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## 2007 ORIENTATION GUIDE

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Welcome to the University of the South Pacific (USP) and congratulations on choosing to join this multi-cultural community of vibrant and learned scholars, professionals and friends. As a new student, I encourage you to utilise fully the diverse services, resources and progressive technology available at USP, to advance your knowledge and to realise your goals.

Your time at USP over the next few years will prepare you for an exciting life journey, regardless of the campus at which you are studying. It offers you the unique opportunity to develop your curiosity about the unknown, question what is known and develop your own theories based on the latest international thinking. Knowledge is the key to an economically and politically sound future for the Pacific. In you, we groom our leaders for the future people with the know-how, talent, enthusiasm and contacts to strengthen, enhance and expand our unique Pacific culture, and to meet the region’s current and future human resource needs.

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

Many of the people you meet during your time at USP will remain valued friends and colleagues for the rest of your life. The graduates of USP form a network of highly regarded and well-connected leaders in private and public professional life in the region and beyond - an invaluable resource in your career.

USP is your university. It aims to be an integral part of your future, just as we hope you continue to be part of our future. May your journey with USP in pursuit of knowledge, academic excellence and lifelong learning be a rewarding and enjoyable one.

Professor Anthony Tarr
Vice-Chancellor
The university is a large and complex community made up of approximately 20,000 students and more than 1100 academic and administrative staff from throughout the Pacific region and internationally. As a new student, it is important for you to know who's who at the university and how the place operates, so you know exactly where to go and who to see for information, direction and support.

Senior managers are supported by large teams of experienced academic and administrative staff, so it is always a good idea to begin any enquiries you have with staff within your own Faculty or Department, or talk to staff at Student Academic Services at the three major campuses (Alafua, Emalus or Laucala) or the Director at your local campus. If you have any kind of concern or require information, don’t hesitate to ask university staff you know. Even if they can’t help you, they should be able to put you in touch with the right area or person. A full listing of senior university staff can be found in the 2007 Calendar, which is available at each campus from January 2007. It is also on sale throughout the academic year from the Laucala Campus University Bookshop and is available on the USP website: http://www.usp.ac.fj. Course information is also available on the USP website.

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

Council and Senate are served by committees working in such areas as Finance and Investment, Staff Review, Academic Standards and Quality, and Distance and Flexible Learning. Other committees deal with special projects and the day-to-day administration of the university.
The ceremonial head of the university is the Chancellor. USP’s Chancellors are traditionally drawn from the leaders of the member countries and have included Prime Ministers, Presidents and Heads of State. The Pro-Chancellor (currently the Honorable Fiame Naomi Mata’afa) is the Chair of Council, while the executive head of the university is the Vice-Chancellor, Professor Anthony Tarr. The Vice-Chancellor is assisted by a Deputy Vice-Chancellor (Dr Esther Williams) and three Pro Vice-Chancellors. Each of the Pro Vice-Chancellors has a different focus – one looks after undergraduate academic matters (Dr Eci Nabalarua), another after research and graduate affairs (Dr Ana taufe’ulungaki), while the third (Professor John Lynch) has a regional view. The Registrar Mr Walter Fraser is responsible for all aspects of administration, while the Director of Finance Mr Kevin Davis is concerned with anything to do with money.

**Professor Anthony Tarr**  
Vice-Chancellor

**Dr Esther Williams**  
Deputy Vice-Chancellor

**Dr Eci Nabalarua**  
Pro Vice-Chancellor  
(Academic)

**Dr Ana Taufe’ulungaki**  
Pro Vice-Chancellor  
(Research and Graduate Affairs)

**Professor John Lynch**  
Pro Vice-Chancellor  
(Regional)

**Mr Walter Fraser**  
Registrar

**Mr Kevin Davis**  
Director of Finance
For most of us a major turning point in our lives is leaving school and beginning our lives as an adult. If you are a school-leaver, you are entering a time of great change in your life, but even if you’re starting a university program as an older student, studying at university not only means adjusting to a new way of learning, but a new way of living. Many students at USP travel from countries throughout the Pacific region and the world to study at one of the university’s three major campuses in Fiji (Laucala Campus), Samoa (Alafua Campus) and Vanuatu (Emalus Campus). For these students in particular, there are many adjustments to make – a lively and diverse new campus environment to negotiate, new accommodation away from the familiar surroundings of home and many new people to meet – both fellow students and lecturers. Small things like knowing where to catch a bus, buy fresh food or go swimming will all be part of your new experience.

Fortunately, the university is well aware of the many adjustments that you, as a new student, have to make when you first begin studying at USP. To assist you with your transition to university life, the campuses have special orientation programs and sessions aimed at helping you adjust to being at university. In addition to the formal orientation programs offered, you are strongly urged to talk with students who have already been at USP for a while and have had a chance to ‘learn the ropes’.

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

The best way to overcome these feelings is to share them with other students. Your old school friends and family may not be close by anymore, but university life offers you a wonderful opportunity to make a wide circle of new and interesting friends from all over the region and internationally. Many of these people will remain your friends and colleagues for the rest of your life.

The university’s campuses offer different opportunities to get to know other students. You can get involved in your students’ association, or join a sporting club or other special interest groups. If you live off campus, you will need to make a special effort to become involved in the on campus activities that happen outside the lecture theatre. Try to see the university as more than a place just to study. A lot of what you learn at university happens outside the classroom. Talk to other students about your learning experiences. Take time to form study groups with your fellow students so that you can make learning an informal, enjoyable and sociable experience.

As you settle into university life, everything that at first seemed so foreign and strange will become more familiar. Adjusting to this change will help you to grow and develop as a person by exposing you to a bigger world full of different views and new insights. Don’t forget that the University of the South Pacific belongs to not just one, but twelve different countries, so for the first time you will get the chance to find out about the cultures of neighbouring countries directly from the people who call them home. While it’s easy to stick to people you know, try to break out of your own cultural group and get to know students from different cultural backgrounds.

The 2007 Orientation Guide is designed to help you adjust to university life. In addition to providing general information about USP, it also contains sections on the specific services and facilities of each of the three major campuses.

The university also produces an Enrolment Guide which contains detailed information about how to enrol, fees, and academic programs and courses. It also contains all the relevant academic forms. If you don’t already have a copy pick one up from Student Academic Services or from the Director of your local campus. It is also available on the USP website: http://www.usp.ac.fj.
If you have arrived at USP straight from school, one of the biggest surprises you will find is the academic freedom you have at university. At school, your teachers probably closely supervised your attendance, your class work and your homework. At university, it is expected that you are here because you want to be here and that you are enthusiastic about learning. If you don’t turn up to lectures or tutorials, or if you fail to hand in assignments, nobody is going to punish you. The only person who will lose out will be you. Whether you are a private fee-paying student or you have been awarded a scholarship to attend USP, the only person who is ultimately responsible for whether you succeed or fail at university is you. This means you need to take a responsible approach to learning. Find out all you can about the academic rules and regulations, turn up to your lectures regularly, ensure you understand the structure and content of your academic program, hand in your assignments on time and make sure you prepare well for examinations. If you put in your best effort, you will not only be personally satisfied but you will also probably perform well academically.

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

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

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

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

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

The university produces the Distance and Flexible Learning Handbook to assist those of you who are studying at a distance. The handbook contains information about the programs and courses offered through DFL, as well as providing tips on how to study at a distance and other information relevant to DFL students. It is also available on the USP website: http://www.usp.ac.fj.
There is a broad spectrum of opportunities linked to being a student at USP, but you need to keep at the front of your mind your whole reason for being here – to learn. And that means knowing the university’s academic regulations, policies and procedures so you can perform well. The university’s 2007 Enrolment Guide provides detailed academic information for all students, but below is a summary of some of the more important administrative steps in being a student at USP. It is very important that you read all the information in this Orientation Guide and the Enrolment Guide to ensure that you understand all the responsibilities of being a student at USP.

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

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

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

All of the relevant application forms are available at the back of the 2007 Enrolment Guide and also on the USP website at http://www.usp.ac.fj. However, if you want help with any of these matters contact your local campus or Student Academic Services at one of the three major campuses. As a new student you probably have many questions about the academic side of life at USP. If your questions aren’t answered in this Orientation Guide, you may get answers from the 2007 Enrolment Guide, the DFL Handbook (if you are taking DFL courses), the USP website or staff at your local campus.

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

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

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

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

Having enrolled in a particular program of study, you are expected to become familiar with its requirements. Academic advisors are available within the faculties, schools and departments to help you with any questions you might have. Your lecturers will also be able to provide academic advice, so don’t hesitate to ask if you are unclear about any aspect of your study at USP.

The normal load for the first year of degree programs is four 100-level (or first-year) courses per semester. In subsequent years, the normal course load is three 200- (second-year) or 300-level (third-year) courses per semester. Normal course loads for certificate and diploma programs vary and are detailed in the 2007 Enrolment Guide.

Your academic performance is assessed using two factors: the completion and quality of coursework throughout the semester and the final examination at the end of the semester. The distribution of percentages given to coursework (continuous assessment) and final examination varies from course to course but is typically within the range of 40 to 60 percent. A very small number of courses, because of their special nature, are assessed totally by continuous assessment. The 2007 Enrolment Guide details the weightings for continuous assessment and final examination for each course and, for some courses, the individual course assessment elements. Continuous assessment can include a range of different testing methods, including assignments, laboratories, written essays, short quizzes, mid-term tests, oral presentations, projects and your attendance and participation in tutorials.

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

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

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Numerical Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.5</td>
</tr>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>B+</td>
<td>3.5</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>C+</td>
<td>2.5</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>R</td>
<td>1.5</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>E</td>
<td>0.0</td>
</tr>
<tr>
<td>EX</td>
<td>0.0</td>
</tr>
</tbody>
</table>

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

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

Another way of measuring your progress is to look at your Annual Grade Point Average (AGPA). This is calculated in the same way as a Cumulative Grade Point Average except only the courses in a single academic year are used.
If you have questions concerning satisfactory progress, be sure to ask someone who can provide you with correct and reliable answers, such as staff at Student Academic Services. ‘Not knowing’ is not considered a legitimate excuse.

### Example

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

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

#### First Year

<table>
<thead>
<tr>
<th>Semester I, 2004</th>
<th>Semester II, 2004</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade</td>
<td>Numerical Value</td>
</tr>
<tr>
<td>C+</td>
<td>2.5</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>7.5</td>
<td></td>
</tr>
</tbody>
</table>

AGPA = (7.5 + 6.0) ÷ 8 (courses) = 1.69  
CGPA = 1.69  
Joe goes on Academic Probation for one year.

#### Second Year

<table>
<thead>
<tr>
<th>Semester I, 2005</th>
<th>Semester II, 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade</td>
<td>Numerical Value</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C+</td>
<td>2.5</td>
</tr>
<tr>
<td>6.5</td>
<td></td>
</tr>
</tbody>
</table>

AGPA = (6.5 + 6.0) ÷ 6 = 2.08  
CGPA = (7.5 + 6.0 + 6.5 + 6.0) = 26.0 ÷ 14 (courses) = 1.86  
Joe remains on Academic Probation because he does not have a CGPA of 2.00 or better.

#### Third Year

<table>
<thead>
<tr>
<th>Semester I, 2006</th>
<th>Semester II, 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade</td>
<td>Numerical Value</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>6.0</td>
<td></td>
</tr>
</tbody>
</table>

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

Even though Joe has an AGPA of 2.17 at the end of Semester II, 2006 he is liable for suspension for one semester because his CGPA is 1.95, which is lower than the required 2.0 for Satisfactory Progress.
<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission</td>
<td>The assessment of the eligibility of an applicant to study a USP program.</td>
</tr>
<tr>
<td>Aegrotat pass</td>
<td>A pass granted (on application) to a student who falls ill during, or immediately prior to, their final examination.</td>
</tr>
<tr>
<td>Compassionate pass</td>
<td>A pass granted (on application) to a student who, because of the death of a close family member immediately prior to their final examination, missed or performed poorly. A student's eligibility for the pass is based on their total coursework mark in the course.</td>
</tr>
<tr>
<td>Completion</td>
<td>The administrative process of checking that a student has met all the requirements of a program in which they wish to graduate.</td>
</tr>
<tr>
<td>Core course</td>
<td>A compulsory course that the students doing a particular program must pass.</td>
</tr>
<tr>
<td>Course</td>
<td>A component of a discipline. Normally one semester or trimester long.</td>
</tr>
<tr>
<td>Cross credit</td>
<td>A USP course awarded to a student on the basis of a pass in the same or equivalent course in a completed USP qualification, or at another recognised tertiary institution. The cross credit awarded may be a specific course or an unspecified course at a particular level.</td>
</tr>
<tr>
<td>Department</td>
<td>One of the administrative units into which a faculty may be divided. A department normally takes its name from the discipline it teaches.</td>
</tr>
<tr>
<td>Direct Credit</td>
<td>A USP course which was taken by a student for an incomplete USP qualification, which is counted towards a USP qualification the student is now completing.</td>
</tr>
<tr>
<td>Discipline</td>
<td>An area of study such as Chemistry, Economics or History.</td>
</tr>
<tr>
<td>Division</td>
<td>One of the administrative units into which a School may be divided. A division normally takes its name from the discipline it teaches.</td>
</tr>
<tr>
<td>Elective course</td>
<td>A course chosen by the student, usually from a discipline outside the student's major(s) or minor(s) which must be passed as part of a program.</td>
</tr>
</tbody>
</table>
Enrolment
Strictly speaking, the completion of the three processes of admission, registration and fee payment, but often loosely used to just mean any one of those three, depending on the context.

Faculty
A coherent grouping of academic schools and/or departments headed by a Dean.

Flexi-school course
Formerly known as a summer school or winter school course – a course taught intensively at your local campus during semester breaks.

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

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

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

Mode of study
The medium used in the delivery and support of a course. Possible modes of study currently used are face-to-face (called on campus when referring to Alafua, Emalus and Laucala Campuses), print and Internet (also called online).

On campus
Describes courses that are delivered face-to-face at Alafua, Emalus and Laucala Campuses.

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

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

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

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

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

Semester
The normal duration for which a course is offered.

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

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

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

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

ACRONYMS

<table>
<thead>
<tr>
<th>ACRONYMS</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCCE</td>
<td>Centre for Continuing and Community Education</td>
</tr>
<tr>
<td>CEDT</td>
<td>Centre for Educational Development and Technology</td>
</tr>
<tr>
<td>CELT</td>
<td>Centre for Excellence in Learning and Teaching</td>
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<tr>
<td>CFS</td>
<td>College of Foundation Studies</td>
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<tr>
<td>DFL</td>
<td>Distance and Flexible Learning</td>
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<tr>
<td>DFLSC</td>
<td>Distance and Flexible Learning Support Centre</td>
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<tr>
<td>ELSA</td>
<td>English Language Skills Assessment</td>
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<tr>
<td>FAL</td>
<td>Faculty of Arts and Law</td>
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<tr>
<td>FBE</td>
<td>Faculty of Business and Economics</td>
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<tr>
<td>FIO</td>
<td>Faculty of Islands and Oceans</td>
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<td>FST</td>
<td>Faculty of Science and Technology</td>
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<tr>
<td>GPA</td>
<td>Grade Point Average</td>
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<tr>
<td>GSB</td>
<td>Graduate School of Business</td>
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<td>OC</td>
<td>On Campus</td>
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<tr>
<td>SAS</td>
<td>Student Academic Services</td>
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<td>SOLS</td>
<td>Student Online Services</td>
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<tr>
<td>UPR</td>
<td>Unsatisfactory Progress Regulations</td>
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<tr>
<td>USP</td>
<td>The University of the South Pacific</td>
</tr>
<tr>
<td>USPSA</td>
<td>The University of the South Pacific Students’ Association</td>
</tr>
</tbody>
</table>

Do the Right Thing!

Don’t ruin your beautiful campus by dumping your rubbish on the ground.
Use the bins and keep your environment clean and healthy.
Remember, littering is an offence at USP. This means that anyone who is caught littering will be fined without any further warning. Be proud of your environment and make it a better place for everyone.
The University of the South Pacific is the premier provider of tertiary education in the Pacific region and an international centre of excellence for teaching, research, consulting and training on all aspects of Pacific culture, environment and human resource development needs. Established in 1968, USP’s academic programs are recognised worldwide, attracting high calibre students and staff from throughout the Pacific region and internationally. USP has 12 member countries: Cook Islands, Fiji, Kiribati, Marshall Islands, Nauru, Niue, Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu and Vanuatu, as well as agreements with many international universities and organisations and a growing presence in neighbouring New Zealand.

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

A strong distance education program supported by the university’s satellite communications network, USPNet, delivers state-of-the-art academic course material to students taking Distance and Flexible Learning courses (about half of the student body). Delivery of distance education is supported by 14 campuses and eight small centres located in all of the member countries. The remaining half of USP’s students study face-to-face, either full-time or part-time, at one of the three major campuses in Fiji (Laucala), Samoa (Alafua) or Vanuatu (Emalus). USP students are a combination of school-leavers, professionals and mature-age family people who all share a drive to pursue higher education for the many personal and professional benefits it can bring.

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

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

- School of Education (offering Education, Library/Information Studies and Food and Technology programs and courses)
- School of Language, Arts & Media (offering Journalism, Literature and Language courses, from Laucala Campus and at the Emalus Campus, the Pacific Languages Unit)
- School of Law, which is mainly based at the Emalus Campus, but with staff also at Laucala Campus
- School of Social Sciences (offering History, Politics, Psychology, Sociology & Social Work, Pacific Policing & Youth Development)
- Pacific Institute of Advanced Studies in Development and Governance

The Faculty of Business and Economics is comprised of the:

- Graduate School of Business (offering Business Administration courses and programs at the postgraduate certificate, postgraduate diploma and master’s level)
- School of Accounting and Finance (offering programs and courses in Accounting, Banking and Finance)
- School of Economics (which offers courses and programs in Economics and Official Statistics)
- School of Industrial Relations and Management and Public Administration (offering a comprehensive range of courses and programs in Industrial Relations and Management)

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

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

The Faculty of Science and Technology has three schools and one Institute.

It is made up of the:

- School of Biological, Chemical and Environmental Sciences
- School of Computing, Information and Mathematical Sciences
- School of Engineering and Physics
- Institute of Applied Sciences

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

- Centre for Educational Development and Technology
- College of Foundation Studies
USP attracts high calibre teaching, research and support staff from all over the world, as well as from within the Pacific region. As a world player in the higher education sector, the university recognises that the quality of its teaching, research and consultancy depends on the quality of its academic and non-academic staff. Quality processes in recruitment, staff development and monitoring are the keys to overall excellence. In particular, USP has a long-standing program of staff development, with a focus on the upgrading of formal qualifications. On average, USP spends more than F$1 million per year on activities related to staff development.

### Men & Women are equal

USP has a gender policy which reflects its commitment to gender equality. This means:

- USP is committed to achieving gender balance with respect to both academic and comparable staff
- USP is committed to achieving gender balance in decision-making processes throughout the university
- USP will maintain gender-disaggregated statistics on both staff and students for reporting and monitoring purposes
- USP will encourage the consideration of gender issues in content of courses and course material, where appropriate
- USP is committed to using gender neutral/sensitive language in university policy at all levels of activity
- USP is committed to achieving a gender balance in the number of graduates both USP-wide and within the programs
- USP is committed to ensuring that gender issues are considered and included in all university and proposals and programs

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**Myth 1: HIV and AIDS are the same**

No. HIV is the Human Immune Deficiency Virus that can, and usually does, lead to AIDS [Acquired Immune Deficiency Syndrome]. HIV weakens the body’s immune system over a period of time, increasing its vulnerability to sickness and disease that may result in death. When a person has reached this stage, they have AIDS.

**Myth 2: You can tell if someone is infected by HIV just by looking at them**

No. While some HIV positive people may experience flu-like illnesses, these symptoms are very similar to many other more common infections. A person may be infected with the HIV virus for many years without realising it because there are no real symptoms. A blood test is the only way to detect HIV.

**Myth 3: HIV can be spread through everyday contact**

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

**Myth 4: HIV can pass through condoms**

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

**Myth 5: Only people who have lots of sex are at risk of being infected with HIV**

No. If any infected body fluids are passed from one person to another (see Myth 3), then transmission can occur. It is the sexual activity that increases vulnerability to HIV. You only need to have unprotected sex once to become infected.

**Myth 6: Men cannot get HIV from women as it is a gay virus**

No. Anyone can be vulnerable to HIV infection – men can get HIV from women, men can get HIV from men, women can get HIV from men, women can get HIV from women. This can happen through unprotected vaginal sex, or unprotected anal sex, or unprotected oral sex.

**Myth 7: Trusting or loving each other means you do not need to practise safe sex**

No. Nobody should assume that just because they love and trust their partner, they know everything about them or their past sexual experiences. It is important to be very open and honest with each other, and both partners should practise safe sex until they are certain of their HIV status.

**Myth 8: Mosquitoes can spread HIV**

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

**Myth 9: Masturbating right after sex will get rid of HIV**

No. Once HIV (or any other sexually transmitted disease that may have entered the penis) has entered the bloodstream, it is there forever. Masturbation does not prevent HIV infection, nor does it prevent any other sexually transmitted diseases.

**Myth 10: Withdrawing before cumming can prevent an infection of HIV**

No. HIV is present in precum, and precum can cause a transmission of HIV (see Myth 3).

For more information at the Lautoka Campus and FREE condoms, contact: USP Counselling Centre, Medical Centre or Halls of Residence.
The university's largest campus, Laucala, is located in Suva, Fiji and consists of 73 hectares of lush, tropical grounds spanning a Lower and Upper Campus, nestled on the rim of picturesque Laucala Bay. Laucala Campus is the base for the administration of the four faculties as well as the main administration of the university. All new students are encouraged to note that each of the faculties has its own academic advisors who are available to assist with course assessment, dropping or adding courses, program changes, etc.

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

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

### ACCOMMODATION

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

- Regional students coming to Laucala Campus for the first time
- Returning regional students who booked in the prior semester
- First-year students from Fiji, firstly sponsored then self-funding.
- Other returning residents, then continuing students may reserve rooms for the following academic year on the USP website [http://www.usp.ac.fj/](http://www.usp.ac.fj/)
- Postgraduate students
- Others

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

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

Residents are expected to know about the important regulations related to living and studying on campus. These are printed in a separate booklet which is available at the Halls of Residence Office. For students living on campus, breaching any of the university regulations could result in you losing the privilege of living on campus. If this happens, you will be responsible for finding your own off campus accommodation. A few basic rules are summarised below. Keep in mind that they have been developed to help provide an environment that is safe, healthy, comfortable and conducive to learning.

1. Any damage, other than normal wear and tear, to university premises and/or property will be your responsibility. This means you will have to pay the cost of repairs or replacement.
2. You are not permitted alcohol on campus. This means you cannot bring alcohol onto the campus grounds, have it in your possession or consume it in any area other than those designated by the university. If you are found in the company of anyone breaching this regulation, you will also be penalised.
3. Yaqona (kava) drinking is not permitted anywhere in the halls of residence.
4. Disruptive behaviour that interferes with the quiet, peaceful atmosphere of the campus is not allowed.
5. There are special regulations relating to non-residential visitors to the halls. You are expected to know these and adhere to them. In particular, men are not permitted to visit the women’s halls, including the married quarters.
6. A noise curfew exists from midnight throughout the academic semester.
7. Under no circumstances are you allowed to cook in your room. Cooking in rooms poses a serious fire risk and breaches fire regulations.

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

The University Bookshop has an abundance of books for all ages and interests. Whether your tastes run to modern painters or ancient history, classical music or computer programming, crime fiction or South Pacific poetry, spirituality or sports, there’s always something special for you at the South Pacific’s finest bookshop. The Bookshop stocks prescribed textbooks for courses offered at USP, as well as textbooks for some courses taught at the Fiji Institute of Technology and Training Productivity Authority of Fiji. The Bookshop endeavours to have textbooks available for as long as the courses are being taught. If you know what courses you will be taking and wish to obtain your books without having to endure the ‘rush’ period, please visit the Bookshop early and purchase all your requirements for the semester. The friendly staff are always there to help you. Price and availability of textbooks and course materials can be found on our website http://www.uspbookshop.ac.fj

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

**CATERING SERVICES**

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

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

**The Food Court**

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

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

**Hours of Operation**

**During the Semester**

- **Breakfast:** 7am – 10am
- **Lunch:** 11:30am – 1:45pm
- **Dinner:** 5:30pm – 6pm

**During Semester Breaks and Holidays**

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

**Tree Tops Café**

Tree Tops Café (next to the USPSA Office) offers a range of cakes, coffees and teas, as well as a blackboard menu of hot dishes. Tables and chairs are provided on the balcony and on the platform below the steps.

**Hours of Operation**

- **All year**
  - **Monday to Friday:** 8am – 4pm
  - **Saturday and Sunday:** 7am – 5pm

**Southern Cross Takeaways**

Southern Cross Takeaways is a fast food outlet (next to the large main Lecture Theatre Complex) offering takeaway food for students and staff, as well as an eating area with some tables and chairs under large shady trees.

**Hours of Operation**

**During the Semester**

- **Monday to Friday:** 9am – 10pm
- **Saturday and Sunday:** 7am – 5pm

**During Semester Breaks and Holidays**

- **Monday to Friday:** 9am – 5pm
- **Saturday:** 7am – 5pm
If you find academic studies difficult due to your academic background, too much pressure, a loss of interest or illness, you should discuss your difficulties with your lecturers or Student Counsellors immediately. In addition, each school or department based at the Laucala Campus has Academic Advisors whose names are listed in the 2007 Enrolment Guide. They may also be able to assist you. First and second year students who are struggling with courses might find help from the Peer Tutorial Program, in which senior students provide extra tutorials to those who are experiencing academic difficulties. If you would like to take advantage of this program, contact the Counselling Centre. There, you will be interviewed and assigned a course Peer Tutor who will arrange to work with you at least once a week at a time and place agreed to you by both. The program can vary in length, depending on the needs of the students (as well as available funding), and may continue up until the end of the semester.

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

Anything that prevents you from doing your best, such as finding it difficult to adjust to the USP environment, emotional disturbance, relationship difficulties or educational/vocational uncertainties, can be discussed with the Student Counsellors. Anything that affects your eating and sleeping patterns, prevents you from attending classes, affects your ability to study or relate normally to other people should also be discussed with a Student Counsellor as soon as possible. The Student Counsellors work very closely with lecturers, medical officers and other professionals in Suva, and with your sponsors to provide you with the best possible help.

Counsellors:
Mary Montu, tel: (679) 323 2294
Lai Wainikesa: tel: (679) 323 2514
Opening hours are 8am to 5pm (Monday to Thursday) and 8am to 4pm (Friday).
The Student Health Services Scheme offers a range of benefits for members, including:

- Consultation with the university Medical Officers, regardless of the number of consultations during each semester, free of charge;
- Referral (by the Nursing Sister or other authorised persons) to consult the university Medical Officers at their surgeries in town or to the local hospital after hours, free of charge;
- Referral by the university Medical Officers to private specialists for treatment, free of charge;
- Cover for all costs related to local hospitalisation and medications and/or treatment prescribed by the university Medical Officers or by specialists to whom members have been referred;
- Dental and optical consultations/treatment available at public hospitals (does not include prescription and provision of dentures and/or spectacles);
- Non-student spouses of members from regional countries other than Fiji are charged the same membership fee;
- Members’ children who are under 18 years of age and still attend secondary school are charged 50% of the membership fee. (Note however that the maximum fee charged to any one family is not to exceed three times the annual membership fee);
- Members from within Fiji are covered from the date they arrive in the country immediately before registration until they return home at the end of the second semester.

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

All money matters relating to payment of fees, textbook allowances, scholarship provisions by government/sponsors and refunds are dealt with by the Student Affairs Office. This Office is located in the Finance Section of the main
The boundaries of the university are fully fenced with security officers manning the main vehicle and pedestrian entrances on Laucala Bay Road full-time, while the back entrance on Muanikau Road is manned during weekdays from 6am to 7pm only.

SPORT AND RECREATION

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

Facilities

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

Programs

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

Club Sports

The university has an exciting program to promote sports clubs across the campuses. Clubs sports currently incorporate rugby, soccer, basketball, netball, tennis, hockey, touch rugby and table tennis. It is anticipated that from 2007 other sports such as outrigger paddling will also be included. Join a sports club and enjoy making new friends

SUPERMARKET

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

Opening Hours:

During the Semester
Monday to Friday: 6.30am – 8pm
Saturday: 8am – 12pm
Sunday: 8am – 10.30am

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

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

The USPSA Office is located close to the Food Court and exists for students. The officers you elect are responsible for your general welfare and for
representing your interests to the university senior management group. The USPSA is represented on all the major decision-making committees at the university, including Council. Membership of USPSA is compulsory and the membership fee is collected by the university, on behalf of the Association, from every student. The fee is included as part of the fees calculation and is known as the General Services Fee, which is currently F$46/semester for full-time students and F$31/semester for part-time students. It is up to you to take advantage of all the activities and services made possible through the USPSA, and to communicate your needs to the student leaders. Any concerns you have can be conveyed to the university committees through your USPSA officials.

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

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

**Study Guides:** CELT’s free handouts offer ‘how to’ tips that you might find helpful to your studies. Other Resources: A variety of video tapes, audio tapes, reference books and computer applications are available for you to use in the CELT rooms.

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

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

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

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

- workshops on language skills
- listening to lectures and taking notes, preparing and writing assignments, reading academic texts, using references/research and presenting seminars
- workshops on mathematical skills
- workshops on thinking skills
- Study Guides and other ‘how to’ resources
- video, audio, computer and text reference resources for you to use in CELT
- peer mentoring of small groups by senior/postgraduate students in various disciplines
- individual consultations – you can make an appointment with CELT staff (Room 013) to discuss any aspect of your academic work.

You can find CELT staff in Building 091.
Eighteen general computer labs are available for undergraduate students, including:

<table>
<thead>
<tr>
<th>Lab Name</th>
<th>Location</th>
</tr>
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<tbody>
<tr>
<td>ITS1, ITS3, ITS4, ITS5, ITS6 and ITS7</td>
<td>Opposite Southern Cross fast food outlet</td>
</tr>
<tr>
<td>ITS2</td>
<td>CELT Building: next to Student Helpdesk 1</td>
</tr>
<tr>
<td>ITS8, ITS9, ITS10 and ITS11</td>
<td>Behind the Medical Centre</td>
</tr>
<tr>
<td>ITS12</td>
<td>PIAS-DG Building</td>
</tr>
<tr>
<td>H204</td>
<td>Faculty of Arts &amp; Law Building, 1st floor</td>
</tr>
<tr>
<td>ITS-Library</td>
<td>B level of the Library</td>
</tr>
<tr>
<td>Library-Law: For Law students only</td>
<td>All night reading room, B level of the Library</td>
</tr>
<tr>
<td>MSP</td>
<td>Marine Studies Complex, Lower Campus</td>
</tr>
<tr>
<td>Food and Nutrition</td>
<td>Food and Nutrition Building, beside Old Gymnasium</td>
</tr>
<tr>
<td>Engineering: For Engineering students only</td>
<td>Engineering Building</td>
</tr>
</tbody>
</table>

ITS1, ITS7, ITS8, ITS9, ITS10, ITS11 are all open 24 hours a day.

Lab opening hours for the rest of the labs are:
- 8am – 10pm (Monday to Friday)
- 8am – 6pm (Saturday and Sunday)

There are four computer labs for postgraduate students:

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

All Postgraduate Labs are open 24 hours a day.

NO SMOKING

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

There is an on-the-spot fine of FJ$50 (or equivalent) for offenders.
The Library’s User Services include:

- an extensive Information Literacy Program in which librarians teach users how to use the library collections of print and online materials
- an Information Desk (ext. 32402)
- an online catalogue
- PC’s for internet access and database searching
- Email kiosk
- Book loans
- Inter-Library loans
- the Short Loan collection
- reservations
- a Discussion Room for group work
- the Postgraduate Reading Room
- past examination papers for sale
- photocopying
- binding

For those who wish to pursue further studies at other universities, the Library has a range of Calendars and prospectuses from institutions around the world, plus Internet access direct to university websites.

<table>
<thead>
<tr>
<th>Library Opening Hours</th>
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<tr>
<td><strong>During semesters:</strong></td>
<td><strong>Friday</strong></td>
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<tr>
<td>Monday to Thursday</td>
<td>8am – 10pm</td>
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<tr>
<td>Public Holidays</td>
<td>9am – 6pm</td>
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<td><strong>During the mid-semester break:</strong></td>
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<tr>
<td>Monday to Thursday</td>
<td>8am – 8pm</td>
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<td>1:30pm – 6pm</td>
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<tr>
<td>Public Holidays</td>
<td>Closed</td>
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<tr>
<td><strong>During the vacation period:</strong></td>
<td></td>
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<tr>
<td>Monday to Thursday</td>
<td>8am – 4:30pm</td>
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<td>Friday</td>
<td>8am – 4pm</td>
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<td>Saturday</td>
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<td>Sunday</td>
<td>Closed</td>
</tr>
<tr>
<td>Public Holidays</td>
<td>Closed</td>
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</tbody>
</table>

There are always staff members at the Information Desk and at the Issue Desk to help you find what you want, so make sure you utilise fully the Library’s range of facilities and services. The Library staff members appreciate how daunting the Library can be at first, so they have many brochures and guides to point you in the right direction. If you need further assistance, just ask the Library staff. The Reader Services Librarian can be reached on ext. 32287.
SERVICES DIRECTORY

Student Academic Services
(Ext 32424 or 32354)
Location: CELT Building, lower floor
Hours: 9am – 4pm (Monday to Thursday), 8:30am – 3pm (Friday)
Services: Most academic matters including student permits, admission to USP, registration, dropping or withdrawing, aegrotat or compassionate pass, withdrawing from USP, academic results, transcripts, cross credits, completion of programs and graduation.
E-mail: helpdesk@student.usp.ac.fj

Student Affairs Office, Finance
(Ext 32221)
Location: Administration Building
Hours: 9am – 1pm and 2pm – 4:30pm (Monday to Friday)
Services: Payment of fees, allowances, scholarship provisions.

College of Foundation Studies
(Ext 32424 or 32354)
Location: Raiwaqa Plaza
Hours: 9am – 4pm (Monday to Friday)
Services: Academic support only to pre-degree students.

Chaplaincy
(Ext 32495)
Hours: 8am – 4pm by appointment (Monday to Friday)
Services: Religious and spiritual guidance and counselling, organising religious services, facilitating Bible Study groups and seminars, referral service.

Counselling Centre
(Ext 32613)
Location: Opposite USP Bookshop and behind the new Westpac Bank Branch
Hours: 8am – 5pm (Monday to Thursday), 8am – 4pm (Friday). Special appointments can also be arranged on request.
Services: Academic, career and personal counselling, general student assistance, short workshops, on a variety of issues including coping skills, substance use and abuse, relationship, managing exam pressures etc.

Community Recreation Centre and Fitness Centre
(Ext 32625)
Location: Next to the Tennis Courts, adjacent to the National Stadium Grounds
Fitness Centre
Monday to Friday 5am to 9pm
Saturday and Sunday 8am to 5pm
Public Holidays 8am to 5pm
Swimming Pool
Monday to Friday 6am to 6pm
Saturday and Sunday 7am to 5pm
Public Holidays 8am to 5pm
Gymnasium (Sports Hall)
Monday to Friday 8am to 8pm
Saturday and Sunday closed.
Public Holidays closed.
Services: Fitness assessments and programming, tennis court bookings, squash court bookings, activities program that includes swiss-ball workshops, nutrition workshops, rowing challenge, the Ride (spin bike classes), Chisel (abdominal class), seminars on how to train in the fitness centre and much much more.

Halls of Residence
(Ext 32206 or 32281)
Location: Wantok Drive, behind the Provost’s office
Hours: From 7am, 7 days a week
Services: On campus student residence issues, implementing student discipline and emergency services.

Library
(Ext 32322)
Location: Centre of Campus, opposite the main administration building
Hours: 8am – 10pm (Monday to Thursday), 8am – 6pm (Friday), 9am – 6pm (Saturday), 1:30pm – 6pm (Sunday).
Services: Full range of library services.

Medical Centre
(Ext 32362)
Location: Opposite supermarket, University Bookshop and ANZ Bank complex
Hours: 8am – 6:30pm, Monday to Friday (During the semester) and 8am to 4:30pm, Monday to Thursday (during breaks and holidays). After hours and on weekends see the Housing Officer on duty.
Services: Primary medical care, medical reports for Aegrotat
Applications, prescription vouchers, referral service. There are two doctors, a senior nurse, and two part-time nurses.

Provost
(Ext 32495)
Location: Wantok Drive, behind the Medical Centre
Hours: 8am – 1pm and 2pm – 4:30pm (Monday to Friday)
Services: Community services

Security Services
(Ext 32211)
Location: Headquarters next to 4th Hall, manned posts at each gate
Hours: 24 hours, seven days a week.
Services: Safety and security of people on campus, university property and ensuring that the university rules and regulations are upheld and respected at all times.

If you’re depressed, get help!

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

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

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

**ACCOMMODATION**

On campus accommodation is divided into separate quarters for men and women. There are 24 single rooms for women and 48 single rooms for men. All rooms are located within the campus grounds and are a two minute walk from the classrooms. Students residing on campus are provided with pillows, mattresses, sheets, and pillowcases. At least once a week the laundry replaces your bed linen with a clean set. You have to bring your own towels. Wash tubs, clothes lines and irons are available so you can do your own personal laundry. Campus cleaners are responsible for cleaning the bathrooms, toilets and common rooms, but you are responsible for keeping your own room clean and tidy. Each hostel has cleaning equipment such as dustpans, brooms, buckets and mops for you to use. Each hostel also has an electric jug so that you can make a hot drink at any time and a telephone which can be used for calls within the campus and outside campus with the assistance of the campus telephone operator.

**BOOKSHOP**

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

**CATERING SERVICES**

The Dining Room serves meals from Monday to Friday. Hours are:
- Breakfast: 7 – 8am
- Lunch: 11:30am – 12:30pm
- Dinner: 6 – 7pm

The Dining Room is open not only to residential students but to all staff members, students, and members of the public each weekday, but is closed on weekends. Meals in the Dining Room use local produce and include a mixed variety of island food like fish in coconut cream and curries, Chinese dishes like chop suey and stir fries, and Western food like fish and chips etc. Island staples like taro and bananas are provided daily in addition to rice, potatoes and pasta.

Breakfast includes cereal, fruit, toast and spreads, a hot dish (either spaghetti, baked beans, eggs or fish cakes) and hot drinks. Lunch and dinner include a hot main dish with mutton, beef, chicken, fish or pork, rice and a starch staple, salad or a cooked vegetable, fruit or sweet for dessert, cordial and water. Lunch often features a soup as well. Costs of breakfast and dinner for residential students are included in their accommodation charges, while prices for lunch depend on the items taken.

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

Downtown Apia is about a 10 minute drive from Alafua and has a variety of popular eating venues including:
- Pinati’s Restaurant, Saleufi: 3tala to 5tala for a variety of foods like curry and rice, lamb stir fry and taro, chicken and mushroom, chop suey, fish;
- Sunrise Takeaways, Saleufi: 5tala average, similar menu to above;
- Gourmet Seafood Restaurant, Saleufi: 6tala to 14tala for fish and chips, burgers, steaks;
- Barristers Café, Savalalo: 6tala average, similar menu to above;
- McDonalds Family Restaurant, Saleufi: 8tala to 14tala for Happy Meals, Combo Meals;
- Taro King, Saleufi: 6tala average for a meal, traditional Samoan menu.

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

**CHAPLAINCY SERVICE**

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

Postal services are available from post office branches, which are operated by SamoaTel Ltd. Stamps can be purchased and letters and parcels to any destination can be posted from these branches. Inward mail for you should have your name and the following address:

Student Mail
c/o Student Academic Services
Alafua Campus
The University of the South Pacific
Private Bag
Apia, Samoa

Telecommunication services in Samoa are provided by SamoaTel (land lines) and a number of mobile phone service providers. SamoaTel card phones are located beneath the Library and next to the Main Gate. Cards for these phones can be purchased from any post office. For students living on campus, after hours or emergency calls can be made from the telephones in the rooms of Resident Assistants (RA) or at the Main Gate by arrangement with Security. Under special circumstances incoming calls can be transferred to these phones during work hours. The leading Samoan cell-phone service provider is Telecom Samoa Cellular which sells mobile phones and phone cards.

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

MEDIICAL SERVICES

All full-time students are eligible to use the free medical clinic. Two doctors are available on campus at specific hours on four days of the week.

Resident Assistants (RA) are appointed by the University to assist with the care of students after hours. At least one of them is trained to administer Emergency First Aid when necessary. The RAs also ensure that any student who needs urgent medical care after hours is taken to the hospital. The security officers can also help in case of emergency.

The First Aid Emergency Kit is kept in the RA’s office. The RA on Duty can be found at the office after hours from 6 to 10pm every night. The public hospital in Motootua has a dispensary for medication open 24 hours on weekdays and 8am to 4:30pm during the weekends and public holidays. There are a number of pharmacies downtown open for business from 8am to 4:30pm weekdays, and 8am to 12:30pm Saturday. At least one of the pharmacies provides an after hours service each night till 11pm.

MONEY

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

There are four main banks in Samoa, with branches around the country. Most are open from 9am to 3pm on weekdays. ANZ Bank opens for extended hours on Thursdays and Fridays, and is open for limited hours on Saturdays. The ANZ and Westpac banks have ATM machines at a number of locations around town, and many local businesses allow payment by EFTPOS card. The ANZ mobile bank visits the campus twice a week and is able to process the full range of banking transactions from currency exchange to telegraphic transfer of funds internationally.
**PUBLIC TRANSPORT**

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

- Post Office, ANZ Bank, Apia central – 5tala
- Savalalo Market, Apia central – 5tala
- Catholic Cathedral Mulivai – 5tala
- NZODA and AusAID Office (in High Commissions) – 5tala
- Aggie Greys Hotel, Vaisigano – 6tala
- Myna’s Video Shop, Matautu Tai – 7tala
- Tupua Tamasese Meaole Hospital, Motootua – 7tala
- Faleolo Airport – 40tala

In addition the university 15-seater van which travels downtown twice a day, at 10am and 1:30pm, will also take you free of charge provided there is room. The van leaves from in front of the Student Academic Services Building.

**SECURITY SERVICES**

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

**SPORT AND RECREATION**

Alafua Campus has two fields, one for playing rugby and soccer, and the other (because of its close proximity to the hostel quarters) only for touch rugby and outdoor volleyball. There is also a multi-purpose court for playing netball, basketball and tennis. A common room for students, which has a television set and video, is also available. A fridge and a zip water system are located in the common room for your use. There is a mini gymnasium with weights and other fitness training equipment. The Samoan Fale provides a place for you to entertain visitors. It is often used for large social functions and student gatherings. Students also use this venue for prayer meetings.

**USP ALAFUA CAMPUS STUDENTS’ ASSOCIATION (USPACSA)**

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

- Mid Year Picnic (students go on a picnic during the between semester break in July)
- USPACSA farewell party at the end of the year (October)
- RA of the Year Award cocktail – hostel students join staff to celebrate the event with the winning Resident Assistant (October)

The Taro Breeders Club is also very active and often holds fundraising events and social mixers. Different sports clubs are also active on campus, including the Soccer Club. You are encouraged to find out more about these clubs and to use them as a good way of meeting other new and continuing students.
important for all new users to attend so they can be introduced to the full range of features available. The computer lab opening hours are from 8am to 4:30pm, except in periods of high demand, when the lab remains open until 10pm. In addition you can use a suite of computers in the Student Academic Services Front Office from 8:30am to 7pm on weekdays, and Saturday 8:30am to 12noon.

DFL courses all have at least three satellite tutorials each semester. These take place in the audio tutorial room, near the large satellite dish. At these tutorials students from around the region can discuss, with their course co-ordinator, issues and problems that have come up during their reading and coursework. The timetable for the sessions is posted on the Student Academic Services notice-board weekly.

LABORATORIES

As well as the usual science laboratories in which Agriculture students learn, through practical work and experiments, more about Crop, Animal and Soil Science, there are also three specialised

CENTRE FOR EXCELLENCE IN LEARNING AND TEACHING (CELT)

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

COLLEGE OF FOUNDATION STUDIES

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

INFORMATION TECHNOLOGY FACILITIES

The main Student Computer Lab has 20 computers connected to the Internet and a laser printer. A second smaller lab of 10 computers was opened in 2005. New students are provided with their own e-mail address, and basic computer skills sessions are run at the beginning of the academic year for those who have not used a computer before. Distance and Flexible Learning students doing Internet courses can use the facilities to assist their learning. Courses in how to use the different online learning management systems are also run at the beginning of each semester and it is

FARMS

The Alafua Campus has three farms associated with its Agriculture teaching and research programs: 30.8 hectares at Alafua, 10.8 hectares at Moamoa and 40 hectares at Lalonaea. As well as commercial production, the farms are used for teaching and research in pasture agronomy, farming systems with crop and livestock components, fodder production, and some other aspects of crop science.
Further information on services is provided during the Library’s orientation and user education sessions at the start of each semester.

**Library Opening Hours**

**During semesters:**
- Monday to Thursday: 8am – 8pm
- Friday: 8am – 4pm
- Saturday: Closed
- Sunday: 1:30pm – 6pm
- Public Holidays: Closed

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

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

LLF21. She can also help students taking pre-degree courses in other subjects to contact College of Foundation Studies staff in Suva for assistance.

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**SERVICES DIRECTORY**

**Student Academic Services**
- **Location:** Student Academic Services Building
- **Hours:** 8:30am to 7pm (Monday to Friday)
  8:30am to 12noon (Saturday)
- **Services:** Admission, registration, student permits, ID cards, changing courses, payment of fees, payment of allowances and refunds, withdrawing, student mail, applications for cross credits, receiving and returning assignments, test and exam administration, results processing, aegrotat and compassionate applications, reconsideration applications and graduation
- **Telephone:** 21671, **Fax:** 23424
- **E-mail:** enquiries@samoa.usp.ac.fj

**Samoa Distance and Flexible Learning Centre**
- **Services:** Academic support
- **Telephone:** 21671, **Fax:** 22933,
  **E-mail:** vaa_r@samoa.usp.ac.fj

**USP Centre elsewhere in Samoa**
- **Savai’i Centre**
  c/o Savalalo Library, contact: as above
The picturesque Emalus Campus is situated in the area known as Tasiriki, overlooking one of Port Vila’s lagoons. Emalus is the name of the site in the Erakor language, and means ‘place where it is always raining’.

The campus houses two main academic units:

- The School of Law, which runs undergraduate and postgraduate courses leading to the LLB and LLM degrees.
- The Pacific Languages Unit (part of the School of Language, Arts and Media within the Faculty of Arts and Law), which offers Pacific language courses, mainly by Distance and Flexible Learning.

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

**ACCOMMODATION**

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

**COMMUNICATION SERVICES**

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

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

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

**CATERING SERVICES**

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

Catering to your campus requires that you take part in keeping it clean. There are plenty of rubbish bins around which are regularly emptied so please do not drop rubbish, write graffiti or harm trees, shrubs or flowers. All vehicles must be parked in designated parking areas and not on the grass areas.

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

**MONEY**

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

As an indication of equivalents in other currencies, the following approximate rates were valid in December 2006:

<table>
<thead>
<tr>
<th>Country</th>
<th>1 A$ =</th>
<th>100 vatu =</th>
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<tbody>
<tr>
<td>Australia</td>
<td>82 vatu</td>
<td>A$1.22</td>
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<tr>
<td>Fiji</td>
<td>62 vatu</td>
<td>F$1.61</td>
</tr>
<tr>
<td>New Zealand</td>
<td>73 vatu</td>
<td>NZ$1.37</td>
</tr>
<tr>
<td>United Kingdom</td>
<td>206 vatu</td>
<td>£0.49</td>
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<tr>
<td>U.S.A.</td>
<td>106 vatu</td>
<td>US$0.94</td>
</tr>
</tbody>
</table>

A number of major banks operate in Vanuatu, including Westpac, ANZ, and the National Bank of Vanuatu. USP operates its accounts with ANZ and the National Bank of Vanuatu for students paying their fees in the outer islands. There are no restrictions on importing or exporting money or on changing money in Vanuatu. Supermarkets and many other stores will accept personal cheques.

There is no income tax in Vanuatu. However, Value Added Tax (VAT) and a number of other indirect taxes mean that the prices of goods (especially imported goods) in stores are considerably higher than in, say, Australia, Fiji or New Zealand.

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

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

Student Academic Services
Location: Administration Building
Hours: 7:30am – 11:30 am
and 1:30pm – 4:30pm
(Monday to Friday)
Services: Most academic matters
including student permits, admission
to USP, registration, dropping or
withdrawing, aegrotat or compassionate
pass, withdrawing from USP, academic
results, transcripts, cross credits,
completion of programs and graduation.

Central Administration
Tel: (678) 23988 or 22748, Fax (678)
22633

School of Law
Tel: (678) 23520, Fax: (678) 27785

Vanuatu Distance and Flexible
Learning Centre
Hours: 7:30am – 11:30 am
and 1:30pm – 4:30pm
(Monday to Friday)
Services: Academic support
Tel: (678) 22748, Fax (678) 22633

USP Centres Elsewhere in Vanuatu
Penama Centre
Co-ordinator: Mr Dan Maxwell Tar
Postal address: Saratamata East Ambae,
Ambae, Vanuatu
Tel: (678) 38089, Fax: (678) 38827

Santo Centre
Co-ordinator: Mr Wilson Vuti
Postal address: PO Box 176, Luganville
Santo, Vanuatu
Tel: (678) 36438, Fax: (678) 36299
E-mail: vuti_w@vanuatu.usp.ac.fj

Tanna Centre
Co-ordinator: Mr George Samuel
Postal address: PO Box 23, Isangel
Tafea, Vanuatu
Tel: (678) 68713, Fax: (678) 68726
E-mail: tafea_c@vanuatu.usp.ac.fj
## CONTACT INFORMATION
### USP CAMPUSES AND CENTRES

<table>
<thead>
<tr>
<th>Campus Name</th>
<th>Director/Co-ordinator</th>
<th>Postal Address</th>
<th>Telephone/Fax/E-mail</th>
<th>Office Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>USP Cook Islands Campus</strong></td>
<td>Mr Roderick Dixon</td>
<td>PO Box 130, Rarotonga, Cook Islands</td>
<td>(682) 29415 or 29416</td>
<td></td>
</tr>
<tr>
<td><strong>USP Kiribati Campus</strong></td>
<td>Dr Uentabo Mackenzie</td>
<td>PO Box 59, Bairiki, Kiribati</td>
<td>(686) 21085</td>
<td></td>
</tr>
<tr>
<td><strong>USP Marshall Islands Campus</strong></td>
<td>Dr Irene Taafaki</td>
<td>PO Box 3537, Majuro, Marshall Islands</td>
<td>(692) 625 7279</td>
<td></td>
</tr>
<tr>
<td><strong>USP Nauru Campus</strong></td>
<td>Alamanda Lauti</td>
<td>Private Bag, Post Office, Republic of Nauru</td>
<td>(674) 444 3774</td>
<td></td>
</tr>
<tr>
<td><strong>USP Niue Campus</strong></td>
<td>Mr Maru Talagi</td>
<td>PO Box 31, Alofi, Niue</td>
<td>(683) 4049</td>
<td></td>
</tr>
<tr>
<td><strong>USP Solomon Islands Campus</strong></td>
<td>Dr Glynn Gala</td>
<td>PO Box 460, Honiara, Solomon Islands</td>
<td>(677) 21307</td>
<td></td>
</tr>
<tr>
<td><strong>USP Solomon Islands Campus</strong></td>
<td>Mr David Manuella</td>
<td>PO Box 21, Funafuti, Tuvalu</td>
<td>(688) 20811</td>
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<td><strong>Gizo Centre</strong></td>
<td>Same as above.</td>
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<tr>
<td><strong>USP Tokelau Campus</strong></td>
<td>Mr Kelihiano Kalolo</td>
<td>c/- Alafua Campus, Student Academic Services, USP, Private Bag, Apia, Samoa</td>
<td>(690) 2177</td>
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<tr>
<td><strong>USP Tonga Campus</strong></td>
<td>Mrs Salote Fukofuka</td>
<td>PO Box 278, Nuku’alofa, Tonga</td>
<td>(676) 29055 or 29240</td>
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<td><strong>Ha’apai Centre</strong></td>
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<td>(676) 29249</td>
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<td><strong>Vava’u Centre</strong></td>
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<td>(676) 60099</td>
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<tr>
<td><strong>USP Tuvalu Campus</strong></td>
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<td>(676) 70545</td>
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<td><strong>USP Vanuatu Campus</strong></td>
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<td>(676) 20704</td>
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CHOICES ABOUT ALCOHOL

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

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