Le Iunivesite Aoao o Sāmoa

The National University of Samoa

CALENDAR

2019

While all reasonable efforts have been made to ensure that the information is correct at the time of going to press, matters covered by this publication are subject to change. The university reserves the right to introduce such changes, including addition, withdrawal or restructuring of courses and programmes as it may judge to be necessary or desirable.
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INTRODUCTION

Talofa and welcome to the National University of Samoa (NUS). This Calendar provides details of the university regulations and programmes available, together with general information about the university and its staff.

THE ACADEMIC YEAR

The academic year at the National University of Samoa is divided into two semesters. The first semester starts in February and the second semester in July. Each semester has a mid-semester break, and a study week immediately prior to final examinations.

PROGRAMME REGULATIONS AND SCHEDULES

For each certificate, diploma and degree qualification there are regulations that specify the exact requirements for admission to that programme and schedules of compulsory and optional courses the student must complete to be eligible to graduate with that qualification.

COURSES

The Calendar also contains information about each course offered for each programme, including details about the course's prerequisites (the other courses or academic standards the student must have achieved before being permitted to enrol for that course). Students must read the regulations for the programme they plan to take, to ensure that they complete the prerequisites required for their subsequent study. The faculty office can advise students who need help planning which courses to take.

ADMISSION AND ENROLMENT

All students seeking admission to NUS to pursue a programme of study must meet the admission standards for that programme, complete an Enrolment form (available from the Student Administration Office) and supply the required documentary evidence.
<table>
<thead>
<tr>
<th>IMPORTANT DATES</th>
</tr>
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<tbody>
<tr>
<td><strong>SEMESTER 1 SCHEDULE</strong></td>
</tr>
<tr>
<td><strong>WK01</strong></td>
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<tr>
<td>Thur 03 Jan</td>
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<tr>
<td>NUS Reopens</td>
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<tr>
<td>Wed 23 Jan</td>
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<tr>
<td>Academic Advice Briefing</td>
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<td>Thurs 24 Jan</td>
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<td><strong>Mon 11 Feb</strong></td>
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<td>SEMESTER 1 BEGINS</td>
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### Important Dates

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<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Thur 20 June</td>
<td>Mtg: UREC</td>
</tr>
<tr>
<td>Fri 21 June</td>
<td>Deadline Submission of Semester 1 Results</td>
</tr>
<tr>
<td>Mon 24 June</td>
<td>Semester 1 Provisional Results Posted</td>
</tr>
<tr>
<td>Wed 26 June</td>
<td>Deadline Recounts</td>
</tr>
<tr>
<td>Thur 27 June</td>
<td>Mtg: Assessment Senate</td>
</tr>
<tr>
<td>Fri 28 June</td>
<td>Mtg: General Staff Appraisal</td>
</tr>
<tr>
<td>Mon 1 July</td>
<td>Semester 1 Official Results Released</td>
</tr>
</tbody>
</table>

### SEMESTER 2 SCHEDULE

<table>
<thead>
<tr>
<th>Week 01</th>
<th>Event</th>
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<tbody>
<tr>
<td>Mon 1 July</td>
<td>ALL STAFF MEETING</td>
</tr>
<tr>
<td>Thur 4 July</td>
<td>Mtg: Executive Committee of Council</td>
</tr>
<tr>
<td>Mon 8 - Thur 11 July</td>
<td>Semester 2 Enrolment</td>
</tr>
<tr>
<td>Tues 9 July</td>
<td>Mtg: OHS Committee</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Week 02</th>
<th>Event</th>
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<tbody>
<tr>
<td>Mon 15 July</td>
<td>SEMESTER 2 BEGINS</td>
</tr>
<tr>
<td>Mon 15 - Fri 19 July</td>
<td>Late Enrolment</td>
</tr>
<tr>
<td>Tues 16 July</td>
<td>Mtg: Comparable Staff Appraisal</td>
</tr>
<tr>
<td>Thur 18 July</td>
<td>Mtg: Senate</td>
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<tr>
<td>Thur 25 July</td>
<td>Mtg: VCC</td>
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<tr>
<td>Fri 26 July</td>
<td>Deadline Credit/Cross Credit</td>
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<tr>
<td></td>
<td>Deadline Course/Programme Change</td>
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<tr>
<th>Week 03</th>
<th>Event</th>
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<tr>
<td>Tues 30 July</td>
<td>Mtg: Library Committee</td>
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<td>Mtg: ICT Committee</td>
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<thead>
<tr>
<th>Week 04</th>
<th>Event</th>
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<tbody>
<tr>
<td>Thur 8 Aug</td>
<td>Mtg: PDL Committee</td>
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<tr>
<td>Mon 12 Aug</td>
<td>PUBLIC HOLIDAY: FATHER’S DAY</td>
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</tbody>
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<thead>
<tr>
<th>Week 05</th>
<th>Event</th>
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<tbody>
<tr>
<td>Thur 15 Aug</td>
<td>Mtg: Senate</td>
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<td></td>
<td>Mtg: UREC</td>
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<tr>
<td></td>
<td>Mtg: Finance Committee</td>
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<tr>
<td>Fri 16 Aug</td>
<td>Deadline Course Change / Programme Withdrawal WITH Tuition Refund</td>
</tr>
<tr>
<td></td>
<td>Deadline Fees Payment</td>
</tr>
<tr>
<td>WK06</td>
<td>Wed 21 Aug</td>
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<tr>
<td>WK07</td>
<td>Thur 29 Aug</td>
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<tr>
<td><strong>MID SEM BREAK</strong></td>
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<td></td>
<td><strong>Mon 2 - Fri 6 Sept</strong></td>
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<td>Thur 6 Sept</td>
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<td><strong>WK08</strong></td>
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<td>Mon 9 Sept</td>
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<td>Wed 11 Sept</td>
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<td>Thur 12 Sept</td>
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<td><strong>WK09</strong></td>
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<td>Fri 20 Sept</td>
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<td>Tues 24 Sept</td>
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<td>Thur 26 Sept</td>
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<td>Fri 27 Sept</td>
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<td><strong>WK10</strong></td>
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<td>Thur 4 - Fri 5 Oct</td>
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<td><strong>WK11</strong></td>
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<td>Thur 10 Oct</td>
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<td><strong>Fri 11 Oct</strong></td>
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<td><strong>WK12</strong></td>
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<td>Mon 14 Oct</td>
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<td>Tues 15 Oct</td>
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<td><strong>Fri 18 Oct</strong></td>
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<td><strong>WK13</strong></td>
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<td>Tues 22 Oct</td>
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<td>Thur 24 Oct</td>
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<tr>
<td><strong>WK14</strong></td>
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<td>Mon 28 Oct - Fri 1 Nov</td>
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<td>Mon 4 - Fri 15 Nov</td>
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<td>Thur 14 Nov</td>
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<td>Date</td>
<td>Event</td>
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<tr>
<td>Tues 19 Nov</td>
<td>Mtg: Graduation Committee</td>
</tr>
<tr>
<td>Wed 20 Nov</td>
<td>Mtg: Audit Committee</td>
</tr>
<tr>
<td>Fri 22 Nov</td>
<td>Deadline: Semester 2 Results Submissions</td>
</tr>
<tr>
<td>Mon 25 - 26 Nov</td>
<td>Graduate Employability Workshop</td>
</tr>
<tr>
<td><strong>Mon 25 Nov</strong></td>
<td><strong>Semester 2 Provisional Results Posted</strong></td>
</tr>
<tr>
<td>Tues 26 Nov</td>
<td>Mtg: ICT Committee</td>
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<tr>
<td><strong>Wed 27 Nov</strong></td>
<td><strong>Deadline Recounts</strong></td>
</tr>
<tr>
<td>Thur 28 Nov</td>
<td>Mtg: Assessment Senate</td>
</tr>
<tr>
<td>Thur 5 Dec</td>
<td>Mtg: Executive Committee of Council</td>
</tr>
<tr>
<td>Mon 9 Dec</td>
<td><strong>Semester 2 Official Results Released</strong></td>
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<tr>
<td>Tues 10 Dec</td>
<td>Foundation Graduation Rehearsal</td>
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<tr>
<td>Wed 11 Dec</td>
<td>Foundation Graduation Ceremony</td>
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<tr>
<td>Tues 17 Dec</td>
<td>TVET Graduation Rehearsal</td>
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<tr>
<td>Wed 18 Dec</td>
<td>TVET Graduation Ceremony</td>
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<tr>
<td>Fri 20 Dec</td>
<td>University Closes</td>
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<tr>
<td><strong>Mon 6 Jan 2020</strong></td>
<td><strong>University Reopens</strong></td>
</tr>
</tbody>
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OFFICERS OF THE UNIVERSITY

CHANCELLOR
His Highness Tuimalealiifano Vaaletoa Sualauvi II, CTh., DipTh. Malua, LLB ANU.

PRO-CHANCELLOR AND CHAIRPERSON OF COUNCIL
A’eau Chris Hazelman, BA S.Pac., PGCertEd S.Pac.

DEPUTY CHAIRPERSON OF COUNCIL
Auelua Taito Samuelu Enari, BA S.Pac.

VICE-CHANCELLOR & PRESIDENT
Professor Fui Le’apai Tu’ua ‘Īlaoa Asofou So’o, TCollDip Hamilton, BA BEd MA(Hons) Waik., PhD ANU

DEPUTY VICE-CHANCELLOR – ACADEMIC & RESEARCH
Pesetâ Dr. Desmond Mene Lee Hang, BSc, DipTchg Waik., PGDipEd, MEd S.Pac., EdD Waik.

DEPUTY VICE CHANCELLOR – CORPORATE SERVICES
Maugaoali’i ‘Ūfagalilo Fa’amanū Diana Mualia, BA, BTourism, BCom Otago
HONORARY DEGREE HOLDERS

The following persons have been awarded Honorary degree of Doctor of the National University of Samoa DNUS(Hon):

Honourable Tapusātele Le Māmea Tuiletufuga Lemalu Su’a Leatuavao Ropati Mualia
Honorary Doctor of the University
Council of Deputies

Professor Maualaivao Albert Wendt
Honorary LLD

Honourable Fatialofa Tuilaʻepa Lopesoliʻai Neioti ‘Ai’ono Dr Sailele Malielegaoi
Honorary Doctor of Economics
Prime Minister of Samoa

The Late His Highness Susuga Mālietoa Tanumāfili II
Honorary Doctor of the University
Former Head of State of the Independent State of Samoa and former Chancellor of the National University of Samoa

The Late Honourable Tofilau Eti Alesana
Honorary Doctor of the University
Former Prime Minister of Samoa

The Late Dr Colin Campbell Aikman
Honorary Doctor of the University
Consultant

Emeritus Professor Kenneth Back
Honorary Doctor of the University
Consultant

Kimio Fujita
Honorary Doctor of the University
Former Advisor to the Prime Minister on Foreign Affairs
THE COUNCIL

Pro-Chancellor (Chairperson)
A'eau Chris Hazelman

Deputy Chairperson
Auelua Samuelu Enari

Vice Chancellor & President
Professor Fui Le'apai Tu'ua 'Ilaoa Asofou So'o

CEO Ministry of Education, Sports & Culture
Dr. Karoline Afamasaga-Fuata'i

Head of State Appointees
Fa'amausili Dr Matagialofu Lua'iufi
Sarona Ponifasio
Beverly Levi
Professor Gael McDonald
Professor Asiata Satupaitea Viali

Senate Representative to Council
Tofilau Dr Faguele Suaaali'i

Vice Chancellor’s Nominee
Lafaitele Fualuga Taupi

Student Representative to Council
Jerry Matamu

Co-opted Members
Dr Peter Brothers
Honourable Associate Professor Luamanuvao Winnie Laban
Professor Helen Nicholsen-White
Fonoti Perelini Perelini

Mandria Sua (Secretary)
UNIVERSITY COMMITTEES

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A’eau Chris Hazelman (Chair)

Council member
Auelua Samuelu Enari (Deputy Chair)

Council member
Fa’amausili Dr Matagialofi Luaiufi

Council member
Fo’oni Perelini Perelini

Council member
Professor Satupa’itea Viali

Council member
Beverly Levi

Vice-Chancellor
Professor Fui Le’apai Tu’ua ʻIlaoa Asofou
So’o (President)

Senate Representative
Tofilau Dr Faguele Suaalii

Director Governance, Policy & Planning
Mandria Sua (Secretary)

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Professor Fui Le’apai Tu’ua ʻIlaoa Asofou So’o (Chair)

Deputy Vice-Chancellor-AR
Pesetā Dr. Desmond Mene Lee Hang

Deputy Vice Chancellor-CS
Maugaoali’i ʻUfagalilo Faʻamanū Diana Mualia

University Librarian
Avalogo Nanai Togi Aifa’i Tunupopo

Director, Centre for Samoan Studies
Togiailelei Safua Swannie Akeli Amaama

Manager, Oloamanu Centre
Lineta Ulufale Tamanikaiyaro

Director, Financial Services
Faamatuainu Faamasani Asi

Director, ICT
vacant

Director, Governance, Planning &
Mandria Sua

Director Academic Quality Unit
Tea Tepora Afamasaga-Wright

Director Student Services
Malosu’eilefilemu Angeline Alama

Director Human Resources
Makertia Luatimu-Tiotio

Dean, Applied Science
James Ah Fook

Dean, Arts
Lafaitela Fualuga Taupi

Dean, Business & Entrepreneurship
Seve Dr. Tuipe’a Aloimaina Folototo Seve

Dean, Education
Tofilau Dr. Faguele Suaalii

Dean, Science
Tuifuisa’a Dr. Patila Amosa

Dean, Health Science
Soi Sālā Ma’atasesa Samuelu Matthes

HOS, Maritime Training
Vaelua Sonny Brown

Manager Property & Maintenance
Tuala Amerika Siale
University Committees

Campus Manager Moto’otua
Selesitina Ilimaleota

Campus Manager Mulini’u
Umusā Trevor Sa’aga

Governance Officer
Leanne Elisara (Secretary)

SENATE

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Asofou So’o (Chair)

Deputy Vice-Chancellor-AR
Pesetā Dr. Desmond Mene Lee Hang

Deputy Vice Chancellor-CS
Maugaoali’i ‘Ūfagalilo Fa’amanū Diana Mualia

Professor of English
Silafau Professor Sina Va’ai.

Professor of Computer Education & Computing
Professor Muagututi’a Ioana Chan Mow

Associate Professor of Environmental Science
Assoc. Professor Taema Imo-Seuoti

Associate Professor Geography
Assoc. Professor Tuiloma Susana Tauaa

Director, Centre of Samoan Studies
Assoc. Professor Togialei Safua
Swannie Akeli Aamaama

Manager Oloamanu Centre
Lineta Ulufale Tamanikaiyaro

Director Academic Quality Unit
Tea Tepora Afamasaga-Wright

Director Student Services
Malosu’eilefilemu Angeline Alama

President of Student Association
Jerry Matamu

Dean, Applied Science
James Ah Fook

HOD Construction
Meki Tuuu Taula

HOD Electro-Engineering
Mamea Atonio Mamea

HOD Mechanical Engineering
Misa Vaelupe Uatisone

Dean, Arts
Lafaitele Fualuga Taupi

HOD English & Foreign Languages
Torise Sa’u Neemia

HOD Media & Journalism
Misa Victoria Lepou

HOD Social Sciences
Helen Tanielu

Dean, Business & Entrepreneurship
Seve Dr. Tuipe’a Aloimaina Folototo
Seve

HOD Accounting & Economics
Orita Fui Taotofi

HOD Management, Tourism & Hospitality
Tapi leaimaiga Gabriel

Dean, Education
Tofilau Dr. Faguele Suaalii

HOD Education
Fuaialii’i Dr Tagataese Tupu Tuia

HOD Teacher Education
Dr Alo Silia Pa’usisi Finau

Dean, Science
Tuifuisa’a Dr. Patila Amosa
HOD Computing
I’iga Vaisualua Posese Okesene

HOD Mathematics & Science
Asi Semau Ausage Lauano

HOD Science
Galumalemana Faainuseiamalie Latu

Dean, Health Science
Soi Sālā Ma’atasesa Samuelu Matthes

HOS Medicine
Dr Stanley Dean

HOS Maritime & Training
Vaelua Sonny Brown

HOD Centre for Samoan Studies
Seiuli Vaifou Aloali’i Temese

Governance Officer
Leanne Elisara (Secretary)

AUDIT COMMITTEE

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Auelua Samuelu Enari (Chair)

Council Member
Beverly Levi

Vice Chancellor’s Nominee
Sālā Petelo Vaioulu

Internal Auditor
Lillian Waterhouse Hytongue (Secretary)

FINANCE COMMITTEE

Council Member
Fonotī Perelini Perelini (Chair)
Auelua Samuelu Enari

Professor Fui Le’apai Tu’ua ‘Īlaoa
Asofou So’o

Deputy Vice Chancellor – AR
Pesetā Dr Desmond Lee Hang

Maugaoali’i ‘Ūfagalilo Fa’amanū Diana
Mualia

Deputy Vice Chancellor – CS
Tofilau Dr Faguele Suaali’i

Senate Representative
Faamatuainu Faamasani Asi (Secretary)

Director Financial Services

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Professor Fui Le’apai Tu’ua ‘Īlaoa
Asofou So’o (Chair)

Pesetā Dr Desmond Mene Lee Hang

Maugaoali’i ‘Ūfagalilo Fa’amanū
Diana Mualia
James Ah Fook

Lafaitele Fualuga Taupi

Seve Dr Tuipe’a Aloimaina Folototo
Seve

Tofilau Dr Faguele Suaali’i

Tuifuisa’a Dr Patila Amosa

Soi Salā Ma’atasesa Samuelu Matthes

Togialelei Safua Swannie Akeli-
Amaama

Lineta Ulufale Tamanikaiyaro

Avalogo Nanai Togi Aifa’i Tunupopo

Manager, Oloamanu

University Librarian
University Committees

Director, Financial Services
Faamatuainu Faamasani Asi

Director, ICT
vacant

Director Human Resources
Makerita Luatimu-Tiotio (Secretary)

RESOURCES UTILISATION COMMITTEE

Deputy Vice Chancellor – CS
Maugaoali’i ‘Ūfagalilo Fa’amanū Diana Mualia (Chair)

Director Financial Services
Faamatuainu Faamasani Asi

Director ICT
vacant

Director Governance & Planning
Mandria Sua

Manager, Property & Maintenance
Tuala Amerika Siale

University Librarian
Avalogo Nanai Togi Aifa’i Tunupopo

Governance Officer
Leanne Elisara (Secretary)

UNIVERSITY RESEARCH AND ETHICS COMMITTEE

Deputy Vice Chancellor – AR
Pesetā Dr Desmond Mene Lee Hang (Chair)

Professor of Educational Computing
Professor Muagututī’a Ioana Chan Mow

Professor of English
Professor Silafau Sina Vaai

Associate Professor of Environmental Science
Assoc. Professor Taema Imo-Seuoti

Director Academic Quality Unit
Tea Tepora Afamasaga-Wright

Faculty Representatives:

Applied Science
James Ah Fook

Arts
Lafaitele Fualuga Taupi

Business & Entrepreneurship
Seve Dr Tuipe’a Aloimaina Folototo Seve

Education
Muliagatele Dr Rasela Tufue-Dolgo

Science
Tuifuisa’a Dr Patila Amosa

Health Science
Soi Salā Ma’atasesa Samuelu Matthes

Manager Research & Development
Rev. Dr Iutisone Salevao (Secretary)
UNIVERSITY STAFF

CHANCELLERY

Vice Chancellor & President
Professor Fui Le’a’pai Tu’ua ‘Īlaoa Asofou So’o, BA BEd MA(Hons) Waik., PhD ANU, TCollDip Hamilton

Deputy Vice-Chancellor – Academic & Research
Pesetā Dr Desmond Mene Lee Hang, BSc DipTchg Waik., PGDipEd MEd S.Pac.EdD Waik.

Deputy Vice-Chancellor – Corporate Services
Maugaoali’i ‘Ubagalilo Fa’amana’u Diana Mualia, BA, BTourism, BCom Otago.

Director Governance, Policy & Planning
Mandria Sua, BPlan, Auck.

Director Financial Services
Faamatuainu Faamasani Asi, DipBus SP, CertCom BCom NUS, AT SIA

Policy Advisor
Pauga Frank Walsh

Manager, Research & Development
Dr Iutisone Salevao, BTh (Hons), LLB Otago, LLM (Hons) Auck., PhD Otago

OFFICE OF THE VICE CHANCELLOR

Vice Chancellor & President
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Senior Finance Officer
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Finance Officer-Receiveable & Reconciliation
Foluena Laina Wilson, CertCom, CertMan, DipMan, BCom, NUS

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Finance Officer-Procurement
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Finance Officer-Data Processing and System Posting
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Punaoleola Tiupita Muaitau, BCom NUS

Gymnasium Activity Co-ordinator
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Cleaner
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Tafeamaali'i Aukusitino Duseigneur

Assistant Printing Officer
Allen Netzler

Bookshop Assistant
vacant

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Manager Governance Secretariat
vacant

Executive Secretariat Officer
vacant

Executive Secretariat Records Officer
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Governance Officer
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Policy Advisor
Pauga Frank Walsh

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Seumanu Minerva Taavao, DipComp NUS, BSc NUS

Policy Analyst
vacant
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Pa’ū Wong Kee Siaosi, MarEngClass3 NZ, CertEngGrade5 PNGMC, SPCMarEngClass3 ManukauIT, DCApp Sam, CAT NUS
Seumanu Iatua Peseta, CertMasClass3 Sam, CertIV TAE APTC, 2ndMateCertComp NZMS, MarGenOpCert Manukau
Tanuvasa Toetu Leasi, CertIV Business AMC Search Ltd, CertMasClass5 Sam, CertEngClass4 Sam, CertCompt PIRFO Vanuatu Mar Coll. CertIV TAE APTC.
Toluono Lama Toluono, Class 3Eng. Cert NZMS, NZCC MarEng.Watchkeeper MSANZ
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Joshua Lafoai, DipMedJour NUS

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Head of Department & Lecturer
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Dr.Anita Latai-Niusulu, BA, BEd C.Qld, PGDipArts MA, PhD Otago

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Dr Sergei Peregonchuck, MSc Illinois, MSc, PhD Lvov

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Dr Embrruika Orsborne Nyandiva, *MbChB, MMed_Path, PGDip-Forensic Med, FRCOP-UK, PhD-Mol Path&Oncology*

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Keresome Leaupepe, *BBioMedSc (Hons) MScBioMedSci(Hons) Otago (PDL)*

Savalioleaava Pinati Tomane  *BSc, Cert Applied Sci, Auck.*

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Dr Monalisa Punivalu, *MBBS*

Dr Kirtimalini Dalbhanjan, *MBBS*

Dr Ian Parkins, *MBBS, FRAC Psych*

Dr Ponifasio Ponifasio, *MBBS, MMed, FMAS*

Dr Aleki Fuimaono, *MBBS, PGDip Surgery*

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Dr Akape Amituanai, *MBBS, DipED*

Dr Dina Tuitama, *MBBS, PgDipAnaes*

Dr Aiga Sesega-Emose, *MBBS, DCH*

Dr Rosanna Tofaeono, *MBBS*

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Motiana Su’a, DipComp BSc NUS
Misioka Nicholas Tanielu, BSc NUS
Victory Falevalu Utumapu-Milford, BSc, CAT NUS
Agnes Wong Soon, BSc NUS Mose Mose, BSc S.Pac. PGDipSc, CAT NUS
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Aloiafi Sauaso Ma'alo, BA, CAT NUS, PGDSci S.Pac
Fa'afetai Sepulona, BA NUS, CertTchg DipEd Sam., CAT SP
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Ioasa Sililo

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\textbf{Head of Department & Lecturer}
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Guliano Stewart Bryce, IntCertConst&Join NUS, CertIllCarp APTC

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Department of Mechanical Engineering

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Leiataua Setefano Paulo, CDCAp DipVocEd Sam., CertIllEngFabrTrade CertIVTA APTC, CAT SP

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Fonoia Faatasi Teueli, IntTradeCert SP, DipVocEd Sam.

Papu Fala, IntCertMetal&Fab SamPol, CDCAp Sam, CAT NUS, CertIllEngFab APTC, CertIV TAE APTC

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To be appointed

Manager, Project & Postgraduate Programs  
To be appointed

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Finance Officer, Samoa In-Country Training Programme
To be appointed

Secretary
Tele Pinati DipOM NUS

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Director
vacant

Executive Secretary
l'uogafa Matagi Su'a, DipSecStud SP, BCom , GDipCom NUS.

Coordinator Review & Accreditation
Melissa Afutoto Porter, BTchg, BSocSc Waik.

Quality Officer- Research & Evaluation
Tise Saliga Fauolo, BA Well.

DEPUTY VICE CHANCELLOR - CORPORATE SERVICES

Deputy Vice Chancellor
Maugaoali‘i ‘Ufagalilo Fa‘amanu Diana Mualia, BA, BTourism, BCom Otago.

HUMAN RESOURCES

Director Human Resources
Makerita Fuamoli Luatimu-Tiotio, BA S.Pac., DipProjMgmt, CertIV TA Well., GCertPubSectorMgmt S.Pac.,

Occupational Safety and Health Officer
Ierome Fune

Personnel Officer
Tamara Laban, DipSec SP

Human Resources Administration Officer
Faatuatua Tagaloa, DipSec SP

Records Management Officer
Ruta Tupa'i, DipArts, BA NUS

Customer Services/Receptionist
vacant

Personnel Assistant
Paepaetele Sefa, DipOffMan NUS

Assistant Records Officer
Arthur Fala, DipOffMgt. Nus

Assistant Administration Officer
Keneti Lui, DipTour. NUS
INFORMATION COMMUNICATIONS TECHNOLOGY

Director
vacant

NETWORK SERVICES
Team Leader
Joseph Namulau'ulu, BSc NUS

IT Network Officer
Siaaiofiti Tolai BSc NUS

Senior Network
vacant

Network Security Specialist
vacant

USER SERVICES
Team Leader/Database Admin
Eileen Hazelman, CertIVInfTech DipInfTech BoxHillInst

Email Admin/Wed Developer
Junior Gale, CertCompSt NUS

Applications Developer
vacant

IT Officer
Kovati Jr Simalua, BSc NUS
Erynn Vaelua, BSc NUS
vacant

Helpdesk Admin
vacant

Website Content Administrator
Alno Iusitino Ualesi, CertSoc.Sc AUT, MEng Ibaraki Uni.

System Admin Team Leader

Systems Admin
vacant

Senior Systems Administrator
Asi Fui, CertCompt. NUS, DipCompt. NUS

MULTI-MEDIA UNIT
Team Leader

Senior Multimedia Officer
Mulipola Ioane Lafaele, BDigMedia, Qld.

Audio Visual Officer
Filisi Tuimaseve
Audio Visual Support
Failalo Sialii Afegogo
Douglas Misiluki Vesi

LEARNING RESOURCES CENTRE (LIBRARY)

University Librarian
Nanai Avalogo Togi Aifa’i Tunupopo, DipTchg AuckCE, BA Auck., MLIS Well.

Assistant University Librarians
Siavata Gale, CertLIS DiplIS S.Pac.
Tunumafono Tolugauvale Matai-Uatisone, CertLIS, DiplIS, BA S.Pac., MIT/LIS Qld

Senior Library Assistant
Ulaatoa Tagaloa

Library Assistants
Faafetai Ionatana, CertSLMO Sam.
Faatamalii Solomona, CertSLMO Sam.
Tuvale Tautulei, CertSLMO Sam.
Qwon Kiu Leupolu Chan Kau, CCO SamPol, CertSLMO Sam.
Sonny Kingpoe Alatise
Foliga Soonalole
Faaiu Viona Faresa, DipOffAdm Tesese, CertSLMO Sam.

PROPERTY MAINTENANCE

Manager
Tuala Amerika Siale, NZCE WellPoly, DipPSM Massey, BE(Civil) Auck.

Administration Officer
Faapo Aperila Vaalotu, DipOffMgt. NUS

Team Leader General Services
vacant

Team Leader, Building Services
Tupai Joe Teofilo

Building Services Officers
Samuelu Fua

Electrician
Tunumafono Fesilafai Fualau, IntTradeCert SamPol., CDCApp Sam.

Plumber
Aperaamo Leaumoana

Asst. Plumber
Takanori Jasper Tolovaa NatCert II PlumSheetmetal NUS

Storeman
Lolesio Stowers
Aircondition Technician
Luatasi Vaetulia Ioelu, IntCertRA NUS

Team Leader, Groundsmen & Landscaping
Alipate Kaireiti, CertTchg Sam.

Groundsmen
Tuese Fealofai, Faatava Levale, Lave Lumanai, Laki Peti, Viali Taatiti, Taleni Taleni
Faalau Lepale, Taleni Tapeni, Visesio Misa, Leatumauga Sene, Tavita Leota, Harry
Mataipule, Poasa Talaoloa

Team Leader, Cleaning Services & Security
Maugaoalii Solomona Hafoka, Cert IV Bus AMC Ltd

Cleaners
Tavita Alofa, Lino Fiu, Saolele Lafoniu, Vaeau Lemalu, Numia Suena, Ulalia Taleni,
Rimoni Taufetee, Legalo Tui, Nuuausala Gaosi, Eve Poasa, Christina Leavasa, Fualuga
Alo, Maliumai Tone, Tafaogalupe C Torise, Telesia Iole, Faitalia Vise, Ainu Vailolo,
Amani So’o

Security Officers
Tuimaolo Ailua, Liae Kennach, Pene Laulima, Satuuu Tafili, Samasoni Tavita, Seti
Viliamu, Iese Asotasi, Salevi Sinele Tali Arona, Fili Tagaloa, Taavili Fepa'I, Foini Too
Tanielu, Elisara Malae, Sulusi Faapopo, Sani Leumuava

STUDENT SERVICES

Director
Malosu’eilefilemu Angeline Alama, BA S.Pac, MLead UNE

Student Support Services

Manager

Counsellor & Literacy Officer
Luagalau Foisaga’asina Eteuati-Shon, BA, MA Cant., BSc Hawai’i Pacific, MSocWork
UH, CertTchg STTC, ChchCE

Numeracy Officer
Fesili Liu, BSc BYU, PostBac CES TchgCert BYU

Student Counsellors
Urshula Sophia, BSocWork BYU (PDL)

Health Service
vacant

Student Administration

Senior Administration Officer
Crystal Schwenke, BCom S.Pac

Senior Records Administrator
Vevelautalo Mataua Rimoni, CertSec SP

Senior Records Administrator - Database
Anasaini Afualo-Mapu, CertComptStudies NUS
**Academic Officer**
Pulamataimoana Herenessa Julian Toeafe Kirisome, *DipTour NUS, BCom NUS*

**Student Records Administrators**
Valasi Talaia, *DipOffMan NUS*

Tapaau Misifoia, *Cert III Hosp APTC, DipHospMgt MIT*

**Student Records Administrator & Database**
Raylynn Kalolo, *DipBus NUS*

**International Office**

**International Co-ordinator**
Siolana Vui  *BA BYU Haw*
VISION AND MISSION OF THE UNIVERSITY

VISION:  
A Vibrant and Innovative University of Excellence in Research, Samoan Studies and Quality Education and Training, which is responsive to National Development Needs.

MISSION:  
Our mission is to produce quality graduates from across all disciplines to meet the nation’s human resource needs.

CORE VALUES:

RESPECT  
We value efforts made in all conduct, operations and affairs for the ongoing development of our University.

INTEGRITY  
We value transparency, honesty and ethical conduct in individual and collective actions and decisions.

RESPONSIVENESS  
We value resilience in our pursuit of excellence in teaching and learning, research, safeguarding of Samoan heritage, sustainability and professionalism, and responsiveness to national needs.

Ref Strategic Priorities
SP1  Safeguarding Samoa’s Cultural Heritage
SP2  Uphold Excellence in Teaching and Learning
SP3  Strengthen Research Relevant to National Needs
SP4  Commitment to Partnership and Engagement
SP5  Creating Universal Design for a Digital Environment
HISTORY OF THE UNIVERSITY

The National University of Samoa was established in 1984 by an Act of Parliament. From its small beginnings (only 45 students started the University Preparatory Year), the National University of Samoa developed in leaps and bounds.

In 1987 its first Degree – Bachelor of Education a one-off programme was launched. A year later, the Bachelor of Arts programme was taught. The first graduates in both programmes were awarded their degrees in the 1990 graduation ceremony. Shortly thereafter the existing business-related night classes administered by the Samoa Society of Accountants came under the umbrella of the university, now known as the Faculty of Commerce. The Faculty of Science was also established. In 1993 the existing School of Nursing of the National Health Department amalgamated with the university as the Faculty of Nursing.

The year 1997 saw the integration of the Western Samoa Teachers’ College with the University as the Faculty of Education. The same year, the University moved from Malifa to its new campus constructed with the grant assistance from the government of Japan – which is currently called Le Papaigalagala. After years of planning, The Centre of Samoan Studies was launched in 1999. Thus the National University of Samoa, situated in its new campus comprised not only the UPY programme, but five fully fledged faculties and the Centre of Samoan Studies. All faculties offered courses towards Bachelor's degrees in their respective disciplines. The University Preparatory Year programme became the Foundation Year.

On 8 March 2006 the National University of Samoa and the Samoa Polytechnic were merged to form the present institution. This was the culmination of merger plans for tertiary education which were enunciated by the Government of Samoa in 2001. Samoa Polytechnic was established in 1993 by an Act of the Fono as the successor to the Western Samoa Trade School, incorporating the Maritime Training School.

The NUS Act 2006 came into force on 1 June 2006 and on 10 November the Government of Japan officially handed the Government of Samoa the newly completed Institute of Technology campus. The new NUS, through the Institute of Technology, the Institute of Higher Education, the Centre for Samoan Studies and the Oloamanu Centre, provided over sixty academic, vocational and professional programmes including the Master of Samoan Studies. In March 2011 the Council approved the complete integration of the Institute of Technology and Institute of Higher Education.

On 6 February 2014, the NUS Council approved the establishment of the former Oceania University of Medicine - Motootua Campus faculty, staff
and students, as the Faculty of Medicine under the National University of Samoa. This was in accordance with a Cabinet directive for the establishment of a Faculty of Medicine under NUS after a lengthy consultative process on a viable option on the future of medical education in Samoa.

To align the university’s health sector programmes and resources, the Council approved the establishment of a Faculty of Health Sciences in 2017, comprising the School of Medicine, formerly known as the Faculty of Medicine and the School of Nursing and Health Science. Also in 2017 was the establishment of the School of Maritime Training as an independent unit at Mulinu’u Campus to serve the maritime training needs of Samoa whilst complying with international standards of maritime. The Campus was built with the assistance of the People’s Republic of China and is another milestone for the University. Given its coastal location the Campus also houses Marine Research and serves as a scientific research Centre. Another development was the opening of the Office and Information Centre in Salelologa, Savaii to cater for students residing in Savaii. This has enabled us to hold classes in Savaii, allowing more students accessibility to pursue further studies without having to relocate to Upolu. The aforementioned are all part of the University’s ongoing efforts and commitment to the delivery of quality programmes which are pertinent and relevant to the human resource needs of Samoa.

Professor Fui Le’apai Tu’ua ‘Īlaoa Asofou So’o
Vice-Chancellor & President
ACADEMIC SECTIONS OF THE UNIVERSITY

The university's teaching and research is delivered by six faculties (which consist of schools and departments) one school and two centres. They are the Faculty of Applied Science, Faculty of Arts, Faculty of Business and Entrepreneurship, Faculty of Education, Faculty of Health Science, Faculty of Science, Centre for Samoan Studies, Oloamanu Centre for Professional Development and Continuing Education and School of Maritime Training.

SCHOOL OF MARITIME
The School of Maritime Training serves the maritime training needs of Samoa which comply with international standards of maritime. The School offers programmes in:

- Nautical
- Marine Engineering
- Fisheries

FACULTY OF ARTS
The Faculty of Arts is the founding faculty of the National University of Samoa and has as its core functions the teaching of programmes and research in the different disciplines within the Arts and Humanities tradition. It is comprised of:

- the Department of English and Foreign Languages
- the Department of Media and Communication
- the Department of Social Sciences

FACULTY OF BUSINESS AND ENTREPRENEURSHIP
The Faculty of Business and Entrepreneurship has two departments:

- the Department of Accounting and Economics
- the Department of Management, Tourism and Hospitality

FACULTY OF EDUCATION
The mission of the Faculty of Education is to provide quality pre-service education programmes that produce effective teachers, as well as quality professional development courses and programmes for in-service teachers. The Faculty has two Departments:

- the Department of Education
- the Department of Teacher Education & Expressive and Practical Arts

FACULTY OF HEALTH SCIENCE
The Faculty of Health Science offers a number of programs providing pre-clinical, pre-registration and clinical education for the development of doctors, nurses and other health workers anticipated to staff the health sector serving the health needs of the population of Samoa. Thereby contributing to the realization of the NUS Vision and Mission stated in the NUS Strategic Plan 2010-2020 and NUS Corporate Plan 2017-2020 mostly in key areas of; research, teaching and learning and community engagement. The Faculty is comprised of two schools:

- The School of Medicine and
- The School of Nursing

FACULTY OF SCIENCE
The Faculty of Science's teaching and research is delivered by three departments:

- the Department of Computing,
40 Academic Sections

- the Department of Mathematics and Statistics and
- the Department of Science.

FACULTY OF TECHNICAL EDUCATION
The Faculty of Applied Science comprises of:
- the Department of Construction,
- the Department of Electro-Engineering,
- the Department of Mechanical Engineering, and

LAUMUA O SU’ESU’EGA O MATĀ’UPU TAU SĀMOA
O le Laumua o Su’esu’ega o Matā’upu tau Sāmoa olo’o fa’asoasoaina tupe mo su’esu’ega, e mafai ona fa’aaoaogā e le ‘aufaigaluega e fa’atautaia ai ni su’esu’ega i totonu o Sāmoa ma Amerika Sāmoa. E nafa fo’i ma le ati’ina’ega ma le a’oa’oina o matā’upu ma polokalame i le gagana ma le aganu’u Sāmoa, fa’apea Tala’elī. Ua televave suiga o le lalolagi ma e naunau ai le Laumua fa’atino a’oa’oga e mafai ona fa’aauau ma fa’amālosia ai le gagana, aganu’u, agatausili fa’apea talitonuga fa’asāmoa, ma tāpena tagata Sāmoa mo suiga fa’aleaganu’u, va fealo’a’i, tamao’aiga ma fa’asaoafa’iga i totonu o le atunu’u, ina ia iloga ona amana’ia le tūlaga o Sāmoa i le fa’avā o mālō. Ina ia mautinoa ua lelei atoatoa le tautala ma le tusitusi fa’asāmoa a tagata fa’a’u’u, o tagata ā’o’oga uma i matā’upu ma polokalame mai i le Tusi Pasi Fa’avae seia o’o i le fa’ailoga tikerī, e tatau lava ona pasi le matā’upu ‘autū o le gagana Sāmoa olo’o a’oa’oina e le Laumua. Olo’o a’oa’oina fo’i e le Laumua matā’upu tau Sāmoa i le fa’ailoga tikerī āmata, tasi pasi maualuga, tipiloma maualuga ma le fa’ailoga tikeri o le matuaofaiva.

CENTRE FOR SAMOAN STUDIES
The Centre for Samoan Studies (CSS) aims to sustain Samoan culture, language, values and beliefs in a rapidly changing world and will prepare Samoans for the cultural, social, economic and political changes in Samoan society. It has two undergraduate teaching programmes - Samoan Language and Culture & Archaeology and Cultural Heritage. At post graduate level the Centre offers Post Graduate Diploma, Masters and PhD programmes in Development Studies and in Samoan Studies. CSS administers the University Research Fund that is accessible to all NUS academic staff to undertake research projects within Samoa and American Samoa. CSS also undertakes its own research projects; in the period 2013-15 it conducted the Village Governance research project with the support of the Australia Development Research Assistance Scheme, and it has recently commenced a project to map archaeological sites in Samoa with associated information, using GIS technology.

CSS has its own website WWW.CCSS.WS with information about its programmes and activities. CSS publishes the Journal of Samoan Studies which is an interdisciplinary journal of the social sciences, sciences, arts and culture as they relate to Samoa.

OLOAMANU CENTRE FOR PROFESSIONAL DEVELOPMENT & CONTINUING EDUCATION
The principal objective of Oloamanu is to provide professionals with opportunities for continuing development and to support and facilitate lifelong learning. The Centre does this by offering professional development programmes, workshops and tailored short courses requested by the private and public sector. It also provides tertiary teacher training for NUS academic staff members and supports community education initiatives. Programmes offered in 2013 are the Certificate in Adult Teaching, the Samoa In Country Training Programme (in collaboration with AusAid).
INTERNATIONAL STUDENTS & RESEARCH

INTERNATIONAL STUDENTS
International students seeking to enrol at the National University of Samoa must apply for admission on the appropriate application form available from Student Administration. Information about the tuition fees for international students is available from Financial Services.

International students must have a Temporary Resident Permit for Study before entering Samoa and the offer of a place in an NUS programme does not guarantee that a Study Permit will be granted. Applications for a Study Permit cost $300 for the principal applicant and $150 for each dependent. Applicants must supply the following documentation to Samoa Immigration:

a) a passport valid for a minimum of six months after the intended period of stay in Samoa for the principal applicant and any dependents
b) a letter from NUS confirming the offer of a place in an NUS programme if studying under a scholarship,
c) a letter confirming details of the award if a self-supporting student, evidence of accommodation arrangements evidence of sufficient funds for self-support (typically a copy of a bank statement) if coming to Samoa for more than one year, a medical report and a police report

Permits are issued for a maximum of three years. For further information see www.mpmc.gov.ws/samoa-immigration

ACADEMIC OR SCIENTIFIC RESEARCH WORK
Individuals seeking to come to Samoa under the auspices of NUS to conduct academic or scientific research must have a Temporary Resident Permit for Academic or Scientific Research before entering Samoa. Applications for a Research Permit cost $600 for the principal applicant and $300 for each dependent. Applicants must supply the following documentation to Samoa Immigration:

a) a passport valid for a minimum of six months after the intended period of stay in Samoa for the principal applicant and any dependents
b) a letter from the applicant’s home institution supporting the research
c) a letter from NUS supporting the research
d) evidence of sufficient funds for self-support and onward travel (typically a copy of a bank statement and plane ticket)

For further information see www.mpmc.gov.ws/samoa-immigration
(Permit Fees subject to change)
NATIONAL UNIVERSITY OF SAMOA GRADUATE PROFILE

The NUS Graduate Profile is a statement of the general attributes which all NUS students will have the opportunity to develop as part of their learning experience at the National University of Samoa. The NUS Graduate Profile reflects the general attributes needed to prepare an NUS student for active citizenship, employment or further education.

Graduates of the NUS will be distinguished by knowledge of their chosen field of study, ability to communicate and cooperate in a bilingual environment, capacity to be active citizens, readiness for the workplace and their desire for continuous learning and personal development.

GRADUATE ATTRIBUTES

The National University of Samoa will provide its students with the opportunity to develop the following general attributes:

1) Specialised knowledge and skills in their chosen field of study
2) Reflective, analytical and critical approach to pursuing new knowledge and understanding
3) Ability to creatively investigate problems and produce innovative solutions
4) Ability to access, identify, organise and communicate knowledge effectively in both written and spoken English and/or Samoan.
5) Ability to undertake numerical calculations and understand quantitative information.
6) Proficiency in the use of information and communication technology
7) Ability to achieve goals independently and in collaboration with others
8) Integrity and understanding of ethical behaviour
9) Self-discipline and commitment to excellence
10) Practical understanding of social and environmental responsibility
11) Understanding and respect for Samoan history, values and culture
ACADEMIC ADVICE

1) Each Faculty and Centre has Academic Advisers which are listed in the Calendar.

2) The purpose of appointing Academic Advisers is to ensure that students are able to seek the advice and guidance they require to successfully complete their programme.

3) Among the University/Staff Expectations of Students listed in the Student Grievance Procedures in the Calendar, are that students will

   a) Be familiar with the rules and regulations governing their programme of study in which they are enrolled and to ensure that the courses chosen meet the programme requirements for graduation. If necessary seek advice from a faculty Academic Adviser.

   b) Be familiar with the regulations for admission and enrolment, course change, assessment and examination, recognition of prior learning, student conduct and ICT use.

   c) Be familiar with each course requirements, attend class as required, participate actively and positively in their learning, be responsible for their course planning and study.

   d) To seek advice from the course’s staff......”

1) Students should therefore read the programme requirements in the Calendar and if further explanation is required, prepare a list of questions for the Academic Adviser: seek study hints or clarify pre-requisites, core courses, majors, minors, change of majors or a programme, defer study or alter the number of courses etc so you can successfully complete the programme requirements and graduate.

2) For degree students, The Calendar also states how many courses you must pass in order to be allowed to continue with the programme, See Degree Academic Progress Statute.

3) If you have an academic question –ask. That is why the Academic Advisers have been appointed. They will answer your queries or refer you to another source of help. There are always answers – seek them. It is for your benefit so you have a positive and rewarding experience at NUS.
LIST OF ACADEMIC ADVISERS

FACULTY OF TECHNICAL EDUCATION
1) Mamea Antonio Mamea
2) Misa Vaelupe Uatisone
3) Meki Tuuu Taula

FACULTY OF ARTS
1) Torise Sa’u Neemia (English & Foreign Languages)
2) Misa Vicky Lepou (for Media and Communication)
3) Helen Tanielu (for Social Sciences)

FACULTY OF BUSINESS AND ENTREPRENEURSHIP
1) Tapu Iemaima Gabriel (TVET, BCom - Management & Marketing)
2) Seve Folototo Seve (General)
3) Orita Fui Taotofi (Foundation students, BCom - Accounting & Economics)
4) Peniamina Mulaiaina (Foundation students)
5) Manuao Tema (TVET students)

FACULTY OF EDUCATION
1) Alo Silia Pausisi (for full time students and Foundation students (FCE))
2) Fuaiiali’i Tagataese Tuia (for part time students, Graduate Diploma of Education and Post Grad)

FACULTY OF HEALTH SCIENCE
1) Sālā Soi Ma’atasesa Samuelu Matthes (General)
2) Tuigamala Dr Dean Stanley (SOM)
3) Dr Dyxon Hansell (SOM)
4) Tauaitala Lees (SON)

FACULTY OF SCIENCE
1) Vaisualua Okesene (for Computing)
2) Asi Semau Ausage Lauano (for Mathematics and Statistics)
3) Galumalemana Faainuseiamalie Latu (for Science)
4) Tuifuisa’a Patila Amosa (General)

CENTRE FOR SAMOAN STUDIES
1) Associate Professor Togialelei Safua Akeli Amaama (for Samoan Studies, Development Studies and Post Grad)
2) Adjunct Professor Leasiologa Malama Meleisea (for Samoan Studies Post Grad)
3) Dr Masami Tsujita Levi (for Development Studies and Post Grad)
4) Seiuli Vaifou Aloalii Temese (for Samoan Studies and Post Grad)
5) Dr Brian Alofaituli (for Archaeology and Cultural Heritage)
6) Matiu Matavai Tautunu Aumua (for Samoan Studies)

SCHOOL OF MARITIME TRAINING
1) Vaelua Sonny Brown (Maritime studies)
2) Faamatuainu David Asi (Nautical)
3) Pauiau Wong Kee Siaosi (Marine Engineering)
4) Tanuvasa Toetu Pesaleli (Fisheries)
ACADEMIC INTEGRITY

1) **Preamble** One of the NUS values is integrity and academic integrity refers to staff and students behaving honestly, truthfully and ethically. Academic integrity embraces all academic work at undergraduate and postgraduate level.

2) For **researchers and scholars** academic integrity means complying with legislative provisions or ethical approval, seeking approval for collection of data, acknowledging contributions of partners, no fabrication of the research data, no falsification of the data, no misleading analysis and interpretation of results and adhering to the guidelines of the University Research and ethics Committee and other relevant professional protocols and codes of ethics.

3) For **undergraduate students** academic integrity means being honest in essays or assignments, tests, reports, examinations, thesis research and presentation. In addition, for graduate students, complying with the same provisions for researchers and scholars.

4) Not acting with academic integrity is referred to as academic misconduct. **Academic misconduct** includes:
   a) cheating in an examination – use of notes, mobile phones, writing on clothing or the body, placing notes in the toilet, colluding with another in an examination, copying another student’s work during the examination (see *Calendar, Statute on Assessment and Examinations*, para 4);
   b) submitting an essay, report or assignment written entirely or partially by another person
   c) submitting for assessment any material that has been purchased or procured from another person(s) or companies as one’s own
   d) selling or providing one’s own work to another for assessment submission
   e) falsification or fabrication of data or information
   f) assistance to another student to be dishonest with any form of assessment
   g) plagiarism

**Plagiarism** is defined in the *Statute on Assessment and Examinations* as “the use of another person’s published or unpublished work without acknowledgment. It includes:
   a) the use of sentence(s) or paragraphs in any essay/paper which are neither enclosed in quotation marks nor properly acknowledged or b) paraphrasing of another’s work without acknowledgment. Plagiarism is a serious academic offence. A student found guilty of plagiarism will have that essay, paper, report etc given a fail grade.”

1. **How to avoid the accusation of plagiarism** It simply means acknowledging (referencing through in text reference or footnote) the work, (books, journal articles, internet sources, government and non-government publications) that you use, together with your own ideas to write your assignments.

2. **Why reference?**
• To show that you have done the research/reading.
• To indicate which authorities you have considered to help you formulate your argument
• To acknowledge the source(s) of the opinions and facts you are using. Not to do so is intellectual theft.
• To indicate what ideas, facts or opinions are not yours and what are yours – your opinion and how you support that opinion.

3. **Systems** There are different types of referencing systems. Your lecturer will advise which one to use and explain how to use it.

There are now computer programmes such as TurnItIn, that allow staff to check an essay/assignment for plagiarism. Write your own essays and assignments and reference when necessary. Be academically honest.

4. **NUS Response to Academic Misconduct**

4.1 Many breaches of academic misconduct by plagiarism by first year students are minor and will be dealt with informally by the academic staff. However, senior students will be expected to abide by the conventions for academic writing and breaches will be considered as serious.

4.2 All forms of academic misconduct is dealt with under the *Statutes on Assessment and Examination and Student Conduct*.

4.3 Serious allegations of misconduct may lead to cancellation of enrolment and exclusion from the University.

5. **Records** Minor infringements of breaches of academic integrity must be recorded in the Faculty/Centre Office and available for staff to check for prior infringements. Major or blatant infringements will be recorded by the Faculty/Centre and by the Student Conduct Officer.
PROGRAMME QUICK REFERENCE

NUS offers around fifty undergraduate and eight postgraduate programmes. Each programme is made up of between three and 24 courses. Some programmes are totally prescribed (i.e. students have no choice about which courses they must take) while other programmes allow students to choose at least some of their courses. All programmes have regulations stating what background a student must have in order to be admitted to the programme, whether it is full-time or part-time, how long it takes to complete, which courses are compulsory for the programme and which are electives and so on.

Admission pathways to academic and professional programmes are:

- for school leavers, by attaining better than certain aggregate scores and scores in specific subjects in Pacific Secondary School Certificate, or
- for mature entrants, generally providing evidence of age and relevant work experience.

Admission pathways to vocational and technical programmes are:

- for school leavers, by attaining better than certain aggregate scores and scores in specific subjects in either Samoa School Certificate or Pacific Secondary School Certificate, or
- for mature entrants, generally providing evidence of age and relevant work experience.

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Postgraduate Diploma in Samoan Studies 274,275
Postgraduate Diploma in Science 219
Postgraduate Diploma in Nursing 177,178

MASTER'S DEGREES
Master of Samoan Studies 275,276
Master of Development Studies 289,290
Master of Education 151,152
Master of Medicine in Intensive Care 174
Master of Surgery in Orthopaedics 173

DOCTORATE DEGREES
310
COURSE IDENTIFICATION SYSTEM

All NUS courses are identified by a three-letter/three-digit code such as HBI111 or TAM010. In these codes, an “H” as the first letter indicates a course offered for a mountainside programme, whereas a “T” as the first letter indicates a course offered for an Oceanside programme.

COURSE CODE LETTERS
The three-letter part of the code represents either a focused area of study (discipline), such as HBI for Biology or TAM for Automotive Engineering or an interdisciplinary area (such as HSA for Samoan Language and Culture or TCP for Tourism and Hospitality). A list of all study area prefixes and disciplines, and the section of the university that teaches them, appears on the following pages.

COURSE CODE NUMBERS
The three-digit part of the code uniquely identifies the course within that discipline or interdisciplinary area of study. For courses beginning with an “H”, the first of the three digits reflects the level of the course, and therefore guides the student as to the sequence in which elective courses should be taken. For courses beginning with a “T” the first digit does not necessarily indicate the level, as oceanside programmes tend to be totally prescribed – the sequence in which courses must be taken is fixed.

Foundation and bridging courses have a “0” as their first digit. First year courses for a mountainside degree programme have a “1” as the first digit and are referred to as 100-level courses, second year courses have a “2” and are known as 200-level courses, and third year courses have a “3” and are called 300-level courses. Courses for a postgraduate programme have 500- or 600-level numbers.

COURSE CODES GLOSSARY

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Discipline/Area of Study</th>
<th>Faculty</th>
<th>School/Dept.</th>
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<tr>
<td>HAC</td>
<td>Accounting</td>
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<td>Dept. Accounting &amp; Economics</td>
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<td>CAT</td>
<td>Adult Teaching</td>
<td>OCPD</td>
<td>Oloamanu Centre for Professional Develpt.</td>
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<td>CTA</td>
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FOUNDATION CERTIFICATE PROGRAMME

The Foundation Certificate programme has streams in Agriculture, Arts, Commerce, Education, General, Nursing and Science. Each stream has its own admission requirements, programme structure and programme requirements.

REGULATIONS FOR THE FOUNDATION CERTIFICATE (2013)
Amended 2015, 2016, 2017

1 ADMISSION REQUIREMENTS
On the basis of the Samoan School Leaving Certificate Examination or equivalent the following are the entry criteria for the Foundation Certificate Programmes.

a) Foundation Certificate (Agriculture)
  • At least 200% in the best three subjects plus English: English to be at least 50%, Mathematics at least 50%
  At least 50% in two of the subjects of Agriculture Science, Biology, Chemistry, Physics or Geography.
  • A student who has an Aggregate of 200% but 40-49% in English, will enrol in and pass HEN003 in semester 1 before proceeding to HEN004 in semester 2.

b) Foundation Certificate (Arts)
  • At least 200% aggregate total in the best three subjects plus English: English to be at least 60%
  At least 50% in each of the subjects of Geography, History, Samoan or Development Studies.
  • A student who has an Aggregate of 200% but 50-59 in English, will enrol in and pass HEN003 in semester 1 before proceeding to HEN004 in semester 2.

c) Foundation Certificate (Commerce)
  • At least 200% aggregate total in the best three subjects plus English: English to be at least 60%
  At least 50% in Accounting, At least 50% in Economics At least 50% in Mathematics.
  • A student who has an Aggregate of 200% but 50-59% in English, will enrol in and pass HEN003 in semester 1 before proceeding to HEN004 in semester 2.
  • A student who has an Aggregate of 200% but 40-49% in Mathematics, will enrol in and Pass HMA056 in semester 1 before proceeding to either HMA020, HMA030 or HST050 in semester 2.

d) Foundation Certificate (Education)
  • At least 200% aggregate in the best three subjects plus English English to be at least 50%
  At least 50% in Mathematics At least 50% in any Science (Biology, Chemistry, Physics and Agriculture)
  • A student who has an Aggregate of 200% but 40-49% in English, will enrol in and Pass HEN003 in semester 1 before proceeding to HEN004 in semester 2.

e) Foundation Certificate (General)
  • At least 200% aggregate in the best three subjects plus English.
  English to be at least 60% for students taking 3/5 courses in Arts or Commerce
English to be at least 50% for students taking 3/5 courses in Agriculture, Education or Science.

At least 50% in each of the best three subjects.

• A student who has an aggregate of 200% and is taking an Arts or Commerce programme but gains 50-59% in English will enrol in and pass HEN003 in semester 1 before proceeding to HEN004 in semester 2.
• A student who has an aggregate of 200% and is taking an Agriculture, Education or Science programme but gains 40-49% in English will enrol in and pass HEN003 in semester 1 before proceeding to HEN004 in semester 2.

f) Foundation Certificate (Nursing)

• At least 200% aggregate total of English and 3 best subjects with at least a 50% in English

g) Foundation Certificate (Science)

• At least 200% in the best three subjects plus English

English to be at least 50%

At least 50% in Mathematics

At least 50% in two of the subjects of Biology, Chemistry, Physics or Geography

• A student who has an Aggregate of 200% but 40-49 in English will enrol in and pass HEN003 in semester 1 before proceeding to HEN004 in semester 2.

• A student who has an Aggregate of 200% but 40-49% in Mathematics, will enrol in and Pass HMA056 in semester 1 before proceeding to HMA020 or HST050 in semester 2.

2 MODE OF STUDY

Full-time in the first year. Students eligible to repeat the Foundation Year (see clause 7) may be full- or part-time.

3 DURATION

Two semesters. For students eligible to repeat the Foundation Year (see clause 7), maximum duration is four semesters.

4 PROGRAMME STRUCTURE

4.1 All students in the Foundation Certificate programme shall enrol for five courses per semester, except that students may enrol for six courses in semester 2 and Foundation Science students may enrol for a total of twelve courses (five in semester one plus the pre-semester Samoan course and six courses, if necessary, in semester 2).

4.2 Many Foundation courses require specific passes in SSLC (prerequisites) for enrolment.

4.2.1 The prerequisites for Foundation courses are listed in Schedule 1

4.2.2 The prerequisites for bridging courses are listed in Schedule 2

4.3 Foundation Certificate (Agriculture) enrolments: (10 courses):

i. Four compulsory: HEN004 and HSA002 (or HSA001 for approved students), HAG041, HAG042, and

ii. six courses from: HBI011, HBI012, HCH031, HCH032, HCS081, HGE001, HGE002, HMA030, HST050, HTC051, HTC052.

4.4 Foundation Certificate (Arts) enrolments: (10 courses):
4.5 **Foundation Certificate (Commerce) enrolments: (10 courses):**

i. Two compulsory: HEN004 and HSA002 (or HSA001 for approved students), and

ii. eight courses from: HAN001, HEN005, HGE001, HGE002, HHI001, HHI002, HSO001, HSO002, HCL001, HCS081, HEC001, HEC002, HMA010, HMA020, HMA030, HMG001, HSA003.

4.6 **Foundation Certificate (Education) enrolments: (10 courses):**

i. Six compulsory: HCS081, HED001, HEN004, HSA002, HMA071, HMA072, and;

ii. One or two courses from: HAC001, HAC002, HAN001, HBI011, HBI012, HCH031, HCH032, HCL001, HEC001, HEC002, HEN005, HGE001, HGE002, HHI001, HHI002, HMA010, HMA020, HMA030, HMG001, HMK001, HPH021, HPH022, HSO001, HSO002, HST050 and

iii. One or two courses from: HAG041, HAG042, HFT001, HFT002, HFT003, HFT004, HMU001, HMU002, HPA003, HPE001, HPE002, HVA001, HVA002, TCJ013, TCJ015.

4.7 **Foundation Certificate (General) enrolments: (10 courses):**

i. Two compulsory: HEN004 and HSA002 (or HSA001 for approved students), and

ii. eight courses from: HAC001, HAC002, HAG041, HAG042, HAN001, HBI011, HBI012, HBI013, HBI014, HCH031, HCH032, HCL001, HCS081, HEC001, HEC002, HEN005, HGE001, HGE002, HHI001, HHI002, HMA010, HMA020, HMA030, HMA071, HMA072, HMG001, HMK001, HPH021, HPH022, HSA003, HSO001, HSO002, HST050, HTC051, HTC052, HED001, HFT001, HFT002, HFT003, HFT004, HMU001, HMU002, HPA003, HPE001, HPE002, HVA001, HVA002, HNS001, HNS002, HNS003, HNS004.

4.8 **Foundation Certificate (Nursing) enrolments: (10 courses):**

i. Ten compulsory courses: TCO111, HEN004, HNS001, HNS002, HNS003, HNS004, HNS005, HSA002 (or HSA001 for approved students), HSC067, HSO001, HBI013, HBI014.

4.9 **Foundation Certificate (Science) enrolments: (11 courses):**

i. Three compulsory: HEN004, HSA002 (or HSA001 for approved students), plus one of HMA010, HMA020, HST050, and

ii. eight courses from: HBI011, HBI012, HBI013, HBI014, HCH031, HCH032,
HCS081, HGE001, HGE002, HMA010, HMA020, HPH021, HPH022, HST050, HTC051, HTC052.

5 PROGRAMME LOAD
For full-time students, five courses per semester. An underload or an overload has to be approved and signed for on the Enrolment form by the relevant Foundation Certificate Co-ordinator.

6 PROGRAMME REQUIREMENTS
Passes in bridging courses (listed in Schedule 2) cannot be counted when calculating a student’s eligibility to receive a Foundation Certificate.
If a student, at the completion of the Foundation programme, has not satisfied the requirements for the specific enrolled Foundation Certificate, but has passed the courses to satisfy another Foundation Certificate, the student may graduate in that other programme.

6.1 Foundation Certificate (Agriculture)
To be awarded a Foundation Certificate (Agriculture) a student must pass at least eight courses:
   i. Four compulsory: HEN004 and HSA002 (or HSA001), HAG041, HAG042, and
   ii. four courses from: HBI011, HBI012, HCH031, HCH032, HCS081, HGE001, HGE002, HMA030, HST050, HTC051, HTC052.

6.2 Foundation Certificate (Arts)
To be awarded a Foundation Certificate (Arts) a student must pass at least eight courses:
   i. two compulsory courses: HEN004 and HSA002 (or HSA001), and
   ii. six courses from: HAN001, HEN005, HGE001, HGE002, HHI001, HHI002, HSO001, HSO002, HCL001, HCS081, HEC001, HEC002, HMA010, HMA020, HMA030, HMG001, HSA003.

6.3 Foundation Certificate (Commerce)
To be awarded a Foundation Certificate (Commerce) a student must pass at least eight courses:
   i. Two compulsory: HEN004 and HSA002 (or HSA001), and
   ii. five courses from: HAC001, HAC002, HCL001, HEC001, HEC002, HMG001, HMK001, and
   iii. one course from: HCS081, HMA020, HMA030, HSO002, HST050.

6.4 Foundation Certificate (Education)
To be awarded a Foundation Certificate (Education) a student must pass at least eight courses:
   i. Six compulsory courses: HCS081, HED001, HEN004, HSA002, HMA071, HMA072 and;
   ii. one course from: HAC001, HAC002, HAN001, HBI011, HBI012, HCH031, HCH032, HCL001, HEC001, HEC002, HEN005, HGE001, HGE002, HHI001, HHI002, HMA010, HMA020, HMA030, HMG001, HMK001, HPH021, HPH022, HSO001, HSO002, HST050, and
   iii. one course from: HAG041, HAG042, HFT001, HFT002, HFT003, HFT004, HMU001, HMU002, HPA003, HPA004, HPE001, HPE002, HVA001, HVA002, TCJ013, TCJ015.
6.5  **Foundation Certificate (General)**
To be awarded a Foundation Certificate (General) a student must pass at least eight courses:

i.  two compulsory courses: HEN004 and HSA002 (or HSA001), and

ii. six courses from: HAC001, HAC002, HAG041, HAG042, HAN001, HBI011, HBI012, HBI013, HBI014, HCH031, HCH032, HCL001, HCS081, HEC001, HEC002, HEN005, HGE001, HGE002, HH001, HH002, HMA010, HMA020, HMA030, HMA071, HMA072, HMG001, HMK001, HPH021, HPH022, HSA003, HSO001, HSO002, HST050, HTC051, HTC052, HED001, HFT 001, HFT002, HFT003, HFT004, HNU001, HNU002, HPA003, HPA004, HPE001, HPE002, HVA001, HPA002, HNS001, HNS002, HNS003, HNS004.

6.6  **Foundation Certificate (Nursing)**
To be awarded a Foundation Certificate (Nursing) a student must pass at least eight courses:

i.  two compulsory: HEN004, HSA002 (or HSA001), and

ii. six courses from: TCO111, HNS001, HNS002, HNS003, HNS004, HNS005, HSC067, HSO001, HBI013, HBI014.

6.7  **Foundation Certificate (Science)**
To be awarded a Foundation Certificate (Science) a student must pass at least eight courses:

i.  three compulsory: HEN004 and HSA002 (or HSA001), and either HMA010 or HMA020 or HST050, and

ii. five courses from: HBI011, HBI012, HBI013, HBI014, HCH031, HCH032, HCS081, HGE001, HGE002, HMA010, HMA020, HPH021, HPH022, HST050, HTC051, HTC052.

7  **REPEATING FOUNDATION YEAR**

7.1  Students who have passed at least four Foundation courses may repeat the Foundation Certificate programme only in the following year.

7.2  Repeating students must enrol in between one and four Foundation courses. Students who have passed six or more in the previous year may also enrol in 100-level courses for which they have passed the prerequisites. Students who have passed four or five courses in the previous year must seek the permission of the Dean before they may enrol in 100-level courses.

7.3  Repeating students may repeat courses they have failed or enrol in other Foundation courses if the prerequisites have been passed in SSLC. (See 4.2)

7.4  Foundation Certificate students may repeat the Foundation Year only once.

7.5  Students who have already completed the requirements for a Foundation Certificate cannot repeat the programme.

8  These regulations are effective from 1 January, 2013.
<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>TITLE</th>
<th>PRE-REQUISITES</th>
<th>SEMESTER</th>
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<tr>
<td>FOAS</td>
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<tr>
<td>HNS001</td>
<td>Introduction to Foundation Nursing</td>
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<tr>
<td>HNS002</td>
<td>Healthy Lifestyles</td>
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<tr>
<td>HNS003</td>
<td>Introduction to Primary Healthcare</td>
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<tr>
<td>HNS004</td>
<td>History of Nursing</td>
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<tr>
<td>HNS005</td>
<td>Interpersonal Relationships in Nursing</td>
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<td>FOA</td>
<td></td>
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<tr>
<td>HAN001</td>
<td>Peoples and Culture of the Pacific</td>
<td>At least 200% aggregate total in the best three subjects plus English</td>
<td>1 &amp; 2</td>
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<tr>
<td>HEN004</td>
<td>Foundation English</td>
<td></td>
<td>1 &amp; 2</td>
</tr>
<tr>
<td>HEN005</td>
<td>Introduction to Literature</td>
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<tr>
<td>HGE001</td>
<td>Physical Geography</td>
<td><strong>Foundation Arts and General Students:</strong> ≥ 50% in SSLC Geography subject or Development Studies subject (Year 13)</td>
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<tr>
<td></td>
<td></td>
<td><strong>Science Students:</strong> ≥ 50% in SSLC Geography subject or Development Studies subject (Year 13)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>OR ≥ 50% in any two (2) science subjects of Biology, Chemistry or Physics.</td>
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<tr>
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<tr>
<td>HGE002</td>
<td>Human Geography</td>
<td><strong>Foundation Arts and General Students:</strong> ≥ 50% in SSLC Geography subject or Development Studies subject</td>
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</tr>
<tr>
<td>Programme Code</td>
<td>Course Title</td>
<td>Minimum Requirement</td>
<td>Level</td>
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<td>HHI001</td>
<td>Revolutionary Forces Since 1500</td>
<td>≥ 50% in SSLC History subject</td>
<td>1</td>
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<tr>
<td>HHI002</td>
<td>Pacific History</td>
<td>≥ 50% in SSLC History subject</td>
<td>2</td>
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<tr>
<td>HSO001</td>
<td>Society and Culture</td>
<td>At least 200% aggregate total in the best three subjects plus English</td>
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<tr>
<td>HSO002</td>
<td>Pacific Island Societies</td>
<td>At least 200% aggregate total in the best three subjects plus English</td>
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<td>HAC001</td>
<td>Foundation Financial Accounting</td>
<td>≥ 50% in SSLC Accounting</td>
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</tr>
<tr>
<td>HAC002</td>
<td>Foundation Management Accounting</td>
<td>≥ 50% in SSLC Accounting</td>
<td>2</td>
</tr>
<tr>
<td>HCL001</td>
<td>Foundation Law</td>
<td>≥ 50% in SSLC English</td>
<td>1 &amp; 2</td>
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<tr>
<td>HEC001</td>
<td>Foundation Microeconomics</td>
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<tr>
<td>HEC002</td>
<td>Foundation Macroeconomics</td>
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<tr>
<td>HMG001</td>
<td>Basic Management</td>
<td>≥ 50% in SSLC English</td>
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<tr>
<td>HMK001</td>
<td>Foundation Marketing</td>
<td>≥ 50% in SSLC English</td>
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<tr>
<td>HFT001</td>
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<td>HFT002</td>
<td>Eating for Health</td>
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<td>HFT003</td>
<td>From Fibre to Fabric</td>
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<td>HFT004</td>
<td>Working with Fabric</td>
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<td>HMU001</td>
<td>Rudiments of Applied Music Theory 1</td>
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<td>HMU002</td>
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<td>HPA003</td>
<td>Drama</td>
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<td>Dance</td>
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<td>HPE001</td>
<td>Physical Education and Health 1</td>
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<td>Physical Education and Health 2</td>
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<td>HVA001</td>
<td>Fundamentals of Art &amp; Design</td>
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<td>HVA002</td>
<td>Elements and Principles of Art</td>
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<td>HAG041</td>
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<tr>
<td>HAG042</td>
<td>Foundation Agriculture 2</td>
<td>≥50% in SSLC Agriculture, Geography or any Science subject</td>
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<td>HBI011</td>
<td>Foundation Biology 1</td>
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<tr>
<td>HBI012</td>
<td>Foundation Biology 2</td>
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<tr>
<td>HBI013</td>
<td>Foundation Human Biology 1</td>
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<tr>
<td>HBI014</td>
<td>Foundation Human Biology 2</td>
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<td>HCH031</td>
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<td>Requirement</td>
<td>Level</td>
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<td>HCS081</td>
<td>Foundation Computer Studies</td>
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<tr>
<td>HMA010</td>
<td>Foundation Algebra</td>
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<td>HMA020</td>
<td>Foundation Calculus</td>
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<tr>
<td>HMA030</td>
<td>Foundation Mathematics</td>
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<tr>
<td>HMA071</td>
<td>Foundation General Mathematics 1</td>
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<td>HMA072</td>
<td>Foundation General Mathematics 2</td>
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<tr>
<td>HPH021</td>
<td>Foundation Physics 1</td>
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<td>HPH022</td>
<td>Foundation Physics 2</td>
<td>≥50% in SSLC Physics</td>
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<tr>
<td>HSC067</td>
<td>Science 3</td>
<td>≥50% in SSLC Biology, Chemistry or Physics</td>
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<tr>
<td>HST050</td>
<td>Foundation Statistics</td>
<td>≥50% in SSLC Mathematics</td>
<td>1 &amp; 2</td>
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<tr>
<td>HTC051</td>
<td>Foundation Technology 1</td>
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<tr>
<td>HTC052</td>
<td>Foundation Technology 2</td>
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CSS

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Requirement</th>
<th>Level</th>
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<tbody>
<tr>
<td>HSA001</td>
<td>A’oa’oina o le Gagana Samoa o se Gagana Lona Lua / Samoan as a Second Language</td>
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<td>HSA002</td>
<td>Gagana Samoa 1 / Samoan 1</td>
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<td>1 &amp; 2</td>
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<tr>
<td>HSA003</td>
<td>Gagana Samoa /</td>
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## SCHEDULE 2

### BRIDGING COURSES

<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>TITLE</th>
<th>PRE-REQUISITES</th>
<th>SEMESTER</th>
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<tbody>
<tr>
<td>HBI001</td>
<td>Biology</td>
<td>&lt;50% in SSLC Biology</td>
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<tr>
<td>HBI002</td>
<td>Biology</td>
<td>&lt;50% in SSLC Biology</td>
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</tr>
<tr>
<td>HCH001</td>
<td>Chemistry</td>
<td>&lt;50% in SSLC Chemistry</td>
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</tr>
<tr>
<td>HCH002</td>
<td>Chemistry</td>
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<tr>
<td>HMA055</td>
<td>Mathematics</td>
<td>&lt;40% in SSLC Mathematics</td>
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<tr>
<td>HMA056</td>
<td>Mathematics</td>
<td>&lt;50% in SSLC Mathematics</td>
<td>1 &amp; 2</td>
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<tr>
<td>HPH001</td>
<td>Physics</td>
<td>&lt;50% in SSLC Physics</td>
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<tr>
<td>HPH002</td>
<td>Physics</td>
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<tr>
<td>HSC055</td>
<td>Science subject</td>
<td>&gt;50% in any SSC Science subject</td>
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<td>&lt;50% in any SSLC Science subject</td>
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### FOA

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<thead>
<tr>
<th>COURSE CODE</th>
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<th>SEMESTER</th>
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<tbody>
<tr>
<td>HEN003</td>
<td>Progressive English Skills</td>
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</table>
FOUNDATION COURSE DESCRIPTIONS

ACCOUNTING

HAC001 FOUNDATION FINANCIAL ACCOUNTING
This course aims to provide a stimulus and foundation for the study of accounting at tertiary institutions. It covers the conceptual basis of accounting and of how basic accounting concepts are applied to different types of organisation. Topics include time value of money, current value accounting, partnership accounting, corporate accounting and financial statements.
Offered: Semester 1
Pre-requisites: ≥ 50% in SSLC Accounting
Contact hours per week: 3
Assessment: 45% coursework, 55% examination

HAC002 FOUNDATION MANAGEMENT ACCOUNTING
This course provides a basic understanding of management accounting systems and the methods of processing accounting information for different groups of users. Emphasis is on methods that managers use to make important financial decisions in an organisation. Areas covered include: accounting records for manufacturing enterprises, cost behaviour and CBP analysis, relevant information and decision-making, and product costing systems.
Offered: Semester 2
Pre-requisites: ≥ 50% in SSLC Accounting
Contact hours per week: 3
Assessment: 50% coursework, 50% examination

AGRICULTURE

HAG041 FOUNDATION AGRICULTURE 1
This course expands on the topics covered at Year 13 level, including soil science, crop science and animal science. Students will study animal and plant physiology and will research sustainable agricultural practices in Samoa and other islands of the Pacific. Laboratory work and field trips are an important part of this course.
Offered: Semester 1
Pre-requisites: ≥50% in SSLC Agriculture, Geography or any Science subject
Contact hours per week: 7 [3 lectures, 1 tutorial, 3-hr lab]
Assessment: 50% coursework, 50% examination

HAG042 FOUNDATION AGRICULTURE 2
This course expands on the topics covered at Year 13 level such as food science, agricultural management and economics as well as the effects of climate change on agriculture. Students will study and research effective agricultural management practices in Samoa, the impact of climate on food security and local agricultural economics issues. Laboratory work and field trips are an important part of this course.
Offered: Semester 2
Pre-requisites: ≥50% in SSLC Agriculture, Geography or any Science subject
Contact hours per week: 7 [3 lectures, 1 tutorial, 3-hr lab]
Assessment: 50% coursework, 50% examination
ANTHROPOLOGY

HAN001   PEOPLES AND CULTURES OF THE PACIFIC
This course provides an overview of the varied approaches to the regions and peoples of the Pacific. Students will explore archaeological, historical, biological, environmental, arts and performance, oral and literary narratives, demography and health issues in the pre-contact and immediate contact period.
Offered: Semesters 1 and 2
Prerequisites:
Contact hours per week: 4
Assessment: 60% coursework, 40% examination

BIOLOGY

HBI001   PRELIMINARY BIOLOGY 1
This course introduces students to cell compounds and processes important for the synthesis of energy and cell growth. It also extends their study of genetic principles and evolution. Ecological studies and identifying local and global environmental issues should increase students' awareness of the importance of living organisms and reinforce the importance of using our environment in a sustainable manner.
Offered: Semester 1
Pre-requisites: <50% in SSLC Biology
Contact hours per week: 6 [3 lectures, 1 tutorial, 2-hr lab]
Assessment: 50% coursework, 50% examination

HBI002   PRELIMINARY BIOLOGY 2
This course introduces students to the structure of cells at the organelle level, noting how the structure of each organelle relates to its function, thereby making the cell an independent working unit. It also covers the physiology of plants and animals at the organ and organ system levels, to explain the co-ordinating functions of several organ systems to sustain the life of an organism.
Offered: Semester 2
Pre-requisites: <50% in SSLC Biology
Contact hours per week: 6 [3 lectures, 1 tutorial, 2-hr lab]
Assessment: 50% coursework, 50% examination

HBI011   FOUNDATION BIOLOGY 1
This course is designed to provide a background for students wishing to advance to evolutionary, genetic and microbiological studies at tertiary level. Topics studied include the origin of life, basic genetics as applied to individuals and species populations, taxonomy of organisms including phylogenetic relationships and structure and functions of viruses and organisms from prokaryotes to protists, fungi, plants and animals. Climate change, conservation, and biodiversity issues are also explored.
Offered: Semester 1
Pre-requisites: ≥50% in SSLC Biology
Contact hours per week: 7 [3 lectures, 1 tutorial, 3-hr lab]
Assessment: 50% coursework, 50% examination

HBI012   FOUNDATION BIOLOGY 2
This course provides the skills, background knowledge and understanding to students wishing to do further studies in medical science, biochemistry,
environmental science or biology at tertiary level. Topics that are studied include plant and animal physiology, cell biology and biochemistry, pollution issues and biogeography.

**Offered:** Semester 2  
**Pre-requisites:**  \( \geq 50\% \) in SSLC Biology  
**Contact hours per week:** 7 [3 lectures, 1 tutorial, 3-hr lab]  
**Assessment:** 50% coursework, 50% examination

**HBI013 FOUNDATION HUMAN BIOLOGY 1**  
This course is designed to provide a solid background for students wishing to advance to studies in the Health Science areas at tertiary level. Topics covered include biochemistry, microanatomy and cellular biology, molecular and mendelian genetics and evolution.  
**Offered:** Semester 1  
**Pre-requisites:**  \( \geq 50\% \) in SSLC Biology  
**Contact hours per week:** 7 [3 lectures, 1 tutorial, 3-hr lab]  
**Assessment:** 50% coursework; 50% examination

**HBI014 FOUNDATION HUMAN BIOLOGY 2**  
This course is designed to provide a solid background for students wishing to advance to studies in the Health Science areas at tertiary level. Topics covered include microbiology, parasitology, virology, immunology, anatomy and physiology.  
**Offered:** Semester 2  
**Pre-requisites:**  \( \geq 50\% \) in SSLC Biology  
**Contact hours per week:** 7 [3 lectures, 1 tutorial, 3-hr lab]  
**Assessment:** 50% coursework; 50% examination

**CHEMISTRY**

**HCH001 PRELIMINARY CHEMISTRY 1**  
This course is a very basic course in chemistry which introduces the student to the amazing world of chemistry, which encompasses the study of matter and its changes. It also helps to create a growing interest in chemistry as an inevitable branch of science for anyone who wishes to study matter and engage in scientific pursuits which will in turn help in better appreciation of nature. The topics studied are introduction to chemistry, Atomic structure, Chemical bonding, Quantitative chemistry, Redox reactions, Acids and bases, and organic chemistry. All these topics are discussed at the very fundamental level, gradually proceeding to impart the essential knowledge to the students to do lab experiments and to apply what they have learned, in real life situations.  
**Offered:** Semester 1  
**Pre-requisites:** <50% in SSLC Chemistry  
**Contact hours per week:** 6 [3 lectures, 1 tutorial, 2-hr lab]  
**Assessment:** 50% coursework, 50% examination

**HCH002 PRELIMINARY CHEMISTRY 2**  
This course caters to enhance the knowledge of students who have already completed HCH001, and it is essential for the students to be able to recall and retain what they have learned in HCH001 to have a better understanding of this course. The topics studied are Types of substances, Periodic trends, Acid-base titrations, Physical chemistry, Electrolysis, Chemistry of water, and Organic chemistry. All these topics are discussed at the very fundamental level, gradually
proceeding to impart the essential knowledge to the students to do lab experiments and to apply what they have learned in real life situations.

**Offered: Semester 2**

**Pre-requisites:** <50% in SSLC Chemistry

**Contact hours per week:** 6 [3 lectures, 1 tutorial, 2-hr lab]

**Assessment:** 50% coursework, 50% examination

**HCH031 FOUNDATION CHEMISTRY 1**

This course is designed to prepare students for first year chemistry studies in Samoa or overseas. The topics studied are atomic structure, redox chemistry and organic reactions.

**Offered: Semester 1**

**Pre-requisites:** ≥50% in SSLC Chemistry

**Contact hours per week:** 7 [3 lectures, 1 tutorial, 3-hr lab]

**Assessment:** 50% coursework, 50% examination

**HCH032 FOUNDATION CHEMISTRY 2**

This course is designed to prepare students for first year chemistry studies in Samoa or overseas. The topics studied are energy changes, aqueous solution chemistry, inorganic chemistry, solubility, halogens and transition elements.

**Offered: Semester 2**

**Pre-requisites:** ≥50% in SSLC Chemistry

**Contact hours per week:** 7 [3 lectures, 1 tutorial, 3-hr lab]

**Assessment:** 50% coursework, 50% examination

**COMMERCIAL LAW**

**HCL001 FOUNDATION LAW**

This course provides an introduction to the history of the English legal system, the machinery of justice, definitions of various categories of law, legal rights (especially of consumers and customers), legal protections and the hierarchy of laws. Areas covered include commercial law, contract law, company law, and the law of torts.

**Offered: Semester 1 & 2**

**Pre-requisites:** ≥ 50% in SSLC English

**Contact hours per week:** 3

**Assessment:** 50% coursework, 50% examination

**COMPUTER STUDIES**

**HCS081 FOUNDATION COMPUTER STUDIES**

This course introduces students to the components and functions of microcomputers, the uses of computers in society, as well as providing an introduction to contemporary applications and programming. Topics include introductions to computers, to operating systems (Microsoft Windows), to word processing (MS Word), spreadsheets (MS Excel), databases (MS Access) and programming.

**Offered: Semesters 1 and 2**

**Pre-requisites:** Nil

**Contact hours per week:** 4 [1 Lecture, 3 Tutorials]

**Assessment:** 55% coursework, 45% examinations
ECONOMICS

HEC001 FOUNDATION MICROECONOMICS
This course is designed to enable students to attain a level of microeconomic literacy, understand basic microeconomic concepts, principles and analytical techniques, and apply them to current economic issues.

Offered: Semester 1
Pre-requisites: ≥ 50% in SSLC Economics
Contact hours per week: 3
Assessment: 45% coursework, 55% examination

HEC002 FOUNDATION MACROECONOMICS
This course enables students to develop a continuing and critical interest in contemporary macroeconomic issues. By the end of this course students should be able to understand basic macroeconomic concepts, principles and analytical techniques, and apply them to current economic issues.

Offered: Semester 2
Pre-requisites: ≥ 50% in SSLC Economics
Contact hours per week: 3
Assessment: 45% coursework, 55% examination

EDUCATION

HED001 FOUNDATION EDUCATION
Students will gain a broad understanding of history and politics in educational studies. The course will also include areas of study that are of interest globally and to Samoa. These include informal, formal and non-formal education, literacy and numeracy, and gender and youth challenges.

Offered: Semester 1
Pre-requisites:
Contact hours per week: 4
Assessment: 60% coursework, 40% examination

ENGLISH

HEN003 PROGRESSIVE ENGLISH SKILLS
This course provides the student with a thorough grounding in the four English language skills, namely speaking, listening, reading and writing, that are needed for academic study.

Note: HEN003 is not counted as a Foundation course when calculating a student’s eligibility to receive a Foundation Certificate.

Offered: Semester 1
Pre-requisites:
Contact hours per week: 4
Assessment: 50% coursework, 50% examination

HEN004 FOUNDATION ENGLISH
This course is designed to assist students with various study skills and aspects of communication in English that are needed in their various disciplines.

Offered: Semesters 1 and 2
Pre-requisites:
Contact hours per week: 4
Assessment: 50% coursework, 50% examination
HEN005            INTRODUCTION TO LITERATURE
This course provides an opportunity to study in depth the value of literature under five different sections: oral literature, poetry, short story, drama and novel. The course content covers writings from the seventeenth to the twentieth century. It is designed for students who wish to pursue further studies in English literature at the degree level as well as students from other disciplines who wish to enrol out of interest.

Offered: Semester 2
Prerequisites: HEN004
Contact hours per week: 4
Assessment: 50% coursework, 50% examination

FOOD & TEXTILE

HFT001             UNDERSTANDING NUTRITION
This course introduces students to food technology in relation to nutrition and the function of food and nutrients in the body. Technological practice will take place in the Food Workshop where students will design, prepare, cook and serve food.

Offered: Semester 1
Pre-requisites:
Contact hours per week: 4
Assessment: 100% coursework

HFT002             FOR HEALTH
This course introduces students to food technology in relation to healthy eating. It provides an opportunity to develop an understanding of the link between the choice of food and individual and family health. Technological practice will take place in the Food Workshop where students will design, prepare, cook and serve food.

Offered: Semester 2
Pre-requisites:
Contact hours per week: 4
Assessment: 100% coursework

HFT003             FIBRE TO FABRIC
The course introduces students to textile technologies used to transform fibre to fabric. Technological practice will take place in the Clothing and Textiles Workshop where students will design and make a variety of textile products.

Offered: Semester 1
Pre-requisites:
Contact hours per week: 4
Assessment: 100% coursework

HFT004             WORKING WITH FABRIC
The course introduces students to textiles technology in relation to working with a variety of fabric and fabric types. Technology practice will take place in the Clothing and Textiles Workshop where students will design and make a variety of textile products.

Offered: Semester 2
Pre-requisites:
Contact hours per week: 4
Assessment: 100% coursework

GEOGRAPHY

HGE001 PHYSICAL GEOGRAPHY
This course introduces students to basic principles of physical geography and is aimed at students who intend to pursue studies in the physical or environmental sciences. Topics covered are: global energy balance, atmospheric moisture and precipitation, winds and global circulation, earth materials and tectonic activity, vegetation and soils.
Offered: Semester 1
Pre-requisites: Foundation Arts and General Students: ≥ 50% in SSLC Geography subject or Development Studies subject (Year 13 Geography or Development Studies)
Science Students: ≥ 50% in SSLC Geography subject or Development Studies subject (Year 13 Geography) OR ≥ 50% in any two (2) science subjects of Biology, Chemistry or Physics.
Contact hours per week: 4
Assessment: 50% coursework, 50% examination. Must pass both coursework and examination.

HGE002 HUMAN GEOGRAPHY
This course is recommended for students who intend to pursue specialised studies in geography at higher levels. Topics include: urbanisation, planning and spatial analysis, multi-national corporations, tourism, women and development, food dependency and nutritional deterioration, and Pacific Island economic development.
Offered: Semester 2
Pre-requisites: Foundation Arts and General Students: ≥ 50% in SSLC Geography subject or Development Studies subject (Year 13 Geography or Development Studies)
Science Students: ≥ 50% in SSLC Geography subject or Development Studies subject (Year 13 Geography) OR ≥ 50% in any two (2) science subjects of Biology, Chemistry or Physics.
Contact hours per week: 4
Assessment: 50% coursework, 50% examination

HISTORY

HHI001 REVOLUTIONARY FORCES SINCE 1500
This course surveys revolutionary forces which have shaped the world and also attempts to relate the past to the present. Students wishing to pursue history in further studies are advised that taking this course would be an advantage.
Offered: Semester 1
Pre-requisites: ≥ 50% in SSLC History subject (Year 13 History)
Contact hours per week: 4
Assessment: 50% coursework, 50% examination

HHI002 PACIFIC HISTORY
This course examines traditional and foreign forces which have shaped and are shaping the Pacific. The point of view emphasised in this course is that of Pacific islanders.
Offered: Semester 2  
Pre-requisites: ≥ 50% in SSLC History subject (Year 13 History)  
Contact hours per week: 4  
Assessment: 50% coursework, 50% examination

**MATHEMATICS**

**HMA010 FOUNDATION ALGEBRA**  
This course is intended for those who wish to do further studies in mathematics, accounting, economics or science at degree level. The content covers algebraic processes, partial fractions, complex numbers, sequences and series, the binomial theorem, co-ordinate geometry, functions and graphs, and trigonometry.  
*Offered: Semester 1  
Pre-requisites: ≥50% in SSLC Mathematics  
Contact hours per week: 4 [1 Lecture, 3 Tutorials]  
Assessment: 50% coursework, 50% examination*

**HMA020 FOUNDATION CALCULUS**  
This course is intended for those who wish to do further studies in mathematics, accounting, economics or science at degree level. The course specifically focuses on calculus topics: functions, differentiation, integration, volume of revolution, rectilinear and circular motion, and introduces simple differential equations.  
*Offered: Semester 2  
Pre-requisites: ≥50% in SSLC Mathematics  
Contact hours per week: 4 [1 Lecture, 3 Tutorials]  
Assessment: 50% coursework, 50% examination*

**HMA030 FOUNDATION MATHEMATICS**  
This course is designed for students who wish to do further studies in commerce and social sciences. Topics covered include calculus, linear algebra, partial fractions, the binomial theorem, expansion and sequences and series.  
*Offered: Semester 1  
Pre-requisites: ≥50% in SSLC Mathematics  
Contact hours per week: 4 [1 Lecture, 3 Tutorials]  
Assessment: 50% coursework, 50% examination*

**HMA055 BASIC MATHEMATICS 1**  
This course (which covers the same content as the two courses HMA051 and HMA052 but at a faster pace) enables students to continue further studies in mathematics. Topics covered include algebraic processes, algebraic solutions, relations and functions, and probability and statistics.  
*Offered: Semester 1  
Pre-requisites: < 40% in SSLC Maths  
Contact hours per week: 4 [1 Lecture, 3 Tutorials]  
Assessment: 50% coursework, 50% examination*

**HMA056 BASIC MATHEMATICS 2**  
This course aims to set up a background in mathematics for those who want to continue further studies in mathematics. Topics covered include trigonometry, an introduction to calculus, and statistics and probability.  
*Offered: Semesters 1 and 2*
Pre-requisites: HMA055 or 40-49% in SSLC Maths
Contact hours per week: 4 [1 Lecture, 3 Tutorials]
Assessment: 50% coursework, 50% examination

HMA071 FOUNDATION GENERAL MATHEMATICS 1
This course develops algebraic skills and techniques that are used in work-related
and everyday contexts. It also teaches students how to summarise and interpret
sets of data and to apply the properties of standard normal distribution to the
solution of real problems.
Offered: Semester 1
Pre-requisites: ≥40% in SSLC Maths
Contact hours per week: 4 [1 Lecture, 3 Tutorials]
Assessment: 50% coursework, 50% examination

HMA072 FOUNDATION GENERAL MATHEMATICS 2
This course develops mathematical problem-solving skills applicable to real life.
Areas of focus include credit, borrowing, asset depreciation, areas and volumes of
composite shapes, applications of trigonometry and spherical trigonometry.
Offered: Semester 2
Pre-requisites: ≥40% in SSLC Maths
Contact hours per week: 4 [1 Lecture, 3 Tutorials]
Assessment: 50% coursework, 50% examination

MANAGEMENT

HMG001 BASIC MANAGEMENT
This course aims to introduce Foundation students to the study of management,
what it is, why it is important, and how it works in organisations. The course
provides a sound background of management concepts and terminology.
Offered: Semester 2
Pre-requisites: ≥ 50% in SSLC English
Contact hours per week: 3
Assessment: 50% coursework, 50% examination

MARKETING

HMK001 FOUNDATION MARKETING
This course begins with a discussion of consumer behaviour and the core concepts
of marketing. It also covers the components of the marketing mix, targeted
marketing, market segmentation, market positioning and competitor behaviour.
Offered: Semester 2
Pre-requisites: ≥ 50% in SSLC English
Contact hours per week: 3
Assessment: 50% coursework, 50% examination

MUSIC

HMU001 RUDIMENTS OF APPLIED MUSIC THEORY 1
This course provides students with the skills to begin playing, analysing and
creating music. These skills include sight-singing, transcription, ear training and
composition. Practical sessions are included.
Offered: Semester 1
Pre-requisites:
Contact hours per week: 4  
Assessment: 100% coursework

**HMU002 RUDIMENTS OF APPLIED MUSIC THEORY 2**  
This course places a greater emphasis on music theory. Practical sessions are included. Students who wish to major in music in the Bachelor of Education (Secondary) programme are strongly advised to take this course.  
Offered: Semester 2  
Pre-requisites:  
Contact hours per week: 4  
Assessment: 100% coursework

**NURSING**

**HNS001 INTRODUCTION TO FOUNDATION NURSING**  
This course introduces the theoretical concepts of nursing, the Samoan philosophy of nursing and the nursing process.  
Offered: Semester 2  
Pre-requisites: Contact hours per week: 3  
Assessment: 60% coursework, 40% examination

**HNS002 HEALTHY LIFESTYLES**  
This course describes healthy lifestyles and students will explore self-concepts, self-motivation, and self-responsibility for health.  
Offered: Semester 2  
Pre-requisites: Contact hours per week: 3  
Assessment: 60% coursework, 40% examination

**HNS003 INTRODUCTION TO PRIMARY HEALTHCARE**  
This course examines the various definitions of health and identifies contributing factors affecting health. It develops in students positive attitudes which enable them to practise effective health education and promotion activities for the maintenance of health.  
Offered: Semester 2  
Pre-requisites: Contact hours per week: 3  
Assessment: 50% coursework, 50% examination

**HNS004 HISTORY OF NURSING**  
This course explores the development of nursing as a profession through examining major historical events that had an impact on nursing, both internationally and locally.  
Offered: Semester 1  
Pre-requisites:  
Contact hours per week: 3  
Assessment: 60% coursework, 40% examination

**HNS005 INTERPERSONAL RELATIONSHIPS IN NURSING**  
This course will engage students in a process aimed at self-discovery using interpersonal relationship theories that promote the establishment of respectful, meaningful, purposeful partnerships with clients and other health workers and to be in line with the Samoan philosophy of nursing.  
Offered: Semester 2  
Pre-requisites:
Contact hours per week: 3
Assessment: 60% coursework, 40% examination

PERFORMING ARTS

HPA003 DRAMA
This course is designed to introduce students to all elements and fundamentals of drama and to develop their knowledge and understanding of performing arts through practical and theoretical involvement. It combines the practical and theoretical study of traditional and contemporary drama. It also offers students the opportunity to develop as actors and scriptwriters for both stage and screen. Offered: Semester 1
Pre-requisites:
Contact hours per week: 4
Assessment: 100% coursework

HPA004 DANCE
This course is designed to introduce students to all elements and fundamentals of dance and to develop their knowledge and understanding of performing arts through practical and theoretical involvement. It combines the practical and theoretical study of traditional and contemporary dance and movement. Offered: Semester 2
Pre-requisites:
Contact hours per week: 4
Assessment: 100% coursework

PHYSICAL EDUCATION

HPE001 PHYSICAL EDUCATION AND HEALTH 1
This course develops students’ movement skills and their understanding of physical education through practical and theoretical involvement. The course will examine the nature of physical education and its contribution to the growth, development and learning of children and young adults. Offered: Semester 1
Pre-requisites:
Contact hours per week: 4
Assessment: 100% coursework

HPE002 PHYSICAL EDUCATION AND HEALTH 2
This course aims at extending and developing the knowledge and movement skills of students in selected sporting and movement activities. The course will also provide background understanding of the role of the individual in a group or team, or as a coach. Offered: Semester 2
Pre-requisites:
Contact hours per week: 4
Assessment: 100% coursework

PHYSICS

HPH001 PRELIMINARY PHYSICS 1
This course introduces students to basic understanding of motion, graphs of moving objects, and kinematic equations which occur in everyday life. The course
also covers principles of force, momentum, energy in different forms, principle of gravity. Projectile motions of a ball, javelin etc., and their motions in air. Objects moving in a circle around the sun and other celestial objects are explained. It also explains the heat energy and its transmission. It also deals with density, pressure of liquids and gases and the gas laws.

Offered: Semester 1
Pre-requisites: <50% in SSLC Physics
Contact hours per week: 6 [3 lectures, 1 tutorial, 2-hr lab]
Assessment: 50% coursework, 50% examination

HPH002 PRELIMINARY PHYSICS 2
This course introduces the student to atomic structure and electrostatics. Charging a rod by rubbing and static electricity in everyday life. It covers insulators and conductors, charges, the principles in electrosopes and different forms of energy. It also looks at electric fields and fieldlines, Millikan’s experiment, electricity and circuits, voltage power and current. Propagation of light as well as principles of refraction and dispersion are covered.

Offered: Semester 2
Pre-requisites: <50% in SSLC Physics
Contact hours per week: 6 [3 lectures, 1 tutorial, 2-hr lab]
Assessment: 50% coursework, 50% examination

HPH021 FOUNDATION PHYSICS 1
This course aims to extend students' understanding about the concepts and principles in physics from the SSLC syllabus. It is comprised of theoretical and practical components. Topics covered include the SI system of units, laws of dynamics, momentum, energy, waves, geometric optics and thermodynamics.

Offered: Semester 1
Pre-requisites: ≥50% in SSLC Physics
Contact hours per week: 7 [3 lectures, 1 tutorial, 3-hr lab]
Assessment: 50% coursework, 50% examination

HPH022 FOUNDATION PHYSICS 2
This course aims to upgrade and expand content knowledge (through theoretical and practical work) to enable students to pursue further studies in physics. Topics covered include electricity, electromagnetism, relativity, electrons and protons and atomic structure.

Offered: Semester 2
Pre-requisites: ≥50% in SSLC Physics
Contact hours per week: 7 [3 lectures, 1 tutorial, 3-hr lab]
Assessment: 50% coursework, 50% examination

SAMOAN CULTURE & LANGUAGE
HSA001 AʻOAʻOINA O LE GAGANA SĀMOA O SE GAGANA LONA LUA
O le matāʻupu lenei e aʻoaʻoina ai le faitautusi, tusitusi ma le tautala faʻasāmoa a aliʻi ma tamaʻitaʻi ʻāoga e lē lelei po o le lē iloa foʻi faʻatino ia vāega o le Gagana Sāmoa. E āmata i le faitauga o le Pi faitau seia oʻo atu lava i ‘upu, fuaiʻîpu, palakalafa ma tala. E faʻasā’osaʻo ai vāega o le gagana tautala ma le gagana tusitusi. E aʻoaʻo ai foʻi ma fuaitau o le gagana.
Taimi e aʻoaʻo ai: Vaituʻuaga Muamua
Tomai manaʻomia:
HSA001  SAMOAN AS A SECOND LANGUAGE
This course will teach students how to read, write and speak Samoan. The course begins with students learning the Samoan alphabet and progresses on to simple words, sentences, paragraphs and stories.
Offered: Semester 1 (and, for Foundation Certificate (Science) students only, as a two-week block course prior to Semester 1)
Pre-requisites:
Samoan Contact hours: 4 hours per week for fourteen weeks (or 6 hours per day for nine days)
Assessment: 50% coursework, 50% examination

HSA002  GAGANA SĀMOA 1
E iloilo ai vāega ‘ese’ese o le gagana e aofia ai ma tulāfono o le kalamā, fausaga o le gagana ma fusitu ‘ese’ese iloga o le fa’asāmoa. E iloilo ma sā’ilī’ilī i le Tafalima o le Tōfāmamao e aofia ai tu ma aga i le ‘āiga, luga o auala ma nofoaga faitele fa’aapea saofa’īga i totonu o nu’u, ’ātoa ma vatapuia, fa’asimonaga ma vaogagana ‘ese’ese e fa’aaoagā i fa’alavelave fa’asāmoa. Fa’ata’ita’iga: maliu, fa’aiopiopea, folafolaga o sua, āsiga, to’ona’i ma tūlaga fa’aapena.
Taimi e a’oa’a ai: Vaitu’uaga 1 ma 2
Tomai mana’omia:
Itūlā fa’atūlagaina i le vaisao: 4
Togi: 50% Galuega Fa’atonuina, 50% Su’ega

HSA003  SAMOAN 1
This course will analyse the different parts of the language including grammar and language structure. It will look closely at Samoan etiquettes in private and public places, inter-relationships and formal occasions such as weddings, funerals and other traditional ceremonies.
Offered: Semesters 1 and 2 (and, for Foundation Certificate (Science) students only, as a two-week block course prior to Semester 1)
Pre-requisites:
Contact hours: 4 hours per week for fourteen weeks (or 6 hours per day for nine days) Assessment: 50% coursework, 50% examination

HSA003  GAGANA SĀMOA 2
O lelei matā’upu e su’esu’e ma iloilo ai so o se itū’āiga fātuga e pei o Tala, Solo, Pese, Fagono ma le fa’aliliuga o gagana. O le a sā’ilī’ilī ai fo’i le faiga o Lāuga ma ‘Ava I se tūlaga āmata fa’aapea le gaosiga, le leφilufiuga ma le faiatauga o mea taumafa a Sāmoa. Fa’ata’ita’iga: 10 aﬁ, o lona uiga e aﬁgafulu.
Taimi e a’oa’a ai: Vaitu’uaga 2
Tomai mana’omia:
Itūlā fa’atūlagaina i le vaisao: 4
Togi: 50% Galuega Fa’atonuina, 50% Su’ega

HSA003  SAMOAN 2
A variety of genres will be translated and analysed. Students will also be introduced to Samoan oratory. Traditional food preparation, distribution and counting will be covered.
Offered: Semester 2
Pre-requisites:
Contact hours per week: 4
Assessment: 50% coursework, 50% examination

SCIENCE

HSC055 SCIENCE I
This is an introductory course specifically designed to provide the necessary background in basic and applied science for students with minimal science knowledge. A number of selected topics from Biology, Chemistry and Physics form the foundation which the student must be proficient in before proceeding to the other science courses. This course is ideal for students with no science background but are interested in the teaching or health science careers.
Offered: Semester 1
Pre-requisites: <50% in any SSC Science subject
Contact hours per week: 6 [3 lectures, 1 tutorial, 2-hr lab]
Assessment: 50% coursework, 50% examination

HSC056 SCIENCE II
This course is designed to provide the essential understanding and knowledge in basic and applied science for students who have taken science up to Year 12 as well as those who have successfully completed HSC055. The selection of topics from Biology, Chemistry, and Physics is intended to provide student proficiency needed for teaching science at the primary school level. The course is taught by a team comprised of three lecturers nominated from Biology, Chemistry and Physics.
Offered: Semester 2
Pre-requisites: HSC055 Or ≥50% in any SSC Science subject
Contact hours per week: 6 [3 lectures, 1 tutorial, 2-hr lab]
Assessment: 50% coursework, 50% examination

HSC067 SCIENCE III
This course is designed to provide further training in basic and applied science for students who have successfully completed HSC056 or equivalent, in preparation for careers in the health sciences or for teaching careers at Years 7-10 level.
Offered: Semester 2
Pre-requisites: ≥50% in SSLC Biology, Chemistry or Physics
Contact hours per week: 6 [3 lectures, 1 tutorial, 2-hr lab]
Assessment: 50% coursework, 50% examination

SOCIOLOGY

HSO001 SOCIETY AND CULTURE
This course aims to introduce students to basic sociological concepts, theories and understanding of the world in which they live in. It will enable students to examine their society in relation to different problems facing the modern world today. Sociological aspects underpinning everyday lives of people within the societies they live in will be covered including culture, family, socialisation, gender and sex, politics, economy, environment and social change.
Offered: Semester 1
Pre-requisites: At least 200% aggregate total in the best three subjects plus English in SSLC
Contact hours per week: 4
Foundation Certificate Programme

Assessment: 50% coursework, 50% examination

HSO002 PACIFIC ISLAND SOCIETIES
This course introduces the student to the sociology of the Pacific Islands. It will cover different aspects of Pacific societies and cultures as a whole at a cultural, social, political, economic and religious level. Particular emphasis will be on social change within the Pacific and how that affects present day people and the Pacific societies in which they live.
Offered: Semester 2
Pre-requisites: At least 200% aggregate total in the best three subjects plus English in SSLC
Contact hours per week: 4
Assessment: 50% coursework, 50% examination

STATISTICS

HST050 FOUNDATION STATISTICS
This course is designed to prepare students for degree-level statistics. The course extends the work on probability theory done in Years 12 and 13 Mathematics and introduces students to distributions and the topic of testing statistical results.
Offered: Semesters 1 and 2
Pre-requisites: ≥50% in SSLC Mathematics
Contact hours per week: 4 [1 Lecture, 3 Tutorials]
Assessment: 50% coursework, 50% examination

TECHNOLOGY

HTC051 FOUNDATION TECHNOLOGY 1
This course is aimed at students who wish to pursue careers in engineering or architecture. It introduces students to the preparation and application of technical drawings in different areas of technology.
Offered: Semester 1
Pre-requisites: ≥50% in SSLC Mathematics
Contact hours per week: 7 [3 lectures, 1 tutorial, 3-hr lab]
Assessment: 50% coursework, 50% examination. Must pass both coursework and examination.

HTC052 FOUNDATION TECHNOLOGY 2
The course is split into two sections, engineering mechanics and material science, and enables students to expand their understanding of different types of engineering materials to the history and operations of simple machines. This course will also develop proficiency in computer-aided design and drafting (CADD) using AutoCAD LT.
Offered: Semester 2
Pre-requisites: ≥50% in SSLC Mathematics
Contact hours per week: 7 [3 lectures, 1 tutorial, 3-hr lab]
Assessment: 60% coursework, 40% examination. Must pass both coursework and examination.

VISUAL ARTS

HVA001 FUNDAMENTALS OF ART & DESIGN
This Foundation course offers students the opportunity to develop an
understanding of their personal, natural, material and cultural environment through art. The course introduces students to basic two-dimensional art techniques as they create art works in response to their surroundings.

**Offered: Semester 1**

**Pre-requisites:**

**Contact hours per week:** 4

**Assessment:** 100% coursework

**HVA002 ELEMENTS AND PRINCIPLES OF ART**

In this course students will develop an appreciation of the theoretical aspects of visual art as they create works relating to line, form, shape, colour, texture and tone. Students will also develop skills in analysing, discussing and writing about artworks generally and the works of selected artists.

**Offered: Semester 2**

**Pre-requisites:**

**Contact hours per week:** 4

**Assessment:** 100% coursework
SCHOOL OF MARITIME AND TRAINING

REGULATIONS FOR THE CERTIFICATE II: MARITIME TRAINING (2012)
Amended 2012

1 ADMISSION REQUIREMENTS
On the basis of raw marks in the SSLC exam or equivalent, at least 140% aggregate total in English and best 3 subjects with at least a 30% in English.

2 MODE OF STUDY
Full-time.

3 DURATION
Not less than two semesters.

4 PROGRAMME STRUCTURE
Unless credit is granted under the Recognition of Prior Learning/Credit Statute, this programme consists of nine courses:
Seven compulsory: TMT010, TMT011, TMT012, TMT013, TMT014, TMT015, and TMT018
i. Nautical Option (two courses): TNS016, TNS017, or
ii. Marine Engineering Option (two courses): TME010, TME011.

5 PROGRAMME LOAD
Four courses in the first semester and Five in the second semester. An underload or an overload has to be approved and signed for on the Enrolment form by the Dean or the Dean’s nominee.

6 PROGRAMME REQUIREMENTS
To be awarded a Certificate II: Maritime Training a student must pass the nine courses specified in 4 above.

7 These regulations are effective from 1 January, 2012.

REGULATIONS FOR THE CERTIFICATE III: ABLE SEAFARER (DECK) (2013)

1 ADMISSION REQUIREMENTS
Complete six (6) months sea-time experience whilst holding Safety Certificates.

2 MODE OF STUDY
Full-time.

3 DURATION
Not less than one semester.

4 PROGRAMME STRUCTURE
Unless credit is granted under the Recognition of Prior Learning/Credit Statute, this programme consists of six courses: TMT020, TMT021, TMT022, TMT025, TNS023, TNS024.

5 PROGRAMME LOAD
Six courses per semester. An underload or an overload has to be approved and signed for on the Enrolment form by the Dean or the Dean’s nominee.

6 PROGRAMME REQUIREMENTS
To be awarded a Certificate III: Able Seafarer (Deck) a student must pass the six
REGULATIONS FOR THE CERTIFICATE III: ABLE SEAFARER (ENGINE) (2013)

1 ADMISSION REQUIREMENTS
Complete six (6) months sea-time experience whilst holding Safety Certificates.

2 MODE OF STUDY
Full-time.

3 DURATION
Not less than one semester.

4 PROGRAMME STRUCTURE
Unless credit is granted under the Recognition of Prior Learning/Credit Statute, this programme consists of six courses: TME023, TME024, TMT020, TMT021, TMT022, TMT025.

5 PROGRAMME LOAD
Six courses per semester. An underload or an overload has to be approved and signed for on the Enrolment form by the Dean or the Dean’s nominee.

6 PROGRAMME REQUIREMENTS
To be awarded a Certificate III: Able Seafarer (Engine) a student must pass the six courses specified in 4 above.

7 These regulations are effective from 1 January, 2013.

REGULATIONS FOR THE CERTIFICATE IV: MARINE ENGINEER (CLASS 5) (2012)
Amended 2012

1 ADMISSION REQUIREMENTS
Complete twelve (12) months sea-time experience whilst holding an AB Engine Certificate.

2 MODE OF STUDY
Full-time.

3 DURATION
Not less than one semester.

4 PROGRAMME STRUCTURE
Unless credit is granted under the Recognition of Prior Learning/Credit Statute, this programme consists of three courses: TME051, TME052, TMT050.

5 PROGRAMME LOAD
Three courses per semester. An underload or an overload has to be approved and signed for on the Enrolment form by the Dean or the Dean’s nominee.

6 PROGRAMME REQUIREMENTS
To be awarded a Certificate IV: Marine Engineer (Class 5) a student must pass the three courses specified in 4 above.

7 These regulations are effective from 1 January, 2012.
REGULATIONS FOR THE CERTIFICATE IV: MASTER (CLASS 5) (2012)
Amended 2012

1. ADMISSION REQUIREMENTS
Complete twelve (12) months sea-time experience whilst holding an AB Deck Certificate

2. MODE OF STUDY
Full-time.

3. DURATION
Not less than one semester.

4. PROGRAMME STRUCTURE
Unless credit is granted under the Recognition of Prior Learning/Credit Statute, this programme consists of six courses: TMC050, TMC051, TMC052, TMC053, TMC054, TMC055.

5. PROGRAMME LOAD
Six courses per semester. An underload or an overload has to be approved and signed for on the Enrolment form by the Dean or the Dean's nominee.

6. PROGRAMME REQUIREMENTS
To be awarded a Certificate IV: Master (Class 5) a student must pass the six courses specified in 4 above.

These regulations are effective from 1 January, 2012.

REGULATIONS FOR THE CERTIFICATE IN QUALIFIED FISHING DECKHAND

1. ADMISSION REQUIREMENTS
On the basis of raw marks in the SSLC exam or equivalent, at least 140% aggregate total in English and best 3 subjects with at least a 30% in English.

2. MODE OF STUDY
Full time

3. DURATION
Not less than 2 semesters

4. PROGRAMME STRUCTURE
Unless credit is granted under the Recognition of Prior Learning/Credit Statute, this program consists of eight courses.
All courses are compulsory: TMT011, TMT012, TMT013, TFS100, TMT014, TMT018, TFT100 and TFQ101

5. PROGRAMME LOAD
Four courses per semester. An under-load or an overload has to be approved and signed for on the enrolment form by the Dean or the Dean's nominee.

6. PROGRAMME REQUIREMENTS
To be awarded a certificate in Qualify Fishing Deckhand, students must pass the eight courses specified in 4 above

These regulation are effective from 1 January 2016.
COURSE DESCRIPTIONS

FISHING DECKHAND

**TFS101: BASIC SEA SAFETY FOR FISHING VESSELS**
This course provides students with knowledge and skills to react effectively as a crew member on-board any type of fishing vessel during an emergency and related duties for fishers and on-board personnel. Students will be able to perform assigned duties and collectively contribute to the enhancement of safety on-board local and foreign fishing vessels.
*Offered: Semester 1*
*Contact hours: 4 hours per week*
*Assessment: 100% Competency Based*

**TFT100: FISHING TECHNOLOGY**
This introductory course provides students with an insight into fishing knowledge and skills required to perform duties as a qualified fishing deckhand on-board purseiners, long liners, and bottom fishing boats.
*Offered: Semester 2*
*Contact hours: 4 hours per week*
*Assessment: 100% Competency Based*

**TFQ101: FISH QUALITY**
This course provides students with knowledge and skills to safely handle fish when landing on-board and treat them to maintain quality meat. Students will also be able to perform laboratory tests of fish according to standards required for marketing fish overseas.
*Offered: Semester 2*
*Contact hours: 4 hours per week*
*Assessment: 100% Competency Based*

MARITIME MASTER

**TMC050 NAVIGATION AIDS**
This course aims to teach students to use a range of navigation aids that are typically found on small vessels operating in coastal waters. Students learn to use and maintain a magnetic/gyro compass, operate an echo sounder, a global positioning system, an automatic pilot and to anticipate and identify errors.
*Offered: Semester 2*
*Contact hours per week: 3*
*Assessment: 100% competency based*

**TMC051 NAVIGATION AND POSITION DETERMINATION**
This course teaches students how to plan and conduct safe passage in near coastal waters, of a vessel of less than 200 gross tonnage. It teaches students how to determine the position of the vessel by observations of terrestrial objects, taking into account the vessel's speed, the effect of the tide and accurate readings of wind and current, in order to make allowances for impacts that may have negative effects on the vessel.
*Offered: Semester 2*
*Contact hours per week: 7*
*Assessment: 100% competency based*
TMC052  NAUTICAL KNOWLEDGE FOR MASTERS
This course teaches students about the legislative requirements concerning vessels and how to interpret meteorological information, maintain a safe navigational watch, manoeuvre a vessel, respond to emergencies, basic seamanship and cargo operations.
Offered: Semester 2
Contact hours per week: 12
Assessment: 100% competency based

TMC053  VESSEL CONSTRUCTION AND MACHINERY
In this course students learn how to maintain the seaworthiness of a vessel of less than 200 gross tonnage by observing the fuel, freshwater, ballast water, bilge and fire pump arrangements installed in the vessel. Students also learn how to operate the deck machinery and steering gear arrangements.
Offered: Semester 2
Contact hours per week: 4
Assessment: 100% competency based

TMC054  STABILITY
In this course students learn how to maintain the stability of a vessel of less than 200 gross tonnage. The course discusses the effect of the movement of weights on the stability of a vessel, how to recognise factors that have an adverse effect on stability and appropriate actions to ensure safe operation of a vessel. It also places emphasis on even arrangement of ship loads for vessel stability.
Offered: Semester 2
Contact hours per week: 3
Assessment: 100% competency based

TMC055  BASIC RADAR OPERATION
Students learn in this course to set up and operate marine radar for safe navigation and the application of information obtained from radar to assist in collision avoidance.
Offered: Semester 2
Contact hours per week: 4
Assessment: 100% competency based

MARINE ENGINEERING

TME010  WORKSHOP PRACTICE
On completion of this course students will be able to apply safe working practices in workshops and when working with marine engines and deck machinery. They will also be able to identify the correct hand tools to be used in a given situation, demonstrate the maintenance required to keep them in good condition and the correct techniques for using them. Students are assessed against the competency standards specified under section A-III/1 of the STCW Code 1995 as well as the requirements under the Samoa Shipping Act 1998.
Offered: Semester 2
Contact hours per week: 4
Assessment: 100% competency based

TME011  BASIC MARINE ENGINEERING KNOWLEDGE
On completion of this course students will know how to perform daily tasks and
routine maintenance on a marine engine and deck machinery and assist the Engineering Officer in basic watch-keeping duties. Students are assessed against the competency standards specified under section A-III/4 of the STCW Code 1995 as well as the requirements under the Samoa Shipping Act 1998.

Offered: Semester 2

Contact hours per week: 4
Assessment: 100% competency based

TME023 ENGINEERING PRACTICE
This course covers the intermediate skills and knowledge in the safe handling and use of hand tools, measuring instruments, power tools, machine tools, safe stowage and securing of stores and general occupational health and safety.

Offered: Semester 1

Contact hours: 140 hours as four week intensive block
Assessment: 100% competency based

TME024 ENGINEERING KNOWLEDGE FOR MARINE ENGINEERS
This course covers the intermediate skills and knowledge related to engine room maintenance, engine room watch-keeping and the operation of bilge and ballast systems. Also covered are bunkering and machinery operations and engine repairs.

Offered: Semester 1

Contact hours: 70 hours as two week intensive block
Assessment: 100% competency based

TME051 PRACTICAL MATHEMATICS FOR MARINE ENGINEERING
Students learn in this course to solve basic engineering problems and to calculate fuel and lubricant storage and consumption requirements on board vessels with less than 500 kW propulsion power.

Offered: Semester 2

Contact hours per week: 4
Assessment: 100% competency based

TME052 ENGINEERING KNOWLEDGE
On successful completion of this course students will be able to operate and maintain the propulsion plant and auxiliary equipment on board vessels not exceeding 500 kW propulsion power.

Offered: Semester 2

Contact hours per week: 4
Assessment: 100% competency based

MARITIME TRAINING

TMT010 PERSONAL SURVIVAL TECHNIQUES
This course provides students with the skills and knowledge required to respond effectively as a crew member, in the event of being required to abandon a merchant or small commercial vessel.

Offered: Semester 1

Contact hours per week: 4
Assessment: 100% competency based. Students must achieve at least 75% in each learning outcome to pass.

TMT011 FIRE PREVENTION
On completion of this course students should be able to apply pro-active fire
prevention techniques and to be an effective member of a shipboard fire-fighting
team, meeting the competence standards stipulated under the International

Offered: Semester 1
Contact hours per week: 4
Assessment: 100% competency based

TMT012 OCCUPATIONAL HEALTH AND SAFETY AND SOCIAL
RESPONSIBILITY
Students at the end of this course will have sufficient knowledge and skills to be
able to work safely and communicate positively with others on board. This course is
compulsory for all pre-sea seafarers aiming to work on foreign-going ships,
commercial fishing vessels and vessels carrying passengers within coastal waters as
stipulated by the IMO and International Labour Organisation Human Element Act.

Offered: Semester 1
Contact hours per week: 4
Assessment: 100% competency based

TMT013 WORKPLACE COMMUNICATION FOR SEAFARERS
This course provides students with the language and vocabulary skills required to
work cohesively as a member of a ship crew, to perform watch-keeping duties and
operate machinery and equipment as directed. The course also teaches seafarers
how to communicate effectively from ship-to-ship or from ship-to-shore in an
emergency at sea.

Offered: Semester 1
Contact hours per week: 4
Assessment: 100% competency based

TMT014 ELEMENTARY FIRST AID AT SEA
This course provides students with the knowledge and skills required to provide
primary first aid treatment to the sick and injured whilst at sea. It outlines the basic
concepts underlying the practice of First Aid. The First Aid Certificate is compulsory
for all seafarers and must be re-validated every 5 years.

Offered: Semester 2
Contact hours per week: 4
Assessment: 100% competency based

TMT015 INTERNATIONAL SAFETY AND PERSONAL MANAGEMENT
This course teaches students about International Safe Ship Management (ISM) and
skills in decision-making, stress management and time management. The course
also provides some basic knowledge on Marine Pollution under IMO legislation.

Offered: Semester 2
Contact hours per week: 2
Assessment: 100% competency based

TMT018 INTRODUCTION TO SHIPS AND PORTS SECURITY
This course provides introductory knowledge and skills on security related duties for
seafarers and shipboard personnel. Students will be able to perform assigned
duties and collectively contribute to the enhancement of maritime security on
merchant or small commercial vessels.

Offered: Semester 2
Prerequisites: TMT011/TMT012
Contact hours per week: 3
Assessment: 100% competency based

**TMT020**  PROFICIENCY IN SURVIVAL CRAFT
This course provides students with the advanced skills and knowledge about how to react effectively as a crew member if required to abandon a merchant or larger commercial vessel.
Offered: Semester 1
Contact hours: 30 hours as one week intensive block
Assessment: 100% competency based

**TMT021**  FIRE-FIGHTING
On completion of this course students should be able to apply knowledge and skills in a correct manner in the event of an outbreak of fire at sea and to take appropriate measures for the safety of personnel on board ships.
Offered: Semester 1
Contact hours: 30 hours as one week intensive block
Assessment: 100% competency based

**TMT022**  FIRST AID AT SEA
The main aim of this course is to provide students with advanced knowledge and skills regarding the actions to take upon encountering an accident or other medical emergency, and how to provide medical care for patients on board ships.
Offered: Semester 1
Contact hours: 50 hours as two week intensive block
Assessment: 100% competency based

**TMT025**  APPLIED MATHEMATICS FOR SEAFARERS
The course teaches students how to solve nautical and engineering mathematical problems and draw graphs for fuel consumption.
Offered: Semester 1
Contact hours: 50 hours as two week intensive block
Assessment: 100% competency based

**TMT050**  MEDICAL FIRST AID AT SEA
On completion of this course students will have gained the knowledge and skills required to provide immediate and on-going treatment to the sick and injured at sea. They will also be able to maintain a casualty’s condition until the arrival of a higher medical authority.
Offered: Semester 2
Contact hours per week: 4
Assessment: 100% competency based

NAUTICAL SKILLS

**TNS016**  BASIC GENERAL SHIP KNOWLEDGE
This introductory course provides students with an insight into seamanship and the knowledge required to perform the duties of an Ordinary Seafarer who is part of a navigational watch.
Offered: Semester 2
Contact hours per week: 12
Assessment: 100% competency based

**TNS017**  BASIC NAUTICAL KNOWLEDGE
Students learn in this course to assist in watch-keeping duties and shipboard operations.
Offered: Semester 2
Contact hours per week: 7
Assessment: 100% competency based

TNS023 GENERAL SHIP KNOWLEDGE
This course provides students with the knowledge and skills required to perform the deck duties of an Able Seafarer. Topics covered include occupational health and safety, safety of cargo operations, deck equipment, rigging technology, shipboard maintenance and repair and marine environment protection.
Offered: Semester 1
Contact hours: 140 hours as four week intensive block
Assessment: 100% competency based

TNS024 NAUTICAL KNOWLEDGE
This course provides students with the knowledge and skills required to assist officers on watch. Topics covered include safe watch-keeping duties, lookout watch-keeping duties, helmsperson duties and safe ship handling.
Offered: Semester 1
Contact hours: 70 hours as two week intensive block
Assessment: 100% competency based
FACULTY OF ARTS

Credit Value
The Diploma in Media & journalism has a credit value of 240 points – each of the 16 courses is 15 points.
The Diploma in Arts has a credit value of 180 points – each of the 12 courses is 15 points.
The Bachelor of Arts has a credit value of 360 points – each of the 24 courses is 15 points.

Each credit point is equivalent to 12 notional hours on contact and independent study which in most programmes is 1440 hours per year; 40 hours per week for 36 weeks including 28 semester weeks, 2 mid-semester breaks, 2 study weeks and 4 examination weeks.

REGULATION FOR THE DIPLOMA IN MEDIA AND JOURNALISM (2017)

1. ADMISSION REQUIREMENTS
An applicant must:
   a) be a graduate of any NUS Foundation Program,
   b) be a mature aged student with at least 3 years relevant and current work experience, who must provide the following documentation:
      • Three (3) relevant/current official written references from previous and current media employers
      • Certificates (relevant/current) from any media related trainings or workshops previously attended.
   c) Any other equivalent programme approved by the Head of Department.

NUS Statute on Recognition of Prior Learning/Credit (2015)
NUS Regulation for Recognition of Prior Learning/Credit and Recognition of Current Competence applies.

2. MODE OF STUDY
Full time or Part-time

3. DURATION
Not less than four semesters

4. PROGRAMME STRUCTURE
Students must pass all pre-requisite courses prior to progressing to the next stage of courses in the programme.
A student must pass sixteen (16) courses including one (1) work attachment (TJL231), TJL120, TJL121, TJL125, TJL126, TJL127, TJL128, TJL129, TJL224, TJL225, TJL227, TJL228, TJL229, TJL230, TJL231, HCS185, TCS101.

Final Year students who have completed 14 out of 15 courses have to take five (5) weeks of work experience attachment with any broadcast media or any media related office assigned by the Head of Department.

5. PROGRAMME LOAD
Four or five courses per semester. An overload has to be approved and signed for on the Enrolment Form by the Dean or the Dean’s nominee.

6. PROGRAMME REQUIREMENTS
To be awarded with a Diploma in Media and Journalism, a student must pass sixteen (16) courses including (1) one work attachment (TJL231) as specified in 4 above.
REGULATIONS FOR THE DIPLOMA IN ARTS (2007)

1 ADMISSION REQUIREMENTS
An applicant shall be eligible to be admitted to the Diploma in Arts if that applicant has:
   a) completed the requirements for a Foundation Certificate or equivalent, or
   b) mature entry:
      i. is at least 20 years of age as at 1 February in the year of admission, and
      ii. has at least three years full-time work experience and/or training.

2 MODE OF STUDY
Full-time or part-time.

3 DURATION
No more than six semesters.

4 PROGRAMME STRUCTURE
4.1 Unless credit is granted under the Recognition of Prior Learning/Credit Statute, this programme consists of twelve courses – the compulsory generic minor of four courses (HCS185, HEN107, HSA100, HSO102) and a major in one Arts discipline (English, Geography, History or Sociology).

4.2 A candidate for the Bachelor of Arts may elect to discontinue the programme of study for the degree and be awarded a Diploma in Arts if that candidate has completed twelve courses that comprise a programme of study that satisfies the requirements in 4.1.

5 PROGRAMME LOAD
For full-time students three or four courses per semester, for part-time students two courses per semester. An underload or an overload has to be approved and signed for on the Enrolment form by the Dean or the Dean's nominee.

6 PROGRAMME REQUIREMENTS
To be awarded a Diploma in Arts a student must pass the twelve courses specified in 4.1 above.

7 These regulations are effective from 1 January, 2007.

REGULATIONS FOR THE DEGREE OF BACHELOR OF ARTS (2007)
Amended 2011, 2012, 2017

1 ADMISSION REQUIREMENTS
An applicant shall be eligible to be admitted to the Bachelor of Arts (BA) if that applicant has:
   a) completed the requirements for a Foundation Certificate or equivalent, or
   b) completed the requirements for a Diploma in Arts, Diploma in Media and Journalism or
   c) mature entry:
      i. is at least 20 as at 1 February in the year of admission, and
      ii. has at least three years full-time work experience and/or training.
2  **MODE OF STUDY**
Full-time or part-time.

3  **DURATION**
Not less than six semesters.

4  **PROGRAMME STRUCTURE**

4.1 Unless credit is granted under the Recognition of Prior Learning/Credit Statute, this programme consists of twenty-four courses with concentrations of study (majors/minors) in disciplines. The degree may be made up of either:

a) a single major (eight courses) in a discipline offered by the Faculty of Arts, the compulsory generic minor (four courses), two minors (2 x four or five courses) and up to four electives (totalling 24 courses), or
b) two majors (2 x eight courses), the compulsory generic minor (four courses) and either a single minor (1 x four courses) or four electives.

4.2 A single major has eight courses in one discipline, of which two shall be at the 100-level and three courses at each of 200- and 300-levels; a minor (subject to prerequisites) is a minimum of four and a maximum of five courses in a discipline different from the major, with a minimum of two courses above 100-level.

4.3 Two majors will comprise eight courses in each of two disciplines, of which two courses in each discipline shall be at the 100-level, three courses at each of 200- and 300-levels; a minor (subject to prerequisites) is four courses in a discipline different from the majors, with a minimum of two courses above 100-level.

4.4 Major and Minor Disciplines Offered by the Faculty of Arts. See the Schedule of Majors and Minors listed after this Regulation.

a) The Faculty of Arts disciplines which can be included in the BA as majors are: English Language, English Language and Literature, English Literature, Geography, History, Media and Journalism and Sociology
b) The Faculty of Arts disciplines which can be included in the BA as minors are: Chinese Language, English Language, English Language and Literature, English Literature, French Language, Geography, History, Japanese Language, Media and Journalism and Sociology
c) The Faculty of Arts disciplines which can be included in the BA degree as electives are those listed in b above, plus Anthropology and Politics.

4.5 Compulsory Generic Minor
All students who intend to complete a Bachelor of Arts must include the following courses in their degree: HCS185, HEN107, HSA100, HSO102.

4.6 Major and Minor Disciplines Offered by other Faculties & Centres. See the Schedule of Majors and Minors listed after this Regulation.

a) If a student chooses to include two majors in their BA, both majors may be from 4.4a, or one major must be from 4.4a and the second major may be selected from the following disciplines:

   Faculty of Business & Entrepreneurship: Economics, Management, Marketing
   Faculty of Science: Computing, Mathematics
   Centre for Samoan Studies: Archaeology and Cultural Heritage, Samoan Culture, Samoan Language, Samoan Language and Culture
   Faculty of Education: FTT, HPE, Music, Performing Arts, Visual Arts
b) One minor may be chosen from the following disciplines:
Faculty of Business & Entrepreneurship: Economics, Management, Marketing
Faculty of Science: Computing, Mathematics
Centre for Samoan Studies: Archaeology, Samoan Culture, Samoan Language, Samoan Language and Culture

c) The non-Arts disciplines which can be included in the BA degree as electives are those listed in b above, plus Statistics.

5 PROGRAMME LOAD
For full-time students four courses per semester, for part-time students two courses per semester. An underload or an overload has to be approved and signed for on the Enrolment form by the Dean or the Dean’s nominee.

6 PROGRAMME REQUIREMENTS
To graduate with a Bachelor of Arts a student must pass the twenty-four courses specified in 4 above.

These regulations are effective from 1 January, 2007.

7 SCHEDULE OF BACHELOR OF ARTS MAJORS AND MINORS

- Archaeology Minor: HSA180, HSA280; HSA380, HSA281
- Archaeology and Cultural Heritage Major: HSA 154, HSA155, HSA180; HSA254, HSA280, HSA281; HSA354, HSA355, HSA380
- Chinese Language Minor: HCN100, HCN101; HCN200, HCN201
- Computing Major (when part of the BA only): Two of HCS181, HCS183, HCS184; plus three of HCS281, HCS283, HCS284, HCS286, HCS287, HCS288; plus three of HCS381, HCS383, HCS385, HCS386, HCS387, HCS388
- Computing Minor: Two of HCS181, HCS183, HCS184; plus two of HCS281, HCS283, HCS284, HCS286, HCS287, HCS288
- Economics Major (when part of the BA only): HEC101, HEC102; HEC201, HEC202, HEC204; plus three of HEC301, HEC307, HEC308, HEC309
- Economics Minor: HEC101, HEC102; plus two of HEC201, HEC202, HEC204,
- English Language Major: HEN102, HEN106; HEN202, HEN204, HEN205; HEN304, HEN306, HEN308
- English Language Minor: HEN102, HEN106; plus two of HEN202, HEN204, HEN205; plus one of HEN304, HEN306, HEN308
- English Language and Literature Major: HEN101, HEN102; plus three 200-level HEN courses; plus three 300-level HEN courses
- English Language and Literature Minor: HEN101, HEN102; plus two 200-level HEN courses; plus one 300-level HEN course
- English Literature Major: HEN101; plus one of HEN103, HEN104, HEN105; plus three of HEN201, HEN203, HEN206, HEN207; plus three of HEN301, HEN303, HEN305, HEN307
- English Literature Minor: HEN101; plus one of HEN103, HEN104; plus two of HEN201, HEN203, HEN206, HEN207; plus one of HEN301, HEN303, HEN305, HEN307
- Japanese Language Minor: HJA100, HJA101; HJA200, HJA201
- Geography Major: HGE100, HGE101; HGE200, HGE201, HGE202; HGE300, HGE301, HSO303
- Geography Minor: HGE100, HGE101; HGE200, HGE202; HGE300
- History Major: HHI103, HHI105; HHI202, HHI205, HHI206; plus
three of HHI301, HHI302, HHI304, HHI306, HHI307

- **History Minor**: HHI105; HHI202; plus one of HHI205, HHI206; plus one of HHI301, HHI302, HHI304, HHI306, HHI307
- **Management Major (eight courses)**: HMG161, HMG162; plus three of HMG202, HMG203, HMG204, HMG205; plus three of HMG361, HMG362, HMG364, HMG365, HMG366
- **Management Minor (4 courses)**: HMG161, HMG162; and two from HMG202, HMG203, HMG204, HMG205
- **Marketing Major (eleven courses)**: HMK101, HMK105; HMK201, HMK202, HMK203, HMK204; HMK301, HMK302, HMK303, HMK306; plus HMK305 or HMK307, HMK308
- **Marketing Minor**: HMK101, HMK105; HMK201, HMK202, HMK203, HMK204
- **Mathematics Major (when part of the BA only; nine courses)**: HMA111, HMA121, HST151; plus three of HMA211, HMA221, HMA222, HMA223, HMA271, HST251; plus three of HMA300, HMA311, HMA321, HMA323, HST351
- **Mathematics Minor**: HMA111, HMA121; plus two of HMA211, HMA221, HMA222, HMA271
- **Media and Journalism Major**: HJL100, HJL101, HJL200, HJL201, HJL202, HJL203, HJL300, HJL301, HJL302
- **Media and Journalism Minor**: HJL100, HJL200, HJL201, HJL202, plus one of HJL300, HJL301
- **Samoan Culture Major**: HSA154, HSA155; HSA250, HSA252, HSA254; plus three of HSA350, HSA352, HSA354, HSA355
- **Samoan Culture Minor**: HSA154, HSA180; plus two of HSA250, HSA252, HSA254
- **Samoan Language Major**: HSA111, HSA112; HSA204, HSA212, HSA213; HSA311, HSA312, HSA313
- **Samoan Language Minor**: HSA111, HSA112; plus two of HSA204, HSA212, HSA213
- **Samoan Language and Culture Major**: Two of HSA111, HSA112, HSA154; plus three of HSA204, HSA212, HSA213, HSA250, HSA252; plus three of HSA311, HSA312, HSA313, HSA350, HSA352
- **Samoan Language and Culture Minor**: Two of HSA111, HSA112, HSA154; plus two of HSA204, HSA212, HSA213, HSA250, HSA252
- **Sociology Major**: HSO100, HSO101; HSO200, HSO201; plus one of HSO202, HSO203; plus HSO300; plus two of HSO301, HSO302, HSO303
- **Sociology Minor**: HSO100, HSO101; plus two of HSO200, HSO201, HSO202, HSO203; plus one of HSO300, HSO301, HSO302, HSO303
- **Food and Textile Technology Minor**: HFT100, HFT101, HFT200, HFT201, HFT204
- **Health and Physical Education Minor**: HPE100, HPE101, HPE200, HPE201, HPE204
- **Music Minor**: HMU100, HMU101, HMU200, HMU201, HMU204
- **Performing Arts Minor**: HPA100, HPA101, HPA200, HPA201, HPA204
- **Visual Arts Minor**: HVA100, HVA101, HVA200, HVA201, HVA204
COURSE DESCRIPTIONS

ANTHROPOLOGY

HAN100            INTRODUCTION TO ANTHROPOLOGY 1
The course introduces students to anthropological theories, perspectives and methods employed by modern anthropologists in the study of human nature, culture and society. The origins of anthropological thought in the eighteenth and nineteenth centuries will be explained and compared with newer developments. A social and cultural comparison of different societies focusing on social, religious, economic and political values and beliefs will form an integral part of the course.
Offered: Semester 1
Contact hours per week: 3
Assessment: 60% coursework, 40% examination (bilingual)
THIS COURSE IS NOT BEING OFFERED IN 2019

HAN101            INTRODUCTION TO ANTHROPOLOGY 2
Topics will include the study of magic, ritual and religion, under-development and capitalism, gender, racial and population issues, primatology and other topics of immense significance to today’s world.
Offered: Semester 2
Contact hours per week: 3
Assessment: 60% coursework, 40% examination (bilingual)
THIS COURSE IS NOT BEING OFFERED IN 2019

CHINESE LANGUAGE

HCN100            ELEMENTARY CHINESE LANGUAGE
This is a course for those who are interested in the Chinese language. It assists students to understand simple and realistic situations of daily life and some cultural aspects of Chinese and the Chinese people. Students will master about 500 vocabulary items.
Offered: Semesters 1 and 2
Contact hours per week: 6
Assessment: 50% coursework, 50% examination

HCN101            INTERMEDIATE CHINESE LANGUAGE 1
This course assists students to develop proficiency in speaking, listening, reading and writing with a vocabulary of approximately 800 words. The course also develops cultural awareness.
Offered: Semesters 1 and 2
Prerequisites: HCN100
Contact hours per week: 6
Assessment: 50% coursework, 50% examination

HCN200            INTERMEDIATE CHINESE LANGUAGE 2
This course aims to assist students to develop proficiency in speaking, listening, reading and writing Chinese with a vocabulary of approximately 1200 words. Students will also develop a deeper understanding of Chinese culture.
Offered: Semester 1
Prerequisites: HCN101
Contact hours per week: 6
Assessment: 50% coursework, 50% examination
HCN201 INTERMEDIATE CHINESE LANGUAGE 3
This course assists students to develop proficiency in speaking, listening, reading and writing using an approximately 1500 word vocabulary. By the end of this course, students should be able to hold conversations in Chinese on a wide range of topics such as their life and community.

Offered: Semester 2
Prerequisites: HCN200
Contact hours per week: 6
Assessment: 50% coursework, 50% examination

ENGLISH

HEN100 BUSINESS ENGLISH
The course introduces students to the principles and applications of communication in English within the business context. The course covers academic and workplace writing, oral presentations and the current technology for writing and oral presentations.

Offered: Semester 1
Contact hours per week: 3
Assessment: 50% coursework, 50% examination

HEN101 INTRODUCTION TO LITERARY STUDY
This course is designed to introduce students to the study of English literature at degree level. It will include an analysis of selected texts in the genres: novels, drama, poetry, short stories and oral literature.

Offered: Semester 1
Contact hours per week: 3
Assessment: 50% coursework, 50% examination

HEN102 INTRODUCTION TO LANGUAGE
This course introduces students to various aspects of language such as the nature and functions of language, the difference between spoken and written forms, phonetics, structure, semantics and the teaching of language and language change. It will also touch on socio-linguistics, or the relationship between language and society, and language acquisition.

Offered: Semester 1
Contact hours per week: 3
Assessment: 50% coursework, 50% examination. Must pass both coursework and examination.

HEN103 WORLD LITERATURE IN ENGLISH I
This course covers a wide range of new literature in English. The emphasis is on the newer literature of writers from countries where English is seldom the mother-tongue (eg. Africa, the Caribbean, the South Pacific). Novels, plays, poetry and short stories will be examined in relation to post-colonial themes. Students should find it interesting to compare authors whose backgrounds differ in many ways but whose problems and aspirations are frequently very similar.

Offered: Semester 2
Prerequisites: HEN101
Contact hours per week: 3
Assessment: 50% coursework, 50% examination

HEN104 CHILDREN’S AND YOUNG ADULTS’ LITERATURE
This course surveys the development of children’s literature, the considerable variety of books now available and examines the way in which they can be used in and out of the classroom to stimulate children’s awareness and imagination. Students are given the opportunity to develop skills in selecting appropriate books for both shared and individual reading, and for stimulating children’s own writing and drama. This course will be of interest to parents, teachers and all who work with children.

**Offered:** Semester 2  
**Prerequisites:** HEN101  
**Contact hours per week:** 3  
**Assessment:** 50% coursework, 50% examination

**HEN105 CREATIVE WRITING**  
This course offers practical exercises to inspire the creative mind of the individual writer in prose, poetry, fiction and drama.

**Offered:** Semester 1  
**Prerequisites:** HEN101  
**Contact hours per week:** 3  
**Assessment:** 50% coursework, 50% examination

**HEN107 ENGLISH FOR ACADEMIC PURPOSES**  
This course is designed to help students of any discipline to express their ideas effectively at university level. The course will provide integrated instruction in reading and writing, oriented toward the type of academic tasks required of students. The course will help students apply more effectively, knowledge gained from their observations, experiences and reading to the organisation and presentation of a variety of writing tasks.

**Offered:** Semester 2  
**Contact hours per week:** 4  
**Assessment:** 60% coursework, 40% examination

**HEN201 WORLD LITERATURE IN ENGLISH II**  
This course includes works of writers from changing and developing countries who share the experience of post-colonialism away from the traditional literary centres of Europe, but whose mother tongue is English.

**Offered:** Semester 1  
**Prerequisites:** HEN101  
**Contact hours per week:** 3  
**Assessment:** 50% coursework, 50% examination

**HEN202 INTRODUCTION TO LINGUISTICS**  
This course is a descriptive account of the basic elements in the study of language such as the grammatical, social and biological aspects of human language. It is both a study of language in general and a study of the English language in particular.

**Offered:** Semester 2  
**Prerequisites:** HEN102  
**Contact hours per week:** 3  
**Assessment:** 50% coursework, 50% examination. Must pass both coursework and examination.

**HEN203 A HISTORICAL SURVEY OF ENGLISH LITERATURE**
This course surveys important developments in English literature from Anglo-Saxon times to about 1830. Major works from three genres (poetry, drama and fiction) will be studied, including the works of Chaucer, Spencer, Shakespeare, the 17th Century metaphysical poets, Milton, Dryden, Swift, Pope, the Romantics and Jane Austen.

Offered: Semester 2  
Prerequisites: HEN101  
Contact hours per week: 3  
Assessment: 50% coursework, 50% examination

HEN204 SYNTAX AND SEMANTICS  
The course consists of the study of syntax and approaches to syntax analysis with particular emphasis on recent developments. The course also covers transformational generative grammar, functional grammar, naming, sense and reference, semantic fields and cores, sense relations, linguistic relativity, historical semantics, semantics and linguistics, semantics and logic, pragmatics.

Offered: Semester 1  
Prerequisites: HEN202  
Contact hours per week: 3  
Assessment: 50% coursework, 50% examination

HEN205 SOCIO-LINGUISTICS  
This course is a study of language in relation to society. It considers how and why alternative means of expression are chosen by different social groups. It covers language and culture, language and gender, language and social codes.

Offered: To be advised  
Prerequisites: HEN202  
Contact hours per week: 3  
Assessment: 50% coursework, 50% examination

HEN206 POETRY OF THE 19TH AND 20TH CENTURIES  
This course examines the works of major poets in the Romantic, Victorian and Modern movements. In addition, a selection of contemporary poetry and poetry in translation will also be examined. Readings will not only focus on the major poetic movements, their techniques and the social concerns they express, but also on the personal that poetry draws from the reader.

Offered: Semester 1  
Prerequisites: HEN203  
Contact hours per week: 3  
Assessment: 50% coursework, 50% examination

HEN207 DRAMA IN SCHOOLS AND COMMUNITY  
This course is a practical approach to the study of theatre arts and their role in the community. Through a workshop format, the following topics will be covered: play reading, choosing a play, acting, auditioning, production elements and other forms of drama.

Offered: Semester 1  
Prerequisites: One 100-level HEN or HPA course  
Contact hours per week: 3  
Assessment: 100% coursework

HEN301 DRAMA: CLASSICAL TO MODERN
The emphasis is on a textual analysis of selected plays of representative dramatists. Students will acquire an appreciation of various styles, traditions and conventions of different eras.

**Offered: Semester 1**

**Prerequisites: HEN203**

**Contact hours per week: 3**

**Assessment: 50% coursework, 50% examination**

**HEN303 WORLD LITERATURE IN ENGLISH III**

This course will include the most significant, but sometimes less accessible, contemporary literature which has not been previously examined. Students may also be required to study one author in depth.

**Offered: Semester 2**

**Prerequisites: HEN203**

**Contact hours per week: 3**

**Assessment: 50% coursework, 50% examination**

**HEN304 APPLIED LINGUISTICS**

This course aims to develop the students’ understanding of fundamental linguistic concepts which have relevance to teaching English as a second language. It is a practical application of linguistic theory to everyday life.

**Offered: Semester 2**

**Prerequisites: HEN205**

**Contact hours per week: 3**

**Assessment: 50% coursework, 50% examination**

**HEN305 SHAKESPEARE: SELECTED TEXTS**

This course is an in-depth study of Shakespeare’s plays and sonnets, divided into four categories: experiments and imitation, the nature of power in comedies and historical plays, satire and tragedy, and romance.

**Offered: Semester 1**

**Prerequisites: HEN203**

**Contact hours per week: 3**

**Assessment: 50% coursework, 50% examination**

**HEN306 SPECIAL LINGUISTICS**

Students with special interest in Applied Linguistics may wish to undertake a specific study of language use in Samoa.

**Offered: Semester 2**

**Prerequisites: HEN304**

**Contact hours per week: 3**

**Assessment: 100% coursework**

**HEN307 ENGLISH LITERATURE OF THE 19TH CENTURY**

This course surveys English literature of the 19th century through close examination of the works of representative authors. Students will be expected to discuss and analyse the historical and aesthetic context to which these representative works belong.

**Offered: Semester 2**

**Prerequisites: HEN203**

**Contact hours per week: 3**

**Assessment: 50% coursework, 50% examination**
HEN580 IMAGES OF SAMOA IN ENGLISH POST-COLONIAL LITERATURES
This course examines images of Samoa in the creative writing of indigenous and migrant writers, viewing them as valuable literary representations in the overall corpus of Pacific literatures written in English. It presents a selection of post-colonial fiction for close analysis, taking into account pertinent theories about the growth, development and production of such post-colonial writing.
Offered: Semester 2
Contact hours per week: 2
Assessment: 100% coursework

GEOGRAPHY

HGE100 INTRODUCTION TO PHYSICAL GEOGRAPHY
This course introduces the basic skills and systems of physical geography: geology, climate, hydrology, soil, vegetation, slopes and stream development, volcanism and its landforms, mass wasting and Aeolian processes. The basics of environmental impact assessment are also introduced to prepare students for higher level geography courses. Learning experiences include lectures, practical sessions, tutorials and field trips. This course is highly recommended for students who intend to pursue studies in environmental science.
Offered: Semester 1
Prerequisites: HGE001
Contact hours per week: 3. Also fieldwork
Assessment: 50% coursework, 50% examination

HGE101 INTRODUCTION TO HUMAN GEOGRAPHY
This course introduces students to the basic principles of human geography. Emphasis is placed on the visible surface of the earth and how humans have transformed the environment to satisfy their social and economic needs. The course is designed to give students the opportunity to study their own society (people- environment) in the light of the theoretical framework introduced.
Offered: Semester 2
Prerequisites: HGE002
Contact hours per week: 3. Also fieldwork
Assessment: 50% coursework, 50% examination

HGE200 SOCIETY AND SPACE
This course explores urban planning and the most appropriate approach to address urban problems in selected major cities in the developing world. Challenges of urban living and the social, economic and political factors that determine land use and the organisation of space in the cities are fundamental to the study of urban planning. The spatial and locational analysis of selected urban centres will be examined in the light of Christaller’s central place hierarchy, the concentric model, the sector model and the multiple-nuclei model.
Offered: Semester 1
Prerequisites: HGE100, HGE101
Contact hours per week: 3. Also fieldwork
Assessment: 50% coursework, 50% examination

HGE201 COASTAL PROCESSES
This course deals with energy-material interactions and flowing water which both
underpin a study of coastal processes. The spatial and temporal factors that impact on coastal process-response systems such as hydraulic action, sediment mobilisation, and tidal and wave action are studied in detail. Sub-aerial weathering, sediment transfer and deposition are major processes that continuously move coastal waters and account for the greater proportion of landforms that exist in coastal areas. Global warming and sea level rise in the Pacific is also explored from an indigenous perspective to enable students to relate global events and how they affect small island states.

Offered: Semester 2
Prerequisites: HGE100, HGE101
Contact hours per week: 3. Also fieldwork
Assessment: 50% coursework, 50% examination

HGE202 RURAL GEOGRAPHY
This course explores the fundamental characteristics of rural life and the difficulties of agricultural production in different physical, economic and social environments. Land tenure and access to land are explored in the light of selected case studies from the Pacific islands. Rural poverty and depopulation are critical issues confronting rural areas. To address these concerns, the course provides a systematic analysis of policy issues and explores agriculture as the engine of growth for predominantly rural societies.

Offered: Semester 2
Prerequisites: HGE100, HGE101
Contact hours per week: 3. Also fieldwork
Assessment: 50% coursework, 50% examination

HGE300 GEOGRAPHY OF TOURISM IN A GLOBALISING WORLD
Tourism has become the second fastest growing industry in the world despite its potential vulnerability. While global tourism growth remains steady in the face of war, terrorism and depression, at the regional and national level tourism has proved to be susceptible to changing environmental, economic and political conditions. The course explores the transitional nature of the industry, its role in urban restructuring and provides guidance to a more sustainable tourism future.

Offered: Semester 1
Prerequisites: HGE200, HGE202
Contact hours per week: 3
Assessment: 50% coursework, 50% examination

HGE301 ENVIRONMENTAL GEOGRAPHY
This course is about the Earth, the environment, and our use, misuse and abuse of it. The biogeochemical state of the global environment and the trends of change that can be expected in this century are explored through a geographic perspective, given that local and regional environmental problems have merged together and taken on global proportions.

Offered: Semester 2
Prerequisites: HGE201, HGE300
Contact hours per week: 3
Assessment: 50% coursework, 50% examination

HGE302 ENVIRONMENTAL IMPACT ASSESSMENT (EIA) AND SUSTAINABILITY
This course examines the Environmental Impact Assessment (EIA) process, the various levels and forms of EIA as well as how EIA processes could ensure sustainability of the environment. It will explore international, regional and local expectations and provisions for EIA and evaluate experiences mainly in the Pacific region.

**Offered: Semester 2**

**Prerequisites:** HGE100, HGE101, HGE200, HGE201, HGE202 OR 2 300-level papers for an Environmental Science major.

**Contact hours per week:** 3

**Assessment:** 50% coursework, 50% examination

**HISTORY**

**HHI103**  **IMPORTANT PERIODS IN SAMOAN HISTORY**
This course is a historical survey of important periods, events and personalities in Samoan history. The timeframe it covers stretches from the period of early settlement of Samoa to the present.

**Offered: Semester 2**

**Contact hours per week:** 3

**Assessment:** 50% coursework 50% examination

**HHI104**  **CONTRIBUTIONS OF ANCIENT CIVILIZATIONS**
This course analyses the significant contributions of ancient civilizations, starting from the development of the Mesopotamian civilization to the fall of Rome in the 5th century.

**Offered: Semester 1**

**Contact hours per week:** 3

**Assessment:** 50% coursework, 50% examination

**COMPULSORY COURSE FOR THE HISTORY MAJOR**

**HHI105**  **A MODERN WORLD: 1500 TO THE PRESENT**
This course examines the events that took place from the 1500s, to enable students to relate the past to the present. The significance of these events will also be explored.

**Offered: Semester 2**

**Contact hours per week:** 3

**Assessment:** 50% coursework, 50% examination

**HHI202**  **THEORY AND METHODS OF HISTORY**
All students of history should have an understanding of the aims, uses, common body of knowledge and methodology of history as a discipline. Students will become acquainted with the content and scope of historical scholarship, the nature and limitations of historical enquiry, and the practical skills, processes and techniques involved in history writing, study and research.

**Offered: Semester 2**

**Prerequisites:** HHI104, HHI105

**Contact hours per week:** 3

**Assessment:** 50% coursework, 50% examination

**HHI205**  **A POLITICAL HISTORY OF SAMOA**
This course examines the historical development of the political organisation of Samoa. It explores the indigenous political institutions, concepts, changes as a result of western ideologies, and the main political events and issues which have contributed to the shaping of the present political system in Samoa.
Faculty of Arts

Offered: Semester 1
Prerequisites: HHI104, HHI105
Contact hours per week: 3
Assessment: 50% coursework, 50% examination

HHI206 NATIONAL, REGIONAL AND GLOBAL GOVERNANCE
This course introduces students to the concept of governance and issues relating to it. It also contextualises governance so that it is made more applicable in various situations within the dynamic Pacific region, as well as discussing the influential national, regional and global institutions and organisations.

Offered: Semester 1
Prerequisites: HHI104, HHI105
Contact hours per week: 3
Assessment: 50% coursework, 50% examination

HHI301 SELECTED TOPIC IN SAMOAN HISTORY OR GOVERNANCE
This course is designed to give individual students the opportunity to pursue research in an area of Samoan history or governance. Literary searches and critical examination of sources are part of this course.

Offered: Semester 1
Prerequisites: HHI202
Contact hours per week: 3
Assessment: 60% coursework, 40% examination

HHI302 PACIFIC HISTORY
This course examines in detail some aspects of Pacific history. It reviews recent trends in Pacific history writing and historiography and also examines political changes and issues in the post-independence period.

Offered: Semester 1
Prerequisites: HHI202
Contact hours per week: 3
Assessment: 50% coursework, 50% examination

HHI306 CONTEMPORARY GOVERNANCE IN SAMOA
This course examines the concept of governance as distinguished from the concept of government. The donor-implemented "good governance agenda" is examined, in particular how it impacts on Samoa and on fa’asamoa.

Offered: Semester 2
Prerequisites: HHI202
Contact hours per week: 3
Assessment: 50% coursework, 50% examination

HHI307 GLOBALISATION PAST AND PRESENT
This course explores globalisation’s historical origins and various forms. It also explores some of the theories relating to globalisation, the globalisation debate and the anti-globalisation movement.

Offered: Semester 2
Prerequisites: HHI202
Contact hours per week: 3
Assessment: 50% coursework, 50% examination

JAPANESE LANGUAGE
HJA100  INTRODUCTION TO THE JAPANESE LANGUAGE
This is an introductory course for students with little or no knowledge of Japanese language and culture. Students develop balanced Japanese oral and written skills and are introduced to some cultural aspects of Japan and its people.
Offered: Semester 1
Contact hours per week: 6
Assessment: 50% coursework, 50% examination

HJA101  ELEMENTARY JAPANESE
This course helps students to improve their skills in oral and written Japanese (with a vocabulary of approximately 800 words, including 100 kanji). The course will also attempt to deepen students’ understanding of Japanese culture.
Offered: Semester 2
Prerequisites: HJA100
Contact hours per week: 6
Assessment: 60% coursework, 40% examination

HJA102  JAPANESE FOR TOURISM 1
This is a course for those who intend to work in the tourism industry, those already in the industry as well as those who are interested in conversing with Japanese tourists.
Offered: Semester 1
Contact hours per week: 6
Assessment: 50% coursework, 50% examination

HJA103  JAPANESE FOR TOURISM 2
This course helps students to develop skills in speaking and writing about Samoan culture in Japanese and also to deepen their understanding of the cultural differences between Samoa and Japan.
Offered: Semester 2
Prerequisites: HJA102
Contact hours per week: 6
Assessment: 50% coursework, 50% examination

HJA200  INTERMEDIATE JAPANESE 1
In this course students develop proficiency in speaking, listening, reading and writing Japanese, with a vocabulary of approximately 1,200 words and 200 kanji. The course also covers aspects of cultural awareness.
Offered: Semester 2
Prerequisites: HJA101
Contact hours per week: 6
Assessment: 50% coursework, 50% examination

HJA201  INTERMEDIATE JAPANESE 2
This course helps students to develop further proficiency in Japanese, with a vocabulary of approximately 1,500 words and 300 kanji. The course also deepens cultural understanding.
Offered: Semester 2
Prerequisites: HJA200
Contact hours per week: 6
Assessment: 50% coursework, 50% examination

MEDIA AND JOURNALISM
HJL100   INTRODUCTION TO JOURNALISM
This course introduces the fundamental principles of journalism, examines how news platforms converge in the modern newsroom and recognises the journalist’s roles in the multimedia environment.
Offered: Semester 1
Pre-requisites: Nil
Contact hours per week: 3
Assessment: 50% coursework, 50% examination; Pass Mark: 50% Combination of both

HJL101   MEDIA LAW
This course introduces the principles of law in news writing and investigative journalism within the context of the judicial system with emphasis on the constitution, relevant laws and human rights. The success or failure of existing media policies and regulations in a culturally and technologically dynamic media environment will also be examined.
Offered: Semester 2
Pre-requisites: Nil
Contact hours per week: 3
Assessment: 50% coursework, 50% examination; Pass Mark: 50% Combination of both

HJL200   RADIO BROADCASTING
This course aims to apply skills, knowledge and attitude in writing, compiling, editing and presenting news stories and community programmes for radio. They will develop core news gathering, writing, production, presentation and technical skills to a professional standard across all media platforms.
Offered: Semester 1
Pre-requisites: HJL100
Contact hours per week: 3
Assessment: 100% coursework; Pass Mark: 75%

HJL201   TELEVISION BROADCASTING
This course examines and evaluates the students’ ability to apply theoretical concepts while planning and drafting programmes, capturing, editing and presenting news stories and documentaries for television. This will be mostly hands-on approach in exploring all aspects of a newsroom and a television studio.
Offered: Semester 1
Pre-requisites: HJL100
Contact hours per week: 3
Assessment: 100% coursework; Pass Mark: 75%

HJL202   PRINT AND ONLINE JOURNALISM
This course explores the principles of print and online media and to develop practical and intellectual skills required to work as a multi-platform journalist. They will evaluate news production and journalistic story telling in order to gain a deeper grounding in print and online journalism. Students will be expected to develop story ideas and gather own materials through research and reporting for journalistic course work.
Offered: Semester 2
Pre-requisites: HJL100
Contact hours per week: 3
Assessment: 100% coursework; Pass Mark: 75%

HJL203   WORK ATTACHMENT
Students will be exposed to various newsrooms in Samoa as well as media related units or offices whether in government or non-government organisations that practises media and journalism principles. They will see first-hand how the practice of media and journalism are adapted to changing tides of digital and social media.
Offered: End of Second Year
Pre-requisites: Nil
Contact hours per 5 weeks: 200
Assessment: 100% coursework; Pass Mark: 75%

HJL300   INVESTIGATIVE REPORTING
This course analyses and masters basic investigative tools and techniques that will be applied to everyday reporting and major enterprise pieces. It will also be able to develop and enhance students’ ability to analyse and evaluate the way government, non-government agencies and organisations operate. Students will provide in depth analysis of issues using publicly available information to present the fullest possible picture.
Offered: Semester 1
Pre-requisites: HJL101, HSO102
Contact hours per week: 3
Assessment: 100% coursework; Pass Mark: 75%

HJL301   DIGITAL AND SOCIAL MEDIA
This course critiques the application of knowledge and skills on how digital media is used to communicate across a variety of platforms. It will engage the learners with social and digital media to conduct research which demonstrates an understanding of the ethical, technological and professional challenges within communities.
Offered: Semester 1
Pre-requisites: HJL202, HCS185
Contact hours per week: 3
Assessment: 100% coursework; Pass Mark: 75%

HJL302   INTERNSHIP
This course will expose the learners to have further developed their understanding and experience of industry processes and practices in the mainstream media and media related offices. Internships require professional relationships between each learner and the organisation in which they are placed as they work to meet their obligations under negotiated agreements throughout the specified timeframe.
Offered: Semester 2
Pre-requisites: HJL101, HSO102
Contact hours per semester: 160
Assessment: 100% coursework; Pass Mark: 75%

SOCIOLOGY

HSO100   INTRODUCTION TO SOCIOLOGY
This course introduces the student to the discipline of sociology as applied to human societies. The course begins with a general introduction to sociological theory and concepts used by sociologists. The major part of the course involves the teaching of concepts and theories of sociology in a variety of topics with specific reference to Samoan society.
Offered: Semester 1
Prerequisites:  
Contact hours per week: 3  
Assessment: 50% coursework, 50% examination  

**COMPULSORY COURSE FOR THE SOCIOLOGY MAJOR**

**HSO101            PACIFIC ISLAND SOCIAL ISSUES**  
This course discusses and explores major issues and themes in the study of the lives of Pacific Island people. The major part of the course involves the discussion and analysis of social issues as well as social institutions and their role in shaping human behaviour.  
*Offered: Semester 2*  
*Prerequisites: HSO100*  
*Contact hours per week: 3*  
*Assessment: 50% coursework, 50% examination*

**HSO102            INTRODUCTION TO SOCIAL RESEARCH METHODS**  
This course is designed to help students of any Arts discipline to acquire basic skills and knowledge about social research. Students acquire the generic skills and knowledge needed to conduct research, use research methods (both quantitative and qualitative approaches), analyse and interpret information and write up reports.  
*Offered: Semester 1*  
*Prerequisites: None*  
*Contact hours per week: 3*  
*Assessment: 50% coursework, 50% examination*

**HSO200            SOCIAL THEORY**  
This course discusses the major sociological theorists and their theoretical perspectives from classical to modern. The course focuses on the work of these early thinkers (especially Marx, Weber and Parsons), tracing how their contribution formed the basis of the main theoretical and methodological traditions which inform contemporary sociology, and the continued relevance of those traditions today.  
*Offered: Semester 1*  
*Prerequisites: HSO100*  
*Contact hours per week: 3*  
*Assessment: 50% coursework, 50% examination*

**HSO201            SOCIAL RESEARCH METHODS**  
This course explores and discusses social research methodologies. The research process is taught using a theoretical framework that provides students with an introduction to the construction of research projects. The course also gives students the opportunity to read and critique research publications.  
*Offered: Semester 2*  
*Prerequisites: HSO100, HSO200*  
*Contact hours per week: 3*  
*Assessment: 50% coursework, 50% examination*

**HSO202            SOCIOLOGY OF MARRIAGE AND THE FAMILY**  
This course begins with a discussion of historical and sociological perspectives on the family. The focus then shifts to a life cycle approach, discussing aspects of family development. The course concludes with lectures discussing social policies addressed to family issues in Samoa and other societies.
Offered: Semester 2
Prerequisites: HSO100
Contact hours per week: 3
Assessment: 50% coursework, 50% examination

HSO203 SOCIAL INEQUALITY
This course examines the place of different classes in Samoan society, both historically and theoretically. This will be attempted through an examination of the development of Samoa’s industrial and occupational structure. A comparison between Samoa and other societies will be covered, as well as the analysis of Marxist, Weberian and other theories of stratification.

Offered: Semester 1
Prerequisites: HSO100
Contact hours per week: 3
Assessment: 50% coursework, 50% examination

HSO300 THEORY AND METHOD
This course will consider how the research process links data and theory. Students will be required to do practical work, develop proposals and learn how to critique reports.

Offered: Semester 2
Prerequisites: HSO100, HSO200, HSO201
Contact hours per week: 3
Assessment: 50% coursework, 50% examination

HSO301 SOCIOLOGY OF DEVELOPMENT AND SOCIAL CHANGE
The course will examine and evaluate theories of development and underdevelopment and their influence on social change. The major part of the course evaluates the different development approaches and their roles in explaining or not explaining the different levels of development within and between nations.

Offered: Semester 1
Prerequisites: HSO100, Two 200-level Sociology courses
Contact hours per week: 3
Assessment: 50% coursework, 50% examination

HSO302 ENVIRONMENTAL SOCIOLOGY
This course examines global environmental issues including climate change, population, noise, energy, water, waste management, technology, limits to growth and political aspects. The course also examines Samoa’s environmental issues and socio-cultural impacts on the environment.

Offered: Semester 2
Prerequisites: HSO100, Two 200-level Sociology courses
Contact hours per week: 3
Assessment: 50% coursework, 50% examination

HSO303 RESEARCH PAPER
This course develops students’ research skills and includes the completion of a major research project in a social science discipline. The course runs in seminar mode.

Offered: Semester 1
Prerequisites: (HSO100, HSO200; plus one of HSO201, HSO202, HSO203) or (HGE200; plus one of HGE201, HGE202)
Contact hours per week: 3
Assessment: 100% coursework

**COMMUNICATION**

**TCS101  INTRODUCTION TO COMMUNICATION AND LANGUAGE SKILLS**
This course introduces students to communication theory and process, reinforces Basic English and Samoan grammar, English phonetics, Samoan and English sounds as well basic dictionary skills.
*Offered: Semester 1*
*Prerequisites: Nil*
*Contact hours per week: 4*
*Assessment: 60% coursework, 40% examination; Pass Mark: 50% Combination of both*

**TCS102  COMMUNICATION AND STUDY SKILLS**
This course reinforces the improvement of communication skills in English and Samoan within formal and informal situations. It also focuses on basic study skills such as note-taking and referencing.
*Offered: Semester 2*
*Prerequisites: Nil*
*Contact hours per week: 4*
*Assessment: 60% coursework, 40% examination; Pass Mark: 50% Combination of both*

**TCS103  WORD PROCESSING AND EMPLOYMENT SKILLS**
This course aims at improving basic communication skills in English and Samoan within the workplace. It is designed to help students improve their reading, writing, listening and speaking as well as their computing skills. The course includes word-processing, PowerPoint, e-mail and internet skills, the preparation of job-seeking and workplace documents, and preparations for job interviews.
*Offered: Semester 2*
*Prerequisites: Nil*
*Contact hours per week: 3*
*Assessment: 70% coursework, 30% examination; Pass Mark: 50% Combination of both*

**TCS105  COMMUNICATION IN THE WORKPLACE 1**
This course is designed to introduce students to the application of basic communication skills in English and Samoan, in the workshop. It will provide students with opportunities to acquire knowledge, skills and attitudes that will help them gain self-confidence, which in turn should enhance their chances of success in their studies and the career paths they will pursue.
*Offered: Semesters 1&2*
*Prerequisites: Nil*
*Contact hours per week: 4*
*Assessment: 60% coursework, 40% examination; Pass Mark: 50% Combination of both*

**TCS108  BASIC COMMUNICATION SKILLS**
This course trains the students with the basic communication skills, both in oral and written form. It provides them with opportunities to expand understanding, proficiency and attitudes relevant to Samoa.
*Offered: Semester One*
*Prerequisite: Nil*
Contact hours per week: 4
Assessment: 70% Coursework, 30% Final Examination; Pass Mark: 50% Combination of both

TCS203  BUSINESS CORRESPONDENCE
This course aims to equip the students of the Diploma in Business and Diploma in Office Management Programs with the skills to research, analyze and use information to compose workplace documents. It will also introduce the student to the skills required to secure a job.
Offered: Semester 1
Prerequisites: Nil
Contact hours per week: 4
Assessment: 60% coursework, 40% examination; Pass Mark: 50% Combination of both

TCS204  REPORT WRITING
This course is designed to provide the students of the Diploma in Business and Diploma in Office Management Programs with the knowledge and skills to enable them to produce and interpret simple reports as found in the workplace. Students are expected to carry out researches based on current issues in the National University of Samoa.
Offered: Semester 2
Prerequisite: Nil
Contact hour per week: 4
Assessment: 70% Coursework, 30% Final Examination;
Pass Mark: 50% Combination of both

TCS206  COMMUNICATION IN THE WORKPLACE 2
This course develops on what has been covered in TCS105. The course will help students communicate successfully with confidence and express opinions assertively in the workplace as listening, reading, speaking and writing tasks are clearly defined.
Offered: Semester 1 & 2
Prerequisite: Nil
Contact hours per week: 4 hours
Assessment: 100% Coursework; Pass Mark: 75%

MEDIA AND JOURNALISM

TJL120  INTRODUCTION TO NEWS WRITING
Learners will be able to demonstrate knowledge of basic principles of news writing. The course will provide learners with fundamental knowledge of news writing principles. Learners will look at the principles of media and journalism. Knowledge of news angle and structure will be covered in this course.
Offered: Semester 1
Contact Hours per week: 4
Assessment: 60% Course Work, 40% Examination. Must pass both coursework and examination.

TJL121  MEDIA VALUES AND ETHICS
Learners will be able to demonstrate knowledge on values and ethics relating to the media. The course will provide learners with the fundamental knowledge on media values and ethics. It will also enable learners to address ethical challenges facing the media.
Offered: Semester 1
Contact Hours per week: 4
Assessment: 60% Course Work, 40% Examination. Must pass both coursework and examination.

TJL125  NEWS AND ONLINE GATHERING TECHNIQUES
Learners will be able to apply knowledge, skills and attitude in gathering credible, accurate and ethical information for writing news. The course will expose learners to techniques in finding and verifying relevant sources including online. It will also provide the learners with the skills to conduct interviews in English and Samoan. Knowledge and attitudes on finding news angles in media conferences, meetings and speeches will also be covered.

Offered: Semester 1
Contact Hours per week: 4
Assessment: 60% Course Work, 40% Examination. Must pass both coursework and examination.

TJL126  APPLIED NEWS WRITING
Learners will be able to continue applying the basic principles of news writing. It will also provide learners with enhanced knowledge, skills and attitude on applying news angles into various topics. Learners will engage in hands on training on writing stories using language of the media, grammar and style of news writing.

Offered: Semester 2
Pre-requisite: TJL120
Contact Hours per week: 4
Assessment: 60% Course Work, 40% Examination. Must pass both coursework and examination.

TJL127  BASIC RADIO AND TELEVISION BROADCASTING
The course will provide learners with the fundamental knowledge on the principles of writing news for radio and television. It will also introduce learners to the practical skills and attitudes needed to produce radio and television news items in English and Samoan.

Offered: Semester 2
Contact Hours per week: 4
Assessment: 60% Course Work, 40% Examination. Must pass both coursework and examination.

TJL128  INTRODUCTION TO NEWSPAPER PRODUCTION
Learners will be able to demonstrate knowledge, skills and attitudes in writing news stories for a newspaper. The course will introduce learners to the fundamental knowledge of writing news for a newspaper. It will also expose learners to the newsroom structure and editorial roles. The knowledge, skills and attitudes in photography will also be covered.

Offered: Semester 2
Pre-requisites: TJL120, TJL125
Contact Hours per week: 4
Assessment: 60% Course Work, 40% Examination. Must pass both coursework and examination.

TJL129  TUSITUSIGA FAATUSITALA
O le fa’amoemoe maualuga o lenei mataupu ia mafai e i latou o le a tauaveina
ona fa’aagaina lo latou tomai e tusia ma ripotia se faasalalauga i le gagana Samoa ina ia faamalieina aiaiga manaomia mo le galuega faatusitala i Samoa. O lenei mataupu o le a’a’ao’ina ai le tomai, agava’a ma le amio e moomia e le Tusitala mo le tusia o se faasalalauga. O a’oa’oga uma o lenei mataupu o le a aga’i e fausia ma tusia ni faasalalauga e fa’aāogaaina ai le gagana faatusitala, o le faaogaina sa’o o upu ma ituaiga tusitusiga e tatau ona fa’aāoga.

Taimi e A’oa’o ai: Vaitu’uaga 2
Itula Fa’atuluagaina ile Vaiaso: 4
Tomai Mana’omia: TJL120

**TJL224** **SPORTS REPORTING**
Learners will be able to apply skills and knowledge in writing and presenting sports news stories. The course will train learners to gather, verify and cover sports events in Samoa. It will also enable them to produce sports stories for broadcast and online media.

*Offered: Semester 2*
*Pre-requisites: TJL126, TJL127, TJL129*
*Contact Hours per week: 4*
*Assessment: 100% Course Work. The pass mark for this course is 75% as it is a non-examinable course.*

**TJL225** **CULTURAL REPORTING**
Learners will be able to demonstrate a broad understanding of cultural challenges facing the role of media in Samoa and the Pacific. They will also apply the knowledge, skills and attitude on reporting culturally specific and sensitive issues. The course will introduce the learners’ to the Samoan traditional protocols when approaching traditional leaders and villages. It will also provide learners with the fundamental knowledge and skills on Samoan cultural issues and to report in an ethical manner.

*Offered: Semester 2*
*Pre-requisites: TJL126, TJL129*
*Contact Hours per week: 4*
*Assessment: 60% Course Work, 40% Examination. Must pass both coursework and examination.*

**TJL227** **RADIO BROADCASTING**
Learners will be able to demonstrate skills, knowledge and attitude in writing, compiling, editing and presenting news stories and community programmes for radio. The course will enable students to write effective and ethical news items as well as applying skills in producing community radio programmes in English and Samoan. It will also provide the learners with the skills of operating the NUS campus radio station.

*Offered: Semester 1*
*Pre-requisites: TJL126, TJL127, TJL129*
*Contact Hours per week: 4*
*Assessment: 100% Course Work. The pass mark for this course is 75% as it is a non-examinable course.*

**TJL228** **TELEVISION BROADCASTING**
Learners will be able to demonstrate skills, knowledge and attitude in writing, compiling, editing and presenting news stories and documentaries for television. The course will enable students to write effective and ethical news and
documentary items for television in English and Samoan. It will also enhance the learners’ skills in designing and producing programmes for television.

**Offered: Semester 1**
**Pre-requisites: TJL126, TJL127, TJL129**
**Contact Hours per week: 4**
**Assessment: 100% Course Work. The pass mark for this course is 75% as it is a non-examinable course.**

**TJL229 MEDIA LAW**
Learners will be able to apply knowledge, skills and attitudes on covering news and events in a proficient and legal manner. The course will enable students to apply knowledge, skills and attitudes in writing legal and ethical news stories, with reference to the Law and Justice System in Samoa.

**Offered: Semester 1**
**Pre-requisites: TJL121**
**Contact Hours per week: 4**
**Assessment: 60% Course Work, 40% Examination. Must pass both coursework and examination.**

**TJL230 PRINT AND LAYOUT DESIGN**
Learners will be able to apply principles of writing news and layout design for print media. This course will enhance learners’ knowledge and skills on writing news for print media. It will also introduce the learners into designing a student newspaper.

**Offered: Semester 2**
**Pre-requisites: TJL126, TJL128, TJL129**
**Contact Hours per week: 4**
**Assessment: 100% Course Work. The pass mark for this course is 75% as it is a non-examinable course.**

**TJL231 WORK ATTACHMENT**
The work experience component will provide students with the opportunity to apply the knowledge and skills gained from completing 90 per cent of Second Year courses in order to be placed at any broadcast media or any media related office assigned by the Department for five weeks.

**Offered: October – Second Year**
**Contact Hours per week: 40**
**Assessment: Second Year learners must broadcast a minimum of at least five (5) news items either on radio or television and/or publish a minimum of at least five (5) news items. A supervisor’s feedback report must submit at the end of the Work Attachment**
FACULTY OF BUSINESS & ENTREPRENEURSHIP

Credit Value
The NUS Diploma in Business has a credit value of 238 points – each of the 17 courses is 14 points.
The NUS Diploma in Office Management has a credit value of 240 points – each of the 16 courses is 15 points.
The NUS Diploma in Tourism has a credit value of 240 points – each of the 15 courses is 16 points.
The Bachelor of Commerce has a credit value of 360 points – each of the 24 courses is 15 points.
The Graduate Diploma in Commerce has a credit value of 120 points – each of the 8 courses is 15 points.
The Bachelor of Commerce (Honours) has a credit value of 120 points – each of the 2 courses is 15 points and the 10,000 thesis, 90 points.

Each credit point is equivalent to 12 notional hours on contact and independent study which in most programmes is 1440 hours per year; 40 hours per week for 36 weeks including 28 semester weeks, 2 mid-semester breaks, 2 study weeks and 4 examination weeks.

REGULATIONS FOR THE NUS CERTIFICATE II IN TOURISM & HOSPITALITY (2012)

1 ADMISSION REQUIREMENTS
An applicant shall be eligible to be considered for admission to the Certificate in Tourism and Hospitality if that applicant:

a) Has an aggregate total of 180% or better from English plus other best three subjects in the Samoa School Certificate (SC) or the Samoa School Leaving Certificate (SSLC) or equivalent with at least 50% in English; OR

b) Is a mature entrant who:
   i. is at least 20 years of age on 1st February of the year of admission, and
   ii. at least two years full time relevant work experience and/or training (for which references from past and current employers or trainers must be supplied).

Selection for admission to the programme from among eligible applicants shall be on the basis of:

• Performance in an interview which tests both oral and written skills both in English and Samoan, and
• Evidence of an interest in Tourism and Hospitality.

2 MODE OF STUDY
Full-time (day classes only).

3 DURATION
Not less than two semesters.

4 PROGRAMME STRUCTURE
4.1 Unless credit is granted under the Recognition of Prior Learning/Credit Statute, this programme consists of nine or ten courses in one of the following specialisations:

a) Cookery
b) Food and Beverage Services

c) Front Office and Accommodation Services

d) Tour Guiding

4.2 Specialisations

a) Cookery (9 courses)
TCK101, TCK102, TCK103, TCO111, TCP101, TCP102, TCP103, TCS108, TWE100.

b) Food and Beverage Services (9 courses)
TCO111, TCP101, TCP102, TCP103, TCS108, TFB101, TFB102, TFB103, TWE101.

c) Front Office and Accommodation Services (10 courses)
TCO111, TCP101, TCP102, TCP103, TCS108, TFH101, TFH102, TFH103, TFH104, TWE102.

d) Tour Guiding (9 courses)
TCO111, TCP101, TCP102, TCP103, TCS108, TTG101, TTG102, TTG103, TWE103.

5 PROGRAMME LOAD
Four or five courses per semester. An underload or an overload has to be approved and signed for on the Enrolment form by the Dean or the Dean’s nominee.

6 PROGRAMME REQUIREMENTS
To be awarded a NUS Certificate II in Tourism and Hospitality a student must pass the nine or ten courses specified in 4 above in one of the specialisations.

7 These regulations are effective from 1 January, 2012.

REGULATIONS FOR CERTIFICATE IV IN CUSTOMARY ADJUDICATION (2018)

1. ADMISSION REQUIREMENTS

a) have advanced reading and writing skills and at least three years of secondary education

b) a sound knowledge of the Samoan language, traditions and practices

c) preferably passed School Certificate or equivalent or higher qualification

d) at least 20 years of age as at 1 February in the year of admission and have had at least three years full-time work experience. (Reference from former or current employer will be required).

2. MODE OF STUDY
Full time or Part time.

3. DURATION
Not less than two semesters.

4. PROGRAMME STRUCTURE
Unless credit is granted under the Recognition of Prior Learning/Credit & Recognition of Current Competency, this programme consists of six courses: TCA101, TCA102, TCA103, TCA104, TCA105 and TCA106. All six courses in the programme are compulsory.

5. PROGRAMME LOAD
Three courses per semester. However, students may choose to take less than three courses per semester.

6. PROGRAMME REQUIREMENTS
To be awarded the Certificate in Customary Adjudication, a student must pass all
six courses stated in 4 above.

7. These Regulations are effective from 1 January 2018.

REGULATIONS FOR THE DIPLOMA IN BUSINESS (2012),
Amended 2017

1 ADMISSION REQUIREMENTS
An applicant shall be eligible to be considered for admission to the Diploma in Business programme if that applicant:
   a) Has an aggregate total of 180% or better from English plus other best three subjects in the Samoa School Leaving Certificate (SSLC) or equivalent; and achieved at least 50% in English OR
   b) Is a mature entrant who:
      i. is at least 20 years of age on 1st February of the year of admission, and
      ii. at least two years full time relevant work experience and/or training (for which references from past and current employers or trainers must be supplied).

Selection for admission to the programme from among eligible applicants shall be on the basis of performance in an interview which tests both oral and written skills both in English and Samoan.

2 MODE OF STUDY
Full-time (day classes only).

3 DURATION
Not less than four semesters.

4 PROGRAMME STRUCTURE
Unless credit is granted under the Recognition of Prior Learning/Credit Statute, this programme consists of seventeen courses: TBS101, TBS102, TCO111, TCO121, TCS101, TCS102, TMA101, TMA102, TBS201, TBS202, TBS203, TBS204, TBS205, TCS203, TCS204, TOM203, TWE202.

5 PROGRAMME LOAD
Four or five courses per semester. An underload or an overload has to be approved and signed for on the Enrolment form by the Dean or the Dean’s nominee.

6 PROGRAMME REQUIREMENTS
To be awarded a Diploma in Business a student must pass the seventeen courses specified in 4 above.

7 These regulations are effective from 1 January, 2012.

REGULATIONS FOR THE DIPLOMA IN OFFICE MANAGEMENT (2012)
Amended 2017

1 ADMISSION REQUIREMENTS
An applicant shall be eligible to be considered for admission to the Diploma in Office Management programme if that applicant:
   a) Has an aggregate total of 180% or better from English plus other best three subjects in the Samoa School Leaving Certificate (SSLC) or equivalent; and achieved at least 50% in English OR
   b) Is a mature entrant who:
1. is at least 20 years of age on 1st February of the year of admission, and has
2. at least two years full time relevant work experience and/or training (for which references from past and current employers or trainers must be supplied). Selection for admission to the programme from among eligible applicants shall be on the basis of performance in an interview which tests both oral and written skills both in English and Samoan.

Selection for admission to the programme from among eligible applicants shall be on the basis of performance in an interview which tests both oral and written skills both in English and Samoan.

2. **MODE OF STUDY**
   Full-time (day classes only).

3. **DURATION**
   Not less than four semesters.

4. **PROGRAMME STRUCTURE**
   Unless credit is granted under the Recognition of Prior Learning/Credit Statute, this programme consists of sixteen courses: TBS101, TCO111, TCO121, TCS101, TCS102, TMA101, TMA102, TOM101, TOM102, TBS203, TCS203, TCS204, TOM201, TOM202, TOM203, TWE203.

5. **PROGRAMME LOAD**
   Four courses per semester. An underload or an overload has to be approved and signed for on the Enrolment form by the Dean or the Dean’s nominee.

6. **PROGRAMME REQUIREMENTS**
   To be awarded a Diploma in Office Management a student must pass the sixteen courses specified in 4 above.

7. **These regulations are effective from 1 January, 2012.**

**REGULATIONS FOR THE NUS DIPLOMA V IN TOURISM (2012)**

*Amended 2017*

1. **ADMISSION REQUIREMENTS**
   An applicant shall be eligible to be considered for admission to the Diploma in Tourism programme if that applicant:
   a) Has an aggregate of 180% or better from English plus other best three subjects in the Samoa School Leaving Certificate (SSLC) or equivalent; and achieved at least 50% in English
   b) Is a mature entrant who:
      i. is at least 20 years of age on 1st February of the year of admission, and has
      ii. at least two years full time relevant work experience and/or training (for which references from past and current employers or trainers must be supplied).

Selection for admission to the programme from among eligible applicants shall be on the basis of:
   - Performance in an interview which tests both oral and written skills both in English and Samoan, and
• Evidence of an interest in Tourism and Hospitality.

2 MODE OF STUDY
Full-time (day classes only).

3 DURATION
Not less than four semesters.

4 PROGRAMME STRUCTURE
Unless credit is granted under the Recognition of Prior Learning/Credit Statute, this programme consists of fifteen courses: HJA102, HJA103, TCO111, TCO121, TCS108, TTS101, TTS102, TTS103, TTS104, TBS202, TTS201, TTS202, TTS203, TTS204, TWE201.

5 PROGRAMME LOAD
Three or four courses per semester. An underload or an overload has to be approved and signed for on the Enrolment form by the Dean or the Dean’s nominee.

6 PROGRAMME REQUIREMENTS
To be awarded a Diploma in Tourism a student must pass the fifteen courses specified in 4 above.

7 These regulations are effective from 1 January, 2012.

STUDENTS WHO COMMENCED THE BACHELOR OF COMMERCE IN 2016 WILL ENROLL IN THE FOLLOWING PROGRAMME.

STUDENTS WHO COMMENCED THE BACHELOR OF COMMERCE BEFORE 2016 BUT HAVE NOT PASSED 16 OR MORE COURSES ARE REQUIRED TO FOLLOW THE REGULATIONS FOR THE BACHELOR OF COMMERCE (2016) BELOW.

REGULATIONS FOR THE BACHELOR OF COMMERCE (2016)
Amended 2017

1. ADMISSION REQUIREMENTS
An applicant shall be eligible to be admitted to the Bachelor of Commerce if that applicant has:
   a) Completed the requirements for a Foundation Certificate or equivalent or the NUS Diploma in Business, Office Management or Tourism or equivalent.
   b) Mature age entry:
      i. at least 20 years of age as at 1 February in the year of admission, and
      ii. has at least two years full-time relevant work experience and/or training.

2. MODE OF STUDY
Full-time or part-time

3. DURATION
Not less than six semesters

4. PROGRAMME STRUCTURE
Unless credit is granted under the Statute/Regulations on Recognition of Prior Learning/Credit & Recognition of Current Competency, this programme consists of twenty-four courses consisting of:
a) ten core courses:
   HAC111 Introductory Financial Accounting, HEC101 Introductory Microeconomics,
   HMG162 Management, Organisations & People, HMK101 Marketing, HCS185
   Introduction to Computing, HCL152 Introduction to Commercial Law, HSA100
   Introduction to Samoan History and Society, HMA194 Business Mathematics or
   HEC104 Economic Statistics, HEN100 Business English, and HEN107 English for
   Academic Purposes, and

b) a business major of a further ten courses in one of accounting, economics,
   management or marketing, and

c) a business minor (1 x 100 and 3 above 100 level in accounting or
   economics or management or marketing or commercial law or finance
   which is not the chosen business major) or non-business minor from
   another Faculty (a maximum of 2 x 100 level degree courses and 2 degree
   courses above 100 level) or four electives, no more than 2x100 level
   courses may be included – some will have to be at 200 level.

See the schedule below for details of majors and minors.

5. PROGRAMME LOAD
   For full-time students, four courses per semester; part-time students two courses
   per semester. An underload or overload has to be approved and signed for on the
   enrolment form, by the dean or the dean’s designated staff member.

6. PROGRAMME REQUIREMENTS
   To be awarded the Bachelor of Commerce a student must pass twenty-four
   courses as prescribed above in 4.

A student who has passed sixteen courses with at least six at 200 level and a pass
in HSA100, but has failed at least one 300 level course in the major three times,
and there is no alternative, may be awarded a Diploma in Commerce. The student
may not continue with the degree programme.

7. These Regulations are effective from 1 January, 2016

SCHEDULE OF MAJORS AND MINORS

Business Majors (Choose one)
   - Accounting – HAC112, HAC211, HAC212, HAC213 or HAC214, HAC311,
     HAC312, HAC313, HAC314, HAC315, HAC390
   - Economics – HEC102, HMA121, HEC201, HEC202, HEC204, HEC301,
     HEC307, HEC308, HEC309 or HEC309, and HEC390
   - Management – HMG161, HMG202, HMG203, HMG204, HMG 205,
     HMG390 and four of HMG361, HMG362, HMG364, HMG365, HMG366
   - Marketing – HMK105, HMK201, HMK203, HMK205 or HMK208, HMK301,
     HMK302, HMK303, HMK306, HMK307, HMK390

Business Minors (Choose one which is not a chosen major)
   - Accounting – HAC112 and three of HAC 211, HAC212, HAC213 or HAC214,
     HAC311, HAC312, HAC313, HAC314, HAC315 – note pre-requisites
   - Commercial Law – four of HCL251, HCL252, HCL351, HCL352, HCL356 -
     note pre-requisites
   - Economics – HEC102 and three of HEC201, HEC202, HEC204, HEC301,
     HEC305, HEC307, HEC308, HEC309 – note pre-requisites
   - Finance – HBF235, HBF332, HBF335, HBF336 – note pre-requisites

• Marketing – HMK105 and three of HMK201, HMK203, HMK205, HMK208, HMK301, HMK302, HMK303, HMK306, HMK307 – note pre-requisites.

Non-Business Minors (Four courses – 1 or 2 x100, a maximum of 2x100 level, and 2 or 3 x 200/300 level.)

These are available from the Faculties of Arts (English, Geography, History, Sociology), Science (Computing, Biology, Physics, Chemistry, Mathematics) and the Centre for Samoan Studies (Samoan Language and/or Culture). Read the relevant Calendar entries for these subjects.

Note pre-requisites especially for Faculty of Science courses.

Note that all students currently enrolled under the Bachelor of Commerce (2006) programme - those who have passed sixteen (16) or more courses - are expected to complete their programmes by December 2018.

BACHELOR OF COMMERCE (HONOURS) PROGRAMME

Students wishing to pursue honours should apply to the Dean of Business and Entrepreneurship or Student Administration Manager towards the end of their final semester in the Bachelor of Commerce. After completion of the requirements for the Bachelor of Commerce programme approved students with an average grade of at least B2 from the courses in their major(s) plus a minimum B3 pass in HEN107 or equivalent may be admitted to the Bachelor of Commerce (Honours). In addition to the three 500-level courses, honours students are to present a seminar to students and staff as arranged by the Faculty of Business and Entrepreneurship.

REGULATIONS FOR THE DEGREE OF BACHELOR OF COMMERCE (HONOURS) (2013)

Amended 2017

1 ADMISSION REQUIREMENTS

An applicant shall be eligible to be admitted to the Bachelor of Commerce (Honours) if that applicant:

a) has completed the requirements for the Bachelor of Commerce at NUS with an average grade of at least B2 from the courses in their major(s) plus a minimum B3 pass in HEN107 or equivalent, or

b) has graduated with a Bachelor of Commerce from NUS before April 2007 with an average grade of at least B2 from the courses in their major, or

c) has an equivalent qualification from a recognised tertiary institution at a standard satisfactory to the Dean of Business and Entrepreneurship.

2 MODE OF STUDY

Full-time or part-time (day and evening classes).

3 DURATION

Not less than two semesters.

4 PROGRAMME STRUCTURE

4.1 A student who has not passed HSA001 or HSA002 must pass HSA111 or HSA112 or HSA154 or HSA155 in order to graduate.

4.2 Unless credit is granted under the Recognition of Prior Learning/Credit Statute, this programme consists of three courses: HCO590, HCO591, HSA501.
4.3 A candidate for the Bachelor of Commerce (Honours) admitted under 1.a above may elect to discontinue the programme of study for the honours degree and be awarded a Bachelor of Commerce.

5 PROGRAMME LOAD
For full-time students: Semester 1: HCO590, HSA501, Semester 2: HCO591
For part-time students: Semester 1: HCO590, HSA501, Semesters 2 and 3: HCO591
An underload or an overload has to be approved and signed for on the Enrolment form by the Dean or the Dean's nominee.

6 PROGRAMME REQUIREMENTS
To graduate with a Bachelor of Commerce (Honours) a student must pass, with an overall grade equivalent to H3, the three courses specified in 4.2 above in addition to the successful completion of the Bachelor of Commerce requirements.

7 These regulations are effective from 1 January, 2013.

GRADUATE DIPLOMA IN COMMERCE
The Graduate Diploma in Commerce is offered for those who, after completing a first degree from any recognised university, wish to further their studies in Accounting, Economics, Management or Marketing.

REGULATIONS FOR THE GRADUATE DIPLOMA IN COMMERCE (2013)

1 ADMISSION REQUIREMENTS
1.1 An applicant shall be eligible to be admitted to the Graduate Diploma in Commerce if that applicant has:
   a) completed the requirements for a Bachelor's degree from a recognised university, or
   b) a qualification and/or a level of competency acceptable to the Dean as equivalent to 1.1a. A student may only be admitted to a Graduate Diploma in Commerce in a discipline that is different from the major(s) and minor(s) of their undergraduate degree(s).

2 MODE OF STUDY
Full-time or part-time (day and evening classes).

3 DURATION
Not less than two semesters full-time, four semesters part-time.

4 PROGRAMME STRUCTURE
4.1 A student who has not passed HSA001 or HSA002 must pass HSA111 or HSA112 or HSA154 or HSA155 in order to graduate.

4.2 Unless credit is granted under the Statute on Recognition of Prior Learning/Credit, this programme consists of eight courses (or nine in Accounting) in one of the following specialisations:
   a) Accounting
      HAC111, HAC112; HAC211, HAC212; HAC311, HAC312, HAC313, HAC314, HAC315.
   b) Economics
      HEC101, HEC102; HEC201, HEC202, plus four of HEC301, HEC305, HEC307, HEC308, HEC309.
   c) Management
      HMG161, HMG162; HMG202, HMG204, plus one of HMG203, HMG205; plus
three of HMG361, HMG362, HMG364, HMG365, HMG366.

d) Marketing HMK101, HMK105; HMK201, HMK203 HMK208; plus three of HMK301, HMK302, HMK303, HMK306, HMK307

4.3 The maximum number of courses that may be credited towards a Graduate Diploma in Commerce is two. A student who has passed, in prior qualification(s), more than two courses towards their Graduate Diploma specialisation must substitute other courses at the same level approved by the Dean or Dean's nominee.

5 PROGRAMME LOAD
For full-time students four courses per semester, part-time students two courses per semester. An underload or an overload has to be approved and signed for on the Enrolment form by the Dean or the Dean’s nominee.

6 PROGRAMME REQUIREMENTS
To be awarded a Graduate Diploma in Commerce a student must pass the eight courses (or nine for Accounting) specified in 4.2 above.

7 These regulations are effective from 1 January, 2013.
COURSE DESCRIPTIONS

ACCOUNTING

HAC111            INTRODUCTORY FINANCIAL ACCOUNTING
This course will cover basic accounting from both practical and theoretical perspectives. On completion of this course, students should be able to analyse basic accounting information, understand financial statements and prepare financial statements for businesses.
Offered: Semester 1
Prerequisites: Basic accounting knowledge
Contact hours per week: 3
Assessment: 45% coursework, 55% examination

HAC112            INTRODUCTORY MANAGEMENT ACCOUNTING
This course provides basic understanding of management accounting systems, functions and tools as well as the methods of processing accounting information for different groups of decision makers. It covers the basics on different costing methods to assign costs to products or services, the process of budgeting, costing and pricing and financing the business or venture, measuring organisational performance, and methods that can be used by management to make important financial decision in an organisation.
Offered: Semester 2
Prerequisites: HAC111
Contact hours per week: 3
Assessment: 45% coursework, 55% examination

HAC211            INTERMEDIATE FINANCIAL ACCOUNTING
This course will cover an in-depth analysis of the issues involved with partnerships, companies, trusts, not-for-profit organisations, cash flow statements and the interpretation of financial statement components.
Offered: Semester
Prerequisites: HAC112
Contact hours per week: 3
Assessment: 45% coursework, 55% examination

HAC212            INTERMEDIATE MANAGEMENT ACCOUNTING
This course focuses on how cost information is used for management decisions. The course emphasises the issues of planning and controlling, such as budgeting and performance evaluation, relevant costs and decision-making and behavioural management.
Offered: Semester 1
Prerequisites: HAC112
Contact hours per week: 3
Assessment: 50% coursework, 50% examination

HAC213            COMPUTERISED ACCOUNTING SYSTEMS
This course provides students with the understanding and skills necessary to operate computer programs and packages commonly used by accountants for accounting, management and reporting purposes. Topics covered include the design and development of computerised accounting systems, internal control systems and the use of spreadsheets and commercial accounting packages (MYOB and QuickBooks).
Offered: Semester 2
Prerequisites: HAC211; plus HCS183 or HCS185
Contact hours per week: 3
Assessment: 50% coursework, 50% examination

HAC214   PUBLIC SECTOR ACCOUNTING
This course emphasises the general principles of government finance and accounting systems, including budgetary and management control systems, financial planning procedures and the government’s Statement of Economic Strategies. Topics include the structure of government, economic and fiscal activities and the respective roles of the Parliament, Ministers, the Auditor General and the public service. It also covers elements of accounting applicable to the public sector, privatisation, cash flow fund accounting, accounting for management, budgetary systems, cost benefit and cost effectiveness analysis.
Offered: Semester 2
Prerequisites: HAC211
Contact hours per week: 3
Assessment: 50% coursework, 50% examination

HAC311   ADVANCED FINANCIAL ACCOUNTING
This course provides further study of current issues in financial accounting and reporting, the valuation of interests in business and the preparation of consolidated financial statements. Emphasis is on accounting in companies, the legal (Companies Act 2001) and professional (International Financial Reporting Standards) requirements with respect to disclosure and presentation of financial statements, consolidated financial statements and tax effect accounting.
Offered: Semester 1
Prerequisites: HAC211
Contact hours per week: 3
Assessment: 50% coursework, 50% examination

HAC312   ADVANCED MANAGEMENT ACCOUNTING
This course concentrates on in-depth analysis of accounting information for decision-making. It encourages the use of formal models to assist managers in decision-making and control activities.
Offered: Semester 1
Prerequisites: HAC212
Contact hours per week: 3
Assessment: 50% coursework, 50% examination

HAC313   ACCOUNTING THEORY
This course provides an objective, theoretical and professional view of issues in accounting theory. Topics include the evaluation and development of the conceptual framework, critiques of accounting issues such as historical cost and positive accounting and discussion of alternative theories. Other accounting-specific issues involving the recognition and definition of assets, liabilities and equity will also be included in this course.
Offered: Semester 2
Prerequisites: HAC311
Contact hours per week: 3
Assessment: 50% coursework, 50% examination

HAC314   AUDITING & ASSURANCE SERVICES
This course is primarily concerned with the external audit of corporate financial
statements, audit methodology used in practice and international auditing standards. The main stages of the audit process are addressed including planning, gathering and evaluating audit evidence and the formation of audit opinions. The course will emphasise auditors' legal and ethical responsibilities and explore practical situations in auditing.

*Offered: Semester 2*
*Prerequisites: HAC311, HAC312*
*Contact hours per week: 3*
*Assessment: 50% coursework, 50% examination*

**HAC315 TAXATION**

This course studies the principles and practices of both direct and indirect taxation. The objectives of taxation and the taxation structure in Samoa will form an integral part of this course. Topics include individual and company income tax, methods of assessment, rates, indirect taxes (including VAGST and Customs/Excise duties), tax avoidance and penalties, and international taxation laws that affect Samoan businesses.

*Offered: Semester 2*
*Prerequisites: HAC311*
*Contact hours per week: 4*
*Assessment: 50% coursework, 50% examination*

**HAC390 PRACTICAL APPLICATION OF ACCOUNTING**

This course is designed to enable students to practically apply accounting skills and knowledge learned from accounting courses and generic courses completed in the two and a half years of their programme to date. Students will demonstrate research, critical thinking, creativity, problem solving and decision making skills in real practical situations through putting together a viable sustainable business plan.

**FINANCE**

**HBF235 CORPORATE FINANCE**

This course provides an overview of financial systems applicable to short- and long-term investment and financial decisions. Topics covered include the capital market pricing model, technical tools used in financial decision-making, the risk analysis model, a firm's investment decision and competing alternatives, short and long-term finance and dividend policy.

*Offered: Semester 2*
*Prerequisites: HAC211*
*Contact hours per week: 3*
*Assessment: 50% coursework, 50% examination*

**HBF332 INVESTMENTS**

This course aims to provide students with an understanding of common and important investment strategies in financial markets, portfolio management techniques used to manage risk or speculation and the recent development of portfolio management tools and investment strategies in financial markets.

*Offered: Semester 1*
*Prerequisites: HBF235*
*Contact hours per week: 3*
*Assessment: 50% coursework, 50% examination*

**HBF335 PUBLIC FINANCE**

This course is about how the government obtains the money that it needs to do the
things that it wants to do, how it spends that money and the effects on the economy of these processes. This course examines the issues of public finance generally and in particular, how the ideas of public finance are applied in Samoa. 

Offered: Semester 1  
Prerequisites: HBF235  
Contact hours per week: 3  
Assessment: 50% coursework, 50% examination

HBF336  FUTURES AND OPTIONS  
This course covers the theory and application of derivative instruments for marketing (forwards, futures, options and swaps), hedging/risk management, investment and speculative purposes, and the application of all these in food, energy and financial markets. It provides hands-on experience at utilising derivative instruments for the achievement of marketing, risk management, and speculative objectives. Hedging and insurance applications will be covered in some detail. 

Offered: Semester 2  
Prerequisites: HBF332  
Contact hours per week: 3  
Assessment: 50% coursework, 50% examination

HBF 337: Semester 2  
COMMERCIAL LAW  

HCL152 INTRODUCTION TO COMMERCIAL LAW  
This course provides a comprehensive introduction to commercial law covering a broad range of common law and statutes and why businesses use commercial law to create wealth and to identify and mitigate risks. It briefly covers the law that governs business activities such as the Sale of Goods Act 1975, and the newly enacted Competition and Consumer Protection Act 2016 (which repealed the Fair Trading Act 1998 and the Consumer Information Act 1990). 

Offered: Semester 2  
Prerequisite: None  
Contact hours per week: 3  
Assessment: 50% coursework, 50% examination

HCL251 COMPANY LAW AND PARTNERSHIPS  
This course discusses the definition and characteristics of partnerships, the formation and dissolution of partnerships, partners’ rights and duties, and partners’ relationships with outsiders. The course will also cover the company incorporation process, the separate legal entity principle, a company’s constitution, shareholders’ and directors’ rights, and duties and liabilities as expressed in the Partnership Act 1975 and the Companies Act 1955. 

Offered: Semester 1  
Prerequisites: HCL152  
Contact hours per week: 3  
Assessment: 50% coursework, 50% examination

HCL252 CONTRACT LAW  
This course teaches principles of the law of contract including the elements of contract: intention to create legal relations, offer and acceptance, consideration, capacity, genuine consent and legality. The course will also discuss privity of contract, contractual terms and the implication of terms and remedies for breach
of contract.
Offered: Semester 2
Prerequisites: HCL152
Contact hours per week: 3
Assessment: 50% coursework, 50% examination

HCL351 EMPLOYMENT LAW
This course aims to develop critical understanding of the legal principles governing the employment relationship, focusing on Samoan employment law (both legislation and local case law). Topics include understanding the Labour and Employment Act 1972, the Occupational Safety and Health Act 2002, the distinction between employees and contractors, the formation of a contract of employment and mutual rights and obligations under such contracts, and rights on termination of employment.
Offered: Semester 1
Prerequisites: HCL252
Contact hours per week: 3
Assessment: 50% coursework, 50% examination

HCL352 INTELLECTUAL PROPERTY
This course studies various concepts and aspects of intellectual property law. It will cover the Copyright Act 1998, the Trademarks Act 1972, the Industrial Designs Act 1972, the Berne Convention, the Patents Act 1972 and the World Intellectual Property Organisation (WIPO). It will also discuss overseas and local cases relating to intellectual property.
Offered: Semester 2
Prerequisites: HCL252
Contact hours per week: 3
Assessment: 45% coursework, 55% examination

HCL356 INTERNATIONAL TRADE LAW
This course will introduce key economic policies and legal principles of trade law, with an evaluation of the application of these principles within the South Pacific region. Students will evaluate the basic premises of trade law, assess their application to the region, understand the history leading to the formation of the World Trade Organisation (WTO) and assess the process for attaining membership in the WTO.
Offered: Semester 1
Prerequisites: HCL152
Contact hours per week: 3
Assessment: 50% coursework, 50% examination

COMMERCE

HCO590 INDEPENDENT STUDY
This course allows the student to pursue an area of special interest through reading, research and writing, under the direction of a faculty advisor. The course includes reviewing articles, seminar presentations and a major essay on a topic chosen by the student in consultation with the faculty advisor. The structure of the course assessment will be decided by the advisor depending on the topic.
Offered: Semesters 1 & 2
Contact hours per week: To be advised
Assessment: 100% coursework
HCO591  BACHELOR OF COMMERCE (HONOURS) THESIS
The thesis is a scholarly essay or research paper of about 10,000 words on a topic chosen by the student in consultation with their supervisor. When completed, the thesis will be read and graded by the thesis supervisor and an external examiner. A minimum grade of H3 is required on the thesis for an honours degree.
Offered: Semesters 1 & 2
Contact hours per week: To be advised
Assessment: 100% coursework

ECONOMICS

HEC101  INTRODUCTORY MICROECONOMICS
Microeconomics seeks to explain how scarce resources are allocated amongst competing needs. This course discusses the economic behaviour of consumers and firms, analyses demand for goods, services and resources, and examines the operation of market mechanisms and government policies. The course relies heavily on graphical analysis and numerical illustrations.
Offered: Semester 1
Prerequisites: Basic economics knowledge
Contact hours per week: 3
Assessment: 45% coursework, 55% examination

HEC102  INTRODUCTORY MACROECONOMICS
Macroeconomics deals with the behaviour of the economy as a whole. This course attempts to develop an understanding of macroeconomic concepts, tools, problems and policies and characteristic features of South Pacific island economies. The key concepts and efforts to solve contemporary economic problems will be examined through local and global examples.
Offered: Semester 2
Prerequisites: HEC101
Contact hours per week: 3
Assessment: 45% coursework, 55% examination

HEC104  ECONOMIC STATISTICS
This course deals with statistical techniques that are commonly applied in the study of economics and analysis of economic issues. Statistical thinking deals with multiple statistical measures that allow significant perspectives about economic phenomena to be objectively and systematically expressed. Students must have access to, and basic familiarity with, a computer that is capable of running Shazam software.
Offered: Semester 1
Prerequisites: HCS185 or HST050
Contact hours per week: 3
Assessment: 50% coursework, 50% examination

HEC201  INTERMEDIATE MICROECONOMICS
This course applies microeconomic concepts to business decision-making, to the design and evaluation of public policy and to a general appreciation of the economic aspects of a modern mixed economy.
Offered: Semester 1
Prerequisites: HEC101
Contact hours per week: 3
Assessment: 50% coursework, 50% examination
HEC202 INTERMEDIATE MACROECONOMICS
This course develops an analytical framework in order to evaluate the macroeconomic performance of the Samoan economy and the policy actions taken by the government. Key issues addressed include business cycles and their stabilisation, unemployment, inflation, economic growth, foreign debt, budget deficits, national savings, aggregate demand, Keynesian models and multipliers, and monetary and fiscal policy.
Offered: Semester 2
Prerequisites: HEC102
Contact hours per week: 3
Assessment: 50% coursework, 50% examination

HEC204 ECONOMETRICS
Regression is one of the most important statistical techniques used by econometricians to apply economic theories to real-life data. The course will emphasise the intuition behind the procedures involved in regression analysis and concentrate upon achievement of proficiency in the implementation and interpretation of regression models in an economic context.
Offered: Semester 2
Prerequisites: HEC102, HEC104
Contact hours: 3
Assessment: 50% coursework, 50% examination

HEC301 ECONOMICS OF DEVELOPING COUNTRIES
In Samoa, annual income per capita is 5881 tala, the literacy rate is 100% and life expectancy is 70 years. In India, income per capita is US$450, almost half the population cannot read and write and life expectancy is 63 years. Most of the countries that make up the world economy have more in common with India than with Samoa, so this course focuses on the economics of those developing countries.
Offered: Semester 1
Prerequisites: HEC201, HEC202
Contact hours per week: 3
Assessment: 50% coursework, 50% examination

HEC305 LABOUR ECONOMICS
This course uses some elementary microeconomic and macroeconomic theory to increase understanding of labour demand, labour supply and labour market outcomes. The course addresses issues associated with changes in participation rates, the effect of minimum wage rates, the impact of unions, income inequality, labour market discrimination, unemployment (its causes and consequences) and a historical analysis of Samoa’s labour market legislation.
Offered: Semester 2
Prerequisites: HEC101, HEC202
Contact hours per week: 3
Assessment: 50% coursework, 50% examination

HEC307 INTERNATIONAL TRADE
Why does trade liberalisation create so much hostility? This course provides an introduction to the study of international trade policy. Topics include explaining the pattern of international trade, the effects of international trade (including the welfare gains from trade and the impact of trade on income distribution) and the
effects of trade protection policies.

Offered: Semester 2
Prerequisites: HEC201, HEC202
Contact hours per week: 3
Assessment: 50% coursework, 50% examination

HEC308  MANAGERIAL ECONOMICS
This course will equip prospective managers with valuable tools for analyzing business situations to shape pricing and output decisions, optimize the production process and input mix, choose product quality, and guide horizontal and vertical merger decisions. The course is useful not only to managers of private firms, it is also valuable to managers of not-for-profit organizations. In fact, managerial economics provides useful insights into every facet of the business and non-business world in which we live—including household decision making.

Offered: Semester 1
Prerequisites: HEC201, HEC204
Contact hours per week: 3
Assessment: 50% coursework, 50% examination

HEC309  ENVIRONMENTAL ECONOMICS
The main objective of this course is to help students understand the economic reasons for environmental problems such as air pollution, water pollution, ozone layer depletion, global warming and for over-exploitation of natural resources such as fisheries. Students will be taught about economic policies that a government can use to remedy environmental and natural resource problems.

Offered: Semester 1
Prerequisites: HEC201
Contact hours per week: 3
Assessment: 50% coursework, 50% examination

HEC390  ECONOMICS IN ACTION
This course is designed to enable learners to apply skills and knowledge acquired throughout the economics programme. The learners will demonstrate understanding of fiscal and monetary policies of Samoa and economic concepts through putting together a sustainable business plan, formulating and compiling funding proposals, analysing economic issues and situations, processes and interpreting those issues and finding practical solutions.

HEC580  ECONOMIC DEVELOPMENT IN SAMOA
This course is designed to foster an understanding of real contributions and challenges faced by Samoa’s economic development. Economic models within Samoa as well as other countries will be analysed. Selected local, national and international economic development issues will be introduced, to facilitate the formulation of students’ research projects.

Offered: Semester 2
Contact hours per week: 2
Assessment: 100% coursework

MANAGEMENT

HMG161  MANAGEMENT PRACTICE
This course introduces practical management issues exercises. Students will learn to appreciate the linkages between management concepts and their practical application to real-life working experiences. The course emphasises the multiple
skills that are particularly relevant for managerial jobs, with particular focus on communication skills and their application.

*Offered: Semester 2*

*Contact hours per week: 3*

*Assessment: 50% coursework, 50% examination*

**HMG162 MANAGEMENT, ORGANISATIONS AND PEOPLE**

This course introduces the theories, functions and practices of management and organisations. It provides students with an appreciation of what it is like to be part of an organisation and a foundation for those who may, at some time, manage small or large organisations of various types.

*Offered: Semester 1*

*Contact hours per week: 3*

*Assessment: 50% coursework, 50% examination*

**HMG202 ORGANISATIONAL BEHAVIOUR**

The basic design of this course connects the student's unique past and present experience with a range of organisational behaviour theories. Each student will test their ideas against other students' ideas, to engage in reflective learning.

*Offered: Semester 1*

*Prerequisites: HMG162*

*Contact hours per week: 3*

*Assessment: 50% coursework, 50% examination*

**HMG203 INDUSTRIAL RELATIONS**

This course is designed to provide students with knowledge of industrial relations theory and an understanding of the relationship between the major actors in a complex industrial relations system, using New Zealand as an example. A comparative study with Samoa will be undertaken. The course emphasises the skills necessary for involvement in industrial relations.

*Offered: Semester 2*

*Prerequisites: HMG162*

*Contact hours per week: 3*

*Assessment: 50% coursework, 50% examination*

**HMG204 HUMAN RESOURCE MANAGEMENT**

This course addresses the specific techniques that have been developed to facilitate the management of people. These include different ways of recruiting, selecting and rewarding people at work. The course also considers the general psychological processes which underlie human behaviour in organisations. The role of human resource management in the competitive world economy is highlighted.

*Offered: Semester 2*

*Prerequisites: HMG162*

*Contact hours per week: 3*

*Assessment: 50% coursework, 50% examination*

**HMG205 INTERNATIONAL MANAGEMENT**

This course is an introduction to the general features of the international management environment, including social, political, economic and technological contexts. It will help students understand management processes in a range of international settings and what is involved in managing a multi-national business. Countries of the Pacific Rim and Samoa’s main trading partners will be emphasised.
HMG361 STRATEGIC MANAGEMENT
This course provides an overview of typical business activities across a range of disciplines. Students will develop corporate long-term planning and strategic planning skills. Topics will include environmental strategic analysis, new product/service development strategies, production strategies and financial strategies together with execution and implementation activities.

Offered: Semester 1
Prerequisites: HMG162
Contact hours per week: 3
Assessment: 50% coursework, 50% examination

HMG362 QUALITY MANAGEMENT
This course will embrace the concepts of quality designed into products, quality conforming to design, the process of human resource development, providing quality service and establishing quality assurance in all sectors, with special reference to the purchasing and material/resources functions.

Offered: Semester 1
Prerequisites: One 200-level course
Contact hours per week: 3
Assessment: 50% coursework, 50% examination

HMG364 PERFORMANCE MANAGEMENT
This course focuses on ways of effectively managing employees through performance evaluation and compensation management. Fundamental to this process is a sound understanding of the theoretical formulation of both job analysis and design.

Offered: Semester 1
Prerequisites: One 200-level course
Contact hours per week: 3
Assessment: 50% coursework, 50% examination

HMG365 MANAGING ORGANISATIONAL CHANGE
This course will commence with an overview of the various theories of organisations and the interrelatedness of the internal and external environments, structure, technology, size and function. The course will then cover the various approaches to both diagnosis and evaluation of organisational interventions.

Offered: Semester 2
Prerequisites: One 200-level course
Contact hours per week: 3
Assessment: 50% coursework, 50% examination

HMG366 PROJECT MANAGEMENT
This course will develop students' skills and knowledge in all aspects of project management including planning, securing resources (both financial and human), and organising and managing those resources. The focus will be on the technical side of project management in construction and engineering trades, providing the theory and core methodologies underpinning project management and participation as a project team member.
HMG390  BUSINESS STRATEGIC MANAGEMENT
This course is designed to enable the learner demonstrate critical and strategic thinking, decision making, analytical skills, management and leadership skills through planning, managing and operating a business.

MARKETING

HMK101  MARKETING
This course provides a basic understanding of marketing, the marketing process, strategies to analyse marketing opportunities, development of a marketing strategy, the marketing mix, compilation of a marketing plan and how a plan can be implemented using e-commerce. It will also discuss the borderless marketplace and marketing compliance principles that come with the absence of market borders.
Offered: Semester 1
Contact hours per week: 3
Assessment: 50% coursework, 50% examination

HMK105  INTEGRATED MARKETING COMMUNICATION
This course is designed to introduce students to the concept of Integrated Marketing Communication (IMC). It is intended to foster logical thinking and creativity by introducing students to theories and concepts essential to enhancing their understanding of IMC. This course primarily focuses on the application of theoretical concepts and techniques to the development of an IMC Programme suitable for the local environment.
Offered: Semester 2
Prerequisites: HMK101
Contact hours per week: 3
Assessment: 50% coursework, 50% examination

HMK201  MARKETING PRINCIPLES AND STRATEGY
In this course students learn about and apply the concepts and practices of modern marketing science. The course presents a comprehensive strategic approach to marketing, emphasising understanding and analysis of markets, marketing decision-making using marketing mix principles, market forecasting and pricing principles and the concept of strategic marketing.
Offered: Semester 1
Prerequisites: HMK105
Contact hours per week: 3
Assessment: 50% coursework, 50% examination

HMK203  MARKETING MANAGEMENT
This course exposes students to fundamental marketing concepts and insights into how these concepts are applied by practitioners in the real world. Through case study analysis it allows students to apply concepts to address problems and the opportunities facing marketers, both domestically and internationally.
Offered: Semester 1
Prerequisites: HMK201
Contact hours per week: 3
Assessment: 50% coursework, 50% examination

HMK205 CREATING MARKET KNOWLEDGE
This course covers the fundamental concepts of market research within an overall structural framework. The course will provide a background in research methods, issues related to conducting market research, data analysis, and methods of evaluation related to marketing. Students will carry out research in a scientific manner, read and interpret research reports, apply research skills, and gain experience in the statistical analysis of market research data.
Offered: Semester 1 & 2
Prerequisites: HMK101
Contact hours per week: 3
Assessment: 50% coursework, 50% examination

HMK208 CONSUMER BEHAVIOUR
This course is designed to expose students to a range of consumer behaviour topics and will consider their application in a marketing environment. The course will focus equally on models and theories on one hand, and their application on the other. Wherever possible, current international and local (Samoan) examples will be examined to determine the applicability and appropriateness of common consumer behaviour models to an actual environment. The assessment programme emphasizes on the application of the principles and practices in a Samoan business setting.
Offered: Semester 2
Prerequisite: HMK201
Contact hours per week: 3
Assessment: 50% coursework, 50% examination

HMK301 DIRECT MARKETING
This course introduces techniques for direct marketing: direct mail, direct response (print), direct response (television and radio) and internet marketing. Students will be trained to source, cost, craft, and measure direct marketing efforts.
Offered: Semester 1
Prerequisites: HMK201
Contact hours per week: 3
Assessment: 50% coursework, 50% examination

HMK302 MARKET RESEARCH
This course looks at an applied approach to the design and implementation of market research in areas concerning methodology, analysis and interpretation of results. It also extends the set of statistical tools available for the analysis of business situations. Topics include inferences about differences of means and proportions, standard deviation, comparison of variances, Chi-squared tests of goodness-of-fit and independence.
Offered: Semester 1
Prerequisites: HMK201
Contact hours per week: 3
Assessment: 50% coursework, 50% examination

HMK303 MARKETING STRATEGY
This course focuses on the analysis, development, implementation and control of marketing strategies needed to attain and sustain an organisation’s competitive advantage. The course introduces techniques that assist in developing and
evaluating the effectiveness of marketing strategies, as well as discussing contemporary issues and trends in marketing practice.

Offered: Semester 1
Prerequisites: HMK201
Contact hours per week: 3
Assessment: 50% coursework, 50% examination

**HMK306 CUSTOMER RELATIONSHIP MANAGEMENT**
This course investigates the use of electronic commerce (e-commerce) technologies for the effective management of relationships with individual customers. Topics include product and service delivery on the web, communication using web infrastructure, data collection and analysis, the personalised exchange of information with customers and new models of managing customer relationships, both internal and external.

Offered: Semester 2
Prerequisites: HMK201
Contact hours per week: 3
Assessment: 50% coursework, 50% examination

**HMK307 SERVICES MARKETING AND MANAGEMENT**
This course integrates operations, marketing, strategy, information technology and organisational issues relevant to service firms and firms developing service as a source of competitive advantage. It provides an understanding of the marketing and management issues faced by service organisations and how marketing, operations and human resource management issues need to be integrated and driven by a customer focus to create a successful service organisation.

Offered: Semester 2
Prerequisites: HMK201
Contact hours per week: 3
Assessment: 50% coursework, 50% examination

**HMK390 MARKETING IN PRACTICE**
This course is designed to enable the learner to integrate and apply marketing principles to the development of a real world marketing project. The focus is on the application of marketing skills, knowledge and practices that are aligned with industry expectations through opportunities to work on real marketing projects.

**BUSINESS STUDIES**

**TBS101 INTRODUCTORY ACCOUNTING**
This course focuses on providing students with the basic skills to prepare, complete and present simple trading accounts, profit and loss accounts and balance sheets for a sole trader, using the double entry system of accounting. It covers journals through to final accounts, the petty cash system, bank reconciliation, payroll and accounts for non-profit organisations.

Offered: Semester 1
Contact hours per week: 10
Assessment: 60% coursework, 40% examination

**TBS102 BASIC CONCEPTS OF MARKETING**
This course will introduce students to basic marketing concepts such as the marketing environment, strategic marketing, marketing management, market segmentation, target markets, consumer behaviour and marketing plans. The aim is
to build students’ knowledge and skills in managing the marketing operations and activities of a business.  
*Offered: Semester 2*  
*Contact hours per week: 4*  
*Assessment: 50% coursework, 50% examination*  

**TBS201 SMALL BUSINESS PLANNING**  
This course teaches students the principles of planning in a small business. The student will plan and operate a small business enterprise within the class.  
*Offered: Semester 1*  
*Contact hours per week: 8*  
*Assessment: 60% coursework, 40% examination*  

**TBS202 PERSONAL MANAGEMENT SKILLS**  
This course covers the principles of personal management skills such as time management, stress management, problem-solving and decision-making techniques and the importance of the psychological aspects of management.  
*Offered: Semesters 1 and 2*  
*Contact hours per week: 8*  
*Assessment: 50% coursework, 50% examination*  

**TBS203 FINANCIAL ACCOUNTING**  
This course teaches students to prepare, complete and present financial reports and other management reports for an entity. The course covers basic skills in computerised accounting, using MYOB software.  
*Offered: Semester 1*  
*Contact hours per week: 10*  
*Assessment: 60% coursework, 40% examination*  

**TBS204 SMALL BUSINESS MANAGEMENT**  
This course provides students with the understanding and the skills necessary to supervise, improve and develop the activities of a small business operation. This course will cover a range of supervisory skills.  
*Offered: Semester 2*  
*Contact hours per week: 10*  
*Assessment: 50% coursework, 50% examination*  

**TBS205 BUSINESS LAW**  
This course will teach students the impact of the law on small businesses in Samoa. Topics include administration law, contract law, consumer protection, principals and agents, negotiable instruments, the Companies Act, the banking system, taxation law, and import and export regulations.  
*Offered: Semester 2*  
*Contact hours per week: 4*  
*Assessment: 60% coursework, 40% examination*  

**CUSTOMARY ADJUDICATION**  

**TCA101 ISSUES IN ADJUDICATION** – Please refer to Centre for Samoan Studies  

**TCA102 SAMOAN LANGUAGE AND CULTURE** – Please refer to Centre for Samoan Studies  

**TCA103 LEGAL PROFESSIONAL ETHICS**  
This course enables learners to demonstrate knowledge of the legal principles and
judicial conduct relevant to legal practices in the context of Samoa.

**TCA104  CUSTOMARY LAW**
This course is designed to teach learners about the fundamentals of customary law in decision making. It looks at customary law relating to authority within aiga/family, village council (Saofaiga a nuu), lands and titles (fanua ma suafa matai) and the authority of the courts.

**TCA105  LEGAL PRACTICES AND ADJUDICATION**
This course is designed to enable learners to apply knowledge of cross-examination and questioning skills, and appropriate customary practices within the context of Samoa’s legal system. Learners will practice making evidence-based and informed judicial decisions central to the operation of Samoa’s Lands and Titles Court without bias and prejudice.

**TCA106  MANAGEMENT PRACTICES AND DECISION MAKING**
This course will enable learners to apply knowledge of basic management concepts and practices to real world/work-based contexts.

**COOKERY**

**TCK101  KITCHEN MANAGEMENT**
This course is designed to teach students hygienic work practices in compliance with health department regulations, the safe handling of kitchen equipment, food purchasing strategies and correct ingredient storage techniques. The importance of nutrition, the functions of various nutrients, catering for special diets, basic stock control and kitchen accounting techniques are also covered.

*Offered: Semester 1*
*Contact hours: 4 weeks of 25 hours per week*
*Assessment: 100% competency based*

**TCK102  PRACTICAL COOKERY 1**
This course introduces students to commodities and techniques suitable for the preparation of cold food (buffets, larder) and of wet cookery (braising, stewing, steaming, poaching and boiling).

*Offered: Semester 2*
*Contact hours: 6 weeks of 25 hours per week*
*Assessment: 100% competency based*

**TCK103  PRACTICAL COOKERY 2**
This course introduces students to commodities and techniques suitable for dry cookery (baking, roasting, grilling and microwaving) and frying (both shallow and deep).

*Offered: Semester 2*
*Contact hours: 7 weeks of 25 hours per week*
*Assessment: 100% competency based*

**TOURISM & HOSPITALITY**

**TCP101  INTRODUCTION TO TOURISM AND HOSPITALITY**
This course introduces students to the nature of the tourism and hospitality industry, the laws and regulations that relate to the hospitality industry in Samoa, tourism industry terms and concepts, overseas tourism markets and factors affecting the future of tourism.

*Offered: Semester 1*
*Contact hours: 3 weeks of 15 hours per week*
TCP102  HYGIENE PROCEDURES IN THE WORKPLACE
This course provides students with the knowledge and skills required to follow the safety and hygiene procedures that apply for workers in kitchens, housekeeping, food and beverage service and tour operations, involving the preparation and serving of food. It also covers the legal obligations of individuals and organisations in maintaining good hygiene.
Offered: Semester 1
Contact hours: 3 weeks of 15 hours per week
Assessment: 100% competency based

TCP103  BASIC FIRST AID
This course teaches students how to respond effectively as a first aid assistant in the event of an emergency. The course covers how to provide basic life support, how to deal with injuries, how to apply cardio-pulmonary resuscitation (CPR) and awareness of safety issues in first aid.
Offered: Semester 1
Contact hours: 3 weeks of 15 hours per week
Assessment: 100% competency based

FOOD & BEVERAGE SERVICE

TFB101  COMMUNICATING IN THE WORKPLACE
Students will learn how to develop effective oral and visual communication skills in the workplace and be able to evaluate the requirements of guests with special needs in restaurant and bars.
Offered: Semester 2
Contact hours: 3 weeks of 15 hours per week
Assessment: 100% competency based

TFB102  FOOD AND BEVERAGE SERVICE
Students will learn how to be an effective food and beverage attendant, including how to prepare tables and dining areas, greet and seat customers, take and serve orders, clear tables, take customer payment, as well as set up for functions.
Offered: Semester 2
Contact hours: 12 weeks of 25 hours per week
Assessment: 100% competency based

TFB103  WINE AND BAR SERVICE
This course has three strands: wine service, hot beverage service and bar service. Students will learn about wine production and products, serving and storing wine, procedures for handling complaints, how to be an effective barista, the history and geography of coffee, the roasting process, espresso equipment, brewing methods, presentation of hot beverages and espresso recipes, the roles and duties of a bar person, bar operation, bar equipment and utensils and the preparation and presentation of alcoholic and non-alcoholic drinks.
Offered: Semester 2
Contact hours: 7 weeks of 25 hours per week
Assessment: 100% competency based
FRONT OFFICE & ACCOMMODATION

TFH101 WORKING WITH COLLEAGUES AND CUSTOMERS
In this course students will learn how people create and use messages to generate meaning within and across various contexts, cultures, channels and media. The course encourages students to develop oral and visual communication skills and to apply communication theories to both personal and professional situations.

Offered: Semester 2
Contact hours: 3 weeks of 20 hours per week
Assessment: 100% competency based

TFH102 INTRODUCTION TO ACCOMMODATION SERVICES
This course introduces students to the housekeeping department and its prime responsibilities, how to manage guest housekeeping requests and how to provide guest services in a manner that will create goodwill for the hotel. Students will learn to recognise different cleaning equipment and chemicals commonly used in cleaning accommodation venues, as well as how to handle chemicals and equipment safely and hygienically.

Offered: Semester 2
Contact hours: 10 weeks of 20 hours per week
Assessment: 100% competency based

TFH103 HOTEL ORGANISATION & THE ACCOMMODATION PRODUCT
This course examines the organisation of a hotel operation and the roles and functions of the various departments, including the need for inter-departmental cooperation. The course examines the various types of accommodation products and the different types of hotel guests and their needs.

Offered: Semester 2
Contact hours: 4 weeks of 20 hours per week
Assessment: 100% competency based

TFH104 FRONT OFFICE GENERAL SERVICES
This course introduces students to the critical role the front office plays in the day-to-day operation of a typical hotel. Students will learn how the various departments in a hotel are linked to achieve a common goal, the fundamental responsibilities of front office management and how to operate the front office to accommodate guest needs through the pre-arrival, arrival, occupancy and departure cycles.

Offered: Semester 2
Contact hours: 12 weeks of 20 hours per week
Assessment: 100% competency based

TOUR GUIDING

TTG101 INTRODUCTION TO TOUR GUIDING
This course provides students with a global overview of the tourism industry and of the duties and responsibilities of a tour guide. This course will also provide students with an opportunity to understand how to deal with customers in a socially diverse environment.

Offered: Semester 2
Contact hours: 5 weeks of 20 hours per week
Assessment: 100% competency based
TTG102 COMMUNICATION IN THE WORKPLACE
This course teaches students’ communication and presentation techniques appropriate to tour guiding.
Offered: Semester 2
Contact hours: 4 weeks of 20 hours per week
Assessment: 100% competency based

TTG103 PLANNING AND DEVELOPING TOUR ACTIVITIES
This course covers arrival and departure transfers, co-ordinating and administering tour operations, the management of group members and managing a tour itinerary.
Offered: Semester 2
Contact hours: 9 weeks of 20 hours per week
Assessment: 100% competency based

OFFICE MANAGEMENT

TOM101 WORD PROCESSING AND KEYBOARDING
This course trains students to become proficient in the operation of an electronic keyboard, to prepare a correctly laid out business letter, and to achieve a speed of 30 wpm.
Offered: Semester 1
Contact hours per week: 8
Assessment: 50% coursework, 50% examination

TOM102 OFFICE PRACTICE
Through practical exercises students learn how to operate common office equipment and appreciate the linkages between theory and real-life working experiences. The course emphasises the multiple skills necessary to carry out typical office tasks.
Offered: Semester 2
Contact hours per week: 6
Assessment: 60% coursework, 40% examination

TOM201 OFFICE MANAGEMENT
This course enables students to understand the basic principles of office management in Samoa and the Pacific region. These principles encompass knowledge about business etiquette, time management and organising and carrying out routine office functions. The course provides students with an appreciation of what it is like to be part of an organisation.
Offered: Semester 1
Contact hours per week: 8
Assessment: 60% coursework, 40% examination

TOM202 ADVANCED WORD PROCESSING AND KEYBOARDING
This course will improve students’ abilities to prepare business communications to a high standard of presentation. Students will learn how to type legal documents, financial statements, reports, inter-office memoranda, advanced business letters with special business features, advertisements, and meeting documents such as notices, agendas and minutes. Target speed is 60 wpm.
Offered: Semester 2
Prerequisites: TOM101
Contact hours per week: 8
Assessment: 50% coursework, 50% examination
TOM203 MANAGING CUSTOMERS
This course helps students to understand customer needs and manage an organisation’s delivery of customer service more effectively.
Offered: Semester 2
Contact hours per week: 4
Assessment: 50% coursework, 50% examination

TOURISM STUDIES

TTS101 INTRODUCTION TO TOURISM
This course introduces students to basic concepts and principles in tourism and provides a framework for an understanding of its nature, characteristics and significance to the country. It helps students understand the structure of tourism in Samoa.
Offered: Semester 1
Contact hours per week: 6; plus 1 full day fieldwork Upolu; 2 full day’s fieldwork Savaii
Assessment: 50% coursework, 50% examination

TTS102 TOURISM MARKETING
This course introduces students to marketing tourism products and services. It also develops students' understanding of the basic concepts of market research, the concept of marketing mix and how elements work together in the tourism.
Offered: Semester 1
Contact hours per week: 6
Assessment: 50% coursework, 50% examination

TTS103 TOUR OPERATIONS AND GUIDING
This course teaches students about guiding requirements, managing group members and managing a tour itinerary. It also enables students to understand the principles and practices of planning, operating, guiding and managing a tour.
Offered: Semester 2
Prerequisites: TTS101
Contact hours per week: 6
Assessment: 60% coursework, 40% examination

TTS104 TRAVEL OPERATIONS AND TICKETING
This course introduces students to the operation and practice of travel agencies. It explores the roles and responsibilities of travel representatives in making bookings and organising travel arrangements for clients. The course enables students to learn the process of ticketing and producing manual tickets.
Offered: Semester 2
Prerequisites: TTS101
Contact hours per week: 6
Assessment: 50% coursework, 50% examination

TTS201 HOTEL ADMINISTRATION AND MANAGEMENT
This course introduces students to the practices of administration and management in the hospitality sector. It examines factors affecting operations and discusses strategies that are useful to management in the hospitality sector.
Offered: Semester 1
Prerequisites: TTS101
Contact hours per week: 6
Assessment: 60% coursework, 40% examination

**TTS202 TOURISM PLANNING AND DEVELOPMENT**
This course covers a wide range of concepts related to the planning and development of tourism. Students will apply the concepts in real-life situations in the Samoan context and draw upon information gathered from the study of other countries in the Pacific region and world-wide.
*Offered: Semester 1*
*Prerequisites: TTS101*
*Contact hours per week: 6*
*Assessment: 60% coursework, 40% examination*

**TTS203 APPLIED MARKETING AND RESEARCH**
This course enables students to understand and apply the basic steps of conducting market research in the tourism industry.
*Offered: Semester 2*
*Prerequisites: TTS101*
*Contact hours per week: 6*
*Assessment: 50% coursework, 50% examination*

**TTS204 TOURISM MANAGEMENT**
This course develops students’ understanding of the principles and practices of management in the tourism industry. Topics covered include the role of the manager and functions of management, human resource management, financial management, operations management and managing the quality of products and services in the tourism industry.
*Offered: Semester 2*
*Prerequisites: TTS101*
*Contact hours per week: 6*
*Assessment: 50% coursework, 50% examination*

**WORK EXPERIENCE**

**TWE100 WORK EXPERIENCE (COOKERY)**
The work experience component will provide students with the opportunity to apply both theory and practical skills gained from core and specialized courses in Cookery in a real workplace environment, while at the same time giving them a chance to demonstrate their knowledge and skills to future employers. The work experience are usually undertaken in organisations within the tourism industry, government ministries and other organisations who indicate their willingness to take in students for work experience for six (6) consecutive weeks. Students will also identify opportunities for future employment, which in turn enhance their employability in the Tourism and Hospitality industry.
*Offered: Semester 2*
*Prerequisites: Completed all other courses in the programme*
*Contact hours per week: 40 hours (8 hours per day for 6 weeks) in the workplace*
*Assessment: 100% competency based*

**TWE101 WORK EXPERIENCE (FOOD AND BEVERAGE)**
The work experience component will provide students with the opportunity to apply both theory and practical skills gained from core and specialized courses in Food and Beverage Services in a real workplace environment, while at the same time giving them a chance to demonstrate their knowledge and skills to future employers. The work experience are usually undertaken in organisations within the
tourism industry, government ministries and other organisations who indicate their willingness to take in students for work experience for six (6) consecutive weeks. Students will also identify opportunities for future employment, which in turn enhance their employability in the Tourism and Hospitality industry.

Offered: Semester 2
Prerequisites: Completed all other courses in the programme
Contact hours per week: 40 hours (8 hours per day for 6 weeks) in the workplace
Assessment: 100% competency based

TWE102 WORK EXPERIENCE (FRONT OFFICE)
The work experience component will provide students with the opportunity to apply both theory and practical skills gained from core and specialized courses in Front Office and Hospitality in a real workplace environment, while at the same time giving them a chance to demonstrate their knowledge and skills to future employers. The work experience are usually undertaken in organisations within the tourism industry, government ministries and other organisations who indicate their willingness to take in students for work experience for six (6) consecutive weeks. Students will also identify opportunities for future employment, which in turn enhance their employability in the Tourism and Hospitality industry.

Offered: Semester 2
Prerequisites: Completed all other courses in the programme
Contact hours per week: 40 hours (8 hours per day for 6 weeks) in the workplace
Assessment: 100% competency based

TWE103 WORK EXPERIENCE (TOUR GUIDING)
The work experience component will provide students with the opportunity to apply both theory and practical skills gained from core and specialized courses in Tour Guiding in a real workplace environment, while at the same time giving them a chance to demonstrate their knowledge and skills to future employers. The work experience are usually undertaken in organisations within the tourism industry, government ministries and other organisations who indicate their willingness to take in students for work experience for six (6) consecutive weeks. Students will also identify opportunities for future employment, which in turn enhance their employability in the Tourism and Hospitality industry.

Offered: Semester 2
Prerequisites: Completed all other courses in the programme
Contact hours per week: 40 hours (8 hours per day for 6 weeks) in the workplace
Assessment: 100% competency based

TWE201 WORK EXPERIENCE (TOURISM)
The work experience component will provide students with the opportunity to apply both theory and practical skills gained from core and specialized courses in Tourism in a real workplace environment, while at the same time giving them a chance to demonstrate their knowledge and skills to future employers. The work experience are usually undertaken in organisations within the tourism industry, government ministries and other organisations who indicate their willingness to take in students for work experience for four (4) consecutive weeks. Students will also identify opportunities for future employment, which in turn enhance their employability in the Tourism and Hospitality industry.

Offered: Semester 2
Prerequisites: Completed all other courses in the programme
Contact hours per week: 40 hours (8 hours per day for 4 weeks) in the workplace
Assessment: 100% competency based

**TWE202 WORK EXPERIENCE (BUSINESS)**

The work experience component will provide students with the opportunity to apply both theory and practical skills gained from core and specialized courses in Business in a real workplace environment, while at the same time giving them a chance to demonstrate their knowledge and skills to future employers. The work experience are usually undertaken in organisations within the business industry, government ministries and other organisations who indicate their willingness to take in students for work experience for four (4) consecutive weeks. Students will also identify opportunities for future employment, which in turn enhance their employability in the Tourism and Hospitality industry.

*Offered: Semester 2*

*Prerequisites: Completed all other courses in the programme*

*Contact hours per week: 40 hours (8 hours per day for 4 weeks) in the workplace*

Assessment: 100% competency based

**TWE203 WORK EXPERIENCE (OFFICE MANAGEMENT)**

The work experience component will provide students with the opportunity to apply both theory and practical skills gained from core and specialized courses in Office Management in a real workplace environment, while at the same time giving them a chance to demonstrate their knowledge and skills to future employers. The work experience are usually undertaken in government ministries and other organisations who indicate their willingness to take in students for work experience for four (4) consecutive weeks. Students will also identify opportunities for future employment, which in turn enhance their employability in the Tourism and Hospitality industry.

*Offered: Semester 2*

*Prerequisites: Completed all other courses in the programme*

*Contact hours per week: 40 hours (8 hours per day for 4 weeks) in the workplace*

Assessment: 100% competency based
FACULTY OF EDUCATION

The Faculty of Education offers pre-service qualifications for those wanting to be teachers. Students who complete a third year of studies, graduate with a Bachelor of Education which covers advanced pedagogy, and for secondary teacher trainees, will enable them to teach Years 12 and 13 in their major teaching subject. In addition, the faculty offers a Graduate Diploma in Education for those who, after completing a first degree from any recognised university, wish to gain the professional qualifications of a trained primary or secondary teacher. For those wanting to teach science at secondary level, the Faculty of Science offers a pre-service qualification, the Bachelor of Science (Secondary Teaching). See Faculty of Science chapter for more information about this qualification.

Credit Value

The Bachelor of Education (Primary) has a credit value of 360 points – each of the 24 courses is 15 points.

The Graduate Diploma in Education has a credit value of 120 points – each of the 8 courses is 15 points.

The Postgraduate Graduate Diploma in Education has a credit value of 120 points – each of the 6 courses is 20 points.

The Master of Education has accredit value of 120 points – (a) 50,000 word thesis: 120 points; (b) minor thesis (16,000 words) - 40 points -and 4 courses 20 points each; (c) six courses, 20 points each.

Each credit point is equivalent to 12 notional hours on contact and independent study which in most programmes is 1440 hours per year; 40 hours per week for 36 weeks including 28 semester weeks, 2 mid-semester breaks, 2 study weeks and 4 examination weeks.

STUDENTS WHO ARE ENROLLING IN THE BACHELOR OF EDUCATION (PRIMARY) IN 2016 WILL ENROLL IN THE FOLLOWING (2016) PROGRAMME

STUDENTS WHO ENROLLED IN BEd (PRIMARY) IN 2015 OR BEFORE WILL CONTINUE WITH THE (2013) BEd PROGRAMME

REGULATIONS FOR THE BACHELOR OF EDUCATION (PRIMARY) (2016)

1. ADMISSION REQUIREMENTS

An applicant shall be eligible to be admitted to the Bachelor of Education (Primary) if that applicant has:
   a) Foundation Certificate in Education or equivalent or
   b) a Diploma in Education or
   c) mature age entry: at least 20 years of age as at 1 February in the year of admission, and has at least three years full-time work experience and/or training.

2. MODE OF STUDY

Full-time or part-time
3. **DURATION**  
Not less than six semesters

4. **PROGRAMME STRUCTURE**  
Unless credit is granted under the Statute/Regulations on Recognition of Prior Learning/Credit & Recognition of Current Competency, this programme consists of twenty-four courses: Core: 2; Content/Pedagogy: 12; Professional: 7; Teaching Practice: 3  
In addition, all students enrolled in the B.Ed Primary, must pass both HMA071 and HMA072 (or equivalent) before taking HTE155  

*(See Schedule 1 for courses)*

**Year 1:** Semester 1: HED101, HTE155, HTE165, HTE166  
Semester 2: HED191, HTE164, TCO111/HCS182, HTP160

**Year 2:** Semester 1: HED260, HTE264, HTE265, HTE267  
Semester 2: HED261, HTE266, HEN107, HTP260

**Year 3:** Semester 1: HED304, HED302, HTP360, HTE367  
Semester 2: HED361, HTE360, HTE361, HSA100

*All courses are compulsory*

5. **PROGRAMME LOAD**  
For full-time students, four courses per semester; part-time students two courses per semester. An underload or overload has to be approved and signed for on the enrolment form, by the Dean of Education or the dean’s designated staff member.

6. **PROGRAMME REQUIREMENTS**  
To be awarded the Bachelor of Education a student must pass twenty-four courses as prescribed above in 4.

7. **These Regulations are effective from 1 January, 2016**

**SCHEDULE 1:**

Core Courses: (2)  
HEN107, HSA100

Professional Courses: (7)  
HED101, HED191, HED260, HED261, HED302, HED304, HED361

Teaching Practice Courses: (3)  
HTP160, HTP260, HTP360

Content/Pedagogical Courses: (12)  
HTE155, HTE164, HTE165, HTE166, HTE264, HTE265, HTE266, HTE267, HTE360, HTE361, HTE367, TCO111/HCS182

**REGULATIONS FOR THE BACHELOR OF EDUCATION IN ECE (EARLY CHILDHOOD EDUCATION) (2018)**

1. **ADMISSION REQUIREMENTS**  
An applicant shall be eligible to be admitted to the Bachelor of Education (Primary) if that applicant has:  
   d) Foundation Certificate in Education or equivalent or  
   e) a Diploma in Education or  
   f) An equivalent programme, or  
   g) mature age entry: at least 20 years of age as at 1 February in the year of admission, and has at least three years full-time work experience and/or
2. **MODE OF STUDY**

Full-time or part-time

3. **DURATION**

Not less than six semesters

4. **PROGRAMME STRUCTURE**

Unless credit is granted under the Statute/Regulations on Recognition of Prior Learning/Credit & Recognition of Current Competency, this programme consists of twenty-four courses: Core: 2; Content/Pedagogy: 11; ECE: 5; Professional: 3; Teaching Practice: 3

*(See Schedule 1 for courses)*

**Year 1:**
- Semester 1: HED101, HTE155, HTE165, HTE166
- Semester 2: HED100, HTE164, TCO111, HTP160

**Year 2:**
- Semester 1: HED211, HTE264, HTE265, HTE267
- Semester 2: HED261, HTE266, HED212, HTP260

**Year 3:**
- Semester 1: HED311, HED312, HTP360, HTE367
- Semester 2: HED361, HTE360, HTE361, HSA100

*All courses are compulsory*

5. **PROGRAMME LOAD**

For full-time students, four courses per semester; part-time students two courses per semester. An underload or overload has to be approved and signed for on the enrolment form, by the Dean of Education or the dean's designated staff member.

6. **PROGRAMME REQUIREMENTS**

To be awarded the Bachelor of Education a student must pass twenty-four courses as prescribed above in 4.

7. These Regulations are effective from 1 January, 2018

**SCHEDULE 1:**

**Core Courses (2):**
TCO111, HSA100

**ECE Courses (5):**
HED100, HED211, HED212, HED311, HED312

**Professional Courses (3):**
HED101, HED261, HED361

**Teaching Practice Courses: (3):**
HTP160, HTP260, HTP360

**Content/Pedagogical Courses: (11):**
HTE155, HTE164, HTE165, HTE166, HTE264, HTE265, HTE266, HTE267, HTE360, HTE361, HTE367

**REGULATIONS FOR THE BACHELOR OF EDUCATION (PRIMARY) (2013)**

1. **ADMISSION REQUIREMENTS**

An applicant shall be eligible to be admitted to the Bachelor of Education if that applicant has:

   a) Foundation Certificate, or
   b) Diploma in Education or
c) mature entry: is at least 20 years of age on 1 February of year of admission.

2. MODE OF STUDY
Full-time or part-time

3. DURATION
a) For a student admitted under 1a, at least eight semesters full-time (four years); sixteen semesters part-time
b) For a student admitted under 1b, at least four semesters full-time;
c) For a student admitted under 1c, the duration will depend on any credit granted on entry under the Statute on Recognition of Prior Learning/Credit.

4. PROGRAMME STRUCTURE
Unless credit is granted under the Statute/Regulations on Recognition of Prior Learning/Credit & Recognition of Current Competency, this programme consists of thirty two courses:
- Professional: twelve courses
- Content/Pedagogy: twelve courses
- Teaching Practice: six courses
- Elective: any 2 x 100 level degree courses

(See Schedule 2 for courses)

Year 1:
- Semester 1: HED101, HED191, HTE122, HVA/HPA/HMU203
- Semester 2: HED100, HED261, HEN104, HVA/HPA/HMU203

Year 2:
- Semester 1: HTE131, HTE151, Elective, HVA/HPA/HMU203
- Semester 2: HED209, HED361, HTE222, HPE203

Year 3:
- Semester 1: HED207, HTE155, HTE200, HED304
- Semester 2: HED306, HED305, HTE223, Elective

Year 4:
- Semester 1: HED208, HED302, HTP310, HTP311
- Semester 2: HTP312, HTP313, HTP314, HTP315

*All courses are compulsory

5. PROGRAMME LOAD
For full-time students, four courses per semester; part-time students two courses per semester. An underload or overload has to be approved and signed for on the enrolment form, by the Dean of Education or the dean’s designated staff member.

6. PROGRAMME REQUIREMENTS
To be awarded the Bachelor of Education a student must pass thirty-two courses as prescribed above in 4.

7. These Regulations are effective from 1 January, 2013

SCHEDULE 2:

**Professional Courses: (12)**
HED100, HED101, HED102, HED191, HED201, HED207, HED208, HED209, HED302, HED304, HED305, HED306

**Content/Pedagogical Courses: (14)**
HTE122, HTE131, HTE151, HTE155, HTE200, HTE222, HTE223, HEN104, HVA203, HPE203, HMU203, HPA203, any TWO 100 level courses from any Degree programme.

**Teaching Practice Courses: (6)**
REGULATIONS FOR THE BACHELOR OF EDUCATION (SECONDARY) (2013)

1. **ADMISSION REQUIREMENTS**
An applicant shall be eligible to be admitted to the Bachelor of Education if that applicant has:
   a) a Foundation Certificate, or
   b) a Diploma in Education or
   c) mature entry: at least 20 years of age on 1 February of year of admission.

2. **MODE OF STUDY**
   Full-time or part-time

3. **DURATION**
   a) For a student admitted under 1a, at least eight semesters full-time (four years); sixteen semesters part-time
   b) For a student admitted under 1b, at least four semesters full-time;
   c) For a student admitted under 1c, the duration will depend on any credit granted on entry under the Statute on Recognition of Prior Learning/Credit.

4. **PROGRAMME STRUCTURE**
   Unless credit is granted under the Statute/Regulations on Recognition of Prior Learning/Credit & Recognition of Current Competency this programme consists of thirty two courses:
   - Professional courses: 10 courses
   - *Pedagogical Courses*: 2 courses
   - A teaching major: 8 courses
   - A teaching minor: 4 courses
   - Teaching Practicum: 6 courses
   - Electives: 2 courses

   *Pedagogical courses – 2: one each for major and minor teaching subjects

   *(See Schedule 3 for courses)*

   **Year 1:** Semester 1: HED101, Major100, Major100, Minor100
   Semester 2: HED261, HED191, Major200, Minor200

   **Year 2:** Semester 1: Elective 1, Major200, Major200, Minor200
   Semester 2: HED209, HED306, Minor200, Major300

   **Year 3:** Semester 1: HED304, Major300, Major300, Teaching 1
   Semester 2: HED202, HED305, Elective 2, Teaching 2

   **Year 4:** Semester 1: HED208, HED302, HTP320, HTP321
   Semester 2: HTP322, HTP323, HTP324, HTP325

5. **PROGRAMME LOAD**
   For full-time students, four courses per semester; part-time students two courses per semester. An underload or overload has to be approved and signed for on the enrolment form, by the Dean of Education or the dean’s designated staff member.

6. **PROGRAMME REQUIREMENTS**
   To be awarded the Bachelor of Education a student must pass thirty-two courses as
prescribed above in 4.

7. These Regulations are effective from 1 January, 2013

SCHEDULE 3:

Professional Courses: (10)
HED101, HED191, HED202, HED208, HED209, HED261, HED302, HED304, HED305, HED306

Content Courses: (14)
A teaching major (8): 2×100; 3×200; 3×300
A teaching minor (4): 2×100; 2×200 OR 1×200 and 1×300
Electives (2): 2×200 OR 1×100 and 1×200

Pedagogical Courses (2) [1 for Major subject and 1 for Minor subject]
HAG202, HDT202, HTE225, HTE227, HTE233, HTE236, HTE252, HTE254, HTE258,
HFT202, HMU202, HPA202, HPE202, HVA202

Teaching Practice Courses: (6)
HTP320, HTP321, HTP322, HTP323, HTP324, HTP325

SEQUENCING OF MAJORS AND MINORS FOR BACHELOR OF EDUCATION
(SECONDARY)

NOTE:
A major consists of a pedagogy paper and 8 content papers as outlined below. A
minor consists of a pedagogy paper and 4 content papers as outlined below.
However, you may take a combination of level 2 and level 3 papers if the pre-
requisites have been met.

SOCIAL STUDIES

Geography
Major
HTE233 plus HGE100, HGE101 plus (3) HGE200, HGE201, HGE202 plus (3) HGE300,
HGE301, HSO303
Minor
HTE233 plus HGE100, HGE101 plus (any 2) HGE200, HGE201, HGE202

History
Major
HTE233 plus HHI104 plus HHI105 plus (3) HHI202, HHI205, HHI206 plus any (3)
HHI301, HHI302, HHI304, HHI306, HHI307
Minor
HTE233 plus HHI104 plus HHI105 plus (any 2) HHI202, HHI205, HHI206

ENGLISH

English Language and Literature
Major
HTE227 plus HEN101, HEN102, plus (3) 200-level HEN courses plus (3) 300-level
HEN courses
Minor
HTE227 plus HEN101, HEN102, plus (any 2) 200-level HEN courses

SAMOAN

Samoan Language and Culture
Major
HTE225 plus (any 2) HSA111, HSA112, HSA154, HSA155 plus (any 3) HSA204,
Faculty of Education

HSA212, HSA213, HSA250, HSA252, HSA254 plus (any 3) HSA311, HSA312, HSA313, HSA350, HSA352, HSA354, HSA355

**Minor**
HTE225 plus (any 2) HSA111, HSA112, HSA154, HSA155 plus (any 2) HSA204, HSA212, HSA213, HSA250, HSA252, HSA254

**SCIENCE Major Computing**
HTE254 plus HCS181, HCS183, HSC184 plus HCS281, HCS283, HCS286 plus (any 2) HCS381, HCS383, HCS385, HCS386

**Life Science** (This major enables a teacher to teach both biology and chemistry)
HTE252 plus EIGHT from the following: HBI111, HBI112, (HBI211 or HBI212), (HBI311 or HBI312) and HCH131, HCH132, (HCH231 or HCH232), (HCH331 or HCH332).

**Physical Science** (This major enables a teacher to teach both physics and technology)
HTE252 plus EIGHT from the following: HPH121, HPH122, (HPH221 or HPH222), (HPH321 or HPH322) and HTC151, HTC152, (HTC251 or HTC252), (HTC351 or HTC352).

**Minor**

**Biology**
HTE252 plus HBI111, HBI112, plus HBI211, HBI212

**Physics**
HTE252 plus HPH121, HPH122, plus HPH221, HPH222

**Chemistry**
HTE252 plus HCH131, HCH132, HCH231, HCH232

**Computing**
HTE254 plus HCS181, HCS183, HCS184 plus (1) HCS281, HCS283, HCS286

**MATHS Major**
HTE258 plus HMA111, HMA121, HST151 plus HMA211, HMA222 plus (3) HMA311, HMA300, HMA321

**Minor**
HTE258 plus HMA111, HMA121, HST151 plus (1) HMA211 or HMA222

**BUSINESS STUDIES Major:**

**Accounting**
HTE236 plus HAC111, HAC112 plus (3) HAC211, HAC212, HAC213, plus (3) HAC311, HAC312, HAC354

**Economics**
HTE236 plus HEC101, HEC102 plus (3) HEC201, HEC202, HEC203 plus (3) HEC301, HEC306, HEC307

**Minor:**

**Accounting**
HTE236 plus HAC111, HAC112 plus (any 2) HAC211, HAC212, HAC213

**Economics**
HTE236 plus HEC101, HEC102, plus (any 2) HEC201, HEC202, HEC203

**FOOD AND TEXTILE TECHNOLOGY No Major**

**Minor**
HFT202 plus HFT100, HFT101 plus (2) HFT200, HFT201, HFT204
MUSIC No Major
Minor
HMU202 plus HMU100, HMU101 plus (2) HMU200, HMU201.

PERFORMING ARTS No Major
Minor
HPA202 plus HPA100, HPA101 plus (2) HPA200, HPA201.

HEALTH AND PHYSICAL EDUCATION No Major
Minor
HPE202 plus HPE100, HPE101 plus (2) HPE200, HPE201, HPE204

VISUAL ARTS No Major
Minor
HVA202 plus HVA100, HVA101 plus (2) HVA200, HVA201, HVA204

REGULATIONS FOR THE GRADUATE DIPLOMA IN EDUCATION (2012)

1 ADMISSION REQUIREMENTS
An applicant shall be eligible to be admitted to the Graduate Diploma in Education if that applicant has completed the requirements for a bachelor's degree majoring in any of the above Bachelor of Education specialisations, from a recognised university.

2 MODE OF STUDY
Full-time or part-time.

3 DURATION
Not less than two semesters full-time, four semesters part-time.

4 PROGRAMME STRUCTURE
4.1 A student who has not passed HSA001 or HSA002 must pass HSA111 or HSA112 or HSA154 or HSA155 in order to graduate.
4.2 Unless credit is granted under the Statute on Recognition of Prior Learning/Credit, this programme consists of eight courses:
a) Primary
   HED101, HED261, HED361, HTE265, HTE360, HTE361, HTE363, HTP160.
b) Secondary
   HED101, HED202, HED261 plus one of HED208, HED209, HED302, HED304, HED305 and two of HTP320; HTP321, HTP322, HTP323, HTP324, HTP325 depending on RPL and two 200 level pedagogical courses.

5 PROGRAMME LOAD
For full-time students four courses per semester, part-time students two courses per semester. An underload or an overload has to be approved and signed for on the Enrolment form by the Dean or the dean’s designated staff member.

6 PROGRAMME REQUIREMENTS
To be awarded a Graduate Diploma in Education a student must pass the eight courses specified in 4.2 above.

7 These regulations are effective from 1 January, 2012.
REGULATIONS FOR THE POSTGRADUATE DIPLOMA IN EDUCATION (2016)

1. ADMISSION REQUIREMENTS
An applicant shall be eligible to be admitted to the Postgraduate Diploma in Education if that applicant has:
   a) a Bachelor of Education from a recognized university or
   b) any other bachelor degree from a recognized university or
   c) a qualification and or experience acceptable to the Dean as equivalent to a) or b).

2. MODE OF STUDY
Part-time

3. DURATION
Four semesters part-time but pre-requisites may require more semesters.

4. PROGRAMME STRUCTURE
Unless credit is granted under the Statute/Regulations on Recognition of Prior Learning/Credit & Recognition of Current Competency, this programme consists of the following eight courses:
   Core courses:
   HED585  Educational Research & Design  HED587  Philosophical Foundations of Education
   Electives: [Choose 4]
   HED581  Globalization and Education in Samoa
   HED583  Socio-Cultural Influences on Human Development
   HED584  Educational Planning and Administration
   HSA500  Approaches to Samoan Studies
   HSA503  In-depth Study of Samoan Language
   HSA506  Governance in Samoa
   HTE580  Issues in Science Education

Students are also eligible to choose from any other courses as electives from other Faculties.

5 PROGRAMME LOAD
For full-time students, three courses per semester, part-time students two courses per semester. An underload or overload has to be approved and signed for on the enrolment form, by the Dean or the dean’s designated staff member.

6. PROGRAMME REQUIREMENTS
To be awarded the Postgraduate Diploma in Education a student must pass the six courses as prescribed in 4 above.

7. These Regulations are effective from 1 January 2016.

REGULATIONS FOR THE DEGREE OF MASTER OF EDUCATION (2015)

1. ADMISSION REQUIREMENTS
An applicant shall be admitted to the Master of Education if that applicant has:
   a) an honours degree approved by the Dean of Education, or
   b) completed the requirements for the Postgraduate Diploma in Education with at least a B3 average, or
   c) a qualification and/or experience acceptable to the Dean as equivalent to a) or b), and
d) has been confirmed as eligible to be admitted by the Postgraduate Committee of Senate.

2. **MODE OF STUDY**

   Part-time

3. **DURATION**

   A part-time student will normally complete the programme in two academic years. If a thesis is required, it must be passed within four years of the date of first registration in the Masters programme, unless the Postgraduate Committee determines otherwise.

4. **PROGRAMME STRUCTURE**

   Students seeking credit for previous successful study at the postgraduate level must seek advice from the Dean of Education who may make a recommendation to the Postgraduate Committee and Senate. Normally most of the programme is taken at NUS. For options, B-C credit will only be considered for coursework and must be recommended by the Postgraduate Committee and approved by Senate.

   **OPTION A: Thesis**

   A supervised thesis of 50,000 words on a topic approved by the Postgraduate Committee of Senate. Students admitted under 1a and 1c may be required to pass other courses.

   **OPTION B: Dissertation**

   A supervised dissertation of 16,000 words on a topic approved by the Postgraduate Committee of Senate and four 500 level courses not previously passed. Students admitted under 1a and 1c will be required to pass HED580, HED582, HED586 and HED588 as part of the four if similar courses have not been passed.

   **OPTION C: Coursework only**

   Six 500 level approved courses not previously passed. Students admitted under 1a and 1c will be required to pass HED580, HED582, HED586, and HED588 as part of the six if similar courses have not been passed. Students may only change their selected option with the approval of the Dean, Faculty of Education.

**Core courses:**
- HED580 Issues of Education in Samoa
- HED582 Supervision and Mentoring
- HED586 Education Policy
- HED588 Curriculum Theory and Practice

**Electives: [Choose 2]**
- HSA500 Approaches to Samoan Studies
- HSA503 In-Depth Study of Samoan Language
- HDS501 Project and Programme Design and Evaluation
- HDS503 or HDS504 Special Topic in Development Studies
- HCS580 Global Environment Issues in Samoa
- HCS581 Climate Change
- HCS583 Disaster Management
- HTE589 Applied Linguistics and Language Learning Issues

Students are also eligible to choose from any other courses as electives from other Faculties.
5 SUPERVISOR
The Dean shall recommend to the Postgraduate Committee of Senate, the name(s) of a supervisor(s) for each applicant who is enrolled in a thesis.

6. PROGRAMME REQUIREMENTS
To graduate with a Master of Education a student must pass any additional prescribed coursework and pass the thesis, or the minor thesis and courses, or the courses as stated in 4 above. Students selecting the thesis option must comply with the Regulations for the Master’s Degree by Thesis.

7. These Regulations are effective from 1 July, 2015.
COURSE PRESCRIPTIONS

EDUCATION

HED100 EARLY YEARS LEARNING
At the end of this course all learners will have the opportunity to explore the biological, social, and psychological development of children from conception through to 8 years of age. The importance of the early years in relation to learning is also explored.
Offered: Semester 2
Contact hours per week: 4
Assessment: 60% coursework, 40% examination

HED101 HUMAN DEVELOPMENT
This course focuses on aspects of human development as an integral part of the teaching and learning process. It explores the development of a child from birth to adolescence. Emphasis is given to the holistic study of the child and the interplay of the child’s physical, psychological, social and cognitive development.
Offered: Semester 1
Contact hours per week: 4
Assessment: 60% coursework, 40% examination

HED191 INCLUSIVE EDUCATION
This is an introductory course to special needs teaching. The course commences with a historical overview on inclusive education and progresses into today’s regular classroom and the teaching of pupils with special or additional needs. Various approaches are studied and discussed. The course provides practical applications useful for both primary and secondary trainees.
Offered: Semester 2
Contact hours per week: 4
Assessment: 100% coursework

HED202 MEASUREMENT AND EVALUATION
This is an introductory course for the practical implementation of measurement and assessment by teachers in the secondary level. It endeavours to create a good understanding of assessment techniques so that assessment can be used to make informed decisions relevant for maximising the teaching and learning process.
Offered: Semester 2
Prerequisites: HED102
Contact hours per week: 4
Assessment: 60% coursework, 40% examination

HED207 TEACHING MULTIGRADE CLASSROOMS
This course equips students to plan, prepare, and implement appropriate teaching strategies for classrooms involving more than 1 year level. The focus is on teacher preparation and teacher strategies in effectively engaging and motivating students in multi-level contexts, to enjoy whilst optimizing opportunities for learning.
Offered Semester 1
Contact hours per week: 4
Assessment: 100% coursework,
HED208 CLASSROOM MANAGEMENT
This course will provide the learner with the knowledge and skills required to effectively manage their class. The learner will develop an understanding of behaviour management principles and practices for various learning environments.
Offered Semester 1
Contact hours per week: 4
Assessment: 100% coursework

HED209 ETHICS AND VALUES
This course provides the learner with a good grounding in the study of ethics and values in education. This will form a platform from which learners can better explore existing knowledge and values that influence and impact upon society and its education.
Offered: Semester 2
Contact hours per week: 4
Assessment: 60% coursework, 40% examination

HED211 THE THEMATIC APPROACH IN EARLY CHILDHOOD TEACHING
This course is designed to introduce learners to the idea of themes as an important component of learning in the early years. It provides learner with the much needed skills to select and choose themes that are interesting and will encourage spontaneity and interest that is sustainable.
Offered Semester 1
Contact hours per week: 4
Assessment: 100% coursework

HED212 HANDS ON EXPERIENTIAL LEARNING
This course is designed to improve learners’ ability to relate Hands-on Experiential (HoE) learning to children’s holistic development physically, cognitively, socially and emotionally. It also fosters and develops interest, confidence and independence in manipulating and creating materials. Learners should be able to make decisions on appropriate learning opportunities and experiences that would aid children’s learning.
Offered Semester 2
Contact hours per week: 4
Assessment: 100% coursework

HED260 HISTORY OF EDUCATION IN SAMOA
This course covers the development of education in Samoa ranging from pre-missionary, missionary and colonial to the post-colonial periods. Pre-missionary education covers informal and traditional types of education where learning occurs via participation and observation. This course will inform and discuss education in Samoa in the last two centuries and the changes which came about as a result.
Offered: on-campus Semester 1
Offered semester 1 & 2 for ODL
Contact hours per week: 4
Assessment: 100% coursework.

HED261 TEACHING AND LEARNING
The focus of this course is on the theories of teaching and learning, teaching models, types of teacher and instructional strategies used, exploring classroom dynamics and different learning styles. The status of the teaching profession and its code of ethics are also examined.
HED302 SCHOOL-BASED RESEARCH
The aim of this course is to introduce teacher trainees to some basic skills of educational research by conducting a small school-based research project. Basic elements of educational research including principles of design, validity, measurement and analysis are included.

Offered: Semester 1
Prerequisites: One 200-level HED course
Contact hours per week: 4
Assessment: 100% coursework

HED304 CONTEMPORARY ISSUES IN EDUCATION
This course covers issues pertinent to Samoa’s educational development. Contemporary issues fostering teaching, learning, curriculum, internal assessment, national and international projects, pre-service and in-service will be explored and analysed. The challenges, innovations and reforms in education are studied at both the national and international level.

Offered: on-campus Semester 1
Offered Semesters 1 & 2 for ODL
Contact hours per week: 4
Assessment: 100% coursework.

HED305 EFFECTIVE PEDAGOGY
This course emphasizes the essence of what is at the core of effective teaching. It covers educational theories, research and practice to further promote and enhance pupil learning and achievement. It demonstrates the interconnections between teaching and learning strategies, meta-cognition, motivation, reflective procedures and practice. Key concepts and characteristics of effective pedagogy such as confidence, enthusiasm, creativity, versatility, empathy and reflective practice will provide students with the opportunity to better understand and relate to how students can become effective learners.

Offered: Semester 2
Contact Hours per week: 4
Assessment: 100% Coursework

HED306 CRITICAL THINKING
This course is designed to improve students’ abilities to analyze and evaluate the kinds of arguments and theories common in everyday life. It will help the students structure their thinking and make valid and logical arguments in drawing sound conclusions.

Offered: Semester 2
Prerequisites: 200 or 300 Education course
Contact hours per week: 3
Assessment: 100% coursework

HED311 THE EARLY CHILDHOOD EDUCATION CURRICULUM
At the end of the course learners should be able to demonstrate their understanding and knowledge of the early childhood education curriculum. Learners should also appreciate and support the close relationship between the
early childhood education curriculum, the child, school, family and the community and recognise that children are unique in the context of family, culture and society.

*Offered: Semester 1*
*Contact Hours per week: 4*
*Assessment: 100% Coursework*

**HED312 APPROACHES TO TEACHING EARLY CHILDHOOD EDUCATION**

This course is designed to improve learner’s ability to analyze and evaluate the kinds of ECE philosophy on which to base decisions on the direction that ECE needs to take. It will help learners to design and adapt a teaching philosophy that is suitable for the context of the school and learners.

*Offered: Semester 1*
*Contact Hours per week: 4*
*Assessment: 100% Coursework*

**HED361 CLASSROOM ASSESSMENT**

This course is designed to expose primary teacher trainees to more student-centred approaches to assessment. It attempts to equip teacher trainees with formative assessment strategies that have practical applications for classroom use, with the intention of improving teaching and optimising the learning process.

*Offered: Semester 2*
*Contact hours per week: 4*
*Assessment: 100% coursework*

**HED580 ISSUES OF EDUCATION IN SAMOA**

This course challenges students to rethink conventional ideas about educational theory and practice in order to critically examine ideas about ways of knowing, worthwhile learning, educational aid, schooling and organisational structures and to be able to synthesise approaches to dealing with contemporary issues in education.

*Offered: Semester 1*
*Contact hours per week: 2*
*Assessment: 100% coursework*

**HED581 GLOBALISATION AND EDUCATION IN SAMOA**

This course provides a comprehensive overview of the impact of globalisation on education in Samoa during the pre-colonisation, colonisation and post-colonisation periods. It is expected that students will be able to offer a critical review and analysis of educational changes in Samoa throughout the three different periods.

*Offered: Semester 2*
*Contact hours per week: 2*
*Assessment: 100% coursework*

**HED582 SUPERVISION AND MENTORING OF TEACHERS**

This course provides students with a broad knowledge of the theoretical, social, political and cultural bases of supervision and mentoring. Students will have the opportunity to relate their own supervisory and mentoring practices to this knowledge.

*Offered: Semester 1*
*Contact hours per week: 2*
*Assessment: 100% coursework*
HED583  SOCIO-CULTURAL INFLUENCES ON HUMAN DEVELOPMENT
In this course students use educational psychology and their knowledge of personality development and cognitive-structural development theories to understand the impact of socio-economic, emotional, cultural and religious influences on human behaviour.
Offered: Semester 1
Contact hours per week: 3
Assessment: 100% coursework

HED584  EDUCATIONAL PLANNING & ADMINISTRATION
In light of the prevailing Samoan and global economic conditions, resource allocation in education needs careful planning and maximum interaction. The main objective of this course, therefore, is to provide students with a good foundation and working knowledge of planning and administration in schools. It also provides learners with the skills and opportunity to critique past educational systems in order to understand the present.
Offered: Semester 1
Contact hours per week: 3
Assessment: 100% coursework

HED585  EDUCATIONAL RESEARCH & DESIGN
This course assists students with research techniques of collecting, analyzing, synthesizing, and evaluating data. It provides students with necessary research tools that will enable them to access information using both qualitative and quantitative methods.
Offered: Semester 1
Contact hours per week: 3
Assessment: 100% coursework

HED586  EDUCATIONAL POLICY
This course aims at analyzing educational policies in the broader national and international context of best practices. The course also develops and evaluates education policies in domains, such as governance, resource allocation, productivity, assessment, and curriculum development.
Offered: Semester 2
Contact hours per week: 3
Assessment: 100% coursework

HED587  PHILOSOPHICAL FOUNDATIONS OF EDUCATION
This course examines the philosophical foundations of education. Students will have the opportunity to explore a series of questions in this course: What is the ultimate purpose of education? How can we best characterize human nature? How do people learn? What constitutes knowledge? What methods should teachers employ to realize their goals? Though there are no definite answers the practice of asking them and considering their implications through various forms of philosophical analysis will help students to clarify educational priorities.
Offered: Semester 2
Contact hours per week: 3
Assessment: 100% coursework

HED588  CURRICULUM THEORY AND PRACTICE
The purpose of this course is to advance students’ understanding of curriculum theories and models and the application of these models to the classroom and
relevant context. The course will enable students to (i) identify and discuss the significant issues in curriculum debates and (ii) develop competency to define their own curricular position in the context of the Pacific Island Region, their country and school. They should be able to apply the relevant model to suit their own situation. This approach will have implications for curriculum theory and practice from perspectives of Pacific Island Nations (PINs).

Offered: Semester 2  
Contact Hours per week: 3  
Assessment: 100% Coursework

MASTER OF EDUCATION

50,000 WORD THESIS  
HED600A and HED600B (Full-time)  
HED600C and HED600D (Part-time)

16,000 WORD THESIS  
HED601A and HED601B (Full-time)  
HED601C and HED601D (Part-time)

FOOD & TEXTILE TECHNOLOGY

HFT100 FOOD TECHNOLOGY AND SOCIETY  
This course provides an interdisciplinary approach to food and nutrition within the community. It provides opportunities for teacher trainees to investigate the impact of food technologies on all areas of society, including individuals, family, business and community groups. 
Offered: Semester 1  
Contact hours per week: 6  
Assessment: 100% coursework

HFT101 TEXTILE TECHNOLOGY AND SOCIETY  
This course provides an interdisciplinary approach to design and textiles within the community. It provides opportunities for teacher trainees to investigate the impact textile technologies have on all areas of society, including individuals, family, business and community groups. 
Offered: Semester 2  
Contact hours per week: 6  
Assessment: 100% coursework

HFT200 NUTRIENT REQUIREMENTS THROUGHOUT THE LIFESPAN  
This course provides a working knowledge of the micro- and macro-nutrients in the diet, their digestion, absorption, use and excretion as well as the inter-relationships between them. It explores in depth the nutritional issues specific to different stages in the life cycle. 
Offered: Semester 1  
Contact hours per week: 6  
Assessment: 100% coursework

HFT201 APPAREL: FROM DESIGN TO GARMENT  
This course enables teacher trainees to develop skills to translate designs into patterns, using a basic block pattern. They will explore methods of designing and adapting patterns to incorporate a range of design features. The problem-solving approach is emphasised as part of the design and pattern-making process. 
Offered: Semester 2
Contact hours per week: 6
Assessment: 100% coursework

**HFT202  TEACHING FOOD & TEXTILE TECHNOLOGY AT SECONDARY LEVEL**

This course aims to enable the food and textile technology teacher trainee to study and understand the curriculum documents that are used in secondary schools. Emphasis is placed on the planning and writing of teaching units in conjunction with all sections of the curriculum.

*Offered: Semesters 1&2*

*Prerequisites: One 100- or 200-level HFT course*

Contact hours per week: 6
Assessment: 100% coursework

**HFT204  FOOD & TEXTILE DESIGN PROCESSES**

This course will provide a combined approach to Food and Textile design processes within the community. It offers opportunities to teacher trainees to investigate and develop their technological skills in the Design context. The Design process provides a framework for solving problems and producing products whereby teacher trainees will be challenged to extend their skills and knowledge into a real life setting.

*Offered: Semester 1 &2*

Contact hours per week: 4
Assessment: 100% coursework

**MUSIC**

**HMU100  BASIC MUSIC THEORY 1**

This is an introductory course to develop students' understanding of music theory. It provides basic concepts and terms needed for students to have an appreciation of melody and harmony. It is intended for both those with, and without, a background in music theory, but students should have some familiarity with reading common notation, playing an instrument or singing.

*Offered: Semester 1*

Contact hours per week: 4
Assessment: 100% coursework

**HMU101  INSTRUMENTAL PERFORMANCE 1**

This course applies the theory of music to the basic techniques of playing, to enable students to develop the skills to perform with a chosen instrument in front of a small audience. Their co-ordination and psychomotor or skills will be developed through constant practice. Correct techniques to improve accurate rhythmical and listening skills will be developed.

*Offered: Semester 2*

Contact hours per week: 4
Assessment: 100% coursework

**HMU200  BASIC MUSIC THEORY 2**

This course aims to extend students' understanding of music theory. It provides students with the grounding that would enable them to see the relationship between theory and practice and extend their understanding of melody and harmony.

*Offered: Semester 1*

Contact hours per week: 4
HMU201  INSTRUMENTAL PERFORMANCE 2
The course attempts to extend the techniques of instrumental playing. This will enable students to master the skills to perform their chosen instrument in front of a small audience. Their co-ordination and development of psychomotor skills will be further developed as will their rhythmical and listening skills.
Offered: Semester 2
Contact hours per week: 4
Assessment: 100% coursework

HMU202  TEACHING MUSIC AT SECONDARY LEVEL
The course aims to assist music teacher trainees to develop lesson plans, unit plans and relevant programmes to allow for progressive development of musical skills in schools. This will also enable teacher trainees to meet the learning outcomes for the music curriculum in secondary schools.
Offered: Semesters 1&2
Prerequisite: One 200-level HMU course
Contact hours per week: 4
Assessment: 100% coursework

HMU203  TEACHING MUSIC AT PRIMARY SCHOOL
This course covers materials, methods and techniques for teaching music at primary level. Teacher trainees will be exposed to the music curriculum and current trends in primary music teaching. They will also develop the knowledge and skills to plan, implement and evaluate a music programme.
Offered: Semesters 1&2
Contact hours per week: 4
Assessment: 100% coursework

HMU204  MUSIC OF SAMOA – CHANTS AND BEYOND
This course will introduce students to the history and development of music in Samoa beginning from chants to the contemporary popular music. Students will also formulate a timeline of music evolution with emphasis on literature, forms, genre and composers of the different eras and discuss causes of transition of the music.
Offered: Semesters 1 & 2
Contact hours per week: 4
Assessment: 60% coursework, 40% examination

PERFORMING ARTS

HPA100  PHYSICAL THEATRE
This course is designed to explore the foundations of physical theatre through practical and theoretical involvement. It offers students the opportunity to develop their abilities in mime, object work, improvisation, mask and character acting for theatre and film performance.
Offered: Semester 1
Contact hours per week: 6
Assessment: 100% coursework

HPA101  CONTEMPORARY DANCE AND THE PACIFIC
This course is designed to explore the foundations of Pacific contemporary dance on stage and in film. It offers students the opportunity to develop their abilities in dance elements, choreography and performance as well as expand students’
knowledge and understanding of space, timing and energy, body awareness and relationships in dance.

*Offered: Semester 2  
Contact hours per week: 6  
Assessment: 100% coursework*

**HPA200 ACTING FOR FILM AND TELEVISION**
This course explores the foundations of acting for film and television through practical and theoretical involvement. It also develops students’ abilities in improvisation, characterisation, working with text, script analysis and screen performance. There is a fieldwork component which offers the opportunity to gain practical experience within the film and television industry in Samoa.

*Offered: Semester 1  
Contact hours per week: 6  
Assessment: 100% coursework*

**HPA201 SAMOAN SIVA: TRADITIONAL AND CONTEMPORARY**
This course is designed to explore the foundations of Samoan dance, traditional and contemporary, on stage and in film. It offers students the opportunity to develop their abilities in Samoan dance elements, choreography and performance and to expand their knowledge and understanding of the history and development of traditional Samoan dance by exploring space, timing and energy, body awareness and relationships in dance.

*Offered: Semester 2  
Contact hours per week: 6  
Assessment: 100% coursework*

**HPA202 TEACHING PERFORMING ARTS AT SECONDARY LEVEL**
This course is designed for teacher trainees of performing arts at secondary schools. The focus is on the pedagogy of teaching students in the use of the Samoan Performing Arts Curriculum and Teacher’s Guide. It will also develop their abilities to plan lessons, unit plans and create, develop and put into place appropriate performing arts programmes within the schools.

*Offered: Semester 1&2  
Prerequisites: One 200-level HPA course  
Contact hours per week: 6  
Assessment: 100% coursework*

**HPA203 TEACHING PERFORMING ARTS AT PRIMARY SCHOOL**
In this course students will utilise materials and techniques related to teaching performing arts at primary level. Teacher trainees will be exposed to the performing arts curriculum and current trends in performing arts teaching. They will also develop the knowledge and skills to plan, implement and evaluate a performing arts programme.

*Offered: Semesters 1&2  
Contact hours per week: 4  
Assessment: 100% coursework*

**PHYSICAL EDUCATION**

**HPE100 HEALTH AND PERSONAL DEVELOPMENT**
The focus of this course is the personal well-being of individuals and personal management. This course develops teacher trainees’ knowledge and
understanding about the health and well-being of themselves, their families and their community, including social, physical and emotional development issues.  
Offered: Semester 1  
Contact hours per week: 4  
Assessment: 100% coursework  

**HPE101  SPORTS STUDIES**  
This course is a study of teaching and coaching techniques in various sports, and the modification of major sports for young children. Practical sessions help teacher trainees develop their skills and confidence in the teaching of sport.  
Offered: Semester 2  
Contact hours per week: 4  
Assessment: 100% coursework  

**HPE200  COMMUNITY AND FAMILY HEALTH**  
The focus of this course is the well-being of the family and community. This course develops teacher trainees’ knowledge and understanding about social, physical and emotional development issues.  
Offered: Semester 1  
Contact hours per week 4  
Assessment: 100% coursework  

**HPE201  MOVEMENT AND DANCE**  
This course provides an opportunity for students to develop skills and activities which promote a greater awareness of how the body moves in space, through time and with energy.  
Offered: Semester 2  
Contact hours per week: 4  
Assessment: 100% coursework  

**HPE202  TEACHING HEALTH & PHYSICAL EDUCATION AT SECONDARY LEVEL**  
Physical education teacher trainees should be able to provide programmes which allow for the progressive development of skills. This course will help them understand the aims and objectives of the health and physical education curriculum for secondary schools and develop plans to achieve those aims.  
Offered: Semesters 1&2  
Prerequisites: One 200-level HPE course  
Contact hours per week: 4  
Assessment: 100% coursework  

**HPE203/HTE367  TEACHING HEALTH AND PHYSICAL EDUCATION AT PRIMARY**  
This course covers teaching and organising sporting activities for children. The course is practical, aiming at improving students’ movement skill level and providing an opportunity to understand the physiological and psychological factors that affect children’s participation and performance in sporting activities.  
Offered: Semesters 1&2  
Contact hours per week: 4  
Assessment: 100% coursework
HPE204 COMPETITION COACH
The focus of this course has been designed with the specific purpose of providing a relevant, practically focused and culturally specific approach to the identification, training and on-going development of Development Coaches within the Pacific Region. The course design has 5 core objectives: Pacific athletes resulting in better performances; extensive coach education experiences, athlete-focused coach education, teaching best practice coaching principles.
Offered: Semester 1 & 2
Contact hours per week: 6
Assessment: 100% coursework

TEACHER EDUCATION

HTE131/HTE361 TEACHING SOCIAL STUDIES
This course provides teacher trainees with knowledge of the spiral curriculum model for social studies education in primary schools. The process of curriculum development, unit design and lesson planning are studied in detail and practised using the primary school curriculum content.
Offered: Semester 1 & 2
Contact hours per week: 4
Assessment: 100% coursework

HTE151/HTE360 TEACHING SCIENCE
This course aims to provide teacher trainees with the foundation of understanding science and the skills that can be applied to the teaching of science at the primary level. It focuses on the content covered, sequence of lessons, types of resources and in particular Primary Education and Materials Project materials. Alternative methods to those suggested in the curriculum booklet will be explored.
Offered: on-campus Semester 1 & 2
Offered semester 1 & 2 for ODL
Contact hours per week: 7
Assessment: 100% coursework

HTE155 TEACHING MATHEMATICS
This course is designed to provide teacher trainees with the appropriate content in mathematics. It also equips them with teaching and learning strategies that are suitable for Years 1-8. The course provides opportunities to apply mathematical concepts and skills in the teaching of mathematics.
Offered: on-campus Semester 1 & 2
Offered semester 1 & 2 for ODL
Contact hours per week: 6
Assessment: 100% coursework

HTE164 EXPRESSIVE ARTS FOR PRIMARY TEACHING
This introductory course engages students in acquiring rudimentary skills in music and performing arts, dance and drama as prescribed in the Expressive Arts Curriculum for Primary School in Samoa. It will explore a range of dance, dramatic and musical forms and styles. Both content and pedagogical contents of the course will develop from fundamentals to integrated practical performance.
Offered: Semester 2
Contact hours per week: 6
Assessment: 70% coursework, 30% examination
HTE165 ENGLISH FOR PRIMARY TEACHING
This course covers the English Language skills and knowledge that are required for the teaching of English in the Primary Schools of Samoa. It provides students who are preparing to become teachers with the necessary knowledge and English language competencies required for teaching the Samoan National English Curriculum for Years 1-8.
Offered: on-campus Semester 1
Offered semester 1 & 2 for ODL
Contact hours per week: 5
Assessment: 70% coursework, 25% examination

HTE166 GAGANA SAMOA MO AOAOGA I AOOGA TULAGALUA
O le mataupu lenei e fitoitonu i le a’oa’oga o tomai ma agavaa e moomia e fesoasoani i le a’oa’oga o le Gagana Samoa mai le Tausaga 1-8. Ia maea ane le mataupu ua mafai e tamaiti ona fetufaa’i, fatau ma tusitusi ma le toto’a i le Gagana Samoa i soo se vaega o le gagana ma le aganuu.
Taimi e a’oa’o ai: Vaitu’uaga 1
Itūla faatulagaina i le vaiaso: 5
Togi: 70% galuega faatonuina, 30% suega

HTE166 SAMOAN FOR PRIMARY TEACHING
This course covers the Samoan Language skills and knowledge that are required for the teaching of Samoan in the Primary Schools of Samoa. It provides students who are preparing to become teachers with the necessary knowledge and Samoan language competencies required for teaching the National Samoan Curriculum for Years 1-8.
Offered: Semester 1
Contact hours per week: 5
Assessment: 70% coursework, 30% examination

HTE200 TEACHING LITERACY AT PRIMARY SCHOOL
This course teaches students how to plan comprehensive English and Samoan Reading Programs, suitable for all levels in the primary school. They will also be equipped with knowledge and appropriate methodologies for developing and upgrading literacy teaching practices in primary schools.
Offered: Semester 1 & 2
Prerequisites: HTE122, HTE222 or RPL Contact hours per week: 4
Assessment: 100% coursework

HTE222/HTE266 A’OA’OGA O LE GAGANA SĀMOA I TAUSAGA 1-8
E patino le matā’upu lenei i le a’otauina o ali’i ma tama’ita’i ina ia lava saunia mo le a’oa’oga o le matā’upu i ā’oga tulagalua. Ia lava le mālamalama i auala ma metotia e fa’aā’oga i le a’oa’oga o le Gagana Sāmoa i Tausaga 1-8.
Taimi e a’oa’o ai: Vaitu’uaga 1 & 2
Itūlō fa’atūlagaina i le vaiaso: 4
Togi: 100% galuega fa’atonuina

HTE222/HTE266 TEACHING SAMOAN
This course is designed to prepare teacher trainees to teach Samoan in primary schools. Students will have the opportunity to develop their understanding of the repertoire of skills required to teach Samoan at Years 1-8.
Offered: Semester 1 & 2
Contact hours per week: 4
Assessment: 100% coursework

HTE223 A'OA'OGA O LE GAGANA MA AGANU'U
O le matā'upu lenei ua a'oa'oina ina ia mālamalama ali'i i ma tama'ita'i i le so'otaga o vāega uma o polokalame fa'atino i le gagana ma aganu'u. La fesoasoani i le a'oa'oga o tu ma aga i le olaga o le Sāmoa, aemaise ai le tau'avega o tiute ma nafa fa'ata'ita'i.
Taimi e a'oa'oa ai: Vaitu'uaga 2
Itūlā fa'atūlagaina i le vaiaso: 4
Togi: 100% galuega fa'atonuina

HTE223 TEACHING SAMOAN LANGUAGE AND CULTURE
This course helps to extend the teacher trainees' knowledge and skills in the integration of language, culture and history to enable them to make links between the classroom, school, and the local environment. The role and responsibilities to society, effects of globalisation and climate change are an integral part of an effective classroom programme.
Offered: Semester 2
Contact hours per week: 4
Assessment: 100% coursework

HTE225 A'OA'OGA O LE GAGANA SĀMOA I Ā'OGA MAUALULUGA
O le fa'amoe moe o le matā'upu ia fa'a'aoaina ali'i i ma tama'ita'i i auala ma metotia 'ese'esene a'oa'ao ai le Gagana Sāmoa. La atagia i fa'atinoga ma fetufa' aiga lo lātou mālamalama i matā'upu talanoaina.
Taimi e a'oa'oa ai: Vaitu'uaga 1&2
Tomai mana'omia: 1 se matā'upu Sāmoa i le vāega 200 po o 300
Itūlā fa'atūlagaina i le vaiaso: 4
Togi: 100% galuega fa'atonuina

HTE225 TEACHING SAMOAN AT SECONDARY LEVEL
This course aims to enhance teacher trainees' repertoire of teaching strategies and methods to enable them to teach Samoan effectively at the secondary level. Unit planning, lesson development and interactive demonstrations will provide them with opportunities to share their understanding of language issues.
Offered: Semester 1&2
Prerequisites: 200 or 300-level HSA course
Contact hours per week: 4
Assessment: 100% coursework

HTE227 TEACHING ENGLISH AT SECONDARY LEVEL
This course aims to introduce teacher trainees to the secondary English curriculum. The focus is on the underlying principles, the framework and the scope and sequence covered. It provides experiences to examine the approaches and the strategies for teaching language and literature at this level.
Offered: Semester 1&2
Prerequisites: 200 or 300-level HEN course
Contact hours per week: 4
Assessment: 100% coursework

HTE233 TEACHING SOCIAL STUDIES AT SECONDARY LEVEL
This course introduces teacher trainees to the social studies curriculum used in schools. Teacher trainees will work closely with the different curriculum documents that are important in planning social studies units of work and
programmes. Teacher trainees will learn and practise methodologies and strategies that will enable them to gain the confidence and competencies needed to be effective social studies teachers.

Offered: Semester 1&2  
Prerequisites: 200 or 300-level HGE, HHI course  
Contact hours per week: 4  
Assessment: 100% coursework

HTE236  
TEACHING BUSINESS STUDIES AT SECONDARY LEVEL  
This course aims to familiarise students with the curriculum for business studies. The focus is on the content covered and the sequence of lessons and types of resources used in the teaching of each unit. The curriculum books will be studied and analysed. Methods and approaches other than those in the curriculum units will also be studied and practised.  
Offered: Semester 1&2  
Prerequisites: 200 or 300-level HAC or HEC course  
Contact hours per week: 4  
Assessment: 100% coursework

HTE252  
TEACHING SCIENCE AT SECONDARY LEVEL  
The course is designed to extend teacher trainees' understanding of the whole spectrum of science curriculum strands at secondary level. It focuses on the content covered, sequence of lessons, types of resources and materials used and in particular on the teaching methods appropriate for the various strands. Alternative methods to those suggested in the curriculum will be explored.  
Offered: Semester 1&2  
Prerequisites: One 200-level HBI, HCH or HPH course  
Contact hours per week: 7  
Assessment: 100% coursework

HTE254  
THE USE OF COMPUTERS FOR TEACHING  
This course introduces instructional strategies for teaching using computers and teaching about computers. It familiarises students with the evaluation, creation and use of e-resources in the classroom as a tool to support teaching in any subject.  
Offered: Semester 1 & 2  
Prerequisites: HCS183  
Contact hours per week: 6  
Assessment: 55% coursework, 45% examination

HTE258  
TEACHING MATHEMATICS AT SECONDARY LEVEL  
This course is designed to enhance teacher trainees’ knowledge of the content of mathematics. It also equips teacher trainees with teaching strategies and skills that are suitable for Years 9-13. This course gives students the opportunity to apply mathematical concepts and skills to the teaching of mathematics at secondary level and to real-life situations.  
Offered: Semester 1&2  
Prerequisites: 200 or 300-level HMA course  
Contact hours per week: 4  
Assessment: 100% coursework
HTE264  TEACHING EXPRESSIVE ARTS
This course introduces Primary teacher trainees to the value and function of the Arts. Emphasis will be placed on the use of a variety of experiences, materials and techniques to enrich their knowledge, skills and techniques in the teaching and learning, as well as the importance of language and therapeutic healing through the arts. The course will look at the teaching of knowledge and understanding, confidence in communication [language], critical thinking, and the application of skills and knowledge as emphasized in the Expressive Arts Curriculum.
Offered: Semester 1
Contact hours per week: 6
Assessment: 100% coursework

HTE265  TEACHING ENGLISH
This course introduces teacher trainees to the primary school English language curriculum, principles in the development of the curriculum and the use of Primary Education and Materials Project materials. It also focuses on the approaches, techniques and strategies involved in the teaching of a second language.
Offered: Semester 1
Contact hours per week: 4
Assessment: 100% coursework

HTE267  HEALTH AND PHYSICAL EDUCATION FOR PRIMARY TEACHING
This course will equip students with knowledge and understanding of the Health and Physical Education curriculum for Primary Schools in Samoa. These topics will be used as teaching platforms for both classroom and movement-based settings by using a variety of delivery methods including storytelling, dance, and music and material construction.
Offered: Semester 2
Contact hours per week: 5
Assessment: 100% coursework

HTE580  ISSUES IN SCIENCE EDUCATION
This course explores the issues and recent research in science education on the role of the science teacher, the science learner, the science curriculum, and science assessment practices. The course will have an international science perspective, but it will also look at science problems and issues that are of particular concern for Samoa.
Offered: Semester 1 & 2
Contact hours per week: 2
Assessment: 100% coursework

HTE589  APPLIED LINGUISTICS AND LANGUAGE LEARNING ISSUES
The course will provide students with the opportunity to understand applied linguistics and language learning theories, reflect on their own language capabilities and language teaching practices. Clear understanding of the sociolinguistic contexts in which English is taught and learnt as a second language, the concepts and issues covered. Language change and the context of teaching and learning English as a second language will be studied closely with relevant applied linguistic knowledge and theory.
Offered: Semester 1 & 2
Contact hours per week: 3
Assessment: 100% coursework

TEACHING PRACTICUM

HTP310/320 [HTP160] MICROTEACHING SKILLS
The course is designed to strengthen and extend in both primary and secondary trainees their understanding and metacognition in the teaching skills of introducing, concluding, questioning, reinforcement, explaining and variability. The course provides the teacher trainee with the opportunity to study in depth and be self-reflective of these teaching skills and their positive application.

Offered: Semester 1 & 2
Contact hours per week: 4
Assessment: 100% coursework

HTP311/321 MULTI-LEVEL TEACHING
This course equips both primary and secondary teacher trainees for his/her role as an effective manager in a multi-level and/or inclusive classroom. It provides professional guidance for personal beliefs and philosophies about established models of teaching. It also fosters the utilisation of motivational techniques, cooperative learning activities and effective non-violent disciplinary methods as a means of encouraging student-centred learning environments.

Offered: Semester 1
Contact hours per week: 4
Assessment: 100% coursework

HTP312/322 TEACHERS AS RESOURCE DEVELOPERS
The course focuses on the teacher trainee’s ability to design, develop and use resources that will enrich and enhance the process of teaching and learning at both primary and secondary level. It also encourages teacher trainees to be more creative, constructive and innovative in utilizing the available materials to produce activities to inspire and motivate students’ learning.

Offered: Semester 2
Prerequisites: HTP310/320 and HTP311/321
Contact hours per week: Fieldwork
Assessment: 100% coursework

HTP313/323 [HTP360] TEACHING IN THE REAL CONTEXT
This practical course will provide primary and secondary teacher trainees with the opportunity to apply in the real context the knowledge and skills learnt from the pedagogical courses and informed by relevant teaching and learning theories. They will plan and implement units of work or series of lessons that provide a variety of teaching and learning experiences that can be used to meet the needs of multi-level and multi-ability classrooms.

Offered: Semester 1 & 2
Prerequisites: HTP310/320 and HTP311/321
Contact hours per week: Fieldwork
Assessment: 100% coursework

HTP314/324 [HTP260] CLASS MANAGEMENT IN ACTION
This course allows students to apply classroom management skills to the real setting at both primary and secondary levels. They will gain insight into school organization and how this impacts the teaching and learning environment. They will discover through their field experience a variety of techniques and strategies considered effective for the management of diverse classrooms or
learning environments. They will reflect critically on school organization and different classroom management practices.

Offered: Semester 2
Prerequisites: HTP310/320 and HTP311/321
Contact hours per week: Fieldwork
Assessment: 100% coursework

**HTP315/325 THE REFLECTIVE TEACHER**
This course provides the students with the opportunity to critically examine and reflect on pedagogy including learning principles in the primary and secondary education environment as it impacts on the role of a professional educator. This will occur via participation in a structured, supervised teaching practicum involving research, observation, feedback, professional conversations and critical reflections.

Offered: Semester 2
Prerequisites: HTP310/320 and HTP311/321
Contact hours per week: Fieldwork
Assessment: 100% coursework

**VISUAL ART**

**HVA100 INTRODUCTION TO DRAWING AND PAINTING**
This course will promote visual awareness through the observation of light and translation of three-dimensional forms into two-dimensional drawings and paintings. It highlights colour theory as it relates to design. Students will investigate spatial design as a problem-solving process with a wide range of materials and working methods.

Offered: Semester 1
Contact hours per week: 6
Assessment: 100% coursework

**HVA101 ART HISTORY: ANCIENT CIVILISATIONS TO 21ST CENTURY**
This course is designed to introduce students to the major art historical periods and movements, from ancient civilisations up to the 21st century. It highlights the importance of the aesthetic concepts of the ancient world, the classical era and their influence on the modern world today.

Offered: Semester 2
Contact hours per week: 6
Assessment: 100% coursework

**HVA200 INTRODUCTION TO GRAPHIC DESIGN**
The course aims to introduce the principles of graphic design, illustration and print media in the context of the arts and the commercial world today. It highlights fundamental drawing and painting techniques appropriate for the creation of graphic works, basic computer knowledge, hardware and software skills and illustration of literature and literary concepts.

Offered: Semester 1
Contact hours per week: 6
Assessment: 100% coursework

**HVA201 MATERIALS, TECHNIQUES AND WEARABLE ART**
The course addresses the intersection between the sculptural, performance and design disciplines and explores their shared methods, materials and critical/theoretical discourse. Students will be encouraged to consider their art-making process as a multidisciplinary practice that ranges across sculpture,
performance, painting, weaving, and stained glass, mosaic-making and wearable art.

Offered: Semester 2  
Contact hours per week: 6  
Assessment: 100% coursework

HVA202 TEACHING VISUAL ART AT SECONDARY LEVEL  
This course introduces students to the secondary school visual art curriculum. Students will develop their abilities to plan art lessons, unit plans and relevant art programmes and resources.  
Offered: Semester 1&2  
Prerequisites: One 200-level HVA course  
Contact hours per week: 6  
Assessment: 100% coursework

HVA203 TEACHING VISUAL ART AT PRIMARY SCHOOL  
This course offers students a combination of theoretical and practical experiences of teaching art at Samoan primary schools. Students will use a variety of materials and techniques as they develop their skills, and learn to communicate the function and value of visual art in their community and culture.  
Offered: Semester 1&2  
Contact hours per week: 4  
Assessment: 100% coursework

HVA204 ADVANCED PAINTING  
This is an advanced course in painting. There will be an emphasis in traditional and contemporary approaches to the principles of colour and an exploration of colour theory as it relates to design. It builds on the students’ understanding of psychological and cultural aspects of colour in making appropriate design decisions relevant to their personal work.  
Offered: Semester 1 & 2  
Contact hours per week: 6  
Assessment: 100% coursework
FACULTY OF HEALTH SCIENCE

Credit Value
The Diploma in Nursing has a credit value of 180 points – each of the 12 courses is 15 points.
The Bachelor of Nursing has a credit value of 360 points – each of the 24 courses is 15 points.
The Bachelor of medicine/Bachelor of Surgery has a credit value of 720 points – each of the 8 courses in year 1 is 15 points; each of the 6 courses in year 2 and 3, 20 points; each of the four courses in the clinical years 4 and 5, is 30 points.
The Postgraduate Graduate Diploma in Nursing has a credit value of 120 points – each of the 6 courses is 20 points.
The Master of Surgery has a credit value of 120 points – each of the 6 courses is 20 points.

Each credit point is equivalent to 12 notional hours on contact and independent study which in most programmes is 1440 hours per year; 40 hours per week for 36 weeks including 28 semester weeks, 2 mid-semester breaks, 2 study weeks and 4 examination weeks.

REGULATIONS FOR THE BACHELOR OF MEDICINE AND BACHELOR OF SURGERY (MBBS) (2017)
Amended 2018

1. ADMISSION REQUIREMENTS
An applicant shall be admitted to the Bachelor of Medicine and Bachelor of Surgery if that applicant has successfully completed:
   a) Foundation Certificate (Science) with a minimum aggregate passing grade of 80% in English and best three of the following subjects; Human Biology, Biology, Chemistry, Physics, Mathematics or
   b) Course of study equivalent to that stipulated in 1a or.
   c) Bachelor of Science or Bachelor of Health Science degree with a minimum average of B3 (65%) or its equivalent or
   d) Bachelor of Science or Bachelor of Health Science with a minimum average of B2 (70%) or its equivalent will be eligible to commence from MBBS Year 2 or
   e) Qualification acceptable to the Head, School of Medicine as equivalent to any of the above and
   f) Pass an interview.

2. MODE OF STUDY
Full time only.

3. DURATION
A minimum period of six years.

4. PROGRAMME STRUCTURE
Unless credit is granted under the Regulations on Recognition of Prior Learning, this programme consists of twenty nine courses. The courses are: HSA100, HMS111, HMS112, HMS119, HMS115, HMS116, HMS117, HMS118; HMS200,
HMS201, HMS202, HMS203, HMS204, HMS205; HMS300, HMS301, HMS302, HMS303, HMS304, HMS305; HMS400, HMS401, HMS402, HMS403; HMS500, HMS501, HMS502, HMS503; HMS600 (40 weeks).

5. PROGRAMME LOAD
First year students – four courses per semester
Second and Third year students – three courses per semester
Fourth and Fifth year students – two courses per semester
Trainee Intern – one course
An underload or overload has to be approved and signed for on the enrolment form, by the Head of School of Medicine or a designated staff member.

6. PROGRAMME REQUIREMENTS
To be awarded the Bachelor of Medicine and Bachelor of Surgery a student must pass the twenty nine courses as prescribed in (4) above the Final Clinical Examination (FCE) and Objective Structure Clinical Examination.

7. These Regulations are effective from 1 January, 2018.

REGULATIONS FOR THE MASTER OF SURGERY IN ORTHOPAEDICS (MSurgOrtho)

1. ADMISSION REQUIREMENTS
An applicant shall be admitted to the Master of Surgery in Orthopaedics if that applicant has successfully completed:
   a) A Bachelor of Medicine and Bachelor of Surgery or equivalent from FSM, PNG or equivalent,
   b) Has successfully completed at least 2 years of internship programme with at least one year in orthopaedics.

2. MODE OF STUDY
Full time and part time basis.

3. DURATION
A minimum period of four years.

4. PROGRAMME STRUCTURE
Unless credit is granted under the Regulations on Recognition of Prior Learning, this programme consists of twelve courses. The courses are: HMS 700, HMS 701, HMS702, HMS703, HMS704, HMS 705, HMS706, HMS707, HMS 708, HMS 709, HMS 710, HMS711

5. PROGRAMME LOAD
First year – four courses
Second year – four courses
Third year – four courses
An underload or overload has to be approved and signed for on the enrolment form, by the Head of the School of Medicine or a designated staff member.

6. PROGRAMME REQUIREMENTS
To be awarded the Master of Medicine in Intensive Care a student must pass the fourteen courses as prescribed in (4) above.

7. These Regulations are effective from 1 January, 2017.
REGULATIONS FOR THE MASTER OF MEDICINE IN INTENSIVE CARE (MMedIC) (2017)

1. ADMISSION REQUIREMENTS
An applicant shall be admitted to the Master of Medicine in Intensive Care if the applicant has successfully completed:
   a) A medical degree from a recognized University
   b) Has successfully completed the Internship years and,
   c) Has a diploma in a clinical specialty

2. MODE OF STUDY
Full time and part time basis.

3. DURATION
A minimum period of four years.

4. PROGRAMME STRUCTURE
Unless credit is granted under the Regulations on Recognition of Prior Learning, this programme consists of fourteen courses. The courses are: HMS740, HMS741, HMS742, HMS743, HMS744, HMS745, HMS746, HMS747, HMS748, HMS749, HMS750, HMS751, HMS752, and HMS753

5. PROGRAMME LOAD
   First year – five courses
   Second year – five courses
   Third year – four courses
   An underload or overload has to be approved and signed for on the enrolment form, by the Dean of Health Science or the Dean’s designated staff member.

6. PROGRAMME REQUIREMENTS
To be awarded the Master of Medicine in Intensive Care a student must pass the fourteen courses as prescribed in (4) above.

7. These Regulations are effective from 1 January, 2017.

DIPLOMA IN NURSING
The two-year Diploma in Nursing programme prepares future enrolled nurses to provide competent nursing care in any healthcare setting under the supervision of a registered nurse. On completion of the diploma programme students are eligible for registration with the Samoa Council of Nursing and Midwifery as enrolled nurses, in accordance with the Nursing and Midwifery Act 2007.

REGULATIONS FOR THE DIPLOMA IN NURSING (2014)

1. ADMISSION REQUIREMENTS
An applicant shall be eligible to be admitted to the Diploma in Nursing if the applicant has:
   a) Foundation Certificate (Nursing) or Foundation Certificate (Science) or
   b) HEN004 and three of HNS001, HNS002, HNS003, HNS004, HNS005 in the Foundation Certificate Nursing with not less than 60% in each course
   c) completed the Health Preparatory Year programme or equivalent or
   d) On account of age, academic background and the nature of his/her employment or occupation, a reasonable chance of completing the
2. **MODE OF STUDY**  
Full time / Part time

3. **DURATION**  
Not less than four semesters

4. **PROGRAMME STRUCTURE**  
A student who has not passed HSA001 or HSA002 must pass HSA111 or HSA112 or HSA111 or HSA155 in order to graduate. Unless credit is granted under the Statute/Regulations on Recognition of Prior Learning/Credit & Recognition of Current Competency, this programme consists of twelve courses. The courses are:

**Year 1**  
HNS111, HNS112, HNS121, HNS125, HNS126, HSA100

**Year 2**  
HNS221, HNS222, HNS223, HNS312, HNS224, HNS313.

5. **PROGRAMME LOAD**  
For full-time students, three courses per semester; part-time students two courses per semester. An underload or overload has to be approved and signed for on the enrolment form, by the Dean of Health Science or the dean’s designated staff member.

6. **PROGRAMME REQUIREMENTS**  
To be awarded the Diploma in Nursing a student must pass twelve courses as prescribed above in 4.

7. **These Regulations are effective from 1 January, 2014 and as amended October 2017.**

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**BACHELOR OF NURSING**

The three-year undergraduate degree of Bachelor in Nursing prepares the student to provide professional nursing care. The programme enables the nurse to function competently in a variety of healthcare situations, to provide promoting, preventive, curative and rehabilitative nursing practice within a culturally appropriate framework, to provide nursing care that is conducive to sustaining a healthy environment, and to be eligible for registration by the Samoa Council of Nursing and Midwifery in accordance with the Nursing and Midwifery Act 2007.

**REGULATIONS FOR THE BACHELOR OF NURSING (2014)**

1. **ADMISSION REQUIREMENTS**  
An applicant shall be eligible to be admitted to the Bachelor of Nursing if that applicant has:

   a) Foundation Certificate (Nursing) or Foundation Certificate(Science) or equivalent or
   b) Passed the Diploma in Nursing 100 level courses with not less than 65% in each course or
   c) On account of age, academic background and the nature of his/her employment or occupation, a reasonable chance of completing the programme, or
   d) qualified for Admission with Standing – see Statute on Recognition of Prior Learning/Credit.

2. **MODE OF STUDY**
3. **DURATION**
Not less than six semesters

4. **PROGRAMME STRUCTURE**
a) Students admitted under 1b. must pass the following eighteen courses:
   HNS163, HSA151 or HSO100, HNS251, HNS253, HNS254, HNS255,
   HNS261, HNS262, HNS263, HNS264, HNS351, HNS352, HNS353, HNS361,
   HNS362, HNS364, HNS365, HNS366.

Unless credit is granted under the Statute/Regulations on Recognition of Prior
Learning/Credit & Recognition of Current Competency, this programme consists of
twenty-four Courses.
The courses are:
**Year 1** HNS112, HNS151, HNS161, HNS163, HNS165, HNS166, HSA100 and HAN100
   or HSA151.
**Year 2** HNS251, HNS253, HNS254, HNS255, HNS261, HNS262, HNS263, HNS264
**Year 3** HNS351, HNS353, HNS361, HNS362, HNS364, HNS365, HNS366.

5. **PROGRAMME LOAD**
For full-time students, four courses per semester; part-time students two courses
per semester. An underload or overload has to be approved and signed for on the
enrolment form, by the Dean of Health Science or the dean’s designated staff
member.

6. **PROGRAMME REQUIREMENTS**
To be awarded the Bachelor of Nursing a student must pass twenty-four courses as
prescribed above in 4.

7. These Regulations are effective from 1 January, 2014, amended October,
   2017.

**Note:** Not offered, hence no new enrolments accepted until further notice

**REGULATIONS FOR THE BACHELOR OF HEALTH SCIENCE (2012)**

1. **ADMISSION REQUIREMENTS**
An applicant shall be eligible to be admitted to the Bachelor of Health Science
(BHSc) if that applicant has:
   a) completed the requirements for a Foundation Certificate (Science)
      including:
      i. for the BHSc in Environmental Health, a pass in HCH031 or equivalent,
         or
      ii. mature entry:
      iii. is at least 20 years of age on 1 February of year of admission, and
      iv. has at least two years full-time relevant work experience and/or
          training, or
   b) qualified for Admission with Standing under the Statute on Recognition of
      Prior Learning/Credit.

2. **MODE OF STUDY**
Full-time or part-time.
3 DURATION
Not less than six semesters full-time, twelve semesters part-time.

4 PROGRAMME STRUCTURE
4.1 Bachelor of Health Science in Environmental Health Unless credit is granted under the Recognition of Prior Learning/Credit Statute, this programme consists of twenty-four courses: HCH132, HCS183, HEH100, HEH101, HEH102, HEN107, HSA154, HSC152; HEH200, HEH201, HEH202, HEH203, HEH204, HEH205, HEH206, HEH207; HEH300, HEH301, HEH302, HEH303, HEH304, HEH305, HNS362; plus one of HMG362, HMG363, HMG364, HMG365, HNS364.
A student who has not passed HSA001 or HSA002 must pass HSA111 or HSA112 or HSA154 or HSA155 in order to graduate.

POSTGRADUATE DIPLOMA IN NURSING
The Postgraduate Diploma in Nursing programme, which is offered in four different specialisations, introduces nurse specialists to the highest standards of expert clinical practice so they can provide leadership for staff nurses within their designated specialist practice. The specialisations are High Dependency and Acute Care, Mental Health, Midwifery, and Primary Healthcare.

REGULATIONS FOR THE POSTGRADUATE DIPLOMA IN NURSING (2006)
Amended 2011

1 ADMISSION REQUIREMENTS
1.1 An applicant shall be eligible to be admitted to the Postgraduate Diploma in Nursing if that applicant:
   a) has a minimum of two years relevant experience after completing a qualification or as acceptable to the Dean, and
   b) has completed the requirements for an undergraduate nursing degree at the National University of Samoa or any recognised tertiary institution, or
   c) holds current nursing registration from the Samoa Council of Nursing and Midwifery and a current Annual Practising Certificate.

1.2 An applicant may be eligible to be admitted with standing to the Postgraduate Diploma in Nursing if that applicant:
   a) has a minimum of two years relevant experience after completing a qualification or as acceptable to the Dean, and
   b) is a Registered Nurse with an undergraduate award in a discipline other than nursing from a recognised university or other tertiary institution, or
   c) has a hospital-awarded Certificate in Nursing, at least three years' experience with evidence of continuous professional education, and has passed two transitional courses specified by Senate, or
   d) is a Registered Nurse who has completed the WHO-designed Advanced Diploma in Nursing or equivalent from a recognised institution and has evidence of continued professional education.

2 MODE OF STUDY
Full-time.

3 DURATION
Not less than two semesters.
4 PROGRAMME STRUCTURE
4.1 This programme consists of six courses in one of the following specialisations, as well as a two-week intensive workshop.
   a) High Dependency and Acute Care
   b) Mental Health
   c) Midwifery
   d) Primary Healthcare
4.2 Specialisations
   a) High Dependency and Acute Care
      HNS531, HNS532, HNS533, HNS541, HNS542, HNS543
   b) Mental Health
      HNS551, HNS552, HNS553, HNS561, HNS562, HNS563
   c) Midwifery
      HNS511, HNS512, HNS513, HNS521, HNS522, HNS523
   d) Primary Healthcare
      HNS571, HNS572, HNS573, HNS581, HNS582, HNS583.
5 PROGRAMME LOAD
Three courses per semester.

6 PROGRAMME REQUIREMENTS
To be awarded a Postgraduate Diploma in Nursing a student must pass the six courses specified in 4.2 above in one of the specialisations.

7 These regulations are effective from 1 January, 2006.

School of Medicine
Academic Progress Regulations
1. Students must achieve a minimum grade of 60% for all written examinations and the competency based assessment for Objectively Structured Clinical Examination (OSCE)/Objectively Structured Physical Examination (OSPE).

2. The student must pass the prescribed MBBS courses plus the Final Clinical Examination to complete the examination requirements for the programme. A further Trainee Intern Year must be successfully completed to graduate.

3. A student may be granted a special examination/s on the grounds of ill health or other unforeseen circumstances after an application to the assessment committee whom will consider and process for approval from senate.

4. A student may be granted leave under special circumstances for a specified time not more than two years upon special request to the assessment committee and approval from senate.

5. A student may be excluded from the MBBS programme on the basis of:
   i. Repeated academic failure. (refer to definition)
   ii. A student who fails to complete the requirements for any year of the programme may enrol again, but this concession may normally be granted only once in the preclinical programme. And once in the clinical programme
   iii. No student may normally enrol again after failing to pass a year of the programme (whether from failure to gain terms, or from failure in a
final examination) whose programme of study has required the repetition of a year.

iv. Any breaches described in 6

6. If a student breaches professionalism standards which are deemed to be “serious breaches” within the realm of the *Code of Professional Standard for Medical Professionals*, the student may be excluded from the programme if found:
   i. subject to criminal charges;
   ii. subject to disciplinary proceedings of the University or of a professional body; which includes the Samoa Medical Council
   iii. found to be in serious breach of professional conduct that would otherwise result in a disciplinary review of a professional body which includes the Samoa Medical Council (Refer to the code of professional conduct)
   iv. found to have an issue in connection with their mental or physical health that could adversely affect their fitness to practise; or
   v. found to have failed to declare a matter covered by (6)(i)-(iv).

7. In Year 1, 2 or 3
   i. Students must pass all prescribed courses within the year in order to progress to the next year. The pass mark is 60%.
   ii. If a student fails a course but have gained 50-59%, he/she is eligible for a remedial.
   iii. If a student does not fulfil the requirements for a course in the first semester or second semester, there is an opportunity to reassess during the semester break or the long break within 1 week of the official results and must pass this reassessment in order to progress to the second semester or to the next year.
   iv. If a student fails two courses but is eligible for remedial (written 50-59% & OSPE/OSCE 50-79%) they are entitled to remedial. If they fail both of the remedial, then this is deemed a failure and will be asked to repeat the year.

8. In Year 4 or Year 5,
   i. if a student fails one course, they may progress to the next course but they will have to repeat this particular course at the end of that year for 6 weeks. and before semester 1 the following year.
   ii. If a student fails another course within Year 4 or Year 5, or they fail the repeat rotation, they will have to repeat the whole year.
   iii. In the repeated year, the same as above applies, however, if the student again fails to fulfil the requirements for either
   iv. 2 courses or
   v. the repeated course at the end of the year, they may be excluded from the programme under 3 (i).

(a) Final Clinical Examination- Written (Year 5)
   i. If a student fails, the written examination but have gained 50-59% they are eligible for remedial. The re-medial must take place within two weeks of the official results
   ii. If the re-medial is failed, the student must repeat Year 5, and take the full exit examination at the end of that year.
iii. If a student fails a repeated year, the student they will be excluded from the programme under 3 (i).

(b) Final Clinical Examination —Clinical Practical Component
   i. If a student fails the written examination with 49% or less, they must repeat Year 5.
   ii. If a student fails the competency based assessment Objectively Structured Clinical Examination (OSCE)/Objectively Structured Physical Examination (OSPE) to be eligible for re-assessment, the student must have passed the written examination.
   iii. If a student fails a repeated year, the student may be excluded from the programme under 3 (i).

Definitions:

I. Pass:
   a. Written 60% pass mark
   b. OSPE/OSCE competency based at least 80% of the stations

II. Failure:
   a. failure of written assessment of <50% and/or failure of competency based assessment
   b. Failure of remedial

III. Remedial: failure of a written assessment: 50-59% and/or OSPE/OSCE: failure of competency

IV. Repeated academic failure:
   a. Failing three attempts at course assessment inclusive of a remedial assessment of that course
   b. Failure of any course in the repeated year
COURSE PRESCRIPTIONS

ENVIRONMENTAL HEALTH

HEH100 INTRODUCTION TO ENVIRONMENTAL HEALTH
The course describes the significance of environmental health in Samoa and the roles and responsibilities of Environmental Health Officers mandated by Ministry of Health legislations.
Offered: Semester 1
Contact hours per week: 4
Assessment: 50% coursework, 50% examination

HEH101 FOOD HANDLING, MICROBIOLOGY AND HYGIENE
The course enables students to identify various micro-organisms and hazards in food, state various principles of food preservation and link the food safety issues in various international agreements.
Offered: Semester 1
Contact hours per week: 4
Assessment: 50% coursework, 50% examination

HEH102 HEALTH LEGISLATION
This course will introduce students to relevant health legislation (including the Health Ordinance, the Food and Drug Act, the Occupational Safety and Health Act, the PUMA Act, the Ministry of Health Act, the Tobacco Control Act, and International Health Regulations). It also enables them to understand the role of the Environmental Health Officer in enforcing parts of those pieces of legislation.
Offered: Semester 2
Contact hours per week: 4
Assessment: 60% coursework, 40% examination

HEH200 PREVENTION AND CONTROL OF DISEASE
This course introduces some of the common communicable diseases affecting tropical countries and the measures used to prevent their spread and control outbreaks. Topics include a general history of public health, health statistics and their uses, the epidemiology of both communicable and non-communicable diseases and communicable diseases common in the Pacific.
Offered: Semester 1
Prerequisites: HEH100 or HEH102
Contact hours per week: 7
Assessment: 60% coursework, 40% examination

HEH201 INTRODUCTION TO THE AQUATIC ENVIRONMENT
This course develops students' skills in assessing and managing the aquatic environment, specifically our rivers and creeks. Students will learn about ecosystem dynamics and the factors which influence water quality. They will learn to recognise the physical, chemical and biological parameters that reflect the health of a water body.
Offered: Semester 1
Prerequisites: HEH100 or HEH102
Contact hours per week: 7
Assessment: 100% coursework

HEH202 INTRODUCTION TO BASIC EPIDEMIOLOGY
In this course students will learn about the epidemiological approach to
identifying, defining, describing and measuring health-related states and how to calculate and interpret basic health statistics. The common causes of death, disease and disability in Samoa, how epidemiology aids disease prevention, health promotion, the development of health policy and good clinical practice will also be covered.

*Offered: Semesters 1 and 2*

*Prerequisites: HSC103 or any 100-level HEH course*

*Contact hours per week: 4*

*Assessment: 50% coursework, 50% examination*

### HEH203 INTRODUCTION TO EPIDEMIOLOGY DATABASES

Students will learn to use a relational database to manage public health information. Students develop skills in questionnaire design, database design and construction, data entry and data analysis using epidemiology software tools.

*Offered: Semester 1*

*Prerequisites: HEH100*

*Contact hours per week: 7*

*Assessment: 60% coursework, 40% examination*

### HEH204 INTRODUCTION TO THE TERRESTRIAL ENVIRONMENT

Students will learn how to identify the causes of, and possible solutions to, emerging terrestrial environmental issues and how to assess and manage the impact of commercial and residential pollution on the terrestrial environment.

*Offered: Semester 2*

*Prerequisites: HEH100*

*Contact hours per week: 3. Also fieldwork*

*Assessment: 100% coursework*

### HEH205 OCCUPATIONAL HEALTH AND SAFETY

This course teaches students to identify workplace hazards and suggest risk minimisation and injury prevention strategies. The course covers the responsibilities of employers, managers and employees under the Safety and Health Act and how to develop a workplace occupational health and safety plan.

*Offered: Semester 2*

*Prerequisites: HEH102*

*Contact hours per week: 10*

*Assessment: 60% coursework, 40% examination*

### HEH206 WATER AND SEWAGE

In this course students will develop the skills required for promoting, monitoring and controlling the quality of drinking water, waste water and recreational waters. They will be able to design small scale water supply and waste water disposal systems at community level and understand relevant laws.

*Offered: Semester 2*

*Prerequisites: HEH100 or HEH101*

*Contact hours per week: 3. Also fieldwork*

*Assessment: 60% coursework, 40% examination*

### HEH207 DISEASE VECTORS AND HEALTH QUARANTINE

This course covers the micro-organisms that cause vector-borne diseases such as dengue fever, malaria and filariasis, and the measures used to control them.

*Offered: Semester 2*

*Prerequisites: HEH100*
Contact hours per week: 3
Assessment: 50% coursework, 50% examination

HEH300 ENVIRONMENTAL HEALTH PRACTICE
This course relates global, regional and local environmental issues to traditional and modern environmental health practice, and how health data is gathered and used to develop effective environmental promotion and protection programmes.
Offered:
Prerequisites: HEH202 or HEH205
Contact hours per week: 4
Assessment: 50% coursework, 50% examination

HEH301 COMMUNITY PARTICIPATORY MANAGEMENT
This course discusses how communities form and develop, and how community-based organisations can be mobilised and empowered to participate in promoting and protecting the health of their own members.
Offered:
Prerequisites: HEH200 or HEH205
Contact hours per week: 4
Assessment: 50% coursework, 50% examination

HEH302 SOLID WASTE MANAGEMENT
At the end of this course students will understand the legal requirements and technical components of solid waste management systems, including collection, storage and disposal. The course also covers the economic, environmental and health implications of improper solid waste management.
Offered:
Prerequisites: HEH201 or HEH206
Contact hours per week: 4
Assessment: 50% coursework, 50% examination

HEH303 ENVIRONMENTAL HEALTH RESEARCH PROJECT
Students will select an environmental health problem, review relevant literature, formulate a research hypothesis, identify appropriate methodologies for data collection, record, analyse and interpret the data and write up their findings.
Offered:
Prerequisites: One 200-level HEH course
Contact hours per week: 4
Assessment: 50% coursework, 50% examination

HEH304 HEALTH IMPACT ASSESSMENT
This course teaches students the chemical, geological and statistical techniques used to plan, implement and interpret field monitoring of at risk physical environments. Students will, through critical analysis, make recommendations regarding mitigation measures appropriate for specific environmental problems.
Offered:
Prerequisites: HEH205
Contact hours per week: 4
Assessment: 100% coursework

HEH305 ENVIRONMENTAL HEALTH PROMOTION
This course looks at environmental health promotion in communities, workplaces and schools and how the settings approach and social marketing work.
Offered:
Prerequisites: HEH200 or HEH202 or HEH207
Contact hours per week: 4
Assessment: 50% coursework, 50% examination

NURSING

HNS111/HNS151 CONCEPTS OF NURSING
This course explores and discusses available Nursing Philosophy as basis of nursing care and caring for the people and the Samoan philosophy of nursing that will be used as the caring framework for the provision of nursing.
Offered: Semester 1
Contact hours per week: 3
Assessment: 60% coursework, 40% examination

HNS112/HNS152 PRINCIPLES OF BODY FUNCTIONS
This course provides nursing students with an understanding of biology, chemistry and physics concepts relevant to the structure and functions of the human body. Emphasis is on the application of these concepts to a healthy body. Students will use a problem-solving approach to a patient’s healthcare needs. Mathematical principles applicable for nursing practice are also explored.
Offered: Semester 1
Co-requisites: HNS111, HNS151
Contact hours per week: 7
Assessment: 50% coursework, 50% examination

HNS121/HNS161 ANATOMY AND PHYSIOLOGY
This course introduces students to the organisation and structures of the human body and develops an understanding of the way the healthy body functions.
Offered: Semester 2
Prerequisites: HNS112/HNS152
Contact hours per week: 6
Assessment: 60% coursework, 40% examination

HNS125/HNS165 INTRODUCTION TO THE PROCESS OF NURSING
This course utilises the nursing process and functional health patterns for assessment, nurse diagnosing, planning, implementation and evaluation of the health of the patient.
Offered: Semester 2
Prerequisites for HNS125: HNS111, HNS112
Prerequisites for HNS165: HNS151, HNS152
Contact hours per week: 3
Assessment: 50% coursework, 50% examination

HNS126/HNS166 NURSING PRACTICE 1
This course integrates knowledge, skills and attitudes to develop beginner level nursing competencies, focusing on the assessment of healthy patients at school health clinics.
Offered: Semester 2
Prerequisites for HNS126 HNS111
Prerequisites for HNS166: HNS151
Contact hours per week: 8
Assessment: 100% competency based
HNS163  INTRODUCTION TO PSYCHOLOGY
This course explores theoretical psychological perspectives and different aspects of human behaviour, including Samoan cultural psychology.
Offered: Semester 1
Contact hours per week: 3
Assessment: 50% coursework, 50% examination

HNS221/HNS261  NURSING PROCESS AND CRITICAL REASONING 2
This course covers the physiological and patho-physiological alterations associated with self-perception, self-concept, roles and relationships, sexuality and reproduction, coping, stress, tolerance and values and beliefs.
Offered: Semester 2
Prerequisites for HNS221: HNS125, HNS126
Prerequisites for HNS261: HNS251, HNS253
Contact hours per week: 3
Assessment: 50% coursework, 50% examination

HNS222/HNS262  NURSING PRACTICE 3
This course focuses on nursing care provision and management of clients with alterations in self-perception, self-concept, roles and relationships, sexuality and reproduction, coping, stress, tolerance and values and beliefs.
Offered: Semester 2
Prerequisites for HNS222: HNS126
Prerequisites for HNS262: HNS253
Contact hours per week: 8
Assessment: 100% competency based

HNS223/HNS263  PRIMARY HEALTHCARE
This course explores conceptual models for health education and health promotion, then utilises the models to design, implement and evaluate health education and promotion projects for individuals, families or communities.
Offered: Semester 2
Prerequisites for HNS223: HNS125, HNS126
Prerequisites for HNS263: HNS165, HNS166
Contact hours per week: 6
Assessment: 100% coursework

HNS224/HNS264  HEALTH AND ENVIRONMENT
This course explores the relationship between an individual's health and their environment (including psychological, spiritual, sociological, socio-cultural and political forces) and the implications of this for nursing practice.
Offered: Semesters 1 and 2
Prerequisites for HNS224: HNS111
Prerequisites for HNS264: HNS151
(No Prerequisites for Environmental Health Students (BSci)
Contact hours per week: 3
Assessment: 50% coursework, 50% examination

HNS251  NURSING PROCESS AND CRITICAL REASONING 1
This course develops understanding of the physiological and patho-physiological alterations associated with health perception, health management, nutrition and metabolism, elimination, activity and exercise, sleep and rest and cognition and perception.
Offered: Semester 1  
Prerequisites: Six 100 level HNS courses  
Contact hours per week: 3  
Assessment: 50% coursework, 50% examination

**HNS255 PHARMACOLOGY IN NURSING**  
This course introduces the principles of microbiology and pharmacology and their implications for nursing practice. The role of the nurse in drug administration and drug reaction will be explored in accordance with legal, ethical and professional practice.  
Offered: Semester 1  
Prerequisites: HNS152  
Contact hours per week: 6  
Assessment: 50% coursework, 50% examination

**HNS253 NURSING PRACTICE 2**  
This course focuses on nursing care provision and management of patients with alterations in health perception, health management, nutrition and metabolism, elimination, activity and exercise, sleep and rest and cognition and perception.  
Offered: Semester 1  
Prerequisites: HNS166  
Contact hours per week: 6  
Assessment: 100% competency based

**HNS254 MENTAL HEALTH AND MENTAL ILLNESS**  
This course explores integrating perspectives of physiology, sociology, psychology, spirituality and culture to enrich knowledge and practice in mental health.  
Offered: Semester 1  
Prerequisites: HNS163, HNS165, HNS166  
Contact hours per week: 9  
Assessment: 50% coursework, 50% Examination

**HNS312/HNS352 CHILD-BEARING**  
This course explores the concepts and principles of safe motherhood and the effects on the family of the mother’s pregnancy, child-birth and child-care.  
Offered: Semester 1  
Prerequisites: HNS121  
Prerequisites: HNS265, HNS251, HNS261  
Contact hours per week: 3  
Assessment: 50% coursework, 50% examination

**HNS313/HNS353 NURSING PRACTICE 4**  
This course focuses on nursing care provision and management for a child-bearing woman, while experiencing the nurse-traditional birth attendant working relationship and partnership in care.  
Offered: Semester 1  
Prerequisites for HNS313: HNS126  
Prerequisites for HNS353: HNS262  
Contact hours per week: 8  
Assessment: 100% competency based

**HNS351 REPRODUCTIVE HEALTH**  
This course examines reproductive health in relation to primary healthcare principles of equity, accessibility and freedom of choice.
Offered: Semester 1
Prerequisites: HNS262
Contact hours per week: 6
Assessment: 50% coursework, 50% examination

HNS361 ETHICO-LEGAL ASPECTS OF NURSING
This course introduces students to the legal and ethical issues and dilemma arising from the Nursing and Midwifery Act 2007 and other laws affecting nursing practice.
Offered: Semester 1
Prerequisites: HNS261, HNS262
Contact hours per week: 3
Assessment: 50% coursework, 50% examination

HNS362 RESEARCH IN NURSING
This course helps students to develop an understanding of the principles and the process of research in nursing and the use of research to inform nursing practice.
Offered: Semester 2
Prerequisites: HNS261, HNS262, HNS361
Contact hours per week: 3
Assessment: 60% coursework, 40% examination

HNS364 MANAGEMENT IN NURSING
This course examines theories and concepts essential to the development of leadership and management skills in both personal and professional nursing.
Offered: Semester 2
Prerequisites: HNS261, HNS262, HNS361
Contact hours per week: 3
Assessment: 60% coursework, 40% examination

HNS365 NURSING PRACTICE 5
This course is the final of the series of five (5) nursing practice courses across the Bachelor of Nursing program. It further consolidates knowledge and skills necessary for the provision of quality nursing care. Student is supervised at nursing care settings by Clinical Preceptors and shall continue to use reflectional practice to improve own practice.
Offered: Semester 2
Contact hours per week: 16
Prerequisites: HNS165, HNS262, HNS353
Assessment: 100% coursework

HNS366 COMMUNITY HEALTH NURSING
This course explores the principles and concepts of primary healthcare, epidemiology and community development in conducting community health assessments.
Offered: Semester 2
Prerequisites: HNS264
Contact hours per week: 9
Assessment: 100% coursework

HNS511 FOUNDATIONS OF MIDWIFERY
This course provides the midwifery students with advanced knowledge of scientific theories related to childbearing, develops critical reasoning and expert clinical skills in the management, monitoring and evaluating of women and their families during
the reproductive life cycle.

Offered: Semester 1
Contact Hours: 14 weeks of 3 hours per week
Assessment: 60% coursework, 40% examination

HNS512 MIDWIFERY KNOWLEDGE
This course provides the midwifery students with an understanding of childbearing as a normal development in the life cycle of a woman and her family. It prepares the student to provide expert care and high quality services to families from before the child’s conception through to the end of the first year of its life.
Offered: Semester 1
Contact Hours: 14 weeks of 3 hours per week
Assessment: 60% coursework, 40% examination

HNS513 MIDWIFERY CLINICAL PRACTICE 1
This course requires the midwifery student to utilise their theoretical understanding and knowledge to acquire skills in the application of midwifery practice. Students complete a Midwifery Experience Record on which their competencies are noted.
Offered: Semester 1
Contact Hours: 1 day/week lecture, 4 days/week clinical practice
Assessment: 100% competency based

HNS521 REPRODUCTIVE HEALTH AND CHILDBEARING
This course imparts advanced knowledge and skills in developing a relationship with the child-bearing woman and her family.
Offered: Semester 2
Contact Hours: 14 weeks of 3 hours per week
Assessment: 100% coursework

HNS522 COMPLEX MIDWIFERY
This course covers the physiological and psycho-social processes that the child-bearing woman and her family experience when a deviation from normal occurs during the ante-partum, intra-partum, post-partum or neo-natal periods
Offered: Semester 2
Contact Hours: 14 weeks of 3 hours per week
Assessment: 50% coursework, 50% examination.

HNS523 MIDWIFERY CLINICAL PRACTICE 2
The midwifery student will acquire advanced skills and knowledge through application of theoretical concepts to midwifery practice and the use of evidence and protocols to support their practice. Students will also be required to submit a descriptive record and analysis of noteworthy clinical experiences observed and/or managed by the student under supervision
Offered: Semester 2
Contact Hours: 1 day/week lecturers, 4 days/week clinical practice
Assessment: 100% competency based

MEDICINE

HMS111 ANATOMY
This course introduces students to the structure of the human body. Students will demonstrate knowledge of anatomical non-pathological anomalies. Students will also be able to apply knowledge of the normal structure and functions of the body
HMS112 PHYSIOLOGY
This course introduces students to the normal functions of the human body. Students will be able to demonstrate knowledge of physiological processes underpinning the normal function of the body at the level of cells and tissues.
Offered: Semester 1
Prerequisites: Foundation Certificate (Science) with a minimum aggregate passing grade of 80% in English and best three from Chemistry, Biology, Physics, Mathematics, Computer Studies
Contact hours per week: 6
Assessment: 40% coursework, 60% examination

HMS119 POPULATION HEALTH AND CULTURE
The course will cover introduction to epidemiology and biostatistics, public health, the wider determinants of health and global health. It will also explore health issues and epidemiology in the Pacific region, public health principles including health promotion and prevention of disease. The course will emphasize cultural systems, health systems and especially vulnerable groups within the community. There is also a strong emphasis in understanding this in the context of Samoa society exploring traditional cultural values and beliefs.
Offered: Semester 1
Pre-requisites Foundation certificate (Science) with a minimum aggregate passing grade of 80% in English and best three from Chemistry, Human Biology, Biology, Physics, Mathematics and Computer studies.
Contact Hours per week: 4 hours
Assessment: 45% Course work and 55% examination

HMS115 BIOCHEMISTRY AND GENETICS
This course will provide students with knowledge of genetics and biochemistry. Students will also learn components, structure and function of biological molecules, especially carbohydrates, lipids, and proteins.
Offered: Semester 2
Prerequisites: Foundation Certificate (Science) with a minimum aggregate passing grade of 80% in English and best three from Chemistry, Biology, Physics, Mathematics, Computer Studies
Contact hours per week: 6
Assessment: 40% coursework, 60% examination

HMS116 MICROBIOLOGY/IMMUNOLOGY
Students will learn how various components of the immune system interact to protect the body against pathogens, cancers and other disease causing agents.
Offered: Semester 2
Prerequisites: Foundation Certificate (Science) with a minimum aggregate passing grade of 80% in English and best three from Chemistry, Biology, Physics, Mathematics, Computer Studies
Contact hours per week: 6
Assessment: 40% coursework, 60% examination
passing grade of 80% in English and best three from Chemistry, Biology, Physics, Mathematics, Computer Studies

Contact hours per week: 6
Assessment: 40% coursework, 60% examination

HMS117 PATHOLOGY/ PHARMACOLOGY
Students will be able to discuss and apply pathological basis of diseases and study basic fundamentals of pharmacology including how drugs act and interact, how they enter the body, what happens to them inside the body, how they are eliminated from it and effects of genetics, age and disease on drug action.

Offered: Semester 2

Prerequisites: Foundation Certificate (Science) with a minimum aggregate passing grade of 80% in English and best three from Chemistry, Biology, Physics, Mathematics, Computer Studies

Contact hours per week: 6
Assessment: 40% coursework, 60% examination.

HMS118 PROFESSIONALISM AND ETHICS
This course introduces students to principles of professional behaviour, medical ethics and the legal aspects of medicine. Students will be able to read, explicate, analyse and evaluate ethical positions, and think critically and analytically about ethical issues and demonstrate knowledge of the doctors’ role and the doctor-patient relationship with a focus on patient-centred and holistic care.

Offered: Semester 2

Prerequisites: Foundation Certificate (Science) with a minimum aggregate passing grade of 80% in English and best three from Chemistry, Biology, Physics, Mathematics, Computer Studies

Contact hours per week: 4
Assessment: 65% coursework, 35% examination.

HMS200 MUSCULOSKELETAL SYSTEM
This course covers detailed learning of musculoskeletal disease and disorders focusing on the study of pathophysiological processes linking normal structure and function to disease states of muscles, bones and joints.

Offered: Semester 1

Prerequisites: Successful completion of MBBS Year 1

Contact hours per week: 9
Assessment: 15% research, 35% mid semester & 50% final examination.

HMS201 CARDIOVASCULAR SYSTEM
This course introduces students to basic anatomy, physiology, pathology and pharmacology of the cardiovascular system. Students will learn the most common disease states of the heart and blood vessels.

Offered: Semester 1

Prerequisites: Successful completion of MBBS Year 1

Contact hours per week: 9
Assessment: 15% research, 35% mid semester & 50% final examination

HMS202 RESPIRATORY SYSTEM
This course introduces students to basic anatomy, physiology, pathology and pharmacology of the respiratory system. Students will learn the most common diseases of the lung and respiratory systems.
Offered: Semester 1
Prerequisites: Successful completion of MBBS Year 1
Contact hours per week: 9
Assessment: 15% research, 35% mid semester & 50% final examination

HMS203 GENITOURINARY SYSTEM
This course introduces students to basic anatomy, physiology, pathology and pharmacology of the genitourinary system. Students will learn the most common disease states of the reproductive organs and the urinary system.
Offered: Semester 2
Prerequisites: Successful completion of MBBS Year 1
Contact hours per week: 9
Assessment: 15% research, 35% mid semester & 50% examination

HMS204 NERVOUS SYSTEM
This course introduces students to basic anatomy, physiology, pathology and pharmacology of the nervous system. Students will learn the most common disease states of the brain and the spinal cord.
Offered: Semester 2
Prerequisites: Successful completion of MBBS Year 1
Contact hours per week: 9
Assessment: 15% research, 35% mid semester & 50% examination

HMS205 GASTROINTESTINAL SYSTEM
Students will learn to describe in detail the pertinent clinical features of the most common disease states of all organs of the gastrointestinal tract and accessory organs including the salivary, pancreas, liver and the gall bladder.
Offered: Semester 2
Prerequisites: Successful completion of MBBS Year 1
Contact hours per week: 9
Assessment: 15% research, 35% mid semester & 50% examination

HMS300 METABOLIC, NUTRITION, BODY SYSTEMS REGULATION
This course will introduce students to normal process underlying metabolism, nutrition and body regulation and the common disorders affecting these functions.
Offered: Semester 1
Prerequisites: Successful completion of MBBS Year 2
Contact hours per week: 9
Assessment: 15% research, 35% mid semester & 50% examination

HMS301 BLOOD AND NEOPLASIA
This course will introduce students to the normal structure and function of the blood and common disorders and diseases of the blood. Basic dynamics or neoplasms will also be covered.
Offered: Semester 1
Prerequisites: Successful completion of MBBS Year 2
Contact hours per week: 9
Assessment: 15% research, 35% mid semester & 50% examination

HMS302 ENDOCRINOLOGY SYSTEM
This course will introduce students to the basic anatomy, physiology, pathology and pharmacology of the endocrine glands. Students will learn the most common disease states of this system.
Offered: Semester 1
Prerequisites: Successful completion of MBBS Year 2
Contact hours per week: 9
Assessment: 15% research, 35% mid semester & 50% examination

HMS303 REPRODUCTION, AGING AND DEVELOPMENT
Students will learn to describe in detail the structure and function of reproduction, development and aging, and the pathophysiological processes linking normal to disturbed function and disease states in these areas.
Offered: Semester 2
Prerequisites: Successful completion of MBBS Year 2
Contact hours per week: 9
Assessment: 15% research, 35% mid semester & 50% examination

HMS304 SPECIAL SENSES
This course introduces students to basic anatomy, physiology, pathology and pharmacology of the special senses in health and disease focusing on structures located in the head and neck.
Offered: Semester 2
Prerequisites: Successful completion of MBBS Year 2
Contact hours per week: 9
Assessment: 15% research, 35% mid semester & 50% examination

HMS305 IMMUNITY AND INFECTION
Students will learn to describe the pertinent clinical features of the most common disease states of the immune system and demonstrate the relevant clinical skills to diagnose and manage each condition. Students will also learn the impact of infections on the human body and the pathophysiological processes underlying infection.
Offered: Semester 2
Prerequisites: Successful completion of MBBS Year 2
Contact hours per week: 9
Assessment: 15% research, 35% mid semester & 50% examination

HMS400 INTERNAL MEDICINE CLINICAL ATTACHMENT
This course provides the student with medical knowledge and clinical practice/skills in internal medicine. It covers a wide range of conditions affecting the internal organs of the body – the heart, the lungs, the liver and gastro-intestinal tract, the kidneys and urinary tract, the brain, spinal column, nerves, muscles and joints. Common diseases such as arteriosclerosis, diabetes, high blood pressure and cancer which may affect many internal organs of the body will be explored. Complications of the non-communicable diseases affecting pacific island populations will be discussed. Students are taught on patient-centred and holistic care with an emphasis on communication.
Offered: Semester 1
Prerequisites: Successful completion of MBBS Year 3
Contact hours per week: 40
Assessment: 35% vivo (short & long clinical assessments), 35% CAT & audit, 15% log book, 15% supervisor report.

HMS401 GENERAL SURGERY CLINICAL ATTACHMENT
This course is the study of medical knowledge and clinical practice in general surgery and orthopaedics. It covers a wide range of conditions affecting specific structures and organs of the body – soft tissues, bones, muscles and joints.
Students are taught on patient-centred and holistic care with an emphasis on communication.

Offered: Semester 1
Prerequisites: Successful completion of MBBS Year 3
Contact hours per week: 40
Assessment: 35% vivo (short & long clinical assessments), 35% CAT & audit, 15% log book, 15% supervisor report.

**HMS402 PRIMARY HEALTH CARE ATTACHMENT**

This course exposes students to the practices and principles of primary health care. The student is given an opportunity to explore preventative primary care and health promotion principles in particular within the community. The chronic care and management of chronic illnesses especially Non Communicable Diseases (NCDs) in the primary health care setting are taught. Students will be able to identify, manage and address a broad range of problems and concerns at the community and primary care level and will learn the difference between “curative care” as seen within a secondary/tertiary health service and “preventive care” as seen in the primary health care setting. There is an emphasis on understanding and practicing a patient –centred and holistic care model with a strong teaching in communication skills. This attachment also teaches public health principles and understanding the determinants of health with an introduction into climate change and its effect on health.

Offered: Semester 2
Prerequisites: Successful completion of MBBS Year 3
Contact hours per week: 40
Assessment: 35% vivo (short & long clinical assessments), 35% CAT & audit, 15% log book, 15% supervisor report.

**HMS403 PSYCHIATRY ATTACHMENT**

This course provides students with medical knowledge of primary care and clinical practice in psychiatry. Common psychiatric presentations ranging from personality, mood and psychotic disorders will be covered. Students are taught patient –centred and holistic care with an emphasis on communication.

Offered: Semester 2
Prerequisites: Successful completion of MBBS Year 3
Contact hours per week: 40
Assessment: 35% vivo (short & long clinical assessments), 35% CAT & audit, 15% log book, 15% supervisor report.

**HMS500 OBSTETRICS & GYNECOLOGY CLINICAL ATTACHMENT**

This course considers the various women health care issues pertaining to normal reproductive processes, pregnancy and care and gynaecological conditions and complications. Exposure to clinical instruction through task based learning and problem based learning will develop students’ knowledge and skills for the diagnosis and management of a broad range of conditions affecting women’s reproductive health. Students are taught patient –centred and holistic care with an emphasis on communication.

Offered: Semester 1
Prerequisites: Successful completion of MBBS Year 4
Contact hours per week: 40
Assessment: 35% vivo (short & long clinical assessments), 35% CAT & audit, 15% log book, 15% supervisor report.
HMS501  PAEDIATRIC CLINICAL ATTACHMENT
This course covers a wide range of conditions affecting the internal organs of the body—the heart, liver, gastro-intestinal tract, the kidneys and urinary tract, the brain, spinal column, nerves, muscles and joints. Common diseases covered include congenital problems, cerebral palsy, febrile convulsion, epilepsy, bronchiolitis, pneumonia, meningitis, leukemia, acute rheumatic fever. Students are taught patient—centred and holistic care with an emphasis on communication.
*Offered: Semester 1*
*Prerequisites: Successful completion of MBBS Year 4*
*Contact hours per week: 40*
*Assessment: 35% vivo (short & long clinical assessments), 35% CAT & audit, 15% log book, 15% supervisor report.*

HMS502  EMERGENCY MEDICINE AND ANAESTHETIC ATTACHMENT
Students are expected to participate in triaging of patients; taking history and performing physical examination of patient presenting to the Accident and Emergency Department with a wide range of conditions affecting internal organs of the body including the heart, lungs, liver, kidneys, gastro-intestinal, brain, nerves, muscles and joints. Students will also be introduced to basic principles of anaesthesia. Students are taught patient—centred and holistic care with an emphasis on communication.
*Offered: Semester 2*
*Prerequisites: Successful completion of MBBS Year 4*
*Contact hours per week: 40*
*Assessment: 35% vivo (short & long clinical assessments), 35% CAT & audit, 15% log book, 15% supervisor report.*

HMS503  ELECTIVE
This course encourages the students to engage in an area of medicine they are interested in with defined learning objectives and conduct and audit/research. Research and analytical skills are emphasised and developed in the clinicians’ social responsibility within the community. Students are taught patient—centred and holistic care with an emphasis on communication.
*Offered: Semester 2*
*Prerequisites: Successful completion of MBBS Year 4*
*Contact hours per week: 40*
*Assessment: Research 60%, CAT reports 15%, Community Project 10%, Supervisor Report 10%*

HMS600  TRAINEE INTERN
The trainee intern year is designed to offer students hands on experience of patient management and contribution to clinical team work. This will include admitting and managing patients, presenting cases on ward rounds and carrying out clinical procedures. Supervised clinical attachments include Medicine, Surgery, Paediatrics, Obstetrics and Gynecology, Psychiatry, Emergency Medicine, Primary Health Care and an Elective. Students are taught patient—centred and holistic care with an emphasis on communication.
*Offered: Forty weeks following completion of MBBS Year 5*
*Prerequisites: Successful completion of MBBS Year 5*
*Contact hours per week: 40*
*Assessment: 100% clinical assessment and supervisor report at end of each rotation*
HMS 700  INTRODUCTION TO ORTHOPAEDICS
This course provides students with advanced knowledge and skills in clinical orthopaedics focusing on safe, cost effective and appropriate investigations in order to effectively manage orthopaedic conditions. Students will learn the basic management of trauma, the principles of closed management of appropriate fractures and the appropriate use of external and internal fixation.
Offered: Semester one (7 weeks)
Prerequisites: An undergraduate degree in Medicine
Contact hours per week: 40
Assessments: Written Exams (SAQs) 40%, Practical Exam 40%, Log Book 10%, Supervisor (s) Report 10%

HMS 701  INFECTION, INFLAMMATION, PROFESSIONALISM TOPICS, TRAUMA DATABASE
This course is designed to provide students with advanced knowledge and skills in clinical orthopaedics in relation to infection. The second focus of this paper is on the management of inflammatory arthritis with a focus on gout, rheumatoid arthritis and psoriatic arthritis. The final focus is on professionalism and ethics of orthopaedics and the use of the trauma database to train learners in advocacy and professional behaviour in the context of orthopaedics.
Offered: Semester one (7 weeks)
Prerequisites: An undergraduate degree in Medicine
Contact Hours per week: 40
Assessments: Written Exams (SAQs) 40%, Practical Exam 40%, Log Book 10%, Supervisor (s) Report 10%

HMS 702  HIP AND PROXIMAL FEMUR
The course covers advanced management of orthopaedics condition involving the hip and proximal femur. Students will exhibit the ability to manage orthopaedics conditions affective the hip such as fractures of the pelvic, acetabulum and femoral head, neck and sub trochanteric region. Students will also learn the diagnosis and management of arthritis (degenerative or secondary), Slipped Upper Capital Femoral Epiphysis (SUCFE), Perthes, and Development Dislocations of the Hip (DDH).
Offered: Semester two (7 weeks)
Prerequisites: An undergraduate degree in Medicine
Contact Hours per week: 40
Assessments: Written Exams (SAQs) 40%, Practical Exam 40%, Log Book 10%, Supervisor (s) Report 10%

HMS 703  TRAUMA
Students will be taught of non-operative and operative techniques for the management of orthopaedic trauma such as soft tissue injury, fractures and dislocations. At the end of the course, students will be able to take a competent clinical history and perform a thorough clinical examination to a standard expected of an orthopaedic surgeon with specialist training in orthopedics trauma.
Offered: Semester two
Prerequisites: An undergraduate degree in Medicine
Contact Hours per week: 40
Assessments: Written Exams (SAQs) 40%, Practical Exam 410%, Log Book 10%, Supervisor (s) Report 10%
HMS704  PAEDIATRICS
This course is designed to provide students with advanced knowledge and skills in paediatric orthopaedics. It includes the management of traumatic (both accidental and sporting injuries), infection, and developmental and congenital orthopaedic conditions affecting children.
Offered: Semester one
Prerequisites: An undergraduate degree in Medicine
Contact Hours per week: 40
Assessments: Written Exams (SAQs) 40%, Practical Exam 40%, Log Book 10%, Supervisor (s) Report 10%

HMS 705  TUMOURS (BONE AND SOFT TISSUE)
In this course, students will learn to develop differential diagnosis and management of non-operative and operative of orthopaedic tumours inclusive of palliative care management of bone and soft tissues.
Offered: Semester one
Prerequisites: An undergraduate degree in Medicine
Contact Hours per week: 40
Assessments: Written Exams (SAQs) 40%, Practical Exam 40%, Log Book 10%, Supervisor (s) Report 10%

HMS706  KNEE
This course is focused on traumatic orthopaedic conditions involving the knee. Students will learn how to manage traumatic (both accidental and sporting injuries), infection, inflammation and degenerative (osteoarthritic) conditions around the knee. The course also covers simulated training in arthroscopic surgery and open surgery of the knee joint including total knee replacement surgery.
Offered: Semester two
Prerequisites: An undergraduate degree in Medicine
Contact Hours per week: 40
Assessments: Written Exams (SAQs) 40%, Practical Exam 40%, Log Book 10%, Supervisor (s) Report 10%

HMS707  UPPER LIMB
This course aims to train learners in the management of orthopaedic conditions affecting the upper limb including fractures of the scapula, humerus, forearm and hand. Students will learn how to diagnose and manage common conditions of the shoulder (impingement, cuff pathology, adhesive capsulitis, instability and arthritis), common conditions of the elbow (epicondylitis, ulnar neuritis, distal biceps rupture) and common orthopaedics conditions of the wrist and hand (ganglions, tendon and nerve injury).
Offered: Semester two
Prerequisites: An undergraduate degree in Medicine
Contact Hours per week: 40
Assessments: Written Exams (SAQs) 40%, Practical Exam 40%, Log Book 10%, Supervisor (s) Report 10%

HMS 708  SPINE
This course focuses on orthopaedic conditions involving the spine which includes fractures of the spine. Students will learn how to diagnose and manage degenerative spinal conditions (disc disease) and scoliosis and spondylolisthesis.
Offered: Semester one
Prerequisites: An undergraduate degree in Medicine
Contact Hours per week: 40
Assessments: Written Exams (SAQs) 40%, Practical Exam 40%, Log Book 10%, Supervisor (s) Report 10%

HMS 709 FOOT AND ANKLE
This course provides students with advanced knowledge and skills of orthopaedics conditions involving the foot and ankle. Students will learn how to diagnose and manage diabetic foot sepsis, charcot neuro-arthropathy and common paediatric foot and ankle conditions (CTEV – clubfoot).
Offered: Semester one
Prerequisites: An undergraduate degree in Medicine
Contact Hours per week: 40
Assessments: Written Exams (SAQs) 40%, Practical Exam 40%, Log Book 10%, Supervisor (s) Report 10%

HMS 710 RESEARCH PROJECT
This course is designed to provide students with research skills and knowledge to plan, undertake, write and present a clinical research project in a selected field of Orthopaedics. Students will gain the ability to critically analyse medical literature, have a questioning attitude to clinical practice of orthopaedics and able to conduct ongoing systematic audits and reviews of orthopaedics related conditions.
Offered: Semester two (10 weeks)
Prerequisites: An undergraduate degree in Medicine
Contact Hours per week: 5 hours
Assessment: Research design 10%, clinical audit and systematic review 20%, final written paper 30%, presentation 20%, publication 20%.

HMS711 OVERSEAS FELLOWSHIP
In this course, students will be exposed to a country and a health system that is different from their own. Students will experience an orthopaedics condition of a specific topic of interest in a different resource environment and provide a written report on the challenges of orthopaedics and resources setting of the health systems of the local and visiting country.
Offered: Semester two (12 weeks).
Prerequisites: An undergraduate degree in Medicine and Completion of all other courses.
Contact hours: Nil
Assessments: Log book 30%, supervisor report 20%, written report 50%.

HMS740 ORGANIZATION OF INTENSIVE CARE
Learners will understand the different approaches on how to best manage acutely unwell patients in a setting of significant resource constraint, working collaboratively with other professionals to deliver agreed outcomes and establish systems to monitor and respond to unstable patients in wards, in the Intensive Care Unit (ICU) and whilst in transport.
Offered: First ten weeks
Prerequisites: An undergraduate degree in Medicine and a postgraduate diploma in any field of medicine including Anaesthesia, Paediatrics, Surgery, Emergency Medicine, Primary Care and Rural Medicine.
Contact hours per week: 4
Assessment: 40% written exam, 30% log book, 30% supervisor report.
HMS741     CIRCULATORY FAILURE
This course introduces learners to the initial assessment resuscitation and ongoing management of critically ill patients with circulatory failure from multiple causes. It encompasses an understanding of diagnostic criteria, monitoring and appropriate medical and surgical interventions.
Offered: Ten weeks following HMS740
Prerequisites: A satisfactory performance in all components of the HMS740 assessment.
Contact hours per week: 4
Assessment: 40% written exam, 30% log book, 30% supervisor report.

HMS742     RESPIRATORY FAILURE
Learners will understand the principles and practice necessary to assess and effectively manage disorders of the airway and breathing that commonly occur in the critically ill patient.
Offered: Ten weeks following HMS741
Prerequisites: A satisfactory performance in all components of the HMS741 assessment.
Contact hours per week: 4
Assessment: 40% written exam, 30% log book, 30% supervisor report.

HMS743     GASTROINTESTINAL EMERGENCIES
This course covers the initial assessment resuscitation and ongoing management of critically ill patients with gastrointestinal disorders. The successful management of these patients requires a close working relationship with surgeons and anaesthetists.
Offered: Ten weeks following HMS742
Prerequisites: A satisfactory performance in all components of the HMS742 assessment.
Contact hours per week: 4
Assessment: 40% written exam, 30% log book, 30% supervisor report.

HMS744     ACUTE RENAL FAILURE
Learners will be able to recognize which patients are at risk of acute kidney injury and how to prevent it, who is suitable for emergency dialysis, all the way through to the management of acute life threatening renal failure in the critically ill patient.
Offered: Ten weeks following HMS743
Prerequisites: A satisfactory performance in all components of the HMS743 assessment.
Contact hours per week: 4
Assessment: 40% written exam, 30% log book, 30% supervisor report.

HMS745     NEUROLOGICAL DISORDER
This course covers the basis for consciousness and causes of unconsciousness and the normal functioning of the central nervous system. Learners will learn to be competence in reading Computed Tomography (CT) scans.
Offered: Ten weeks following HMS744
Prerequisites: A satisfactory performance in all components of the HMS744 assessment.
Contact hours per week: 6
Assessment: 40% written exam, 30% log book, 30% supervisor report.
HMS746  METABOLIC AND ENDOCRINE DISORDERS
Learners will be able to manage the impact of critical illness on metabolism and the function of endocrine system as well as primary disorders of those systems leading or contributing to critical illness.
Offered: Ten weeks following HMS745
Prerequisites: A satisfactory performance in all components of the HMS745 assessment.
Contact hours per week: 4
Assessment: 40% written exam, 30% log book, 30% supervisor report.

HMS747  PREGNANCY
This course covers the initial assessment and ongoing management of the critically ill pregnant patient and her child and will concentrate on pre-eclampsia, eclampsia and other severe pre-existing disease in pregnancy. Knowledge of the physiological changes that accompany pregnancy will be covered.
Offered: Ten weeks following HMS746
Prerequisites: A satisfactory performance in all components of the HMS746 assessment.
Contact hours per week: 4
Assessment: 40% written exam, 30% log book, 30% supervisor report.

HMS748  SEPSIS
Learners will be able to effectively manage the critically ill patient with severe sepsis and septic shock and especially those with soft tissue infection. Learners will also be able to effectively manage antibiotic use, recognise and appropriately treat nosocomial infection and become expert at recognising and managing tropical infections at home.
Offered: Twelve weeks following HMS747
Prerequisites: A satisfactory performance in all components of the HMS747 assessment.
Contact hours per week: 4
Assessment: 40% written exam, 30% log book, 30% supervisor report.

HMS749  TRAUMA
This course covers the principles and practice necessary to assess and effectively manage the critically ill patient with severe trauma.
Offered: Eight weeks following HMS748
Prerequisites: A satisfactory performance in all components of the HMS748 assessment.
Contact hours per week: 4
Assessment: 40% written exam, 30% log book, 30% supervisor report.

HMS750  FLUIDS, ELECTROLYTES, BLOOD AND NUTRITION
Learners will understand fluid shifts associated with critical illness, how to appropriately use fluid and electrolyte therapy and blood and blood products to appropriately resuscitate patients and provide maintenance fluid. Learners will also be able to demonstrate understanding of haemostasis and strategies to prevent deep venous thrombosis and provide adequate enteral and parenteral nutrition to intensive care patients.
Offered: Six weeks following HMS749
Prerequisites: A satisfactory performance in all components of the HMS749 assessment.
Contact hours per week: 4
Assessment: 40% written exam, 30% log book, 30% supervisor report.

HMS751  MEDICATIONS
This course covers the pharmacology and practical use of sedative and analgesic medications, and a range of vasoactive drugs to support the circulation in the intensive care setting.
Offered: Six weeks following HMS750
Prerequisites: A satisfactory performance in all components of the HMS750 assessment. Contact hours per week: 4
Assessment: 40% written exam, 30% log book, 30% supervisor report.

HMS752  CRITICALLY ILL CHILD
This course provides learners with the expertise to recognize, resuscitate and manage critically ill children.
Offered: Eighteen weeks following HMS751
Prerequisites: A satisfactory performance in all components of the HMS751 assessment.
Contact hours per week: 4
Assessment: 40% written exam, 30% log book, 30% supervisor report.

HMS753  RESEARCH PROJECT
This final paper will equip learners to become clinical researchers. Learners will gain the ability to critically analyse medical literature and have a questioning attitude to own clinical practice and be able to conduct ongoing systematic audits and reviews.
Offered: Twenty eight weeks following HMS752
Prerequisites: A satisfactory performance in all components of the HMS752 assessment.
Contact hours per week: 1
Assessment: 10% Research design, 20% Research proposal, 10% clinical audit, 10% Systematic review essay, 30% Written research, 20% Presentation.
FACULTY OF SCIENCE

Credit Value
The Certificate in Computer Operating has a credit value of 120 points – each of the 8 courses is 15 points.
The Certificate in Computer Studies has a credit value of 105 points – each of the 7 courses is 15 points.
The Certificate in Science has a credit value of 105 points – each of the 7 courses is 15 points.
The Certificate in Mathematics has a credit value of 90 points – each of the 6 courses is 15 points.
The Diploma in Computing has a credit value of 180 points – each of the 12 courses is 15 points.
The Diploma in Environmental Science has a credit value of 150 points – each of the 10 courses is 15 points.
The Diploma in Mathematics has a credit value of 150 points – each of the 10 courses is 15 points.
The Diploma in Sustainable Agriculture has a credit value of 150 points – each of the 10 courses is 15 points.
The Bachelor of Science has a credit value of 360 points – each of the 24 courses is 15 points.
The Postgraduate Graduate Diploma in Science has a credit value of 120 points – each of the 6 courses is 20 points.

Each credit point is equivalent to 12 notional hours on contact and independent study which in most programmes is 1440 hours per year; 40 hours per week for 36 weeks including 28 semester weeks, 2 mid-semester breaks, 2 study weeks and 4 examination weeks.

REGULATIONS FOR THE BASIC CERTIFICATE IN SCIENCE (2006)

1 ADMISSION REQUIREMENTS
An applicant shall be eligible to be admitted to the Basic Certificate in Science if that applicant has:
   a) a score of 50% or more in SSLC English plus at least two of SSLC Biology, Chemistry or Physics, or
   b) mature entry:
      i. is at least 20 years of age on 1 February of year of admission, and
      ii. has at least two years full-time relevant work experience and/or training, or
   c) qualified for Admission with Standing as detailed in the Recognition of Prior Learning/Credit Statute.

2 MODE OF STUDY
Full-time or part-time.

3 DURATION
Not less than two semesters.

4 PROGRAMME STRUCTURE
4.1 A student who has not passed HSA001 or HSA002 must pass HSA111 or HSA112 or HSA154 or HSA155 in order to graduate.
4.2 Unless credit is granted under the Recognition of Prior Learning/Credit
Statute, this programme consists of ten courses: HEN004 plus nine courses from HBI011, HBI012, HCH031, HCH032, HCS081, HGE001, HGE002, HMA010, HMA020, HPH021, HPH022, HST050, HTC051, HTC052.

5 PROGRAMME LOAD
For full-time students three or four courses per semester, part-time students two courses per semester. An underload or an overload has to be approved and signed for on the Enrolment form by the Dean or the Dean's nominee.

6 PROGRAMME REQUIREMENTS
To be awarded a Basic Certificate in Science a student must pass HEN004 plus at least seven courses from those specified in 4 above.

7 These regulations are effective from 1 January, 2006.

*REFER FOUNDATION SECTION FOR COURSE DESCRIPTIONS*

REGULATIONS FOR THE NUS CERTIFICATE IV IN COMPUTER OPERATING

1 ADMISSION REQUIREMENTS
On the basis of raw marks in the SSLC exam or equivalent, at least 170% aggregate total in English and best 3 subjects with at least a 40% in English

2 MODE OF STUDY
Full-time and Part time.

3 DURATION
1 year of two semesters for full time students
2 years of four semesters for part time students.

4 PROGRAMME STRUCTURE
Unless credit is granted under the Recognition of Prior Learning/Credit Statute, this programme consists of nine courses: TCO112, TCO113, TCO114, TCO115, TCO124, TCS101, TCS103, TBS202 and TCO125.

5 PROGRAMME LOAD
Four courses for semester one and five courses for semester two including the Work experience. An underload or an overload has to be approved and signed for on the Enrolment form by the Dean or the Dean's nominee.

6 PROGRAMME REQUIREMENTS
To be awarded a NUS Certificate Level IV in Computer Operating a student must pass the nine courses specified in 4 above.

7 These regulations are effective from 1 January, 2019.

REGULATIONS FOR THE CERTIFICATE IN COMPUTER STUDIES (2010)

1 ADMISSION REQUIREMENTS
An applicant shall be eligible to be admitted to the Certificate in Computer Studies if that applicant has passed HCS081, HEN004; plus one of HMA010, HMA020, HMA030, HST050.

2 MODE OF STUDY
Full-time or part-time.

3 DURATION
Not less than two semesters.
4 PROGRAMME STRUCTURE
Unless credit is granted under the Recognition of Prior Learning/Credit Statute this programme consists of seven courses selected from the following compulsory and elective courses.
   a) Compulsory: HCS181, HCS183, HCS184; HCS281, HCS283, plus any HSA course; plus
   b) Elective: one of HMA111, HMA121, HST151; HCS284, HCS286.

5 PROGRAMME LOAD
For full-time students three or four courses per semester, for part-time students two courses per semester. An underload or an overload has to be approved and signed for on the Enrolment form by the Dean or the Dean’s nominee.

6 PROGRAMME REQUIREMENTS
To be awarded a Certificate in Computer Studies a student must pass six compulsory courses and one elective course from those specified in 4 above.

7 These regulations are effective from 1 January, 2010.

REGULATIONS FOR THE NUS CERTIFICATE IV IN TROPICAL HORTICULTURE (2012)

1 ADMISSION REQUIREMENTS
On the basis of raw marks in the SSLC exam or equivalent, at least 140% aggregate total in English and best 3 subjects with at least a 30% in English.

2 MODE OF STUDY
Full-time.

3 DURATION
Not less than two semesters.

4 PROGRAMME STRUCTURE
Unless credit is granted under the Recognition of Prior Learning/Credit Statute, this programme consists of eight courses: TCS108, THT011, THT012, THT013, THT014, THT015, THT016, THT017.

5 PROGRAMME LOAD
Four courses per semester. An underload or an overload has to be approved and signed for on the Enrolment form by the Dean or the Dean’s nominee.

6 PROGRAMME REQUIREMENTS
To be awarded a Certificate –in Tropical Horticulture a student must pass the eight courses specified in 4 above.

7 These regulations are effective from 1 January, 2015.

REGULATIONS FOR THE CERTIFICATE IN MATHEMATICS (2006)

1 ADMISSION REQUIREMENTS
An applicant shall be eligible to be admitted to the Certificate in Mathematics if that applicant has passed HMA010 and HMA020; plus HST050 for those wishing to pursue studies in statistics.

2 MODE OF STUDY
Full-time or part-time.
3 DURATION
Not less than two semesters.

4 PROGRAMME STRUCTURE
4.1 A student who has not passed HSA001 or HSA002 must pass HSA111 or HSA112 or HSA154 or HSA155 in order to graduate.
4.2 Unless credit is granted under the Recognition of Prior Learning/Credit Statute this programme consists of six courses selected from the following compulsory and elective courses.
   a) Compulsory: HMA111, HMA121; HMA211, HMA222
   b) Electives: one pair of courses from the following three pairs: HCS181 and HMA223; or HMA221 and HMA271; or HST151 and HST251.

5 PROGRAMME LOAD
For full-time students three or four courses per semester, for part-time students two courses per semester. An underload or an overload has to be approved and signed for on the Enrolment form by the Dean or the Dean's nominee.

6 PROGRAMME REQUIREMENTS
To be awarded a Certificate in Mathematics a student must pass four compulsory courses and two elective courses from those specified in 4.2 above.

7 These regulations are effective from 1 January, 2006.

REGULATIONS FOR THE CERTIFICATE IN SCIENCE (2006)

1 ADMISSION REQUIREMENTS
An applicant shall be eligible to be admitted to the Certificate in Science if that applicant has:
   a) completed the requirements for a Foundation Certificate (Science) or equivalent, or
   b) completed the requirements for a Basic Certificate in Science, or
   c) HEN004, plus at least four Foundation Science courses.

2 MODE OF STUDY
Full-time or part-time.

3 DURATION
Not less than two semesters.

4 PROGRAMME STRUCTURE
4.1 A student who has not passed HSA001 or HSA002 must pass HSA111 or HSA112 or HSA154 or HSA155 in order to graduate.
4.2 Unless credit is granted under the Recognition of Prior Learning/Credit Statute this programme consists of six courses selected from the following compulsory and elective courses.
   a) Compulsory: two pairs of courses from the following four pairs: HBI111 and HBI112; HCH131 and HCH132; HPH121 and HPH122; HTC151 and HTC152, plus
   b) Electives: two of HCS181, HCS183, HCS184, HGE100, HGE101, HMA111, HMA121, HMA122, HMA154, HMA155.

5 PROGRAMME LOAD
For full-time students three or four courses per semester, for part-time students
two courses per semester. An underload or an overload has to be approved and signed for on the Enrolment form by the Dean or the Dean’s nominee.

6 PROGRAMME REQUIREMENTS
To be awarded a Certificate in Science a student must pass four compulsory courses and two elective courses from those specified in 4.2 above.

7 These regulations are effective from 1 January, 2006.

REGULATIONS FOR THE DIPLOMA IN COMPUTING (2010)

1 ADMISSION REQUIREMENTS
An applicant shall be eligible to be admitted to the Diploma in Computing if that applicant has completed the requirements for a Foundation Certificate (Science) or Certificate in Computer Studies or equivalent.

2 MODE OF STUDY
Full-time or part-time.

3 DURATION
Not less than four semesters.

4 PROGRAMME STRUCTURE
Unless credit is granted under the Recognition of Prior Learning/Credit Statute this programme consists of eleven courses selected from the following compulsory and elective courses.

a) Compulsory: HCS181, HCS183, HCS184; HCS281, HCS283, HCS286; HCS383 or HCS388; plus any HSA course; plus
b) Electives: either
   i. four of HCS284; HCS381, HCS385, HCS386, HCS387, or
   ii. one of HMA111, HMA121, HST151; plus three of HCS284; HCS381, HCS385, HCS386, HCS387 or
   iii. HCS187, HCS188, HCS287 and HCS288

5 PROGRAMME LOAD
For full-time students three or four courses per semester, for part-time students two courses per semester. An underload or an overload has to be approved and signed for on the Enrolment form by the Dean or the Dean’s nominee.

6 PROGRAMME REQUIREMENTS
To be awarded a Diploma in Computing a student must pass twelve courses (eight compulsory courses and four elective courses) from those specified in 4 above.

7 These regulations are effective from 1 January, 2010.

REGULATIONS FOR THE DIPLOMA IN ENVIRONMENTAL SCIENCE (2006)

1 ADMISSION REQUIREMENTS
An applicant shall be eligible to be admitted to the Diploma in Environmental Science if that applicant has:

a) completed the requirements for a Foundation Certificate (Science) or equivalent, or
b) completed the requirements for a Basic Certificate in Science, or
   c) completed the requirements for a Certificate in Science, or
   d) HEN004, plus HBI011, HBI012, HCH031 and HCH032 or equivalent.
2 MODE OF STUDY
Full-time or Part-time.

3 DURATION
Not less than six semesters.

4 PROGRAMME STRUCTURE
4.1 A student who has not passed HSA001 or HSA002 must pass HSA111 or HSA112 or HSA154 or HSA155 in order to graduate.
4.2 Unless credit is granted under the Recognition of Prior Learning/Credit Statute this programme consists of ten courses: HBI111, HBI112, HCH131, HCH132; HBI211, HBI212, HCH231; HBI311, HBI312, HCH332.

5 PROGRAMME LOAD
For full-time students three or four courses per semester, for part-time students two courses per semester. An underload or an overload has to be approved and signed for on the Enrolment form by the Dean or the Dean’s nominee.

6 PROGRAMME REQUIREMENTS
To be awarded a Diploma in Environmental Science a student must pass the ten courses specified in 4.2 above.

7 These regulations are effective from 1 January, 2006.

REGULATIONS FOR THE DIPLOMA IN MATHEMATICS (2006)

1 ADMISSION REQUIREMENTS
An applicant shall be eligible to be admitted to the Diploma in Mathematics if that applicant has:
   a) completed the requirements for a Foundation Certificate (Science) or equivalent, or
   b) completed the requirements for a Certificate in Mathematics plus HST050, or
   c) passed HMA020 plus either HMA010 or HST050.

2 MODE OF STUDY
Part-time.

3 DURATION
Not less than six semesters.

4 PROGRAMME STRUCTURE
4.1 A student who has not passed HSA001 or HSA002 must pass HSA111 or HSA112 or HSA154 or HSA155 in order to graduate.
4.2 Unless credit is granted under the Recognition of Prior Learning/Credit Statute this programme consists of ten courses selected from the following compulsory and elective courses.
   a) Compulsory: HMA111, HMA121, HST151; HMA211, HMA222; HMA311, HMA321
   b) Electives: one set of three courses from the following options: Option A: HMA221, HMA271; HMA300
      Option B: HCS181; HCS281; HCS381
      Option C: HCS181; HMA223; HMA323
      Option D: HCS281, HCS286; HCS381
Option E: HMA223, HST251; HST351.

5 PROGRAMME LOAD
For full-time students three or four courses per semester, for part-time students two courses per semester. An underload or an overload has to be approved and signed for on the Enrolment form by the Dean or the Dean’s nominee.

6 PROGRAMME REQUIREMENTS
To be awarded a Diploma in Mathematics a student must pass the seven compulsory courses and three elective courses specified in 4.2 above.

7 These regulations are effective from 1 January, 2006.

REGULATIONS FOR THE DIPLOMA IN SUSTAINABLE AGRICULTURE (2017)

1 ADMISSION REQUIREMENTS
a) Foundation Certificate (Agriculture), Foundation Certificate (Science), Foundation Certificate (General) or a Certificate in Science, Horticulture or Agriculture or equivalent or Mature entry and
b) Physical ability to complete the practical components.

2 MODE OF STUDY
Offered during the day only. Full-time or part-time

3 DURATION
Not less than four semesters full-time; eight semesters part-time.

4 PROGRAMME STRUCTURE
Unless credit is granted under the Statute/Regulations on Recognition of Prior Learning/Credit & Recognition of Current Competency (also see 5 below), this programme consists of ten courses:
HAG100, HAG101, HEC101, HMG161, HAG200, HAG201, HAG217, HAG300, HAG301 and HAG302.

5 RECOGNITION OF PRIOR LEARNING
The maximum number of credits allowable for the Diploma in Sustainable Agriculture is eight: four unspecified and four specified. A student must apply to the Senate through Student Administration.

6 PROGRAMME LOAD
Two or three courses per semester. An underload or overload has to be approved and signed for on the enrolment form, by the Dean of Science or the dean’s designated staff member.

7 PROGRAMME REQUIREMENTS
To be awarded the Diploma in Sustainable Agriculture, a student must pass the ten courses as prescribed above in 4.

8 These Regulations are effective from 1 January, 2018

BACHELOR OF SCIENCE
The faculty offers a Bachelor of Science with majors in applied computing, computing, environmental science, life sciences, marine science, mathematics, and physical sciences; minors in applied computing, biology, chemistry, computing, marine science, mathematics, physics, and technology, and electives from all the disciplines available as minors plus from geography and statistics.
Amended 2015

1 ADMISSION REQUIREMENTS
An applicant shall be eligible to be admitted to the Bachelor of Science if that applicant has completed the requirements for a Foundation Certificate (Science) or equivalent.

2 MODE OF STUDY
Full-time or part-time.

3 DURATION
Not less than six semesters.

4 PROGRAMME STRUCTURE
4.1 A student who has not passed HSA001 or HSA002 must pass HSA111 or HSA112 or HSA154 or HSA155 in order to graduate.
4.2 Unless credit is granted under the Recognition of Prior Learning/Credit Statute this programme consists of twenty-four courses selected from one of the options appearing in the schedule at the end of these regulations.
4.3 An extra 300-level course already passed by a student can be credited for 200-level or a 100-level course that a student has not done but requires to complete his/her programme. Similarly an extra 200-level course can be credited for a 100-level course. But you cannot credit an extra lower-level course upwards for a higher-level course.

5 PROGRAMME LOAD
For full-time students, four 100-level or three 200- or 300-level courses per semester, for part-time students two courses per semester. An underload or an overload has to be approved and signed for on the Enrolment form by the Dean or the Dean’s nominee.

6 PROGRAMME REQUIREMENTS
To graduate with a Bachelor of Science a student must pass the twenty-four courses specified in 4.2 above. including HMA171 and/or HCS182, HEN107, HSA100 and HSC267.

7 These regulations are effective from 1 January, 2016.

SCHEDULE
The Bachelor of Science (BSc) programme has three options:
a) Option 1 - A single major and either electives or at least one minor, or
b) Option 2 - A major and two minors, or
c) Option 3 - A double major
The total number of courses by level depends on which option is followed. For Options 1 and 2:
a) At least 11 x 100-level courses
b) At least 9 x 200-level courses
c) At least 4 x 300-level courses
For Option 3:
a) At least 11 x 100-level courses
b) At least 7 x 200-level courses
c) At least 6 x 300-level courses
1	DEFINITIONS OF A MAJOR

1.1 A Single Major (Option 1)
a) A single major in the BSc programme is a set of twelve courses approved by the Faculty of Science to define a major in applied computing or computing or environmental science or life sciences or mathematics or physical sciences which complies with the following structure:
   At least 3 x 100-level courses
   At least 3 x 200-level courses
   At least 3 x 300-level courses

1.2 A Major and Two Minors (Option 2)
b) A major in the BSc programme is a set of nine courses approved by the Faculty of Science to define a major in applied computing or computing or environmental science or life sciences or marine science or mathematics or physical sciences which complies with the following structure:
   At least 2 x 100-level courses
   At least 2 x 200-level courses
   At least 3 x 300-level courses

1.3 A Double Major (Option 3)
c) A double major in the BSc programme is a set of eight or nine courses per major, approved by the Faculty of Science to define a major in applied computing or computing or environmental science or life sciences or marine science or mathematics or physical sciences which complies with the following structure:
   At least 2 x 100-level courses
   At least 2 x 200-level courses
   At least 3 x 300-level courses

2	DEFINITION OF A MINOR

a) A minor in the BSc programme is a set of four or five courses approved by the Faculty of Science to define a minor area of concentration different from that of the major(s), which complies with the following structure:
   At least 2 x 100-level courses
   At least 2 x courses above 100-level

3	DEFINITION OF AN ELECTIVE

b) An elective is a course from a discipline different from those of the major and minor.

4	PROGRAMME STRUCTURE

4.1 Option 1 - A Single Major
Option 1.1: Single major in mathematics; one minor; science electives; plus 4 generic courses

<table>
<thead>
<tr>
<th>Major</th>
<th>Minor</th>
<th>Electives</th>
<th>Generic</th>
</tr>
</thead>
<tbody>
<tr>
<td>(12 courses)</td>
<td>(4 or 5 courses)</td>
<td>(3 or 4 courses)</td>
<td>(4 courses)</td>
</tr>
<tr>
<td>Major</td>
<td>Minor</td>
<td>Electives</td>
<td>Generic</td>
</tr>
<tr>
<td>------------------------------------</td>
<td>--------------------------------------------</td>
<td>----------------------</td>
<td>----------------------------------------------</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Any minor from inside or outside the Faculty (e.g. Archaeology or others)</td>
<td>(4 or 5 courses)</td>
<td>HEN107, HCS182, HSC267, HSA100</td>
</tr>
<tr>
<td>Biology, Chemistry, Computing, Geography, Physics, Technology, Applied Computing</td>
<td>Any minor from inside or outside the Faculty</td>
<td>Any course from inside or outside the Faculty</td>
<td>HEN107, HCS182, HSC267, HSA100</td>
</tr>
</tbody>
</table>

Option 1.2: Single major in mathematics; one minor from the Science Department; electives; plus 4 generic courses

<table>
<thead>
<tr>
<th>Major</th>
<th>Minor</th>
<th>Electives</th>
<th>Generic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computing or Applied Computing</td>
<td>Any minor from inside or outside the Faculty (e.g. Archaeology or others)</td>
<td>(4 or 5 courses)</td>
<td>HEN107, HMA171, HSC267, HSA100</td>
</tr>
<tr>
<td>Biology, Chemistry, Computing, Geography, Physics, Technology</td>
<td>Any course from inside or outside the Faculty</td>
<td>(3 or 4 courses)</td>
<td></td>
</tr>
</tbody>
</table>

Option 1.3: Single major in computing or applied computing; one minor; science electives; plus 4 generic courses

<table>
<thead>
<tr>
<th>Major</th>
<th>Minor</th>
<th>Electives</th>
<th>Generic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computing or Applied Computing</td>
<td>Any minor from inside or outside the Faculty (e.g. Archaeology or others)</td>
<td>(4 or 5 courses)</td>
<td>HEN107, HMA171, HSC267, HSA100</td>
</tr>
<tr>
<td>Biology, Chemistry, Computing, Geography, Physics, Technology</td>
<td>Any course from inside or outside the Faculty</td>
<td>(3 or 4 courses)</td>
<td></td>
</tr>
</tbody>
</table>

Option 1.4: Single major in computing or applied computing; one minor from the Science Department; electives; plus 4 generic courses

<table>
<thead>
<tr>
<th>Major</th>
<th>Minor</th>
<th>Electives</th>
<th>Generic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computing or Applied Computing</td>
<td>Any minor from inside or outside the Faculty (e.g. Archaeology or others)</td>
<td>(4 or 5 courses)</td>
<td>HEN107, HMA171, HSC267, HSA100</td>
</tr>
<tr>
<td>Biology, Chemistry, Computing, Geography, Physics, Technology</td>
<td>Any course from inside or outside the Faculty</td>
<td>(3 or 4 courses)</td>
<td></td>
</tr>
</tbody>
</table>
Option 1.5: Single major in computing, or applied computing or mathematics; two minors, at least one of which is from the Science Department; plus 4 generic courses

<table>
<thead>
<tr>
<th>Major</th>
<th>Minor</th>
<th>Electives</th>
<th>Generic</th>
</tr>
</thead>
<tbody>
<tr>
<td>(12 courses)</td>
<td>(2 x 4 courses)</td>
<td>(0)</td>
<td>HEN107, HMA171, HSC267, HSA100</td>
</tr>
<tr>
<td>Computing or Applied Computing or Mathematics</td>
<td>Biology or Chemistry or Marine Science or Physics or Technology; plus a second minor from inside or outside the Faculty (e.g. Archaeology or others)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Option 1.6: Single major in computing or applied computing or mathematics; eight electives at least four of which are from inside the Faculty; plus 4 generic courses

<table>
<thead>
<tr>
<th>Major</th>
<th>Electives</th>
<th>Generic</th>
</tr>
</thead>
<tbody>
<tr>
<td>(12 courses)</td>
<td>(8 courses)</td>
<td>HEN107, (HMA171 or HCS182), HSC267, HSA100</td>
</tr>
<tr>
<td>Computing or Applied Computing or Mathematics</td>
<td>At least four courses from inside the Faculty</td>
<td></td>
</tr>
</tbody>
</table>

Option 1.7: Single major in environmental science or life sciences or physical sciences; two minors, at least one of which is from inside the Faculty; plus 4 generic courses
<table>
<thead>
<tr>
<th>Major</th>
<th>Minor</th>
<th>Electives</th>
<th>Generic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Environmental Science or Life Sciences or Physical Sciences</td>
<td>Computing, or Applied Computing or Mathematics; plus a second minor from inside or outside the Faculty (e.g. Archaeology or others)</td>
<td>(0)</td>
<td>HEN107, (HMA171 or HCS182), HSC267, HSA100</td>
</tr>
</tbody>
</table>

Option 1.8: Single major in environmental science or life sciences or physical sciences; one minor; electives; plus 5 generic courses

<table>
<thead>
<tr>
<th>Major</th>
<th>Minor</th>
<th>Electives</th>
<th>Generic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Environmental Science or Life Sciences or Physical Sciences</td>
<td>Any minor from inside or outside the Faculty (e.g. Archaeology or others)</td>
<td>(2 or 3 courses)</td>
<td>HEN107, HMA171, HCS182, HSC267, HSA100</td>
</tr>
</tbody>
</table>

Option 1.9: Single major in environmental science or life sciences or physical sciences; seven electives; plus 5 generic courses

<table>
<thead>
<tr>
<th>Major</th>
<th>Minor</th>
<th>Electives</th>
<th>Generic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Environmental Science or Life Sciences or Physical Sciences</td>
<td>Any course from inside or outside the Faculty</td>
<td>(7 courses)</td>
<td>HEN107, HMA171, HCS182, HSC267, HSA100</td>
</tr>
</tbody>
</table>
### 4.2 Option 2 - A Major and Two Minors

**Option 2.1:** A major in mathematics; two minors, at least one of which is from the Science Department; plus 4 generic courses

<table>
<thead>
<tr>
<th>Major</th>
<th>Minor</th>
<th>Electives</th>
<th>Generic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mathematics</td>
<td>Biology or Chemistry or Marine Science or Physics or Technology; plus a second minor from inside or outside the Faculty (e.g. Archaeology or others)</td>
<td>Any course from inside or outside the Faculty</td>
<td>HEN107, HCS182, HSC267, HSA100</td>
</tr>
</tbody>
</table>

**Option 2.2:** A major in computing or applied computing; two minors, at least one of which is from the Science Department; plus 4 generic courses

<table>
<thead>
<tr>
<th>Major</th>
<th>Minor</th>
<th>Electives</th>
<th>Generic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computing or Applied Computing</td>
<td>Biology or Chemistry or Marine Science or Physics or Technology; plus a second minor from inside or outside the Faculty (e.g. Archaeology or others)</td>
<td>Any course from inside or outside the Faculty</td>
<td>HEN107, HMA171, HSC267, HSA100</td>
</tr>
</tbody>
</table>

**Option 2.3:** A major in chemistry or environmental science or life sciences or
marine science or physical sciences; two minors, at least one of which is from inside the Faculty; plus 4 generic courses

<table>
<thead>
<tr>
<th>Major</th>
<th>Minor</th>
<th>Electives</th>
<th>Generic</th>
</tr>
</thead>
<tbody>
<tr>
<td>(9 courses)</td>
<td>(2 x 4 or 5 courses)</td>
<td>(1 to 3 courses)</td>
<td>(4 courses)</td>
</tr>
<tr>
<td>Chemistry or Environmental Science or Life Sciences or Marine Science or Physical Sciences</td>
<td>Computing or Applied Computing or Mathematics; plus a second minor from inside or outside the Faculty (e.g. Archaeology or others)</td>
<td>Any course from inside or outside the Faculty</td>
<td>HEN107, (HMA171 or HCS182), HSC267, HSA100</td>
</tr>
</tbody>
</table>

4.3 Option 3 - Double Major
Option 3.1: Majors in mathematics and computing or applied computing; science electives; plus 4 generic courses

<table>
<thead>
<tr>
<th>Major</th>
<th>Minor</th>
<th>Electives</th>
<th>Generic</th>
</tr>
</thead>
<tbody>
<tr>
<td>(18 courses)</td>
<td>(2 courses)</td>
<td>(4 courses)</td>
<td>(4 courses)</td>
</tr>
<tr>
<td>Mathematics (9) plus Computing (9) or Applied Computing (9)</td>
<td>Biology, Chemistry, Geography, Physics, Technology</td>
<td>HEN107, (HMA171 or HCS182), HSC267, HSA100</td>
<td></td>
</tr>
</tbody>
</table>

Option 3.2: Majors in mathematics and computing or applied computing; a minor from the Science Department; plus 4 generic courses

<table>
<thead>
<tr>
<th>Major</th>
<th>Minor</th>
<th>Electives</th>
<th>Generic</th>
</tr>
</thead>
<tbody>
<tr>
<td>(17 courses)</td>
<td>(4 courses)</td>
<td>(4 courses)</td>
<td>(4 courses)</td>
</tr>
</tbody>
</table>
Option 3.3: Majors in chemistry or environmental science or life sciences or marine science or physical sciences and mathematics; electives; plus 4 generic courses

<table>
<thead>
<tr>
<th>Major</th>
<th>Minor</th>
<th>Electives</th>
<th>Generic</th>
</tr>
</thead>
<tbody>
<tr>
<td>(18 courses)</td>
<td>(2 courses)</td>
<td>(4 courses)</td>
<td></td>
</tr>
</tbody>
</table>

Chemistry or Environmental Science or Life Sciences or Marine Science or Physical Sciences (9) plus Mathematics

Any course from inside or outside the Faculty

HEN107, HMA171 or HCS182, HSC267, HSA100

Option 3.4: Majors in chemistry or environmental science or life sciences or marine science or physical sciences and computing or applied computing; electives; plus 4 generic courses

<table>
<thead>
<tr>
<th>Major</th>
<th>Minor</th>
<th>Electives</th>
<th>Generic</th>
</tr>
</thead>
<tbody>
<tr>
<td>(17 or 18 courses)</td>
<td>(2 or 3 courses)</td>
<td>(4 courses)</td>
<td></td>
</tr>
</tbody>
</table>

Chemistry or Environmental Science or Life Sciences or Marine Science or Physical Sciences (9) plus Computing (8 or 9) or

Any course from inside or outside the Faculty

HEN107, HMA171, HSC267, HSA100
1 SCHEDULE OF BACHELOR OF SCIENCE MAJORS AND MINORS

- **Applied Computing Minor: five from the following:** Any two from: HCS183, HCS187, HCS188, plus two from: HCS283, HCS284, HCS287, HCS288, plus one from: HCS383, HCS385, HCS386, HCS387, HCS388

- **Applied Computing (twelve courses):** Any three from: HCS183, HCS184, HCS187, HCS188; plus two from: HCS283, HCS284, HCS287, HCS288, HCS383, HCS385, HCS386, HCS387 and HCS388

- **Applied Computing (nine courses):** Any three from: HCS183, HCS184, HCS187, HCS188; plus three from: HCS283, HCS284, HCS287, HCS288; and three from: HCS383, HCS385, HCS386, HCS387, HCS388

- **Biology Minor:** four or five of HBI111, HBI112; HBI211, HBI212; HBI311, HBI312

- **Chemistry Major (9 courses):** HCH131, HCH132, HCH133, HCH231, HCH232, HCH233, HCH331, HCH332, HCH333

- **Chemistry Minor:** four or five of HCH131, HCH132; HCH231, HCH232; HCH331, HCH332

- **Computing Major (twelve courses):** HCS181, HCS183, HCS184; HCS281, HCS283, HCS284, HCS286; HCS381, HCS383, HCS385, HCS386, HCS387

- **Computing Major (nine courses):** HCS181, HCS183, HCS184; HCS281, HCS283, HCS286; HCS381, HCS386, HCS387

- **Computing Major (eight courses):** HCS181, HCS183, HCS184; HCS281, HCS286; HCS381, HCS386, HCS387

- **Computer Applications Minor:** HCS183, HCS184; HCS283; HCS383

- **Computer Programming Minor:** HCS181; HCS281, HCS286; HCS381, except when combined with a Mathematics major which contains HCS181, substitute HCS284 for HCS181

- **Environmental Science Major (twelve courses):** HBI111, HBI112, HCH131, HCH132; HBI211, HBI212, HCH231; HBI311, HBI312, HCH332; plus (HCH232, HNS264) or (HGE100, HGE201)

- **Environmental Science Major (nine courses):** HBI112, HCH131, HCH132; HBI211, HCH231; HBI311, HCH331, HCH332

- **Life Sciences Major (twelve courses):** HBI111, HBI112, HCH131, HCH132; HBI211, HBI212, HCH231 HBI311, HBI312, HCH332; plus (HCH232, HNS264) or (HCH232, HPH221) or (HCH332, HNS311) or (HGE100, HGE201)

- **Life Sciences Major (nine courses):** HBI112 (or HBI111), HCH131, HCH132; HBI211, HBI212, HCH231, HCH232; HBI311 (or HBI312), HCH331 or (HCH332)

- **Marine Science Major (9 courses):** HBI111, HBI112, HBI113, HBI211, HBI212, HBI213, HBI311, HBI312, HBI313

- **Marine Science Minor (5 courses):** HBI112, HBI211, HBI113, HBI213, HBI313

- **Mathematics Major (twelve courses):** HMA111, HMA121; HMA211, HMA222; HMA311, HMA321; plus either (HCS181, HMA221, HMA223, HMA271, HMA300, HMA323) or (HST151, HMA221, HMA271, HST251, HMA300, HST351) or (HCS181, HST151, HMA223, HMA271, HMA300, HMA323) or (HCS181, HST151, HMA223, HMA323, HST251, HST351)

- **Mathematics Major (9 courses):** HMA111, HMA121; HMA211, HMA222; HMA311, HMA321; plus either (HMA221, HMA271, HMA300) or (HCS181, HMA223, HMA323) or (HST151, HMA271, HMA300) or (HST151, HST251, HST351)

- **Mathematics Minor:** HMA111, HMA121; HMA211, HMA222; plus (optional) one further 200- or 300-level HMA course

- **Physical Sciences Major (twelve courses):** HPH121, HPH122, HTC151, HTC152;
Faculty of Science

HPH221, HPH222, HTC251, HTC252; HPH321, HPH322, HTC351, HTC352

- Physical Sciences Major (nine courses): HPH121, HPH122, HTC151; HPH221, HPH222, HTC251; HPH321, HPH322, HTC351 or HCT352
- Physics Minor: four or five of HPH121, HPH122; HPH221, HPH222; HPH321, HPH322
- Technology Minor: four or five of HTC151, HTC152; HTC153; HTC251, HTC252; HTC351, HTC352

Amended 2015

1 ADMISSION REQUIREMENTS
1.1 An applicant shall be eligible to be admitted to the Bachelor of Science (Secondary Teaching) if that applicant:
   a) completed the requirements for:
      i. a Foundation Certificate (Science) or a Foundation Certificate (Agriculture), or
      ii. a certificate or diploma in computing, mathematics or science, or
      iii. a diploma or bachelor's degree in education, or
   b) mature entry:
      i. is at least 20 years of age on 1 February of year of admission, and
      ii. has at least three years of secondary teaching experience in at least one of biology, chemistry, computing, design technology, mathematics or physics, or
   c) qualified for Admission with Standing as detailed in the Recognition of Prior Learning/Credit Statute 1.2. Students admitted under clause 1.1a above must have passes in the following courses:
      a) for the computing option: HCS081
      b) for the life sciences option: HBI011, HBI012, HCH031, HCH032
      c) for the mathematics and statistics option: either HMA010 or HMA030; plus HMA020, HST050
      d) for the physical sciences option: HPH021, HPH022, HTC051, HTC052

2 MODE OF STUDY
Full-time or part-time.

3 DURATION
Not less than six semesters.

4 PROGRAMME STRUCTURE
4.1 A student who has not passed HSA001 or HSA002 must pass HSA111 or HSA112 or HSA154 or HSA155 in order to graduate.
4.2 Unless credit is granted under the Recognition of Prior Learning/Credit Statute, this programme consists of twenty-four courses selected from one of the options appearing in the Schedule at the end of these regulations.
4.3 An extra 300-level course already passed by a student can be credited for a 200-level or a 100-level course that a student has not done but requires to complete his/her programme. Similarly an extra 200-level course can be credited for a 100-level course. But you cannot credit an extra lower-level course upwards for a higher-level course.
5 PROGRAMME LOAD
For full-time students three or four courses per semester, for part-time students two courses per semester. An underload or an overload has to be approved and signed for on the Enrolment form by the Dean or the Dean’s nominee.

6 PROGRAMME REQUIREMENTS
To graduate with a Bachelor of Science (Secondary Teaching) a student must pass the twenty-four courses specified in 4.2 above.

7 These regulations are effective from 1 January, 2013.

1. SCHEDULE

Computing Option
a) Computing Strand (nine courses): HCS181, HCS183, HCS184; HCS281, HCS283, HCS286; HCS381, HCS383, HCS385; plus
b) Education Strand (eight courses): HED101, HED102, HED191, HTP103; HED202, HTE254, HTP203; plus one other 200-level HED course; plus
c) Electives (three courses): either (HMA111, HMA211, HMA300) or (HBI111, HBI212, HBI312) or (HBI112, HBI211, HBI311) or (HCH131, HCH132, HCH231) or (HPH121, HPH221, HPH322) or (HTC151; plus HTC251 or HTC252; plus HTC351 or HTC352) or (any three HSA courses for candidates under the Teacher Upgrade project). Students who take HCH electives must substitute any 300-level course HED for the 200-level HED course in the Education strand; plus
d) Generic (4 courses): either (HEN107, HMA171, HSA100, HSC267 or HED302) or (HMA111, HMA121, HST151, HMA211 or HST251)

Life Sciences Option
a) Life Sciences Strand (twelve courses): HBI111, HBI112, HCH131, HCH132, HBI211, HBI212, HCH231, HCH232, HBI311, HBI312, HCH331, HCH332; plus
b) Education Strand (eight courses): HED101, HED102, HED191, HTP103; HED202, HTE252, HTP203; plus one other 200-level HED course; plus
c) Generic (4 courses): either (HEN107, HMA171, HSC182 or HSA100, HSC267 or HED302) or (HMA111, HMA121, HST151, HMA211 or HST251)

Mathematics and Statistics Option
a) Mathematics and Statistics Strand (nine courses): HMA111, HMA121, HST151; HMA211, HMA222, HST251; HMA311, HMA321 or HMA300, HST351; plus
b) Education Strand (eight courses): HED101, HED102, HED191, HTP103; HED202, HTE258, HTP203; plus one other 200-level HED course; plus
c) Electives (three courses): either (HBI111, HBI212, HBI312) or (HBI112, HBI211, HBI311) or (HCH131, HCH132, HCH231) or (HCS181, HCS281, HCS381) or (HCS183, HCS184, HCS283), (HPH121, HPH221, HPH322) or (HTC151; plus HTC251 or HTC252; plus HTC351 or HTC352) or (any three HSA courses for candidates under the Teacher Upgrade project). Students who take HCH or HCS electives must substitute any 300-level HED course for the 200-level HED course in the Education strand; plus
d) Generic (4 courses): either (HEN107, HSA100, HCS182 or HED302) or (HMA111, HMA121, HST151, HMA211 or HST251)

Physical Sciences Option
a) Physical Sciences Strand (twelve courses): HPH121, HPH122, HTC151,
REGULATIONS FOR THE POSTGRADUATE DIPLOMA IN SCIENCE (2014)

1. ADMISSION REQUIREMENTS
An applicant shall be eligible to be admitted to the Postgraduate Diploma in Science if that applicant has:
   a) Completed a bachelor’s degree in science from a recognized university or institute of higher learning, and has the pre-requisites to enter one of the four strands in the Postgraduate Diploma as follows:
      i. Applied Computing: A major in Computing Science or equivalent
      ii. Environmental Science: A major in Environmental Science or Geography or equivalent
      iii. Applied Statistics: Any 3 x 300 level courses (Open)
      iv. Mathematics: Any 3 x 300 level courses from HMA300, HMA311, HMA321, HMA323, HST351 or equivalent
   b) A first degree qualification that is relevant or deemed equivalent to a).

2. MODE OF STUDY
   Full-time or part-time

3. DURATION
   Not less than two semesters full-time and four semesters part-time.

4. PROGRAMME STRUCTURE
   Unless credit is granted under the Statute/Regulations on Recognition of Prior Learning/Credit& Recognition of Current Competency, this programme consists of:
      a) Two compulsory courses: HSC500 Research in the Sciences; HSC501 Research Methods for Sciences
      b) Four other courses chosen from those listed in schedule 1.
      c) A maximum of two credits is allowable for this programme.

5. PROGRAMME LOAD
   For full-time students, three courses per semester, part-time students two courses per semester. An underload or overload has to be approved and signed for on the enrolment form, by the Dean or the Dean’s nominee.

6. PROGRAMME REQUIREMENTS
   To be awarded the Postgraduate Diploma in Science a student must pass the six (6) courses as prescribed in 4 above.

7. These Regulations are effective from 1 January, 2015.
SCHEDULE

COMPULSORY COURSES
HSC500 Research in the Sciences
HSC501 Research Methods for Sciences

APPLIED COMPUTING
HCS580 Selected Issues in ICT in Samoa
HCS583 Database Design
HCS585 Management of Information Systems within Organisations
HCS587 Network Design and Management
HCS589 Issues in ICT and Education

ENVIRONMENTAL SCIENCE
HSC580 Global Environmental Issues and Samoa
HSC581 Climate Change
HSC582 Food Security and Sustainable Livelihoods
HSC583 Disaster Management

APPLIED STATISTICS
HST551 Applied Statistics
HST552 Design of Science Experiments
HST553 Biostatistics
HST554 Computational Statistics in R

MATHEMATICS
HMA571 Mathematics Problem Solving and Analysis
HMA521 Advanced Calculus
HMA522 Complex Analysis
Plus ANY Applied Statistics course
COURSE DESCRIPTIONS

AGRICULTURE

HAG100  INTRODUCTION TO SUSTAINABLE AGRICULTURE
This course introduces students to the nature and scope of sustainable agriculture development in Samoa, the importance of agriculture in relation to food security and the entrepreneurship perspective of sustainable agriculture. Students will research sustainable agricultural practices in Samoa and other islands of the Pacific. Field trips to see models of sustainable agriculture are an important part of this course.

Offered: Semester 1
Contact hours per week: 8 [4 Lectures, 1 Tutorial, 3-hr Practical]
Assessment: 50% coursework, 50% examination

HAG101  LIVESTOCK PRODUCTION 1
This course introduces students to the anatomy and physiology of the most common farm animals in Samoa: cattle, pigs and poultry. Digestive, skeletal, circulatory, reproductive, endocrine and immune systems will be covered. Field trips to livestock farms run by the Ministry of Agriculture, the University of the South Pacific and private individuals, as well practical sessions, form an important part of this course.

Offered: Semester 2
Contact hours per week: 8 [4 Lectures, 1 Tutorial, 3-hr Practical]
Assessment: 50% coursework, 50% examination

HAG200  CROP PRODUCTION
This course aims to provide students with a good understanding and practical knowledge of important aspects of crop production and the use of sustainable farming practices. This course will cover biotic and abiotic factors and their impact on crop production, good agricultural practices to ensure that the environment is safe, water management, crop nutrition management, crop protection, proper use of agrochemicals, food safety, harvesting and record keeping.

Offered: Semester 1
Prerequisites: HAG100
Contact hours per week: 8 [4 Lectures, 1 Tutorial, 3-hr Practical]
Assessment: 50% coursework, 50% examination

HAG201  LIVESTOCK PRODUCTION 2
The aim of this course is to train students in the practical and theoretical sides of good animal nutrition, animal husbandry and welfare, animal health and the importance of livestock production records. The course will cover livestock breed, sources of nutrition, nutrient deficiencies and water requirements, husbandry practices, health management and proper record keeping for farm animals.

Offered: Semester 2
Prerequisites: HAG100
Contact hours per week: 8 [4 Lectures, 1 Tutorial, 3-hr Practical]
Assessment: 60% coursework, 40% examination

HAG202  TEACHING AGRICULTURAL SCIENCE AT SECONDARY LEVEL
The aim of this course is to provide students with an understanding of the content skills and methods of teaching agricultural science in secondary schools in Samoa. A summary of the Year 9 to 13 agricultural science curriculums will be covered to
familiarise trainees with the skills required. They will develop lesson plans for
teaching this area in secondary schools.

**Offered:** Semester 2  
**Prerequisites:** HAG100  
**Contact hours per week:** 8 [4 Lectures, 1 Tutorial, 3-hr Practical]  
**Assessment:** 100% competency based

**HAG217 WORK EXPERIENCE**
This course is designed to provide students with the opportunity to apply their
acquired skills and knowledge in real life work situations.

**Offered:** Semester 2  
**Prerequisite:** Completion of HAG100, HAG101 and HEC 101  
**Contact hours per week:** 40 hours over 5 weeks.  
**Assessment:** 100% coursework.

**HAG300 FOOD AND NUTRITION SECURITY**
This course will enable students to explore and learn how food and nutrition plays a
key role in our health and development. They will also study food and nutrition
security policies and plans associated food cost, related diseases, nutritional values
and food choices.

**Offered:** Semester 1  
**Prerequisite:** HAG200  
**Contact hours per week:** 7 [3 Lectures, 1 Tutorial, 3-hr Practical]  
**Assessment:** 60% coursework, 40% examination.

**HAG301 SUSTAINABLE PEST AND DISEASE MANAGEMENT**
This course will enable students to learn how to identify and control sustainably
major pest and diseases of crop plants.

**Offered:** Semester 2  
**Prerequisite:** HAG200 or HAG201  
**Contact hours per week:** 7 [3 Lectures, 1 Tutorial, 3-hr Practical]  
**Assessment:** 100% coursework

**HAG302 SOIL HEALTH FOR SUSTAINABLE PRODUCTION**
Learners will be able to manage soil health for sustainable crop production. Know
and be able to apply the principles, concepts and techniques of sustainable crops,
sustainability, biodiversity, soil quality, nutrient and water management, pest
control, agro-ecology, food quality and safety and organic agriculture policies and
regulations.

**Offered:** Semester 2  
**Prerequisite:** HAG200  
**Contact hours per week:** 7 [3 Lectures, 1 Tutorial, 3-hr Practical]  
**Assessment:** 100% coursework

**BIOLOGY**

**HBI111 BIOLOGICAL SCIENCE**
This course aims to develop students' practical skills and understanding in the
major biological concepts and principles related to cell structure and function,
viruses and bacteria, genetics, and ecosystems.

**Offered:** Semester 1  
**Prerequisites:** HBI011  
**Contact hours per week:** 7 [3 Lectures, 1 Tutorial, 3-hr Practical]  
**Assessment:** 50% coursework, 50% examination
HBI112 PLANT AND ANIMAL PHYSIOLOGY
This course aims to enhance understanding in the concepts and principles related to plant and animal physiology. Topics covered include plant functions, animal diversity and response, and animal functions.
Offered: Semester 2
Prerequisites: HBI012
Contact hours per week: 7 [3 Lectures, 1 Tutorial, 3-hr Practical]
Assessment: 50% coursework, 50% examination

HBI113 INTRODUCTION TO MARINE ECOLOGY
This course covers a range of selected topics, which will focus on five key concepts: (i) Overview of marine ecology and oceanography; (ii) Marine microbiology; (iii) Marine pollution; (iv) Impacts of climate change and (v) Marine resource management. During this course the students will have an opportunity to carry out practical and field work to further develop their skills in scientific investigations and research.
Offered: Semester 2
Prerequisite: HBI011 or equivalent
Contact hours per week: 7 [3 Lectures, 1 Tutorial, 3-hr Practical]
Assessment: 50% coursework; 50% examination

HBI211 ECOSYSTEMS AND EXPERIMENTAL DESIGN
This course aims to enhance the understanding and appreciation of ecosystems and their links with the natural physical resources they encompass. The course familiarises students with conditions and resources that limit the distribution of plants and animals and the flux of energy and matter through communities. It also introduces students to exploratory data analysis, appropriate experimental and sampling designs, hypothesis testing and the use of basic statistical tests.
Offered: Semester 1
Prerequisites: HBI112
Contact hours per week: 7 [3 Lectures, 1 Tutorial, 3-hr Practical]
Assessment: 50% coursework, 50% examination

HBI212 MICROBIAL STRUCTURES AND FUNCTIONS
This course examines the structure, replication, genetics and metabolic strategies of eukaryotic microbes, prokaryotic microbes and viruses, and their roles in the biosphere. The practical activities are designed to encompass skills often applied in laboratories and fieldwork.
Offered: Semester 2
Prerequisites: HBI111
Contact hours per week: 7 [3 Lectures, 1 Tutorial, 3-hr Practical]
Assessment: 50% coursework, 50% examination

HBI213 CORAL REEF ECOLOGY & MANAGEMENT
This course is designed for students who are pursuing a Bachelor of Science degree majoring in Environmental Science. Various case studies from the Pacific Islands and other Small Island Developing States will be used to emphasize the value/vulnerability of these ecosystems and long term remediation efforts.
Offered: Semester 2
Prerequisites: HBI111, HBI112 or HBI113
Contact hours per week: 7 [3 Lectures, 1 Tutorial, 3-hr Practical]
Assessment: 60% coursework; 40% examination
HBI311 NATURAL RESOURCE MANAGEMENT
This course aims at raising students’ awareness of current resource management problems and practices by examining natural resource management theories. The course also examines the existing infrastructure and legislation protecting natural resources and presents an in-depth study of domestic and industrial wastewater treatment technologies and land management issues and concerns.
Offered: Semester 1
Prerequisites: HBI212
Contact hours per week: 7 [3 Lectures, 1 Tutorial, 3-hr Practical]
Assessment: 50% coursework, 50% examination

HBI312 ENVIRONMENTAL CONSERVATION
This course is designed to enhance students’ understanding of complex scientific principles governing global environments and the direct impact of humans on these environments. This course will also address some counter-measures in terms of environmental management and ecological restoration.
Offered: Semester 2
Prerequisites: HBI211
Contact hours per week: 7 [3 Lectures, 1 Tutorial, 3-hr Practical]
Assessment: 50% coursework, 50% examination

HBI313 OCEAN & COASTAL RESOURCE MANAGEMENT
This course will give students an understanding of water resources management and protection as a public policy problem, through the examination of six thematic areas including offshore renewable energy facilities, marine aquaculture, coastal development, climate change and coastal hazards, coastal pollution impacts.
Offered: Semester 1
Prerequisite: HBI211 or HBI213 or equivalent
Contact hours per week: 4 [3 Lectures, 1 Tutorial]
Assessment: 60% coursework: 40% examination

CHEMISTRY

HCH131 ORGANIC AND PHYSICAL CHEMISTRY
This course investigates the structure and properties of organic compounds. It is designed to expand understanding of reaction energy profiles and the kinetics of chemical reactions. Spectroscopy of organic compounds and the mechanisms involving the major functional groups in organic chemistry will be studied. Practical work will introduce students to fundamental aspects of synthesis, separation and purification techniques in organic chemistry.
Offered: Semester 1
Prerequisites: HCH031
Contact hours per week: 7 [3 Lectures, 1 Tutorial, 3-hr Practical]
Assessment: 50% coursework, 50% examination

HCH132 INORGANIC AND PHYSICAL CHEMISTRY
This course will introduce students to equilibrium, thermodynamics and electrochemistry to explain important chemical processes particularly in aqueous solutions. Practical work will develop students’ skills in analytical chemistry.
Offered: Semester 2
Prerequisites: HCH032
Contact hours per week: 7 [3 Lectures, 1 Tutorial, 3-hr Practical]
Assessment: 50% coursework, 50% examination
HCH133   PHYSICAL CHEMISTRY
Students in this course will expand their understanding of the 2nd and 3rd Laws of
Thermodynamics, Thermochemistry, Gibb’s Free Energy and Chemical Equilibrium.
Principles of Chemical kinetics, Conduction and Conductivity will be studied. This
course also investigates general principles of Electrolysis, Faraday’s Law and Cell
Potentials.
Offered: Semester 1
Prerequisite: HCH031 and HCH032
Contact hours per week: 7 [3 Lectures, 1 Tutorial, 3-hr Practical]
Assessment: 50% coursework; 50% examination

HCH231   ENVIRONMENTAL CHEMISTRY
This course examines the relationship between chemistry and the environment.
The sources, reactions, transport, effects and fates of natural chemical species in
the water, soil and atmospheric environments will be studied. Some of the
consequences of the change in chemical composition of the environment will also
be covered.
Offered: Semester 1
Prerequisites: HCH131, HCH132
Contact hours per week: 7 [3 Lectures, 1 Tutorial, 3-hr Practical]
Assessment: 50% coursework, 50% examination

HCH232   ORGANIC AND BIO-ORGANIC CHEMISTRY
This course studies in depth the stereochemistry, synthesis and reactions of two
important classes of organic compounds: carbonyl compounds and amines. The
principles learned will be related to the study of the main classes of biologically
significant organic compounds, namely carbohydrates, amino acids, peptides,
proteins, lipids and nucleic acids. Through practical work, students will apply what
they have learned to studies of the chemistry and processing of local natural
products in Samoa.
Offered: Semester 2
Prerequisites: HCH131, HCH132
Contact hours per week: 7 [3 Lectures, 1 Tutorial, 3-hr Practical]
Assessment: 50% coursework, 50% examination.

HCH233   INORGANIC CHEMISTRY
The major objective of this course is to provide sufficient knowledge with
experimental and theoretical background concerning inorganic chemistry. This
course will cover all important sections of inorganic chemistry. Topics include
atomic structure, chemical bonding, molecular structure, nomenclature of inorganic
compounds, fundamentals of inorganic complexes and an introduction to the
chemistry of main group elements.
Offered: Semester 1
Prerequisite: HCH131 & HCH133 or HCH132 & HCH133
Contact hours per week: 7 [3 Lectures, 1 Tutorial, 3-hr Practical]
Assessment: 50% coursework; 50% examination

HCH331   APPLICATIONS AND METHODS OF INSTRUMENTAL
ANALYSIS
This course covers the quantitative and qualitative analyses of both inorganic and
organic compounds using various instrumental methods. The course also highlights
the importance of analytical methods, their advantages and their limitations.
Theoretical and mathematical concepts will be discussed and the use of chemical literature will be included.

**Offered:** Semester 1

**Prerequisites:** HCH231, HCH232

**Contact hours per week:** 7 [3 Lectures, 1 Tutorial, 3-hr Practical]

**Assessment:** 50% coursework, 50% examination

**HCH332 ADVANCED ENVIRONMENTAL CHEMISTRY**

This course focuses on how the natural chemical environment has been disturbed by human activity. Chemical pollution will be studied in relation to environmental contaminants such as heavy metals, pesticides and other persistent organic pollutants, nutrients, hazardous waste, and the extent of these problems in Samoa. The course will also look at remediation methods including an introduction to green chemistry.

**Offered:** Semester 2

**Prerequisites:** HCH231

**Contact hours per week:** 7 [3 Lectures, 1 Tutorial, 3-hr Practical]

**Assessment:** 50% coursework, 50% examination

**HCH333 SPECIAL TOPICS IN CHEMISTRY**

This course consists of four special topics chosen from subject areas in the general fields of physical chemistry, inorganic chemistry, organic chemistry, environmental chemistry and analytical chemistry. The topics may vary from year to year depending upon availability of resources and staff.

**Offered:** Semester 1 & 2

**Prerequisite:** Any Two-200 level HCH courses

**Contact hours per week:** 3 [2 Lectures, 1 Tutorial]

**Assessment:** 100% coursework

**COMPUTER STUDIES**

**HCS181 COMPUTER PROGRAMMING 1**

This course covers basic principles of programming: control statements, IF-THEN loops, DO loops, data types, arrays, reading from the keyboard, outputting to screen and printer, and reading and writing files.

**Offered:** Semesters 1

**Prerequisites:** HCS081 and HEN004 plus one of HMA010, HMA020, HMA030 or HST050

**Contact hours per week:** 4 [2 Lectures, 2 Tutorials]

**Assessment:** 55% coursework, 45% examination

**HCS182 COMPUTER LITERACY**

This is an introductory course on basic computer use. The course provides students with general computer literacy and basic information management skills enabling them to become effective users of computers and technology. It will prepare students to use technologies as supporting tools in university study and to apply these technologies to their various content areas or areas of specialisation. It also prepares students with skills for the workplace, such as Faculty of Education students for using computers as tools for teaching.

**Offered:** Semester 1 or 2

**Prerequisite:** HCS081

**Contact hours per week:** 4 [2 Lectures, 2 Tutorials]

**Assessment:** 55% coursework; 45% examination
HCS183 COMPUTER APPLICATIONS 1
This course expands on what was covered in HCS081 for MS Word, Excel and Access. It will introduce students to database theory, develop skills in using database management systems, and cover a spectrum of computer concepts and issues.

Offered: Semesters 1 and 2
Prerequisites: HCS081
Contact hours per week: 4 [2 Lectures, 2 Tutorials]
Assessment: 55% coursework, 45% examination

HCS184 COMPUTER APPLICATIONS 2
This course will provide the necessary background in database theory and information systems concepts for those proceeding to advanced information systems courses.

Offered: Semesters 1 and 2
Prerequisites: HCS183
Contact hours per week: 4 [1 Lecture, 3 Tutorials]
Assessment: 55% coursework, 45% examination

HCS185 INTRODUCTION TO COMPUTING
This course is an introduction to electronic processing and computer technology. Emphasis is on using spreadsheets, word processing, business graphics and databases to improve effectiveness in the workplace. This course cannot be used to satisfy requirements for a major, minor, or elective in computing.

Offered: Semester 1
Contact hours per week: 4 [2 Lectures, 2 Tutorials]
Assessment: 55% coursework, 45% examination

HCS187 HARDWARE 1
This course aims to provide students with working knowledge of how computers operate, how to assemble computers, operating systems and multimedia. The course emphasizes the practical application of skills and procedures needed for hardware and software installations, upgrades, and troubleshooting systems.

Offered: Semester 1
Prerequisite: HCS081
Contact hours per week: 4 [2 Lectures, 2 Tutorials]
Assessment: 55% coursework; 45% examination

HCS188 GRAPHIC DESIGN I
This course is an introduction to Graphic Design, and takes students through the design process ranging from brainstorming and idea development, through to digital artwork and printing processes. It also enables an in-depth knowledge of commercial practices within the Graphic Design Industry. Students are guided through an intense studio-based program using industry standard software. Students are taught basic-level technical production and pre-press skills, enabling them to see a project through from an initial concept to final publication. Subjects covered include: Design, typography, photo imaging, colour theory, vector and raster art techniques, shapes and pen tools, paths and layer controls, pen and pathfinder tool, and illustration composition.

Offered: Semester 2
Prerequisite: HCS081
Contact hours per week: 4 [1 Lecture, 3 Tutorials]
Faculty of Science 229

Assessment: 55% coursework; 45% examination

HCS281    COMPUTER PROGRAMMING 2A
This course covers modularisation, data encapsulation, information hiding and top-down design of algorithms, efficiency of algorithms, recursion, data structures such as queues, records, arrays, lists, stacks, trees, and real-life applications.
Offered: Semester 2
Prerequisites: HCS181
Contact hours per week: 4 [2 Lectures, 2 Tutorials]
Assessment: 55% coursework, 45% examination

HCS283    INTRODUCTION TO INFORMATION SYSTEMS ANALYSIS AND DESIGN
This course covers information systems development using prototyping and the systems life cycle. Practical work will include the use of CASE tools in developing a database information system, with emphasis on the front end phases.
Offered: Semesters 1 and 2
Prerequisites: HCS184
Contact hours per week: 4 [2 Lectures, 2 Tutorials]
Assessment: 55% coursework, 45% examination

HCS284    IMPLEMENTATION OF INFORMATION SYSTEMS USING VISUAL BASIC
Students combine their knowledge of systems analysis and design techniques and a database programming language, Visual Basic, to implement information systems. Emphasis is on tailoring code to meet the design specifications.
Offered: Semester 2
Prerequisites: HCS283
Contact hours per week: 4 [2 Lectures, 2 Tutorials]
Assessment: 55% coursework, 45% examination

HCS286    COMPUTER PROGRAMMING 2B
This course covers strings, non-text files, and more advanced material on top-down design of algorithms, efficiency of algorithms, recursion and data structures.
Offered: Semester 1
Prerequisites: HCS281
Contact hours per week: 4 [2 Lectures, 2 Tutorials]
Assessment: 55% coursework, 45% examination

HCS287    HARDWARE 2
This course builds on the skills and knowledge in HCS187. It aims to provide students with working knowledge of networks, printers, and how to troubleshoot hardware and software issues. The course emphasizes the practical application of skills and procedures needed for hardware and software maintenance and repair, upgrades, and troubleshooting systems.
Offered: Semester 1
Prerequisite: HCS187 or equivalent
Contact hours per week: 4 [2 Lectures, 2 Tutorials]
Assessment: 55% coursework; 45% examination

HCS288    GRAPHIC DESIGN II
This course covers the advanced concepts of Graphic Design, and takes students through the design process ranging from brainstorming and idea development, through to digital artwork and printing processes. It also enables an in-depth
knowledge of commercial practices within the Graphic Design Industry.

Offered: Semester 2
Prerequisites: HCS188 or equivalent
Contact hours per week: 4 [1 Lecture, 3 Tutorials]
Assessment: 55% coursework; 45% examination

HCS381 PROGRAMMING LANGUAGE CONCEPTS AND PARADIGMS
This course extends concepts covered in earlier programming courses and includes an introduction to operating systems and network programming.

Offered: Semester 2
Prerequisites: HCS286
Contact hours per week: 4 [2 Lectures, 2 Tutorials]
Assessment: 55% coursework, 45% examination

HCS383 DATABASE DESIGN
Topics covered in this course include relational and object-oriented databases but the emphasis is on relational database design. Students will be required to write SQL queries and produce a normalised relational design.

Offered: Semester 1 and 2
Prerequisites: HCS283
Contact hours per week: 4 [2 Lectures, 2 Tutorials]
Assessment: 55% coursework, 45% examination

HCS385 MANAGEMENT OF INFORMATION SYSTEMS
This course examines the context of information systems management and recent trends in technology. It introduces characteristics of strategic applications and the objectives of strategic planning. It also studies the impact of information technology on organisations and how to manage change in an information systems environment.

Offered: Semester 1
Prerequisites: HCS283
Contact hours per week: 4 [2 Lectures, 2 Tutorials]
Assessment: 55% coursework, 45% examination

HCS386 HUMAN-COMPUTER INTERACTION
This course examines current ideas and practice in the area of human-computer interaction. The coursework includes a practical project to develop skills in the development of human-computer interfaces.

Offered: Semester 2
Prerequisites: HCS284
Contact hours per week: 4 [2 Lectures, 2 Tutorials]
Assessment: 55% coursework, 45% examination

HCS387 NETWORKS
This course aims to provide students with basic knowledge about networks, to understand the basics of data communication using Windows OS networking functionality, and to introduce web programming and client-server programming.

Offered: Semester 2
Prerequisites: HCS286 or HCS287
Contact hours per week: 4 [2 Lectures, 2 Tutorials]
Assessment: 55% coursework, 45% examination

HCS388 GRAPHIC DESIGN III
This course introduces the students to the world of moving images or animation
and to the world of Web Design and Web Publishing. It also enables an in-depth knowledge of commercial practices within the Web publishing Industry.

Offered: Semester 2
Prerequisite: HCS288 or equivalent
Contact hours per week: 4 [1 Lecture, 3 Tutorials]
Assessment: 55% coursework: 45% examination

**HCS580 SELECTED ISSUES IN ICT IN SAMOA**
This course is designed to introduce students to selected issues in the field of information and communications technology (ICT) in the Asia-Pacific region, with a focus on Samoa. Topics reflect the current status and pertinent issues in the early stages of national ICT development in Samoa.

Offered: Semester 1
Contact hours per week: 4 [2 x 2-hr lectures/tutorials]
Assessment: 100% coursework

**HCS583 DATABASE DESIGN**
This course aims to provide students with the advanced application of theories of relational database, design and implementation. Students are expected to apply theories and skills in the development of a relational database system for an organization. The course also aims to provide students with skills and knowledge in database management in areas of administration and maintenance which can then be readily applied within the context of organizations.

Offered: Semester 1
Prerequisite: HCS383 or equivalent
Contact hours per week: 4 [2 x 2-hr lectures/tutorials]
Assessment: 100% coursework

**HCS585 MANAGEMENT OF INFORMATION SYSTEMS WITHIN ORGANIZATIONS**
This course is designed to i) develop detailed knowledge of principles of management of information systems and current issues and trends in managing IS in organizations; ii) gain planning, analysis, and implementation skills for designing and managing IS within organizations; and iii) to develop ability to critically analyze complex managerial problems and develop feasible solutions.

Offered: Semester 2
Prerequisites: HCS385 or equivalent
Contact hours per week: 4 [2 x 2-hr lectures/tutorials]
Assessment: 100% coursework

**HCS587 NETWORK DESIGN & MANAGEMENT**
This course aims to provide students with skills and knowledge to plan, design, install and manage a computer network for small to medium sized enterprise based on the goals of a) scalability, b) availability, c) performance, d) security, e) manageability, f) usability, g) adaptability and h) affordability

Offered: Semester 2
Prerequisite: HCS387 or equivalent
Contact hours per week: 4 [2 x 2-hr lectures/tutorials]
Assessment: 100% coursework

**HCS589 ISSUES IN ICT AND EDUCATION**
This course provides students with the opportunity to critically engage with contemporary issues and debates in ICT Education. It provides students with the
opportunity to critically engage with theories and research focused on using information technologies in learning and teaching. The course also encourages students to reflect upon processes of educational knowledge production in the field of ICT Educational Research.

*Offered: Semester 2*

*Contact hours per week: 2 [1 x 2-hr lecture/tutorial]*

*Assessment: 100% coursework*

**MATHEMATICS**

**HMA171 MATHEMATICS FOR SCIENCE**

On successful completion of this course, students should have the mathematics required to solve problems in Science and their daily lives. This course will build on knowledge obtained in HMA071 and HMA072 and includes information important to students studying science without an abstract focus. Students will become comfortable applying basic statistical techniques, interpreting graphs and charts, modeling real world problems using a range of functions, gain an understanding of difference equations and apply this knowledge to financial problems. All facets of the course will develop problem solving and mathematical thinking skills.

*Offered: Semester 1*

*Prerequisite: HMA071 and HMA072*

*Contact hours per week: 4 [3 Lectures, 1 Tutorial]*

*Assessment: 50% coursework; 50% examination*

**HMA111 LINEAR ALGEBRA 1**

This course discusses matrix theory, determinants and their applications to solving systems of linear equations, eigenvalues and eigenvectors, diagonalisation, vectors in 2-space and 3-space (including scalar triple and vector triple products) and their application to problems in linear transformations, as well as providing an introduction to analytic geometry.

*Offered: Semester 1*

*Prerequisites: HMA010 or HMA030*

*Contact hours per week: 4 [3 Lectures, 1 Tutorial]*

*Assessment: 50% coursework, 50% examination*

**HMA121 CALCULUS 1**

This course covers formal definitions of limits, continuity, derivatives and their uses, implicit differentiation, differentials, linearisation, quadratic approximation, indefinite and definite integrals, the fundamental theorem of calculus, indeterminate forms, infinite series, and ordinary differential equations (first order).

*Offered: Semester 2*

*Prerequisites: HMA020 or HMA030*

*Contact hours per week: 4 [3 Lectures, 1 Tutorial]*

*Assessment: 50% coursework, 50% examination*

**HMA194 BUSINESS MATHEMATICS**

This course covers topics specifically related to the field of commerce, such as elements of algebra which are relevant to business calculations, trade and cash discounts, simple and compound interest, annuities, present and future values and the consumer price index. This course cannot be used to satisfy any requirements for a major, minor, or elective in mathematics.

*Offered: Semester 2*
Contact hours per week: 3 [2 Lectures, 1 Tutorial]
Assessment: 50% coursework, 50% examination

HMA211 LINEAR ALGEBRA 2
This course covers linear transformations, the application of linear algebra to solve differential equations, quadratic forms, diagonal sing quadratic forms, conics, quadratic surfaces, LU-decompositions, deflation and inverse power methods, complex vector spaces, complex variables, and the algebra and geometry of complex functions.
Offered: Semester 1
Prerequisites: HMA111

Contact hours per week: 4 [3 Lectures, 1 Tutorial]
Assessment: 50% coursework, 50% examination

HMA221 CONSTRUCTIVISTIC CALCULUS
This course introduces students to a constructivist approach to learning mathematics concepts and relationships by solving problems based in realistic situations. In so doing, students will experience how mathematical concepts evolve from the realistic context. Main concepts investigated include the nature of functional relationships, variables, rate of change, gradient, maximum/minimum points, symmetry, co-variations, dimensionality, differences, derivatives, limits and integrals.
Offered: Semester 2
Prerequisites: HMA111, HMA121

Contact hours per week: 4 [3 Lectures, 1 Tutorial]
Assessment: 50% coursework, 50% examination

HMA222 MULTI-VARIABLE CALCULUS
This course covers the basic principles of multi-variable calculus and looks at existence, uniqueness and stability theory with methods of solutions. Topics covered are multi-variable functions, limits and partial derivatives, double and triple integrals, line integrals, ordinary (second order) and partial (first order) differential equations.
Offered: Semester 2
Prerequisites: HMA111, HMA121

Contact hours per week: 4 [3 Lectures, 1 Tutorial]
Assessment: 50% coursework, 50% examination

HMA223 NUMERICAL METHODS
This course introduces students to the theoretical basis of numerical methods, its fundamental concepts and its various applications. This is a computer-oriented course and will involve substantial use of computer programs to generate solutions to the required degree of accuracy.
Offered: Semester 1
Prerequisites: HCS181, HMA111, HMA121

Contact hours per week: 4 [3 Lectures, 1 Tutorial]
Assessment: 50% coursework, 50% examination

HMA271 MATHEMATICAL PERSPECTIVES
This course aims to provide a deep understanding of the conceptual structure of mathematics as a preparation for teaching school mathematics in a more meaningful way than simply presenting formulas, formal definitions and procedures. It specifically develops the use of alternative heuristics, Vee maps and
concept maps as means of visualising the inter-connections between concepts, formulas, procedures and multiple methods.

Offered: Semester 1
Prerequisites: HMA111, HMA121
Contact hours per week: 4 [3 Lectures, 1 Tutorial]
Assessment: 50% coursework, 50% examination

HMA300 SUPERVISED RESEARCH
This course allows students who have an aptitude for independent research to investigate, under supervision, a major research problem in mathematics. Research will commence once a project is approved by the lecturer in charge.

Offered: Semester 2
Prerequisites: One 200-level HMA course
Contact hours per week: 4 [3 Lectures, 1 Tutorial]
Assessment: 100% coursework

HMA311 COMPLEX VARIABLES
This course introduces the theory of functions of a complex variable. Topics covered are complex differential and integral calculus, infinite series including Taylor and Laurent series, the theory of residues with application to the evaluation of integrals and series, and conformal mappings with applications drawn from various fields.

Offered: Semester 1
Prerequisites: HMA211, HMA222
Contact hours per week: 4 [3 Lectures, 1 Tutorial]
Assessment: 50% coursework, 50% examination

HMA321 ORDINARY AND PARTIAL DIFFERENTIAL EQUATIONS
This course provides a sound understanding of the basic principles of partial differential equations (pdes) and the theory of differential equations. Topics covered include first and second order ordinary differential equations (odes), first order pdes and transport equations, general second order pdes, and various equations (heat, wave, Schrodinger and Laplace).

Offered: Semester 2
Prerequisites: HMA211, HMA222
Contact hours per week: 4 [3 Lectures, 1 Tutorial]
Assessment: 50% coursework, 50% examination

HMA323 REAL ANALYSIS
This course explores the foundations of calculus in depth in terms of its proofs. Topics covered are the real number system, basic topological properties, infinite sequence and series of real numbers and functions, differentiation of a function of one variable, the Riemann integral, and the Weierstrass-Stone theorem.

Offered: Semester 2
Prerequisites: HMA223
Contact hours per week: 4 [3 Lectures, 1 Tutorial]
Assessment: 50% coursework, 50% examination

HMA521 ADVANCED CALCULUS
This course provides students with the opportunity to extend their repertoire of methods of solving ordinary differential equations to include Laplace Transforms and power series methods of solutions including using separation of variables and Fourier series to solve the two-dimensional Laplace equation.
Offered: Semester 1  
Prerequisites: HMA311 or HMA321 or equivalent  
Contact hours per week: 4 [3 Lectures, 1 Tutorial]  
Assessment: 50% coursework, 50% examination

**HMA522**  
**COMPLEX ANALYSIS**  
This course provides students with the opportunity to extend their study of the calculus of complex variables to a more advanced level to include Cauchy’s Integral Formula and related theorems including infinite series (Taylor’s and Laurent’s) series and the Residue Theorem for the evaluation of integrals and series.  
**Offered: Semester 2**  
Prerequisites: HMA311 or HMA321 or equivalent  
Contact hours per week: 4 [3 Lectures, 1 Tutorial]  
Assessment: 50% coursework, 50% examination

**HMA571**  
**MATHEMATICS PROBLEM SOLVING & ANALYSIS**  
This course provides students with the opportunity to become proficient in using a more conceptually-based systematic approach to generating multiple methods of solutions for complex and challenging mathematics problems. Also students use meta-cognitive tools (e.g. concept maps and vee diagrams) to guide their critical thinking and reasoning processes and to make explicit the interconnections between mathematical theories, principles, methods and procedures.  
**Offered: Semester 1**  
Prerequisites: HMA311 or HMA321 or equivalent  
Contact hours per week: 4 [3 Lectures, 1 Tutorial]  
Assessment: 100% coursework

**PHYSICS**

**HPH121**  
**CLASSICAL PHYSICS**  
In this course, comprised of theoretical and practical components, students will learn principles of physics through a problem-oriented approach. The course also encourages students to apply the learned physical concepts to their daily activities. Topics covered include mechanics, laws of thermodynamics, optics and waves.  
**Offered: Semester 1**  
Prerequisites: HPH021  
Contact hours per week: 7 [3 Lectures, 1 Tutorial, 3-hr Practical]  
Assessment: 50% coursework, 50% examination

**HPH122**  
**ELECTRICAL AND QUANTUM PHYSICS**  
In this course, comprised of theoretical and practical components, students will learn principles of physics via a problem-oriented approach. Topics covered include electricity, electro-magnetism and quantum mechanics.  
**Offered: Semester 2**  
Prerequisites: HPH022  
Contact hours per week: 7 [3 Lectures, 1 Tutorial, 3-hr Practical]  
Assessment: 50% coursework, 50% examination

**HPH221**  
**ENVIRONMENTAL PHYSICS**  
This course studies Earth's physical processes, focusing on the role of water and energy to understand meteorological effects both globally and locally and hydrology at the Earth’s surface. Human impacts will also be analysed.  
**Offered: Semester 1**  
Prerequisites: HPH121 or (HCH132 and HMA020)
Contact hours per week: 7 [3 Lectures, 1 Tutorial, 3-hr Practical]
Assessment: 50% coursework, 50% examination

**HPH222 ELECTROMAGNETISM**
The course covers electromagnetic potentials, energy and momentum, guided waves, reflection and refraction, absorption and dispersion, radiation and scattering, propagation of electromagnetic waves, generation of electromagnetic radiation and the physics of electromagnetic wave scattering.

*Offered: Semester 2*
*Prerequisites: HPH121 or HPH122 or HPH221*

Contact hours per week: 7 [3 Lectures, 1 Tutorial, 3-hr Practical]
Assessment: 50% coursework, 50% examination

**HPH321 RESEARCH PROJECT IN PHYSICS**
This course is designed for students who are majoring in physical sciences or who have an advanced knowledge of physics and an interest in independent research. A project in an area of physics will be carried out under supervision.

*Offered: Semester 1*
*Prerequisites: HPH221 or HPH222*

Contact hours per week: 7 [3 Lectures, 1 Tutorial, 3-hr Practical]
Assessment: 100% coursework

**HPH322 ENERGY SOURCES**
This course studies the current global energy needs and technologies which can change these. It will address the availability of energy sources and their distribution, the different states of energy, the costs of converting energy from one state to another and renewable forms of energy. The course, while looking at global needs, will focus on regional solutions.

*Offered: Semester 2*
*Prerequisites: HPH221*

Contact hours per week: 7 [3 Lectures, 1 Tutorial, 3-hr Practical]
Assessment: 50% coursework, 50% examination

**SCIENCE**

**HSC112/HSC152 PRINCIPLES OF BODY FUNCTIONS**
This course provides nursing students with an understanding of biology, chemistry and physics concepts relevant to the structure and functions of the human body. Emphasis is on the application of these concepts to a healthy body. Students will use a problem-solving approach to a patient’s healthcare needs. Mathematical principles applicable for nursing practice are also explored.

*Offered: Semester 1*
*Prerequisites for HSC112: HSC067 or mature entrant*
*Prerequisites for HSC152: HCH031 or HSC067 or mature entrant*

Contact hours per week: 7 [3 Lectures, 1 Tutorial, 3-hr Practical]
Assessment: 50% coursework, 50% examination

**HSC267 RESEARCH METHODS & PROJECTS IN SCIENCE**
This course will provide a comprehensive introduction to research proposal writing, methodologies and foundational research theories and protocols. Students will be able to learn about the cyclical nature of applied research and the iterative process of research writing.

*Offered: Semester 2*
*Prerequisite: Any 100-level Science or HMA course*
Contact hours per week: 5 [2x2-hr Lectures, 1 Tutorial]
Assessment: 60% coursework; 40% examination

HSC500 RESEARCH IN SCIENCES
This course introduces students to the foundations of a scientific inquiry as applied in the physical sciences and its applications in research involving humans. The course also explores different research paradigms, their advantages and limitations in relation to research in the physical and human sciences. Students have the opportunity to engage with the critical thinking and reasoning processes required to identify a researchable problem, its conceptualization and selection of an appropriate research design and methodology and analysis to answer the research question(s).
Offered: Semester 1
Contact hours per week: 2 [2-hr Lecture]
Assessment: 100% coursework

HSC501 RESEARCH METHODS FOR SCIENCES
This course is designed for graduate students who are pursuing postgraduate studies in the sciences (Computing and Environmental sciences). With this, emphasis is placed on gathering and analysing these data through various sampling techniques and methods respectively. Interpreting of results and findings from data is one of the key areas of this course which enables students to statistically infer and draw conclusions that will significantly contribute to the research literature in the respective science disciplines.
Offered: Semester 2
Prerequisite: HSC500
Contact hours per week: 4 [2x2-hr Lectures]
Assessment: 100% coursework

HSC580 GLOBAL ENVIRONMENTAL ISSUES AND SAMOA
This course examines key global environmental issues and sustainable developments including climate change, atmospheric pollution, ozone depletion, land degradation, water resources, coastal and marine ecosystem pollution. The state of Samoa’s environment with respect to these issues will be investigated as well as strategies that have been adopted to mitigate and adapt to environmental challenges facing Samoa.
Offered: Semester 2
Prerequisites: One 300-level Environmental Science or HGE course
Contact hours per week: 1 x 2-hr lecture
Assessment: 100% coursework

HSC581 CLIMATE CHANGE
This course covers the main vulnerabilities, risks and impacts of climate change on humans and natural environments in the Pacific Islands. This course will also cover key aspects such as water resources, flooding, sea level rise and coasts, health, transport, infrastructure and cities. Engineering strategies for adaptation will also be described in detail, so the student will learn not just how climate change will impact society, but also how we can respond and mitigate the risks and our vulnerabilities. The course will equip students to assess, propose and apply sustainable adaptation strategies in a range of key infrastructure and environmental settings.
Offered: Semester 1
Contact hours per week: 4 [2 x 2-hr lectures]
Assessment: 70% coursework, 30% examination

HSC582 FOOD SECURITY & SUSTAINABLE LIVELIHOODS
This course will explore various issues that deals with food security and sustainable livelihoods. It encompasses aspects of sustainable development, environment and resource management as well as conservation and agricultural/rural production systems. This course will also cover linkages between social environmental and economic influences on development coincide with critical review of debates on resource scarcity, population, poverty and equality.
Offered: Semester 1
Contact hours per week: 4 [2 x 2-hr lectures]
Assessment: 60% coursework, 40% examination

HSC583 DISASTER MANAGEMENT
This course is designed to provide students with the knowledge and skills necessary to critically evaluate and apply key elements of disaster mitigation, preparedness, response and recovery, including the ability to conduct assessments of hazards, risks, vulnerability and capacity. The course also introduces students to a multi-disciplinary understanding of disaster management through conceptual, empirical and professional foundations of selected topics in the field.
Offered: Semester 2
Contact hours per week: 4 [2 x 2-hr lectures]
Assessment: 60% coursework, 40% examination

STATISTICS

HST151 STATISTICS AND PROBABILITY
This course introduces students to the subject of inference. It provides a study of some useful distributions and how their formulas are acquired. The course emphasises the sampling distribution, the exploration of available competing statistics to choose the best estimator for the corresponding parameter and the construction of tests concerning the values of parameters.
Offered: Semester 2
Prerequisites: HST050
Contact hours per week: 4 [3 Lectures, 1 Tutorial]
Assessment: 50% coursework, 50% examination

HST251 REGRESSION AND EXPERIMENTAL DESIGN
This course introduces students to various aspects of regression and experimental design models. Application to practical problems will be emphasised. Topics covered are simple linear regression, multiple linear regression, and the design and analysis of experiments.
Offered: Semester 1
Prerequisites: HST151
Contact hours per week: 4 [3 Lectures, 1 Tutorial]
Assessment: 50% coursework, 50% examination

HST351 SAMPLE SURVEY AND SAMPLING TECHNIQUES
This course aims to expose students to sample survey design and useful sampling techniques. Applications to practical problems will be stressed. Topics covered are sample survey, sampling techniques, stratified, single and two stage clusters, systematic double sampling, estimation of sample size and standard error, ratio and regression estimates, and non-parametric statistics.
Offered: Semester 2  
Prerequisites: HST251  
Contact hours per week: 4 [3 Lectures, 1 Tutorial]  
Assessment: 50% coursework, 50% examination

HST551  
APPLIED STATISTICS  
This course focuses on developing students’ skills and understanding in identifying and applying appropriate statistical methods to analyse environmental and life science data. This course also helps students to develop their statistical inferences knowledge and skills arise from these data to inform environmental and life science policies to help protect or conserve our environment.  
Offered: Semester 2  
Contact hours per week: 4 [3 Lectures, 1 Tutorial]  
Assessment: 50% coursework, 50% examination

HST552  
DESIGN OF SCIENCE EXPERIMENTS  
The course aims to develop the basic skills and knowledge on (i) designing experiments to test hypotheses, (ii) gathering data from the results, (iii) performing all necessary analysis using statistical package, (iv) testing the hypotheses and redesigning it if necessary, and (v) drawing reasonable conclusion and making sound recommendations.  
Offered: Semester 2  
Contact hours per week: 4 [3 Lectures, 1 Tutorial]  
Assessment: 50% coursework, 50% examination

HST553  
BIOSTATISTICS  
This course focuses on developing students’ skills and understanding in identifying and applying appropriate statistical methods to analyse health, medical or biological data. This course also helps students to develop their statistical inferences knowledge and skills arise from these data to inform public health policies which help addresses common and critical health and biological issues.  
Offered: Semester 2  
Contact hours per week: 4 [3 Lectures, 1 Tutorial]  
Assessment: 50% coursework, 50% examination

HST554  
COMPUTATIONAL STATISTICS IN R  
This course focuses on developing students’ skills and knowledge in using the R-statistical software/package to carry out statistical data analysis. This course also helps students understanding and knowledge on how to do data cleaning in Excel and save the cleaned data in a format readable by the R-package.  
Offered: Semester 2  
Contact hours per week: 4 [3 Lectures, 1 Tutorial]  
Assessment: 50% coursework, 50% examination

TECHNOLOGY

HTC151  
TECHNICAL DRAWING  
This course offers students content knowledge in both theoretical and practical aspects of modern technology. It also introduces students to further dimensions in technical drawing.  
Offered: Semester 1  
Prerequisites: HTC051  
Contact hours per week: 7 [3 Lectures, 1 Tutorial, 3-hr Practical]  
Assessment: 50% coursework, 50% examination. Must pass both coursework and
**HTC152**  
**ENGINEERING MECHANICS**
This course will include concurrent forces, moments, couples, frames and structures, impulse, momentum, power, strain and stress, beams and bending, and principles of machines.  
*Offered: Semester 2  
Prerequisites: HTC052  
Contact hours per week: 7 [3 Lectures, 1 Tutorial, 3-hr Practical]  
Assessment: 50% coursework, 50% examination. Must pass both coursework and examination.*

**HTC153**  
**ENGINEERING TECHNOLOGY - DYNAMICS**
This course is very practical and an application of the theories, teaching and learning dynamics and knowledge covered in HPH021 and HTC052. This course covers General Planar Motion, Plane motion, Acceleration as a function of time, position, or velocity and also different aspects of Curvilinear Motion. It also covers Newton's Laws and the principles of Work and Energy conservation. Additionally, the study of Impulse and Momentum and knowledge on Impacts (Direct and Oblique) will be learned as well as Moment of Inertia and Parallel Axis Theorem.  
*Offered: Semester 1  
Prerequisite: HTC052 and HPH021  
Contact hours per week: 7 [3 Lectures, 1 Tutorial, 3-hr Practical]  
Assessment: 50% coursework; 50% examination*

**HTC251**  
**SOLID AND STRUCTURAL MECHANICS 1**
This course covers the concepts in solid and structural mechanics necessary for engineering design analysis. The course builds on students' knowledge of engineering design graphics, Mohr's circle and Hooke's law. The course introduces the analysis of statically determinate structures, stress/strain relations, beam design, columns and bracing systems, deformations of beams and torsion.  
*Offered: Semester 1  
Prerequisites: HTC151  
Contact hours per week: 7 [3 Lectures, 1 Tutorial, 3-hr Practical]  
Assessment: 50% coursework, 50% examination. Must pass both coursework and examination.*

**HTC252**  
**FLUID MECHANICS**
This course covers fluid statics, density, pressure, surface tension, viscosity, compressibility and hydrostatic forces on submerged surfaces due to incompressible fluids. It also looks at static forces on the surface stability of floating bodies, fluid dynamics - conservation laws, viscous flows, fluid friction, friction factor and its relation to pipe losses, pipes in parallel and in series, fluid flow measurements and Venturi meters.  
*Offered: Semester 2  
Prerequisites: HTC151  
Contact hours per week: 7 [3 Lectures, 1 Tutorial, 3-hr Practical]  
Assessment: 50% coursework, 50% examination. Must pass both coursework and examination.*

**HTC351**  
**SOLID AND STRUCTURAL MECHANICS 2**
This course continues the study of the mechanics of deformable solids. Stress and equilibrium conditions, strain and compatibility conditions, stress-strain relations
and yield-failure criteria are considered in the context of engineering materials. Two- and three-dimensional elasticity theory is developed, with an introduction to the use of tensor notation.

Offered: Semester 1
Prerequisites: HTC251
Contact hours per week: 7 [3 Lectures, 1 Tutorial, 3-hr Practical]
Assessment: 50% coursework, 50% examination. Must pass both coursework and examination.

**HTC352 RESEARCH PROJECT IN TECHNOLOGY**
This course allows students working in teams to apply and expand the design process to an open-ended project.

Offered: Semester 2
Prerequisites: HTC251 or HTC252
Contact hours per week: 7 [3 Lectures, 1 Tutorial, 3-hr Practical]
Assessment: 100% coursework

**COMPUTER OPERATING**

**TCO106 INTRODUCTION TO DATABASES**
This course introduces students to MS Access for creating and using flat file databases. Students acquire the basic theoretical knowledge to use any type of database application they may find in the workplace.

Offered: Semester 2
Contact hours per week: 4 [2 Lectures, 2 Tutorials]
Assessment: 60% coursework, 40% examination

**TCO111 MS OFFICE APPLICATIONS 1 AND THE INTERNET**
This course introduces concepts of computing, including introductory level of MS Word for word processing, MS Excel for spreadsheets and the internet for e-mailing and information searching.

Offered: Semester 1 and 2
Contact hours per week: 4 [2 Lectures, 2 Tutorials]
Assessment: 55% coursework, 45% examination

**TCO112 DESKTOP PUBLISHING**
This course introduces publishing concepts such as design and layout. There is exposure to MS Publisher, InDesign, Page Maker and Adobe Photoshop, which are used to create pamphlets, flyers, invitations and newsletters.

Offered: Semester 2
Contact hours per week: 4 [2 Lectures, 2 Tutorials]
Assessment: 55% coursework, 45% examination

**TCO113 HARDWARE CONCEPTS AND OPERATING SYSTEMS**
This course covers concepts of computer hardware including networking devices and the internal components of a computer. The skills to set up a computer and install software will be learned. Windows XP Professional as an example of an operating system is studied in depth, but there is also a brief introduction to Linux.

Offered: Semester 1
Contact hours per week: 4 [1 Lecture, 3 Tutorials]
Assessment: 55% coursework, 45% examination

**TCO114 SOFTWARE PACKAGES 1**
This course teaches students how and when to use various MS Office applications.
Faculty of Science

(MS Word for word processing, MS Excel for spreadsheets, MS Access for databases and MS PowerPoint for making presentations).

Offered: Semester 1
Contact hours per week: 4 [1 Lecture, 3 Tutorials]
Assessment: 55% coursework, 45% examination

TCO115      USING THE INTERNET
Students use Internet Explorer and other search engines to find information and learn to create e-mail accounts and use e-mail to send secure messages. Control of content and security are emphasised. Online discussion and threading with the use of Moodle or Wiki Educator will be demonstrated.
Offered: Semester 1
Contact hours per week: 4 [2 Lectures, 2 Tutorials]
Assessment: 55% coursework, 45% examination

TCO121      MS OFFICE APPLICATIONS 2
MS Excel will be used for advanced financial functions, to produce advanced charts and pivot tables, while MS Word will be used to create brochures and mail merges. Personalising MS Word applications with auto-correct options and auto-text is emphasised. An introduction to MS Access and MS PowerPoint is also included.
Offered: Semester 2
Prerequisites: TCO111
Contact hours per week: 4 [1 Lecture, 3 Tutorials]
Assessment: 55% coursework, 45% examination

TCO124      SOFTWARE PACKAGES 2
This course covers some advanced features of MS Word and MS Excel, but emphasis is on MS Access. The student’s major project involves planning and designing an application using referential integrity rules - effectively creating a real-life application of a relational database.
Offered: Semester 2
Prerequisites: TCO114
Contact hours per week: 4 [1 Lecture, 3 Tutorials]
Assessment: 55% coursework, 45% examination

TCO125      WORK EXPERIENCE (CCO)
While the learners are engaged in their work experience, they are expected to apply the learning outcomes of the CCO program. (Range: networking and troubleshooting skills, computing administrative maintenance skills, Install and run software, Remote desktop access, writing and verbal communication skills. Personal management skills and knowledge of different computer software; desktop publishing, Internet, and Operating systems). The learners are also expected to observe, apply and gain understanding of protocols and any new skills and knowledge learnt on the job.
Offered: Semester 2
Prerequisites: Completed and passed courses in semester 1
Contact hours per week: 40
Assessment: 100% coursework

TROPICAL HORTICULTURE

THT011      INTRODUCTION TO HORTICULTURE
This course introduces students to important plants in the horticulture industry in Samoa and the Pacific region. Topics covered include the interactions of plants with
their environment, common production systems, the concept of area and volume with reference to plant populations, land preparation, and the methods of planting of various species.

Offered: Semester 1

Contact hours per week: 6 [3 Lectures, 1 Tutorial, 2-hr Practical]

Assessment: 60% coursework, 40% examination. Must pass both coursework and examination.

**THT012 HORTICULTURAL BOTANY**

This course will teach students about the plant kingdom, plant classification and plant functions. It will also introduce the study of botany in relation to horticulture. Students will identify and describe the structure and function of higher plants, plant cells, tissues and organs.

Offered: Semester 1

Contact hours per week: 5 [2 Lectures, 1 Tutorial, 2-hr Practical]

Assessment: 60% coursework, 40% examination. Must pass both coursework and examination.

**THT013 SOIL PROPERTIES AND PLANT NUTRITION**

This course will develop students’ understanding of soil properties and functions, and the nutritional requirements of plants common in Samoa and the Pacific region. This will enable students to formulate proper soil media for plant growth. The course will also cover soil forming factors, soil texture and structure, movement of water and air in soil, the physical properties of soil, pH of soil and essential plant nutrients.

Offered: Semester 2

Contact hours per week: 5 [2 Lectures, 1 Tutorial, 2-hr Practical]

Assessment: 60% coursework, 40% examination. Must pass both coursework and examination.

**THT014 PLANT PROTECTION**

This course will introduce students to crop protection in Samoa and the Pacific covering common weed, pest and disease problems and control methods. Topics include identification of horticultural pests, differentiation between beneficial and destructive insects, insect mouth parts, life cycles and classification, identification of common plant diseases and their causal organisms, and control methods for weeds, pests and diseases.

Offered: Semester 2

Contact hours per week: 6 [3 Lectures, 1 Tutorial, 2-hr Practical]

Assessment: 60% coursework, 40% examination. Must pass both coursework and examination.

**THT015 CROP PRODUCTION AND LANDSCAPING 1**

This course will teach students sexual and asexual methods of plant propagation in shade houses and in the field. Students will also be introduced to ornamental plants by their botanical, common and local names and learn about their use in landscaping and their general growing characteristics.

Offered: Semester 1

Contact hours per week: 7 [3 Lectures, 1 Tutorial, 3-hr Practical]

Assessment: 60% coursework, 40% examination. Must pass both coursework and examination.
THT016  
**CROP PRODUCTION AND LANDSCAPING 2**
This course will cover production of plants from seed, air layering, tissue culture grafting and growing plants in pots. Students will also learn the preferred habitats and methods of propagation of ornamental plants and the economics of using Samoan plants as ornamentals.
*Offered: Semester 2*
*Contact hours per week: 7 [3 Lectures, 1 Tutorial, 3-hr Practical]*
*Assessment: 60% coursework, 40% examination. Must pass both coursework and examination.*

THT017  
**WORK EXPERIENCE (TROPICAL HORTICULTURE)**
This course is designed to provide tropical horticulture students with 200 hours work experience, to apply skills in a live work environment.
*Offered: Semester 2*
*Contact hours: 40 hours per week for 5 weeks*
*Assessment: 100% competency based*

APPLIED MATHEMATICS

TMA101  
**APPLIED BUSINESS MATHEMATICS**
This course is designed to enable students to perform basic mathematics calculations and apply them in the real business world. Topics covered include basic algebra, percentage calculations, simple interest, compound interest and annuities.
*Offered: Semester 1*
*Contact hours per week: 4 [3 Lectures, 1 Tutorial]*
*Assessment: 40% coursework, 60% examination*

TMA102  
**APPLIED STATISTICS**
This course is designed to allow students to enhance their knowledge of statistics and perform basic statistical techniques such as data collection, data presentation using tables, charts and graphs, calculation of central values and measures of spreads. Students also learn how to apply statistical methods to real-life business situations.
*Offered: Semester 2*
*Contact hours per week: 4 [3 Lectures, 1 Tutorial]*
*Assessment: 40% coursework, 60% examination*

TMA110  
**ALGEBRA**
This course covers the nature of algebra, indices, logarithms, polynomials, advanced trigonometry, vectors and complex numbers.
*Offered: Semester 1*
*Contact hours per week: 4 [3 Lectures, 1 Tutorial]*
*Assessment: 60% coursework, 40% examination*

TMA120  
**CALCULUS**
This course focuses on differentiation and integration, limits and derivatives and their application in electronics problem-solving.
*Offered: Semester 2*
*Contact hours per week: 4 [3 Lectures, 1 Tutorial]*
*Assessment: 60% coursework, 40% examination*
FACULTY OF TECHNICAL EDUCATION

Credit Value
Certificate 1 Trades Preparatory Year has a credit value of 120 points – each of the 10 courses is 12 points.
Samoa Certificate II – to be determined.
Diploma in Radio & Electronics has a credit value of 238 points – each of the 18 courses, 13 points each.

REGULATIONS FOR THE CERTIFICATE OF ATTAINMENT: TRADES PREPARATORY YEAR (CERT I) (2014)

1. ADMISSION REQUIREMENTS
On the basis of raw marks in the SSLC exam or equivalent, at least 120% aggregate total in English and 3 best subjects with at least a 25% in English.

2. MODE OF STUDY
Full-time or part-time

3. DURATION
Not less than two semesters.

4. PROGRAMME STRUCTURE
Unless credit is granted under the Statute/Regulations on Recognition of Prior learning/Credit & Recognition of current Competency, this programme consists of EIGHT courses as listed below:
Semester 1: TPY001, TPY002, TPY003, TPY004
Semester 2: TPY008, TPY009, TPY010, TPY012

5. PROGRAMME LOAD
For full-time students, four courses per semester, for part-time students two courses per semester. An under load or overload has to be approved and signed for on the Enrolment form by the Dean, Faculty of Technical Education.

6. PROGRAMME REQUIREMENTS
To be awarded the Certificate of Attainment: Trades Preparatory Year, a student must pass all eight courses listed in 4. Above

7. These Regulations are effective from 1 January, 2018.

REGULATIONS FOR THE SAMOA CERTIFICATE II - AUTOMOTIVE (2015)

1. ADMISSION REQUIREMENTS
On the basis of raw marks in the SSLC exam or equivalent, at least 140% aggregate total in English and best 3 subjects with at least a 30% in English.

2. MODE OF STUDY
Full-time.

3. DURATION
Not less than two semesters.

4. PROGRAMME STRUCTURE AND COURSE OBJECTIVES
Unless credit is granted under the Recognition of Prior Learning/Credit Statute, this programme consists of fifteen courses: TAM150, TAM151, TAM152, TAM153, TAM154, TAM155, TAM156, TAM157, TAM158, TAM159, TAM160, TAM199, TFA100, TOH100, TCS105
5 PROGRAMME LOAD
Six or Seven courses per semester. An underload or an overload has to be approved and signed for on the Enrolment form by the Dean or the Dean’s nominee.

6 PROGRAMME REQUIREMENTS
To be awarded the Samoa Certificate II - Automotive a student must pass the fifteen courses specified in 4 above.

7 These regulations are effective from 1 January, 2018.

REGULATIONS FOR THE SAMOA CERTIFICATE II - FITTING AND MACHINING (2015)

1 ADMISSION REQUIREMENTS
On the basis of raw marks in the SSLC exam or equivalent, at least 140% aggregate total in English and best 3 subjects with at least a 30% in English.

2 MODE OF STUDY
Full-time.

3 DURATION
Not less than two semesters.

4 PROGRAMME STRUCTURE
Unless credit is granted under the Recognition of Prior Learning/Credit Statute, this programme consists of fourteen courses: TFM150, TFM151, TFM152, TFM153, TFM154, TFM155, TFM156, TFM157, TFM158, TFM159, TFM199, TFA100, TOH100, TCS105

5 PROGRAMME LOAD
Six or Seven courses per semester. An underload or an overload has to be approved and signed for on the Enrolment form by the Dean or the Dean’s nominee.

6 PROGRAMME REQUIREMENTS
To be awarded the Samoa Certificate II - Fitting and Machining a student must pass the fourteen courses specified in 4 above.

7 These regulations are effective from 1 January, 2018.

REGULATIONS FOR THE SAMOA CERTIFICATE II - WELDING (2015)

1 ADMISSION REQUIREMENTS
On the basis of raw marks in the SSLC exam or equivalent, at least 140% aggregate total in English and best 3 subjects with at least a 30% in English.

2 MODE OF STUDY
Full-time.

3 DURATION
Not less than two semesters.

4 PROGRAMME STRUCTURE
Unless credit is granted under the Recognition of Prior Learning/Credit Statute, this programme consists of thirteen courses: TWF150, TWF151, TWF152, TWF153, TWF154, TWF155, TWF156, TWF157, TWF158, TWF199, TFA100, TOH100, TCS105

5 PROGRAMME LOAD
Six or Seven courses per semester. An underload or an overload has to be approved and signed for on the Enrolment form by the Dean or the Dean’s nominee.
PROGRAMME REQUIREMENTS
To be awarded the Samoa Certificate II – Welding a student must pass the thirteen courses specified in 4 above.

These regulations are effective from 1 January, 2018.

REGULATIONS FOR THE CERTIFICATE IN PANEL-BEATING AND SPRAY PAINTING (2012)

1 ADMISSION REQUIREMENTS
On the basis of raw marks in the SSLC exam or equivalent, at least 140% aggregate total in English and best 3 subjects with at least a 30% in English.

2 MODE OF STUDY
Full-time.

3 DURATION
Not less than two semesters.

4 PROGRAMME STRUCTURE
Unless credit is granted under the Recognition of Prior Learning/Credit Statute, this programme consists of eleven courses: TCS108, TPP010, TPP011, TPP012, TPP013, TPP014, TPP015, TPP016, TPP017, TPP018, TPP019,

5 PROGRAMME LOAD
Five or six courses per semester. An underload or an overload has to be approved and signed for on the Enrolment form by the Dean or the Dean’s nominee.

6 PROGRAMME REQUIREMENTS
To be awarded a Certificate in Panel-beating and Spray Painting a student must pass the eleven courses specified in 4 above.

These regulations are effective from 1 January, 2012.

REGULATIONS FOR THE SAMOA CERTIFICATE II CONSTRUCTION AND JOINERY (2015)

1 ADMISSION REQUIREMENTS
On the basis of raw marks in the SSLC exam or equivalent, at least 140% aggregate total in English and best 3 subjects with at least a 30% in English.

2 MODE OF STUDY
Full-time.

3 DURATION
Not less than two semesters.

4 PROGRAMME STRUCTURE
Unless credit is granted under the Recognition of Prior Learning/Credit Statute, this programme consists of eleven courses: TCJ150, TCJ151, TCJ152, TCJ153, TCJ154, TCJ155, TCJ156 TCJ199, TFA100, TOH100, TCS105

5 PROGRAMME LOAD
Five or six courses per semester. An underload or an overload has to be approved and signed for on the Enrolment form by the Dean or the Dean’s nominee.

6 PROGRAMME REQUIREMENTS
To be awarded a Samoa Certificate II - Construction a student must pass the eleven courses specified in 4 above.

These regulations are effective from 1 January, 2018.
REGULATIONS FOR THE SAMOA CERTIFICATE II- PLUMBING (2015)

1 ADMISSION REQUIREMENTS
On the basis of raw marks in the SSLC exam or equivalent, at least 140% aggregate total in English and best 3 subjects with at least a 30% in English.

2 MODE OF STUDY
Full-time.

3 DURATION
Not less than two semesters.

4 PROGRAMME STRUCTURE
Unless credit is granted under the Recognition of Prior Learning/Credit Statute, this programme consists of thirteen courses: TPL150, TPL151, TPL152, TPL153, TPL154, TPL155, TPL156, TPL157, TPL158, TPL199, TFA100, TOH100, TCS105

5 PROGRAMME LOAD
Six or Seven courses per semester. An underload or an overload has to be approved and signed for on the Enrolment form by the Dean or the Dean’s nominee.

6 PROGRAMME REQUIREMENTS
To be awarded the Samoa Certificate II - Plumbing a student must pass the thirteen courses specified in 4 above.

7 These regulations are effective from 1 January, 2018.

REGULATIONS FOR THE SAMOA CERTIFICATE II – ELECTRICAL (2015)

1 ADMISSION REQUIREMENTS
On the basis of raw marks in the SSLC exam or equivalent, at least 140% aggregate total in English and best 3 subjects with at least a 30% in English.

2 MODE OF STUDY
Full-time.

3 DURATION
Not less than two semesters.

4 PROGRAMME STRUCTURE
Unless credit is granted under the Recognition of Prior Learning/Credit Statute, this programme consists of twelve courses: TEL150, TEL151, TEL152, TEL153, TEL154, TEL155, TEL156, TEL157, TEL199, TFA100, TOH100, TCS105

5 PROGRAMME LOAD
Six courses per semester. An underload or an overload has to be approved and signed for on the Enrolment form by the Dean or the Dean’s nominee.

6 PROGRAMME REQUIREMENTS
To be awarded the Samoa Certificate II - Electrical a student must pass the twelve courses specified in 4 above.

7 These regulations are effective from 1 January, 2018.

REGULATIONS FOR THE SAMOA CERTIFICATE II - REFRIGERATION AND AIR CONDITIONING (2015)

1 ADMISSION REQUIREMENTS
On the basis of raw marks in the SSLC exam or equivalent, at least 140% aggregate total in English and best 3 subjects with at least a 30% in English.
2 MODE OF STUDY
Full-time.

3 DURATION
Not less than two semesters.

4 PROGRAMME STRUCTURE
Unless credit is granted under the Recognition of Prior Learning/Credit Statute, this programme consists of eleven courses TRA150, TRA151, TRA152, TRA153, TRA154, TRA155, TRA156, TRA199, TFA100, TOH100, TCS105

5 PROGRAMME LOAD
Five or Six courses per semester. An underload or an overload has to be approved and signed for on the Enrolment form by the Dean or the Dean’s nominee.

6 PROGRAMME REQUIREMENTS
To be awarded the Samoa Certificate II – Refrigeration & Air-Conditioning a student must pass the eleven courses specified in 4 above.

These regulations are effective from 1 January, 2018.

REGULATIONS FOR THE DIPLOMA IN RADIO AND ELECTRONICS (2012)

1 ADMISSION REQUIREMENTS
1.1. An applicant shall be eligible to be considered for admission to the Diploma in Radio and Electronics if that applicant has:
   a) On the basis of raw marks in the SSLC exam or equivalent, at least 180% aggregate total in English, Maths and best 2 subjects with at least a 40% in English and 40% in Maths.
   b) mature entry:
      i. is at least 20 years of age on 1 February of year of admission, and
      ii. has at least two years full-time relevant work experience and/or training (for which references from past and current employers or trainers must be supplied).

1.2. Selection for admission to the Diploma in Radio and Electronics from among eligible applicants shall be on the basis of performance in an interview.

2 MODE OF STUDY
Full-time.

3 DURATION
Not less than four semesters.

4 PROGRAMME STRUCTURE
Unless credit is granted under the Recognition of Prior Learning/Credit Statute, this programme consists of eighteen courses: TCO106, TCO111, TCS105, TMA110, TMA120, TRE110, TRE111, TRE112, TRE120, TRE121, TCS206, TRE210, TRE211, TRE212, TRE220, TRE221, TRE222, TRE223.

5 PROGRAMME LOAD
Four or five courses per semester. An underload or an overload has to be approved and signed for on the Enrolment form by the Dean or the Dean’s nominee.

6 PROGRAMME REQUIREMENTS
To be awarded a Diploma in Radio and Electronics a student must pass the eighteen courses specified in 4 above.

These regulations are effective from 1 January, 2012.
REGULATIONS FOR THE DEGREE OF BACHELOR OF TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING (2013)

1 ADMISSION REQUIREMENTS
An applicant shall be eligible to be admitted to the Bachelor of Technical and Vocational Education and Training if that applicant:

a) has completed the requirements for at least a Certificate III vocational or technical qualification and has either three years’ experience as an instructor in technical and vocational education and training (TVET) or has five years relevant work experience, or

b) has qualified for Admission with Standing – see Statute on Recognition of Prior Learning/Credit.

2 MODE OF STUDY
Full-time or part-time.

3 DURATION
Not less than six semesters.

4 PROGRAMME STRUCTURE
4.1 Unless credit is granted under the Recognition of Prior Learning/Credit Regulations, this programme consists of twenty-four courses: eight from the General Strand, eight from the Technical Strand and eight from either the Management Strand or the Education Strand as prescribed in the schedule at the end of these regulations.

4.2 The maximum number of courses that may be credited towards a Bachelor of Technical and Vocational Education and Training is eight.

5 PROGRAMME LOAD
For full-time students four courses per semester, part-time students two courses per semester. An underload or an overload has to be approved and signed for on the Enrolment form by the Dean or the Dean’s nominee.

6 PROGRAMME REQUIREMENTS
To graduate with a Bachelor of Technical and Vocational Education and Training a student must pass the twenty-four courses specified in 4 above.

7 These regulations are effective from 1 January, 2013.

SCHEDULE

General Strand:  TCO111, HSA100, HVE111, HVE211, HVE212, plus three elective courses, at least one of which must be above 100-level

Technical Strand:  HVE141, HVE142, HVE241, HVE242, HVE243, HVE341, HVE342, HVE343

Education Strand:  HNS163, HVE121; HVE221, HVE222, HVE223, HVE343, HVE321, HVE322

Management Strand:  HMG161, HMG162, HMG203, HMG204, HMG206, HMG361, HMG362, HMG366
COURSE DESCRIPTIONS

OCCUPATION HEALTH & SAFETY

TOH100 OCCUPATIONAL HEALTH & SAFETY
This course prepares the learner with fundamental knowledge, skills and Attributes to identify and describe legislative rights and responsibilities for workplace health and safety. Learners will apply knowledge of workplace health and safety systems and protocols. Learners will also manage hazards in accordance with Occupational Safety & Health (OSH) Act 2002.
Offered: Semester 1
Prerequisites:
Contact hours per week: 35 hours
Assessment: Competency Based

TFA100 EMERGENCY FIRST AID
This course prepares the learner with fundamental knowledge, skills and attributes to respond effectively as a first aid in the event of an emergency or accident in training workshops or worksite.
Offered: Semester 1
Contact hours per week: 1 week/block of 30 hours
Assessment: Competency Based

AUTOMOTIVE

TAM150 WORKSHOP ACTIVITIES & TOOLS
This course is designed to provide learners with knowledge, skills and attributes required to work effectively in practical engineering situations. Learners will also apply knowledge of safety in the automotive trade.
Offered: Semester 1
Contact hours per week: 10 hours
Assessment: Competency Based

TAM151 VEHICLE LAYOUT & SPECIFICATION
This course is designed to introduce learners to terms which describe and identify motor vehicle specifications and layouts.
Offered: Semester 1
Contact hours per week: 5 hours
Assessment: Competency Based

TAM152 ENGINE OPERATION
On successful completion of this course the learner will be able to demonstrate knowledge of Spark Ignition (SI) and Compression Ignition (CI) engine operation in the Automotive worksite.
Offered: Semester 1
Contact hours per week: 5 hours
Assessment: Competency Based

TAM153 VEHICLE MAINTENANCE
On successful completion of this course the learner will be able to perform vehicle maintenance and service procedures in the Automotive workshop.
Offered: Semester 1
Contact hours per week: 4 hours
Assessment: Competency Based
TAM154 AUTOMOTIVE ELECTRICAL PRINCIPLES
On successful completion of this course learners should be able to demonstrate knowledge of automotive electrical principles and vehicle electronics control units.
Offered: Semester 1
Contact hours per week: 9 hours
Assessment: Competency Based

TAM155 PETROL ENGINE TUNING
On successful completion of this course the learner will be able to tune the petrol engine in the Automotive worksite.
Offered: Semester 2
Prerequisites: TOH100 and TAM152
Contact hours per week: 6 hours
Assessment: Competency Based

TAM156 OXY-ACETYLENE WELDING
This course is designed to provide learners to demonstrate knowledge of the oxy-acetylene welding of automotive.
Offered: Semester 2
Prerequisites: TOH100 and TAM150
Contact hours per week: 3 hours
Assessment: Competency Based

TAM157 STARTING, CHARGING & IGNITION SYSTEM
On successful completion of this course, the learner will be able to demonstrate knowledge and skills on operation of charging, starting and ignition system in automotive.
Offered: Semester 2
Prerequisites: TAM150, TAM151, TAM152, TAM153 and TAM154
Contact hours per week: 5 hours
Assessment: Competency Based

TAM158 COOLING SYSTEM & LUBRICATION
On successfully completion of this course the learner should be able to apply skills and knowledge of Lubrication and Cooling system of a motor vehicle.
Offered: Semester 2
Prerequisites: TOH100, TAM151 and TAM152
Contact hours per week: 4 hours
Assessment: Competency Based

TAM159 BRAKING SYSTEM 1
This course provides the learner with general knowledge to apply practical experiences and instructions to the braking system of a motor vehicle in the automotive trade.
Offered: Semester 2
Prerequisites: TAM151 and TAM152
Contact hours per week: 3 hours
Assessment: Competency Based

TAM160 MANUAL TRANSMISSION, SUSPENSION & STEERING
This course is designed to provide learners with knowledge and skills to apply transmissions, steering and wheel alignment in automotive.
Offered: Semester 2
**Prerequisites:** TAM150, TAM151, TAM152 and TAM154  
*Contact hours per week: 3 hours*  
*Assessment: Competency Based*

**TAM199 WORK EXPERIENCE (Logbook and Work Experience guide)**  
This course is designed to provide automotive engineering students with 50 hours of work experience, to apply skills in a live work environment.  
*Offered: Semester 2*

**CONSTRUCTION**

**TCJ150 HAND & POWER TOOLS – CJ**  
This course is designed to give learners the skills and knowledge required to identify, describe, select, safely use and maintain a range of basic hand and power tools and equipment in the Construction and Joinery trades.  
*Offered: Semester 1*  
*Contact hours per week: 5 hours*  
*Assessment: Competency Based*

**TCJ151 CONSTRUCTION MATERIALS**  
This course is designed to give learners the skills and knowledge required to identify, explain the properties of and select materials appropriate for a range of construction, joinery and furniture projects. Learners will also acquire the knowledge of various types of hardware and fixing devices. They will also be able to apply installation techniques and maintenance tasks.  
*Offered: Semester 1*  
*Contact hours per week: 5 hours*  
*Assessment: Competency Based*

**TCJ152 JOINERY 1**  
This course is designed to give learners knowledge and skills in using different types of timbers joints commonly used to assemble furniture and other timber products. Learner will also acquire knowledge and skills in evaluating the suitability and quality of assembling methods.  
*Offered: Semester 1*  
*Contact hours per week: 6 hours*  
*Assessment: Competency Based*

**TCJ153 CONSTRUCTION DRAWINGS**  
This course is designed to give learners the skills necessary to obtain specific information from construction drawings, to enable them to: identify; obtain measurements; estimate materials; and construct items shown on the drawings that relate to construction.  
*Offered: Semester 2*  
*Contact hours per week: 6 hours*  
*Assessment: Competency Based*

**TCJ154 JOINERY 2**  
This course is designed to enhance learners’ skills obtained in Joinery 1. Learners will acquire additional skills in joinery required to make furniture, cupboards and using machine tools to enhance productivity in completing the project.  
*Offered: Semester 2*  
*Contact hours per week: 4 hours*  
*Assessment: Competency Based*
TCJ155 CONSTRUCTION PLANNING
This course is designed to provide learners with the skills necessary to manage specific information required to develop different types of construction plans.
Offered: Semester 2  
Contact hours per week: 7 hours  
Assessment: Competency Based

TCJ156 CONCRETE TECHNOLOGY 1
This course is designed to give learners the ability to accurately prepare concrete mixtures required for construction work.
Offered: Semester 2  
Contact hours per week: 5 hours 
Assessment: Competency Based

TCJ199 WORK EXPERIENCE
This course is designed to provide students with 50 hours work experience, to apply skills in a live work environment.
Offered: Semester 2

ELECTRICAL

TEL150 ELECTRICAL FUNDAMENTALS
This course is designed to provide learners with the knowledge and skills at level two in Electrical Fundamentals applicable to current industry practice. On successful completion of the course learners should be able to identify and define electrical fundamentals.
Offered: Semester 1  
Contact hours per week: 6 hours  
Assessment: Competency Based

TEL151 INTRODUCTION TO WIRING SYSTEMS
This course introduces learners to wiring systems. Upon completion of this course, the learner will practice and apply knowledge and skills in electrical wiring systems and equipment.
Offered: Semester 1  
Contact hours per week: 4 hours  
Assessment: Competency Based

TEL152 ELECTRO-TECHNOLOGY PRACTICAL
This course provides the learner with general knowledge of safety practices for electrical workers and related industries. Learners will apply practical knowledge of safety procedures such as tools, machines and soldering for working in the electrical trade.
Offered: Semester 1  
Contact hours per week: 4 hours  
Assessment: Competency Based

TEL153 ELECTRICAL CIRCUIT 1
This course provides learners with fundamental and practical knowledge of electrical circuit. Learners will identify and apply properties of conductors, insulators, semiconductors and concepts of voltage, current and resistance in electrical circuit.
Offered: Semester 1  
Contact hours per week: 5 hours
**TEL154**  
**ELECTRICAL PRINCIPLES 1**  
This course provides the learner with basic knowledge of electrical principles and concepts. On successful completion of this course, the learner is expected to identify and apply electrical principles in the electrical worksite.  
*Offered: Semester 2*  
*Prerequisites: TEL150*  
*Contact hours per week: 5 hours*  
*Assessment: Competency Based*

**TEL155**  
**ELECTRICAL INSTALLATION REQUIREMENTS 1**  
This course provides the learner with general knowledge to electrical installation requirements. By the end of this course, the learner is expected to apply and demonstrate routine maintenance procedures of electrical equipment in an electrical worksite.  
*Offered: Semester 2*  
*Prerequisites: TEL152 and TEL153*  
*Contact hours per week: 4 hours*  
*Assessment: Competency Based*

**TEL156**  
**ELECTRICAL CIRCUITS 2**  
This course provides learners with theory and practical knowledge of electrical circuit. Learners will be able to explain the operation and application of control circuitry. Learners will also locate and diagnose faults in wire control circuits.  
*Offered: Semester 2*  
*Prerequisites: TEL152 and TEL153*  
*Contact hours per week: 4 hours*  
*Assessment: Competency Based*

**TEL157**  
**ELECTRICAL PRACTICE 1**  
This is a fundamental course that introduces learners to test, locate and diagnose faults in electrical machine windings. Learners should be able to apply maintenance of electrical equipment and associated circuits to replace and repair faulty electrical single phase components.  
*Offered: Semester 2*  
*Prerequisites: TEL152 and TEL153*  
*Contact hours per week: 4 hours*  
*Assessment: Competency Based*

**TEL199**  
**WORK EXPERIENCE**  
This course is designed to provide students with 50 hours work experience, to apply skills in a live work environment. Offered: Semester 2

**FITTING**

**TFM150**  
**HAND & POWER TOOLS – FM**  
This course is designed to provide learners with knowledge, skills and attributes required to work effectively in practical engineering situations. Learners will also apply knowledge of hand and power tools in fitting and machining.  
*Offered: Semester 1*  
*Contact hours per week: 4 hours*  
*Assessment: Competency Based*
TFM151 MEASURING & MARKING OUT TOOLS
This course prepares the learner to identify and use measuring and marking out tools to measure mechanical components and marking out the profile to given standards in complying with national safety standards.
Offered: Semester 1
Contact hours per week: 5 hours
Assessment: Competency Based

TFM152 FITTING & MACHINING CALCULATIONS
By the end of this course learners will be able to demonstrate knowledge of trade calculations, units and basic mechanics for mechanical engineering trades.
Offered: Semester 1
Contact hours per week: 4 hours
Assessment: Competency Based

TFM153 FITTING & MACHINING DRAWING
On successful completion of this course learners will be able to read and interpret technical drawings, produce geometric constructions and detailed freehand sketches of components.
Offered: Semester 1
Contact hours per week: 9 hours
Assessment: Competency Based

TFM154 HEAT TREATMENT OF METALS
On successful completion of this course the learner will be able to identify operations or combination of operations of heating and cooling a solid metal to change its properties for specific applications.
Offered: Semester 2
Contact hours per week: 9 hours
Assessment: Competency Based

TFM155 FASTENERS, FITS & LIMITS
On successful completion of this course the learner will be able to identify fasteners commonly used in mechanical engineering and outline their uses.
Offered: Semester 2
Contact hours per week: 4 hours
Assessment: Competency Based

TFM156 FITTING FUNDAMENTALS
On successful completion of this course learners will be able to work under supervision to prepare for assembling mechanical components, test and store completed assemblies.
Offered: Semester 2
Prerequisites: TFM150, TFM151, TFM152 and TFM153
Contact hours per week: 5 hours
Assessment: Competency Based

TFM157 MACHINING FUNDAMENTALS
By the end of this course the learner will be able to demonstrate knowledge of machining fundamentals. Learners will apply machining principles and safe working practices in machining operations and maintenance under supervision.
Offered: Semester 2
Prerequisites: TOH100, TFM150 and TFM152
TFM158  MAINTENANCE & MACHINE REPAIRS
On successful completion of this course the learner will be able to plan and carry out maintenance and repair work and processes on selected equipment.
Offered: Semester 2
Contact hours per week: 9 hours
Assessment: Competency Based

TFM159  HYDRAULICS & PNEUMATICS FUNDAMENTALS
On successful completion of this course the learner will be able to identify, demonstrate and describe the fundamental principles of hydraulic and pneumatics in Fitting and Machining.
Offered: Semester 2
Prerequisites: TFM150, TFM151, TFM152, TFM153
Contact hours per week: 5 hours
Assessment: Competency Based

TFM199  WORK EXPERIENCE
This course is designed to provide students with 50 hours work experience, to apply skills in a live work environment.
Offered: Semester 1

PLUMBING

TPL150  PLUMBING FUNDAMENTALS
This course introduces learners to Plumbing Fundamentals. By the end of this course, the learner will apply basic knowledge of concepts and elements of plumbing.
Offered: Semester 1
Contact hours per week: 3 hours
Assessment: Competency Based

TPL151  PLUMBING PRACTICE
Learners in this course will be able to perform knowledge of safety practice and requirements in plumbing.
Offered: Semester 1
Contact hours per week: 7 hours
Assessment: Competency Based

TPL152  SHEET METAL WORK
This course provides the learner with the knowledge and skills to identify sheet metal work application and select appropriate jointing methods on sheet metal materials.
Offered: Semester 1
Contact hours per week: 6 hours
Assessment: Competency Based

TPL153  DOMESTIC PLUMBING 1
This course provides the learner with knowledge to identify principles of cold water supply systems in domestic plumbing.
Offered: Semester 1
Contact hours per week: 6 hours
Assessment: Competency Based
TPL154             HOT WATER SUPPLY
Learners in this course will be able to develop knowledge of hot water supply systems for plumbing and gas-fitting.
Offered: Semester 2
Prerequisites: TPL150, TPL151 and TOH100
Contact hours per week: 2 hours
Assessment: Competency Based

TPL155             GAS FITTING
This course provides the learner with knowledge to identify properties and principles of gas fitting in plumbing.
Offered: Semester 2
Prerequisites: TPL150, TPL151 and TOH100
Contact hours per week: 6 hours
Assessment: Competency Based

TPL156             INTRODUCTION TO ROOFING
This course provides the learner with the general knowledge and skills to install roof membrane and organize projects to be carried out according to regulations and standards of plumbing.
Offered: Semester 2
Prerequisites: TPL150, TPL151, TOH100 and TPL152
Contact hours per week: 4 hours
Assessment: Competency Based

TPL157             SANITARY PLUMBING
This course provides the learner with skills and knowledge to define and identify sanitary components of plumbing systems.
Offered: Semester 2
Prerequisites: TPL150, TPL151, TOH100 and TPL153
Contact hours per week: 5 hours
Assessment: Competency Based

TPL158             DOMESTIC PLUMBING 2
This course provides the learner with knowledge to demonstrate basic domestic plumbing skills in the plumbing worksite.
Offered: Semester 2
Prerequisites: TPL150, TPL151, TOH100 and TPL153
Contact hours per week: 7 hours
Assessment: Competency Based

TPL199             WORK EXPERIENCE
This course is designed to provide students with 50 hours work experience, to apply skills in a live work environment
Offered: Semester 2
Prerequisite: TPL150, TPL151, TPL152, TPL153, TOH100 and TFA100
Assessment: Competency Based

TPP010             SAFE WORK PRACTICE
This course emphasises basic safe work practices for a panel-beating workplace, the use of personal protective equipment and emergency procedures in the event of an accident.
Offered: Semester 1
Contact hours per week: 20
Assessment: 100% competency based

TPP011 HAND AND POWER TOOLS
This course teaches students safe use and maintenance of hand and power tools commonly found in mechanical workshops.

Offered: Semester 1
Contact hours per week: 20
Assessment: 100% competency based

TPP012 BODYWORK CONSTRUCTION
This course covers components used in the construction of various kinds of motor vehicle bodies, including protection mouldings.

Offered: Semester 1
Contact hours per week: 18
Assessment: 100% competency based

TPP013 OXYACETYLENE WELDING
In this course students learn about safety precautions when welding, heating and cutting on, or near, motor vehicles. It includes procedures for oxyacetylene welding, the effects of heat on panels, brazing and shrinking a repair.

Offered: Semester 1
Contact hours per week: 20
Assessment: 100% competency based

TPP014 MIG WELDING
This course covers metal inert gas (MIG) welding, specifically identification of the components of welding plant and their correct use.

Offered: Semester 1
Contact hours per week: 20
Assessment: 100% competency based

TPP015 HAZARDOUS MATERIALS
This course covers how to manage hazardous materials in a mechanical workplace.

Offered: Semester 2
Contact hours per week: 16
Assessment: 100% competency based

TPP016 PREPARING A PAINTED SURFACE
This course covers management and preparation of painted surfaces including feather edge paint damage.

Offered: Semester 2
Contact hours per week: 20
Assessment: 100% competency based

TPP017 MAINTAINING SPRAY GUNS
This course is designed to develop basic knowledge of the features and purposes of spray guns, basic skills in using spray guns and in maintaining them.

Offered: Semester 2
Contact hours per week: 20
Assessment: 100% competency based
TPP018 TOP COATS
This course teaches students about the different types of paints and finishing techniques.
Offered: Semester 2
Contact hours per week: 20
Assessment: 100% competency based

TPP019 WORK EXPERIENCE (PANEL-BEATING AND SPRAY PAINTING)
This course is designed to provide panel-beating and spray painting students with 200 hours work experience, to apply skills in a live work environment.
Offered: Semester 2
Contact hours: 5 weeks of 40 hours per week
Assessment: 100% competency based

TRADES PREPARATORY YEAR

TPY001 TVET TERMINOLOGIES
The learner at the end of the course will be able to communicate effectively using technical vocational terminologies relevant to Trades.
Offered: Semester 1
Contact hours per week: 3
Assessment: 50% coursework, 50% examination

TPY002 TVET COMMUNICATIONS
This course provides the learner with methods of effective listening skills to practice frequently and show responsive actions to reflect understanding of communications involved. It encourages students to practice asking for clarifications, responding to a request, an invitation or a greeting etc.
Offered: Semester 1
Contact hours per week: 4
Assessment: 70% coursework, 30% examination

TPY003 PRE TRADE TECHNICAL DRAWING 1
By the end of this course students will acquire basic knowledge of technical drawing as a bridging component for all trades.
Offered: Semester 1
Contact hours per week: 3
Assessment: 60% coursework, 40% examination

TPY004 BASIC TRADE CALCULATIONS
This course provides basic underpinning knowledge and skills in mathematics required for trades and health programs in the Applied Sciences.
Offered: Semester 1
Contact hours per week: 3
Assessment: 60% coursework, 40% examination

TPY008 INTRODUCTION TO WORKSHOP/LABORATORY SAFETY
This course will provide students with the basic knowledge and skills in dealing with health and safety issues in the Technical Vocational Education and Training (TVET) workshop/lab environment.
Offered: Semester 2
Contact hours per week: 4
Assessment: 100% competency based
TPY009 INTRODUCTION TO WORKSHOP ACTIVITIES
By the end of this course the student will be able to do simple projects, using correct tools of trade and demonstrate knowledge of workshop activities.
Offered: Semester 2  
Contact hours per week: 4  
Assessment: 100% competency based

TPY010 FUNDAMENTALS OF PROJECT WORK
At the end of this course, the student will furnish a project that combines all the skills and knowledge obtained from the entire course of study.
Offered: Semester 2  
Contact hours per week: 3  
Assessment: 100% competency based

TPY012 PRE TRADE TECHNICAL DRAWING 2
By the end of this course students will acquire basic knowledge of technical drawing as an entry component for all trades.
Offered: Semester 2  
Contact hours per week: 4  
Assessment: 60% coursework, 40% examination

REFRIGERATION & AIR CONDITIONING

TRA150 INTRODUCTION TO REFRIGERATION STUDIES
This course is designed to provide the learner with an introduction to the activities within the refrigeration trade as applied within the industry. Learners will also apply knowledge of safety in the trade.
Offered: Semester 1  
Contact hours per week: 5 hours  
Assessment: Competency Based

TRA151 WORKPLACE AWARENESS
This course is designed to provide the learner with an introduction to power hand tools, fasteners and welding within the refrigeration trade as applied within the industry.
Offered: Semester 1  
Contact hours per week: 5 hours  
Assessment: Competency Based

TRA152 WORKPLACE ACTIVITIES
This course is designed to provide the learner with an introduction to the activities and systems within the refrigeration trade as applied within the industry.
Offered: Semester 1  
Contact hours per week: 5 hours  
Assessment: Competency Based

TRA153 REFRIGERATION PRINCIPLES
This course is designed to provide the learner with an introduction to the principles and applications of refrigeration within the refrigeration and air-conditioning trade as applied within the industry.
Offered: Semester 2  
Contact hours per week: 8 hours  
Assessment: Competency Based
TRA154  ELECTRICAL FUNDAMENTALS FOR RAC
This course is designed to provide the learner with an introduction to magnetism and electricity within the refrigeration and air-conditioning trade as applied within the industry.
Offered: Semester 2
Contact hours per week: 8 hours
Assessment: Competency Based

TRA155  ELECTRICAL PRINCIPLES FOR RAC
This course is designed to provide the learner with an introduction to electrical safety, protection, testing, regulations and codes of practice within the refrigeration and air-conditioning trade as applied within the industry.
Offered: Semester 2
Contact hours per week: 3 hours
Assessment: Competency Based

TRA156  ELECTRICAL CABLES, CORDS AND APPLICATION
This course covers electrical cables, cords and their applications within the refrigeration and air conditioning industry.
Offered: Semester 2
Contact hours per week: 4 hours
Assessment: Competency Based

TRA199  WORK EXPERIENCE
This course is designed to provide students with 50 hours work experience, to apply skills in a live work environment

RADIO & ELECTRONICS

TRE110  ELECTRICAL ENGINEERING AC 1
In this course students learn about the principles of electromagnetism as they relate to alternating current (AC), audio speakers, microphones, electronic solenoids and relays, as well covering their circuit schematic representations. Offered: Semester 1
Contact hours per week: 10
Assessment: 60% coursework, 40% examination. Must achieve at least 50% in the coursework and 40% in the examination.

TRE111  ELECTRONICS FUNDAMENTALS
This course emphasises safety in the workplace and correct care, calibration and usage of test equipment such as oscilloscopes, digital multi-meters, function generators and frequency counters. It also covers correct use of tools and sensitive electronic equipment.
Offered: Semester 1
Contact hours per week: 6
Assessment: 60% coursework, 40% examination. Must achieve at least 50% in the coursework and 40% in the examination.

TRE112  ELECTRICAL ENGINEERING DC
This course covers the analysis of basic direct current circuits using principles such as Ohm’s Law, super-position and others, as well as the correct usage of analogue and digital multi-meters.
Offered: Semester 1
Contact hours per week: 6
Assessment: 60% coursework, 40% examination. Must achieve at least 50% in the coursework and 40% in the examination.

TRE120 ELECTRICAL ENGINEERING AC 2
This course continues the study of AC circuits, their usage and analysis. It focuses on the identification of types of capacitors, inductors, and other components and their usage in AC circuits. It also focuses on fundamental electrical engineering power principles and phase, the analysis of power, current voltage and resistance in basic AC circuits.
Offered: Semester 2
Contact hours per week: 10
Assessment: 60% coursework, 40% examination. Must achieve at least 50% in the coursework and 40% in the examination.

TRE121 ELECTRONICS ENGINEERING ANALOGUE 1
This course introduces students to semi-conductor principles and usage of semi-conductor components, the diode and the bipolar junction transistor (BJT). It also deals with the usage and analysis of such components within basic practical circuits. The character of the BJT is explained and analysed and then used in building basic amplifier circuit configurations.
Offered: Semester 2
Contact hours per week: 10
Assessment: 60% coursework, 40% examination. Must achieve at least 50% in the coursework and 40% in the examination.

TRE210 ELECTRONICS ENGINEERING ANALOGUE 2
This course introduces integrated circuit (IC) technology such as field effect transistors, their structure, operation and basic usage. Different circuits using IC operational amplifiers are taught, built and analysed and their application discussed. Other ICs covered are the differential amplifier and thyristors (both silicon-controlled rectifiers and TRIACs).
Offered: Semester 1
Contact hours per week: 10
Assessment: 60% coursework, 40% examination. Must achieve at least 50% in the coursework and 40% in the examination.

TRE211 DIGITAL ELECTRONICS
This course covers digital logic and the principles of analogue-to-digital conversion. Some common digital operations are introduced such as AND, OR, NOR, NOT, NAND, XOR, XNOR and students are introduced to the usage and analysis of these types of logic gates in circuits. The course also focuses on flip-flop devices, counters and the principle of memory in digital circuits.
Offered: Semester 1
Contact hours per week: 8
Assessment: 60% coursework, 40% examination. Must achieve at least 50% in the coursework and 40% in the examination.

TRE212 ELECTRICAL MACHINERY
This course deals with the operation, maintenance and repair of basic electrical household appliances, as well as workplace safety. The appliances covered are the electric iron, fluorescent light frame, microwave oven, electric heater, electric drill and the electric toaster.
Offered: Semester 1
TRE220 RADIO COMMUNICATION PRINCIPLES
In this course students focus on radio wave propagation techniques in different frequency bands, the use of repeater stations and satellites. Basic Frequency Modulation (FM) and Amplitude Modulation (AM) receivers and transmission circuits are simulated and analysed in practical work.
Offered: Semester 2
Contact hours per week: 12
Assessment: 60% coursework, 40% examination. Must achieve at least 50% in the coursework and 40% in the examination.

TRE221 MICROPROCESSOR AND MICROCOMPUTER FUNDAMENTALS
This course studies basic microprocessor and microcomputer architecture and technology. It also introduces types of software, hardware and peripheral devices. It covers some issues of computer architecture such as addressing and data control and some basic programming using machine language to control microprocessor equipment.
Offered: Semester 2
Contact hours per week: 6
Assessment: 60% coursework, 40% examination. Must achieve at least 50% in the coursework and 40% in the examination.

TRE222 COLOUR TELEVISION BASICS
This course studies three different television broadcast schemes PAL, NTSC, and SECAM. It also introduces the architecture of the cathode ray tube used in television sets. Students learn techniques in troubleshooting television set faults, how to use appropriate test equipment such as oscilloscopes to diagnose and repair problems and the correct usage of tools.
Offered: Semester 2
Contact hours per week: 9
Assessment: 60% coursework, 40% examination. Must achieve at least 50% in the coursework and 40% in the examination.

TRE223 WORK EXPERIENCE (RADIO AND ELECTRONICS)
This course is designed to provide radio and electronics students with 200 hours work experience, to apply skills in a live work environment.
Offered: Semester 2
Contact hours: 5 weeks of 40 hours per week
Assessment: 100% competency based

WELDING & METAL FABRICATION
TWF150 MATERIAL HANDLING
This course prepares the learner for opportunities to identify the importance and develop basic skills in material handling in the welding environment.
Offered: Semester 1
Contact hours per week: 3 hours
Assessment: Competency Based

TWF151 HAND & POWER TOOLS - WELDING
This course will develop the fundamentals skills needed for learners in the use of hand and power tools in the welding industry.
Offered: Semester 1
Contact hours per week: 4 hours
Assessment: Competency Based

TWF152 FREEHAND SKETCHING
This course enables the learner to develop the skills and knowledge associated with the reading and interpreting of technical drawings, the application of geometric constructions and detailing of components by freehand sketching.

Offered: Semester 1
Contact hours per week: 8 hours
Assessment: Competency Based

TWF153 MATERIAL SCIENCE
This course will provide the learner with the knowledge of the composition and behaviour of metals and quality assurance programs used in welding industry.

Offered: Semester 1
Contact hours per week: 4 hours
Assessment: Competency Based

TWF154 FABRICATION TECHNIQUE
This course aims to provide the learner with the knowledge and skills to develop fundamental fabrication technique.

Offered: Semester 2
Contact hours per week: 12 hours
Assessment: Competency Based

TWF155 MANUAL METAL ARC WELDING 1
This course aims to provide the learner with knowledge and skills to produce fillet and butt, welded, joints with general purpose electrodes using manual metal arc welding. [MMAW]

Offered: Semester 2
Contact hours per week: 4 hours
Assessment: Competency Based

TWF156 OXY-ACETYLENE WELDING
This course will provide the learners with an overview of a range of welding processes, it will also develop fuel gas cutting skills and apply basic welding techniques in oxy-acetylene, manual metal arc and gas metal arc welding.

Offered: Semester 2
Contact hours per week: 4 hours
Assessment: Competency Based

TWF157 WORKPLACE ACTIVITIES
This course is design to provide engineering learner with an introduction to the basic work activities of the trade. It builds on the foundation to handling skills introduced in EC001 and WE002 foundation studies.

Offered: Semester 2
Contact hours per week: 6 hours
Assessment: Competency Based

TWF158 ENGINEERING DRAWING INTERPRETATION
This course will provide the learner with an overview of engineering drawing. It will also develop the skills and knowledge associated with the reading and interpreting of technical drawings, the application of geometric construction and detailing of
components by freehand sketching.

**Offered: Semester 2**

**Contact hours per week:** 4 hours

**Assessment:** Competency Based

**TWF159 WORK EXPERIENCE**

This course is designed to provide students with 50 hours work experience, to apply skills in a live work environment

**Offered: Semester 2**

**Contact hours per week:** 5 hours

**Assessment:** Competency Based

**VOCATIONAL EDUCATION**

**HVE111 INTRODUCTION TO TECHNICAL AND VOCATIONAL TRAINING**

In this course students will develop an understanding of the history and philosophy of technical and vocational training, and will examine its features and relationship to industrial and societal requirements. The course will also cover stakeholder demands, apprenticeship schemes, national accreditation and curriculum development.

**Offered: Semester 2**

**Contact hours per week:** 3

**Assessment:** 100% coursework

**HVE121 INTRODUCTION TO ADULT TEACHING AND LEARNING**

This course provides an introduction to adult learning and tertiary teaching including the principles of adult learning, learning styles, components of course design, lesson planning, assessment, communication skills and managing teaching and learning resources. Participants will learn how to plan, deliver and assess a basic range of learning experiences for adult students.

**Offered: Semester 1**

**Contact hours per week:** 4

**Assessment:** 60% coursework, 40% examination

**HVE141 PORTFOLIO DEVELOPMENT**

Each student is required to create a portfolio of evidence of their competence in trade- specific criteria as detailed in international, national, provider and/or industry competency standards. After assessment of their portfolio, each student is required to develop an action plan detailing how they intend to acquire missing competencies and/or update and/or upgrade the competencies they have.

**Offered: Semester 1**

**Contact hours per week:** Variable

**Assessment:** 100% competency based

**HVE142 COMMUNICATION IN THE WORKPLACE 1**

This course introduces students to the application of basic communication skills in English and Samoan. It provides students with opportunities to gain self-confidence, which in turn should enhance their chances of success in their studies and their careers.

**Offered: Semester 2**

**Contact hours per week:** 4

**Assessment:** 60% coursework, 40% examination
HVE211  OCCUPATIONAL SAFETY AND HEALTH
This course provides students with the knowledge, skills and attitudes to work safely and interact positively with others in their workplaces. It covers the responsibilities of workplace occupational safety and health officers and continuous improvement methods that can be used to support health and safety in industrial settings.
Offered: Semester 1
Prerequisites: HVE111
Contact hours per week: 4
Assessment: 100% competency based

HVE212  COMMUNICATION IN THE WORKPLACE 2
This course will help students communicate in English and Samoan with confidence and express opinions assertively both in the workplace and in other settings.
Offered: Semester 1
Contact hours per week: 4
Assessment: 60% coursework, 40% examination

HVE221  PROGRAMME AND COURSE DESIGN
On successful completion of this course participants will be able to discuss and use the processes and key elements involved in programme and course design and write relevant parts of programme documents following these procedures. The course covers principles of course design, the programme cycle, developing outcomes, transferable skills, assessment procedures, recognition of prior learning, recognition of current competence, moderation methods, evaluation procedures and action planning.
Offered: Semester 1
Prerequisites: HVE121
Contact hours per week: 4
Assessment: 100% coursework

HVE222  ASSESSMENT
On successful completion of this course participants will be able to demonstrate knowledge of the basic concepts of assessment and display confidence in the development of appropriate tools and procedures for assessment. The course covers concepts and processes of formative and summative assessment, validity and reliability, standards based, achievement based and competency based assessment, evidence requirements, assessment instruments, communicating assessment requirements, assessment decisions, giving feedback to candidates and methods for achieving consistency of assessment standards.
Offered: Semester 2
Prerequisites: HVE121
Contact hours per week: 4
Assessment: 100% coursework

HVE223  TEACHING METHODS
By the end of this course students should be able to develop a framework which will assist them to select and apply appropriate teaching methods for specific situations. The course covers essential elements of programme design, theories of learning relevant to adult students, learning styles, teaching methods for adult students, the characteristics of an effective learning environment, classroom management and organisational strategies, resources for course delivery, beliefs about teaching and learning and the teaching approaches, problem- solving,
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evaluating and monitoring teaching, feedback and reflection.
Offered: Semester 2
Prerequisites: HVE121
Contact hours per week: 4
Assessment: 100% competency based

HVE241 WORKPLACE ATTACHMENT 1
Students will spend a minimum of 140 hours on a workplace attachment with a
technical and vocational education provider. During the attachment they will
complete a work log and will be assessed on the basis of their supervisor's report and
a written report.
Offered: Semester 1
Contact hours: Special arrangements depending on placement
Assessment: 100% coursework

HVE242 WORKPLACE ATTACHMENT 2
Students will spend a minimum of 140 hours on a workplace attachment in an
organisation related to their specialist trade. During the attachment they will
complete a work log and will be assessed by their supervisor on their trade-specific
competencies as defined by either national or industry competency standards.
Offered: Semester 2
Contact hours: Special arrangements depending on placement
Assessment: 100% competency based

HVE243 LEVEL III TRADES PROGRAMME
To receive credit for this compulsory element of the Bachelor of Technical and
Vocational Education and Training degree, the student must provide evidence that
they have at least a Level III qualification (or equivalent) in their trade.
Offered:
Contact hours:
Assessment:

HVE311 RESEARCH METHODS
In this course students will learn about key quantitative and qualitative research
methodologies relevant to technical and vocational areas that will enable them to
connect research with policy development.
Offered: Semester 1
Prerequisites: One 200-level HVE course
Contact hours per week: 2
Assessment: 100% coursework

HVE321 RESOURCE PACKAGE DESIGN AND DEVELOPMENT
During this course learners will transform one of their own course descriptors into,
among other things, a lecturer's delivery plan, lesson plans, student handouts,
teaching resources, assessment tasks and marking schedules.
Offered: Semester 1
Prerequisites: HVE221
Contact hours per week: 4
Assessment: 100% competency based

HVE322 COMPETENCY BASED TRAINING AND ASSESSMENT
In this course students will explore the principles, features and significance of
competency based training. The course also covers the competency based training
and assessment environment, instructional design strategies, and continuous improvement in the technical and vocational education context at local, commonwealth and global levels.

Offered: Semester 2
Prerequisites: HVE222, HVE223
Contact hours per week: 5
Assessment: 100% competency based

HVE341 LEVEL IV TRADES PROGRAMME
To receive credit for this compulsory element of the Bachelor of Technical and Vocational Education and Training degree, the student must provide evidence that they have at least a Level IV qualification (or equivalent) in their trade.

Offered: To be advised

HVE342 TECHNICAL LANGUAGE AND COMMUNICATION
This course develops students' skills in composing and presenting technical workplace documents including tenders, project proposals, submissions and reports to a high professional standard. It covers appropriate language styles for technical writing in both English and Samoan.

Offered: Semester 2
Prerequisites: HVE212
Contact hours per week: 4
Assessment: 70% coursework, 30% examination

HVE343 ACTION RESEARCH
This course is designed to facilitate the development and application of action research and writing skills for those involved in technical and vocational education. The course also gives students practical experience in conducting a literature review and using a relevant referencing style in a research paper.

Offered: Semester 1
Prerequisites: One 200-level HVE course
Contact hours per week: 2
Assessment: 100% coursework
LAUMUA O SU’ESU’EGA O MATĀ’UPU TAU SĀMOA

Credit Value
The Bachelor of Samoan Studies has a credit value of 360 points – each of the 24 courses is 15 points.
The Postgraduate Graduate Diploma in Samoan Studies has a credit value of 120 points – each of the 6 courses is 20 points.
The Postgraduate Graduate Diploma in Development Studies has a credit value of 120 points – each of the 6 courses is 20 points.
The Master of Development Studies has a credit value of 120 points – (a) 50,000 word thesis: 120 points; (b) minor thesis (25,000 words) - 60 points -and 3 courses 20 points each; (c) six courses, 20 points each.
The Master of Samoan Studies has a credit value of 120 points – (a) 50,000 word thesis: 120 points; (b) minor thesis (25,000 words) - 60 points -and 3 courses 20 points each; (c) minor thesis (16,000 words) - 40 points -and 4 courses 20 points each; (d) 6 courses, 20 points each.

Each credit point is equivalent to 12 notional hours on contact and independent study which in most programmes is 1440 hours per year; 40 hours per week for 36 weeks including 28 semester weeks, 2 mid-semester breaks, 2 study weeks and 4 examination weeks.

TULAFONO MO LE FA'AILOGA TIKERI I MATA'UPU TAU SAMOA (2013)

1 AIAIGA MO LE ULUFALE
E mafai e sē ua talosaga mo le fia ulufale i le Tikerī i Matā’upu tau Sāmoa pe āfai o lē olo’o talosaga mai olo’o iai:
   a) so o se Tusi Pasi Fa’avae, ma
e) tagata mātutua:
   i. a 20 tausaga le matua iā Fepuari i le tausaga e ulufale ai, ma
   ii. iā lē i lalo ifo o le tolu tausaga le tomai mai galuega ma/po o a’oa’oga.

2 FA’ATAUTAIGA O A’OA’OGA
Taimi ‘ātoa fa’atūlagaina pe fa’avaitaimi (na o le taimi māsani o ā’oga i le ao e a’oa’oina ai).

3 ‘UMI
Le i lalo ifo o vaitu’uaga e ono.

4 FA’ATŪLAGAGA O LE POLOKALAME
4.1 Vāganā ua tu’uina atu ni togi i lalo o aiaiga o tomai ua ausia/tulāfono o togi, o lenei polokalame e luasefulufā matā’upu:
   a) lua vāega fa’apitoa e ta’i valu matā’upu, se tasi o
   i. Tala’eli ma Aganu’u Tu’ufa’asolo e Aganu’u Sāmoa
   ii. Gagana Sāmoa
   iii. Gagana ma Aganu’u Sāmoa, ma ae o lona lua o vāega fa’apitoa e valu matā’upu mai se isi polokalame, ma
   iv. se vāega lāiti, e fā ni matā’upu mai se isi vāega, ma ia le itiiti i le lua matā’upu i le tulaga 100, ma
   v. ia fā ni matā’upu filifilia mai nisi vāega se lua. E fautuaaina le resitala mo
matā'upu HEN102 ma le HEN107.

4.2 Fa'agāsologa o Matā’upu Fa’apitoa:
Matā’upu Fa’apitoa i le Tala'eli ma le Aganu'u Tu'ufa'asolo: lua mai le HSA100, HSA151, HSA155, HSA180; ma le HSA254, HSA280, HSA281; HSA354, HSA355, HSA380
Matā’upu Fa’apitoa i le Aganu'u Sāmoa: HSA100, HSA151, HSA155; HSA250, HSA252, HSA254; ma le tolu mai le HSA350, HSA352, HSA354, HSA355
Matā’upu Fa’apitoa i le Lagaga Sāmoa: HSA111, HSA112, HSA151; HSA204, HSA121, HSA123; HSA311, HSA312, HSA313
Matā’upu Fa’apitoa i le Lagaga Sāmoa ma le Aganu'u Sāmoa: Lua mai le HSA111, HSA112, HSA100, HSA155; ma le tolu mai le HSA204, HSA121, HSA123, HSA250, HSA252, HSA254; ma le tolu mai le HSA311, HSA312, HSA313, HSA350, HSA352, HSA354, HSA355.

4.3 A filifili e 'ave uma polokalame fa'apitoa, e lua mai vāega o lo'o taua i le 4.2 i luga:
   a) e tatau ona 'ave matā'upu nei:
      i. Tala'eli ma Aganu'u Tu'ufa'asolo ma le Lagaga Sāmoa
      ii. Tala'eli ma Aganu'u Tu'ufa'asolo, faatasi ai ma le Lagaga ma le Aganu'u. Peita'i e le tatau ona taulia ai matā'upu ua uma ona 'aveina i le vāega fa'apitoa
      iii. Aganu'u ma le Lagaga Sāmoa, ma
      iv. e tatau ona 'ave sana polokalame o vāega laiti mai polokalame ma isi vāega e 'ese mai i matā'upu a le CSS.

4.4 Afai e filifili le polokalame fa'apitoa mai matā'upu ua taua i luga 4.2, e tatau fo'i la ona ave se vāega laititi mai matā'upu i le 4.2.

5 TAPULA'A O LE POLOKALAME
Mo tagata ā’o’oga olo’o a’o’oga i le taimi ‘ātoa e fā matā’upu i le vaitu’uaga, mo tagata ā’o’oga fa’availaimi e lua matā’upu i le vaitu’uaga. O le maualuga atu po o le i lalo ifo ma le tapula’a o le polokalame e tatau ona ia i se fa’atagaga ma sainia le pepa ulufale e le Tūlāmalae o le Laumua o Matā’upu tau Sāmoa.

6 AIAIGA O LE POLOKALAME
Mo le fa’au’uina o le Tikerī i Matā’upu tau Sāmoa, e tatau i le tagata ā’oga ona pasi matā’upu e luasefulufā e pei ona tā’ua i luga.

7 Na fa’amamaluina nei tulāfono e le aso muamua o Lānuari, 2013.

TULAFONO MO LE TUSI PASI MAUALUGA I MATĀ’UPU TAU SAMOA (2007)
Suiga 2011

1 AIAIGA O LE POLOKALAME
Mo le fa’au’uina o le Tusi Pasi Maualuga i Matā’upu tau Sāmoa, e tatau ona:
   a) talia mo le Tipiloma Maualuga i Matā’upu tau Sāmoa,
   e) ua pasi matā’upu ‘autū e lua HSA500 ma le HSA501 ma se matā’upu se tasi e filifili mai i lalo o le Tulāfono 4 o Tulāfono mo le Tipiloma Maualuga i Matā’upu tau Sāmoa,
   i) ua fa’amāvae ma le Tipiloma Maualuga i Matā’upu tau Sāmoa ma mālamalama e lē mafai ona toe ulufale i lea polokalame pe a ua māe’a ona fa’au’u le Tusi Pasi
Maualuga i Matā’upu tau Sāmoa,
o) ua talosaga i le Senate mo le fa’au’uina o le Tusi Pasi Maualuga I Matā’upu tau Sāmoa.
2  E fa’amamaluina nei tulāfono mai le aso muamua o lānuari, 2007.

TULAFONO MO LE TIPILOMA MAUALUGA I MATA’UPU TAU SAMOA (2007)
Suiga 2011, 2012

1  AIAIGA MO LE ULUFALE
E mafai e se tagata ua talosaga mai le fia ulufale mo le Titipoloma Maualuga I Matā’upu tau Sāmoa pe āfai o lē olo’o talosaga olo’o iai:
a) se tikēri ua talia e le Tūlāmalae o Le Laumua o Su’esu’ega tau Sāmoa, ma
e) se fa’ailoga ma/po o se tomai talafeagai i le Tūlāmalae o Le Laumua o Matā’upu tau Sāmoa e tutusa ma le a.
2  FA’ATAUTAIGA O A’OA’OGA
Taimi ’ātoa po o le fa’avaitaimi.
3  ‘UMI
a) le tagata ’ā’oga i le taimi ’ātoa e mafai na fa’amāe’aina lenei polokalame i le
tausaga ’ā’oga e tasi ma e tatau ona pasi matā’upu e ono i totonu o le tolu tausaga
dei le taimi na fa’atoa resitala ai, vāganā ua iai se isī fa’ai’uga a le Senate.
e) O le tagata ’ā’oga fa’avaitaimi e mafai ona fa’amāe’aina le polokalame i totonu o
le lua tausaga ’ā’oga ma e tatau ona pasi matā’upu e ono i totonu o le fā tausaga
dei le taimi na fa’atoa resitala ai, vāganā ua iai se isī fa’ai’uga a le Senate.
4  FA’ATŪLAGAGA O LE POLOKALAME
Vāganā ua tu’uina atu ni togi i lalo o aiaga o tomai ua ausia/tulāfono o togi, o lenei
polokalame e aofia ai:
a) lua matā’upu ‘autū HSA500 ma le HSA501, ma le
e) fā matā’upu filifili mai le HC5580, HEC580, HED581, HED582, HED583,
HEN580, HMG502, HNS580, HSA502, HSA503, HSA504, HSA505, HSA506, HSA507,
HSC580, HSO500, HSO501, HTE580.
5  VAevaega o le polokalame
Mo tagata ā’o’oga i le taimi ’ātoa e tolu matā’upu i le vaitu’uaga, mo tagata ā’o’oga
fa’avaitaimi e lua matā’upu i le vaitu’uaga. O le maualuga atu po o le i lalo ifo ma le
tapula’a o le polokalame e tatau ona iai se fa’atagaga ma sainia le pepa ulufale e le
Tūlāmalae o le Laumua o Matā’upu tau Sāmoa.
6  AIAIGA O LE POLOKALAME
Mo le fa’au’uina o le Tipiloma Maualuga i Matā’upu tau Sāmoa, e tatau i le tagata
ā’oga na pasi matā’upu e ono e pei ona tā’ua i le 4 i luga. O se tagata ā’oga e
fa’amāve mai le polokalame:
a) ina ua pasi matā’upu ‘autū e lua ma se matā’upu filifili e tasi, e mafai ona
talosaga ina ia fa’au’u Iona Tusi Pasi Maualuga i Matā’upu tau Sāmoa. Afai o lea e lē
mafai e se tagata ā’oga ona fa’aauau i le tipiloma maualuga, ma
e) e ono fa’atoa mafai ona toe talia i totonu o le polokalame o le tipiloma
maualuga ina ua tuana’i tausaga e lua fa’alea’oga.
7  E fa’amamaluina nei tulāfono mai i le aso muamua o lānuari 2007.
MATUA O FAIVA O MATĀ'UPU TAU SĀMOA
E talia i le polokalame lenei na'o i lātou ua pasia ni matā'upu se ono mai le polokalame o le Tipiloma Maualuga i Matā'upu tau Sāmoa ma ia le i lalo ifo o le B3 le tu’ufa'atasiga o togi. Mo i lātou e fia tausiniō i lenei matā'upu e mafai ona 'ave nisi matā'upu se ono, po'o se polokalame e fefiloi matā'upu ma tusiga mai i nisi su’esu'ega.

TULĀFONO MO LE FA’AILOGA O LE MATUA O FAIVA I MATĀ'UPU TAU SĀMOA (2012)

1   AIAIGA MO LE ULUFALE
E tatau i a i lātou uma e fia ulufale i lenei polokalame ona:
a) ua fa'au'u mai i le Tipiloma Maualuga o Matā'upu tau Sāmoa ma togi e lē i lalo ifo o le B3, po'o
e) ua fa'au'u mai ma se fa'ailoga ma e maualuga togi, po'o iai nisi tomai e talafeagai mai talia e le Tulāmalae, ma o ua fa’atagaina e le Senate.

2   FA’ATAUTAIGA O A'OA'O'GA
Taimi 'ātoa pe fa’avaitaimi.

3   'UMI
a) Afai e 'ave le polokalame i le taimi 'ātoa, e tatau ona māe'a i le tausaga e tasi, ma ia māe'a le tusiga e le sīlia atu i le tolu tausaga mai le aso na āmata ai. E mafai ona suia i se fa’ai’uga a le Senate.
e) Afai e 'ave fa’avaitaimi, e tatau ona māe'a i totonu o le lua tausaga ma māe'a le tusiga ia lē sīlia i le fā tausaga talu ona āmata.

4   FA’ATŪLAGAGA O LE POLOKALAME
E mafai ona filifili mai se tasi o vāega e lima ia e taua i lalo le itu'āiga polokalame e talafeagai ma le mana'o o le tagata ā'oga.

Filifiliga 1  Na o le Tusiga
E 50,000 upu le 'umi ma e tatau ona galulue fa'atasi le tagata ā'oga ma lana supavaisa i se matā'upu talafeagai. O le tagata ā'oga e talia i lalo o le tulāfono 1e ma le 1i, e tatau ona pasi le HSA500 ma le HSA501.

Filifiliga 2  Tusiga ma Matā'upu e Tolu
E 25,000 upu le 'umi ma e tatau ona galulue fa'atasi le tagata ā'oga ma lana supavaisa, 'ātoa ai ma ni matā'upu se tolu. O le tagata ā'oga e talia i lalo o le tulāfono 1e ma le 1i, e tatau ona pasi le HSA500 ma le HSA501.

Filifiliga 3    E Leai se Tusiga
E ono matā'upu i le vāega e 500, e 'ese mai i nisi matā'upu ua pasi muamua. O le tagata ā'oga e talia i lalo o le tulāfono 1e ma le 1i, e tatau ona pasi le HSA500 ma le HSA501.

4.2 Afai e fia sui le polokalame, e tatau ona maua se fa’atagaga mai le Tulāmalae.

4.3 O le a mafai ona maua se fa’atagaga e fai’au iai ni matā'upu ua pasia mai le Matua o Faiva ma ua talia e le Senate. E tatau lava ona lē i lalo ifo o le 50% le vāega o le polokalame e fa’ataunu’u i le lunivesitē.

5   FA’ATONUTONUINA O POLOKALAME
O le a 'ave le le Tulāmalae suafa o ē e fa’atonutonuina ia polokalame i le Senate mo
6 AIAIGA O LE POLOKALAME
E tatau ia i lātou uma e fa’au’u ma le fa’ailoga o le Matua o Faiva i Matā’upu tau Sāmoa ona pasi a lātou tusiga fa’atatasi ai ma Matā’upu e pei ona fa’atulaga i le numa 4.1. O e talia i le 1, e mulimuli le lātou polokalame i Tulāfono o Matua o Faiva.

7 Na fa’amamaluina aloia nei tulāfono mai i le aso 1 Iulai, 2012.

REGULATIONS FOR THE DEGREE OF BACHELOR OF SAMOAN STUDIES (2013)

1 ADMISSION REQUIREMENTS
An applicant shall be eligible to be admitted to the Bachelor of Samoan Studies if that applicant has:
   a) completed the requirements for a Foundation Certificate, or
   b) mature entry:
      i. is at least 20 as at 1 February in the year of admission, and
      ii. has at least three years full-time work experience and/or training.

2 MODE OF STUDY
Full-time or part-time.

3 DURATION
Not less than six semesters.

4 PROGRAMME STRUCTURE
4.1
Unless credit is granted under the Recognition of Prior Learning/Credit Statute, this programme consists of twenty-four courses consisting of:
   a) two majors of eight courses each, at least one of which must be
      i. Archaeology and Cultural Heritage, or
      ii. Samoan Culture, or
      iii. Samoan Language, or
      iv. Samoan Language and Culture, and the second of which may be a major of eight courses from any faculty, and
   b) one minor of four courses in a discipline different from the majors, with a minimum of two courses above 100-level, and
   c) four elective courses from at least two other disciplines from any faculty. Students are encouraged to include HEN102 and HEN107 as elective courses.

4.2 The structure of the majors is:
Archaeology and Cultural Heritage Major: two of HSA100, HSA151, HSA155, HSA180; plus HSA254, HSA280, HSA281; HSA354, HSA355, HSA380
Samoan Culture Major: HSA151, HSA100, HSA155; HSA250, HSA252, HSA254; plus three of HSA350, HSA352, HSA354, HSA355
Samoan Language Major: HSA111, HSA112; HSA151, HSA204, HSA212, HSA213; HSA311, HSA312, HSA313
Samoan Language and Culture Major: two of HSA111, HSA112, HSA151, HSA100, HSA155; plus three of HSA204, HSA212, HSA213, HSA250, HSA252, HSA254; plus
three of HSA311, HSA312, HSA313, HSA350, HSA352, HSA354, HSA355.

4.3 A student who opts to take both majors from those listed in 4.2 above:

a) may take only the following major combinations:
   i. Archaeology and Cultural Heritage with Samoan Language, or
   ii. Archaeology and Cultural Heritage with Samoan Language and Culture, provided that in the latter major the student must choose courses not counted in the former major, or
   iii. Samoan Culture with Samoan Language, and

b) must take a minor in a discipline taught outside the Centre for Samoan Studies.

4.4 A student who opts to take only one major from those listed in 4.2 above must also take a minor from a discipline listed in 4.2.

5 PROGRAMME LOAD

For full-time students four courses per semester, for part-time students two courses per semester. An underload or an overload has to be approved and signed for on the Enrolment form by the Director, Centre for Samoan Studies or the Director's nominee.

6 PROGRAMME REQUIREMENTS

To graduate with a Bachelor of Samoan Studies, a student must pass the twenty-four courses specified in 4 above.

7 These regulations are effective from 1 January, 2013.

Year 1: Semester 1: HSA111, HSA100, HSA180
       Semester 2: HSA112, HSA151, HSA155
Year 2: Semester 1: HSA212, HSA213, HSA250, HSA280, HSA100
       Semester 2: HSA204, HSA252, HSA254, HSA281 (should pass HSA180 or any 100 level Samoan course)
Year 3: Semester 1: HSA311, HSA312, HSA350, HAS355, HSA100
       Semester 2: HSA313, HSA352, HSA354

*HSA380 is taken between Semester 1 and Semester 2 because it is an Archaeological Fieldwork course

*To make up the 24 courses required for a major, students will be advised to choose four courses from other faculties

REGULATIONS FOR THE POSTGRADUATE DIPLOMA IN SAMOAN STUDIES (2007)
Amended 2011, 2012

1 ADMISSION REQUIREMENTS

An applicant shall be eligible to be admitted to the Postgraduate Diploma in Samoan Studies if that applicant has:

a) completed the requirements for a degree approved by the Director, Centre for Samoan Studies, or

b) a qualification and/or a level of competency acceptable to the Director as equivalent to a.

2 MODE OF STUDY

Full-time or part-time.
3 DURATION
   a) A full-time student will normally complete the programme in one academic year and must pass the six courses within three years of the date of first registration, unless the Senate determines otherwise.
   b) A part-time student will normally complete the programme in two academic years and must pass the six courses within four years of the date of first registration, unless the Senate determines otherwise.

4 PROGRAMME STRUCTURE
   Unless credit is granted under the Recognition of Prior Learning/Credit Statute, this programme consists of:
   a) two compulsory courses HSA500 and HSA501; plus
   b) four elective courses chosen from HCS580, HEC580, HED580, HED581, HED582, HED583, HEN580, HMG502, HNS580, HSA502, HSA503, HSA504, HSA505, HSA506, HSA507, HSC580, HSO500, HSO501, HTE580, HDS508.

5 PROGRAMME LOAD
   For full-time students three courses per semester, for part-time students two courses per semester. An underload or an overload has to be approved and signed for on the Enrolment form by the Director.

6 PROGRAMME REQUIREMENTS
   To be awarded a Postgraduate Diploma in Samoan Studies a student must pass six courses as prescribed in 4 above. A student who withdraws from the programme:
   a) after passing the two compulsory courses and one elective, may apply to be awarded a Postgraduate Certificate in Samoan Studies, in which case the student may not continue with the postgraduate diploma, or
   b) may otherwise only be readmitted to the postgraduate diploma programme after at least two academic years have elapsed.

7 These regulations are effective from 1 January, 2007.

MASTER OF SAMOAN STUDIES
The Master of Samoan Studies programme requires a student, after passing the six courses required for the Postgraduate Diploma in Samoan Studies with at least a B3 average, to either write a thesis, complete six more postgraduate courses or complete a combination of some taught courses and some research writing.

REGULATIONS FOR THE DEGREE OF MASTER OF SAMOAN STUDIES (2012)

1 ADMISSION REQUIREMENTS
   An applicant shall be admitted to the Master of Samoan Studies if that applicant has:
   a) completed the requirements for a Postgraduate Diploma in Samoan Studies with at least a B3 average, or
   b) completed the requirements for an honours degree approved by the Director, Centre for Samoan Studies (CSS), or
   c) a qualification and/or experience acceptable to the CSS Director as equivalent to a or b, and
   d) been confirmed, by the Postgraduate Committee of Senate, as eligible to be admitted.
2 MODE OF STUDY
Full-time or part-time.

3 DURATION
a) A full-time student will normally complete the programme in one academic year. If registered for a thesis, a full-time student must pass the thesis within three years of the date of first registration unless the Postgraduate Committee of Senate determines otherwise.

b) A part-time student will normally complete the programme in two academic years. If registered for a thesis, a part-time student must pass the thesis within four years of the date of first registration unless the Postgraduate Committee of Senate determines otherwise.

4 PROGRAMME STRUCTURE
4.1 A student must complete one of the following five options:

Option 1 Thesis
A supervised thesis of 50,000 words on a topic approved by the Postgraduate Committee of Senate. A student admitted under 1b and 1c above may be required to pass HSA500 and HSA501.

Option 2 Dissertation plus Three Postgraduate Courses
A supervised dissertation of 25,000 words on a topic approved by the Postgraduate Committee of Senate; plus three 500-level courses not previously passed. A student admitted under 1b and 1c above may be required to pass HSA500 and HSA501.

Option 3 Coursework Only
Six 500-level courses not previously passed. A student admitted under 1b and 1c above may be required to pass HSA500 and HSA501.

4.2 To change option a student must obtain the approval of the CSS Director.

4.3 A student's eligibility for credit for postgraduate courses previously passed may, on the recommendation of the Director of Samoan Studies, be considered by the Postgraduate Committee of Senate. Normally over half of a student's master's programme must be completed at NUS.

5 SUPERVISION
The CSS Director shall recommend to the Postgraduate Committee the name(s) of a supervisor(s) for each applicant enrolled in Options 1 to 3 above.

6 PROGRAMME REQUIREMENTS
To graduate with a Master of Samoan Studies, a student must pass the supervised thesis and any additional prescribed coursework, or must pass one of the combinations of taught courses and research writing prescribed in 4.1 above. A student enrolled for Option 1 must comply with the Regulations for the Master's Degree by Thesis.

7 These regulations are effective from 1 July, 2012.

REGULATIONS FOR THE DEGREE OF DOCTOR OF PHILOSOPHY
Refer to the Regulations for the Degree of Doctor of Philosophy (pg 310)
COURSE DESCRIPTIONS

ARCHAEOLOGY AND CULTURAL HERITAGE

HSA100 TALA FA’ASOLOPITO O AGANU’U SĀMOA
O le a su’esu’e i lenei matā’upu aganu’u a Sāmoa e pei ona fa'amaumauina e tagata mai fafo mai le 1798-1829, o le va’aitaimi muamua o lotu Kerisiano, o le uluau nōfoia o Sāmoa e tagata mai fafo ma le vātāu o le atunu’u 1860-1899. O le a iloiloina nei tusitusiga a tagata folau, misionare, e na omai nonofo mau ma isi, mai le va'aiga fa’asāmua ‘ātoa ai ma māfu’a'aga na fai ai nei fa'amaumua pe iai ni aogā o nei tusitusiga i su’esu’e ga o le aganu’u a Sāmoa.
Taimi e a’oa’o ai: Vaitu’uaga 1 & 2
Itūlā fa’atūlagaina i le vaiaso: 3
Togi: 60% Galuega Fa’atonuina, 40% Su’e'aga

HSA100 INTRODUCTION TO SAMOAN HISTORY AND SOCIETY
Students will gain an understanding of Samoan culture and society as described in the early contact period between Samoans and Europeans 1798-1829, the early Christian period in Samoa 1830-1860 and the period of foreign settlement and Samoan civil wars 1860-1899. Accounts by foreign explorers, whalers, missionaries, settlers, ethnologists and travellers will be studied. Students will be able to evaluate critically the perspective of the writers, the purposes and audiences for which these accounts were written, and their value as historical records of earlier periods in Samoan society.
Offered: Semester 1 & 2
Contact hours per week: 3 (Lecture hours: 2 & Tutorial hour: 1)
Assessment: 60% coursework, 40% examination

HSA155 O MAU IA SAMOA
E taumafai lenei matā’upu ia manino lelei ma mālāmalāma su’esu’e ga ‘ese’e se ma tusiga a tagata na fai a lātou su’esu’e ga i tu ma aganu’u a Sāmoa mai le 1900-2000. O le a auilili’ina nei tusiga ma o lātou ā’oga (pe leai) i matā’upu tau Sāmoa, aemaise o so lātou sea i su’esu’e ga fa’apitoa i saofiaga a isi atunu’u.
Taimi e a’oa’o ai: Vaitu’uaga: 2
Itūlā fa’atūlagaaina i le vaiaso: 3
Togi: 60% Galuega Fa’atonuina, 40% Su’e'aga

HSA155 SAMOAN SOCIETY
Students will gain an understanding of Samoan culture, society and change, based on ethnographic accounts from field research by scholars of Samoa in the period 1900 to 2000. The course will critically examine the impact that ethnographic accounts of Samoa have had on social theories and on controversies in social anthropology.
Offered: Semester: 2
Contact hours per week: 3 (Lecture hours: 2 & Tutorial hour: 1)
Assessment: 60% coursework, 40% examination

HSA180 ĀMATAGA O TALA’ELI
O le a tagofia i lenei matā’upu ia taualumaga āmata o le fa’avaeina o Tala’eli – o manatu o lo’o fa’avae ai ma le fa’atinoina. E auau lenei matā’upu i le su’esu’eina o tu ma aganu’u i aso ua mavae e ala i toeaga e maua mai i ’elie’eliga.
Taimi e a’oa’o ai: Vaitu’uaga 1
Itūlā fa’atūlagaina i le vaiaso: 3. Fa’atasi ai ma asiasiga
Togi: 50% Galuega Fa’atonuina, 50% Su’e'aga
HSA180 INTRODUCTION TO ARCHAEOLOGY
This course will introduce students to archaeology, the study of the past through the remains of material culture and other sources of material evidence. Students will learn how archaeologists study the past and ancient cultures. Students will visit selected sites in Samoa.
Offered: Semester 1
Contact hours per week: 3 hours (Lecture hours: 2 & Tutorial hour: 1), also fieldwork.
Assessment: 50% coursework, 50% examination

HSA254 O AGANU’U TU’UFAR’ASOLO A SĀMOA
O le a iloiloina i lenei matā’upu nisi o talitonuga fa’asāmoa ae lei o’o mai le fa’a Kerisiano, o taofi fa’aalia o tagata sāmoa i aso nei fa’atatau i aso anamua, o le a su’esu’eina fo’i ni auala e fa’avae ai le fa’atinoga o se polokalame e puipuaia aganu’u mai aso anamua.
Taimi e a’oa’o ai: Vaitu’uaga 2
Tomai mana’omia: HSA180 ma se isi matā’upu HSA i le vāega 100
Itūlā fa’atūlagaina i le vaiaso: 4
Togi: 60% Galuega Fa’atonuina, 40% Su’eaga

HSA254 INDIGENOUS HERITAGE
Students will study pre-Christian conceptions of the cosmos, indigenous perceptions of the past and attitudes to conservation of heritage areas. The course will examine strategies for developing indigenous and non-indigenous consensus on the definition of material and non-material heritage, the manner of archaeological investigation and heritage area conservation.
Offered: Semester 2
Prerequisites: HSA180 plus any other 100-level HSA course
Contact hours per week: 3 (Lecture hours: 2 & Tutorial hour: 1)
Assessment: 60% coursework, 40% examination

HSA280 O LAUFANUA O AGANU’U
O le a su’esu’eina i lenei matā’upu metotia ‘ese’ese e fa’aā'oga i le vāega o tala’eli e iloa po’o fea tonu laufanua e ā’oga mo tala'eli, pe fa'apefea ona fa'avasega ma puipui lelei toega e maua mai i 'elī'eliga. O le a fa’aā'oga asiāsiga i laufanua e fa'amasani ai i gaioga talafeagai.
Taimi e a’oa’o ai: Vaitu’uaga 1
Tomai mana’omia: HSA180
Itūlā fa’atūlagaina i le vaiaso: 3. Fa’atasi ai ma asiāsiga
Togi: 60% Galuega Fa’atonuina, 40% Su’eaga

HSA280 CULTURAL LANDSCAPES
Students will study various methods used by archaeologists to identify, document, conserve and preserve heritage sites in Samoa. Site visits, which are an essential component of this course, allow students to apply their practical and theoretical learning on heritage issues.
Offered: Semester 1
Prerequisites: Approval of Head or Head's nominee
Contact hours per week: 3 hours (Lecture hours: 2 & Tutorial hour: 1), also fieldwork.
Assessment: 60% coursework, 40% examination
HSA281  
**O POLENISIA MAI ANAMUA**

O le a a'oa'oina i lenei matā'upu le a'oo'ga ma le tetele o le tala fa'asolopito o tagata Polenisia Pasefika e fa'avae i Tala'eli. O le a fa'a'a'o su'esu'ega na faia i Sāmoa e vai ma fa'aataitaiga.

*Taimi e a'oa'o ai: Vaitu'uaga 2*

*Tomai mana'omia: HSA180 ma se isi matā'upu HSA i le vāega 100*

*Itūlā fa'atūlagaina i le vaiaso: 3.*

*Togi: 60% Galuega Fa'atonuina, 40% Su'ega*

**HSA281  
PRE-HISTORY OF POLYNESIA**

The general aim of the course is to obtain a basic understanding of Pacific archaeology. The course will give a deeper understanding of the pre-history of the Pacific region, with a focus on Samoan archaeology.

*Offered: Semester 2*

*Prerequisites: HSA180 plus any other 100-level HSA course*

*Contact hours per week: 3 (Lecture hours: 2 & Tutorial hour: 1)*

*Assessment: 60% coursework, 40% examination*

HSA354  
**O TULĀFONO MA AGANU’U SĀMOA**

O le a iloiloina i lenei matā'upu ia le tulaga ua aliali mai i le fete'eni o faiga fa'avae fa'alelutulāfono ma fa'avae o Aganu’u ma Agaifanua a Sāmoa. E āmata nei iloiloga mai le 1900 seia o'o mai i aso nei ma e aofai ai le tapenaga o le Fa'avae o le mālō tūtō'atasi.

*Taimi e a'oa'o ai: Vaitu'uaga 2*

*Tomai mana'omia: HSA100 po'o le HSA155 ma se isi pepe mai le vāega 200 mai matā'upu talafeagai*

*Itūlā fa'atūlagaina i le vaiaso: 3*

*Togi: 60% Galuega Fa'atonuina, 40% Su'ega*

**HSA354  
SAMOAN CUSTOM AND THE LAW**

Students will examine the debates within which the Samoan constitution was framed to accommodate both Samoan cultural traditions and modern legal concepts of individual rights. The course will also examine legal institutions that have been established in Samoa since 1900 including those that address disputes over customary matters and the relationship between the customary and formal legal systems in Samoa today.

*Offered: Semester 2*

*Prerequisites: HSA100 or HSA155, plus any 200-level Social Science course*

*Contact hours per week: 3 (Lecture hours: 2 & Tutorial hour: 1)*

*Assessment: 60% coursework, 40% examination*

HSA355  
**SUIGA I SĀMOA**

O le a a'oa'oina i le matā'upu lenei ia tomai ma tusiga 'ese'ese i suiga o lo'o a'afia ai atunu'u ma aganu'u 'ese'ese. E fa'apito talanoaga ia Sāmoa ma lona tamāo'aiaga ma isi vāega e aofia ai fanua, Sāmoa i atunu'u i fako, fa'ateleina o e nonofo i le taulaga, ma isi matā'upu.

*Taimi e a'oa'o ai: Vaitu'uaga 1*

*Tomai mana'omia: HSA100 po'o le HSA155 ma se isi pepe mai le vāega 200 mai matā'upu talafeagai*

*Itūlā fa'atūlagaina i le vaiaso: 3*

*Togi: 60% Galuega Fa'atonuina, 40% Su'ega*
HSA355 SOCIAL CHANGE IN SAMOA
Students will be introduced to theories of changes in social organisation and the family, how these theories relate to Samoan society and economic conditions, and to modern social issues associated with land use, migration, urbanisation, and poverty.
Offered: Semester 1
Prerequisites: HSA100 or HSA155, plus any 200-level Social Science course
Contact hours per week: 3 (Lecture hours: 2 & Tutorial hour: 1)
Assessment: 60% coursework, 40% examination

HSA380 FA’ATINOINA O TALA’ELI
O lenei matā’upu o le a a’oa’oina i se nofoaga/alalafaga e mafai ona fa’aā’oga ina mo Tala’eli. E tusa e lua ni vaiaso e galulue ai ise alalafaga e fa’atino ai tomai ma isi matā’upu ʻ(fuafuaina o le ‘ele’ele, ‘elina o le palapala, fa'amaumauga o mea e maua ai, ʻātoa ma le saogalēmū o ia mea mo le lumana’i).
Taimi e a’oa’a ai: Māe’a o le Vaituuaga 1
Tomai mana’omia: Fa’atagaga mai le Tulāmalae
Itūlā fa’atūlagaina i le vaiaso: Lua vaiaso i le fanua, a le ʻātoa le lua vaiaso e le pasi Togi: 100% Galuega Fa’atonuina

HSA380 ARCHAEOLOGICAL FIELDWORK
This whole course will be taught in the field, on an archaeological site in Samoa. Students will be expected to live and work in a village for two weeks and gain practical knowledge on excavation, mapping and surveying, documenting intangible and tangible cultural heritage and community archaeology.
Offered: During the break between Semesters 1 and 2 (dates to be confirmed)
Prerequisites: Approval of Head or Head's nominee
Contact hours: Two weeks full-time fieldwork. Students not able to remain in the field for the full two weeks will not be permitted to enrol for the course.
Assessment: 100% coursework

HSA100 INTRODUCTION TO SAMOAN HISTORY AND SOCIETY
This course provides a broad multidisciplinary understanding of the history of Samoa; its geography, population, economy, language, arts and cultural heritage. Students will gain knowledge and appreciation of Samoa's past and present situation including an awareness of current issues and trends. In the first half of the semester students will examine the main features of Samoa's past history from the first Polynesian settlers to early contacts with foreigners inclusive of missionaries, colonial powers and the subsequent struggle to reclaim independence. In the second half of the semester students will learn about Samoa's geography, a range of major modern trends and issues such as climate change, migration, language change and the arts, the economy, cultural heritage and preservation which impact on contemporary Samoan society.
Offered: Semester 1
Contact hours per week: 3 (Lecture hours: 2 & Tutorial hour: 1)
Assessment: 60% tests & course work, 40% examination

HSA100 TALA FA’ASOLOPITO O AGANU’U SĀMOA
O le a su’esu’e i lenei matā’upu aganu’u a Sāmoa e pei ona fa’amaumauna e tagata mai fafo mai le 1798-1829, o le vaïtaimi muamua o lotu Kerisiano, o le uluai nōfoia o Sāmoa e tagata mai fafo ma le vātau o le atunu'u 1860-1899. O le a iloiloina nei
tu'situsiga a tagata folau, misionare, e na omai nofofou mau ma isi, mai le va'aiga fa'asāmoa 'ātoa ai ma māfua'aga na fai ai nei fa'amaumauga pe iai ni aogā o nei tu'situsiga i su'esu'e ou o le aganu'u a Sāmoa.

Taimi e a'oa'o ai: Vaitu'uaga 1 & 2
Itūlā fa'atūlagaina i le vaisa'o: 3
Togi: 60% Galuega Fa'atonuina, 40% Su'eoua

HSA111 SU'ESU'EGA ĀMATA FA'ASAENIISI O GAGANA
Su'esu'eoua āmata i le fa'atūlagaga o le gagana ma lona fa'aaogāina. E aofia ai vāega o le o, fa'atūlagaga o 'upu ma fuai'upu, fa'auigaga ma le iloiloga o tu'situsiga ma tautalaga e fa'aaogāina ai ni fa'ata'ita'iga mai i le gagana Sāmoa.

Taimi e a'oa'o ai: Vaitu'uaga 1
Itūlā fa'atūlagaina i le vaisa'o: 3
Togi: 50% Galuega Fa'atonuina, 50% Su'eoua

HSA111 INTRODUCTION TO LANGUAGE AND LINGUISTICS
This course is a linguistic introduction to the structure and use of language and covers the sound system, the structure of words, sentence structure, semantics and the analysis of spoken and written discourse with reference to Samoan.

Offered: Semester 1
Contact hours per week: 3 (Lecture hours: 2 & Tutorial hour: 1)
Assessment: 50% coursework, 50% examination

HSA112 SU'ESU'EGA ĀMATA I LE GAGANA SĀMOA
Su'esu'eoua āmata o 'upu ma le kalama o le gagana Sāmoa. O le a iloilo ai le fa'aaogāina o le gagana i s'i'osi'omaga 'ese'ese.

Taimi e a'oa'o ai: Vaitu'uaga 2
Itūlā fa'atūlagaina i le vaisa'o: 3
Togi: 50% Galuega Fa'atonuina, 50% Su'eoua

HSA112 INTRODUCTION TO SAMOAN LANGUAGE
This course provides an introduction to the vocabulary and grammar of the Samoan language. There will be an analysis of language usage in different contexts.

Offered: Semester 2
Contact hours per week: 3 (Lecture hours: 2 & Tutorial hour: 1)
Assessment: 50% coursework, 50% examination

HSA151 SAOFA'IGA
O le a su'esue i lenei matā'upu le saofo'iga e aupito i talafeagai ma le paepaega o tagata i le aganu'u Sāmoa. E iloilo ai fo'i saofo'iga e lima o le fa'amatai (matai, tama'ita'i, 'aumaga, faletua ma taua ma fānau lalovaoa ma a latou nafa fa'apitoa ma le tāua, ātoa ma le vaogagana fa'atofāmanino e a'afia i ia saofo'iga, fa'apea ma faia fa'asuli.

Taimi e a'oa'o ai: Vaitu'uaga 2
Itūlā fa'atūlagaina i le vaisa'o: 3
Togi: 50% Galuega Fa'atonuina, 50% Su'eoua

HSA151 SAMOAN SOCIAL ORGANISATION
This course is a preliminary study of Samoan social organisation in the village. Emphasis is on the roles and significance of the various groups whose interaction contributes to the maintenance of peace and order within the village. These groups include the chiefs, their wives, daughters, sons and the village children.

Offered: Semester 2
Contact hours per week: 3 (Lecture hours: 2 & Tutorial hour: 1)
Assessment: 50% coursework, 50% examination

HSA204 LÄUGA MA ‘AVA
Sä’ili’iliga o le lāuga fa’asāmoa, i lona fausaga ma le fa’atinoga fa’aapea le fa’aaogāina o le fue, to’oto’o ma le malae. O le a faia ni fa’ata’ita’iga ma fa’atinoga o lāuga ma le alofisā ma o la sauniuniga ‘ese’ese e ali’i ma tama’ita’i a’ōga.
Taimi e a’oa’o ai: Vaitu’uaga 2
Tomai mana’omia: 1 se matā’upu Sāmoa i le vāega 100
Itūlā fa’atūlagaina i le vaiaso: 3
Togi: 50% Galuga Fa’atonuina, 50% Su’e’ega

HSA204 SAMOAN ORATORY AND AVA RITUALS
This course is a study of traditional Samoan oratory, its structure and techniques, the use of the fly whisk and rod as well as malae (meeting ground) etiquettes. Students will participate in cultural events in which they will demonstrate what they have learned.
Offered: Semester 2
Prerequisites: One 100-level HSA course
Contact hours per week: 3 (Lecture hours: 2 & Tutorial hour: 1)
Assessment: 50% coursework, 50% examination

HSA212 VAOGAGANA I SO O SE SI’OSI’OMIAGA
Sä’ili’iliga o le gagana Sāmoa i lona fa’aaogāina i so o se si’osi’omiaga fa’aapea le feso’ota’iga vāvālalata o le gagana ma le aganu’u.
Taimi e a’oa’o ai: Vaitu’uaga 1
Tomai mana’omia: 1 se matā’upu Sāmoa i le vāega 100
Itūlā fa’atūlagaina i le vaiaso: 3
Togi: 50% Galuga fa’atonuina, 50% Su’e’ega

HSA212 SAMOAN SOCIO-LINGUISTICS
This course is a study of the Samoan language in different contexts and its interrelationship with Samoan culture.
Offered: Semester 1
Prerequisites: One 100-level HSA course
Contact hours per week: 3 (Lecture hours: 2 & Tutorial hour: 1)
Assessment: 50% coursework, 50% examination

HSA213 O UTUVĀGANA O FĀTUGA MA GAGANA FA’AMAUINA SĀMOA
‘Iloiloga o tusitusiga ma tautalaga ‘ese’ese mai i taimi ua tuana’i ma taimi nei. E aga’i fo’i i o lātou fa’atūlagaga ma uiga, fa’aapea lo lātou tāua ma le lelei. O le a māta’itūina fo’i ni suiga i fa’atinoga e fa’atūaaina ai le silafia o le gagana Sāmoa sa māfuli o se gagana tautala.
Taimi e a’oa’o ai: Vaitu’uaga 1
Tomai mana’omia: 1 se matā’upu Sāmoa i le vāega 100
Itūlā fa’atūlagaina i le vaiaso: 3
Togi: 50% Galuga fa’atonuina, 50% Su’e’ega

HSA213 SAMOAN ORAL AND WRITTEN LITERATURE
This course analyses a variety of past and contemporary oral and written sources. Focus will be on structure and meaning, as well as significance and appeal, with an interest in changes in writing styles which acknowledge that Samoan language was once predominantly oral.
**HSA250 TUFUGA, FA’ATUFUGAGA MA FĀ’AGATAMA**

O lenei matā’upu e a’oa’oina ai ‘āiga tufuga fa’avae e tolu, o ō lātou nafa ma fa’atufugaga, o agaianu a ma o lātou fa’atinōga, o vaogagana ma alagā’upu, o tapua’iga ma fa’aफाऐfeilelega fa’atasi ai ma talitonuga. O le a a’oa’oina ai fo’i nisi o fā’agatama ma matā’upu a tagata Sāmoa i aso ua mavae ina ia mālamalama ma fa’atāua ia tūlaga.

Taimi e a’oa’o ai: Vaitu’uaga 1
Tomai mana’omia: 1 se matā’upu Sāmoa i le vāega 100
Itūlā fa’atūlugaina i le vaiaso: 3
Togi: 50% Galuega fa’atonuina, 50% Su’ega

**HSA250 ARTISANS, TRADE SKILLS AND TRADITIONAL SPORTS**

This course introduces students to the cultural values and functions of the guilds in past practice as well as their continued significance in contemporary Samoa. Traditional sports and recreation will also be studied for students to understand and value activities of the past.

Offered: Semester 1
Prerequisites: One 100-level HSA course
Contact hours per week: 3 (Lecture hours: 2 & Tutorial hour: 1)
Assessment: 50% coursework, 50% examination

**HSA252 FAITAUGA FA’ASĀMOA**

O le a su’esu’e ai le isisa vāega tāua o le olaga, tōfāmanino ma itū e a’afia i le faitauga o mea a Sāmoa, e pei o lana usutau po o le kālena a Sāmoa. E āmata mai i uiga ma lagona, fa’a’upuga o faitauga, se’ia o’o mai i ona po nei i faitauga fa’amatematika a papālagi e pei o numera.

Taimi e a’oa’o ai: Vaitu’uaga 2
Tomai mana’omia: 1 se matā’upu Sāmoa i le vāega 100
Itūlā fa’atūlugaina i le vaiaso: 3
Togi: 50% Galuega fa’atonuina, 50% Su’ega

**HSA252 SAMOAN NUMBERING SYSTEM**

This course is a study of the Samoan numbering system, which includes the days and hours, weeks and months of the year, tides, stars and phases of the moon, the products of the earth and sea, houses, boats, fine mats and so on. The philosophy underlying this unique numbering system will be explained and compared with that of Europeans.

Offered: Semester 2
Prerequisites: One 100-level HSA course
Contact hours per week: 3 (Lecture hours: 2 & Tutorial hour: 1)
Assessment: 50% coursework, 50% examination

**HSA311 O FA’ALILIUGA I LE GAGANA SĀMOA**

Sā’ili’iliga i le fa’atinoga, metotia ma aiaiga o fa’aliliuga. O le a fa’ata’ita’i fa’aliliuga mai, i le fa’asāmoa i le fa’aperetānia ma le fa’aperetānia i le fa’asāmoa.

Taimi e a’oa’o ai: Vaitu’uaga 1
Tomai mana’omia: 1 se matā’upu Sāmoa i le vāega 200
Itūlā fa’atūlugaina i le vaiaso: 3
HSA311 TRANSLATION FOR SAMOAN CONTEXT
This course studies the theory, techniques and ethics of translation. It offers practice in translating from, and into, Samoan in a variety of registers.
Offered: Semester 1
Prerequisites: One 200-level HSA course
Contact hours per week: 3 (Lecture hours: 2 & Tutorial hour: 1)
Assessment: 60% coursework, 40% examination

HSA312 FA'ATŪLAGAGA MA LE FA’AUIGAGA
Sā’ili’iliga i le fa’atūlagaga o fuai’upu ma uiga o ‘upu. O le a iloilo ai fa’atinoga ‘ese’ese ma le itu’āiga gagana e talafeagai lona fa’aagāina i lea taimi ma lea taimi.
Taimi e a’oa’o ai: Vaitu’uaga 2
Tomai mana’omia: 1 se matā’upu Sāmoa i le vāega 200
Itūlā fa’atūlagaina i le vaiaso: 3
Togi: 50% Galuega fa’a’atonuina, 50% Su’ega

HSA312 SAMOAN SYNTAX AND SEMANTICS
This course studies sentence structure and word meanings. There will be an analysis of different genres and registers in Samoan.
Offered: Semester 1
Prerequisites: One 200-level HSA course
Contact hours per week: 3 (Lecture hours: 2 & Tutorial hour: 1)
Assessment: 50% coursework, 50% examination

HSA313 O SUIGA O LE GAGANA SĀMOA
O suiga o le gagana ua iai nei fa’aapea māfu’a’aga ma ‘a’aafia o ia suiga. E māta’itūina fa’aleoga, ‘upu ma vāega o ‘upu, fuai’upu ma uiga o ‘upu.
Taimi e a’oa’o ai: Vaitu’uaga 2
Tomai mana’omia: 1 se matā’upu Sāmoa i le vāega 200
Itūlā fa’atūlagaina i le vaiaso: 3
Togi: 40% Galuega fa’a’atonuina, 60% Su’ega

HSA313 SAMOAN LANGUAGE CHANGES
This course studies contemporary changes in the Samoan language as well as the causes and effects of these changes. It includes close observation of phonology, morphology, syntax and semantics.
Offered: Semester 2
Prerequisites: One 200-level HSA course
Contact hours per week: 3 (Lecture hours: 2 & Tutorial hour: 1)
Assessment: 40% coursework, 60% examination

HSA350 MĀLŌ MA LE LE’A
O lenei matā’upu o le a su’esu’eina ai nisi o measina tāua a Sāmoa, o le mālō/’ie toga, ma le le’a/’ava. E aofia i lenei matā’upu talatu’u e fa’atatau i le māfu’a’aga o le ‘ie toga ma le ‘ava ma lo la tāua i le aganu’u, aemaise feso’ota’iga o ‘āiga, nu’u ma itumālō o Sāmoa.
Taimi e a’oa’o ai: Vaitu’uaga 1
Tomai mana’omia: 1 se matā’upu Sāmoa i le vāega 200
Itūlā fa’atūlagaina i le vaiaso: 3
Togi: 50% Galuega fa’a’atonuina, 50% Su’ega
This course examines two of Samoa’s precious cultural properties, the traditional fine mat, commonly called the toga or mālō, and the ceremonial drink commonly called ‘ava or le’a. The mythical origins of the fine mat and ‘ava drink and their significance in cementing the ties of kinship and alliances, in both the old and modern societies of Samoa, will be taught.

Offered: Semester 1
Prerequisites: One 200-level HSA course
Contact hours per week: 3 (Lecture hours: 2 & Tutorial hour: 1)
Assessment: 50% coursework, 50% examination

This course is a study of Samoan traditional medicine, beliefs about the causes of illness, treatment, the role of the traditional healer (taulāsea), the use of herbal medicines, various kinds of massage (fofō) and the treatment of mental illness. Ill-health to the Samoan healer is connected to the person’s social and spiritual surroundings, thus treatment must also include those dimensions.

Offered: Semester 2
Prerequisites: One 200-level HSA course
Contact hours per week: 3 (Lecture hours: 2 & Tutorial hour: 1)
Assessment: 60% coursework, 40% examination

This course challenges students’ traditional perceptions of Samoan society by examining a variety of perspectives by which Samoan society could be studied and understood. It gives students a broad overview of contemporary issues relevant to Samoan studies and an opportunity for students to start thinking about possible topics and themes for their thesis.

Offered: Semester 1
Contact hours per week: 2
Assessment: 100% coursework
HSA501 ALA‘IMĀLŌ
O lenei matā’upu e patino tonu i le fa’atinoga o sā’ilí’iliga o ni auala e mafai ai ona tau’ave ni su’esu’ega e ali’i ma tama’ita’i su’esu’e. O lenei matā’upu o le a iloilo ai nisi o metotia sa fa’aaoagāina e nisi o le ‘au su’esu’e iloga a Sāmoa ma le Pasefika. E iai le fa’amoe o le a maua le tomai fa’apitoa o ali’i ma tama’ita’i ā’oga e fa’atino ai su’esu’ega i so o se mata’upu tau Sāmoa.
Taimi e a’oa’o ai: Vaitu’uaga 1
Itūlā fa’atūlagaina i le vaiaso: 2
Togi: 100% Galuega fa’atonuina

HSA501 RESEARCH METHODS
This course introduces students to key research topics, papers, methods and issues in Samoan studies and covers a wide variety of methods in the collection and analysis of information. The goal is to facilitate the development of individual research projects aspiring to the highest standard of academic excellence.
Offered: Semester 1
Contact hours per week: 2
Assessment: 100% coursework

HSA502 SA‘ILI MATAGI: FEMALAGA’IGA MA ATI’INA’E
O lenei matā’upu e fa’amāsani ai ali’i ma tama’ita’i ā’oga i le tala fa’asolopito o femalaga’iga a tagata Sāmoa i atunu’u papālagi, e i ai Niu Sila, Ausetalia ma le Unaite Setete, fa’ametsi ai ma ni suiga ua mafua ai ona femalaga’iga fa’apēnei. O le fa’amamafa i suiga tau le aganu’u ma le tamāo’āiga.
Taimi e a’oa’o ai: Vaitu’uaga 2
Itūlā fa’atūlagaina i le vaiaso: 2
Togi: 100% Galuega fa’atonuina

HSA502 SAMOAN MIGRATION AND DEVELOPMENT
This course is intended to familiarise students with the history of Samoan migration to the United States of America, New Zealand and Australia, as well as the effects of such migration on both Samoa and the host countries. Special emphasis will be on the economic aspects of migration.
Offered: Semester 2
Contact hours per week: 2
Assessment: 100% coursework

HSA503 TŌFĀ FEVĀ’ILIA’I
O lenei matā’upu o le a su’esu’e ai le nātura o gagana aemaise le gagana Sāmoa. O le a iloilo ai ta’iala ma fa’aaoagāina ‘ese’ese o le gagana fa’apea le feso’ota’iga ma suiga ua iai le soifuaga i lenei vaitau.
Taimi e a’oa’o ai: Vaitu’uaga 2
Itūlā fa’atūlagaina i le vaiaso: 2
Togi: 100% Galuega fa’atonuina

HSA503 IN-DEPTH STUDY OF THE SAMOAN LANGUAGE
This course will cover a range of language issues in Samoan. It will look at the prescriptive and descriptive aspects of the language as well as discussing the relationship between language use and social change.
Offered: Semester 2
Contact hours per week: 2
Assessment: 100% coursework
HSA506  
**O PŪLEGA I SĀMOA**

O le a iloiloina auiliili i le matā’upu lenei le tapenaga o le Fa’avae o le Mālō Tūto’atasi i le itu fa’aleaganu’u, fa’aletulāfono ‘ātoa ai ma lona afua mai. E iloiloina ai fo’i nisi o mea na tutupu mai i le atunu’u ona o le taumafai e fa’amalosia le tulāfono ae fete’enai ma isī o Aganu’u ma Agaifanua.  
*Taimi e a’oa’o ai: Fa’amautu i se taimi*  
Itūlā fa’atūlagaina i le vaiaso: 2  
*Togi: 100% Galuega fa’aotonuina*

**GOVERNANCE IN SAMOA**

This course covers the cultural, historical and legal background of Samoa's constitution, its drafting and its implementation. It also examines the issues that have arisen from the blending of custom and liberal democracy in the implementation phase of the constitution.  
*Offered: To be advised*  
*Contact hours per week: 2*  
*Assessment: 100% coursework*

HSA507  
**FA’ASINOMAGA O SĀMOA I LANA AGANU’U MA LE SOIFUA LAUTELE**

O le a iloiloina i lenei matā'upu talitonuga ma vāega ua fa’atāuaina e tagata Sāmoa l lo lātou fa’asinomaga – aofia ai le gagana, o aganu’u ma aga-i-fanua. O le a taulai nei ililoaga l totonu o pulega fa’āaiga, nu'u, ekalesia ma isī.  
*Taimi e a’oa’o ai: Faamautu i se taimi*  
Itūlā fa’atūlagaina i le vaiaso: 2  
*Togi: 100% Galuega fa’aotonuina*

**SOCIAL AND CULTURAL IDENTITY IN SAMOA**

This course discusses the beliefs, values, language and cultural settings that form Samoan social and cultural identities. The influence of immediate family, extended family, village gatherings and communal social settings, church contexts, governance, fa'alavelave obligations will be explored.  
*Offered: To be advised*  
*Contact hours per week: 2*  
*Assessment: 100% coursework*

HSA600A & HSA600B  
**MAU FA’AMATUAOFAIWA**

I se matā’upu tau su’esu’ega ua pāsiaina (50,000 upu).

HSA600A & HSA600B  
**MSS THESIS**

On an approved topic (50,000 words).

HSA601A & HSA601B  
**MAU FA’AMATUAOFAIWA**

I se matā’upu tau su’esu’ega ua pāsiaina (25,000 upu).

HSA601A & HSA601B  
**MSS MINOR THESIS**

On an approved topic (25,000 words).
POSTGRADUATE DEVELOPMENT STUDIES PROGRAMME

- Development Studies is a multidisciplinary branch of social science which addresses civil and political, as well as social, cultural, geographical, historical and economic development issues of concern to developing countries. The multidisciplinary nature of the programme brings together all NUS faculties to provide a university-wide postgraduate programme that complements courses offered by faculties and departments other than Centre for Samoan Studies (CSS).
- Students will gain knowledge of development theories and frameworks for designing and evaluating projects and programmes. Students will enhance their research skills through the application of data information, and analysis in the development context.

REGULATIONS FOR THE POSTGRADUATE DIPLOMA IN DEVELOPMENT STUDIES (2013)

This programme is designed for those graduates who wish to further their studies in Development Studies.

1. ADMISSION REQUIREMENTS
   a) a bachelor’s degree from a recognized university or
   b) a qualification and or experience acceptable to the CSS Director as equivalent to a).

2. MODE OF STUDY
   Full-time or part-time.

3. DURATION
   Not less than two semesters full-time and four semesters part-time.

4. PROGRAMME STRUCTURE
   Unless credit is granted under the Statute/Regulations on Recognition of Prior Learning/Credit & Recognition of Current Competency, this programme consists of:
   **OPTION 1:** Part-time or full time: (a) three compulsory courses: HDS500 Development Theory and Practice, HDS501 Development Partnership and HSA501 Research Methods and (b) three other courses chosen from those in schedule 1 or
   **OPTION 2:** Full-time only: (a) three compulsory courses: HDS500 Development Theory and Practice, HDS501 Development Partnership and HSA501 Research Methods and (b) one elective chosen from those in schedule 1 and HDS506/507 Internship.

5. PROGRAMME LOAD
   For full-time students, three courses per semester, for part-time students, two courses per semester. An underload or overload has to be approved and signed for on the enrolment form, by the CSS Director or the Director’s designated staff member.

6. PROGRAMME REQUIREMENTS
   To be awarded the Postgraduate Diploma in Development Studies a student must pass the courses as prescribed in 4 above.

7. These Regulations are effective from 1 July, 2013.
Schedule 1
HDS502 Gender Planning and Development
HDS503 Special Topic in Development Studies A
HDS504 Special Topic in Development Studies B
HDS505 Culture, Health, and Illness
HDS506/507 Professional Internship
HDS508 Cultural Heritage Management
HSA500 Approaches to Samoan Studies
HSA502 Samoan Migration and Development
HSA503 In-Depth Study of the Samoan Language
HSA506 Governance in Samoa
HSA501 Research Methods
HSC580 Global Environmental Issues & Samoa
HSC581 Climate Change
HSC582 Food Security & Sustainable Livelihood
HSC583 Disaster Management
HCS580 Selected Issues in ICT in Samoa
HCS589 Issues in ICT and Education
HEC580 Economic Development in Samoa
HED580 Issues of Education in Samoa
HED581 Globalization and Education in Samoa
HEN580 Image of Samoa in English Post-colonial Literature
HGE507 Urbanization and Development

*Full time (1 academic year): 3 courses per semester
*Part-time (2 academic years): 2 courses per semester
Semester 1: HDS501, HSA501, Elective courses
Semester 2: HDS500, Elective courses

REGULATIONS FOR THE DEGREE OF MASTER OF DEVELOPMENT STUDIES (2013)

1. ADMISSION REQUIREMENTS
An applicant shall be admitted to the Master of Development Studies if that applicant has:
   a) an honours degree approved by the Director, Centre for Samoan Studies (CSS), or
   b) completed the requirements for the Postgraduate Diploma in Development Studies with at least a B3 average, or
   c) a qualification and/or experience acceptable to the CSS Director as equivalent to a) or b), and
   d) been confirmed as eligible to be admitted by the Postgraduate Committee of Senate.

2. MODE OF STUDY
Full-time or part-time.

3. DURATION
   a) A full-time student will normally complete the programme in one
academic year. If a thesis is required, it must be passed within two years
of the date of first registration in the Masters programme, unless the
Postgraduate Committee of Senate determines otherwise.

b) A part-time student will normally complete the programme in two
academic years. If a thesis is required, it must be passed within four years
of the date of first registration in the Masters programme, unless the
Postgraduate Committee of Senate determines otherwise.

4. PROGRAMME STRUCTURE
Students seeking credit for previous successful study at the postgraduate level,
must seek advice from the CSS Director who may make a recommendation to the
Postgraduate Committee and Senate. Normally, most of the programme has to be
taken at NUS. For Option 2 or Option 3 credit will only be considered for
coursework and must be recommended by the Postgraduate Committee and
approved by Senate.

OPTION 1 Thesis
A supervised thesis of 50,000 words on a topic approved by the Postgraduate
Committee of Senate. Students admitted under 1-a), 1-c) or 1-d) may be required
to pass other courses (e.g. HDS500, HDS501, HSA501).

OPTION 2 Minor Thesis
A supervised dissertation of 25,000 words on a topic approved by the Postgraduate
Committee of Senate and three 500 level courses not previously passed. Students
admitted under 1-a, 1-c) or 1-d) may be required to pass HDS500, HDS501 and
HSA501 as part of the three if similar courses have not been passed.

OPTION 3 Coursework Only
Six 500 level approved courses not previously passed. Students admitted under 1-
a), 1-c) or 1-d) may be required to pass HDS500, HDS501 and HSA501 as part of the
six if similar courses have not been passed. Students may only change their selected
option with the approval of the Director, Centre for Samoan Studies.

5. SUPERVISOR
The CSS Director shall recommend to the Postgraduate Committee of Senate, the
name(s) of a supervisor(s) for each applicant who is enrolled in a thesis(s).

6. PROGRAMME REQUIREMENTS
To graduate with a Master of Development Studies, a student must pass any
additional prescribed coursework and pass the thesis or the minor thesis and
courses or the courses and the project/independent study as stated in 4 above.
Students selecting the thesis option must comply with the Regulations for the
Master’s Degree by Thesis.

7. These regulations are effective from 1 July, 2013.

Full time
Option 1 (1-2 academic years): HDS600A&HDS600B, a thesis of 50,000 words
Option 2 (1-2 academic years): HDS601A&HDS601B, a minor thesis of 25,000
words, and Coursework (3 courses)
Option 3 (1-2 academic years): Coursework only (6 courses)

Part-time
Option 1 (2-4 academic years): HDS600A&HDS600B, a thesis of 50,000 words
Option 2 (2-4 academic years): HDS601A&HDS601B, a minor thesis of 25,000
words, and Coursework (3 courses)
Option 3 (2-4 academic years): Coursework only (6 courses)

REGULATIONS FOR THE DEGREE OF DOCTOR OF PHILOSOPHY

Refer to the Regulations for the Degree of Doctor of Philosophy (pg 310)
COURSE DESCRIPTIONS

DEVELOPMENT STUDIES

HDS500 DEVELOPMENT THEORY AND PRACTICE
The course will enable learners to acquire a critical overview of the evolution of theoretical perspectives on development since the 1950s to the present. In this context it will also trace trends in development practice and development assistance over the past sixty years.
Offered: Semester 2
Contact hours: 2 hours per week
Assessment: 100% coursework

HDS501 DEVELOPMENT PARTNERSHIPS
The course will provide learners with a comprehensive knowledge of how development assistance is planned, designed, managed and evaluated with a focus on Samoa. It will examine the strategic goals and operations of Samoa’s development partners.
Offered: Semester 1
Contact hours: 2 hours per week
Assessment: 100% coursework

HDS502 GENDER PLANNING AND DEVELOPMENT
The course will introduce students to gender considerations in development policy and planning, now required by most international agencies. Students will learn about the theoretical contexts from which attention became directed to gender issues in development. They will learn how to apply concepts of gender analysis, gender planning, and gender mainstreaming to planning processes with specific reference to Samoa.
Offered: Semester 1
Contact hours: 2 hours per week
Assessment: 100% coursework

HDS503 SPECIAL TOPIC IN DEVELOPMENT STUDIES A
This course will explore an aspect of development in Samoan and global contexts. It can be taken as an optional course in the Post Graduate Diploma in Development Studies, or a coursework-based Masters in Development Studies programmes. Details of the course will be made known to prospective students prior to enrollment.
Offered: Semester 1
Contact hours: 2 hours per week
Assessment: 100% coursework

HDS504 SPECIAL TOPIC IN DEVELOPMENT STUDIES B
This course will explore an aspect of development in Samoan and global contexts. It can be taken as an optional course in the Post Graduate Diploma in Development Studies, or a coursework-based Masters in Development Studies programmes. Details of the course will be made known to prospective students prior to enrollment.
Offered: Semester 2
Contact hours: 2 hours per week
Assessment: 100% coursework
HDS505  CULTURE, HEALTH AND ILLNESS
This course will examine health and illness in relation to the interaction between traditional and cultural knowledge and practices and modern scientific principles and institutions, in the context of social change, and with special reference to Samoa.
Offered: Semester 1
Contact hours: 2 hours per week
Assessment: 100% coursework

HDS506/507  PROFESSIONAL INTERNSHIP
This double course (equivalent to two post graduate courses) will enable learners to develop an understanding of process, procedures and demands of a professional workplace environment. It is aimed at students who seek to gain valuable hands-on experience and use what they learn in the classroom in ‘real world’ situations, thus increasing their employability after graduation.
Offered: Semester 2 [Not offered in 2019]
Contact hours: 2 hours per week
Internship: 8 hours per week for 10 weeks
Assessment: 100% coursework

HDS508  CULTURAL HERITAGE MANAGEMENT
This course will provide students with an overview of cultural heritage management in the global context using case studies. Students will become familiar with key issues in cultural heritage management including intangible heritage, the work of heritage bodies, sustainable development and disaster risks.
Offered: Semester 2
Contact hours: 2 hours per week
Assessment: 100% coursework

MASTER OF DEVELOPMENT STUDIES
50,000 WORD THESIS
HDS600A and HDS600B (Full-time)
HDS600C and HDS600D (Part-time)

25,000 WORD THESIS
HDS601A and HDS601B (Full-time)
HDS601C and HDS601D (Part-time)

DOCTOR OF PHILOSOPHY
HDS700A and HDS700B (Full-time)
HDS700C and HDS700D (Part-time)

HSA500  APPROACHES TO SAMOAN STUDIES
This course challenges students’ traditional perceptions of Samoan society by examining a variety of perspectives by which Samoan society could be studied and understood. It gives students a broad overview of contemporary issues relevant to Samoan studies and an opportunity for students to start thinking about possible topics and themes for their thesis.
Offered: Semester 1
Contact hours per week: 2
Assessment: 100% coursework

HSA501  RESEARCH METHODS
This course introduces students to key research topics, papers, methods and issues
in Samoan studies and covers a wide variety of methods in the collection and analysis of information. The goal is to facilitate the development of individual research projects aspiring to the highest standard of academic excellence.

Offered: Semester 1
Contact hours per week: 2
Assessment: 100% coursework

**HSA502 SAMOAN MIGRATION AND DEVELOPMENT**
This course is intended to familiarise students with the history of Samoan migration to the United States of America, New Zealand and Australia, as well as the effects of such migration on both Samoa and the host countries. Special emphasis will be on the economic aspects of migration.

Offered: Semester 2
Contact hours per week: 2
Assessment: 100% coursework

**HSA503 IN-DEPTH STUDY OF THE SAMOAN LANGUAGE**
This course will cover a range of language issues in Samoan. It will look at the prescriptive and descriptive aspects of the language as well as discussing the relationship between language use and social change.

Offered: Semester 2
Contact hours per week: 2
Assessment: 100% coursework

**HSA506 GOVERNANCE IN SAMOA**
This course covers the cultural, historical and legal background of Samoa's constitution, its drafting and its implementation. It also examines the issues that have arisen from the blending of custom and liberal democracy in the implementation phase of the constitution.

Offered: To be advised
Contact hours per week: 2
Assessment: 100% coursework

**MASTER OF SAMOAN STUDIES**

**50,000 WORD THESIS**
HSA600A and HSDA600B (Full-time)
HSA600B and HSDA600D (Part-time)

**25,000 WORD THESIS**
HSA601A and HSA601B (Full-time)
HSA601C and HSA601D (Part-time)

**Electives** (see relevant faculty entries)
HSA500, HSA502, HSA503, HSA506, HSC580, HSC581, HSC582, HSC583, HCS580, HCS589, HEC580, HED580, HED581, HEN580, HGE507, HDS508
Oloamanu Centre for Professional Development & Cont. Education

OLOAMANU CENTRE FOR PROFESSIONAL DEVELOPMENT & CONTINUING EDUCATION

Oloamanu staff is involved in the delivery of short term Non Formal Learning (NFL), the Certificate Level IV in Adult Teaching on Samoa Qualification Framework and the Certificate in Training and Assessment. They are also involved in teaching courses for the Bachelor of Technical and Vocational Education and Training (BTVET) which is offered by the Faculty of Technical Education.

REGULATIONS FOR THE NATIONAL UNIVERSITY OF SAMOA CERTIFICATE IV IN ADULT TEACHING –SQA ACCREDITED (2015)

1. ADMISSION REQUIREMENTS
   a) Persons already engaged in teaching and workplace/community based training and assessment activities or
   b) Those who, in the opinion of the Director, Oloamanu Centre, have the ability to pass the programme.

2. MODE OF STUDY
   Full-time or part-time
   Face to Face or Open Distance Learning (ODL)

3. DURATION
   Not less than ten weeks but dependent on the time frame within which the programme is to be offered.

4. PROGRAMME STRUCTURE
   Unless credit is granted under the Statute/Regulations on Recognition of Prior learning/Credit & Recognition of current competency, this programme consists of nine courses:

   4.1. Eight compulsory courses as listed below:
   CAT101 Teaching & Learning 1
   CAT204 Teaching Methods
   CAT101 Teaching & Learning 2
   CAT205 Final Teaching & Evaluation
   CAT201 Programme Course and Design
   CAT206 Designing a Resource Package
   CAT202 Assessment
   CAT203 Information Technology

   And either one from two below:
   CAT207 Teaching Practical Skills
   CAT208 Research Skills and Methods

5. PROGRAMME LOAD
   Will depend on the time frame within which the programme is to be offered. Some courses may be offered in block-mode.

6. PROGRAMME REQUIREMENTS
   To be awarded the Certificate in Adult Teaching (CAT) a student must pass nine courses of the ten as prescribed above in 4.

7. These Regulations are effective from Jan, 2014.
REGULATIONS FOR THE CERTIFICATE IN TRAINING AND ASSESSMENT (CERT IV) (2013)

1. ADMISSION REQUIREMENTS
   a) Persons already engaged in management and facilitation of workplace/community based training and assessment activities or
   b) If not trainers, evidence or portfolio detailing information on qualifications or persons who, in the opinion of the Director, Oloamanau Centre, have the ability to pass the programme.

2. MODE OF STUDY
   Full-time or part-time

3. DURATION
   Not less than ten weeks but dependent on the time frame within which the programme is to be offered.

4. PROGRAMME STRUCTURE
   Unless credit is granted under the Statute/Regulations on Recognition of Prior learning/Credit & Recognition of current competency, this programme consists of three courses as listed below:
   CTA100 Learning Environment and Learning Design
   CTA101 Delivery and Facilitation
   CTA102 Assessment

5. PROGRAMME LOAD
   Will depend on the time frame within which the programme is to be offered.

6. PROGRAMME REQUIREMENTS
   To be awarded the Certificate in Training & Assessment a student must pass the three courses as prescribed above in 4.

7. These Regulations are effective from June, 2013.

PRELIMINARY CERTIFICATE IN TECHNICAL VOCATIONAL EDUCATIONAL AND TRAINING (PCTVET)

PCTVET programme aims to provide tailor made second chance open formal learning opportunities to the disadvantaged youth and adults who intend to pursue further studies at the Post School Education and Training (PSET) level in Samoa. This programme provides students with the required generic knowledge and skills to progress toward a level one Technical Vocational Educational and Training (TVET) programme in any PSET provider in Samoa.

REGULATIONS FOR THE PRELIMINARY CERTIFICATE IN TECHNICAL VOCATIONAL EDUCATIONAL AND TRAINING (PCTVET)

1. ADMISSION REQUIREMENTS
   a) Students eligible to enroll in this program are:
      • students who left the formal secondary school system at an early stage
      • unemployed youth and adults who intend to pursue second chance learning opportunities
Potential candidates for this program should have at least Year ten (Form Four) English and Mathematics. They should also be able to communicate openly and relate well with others in a classroom setting.

2. **MODE OF STUDY**
   Full time or part time.
   Face to face and Open Distance Learning (ODL – Blended mode of delivery)

3. **DURATION**
   One year – two semesters

4. **PROGRAMME STRUCTURE**
   The program courses are pre-level one which consists of six courses. All six courses in the programme are compulsory. PCT001, PCT002, PCT003, PCT004, PCT005, PCT006.

5. **PROGRAMME LOAD**
   Full time students are expected to take three (3) courses per semester and are expected to complete the programme in two semesters (equivalent to one year of full time study). Part time students have a choice on the amount of courses to take and are expected to complete the programme within six (6) semesters.

6. **PROGRAMME REQUIREMENTS**
   To be awarded the Certificate in Technical Vocational Education and Training, a student must pass all six courses stated in 4. above.

These Regulations are effective from 1 January 2018.
COURSE PRESCRIPTIONS

CERTIFICATE IN ADULT TEACHING

CAT101  TEACHING AND LEARNING 1
This course provides an introduction to adult learning and tertiary teaching. On successful completion of this course participants should be able to plan, deliver and assess a basic range of learning experiences for adult students. The course covers principles of adult learning, learning styles, components of course design, lesson planning, assessment, communication skills and managing teaching and learning resources.
Offered: Semesters 1 and 2
Contact hours per week: 4
Assessment: 60% coursework, 40% examination

CAT102  TEACHING AND LEARNING 2
On successful completion of this course participants should be able to plan, deliver and assess a basic range of learning experiences for tertiary students. The course covers group formation, warm-up skills, conflict management, actions, methods, SGIDs, evaluation and feedback, inclusive teaching and assessment.
Offered: Semesters 1 and 2
Prerequisites: CAT101
Contact hours per week: 4
Assessment: 60% coursework, 40% examination

CAT201  PROGRAMME AND COURSE DESIGN
This course shows participants how to use the processes and key elements involved in programme and course design and write relevant parts of programme documents following these procedures. The course covers principles of course design, the programme cycle, developing outcomes, transferable skills, assessment procedures, recognition of prior learning, recognition of current competence, moderation methods, evaluation procedures and action planning.
Offered: Semesters 1 and 2
Prerequisites: CAT102
Contact hours per week: 4
Assessment: 100% coursework

CAT202  ASSESSMENT
On successful completion of this course participants will be able to demonstrate knowledge of the basic concepts of assessment and display confidence in the development of appropriate tools and procedures for assessment. The course covers concepts and processes of formative and summative assessment, validity and reliability, standards based, achievement based and competency based assessment, evidence requirements, assessment instruments, communicating assessment requirements, assessment decisions, giving feedback to participants, and methods to achieve consistency in assessment standards.
Offered: Semesters 1 and 2
Prerequisites: CAT102
Contact hours per week: 4
Assessment: 100% coursework

CAT203 INFORMATION TECHNOLOGY: LIBRARY & COMPUTING SKILLS
This course aims to equip participants with the necessary knowledge and skills relating to the application of computing theory, concepts and programs to curriculum development and teaching. Participants will also be able to locate resources available to students for assignment work and to incorporate this knowledge into their planning and teaching.
Offered: Semesters 1 and 2
Prerequisites: CAT102
Contact hours per week: 4
Assessment: 100% coursework

CAT204 TEACHING METHODS
By the end of this course participants should be able to develop a framework which will assist them to select and apply appropriate teaching methods for specific situations. The course covers essential elements of programme design, theories of learning relevant to adult students, learning styles, teaching methods for adult students, the characteristics of an effective learning environment, classroom management and organisational strategies, resources for course delivery, beliefs about teaching and learning and the teaching approaches, problem-solving, evaluating and monitoring teaching, feedback and reflection.
Offered: Semesters 1 and 2
Prerequisites: CAT102
Contact hours per week: 4
Assessment: 100% coursework

CAT205 FINAL TEACHING AND EVALUATION
On successful completion of this course participants should be able to apply what they have learned to teaching practice. Participants will agree on criteria which demonstrate integration of the teaching and earning strategies they will use in particular teaching and learning session. They will receive feedback from observers (supported by a record of observed behaviours), reflect on the observation feedback and recognise strengths and areas of difficulty in teaching. Where applicable they will nominate a valid future course of action to address areas of difficulty.
Offered: Semesters 1 and 2
Prerequisites: CAT102
Contact hours per week: 4
Assessment: 100% coursework

CAT206 DESIGNING A RESOURCE PACKAGE
During this course participants will design and prepare a package of teaching materials and resources for one of their own courses. Participants will learn about course descriptors, academic standards, national standards and competencies, lesson planning and delivery, producing and evaluating student handouts, teaching notes and resources, assessment tasks and marking schedules, course
evaluation and presenting a complete resource pack.

Offered: Semesters 1 and 2
Prerequisites: CAT102
Contact hours per week: 4
Assessment: 100% coursework

CAT207      TEACHING PRACTICAL SKILLS
On successful completion of this course, participants should be able to explain the stages of skill learning and use this knowledge to select and implement appropriate teaching methods and assessment tasks for practical classes. The course covers VAK learning styles, stages of skill learning, diagnostic, formative and summative assessment procedures, closed and open skills, domains of learning, experiential exercises in teaching, psychomotor skills and the cognitive process, lecturer-student interactions and professional and ethical issues.

Offered: Semesters 1 and 2
Prerequisites: CAT102
Contact hours per week: 4
Assessment: 100% coursework

CAT208      RESEARCH SKILLS AND METHODS
On successful completion of this course participants should be able to demonstrate knowledge of the research process, including research purpose, qualitative, quantitative and action research, research designs, information retrieval skills, research proposals, literature reviews, research approaches, data gathering and analysis, and presenting results and conclusions.

Offered: Semesters 1 and 2
Prerequisites: CAT102
Contact hours per week: 4
Assessment: 100% coursework

CERTIFICATE IN TRAINING AND ASSESSMENT (CERT IV)

CTA100      LEARNING ENVIRONMENT AND LEARNING DESIGN
This course will cover knowledge and skills ranging from training needs analysis, programme/course design, managing and implementing training, and evaluating training to the administration and promotion of training. Assessment context range from classroom based to workplace training facilitated by the participant and assessed by the course instructor.

Offered: Semesters 1 and 2
Prerequisites: Note Regulation 1
Contact hours per week: 6
Assessment: 100% coursework

CTA101      DELIVERY AND FACILITATION
This course will cover planning and organising group based delivery, facilitating individual, work based and group based learning and providing training through instruction and demonstration of work skills.

Offered: Semesters 1 and 2
Prerequisites: Note Regulation 1
Contact hours per week: 6
Assessment: 100% coursework
CTA102               ASSESSMENT
This course will cover planning and organising assessment, assessing competence, developing assessment tools and participation in assessment validation.

*Offered: Semesters 1 and 2*
*Prerequisites: Note Regulation 1*
*Contact hours per week: 6*
*Assessment: 100% coursework*

PRELIMINARY CERT. IN TECH. VOCATIONAL EDUCATIONAL & TRAINING (PCTVET)

TCT011               BASIC COMMUNICATION SKILLS A
This course provides an introduction to communication and language skills in English. On successful completion of this course students should be able to plan, write, read and present basic information required to enhance learning in the Technical Vocational Education and Training context.

*Offered: Semester 1*
*Contact hours per week: 2*
*Assessment: Competency Base Assessment – (CBA) 100% coursework*

TCT002               FUNDAMENTALS MATHEMATICS A
Upon successful completion of this course, students will be able to demonstrate basic knowledge of arithmetic in trade areas.

*Offered: Semester 1*
*Contact hours per week: 2*
*Assessment: 60% course work, 40% exam*

TCT003               BASIC COMPUTING A
On successful completion of this course, the student will be able to demonstrate knowledge of basic computing skills and hardware components.

*Offered: Semester 1*
*Contact hours per week: 2*
*Assessment: Assessment: Competency Base Assessment – (CBA) 100% course work*

TCT004               BASIC COMMUNICATION SKILLS B
This course provides basic skills in communication in the context of Technical Vocational Education and Training (TVET). On successful completion of this course, students should be able to read, plan, implement and continuously improve on own basic communication abilities. Students will demonstrate skills required to enhance effective communication within the TVET learning context.

*Offered: Semester 2*
*Contact hours per week: 2*
*Assessment: Competency Base Assessment – (CBA) 100% course work*

TCT005               FUNDAMENTAL MATHEMATICS B
Upon successful completion of this course, students will be able to develop fundamental knowledge of geometry, ratios, square roots, Law of Pythagoras, trigonometry, conversion of imperial system to metric system and apply them to trade areas within the TVET system.

*Offered: Semester 2*
*Contact hours per week: 2*
*Assessment: Assessment: Competency Base Assessment – (CBA)100% course work*
TCT006  BASIC COMPUTING B
On successful completion of this course, students will apply basic knowledge and skills in using Microsoft Office program. Students will also be able to create folders and files on the desktop and in the document folders.
Offered: Semester 2
Contact hours per week: 2
Assessment: Assessment: Competency Base Assessment – (CBA) 100% course work

Oloamanu also offers tailor-made short courses (non formal type) as part of its continuing education programs. They are:
1. Assessment Skills
2. Customer Service
3. Developing a Student Guide in Open Distance Learning
4. Facilitation Skills
5. Getting Started Training for new Teaching Professionals
6. Instructional Design in Open Distance Learning
7. KAIZEN Training
8. Management Skills
9. Personal Productivity and Time Management
10. Receptionist Enhancement Training
11. Report Writing Skills in TVET
12. Training Needs Analysis Workshop
Note: Short courses are developed and quality assured at Oloamanu upon request

THE SAMOA IN-COUNTRY TRAINING PROGRAMME (SICTP)
This programme is made up of non-credited short courses that are intended to up-skill workers in the public, private and civil society sectors. The courses are determined during a training needs analysis process that takes place from October through to February for the financial year from July of the current year to June of the following year. Courses are advertised in the local print media and on the SICTP website www.samoaictp.ws. Further information may be obtained directly from the Manager at Oloamanu Centre on telephone 27896 ext. 114 or email s.faasau@nus.edu.ws.

The following Non Formal Learning (NFL) Training Courses recognised by Samoa Qualification Authority offered by SICTP for up grading professionals in all level of professions.
1. S601 Customer Service in the Public Sector
2. S602 Customer Service for frontline staff in the Private Sector
3. S603 Values Based Management & Leadership in the Pacific NGOs
4. S604 Community Research
5. S605 Business Planning
6. S606 Basic Management
7. S607 Public Sector Policy Research, Development & Analysis
8. S608 Financial Planning & Management for NGOs
9. S609 Financial Management for CBOs
10. S610 Public Sector Conflict Management
11. S611 Basic Marketing & Communications
12. S712 Basic Accounting for Non Accountants
13. S713 Advanced Accounting for Non Accountants
14. Basic Navigation and Marine Engineering Training for Boat Operators of Hotels and Resorts Recreational Boats, Skippers of Small Crafts including Small fishing boats operating within 10 nautical miles offshore
15. S702 Training for Human Resource Trainers
16. S704 Plant Maintenance & Overhauling of Generators
17. S718 Forensic Accounting
18. S729 Resource Generation and Management
19. S800 Basic Design & Assessment Skills
20. S802 Basic Literacy for People with Special Needs
21. S807 Customer Services for the Tourism Sector
22. S817 Training Needs Analysis
23. S820 How to submit effective tenders
24. S829 Skills to be an Effective Team Leader
25. S834 Proposal Writing
26. S836 Basic Computer & IT Skills
27. Basic Computer Skills
28. S801 Basic financial management system for CSOs
29. S805 Board governance and leadership
30. S806 Community research
31. S816 Time management and office productivity
32. S827 Public sector management
33. S828 Business management
34. S830 Leadership and Motivation
GENERAL STATUTES AND REGULATIONS

Preamble:
Statutes of the university are issued according to the National University of Samoa Act 1997 sections 26 (2) a and 28 (2) h and i and National University of Samoa Act 2006 sections 18 (2) a and 25 (2) h and i.

Amended September 2006, October 2012

Pursuant to the National University of Samoa Act 1997, Sections 26 (2) a and 28 (2) i the Council of the National University, makes the following statute:

1) This statute may be cited as the Degrees, Diplomas and Certificate Statute (2004).
2) The Council shall have the power to confer the following degrees and award the following diplomas and certificates on any person who passes a programme of study in accordance with the regulations for that award as approved by Senate and Council or the Executive Committee of Council.

Mountainside
a) Degrees
   Bachelor of Arts BA
   Bachelor of Commerce BCom
   Bachelor of Education BEd
   Bachelor of Health Science BHSc
   Bachelor of Medicine, Bachelor of Surgery MBBS
   Bachelor of Nursing BN
   Bachelor of Samoan Studies BSS
   Bachelor of Science BSc
   Bachelor of Science (Secondary Teaching) BSc(SecTchg)
   Bachelor of Technical & Vocational Education & Training BTVET
   Honours Degree in any of the above XX(Hons)
   Master of Arts MA
   Master of Commerce MCom
   Master of Development Studies MDS
   Master of Education MEd
   Master of Nursing MNurs
   Master of Samoan Studies MSS
   Master of Science MSc
   Doctor of Philosophy PhD
b) Diplomas
   Diploma in Arts DipArts
   Diploma in Banking & Finance DipB&F
   Diploma in Computing DipComp
   Diploma in Education DipEd
   Diploma in Environmental Science DipEnvSc
   Diploma in Mathematics DipMath
   Diploma in Nursing DipNur
   Graduate Diploma in Commerce GDipCom
   Graduate Diploma in Education GDipEd
Graduate Diploma in any discipline/faculty that a Postgraduate Diploma may be awarded

**Postgraduate Diploma in Accounting**  PGDipAcc
**Postgraduate Diploma in Arts**  PGDipArts
**Postgraduate Diploma in Development Studies**  PGDipDev
**Postgraduate Diploma in Economics**  PGDipEco
**Postgraduate Diploma in Education**  PGDipEd
**Postgraduate Diploma in Management**  PGDipMan
**Postgraduate Diploma in Nursing**  PGDipNur
**Postgraduate Diploma in Samoan Studies**  PGDipSS
**Postgraduate Diploma in Science**  PGDipSc

c) Certificates

**Foundation Certificate**
**Basic Certificate in Science**  BCertSc
**Certificate in Adult Teaching**  CAT
**Certificate in Computer Studies**  CertCompSt
**Certificate in Economics**  CertEco
**Certificate in Management**  CertMan
**Certificate in Mathematics**  CertMath
**Certificate in Medical Laboratory Science**  CertMedLabSc
**Certificate in Science**  CertSc

Graduate Certificate in any discipline/faculty that a Postgraduate Diploma may be awarded  GCert

Postgraduate Certificate in any discipline/faculty that a Postgraduate Diploma may be awarded  PGCert

Oceanside

a) Diplomas

**Diploma in Business**  4 semesters
**Diploma in Journalism**  4 semesters
**Diploma in Office Management**  4 semesters
**Diploma in Radio & Electronics**  4 semesters
**Diploma in Tourism**  4 semesters

b) Certificates

**Certificate III: Able Seafarer (Deck)**  1 semester
**Certificate III: Able Seafarer (Engine)**  1 semester
**Certificate in Computer Operating**  2 semesters
**Certificate Panel-beating & Spay Painting**  2 semesters
**Certificate in Tourism & Hospitality**  2 semesters
**Certificate in Tropical Horticulture**  2 semesters
**Certificate of Achievement in Fishing (Qual.Deckhand)**  1 semester
**Certificate of Achievement in Journalism & Media**  2 semesters
**Certificate of Achievement in Marine Engineering Class 4**  1 semester
**Certificate of Achievement in Marine Engineering Class 5**  1 semester
**Certificate of Achievement in Mar. Eng. Watch-keeping**  1 semester
**Certificate of Achievement in Maritime Training**  2 semesters
**Certificate of Achievement: Master Class 4**  1 semester
**Certificate of Achievement: Master Class 5**  1 semester
**Certificate of Achievement: Master Class 6**  3 weeks
Certificate of Achievement in Navigational Watch-keeping 1 semester
Samoa Certificate II-Automotive Engineering 2 semesters
Samoa Certificate II-Construction & Joinery 2 semesters
Samoa Certificate II-Electrical Engineering 2 semesters
Samoa Certificate II-Fitting & Machining 2 semesters
Samoa Certificate II-Plumbing & Sheet-metal 2 semesters
Samoa Certificate II-Refrigeration & Air Con. 2 semesters
Samoa Certificate II-Welding 2 semesters

Regulations for the above programmes as approved by Council or the Executive Committee appear under the relevant faculty or school.

1) The Council shall have the power to confer the following honorary degrees in accordance with the provisions of the Honorary Degrees Regulations 2003.

- Doctor of Literature LittD(Hon)
- Doctor of Laws LLD(Hon)
- Doctor of the University of Samoa DNUS(Hon)
- A Master's Degree in any discipline MXXX(Hon)

2) A candidate qualifies for an award listed in 1 and 2 above when she/he has passed all the courses required and completes all other requirements for the award. (A student is deemed to have passed a course on the date when the confirmed results are released).

3) In order to receive an award a candidate must apply on the prescribed form by the due date. Council or the Executive Committee must approve all awards. Degrees are normally conferred and diplomas/certificates presented at a graduation ceremony of the university decided by Council or at the time Council or the Executive Committee may decide.

4) Candidates deemed by Council or the Executive Committee to have qualified and applied for the conferment of a degree or presentation of a diploma/certificate, shall receive a testamur with the signature of the Vice-Chancellor or her/his nominee, sealed with the university seal, certifying that the degree has been conferred or diploma/certificate presented.

5) The Council may withdraw or refuse to grant an academic award if satisfied that the candidate made any false or misleading statement or, in relation to the award, was guilty of any breach of regulations or dishonest practice.

6) The regulations referred to in 2 above should specify the admission requirements into the programme, (detailed if different from the Admissions Statute), duration and requirements for the programme completion, structure, practical requirements (if applicable), variations, a schedule of courses, and the date the regulations came into force.

REGULATIONS FOR THE MASTER’S DEGREE BY THESIS OR MINOR THESIS (2008)
Amended 2010, 2016

Regulations should be read in conjunction with all other relevant statutes and regulations in the General Statutes and Regulations – Admission, Examination, Student Conduct, Computer Use, Learning Resources Centre etc. as published in the Calendar.
1. **ADMISSION REQUIREMENTS**

1.1. Potential candidates should first discuss their interest with a relevant academic staff member and/or Director, Centre for Samoan Studies (CSS) or Dean of the relevant faculty.

1.2. Applications can be made at any time.

1.3. To be admitted a candidate must be a graduate of a recognised university and submit evidence of ability to undertake an advanced course of study and research in the proposed discipline or area of study.

1.4. Candidates must:
   
i. have an honours degree with a substantial research component from a recognised university, or
   
ii. have a relevant postgraduate diploma with high grades at a recognised university, or
   
iii. have a qualification and/or experience acceptable to the Director, CSS or Dean of the relevant faculty, as equivalent to i or ii, and
   
iv. be approved by the Postgraduate Committee for admission. The Director, CSS or Dean of the relevant faculty will submit the application (Appendix 1) to the Postgraduate Committee of Senate for approval.

2. **ENROLMENT**

When the Postgraduate Committee approves or does not approve candidacy, the secretary of the Senate will inform the potential candidate, and, if applicable, to enrol and pay the fees by a date stipulated by the Director Student Services.

3. **DURATION**

3.1. A full-time student will normally complete the programme in one academic year and pass any prescribed courses and thesis within two years of the date of first enrolment in the master's programme, unless the Postgraduate Committee, on the recommendation of the Director/Dean, determines otherwise.

3.2. A part-time student will normally complete the programme in two academic years, and pass any prescribed courses and thesis within four years of the date of first enrolment in the master's programme, unless the Postgraduate Committee, on the recommendation of the Director/Dean, determines otherwise.

3.3. The Postgraduate Committee may allow transfer from full-time to part-time and vice versa and shall determine the minimum and maximum period of enrolment.

4. **PROGRAMME STRUCTURE**

The programme of study for the master's by thesis shall consist of any prescribed courses and original research on a topic and length recommended by the Director, CSS or the Dean of the relevant faculty to the Postgraduate Committee. No credit is available for Masters by thesis only.

5. **PROGRAMME REQUIREMENT**

5.1. To be awarded the master's degree a student must pass the requirements specified in 4 above. Any coursework must be passed before the thesis is submitted.

5.2. Any ethical issues (before or during the research) raised by the research must be cleared by the relevant university body.

5.3. Candidates will have ownership of intellectual property related to their research unless other arrangements have been agreed.
5.4. It is expected that full-time candidates will only be available for paid employment for a limited amount of time.

5.5. The Director/Dean may approve research/study located away from the university for up to six months.

5.6. The Postgraduate Committee must give approval for more than six months research/study located away from the university.

5.7. An applicant for candidature may seek the approval of the Postgraduate Committee on the application form for the candidate usually to be located off campus. The Director/Dean may prescribe a minimum period(s) during which the candidate must be present on campus.

5.8. In the first six months of candidature, suspension will only be granted for exceptional circumstances. Candidates must apply for suspension – retrospective leave will not be granted. The Director/Dean may grant suspension for a total of two months during candidature. Application for additional leave must be made to the Postgraduate Committee. Approved suspension will not count as part of the period of candidature.

5.9. The Director/Dean may approve an illness of more than two weeks, supported by a recognised medical practitioner’s report, as a leave of absence.

5.10. An application for maternity (maximum ten weeks), paternity (maximum ten working days) and adoption leave (maximum five days) may be granted by the Director/Dean. Medical reports are required. The leave will not count as part of the period of candidature.

5.11. All suspension, except sick leave, must be approved before leave is taken. Approval must be in writing and a copy placed on the candidate’s file.

5.12. The Director/Dean, on the advice of the principal supervisor, may approve an extension of candidature for six months beyond that stipulated in 3 above. Any further extension will only be granted by the Postgraduate Committee, after advice from the supervisor has been sought. If no extension is granted under this section, the candidature will lapse according to the time limitation from the date of first enrolment.

6. PROGRESS

6.1. The candidate will be required to present an oral report on the progress of the thesis, four and eight months after enrolment, to a panel of three appointed by the Director/Dean and preferably in the presence of the supervisor. The panel’s role is to advise the candidate. For an off-campus candidate a telephone/teleconferencing link will suffice. A part-time candidate will be required to report eight and sixteen months after enrolment.

6.2. The supervisor will report to the Postgraduate Committee in writing six months (full-time candidate) or twelve months (part-time candidate) after enrolment, informing the Committee of the candidate’s progress or any concerns the supervisor may have. If a report is unsatisfactory the Postgraduate Committee may impose conditions of performance on the candidate for the following three months and require a further supervisor’s report at the end of that time or terminate the candidacy. Termination of candidacy will occur when the candidate has not made satisfactory progress or the duration prescribed has expired.

7. SUPERVISOR

The Director/Dean shall recommend to the Postgraduate Committee the name of
a supervisor for each applicant.

8. **EXAMINATION**

8.1. The supervisor will notify the Director Student Services, that the candidate will submit the thesis within one month. The candidate shall submit two spiral bound copies of the thesis to the Director Student Services including the statement on authorship. The thesis must be presented according to the instructions issued by the Postgraduate Committee, Thesis Presentation Requirements.

8.2. The Postgraduate Committee of Senate shall appoint two appropriately qualified examiners, nominated by the Director or relevant Dean, one of whom may be the supervisor, and at least one of whom must be external to the university. For a minor thesis, the Postgraduate Committee of Senate will appoint two examiners, at least one of whom must be external to the Faculty or Centre.

8.3. Each examiner will, by a specified date, submit a written report, using the approved format, on the thesis to the Chairperson of the Postgraduate Committee.

8.4. Each examiner will recommend that the thesis be:
   i. passed, or
   ii. passed with minor amendments, and the degree awarded, or
   i. passed and the degree awarded after suggested amendments have been made to the satisfaction of the Chairperson of the Postgraduate Committee, or
   ii. revised and resubmitted for examination by a specified date, or
   iii. failed with no right of resubmission.

A grade (as stated in the *Calendar* under the Assessment & Examinations Statute) will be recommended for an honours thesis or a major thesis.

8.5 On the basis of the examiners’ reports, the Postgraduate Committee will then recommend to the Senate that the degree be awarded or not awarded.

8.6 The Postgraduate Committee will average the marks provided by the examiners to determine the final mark and grade. The Postgraduate Committee will then recommend to the Senate that the degree be awarded or not awarded.

8.7 If the degree is awarded, the candidate will be informed by the secretary to Senate:
   i. to apply to graduate, and
   ii. that two bound copies of the thesis must be submitted by a specified date before graduation to the Director Student Services.

8.8 The copies will be placed in the Learning Resources Centre. An electronic copy may also be placed in the Learning Resources Centre. The author of the thesis may place an embargo on access or distribution of the thesis.

9 **APPEAL**

If a candidate considers that she/he has been disadvantaged by the examination process, then a written appeal should be lodged with the Vice-Chancellor within one month of the result of the examination being officially announced. The appeal must state the specific grounds for the appeal. The Vice-Chancellor may appoint two independent academics to consider the appeal and to recommend a course of action to the Vice-Chancellor. The Vice-Chancellor’s decision will be final.

10 These regulations are effective from 1 January, 2008.
REGULATIONS FOR THE DEGREE OF DOCTOR OF PHILOSOPHY
(2018)

These regulations should be read in conjunction with all other relevant statutes and regulations in the General Statutes and Regulations – Admission, Examination, Student Conduct, Computer Use, Learning Resources Centre etc. as published in the Calendar.

It is expected that a doctoral candidate will make a substantial, distinctive and original contribution to knowledge in a discipline by independent thinking, investigation, critical analysis and review.

1 ADMISSION REQUIREMENTS

1.1 Potential candidates should first discuss their interest with a relevant academic staff member and/or Director, Centre for Samoan Studies (CSS) or Dean of the relevant faculty.

1.2 Applications can be made at any time.

1.3 To be admitted a candidate must be a graduate of NUS or a recognised university and submit evidence of ability to undertake an advanced course of study and research in the proposed discipline or area of study.

Candidates must have:
a master's degree with an appropriate and substantial research component, with first or second class honours (division 1) or an honours degree with first or second class honours (division 1) and with a substantial research component, or satisfactory evidence of appropriate research experience that demonstrates potential to undertake doctoral study.

1.5 The Director, CSS or Dean of the relevant faculty shall submit the application to Senate via the Postgraduate Committee for approval together with the names of the potential supervisors (one of whom will be appointed principal supervisor), a brief description of the intended research and any course(s) of study and/or facilities required. The candidate must successfully complete the thesis (100,000 words) and any prescribed coursework or a thesis (60,000 words) and presentation of a creative product.

2 ENROLMENT

When the Senate approves or does not approve candidacy, the secretary of the Postgraduate Committee will inform the potential candidate and, if applicable, to enrol and pay the stipulated fees.

3 DURATION

3.1 A candidate will normally be a full-time candidate for at least three years and no more than four years from the date of enrolment. A
candidate admitted to part-time study must be enrolled for at least five years and no longer than seven years from the date of enrolment.

3.2 The Postgraduate Committee may allow transfer from full-time to part-time and vice versa and shall determine the minimum and maximum period of enrolment.

4 SUPERVISORS

4.1 The Postgraduate Committee, on the advice of the Director/Dean, shall appoint at least two suitably qualified academic staff as supervisors of the candidate’s research. One will be designated as the principal supervisor.

4.2 The principal supervisor shall submit a written progress report to the Postgraduate Committee nine months after registration and then every nine months.

4.3 If a report is unsatisfactory the Postgraduate Committee may impose conditions of performance on the candidate for the following six months and require a further supervisor’s report at the end of that time, or terminate the candidacy, or terminate the candidacy when the candidate has not made satisfactory progress or the duration prescribed has expired.

4.4 The candidate may notify the Director/Dean and/or Senate, in writing, if she/he considers that any supervisor’s performance or resources available are unsatisfactory.

5 PROGRAMME REQUIREMENTS

5.1 To be awarded the degree a candidate must pass any prescribed coursework and the thesis (100,000 words) or a thesis (60,000 words) and the presentation of a creative product which are separate but interdependent, to produce an integrated reflective approach to the research topic. Creative product may include painting, drawing, novel, biography, volume of poems. The presentation must clearly demonstrate that the candidate has successfully realised the objective of the research topic. Any coursework must be passed before the thesis is submitted.

5.2 Any ethical issues (before or during the research) raised by the research must be cleared by the relevant university body.

5.3 Candidates will have ownership of intellectual property related to their research unless other arrangements have been agreed.

5.4 It is expected that full-time candidates will only be available for paid employment for a limited amount of time.
5.5 The Director/Dean may approve research/study located away from the university for up to six months.

5.6 The Postgraduate Committee must give approval for more than six months research/study located away from the university.

5.7 An applicant for candidature may seek the approval of Senate on the application form for the candidate usually to be located off campus. The Director/Dean may prescribe a minimum period(s) during which the candidate must be present on campus.

5.8 The candidate will be required to present an oral report on the progress of the thesis every nine months after enrolment to a panel of three appointed by the Director/Dean and preferably in the presence of the supervisors. The panel’s role is to advise the candidate. For an off-campus candidate telephone/teleconferencing link will suffice.

5.9 In the first six months of candidature, suspension will only be granted for exceptional circumstances. Candidates must apply for suspension - retrospective leave will not be granted. The Director/Dean may grant suspension for a total of six months during candidature. Application for additional suspension for up to nine months must be made to the Postgraduate Committee. Suspension will not count as part of the period of candidature.

5.10 The Director/Dean may approve an illness of more than two weeks, supported by a recognised medical practitioner’s report, as a leave of absence.

5.11 An application for maternity (maximum ten weeks), paternity (maximum ten working days) and adoption leave (maximum five days) may be granted by the Director/Dean. Medical reports are required. The leave will not count as part of the period of candidature.

5.12 All suspension, except sick leave, must be approved before leave is taken. Approval must be in writing and a copy placed on the candidate’s file.

5.13 The Director/Dean, on the advice of the principal supervisor, may approve an extension of candidature for six months beyond that stipulated in 3.1 above. Any further extension will only be granted by the Postgraduate Committee, after advice from the principal supervisor has been sought. If no extension is granted under this section the candidature will lapse according to the time limitation from the date of first enrolment.

6 EXAMINATION

6.1 Thesis only (100,000 words)
The principal supervisor will notify the Director Student, Services, that the candidate will submit the thesis within one month. The candidate shall
submit three spiral bound copies and an e-copy of the thesis to the Director Student Services including the statement on authorship (Appendix 2). The thesis must be presented according to the instructions issued by the Postgraduate Committee, Thesis Presentation Requirements.

Thesis (60,000 words) and Creative Work
The principal supervisor will notify the Director, Student Services, that the candidate will offer a substantial presentation of creative product and submit a near final draft of the thesis within a month. The examiners will view the creative work together with the draft thesis with no other persons present but may seek clarifications from the candidate. Some alterations may occur to the thesis after the exhibition for formal submission. The candidate shall then submit three spiral bound copies and an e-copy of the thesis (at least 60,000 words) to the Director, Student Services including the statement on authorship. The thesis must be presented according to the instructions issued by the Postgraduate Committee, Thesis Presentation Requirements.

6.2 The Postgraduate Committee shall appoint:
a chairperson of the examiners who shall be one of the university’s professors or associate professors and/or one of the university’s academics who has a doctorate and is not a member of the candidate’s centre/faculty. The chairperson will not be an examiner, and at least three appropriately qualified examiners, nominated by the Director or relevant Dean, all of whom must be external to the university.

6.3 Each examiner shall, by a specified date, submit a written report on the thesis and a thesis and exhibition of creative work (if applicable) to the chairperson of the examiners. The examiners will recommend one of the categories:
to be unconditionally passed, or
to be passed with the required minor amendments made to the satisfaction of the supervisor and the degree awarded, or
to be passed with the degree awarded after the required amendments have been to the satisfaction of the chairperson of examiners, or
to be orally examined, or
to be revised and resubmitted for examination by a specified date, or
to be accepted for a master's degree, with or without amendment, or
to be rejected with no right of resubmission.

6.4 If the examiners disagree on whether the thesis should be passed (i, ii, iii) or failed (v, vi, vii), the majority recommendation will prevail. The chairperson of examiners shall so report to the Postgraduate Committee and attach the examiners’ reports.
6.5 The Postgraduate Committee will accept the majority decision of the examiners. It will also consult the examiners’ reports to reconcile any differences between examiners within recommendations i, ii, iii on one hand and v, vi vii on the other, to determine the final recommendation to the Senate.

6.6 If the Postgraduate Committee decides on the basis of the examiners’ reports that an oral examination should be held, the chairperson of examiners will arrange for the oral examination. The chairperson will conduct the examination with the aid of the examiners. The supervisors may attend. For off-island examiners a telephone/teleconferencing link may suffice. If desired by the candidate, two persons nominated by the candidate may attend the oral examination. However, they may not comment during the oral examination and may not communicate with the examiners at any time on the thesis. Immediately after the oral examination, the examiners will submit a written report to the chairperson of the examiners recommending one of the categories in 6.3 but not iv. The chairperson of examiners will forward that report to the Postgraduate Committee who will make a recommendation to the Senate using one of the categories in 6.3 but not iv.

6.7 If the Senate recommends that the degree be awarded, the secretary to Postgraduate Committee will inform the candidate, by letter: to apply to graduate and that two bound copies of the thesis must be submitted by a specified date before graduation to the Director Student Services. The copies will be placed in the Learning Resources Centre.

6.8 The Manager should also inform the candidate that the candidate may restrict access to or use of all or any part of the thesis for any period of time.

7 APPEAL

If a candidate considers that she/he has been disadvantaged by the examination process, then a written appeal should be lodged with the Vice-Chancellor, within one month of the result of the examination being officially announced. The appeal must state the specific grounds for appeal. The Vice-Chancellor may appoint two independent academics to consider the appeal and to recommend a course of action. The Vice-Chancellor’s decision will be final.

8 These regulations are effective from 1 January, 2018.
STATUTE ON ADMISSION, ENROLMENT, WITHDRAWAL & AUDITING

Amended October 2012

1 ADMISSION

1.1 To be admitted to the National University of Samoa, a person must:
   a) attain results at secondary school that satisfy the specific admission requirements for entry into any certificate, diploma or degree programme, or
   b) meet the mature student admission criteria outlined in clause 2, or
   c) meet the overseas-educated student admission criteria outlined in clause 3, or
   d) be a graduate, diplomate or holder of a completed post-secondary certificate from a recognised tertiary institution.

1.2 The Senate may permit students who are currently enrolled for full-time instruction in a secondary school, to enrol for one course per semester according to any conditions the Senate may impose.

1.3 To be admitted for the first time to NUS a person must submit all relevant documents including evidence of age and citizenship, certified copies of secondary and tertiary examination results (if applicable) and employment statements (if applicable).

1.4 An enrolling student will be required to sign a declaration on the Enrolment form to abide by the statutes, regulations and rules of the university.

1.5 Applications to be admitted to a specific programme must be made on an Enrolment form (which is issued once eligibility to be admitted to the university has been confirmed) by the deadlines specified in the Calendar.

1.6 Those who do not meet the Foundation Certificate programme entry requirements may be admitted to Foundation courses by the Dean of the relevant faculty or the Director, Centre for Samoan Studies as bridging students. No more than two courses may be taken per semester. Students will not receive a certificate but will receive a statement of their results.

2 MATURE STUDENT ADMISSION CRITERIA

2.1 To be admitted as a mature student a person must:
   a) be aged at least 20 as at 1 February in the year of admission to NUS, and
   b) have at least two years relevant full-time work experience and/or training.

2.2 A mature entrant to a certificate, diploma or degree programme may be required, at the Dean's or Director's discretion, to pass additional preparatory courses.

3 OVERSEAS-EDUCATED STUDENT ADMISSION CRITERIA

To be admitted as an overseas-educated student a person must:

a) have attained results at secondary school deemed to be equivalent to an aggregate score in four subjects not greater than 18 in SSLC, or
b) have passed one or more courses at a nationally-accredited university or tertiary institution outside Samoa.
4 ENROLMENT PROCEDURES

4.1 All students must enrol for their chosen programmes and courses each year at the required times in accordance with procedures announced from time to time by the university. Enrolment shall take place at the beginning of each semester, normally in February for Semester 1 and July for Semester 2, or as the Director Student Services announces.

4.2 Late enrolments will be permitted until the end of the second week of the semester. A late fee will be incurred by students enrolling late.

4.3 Students shall notify Student Administration as soon as possible of any subsequent change in the information given at enrolment relating to name, address or other personal data.

4.4 No student will be permitted to attend lectures, tutorials, laboratories, classes, workshops or field-trips/exclusions or to use the University library or other facilities of the university after the deadline for the payment of fees, unless the enrolment fees owed by that student have been paid in full. Students who have not paid their full fees, will be deregistered and will therefore not be students of NUS.

5 LIMITS ON ENROLMENT

5.1 A student may enrol in up to four courses in each semester, except that for students enrolled for the Diploma in Education, Diploma in Nursing and Foundation Certificate programmes the maximum is five courses.

5.2 Students who wish to enrol for five courses (or in the case of the Foundation Certificate, six courses) after their initial enrolment, must apply by submitting an Application to Overload form to the relevant Dean or Dean’s nominee.

5.3 Each student must ensure, before they pay their fees, that their proposed courses:
   i. comply with the regulations for their programme, and
   ii. do not involve lecture or laboratory timetable clashes.

5.4 A student is normally expected to complete the requirements of one programme before enrolling for courses towards a second programme.

5.5 A student may not enrol for a programme that they have completed previously at NUS, regardless of whether the qualification was awarded or not.

5.6 A student may not enrol for any course that is the same as, or substantially similar to, any NUS course which they have previously passed, or any other course for which they have received credit.

5.7 A student who failed a course three times may be excluded from enrolling in that course again.

6 ENROLMENT

6.1 Enrolment in any programme at the National University of Samoa, or in any course, or community course may be declined or cancelled by the Vice-Chancellor or anyone so delegated by him or her for the following:
   a) the person fails to satisfy any requirements specified in the Admission Regulations
   b) insufficiency of enrolment in the programme or course
   c) evidence supplied by the applicant for admission was untrue, misleading or counterfeit.

6.2 Where the enrolment has been declined or cancelled for reason c above, the Vice-Chancellor may prohibit the admission of the student to NUS for a
LIMITED ENTRY TO PROGRAMMES AND COURSES

The Council may impose a limitation on the number of places in any programme or course, or may require a certain grade in a course as a prerequisite for another course. Where the number of applicants for a programme or course exceeds the number of places, selection shall be on the basis of academic merit provided that the Council may allocate certain numbers or percentage or places to students for other than academic merit.

CHANGE OF COURSES

8.1 A student wishing to change a course after enrolment shall apply on the prescribed form obtainable from the Student Administration Office.
8.2 A student will not be permitted to change courses later than the end of the second week of the semester.

WITHDRAWAL

9.1 A student who wishes to withdraw from a course or programme after enrolment shall inform the Director Student Services on the prescribed form before the end of the ninth teaching week in the semester in which the course is taken.
9.2 A student who withdraws from a course after the fee deadline and complies with the requirements in clause 9.1 shall be recorded as having withdrawn from that course.
9.3 Subject to these regulations, a student who has withdrawn from or failed in a course may enrol in a later semester.
9.4 A student who withdraws from a programme or course before the end of the fifth Friday of a semester will qualify for a refund of fees and other charges paid for that semester in respect of that programme, except that the charge for the enrolment pack is non-refundable.

AUDITING OF COURSES

10.1 The university may permit a limited number of persons to audit any of its courses (that is, to pursue a course of study without proceeding to examination or any qualification) where staffing and accommodation considerations permit.
10.2 A person seeking to audit a course shall apply in writing to the Director Student Services stating which course they wish to audit and the reasons for their application. A decision to grant the application and the conditions on which it is granted, shall be made by the head of department after consulting the members of academic staff involved.
10.3 A successful applicant shall pay the normal fees, but facilities will be limited to attendance at lectures. There will be no entitlement to take tests or examinations or to have assignments marked or graded.

SINGLE COURSES

11.1 The university may permit a limited number of persons to enrol in one or two courses per semester.
11.2 A person seeking to audit a course shall apply in writing to the Director Student Services stating which course they wish to audit and the reasons for their application. A decision to grant the application, and the conditions on which it is granted, shall be made by the head of department after consulting the members of academic staff involved.
11.3 A successful applicant shall pay the normal fees and will be required to submit assignments, take tests and/or sit examinations.
11.4 Such students may not enrol in more than a total of five courses in any one programme. Should they desire to continue they should apply to the relevant Dean to transfer and to be reclassified as a part-time or full-time student.

REGULATION ON RECOGNITION OF PRIOR LEARNING/CREDIT 2015

This regulation is established under Section 25 (2) (j) of the National University of Samoa Act 2006. This regulation enables students who have previously passed at NUS or another recognised tertiary institution or for TVET programmes, those who have substantial skills gained through work experience or non-formal learning, to gain credit in an NUS programme.

1 DEFINITIONS

1.1 Credit is the application towards an NUS qualification of courses passed at another recognised tertiary institution. If the qualification is completed, credit would normally be limited to one-third of the NUS programme.

1.2 Cross credit is the application towards one NUS qualification of passes gained in another qualification at NUS, at the same or lower level, taken concurrently or previously.

1.3 Part or all of the credit or cross credit may be granted specifically (specified) or generally (unspecified).

1.4 Exemption without credit is recognition that a prerequisite for a degree 100-, 200- or 300-level course has been satisfied and that the student may proceed to a higher level but there is no reduction in the number of courses to be passed.

1.5 Recognised tertiary institutions include:

a) Samoa Polytechnic (prior to 2006)
b) University of the South Pacific
c) University of Hawaii
d) Brigham Young University
e) any university that is a member of the Australian or New Zealand Vice-Chancellors’ Committees
f) accredited theological colleges
g) American Samoa Community College
h) any polytechnic, college of education or TAFE institute that is accredited by the relevant qualifications authority
i) Japanese national and prefectural universities and those with whom NUS has a Memorandum of Understanding (MOU)
j) health institutions with whom NUS has an MOU

2 GENERAL PRINCIPLES

2.1 The Senate may approve on the recommendation of the relevant Dean or Dean’s nominee:

a) credit for programmes and/or courses passed at another recognised tertiary institution
b) exemption without credit
c) cross credit(s) for courses passed in the same or another faculty at NUS and approved by the Dean of the new programme
d) recognition of current competence (RCC) for TVET programmes where the applicant has no formal prior learning but skills have been gained through work experience or non-formal learning.

2.2 The deadline for applications for all four types of credit shall be the
end of the second week of lectures in each semester.

2.3

a) When six or more years have lapsed since the last semester of study for an incomplete qualification credit or cross credit shall not be granted. However, when more than six years have lapsed for an incomplete qualification, the faculty may make a recommendation to Senate for the application to be approved and provide the evidence and assessment on which the recommendation is based.

b) No credit or competency will be granted from a course or programme that is at a higher level for a course or programme that is at a lower level.

2.4 Professional experience, attendance at seminars, conferences and workshops etc. may be used to gain mature entry but do not constitute grounds for credit in degree programmes. Competency, based on Work experience, may gain credit for TVET programmes. Language ability (written and oral) not based on formal study may be considered for exemption without credit ie the student may be considered to have satisfied a prerequisite for a higher level but will not receive credit for the lower level course.

2.5 Students who have completed 75% or more of their qualification at another recognised tertiary institution but are seeking admission to NUS should consider seeking to credit courses to be passed at NUS to the programme/qualification of their prior enrolment. The Faculty of Medicine does not accept students for admission who have an incomplete medical qualification.

3. FOR DEGREE PROGRAMMES

3.1 Documents and Credit Assessment Students seeking credit for degree courses taught at another recognised tertiary institution must provide a certified copy or the original transcript of results which will be copied for NUS records and certified that the original has been sighted.

3.2 If the qualification from another recognised tertiary institution has not been completed, the student must also provide course outlines and/or the Calendar/Handbook entries that detail the length of the courses, the content and assessment, as must students with a completed qualification who wish to seek a specified credit.

3.3 Recognition of prior formal learning will be assessed on the content, level, results and compatibility with the NUS programme.

3.4 Completed Qualification

a) Credit/cross credit for a completed qualification can be given for a programme in another discipline. The total number of specified and unspecified credits/cross credits will not exceed the following:

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Number of Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>for a completed one year certificate</td>
<td>two courses</td>
</tr>
<tr>
<td>for a completed two year diploma</td>
<td>four courses</td>
</tr>
<tr>
<td>for a completed three year diploma</td>
<td>six courses</td>
</tr>
<tr>
<td>for a completed three/four year degree</td>
<td>six courses</td>
</tr>
</tbody>
</table>

b) For a completed qualification in the same discipline where the award is part of a stair-casing or articulated programme the whole programme will be cross credited.

3.5 Incomplete Qualification

For an incomplete qualification, the total number of specified and unspecified credits/cross credits shall not exceed the following:

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Number of Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>for a basic certificate of nine courses</td>
<td>four courses</td>
</tr>
</tbody>
</table>
for a certificate of six courses three courses
for a certificate of eight courses four courses
for a diploma of ten courses five courses
for a diploma of twelve courses six courses
for a diploma of sixteen courses eight courses
for a degree of twenty courses twelve courses
for a degree of twenty four courses fourteen courses
for a degree of thirty-four eighteen courses
for a graduate diploma two courses
for a postgraduate diploma or masters by coursework two courses

3.6 Specified and Unspecified Credit/Cross Credit

Specified credit/cross credit will be given for a specific course in the NUS programme for a previously passed course that, because of content or the nature level of the course(s), is considered to be equivalent to a particular NUS course. Unspecified credit/cross credit will be given for a previously passed course(s) that may be counted for the purpose of fulfilling the required number of courses for the NUS qualification.

3.7 For a completed or incomplete qualification the level and quantum of the specified or unspecified credit/cross credit must be recommended to the Senate according to the faculty’s credit schedule. The Senate will approve and may alter faculties’ credit schedules on the recommendation of a faculty.

3.8 The Dean of the relevant faculty may, with justification, recommend to Senate a credit/cross credit that does not conform to the above stipulations.

3.9 The following are standard credits:

Faculty of Applied Science
Regulation for Bachelor of TVET allows for eight credits. There are four strands in BTVET – student takes three:
General – specified credit for four named courses is to be based on equivalent courses; for elective courses, unspecified credit is based on same level courses.
Technical – specified credit is to be based on equivalent courses or as prescribed in the course descriptor.
Education – specified credit is to be based on BEd or DipEd or CAT courses.
Management – specified to be based on equivalent courses.

Faculty of Education Bachelor of Education
Fully cross credit NUS Diploma in Education (16 courses).

Faculty of Science
The following are standard credits:

i. Computing:
Cross credit/credit can be granted for HCS185 for a pass in HCS081 or a relevant course from another recognised tertiary institution.
HCS081 cross-credited for TCO114
HCS183 cross-credited for both TCO124 plus TCO113
HCS185 cross-credited for TCO114
HCS185 cross-credited for TCO111 plus TCO121

ii. Mathematics:
HMA111 credited for USP MA112
HMA121 credited for USP MA111
HST151 credited for USP MA131
HMA194 cross credited for HMA030 plus HST050
iii. **Bachelor of Science (Secondary Teaching)**

The following are the eight specified courses in the BSc (Sec Teaching) with old equivalent codes in brackets that Diploma of Education graduates may be granted cross-credit to the BSc (Sec Teaching):

- HED101 (EDB101)
- HED102 (EDB102)
- HED191
- HTP103 (TP2110)
- HED202 (EDB206)
- HTE252 or HTE254 or HTE258 (the course to select from these three depends on the candidate’s major)
- HTP203 (TP3110)

Plus any other HED2XX course

### 4 FOR TVET PROGRAMMES

4.1 Students should first talk to the relevant Head of School/Head of Department. The Head will advise whether:

i. to apply for Credit/Cross-Credit or not.

ii. if advised to apply fill-in the form for **Recognition of Prior Learning**/ **Recognition of Current Competence** and submit to the Director Student Services.

The Head will also inform the student of what evidence in addition to the original certificate, diploma etc and official transcript of results should be attached to the form. e.g. official copy of course outlines, or **Calendar/Handbook** entries that detail the length of the programme and/or course(s), the content and form of assessment.

4.2 The Director Student Services will keep a copy of the form and attached documents and send the original to the relevant Head.

4.3 For normal credit or cross credit, the Head, after consultation with relevant staff, will make a recommendation based on the application and return the documentation to the Director Student Services via the Dean, within five working days. Full or partial credit towards TVET course or programme should be done on the following bases:

i. comparing the applicant’s programme/course with the NUS TVET course/programme there is a match of 80% or more between the course content or

ii. learning outcomes of the two courses/programmes

iii. the academic level of the two are equal (or at least similar)

iv. the content and skills development of an earlier qualification is relevant to the requirements of the TVET course, particularly in courses involving rapid changing technology.

v. no credit or competence will be granted from a course or programme for a course or programme that is at a lower level.

4.4 **For Work Experience or Recognition of Current Competency** Students who have substantial skills and Knowledge gained through work experience, self- study or non-formal learning may apply to have that skill and knowledge recognised as a partial or full credit or cross credit towards a TVET qualification

4.5 Applicants/students should first talk to the relevant Head of School/Head of Department. The Head will advise whether or not to fill in the form for Recognition of Prior Learning/ Recognition of Current Competence so that assessment can take place on the applicant’s skills etc. This form should be submitted to the relevant Head who will arrange for an assessment/testing. The result should be noted on the form and the form sent to the Director Student Services.
Services via the Dean. The Head will also inform the student of what evidence should be attached to the form eg contact details of employers or former employers.

4.6 The Director Student Services will keep a copy of the form and attached documents and send the original to the relevant Head of School. The Head will form a task group of two or more lecturers to assess the application. This assessment may be through:

i. a Challenge Test – an oral, practical or a written test which is similar to or the same as that used to assess students in the course or

ii. Attestation – evidence supplied by or confirmed by knowledgeable, trustworthy and authoritative person or persons who have been in a position to assess the candidate’s relevant skills, knowledge over a reasonable period of time. A portfolio submission or interview may be required. The task group will make a recommendation to the Director Student Services on the form within five working days.

4.7 Principles of RCC

The principles used to assess recognition of current competence will be based on the following:

i. RCC is accessible to anyone with skills and knowledge that can be validated

ii. Opportunities are made available to the applicant to receive guidance and support

iii. RCC procedures ensure that assessment is fair, valid and consistent

iv. RCC should be awarded for current and relevant skills and knowledge achieved without regard to duration, place, or method of learning

5. PROCESSING

5.1 Credit/cross credit must be recommended to Senate on the Application for Credit form with certified copies of any documents attached. The recommendations may be summarised for presentation to the Senate but the full documentation must be available at the Senate meeting. The Dean or Dean’s nominee is the only person authorised to recommend credit or cross credit. Where a course is taught by a faculty for a qualification in another faculty the recommendation must be made by the Dean or Dean's nominee of the faculty that teaches the course.

5.2 Student’s Record

If the application for credit or cross credit is successful, the record will show a CR or CCR. If the application for RCC (recognition of current competence) is successful the record will show P. The fact that the pass is through a process of RCC is not shown on the applicant’s record.

WORKPLACE/INDUSTRY-BASED LEARNING POLICY (2007)

1 PURPOSE

The purpose of this policy is to ensure that:

a) those elements of programmes involving workplace/industry-based learning are fully documented, integrated into the curriculum, assessed, evaluated and reviewed in the same manner as campus-based elements of the programme, and

b) the rights and responsibilities of NUS, the student and the employer in relation to the learning programme are clearly defined, documented
2 POLICY SUMMARY
The National University of Samoa is committed to the value of providing students with learning opportunities in industry, business, ministries or commercial environments appropriate to the programmes or courses, so that skills learned during studies are applied to the standards expected in the workplace or enterprise. Workplace learning involves a three-way partnership between NUS, the student and the employer. This policy clarifies the rights and responsibilities of each party.

3 DEFINITIONS

Employer means the employer him/herself or their appointed nominee within the enterprise who has responsibility for supervising the student in the workplace and for ensuring compliance with statutory and employment conditions with respect to the student’s employment

Enterprise/Workplace means the ministry, commercial operation, business, industry, plant, sea-going operations etc where the student works

Workplace/Industry-based learning means that portion of the student’s learning that takes place in a workplace while the student undertakes industrial, commercial or public sector practice. It includes activities regarded as work experience and industry or job placement.

4 POLICY IMPLEMENTATION
The Dean or Dean’s nominee is responsible for ensuring that any workplace/industry-based learning is documented. This may be achieved through course descriptions in the Calendar, course outlines distributed to students or by a schedule of duties attached to the Workplace Learning Contract. The Dean or Dean's nominee may vary the content of sections 5 and 6 below to suit the peculiar needs of the faculty’s workplace/industry-based learning. There are also rules for students but these may also be varied by the Dean or Dean's nominee to suit particular needs.

5 OBJECTIVES OF WORKPLACE/INDUSTRY-BASED LEARNING
Programme documents will include outcomes for workplace/industry-based learning elements that include but are not limited to the following:

5.1 use the skills and knowledge gained in campus-based studies, in a specific enterprise appropriate to the programme
5.2 explain the behaviour requirements of workers in the specific programme
5.3 explain how a student’s own skills, knowledge and attitudes match those expected by the enterprise
5.4 develop additional skills relevant to the specific workplace, under the guidance of the employer
5.5 behave in a professional and acceptable manner as determined by the employer and the expectations of the industry or enterprise as a whole.

6 PROCEDURE
6.1 Documentation of workplace learning requirements
The programme documents will show the details of the workplace learning requirements and the responsibilities of the various parties involved. This should include:

a) workplace learning objectives for the specific programme b duration and dates
b) who selects the enterprises
c) how employers are selected and how the student is matched to the specific employer or workplace vacancy
d) details of the workplace learning contract to be signed (see attachment for example)
e) any specific requirements or limitations as to the work the students may be permitted to do
f) the methods or processes to be used for resolving issues or grievances that arise during the period of workplace learning
g) what assessment is required
h) how the workplace learning will be evaluated
i) dates by which reports, assessments etc. are due

6.2 Responsibilities of NUS
The Dean or Dean's nominee for the programme will:
   a) ensure that students are prepared for employment by reinforcing issues of workplace safety, work practices, ethics etc.
   b) arrange appropriate accident or third party insurance
c) make the initial contact with the employer and clarify the times, duration and outcomes of the workplace learning element of the programme
d) draw up the necessary employment contract for completion by the employer and the student. In the case of ministries, a five year memorandum may be more appropriate
e) ensure the student understands what is required to complete the employment contract/place
f) visit students at their workplace and assist them with issues related to their work practices, employment conditions etc.
g) be the co-ordinator and talk regularly with employers about the student’s performance, and facilitate the resolution of any conflict or grievance from either party
h) provide performance assessment questionnaires for employers to complete and discuss with both the student and the employer.

6.3 Responsibilities of the Employer
The employer plays a vital role in the development of the student’s skills, knowledge and attitudes for this element of the programme, and so it is important that the employer:
   a) discuss with the student the working hours and conditions of service
   b) explain to the student the expectations of the enterprise regarding work practices, safety, confidentiality, emergency procedures etc.
   c) accept the responsibilities and obligations as the prime employer in relation to the student, as if he or she was a person working for the employer
d) agree to assist the student to meet the learning outcomes through the choice of appropriate or specified tasks to be undertaken by the student
e) liaise with the appointed staff member for the programme during the period of workplace learning, and allow access to the workplace at appropriate times for an NUS staff member to interview the student
f) undertake the assessment of the student’s performance using the supplied assessment instruments.
6.4 Responsibilities of the Student
Responsibilities of the student undertaking the workplace learning element(s) of their programme are to:

a) comply with NUS rules of behaviour (Statute on Student Conduct) as if on campus
b) commit to meeting the learning outcomes of the programme
c) if necessary, contact the workplace before the start of the work period
d) comply with the conditions of the employment established by the employer and work as if employed permanently in that enterprise
e) attend regularly and punctually, and if an emergency arises that prevents the student from attending, contact the employer and the nominated NUS staff member
f) wear clothing that is appropriate to the workplace or required by the enterprise
g) learn and understand the rules of the enterprise, follow them and avoid taking shortcuts
h) respect the property and practices and personnel of the workplace
i) take personal responsibility for working safely
j) be sure instructions are understood before starting a task, otherwise ask the supervisor
k) know what to do in an emergency
l) report all accidents or unsafe conditions to the supervisor
m) treat all information as confidential, except as agreed in order to meet the programme requirements
n) if required, keep a diary of the work done
o) if required, undertake a self-assessment of personal performance on completion of the workplace learning programme and show this to the employer for signature
p) if required, present a report of workplace learning for each enterprise. An information sheet, Rules for Workplace Learning, should be given to all students before they begin the workplace learning. The student and the employer (or agent) should be given the opportunity to separately and confidentially evaluate the workplace learning programme.

6.5 Assessment of Workplace Learning
Employers (or their agent) will be required to assess the work done by the student at appropriate times throughout the workplace learning programme, and should discuss the assessment with both the student and the NUS staff member. The assessment instrument should enable the employer to rank the student's:

a) quality of work and quantity of work
b) attitude towards responsibility and respect for authority
c) theoretical knowledge
d) practical skills
e) motivation, independence, reliability, initiative
f) understanding of directions, communication skills in Samoan and English as appropriate
g) cooperation with other staff
h) punctuality and timekeeping
i) if appropriate to the programme, the assessment may include elements covering:
i. appearance and dress
ii. customer service
iii. use and care of equipment
iv. ability to work safely

6.6 Student’s Workplace Learning Report
If applicable, a programme requirement could be that students submit a written or audio-taped report of each period of workplace learning. The report may include:

a) details of the enterprise including its organisation structure
b) the time spent, activities and duties performed
c) comments on supervisor’s attitude and degree of helpfulness and support
d) overall impression of the experience
e) what aspects were particularly helpful to learning
f) what aspects could be improved
g) job opportunities

6.7 Unsatisfactory Performance
The programme documents should describe how issues or grievances are to be resolved, but in general, the following will apply:

6.7.1 If cases of unsatisfactory student performance are reported, the case will be investigated and appropriate action taken after consultation with the Dean or Dean's nominee. If the performance is related to conduct, the Statute on Student Conduct can be used. Students who fail to complete the workplace learning requirements of their programme satisfactorily will not have completed the programme requirements and will not receive any certificate, diploma or degree.

6.7.2 If cases of unsatisfactory employer performance are reported to the staff member, the Dean or Dean's nominee should be informed. If the issue involves safety or harassment, the student must be removed from the workplace immediately and the case reported to the relevant Deputy Vice-Chancellor.

STATUTE ON ASSESSMENT AND EXAMINATIONS (2007)
Amended March 2010, November 2012, November 2017, November 2018

1 ASSESSMENT OF COURSES

1.1 In assessing the performance of a student in any course, the Senate will take into account:
work done by the student during the course – essays, assignments, practical work, work in tutorials and/or seminars, tests, workplace/industry-based learning – as may be prescribed

a) standards based assessment if applicable
b) an end of course examination administered by Student Administration.

1.2 The Senate may, however, decide that an end of course examination will not be required in a particular course.

1.3 Except with the prior approval of Senate, the allocation of marks to coursework and standards based assessment and end of course examination will not be less than 40% or more than 60% of the total marks. For vocational and technical courses the allocation of marks for the end of course examination will be not less than 25% of the total marks.

1.4 The course co-ordinator will inform students, no later than 14 days after the start of the semester, the basis of assessment for the course and the value of
coursework or standards based assessment elements. In some courses students may not be permitted to sit the final examination on account of incomplete or unsatisfactory coursework. Students are responsible for ensuring that they acquire and understand the information for assessment.

1.5 A student is not permitted to submit work that is to be counted towards their final mark if that work has been counted towards a final mark in a course previously passed.

1.6 Total and itemised coursework marks will be published on notice-boards for checking by students. The date of publication will be as soon as possible after the end of lectures and classes, and not later than the date of the examination (if there is one), or the beginning of the examination period if the course is totally assessed.

1.7 A student who believes that an error has been made in the calculation of their total coursework mark should ask the examiner to recheck the calculation and if necessary should present the originals of their marked items of assessment to support their case.

1.8 No request for rechecking of coursework or standards based assessment will be accepted after the end of the examination period.

2 ORGANISATION OF EXAMINATIONS

2.1 Examinations will be held at times specified by the Director Student Services.

2.2 A student may not be examined at a time other than that set down in the examination timetable or approved by the Director Student Services.

2.3 All students must sit examinations as specified by the Director Student Services except those who, with the prior approval of the Senate, sit at an overseas examination centre because of unavoidable circumstances requiring their absence from Samoa.

2.4 Before the commencement of the examination period the Director Student Services will provide the Senate with a list of course examiners for that semester.

2.5 An examination will comprise such written, oral and practical requirements as the examiner may determine.

2.6 Students will answer the examination questions in the presence of a supervisor appointed by the Director Student Services, and in accordance with such detailed instruction as may be issued by the Director Student Services.

2.7 No student shall communicate with an examiner in regard to an examination except through the Director Student Services.

2.8 Any student who has a disability which they consider could adversely affect their performance under ordinary examination conditions must inform the Director Student Services at least two weeks before the examination and supply such documentary evidence as required.

2.9 The course co-ordinator (or in the case of part-time staff, the Head of Department/School) is responsible for ensuring that examination scripts are securely stored for 30 days after the final examination results are published. The Head of Department/School is responsible for storing the sample required under the Programme Review Policy – six scripts for each course: two with high marks, two with medium marks and two with low marks – until the next Programme Review is held. Other scripts should be shredded.
3 STUDENT EXAMINATION CONDUCT
3.1 Students must not bring into the examination room any written or printed matter (except in the case of open book examinations, material authorised by the examiner).
3.2 Students must not bring into the examination room an electronic calculator, (except by direction of the examiner), mobile phone or any other electronic device.
3.3 Students must not bring any information into the examination room by notes writing on the body, clothing etc.
3.4 Students must display their ID on their desk for the duration of the examination.
3.5 Students must obey all instructions given by the examination supervisor.
3.6 Students must not begin to read the examination paper until given permission and must not begin to write answers until given permission.
3.7 Students must not communicate with any other student during the examination.
3.8 Students must raise their hand if they require the supervisor.
3.9 Students must not eat, drink or smoke in the examination room.
3.10 Students may not enter the examination room after the first hour of the examination writing time. Those who enter during the first hour will not be given any extra time.
3.10 Students must not leave the examination room within the first hour of the examination writing time or within the last fifteen minutes of the examination.
3.11 Students will not be readmitted to the examination room after they have left it unless during the full period of their absence they have been under approved supervision.
3.12 Students must not detach any pages from the answer booklet and must hand in all paper on which they have written during the examination.
3.13 Any student who breaks any of the above or is guilty of misconduct will be reported to the Student Conduct Committee by the supervisor. The instructions for supervisors issued by the Director Student Services will include the steps to be taken if a student breaks the Student Examination Conduct rules or the Misconduct rules.

4 MISCONDUCT
4.1 Any student who commits or is party to any dishonest practice (eg cheating) or any other misconduct in connection with any assessment or examination, including plagiarism, commits an offence and will be subject to the procedures and penalties set out in the Statute on Student Conduct.
4.2 Student who is party to means any student who in any way aids, assists, counsels, produces or encourages another to commit any dishonest practice or other misconduct in connection with any assessment or examination.
4.3 Plagiarism is the use of another person’s published or unpublished work without acknowledgment. It includes:
   a) the use of sentence(s) or paragraph(s) in any essay/paper which are neither enclosed in quotation marks nor properly acknowledged, or
   b) paraphrasing of another’s work without acknowledgement. Plagiarism is a
serious academic offence. A student found guilty of plagiarism will have
that essay, paper, report etc. given a fail grade.

5 COMPASSIONATE CONSIDERATION

5.1 Examination Performance

5.1.1 A student who has sat an examination and who believes that their
examination performance has been seriously impaired by their recent
illness or injury, or recent immediate family bereavement, may apply by the last
day of the examinations and by using the appropriate form, to be considered for
compassionate consideration subject to the following conditions:

a) that a medical certificate covering the dates(s) of the examination(s)
   from a registered medical practitioner has been supplied, or
b) that written evidence from a pastor or funeral director confirming the
date of death and the relationship of the student to the deceased has
   been supplied, and

5.1.2 For compassionate consideration the immediate family member is
   defined as father, mother, spouse, partner, son, daughter, brother, sister, grandfather or
   grandmother.

5.1.3 The examiner for the course(s) will consider the mark for the examination
   and take into consideration the closeness of the relationship and coursework
   marks. Additional marks may be awarded for compassionate consideration.

5.2 Coursework Performance

5.2.1 A student who believes that their coursework performance has been
seriously impaired by their recent illness or injury, or recent immediate family
bereavement, may apply by using the appropriate form, to be considered for a
compassionate consideration subject to the following conditions:

a) that a medical certificate covering the dates(s) of the coursework
   submission(s) from a registered medical practitioner has been supplied, or
b) that written evidence from a pastor or funeral director confirming the
date of death and the relationship of the student to the deceased has
   been supplied, and

5.2.2 For compassionate consideration the immediate family member is
   defined as father, mother, spouse, partner, son, daughter, brother, sister, grandfather or
   grandmother.

5.2.3 The examiner for the course(s) will consider the mark for the coursework
   and take into consideration the closeness of the relationship. Additional marks
   may be awarded as compassionate consideration.

6 SPECIAL EXAMINATION OR AEGROTAT CONSIDERATION

6.1 A student who has been prevented from sitting an examination
through personal illness or injury, or a family bereavement, may apply by the
last day of the examinations and by using the appropriate form from Student
Administration, for a special examination or aegrotat consideration, subject to the
following conditions:

a) that the illness or injury was reported at the earliest possible
   opportunity, and
b) that a medical certificate covering the date of the examination(s), from a
registered medical practitioner has been supplied, or

c) that written evidence from an independent person (pastor or funeral
director) regarding the death of a member of the immediate family of the
student has been supplied, and

d) that the bereavement involves an immediate family member of the
student – father, mother, spouse, partner, son, daughter, brother, sister,
grandfather or grandmother – and has occurred not more than seven
days before the date of the examination.

6.2 In making the recommendation for a special examination or an aegrotat
mark, the examiner shall take into account the student’s coursework marks, the
nature and coverage of the coursework compared with the examination, comments
by the student’s tutor(s) for that course, the extent and duration of the illness or
injury, the closeness of the relationship and timing of the fa'alavelave or other
exceptional circumstances, and any other relevant information.

6.3 The student is required to contact the Director Student Services at a
specified time to be informed of the outcome of their application.

7 SPECIAL EXAMINATION - RELIGIOUS GROUNDS

If an examination is scheduled for a day sacred to the student and the student
has strong objections on religious grounds to being examined on a Sabbath or
festival, the student must notify the Director Student Services as soon as possible
after the publication of the examination timetable so that an arrangement can
be made for a change to the timetable or a special examination. Students who
have strong objections on religious grounds to being examined on a Sabbath or
festival should notify the Director Student Services in writing, and provide
evidence that they are bona fide members of the congregation concerned.

8 GRADES AND MARKS

Grades will be awarded on the following basis:

8.1 Undergraduate Courses

<table>
<thead>
<tr>
<th>Mark</th>
<th>Grade</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100</td>
<td>A1</td>
<td>Pass with distinction</td>
</tr>
<tr>
<td>85-89</td>
<td>A2</td>
<td>Pass with distinction</td>
</tr>
<tr>
<td>80-84</td>
<td>A3</td>
<td>Pass with distinction</td>
</tr>
<tr>
<td>75-79</td>
<td>B1</td>
<td>Pass with credit</td>
</tr>
<tr>
<td>70-74</td>
<td>B2</td>
<td>Pass with credit</td>
</tr>
<tr>
<td>65-69</td>
<td>B3</td>
<td>Pass with credit</td>
</tr>
<tr>
<td>60-64</td>
<td>C1</td>
<td>Pass</td>
</tr>
<tr>
<td>55-59</td>
<td>C2</td>
<td>Pass</td>
</tr>
<tr>
<td>50-54</td>
<td>C3</td>
<td>Pass</td>
</tr>
<tr>
<td>45-49</td>
<td>D</td>
<td>Fail</td>
</tr>
<tr>
<td>44 &amp; below</td>
<td>DNS</td>
<td>Fail: did not sit examination</td>
</tr>
<tr>
<td>DNS</td>
<td>DNC</td>
<td>Fail: did not complete ten percent or more of coursework assessment</td>
</tr>
<tr>
<td>R</td>
<td>Restricted pass</td>
<td></td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory performance</td>
<td></td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory performance</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>Withdrawn (without fail)</td>
<td></td>
</tr>
</tbody>
</table>
For Competency Based courses

CPT Competent
NYC Not Yet Competent

Where a grade has been adjusted as a result of aegrotat or compassion consideration the letters "Aeg" or "Com" appear next to the adjusted grade.

8.2 Postgraduate Courses

Graduate certificate and graduate diplomas in 8.1
Postgraduate certificate and postgraduate diploma as in 8.1

a) Bachelor’s degree (honours):
   80-100 H1 First Class Honours
   65-79 H2 Class Honours Third Class
   50-64 H3 Honours
   <50 F Fail

b) Masters Thesis
   800 - 100 H1 First Class Honours
   70 – 79 H2A Second Class Honours Division 1
   65 – 69 H2B Second Class Honours Division 2
   50 – 64 P Pass
   <50 F Fail

c) Masters by Coursework
   An average of the marks for the six 500 level courses to provide a grade as for master’s by thesis.

d) Masters by Minor Thesis and Coursework
   25,000 word minor thesis (50%); average of three 500 level courses (50%)
   16,000 word minor thesis (33%); average of four 500 level courses (67%)
   8,300 word research paper (17%); average of five 500 level courses (83%)
   to provide a grade as for master’s by thesis.

8.3

a) CON – “Continuing” for a thesis which has not been submitted for examination.
DEF – “Deferred” for a course in which the result has not been finalised for special examination, aegrotat etc. The result must be finalised by the third week after official results were due.

b) “In calculating the percentage of students who passed a course, the following are not counted-W(Withdrawn); DNS (Did not sit); DNC (Did not complete)”

9. GRADING PROCEDURES

9.1 There will be two stages in the confirmation of grades examiners:

9.1.1 At the first stage, a faculty meeting of the staff involved in teaching the courses will:
a) i. approve the award of the appropriate grades to each student in those courses, and
ii. assess the overall results for each course and make recommendations for improvement, and

iii. report to Senate issues arising from the approval and assessment and examination processes

iv. Where a course is taught for another faculty's programme, the course's results and grades must also be presented at the meeting of that faculty. Such courses should be first on the agenda.

v. Where a course taught for the faculty's own programme(s) also has many students from another faculty's programme(s) enrolled in it, that other faculty should be invited to attend the meeting.

9.1.2 At the second stage the Senate will:

a) consider the reports of faculties, and

b) approve the award of aegrotat and compassionate results, and

c) confirm recounted results, and

d) award restricted passes in accordance with the Statute.

9.2 The Director Student Services will post the provisional and final grades on NUS notice-boards as determined by the Director Student Services.

9.3 Statement of Results

Each student enrolled in a National University of Samoa programme or for a single course, is provided a consolidated Official Result Notice for each semester of enrolment. The Notice will contain the student’s ID, surname name and first names, programme, course code, course title, result in percentage and grade. A line of asterisks will be drawn under the last course code, course title and result. The Notice will be signed by the Director, Student Services and stamped with the Student Services stamp. The reverse side will include the NUS grading system.

10 RECOUNTS

10.1 Any student may have the marks awarded for an examination recounted by submitting an Examination Mark Recount Application form and by paying the prescribed fee within five days of the posting of the provisional results for that course on the notice-boards.

10.2 A recount shall be undertaken by the examiner and by the Head of Department/School (if the Head was not the examiner) or by another lecturer from the same department (if the Head was the examiner). The recount shall include a careful re-addition of the total marks on the script, but will not include a remarking of the script.

10.3 There will be no direct communication between the student and the staff members conducting the recount, between the date of the posting of the provisional results and the date of the notification of the outcome of the student’s application.

10.4 If there is a change in the final mark as a result of the recount, a new official results notice will be issued. If the mark is increased, the recount application fee will be refunded.

11 RESTRICTED PASSES

11.1 A student may be awarded a restricted pass for a course taken towards a certificate, diploma or degree provided that:

a) the student gained a grade of D in the course in the final year of enrolment, and
b) the granting of the restricted pass will enable the student to complete
the requirements of the qualification, and

c) if the student has successfully completed a programme which is stair-
cased and receives a restricted pass for one course and then
proceeds to a higher programme, the course in which the restricted
pass was awarded has to be repeated and passed.

11.2 The restricted pass applies only to the programme for which it was
granted and may not be transferred to any other programme.

11.3 A student with a restricted pass in a course cannot subsequently use
that pass to fulfil a prerequisite requirement.

11.4 A student granted a restricted pass may subsequently re-enrol in the
same course in an attempt to gain a higher grade. In such a case, the most recent
grade supersedes the restricted pass and the student will be eligible to be
considered for another restricted pass in another course.

12 GRADUANDS AND PRIZES

12.1 Meetings of the faculties will recommend, for the approval of Senate
and confirmation of the Executive Committee/Council, students who have
completed the requirements for certificates, diplomas and degrees and students
selected to receive awards and prizes.

13 CONFIRMATION LETTER OF COMPLETION

When the graduation will not take place for several months, a student may request in
writing to the Director, Student Services for a Confirmation Letter of Completion of a
programme subject to approval from the Faculty/Centre. A fee is charged for one or at
least three day’s notice. (See Calendar, Table of Fees)

14 ACADEMIC PROGRESS AND EXCLUSION

14.1 These provisions apply to all undergraduate programmes at the National
University of Samoa except for postgraduate programmes, for which there are
special provisions as stated in the Postgraduate Regulations.

14.2 A student who fails a course three times may not enrol in that course
again.

14.3 A minimum duration of programmes for full-time and part-time
students is stated in the regulations for each programme.

14.4 The maximum duration of programmes:

   a) for full-time students must not exceed twice the minimum duration of
the programme plus two semesters eg. for BA minimum six semesters,
maximum fourteen semesters, DipRad & El minimum four semesters,
maximum ten semesters.

   b) for part-time students must not exceed ten academic years from the
time of first enrolment for a three- or four-year programme and seven
academic years for a two-year programme.

   c) for any mixture of full-time and part-time study, must not exceed seven
years for any programme.

14.5 A period of approved suspension will not count in determining the
maximum duration for the programme.

14.6 The Senate, on the advice of the appropriate Dean/Head of Department
or School, may vary these requirements for exceptional cases.

14.7 A faculty may also recommend to Senate, the exclusion of students
from a programme. Any full-time undergraduate certificate, diploma or degree
student who does not pass at least 50% of their enrolled courses in an academic year may be excluded from the programme, by Senate, on the recommendation of the relevant faculty.

15. Students at Risk

1. Each faculty and CSS will identify Foundation, TVET and undergraduate students by week 7 each semester who are considered to be “students at risk of failing”.

2. Every course must have completed at least 20% of the coursework (tests, laboratory reports, assignments etc) by week 7.

3. Criteria for identifying At Risk Students:
   (a) Those who have not achieved 50% of the coursework as in 2.
   (i) and of those, those who regularly do not attend classes etc. and
   (ii) regularly do not submit assignments by the due date
   (iii) have not submitted required work.

4. Lecturers perform the initial assessment and provide a list to the department on the Students At Risk Form for discussion on action to be taken (by lecturer or referral to Faculty Academic Advisers or Student Support Services). This list will then be submitted to the faculty for further discussion and final endorsement.

5. Each HOD and lecturer is responsible for action to be taken and seek feedback from Student Support Services if referred.

6. Where the faculty identifies an at risk student who is enrolled from another faculty, the other faculty must be informed.

7. The Administrative Assistant is responsible for 6. And collating data on 5. for a report on all the non-postgraduate courses to the May and October faculty meeting.

8. At Senate Assessment Meeting each course reports how many students were identified as At Risk and how many of those students passed.

See also Degree Academic Progress Statute and Higher Degree Academic Progress Statute

DEGREE ACADEMIC PROGRESS STATUTE

The Council of the National University of Samoa makes this statute pursuant to section, 25(2) (g) of the National University Act, 2006.

1. INTRODUCTION

1.1 The National University of Samoa endeavours to provide an environment in which students will engage with their studies and successfully complete the programme. NUS is committed to the maintenance of academic standards and quality academic outcomes for all programmes.

1.2 It is the responsibility of students to maintain satisfactory academic progress in their degree so that they will be permitted to progress through the programme.

1.3 The University adheres to the principles of natural justice when making decisions on academic progress:
   - Students are notified in writing of any unsatisfactory academic progress.
   - Students are given the right and opportunity to present their case.
   - Students are treated impartially and equitably.
2. RESPONSIBLE AUTHORITY
It is the responsibility of the Dean, Director or Head of School to administer this Statute through a Faculty Academic Progress Committee.

3. FACULTY ACADEMIC PROGRESS COMMITTEES
3.1 A faculty may appoint one or more Academic Progress Committees to act on behalf of that faculty to consider the academic progress of the students in their programme.
3.2 Membership will include
   - the dean or nominee (a senior academic), (Chair)
   - two or three members of the full-time academic staff of the rank of lecturer grade 2 or above
Secretary: The Administrative Assistant to ensure accurate notes and files are maintained.
3.3 A quorum is at least three members, excluding the secretary
3.4 The Faculty Academic Progress Committee must act fairly and interview or allow the student to make a submission (see above 1.3)
3.5 A decision by the Faculty Academic Progress Committee is the decision of the relevant faculty and must be made according to paragraphs 6-8 of this Statute.

4. PRELIMINARY WARNING
In addition to any advice provided by staff earlier, students who are considered “at risk” of failing after week 7 each semester, will be identified, notified and provided advice by the Faculty or Centre or School.

5. DURATION OF PROGRAMME (Statute on Assessment and Examinations, section 13.)
   a) A minimum duration of programmes for full-time and part-time students is stated in the regulations for each programme.
   b) The maximum duration a student may take to complete a programme is twice the minimum duration plus two semesters eg. for BA fourteen semesters as a full-time student and ten academic years for a part-time student.
   c) For any mixture of full-time and part-time study, no more than seven academic years.
   d) Any period of leave or suspension will not count in determining the duration of the Programme.
   e) The Senate, on the advice of the appropriate Dean, may vary these requirements for exceptional cases.

6. UNSATISFACTORY ACADEMIC PROGRESS
Students who do not make satisfactory academic progress at the end of two semesters will be identified and offered advice and support. They may be required to demonstrate why they should be allowed to continue in the programme.
Full-time students enrol in four courses per semester and part-time students, two courses per semester.
6.1 A student who has passed less than 50% of the courses taken in the last two semesters is considered to have an unsatisfactory performance record.
   a) A student who fails 75%- 100% of the courses for the last two semesters, (F/T: 6, 7, or 8 courses; P/T: 3 or 4 courses) will be suspended from the programme for two semesters.
i. If the student re-enrolls at the end of the suspension, only two courses for a full-time student and one course for part-time student will be permitted in the first semester.

ii. If the students fail those courses, the student will be excluded from the programme by the Senate.

iii. If the student passes those courses, a full enrolment is permitted in the second semester and their progress will continue to be monitored.

b) A student who fails 50% of the courses for the last two semesters, (F/T4; P/T 2) will be restricted for the next semester to two courses for a full-time student and one course for a part-time student.

i. If the student fails those courses, the student will be suspended from the programme for two semesters. 3.1 (a) (i) and (ii) will then apply.

ii. If the student passes those courses in the first semester, a full enrolment will be permitted in the second semester and their progress will continue to be monitored.

c) A student who fails three, two or one course in the last two semesters, will need to adjust their enrolment. However, in the future, their enrolment for any past two semesters may restrict their enrolment or incur suspension or exclusion.

7. VARIATION
The Chairperson of the Faculty Academic Progress Committee, may vary the above provisions provided that

a) the student did engage with their courses and submitted most of the required assessment and sat the examination, if required.

b) The student’s performance was affected by exceptional medical or personal circumstances.

8. CONDITIONS
The dean or nominee may impose conditions to ensure appropriate support is provided to improve the student’s success. These may include meetings with course staff, an academic adviser or sessions at Student Support Services.

9. RECORDS
The Faculty or Centre or School will maintain accurate records of identified students who are making unsatisfactory academic progress. Decisions, if delivered orally, must also be stated in writing and the student sign for the notice. A copy must always be filed.

10. RE-ENROLMENT IN A COURSE
The NUS Statute on Admission, Enrolment and Withdrawal states that a student who failed a courses three times may be excluded from enrolling in that course again. 5.7 The dean or nominee may approve a further enrolment provided that the student normally performs at a satisfactory level or the course is a compulsory course for that programme or for a major and the student has passed at least half of the courses required. Exceptional medical and personal circumstances may also be considered.

The School of Medicine has its own academic progress regulations for the Bachelor of Medicine/Bachelor of Surgery programme.

11. APPROVAL, REVIEW AND AMENDMENT HISTORY

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HIGHER DEGREE ACADEMIC PROGRESS STATUTE

1. This policy applies to
   a) Candidates for a higher degree by research (including Honours) with no coursework or with coursework, and are required to pass any compulsory coursework component of that degree.
   b) Candidates who are completing the higher degree solely by coursework.

2. WARNING
   If the Postgraduate Committee is of the opinion that a student is not making satisfactory progress, the Postgraduate Committee may issue a written warning to the student stating that, unless certain conditions as stated in the warning are not met by a stated date, it intends to terminate the candidature. That letter must also include the provision for the student to respond if he or she wishes.

   2.1 In forming its opinion whether unsatisfactory progress is being made by a doctoral or masterate candidate, the Postgraduate Committee must consider the report from the supervisor(s) and/or course results.

   2.2 A candidate to whom a warning is issued, may, within 10 working days of the date of issue of the warning, notify the secretary of the Postgraduate Committee that the candidate wants to present his or her response in writing or in person.

   2.3 The Postgraduate Committee must consider a written response from the candidate or allow the student to make a submission to the Committee within five working days of the submission to the secretary.

   2.4 The Postgraduate Committee will consider the written or oral submission and, in the absence of the candidate, decide a course of action and relay that to the candidate in writing within 24 hours.

3. TERMINATION
   3.1 If the Postgraduate Committee decides to terminate a candidacy, it must notify the student in writing. That letter must also include the provision for the candidate to appeal if he or she wishes, by writing to the Chairperson of Senate.

   3.1 Appeal

   3.1.1 A candidate may appeal a decision of the Postgraduate Committee for termination to the Senate.

   3.1.2 The Chair of Senate will appoint a committee of three senior academic staff (not members of the Postgraduate Committee and not the candidate’s supervisors) to hear the appeal. The Appeal Committee should meet within a week.

   3.1.3 The student may make a written or oral submission. The Appeal Committee will consider the candidate’s submission and in the absence of the candidate decide a course of action and relay that to the candidate in writing within 24 hours.
The Appeal Committee may uphold the decision of the Postgraduate Committee or permit the higher degree candidate to continue the programme on such conditions, if any, that it considers appropriate.

4. **RE-ADMISSION AFTER TERMINATION**
4.1 The Postgraduate Committee may re-admit a candidate to a programme from which the candidate has been terminated.
4.1.1 if the applicant is approved by the relevant faculty or centre; and
4.1.2 the faculty or centre is satisfied that the candidate’s circumstances have so changed that there is a reasonable possibility that the student will make satisfactory progress in the programme.
4.2 The Postgraduate Committee may impose conditions for re-admission.

5. **APPROVAL, REVIEW AND AMENDMENT HISTORY**

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**STATUTE ON STUDENT CONDUCT 2014**

*Amended October 2018*

Pursuant to section 25 (2) (b) and (l) of the National University of Samoa Act 2006 (‘the Act’), the Council, makes the following Statute:

1. **Title and Commencement**
   This Statute is to be called the Student Conduct Statute 2014 and commences on the date of signing by the Council.

2. **Interpretation**
   In this Statute, unless the context otherwise requires:

   2.1 **“Appeals Committee”** means the Committee appointed by the Vice Chancellor to hear appeals on Student Conduct Committee appeals;

   2.2 **“Causing Racial Disharmony”** means:
   a) publishing or distributing written, visual or electronic material which is threatening, abusive, or insulting; or
   b) using within the hearing of persons, or at any meeting to which the public are invited or in any lecture, seminar, tutorial, laboratory, workshop or field work activity, words which are threatening, abusive, or insulting;

   2.3 **“Information Systems Misconduct”** means conduct in breach of any Statute, guideline, rule or policy for Computer;
2.4 “Library Misconduct” means:
a) a serious breach of the provisions of any Statute, guideline, rule or policy relating to the operations of the library;
b) repeated breaches of any Statute, guideline, rule or policy relating to the operations of the library which when taken together amount to a serious breach;

2.5 “Conduct” includes statements, actions, omissions, or decisions;

2.6 “Discrimination” means conduct which results in or is likely to result in less favourable treatment, or creates or is likely to create a less favourable environment, for any person or group of persons than for another person or groups of persons in the same or similar circumstances descent on the grounds of gender, language; religion, political or other opinion, social origin, place of birth, or family status.

2.7 “Member’s Supervisor” includes a head of department, dean, head of school, director or manager;

2.8 “Misuse of Authority” means conduct by a member of the University in relation to another member of the University which:
a) intimidates or humiliates that other person by belittling them, or repeatedly or excessively criticizing or reprimanding them, or repeatedly or excessively criticizing their work; or
b) makes demands which are unreasonable or outside that other person’s appointed position and their role within the University;

2.9 “Misconduct in Research” means:
a) the fabrication of data, including claiming results where none have been obtained;
b) the falsification of data, including fraudulent changing of records;
c) misleading analysis and interpretation of results;
d) plagiarism, which includes conduct in breach of section 4 (7) of this statute;
e) misleading ascription of authorship, including listing authors without their permission, attributing work to others who have not in fact contributed to the research, and failing to acknowledge work primarily produced by a research student/trainee/associate or student;
f) intentional infringements of the guidelines of the University’s Research and Ethics Committee or other relevant professional practices and codes of ethics;
g) other research practices which bring or are likely to bring the University into disrepute;

2.10 “Other Misconduct” means:
a) wilfully or recklessly damaging, destroying or defacing, or wilfully moving without authority, any property of the University, or any other property within the University precincts or any property of another member of the University or the Student Association of NUS;
b) wilfully creating any nuisance;
c) wilfully obstructing or interfering with any member of the University in the due performance of her or his functions or of the work she or he is required to perform;
d) committing any criminal offence, including use or possession of illicit drugs, assault, theft and possession or use of a weapon; These matters will be referred to the Police Service. The University may proceed however if there is considerable
delay or inaction by the Police Service.
e) committing any breach of any rule of conduct, regulation or statute of the
University;
f) insulting or threatening any other person;
g) behaving in any way, without reasonable cause, which brings or is likely to bring
the University into disrepute;
h) assisting, counselling, procuring or encouraging another member of the
University to commit any breach of this statute;
i) being on University premises when the member knows or ought to know that
she or he is not entitled to be there at that time;
j) causing any unnecessary disturbance or annoyance to persons living in
residential quarters on University premises or to residents in the vicinity of
University premises;
k) riding, driving or parking a motor cycle or motor vehicle in the University
grounds except in compliance with approved public notices regulating entry, exit
and speed of cycles and vehicles and the places where they may be parked;
l) being accompanied by a dog (other than a guide dog) or any other pet on
University premises;
m) refusing any reasonable request to identify himself or herself, by an authorised
person who has reason to suspect that the student is in breach of any statute or
rule;
n) bringing or consuming alcoholic liquor on University premises other than:
i) on licensed premises; or
ii) any other premises where permission has been given to consume alcohol and
then only in accordance with any conditions imposed;
o) being intoxicated or showing apparent signs of intoxication on campus;
p) using the personal identification card of another student so as to impersonate
that student, or permitting his or her personal identification card to be used by
another student or person;
q) Use of social media to harass, bully, belittle or humiliate another student or a
staff member.
2.11 “Plagiarism” is the use of another’s work (published or unpublished) without
acknowledgment;
2.12 “Racial Harassment” is the use of language whether written or spoken, or
visual material or physical behaviour that:
a) expresses hostility against, or brings into contempt or ridicule, any other person
b) because of their physical characteristics, race, or ethnic or national origins of
that person; and
c) is hurtful or offensive to that other person;
2.13 “Repealed Statute” means the Statute on Student Conduct as amended and
approved by Council in June 2006;
2.14 “Sexual Harassment” means:
a) the making of a request of any other person for sexual intercourse, sexual
contact, or other form of sexual activity which may contain an implied or overt
promise of preferential treatment or an implied or overt threat of detrimental
treatment; or
b) by the use or display of language, whether written or spoken, of a sexual nature,
or of visual material of a sexual nature, or by physical behaviour of a sexual nature,
subjecting any other person to behaviour that is unwelcome or offensive to that person (whether or not that is conveyed to the person complained about).

2.15 “Student” means any person who is registered as a student and undertaking a course of study at the University;

2.16 “Student Conduct Committee” means a Committee which may be appointed by the Senate from time to time;

2.17 “Student Conduct Officer” means a person appointed by the Vice-Chancellor to attend to student conduct matters from time to time.

3. Prohibited Conduct

3.1 Any student member of the University breaches the provision of this statute where the student engages in conduct which is prohibited by subsection (3.2):
   a) within any campus of the University or its precincts;
   b) in any official University activity; or
   c) where the conduct in question is a result of the staff member’s position or role within the University.

3.2 Prohibited conduct includes:
   a) discrimination; sexual harassment; racial harassment;
   b) causing racial disharmony;
   c) misconduct in research;
   d) plagiarism;
   e) library misconduct;
   f) information systems misconduct;
   g) other misconduct.

4. Students to Comply with University Directions and Rules

4.1 All students shall comply with:
   a) such directions as may be reasonably given by a staff member to maintain good order and discipline;
   b) while in class, any requirements as to behaviour or attire made for the orderly conduct of the class or the safety of persons using the facility;
   c) while using any facility, the rules applicable to its use and any directions by the person in charge to preserve the safety of the persons or the equipment, and shall follow safe working practices and/or safety equipment when using tools or plants in workshops, laboratories, work sites or while on any workplace learning programme;
   d) while resident or present in residential quarters, the rules of the residential quarters or directions given by those in charge;
   e) while on a field trip or excursion, any rules by the persons in charge to preserve the safety of all persons or to prevent misconduct;
   f) while present in Student Association buildings, requests made by those in charge to prevent unruly behaviour or to cause it to cease.

4.2 Any student who violates any of these directions or rule may be subjected to a disciplinary hearing before the Student Conduct Committee.

5. Violation of Prohibitions and University Directions or Rules

5.1 All allegations relating to the violation of this statute with regards to plagiarism and research should be referred to the relevant Dean, who should refer any serious allegation to the Student Conduct Officer.

5.2 All other allegations of infringement of this statute must be referred to the
Student Conduct Officer.
5.3 The Student Conduct Officer must deal with minor infringements of this statute.
5.4 The Student Conduct Officer shall have the powers and responsibilities of the
Student Conduct Committee as provided for in this statute.
5.5 For serious allegations, the Student Conduct Officer must refer the allegation to
the Student Conduct Committee.
5.6 In this section “relevant Dean” means the Dean who is responsible for the
programme in which the student who has violated this statute has enrolled.

6. Protection for Complainants
6.1 No student or any member of the University may deny or threaten to deny any
benefit, or cause or threaten to cause any detriment, to any person as a result of
any complaint which has been made or may be made in good faith under the
provisions of this statute. Any member suspected of acting in violation of
subsection (6.1) may be subject to a complaint under this statute.

7. Options for Student in Handling Violation Disciplinary Proceedings
A student alleged of violating the provisions of this statute or any other University
direction or rule has the option of:
   a) having the matter referred to a Student Conduct Committee; or b) having
      the matter dealt with by a Student Conduct Officer.

8. Hearing of Matter by Student Conduct Officer
8.1 Where a student opts for a Student Conduct Officer to handle the allegations,
the Student Conduct Officer must:
a) interview the student;
b) interview all relevant persons and consider all relevant documentation
   associated to the allegations; and
   c) make a decision on the matter.
8.2 The Student Conduct Officer may reject the allegations where there is
insufficient evidence. The Student Conduct Officer must report any findings arising
from the interviews undertaken.

9. Hearing of Matter by Student Conduct Committee
9.1 Where a student opts for a Student Conduct Committee to handle the
allegations, the Student Conduct Officer must, at least three (3) school days
prior to the hearing, issue and serve a written notice to the student notifying:
a) the time and place of the hearing;
b) that the student is required to attend the hearing; and
   c) that the failure of the student to attend the hearing may result in the student
      being suspended from the University.
9.2 The hearing of the matter must be held not later than twenty (20) days from the
date of the notice being brought to the attention of the student.
9.3 Subject to subsection (9.2), failure to comply with the requirement under
subsection (9.1c) may result in the abandonment of the allegations.
9.4 The Vice-Chancellor may extend the period for holding the hearing where the
Vice-Chancellor considers it appropriate to do so in the circumstances.

10. Calling of Witnesses for Hearing
10.1 The Student Conduct Committee may call any person as a witness.
10.2 Witnesses must be given at least three (3) days’ notice of the hearing.
10.3 A notice under subsection (10.2) must inform a witness that they are required to give evidence in relation to the complaint being made and that failure to do so may result on a penalty being imposed upon that person.

11. **Giving of Evidence at Hearing**
The Committee may ask questions of the student or any witness that is called to the hearing. The student must:

a) be given an opportunity to respond to any evidence provided against the student in relation to the allegations;
b) be given the opportunity to ask questions of any person or consider any material the student wishes to establish the facts of the case. The Committee must:
c) permit the student to be represented by an advocate of the student’s choice;
d) conduct proceedings, except for their deliberations, in the presence of the staff member and/or staff member’s advocate and the complainant and/or the complainant’s advocate and allow such advocates to question interviewees, make submissions and present or challenge any evidence;
e) conduct the proceedings in camera; and
f) consider the evidence and determine the matter fairly without regard to the strict rules of evidence and procedure as practised in the courts of law.

12. **Actions to be Taken Immediately After Hearing**
12.1 Following the hearing of a matter, the Committee must provide its findings to the Vice Chancellor within one (1) day from the day of the completion of the hearing.

12.2 The Vice-Chancellor must notify the student in writing of the Committee’s findings within one (1) day of the Vice-Chancellor receiving notice of the Committee’s decision.

13 **Penalties**
Subject to an appeal under Section 17, the penalties listed for the misconduct listed in the Schedule may be imposed by the Student Conduct Committee after the hearing of a matter.

14. **Appeal**
14.1 The staff member or the complainant may appeal in writing to the Pro-Chancellor of the University within ten (10) days of receipt of the determination of the Student Conduct Committee against:
a) the findings of the Student Conduct Committee or a Student Conduct Officer; or
b) the penalty imposed; or
c) both findings and penalty.
14.2 The notice of appeal must set out the grounds for the appeal.

14.3 The Vice-Chancellor may appoint a Student Conduct Appeals Committee all of whom shall not have been involved in the matter prior to it coming to appeal.

14.4 The Student Conduct Appeals Committee may, at its discretion, rehear all or part of the evidence or receive any further evidence orally or in writing where this would assist in reaching its decision on the appeal.

14.5 The Chairperson of the Appeals Committee may suspend the implementation of any penalty pending the hearing and determination of the appeal.

14.6 The appellant and any other party to the Appeal shall be entitled to make submissions in writing and to appear in person and/or by an advocate when the
appeal is being heard.
14.7 The Appeals Committee will conduct proceedings, except for their deliberations, in the presence of the appellant and/or appellant’s advocate and the other party or other party’s advocate, and allow such advocates to make submissions and present or challenge any evidence.
14.8 The Appeals Committee will conduct the proceedings in camera and shall abide by the rules of natural justice.
14.9 The Appeals Committee may dismiss or allow the appeal or vary the penalty but it may not impose a penalty or make a recommendation which could not be imposed or authorized under this Statute.
14.10 The Appeals Committee’s decision is final.
14.11 The Appeals Committee must report its decision to the Pro-Chancellor and the appellant within two (2) working days of reaching its decision.

15. Records
15.1 A record of any penalty imposed shall be kept for a period of five (5) years from the date on which the most recent instance of prohibited conduct occurred.
15.2 Provided that no further prohibited conduct has occurred within the designated period during which the record is to be kept, that record shall be destroyed at the end of that period.
15.3 Nothing in this or any other statute prejudices the legal rights and remedies of the University in respect of the misconduct or negligence of any student member.

16. Repeal
The Statute on Student Conduct as amended and approved by Council in June 2006 is hereby repealed.

17. Savings and Transitionals
17.1 Any authorisation, appointment, approval, cancellation, suspension, condition, declaration, termination, advice, direction or act of authority under or concerning the repealed Statute so far as they are subsisting or in force at the time of the repeal of such Statute, continues and has effect under the corresponding provisions of this Statute.

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<th>PENALTY</th>
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<td>Misconduct in accommodation</td>
<td>Fine not exceeding $150 and/or suspension or termination of the student’s residency in the accommodation</td>
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<td>Misconduct in NUSSA premises</td>
<td>Exclusion of the student from NUSSA premises for a period not exceeding one (1) calendar</td>
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<td>suspension from the University for a determined period</td>
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<tr>
<td>Reprimand in writing;</td>
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<tr>
<td>Being issued with a warning; Fine not exceeding $150;</td>
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Other Misconduct

- Delaying the release of the student's examination results for a period not exceeding 2 months;
- Suspending the student from the University and any class or classes for a for a determined period;
- Cancellation of the enrolment of the student, especially where the misconduct is repeated;
- Cancellation of any grade the student may have been credited in the course or examination/test in which the misconduct occurred;
- Disqualification of the student from consideration for any scholarship, grant or award offered through the University;
- Requiring the student, in the case of damage to property, to pay any amount by way of restitution within a specified period;
- On default of payment of a fine or any amount of restitution, suspend the student from the University until the amount is paid;
- Requiring the student to remove any defacement to University premises or property or to render services to the benefit of the University;
- Expulsion from the University.

**STUDENT GRIEVANCE PROCEDURES**

Approved by NUS Council on 30 September, 2016 according to the NUS Act 2006, 25 (1) and (2)

**PURPOSE**

The National University of Samoa is committed to providing a positive learning environment and will ensure that procedures enable student complaints to be dealt with seriously and promptly.

These procedures will encourage good practice by both students and staff and ensure there is consistency across the faculties.

1. **COMPLAINTS OR GRIEVANCES**
   a) Grievances include but are not limited to:
      i. An error
      ii. An unfair assessment of coursework
      iii. Unfair treatment
      iv. An allegation of unfair treatment by a staff member
      v. A penalty that was inappropriate or too harsh
      vi. Failure of a staff member to adhere to policies and procedures including availability for consultation
      vii. Decisions by a staff member affecting individuals or groups of students
      viii. Unreasonable delay in assessment of coursework
      ix. Inadequate teaching or course materials
      x. Decisions of administrative staff affecting a student or group of students
xi. Standard of service received through the University administration
xii. An allegation of inadequate advice or responses to draft of a thesis
xiii. Disagreement about satisfactory progress of research and/or thesis writing.

b) Grievances do not include:
i. Admission to NUS – any query should be directed to the Director Student Services and/or the dean of the relevant faculty.
ii. Discipline/behaviour/harassment/bullying – see Statute on Student Conduct in the Calendar.
iii. Fees – any query should be directed initially to the Director, Financial Services and for further elaboration, the Deputy Vice Chancellor (Corporate Services)
iv. Recognition of Prior Learning/ Competency – refer to relevant dean.

2. STAFF/UNIVERSITY RESPONSIBILITIES: STUDENT EXPECTATIONS

By their contractual and professional obligations University staff are expected to:
a) Prepare for lectures, classes, tutorials, laboratories or workshops
b) Construct assessment items which reflect the learning objectives and outcomes
c) Marking will be timely, fair and consistent, and provide constructive comment
d) Select appropriate pedagogical methods that help students achieve the learning outcomes
e) Encourage student participation in the course
f) Speak in an understandable and appropriate manner
g) Provide a positive and encouraging, nonthreatening environment that promotes student query and discussion
h) Treat sensitive issues or topics factually and impartially
i) Provide a learning environment safe from danger and harassment
j) Provide information to students about each course no later than the second week of the semester on
   i. Course objectives
   ii. Workload expectations
   iii. Assessment including length required (words) and percentage of total mark for each item. (Any assessment changes must be notified to the students in writing.)
   iv. Submission dates
   v. Information on any coursework presentation – essays (sources citing method), format, late penalties
   vi. Statement on plagiarism and cheating and consequences.
   vii. Reading requirements (if appropriate), attendance requirements and involvement.
   viii. Consultation hours
   ix. Contact details – office location and telephone and/or email address.
   k) As supervisors of theses, follow the guidelines as stipulated in the Requirements for Higher Degrees Manual.
   l) Will respect the right of a student to express views and opinions.

3. STUDENT RESPONSIBILITIES: UNIVERSITY STAFF EXPECTATIONS

Students are expected to:
a) Be familiar with the rules and regulations governing the programme of
study in which they are enrolled and to ensure that the courses chosen meet the programme requirements for graduation. If necessary seek advice from a Faculty Academic Adviser.

b) Be familiar with the regulations for admission and enrolment, course change, assessment and examinations (including cheating and plagiarism), recognition of prior learning, student conduct, and ICT use. (These are in the Calendar)

c) Be familiar with each course requirements, attend class as required, participate actively and positively in their learning, be responsible for their course planning and study, submit coursework on time.

d) To seek advice from the course’s staff and/or the Student Support Services for academic or personal problems.

e) Act in a manner that does not interfere with a staff member’s responsibilities or a student’s learning.

f) As a research student, follow the relevant statutes and guidelines as stipulated in the Requirements for Higher Degrees Manual.

g) Respect the right of staff to express views and opinions.

4. **TIMING OF COMPLAINTS OR GRIEVANCES**

A student (or several students) must raise complaints or grievances within one week after the event, decision or action. NUS may not be able to investigate a complaint if more than six months has elapsed since the event, decision or action as there may be insufficient information available to investigate.

5. **ANONYMOUS COMPLAINTS OR GRIEVANCES**

The University will investigate anonymous complaints at the discretion of the Director, Governance, Planning and Policy, depending on

a) the nature and seriousness of the complaint and

b) sufficient information and evidence to conduct an investigation.

Students may ask a Student Counsellor or the NUS Student Association to act on their behalf. Certain grievances however will require personal details to be provided for a resolution to be achieved.

6. **PROCEDURES**

6.1 **Informal resolution**

a) For course related issues, students should normally approach the relevant staff member or course convenor about any complaint or grievance.

b) If the student is not satisfied with the result, the student should approach the relevant head of department, or where this is inappropriate, the relevant dean. The student may also seek advice from a counsellor.

c) For student administrative matters (enrolment, examinations, graduation) refer to Director Student Services

d) For library matters refer to University Librarian

e) For IT matters, refer to Director, ICT

f) For issues relating to security, cleaning and grounds staff, refer to the Manager, Property Maintenance

g) For Student Support Services matters, refer to Deputy Vice-Chancellor (Corporate Services)

h) If the student is not satisfied with the result, the student should refer to the Deputy Vice Chancellor (Corporate Services)

i) The Head of Department/Dean/Manager/Director/DVC must record the grievance or complaint and any resolution made (including dates) – any
It is expected that most complaints or grievances will be resolved by mediation.

6.2 **Formal resolution**

a) If the student(s) does not consider the matter has been resolved, the student may lodge a formal complaint in writing to the Director, Governance, Planning & Policy.

i. The complaint should state the complainant’s name, address, telephone numbers, and ID number

ii. The title and code number of the course, the name of the staff member, department and faculty

iii. state clearly and precisely the grounds upon which the complaint or grievance is claimed and include sufficient, relevant information (dates and times if necessary). Any written material from the faculty should be attached

iv. state a desired outcome

b) The Director or delegated person will forward the grievance or complaint to the staff member with a copy to the relevant Dean, and request a written response within five working days. The respondent’s reply will be provided to the complainant.

c) In addition to the Director, Governance, Policy and Planning as Convenor, the Vice Chancellor’s Committee will annually appoint four academic or teaching staff and four comparable/general Staff to join the President of NUSSA to form the University Grievance Committee of five. The Director will be responsible for the formation of the committee bearing in mind that no staff member from the faculty or sector from which the complaint originated may be a member.

d) (iv) The Director will be responsible for holding the inquiry as soon as possible and notifying all participants of the date, time and place of the hearing, one week in advance. Both parties may have a support person who is not a legal practitioner at the hearing, who may speak on their behalf when the University Grievance Committee meets.

e) The University Grievance Committee

i. may seek further information or meet with any other persons considered able to assist the process

ii. will conduct the inquiry impartially, without bias, without conflict of interest and confidentially

iii. will meet with the complainant and respondent separately

iv. abandon the meeting if any abusive behaviour occurs

v. will meet alone to consider its decision

vi. will provide a copy of its decision to both parties

vii. will recommend appropriate action if it decides a disadvantage has occurred (e.g. a written or verbal apology, a second opinion on disputed coursework mark, a remark, opportunity to resubmit)

viii. may recommend alterations to University statutes or policies and procedures

ix. dismiss a grievance that is deemed to be frivolous or lacking in substance, and stating the reasons.

f) The decision of the University Grievance Committee shall be sent to all interested parties. The Committee’s decision is final and binding. There
will be no right of further appeal or review.
g) The Director will ensure that all documentation is retained for seven years before it is destroyed.

**STATUTE ON ICT POLICIES AND CODE OF PRACTICE**

1 **SCOPE**

In this document, unless a contrary intention appears:

a) university or NUS means the National University of Samoa
b) the ICT Department means the Information and Communications Technology department of the National University of Samoa
c) ICT Committee means the ICT Committee of the university
d) equipment includes dial-up modems, the NUS Local Area Network, any equipment owned or operated by Information and Communications Technology (ICT) department, or equipment replacing any of the above

2 **GENERAL PRINCIPLES**

2.1 The ICT policies shall provide a framework which will safeguard and ensure the continuity of the Samoa-American Samoa telecommunications link by upholding the trust and guiding principles as set forward in the Memorandum of Understanding (MOU) of inter-governmental cooperation between the governments of Samoa and American Samoa.

2.2 Access to computer systems and networks owned or operated by NUS imposes certain responsibilities and obligations and is granted subject to university policies, local statutes and regulations.

2.3 Access to the university’s computing facilities and resources is granted solely to NUS staff, pre-enrolled and enrolled students and individuals and institutions outside the university who are authorised to use services that have been made available through NUS. The university reserves the right to limit, restrict, or extend computing privileges and access to its resources.

2.4 Computers and network resources can provide access to resources both on and off campus. Such open access is a privilege and requires that individual users act in a responsible and acceptable manner. Acceptable use always is ethical, reflects academic honesty and shows restraint in the consumption of shared resources. Acceptable use demonstrates respect for intellectual property, truth in communication, ownership of data, system security mechanisms, an individual’s right to privacy and freedom from intimidation, harassment, and unwarranted annoyance. The university considers any violation of acceptable use, principles or guidelines to be a serious offence and reserves the right to test and monitor security and copy and examine any files or information resident on university systems allegedly related to unacceptable use.

2.5 Those who do not abide by the policies and guidelines listed below should expect at least suspension of computer privileges and possible disciplinary action in accordance with university rules for misconduct and existing judicial, disciplinary, or personnel processes. Offenders may also be subject to criminal prosecution under Samoan laws and should expect the university to pursue such action.

2.6 The ICT Department should be notified about violations of computer laws and policies, as well as about potential loopholes in the security of its computer systems and network. The user community is expected to cooperate
with the ICT Department in its operation of computer systems and networks as well as the investigation of misuse or abuse.

2.7 Upon completion of enrolment (student) or formal acceptance of contract (staff member) all users will be obliged to abide by these policies.

3 POLICIES

3.1 Users should not share accounts or passwords or use facilities that bypass the use of passwords, except by prior arrangement with ICT Department.

3.2 ICT account logins and passwords are not to be given to any other person for any purpose except with such prior arrangement.

3.3 ICT Department equipment is only to be used for university-related work, except by prior arrangement with the Department or where specific exceptions have been made and notified.

3.4 Users shall not, unless by prior arrangement with ICT Department, produce or run non-course related software on any ICT system.

3.5 Unapproved non-academic usage and game playing are banned.

3.6 Account use by an account holder's family member, friend or other person is strictly forbidden.

3.7 It is not permitted to use any other person's account. The ICT Department will take appropriate action when account sharing is detected.

3.8 Unsociable activities (harassment, hacking etc) will not be tolerated. Users should be aware that unwanted messages to other users constitutes harassment and action will be taken against users harassing or in any way interfering with other system or network users.

3.9 Propagation of chain letters is not permitted.

3.10 NUS computers, networks and other information resources (ie Web pages and other information servers) may not be used in any manner prohibited by law or disallowed by licences, contracts or university regulations. Organisations, staff members and students are accountable for the information they publish across computing resources and they must be aware of university policies regarding confidential information, harassment, use of university computers, and intellectual property.

3.11 The user is responsible for protection from unauthorised use, their login ID and the computer system that he or she uses. The university is not responsible for activities that originate from a user's login ID or a system a user is using.

3.12 The user is expected to be considerate in the use of shared resources, to refrain from monopolising systems, manuals or other resources, or from overloading networks with excessive data, or from wasting computer time, bandwidth, connection time, disk space or printer paper.

3.13 Internet facilities shall not be used by any individual or group for activities of an illegal or fraudulent nature, including illegal activities such as gambling, pornography, to incite violence or intolerance, to disseminate information about Satanic cults, drugs, militancy, extremism, sex education etc.

3.14 The use of copyrighted images, text, sound or software without permission or in violation of the copyright laws of Samoa or which violate terms of applicable software licensing agreements is prohibited.

3.15 The use of resources to violate university codes of conduct or to engage in any illegal activity which will bring the university into disrepute is forbidden.
3.16 The use of resources for private financial gain or compensation except as permitted under NUS regulations is prohibited.

3.17 The use of a computer account for which authorisation has not been granted, the use of the campus network to gain unauthorised access to any computer system, the attempt to circumvent data protection schemes or uncover security loopholes, or to mask the identity of an account or machine, is prohibited.

3.18 To knowingly perform an act that will interfere with the normal operation of computers, terminals, peripherals, or networks, including (but not limited to) knowingly running or installing on any computer system or network, or giving to another user, a program intended to damage or to place excessive load on a computer system or network, is prohibited. This includes programs known as computer viruses, Trojan horses, and worms.

4 PROCEDURES FOR RESTRICTION OF USAGE

There are procedures in place, for restriction of usage after a formal complaint has been lodged or a breach of policy or rule has been reported or detected. Any breach of ICT policies shall be reported or communicated in writing to the ICT Director. If the ICT Director considers, on the balance of probability, that a transgression of the NUS ICT Rules of Use has occurred, the account will be suspended. Upon receipt of any such complaint, the ICT Director shall classify the complaint as serious or non-serious. (A non-serious complaint shall be defined as a breach of policy which does not incur a cost to the university).

4.1 When a complaint is classified as non-serious, the ICT Director is authorised to impose one of the following penalties:
   a) suspension of the account for a maximum period of four weeks
   b) permanent disabling of the account.

Notification of the suspension or disablement will be communicated to the relevant Dean or Head of Section.

4.2 When a complaint is classified as serious, the ICT Director shall refer the complaint to the disciplinary committee (Student Conduct Committee) for appropriate action. The possible penalties are:
   c) suspension of the account (which shall be for a minimum period of four weeks). Formal approval by the relevant Dean or Head of Section and an undertaking signed by the offender, to abide by the Rules of Use, are required before access to the account is reinstated.
   d) Permanent disabling of the account shall occur where the severity of the offence warrants such action.

4.3 Accounts can be reinstated before the end of the suspension period where either the student or individual presents information to the ICT Director which indicates that he or she was not involved in a transgression of the Rules of Use, or the Dean requests the account be reinstated for course-related work only (eg. completion of an assignment). In this case the student is required to sign an undertaking to abide by the Rules of Use.

4.4 Users should note that suspension of ICT access also includes terminal server password access and as such dial-up modem access will be disabled while a user account is suspended.

5 APPEALS

Students or individuals whose access has been suspended have the right to appeal, in writing, to the relevant disciplinary committee.

6 These regulations are effective from 1 September, 2002.
STATUTE ON COMPUTER USE

Rules governing computer use

All computer users are to abide by the following general rules. The notes appearing under each rule are for the purpose of clarifying the responsibilities of computer users under this statute.

1. Users are responsible for all use of computers and network accounts provided to them by the university, including data backup and password maintenance.

   Notes:
   a) responsible use includes choosing passwords that are not easily deduced by others. Select a password that is difficult to guess and keep that password secret. Do not attempt to discover any other computer user’s password
   b) voluntary unauthorised disclosure of a password may result in suspension, revocation and/or denial of computing privileges. Disclosure of passwords to persons responsible for departmental computing, local LAN supervisors and the Computer Lab Manager (CLM) is considered authorised disclosure. If you have a computer account, access to which is controlled by password, then you should make a reasonable effort to guard the password
   c) users who suspect that their university-provided computer or network account have been accessed without their permission are expected to change their passwords and are strongly encouraged to report the suspected activity to the CLM
   d) university-provided computers and network accounts may only be used by the user to whom they are assigned unless otherwise authorised by the university. Access to such computers and network accounts for maintenance/service purposes by persons responsible for departmental computing, local LAN supervisors and the CLM is considered authorised

2. The university will seek to maintain system security, but users should not assume that information in their accounts is private. Authorised university personnel may obtain access to computing and networking resources as necessary to service the computing system and to investigate suspected violations of this policy, including unlawful activity. Users will be notified of such access when required by university policy.

   Notes:
   a) the university cannot and does not guarantee the confidentiality of electronic information. In addition to accidental and intentional breaches of security, the university may be compelled to disclose electronic information as required by law
   b) as part of its necessary routine operations, the university occasionally gains access to network accounts and other computing services it makes directly or indirectly available to the campus community. Suspected policy violations discovered during such routine operations will be reported to the CLM and/or law enforcement officials. All other information accessed during such routine operations will be treated as confidential, except as otherwise required by this policy or law
   c) the university will report suspected criminal activity to law enforcement
d) unless otherwise prohibited by law, and subject to legal requirements, the university and law enforcement personnel may access computers, network accounts or any other electronic information or technology necessary to investigate suspected violations of this policy or unlawful activity.

3. Users agree not to violate system security or operational requirements, interfere with system performance or another user’s use of the system, or access network accounts, files or passwords intentionally and without authorisation.

Notes:

a) users should not intentionally send e-mail or develop other electronic information inaccurately attributed to another person

b) users should not use computing facilities to harass others, or to interfere with their work. For example sending obscene, abusive, fraudulent, threatening or repetitive messages to a user or users is a breach of these rules

c) users should not attempt to modify system facilities, obtain unauthorised resources, degrade the performance of any system, deliberately introduce computer viruses, play games or waste computing resources, or attempt to subvert the restrictions associated with any computer system, computer account, network service or microcomputer software protection. Users should adhere to university guidelines concerning the use of disk space, privacy of data, computer time and computing consumables

d) users should not interfere with or attempt to prevent access to terminals, microcomputers or any other associated equipment (interference includes changing configurations, adding or removing hardware, or adding or removing software)

e) users should not collect or discard any output without the owner’s permission

f) users should not smoke, eat or drink in the vicinity of terminals, microcomputers or other computer equipment, nor use mobile phones in the computer laboratories

g) users should not attempt to use computing facilities while their computing privileges are withdrawn

h) users should not use or attempt to use any system so as to cause costs to be incurred either by the university (without the consent of the Dean), or by any other person (without the consent of that person). For example, using a personal computer without permission to directly access services on the internet is a breach of these rules

i) users should not copy, rename, change, examine or delete files created by any other user or belonging to the university without the owner’s permission

j) users should not attempt to access, read or modify any data on the university’s data communication networks

4. Users agree to use the computers and network accounts only for lawful purposes which are consistent with university policies and procedures.

Notes:

a) unlawful use of computers or network accounts includes, but is not
limited to, defamation, obscenity, discrimination, violation of copyrights, trademarks and/or licences, and/or violation of other rights arising under the law

5 The university does not monitor and is not responsible for the content of the accounts and other computing services it provides. Each user is responsible for all information he or she accesses, makes available or distributes using the computer/network account.

6 Users may use their computers and network accounts for non-university matters except as otherwise prohibited by this or other university policy, or where such use unreasonably interferes with academic uses, job performance, or system performance/operations. Such use is subject to the terms of this policy, including without limitation terms regarding access to information on university computers and accounts. Notes:
   a) all information maintained on university-owned computers/network accounts, whether university-related or not, is accessible by the university. Other than to perform routine operations or as may be legally required, the university will not monitor accounts or access the information stored in computers/network accounts, unless such action is necessary to enforce this policy
   b) students and employees are strongly encouraged to remove any personal information they may have stored prior to ending their relationship with the university. Generally, the university will destroy information left on computers/network accounts. Information will be retained if retention is in the university’s best interest. If the university extends an individual’s account access beyond enrolment or the employment separation date, the account is not subject to this provision until the extension has ended

7 Users agree not to use their computers or network accounts for non-university fund-raising, commercial purposes or personal financial gain. Users are permitted to use the university systems for non-university business only with approval from the university.

Notes:
   a) university personnel may engage in fund-raising and commercial activity on behalf of the university in connection with official university-related duties or university-sanctioned activities

8 Users understand that violation of this policy may result in suspension or the circumstances may result in disciplinary action including, but not limited to, academic expulsion or employment termination. Policy violations will be processed through normal university channels. If the activity is also unlawful, it may result in criminal prosecution.

Notes:
   a) the university may temporarily suspend a user’s computing privileges for security or other administrative reasons. Computing privileges suspended pursuant to this provision will be restored as soon as the threat or concern has been addressed or within three business days, whichever is shorter. Accounts which are suspended for more than three days will be handled as outlined in paragraph 8c below, irrespective of whether disciplinary action has been initiated. Unless there are extenuating circumstances, no account may be suspended pursuant to this policy for
more than ten business days, unless the disciplinary process has been invoked

b) suspected violations by students will be reported to the Student Conduct Committee. Suspected violations by university employees, whether academic or non-academic staff, will be reported to the employee’s supervisor and handled through normal channels established for disciplinary action

c) pending resolution of the disciplinary process, the CLM or nominee may suspend university computing privileges if the alleged violation is reasonably perceived to constitute unlawful activity, pose a substantial risk to the integrity of university computing or present an imminent threat to the safety or welfare of the campus or members of the university community. In the event of a perceived emergency or where other exigent circumstances demand immediate action, the CLM or nominee may immediately suspend computing privileges and notice will be given to the user as soon after as reasonably possible. In non-emergency situations, the CLM or nominee will provide the user with notice of the perceived problem and an opportunity to be heard before privileges are suspended. A suspension may be appealed in writing to the Registrar or nominee within three business days of the effective date of the suspension. The Registrar or nominee will provide a written decision to the CLM and the user within five business days of receipt of the appeal. The Registrar or nominee’s decision will remain in effect pending final resolution of the disciplinary proceeding

d) sanctions for violations of this policy will be imposed by the administrative official with final responsibility for resolution of the disciplinary process in use, following consultation with the CLM in the event that sanctions involve university computing services. Sanctions involving university computing services may include, but are not limited to, suspension or termination of computing privileges. If an employee who loses his/her computing privileges cannot perform his/her job without those privileges, the user’s employment may be suspended or terminated. The university reserves the right to seek restitution and/or indemnification from a student or employee for damage(s) arising from violations of this policy. In addition, the university and/or third parties may pursue criminal and/or civil prosecution for violations of law

9 Users agree to read and abide by this policy and its administrative interpretation as they may be amended from time to time. The Registrar is responsible for providing administrative interpretation, which will be modified periodically in light of experience gained and legal and administrative developments. Users are responsible for reviewing this policy and its administrative interpretation on a routine basis.

STATUTE FOR THE LEARNING RESOURCES CENTRE (LIBRARY) (2008)

The Council of the National University of Samoa on 31 October 2007, pursuant to the National University of Samoa Act 2006 sections 18 (2) a and 25 (2) h and i, approved the following statute for implementation on 1 January, 2008. The Vice-
Chancellor, on advice of the Learning Resources Committee, may determine from time to time, regulations, fines and charges in relation to the use of the Learning Resources Centre. These will be contained in an attached schedule. This statute and any schedule must be printed in the NUS Calendar each year. The statute and schedule must also be displayed prominently in the Learning Resources Centre and each branch near the issue desk.

1 DEFINITION
Learning Resources Centre means any location where NUS books, periodicals, magazines, reference works, electronic material etc are held for use or loan.

2 ADMISSION
2.1 Admission to the Centre and the use of its facilities is conditional upon compliance with this statute.
2.2 Enrolled students and university staff may use the Learning Resources Centre facilities and borrow the Centre’s items.
2.3 The University Librarian may determine other categories of user (local residents, visiting scholars or students, local students etc.) and conditions of their entry. They may be permitted to borrow items but a fee may be charged.
2.4 Users may be required to show their NUS Student or Staff ID Card or, for approved external borrowers, their Learning Resources Centre ID.

3 STAFF AND STUDENTS ON LEAVING THE UNIVERSITY
3.1 Staff who retire or resign from the university are required to have the Clearance Form issued by the Director Human Resources signed by the University Librarian before any final remuneration payment will be authorised by the Director, Financial Services. Lost or un-returned items will incur a charge equivalent to the current cost of a replacement copy and an administrative charge. Any outstanding fines must be paid before clearance will be given.
3.2 Students who have not returned items borrowed from the Centre and/or who have outstanding fines will have course results withheld until the item has been returned and/or the fines paid. Students will not be able to graduate until outstanding items borrowed from the Centre are returned and/or outstanding fines are paid. Students who leave the university without formal withdrawal and who have outstanding items will be sent a recall notice.

4 HOURS OF OPENING
Hours of opening will be approved by the Vice-Chancellor, usually on the recommendation of the Learning Resources Committee. Notice of current opening hours will be displayed at the Centre.

5 CATALOGUES
The Centre’s collection is catalogued in a manual system using the Dewey Decimal Classification System and in an online Public Access Catalogue.

6 GENERAL RULES
6.1 Silence will be observed in the Centre.
6.2 Mobile phones, smoking, the consumption of food or drink, chewing gum and the use of matches, open lights and bottles of ink are not permitted.
6.3 Writing and scribbling on books, or defacing carrels or any equipment is prohibited.
6.4 Breaches of sections 6.1, 6.2, 6.3 will result in an informal warning. Repeated breaches will be reported to the University Librarian (or the University Librarian's nominee) who may issue a formal warning or suspend borrowing privileges and/or entry to the Centre for a period not exceeding two weeks. Further breaches may be reported to the Student Conduct Committee by the University Librarian (or the University Librarian's nominee).

6.4 Bags, briefcases, bikes, parcels and umbrellas must be left in the area designated by the University Librarian. The Centre reserves the right to remove such belongings which are left elsewhere in the Centre. Valuables such as money, jewellery etc must not be left unattended in any area of the Centre. The university does not accept responsibility for the loss of belongings.

6.5 Laptops are allowed in the Centre provided they are used for educational purposes. Playing of games or music (including MP3s, i-Pods and Walkmen) is prohibited.

6.6 The replacement of a lost or damaged (marked, defaced or mutilated) book or item held by the Centre will consist of the current value of a new copy, as well as an administrative charge.

6.7 Users of the Centre will allow books, papers and other possessions to be examined by the Centre’s staff at the exit.

6.8 Books or other items held by the Centre and taken from the shelves for use in the Centre must not be re-shelved but must be left on the carrels or tables or in a pre-shelving area.

7 ITEMS FOR BORROWING
Most items held in the Centre can be borrowed for stipulated periods, but borrowing of some items and classes of books (for example, the Reference and Pacific Collections) may be restricted or prohibited. Such items are clearly marked to indicate the restrictions imposed.

8 BORROWING PROCEDURES
8.1 A borrower must produce a current ID card and have each borrowed item entered into the database at the issue desk. A due date slip will indicate the date by which the item must be returned to the Centre.

8.2 It is the borrower’s responsibility to return the item by the due date. The Centre has no obligation to notify borrowers when items are overdue.

8.2 A fee will be charged for overdue items. Repeated failure to return items by the due date may result in withdrawal of borrowing rights by the University Librarian.

8.4 Items may be recalled and must be returned within the time stated.

8.5 No borrowed item may be privately lent by any borrower. The borrower recorded in the Centre’s database is responsible for each borrowed item.

8.6 Borrowers are responsible for items they borrow and will be required to pay the current cost of replacement and an administrative charge, if an item is lost or damaged.

8.7 Borrowers may renew a loan by having the renewal registered in the database, provided that the item has not been booked by another borrower.

8.8 The borrowing of some items may be restricted or prohibited eg three day loans, reference items and periodicals. Items placed on reserve may be
borrowed for use in the Centre. Unless they are restricted, reserved items may also be borrowed overnight and at weekends but must be returned within one hour of the Centre opening the following morning.

8.9 Items on loan may be booked by another borrower, but must be claimed within the time stated on the reservation notice.

8.10 The maximum number of items that a borrower may have on loan is set out in the schedule.

9 RETURN OF ITEMS
9.1 When an item is returned to the Centre, it must be handed in at the issue desk and the issue slip cancelled.

9.2 The Centre shall not be responsible for items which are returned without formal cancellation of their issue. Items must only be returned to the issue desk and must not be returned directly to the shelves or left anywhere else in the Centre.

10 COMPUTERS
10.1 A limited number of computers are available for course-related activities.

10.2 Computers are allocated on a first-come, first-served basis, for thirty minutes at a time.

10.3 Users may book a time for use of a computer.

11 PHOTOCOPYING AND COMPUTER PRINTING
11.1 Photocopying is available for users, with charges listed in the schedule.

11.2 The Centre’s staff will issue receipts for the charges and do the copying.

11.3 Non-Centre staff using the Centre’s printers and copiers must pay the normal charges unless they present an authorised departmental transfer request.

12 INTER-LIBRARY LOANS
12.1 Users who wish to borrow items from overseas libraries should contact the Senior Library Assistant.

12.2 Users who borrow from overseas libraries must comply with the conditions imposed by those libraries and pay any fees or costs (eg. freight) involved.

12.3 NUS subscribes to the National Library of New Zealand which allows users to search library and other online databases. Items may also be borrowed from the University of the South Pacific Library in Suva.

12.4 Overseas inter-library loans may occur only for certain users subject to the discretion of the University Librarian.

13 CLOSING
The loan and return of items will cease thirty minutes prior to closing time. An announcement will be made one hour before the closure. A further announcement will be made ten minutes before closure. The Centre must be vacated by closing time.

SCHEDULE TO LEARNING RESOURCES CENTRE STATUTE

1 OPENING HOURS

*During semester*

Monday to Thursday 8.00am - 6.00pm (Mountainside)
Monday to Thursday 8.00am - 4.30pm (Oceanside)
Friday 8.00am - 4.30pm
Other times
Monday to Friday 8.00am - 4.30pm
Public Holidays and Graduation Days: Closed

2 MAXIMUM NUMBER OF ITEMS TO BE BORROWED

<table>
<thead>
<tr>
<th>Collections</th>
<th>General</th>
<th>Reserve &amp; Pacific</th>
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</thead>
<tbody>
<tr>
<td>Full-time students</td>
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<td>2</td>
</tr>
<tr>
<td>Part-time students</td>
<td>5</td>
<td>2</td>
</tr>
<tr>
<td>Full-time staff</td>
<td>20</td>
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</tr>
<tr>
<td>Part-time staff</td>
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<td>5</td>
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Other users at the discretion of the University Librarian

3 LOAN PERIODS

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<td>Overnight</td>
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<tr>
<td>Staff</td>
<td>21 days</td>
<td>Overnight</td>
</tr>
<tr>
<td>Other approved users</td>
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<td>Overnight</td>
</tr>
</tbody>
</table>

The University Librarian may stipulate lesser or greater periods

4 EXTERNAL BORROWERS Annual fee: $60

5 FINES
Overdue item: 50 sene per day Reserve item: $1 per hour

6 CHARGES
Lost or mutilated item: replacement cost plus administrative fee of $25. Students who fail to pay fines or pay for replacement items, will have their results withheld and/or will not be able to graduate.

- Black & white A3 $1
- Coloured A3 $5
- Scanning of documents 50 sene

8 INTER-LIBRARY LOANS
Students: (maximum 3 items) $10, plus other costs including freight
Staff: (maximum 5 items) $20, plus other costs including freight THE

PHOTOCOPYING AND PRINTING
Per page Black and white A4 20sene
Partly coloured A4 $1
Coloured A4 $3
MAP OF NUS
TABLE OF FEES

ENROLMENT FEES

<table>
<thead>
<tr>
<th></th>
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<th>International</th>
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<td>(non-refundable)</td>
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<td>Students’ Association</td>
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<td>(NUSSA) paid once</td>
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<td>Penalty for late</td>
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<td>enrolment</td>
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TUITION FEES - all tuition fees are per course unless otherwise stated

TUITION FEES PROCEDURE:

a) Tuition fees are to be paid by the end of week five (Friday) each semester. Financial Services will notify Student Administration and Security by the Monday of week 6, the names and ID of students who have not paid or partially paid their fees. These students will be de-registered and will be prevented from entering the campus. Students whose fees are not paid by the end of week five are not to attend lectures, tutorials, laboratories etc.

b) Students may pay their full fees at any time up to the end of week 14, be re-registered and then attend classes etc. 10% of the amount owing is added to the late fees at the beginning of week 8. It is not the lecturer’s responsibility to make up time lost during the de-registration period including tests and assignments.

c) Students who have not fully paid their fees by end of week 5 (Friday) will have their enrolment deregistered and any partial payments they have made will be refunded. This date is also the deadline for course change/programme withdrawal with tuition fee refund.

d) Those who have not paid their fees by the Friday of week 14 cannot sit for examinations and will not receive any results.

e) International students are charged higher, non-subsidised tuition fees (at rates between 350% to 450% of the fees charged to Samoan citizens). Please contact Financial Services for more information.

OCEANSIDE

<table>
<thead>
<tr>
<th>Discipline/Area of Study</th>
<th>Year</th>
<th>Local Fees (SAT)$</th>
<th>International Fees (SAT)$</th>
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<td>Graduate Diplomas (per course)</td>
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<td>Second confirmation of programme completion (3 days notice)</td>
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<td>Second confirmation of programme completion (1 day notice)</td>
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<td>Copy of academic result slip (per slip)</td>
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<td>Unofficial academic transcript</td>
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<td>Service Description</td>
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<td>Official academic transcript (3 days notice)</td>
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<td>Official academic transcript (1 days notice)</td>
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<td>Graduation application fee</td>
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<td>Penalty for late application for graduation</td>
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<tr>
<td>Hire deposit for graduation gown only</td>
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<tr>
<td>Hire deposit for graduation gown, hood and cap</td>
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**REFUNDS**

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**PENALTIES**

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<td>Penalty fee for late payment of tuition fee</td>
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<td>10% additional fee on remaining balance as of week 8 of lectures</td>
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