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**2009 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.

Professor Rajesh Chandra
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 School, Faculty 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 2009 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. The Vice-Chancellor is assisted by a Deputy 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.

**WHO’S WHO AT USP**

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.

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ADJUSTING TO A NEW LIFE

For most of us a major turning point in our lives is leaving school and beginning our lives as an adult. If you are a school-leaver, you are entering a time of great change in your life, but even if you’re starting a university programme as an older student, studying at university 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 programmes and sessions aimed at helping you adjust to being at university. In addition to the formal orientation programmes offered, you are strongly urged to talk with students who have already been at USP for a while and have had a chance to ‘learn the ropes’.

While adjusting to university life can be exciting and fun, it can also be an unsettling period of confusion, particularly if you are feeling homesick or too shy to ask questions. Even new students who appear to be outgoing and confident usually experience feelings of uncertainty from time to time, so don’t feel alone.

The best way to overcome these feelings is to share them with other students. Your old school friends and family may not be close by anymore, but university life offers you a wonderful opportunity to make a wide circle of new and interesting friends from all over the region and 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 12 different countries, so for the first time you will get the chance to find out about the cultures of neighbouring countries directly from the people who call them home. While it’s easy to stick to people you know, try to break out of your own cultural group and get to know students from different cultural backgrounds.

The 2009 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 programmes 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 programme, hand in your assignments on time and make sure you prepare well for examinations.

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

University class sizes may also surprise you. At school, you may have sat in a room with 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 three major campuses and 11 regional campuses. At the three major USP campuses – Alafua, Emalus and Laucala – there is a ‘one-stop-shop’ support centre for all USP students, regardless of their mode of study. There students can get help regarding admission, enrolment, teaching, assessment and general administrative support. At the smaller campuses this support can be provided by the Director and staff.

Over 400 credit courses are now offered through DFL, representing all USP discipline areas. Students may study through a variety of media. They may be provided with a mix of printed 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 DFL Guide to assist those of you who are studying at a distance. The guide contains information about the programmes 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. In 2009, an exciting new four-day orientation programme called Success@USP will be launched at all regional campuses for new DFL students.
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 2009 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. The document is also available on the University website. Breaching any of the University’s regulations will result in some kind of penalty – usually a fine but in serious cases, suspension or exclusion from studying at USP. Whether you are living on or off-campus, you are expected to conduct yourself in a manner that supports the general well-being of the University and the community in which you live and learn. Noisy, violent and otherwise disruptive or aggressive behaviour will not be tolerated. The University also takes great pride in the beautiful environment of each of its campuses. Littering is considered an offence and fines apply.

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

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

All of the relevant application forms are available at the back of the 2009 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 2009 Enrolment Guide, the 2009 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 programme 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 programmes is four 100-level (or first-year) courses per semester. In subsequent years, the normal course load is three 200-level (second-year) or 300-level (third-year) courses per semester. Normal course loads for certificate and diploma programmes vary and are detailed in the 2009 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 2009 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:

- **A+ or A** Pass with distinction
- **B+ or B** Pass with credit
- **C+ or C** Pass
- **R** Restricted Pass
- **D** Fail – Work below standard required for pass
- **E** Fail – Very weak performance
- **EX** Fail – Did not sit final examination

Satisfactory progress will be measured using the average of your grades (grade point average) after attempting at least six courses. In order to come up with a mathematical average, each letter grade is assigned a numerical value as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.5</td>
</tr>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>B+</td>
<td>3.5</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>C+</td>
<td>2.5</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>R</td>
<td>1.5</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>E</td>
<td>0.0</td>
</tr>
<tr>
<td>EX</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 programme or institution are left out of the calculation.

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

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

### UNSATISFACTORY PROGRESS

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

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

If you fail to maintain satisfactory progress, but have a CGPA between 1.5 and 2.0, you will be put on academic probation. If your CGPA is less than 1.5, you will normally be suspended for one semester. If your CGPA rises to 2.0 or better while you are on Academic Probation, the probation will be lifted.

When on Academic Probation you must achieve an AGPA of 2.0 or greater in order to continue your studies. If you have an AGPA lower than 2.0 while on Academic Probation, you will normally be suspended for one semester.

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

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

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

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Example

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

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

### First Year

<table>
<thead>
<tr>
<th>Semester I, 2005</th>
<th>Semester II, 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade</td>
<td>Numerical Value</td>
</tr>
<tr>
<td>C+</td>
<td>2.5</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
</tbody>
</table>

AGPA = \( \frac{7.5 + 6.0}{8 \text{ (courses)}} = 1.69 \)

CGPA = 1.69

Joe goes on Academic Probation for one year.

### Second Year

<table>
<thead>
<tr>
<th>Semester I, 2006</th>
<th>Semester II, 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade</td>
<td>Numerical Value</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C+</td>
<td>2.5</td>
</tr>
</tbody>
</table>

AGPA = \( \frac{6.5 + 6.0}{6} = 2.08 \)

CGPA = \( \frac{7.5 + 6.0 + 6.5 + 6.0}{14 \text{ (courses)}} = 1.86 \)

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

### Third Year

<table>
<thead>
<tr>
<th>Semester I, 2007</th>
<th>Semester II, 2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade</td>
<td>Numerical Value</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
</tbody>
</table>

AGPA = \( \frac{6.0 + 7.0}{6} = 2.17 \)

CGPA = \( \frac{7.5 + 6.0 + 6.5 + 6.0 + 6.0 + 7.0}{20 \text{ (courses)}} = 1.95 \)

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 programme.

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 programme in which they wish to graduate.

Core course
A compulsory course that the students doing a particular programme must pass.

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

Cross-credit
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.

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

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

Division
One of the administrative units which a school may be divided. A division normally takes its name from the discipline it teaches.

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

Enrolment
Strictly speaking, the completion of the three processes of admission, registration and fee payment, but often loosely used to just mean any one of those three, depending on the context.
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 (USP) 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 programmes 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, Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu and Vanuatu, as well as agreements with many international universities and organisations.

USP offers undergraduate and postgraduate study programmes 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, governance and development studies, and many more.

A strong distance education programme supported by the University’s satellite communications network, USPnet, delivers state-of-the-art academic course material to students taking DFL courses (about half of the student body). Delivery of distance education is supported by 11 regional campuses 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 programmes 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.
ORGANISATIONAL STRUCTURE
(As at 1 January 2009 - structure under review)
FACULTIES AND SCHOOLS

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

FACULTY OF BUSINESS AND ECONOMICS
- Graduate School of Business
- School of Accounting and Finance
- School of Agriculture and Food Technology
- School of Economics
- School of Governance and Development Studies
- School of Management and Public Administration
- School of Tourism and Hospitality Management

FACULTY OF SCIENCE, TECHNOLOGY AND ENVIRONMENT
- School of Biological and Chemical Sciences
- School of Engineering and Physics
- School of Computing, Information Systems and Mathematical Sciences
- School of Islands and Oceans
  - Division of Geography
  - Division of Land Management
  - Division of Marine Studies
  - Division of Environment
- Institute of Applied Sciences
- Pacific Centre for Environment and Sustainable Development

Teaching also takes place outside the faculties in the following sections:
- College of Foundation Studies
- Centre for Flexible and Distance Learning

PEER EDUCATORS WANTED!!!

2009 Intake for USP Peer Education Programme
Peer education can be defined as a process whereby well-trained and motivated young people undertake informal or organised educational activities with their peers (those similar to themselves in age, background or interests). These activities, occurring over an extended period of time, are aimed at developing people’s knowledge, attitudes, beliefs, and skills and at enabling them to be responsible for and to protect their own health.

What are some benefits to Peer Educators?
- Nurture a spirit of voluntarism;
- Promotes personal development and self awareness in areas of sexual, reproductive health and HIV awareness;
- Additional life skills and experience to apply to your life situation, but can also be included in your CV;
- Educating other students in sexual and reproductive health, HIV/AIDS awareness and the prevention of unwanted pregnancies; and
- Award of a certificate at the end of the year.

In early 2007, the USP Student Association (USPSA) and the USP Counselling Centre resurrected the USP Peer Education Programme with the support of SPC, UNFPA, UNICEF and the Fiji Ministry of Health and funding sourced from the regional Adolescent Health and Development Project (AHD).

The USP Peer Education Programme is recruiting Peer Educators for 2009. There are 20 places available for a Peer Education Training Workshop on campus during the inter-semester break (Monday 7 July – Friday 18 July). This workshop is for students who are interested in being trained as Peer Educators to carry out Peer Education amongst students on-campus in 2009.

Selection Criteria:
1. Are you outgoing & confident?
2. Are you willing to discuss sexual health issues with your peers?
3. Can you attend a two-week long training in the inter-semester break?
4. Can you commit to carrying out Peer Education outreach activities after the training?

If you can answer ‘Yes’ to all these questions you may be who we’re looking for!!

So, pick up an Application Form from the USP Counselling Centre and submit it to the Counselling Centre.

For further enquiries and closing date, please contact Lai Wainikesa (Counsellor) on phone: 323-2514, email: wainikesa_l@usp.ac.fj or Mary Montu (Counsellor) on phone 323-2294, email: montu_m@usp.ac.fj or Elenoa Seruvatu, phone 323-2613, email: seruvatu_e@usp.ac.fj.

BECOME A USP GOLD MEDALLIST

Each year the University awards outstanding graduates in various academic disciplines with a gold medal and accompanying prize money from various corporate sponsors.

The ultimate prize is the Vice-Chancellor and Colonial Bank Prize of FJ$1500. This award is given to the best male and female graduate with the best combined academic performance and all-round service to the community. For more information check the 2009 Calendar, available online.

2009 Calendar, available online.
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.

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 three 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, programme 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 Flexible and Distance Learning (CFDL), Information Technology Services (ITS), the University Library, 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. Community Services covers a broad range of student-related areas, including accommodation and catering services, counselling, chaplaincy, medical services, sports and recreation, and security.

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

The Student Services Centre opening hours are:
Monday - Thursday: 9am - 4pm
Friday: 8.30am - 3pm

Our Call Centre staff are also available to answer your queries by phone on (679) 323 1444 from 8am - 5pm Monday to Friday or by email at helpdesk@student.usp.ac.fj

Laucala Campus has eight Halls of Residence and 31 units for married students. Due to the heavy demand for on-campus accommodation, priority is given to:

- First year students from outside Fiji;
- Returning or continuing regional students who booked in the prior semester;
- First-year students from Fiji, sponsored then self-funding;
- Returning residents, then continuing Fiji students who applied in the prior semester; and
- Postgraduate students.

General information and accommodation fees can be found on the Halls website: www.usp.ac.fj/halls

Residents are expected to know about the important regulations related to living and studying on-campus. These are also 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 the University premises and/or property will be your responsibility. This means you will have to pay the cost of repairs or replacement.

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

3. Yaqona (kava) drinking is not permitted anywhere in the 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 (MQ) located within 8th Hall.

6. A noise curfew exists from midnight throughout the academic semester.

7. Under no circumstances are you allowed to cook in your room or anywhere else in the Hall, except in Student MQs. 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.

**BOOKCENTRE**

The University Book Centre has an abundance of books for all ages and interests. Whether your tastes run to modern painters or ancient history, classical music or computer programming, crime fiction or Pacific poetry, spirituality or sports, there’s always something special for you at the Pacific’s finest book centre. The Book Centre stocks prescribed textbooks for courses offered at USP, as well as textbooks for Fiji School of Medicine (FSM), Fiji School of Nursing (FSN) and for courses taught at the Fiji Institute of Technology (FIT) and Training Productivity Authority of Fiji (TPAF).

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

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

**CATERING SERVICES**

Laucala 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, Central Cuisine USP branch (Southern Cross) and Baristas Coffee Shop.

The Food Court

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. 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.

Hours of Operation

*During the Semester*

- **Breakfast:** 7am – 10am
- **Lunch:** 11:30am – 1:45pm
- **Dinner:** 5:30pm – 8pm
  (Friday dinner: 5pm – 6:30pm)

*During Semester breaks and holidays*

- **Breakfast:** 7:30am – 9am
- **Lunch:** 12noon – 1:30pm
- **Dinner:** 5:30pm – 6:30pm
  (Friday dinner: 5pm – 6:30pm)

Baristas on Campus café

The Baristas café (located in the former Treetops outlet and next to the USPSA office). Baristas offer a great range of espresso coffees and iced beverages together with a full bistro style menu of all day breakfast and lunch dishes. Great location in amongst the trees and ample seating.

Open Monday – Friday
(all year round): 8am-4pm

Central Cuisine USP branch (Southern Cross)

Central Cuisine USP branch (Southern Cross) is a fast food outlet (next to the large main

**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, nor write graffiti or harm trees, shrubs or flowers. All student and visitor vehicles must be parked in designated parking areas and not on the grass. With the exception of weekends and after 5pm on weekdays, vehicles must display parking permits if parked in designated Staff Parking areas.

**COMMUNICATION SERVICES**

You can collect your mail from the 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 Book Centre and stamps can be purchased at the USP Book Centre. 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 email services.

**CHAPLAINCY SERVICES**

At present there is no Chaplain at Laucala 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 staff at Community Services.

**COUNSELLING SERVICES**

The Counselling Centre at the Laucala Campus is located directly behind the Westpac Bank branch. 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 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 programmes/study problems
- Vocational goals
- Relationships/marital problems
- Difficult decisions
- Budgeting
- Family concerns
- Personal crisis
- Health and well-being
- Accommodation...etc.

Opening hours are:
Monday to Thursday: 8am to 5pm
Friday: 8am to 4pm.

For an appointment, please contact the secretary.
Ms Eleanor Seruvatu, tel: (679) 323-2613
Email: seruvatu_e@usp.ac.fj

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 based at the Laucala Campus has Academic Advisors whose names are listed in the 2009 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 programme in which senior students provide extra tutorials to those who are experiencing academic difficulties. If you would like to take advantage of this programme, contact the Counselling Centre.

If you wish to know more about career choices, training programmes, job vacancies, how to produce a personal resume, or prepare for job interviews, 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
Email: montu_m@usp.ac.fj
Lai Wainikesa, tel: (679) 323 2514
Email: wainikesa_l@usp.ac.fj

The University operates a limited Student Health Services Scheme. A membership fee is charged on a semester basis. It is compulsory for students living on-campus and those who hold student visas to join the Student Health Services Scheme. Others may join if they wish. Given the costs of consultation and drugs in and around the Suva area, students are strongly urged to join the Student Health Services Scheme. The fee is FJ$115 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 you. 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 Community Services 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 Community Services 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.
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 Online Services (SOLS) and paid to the University through any Fiji branch of Westpac, ANZ Bank or Post Fiji. All students are required to have a local bank account. Representatives of the local banks will be on-hand during registration to assist you in opening your account.

There is an on-campus Westpac Bank branch opposite the USP Book Centre and an automatic teller machine (ATM) is located at the side of the Library. The ANZ Bank branch with an (ATM) is beside the University Book Centre.

There is plenty of public transport available in Suva. Bus fares between the city and the campus are approximately 50 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 F$3 and F$4 from the campus to the city. Two taxi stands are located outside the campus on Laucala Bay Road.

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 date they arrive in the country immediately before registration until they return home at the end of the second semester.

Hours of Operation

Monday to Friday: 8am – 7pm
Weekends and public holidays: Closed
(Note: Nurses start at 8am while the Doctor’s start at 9am).

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 Muanikau 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 state-of-the-art fitness centre that boasts new weight training equipment including an exciting hydraulic circuit. Fitness Instructors are available to provide you with all your exercise advice, to design exercise programmes and to assess your current level of fitness. Students enjoy taking part in daily training sessions in the Fitness Centre, aerobic workouts at the CRC gymnasium or swimming in the attractive pool a short distance from the gymnasium. The veranda 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 university experience. The key to a successful university experience is to find a balance between attending classes, serious study and university experience. The CRC staff are qualified to advise you in any area of recreation, sport and fitness.

The range of facilities and programmes 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;
- Veranda shop selling drinks and snacks;
- Changing rooms and showers; and
- Administration offices.

Programmes

- Les Mills Aerobics Classes;
- Intramural sport competitions and tournaments;
- Open recreational play for table tennis, badminton, volleyball, basketball, pool etc;
- Sports skills classes;
- USPSA sports clubs teams;
- “Learn to play” workshops;
- Fitness classes, abdominal blast circuit, boxing training, walking groups, flexibility sessions;
- Nutrition seminars;
- Seminars on how to train in the gym;
- Orientation seminars about the Fitness Centre;
- Rowing competitions;
- Gym Challenge Competition; and
- Swimming Lessons/Squads.

Club Sports

The University has an exciting programme 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.

LEARNING SUPPORT SERVICES

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

Opening Hours:

**During the Semester**

- Monday to Friday: 6.30am – 8pm
- Saturday: 8am – 12pm
- Sunday: 8am – 10.30am

**Semester break**

- Monday to Friday: 7am – 6pm
- Saturday: 8am – 12pm
- Sunday: 8am – 10.30am

LEARNING SUPPORT SERVICES

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’s 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$50/semester for full-time students (on-campus and DFL) and FJ$32.50/semester for part-time students (on-campus and DFL). 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 FLEXIBLE AND DISTANCE LEARNING (CFDL)

The two areas of the Centre for Flexible and Distance Learning (CFDL) that are concerned with teaching includes learning support services to students which addresses the needs of both on and off campus students. The other is the Centre for Continuing and Community Education (CCCE), to which the Basic Preparatory Programme and a range of other formal and informal community programmes belong.

Learning support services to students include:

- 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;
need free study advice?

The Centre for Flexible and distance Learning (CFDL) encourages students to become independent and capable learners by offering the following free services:

**Workshops:** Each semester CFDL offers workshops focussing 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:** CFDL’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 CFDL rooms.

**Consultation:** CFDL 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.

CFDL 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 CFDL staff are adjacent to these rooms.

CFDL staff members are normally available during the day, Monday to Friday. If you wish to meet with a CFDL 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.

**Lab opening hours for the rest of the labs are:**

<table>
<thead>
<tr>
<th>Monday to Friday</th>
<th>8am – 10pm</th>
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</thead>
<tbody>
<tr>
<td>Saturday and Sunday</td>
<td>8am – 6pm</td>
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</table>

**There are four computer labs for postgraduate students:**

<table>
<thead>
<tr>
<th>LAB NAME</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty of Arts &amp; Law PG Lab</td>
<td>FAL Building, first floor</td>
</tr>
<tr>
<td>Faculty of Business &amp; Economics PG Lab</td>
<td>FBE Building, ground floor</td>
</tr>
<tr>
<td>Faculty of Science, Technology and Environment PG Lab</td>
<td>FSTE Building, ground floor</td>
</tr>
<tr>
<td>MBA</td>
<td>ICT Park</td>
</tr>
</tbody>
</table>

*All Postgraduate Labs are open 24 hours a day.*

information technology services

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

Network services such as:
- email and personal online services;
- file storage shares;
- news groups;
- printing services;
- internet services;
- Wireless services;
- computer labs;
- 4 general purpose labs;
- 9 tutorial labs; and
- 6 specialised labs;

Computer training:
- Basic training on general PC use and access to online material; and
- Free training in Microsoft Office applications.

For quick student response, Student Helpdesk 1, located on the ground floor of the CELT Building and Student Helpdesk 2, located behind the Medical Centre near the Food Court. IT Services staff are based at these locations and can assist students with IT-related issues concerning IT services, ensuring that all labs are well maintained, student problems are quickly attended to.

IT Services creates student email accounts at the beginning of each semester and disables

Staff are based in Building 091 facing the Library, and staff are available for consultations during normal office hours.

lab opening hours for the rest of the labs are:

<table>
<thead>
<tr>
<th>Monday to Friday</th>
<th>8am – 10pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturday and Sunday</td>
<td>8am – 6pm</td>
</tr>
</tbody>
</table>

there are four computer labs for postgraduate students:

<table>
<thead>
<tr>
<th>LAB NAME</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty of Arts &amp; Law PG Lab</td>
<td>FAL Building, first floor</td>
</tr>
<tr>
<td>Faculty of Business &amp; Economics PG Lab</td>
<td>FBE Building, ground floor</td>
</tr>
<tr>
<td>Faculty of Science, Technology and Environment PG Lab</td>
<td>FSTE Building, ground floor</td>
</tr>
<tr>
<td>MBA</td>
<td>ICT Park</td>
</tr>
</tbody>
</table>

*All Postgraduate Labs are open 24 hours a day.*
LAUCALA CAMPUS

LIBRARY AND INFORMATION SERVICES

The Library is hard to miss, being the biggest building on-campus. In it you’ll find resources in different formats that you will need to complete your course. Separate from the main Library is the Lower Campus Library. The Library offers:

- 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;
- the Reserve collection of heavily used materials for short-term loans;
- reservations of books that are on-loan;
- a Discussion Room for group work;
- the Postgraduate and All-Night Reading Rooms;
- the sale of past examination papers (also available online);
- photocopying;
- binding; and
- 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, and phones must be switched off before entering the Library.

LIBRARY OPENING HOURS - MAIN LIBRARY

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

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

DURING MID-SEMESTER BREAK

| Monday to Thursday | 8am - 8pm |
| Friday             | 8am - 6pm |
| Saturday           | Closed    |
| Sunday             | 1pm - 6pm |
| Public Holidays    | Closed    |

DURING VACATION

| Monday to Thursday | 8am - 4.30pm |
| Friday             | 8am - 4pm    |
| Saturday / Sunday / Public Holidays | Closed |
| All-Night Reading Room |            |
| Monday to Thursday | 10pm - 7am (Closed during Week 1) |
| Friday / Saturday / Sunday / Public Holidays | Closed |
| Mid-Semester Break | Closed      |
| Semester Break     | Closed      |

LOWER CAMPUS LIBRARY (PIMRIS)

<table>
<thead>
<tr>
<th>During Semester</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday to Thursday</td>
<td>8am - 5pm</td>
</tr>
<tr>
<td>Friday</td>
<td>8am - 4pm</td>
</tr>
<tr>
<td>Saturday / Sunday / Public Holidays</td>
<td>Closed</td>
</tr>
</tbody>
</table>

During Vacation / Mid-Semester Break:

| Monday to Thursday | 8am - 4.30pm |
| Friday             | 8am - 4pm    |
| Saturday / Sunday / Public Holidays | Closed |

The main IT Services helpdesk situated at the Communications Building, which is behind the Book Centre, where Call Centre staff are ready to take calls and track all inquiries received from students and staff. For more information, visit: http://www.usp.ac.fj/its.

unregistered student accounts after the final day to add courses in that semester. Students continuing with their studies in the following semester can continue to use their accounts, provided they remember their email passwords. New students who enrol for the first time in a semester will have their passwords printed on their offer letter. If the initial password does not work, please seek assistance from one of the Student Helpdesks. To avoid long waiting lines, you can use your offer letter to set up your email account.

The Library is hard to miss, being the biggest building on-campus. In it you’ll find resources in different formats that you will need to complete your course. Separate from the main Library is the Lower Campus Library. The Library offers:

- 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 Programme in which librarians teach users about the Library’s collections and services and how to use them;
- an Information Desk (ext. 32402);
- an online catalogue;
- Loans and returns;
- Inter-Library loans;

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, and phones must be switched off before entering the Library.
<table>
<thead>
<tr>
<th>SERVICES DIRECTORY</th>
</tr>
</thead>
</table>

### Student Academic Services (Ext 31444)

<table>
<thead>
<tr>
<th>Location:</th>
<th>CELT Building, lower floor</th>
</tr>
</thead>
</table>
| Hours:          | Monday to Thursday: 9am – 4pm  
                   Friday: 8:30am – 3pm |
| Services:       | 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 programme and graduation. |
| E-mail:         | helpdesk@student.usp.ac.fj |

### Student Finance Office, Finance (Ext 32221)

<table>
<thead>
<tr>
<th>Location:</th>
<th>Opposite USP Book Centre and behind the Westpac Bank Branch</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours:</td>
<td>Monday to Friday: 9am – 1pm and 2pm – 4:30pm</td>
</tr>
<tr>
<td>Services:</td>
<td>Payment of fees, allowances, scholarship provisions.</td>
</tr>
</tbody>
</table>

### Chaplaincy (Ext 32495)

<table>
<thead>
<tr>
<th>Hours:</th>
<th>Monday to Friday: 8am – 4pm by appointment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Services:</td>
<td>Religious and spiritual guidance and counselling, organising religious services, facilitating Bible Study groups and seminars, referral service.</td>
</tr>
</tbody>
</table>

### Counselling Centre (Ext 32613)

<table>
<thead>
<tr>
<th>Location:</th>
<th>Opposite USP Bookcentre and behind the Westpac Bank Branch</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours:</td>
<td>Monday to Thursday: 8am – 5pm, Friday: 8am – 4pm. Special appointments can also be arranged on request.</td>
</tr>
<tr>
<td>Services:</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>
</tbody>
</table>

### Community Recreation Centre (Ext 32625)

<table>
<thead>
<tr>
<th>Location:</th>
<th>Next to the tennis courts, adjacent to the National Stadium Grounds</th>
</tr>
</thead>
</table>
| Fitness Centre  | Monday to Friday: 5am – 9pm  
                   Saturday and Sunday: 8am – 5pm  
                   Public Holidays: 8am – 5pm |
| Swimming Pool   | Monday to Friday: 6am – 6pm  
                   Saturday and Sunday: 7am – 5pm  
                   Public Holidays: 8am – 5pm |
| Gymnasium (Sports Hall) | Monday to Friday: 8am – 8pm  
                   Saturday and Sunday: Closed.  
                   Public Holidays: Closed. |
| Services:       | Fitness assessments and programming, tennis court bookings, squash court bookings, activities programme 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. |

### Halls of Residence (Ext 32206 or 32281)

<table>
<thead>
<tr>
<th>Location:</th>
<th>Wantok Drive, behind the Provost’s office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours:</td>
<td>7 days a week from 7am</td>
</tr>
<tr>
<td>Services:</td>
<td>On-campus student residence issues, implementing student discipline and emergency services.</td>
</tr>
<tr>
<td>Location (Ext 32322)</td>
<td>Centre of Campus, opposite the main administration building</td>
</tr>
<tr>
<td>----------------------</td>
<td>-------------------------------------------------------------</td>
</tr>
<tr>
<td>Hours:</td>
<td>Monday to Thursday: 8am – 10pm, Friday: 8am – 6pm, Saturday: 9am – 6pm, Sunday: 1:30pm – 6pm.</td>
</tr>
<tr>
<td>Services:</td>
<td>Full range of library services.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Medical Centre (Ext 32362)</th>
<th>Opposite supermarket, University Bookcentre and ANZ Bank complex</th>
</tr>
</thead>
</table>
| 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. |

<table>
<thead>
<tr>
<th>Community Services (Ext 32495)</th>
<th>Wantok Drive, behind the Medical Centre</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours:</td>
<td>Monday to Friday 8am – 1pm and 2pm – 4:30pm</td>
</tr>
<tr>
<td>Services:</td>
<td>Community services</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Security Services (Ext 32211)</th>
<th>Headquarters next to 4th Hall, manned posts at each gate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours:</td>
<td>Seven days a week, 24 hours a day.</td>
</tr>
<tr>
<td>Services:</td>
<td>Safety and security of people on-campus, university property and ensuring that the university rules and regulations are upheld and respected at all times.</td>
</tr>
</tbody>
</table>

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 and for hundreds of students taking a range of courses by distance and flexible learning (DFL). The original identity of Alafua Campus as the South Pacific Regional College of Tropical Agriculture is still visible today in its very green landscape and neighbouring farms.

**Accommodation**

On-campus accommodation is divided into separate quarters for men and women. A total of 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 also 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 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, including stationery items, phone cards, a USP-branded range and other small personal items. The Bookshop is also home to Western Union for all your money transfer matters. It is open from 8:30am to 4:30pm on weekdays.

**Catering Services**

The Dining Room is open not only to residential students but to all staff, students, and members of the public during the week, but is closed on weekends. Meals in the Dining Room use local produce and include a variety of food like fish in coconut cream curries, fish and chips etc. Chinese dishes like chop suey and stir fries etc. Island staples like taro and bananas are provided daily in addition to rice, potatoes and pasta. Breakfast includes cereal, fruit, toast and spreads, a hot dish (either spaghetti, baked beans, eggs or fish cakes) and hot drinks. Lunch and dinner include a hot main dish with 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 also available, and other special dietary requirements should be discussed with the Catering Supervisor to ensure that the appropriate meal plan is organised. The Resident Assistant in charge of your area may bring meals to your room if you fall ill.

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

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

**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, while letters and parcels to any destination can be posted from these branches. Inward mail for you should have your name and the following address:
The public hospital in Motootua has a dispensary for medication open from 9am – 9pm on weekdays and 9am to 6pm during the weekends and public holidays.

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 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 mobile phone service providers are SamoaTel, GoMobile and Digicel, which sell mobile phones and phone cards.

Email and access to the internet is available at:

- Computer Labs:
  - Monday to Friday: 8am – 4:30pm (4pm on Friday)
- Student Academic Services Front Office:
  - Monday to Friday: 8:30am – 7pm
  - Saturday: 8:30am – 12noon.

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

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

The currency used in Samoa is the tala (dollar) and sene (cont). 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 on Thursdays and Fridays, and is open for a limited number of hours on Saturdays. The ANZ, National and Westpac banks have ATM machines at a number of locations in Apia, and many local businesses allow payment by EFT-POS card.

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

Following are typical 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, Motootua – 8tala; and
- 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 a ‘first come first serve’ basis free of charge. The van departs from the 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 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.

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 (due to close proximity to the hostel quarters) only for touch rugby and outdoor volleyball. There is also a multi-purpose court for playing netball, basketball and tennis. A common room for students, which has a television set and 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’s staff and students, and the High Performance Unit of Samoa Rugby Football Union. A minimum 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 minimum charge for use of the Fale.

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

- Mid-year picnic (during the semester break in July); and
- USPACSA farewell party at the end of the year in October.

The CFDL has a staff member based at the Alafua Campus, who is available to help you improve your academic and study skills through a Drop-In service offered daily scheduled hours in the CFDL office at the T&L Building. There are also skills workshops, which are run throughout the semester determined by the current needs and requests by both academic staff and students. You can pick up information leaflets on a variety of language, mathematical and research skills. The staff member also administers the compulsory English Language Skills Assessment (ELSA) Test and teaches the EL001 (English Language Skills) course for those identified by the ELSA test.

The College of Foundation Studies (CFS) at Alafua Campus aims to develop personal qualities and ensure that students are well prepared for further tertiary studies. The College coordinates preliminary and foundation courses. Support staff are also available to assist students taking the Pre-degree English language courses, LLP13, LLF11 and LLF12. In liaison with Student Academic Services, CFS staff are able to assist pre-degree students in courses other than language subjects and contact the CFS staff based at the Laucala Campus if further assistance is required. Local tutors are provided by the College and students can seek their support for their respective subject areas.
As well as the usual science laboratories in which agriculture students learn more about crop, animal and soil sciences, through practical work and experiments, there are also three specialised laboratories on-campus. At the Agricultural Chemistry Nutrient Analysis Laboratory: soil, water, plant and animal feed analyses are carried out for student and staff research and samples submitted by farmers for fertiliser calculations/recommendations, advanced soil science teaching and research takes place. At the Tissue Culture Unit, the main focus of research has been the development of leaf blight resistant strains of taro and the development of appropriate media for the production of other crops. The unit also stores duplicates of the plant genetic materials from around the region in cooperation with the Secretariat of the Pacific Community (SPC). The Alafua Forensic Drug Testing Centre was opened in 2005 to test suspected drug samples for the Police, Customs and similar organisations.

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

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

Distance and flexible learning students doing internet courses can use the facilities to assist their learning. Courses in how to use the different online learning management systems are also run at the beginning of each semester and it is important for all new users to attend so they can be introduced to the full range of features available. The computer lab opening hours are from 8am – 4:30pm (during periods of high demand, the lab closes at 10pm). In addition, you can use a suite of computers in the Student Academic Services Front Office from:

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

There are some computers also available for use at the Library.

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

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

The Alafua Campus Library holds approximately 16,000 book titles, 150 journal titles and 200 audio-visual items. The bulk of the collection is agriculture-related but there is also a wide range of material to support students studying through distance and flexible learning. Most books can be borrowed for a period of two weeks with the exception of those from the Reference, Reserve and Pacific Collections which can be used in the library for three hours at a time.

The Library catalogue can be searched via the internet which is available on five student computers in the library. Information can also be found using the online databases available on the library website and other databases provided such as Agricola, TropAg/Rural or LanTEAL. Items which are not held in the collection can be requested via inter-library
loan from other institutions and from the main campus in Fiji, however charges may apply. Within the Library, there are individual study carrels and tables for groups to share, as well as casual seats for reading current journal issues and newspapers. Photocopying is available at 20 sene per page.

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 – 7pm
- Friday: 8am – 4pm
- Saturday: Closed
- Sunday: Closed

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

*During Study and Examination Weeks:*
- Monday to Thursday: 8am – 8pm
- Friday: 8am – 4pm
- Saturday: Closed
- Sunday: 2pm – 6pm

### SERVICES DIRECTORY

#### STUDENT ACADEMIC SERVICES (SAS)

| Location: | Student Academic Services Building |
| Hours: | Monday to Friday: 8:30am – 7pm, Saturday: 8:30am – 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 |
| Email: | sas@samoausp.ac.fj |

##### Savaii Centre Samoa

| Location: | Salelologa Public Library |
| Services: | Academic support for Savaii students. Other SAS services may be offered. |
| Telephone: | 21671 |
| Fax: | 22933 |
| Email: | enquiries@samoausp.ac.fj |

##### Samoa Continuing and Community Education (CCE)

| Location: | Teaching & Learning Support Centre Building |
| Services: | CCE academic support |
| Telephone: | 21671 |
| Fax: | 22933 |
| Email: | vaa_r@samoausp.ac.fj |

##### Centre for Flexible and Distance Learning (CFDL)

| Location: | Teaching & Learning Support Centre Building |
| Services: | CFDL academic support to assist students and staff, learn and teach more effectively. |
| Telephone: | 21671 |
| Fax: | 22933 |
| E-mail: | laulala_r@samoausp.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@samoausp.ac.fj |
The picturesque Emalus Campus is situated in the Tassiriki area, overlooking Port Vila’s Emten lagoons. ‘Emalus’, the name of the campus site in Erakor language, means the ‘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 School of Law delivers its courses both face-to-face and by distance and flexible learning (DFL); and
• The Pacific Languages Unit (part of the School of Language, Arts and Media), has offered Pacific language courses, mainly by distance and flexible learning.

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

Students who want to live off-campus should consult the Student Welfare Coordinator who will be able to assist you in finding accommodation. Usually, a refundable deposit is required and you will need to provide your own cutlery, crockery and linen. If you rent an unfurnished place, USP is not able to supply furniture. If you decide to live on-campus, it’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 that semester.

Taking pride in your campus requires that you take part in keeping it clean. There are plenty of rubbish bins around the campus 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 area.
Catering service facilities include a Student Dining Hall, campus canteen/snack bar and staff-student barbecue and laplap/lovo area. The Dining Hall and the canteen cater for a variety of tastes, including island and Indian food, vegetarian meals, as well as Western menus. There are also many cafes, restaurants and supermarkets located close by in Port Vila.

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

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

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

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

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

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 2008 according to the Finance Section of Emalus Campus.

Australia AU$1 = 79 vatu
100 vatu = AU$1.27
New Zealand NZ $1 = 67 vatu
100 vatu = NZ$1.49
United Kingdom = 183 vatu to pound
100 vatu = GBP 0.55
USA US$1 = 123 vatu
100 vatu = US $0.81

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

**MEDICAL SERVICES**

Port Vila is a relatively healthy place. The water is perfectly safe to drink, although it contains quite a bit of calcium. Cuts and scratches should be treated immediately with antibiotic ointment and covered with a band-aid 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 the 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 red letter ‘B’ on the number plate. Buses have no fixed routes, and will take you wherever you want to go, though not always by the most direct route. Bus fares currently are 100vatu anywhere in the city limits. There is also a good supply of taxis, which are not particularly expensive.

**SECURITY**

Port Vila is a fairly safe town to live in. There are the usual problems associated with urban life, such as occasional petty theft, but these are 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 and netball courts. Sports played in Port Vila include soccer, rugby, netball, volleyball, cricket, tennis, squash, boxing, table tennis and golf. USP fields teams in some of these sports during the town competitions.

There are tennis courts, squash courts and a gym in the Cercle Sportif near the campus. Some of the hotels allow Vila residents to become members (for a fee), which entitles them to use of their swimming pools. There are also water sports like snorkelling, yachting, water-skiing and wind-surfing. For further information contact the Student Welfare Coordinator.

There are a number of beaches around the town, including some close to USP, as well as good picnic beaches on the south coast, half an hour’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.
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 email 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 volume 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, encyclopaedias, 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 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 conditions.

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 as 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 Programme 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 USA;
- Reserve Collection;
- past examination papers;
- photocopying; and
- printing.

Opening Hours

**During Semester**

- Monday to Thursday: 8am – 9pm
- Friday: 8am – 4pm
- Weekends: 2pm – 6pm

**During Vacation**

- Monday to Friday: 8 am – 11:30 am, 1:30 pm – 5 pm
- Weekend: CLOSED
- Public holidays: CLOSED

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.
## SERVICES DIRECTORY

### Student Academic Services

**Location:** SASS Building  
**Hours:** Monday to Friday: 7:30am – 12pm and 1:30pm – 4:30pm  
**Services:** 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 programmes and graduation.

### Central Administration

**Location:** Administration Building  
**Services:** General campus administration  
**Telephone:** (678) 22748  
**Fax:** (678) 22633

### School of Law

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

### Campus Outreach and Community Development Centre

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

### USP Centres in Vanuatu

#### Penama Centre

**Coordinator:** Mr Sandy Banga  
**Postal address:** Saratamata East Ambae, Ambae, Vanuatu  
**Telephone:** (678) 38089  
**Fax:** (678) 38827  
**E-mail:** Penama_ci@vanuatu.usp.ac.fj

#### Santo Centre

**Coordinator:** Ms Ketty Napwatt  
**Postal address:** PO Box 176, Lugarville Santo, Vanuatu  
**Telephone:** (678) 38438  
**Fax:** (678) 36299  
**Email:** napwatt_k@vanuatu.usp.ac.fj

#### Tafea Centre

**Coordinator:** Mr George Samuel  
**Postal address:** PO Box 23, Isangel Tafea, Vanuatu  
**Telephone:** (678) 68713, Fax: (678) 68726  
**Email:** Samuel_g@vanuatu.usp.ac.fj

#### Malampa Centre

**Coordinator:** To be recruited  
**Address:** Norsup, Malekula
MAJOR CAMPUSES

ALAFUA CAMPUS STUDENT ACADEMIC SERVICES
SAS Coordinator: Ms Angeline Alama
DFL Director: Mrs Ruby Va’a
Postal address: Student Academic Services
The University of the South Pacific
Private Bag,
Apia, Samoa
Tel: (685) 21671
Fax: (685) 23424
Email: enquiries@samoa.usp.ac.fj

SAVAI’I CENTRE
C/o Salelologa Public Library
Contacts: As above

EMALUS CAMPUS STUDENT ACADEMIC SERVICES
SAS Coordinator: Ms Naomi Bolenga
DFL Director: Mr Jean-Pierre Nirua
Postal address: Student Academic Services,
The University of the South Pacific,
Private Mail Bag 9072,
Port Vila, Vanuatu
Tel: (678) 23988 or 22748
Fax: (678) 24371
Email: nirua_j@vanuatu.usp.ac.fj

PENAMA CENTRE
Coordinator: Mr Sandy Banga
Postal Address: Saratamata East Ambae,
Vanuatu
Tel: (678) 38089
Fax: (678) 38827
Email: penama_c@vanuatu.usp.ac.fj

SANTO CENTRE
Coordinator: Mrs Ketty Napwatt
Administration Assistant: Mr Alfred Maoh
Postal Address: P O Box 176,
Luganville Santo,
Vanuatu
Tel: (678) 36438
Fax: (678) 36299
Email: knapwatt@gmail.com

TAFEA CENTRE
Coordinator: Mr George Samuel
Postal Address: PO Box 23, Isangel
Tafea, Vanuatu
Tel: (678) 68713
Fax: (678) 68726
Email: tafea_c@vanuatu.usp.ac.fj

LAUcala CAMPUS STUDENT ACADEMIC SERVICES
Postal address: Student Academic Services,
The University of the South Pacific,
Private Mail Bag
Suva, Fiji.
Tel: (679) 323 1444
Fax: (679) 323 1516
Email: helpdesk@student.usp.ac.fj

OTHER CAMPUSES

USP COOK ISLANDS CAMPUS
Director: Mr Roderick Dixon
Postal address: PO Box 130, Rarotonga,
Cook Islands
Tel: (682) 29415 or 29416
Fax: (682) 21315
Email: dixon_r@usp.ac.fj
Office hours: Mondays to Fridays: 8am – 4pm

USP KIRIBATI CAMPUS
Director: Dr Uentabo Mackenzie
Postal address: PO Box 59,
Bairiki, Kiribati
Tel: (686) 21085
Fax: (686) 21419
Email: mackenzie_u@usp.ac.fj
Office hours: Mondays to Fridays: 9am – 6pm
<table>
<thead>
<tr>
<th>Location</th>
<th>Contact Person(s)</th>
<th>Address/Telephone/Fax/Email/Office Hours</th>
</tr>
</thead>
</table>
| **USP Labasa Campus**         | Dr. Samuela Bogitini                | Director: Dr. Samuela Bogitini  
Postal: Private Mail Bag, Labasa, Fiji  
Tel: (679) 881 7707 (ext 208)  
Fax: (679) 881 5570  
Email: bogitini_s@usp.ac.fj  
Office hours: Mondays to Fridays: 8am – 4:30pm |

| **SAVUSAVU Centre**           | Mr. Sairusi Lui                    | Coordinator: Mr. Sairusi Lui  
Postal Address: Private Mail Bag, Savusavu, Fiji  
Tel: (679) 885 3708  
Fax: (679) 885 3709  
Email: lui_s@usp.ac.fj |

| **USP Lautoka Campus**        | Dr. Joseph Veramu                  | Director: Dr. Joseph Veramu  
Postal Address: Private Mail Bag, Lautoka Post Office, Fiji  
Tel: (679) 666 6800  
Fax: (679) 666 7133  
Email: veramu_j@usp.ac.fj  
Office hours: Mondays to Fridays: 8am – 4:30pm, Saturdays (Library only): 9am – 1pm |

| **USP Marshall Islands Campus** | Dr. Irene Taaafaki              | Director: Dr. Irene Taaafaki  
Postal Address: PO Box 3537, Majuro, Marshall Islands  
Tel: (692) 625 7279  
Fax: (692) 625 7282  
Internal extension: 40801  
Email: taaafaki_i@usp.ac.fj  
Office hours: Mondays to Fridays: 8am – 5pm |

| **USP Niue Campus**           | Mr. Maru Talagi                   | Director: Mr. Maru Talagi  
Postal Address: PO Box 31, Alofi, Niue |

| **USP Solomon Islands Campus** | Mr John Usuramo                  | Director: Mr John Usuramo  
Postal Address: PO Box 460, Honiara, Solomon Islands  
Tel: (677) 21307  
Fax: (677) 21287  
Email: usuramo_j@usp.ac.fj  
Office hours: Mondays to Fridays: 8am – 4:30pm |

| **Gizo Centre**               |                                      | Western Province  
Contact: As above |

| **USP Tokelau Campus**        | Mr Kelihiano Kalolo               | Director: Mr Kelihiano Kalolo  
Postal Address: c/- Alafua Campus SAS, Private Bag, Apia, Samoa  
Tel: (690) 2178  
Fax: (690) 2177  
Email: kalolo_k@usp.ac.fj  
Office hours: Mondays to Fridays: 8 am – 4.00 pm |

| **USP Tonga Campus**          | Ana H Koloto                      | Director: Ana H Koloto  
Postal Address: PO Box 278, Nuku’alofa, Tonga  
Tel: (676) 29055 or 29240  
Fax: (676) 29249  
Office hours: Mondays to Fridays: 8:30am – 4:30pm |

| **Haapai Centre**             |                                      | Tel: (676) 60099  
Email: usphapai@tonfon.to |

| **Vava’u Centre**             |                                      | Tel: (676) 70545 |

| **USP Tuvalu Campus**         | Mr. David Manuella                 | Director: Mr. David Manuella  
Postal Address: PO Box 21, Funafuti, Tuvalu  
Tel: (688) 20811  
Fax: (688) 20704  
Email: manuella_d@usp.ac.fj  
Office hours: Mondays to Fridays: 8am – 4:30pm |
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