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NOTE
Where an inconsistency or conflict arises from information contained in this publication and any other publication of the University including information available on the USP website, the USP Handbook and Calendar shall prevail. Users are strongly advised to refer to and use the Handbook and Calendar as it is the official source of information pertaining to the University.

Information in this publication is provided on the basis that all persons making reference to it undertake responsibility for assessing the relevance and accuracy of its content. The University shall not be liable for any loss or damage arising from the use of information contained in this publication or any other publication of the University.

UPDATED ON 15 JANUARY 2014
I warmly welcome you to the USP Community. The University of the South Pacific, being one of only two regional universities in the world, serves 12 island nations in the Pacific region: Cook Islands, Fiji, Kiribati, Marshall Islands, Nauru, Niue, Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu and Vanuatu.

This regional composition of the staff and students, augmented by colleagues and students from outside the Pacific region, gives the university a healthy diversity of nationalities, religions, cultures, ethnic groups and languages. USP has many pathways available towards attaining a university qualification or degree and we welcome students of all ages to be part of the diverse University culture. This diversity enriches the educational experience at USP and contributes towards lifelong friendships and connections within the region and internationally.

Since its inception in 1968, USP has been committed to fulfilling the challenge of providing the highest possible quality education and research while addressing the changing circumstances and needs of the Pacific region. The first cohort of 32 students graduated in 1971. Over the years, more than 35,000 graduates have successfully completed their studies. In 2013, the University enrolled 27,000 students studying at its campuses in its 12 member countries.

While we are pleased to be regarded as a good example of successful regional cooperation and as a respected tertiary education provider, we recognise that we must continue to be a dynamic institution responsive to regional and global developments.

Our vision “Towards Excellence in Learning and Knowledge Creation” under our Strategic Plan 2013-2018 reflects our commitment to working closely and cooperatively with all our stakeholders. With great joy and humility, I thank all the staff, students and stakeholders for their continued commitment towards contributing to the University, and I look forward to prospective students becoming part of this unique institution of the Pacific.

Professor Rajesh Chandra
Vice-Chancellor and President
The University of the South Pacific is the premier institution of higher learning for the Pacific region, uniquely placed in a region of extraordinary physical, social and economic diversity.

USP - An Introduction

Established in 1968, USP is one of only two universities of its type in the world. It is jointly owned by the governments of 12 member countries: Cook Islands, Fiji, Kiribati, Marshall Islands, Nauru, Niue, Solomon Islands, Tokelau, Tonga, Tuvalu, Vanuatu and Samoa. The University has campuses in all member countries. The main campus, Laucala, is in Suva, Fiji. The Alafua Campus in Samoa is where the School of Agriculture and Food Technology is based, and the Emalus Campus in Vanuatu is the location for the School of Law.

The academic Schools, Institutes and Centres at the University of the South Pacific are organised into three faculties and led by Deans.

These are: the Faculty of Arts, Law and Education; the Faculty of Business and Economics; and the Faculty of Science, Technology and Environment. Each faculty comprises a number of schools which offer a wide range of academic programmes and courses at the undergraduate and postgraduate levels.

The University also offers programmes through distance and flexible learning in a variety of modes and technologies throughout USP’s 14 campuses and its centres.

Advanced communication technologies through USPNet are used to reach distance and flexible learning students across the vast expanses of the Pacific Ocean.

The multi-cultural nature of the staff and student body give USP an exceptional character. It is a quality institution producing degrees comparable to those awarded by universities in Australia, New Zealand and the United Kingdom. Graduates from USP are found in important executive positions throughout the public and private sectors in all member countries and in numerous countries around the world.

The University has set a high standard for quality in its programmes and research. Major research commitments include business management, teacher education, Pacific studies, marine studies, agriculture, science and technology.

The University Region

The University of the South Pacific region spreads across 33 million square kilometres of ocean, an area more than three times the size of Europe. In contrast, the total land mass is about equal to the area of Denmark. Populations vary in size from Niue with 1500 people to Fiji with more than 800,000. The total population is about 1.3 million.

International airlines flying routes between Australia, Japan, Korea, New Zealand and the United States link a number of the island countries. There are also airlines which service the region. Within countries, inter-island shipping is used to reach smaller islands without air services.

Because of its strategic position and facilities, USP attracts eminent scholars and staff from all over the region and beyond.
Our Vision
Achieving excellence and innovation for sustainable development of the Pacific Island Countries

Our Mission
• To provide Pacific people with a comprehensive range of excellent and relevant tertiary qualifications;
• To deliver the benefits of advanced research and its applications;
• To provide communities and countries in the Pacific region with relevant, cost effective and sustainable solutions, including entrepreneurship, to their main challenges; and
• To be an exemplar of tertiary education for the Pacific Islands in quality, governance, application of technology and collaboration with national tertiary institutions.

Our Values
• Commitment and loyalty of staff and students to the institution and the region;
• Highest standards of governance, leadership, academic freedom, integrity and transparency;
• Highest standards of creativity, innovation, teamwork and flexibility in the pursuit of excellence;
• Investments in staff, rewarding staff excellence, and empowerment of all USP teams;
• Respect for distinctiveness and diversity in our Pacific heritage and its development, preservation and dissemination;
• Commitment to regional cooperation and integration;
• Positive and inclusive learning and living environments for student excellence;
• Support for flexible learners in all locations for success in work, life and citizenship;
• Protection and nurturing of the environment;
• Strong relationships to guide engagement with national governments, Pacific communities, and development partners; and
• Humility in performance, learn from others, value the trust given, and honour Pacific knowledge, contexts and aspirations.
USP GRADUATE ATTRIBUTES

The University of the South Pacific’s academic programmes will promote the development of the following attributes in all graduates:

**Academic excellence**
- Extensive knowledge of a particular discipline or professional area, including relevant knowledge and skills;
- Capacity for independent critical thinking and self-directed, life-long learning;
- Advanced information and communication technology knowledge and skills; and
- Research literacy and skills.

**Intellectual curiosity and integrity**
- Deep respect for truth and intellectual integrity, and for the ethics of scholarship;
- Intellectual curiosity and creativity; openness to new ideas;
- Commitment to inter-disciplinary understanding and skills; and
- Respect for the principles, values and ethics of a chosen profession.

**Capacity for leadership and working with others**
- Effective interpersonal communication skills;
- Leadership, organisational, teamwork and time management abilities; and
- Personal maturity and self-confidence.

**Appreciation of the cultures of the Pacific Islands**
- Knowledge and appreciation of both the unity and diversity of Pacific Island cultures;
- Understanding of the diverse economies and environments of the Pacific Islands; and
- Commitment to the maintenance and strengthening of the societies of the Pacific.

**Cross-Cultural Competencies**
- Understanding and appreciation of social, cultural and linguistic diversity;
- Respect for human rights and dignity in a global context;
- Commitment to accountability, ethical practice and social responsibility; and
- Demonstrated oral and written proficiency in the English language.
The commitment of USP’s staff to the Vision, Mission, and Values of the University is embedded in the following attributes:

- Commitment and loyalty to the institution and its mission;
- Honesty and integrity in personal and professional interactions in the work environment, including the highest standards of academic conduct;
- A strong student-centred approach to learning and teaching;
- Highest standards of creativity, innovation, teamwork, cooperation and flexibility in the pursuit of excellence;
- Respect for the distinctiveness and diversity of our Pacific heritage and dedication towards its development, preservation and dissemination;
- A responsible attitude towards a healthy work-life balance;
- A positive and proactive stance towards customer service;
- Respectful and ethical behaviour; and
- A collegial and cooperative attitude that contributes towards building a more cohesive university community.
Vision
Achieve academic excellence by offering quality programmes, be internationally recognised centre for the undertaking of teaching, research, publication, and consultancy and community services and provide relevant and sustained focus on the Pacific region.

Mission
To provide learning and teaching of the highest possible quality, prepare students from highly diverse backgrounds for the workplace, lifelong learning, community engagement, life and service, conduct research with collaborative focus and enhance its role in community, national, regional and global engagements, services and support.
School of Education

Undergraduate
Certificate in Teaching (In-service) – Primary
Certificate in Teaching (In-service) – Secondary
Certificate in Non-Formal Education
Diploma in Early Childhood Education
Diploma in Teaching (Secondary)
Diploma in Educational Evaluation & Assessment
Diploma in Educational Leadership and Change
Diploma in Library/Information Studies
Diploma in Multilingual Studies (Managed from the Emalus Campus, Vanuatu)
Diploma in Special and Inclusive Education

Bachelor of Arts
Graduate Certificate in Education
- Major in Double Major: Education, Technology, Food & Nutrition Science
- Minor: Education, Food & Nutrition Sciences
- Minor: Information and Library Studies
Bachelor of Arts & Graduate Certificate in Education
Bachelor of Commerce and Graduate Certificate in Education
Bachelor of Science & Graduate Certificate in Education

Postgraduate
Postgraduate Certificate in Tertiary Teaching
Postgraduate Diploma in Education
Postgraduate Diploma in Education (Tertiary Teaching)
Master of Arts, Major in Education
Master of Education
PhD

School of Law

Undergraduate
Diploma in Prosecutions
Bachelor of Laws (LLB)
Bachelor of Arts – Major; Major in Double Major; and Minor in Law
Bachelor of Arts & Bachelor of Laws (Combined Degrees)
Bachelor of Commerce & Bachelor of Laws (Combined Degrees)

Postgraduate
Professional Diploma in Legal Practice
Professional Diploma in Legislative Drafting
Postgraduate Diploma in Law
Masters of Environmental Law
Master of Laws
PhD

School of Social Sciences

Undergraduate
Certificate in Community Development
Certificate in Policing
Diploma in Social and Community Work
Diploma in Police Management

Bachelor of Arts
- Majors: History, Pacific Policing, Psychology, Social Work, Sociology
- Major in Double Major: History, Pacific Policing, Psychology, Social Work, Sociology
- Minor: History, Pacific Policing, Psychology, Social Work, Sociology

Postgraduate
Postgraduate Certificate in Gender Studies
Postgraduate Diploma in Arts: History, Psychology, Social Policy & Administration and Sociology
Master of Arts: History, Psychology, Social Policy and Sociology
PhD

School of Language, Arts and Media

Undergraduate
Diploma in Pacific Journalism
Diploma in Vernacular Language (Fijian)
Diploma in Vernacular Language (Hindi)

Bachelor of Arts
- Majors: Literature and Language, Pacific Literature, Journalism, Literature, Pacific Language Studies
- Major in Double Major: Fijian, Hindi, Linguistics, Literature, Journalism, Literature and Language, Pacific Language Studies, Pacific Literature
- Minor: Creative Writing, Literature, Literature and Language, Fijian, Hindi, French

Postgraduate
Postgraduate Diploma in Arts: Linguistics and Literature
Master of Arts, Majors in Linguistics and Literature.
PhD

Oceania Centre for Arts, Culture and Pacific Studies

Postgraduate
Postgraduate Diploma in Arts, Major in Pacific Studies.
Master of Arts, Major in Pacific Studies
PhD

Undergraduate Studies
Applications for admission to Undergraduate programmes should be addressed to: Admissions, Student Academic Services, Laucala Campus, The University of the South Pacific, Suva, Fiji.
Tel: +679 3231444; email: helpdesk@student.usp.ac.fj

Postgraduate Studies
Applications for admission to Postgraduate programmes at the Faculty should be addressed to: Kapil Nadan, Executive Officer, Faculty of Arts, Law and Education, Laucala Campus, The University of the South Pacific, Suva, Fiji.
Tel: +679 3232704; email: kapil.nadan@usp.ac.fj

Dean: Dr Akanisi Kedrayate, tel: +679 3232049; email: akanisi.kedrayate@usp.ac.fj

Associate Dean, Learning and Teaching: Donald Bruce Yeates, tel: +679 3232772; email: donald.yeates@usp.ac.fj

Associate Dean, Research & Graduate Affairs: Dr Mohit Prasad, tel: +679 3232411; email: mohit.prasad@usp.ac.fj
Over the next decade the Faculty of Business & Economics will become the thought leader in global management practices that are environmentally, culturally, and socially responsible. To seek distinction in the creation and distribution of knowledge in research, teaching, and consultancy. Specifically, we are committed to becoming the intellectual center of excellence in Pacific-based public and private sector management education and scholarship.
BACHELOR'S DEGREE PROGRAMMES IN MAJOR DISCIPLINES

School of Accounting and Finance
Bachelor of Commerce (BCom) Programme in:
- Accounting
- Banking
- Finance
- Professional Accounting courses are offered on a Trimester basis

School of Economics
Bachelor of Commerce (BCom) Programme in:
- Economics
- Official Statistics
- Agricultural Economics and Agribusiness
- Population Studies and Demography

School of Agriculture and Food Technology
(Alafua Campus, Samoa)
- Bachelor of Agriculture (BAgr) Programme in:
  - Agribusiness
  - Applied Sciences

School of Management and Public Administration
Bachelor of Commerce (BCom) Programme in:
- Human Resource Management and Employment Relations
- International Business and Marketing
- Management and Public Administration
- Public Sector Management

School of Government, Development and International Affairs
Bachelor of Arts (BA) Programme in:
- Politics and International Affairs

School of Tourism and Hospitality Management
Bachelor of Commerce (BCom) Programme in:
- Hotel Management
- Bachelor of Arts (BA) programme in:
  - Tourism Studies
  - Tourism and Hospitality

School of Land Management and Development
Bachelor of Commerce in Land Management

POSTGRADUATE DEGREE PROGRAMMES

Graduate School of Business
- Postgraduate Certificate in Financial Administration
- Postgraduate Certificate in Human Resource Management
- Postgraduate Diploma for General Managers
- Postgraduate Diploma for Advanced Analytical Skills
- Masters in Business Administration

School of Accounting and Finance
- Postgraduate Diploma in Accounting
  - (i) Academic Stream
  - (ii) Professional Stream (by Coursework)
- Postgraduate Diploma in Banking and Finance
- Master of Commerce in Accounting (by thesis and coursework)
- Master of Commerce in Banking and Finance
- PhD in Accounting
- PhD in Banking and Finance
  [Note - Accounting Professional Courses are offered on Trimester basis]

School of Agriculture and Food Technology
(Alafua Campus, Samoa)
- Postgraduate Diploma in Agriculture (Crop Science; Agricultural Economics)
- Master of Agriculture (Crop Science; Agricultural Economics)
- PhD in Agriculture

School of Economics
- Postgraduate Diploma in Economics
- Postgraduate Diploma in Official Statistics
- Postgraduate Diploma in Population Studies and Demography
- Master of Commerce in Economics (by coursework and by thesis or SRP)
- Master of Commerce in Official Statistics (by thesis or SRP)
- Master of Arts in Population Studies and Demography
- PhD in Economics
- PhD in Population Studies and Demography

School of Management and Public Administration
- Graduate Certificate in Public Sector Management
- Postgraduate Diploma in Management and Public Administration
- Master of Commerce in Management and Public Administration (by thesis and by coursework)
- PhD in Management and Public Administration

School of Government, Development and International Affairs
- Postgraduate Certificate in Diplomacy and International Affairs
- Postgraduate Diploma in Diplomacy and International Affairs
- Postgraduate Diploma in Development Studies
- Postgraduate Diploma in Governance
- Master of Arts in Diplomacy and International Affairs (by thesis and coursework)
- Master of Arts in Development Studies
- Master of Arts in Governance (by coursework and by thesis)
- Master of Arts in Politics
- Master of Arts in Gender Studies (by thesis only)
- PhD in Development Studies
- PhD in Governance
- PhD in Politics/ International Affairs
- PhD Gender Studies

School of Tourism and Hospitality Management
- Postgraduate Diploma in Tourism Studies
- Master of Arts in Tourism Studies
- PhD in Tourism Studies

School of Land Management and Development
- Postgraduate Diploma in Land Management
- Master of Commerce in Land Management

General enquiries for Postgraduate Studies:
Ms. Susan Tafunai-Mani, tel: +679 323 2712; email: tafunaimani_s@usp.ac.fj.
For enquiries regarding a specific postgraduate programme, please contact the relevant Head of School or Academic Advisors:
Professor R.D. Pathak - Head of School, Graduate School of Business; (email:pathak_r@usp.ac.fj);
Professor Arvind Patel - Head of School, School of Accounting and Finance; (email:patel_a@usp.ac.fj);
Mr Mohammed Umar - Acting Head of School, School of Agriculture and Food Technology, Samoa; (email: umar_m@samoa.usp.ac.fj);
Dr Anand Chand - Acting Head of School, School of Management and Public Administration; (email:anand_ch@usp.ac.fj);
Professor Vijay Naidu - Head of School, School of Government, Development and International Affairs; (email:naidu_v@usp.ac.fj);
Ms Dawn Gibson - Academic Advisor, School of Tourism & Hospitality Management; (email:dawn.gibson@usp.ac.fj);
Mr Kenneth Chambers - Academic Advisor, School of Land Management & Development; (email:kenneth.chambers@usp.ac.fj);
Mr Mohammed Umar - Acting Head of School, School of Agriculture and Food Technology, Samoa; (email: umar_m@samoa.usp.ac.fj);
Mr Mohammed Umar - Acting Head of School, School of Agriculture and Food Technology, Samoa; (email: umar_m@samoa.usp.ac.fj);
Dr Anand Chand - Acting Head of School, School of Management and Public Administration; (email:anand_ch@usp.ac.fj);
Professor Vijay Naidu - Head of School, School of Government, Development and International Affairs; (email:naidu_v@usp.ac.fj);
Ms Dawn Gibson - Academic Advisor, School of Tourism & Hospitality Management; (email:dawn.gibson@usp.ac.fj);
Mr Kenneth Chambers - Academic Advisor, School of Land Management & Development; (email:kenneth.chambers@usp.ac.fj);
School of Economics - Academic Advisor, Mr Gyaneshwar Rao; (email: gyaneshwar.rao@usp.ac.fj)

Acting Dean of Faculty and Associate Dean, Learning and Teaching:
Dr Kesiaa Seniloli, tel: +679 3232084; email: kesiaa.seniloli@usp.ac.fj
Associate Dean, Research and Graduate Affairs: Associate Professor Gurmeet Singh, tel: +679 3232464; email: gurmeet.singh@usp.ac.fj
Vision
An intellectual centre of excellence in Science, Technology and Environment for Pacific-based research, consultancy and education provision.

Mission
To be the prime education provider of environmentally and socially responsible scientists and technologists, trained to an international standard with the integrity and capacity to enhance the development and wellbeing of the people of the Pacific region.
### UNDERGRADUATE PROGRAMMES

**Bachelor of Arts Major Disciplines**
- Computing Science
- Geography
- Information Systems
- Marine Affairs
- Mathematics
- Mathematics with Statistics Emphasis

**Bachelor of Arts – Prescribed Programme**
- Bachelor of Arts in Environmental Studies

**Bachelor of Science Major Disciplines**
- Biology
- Chemistry
- Computing Science
- Earth Science
- Electrical/Electronic Engineering
- Food & Nutritional Sciences
- Geography
- Information Systems
- Mathematics
- Mathematics with Statistics Emphasis
- Physics

**Bachelor of Science – Prescribed Programmes**
- Bachelor of Science (Marine Science) (from 2014)
- Bachelor of Arts (Marine Management) (from 2014)
- Bachelor of Science (Environmental Science) (from 2014)
- Bachelor of Arts (Environmental Management) (from 2014)
- Bachelor of Network Centric Computing
- Bachelor of Software Engineering
- Bachelor of Engineering (Electrical & Electronic)
- Bachelor of Engineering (Mechanical)

### POSTGRADUATE PROGRAMMES

**School of Biological & Chemical Sciences**
- Postgraduate Diploma in Science
  - Biology
  - Chemistry
- Master of Science in
  - Biology
  - Chemistry
- PhD
  - Biology
  - Chemistry

**School of Computing, Information & Mathematical Sciences**
- Postgraduate Diploma in Arts
  - Mathematics
- Postgraduate Diploma in Science
  - Mathematics
- Postgraduate Diploma in Information Technology
  - Computing Science
  - Information Systems
- Master
  - Master of Computing and Information Systems (8 postgraduate courses)
  - Master of Information Systems (8 postgraduate courses)
  - Master of Science in Computing Science
  - Master of Science in Information Systems
  - Master of Arts in Mathematics
  - Master of Science in Mathematics
- PhD
  - Computing Science
  - Information Systems
  - Mathematics

**School of Engineering & Physics**
- Postgraduate Diploma in Science
  - Physics
- Postgraduate Diploma in Engineering
- Master of Science in
  - Engineering
  - Physics
- PhD in
  - Engineering
  - Physics

**School of Geography, Earth Science and Environment**
- Postgraduate Diploma in Arts
  - Environmental Studies
  - Geography
- Postgraduate Diploma in Science
  - Environmental Geoscience
- Masters in
  - Environmental Studies
  - Geography
- Master of Science in
  - Environmental Science
  - Earth Science
- PhD in
  - Environmental Science
  - Environmental Studies
  - Geography
  - Earth Science

**School of Marine Studies**
- Postgraduate Diploma in Arts
  - Marine Affairs
- Postgraduate Diploma in Science
  - Marine Science
- Master of Arts in
  - Marine Affairs
- Master of Science in
  - Marine Science
- PhD-Marine Affairs
  - Marine Science

**Institute of Marine Resources (IMR)**

**Institute of Applied Sciences (IAS)**

**Note:** Faculty also offers some of the courses of Postgraduate Diploma in Climate Change. For further information, contact:

**Dean:** Dr. Anjeela Jokhan, tel: +679 3232567; fax: +679 3231514; email: jokhan_ad@usp.ac.fj

**Associate Dean, Learning & Teaching:**
Dr. Bibhya Nand Sharma, tel: +679 3232069; fax: +679 3231416; mobile: +679 998 9577; email: sharma_b@usp.ac.fj; Facebook ID: Bibhya Sharma

For enquiries regarding Postgraduate Programmes please contact:

**Associate Dean, Research & Graduate Affairs:**
Dr. Sushil Kumar, tel: +679 323 2144; fax: +679 323 1416; mobile: +679 992 6567; email: kumar_su@usp.ac.fj

**Associate Dean, Planning and Quality:**
Dr. David Rohindra, tel: +679 323 2867; fax: +679 3231512, mobile: +679 9946372; email: rohindra_d@usp.ac.fj
Pre-Degree Programmes

USP Preliminary Programmes and courses provide preparation for entry into USP Foundation Programmes, which in turn provide a pathway to degree-level study at USP or other universities.

Preliminary Programmes

Preliminary programme students include mature entrants who have left school early but who now wish to re-commence studying. In addition students from USP member countries who have not performed well in their Form 6 (or equivalent) examinations can take courses for a USP Preliminary Programme in either science or social science, with the aim of then moving on to a Foundation Programme.

Students with the required total for admission to a Foundation Programme but who do not have a pass in Form 6 English (or equivalent), must successfully complete the Preliminary English course before enrolling in USP’s Foundation Programme. Similarly students with the required total for admission to a Foundation Programme who gain a pass in Form 6 (or equivalent) English, but do not have a pass in other required Form 6 (or equivalent) subjects, may need to pass certain preliminary courses before gaining entry into a USP Foundation Programme.

Foundation Programmes

Foundation Programmes form a pathway to degree-level study at USP. Students entering the USP Foundation Programmes will normally have passed a University Senate-approved Form 6 examination (or equivalent), or have completed a USP Preliminary Programme. Students enrol in either the Foundation Science Programme or the Foundation Social Science Programme, depending on the subjects they studied at secondary school (or in the Preliminary programme), and also the degree programme they want to pursue once they complete their Foundation studies. Students hoping to do a degree at USP or another university on completion of a Foundation programme should make sure they register for the prerequisite courses needed for their intended further studies.

The USP Foundation Science and Foundation Social Science Programmes are available by distance and flexible learning from all USP campuses, and face-to-face at Laucala Campus and at accredited schools in some USP member countries.

Students should contact the College of Foundation Studies for further details on the Preliminary and Foundation Programmes.

For further information, please contact Georgina Veilaveyaki, The College of Foundation Studies, The University of the South Pacific, Suva, Fiji; Tel: +679 323 7103; Fax: +679 323 7130; Email: veilaveyaki@usp.ac.fj
### College of Foundation Studies

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Semester</th>
<th>Mode</th>
<th>Location</th>
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<tr>
<td>AFF01</td>
<td>Basic Accounting A</td>
<td>I</td>
<td>P/F</td>
<td>L/SC</td>
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<td>P</td>
<td>SC</td>
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<td>Preliminary Accounting II</td>
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<td>F/P</td>
<td>L/SC</td>
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<td>F/P/B</td>
<td>L/SC</td>
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<td>II</td>
<td>O</td>
<td>SC</td>
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<td>LLF11</td>
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<td>I/II</td>
<td>F/P</td>
<td>L/SC</td>
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<td>F/P</td>
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<td>I and II</td>
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<td>SC</td>
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<td>F/P</td>
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<td>F/P</td>
<td>L/SC</td>
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<td>P</td>
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<td>P</td>
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<td>Issues In Pacific Politics</td>
<td>II</td>
<td>F/P</td>
<td>L/SC</td>
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<td>PLPO1</td>
<td>New Forces In The Pacific</td>
<td>II</td>
<td>P</td>
<td>SC</td>
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<td>SOFO1</td>
<td>The Study Of Society &amp; Culture</td>
<td>I</td>
<td>P/O</td>
<td>L/SC</td>
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<td>Intro To Pacific Societies</td>
<td>II</td>
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<td>Pl. Cultural Anth. In The Pac.</td>
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<td>F/P</td>
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<td>TEP02</td>
<td>Preliminary Technology</td>
<td>I and II</td>
<td>P</td>
<td>SC</td>
</tr>
</tbody>
</table>
PROFESSIONAL PROGRAMMES
Professional Diploma in Business Management (PDBM)
Certificate IV in Project Management

VOCATIONAL PROGRAMMES
Certificate in Early Childhood Education (Level 3)
Certificate in Community Development (Level 3)
Certificate in Library/Information Studies (Level 4)
Certificate IV in Human Resource Management
Certificate IV in Office Management
Certificate IV in Information Technology Support

SHORT COURSES
Career Development
Essentials for Business Professionals
Project Management Training
Quality Management Training
Human Resource Management Training
Sales and Marketing Training
Supervisory and Managerial
Train the Trainer
Workplace Essentials
OHS - Occupational Health & Safety
Information Technology Office 2010
Purchasing & Supply in partnership with Chartered Institute of Purchasing & Supply Australasia (CIPSA)
Tourism & Hospitality
MYOB

To obtain enrolment form and for further information, visit
CVCE Office: USP Statham ICT Park, Building 202, Vatuwaqa
Email: cvce@usp.ac.fj or contact tel: +679 323 1223 or visit CVCE website
www.usp.ac.fj/cvce
USP offers you Quality Tertiary Education, and Excellent Student Support Facilities in a variety of Programmes across three diverse faculties:

- Faculty of Arts, Law & Education
- Faculty of Business & Economics
- Faculty of Science, Technology & Environment

* Refer to Failure to Meet USP Requirements Clause in the Academic Regulations of the USP Handbook & Calendar

**250 and above marks scored in Form 7 with pass in English for entry into undergraduate programmes**

**DEGREE PROGRAMMES**

**CENTRE FOR VOCATIONAL & CONTINUING EDUCATION (CVCE)**

**COLLEGE OF FOUNDATION STUDIES**

* Pass in Senate recognised Form 6 / Year 12 with English or;
* Met the mature entry requirements with relevant work experiences

Qualify for a higher studies upon completion of CVCE programmes

**VOCATIONAL @ USP**

**FOUNDATION PROGRAMMES**

The College of Foundation Studies offers and coordinates the following courses at the Foundation level through Face-to-Face and DFL delivery: Accounting, Agriculture, Biology, Chemistry, Communication and Study Skills, Computing, Economics, Geography, History/Politics, Languages, Mathematics, Physics, Sociology, Technology

**DEGREE PROGRAMMES**

USP offers you quality tertiary education, and excellent student support facilities in a variety of degree programmes offered in multiple modes: Arts, Business, Economics, Education, Environment, Law, Marine, Engineering, IT, Pure science and others

**Progress Requirements for FORM 6 students through CVCE into selected Degree programmes:**

- Pass Form 6 (including English) - complete relevant CVCE programmes to progress to Degree programmes.
- Pass Form 6 (unsuccessful results in English) - compulsory Literacy Assessment before entry to CVCE programmes

**Progress Requirements for FORM 7 students through CVCE into selected Degree programmes:**

- Pass Form 7 (including English) - complete relevant CVCE programmes to progress to Degree programmes.
- Pass Form 7 (unsuccessful results in English) - compulsory Literacy Assessment before entry to CVCE programmes

**Progress Requirements for MATURE students through CVCE into selected Degree programmes:**

- Relevant work experience for entry into CVCE programmes to progress to Degree programmes.
- OR Enrol in Professional Development courses

**Unclassified Preliminary programmes for Form 6 students who do not meet entry requirement into foundation:**

- 200 - 249 - Unclassified Preliminary
- Below 200 - required to take 8 preliminary courses

**Unclassified Foundation programmes for Form 7 students who do not meet the entry requirements of 250 plus into the Degree programme:**

- 200 - 249 - Unclassified Foundation
- Below 200 - required to take 8 foundation courses.

**Note:** the students have to meet the individual programme requirements.
Our Vision
The University is committed to being the foremost research university in the Pacific Island Region and meeting the needs and aspirations of Pacific Island communities.

Our Mission
The University’s research mission is to conduct theoretical, applied and comparative research to assist Pacific Island peoples meet their needs and aspirations and, at the same time, achieve international recognition in those areas that reflect the University’s unique geographical location and multicultural contexts.
Research and Leadership
Under the Office of the Pro Vice-Chancellor (Research and International), the Research Office is a unit within the University dedicated to meeting the need for coordination of research effort, and support for research-active staff and students.

The University is committed to winning national and international recognition as the primary research institution in the Pacific Islands region, undertaking research that recognizes the uniqueness of Pacific Island environments and society and which will assist the social, cultural and economic advancement of the countries and peoples of this region.

The research culture at the university is focused on these key areas while at the same time is moving towards broader research priorities. The University is committed to achieving excellence in research.

University-level
The research portfolio at the University is the responsibility of the Pro Vice-Chancellor, Research and International. This role is supported by the Director of Research whose responsibilities include:

• Developing, managing and monitoring the operationalisation of the University’s Research Clusters;
• Supporting the University Research Committee;
• Assisting with research plans within the University;
• Developing networks for research opportunities and funding;
• Managing staff research training and graduate research scholarships;
• Overseeing postgraduate research student supervision;
• Ensuring staff and students maintain high ethical research practices;
• Promoting the University as a destination for research-active academics on sabbatical leave;
• Recognising and rewarding outstanding research performances;
• Protecting the University’s policy on intellectual property rights and copyrights;
• Promoting, monitoring, and disseminating research outputs;
• Developing policies, selecting priority projects, and monitoring performance within current areas of research;
• Considering the research being carried out by other CROP agencies to ensure coordination and clearer regional strategies; and
• Monitoring and implementing the University’s Research Strategy.

The University Research Committee (URC) is chaired by the Pro Vice-Chancellor, Research and International. The University Research Committee is made up of senior academic staff and support services representatives including representation by USP Student Association.

Faculty and Department
Research management at the Faculty level is co-ordinated by the Faculty Associate Dean Research. The primary focus of this role is to provide leadership in research planning, target-setting, research development and performance review. Heads of Schools and Sections also provide crucial leadership in research and research training, supported by Campus directors, senior staff and postgraduate co-ordinators.

Faculty Research Committees are chaired by the Associate Deans Research.

Research Governance
The Pro Vice-Chancellor, Research and International oversees the implementation of research policies, strategic planning, and research funding.

The needs of stakeholders and the current capacity of the University led to the identification of the seven strategic research themes:

• Pacific Cultures and Societies;
• Pacific Ocean and Natural Resources;
• Environment, Sustainable Development and Climate Change;
• Human Capacity Building and Leadership;
• Economic Growth, Regional Cooperation and Integration for Sustainable Pacific Economies;
• ICT and Knowledge Economy; and
• Government, Public Policy and Social Cohesion.

The Research Office
The key responsibility of the Research Office is to enhance the capacity of University staff and students to conduct quality research that meets the needs and aspirations of the University Member Countries, and other stakeholders. The Research Office supports researchers at the University by promoting a research culture amongst staff and students that encourages regional and international excellence in the priority areas while at the same time moving towards broader research priorities.

The Research Office is also charged with supporting the implementation, ongoing monitoring, and review of the University’s Research Strategy.

The Research Office, under the leadership of the Director of Research, strives to provide high level administrative and strategic research support services, which ensures that the University continues to conduct world-class research for the Pacific Island region.
Why Study at USP?

www.usp.ac.fj/international

1. Unique experience
Located in the hub of the South Pacific region, we attract students from all over the world and from our 12 member countries. So, can you imagine the unique experience you will get by studying in just one campus? Share in our culture, eat our food, learn our dance, and even perfect the art of preparing your own Pacific foods!

2. Unique programmes and courses
If you’re looking for a unique programme or course to study, we have it here! Our programmes and courses are designed to offer you perspectives of the Pacific. You will get firsthand experience during fieldtrips in Marine Studies, Tourism, Geography, Environmental Science, Biology and many more! Our academics come from all around the globe and their different learning styles create a rich, yet enjoyable learning environment.

3. Quality
We believe in providing quality services to our students – both in student support and learning and teaching. Ranked amongst the top 50 in the Oceania region, we strive towards improving our services and encouraging students to achieve high academic results. We pride ourselves on being an institution that awards certificates that are comparable to Australia, New Zealand and the UK.

4. Cheaper costs
Along with quality programmes and services, we offer the best costs for your university studies. Our tuition fees, visa fees and cost of living are much cheaper than most universities.

5. Technology
Our newly constructed ICT Centre, funded by the Japanese Government is one of the largest in the South Pacific region. With over twenty computer labs and more than 1000 computers, we are well-equipped to provide effective and efficient internet services to our students. Teleconference and satellite facilities connect us with our regional campuses and the rest of the globe.

6. Tropical climate
It is always nice to have some sun and warmth to make your studies more comfortable. The South Pacific region is influenced by a maritime climate, which means the weather is influenced by the ocean. There are two seasons in the South Pacific – winter and summer. Year-round temperatures average 20-30 degrees Celsius / 70-85 F. Learn more about our climate conditions by visiting the South Pacific Organiser.

7. Cultural diversity
Imagine studying in a place where the culture is so rich and people from different religious groups gather together. USP brings together students and staff from different ethnicities, including Polynesians, Micronesians, Caucasians, Chinese, and Indians. Staff and students travel from within the South Pacific and across the globe to be a part of the USP community. The presence of Christianity, Hinduism, Islam and Buddhism adds to the rich cultural heritage of the university. USP allows for people from all religion to come together to appreciate and to know other cultures and to learn about them.

8. Premier institution for higher learning
Being the premier Institution for higher Education in the South Pacific region, USP prides itself as an institution of quality in all areas of learning and teaching. With programmes available at the undergraduate and postgraduate level, USP welcomes students from all across the globe.

9. Specialised support for international students
The International Students Office was founded in 2009 and was later renamed as USP International. The Office has five staff that are dedicated to providing the best student support services, from academic counseling to personal matters. The office is open five days a week; however, staff is always happy to assist students during semester breaks and weekends or whenever they are needed, so pop into USP International for a cup of coffee or a chat whenever you feel like one!

10. World class research
The University is committed to winning national and international recognition as the primary research institution in the Pacific Island region, undertaking research that recognises the uniqueness of Pacific Island environments and society, which will assist the social, cultural and economic advancement of the countries and peoples of this region.

Here are ways you can contact us at the USP International Office.
Email: international@usp.ac.fj; Call or Fax: Phone: +679 323 2743; Fax: +679 323 2001; Skype: usp.international.office; Post: C/- USP International Office, CELT Building, The University of the South Pacific Laucala Campus, Private Mail Bag Suva, Fiji.
Application Requirements
Before you apply for any course at USP, you need to check to see whether you meet the entry requirements for a particular programme.

English Requirements
Students who are not from native English speaking countries will need to provide proof of their English skills. Please refer to the International Office website for details on English language requirements.

Admission Process
The University has an online application system, which can be used to apply for admissions. Alternatively, you can fill out a manual application form, which can be downloaded from the USP International Website. The form needs to be completed and couriered to the International Office with certified copies of all relevant documents. You may also wish to scan and email a copy.

Application Checklist
You need to check that all your documents are complete and attached to the application form before you send them to USP.

If you are accepted, you need to make arrangements for your student visa and take all other necessary actions to prepare to come to USP.

VISAS AND IMMIGRATION
As an international student, you will need a study permit to study in Fiji. Students are advised NOT to apply for a study permit through the Fijian consulate in your home country.

Study permits should only be applied for AFTER you have been given an offer letter from the university. Applying for a study permit without an offer letter does NOT guarantee admission to the university.

Students who are coming through special programmes must contact their home institutions for details on obtaining a study permit for USP.

What documents are needed?
All international students will need to submit the following documents for a study permit:

- A completed application form
- A copy of your biodata page of your valid passport
- A copy of your return air ticket with your departure date
- Bank statements, showing evidence of funding to support your study
- Medical report
- Police report
- 4 regular sized passport photos with a white background
- Notarized copy of your birth certificate
- Study Permit Fee:
  - Undergraduate, ELUC and postgraduate coursework visa fee: FJD $530 ($330 immigration fee and $200 non refundable bond)
  - Masters Research and PhD Research visa fee: FJD $867 ($667 immigration fee, plus $200 non refundable bond)

Note: All documents need to be certified and where documents are not in English they must be officially translated, certified and submitted with originals. Study permit fees are issued by Fiji Immigration and may change in the near future’.
Where do I submit my application?

Once your application is complete and you have all your documents, please post to the address below. We advise that all students post their applications through registered mail for safety and security purposes. Applications should reach the university at least 3 weeks before the semester begins. This is to allow enough time for applications to be lodged with Fiji Immigration. A soft copy of your application must be emailed to international@usp.ac.fj

Student Visa
USP International
The University of the South Pacific
Private Mail Bag
Suva, Fiji

What if I need an extension?

Current registered international students whose permits have expired and who would like them renewed for further studies will have to submit an application for extension to USP International office. Our office will liaise with Immigration on your behalf to get your permit extended for you. Your application will need to be submitted with the following documents:

- Completed Application Form for continuing students
- Copy of return air ticket indicating departure date
- Bank statement to confirm availability of funds with supporting cover letter
- USP Offer Letter

Pre-departure Checklist

There is a list of things that international students coming to study at USP should remember before they depart their home country.

Visas and immigration

Remember to:

- Secure post your application for a study permit and make payments before you travel to USP
- Keep a photocopy of your application and documents
- Organise your return air tickets and send a scanned copy to USP International Office

Student permit payments

Payment for student permits needs to be made in advance through wire transfer or through credit card. All payments will need to be received 3 weeks before the semester starts. This is to allow enough time for internal processes.

Students are advised to contact USP International for details of payment methods.
The University of the South Pacific’s Campus Life Section is entrusted with the responsibility for the provision of services that foster a sense of community and promote physical, social, spiritual and intellectual growth and development among students in an atmosphere of understanding, responsibility, tolerance and sensitivity. The Campus Life Section seeks to provide these services in the most effective and efficient manner possible through teamwork from its staff who are committed, dedicated and responsive to all issues that fall within the scope of its responsibilities. Specifically, the services provided are in the areas of Food outlets, Health, Counselling, Campus Activities, Campus Engagement and Security.

For further information, contact us
Tel: +679 323 2351; Fax: +679 323 1535;
Email: campuslife@usp.ac.fj
The University’s Laucala Campus has 10 Halls of Residence and 31 units for married students. A newly constructed 6 Buildings (144 beds) 10th Hall was available from 2012. Housing application forms are available below. If you have any questions, please contact us at (+679) 323 2281, or send email to halls@usp.ac.fj. You can also visit the Halls Office located opposite Security Control Room.

Due to the heavy demand for on-campus accommodation, preference is given to:

Regional Undergraduate students in Year 1 of their programme - Application deadline is mid-January and students must submit the medical report form HOR.5 with their application.

Returning then continuing regional students who made reservations - Application deadline is 30 November every year for the following year

Year 1 undergraduate students from Fiji - Application deadline is mid-January and students must submit the medical report form HOR.5A with their application.

Returning residents and continuing undergraduate students from Fiji - Application deadline is 30 November for the following year

Postgraduate Students - Application deadline is 30 November for the following year.

Students are required to fill the Accommodation Application Form HOR.1 and submit it to the Halls of Residence Office before the application deadlines.

Students that have not previously lived on campus must also submit the Medical Examination Report Form HOR.5A with their application.

For Fiji students returning residents will have priority over continuing undergraduate students. Both categories will be prioritised as follows:

Students from outside Viti Levu
Students from Rakiraki/Tavua/Vatukoula/Ba/Lautoka/Nadi
Students from outside the greater Suva area

The Halls of Residence organises a variety of programmes and events designed to build students’ talents and leadership skills. Our staff is committed to working with you to make your stay at USP well rounded through involvement in extra-curricular activities. Through such undertakings we also hope that you will have the chance to make long-lasting friendships.

In order to smoothen the sometimes difficult transition from high school and home, to university and campus life, the Halls separates first year students from returning students. In the first year housing special programmes and support services are provided.

### Halls of Residence Rates

<table>
<thead>
<tr>
<th>Room Size</th>
<th>Small Room</th>
<th>Medium Room</th>
<th>Large Room</th>
<th>10th Hall</th>
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</thead>
<tbody>
<tr>
<td>Semester Daily Rate</td>
<td>$6.55</td>
<td>$8.10</td>
<td>$9.65</td>
<td>$17.85</td>
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<tr>
<td>Semester Accomodation</td>
<td>$826.00</td>
<td>$1021.00</td>
<td>$1215.00</td>
<td>$2250.00</td>
</tr>
<tr>
<td>Mid-year Break Accomodation (for Regional Students)</td>
<td>$183.00</td>
<td>$228.00</td>
<td>$270.00</td>
<td>$500.00</td>
</tr>
<tr>
<td>Health Fee</td>
<td>$60.00</td>
<td>$60.00</td>
<td>$60.00</td>
<td>$60.00</td>
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</table>

**Notes**

- Semester 1 is from Saturday 15 February to Friday 20 June
- Semester 2 is from Saturday 19 July to Friday 21 November

Additional daily charges for accommodation will be incurred for
every day before and after the above semester dates. Student Health Fee is compulsory for all residents. A late withdrawal fee and 25% overhead charge will apply for withdrawal after week one of semester, if the vacated room is filled. No refund is payable if the vacated room is not filled after a withdrawal.

**Campus Environment**

Taking pride in your campus requires that you take part in keeping it clean. There are plenty of rubbish bins and recycling bins around which are emptied regularly so please do not drop rubbish, nor write graffiti or harm trees, shrubs or flowers. See the University Discipline Ordinance for more information on the penalties and consequences for defacing or damaging USP property. All students and visitors must be parked in designated parking areas and not on the grass. With the exception of weekends and after 5pm on weekdays, vehicles must display parking permits if parked in designated staff parking areas.

**Counselling Center**

The Counselling Center is located in the building behind the Westpac Bank.

Counselling is:
- **Confidential and private**
- A voluntary process
- About helping you with challenges and/or choices
- About assisting you make informed decisions
- About making changes in yourself and your life
- About understanding and coping with strong feelings

Counsellors will:
- **Listen to you carefully.**
- Accept you as you are.
- Provide information.
- Help you deal with your difficulties respecting your views and values.
- Work with you to understand your counselling needs and wants.
- Assist with problems that affect your academic/personal progress.
- Offer assistance for as long as you think counselling is needed.

Counsellors will not:
- Mix with you socially
- Discuss problems with you outside the Counselling Centre’s Environment

For further details, contact us:
Tel: +679 3232613
Email: seruvatu_e@usp.ac.fj
Website: www.usp.ac.fj/counselling

The Secretary
Counselling Centre
The University of the South Pacific
Laucala Campus
Suva, Fiji Islands

**Career Centre And Services**

The idea of getting that “Career” after years of study at USP has always been a significant aspect of a student’s life when they graduate from USP. This is a culmination of years of hard work, study and encountering numerous challenges. The USP Career Centre at Campus Life has recently set up a Career Centre Facebook site and is inviting and urging all USP students to join.

To join, go to Facebook and search for “USP CAREER CENTRE AND SERVICES.”

On the site there will be Career information for students which will be updated on a daily basis. Information will include:
- **Career Information.**
- **Job Search Skills information.**
- **Current vacancies with the Fiji Civil Service.**
- **Vacancies in the Corporate sector.**
- **Career Workshops and Seminars.**
- **Self-employment information.**
- **Volunteerism and community work.**

So if you are serious about that career that you have always wanted to do when you graduate, join the USP Career Facebook Site now. Soon a Career website will be established to provide additional career advice and information.

The Careers Counselling Centre is located behind the Westpac Bank (which is opposite the USP Book Centre)

Office Hours are:
Monday to Thursday: 8.00am – 4.00pm
Friday: 8.00am – 4.00pm
Phone: +679 3231798

Please contact the USP Career Centre at Campus Life for more information.

Semi Kalisinu Bilitaki
Career Counsellor and Service Coordinator
The University of the South Pacific
Laucala Campus, Suva, Fiji
Tel: +679 3231847; Mob: +679 8452929; Fax: +679 32 31535
Email: semi.bilitaki@usp.ac.fj

**Health Services**

The Health Care Scheme has been in operation since 1993 and has proved to be a great success. The attractive features of the scheme are as follows:

- members can consult the University Medical Officers at the Medical Centre free of charge regardless of the number of consultations during each semester;
- members may be referred by the Nursing Sister or other authorised persons to consult the University Medical Officers at their surgeries in town, again free of charge, or to the local hospital after hours;
- members may be referred by the University Medical Officers to private Specialists for treatment free of charge;
- all costs related to:
  - local hospitalisation;
  - medications and/or treatment prescribed by the University Medical Officers or by Specialists to whom members have been duly referred;
  - dental and optical consultations/treatment available at...
local government hospital as prescribed by the University Medical Officers (this treatment does not include prescription and provision of dentures and/or spectacles) are met by the scheme;

• the non-student spouses of members from countries other than Fiji are charged the same membership fee;
• members’ children who are under 18 years of age or are still attending secondary school are charged 50% of the membership fee. The maximum fee charged to any one family is not to exceed three times the annual membership fee;
• members from within Fiji are covered in the 1st semester from the date of registration to the end of the semester as specified in the University Calendar and from the beginning of Semester 2 to the end of that semester as specified in the University Calendar.
• Members from outside Fiji are covered from the date of arrival in the country immediately before registration until they return home at the end of semester 2.
• Membership is compulsory for all students from outside Fiji but optional for Fiji students. Exception may be granted on application to the Community Services Office for those who are members of any other health scheme.

Given the costs of consultation and drugs in and around the Suva area, students would be better off by joining the Student Medical Scheme. The current Health Services Fee is listed in the fee schedule.

HEALTH SERVICE FEE FOR STUDENTS

<table>
<thead>
<tr>
<th>Category</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Students</td>
<td>$60.00 per semester</td>
</tr>
<tr>
<td>Regional Student’s Spouse</td>
<td>$60.00 per semester</td>
</tr>
<tr>
<td>Regional Student’s children</td>
<td>$28.75 per child per semester</td>
</tr>
</tbody>
</table>

Sports and Recreation

Welcome to the new look USP Fitness Centre with equipment that is state-of-the-art and is equal to the best anywhere. We are proud of our hydraulic circuit, stretching room, comprehensive free weights area, cardio area and specialised software for assessing and planning exercise programmes. The Community Recreation Centre (CRC), which consists of the gymnasium, swimming pool, tennis courts, squash court and sporting fields, provides a wide range of recreational and sporting opportunities for all USP students, Staff, alumini and Community members to enjoy.

We understand that physical activity and recreation complement your academic endeavours and enhance your University experience.

The USP Fitness Centre and CRC is the place to fulfill all your fitness, health, leisure, recreation and sporting needs! We’ve got something for everyone!

Take a look around and discover why the Fitness Centre and CRC is the number one choice for professional advice, fun and fitness!

Opening Hours

**Fitness Centre**
- Monday - Friday: 5:00am-9:00pm
- Saturday & Sunday: 7:00am-6:00pm
- Public Holidays: 8:00am-5:00pm

**USP Pool**
- Monday - Friday: 6:00am-8:00pm and 10:00am-6:00pm
- Saturday & Sunday: 10:00am-6:00pm
- Public Holidays: Closed

**USP Gymnasium**
- Monday - Friday: 8:00am-9:00pm
- Saturday & Sunday: Closed
- Public Holidays: Closed

Safety and Security Services

The Safety and Security Services Team is responsible for ensuring the safety of staff, students, visitors and members of the USP community, and the security of the premises and equipment of the University.

The Team strives to conduct itself in a professional and efficient manner, fostering a closer working relationship with the USP community, achieving a safe and secure environment that is conducive to learning, and that it is understood and appreciated by users of the USP. We have a 24 hour operation that is committed to achieving safety, and security on campus.

For more information on USP Campus Security
Isimeli Ululakeba
Chief Security Officer
The University of the South Pacific
Laucala Campus, Suva
Fiji
Phone: +679 3232207 or Mob: +679 9380035
Fax: +679 3231535
Email: ululakeba_i@usp.ac.fj
Collectively the University’s campuses are located across 33 million square kilometres of ocean, covering five different time zones.
COOK ISLANDS
USP COOK ISLANDS CAMPUS
Director: Mr Roderick Dixon
Postal address: PO Box 130, Rarotonga, Cook Islands
Tel: +682 29415 or 29416
Fax: +682 21315
E-mail: dixon_r@usp.ac.fj
Office hours: Mondays to Fridays, 8:30am – 7.00pm

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

SAVUSAVU CENTRE
Coordinator: Mr Sairusi Lui
Postal Address: Private Mail Bag, Savusavu, Fiji
Tel: +679 885 3708
Fax: +679 885 3709
E-mail: lui_s@usp.ac.fj

USP LAUTOKA CAMPUS
Director: Dr Pramila Devi
Postal address: Private Mail Bag, Lautoka, Fiji
Tel: +679 666 6800
Fax: +679 666 7133
E-mail: pramila.devi@usp.ac.fj
Office hours: Mondays to Fridays, 8:00am – 4:30pm
Saturdays (Library only) 9:00am – 3:00pm

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

REPUBLIC OF MARSHALL ISLANDS
USP MARSHALL ISLANDS CAMPUS
Director: Dr Irene Taafaki
Postal address: PO Box 3537, Majuro, Marshall Islands
Tel: +692 625 7279
Direct Ext. 40801
Fax: +692 625 7282
E-mail: taafaki_i@usp.ac.fj
Office hours: Mondays to Fridays, 8:00am – 5:00pm

REPUBLIC OF NAURU
USP NAURU CAMPUS
Director: Ms Alamanda Lauti
Postal address: Private Bag, Post Office, Republic of Nauru
Tel: +674 557 7462
Direct Ext. 40501
Fax: +674 557 7464
E-mail: lauti_a@usp.ac.fj
Office hours: Mondays to Fridays, 8:30am – 5:00pm

NIUE
USP NIUE CAMPUS
Acting Director: Ms Maryanne Talagi
Postal address: PO Box 31, Alofi, Niue
Tel: +679 20874 or 26954
Direct Ext. 41201
Fax: +679 23424
E-mail: maryanne.talagi@usp.ac.fj
Office hours: Mondays to Fridays, 8:00am – 4:00pm
SAMOA

ALAFUA CAMPUS
Acting Director: Ms Ruby Va’a
Postal address: The University of the South Pacific, Private Bag, Apia, Samoa.
Tel: +685 21671
Fax: +685 22933
E-mail: vaa_r@samoa.usp.ac.fj or enquiries@samoa.usp.ac.fj
Office hours: Mondays to Fridays, 8:00am – 4:30pm
After hours: Main gate: +685 21671 Ext 222 OR +685 23083

SAVAI’I CENTRE
Address: c/o Salelologa Public Library
Contact: Part-time Coordinator: tiaaopo_t@yahoo.com
Tel: +685 51467

SOLOMON ISLANDS

USP SOLOMON ISLANDS CAMPUS
Director: Mr John Usuramo
Postal address: PO Box 460, Honiara, Solomon Islands.
Tel: +677 21307; 21308; 21309
Fax: +677 24024
E-mail: usuramo_j@usp.ac.fj
Office hours: Mondays to Fridays, 8:00am – 4:30pm

GIZO CENTRE, WESTERN PROVINCE
Coordinator: Mr Peter Dimu
Postal address: PO Box 153, Gizo, Western Province Solomon Islands.
Tel: +677 60582
Fax: +677 60732
E-mail: dimu_p@yahoo.com
Office hours: Mondays to Fridays, 8:00am – 4:30pm

LATA CENTRE
TEMOTU PROVINCE
Coordinator: Mr John Peter Peniop
Postal address: PO Box 53, Lata, Temotu Province Solomon Islands.
Tel: +677 53150
Fax: +677 53150
E-mail: peniop_j@usp.ac.fj
Office hours: Mondays to Fridays, 8:00am – 4:30pm

TOKELAU

USP TOKELAU CAMPUS
Coordinated by: Junior Thomas Aleta
Physical Address: Atafu, Tokelau
Tel: +690 2178 or 2137 Direct Ext. 41101
Fax: +690 2108
USP phone: +690 4110
E-mail: aleta_j@samoa.usp.ac.fj

KINGDOM OF TONGA

USP TONGA CAMPUS
Director: Dr ‘Ana Hau’alof’a‘ia Koloto
Postal address: PO Box 278, Nuku’alofa, Tonga
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Fax: +676 20704 manuella_d@usp.ac.fj
E-mail: manuella_d@usp.ac.fj
Office hours: Mondays to Fridays, 8:00am – 4:30pm

HA’APAI CENTRE
Aст. Coordinator Ms Talei Ulufonua
Tel: +676 70545
Fax: Talei.ulufonua@gmail.com

VAVA’U CENTRE
Coordinator: Mrs. Tupou Nonu
Tel: +676 70548
Fax: Tupou.nonu@gmail.com

TUVALU

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

VANUATU

EMALUS CAMPUS
Campus Manager: Ruben Bakeo Markward
Postal address: The University of the South Pacific, Private Mail Bag 9072, Port Vila, Vanuatu.
Tel: +678 23988 or 22748
Fax: +678 24371 ruben.markward@usp.ac.fj
E-mail: ruben.markward@usp.ac.fj
Office hours: Mondays to Fridays, 7.30am - 4.30pm

SANTO CENTRE
Acting Coordinator: Mr Jeffesen Trief
Postal Address: PO Box 176, Luganville Santo, Vanuatu
Tel: +678 36438
Fax: +678 36299
E-mail: Jeffesen.Trief@vanuatu.usp.ac.fj

TAFEA CENTRE
Coordinator: Ms Lesbeth Jimmy
Postal address: PO Box 23, Isangel Tafea, Vanuatu
Tel: +678 68713
Fax: +678 68726
E-mail: jimmyliza4@gmail.com

MALAMPA CENTRE
Coordinator: (Vacant)
Postal Address: Norsup, Malekula, Vanuatu
Applying to USP

Students applying to USP directly from high school must have attempted either the Fiji School Leaving Certificate (Form 6) or the Fiji Seventh Form Examination (Form 7). There are particular entry requirements for some programmes, but the minimum mark required is 250 and have passed English and three other subjects.

If you did not meet this minimum requirement you may still be eligible to study at USP but will have to complete some subjects at Preliminary (Form 6) or Foundation (Form 7) level before being admitted to your chosen degree.

Mature Student Admission Criteria

A person who has not passed a Senate recognised form 7 or equivalent examination or completed a diploma or degree at a recognised tertiary institution, may be admitted as a mature entry student to a specific programme if, in the opinion of Senate or its delegate, they are considered likely to be able to complete the programme successfully.

The decision will take into account the person’s age, academic background and nature of the persons employment or occupation.

Application forms

Application forms are available from the following sites:
- Students Services Centre, Laucala Campus
- A USP campus near you
- The USP website: www.usp.ac.fj/forms
- Apply online at www.usp.ac.fj/apply

Student Services Centre

In Person: Level 1 Communications Building, USP Laucala Campus, Suva.

By Post: Student Administrative Services, The University of the South Pacific, Laucala Campus, Private Mail Bag, Suva, Fiji; Ph: +679 3231444; Email: helpdesk@student.usp.ac.fj

Opening Hours

Student Services Centre:
Monday to Thursday: 8.30am to 5pm
Friday: 8.30am to 4.30pm
Closed on Weekends and Public Holidays.

Call Centre Hours:
Monday to Thursday: 8am to 5pm
Fridays: 8am to 4.30pm
Closed on Weekends and Public Holidays.

Form Six: Fiji School Leaving Certificate Examination

<table>
<thead>
<tr>
<th>Aggregate</th>
<th>Specific Subjects</th>
<th>Programme Eligible for</th>
<th>Courses to complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>At least 250 out of 400</td>
<td>Passed 4 subjects including English and 3 other subjects</td>
<td>Foundation Social Science</td>
<td>Full Foundation Social Science programme</td>
</tr>
<tr>
<td>At least 250 out of 400</td>
<td>Passed 4 subjects including English, Maths and 2 Science subjects</td>
<td>Foundation Science</td>
<td>Full Foundation Science programme</td>
</tr>
<tr>
<td>At least 250 out of 400</td>
<td>Passed 3 subjects or less instead of required 4 passes; or failed English or failed a subject required for specific Foundation programme</td>
<td>Unclassified Preliminary Programme</td>
<td>Refer to Failure to Meet USP Requirements Clause in the Academic Regulations of the USP Handbook &amp; Calendar</td>
</tr>
<tr>
<td>Below 200</td>
<td></td>
<td>Full Preliminary</td>
<td>8 Preliminary courses for admission to Foundation</td>
</tr>
</tbody>
</table>
### Form Seven: Fiji Seventh Form Examination

<table>
<thead>
<tr>
<th>Aggregate</th>
<th>Specific Subjects</th>
<th>Programme eligible for</th>
<th>Courses to complete</th>
</tr>
</thead>
</table>
| At least 250 out of 400       | Passed 4 subjects including English and 3 other subjects | • Bachelor of Arts (see below specific requirements for some majors)  
• Bachelor of Arts + Graduate Certificate in Education (BAGCE)  
• Bachelor of Commerce  
• Bachelor of Commerce + Graduate Certificate in Education (BCOMGCE) | Bachelor's Degree |
| At least 250 out of 400       | Passed 4 subjects including English, Maths and 2 other subjects | • Bachelor of Commerce (selected majors) | Bachelor's Degree |
| At least 250 out of 400       | Passed 4 subjects with 60% in English and passes in 3 other subjects | • Bachelor of Laws (LLB)  
• Bachelor of Arts/Bachelor of Laws (combined) (BA/LLB)  
• Bachelor of Commerce/ Bachelor of Laws (BCom/LLB) | Bachelor's Degree |
| At least 250 out of 400       | Passed 4 subjects including English, Maths (60%) and 2 other subjects | • Bachelor of Science (selected majors)  
• Bachelor of Arts with a major in Computing Science  
• Bachelor of Net-Centric Computing  
• Bachelor of Software Engineering  
• Bachelor of Science + Graduate Certificate in Education (BScGCE)  
  teaching majors in Math and Physics | Bachelor's Degree |
| At least 250 out of 400       | Passed 4 subjects including English, Maths (60%), Physics (60%) and 1 other Science subject | • Bachelor of Engineering (Mechanical & Electrical)  
• Bachelor of Science (selected majors) | Bachelor's Degree |
| At least 250 out of 400       | Passed 4 subjects including English, Biology, Chemistry plus either Maths, Agriculture, or Physics | • Bachelor of Agriculture | Bachelor's Degree |
| At least 250 out of 400       | Passed 3 or less subjects; or failed English; or failed a subject required for a specific major | • Unclassified Foundation Programme | Refer to Failure to Meet USP Requirements Clause in the Academic Regulations of the USP Handbook & Calendar |
| 200 - 249                     |                                         | • Unclassified Foundation Programme | Refer to Failure to Meet USP Requirements Clause in the Academic Regulations of the USP Handbook & Calendar |
| Below 200                     | Foundation                              | • Full Foundation | 8 Foundation courses for admission to Degree |

Bachelor’s degrees differ in the time taken to complete depending on the major’s for the degree. A basic Bachelor of Arts, Bachelor of Commerce or Bachelor of Science takes three years to complete with eight courses taken in the first, second and third year. Bachelor of Law, Bachelor of Engineering, Bachelor of Arts/ Bachelor of Commerce/ Bachelor of Science and Graduate Certificate in education takes four years to complete.
Application for Admission
– Undergraduate (Form 3.32.01A)
1. This form is to be used by new students only.
2. New students should complete this application form for admission into any continuing education, preliminary, foundation, certificate, diploma or degree programme at any Campus.
3. New students are those persons that have not studied previously at any Campus and for whom no USP Student ID number exists.

Application for Admission
– Postgraduate (Form 3.32.01B)
1. This form is to be used by all students applying for or undertaking postgraduate programmes or courses.
2. Complete application forms should be submitted to the Student Administrative Services section if you are submitting through one of the regional campuses. Applicants submitting at Laucala campus are to submit directly to the respective Faculty.
3. Applicants who have studied their undergraduate programmes at USP need not submit their birth certificates and USP academic transcripts again.

Application for Admission
– Professional Diploma in Legal Practice (Form 3.32.01C)
1. This form is to be used by all students applying to undertake the Professional Diploma in Legal Practice programmes or courses.
2. Complete application forms should be submitted to the Student Administrative Services (Laucala Campus).

Application for Admission
– Graduate School of Business (Form 3.32.01D)
1. This form is to be used by all students applying for or undertaking Graduate School of Business programmes or courses.
2. Complete application forms should be submitted to the Student Administrative Services (Laucala Campus).
ADMISSION, REGISTRATION, WITHDRAWAL AND AUDITING REGULATIONS

Notes:
(i) Programmes in the Graduate School of Business (GSB) operate on a three-trimester academic year, rather than a two-semester year, and have different dates and deadlines from those mentioned in these regulations. The dates and deadlines for GSB Programmes and courses can be found in the Principal Dates at the front of the Handbook and Calendar.
(ii) Some other programmes also have non-standard length courses. Special dates and deadlines for those programmes can be found in the Principal Dates at the front of the Handbook and Calendar.
(iii) Students can be admitted to a thesis-only programme such as a Master’s degree (normally after completion of the postgraduate diploma) or a PhD at any time of the year, and at admission will be informed of deadlines for fee payment, withdrawal etc.

1.0 DEFINITIONS
Admission: the assessment of the eligibility of an applicant to study at The University of the South Pacific (USP).
Enrolment: the completion of the processes of admission to a programme, registration of courses and payment of fees.
Registration: the process of electronic or manual approval of a student’s chosen course(s).

Non-standard course: a course that does not conform to the semester-long structure. This includes 30 week courses, year-long project courses and industry attachment programmes lasting beyond one semester.

2.0 ADMISSION CRITERIA
2.1 To be admitted to a programme offered by The University of the South Pacific a person shall have:
(a) met the admission requirements of the University; and
(b) any additional admission requirements of particular programmes.

2.2 To be admitted to The University of the South Pacific a person shall have:
(a) passed a Senate-recognised Form 7 or equivalent examination as outlined in Clause 2.3; or
(b) completed a diploma or a degree at a recognised tertiary institution; or
(c) met the criteria outlined in Clause 2.5 for admission with standing; or
(d) met the criteria outlined in Clause 2.6 for mature student admission; or
(e) met the criteria outlined in Clause 2.7 for pre-degree student admission (for admission to pre-degree studies only).

2.3 Form 7 Equivalent Examinations
A person seeking admission under Clause 2.2 (a) shall have:
(a) in the Fiji Seventh Form Examination, achieved
(i) an aggregate of not less than 250 marks out of 400; and
(ii) at least 50% in each of the four subjects, one of which is English; or
(b) in the South Pacific Board for Educational Assessment (SPBEA) South Pacific Form 7 Certificate, achieved a pass in four subjects including English, with at least three ‘B’ grades and one ‘C’ grade; or
(c) in the New Zealand National Certificate of Educational Achievement (NCEA), achieved:
(i) Minimum of 62 credits to be as follows:
- Minimum of 42 credits from three Level 3 subjects comprising English with minimum of 14 credits and two other Level 3 subjects each with a minimum of 14 credits subject to (ii) below plus
- Minimum of 20 credits from Level 2 subjects or above to be made up of 2 subjects with a minimum of 10 credits each.
(ii) For admission to the following programmes and majors the admission requirements will be as follows:
- Bachelor of Science
  The Level 3 subjects will be English, Maths and one other Science subject
- Bachelor of Engineering
  The Level 3 subjects will be English, Physics and Mathematics
- Bachelor of Agriculture
  The Level 3 subjects will be English, Chemistry and Biology
- For majors in Accounting, Economics and Computing Science
  The Level 3 subjects will be English, Mathematics and one other subject
(d) been awarded a National University of Samoa Foundation Certificate; or
(e) completed the requirements for a USP Certificate in Foundation Studies; or
(f) completed studies at Form 7 level deemed equivalent by Senate or its delegate to 2.3 (a) to (e) above.

2.4 Failure to Meet USP Requirements
Fiji Form 7 Examination
(a) Students who attain a score of 250 but pass fewer than four subjects will be admitted to the Unclassified Foundation Programme and will be required to register for one or two Foundation courses to become eligible for Degree studies. They may take up to three Degree courses provided their semester registration does not exceed four courses.
3.0 ADMISSION PROCEDURES

3.1 Persons seeking admission to the University for the purpose of pursuing a programme of study shall apply on the Application for Admission Form which may be obtained from University's campuses or the USP website www.usp.ac.fj.

3.2 An applicant shall provide the following documents with a signed copy of the Application for Admission Form:

(a) a certified copy of their birth certificate or passport or other legal document showing their names, date of birth, and citizenship (and if their current name is different from that on this document, their marriage certificate or other legal document concerning their change of name);

(b) certified copies of educational qualifications and transcripts; and

(c) other documents that may be required by the Vice-Chancellor or delegate or by individual Programme Admission Regulations.

3.3 The applicant's signature on the Application for Admission Form indicates a declaration that the information on the form is complete and accurate.

3.4 All applications shall be received at University campuses by the following dates:

(a) for admission in Semester I, 31 December of the preceding year;

(b) for admission in Semester II, 31 May of the year in which admission is sought;
3.5 Late applicants shall be charged a Late Admission Application fee.
3.6 No person shall be admitted to more than one programme concurrently.
3.7 The University may, in any semester, decline to enrol any person in any programme of study, or register in any courses on the grounds of:
   (a) insufficient resources; or
   (b) insufficient academic progress by the person at this or any other University or tertiary institution.

4.0 CANCELLATION OF ADMISSION OR REGISTRATION
4.1 Senate or its delegate may, at any time decline or cancel any student’s admission to any programme or any student’s registration for any course if it is satisfied that evidence supplied in support of the application was untrue or misleading.
4.2 In the event that the admission is declined or cancelled subject to 4.1, the student may reapply after one (1) semester and that application shall be considered as a new application.
4.3 For existing students, the matter shall be referred to the Student Discipline Committee.

5.0 REGISTRATION
5.1 Registration for courses shall take place prior to the beginning of each semester.
5.2 Late registration shall be permitted until the first Friday of the semester.
5.3 Each student shall ensure, before they pay their fees, that:
   (a) their proposed courses comply with the regulations for their programme;
   (b) they are aware of possible lecture or laboratory timetable clashes.
5.4 Students shall notify the Student Administrative Services as soon as possible of any subsequent change in the information given at registration relating to name, address or other personal details.
5.5 Persons shall not be permitted to attend lectures, tutorials or laboratories or to use the University Library or any other facilities of the University until they have properly registered as students
5.6 The applicant’s signature on a Registration Form or electronic consent at registration indicates a declaration that the information they have provided is complete and accurate and a promise that as a registered student they will abide by the statutes ordinances regulations and rules of the University.

6.0 RESTRICTIONS ON ENROLMENT
6.1
   (a) All new students shall sit the English Language Skills Assessment (ELSA) Test, except students admitted to the following programmes:
       Centre for Vocation and Continuing Education courses
       Preliminary Programmes
       Foundation Programmes
       Postgraduate Programmes
   (b) Students who have not achieved an ELSA score of 3.0 or better shall register for and pass EL001 before they register for any 200- or 300-level course.
   (c) Students who have passed UU114 are not required to undertake ELSA or EL001 and may proceed to 200-level courses in addition to Clause 1.3(c) of the Bachelor Programme Requirements.
   (d) All students admitted to degree programmes (with the exception of LLB) are required to at least pass 75% of their Programme course requirement at each level, including university courses, to progress to the next level, i.e. 75% of the 100-level courses required for the programme must be passed before progressing to the 200-level courses; 75% of 200 level courses required for the programme must be passed before progressing to 300-level.
6.2
   (a) Students who fail a course at the pre-degree or 100-level (other than 100-level Accounting courses) on three occasions, or at the 200- or 300-level on 100-level Accounting on two occasions, shall not normally be permitted to re-register for that course.
   (b) Where the failed course is a core course for a major or minor or programme, the student will be excluded from the major or minor or from the programme.
6.3 A student may register for a course previously passed in which case they may repeat the course once only and may count it for credit only once.

7.0 REGISTRATION FOR FLEXI-SCHOOL COURSES
7.1 To register for a flexi-school course a student shall be required to meet the requirements for admission to USP and to the relevant programme.
7.2 The deadline for registration and the payment of fees for a flexi-school course shall be the last working day prior to the first week of lectures for the course.
7.3 Late registration for flexi-school courses shall not be permitted.
7.4 The registration of a student who has not paid their fees by the date specified in clause 7.2 shall be cancelled but may be revalidated if within five working days of the first lecture for the flexi-school course the student has paid in full:
   (a) the tuition fee for the flexi-school course; and
   (b) the fee for revalidation of their registration.
7.5 Students who withdraw after the first lecture of the flexi-school course shall be liable for the full fees and an assessment.

8.0 CHANGE OF COURSES
8.1 Students wishing to change their courses after registration shall apply to Student Administrative Services or the Campus Director on the prescribed form or through the online registration system.
8.2 A student shall not normally be permitted to change courses after the first Friday of the semester.

9.0 CHANGE OF PROGRAMME OR MAJOR
9.1 Students wishing to change their programme of study or major shall apply to Student Administrative Services or the Campus Director on the prescribed form or through the online registration system.

9.2 Students on scholarships shall have the written approval of their sponsor to change their programme or major.

9.3 A student shall not normally be permitted to change programme or major after the first Friday of the semester.

10.0 WITHDRAWAL FROM COURSES

10.1 For the purposes of this regulation and regulation 12 the deadline for payment of fees means:

(a) Friday Week 6 of each semester.

10.2 Students shall withdraw with no financial penalties as follows:

(a) in the case of students registered at Laucala, Emalus and Alafua Campuses by the second Friday of the semester;

(b) students who are registered at all other campuses by the deadline for the payment of fees for that semester.

10.3 Students who wish to withdraw from a course for which they do not wish to be assessed shall inform the Vice-Chancellor or delegate or nominee by Friday of week nine of the semester.

10.4 Students who comply with the requirements of Clauses 10.2 or 10.3 shall be recorded as having withdrawn from that course and their names shall be removed from the course lists.

10.5 Students who withdraw from a course without complying with either Clause 10.2 and 10.3 shall be recorded as having failed the course.

10.6 All students who withdraw after the deadlines stated in Clause 10.2 shall be charged full fees.

10.7 A student may be exempted from the requirements of 10.2 and 10.3 on the recommendation of the Head of School for the reason of ill health or other extenuating circumstances.

11.0 CANCELLATION OF REGISTRATION

11.1 Immediately after the deadline for the payment of fees the University shall cancel the registration of students who have failed to pay their tuition fees in full.

11.2 Students whose registration has been cancelled in accordance with Clause 11.1 shall not without the written authority of the Vice-Chancellor or delegate or nominee enter the campus or use any of the facilities of the University or attend lectures tutorials or laboratories from the date of cancellation of their registration.

11.3 Students may have their registration revalidated if within one month of the cancellation of the registration in accordance with Clause 11.1. they pay in full:

(a) the tuition fees owed to the University; and

(b) the fee for revalidation of their registration.

11.4 Students whose registration has been cancelled in accordance with Clause 11.1. and who do not pay the fees in clause 11.3 within one month of the cancellation of their registration shall not be assessed for the course(s) nor allowed to attend lectures, tutorials or laboratories nor to submit coursework for assessment, nor to sit the final examination(s) in that semester.

11.5 Students whose registration has been cancelled in accordance with Clause 11.1. and who do not pay the fees in clause 11.3 within one month of the cancellation of their registration shall not be permitted to register in a subsequent semester until they have paid the fees in clause 11.3 (a).

12.0 ORDINANCE ON THE PAYMENT OF FEES AND CHARGES

Payment deadlines

12.1 A student shall pay:

(a) tuition fees per semester no later than the deadline date for that semester prescribed in Clause 10.1;

(b) half of any annual fee associated with enrolment (including the General Services fee and Health Services fee where applicable) per semester no later than the deadline date for the payment of tuition fees for that semester;

(c) any accommodation charges no later than the day his/her occupation begins;

(d) any other charge to the University by the due date specified on the invoice or other notifying document, or in the absence of such a date, on the day on which the debt is incurred.

12.2 No student who is in debt to the University or who has in his/her possession any property of the University shall receive a degree, diploma, certificate or other qualification of the University, nor shall they receive examination results for the current semester in which holds have been applied to his/her student account.

12.3 No student who is in debt to the University or who has in his/her possession any property of the University shall be permitted to register in a subsequent semester.

13.0 FEE PAYMENT BY INSTALLMENT

13.1 All students studying at the Laucala Campus through any mode of study are ineligible for this scheme.

13.2 A student who is unable to pay the tuition and/or associated enrolment fees by that semester’s fee deadline may apply to the Executive Director of Finance to pay by instalment. The student’s application must include supporting evidence and such written undertaking as required by the Director. Where a student is under 21 years of age such undertaking shall be given by the student’s parent, guardian or spouse.

13.3 A student granted permission to pay by instalment shall pay half the fees due for that semester by the prescribed fees deadline for that semester and the remainder in not more than two instalments, the final payment being made not later than four weeks prior to the beginning of the end-of-semester examinations.

13.4 A student who has failed to pay their fees in full by the deadline for the final instalment:

(a) shall have their registration cancelled;

(b) shall not be eligible to have their registration revalidated;

(c) shall not be assessed for the course(s) nor allowed to attend lectures, tutorials or laboratories nor to submit coursework for assessment, nor to sit the final examination(s) in that semester.
14.0 WITHDRAWAL FROM THE UNIVERSITY

A student who wishes to withdraw from the University shall complete the withdrawal procedure, which includes withdrawing from all courses for which the student has preregistered or registered, using the prescribed forms available from Student Administrative Services or the Campus Director.

5.0 AUDITING OF COURSES

15.1 The University may permit a limited number of persons to audit its courses where resources permit.

15.2 Auditing of courses shall be limited to attendance at lectures and there shall be no entitlement to attend tutorials, to take tests, to have assignments marked or graded or to use library facilities. (Persons who have been accepted to audit a course may however apply to become external borrowers under the normal Library Regulations).

15.3 Persons wishing to audit a course shall apply in writing on the prescribed form to the relevant Head of School stating their qualifications and the reasons for wishing to audit.

15.4 A decision to accept an applicant to audit a course shall only be made after the end of the first week of the semester.

15.5 Students whose applications are approved shall, on payment of the fees be issued with a letter (which shall be produced on demand) authorising them to attend lectures for the course(s) named therein.

15.6 A certificate of attendance may be issued at the end of the course on application in writing.

15.7 The fee will be determined based on the credit accrued in the course.

16.0 UNCLASSIFIED STUDIES

16.1 A student may apply to the University to take courses under Unclassified Studies that do not lead to the award of a certificate, diploma or degree.

16.2 Students enrolling for unclassified studies must meet normal admission requirements and prerequisites as appropriate, except where it is provided as a bridging programme for admission from Form 6 or Form 7

16.3 A person who is not eligible to be admitted under Clause 16.2 may nevertheless be granted permission by the Dean or nominee to enrol as a student for Unclassified Studies taking into account the applicant’s previous academic history and relevant work experience.

16.4 Students for Unclassified Studies shall pay fees as if they were proceeding to the relevant degree, diploma or certificate.

16.5 The normal regulations for assessing and crediting of courses shall apply.

16.6 A student who has passed a course under Unclassified Studies may at a later date have this course credited towards a degree, diploma, or certificate.

16.7 Qualifying courses taken under Unclassified Studies as a pre-requisite to a particular programme will not be credited towards a qualification.

NOTE - For all regulations refer to the 2014 Handbook & Calendar Page 436 - 480 available online www.usp.ac.fj/2014calendar
## 2014 FEES SCHEDULE

### UNDERGRADUATE FACE-TO-FACE BLENDED MODE (Including Flexi-School)

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<thead>
<tr>
<th>Country</th>
<th>Fiji</th>
<th>Cook Is.</th>
<th>Kiribati</th>
<th>Marshall</th>
<th>Samoa</th>
<th>Solomon</th>
<th>Tonga</th>
<th>Vanuatu</th>
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<tbody>
<tr>
<td></td>
<td>FJ$</td>
<td>NZ$</td>
<td>AUS$</td>
<td>US$</td>
<td>TALA</td>
<td>SI$</td>
<td>PA'ANGA</td>
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### 100-Level

<table>
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<th>200-Level</th>
<th>300-Level</th>
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<tbody>
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<tr>
<td>Accounting</td>
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<td>780</td>
<td>780</td>
</tr>
<tr>
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<td>590</td>
<td>780</td>
<td>780</td>
</tr>
<tr>
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<td>780</td>
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</tr>
<tr>
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<td>580</td>
<td>770</td>
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### Undergraduate Face-to-Face Mode (Continued)

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<th>300-Level</th>
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</thead>
<tbody>
<tr>
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### Pre-Degree

<table>
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<th>EL001</th>
<th>Foundation &amp; Preliminary</th>
<th>Science Lab. Fee</th>
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<td>285</td>
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### School-Based Foundation

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<tr>
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### Course Materials - (School based Foundation ONLY)

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<tr>
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</table>

All figures are per course unless indicated otherwise.

Unless otherwise indicated:

Third Country tuition fees = three times Regional fee
International tuition fee = four times Regional fee for 2010 and prior enrolments
International tuition fee for students enrolled from 2011 = $21,265 per year.

Course materials are issued free to students paying FL print mode, EL001, Continuing Education, Preliminary and Foundation except for School-based Foundation courses.
### UNDERGRADUATE FLEXIBLE LEARNING MODE (CONTINUED)

#### 100-Level

<table>
<thead>
<tr>
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<td>Pre-Degree</td>
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#### 300-Level

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<tbody>
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#### School-Based Foundation

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<td>55</td>
<td>103</td>
<td>84</td>
<td>12</td>
<td>4</td>
<td>7</td>
<td>5</td>
<td>2,029</td>
<td>1,735</td>
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### School-Based Fee per annum

- General: $67 per annum
- Accounting: $63 per annum
- Banking: $59 per annum
- Computing Science: $55 per annum
- Economics: $103 per annum
- Engineering: $84 per annum
- Geospatial Science: $12 per annum
- Information Systems: $4 per annum
- Law: $7 per annum
- Management: $5 per annum

### Late Payment Fees

- First 4 Weeks: $125 per annum
- Next 4 Weeks: $150 per annum
- Thereafter: $200 per annum
### POSTGRADUATE COURSES - ON CAMPUS (PER COURSE)

<table>
<thead>
<tr>
<th>Regional Fee</th>
<th>LAUCALA</th>
<th>ALAFUA</th>
<th>EMALUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>400 - level course</td>
<td>p/c</td>
<td>1,055</td>
<td>1,920</td>
</tr>
<tr>
<td>MBA Programme</td>
<td>p/c</td>
<td>1,365</td>
<td>2,245</td>
</tr>
<tr>
<td>Third Country Fee</td>
<td>p/c</td>
<td>3,165</td>
<td>5,765</td>
</tr>
<tr>
<td>MBA Programme</td>
<td>p/c</td>
<td>1,365</td>
<td>2,245</td>
</tr>
<tr>
<td>International Fee</td>
<td>p/c</td>
<td>4,220</td>
<td>7,685</td>
</tr>
<tr>
<td>400 - level course (from 2011)</td>
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<td>21,265</td>
<td>38,715</td>
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<tr>
<td>MBA Programme (from 2011)</td>
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<td>47,800</td>
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### THESIS - FACE-TO-FACE

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<th>Regional Fee</th>
<th>LAUCALA</th>
<th>ALAFUA</th>
<th>EMALUS</th>
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<tbody>
<tr>
<td>Full-time</td>
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<td>4,200</td>
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<tr>
<td>Part-time</td>
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<td>Third Country Fee</td>
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<td>Part-time</td>
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<tr>
<td>International Fee</td>
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<td>Full-time (from 2011)</td>
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### RESEARCH - ON CAMPUS (PER ANNUM)

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<th>EMALUS</th>
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</thead>
<tbody>
<tr>
<td>Full-time</td>
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<td>10,005</td>
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<tr>
<td>Part-time</td>
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<td>10,005</td>
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<tr>
<td>International Fee</td>
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### PROFESSIONAL DIPLOMA PROGRAMMES

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<td>Third Country</td>
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<td>4,975</td>
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<td>International</td>
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### FIELD TRIP FEES 2014

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<th>Fee Bands (FJ$)</th>
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### KEY:
- per course (p/c)
- per annum (p/a)
- per programme (p/p)
- per academic year (p/a.y)

**Note:** These are non-refundable compulsory fees payable per course. Only applies to courses with field trips as part of the curriculum. Fees are refundable if field trips are cancelled by the School.
### Non-Tuition Fees and Charges for 2014

<table>
<thead>
<tr>
<th>Category</th>
<th>Fee (FJ$)</th>
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<tbody>
<tr>
<td>Other Fees and Charges Continued</td>
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</tr>
<tr>
<td><strong>Laucala</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Emalus</strong></td>
<td></td>
</tr>
<tr>
<td>General Services Fee</td>
<td></td>
</tr>
<tr>
<td>Students are required to pay this fee each semester. Students on short courses pay a prorata fee.</td>
<td></td>
</tr>
<tr>
<td>All students (on campus and FL)</td>
<td>p/a</td>
</tr>
<tr>
<td>Other FL students</td>
<td>p/a</td>
</tr>
<tr>
<td>Emalus on-campus students</td>
<td>p/a</td>
</tr>
<tr>
<td><strong>Book Allowance</strong></td>
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</tr>
<tr>
<td>(Recommended)</td>
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</tr>
<tr>
<td>Law Programme</td>
<td>p/a.y</td>
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<tr>
<td>MBA Programme</td>
<td>p/c</td>
</tr>
<tr>
<td>Other</td>
<td>p/a.y</td>
</tr>
<tr>
<td><strong>Residential</strong></td>
<td></td>
</tr>
<tr>
<td>(per Academic year)</td>
<td></td>
</tr>
<tr>
<td>Single Quarters Small</td>
<td></td>
</tr>
<tr>
<td>Single Quarters Medium</td>
<td></td>
</tr>
<tr>
<td>Single Quarters Large</td>
<td></td>
</tr>
<tr>
<td>New Hostel</td>
<td></td>
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<tr>
<td>Married Quarters</td>
<td></td>
</tr>
<tr>
<td>- Catalina</td>
<td></td>
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<tr>
<td>- 9th Hall</td>
<td></td>
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<tr>
<td>- 8th Hall</td>
<td></td>
</tr>
<tr>
<td>- 2nd/4th/5th/6th Halls</td>
<td></td>
</tr>
<tr>
<td>Married Quarters - Others</td>
<td></td>
</tr>
<tr>
<td><strong>Student Daily Rates for casual/temporary stay</strong></td>
<td></td>
</tr>
<tr>
<td>Single Room</td>
<td>p/d</td>
</tr>
<tr>
<td>10th Hall Apartment Style - per person/night</td>
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</tr>
<tr>
<td>Married Quarters</td>
<td></td>
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<td>Catalina</td>
<td></td>
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<tr>
<td>9th Hall</td>
<td></td>
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<td>8th Hall</td>
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<tr>
<td>2nd/4th/5th/6th Halls</td>
<td></td>
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<tr>
<td><strong>Health Service</strong></td>
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<td>Per Student</td>
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<tr>
<td>p/a.y</td>
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<tr>
<td>p/c</td>
<td></td>
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<tr>
<td>p/d</td>
<td></td>
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<td><strong>Enrolment Penalties</strong></td>
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<tr>
<td>Failure to pre-enrol</td>
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<tr>
<td>Late Admission Application Fee</td>
<td></td>
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<tr>
<td>Late Registration Fee</td>
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<tr>
<td>Late Payment Fees First 4 weeks</td>
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<td>Late Payment Fees Next 4 weeks</td>
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<tr>
<td>Late Payment Fees Thereafter</td>
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<tr>
<td><strong>Library</strong></td>
<td></td>
</tr>
<tr>
<td>Visitors External Borrowers</td>
<td></td>
</tr>
<tr>
<td>Institutions that have MOA/MOU with USP</td>
<td></td>
</tr>
<tr>
<td>Student - (up to a max of 5 terms)</td>
<td></td>
</tr>
<tr>
<td>Staff - (up to a max of 5 terms)</td>
<td></td>
</tr>
<tr>
<td><strong>Library External Borrowers</strong></td>
<td></td>
</tr>
<tr>
<td>Institutions that have MOA/MOU with USP</td>
<td></td>
</tr>
<tr>
<td>Student - (up to a max of 5 terms)</td>
<td></td>
</tr>
<tr>
<td>Staff - (up to a max of 5 terms)</td>
<td></td>
</tr>
<tr>
<td>Individual borrowers (no more than one item)</td>
<td>65</td>
</tr>
<tr>
<td>Individual borrowers (for two to a max of five item)</td>
<td>245</td>
</tr>
<tr>
<td>Individual borrowers (Pacific Collection only 1-10 days)</td>
<td>30</td>
</tr>
</tbody>
</table>

**Others**
- Corporation: - - 13,390
- Project Partners: - - -
- Alumni - (up to a max of 1 item): - 65 -
- Alumni - (up to a max of 5 items): - 250 -

**LIBRARY PENALTIES**

**Overdue items**
- Students - First day/item: 1.00 1.00 50
- Students - Per day/item thereafter: 0.50 1.00 50
- Staff - First day/item: 3.00 1.00 50
- Staff - Per day/item thereafter: 1.00 1.00 50

No further borrowing permitted until overdue items returned and penalties paid.

**Lost items**
- Administration charges plus cost obtained from publisher: 30 40 2,470
- Cost of book (obtained from publisher) is charged in addition

If cost is not available, cost is deemed to be:
- Social Science and Humanities: 135 200 8,240
- Science: 165 250 10,300

**OTHER FEES & CHARGES CONTINUED**

<table>
<thead>
<tr>
<th>LAUCALA</th>
<th>ALAFUA</th>
<th>EMALUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>FJ$</td>
<td>Tala</td>
<td>Vatu</td>
</tr>
</tbody>
</table>

**Noise penalties**
- First Offence: 40 50 2,060
- Second Offence: 70 100 4,120

**Inter-library loans**
- Students - Per request (up to a maximum of 5 requests): 7 10 1,240
- Students - Any request thereafter (at full cost if higher): 40 50 -
- External borrowers (full cost if higher): 40 Full Cost Full Cost
- Academic staff (full cost if higher): 40 Full Cost Full Cost

**STUDENT ADMINISTRATIVE SERVICES**

| Official Academic Transcript (stamped) | 5   | 8   | 310  |
| Official Academic Transcript - second & subsequent copies | 15  | 25  | 820  |
| Search Fee (Course Prescription) | 65  | 90  | 3,700 |
| Issue Fee (Course Offer Letter) Subsequent copies | 5   | 8   | 620  |
| Issue Fee (Other - Confirmation Letter etc.) | 5   | 5   | 620  |
| Issue Fee (Immigration Letter) | 5   | 5   | 620  |
| Issue Fee (English Letter) | 5   | 5   | 620  |
| Issue Fee (Result Slip) | 5   | 5   | 620  |
| Verification Fee | 65   | 90  | 3,700 |
| Reconsider course grades | 50   | 75  | 3,250 |
| Special exam per course | 55   | 75  | 3,190 |
| Appeal for credit transfer | 55   | 75  | 3,190 |
| Hire of academic gowns | 60   | 80  | 3,510 |
| Change of Exam Venue Fee | 55   | 75  | 3,190 |
| Application for waiver of fee | 55   | 75  | 3,190 |
| Withdrawal Fee after week 2 of lectures | 100  | 140 | 6,180 |

**COMPLETION PENALTIES**

| Late Completion Application fee | 100  | 140  | 6,180 |

**OTHERS**

| Locker Hire (p/a) | 40   | 50   | Free  |
| Dishonoured Cheque | 35   | 50   | 2,160 |
| University Calendar | 20   | 25   | 1,240 |
## INTERNATIONAL STUDENT TUITION FEES 2014

<table>
<thead>
<tr>
<th></th>
<th>LAUCALA</th>
<th>ALAFUA</th>
<th>EMALUS</th>
<th>OTHER CAMPUSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>FJ$</td>
<td>Tala</td>
<td>Vatu</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### PRE DEGREE AND UNDERGRADUATE

<table>
<thead>
<tr>
<th>Program</th>
<th>LAUCALA</th>
<th>ALAFUA</th>
<th>EMALUS</th>
<th>OTHER CAMPUSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foundation</td>
<td>$21,265 p/a</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Certificate</td>
<td>$21,265 p/a</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diploma</td>
<td>$21,265 p/a</td>
<td></td>
<td></td>
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<tr>
<td>Bachelor</td>
<td>$21,265 p/a</td>
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</tr>
<tr>
<td>Study Abroad</td>
<td>$21,265 p/a</td>
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</tr>
<tr>
<td>English Language Upgrading Course</td>
<td>$3,000 p/term</td>
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<tr>
<td>Unclassified Studies/Foundation</td>
<td>$2,126.50 p/course</td>
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</tr>
<tr>
<td>Unclassified Studies/Undergraduate</td>
<td>$2,658.13 p/course</td>
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### POSTGRADUATE

<table>
<thead>
<tr>
<th>Program</th>
<th>LAUCALA</th>
<th>ALAFUA</th>
<th>EMALUS</th>
<th>OTHER CAMPUSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unclassified Studies/Postgraduate</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate Certificate</td>
<td>$21,265 p/a</td>
<td>38,715</td>
<td>1,339,220</td>
<td></td>
</tr>
<tr>
<td>Graduate Diploma</td>
<td>$21,265 p/a</td>
<td>38,715</td>
<td>1,339,220</td>
<td></td>
</tr>
<tr>
<td>Postgraduate Certificate</td>
<td>$21,265 p/a</td>
<td>38,715</td>
<td>1,339,220</td>
<td></td>
</tr>
<tr>
<td>Postgraduate Diploma</td>
<td>$21,265 p/a</td>
<td>Not Offered</td>
<td>Not Offered</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Program</th>
<th>LAUCALA</th>
<th>ALAFUA</th>
<th>EMALUS</th>
<th>OTHER CAMPUSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Diploma</td>
<td></td>
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<tr>
<td>PDLP</td>
<td>$18,520 p/p</td>
<td>Not Offered</td>
<td>Not Offered</td>
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<tr>
<td>PDLD</td>
<td>$6,22 p/p</td>
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<table>
<thead>
<tr>
<th>Program</th>
<th>LAUCALA</th>
<th>ALAFUA</th>
<th>EMALUS</th>
<th>OTHER CAMPUSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBA</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full-time</td>
<td>$25,200 p/a</td>
<td>46,030</td>
<td>1,591,180</td>
<td>Fiji Equivalent</td>
</tr>
<tr>
<td>Part-time</td>
<td>$6,300 p/sem</td>
<td>23,015</td>
<td>795,590</td>
<td>Fiji Equivalent</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program</th>
<th>LAUCALA</th>
<th>ALAFUA</th>
<th>EMALUS</th>
<th>OTHER CAMPUSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Masters</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full-time</td>
<td>$25,200 p/a</td>
<td>46,030</td>
<td>1,591,180</td>
<td>Fiji Equivalent</td>
</tr>
<tr>
<td>Part-time</td>
<td>$6,300 p/sem</td>
<td>23,015</td>
<td>795,590</td>
<td>Fiji Equivalent</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program</th>
<th>LAUCALA</th>
<th>ALAFUA</th>
<th>EMALUS</th>
<th>OTHER CAMPUSES</th>
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</thead>
<tbody>
<tr>
<td>PhD</td>
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<tr>
<td>Full-time</td>
<td>$25,200 p/a</td>
<td>46,030</td>
<td>1,591,180</td>
<td>Fiji Equivalent</td>
</tr>
<tr>
<td>Part-time</td>
<td>$6,300 p/sem</td>
<td>23,015</td>
<td>795,590</td>
<td>Fiji Equivalent</td>
</tr>
</tbody>
</table>

### Notes:

Any student who holds a citizenship other than that of a USP member country will pay the International Student tuition fee.

Students not enrolled in a full programme will be charged a fee on a per course basis.

Any course that has a fieldtrip component, fieldtrip fee will be added to tuition fees for that course.
**APPLICATION CHECKLIST**

<table>
<thead>
<tr>
<th>You need to attach the documents listed in the checklist with your application, if you are applying:</th>
<th>You need to submit only the completed application form, if you are applying:</th>
</tr>
</thead>
<tbody>
<tr>
<td>● for the first time</td>
<td>● to resume studies after a break of less than 2 years</td>
</tr>
<tr>
<td>● from another campus</td>
<td>● for readmission after a period of academic suspension</td>
</tr>
<tr>
<td>● to resume studies after a break of 2 or more years</td>
<td>● for a new programme after completing another USP programme</td>
</tr>
</tbody>
</table>

Please ensure that you have all the requirements stated in this checklist before submitting this form.

i. Your application will be deemed incomplete if all the necessary documents are not submitted.
ii. Photocied (non-original) documents must be certified by a Justice of the Peace or Commissioner for Oaths.
iii. Do not submit photocopies of a certified copy.

Please tick the check box to indicate the documents that you have submitted with your application.

- 2 recent certified colour passport photographs (taken within 6 months of the date of application), against a plain white background.
- Photos must be labelled with your name and date of birth. Place it in an envelope and staple it onto the application form.
- Certified copy of your Birth Certificate (only if you do not have a USP Student ID)
- Certified copy of your Marriage Certificate or Deed Poll (only if your last name has changed since you were last registered at USP)
- Certified copies of all award certificates and full academic transcripts (Displaying your Grade Point Average (GPA))
- Letters from current and/or former employer which should state the nature and duration of employment and to include a detailed curriculum vitae.
- Other documents (please specify) 

**SECTION A: PERSONAL DETAILS**

<table>
<thead>
<tr>
<th>Title:</th>
<th>Full Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(As it appears on your Birth Certificate)</td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>USP ID Number: (If you were previously granted admission)</th>
<th>Campus:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date of Birth: DD/ MM/ YYYY</th>
<th>Citizenship:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(certified copy of birth certificate must be attached)</td>
<td></td>
</tr>
</tbody>
</table>

Sex:  
- [ ] Female  
- [ ] Male

Marital Status:  
- [ ] Married  
- [ ] Single

Please provide a postal address for correspondence. If your mailing address is a residential address outside the Suva and Lautoka City areas, you will collect your mail from a Post Office or Postal Agency near you.

<table>
<thead>
<tr>
<th>Postal Address:</th>
<th>Vacation Address:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Telephone:</th>
<th>Email:</th>
</tr>
</thead>
</table>

**Emergency Contact:**

Provide details of a person who can be contacted in case of an emergency.

<table>
<thead>
<tr>
<th>Name:</th>
<th>Indicate the relationship of the person you have given:</th>
</tr>
</thead>
</table>
| | [ ] Parent  
| | [ ] Other Family Member |
| | [ ] Spouse  
| | [ ] Non Family Member |

<table>
<thead>
<tr>
<th>Home Address:</th>
<th>Telephone:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Email:</th>
<th></th>
</tr>
</thead>
</table>
SECTION B: PROGRAMME AND MAJORS/MINORS

Programme: you wish to apply for (e.g. BA, BCom, LLB, B Agr, B Sc, Diploma, Certificate, Foundation, Preliminary)

Majors/Minors: You only fill these sections if you are applying for a BA, BCom, LLB, BEd, or BSc Programme. You may apply for Double majors or a Single major and a minor. (e.g. Computing Science, History, Accounting etc.)

Please fill in all 3 choices as 2nd or 3rd choices may be considered if places are not available or if you do not qualify for the programme of your 1st choice.

<table>
<thead>
<tr>
<th>1st Choice Programme</th>
<th>Major(s)</th>
<th>Minor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<tr>
<td>2nd Choice Programme</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>3rd Choice Programme</td>
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</tr>
</tbody>
</table>

SECTION C: EDUCATIONAL BACKGROUND

Please attach original or certified copies of results and qualification certificates, and insert individual marks for Form 6 and Form 7 in the space provided. Students sitting the Fiji School Leaving Certificate Examination, the Fiji Seventh Form Examination or the SPBEA Form 6 and Form 7 Examinations in the current year must include their Index or Student Number.

Form 6: (or equivalent)  Form 7: (or equivalent)

<table>
<thead>
<tr>
<th>Year</th>
<th>Index Number</th>
<th>Year</th>
<th>Index Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<table>
<thead>
<tr>
<th>Subjects</th>
<th>Marks</th>
<th>Subjects</th>
<th>Marks</th>
</tr>
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</tr>
<tr>
<td>Total:</td>
<td></td>
<td>Total:</td>
<td></td>
</tr>
</tbody>
</table>

Other Qualifications: (Please attach certified copies of results and certificates of qualifications indicated below)

1. Qualification
   Year
2. Qualification
   Year

If you are awaiting graduation or completion from another institution, please submit a certified copy of your completion letter from that institution.

SECTION D: WORK EXPERIENCE

Work Experience: (If you do not have a formal qualification please attach a recent CV and reference(s) detailing your work experience and duration of employment).

<table>
<thead>
<tr>
<th>Position/ Employer</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Please fill in the blanks with the required information.
SECTION E: CREDIT TRANSFER FOR PREVIOUS STUDY

Credit Transfer is a process for enabling students to have their learning experiences (typically whole courses) from another faculty or higher education institution recognised as equivalent in content and, particularly, learning outcomes to those within USP’s educational offerings.

Applications for Credit Transfer shall be processed at Student Administrative Services, but Schools and Departments shall provide assistance at the request of Student Administrative Services to determine particular Applications.

Students applying for Credit Transfer need to complete the Application for Credit Transfer (SAS3.34.05) form available online at www.usp.ac.fj/forms and provide all information for courses passed elsewhere, such as:

a) A certified copy of the original grade report or transcript from the institution at which the course(s) was undertaken.
b) Course outline with readings, assessment and other critical information.

Note: For more information refer to the USP Handbook & Calendar under Credit Transfer Regulations on approved institution arrangements with other institutions.

SECTION F: APPLICANTS WITH DISABILITY

The University of the South Pacific supports equal opportunities for those who wish to study at USP and will put in place the necessary support structures that will ensure the successful transition of students during their studies. To ensure that the needs of students with disabilities are adequately met, the University would like to actively encourage applicants to indicate any disability they may have and the type of support they may require at the University. Supporting documents should be attached with this form and should describe the disability and its impact on the applicant. Any disclosure on disability will be used solely for the University’s administrative purposes and will be treated with confidentiality.

SECTION G: MARKETING SURVEY

How did you find out about USP programmes and courses? Please tick the appropriate box(es) below:

☐ TV Advertisement
☐ Newspaper Advertisement
☐ Magazine Advertisement
☐ Others ................................................................. (e.g. Careers Expo, Roadshow, Fiji Showcase, etc...)
☐ USP Open Day Brochures
☐ USP Faculty Brochures
☐ USP Websites
☐ USP High School Outreach Program
☐ Social Media (Facebook, Twitter, etc)
☐ Family member or Friends

SECTION H: DECLARATION

I acknowledge that the University reserves the right to deny me admission to a programme or cancel my registration in any course(s) if the information given is incorrect or incomplete or if there is insufficient resources available at the University for me to successfully complete the programme which I have applied for.

Applicant’s signature: ____________________________ Date: __________ / __________ / ______

(Your Application will be deemed incomplete if you do not sign this form)
**FOR OFFICIAL USE**

1. **Application vetted:**
   - COMPLETE
   - INCOMPLETE
   - HOLD
   - PENDING RESULTS

   Comments: ________________________________
   Vetted by: ________________________________ Date: DD MM YYYY

2. **Applicant’s Details entered in Banner and forwarded for assessment:**

   Entered by: ________________________________ Date: DD MM YYYY

3. **Decision:**
   - APPROVED
   - NOT APPROVED

   Programme: _____________________________ Major(s): _____________________________ Minor(s): _____________________________

   Notes by authorising officer on decision taken: ________________________________

   Authorising Officer: ________________________________ Date: DD MM YYYY

4. **Approved Credit Transfer:**

   Institution: ________________________________

   Programme: _____________________________ Year: _____________________________

   Authorising Officer: ________________________________ Date: DD MM YYYY

5. **Banner Update:**

   - Marketing Survey
   - Approved Credit Transfers
   - Decision on Programme/ Major(s)/ Minor

   Updated by: ________________________________ Date: DD MM YYYY

---

**CLOSING DATES**

The deadlines for the receipt of applications by the University at its Campuses are:

- **For Semester I:** 31 December
- **For Semester II:** 30 June

For more information please visit the USP website: www.usp.ac.fj/admissions

---

**WHERE TO SEND YOUR COMPLETED APPLICATION FORM**

If you are applying to study at Laucala Campus please send your application to:

**Admissions**
**Student Administrative Services**
**The University of the South Pacific**
**Laucala Campus**
**Private Mail Bag**
**Suva, Fiji**

If you are applying to study at a Campus other than Laucala, please send your application to your nearest USP campus.
**APPLICATION FOR ADMISSION TO A POSTGRADUATE PROGRAMME**

This form is also available on the USP website: www.usp.ac.fj/forms

---

**APPLICATION CHECKLIST**

Please ensure that you have all the requirements stated in this checklist before submitting this form.

i. Your application will be deemed incomplete if all the necessary documents are not submitted.
ii. Photocopied (non-original) documents must be certified by a Justice of the Peace or Commissioner for Oaths.
iii. Do not submit photocopies of a certified copy.

Please tick the check box to indicate the documents that you have submitted with your application.

- [ ] 2 recent certified colour passport photographs (taken within 6 months of the date of application), against a plain white background.
- [ ] Photos must be labelled with your name and date of birth. Place it in an envelope and staple it onto the application form.
- [ ] Certified copy of your Birth Certificate (only if you do not have a USP Student ID)
- [ ] Certified copy of your Marriage Certificate or Deed Poll (only if your last name has changed since you were last registered at USP)
- [ ] Certified copies of all award certificates and full academic transcripts (Displaying your Grade Point Average (GPA))
- [ ] Statement of Research Intent or Draft thesis proposal (for research thesis students only)
- [ ] Full detailed curriculum vitae.
- [ ] Other documents (please specify)

---

**SECTION A: PERSONAL DETAILS**

<table>
<thead>
<tr>
<th>Title:</th>
<th>Full Name:</th>
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(As it appears on your Birth Certificate)

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<td>(Where you are going to sit your exams)</td>
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<td>DD/MM/YYYY</td>
<td></td>
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</tbody>
</table>

(certified copy of birth certificate must be attached)

Sex:  
- [ ] Female  
- [ ] Male

Marital Status:  
- [ ] Married  
- [ ] Single

Please provide a postal address for correspondence. If your mailing address is a residential address outside the Suva or Lautoka City areas, you will need to collect your mail from a Post Office or Postal Agency near you.

<table>
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**Emergency Contact:**

Provide details of a person who can be contacted in case of an emergency.

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<th>Email:</th>
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</table>
SECTION B: PROGRAMME OF STUDY

At postgraduate level, USP offers graduate certificates, postgraduate certificates and postgraduate diplomas in a range of disciplines. Graduate certificates are offered to students whose first degree is in a different discipline (whereas postgraduate certificates and postgraduate diplomas are in the same discipline as the first degree). In most instances, these can lead to Master’s degree programmes, and subsequently to a Doctor of Philosophy (PhD) degree.

Programme:

Major Field(s) of study:

i. Which study mode do you wish to study in?
   - Coursework only
   - Thesis only
   - Supervised Research Project (i.e. Coursework and Mini Thesis)

ii. How will you be studying this course?
   - Online
   - Face to Face (Laucala and Emalus Only)
   - Full Time
   - Part time

iii. Which campus do you wish to enroll in for this programme?

iv. Please tick the Faculty that offers the programme you are applying for at USP:
   - Faculty of Arts, Law & Education (FALE)
   - Faculty of Business & Economics (FBE)
   - Faculty of Science Technology & Environment (FSTE)
   - Pacific Centre for Environment & Sustainable Development (PaCE-SD)

v. Proposed Thesis or Supervised Research Project topic if applicable:

vi. Statement of Research Intent (Approx. 2000 words) for applicants for the Master’s (thesis) and PhD. Contact your Faculty Postgraduate Research Office or School for a Guideline. Faculty contacts at http://research.usp.ac.fj/index.php?id=194.
   
   In the statement, applicants should indicate the following:
   a. Introduction
   b. Background
   c. Objectives
   d. Research Methodology
   e. Implications
   f. Logistics
   g. Timeframe
   h. Bibliography

SECTION C: DETAILS OF ACADEMIC AND PROFESSIONAL QUALIFICATIONS

Please attach certified copies of results and certificates of qualifications indicated below:

1. Institution
   Qualification
   Major Area of study:
   GPA: (if applicable)
   Year:

2. Institution
   Qualification
   Major Area of study:
   GPA: (if applicable)
   Year:

3. Institution
   Qualification
   Major Area of study:
   GPA: (if applicable)
   Year:

If you are awaiting graduation or completion from another tertiary institution, please submit a certified copy of your completion letter from that tertiary institution.

PhD applicants: State your thesis topic and brief summary of your research, if your Master’s programme was undertaken by research.
SECTION D: WORK EXPERIENCE

**Work Experience:** (Please attach a recent CV, Certificates of Experience and reference(s) detailing your work experience and duration of employment. Attach additional sheets in the same format if necessary).

<table>
<thead>
<tr>
<th>1. Position/ Employer:</th>
<th>Period</th>
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<tbody>
<tr>
<td>2. Position/ Employer:</td>
<td>Period</td>
</tr>
<tr>
<td>3. Position/ Employer:</td>
<td>Period</td>
</tr>
<tr>
<td>4. Position/ Employer:</td>
<td>Period</td>
</tr>
</tbody>
</table>

SECTION E: CREDIT TRANSFER FOR PREVIOUS STUDY

Credit Transfer is a process for enabling students to have their learning experiences (typically whole courses) from another faculty or higher education institution recognised as equivalent in content and, particularly, learning outcomes to those within USP’s educational offerings.

Applications for Credit Transfer shall be processed at Student Administrative Services, but Schools and Departments shall provide assistance at the request of Student Administrative Services to determine particular Applications.

Students applying for Credit Transfer need to complete the Application for Credit Transfer (SAS 3.34.05) form available online at www.usp.ac.fj/forms and provide all information for courses passed elsewhere, such as:

a) A certified copy of the original grade report or transcript from the institution at which the course(s) was undertaken.

b) Course outline with readings, assessment and other critical information.

Note: For more information refer to the USP Handbook & Calendar under Credit Transfer Regulations on approved institution arrangements with other institutions.

SECTION F: APPLICANTS WITH DISABILITY

The University of the South Pacific supports equal opportunities for those who wish to study at USP and will put in place the necessary support structures that will ensure the successful transition of students during their studies. To ensure that the needs of students with disabilities are adequately met, the University would like to actively encourage applicants to indicate any disability they may have and the type of support they may require at the University. Supporting documents should be attached with this form and should describe the disability and it’s impact on the applicant. Any disclosure on disability will be used solely for the University’s administrative purposes and will be treated with confidentiality.

SECTION G: MARKETING SURVEY

How did you find out about USP programmes and courses? Please tick the appropriate box(es) below:

- TV Advertisement
- Newspaper Advertisement
- Magazine Advertisement
- Others ................................................................. (e.g. Careers Expo, Roadshow, Fiji Showcase, etc...)
- USP Open Day Brochures
- USP Faculty Brochures
- USP Websites
- USP High School Outreach Program
- Social Media (Facebook, Twitter, etc)
- Family member or Friends

SECTION H: DECLARATION

I acknowledge that the University reserves the right to deny me admission to a programme or cancel my registration in any course(s) if the information given is incorrect or incomplete or if there is insufficient resources available at the University for me to successfully complete the programme which I have applied for.

Applicant’s signature: ___________________________ Date: DD/MM/YYYY

(Your Application will be deemed incomplete if you do not sign this form)
1. Application vetted: ☐ COMPLETE ☐ INCOMPLETE ☐ HOLD ☐ PENDING RESULTS

Comments: ____________________________________________________________

Vetted by: ________________________________ Date: DD/MM/YYYY

2. Applicant’s Details entered in Banner and forwarded for assessment:

Entered by: ________________________________ Date: DD/MM/YYYY

3. Decision: ☐ APPROVED ☐ NOT APPROVED


Mode of Study: ☐ Full time ☐ Part time

Mode of Delivery: ☐ Face to Face ☐ Online ☐ Blended

Approved Courses (for PGCert/GradCert/PGDip/Unclassified Postg. applicants):
________________________________________________________

Approved Thesis Topic:
________________________________________________________

Approved Supervisor(s):
________________________________________________________

Notes by authorising officer on decision taken:
________________________________________________________

________________________________________________________

Signature: ________________________________ Date: DD/MM/YYYY

(Chair - Relevant Faculty Committee)

5. Banner Update: ☐ Marketing Survey ☐ Decision on Programme

Updated by: ________________________________ Date: DD/MM/YYYY

CLOSING DATES

The deadlines for the receipt of applications by the University at its Campuses are:

For Semester I: 31 December

For Semester II: 30 June

For more information please visit the USP website: www.usp.ac.fj/admissions

WHERE TO SEND YOUR COMPLETED APPLICATION FORM

Send your application to the faculty that is offering the programme you wish to pursue.

<table>
<thead>
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**APPLICATION FOR ADMISSION**
TO THE PROFESSIONAL DIPLOMA IN LEGAL PRACTICE
PROGRAMME

This form is also available on the USP website: www.usp.ac.fj/forms

## APPLICATION CHECKLIST

Please ensure that you have all the requirements stated in this checklist before submitting this form.

i. Your application will be deemed incomplete if all the necessary documents are not submitted.
ii. Photocopied (non-original) documents must be certified by a Justice of the Peace or Commissioner for Oaths.
iii. Do not submit photocopies of a certified copy.

Please tick the check box to indicate the documents that you have submitted with your application.

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SECTION B: PROGRAMME OF STUDY

The Professional Diploma in Legal Practice is an intensive programme designed to prepare students for entry into legal practice in one or more of the jurisdictions of the member countries of the university. It is open to any graduate who has successfully passed a programme of legal studies that covered a range of knowledge and skills sufficient to enable students to commence an intensive professional legal practice programme.

Programme: The Professional Diploma in Legal Practice
Mode of study: Full Time
Campus: Lauca Campa

i. List any other USP course in which you are currently enrolled in:

ii. Why do you wish to undertake this programme?

SECTION C: DETAILS OF ACADEMIC AND PROFESSIONAL QUALIFICATIONS

Please attach certified copies of results and certificates of qualifications indicated below:

1. Institution Year:
   Qualification Major Area of study: GPA:

2. Institution Year:
   Qualification Major Area of study: GPA:

3. Institution Year:
   Qualification Major Area of study: GPA:

If you are awaiting graduation or completion from another tertiary institution, please submit a certified copy of your completion letter from that tertiary institution.

List any other course or training related to your field of study:

<table>
<thead>
<tr>
<th>Name of the course</th>
<th>Place</th>
<th>Year</th>
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Have you published any Books, Journals, etc? Please provide details

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SECTION D: WORK EXPERIENCE

Work Experience: (Please attach a recent CV and reference(s) detailing your work experience and duration of employment).

1. Position/ Employer:                  Period

2. Position/ Employer:                  Period

3. Position/ Employer:                  Period

SECTION F: INTERNATIONAL INFORMATION

This section will assist the University to place students in the appropriate category for fee assessment purposes and should be completed only by persons who are not citizens of any of the USP member countries (Cook Islands, Fiji, Kiribati, Marshall Islands, Nauru, Niue, Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu, and Vanuatu).

i. Do you hold a Student Visa?  
   Yes or No  
   (Non regional students must obtain a student Visa before taking up studies)

ii) If a resident (but not a citizen) in any of the member countries, please indicate current visa type:

   Visa Type:_________________________________________  Date Issued:________________________

   Visa Number: _____________________________________  Expiry Date: ________________________

SECTION F: APPLICANTS WITH DISABILITY

The University of the South Pacific supports equal opportunities for those who wish to study at USP and will put in place the necessary support structures that will ensure the successful transition of students during their studies. To ensure that the needs of students with disabilities are adequately met, the University would like to actively encourage applicants to indicate any disability they may have and the type of support they may require at the University. Supporting documents should be attached with this form and should describe the disability and it’s impact on the applicant. Any disclosure on disability will be used solely for the University’s administrative purposes and will be treated with confidentiality.

------------------------------------------------------------------------------------------------------------------

SECTION G: MARKETING SURVEY

How did you find out about USP programmes and courses? Please tick the appropriate box(es) below:

☐ TV Advertisement  ☐ USP Open Day Brochures  ☐ USP High School Outreach Program

☐ Newspaper Advertisement  ☐ USP Faculty Brochures  ☐ Social Media (Facebook, Twitter, etc)

☐ Magazine Advertisement  ☐ USP Websites  ☐ Family member or Friends

☐ Others ......................................................... (e.g. Careers Expo, Roadshow, Fiji Showcase, etc...)

SECTION H: DECLARATION

I acknowledge that the University reserves the right to deny me admission to a programme or cancel my registration in any course(s) if the information given is incorrect or incomplete or if there is insufficient resources available at the University for me to successfully complete the programme which I have applied for.

Applicant’s signature: ___________________________  Date: DD-MM-YYYY

(Your Application will be deemed incomplete if you do not sign this form)
1. Application vetted: □ COMPLETE □ INCOMPLETE □ HOLD □ PENDING RESULTS
   Comments: _____________________________________________________________
   Vetted by: _____________________________________________________________
   Date: DD/ MM/ YYYY

2. Applicant’s Details entered in Banner and forwarded for assessment:
   Entered by: _____________________________________________________________
   Date: DD/ MM/ YYYY

3. Decision: □ APPROVED □ NOT APPROVED

4. Term: □ Intake I  or □ Intake II  Year: __________________________
   Notes by authorising officer on decision taken:
   ________________________________________________________________
   ________________________________________________________________

   Signature: _____________________________________________________________
   Date: DD/ MM/ YYYY
   (Chair - Relevant Faculty Committee/ Authorising officer)

5. Banner Update: □ Marketing Survey □ Decision on Programme
   Updated by: _____________________________________________________________
   Date: DD/ MM/ YYYY

CLOSING DATES

The deadlines for the receipt of applications by the University at its Campuses are:

For Semester I:  31 December
For Semester II: 31 May

For more information please visit the USP website: www.usp.ac.fj/admissions

WHERE TO SEND YOUR COMPLETED APPLICATION FORM

Send your application to

PDL P ADMISSIONS
Student Administrative Services
The University of the South Pacific
Lauca la Campus, Private Mail Bag
Suva, FIJI
APPLICATION FOR ADMISSION
TO A GRADUATE SCHOOL OF BUSINESS PROGRAMME

Please ensure that you have all the requirements stated in this checklist before submitting this form.

i. Your application will be deemed incomplete if all the necessary documents are not submitted.
ii. Photocopied (non-original) documents must be certified by a Justice of the Peace or Commissioner for Oaths.
iii. Do not submit photocopies of a certified copy.

Please tick the check box to indicate the documents that you have submitted with your application.

☐ 2 recent certified colour passport photographs (taken within 6 months of the date of application), against a plain white background.

☐ Certified copy of your Birth Certificate (only if you do not have a USP Student ID).

☐ Certified copy of your Marriage Certificate or Deed Poll (only if your last name has changed since you were last registered at USP)

☐ Certified copies of all award certificates and full academic transcripts (Displaying your Grade Point Average (GPA))

☐ Full detailed Curriculum Vitae indicating job responsibilities.

☐ Two Personal Statements (refer to Section G).

☐ Two Letters of reference indicating evidence of management experience (refer to Section J).

☐ Results of English Language Competency Test.

(Required for applicants whose tertiary education was completed in a language other than English - TOEL, IELTS or MELB will be accepted)

☐ Certified copy of your Work Permit (Expatriate applicants only)

SECTION A: PERSONAL DETAILS

Title: ___________________________ Full Name: ___________________________
(As it appears on your Birth Certificate)

USP ID Number: ___________________________ Campus: ___________________________
(If you were previously granted admission) Exam Site: ___________________________

Date of Birth: DD / MM / YYYY Citizenship: ___________________________
(certified copy of birth certificate must be attached)

Sex: ☐ Female ☐ Male Marital Status: ☐ Married ☐ Single

Please provide a postal address for correspondence. If your mailing address is a residential address outside the Suva and Lautoka City areas, you will collect your mail from a Post Office or Postal Agency near you.

Postal Address: ___________________________

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Telephone: ___________________________ Email: ___________________________

Emergency Contact:

Provide details of a person who can be contacted in case of an emergency.

Name: ___________________________

Home Address: ___________________________

Indicate the relationship of the person you have given:

☐ Parent ☐ Other Family Member

☐ Spouse ☐ Non Family Member

Telephone: ___________________________

Email: ___________________________
**SECTION B: PROGRAMME OF STUDY**

Within the suite of Graduate School of Business (GSB) programmes, the Postgraduate Certificate has been designed to open up wider opportunities for managers to improve their administrative performance through exposure to high-level administrative training.

The Postgraduate Certificate in Business Administration is offered in two streams: Financial Administration and Human Resource Management. It also provides a staircase into the Postgraduate Diploma in Business Administration programme. Those who complete either of these certificates may apply for admission to the Postgraduate Diploma in Business Administration or the Master of Business Administration (MBA), provided they have a GPA of 3.0, and if successful they will normally receive cross-credit for the three Postgraduate Certificate courses.

Programme:  
Select a stream by ticking a box:

- [ ] Financial Administration
- [ ] Human Resource Management

The Postgraduate Diploma in Business Administration is offered in two streams: for General Managers and Advanced Analytical Skills. It also provides a staircase into a Master of Business Administration programme. Those who complete the Postgraduate Diploma in Business Administration may apply for admission to the Master of Business Administration (MBA) programme, provided they achieve a GPA of at least 3.0, and if successful will normally receive cross-credit for the six postgraduate diploma courses.

Programme:  
Select a stream by ticking a box:

- [ ] General Managers
- [ ] Advanced Analytical Skills

Programme:  

**Master of Business Administration (MBA) programme**

i. Mode of study?  
- [ ] Full time  
- [ ] Part time

ii. Which campus do you wish to enroll in for this programme?

iii. Select your exam site:

- [ ] Lauca la
- [ ] Labasa
- [ ] Nadi
- [ ] Region

**SECTION C: DETAILS OF ACADEMIC AND PROFESSIONAL QUALIFICATIONS**

Please list your undergraduate and postgraduate programme below. In addition, certified photocopies of official transcripts from each of the tertiary institutions which you attended must be supplied with this application. The transcripts must contain the subjects taken and the grades/ marks for each subject. We regret that applicants who do not have at least a tertiary diploma will not normally be considered.

1. Institution | Year:
--- | ---
| Qualification | Major Area of study: | GPA:
2. Institution | Year:
--- | ---
| Qualification | Major Area of study: | GPA:
3. Institution | Year:
--- | ---
| Qualification | Major Area of study: | GPA:

*If you are awaiting graduation or completion from another tertiary institution, please submit a certified copy of your completion letter from that tertiary institution.*

**SECTION D: OTHER SCHOLARLY AND PROFESSIONAL ACHIEVEMENTS**

Provide details regarding undergraduate or postgraduate scholarships or awards received, membership of professional bodies, articles or books published and other similar information.

<table>
<thead>
<tr>
<th>Year</th>
<th>Awards/ Memberships, etc</th>
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SECTION F: CREDIT TRANSFER FOR PREVIOUS STUDY

Credit Transfer is a process for enabling students to have their learning experiences (typically whole courses) from another faculty or higher education institution recognised as equivalent in content and, particularly, learning outcomes to those within USP’s educational offerings.

Applications for Credit Transfer shall be processed at Student Administrative Services, but Schools and Departments shall provide assistance at the request of Student Administrative Services to determine particular Applications.

Students applying for Credit Transfer need to complete the Application for Credit Transfer (SAS 3.34.05) form available online at www.usp.ac.fj/forms and provide all information for courses passed elsewhere, such as:

a) A certified copy of the original grade report or transcript from the institution at which the course(s) was undertaken.

b) Course outline with readings, assessment and other critical information.

Note: For more information refer to the USP Handbook & Calendar under Credit Transfer Regulations on approved institution arrangements with other institutions.

SECTION G: PERSONAL STATEMENT

Your responses to questions in this section (ie Question G1, G2, and G3) are sought in order to learn more about you, assess your writing skills and to facilitate the consideration of your application.

Choose two questions from the three stated below. Your responses must be typed and attached to the application form.

The answer to the question should be about 100 to 200 words in length.

Please write your name on each page.

G1. What are you long-term objectives and how will a GSB programme from USP help you attain them? or

G2. What are your most significant achievements and why do you consider them to be so? or

G3. Identify two difficult work situations you have encountered and discuss the nature of the difficulties, indicating how you tackled them and what you learnt from them.

SECTION H: FINANCING OF STUDY

Will you be pursuing your study as a private student or will you be sponsored by your employer or some other organisation? (If this matter is yet to be resolved, state what your hopes/expectations are at the time of completing this form).
SECTION I: APPLICANTS WITH DISABILITY

The University of the South Pacific supports equal opportunities for those who wish to study at USP and will put in place the necessary support structures that will ensure the successful transition of students during their studies. To ensure that the needs of students with disabilities are adequately met, the University would like to actively encourage applicants to indicate any disability they may have and the type of support they may require at the University. Supporting documents should be attached with this form and should describe the disability and its impact on the applicant. Any disclosure on disability will be used solely for the University’s administrative purposes and will be treated with confidentiality.

SECTION J: LETTERS OF REFERENCE

Please attach two letters of reference. One from your current employer or supervisor; this letter must explain your job duties and evaluate your performance. The other can be from a lecturer, previous employer or supervisor, or other persons who are able to objectively assess your personal and professional conduct and academic credentials (e.g. local community leaders). No letters of reference written by your colleagues or relatives will be accepted.

SECTION K: MARKETING SURVEY

How did you find out about USP programmes and courses? Please tick the appropriate box(es) below:

- TV Advertising
- USP Open Day Brochures
- USP High School Outreach Program
- Newspaper Advertising
- USP Faculty Brochures
- Social Media (Facebook, Twitter, etc)
- Magazine Advertising
- USP Websites
- Family member or Friends
- Others ........................................................................... (e.g. Careers Expo, Roadshow, Fiji Showcase, etc...)

SECTION L: DECLARATION

I acknowledge that the University reserves the right to deny me admission to a programme or cancel my registration in any course(s) if the information given is incorrect or incomplete or if there is insufficient resources available at the University for me to successfully complete the programme which I have applied for.

Applicant’s signature: ____________________________ Date: DD / MM / YYYY

(Your Application will be deemed incomplete if you do not sign this form)

WHERE TO SEND YOUR COMPLETE APPLICATION FORM

Please send your application to:

MBA Admissions
Student Administrative Services
The University of the South Pacific
Private Mail Bag
Suva, FIJI

Contact Details:

Telephone: (+679) 323 1444
Facsimile: (+679) 323 1516
Email: mba@student.usp.ac.fj
1. Application vetted: ☐ COMPLETE ☐ INCOMPLETE ☐ HOLD ☐ PENDING RESULTS

Comments: ___________________________________________________________

Vetted by: ____________________________ Date: DD/ MM/ YYYY

2. Applicant’s Details entered in Banner and forwarded for assessment:

Entered by: ____________________________ Date: DD/ MM/ YYYY

3. Decision: ☐ APPROVED ☐ NOT APPROVED

Programme: ☐ Postgraduate Certificate in Business Administration (PGCBA) FA HRM

☐ Postgraduate Diploma in Business Administration (PGDBAD) AAS GM

☐ Master of Business Administration (MBA)

Mode of Study: ☐ Full time ☐ Part time ☐ Campus and Exam Site: __________________________

Notes by authorising officer on decision taken: __________________________________________________________

________________________________________________________

Signature: ____________________________ Date: DD/ MM/ YYYY

(Chair - Relevant Faculty Committee)

5. Banner Update: ☐ Marketing Survey ☐ Decision on Programme

Updated by: ____________________________ Date: DD/ MM/ YYYY

CLOSING DATES

The deadlines for the receipt of applications by the University at its Campuses are:

For Trimester I: 31 December
For Trimester II: 30 April
For Trimester II: 20 June

For more information please visit the USP website: www.usp.ac.fj/mba
The University of the South Pacific

www.usp.ac.fj

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