

SCHOOL OF BUSINESS AND MANAGEMENT (SBM) PROGRAMME REQUIREMENTS AND REGULATIONS

ACADEMIC CERTIFICATE PROGRAMMES

Graduate Certificates and Diplomas are pegged at Level 7 and Postgraduate Certificates and Diplomas Level 8 of the Fiji Qualifications Framework.

CERTIFICATE IN HOTEL MANAGEMENT

Programme Requirements: The Certificate in Hotel Management consists of eight courses.

Courses: TS106, TS108, TS109, UU114, TS208, TS209, TS216; plus one practical selected from TS218, TS303, TS304.

CERTIFICATE IN LAND MANAGEMENT

Programme Requirements: The Certificate in Land Management consists of six courses.

Courses: UU100, LM112, LM113, LM211, LM214, LM216

CERTIFICATE IN MANAGEMENT STUDIES

Programme Requirements: The Certificate in Management Studies consists of six courses.

Courses: MG101, MG106; UU100, UU114, MG201, plus one from AF100 or EC100 or MG214 or MG204 or MG206.

CERTIFICATE IN TOURISM & HOSPITALITY MANAGEMENT

Programme Requirements: The Certificate in Tourism & Hospitality Management consists of six courses.

Courses: TS106, TS108, UU114, TS207, TS208 and TS213

DIPLOMA PROGRAMMES

DIPLOMA IN HOTEL MANAGEMENT

Programme Requirements: The Diploma in Hotel Management consists of twelve courses.

Courses: TS106, TS108, TS109, UU114, TS207, TS208, TS209, TS213, TS216, TS302; plus any two practicals selected from TS218, TS303 or TS304.

DIPLOMA IN LAND MANAGEMENT

Programme Requirements: The Diploma in Land Management consists of twelve courses.

Courses: UU100, LM112, LM113, LM 211, LM 213, LM 214, UU 114, LM 215, LM 216, LM 311, LM 312, LM 315.

DIPLOMA IN MANAGEMENT STUDIES

Programme Requirements: The Diploma in Management Studies consists of twelve courses.

Courses: MG101, MG106, UU100, UU114, MG201, MG204, MG206, MG214, plus any four from the following: AF100 or EC100 or MG301 or MG302 or MG305 or MG309 or MG312 or MG315 .

BACHELOR'S DEGREE PROGRAMMES

BACHELOR OF COMMERCE

The Bachelor of Commerce is a three year programme comprising twenty four courses of which eight courses are at 100 level, eight courses are at 200 level and eight courses are at 300 level including two 100 level and two 200 level university courses.

The disciplines permitted as a major for the Bachelor of Commerce Degree in 2021 are:

Human Resource Management & Employment Relations

Courses for a Single Major: MG101, MG106, UU100, UU114, MG201, MG204, MG214, UU200, UU204, MG302, MG309, MG315, MG312, MG316.

Courses for one major in a Double Major:

MG101, MG106, UU100, UU114, MG201, MG204, MG214, UU200, UU204, MG302, MG315, MG312, MG316.

Courses for a Minor: MG101, MG106, MG204, MG302, MG315 or MG316.

International Business & Marketing

Courses for a Single Major: MG101, MG106, UU100, UU114, MG201, MG202, MG206, MG214, UU200, UU204, MG303, MG309, MG321, MG301 and MG305.

Courses for one major in a Double Major:

MG101, MG106, UU100, UU114, MG201, MG202, MG206, UU200, UU204, MG303, MG321, MG305, MG301.

Courses for a minor: MG101, MG106, MG206, MG301, MG303.

Tourism Management

Students can take Tourism Management as one major in a double major Bachelor of Commerce programme, and as a minor. They can also take Hospitality as a minor. Alternatively, the Bachelor of Commerce in Tourism & Hospitality Management is a prescribed degree programme combining Tourism & Hospitality management.

Courses for a Single Major: Not offered as a single major.

Courses for one major in a Double Major:

TS106, TS107, UU100, UU114, TS207, TS213, TS216, UU200, UU204; TS302, TS309 and TS311 plus one 300 level elective course (such as TS310, EC308, MG301, MG302, MG303, MG305, MG309, MG312).

Courses for a Minor in Tourism Management:

TS106, TS107, TS207, TS213; plus one of: TS309, TS310, TS311 or EC308.

Courses for a Minor in Hospitality: TS108, TS109, TS208, TS209 and TS302.

Land Management

Courses for a Single Major: LM112, LM113, UU100, UU114, EC100, AF100, LM211, LM213, LM214, LM215, LM216, UU200, UU204, LM311, LM312, LM313, LM315, LM317, LM318.

Courses for one major in a Double Major:

LM112, LM113, UU100, UU114, LM211 plus any two courses from LM213, LM214, LM215, LM216; plus UU200, UU204, LM311 plus any three courses from LM312, LM313, LM315, LM317, LM318.

Courses for a minor: LM112, LM113, LM211 or LM215, LM312

Management & Public Administration

Programme Requirements:

Related 300 level offerings in History, Politics, Sociology & Tourism may be approved by the Discipline Coordinator or nominee as part of a Management & Public Administration single major. Students intending to double major in Management & Public Administration are strongly advised to seek counselling, as it may be difficult to construct a second major without help.

Courses for a Single Major: MG101, MG106, UUI00, UUI14, MG201 or MG204, MG202, MG206, MG214, UU200, UU204, MG303, MG305, MG309, MG312, MG315 and any one 300 level MG elective.

Courses for one major in a Double Major:

MG101, MG106, UUI00, UUI14, plus MG214 and any two courses from: MG201, MG202, MG204 or MG206 plus UU200, UU204 plus MG305, MG309, MG311.

Courses for a minor: MG101, MG106, MG201, MG309, MG311

BACHELOR OF COMMERCE - PRESCRIBED PROGRAMMES

There are two interdisciplinary Bachelor of Commerce programmes that do not follow the usual programme requirements for major and minor disciplines but instead have a largely prescribed set of courses, across discipline boundaries.

BACHELOR OF COMMERCE IN HOTEL MANAGEMENT

The Bachelor of Commerce in Hotel Management is a four-year programme and consists of 24 courses of which eight are at 100 level, eight are at 200 level and eight at 300 level, as listed below. Students who do not meet industry requirements for one-year internship placements on completion of their 100-level courses are required to backtrack into the Bachelor of Commerce in Tourism and Hospitality Management programme.

Year I, Semester I:	MG101, TS106, TS108, plus one 100 level elective (such as AF100, DG100, LL181, etc.)
Year I, Semester II:	TS107, TS109, UUI00 and UUI14
Year II, Semester I:	TS207, TS209, and one of UU200 or UU204
Year II, Semester II:	TS208, TS213, TS216 and one of UU200 or UU204
Year III, Semester I & II:	TS218, TS303, TS304 (the internship period is one year and consists of 3 courses).
Year IV, Semester I:	TS309 plus two 300 level electives (such as MG303, MG305, EC308 or TS310).
Year IV, Semester II:	TS302, TS311, plus one 300 level elective course (such as MG301, MG302, MG309, GE304).

Bachelor of Commerce Hotel Management students must not attempt to register for four courses per semester in Year III. You will be not allowed to register for 300-level courses without the necessary prerequisites.

BACHELOR OF COMMERCE IN TOURISM & HOSPITALITY MANAGEMENT

Courses: MG101, TS106, TS107, TS108, TS109, UUI00, UUI14; plus one 100 level elective (such as AF100, DG100, etc.), TS207, TS208, TS209, TS213, TS216, UU200, UU204; plus one 200 level elective course; plus TS302, TS309, TS310, TS311; plus four 300 level elective courses (e.g. EC308, GE304, MG301, MG302, MG303, MG305).

POSTGRADUATE PROGRAMMES

Graduate Certificates and Diplomas are pegged at Level 7 and Postgraduate Certificates and Diplomas Level 8 of the Fiji Qualifications Framework.

INFORMATION RESEARCH SKILLS

All students registering in Postgraduate programmes are required, in their first semester of studies, to complete 14.5 hours of Information Research Skills conducted by the Library.

GRADUATE CERTIFICATES

Graduate certificates are offered to students whose first degree is in a different discipline whereas postgraduate certificates and postgraduate diplomas are in the same discipline as the first degree.

GRADUATE CERTIFICATE IN ENTREPRENEURSHIP

The Graduate Certificate in Entrepreneurship is designed for people interested in starting-up a new venture, enhancing their business or commercialising their ideas. This programme offers experienced professionals and business owners the opportunity to acquire skills and knowledge to become an entrepreneurial manager of either a new or established business. Participants will learn how to deal with uncertainty, manage innovation and improve the business through the application of best practice methods of small business management and new product development.

This programme is especially useful for managers and owners of small to medium businesses who wish to acquire skills and knowledge in the areas of entrepreneurship and innovation.

Admission Requirements:

- i) Passed the Graduate School of Business Management Admissions Test (GSBMAT); and,
- ii) A Bachelors degree from a recognised tertiary institution and a minimum of three years significant work experience in an executive or professional position involving considerable authority and decision making.

Programme Requirements: The Graduate Certificate in Entrepreneurship consists of three core courses:

Courses: MBA432 MBA437 and MBA421.

GRADUATE CERTIFICATE IN PUBLIC ADMINISTRATION

The Graduate Certificate in Public Administration is offered as an on-the-job education programme aimed at improving the management capacity of Fiji civil servants. It provides an understanding of governance and public administration concepts vis-a-vis their practical implications in Fiji and the South Pacific.

Admission Requirements:

- i) A Bachelors degree from a recognised tertiary institution, or
- ii) Have met the mature student admission criteria, which shall be judged on the basis of exceptional professional achievement.

Programme Requirements: The Graduate Certificate in Public Administration consists of two courses.

Courses: Any two of: MG451, MG452, MG453.

POSTGRADUATE CERTIFICATES

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

Postgraduate Certificate in Financial Administration **Postgraduate Certificate in Human Resource Management**

Those who complete either of these Postgraduate Certificates may apply for admission to the Postgraduate Diploma in Business Administration or the Master of Business Administration (MBA) programmes, provided they have a GPA of 3.0, and if successful they will normally receive credit transfer for the three Postgraduate Certificate courses.

Note: Programmes in the Graduate School of Business operate on the basis of three trimesters per year. Refer to the Principal Dates section of this publication for academic trimester dates.

Admission Requirements:

To be admitted to study for:

the Postgraduate Certificate in Financial Administration; or the Postgraduate Certificate in Human Resource Management, a person shall have:

- i) Passed the Graduate School of Business Management Admissions Test (GSBMAT); and,
- ii) A Bachelors degree from a recognised tertiary institution and a minimum of three years of significant work experience in an executive or professional position involving considerable authority and decision making; or
- iii) An undergraduate diploma or equivalent from a recognised tertiary institution and at least five years of significant work experience in an executive or professional position involving considerable authority and decision making; or
- iv) Have met the mature student admission criteria, which shall be judged on the basis of exceptional professional achievements.

Programme Requirements: Each of the Postgraduate Certificates in Business Administration consists of three courses.

Programmes:

POSTGRADUATE CERTIFICATE IN FINANCIAL ADMINISTRATION

Courses: MBA422, MBA432, MBA436.

POSTGRADUATE CERTIFICATE IN HUMAN RESOURCE MANAGEMENT

Courses: MBA423, MBA433, MBA435.

The Graduate School of Business may provide a customised Graduate Certificate in Business Administration designed to meet the capacity development needs of a client organisation. The certificate would be composed of a selection of three MBA courses.

POSTGRADUATE DIPLOMAS

POSTGRADUATE DIPLOMA IN BUSINESS ADMINISTRATION

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

- Postgraduate Diploma for General Managers
- Postgraduate Diploma in Advanced Analytical Skills

Those who complete either of these Postgraduate Diplomas may apply for admission to the Master of Business Administration (MBA) programme, provided they achieve a GPA of at least 3.0, and if successful will normally receive credit transfer for the six Postgraduate Diploma courses.

Note: Programmes in the Graduate School of Business operate on the basis of three trimesters per year. Refer to the Principal Dates section of this publication for academic trimester dates.

Admission Requirements:

- i) Passed the Graduate School of Business Management Admissions Test (GSBMAT); and,
- ii) A Bachelors degree from a recognised tertiary institution and a minimum of three years significant work experience in an executive or professional position involving considerable authority and decision making; or
- iii) An undergraduate diploma or equivalent from a recognised tertiary institution and at least five years of significant work experience in an executive or professional position involving considerable authority and decision making; or
- iv) Have met the mature student admission criteria, which shall be judged on the basis of exceptional professional achievements.

Programme Requirements: Each of the Postgraduate Diplomas in Business Administration consists of six courses.

POSTGRADUATE DIPLOMA FOR GENERAL MANAGERS

Courses: MBA423, MBA433, MBA435, MBA437, MBA439 plus one MBA course.

POSTGRADUATE DIPLOMA IN ADVANCED ANALYTICAL SKILLS

Courses: MBA422, MBA431, MBA432, MBA436, MBA439, plus one other MBA course.

POSTGRADUATE DIPLOMA IN COMMERCE

The Postgraduate Diploma in Commerce is offered in the following majors: Land Management, Management & Public Administration, and Tourism & Hospitality Management.

The general admission requirements for the Postgraduate Diploma are:

- i) A USP Bachelors 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 (a);
- iii) A professional qualification deemed by Senate or its delegate to be equivalent to clause (a);
- iv) In exceptional cases, demonstrated experience or achievement deemed by Senate or its delegate to be sufficient; or
- v) Have met the mature student admission criteria.

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

LAND MANAGEMENT

The Postgraduate Diploma in Commerce (Land Management) consists of four courses.

Admission Requirements:

Applicants who are Registered Valuers who do not have a first degree may be considered for admission to the Postgraduate Diploma in Commerce (Land Management), and for Registered Valuers with alternative qualifications credit may be granted.

Courses: LM401, DG400 plus two courses from LM402, LM420, DG415.

MANAGEMENT & PUBLIC ADMINISTRATION

The Postgraduate Diploma in Commerce (Management & Public Administration) consists of any four courses from the list below

Courses: MG401, MG402, MG403, MG404, MG405, MG406, MG409, MG410, MG411, MG412, MG451, MG452 and MG453. Students intending to progress to a Masters degree (by thesis) should substitute DG400 or a similar research methods course for one of these

TOURISM & HOSPITALITY MANAGEMENT

The Postgraduate Diploma in Commerce (Tourism & Hospitality Management) consists of four courses.

Courses: DG400, TS401, plus one of TS402, TS403 or TS405; plus one 400 level elective course (such as one of the TS courses or DG408, DG417, DG422, LM402, MG401, MG402, MG412).

MASTER'S DEGREE PROGRAMMES

MASTER OF BUSINESS ADMINISTRATION

Persons are eligible to be admitted to study for the Master of Business Administration if they have:

- a) Passed the Graduate School of Business Management Admissions Test (GSBMAT); and,
- b) A Bachelors degree from a recognised tertiary institution and a minimum of three years significant work experience in an executive or professional position involving considerable authority and decision making; or
- c) Postgraduate diploma from Graduate School of Business, The University of the South Pacific with a minimum GPA of 3.0 plus 5 years significant work experience in an executive or professional position involving considerable authority and decision making; or
- d) Have met the mature student admission criteria, which shall be judged on the basis of exceptional professional achievements.

The Master of Business Administration consists of twelve courses. A student who obtains three fail grades will not be allowed to continue with the Master of Business Administration programme.

Courses: MBA423, MBA431, MBA432, MBA433, MBA434, MBA435, MBA436, MBA437, MBA438, MBA439, MBA440; plus one from: MBA421, MBA422, MBA430, MBA441, MBA442, MBA443; or one from: AF420, AF433, DG410, DG415, DG417, EC408, EC412, MG401, MG404, MG405, MG409, MG410, MG411, MG412, LM401, LM402, TS401 or supervised independent research conducted within MBA425.

Note: Programmes in the Graduate School of Business operate on the basis of three trimesters per year.

MASTER OF COMMERCE IN LAND MANAGEMENT

The Master's programme consists of a thesis or two postgraduate courses and a Supervised Research Project.

MASTER OF COMMERCE IN MANAGEMENT & PUBLIC ADMINISTRATION (THESIS OR SRP)

The Master's programme consists of a Postgraduate Diploma in Commerce (Management & Public Administration) plus: a thesis; or two appropriate postgraduate Management 400 level courses from: MG401, MG402, MG403, MG404, MG405, MG406, MG409, MG410, MG411, MG412, MG451, MG453 and a Supervised Research Project.

MASTER OF COMMERCE IN MANAGEMENT & PUBLIC ADMINISTRATION (COURSEWORK)

The Master's programme consists of Postgraduate Diploma in Commerce (Management & Public Administration) plus any four additional MG 400 level courses from: MG401, MG402, MG403, MG404, MG405, MG406, MG409, MG410, MG411, MG412, MG451 and MG453.

MASTER OF COMMERCE (TOURISM & HOSPITALITY MANAGEMENT)

Applicants to the Masters programme must have completed a Postgraduate Diploma in Tourism Studies or Postgraduate Diploma in Commerce (Tourism & Hospitality Management) or equivalent qualification with a cumulative of GPA of 3.0.

The Masters programme consists of a thesis (TS700F or TS700P) or, following the successful completion of the Postgraduate Diploma in Commerce (Tourism & Hospitality Management), two 400 level Postgraduate courses plus a Supervised Research Project (TS600F or TS600P).

DOCTOR OF PHILOSOPHY

USP offers a Doctor of Philosophy (PhD) in most disciplines taught at postgraduate level. Students interested in progressing from a Master's programme to doctoral studies are advised to contact the relevant Head of the Academic Unit. The Admission and Programme Regulations governing the Doctor of Philosophy appear on page 82 of this publication.

DOCTORATE OF BUSINESS ADMINISTRATION

The Doctorate of Business Administration (DBA) is offered by the Graduate School of Business within the School of Business and Management.

Persons are eligible to be admitted to study for the Doctorate of Business Administration if they have:

- i. an MBA from a recognised tertiary institution with a GPA of 3.5 or above; or
- ii. a Masters-level degree in Management from a recognised tertiary institution with a GPA of 3.5 or above; or
- iii. an equivalent professional qualification with a GPA of 3.5 or above and:
- iv. a minimum of five-years management experience in an executive or professional position involving considerable authority and decision making (a three-year minimum may be allowed in exceptional cases); and
- v. satisfactory performance in an interview conducted by GSB to determine their potential to meet the requirements of the DBA programme.

Applicants whose previous education was not in English must also meet the University's English language requirements for admission to postgraduate studies.

Programme Requirements: The Doctorate of Business Administration consists of six courses and a thesis.

Courses: Year 1: DBA700, DBA710 and DBA720
Year 2: DBA760, DBA770 and DBA780
Year 3 & Year 4: Thesis

Note: Programmes in the Graduate School of Business operate on the basis of three trimesters per year.

The Graduate School Business (GSB) is a self-funding unit within the School of Business and Management (SBM) responsible for offering the DBA, MBA and its associated programmes.