## CONTENTS

4  Important Dates 2018  
6  Welcome to USP (Vice Chancellor’s Address)  
7  Who’s who at USP  
7  USP Organisational Structure  
8  USP 50th Anniversary  

### University Life

9  Adjusting to a New Life  
10  Studying at USP  
11  Studying by Flexible Learning  
12  Centre for Flexible Learning  

### Enrolment Guide

13  Services Provided by The Student Administrative Services  
16  How Do I Register?  
20  What Do The Course Codes Mean?  
22  What Fees Will I Need To Pay?  

### Faculties

24  Pacific Technical and Further Education (Pacific Tafe)  
27  Faculty of Arts, Law and Education (FALE)  
31  Faculty of Business & Economics (FBE)  
33  Faculty of Science, Technology & Environment (FSTE)  
36  mLEARNING  
38  Student Learning Support  

### Campus Profile

42  Laucala Campus, Suva, Fiji  
48  Campus Life Activities  
54  Campus Life First Year Experience Buddy Programme  
56  Library and Information Services  
58  Information Technology Services  
60  USP International  
61  Student Association (USPSA)
IMPORTANT DATES 2018

First Semester

29 Jan – 2 Feb
Information Sessions, Academic Advising and Orientation

5 Feb
Lectures Begin

16 Feb
Deadline for late registration and for changes of courses

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

23 Feb
Deadline for payment of fees

24 Mar – 29 Mar
Mid-semester break

14 Apr – 27 Apr
Examination Period

9 Jun – 8 Jul
Semester Break

Second Semester

9 Jul
Lectures Begin

20 Jul
Deadline for late registration and change of courses

27 Jul
Deadline for students to withdraw from courses with remission of fees

17 Aug
Deadline for payment of fees

25 Aug – 2 Sep
Mid – Semester Break

26 October
Deadline for all students to withdraw from courses for which they do not want to be assessed

29 Oct – 9 Nov
Examination Period
WELCOME TO THE UNIVERSITY
Dear Students,

Congratulations on choosing The University of the South Pacific as your University of choice for your tertiary education. I am pleased to welcome you very warmly to The University of the South Pacific (USP) in its very special 50th Anniversary celebrations year.

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.

We are an institution renowned for quality, Pacific focus, and excellent links with national, regional and international partners. Our programmes and courses are relevant to the needs of the region and of a very high quality. The University strives for excellence in every aspect of its operations and it offers internationally accredited and recognised qualifications. So far the University has 24 internationally accredited programmes and eight (8) international recognitions. Likewise, our support services are excellent and our research outputs are impressive.

USP is a student-centred University that is committed to the success of its students. We want students to learn as much as possible and lay strong foundation for career success and life-long learning. We provide students with all the support needed to achieve academic excellence and all-rounded success.

We have talented and highly committed academic, professional and support staff to ensure that the learning environment of our students is the best it can be. Your hard work will be matched by our efforts to support you. We believe that this leads to more efficient learning and makes our graduates more attractive to employers.

We seek to produce graduates who are equipped with new knowledge and skills, are highly ethical, strongly anchored in their cultures and are independent and life-long learners who can make a positive contribution to the communities in which they live and work. USP has moulded and produced some of our region’s leaders and we continue to be the place where the region’s future leaders and intellectuals spend their formative years. Over the last 49 years, the University has produced over 47,000 graduates, many of whom have gone on to hold significant national, regional and international positions.

USP offers its students state-of-the-art facilities, various quality student support services, including the Library, Student Learning Services, Information and Communication Technologies, Fitness and Sports Centre, Health and Wellness Centre, Campus Life and many more.

As USP moves on its path to excellence guided by our Strategic Plan 2013-2018, we are committed to working closely with our stakeholders in ensuring that we continue to be a dynamic institution that is responsive to national, regional and global developments. The University is committed to transforming itself from good to excellent by its 50th Anniversary. Students are the main beneficiaries of this transformation and I hope that many of you will be part of celebrating this milestone achievement of the premier university in the South Pacific region.

2018 marks a very important milestone in the history of the University where we will celebrate our achievements and regionality as part of the 50th Anniversary celebrations. Our key objectives of the celebration is to share the journey we have taken over the past 50 years, showcase that we are an excellent University, and highlight what the future holds. I invite all of our students to participate fully in our 50th Anniversary Celebrations.

I warmly welcome you to The University of the South Pacific in its 50th Anniversary year and wish you all the best in your studies.

Professor Rajesh Chandra,
Vice-Chancellor and President
The University of the South Pacific
WHO’S WHO AT USP?

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**

<table>
<thead>
<tr>
<th>Vice-Chancellor and President</th>
<th>Vice-President Administration</th>
<th>Dean, Faculty of Business and Economics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rajesh Chandra, BA GCEd MA S.Pac. PhD Br.Col.</td>
<td>(Vacant)</td>
<td>Anvind Patell, BA S.Pac, MCom NSW, PhD QLD</td>
</tr>
<tr>
<td>Deputy Vice-Chancellor (Learning, Teaching &amp; Student Services)</td>
<td>Deputy Vice-Chancellor (Research and International)</td>
<td>Dean, Faculty of Science, Technology and Environment</td>
</tr>
<tr>
<td>Richard Kevin Coll, BSc PhD Canterbury ScEdD Curtin</td>
<td>Derrick Armstrong, BPhil Lond. MEd PhD Lanc.</td>
<td>Anjeela Jokhan, BSc PGDip MSc S.Pac. PhD Brist.</td>
</tr>
<tr>
<td>Vice-President (Regional Campuses and Properties &amp; Facilities)</td>
<td>Dean, Faculty of Arts, Law and Education</td>
<td>Executive Director Finance</td>
</tr>
<tr>
<td>Giulio Masasso Turikolongahau Paunga, BA Wesleyan MA PhD Daito Bunka</td>
<td>Akanisi Kedrayate, MEd Glas. PhD NE</td>
<td>Kolinio Boila BA MBA S.Pac</td>
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**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
- 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

**FACULTY OF SCIENCE, TECHNOLOGY AND ENVIRONMENT**
- School of Biological & Chemical Sciences
- School of Computing, Information and Mathematical Sciences
- School of Engineering & Physics
- School of Geography, Earth Science & Environment
- School of Marine Studies
- Institute of Applied Sciences
- Institute of Marine Resources

**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
- School of Government, Development & International Affairs
50TH ANNIVERSARY

What a year to be here!

What a fantastic year 2018 is to commence your studies at The University of the South Pacific! No other student in the past five decades has been able to say that they were guests of the University's 50th birthday party. And what a party it will be! Throughout the year, and across every campus in the Pacific, the University will be celebrating the wonderful contributions that its former students, staff and administrators have made to the development of the region over the past 50 years. Former students who have gone on to become Prime Ministers and senior government officials, CEOs and leaders of industry, famous artists and cultural performers, world leading scientists and researchers, people who have shaped the communities in which you have grown up. You will be surprised at the names of the people who have started out just as you are today, humble first year students at the University of the South Pacific. You will be amazed by the wonderful research that they, together with their professors and lecturers, have undertaken. This research has added significantly to the knowledge of the world and has been used to develop new products, processes and ideas that have benefited humanity.

Now you too will become part of this legacy. You will hear during this 50th Anniversary year of the fantastic plans that the University has for shaping the Pacific into the future. A future in which you will be the leaders who will drive the development of the region, a future that you will help to mould. Get involved in the activities of the 50th Anniversary. Share in the celebrations and enjoy the opportunity that only the students of 2018 will have to be part of this wonderful year. For the rest of your lives you will be able to say “I was part of the party where we launched the future”.
ADJUSTING TO A NEW LIFE

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. Beginning with small things such as knowing where to catch a bus, shopping for your own food or going swimming to the more important things such as managing your own money and time and studying without supervision, 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.
STUDYING AT USP

STUDYING FACE-TO-FACE

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. 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 probably 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.
FLEXIBLE LEARNING @USP

Flexible learning is not new at the University of the South Pacific. Its distributed nature requires the University to engage in open and flexible approaches to learning which it has done since its inception.

Flexible learning is a state of being in which learning and teaching is increasingly freed from the limitations of the time, place and pace of study. But this kind of flexibility does not end there. For learners, flexibility in learning may include various kinds of choices in relation to entry and exit points, selection of learning activities, assessment tasks and educational resources in return for different kinds of credit and costs. And for teachers it can involve choices in relation to the allocation of their time and the mode and methods of communication with learners as well as the educational organization.

The need for flexible approaches to learning and teaching at USP has been growing lately out of the inability of conventional campus-based educational practices to meet the growing demands for access to educational opportunity in the region. Increasingly larger numbers of students both from those who are on campus and those who are at a distance from it are choosing to study by flexible learning. 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 the mode since the early 1970s.

Collectively, the USP campuses are located across 33 million square kilometres of ocean covering four different time zones. Currently, the University delivers tertiary and community education to people in all its member countries via its regional campuses where students get help about admission, enrolment, learning and teaching, assessment and general administrative support.
THE UNIVERSITY OF THE SOUTH PACIFIC

CENTRE FOR FLEXIBLE LEARNING

The Centre for Flexible Learning provides leadership and direction to stakeholders in all aspects of flexible approaches to learning and teaching at the University. This work involves working with Faculties in the design and development of their academic programs for flexible learning and teaching, hosting and managing online learning technologies such as Moodle, including orientation and onboarding of students and staff in their use of Moodle, Lecture Capture, Mahara (eportfolio tool), Turnitin, REACT and other learning technologies as they become available. It also includes the provision of a wide range of services to the University community in the production of educational multimedia, audio, video, graphics, photography, animation, and web design. The role of CFL in providing leadership and direction to the University in these areas is pivotal and it involves:

1. Hosting a plethora of technologies including Moodle to support the adoption and integration of flexible approaches to learning and teaching at the University;

2. Orientation and onboarding of staff and students in these technologies for effective and efficient use;

3. Leadership and direction in the conversion and revision of courses and programs for online and flexible learning to meet USP Strategic Plan KPIs;

4. Nurturing of awareness in the University community about OER and its imperatives for teaching and learning;

5. Development of an institutional policy in Flexible Learning and in the adoption and integration of OER in learning and teaching at the University;

6. Working with staff initially on the adoption of open textbooks and other OER in their courses;

7. Collection and analysis of data on the behaviors and perceptions of students and staff regarding digital technologies in order to inform and promote excellent practices in a technologically enhanced educational environment.

8. Leading and promoting research and scholarship in learning and teaching generally, and more specifically into the adoption and integration of learning technologies in flexible learning towards meeting the relevant USP Strategic Plan KPIs.

For further information refer: www.cfl.usp.ac.fj

MOODLE

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
SERVICES PROVIDED BY THE STUDENT ADMINISTRATIVE SERVICES

ENROLMENT, REGISTRATION, FEES AND REGULATIONS

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 and being offered a place at The University of the South Pacific. 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 immediately prior to or during their final examination. A student's eligibility for an aegrotat pass is based on their achieving a coursework grade of B, a valid reason and relevant supporting documentation.

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
A pass granted (on application) to students who under exceptional circumstance beyond their control and other than their own illness or injury and who consider that their performance in examination will be or was seriously impaired by the same circumstances. Students' eligibility for a compassionate pass is based on their achieving a coursework grade of B or above.

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. This is also referred to as a compulsory course.

Course
A component of a discipline, normally one 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 requirement of a programme. There are many variations of the length of courses and associated credit points.

Course Learning Outcomes
The capabilities and competencies that students are expected to demonstrate they have developed to a required standard by the end of a course. Course learning outcomes are measured through appropriate assessments.

Counselling Service
Personal counselling service available to students. Students can talk about areas of difficulty, conflict or crises in their lives. The service is free and confidential. The Counselling Service also offers free study and life skills workshops to students. Counselling Services fall under the Campus Life operations.

Credit Points
Measure that indicates the volume of student workload, in terms of notional learning hours for a course.

Credit Transfer
A process of enabling a student to have a course(s) from another programme or higher education institution recognised as an equivalent in knowledge and skills to those in a University course in their required programme of study.

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

Discipline
An area of study, such as Chemistry, Economics or History.

Department
One of the administrative units in which a school may be divided. A department normally takes its name from the discipline it teaches.
**Elective Course**
A course chosen by the student, usually from a discipline outside the student’s major(s) or minor(s), which must be passed as part of a programme.

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

**Exclusion**
A student whose enrolment and/or registration is cancelled, and is prohibited from re-enrolling. Students are excluded from study due to failure to meet progression requirements or for disciplinary reasons. The period of exclusion shall be communicated to the student by Student Administrative Services. During a period of exclusion, a student’s enrolment will be terminated and the student will not be entitled to have access to University premises, except with the written permission of the Vice-Chancellor and President.

**Exit Award**
An official qualification at an exit point from a programme, which is lower than the intended programme. For example, a student studying a Bachelor’s degree in Information System who ended study before completing the degree could be awarded a Diploma in Information Systems if they completed the requirements of that award. This is only applicable where a lower award is available.

**Expulsion**
The removal of a student from the University on a permanent basis for disciplinary reasons.

**Faculty**
A coherent grouping of academic sections (School) and may include non-academic sections (Institute) under the leadership of a Dean.

**Flexi-school Course**
A course taught intensively typically between 5 to 6 weeks during semester breaks.

**Grade Point Average (GPA)**
The sum of all grades achieved divided by the number of courses attempted in adherence with a Senate-approved programme.

**Major**
A defined sequence of courses in an undergraduate degree, which defines an area of focus within the Bachelor of Art, Bachelor of Commerce and Bachelor of Science programmes and usually consists of two majors.

**Minor**
A supplementary discipline taken in addition to, and in support of, a single major within the Bachelor of Art, Bachelor of Commerce and Bachelor of Science programmes. A single major can be combined with up to two minors in a 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 (F), Print (P), Online (O), and Blended (B).

**Moodle**
An acronym for ‘modular object-oriented dynamic learning environment’, the learning management system that USP uses.

**Prerequisite Course**
A course, which must have been satisfactorily completed, or a requirement which must have been satisfied, before a student may register in a particular, normally advance level course.

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

**Recognition of Prior Learning (RPL)**
A process used to evaluate learning outcomes achieved that cannot be wholly attributed to formal courses of study successfully completed outside of the programme. Such learning can arise from life experience, formal or informal work experience, and/or formal and informal education or training that may or may not have been assessed.

**Registration**
The process of selecting course(s) and subsequent approval of the selected course(s).

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

**School**
An academic section within the Faculty that undertakes teaching, research and outreach activities in particular areas.

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

**Service Course**
Courses taken during the undergraduate programme by students in a discipline (major), which are outside the discipline area but complement their major and is compulsory.

**Suspension**
The barring of a student from attendance at the University for a specified period of time for disciplinary or academic non-performance reasons. During a period of suspension, a student’s enrolment and/or registration will be terminated and the student will not be entitled to have access to University premises or facilities, except with the written permission of the Vice-Chancellor and President. A student who is suspended from the University shall not be granted Advanced Standing for courses completed at another University during the period of suspension.
**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 trimester based programmes.

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

**SLS**
Student Learning Support

**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.

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**ACRONYMS**

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
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<tbody>
<tr>
<td>CFL</td>
<td>Centre for Flexible Learning</td>
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<tr>
<td>CGPA</td>
<td>Cumulative Grade Point Average</td>
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<td>FL</td>
<td>Flexible Learning</td>
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<tr>
<td>FALE</td>
<td>Faculty of Arts, Law and Education</td>
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<td>FBE</td>
<td>Faculty of Business and Economics</td>
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<tr>
<td>FSTE</td>
<td>Faculty of Science, Technology and Environment</td>
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<tr>
<td>GPA</td>
<td>Grade Point Average</td>
</tr>
<tr>
<td>GSB</td>
<td>Graduate School of Business</td>
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<tr>
<td>MOODLE</td>
<td>Modular Object – Oriented Dynamic Learning</td>
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<td>PhD</td>
<td>Doctor of Philosophy</td>
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<tr>
<td>Pacific TAFE</td>
<td>Pacific Technical and Further Education</td>
</tr>
<tr>
<td>SAS</td>
<td>Student Administrative Services</td>
</tr>
<tr>
<td>SOLS</td>
<td>Student Online Services</td>
</tr>
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<td>USP</td>
<td>The University of the South Pacific</td>
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<tr>
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<td>The University of the South Pacific Students' Association (USPSA Alafua)</td>
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<td>Emalus Campus Students' Association (USPSA Emalus)</td>
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<td>USPLCSA USP</td>
<td>Laucala Campus Students' Association (USPSA Laucala)</td>
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HOW DO I REGISTER?

Student Online Services (SOLS) is a web-based, self-service, student information system. All USP students can use Student Online Services to view and maintain their student information using the computers in the USP computer labs or any computer that has access to the Internet. Before attempting to register you must decide on your courses by reading the USP Handbook and Calendar for 2017.

**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.

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

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**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.

Continued >
And the following screen will come up

**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).

<table>
<thead>
<tr>
<th>Sel</th>
<th>Course</th>
<th>Title</th>
<th>Mode</th>
<th>Campus</th>
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<tbody>
<tr>
<td></td>
<td>BL207</td>
<td>Tropical Plant Biology</td>
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<td>BL300</td>
<td>Research Project in Biology</td>
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<td>Marine Biology</td>
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<td>Laucala Campus</td>
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</table>

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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).

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### Biology Double Major

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<td>BL300</td>
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<td>✓</td>
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### Active Registrations

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<td>Laucala Campus</td>
<td>Face to Face</td>
<td>Approved</td>
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</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.

**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**
WHAT DO THE COURSE CODES MEAN?

COURSE CODES
All USP courses are coded with a combination of letters and numbers, depending on the programme level. Preliminary, Foundation, and some Certificate courses have a three letter/number code. In these codes, the third letter represents the programme level (i.e. P = Preliminary, Foundation and C = Certificate). For example, GEP 02 is a Geography Preliminary Course. GEF02 is a Geography Foundation Course and LSC11 is a Library Studies Certificate Course. Degree-level undergraduate courses and postgraduate courses have a two-letter/three-number code. For example, AG 350 is a third year Degree course.

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

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

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<td>EL</td>
<td>Electrical/Electron. Engineering</td>
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<td>Information &amp; Library Studies</td>
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<tr>
<td>Population Studies and Demography</td>
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</table>
WHAT FEES WILL I NEED TO PAY?

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. 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 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 the fees 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.

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; (this applies only to Laucala campus students)
• 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.

FREQUENTLY ASKED QUESTIONS ABOUT FEES

1. How do I find out the fees for a course?

Refer to the 2018 Handbook and Calendar for a comprehensive list of fees for 2018.

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 p.2). After these dates your registration will be cancelled from your courses if your fees have not been paid in full. To revalidate your registration, you will have to pay all outstanding fees plus the Late Payment Fee. If you fail to pay your tuition and Late Payment Fee, you will be deregistered from all courses and will not be allowed to continue with your studies.

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

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

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

You are only eligible for a refund if you withdraw within the first two weeks of the semester. See the 2018 Principal Dates (see p.2) to find the deadlines for withdrawing.
SCHOLARSHIP AWARDS

If you have been awarded a scholarship by a recognized sponsor, e.g. Government of a USP member country, AusAID, NZAID, Taiwan-ROC etc., you are required to present during registration your sponsorship letter confirming the conditions of your award at regional campuses only. For Laucala campus sponsors, send the list directly to Student Finance.

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.

PAYMENT 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 (on the first day of lectures);
• 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.

PAYMENT BY TELEGRAPHIC MONEY ORDER (TMO)

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 recognized 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.

PAYMENT THROUGH FINANCIAL ASSISTANCE

If you are seeking financial assistance at your local bank, Provident Fund or Education Assistance Scheme to pay your fees, please ensure that you:
• Attach the invoice with your application to the bank, National Provident Fund, etc., when you apply for this assistance;
• Indicate your USP campus to the financial institution, as this will ensure that your fees are paid to the correct campus;
• 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.

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; for regional campuses only;
• 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.
PACIFIC TECHNICAL AND FURTHER EDUCATION (PACIFIC TAFE)

Welcome to Pacific TAFE!

Pacific Technical and Further Education (Pacific TAFE) is a strategically amalgamated and integrated learning and teaching section which offers high quality skills based qualifications, Foundation & Preliminary Programmes through its three (3) Colleges and short term trainings through Workforce Development Training Unit.

Skills based programmes are for employment opportunities, pathways for higher studies at USP and for career advancement. Foundation & Preliminary programmes provide 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 which are:
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)
- Certification for International Procurement Professional
- Cambridge English
- Master Class Trainings
- Pre-Employment Assessment
  » LITE Assessment
  » Standard Assessment
  » Premium Assessment

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.

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 a 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.

**Academic Advisors - Pacific Technical and Further Education (Pacific TAFE)**

<table>
<thead>
<tr>
<th>ACADEMIC ADVISORS</th>
<th>PHONE</th>
<th>EMAIL</th>
<th>ROOM #</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>College of Arts &amp; Humanities</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Liviana Tabalala</td>
<td>323 2283</td>
<td><a href="mailto:tabalala_l@usp.ac.fj">tabalala_l@usp.ac.fj</a></td>
<td>020-324</td>
</tr>
<tr>
<td>Sereana Sasau</td>
<td>323 7112</td>
<td><a href="mailto:manu_se@usp.ac.fj">manu_se@usp.ac.fj</a></td>
<td>020-334</td>
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<tr>
<td>Salote Rokotogalevu</td>
<td>323 7112</td>
<td><a href="mailto:rokotogalevu_s@usp.ac.fj">rokotogalevu_s@usp.ac.fj</a></td>
<td>020-327</td>
</tr>
<tr>
<td>Alelia Nagatalevu</td>
<td>323 7194</td>
<td><a href="mailto:nagatalevu_a@usp.ac.fj">nagatalevu_a@usp.ac.fj</a></td>
<td>020-316</td>
</tr>
<tr>
<td>Merle Takinana</td>
<td>323 7181</td>
<td><a href="mailto:takinana_m@usp.ac.fj">takinana_m@usp.ac.fj</a></td>
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<tr>
<td>Titilla Ledua</td>
<td>323 7179</td>
<td><a href="mailto:ledua_t@usp.ac.fj">ledua_t@usp.ac.fj</a></td>
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<tr>
<td>Tokireti Tekerau</td>
<td>323 7117</td>
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<tr>
<td>Maelin Bhagwan</td>
<td>323 7111</td>
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<tr>
<td>Zena Sherani</td>
<td>323 7106</td>
<td><a href="mailto:sherani_z@usp.ac.fj">sherani_z@usp.ac.fj</a></td>
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<td><strong>College of Business, Tourism &amp; Hospitality</strong></td>
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<tr>
<td>Hamish McCracken</td>
<td>323 1869</td>
<td><a href="mailto:mccracken_h@usp.ac.fj">mccracken_h@usp.ac.fj</a></td>
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<td>Nilesh Kumar</td>
<td>323 7197</td>
<td><a href="mailto:kumar_n@usp.ac.fj">kumar_n@usp.ac.fj</a></td>
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<tr>
<td>Rosalia Fatiaki</td>
<td>323 7115</td>
<td><a href="mailto:fatiaki_r@usp.ac.fj">fatiaki_r@usp.ac.fj</a></td>
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<tr>
<td>Pasirio Kitione</td>
<td>323 2805</td>
<td><a href="mailto:kitione_p@usp.ac.fj">kitione_p@usp.ac.fj</a></td>
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<tr>
<td>Parijata Singh</td>
<td>323 7190</td>
<td><a href="mailto:parijata.singh@usp.ac.fj">parijata.singh@usp.ac.fj</a></td>
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<tr>
<td>Jone Ledua</td>
<td>323 7146</td>
<td><a href="mailto:ledua_j@usp.ac.fj">ledua_j@usp.ac.fj</a></td>
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<tr>
<td>Sheenmal Prasad</td>
<td>323 1359</td>
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<tr>
<td>Sumasafu</td>
<td>323 7123</td>
<td><a href="mailto:sivo_s@usp.ac.fj">sivo_s@usp.ac.fj</a></td>
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<tr>
<td>Subhashni Lal</td>
<td>323 7124</td>
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<td><strong>College of Science</strong></td>
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<tr>
<td>Brad Carte</td>
<td>323 1868</td>
<td><a href="mailto:carte_b@usp.ac.fj">carte_b@usp.ac.fj</a></td>
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<td>323 1225</td>
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ACADEMIC ADVISORS | PHONE | EMAIL | ROOM #
--- | --- | --- | ---
**College of Science (continued)**
Viliame Qiokata | 323 7126 | qiokata_v@usp.ac.fj | 020-307
Vijay Prasad | 323 7123 | prasad_va@usp.ac.fj | 020-301
Imtiaz Ali | 323 1388 | imtiaz.ali@usp.ac.fj | 020-316
Abitara Takinana | 323 7133 | takinana_a@usp.ac.fj | 020-316
Krishnam Nair | 323 7104 | nair_k@usp.ac.fj | 020-316
Rehana Bibi | 323 7191 | bibi_r@usp.ac.fj | 020-316
Meresiana Bolaivuna | 323 7109 | bolaivuna_m@usp.ac.fj | 020-316
Prem Kumar | 323 7133 | prem.kumar@usp.ac.fj | 020-316
Avikesh Kumar | 323 7135 | avikesh.kumar@usp.ac.fj | 020-316
Bale Kurabui | 323 7133 | kurabui_b@usp.ac.fj | 020-316
Merewalesi Yee | 323 7125 | yee_m@usp.ac.fj | 020-316

**PACTAFE Student Learning Support**
Sushita Sharma | 323 1382 | sushita.sharma@usp.ac.fj |

**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 yourself 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 7103/323 1224/ 323 1870, email: pacifictafe@usp.ac.fj or visit www.usp.ac.fj or contact your nearest centre.

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.

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<thead>
<tr>
<th>Campus</th>
<th>Coordinators</th>
<th>Contact</th>
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<tr>
<td>Alafua, Samoa</td>
<td>Ronna Hadfield</td>
<td><a href="mailto:ronna.hadfield@usp.ac.fj">ronna.hadfield@usp.ac.fj</a></td>
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<tr>
<td>Kiribati</td>
<td>Selaphina Ioakim</td>
<td><a href="mailto:selaphina.ioakim@usp.ac.fj">selaphina.ioakim@usp.ac.fj</a></td>
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<td>Solomon Islands</td>
<td>Florence Auma</td>
<td><a href="mailto:florence.auma@usp.ac.fj">florence.auma@usp.ac.fj</a></td>
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<td>Tonga</td>
<td>Lisiate Nuku</td>
<td><a href="mailto:lisiate.nuku@usp.ac.fj">lisiate.nuku@usp.ac.fj</a></td>
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<tr>
<td>Vanuatu</td>
<td>Carol Aru</td>
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FACULTY OF ARTS, LAW AND EDUCATION (FALE)

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 members who 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. FALE programmes such as Bachelor of Laws (Australia), Social Work (Australia) and Early Childhood Education (Australia) are now being accredited and are recognised all over the world.

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.

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

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>ACADEMIC ADVISORS</th>
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<tr>
<td><strong>School of Education</strong></td>
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<tr>
<td>Head of School</td>
<td>Prof. Govinda Lingam</td>
<td>323 2311</td>
<td><a href="mailto:govinda.lingam@usp.ac.fj">govinda.lingam@usp.ac.fj</a></td>
<td>H401</td>
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<tr>
<td>Dep Head of Sch</td>
<td>Dr Mesake Dakuidreketi</td>
<td>323 2694</td>
<td><a href="mailto:mesake.dakuidreketi@usp.ac.fj">mesake.dakuidreketi@usp.ac.fj</a></td>
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<tr>
<td>Chair-Research &amp; Postgrad</td>
<td>Prof. Konaihelu Thaman</td>
<td>323 2357</td>
<td><a href="mailto:konaiholeva.thaman@usp.ac.fj">konaiholeva.thaman@usp.ac.fj</a></td>
<td>H404</td>
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<tr>
<td>Dep Chair – R &amp; Postgrad</td>
<td>Dr Jeremy Dorovolomo</td>
<td>323 2220</td>
<td><a href="mailto:jeremy.dorovolomo@usp.ac.fj">jeremy.dorovolomo@usp.ac.fj</a></td>
<td>H428</td>
</tr>
<tr>
<td>Postgrad Cert in Tertiary Teaching</td>
<td>Dr Shikha Raturi</td>
<td>323 2535</td>
<td><a href="mailto:shikha.raturi@usp.ac.fj">shikha.raturi@usp.ac.fj</a></td>
<td>H432</td>
</tr>
<tr>
<td>Secondary Education</td>
<td>Mr Hem Dayal</td>
<td>323 1967</td>
<td><a href="mailto:hem.dayal@usp.ac.fj">hem.dayal@usp.ac.fj</a></td>
<td>H422</td>
</tr>
<tr>
<td>Primary Education</td>
<td>Dr Ledua Waqailiti</td>
<td>323 2596</td>
<td><a href="mailto:Ledua.waqailiti@usp.ac.fj">Ledua.waqailiti@usp.ac.fj</a></td>
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<tr>
<td>Special &amp; Inclusive Education</td>
<td>Ass. Prof. Ann Armstrong</td>
<td>323 2022</td>
<td><a href="mailto:ann.armstrong@usp.ac.fj">ann.armstrong@usp.ac.fj</a></td>
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<tr>
<td>Early Childhood Care</td>
<td>Dr Lavinia Tiko</td>
<td>323 2350</td>
<td><a href="mailto:lavinia.tiko@usp.ac.fj">lavinia.tiko@usp.ac.fj</a></td>
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<tr>
<td>Technical &amp; Vocational Training</td>
<td>Ms Vulori Sarai</td>
<td>323 2317</td>
<td><a href="mailto:vulori.sarai@usp.ac.fj">vulori.sarai@usp.ac.fj</a></td>
<td>FT04</td>
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<tr>
<td>Educational Leadership &amp; Change</td>
<td>Dr Billy Fitoo</td>
<td>323 2498</td>
<td><a href="mailto:billy.fitoo@usp.ac.fj">billy.fitoo@usp.ac.fj</a></td>
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<tr>
<td><strong>School of Law</strong></td>
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<tr>
<td>Official Advisor</td>
<td>Prof. Eric Colvin</td>
<td>(678)22748 (Ext 133)</td>
<td><a href="mailto:Eric.Colvin@vanuatu.usp.ac.fj">Eric.Colvin@vanuatu.usp.ac.fj</a></td>
<td></td>
</tr>
<tr>
<td>Official Advisor</td>
<td>Prof. Sean Patrick Donlan</td>
<td>(678)22748 (Ext 139)</td>
<td><a href="mailto:sean.donlan@vanuatu.usp.ac.fj">sean.donlan@vanuatu.usp.ac.fj</a></td>
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<tr>
<td>Emalus Undergraduate</td>
<td>Ms Angileeta Devi</td>
<td>(678)22748 (Ext 125)</td>
<td><a href="mailto:angileeta.devi@usp.ac.fj">angileeta.devi@usp.ac.fj</a></td>
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<tr>
<td>Laucaula Undergraduate</td>
<td>Ms Prem Shekhar</td>
<td>323 2984</td>
<td><a href="mailto:prem.shekhar@usp.ac.fj">prem.shekhar@usp.ac.fj</a></td>
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<tr>
<td>Prof Diploma in Legal Practice</td>
<td>Ms Lajipa Naulivou</td>
<td>323 2986</td>
<td><a href="mailto:naulivou_l@usp.ac.fj">naulivou_l@usp.ac.fj</a></td>
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<tr>
<td>Chair – Research &amp; Postgrad Comm</td>
<td>Dr Pierre-Jean Bordahandy</td>
<td>(678)22748 (Ext 134)</td>
<td><a href="mailto:pierrejean.bordahandy@vanuatu.usp.ac.fj">pierrejean.bordahandy@vanuatu.usp.ac.fj</a></td>
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<tr>
<td>History</td>
<td>Ass. Prof Morgan Tuimalealilifano</td>
<td>323 5216</td>
<td><a href="mailto:tuimalealilifano_m@usp.ac.fj">tuimalealilifano_m@usp.ac.fj</a></td>
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<td>Dr Nicholas Halter</td>
<td>323 2629</td>
<td><a href="mailto:nicholas.halter@usp.ac.fj">nicholas.halter@usp.ac.fj</a></td>
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<td>Dr Ryoto Nishino</td>
<td>323 1874</td>
<td><a href="mailto:nishino_r@usp.ac.fj">nishino_r@usp.ac.fj</a></td>
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<tr>
<td>Pacific Policing</td>
<td>Dr Danielle Watson</td>
<td>323 1875</td>
<td><a href="mailto:danielle.watson@usp.ac.fj">danielle.watson@usp.ac.fj</a></td>
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<tr>
<td>Psychology</td>
<td>Dr James Johnson</td>
<td>323 2506</td>
<td><a href="mailto:james.johnson@usp.ac.fj">james.johnson@usp.ac.fj</a></td>
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<td>Dr Neeta Ramkumar</td>
<td>323 2678</td>
<td><a href="mailto:ramkumar_n@usp.ac.fj">ramkumar_n@usp.ac.fj</a></td>
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<td>Ms Tima Tuvuki</td>
<td>323 2594</td>
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<td>Ms Shazna Buksh</td>
<td>323 2250</td>
<td><a href="mailto:buksh_sh@usp.ac.fj">buksh_sh@usp.ac.fj</a></td>
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<td>Sociology</td>
<td>Dr Jacqueline Ryle</td>
<td>323 2135</td>
<td><a href="mailto:jacqueline.ryle@usp.ac.fj">jacqueline.ryle@usp.ac.fj</a></td>
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<td>Dr Sara Amin</td>
<td>323 2654</td>
<td><a href="mailto:amin_s@usp.ac.fj">amin_s@usp.ac.fj</a></td>
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<td></td>
<td>Dr Yoko Kanemasu</td>
<td>323 2516</td>
<td><a href="mailto:kanemasu_y@usp.ac.fj">kanemasu_y@usp.ac.fj</a></td>
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<td>Dr Tui Rakuita</td>
<td>323 2173</td>
<td><a href="mailto:rakuita_t@usp.ac.fj">rakuita_t@usp.ac.fj</a></td>
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<td>Dr Jacob Mati</td>
<td>323 2489</td>
<td><a href="mailto:mati_j@usp.ac.fj">mati_j@usp.ac.fj</a></td>
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<td>Social Work</td>
<td>Rev. Dr. Bruce Yeates</td>
<td>323 2772</td>
<td><a href="mailto:yeates_d@usp.ac.fj">yeates_d@usp.ac.fj</a></td>
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<tr>
<td></td>
<td>Ms Kesa Vasutoga</td>
<td>323 3181</td>
<td><a href="mailto:kesaia.vasutoga@usp.ac.fj">kesaia.vasutoga@usp.ac.fj</a></td>
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<td>Dr Jenny Tonsing</td>
<td>323 2530</td>
<td><a href="mailto:jenny.tonsing@usp.ac.fj">jenny.tonsing@usp.ac.fj</a></td>
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<td>Gender Studies</td>
<td>Dr Asenati Chan Tung</td>
<td>323 2136</td>
<td><a href="mailto:asenati.chantung@usp.ac.fj">asenati.chantung@usp.ac.fj</a></td>
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<td>Chinese</td>
<td>Dr Yang Hui</td>
<td>323 1802</td>
<td><a href="mailto:uspci@usp.ac.fj">uspci@usp.ac.fj</a></td>
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<tr>
<td>Fijian</td>
<td>Mr Sekove Degei</td>
<td>323 2821</td>
<td><a href="mailto:sekove.degei@usp.ac.fj">sekove.degei@usp.ac.fj</a></td>
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<tr>
<td></td>
<td>Mrs Mereisi Kamoe</td>
<td>323 2879</td>
<td><a href="mailto:kamoe_m@usp.ac.fj">kamoe_m@usp.ac.fj</a></td>
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<td>Mr Sekonaia Colati</td>
<td>323 2428</td>
<td><a href="mailto:colati_s@usp.ac.fj">colati_s@usp.ac.fj</a></td>
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<tr>
<td>French</td>
<td>Ms Romane Carre-Falcoz</td>
<td>323 2097</td>
<td><a href="mailto:romane.carrefalcoz@usp.ac.fj">romane.carrefalcoz@usp.ac.fj</a></td>
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<td>Hindi</td>
<td>Dr Indu Chandra</td>
<td>323 2672</td>
<td><a href="mailto:chandra_i@usp.ac.fj">chandra_i@usp.ac.fj</a></td>
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<td>Dr Shailendra Singh</td>
<td>323 2095</td>
<td><a href="mailto:singh_sh@usp.ac.fj">singh_sh@usp.ac.fj</a></td>
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<td>323 2017</td>
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<td>323 2699</td>
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<td>Dr Paul Geraghty</td>
<td>323 2263</td>
<td><a href="mailto:paul.geraghty@usp.ac.fj">paul.geraghty@usp.ac.fj</a></td>
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<td>Literature</td>
<td>Prof. Sudesh Mishra</td>
<td>323 2798</td>
<td><a href="mailto:mishra_s@usp.ac.fj">mishra_s@usp.ac.fj</a></td>
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<td>Dr Matthew Hayward</td>
<td>323 2314</td>
<td><a href="mailto:hayward_m@usp.ac.fj">hayward_m@usp.ac.fj</a></td>
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<tr>
<td>Pacific Languages Unit</td>
<td>Dr Robert Early</td>
<td>(678)24569 (Ext 135)</td>
<td><a href="mailto:early_r@vanuatu.usp.ac.fj">early_r@vanuatu.usp.ac.fj</a></td>
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<tr>
<td>UU114</td>
<td>Dr Rajni Chand</td>
<td>323 2412</td>
<td><a href="mailto:chand_ra@usp.ac.fj">chand_ra@usp.ac.fj</a></td>
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<tr>
<td><strong>Oceania Centre for Arts, Culture &amp; Pacific Studies</strong></td>
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<td>Pacific Studies</td>
<td>Dr Frank Thomas</td>
<td>323 2478</td>
<td><a href="mailto:thomas_fr@usp.ac.fj">thomas_fr@usp.ac.fj</a></td>
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<tr>
<td>UU204 – Pacific Worlds</td>
<td>Dr Jara Hulkenberg</td>
<td>323 2040</td>
<td><a href="mailto:hulkenberg_j@usp.ac.fj">hulkenberg_j@usp.ac.fj</a></td>
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### Student Learning Support SLS

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<tr>
<td>Laucalala</td>
<td>Mr Shailesh Lal</td>
<td>323 2660</td>
<td><a href="mailto:shailesh.lal@usp.ac.fj">shailesh.lal@usp.ac.fj</a></td>
</tr>
<tr>
<td></td>
<td>Ms Ana Bulavakarua</td>
<td>323 2660</td>
<td><a href="mailto:ana.kitolelei@usp.ac.fj">ana.kitolelei@usp.ac.fj</a></td>
</tr>
<tr>
<td>Lautoka</td>
<td>Ms Siniva Laupepa</td>
<td>666 3702</td>
<td><a href="mailto:siniva.laupepa@usp.ac.fj">siniva.laupepa@usp.ac.fj</a></td>
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<tr>
<td>Labasa</td>
<td>Ms Jiupili Simmons</td>
<td></td>
<td><a href="mailto:jiupili.simmons@usp.ac.fj">jiupili.simmons@usp.ac.fj</a></td>
</tr>
<tr>
<td>Emalus</td>
<td>Mr Waisea Tabua</td>
<td>(678) 2274822165</td>
<td><a href="mailto:waisea.tabua@usp.ac.fj">waisea.tabua@usp.ac.fj</a></td>
</tr>
<tr>
<td>Samoa</td>
<td>Ms Niseta Buatava</td>
<td>21671 (Ext 314)</td>
<td><a href="mailto:niseta.buatava@usp.ac.fj">niseta.buatava@usp.ac.fj</a></td>
</tr>
<tr>
<td>Solomon Islands</td>
<td>Ms Paulini Tamaninuve</td>
<td>(677)21307</td>
<td><a href="mailto:paulini.tamaninuve@usp.ac.fj">paulini.tamaninuve@usp.ac.fj</a></td>
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</table>

### First Year Experience Coordinator – Faculty of Arts, Law & Education

We understand that your first year at university can be challenging, to say the least. You will be stepping into an independent style of tertiary study and this can be quite daunting which is why the First Year Experience programme has been introduced. The main objective of the FYE programme is to help all 1st Year students have a smooth and enjoyable transition into the university ecosystem. Your First Year Experience coordinator will be there to guide and assist you through this important journey of your life. As part of the FYE programme, there will be a 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 radio broadcasts, Moodle notices, SMS notifications, to name a few.

Meet your FALE FYE Coordinator:

**Mr. Kapil Nadan**  
FALE FYE Coordinator  
Phone: 3232742  
Room No: 019-H231  
Email: falefyec@usp.ac.fj
FACULTY OF BUSINESS ECONOMICS (FBE)

Welcome to the Faculty of Business and Economics

A warm welcome to all new students joining the Faculty of Business & Economics in 2018. Congratulations, you have made an excellent choice into 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 is important that you are aware of the difference between University life and Secondary school learning environment. Those of you who have had work experiences; you will be in surprise at how different things can be it is 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 here to fulfil your parent’s/guardian’s 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 in which to realize your academic dreams in shaping your future.

I wish you well in your endeavours.

Prof. Arvind Patel
Acting Dean, Faculty of Business and Economics

<table>
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<tr>
<th>ACADEMIC ADVISORS – FACULTY OF BUSINESS AND ECONOMICS (FBE)</th>
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<td><strong>Graduate School Of Business</strong></td>
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<td>Professor Raghuvar Pathak</td>
<td><a href="mailto:pathak_r@usp.ac.fj">pathak_r@usp.ac.fj</a></td>
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<td>Dr. Benedito Waqailiti</td>
<td><a href="mailto:benedito.waqailiti@usp.ac.fj">benedito.waqailiti@usp.ac.fj</a></td>
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<tr>
<td>Clayton Kuma</td>
<td><a href="mailto:Clayton.kuma@usp.ac.fj">Clayton.kuma@usp.ac.fj</a></td>
</tr>
<tr>
<td>Banking &amp; Finance</td>
<td></td>
</tr>
<tr>
<td>Dr. Ronal Kumar</td>
<td><a href="mailto:Ronald.kumar@usp.ac.fj">Ronald.kumar@usp.ac.fj</a></td>
</tr>
<tr>
<td><strong>School of Agriculture and Food Technology</strong></td>
<td></td>
</tr>
<tr>
<td>Animal Science</td>
<td></td>
</tr>
<tr>
<td>Dr. Poasa Tabuaciri (Laucala)</td>
<td><a href="mailto:poasa.tabuaciri@usp.ac.fj">poasa.tabuaciri@usp.ac.fj</a></td>
</tr>
<tr>
<td>Agribusiness Advisor</td>
<td></td>
</tr>
<tr>
<td>Dr. Nandakumar (Alafua)</td>
<td><a href="mailto:nandakumar.desai@usp.ac.fj">nandakumar.desai@usp.ac.fj</a></td>
</tr>
<tr>
<td>Crop Science</td>
<td></td>
</tr>
<tr>
<td>Mr. Falaniko Amosa (Alafua)</td>
<td><a href="mailto:falaniko.amosa@samoa.usp.ac.fj">falaniko.amosa@samoa.usp.ac.fj</a></td>
</tr>
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</table>
**Academic Advisors – Faculty of Business and Economics (FBE)**

**School of Economics**

<table>
<thead>
<tr>
<th>Program</th>
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<tbody>
<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>323 2791</td>
</tr>
<tr>
<td>Population Studies</td>
<td>Dr. Alessio Cangiano</td>
<td><a href="mailto:alessio.cangiano@usp.ac.fj">alessio.cangiano@usp.ac.fj</a></td>
<td>323 2177</td>
</tr>
<tr>
<td>Official Statistics</td>
<td>Mr. Baljeet Singh</td>
<td><a href="mailto:baljeet.singh@usp.ac.fj">baljeet.singh@usp.ac.fj</a></td>
<td>323 2837</td>
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**School of Government, Development and International Affairs**

<table>
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<tr>
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<tbody>
<tr>
<td>Development Studies</td>
<td>Dr. Manoranjan Mohanty</td>
<td><a href="mailto:manoranjan.mohanty@usp.ac.fj">manoranjan.mohanty@usp.ac.fj</a></td>
<td>323 2537</td>
</tr>
<tr>
<td>Governance</td>
<td>Assoc. Prof Paul Carnegieo Nakagawa</td>
<td><a href="mailto:carnegie_p@usp.ac.fj">carnegie_p@usp.ac.fj</a></td>
<td>323 1925</td>
</tr>
<tr>
<td>Politics &amp; International Affairs</td>
<td>Dr. Sandra Tarte</td>
<td><a href="mailto:Sandra.tarte@usp.ac.fj">Sandra.tarte@usp.ac.fj</a></td>
<td>323 2577</td>
</tr>
<tr>
<td>UU200</td>
<td>Dr. Margaret Mishra</td>
<td><a href="mailto:mishra_m@usp.ac.fj">mishra_m@usp.ac.fj</a></td>
<td>323 2552</td>
</tr>
<tr>
<td>UU200</td>
<td>Dr. Erman Kaplama</td>
<td><a href="mailto:kaplama_e@usp.ac.fj">kaplama_e@usp.ac.fj</a></td>
<td>323 1819</td>
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**School of Land Management and Development**

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</tr>
</thead>
<tbody>
<tr>
<td>Academic Advisor</td>
<td>Dr. Abdul Hassan</td>
<td><a href="mailto:hassan_a@usp.ac.fj">hassan_a@usp.ac.fj</a></td>
<td>323 2167</td>
</tr>
<tr>
<td></td>
<td>Dr. Kenneth Chambers</td>
<td><a href="mailto:chambers_k@usp.ac.fj">chambers_k@usp.ac.fj</a></td>
<td>323 2232</td>
</tr>
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**School Of Management and Public Administration**

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<tbody>
<tr>
<td>MPA (General)</td>
<td>Jone Lako</td>
<td><a href="mailto:jone.lako@usp.ac.fj">jone.lako@usp.ac.fj</a></td>
<td>323 2487</td>
</tr>
<tr>
<td>HR/ER</td>
<td>Dr. Anand Chand</td>
<td><a href="mailto:anand.chand@usp.ac.fj">anand.chand@usp.ac.fj</a></td>
<td>323 2541</td>
</tr>
<tr>
<td>International Business Marketing</td>
<td>Assoc. Prof Gurmeet Singh</td>
<td><a href="mailto:Gurmeet.singh@usp.ac.fj">Gurmeet.singh@usp.ac.fj</a></td>
<td>323 2464</td>
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**School of Tourism and Hospitality**

<table>
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<th>Role</th>
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<tbody>
<tr>
<td>School Advisors</td>
<td>Professor Marcus Stevenson</td>
<td><a href="mailto:harrison_d@usp.ac.fj">harrison_d@usp.ac.fj</a></td>
<td>323 2106</td>
</tr>
<tr>
<td></td>
<td>Dr. Dawn Gibson</td>
<td><a href="mailto:gibson_da@usp.ac.fj">gibson_da@usp.ac.fj</a></td>
<td>323 2814</td>
</tr>
</tbody>
</table>

**First Year Experience Coordinator – Faculty of Business & Economics**

We understand that your first year at university can be challenging, to say the least. You will be stepping in to an independent style of tertiary study and this can be quite daunting which is why the First Year Experience programme has been introduced. The main objective of the FYE programme is to help all 1st Year students have a smooth and enjoyable transition into university ecosystem. Your First Year Experience coordinator will be there to guide and assist you through this important journey of 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 radio broadcasts, Moodle notices, SMS notifications, to name a few.

Meet your FBE FYE Coordinator:

**Mr. Joseva Veresi**  
FBE FYE Coordinator  
Phone: 3231766  
Room No: 014-5232  
Email: fbefyec@usp.ac.fj
Welcome to the Faculty of Science, Technology and Environment (FSTE)

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

STUDENT LEARNING SUPPORT

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 tool, designed 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 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.

**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.

**Academic Advisors – Faculty of Science, Technology & Environment**

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>NAME</th>
<th>EMAIL</th>
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<tr>
<td><strong>School of Biological &amp; Chemical Sciences (SCIMS)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Head of School</td>
<td>Prof. Surendra Prasad</td>
<td><a href="mailto:surendra.prasad@usp.ac.fj">surendra.prasad@usp.ac.fj</a></td>
</tr>
<tr>
<td>Deputy Head of School (Learning &amp; Teaching)</td>
<td>Dr Ketan Christi</td>
<td><a href="mailto:ketan.christi@usp.ac.fj">ketan.christi@usp.ac.fj</a></td>
</tr>
<tr>
<td><strong>School of Engineering &amp; Physics (SEP)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Head of School</td>
<td>Prof. Maurizio Cirrincione</td>
<td><a href="mailto:maurizio.cirrincione@usp.ac.fj">maurizio.cirrincione@usp.ac.fj</a></td>
</tr>
<tr>
<td>Deputy Head of School (Learning &amp; Teaching)</td>
<td>Dr Mansour Assaf</td>
<td><a href="mailto:mansour.assaf@usp.ac.fj">mansour.assaf@usp.ac.fj</a></td>
</tr>
<tr>
<td>Deputy Head of School (Planning &amp; Quality)</td>
<td>Dr Utkal Mehta</td>
<td><a href="mailto:utkal.mehta@usp.ac.fj">utkal.mehta@usp.ac.fj</a></td>
</tr>
<tr>
<td><strong>School Of Marine Studies (SMS)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Head of School</td>
<td>Prof. Ciro Rico</td>
<td><a href="mailto:ciro.rico@usp.ac.fj">ciro.rico@usp.ac.fj</a></td>
</tr>
<tr>
<td>Deputy Head of School (Learning &amp; Teaching)</td>
<td>Dr Marta Ferreira</td>
<td><a href="mailto:marta.ferreira@usp.ac.fj">marta.ferreira@usp.ac.fj</a></td>
</tr>
<tr>
<td><strong>School of Geography, Earth Science &amp; Environment (SGESE)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Head of School</td>
<td>Prof. Juergen Boehmer</td>
<td><a href="mailto:juergen.boehmer@usp.ac.fj">juergen.boehmer@usp.ac.fj</a></td>
</tr>
<tr>
<td><strong>School of Computing, Information &amp; Mathematical Sciences (SCIMS)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Head of School</td>
<td>Prof. Peter Croll</td>
<td><a href="mailto:peter.croll@usp.ac.fj">peter.croll@usp.ac.fj</a></td>
</tr>
<tr>
<td>Deputy Head of School (Learning &amp; Teaching)</td>
<td>Dr MGM Khan</td>
<td><a href="mailto:mgm.khan@usp.ac.fj">mgm.khan@usp.ac.fj</a></td>
</tr>
<tr>
<td>Deputy Head of School (Planning &amp; Quality)</td>
<td>Dr Robin Havea</td>
<td><a href="mailto:robin.havea@usp.ac.fj">robin.havea@usp.ac.fj</a></td>
</tr>
<tr>
<td><strong>For Approvals</strong></td>
<td></td>
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</tr>
<tr>
<td>Faculty Dean</td>
<td>Dr Anjeela Jokhan</td>
<td><a href="mailto:angeela.jokhan@usp.ac.fj">angeela.jokhan@usp.ac.fj</a></td>
</tr>
<tr>
<td>Associate Dean (Learning &amp; Teaching)</td>
<td>Dr Bibhya Sharma</td>
<td><a href="mailto:bibhya.sharma@usp.ac.fj">bibhya.sharma@usp.ac.fj</a></td>
</tr>
<tr>
<td>Associate Dean (Planning &amp; Quality)</td>
<td>Dr David Rohindra</td>
<td><a href="mailto:david.rohindra@usp.ac.fj">david.rohindra@usp.ac.fj</a></td>
</tr>
<tr>
<td>Associate Dean (Research &amp; Graduate Affairs)</td>
<td>Prof. Sushil Kumar</td>
<td><a href="mailto:sushil.kumar@usp.ac.fj">sushil.kumar@usp.ac.fj</a></td>
</tr>
</tbody>
</table>
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Ms. Bijeta Kumar
FSTE FYE Officer
Phone: 3232299
Room No: FSTE Main Admin Building (Opposite N111)
Email: kumar_b@usp.ac.fj
MLEARNING

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.

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 “ADD MOBILE NUMBER” 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 “UPDATE MOBILE NUMBER” box shown in Figure 1.2. Click on the box field and proceed to Step 3.

STEP 3
When you click on the “ADD MOBILE NUMBER” box (Figure 1.1), you will be redirected to a page where you have to add your mobile number. Select the country code of the country where you are currently studying at. Once you have selected the country code, enter your 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 Edutainment? How can I try it out?

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

**Mr. Varunesh Rao**  
Email: varunesh.rao@usp.ac.fj

**Mr. Vineet Singh**  
Email: Vineet.singh@usp.ac.fj

**Mr. Ravishel Naicker**  
Email: ravishel.naicker@usp.ac.fj

**Mr. Javed Ali**  
Email: jainul.ali@usp.ac.fj
STUDENT LEARNING SUPPORT

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.
## Student Learning Specialist Contacts

<table>
<thead>
<tr>
<th>Staff</th>
<th>Email</th>
<th>Phone Contact</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LAUCALA SLS</strong></td>
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<td>FALE</td>
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<td></td>
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</tr>
<tr>
<td>Shailesh Lal</td>
<td><a href="mailto:shailesh.lal@usp.ac.fj">shailesh.lal@usp.ac.fj</a></td>
<td>323 2260</td>
<td>1st Floor FALE Bldg</td>
</tr>
<tr>
<td>Ana Bulavakarua</td>
<td><a href="mailto:kitolelei_a@usp.ac.fj">kitolelei_a@usp.ac.fj</a></td>
<td>323 2260</td>
<td>1st Floor FALE Bldg</td>
</tr>
<tr>
<td><strong>FBE</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Roshila Singh</td>
<td><a href="mailto:roshila.singh@usp.ac.fj">roshila.singh@usp.ac.fj</a></td>
<td>323 2184</td>
<td>091 – 013 (Ground Floor, CELT Building)</td>
</tr>
<tr>
<td>Pauline Ryland</td>
<td><a href="mailto:pauline.ryland@usp.ac.fj">pauline.ryland@usp.ac.fj</a></td>
<td>323 2146</td>
<td>091 – 013 (Ground Floor, CELT Building)</td>
</tr>
<tr>
<td><strong>FSTE</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Afshana Anzeg</td>
<td><a href="mailto:afshana.anzeg@usp.ac.fj">afshana.anzeg@usp.ac.fj</a></td>
<td>323 2264</td>
<td>Ground Floor, FSTE Building</td>
</tr>
<tr>
<td>Aluwesi Fonolahi</td>
<td><a href="mailto:aluwesi.fonolahi@usp.ac.fj">aluwesi.fonolahi@usp.ac.fj</a></td>
<td>323 1729</td>
<td>Ground Floor, FSTE Building</td>
</tr>
<tr>
<td>Ravneil Nand</td>
<td><a href="mailto:ravneil.nand@usp.ac.fj">ravneil.nand@usp.ac.fj</a></td>
<td>323 2032</td>
<td>Ground Floor, FSTE Building</td>
</tr>
<tr>
<td><strong>ALAFUA SLS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Niseta Buatava</td>
<td><a href="mailto:buatava_n@usp.ac.fj">buatava_n@usp.ac.fj</a></td>
<td>21671 (Ext 314)</td>
<td>Alafual Campus</td>
</tr>
<tr>
<td><strong>EMALUS SLS</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Waisea Tabua</td>
<td><a href="mailto:waisea.tabua@usp.ac.fj">waisea.tabua@usp.ac.fj</a></td>
<td>(678) 22748/22165</td>
<td>Emalus Campus</td>
</tr>
<tr>
<td><strong>Kiribati Campus</strong></td>
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<tr>
<td>Beneteta Raobati</td>
<td><a href="mailto:raobati_b@usp.ac.fj">raobati_b@usp.ac.fj</a></td>
<td>(686) 21085</td>
<td>Kiribati Campus</td>
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<tr>
<td><strong>LABASA</strong></td>
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<tr>
<td>Jiupili Simmons</td>
<td><a href="mailto:jiupili.simmons@usp.ac.fj">jiupili.simmons@usp.ac.fj</a></td>
<td>8811 39213</td>
<td>Labasa Campus</td>
</tr>
<tr>
<td><strong>LAUTOKA</strong></td>
<td></td>
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<tr>
<td>Siniva Laupepa</td>
<td><a href="mailto:laupepa_s@usp.ac.fj">laupepa_s@usp.ac.fj</a></td>
<td>666 3702</td>
<td>Lautoka Campus</td>
</tr>
<tr>
<td><strong>LAUTOKA</strong></td>
<td></td>
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</tr>
<tr>
<td>Paulini Bonaveidogo</td>
<td><a href="mailto:Paulini.bonaveidogo@usp.ac.fj">Paulini.bonaveidogo@usp.ac.fj</a></td>
<td>677 21307</td>
<td>Solomon Islands Campus</td>
</tr>
</tbody>
</table>
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LinkedIn
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Power to you

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<td>Expiry 24 Hrs</td>
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Conditions: Free browsing of Facebook, Snapchat, Instagram, Twitter, LinkedIn, Wikipedia only applies on the Plus Plans and Daily Promo Plans. Data charges may occur if customer clicks and browses on an external link. Free Apps are a promotional offer and is subject to change. Standard charges for Mobile Internet rate of $2.79/MB applies outside of data bundles. These changes do not apply to Mobile Internet Data Gifting and Broadband Data Gifting Plans. For more information, call Customer Care on 123 (Charged), 124 (Prepay) or visit www.vodafone.com.,
LAUCALA CAMPUS

SUVA FIJI

The University’s largest campus, Laucala, is in Suva, Fiji and consists of 73 hectares of lush, tropical grounds spanning Lower, Upper and Statham campuses, nestled on the rim of picturesque Laucala Bay.

Laucala campuses are the base for the administration of the three faculties and Pacific Technical and Further Education as well as the main administration of the University. All new students are encouraged to note that each of the faculties has its own academic advisers who are available to assist with course assessment, dropping or adding courses, programme changes, etc.

The administrative sections of the University based at Laucala Campus include the Senior Management Team, Information Technology Services (ITS), University Library, Finance Office, and Student Administrative Services.

Many aspects of Student life and welfare at Laucala Campus are the particular responsibility of the section called Campus Life. Their concerns cover a broad range of student-related quality of life areas, including off campus accommodation, campus activities, careers and entrepreneur centre, chaplaincy, counselling, health and wellness services, disability and inclusivity, USP Orientation and student sports and recreation.

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 Mall, 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.

Monday – Thursday: 8am to 5pm
Friday: 8am to 4.30pm
Accommodation on Campus

The Halls of Residence operates as part of the Commercial Section of the University. 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:

- Undergraduate students in their 1st year of study.
- Returning or continuing regional students who applied by the deadline.
- Continuing Fiji students who lived in the Halls the previous semester and applied by the deadline.
- Continuing Fiji students who lived off campus the previous semester and applied by the deadline.
- 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 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 women's 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 bedrooms poses a serious fire risk and breaches fire safety 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 in to 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 members 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, and 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 sports on-campus is the Community Recreation Centre (CRC). This comprises the gymnasium, tennis courts, squash courts, swimming pool, 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.

Community Recreation Centre

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

Facilities

- 2 tennis courts
- 1 squash court
- Multi-purpose gymnasium for aerobics, dances, evening social functions
- Fitness Centre equipped with cable machines, free weights, a hydraulic circuit, cardio machines and more
- Swimming pool
- 4 playing fields
- Changing rooms and showers
- Administration offices
Programmes

- Fitness classes: Abs Cardio Classes/ Mixed Martial Arts (MMA) classes/ boxing classes
- Intramural sport competitions and tournaments
- Open recreational play for table tennis, badminton, volleyball, basketball, pool, futsal etc.,
- Sports skills classes
- USPSA sports clubs teams
- Gym Challenge Competition
- Swimming Lessons/Squads.

Contacts

Fitness Centre and gym activities:
Mark Fung
Ext 32459
Email: mark.fung@usp.ac.fj

USP sports teams and sports activities:
Gabrielli Qoro
Ext 32067
Email: gabrielli.qoro@usp.ac.fj

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. The campus also has one (1) Bank operated by Westpac 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 2pm. However, during the semester break, the Foodcourt operates with reduced hours which will be updated on this website from time to time

Coffee Central

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
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
This is located next to the 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

Complete professional service in all areas at honest rates, since 1972.

82 Ratu Mara Road. P. O. Box 3750, Samabula, Suva
Ph: 338 4543, 338 5814 Mobile: 999 2141, 999 2104 Fax: 338 2743
Email: modernelectric@connect.com.fj
/modernelectric/modernelectricfiji

MARINE
INDUSTRIAL
COMMERCIAL
RESIDENTIAL

Mobile: 999 2174, 992 5556
A/H: 338 4254
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 Monthly Pacific Market Days, Student Wot Eva Bar, Family Day, USP Health Week, Blood Drives, “Lose IT” competition and many others. Apart from the above, Campus Life also directs the following departments:

USP CAREER AND ENTREPRENEURIAL CENTRE

The USP Career and Entrepreneurial Centre at Laucala Campus is situated behind Westpac Bank. The Centre offers career advice and planning to students in a friendly, professional and confidential manner. The Centre provides the information to students regarding their career choices, as well as practical advice and assistance on how to become an entrepreneur. It provides an update of current vacancies which are available locally and other USP centres in the region. Other services which are also provided at the USP 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 and Entrepreneurial Centre and discuss your career needs with our staff. The Centre works 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 study options that best suit your future goals.

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
E: bilitaki_s@usp.ac.fj
P: 32 31847

Career Advisor
Vacant

Opening Hours: Monday to Thursday: 8am – 4:30pm
Friday: 8am – 4pm

THE USP COUNSELLING CENTRE

Moving from high school to university can be a life changing experience and this experience can be accompanied with uncertainties, lack of confidence and personal/professional difficulties. Seeking professional help during this time can be a starting point to regain control and find direction toward achieving your life goals.

For this purpose, USP provides a counselling centre which provides well qualified, friendly, professional and confidential counselling services to its staff and students, also referred to as clients.

The Counselling Centre at Laucala Campus is located directly behind Westpac Bank USP branch.

The primary focus of the Counselling Centre is to provide short-term counselling to help students and staff 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 talk to Counsellors about include but are not limited to:

- Stress and Anxiety
- Relationship issues
- Marital problems
- Traumatic experience
- Facing difficult decisions
- Family concerns
- Personal crisis
- Substance abuse
- Academic program and 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 seriously affect your well-being and begin interfering with your ability to concentrate, and/ or impacting on your eating or sleeping pattern that can in turn cause you to become physically and/ or emotionally unwell. The Counsellors work closely with USP lecturers, medical officers and other allied support services & professionals to ensure that you receive the best help 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
- Group Therapy
- Family Therapy
- Liaison with on and off campus professional support services
- Consultancy and referrals
- Responding to critical incidents
COUNSELLING in the REGION

For students and staff at Solomon Islands, Lautoka, Labasa, and Savusavu Campuses, face to face counselling is available on campus. For appointments email counselling@usp.ac.fj

For students and staff in other regional campuses online counselling is available via moodle or you can speak to a counsellor through www.usp.ac.fj/counselling

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. In 2015 the program 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 & Wellbeing
- World Mental Health Day and Suicide Prevention Day Celebrations

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
E: seruvatu_e@usp.ac.fj
T: 323 2613

Your Counsellors are:
Saimone S. M. Tuni - Counsellor
E: saimone.tuni@usp.ac.fj
T: 323 1797

Nicholas Fuata - Counsellor
E: fuata_n@usp.ac.fj
T: 323 2294

Opening hours:
Monday to Thursday: 8am to 5.00pm
Friday: 8am to 4.00pm
HEALTH AND WELLNESS CENTRE

The University operates a 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 in and around the Suva area, students are strongly urged to join the Student Health Services Scheme. The fee is $80.00 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 centres 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. Should you wish to be treated by Private Practitioners at a private surgery, you must pay for this 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.
- Non-student spouses of members from regional countries other than Fiji are charged the same membership fee which is $80-00
- Children of members who are under 18 years of age and still attend secondary school are charged 50 per cent of the membership fee which is $40-00. (Note, however, that the maximum fee charged to any one family is not to exceed three times the annual membership fee);
**Hours of Operation**

During the semester
Monday to Friday: 9am to 7.30pm  
(Note: Nurses start at 8am while the Doctors start at 9am. Doctors are not available from 1pm to 2pm).

Weekends and public holidays: Closed During semester breaks.
Monday to Thursday: 8am-4:30pm  
Friday: 8am to 4pm [Note: Closed between 1pm to 2pm]

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 (USP) is committed to creating an inclusive, barrier free, working and learning environment for students and staff from its twelve member countries. Its 'Disability Inclusiveness’ policy supports the University’s provision of a working, learning and social environment that enables and enhances the educational and employment experiences of students and staff with a disability on the same basis as other members of the University community. It promotes an environment that values diversity is free from harassment and unlawful discrimination, and advocates inclusiveness and equal opportunities.

To support this, the Disability Resource Centre (DRC) was set up to ensure that students with a disability are provided with excellent and equitable support that will help them achieve their University goals. The DRC works collaboratively with Faculties, Research teams and Learning and Teaching Support Services to consider ways in which persons with a disability can be assisted to gain access to, and participate in, the same quality of education which is available to students without disabilities.

Support Services provided by the Disability Resource Centre include the following:

1. Awareness on appropriate teaching and learning support.
2. Provide recommendations for reasonable accommodation during lessons, course work and exams.
3. Co-ordinate meetings to introduce students to their lecturer and tutor as well as to follow up on students’ progress.
4. Provide study buddies to those who need extra assistance.
5. Provide a separate venue for exams when needed.
6. Liaise with Students Admission Services (SAS) for the provision of brailled papers for assessments and other reasonable accommodation during exams.
7. Provide a student space that students can study in as well as use assistive technologies such as JAWS, Braille Sense U2, NVDA, Read & Write Gold, audio-recorded notes. The student space is also used as a resting area in between classes.
8. Provide referrals for counselling and support services outside of the University such as hearing and vision test.
10. Coordinate basic sign language classes.
11. Organize classes for new users of JAWS and other software and devices.
12. Coordinate library sessions to assist students in library research skills.
13. Produce e-newsletters to highlight activities and students testimonies.
14. Friendly staff to make you feel at home when you’re away from home.
Who is eligible for our service?
To access our services students will need to disclose their disability or chronic health problem by filling in the 'Voluntary Disability Disclosure Form' which is available on the DRC website or they can visit the Disability Resource Centre, located behind USP's Westpac Bank and beside the Counselling and Careers office to talk to the Disability Officers.

For more Information:
E: disabilitycentre@usp.ac.fj or visit www.usp.ac.fj/campuslife/drc
P: 323 7182

CLUB SPORTS

The University has an exciting programme to promote sports clubs across the campuses. Clubs sports currently include rugby league, paddling, rugby union, 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.

ACTIVITIES DEPARTMENT

PACIFIC MARKET DAY & SUNDAY MARKET

The USP Pacific Market Day is a monthly 4 day event (as of October 2015). The primary focus of the Pacific Market Day(s) concept is to add value to the University and student and staff experience. The concept allows members of the USP family, NGO's, community vendors and charity fundraising organizations onto the campus to market and sell a range of products and add to the flavor of the USP environment. The Campus Life Office does not make any financial profit from this initiative; it is a service initiative designed to support the USP community, and other external stakeholders. In addition a key aspect of USP Pacific Market Day(s) concept is to provide a mechanism where USP students participate as vendors, in an effort to raise money for their fees and everyday expenses. Through the USP Pacific Market Days, students are likely to develop entrepreneurial skills, raise funds for themselves or for the student associations which they belong to. It is a hands-on, minds-on experience in innovation and entrepreneurship. This concept is to support and enrich our students as they engage in the real world of entrepreneurship, All in all the whole USP community will benefit.

WOT EVA BAR

Campus life has made liberal movement in improving student support by investing in a Student Bar. The Wot Eva Bar is available to all students and staff for after sport/studies refreshment and snack and a great place to meet and make new friends. It provides a safe recreational space for students within Campus. The bar holds a monthly theme night, such as Reggae night, Island night etc. with live band. Thursday nights offer live music as entertainment.

The key to a successful university experience is to find a balance between attending classes, serious study and research, social interests and other activities. The Wot Eva Bar is a great place for students to unwind after a tough day.

For further information regarding activities organized by Campus Life Office, please contact:

Roreen Dayal
Campus Life Activities Coordinator
E: roureen.dayal@usp.ac.fj
P: 323 1831
CAMPUS LIFE
FIRST YEAR EXPERIENCE
BUDDY PROGRAMME

At USP we are committed to providing an inclusive and supportive environment for our students, to develop a sense of community and engagement, and to enable students to maximise academic potential. The Campus Life First Year Experience (CL FYE) Buddy programme is an important strategy in achieving these goals and makes an important contribution to provide a holistic University experience for all first year students.

The CL FYE Office will endeavour to ensure that all first year students have access to the CL FYE Buddy Programme irrespective of the Faculty or School they belong to. The Programme is a non-academic mentoring student support for first year students. It plays a highly valuable role in the life of USP students. The Programme helps new students:

- Familiarise themselves with the campus facilities;
- Identify available University Support Services, Schools and Faculty offices, and provides information on University policies and procedures;
- Clarify/interpret academic procedures and other study matters (i.e. how to submit assignments; how to borrow books);
- Engage in social activities to get to know and meet other students;
- Build the students’ self-confidence in their ability to negotiate a new and challenging environment;
- Facilitates in-formal study groups.

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.

How to get linked with a Buddy?

You can sign up with CL FYE Buddy Programme at any time during your Orientation week. 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: pratish.raj@usp.ac.fj

For more information please contact Campus Life CL FYE Office:

Pratish Raj
Coordinator, First Year Experience
Campus Life Office
The University of the South Pacific
Laucala Campus, Suva, Fiji
Tel: (679) 323 2351 | Fax: (679) 323 1535 | Email: pratish.raj@usp.com.fj
YOUR FREE STUDENT SIM

Visit the Digicel booth for more details
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, microfilsms, microfiches) a Reserve Collection of supplementary texts for short-term loan

Services 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:
**TS 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

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**LIBRARY OPENING HOURS - MAIN LIBRARY**

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

**DURING SEMESTER**

<table>
<thead>
<tr>
<th></th>
<th>Monday to Thursday</th>
<th>Tuesday to Thursday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>8am - 10pm</td>
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<td>Saturday</td>
<td>9am - 6pm</td>
<td></td>
</tr>
<tr>
<td>Sunday</td>
<td>1:30pm - 6pm</td>
<td></td>
</tr>
</tbody>
</table>

Public Holidays: 9am - 6pm

All Night Reading Room (from second week of Semester): 10pm - 7am

Weekends/Public Holidays: Closed

---

**LOWER CAMPUS LIBRARY (PIMRIS)**

**LIBRARY OPENING HOURS - PIMRIS LIBRARY**

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

**DURING SEMESTER**

<table>
<thead>
<tr>
<th></th>
<th>Monday to Thursday</th>
<th>Tuesday to Thursday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>8am - 5pm</td>
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<tr>
<td>Tuesday</td>
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<td></td>
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<tr>
<td>Wednesday</td>
<td>8am - 5pm</td>
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<td>8am - 4pm</td>
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<td>Saturday</td>
<td>Closed</td>
<td></td>
</tr>
<tr>
<td>Sunday</td>
<td>Closed</td>
<td></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 with.

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 24hours

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
4. Moodle

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

All ICT Services are guided by USP approved rules, regulations and policies. Students are encouraged to familiarize themselves with these documents to ensure efficient and proper use of all ICT services.

An addition 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 (USPI or IO) is located on level two of CELT building just above the FBE Student Learning Support hub.

Our main role is to be the first point of contact for prospective and registered International students. Additionally the International Office looks after current USP students going out on Exchange programmes coordinated by the International Office.

International students are those who hold a nationality of a country other than a USP member country; and are enrolled or registered in a USP Programme.

The primary responsibilities of USPI include:

A. Incoming Students
- Support services to international students registered to study at USP including undergraduate and postgraduate students;
- Monitoring the expectations and experiences of international students studying at USP; and
- Increasing enrolments of International students through the development and implementation of the international recruitment strategy.

B. Outgoing Students:
- Coordinating application, interview and selection;
- Visas and permits for selected students; and
- Monitoring the expectations and experiences of students going for exchange programmes from USP.

USPI manages numerous study and cultural exchange programmes. We have managed EU-funded scholarships under the Erasmus Mundus Programme, such as ANGLE, BULA, DREAM, CARPIMS, MUNDUS ACP and MUNDUS ACP II. USPI is also the focal point for Erasmus + programmes establishing 5 partnerships for the mobility of Staff and Students with Universities in Europe; Japan funded Kizuna, JENESYS 2.0, JENESYS 2015 & 2016; and the International Studies Abroad (ISA) programme.

At present, USPI manages the USP Exchange Programme, which allows for reciprocal exchange of students between partner institutions. This allows for students from USP to undertake a semester of studies at a partner university abroad and for students from partner universities to undertake studies for a semester at USP. This programme is known as International Student Exchange Programme (ISEP).

To qualify for study or cultural exchange programmes you must meet certain requirements. The requirements and guidelines differ from one programme to another and information for this can be obtained from our website or my contacting us.

Contact details:
Email: international@usp.ac.fj
Phone: +679 32 32743
Website: https://international.usp.ac.fj
SOCIAL MEDIA: FB/ TWITTER/ INSTAGRAM
Surf the **World Wide Web on your mobile**

**SMS Banking** can pay for your mobile internet plans

*either...*

**Top Up with *277#**

Simply Call *277#*

Select 4 to Top Up any mobile registered for SMS Banking

*or...*

**Top Up with 290**

Simply txt

Top Telco Name Amount

and send to 290

*then...*

Subscribe for mobile internet plans

with any service provider

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1 Conditions apply. Service available to registered customers only. 2 Telco Name could either be Voda, Digi or Inkk. No text charges apply when you top up with 290. 3 Contact your service providers for details and terms on mobile internet plans.
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

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.

4.9. To work towards the Strategic Plan as set out by the University.
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 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 FJD or equivalent is at the discretion of the Branch Association to use for the benefit of its members.

WHY IS IT IMPORTANT TO BE A 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, then 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;
   • Organise 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 address:

<table>
<thead>
<tr>
<th>Campus Names</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>USPSA Cook Islands</td>
<td><a href="mailto:ci_uspsa@usp.ac.fj">ci_uspsa@usp.ac.fj</a></td>
</tr>
<tr>
<td>USPSA Labasa (Fiji Islands)</td>
<td><a href="mailto:la_uspsa@usp.ac.fj">la_uspsa@usp.ac.fj</a></td>
</tr>
<tr>
<td>USPSA Laucala (Fiji Islands)</td>
<td><a href="mailto:lc_uspsa@usp.ac.fj">lc_uspsa@usp.ac.fj</a></td>
</tr>
<tr>
<td>USPSA Lautoka (Fiji Islands)</td>
<td><a href="mailto:ltk_uspsa@usp.ac.fj">ltk_uspsa@usp.ac.fj</a></td>
</tr>
<tr>
<td>USPSA Kiribati</td>
<td><a href="mailto:kc_uspsa@usp.ac.fj">kc_uspsa@usp.ac.fj</a></td>
</tr>
<tr>
<td>USPSA Marshall</td>
<td><a href="mailto:mi_uspsa@usp.ac.fj">mi_uspsa@usp.ac.fj</a></td>
</tr>
<tr>
<td>USPSA Nauru</td>
<td><a href="mailto:nauru_uspsa@usp.ac.fj">nauru_uspsa@usp.ac.fj</a></td>
</tr>
<tr>
<td>USPSA Niue</td>
<td><a href="mailto:niue_uspsa@usp.ac.fj">niue_uspsa@usp.ac.fj</a></td>
</tr>
<tr>
<td>USPSA Alafua (Samoa)</td>
<td><a href="mailto:alafua_uspsa@usp.ac.fj">alafua_uspsa@usp.ac.fj</a></td>
</tr>
<tr>
<td>USPSA Solomon</td>
<td><a href="mailto:si_uspsa@usp.ac.fj">si_uspsa@usp.ac.fj</a></td>
</tr>
<tr>
<td>USPSA Tokelau</td>
<td><a href="mailto:tokelau_uspsa@usp.ac.fj">tokelau_uspsa@usp.ac.fj</a></td>
</tr>
<tr>
<td>USPSA Tonga</td>
<td><a href="mailto:tonga_uspsa@usp.ac.fj">tonga_uspsa@usp.ac.fj</a></td>
</tr>
<tr>
<td>USPSA Tuvalu</td>
<td><a href="mailto:tuvalu_uspsa@usp.ac.fj">tuvalu_uspsa@usp.ac.fj</a></td>
</tr>
<tr>
<td>USPSA Emalus (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 DAY TO DAY BASIS?

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

Finally we wish all the new students enrolled at USP the very best for your studies. Welcome to the USP Family!
STUDENT GRIEVANCES

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 fulfilment of obligations.

However, the University recognises 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.

SERVICES DIRECTORY

<table>
<thead>
<tr>
<th>SERVICE</th>
<th>CONTACT PERSON</th>
<th>PHONE</th>
<th>EMAIL</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library</td>
<td></td>
<td>323 2322</td>
<td></td>
<td>Centre of campus, opposite main administration building</td>
</tr>
<tr>
<td>Medical Centre</td>
<td>Veitacini Koroi</td>
<td>323 2362</td>
<td><a href="mailto:veitacini.koroi@usp.ac.fj">veitacini.koroi@usp.ac.fj</a></td>
<td>Opposite supermarket, University Book Centre</td>
</tr>
<tr>
<td>Campus Life</td>
<td>Pratish Raj</td>
<td>323 2351</td>
<td><a href="mailto:pratish.raj@usp.ac.fj">pratish.raj@usp.ac.fj</a></td>
<td>Vanua Drive, behind Japan ICT Centre</td>
</tr>
<tr>
<td>Security Services</td>
<td>Isimeli Ululakeba</td>
<td>323 2211</td>
<td><a href="mailto:isimeli.ululakeba@usp.ac.fj">isimeli.ululakeba@usp.ac.fj</a></td>
<td>Headquarters is next to 4th Hall, manned posts at each gate</td>
</tr>
<tr>
<td>Information Technology Services</td>
<td></td>
<td>323 2078</td>
<td></td>
<td>ITS Helpdesk, beside Student Services &amp; behind Medical Centre</td>
</tr>
<tr>
<td>USP International Office</td>
<td>Alzima Elisha Bano</td>
<td>323 1842</td>
<td><a href="mailto:alzima.bano@usp.ac.fj">alzima.bano@usp.ac.fj</a></td>
<td>First floor, SLS Building</td>
</tr>
<tr>
<td>USP Career Centre &amp; Services</td>
<td>Semi Bilitaki</td>
<td>323 1847</td>
<td><a href="mailto:semi.bilitaki@usp.ac.fj">semi.bilitaki@usp.ac.fj</a></td>
<td>Behind Westpac bank</td>
</tr>
<tr>
<td>Disability Resource Centre</td>
<td>Merelesita Qeleni</td>
<td>323 1832</td>
<td><a href="mailto:merelesita.qeleni@usp.ac.fj">merelesita.qeleni@usp.ac.fj</a></td>
<td>Behind Westpac bank</td>
</tr>
<tr>
<td>Counselling Centre</td>
<td>Nicholas Fuata</td>
<td>323 2514</td>
<td><a href="mailto:fuata_n@usp.ac.fj">fuata_n@usp.ac.fj</a></td>
<td>Behind Westpac bank</td>
</tr>
<tr>
<td></td>
<td></td>
<td>323 2613</td>
<td><a href="mailto:saimone.tuni@usp.ac.fj">saimone.tuni@usp.ac.fj</a></td>
<td></td>
</tr>
<tr>
<td>Student Administrative Services</td>
<td>Saimone Tuni</td>
<td>323 1444</td>
<td><a href="mailto:helpdesk@student.usp.ac.fj">helpdesk@student.usp.ac.fj</a></td>
<td>First Floor Communications Building (behind Book Centre)</td>
</tr>
<tr>
<td>Community Recreation Centre</td>
<td></td>
<td>323 2625</td>
<td></td>
<td>Next to tennis courts, adjacent to the National Stadium Grounds or Wantok Drive, behind Counselling Centre</td>
</tr>
</tbody>
</table>
## USP Regional Campus Details

<table>
<thead>
<tr>
<th>Campus</th>
<th>Director</th>
<th>Postal Address</th>
<th>Phone Contact</th>
<th>Email</th>
<th>Opening Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cook Islands</td>
<td>Mr Roderick Dixon</td>
<td>PO Box 130, Rarotonga, Cook Is</td>
<td>+682 29415</td>
<td><a href="mailto:dixon_r@usp.ac.fj">dixon_r@usp.ac.fj</a></td>
<td>Mon-Thur 8.30am – 7pm, Friday 8.30am – 5pm</td>
</tr>
<tr>
<td>Republic of the Marshall Islands</td>
<td>Dr Irene Taafaki</td>
<td>PO Box 3537, Majuro, Marshall Islands</td>
<td>+692 625 7279 (Ext 40801)</td>
<td><a href="mailto:taafaki_i@usp.ac.fj">taafaki_i@usp.ac.fj</a>, <a href="mailto:uspmi@usp.ac.fj">uspmi@usp.ac.fj</a></td>
<td>Mon-Fri 8am – 5pm</td>
</tr>
<tr>
<td>Labasa</td>
<td>Dr Samuela Bogitini</td>
<td>Private Mail Bag, Labasa Fiji</td>
<td>881 7707</td>
<td><a href="mailto:bogitini_s@usp.ac.fj">bogitini_s@usp.ac.fj</a></td>
<td>Mon-Fri 8am – 4.30pm</td>
</tr>
<tr>
<td>Savusavu Centre</td>
<td>Mr Sairusi Lui</td>
<td>Private Mail Bag, Savusavu, Fiji</td>
<td>885 3708</td>
<td><a href="mailto:lui_s@usp.ac.fj">lui_s@usp.ac.fj</a></td>
<td></td>
</tr>
<tr>
<td>Lautoka</td>
<td>Dr Pramila Devi</td>
<td>Private Mail Bag, Lautoka Fiji</td>
<td>666 6800 (Ext 41501)</td>
<td><a href="mailto:pramila.devi@usp.ac.fj">pramila.devi@usp.ac.fj</a></td>
<td></td>
</tr>
<tr>
<td>Nauru</td>
<td>Alamanda Lauti</td>
<td>Private Mail Bag, Republic of Nauru</td>
<td>+674 557 7462 (Ext 40501)</td>
<td><a href="mailto:lauti_a@usp.ac.fj">lauti_a@usp.ac.fj</a></td>
<td></td>
</tr>
<tr>
<td>Niue</td>
<td>Maryanne Talagi</td>
<td>PO Box 31, Alofi Niue</td>
<td>+683 20874/26954 (Ext 41201)</td>
<td><a href="mailto:maryanne.talagi@usp.ac.fj">maryanne.talagi@usp.ac.fj</a></td>
<td></td>
</tr>
<tr>
<td>Alafua Samoa</td>
<td>Ruby Va’a</td>
<td>Private Mail Bag, Apia, Samoa</td>
<td>+685 21671 (Ext 40101)</td>
<td><a href="mailto:vaa_r@samoa.usp.ac.fj">vaa_r@samoa.usp.ac.fj</a>, <a href="mailto:enquiries@samoa.usp.ac.fj">enquiries@samoa.usp.ac.fj</a></td>
<td></td>
</tr>
<tr>
<td>Kiribati</td>
<td>Dr Ueantabo Mackenzie</td>
<td>PO Box 59, Bairiki, Kiribati</td>
<td>+686 21085 (Ext 40401)</td>
<td><a href="mailto:mackenzie_u@usp.ac.fj">mackenzie_u@usp.ac.fj</a></td>
<td></td>
</tr>
<tr>
<td>Vava’u Centre</td>
<td>Mrs Tupou Nonu</td>
<td>PO Box 460, Honiara, Solomon Is</td>
<td>+ 677 21307/21308/21309 (Ext 40201)</td>
<td><a href="mailto:rodie_p@usp.ac.fj">rodie_p@usp.ac.fj</a></td>
<td>Mon-Fri 8am – 4.30pm</td>
</tr>
<tr>
<td>Solomon Islands</td>
<td>Dr Patricia Rodie</td>
<td>PO Box 153, Lata, Western Province, Sol Is</td>
<td>+ 677 60582</td>
<td><a href="mailto:peniop_j@usp.ac.fj">peniop_j@usp.ac.fj</a></td>
<td>Mon-Fri 8am – 4.30pm</td>
</tr>
<tr>
<td>Gizo Centre</td>
<td>Mr John Peniop</td>
<td>PO Box 53, Lata, Temotu Province, Sol Is</td>
<td>+677 53510</td>
<td></td>
<td>Mon-Fri 8am – 4.30pm</td>
</tr>
<tr>
<td>Tuvalu</td>
<td>Fetagisi Titivalu</td>
<td>PO Box 21, Funafuti Tuvalu</td>
<td>+688 20811 (Ext 40902)</td>
<td><a href="mailto:fetagisi.titi@usp.ac.fj">fetagisi.titi@usp.ac.fj</a></td>
<td>Monday-Friday 8am – 4.30pm</td>
</tr>
<tr>
<td>Emalus</td>
<td>Ruben Bakeo Markward</td>
<td>Private Mail Bag, Port Vila, Vatu</td>
<td>+678 22748 (Ext 40301)</td>
<td><a href="mailto:ruben.markward@usp.ac.fj">ruben.markward@usp.ac.fj</a></td>
<td>Monday-Friday 7.30am – 4.30pm</td>
</tr>
<tr>
<td>CAMPUS</td>
<td>DIRECTOR</td>
<td>POSTAL ADDRESS</td>
<td>PHONE CONTACT</td>
<td>EMAIL</td>
<td>OPENING HOURS</td>
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<tr>
<td>Santo Centre</td>
<td>Gayleen George</td>
<td>Private Mail Bag 176, Lugarvile Santo, Vanuatu</td>
<td>+678 36438</td>
<td><a href="mailto:gayleen.george@vanuatu.usp.ac.fj">gayleen.george@vanuatu.usp.ac.fj</a></td>
<td></td>
</tr>
<tr>
<td>Tafea Centre</td>
<td>Lesbeth Jimmy</td>
<td>PO Box 23, Isangel, Taana, Vanuatu</td>
<td>+678 88726</td>
<td><a href="mailto:lesbeth.jimmy@vanuatu.usp.ac.fj">lesbeth.jimmy@vanuatu.usp.ac.fj</a></td>
<td></td>
</tr>
<tr>
<td>Malampa Centre</td>
<td>Damien Hophand</td>
<td>PO Box 06, Norsup, Malekula, Vanuatu</td>
<td>+678 35748</td>
<td><a href="mailto:damien.hophand@vanuatu.usp.ac.fj">damien.hophand@vanuatu.usp.ac.fj</a></td>
<td></td>
</tr>
<tr>
<td>Torba Centre</td>
<td>Meri Worek</td>
<td></td>
<td></td>
<td><a href="mailto:meri.worek@vanuatu.usp.ac.fj">meri.worek@vanuatu.usp.ac.fj</a></td>
<td></td>
</tr>
<tr>
<td>Tokelau</td>
<td>Junior Thomas Aleta</td>
<td>PO Box 278, Nuku'alofa, Tonga</td>
<td>+690 22178 (Ext 41101)</td>
<td><a href="mailto:junioralena@hotmail.com">junioralena@hotmail.com</a></td>
<td></td>
</tr>
<tr>
<td>Tonga</td>
<td>Dr Seuula Johansson Fua</td>
<td></td>
<td>+676 29055/29240 (Ext 40701)</td>
<td><a href="mailto:seuula.johanssonfua@usp.ac.fj">seuula.johanssonfua@usp.ac.fj</a></td>
<td>Mon-Fri 8.30am – 4.30pm</td>
</tr>
<tr>
<td>Ha’apai Centre</td>
<td>Talei Ulufonua</td>
<td></td>
<td>+676 60099</td>
<td><a href="mailto:talei.ulufonua@usp.ac.fj">talei.ulufonua@usp.ac.fj</a></td>
<td></td>
</tr>
</tbody>
</table>
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Niue
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