis courts, adjacent to the National Stadium Grounds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fitness Centre:</td>
<td></td>
</tr>
<tr>
<td>Monday to Friday:</td>
<td>5am – 9pm</td>
</tr>
<tr>
<td>Saturday and Sunday:</td>
<td>7am – 6pm</td>
</tr>
<tr>
<td>Public Holidays:</td>
<td>8am – 5pm</td>
</tr>
<tr>
<td>Swimming Pool:</td>
<td></td>
</tr>
<tr>
<td>Monday to Friday:</td>
<td>6am – 6pm</td>
</tr>
<tr>
<td>Saturday and Sunday:</td>
<td>10am – 6pm</td>
</tr>
<tr>
<td>Public Holidays:</td>
<td>10am – 5pm</td>
</tr>
<tr>
<td>Gymnasium (Sports Hall):</td>
<td></td>
</tr>
<tr>
<td>Monday to Friday:</td>
<td>8am – 9pm</td>
</tr>
<tr>
<td>Saturday and Sunday:</td>
<td>Closed</td>
</tr>
<tr>
<td>Public Holidays:</td>
<td>Closed</td>
</tr>
</tbody>
</table>

| 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. |

<table>
<thead>
<tr>
<th>Location</th>
<th>Wantok Drive, behind the Counselling Centre</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours</td>
<td>Monday - Thursday 8am - 2am, Friday - Sunday 24hours</td>
</tr>
<tr>
<td>Services</td>
<td>On-campus accomodation student residence issues, implementing student discipline and emergency services.</td>
</tr>
</tbody>
</table>
THE UNIVERSITY OF THE SOUTH PACIFIC STUDENTS’ ASSOCIATION (USPSA)

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 Federalisation 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:

4.1. 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;

4.2. Supporting members of the Association to attain their academic and wider educational goals;

4.3. Encouraging participation in university education throughout the region;

4.4. Encouraging the formation and development of students’ associations to represent students on individual campuses;

4.5. Co-operating with students’ associations from other institutions, both nationally and internationally;

4.6 Appointing student members to the University Council and Senate and such other bodies of the University as requested by the University;

4.7. Fostering communications between students of the University through print and electronic media;

4.8. 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) The remaining $28.50 is at the discretion of the Branch Association to use for the benefit of its members.

WHY IS IT 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 ON 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?

By using the following official email addresses.

<table>
<thead>
<tr>
<th>Campus Names</th>
<th>Email Address</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>
</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>
</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>
</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>
</tr>
<tr>
<td>USPSA Kiribati Campus</td>
<td><a href="mailto:kc_uspsa@usp.ac.fj">kc_uspsa@usp.ac.fj</a></td>
</tr>
<tr>
<td>USPSA Marshall Campus</td>
<td><a href="mailto:mi_uspsa@usp.ac.fj">mi_uspsa@usp.ac.fj</a></td>
</tr>
<tr>
<td>USPSA Nauru Campus</td>
<td><a href="mailto:nauru_uspsa@usp.ac.fj">nauru_uspsa@usp.ac.fj</a></td>
</tr>
<tr>
<td>USPSA Niue Campus</td>
<td><a href="mailto:niue_uspsa@usp.ac.fj">niue_uspsa@usp.ac.fj</a></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>
</tr>
<tr>
<td>USPSA Solomon Campus</td>
<td><a href="mailto:si_uspsa@usp.ac.fj">si_uspsa@usp.ac.fj</a></td>
</tr>
<tr>
<td>USPSA Tokelau Campus</td>
<td><a href="mailto:tokelau_uspsa@usp.ac.fj">tokelau_uspsa@usp.ac.fj</a></td>
</tr>
<tr>
<td>USPSA Tonga Campus</td>
<td><a href="mailto:tonga_uspsa@usp.ac.fj">tonga_uspsa@usp.ac.fj</a></td>
</tr>
<tr>
<td>USPSA Tuvalu Campus</td>
<td><a href="mailto:tuvalu_uspsa@usp.ac.fj">tuvalu_uspsa@usp.ac.fj</a></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>
</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 is: uspsa@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 A DAY TO DAY BASIS?

The Chairperson                          | Ms Angela Charlie            | Email: chair_uspsa@usp.ac.fj |
Deputy Chairperson                       | Mr Henry Bill                | Email: dchair_uspsa@usp.ac.fj|
Acting Secretary General                 | Ms. Tieri Rigamoto           | Email: rigamoto_t@usp.ac.fj  |
Administration and Finance Officer       | Ms. Farisha Nigar            | Email: uspsa@usp.ac.fj       |

Finally we wish all the new students enrolled at USP the very best for your studies. Welcome to the USP Family!
The University of the South Pacific 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.

**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, irons and iron boards are also available so you can do your own personal laundry. In 2013, two married quarters units were built 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. Residential Assistants (RA) are appointed by the University to assist with the care of students after hours.

**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, but is closed on 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. Chinese dishes like chop suey and stir fries etc, Island staples like taro and bananas are provided daily in addition to rice, 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 rice, potatoes and pasta. 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.

**BOOKSHOP**

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

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;
- MacDonald’s Family Restaurant, CBD: 8tala to 14tala for Happy Meals, Combo Meals;

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

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
2/600 Alaua
The University of the South Pacific
Private Bag
Apia, Samoa

Telecommunication services in Samoa are provided by BlueSky (land lines) and two mobile phone service providers. For students living on-campus, after hours or emergency calls can be made from the telephones in the rooms of RAs or at the Main Gate by arrangement with Security. Under special circumstances incoming calls can be transferred to these phones during work hours. The leading Samoan mobile phone service providers are Bluesky GoMobile and Digicel, which sell mobile phones and phone cards.

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, and Cyber Café at Lotemau Centre.

MEDICAL SERVICES

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.

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 Administrative 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.

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;
- Tupua Tamasese Meaole Hospital, Motootua - 10tala; and
- Faleolo Airport – 50-60Tala.

In addition, the University 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 Administrative Services Building.
CAMPUS LIFE AND STUDENT WELFARE SERVICES

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, and that 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, which has a television set and Sky TV, is also available. A fridge, electric jug and a microwave 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 and
- USPSA-AC farewell functions at the end of each semester.

Religious services and pastoral and spiritual care can be arranged depending on the residential students requirements.

LIBRARY AND INFORMATION SERVICES

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 49 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 to Friday: 8am - 6pm
- Saturday: Closed
- Sunday: Closed

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

**During Study and Examination Weeks:**
- Monday to Friday: 8am – 7.00pm
- Saturday: Closed
- Sunday: 2pm - 6pm
**STUDENT ADMINISTRATIVE SERVICES (SAS)**

SAS services include the provision of its core business in the areas of Admissions, Registrations, Examinations, Completions and Graduation with associated support services in programme advising, assessment of credit transfer, compliance to academic policies and regulations.

*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

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: tiaiopo_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.**

**INFORMATION TECHNOLOGY SERVICES**

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 Administrative Services Front Office and the Library.

**ITS Labs Opening Hours**

Monday to Friday: 8am - 10pm
Week-Ends and Public Holidays: 12noon to 6pm

Wireless connection can also be established in most areas of the Campus.

**SCHOOL OF AGRICULTURE AND FOOD TECHNOLOGY**

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.
OTHER PROGRAMMES AT ALAFUA CAMPUS

SAMOA CONTINUING AND COMMUNITY EDUCATION (CCE)

CCE is the outreach arm of the university and provides short courses for continuing education. Ongoing programmes include the Years 12 and 13 school tutorials, the School Library Assistant training course, CISCO training programme, Computer Essentials, Community Nutrition, and personal enhancement workshops such as floral arrangement and fabric printing.

Contact details:
Telephone: +685 21671
Fax: +685 22933
Email: enquiries@samoa.usp.ac.fj

COLLEGE OF FOUNDATION STUDIES (CFS)

The CFS at Alafua Campus aims to develop personal qualities and ensure that students are well prepared for further tertiary studies. The section coordinates preliminary and foundation courses. Support staff are also available to assist students taking the Pre-degree English language courses, LLP13, LLP14, LLF11, LLF14 and LLF21. In liaison with Student Administrative Services, CFS staff are able to assist pre-degree students in courses other than language subjects and contact the CFS staff based at the Laucala Campus if further assistance is required. Local tutors are provided by the College and students can seek their support for their respective subject areas.
The Emalus Campus is situated in the Tassiriki area on the outskirts of Port Vila. The campus overlooks the attractive Emten Lagoon, often referred to as Second Lagoon. The word Emalus, in Erakor village language, means the place that gets a lot of rain.

**HIGHLIGHTS ON EMALUS CAMPUS & VANUATU**

Much is happening at Emalus campus and Vanuatu in general as highlighted below:

- Emalus oversees the delivery of distance and flexible learning (DFL) beginning with pre-degree preliminary and foundation programs. There are more than 1,500 students who are studying USP preliminary and foundation courses, and first year degree courses, in both arts and sciences.
- The campus hosts the university’s School of Law, which runs undergraduate and postgraduate courses leading to the LLB and LLM degrees. The School delivers its courses both face-to-face and by distance and flexible learning. There are about 280 law students who are studying law face to face.
- The Pacific Languages Unit which offers language courses, mainly by distance and flexible learning is located on campus.
- The regional Pacific Islands Legal Information Institute (PacLII) is located in Emalus.
- The campus continues to expand with the addition in 2013 of the new Francophone Wing; made possible through bilateral assistance from the People’s Republic of China to Vanuatu. There are plans to commence programmes in undergraduate degrees in French, beginning with Foundation and Education.
- In 2016 there will be an increase in campus offering of courses in the sciences.
- There are plans to offer more courses by flexi schools and other delivery modes.
- The campus will grow research and postgraduate studies including the Master of Business Administration (MBA).
- Student numbers in Vanuatu continue to grow. In 2011 by headcount it was 2,726; in 2012 it was 2,866; in 2013 it is about 3,100.

**ACCOMMODATION**

The campus operates Halls of Residence for students and staff. There are 12 married quarters for students and 6 staff houses. Student halls can accommodate 138. Conduct in the Halls of Residence is covered in the USP Residential Regulations as set out in the University Discipline Ordinance and Regulations for Students, and Regulations Governing Student Conduct.

Students 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.

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.
CAMPUS

Taking pride in your campus requires that you take part in keeping it clean. There are rubbish bins around the campus. These are regularly emptied so please do not litter, write graffiti or harm trees, shrubs or flowers. All vehicles must be parked in designated parking areas and not on the lawn.

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.

The campus sports area has a football/rugby field, a basketball court and a netball court. 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 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.

CATERING

Catering service facilities include a Student Dining Hall and campus canteen 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.

COMMUNICATIONS SERVICES

There is no delivery of mail to commercial or residential addresses in Vanuatu; 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.

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.

MONEY

Vanuatu’s official currency is the vatu (abbreviated VUV). There are 200, 500, 1000, 5000 and 10,000 vatu notes, and 5, 10, 20, 50 and 100 vatu coins. Foreign exchange rates can be obtained from any of the banks and other money exchange outlets in town or online at www.xe.com/ucc.

As an indication of equivalents in other currencies, the following approximate rates were valid as of November 2013.

<table>
<thead>
<tr>
<th>Country Currency</th>
<th>Vanuatu Vatu (VUV) equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>US Dollar (USD)</td>
<td>93.5</td>
</tr>
<tr>
<td>Australia Dollar (AUD)</td>
<td>87.63</td>
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<tr>
<td>New Zealand Dollar (NZD)</td>
<td>78.06</td>
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<tr>
<td>European Euro (EUR)</td>
<td>126.06</td>
</tr>
<tr>
<td>UK Pounds (GBP)</td>
<td>150.65</td>
</tr>
<tr>
<td>Fiji Dollars (FJD)</td>
<td>50.34</td>
</tr>
<tr>
<td>PNG Kina (PGK)</td>
<td>36.35</td>
</tr>
<tr>
<td>Solomon Islander Dollar (SBD)</td>
<td>13.03</td>
</tr>
<tr>
<td>Tonga Pa’anga (TOP)</td>
<td>51.19</td>
</tr>
<tr>
<td>Samoa Tala (WST)</td>
<td>40.02</td>
</tr>
</tbody>
</table>
ABOUT PORT VILA AND BUSES

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 bandage. There is a small clinic on-campus managed by a Matron who is a qualified nurse who can refer you to the University doctor if necessary. The clinic 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 (10 minutes’ walk from the campus) opens from 7:30am to 11:30am for general consultations. In the afternoons and evenings the hospital is open only for referrals or emergency cases. Doctors are on-call to deal with emergencies.

There are hundreds of buses in Port 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 are also many taxis, which are more expensive than buses.

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.

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.

There are a number of beaches around the town, including some close to USP, as well as good picnic beaches on the south coast, half an hour drive from town.

LIBRARY

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). The collection consists of materials from most disciplines. Emphasis is placed on disciplines that are taught by the PLU, SOL and ECE and DFL. 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: law and general journals and magazines interfiled alphabetically.
• Reference: atlases, dictionaries, encyclopedias, yearbooks, digests etc.
• Newspaper: daily papers from around the Pacific and Australia.
• Reserve: recommended readings and texts specified by the course lecturers and tutors.

This collection has restricted borrowing conditions and is situated behind the issues desk.
• Audio and visual: videos, CDs, CR-ROMs and DVDs which cover a wide variety of disciplines including sciences, social sciences and law.
• Vanuatu collection: consists of all that the Library holds about Vanuatu. This collection is situated in the library staff workroom. Materials from this collection have restricted borrowing condition.

The Library’s User Services include:
• Ask-A-Librarian
• Research Skills Development 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 – 4:30pm
Weekends 2pm - 6pm
Public holidays CLOSED

During Vacation
Monday to Thursday 8 am - 12:30pm; 1:30pm - 5pm
Friday 8 am - 12:30pm; 1:30pm – 4:30pm
Weekend CLOSED
Public holidays CLOSED
### SERVICES DIRECTORY

#### SAS Building

<table>
<thead>
<tr>
<th>Hours:</th>
<th>Monday to Friday: 7:30am - 12pm and 1:30pm - 4:30pm</th>
</tr>
</thead>
<tbody>
<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>

#### Administration Building

<table>
<thead>
<tr>
<th>Services:</th>
<th>General Campus Administration</th>
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</thead>
<tbody>
<tr>
<td>Telephone:</td>
<td>(678) 22748</td>
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<tr>
<td>Fax:</td>
<td>(678) 22633</td>
</tr>
<tr>
<td>Telephone:</td>
<td>(678) 23520</td>
</tr>
<tr>
<td>Fax:</td>
<td>(678) 27785</td>
</tr>
<tr>
<td>Hours:</td>
<td>Monday to Friday: 7:30am – 11:30 am and 1:30pm - 4:30pm</td>
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<thead>
<tr>
<th>Services:</th>
<th>Academic Support, Community Outreach And Administrative Support To Outer Centres</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone:</td>
<td>(678) 22748</td>
</tr>
<tr>
<td>Fax:</td>
<td>(678) 22633</td>
</tr>
<tr>
<td>Coordinator:</td>
<td>Mrs Gayline George</td>
</tr>
<tr>
<td>Postal address:</td>
<td>PO Box 176, Luganville Santo, Vanuatu</td>
</tr>
<tr>
<td>Telephone:</td>
<td>(678) 36438</td>
</tr>
<tr>
<td>Fax:</td>
<td>(678) 36299</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:Gayline_George@vanuatu.usp.ac.fj">Gayline_George@vanuatu.usp.ac.fj</a></td>
</tr>
</tbody>
</table>

| Coordinator: | Ms Lesbeth Jimmy |
| Postal address: | PO Box 23, Isangel Tafea, Vanuatu |
| Telephone: | (678) 68713 |
| Fax: | (678) 68726 |
| Email: | jimmyviza4@gmail.com |

| Coordinator: | Meri Worek |
| Postal Address: | P.O.Box 20, Sola, Vanua Lava, Vanuatu |
| Telephone: | (678) 35748 |
| Fax: | TBC |
| Email: | meri_worek@vanuatu.usp.ac.fj |

| Coordinator: | Damien Hophand |
| Address: | Norsup, Malekula |
| Email: | Damien_Hopland@vanuatu.usp.ac.fj |

### INFORMATION TECHNOLOGY SERVICES

Emalus IT Service provides IT support for both staff and student of the campus plus outer centers – Tafea and Santo with IT-related issues and ensuring that all ICT services are well maintained and student problems are quickly attended to.

<table>
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<tr>
<th>IT HELPDESK</th>
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<tr>
<td>Opening Times</td>
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<tr>
<td>Monday to Friday</td>
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<tr>
<td>1:30pm to 5:00pm</td>
</tr>
<tr>
<td>Closed Saturday, Sunday and Public Holidays</td>
</tr>
<tr>
<td>Contact Details</td>
</tr>
<tr>
<td>Location: ITS Office</td>
</tr>
<tr>
<td>E-Mail: <a href="mailto:helpdesk_vanuatu@vanuatu.usp.ac.fj">helpdesk_vanuatu@vanuatu.usp.ac.fj</a></td>
</tr>
<tr>
<td>Phone: 22748 ext 203</td>
</tr>
<tr>
<td>Web: <a href="http://www.vanuatu.usp.ac.fj">http://www.vanuatu.usp.ac.fj</a></td>
</tr>
</tbody>
</table>

Outside working hours and public holidays, Student Lab Assistants (SLA’s) are available to provide student support. SLA that is on duty can be found in one of the opened computer labs during the time periods listed below:

- **Monday - Friday**: 11.00am to 2:00pm
  5:00pm to 10:00pm
- **Saturday & Sunday**: 10:00am to 5:00pm
- **Public Holidays**: 8:00am to 10:00pm

The campus IT Services offers a range of computing and IT-related services aimed at supporting academic, administrative and research activities within the University community.
The following are the services that the campus provides:

Services include:
- ICT Support Services – Helpdesk
- Issuing of student passwords
- Assistance online registration
- Printing Services
- Internet Services
- Wireless Service – Current wireless coverage is 90% of the campus – which includes both HOR and main campus.
- Standard USP desktop applications (AV, MS Office, Acrobat, etc)
- Moodle
- Emails
- Phone
- Face to face

Computer Lab services
- General use computer labs
- Teaching computer labs
- Selected computer lab is open for 24 hours – Usually in the third week into the semester, the designated lab is opened for 24 hours until the last day of exams.

Audio Visual (AV) services
- Lecture Room presentations
- Mobile AV setup for student presentations (Rooms without equipment’s)
- On request - Setup for student association events.

For more information about Emalus Campus IT services visit: http://www.vanuatu.usp.ac.fj
COOK ISLANDS

USP COOK ISLANDS CAMPUS
Director: Mr Roderick Dixon
Postal address: PO Box 130, Rarotonga, Cook Islands
Tel: +682 29415 or 29416
Direct Ext: 41401
Fax: +682 21315
E-mail: dixon_r@usp.ac.fj
Office hours: Mondays to Thursday 8:30am – 7:00pm
Friday 8:30am – 5:00pm

FIJI ISLANDS

USP LABASA CAMPUS
Director: Dr Samuela Bogitini
Postal address: Private Mail Bag, Labasa, Fiji
Tel: +679 881 7707
Direct Ext. 32902
Fax: +679 881 5570
E-mail: bogitini_s@usp.ac.fj
Office hours: Mondays to Fridays, 8:00am – 4:30pm

SAVUSAVU CENTRE
Coordinator: Mr Sairusi Lui
Postal Address: Private Mail Bag, Savusavu, Fiji
Tel: +679 885 3708
Fax: +679 885 3709
E-mail: lui_s@usp.ac.fj

USP LAUTOKA CAMPUS
Director: Dr Pramila Devi
Postal address: Private Mail Bag, Lautoka, Fiji
Tel: +679 666 6800
Direct Ext: 41501
Fax: +679 666 7133
E-mail: pramila.devi@usp.ac.fj
Office hours: Mondays to Fridays, 8:00am – 4:30pm
Sat: 9:00am – 3:00pm

SAVU SAVU CENTRE

KIRIBATI

USP KIRIBATI CAMPUS
Director: Dr Ueantabo Mackenzie
Postal address: PO Box 59, Baririki, Kiribati
Tel: +686 21085
Direct Ext: 40401
E-mail: mackenzie_ui@usp.ac.fj
Office hours: Mondays to Fridays, 9:00am – 6:00pm

REPUBLIC OF MARSHALL ISLANDS

USP MARSHALL ISLANDS CAMPUS
Director: Dr Irene Taafaki
Postal address: PO Box 3537, Majuro, Marshall Islands
Tel: +692 625 7279
Direct Ext. 40801
Fax: +692 625 7282
E-mail: taafaki_i@usp.ac.fj
Office hours: Mondays to Fridays, 8:00am – 5:00pm

REPUBLIC OF NAURU

USP NAURU CAMPUS
Director: Ms Alamanda Lauti
Postal address: Private Bag, Post Office, Republic of Nauru
Tel: +674 557 7462
Direct Ext. 40501
Fax: +674 556 2424
E-mail: lauti_a@usp.ac.fj
Office hours: Mondays to Fridays, 8:00am – 5:00pm

NIUE

USP NIUE CAMPUS
Acting Director: Ms Maryanne Talagi
Postal address: PO Box 31, Aof, Niue
Tel: +683 20874 or 26954
Direct Ext. 41201
Fax: +683 23424
E-mail: maryanne.talagi@usp.ac.fj
Office hours: Mondays to Fridays, 8:00am – 4:00pm

SAMOA

ALAFUA CAMPUS
Director: Ms Ruby Va’a
Postal address: The University of the South Pacific, Private Bag, Apia, Samoa.
Tel: +685 21671
Direct Ext. 40101
Fax: +685 22933
E-mail: vaa_r@samoa.usp.ac.fj or
enquiries@samoa.usp.ac.fj
Office hours: Mondays to Fridays, 8:00am – 4:30pm
After hours: Main gate: +685 21671
Ext 241 OR +685 23083

SAVA’I CENTRE
Address: c/o Salailai Public Library
Contact: Part-time Coordinator: Taiaopo Tupaimatuna Taiese
Email: taiapot@gmail.com
Tel: +685 51467
SOLOMON ISLANDS

USP SOLOMON ISLANDS CAMPUS
Acting Director: Dr Patricia Rodie
Postal address: PO Box 460, Honiara, Solomon Islands.
Tel: +677 21307; 21308; 21309
Direct Ext: 40201
Fax: +677 24024
E-mail: rodie_p@usp.ac.fj
Office hours: Mondays to Fridays, 8:00am – 4:30pm

GIZO CENTRE, WESTERN PROVINCE
Coordinator: Vacant
Postal address: PO Box 153, Gizo, Western Province Solomon Islands
Tel: +677 60582
Fax: +677 60732
Office hours: Mondays to Fridays, 8:00am - 4:30pm

LATA CENTRE
TEMOTU PROVINCE
Coordinator: Mr John Peter Peniop
Postal address: PO Box 53, Lata, Temotu Province Solomon Islands
Tel: +677 60582
Fax: +677 60582
E-mail: peniop_j@usp.ac.fj
Office hours: Mondays to Fridays, 8:00am – 4:30pm

TOKELAU

USP TOKELAU CAMPUS
Coordinated by: Junior Thomas Aleta
Physical Address: Atafu, Tokelau
Tel: +690 22178
Direct Ext: +41101
Fax: +690 2108
USP Phone: +690 4110
E-mail: junioraleta@hotmail.com

VAVA’U CENTRE
Coordinator: Mrs. Tupou Nonu
Tel: +676 70545
E-mail: Tupou.nonu@gmail.com
tupou.nonu@usp.ac.fj

TUVALU

USP TUVALU CAMPUS
Acting Director: Fetagaisi Titivalu
Postal address: PO Box 21, Funafuti, Tuvalu
Tel: +688 20811
Direct Ext. 40902
Fax: +688 20704
E-mail: fetagaisi.tители@usp.ac.fj
Office hours: Mondays to Fridays, 8:00am – 4:30pm

VANUATU

EMALUS CAMPUS
Group Manager: Ruben Bakeo Markward
Postal address: Private Mail Bag 9072
The University of the South Pacific, Port Vila, Vanuatu.
Tel: +678 22748
Direct Ext. 40301
Fax: +678 22633
Email: ruben.markward@usp.ac.fj
Office hours: Mondays to Fridays, 7:30am - 4:30pm

SANTO CENTRE
Coordinator: Ms Gayleen George
Postal Address: Private Mail Bag 176
Luganville Santo, Vanuatu
Tel: +678 36438
Fax: +678 36299
Email: gayleen.george@vanuatu.usp.ac.fj

TAFEA CENTRE
Coordinator: Ms Lesbeth Jimmy
Postal address: PO Box 23,
Isangel, Taana, Vanuatu
Tel: +678 7117141 or 88726
Email: lesbeth.jimmy@vanuatu.usp.ac.fj

MALAMPA CENTRE
Coordinator: Damien Hophand
Postal Address: P O Box 06
Norsup, Malekula Vanuatu
Email: damien.hophand@vanuatu.usp.ac.fj

TORBA CENTRE
Coordinator: Ms Meri Worek
Physical Address: Sola, Vanua Lava, Vanuatu
Tel: +678 35748
Email: meri.worek@vanuatu.usp.ac.fj

HA’APAI CENTRE
Asst. Coordinator: Ms Talei Ulufonua
Tel: +676 60909
E-mail: talei.ulufonua@gmail.com
talei.ulufonua@usp.ac.fj
The University is committed to the provision of an equitable and enriching environment for students, which fosters academic achievement and where the interactions amongst students and staff are based on mutual respect, fairness and fulfillment of obligations. However, the University recognizes that, on some occasions, students may wish to raise grievances about academic or administrative decisions, issues, or facilities at the University.

The University follows transparent, fair and timely procedures for addressing grievances in accordance with principles of procedural fairness, ensuring that all parties are treated equally and fairly, and that ensures students will not suffer any discrimination as a result of raising grievances in good faith.

It is important that students carefully read and strictly follow the Senate approved Student Grievance Policy & Procedures (available from: http://www.policies.usp.ac.fj/index.php?docid=5411). In particular, except where specified in the Procedures, students cannot register a grievance directly with senior management, including the Vice-Chancellor.

Further advice can be obtained by email at: student_grievance@usp.ac.fj.
Track important details of your semester and mark your progress. Use the planner below to keep track of assignment deadlines, mid-

semester examinations, final examinations and other important dates.

**Year 1 | Semester 1:**

<table>
<thead>
<tr>
<th>Start Date of Semester:</th>
<th>End Date of Semester:</th>
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<table>
<thead>
<tr>
<th>Fees due on:</th>
<th>Fees paid on:</th>
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<table>
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<tr>
<th>Ref number:</th>
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<table>
<thead>
<tr>
<th>Course Name</th>
<th>Course code</th>
<th>Grade</th>
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<table>
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<tr>
<th>Course Code</th>
<th>Assignment 1: Due Date</th>
<th>Assignment 2: Due Date</th>
<th>Assignment 3: Due Date</th>
<th>Mid-Semester Examination</th>
<th>Final Examination</th>
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<table>
<thead>
<tr>
<th>Other important dates:</th>
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</table>

Track important details of your semester and mark your progress. Use the planner below to keep track of assignment deadlines, mid-semester examinations, final examinations and other important dates.

**Year 1 | Semester 2:**

<table>
<thead>
<tr>
<th>Start Date of Semester:</th>
<th>End Date of Semester:</th>
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<tr>
<th>Fees due on:</th>
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Ref number: _____________________

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Course code</th>
<th>Grade</th>
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<td>17:00 – 18:00</td>
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<table>
<thead>
<tr>
<th>Course Code</th>
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Start Date of Semester: ________________  
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Kiribati
Marshall Islands
Nauru
Niue
Samoa
Solomon Islands
Tokelau
Tonga
Tuvalu
Vanuatu

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