

Policies and Procedures

Flexi School Procedures

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Responsible Officer: DVC (Education)
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1 Purpose

To provide a framework for all staff and students of the University of the South Pacific for the implementation of flexi-schools.

2 Scope

The flexi-school provides an avenue for students requiring only one or two courses, to complete their programmes and graduate and enables students to repeat failed first year core course(s) in line with appropriate regulations.

3 Procedure

3.1 Planning

- (a) The Head of Academic Unit or Nominee, and Campus Directors will plan the offering of flexi-schools two months prior to the commencement of the course, and invite eligible students to send a request for a course to be offered during flexi-school.
- (b) Students may submit a request to the Head of Academic Unit or Nominee if a student wants a course(s) offered through flexi-school.
- (c) A request will be made to the relevant Head of Academic Unit or Nominee, copying the Group Manager, SAS and Manager Enrolment requesting for a flexi-school course(s) to be offered at the Campus, Centre or designated venue.
- (d) The request submitted to the Head of Academic Unit or Nominee for endorsement.
- (e) All flexi-school offerings will start on the same date in the designated term as per the USP Important Dates in the USP Handbook and Calendar and these are:
 - i. Year-Long FS: Monday after New Year;
 - ii. Mid-Year FS: Monday after Semester I Exams ends;
 - iii. Year-End FS: Last Monday of November; or
 - iv. Date(s) Specified by the University

3.2 Advertisement

The Head of Academic Unit or Nominee will:

- (a) advertise all the flexi-school courses that will be offered, at least twenty-five working days prior to commencement of the course, including (but not limited to) the following information:
 - Course Code and Title
 - Prerequisite for the Course

- Start and End Dates for the flexi-school
 - Minimum Fee Paying Number of Students Required (Appendix I)
 - Cost (Tuition and Course Material fee)
 - Venue
 - How to apply
 - Where to pick up and drop off the relevant forms
- (b) forward a copy of the advertisement to GM SAS and the Manager Enrolment;
- (c) invite students to register for the course by sending out a notification to that effect;
and
- (d) along with Campus Directors ensure that the flexi-school offering is advertised widely.

3.3 Activation

The Course Coordinator will:

- (a) complete the “Request for Activation of a Flexi-School Course Form” (Appendix II) and have it signed-off and stamped by the Head of Academic Unit or Nominee.
- (b) Ensure that the UG or PG minimum learning hours are met in line with normal semester offering or University policies and regulations over 4-6 weeks and 8 weeks for UG and PG courses respectively. The duration of the course must be clearly specified in the Course Activation Request Form.
- (c) inform the Manager Enrolment or Student Officer Enrolment responsible for flexi-schools in the Course Activation Request Form to have registrations capped or placed on request respectively or restricted to a maximum number of students or a certain group of students at least twenty working days prior to the commencement of the course (Appendix III).

3.4 Enrolment

(i) Admission

- (a) The Head of the Academic Unit or Nominee will ensure that all resuming and continuing students are already admitted to the relevant programme fifteen working days prior to commencement of the course in order to register for a flexi-school course, otherwise they must get students to submit an application for admission
- (b) Applications for Admission to be assessed by SAS Staff or designated staff at each Campus in line with the University’s admissions regulations and policies

(ii) Registration

- (a) Students may register for a flexi-school course up till the commencement of the course in line with the University’s registration regulations-and policies.
- (b) Students cannot normally register in more than one flexi-school course in the same term
- (c) All students will register using the online registration facility
- (d) The Head of Academic Unit or Nominee will ensure that all academic regulations (75% progressions rule, course repeat regulations, regulations on University courses, University policies and regulations, etc.) are observed when students register for a flexi school course
- (e) The Head of Academic Unit or Nominee will ensure that the minimum number of fee paying students who are eligible to register for a FS course is met before the course is allowed to be offered. (Appendix I)
- (f) Wherever registration is to be capped, or placed on request or restricted to a maximum number of students or a certain group of students, the Course Coordinator must prioritise and approve registration based on the Flexi-School Procedures Scope i.e. the 1st priority must be given to students who: (1) would not normally have access

to the course in the normal semesters or trimesters e.g. Regional Campuses (2) would have one or two courses left to graduate (3) failed 1st year core course.

- (g) Postgraduate (PG) Unclassified Qualifying students are not allowed to do any PG flexi-school courses till they have satisfied the PG Unclassified Qualifying offer or requirement.

3.5 Fee Payment

The Head of Academic Unit or Nominee will:

- (a) ensure that students pay fees for a flexi-school course by the commencement of the course
- (b) inform SAS of the students whose registration must be cancelled due to non-payment of fees, five working days from commencement of the course
- (c) inform students whose registrations have been cancelled due to non-payment of fees
- (d) inform Student Finance to reimburse fees of cancelled FS courses without delays
- (e) in consultation with the Course Coordinator inform the Student Officer Enrolment responsible for flexi-school and the Campus Student Finance Staff or Designated Staff to institute/place HOLD on students' accounts who owe FS fees or with the registration status of "PR".
- (f) inform the Finance Section that academic staff can travel to flexi-school venue only after:
 - i. the minimum fee paying number of students required has been met unless if the course is fully funded where the Head of Academic Unit or Nominee take full responsibility for the collection of fees
 - ii. all scheduled obligations of the previous term have been met and authorised to travel by Head of Academic Unit or Nominee

Note:

- Fees will be as advertised in the Handbook and Calendar.
- Flexi-school invoice will be available online for Laucala Campus students only.
- Regional Campuses will provide manual invoice to flexi-school students
- Sponsored students must attach their sponsor letter to the approved Manual Registration Request before submitting to SAS Office for processing
- Laucala campus students who enrol online must submit their sponsor letter for the flexi-school course at SAS
- A copy of the sponsor letter will be forwarded to Finance Section for fees purposes.

3.6 Monitoring & Evaluation

The Head of Academic Unit or Nominee will:

- (a) continually review fee paying enrolment numbers in line with the minimum required numbers between ten and six days prior to commencement of the course, in line with financial viability.
- (b) update the GM SAS, Campus Directors and Manager Enrolment the fee paying enrolment numbers during the period stipulated in 3.6(a) above
- (c) inform the students, GM SAS, Campus Directors and Manager Enrolment and relevant stakeholders four working days prior to the commencement of the course(s) if the flexi-school will run or not
- (d) ensure the provision of SLS services through Moodle and CDs. to students
- (e) ensure full interactive support on Moodle for all enrolled students
- (f) ensure that arrangements for the academic assessment of students' work comply with all approved relevant policies and regulations
- (g) determine the appropriate modes of examination and assessment to enable students to demonstrate that they have met the criteria for progression. No arrangements

- should compromise academic standards. Moderation and exam supervision must follow existing and approved quality assurance processes in place
- (h) ensure that final examinations will follow examination processes for face-to-face courses. Examination schedules for all courses must be provided using the same processes as face-to-face course examinations
 - (i) ensure assessment will be equivalent and follow existing approved quality processes in place
 - (j) ensure that examination results will be released as soon as possible but within two weeks after the examinations or before Monday of registration week, whichever comes first
 - (k) Flexi-schools meet the required learning hours as in the regulations.

3.7 Reporting

- (a) Course Coordinators will submit a report at the end of each flexi-school term to the Head of Academic Unit or Nominee
- (b) The Head of Academic Unit or Nominee will report on flexi-schools to TQC at least twice a year.

3.8 Withdrawal from Flexi-School Courses

Students wishing to withdraw:

- (a) from flexi-school courses without charge must do so no later than the 5th working day from commencement of a flexi-school. Any withdrawal thereafter shall be liable for full fees. Students may withdraw after the deadline under medical grounds or circumstances beyond their control with refund of fees
- (b) by the withdrawal without charge deadline from Laucala campus flexi-school courses may do so via the online facility
- (c) by the withdrawal without charge deadline from Regional Campus flexi-school courses may do so manually by completing the Course Withdrawal Form that can be obtained from SAS Office in the respective regional campuses/centres or <http://www.usp.ac.fj/forms>
- (d) after the withdrawal without charge deadline from Laucala campus flexi-school courses may do so manually by completing the Course Withdrawal Form (Appendix IV) and shall be liable for full fees and an assessment
- (e) after the withdrawal without charge deadline from Regional Campus flexi-school courses may do so manually by completing the Course Withdrawal Form (Appendix IV) that can be obtained from SAS Office or www.usp.ac.fj/forms and shall be liable for full fees and an assessment.

4 Related documents


[Undergraduate and Postgraduate Programme Requirements and Admission Regulations](#)

Appendix I: Minimum Fee Paying Required Number

To be supplied by the Academic Units.

Appendix II Request for Activation of a Flexi-School Course

FORM SAS.USP



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THE UNIVERSITY OF THE
SOUTH PACIFIC

FORM SAS.USP

:- REQUEST FOR ACTIVATION OF A FLEXI-SCHOOL COURSE

This form needs to be filled and completed by the Course Coordinator.

The form will need the Head of Academic Unit and Head of Discipline approval, and Academic Unit stamp before it is submitted to Student Administrative Services. Also note one form must be completed for each course.

SECTION A: Course Details

Year Flexi-School term: (Select one) Year Long Mid Year Year End

Course Code: Course Title:

List the Campus(s) you would like to offer this Flexi-School course:

1.	<input type="text"/>	Start Date:	<input type="text"/>	End Date:	<input type="text"/>
2.	<input type="text"/>	Start Date:	<input type="text"/>	End Date:	<input type="text"/>
3.	<input type="text"/>	Start Date:	<input type="text"/>	End Date:	<input type="text"/>

Advertisement Date: Total Contact Hours:

Tuition fees: Vote Code:

Course Coordinator: Telephone:

School/ Discipline: Email:

Assessment Details:
Examination Date: Date that Final Grades will be submitted to SAS:

SECTION B: Declaration and Approval:

I declare that to the best of my knowledge the information supplied by me is true, correct and complete in every respect.

Course Coordinator: _____ Date: _____
Signature

I approve that the above course will be taught during Flexi-School at the campus(s) and dates provide above by the Course Coordinator.

Head of Discipline: _____ Name	Head of Academic Unit : _____ or Nominee Name	<div style="border: 1px solid black; padding: 10px; width: 100%;">Place Faculty Stamp Here</div>
Signature: _____	Signature: _____	
Date: _____	Date: _____	

For Official Use:

Date received at Student Administrative Services, Laucala Campus	<input type="text"/>	Banner Update: Date/Initial	<input type="text"/>
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A copy of this form was sent to :
(Select by ticking a box) Relevant Campus(s) Assessment Team, SAS Student Finance

Appendix III Flexi-School Timeline

No.	FS Process	Responsible	Deadline (Day 1 of Lectures)
1.	Planning	Head of Academic Unit or Nominee & RCDs	- 2 months
2.	Advertisement	Head of Academic Unit or Nominee	- 25 WD
3.	Course Activation	Course Coordinator, Head of Academic Unit or Nominee	- 25 WD
4.	Admissions	Head of Academic Unit or Nominee	- 15 WD
5.	Registration	Head of Academic Unit or Nominee and Students	0 or Day 1 of Lectures
6.	Fees Payment	Head of Academic Unit or Nominee and Students	0 or Day 1 of Lectures
7.	Course Withdrawal	Students, Campus Directors & SAS	+ 5 WD
8.	Monitoring & Evaluation	Head of Academic Unit or Nominee	Ongoing till Last Day
9.	Reporting	Course Coordinator, Head of Academic Unit or Nominee	After FS

Appendix IV Request for Course Withdrawal

FORM SAS3.32.05A.USP



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

Please note that this form is only to be submitted by students that are unable to withdraw online

PERSONAL DETAILS

Student ID Number:

Last Name: First Name: Middle Name: Date of Birth:

Address:

 Telephone:
 Fax:
 Email:

Program: Major 1: Major 2: Minor:

Are you sponsored? Yes No

If yes, the name of sponsor:

REQUEST DETAILS

I wish to withdraw from the following course(s):

Reasons for withdrawal:

Are you a sponsored or private student? Private Sponsored (attach a written and signed approval from your sponsor)

I am aware that I am liable for any outstanding fees associated with my withdrawal from the courses named above and take full responsibility for ensuring that all outstanding fees are paid in full. I am also aware that an administration fee may apply for my withdrawal.

Student's Signature: Date:

FOR OFFICIAL USE

Is the withdrawal of course(s) approved? Yes No

Is refund of fees approved? Yes No

Course(s) withdrawn:

Comments:

Signature: Date:
SAS/Campus Director

Banner Update Initial: Date:

The University of the South Pacific

FORM SAS3.32.05A.USP