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For more information please visit [www.usp.ac.fj](http://www.usp.ac.fj)

**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.
I am pleased to welcome and introduce you to The University of the South Pacific (USP). As one of the only two regional universities in the world, USP has a 46 year tradition of provision of tertiary education for the Pacific region and beyond.

Choosing a university is an important step, and there are many factors that will influence your decision. At USP, we aim to give you the best opportunity in your chosen profession, and nothing is more satisfying to me than seeing our graduates stride out confidently into their careers.

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 and as of end of September 2014, we have over 42,886 alumni.

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 co-operatively 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 in 2015 and beyond.

[Signature]
Professor Rajesh Chandra
Vice-Chancellor and President

Over the years, over 42,886 (September 2014) graduates have successfully completed their studies. In 2014, the University enrolled 28,165 students studying at its campuses in its 12 member countries.
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 of the University 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 flexible learning in a variety of modes and technologies throughout USP’s 14 campuses and centres. Advanced communication technologies through USPNet are used to reach flexible learning students across the vast expanse of the Pacific Ocean.

The multi-cultural nature of the staff and student body gives 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, strategic research themes, 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 equivalent to the area of Denmark. Population vary in size from Niue with 1000 people to Fiji over 800,000. The total population is more than 2.1 million of our member countries.

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, high quality, recognition 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.
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;
- 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.

FROM GOOD TO EXCELLENT

In order to bring about a transformative change from good to excellent, the University will focus on the following:

- **People:** Investment in people, leadership and change management;
- **Quality:** An enhanced quality of teaching, learning, research and services, as measured through international accreditation of programmes;
- **Regional Campuses:** A comprehensive and time-lined development of regional campuses with improved governance and management to bring about equitable and sustainable growth;
- **Postgraduate Studies:** Significantly increased postgraduate enrolment, including PhD and Masters research, student success and supporting faculty;
- **Research:** A greater impact of research, to place USP amongst the leaders in selected priority areas, including Pacific societies and cultures, oceans and marine resources;
- **Global leadership:**
  - The lead institution in Pacific Studies/Arts and Culture;
  - Amongst the leading universities in the world in
    - ICT leveraged flexible learning and new pedagogies;
    - Pacific Ocean and Marine Resources;
- **An Enterprising University:** A university that produces students with entrepreneurial skills, as job creators, not just job seekers; and
- **Regional Exemplar:** in tertiary education and assisting national institutions where needed and appropriate.
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, life-long 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
• Diploma in Special and Inclusive Education

Bachelor of Arts
Courses for
• Major in Double Major: Education, Technical and Vocational Education (Technology, Food & Nutrition Studies)
• Minor: Education, Technology, Food & Nutrition Studies
• Minor: Information and Library Studies

Bachelor of Education - In Service
• Specialist Areas: Early Childhood Education, Primary Education, Special and Inclusive Education, Secondary Education
• Graduate Certificate in Education
• Bachelor of Arts & Graduate Certificate in Education
• Bachelor of Commerce & 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 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, Linguistics, Pacific Vernacular Language
• 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 Certificate in Gender Studies
• Postgraduate Diploma in Arts, Majors in History, Psychology, Social Policy & Administration, Sociology
• Master of Arts, Majors in History, Psychology, Social Policy, Sociology

PhD

SCHOOL OF LAW

Undergraduate
• Diploma in Prosecutions
• Bachelor of Laws (LLB)

Bachelor of Arts
Courses for
• Major in Double Major and Minor in Law
• Bachelor of Arts & Bachelor of Laws (Combined Degrees)
• Bachelor of Commerce & Bachelor of Laws (Combined Degrees)

Professional
• Professional Diploma in Legal Practice
• Professional Diploma in Legislative Drafting

Postgraduate
• Postgraduate Diploma in Law
• Masters of Environmental Law
• Master of Laws

PhD

SCHOOL OF SOCIAL SCIENCES

Undergraduate
• Certificate in Social and Community Work
• 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, Majors in History, Psychology, Social Policy & Administration, Sociology
• Master of Arts, Majors in History, Psychology, Social Policy, Sociology

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

General enquiries for 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 3232704; email: anilesh.singh@usp.ac.fj

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

Associate Dean, Learning and Teaching: Dr Salanieta Bakalevu, tel: +679 3232372; email: salanieta.bakalevu@usp.ac.fj

Associate Dean, Research and Internationalisation: Dr Cresantia Koya-Vakauta, tel: +679 32 32296; email: cresantia.koya-vakauta@usp.ac.fj

* The list is subject to change: Please refer to the online version of the Prospectus for an updated list.
**Vision**

An enterprising faculty that brings transformational opportunities to our students, individuals, communities and businesses in the South Pacific Region, through diversity, partnership and excellence in teaching and research.

**Mission**

To become the centre of excellence in education and scholarship, deliver innovative research, and teaching that is intellectually stimulating, provide an outstanding student learning experience, promote employability skills for our students and encourage our graduates to share their success, and promote the success of others.
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 (B Agr) 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
  • Diploma in Leadership, Governance and Human Rights

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
    - Academic Stream
    - 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

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 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 Supervised Research Project (SRP)
  • Master of Commerce 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 Commerce in Tourism Studies
  • PhD in Tourism Studies

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

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General enquiries for 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 32 321444; email: helpdesk@student.usp.ac.fj

General enquiries for Postgraduate Studies: Applications for admission to Postgraduate programmes at the Faculty should be addressed to: Shivani Sharma, Fiji. Tel: +679 32 32712; email: shivani.sharma@usp.ac.fj or Ilima Finiasi, Fiji. Tel: +679 32 31747; email: ilima.finiasi@usp.ac.fj

Acting Dean: Dr Kesaia Seniloli, tel: +679 3232084; email: kesaia.seniloli@usp.ac.fj

Associate Dean, Learning and Teaching: Associate Professor Manoranjan Mohanty, tel: +679 32 32537; email: manoranjan.mohanty@usp.ac.fj

Associate Dean, Research and Graduate Affairs: Associate Professor Gurmeet Singh, tel: +679 32 32464; 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 well-being of the people of the Pacific region.
UNDERGRADUATE PROGRAMMES

Bachelor of Arts Major Disciplines
• Computing Science
• Geography
• Information Systems
• Mathematics
• Mathematics with Statistics Emphasis

Bachelor of Arts – Prescribed Programme
• Bachelor of Arts (Environmental Management)
• Bachelor of Arts (Marine Management)

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)
• Bachelor of Science (Environmental Science)
• Bachelor of Network Centric Computing
• Bachelor of Software Engineering
• Bachelor of Engineering (Electrical & Electronic)
• Bachelor of Engineering (Mechanical)

POSTGRADUATE PROGRAMMES

School of Biological and 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
• Masters
  - 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 and Physics
• Postgraduate Diploma in Science
  - Physics
• Master of Science in
  - Engineering
  - Physics
• PhD
  - Engineering
  - Physics

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

School of Marine Studies
• Postgraduate Diploma in Arts
  - Marine Affairs
• Postgraduate Diploma in
  - 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

* The list is subject to change: Please refer to the online version of the Prospectus for an updated list.

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 or the Foundation Social Science Programmes, 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 pre-requisite courses needed for their intended further studies.

USP Foundation Science and Foundation Social Science Programmes are available by 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
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<tr>
<td>ECP01</td>
<td>Preliminary Economics</td>
<td>I and II</td>
<td>P</td>
<td>C</td>
</tr>
<tr>
<td>GEF01</td>
<td>Pacific Islands Geography I</td>
<td>I</td>
<td>F/P</td>
<td>L/C</td>
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<tr>
<td>GEF02</td>
<td>Pacific Islands Geography II</td>
<td>II</td>
<td>F/P</td>
<td>L/C</td>
</tr>
<tr>
<td>GEP01</td>
<td>Prelim Geography A: Physical</td>
<td>I</td>
<td>P</td>
<td>C</td>
</tr>
<tr>
<td>GEP02</td>
<td>Prelim Geography B: Human</td>
<td>II</td>
<td>P</td>
<td>C</td>
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<tr>
<td>HYP01</td>
<td>The Pacific and World War II</td>
<td>II</td>
<td>B/P</td>
<td>L/C</td>
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<tr>
<td>ISF21</td>
<td>Computer Literacy</td>
<td>I and II</td>
<td>F/O and B/O</td>
<td>L/L/C</td>
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<tr>
<td>ISP21</td>
<td>Intro to Information Com and Tech</td>
<td>I/II</td>
<td>O</td>
<td>C</td>
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<td>LLF11</td>
<td>Communication and Study Skills</td>
<td>I and II</td>
<td>F/P</td>
<td>L/C</td>
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<tr>
<td>LLF14</td>
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<td>I and II</td>
<td>F/P</td>
<td>L/C</td>
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<td>I/II</td>
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<td>L/C</td>
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<td>LLLF22</td>
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<td>I/II</td>
<td>F</td>
<td>L/SC</td>
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<td>F</td>
<td>L/SC</td>
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<td>MAF11</td>
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<td>II</td>
<td>F/P</td>
<td>L/C</td>
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<td>MAP11</td>
<td>Preliminary Mathematics Soc.Science</td>
<td>I and II</td>
<td>P</td>
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<td>MAP12</td>
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<td>OSF01</td>
<td>Introduction to Official Statistics</td>
<td>I and II</td>
<td>P/F</td>
<td>C/SC</td>
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<td>PHF02</td>
<td>Foundation Physics A</td>
<td>I</td>
<td>F/P</td>
<td>L/C</td>
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<td>F/P</td>
<td>L/C</td>
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<td>PHP02</td>
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<td>P</td>
<td>C</td>
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<td>P</td>
<td>C</td>
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<tr>
<td>PLF01</td>
<td>Issues in the Pacific</td>
<td>II</td>
<td>F/P</td>
<td>L/C</td>
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<tr>
<td>PLP01</td>
<td>New Forces in the Pacific</td>
<td>II</td>
<td>P</td>
<td>C</td>
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<tr>
<td>SOF01</td>
<td>The Study of Society and Culture</td>
<td>I</td>
<td>O/P</td>
<td>L/C</td>
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<tr>
<td>SOF02</td>
<td>Introduction to Pacific Societies</td>
<td>II</td>
<td>F/P</td>
<td>L/C</td>
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<td>SOP01</td>
<td>Pl. Cultural Anth. in the Pacific</td>
<td>I/II</td>
<td>P</td>
<td>C</td>
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<td>TEF02</td>
<td>Introduction to Technology A</td>
<td>I</td>
<td>F/P</td>
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<tr>
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<td>Preliminary Technology</td>
<td>I and II</td>
<td>P</td>
<td>C</td>
</tr>
</tbody>
</table>

* The list is subject to change: Please refer to the online version of the Prospectus for an updated list.
CVCE provides high quality skills based programmes and short trainings for employment opportunities, pathways for higher studies at USP and for career advancements. Explore more about the following programmes in three (3) disciplines;

**BUSINESS, TOURISM AND HOSPITALITY PROGRAMMES**

- Professional Diploma in Business Management
- Diploma in Accounting (Level 5)
- Diploma in Office Management (Level 5)
- Certificate IV in Project Management
- Certificate IV in Office Management
- Certificate IV in Human Resource Management
- Certificate IV in Accounting
- Certificate III in Commercial Cookery
- Certificate IV in Hospitality Operations (Events, Food & Beverage and Front Office)

**EDUCATION & HUMANITIES PROGRAMMES**

- Certificate in Early Childhood Education (Level III)
- Certificate in Community Development (Level III)
- Certificate IV in Early Childhood Education and Care
- Certificate in Library/Information Studies (Level IV)
- Certificate IV in Professional Training, Assessment & Evaluation

**SCIENCE AND TECHNOLOGY PROGRAMMES**

- Certificate IV in Information Technology (Support)
- Diploma in Information Technology (Level 5)

**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

For further information, please contact CVCE at Statham Campus on (679) 3231223/3231224, email: cvce@usp.ac.fj or visit www.usp.ac.fj/cvce
Your pathways to higher education at USP

**FORM 6**
- 250 AND ABOVE MARKS → UNCLASSIFIED PRELIMINARY
- 200 - 249 MARKS → FULL PRELIMINARY
- LESS THAN 200 MARKS → VOCATIONAL @ USP

**FORM 7**
- 250 AND ABOVE MARKS → UNCLASSIFIED FOUNDATION
- 200 - 249 MARKS → FULL FOUNDATION
- LESS THAN 200 MARKS → VOCATIONAL @ USP

**FOUNDATION PROGRAMMES**
The College of Foundation Studies offers and coordinates the following courses at the Foundation level through multiple modes. Accounting, Agriculture, Biology, Chemistry, Communication and Study Skills, Computing, Economics, Geography, History, Politics, Languages, Mathematics, Physics, Sociology, Technology.

**DEGREE PROGRAMMES**

Note: Students are required to meet their individual programme requirements.

For a more detailed listing of the programmes, please visit: www.usp.ac.fj/programme
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 Deputy Vice-Chancellor (Research and International), the Research Office is a unit within the University dedicated to meeting the need for the 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 region, undertaking research that recognises the uniqueness of Pacific Islands 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

The research portfolio at the University is the responsibility of the Deputy 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 Strategic Research Themes;
• 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 Deputy 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 coordinated 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 coordinators.

Faculty Research Committees are chaired by the Associate Dean Research.

Research Governance

The Deputy 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:

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

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 region.
USP INTERNATIONAL
www.usp.ac.fj/international

CONTACT US
USP International
The University of the South Pacific
Laucala Campus
Suva, Fiji

Tel: +679 323 2743
Fax: +679 323 2001
Email: international@usp.ac.fj
http://international.usp.ac.fj
www.facebook.com/usp.international.office
Why Study at USP?

1. Unique experience
Located in the hub of the South Pacific region, USP attracts 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 are 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 field trips 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
USP believes in providing quality services to our students – both in student support and learning and teaching. Amongst the top 50 in the Oceania region, we strive towards improving our services and encouraging students to achieve high academic results. USP prides itself 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, USP offers the best costs for your university studies. Tuition fees, visas fees and cost of living are much cheaper than most universities.

5. Technology
USP's newly constructed ICT Centre, funded by the Japanese Government is one of the largest in the Pacific region. With over twenty computer labs and more than 1000 computers, USP is well-equipped to provide effective and efficient internet services to its students. Teleconference and satellite facilities provide connection to USP’s 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 Pacific region is influenced by a maritime climate, which means the weather is influenced by the ocean. There are two seasons in the Pacific – winter and summer. Year-round temperatures average 20-30 degrees Celsius.

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, Melanesians, Caucasians, Chinese and Indians. Staff and students travel from within the 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 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 are always happy to assist students during semester breaks and weekends or whenever they are needed, so visit 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 region, undertaking research that recognises the uniqueness of Pacific Islands environments and society and 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 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.

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; and
- Notarized copy of your birth certificate.

Study Permit Fee:
- Undergraduate, IEP 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.

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.
Where do I submit my application?

Once your application is complete and you have all your documents, please post to the address below. You are to post your 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

Student permit payment

Payment for student permit 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.

What if I need an extension?

Current registered international students who would like to renew their study permit for further studies will have to submit an application for extension to USP International office at least 2 weeks before expiration. International office will liaise with Fiji 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; and
- 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:

- Courier 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.
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
Pratish Raj; Campus Life Administration Coordinator
The University of the South Pacific; Laucala Campus, Suva, Fiji
Tel: 679 32 32351; Fax: 679 32 31535; Email: pratish.raj@usp.ac.fj
Email: campuslife@usp.ac.fj
ON CAMPUS

Laucala Campus has 11 Halls of Residence and 31 units for married students. A newly constructed 4 buildings (96 beds) was available from Semester 2, 2014 with an additional 2 buildings (48 beds) currently under construction for occupancy in 2015. In 2015 we will have a few vacancies in the student family units and 1013 beds in the Halls. 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 registered full time students as follows:

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

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; and Students from outside the greater Suva area.

The Halls of Residence organises a variety of activities to encourage interaction and for students’ personal development. Through such undertakings the University hopes that you will have the chance to make long-lasting friendships.

In order to smoothen your transition from high school and home to university and campus life, the Halls separate first year students from returning students. In the first year housing special programmes and support services are also 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>10/11th Hall</th>
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<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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<td>Semester Accomodation</td>
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<td>$1021.00</td>
<td>$1215.00</td>
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<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>
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<td>Health Fee</td>
<td>$60.00</td>
<td>$60.00</td>
<td>$60.00</td>
<td>$60.00</td>
</tr>
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</table>

Notes

- Semester 1 is from Monday 16 February to Friday 19 June, 2015.
- Semester 2 is from Monday 20 July to Friday 20 November, 2015.
• 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 and recycling bins on the campus which are emptied regularly. Do not drop rubbish, nor write graffiti, harm trees, shrubs or flowers. Read the University Discipline Ordinance for more information on the penalties and consequences for defacing or damaging USP property.

Counselling Center
USP Counselling Centre is located directly behind the Westpac Bank on the campus. USP Counselling service is free of charge for USP students and staff members.

Counselling is a highly confidential process that can assist you to:
• Work on ways to improve your well-being;
  build your confidence, create personal success;
• Build strength and resilience for your academic and professional achievement;
• Deal with personal crisis and/or difficulties and/or strong feelings;
• Improve your professional and personal relationships;
• Answer questions about holistic health such as mental health, reproductive health, stress management; and
• Explore ways to make effective changes in areas of your life where you feel stagnating and/or unhappy.

USP Counselling team consists of three highly qualified Counselling Psychologists who will professionally assist you, while fully respecting your cultural, spiritual and personal convictions.

For further details contact us on:
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. USP Career Centre at Campus Life offers a wide range of Career Development Programmes which students are able to access. These 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; and
• Volunteerism and community work.

So, if you are serious about the Career that you have always wanted to do when you graduate, please book an appointment with USP Career Centre and talk to our dedicated staff who will assist you with your Career needs.

USP now has its own Careerhub Portal which its Students, Alumni and Staff can easily access by using their Student ID Number and Password and tap into a range of information and services that will assist in your future career or entrepreneurial calling.

Some exciting features of USP CareerHub include:
• Viewing Job Vacancies listings across Fiji and in our other Pacific member Countries;
• Opportunity to post your E-portfolio;
• Obtain information on USP Career Events, Career Workshops and Seminars;
• Develop your own resume and download resume templates;
• Make online appointments to meet staff at USP Careers office (Laucala);
• Access FAQs and fact sheets on Career Topics such as Interview skills/How to Write Application letter;
• Current Student Detailed Information and Profiles;
• Latest Career News and much more;
• View online videos on Small Business Incubator Workshop presentations under Resources; and
• Access the latest employment links with our Regional Countries.

Please click on the link below, http://careerhub.usp.ac.fj to take you to the USP CareerHub Portal Page.

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

Office Hours are:
Monday to Thursday: 8.00am – 4.30pm
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

Disability Resource Centre (DRC)

USP is fully committed to providing an accessible and inclusive learning environment and welcomes all students with disabilities who have chosen to pursue tertiary studies at USP.

In the 2013 USP Disability Inclusiveness Policy, the term “Disability” is very broad and tries to include: “Persons with disabilities include those who have a short or long-term physical, mental, intellectual or sensory impairment which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others”.

The policy is a comprehensive document that details the proactive support strategies and access arrangements that the University has put in place to enhance inclusiveness. Whilst students and staff are not required or obliged to disclose a disability or health condition, it is strongly recommended that you disclose at your earliest so that reasonable accommodations can be made to support your studies.

USP Disability Resource Centre works with other departments, sections and staff in the University to remove learning barriers for students with disabilities and provide appropriate information, services, assistive technologies and practical support. We would strongly recommend that you contact staff at the Disability Resource Centre to discuss any accommodations or arrangements.

Please note that it is your responsibility to contact Disability Resource Centre as early as possible.
so that together, we may work out appropriate strategies and support that you will need to ensure that you are able to cope with your studies at USP. It is important to bear in mind that whilst the University will make every effort to assist in providing the accommodations that you need to support your tertiary studies, available resources are limited and we cannot guarantee 100% support at all times.

Please ensure that you identify the types of support and accessible arrangements you may need and come forward early in the semester to talk to the Disability Resource Centre team – ideally, before the beginning of each semester. Failing to do so may affect your chances of receiving certain support services that you are eligible for.

The University looks forward to meeting you and providing support services that will enhance your University experience. For more information about the support and services provided through the Disability Resource Centre, please visit our website at http://www.usp.ac.fj/campuslife/drc or come by for a chat with our friendly support staff.

USP wishes you a successful and accessible tertiary experience for the new academic year!

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;
- The following costs are met by the scheme:
  - 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);
- 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 Campus Life 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/sem</td>
</tr>
<tr>
<td>Regional Student’s Spouse</td>
<td>$60.00/sem</td>
</tr>
<tr>
<td>Regional Student’s children</td>
<td>$30.00 per child/sem</td>
</tr>
</tbody>
</table>

**USP HEALTH AND WELLNESS CENTRE OPENING HOURS**

**DURING SEMESTERS**

Monday to Friday                  8.00am to 7.30pm

**DURING SEMESTER BREAKS**

Monday to Thursday                8.00am to 4.30pm

Friday                             8.00am to 4.00pm

Closed during weekends & Public Holidays

**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 comprises 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, alumni and community members to enjoy.
We understand that physical activity and recreation complement your academic endeavours and enhance your University experience.

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

We invite you to 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: 10:00am-6:00pm

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

**Security Department**

The Security Department 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

**Members Testimonial**

“Adjuncts for the workout are readily available e.g range of cold drinks, cold water dispensers, clean towels and good variety of music”

“The Fitness Centre has been exciting and rewarding in more ways than just a workout place”
The University’s 13 Regional Campuses (outside Laucala) support the University’s commitment to serve the educational needs of the region and its member countries. Since their establishment, Regional Campuses have continued to grow in size and currently comprise around 36% of total USP enrolments.

Regional Campuses offer students the opportunity to study in their own country and combine work and study, making tertiary study accessible and affordable. Programmes can be completed at Regional Campuses in a variety of modes including, Face-to-Face, On-line, Flexible & Blended.

While the majority of regional campus students study part time in flexible mode, an increasing number of degree programmes are being offered in Face-to-Face mode, with students, organised in cohorts, completing their entire programme at Regional Campuses.

Full programmes offered in cohort mode at Regional Campuses have included the Master of Business Administration, Bachelor of Commerce (Accounting/Management), Diploma in ECE, B.Ed (Primary), B.Ed (ECE), Masters in Education, and Post Graduate Diploma in International Affairs.

Modernisation and upgrading Regional Campuses is currently being addressed and will add more facilities at most Campuses to enhance the student learning experience. Throughout the region, campuses are linked to Laucala via USP’s own IT infrastructure enabling students to study and participate in online teaching from home.
REGIONAL CAMPUSES CONTACT

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: +685 21085
Fax: +685 22933
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
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
Fax: +674 23424
E-mail: maryanne.talagi@usp.ac.fj
Office hours: Mondays to Fridays, 8:00am – 4:00pm

NIUE
USP NIUE CAMPUS
Acting Director: Ms Maryanne Talagi
Postal address: PO Box 31, Alofi, Niue
Tel: +685 21671
Fax: +685 22933
E-mail: vaa_r@samoa.usp.ac.fj or enquires@samoa.usp.ac.fj
Office hours: Mondays to Fridays, 8:00am – 4:30pm
After hours: Main gate: +685 21671
Ext 222 OR +685 23083

SAMOA
ALAFUA CAMPUS
Acting Director: Ms Ruby Va’a
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 enquires@samoa.usp.ac.fj
Office hours: Mondays to Fridays, 8:00am – 4:30pm

SAVAI’I CENTRE
Address: c/o Salelologa Public Library
Contact: Part-time Coordinator: taiaopo_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@samoan.usp.ac.fj

**KINGDOM OF TONGA**

**USP TONGA CAMPUS**

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

**HA’APAI CENTRE**

Asst. Coordinator: Ms Talei Ulufonua  
Tel: +676 60099  
E-mail: talei.ulufonua@gmail.com

**VAVA’U CENTRE**

Coordinator: Mrs. Tupou Nonu  
Tel: +676 70545  
E-mail: Tupou.onou@gmail.com

**TUVALU**

**USP TUVALU CAMPUS**

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

**VANUATU**

**EMAILUS CAMPUS**

Campus Manager: Ruben Bakeo Markward  
The University of the South Pacific, Private Mail Bag 9072, Port Vila, Vanuatu.  
Tel: +678 23988 or 22748  
Direct Ext.: 139  
Fax: +678 24371  
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  
Email: 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  
Email: jimmyliza4@gmail.com

**MALAMPA CENTRE**

Coordinator: (Vacant)  
Postal Address: Norsup, Malekula, Vanuatu
ENROLMENT REQUIREMENTS

Applying to USP

Students applying to USP directly from high school must have attempted either the Fiji School Leaving Certificate (Form 6 or Year 12) or the Fiji Seventh Form Examination (Form 7 or Year 13). There are particular entry requirements for some programmes, but the minimum mark required is 250 with a pass in English and three other subjects.

If you do not meet this minimum requirement, you may still be eligible to study at USP but will have to complete some courses at Preliminary (Form 6 or Year 12) or Foundation (Form 7 or Year 13) level before being admitted to your chosen degree.

Mature Student Admission Criteria

A person who has not passed a Senate recognised Form 7 or Year 13 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 successfully complete the programme.

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 5.00pm  
Friday: 8.30am to 4.30pm  
Closed on Weekends and Public Holidays.  
Call Centre Hours:  
Monday to Thursday: 8.00am to 5.00pm  
Fridays: 8.00am to 5.00pm  
Closed on Weekends and Public Holidays.

### Form 6 or Year 12: 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>200 - 249</td>
<td></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>
## ENROLMENT REQUIREMENTS

### Form 7 or Year 13: 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 |
<table>
<thead>
<tr>
<th>Score Range</th>
<th>Courses Required</th>
<th>Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>At least 250 out of 400</td>
<td>Passed 4 subjects including English, Biology, Chemistry plus either Maths, Agriculture, or Physics</td>
<td>Bachelor of Agriculture</td>
</tr>
<tr>
<td>At least 250 out of 400</td>
<td>Passed 3 or less subjects; or failed English; or failed a subject required for a specific major</td>
<td>Unclassified Foundation Programme</td>
</tr>
<tr>
<td>200 - 249</td>
<td></td>
<td>Unclassified Foundation Programme</td>
</tr>
<tr>
<td>Below 200</td>
<td>Foundation</td>
<td>Full Foundation</td>
</tr>
</tbody>
</table>

Bachelor’s degrees differ in the time taken to complete depending on the major 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 respectively. 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.
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*. (available online from November)

(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 (4) subjects including English, with at least three (3) ‘B’ grades and one (1) ‘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.

(b) Students who attain a score of 200-249 in Form 7 will be required to register for the Foundation equivalent
of the Form 7 subjects failed. They may take up to three Degree courses in subjects in which they have
attained the mark of 65% or more, subject to (a) and (b) below:

(i) Students scoring between 240 – 249 must register for at least one Foundation course and not
more than two degree courses. Students who fail two Form 7 subjects will be required to register
for two Foundation courses and may register for 2 degree courses, whilst students who
fail three Form 7 subjects will be required to register for three Foundation courses and
may register for one degree course.
Students scoring between 200 - 239 must register for at least two Foundation courses and not more than one degree course. However, a student who has failed three Form 7 subjects will be required to register for three Foundation courses and may register for one degree course.

In addition to the above, subject to Form Seven English mark, any person who scores below 40% will also be required to pass LLF11 and LLF14. However a person who scores between 40% and 49% (both marks being included) will only be required to do LLF11.

2.5 Criteria for Admission with Standing
A person seeking admission under Clause 2.2 (c) shall normally have completed a tertiary qualification for which USP credit transfers are allowable.

2.6 Mature Student Admission:
(a) A person who does not meet the requirements in clauses 2.2 (a), (b), (c) or (e) may be admitted as a mature 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.
(b) The decision of Senate or its delegate shall take into account the person’s academic background, and nature of their employment and experience.
(c) A mature applicant may be required to pass a course or courses that Senate may prescribe as a prerequisite for admission to a specific programme.

2.7 Pre-degree Student Admission
(a) To be admitted as a pre-degree student a person shall have:
   (i) passed a Form 6 or equivalent examination as outlined in Clause 2.8; or
   (ii) having not passed a Form 6 or equivalent examination must proceed as prescribed in Clause 2.9 below.
(b) A person admitted to the University under Clause 2.2 (e) shall be eligible to register only for courses at the pre-degree level until they have met the criteria required in any other section of Clause 2.2.

2.8 Form 6 or Year 12 Equivalent Examinations
A person seeking admission under Clause 2.7 (a) (i) shall have:
(a) in the Fiji School Leaving Certificate 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 SPBEA Pacific Senior Secondary Certificate, achieved
   (i) an aggregate of not more than 12 in English plus three other subjects, and
   (ii) not more than 4 in any of the four subjects; or
(c) completed studies at Form 6 level deemed equivalent by Senate or its delegate to 2.8 (a) to (b) above.

2.9 Failure to Meet USP Requirements
Fiji School Leaving Certificate
(a) Students who attain a score of 250 but pass fewer than four subjects will be admitted to the Unclassified Preliminary Programme and required to register for one or two Preliminary courses, to become eligible for Foundation studies. They may take up to three Foundation courses provided their semester registration does not exceed four courses.
(b) Students who attain a score of 200-249 in Form 6 will be required to register for the Preliminary equivalent of the Form 6 subjects failed. They may take up to three Foundation courses in subjects in which they have attained the mark of 65% or more, subject to (a) and (b) below.
   (i) Students scoring 240 – 249 must register for at least one Preliminary course and not more than two Foundation courses. Students who fail two Form 6 subjects will be required to register for two Preliminary courses and may register for 2 Foundation courses, while students who fail three Form 6 subjects will be required to register for three Preliminary courses and one Foundation course.
   (ii) Students scoring 200-239 must register for at least two Preliminary courses and not more than one Foundation course. However, if a student has failed three Form 6 subjects he/she will be required to register for three Preliminary courses and one Foundation course.
In addition to the above, subject to Form Six English mark, any person who scores below 40% will also be required to pass LLP13 and LLP14. However, a person who scores between 40% and 49% (both marks being included) will only be required to do LLP13.

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;
   (c) or at a date specified by the University.

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 or 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. This scheme of arrangement is only applicable to students studying in other campuses except for those campuses which currently adopt the upfront fee payment schemes.

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 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.

15.0 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
## 2015 FEES SCHEDULE

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

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*The fees may be subject to change: Please refer to the online version of the Prospectus 2015 for an updated list.*
### 300-Level

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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.

* The fees may be subject to change. Please refer to the online version of the Prospectus 2015 for an updated list.
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<tr>
<td>Continuing Education</td>
<td>250</td>
<td>240</td>
<td>220</td>
<td>160</td>
<td>455</td>
<td>610</td>
<td>220</td>
<td>19,950</td>
</tr>
<tr>
<td>Course Materials (School based Foundation ONLY)</td>
<td>60</td>
<td>65</td>
<td>60</td>
<td>40</td>
<td>105</td>
<td>140</td>
<td>55</td>
<td>4,545</td>
</tr>
</tbody>
</table>

### FIELD TRIP FEES 2015

<table>
<thead>
<tr>
<th>Course Level</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bands (FJS)</strong></td>
<td></td>
</tr>
<tr>
<td><strong>100-level</strong></td>
<td></td>
</tr>
<tr>
<td>BI02</td>
<td>$20</td>
</tr>
<tr>
<td>Other</td>
<td>$50</td>
</tr>
<tr>
<td>BI102</td>
<td>$10</td>
</tr>
<tr>
<td>Tourism</td>
<td>$100</td>
</tr>
<tr>
<td><strong>200-level</strong></td>
<td></td>
</tr>
<tr>
<td>BI201</td>
<td>$10</td>
</tr>
<tr>
<td>BI202</td>
<td>$10</td>
</tr>
<tr>
<td>BI207</td>
<td>$100</td>
</tr>
<tr>
<td>PH202</td>
<td>$85</td>
</tr>
<tr>
<td>Tourism</td>
<td>$200</td>
</tr>
<tr>
<td><strong>300-level</strong></td>
<td></td>
</tr>
<tr>
<td>BI304</td>
<td>$50</td>
</tr>
<tr>
<td>BI302</td>
<td>$150</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Level</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bands (FJS)</strong></td>
<td></td>
</tr>
<tr>
<td><strong>400-level</strong></td>
<td></td>
</tr>
<tr>
<td>Tourism</td>
<td>$300</td>
</tr>
</tbody>
</table>

* The fees may be subject to change. Please refer to the online version of the Prospectus 2015 for an updated list.
### Course Level Bands (FJ$)

<table>
<thead>
<tr>
<th>Course</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>BI442</td>
<td>$15</td>
</tr>
<tr>
<td>CH414</td>
<td>$75</td>
</tr>
<tr>
<td>PH414</td>
<td>$20</td>
</tr>
<tr>
<td>PH416</td>
<td>$70</td>
</tr>
</tbody>
</table>

**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.

### POSTGRADUATE COURSES - ON CAMPUS (PER COURSE)

<table>
<thead>
<tr>
<th></th>
<th>LAUCA</th>
<th>ALAFUA</th>
<th>EMALUS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FJS</td>
<td>Tala</td>
<td>Vatu</td>
</tr>
<tr>
<td><strong>Regional Fee</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<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><strong>Third Country Fee</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>400 - level course</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><strong>International Fee</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>400 - level course</td>
<td>p/c</td>
<td>4,220</td>
<td>7,685</td>
</tr>
<tr>
<td>400 - level course (from 2011)</td>
<td>p/a</td>
<td>21,265</td>
<td>38,715</td>
</tr>
<tr>
<td>MBA Programme (from 2011)</td>
<td>p/a</td>
<td>26,250</td>
<td>47,800</td>
</tr>
</tbody>
</table>

### THESIS - FACE-TO-FACE

(For Degree of Masters and PhD)

<table>
<thead>
<tr>
<th></th>
<th>LAUCA</th>
<th>ALAFUA</th>
<th>EMALUS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FJS</td>
<td>Tala</td>
<td>Vatu</td>
</tr>
<tr>
<td><strong>Regional Fee</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full-time</td>
<td>p/a</td>
<td>4,200</td>
<td>7,690</td>
</tr>
<tr>
<td>Part-time</td>
<td>p/a</td>
<td>2,100</td>
<td>3,855</td>
</tr>
<tr>
<td><strong>Third Country Fee</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full-time</td>
<td>p/a</td>
<td>12,600</td>
<td>23,030</td>
</tr>
<tr>
<td>Part-time</td>
<td>p/a</td>
<td>6,300</td>
<td>11,530</td>
</tr>
<tr>
<td><strong>International Fee</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full-time</td>
<td>p/a</td>
<td>16,800</td>
<td>30,765</td>
</tr>
<tr>
<td>Part-time</td>
<td>p/a</td>
<td>8,420</td>
<td>15,385</td>
</tr>
<tr>
<td>Full-time (from 2011)</td>
<td>p/a</td>
<td>25,200</td>
<td>46,030</td>
</tr>
</tbody>
</table>

### RESEARCH - ON CAMPUS (PER ANNUM)

(Pro-rated for student time at USP)

<table>
<thead>
<tr>
<th></th>
<th>LAUCA</th>
<th>ALAFUA</th>
<th>EMALUS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FJS</td>
<td>Tala</td>
<td>Vatu</td>
</tr>
<tr>
<td><strong>Regional Fee</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>p/a</td>
<td>6,090</td>
<td>10,005</td>
</tr>
<tr>
<td><strong>Third Country Fee</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>p/a</td>
<td>6,090</td>
<td>10,005</td>
</tr>
<tr>
<td><strong>International Fee</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>p/a</td>
<td>7,310</td>
<td>11,995</td>
</tr>
</tbody>
</table>

### PROFESSIONAL DIPLOMA PROGRAMMES

<table>
<thead>
<tr>
<th></th>
<th>REGIONAL</th>
<th>THIRD COUNTRY</th>
<th>INTL.</th>
</tr>
</thead>
<tbody>
<tr>
<td>PDLP (per programme)</td>
<td>p/p</td>
<td>7,405</td>
<td>14,815</td>
</tr>
<tr>
<td>PDLD (per programme)</td>
<td>p/p</td>
<td>2,490</td>
<td>4,975</td>
</tr>
</tbody>
</table>

**KEY:**
- per course (p/c), per annum (p/a), per programme (p/p), per academic year (p/a.y)
- Third Country tuition fees = three times Regional fee
- International tuition fee = four times Regional fee for 2010 & prior enrolments
- International tuition fee for Postgraduate, MBA and Masters/ PhD students enrolled from 2011 is at the flat rate per year.

*The fees may be subject to change: Please refer to the online version of the Prospectus 2015 for an updated list.*
### NON-TUITION FEES AND CHARGES FOR 2015

<table>
<thead>
<tr>
<th>OTHER FEES AND CHARGES</th>
<th>LAUCALA</th>
<th>ALAFUA</th>
<th>EMALUS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GENERAL SERVICES FEE</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Students are required to pay this fee each semester. Students on short courses pay a pro-rata fee</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All students (on campus and FL)</td>
<td>p/a</td>
<td>100</td>
<td>140</td>
</tr>
<tr>
<td>Other FL students ***</td>
<td>p/a</td>
<td>67</td>
<td>95</td>
</tr>
<tr>
<td>Emalus on-campus students</td>
<td>p/a</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>BOOK ALLOWANCE</strong> (Recommended)</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Law Programme</td>
<td>p/a.y</td>
<td>1,620</td>
<td>-</td>
</tr>
<tr>
<td>MBA Programme</td>
<td>p/c</td>
<td>165</td>
<td>255</td>
</tr>
<tr>
<td>Other</td>
<td>p/a.y</td>
<td>1,030</td>
<td>1,430</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>RESIDENTIAL</strong> (per Academic year)</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Quarters Small</td>
<td>1,835</td>
<td>12,360</td>
<td>598,000</td>
</tr>
<tr>
<td>Single Quarters Medium</td>
<td>2,270</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Single Quarters Large</td>
<td>2,700</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>New Hostel</td>
<td>5,000</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Married Quarters - Catalina</td>
<td>p/a.y</td>
<td>4,815</td>
<td>-</td>
</tr>
<tr>
<td>Married Quarters - 9th Hall</td>
<td>p/a.y</td>
<td>4,425</td>
<td>-</td>
</tr>
<tr>
<td>Married Quarters - 6 &amp; 8th Hall</td>
<td>p/a.y</td>
<td>4,060</td>
<td>-</td>
</tr>
<tr>
<td>Married Quarters - 2nd/4th &amp; 5th</td>
<td>p/a.y</td>
<td>3,670</td>
<td>-</td>
</tr>
<tr>
<td>Married Quarters - Others</td>
<td>-</td>
<td>-</td>
<td>412,000</td>
</tr>
</tbody>
</table>

**Student Daily Rates for casual/temporary stay**

| Single Room                         | p/d     | 15     | -      | -      |
| 10th Hall Apartment Style - per person/night | p/d | 20     | -      | -      |

**Married Quarters**

| Catalina                           | 22      | -      | -      |
| 9th Hall                           | 20      | -      | -      |
| 8th Hall                           | 19      | -      | -      |
| 2nd/4th/5th/Halls                  | 17      | -      | -      |

**Visitor Group Bookings**

**USP organised/sponsored**

| Single Room - per person/night     | 35      | -      | -      |
| Twin Room - per person/night       | 25      | -      | -      |
| 10th Hall Apartment Style - per person/night | 45     | -      | -      |
| Married Quarters - per night       | 50      | -      | -      |

***For Lautoka, Labasa and Maritime students only***

* The fees may be subject to change. Please refer to the online version of the Prospectus 2015 for an updated list.
Other groups

<table>
<thead>
<tr>
<th></th>
<th>LAUCALA</th>
<th>ALAFUA</th>
<th>EMALUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Room - per person/night</td>
<td>40</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Twin Room - per person/night</td>
<td>30</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>10th Hall Apartment Style - per person/night</td>
<td>55</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Married Quarters - per night</td>
<td>60</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Guest Rooms - single</td>
<td>3,000</td>
<td>4,500</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>LAUCALA</th>
<th>ALAFUA</th>
<th>EMALUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charge for late withdrawal + 25% overhead charge (Laucala only)</td>
<td>65</td>
<td>90</td>
<td>4,640</td>
</tr>
<tr>
<td>Change of room fee</td>
<td>20</td>
<td>-</td>
<td>2,060</td>
</tr>
<tr>
<td>Change of MQ fee</td>
<td>30</td>
<td>-</td>
<td>5,150</td>
</tr>
<tr>
<td>Room Retention fee</td>
<td>-</td>
<td>-</td>
<td>160</td>
</tr>
<tr>
<td>Lost or damaged item (Based on cost of replacement/repair)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hire of mattress to outside groups - per mattress/night</td>
<td>8</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Laundromat tokens - one token per wash</td>
<td>3</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

**OTHER FEES & CHARGES CONTINUED**

<table>
<thead>
<tr>
<th></th>
<th>LAUCALA</th>
<th>ALAFUA</th>
<th>EMALUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEALTH SERVICE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Per Student p/a/y</td>
<td>120</td>
<td>175</td>
<td>17,305</td>
</tr>
</tbody>
</table>

**ENROLMENT PENALTIES**

<table>
<thead>
<tr>
<th></th>
<th>LAUCALA</th>
<th>ALAFUA</th>
<th>EMALUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Failure to pre-enrol</td>
<td>-</td>
<td>-</td>
<td>3,710</td>
</tr>
<tr>
<td>Late Admission Application Fee</td>
<td>65</td>
<td>90</td>
<td>3,710</td>
</tr>
<tr>
<td>Late Registration Fee</td>
<td>60</td>
<td>90</td>
<td>3,710</td>
</tr>
<tr>
<td>Late Payment Fees First 4 weeks from fee payment deadline</td>
<td>125</td>
<td>175</td>
<td>7,725</td>
</tr>
<tr>
<td>Late Payment Fees Next 4 weeks</td>
<td>150</td>
<td>210</td>
<td>9,270</td>
</tr>
<tr>
<td>Late Payment Fees Thereafter</td>
<td>200</td>
<td>280</td>
<td>12,360</td>
</tr>
</tbody>
</table>

****including Laucala, Lautoka, Labasa & Maritime

**LIBRARY**

<table>
<thead>
<tr>
<th></th>
<th>LAUCALA</th>
<th>ALAFUA</th>
<th>EMALUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Suva DFL Students</td>
<td>20</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

**EXTERNAL BORROWERS**

Institutions that have MOA/MOU with USP

<table>
<thead>
<tr>
<th></th>
<th>LAUCALA</th>
<th>ALAFUA</th>
<th>EMALUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student - (up to a max of 5 items)</td>
<td>20</td>
<td>-</td>
<td>620</td>
</tr>
<tr>
<td>Staff - (up to a max of 5 items)</td>
<td>65</td>
<td>80</td>
<td>3,190</td>
</tr>
</tbody>
</table>

* The fees may be subject to change: Please refer to the online version of the Prospectus 2015 for an updated list.
No formal relationship with USP

<table>
<thead>
<tr>
<th>Category</th>
<th>FJ$</th>
<th>Tala</th>
<th>Vatu</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual borrowers (no more than one item)</td>
<td>65</td>
<td>80</td>
<td>3,190</td>
</tr>
<tr>
<td>Individual borrowers (for two to a max of five item)</td>
<td>245</td>
<td>300</td>
<td>-</td>
</tr>
<tr>
<td>Individual borrowers (Pacific Collection only 1-10 days)</td>
<td>30</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

**Others**

<table>
<thead>
<tr>
<th>Category</th>
<th>FJ$</th>
<th>Tala</th>
<th>Vatu</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corporation</td>
<td>-</td>
<td>-</td>
<td>13,390</td>
</tr>
<tr>
<td>Project Partners</td>
<td>55</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Alumni - (up to a max of 1 item)</td>
<td>-</td>
<td>65</td>
<td>-</td>
</tr>
<tr>
<td>Alumni - (up to a max of 5 items)</td>
<td>-</td>
<td>250</td>
<td>-</td>
</tr>
</tbody>
</table>

**LIBRARY PENALTIES**

**Overdue items**

<table>
<thead>
<tr>
<th>Category</th>
<th>FJ$</th>
<th>Tala</th>
<th>Vatu</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students - First day/item</td>
<td>1.00</td>
<td>1.00</td>
<td>50</td>
</tr>
<tr>
<td>Students - Per day/item thereafter</td>
<td>0.50</td>
<td>1.00</td>
<td>50</td>
</tr>
<tr>
<td>Staff - First day/item</td>
<td>3.00</td>
<td>1.00</td>
<td>50</td>
</tr>
<tr>
<td>Staff - Per day/item thereafter</td>
<td>1.00</td>
<td>1.00</td>
<td>50</td>
</tr>
</tbody>
</table>

No further borrowing permitted until overdue items returned and penalties paid

**Lost items**

<table>
<thead>
<tr>
<th>Category</th>
<th>FJ$</th>
<th>Tala</th>
<th>Vatu</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration charges plus cost obtained from publisher</td>
<td>30</td>
<td>40</td>
<td>2,470</td>
</tr>
</tbody>
</table>

Cost of book (obtained from publisher) is charged in addition

If cost is not available, cost is deemed to be:

<table>
<thead>
<tr>
<th>Category</th>
<th>FJ$</th>
<th>Tala</th>
<th>Vatu</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Science and Humanities</td>
<td>135</td>
<td>200</td>
<td>8,240</td>
</tr>
<tr>
<td>Science</td>
<td>165</td>
<td>250</td>
<td>10,300</td>
</tr>
</tbody>
</table>

**OTHER FEES & CHARGES CONTINUED**

<table>
<thead>
<tr>
<th>Category</th>
<th>LAUCALA</th>
<th>ALAFUA</th>
<th>EMALUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>FJ$</td>
<td>Tala</td>
<td>Vatu</td>
<td></td>
</tr>
<tr>
<td>Noise penalties</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Offence</td>
<td>40</td>
<td>50</td>
<td>2,060</td>
</tr>
<tr>
<td>Second Offence</td>
<td>70</td>
<td>100</td>
<td>4,120</td>
</tr>
<tr>
<td>Inter-library loans</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Students - Per request (up to a maximum of 5 requests)</td>
<td>7</td>
<td>10</td>
<td>1,240</td>
</tr>
<tr>
<td>Students - Any request thereafter (at full cost if higher)</td>
<td>40</td>
<td>50</td>
<td>-</td>
</tr>
<tr>
<td>External borrowers (full cost if higher)</td>
<td>40</td>
<td>Full Cost</td>
<td>Full Cost</td>
</tr>
<tr>
<td>Academic staff (full cost if higher)</td>
<td>40</td>
<td>Full Cost</td>
<td>Full Cost</td>
</tr>
</tbody>
</table>

* The fees may be subject to change: Please refer to the online version of the Prospectus 2015 for an updated list.
### OTHER FEES & CHARGES CONTINUED

<table>
<thead>
<tr>
<th>REPLACEMENTS</th>
<th>LAUCALA</th>
<th>ALAFUA</th>
<th>EMALUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Replacement: Staff ID Card</td>
<td>25</td>
<td>30</td>
<td>1,440</td>
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<tr>
<td>Replacement: Student ID Card</td>
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<td>1,440</td>
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<td>Replacement: Meal Book</td>
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<td>Replacement: Receipts</td>
<td>15</td>
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<thead>
<tr>
<th>STUDENT ADMINISTRATIVE SERVICES</th>
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<tbody>
<tr>
<td>Official Academic Transcript (stamped)</td>
<td>5</td>
<td>8</td>
<td>310</td>
</tr>
<tr>
<td>Official Academic Transcript - second &amp; subsequent copies</td>
<td>15</td>
<td>25</td>
<td>820</td>
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<tr>
<td>Search Fee (Course Prescription)</td>
<td>65</td>
<td>90</td>
<td>3,700</td>
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<tr>
<td>Issue Fee (Course Offer Letter) Subsequent copies</td>
<td>5</td>
<td>8</td>
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<tr>
<td>Issue Fee (Other - Confirmation Letter etc.)</td>
<td>5</td>
<td>5</td>
<td>620</td>
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<tr>
<td>Issue Fee (Immigration Letter)</td>
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<td>5</td>
<td>620</td>
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<tr>
<td>Issue Fee (English Letter)</td>
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<td>5</td>
<td>620</td>
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<tr>
<td>Issue Fee (Result Slip)</td>
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<tr>
<td>Verification Fee</td>
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<tr>
<td>Reconsider course grades</td>
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<td>75</td>
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<tr>
<td>Special exam per course</td>
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<td>75</td>
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<tr>
<td>Appeal for credit transfer</td>
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<td>75</td>
<td>3,190</td>
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<tr>
<td>Hire of academic gowns</td>
<td>60</td>
<td>80</td>
<td>3,510</td>
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<tr>
<td>Change of Exam Venue Fee</td>
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<td>Application for waiver of fee</td>
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<tr>
<td>Withdrawal Fee after week 2 of lectures</td>
<td>100</td>
<td>140</td>
<td>6,180</td>
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<table>
<thead>
<tr>
<th>COMPLETION PENALTIES</th>
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<tbody>
<tr>
<td>Late Completion Application fee</td>
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<table>
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<tr>
<th>OTHERS</th>
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<tr>
<td>Locker Hire (p/a)</td>
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<td>Dishonoured Cheque</td>
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<tr>
<td>University Calendar</td>
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### INTERNATIONAL STUDENT TUITION FEES 2015

<table>
<thead>
<tr>
<th></th>
<th>LAUCALA</th>
<th>ALAFUA</th>
<th>EMALUS</th>
<th>OTHER CAMPUSES</th>
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<tbody>
<tr>
<td><strong>PRE DEGREE AND UNDERGRADUATE</strong></td>
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<tr>
<td>Foundation</td>
<td>$21,265 p/a</td>
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<tr>
<td>Certificate</td>
<td>$21,265 p/a</td>
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<tr>
<td>Diploma</td>
<td>$21,265 p/a</td>
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<tr>
<td>Bachelor</td>
<td>$21,265 p/a</td>
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<tr>
<td>Study Abroad</td>
<td>$21,265 p/a</td>
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<tr>
<td>English Language Upgrading Course</td>
<td>$3000 p/term</td>
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<tr>
<td>Unclassified Studies/Foundation</td>
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<tr>
<td>Unclassified Studies/Undergraduate</td>
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<td><strong>POSTGRADUATE</strong></td>
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<tr>
<td>Unclassified Studies/Postgraduate</td>
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<tr>
<td>Graduate Certificate</td>
<td>$21,265p/a</td>
<td>38,715</td>
<td>1,339,220</td>
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<tr>
<td>Graduate Diploma</td>
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<td>38,715</td>
<td>1,339,220</td>
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<tr>
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<td>38,715</td>
<td>1,339,220</td>
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<tr>
<td>PDLP</td>
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<td>PDLD</td>
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<tr>
<td><strong>MBA</strong></td>
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<td>Fiji Equivalent</td>
</tr>
<tr>
<td>Full-time</td>
<td>$25,200p/a</td>
<td>46,030</td>
<td>1,591,180</td>
<td>Fiji Equivalent</td>
</tr>
<tr>
<td>Part-time</td>
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<td>23,015</td>
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<td>Fiji Equivalent</td>
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<td><strong>Masters</strong></td>
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<td>Fiji Equivalent</td>
</tr>
<tr>
<td>Full-time</td>
<td>$25,200p/a</td>
<td>46,030</td>
<td>1,591,180</td>
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<tr>
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<td><strong>PhD</strong></td>
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<td>Fiji Equivalent</td>
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<tr>
<td>Full-time</td>
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</tr>
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<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.

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