## CONTENTS

**DISTANCE AND FLEXIBLE LEARNING HANDBOOK**

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### 2011 PRINCIPAL DATES

#### Important Dates

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<td>15 – 19 Feb</td>
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<td>21 Feb</td>
<td>4 April</td>
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<td>Late Enrolment (FJ $55 fine enrolment fee)</td>
<td>21 Feb – 25 Feb</td>
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<td>Alafua, Emalus, Laucala Campuses</td>
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<td>Final date for withdrawal from Semester I courses with full refund of tuition fees</td>
<td>4 March</td>
<td>15 April</td>
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<td>Regional Campuses</td>
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<td>Final date for withdrawal from courses with full refund of tuition fees</td>
<td>1 April</td>
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<tr>
<td>Final date for students to pay fees before incurring late payment charge</td>
<td>1 April</td>
<td></td>
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<tr>
<td>ELSA Test (all campuses) – see local advertisements</td>
<td>11 &amp; 15 April</td>
<td></td>
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<tr>
<td>Mid-semester break</td>
<td>9 – 17 April</td>
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<tr>
<td>All Campuses</td>
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<tr>
<td>Final date for withdrawal from Semester I courses that students do not want to be assessed</td>
<td>21 April</td>
<td>3 June</td>
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<td>Semester I examinations</td>
<td>13 – 24 June</td>
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<td>Semester I break</td>
<td>25 Jun – 24 July</td>
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<tr>
<td>ELSA Test (all campuses) – see local advertisements</td>
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<td>Enrolment period for Semester II</td>
<td>18 – 23 July</td>
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<tr>
<td>Semester II begins</td>
<td>25 July</td>
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<td>Late Enrolment ($55 fine applies)</td>
<td>25 July – 30 July</td>
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<td>Alafua, Emalus, Laucala Campuses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Final date for withdrawal from Semester II courses with full refund of tuition fees</td>
<td>5 August</td>
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<td>Other USP Campuses:</td>
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<tr>
<td>Final date for withdrawal from Semester II courses with full refund of tuition fees</td>
<td>2 Sept</td>
<td></td>
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<tr>
<td>Final date for students to pay Semester II fees before incurring late payment charge</td>
<td>2 Sept</td>
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<tr>
<td>Mid-semester break</td>
<td>10 – 18 Sept</td>
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<td>ELSA Test - (all campuses) – see local advertisements</td>
<td>12 &amp; 16 September</td>
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<td>All Campuses</td>
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<td>Final date for withdrawal from Semester I courses that students do not want to be assessed</td>
<td>23 Sept</td>
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<td>Semester II and 30-week examinations</td>
<td>14 – 25 Nov</td>
<td>14 – 25 Nov</td>
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#### Important Notes:

1. The important dates that relate to specific DFL courses are found in individual course Introduction and Assignments Booklets.
2. Refer to USP campus staff for confirmation of the above dates (especially where two dates are given for ELSA Tests) as these may vary for each campus because of local public holidays and dateline issues.
Congratulations on choosing to study at the University of the South Pacific (USP) and a warm welcome to all new and returning students in 2011, right around the region.

Distance and Flexible Learning (DFL) provides a range of educational opportunities to those of you who are already employed, are unable to leave home due to other commitments, are still deciding on a future career or are wishing to do something intellectually stimulating. These opportunities are available at USP no matter where you are located.

USP has been recognised throughout the Commonwealth for its significant achievements in the innovative and effective application of appropriate learning technologies in distance education. DFL augments the University’s continuing commitment to enhancing the quality of support and delivery of programmes and courses to you - our students around the region.

“Success @ USP” a DFL orientation programme is designed to provide you with tools to become a more responsible and self-directed learner – attributes that are necessary to be a successful DFL student. I urge you to fully participate in this programme when it becomes available at your USP Campus.

You will be pleased that the University’s new Strategic Plan 2010-2012 places high priority on enhancing quality and improving student services.

USP is your University. You are encouraged to fully utilise the diverse services, resources and progressive technology available at USP, to advance your knowledge and to realise your goals. All USP Campuses in our 12 Member Countries are set up to facilitate and enhance your learning and to make your study a more enjoyable experience. I encourage you to demand excellent services and quality facilities from your USP Campuses and to express any concerns you may have.

I wish you all the best in your studies in 2011. I hope the year will be a rewarding and enjoyable one for you.

Professor Rajesh Chandra
VICE-CHANCELLOR
WHAT IS DISTANCE & FLEXIBLE LEARNING?

Distance and Flexible Learning (DFL) at USP offers you a way to gain a higher education through a variety of modes and technologies. The ‘distance’ aspect allows you to take courses and pursue USP programmes of study from locations throughout USP’s 14 campuses in the region. The ‘flexible’ aspect lets you fit your studies into your own schedule and in a learning mode that best suits you.

### What are the benefits of studying by Distance and Flexible Learning?

DFL is ideal for people who are unable to study full-time and who do not have easy access to one of USP’s major campuses.

DFL is also ideal for people who want to be able to fit their studies around their current commitments and progress through their studies at their own pace.

### What is different about studying by DFL at USP?

When you study by Distance and Flexible Learning at USP, the content that you cover is very much the same as that learnt by students on campus. The difference is the way in which you learn. USP students who study on campus mostly learn through the type of face-to-face teaching everyone is familiar with from their primary and secondary education.

Face-to-face learning involves a teacher being physically present with a group of students in a classroom or lecture hall. USP’s distance and flexible learning utilise communication methods, media and technologies other than face-to-face. Types of delivery, support and materials vary from course to course and this is reflected in the fees that you pay. Some of the ways of learning may feel strange to begin with, but once you have begun studying through DFL you will quickly become familiar with them.

### DFL learning materials

When you study through DFL, your learning materials have been professionally developed by a course team, including subject matter experts, instructional designers, educational technologists and media specialists to enable you to study most effectively. The majority of DFL courses make use of print materials, including study guides, readers and commercial textbooks. Many courses are also enhanced with media resources on CD-ROMs or DVDs.

Increasingly online learning and web-based resources are becoming a feature of DFL courses. You can enrol on enrolment whether you will require computer and internet access to study and how you can obtain these at your local campus.

### Communication technologies in DFL

Through the USPNet, a satellite communications system owned and operated by USP, DFL courses employ a range of communication technologies to support your studies. These include:

- Audio teleconferencing, which is widely used to provide audio-based ‘satellite’ tutorials run from one of the three major campuses in Fiji, Samoa and Vanuatu. If such ‘satellite’ tutorials are part of your DFL course you will be able to attend at the teleconferencing studio at your local campus.
- Video conferencing, which provides fully interactive two-way audio and video, is used by a smaller number of courses, especially for small postgraduate groups.
- Online discussion forums, enabled in a learning management system (Moodle)

### Other support for DFL

In addition to the support you may receive from a distance through USPNet, some courses and campuses also have local tutors who will offer face-to-face tutorials. In other cases lecturers/tutors from the USP major campuses may make short teaching visits to your local campus depending on student numbers, demand and available funding.

The type of academic support for your chosen course of study will vary from course to course, but whatever you study, Student Learning Support (SLS) can provide assistance in learning and study skills, English language skills and numeracy. Contact your local USP campus to find out more about these services.

### Flexi-school courses

Flexi-school courses are courses which are offered face-to-face at local USP campuses by agreement between the relevant School or Department and the Campus Director. The structure of these courses involves a course lecturer coming to your USP campus to teach an intensive version of the course face-to-face. Flexi-school courses are considered ‘intensive’ because over a period of about four to six weeks of full-time study, your lecturer will teach you the same amount of material that a student would normally cover during a 15-week semester at a major campus.
Flexi-school courses are often offered during USP’s semester breaks and the range of courses offered is determined by student demand and the availability of a course lecturer, so register your interest in flexi-school courses with the director of your local USP campus or Student Academic Services on the three major USP campuses (see pages 35-38 for contact details).

Once you have decided on a career path and selected the appropriate USP programme of study to achieve it, you will also need to create a plan that will take into account these personal considerations.

- What is my current learning style? Am I willing to adapt the way I learn to utilise fully the different delivery media and technologies that are now available?
- How many courses can I comfortably take in a year?
- How long will it take me to complete my chosen programme of study?
- Can I afford such a long-term financial commitment? If not, can I reorganise my financial commitments?
- Am I eligible for any scholarships or financial support programmes offered by my government or other non-government organisations?
- How many courses in my chosen programme of study are available through Distance and Flexible Learning before I need to consider transferring to study on campus?
- Will my family or spouse support my choice to pursue further education?
- Can I comfortably adjust my personal schedule to allow for study time?
- Is my workplace flexible enough to allow me to attend tutorials, tests and examinations?
- Am I really ready to commit myself to further education?

You might like to talk to an academic advisor or counsellor at your local USP campus to help you make the most appropriate choices and learning pathways in your chosen area of study.
What do I need to know about enrolling as a DFL student?

Studying by Distance and Flexible Learning is both rewarding and challenging. It is crucial that you meet the admission criteria specified for your USP programme and courses. These criteria have been set to ensure that you have an appropriate background to cope with your programme and course requirements, and so that your learning experience is positive and rewarding.

- Be aware of when applications for enrolment will be advertised and send in your application as soon as you see that your local USP campus is inviting applications for enrolments.
- Advertisements are usually published in your local newspapers, through radio stations, television and on notice-boards at USP campuses; however, this differs from campus to campus.
- Generally, semester I and 30-week courses are advertised around November of the previous year and semester II courses are advertised in April of the same year.
- Each Faculty will be responsible for advertising all of their courses and programmes. The Faculties also usually advertise their flexi school offerings in May and again in November.
- If you require further information about applying to register for Distance and Flexible Learning courses, contact staff at your local USP campus or Student Academic Services at the three major USP campuses.

Students studying through distance and flexible learning usually come from four general categories:

- Form 6 or Form 7 (or equivalent) students straight out of secondary school who want to continue into tertiary studies.
- People who are currently working and want to pursue USP programmes of study on a part-time basis.
- Mature students who have not participated in study for a long period of time and want to re-commence studying.
- People who do not want to pursue academic qualifications but wish to engage in lifelong learning for personal development, enjoyment and/or training.

The admission criteria differ according to the type of student you are. Admission requirements for USP’s pre-degree, certificate, diploma, degree and postgraduate programmes are listed in the 2011 Enrolment Guide.

ACRONYMS

RCCCE Regional Centre for Continuing and Community Education
CFDL Centre for Flexible and Distance Learning
SLS Student Learning Support
CFS College of Foundation Studies
DFL Distance and Flexible Learning
CDD Course Design and Development
ELSA English Language Skills Assessment
FAL Faculty of Arts and Law
FBE Faculty of Business and Economics
FSTE Faculty of Science, Technology and Environment
GPA Grade point average
GSB Graduate School of Business
OC On-campus
LMS Learning Management System
PhD Doctor of Philosophy
SAS Student Academic Services
SOLS Student Online Services
UPR Unsatisfactory Progress Regulations
USP The University of the South Pacific
USPSA The University of the South Pacific Students’ Association
<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tr>
<td><strong>Discipline</strong></td>
<td>An area of study such as Chemistry, Economics or Tourism.</td>
</tr>
<tr>
<td><strong>Elective course</strong></td>
<td>A course chosen by the student, usually from a discipline outside the student’s major(s) or minor(s) which must be passed as part of a programme.</td>
</tr>
<tr>
<td><strong>Enrolment</strong></td>
<td>Strictly speaking, the completion of the three processes of admission, registration and fee payment, but often loosely used to just mean any one of those three, depending on the context.</td>
</tr>
<tr>
<td><strong>Distance and Flexible Learning</strong></td>
<td>Describes courses that are offered from any of USP’s campuses and centres, requiring minimal or no face-to-face contact and utilising various educational media.</td>
</tr>
<tr>
<td><strong>Faculty</strong></td>
<td>A coherent grouping of academic departments and/or schools, headed by a Dean.</td>
</tr>
<tr>
<td><strong>Flexi-school course</strong></td>
<td>Formerly known as a summer school or winter school – a course taught intensively at your local campus, usually during semester breaks.</td>
</tr>
<tr>
<td><strong>Grade Point Average</strong></td>
<td>A measure of the overall level of a student’s achievement, calculated by assigning points to the grades achieved in each of their USP courses, and finding the average of the points.</td>
</tr>
<tr>
<td><strong>Learning Management System</strong></td>
<td>A software that enables access to computer-based and online learning materials and communications for your study – currently Moodle.</td>
</tr>
<tr>
<td><strong>Major</strong></td>
<td>A discipline in which a student can specialise when studying for a USP degree; for example, Accounting, Geography, or Physics.</td>
</tr>
<tr>
<td><strong>Minor</strong></td>
<td>A supplementary discipline taken in addition to and in support of a major, for a USP degree programme.</td>
</tr>
<tr>
<td><strong>On-Campus</strong></td>
<td>Courses that are delivered at Alafua, Emalus or Laucala Campuses and have substantial face-to-face contact.</td>
</tr>
<tr>
<td><strong>Prerequisite course</strong></td>
<td>A course that must be passed before a student can register for another specific course, normally at a higher level.</td>
</tr>
<tr>
<td><strong>Programme</strong></td>
<td>An arrangement of courses fitting the requirements for a USP qualification such as a certificate, a diploma or a degree.</td>
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<td><strong>Registration</strong></td>
<td>The process of electronic or manual approval, by appropriate authorities, of students’ chosen courses.</td>
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<tr>
<td><strong>Restricted Pass</strong></td>
<td>A pass granted to a student who has marginally failed the final course required to complete their programme.</td>
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<tr>
<td><strong>School</strong></td>
<td>One of the administrative units into which a Faculty may be divided. Usually a school takes its name from the disciplines it teaches.</td>
</tr>
<tr>
<td><strong>Semester</strong></td>
<td>The normal duration for which a course is offered.</td>
</tr>
<tr>
<td><strong>Service Course</strong></td>
<td>A compulsory course from outside the major (or minor) discipline, which supports the major (or minor) courses.</td>
</tr>
<tr>
<td><strong>Trimester</strong></td>
<td>The normal duration of a Graduate School of Business (GSB) course, which is shorter than a semester.</td>
</tr>
<tr>
<td><strong>Tutorial</strong></td>
<td>An interactive university teaching technique in which a small group of students meets with an academic staff member to discuss concepts covered in recent lectures or to work through applied examples of theory.</td>
</tr>
<tr>
<td><strong>Unsatisfactory Progress</strong></td>
<td>The failure of a student to pass sufficient courses in the preceding academic year, resulting in, initially being put on probation, and subsequently being suspended for one or more semesters.</td>
</tr>
</tbody>
</table>
HOW DO I SELECT MY USP PROGRAMME OF STUDY?

Now that you are aware of the ways you can learn through Distance and Flexible Learning, you will need to think about selecting your USP programme of study and relevant courses. At the University of the South Pacific, your ‘programme’ of study refers to the qualification that you are pursuing. USP offers different levels of pre-degree, undergraduate and postgraduate programmes of study.

The first level, Regional Centre for Continuing and Community Education, offers programmes of study recommended for students who may have dropped out of secondary school at Form Four or Five and who therefore do not have any formal academic qualifications. The next level, USP’s Preliminary Programme of study, is for students who wish to obtain the equivalent level to Form 6. The programme helps bridge gaps in your knowledge so you can progress to the Foundation Programme of study. Each level, starting from the Preliminary Programme of study onwards, is a sequential stepping stone towards obtaining a USP degree. A bachelor’s degree is the last level of an undergraduate programme of study. Once you graduate with a degree you may be able to select a postgraduate programme of study to obtain a Postgraduate Certificate, a Postgraduate Diploma, a Master’s degree or even a Doctorate (PhD).

Some points to consider when selecting your programme:

• Choose a programme that matches your skills, personal qualities and abilities.
• Be realistic about the length of your study and your continued commitment to its completion.
• Be mindful of possible programmes that can best utilise your previous qualifications.
• Pursue a programme that is most relevant to your intended career.
• Talk to as many people as possible about what you are thinking of doing, such as career advisors, second and final year degree students, academic advisors, family, friends or people who have chosen similar career paths in the industry in which you are interested.

More information on the specific USP programmes of study offered through Distance and Flexible Learning is available on pages 11-12 of this handbook.
WHAT PROGRAMMES ARE OFFERED AT USP?

Regional Programmes
USP offers a range of more formal regional programmes through Distance and Flexible Learning. The learning and teaching materials used by regional programmes are co-ordinated by the Regional Centre for Continuing and Community Education staff based at Lautoka Campus in Fiji. Students who take regional programmes are required to have completed the equivalent of a Form 4 education.

More information on RCCCE programmes can be found at: www.usp.ac.fj/rccce

Pre-degree Programmes
USP’s Preliminary Programmes and courses provide preparation for entry into USP Foundation Programmes, which in turn provide a pathway to degree-level study at USP or other universities. The qualifications offered at schools in USP member countries are at the same level as the USP pre-degree courses listed below.

National Programmes
At a national level, Regional Centre for Continuing and Community Education courses offered by USP campuses are determined by local needs and resources. Subjects taught include computer skills, languages, bookkeeping, mathematics, business studies, economics, creative writing, community development skills, literature, handicrafts, floral arts, fabric arts, woodcarving, fine arts, carving, poetry, music, video production, leadership skills, health studies, public speaking, problem-solving and general literacy skills.

The USP campuses advertise their courses in the local newspapers, radio or on notice-boards, on a semester basis. The duration of courses varies from 10 to 32 hours of teaching spread over a number of weeks.

Preliminary Programmes
Preliminary programmes are aimed at mature entrants who have left school early but who now wish to re-commence studying. In addition students from USP Member Countries who have not performed well in their Form 6 (or equivalent) examinations can take courses for a USP Preliminary Programme in either science or social science, with the aim of then moving on to a Foundation Programme. Preliminary courses are offered only by distance and flexible learning.

Foundation Programmes
Foundation Programmes form a pathway to degree-level study at USP. Students entering the USP Foundation Programmes will normally have passed a University Senate-approved Form 6 examination (or equivalent), or have completed a USP Preliminary Programme.

Students enrol in either the Foundation Science Programme or the Foundation Social Science Programme, depending on the subjects they wish to study.

The University, at the time of preparing this Handbook, is still undergoing some changes to the structure of their many programmes. You are advised to check with the staff at your Campus if you think that some of the information here has since changed.

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<th>Country</th>
<th>‘Form 6’ or Preliminary level</th>
<th>‘Form 7’ or Foundation level</th>
</tr>
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<tr>
<td>Cook Islands</td>
<td>NZ NCEA* Level 2</td>
<td>NZ NCEA* Level 3</td>
</tr>
<tr>
<td>Kiribati</td>
<td>SPBEA** Pacific Senior Secondary Certificate</td>
<td>SPBEA** South Pacific Form 7 Certificate</td>
</tr>
<tr>
<td>Fiji</td>
<td>Fiji School Leaving Certificate</td>
<td>Fiji Seventh Form Certificate</td>
</tr>
<tr>
<td>Marshall Islands</td>
<td>No equivalent</td>
<td>No equivalent</td>
</tr>
<tr>
<td>Nauru</td>
<td>SPBEA** Pacific Senior Secondary Certificate</td>
<td>No equivalent</td>
</tr>
<tr>
<td>Niue</td>
<td>NZ NCEA* Level 2</td>
<td>No equivalent</td>
</tr>
<tr>
<td>Samoa</td>
<td>SPBEA** Pacific Senior Secondary Certificate</td>
<td>NUS Foundation Certificate</td>
</tr>
<tr>
<td>Solomon Islands</td>
<td>SPBEA** Pacific Senior Secondary Certificate</td>
<td>No equivalent</td>
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<tr>
<td>Tokelau</td>
<td>NZ NCEA* Level 2</td>
<td>No equivalent</td>
</tr>
<tr>
<td>Tonga</td>
<td>SPBEA** Pacific Senior Secondary Certificate</td>
<td>SPBEA** South Pacific Form 7 Certificate</td>
</tr>
<tr>
<td>Tuvalu</td>
<td>SPBEA** Pacific Senior Secondary Certificate</td>
<td>No equivalent</td>
</tr>
<tr>
<td>Vanuatu</td>
<td>SPBEA** Pacific Senior Secondary Certificate</td>
<td>SPBEA** South Pacific Form 7 Certificate</td>
</tr>
</tbody>
</table>

*NZ NCEA = New Zealand National Certificate of Educational Achievement
**SPBEA = South Pacific Board for Educational Assessment
studied at secondary school (or in the Preliminary programme), and also the degree programme they want to pursue once they complete their Foundation studies. Students hoping to do a degree at USP or another university on completion of a Foundation Programme should make sure they register for the prerequisite courses needed for their intended further studies. Foundation courses are also offered by distance and flexible learning.

Certificate Programmes

USP offers a wide range of certificate qualifications, many of which only require the completion of up to six courses. The lists of courses and electives for all certificate programmes are found in the 2011 Enrolment Guide. It is possible to complete twelve of the certificate programmes completely by distance and flexible learning.

You must ensure you meet the admission criteria for the particular certificate programme you select. These are also listed in the 2011 Enrolment Guide. Generally, admission to certificates is on the basis of an overall pass in Form 6, plus a year’s relevant work experience, or alternatively, admission as a mature entrant with more extensive relevant work experience.

Please seek assistance from Student Academic Services, an academic advisor for the relevant school, department or faculty, or staff at your local campus when choosing your programme and courses.

Diploma Programmes

USP offers a wide range of diploma qualifications, many of which only require the completion of up to ten courses. The lists of courses and electives for all diploma programmes are found in the 2011 Enrolment Guide. It is possible to complete thirteen of the diploma programmes completely by distance and flexible learning.

You must ensure you meet the admission criteria for the particular diploma programme you select. These are also listed in the 2011 Enrolment Guide. Generally, admission to diplomas is on the basis of an overall pass in Form 7; or an overall pass in Form 6 plus two years’ relevant work experience; or admission as a mature entrant with more extensive relevant work experience. Please seek assistance from Student Academic Services, an academic advisor for the relevant school, department or faculty, or staff at your local campus when choosing your programme and courses.

Bachelor’s Degree Programmes

USP offers seven bachelor’s degree qualifications – the Bachelor of Agriculture (B Agr), the Bachelor of Arts (BA), the Bachelor of Commerce (BCom), the Bachelor of Education (BEd), the Bachelor of Engineering Technology (BE Tech), the Bachelor of Laws (LLB), and the Bachelor of Science (BSc).

For the BA, the BCom and the BSc, which require the completion of 22 courses, a wide range of major disciplines can be selected, while for the professional bachelor’s degrees up to 32 courses need to be passed and the programmes are largely prescribed.

As well as the seven degrees described above there are some special programmes. In addition to the BA, BCom and BSc programmes where students choose their major and minor disciplines, there are two prescribed interdisciplinary BA programmes (the BA in Environmental Studies and the BA in Tourism and Hospitality), one prescribed interdisciplinary BCom programme (the BCom in Business Studies), and three prescribed interdisciplinary BSc programmes (the BSc in Environmental Science, the BSc in Marine Science, and the BSc in Sports Science). Students can also choose from four combined programmes: the BA/LLB, the BCom/LLB, the BA/Graduate Certificate in Education the BCom/Graduate Certificate in Education and the BSc/Graduate Certificate in Education, the latter two for those intending to become secondary teachers.

The lists of courses and electives for all bachelor’s degree programmes are found in the 2011 Enrolment Guide. It is not possible to complete most bachelor’s degrees entirely by distance and flexible learning as 300-level courses are mainly delivered only on campus at Lautoka and Alalau and Emalus. Students trying to complete most of their programme by distance and flexible learning in the minimum time need to plan carefully the sequence of their courses.

Please seek assistance from Student Academic Services, an academic advisor, or staff at your campus when choosing your courses.

Apart from the Bachelor of Education, admission to bachelor’s degrees is usually on the basis of passing Form 7 or completing a Foundation Certificate, and most bachelor’s degrees require passes at that level in specific subjects. For the BEd, only qualified teachers are admitted. Before you apply for admission to a particular degree programme you must ensure you meet the admission criteria, which are listed in the 2011 Enrolment Guide.

Postgraduate Programmes

While USP offers a very wide range of postgraduate courses, few are able to be taken by distance and flexible learning. If you are interested in postgraduate study, please seek advice from Student Academic Services, an academic advisor, or staff at your campus.

USP offers seven bachelor’s degree qualifications – the Bachelor of Agriculture (B Agr), the Bachelor of Arts (BA), the Bachelor of Commerce (BCom), the Bachelor of Education (BEd), the Bachelor of Engineering Technology (BE Tech), the Bachelor of Laws (LLB), and the Bachelor of Science (BSc).

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Are you a first year Distance and Flexible Learning (DFL) student with the University of the South Pacific (USP)?

Are you in your first year of study at USP as a DFL student?

Do you want to get good grades?

Then “Success@USP” is for you!

Success@USP

What is Success@USP?

Success@USP has been designed just for you, our regional DFL student! It is a four day activity-filled orientation programme organised by USP to assist you in your journey of learning through DFL. It will be offered at all campuses and some centres. This programme will help you so that by the end of the 4 day programme you will feel confident to study through DFL. You will cover topics that will address your learning styles, help you develop the skills of studying effectively, show you how to get good grades by explaining assignments and the examination processes, and will give you an orientation to the library and all the learning services USP makes available to DFL students. You will also meet your fellow students and staff – so that you can form study and friendship groups.

Success@USP is free! Can you afford to miss out?

Be sure to contact your nearest USP Campus or Centre to get all the details now!
Moodle is USP’s learning management system and will be used to support learning in some of your courses. To access Moodle, you need a computer connected to the Internet. The computer must have a Web browser such as Internet Explorer, Netscape or Firefox installed. Such a computer should be available for use at your local USP Campus (if you don’t already have one at home or work). You will also be given a username and password by your local USP Campus.

**Step 1: Accessing Moodle**
- Open your browser: Internet Explorer, Netscape, Firefox, or other.
- Type in the following at the address bar: http://elearn.usp.ac.fj/
- Press Enter.

You should now see a list of your courses. Click the Course Code and Title of the course that you are enrolled in to enter.

**Step 2: Username and Password**
- You will come to a Login screen.
- Type your student number in the Username box.
- Type your student email (webmail) password in the Password box.
- Click Login.

**Step 3: Accessing your course**

Lost or forgotten your password?

Please contact your local Campus ITS student helpdesk.
WHAT COURSES ARE OFFERED BY DFL IN 2011?

The Faculties are now responsible for advertising all of their courses and programmes. The Faculties also usually advertise their flexi school offerings in May and again in November. Please check with your campus for the most up-to-date information about which courses are offered, and when, and also what learning tools (e.g. Computer with DVD-drive, access to the internet) you might require for a particular course. Every year a final list of courses is advertised in the local newspapers of each USP member country. You should also be able to collect this information during registration from staff at Student Academic Services or your local USP campus and access it on the USP website www.usp.ac.fj.

More information on Faculty of Arts and Law courses and programmes can be found at:
www.usp.ac.fj/falcourses
www.usp.ac.fj/falprogrammes

More information on Faculty of Business and Economics courses and programmes can be found at:
www.usp.ac.fj/fbecourses
www.usp.ac.fj/fbeprogrammes

More information on Faculty of Science, Technology and Environment courses and programmes can be found at:
www.usp.ac.fj/fstecourses
www.usp.ac.fj/fsteprogrammes
HOW DO I ENROL?

How do I apply to study at USP?

To apply for entry into any of the USP programmes available through distance and flexible learning, you need to collect a copy of the 2011 Enrolment Guide. The guide provides all the information you need to enrol in a USP programme and course, including the relevant forms and instructions for using the three registration options. It also provides admission and programme regulations, along with detailed programme structures and course prescriptions.

You can collect or request a copy of the 2011 Enrolment Guide from your local USP campus, or from Student Academic Services offices on the major campuses. Contact details are provided on pages 35-38 of this publication.

All students studying via distance and flexible learning are required to first be admitted to a USP programme, and then to register for the courses they will undertake. All new students are, therefore, required to submit a completed Application for Admission form, along with the necessary documents, to their nearest USP campus.

You can find an Application for Admission form in the 2011 Enrolment Guide, at your USP campus or on the USP website www.usp.ac.fj.

Before you submit your Application for Admission form, please check that:

- the programme and course(s) you are applying for are actually being offered through distance and flexible learning.
- you meet the admission criteria and course prerequisites.
- your qualifications (formal and non-formal) and work experience are clearly stated.
- you have clearly indicated your correct email or updated postal and telephone contact details so that you can be advised promptly of information relating to your enrolment.
- you have included all the certified documentary evidence required to support your application.

Once your local USP campus receives and processes your application, you will be informed in writing if your application is successful or has been declined. Successful applicants will be advised of the appropriate registration option to follow (outlined on the next page).
3. Online registration
Laucala, Emalus and Alafua Campus students can register for courses through online registration. You will need an internet connection and access to the appropriate internet software. A step-by-step guide for applying and registering online is provided in the 2011 Enrolment Guide.

What is the Compulsory ELSA Test?
Purpose
The purpose of the English Language Skills Assessment (ELSA) Test is to find out if students have the English language skills needed for successful university study. The test must be taken by:

- all students registering for 100-, 200- or 300-level courses.
- including students taking courses by distance and flexible learning.
- including students who are awarded cross credits for 100-, 200- and/or 300-level studies from other tertiary institutions.

Timing of the ELSA Test
The ELSA Test is held at all USP campuses about four times each year, on dates publicised in the local media. You should take the test as soon as possible so you can get your results before the semester begins. If you are a current student you can check your ELSA results on Student Online Services about two weeks after you have sat the test. Otherwise, check the notice-boards at your campus.

If you score an overall total of 1 or 2 in the ELSA Test you must register for the course EL001, English Language Skills. You may not take EL001 in addition to a full course load. Therefore, in the semester in which you are registered for EL001 you will need to drop one of the courses in your programme of study to make room for EL001. Check at your local campus for further information.

You will not be allowed to register for 200- or 300-level courses until you have either passed the ELSA Test or EL001.

FREQUENTLY ASKED QUESTIONS ABOUT: Enrolment

1. How do I find out what courses are offered by distance and flexible learning at USP?
There are several ways you can find this information. The DFL courses to be offered during 2011 are at the web links listed on page 15 of this handbook. However, because the offering of many DFL courses is based on student demand, this list is subject to change. Before each semester a final list of courses may be advertised in your local newspapers or on your local radio or television station. You should also be able to collect this information during the registration period from your local USP campus or from Student Academic Services on one of the three major campuses. You can also access it on the USP website www.usp.ac.fj.

2. I want to register for a USP course. What do I need to do?
Firstly, you have to fill out an Application for Admission form and send it to your USP campus before the closing date of applications (refer to the Principal Dates on page 4 of this handbook). An application form is provided in the 2011 Enrolment Guide, and is also available from your local USP campus or Student Academic Services on one of the three major campuses, or from the USP website www.usp.ac.fj. Once you have been offered a place in a programme you can then register for a course.

3. Do I need to register by a certain date?
Yes. To avoid paying an added late registration fee you should register before 21 February for Semester I courses and before 25 July for Semester II courses.

4. How do I change my choice of course(s) once I am registered?
To do this you need to contact your local USP campus or Student Academic Services on one of the three major campuses, either in person or in writing, within the first two
How do I enrol?

1. How do I enrol?

If you are enrolled in a 15-week DFL course and your withdrawal is registered by 4 March in Semester I or by 8 August in Semester II, or you are enrolled in a 30-week course and your withdrawal is registered by 15 April, and have paid your fees in full, your tuition fee may be fully refunded. Please note, however, that students taking DFL courses at Laucala, Alafua and Emalus Campuses follow a different schedule of withdrawal deadlines – see the Principal Dates section on page 4. Withdrawal by 29 April in Semester I or by 30 September in Semester II for 15-week courses, or by 3 June for 30-week courses allows you to have your registration cancelled without being assessed, but you will not be eligible for a refund. It is crucial that you officially withdraw once you realise that you cannot complete a course. Do not accumulate fail grades.

5. Can I transfer my registration to another course in another semester?

No, you cannot. If you decide to withdraw from a Distance and Flexible Learning course in one semester, you have to fill in a fresh application to register for a course in another semester.

6. If I fail a USP course, can I register for another?

Yes, as long as you meet the prerequisite requirements for that new course. You can also re-register for the same course up to three times. However, students who have failed a pre-degree course or 100-level course (with the exception of 100-level accounting courses) on three occasions will not normally be permitted to re-register; students who have failed a 200-level or a 300-level course, or a 100-level accounting course, on two occasions will not normally be permitted to re-register in that course.

7. What do I need to do if I want to withdraw from a course?

You can complete a Request for Course Withdrawal form or submit a letter of withdrawal to your local USP campus or Student Academic Services on one of the three major campuses. Find out from USP staff, or refer to the Principal Dates provided on page 4 of this handbook, for the final date for withdrawal with or without remission of tuition fees for each semester. The Request for Course Withdrawal form is available from your local USP campus, Student Academic Services on the three major campuses, or the USP website www.usp.ac.fj.

If you do not register your withdrawal with your USP campus before 29 April in Semester I, or before 30 September in Semester II, you will automatically be awarded a ‘fail’ grade -something you should always avoid.

If you are enrolled in a 15-week DFL course

You need to remember that as a USP student there are certain regulations you need to follow. These regulations are in no way meant to discourage your learning, but rather to ensure you perform to the best of your ability and show you have learnt the content of your course. It is important that once you have decided on the area of study you want to pursue, you are committed to achieving the best grades that you can possibly gain. The grades you attain as a USP graduate will work to your advantage once you start applying for employment, because those applicants whose grades most accurately reflect their skills will most likely be given greater consideration for the position over those applicants whose grades do not. Listed below are brief descriptions of other regulations set by the University, and how they apply to you as a USP student.

Unsatisfactory Progress Regulations

At the end of each semester you will be awarded a letter grade for your Distance and Flexible Learning course based on your performance during both the continuous assessment and the examination. To continue studying, it is important that you achieve a pass grade in all your courses. The University may prevent you from registering for a particular course or continuing your programme of study if your grades are not satisfactory, or if your grades demonstrate that you are not competent in the discipline you are pursuing.

Further details regarding USP’s Grade Point Average (GPA) system are provided in the 2011 Orientation Guide. Although the regulations for unsatisfactory progress are not currently applied to Distance and Flexible Learning students, it is important to maintain a good grade point average. The unsatisfactory progress regulations are automatically applied to students studying at any of the three major USP campuses, who have completed at least six degree-level courses, including those previously taken through Distance and Flexible Learning.

Cross credits

You may apply for cross credits if you have obtained a certificate, diploma or degree from USP or another tertiary institution which may...
be related or relevant to your intended USP programme of study. Application forms to cross credit are available from your USP campus and on the USP website www.usp.ac.fj. Your application to cross credit should be submitted to your local USP campus with certified copies of your academic records and the other relevant documents requested on the application form. You should seek the guidance of your academic advisor to register for course(s) other than the possible cross credits while you await a decision on your cross credit application.

Change of programme
The USP programme of study you select when you first enrol should be thought out very carefully and in consultation with the appropriate academic advisor or USP campus staff member. If it is necessary to change your programme of study, preferably in the early stages of your studies, you need to complete and submit a Programme/Major/Course Change form to your USP campus.

You will usually be advised by USP staff to complete the USP programme of study you are currently enrolled in before progressing to a higher level. For example, a student should complete the Diploma in Accounting Studies before progressing to the Bachelor of Commerce (B.Com) degree majoring in Accounting. Approval to change a USP programme of study usually depends on your previous performance or grades in courses related to the new choice of programme and its relevance to your work or planned career.

Reconsideration of grade
If you are not satisfied with the grade you receive at the end of your course and have strong and valid reasons for deserving a higher grade, you may submit an application for reconsideration. Application forms are available at your USP campus and on the USP website www.usp.ac.fj. The form should be submitted within eight weeks of the results notification being issued to you. A fee is charged for the reconsideration of your grade (refer to the Fees section of the 2011 Enrolment Guide or the 2011 Handbook & Calendar).

Other USP regulations
There are a range of other regulations that you may need to be aware of during your time with USP. These include:

- Plagiarism and Dishonest Practice.
- Aegrotat, Compassionate or Restricted Pass.
- Special Examination.

For full details on the following regulations, please refer to the ‘Regulations’ section of the 2011 Handbook & Calendar.
1. **How do I find out the fees for a Distance and Flexible Learning course?**

A comprehensive list of the fees for 2011 is listed in the 2011 Enrolment Guide. Fees information is also available on the USP website www.usp.ac.fj and will be advertised in your local newspaper. As well as your tuition fees, there is a range of other fees you may need to pay in order to study at USP. The staff at your USP campus can assist you in calculating your total fees.

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

Yes. If you are registered for a 15-week course you should pay your Semester I fees by 4 March and your Semester II fees by 5 August. After these dates, a late payment charge will be added to your fees debt and services such as those provided in the computer laboratories and the library may not be available to you until the total amount, inclusive of the late payment fee, has been paid. Even if you withdraw from the course, you will need to pay the total amount, inclusive of the late payment fee, before you can register for another course at USP.

3. **Do I pay a fee to change or withdraw from a Distance and Flexible Learning course?**

No. But, if you are registered for a 15-week course and withdraw before 4 March in Semester I or before 5 August in Semester II, or are registered for a 30-week course and withdraw before 4 May and have paid your fees in full, you will be refunded the tuition portion of your fees. Please note, however, if you are a regional campus student (excluding Alafua, Emalus & Laucala) you follow a different schedule of withdrawal deadlines – see the Principal Dates section on page 4.

If you withdraw after these dates, but before 21 April in Semester I or before 23 September in Semester II for 15 week courses, or before 3 June for 30-week courses, you will not be eligible for a refund, but you will also not be assessed for the course. If you withdraw from a course after these second dates you will incur a ‘Fail’ grade for the course.
When will I get my course materials?

Once you have registered for your Distance and Flexible Learning course and paid your fees, you should expect to receive your course materials package from your USP campus one week before the semester starts (refer to the Principal Dates provided on page 4 of this handbook). If you do not receive your course materials by this time, contact your USP campus urgently.

Please be mindful that all course materials for Distance and Flexible Learning courses are sent from Laucala Campus in Fiji, and there may be delays in the delivery due to external shipping, flight and postal schedules.

What will be in my course materials package?

The contents of your course materials package will depend upon both the DFL course you are taking and the way in which the course is offered. The main types of components that may be provided in the materials package are listed below.

- An Introduction and Assignments Booklet – outlines the course content, audio tutorial schedule, study schedule, assignments, samples of past test and exam papers and any other information relevant to your course
- Course Book(s) or Study Guide – contains the materials you will need to read and revise as part of the course content. Revision activities are also included in the Course Book to test how much you have understood from the reading(s).
- Reader – a collection of written materials from journals, books, periodicals, newspapers and articles from the internet relevant to the course
- CDs, DVDs – containing multimedia, audio and video materials.
- Textbook(s) – key resources prescribed for studying the course. You may also be asked to purchase textbooks separately.
- Supplementary readings or resource materials – readings that are not compulsory but which would enrich your understanding of the course – from your local campus or USP main library.
- Online resources – from the internet, which you may access from your local campus.
- Other materials as specified in your course e.g for practical experiments, investigations or fieldwork.

If you are in doubt about any information that is given in any component of your course materials package, please contact staff at your local Student Academic Services or USP campus. (see contact details at the back of this handbook).

FREQUENTLY ASKED QUESTIONS ABOUT: Course Materials

1. How do I get my Distance and Flexible Learning course materials?

Your USP Distance and Flexible Learning course materials will be despatched to your local campus from Laucala Campus in Fiji. Your local USP campus will post the course package to the address you supplied at the time of enrolment. If you do not receive it one week before the semester starts, check with your local USP campus on whether the materials have been posted. Please remember you can only expect your course materials if you have paid your fees.

2. How long does it take to receive my Distance and Flexible Learning course materials?

The time varies depending on your location. If you are in Fiji, you should receive your course materials within two weeks of postage by your local campus. For USP students outside Fiji it will take longer, depending on the mail and flight services from Fiji.

3. What if I already have copies of the Distance and Flexible Learning course materials from previous years?

When you pay your tuition fees they include the course material costs as well, and as the course materials are revised regularly, the copies you have may not be current. You should also check with your USP campus whether the textbook that you have is valid.

4. What do I do if I find the compulsory textbook required for my Distance and Flexible Learning course is too expensive to purchase?

Copies of required textbooks will be available at your USP campus library, so check with the USP campus librarian whether you can borrow the textbook. There might also be other students in your area that may have completed the same course and could lend you or sell you their copy of the textbook.
5. What if I have changed my address since enrolling?

If you have changed your address or are planning to change it, inform your local USP campus immediately, either in person or in writing. You should also check with your USP campus whether they have your correct mailing address.

What services and learning resources are available at the campus?

Each USP campus provides resources to support your distance and flexible learning. The responsibility is on you to utilise these facilities fully and ask USP staff for support whenever you need it. These learning and teaching resources, and how they can be accessed, are listed below:

Tutorials

There are two main types of tutorials: local tutorials and ‘satellite’ audio teleconferencing tutorials. Local tutorials are held face-to-face at your USP campus by a local tutor. Satellite tutorials are conducted from one of the three major campuses in Fiji, Samoa or Vanuatu to the other USP campuses and you may attend in real time at the teleconferencing studio at your local campus. These tutorials are scheduled sessions that allow you to discuss, question, comment on and debate issues related to the course. It is important that you attend and participate in all possible tutorial sessions as they allow you to raise questions and let your course lecturer assess your understanding of the course material. The Centre for Flexible and Distance Learning at the Laucala Campus in Fiji will record the ‘satellite’ sessions and your local USP campus will make these available online and/or on tape/disc. If you missed out on a particular tutorial, you can either listen to the recorded session at your campus or alternatively purchase a copy and listen at your convenience.

Computer, E-mail and Internet facilities

Your USP campus has a computer laboratory available for your use and some computers will have access to the internet. You are encouraged to explore the ‘world-wide web’ for information available on the internet to research information related to your course. As a USP student, you will be given a USP e-mail account when you enrol to allow you to communicate with your lecturer, tutor and classmates located at the USP campuses throughout the region.

The USPNet operator at your local USP campus will familiarise you with the available technology resources. Your USP campus may also offer orientation sessions or special Continuing Education training on how to use these facilities. Enquire at your USP campus about the availability of these training sessions.

As well as e-mail and the internet, the computers at your USP campus will also provide you with access to online resources and online learning management systems including MOODLE. If you have trouble with access or a slow connection you should always log this information with the Moodle helpdesk (e-mail moodlehelp@usp.ac.fj) in order to help us improve our service.

Moodle

Refer to page 14 of this book.

Contact your local IT helpdesk or USPNet Operator if you have any difficulties with or require further questions about computer and internet access.
STUDYING BY DFL

USP website www.usp.ac.fj

The USP website can be accessed from the computer labs at your USP campus or from any computer that has an internet connection. The University’s intranet service makes available a wide range of information regarding the different sections and functions of the university. The USP website also provides you with links to the following features:

- Student Online Services.
- programme requirements.
- past examination papers.
- web news.

Study groups

As you begin to study by distance and flexible learning, you may experience feelings of isolation. To combat this, you may find it extremely useful to get in contact with other students doing the same course to discuss coursework or find solutions to problems relating to assignments, tests, concepts and even study pressures. Where local tutors may not be easily accessible, many of you may be able to gain support and have an opportunity to mentor each other to the successful completion of your courses. You can make a request to USP campus staff to organise intial contact with other students and provide study areas or any other technology resources that can facilitate ‘peer tutorial’ sessions such as online discussion forums.

Lecturers and tutors

Where there are sufficient enrolment numbers, a local USP campus may provide lecturers on a full-time basis to conduct face-to-face lectures and tutorials in the areas of their expertise and to provide academic support to students. USP campuses may also recruit suitably qualified local tutors for courses that require regular tutorial and assessment sessions. At these tutorials, you are encouraged to:

- ask questions on topics that you find difficult or do not understand.
- start discussions on any new idea in relation to the course content.
- seek assistance on any aspect of your course that you find difficult to cope with or assessment that you have failed.

USP students are occasionally asked to participate in SLS’s research activities at the USP campuses. The information you provide allows the University to continue to improve the special support and services required by those taking both DFL and on-campus courses. There are also opportunities for SLS staff to provide on-campus academic counselling and training to both staff and students at USP campuses. You can also access our online SLS services and resources from the USP Home page (www.usp.ac.fj) by clicking on “Quick Links” (left hand side of the page). Click on “Student Learning Support.”

STUDENT LEARNING SUPPORT (SLS)

Within each USP campus library, students can access the internet for research and online databases subscribed to by the main USP Library located on the Laucala Campus in Fiji. At present, a range of documents and academic materials held by the USP Library is in the process of being digitised, including selected items from the Pacific Collection and public domain examination papers from previous years are also available in full-text online through the USP website www.usp.ac.fj

Student Learning Support (SLS) Programmes

Student Learning Support provides learning support for all USP students in the following areas:

- Academic, learning and study skills (eg critical thinking, problem-solving and time management).
- English language skills.
- Numeracy and Maths skills.

SLS training programmes are sometimes offered directly to students via USPNet facilities and services at your USP campus. SLS Language and Study Skills support notes on a range of topics such as essay writing, note-taking and answering assignment questions are available at your USP campus on request. If you are interested in these training programmes and resource materials, contact the staff at your USP campus (see contact details at the back of this handbook).

Library services

The libraries at each USP campus differ in size but offer the same basic service in providing students with a quiet study space. Each year, these libraries are equipped with textbooks, reference materials, publications and other supplementary readings required for courses offered through distance and flexible learning. CD-ROMs, DVDs, videotapes, audiotapes and other prescribed resource materials are made available at each USP campus library.

Within each USP campus library, students can access the internet for research and online databases subscribed to by the main USP Library located on the Laucala Campus in Fiji. At present, a range of documents and academic materials held by the USP Library is in the process of being digitised, including selected items from the Pacific Collection and public domain examination papers from previous years are also available in full-text online through the USP website www.usp.ac.fj

FREQUENTLY ASKED QUESTIONS ABOUT STUDY SUPPORT

1. How do I know if my Distance and Flexible Learning course has a tutor or tutorials?

The Introduction and Assignments Booklet you will receive with your course materials (or comparable online information) will provide information on local and satellite tutorials. Your USP campus will advise you who the local tutor is and the times for your local tutorials. Students doing distance and flexible learning courses in Suva, Fiji should check the times and venues for their tutorials with Student Academic Services on Laucala Campus.

2. Can I e-mail or write to my tutor or course co-ordinator?

Yes. Your course coordinator’s address and phone contact is usually given in the Introduction and Assignments Booklet or online information. You can also get these contact details from staff at your local Student Academic Services or USP campus. In addition to this, Student Learning Support provides assistance by email on your assignments. Email: studentlearningsupport@usp.ac.fj
FREQUENTLY ASKED QUESTIONS ABOUT: Online Learning

1. Where can I learn how to use the online learning management system (Moodle) being used in my course?

The IT staff or USPNet operator at your local USP campus will run training sessions at the start of each semester. To take full advantage of this interactive medium you should attend one of the session dates and times. If you are unable to attend, ask your local IT staff or USPNet operator to schedule another session for you.

2. What are online discussion forums for?

Online discussion forums in Moodle allow you to communicate with your lecturer/tutor and fellow students. You will be able to read other students’ views, interpretations and understandings about different issues that are raised in class. You can respond to these and contribute your own ideas. Through this sharing of ideas and experiences, you can work towards a deeper and more satisfying level of learning.

3. How often do I need to log in to Moodle?

This depends on how your lecturer is using Moodle. If it is a significant component of your course you may want to log in daily. Even if it is only being used for very basic support you should log in at least once a week, so you can keep up to date with the information your lecturer wants to communicate to you.

4. What if I can not get access to a computer?

You will need to liaise with your local USP campus regarding suitable times for gaining access to a computer. As part of your course, you should have at least three hours access per week at your USP campus.

5. If I am having problems logging in or using online learning, what should I do?

Your local IT staff or USPNet operator are there to help you with audio or video tutorial schedules, problems with transmission or online training or technical problems. There is also online help for online learning. For Moodle you should e-mail: moodlehelp@usp.ac.fj.

TIPS on using the audio conferencing facilities

Using the audio conferencing facilities may seem a bit overwhelming at first but these fears will disappear with time and with confidence. Here are some suggestions for getting the most out of these audio conference sessions:

1. Make sure you double check the date and time of your audio conference sessions. Due to unforeseen circumstances, sometimes session dates and times are changed at the last minute. Also check that the time you are given is your ‘local’ time. Because the USP campuses are spread across five time zones, a session that will be broadcast on a certain date and time in Fiji may not be at the same date and time in your country. Use this table as a quick reference.

<table>
<thead>
<tr>
<th>Country</th>
<th>Time Relative to Fiji</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nue, Samoa, Tokelau</td>
<td>23 hours behind Fiji</td>
</tr>
<tr>
<td>Cook Islands</td>
<td>22 hours behind Fiji</td>
</tr>
<tr>
<td>Solomon Islands and Vanuatu</td>
<td>1 hour behind Fiji</td>
</tr>
<tr>
<td>Kiribati, Marshall Islands, Nauru, Tuvalu</td>
<td>Same time and day as Fiji</td>
</tr>
<tr>
<td>Tonga</td>
<td>1 hour ahead of Fiji</td>
</tr>
</tbody>
</table>

2. Introduce yourself to everyone participating. Before your audio conference session begins your tutorial group will be informed about who all the participants are at each of the campuses. As each participant is introduced, try to note your colleagues names and which campuses they are listening in from.

3. When it’s your turn to speak, try to talk slowly and pronounce your words clearly so that your colleagues in the other campuses can understand what you are saying. At all times, be courteous and try to maintain a polite tone of voice.

4. Ensure that the microphone is switched on and maintain a six inch (15 centimetre) distance between your mouth and the microphone when you want to address your tutorial group.

5. Try to direct your question or comment directly to the person who you wish to hear from, by naming them first. If you direct a question in general to ‘campus colleagues’, the other students may unknowingly wait for each other to speak first which can lead to an uncomfortable silence.
6. Try not to ‘steal the show’. Remember that each of you will have important points to add to the discussions and that everyone should have a chance to participate.

TIPS on using the video conferencing facilities

When you enter your USP campus’ USPNet room you’ll notice a large television, a small rectangular camera on top of the television, and a triangular black microphone on the table. This equipment is easy to use. Most USP campuses have trained USPNet staff to prepare the equipment for you.

Here are some suggestions for getting the most out of your video conference sessions:

- Make sure you double check the date and time of your video conference sessions. Due to unforeseen circumstances, sometimes session dates and times are changed at the last minute. Also remember to check that the time you are given is your ‘local’ time (a conversion table is provided on the previous page).

- Be patient. USPNet uses a compressed video format. This is a lower quality video than what we see on television or from video movies. First-time users will notice the jerky or blurry image created by movement, such as a lecturer walking around the classroom. The picture becomes clear and focussed once the movement stops.

- Inform your lecturer if you experience problems. If you experience any other problems, such as the type sizes being too small to read please let your lecturer know so that this can be rectified. If there is a technical problem, such as there being no sound, contact your USPNet operator.

- Pause for a few seconds between speakers. There is a two to three second time delay to allow the video signal from Lautoka Campus to bounce up to the satellite and down to your USP campus. Working with this gap is awkward at first. You, your lecturer and your fellow students will probably interrupt each other a bit until the rhythm of satellite conversation is understood.

- Speak slowly and clearly. Talking via the satellite is not as clear as talking face-to-face with someone. There may be echoes or distracting noises that make hearing difficult. Do not be embarrassed if a lecturer cannot clearly understand you and asks you to repeat yourself a few times. Similarly, if you cannot understand what you are hearing from the lecturer, ask them to repeat the sentence or question. At all times, try to be courteous and polite.

- Try not to ‘steal the show’. Remember that each of you will have important points to add to the discussions and that everyone should have a chance to participate.

What do I need to do to study effectively?

Just like any new experience, you may have to learn some new strategies and techniques to gain the most from your DFL course. Here are some general tips and hints to get you started. More specific information about learning through reading, note-taking, group discussion and assignments is also provided on the following pages.

- Choose an appropriate place to study. A special place at home, at the USP campus, or at your workplace after hours may suit you best. However, try to use the same location every time you study. Also try to create an environment that allows you to study effectively. Some people find too much noise a distraction, while others find that music helps them concentrate by blocking out the daily activities around them.

- Set aside enough time for you to study. You may have family and work responsibilities around which you have to fit your studies.

- For how long should I study? USP courses usually require about 10 hours a week, the equivalent to 150 hours in a semester to complete. So one or two hours a day is good for most people. However, you may find that you can spend more time studying during weekends.

- How often should I study? Research has shown that learning and remembering improves if you spread out your study over a period of days, rather than try to cram in all the information into one intensive session per week.

- When should I study? Set your time to study for the time you are most alert. This depends on if you are an early morning person or if you feel more relaxed in the early evening or late at night. Obviously, this will also depend on what your other commitments are and the location at which you have chosen to study.

- How do I plan my study time? Draw up a study schedule. If you have a daily or weekly plan for completing your readings and assignments and then stick to the schedule, the workload will feel less overwhelming. Plan at least two weeks in advance. Two weeks is a long enough period to gauge your progress, but not too far ahead that you can’t adapt the plan. To begin with itemise what you want to study each day, to cover the work set for the whole week. At the end of the two weeks, check to see if you have achieved your goals before planning the next two weeks.

- Before you begin a study period, review the work you achieved during your last study session. Going over your last session’s notes will refresh your memory at the same time as reinforce your understanding of the information you have learnt. If you completed a practical exercise during your last session, rewrite the results as notes and highlight the observations you made. You may have started an assignment, so it might be useful to read it out loud and review if it is focused on the assignment question. Reviewing your last session’s work is valuable because you are reinforcing what you are learning.

- Before you begin studying, decide what you intend to do for that study session. Set a defined amount of work that you wish to achieve and make it realistic for the time you have set aside. For example you may choose to spend one hour reading a set number of pages, or starting an assignment, or preparing some notes for a practical exercise. By setting hourly or daily session goals, you will achieve more.
STUDYING BY DFL

- Keep up your attendance at lectures, laboratories and tutorials. Even if you are given lecture notes, these will provide only part of the information you need to fully understand the course; you need to attend the lecture and tutorials as well. Often a lecturer or tutor will let students ask further questions, which may result in the tutor or lecturer providing more information than what is supplied in the lecture notes.

- When you watch lectures on a video monitor, you are forced to stare at the screen for long periods of time. There may also be wide variations in the quality of the video picture and sound. For these reasons, watching a lecture on video requires more concentration than being in a regular classroom.

- During any type of lecture, make a habit of writing down any questions as you think of them. While you may not be able to communicate directly with your lecturer during a lecture, you may get an opportunity to ask your questions during an audio conference or via an online discussion sometime after the lecture.

- If you haven’t used online learning before, make sure you attend one of the training sessions held at the start of semester. This will help you develop the skills required to participate fully in the interactive portion of your course. If you can’t attend the training session, ask about alternative arrangements. Make sure you access your online learning early on in your semester and keep accessing throughout the semester. The online learning management system is often used by lecturers and tutors to communicate vital announcements or additional course material. It will also help you keep in touch with your classmates around the region.

- Make sure you regularly check with your local USP campus for changes to the dates and times of your lectures, laboratory sessions and tutorials. Sometimes the dates and times of these sessions are changed at the last minute due to technical difficulties with the USPNet, or clashes with other courses.

How do I learn through reading?

In choosing to study by DFL, you will probably do most of your learning through reading your study materials, instead of listening to someone lecturing to you. Therefore, reading will be the most frequent activity you will be doing during your studies. Indeed, reading may be a daily activity.

Reading for study is very different from reading for pleasure. Reading for study means learning, understanding and retaining the information you read. Most students find the most effective reading technique is a three-stage process: survey reading, serious reading, and study reading.

What is survey reading?
The purpose of survey reading is to find out quickly what the main topic is and how the material is organised into sections or sub-sections. To survey read, follow these simple steps:

1. Rapidly read the title, introductory paragraph and last paragraph(s) of the selected chapter or article, as these often summarise the main ideas communicated in the chapter or article.
2. Read the headings and sub-headings. If there are none, then read the first sentence of each paragraph.
3. Note any words highlighted by colour, bold or italic print.
4. Take a quick look at illustrations, maps, diagrams, tables, figures and charts.

The next step in learning effectively is making quality notes from what you are reading. If they are well written and detailed enough then your notes will be your personalised tools for learning. To be effective they should:

- Be brief and to the point, but clear and easy to use for your revision later.
- Be an outline of main points and arguments.
made in logical order.

- Be in a skeleton outline and not in a continuous paragraph.
- Be kept systematically filed on numbered pages, such as in a ring-binder which allows you to add notes on the same topics.
- Be made easier to remember by using colour, diagrams, flow charts, underlining and highlighting for emphasis.
- Include both the standard abbreviations such as eg, ie, etc, cf and your own 'shorthand' that you understand, such as 'vrt' for with respect to, 'betw' for between, 'diff' for difference, '"' for therefore.
- Include sources and other references cited – this provides bibliographical detail essential in avoiding plagiarism.

There are many ways to make notes and you should develop a method which suits the way you learn and the type of material you are studying. Here are some suggested methods.

How do I use the ‘Brief Notes Under Headings’ method?

This method is very useful when making notes from readings that have clearly organised passages and headings. Most people use this method to organise their learning for revision and for preparing assignments such as essays.

To make brief notes under headings, you should:

1. Read the passage quickly to get an overview.
2. Read the passage again more slowly and highlight in a brightly coloured pen or underline the main points.
3. Write detailed notes under headings and sub-headings, keeping in mind the main points. If passages do not have these, develop your own headings and/or sub-headings from the main topic sentence(s).

[Source: Taking Notes, An SLS Study Guide, SLS, USP]

Below is an example of this method being used:

---

This is the Original Passage:

... and we begin in the west of Tonga, which by 1777, when visited by Cook, had developed one of the most highly stratified societies of Polynesia. Cook observed commoners stooping to touch the sole of a chief's foot as he passed, and the Duff missionaries, in 1797, observed how a chief simply rode his double canoe over the smaller canoe of commoners in order to reach the English ship.


After step 2, the passage looks like this:

... and we begin in the west of Tonga, which by 1777, when visited by Cook, had developed one of the most highly stratified societies of Polynesia. 

Cook observed commoners stooping to touch the sole of a chief's foot as he passed, and the Duff missionaries, in 1797, observed how a chief simply rode his double canoe over the smaller canoe of commoners in order to reach the English ship.

[Source: Taking Notes, An SLS Study Guide, SLS, USP]

Results of step 3 would be:

<table>
<thead>
<tr>
<th><strong>TONGA - HIGHLY STRATIFIED SOCIETY</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 1777: Cook saw commoners touch sole of chief's foot as he passed.</td>
</tr>
<tr>
<td>2. 1797: Duff missionaries saw chief ride double canoe over smaller canoe of commoners</td>
</tr>
</tbody>
</table>

---

[Source: Taking Notes, An SLS Study Guide, SLS, USP]
How do I use the ‘Summary Table’ method?

A summary table is particularly useful when you are making comparisons with your information. It presents it in a highly structured manner and enables you to see the similarities and differences of each subject next to each other, rather than reading about it later in the passage. To make a summary table, you should:

1. Read the passage quickly to get an overview.
2. Read the passage more slowly and highlight or underline the contrasts and/or comparisons.
3. Draw up a table with divisions depending on the number of groups being compared/contrasted.
4. Enter the points highlighted (see example below).

[Source: Taking Notes, A SLS Study Sheet, SLS, USP]

Below is an example of this method being used:

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This is the Original Passage:

The Tropical Chiefdoms

The societies which developed in tropical Polynesia by AD 1800 each had their own idiosyncrasies, despite the overall striking degree of homogeneity. In the large populous groups such as Hawaii, Samoa, Tonga and the Societies, highly stratified chiefdoms developed which were capable of a degree of monumental stone construction; the archaeological record in these regions is thus relatively rich. At the other extreme the inhabitants of the ecologically poor atolls remained basically egalitarian, although the archaeological record on some atolls still has a decided interest. In an intermediate position, we have smaller volcanic islands such as the Austral and Southern Cooks - these often developed very warlike but generally small-scale societies ...


By step 4, your summary notes may look like this:

<table>
<thead>
<tr>
<th>HIGHLY STRATIFIED CHIEFDOMS</th>
<th>WARLIKE SMALL-SCALE SOCIETIES</th>
<th>BASICALLY EGALITARIAN</th>
</tr>
</thead>
<tbody>
<tr>
<td>in large populous groups e.g. Hawaii, Tonga, Samoa societies</td>
<td>in smaller volcanic islands e.g. Australs, Southern Cooks</td>
<td>in ecologically poor atolls e.g. *</td>
</tr>
<tr>
<td>Archaeological remains are rich.</td>
<td>Archaeological remains are *</td>
<td>Archaeological remains are interesting</td>
</tr>
</tbody>
</table>

* = no information given

THREE TYPES OF SOCIETY IN POLYNESIA BY AD 1800
How do I use the time line method?

The timeline method is especially useful for taking notes from a chapter or article which outlines an historical period during which a series of events happened to a number of different people. In particular, this method helps you learn a sequence of dates. To develop a timeline, you should:

1. Read the passage quickly for an overview.
2. Read the passage more slowly and highlight the dates and events.
3. Draw up the timeline, following the example outlined below:

<table>
<thead>
<tr>
<th>AD</th>
<th>Dominating Dynasty</th>
</tr>
</thead>
<tbody>
<tr>
<td>--</td>
<td></td>
</tr>
<tr>
<td>1200</td>
<td>Tui Tonga [Mua Tongatapu]</td>
</tr>
<tr>
<td>1500</td>
<td>political leadership</td>
</tr>
<tr>
<td>1600</td>
<td>increasing political control</td>
</tr>
<tr>
<td>1800</td>
<td>Tui Tonga retained ceremonial power</td>
</tr>
<tr>
<td>1865</td>
<td>Death of last Tui Tonga</td>
</tr>
<tr>
<td>1900</td>
<td>prerogatives</td>
</tr>
</tbody>
</table>

This is the Original Passage:

By AD 1200 the whole group was apparently dominated by the Tuitonga dynasty, which ruled from the district of Mua on Tongatapu and some parts of Samoa were also possibly controlled by Tongans at this time. By about 1500 the dominant political leadership passed to the Tui Ha'a Takalaua dynasty and in turn to the Tui Kanokupolu dynasty about 1600. Since the late eighteenth century the Tui Kanokupolu line has acquired an increasing political control of Tonga which it still retains in the person of the present king. The Tui Tonga dynasty retained a degree of ceremonial power until the death of the last Tui Tonga in 1865, and the prerogatives of the title were then assumed by King George I Tupou, the reigning Tui Kanokupolu.

How do I use the ‘Quick Diagram’ method?

In some cases, it is useful to make a brief sketch of what is described in a chapter or article, to give you a visual image of something that it may be describing in words. To create a quick diagram, you should:

1. Read the passage or description quickly to give you an idea of what is being described.
2. Read it again more slowly to gain an understanding, underlining the specific items that you will include.
3. Lightly sketch the items you underlined, using a pencil, in their appropriate positions.
4. Check against the passage.
5. Outline more boldly, once you have double checked.

This is the Original Passage:

PREHISTORIC EARTHWORK FORTIFICATION
CEREMONIAL CENTRE OF RULING DYNASTIES MUA TONGA

The settlement pattern in Tonga at European contact comprised scattered dwellings, some in fenced gardens with neat gateways separated by roads and tracks. No definite villages are known but the major ceremonial centre of the ruling dynasties at Mu'a was obviously quite heavily nucleated and comprised a ditched and banked enclosure covering about 400 by 500 metres which contained numerous house platforms for chiefs, their families and retainers and priests. In the centre, was a large open space (the malae), and several of the large terraced tombs were situated inside and outside the enclosure. ... As far as is known, this is the only example of a prehistoric earthwork fortification in Tonga, although several more were built during the wars of the early nineteenth century.

After steps 1, 2, 3, a quick diagram of a ceremonial centre would look like this:
HOW WILL MY LEARNING BE ASSESSED?

How is my academic progress measured?

All USP Distance and Flexible Learning courses have set activities that measure your academic progress and performance throughout the course. Continuous assessment and final examination are the two main components for measuring academic performance at USP. The final grade that you will be awarded for each course at the end of a semester is a combination of marks from your continuous assessment and final examination. The percentage weighting given to each component differs from course to course but it is generally between 40 percent and 60 percent, for example: continuous assessment 45 percent and final examination 55 percent.

Continuous assessment

Continuous assessment gauges your understanding of the material at certain stages within the course. You may be assessed through assignments, tests, laboratory sessions, project writing or tutorial participation. Your marks throughout all these assessments collectively add up to your total continuous assessment mark.

All the information regarding the continuous assessment of your course is provided in your Introduction and Assignments Booklet.

Final examination

When you are required to sit a final examination at the end of the semester, everything you covered in your course may be examined. Examinations are normally conducted over a three-hour period. As a way of preparing for an examination, you should try to practise answering as many questions as possible from past examination and test papers for that particular USP course. USP examination papers from previous years are also available in full-text online through the USP website www.usp.ac.fj. Check with your USP campus in advance regarding your actual examination date and time, to allow you to organise your schedule and plan any necessary travel.
How do I learn through writing assignments?

Writing pieces of work such as assignments helps you learn and extends the scope of your knowledge, particularly when you are writing essays or research papers which require you to read more than just information provided in your course materials package or online.

In order to complete an assignment you need to:

1. Study the topic and/or question carefully. Note direction words, such as ‘discuss’, which means you should present different aspects of the topic; or ‘compare’ which means you should outline both the similarities and the differences; or ‘analyse’ which means you should examine data to find out what they represent.

2. Read carefully any hints and tips provided in the assignment instructions which are there to help you.

3. Draw up a tentative plan of the assignment. This should help you focus on the argument you will make within your essay.

4. Collect information and ideas from your course readings and the extra materials you may have gathered from the library and other sources. You should also collect information for the bibliography.

5. Organise the information in a way that focuses on the argument you’re going to make within your essay. You can always revise the plan later, if necessary.

6. Write the first draft. You can start by writing the topic sentences for each paragraph. These topic sentences may be the key points you want to make in your argument or the key areas you want to cover in your discussion or comparison. You can then flesh out each of the paragraphs by citing supporting evidence or relevant quotes gathered from your reading materials.

7. Edit and rewrite the draft. It may help if you read the essay out loud, or get a fellow student to read it and provide feedback.

8. Proofread your essay. If you wrote your essay on a computer, don’t rely on the computer spell-checker to pick up spelling mistakes. Often the mistakes you make are actually spelt correctly! You should also proofread your essay for correct referencing. Refer to you Introduction and Assignments Booklet (printed or the online version) for more information on referencing.

9. Write the final version. If you didn’t use a computer to write your draft, we recommend that you schedule some time to access the computer at the USP campus to write your final version. If this is not possible, make sure you write your final version in neat handwriting. It will make it easier for your course coordinator to read and grade your essay. To enable your tutor to comment on particular parts of your assignment, only write on one side of the sheet and leave a one inch (three centimetre) margin on the left side of each page. If you have access to a computer and a printer, you may submit your assignments in word-processed form.

10. Remember to include a bibliography. Avoid plagiarism by being careful how you use quotes from your references. More information on avoiding plagiarism is provided in your Introduction and Assignments Booklet or online course information.

11. Photocopy your final version. This is especially important if you have not written the essay on a computer. If your original essay goes missing, you can at least send a ‘back-up’ copy. If you did write the essay on a computer, make sure you make both an electronic and paper back-up.

What should I include when submitting an assignment?

You should submit all your assignments to your USP campus by the dates given in your study schedule and in the correct order. Keeping to the study schedule and completing the assignments on time will ensure you will receive regular feedback on your progress through your course.

For each assignment, you should correctly fill out an assignment cover form. If you do not have assignment covers, contact your USP campus. Correct labelling will help ensure that the marker receives your assignment on time, and that you get the credit for the work that you do.

On each assignment that you send in for marking, you should write or type:

- the full name you used to register for your course.
- your student ID number.
- the correct course code and title.
- the assignment number.

You should also make sure all pages are correctly labelled, just in case pages go missing.

For some courses it is possible to submit assignments online. Please check with your course coordinator.

For online practice and to refresh your skills, visit www.usp.ac.fj/studyskills
1. How do I know if my Distance and Flexible Learning course has assignments?

As part of your USP distance and flexible learning course materials, you will receive an Introduction and Assignments Booklet (each course has its own booklet). All assignment requirements for your course will be described in detail in this book. If the course is delivered partially online, information about assignments may be there too.

2. How do I know when my assignments are due?

Within the Introduction and Assignments Booklet (or online information) will be the due dates for your assignments, so look for them on the study schedule or on the pages that describe the assignments.

3. How do I send my assignments to the tutor?

You send your assignments to the course tutor via your USP campus. You can either personally hand them in at your USP campus or send them by post. Before sending in your assignment, you must attach a cover sheet. On the cover sheet you will fill in the following information: your name, USP student ID number, the course code, the course title and the date that you posted or handed in the assignment. Please check with your USP campus before sending assignments via post. Campus staff may advise you not to send assignments via post, as there may be a risk that the assignment won’t reach the campus in time or may go missing. You may also be able to submit your assignments via the online learning management system called Moodle. Check with your tutor or course coordinator.

4. Can I e-mail my assignment to my tutor or course coordinator?

This varies from course to course. Ask your tutor or course coordinator whether they will allow electronic submission of your assignment. If electronic submission is allowed, please check with your local USP campus what procedures are in place to record your assignment despatch date in their assignment tracking system. Take care to keep a copy of your assignment and a note of the date of submission just in case there are any queries later.

If you are using Moodle for your course you should be able to submit assignments electronically through these systems.

5. Do I lose marks if my assignments are late?

In general, you will lose marks if your assignments are late and in some cases you may not get any marks at all. Check in the Introduction and Assignments Booklet (or online) for details about your course’s grading policy.

6. Can I get an extension on an assignment’s due date?

In general, extensions are not given to assignment due dates; however, in some special circumstances, an extension may be granted. To request an extension, write to your course coordinator with the reasons for the extension and the date you plan to hand in your assignment. Look for his or her contact details in the Introduction and Assignments Booklet (or online), or check with staff at the USP campus.

7. Who do I contact if I find the assignment difficult?

If you find an assignment difficult, we recommend several courses of action. First, be sure you have read the assignment and gone over the course materials carefully. If you are still having trouble, you may find it useful to make an appointment with a tutor at your USP campus. Alternatively, you may wish to contact your course coordinator directly with your questions, possibly by post, phone, fax or e-mail. His or her contact details can be found in the Introduction and Assignments Booklet (or online). Another useful approach may be to talk to someone in your community who is also registered for the same course or who has taken the course in the past. The staff at your USP campus may be able to help you locate such a person.

8. What happens if I copy someone else’s answers in an activity, assignment, test or examination?

Copying someone else’s answers on an activity, assignment, test or examination is unacceptable. This is known as plagiarism and is strictly prohibited by the USP Disciplinary Regulations (for more details refer to the Student Disciplinary Handbook).

If you copy someone else’s answers you will fail your activity, assignment or test and possibly the course.

9. How will I know if my distance and flexible learning course has a mid-semester test?

Within the Introduction and Assignments Booklet (or online) will be a study schedule that indicates all assignments and tests for the course. You can also ask at your USP campus to confirm whether or not your course has a mid-semester test.

10. Will I fail the course if I send only two of the three assignments required in my distance and flexible learning course?

In some cases it may be possible to pass a USP distance and flexible learning course if you do not send in one of the assignments. It depends on the grading policy for your course and how the course coordinator has chosen to assess each assignment. Refer to the Introduction and Assignments Booklet (or online) for grading details. It is, however recommended that you complete all assignments.
How do I prepare for my tests and examinations?

Your course may require you to sit tests. Tests count towards your coursework and may replace written assignments. At the end of the course, you will sit a final examination, normally three hours long. Check with your USP campus about the date, time and venue of the test(s) and final examination.

Your final examination is important as it counts for a large proportion of the total marks for the course. Some courses have a minimum mark to be scored in the examination. Check if your course is one of those. If you have worked steadily throughout your course and have completed all your assignments, there is no reason for you to be afraid of the examination. Sometimes people do badly in examinations because they are so nervous, because they have not prepared themselves properly, or because they have not used sensible tactics in actually writing the exam.

- Start revising well before the examination. There is no substitute for thorough preparation. Generally you should start preparation as soon as you have completed your final assignment.

- Review all activities in each unit. Your exam questions will be based on what is in your course material and set texts, so make sure you have a good understanding of the topics in each unit of the course. Become very familiar with all of the course material.

- Go over the past examination papers. Often these are provided in your Introduction and Assignments Booklet (or online). If not, the library at your USP campus may have copies or you can download them from the USP website www.usp.ac.fj. Begin testing yourself by writing some draft answers to last year’s questions. If you feel unable to answer some of the questions, then go back to the Course Book and revise the sections on which your knowledge is weak. Remember, old exam papers can only give you an idea about the type of questions that will be asked. The exam paper that you have to answer this semester will definitely not be exactly the same as a past paper.

- Read through your graded assignments. Take particular note of any comments written by your tutors or coordinator.

- Get a good night’s sleep the night before your examination. Try and avoid staying up late doing last minute cramming. You need to be fresh and alert.

- Make sure you read the rules for sitting examinations. These should be provided to you when you are notified about your examination date, time and venue. Not knowing the rules will not exempt you from being failed if you are caught breaking them.

- Make sure you have everything you need, including your USP ID card, before you enter the examination venue. If you are unsure what to take, ask the staff at your USP campus. Also make sure that you are not taking anything into the examination venue that may disqualify you, such as calculator covers with writing on them. Even if the writing has no relevance to your course, you can still be automatically failed.

- Get to the examination venue early. Settle yourself at your allocated or selected place quietly. The examination coordinator will read you a list of rules and outline the procedure for completing your examination paper. At the scheduled time, the coordinator will ask you to turn over your examination paper and allow you a certain amount of time to read.

- Plan your time wisely. Take a watch with you to the exam to help you stick to your plan. If all questions are of equal value, then spend equal amounts of time on each of them. If a question is worth more marks than others, then give it more time. If you have not finished a question in the time you have allocated to it, then leave it and move on. You may have time later to come back to it. It is most important that you attempt all of the questions you are supposed to do.

- Read each question carefully. Think through what you are really being asked to write about.

- Do not leave the examination before you are really sure you have done everything possible to complete the answers. If you finish early, then check over what you have written. You may be able to correct mistakes or add information you did not think of before. Remember that someone has to read your answers. Although you will be trying to write fast, make sure your writing is legible.

FREQUENTLY ASKED QUESTIONS ABOUT: Examinations

1. How do I know if my USP Distance and Flexible Learning course has a final examination?

This information should be available in your Introduction and Assignments Booklet (or online), or you can check with your local USP campus.

2. How do I know the time and venue for my examination?

This information will be in the final examination timetable which would be released by your USP campus four weeks before the exams. The examination timetable may also appear in your local newspapers or be announced on your local radio or television station.
3. **What if I want to sit my examination at a different USP venue?**

   You should ensure that your USP campus is informed of your wish to change your examination venue and they will advise if a change is possible.

4. **Will I fail a USP Distance and Flexible Learning course if I do not sit the examination?**

   Yes. You will fail the course and will be given an EX as your final grade.

5. **What can I do if I was ill the day of my examination?**

   You will need to obtain a medical certificate from a registered medical practitioner, attach it to your Application for Aegrotat Pass/Special Exam form and forward it to your USP campus.

6. **When will I get my course results?**

   The course results will be released immediately after they have been approved. This is usually three to four weeks after the final examinations.

7. **How do I appeal a course result?**

   You can apply for a reconsideration of your course grade within eight weeks from the date of release of your result slip. You can do this by writing to staff at your local Student Academic Services or USP campus and paying a fee (refer to the Fees section of the 2011 Enrolment Guide).

8. **Can I re-sit my examination if I fail?**

   Only in very special circumstances will students be allowed to carry forward their coursework marks and sit the final examination when the course is next offered. Find out from your USP campus what these circumstances might be.
USP Campuses

Whether you have queries about enrolment, want some additional course counselling, need to ask a tutor a question, are ready to turn in a course assignment or have any other needs as a USP student, it is to your local USP campus you should turn first. Your USP campus is your link with the other members of the USP community spread throughout the Pacific region. There is a USP campus in each of the 12 USP Member Countries and they are set up to provide you with all the services and support you need to succeed as a USP student.

If you live close to your USP campus, you will find a range of facilities and services that are available for your use. All USP campuses have audio and video conferencing facilities through which you can participate in live interactive tutorials with your course lecturers and tutors. At every USP campus, you will find a library and computers provided for research, writing assignments and e-mails, with access to the internet. Some of the USP campuses have additional classrooms, science laboratories, full-time lecturers, regularly scheduled on-site tutorials and much more.

Even if you live some distance from your USP campus, it is there to serve your needs as a USP student. You should feel free to let your USP campus know through whatever means is easiest for you, whether it be post, phone or another method, what your specific needs are. You should also make enquiries about services available to you within your island or area. For example, USP campuses may be able to help you get in touch with other students living near you so you can form study support groups, or your USP campus may have organised short courses, seminars, lectures or other activities at community facilities near you. Some USP campuses are also able to make special arrangements for particularly remote students, such as providing free return calls for those living on outer islands.

If you live near one of the three major USP campuses: Alafua Campus in Samoa, Emalus Campus in Vanuatu or Laucala Campus in Fiji, you can contact the local Student Academic Services office regarding administrative matters such as course offerings, admissions, enrolment information, tutorials, assignments, tests and exams, cross credits, examination results and graduation. A wide range of information is also provided on the USP website www.usp.ac.fj, including forms for admission, enrolment, cross credits, withdrawal and graduation.

Students at Laucala Campus can receive academic support directly from the lecturers and tutors on campus. Alafa and Emalus also have distance and flexible learning support centres to provide direct academic support to students registered for DFL courses.

The contact details for the 12 member countries are listed on the following pages.
## COOK ISLANDS
### USP COOK ISLANDS CAMPUS

**Director:** Mr Roderick Dixon  
**Postal address:** PO Box 130, Rarotonga, Cook Islands  
**Tel:** (682) 29415 or 29416  
**Fax:** (682) 21315  
**E-mail:** dixon_r@usp.ac.fj  
**Office hours:** Mondays to Fridays, 8:00am – 4:00pm

## REPUBLIC OF FIJI
### LAUCALA CAMPUS

#### STUDENT ACADEMIC SERVICES

**Postal address:** The University of the South Pacific, Private Mail Bag Suva, Fiji.  
**Tel:** (679) 323 2424 or 323 2354  
**Fax:** (679) 323 1516  
**E-mail:** helpdesk@student.usp.ac.fj  
**Office hours:** Mondays to Fridays, 8:00am – 4:30pm

### USP LABASA CAMPUS

**Director:** Dr Samuela Bogitini  
**Postal address:** Private Mail Bag, Labasa, Fiji  
**Tel:** (679) 881 7707 (ext 208)  
**Fax:** (679) 881 5570  
**E-mail:** bogitini_s@usp.ac.fj  
**Office hours:** Mondays to Fridays, 8:00am – 4:30pm

### SAVUSAVU CENTRE

**Coordinator:** Mr Sairusi Lui  
**Postal Address:** Private Mail Bag, Savusavu, Fiji.  
**Tel:** (679) 885 2708  
**Fax:** (679) 885 2709  
**E-mail:** lui_s@usp.ac.fj

### USP LAUTOKA CAMPUS

**Acting Director** Dr Pramila Devi  
**Postal address:** Private Mail Bag, Lautoka, Fiji  
**Tel:** (679) 666 6800  
**Fax:** (679) 666 7133  
**E-mail:** pramila.devi@usp.ac.fj  
**Office hours:** Mondays to Fridays, 8:00am – 4:30pm  
**Saturdays (Library only) 9:00am – 1:00pm**

## KIRIBATI
### USP KIRIBATI CAMPUS

**Director:** Dr Uentabo Mackenzie  
**Postal address:** PO Box 59, Bairiki, Kiribati  
**Tel:** (686) 21085 Direct Ext. 40401  
**E-mail:** mackenzie_u@usp.ac.fj  
**Office hours:** Mondays to Fridays, 9:00am – 6:00pm

## REPUBLIC OF MARSHALL ISLANDS
### USP MARSHALL ISLANDS CAMPUS

**Director:** Dr Irene Taafaki  
**Postal address:** PO Box 3537, Majuro, Marshall Islands  
**Tel:** (692) 625 7279 Direct Ext. 40801
<table>
<thead>
<tr>
<th>CONTACTS</th>
<th>USP</th>
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<tbody>
<tr>
<td><strong>Fax:</strong></td>
<td>(692) 625 7282</td>
</tr>
<tr>
<td><strong>E-mail:</strong></td>
<td><a href="mailto:taafaki_i@usp.ac.fj">taafaki_i@usp.ac.fj</a></td>
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<tr>
<td><strong>Office hours:</strong></td>
<td>Mondays to Fridays, 8:00am – 5:00pm</td>
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<td><strong>REPUBLIC OF NAURU</strong></td>
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<td><strong>USP NAURU CAMPUS</strong></td>
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<tr>
<td><strong>Director:</strong></td>
<td>Ms Alamanda Lauti</td>
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<tr>
<td><strong>Postal address:</strong></td>
<td>Private Bag, Post Office, Republic of Nauru</td>
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<tr>
<td><strong>Tel:</strong></td>
<td>(674) 444 3774 Direct Ext. 40501</td>
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<td><strong>Fax:</strong></td>
<td>(674) 444 3774</td>
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<tr>
<td><strong>E-mail:</strong></td>
<td><a href="mailto:laut_i@usp.ac.fj">laut_i@usp.ac.fj</a></td>
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<tr>
<td><strong>Office hours:</strong></td>
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<td><strong>NIUE</strong></td>
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<td><strong>USP NIUE CAMPUS</strong></td>
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<tr>
<td><strong>Coordinated by:</strong></td>
<td>Ms Maryanne Talagi</td>
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<tr>
<td><strong>Postal address:</strong></td>
<td>PO Box 31, Alofi, Niue</td>
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<tr>
<td><strong>Tel:</strong></td>
<td>(679) 20874 or 26954 Direct Ext. 41201</td>
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<tr>
<td><strong>Fax:</strong></td>
<td>(679) 23424</td>
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<tr>
<td><strong>E-mail:</strong></td>
<td><a href="mailto:maryanne.talagi@usp.ac.fj">maryanne.talagi@usp.ac.fj</a></td>
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<tr>
<td><strong>Office hours:</strong></td>
<td>Mondays to Fridays, 8:00am – 4:00pm</td>
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<td><strong>SAMOA</strong></td>
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<tr>
<td><strong>ALAFUA CAMPUS</strong></td>
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<tr>
<td><strong>Acting Director:</strong></td>
<td>Ruby Va’a</td>
</tr>
<tr>
<td><strong>Postal address:</strong></td>
<td>The University of the South Pacific, Private Bag, Apia, Samoa.</td>
</tr>
<tr>
<td><strong>Tel:</strong></td>
<td>(685) 21671 Direct Ext. 40101</td>
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<tr>
<td><strong>Fax:</strong></td>
<td>(685) 22933</td>
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<tr>
<td><strong>E-mail:</strong></td>
<td><a href="mailto:vaa_r@samoa.usp.ac.fj">vaa_r@samoa.usp.ac.fj</a></td>
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<tr>
<td><strong>Office hours:</strong></td>
<td>Mondays to Fridays, 8:00am – 4:30pm</td>
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<td><strong>SAVAI’I CENTRE</strong></td>
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<td><strong>c/o Savalalo Public Library</strong></td>
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<td><strong>Contact:</strong></td>
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<td><strong>SOLOMON ISLANDS</strong></td>
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<td><strong>USP SOLOMON ISLANDS CAMPUS</strong></td>
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<tr>
<td><strong>Director:</strong></td>
<td>Mr John Usuramo</td>
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<tr>
<td><strong>Postal address:</strong></td>
<td>PO Box 480, Honiara, Solomon Islands.</td>
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<tr>
<td><strong>Tel:</strong></td>
<td>(677) 21367</td>
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<td><strong>Fax:</strong></td>
<td>(677) 21287</td>
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<tr>
<td><strong>E-mail:</strong></td>
<td><a href="mailto:usuramo_j@usp.ac.fj">usuramo_j@usp.ac.fj</a></td>
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<tr>
<td><strong>Office hours:</strong></td>
<td>Mondays to Fridays, 8:00am – 4:30pm</td>
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<td><strong>GIZO CENTRE</strong></td>
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<td><strong>Western Province</strong></td>
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<td><strong>Contact:</strong></td>
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<tr>
<td><strong>TOKELAU</strong></td>
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<td><strong>USP TOKELAU CAMPUS</strong></td>
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<tr>
<td><strong>Coordinated by:</strong></td>
<td>Tessa Kirifi, Director of Education</td>
</tr>
<tr>
<td><strong>Physical address:</strong></td>
<td>Atafu, Tokelau</td>
</tr>
<tr>
<td><strong>Tel:</strong></td>
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</tr>
<tr>
<td><strong>Fax:</strong></td>
<td>(690) 2108</td>
</tr>
<tr>
<td><strong>USP phone:</strong></td>
<td>(690) 4110</td>
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<tr>
<td><strong>E-mail:</strong></td>
<td><a href="mailto:kirifi_t@usp.ac.fj">kirifi_t@usp.ac.fj</a></td>
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</tbody>
</table>
KINGDOM OF TONGA

USP TONGA CAMPUS

Director: Dr 'Ana Hau’alofa’ia Koloto
Postal address: PD Box 278, Nuku’alofa, Tonga
Tel: (676) 29055 or 29240
Fax: (676) 29249
E-mail: koloto_a@usp.ac.fj
Office hours: Mondays to Fridays, 8:30am – 4:30pm

HA’APAI CENTRE

Asst. Coordinator: Ms Talei Fakahua
Tel: (676) 60099
E-mail: talei.fakahua@usp.ac.fj

VAVAU CENTRE

Coordinator: Donald Blanks
Tel: (676) 70545
E-mail: blanks_d@usp.ac.fj

TUVALU

USP TUVALU CAMPUS

Director: Mr David Manuella
Postal address: PO Box 21, Funafuti, Tuvalu
Tel: (688) 20811 Direct Ext. 40902
Fax: (688) 20704
E-mail: manuella_d@usp.ac.fj
Office hours: Mondays to Fridays, 8:00am – 4:30pm

VANUATU

EMALUS CAMPUS

Acting Director: Prof. Donald Paterson
Postal address: The University of the South Pacific, Private Mail Bag 072, Port Villa, Vanuatu.
Tel: (678) 23988 or 22748 Direct Ext. 40301, 40302
Fax: (678) 24371
E-mail: donald.paterson@usp.ac.fj
Office hours: Mondays to Fridays, 7:30am-4:30pm

PENAMA CENTRE

Co-ordinator: Mr Sandy Banga
Postal Address: Saratamata East Ambae, Ambae, Vanuatu
Tel: (678) 38089
Fax: (678) 38827
E-mail: penama_c@vanuatu.usp.ac.fj

SANTO CENTRE

Coordinator: Ms Ketty Napwatt
Postal Address: PO Box 176, Luganville Santo, Vanuatu
Tel: (678) 36438
Fax: (678) 38299
E-mail: napwatt_k@vanuatu.usp.ac.fj

TANNA CENTRE

Acting Coordinator: Mr Tini Niko
Postal Address: PO Box 23, Isangel, Tafea, Vanuatu
Tel: (678) 68713
Fax: (678) 68728
E-mail: tafea_c@vanuatu.usp.ac.fj
USP academic advisors are available at USP schools and departments within the faculties on the Lautoka Campus in Fiji, the Alafua Campus in Samoa and the Emalus Campus in Vanuatu. USP academic advisors are also located in the College of Foundation Studies, the Regional Centre for Continuing and Community Education and Student Learning Support on the Lautoka Campus in Fiji.

These advisors are available to provide academic counselling to all USP students. They can help you choose your programme of study, select the appropriate course(s) to register for and generally guide you as you progress through your programme of study. They are all accessible by e-mail, fax, and telephone and via post. You are encouraged to contact your advisor if you need any academic counselling. Each advisor’s name and contact details are listed below.

### Regional Centre for Continuing and Community Education

| Susan Naco          | susan.naco@usp.ac.fj | (679) 323 1223 |

USP’s Continuing and Community Education programmes offer non-credit courses and training activities for the purpose of re-skilling, multi-skilling, remedial learning, vocational training, or professional upgrading of currently held qualifications. These national and regional programmes encourage wider community development, cultural documentation and preservation and the personal enjoyment of lifelong learning. All enquiries should be directed to the department Secretary, Susan Naco.

### Student Learning Support

Student Learning Support (SLS) administers the compulsory English Language Skills Assessment (ELSA) Test, teaches the English Language Skills courses EL001 as well as being involved in the delivery Workshops in academic skills and Math literacy. It also provides senior peer mentors to assist first year students gain a good grade in their courses.

- Siniva Laupepa (ELSA and EL001) ELSA and EL001 laupepa_s@usp.ac.fj (679) 323 2289
- Niseta Buatava (FAL) FAL buatava_ni@usp.ac.fj (679) 323 2359
- Helen Tamtam (FAL) FAL tamtam_h@vanuatu.usp.ac.fj (678) 23988 or 22748
- Roshila Singh (FBE) FBE roshila.singh@usp.ac.fj (679) 323 2184
- Riteta Laulala (FBE) FBE laulala_r@usp.ac.fj (679) 323 2359
- Pauline Ryland (FSTE) FSTE pauline.ryland@usp.ac.fj (679) 323 2905
- Afshana Anzeg (FSTE) FSTE afshana.anzeg@usp.ac.fj (679) 323 2264
- Rina Kumar (FSTE) FSTE rina.kumar@usp.ac.fj (679) 323 2465

### College of Foundation Studies

The College of Foundation Studies at USP is responsible for the development and teaching of courses at the Preliminary and Foundation levels. These are pre-degree study programmes and in most countries in the region they are equivalent to the last one or two years of secondary school.

<table>
<thead>
<tr>
<th>Director</th>
<th>Emily Moala Pouvalu</th>
<th><a href="mailto:moala_e@usp.ac.fj">moala_e@usp.ac.fj</a></th>
<th>(679) 323 7101</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>Maya Prasad</td>
<td><a href="mailto:prasad_ma@usp.ac.fj">prasad_ma@usp.ac.fj</a></td>
<td>(679) 323 7115</td>
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<tr>
<td>Agriculture</td>
<td>Ioane Malaki</td>
<td><a href="mailto:malaki_i@samoa.usp.ac.fj">malaki_i@samoa.usp.ac.fj</a></td>
<td>(685) 21671</td>
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<tr>
<td>Biology</td>
<td>Sepuloni Lolohea</td>
<td><a href="mailto:sepuloni.lolohea@usp.ac.fj">sepuloni.lolohea@usp.ac.fj</a></td>
<td>(679) 323 7185</td>
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<tr>
<td>Chemistry</td>
<td>Salesni Devi</td>
<td><a href="mailto:devi_sa@usp.ac.fj">devi_sa@usp.ac.fj</a></td>
<td>(679) 323 7118</td>
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<tr>
<td>Computing Science/ Information Systems</td>
<td>Vijay Prasad</td>
<td><a href="mailto:vijay.prasad@usp.ac.fj">vijay.prasad@usp.ac.fj</a></td>
<td>(679) 323 7193</td>
</tr>
</tbody>
</table>
The Faculty embraces the Arts, Social Science, Law and Education disciplines. Graduates of the faculty either follow a clear vocational pathway into teaching, legal, journalism, library or social work careers, or enter the workforce with a generic set of highly-regarded transferable skills.

The Faculty of Arts and Law offers programmes at undergraduate and postgraduate level. Its courses are delivered on campus or by distance and flexible learning, or both. Students can choose from a diverse range of discipline majors in the Bachelor of Arts, while the degree programmes of Bachelor of Education and Bachelor of Laws impart the requisite body of knowledge needed to equip students for their future professions as teachers or lawyers.

The Faculty of Arts and Law consists of the following schools and institutes:

### SCHOOL OF EDUCATION

- **Early Childhood Education**
  - Ms Lavinia Tiko
  - tiko_t@usp.ac.fj
  - (679) 323 2535

- **Food and Textiles**
  - Ms Fulori Sarai
  - sari_f@usp.ac.fj
  - (679) 323 2317

- **Non-formal & Community Education**
  - Dr Akanisi Kedrayate (Dean)
  - kedrayate_a@usp.ac.fj
  - (679) 323 2049

- **Primary Education**
  - Dr Govinda Lingam
  - govinda_i@usp.ac.fj
  - (679) 323 2311

- **Professional Education**
  - Mr Teweiariki Teaero
  - teaero_t@usp.ac.fj
  - (679) 323 2596

- **Research & Postgraduate Studies**
  - Prof. Konai Thaman
  - thaman_k@usp.ac.fj
  - (679) 323 2357

- **Special Education**
  - Ms Joyoi Heeraman
  - heeraman_j@usp.ac.fj
  - (679) 323 2310

- **Secondary Education**
  - Mr Jeremy Dorovolomo
  - dorovolomo_j@usp.ac.fj
  - (679) 323 2220

- **Technical and Vocational Education**
  - Dr Alfred Liligeto
  - liligeto_a@usp.ac.fj
  - (679) 323 2037

### SCHOOL OF LANGUAGE, ARTS AND MEDIA

- **Journalism**
  - Mr Shailendra Singh
  - singh_sh@usp.ac.fj
  - (679) 323 2680

- **Linguistics**
  - Dr Paul Geraghty
  - geraghty_p@usp.ac.fj
  - (679) 323 2263

- **Literature**
  - Dr Mohit Prasad
  - prasad_m@usp.ac.fj
  - (679) 323 2411

- **English for Academic Purposes**
  - Dr Rajni Chand
  - chand_r@usp.ac.fj
  - (679) 323 2412

- **Pacific Languages Unit**
  - Dr Robert Early
  - early_r@vanuatu.usp.ac.fj
  - (679) 22748

### SCHOOL OF LAW

- **Prof. Donald Paterson**
  - paterson_d@vanuatu.usp.ac.fj
  - (678) 24588 (ext 33)

- **Carolyn Penfold**
  - penfold_c@vanuatu.usp.ac.fj
  - (678) 24588 (ext 29)

### SCHOOL OF SOCIAL SCIENCES

- **History**
  - Assoc. Prof. Morgan Tuimaleali'i Fano
  - tuimalealiifano_m@usp.ac.fj
  - (679) 323 2574

  - Dr Christine Weir
  - weir_c@usp.ac.fj
  - (679) 323 2773
<table>
<thead>
<tr>
<th>Course</th>
<th>Contact Person</th>
<th>Email</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Postgraduate Diploma in History</td>
<td>Assoc. Prof. Morgan Tuimaleali‘ifano</td>
<td>tuimaleali‘<a href="mailto:ifano_m@usp.ac.fj">ifano_m@usp.ac.fj</a></td>
<td>(679) 323 2574</td>
</tr>
<tr>
<td>MA/PhD in History</td>
<td>Same as above</td>
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<tr>
<td><strong>PSYCHOLOGY</strong></td>
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<tr>
<td>Diploma in Counselling</td>
<td>Ms Tima Tuvuki</td>
<td><a href="mailto:tuvuki_t@usp.ac.fj">tuvuki_t@usp.ac.fj</a></td>
<td>(679)323 2594</td>
</tr>
<tr>
<td>Bachelor of Arts in Psychology</td>
<td>Ms Gaylene Osbourne-Finekaso</td>
<td><a href="mailto:osbourne_g@usp.ac.fj">osbourne_g@usp.ac.fj</a></td>
<td>(679) 323 2212</td>
</tr>
<tr>
<td>Postgraduate Diploma/MA/PhD</td>
<td>Same as above</td>
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</tr>
<tr>
<td><strong>SOCIOLGY AND SOCIAL WORK</strong></td>
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</tr>
<tr>
<td>Social Work</td>
<td>Dr Bruce Yeates</td>
<td><a href="mailto:yeates_d@usp.ac.fj">yeates_d@usp.ac.fj</a></td>
<td>(679) 323 2772</td>
</tr>
<tr>
<td>Sociology</td>
<td>Ms Ashla Singh</td>
<td><a href="mailto:singh_ams@usp.ac.fj">singh_ams@usp.ac.fj</a></td>
<td>(679) 323 2854</td>
</tr>
<tr>
<td>Youth Programme</td>
<td>Ms Vivian Koster</td>
<td><a href="mailto:koster_v@usp.ac.fj">koster_v@usp.ac.fj</a></td>
<td>(679) 323 2516</td>
</tr>
<tr>
<td><strong>OCEANIA CENTRE FOR ARTS AND CULTURE AND PACIFIC STUDIES</strong></td>
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<tr>
<td>Pacific Studies Programme</td>
<td>Dr Frank Thomas</td>
<td><a href="mailto:Thomas_fr@usp.ac.fj">Thomas_fr@usp.ac.fj</a></td>
<td>(679) 323 2478</td>
</tr>
</tbody>
</table>
The Faculty’s academic focus is directed towards developing professionals who can sustain and develop the work of the public and private sectors of the region’s economies.

The Faculty of Business and Economics offers certificate, diploma and bachelor’s degree programmes, as well as programmes at postgraduate level. The programmes offer opportunities either to specialise in a particular academic discipline or alternatively to obtain a general business education. All programmes are designed to provide the graduate with an understanding of how specialist skills can contribute to the overall commercial environment.

Opportunities to pursue interdisciplinary studies exist and students are encouraged to consider these. A double major with the Bachelor of Commerce including Information Systems (a discipline offered by the School of Computing, Information and Mathematical Sciences in the Faculty of Science and Technology) is especially popular.

The Faculty of Business and Economics consists of the following schools:

<table>
<thead>
<tr>
<th>SCHOOL OF ACCOUNTING AND FINANCE</th>
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<tbody>
<tr>
<td>Accounting &amp; Financial Management</td>
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<table>
<thead>
<tr>
<th>SCHOOL OF ECONOMICS</th>
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<tr>
<td>Acting Head of Economics</td>
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<tr>
<td>Population Studies</td>
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<td>Official Statistics</td>
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<th>SCHOOL OF MANAGEMENT AND PUBLIC ADMINISTRATION</th>
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<tr>
<td>Management &amp; Public Administration</td>
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<tr>
<td>Ms Naolah Pitia</td>
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<tr>
<th>SCHOOL OF TOURISM AND HOSPITALITY</th>
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<td>Tourism Studies</td>
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<tr>
<th>SCHOOL OF GOVERNANCE AND DEVELOPMENT STUDIES</th>
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<tr>
<td>Development Studies Programme</td>
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<td>Governance Programme</td>
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<tr>
<th>POSTGRADUATE STUDIES</th>
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<tbody>
<tr>
<td>Prof. Arvind Patel</td>
</tr>
<tr>
<td>Dr Gurmeet Singh</td>
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<tr>
<th>GRADUATE SCHOOL OF BUSINESS</th>
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<tr>
<td>PGCertBA, PGDipBA &amp; MBA</td>
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<tr>
<th>SCHOOL OF AGRICULTURE AND FOOD TECHNOLOGY</th>
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<tr>
<td>Dr Mareko Tofinga</td>
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<tr>
<th>POLITICS AND INTERNATIONAL AFFAIRS</th>
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</thead>
<tbody>
<tr>
<td>Bachelor of Arts in Politics</td>
</tr>
<tr>
<td>Postgraduate Diploma in Politics</td>
</tr>
<tr>
<td>Postgraduate Diploma in International Affairs</td>
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</tbody>
</table>
The programmes and courses offered by the schools of the Faculty of Science and Technology place emphasis on general principles across a broad spectrum, rather than narrow specialisation. Through this approach the Faculty hopes to produce graduates with the flexible outlook required to adapt to a body of knowledge that is changing at an accelerating pace, as pure and applied scientists are in high demand in many of the USP member countries. Many Bachelor of Science students take two major disciplines, or one major and two minor disciplines in their degree, providing a broad base for their future employment. A strong research culture in the Faculty encourages many science graduates to continue their studies at a postgraduate level. The Faculty of Science and Technology has three schools: Biological, Chemical and Environmental Sciences; Computing, Information and Mathematical Sciences; and Engineering and Physics. Academic advice is provided by the following staff members:

<table>
<thead>
<tr>
<th>SCHOOL OF GEOGRAPHY, EARTH SCIENCE AND ENVIRONMENT</th>
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<tbody>
<tr>
<td>Geography</td>
<td>Dr Eberhard Weber</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:eberhard.weber@usp.ac.fj">eberhard.weber@usp.ac.fj</a></td>
</tr>
<tr>
<td>Earth Science</td>
<td>Dr Kifle Kahsai</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:kifle.kahsai@usp.ac.fj">kifle.kahsai@usp.ac.fj</a></td>
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<thead>
<tr>
<th>SCHOOL OF LAND MANAGEMENT AND DEVELOPMENT</th>
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<tbody>
<tr>
<td></td>
<td>Dr Amadou Sadio Dia</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:amadou.dia@usp.ac.fj">amadou.dia@usp.ac.fj</a></td>
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<table>
<thead>
<tr>
<th>SCHOOL OF MARINE STUDIES</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Dr Joeli Veitayaki</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:joeli.veitayaki@usp.ac.fj">joeli.veitayaki@usp.ac.fj</a></td>
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<table>
<thead>
<tr>
<th>SCHOOL OF BIOLOGICAL AND CHEMICAL SCIENCES</th>
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<tbody>
<tr>
<td>Biology</td>
<td>Prof Anand Tyagi</td>
</tr>
<tr>
<td></td>
<td>tyagi_ap(at)usp.ac.fj</td>
</tr>
<tr>
<td>Chemistry</td>
<td>Dr Ketan Christi</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:ketan.christi@usp.ac.fj">ketan.christi@usp.ac.fj</a></td>
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<table>
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<tr>
<th>SCHOOL OF COMPUTING, INFORMATION AND MATHEMATICAL SCIENCES</th>
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<tbody>
<tr>
<td></td>
<td>Dr. M G M Khan</td>
</tr>
<tr>
<td></td>
<td>khan_mg(at)usp.ac.fj</td>
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<table>
<thead>
<tr>
<th>SCHOOL OF ENGINEERING AND PHYSICS</th>
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<tbody>
<tr>
<td>Dr Atul Raturi</td>
<td>raturi_a(at)usp.ac.fj</td>
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<tr>
<td>(679) 323 2419</td>
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<thead>
<tr>
<th>INSTITUTE OF APPLIED SCIENCES (IAS)</th>
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<tbody>
<tr>
<td>Prof. William Aalbersberg</td>
<td><a href="mailto:william.aalbersberg@usp.ac.fj">william.aalbersberg@usp.ac.fj</a></td>
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<tr>
<td>(679) 323 2964</td>
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<thead>
<tr>
<th>PACIFIC CENTRE FOR ENVIRONMENT &amp; SUSTAINABLE DEVELOPMENT (PACE-SD)</th>
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<tbody>
<tr>
<td>Prof. Murari Lal</td>
<td><a href="mailto:lal_m@usp.ac.fj">lal_m@usp.ac.fj</a></td>
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<tr>
<td>(679) 323 2894</td>
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<thead>
<tr>
<th>SCHOOL OF ISLANDS AND OCEANS</th>
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<tbody>
<tr>
<td>Geography</td>
<td>Dr Eberhard Weber</td>
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<tr>
<td></td>
<td><a href="mailto:eberhard.weber@usp.ac.fj">eberhard.weber@usp.ac.fj</a></td>
</tr>
<tr>
<td>Land Management &amp; Development</td>
<td>Dr Amadou Sadio Dia</td>
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<td></td>
<td><a href="mailto:amadou.dia@usp.ac.fj">amadou.dia@usp.ac.fj</a></td>
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<tr>
<td>Marine Studies</td>
<td>Dr Joeli Veitayaki</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:veitayaki_ji@usp.ac.fj">veitayaki_ji@usp.ac.fj</a></td>
</tr>
<tr>
<td>Division of Earth and Environmental Sciences</td>
<td>Fr. John Bonato</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:bonato_j@usp.ac.fj">bonato_j@usp.ac.fj</a></td>
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