UNDERGRADUATE & POSTGRADUATE PROGRAMME REQUIREMENTS AND ADMISSION REGULATIONS

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Notes:

a. 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.

b. 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 System

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 Academic Unit 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 Academic Unit 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-year Prescribed Bachelor programmes: 240 credit points

Bachelor of Commerce in Hotel Management

Bachelor of Engineering (Civil)

Bachelor of Engineering

(Electrical/Electronic) Bachelor of

Engineering (Mechanical) 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.

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 need not include the 200-level University courses.

    (iii) A student may attempt the UU courses up to three (3) times. If a student fails the third attempt for the UU courses, that student shall be excluded from the University.

    (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 (6 courses) and a maximum of 60 credit points (8 courses) in each of two disciplines. 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) With the permission of Senate, a student may, in order to graduate, substitute a course at 200-level with 1 at 300-level. Only 1 such substitution will be allowed. Substitution at the 100-level will not normally be permitted. Students who enroll for the BAgr may, with the approval of the Head of School, substitute appropriate elective courses at the 200- and 300-levels taught in other Schools.

(f) Notwithstanding these Regulations, prerequisite waivers may be provided under the following circumstances by the Head of Academic Unit:

   (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.

(g) In addition to these general regulations, some Bachelor's programmes have specific regulations. These are listed with the programmes under the Academic Unit 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 Academic Unit in which the programme is offered.

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

Refer to the Unclassified Foundation (Undergraduate) Programme Requirements and Regulations.

4.3.4 Alternate Pathway from USP Member Countries' Unlisted National Exams

Persons who have sat for the Senate-recognised USP member countries equivalent National High School Exams that are not currently listed in the University's admissions regulations but do not qualify to be admitted to the sub-degree, pre-degree and degree studies may apply in writing to the Deputy Vice-Chancellor (Education) to be admitted to the USP Unclassified Skills-Based, Preliminary and Foundation programmes subject to meeting the relevant requirements.

4.3.5 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 LLF15 and LLF14, in the relevant areas including the compulsory courses listed below:

Degree and Major	Compulsory	Recommended
Bachelor of Agriculture	BIF02, BIF03, CHF02, CHF03	
Accounting major	MAF11 or MAF12	AFF01, AFF02
Finance major	MAF11 or MAF12	
Banking major		AFF01
Economics major	MAF11, MAF12	ECF04
Management major		CSF12, ISF21
Bachelor of Engineering	MAF11, MAF12, PHF02 and PHF03	
Bachelor of Laws, Journalism, Linguistics, Literature and Language	C+ in LLF15	
Bachelor of Science	MAF11, MAF12	
Bachelor of Network & Security	MAF11 and MAF12	CSF12
Bachelor of Software Engineering	MAF11 and MAF12	CSF12
Biology major	BIF02, BIF03	
Chemistry major	CHF02, CHF03, MAF11, MAF12	BIF02, BIF03
Computing Science major	MAF11 and MAF12	ISF21

Degree and Major	Compulsory	Recommended
Information Systems Majors	MAF11, MAF12	CSF12, ISF21
Mathematics major	MAF11 and MAF12	CSF12, ISF21
Physics major	PHF02, PHF03, MAF11, MAF12	CHF02, CHF03

(b) **Alternative Pathway to Degree Studies from USP Foundation Programme**

Refer to the Unclassified Foundation (Undergraduate) Programme Requirements and Regulations.

4.3.6 Educational Quality and Assessment Programme (EQAP) South Pacific Form Seven Certificate (SPFSC) Entrants

To be eligible for admission to degree studies under clause 4.3.1 (a), persons who have taken the EQAP SPFSC Examination shall qualify if they obtained a minimum of ACHIEVED or better, and a minimum of 50% each in English plus 3 other subjects. Special admission requirements also apply for certain degree programmes and are listed under the Academic Unit in which the programme is offered and below:

Persons shall qualify if they obtained:

(a) **ACHIEVED** or better, and a minimum of 50% each in **English** and:

(i) Other Subjects for Bachelor of Arts (EXCEPT major(s) and or minor in Journalism, Law, Linguistics, Literature and Literature & Language); Bachelor of Commerce (major(s) & or minor(s) with no Maths emphasis); Bachelor of Geospatial Science; Bachelor of Arts + Graduate Certificate in Education (except Teaching Subject Major in Literature & Language)

(ii) Mathematics and 2 Other Subjects for Bachelor of Arts (majors in Computing Science, Information Systems); Bachelor of Commerce (major in Accounting, Computing Science, Economics & Information Systems); Bachelor of Science; Bachelor of Commerce & Graduate Certificate in Education (with Teaching Subject majors in Accounting, Economics, Computing Science & Information System); Bachelor of Science + Graduate Certificate in Education (with Science Teaching Subject majors in Biology, Chemistry, Computing Science, Maths & Physics); Bachelor of Networks & Security and Bachelor of Software Engineering

(iii) Mathematics, Physics and 1 Other Subject for Bachelor in Engineering (Civil, Electrical/Electronics & Mechanical) and Bachelor of Science (Double Majors in Electrical/Electronics & Computing Science and Mechanical Engineering and Physics)

(iv) Biology, Chemistry and 1 Other Subject for Bachelor of Agriculture (Agribusiness or Applied Science Streams) and major and or minor in Agricultural Economics & Agribusiness

(b) **ACHIEVED** or better, and a minimum of 60% in **English**

    (i)   and Achieved or better, and a minimum of 50% each in 3 Other Subjects for Bachelor of Arts (major(s) & or minor in Journalism, Law, Linguistics, Literature and Literature & Language); Bachelor of Arts & Graduate Certificate in Education (with Teaching Subject major in Literature & Language); Bachelor of Laws (LLB); Bachelor of Arts/Bachelor of Laws (BA/LLB) (with major(s) and or minor in Journalism, Linguistics, Literature & Literature & Language) and Bachelor of Commerce/ Bachelor of Laws (BCom/LLB)

(c) **Alternate Pathway to Degree Studies from EQAP South Pacific Form Seven Certificate (SPFSC) Examination**

Persons who wish to be admitted to a bachelor's degree but fail to meet the requirements in 4.3.6 (a) & (b) above must first comply with the following requirements:

    (i)   **Persons who have taken the Senate-recognised EQAP South Pacific Form Seven Certificate Examination in <u>2016 and Thereafter and obtained the aggregate in 4 EQAP SPFSC subjects of:</u>**

- <u>200 or above or</u>
- <u>Between 180-199:</u>

but failed to obtain at least 50% in 1 or more of the EQAP SPFSC subject(s) and or failed to achieve the required mark(s) shall be admitted to Unclassified Foundation Studies.

    (ii)   **Persons Scoring in 4 EQAP SPFSC Subjects an Aggregate of:**

        i.   **200 or More But Failed to Attain "ACHIEVED" or better, and a minimum of 50% in 1 to 3 EQAP SPFSC Non-English Subject(s)**

        Such persons will be required to register for 1 Foundation course for every EQAP SPFSC <u>**Non-English**</u> subject(s) that they failed and or that they failed to attain the required subject pass mark(s)

        ii.   **Between (180 – 199) and Attained "ACHIEVED" or better, and a minimum of 50% in 1 or More EQAP SPFSC Non-English Subject(s)**

        Such persons will be required to register for 2 Foundation courses for every EQAP SPFSC <u>**Non-English**</u> subject(s) that they failed and or that they failed to attain the required subject pass mark(s)

    (iii)   **In addition, persons who in <u>EQAP SPFSC English</u> obtained:**

        ACHIEVED, and a minimum of 50% but failed to attain 60% required for English emphasis programmes will be required to register for and pass LLF15

        the following scores in the table below will be required to do the relevant Foundation English Course(s) listed therein:

(40 – 49)%	< 40%
Do LLF15	Do LLF15 & LLF14

Such persons in (c) (i) & (ii) and (d) above shall be admitted to the **Unclassified Foundation (Undergraduate) Programme** where they **may register for both Foundation and Degree courses simultaneously.** They may do available degree courses equivalent to the number of EQAP SPFSC **Non-English** subject(s) **passed** or required provided total semester registration does not exceed a maximum of 4 registrations.

Note:

Persons must first register for and pass **all required English and Non-English Foundation course(s)** before being admitted to their degree programme of choice.

4.3.7 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.

4.3.8 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.

4.3.9 Solomon Islands National University (SINU) Entrants

(a) Persons who successfully completed the SINU Foundation Year Social Science programme are eligible to be admitted to University studies provided they meet the requirements;

(b) stipulated under clause 4.3.4(a) (for admission to non-Science Bachelor's degree programmes); or for admission to other programmes.

4.3.10 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 Year 13/Form 7 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 Network & Security, students are required to pass MAF12 with a B grade under 4.3.9(c).

4.3.11   Tonga National Form Seven Certificate (TNFSC) Entrants

(a) To be eligible for admission to degree studies under clause 4.3.1 (a), persons who have taken the TNFSC shall qualify if they obtained: **ACHIEVED** or better, a minimum of 50% each in English and:

Persons shall qualify if they obtained:

(b) **ACHIEVED** or better, a minimum of   50% each in **English** and:

i. **3 Other Subjects** for Bachelor of Arts (EXCEPT major(s) and or minor in Journalism, Law, Linguistics, Literature and Literature & Language); Bachelor of Commerce (major(s) & or minor(s) with no Maths emphasis); Bachelor of Geospatial Science; Bachelor of Arts + Graduate Certificate in Education (except Teaching Subject Major in Literature & Language)

ii. **Mathematics** and **2 Other Subjects** for Bachelor of Arts (majors in Computing Science, Information Systems); Bachelor of Commerce (major in Accounting, Computing Science, Economics & Information Systems); Bachelor of Science; Bachelor of Commerce & Graduate Certificate in Education (with Teaching Subject majors in Accounting, Economics, Computing Science & Information System); Bachelor of Science + Graduate Certificate in Education (with Science Teaching Subject majors in Biology, Chemistry, Computing Science, Maths & Physics); Bachelor of Networks & Security and Bachelor of Software Engineering

iii. **Mathematics, Physics** and **1 Other Subject** for Bachelor in Engineering (Civil, Electrical/Electronics & Mechanical) and Bachelor of Science (Double Majors in Electrical/Electronics & Computing Science and Mechanical Engineering and Physics)

iv. **Biology, Chemistry** and **1 Other Subject** for Bachelor of Agriculture (Agribusiness or Applied Science Streams) and major and or minor in Agricultural Economics & Agribusiness

(c) ACHIEVED or better, a minimum of 60% in **English**

    v. and Achieved or better, a minimum of 50% each in 3 Other Subjects for Bachelor of Arts (major(s) & or minor in Journalism, Law, Linguistics, Literature and Literature & Language); Bachelor of Arts & Graduate Certificate in Education (with Teaching Subject major in Literature & Language); Bachelor of Laws (LLB); Bachelor of Arts/Bachelor of Laws (BA/LLB) (with major(s) and or minor in Journalism, Linguistics, Literature & Literature & Language) and Bachelor of Commerce/ Bachelor of Laws (BCom/LLB)

(d) Alternate Pathway to Degree Studies from TNFSC Examination

Persons who wish to be admitted to a Bachelor's Degree but fail to meet the requirements in 4.3.5 (a) & (b) above must first comply with the following requirements:

Persons who have taken the Senate-recognised **TNFSC** in **2018 and Thereafter** and obtained the aggregate in 4 TNFSC subjects of:

- 200 or above or
- Between 180-199:

but failed to obtain at least 50% in 1 or more of the TNFSC subject(s) and or failed to achieve the required mark(s) shall be admitted to Unclassified Foundation Studies.

Persons Scoring in 4 TNFSC Subjects an Aggregate of:

    i. **200 or More But Failed to Attain "ACHIEVED" or better, a minimum of 50% in 1 to 3 TNFSC Non-English Subject(s)**

        Such persons will be required to register for 1 Foundation course for every TNFSC **Non-English** subject(s) that they failed and or that they failed to attain the required subject pass mark(s)

    ii. **Between (180 – 199) and Attained "ACHIEVED" or better**, a minimum of 50% **in 1 or More TNFSC Non-English Subject(s)**

Such persons will be required to register for 2 Foundation courses for every TNFSC **Non-English** subject(s) that they failed and or that they failed to attain the required subject pass mark(s)

(e) In addition, persons who in **TNFSC English** obtained:

    i. **ACHIEVED**, a minimum of 50% but failed to attain 60% required for English emphasis programmes will be required to register for and pass LLF15

    ii. the following scores in the table below will be required to do the relevant Foundation English Course(s) listed therein:

TNFSC English (40 – 49)%	TNFSC English (< 40)%
Do LLF15	Do LLF15 & LLF14

Such persons in (d) (i) & (ii) and (e) above shall be admitted to the **Unclassified Foundation (Undergraduate) Programme** where they **may register for both Foundation and Degree courses simultaneously**. They may do available degree courses equivalent to the number of TNFSC **Non-English** subject(s) **passed** or required provided total semester registration doesn't exceed a maximum of 4 registrations.

Note:

Persons must first register for and pass **all required English and Non-English Foundation course(s)** before being admitted to their degree programme of choice.

4.3.12   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.

4.3.13   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 4.3.11 (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:

English Exam Or Preparation	Foundation	Diploma And Undergraduate	Postgraduate
IELTS	5.0 overall (minimum of 5.0 in writing)	6.0 overall (minimum of 6.0 in writing)	6.5 overall (minimum of 6.5 in writing)
TOEFL	Paper - 417 overall (minimum of 52 in writing)	Paper - 497 overall (minimum of 59 in writing) Computer - 170 overall (minimum of 25 in writing)	Paper - 550 overall (minimum of 61 in writing) Computer - 213 overall (minimum of 26 in writing)

English Exam Or Preparation	Foundation	Diploma And Undergraduate	Postgraduate
		iBT – 60 overall (minimum of 22 in writing)	iBT – 79 overall (minimum of 24 in writing)
Pearson Test of Academic English	Overall score of 42 with no score less than 35	Overall score of 50 with no score less than 42	Overall Score of 58 with no score less than 50
Cambridge Certificate in Advanced English	47 overall	52 overall	58 overall
International Baccalaureate	Standard Level – score of 5 or higher	Higher Level – score of 4 or higher	N/A
Secondary Education	At least two years of full-time study at the secondary education level where the medium of instruction was English	At least three years of full-time study at the secondary education level where the medium of instruction was English.	N/A
Tertiary Education	N/A	At least one year of full-time study at the undergraduate level, where the medium of instruction was English.	At least two years of full-time study at the undergraduate level, where the medium of instruction was English.

* 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.

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)

Country/ Institution	Foundation	Diploma and Undergraduate	Postgraduate
Australia	Successful completion of the Australian Year 11 qualification or equivalent	Australian Certificate of Education, successful completion of Year 12 (Satisfactory in all subjects)	Satisfactory completion of a Bachelor degree from a recognised tertiary institution
Bangladesh	Completion of the Intermediate Certificate (Year 11) with a minimum grade point average of 3.0.	Completion of the Higher Secondary Certificate (HSC) with First Division Pass (60% in 4 subjects) or minimum overall grade point average of 3.0.	Satisfactory completion of a Bachelor degree from a recognised tertiary institution
Brazil	Successful completion of 'Certificado de Ensino Medio.'or Successful completion of one year's tertiary study at a recognised institution.	Completion of 'Diploma de Ensino Médio' with an average grade of 70%	Satisfactory completion of a Bachelor degree from a recognised tertiary institution
Canada	Successful completion of Canadian High School Year 11.	Completion of Provincial High School Diploma (Grade 12) with an average grade of 60%.	Satisfactory completion of a Bachelor degree from a recognised tertiary institution.
China	Completion of the Senior Middle 2 (Gao Er) with an average grade of 70%.	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	Successful completion of a 4-year undergraduate degree from a recognised tertiary institution.

Country/ Institution	Foundation	Diploma and Undergraduate	Postgraduate
		score for the specific province.	
France and French territories	Successful completion of Secondary School equivalent to the Fiji Year 12.	Successful completion of French Baccalauréat,	Satisfactory completion of a Bachelor degree from a recognised tertiary institution.
Germany	Successful completion of Secondary School equivalent to the Fiji Year 12.	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.	Satisfactory completion of a Bachelor degree from a recognised tertiary institution.
Hong Kong (SAR)	Completion of the 12th year of schooling OR, Successful completion of Senior Middle 2 (Gao Er) with an average grade of 70%.	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	Satisfactory completion of a Bachelor degree from a recognised tertiary institution.
India	Successful completion of Secondary education equivalent to Fiji Year 12 level, with at least 55% average grade.	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.	Satisfactory completion of a Bachelor degree from a recognised tertiary institution.

Country/ Institution	Foundation	Diploma and Undergraduate	Postgraduate
International School	Successful completion of International Baccalaureate Certificate, OR, successful completion of Year 1 of the Diploma.	International Baccalaureate (IB) Diploma with a minimum aggregate score of 24 points.	N/A
Japan	Successful completion of Kotogakko Year 2 or High School Second Year.	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.	Satisfactory completion of a Bachelor degree from a recognised tertiary institution.
Korea	Successful completion of Senior High School Certificate Year 2.	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 recognised tertiary institution.	Satisfactory completion of a Bachelor degree from a recognised tertiary institution.
Malaysia	Successful completion of Sijil Pelajaran Malaysia (SPM) with pass in 4 subjects, Or, Successful completion of Senior Middle 2	Completion of Sijil Tinggi Pelajaran Malaysia (STPM – Malasian Higher School Certificate Examination) with a minimum grade of 'C' in 4 subjects.	Satisfactory completion of a Bachelor degree from a recognised tertiary institution.
Nepal	Completion of year 11 (first year of Higher Secondary	Successful completion of the Proficiency Certificate in First Class	Satisfactory completion of a Bachelor degree from a recognised tertiary institution

Country/ Institution	Foundation	Diploma and Undergraduate	Postgraduate
New Zealand	Successful completion of the 12th year of schooling	Successful completion of the National Certificate of Educational Achievement (NCEA) Level 3.	Satisfactory completion of a Bachelor degree from a recognised tertiary institution.
Nigeria	Completion of Senior Secondary School examinations (WAEC) with 5 grades at D7 level.	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)	Satisfactory completion of a 4-year Bachelor degree from a recognised tertiary institution.
Norway	Successful completion of 2 years of Upper Secondary schooling	Successful completion of Vitnemål fra den Videregående Skolen (Vitnemål) with a grade average of 3 out of 6.	Satisfactory completion of a Bachelor degree from a recognised tertiary institution.
Pakistan	Completion of GCSE/O Levels/ IGCSE with 3 passes.	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.	Satisfactory completion of a 3-year Honours Bachelor degree or 4 year Bachelor degree from a recognised tertiary institution.
Papua New Guinea	Successful completion of the 11th year of schooling.	Completion of Higher School Certificate with a grade average of 'B'.	Satisfactory completion of an Honours Bachelor degree from a recognised tertiary institution.

Country/ Institution	Foundation	Diploma and Undergraduate	Postgraduate
USA	Completion of High School Diploma with a minimum grade average of B.	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.	Satisfactory completion of a Bachelor degree from a recognised tertiary institution.

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 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 Year 12 or Year 13 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 Academic Unit 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 Academic Unit 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 Academic Unit 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 this Handbook and Calendar under respective Academic Units.

(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 Academic Unit 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 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 Academic Units.

7.0 MASTERS (Minimum 120 credit points)

A Master's programme is for the duration of 2 years and is equivalent to 120 credit points.

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 Programme

7.1.1 Programme Requirements

(a) Admission Requirements

Persons shall be eligible to be admitted to study for the degree of Master programme (120 credits) if they have obtained an appropriate Postgraduate Diploma from USP worth at least 60 credits with a GPA of at least 3.0.

(b) Master's by Thesis

Persons shall be eligible to be admitted to study for the degree of Master by Thesis/ Coursework (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 appropriatemajor(s) at the 200- and 300- levels. They may then bypass the Postgraduate Diploma andproceed to complete the Master's programme by thesis. The candidate will be required tocomplete a Research Methods Postgraduate course and any other suitable course(s) as specifiedfor admission to the Master's programme.

  (ii) obtained an appropriate Postgraduate Diploma preferably with one of the Research Methodscourse 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 Academic Unit 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.

(c) **Master's by Coursework**

(i) admission requirements are the same as given under (a) Admission requirements.

(ii) 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 coursework.

(d) **Master's including Supervised Research Project (SRP/Mini Thesis 600)**

(i) To be admitted to Master's by SRP, students must complete a Postgraduate Diploma with a GPA of 3.0 and take two additional postgraduate diploma courses with an average GPA of at least 3.0.

(ii) When making an application to enrol in an SRP, a student must submit a 'research intent' which outlines their proposed research endorsed by a potential supervisor. A student should only begin an SRP when their application has been approved by AURC.

(iii) The normal time for an SRP will be one semester full time and two semesters part-time.

(iv) The maximum time of SRP is one year full time and two years part-time

(v) The SRP is a component of a coursework Master's degree and is not a separate academic qualification. Completion of an SRP as a component of a Master's degree fulfills the requirements of Master's Degree which enables direct entry to a PhD programme.

(vi) The SRP is equivalent to 30 credit points in weighting (Master's degree = 120 credit points)

(e) The 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.

(f) 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.

(g) Applications for admission into the Master programme must be made to the relevant Academic Unit 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.

(h) Student registration for the degree of Master's shall remain provisional until the formal acceptance of the research proposal. For full time students, the proposal should be submitted by the end of week 7 of the semester; for part time students, the proposal should be submitted by the end of week 14 of the semester.

(i) The Academic Unit must provide provisional approval within 1 week of submission to allow students to continue their research.

(j) At the end of the provisional enrolment period, the appropriate Academic Unit 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.

(k) 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.

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

(m) Within the first year of their candidature, the student shall complete online mandatory research training modules, which will be administered through the Research Office or AURC.

7.1.2 Academic Supervisors

The relevant Academic Unit 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.

7.1.3 Responsibilities of Master's Students

(a) 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.

(b) Students enrolled for a Master thesis shall submit to the relevant Academic Unit 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. Registration into the next semester will be dependent on the submission of student's progress report.

7.1.4 Candidature

(a) 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 Academic Unit Research Committee, students have been allowed to suspend their studies.

(b) 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 Academic Unit 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.

(c) 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.

(d) 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).

(e) 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.

(f) The maximum period of candidature for the degree of Master shall be three years full-time study and six years part-time study.

7.1.5 Examination of Master's Thesis

(a) For the examination of the Master's thesis the relevant Academic Unit 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 the relevant Academic Unit Research Committee shall appoint two external examiners.

(d) For Supervised Research Project, both examiners may be internal to the University

8.0 DOCTOR OF PHILOSOPHY

8.1 Programme Requirements

(a) Academic Supervisors

The relevant Academic Unit 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 Academic Unit 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) have at least one (joint) ranked publication (accepted or published) from thesis work as leadauthor (journal, conference proceeding paper or book chapter) during their candidature beforesubmitting the thesis for examination.; and

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

(d) 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 Academic Unit Research Committee.

(e) Students enrolled for thesis shall submit to the relevant Academic Unit Research Committeeevery 6 months a report on their progress per semester just ended. The report shall include abrief plan agreed to by the supervisor and student for remaining work.

(c) (f) Ph.D. students will also be required to make a yearly presentation on their progress to theAcademic Unit Research Committee. The Chair of the AURC will then submit a report on thestudent's progress to the University Research Committee.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.

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 Academic Unit 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.

(ii) 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.

(iii) 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.

(iv) The minimum period of candidature for the degree of Doctor of Philosophy shall be three years full-time study and 4.5 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 eight years part-time study.

(vi) (vii) 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(RI&I)) on the recommendation of the relevant Academic Unit 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) Students who have completed a Master program by coursework with no substantial independent research component and wish to enrol in a Ph.D. programme need to successfully complete a Directed Research Project (DRP) as a prerequisite to PhD admission. In depth, duration, and other processes, the DRP (600 level) will be the same as that of the Supervised Research Project (SRP). A student who successfully complete a DRP will receive a letter of confirmation from the AURC Office, however, it is not a formal academic qualification. While the DRP may be on a similar topic as a subsequent PhD, the DRP does not directly contribute to the Ph.D. thesis work.

(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.

(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 Academic Unit 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) Student registration for the degree of Doctor of Philosophy shall remain provisional until the formal acceptance of the research proposal. For full time students, the proposal should be submitted in the prescribed format by the end of the first semester; for part time students, the proposal should be submitted by the end the second semester.

(g) At the end of the provisional enrolment period, the relevant Academic Unit 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.

(h) 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.

(i) For final candidature confirmation, the candidate whose research project has been accepted must successfully pass a mid-term review through an oral presentation to the Academic Unit Research Committee in the first six months of the second-year. The mid-term review 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

(j) A candidate who has failed the mid-term review shall be given a second opportunity to defend her/his candidature within the next six months of registration after which the candidate should be definitively confirmed into the PhD candidature or invited to submit a Master thesis within the following semester.

(k) Transfer of Registration from Master's Degree to PhD Degree:

  (i) The Academic Unit 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 Academic Unit 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 Academic Unit 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 Academic Unit 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 Academic Unit 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 Samoa 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 Academic Unit Research Committee shall make an appropriate recommendation to the Senate or nominee.

(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 Academic Unit Research Committee.

(i) A Master's thesis (including notes and bibliography) shall not exceed 50,000 words in length without approval from the Academic Unit 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 from thesis work as lead author in ranked journals (at least in B/Q2 and above)and one of which is in a A/A* (or Q1) journal.

   (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

   (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 Academic Unit 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 Academic Unit Research Committee shall appoint all external examiners.

(d) A PhD candidate is also required to make an oral defence as part of the thesis examination to the relevant school/section, examiners, and members of the Academic Unit Research Committee. As a part of the oral defence, the student makes a formal presentation of about 45 minutes summarizing the research and outcomes, followed by questions. The examiners (at least two) will then have a close session with the student and decide the result of the public defence and the thesis and communicate in writing the results to the AURC. The tentative timing of the oral examination, where practicable should be established once the examiners are approved and the thesis is submitted for examination.

8.6 Reports by Examiners of Thesis

(a) The relevant Academic Unit 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 Academic Unit 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 Academic Unit 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 Academic Unit 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 Academic Unit 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 revised thesis within three months for Master's thesis and six months for PhD thesis. A further extension to this time may be permitted by Deputy –Vice-Chancellor, Research and Innovation on the recommendation of AURC.

   (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 Academic Unit Research Committee may appoint an external arbitrator. The report and recommendation of the external arbitrator shall be forwarded to the Senate or nominee 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 Academic Unit 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).

(b) A Master's Thesis

by Head of Academic Unit 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 Academic Unit 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   On final approval 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 Academic Unit.

10.4   For the award of the degree, the student shall provide to the Academic Unit 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 Samoa or Emalus Campus; and

(b) A digital copy for uploading on the Library-hosted USP Thesis Portal

10.5   The Academic Unit should distribute the copies as follows:

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

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

(c) 1 copy for the Library at Samoa or Emalus Campus, for those enrolled at those campuses. The Laucala Campus Library will accept and forward copies for the Samoa 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 remains with the author and is fully protected by this. In compliance with USP conditions of award, no thesis will be removed from the portal or the Collection.

PART B ADMISSION, REGISTRATION, WITHDRAWAL AND AUDITING

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/trimester, 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.

   (c) 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 and the first Friday of the trimester.

(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) 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 12.1(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 (Education); only one such request will be allowed per programme and the course can be credited only once.

(b) 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:

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

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

(c) Add Course(s) after the Sunday prior to the official trimester lecture commencement date and/or

(d) Drop Course(s) (without charge) after the second Friday of the trimester.

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.

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 Head of Academic Unit 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 4 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 & President or delegate by Friday of study week of the semester/trimester.

(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 (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 Discipline to the Head of Academic Unit 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 13.2 (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 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.