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## 2008 ORIENTATION GUIDE

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Welcome to the University of the South Pacific (USP) and congratulations on choosing to study in this multi-cultural community of vibrant and learned scholars, professionals and friends. At USP we are committed to knowledge and truth, the heart and soul of any University.

At USP we encourage our students to be independent and active learners. Make the most of your time here as a student and expand your learning beyond the lecture theatres and libraries - in theatre and art, musical and cultural activities. Acquire the necessary skills and experience to become a well-educated, well-rounded citizen of your own country, and of the Pacific.

As a new student, I urge you to fully utilise the diverse services, resources and progressive technology available at USP, to advance your knowledge and to realise your goals. There will be people available to help you so do not hesitate to seek them out and ask questions.

We hope your time at USP over the next few years will prepare you for an exciting life journey, regardless of the campus at which you are studying. It offers you the unique opportunity to develop your curiosity about the unknown, question what is known and develop your own theories based on the old and latest international thinking. Knowledge is the key to an economically and politically sound future for the Pacific. In you, we groom our leaders for the future – caring, knowledgeable, enthusiastic and always putting others less fortunate before you.

While at USP, you will cross paths with others, students and staff who will remain valued and life-long friends and colleagues. The graduates of USP form a network of highly regarded and well-connected leaders in private and public professional life in the region and beyond an invaluable resource in your career.

USP is your university. It aims to be an integral part of your future, just as we hope you continue to be part of our future.

May your journey with USP, in pursuit of knowledge, truth, academic excellence and lifelong learning, be a rewarding and enjoyable one.

Dr Esther Batiri Williams
Acting Vice Chancellor
The university is a large and complex community made up of approximately 20,000 students and more than 1100 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 Department or School, or talk to staff at Student Academic Services at the three major campuses (Alafua, Emalus or Laucala) or the Director at your local campus.

If you have any kind of concern or require information, don’t hesitate to ask university staff you know. Even if they can’t help you, they should be able to put you in touch with the right area or person. A full listing of senior university staff can be found in the 2008 Calendar, which is available on the USP webpage. Course information is also available in the Enrolment Guide and on the USP website www.usp.ac.fj.

As a publicly funded organisation, USP is governed by its own Council, which includes representatives of the university’s member country governments (usually their Education Ministers). Other members include academic staff, students, community and business leaders, the Pacific Islands Forum Secretariat, the Secretariat of the Pacific Community, the American Council of Education, the Privy Council and the Australian and New Zealand Governments. Senate is the academic authority of the university and is responsible for most matters relating to teaching and research.

Council and Senate are served by committees working in such areas as Finance, Staff Review, Academic Standards and Quality, and Distance and Flexible Learning. Other committees deal with special projects and the day-to-day administration of the university.

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

Each of the Pro Vice-Chancellors has a different focus – one looks after undergraduate academic matters, another after research and graduate affairs, while the third has a regional view. The Registrar is responsible for all aspects of administration, while the Director of Finance is concerned with anything to do with money.

<table>
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<th>WHO’S WHO AT USP</th>
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| Acting Vice-Chancellor and Deputy Vice-Chancellor | Dr Esther Williams |
| Pro Vice-Chancellor (Academic) | Dr Eci Nabalarua |
| Pro Vice-Chancellor (Research and Graduate Affairs) | Vacant |
| Pro Vice-Chancellor (Regional) | Vacant |
| Registrar | Mr Walter Fraser |
| Director of Finance | Mr Kevin Davis |
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 program as an older student, studying at university not only means adjusting to a new way of learning, but a new way of living. Many students at USP travel from countries throughout the Pacific region and the world to study at one of the university’s three major campuses in Fiji (Laucala Campus), Samoa (Alafua Campus) and Vanuatu (Emalus Campus). For these students in particular, there are many adjustments to make – a lively and diverse new campus environment to negotiate, new accommodation away from the familiar surroundings of home and many new people to meet – both fellow students and lecturers. Small things like knowing where to catch a bus, buy fresh food or go swimming will all be part of your new experience.

Fortunately, the university is well aware of the many adjustments that you, as a new student, have to make when you first begin studying at USP. To assist you with your transition to university life, the campuses have special orientation programs and sessions aimed at helping you adjust to being at university. In addition to the formal orientation programs 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 internationally. 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 your 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 the University of the South Pacific belongs to not just one, but twelve 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 group and get to know students from different cultural backgrounds.

The 2008 Orientation 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 university also produces an Enrolment Guide which contains detailed information about how to enrol, fees, and academic programs and courses. It also contains all the relevant academic forms. If you don’t already have a copy pick one up from Student Academic Services or from the Director of your local campus. It is also available on the USP website www.usp.ac.fj.
If you have arrived at USP straight from school, one of the biggest surprises you will find is the academic freedom you have at university. At school, your teachers probably closely supervised your attendance, your class work and your homework. At university, it is expected that you are here because you want to be here and that you are enthusiastic about learning. If you don’t turn up to lectures or tutorials, or if you fail to hand in assignments, nobody is going to punish you. The only person who will lose out will be you. Whether you are a private fee-paying 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 program, 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 between 30 to 40 other students. Some lecture rooms at university can seat more than three hundred students! Lectures tend to be for large numbers of students, but they are supplemented by smaller tutorial groups which have a more personal atmosphere and give you the opportunity to ask your tutor or lecturer questions about issues raised in the lecture.

Another big difference about studying at university is the expectation that you will not just take notes from your lecturers but ask them lots of questions. In some Pacific cultures it is considered impolite to question people in authority positions, such as lecturers, but at university it is important that you ask questions and challenge theories so that you learn to become an analytical and independent thinker. Contrary to what you might believe, most lecturers enjoy teaching students who ask questions, challenge ideas and stimulate discussion. It gives them informal feedback about your academic progress and can also lead to new ideas being expressed, which is vital for an invigorating learning experience. There is not much satisfaction for a lecturer who teaches a silent class.

Finally, being at university means your classmates will vary in age, experience and cultural background. Not all students come to university straight from school. Many have already been out in the workforce for some time and decide to come to university to help advance their career or to change careers altogether. Some students may have spent most of their life caring for family and are looking to begin a new career through university study. Regardless of differences in age, ethnic group, citizenship or background, remember that you are all at university for the same reason – to learn.
Approximately half of USP’s students choose to study by Distance and Flexible Learning (DFL) within their own home countries. The regional nature of USP and the very real challenges of having students scattered over vast geographical distances led the university to be a pioneer in distance education in the 1970s. Collectively the university’s campuses are located across 33 million square kilometres of ocean covering five different times zones.

Today, the university delivers tertiary and community education to people in all its member countries at fourteen campuses and eight small centres. At the three major USP campuses – Alafua, Emalus and Laucala – there is a ‘one-stop-shop’ support centre for all USP students, regardless of their mode of study. There students can get help regarding admission, enrolment, teaching, assessment and general administrative support. At the smaller campuses this support can be provided by the Director and staff.

Over 350 credit courses are now offered through DFL, representing all USP discipline areas. Students may study through a variety of media. They may be provided with a mix of printed material, audio and video cassettes, CD-ROMs, DVDs and the internet and access to lectures and tutorials taking place at Laucala Campus. The USPNet satellite communications network is greatly enhancing the learning experience of distance education students and the university is expanding the number of courses utilising online resources. A number of academic sections, notably the School of Law and the School of Computing, Information and Mathematical Sciences, offer courses using the internet.

The university produces the Distance and Flexible Learning Handbook to assist those of you who are studying at a distance. The handbook contains information about the programs and courses offered through DFL, as well as providing tips on how to study at a distance and other information relevant to DFL students. It is also available on the USP website www.usp.ac.fj.
There is a broad spectrum of opportunities linked to being a student at USP, but you need to keep at the front of your mind your whole reason for being here – to learn. And that means knowing the university’s academic regulations, policies and procedures so you can perform well. The university’s 2008 Enrolment Guide provides detailed academic information for all students, but below is a summary of some of the more important administrative steps in being a student at USP. It is very important that you read all the information in this Orientation Guide and the Enrolment Guide to ensure that you understand all the responsibilities of being a student at USP.

You are also expected to familiarise yourself with the various regulations set out in the University Discipline Ordinance and Regulations for Students. Copies of this publication are available from staff at your local campus or Student Academic Services at a major campus. Breaching any of the university’s regulations will result in some kind of penalty – usually a fine but in serious cases, suspension or exclusion from studying at USP. Whether you are living on or off campus, you are expected to conduct yourself in a manner that supports the general well-being of the university and the community in which you live and learn. Noisy, violent and otherwise disruptive or aggressive behaviour will not be tolerated. The university also takes great pride in the beautiful environment of each of its campuses. Littering is considered an offence and fines apply.

Student Academic Services (SAS), based at each of the three major campuses, is responsible for all academic administrative matters.

Specifically, it processes all documents relating to:
- applications for admission to USP programs
- registration for courses
- dropping or withdrawing from courses
- applications for aegrotat or compassionate passes or special exams
- applications to transfer from one campus to another
- withdrawing from USP
- examinations and results
- unsatisfactory progress
- applications for cross credits
- academic transcripts
- applications for completion of programs
- graduation

All of the relevant application forms are available at the back of the 2008 Enrolment Guide and also on the USP website www.usp.ac.fj. However, if you want help with any of these matters contact your local campus or Student Academic Services at one of the three major campuses. As a new student you probably have many questions about the academic side of life at USP. If your questions aren’t answered in this Orientation Guide, you may get answers from the 2008 Enrolment Guide, the DFL Handbook (if you are taking DFL courses), the USP website or staff at your local campus.

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

### Did you know?

The university offers over 50 prestigious medals and prizes to its most successful students when they graduate. Picture yourself as one of the winners, on stage, in front of your family and friends.

These prizes are sponsored by government departments, well-known local companies and multinational companies, as well as by the university, as a way of encouraging and motivating you to hit your books hard.

**So, what are you waiting for?**

(details of the medals and prizes can be found in the university’s 2007 Calendar – check out the Table of Contents).
This may be an unwelcome topic for you as a new student but unfortunately a large number of students each year fail courses, not because they’re not bright enough to pass, but because they have been unable to achieve a healthy balance in their lives and have neglected their studies. Some young students coming from the controlled and supervised school environment find it hard initially to manage their time so that academic work, sport and leisure, and social activities are in equilibrium. The sad consequence of this is they fail to make satisfactory progress in their academic work, and then the university has no choice but to intervene. It is important that you understand from the outset what will happen if you don’t put sufficient effort into your studies.

**SATISFACTORY PROGRESS**

Having enrolled in a particular program of study, you are expected to become familiar with its requirements. Academic advisors are available within the faculties, schools and departments to help you with any questions you might have. Your lecturers will also be able to provide academic advice, so don’t hesitate to ask if you are unclear about any aspect of your study at USP. The normal full-time load for the first year of degree programs is four 100-level (or first-year) courses per semester. In subsequent years, the normal course load is three 200- (second-year) or 300- level (third-year) courses per semester. Normal course loads for certificate and diploma programs vary and are detailed in the 2008 Enrolment Guide.

Your academic performance is assessed using two factors: the completion and quality of coursework throughout the semester and the final examination at the end of the semester. The distribution of percentages given to coursework (continuous assessment) and final examination varies from course to course but is typically within the range of 40 to 60 percent. A very small number of courses, because of their special nature, are assessed totally by continuous assessment. The 2008 Enrolment Guide details the weightings for continuous assessment and final examination for each course and, for some courses, the individual course assessment elements. Continuous assessment can include a range of different testing methods, including assignments, laboratories, written essays, short quizzes, mid-term tests, oral presentations, projects and your attendance and participation in tutorials.

At the end of each semester you will be awarded a letter grade based on your performance in the course. The following is a simplified description of the letter grading system:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>Pass with distinction</td>
<td>4.5</td>
</tr>
<tr>
<td>A</td>
<td>Pass with credit</td>
<td>4.0</td>
</tr>
<tr>
<td>B+</td>
<td>Pass</td>
<td>3.5</td>
</tr>
<tr>
<td>B</td>
<td></td>
<td>3.0</td>
</tr>
<tr>
<td>C+</td>
<td>Restricted Pass</td>
<td>2.5</td>
</tr>
<tr>
<td>C</td>
<td>Work below standard required for pass</td>
<td>2.0</td>
</tr>
<tr>
<td>R</td>
<td>Very weak performance</td>
<td>1.5</td>
</tr>
<tr>
<td>D</td>
<td>Did not sit final examination</td>
<td>1.0</td>
</tr>
<tr>
<td>E</td>
<td></td>
<td>0.0</td>
</tr>
<tr>
<td>EX</td>
<td></td>
<td>0.0</td>
</tr>
</tbody>
</table>

Aegrotat and Compassionate Passes are not counted in the Grade Point Average calculations, nor are the grades I (for Incomplete), IP (for thesis work In Progress), NC (for Not Complete – thesis work), S (for Satisfactory), U (for Unsatisfactory), NV (for Null and void, invalidated because of dishonest practice) or PAS (for the pass in Thesis work). Also, any courses which have been cross credited from another program or institution are left out of the calculation.

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

Another way of measuring your progress is to look at your Annual Grade Point Average (AGPA). This is calculated in the same way as a Cumulative Grade Point Average except only the courses in a single academic year are used.

**UNSATISFACTORY PROGRESS**

If you have not achieved a satisfactory rate of progress you will be notified by Student Academic Services and given an opportunity to explain to the Academic Standards and Quality Committee why your progress has been poor and to convince them that things will be different next semester. The Academic Standards and
Example

The following fictional case below may help you understand the Unsatisfactory Progress Regulations.

Joe is a first year student at USP in a degree program. He is a bit of a party person, which is evident as we follow his progress.

### First Year

<table>
<thead>
<tr>
<th>Grade</th>
<th>Numerical Value</th>
<th>Grades</th>
<th>Numerical Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>C+</td>
<td>2.5</td>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td></td>
<td>7.5</td>
<td></td>
<td>6.0</td>
</tr>
</tbody>
</table>

AGPA = (7.5 + 6.0) ÷ 8 (courses) = 1.69
CGPA = 1.69

Joe goes on Academic Probation for one year.

### Second Year

<table>
<thead>
<tr>
<th>Grade</th>
<th>Numerical Value</th>
<th>Grades</th>
<th>Numerical Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>2.0</td>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>C+</td>
<td>2.5</td>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td></td>
<td>6.5</td>
<td></td>
<td>6.0</td>
</tr>
</tbody>
</table>

AGPA = (6.5 + 6.0) ÷ 6 = 2.08
CGPA = (7.5 + 6.0 + 6.5 + 6.0) = 26.0 ÷ 14 (courses) = 1.86

Joe remains on Academic Probation because he does not have a CGPA of 2.00 or better.

### Third Year

<table>
<thead>
<tr>
<th>Grade</th>
<th>Numerical Value</th>
<th>Grades</th>
<th>Numerical Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>3.0</td>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td></td>
<td>6.0</td>
<td></td>
<td>7.0</td>
</tr>
</tbody>
</table>

AGPA = (6.0 + 7.0) ÷ 6 = 2.17
CGPA = (7.5 + 6.0 + 6.5 + 6.0 + 6.0 + 7.0) = 39.0 ÷ 20 (courses) = 1.95.

Even though Joe has an AGPA of 2.17 at the end of Semester II, 2007 he is liable for suspension for one semester because his CGPA is 1.95, which is lower than the required 2.0 for Satisfactory Progress.
The following glossary aims to assist new students understand words commonly used at USP.

### Admission
the assessment of the eligibility of an applicant to study a USP program

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

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

### Completion
the administrative process of checking that a student has met all the requirements of a program in which they wish to graduate

<table>
<thead>
<tr>
<th><strong>ACADEMIC TERMS</strong></th>
<th><strong>AND ACRONYMS</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Core course</td>
<td>a compulsory course that the students doing a particular program must pass</td>
</tr>
<tr>
<td>Course</td>
<td>a component of a discipline, normally one semester or trimester long</td>
</tr>
<tr>
<td>Cross Credit</td>
<td>a USP course awarded to a student on the basis of a pass in the same or equivalent course in a completed USP qualification, or at another recognised tertiary institution. The cross credit awarded may be a specific course or an unspecified course at a particular level</td>
</tr>
<tr>
<td>Department</td>
<td>one of the administrative units into which a faculty may be divided. A department normally takes its name from the discipline it teaches</td>
</tr>
<tr>
<td>Direct Credit</td>
<td>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</td>
</tr>
<tr>
<td>Discipline</td>
<td>an area of study such as Chemistry, Economics or History</td>
</tr>
<tr>
<td>Division</td>
<td>One of the administrative units which a school may be divided. A division normally takes its name from the discipline it teaches</td>
</tr>
<tr>
<td>Elective course</td>
<td>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 program</td>
</tr>
<tr>
<td>Enrolment</td>
<td>Strictly speaking, the completion of the three processes of admission, registration and fee payment, but often loosely used to just mean any one of those three, depending on the context</td>
</tr>
<tr>
<td>Faculty</td>
<td>A coherent grouping of academic schools and/or departments headed by a Dean</td>
</tr>
</tbody>
</table>
Flexi-school course
Formerly known as a summer school or winter school course – a course taught intensively at your local campus during semester breaks.

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

Major
A discipline in which a student can specialise when studying for a USP degree; for example, Accounting, Geography or Physics.

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

Mode of study
The medium used in the delivery and support of a course. Modes of study used are face-to-face and print (DFL).

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

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

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

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

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

Semester
The normal duration for which a course is offered.

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

Trimester
The normal duration of a GSB course, which is shorter than a semester.

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 or work through applied examples of theory.

Unsatisfactory Progress
The failure of a student to pass sufficient courses in the preceding academic year, resulting in initially being put on probation and subsequently being suspended for one or more semesters.

Don’t ruin your beautiful campus by dumping your rubbish on the ground.
Use the bins and keep your environment clean and healthy.
Remember, littering is an offence at USP. This means that anyone who is caught littering will be fined without any further warning. Be proud of your environment and make it a better place for everyone.

DO THE
THING!
The University of the South Pacific is the premier provider of tertiary education in the Pacific region and an international centre of excellence for teaching, research, consulting and training on all aspects of Pacific culture, environment and human resource development needs. Established in 1968, USP’s academic programs are recognised worldwide, attracting high calibre students and staff from throughout the Pacific region and internationally. USP has 12 member countries: Cook Islands, Fiji, Kiribati, Marshall Islands, Nauru, Niue, Solomon Islands, Tokelau, Tonga, Tuvalu and Vanuatu, as well as agreements with many international universities and organisations and a growing presence in neighbouring New Zealand.

USP offers undergraduate and postgraduate study programs that lead to a wide variety of careers including teaching, tourism, journalism, agriculture, law, engineering, economics, science and environmental management, technology, development, computing, information systems, banking, finance, public administration and management, counselling and social services and many more.

A strong distance education program supported by the university’s satellite communications network, USPNet, delivers state-of-the-art academic course material to students taking Distance and Flexible Learning courses (about half of the student body). Delivery of distance education is supported by fourteen campuses and eight small centres located in all of the member countries. The remaining half of USP’s students study face-to-face, either full-time or part-time, at one of the three major campuses in Fiji (Laucala), Samoa (Alafua) or Vanuatu (Emalus). USP students are a combination of school-leavers, professionals and mature-age family people who all share a drive to pursue higher education for the many personal and professional benefits it can bring.

In addition to its teaching activities, the university has developed a strong track record in research, particularly in the areas of economics, development, education, politics, law, governance, marine studies, science and technology and tourism.

USP offers undergraduate and postgraduate study programs that are not only tailored to meet the unique educational, economic and cultural needs of the university’s member countries, but to prepare graduates for the international workforce. The university’s priority is to ensure that graduates have the benefit of a world-class curriculum to make sure they are equipped with the very latest knowledge and practical ‘know-how’ that is sought internationally. Once students have completed a bachelor’s degree from USP, they are eligible to be accepted for admission for a master’s degree anywhere in the world. Similarly, if students decide to do a master’s degree at USP, they are eligible for admission for Doctor of Philosophy (PhD) degrees at other international universities.
USP
ORGANISATIONAL STRUCTURE

VICE-CHANCELLOR

DEPUTY VICE-CHANCELLOR

INSTITUTES & CENTRES
LIBRARY
INFORMATION TECHNOLOGY SERVICES

DEANS

PRO VICE-CHANCELLOR (ACADEMIC)

PRO VICE-CHANCELLOR (REGIONAL)

PRO VICE-CHANCELLOR (RESEARCH & GRADUATE AFFAIRS)

REGISTRAR

DIRECTOR OF FINANCE

DIRECTOR PLANNING & DEVELOPMENT

FACULTY OF ARTS & LAW
FACULTY OF BUSINESS & ECONOMICS
FACULTY OF ISLANDS & OCEAN
FACULTY OF SCIENCE & TECHNOLOGY

CENTRE FOR EDUCATIONAL DEVELOPMENT & TECHNOLOGY
USP CAMPUSES
COLLEGE OF FOUNDATION STUDIES

COMMITTEE SECRETARIAT
COMMUNITY SERVICES
HUMAN RESOURCES
MARKETING & COMMUNICATION
PROPERTY & FACILITIES
STUDENT ACADEMIC SERVICES

FINANCIAL ACCOUNTING
FINANCIAL SYSTEMS
MANAGEMENT ACCOUNTING
PROCUREMENT

DEVELOPMENT
QUALITY ASSURANCE
PLANNING & INSTITUTIONAL RESEARCH
The Faculty of Arts and Law includes the:

- School of Education (offering Education, Library/Information Studies and Food and Technology programs and courses)
- School of Language, Arts & Media (offering Journalism, Literature and Language and Performing Arts courses from Laucala Campus and at the Emalus Campus, the Pacific Languages Unit)
- School of Law, which is mainly based at the Emalus Campus, but with staff also at Laucala Campus
- School of Social Sciences (offering History, Politics, Psychology, Sociology & Social Work, Pacific Policing & Youth Development programs and courses)
- Institute of Education (involved in research, publications, consultancies and in-service training to improve education in the region)
- Pacific Institute of Advanced Studies in Development and Governance (offering development studies, governance, Pacific studies and public sector management and corporate governance training programs and courses at the postgraduate level)

The Faculty of Business and Economics is comprised of the:

- Graduate School of Business (offering Business Administration courses and programs at the postgraduate certificate, postgraduate diploma and master’s level)
- School of Accounting and Finance (offering programs and courses in Accounting, Banking and Finance)
- School of Economics (which offers courses and programs in Economics and Official Statistics)
- School of Management and Public Administration (offering a comprehensive range of courses and programs in Industrial Relations and Management)
- School of Agriculture and Food Technology (based at the Alafua Campus), incorporating the Institute for Research, Extension and Training in Agriculture. (IRETA)
- School of Geography (offering programs and courses in Geography, Geospatial Science and Population Studies)
- Department of Land Management (offering programs and courses in Geomatics, Land Use Planning and Real Estate)
- School of Marine Studies (offering Marine Science and Marine Affairs programs and courses, and incorporating the Institute of Marine Resources and in Kiribati, the Atoll Research Unit)
- Department of Tourism and Hospitality
- Oceania Centre for Arts and Culture
- Pacific Centre for Environment and Sustainable Development

The Faculty of Islands and Oceans is the first of its type in the world and encompasses all disciplines that are important to the Pacific environment. It is mainly located at the Lower Campus at Laucala, and is made up of the:

- School of Agriculture and Food Technology (based at the Alafua Campus), incorporating the Institute for Research, Extension and Training in Agriculture. (IRETA)
- School of Geography (offering programs and courses in Geography, Geospatial Science and Population Studies)
- Department of Land Management (offering programs and courses in Geomatics, Land Use Planning and Real Estate)
- School of Marine Studies (offering Marine Science and Marine Affairs programs and courses, and incorporating the Institute of Marine Resources and in Kiribati, the Atoll Research Unit)
- Department of Tourism and Hospitality
- Oceania Centre for Arts and Culture
- Pacific Centre for Environment and Sustainable Development

The Faculty of Science and Technology has three schools and one Institute. It is made up of the:

- School of Biological, Chemical and Environmental Sciences
- School of Computing, Information and Mathematical Sciences

Teaching also takes place outside the faculties in the following sections:

- College of Foundation Studies
- Centre for Educational Development and Technology

The Faculty of Science and Technology has three schools and one Institute. It is made up of the:

- School of Biological, Chemical and Environmental Sciences
- School of Computing, Information and Mathematical Sciences

Teaching also takes place outside the faculties in the following sections:

- College of Foundation Studies
- Centre for Educational Development and Technology
USP has a gender policy which reflects its commitment to gender equality. This means:

- USP is committed to achieving gender balance with respect to both academic and comparable staff.
- USP is committed to achieving gender balance in decision-making processes throughout the university.
- USP will maintain gender-disaggregated statistics on both staff and students for reporting and monitoring purposes.

HIV and AIDS Myths

**Myth 1: HIV and AIDS are the same**
No. HIV is the Human Immune Deficiency Virus that can, and usually does, lead to AIDS (Acquired Immune Deficiency Syndrome). HIV weakens the body's immune system over a period of time, increasing its vulnerability to sickness and disease that may result in death. When a person has reached this stage, they have AIDS.

**Myth 2: You can tell if someone is infected by HIV just by looking at them**
No. While some HIV positive people may experience flu-like illnesses, these symptoms are very similar to many other more common infections. A person may be infected with the HIV virus for many years without realising it because there are no real symptoms. Having a blood test is the only way to detect HIV.

**Myth 3: HIV can be spread by everyday contact**
No, it cannot be spread by sharing cups or eating utensils, bilos (kava drinking cups), clothes, toilets or just shaking hands. HIV is not airborne and cannot be caught like a cold or flu. The only way transmission of HIV can occur is: someone must be infected with HIV; contact must involve body fluids, such as infected semen, infected precum (a colourless fluid that discharges from the penis before orgasm), infected vaginal fluids, infected blood or infected breast milk; or infected body fluids must enter directly into the bloodstream. The way this can happen is by: unprotected vaginal sex: infected semen, precum, blood and vaginal fluid can transmit HIV; unprotected anal sex: infected semen, precum and blood can transmit HIV; or unprotected oral sex: infected semen, precum, vaginal fluid and possibly blood can transmit HIV through openings/cuts in the mouth.

**Myth 4: HIV can pass through condoms**
A common belief is that latex condoms contain holes that allow HIV to pass through. Laboratory studies show that intact latex condoms provide a continuous barrier to micro-organisms, including HIV, as well as sperm. According to 1998 research, condoms are 90 to 95 per cent effective in preventing the transmission of HIV when used correctly and consistently.

**Myth 5: Only people who have lots of sex are at risk of being infected with HIV**
No. If any infected bodily fluids are passed from one person to another (see Myth 3), then transmission can occur. It is the sexual activity that increases vulnerability to HIV. You only need to have unprotected sex once to become infected.

**Myth 6: Men cannot get HIV from women as it is a gay virus**
No. Anyone can be vulnerable to HIV infection – men can get HIV from women, men can get HIV from men, women can get HIV from men, women can get HIV from women. This can happen through unprotected vaginal sex, or unprotected anal sex, or unprotected oral sex.

**Myth 7: Trusting or loving each other means you do not need to practise safe sex**
No. Nobody should assume that just because they love and trust their partner, they know everything about them or their past sexual experiences. It is important to be very open and honest with each other, and both partners should practise safe sex until they are certain of their HIV status.

**Myth 8: Mosquitoes can spread HIV**
No. Mosquitoes only withdraw blood from humans while injecting saliva. Throughout the world, there has never been any reported case of HIV being transmitted by mosquitoes.

**Myth 9: Masturbating right after sex will get rid of HIV**
No. Once HIV (or any other sexually transmitted disease that may have entered the penis) has entered the bloodstream, it is there forever. Masturbation does not prevent HIV infection, nor does it prevent any other sexually transmitted diseases.

**Myth 10: Withdrawing before cumming can prevent an infection of HIV**
No. HIV is present in precum, and precum can cause a transmission of HIV (see Myth 3).

For more information at the Laucala Campus and FREE condoms, contact: USP Counselling Centre, Medical Centre or Halls of Residence.
The University’s largest campus, Laucala, is located in Suva, Fiji and consists of 73 hectares of lush, tropical grounds spanning a Lower and Upper Campus, nestled on the rim of picturesque Laucala Bay. Laucala Campus is the base for the administration of the four faculties 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 advisors who are available to assist with course assessment, dropping or adding courses, program changes, etc.

The administrative sections of the University based at Laucala Campus include the Senior Management Group (located in the main administration building), the Centre for Educational Development and Technology, Information Technology Services, the University Library, the Media Centre, the Finance Office, and the Registrar’s Office (which includes Student Academic Services).

The area responsible for student affairs and welfare at the Laucala Campus is Community Services, which is headed by the Provost. Community Services covers a broad range of student-related areas, including accommodation and catering services, counselling, chaplaincy, medical services, sports and recreation and security.

Laucala Campus has nine Halls of Residence and 34 units for married students. Due to the heavy demand for on-campus accommodation, preference is given to:

1. Regional students coming to Laucala Campus for the first time
2. Returning regional students who booked in the prior semester
3. First-year students from Fiji, firstly sponsored then self-funding
4. Other returning residents, then continuing students may reserve rooms for the following academic year on the USP website www.usp.ac.fj
5. Postgraduate students
6. Others

Applications from returning residents and continuing students will be prioritised as follows:

1. sponsored students from the region and outside Viti Levu;
2. sponsored students from Nadi, Lautoka, Ba or Rakiraki;
3. sponsored students from outside the greater Suva area.

Residents are expected to know about the important regulations related to living and studying on campus. These are printed in a separate booklet which is available at the Halls of Residence Office.

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

1. Any damage, other than normal wear and tear, to university premises and/or property will be your responsibility. This means you will have to pay the cost of repairs or replacement.
2. You are not permitted alcohol on campus. This means you cannot bring alcohol onto the campus grounds, have it in your possession or consume it in any area other than those designated by the university. If you are found in the company of anyone breaching this regulation, you will also be penalised.
3. Yaqona (kava) drinking is not permitted anywhere in the halls of residence.
4. Disruptive behaviour that interferes with the quiet, peaceful atmosphere of the campus is not allowed.
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.
A noise curfew exists from midnight throughout the academic semester.

Under no circumstances are you allowed to cook in your room. Cooking in rooms poses a serious fire risk and breaches fire regulations.

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

The University Bookshop 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 South Pacific poetry, spirituality or sports, there’s always something special for you at the South Pacific’s finest bookshop. The Bookshop stocks prescribed textbooks for courses offered at USP, as well as textbooks for some courses taught at the Fiji Institute of Technology and Training Productivity Authority of Fiji.

The Bookshop endeavours to have textbooks available for as long as the courses are being taught. If you know what courses you will be taking early and purchase all your requirements for the semester. The friendly staff are always there to help you. Price and availability of textbooks and course materials can be found on our website www.uspbookshop.ac.fj

The Bookshop 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.

Lauca Campus Catering Services recognises the importance of good quality food for students, staff and visitors, and constantly strives to provide tasty and nutritious meals at an affordable price. There are three food facilities on campus – Food Court, Southern Cross and Baristas Coffee Shop. As a residential student you simply use your student ID card to purchase your meals from Monday to Friday, either from the Food Court, Baristas or Southern Cross outlets. On weekends, you must pay for your meals with cash. This makes your student ID card extremely valuable so make sure you look after it carefully! If you can’t present your student ID card, you will be expected to pay cash for your meal. If you lose your student ID card, you will need to replace it immediately. If you need advice on a lost ID card, talk to staff at the SAS Student Service Centre. You should also note that your ID card is not transferable, which means you cannot allow anyone else to use it.

It is anticipated that students will miss a percentage of meals annually so this factor has been taken into account in determining boarding fees and total meal costs. For this reason, no cash refund will be given for missed meals. If your academic program requires you to study away from the campus for longer than 24 hours, your meal costs may be refunded provided the university is not meeting your meal costs from another source.

The Food Court offers several different styles of cuisine daily, so patrons can choose from a variety of Asian, European and Island dishes. The opening hours of the Food Court are leisurely, so you can use the opportunity not only to eat, but also to socialise. Takeaway meals are only permitted under special circumstances, for example if you are sick (but you must have a note from the USP Nursing Sister or Student Housing Officer). Meals can also be taken away if you are going on a university field trip (but again, you must show a letter stating dates and times of the outing at least 24 hours in advance).

The Food Court has a standard serve size for all students, so if you prefer to have less or more, make sure you tell the staff member as they are serving your meal.

BOOKSHOP

CATERING SERVICES

CHAPLAINCY SERVICES

At present there is no Chaplain at the Lauca Campus, however a Chaplaincy Service is provided on a part-time basis by Father John Bonato, who works closely with Counselling Services in the area of pastoral and spiritual counselling. On campus religious groups and organisations should be registered with Father
Bonato. Room bookings for religious meetings and worship are handled by Property and Facilities. The Chaplaincy Service organises combined services and encourages inter-faith religious activities on campus. For further information please contact the Provost.

**COMMUNICATION SERVICES**

You can collect your mail from the SAS Student Service Centre, but you must take your student ID with you. You are only allowed to collect mail that is addressed to you, so don’t try to collect mail for friends. Outgoing letters can be posted at the Post Box near the USP Bookshop and stamps can be purchased at the USP Bookshop. In addition to mail services, pay phones are also located at various locations on campus (including outside the supermarket) and all students are provided with internet access which includes e-mail services.

**COUNSELLING SERVICES**

The Counseling Centre at the Laucala Campus is located directly behind the Westpac Bank Branch on campus. The Counselling Centre provides a friendly, professional, confidential service to its students and staff. It aims to help its community members address any personal, social or academic problems in order for them to gain the maximum benefit from their experience at USP.

The kinds of issues students often talk to counsellors about include:

- Academic work
- Career planning
- Relationships
- Difficult decisions
- Budgeting
- Family concerns
- Personal crisis
- Health and well-being
- Accommodation...etc.

There are two Student Counsellors at the Centre willing and able to assist you. Should you find any of the above problems interfering with your ability to concentrate or causing you to become ill, emotionally disturbed, or affecting your eating or sleeping pattern, call in at the Counselling Centre and discuss the matter with one of the counsellors. The Student Counsellors work very closely with lecturers, medical officers and other professionals in the Suva area to ensure that you receive the best help available with whatever problem you have.

In addition, each school or department based at the Laucala Campus has Academic Advisors whose names are listed in the 2008 Enrolment Guide. They may also be able to assist you. First and second year students who are struggling with courses might find help from the Peer.

Tutorial program in which senior students provide extra tutorials to those who are experiencing academic difficulties. If you would like to take advantage of this program, contact the Counselling Centre.

If you wish to know more about career choices, job opportunities, training programs or how to produce a personal r=E9sum=E9, you are encouraged to drop in and discuss this with the Student Counsellors. A package on self-presentation skills is also available.

**Counsellors:**

Mary Montu, tel: (679) 323 2294
Lai Wainikesa, tel (679) 323 2514

Opening hours:

Monday to Thursday: 8am to 5pm.
Friday: 8am to 4pm.

For an appointment, please contact the secretary.
Ms. Eleanor Seruvatu, tel:(679) 323-2613

**MEDICAL SERVICES**

The University operates a limited Student Health Services Scheme. A membership fee is charged on an annual or 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, however, students are strongly urged to join the Student Health Services Scheme. The fee is FJ$105 per annum.

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

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**something on your mind?**

The University Counselling Centre at the Laucala Campus provides a friendly, professional, confidential service to its students and staff. The Centre aims to help its community members address any personal, social and academic or career problems they might be experiencing by helping them make the most out of their time at university.

**The kinds of issues students often talk to counsellors about include:**

- Academic work
- Career planning
- Difficult decisions
- Relationships
- Their mood
- Personal crisis
- Their health and well-being

**Counselling aims to help you understand your problem and find solutions to it**

Opening hours: Monday to Friday, 8am to 1pm, 2 to 5pm.

Evening appointments can also be made by special arrangement – just talk to the counselling staff to make a time. You are welcome to drop into the Counselling Centre at any time but if you don’t want to wait, make an appointment.

The Counselling Centre is located across the car-park from the USP Book Centre, ANZ Bank and the supermarket.
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 the Provost that the medications were prescribed by one of the university Medical Officers. Receipts must be supplied before any reimbursement can be made.

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

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 private specialists for treatment, free of charge;
- Cover for all costs related to local hospitalisation and medications and/or treatment prescribed by the university Medical Officers or by specialists to whom members have been referred;
- Dental and optical consultations/treatment available at public hospitals (does not include prescription and provision of dentures and/or spectacles);
- Non-student spouses of members from regional countries other than Fiji are charged the same membership fee;
- Members’ children who are under 18 years of age and still attend secondary school are charged 50% of the membership fee. (Note however that the maximum fee charged to any one family is not to exceed three times the annual membership fee);
- Members from within Fiji are covered from the first semester from the date of registration to the end of the semester, and from the beginning of the second semester to the end of that semester (dates as specified in the University’s 2008 Calendar).
- Members from outside Fiji are covered from the date they arrive in the country immediately before registration until they return home at the end of the second semester.

Opening hours for the on-campus medical service are weekdays 8am to 7pm.

All money matters relating to payment of fees, textbook allowances, scholarship provisions by government/sponsors and refunds are dealt with by the Student Finance Office. However, all queries relating to all student financial matters are channelled through the Student Services Centre which is located on the ground floor of the CELT building. Invoices for the payment of fees can be downloaded by Laucala students from Student On Line Services (SOLS) and paid to the university through any Fiji branch of Westpac, ANZ Bank Ltd or Post Fiji. If you are a sponsored student or a residential student, you 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.

There is an on-campus ANZ Bank branch with an Automatic Teller Machine located across from the University Bookshop as well as a Westpac Bank Branch opposite the USP Bookshop across the car park. The Westpac Automatic Teller Machine is located at the side of the Library.

There is plenty of public transport available in Suva. Bus fares between the city and the campus are approximately 45 cents each way. 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$3 and FJ$4 from the campus to the city. Two taxi stands are located outside the campus on Laucala Bay Road.

The university has a large team of security officers who are responsible for the security of university property and equipment and the safety of its students and staff while on its premises. But it is important for all members of the USP community to play their part by ensuring that their personal items are secured, and that doors to their rooms are locked when the rooms are vacant. Every effort is made, through patrols around campus and spot-checking of vehicles, to minimise the occurrence of thefts and break-ins. When members of the university are asked by security
officers to show their ID cards this may cause personal inconvenience, but please understand that this is for your own safety.

The boundaries of the university are fully fenced with security officers manning the main vehicle and pedestrian entrances on Laucala Bay Road full-time, while the back entrance on Muainikau Road is manned during weekdays from 6am to 7pm only.

**SPORT AND RECREATION**

The home of recreation and sport on campus is the Community Recreation Centre (CRC). This comprises the gymnasium, tennis courts, squash courts, swimming pool, veranda shop and a new state-of-the-art fitness centre that boasts brand new weight training equipment including an exciting hydraulic circuit. Fitness Instructors are available to provide you with all your exercise advice, to design exercise programs and to assess your current level of fitness. Students enjoy taking part in daily training sessions in the Fitness Centre, aerobic workouts in the CRC gymnasium or swimming in the attractive pool a short distance from the gymnasium. The veranda shop is there for some after sport refreshment and snacks, a great place to meet and make friends. The key to a successful university experience is to find a balance between attending classes, serious study and research, social interests and other activities. The CRC staff are qualified to advise you in any area of recreation, sport and fitness.

The range of facilities and programs offered include:

**Facilities**

- 2 tennis courts
- 1 squash court
- Multi-purpose gymnasium for aerobics, dances, evening social functions
- Fitness Centre equipped with cable machines, free weights, a hydraulic circuit, Swiss-balls and more
- Swimming pool
- 4 playing fields

**Programs**

- Veranda shop selling drinks and snacks
- Changing rooms and showers
- Administration offices

**Club Sports**

The university has an exciting program to promote sports clubs across the campuses. Clubs sports currently incorporate rugby, soccer, basketball, netball, tennis, hockey, touch rugby, volleyball, squash, lawn tennis, table tennis and badminton. Join a sports club and enjoy making new friends.

**SUPERMARKET**

There is a small, well-stocked supermarket called Eddie’s Supermarket located in the complex which houses the ANZ Bank and the USP Bookshop.

**Opening Hours:**

**During the Semester**

Monday to Friday: 6.30am – 8pm  
Saturday: 8am – 12pm

**THE UNIVERSITY OF THE SOUTH PACIFIC STUDENTS’ ASSOCIATION (USPSA)**

The USPSA Office is located close to the Food Court and exists for students. The officers you elect are responsible for your general welfare and for representing your interests to the university senior management group. The USPSA is represented on all the major decision-making committees at the university, including Council. Membership of USPSA is compulsory and the membership fee is collected by the university, on behalf of the Association, from every student. The fee is included as part of the fees calculation and is known as the General Services Fee, which is currently FJ$47.50/semester for full-time students and FJ$32.50/semester for part-time students. It is up to you to take advantage of all the activities and services made possible through the USPSA, and to communicate your needs to the student leaders. Any concerns you have can be conveyed to the university committees through your USPSA officials.

**CENTRE FOR EXCELLENCE IN LEARNING AND TEACHING (CELT)**

CELT aims to help students become more independent learners by offering services aimed at improving academic performance, including:

- workshops on language skills, listening to lectures and taking notes, preparing and writing assignments, reading academic texts, using references/research and presenting seminars
- workshops on mathematical skills
- workshops on thinking skills
- Study Guides and other ‘how to’ resources
NEED FREE STUDY ADVICE?

The Centre for Excellence in Learning and Teaching (CELT) encourages students to become independent and capable learners by offering the following free services:

Workshops: Each semester CELT offers workshops focusing on learning and thinking skills in both language and mathematics. The workshops are offered either as single sessions on different skills (available at various times in each semester and open to all interested students) or as a series of sessions intended to develop English language skills for academic study.

Study Guides: CELT’s free handouts offer ‘how to’ tips that you might find helpful to your studies.

Other Resources: A variety of video tapes, audio tapes, reference books and computer applications are available for you to use in the CELT rooms.

Consultation: CELT staff members are available to work with you throughout the semester. You are welcome to drop in, or make an appointment, to discuss any aspect of your studies.

CELT is located in Building 091 at the Laucala Campus, Fiji, facing the Library rara (open space). We have two resource rooms, 013 and 113, both with a variety of useful materials. Offices of CELT staff are adjacent to these rooms.

CELT staff members are normally available during the day, Monday to Friday. If you wish to meet with a CELT staff member check for consultation hours posted outside our offices. If you have any doubts or questions about your academic work, see us before you start work on your projects. The sooner you consult us, the more help we can be.

<table>
<thead>
<tr>
<th>LAB NAME</th>
<th>LOCATION</th>
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<tbody>
<tr>
<td>ITS1, ITS3, ITS4, ITS5, ITS6 and ITS7</td>
<td>Opposite Southern Cross fast food outlet</td>
</tr>
<tr>
<td>ITS2</td>
<td>CELT Building; next to Student Helpdesk 1</td>
</tr>
<tr>
<td>ITS8, ITS9, ITS10 and ITS11</td>
<td>Behind the Medical Centre</td>
</tr>
<tr>
<td>ITS12</td>
<td>PIAS-DG Building H204, Faculty of Arts &amp; Law Building, 1st floor</td>
</tr>
<tr>
<td>Library-Law: For Law students only</td>
<td>All night reading room, B level of the Library</td>
</tr>
<tr>
<td>MSP</td>
<td>Marine Studies Complex, Lower Campus</td>
</tr>
<tr>
<td>Faculty of Islands and Oceans</td>
<td>FIO Computer lab</td>
</tr>
<tr>
<td>Food and Nutrition</td>
<td>Food and Nutrition Building, beside Old Gymnasium</td>
</tr>
<tr>
<td>Engineering: For Engineering students only</td>
<td>Engineering Building</td>
</tr>
<tr>
<td>ITS1, ITS7, ITS8, ITS9, ITS10, ITS11</td>
<td>are all open 24 hours a day.</td>
</tr>
</tbody>
</table>

Lab opening hours for the rest of the labs are:

- Monday to Friday: 8am – 10pm
- Saturday and Sunday: 8am – 6pm

There are four computer labs for postgraduate students:

<table>
<thead>
<tr>
<th>LAB NAME</th>
<th>LOCATION</th>
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<tbody>
<tr>
<td>Faculty of Arts &amp; Law PG Lab</td>
<td>Faculty of Arts &amp; Law Building, 1st floor</td>
</tr>
<tr>
<td>Faculty of Business &amp; Economics PG Lab</td>
<td>Faculty of Business &amp; Economics Bldg, Ground floor</td>
</tr>
<tr>
<td>Faculty of Science &amp; Technology PG Lab</td>
<td>Faculty of Science &amp; Technology Bldg, Ground floor</td>
</tr>
<tr>
<td>MBA</td>
<td>ICT Park</td>
</tr>
</tbody>
</table>

All Postgraduate Labs are open 24 hours a day.
• over 830,000 volumes, classified according to Library of Congress
• Over 2,500 print serial titles with access to more than 10,000 full-text online journal titles
• Special collections, including
• The Pacific Collection – resources relating to the Pacific region
• OSIC – Oceania Sports Information Centre
• PIMRIS – Pacific Islands Marine Resources Information Service (Lower Campus)
• Multi-media collections (AV, CDs, microfilms, microfiches, etc.)

The Library’s User Services include:
• an extensive Information Literacy Program in which librarians teach users about the library’s collections and services and how to use them
• an Information Desk (ext. 32402)
• an online catalogue
• Loans and returns
• Inter-Library loans
• the Reserve collection of heavily used materials for short-term loans
• reservations of books that are onloan
• a Discussion Room for group work
• the Postgraduate and All-Night Reading Rooms
• the sale of past examination papers (also available online)
• photocopying
• binding
• a monthly (during semester) newsletter, Library News

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

To ensure a study environment, there are rules and regulations which govern Library use. Some of these include the presentation of a student ID card to borrow items, designated talking and discussion areas, no water and food, phones must be switched off before entering the Library.

<table>
<thead>
<tr>
<th>LIBRARY OPENING HOURS</th>
<th>MAIN LIBRARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>DURING SEMESTER</td>
<td>TIME</td>
</tr>
<tr>
<td>Monday to Thursday</td>
<td>8:00am - 10:00pm</td>
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<tr>
<td>Friday (until 2 weeks before examinations)</td>
<td>8:00am - 6:00pm</td>
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<tr>
<td>Friday (2 weeks before and during examinations)</td>
<td>8:00am - 10:00pm</td>
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<tr>
<td>Saturday</td>
<td>9:00am - 6:00pm</td>
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<tr>
<td>Sunday</td>
<td>1:30pm - 6:00pm</td>
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<tr>
<td>Public Holidays</td>
<td>9:00am - 6:00pm</td>
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<tr>
<th>DURING MID-SEMESTER BREAK</th>
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<tbody>
<tr>
<td>Monday to Thursday</td>
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<td>Saturday</td>
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<td>Sunday</td>
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<tr>
<td>Public Holidays</td>
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</table>

<table>
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<tr>
<th>DURING VACATION</th>
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<tbody>
<tr>
<td>Monday to Thursday</td>
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<tr>
<td>Friday</td>
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<tr>
<td>Saturday / Sunday / Public Holidays</td>
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<tr>
<td>All-Night Reading Room</td>
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<tr>
<td>Monday to Thursday</td>
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<tr>
<td>Friday / Saturday / Sunday / Public Holidays</td>
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<tr>
<td>Mid-Semester Break</td>
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<tr>
<td>Semester Break</td>
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<tr>
<th>LOWER CAMPUS LIBRARY (PIMRIS)</th>
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<tr>
<td>During Semester</td>
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<td>Monday to Thursday</td>
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<td>Friday</td>
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<tr>
<td>Saturday / Sunday / Public Holidays</td>
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<tr>
<td>During Vacation / Mid-Semester Break:</td>
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<tr>
<td>Monday to Thursday</td>
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<tr>
<td>Friday</td>
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<tr>
<td>Saturday / Sunday / Public Holidays</td>
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</tbody>
</table>

NO SMOKING

Smoking is not permitted at any USP campus:
• inside any university building, or
• in any area where a ‘no smoking’ sign is posted, or
• within 30 feet (10 metres) of buildings and walkways.

There is an on-the-spot fine of FJ$50 (or equivalent) for offenders.
There are always staff members at the Information Desk (ext. 32402; 3232402 direct line) and at the Issue Desk to help you find what you want, so make sure you utilise fully the Library’s range of facilities and services. The Library staff members appreciate how daunting the Library can be at first, so they have many brochures and guides to point you in the right direction. If you need further assistance, just ask the Library staff. The Reader Services Librarian can be reached on ext. 32267 or 3232287 direct line.

## SERVICES DIRECTORY

<table>
<thead>
<tr>
<th>Service</th>
<th>Location</th>
<th>Hours</th>
<th>Services</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student Academic Services (Ext 32424 or 32354)</strong></td>
<td>CELT Building, lower floor</td>
<td>Monday to Thursday: 9am – 4pm</td>
<td>Most academic matters including student permits, admission to USP, registration, dropping or withdrawing, aegrotat or compassionate pass, withdrawing from USP, academic results, transcripts, cross credits, completion of programs and graduation.</td>
</tr>
<tr>
<td><strong>Student Finance Office, Finance (Ext 32221)</strong></td>
<td>Ground Level Administration Building</td>
<td>Monday to Friday: 9am – 1pm and 2pm – 4:30pm</td>
<td>Payment of fees, allowances, scholarship provisions.</td>
</tr>
<tr>
<td><strong>College of Foundation Studies (Ext 31044 or 31045)</strong></td>
<td>Raiwaqa Plaza</td>
<td>Monday to Friday 9am – 4pm</td>
<td>Academic support only to pre-degree students.</td>
</tr>
<tr>
<td><strong>Chaplaincy (Ext 32495)</strong></td>
<td></td>
<td>Monday to Friday 8am – 4pm by appointment</td>
<td>Religious and spiritual guidance and counselling, organising religious services, facilitating Bible Study groups and seminars, referral service.</td>
</tr>
<tr>
<td><strong>Counselling Centre (Ext 32613)</strong></td>
<td>Opposite USP Bookshop and behind the Westpac Bank Branch</td>
<td>Monday to Thursday 8am – 5pm, Friday 8am – 4pm. Special appointments can also be arranged on request.</td>
<td>Academic, career and personal counselling, general student assistance, short workshops on a variety of issues including coping skills, substance use and abuse, relationships, managing exam pressures etc.</td>
</tr>
<tr>
<td><strong>Community Recreation Centre (Ext 32625)</strong></td>
<td>Next to the Tennis Courts, adjacent to the National Stadium Grounds</td>
<td></td>
<td>Fitness assessments and programming, tennis court bookings, squash court bookings, activities program that includes Swiss-ball workshops, nutrition workshops, rowing challenge, the Ride (spin bike classes), Chisel (abdominal class), seminars on how to train in the Fitness Centre and much much more.</td>
</tr>
<tr>
<td><strong>Fitness Centre</strong></td>
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<td>Monday to Friday 5am – 9pm</td>
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<td>Saturday and Sunday 8am – 5pm</td>
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<td>Public Holidays 8am – 5pm</td>
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<tr>
<td><strong>Swimming Pool</strong></td>
<td></td>
<td>Monday to Friday 6am – 6pm</td>
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<td></td>
<td>Saturday and Sunday 7am – 5pm</td>
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<td>Public Holidays 8am – 5pm</td>
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<tr>
<td><strong>Gymnasium (Sports Hall)</strong></td>
<td></td>
<td>Monday to Friday 8am – 8pm</td>
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<td></td>
<td></td>
<td>Saturday and Sunday Closed.</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>Public Holidays Closed.</td>
<td></td>
</tr>
</tbody>
</table>
### Halls of Residence (Ext 32206 or 32281)

- **Location:** Wantok Drive, behind the Provost’s office
- **Hours:** 7 days a week from 7am
- **Services:** On-campus student residence issues, implementing student discipline and emergency services.

### Library (Ext 32322)

- **Location:** Centre of Campus, opposite the main administration building
- **Hours:** Monday to Thursday 8am – 10pm, Friday 8am – 6pm, Saturday 9am – 6pm, Sunday 1:30pm – 6pm.
- **Services:** Full range of library services.

### Medical Centre (Ext 32362)

- **Location:** Opposite supermarket, University Bookshop and ANZ Bank complex
- **Hours:** During the semester Monday to Friday 8am – 6:30pm, During breaks and holidays Monday to Thursday 8am – 4:30pm. After hours and on weekends see the Housing Officer on duty.
- **Services:** Primary medical care, medical reports for Aegrotat Applications, prescription vouchers, referral service. There are two doctors, a senior nurse, and two part-time nurses.

### Provost (Ext 32495)

- **Location:** Wantok Drive, behind the Medical Centre
- **Hours:** Monday to Friday 8am – 1pm and 2pm – 4:30pm
- **Services:** Community services

### Security Services (Ext 32211)

- **Location:** Headquarters next to 4th Hall, manned posts at each gate
- **Hours:** Seven days a week, 24 hours a day.
- **Services:** Safety and security of people on campus, university property and ensuring that the university rules and regulations are upheld and respected at all times.

---

**If you’re depressed, get help!**

Warning signs that you are depressed:
- sleeping too much or too little
- chronic fatigue, lack of energy
- overeating or loss of appetite
- inability to concentrate or study
- severe or continuous headaches
- constipation
- constant worrying
- crying spells
- thoughts of death or suicide
- withdrawal from contact with your friends and family
- any significant change in your normal behaviour

If you are experiencing one or more of these symptoms, talk to someone about it – it doesn’t matter who it is: a friend, a family member, a USP staff member, someone at the Counselling Centre or the Medical Centre.

---

**Get help early!**
The University’s Alafua Campus is the base for the School of Agriculture and Food Technology (including the Institute for Research, Extension and Training in Agriculture (IRETA)), and for hundreds of students taking a wide range of courses by Distance and Flexible Learning. The original identity of Alafua Campus as the South Pacific Regional College of Tropical Agriculture is still visible today in its very green landscape and neighbouring farms.

**ACCOMMODATION**

On-campus accommodation is divided into separate quarters for men and women. A total of 72 rooms, 24 rooms for women and 48 rooms for men are available. Of the 72 rooms, 21 are double rooms. All rooms are located within the campus grounds and are a two minute walk from the classrooms. Students residing on campus are provided with pillows, mattresses, sheets, and pillowcases. At least once a week, the laundry replaces your bed linen with a clean set. You have to bring your own towels. Wash tubs, clothes lines and irons are available so you can do your own personal laundry.

Campus cleaners are responsible for cleaning the bathrooms, toilets and common rooms, but you are responsible for keeping your own room clean and tidy. Each hostel has cleaning equipment such as dustpans, brooms, buckets and mops for you to use. Each hostel also has an electric jug so that you can make a hot drink at any time and a telephone which can be used for calls within the campus and outside campus with the assistance of the campus telephone operator.

**BOOKSHOP**

The Bookshop on campus stocks course materials and textbooks for all DFL and Agriculture courses, as well as stationary items and a range of USP-branded clothing and accessories. It is open from 8:30am to 4:30pm on weekdays.

**CATERING SERVICES**

The Dining Room serves meals from Monday to Friday. Hours are:

- **Breakfast:** 7am – 8am
- **Lunch:** 11:30am – 12:30pm
- **Dinner:** 6pm – 7pm

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

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

Downtown Apia is about a 5 minute drive from Alafua and has a variety of popular eating venues including:

- Pinati’s Restaurant, Saleufi: 3tala to 5tala for a variety of foods like curry and rice, lamb stir fry and taro, chicken and mushroom, chop suey, fish;
- Sunrise Takeaways, Saleufi: 5tala average, similar menu to above;
- Gourmet Seafood Restaurant, Saleufi: 6tala to 14tala for fish and chips, burgers, steaks;
- Barristers Café, Savalalo: 6tala average, similar menu to above;
- McDonalds Family Restaurant, Saleufi: 8tala to 14tala for Happy Meals, Combo Meals;
- Taro King, Saleufi: 6tala average for a meal, traditional Samoan menu.

There are also lots of roadside barbecues from 5tala on offer weekdays and Saturdays, in nearby villages.

**CHAPLAINCY SERVICE**

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

**COMMUNICATION SERVICES**

Postal services are available from post office branches, which are operated by SamoaTel Ltd. Stamps can be purchased and letters and parcels to any destination can be posted from these...
Telecommunication services in Samoa are provided by SamoaTel (land lines) and a number of mobile phone service providers. SamoaTel card phones are located beneath the Library and next to the Main Gate. Cards for these phones can be purchased from many selected shops. For students living on campus, after hours or emergency calls can be made from the telephones in the rooms of Resident Assistants (RA) or at the Main Gate by arrangement with Security. Under special circumstances incoming calls can be transferred to these phones during work hours. The leading Samoan cell-phone service providers are SamoaTel, GoMobile and Digicel, which sell mobile phones and phone cards.

E-mail and access to the internet is available at the Computer Labs from Monday to Friday 8am – 4:30pm (Friday till 4pm), and at the Student Academic Services Front Office Monday to Friday 8:30am – 7pm, and Saturday 8:30am – 12noon. There are also a number of internet cafes in Apia, the most popular being Cappuccino Vineyard in the ACB Building, Computer Services Ltd in the Lotemau Centre, and at the Samoa Observer office in Savalalo and the Talanoa Centre in Veimoso.

All full-time students are eligible to use the free medical clinic. Two doctors are available on campus from 12:00 to 1:00pm on week days. Resident Assistants (RA) are appointed by the University to assist with the care of students after hours. At least one of them is trained to administer Emergency First Aid when necessary. The RAs also ensure that any student who needs urgent medical care after hours is taken to the hospital. The security officers can also help in case of emergency.

The First Aid Emergency Kit is kept in the RA’s office. The RA on Duty can be found at the office after hours from 6 to 10pm every night. The public hospital in Motoottua has a dispensary for medication open 24 hours on weekdays and 8am to 4:30pm during the weekends and public holidays.

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

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

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

**PUBLIC TRANSPORT**

Buses operate on a regular basis on weekdays from 6am to 6pm. On Saturdays the buses operate only from 7am to 2:30pm. No buses operate on Sundays. Taxis are available 24 hours a day, 7 days a week. There is a taxi rank immediately outside the main gate of the Campus. Following are typical rates for Alafua to:

- Post Office, ANZ Bank, Apia central – 6tala
- Savalalo Market, Apia central – 6tala
- Catholic Cathedral Mulivai – 6tala
- NZODA and AusAID Office (in High Commissions) – 6tala
- Aggie Greys Hotel, Vaisigano – 7tala
- Myna’s Video Shop, Matautu-tai – 7tala
- Tupua Tamasese Meaole Hospital, Motoottua – 8tala
- Faleolo Airport – 40tala

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- Myna’s Video Shop, Matautu-tai – 7tala
- Tupua Tamasese Meaole Hospital, Motoottua – 8tala
- Faleolo Airport – 40tala
In addition the university 15-seater van which travels downtown twice a day, at 10am and 1:30pm, will also take staff and students on the first come first serve basis free of charge. The van leaves from in front of the Student Academic Services Building.

While Samoa is one of the safest places in the Pacific to live, the capital Apia has the usual problems of occasional petty crime. Alafua Campus Security Services provide general protection of people and property on campus, but every staff member and student is expected to take responsibility for their own safety, and the security of their personal belongings. Security guards are on duty at the main gate 24 hours a day to check vehicles and people entering and leaving campus. They have the right to ask people for identification and/or to inspect bags and inside vehicles. You need to be aware that neither alcohol nor kava are permitted on campus at any time, except in the Student Bar area, and that if you breach this regulation penalties can be imposed on you ranging from fines to expulsion.

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

There is a gymnasium with weights and other fitness training equipment. The gymnasium is shared by the University, staff and students and the High Performance Unit of Samoa Rugby Football Union. A minimal membership fee is applicable. The Samoan Fale provides a place for you to entertain visitors. It is often used for large social functions and student gatherings. Students also use this venue for prayer meetings. There is a minimal charge for use of this fale.

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

- Mid Year Picnic (students go on a picnic during the between semester break in July)
- USPACSA farewell party at the end of the year (October)

The Centre for Excellence in Learning and Teaching (CELT) has a staff member on Alafua Campus who is available to help you improve your skills. You can pick up information leaflets on a wide variety of language, mathematical and research skills. As well, the CELT staff member administers the compulsory English Language Skills Assessment (ELSA) Test and teaches the EL001, English Language Skills course.

A staff member of the College of Foundation Studies is on campus to support the pre-degree English language courses LLP13, LLF11 and LLF21. She can also help students taking pre-degree courses in other subjects to contact College of Foundation Studies staff in Suva for assistance.

The Alafua Campus has three farms associated with its Agriculture teaching and research programs: 30.8 hectares at Alafua, 10.8 hectares at Moamoa and 40 hectares at Lalolona. As well...
as commercial production, the farms are used for teaching and research in pasture agronomy, farming systems with crop and livestock components, fodder production, and some other aspects of crop science.

**LIBRARY AND INFORMATION SERVICES**

The Alafua Campus Library holds approximately 18,000 books, 150 journal titles and 200 audio-visual items including software. The bulk of the collection is agriculture-related but there is also a wide range of material to support students studying subjects offered through distance and flexible learning. All books except those in the Reference, Reserve and Pacific Collections may be borrowed, normally for a period of two weeks.

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

**LABORATORIES**

As well as the usual science laboratories in which Agriculture students learn, through practical work and experiments, more about Crop, Animal and Soil Science, there are also three specialised laboratories on campus. At the Agriculture Nutrient Analysis Laboratory advanced Soil Science teaching and research takes place, while at the Tissue Culture Unit the main focus of research has been the development of leaf blight resistant strains of taro. The Alafua Forensic Drug Testing Centre was opened in 2005 to test suspected drug samples for the Police, Customs and similar organisations.

The Library catalogue can be searched on one of the 5 computers available for student use and bookings to use the internet can also be made. Information can be found using databases such as Agricola, TropAg/Rural or LanTEEAL. Other information sources held electronically can be accessed via the USP library webpage www.usp.ac.fj/library. The Library also maintains a unique database of Pacific agricultural publications in its Regional Resource File (RRF).

Items which are not held in the collection can be requested via inter-library loan from other institutions, however charges may apply. Within the Library there are individual study carrels and tables for groups to share, as well as casual seats for reading current journal issues and newspapers. Photocopying is available at 20 sene per page.
Further information on services is provided during the Library’s orientation and user education sessions at the start of each semester.

Library Opening Hours

During semesters:
- Monday to Thursday: 8am – 8pm
- Friday: 8am – 4pm
- Saturday: Closed
- Sunday: Closed
- Public Holidays: Closed

During breaks:
- Monday to Thursday: 8am – 4:30pm
- Friday: 8am – 4pm
- Saturday: Closed
- Sunday: Closed
- Public Holidays: Closed

During Study and Examination Weeks:
- Monday to Thursday: 8am – 9pm
- Friday: 8am – 4pm
- Saturday: Closed
- Sunday: 1:30pm – 6pm
- Public Holidays: 8am – 4pm

SERVICES DIRECTORY

STUDENT ACADEMIC SERVICES (SAS)

Location: Student Academic Services Building

Hours: Monday to Friday 8:30am to 7pm,
Saturday: 8:30am to 12noon

Services: Admission, registration, student permits, ID cards, changing courses, payment of fees, payment of allowances and refunds, withdrawing, student mail, applications for cross credits, receiving and returning assignments, test and exam administration, results processing, aegrotat and compassionate applications, reconsideration applications and graduation

Telephone: 21671
Fax: 23424
E-mail: sas@samoa.usp.ac.fj

Savaii Centre Samoa

Location: Salelologa Public Library

Services: Academic support for Savaii students
Other SAS services at times

Telephone: 21671
Fax: 22933
Email: enquiries@samoa.usp.ac.fj
Or 51467 ask for Tiaiopo

Samoa Continuing and Community Education (CCE)

Location: Teaching & Learning Support Centre Building

Services: CCE Academic support

Telephone: 21671
Fax: 22933
E-mail: vaa_r@samoa.usp.ac.fj

Centre for Excellence in Learning and Teaching (CELT)

Location: Teaching & Learning Support Centre Building

Services: CELT Academic support to assist students and staff, learn and teach more effectively

Telephone: 21671
Fax: 22933
E-mail: laulala_r@samoa.usp.ac.fj

College of Foundation Studies (CFS)

Location: Teaching & Learning Support Centre Building

Services: CFS Academic support to assist students doing pre-degree courses

Telephone: 21671
Fax: 22933
E-mail: samuelu_s@samoa.usp.ac.fj
The picturesque Emalus Campus is situated in the area known as Tasiriki, overlooking one of Port Vila’s lagoons. Emalus is the name of the site in the Erakor language, and means ‘place where it is always raining’.

The campus houses two main academic units:

• The School of Law, which runs undergraduate and postgraduate courses leading to the LLB and LLM degrees.

• The Pacific Languages Unit (part of the School of Language, Arts and Media), which offers Pacific language courses, mainly by Distance and Flexible Learning.

Early Childhood programs and courses are also supported from Emalus Campus.

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 drop rubbish, write graffiti or harm trees, shrubs or flowers. All vehicles must be parked in designated parking areas and not on the grass areas.

CATERING SERVICES

Catering service facilities include a Student Dining Hall as well as a campus shop/snack bar and a staff-student barbecue and laplap/lovo area. The Dining Hall and the snack bar cater for a variety of tastes, including Island food, Indian food, vegetarian meals, as well as Western menus. There are also many other cafes, restaurants and supermarkets located close by in Port Vila.

Students living in the Halls of Residence take their meals in the Student Dining Hall. If you have special food or dietary requirements you should advise the Student Welfare Co-ordinator, who can make special arrangements with the caterer.

CONSUMPTION OF ALCOHOL

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

MONEY

Vanuatu’s official currency is the vatu (abbreviated VT). There are 200, 500, 1000 and 5000 vatu notes, and 1, 2, 5, 10, 20, 50 and 100 vatu coins. Foreign exchange rates can be obtained from any of the banks in town, or from Goodie’s Money Exchange.

As an indication of equivalents in other currencies, the following approximate rates were valid in November 2007 according to the finance section of Emalus.

<table>
<thead>
<tr>
<th>Country</th>
<th>Approximate Rate</th>
<th>Equivalent in Vatu</th>
</tr>
</thead>
<tbody>
<tr>
<td>Australia</td>
<td>AU$1 = 86 vatu</td>
<td>100 vatu = AU$1.16</td>
</tr>
<tr>
<td>New Zealand</td>
<td>NZ$1 = 73 vatu</td>
<td>100 vatu = NZ$1.37</td>
</tr>
<tr>
<td>United Kingdom</td>
<td>£1 = 190 vatu to pound</td>
<td>100 vatu = 0.53</td>
</tr>
<tr>
<td>USA</td>
<td>=96 vatu to US$1</td>
<td>100 vatu = 1.04</td>
</tr>
</tbody>
</table>

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

In addition to standard mail, all students have access to e-mail. The standard e-mail address for a student is your student number, followed by @ vanuatu.usp.ac.fj. Card phones are available on the upper campus (678) 25585, in the Halls of Residence (678) 27867 and at the Guest House (678) 23439.

ACCOMMODATION

The Halls of Residence can accommodate 138 single students and 12 families. Behaviour in these residences is covered by the USP Residential Regulations, as set out in the University Discipline Ordinance and Regulations for Students. You should read this booklet carefully because accepting a place in a Hall of Residence means abiding by the rules and conventions governing residence at USP. Students who want to live off campus should consult the Student Welfare Co-ordinator who will be able to assist you to find accommodation. Usually, a refundable deposit is required and you will need to provide your own cutlery, crockery and linen. If you rent an unfurnished place, USP is not able to supply furniture. If you decide to live on campus, it’s important to note that once you have paid the full semester’s fees it is not possible to move off campus until the end of semester.

COMMUNICATION SERVICES

There is no delivery of mail to commercial or residential addresses in Vanuatu – all mail is delivered to a Post Office box. While you can get your own Post Office box in Vila, you can also have mail sent to you directly at the Emalus Campus. You should try to have all your mail prefixed with ‘Student Mail’ as well as your name.
A number of major banks operate in Vanuatu, including Westpac, ANZ, and the National Bank of Vanuatu. USP operates its accounts with Westpac and the National Bank of Vanuatu for students paying their fees in the outer islands. There are no restrictions on importing or exporting money or on changing money in Vanuatu. Supermarkets and many other stores will accept personal cheques. There is no income tax in Vanuatu. However, Value Added Tax (VAT) and a number of other indirect taxes mean that the prices of goods (especially imported goods) in stores are considerably higher than in, say, Australia, Fiji or New Zealand.

MEDICAL SERVICES

Port Vila is a relatively healthy place. The water is perfectly safe to drink, although it contains quite a bit of calcium. Cuts and scratches should be treated immediately with antibiotic ointment and a band-aid to prevent tropical ulcers. There is a small clinic on campus, and there are a number of private doctors, dentists, a physiotherapist and a psychologist in town, as well as three pharmacies. The outpatients department of Vila Central Hospital (which is 10 minutes’ walk from campus) opens from 7:30am – 11:30am for general consultations. In the afternoons and evenings it is open only for referrals or emergency cases. Doctors are ‘on-call’ to deal with emergencies.

There is a clinic on campus which is open for part of each working day and is operated by the Matron, who is a qualified nurse. The clinic operates under the general supervision of the USP doctor and provides free medical care for students who belong to the Emalus Campus Students’ Association and who have paid the Health Service Fee.

PUBLIC TRANSPORT

There are hundreds of buses in Vila. These are small 12- or 15-seater mini-buses, distinguished by the letter B on the number plate. Buses have no fixed routes, and will take you wherever you want to go, though not always by the most direct route. Bus fares currently are 100 vatu anywhere in the city limits. There is also a plentiful supply of taxis, which are not particularly expensive.

SECURITY

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

SPORT AND RECREATIONAL FACILITIES

The campus sports area has a football/rugby field, a basketball court and a netball court. Sports played within Port Vila include soccer, rugby, netball, volleyball, cricket, tennis, squash, boxing, table tennis and golf. USP fields teams in some of these sports in the town competitions. There are tennis courts, squash courts and a gym in the Cercle Sportif near the campus. Some of the hotels allow Vila residents to become members (for a fee), which entitles them to use of their swimming pools. There are also water sports like snorkelling, yachting, water-skiing and wind-surfing. For further information on any sport, contact the Student Welfare Co-ordinator. There are a number of beaches around the town, including some close to USP, as well as good picnic beaches on the south coast within half an hour’s drive from town.

USP EMALUS CAMPUS STUDENTS’ ASSOCIATION (USPECSA)

The USP Emalus Campus Students’ Association was formally established early in 1997. There are a wide range of student groups, clubs, societies and associations affiliated with USPECSA. Officials from the USPECSA represent student interests on official university committees, including the University Council, so it is important that students make sure their officials are fully aware of any issues of concern.

LEARNINGSUPPORT SERVICES INFORMATION TECHNOLOGY FACILITIES

All new students are provided with e-mail accounts and internet access, and a student computer laboratory is available for your use.

LIBRARY AND INFORMATION SERVICES

The Emalus Campus has a Library which serves all three major academic areas located at the campus and a central administration office for the whole campus. There is also a satellite connection to Laucala Campus and, through Laucala Campus, to all local USP campuses, as well as e-mail facilities and internet access.

The Emalus Campus Library serves staff and students of the Pacific Languages Unit (PLU), the School of Law (SOL), the Vanuatu Centre for DFL and Early Childhood Education.

THE COLLECTION

The collection consists of materials from most disciplines with emphasis placed on disciplines that are taught by the PLU, SOL and ECE and DFL. The amount of materials from each discipline varies.

The collection is divided into two major collections.

1. Law Collection consists of law reports and legislation from various jurisdictions, legal textbooks and periodicals, as well as cases and legislation from around the Pacific.

2. General collection consists of textbooks from all disciplines except Law.

Apart from the two major collections, there are smaller Collections including:

Periodicals Collection consists of both law and general journals and magazines interfiled alphabetically.

Reference Collections (Law and General separate) consist of atlases, dictionaries, encyclopedias, yearbooks, digests etc.

Newspaper Collection consists of daily papers from around the Pacific and Australia. These can be found in the room adjacent to the issue desk.

Reserve collection consists of recommended readings and texts specified by the course teachers.
lecturers and tutors. These have restricted borrowing conditions and are situated behind the issues desk.

Vanuatu collection consists of all that the Library holds about Vanuatu. This collection is situated in the newspaper reading room. Similarly, materials from this collection have restricted borrowing condition.

Video collection consists of tapes on general topics. A list is available and tapes can be borrowed on overnight loan by staff and students.

Electronic documents collection consists of online articles, texts and documents about a wide variety of topics, including law which cover the countries of the Pacific as well a good source of e-books about Philosophy.

AV collection consists of a good number of excellent video tapes, CDs, CD-ROMs and DVDs which cover a wide variety of disciplines including Sciences, Social sciences, and Law.

The Library’s User Services include:

- A newly introduced Information Literacy Program in which librarians teach users how to use the library collections of print and online materials
- an Information Desk which opens one hour in the mornings and one hour in the afternoons,
- an online catalogue
- PCs for internet access and database searching
- Book loans
- Inter-Library loans with 7 libraries in Australia, 2 in New Zealand and 1 in the US
- Reserve Collection
- past examination papers
- photocopying
- printing

Opening Hours

<table>
<thead>
<tr>
<th>Opening Hours</th>
<th>8.00 am -- 9.00 pm</th>
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<tbody>
<tr>
<td>Monday to Thursday</td>
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<tr>
<td>During Semester</td>
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<tr>
<td>Friday</td>
<td>8.00 am -- 4:30 pm</td>
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<tr>
<td>Weekends</td>
<td>2.00 pm -- 6.00 pm</td>
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<tr>
<td>During Vacation</td>
<td></td>
</tr>
<tr>
<td>Monday to Friday</td>
<td>8.00 am -- 11.30 am</td>
</tr>
<tr>
<td>Weekend</td>
<td>CLOSED</td>
</tr>
<tr>
<td>Public holidays</td>
<td>CLOSED</td>
</tr>
</tbody>
</table>

Apart from USP staff and students, the library extends its services to secondary schools offering USP courses, external borrowers and the legal fraternity in Port Vila.
# CONTACT INFORMATION
## USP CAMPUSES AND CENTRES

<table>
<thead>
<tr>
<th>USP Cook Islands Campus</th>
<th>Telephone:</th>
<th>(674) 444 3774</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director: Mr Roderick Dixon</td>
<td>Fax:</td>
<td>(674) 444 3774</td>
</tr>
<tr>
<td>Postal address: PO Box 130, Rarotonga, Cook Islands</td>
<td>Office hours:</td>
<td>Mondays to Fridays 8:30am – 5pm</td>
</tr>
<tr>
<td>Telephone: (682) 29415 or 29416</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fax: (682) 21315</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E-mail: <a href="mailto:dixon_r@usp.ac.fj">dixon_r@usp.ac.fj</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office hours: Mondays to Fridays 8am – 4pm</td>
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<thead>
<tr>
<th>USP Labasa Campus</th>
<th>Telephone:</th>
<th>(679) 881 7707 or 881 7844</th>
</tr>
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<tbody>
<tr>
<td>Director: Dr Samuela Bogitini</td>
<td>Fax:</td>
<td>(679) 881 5570</td>
</tr>
<tr>
<td>Postal address: Private Mail Bag, Labasa, Fiji</td>
<td>E-mail:</td>
<td><a href="mailto:bogitini_s@usp.ac.fj">bogitini_s@usp.ac.fj</a></td>
</tr>
<tr>
<td>Telephone: (679) 885 3708</td>
<td>Office hours:</td>
<td>Mondays to Fridays 8am – 4:30pm</td>
</tr>
<tr>
<td>Fax: (679) 885 3709</td>
<td>Saturdays (Library only) 9am – 1pm</td>
<td></td>
</tr>
<tr>
<td>E-mail: <a href="mailto:lu_i@usp.ac.fj">lu_i@usp.ac.fj</a></td>
<td></td>
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<table>
<thead>
<tr>
<th>USP Lautoka Campus</th>
<th>Telephone:</th>
<th>(679) 666 6800</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director: Mr Joseph Veramu</td>
<td>Fax:</td>
<td>(679) 666 7133</td>
</tr>
<tr>
<td>Postal address: Private Mail Bag, Lautoka, Fiji</td>
<td>E-mail:</td>
<td><a href="mailto:veramu_j@usp.ac.fj">veramu_j@usp.ac.fj</a></td>
</tr>
<tr>
<td>Telephone: (679) 666 21085</td>
<td>Office hours:</td>
<td>Mondays to Fridays 8am – 4:30pm</td>
</tr>
<tr>
<td>Fax: (679) 666 21085</td>
<td>Saturdays (Library only) 9am – 1pm</td>
<td></td>
</tr>
<tr>
<td>E-mail: <a href="mailto:mackenzie_u@usp.ac.fj">mackenzie_u@usp.ac.fj</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office hours: Mondays to Fridays 9am – 6pm</td>
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<thead>
<tr>
<th>USP Marshall Islands Campus</th>
<th>Telephone:</th>
<th>(692) 625 7279, Fax: (692) 625 7282</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director: Dr Irene Taafaki</td>
<td>Fax:</td>
<td><a href="mailto:taafaki_i@usp.ac.fj">taafaki_i@usp.ac.fj</a></td>
</tr>
<tr>
<td>Postal address: PO Box 3537, Majuro, Marshall Islands</td>
<td>E-mail:</td>
<td></td>
</tr>
<tr>
<td>Telephone: (692) 625 7279</td>
<td>Office hours:</td>
<td>Mondays to Fridays 8am – 5pm</td>
</tr>
<tr>
<td>Fax: (692) 625 7282</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E-mail: <a href="mailto:taafaki_i@usp.ac.fj">taafaki_i@usp.ac.fj</a></td>
<td></td>
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<table>
<thead>
<tr>
<th>USP Nauru Campus</th>
<th>Telephone:</th>
<th>(688) 20811</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director: Alamanda Lauti</td>
<td>Fax:</td>
<td>(688) 20704</td>
</tr>
<tr>
<td>Postal address: Private Bag, Post Office, Republic of Nauru</td>
<td>E-mail:</td>
<td><a href="mailto:manuella_d@usp.ac.fj">manuella_d@usp.ac.fj</a></td>
</tr>
<tr>
<td>Telephone: (688) 20811</td>
<td>Office hours:</td>
<td>Mondays to Fridays 8am – 4:30pm</td>
</tr>
<tr>
<td>Fax: (688) 20704</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E-mail: <a href="mailto:manuella_d@usp.ac.fj">manuella_d@usp.ac.fj</a></td>
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<tr>
<th>USP Niue Campus</th>
<th>Telephone:</th>
<th>(683) 4049, Fax: (683) 4135</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director: Mr Maru Talagi</td>
<td>Fax:</td>
<td>(683) 21307, Fax: (683) 21287</td>
</tr>
<tr>
<td>Postal address: PO Box 31, Alofi, Niue</td>
<td>E-mail:</td>
<td><a href="mailto:gallo_g@usp.ac.fj">gallo_g@usp.ac.fj</a></td>
</tr>
<tr>
<td>Telephone: (677) 21307</td>
<td>Office hours:</td>
<td>Mondays to Fridays 8am – 4:30pm</td>
</tr>
<tr>
<td>Fax: (683) 21287</td>
<td></td>
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<tr>
<td>E-mail: <a href="mailto:gallo_g@usp.ac.fj">gallo_g@usp.ac.fj</a></td>
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<tr>
<th>Savusavu Centre</th>
<th>Telephone:</th>
<th>(679) 885 3708</th>
</tr>
</thead>
<tbody>
<tr>
<td>Co-ordinator: Mr Sairusi Lui</td>
<td>Fax:</td>
<td>(679) 885 3709</td>
</tr>
<tr>
<td>Postal address: Private Mail Bag, Savusavu, Fiji</td>
<td>E-mail:</td>
<td><a href="mailto:lu_i@usp.ac.fj">lu_i@usp.ac.fj</a></td>
</tr>
<tr>
<td>Telephone: (679) 885 3708</td>
<td>Office hours:</td>
<td>Mondays to Fridays 8am – 4:30pm</td>
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<th>USP Solomon Islands Campus</th>
<th>Telephone:</th>
<th>(677) 21307, Fax: (677) 21287</th>
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<tbody>
<tr>
<td>Director: Dr Glynn Galo</td>
<td>Fax:</td>
<td>(677) 21307, Fax: (677) 21287</td>
</tr>
<tr>
<td>Postal address: PO Box 460, Honiara, Solomon Islands</td>
<td>E-mail:</td>
<td><a href="mailto:gallo_g@usp.ac.fj">gallo_g@usp.ac.fj</a></td>
</tr>
<tr>
<td>Telephone: (677) 21307</td>
<td>Office hours:</td>
<td>Mondays to Fridays 8am – 4:30pm</td>
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<tr>
<th>Gizo Centre</th>
<th>Telephone:</th>
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<tbody>
<tr>
<td>Contact:</td>
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<thead>
<tr>
<th>USP Tokelau Campus</th>
<th>Telephone:</th>
<th>(690) 2178 or 2137</th>
</tr>
</thead>
<tbody>
<tr>
<td>Co-ordinated by Tessa Kirifi, Director of Education</td>
<td>Fax:</td>
<td>(690) 2108</td>
</tr>
<tr>
<td>Physical address: Atafu, Tokelau</td>
<td>USP phone:</td>
<td>(676) 29055 or 29240</td>
</tr>
<tr>
<td>Tel:</td>
<td>E-mail:</td>
<td><a href="mailto:tessa.kirifi@clear.net.nz">tessa.kirifi@clear.net.nz</a></td>
</tr>
<tr>
<td>Fax:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E-mail:</td>
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<thead>
<tr>
<th>Ha’apai Centre</th>
<th>Telephone:</th>
<th>(676) 60099</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-mail:</td>
<td><a href="mailto:usphapai@tonfon.to">usphapai@tonfon.to</a></td>
<td></td>
</tr>
<tr>
<td>Office hours:</td>
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<table>
<thead>
<tr>
<th>Vava’u Centre</th>
<th>Telephone:</th>
<th>(676) 70545</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-mail:</td>
<td><a href="mailto:uspvavau@kalianetvav.to">uspvavau@kalianetvav.to</a></td>
<td></td>
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<table>
<thead>
<tr>
<th>USP Tonga Campus</th>
<th>Telephone:</th>
<th>(676) 29055 or 29240</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director: Mrs Salote Fukofuka</td>
<td>Fax:</td>
<td>(683) 4110</td>
</tr>
<tr>
<td>Postal address: PO Box 278, Nuku’alofa, Tonga</td>
<td>E-mail:</td>
<td><a href="mailto:tessa.kirifi@clear.net.nz">tessa.kirifi@clear.net.nz</a></td>
</tr>
<tr>
<td>Telephone: (676) 29055 or 29240</td>
<td>Office hours:</td>
<td></td>
</tr>
<tr>
<td>Fax: (676) 2108</td>
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<td>E-mail:</td>
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<thead>
<tr>
<th>USP Tuvalu Campus</th>
<th>Telephone:</th>
<th>(688) 20811</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director: Mr David Manuella</td>
<td>Fax:</td>
<td>(688) 20704</td>
</tr>
<tr>
<td>Postal address: PO Box 21, Funafuti, Tuvalu</td>
<td>E-mail:</td>
<td><a href="mailto:manuella_d@usp.ac.fj">manuella_d@usp.ac.fj</a></td>
</tr>
<tr>
<td>Telephone: (688) 20811</td>
<td>Office hours:</td>
<td>Mondays to Fridays, 8am – 4:30pm</td>
</tr>
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**CONTACT INFORMATION**
Choices about Alcohol

Keep the following choices in mind the next time you want to celebrate with alcohol:

• Choose when to stop drinking
• Choose not to get sucked into other people’s irresponsible behaviour when it comes to drinking
• Choose to drink water or juice instead of alcohol
• Choose to drink with responsible people
• Choose not to drink at all – more people in the Pacific don’t drink alcohol than do
• Choose not to drive after you have had a few drinks
• Choose to cut down on your drinking by limiting the time you spend with friends who drink a lot
• Choose to alternate your drinks out with other non-alcohol or low alcohol substitutes
• Choose not to mix alcohol with medication
• Choose sometimes not to drink alcohol
• Choose to cut down on your drinking by avoiding places where you drink most