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To apply online, visit: [www.usp.ac.fj/apply](http://www.usp.ac.fj/apply)

To download the Application Form, visit: [www.usp.ac.fj/forms](http://www.usp.ac.fj/forms)

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**NOTE**

Where an inconsistency or conflict arises from information contained in this publication and any other publication of the University including information available on the USP website, the 2020 USP Handbook and Calendar shall prevail. Users are strongly advised to refer to and use the 2020 Handbook and Calendar as it is the official source of information pertaining to the University. The online version will be the most updated one and will be made available from November 2019. ([www.usp.ac.fj/calendar](http://www.usp.ac.fj/calendar))

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.
USP is the premier regional university and has a reputation for excellence in both teaching and research. Our commitment is to provide you with the knowledge, skills and values for a successful future career. I strongly urge you to consider USP for your tertiary education where you will get a world-class education and an exceptional student experience.

The 2020 Prospectus contains comprehensive information on academic programmes and student life at all of USP’s 14 regional campuses. The information on our undergraduate and postgraduate programmes, including admission requirements and international accreditations, student support services, accommodation options, and campus life activities will assist all prospective students in their decision-making.

This Prospectus also includes details on USP’s Pacific Technical and Further Education (Pacificta), that offers Skills Based-Qualifications (SBQs), and Foundation and Preliminary Studies, both of which can prepare students for undergraduate programmes.

USP is ranked amongst the top 50 universities in Oceania region, our future aspirations are to become better and to build on our reputation to be amongst the top universities of the world. In the 2019 Ed Universal Rankings, our Executive MBA programme was ranked amongst the top 5 in Oceania. The University has 27 internationally accredited programmes and 15 international recognitions. In addition, 20 short courses offered by Pacific TAFE have received international accreditation by the United Kingdom’s Continuing Professional Development. This is a significant validation of our quality standards. We have been accredited by the WASC Senior College and University Commission (WSCUC) for six (6) years. This means that USP meets stringent United States standards for university quality. This accreditation is an external validation of USP’s academic quality.

Students are the main beneficiaries and USP ensures that they are provided with a comprehensive range of excellent and relevant tertiary qualifications and pathways that best suit the regional and global needs. We are able to do this by expanding on the variety of programmes and courses that we offer each year as contained in this Prospectus.

Student support and experience is personalised and available in a variety of formats at any time ensuring that our students are able to access lectures online and on-demand. USP is proudly an inclusive environment and our students with special abilities are offered specific assistance and practical support. The University offers its students state-of-the-art facilities and ICT tools that make learning both enjoyable and productive. The modern and connected Library is a centre of activity, and ICT tools that make learning both enjoyable and productive. These include an online learning management system called MOODLE as well as widespread availability of Wi-Fi on campus in buildings and campus grounds, as well as access to computer labs and mobile devices. Our goal at USP is to future-proof the next generation of workers and citizens for life and work in the region and beyond.

Something unique about USP is that studies extend beyond the physical classroom and students are free to study from anywhere, at any given time and at their own pace. This is because of the adoption and careful integration of contemporary learning and teaching technologies. These include an online learning management system called MOODLE as well as widespread availability of Wi-Fi on campus in buildings and campus grounds, as well as access to computer labs and mobile devices. Our goal at USP is to future-proof the next generation of workers and citizens for life and work in the region and beyond.

The University, guided by its ethos of continuous improvement, has always strived to provide the best possible value for money to its Member Countries, while constantly improving the quality and breadth of its academic offerings, facilities, educational and pastoral support, community projects, and regionally relevant research. USP is committed to working closely with stakeholders to continue to be a dynamic institution that is responsive to national, regional and global developments.

The University prepares students for lifelong success, graduating degree holders with work-ready skills and confidence, who become members of the USP Alumni Network.

A USP education is both academically rigorous and highly rewarding; its quality has been affirmed through international accreditation processes, making the USP degree “portable” and useful for those graduates who plan to travel overseas.

To access more details on our programmes and courses refer to the 2020 Handbook and Calendar, which will be available on the USP website from November 2019.

Thank you and make sure that USP is your only choice!
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, Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu and Vanuatu. 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: Faculty of Arts, Law and Education (FALE); Faculty of Business and Economics (FBE); and Faculty of Science, Technology and Environment (FSTE). 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’s Pacific Technical and Further Education (Pacific TAFE) is a strategically amalgamated and integrated learning and teaching section which offers high quality Skills Based Qualifications (SBQ). Pacific TAFE also offers pre-degree and sub-degree programmes. This provides consolidated pathways from Foundation and Preliminary studies to undergraduate studies.

The University also offers programmes through flexible learning in a variety of modes and technologies throughout USP’s 14 campuses and 10 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 varies in size from Niue with 1,000 people to Fiji with over 850,000. The total population of our member countries is around 2.1 million.

International airlines flying routes between Australia, Japan, Korea, New Zealand, Singapore, Hong Kong and the United States link a number of the island countries and other countries globally. 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 excellent facilities, USP attracts eminent scholars and staff from all over the region and beyond.
Excellence in uniquely Pacific learning and innovation for the sustainable development of Pacific Islands Peoples.

OUR MISSION

- To provide Pacific people with a comprehensive range of excellent and relevant tertiary qualifications and pathways, delivered innovatively;
- To conduct and deliver the benefits of advanced research and innovation to provide cost effective sustainable solutions and policy advice;
- To conserve, celebrate and strengthen Pacific languages, cultures and heritage through teaching, research, policy advice and ICT 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 the 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 Pacific region;
- Commitment to academic freedom and highest standards of governance, leadership, integrity, transparency and ethical behavior;
- 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, safe and inclusive environments;
- Support for flexible learners in all locations for success in work, life and citizenship;
- Protection and nurturing of the environment; and
- Strong relationships to guide engagement with national governments, Pacific communities, and development partners.

www.usp.ac.fj/uspmission
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 and relevant skills in a particular discipline or professional area;
- Capacity for critical thinking and independent self-directed, life-long learning;
- Advanced information and communication technology knowledge and skills; and
- Research 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 communications 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 the unity and diversity of Pacific island cultures;
- Understanding of the diverse economies and environments of the Pacific Islands; and
- Commitment to the maintenance and strengthening of the societies of the Pacific.

**Cross-Cultural Competencies**
- Understanding and appreciation of social, cultural, and linguistic diversity;
- Respect for human rights and dignity in a global context;
- Commitment to accountability, ethical practice and social responsibility; and
- Demonstrated oral and written proficiency in the English language.

**STAFF**
- 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-centered 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.
The University of the South Pacific (USP) has received initial Accreditation by the Western Association of Schools and Colleges (WASC) Senior College and University Commission (WSCUC), United States for a term of six (6) years. This accreditation is without conditions. The Offsite Reaffirmation Review is set for 2023 with the Accreditation Visit in 2024. An Interim Report is due in 2022. All these are part of WSCUC’s strong philosophy of continuous improvement, which aligns perfectly with our own, very long-established philosophy of continuous improvement. This means that the institutional quality of the University is now accepted as similar to that of accredited universities in the United States.

WSCUC is a regional accrediting agency, established for the purposes of accrediting senior colleges and universities throughout California, Hawaii, and the Pacific and a limited number of international institutions.

WSCUC is recognised by the United States Department of Education (USDE) and by the Council for Higher Education Accreditation (CHEA) as a reliable authority concerning the quality of education provided by member institutions of higher education offering the associate degree, baccalaureate degree and post-baccalaureate degrees.

LIST OF INTERNATIONALLY ACCREDITED OR RECOGNISED PROGRAMMES

To-date the University has the following programmes that have received accreditation and received recognition.

Internationally Accredited Programmes

1. Bachelor of Commerce – Accounting (CPA Australia, Australia);
2. Certificate in Tourism and Hospitality Management (THE-ICE, Australia);
3. Bachelor of Commerce in Tourism Management (THE-ICE, Australia);
4. Bachelor of Commerce in Tourism and Hospitality Management (THE-ICE, Australia);
5. Certificate in Hotel Management (THE-ICE, Australia);
6. Bachelor of Commerce in Hotel Management (THE-ICE, Australia);
7. Postgraduate Diploma in Commerce - Tourism and Hospitality Management (THE-ICE, Australia);
8. Master of Commerce (Tourism and Hospitality Management) (THE-ICE, Australia);
9. PhD in Tourism and Hospitality Management (THE-ICE, Australia);
10. Master of Business Administration (AMBA, United Kingdom);
11. Bachelor of Networks and Security (Provisional Accreditation) (ACS, Australia);
12. Bachelor of Software Engineering (ACS, Australia);
13. Bachelor of Engineering - Electrical and Electronics (Engineering New Zealand);
14. Bachelor of Engineering - Mechanical (Engineering New Zealand);
15. Bachelor of Education (Early Childhood Education & Care) (ACECQA, Australia);
16. Bachelor of Arts (Social Work) (ACWA, Australia); and
17. Postgraduate Certificate in Tertiary Teaching (SEDA, United Kingdom)

Internationally Accredited Pacific TAFE Qualifications

1. Certificate III in Commercial Cookery (THE-ICE, Australia);
2. Certificate III in Early Childhood Education and Care (ACECQA, Australia);
3. Diploma in Early Childhood Education and Care (ACECQA, Australia);
4. Certificate IV in Hospitality Operations (Events, Food & Beverage and Front Office) (THE-ICE, Australia);
5. Certificate III in Community Development (ACWA, Australia);
6. BSB41515 Certificate IV in Project Management Practice (ASQA, Australia);
7. Certificate IV in Commercial Cookery (THE-ICE, Australia);
8. Diploma of Counselling (ACWA, Australia);
9. Diploma of Library and Information Services (ALIA, Australia); and
Recognised Qualifications

1. Twelve (12) courses in USP Bachelor of Laws Degree (Law Council of Australia);
2. Certificate IV in Accounting (Skills International New Zealand);
3. Diploma in Accounting (Skills International New Zealand);
4. Certificate IV in Information Technology (Support) (Skills International New Zealand);
5. Diploma in Information Technology (Skills International New Zealand);
6. Foundation Arts Programme (FNA) (Universities New Zealand);
7. Foundation Business Programme (FNB) (Universities New Zealand);
8. Foundation Science Programme (FNSN) (Universities New Zealand);
9. Certificate IV in Office Management (Skills International New Zealand);
10. Diploma in Office Management – Level 5 (Skills International New Zealand);
11. Certificate III in Small Business Development and Management (SBAA, Australia);
12. Bachelor of Education – Primary (New Zealand Qualification Authority);
13. Bachelor of Education – Secondary (New Zealand Qualification Authority);
14. Postgraduate Certificate in Education (New Zealand Qualification Authority); and
15. Graduate Certificate in Education (New Zealand Qualification Authority).

Accreditation of Pacific TAFE Short Courses

Twenty (20) short courses offered by Pacific TAFE’s Workforce Development Training Unit (WDTU) received international accreditation by the United Kingdom’s Continuing Professional Development (CPD).

CPD UK is one of the most recognised and credible short course accreditation agency which has accredited short courses for universities like the University of Oxford, British Cambridge College, Kings College London and many other world renowned universities.

The following short courses have received CPD accreditation:

1. Accounting Skills for New Supervisors;
2. Advanced Project Management;
3. Advanced Skills for The Practical Trainer;
4. Advanced Writing Skills;
5. Anger Management – Understanding Anger;
6. Building a Brand on Social Media
7. Basic Internet Marketing;
8. Critical Thinking;
9. Budgets and Managing Money;
10. Business Writing that Works;
11. Coaching and Mentoring;
12. Conducting Accurate Internet Research;
13. Conference and Event Management;
14. Conquering Your Fear of Speaking in Public;
15. Conversational Leadership;
16. Creating a Dynamite Job Portfolio;
17. Creating A Google Adwords Campaign;
19. Creating Winning Proposals; and
20. Creative Thinking and Innovation.

Note: Pacific TAFE acquired Registered Training Provider status with ASQA. It can deliver qualifications which are accredited with Australian Qualifications Framework (AQF).

1. CPA Australia – Certified Practicing Accountant Australia
2. THE-ICE – International Centre for Excellence in Hospitality and Tourism Management
3. AMBA – Association of MBAs
4. ACS – Australian Computer Society
5. IPENZ – Institution of Professional Engineers New Zealand
6. ACECQA - Australian Children's Education and Care Quality Authority
7. ACWA-Australian Community Workers Association
8. ASQA – Australian Skills Quality Authority
Achieve academic excellence through the delivery of high quality programmes; be an internationally recognised centre for quality teaching, research, publication, consultancy, community services; and, provide relevant and sustained focus on the Pacific region.

Provide high quality student-centred learning and teaching; develop and deliver highly relevant programmes and courses of study; conduct research with a collaborative focus; develop and maintain an international profile in the areas of academic publication and consultancy; and, enhance its role in community, national, regional and global engagement, services and support.
SCHOOL OF EDUCATION

Undergraduate
- Certificate in Educational Assessment
- Certificate in Teaching – Primary
- Certificate in Teaching – Secondary
- Certificate in Non-Formal Education
- Diploma in Early Childhood Education and Care
- Diploma in Teaching (Secondary)
- Diploma in Educational Leadership & Change
- Diploma in Multilingual Studies
- Diploma in Special & Inclusive Education

Bachelor of Arts
- One Major in a Double Major: Education, Technical & Vocational Education (Technology, Food & Nutrition Studies)
- Minor: Education, Technology, Food & Nutrition Studies

Bachelor of Education In-Service
- Early Childhood Education and Care (Accredited by Australian Children’s Education & Care Quality Authority)
- Primary Education
- Special & Inclusive Education
- Secondary Education

Graduate Certificate in Education (Certificate post-licence en Sciences de l’éducation)

Pre-Service Teacher 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
- Master of Arts, Major in Education
- Master of Education

PhD

SCHOOL OF LANGUAGE, ARTS & MEDIA

Undergraduate
- Certificate in Tongan and Niuafo’ou
- Certificate in Vagahau Niue
- Certificate in Vanuatu Language Studies

Bachelor of Arts
- Bachelor of Arts
- Diploma in Pacific Journalism
- Diploma in Vernacular Language (Cook Islands Māori)
- Diploma in Vernacular Language (Fijian)
- Diploma in Vernacular Language (Hindi)
- Diploma in Tongan and Niuafo’ou
- Diploma in Vagahau Niue

Bachelor of Arts
- Single Majors: Literature, Literature & Language, Pacific Language Studies, Pacific Vernacular Language
- One Major in a Double Major: Journalism, Linguistics, Literature, Language & Language, Pacific Language Studies, Pacific Vernacular Languages (Fijian, Hindi & Cook Islands Māori)
- Minor: Linguistics, Literature, Language & Language, Pacific Vernacular Languages (Fijian, Hindi & Cook Islands Māori), Pacific Language Studies, French, Chinese & Rotuman

PhD

SCHOOL OF LAW

Undergraduate
- Certificate of Justice
- Certificate in Law
- Diploma of Justice
- Diploma in Prosecutions

Bachelor of Arts
- Single Major in Law
- One Major in a Double Major in Law
- Minor in Law

Bachelor of Laws (LLB)
- Bachelor of Laws
- Bachelor of Arts & Bachelor of Laws (combined degrees)

Bachelor of Commerce & Bachelor of Laws (combined degrees)
- Professional Diploma in Law
- Professional Diploma in Legislative Drafting

Postgraduate
- Postgraduate Diploma in Law
- Master of Environmental Law
- Master of Laws

PhD

SCHOOL OF SOCIAL SCIENCES

Undergraduate
- Certificate in Social & Community Work
- Certificate in Policing
- Diploma in Social & Community Work
- Diploma in Police Management

Bachelor of Arts
- Single Majors: History, Pacific Policing, Psychology, Sociology, Social Work
- One Major in a Double Major: History, Pacific Policing, Psychology, Social Policy & Administration, Sociology
- Minor: History, Pacific Policing, Psychology, Social Work, Sociology

Postgraduate
- Postgraduate Certificate in Gender Studies
- Postgraduate Certificate in Border Security
- 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 & PACIFIC STUDIES

Undergraduate
- Bachelor of Arts
    - Bachelor of Arts
    - Postgraduate Diploma in Arts: Majors in Pacific Policing, Psychology, Social Policy & Administration, Sociology
- Bachelor of Arts in History, Pacific Policing, Psychology, Social Work, Sociology

Postgraduate
- Bachelor of Arts Minor in Pacific Studies, Heritage and Arts
- Major in Pacific Studies, Heritage and Arts

PhD

INSTITUTE OF EDUCATION
- Graduate Certificate in School Leadership (SL)
- Professional Certificate in Education Policy & Planning

General enquiries for Undergraduate Studies: Applications for admission to Undergraduate programmes should be addressed to: Admissions, Student Administrative Services, The University of the South Pacific, Private Mail Bag, Laucala Campus, Suva, Fiji. Tel: +679 323 1444; email: helpdesk@student.usp.ac.fj

General enquiries for Postgraduate Studies: Applications for admission to Postgraduate programmes at the Faculty should be addressed to: Faculty Administrative Assistant, Faculty of Arts, Law & Education, The University of the South Pacific, Private Mail Bag, Laucala Campus, Suva, Fiji. Tel: +679 323 1762; email: temalesi.waqaianabete@usp.ac.fj

Dean: Dr Kapil Karunesh Nadan, Tel: +679 323 2742; email: falefyec@usp.ac.fj
Associate Dean, Learning & Teaching: Dr Matthew Hayward, Tel: +679 323 7174; email: matthew.hayward@usp.ac.fj
Associate Dean, Research & Internationalisation: Dr Ann Armstrong, Tel: +679 323 7022; email: anncheryl.armstrong@usp.ac.fj
Associate Dean, Planning & Quality: Dr Yoko Kanemasu, Tel: +679 323 7268; email: yoko.kanemasu@usp.ac.fj
Coordinator First Year Experience: Mr. Kapil Karunesh Nadan, Tel: +679 323 2742; email: falefyec@usp.ac.fj

Please refer to the online version of the 2020 Prospectus for an updated list: www.usp.ac.fj/prospectus
as well as 2020 Handbook and Calendar: www.usp.ac.fj/calendar
VISION

An enterprising faculty that brings transformational opportunities to our students, individuals, communities and businesses in the 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.
SCHOOL OF ACCOUNTING & FINANCE

Bachelor of Commerce (BCom) in:
- Accounting
- Finance
- Professional Accounting

Postgraduate
- Postgraduate Diploma in Commerce in:
  - Accounting
  - Professional Accounting
- Postgraduate Diploma in Forensic Accounting and Fraud Investigation
- Master of Commerce in Accounting (by thesis)
- Master of Commerce in Professional Accounting
- Master of Commerce in Banking & Finance (by thesis or SRP)

PhD
- PhD in Accounting
  [Note - Accounting Professional Courses are offered on a Trimester basis]

SCHOOL OF ECONOMICS

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

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

PhD
- PhD in Economics
- PhD in Population Studies & Demography

SCHOOL OF AGRICULTURE & FOOD TECHNOLOGY

Bachelor of Agriculture (BAgr) in:
- Agribusiness
- Applied Sciences

* Supervised Research Project

Postgraduate
- Postgraduate Diploma in Agriculture
  - Agricultural Economics
  - Animal Science
  - Crop Science
  - Master of Agriculture

PhD
- PhD in Agriculture

SCHOOL OF MANAGEMENT & PUBLIC ADMINISTRATION

Bachelor of Commerce (BCom) in:
- Human Resource Management & Employment Relations
- International Business & Marketing
- Management & Public Administration

Postgraduate
- Graduate Certificate in Public Administration
- Postgraduate Diploma in Commerce - Management & Public Administration
- Master of Commerce in Management & Public Administration (by coursework & by thesis or SRP)

PhD
- PhD in Management & Public Administration

SCHOOL OF GOVERNMENT, DEVELOPMENT & INTERNATIONAL AFFAIRS

Bachelor of Arts (BA) in:
- Politics

Postgraduate
- Postgraduate Certificate in Diplomacy & International Affairs
- Postgraduate Diploma in Diplomacy & International Affairs
- Postgraduate Diploma in Development Studies
- Postgraduate Diploma in Governance
- Master of Arts in Diplomacy & International Affairs (by thesis & coursework)
- Master of Arts in Development Studies (by thesis or SRP)
- Master of Arts in Governance (by coursework & by thesis or SRP)

PhD
- PhD in Politics (by thesis or SRP)

SCHOOL OF TOURISM & HOSPITALITY MANAGEMENT

Bachelor of Commerce (BCom) in:
- Hotel Management
- Tourism Management (Double major)
- Tourism & Hospitality Management (Single major)

Postgraduate
- Postgraduate Diploma in Commerce (Tourism & Hospitality Management)
- Master of Commerce in Tourism & Hospitality Management (by thesis or SRP)

PhD
- PhD in Tourism & Hospitality Management

SCHOOL OF LAND MANAGEMENT & DEVELOPMENT

Bachelor of Commerce (BCom) in:
- Land Management

Postgraduate
- Postgraduate Diploma in Land Management
- Master of Commerce in Land Management (by thesis or SRP)

GRADUATE SCHOOL OF BUSINESS

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

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as well as 2020 Handbook and Calendar: www.usp.ac.fj/calendar

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General enquiries for Postgraduate Studies: Applications for admission to Postgraduate programmes at the Faculty should be addressed to: Sonal Sharma, Fiji; tel: +679 32712; email: sonal.sharma@usp.ac.fj or Ilima Finiasi, Fiji; tel: +679 323 1747; email: ilima.finiasi@usp.ac.fj

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FACULTY OF SCIENCE, TECHNOLOGY AND ENVIRONMENT (FSTE)

www.usp.ac.fj/fste

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.
SCHOOL OF BIOLOGICAL & CHEMICAL SCIENCES
Bachelor of Science Major Disciplines
- Biology
- Chemistry

Postgraduate
- Postgraduate Diploma in Science
  - Biology
  - Chemistry
- Master of Science in
  - Biology
  - Chemistry

PhD
- Biology
- Chemistry

SCHOOL OF COMPUTING, INFORMATION & MATHEMATICAL SCIENCES
Bachelor of Arts Major Disciplines
- Computing Science
- Information Systems
- Mathematics

Bachelor of Commerce Major Disciplines
- Information Systems

Bachelor of Science Major Disciplines
- Computing Science
- Information Systems
- Mathematics

Professional Programmes in ICT
- Bachelor of Networks and Security
- Bachelor of Software Engineering

Postgraduate
- Postgraduate Diploma in Arts
  - Mathematics
- Postgraduate Diploma in Science
  - Mathematics
- Postgraduate Diploma in Information Technology
  - Computing Science
  - Information Systems
- Postgraduate Diploma
  - Cybersecurity
  - Master of Science in Computing Science
  - Master of Science in Information Systems

SCHOOL OF ENGINEERING & PHYSICS
Bachelor of Science Major Disciplines
- Mechanical
- Electrical/Electronics
- Physics

Bachelor of Engineering
- Mechanical
- Electrical/Electronics
- Civil

Postgraduate
- Postgraduate Diploma in Science
  - Physics
- Master of Science in
  - Engineering
  - Physics

PhD
- Engineering
- Physics

SCHOOL OF GEOGRAPHY, EARTH SCIENCE & ENVIRONMENT
Bachelor of Arts Major Disciplines
- Geography

Bachelor of Science - Prescribed Programmes
- Bachelor of Science (Marine Science)

Postgraduate
- Postgraduate Diploma in Arts
  - Marine Science
- Postgraduate Diploma in Science
  - Marine Science
- Master of Arts in Marine Management
- Master of Science in Marine Science

PhD
- Marine Management
- Marine Science

SCHOOL OF PUBLIC HEALTH
- Bachelor of Public Health (BPH) degree programme

For further information, contact:
Faculty Dean: Dr. Anjeela Jokhan, tel: +679 323 2445; email: jokhan_ad@usp.ac.fj
Associate Dean, Learning & Teaching: Dr. Bibhya Sharma, tel: +679 323 2089; mobile: +679 998 9577; email: sharma_b@usp.ac.fj; Facebook ID: Bibhya Sharma

For enquiries regarding Postgraduate Programmes please contact:
Associate Dean, Research & Graduate Affairs: Professor Sushil Kumar, tel: +679 323 2144; mobile: +679 9926567; email: kumar_su@usp.ac.fj
Associate Dean, Planning & Quality: Dr Francis Mani; tel: +679 323 2477; email: francis.mani@usp.ac.fj

Please refer to the online version of the 2020 Prospectus for an updated list: www.usp.ac.fj/prospectus as well as 2020 Handbook and Calendar: www.usp.ac.fj/calendar

www.facebook.com/USP.FSTE
PACIFIC CENTRE FOR ENVIRONMENT AND SUSTAINABLE DEVELOPMENT (PACE-SD)

www.usp.ac.fj/pace

VISION

To strive for excellence in sustainable development for Pacific Islands people.

MISSION

To work across the University and the Pacific Islands to promote climate change adaptation and sustainable development best practices through innovative and cost-effective approaches.
PACIFIC CENTRE FOR ENVIRONMENT AND SUSTAINABLE DEVELOPMENT (PaCE-SD)

The Centre works with relevant sections of the University, regional governments, intergovernmental organisations, Council of Regional Organisations of the Pacific (CROP) agencies and NGOs to promote climate change adaptation and sustainable development best practices using innovative and cost effective approaches. PaCE-SD is a centre of excellence for teaching, training and research-based capacity building for the Pacific Islands region.

PaCE-SD pursues its current goals through the following thematic areas:

- Postgraduate Research Training and Teaching;
- Applied Research & Publications;
- Technical Assistance & Support;
- Community Engagement and Outreach;
- Capacity Building Workshops, Conferences and Training;
- Communication and Visibility.

PaCE-SD’s priority areas are Climate Change and Sustainable Development. Work in these areas are carried out with support from major donor funded projects:

- Supporting the European Union (EU) Global Climate Change Alliance+ through Capacity Building, Research, Community Engagement and Applied Research (USP EU-GCCA+); and
- The Pacific Technical Vocational Education and Training (PaCTVET) project of the EU-funded Adaptation to Climate Change and Sustainable Energy (ACSE) programme being implemented in partnership with the Pacific Community (SPC).

PaCE-SD hosts a weekly science seminar series to encourage dialogue and application of innovative research to Pacific problems and issues.

PaCE-SD students, staff and alumni are working together throughout the region and around the globe to build climate resilient sustainable futures for Pacific Island Countries.

PaCE-SD provides extensive opportunities for students to learn by doing and supports professional development through leadership and technical training.

POSTGRADUATE PROGRAMMES:

<table>
<thead>
<tr>
<th>Postgraduate Diploma</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Semester</th>
<th>Mode</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Postgraduate Diploma</td>
<td>PC414</td>
<td>Climate Change: Impacts, Vulnerability and Adaptation</td>
<td>I</td>
<td>O</td>
<td>C</td>
</tr>
<tr>
<td></td>
<td>PC415</td>
<td>Climate Science</td>
<td>II</td>
<td>O</td>
<td>C</td>
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<tr>
<td></td>
<td>PC424</td>
<td>Disaster Risk Management</td>
<td>I</td>
<td>O</td>
<td>C</td>
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<tr>
<td></td>
<td>PC425</td>
<td>Environment Impact Assessment and Strategic Environmental Assessment</td>
<td>II</td>
<td>O</td>
<td>C</td>
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<tr>
<td></td>
<td>PC426</td>
<td>Ecosystem-Based Adaptation for Climate Resilience in the Pacific Islands</td>
<td>II</td>
<td>O</td>
<td>C</td>
</tr>
<tr>
<td></td>
<td>PC428</td>
<td>Tropical Meteorology</td>
<td>I</td>
<td>O</td>
<td>C</td>
</tr>
<tr>
<td></td>
<td>PC442</td>
<td>Climate Finance &amp; Adaptation</td>
<td>II</td>
<td>O</td>
<td>C</td>
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</table>

KEY TO SEMESTER AND MODE CODES

<table>
<thead>
<tr>
<th>Semester</th>
<th>Mode</th>
<th>Location</th>
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<tbody>
<tr>
<td>Semester I = offered in the first semester, II = offered in the second semester, I&amp;II = offered in Semester I and Semester II as a single semester course, I/II = means offered on-campus in Semester I and by DFL in Semester II, but it depends on the values to the left and right of the slash in other columns; II/I = generally means offered on-campus in Semester II and by DFL in Semester I, but it depends on the values to the left and right of the slash in other columns; F = Courses offered in the Face-to-face mode, P = Courses offered in the Print mode, B = Courses offered in the blended mode, O = Courses offered in the online mode, C = Courses offered at all campuses.</td>
<td></td>
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</tr>
</tbody>
</table>

For enquiries regarding Postgraduate Programmes please contact:
Postgraduate Coordinator: Mr. Filipe Veisa, tel: +679 323 2096; fax: +679 323 2891; email: veisa_f@usp.ac.fj

*The list is subject to change. Please refer to the online version of the 2020 Prospectus for an updated list: www.usp.ac.fj/prospectus as well as 2020 Handbook and Calendar: www.usp.ac.fj/calendar
Pacific Technical and Further Education (PACIFIC TAFE) is the fastest growing integrated learning and teaching section of the University which offers Foundation & Preliminary (Pre-Degree) and Skill Based (Sub-Degree) programmes through its Four (4) Colleges and short term trainings at Workforce Development Training Unit.
COLLEGE OF BUSINESS & COMMERCE PROGRAMMES
• Preliminary Business
• Foundation Business
• Certificate III in Small Business Development & Management
• Certificate IV in Accounting
• Diploma of Accounting (Level 5)
• Certificate IV in Human Resources Management
• Diploma of Human Resources Management (Level 5)
• Certificate IV in Office Management
• Diploma of Office Management (Level 5)
• *BSB41515 Certificate IV in Project Management Practice
• Diploma of Project Management (Level 5)
• Professional Diploma in Business Management

COLLEGE OF TOURISM & HOSPITALITY PROGRAMMES
• Certificate III in Patisserie (Pastry and Bakery)
• Certificate III in Commercial Cookery
• Certificate IV in Commercial Cookery
• Diploma of Culinary Arts and Management (Level 5)
• Certificate IV in Hospitality Operations (Events, Food & Beverage and Front Office)
• Diploma of Hospitality Management (Level 5) (Events, Food & Beverage and Front Office)

COLLEGE OF ARTS & HUMANITIES PROGRAMMES
• Preliminary Arts
• Foundation Arts
• Diploma of Early Childhood Education & Care (Level 5)
• Diploma of Library and Information Services (Level 5)
• Certificate III in Early Childhood Education & Care
• Certificate III in Community Development
• Certificate IV in Early Childhood Education & Care
• Certificate IV in Library/Information Studies
• Certificate IV in Training & Assessment
• Certificate IV in Counselling
• Diploma of Counselling (Level 5)

COLLEGE OF SCIENCE, TECHNOLOGY & ENVIRONMENT PROGRAMMES
• Preliminary Science
• Foundation Science
• Certificate IV in Information Technology (Support)
• Diploma of Information Technology (Level 5)
• Certificate IV in Fisheries Enforcement & Compliance
• Certificate III in Resilience (Climate Change Adaptation and Disaster Risk Reduction)
• Certificate IV in Resilience (Climate Change Adaptation and Disaster Risk Reduction)
• Certificate IV in Cyber Security
• Certificate IV in Coastal Fisheries and Aquaculture Compliance

WORKFORCE DEVELOPMENT TRAINING UNIT
Range of short Courses in:
• Business Administration
• Business Communication
• Cambridge English
• Debt & Credit Management
• Finance
• Food Safety
• Governance & Risk
• Hospitality & Tourism
• Human Resource Management
• ICT & Computing
• Leadership Development
• Legal
• Marketing
• Procurement & Supply
• Project Management
• Quality Management
• Retail
• Sales
• Secretarial Skills
• Taxation
• Trainer Development
• Work Health & Safety
The University is committed to being the foremost research university in the Pacific Island region and meeting the needs and aspirations of the Pacific Island communities.

The University’s research mission is to conduct theoretical, applied and comparative research to assist Pacific Island people 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, Innovation and International), the Research Office is 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 people of this region.

The research culture at the University is focused on these key areas and is committed to achieving excellence in research.

University

The research portfolio at the University is the responsibility of the Deputy Vice-Chancellor (Research, Innovation 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, Innovation and International). The University Research Committee is made up of senior academic staff and support services representatives including representation from USP Student Association.

Faculty and Department

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

Faculty Research Committees are chaired by the Associate Dean Research.

Research Governance

The needs of stakeholders and the current capacity of the University led to the identification of the four strategic research themes that are derived from the UN’s Sustainable Development Goals (2015 – 2030) and underpinned by Innovation, Empowerment & Sustainability:

1. Oceans, Land and Climate;
2. Economic Growth, and Public & Private Sector;
3. Education, Culture and Health; and
4. Governance, Justice and Equality

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 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.

Contact us by email: research@usp.ac.fj
INTERNATIONAL OFFICE

www.usp.ac.fj/International

Contact us

USP International
The University of the South Pacific,
Private Mail Bag, Laucala Campus,
Suva, Fiji

Tel: +679 323 2743
Fax: +679 323 2001
Email: international@usp.ac.fj
Website: https://international.usp.ac.fj/
Facebook: www.facebook.com/international.usp/
Twitter: @io_usp
Instagram: @io_usp
The USP International Office (USPI), also known as the International Office is the first point of contact for prospective and registered international students. International students are those who hold a nationality of a country other than a USP member country; and are enrolled or registered in a USP Programme. Additionally, the International Office looks after current USP students going out on exchange programmes coordinated by the International Office.

The primary responsibilities of USPI include:

A. **Incoming Students**
   - Support services to international students registered to study at USP including undergraduate and postgraduate students;
   - Monitoring the expectations and experiences of international students studying at USP; and
   - Increasing enrolments of International students through the development and implementation of the international recruitment strategy.

B. **Outgoing Students**
   - Coordinating application, interview and selection;
   - Visas & permits for selected students; and
   - Monitoring the expectations and experiences of students going for exchange programmes from USP.

USPI manages numerous study and cultural exchange programmes:

1. **USP Exchange programme** offers students the opportunity to take a semester abroad with USP’s partner universities in New Zealand, Australia, Canada, Japan and Hawaii.

2. **USPI** is also the focal point for Erasmus + programmes establishing 5 partnerships for the mobility of Staff and Students with Universities in Europe and coordinates the EU-funded scholarships under the Erasmus Mundus Programme, such as ANGLE, BULA, DREAM, CARPIMS, MUNDUS ACP and MUNDUS ACP II for staff and student mobility.

3. **The Government of Japan** has (fully) funded the Kizuna, JENESYS 2.0, JENESYS 2015, 2016 and 2017 projects giving Pacific Island students the opportunity to visit Japan for 9 days cultural excursion. Each tour visits a specific prefecture in Japan under themes including: Trade, Investment and Tourism; Peace building, History and Culture; Disaster Prevention; Marine Resources; Environment and Energy and Sport. Students visit Universities, schools, communities, historical sites and spend a few days with local families for homestay.

4. **The International Studies Abroad (ISA) programme**. ISA provides study abroad opportunities to US and Canadian university students. ISA believes that by studying abroad, students not only witness another culture, but they also experience the culture by living a new way of life. We hope that students will gain a cultural understanding and personal independence that can only be achieved by living and studying in another country. Furthermore, we hope that students will continue to reap the benefits of study abroad by encouraging cultural understanding in their own communities. We recognize that this enlightening experience is becoming an increasingly precious asset as we encourage our students to become sensitive, responsible and contributing members of today’s expanding global community.

5. To improve English as a foreign language, USP offers the Intensive English Programme (IEP) coordinated by the Faculty of Arts, Law and Education (FALE). The course is covered in four terms through the year and students learn English in the classroom with excursion programmes to help them better their command of the English language.

6. **Sonoda Women’s University** is located in Japan and USP students have the opportunity to participate in two weeks of Cultural Exchange. This is usually held in December and is a fully funded programme.

The different programmes have different requirements and these can be found on the International office website or by emailing the office for more details.

**Why study at USP?**

1. **Unique Programmes and Courses**
   
   If students are looking for a unique programme or course to study, USP has it on offer. USP’s programmes and courses are designed to offer students unique perspectives of the Pacific. Students will get first-hand experience during field trips in Marine Studies, Tourism, Geography, Environmental Science, Biology and many more. USP academics are gathered from all around the globe, their different learning styles are reflected in a rich, enjoyable and definitely memorable environment.

2. **Premier Institution for Higher Learning**
   
   As 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. The University offers programmes available from undergraduate to PhD level. This of course includes a selection of postgraduate and masters level programmes. Not to mention that we offer a breadth of excellent opportunities for interdisciplinary...
education and research. The University welcomes students from all across the globe.

3. Quality and Technology

USP provides quality support, learning and teaching through their services being provided. It strives to improve its services and encourage students to achieve high academic results. The University also awards certificates comparable to Australia, New Zealand and the UK. USP is classified as one of the best accredited institution in the Pacific region.

4. Specialised Support for International Students

USP International Office currently has six staff that are dedicated to providing the best student support services. The office is open five days a week; however, staff are always happy to assist students during semester breaks and weekends. The office interns are also available to show you around the campus and assist you adjust. So come to USP International for a cup of tea or a chat whenever you feel like.

5. World Class Research

USP is committed to winning national and international recognition in the Pacific Island region, undertaking research that recognise the uniqueness and rareness of Pacific Islands, creating an environment that assists the social, cultural and economic advancement of the countries and people of this region. USP is the premier institution in the Pacific region that caters for students doing various programmes. USP students get full Pacific experience and hospitality.

6. Affordable

Additional to having quality programmes and service, students will be able to study at an affordable rate at USP. The tuition fees, visa fees and cost of living are much cheaper compared to other universities. Students can move around with ease and enjoy the great local cuisines at very affordable prices.

7. Tropical Climate & Cultural Diversity

Study in Paradise where there are two seasons - winter and summer. Year-round temperatures average 20-30 degrees Celsius / 70-85 Fahrenheit. Learn more about our climatic conditions by visiting the South Pacific Organiser. USP campus is one where people from different ethnic, social, cultural & religious backgrounds gather together. USP students and staff come from diverse backgrounds and travel from within the Pacific and across the globe to be part of this diverse community.

8. Community Engagement

USP prides itself as a community that promotes a more just and humane world. The International Office dedicates a day every semester for community engagement with their staff, interns and international students. Last semester the office volunteered at the Fiji School for the Blind for a very interactive day with the children. USPI office also connects interested students into volunteer programmes with local organisations.

9. International Students Association (ISA)

ISA provides the international students with the opportunity of coming together to socialise and network. Activities organised in the past include: hikes, fundraisers, socials and competitions.

The association comprises diverse cultural background thus an obvious wealth of knowledge, experiences and networks can be shared. Additionally, there are added opportunities throughout the semester to mingle with students from the various other cultural groups that make up USP through sports tournaments, cultural, educational and social events.

Essential Information for incoming International students

Application Requirements

Before students apply for any programme at USP, they need to check whether they meet the entry requirements competency.

English Language Requirements

Students who are not from English speaking countries need to provide proof of English Language. Please refer to USP Handbook and Calendar for details on English Language requirements or alternatively students can email USPI.

Admission Process

The University has an online application system, which can be used to apply for admissions. Alternatively, students 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. Students can also scan and email a copy.

Application Checklist

Students need to check that all documents are complete and attached to the application form before sending these to USP. If accepted, students need to make arrangements for student visa and take all other necessary actions to prepare to come to USP. The International Office will assist all prospective applicants.

Studying at our Regional Campuses

International students interested in studying at USP’s Regional Campuses in Samoa, Vanuatu, Cook Islands, Kiribati, Nauru, Niue, Tonga, Tuvalu, Tokelau, Solomon Islands and the Republic of Marshall Islands will need to contact the International Office on international@usp.ac.fj.

Visas and Immigration

International students will need a study permit to study in Fiji. Students are advised NOT to apply for a study permit through the Fijian consulate in their home countries. Study permits should only be applied for AFTER students 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 must ensure that they apply for study permits and receive a permit letter prior to...
their arrival into the country of study. Students who are coming through special programmes such as Study Abroad must contact their home institutions for details on obtaining a study permit for USP.

**What documents are needed?**

All international students must submit the following documents for a study permit to USP International Office:

- A completed application form;
- A copy of bio data page of their valid passport;
- A copy of return air ticket with the departure date;
- Bank Statements and financial support letter showing evidence of funding for the duration of studies at USP;
- Medical report;
- Police report;
- 4 regular sized passport photos with a white background;
- Notarised copy of your birth certificate; and
- Immigration Terms and Conditions Form.

**Study Permit Fee:**

- Undergraduate, Intensive English Programme (IEP) and postgraduate coursework visa fee: FJ$513 ($313 Immigration Fee and $200 non-refundable bond).
- Masters Research and PhD Research visa fee: FJ$832 ($632 Immigration Fee, plus $200 non-refundable bond).

**Note:** All documents need to be certified and where documents are not in English these must be officially translated, certified and submitted with originals. Study permit fees are issued by Fiji Immigration, and may change.

**Where do I submit my application?**

Once students application for study permit is complete with all relevant documents, post to the address given on page 19. Students are to post their applications through registered mail for safety and security purposes. Applications should reach the University at least 3 weeks before the semester begins. This is to allow enough time for applications to be lodged with Fiji Immigration.

**Student permit payment**

Payment for student permit needs to be made in advance through telegraphic transfer or through credit card to USP’s main Westpac Account. 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 on Study Permit?**

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 students behalf to get permits extended. Applications should include 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.

**Checklist**

Remember to:

- Courier application for a study permit and make payments before travelling to USP;
- Keep a photocopy of application and documents; and
- Organise return air tickets and send a scanned copy to USP International Office.

**Essential Information for outgoing USP students (on Exchange or Cultural Programme)**

International Office coordinates a number of study exchange and cultural exchange programmes for current USP students. These are project based and have different requirements as per project guidelines.

For a semester abroad with a partner university students must:

- Have completed one semester at USP;
- Have a minimum GPA of 3.0;
- Complete their final semester of studies back at USP; and
- Have courses approved by USP course coordinators to be undertaken at partner University.

The International Office advertises all scholarship and exchange programmes via the USP tukutuku student email and hosts information sessions to give students adequate information about upcoming programmes.

If students are unable to attend the information sessions they can email USPI for an appointment or see the staff in charge of the programme.
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 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 careers and entrepreneurship, disability, health, counselling, campus activities, campus engagement, orientation, first year experience and sports.

For further information, contact
Prakashni Ram; Campus Life Administration Coordinator
The University of the South Pacific, Private Mail Bag, Laucala Campus, Suva, Fiji
Tel: +679 3232351; Email: prakashni.ram@usp.ac.fj or Email: campuslife@usp.ac.fj
Campus Life Activities Office

The Campus Life Activities Office aims to deliver a range of services for students and staff, to provide a holistic meaning to University Life. We believe that a healthy balance between academic and social life is very important for successful learning which contributes to the overall graduate attributes. Throughout the year, the office organises a variety of activities like the monthly Pacific Market Day, Health Week, Family Day, “Lose it Challenge” and Bands by The Beach, etc. The office also operates a student bar on campus, which provides a safe and ‘relaxing’ environment for students to ‘wind’ down.

Email: activities_cl@usp.ac.fj; Tel: 323 2351

Counselling Centre

At Laucala Campus, the USP Counselling Centre is located directly behind the Westpac Bank. Students and staff members can access Counselling Services free of charge. USP Counselling team consists of three highly qualified Counselling Psychologists who are trained to work with diverse student population on any issues of concern.

If you are facing challenges that may affect your study/work, are experiencing personal issues, or simply want to talk to someone for some guidance and advice, then contact the Counselling team, as they may be able to assist you to:

- Work on ways to improve your well-being, build your confidence, and create personal success;
- Build strength and resilience for academic and professional achievement;
- Deal with personal crisis and/or difficulties and/or strong feelings;
- Improve your professional and personal relationships; and
- Answer questions about holistic health such as mental health, reproductive health, and stress management.

Counselling sessions are provided in a safe environment to discuss concerns within your unique personal, cultural, and academic context. We will respect your lifestyle, values and choices while assisting you to work toward changes and/or goals to enhance your well being.

USP students and staff are encouraged to access this private and confidential Counselling Service as early as possible before academic and/or work performance is affected.

For further details please contact us on:
Tel: +679 323 2613
Email: counselling@usp.ac.fj
Website: www.usp.ac.fj/counselling

Career & Entrepreneurial Centre and Services

The idea of getting that “career” after years of study at USP has always been a significant aspect of a students’ life when they graduate from USP. This is a culmination of years of hard work, study and encountering numerous challenges. USP Career & Entrepreneurial 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;
- Annual Entrepreneurial Fair;
- Annual Career and Internship Fair;
- 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 & Entrepreneurial 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 Portal 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 & Entrepreneurial 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; and
- Access the latest employment links with our regional countries.

Click on the link: http://careerhub.usp.ac.fj to take you to the USP CareerHub Portal Page.

The Careers & Entrepreneurial Centre is located behind the Westpac Bank (which is opposite the USP Book Centre in Laucala Campus).

Office Hours:
Monday to Thursday: 8.00am - 4.30pm
Friday: 8.00am - 4.00pm
Tel: +679 323 1798

Contact the USP Career & Entrepreneurial Centre at Campus Life for more information.

Semi Kalisinu Bilitaki
Manager of Career and Entrepreneurial Centre, The University of the South Pacific, Private Mail Bag, Laucala Campus, Suva, Fiji
Tel: +679 323 1847; Mob: +679 845 2929;
Fax: +679 323 1535
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 2013, according to the USP Disability inclusiveness Policy, the term “Disability” is very broad and defined as:

“Persons with disabilities include those who have a short or long-term physical, mental, intellectual or sensory impairment which in interaction with various challenges 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 accommodation can be made to support your studies.

USP Disability Resource Centre works with other departments, sections and staff in the University to remove learning challenges 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 accommodation or arrangements.

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 accommodation that you need to support your tertiary studies, available resources are limited and we cannot guarantee 100% support at all times.

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. You can also do this by disclosing your disability on the USP Admission Form. 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, visit our website at http://www.usp.ac.fj/campuslife/drc or come for a chat with our friendly support staff.

Health & Wellness Services

USP 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 Health and Wellness 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);
- 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 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 for their stay in Fiji from the date of arrival in the country immediately before registration until they return home; and
- Membership is compulsory for all students from outside Fiji and on campus resident students but optional for Fiji students, who live off campus. 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 are strongly advised to join the Student Health 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>$80.00/sem</td>
</tr>
<tr>
<td>Regional Student’s Spouse</td>
<td>$80.00/sem</td>
</tr>
<tr>
<td>Regional Student’s children</td>
<td>$40.00 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.

Campus Life (CL) - Sports Department

Balance your academic life with some sports. For recreation and sport on campus join the exciting programmes to promote sports clubs across the campuses. Club sports currently include: Athletics, Basketball, Chess, Canoeing/Paddling, Hockey, Indoor Soccer/Football, Netball, Touch Rugby, Rugby Union, Rugby League, Tennis and Volleyball (indoor and beach). These take place in various categories including: men, women and mixed grades as well.

USP also has martial arts classes including: Taekwondo and Hapkido. There are qualified coaches in each sport that looks into developing students in the respective field and also for those who want to continue with the sports as a leisure and recreational activity. Prospective and current students can be part of, and have the opportunity to compete as part of the renowned USP Islanders team. All you have to do is to sign up at the Sports Office. Contact: emori.bakewa@usp.ac.fj or on Tel: 3231575.
USP is committed to providing an inclusive and supportive environment for our students, to developing a sense of community and engagement, and to enabling students to maximise their academic potential. Campus Life First Year Experience (FYE) Buddy Programme is an important strategy in achieving these goals. CL FYE Buddy Programme makes an important contribution to achieving the best possible First Year Experience for all first year students.

The Campus Life First Year Experience Office will endeavour that all incoming first year student have access to CL FYE Buddy Programme irrespective of the Faculty or School they belong to. CL FYE Buddy Programme is a non-academic mentoring student support for first year students.

CL FYE Buddy Programme plays a highly-valued and valuable role in the life of USP students. They make an important contribution to the well-being of new USP students by:

- Familiarising the student with the campus facilities;
- Sharing their knowledge of where University Support Services, School and Faculty offices are and how they can be accessed;
- Providing information on University policies and procedures, or where/who to go to for advice and information;
- Demystifying academic procedures and other study matters (i.e. how to submit assignments; how to borrow books);
- Sharing academic survival tips and knowledge about how to seek support;
- Engaging in social activities to get to know and meet other students;
- Sharing knowledge of available support structures, services and networks;
- Building the student’s self-confidence in their ability to negotiate a new and challenging environment; and
- Buddying is generally characterised by the model of a more senior or experienced person acting as a friend to a new, more junior person, to inculcate them into the ways of the new culture to help them succeed.

Ideally, CL FYE Buddies build a relationship with their first year students over time, usually over the course of the semester. The Buddy programme is voluntary in that both buddy and first year students can opt out whenever they want to.

Who is a CL FYE Buddy?

A CL FYE Buddy:

- Must be a currently-enrolled USP student who has successfully completed at least one year of study;
- Is a student who is interested in assisting new students to successfully make the transition to university life; and
- Is willing to share their own knowledge, expertise and experience with others to help them get the most out of their time at USP.

How to sign-up for a Buddy

You can sign up with a CL FYE Buddy Programme at any time during your Orientation week at USP. CL FYE Buddies will assist during the Orientation activities and will be distinguished by their T-shirts. You can also sign up at any Information Booth or with your Orientation tour guides. There is a high chance that Buddies might be your Orientation Tour Guides as well.

USP Fitness Centre

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.

Discover why the Fitness Centre and CRC are the number one choice for professional advice, fun and fitness!

Opening Hours

**Fitness Centre**

Monday - Friday 5:00am-8:45pm
Saturday & Sunday 7:00am-5:45pm
Public Holidays 7:00am-5:45pm

**USP Pool**

Monday - Friday 6:00am-6:00pm
Saturday & Sunday 10:00am-6:00pm
Public Holidays 10:00am-6:00pm

**USP Gymnasium**

Monday - Friday 8:00am-9:00pm
Saturday & Sunday 7:00am-6:00pm
Public Holidays Closed

For further queries, please contact
Mr Mark Fung, Fitness Centre Coordinator on
+679 3232459 or email: mark.fung@usp.ac.fj

Sports and Recreation

Welcome to USP Fitness Centre with equipment that is state-of-the-art and is equal to the best anywhere. The university is 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 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.

For more information contact the Campus Life First Year Experience Coordinator, Pratish Raj by phone 32 32351 or email: pratish.raj@usp.ac.fj
Laucala Campus has 11 Halls of Residence housing 1,061 students and 31 units for married students. 10th and 11th Halls are newly constructed Halls with modern facilities including a kitchen on each floor. The other Halls have designated areas where microwave and students’ personal rice cookers and electric frypans can be used for cooking.

For housing application forms and if you have any questions, please visit the Halls website - www.usp.ac.fj/halls or contact us at +679 323 2281, or send an email to: halls@usp.ac.fj. You can also visit the Halls Office located opposite the Security Control Room.
Due to the heavy demand for on-campus accommodation, priority is given to registered full-time students as follows:

- Undergraduate students in Year 1 of their programme. Application deadline is mid-January for Semester 1 of that year and students must submit the medical report form HOR.5 with their application;
- Regional continuing undergraduate students who applied by the deadline. Application deadline is 30 November every year for the following year;
- Fiji continuing undergraduate students who applied by the deadline. 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.

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

For continuing undergraduate Fiji students, returning residents will have priority over first-time applicants.

HALLS OF RESIDENCE 2019 RATES

<table>
<thead>
<tr>
<th>Room Size</th>
<th>Small Room</th>
<th>Medium Room</th>
<th>Large Room</th>
<th>10th Hall</th>
<th>11th Hall</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester Daily Rate</td>
<td>$7.22</td>
<td>$8.94</td>
<td>$10.63</td>
<td>$18.75</td>
<td>$19.65</td>
</tr>
<tr>
<td>Semester Accommodation</td>
<td>$910</td>
<td>$1127</td>
<td>$1339</td>
<td>$2362</td>
<td>$2475</td>
</tr>
<tr>
<td>Mid-year Break Accommodation (for non-Fiji Students)</td>
<td>$201</td>
<td>$250</td>
<td>$298</td>
<td>$526</td>
<td>$550</td>
</tr>
<tr>
<td>Health Fee</td>
<td>$80</td>
<td>$80</td>
<td>$80</td>
<td>$80</td>
<td>$80</td>
</tr>
</tbody>
</table>

The Halls of Residence rates is subject to change. Please contact the Halls Office for the 2020 list.

SECURITY DEPARTMENT

Student Safety on Campus

Personal and property safety on campus is a joint responsibility involving everyone. All students and staff are requested to take responsibility for their property and report any suspicious behaviour. There are approved strict disciplinary measures in place to deal with misuse of property and thefts.

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

The follow tips are suggested to maintain a safe and secure environment for conducive learning:

- Secure personal belongings wherever possible or carry them;
- Be mindful of what is stored in lockers. Do not leave attractive items in locker. If students use USP lockers please ensure to use “combination lock” or quality locks. USP accepts no responsibility for items stored in lockers on campus;
- Be aware of your surroundings: The single most important thing students can do to ensure personal and property safety is to tune in to their environment. Report suspicious behaviour to USP Security or any staff member immediately;
- Carry USP ID card at all times; failure to produce ID cards on demand may result in a fine of ($40.00); and
- Students are to ensure that their car is parked properly and locked at all times. Avoid leaving any attractive items inside the vehicle. Improper parking will result in vehicle being clamped and a fine of $50.00 imposed.

For more information on USP Campus Security, contact:
Isimeli Ululakeba, Chief Security Officer, The University of the South Pacific, Private Mail Bag, Laucala Campus, Suva, Fiji; Tel: +679 323 2211(Control Room) or Mob: +679 938 0035; Email: ululakeba_i@usp.ac.fj
The University Library Network comprises 23 Campus and Centre libraries located in the USP member countries of the Cook Islands, Fiji, Kiribati, Marshall Islands, Nauru, Niue, Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu and Vanuatu.

The Main Library is located at Laucala Campus in Suva, Fiji.

In response to the digital world of information and changing learning pedagogies and expectations of academic users in the 21st century, the USP Library Network offers:

- a website (www.usp.ac.fj/library) which is the gateway to its wide range of services and multimedia, digital and print resources;
- 55+ online subject and multidisciplinary databases that provide access to 80,000+ full text serials; 200,000 plus e-books and over 1 million theses and Pacific combined print/electronic serial titles 24/7;
- an Integrated Library System inclusive of a Discovery service that allows users to search across the online public access catalogue and digital resources;
- trained professional and paraprofessional staff;
- outreach to faculty through the Library’s Liaison Librarian programme;
- reference services via F2F Information Desk and online Ask-A-Librarian services;
- subject guides;
- information research (literacy) skills (IRS) training for current and lifelong learning;
- collaborative and integrated learning spaces such as the Learning Commons on level A at Laucala which accommodates 500+ users in single and group study styles;
- research spaces in quiet and collaborative learning environments
- technology support through PCs, laptops, Wi-Fi and multifunctional devices;
- interlibrary loans, digitization, photocopying, binding, printing, laminating services;
- Special Collections at the Main Library:
  - The iconic Pacific Collection of 90,000+ items on the Pacific and by Pacific authors
  - USP Theses portal
  - The Oceania Sport Information Centre (OSIC) on sport.
  - Pacific Islands Marine Resources Information System (PIMRIS) on marine and related matters.
  - Multi-media collection of DVDs, CDs video-cassettes,
- in supporting of regional publishing, the Library is the Regional ISBN (International Standard Book Number) agency and also provides Cataloguing-In-Publication (CIP) data for new titles. Both services are free of charge. https://www.usp.ac.fj/index.php?id=3986

Access to library resources and services and use of spaces are guided by rules and regulations and library users are encouraged to always carry their USP ID cards to facilitate access to these.

For assistance, contact the Library staff who are trained to help you.

For more information about the Library Network:

Visit: www.usp.ac.fj/library for the Online public access catalogue.

Twitter: https://twitter.com/USPlibrary
Instagram: https://www.instagram.com/usplibrary/
Facebook: https://www.facebook.com/USPlibrary

Campus/centre libraries: contacts and opening hours: https://www.usp.ac.fj/index.php?id=lib_campus

**Student success** is our business and we invite you to **Engage! Ignite! Connect@USP Library.**
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, Online, Print & 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

COOK ISLANDS

USP COOK ISLANDS CAMPUS
Director: Dr Debi Futter-Puati
Postal address: PO Box 130, Rarotonga, Cook Islands
Tel: +682 29415 or 29416
Direct Ext: 41401
Fax: +682 21316
E-mail: debi.futterpuati@usp.ac.fj
Office hours: Mondays to Fridays, 8.30am – 6.00pm

FIJI ISLANDS

USP LABASA CAMPUS
Director: Dr Samuela Bogitini
Postal address: Private Mail Bag, Labasa, Fiji
Tel: +679 881 7707
Direct Ext. 32901
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
Direct Ext: 41501
Fax: +679 666 7133
E-mail: pramila.devii@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 Takuia Uakeia
Postal address: PO Box 59, Bairiki, Kiribati
Tel: +686 21085
Direct Ext. 40401
E-mail: takua.uakeia@usp.ac.fj
Office hours: Mondays to Fridays, 9:00am – 6:00pm

REPUBLIC OF MARSHALL ISLANDS

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

REPUBLIC OF NAURU

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

NIUE

USP NIUE CAMPUS
Director: Seone Lolesio
Postal address: PO Box 31, Alofi, Niue
Tel: +683 4049
E-mail: seone.lolesio@usp.ac.fj
Office hours: Mondays to Fridays, 8.30am – 4.30pm

SAMOA

ALAFUA CAMPUS
Director: Joeli Veitayaki
Postal address: The University of the South Pacific, Private Bag, Apia, Samoa.
Tel: +685 21671
Direct Ext. 40101
Fax: +685 22933
E-mail: joeli.veitayaki@usp.ac.fj or enquiries@samoa.usp.ac.fj
Office hours: Mondays to Fridays, 8:00am – 4:30pm
After hours: Main gate: +685 21671 Ext 222 OR +685 23083

SAVAI CENTRE
Contact: Joeli Veitayaki
Email: joeli.veitayaki@usp.ac.fj
Tel: +685 61467
SOLOMON ISLANDS

USP SOLOMON ISLANDS CAMPUS
Contact: Pro Vice-Chancellor & Head of the School of Public Health: Professor Prem Misir
Postal address: PO Box 460, Honiara, Solomon Islands.
Tel: +677 21307; 21308; 21309
Direct Ext.: 40201
Fax: +677 24024
E-mail: prem.misir@usp.ac.fj
Office hours: Mondays to Fridays, 8:00am – 4:30pm

GIZO CENTRE, WESTERN PROVINCE
Coordinator: Eddison Kotomae
Postal address: PO Box 153, Gizo, Western Province Solomon Islands
Tel: +677 60582
Fax: +677 60732
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
Email: 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 22178
Email: junioraleta@hotmail.com

KINGDOM OF TONGA

USP TONGA CAMPUS
Director: Robin Havea
Postal address: PO Box 278, Nuku’alofa, Tonga
Tel: +676 29055 or 29240
Direct Ext. 40701
Email: robin.havea@usp.ac.fj
Office hours: Mondays to Fridays, 8:30am – 4:30pm

HAAPAI CENTRE
Asst. Coordinator: Ms Talei Ulufonua
Tel: +678 60099
E-mail: talei.ulufonua@gmail.com taei.ulufonua@usp.ac.fj

VAVA’U CENTRE
Coordinator: Mrs Tupou Nonu
Tel: +676 70545
Email: tupou.nonu@gmail.com tupou.nonu@usp.ac.fj

TUVALU

USP TUVALU CAMPUS
Director: Dr Rosiana Lagi
Postal address: PO Box 21, Funafuti, Tuvalu
Tel: +688 20811
Direct Ext. 40902
Fax: +688 20704
Email: lagi_r@usp.ac.fj
Office hours: Mondays to Fridays, 8:00am – 4:30pm

VANUATU

EMALUS CAMPUS
Campus Director: Mr Ruben Bakeo Markward
Postal address: Private Mail Bag 9072
The University of the South Pacific, Port Vila, Vanuatu.
Tel: +678 22748
Direct Ext. 40301
Fax: +678 22633
Email: ruben.markward@usp.ac.fj
Office hours: Mondays to Thursday, 7.30am -5.00pm
Fridays, 7.30am -4.30pm

SANTO CENTRE
Coordinator: Ms Gayleen George
Postal Address: Private Mail Bag 176
Luganville Santo, Vanuatu.
Tel: +678 36438
Fax: +678 36299
Email: gayleen.george@usp.ac.fj

TAFAE CENTRE
Coordinator: Mr Morris Harrison
Postal address: PO Box 23, Isangel, Taana, Vanuatu
Tel: +678 717141 or 88726
Email: morris.harrison@usp.ac.fj

MALAMPA CENTRE
Coordinator: Mr Damien Hopkins
Postal Address: Norsup Malekula Vanuatu
Email: damien.hopfand@usp.ac.fj

TORBA CENTRE
Coordinator: Ms Meri Worek
Address: Sola, Vanua Lava, Vanuatu
Tel: +678 35748
Email: meri.worek@usp.ac.fj
USP PATHWAYS TO HIGHER EDUCATION

USP offers quality tertiary education, and excellent student support facilities in a variety of degree programmes offered in multiple modes:


AREAS OF STUDY IN FOUNDATION PROGRAMMES
Pacific TAFE offers and coordinates the following courses at the foundation level through Face-to-Face and Flexible Learning delivery: Accounting, Agriculture, Biology, Chemistry, Communication Study Skills, Computing, Economics, Geography, History, Official Statistics, Politics, Languages, Mathematics, Physics, Sociology, Technology.

AREAS OF STUDY IN SKILLS PROGRAMMES
Pacific TAFE offers and coordinates the following skills based qualifications through multiple modes of delivery: Business Management, Accounting, Office Management, Human Resource Management, Project Management, Hospitality Operations, Commercial Cookery, Culinary Arts, Counselling, Cybersecurity, Early Childhood Education & Care, Community Development, Library/Information Studies, Training & Assessment, Information Technology, Fisheries Enforcement and Compliance, Small Business Development Management, Patisserie, Resilience (Climate Change Adaptation and Disaster Risk Reduction).

AREAS OF STUDY IN UNDERGRADUATE (UG) PROGRAMMES
USP offers a variety of postgraduate programme: Postgraduate Certificate in Tertiary Teaching, Postgraduate Certificate in Gender Studies, Postgraduate Diploma in Advanced Analytical Skills, Postgraduate Diploma in Agriculture, Postgraduate Diploma in Cybersecurity, Postgraduate Diploma in Climate Change, Postgraduate Diploma in Commerce (in various majors), Postgraduate Diploma in Development Studies, Postgraduate Diploma in Diplomacy & International Affairs, Postgraduate Diploma in General Managers, Postgraduate Diploma in Governance, Postgraduate Diploma in Information Technology, Postgraduate Diploma in Forensic Accounting and Fraud Investigation, Postgraduate Diploma in Arts (in various majors), Postgraduate Diploma in Climate Change, Postgraduate Diploma in Education, Postgraduate Diploma in Law, Postgraduate Diploma in Science (in various majors), Post Graduate in Science (in various majors) and Master of Science (in various disciplines), Master of Business Administration, Master of Science in Climate Change, Master of Commerce (in various disciplines), Master of Science, Master of Information Systems, Master of Agriculture, Master of Education, Master of Laws, Master of Computing and Information Systems, Master of Arts (in various disciplines), Master of Environmental Law, Doctor of Philosophy (in various disciplines), etc.

AREAS OF STUDY IN POSTGRADUATE PROGRAMMES

Note:
1. Enquire about Pacific TAFE's approved skills based qualification pathways to relevant undergraduate programmes.
2. Enquire about requirements to relevant postgraduate programmes.
3. Skills Based Programmes are also known as Sub-Degree Programmes.
4. Foundation/Preliminary Programmes are also known as Pre-Degree Programmes.
5. Passed between 1 and 3 Fiji Y12 Certificate Examination or Equivalent Subject(s).
6. Passed at least 1 or more Fiji Y12 Certificate Examination or Equivalent Subject(s).
7. Passed between 1 and 3 Fiji Y13 Certificate Examination or Equivalent Subject(s).
8. Passed at least 1 or more Fiji Y13 Certificate Examination or Equivalent Subject(s).
Applying to USP

Students applying to USP directly from high school must have successfully attempted either the Year 12 Certificate Examination or Equivalent or the Year 13 Certificate Examination or Equivalent. For General Admission Entry Requirements and Programme Special Entry Requirements, please refer to the current USP Handbook & Calendar.
Mature Student Admission Criteria

(a) A person 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 or its delegate may prescribe as a prerequisite for admission to a specific programme.

Application Process
Persons are invited to apply online at www.usp.ac.fj/apply

Contact Details & Opening Hours
Tel: +679 323 1444
Email: helpdesk@student.usp.ac.fj
Student Services Centre (for Laucala Campus)
Monday to Thursday: 8.30am to 4.30pm and Friday: 8.30am to 4.00pm
Closed on Weekends and Public Holidays
Call Centre Hours:
Monday to Thursday: 8.00am to 5.00pm and Friday: 8.00am to 4.30pm
Closed on Weekends and Public Holidays.

Note: Please refer to page 31 and 32 for regional campus contacts.

Fiji Year 12 Certificate Examination or Equivalent:
To be eligible for admission to foundation and relevant skills-based programme, persons who have taken the Senate-recognised Fiji Y12 Certificate Examination in 2015 and Thereafter will be required to obtain a minimum aggregate of 200 marks in 4 subjects with at least 50% each in English and the best 3 subjects otherwise persons may be considered for foundation, skills-based, pre-degree or degree studies if they have met the Mature Student Admission Criteria. Special admission requirements also apply for certain programmes and are listed under the academic unit in which the programme is offered. For more information refer to the current USP Handbook & Calendar.

Fiji Year 13 Certificate Examination or Equivalent:
To be eligible for admission to pre-degree or degree studies, persons who have taken the Senate-recognised Fiji Y13 Certificate Examination in 2015 and Thereafter will be required to obtain a minimum aggregate of 200 marks in 4 subjects with at least 50% each in English and the best 3 subjects otherwise persons may be considered for skills-based, pre-degree or degree studies if they have met the Mature Student Admission Criteria. Special admission requirements also apply for certain programmes and are listed under the academic unit in which the programme is offered. For more information refer to the current USP Handbook & Calendar.
Notes
(i) The Ministry of Education, Fiji, removed the scaling of marks in 2015 and as a consequence, USP lowered its admission marks from 250 to 200 marks out of 400. Persons who sat the Fiji Form 6 /Year 12 or Form 7/ Year 13 Examination prior to 2015, the applicable admission marks and associated admission requirements will apply.
(ii) For the purpose of these Regulations, the Certificates, Diplomas and Bachelors qualifications referred herein are academic qualifications pegged at Level 7 in the Fiji Qualifications Framework which is aligned to the Australian and New Zealand Qualifications Frameworks.

PART A PROGRAMME AND ADMISSION REQUIREMENTS

1.0 CREDIT POINTS
1.1 A credit point is the equivalent of 25-30 student learning hours.
1.2 All Undergraduate courses 18 weeks long have a credit point value of 7.5 credit points.
1.3 All Postgraduate courses have a credit point value of 15 credit points or multiples thereof.
1.4 For the purposes of assessing fees for a full time student, an Academic Year is defined as 60 credit points.
1.5 To be eligible for the award of a Certificate (Level 7) qualification, a student must complete a minimum of 45 credit points.
1.6 To be eligible for the award of the Diploma (Level 7) qualification, a student must complete a minimum of 60 credit points.
1.7 To be eligible for the award of a Bachelor’s Degree, a student must complete a minimum of 180 credit points for a three year degree, 240 credit points for a four-year degree and 300 credit points for a five-year degree.
1.8 To be eligible to the award of a Professional Diploma a student must complete a minimum of 70 credits points (Level 8).
1.9 To be eligible to the award of a Postgraduate Certificate a student must complete a minimum of 30 credits points (Level 8).
1.10 To be eligible to the award of a Postgraduate Diploma a student must complete a minimum of 60 credit points (Level 8).
1.11 To be eligible to the award of a Master’s Degree, a student must complete a minimum of 120 credit points, except where it builds upon 4 years of prior study successfully completed at Bachelor Degree Level or above, in which case it can be fewer than 120 credit points, but no fewer than 60 credits. All credit points for a Master’s Degree must be achieved at Levels 8 and 9.

2.0 CERTIFICATE (Minimum 45 credit points)

2.1 Programme Description
(a) The Certificate programmes provide short academic programmes appropriate to the acquisition of basic knowledge and operational skills, together with an introduction to the theoretical aspects of the areas of study.
(b) In such cases where the Certificate is part of a staircasing arrangement, all the credits from the Certificate may be transferred to the Diploma programme. Where the Certificate is not part of a staircasing programme only 50% of the credits may be transferred to the Diploma programme.

2.2 Admission Requirements
(a) General requirements for admission into Certificate programmes follow the admission requirements for degree programmes and these are:
   (i) passed the Senate-recognised Year 13/ Form 7 or equivalent examination in accordance with clause 4.3.2; or
   (ii) passed the USP Foundation Programme in accordance with clause 4.3.4; or
   (iii) met the mature admission criteria.
(b) Special admission requirements, if any, and programme regulations for the Certificate programmes, appear under the Faculty in which the Certificate is offered.

3.0 DIPLOMA (Minimum 60 credit points)

3.1 Programme Description
(a) The Diploma programme is an expansion of the Certificate programme.
(b) Students completing a Diploma may continue into the Bachelor’s Degree and, depending on the major area of study to which a student is admitted.
(c) In such cases where the Diploma is part of a staircasing arrangement, all the credits from the Diploma may be transferred to the Bachelor’s programme. Where the Diploma is not part of a staircasing programme only 50% of the credits may be transferred to the degree programme.
(d) Diploma programmes also require the successful completion of the two 100-level University Courses.

3.2 Admission Requirements
(a) General requirements for admission into Diploma programmes follow the admission requirements for degree programmes.
and these are:
(i) passed the Senate-recognised Year 13/ Form 7 Certificate Examination in accordance with clause 4.3.2 or its equivalent; or
(ii) passed the USP Foundation Programme in accordance with clause 4.3.4; or
(iii) met the mature student admission criteria.

(b) Special admission requirements, if any, and programme regulations for the Diploma programmes, appear under the Faculty in which the Diploma is offered.

4.0 BACHELOR DEGREE
4.1 Bachelor Degree Programmes
USP offers the following programmes:

3-year Bachelor programmes: 180 credit points
Bachelor of Arts
Bachelor of Commerce
Bachelor of Science

3-year Prescribed Bachelor programmes: 180 credit points
Bachelor of Agriculture
Bachelor of Arts (Environmental Management)
Bachelor of Arts (Marine Management)
Bachelor of Education In-Service
Bachelor of Geospatial Science
Bachelor of Science (Environmental Science)
Bachelor of Science (Marine Science)
Bachelor of Commerce in Professional Accounting

4.2 Programme Requirements
(a) The 3-year Bachelor programmes require the completion of 180 credit points. The 4-year prescribed programmes require the completion of 240 credit points. The 5-year combined programmes require the completion of 300 credit points.

(b) To complete a Bachelor's Degree, a student shall complete the requirements specified by the Senate as stated under each programme.
(i) Students admitted to degree programmes are required to complete the four University courses as part of their programme. These courses are UU100, UU114, UU200 and UU204. Any exemptions approved by the Senate will be listed in the individual programme.
(ii) Students admitted to degree programmes are required to pass at least 75% of their Programme course requirement at each level and must include the two first-year University courses, to progress to the next level. This means 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; these may not include the 200-level University courses.
(iii) Students who fail the University courses of UU100, UU114, UU200 and UU204 may sit a special examination or complete the components of the course which they have not completed, or resubmit a component they had failed.
(iv) The BA, BCom and BSc degrees, shall each be structured so that it consists of either:
(a) a single major comprising a minimum of 67.5 credit points and a maximum of 90 credit points in 1 discipline (hereafter referred to as the major discipline), chosen from the list of disciplines permitted for that Bachelor's degree, as follows:
(i) at least 15 credit points must be at the 100-level, and
(ii) at least 15 credit points must be at the 200-level, and
(iii) at least 22.5 credit points must be at the 300-level.
(iv) at least one minor in a discipline (other than a single major discipline) consisting of a minimum of 30 credit points and a maximum of 37.5 credit points of which at least 15 credit points must be at the 200 or 300 level.
Specific requirements of single majors are contained in the relevant programmes.
(b) A double major comprising a minimum of 45 credit points (8 courses) and a maximum of 60 credit points (8 courses) in each of two disciplines.

4-year Prescribed Bachelor programmes: 240 credit points
Bachelor of Commerce in Hotel Management
Bachelor of Engineering (Mechanical)
Bachelor of Engineering (Electrical/Electronic)
Bachelor of Laws (LLB)
Bachelor of Network and Security
Bachelor of Software Engineering
Bachelor of Commerce in Tourism and Hospitality Management

4-year Prescribed Combined programmes: 240 credit points
Bachelor of Arts and Graduate Certificate in Education
Bachelor of Science and Graduate Certificate in Education
Bachelor of Commerce and Graduate Certificate in Education

5-year Combined Bachelor Programmes: 300 credit points
Bachelor of Arts and Bachelor of Laws
Bachelor of Commerce and Bachelor of Laws
Combined programmes will not be less than 5 years in duration.

Note: Please refer to the final copy of the regulations in the 2020 Handbook and Calendar: www.usp.ac.fj/calendar
Specific requirements of double majors are contained in the relevant programmes.

(c) The fulltime load for a Bachelor’s programme shall be 30 credit points (4 courses) in each semester. A student will not be allowed to take an overload. The part-time load would be a maximum of 15 credit points which is 50% of the full-time load per semester.

(d) No persons shall register in a course unless they have satisfied such prerequisites as Senate may require for that course. Prerequisites may include:
   (i) a pass grade (excluding a Restricted Pass) in a specified or unspecified course at a lower level; or
   (ii) a pass grade in a specified course at the same level.

(e) Notwithstanding these Regulations, prerequisite waivers may be provided under the following circumstances by the Dean:
   (i) Students in their final semester of studies in which case the prerequisite and the course may be taken concurrently in order to complete their studies in that semester.
   (ii) Students who have failed the prerequisite with a ‘D’ grade and take this course concurrently with the required course.

(f) In addition to these general regulations, some Bachelor’s programmes have specific regulations. These are listed with the programmes under the Faculty in which they are offered.

4.3 Admission Requirements

4.3.1 Persons shall be eligible to be admitted to a Bachelor’s Degree (except the BEd) if they have:
   (a) passed the Senate-recognised Year 13/ Form 7 Certificate Examination in accordance with clause 4.3.2 or its equivalent; or
   (b) passed the USP Foundation Programme in accordance with clause 4.3.4; or
   (c) met the mature student admission criteria.

4.3.2 Fiji Year 13/ Form 7 Certificate Examination Entrants

To be eligible for admission to degree studies under clause 4.3.1(a), persons who have taken a Senate-recognised Fiji Year 13/ Form 7 Examination in 2015 and thereafter will be required to obtain a minimum aggregate of 200 marks in four subjects with a minimum score of 50% each in English and the best 3 subjects. Special admission requirements also apply for certain degree programmes and are listed under the Faculty in which the programme is offered.

4.3.3 Alternate Pathway to Degree Studies from Fiji Year 13/ Form 7

Refer to the Bridging Requirements and Regulations.

4.3.4 USP Foundation Certificate Entrance

(a) To be eligible for admission to degree studies under clause 4.3.1(b), the following criteria shall apply to those who are admitted from the Foundation Programme: At least 8 Foundation courses, two of which must be LLF11 and LLF14, in the relevant areas including the compulsory courses listed below:

<table>
<thead>
<tr>
<th>DEGREE AND MAJOR</th>
<th>COMPULSORY</th>
<th>RECOMMENDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor of Agriculture</td>
<td>BIF02, BIF03, CHF02, CHF03</td>
<td></td>
</tr>
<tr>
<td>Accounting major</td>
<td></td>
<td>AFF01, AFF02</td>
</tr>
<tr>
<td>Finance major</td>
<td>MAF11 or MAF12</td>
<td></td>
</tr>
<tr>
<td>Banking major</td>
<td></td>
<td>AFF01</td>
</tr>
<tr>
<td>Economics major</td>
<td>MAF11, MAF12</td>
<td>ECF04</td>
</tr>
<tr>
<td>Management major</td>
<td></td>
<td>CSF12, ISF21</td>
</tr>
<tr>
<td>Bachelor of Engineering</td>
<td>C+ in MAF11, MAF12, PHF02 and PHF03</td>
<td></td>
</tr>
<tr>
<td>Bachelor of Laws, Journalism, Linguistics, Literature and Language</td>
<td>C+ in LLF11</td>
<td></td>
</tr>
<tr>
<td>Bachelor of Science</td>
<td>MAF11, MAF12</td>
<td></td>
</tr>
<tr>
<td>Bachelor of Net-Centric Computing</td>
<td>C+ in MAF11 and MAF12</td>
<td>CSF12</td>
</tr>
<tr>
<td>Bachelor of Software Engineering</td>
<td>C+ in MAF11 and MAF12</td>
<td>CSF12</td>
</tr>
<tr>
<td>Biology major</td>
<td>BIF02, BIF03</td>
<td></td>
</tr>
<tr>
<td>Chemistry major</td>
<td>CHF02, CHF03, MAF11, MAF12</td>
<td>BIF02, BIF03</td>
</tr>
<tr>
<td>Computing Science major</td>
<td>C+ in MAF11 and MAF12</td>
<td>CSF12, ISF21</td>
</tr>
<tr>
<td>Information Systems Majors</td>
<td>MAF11, MAF12</td>
<td>CSF12, ISF21</td>
</tr>
<tr>
<td>Mathematics major</td>
<td>C+ in MAF11 and MAF12</td>
<td>CSF12, ISF21</td>
</tr>
<tr>
<td>Physics major</td>
<td>C+ in PHF02, PHF03, MAF11, MAF12</td>
<td>CHF02, CHF03</td>
</tr>
</tbody>
</table>

Note: Please refer to the final copy of the regulations in the 2020 Handbook and Calendar: www.usp.ac.fj/calendar
(b) Alternative Pathway to Degree Studies from USP Foundation Programme
Refer to the Bridging Requirements and Regulations

4.3.5 South Pacific Board for Educational Assessment (SPBEA) South Pacific Form Seven Certificate Entrants
(a) To be eligible for admission to degree studies under clause 4.3.1(a), persons who have taken the SPBEA South Pacific Form Seven Certificate examination shall qualify if they obtained:
(i) ACHIEVED or better in English plus 3 other subjects as the general admission requirements;
(ii) ACHIEVED or better in English plus 2 other subjects and MERIT in mathematics for the Bachelor of Network and Security, Bachelor of Software Engineering, and majors in CS, Mathematics, Accounting and Economics;
(iii) MERIT in English; and ACHIEVED or better in 3 other subjects for admission to the Law programme;
(iv) MERIT in Physics and Mathematics; and ACHIEVED or better in English, plus 1 other subject for admission to the physics major and to the Bachelor of Engineering.
(b) Where a student has a “YET TO ACHIEVE” as 1 of the 4 subjects included in the proposed course of study, the student must take the Foundation course for that subject.

4.3.6 National Certificate of Educational Achievement (NCEA) Entrants
To be eligible for admission to degree studies under clause 4.3.1(a), persons who have completed the NCEA assessment shall qualify if the person has completed:
(a) Minimum of 62 credit points to be as follows:
   • Minimum of 42 credit points from 3 Level-3 subjects comprising English with minimum of 14 credit points and 2 other Level 3 subjects each with a minimum of 14 credit points subject to (b) below plus
   • Minimum of 20 credit points from Level 2 subjects or above to be made up of 2 subjects with a minimum of 10 credit points each.
(b) 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 1 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 1 other subject.

4.3.7 National University of Samoa (NUS) Entrants
Persons who successfully completed the NUS Preparatory Science and Social Science programmes are eligible to be admitted to University studies.

4.3.8 Solomon Islands National University (SINU) Entrants
Persons who successfully completed the SINU Foundation Year Social Science programme are eligible to be admitted to University studies provided they meet the requirements:
(a) stipulated under clause 4.3.4(a) (for admission to non-Science Bachelor’s degree programmes); or
(b) for admission to other programmes.

4.3.9 Accelerated Christian Education (ACE) School Form 7 Entrants
To be eligible for admission to degree studies under clause 4.3.1(a), persons who have completed the ACE Level 3 or Y13/F7 Certificate must have gained at least 4 Credits in English and 3 other subjects comprising of Literature, Maths, Science and Social Studies designated “Level 3 or Year 13.”
For admission to the following programmes and majors the admission requirements will be as follows:
(a) For the Bachelor of Agriculture, the Level 3 subjects will be English, Science (pass in Chemistry and Biology) and 2 other subjects.
(b) For majors in Accounting and Economics, the Level 3 subjects will be English, Maths and 2 other subjects.
(c) For the Bachelor of Science programme and majors, the initial admission will be to the Unclassified Studies programme under which students will be required to undertake MAF12 with 3 degree level courses.
(d) For admission to majors in Physics, Maths and Computing Science and to the Bachelor of Engineering, Bachelor of Software Engineering and Bachelor of Net-Centric Computing, students are required to pass MAF12 with a B grade under 4.3.9(c).

4.3.10 For students with equivalent entry qualifications to those above completed more than 5 years ago, entry may be considered under mature entry in accordance with clause 11.3.

4.3.11 Admission Requirements for International Applicants
International applicants are those who are citizens of non-USP member countries.
*All international applicants must meet both the English Language Requirement and the Academic Equivalencies Guidelines (refer to the tables (a) and (b) below respectively).

(a) English Language Requirement
All international applicants whose entry level qualification was not in English must meet the University’s English language requirements for admission. When examination scores are used to demonstrate English proficiency, these scores must have been attained within 2 years of the date of application for admissions. USP accepts the following methods as evidence of proficient English language skills:
<table>
<thead>
<tr>
<th>ENGLISH EXAM OR PREPARATION</th>
<th>FOUNDATION</th>
<th>DIPLOMA &amp; UNDERGRADUATE</th>
<th>POSTGRADUATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>IELTS</td>
<td>5.0 overall (minimum of 5.0 in writing)</td>
<td>8.0 overall (minimum of 6.0 in writing)</td>
<td>8.5 overall (minimum of 6.5 in writing)</td>
</tr>
<tr>
<td>Pearson Test of Academic English</td>
<td>Overall score of 42 with no score less than 35</td>
<td>Overall score of 50 with no score less than 42</td>
<td>Overall Score of 58 with no score less than 50</td>
</tr>
<tr>
<td>Cambridge Certificate in Advanced English</td>
<td>47 overall</td>
<td>52 overall</td>
<td>58 overall</td>
</tr>
<tr>
<td>International Baccalaureate</td>
<td>Standard Level – score of 5 or higher</td>
<td>Higher Level – score of 4 or higher</td>
<td>N/A</td>
</tr>
<tr>
<td>Secondary Education</td>
<td>At least two years of full-time study at the secondary education level where the medium of instruction was English.</td>
<td>At least three years of full-time study at the secondary education level where the medium of instruction was English.</td>
<td>N/A</td>
</tr>
<tr>
<td>Tertiary Education</td>
<td>N/A</td>
<td>At least one year of full-time study at the undergraduate level, where the medium of instruction was English.</td>
<td>At least two years of full-time study at the undergraduate level, where the medium of instruction was English.</td>
</tr>
</tbody>
</table>

* Applicants who fail to meet the English language requirement for admission into a USP programme, but meet all other admission requirements may be admitted into Unclassified Programme.

** Applicants to Preliminary Studies must demonstrate the equivalency of an IELTS score of 4.0.

(b) Academic Equivalencies Guidelines

For admission into USP, international applicants must have completed an educational qualification considered to be at least equivalent to the regional standards. As a general guideline, the following international academic qualifications may be evaluated for admission into The University of the South Pacific.

* Applicants with academic qualifications not listed below will be evaluated on an individual basis.

** Applications must refer to the English Language equivalencies in the table at clause 4.3.11(a)

<table>
<thead>
<tr>
<th>COUNTRY/ INSTITUTION</th>
<th>FOUNDATION</th>
<th>UNDERGRADUATE</th>
<th>POSTGRADUATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Australia</td>
<td>Successful completion of the Australian Year 11 qualification or equivalent</td>
<td>Australian Certificate of Education, successful completion of Year 12 (Satisfactory in all subjects)</td>
<td>Satisfactory completion of a Bachelor degree from a recognised tertiary institution</td>
</tr>
<tr>
<td>Bangladesh</td>
<td>Completion of the Intermediate Certificate (Year 11) with a minimum grade point average of 3.0.</td>
<td>Completion of the Higher Secondary Certificate (HSC) with First Division Pass (60% in 4 subjects) or minimum overall grade point average of 3.0.</td>
<td>Satisfactory completion of a Bachelor degree from a recognised tertiary institution</td>
</tr>
<tr>
<td>Brazil</td>
<td>Successful completion of ‘Certificado de Ensino Medio’ OR passed 1 year of study at a recognised tertiary institution.</td>
<td>Successful completion of ‘Diploma de Ensino Medio’ OR passed 1 year of study at a recognised tertiary institution.</td>
<td>Satisfactory completion of a Bachelor degree from a recognised tertiary institution</td>
</tr>
<tr>
<td>Canada</td>
<td>Successful completion of Canadian High School Year 11.</td>
<td>Completion of Provincial High School Diploma (Grade 12) with an average grade of 80%.</td>
<td>Satisfactory completion of a Bachelor degree from a recognised tertiary institution</td>
</tr>
</tbody>
</table>

Note: Please refer to the final copy of the regulations in the 2020 Handbook and Calendar: [www.usp.ac.fj/calendar](http://www.usp.ac.fj/calendar)
<table>
<thead>
<tr>
<th>COUNTRY/ INSTITUTION</th>
<th>FOUNDATION</th>
<th>UNDERGRADUATE</th>
<th>POSTGRADUATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>China</td>
<td>Completion of the Senior Middle 2 (Gao Er) with an average grade of 70%.</td>
<td>Completion of Gao San (Senior Middle 3) with a grade average of 85% OR completion of one year of study at a recognised tertiary or higher education institute, OR, completion of Gao Kao (National College Entrance Examination) with an average grade of 65% of the overall score for the specific province.</td>
<td>Successful completion of a 4-year undergraduate degree from a recognised tertiary institution.</td>
</tr>
<tr>
<td>France and French territories</td>
<td>Successful completion of Secondary schooling equivalent to the Fiji Year 12.</td>
<td>Successful completion of French Baccalauréat.</td>
<td>Satisfactory completion of a Bachelor degree from a recognised tertiary institution.</td>
</tr>
<tr>
<td>Germany</td>
<td>Successful completion of Secondary schooling equivalent to the Fiji Year 12.</td>
<td>Successful completion of Zeugnis der Allgemeinen Hochschulreife (Abitur), or Zeugnis der Fachgebundenen Hochschulreife, or Zeugnis der Fachhochschulreife, or Abiturientenzeugnis, or Zeugnis der Reife, or Reifezeugnis.</td>
<td>Satisfactory completion of a Bachelor degree from a recognised tertiary institution.</td>
</tr>
<tr>
<td>Hong Kong (SAR)</td>
<td>Completion of the 12th year of schooling, OR, Successful completion of Senior Middle 2 (Gao Er) with an average grade of 70%.</td>
<td>Completion of Hong Kong Diploma of Secondary Education with an average of 3 in level 4 core subjects and two electives, OR, Hong Kong Advanced Level Examination (HKALE) with 2 passes and 1 credit</td>
<td>Satisfactory completion of a Bachelor degree from a recognised tertiary institution.</td>
</tr>
<tr>
<td>India</td>
<td>Successful completion of Secondary education equivalent to Fiji Year 12 level, with at least 95% average grade.</td>
<td>Completion of Higher Secondary Certificate (HSC) awarded by CBSE, ISC, West Bengal and Maharashtra boards with an average of 60% in 4 academic subjects, or completion of Higher Secondary Certificate from all other boards with a minimum average of 65% in 4 academic subjects.</td>
<td>Satisfactory completion of a Bachelor degree from a recognised tertiary institution.</td>
</tr>
<tr>
<td>International Schools</td>
<td>Successful completion of International Baccalaureate Certificate, OR, successful completion of Year 1 of the Diploma.</td>
<td>International Baccalaureate (IB) Diploma with a minimum aggregate score of 24 points.</td>
<td>N/A</td>
</tr>
<tr>
<td>Japan</td>
<td>Successful completion of Kotogakko Year 2 or High School Second Year.</td>
<td>Successful completion of the Japanese Upper Secondary School Certificate (Kotogakko Sotsugyo Shomeisho) OR successful completion of one year of a Bachelor's degree at a recognised tertiary institution.</td>
<td>Satisfactory completion of a Bachelor degree from a recognised tertiary institution.</td>
</tr>
</tbody>
</table>

Note: Please refer to the final copy of the regulations in the 2020 Handbook and Calendar: [www.usp.ac.fj/calendar](http://www.usp.ac.fj/calendar)
<table>
<thead>
<tr>
<th>COUNTRY/ INSTITUTION</th>
<th>FOUNDATION</th>
<th>UNDERGRADUATE</th>
<th>POSTGRADUATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Korea</td>
<td>Successful completion of Senior High School Certificate Year 2.</td>
<td>Successful completion of the Korean High School Diploma/ Immumgye Kodung Hakkyo Choreup Chung (general High School Diploma) with grades above ‘mi’ (70-79), OR successful completion of one year of study at a recognized tertiary institution.</td>
<td>Satisfactory completion of a Bachelor degree from a recognised tertiary institution.</td>
</tr>
<tr>
<td>Malaysia</td>
<td>Successful completion of Sijil Pelajaran Malaysia (SPM) with pass in 4 subjects, OR, successful completion of Senior Middle 2</td>
<td>Completion of Sijil Tinggi Pelajaran Malaysia (STPM - Malaysian Higher School Certificate Examination) with a minimum grade of 'C' in 4 subjects.</td>
<td>Satisfactory completion of a Bachelor degree from a recognised tertiary institution.</td>
</tr>
<tr>
<td>Nepal</td>
<td>Completion of year 11 (first year of Higher Secondary Education) with an average of 60%.</td>
<td>Completion of Higher Secondary Certificate (HSC) in first class, OR completion of the Proficiency Certificate with a minimum grade average of 65%.</td>
<td>Satisfactory completion of a Bachelor degree from a recognised tertiary institution.</td>
</tr>
<tr>
<td>New Zealand</td>
<td>Successful completion of the 12th year of schooling</td>
<td>Successful completion of the National Certificate of Educational Achievement (NCEA) Level 3.</td>
<td>Satisfactory completion of a Bachelor degree from a recognised tertiary institution.</td>
</tr>
<tr>
<td>Nigeria</td>
<td>Completion of Senior Secondary School examinations (WAEC) with 5 grades at D7 level.</td>
<td>Successful completion of the Senior Secondary Certificate Examination (SSCE) plus successful completion of 1 year of study at a recognised tertiary institution, OR, completion of West African Senior School Certificate with an overall grade of Credit (4 to 6).</td>
<td>Satisfactory completion of a 4-year Bachelor degree from a recognised tertiary institution.</td>
</tr>
<tr>
<td>Norway</td>
<td>Successful completion of 2 years of Upper Secondary schooling</td>
<td>Successful completion of Vitnemål fra den Videregående Skolen (Vitnemål) with a grade average of 3 out of 6.</td>
<td>Satisfactory completion of a Bachelor degree from a recognised tertiary institution.</td>
</tr>
<tr>
<td>Pakistan</td>
<td>Completion of GCSE/O Levels/ IGCSE with 3 passes.</td>
<td>Successful completion of Higher Secondary School Certificate Intermediate (Division 1) with an average of 65% in 4 subjects OR successful completion of the first year of a degree at a recognised tertiary institution.</td>
<td>Satisfactory completion of a 3-year Honours Bachelor degree or 4 year Bachelor degree from a recognised tertiary institution.</td>
</tr>
<tr>
<td>Papua New Guinea</td>
<td>Successful completion of the 11th year of schooling.</td>
<td>Completion of Higher School Certificate with a grade average of ‘B’.</td>
<td>Satisfactory completion of an Honours Bachelor degree from a recognised tertiary institution.</td>
</tr>
<tr>
<td>USA</td>
<td>Completion of High School Diploma with a minimum grade average of B.</td>
<td>Successful completion of an accredited honours or college preparatory High School Diploma, OR, successful completion of first year of university at an accredited tertiary institution.</td>
<td>Satisfactory completion of a Bachelor degree from a recognised tertiary institution.</td>
</tr>
</tbody>
</table>

4.4 Unclassified Undergraduate Studies

(a) Students may apply to USP to take courses under Unclassified Studies that do not lead to the award of a certificate, diploma

Note: Please refer to the final copy of the regulations in the 2020 Handbook and Calendar: www.usp.ac.fj/calendar
or degree.

(b) Students enrolling for Unclassified Studies must meet the admission requirements and prerequisites as appropriate, except where it is provided as a bridging programme for admission from Form 6 or Form 7 or equivalent.

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

(d) The Credit Transfer Regulations crediting of courses shall apply.

(e) 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.

5.0 PROFESSIONAL DIPLOMA (Minimum 70 credit points)

5.1 Programme Requirements

(a) USP offers Professional Diplomas that enable a person to become registered and be able to practice in a particular discipline. The Professional Diplomas are offered to students who have completed a relevant first degree that covered knowledge and skills in the area.

(b) The Professional Diploma programmes are intensive and comprise courses (10 credit points each) that cover specific knowledge and skills that will introduce students to the requirements of practice in the discipline.

(c) The Professional Diplomas are competency-based and performance in each course is recorded by the award of Pass or Fail.

(d) There are no final examinations for the Professional Diploma programmes. The performance of students shall be assessed entirely by coursework which shall stipulate specific assessments relevant to the discipline.

5.2 Admission Requirements

(a) Full details and admission requirements for Professional Diplomas appear under the Faculty in which they are offered.

(b) The general admission requirements for the Professional Diplomas are:

(i) a USP bachelor’s degree with a grade point average (GPA) of at least 3.0 in the 200 and 300-level courses of the relevant discipline;

(ii) a tertiary qualification deemed by Senate or its delegate to be equivalent to clause 5.2(b)(i);

(iii) a professional qualification deemed by Senate or its delegate to be equivalent to clause 5.2(b)(i);

(iv) in exceptional cases, demonstrated experience or achievement deemed by Senate or its delegate to be sufficient; or

(v) eligible under the mature student admission in clause 11.3.

6.0 POSTGRADUATE CERTIFICATE AND DIPLOMA

(a) At postgraduate level, USP offers Postgraduate Certificates and Diplomas in a range of disciplines. Graduate Certificates and Diplomas are offered to students whose first degree is in a different discipline (whereas Postgraduate Certificates and Diplomas are in the same discipline as the first degree). In most instances, these can lead to Master’s Degree programmes, and subsequently to a Doctor of Philosophy (PhD) degree. Most postgraduate courses are available on-campus only.

(b) Graduate Certificate and Postgraduate Certificate courses comprise of 30 credit points (2 courses) except for the PGCTT which is 45 credit points (3 courses).

(c) Senate’s delegate in postgraduate matters (apart from confirming completion of a programme) is the relevant Faculty Research Committee.

6.1 Programme Requirements

(a) Full details and programme requirements for Graduate and Postgraduate Certificates (30 credit points) except PGCTT (45 credit points) and Diplomas (60 credit points) appear under the Faculty in which the programmes are Graduate and Postgraduate.

(i) The Postgraduate Diploma is the normal entry qualification for the degree of Master.

(ii) Each Postgraduate Diploma shall have a recognised and consistent structure in which the core and the optional courses are clearly defined, and shall be approved by Senate, as listed in the Programmes section of the Handbook and Calendar 2020 under respective Faculties.

(iii) The maximum period of candidature for the Postgraduate Diploma shall be 2 years of full-time study or 4 years of part-time study.

(iv) Students shall not be allowed, during their candidature for the Postgraduate Diploma, to suspend their studies for more than 12 months.

(v) A student who has obtained a GPA of 4.5 after completing at least 2 courses in the Postgraduate Diploma may apply for admission to the Master’s degree programme, provided one of the courses is in Research Methods.

(vi) A student admitted into the Postgraduate Diploma shall not be allowed to enrol concurrently in the Master’s degree programme.

(b) In addition to the above general programme regulations, some Postgraduate Diplomas may have specific regulations.

6.2 Admission Requirements

(a) Full details and admission requirements for postgraduate certificates appear under the Faculty in which they are offered.

(b) The general admission requirements for the postgraduate diploma are:

(i) a USP bachelor’s degree with a grade point average (GPA) of at least 3.0 in the 200 and 300-level courses of the relevant discipline;

(ii) a tertiary qualification deemed by the Senate or its delegate to be equivalent to clause 6.2(b)(i);

(iii) a professional qualification deemed by the Senate or its delegate to be equivalent to clause 6.2(b)(i);

(iv) in exceptional cases, demonstrated experience or achievement deemed by the Senate or its delegate to be sufficient; or

(v) eligible under the mature student admission in clause 11.3.

(c) Notwithstanding the provisions set out above, Senate or its delegate may require applicants to demonstrate their suitability

Note: Please refer to the final copy of the regulations in the 2020 Handbook and Calendar: www.usp.ac.fj/calendar
for admission by carrying out such work and/or sitting for such examinations as it may determine. A 400-level course taken as a qualifying course for the Postgraduate Diploma may become part of a future postgraduate programme.

(d) Some programmes have additional or exceptional admission or programme requirements, which have been listed with the programmes themselves under their respective Faculties.

7.0 MASTERS (Minimum 120 credit points)

(a) A Master’s programme is for the duration of 2 years and is equivalent to 120 credit points.

(b) The degree of Master is normally taken after an appropriate Postgraduate Diploma, except in the cases of the following Master’s by Coursework:
   • Master of Environmental Laws (MEL);
   • Master of Laws (LLM);

7.1 Master’s by Thesis

7.1.1 Programme Requirements

(a) Academic Supervisors

The relevant Faculty Research Committee shall appoint supervisor(s) for every student enrolled in a Master’s by Thesis programme. One supervisor who is a USP staff shall be referred to as the Principal Supervisor.

(b) Responsibilities of Master’s Students

After enrolment, every student of Master’s by Thesis shall be required to:

(i) register every semester until the thesis has been submitted for examination;
(ii) be enrolled for a period of candidature prescribed in clause 7.1.1(c)
(iii) submit a thesis embodying the results of the research and satisfying any requirements for oral, written, practical or other work that may be required by Senate or its delegate.

Students enrolled for a thesis shall submit to the relevant Faculty Research Committee at the end of every 6 months a report on their progress during the semester just ended. The report shall include a brief plan agreed to by the supervisor and student for remaining work.

(c) Candidature

(i) Tenure of the degree of Master shall be from the date of registration and shall not include any period during which, with the prior approval of the Senate or the Chair of the Faculty Research Committee, students have been allowed to suspend their studies.
(ii) Students may be allowed during their candidature to suspend their studies for up to six months (being one semester) on application showing sufficient cause to the Chair of the Faculty Research Committee through their supervisor. Any appeal arising should be pursued through the Student Grievance Policy. A student suspending his/her studies without prior approval will be considered to have withdrawn from the programme.
(iii) A student who has been granted suspended candidature and does not resume in the following semester will be considered to have withdrawn from the programme.
(iv) The normal period of candidature for the degree of Master shall be 120 credit points (two years full-time or four year part-time study) or Postgraduate Diploma (60 credit points) plus thesis (60 credit points).
(v) The minimum period of candidature for the degree of Master shall be one year full-time study and shall be two years part-time study.

7.1.2 Admission Requirements

(a) Persons shall be eligible to be admitted to study for the degree of Master by Thesis (120 credits) if they have:
   (i) a Bachelor’s Degree from USP with a GPA of at least 4.0 in the courses in an appropriate major(s) at the 200- and 300- levels. They may then bypass the Postgraduate Diploma and proceed to complete the Master’s programme by thesis. The candidate may be required to complete Postgraduate course(s) as specified for admission to the Master’s programme.
   (ii) obtained an appropriate Postgraduate Diploma from USP worth at least 60 credits with a GPA of at least 3.0.
   (iii) a student who has obtained a GPA of 4.5 after attaining at least 30 credits in a Postgraduate Diploma programme may be admitted to the Master’s degree programme provided one of the courses is Research Methods.
   (iv) obtained from another tertiary institution a qualification deemed by the relevant Faculty Research Committee to be equivalent to a USP Bachelor’s Degree worth at least 180 credits with a GPA of at least 4.0 in the 200 and 300 level courses of the relevant discipline.

(b) Senate or its delegate may require applicants to demonstrate their suitability for admission as students for the degree of Master by carrying out such work and/or sitting for such examinations as it may determine.

(c) Students with a GPA of 3.0 in the Postgraduate Diploma programme after attaining 30 credit points may be invited to submit a statement of research intent at that time with the aim of pursuing a Master by Thesis on completion of their Postgraduate Diploma programme.

(d) Applications for admission into the Master programme must be made to the relevant Faculty Research Committee and include details required in the application for Admission to a Postgraduate programme, including a statement of research intent that has been discussed with and formally endorsed by a potential supervisor(s). This statement of intent shall be converted to a full proposal and endorsed by the supervisor.

(e) Students for the degree of Master shall register provisionally up to week 7 of the semester. Students shall, during this period, develop a research proposal in the format prescribed by the Faculty. For final candidature confirmation (within 7
weeks), the candidate must pass a review through a formal presentation to the Faculty Research Committee. The student shall submit, with the endorsement of their supervisor, progress made during this period for their confirmation.

(f) At the end of the provisional enrolment period, the appropriate Faculty Research Committee shall, on the advice of the supervisory team, decide whether as a result of the review of the student’s work, the student’s enrolment for the Master should be confirmed or definitively cancelled.

(g) If the student’s enrolment is confirmed, the date of registration of the student of the degree of Master’s by Thesis shall be the date on which they were enrolled provisionally for the degree.

(h) Normal semester fee will be charged for the provisional enrolment semester.

7.1.3 Examination of Master’s Thesis

(a) For the examination of the Master’s thesis the relevant Faculty Research Committee shall appoint two examiners, one of whom shall be a USP staff. The other examiner shall be external to the University.

(b) Persons involved in the supervision of the thesis shall not be engaged as examiners.

(c) If the University lacks the required expertise to examine either Master or PhD thesis the relevant Faculty Research Committee shall appoint two external examiners.

8.0 DOCTOR OF PHILOSOPHY

8.1 Programme Requirements

(a) Academic Supervisors

The relevant Faculty Research Committee shall appoint at least two supervisors for every doctoral student. One supervisor shall be a USP staff and shall be referred to as the Principal Supervisor who would normally have had some supervision experience.

(b) Responsibilities of PhD Students

After enrolment, every student of the degree of Doctor of Philosophy shall be required to:

(i) register each semester until the thesis has been submitted for examination;

(ii) pursue courses of advanced study or research at the University to the satisfaction of Senate or its delegate and the Principal Supervisor;

(iii) be enrolled for the period of candidature;

(iv) The Chair of the Faculty Research Committee may permit a student to pursue studies at another institution for such period as may be determined:

(a) laboratory work may be carried out in an approved institution outside the University for such period or periods as may be determined by Senate or its delegate; and/or

(b) field work may be carried out at such places and for such periods as may be determined from time to time by Senate or its delegate; and

(v) have at least one (joint) ranked publication (journal or conference proceeding paper) accepted during his or her candidature.

(vi) submit a thesis embodying the results of the research to satisfy any requirement for oral, written, practical or other work that may be required by Senate or the relevant Faculty Research Committee.

Students enrolled for thesis shall submit to the relevant Faculty Research Committee every 6 months a report on their progress per semester just ended. The report shall include a brief plan agreed to by the supervisor and student for remaining work.

(c) Candidature

(i) Tenure of candidature for the degree of Doctor of Philosophy shall be from the date of registration and shall not include any period during which, with the prior approval of Senate or its delegate, students have been allowed to suspend their studies.

(ii) Students may be allowed during their candidature to suspend their studies for up to 12 months in total (being two semesters, which need not be consecutive) on application showing sufficient cause to the Chair of the Faculty Research Committee through their supervisor. Any appeal arising should pursued through the Student Grievance Policy. A student suspending his/her studies without prior approval will be considered to have withdrawn from the programme.

(iii) A candidate who, having suspended candidature with approval as provided for in clause 8.1(c)(ii), does not resume in the following semester will be considered to have withdrawn from the programme, and candidature will lapse automatically.

(iv) The normal period of candidature for the degree of Doctor of Philosophy shall be three years full-time study and six years part-time study.

(v) The maximum period of candidature for the degree of Doctor of Philosophy shall be five years full-time study and seven years part-time study.

(iv) In exceptional cases, a thesis may be submitted before the normal period so long as the credit points requirements has been met and with the approval of the Deputy Vice-Chancellor (Research Innovation & International) (DVC(RII)) on the recommendation of the relevant Faculty Research Committee.

8.2 Admission Requirements

(a) Any person who has been awarded a degree of Master’s by Thesis by a Senate-recognised university shall be eligible to apply for admission as a student of the degree of Doctor of Philosophy and, if the application is approved, to be so registered.

(b) An applicant having a Master’s by Coursework shall be required to complete a Supervised Research Project (30 credit points) as a prerequisite for admission to PhD.

(c) Any person who has been awarded a First Class Honours from a Senate-recognised university shall be eligible to apply for admission to PhD.

Note: Please refer to the final copy of the regulations in the 2020 Handbook and Calendar: www.usp.ac.fj/calendar
(d) A person can be admitted into a PhD programme at the start of the next month.
(e) Applications for admission must be made to the relevant Faculty Research Committee and include details required in the application for Admission to a Postgraduate programme, including a statement of research intent that has been discussed with and formally endorsed by a potential supervisor(s). This statement of intent shall be converted to a full proposal and endorsed by the supervisor(s).
(f) Students for the degree of Doctor of Philosophy shall register provisionally for a period of two semesters. Students shall, during this period, develop a research proposal, in the format prescribed by the Faculty.
(g) For final candidature confirmation (within two semesters), the candidate must pass a review through a formal presentation to the relevant Faculty Research Committee. The student shall submit, with the endorsement of their supervisor, a substantial draft of research carried out during this period for their confirmation and should demonstrate, among other things:
   (i) strong analytical, problem-solving and critical thinking abilities
   (ii) required breadth and in-depth knowledge of the discipline
   (iii) required academic background for the specific doctoral research to follow
   (iv) potential ability to conduct independent and original research
   (v) ability to communicate knowledge of the discipline.
   (h) At the end of the provisional enrolment period, the relevant Faculty Research Committee shall, on the advice of the supervisory team, decide whether as a result of the review of the student's work, the student's enrolment for the PhD should be confirmed or definitively cancelled.
   (i) If the student's enrolment is confirmed, the date of registration of the student for the degree of Doctor of Philosophy shall be the date on which he or she was enrolled provisionally for the degree.
   (j) Transfer of Registration from Master's Degree to PhD Degree:
   (i) The Faculty Research Committee may approve a student's application endorsed by the supervisor to transfer their registration from a Master's degree to a PhD degree after a minimum period of one year's fulltime work on the Master's thesis provided that the student submits the following documents to the Faculty Research Committee:
      (a) a 12-month progress report highlighting the main achievements of the first year of work with a thorough justification of how the original Master’s thesis proposal would be upgraded to PhD level;
      (b) a PhD proposal highlighting how the results obtained in the first year of work will lead to the conclusion that the project should be upgraded to a PhD; and
      (c) a formal presentation to the relevant Faculty Research Committee highlighting the achievements of the first-year of high quality research activities and a thorough justification of the reasons why the project should be upgraded to PhD level. The aim of this exercise is to demonstrate that the candidate has full command of her/his subject and that the upgrading to a PhD is her/his own initiative and thus, is fully aware of the implication of this decision.
   (ii) The Regulations for PhD students shall apply from the date the transfer was approved.

### 8.3 Submission of Thesis for Examination

(a) A student who has fulfilled the conditions prescribed in these Regulations may apply to the Chair of the relevant Faculty Research Committee to have their thesis examined.
(b) Students shall submit two copies of the thesis in the case of Master's, and three copies in the case of PhD, to the Faculty in a format prescribed by Senate.
(c) The thesis may be soft cover or ring-bound for the purpose of the examination but, before the award of the degree, students must deposit with the USP Library two hardbound copies (three in the case of students of Alafua or Emalus) and one soft copy for retention by the University.
(d) Before a student submits a thesis the Principal Supervisor must be satisfied that the student has completed his or her programme of advanced study and that the conditions specified in clause 7.1.1(b) for Master's and clause 8.1(b) for PhD have been fulfilled, and a certificate to this effect from the Principal Supervisor shall accompany the thesis when it is submitted.
(e) Where there is disagreement over this certification between the Principal Supervisor and the student, the relevant Faculty Research Committee shall make an appropriate recommendation to the DVC (R&I).
(f) A PhD thesis shall represent a substantial and original contribution to knowledge and may consist of either published or unpublished material or a combination of both. The thesis should contain evidence of originality, independent critical ability and suitable for publication.
(g) The thesis may not contain any material that the student has previously submitted for a higher degree at any university.
(h) A PhD thesis (including notes and bibliography) shall not exceed 100,000 words in length without approval from the Faculty Research Committee.
   (i) A Master's thesis (including notes and bibliography) shall not exceed 50,000 words in length without approval from the Faculty Research Committee.

### 8.4 PhD Thesis by Publication

(a) The University will accept for examination a thesis which contains previously published material provided that:
   (i) the publication makes an original and substantial contribution to the field of knowledge;
   (ii) 4 publications in ranked journals and one of which in A/A* journals.
   (iii) the thesis forms a consistent, coherent and unified whole;
   (iv) the previously published material relates to research undertaken during the candidature and was published during the candidature;
   (v) in the case of joint publication(s), a declaration by the authors must be submitted showing the percentage of contribution by each author, with the student's contribution being no less than seventy percent; and

**Note:** Please refer to the final copy of the regulations in the 2020 Handbook and Calendar: [www.usp.ac.fj/calendar](http://www.usp.ac.fj/calendar)
(vi) in addition to the published material, the student provides, at the minimum:
   (a) a general introduction which argues the aim and objectives of the thesis and contextualises the research problems it purports to address; and
   (b) a general discussion and conclusion which draws together the findings of the studies in the context of the stated aim and objectives of the thesis.

(b) The student shall be allowed to provide other separate chapters or appendices to supplement the published papers such as a broader literature review, background information, and detailed methodology used.

(c) A thesis containing published material must be examined using the same criteria as outlined in clauses 8.5 to 8.9.

(d) A thesis containing previously published material should be of comparable substance and significance, and show a level of contribution by the student comparable to that of a thesis not containing previously published material.

8.5 Examination of Thesis
   (a) For the examination of a PhD thesis the relevant Faculty Research Committee shall appoint three examiners, one of whom shall normally be a USP staff. The other two examiners shall be external to the University.
   (b) Persons involved in the supervision of the thesis shall not be engaged as examiners.
   (c) If the University lacks the required expertise to examine either Master or PhD thesis, the relevant Faculty Research Committee shall appoint all external examiners.

8.6 Reports by Examiners of Thesis
   (a) The relevant Faculty Research Committee shall submit a copy of the thesis and a copy of the Report Form to each examiner.
   (b) Prior to reporting, the examiners may require the student to undergo such oral, written or practical examinations as they may specify to the relevant Faculty Research Committee.
   (c) The examiners shall not consult with each other before presenting their reports.
   (d) Each examiner shall submit a full written report to the relevant Faculty Research Committee on the form provided and shall specify whether:
      (i) the degree be awarded to the student; or
      (ii) the degree not be awarded to the student; or
      (iii) the student undertake minor revisions and corrections to the thesis and these changes be approved by the internal examiner; or
      (iv) the student undertake substantial revisions and corrections to the thesis and the thesis be re-examined by all examiners.
   (e) The recommendations of the relevant Faculty Committee together with the reports of the examiners shall be submitted to the University Research Committee.

8.7 Decisions on Recommendations of Examiners
   (a) After considering the recommendations of the relevant Faculty Research Committee, the University Research Committee shall decide:
      (i) to award the degree; or
      (ii) to not award the degree; or
      (iii) to permit the student to submit within twelve months of the Senate's decision, either
      (iv) a thesis with minor amendments; or a thesis with major amendments and in each case for those amendments to be specified to the student in detail
      (v) to take such other action as it deems appropriate.
   (b) Where substantial concurrence is not achieved by the examiners, the Faculty Research Committee may appoint an external arbitrator. The report and recommendation of the external arbitrator shall be forwarded to the DVC (RI&I) for approval.
   (c) A student shall not be permitted to resubmit a thesis on more than one occasion other than in exceptional circumstances, with the express approval of the DVC (RI&I) who may permit the student to revise the thesis and resubmit it for examination on one further occasion only, and specify the period within which it must be resubmitted.

8.8 Appeals
   Appeals with regards to decisions under Regulation can only be made on procedural grounds and will be considered by the DVC (RI&I).

8.9 Condition for Award of the Degree
   Students satisfying the requirements for award of the degree as prescribed in these Regulations will not be awarded the degree until they satisfy the requirement for the deposit with the University Library of copies of the thesis. To satisfy this requirement the University Librarian must confirm in writing to the DVC (RI&I) that the required copies of the thesis have been received by the Library. In addition, the Student Administrative Services must confirm in writing to the DVC (RI&I) that all Regulations including those covering the payment of fees have been met.

9.0 THESIS PRESENTATION DEADLINES
9.1 Permission to submit thesis may, in exceptional cases, be granted until up to the following extended deadlines:
      (a) Supervised Research Project
          by Head of School or Department informally, until the end of the week before the next semester’s Enrolment Week; formally, up to 1 further semester (but the student shall in this case be required to re-register and pay fees for that extended semester before their Project shall be received and assessed).

Note: Please refer to the final copy of the regulations in the 2020 Handbook and Calendar: www.usp.ac.fj/calendar
(b) A Master's Thesis

by Head of School or Department informally, until the end of the week before the next semester's Enrolment Week; formally, up to 1 further semester (but the student shall in this case be required to re-register and pay fees for that extended semester before their thesis shall be received and assessed).

(c) A PhD Thesis

by Head of School or Department informally, until the end of the week before the next semester's Enrolment Week; formally, up to 1 further semester (but the student shall in this case be required to re-register and pay fees for that extended semester before their thesis shall be received and assessed).

9.2 Once a Supervised Research Project or thesis has been submitted for examination, and the student has no other coursework or other requirements to complete, the student is not required to register or pay any fees while awaiting the outcome of the examination, or while making any minor corrections to the thesis as required by the examiners before the final copy is submitted. However, if the examiners require that the Supervised Research Project or thesis be resubmitted for re-examination, the student must re-enrol for 1 further semester in order to complete the resubmission of the Supervised Research Project or thesis.

10.0 THESIS PRINTING, BINDING AND LODGEMENT

10.1 These Regulations are complementary to, and shall be read in conjunction with, the programme regulations for individual postgraduate degrees and the Guidelines on the Format and Style for the Presentation of Theses at the University of the South Pacific.

10.2 For the purposes of examination the student shall submit 3 copies of their PhD thesis or 2 copies of their Master's thesis or Supervised Research Project to the Vice-Chancellor or delegate. The copies may be soft-cover or ring-bound for this purpose.

10.3 Every thesis or Supervised Research Project shall be presented in print and/or electronic form, or portfolio, as required by the University, using the referencing style required by their faculty.

10.4 For the award of the degree, the student shall provide to the Faculty copies of the thesis or Supervised Research Project, corrected and/or modified according to directions of the University, as follows:

(a) 2 hard-bound copies for those enrolled at Laucala Campus, or 3 hard-bound copies for those enrolled at Alafua or Emalus Campus; and

(b) an electronic copy in CD or DVD format.

10.5 The Faculty should distribute the copies as follows:

(a) 1 copy with the University Library on Laucala Campus;

(b) 1 copy with the appropriate Faculty of the University; and

(c) 1 copy for the Library at Alafua or Emalus Campus, for those enrolled at those campuses. The Laucala Campus Library will accept and forward copies for the Alafua or Emalus Campus Libraries.

10.6 The hard-bound copies of the thesis or Supervised Research Project shall

(a) be signed on the Declaration of Authenticity page by the student; and

(b) contain a statement of the student's restrictions regarding accessibility.

10.7 The copyright for the thesis or Supervised Research Project shall remain with the author.

11.0 ADMISSION

11.1 Admission Procedures

(a) Persons seeking admission to the University shall apply online using the Application for Admission form available on the USP website at www.usp.ac.fj/apply or apply using the application form.

(b) An applicant shall submit the following documents with a signed copy of the Application for Admission Form:

(i) 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 confirming their change of name);

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

(iii) other documents that may be required by USP.

(c) Persons applying for admission to USP shall check the appropriate box on the online form or hardcopy form to declare that all information submitted is true.

(d) All applications shall be received at University campuses by the following dates:

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

(ii) for admission in Semester II, 31 May of the year in which admission is sought;

(iii) or at a date specified by the University.

(e) Late applicants shall be charged a Late Admission Application fee.

(f) No person shall normally be admitted to more than one programme concurrently.

(g) USP may, before a semester, decline to enrol a person in a programme of study or register a person in a course, where there are insufficient resources to deliver the programme or course.

11.2 Cancellation of Admission

(a) The University may, at any time decline or cancel any person'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.

(b) In the event that the admission is declined or cancelled subject to clause 11.2(a), the student may reapply after one semester with the correct information and required documents and shall be considered as a new application.

Note: Please refer to the final copy of the regulations in the 2020 Handbook and Calendar: www.usp.ac.fj/calendar
For existing students, the matter shall be referred to the Student Discipline Committee.

11.3 **Mature Student Admission**

(a) A person 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 or its delegate may prescribe as a prerequisite for admission to a specific programme.

12.0 **REGISTRATION**

(a) Registration for courses shall take place prior to the beginning of each semester.

(b) Late registration shall be permitted until the second Friday of the semester.

(c) Each student shall ensure, before they pay their fees, that:

(i) their proposed courses comply with the regulations for their programme;

(ii) they are aware of possible lecture or laboratory timetable clashes.

(d) 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.

(e) Persons not registered as students shall not be permitted to attend lectures, tutorials or laboratories or to use the University Library or any other facilities of the University unless they are registered students.

(f) The applicant's signature on a Registration Form or electronic consent at registration indicates a declaration that the information provided is complete and accurate and that the applicant will abide by the Statutes, Ordinances, Regulations and rules of the University when admitted to USP.

12.1 **Enrolment Conditions**

(a) **English Language Skills Assessment**

(i) All new Undergraduate Degree students shall sit the English Language Skills Assessment (ELSA) Test.

(ii) 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.

(b) Students who fail a course

(i) At the pre-degree or degree level on two occasions shall not be permitted to re-register for that course.

(ii) 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.

(iii) Notwithstanding clauses 14.2(b)(i) and (ii), a student's request where a course is required for the student to graduate will require the approval of the DVC (LTSS); only one such request will be allowed per programme and the course can be credited only once.

(c) A student may register for a course previously passed in which case they may repeat the course only once and may count it for credit only once.

12.2 **Flexi-School Registration**

(a) 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.

(b) The deadline for registration and the payment of fees for a flexi-school course shall be

(i) 5 working days prior to the first week of lectures for the course; or

(ii) a date specified by the University.

(c) Late registration for flexi-school courses shall not be permitted.

(d) The registration of a student who has not paid their fees by the date specified in clause 12.2(b) 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:

(i) the tuition fee for the flexi-school course; and

(ii) the Late Payment Fee for revalidation of their registration.

(e) Withdrawal without charge is due on the 5th working day from commencement of a flexi-school. Any withdrawal thereafter shall be liable for full fees.

12.3 **Adding or Dropping a Course**

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. A student shall not be permitted to:

(i) Add Course(s) after the second Friday and/or

(ii) Drop Course(s) after the third Friday of the semester.

12.4 **Change of Programme or Major**

(a) Students wishing to change their programme of study or major shall apply to Student Administrative Services or the Campus Director on the prescribed form.

(b) Students on scholarships shall provide the written approval of their sponsor to change their programme or major.

(c) A student shall not normally be permitted to change their programme or major after the first Friday of the semester.

Note: Please refer to the final copy of the regulations in the 2020 Handbook and Calendar: [www.usp.ac.fj/calendar](http://www.usp.ac.fj/calendar)
12.5 Campus Transfer
(a) Students may request to move from one campus (existing campus) to another campus.
(b) Application for transfer must be received by SAS before the start of lectures.
(c) If approved, a transfer will occur in the first 2 weeks of lectures.
(d) In an emergency or under exceptional circumstances, the Dean may approve an application for campus transfer after the first 2 weeks of the semester. SAS must be informed of such a decision.

13.0 WITHDRAWAL
13.1 Withdrawal from Courses
(a) For the purposes of these Regulations and the Ordinance on the Payment of Fees, Residential Charges and other Debts, the deadline for payment of fees is
   (i) Friday Week 6 of each semester; or
   (ii) a date specified by the University.
(b) Students shall withdraw with no financial penalties:
   (i) by Friday of Week 3 of each semester; or
   (ii) by Friday of Week 1 of each trimester.
(c) All students who withdraw after the deadlines shall be charged full fees.
(d) Students who wish to withdraw from a course for which they do not wish to be assessed shall inform the Vice-Chancellor or delegate by Friday of study week of the semester.
(e) Students who comply with the requirements of clauses 13.1(b) or 13.1(d) shall be recorded as having withdrawn from that course and their names shall be removed from the course lists.
(f) Students who withdraw from a course without complying with either clauses 13.1(b) and 13.1(d) shall be recorded as having failed the course.
(g) A student may be exempted from the requirements of clause 13.1(b) and 13.1(d) on the recommendation of the head of an academic unit to a Dean for the reason of ill health or other extenuating circumstances.

13.2 Cancellation of Registration
(a) 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.
(b) Students whose registration has been cancelled in accordance with clause 13.2(a) shall not without the written authority of the Vice-Chancellor or delegate 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.
(c) Students may have their registration revalidated if within one month of the cancellation of the registration they pay in full:
   (i) the tuition fees owed to the University; and
   (ii) the Late Payment Fee.
(d) Students whose registration has been cancelled in accordance with clause 13.2(a) and who do not pay the fees in clause 13.2(c) 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.
(e) Students whose registration has been cancelled in accordance with Clause 13.2(a) and who do not pay the fees in Clause 13.2(c) 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 13.2(c)(i).

13.3 Withdrawal from the University
A student who wishes to withdraw from the University shall inform the Student Administrative Services by email.

13.4 Resuming Studies
(a) Students who withdraw from studies without completing their programme may request to resume studies at the University. Such students will submit their request through the Student Online System, access to which they will have during their absence from studies, subject to clause 14(b). Such students may resume studies in the programme they were enrolled.
(b) Students who are absent for 3 cumulative years will no longer be considered students of the University or have access to the University's Student Online System. Students who wish to resume studies will be treated as new students.
(c) Students in clause 13.3 will apply by completing the necessary form if they wish to resume studies; their application will be treated as a new application.
(d) Such students will if they wish, be admitted to the programme in which they were previously enrolled but they will follow the most current programme structure. Credit for any course completed previously and deemed relevant to the new structure may be transferred.

14.0 AUDITING
(a) The University may permit a limited number of persons to audit its courses where resources permit. The student should contact the Head of school or academic unit.
(b) 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 and other facilities.

Note: Please refer to the final copy of the regulations in the 2020 Handbook and Calendar: www.usp.ac.fj/calendar
ORDINANCE ON THE PAYMENT OF FEES, RESIDENTIAL CHARGES AND OTHER DEBTS

1.0 PAYMENT DEADLINES

1.1 A student shall pay:

(a) tuition fees per semester no later than the deadline date for that semester prescribed in the Admission, Registration, Withdrawal and Auditing Regulations 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.

1.2 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.

1.3 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.

2.0 FEE PAYMENT BY INSTALLMENT

2.1 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.

2.2 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.

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

2.4 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 examination results.

Note: Please refer to the final copy of the regulations in the 2020 Handbook and Calendar: www.usp.ac.fj/calendar

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Note:

2020 fees schedule will be available in the 2020 Handbook and Calendar and can be accessed online via the following link www.usp.ac.fj/calendar from November 2019.