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.
OFFICIAL ADDRESS

General correspondence and enquiries should be addressed to:

LEPAPAIGALAGALA CAMPUS
The Vice-Chancellor & President
The National University of Samoa
PO Box 1622
Le Papaigalagala Campus
To’omatagi
SAMOA

Telephone: (+685) 20072
Facsimile: (+685) 25489
E-mail address: secretariat@nus.edu.ws
Website: www.nus.edu.ws
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 with the exception of the MBBS Year 2 and Year 3 who follow a Trimester academic calendar. 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. The first trimester starts in February, the second in May and the third in September, each with 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.
## IMPORTANT DATES

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<th>SEMESTER 1</th>
<th>SEMESTER 2</th>
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<td>January</td>
<td>June</td>
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<tr>
<td>5\textsuperscript{th}</td>
<td>University Opens</td>
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<tr>
<td>11\textsuperscript{th}</td>
<td>University Admission Opens</td>
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<td>20\textsuperscript{th} - 21\textsuperscript{st}</td>
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<td>25\textsuperscript{th} – 29\textsuperscript{th}</td>
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<td>10&lt;sup&gt;th&lt;/sup&gt;</td>
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<td>MTG: UREC</td>
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<td>Deadline: Course/Programme Withdrawal with tuition fee refund</td>
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<td>Deadline: Payment of Semester 1 FEES</td>
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<tr>
<td>5th</td>
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<td>2nd - 6th</td>
<td><strong>MBBS YR 2&amp;3 Exams</strong></td>
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<td>MBBS TRIMESTER 2 YR 2 &amp;3 BEGINS</td>
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<td>MTG: Executive Committee of Council</td>
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<td>MTG: General Staff Appraisal Committee</td>
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</tbody>
</table>
OFFICERS OF THE UNIVERSITY

CHANCELLOR
Rev Prof. Otele Sili Perelini, BDiv PTC, MST Yale, MPh Scotland, PhD EU Scotland

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

DEPUTY CHAIRPERSON OF COUNCIL
‘Auelua Samuelu Enari

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

DEPUTY VICE-CHANCELLOR-ACADEMIC & RESEARCH

DEPUTY VICE-CHANCELLOR – CORPORATE SERVICES
To be appointed
HONORARY DEGREE HOLDERS

Maualaivao Albert Wendt
Honorary LLD (Hon)

Honourable Fatialofa Tuila'epa Lupesoli'ai Neioti 'Ai'ono
Dr Sa'ilele Malielegaoi
Honorary Doctorate of Economics
(Hons)
Prime Minister of Samoa

The Late His Highness Susuga Mālietoa Tanumāfili II
Honorary Doctor of the University (Hons)
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 (Hons)
Former Prime Minister of Samoa

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

Emeritus Professor Kenneth Back
Honorary Doctor of the University (Hons)
Consultant

Kimio Fujita
Honorary Doctor of the University (Hons)
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 of Ministry of Education, Sports and Culture
Matafeo Falana'ipupu Tanielu Aiafi

Head of State Appointees
Fa'amausili Dr Matagialofi Lua'iufi
Naea Fuimapaoao Beth Onesemo
Beverly Levi

Senate Representative to Council
Assoc. Professor Muagututia Dr Ioana Chan Mow

Vice Chancellor's Nominee/All Staff Representative
Professor Leasiolagi Malama Meleisea

Student Representative to Council
To be appointed

Co-opted Members
Dr Peter Brothers
Honourable Luamanuvao Winnie Laban
Professor Gael McDonald
Helen Nicholsen-White
Fonotī Perelini Perelini
Professor Satupaitea Viali

Director Governance, Policy & Planning (Secretary)
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<th>UNIVERSITY COMMITTEE</th>
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<tr>
<td>EXECUTIVE COMMITTEE</td>
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<td>Pro Chancellor</td>
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<td>Council member</td>
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<td>Vice-Chancellor</td>
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<td>Senate Representative</td>
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<td>Director Governance, Policy&amp;Planning</td>
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<thead>
<tr>
<th>VICE-CHANCELLOR’S COMMITTEE</th>
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<tr>
<td>Vice-Chancellor</td>
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<tr>
<td>Deputy Vice-Chancellor-AR</td>
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<td>Deputy Vice Chancellor-CS</td>
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<tr>
<td>University Librarian</td>
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<tr>
<td>Director, Centre for Samoan Studies</td>
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<td>Director, Oloamanu Centre</td>
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<tr>
<td>Director, Financial Services</td>
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<td>Director, ICT</td>
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<td>Director, Governance, Planning &amp; Policy</td>
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<tr>
<td>Director Academic Quality Unit</td>
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<tr>
<td>Dean, Applied Science</td>
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<td>Dean, Arts</td>
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<td>Dean, Business &amp; Entrepreneurship</td>
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<td>Dean, Education</td>
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<td>Dean, Science</td>
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<tr>
<td>Dean, Medicine</td>
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<tr>
<td>Executive Secretariat Officer</td>
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<tr>
<td>Vice-Chancellor</td>
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<tr>
<td>Deputy Vice-Chancellor - AR</td>
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<tr>
<td>Deputy Vice Chancellor-CS</td>
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<tr>
<td>Director Academic Quality Unit</td>
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<tr>
<td>Director Governance, Planning &amp; Policy</td>
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<tr>
<td>Dean, Applied Science</td>
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<tr>
<td>Dean, Arts</td>
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<tr>
<td>HOD English &amp; Foreign Languages</td>
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<td>Director, Oloamanu Centre</td>
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<tr>
<td>University Librarian</td>
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<tr>
<td>President of Students’ Association</td>
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<tr>
<td>Professor of English &amp; Applied Linguistics</td>
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<tr>
<td>Professor of Mathematics &amp; Maths Education</td>
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<tr>
<td>Associate Professor of Computer Education &amp; Computing</td>
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<tr>
<td>Professor of English</td>
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<tr>
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<td>Faculty Representatives</td>
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<td>Applied Science</td>
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**AUDIT COMMITTEE**

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<tr>
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<th>Name</th>
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<tbody>
<tr>
<td>Council member</td>
<td>Fa'amausili Dr Matagialofi Luaiufi (Chair)</td>
</tr>
<tr>
<td>Council member</td>
<td>Naea Beth Onesemo</td>
</tr>
<tr>
<td>Vice-Chancellor's Nominee</td>
<td>Tuala Pat Leota</td>
</tr>
<tr>
<td>Internal Auditor</td>
<td>Lilian Waterhouse Hytongue (Secretary)</td>
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**FINANCE COMMITTEE**

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<tr>
<td>Council member</td>
<td>Fonotī Perelini Perelini (Chair)</td>
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<tr>
<td>Council member</td>
<td>TBA</td>
</tr>
<tr>
<td>Vice-Chancellor</td>
<td>Professor Fui Le’apai Tu’ua ʻIlaoa Asofou So’o</td>
</tr>
<tr>
<td>Deputy Vice-Chancellor</td>
<td>Pesetā Desmond Mene Lee Hang</td>
</tr>
<tr>
<td>Deputy Vice Chancellor-CS</td>
<td>TBA</td>
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<tr>
<td>Senate Representative</td>
<td>Assoc.Professor Muagututi’a Ioana Chan Mow</td>
</tr>
<tr>
<td>Director, Financial Services</td>
<td>Taito John Roache (Secretary)</td>
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**PROFESSIONAL DEVELOPMENT LEAVE COMMITTEE**

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<td>Professor Fui Le’apai Tu’ua ʻIlaoa Asofou So’o (Chair)</td>
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<tr>
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<td>Pesetā Talalelei Eseta Faafēʻu-Hope</td>
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<td>Dean, Arts</td>
<td>Lafaitale Fualuga Taupi</td>
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<tr>
<td>Dean, Business &amp; Entrepreneurship</td>
<td>Tofua‘iofoia Fuimaono Falefa Lima</td>
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<tr>
<td>Dean, Education</td>
<td>Tofilau Fagavele Suaalii</td>
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<td>Le Mamea Lemalu Dr. Limbo Fagaese Fiu</td>
</tr>
<tr>
<td>Director, Centre for Samoan Studies</td>
<td>Professor Leasiolagi Malama Meleisea</td>
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<td>Director, Oloamanu Centre</td>
<td>Lineta Ulufale Tamanikaiyaroi</td>
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<tr>
<td>University Librarian</td>
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<tr>
<td>Director, Financial Services</td>
<td>Taito John Roache</td>
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<tr>
<td>Director, ICT</td>
<td>Mataafa Ratami Fatilua</td>
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<tr>
<td>Director Human Resource</td>
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**RESOURCE AND SPACE UTILISATION COMMITTEE**

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<td>Vice-Chancellor</td>
<td>Professor Fui Le’apai Tu’ua ‘Ilaoa Asofou So’o (Chair)</td>
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<td>Deputy Vice-Chancellor</td>
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<tr>
<td>Director, Financial Services</td>
<td>Taito John Roache</td>
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<td>Mataafa Ratami Fatilua</td>
</tr>
<tr>
<td>Director Governance, Planning&amp;Policy</td>
<td>TBA</td>
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<tr>
<td>Manager, Property&amp;Maintenance</td>
<td>Tuala Amerika Siale</td>
</tr>
<tr>
<td>University Librarian</td>
<td>Nanai Avalogo Togi Aifa’i Tunupopo</td>
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<tr>
<td>Executive Secretariat Officer</td>
<td>Patricia Netzler-Laga'ai (Secretary)</td>
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**UNIVERSITY RESEARCH AND ETHICS COMMITTEE**

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<td>Professor Fui Le’apai Tu’ua ‘Ilaoa Asofou So’o (Chair)</td>
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<tr>
<td>Deputy Vice-Chancellor</td>
<td>Pesetā Dr. Desmond Mene Lee Hang</td>
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<tr>
<td>Professor of Mathematics</td>
<td>Professor Karoline Afamasaga-Fuata’i</td>
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<tr>
<td>Professor of English &amp; Applied Linguistics</td>
<td>Prof. Letuimanu’sasina Emma Kruse-Vaai</td>
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<tr>
<td>Associate Professor of Educational Computing</td>
<td>Muagutu’i’a Dr Ioana Chan Mow</td>
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<tr>
<td>Director Academic Quality Unit</td>
<td>Tea Tepora Afamasaga-Wright</td>
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<tr>
<td>Professor of English</td>
<td>Prof. Silafau Dr Sina Va’ai</td>
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<tr>
<td>Associate Professor of Environmental Science</td>
<td>Assoc. Prof. Taema Imo-Seuoti</td>
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<tr>
<td>Associate Professor of Samoan Studies</td>
<td>Assoc. Prof. Penelope Schoeffel</td>
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<td>Department</td>
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<td>Lafaitele Fualuga Taupi</td>
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<td>Business &amp; Entrepreneurship</td>
<td>Tofua'iiofoia Fuimaono Falefa Lima</td>
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<tr>
<td>Education</td>
<td>Muliagatele Dr Rasela Tufue-Dolgoy</td>
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<td>Science</td>
<td>Dr Patila Amosa</td>
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<td>Medicine</td>
<td>Le Mamea Lemalu Dr. Limbo Fagaese Fiu</td>
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<tr>
<td>Director, Centre for Samoan Studies</td>
<td>Professor Leasiolagi Malama Meleisea(Secretary)</td>
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# UNIVERSITY STAFF

## CHANCELLERY

<table>
<thead>
<tr>
<th>Position</th>
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<tbody>
<tr>
<td>Vice Chancellor &amp; President</td>
<td>Professor Fui Le’apai Tu’ua ‘Ilaoa Asofou So’o</td>
<td>BA BEd MA(Hons) Waik., PhD ANU, TCollDip Hamilton</td>
</tr>
<tr>
<td>Deputy Vice-Chancellor – Corporate Services</td>
<td>To be appointed</td>
<td></td>
</tr>
<tr>
<td>Director Governance, Policy &amp; Planning</td>
<td>To be appointed</td>
<td></td>
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<tr>
<td>Policy Advisor</td>
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## OFFICE OF THE VICE CHANCELLOR

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<td>Vice Chancellor &amp; President</td>
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<tr>
<td>Executive Officer</td>
<td>Melissa Teuila Takazawa</td>
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<tr>
<td>Executive Assistant</td>
<td>Ruby Puni-Iloilo</td>
<td>TCBI&amp;II TeseseSS, DipComp BSc NUS</td>
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<tr>
<td>Internal Auditor</td>
<td>Lilian Waterhouse Hytongue</td>
<td>CertFinMgmt Madras, CertProf NUS, Dip PubSecMgmt Massey, BCom NUS</td>
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## FINANCIAL SERVICES

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<tr>
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<tr>
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<tr>
<td>Taito John Roache</td>
<td>BBus Qld, DipBanking CPAAssoc Aust., MSIA Sam.</td>
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<tr>
<td>Faamatuainu Faamasani Asi</td>
<td>DipBus SP, CertCom BCom NUS</td>
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<tr>
<td>Gladys Esoto</td>
<td>BCom NUS</td>
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<tr>
<td>Nua Polataivao-Pula</td>
<td>CertMan NUS, BCom NUS</td>
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<td>Fauatea Lydal Visan</td>
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<td>Foluena Laina Wilson</td>
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<td>Metanoia Kolia-Tapu</td>
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<tr>
<td>Denise Tuiolo Sakaria</td>
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<td>Nofoaluma Lemoa</td>
<td>CertSLMO Sam.</td>
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<td>Leala Finauga Patea</td>
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<td>Agape Seilala</td>
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<td>Rosa Masinalupe</td>
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<td>Paulo Jr Afuamua</td>
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<td>Galumalemana Roderick Fuifui</td>
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<tr>
<td>Cashier</td>
<td>Saiauro Salesa</td>
<td>DipSec SamPol</td>
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<tr>
<td>Drivers</td>
<td>Oteli Fa'aofo</td>
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<td>Tui Suliveta Tuialemafua Mauga</td>
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<td>Tapunuu Joe Skipps</td>
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<td>Lemalu Lautiula Lemalu</td>
<td>CertIIIHosp APTC</td>
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**NUS GYMNASIUM**

<table>
<thead>
<tr>
<th>Manager</th>
<th>Punaoleola Tiupita Muaitau,</th>
<th>BCom NUS</th>
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<tbody>
<tr>
<td>Gymnasium Activity Co-ordinator</td>
<td>vacant</td>
<td></td>
</tr>
<tr>
<td>Receptionist/Weights Room Assistant</td>
<td>Uilisone Kaisala</td>
<td></td>
</tr>
<tr>
<td>Cleaner</td>
<td>Toetu Soonai</td>
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**MARKETING, PRINTERY AND BOOKSHOP**

<table>
<thead>
<tr>
<th>Manager</th>
<th>Maria Sami Ale</th>
<th>BCom NUS, CertCompLvl2 NZQA</th>
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<tbody>
<tr>
<td>Printing and Production Officer</td>
<td>Tafeamaali'i Aukusitino Duseigneur</td>
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</tr>
<tr>
<td>Assistant Printing Officer</td>
<td>Allen Netzler</td>
<td></td>
</tr>
<tr>
<td>Bookshop Assistant</td>
<td>Luisa Esoto</td>
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**GOVERNANCE, POLICY & PLANNING**

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<td>Position</td>
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<tr>
<td>To be appointed</td>
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</tr>
<tr>
<td><strong>Manager Secretariat</strong></td>
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</tr>
<tr>
<td>Cheri Robinson</td>
<td>BCom Waik. <em>(PDL)</em></td>
</tr>
<tr>
<td><strong>Executive Secretariat Officer</strong></td>
<td></td>
</tr>
<tr>
<td>Patricia Netzl-Laga'ialia</td>
<td>CertJapStudies Osaka, BSocSc, MSc Ritsumeikan APU</td>
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<tr>
<td><strong>Executive Secretariat Records Officer</strong></td>
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<tr>
<td>Cristina Tuiletufuga</td>
<td>DipEcoMgt Romania.</td>
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<tr>
<td><strong>Administrative Assistant</strong></td>
<td></td>
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<td>vacant</td>
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<tr>
<td><strong>Manager, Planning</strong></td>
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<tr>
<td>Mandria Sua</td>
<td>BPlan Auck.</td>
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<td><strong>Planning Officer</strong></td>
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<tr>
<td>Felton Francis Pavitt</td>
<td>BA Auck.</td>
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<tr>
<td><strong>Administrative Officer</strong></td>
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<tr>
<td>Noelani Shirley Honorina Manoa</td>
<td>BA S.Pac</td>
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<tr>
<td><strong>Occupational Safety and Health Officer</strong></td>
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<tr>
<td>Henry Simi</td>
<td>DipEnvSc BSc NUS</td>
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<tr>
<td>Maugaoalii Solomona Hafoka</td>
<td>Cert IV Bus AMC Ltd</td>
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<td><strong>Policy Advisor</strong></td>
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<tr>
<td>Pauga Frank Walsh</td>
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<tr>
<td><strong>DEPUTY VICE CHANCELLOR - ACADEMIC &amp; RESEARCH</strong></td>
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<tr>
<td>Deputy Vice-Chancellor</td>
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<tr>
<td>Pesetā Desmond Mene Lee Hang</td>
<td>BSc DipTchg Waik., PGDipEd MEd S.Pac. EdD Waik.</td>
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<tr>
<td><strong>FACULTY OF APPLIED SCIENCE</strong></td>
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<tr>
<td>Pesetā Eseta Faafeū-Hope</td>
<td>CertN ADN Sam., BHSc S.Cross, DipTchg PGDipNurs PGDipTertTchg</td>
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<tr>
<td>Secretary</td>
<td>Position</td>
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<tr>
<td>Yvonne Annastasia Lino Savai’inaea</td>
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<td>Kalala Amataga Tupa’i</td>
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**SCHOOL OF MARITIME TRAINING**

<table>
<thead>
<tr>
<th>Head of School &amp; Lecturer</th>
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<tbody>
<tr>
<td>Leitufiaotua Leulu’a’itumua Fatu Tiperio Lafoa’i</td>
<td>CertMarEngClass3 NZMS, DipMarBus AMC</td>
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**Lecturers**

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Faamatuainu Captain David Asi</td>
<td>GenOpCert GMDSS NZMS, CertMasterClass5 CertNavWatch CAT SP</td>
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<tr>
<td>Vaelua Sonny Brown</td>
<td>CertCompGrVEng SPCMarEngClass3 Fiji, CAT SP</td>
</tr>
<tr>
<td>Auimatagi Lemusu-i-tau Captain Leatuaoa Sakaria</td>
<td>RadOpCert GMDSS NZMS, CertMasterClass5 Sam, ForeignGoingCert NZMS, 2nd Mate ForeignGoingCert COC NZMS, CAT NUS</td>
</tr>
<tr>
<td>Pa’ū Wong Kee Siaosi</td>
<td>MarEngClass3 NZ, CertEngGrade5 PNGMC, SPCMarEngClass3 ManukauIT, DCAp Sam, CAT NUS</td>
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**SCHOOL OF NURSING AND HEALTH SCIENCE**

<table>
<thead>
<tr>
<th>Head of School</th>
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<tbody>
<tr>
<td>Tauaitala Poloie Lees</td>
<td>ADN Sam., BN S.Cross, MNur Technol.Syd., RM RGN Sam.</td>
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**Lecturers**

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Jyothi Abraham,</td>
<td>PGCertHLMD NUS, RM RGN India, Cert IV TAE APTC, RGN RM Samoa, BN TNMed (PDL)</td>
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<tr>
<td>Saunima’a Ma Fulu Aiolupotea</td>
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<tr>
<td>Lesā Fuatai Olita Maiava</td>
<td>AdvDipNurs ATI, BN Flin., RGN NZ, RGN Sam.</td>
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<tr>
<td>Vipula Maiava</td>
<td>ADN NZ, BN FUSAAust., PGDipNurs NUS, MNur C.Sturt, RM RGN Sam.</td>
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<tr>
<td>Mealofoa Mataia-Leota</td>
<td>DipNurs NUS, BHS AUT, RN Sam.</td>
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<tr>
<td>Alovale Sau</td>
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### DEPARTMENT OF CONSTRUCTION

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<tr>
<td>Head of Department &amp; Lecturer</td>
<td>Seumanu Gauna Wong Yee</td>
<td>AdvCertTchgAgr SP, BAg S.Pac, GradCert RMIT, MAg S.Pac, MEd Deakin Uni</td>
</tr>
<tr>
<td>Lecturers</td>
<td>Su’a Vaieli Latu</td>
<td>CDCApp Sam., AdvCertDomConst SP, CertSUIT HawthornInst</td>
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<tr>
<td></td>
<td>Ateca Silatolu</td>
<td>BAg S.Pac.</td>
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<td>Matai’a Faigame Toalepai</td>
<td>CDCApp CCTT IntTradeCert SP, CertIIIICarp APTC</td>
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<td>Guliano Stewart Bryce</td>
<td>IntCertConst&amp;Join NUS, CertIIIICarp APTC</td>
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<td>Alfred Burgess</td>
<td>IntCertConst&amp;Join NUS, DipEd NUS, CertIIIICarp APTC</td>
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### DEPARTMENT OF ELECTRO-ENGINEERING

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<tbody>
<tr>
<td>Head of Department &amp; Lecturer</td>
<td>James Ah Fook</td>
<td>DipRadElec SP, BSc DeVryIT, MEng Ryukyu</td>
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<tr>
<td>Lecturers</td>
<td>Mamea Antonio Mamea</td>
<td>DipVocEd Sam., DipEl&amp;CompEng ManukauIT, CAT SP, BEngTech MIT</td>
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<td>Pouafe Junior Pouafe</td>
<td>DipRadElec SP, BAppTech Unitec</td>
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<td>Tui Royce Taualapini</td>
<td>CDCApp DipVocEd Sam., CEWASEIWP HuttValleyPoly., CertIIIIElectroSys APTC</td>
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<td>Qualification</td>
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<tr>
<td>Aukusitino Lam Sam</td>
<td>CertIIIRefAir APTC</td>
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<tr>
<td>Iupeli Ioane</td>
<td>CertIIIRefAir APTC, CDCApp Sam, IntCertRefAir SamPol</td>
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**DEPARTMENT OF MECHANICAL ENGINEERING**

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<td>Head of Department &amp; Senior Lecturer</td>
<td>Aukusitino Lam Sam</td>
<td>CertIIIRefAir APTC</td>
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<tr>
<td>Lecturers</td>
<td>Malaē Lei’a Faiumu</td>
<td>CertMechEngInstr HICTokyo, CertIII FM CertIVTA APTC, DCApp Sam, DipEngTech NMIT</td>
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<tr>
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<td>Leau Douglas Laban</td>
<td>CertMotorBodyTech CertVehRefin ManukauIT, CertIII AEng CertIVTA APTC, DCApp Sam., CAT SP</td>
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<td>Leiataua Setefano Paulo</td>
<td>CDCApp DipVocEd Sam., CertIIIEngFabrTrade CertIVTA APTC, CAT SP</td>
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<td>Tusa Oliveira Simati</td>
<td>DipAutoEng FIT, BE MecEng UTS</td>
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<td>Fonoia Faatasi Teueli</td>
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<td>Misa Vaelupe Uatisone</td>
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<td>Papu Fala</td>
<td>IntCertMetal&amp;Fab SamPol, CDCApp Sam, CAT NUS, CertIIIEngFab APTC, CertIV TAE APTC</td>
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**FACULTY OF ARTS**

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<tr>
<td>Dean</td>
<td>Lafaitele Fualuga Taupi</td>
<td>BA NUS, MA Deakin, CertTchg Sam.</td>
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<tr>
<td>Secretary</td>
<td>Iaeli Paletaoga</td>
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**DEPARTMENT OF ENGLISH AND FOREIGN LANGUAGES**

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<tbody>
<tr>
<td>Head of Department &amp; Senior Lecturer</td>
<td>Amituana'i Tuiloma Vernetta Heem</td>
<td>BA MA Auck.</td>
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### Professor of English

<table>
<thead>
<tr>
<th>Name</th>
<th>Qualification</th>
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<tbody>
<tr>
<td>Silafau Sina Va’ai</td>
<td>BA MA(Hons) DipEdStud Well., PhD Canberra</td>
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### Lecturers

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Judy-Anne Pouono</td>
<td>MA Canterbury, BA W.Ont., PGDipEd WI, MTchLn Cant.</td>
</tr>
<tr>
<td>Diana Betham-Scanlan</td>
<td>BA NUS, DipTchg, PGDipArts Auck. MEDL AUT</td>
</tr>
<tr>
<td>Matafai Rooney Mariner</td>
<td>BA S.Pac</td>
</tr>
<tr>
<td>Minerva Taavao</td>
<td>DipComp NUS</td>
</tr>
<tr>
<td>Christopher Sanjanesh Gounder</td>
<td>BA NUS</td>
</tr>
<tr>
<td>Natasha Schuster</td>
<td>BA BTchg Waik, MA(Hons) Auck.</td>
</tr>
<tr>
<td>Torise Sa'u-Neemia</td>
<td>MTh PTC, DipTchg(Sec), BA, MA Auck.</td>
</tr>
<tr>
<td>Faith Aveleana Esera</td>
<td>BA S.Pac</td>
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### Volunteer

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Cai Gaohong</td>
<td>CertTchg Xian Shiyou, BA Xian Shiyou</td>
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### DEPARTMENT OF MEDIA AND COMMUNICATION

#### Head of Department & Lecturer

<table>
<thead>
<tr>
<th>Name</th>
<th>Qualification</th>
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<tbody>
<tr>
<td>Honiara Salanoa</td>
<td>BEd S.Pac., CAT SP, PGDipSLTchg, MA(Hon) Waikato.</td>
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#### Lecturers

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Nora Daep Tumua</td>
<td>CertVidProd Okinawa, BSc LycPhil.</td>
</tr>
<tr>
<td>Misa Victoria Lepou</td>
<td>BA S.Pac.</td>
</tr>
<tr>
<td>Temukisa Suisala</td>
<td>BA NUS, Cert IV TAE APTC.</td>
</tr>
<tr>
<td>Pua Vaituutuu Toimoana</td>
<td>BA NUS, PGradDip Dev.Studies NUS</td>
</tr>
<tr>
<td>Fuatia Kuki Malifa</td>
<td>CertTchgEng USP, DipEd STC, BEd Massey.</td>
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</tbody>
</table>

### DEPARTMENT OF SOCIAL SCIENCES

#### Head of Department & Senior Lecturer

<table>
<thead>
<tr>
<th>Name</th>
<th>Qualification</th>
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<tbody>
<tr>
<td>Tuiloma Susana Tau'a</td>
<td>DipEnvStud NUS, BA MA (Hons) Flin.</td>
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#### Lecturers
<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Lucia Senio Chung Kwan</td>
<td>BA DipTchg Waik. PGradDip Dev. Studies NUS</td>
</tr>
<tr>
<td>Rosa Filoi</td>
<td>BA Well, Cert IV TAE APTC</td>
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<tr>
<td>Fa'aafu Matafeo-Yoshida</td>
<td>BA Queensland, CAT SP, PGradDip Dev. Studies NUS</td>
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<tr>
<td>Tuilevā Tofa</td>
<td>BA S.Pac (PDL)</td>
</tr>
<tr>
<td>Anita Latai</td>
<td>BA BEd C.Qld, PGDipArts MA Otago (PDL)</td>
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<tr>
<td>Fa'afu Matafeo-Yoshida</td>
<td>BSocSci DipEd Waik., PGDipArts MA Otago (PDL)</td>
</tr>
<tr>
<td>Helen Tanielu</td>
<td>BA, MA(Hon) Auck, PGDipEd Canb.</td>
</tr>
<tr>
<td>Faafofoga Auva Peseta</td>
<td>BA Victoria</td>
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**FACULTY OF BUSINESS AND ENTREPRENEURSHIP**

**Dean**
vacant

**Secretary**

Rebecca Tuitogamatoe Lelei-Chadwick  DipBus&Tour SP

**DEPARTMENT OF ACCOUNTING AND ECONOMICS**

**Head of Department**

To be appointed

**Senior Lecturers**

Seve Tuipe’a ‘Aloimaina Folototo Seve  BCom BA NUS, MCom ANU, MSIA Sam.

Siu Chan  BCom Otago, MCom Victoria, CertIV TAE APTC (PDL)

**Lecturers**

Lupematasila Fa’atō Sila Falaniko  BCom NUS

Marie Passi-Westerlund  DipAcc BCom NUS

Orita Fui Taotofì  BA S.Pac

Sanita Ioapo  BCom S.Pac
<table>
<thead>
<tr>
<th>Name</th>
<th>Degree/Qualification</th>
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<tbody>
<tr>
<td>Lefetaui Apelu</td>
<td>BCom NUS</td>
</tr>
<tr>
<td>Peniamina Muliaaina</td>
<td>BA Auck.</td>
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DEPARTMENT OF MANAGEMENT, TOURISM AND HOSPITALITY

**Head of Department & Lecturer**

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Tapu Iemaima Gabriel</td>
<td>DipEd BCom NUS, PGDipMPA, MCom S.Pac</td>
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**Senior Lecturer**

<table>
<thead>
<tr>
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<tr>
<td>Auapau Sasa’e Fualautoalasi-Walter</td>
<td>CertIVTA DipGov Vic.(Melb.), BA MBA, LLB S.Pac, DipPSM Massey, GradDipBusMktg EdithCowan</td>
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**Lecturers**

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<thead>
<tr>
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<tr>
<td>Agnes Chan</td>
<td>CertIIHosp CertIVAWT Melb., CertMgt DipMinTg DipTh Holland, CAT NUS.</td>
</tr>
<tr>
<td>Taofi Eunice Fua</td>
<td>CSIT TCBI DipSec CAT SP</td>
</tr>
<tr>
<td>Martin James</td>
<td>CertBasCook C&amp;GLond.</td>
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<tr>
<td>Poutasi Onesemo</td>
<td>CertIIIHosp CertIVAWT WAIMelb, CAT NUS</td>
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<tr>
<td>Manuao Tema</td>
<td>BCom NUS; PGDipMPA SP</td>
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<tr>
<td>Lenara Tuipoloa-Utuva</td>
<td>Cert Visual Arts&amp;Design NMIT NZ, BA S.Pac, Cert IV TAE APTC (PDL)</td>
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<tr>
<td>Pauline Nafoi</td>
<td>BA S.Pac (PDL)</td>
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<tr>
<td>Bernadette Samau</td>
<td>DipCultTour&amp;Trav BBus MBA AuckUT, CertIV TAE APTC</td>
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<tr>
<td>Aruna Tuala</td>
<td>BAv Massey, MBA S.Qld</td>
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<tr>
<td>Falenaoti Juliana Tuiletufuga</td>
<td>CAT SP, RCN NZ, BCom NUS</td>
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FACULTY OF EDUCATION

**Dean**

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<tr>
<td>Tofilau Faguele Suaalii</td>
<td>BEd, MEd, PhD, Massey</td>
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**Secretary**

| Name                | |
|---------------------|-
| Faaloua Malolo-Leatuao | |
# DEPARTMENT OF EDUCATION

## Head of Department & Senior Lecturer

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Fuaiali'i Tagataese Tupu Tuia</td>
<td>BA Auck., MEdStud Qld, PhD QUT</td>
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## Senior Lecturers

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<tr>
<td>Epenesa Esera</td>
<td>BA S.Pac, PGDipPlanMgt Malta, MA Macq., TCollDip NZ (PDL)</td>
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<tr>
<td>Atota Tavita Lipine</td>
<td>BA(Hons) MA PhD DipTchg Well.</td>
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<tr>
<td>Muliagatele Rasela Tufue-Dolgoy</td>
<td>TCollCert TTC, DipTchg DipESSTN WellCE, PGDipEd S.Pac, MEdStud Newcastle(NSW), DipTESL PhD Well.</td>
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## Lecturers

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<tr>
<td>Afualo Felila Saufo‘i Amituana‘i</td>
<td>CertIVTA APTC, DipEd WSTC, BEd NUS, MEd UWI</td>
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<tr>
<td>Niusila Faamanatu-Eteuati</td>
<td>BSocSci DipTchg Waik., MASEN Roehampton (PDL)</td>
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<td>Su‘eala Kolone-Collins</td>
<td>CertTchg DipEd WSTC, BEd NUS, PGDipEd MEd(Hons) AUT</td>
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<td>Kuinileti Lauina Viliamu</td>
<td>CertTchg WSTC, BEd NUS (PDL)</td>
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<tr>
<td>Ioana Jackie Wright-Fualautoalasi</td>
<td>BA BYU, PGDipEd MA S.Pac</td>
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# DEPARTMENT OF TEACHER EDUCATION

## Head of Department & Lecturer

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<tbody>
<tr>
<td>Vui N T Faapōpō Tupolo-Tauaanae</td>
<td>BA NUS, MIS Otago</td>
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## Professor of English & Linguistics

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<tr>
<td>Letuimanu'asina Dr Emma Kruse-Vaai</td>
<td>BA(Hons), DipTchg, Dip TESL, Well, PhD NSW</td>
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## Senior Lecturer

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Alo Silia Pa'usisi Finau</td>
<td>DipEd Sam., DipTESL S.Pac., BA NUS, PGDipPSM Flin., MEd Newcastle(NSW) (PDL)</td>
</tr>
<tr>
<td>Matatumua Maluioa Leua Latai</td>
<td>DipFA Sam, BA Wisconsin FMA, ArtInstChicago, DipEd STC</td>
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## Lecturers

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<td>Faalogo Teleuli Mafoa</td>
<td>BCom NUS, DipEd Sam, MTL Canterbury</td>
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<td>Name</td>
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<tr>
<td>Rossana Vaoaiga Faatauoloa Mauala</td>
<td>CertIVTA APTC, DipArts BA NUS</td>
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<tr>
<td>Metita Iakopo Vaafusuaga</td>
<td>CertTchg Sam., DipTESL Well., BEd NUS, GradCertAppLing Newcastle(NSW), MAppLing UoN.</td>
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<tr>
<td>Susau Fanifau Solomona</td>
<td>CertTchgExpArts BA BEd S.Pac</td>
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<td>Onelau Fa’amoemoe Soti</td>
<td>CertTchg Sam., CertHomeEc AuckCE, DipEd STC, BEd NUS, MTchLn Cant.</td>
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<td>Laeimau Peru Tugaga</td>
<td>CertIIIHosp APTC, PGDipArts S.Pac, CertIV TAE APTC</td>
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<td>Cherimoniva Wright</td>
<td>BME Southern Cross NSW</td>
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<tr>
<td>Suzie Schuster</td>
<td>MPH University of Michigan, BA Albion College, Dip MinStudies Rhema SP</td>
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<td><strong>Musical Technical Assistant</strong></td>
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<tr>
<td>Rosait.seloesaulofaoleola Solomona</td>
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<tr>
<td>Le Mamea Lemalu Dr Limbo Fagaese Fiu</td>
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<tr>
<td>Tuigamala Dr. Stanley Dean</td>
<td>MBBS UPNG</td>
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<tr>
<td>Dr Malama Laura Tafuna'i</td>
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<td>Lalau Dr. Faitasi Junior Gae'e</td>
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<td><strong>Honorary Senior Lecturers</strong></td>
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<tr>
<td>Dr Pesamino Une</td>
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<tr>
<td>Dr Ailao Imo</td>
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<tr>
<td>Dr Shubrahshree Chatterjee</td>
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<td>Dr Tala Taavao</td>
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<td>Dr Kirtimalini Dalbhanjan</td>
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<tr>
<td>Dr Ben Matalavea</td>
<td>MBChB, MRNZCGP, DipMgmt</td>
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<tr>
<td>Dr Ian Parkins</td>
<td>MBBS, FRAC Psych</td>
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<tr>
<td>Dr Ponifasio Ponifasio</td>
<td>MBBS, MMed, FMAS</td>
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<tr>
<td>Dr Aleki Fuimaono</td>
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<tr>
<td>Dr Navy Collins</td>
<td>MBBS, PgDip Surgery</td>
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<td>Dr John Ah Ching</td>
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<tr>
<td>Dr Faamuamua Arasi</td>
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<tr>
<td>Dr Pai Enosa</td>
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<tr>
<td>Dr Josephine Tuimavave</td>
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<tr>
<td>Dr Akape Amituanai</td>
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<td>Dr Dina Tuitama</td>
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<td>Dr Aiga Sesega-Emose</td>
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<td>Dr Rosanna Tofaeono</td>
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<tr>
<td>Dr Folototo Leavai</td>
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<td>Dr Tamara Ah Leong-Nowell</td>
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<td>Dr Donna Potoi</td>
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<td>Dr Nathan Chadwick</td>
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<td>Dr Helena Va’a</td>
<td>MBBS, CertDerm</td>
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<td>Dr Ieru Su’a</td>
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<td>Dr Salote Vaai</td>
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<td>Dr Tapa Fidow</td>
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<td>Dr Shaun Mauiliu</td>
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<td>Dr Areta Samuelu</td>
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<td>Dr Fiona Hunt</td>
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<td>Dr Litara Esera</td>
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<td>Dr Kuinita Margraff</td>
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<td>Dr Tito Kamu</td>
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<td>Dr Emmanuel Chan Chui</td>
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<td>Dr Tile Ah Leong-Lui</td>
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<tr>
<td>Dr Nola Gidlow</td>
<td>MBBS</td>
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<tr>
<td>Dr George Tuitama</td>
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<tr>
<td>Dr Glen Fatupaito</td>
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<td>Dr Loudeen Lam</td>
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<td>Dr Sione Pifeleti</td>
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<td>Dr Petueli Emose</td>
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<tr>
<td>Dr Alfredo Adams</td>
<td>MBBS</td>
</tr>
<tr>
<td><strong>Campus Administrator</strong></td>
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<tr>
<td>Selesitina Ilimaleota</td>
<td>BA S.Pac, DipMgmt UNE.</td>
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<tr>
<td><strong>Student Administration Officer</strong></td>
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<tr>
<td>Veronika Wong</td>
<td>CertMgt, DipMgtStu, BCom SP</td>
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<tr>
<td><strong>Librarian</strong></td>
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<tr>
<td>Matila Faapopo</td>
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<tr>
<td><strong>Office Assistant</strong></td>
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<tr>
<td>Itagia Tagata</td>
<td>CertOffAdmin&amp;Comp Tesese.</td>
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**FACULTY OF SCIENCE**

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<tr>
<th>Role</th>
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<tr>
<td><strong>Dean</strong></td>
<td>To be appointed</td>
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<tr>
<td><strong>Secretary</strong></td>
<td>Sainima Aova’a Savea</td>
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**DEPARTMENT OF COMPUTING**

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<tr>
<td><strong>Head of Department &amp; Lecturer</strong></td>
<td>Vaisualua Okesene</td>
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<tr>
<td><strong>Associate Professor of Computing &amp; Computing Education</strong></td>
<td>Muagutut'i Ioana Chan Mow</td>
</tr>
<tr>
<td><strong>Senior Lecturers</strong></td>
<td>Foilagi Maua Faamau</td>
</tr>
<tr>
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<tr>
<td>Elisapeta Mauai</td>
<td>AssocDegTravMgt BSc BYU, MIT QUT</td>
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<tr>
<td>Hobert Sasa</td>
<td>DipInfTech Hobart TAFE, PGDipSc MSc Otago</td>
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<tr>
<td>Edna Temese-Ualesi</td>
<td>BA S.Aust., BSoCSci Ritsumeikan APU (PDL)</td>
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<td>Ainsley Robin Anesone</td>
<td>DipSecSP, DipComp BSc NUS</td>
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<td>Ioana Sinclair</td>
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<tr>
<td>Motiana Su'a</td>
<td>DipComp BSc NUS</td>
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<td>Misioka Nicholas Tanielu</td>
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<tr>
<td>Victory Falevalu Utumapu-Milford</td>
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<td>Joseph Namulau'ulu</td>
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<td>Fiafaitupe Tuiloma Lafaele</td>
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**DEPARTMENT OF MATHEMATICS AND STATISTICS**

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<tr>
<td>Asi Semau Ausage Lauano</td>
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<tr>
<td>Karoline Afamasaga-Fuata’i</td>
<td>BSc GradCertEdS.Pac., MSc PhD Cornell</td>
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<td>Lealaolesau Fitu</td>
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<td>Vasa Sio Lui</td>
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<td>Aloiafi Sauaso Ma'alo</td>
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<td>Fa'afetai Sepulona</td>
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<td>Talavou Henry Sulu</td>
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# DEPARTMENT OF SCIENCE

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<tr>
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<tbody>
<tr>
<td>Head of Department &amp; Senior Lecturer</td>
<td>Faainuseiamalie Latu</td>
<td>BSc Flin., MEngRitsumeikan</td>
</tr>
<tr>
<td>Associate Professor of Environmental Science</td>
<td>Taema Imo-Seuoti</td>
<td>BSc NUS, MSc PhD Ryukyus</td>
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<tr>
<td>Senior Lecturers</td>
<td>Patila Amosa</td>
<td>BSc DipEd Flin., PGDipSc MSc, PhD Otago</td>
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<td>Claudia Bruschini</td>
<td>BSc, MSc, PhD UNIFI</td>
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<td>Fa'afetai Kolose</td>
<td>BSc S.Pac., DipTchgNUS</td>
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<td>Liliolelagi Jeffery Leung Wai</td>
<td>CertSciNUS, BSc S.Pac. (PDL)</td>
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<td>Sekotilani Aloi</td>
<td>BSc BYU (PDL)</td>
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<td>Ierome Tupuola</td>
<td>BSc NUS</td>
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<tr>
<td>Senior Technician</td>
<td>Varea Dawn Vaurasi</td>
<td>BA Agr S.Pac</td>
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<tr>
<td>Assistant Technician</td>
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# CENTRE FOR SAMOAN STUDIES

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<tr>
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<tbody>
<tr>
<td>Director</td>
<td>Professor Leasiolagi Malama Meleisea</td>
<td>PhD Macq.</td>
</tr>
<tr>
<td>Associate Professor of Samoan Studies</td>
<td>Penelope Schoeffel</td>
<td>BA PNG, PhD ANU</td>
</tr>
<tr>
<td>Head of Department &amp; Senior Lecturer</td>
<td>Seiuli Vaifou Aloali’l Tēmese</td>
<td>BA NUS, GradDipAppLing MA Newcastle(NSW), CertTchg STC</td>
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<tr>
<td>Lecturers</td>
<td>Tamalēma'i Fiu Afele Fereti Afemata</td>
<td>DipEd, DipArts, BA PGDipSS NUS</td>
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<tr>
<td>Tautala Silauleioāmoa Asaua-Pesa</td>
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<tr>
<td>Matiu Matāvai Tautunu Aumua</td>
<td>DipArts BA PGDipSS DipEd NUS, MSS NUS</td>
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<tr>
<td>Monalisa Saveaāliʻi Malietoa</td>
<td>BA BEd PGDipSS NUS, MSS NUS</td>
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<tr>
<td>Naumati Vasa</td>
<td>CertSUIT HawthornInst, CertTSE Loddon-Campaspe, DipArts BA NUS, CertTchg DipEd Sam.</td>
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</tr>
<tr>
<td>Lealaitagomoa Dionne Fonoti</td>
<td>MA San Francisco, BA Hawaii</td>
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<tr>
<td>Otilia Sooalo Simeona Mua</td>
<td>BEd NUS, PGDipSamStudies NUS</td>
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</tr>
<tr>
<td><strong>Manager, Research &amp; Development</strong></td>
<td>vacant</td>
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</tr>
<tr>
<td><strong>Manager, Conferences &amp; Information/Graduate Co-ordinator</strong></td>
<td>vacant</td>
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<tr>
<td><strong>Manager, Project &amp; PostGraduate Programs</strong></td>
<td>vacant</td>
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</tr>
<tr>
<td>Safua Swannie Maria Fatima Akeli</td>
<td>BA Otago, BA(Hons) Victoria, MA Canterbury</td>
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<tr>
<td><strong>Project Officer</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mohammed Mira Sahib</td>
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<tr>
<td><strong>Information &amp; Communications Officer</strong></td>
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<tr>
<td>Lorena Edith Tovio-Alesana</td>
<td>BA S.Pac</td>
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</tr>
<tr>
<td><strong>Secretary</strong></td>
<td>vacant</td>
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</tr>
<tr>
<td><strong>OLOAMANU CENTRE FOR PROFESSIONAL DEVELOPMENT AND CONTINUING EDUCATION</strong></td>
<td></td>
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<tr>
<td><strong>Director</strong></td>
<td></td>
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</tr>
<tr>
<td>Lineta Ulufale Tamanikaiyaroi</td>
<td>DTA BEd AdvCertTchg AdvCertIT S.Pac., MEL S.Pac, CAT SP</td>
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<tr>
<td><strong>Senior Professional Development &amp; Curriculum Co-ordinator</strong></td>
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<tr>
<td>Tauvaga Vaʻai</td>
<td>CertIVTA DipGov Vic.(Melb.), BA S.Pac., PGDipDistEd MA IGNOU, CAT SP, CertBibStudies ISOM USA</td>
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<td>Position</td>
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<tr>
<td>Professional Development Officer</td>
<td>Tevita Amanaki Tuvale Simeki</td>
<td>BA S.Pac</td>
</tr>
<tr>
<td>Manager, Samoa In-Country Training Programme</td>
<td>So'oalo Taumanupepe Sydney Fa'asau</td>
<td>BSocSci Waik., AdvPGDipBusMgt NE</td>
</tr>
<tr>
<td>Administrative Co-ordinator, Samoa In-Country Training Programme</td>
<td>vacant</td>
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<tr>
<td>Finance Officer, Samoa In-Country Training Programme</td>
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<tr>
<td>Secretary</td>
<td>Agnes Tifaga Aiono</td>
<td>CertCompOp SP, DipYouthDevWork NUS</td>
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**ACADEMIC QUALITY UNIT**

<table>
<thead>
<tr>
<th>Position</th>
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<tbody>
<tr>
<td>Director</td>
<td>Tea Tepora Afamasaga-Wright</td>
<td>CertIV TAE IBT, BTchg, BA UON, MEd Victoria.</td>
</tr>
<tr>
<td>Executive Secretary</td>
<td>I'uogafa Matagi Su'a</td>
<td>DipSecStud SP, BCom NUS, GDipCom NUS.</td>
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**DEPUTY VICE CHANCELLOR - CORPORATE SERVICES**

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
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<tbody>
<tr>
<td>Deputy Vice Chancellor</td>
<td>To be appointed</td>
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**HUMAN RESOURCES**

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<tbody>
<tr>
<td>Director Human Resources</td>
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</tr>
<tr>
<td>Personnel Officer</td>
<td>Tamara Laban</td>
<td>DipSec SP</td>
</tr>
<tr>
<td>Human Resources Administration Officer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name</td>
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</tr>
<tr>
<td>Faatuatua Tagaloa</td>
<td>DipSec SP</td>
<td></td>
</tr>
<tr>
<td><strong>Records Management Officer</strong></td>
<td></td>
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</tr>
<tr>
<td>Ruta Tupa'i</td>
<td>DipArts NUS</td>
<td></td>
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<tr>
<td><strong>Customer Services/Receptionist</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paepaetele Sefa</td>
<td>DipOffMan NUS</td>
<td></td>
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<tr>
<td><strong>Office Assistants</strong></td>
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<tr>
<td>Tu'utu'ulima Leuluai</td>
<td></td>
<td></td>
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<tr>
<td>Ali'itasi Pisi</td>
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**INFORMATION AND COMMUNICATIONS TECHNOLOGY**

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<th>Role</th>
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<tr>
<td><strong>Director</strong></td>
<td>Mataafa Ratami Fatilua</td>
<td>MCSESystem Administrator</td>
</tr>
<tr>
<td><strong>NETWORK SERVICES Team Leader</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Network Administrator</td>
<td>vacant</td>
<td></td>
</tr>
<tr>
<td><strong>USER SERVICES Team Leader</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Helpdesk Technical Officer</td>
<td>Eileen Hazelman</td>
<td>CertIVInfTech DipInfTech BoxHillInst</td>
</tr>
<tr>
<td>Network User Services</td>
<td>vacant</td>
<td></td>
</tr>
<tr>
<td>Webmaster/E-mail Trainee</td>
<td>Kapeni Matatia</td>
<td>BSc NUS</td>
</tr>
<tr>
<td>ICT User Services Officer</td>
<td>Junior Gale</td>
<td>CertCompSt NUS</td>
</tr>
<tr>
<td><strong>MULTI-MEDIA UNIT Team Leader</strong></td>
<td></td>
<td></td>
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<tr>
<td>Tuifao Tumua</td>
<td>Kovati Jr Simalua</td>
<td>BSc NUS</td>
</tr>
<tr>
<td>Position</td>
<td>Name</td>
<td>Qualification</td>
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<tr>
<td>----------------------------------</td>
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</tr>
<tr>
<td>Assistant Video Officer</td>
<td>Mulipola Ioane Lafaele</td>
<td>(PDL)</td>
</tr>
<tr>
<td>Audio-visual Assistant</td>
<td>Filisi Tuimaseve</td>
<td></td>
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<tr>
<td>Otasilima Osasa</td>
<td>CertJour, DipMed&amp;Jour NUS</td>
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<tr>
<td><strong>LEARNING RESOURCES CENTRE (LIBRARY)</strong></td>
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<tr>
<td>University Librarian</td>
<td>Nanai Avalogo Togi Aifa’i Tunupopo</td>
<td>DipTchg AuckCE, BA Auck., MLIS Well.</td>
</tr>
<tr>
<td>Assistant University Librarians</td>
<td>Siavata Gale</td>
<td>CertLIS DipLIS S.Pac.</td>
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<td></td>
<td>Tunumafono Tolugauvale Matai-Uatisone</td>
<td>CertLIS, DipLIS BA S.Pac., MIT/LIS Qld</td>
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<tr>
<td>Senior Library Assistant</td>
<td>Ulaatoa Tagaloa</td>
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<tr>
<td>Library Assistants</td>
<td>Toetu Graham Aumalaga</td>
<td>CertSLMO Sam.</td>
</tr>
<tr>
<td></td>
<td>Faafetai Ionatana</td>
<td>CertSLMO Sam.</td>
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<td>Faatamalii Solomona</td>
<td>CertSLMO Sam.</td>
</tr>
<tr>
<td></td>
<td>Drinner Talafu</td>
<td>CertCompOp SP, CertSLMO Sam.</td>
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<td>Tuvale Tautulei</td>
<td>CertSLMO Sam.</td>
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<td>Junior Valoia</td>
<td>Cert SLMO Sam.</td>
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<tr>
<td></td>
<td>Pupe To’o</td>
<td>DipBus Sam</td>
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<td>Qwon Kiu Leupolu Chan Kau</td>
<td>CCO SamPol, CertSLMO Sam.</td>
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<tr>
<td><strong>PROPERTY &amp; MAINTENANCE</strong></td>
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<tr>
<td>Manager</td>
<td>Tuala Amerika Siale</td>
<td>NZCE WellPoly, DipPSM Massey, BE(Civil) Auck.</td>
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<tr>
<td>Team Leader General Services</td>
<td>vacant</td>
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<tr>
<td>Team Leader, Building Services</td>
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<tr>
<td>Position</td>
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<tr>
<td><strong>Building Services Officers</strong></td>
<td>Tupai Joe Teofilo</td>
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<tr>
<td></td>
<td>Samuelu Fua</td>
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<tr>
<td></td>
<td>Oloiti Tuvale</td>
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<tr>
<td><strong>Electrician</strong></td>
<td>Davy Pouono</td>
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<tr>
<td><strong>Plumber</strong></td>
<td>Aperaamo Leaumoana</td>
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<tr>
<td><strong>Storeman</strong></td>
<td>Lolesio Stowers</td>
<td></td>
</tr>
<tr>
<td><strong>Aircondition Technician</strong></td>
<td>Siona Tuimaunei</td>
<td>CertIIIEngMecTrade APTC, DipRefAir WSPolTec, CDCA Sam.</td>
</tr>
<tr>
<td><strong>Team Leader, Landscape</strong></td>
<td>Joe Lee</td>
<td>CertTropHort Hawai'i, AssocDipHort NSW, DTA S.Pac., CAT SP</td>
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<tr>
<td><strong>Groundsmen</strong></td>
<td>Tuese Fealofai</td>
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<td>Faatava Levale</td>
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<td>Lotoalofa Ake</td>
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<td>Lave Lumanai</td>
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<td>Laki Peti</td>
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<td>Taleni Taleni</td>
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<td>Tapeni Viliamu</td>
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<td>Francis Tutagalevao</td>
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<td>Seteuati Mafaituuga</td>
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</tr>
<tr>
<td></td>
<td>Junior Mapu</td>
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<tr>
<td>Team Leader, Security</td>
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<td></td>
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**Security Officers**

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<tr>
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<tbody>
<tr>
<td>Tuimaolo Ailua</td>
</tr>
<tr>
<td>Liae Kennach</td>
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<tr>
<td>Pene Lauilima</td>
</tr>
<tr>
<td>Satuuu Tafili</td>
</tr>
<tr>
<td>Samasoni Tavita</td>
</tr>
<tr>
<td>Salaitia Tivao Mapu</td>
</tr>
<tr>
<td>Seti Viliamu</td>
</tr>
<tr>
<td>Isaako Matagi</td>
</tr>
<tr>
<td>Sani Faraimo</td>
</tr>
<tr>
<td>Iese Asotasi</td>
</tr>
<tr>
<td>Salevi Sinele</td>
</tr>
<tr>
<td>Tali Arona</td>
</tr>
<tr>
<td>Sio Iosefa</td>
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<tr>
<td>Tia Saufoi</td>
</tr>
<tr>
<td>Fili Tagaloa</td>
</tr>
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<td>Taavili Fepa'i</td>
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**Team Leader, Cleaning Services**

<table>
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<tr>
<th>Name</th>
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<tbody>
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<td>vacant</td>
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**Cleaners**

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<tr>
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<tbody>
<tr>
<td>Tavita Alofa</td>
</tr>
<tr>
<td>Lino Fiu</td>
</tr>
<tr>
<td>Saolele Lafoniu</td>
</tr>
<tr>
<td>Toe Pefu Leilua</td>
</tr>
<tr>
<td>Vaeau Lemalu</td>
</tr>
<tr>
<td>Ane Levale</td>
</tr>
<tr>
<td>Name</td>
</tr>
<tr>
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</tr>
<tr>
<td>Sofara Sogialofa</td>
</tr>
<tr>
<td>Numia Suena</td>
</tr>
<tr>
<td>Ulalia Taleni</td>
</tr>
<tr>
<td>Rimoni Taufetee</td>
</tr>
<tr>
<td>Legalo Tui</td>
</tr>
<tr>
<td>Peni Ugapo</td>
</tr>
<tr>
<td>Nuuausala Gaosi</td>
</tr>
<tr>
<td>Jenny Alesana</td>
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### STUDENT ADMINISTRATION

**Manager**
- Malosu‘eilefilemu Angeline Alama, BA S.Pac, MLead UNE

**Senior Administration Officer**
- Crystal Schwenke, BCom S.Pac

**Academic Database Officer**
- Pulamataimoana Herenessa Julian Toeafe, DipTour NUS, BCom NUS

**Senior Records Administrators**
- Anasaini Afualo-Mapu
- Vevelautalo Mataua Rimoni, CertSec SP

**Student Records Administrators**
- Valasi Talaia, DipOffMan NUS
- Tapauau Misifoia, Cert III Hosp APTC, DipHospMgt MIT

### STUDENT SUPPORT SERVICES

**Manager**
- Faletui Valaaau Toma, BA S.Pac, MA S.Pac.

**Literacy Officer**
- vacant

**Numeracy Officer**
- vacant
<table>
<thead>
<tr>
<th><strong>Student Counsellors</strong></th>
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<tbody>
<tr>
<td>Lipine Petaia Peresetene</td>
<td>BSocWork S.Aust. <em>(PDL)</em></td>
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<tr>
<td>Sopo Su’a-Elia</td>
<td>BSocWork Massey</td>
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<tbody>
<tr>
<td><strong>International Co-ordinator</strong></td>
<td></td>
</tr>
<tr>
<td>Iliganoa Matu’u</td>
<td>BCom Auck.</td>
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</table>
VISION AND MISSION OF THE UNIVERSITY

VISION
The National University of Samoa will be recognised nationally, regionally and internationally as a vibrant and innovative centre of excellence in research, Samoan Studies and quality teaching and training across all disciplines.

MISSION
To be the provider of Samoan Studies, quality teaching, professional training and research to meet the human resource needs of the country.

OBJECTIVES
For the National University of Samoa:
1. to be recognized nationally and internationally as the premiere research institute in Samoa;
2. to actively upgrade and maintain quality and creativity in teaching and learning;
3. to foster strong international partnerships and effective community engagement;
4. to transform the University's physical and IT infrastructure to strategically support research, teaching and learning, community engagement and international partnerships and leadership and governance;
5. to ensure strict adherence to principles and practices of successful leadership and good governance in the administration of the University at all levels.

VALUES
These values underpin all activities of the University and articulate ideals for which it aspires to hold itself accountable.

1. Dedication and commitment
2. Respect for Samoan culture
3. Collaboration
4. Entrepreneurship
5. Innovation and creativity
6. Integrity and accountability
7. Diversity
8. Financial sustainability
9. Responsiveness
10. Achievement and excellence
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.

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) and two centres. They are the Faculty of Applied Science, Faculty of Arts, Faculty of Business and Entrepreneurship, Faculty of Education, Faculty of Medicine, Faculty of Science, Centre for Samoan Studies and Oloamanu Centre for Professional Development and Continuing Education.

FACULTY OF APPLIED SCIENCE

The Faculty of Applied Science comprises of:
- the Department of Construction,
- the Department of Electro-Engineering,
- the Department of Mechanical Engineering,
- the School of Maritime Training, and
- the School of Nursing and Health Science.

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 Teacher Education & Expressive and Practical Arts

**FACULTY OF MEDICINE**
The Faculty of Medicine (FOM) formerly Oceania University of Medicine (OUM) is a newly added faculty of the University offering a degree programme of Bachelor of Medicine and Bachelor of Surgery (MBBS). The programme aims to provide students with an undergraduate degree in medicine that will produce broadly educated, knowledgeable and competent graduates capable of practicing medicine safely, professionally and effectively as doctors in the health context of Samoa and the Pacific. The programme is 6 years in duration and comprises of learning in the medical sciences in year 1, learning based on body systems but with a strong clinical focus in year 2 and 3, clinically focused learning in year 4 and 5 and a final trainee year to facilitate practical consolidation of the previous years’ learning and advancement to medical practice.

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

• the Department of Computing,
• the Department of Mathematics and Statistics and
• the Department of Science.

**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’aaogā e le ‘aufaigailuega 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’oao’ina o matā’upu ma polokalame i le gagana ma le aganu’u Sāmoa, fa’apea Tala’eli. Ua televave suiga o le lalolagi ma e naunau ai le Laumua e fa’atino a’oa’oga e mafai ona fa’aaauau ma fa’amālosia ai le gagana, aganu’u, agatausili fa’apea talitonuga fa’asāmoa, ma tāpena tagata Sāmoa mo suiga fa’aleaganu’u, va fealoa’i, tamao’āiga ma fa’asaofa’iga i totonu o le atunu’u, ina iā 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’au’u, o tagata ā’o’oga uma i matā’upu ma polokalame mai i le Tusi Pasi Fa’avae seiā o’o i le fa’aiłoga tikerī, e tatau lava ona pasi le matā’pu ‘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 tikeri āmata, tusi 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.css.ws with information about its programmes and activities. CSS publishes the Journal of Samoan Studies which 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

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.samoaimmigration.gov.ws

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
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.samoaimmigration.gov.ws
LIST OF ACADEMIC ADVISERS

FACULTY OF APPLIED SCIENCE
1. Leitufiaoatua Fatu Lafoa’i (for Maritime Training)
2. Fuatai Olita Maiava (for Nursing and Health Science)
3. James Ah Fook (for Electro-Engineering)

FACULTY OF ARTS
1. Natasha Schuster (for English and 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 (Management & Marketing)
2. Seve Folototo Seve (General)
3. Orita Fui Taotofi (Accounting & Economics)

FACULTY OF EDUCATION
1. Vui Faapopo Tauaanae (for full time students)
2. Fuaialiʻi Tagataese Tuia (for part time students and Post Grad)
3. Ioana Jackie Ah Hoy-Fualautoalasi (for FCE)

FACULTY OF MEDICINE
1. Le Mamea Dr Limbo Fiu
2. Tuigamala Dr Dean Stanley
3. Dr Malama Tafunai

FACULTY OF SCIENCE
1. Vaisualua Okesene (for Computing)
2. Asi Semau Ausage Lauano (for Mathematics and Statistics)
3. Faainuseiamalie Latu (for Science)

CENTRE FOR SAMOAN STUDIES
1. Professor Leasiolagi Malama Meleisea (for Development Studies and Post Grad)
2. Associate Professor Penelope Schoeffel (for Development Studies and Post Grad)
3. Seiuli Vaifou Aloalii Temese (for Post Grad & Samoan Studies)
4. Matiu Matavai Tautunu Aumua (for Samoan Studies)
NUS offers around fifty undergraduate and nine postgraduate programmes. Each programme is made up of between three and 24 courses. Some programmes are totally prescribed (ie. all stated courses are compulsory) 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, Samoa Secondary Leaving 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, Samoa Secondary Leaving Certificate or
- for mature entrants, generally providing evidence of age and relevant work experience.

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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 these, 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**

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<th>Discipline or Area of Study</th>
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<td>Anthropology</td>
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<td>TMA</td>
<td>Applied Mathematics</td>
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<td>Maths &amp; Statistics</td>
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<td>Mgt, Tour. &amp; Hosp.</td>
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<td>Plumbing &amp; Sheet-metal</td>
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<td>TRA</td>
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<td>CCS</td>
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## AGRICULTURE

## ENVIRONMENTAL HEALTH

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**NURSING**

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- HNS126/HNS166: HNS111
- HNS163: HNS151
- HNS221/2: HNS122 or HNS124
- HSC112: HSC067 or mature entrant
- HSC152: HCH031 or HSC067 or mature entrant
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**CONSTRUCTION AND JOINERY**

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**HORTICULTURE**

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**MARITIME MASTER**

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**REFRIGERATION & AIR CONDITIONING**

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<td>Refrigeration Principles</td>
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**RADIO & ELECTRONICS**

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<td>Radio Communication Principles</td>
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<td>Colour Television Basics</td>
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**FACULTY OF ARTS**

**ANTHROPOLOGY**

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**GEOGRAPY**

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**FACULTY OF BUSINESS & ENTREPRENEURSHIP**

**ACCOUNTING**

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**BANKING AND FINANCE**

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**COMMERCIAL LAW**

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<td>TCK102</td>
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<td>Food and Beverage Service</td>
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<td>Wine and Bar Service</td>
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<td>Working with Colleagues and Customers</td>
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<td>Introduction to Accommodation Services</td>
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<td>TFH103</td>
<td>Hotel Organization &amp; The Accommodation Product</td>
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<td>TFH104</td>
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<td>Managing Customers</td>
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<td>Introduction to Tour Guiding</td>
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<td>Communication in the Workplace</td>
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<td>TTG103</td>
<td>Planning and Developing Tour Activities</td>
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**TOURISM STUDIES**

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<td>TTS103</td>
<td>Tour Operations and Guiding</td>
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<td>TTS104</td>
<td>Travel Operations and Ticketing</td>
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**WORK EXPERIENCE**

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**FACULTY OF EDUCATION**

**EDUCATION**

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<td>Human Development</td>
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<td>HED201</td>
<td>The Primary Teacher and Classroom Assessment</td>
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<td>HED202</td>
<td>Measurement and Evaluation</td>
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<td>HED302</td>
<td>School-Based Research</td>
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<td>HED306</td>
<td>Critical Thinking</td>
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<td>HED580</td>
<td>Issues of Education in Samoa</td>
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<td>HED581</td>
<td>Globalisation and Education in Samoa</td>
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<td>HED582</td>
<td>Supervision and Mentoring of Teachers</td>
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<td>HED583</td>
<td>Socio-Cultural Influences on Human Development</td>
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<td>Educational Planning &amp; Administration</td>
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<td>Educational Research &amp; Design</td>
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<td>Educational Policy</td>
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<td>Philosophical Foundations of Education</td>
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**FOOD & TEXTILE TECHNOLOGY**

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<td>Understanding Nutrition</td>
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<td>HFT002</td>
<td>Eating for Health</td>
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<tr>
<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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<tr>
<td>HFT100</td>
<td>Food Technology and Society</td>
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<td>HFT101</td>
<td>Textile Technology and Society</td>
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<td>HFT200</td>
<td>Nutrient Requirements Throughout the Lifespan</td>
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<td>HFT201</td>
<td>Apparel: From Design to Garment</td>
<td>2</td>
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<td>HFT202</td>
<td>Teaching Food and Textile Technology at Secondary Level</td>
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One 100 level HED course for HED581.
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<tbody>
<tr>
<td>HFT204</td>
<td>Food &amp; Textile Design Processes</td>
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<td>HFT300</td>
<td>Nutrition and Health in the South Pacific</td>
<td>1 HFT200</td>
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<td>HFT301</td>
<td>Advanced Textiles and Design</td>
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<td>Food and Textile Technology at Secondary Level</td>
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### MUSIC

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<tr>
<td>HMU001</td>
<td>Rudiments of Applied Music Theory 1</td>
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<td>HMU002</td>
<td>Rudiments of Applied Music Theory 2</td>
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<td>HMU100</td>
<td>Basic Music Theory 1</td>
<td>1 HMU001, HMU002 or RPL</td>
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<tr>
<td>HMU101</td>
<td>Instrumental Performance 1</td>
<td>2 HMU001, HMU002 or RPL</td>
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<tr>
<td>HMU200</td>
<td>Basic Music Theory 2</td>
<td>1 HMU100 or RPL</td>
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<tr>
<td>HMU201</td>
<td>Instrumental Performance 2</td>
<td>2 HMU101 or RPL</td>
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<td>HMU202</td>
<td>Teaching Music at Secondary Level</td>
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### PERFORMING ARTS

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<td>Drama</td>
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<tr>
<td>HPA004</td>
<td>Dance</td>
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<tr>
<td>HPA100</td>
<td>Physical Theatre</td>
<td>1 HPA003 or RPL</td>
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<td>HPA101</td>
<td>Contemporary Dance and the Pacific</td>
<td>2 HPA004 or RPL</td>
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<tr>
<td>HPA200</td>
<td>Acting for Film and Television</td>
<td>1 HPA100 or RPL</td>
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<tr>
<td>HPA201</td>
<td>Samoan Siva: Traditional and Contemporary</td>
<td>2 HPA101 or RPL</td>
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<tr>
<td>HPA202</td>
<td>Teaching Performing Arts at Secondary Level</td>
<td>1 &amp; 2 One 100 or 200 level HPA course</td>
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<td>Teaching Performing Arts at Primary School</td>
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<td>HPE001</td>
<td>Physical Education and Health 1</td>
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<td>HPE002</td>
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<td>Health and Personal Development</td>
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<td>Competition Coach</td>
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<td>A'oa'oga ole Gagana Samoa I Tausaga 1-8</td>
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<td>HTE222</td>
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<td>The Use of Computers for Teaching</td>
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<td>HTE258</td>
<td>Teaching Mathematics at Secondary Level</td>
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### TEACHING PRACTICUM

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<td>Teachers as Resource Developers</td>
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<td>HTP310/320 and HTP311/321</td>
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<td>Class Management in Action</td>
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<td>HTP310/320 and HTP311/321</td>
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<td>HTP315/325</td>
<td>The Reflective Teacher</td>
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<td>HTP310/320 and HTP311/321</td>
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<td>Learning About our Environment</td>
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<td>HVA002</td>
<td>Elements and Principles of Art</td>
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<td>HVA100</td>
<td>Introduction to Drawing and Painting</td>
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<td>HVA101</td>
<td>Art History: Ancient Civilisations to 21st Century</td>
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<td>Introduction to Graphic Design</td>
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<td>Materials, Techniques and Wearable Art</td>
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**FACULTY OF MEDICINE**

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**OLOAMANU CENTRE FOR PROFESSIONAL DEVELOPMENT & CONTINUING EDUCATION**

**CERTIFICATE IN ADULT TEACHING**

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**CERTIFICATE IN TRAINING AND ASSESSMENT (CERT IV)**

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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

1   ADMISSION REQUIREMENTS
1.1 The criteria for entry into each Foundation Certificate stream are:
   a  Foundation Certificate (Agriculture)
      On the basis of raw marks in the SSLC exam or equivalent at least 200% aggregate total of English and 3 best subjects with at least a 40% in English
   b  Foundation Certificate (Arts)
      On the basis of raw marks in the SSLC exam or equivalent at least 200% aggregate total of English and 3 best subjects with at least a 40% in English
   c  Foundation Certificate (Commerce)
      On the basis of raw marks in the SSLC exam or equivalent at least 200% aggregate total of English and 3 best subjects with at least a 40% in English
   d  Foundation Certificate (Education)
      On the basis of raw marks in the SSLC exam or equivalent at least 160% aggregate total of English and 3 best subjects with at least a 40% in English.
   e  Foundation Certificate (General)
      On the basis of raw marks in the SSLC exam or equivalent at least 200% aggregate total of English and 3 best subjects with at least a 40% in English
   f  Foundation Certificate (Nursing)
      On the basis of raw marks in the SSLC exam or equivalent at least 180% aggregate total of English and 3 best subjects with at least a 40% in English.
   g  Foundation Certificate (Science)
      On the basis of raw marks in the SSLC exam or equivalent at least 200% aggregate total of English and 3 best
subjects with at least a 40% in English

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 at the discretion of the relevant Foundation Certificate Co-ordinator.

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: HBl011, HBl012, HCH031, HCH032, HCS081, HGE001, HGE002, HMA030, HST050, HTC051, HTC052.

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

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

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

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

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

ii six courses from: HAC001, HAC002, HCL001, HEC001,
HEC002, HMA030, HMG001, HMK001, and
iii two courses from: HAN001, HCS081, HSO002, HST050.

4.6 Foundation Certificate (Education) enrolments: (10 courses)
   i Five compulsory: HCS081, HED001, HEN004, HSA002 and any Mathematics course, and;
   ii two or three courses from: HAC001, HAC002, HAN001, HBl011, HBl012, HCH031, HCH032, HCL001, HEC001, HEC002, HEN005, HGE001, HGE002, HHI001, HHI002, HMA010, HMA020, HMA030, HMA071, HMA072, HMG001, HMK001, HPH021, HPH022, HSO001, HSO002, HST050 and
   iii two or three courses from: HAG041, HAG042, HFT001, HFT002, HFT003, HFT004, HMU001, HMU002, HPA003, HPA004, 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, HBl011, HBl012, HBl013, HBl014, HCH031, HCH032, HCL001, HCS081, HEC001, HEC002, HEN005, HGE001, HGE002, HHI001, HHI002, HMA010, HMA020, HMA030, HMA071, HMA072, HMG001, HMK001, HPH021, HPH022, HSA003, HSO001, HSO002, HST050, HTO50, HTC051, HTC052.

4.8 Foundation Certificate (Nursing) enrolments: (10 courses)
   i Ten compulsory courses: HCS081, HEN004, HNS001, HNS002, HNS003, HNS004, HNS005, HSA002 (or HSA001 for approved students), HSC067, HSO001, HBl013, HBl014.

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: HBl011, HBl012, HBl013, HBl014, HCH031, HCH032, HCS081, HGE001, HGE002, HMA010, HMA020, HPH021, HPH022, HST050, HTC051,
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 Coordinator.

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.

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, 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, HCS081, HEC001, HEC002, HEN005, HGE001, HGE002, HHI001, HHI002, HMA010, HMA020, HMA030, HMG001, HSA003, HSO001, HSO002.

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, HMA030, HMG001, HMK001, and
   iii one course from: HAN001, HCS081, HSO002, HST050.

6.4 Foundation Certificate (Education)
To be awarded a Foundation Certificate (Education) a student must pass at least eight courses:
   i five compulsory courses: HCS081, HED001, HEN004, HSA002, HSA003 and any Mathematics course 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,  
HMA071, HMA072, HMG001, HMK001, HPH021, HPH022,  
HSO001, HSO002, HST050, and  
iii one or two courses 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, HBl011, HBl012, HBl013, HBl014,  
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.

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: HCS081, HNS001, HNS002, HNS003,  
HNS004, HNS005, HSC067, HSO001, HBl013, HBl014.

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: HBl011, HBl012, HBl013, HBl014,  
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.

SCHEDULE 1

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**FOUNDATION COURSE DESCRIPTIONS**

**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*
*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*
*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  
**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&2  
**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  
**Contact hours per week:** 3  
**Assessment:** 60% coursework, 40% 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:** 5 in SSLC/SSLC Development Studies or Geography or History  
**Contact hours per week:** 4  
**Assessment:** 60% coursework, 40% examination

**ENGLISH**

**HEN001 ENGLISH SKILLS**
This course is designed to provide students with the language skills in English required at the bridging level. The course will cover a wide range of practical writing and reading skills that will prepare and support
students in their academic work.

Offered: Semester 1
Contact hours per week: 4
Assessment: 50% coursework, 50% examination. Must pass both coursework and examination.

HEN002 Advanced English Skills
This course provides the student with more advanced exercises in reading and writing that will enable him/her to meet the academic requirements for studying in the English language.

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

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
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
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

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  
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  
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  
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**

**Contact hours per week: 4**

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

**SOCIOMETRY**

**HSO001  SOCIETY AND CULTURE**
This course is for students interested in behavioural sciences. It aims to introduce students to basic sociological concepts. The course will enable students to examine their society in relation to different problems facing the modern world today.

**Offered: Semester 1**

**Contact hours per week: 4**

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

**HSO002  PACIFIC ISLAND SOCIETIES**
This course introduces the student to the sociology of the Pacific Islands and is an important course for those who are thinking of doing further studies about the Pacific or in the behavioural sciences. It will cover different aspects of Pacific societies and cultures as a whole and 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**

**Contact hours per week: 4**

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

**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**

**Contact hours per week: 3**

**Assessment: 40% coursework, 60% 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*
*Contact hours per week: 3*
*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*
*Contact hours per week: 3*
*Assessment: 50% coursework, 50% examination*

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*
*Contact hours per week: 3*
*Assessment: 60% coursework, 40% 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
Contact hours per week: 3
Assessment: 60% coursework, 40% 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
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
Contact hours per week: 3
Assessment: 50% coursework, 50% 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
Contact hours per week: 4
Assessment: 60% coursework, 40% 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
*Contact hours per week:* 4
*Assessment: 100% coursework*

**HFT002 EATING 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
*Contact hours per week:* 4
*Assessment: 100% coursework*

**HFT003 FROM 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
*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
*Contact hours per week:* 4
*Assessment: 100% coursework*

**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.
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
Contact hours per week: 4
Assessment: 100% coursework

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
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
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
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
Contact hours per week: 4
Assessment: 100% coursework

VISUAL ARTS

HVA001 LEARNING ABOUT OUR ENVIRONMENT
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
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
Contact hours per week: 4
Assessment: 100% coursework

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**

**Contact hours per week:** 7

**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**

**Contact hours per week:** 7

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

**Contact hours per week:** 6

**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**

**Contact hours per week:** 6

**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 populations, phylogenetic relationships and diversity in protists, fungi, plants and animals, and the structure and functioning of viruses and prokaryotes.
Offered: Semester 1
Contact hours per week: 7
Assessment: 50% coursework, 50% examination

HBI012 FOUNDATION BIOLOGY 2
This course provides the basic skills and background knowledge 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, cells and cellular functions, pollution issues and biogeography.
Offered: Semester 2
Contact hours per week: 7
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
Contact hours per week: 7
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
Contact hours per week: 7
Assessment: 50% coursework; 50% examination

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

**Contact hours per week:** 6

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

**CHEMISTRY**

**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

**Contact hours per week:** 6

**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

**Contact hours per week:** 7

**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*
*Contact hours per week: 7*
*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 (Java).

*Offered: Semesters 1 and 2*
*Contact hours per week: 4*
*Assessment: 55% coursework, 45% examinations*

**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*
*Contact hours per week: 4*
*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*
*Contact hours per week: 4*
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*
*Contact hours per week: 4*
*Assessment: 50% coursework, 50% examination*

**HMA051 PRELIMINARY MATHEMATICS 1**
The main aim of this course is to set up a mathematics background for students to enter the basic mathematics courses needed for other programmes. Topics covered include number theories and operations, factorisation, algebraic expressions and solutions of various equations.

*Offered: Semesters 1 and 2*
*Contact hours per week: 4*
*Assessment: 50% coursework, 50% examination*

**HMA052 PRELIMINARY MATHEMATICS 2**
This course provides students with knowledge about relations, functions and graphs, as well as introducing statistics and probability.

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

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
Contact hours per week: 6
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 electroscopes 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
Contact hours per week: 6
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
Contact hours per week: 7
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
Contact hours per week: 6
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
Contact hours per week: 6
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
Contact hours per week: 6
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
Contact hours per week: 4
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
Contact hours per week: 7
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
Contact hours per week: 7
Assessment: 60% coursework, 40% examination. Must pass both coursework and examination.
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)

Samoan Contact hours: 4 hours per week for fourteen weeks (or 6 hours per day for nine days)

Assessment: 50% coursework, 50% examination

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)

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 lenei 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'ili'i'ili ai foʻi le faiga o Lāuga ma 'Ava i se tūlaga āmata fa'apea le gaosiga, le lufilufiga ma le faiatauga o mea taumafa a Sāmoa. Fa'ata'ita'iga: 10 afi, o lona uiga e afi'afu. Taimi e a'oa'a ai: Vaitu'uaga 2
Itūlā fa'atūlagaina i le vaiaso: 4
Togi: 50% Galuega Fa'atonuina, 50% Su'e

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
Contact hours per week: 4
Assessment: 50% coursework, 50% examination
FACULTY OF APPLIED SCIENCE

REGULATIONS FOR THE CERTIFICATE OF ATTAINMENT: TRADES AND HEALTH PREPARATORY YEAR (CERT I) (2014)

1. ADMISSION REQUIREMENTS
On the basis of raw marks in the SSLC exam or equivalent, with 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 ten courses as listed below:

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Semester 2</th>
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<tbody>
<tr>
<td>TPY001</td>
<td>TPY007</td>
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<td>TPY002</td>
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<td>TPY005</td>
<td>TPY011</td>
</tr>
<tr>
<td>TPY006</td>
<td>TPY012</td>
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</tbody>
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5. PROGRAMME LOAD
For full-time students, five 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 Applied Science.

6. PROGRAMME REQUIREMENTS
To be awarded the Certificate of Attainment: Trades and Health Preparatory Year, a student must pass eight courses listed in 4. above, including TPY001, TPY002, TPY007, TPY008.

7. These Regulations are effective from 1 January, 2014.

COURSE DESCRIPTIONS
TRADES & HEALTH 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

TPY005 THE HUMAN BODY
This course provides the students with knowledge of the human body fundamental to health and nursing career studies. Students will also obtain knowledge of body parts/structures in their healthy statuses with respective to functional statuses.
Offered: Semester 1
Contact hours per week: 4
Assessment: 50% coursework, 50% examination
TPY006 INTRODUCTION TO LIFE SCIENCE
This course provides basic underpinning knowledge and skills for students of horticulture/agriculture science.
Offered: Semester 1
Contact hours per week: 4
Assessment: 60% coursework, 40% examination

TPY007 PERSONAL CARE AND WELLNESS
This course will provide the learner with knowledge, skills and attitude required for self-management, with emphasis on personal care and personal wellness appropriate for all trades and health programs.
Offered: Semester 2
Contact hours per week: 3
Assessment: 100% competency based

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

TPY011 INTRODUCTION TO FIRST AID
On successful completion of the course, students will be able to discuss and apply essential emergency care during a crisis and carry out emergency care on preserving life; preventing further injury and promoting recovery.
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

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 eight courses:

a) Seven compulsory: TMT010, TMT011, TMT012, TMT013, TMT014, TMT015, and TMT018
b) i Nautical Option (two courses): TNS016, TNS017, or
   ii Marine Engineering Option (two courses): TME010, TME011.

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 II: Maritime Training a student must pass the eight courses specified in 4 above.

These regulations are effective from 1 January, 2012.

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

MODE OF STUDY
Full-time.

DURATION
Not less than one semester.

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.

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.

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

These regulations are effective from 1 January, 2013.

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

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.

MODE OF STUDY
Full-time.

DURATION
Not less than one semester.

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.

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.

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

These regulations are effective from 1 January, 2013.
REGULATIONS FOR THE CERTIFICATE IV: MARINE ENGINEER
(CLASS 5) (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 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
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 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.

7 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 TFH101

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.

COURSE DESCRIPTIONS

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 Maritime Organisation (IMO) Convention on the Safety of Life at Sea 1998. 

**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

**TMTO18 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 ongoing 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

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 hrs: 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 purseiniers, long liners, and bottom fishing boats.
Offered: Semester 2
Contact hrs: 4 hours per week
Assessment: 100% Competency Based

TFH101: FISH HANDLING
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

REGULATIONS FOR THE NATIONAL TRADES 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 thirteen courses: TAM150, TAM151, TAM152, TAM153, TAM154, TAM155, TAM156, TAM157, TAM158, TAM159, TAM160, TFA100, TOH100.

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 National Trades Certificate II - Automotive a student must pass the thirteen courses specified in 4 above.

7. These regulations are effective from 1 January, 2015

**COURSE DESCRIPTIONS**

**AUTOMOTIVE**

**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*

*Prerequisites:*

*Contact hours per week: 30 hours*

*Assessment: Competency Based*

**TOH100 OCCUPATION SAFETY & HEALTH**
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

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
Prerequisites:
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
Prerequisites:
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
Prerequisites:
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
Prerequisites:
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

**Prerequisites:**

**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 200 hours work experience, to apply skills in a live work environment.
Offered: Semester 2

REGULATIONS FOR THE NATIONAL TRADES 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 twelve courses: TFM150, TFM151, TFM152, TFM153, TFM154, TFM155, TFM156, TFM157, TFM158, TFM159, TFA100, TOH100.

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 National Trades Certificate II - Fitting and Machining a student must pass the thirteen courses specified in 4 above.

7. These regulations are effective from 1 January, 2015.

COURSE DESCRIPTIONS

FITTING & MACHINING

TFA100 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
Prerequisites:
Contact hours per week: 30 hours
Assessment: Competency Based

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

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
Prerequisites:
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
Prerequisites:
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
Prerequisites:
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
Prerequisites:
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
Prerequisites:
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
Prerequisites:
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
Contact hours per week: 7 hours
Assessment: Competency Based

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
Prerequisites:
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

REGULATIONS FOR THE NATIONAL TRADES 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 twelve courses: TWF150, TWF151, TWF152, TWF153, TWF154, TWF155, TWF156, TWF157, TWF158, TWF199, TFA100, TOH100.

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 National Trades Certificate II – Welding a student must pass the twelve courses specified in 4 above.

7. These regulations are effective from 1 January, 2015.

COURSE DESCRIPTIONS

WELDING

TFA100 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
Prerequisites:
Contact hours per week: 30 hours
Assessment: Competency Based

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:
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
Prerequisites:
Contact hours per week: 35 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
Prerequisites:
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
Prerequisites:
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 behavior of metals and quality assurance programs used in welding industry.
Offered: Semester 1
Prerequisites:
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
Prerequisites:
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
Prerequisites:
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
Prerequisites:
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 introduce in EC001 and WE002 foundation studies.
Offered: Semester 2
Prerequisites:
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
Prerequisites:
Contact hours per week: 4 hours
Assessment: Competency Based
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.

7 These regulations are effective from 1 January, 2012.

COURSE DESCRIPTIONS

PANEL-BEATING & SPRAY PAINTING

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

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**REGULATIONS FOR THE NATIONAL TRADES 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 ten courses: TCJ150, TCJ151, TCJ152, TCJ153, TCJ154, TCJ155, TCJ156 TCJ199, TFA100, TOH100.

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 an National Trades Certificate II - Construction a student must pass the ten courses specified in 4 above.

7. These regulations are effective from 1 January, 2015.
COURSE DESCRIPTIONS

CONSTRUCTION & JOINERY

**TFA100  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
Prerequisites:  
Contact hours per week:  
30 hours
Assessment:  Competency Based

**TOH100  OCCUPATIONAL SAFETY & HEALTH**
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

**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
Prerequisites:  
Contact hours per week:  
24 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*

*Prerequisites:*

*Contact hours per week:*

22 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*

*Prerequisites:*

*Contact hours per week:*

25 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*

*Prerequisites:*

*Contact hours per week:*

23 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*

**Prerequisites:**

**Contact hours per week:**

26 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*

**Prerequisites:**

**Contact hours per week:**

30 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*

**Prerequisites:**

**Contact hours per week:**

20 hours

**Assessment:** Competency Based

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**REGULATIONS FOR THE NATIONAL TRADES 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.
DURATION
Not less than two semesters.

PROGRAMME STRUCTURE
Unless credit is granted under the Recognition of Prior Learning/Credit Statute, this programme consists of eleven courses: TPL150, TPL151, TPL152, TPL153, TPL154, TPL155, TPL156, TPL157, TPL158, TFA100, TOH100.

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.

PROGRAMME REQUIREMENTS
To be awarded the National Trades Certificate II - Plumbing a student must pass the eleven courses specified in 4 above.

These regulations are effective from 1 January, 2015.

COURSE DESCRIPTIONS

PLUMBING

TFA100 TRADE 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
Prerequisites:
Contact hours per week: 30 hours
Assessment: Competency Based

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

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*

*Prerequisites:*

*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*

*Prerequisites:*

*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*

*Prerequisites:*

*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*

*Prerequisites:*

*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*

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**REGULATIONS FOR THE CERTIFICATE 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.
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.

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.

PROGRAMME REQUIREMENTS
To be awarded an National Trades Certificate II - Construction a student must pass the ten courses specified in 4 above.

These regulations are effective from 1 January, 2015.

COURSE DESCRIPTIONS

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
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
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
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
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
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
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: 5 weeks of 40 hours per week
Assessment: 100% competency based

REGULATIONS FOR THE NATIONAL TRADES 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 eleven courses: TEL150, TEL151, TEL152, TEL153, TEL154, TEL155, TEL156, TEL157, TFA100, TOH100.

5 PROGRAMME LOAD
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 the National Trades Certificate II - Electrical a student must pass the ten courses specified in 4 above.

7 These regulations are effective from 1 January, 2015.

COURSE DESCRIPTIONS

ELECTRICAL

TFA100 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
Prerequisites:
Contact hours per week: 30 hours
Assessment: Competency Based

**TOH100  OCCUPATIONAL SAFETY & HEALTH**
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*

**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*
*Prerequisites:*
*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 equipments.

*Offered: Semester 1*
*Prerequisites:*
*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*
*Prerequisites:*
*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
Prerequisites:
Contact hours per week: 5 hours
Assessment: Competency Based

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

REGULATIONS FOR THE NATIONAL TRADES 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 nine course TRA150, TRA151, TRA152, TRA153, TRA154, TRA155, TRA156, TFA100, TOH100.

5 PROGRAMME LOAD
Five 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 the National Trades Certificate II – Refrigeration & Air-Conditioning a student must pass the nine courses specified in 4 above.

7. These regulations are effective from 1 January, 2015.

COURSE DESCRIPTIONS

REFRIGERATION & AIR CONDITIONING

TFA100 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
Prerequisites:
Contact hours per week: 30 hours
Assessment: Competency Based

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

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
Prerequisites:
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
Prerequisites:
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
Prerequisites:
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
Prerequisites:
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
Prerequisites:
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
Prerequisites:
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
Prerequisites:
Contact hours per week: 4 hours
Assessment: Competency Based

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) a score of 5 or less in SSLC/SSLC English, Mathematics and 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 (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.
7 These regulations are effective from 1 January, 2012.

COURSE DESCRIPTIONS

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 multimeters, 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
Contact hours per week: 8
Assessment: 100% coursework

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

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
   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 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.

COURSE DESCRIPTIONS

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. Not offered in 2013
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. Not offered in 2013
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. Not offered in 2013
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. Not offered in 2013
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.
*Not offered in 2013*
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.
*Not offered in 2013*
Prerequisites: HEH200 or HEH202 or HEH207
Contact hours per week: 4
Assessment: 50% coursework, 50% examination

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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 that
applicant has:
   a) Foundation Certificate (Nursing) or other relevant Foundation Certificate or completed at a recognized tertiary institution, a programme or courses of study which is equivalent to that required of students seeking admission under 1a, or
   b) completed the Health Preparatory Year Program or equivalent 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 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 four semesters

4. PROGRAMME STRUCTURE
A student who has not passed HSA001 or HSA002 must pass HSA111 or HSA 112 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, HAN100 or HSA111
Year 2  HNS221, HNS222, HNS223, HNS224, HNS312, 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 Applied 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

**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) a Foundation Certificate (Nursing) or other relevant Foundation Certificate or completed at a recognized tertiary institution, a programme or courses of study which is equivalent to that required of students seeking admission under 1a,
   b) Or on account of age, academic background and the nature of his/her employment or occupation, a reasonable chance of completing the programme, or
   c) 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
   A student who has not passed HSA001 or HSA002 must pass HSA111 or HAS 112 or HSA154 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 twenty-four Courses. The courses are:
   Year 1 HNS112, HNS151, HNS161, HNS163, HNS165, HNS166, HSO100 and HAN100 or HSA111.
   Year 2 HNS251, HNS253, HNS254, HNS255, HNS261, HNS262, HNS263,
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 Applied 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

**COURSE DESCRIPTIONS**

**NURSING**

HNS111/HNS151 CONCEPTS OF NURSING
This course explores the theoretical perspectives of nursing 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*
*Prerequisites for HSC112: HSC067 or mature entrant*
*Prerequisites for HSC152: HCH031 or HSC067 or mature entrant*
*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  
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 HNS122: HNS111, HSC112  
Prerequisites for HNS162: HNS151, HSC152  
Contact hours per week: 3  
Assessment: 50% coursework, 50% examination

HNS126/HNS166 NURSING PRACTICE

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 HNS124:  
HNS111  
Prerequisites for HNS164:  
HNS151  
Contact hours per week: 6  
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 2  
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: HNS122, HNS124
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: HNS124
Prerequisites for HNS262: HNS253
Contact hours per week: 6
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: HNS122, HNS124
Prerequisites for HNS263: HNS162, HNS164
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, sociocultural and political forces) and the implications of this for nursing practice.
Offered: Semesters 1 and 2
Prerequisites for HNS224:
HNS111
Prerequisites for HNS264:
HNS151
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 pathophysiological 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: Five 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: HSC152
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: HNS164
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: HNS162, HNS163, HNS164
Contact hours per week: 9
Assessment: 70% coursework, 30% competency based

**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 for HNS312: HNS121
Prerequisites for HNS352: HNS262
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:
HNS124
Prerequisites for HNS353:
HNS262
Contact hours per week: 6
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 dilemmas 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
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

**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

**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:** HNS263

**Contact hours per week:** 9

**Assessment:** 60% coursework, 40% examination

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**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: HCS185, HSA155, HVE111, HSA204; plus four 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, HED302, HVE321, HVE322
Management Strand: HMG161, HMG162, HMG203, HMG204, HMG206, HMG361, HMG362, HMG366

COURSE DESCRIPTIONS

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

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

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, 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.

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.

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

POSTGRADUATE DIPLOMA IN TERTIARY TEACHING FOR NURSES AND HEALTH PROFESSIONALS
This programme prepares participants to function as advanced educational practitioners within their substantive discipline area and to function as effective educators who are agents of change. On completion of the programme, students will promote contemporary professional practice and be driven by the need to strive for continuous quality improvement.

REGULATIONS FOR THE POSTGRADUATE DIPLOMA IN TERTIARY TEACHING FOR NURSES AND HEALTH PROFESSIONALS (2009)

ADMISSION REQUIREMENTS
An applicant shall be eligible to be admitted to the Postgraduate Diploma in Tertiary Teaching for Nurses and Health Professionals if that applicant has:

a) a minimum of two years relevant experience after completing a qualification or as acceptable to the Dean, and  
b) a current licence to practise as a health professional in Samoa, or for overseas applicants, with a recognised regulatory authority, or  
c) completed the requirements for a recognised degree or equivalent qualification.

**MODE OF STUDY**

Full-time.

**DURATION**

Not less than two semesters.

**PROGRAMME STRUCTURE**

This programme consists of six courses: HNS591, HNS592, HNS593, HNS594, HNS595, HNS596.

**PROGRAMME LOAD**

Three courses per semester.

**PROGRAMME REQUIREMENTS**

To be awarded a Postgraduate Diploma in Tertiary Teaching for Nurses and Health Professionals, a student must pass the six courses specified in 4 above.

These regulations are effective from 1 January, 2009.

**COURSE DESCRIPTIONS**

**NURSING**

**HNS591 ESSENTIAL COMPONENTS OF PROFESSIONAL EDUCATION**

This course aims to strengthen and extend the individual's understanding of principles of adult education, methods of delivery, reflective practice, impact of technology, research in professional education and contemporary assessment techniques. The course will provide a foundation to the knowledge, values and competencies that educators in academic or practice settings must possess and subsequently transfer to students as they carry out their roles as teachers and scholar.

Offered: Semester 1  
Contact Hours: 42 Hours  
Assessment: (i) Workshop Presentation
(ii) Written Assignment – Focus on the topic of participant’s chosen workshop presentation. Word limits approximately 1500 words. Paper should be a scholarly paper presentation and include contemporary referenced material.

**HNS592 Context 1 TEACHING & LEARNING**

This course situates the practice of teaching and learning by providing experiences that focus on the preparation and development of teaching skills required by health professionals working, or intending to work within varied educational contexts. Course content include exploration of the skills and craft associated with informative delivery and high quality presentation to achieve desired learning processes and outcomes. Participants will be required to undertake lectures, tutorial and/or laboratory teaching and will be assessed on the demonstration of appropriate skills.

Offered: Semester 1  
Contact Hours: 42 Hours  
Assessment:  
(i) Lecture/Workshop Presentation: - Participants will prepare five (5) lectures or workshops to undergraduate students studying at tertiary institution.  
(ii) Tutorial/Laboratory/seminar Facilitation: - Participants will prepare five (5) Tutorial/Laboratory or workshop sessions to undergraduate students studying at a tertiary institution. Emphasis is on teacher facilitator role in using strategies that actively engage smaller student groups in active learning.

**HNS593 PROFESSIONAL ROLE DEVELOPMENT 1**

This course facilitates the synthesis of professional knowledge and experience into a framework for advancing the participant’s practice as an educator of health professionals. Major perspectives relating to role definition, performance parameters and outcome measures are integrated into advanced practice through an individualized learning plan and portfolio development. Participants is to construct a learning plan that will facilitate a thorough examination and evaluation of their scope of practice so that they engage in learning that is directly pertinent to their own professional growth and ongoing development.

Offered: Semester 1
Contact Hours: 42 Hours
Assessment: (i) Learning Plan Presentation: - Participants to develop learning plan that sets out a professional role development goal and expected outcomes (ii) Seminar Presentation: - Participants will develop and deliver a seminar within a multidisciplinary health context utilizing the entire process of seminar planning, marketing, delivery and feedback evaluation through leadership and scholarship.

HNS594 EVIDENCE BASED PROFESSIONAL EDUCATION
This course focuses on development of participants understanding and capacity to use evidence based findings within the scope of professional education and practice.
Offered: Semester 2
Contact Hours: 42 Hours
Assessment: (i) Research Critique: - Scholarly Presentation and Written summary of critique – 1,500 words (ii) Workshop Presentation (iii) Research Proposal: - Poster be a scholarly presentation

HNS595 CLINICAL SUPERVISION
This course focuses on teaching and learning in the clinical practice setting. Emphasis is placed on knowledge application and skills development so that competency outcome will embody cognitive, psychomotor and affective domains of learning.
Offered: Semester 2
Contact Hours: 42 Hours
Assessment: (i) Workshop Presentation (ii) Clinical Teaching and Supervision role

HNS596 PROFESSIONAL ROLE DEVELOPMENT
This course facilitates the synthesis of professional knowledge and experience into a framework for advancing the participant’s practice as an educator of health professionals. This is a continuation of professional role development from the first semester. The participants will fully implement the stated outcome of their first semester learning plan, which will be presented as a completed project that clearly articulated their scope of practice in terms of personal and professional growth and development.
SERVICE COURSES:

AGRICULTURE

*Note: Foundation agriculture courses appear in the Faculty of Science chapter.*

**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*
*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*
*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
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
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
Assessment: 100% competency based
FACULTY OF ARTS

STUDENTS WHO ARE COMMENCING THE DIPLOMA IN MEDIA AND JOURNALISM IN 2016 WILL ENROLL IN THE FOLLOWING PROGRAMME.

STUDENTS WHO COMMENCED DIPLOMA IN MEDIA AND JOURNALISM IN OR BEFORE 2015 WILL COMPLETE THE REGULATIONS FOR THE DIPLOMA IN MEDIA AND JOURNALISM (2012)

1. ADMISSION REQUIREMENTS
An applicant must:
   a) be a graduate of any NUS Foundation Program, or
   b) be a mature aged student with at least 3 years relevant and current work experience; pass the interview and diagnostic test, or
   c) Any other equivalent programme approved by the Head of Department.

2. MODE OF STUDY
Full time or Part-time

3. DURATION
Not less than four semesters

4. PROGRAMME STRUCTURE
Learners must pass all pre-requisite courses prior to progressing to the next stage of courses in the programme.

To be awarded with a Diploma in Media and Journalism, a learner must pass Seventeen (17) courses including two (2) work attachments (TJL131 and TJL231)
Equivalent to the achievement of 224 credits or 2240 notional learning hours.
TJL120, TJL121, TJL125, TCO111, TCS 101, TJL126, TJL127, TJL128, TJL129, TJL227, TJL228, TJL229, TJL224, TJL225, TJL230.

First Year learners who have completed at least 90% of their first year
courses, must attend four (4) weeks of work experience attachment with any print or online media outlet or any media related office assigned by the Department. Final Year learners who have completed all courses should take five (5) weeks of work experience attachment with any broadcast media or any media related office assigned by the Department. Learners with a Certificate of Achievement in Journalism are eligible to apply for the RCC/RPL.

AND/OR
Mature-aged learners 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.

NUS Statute on Recognition of Prior Learning/Credit (2010)
NUS Regulation for Recognition of Prior Learning/Credit and Recognition of Current Competence apply.

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 learner must pass seventeen (17) courses including two (2) work attachments (TJL131 and TJL231) equivalent to the achievement of 224 credits or 2240 notional learning hours.

7. These regulations are effective from 1 January 2016.

REGULATIONS FOR THE DIPLOMA IN MEDIA AND JOURNALISM (2012)

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

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: TCO111, TCO112, TCS101, TCS106, TJL120, TJL121, TJL122, TJL123, TJL124, TCO202, TCS207, TJL220, TJL221, TJL222, TJL223, TJL224, TJL225, TJL226. Students must also satisfactorily complete a four-week work attachment at the end of Year 1 and a five-week work attachment at the end of Year 2 in order to graduate.

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 a Diploma in Media and Journalism a student must pass the eighteen courses and the two work attachments specified in 4 above.

7 These regulations are effective from 1 January, 2012.

COURSE DESCRIPTIONS

COMMUNICATION SKILLS

**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 and basic dictionary skills.

*Offered: Semester 1*
*Contact hours per week: 4*
*Assessment: 60% coursework, 40% examination. Must pass both coursework and examination.*

**TCS102 COMMUNICATION AND STUDY SKILLS**
This course reinforces the improvement of communication skills in English and Samoan within formal and informal situations in the workplace. It also focuses on basic study skills.

*Offered: Semester 2*
*Contact hours per week: 4*
*Assessment: 60% coursework, 40% examination. Must pass both coursework and examination.*

**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, and their computing skills. The course includes word-processing, PowerPoint, e-mail and internet skills, the preparation of job-seeking and workplace documents, and preparation for job interviews. Offered: Semester 2
Contact hours per week: 3
Assessment: 70% coursework, 30% examination. Must pass both coursework and examination.

**TCS105 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. Must pass both coursework and examination.

**TCS106 LANGUAGE SKILLS FOR THE MEDIA INDUSTRY**
This course focuses on acquiring and practising good writing and speaking in English and Samoan as required in the print and media industry. Offered: Semester 2
Contact hours per week: 4
Assessment: 60% coursework, 40% examination. Must pass both coursework and examination.

**TCS108 BASIC COMMUNICATION SKILLS**
This course trains students in basic oral and written communication skills. It provides them with opportunities to expand understanding, proficiency and attitudes relevant to Samoa. Offered: Semester 1
Contact hours per week: 3
Assessment: 70% coursework, 30% examination. Must pass both coursework and examination.

**TCS203 BUSINESS CORRESPONDENCE**
This course aims to equip students with the skills to research, analyse and
use information to compose workplace documents. It will also introduce students to the skills required to secure a job.
Offered: Semester 1
Contact hours per week: 4
Assessment: 60% coursework, 40% examination. Must pass both coursework and examination.

**TCS204 REPORT WRITING**
This course provides students 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 research based on current issues at the National University of Samoa.
Offered: Semester 2
Contact hours per week: 4
Assessment: 70% coursework, 30% examination. Must pass both coursework and examination.

**TCS206 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: Semesters 1 and 2
Contact hours per week: 4
Assessment: 60% coursework, 40% examination. Must pass both coursework and examination.

**TCS207 TRANSLATION**
This course introduces the basic concepts, principles and practices of translation, the importance of good translation, similarities and differences of language structures and vocabulary items, cultural differences and how they impact on meaning and the usage of language in idiomatic translations.
Offered: Semester 2
Prerequisites: TCS106
Contact hours per week: 4
Assessment: 60% coursework, 40% examination. Must pass both coursework and examination.

**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.

**TJL122 BASIC JOURNALISM RESEARCH**
This course provides students with basic skills in news gathering for print and broadcast journalism. It develops confidence and proficiency in the research process, enabling students to come up with more credible information in their stories.

*Offered: Semester 1*
*Contact hours per week: 4*
*Assessment: 60% coursework, 40% examination. Must pass both coursework and examination.*

**TJL123 BASIC RADIO AND VIDEO PRODUCTION**
This course trains students in writing news stories for radio and television. It also develops students' skills in utilising software for radio production. The course covers digital and video camera operation, editing and developing story ideas, producing short stories for radio and producing documentaries for television. *Offered: Semester 2*
*Contact hours per week: 4*
*Assessment: 70% coursework, 30% examination. Must pass both coursework and examination.*
TJL124 REGIONAL AND GLOBAL DEVELOPMENT ISSUES
This course introduces students to the spectrum of development perspectives, namely the government’s role in development, the economic situation of people and how that affects their access to social welfare and human rights from local and global perspectives.

Offered: Semester 2
Contact hours per week: 4
Assessment: 60% coursework, 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 le lenei mataupu ia mafai e i latou o le a tauaveina ona fa’aaogaina lo latou tomai e tusia ma ripotia se faasalalauga i le gagana Samoa ina ia faamalieina iaiga manaomia mo le galuega faatusitala i Samoa. O lenei mataupu o le a a’oa’oina 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 le lenei mataupu o le a aga’i e fausia ma tusia ni faasalalauga e fa’aaogaina ai le gagana faatusitala, o le faaaogaina 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

**TJL131 WORK ATTACHMENT 1**
The work experience component will provide students with the opportunity to apply the knowledge and skills gained from completing 90 per cent of First Year courses in order to be placed at any print, online or media related office assigned by the Department for four weeks.
Offered: November – First Year
Contact Hours per week: 40
Assessment: First Year learners must publish a minimum of at least three (3) articles from the local newspapers or websites and submit Feedback Report from Employer.
TJL220  ADVANCED WRITING FOR PRINT
This course introduces students to different types of styles of writing specifically for feature news stories. The course will enhance students’ ability to utilise information gathered through research and interviews and write accurate and interesting feature stories.
Offered: Semester 1
Prerequisites: TJL122
Contact hours per week: 4
Assessment: 65% coursework, 35% examination. Must pass both coursework and examination.

TJL221  MULTI-MEDIA BROADCASTING
This course deals with the principles of broadcast journalism and develops students’ skills in applying those principles. It enhances their skills in broadcasting news and current affairs across a range of media, the construction and presentation of talk-back radio programmes, broadcast interviewing skills, and understanding documentary-making as well as photography.
Offered: Semester 1
Prerequisites: TJL123
Contact hours per week: 4
Assessment: 75% coursework, 25% examination. Must pass both coursework and examination.

TJL222  ROUNDS REPORTING
This course is designed to further students’ abilities to evaluate and analyse the context of events in the court, parliament, health, the environment, business, crime, crisis and religion. Students will evaluate the impact of issues within these contexts, to be able to write critical articles to help readers in their decision-making.
Offered: Semester 1
Prerequisites: TJL120, TJL122
Contact hours per week: 4
Assessment: 60% coursework, 40% examination. Must pass both coursework and examination.

TJL223  POLITICAL REPORTING
This course will enhance students’ understanding of issues such as corruption through a historical perspective, taking into account political,
economic, religious and socio-cultural concepts. It will provide an overview of political structures in Samoa and how to report political affairs in the Samoan context.

**Offered: Semester 1**

**Prerequisites:** TJL120, TJL122  
**Contact hours per week:** 4  
**Assessment:** 60% coursework, 40% examination. Must pass both coursework and examination.

**TJL224 SPORTS REPORTING**

This course focuses on students’ skills in writing exciting sports news stories and features. It enhances students’ abilities to cover sports activities using action words and language, statistics, analysis and projections. The course aims to improve students’ skills in analysing and researching sports activities, past history, and interviewing sports personalities and enthusiasts.

**Offered: Semester 2**

**Prerequisites:** TJL120, TJL220  
**Contact hours per week:** 4  
**Assessment:** 100% coursework.

**TJL225 CULTURAL REPORTING**

This course broadens students’ understanding of cultural reporting and their ability to report on culturally specific and sensitive stories. It exposes students to different indigenous cultures in the Pacific and the problems relating to indigenous self-representation, which will help them produce stories that are culturally sensitive, both within Samoa and regionally.

**Offered: Semester 2**

**Prerequisites:** TJL120, TJL220  
**Contact hours per week:** 4  
**Assessment:** 60% coursework, 40% examination. Must pass both coursework and examination.

**TJL226 PUBLIC RELATIONS AND ADVERTISING**

This course covers the application of the concepts, principles and practices involved in public relations and advertising and the different responsibilities of a public relations office and an advertising agency. Students learn to transform information into key points for radio or television advertisements or posters.

**Offered: Semester 2**

**Prerequisites:** TCS106, TCO202
Contact hours per week: 4
Assessment: 70% coursework, 30% 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 2
Pre-requisites: TJL126, TJL127, TJL129
Contact Hours per week: 4
Assessment: 100% Course Work. The pass mark for this course is 70% 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 2
Pre-requisites: TJL126, TJL127, TJL129
Contact Hours per week: 4
Assessment: 100% Course Work. The pass mark for this course is 70% 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 2
Pre-requisites: TJL121
Contact Hours per week: 4
Assessment: 60% Course Work, 40% Examination. Must pass both coursework and examination.

**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 70% 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.

**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 70% as it is a non-examinable course.

**TJL231  WORK ATTACHMENT 2**
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 submit Feedback Report from Employer.

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 (HCS183, HEN107, HSA112, 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.

These regulations are effective from 1 January, 2007.

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

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, 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

*English Literature Minor:* HEN101; plus one of HEN103, HEN104; plus two of HEN201, HEN203, HEN206, HEN207; plus one of HEN301, HEN303, HEN305, HEN307

*French Language Minor:* HFR100, HFR101; HFR200, HFR201 (not offered in 2013)

*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 HMG201, HMG202, HMG203, HMG204, HMG205, HMG206; plus three of HMG361, HMG362, HMG363, HMG364, HMG365
Management Minor (4 courses) HMG161, HMG162; and two from HMG202, HMG203, HMG204, HMG205, HMG206
Marketing Major (eleven courses): HEC104, HMK101, HMK102; HMK201, HMK203, HMK206, HMK207; HMK301, HMK302, HMK304, HMK306; plus HMK305 or HMK307
Marketing Minor: HMK101, HMK102; HMK201, HMK206; HMK301, HMK304
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, HMA223, HMA271
Samoan Culture Major: HSA154, HSA155; HSA250, HSA252, HSA254; plus three of HSA350, HSA352, HSA354, HSA355
Samoan Culture Minor: HSA154, HSA155; 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, HSA155; plus three of HSA204, HSA212, HSA213, HSA250, HSA252, HSA254; plus three of HSA311, HSA312, HSA313, HSA350, HSA352, HSA354, HSA355
Samoan Language and Culture Minor: Two of HSA111, HSA112, HSA154, HSA155; plus two of HSA204, HSA212, HSA213, HSA250, HSA252, HSA254

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 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, 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: HCS183, HEN107, HSA112, 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:
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 and Cultural Heritage, 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.

SCHEDULE OF BACHELOR OF ARTS MAJORS AND MINORS

Archaeology Minor: HSA180, HSA280; HSA380, HSA281
Archaeology and Cultural Heritage Major: 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; plus three of HCS381, HCS383, HCS385, HCS386, HCS387
Computing Minor: Two of HCS181, HCS183, HCS184; plus two of HCS281, HCS283, HCS284, HCS286
Economics Major (when part of the BA only): HEC101, HEC102; plus three of HEC201, HEC202, HEC203, HEC204, HEC205; plus three of HEC301, HEC302, HEC303, HEC305, HEC306, HEC307
Economics Minor: HEC101, HEC102; plus two of HEC201, HEC202, HEC203,
COURSE PRESCRIPTIONS

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)

**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)*

**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 1  
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 2
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 3**
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
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
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

**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

**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 THEOREY 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.  
**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 faʻasamoa.

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

**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  
**Contact hours per week:** 3  
**Assessment:** 50% coursework, 50% examination

**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  
**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: 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: 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 under-development 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: Two 200-level HSO 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: Two 200-level HSO 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: (HSO200; plus one of HSO201, HSO202, HSO203) or (HGE200; plus one of HGE201, HGE202)

Contact hours per week: 3

Assessment: 100% coursework
REGULATIONS FOR THE CERTIFICATE IN TOURISM & HOSPITALITY (2012)

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

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 Certificate in Tourism and Hospitality a student must pass the nine or ten courses specified in 4 above in one of the specialisations. These regulations are effective from 1 January, 2012.

**COURSE DESCRIPTIONS**

**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.
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

WORK EXPERIENCE

TWE WORK EXPERIENCE COURSES
Work experience provides students the opportunity to apply their theoretical knowledge and practical skills in a real workplace environment, while at the same time giving them a chance to demonstrate their knowledge and skills to potential future employers.

TWE100 WORK EXPERIENCE (COOKERY)
TWE101 WORK EXPERIENCE (FOOD AND BEVERAGE)
TWE102 WORK EXPERIENCE (FRONT OFFICE)
TWE103 WORK EXPERIENCE (TOUR GUIDING)
TWE201 WORK EXPERIENCE (TOURISM)
TWE202 WORK EXPERIENCE (BUSINESS)
TWE203 WORK EXPERIENCE (OFFICE MANAGEMENT)

REGULATIONS FOR THE DIPLOMA IN BUSINESS (2012)
1 ADMISSION REQUIREMENTS
On the basis of raw marks in the SSLC exam or equivalent, at least 140% aggregate total of English and best 3 subjects with at least a 30% in English.

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.

COURSE DESCRIPTIONS

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

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**REGULATIONS FOR THE DIPLOMA IN OFFICE MANAGEMENT (2012)**

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

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.

**COURSE DESCRIPTIONS**

**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

REGULATIONS FOR THE DIPLOMA IN TOURISM (2012)

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

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.

COURSE DESCRIPTIONS

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

REGULATIONS FOR THE CERTIFICATE IN COMMERCE (2006)
Amended 2011

1 ADMISSION REQUIREMENTS  
An applicant shall be eligible to be admitted to the Certificate in Commerce if that applicant has:  
a completed the requirements for a Foundation Certificate (Commerce) or any other Foundation Certificate or equivalent, or  
b successful prior post-secondary study at another recognised tertiary institution, or  
c 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.

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

3 DURATION  
Not less than four semesters.

4 PROGRAMME STRUCTURE  
4.1 Unless credit is granted under the Recognition of Prior Learning/Credit Statute this programme consists of eight courses at 100-level.  
4.1.1 Certificate in Commerce (Accounting)  
HAC111, HAC112, HCS185 (or if HCS081 has been passed, then HCS183), HEC104, HMA194, and three 100-level Business and Entrepreneurship courses.  
4.1.2 Certificate in Commerce (Economics)  
HEC101, HEC102, HEC104, HMA121, and four 100-level Business and Entrepreneurship courses.
4.1.3 Certificate in Commerce (Management)
HEN100, HMG161, HMG162, HMA194, and four 100-level Business and Entrepreneurship courses.

4.2 Students in the Certificate in Commerce (Accounting) or the Certificate in Commerce (Economics) who have not passed HEN004 must also pass HEN100 in addition to the eight courses specified above.

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

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 be awarded a Certificate in Commerce a student must pass the eight courses specified in 4 above in one of the specialisations.

7 These regulations are effective from 1 January, 2006.

REGULATIONS FOR THE DIPLOMA IN ACCOUNTING (2006)
Amended 2011

1 ADMISSION REQUIREMENTS
An applicant shall be eligible to be admitted to the Diploma in Accounting if that applicant has:

a) completed the requirements for a Foundation Certificate (Commerce), or any other Foundation Certificate or equivalent, or

b) successful prior post-secondary study at another recognised tertiary institution, or

c) 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.

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

3 DURATION
Not less than four 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 sixteen courses at 100- and 200-level. The courses are: HAC111, HAC112, HCS185 (or if HCS081 has been passed, HCS183), HEC104, HMA194 plus three 100-level Business and Entrepreneurship courses; HAC211, HAC212, HAC213, HAC214 plus two 200-level Bachelor of Commerce minor courses and one 200-level Business and Entrepreneurship course and either another 200-level Business and Entrepreneurship course or a 200-level non-Business and Entrepreneurship course. Students who have not passed HEN004 must also pass HEN100.

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 Diploma in Accounting a student must pass the sixteen courses specified in 4.2 above.

7 These regulations are effective from 1 January, 2006.

REGULATIONS FOR THE DIPLOMA IN BANKING AND FINANCE (2006)

1 ADMISSION REQUIREMENTS
An applicant shall be eligible to be admitted to the Diploma in Banking and Finance if that applicant has:

a) completed the requirements for a Foundation Certificate (Commerce)

b) or any other Foundation Certificate or equivalent, or

successful post-secondary study at another recognised tertiary institution, or

c) 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.

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

3 DURATION
Not less than four 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 sixteen courses at 100-level and 200-level. The courses are: HAC111, HAC112, HCL152, HCS185 (or if HCS081 has been passed, then HCS183), HEC102, HEC104, HMA194, HMG162; plus HAC211, HAC212, HBF235, HBF236, HBF238, HBF239, HCL251 and one 200-level Business and Entrepreneurship course. Students who have not passed HEN004 must also pass HEN100.

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 Diploma in Banking and Finance a student must pass the sixteen courses specified in 4.2 above.

7 These regulations are effective from 1 January, 2006.

REGULATIONS FOR THE DIPLOMA IN ECONOMICS (2006)
Amended 2011

1 ADMISSION REQUIREMENTS
An applicant shall be eligible to be admitted to the Diploma in Economics if that applicant has:

a) completed the requirements for a Foundation Certificate (Commerce) or any other Foundation Certificate or equivalent, or

b) successful prior post-secondary study at another recognised tertiary institution, or

c) 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.

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

3 DURATION
Not less than four 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 sixteen courses at 100- and 200-level. The courses are: HAC111, HCL152, HCS185 (or if HCS081 has been passed,
HCS183, HEC101, HEC102, HEC104, HMA121, HMG162; plus HEC201, HEC202, HEC203, HEC204, HEC205 and two 200-level Bachelor of Commerce minor courses and one 200-level Business and Entrepreneurship course. Students who have not passed HEN004 must also pass HEN100.

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 Diploma in Economics a student must pass the sixteen courses specified in 4.2 above.

These regulations are effective from 1 January, 2006.

REGULATIONS FOR THE DIPLOMA IN MANAGEMENT (2006)

1 ADMISSION REQUIREMENTS
An applicant shall be eligible to be admitted to the Diploma in Management if that applicant has:

a) completed the requirements for a Foundation Certificate (Commerce) or any other Foundation Certificate or equivalent, or

b) successful prior post-secondary study at another recognised tertiary institution, or

c) 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.

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

3 DURATION
Not less than four 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 sixteen courses at 100- and 200-level. The courses are: HEN100, HMA194, HMG161, HMG162 and four 100-level Business and Entrepreneurship courses or two 100-level Business and Entrepreneurship courses and two 100 non-Business and Entrepreneurship courses; HMG202, HMG203, HMG204, HMG205, HMG206 and two Bachelor of Commerce minor 200-level courses and one 200-level
Business and Entrepreneurship course.

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 Diploma in Management a student must pass the sixteen courses specified in 4.2 above.

7 These regulations are effective from 1 January, 2006.

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


REGULATIONS FOR THE BACHELOR OF COMMERCE (2016)

1. ADMISSION REQUIREMENTS
An applicant shall be eligible to be admitted to the Bachelor of Commerce if that applicant has:
Completed the requirements for a Foundation Certificate or equivalent or mature age entry:
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:
Ten core (compulsory) courses as listed in Year 1 plus HEN100 and HEN107. Fourteen additional courses which will constitute a major(s), in Accounting, Management, Marketing and a minor or electives in Accounting, Management, Marketing, Finance, Economics and Commercial law.

See attached schedule.

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 Business & Entrepreneurship 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.

7. These Regulations are effective from 1 January, 2016

SCHEDULE

<table>
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<th>YEAR 1</th>
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<tbody>
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<td><strong>Semester 1</strong></td>
<td><strong>Semester 2</strong></td>
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<tr>
<td>HAC111 Understanding Accounting Information</td>
<td>HCL152 Introduction to Commercial Law</td>
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<td>HEC105 Introductory Microeconomics</td>
<td>HSA100 Samoan Society</td>
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<td>HMK101 Marketing</td>
<td>HMA194 Business Mathematics</td>
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<tr>
<td>HCS185 Introduction to Computing</td>
<td>HEC104 Economic Statistics</td>
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<td>HMG162 Management, Organizations &amp; People</td>
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<th>YEAR 2</th>
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<tr>
<td><strong>Semester 1</strong></td>
<td><strong>Semester 2</strong></td>
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<tr>
<td>HEN100 Business English</td>
<td>HEN107 English for Academic Purposes</td>
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</tbody>
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   A further six courses to complete the 2nd year.
YEAR 3

A further eight courses to complete the major(s), and/or minor or electives.

The 200 and 300 level courses are under revision and will be finalized in semester 1, 2016.

REGULATIONS FOR THE DEGREE OF BACHELOR OF COMMERCE (2006)
Amended 2007, amended 2011

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
   b) successful post-secondary study at another recognised tertiary institution, or
   c) mature entry:
      i is 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 (day and evening classes)

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 as a non-Business and Entrepreneurship elective in order to graduate.
4.2 Unless credit is granted under the Statute on Recognition of Prior Learning/Credit, this programme consists of twenty-four courses with specialisations in one of the following:
   4.2.1 Accounting
   Students may take either:
      a a single major in Accounting (HAC111, HAC112, HCS185 [or if HCS081 already passed, then HCS183], HEC104, HMA194; HAC211, HAC212, HAC213, HAC214; HAC311, HAC312, HAC313, HAC314, HCL354), a minor (see 4.2.6) in Economics or in Management, and four electives (two
Business and Entrepreneurship and two non-Business and Entrepreneurship), or
b) a double major in Accounting (HAC111, HAC112, HCS185 [or if HCS081 already passed, then HCS183], HEC104, HMA194; plus three of HAC211, HAC212, HAC213, HAC214; plus three of HAC311, HAC312, HAC313, HAC314, HCL354) and in Economics (see 4.2.3b), or in Management (see 4.2.4b), or in Marketing (see 4.2.5b), and two electives. As HEC104 is common to a major in Accounting and a major in Economics, students who double major in Accounting and Economics may only count HEC104 once and must pass another Business and Entrepreneurship elective.

A student who intends taking the Final Qualifying Exam (FQE) to become a member of the Samoan Institute of Accountants as a Certified Practising Accountant (CPA), must pass HAC313, HAC314 and HCL354.

4.2.2 Banking and Finance
Students may take either:

a) a single major in Banking and Finance (HAC111, HAC112, HCL152, HCS185 [or if HCS081 already passed, then HCS183], HEC102, HEC104, HMA194, HMG162; HAC212, HBF235, HBF236, HBF238, HBF239, HCL251, HEC204; HBF332, HBF335, HBF336, HBF337, HCL355); plus one 200-level Business and Entrepreneurship elective; plus one 300-level Business and Entrepreneurship elective; plus two 300-level Business and Entrepreneurship or non-Business and Entrepreneurship electives. Students may major in Banking and Finance and take a minor (see 4.2.6) in Accounting, or

b) a double major in Banking and Finance (HAC111, HAC112, HCL152; HAC211, HBF236, HBF238, HBF239, HCL251; HBF332, HBF336, HBF337) and in Economics (see 4.2.3b), or in Management (see 4.2.4b), or in Marketing (see 4.2.5b), and two electives.

4.2.3 Economics
Students may take either:

a) a single major in Economics (HEC101, HEC102, HEC104, HMA121; HEC201, HEC202, HEC203, HEC204, HEC205; HEC301, HEC302, HEC303, HEC307; plus HEC305 or HEC306), a minor (see 4.2.6) in Accounting, or in Banking and Finance, or in Management, and four Business and Entrepreneurship electives, or

b) a double major in Economics (HEC101, HEC102, HEC104; HEC201, HEC202, HEC204; plus HEC203 or HEC205; plus HEC301, HEC307; plus HEC302 or HEC303; plus HEC305 or HEC306) and in
Accounting (see 4.2.1b), or in Banking and Finance (see 4.2.2b), or in Management (see 4.2.4b), or in Marketing (see 4.2.5b), and two electives. As HEC104 is common to a major in Accounting and a major in Economics, students who double major in Accounting and Economics may only count HEC104 once and must pass another Business and Entrepreneurship elective.

4.2.4 Management
Students may take either:

a. a single major in Management (HEN100, HMG161, HMG162, HMA194; HMG202, HMG203, HMG204, HMG205, HMG206; HMG361, HMG362, HMG363, HMG364, HMG365), a minor (see 4.2.6) in Accounting, or in Banking and Finance, or in Economics, and four Business and Entrepreneurship electives, or

b. a double major in Management (HEN100, HMG161, HMG162; plus four of HMG202, HMG203, HMG204, HMG205, HMG206; plus four of HMG361, HMG362, HMG363, HMG364, HMG365, HMG366) and in Accounting (see 4.2.1b), or in Banking and Finance (see 4.2.2b), or in Economics (see 4.2.3b), or in Marketing (see 4.2.5b), and two electives.

4.2.5 Marketing
Students may take either:

a. a single major in Marketing (HAC111, HEC104, HMK101, HMK102; HMK201, HMK203, HMK206, HMK207; HMK301, HMK302, HMK304, HMK305, HMK306, HMK307), a minor (see 4.2.6) in Accounting, or in Banking and Finance, or in Economics, and four Business and Entrepreneurship electives, or

b. a double major in Marketing (HEC104, HMK101, HMK102; HMK201, HMK203, HMK206, HMK207; HMK301, HMK302, HMK304, HMK306; plus HMK305 or HMK307) and in Accounting (see 4.2.1b), or in Banking and Finance (see 4.2.2b), or in Economics (see 4.2.3b), or in Management (see 4.2.4b), and two electives.

4.2.6 Definitions
A single major in the Bachelor of Commerce is a set of fourteen related Business and Entrepreneurship courses
A double major in the Bachelor of Commerce is two sets of eleven related Business and Entrepreneurship courses
A minor in the Bachelor of Commerce is a set of six courses (two 100-, two 200-, and two 300-level) in the same discipline
A Business and Entrepreneurship elective is any course offered by the Faculty of Business and Entrepreneurship which is not included in the major
or minor disciplines of the student's programme
A non-Business and Entrepreneurship elective is a course offered by another NUS faculty or centre.

Accounting Minor: HAC111, HAC112; plus two of HAC211, HAC212, HAC213, HAC214; plus two of HAC311, HAC312, HAC313, HAC314

Banking and Finance Minor: two of HAC111, HAC112, HEC102, HEC104, HMA194 (provided that the two courses are not part of the BCom major requirements); plus any two of HBF235, HBF236, HBF238, HBF239; plus any two of HBF332, HBF335, HBF336, HBF337.

Commercial Law Minor: HCL151, HCL152; HCL251, HCL252; HCL351; plus one of HCL352, HCL353, HCL355, HCL356

Economics Minor: HEC101, HEC102; HEC201, HEC202; plus two of HEC301, HEC302, HEC303, HEC305, HEC306, HEC307

Management Minor: HMG161, HMG162; plus two of HMG202, HMG203, HMG204, HMG205; plus two of HMG361, HMG362, HMG363, HMG364, HMG365, HMG366


Sports Management Minor: HSP106, HSP107; plus two of HSP200, HSP201, HSP202; plus HSP300, HSP301

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 Commerce a student must pass twenty-four courses specified in 4.2 above. Students who have not passed HEN004 must also pass HEN100.

7 These regulations are effective from 1 January, 2006.

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 B1 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)

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 B1 and has not yet graduated, or
   b) has graduated with a Bachelor of Commerce from NUS before April 2007 with an average grade of at least B1, 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 1a 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, Banking and Finance, Commercial Law, 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.
1.2 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, HCL354.
   b) Banking and Finance
      HAC111, HAC112, plus three of HBF235, HBF236, HBF238, HBF239; plus three of HBF332, HBF335, HBF336, HBF337.
   c) Commercial Law
      HCL151, HCL152; HCL251, HCL252; plus four of HCL351, HCL352, HCL353, HCL354, HCL355, HCL356.
   d) Economics
      HEC101, HEC102; HEC201, HEC202; plus one of HEC203, HEC204, HEC205; plus three of HEC301, HEC302, HEC303, HEC305, HEC307.
e  Management
HMG161, HMG162; HMG202, HMG204, HMG206; plus three of
HMG361, HMG362, HMG363, HMG364, HMG365, HMG366.
f  Marketing
HMK101, HMK102; HMK201, HMK203, HMK207; plus three of
HMK301, HMK302, HMK303, HMK305, 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

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
Prerequisites: 4 or better in SSLC/SSLC Accounting
Contact hours per week: 3
Assessment: 40% coursework, 60% 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
Prerequisites: HAC001
Contact hours per week: 3
Assessment: 50% coursework, 50% examination

**HAC111 UNDERSTANDING ACCOUNTING INFORMATION**
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: 40% coursework, 60% examination

**HAC112 INTRODUCTION TO ACCOUNTING**
This course looks at basic accounting for sole traders, partnerships and
companies. The course comprises both financial accounting and
management accounting practical and theoretical components.

Offered: Semester 2
Prerequisites: HAC111
Contact hours per week: 3
Assessment: 40% coursework, 60% examination

**HAC211 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 1
Prerequisites: HAC112
Contact hours per week: 3
Assessment: 40% coursework, 60% examination

**HAC212 COST AND 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 GOVERNMENT 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 1955) and professional (International Accounting Standards 2000) 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 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: 40% coursework, 60% 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**
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

**BANKING & FINANCE**

**HBF235 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**

**HBF236 COMMERCIAL BANKING AND FINANCE**
This course is an analysis of the application of modern banking and finance theory to the process of the management of financial institutions. It adopts a strategic approach to the issues of structure, regulation, policy formulation and implementation in today’s financial institutions, including banks, insurance companies and financial cooperatives. Coverage includes financial management, valuation, performance and cost analysis, innovations and technology, asset-liability management and strategic planning.

**Offered: Semester 1**
**Prerequisites: HAC112**
**Contact hours per week: 3**
**Assessment: 50% coursework, 50% examination**

**HBF238 FINANCIAL INSTITUTIONS AND MARKETS**
This course considers the economic principles underlying the working of national and international financial institutions, and the basic operation of financial systems from an economist’s viewpoint. Topics include financial instruments, the markets in which they are traded and attendant structures. This provides a coherent view of the disparate variables in financial activity, markets, and their governance.

**Offered: Semester 1**
**Prerequisites: HBF235, HBF236**
**Contact hours per week: 3**
**Assessment: 50% coursework, 50% examination**

**HBF239 BANKING AND LENDING PRACTICES**
The objective of this course is to introduce students to the role of banking and finance in an economy. Topics include the legal constraints within which financial institutions operate, the banker/customer relationship, types of accounts offered, the risks to which financial institutions are exposed, and how banks and the banking system create credit and affect the money supply.

*Offered: Semester 2*
*Prerequisites: HBF235*
*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

HBF337 INTERNATIONAL TRADE AND FINANCE
This course provides an overview of international trade and finance. It explains the principles of international trade, alternative methods of finance and trade, international practices and conventions in trade finance, classical models of trade and principles of comparative advantage. It covers trading with different groups, questions affecting the well-being and sovereignty of nations, economic integration and international environmental issues.

Offered: Semester 2
Prerequisites: HBF235
Contact hours per week: 3
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
Prerequisites: 5 or better in SSLC/SSLC English
Contact hours per week: 3
Assessment: 50% coursework, 50% examination

HCL151 INTRODUCTION TO LAW
This course provides an introduction to Samoa’s legal system. This includes a study of the hierarchy of courts in Samoa, the making of legislation, the case law system and judicial reasoning. It will also introduce the principles of statutory interpretation, case analysis, legal reasoning and legal research.
Offered: Semester 1
Contact hours per week: 3
Assessment: 50% coursework, 50% examination

**HCL152  INTRODUCTION TO COMMERCIAL LAW**
This course provides a comprehensive introduction to commercial law. It briefly covers different types of business structures, property law, contract law, the law of torts, bailment law and agency law. It also discusses commercial legislation such as the Sale of Goods Act 1975, the Fair Trading Act 1998 and the Consumer Information Act 1990.

Offered: Semester 2
Contact hours per week: 3
Assessment: 40% coursework, 60% 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: 40% coursework, 60% 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: 40% coursework, 60% 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*

**HCL353 ALTERNATIVE DISPUTE RESOLUTION**
This course will cover the general principles and theory of dispute resolution. Knowledge obtained will be applied throughout the year in a series of negotiation, mediation and other dispute resolution simulations.

*Offered: Semester 2*
*Prerequisites: HCL252*
*Contact hours per week: 3*
*Assessment: 45% coursework, 55% examination*

**HCL354 TAXATION LAW**
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*

**HCL355 BANKING LAW**

This course covers the principles relating to banking law. Legislation discussed will be the Financial Institutions Act 1996, the Central Bank Act 1984, the Money Laundering Act 2000, the Bill of Exchange Act 1976 and the Banking Ordinance 1960. Topics include the banker-customer relationship, duties of the banker, accounts, cheques, negotiable instruments, duties of the drawer, lending guarantees, securities (mortgages) and rights to recover money in restitution.

*Offered: Semester 2*

*Prerequisites: HCL152*

*Contact hours per week: 3*

*Assessment: 40% coursework, 60% 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: HCL151, 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 and 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 and 2*
*Contact hours per week: To be advised*
*Assessment: 100% coursework*

**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*
*Prerequisites: 5 or better in SSLC/SSLC Economics*
*Contact hours per week: 3*
*Assessment: 60% coursework, 40% 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*
*Prerequisites: 5 or better in SSLC/SSLC Economics*
Contact hours per week: 3
Assessment: 60% coursework, 40% examination

HEC101  MICROECONOMICS 1
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: HEC001, HEC002
Contact hours per week: 3
Assessment: 60% coursework, 40% examination

HEC102  MACROECONOMICS 1
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: 60% coursework, 40% 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  MICROECONOMICS 2
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  MACROECONOMICS 2
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

HEC203  BUSINESS ECONOMICS
The goal of this course is to develop students' ability to analyse economic problems, through an understanding of economic analysis tools and the underlying structure of the problems. The course will focus on price theory and microeconomics to explain how individuals and firms make decisions, and how those decisions combine to produce market outcomes.

Offered: Semester 1
Prerequisites: HEC101
Contact hours per week: 3
Assessment: 40% coursework, 60% examination

HEC204  REGRESSION ANALYSIS
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.
HEC205  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 2*

Prerequisites: HEC101
Contact hours per week: 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: 40% coursework, 60% examination

HEC302  COMPARATIVE ECONOMIC PERFORMANCE
This course considers the application of economic analysis to the study of business organisations and strategy, the nature of competition in markets, competition policy and the regulation of markets. Topics include the nature of businesses, costs of production, competitive and contestable market environments, monopolised markets and collusion, strategic competition in markets, product differentiation, and co-ordination problems within firms.

*Offered: Semester 1*
Prerequisites: HEC201
Contact hours per week: 3
Assessment: 50% coursework, 50% examination
HEC303  MANAGERIAL ECONOMICS
A corporate or business analyst must understand economic theory relevant to strategy and decision-making in the modern corporation. This course reviews multiple regression analysis using examples from marketing and investment decision-making, utility theory, decision-making under uncertainty, the role of information in decision-making, and game theory's use in strategic decision-making.
Offered: Semester 1
Prerequisites: HEC201, HEC204
Contact hours per week: 3
Assessment: 40% coursework, 60% 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

HEC306  ECONOMICS OF HEALTH AND EDUCATION
This course looks at how economic policies affect the health and education sectors and the theoretical foundations and techniques of economic evaluation. This affords a special opportunity for the application of a wide range of microeconomic concepts and techniques to significant real-world issues, such as healthcare rationing, the value of life and user-pays in education.
Offered: Semester 2
Prerequisites: 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

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

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
Prerequisites: 5 or better in SSLC/SSLC English
Contact hours per week: 3
Assessment: 50% coursework, 50% examination

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.

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

**HMG206  FUNDAMENTALS OF OPERATIONS MANAGEMENT**  
Operations management is about managing people and resources in a manufacturing firm or service industry. This course includes general management across all functions in a smaller company and operational management in a larger company. Students learn about the design, planning, operating, control and improvement of operations management systems.

**Offered:** Semester 2  
**Prerequisites:** HMG162  
**Contact hours per week:** 3  
**Assessment:** 50% coursework, 50% examination

**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
**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*

**HMG363 MANAGEMENT OF SERVICES**  
Service management has increased in importance in the rapidly growing service sector of the deregulated Samoan economy. Managing the service encounter includes service design, managing the human element, strategic market planning, service accessibility and technologies used in service delivery.  
*Offered: Semester 2*  
*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.  
**Offered: Semester 2**  
**Prerequisites:** HMG206  
**Contact hours per week:** 3  
**Assessment:** 50% coursework, 50% examination

**HMG502  PUBLIC POLICY AND ETHICS**  
This course offers an advanced discussion of policy analysis models and of policy implementation and evaluation approaches in Samoa and international contexts. It also covers ethical aspects of policy analysis.  
**Offered: To be advised**  
**Contact hours per week:** 3  
**Assessment:** 60% coursework, 40% 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, targetted marketing, market segmentation, market positioning and competitor behaviour.  
**Offered: Semester 2**  
**Prerequisites:** 5 or better in SSLC/SSLC English  
**Contact hours per week:** 3  
**Assessment:** 50% coursework, 50% examination

**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

**HMK102 ADVERTISING AND SALES PROMOTION**

This course gives students practical skills in developing and managing advertising and sales promotion programmes, the selection and development of messages for different media, programme design and management aspects, trade/consumer promotions, and monitoring/evaluating advertising and sales promotion programmes.

**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:** HMK102

**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.
Not offered in 2013
Prerequisites: HMK102
Contact hours per week: 3
Assessment: 50% coursework, 50% examination

HMK206   ADVERTISING AND PROMOTION
This course will expose students to theoretical foundations and practical applications of the marketing communications mix. It is designed to give students an in-depth look at how marketing managers devise and evaluate marketing communications through branding, creative strategies and media strategies. The purpose of this course is to provide students with an appreciation of marketing communications in general and advertising in particular.
Offered: Semester 2
Prerequisites: HMK101
Contact hours per week: 3
Assessment: 50% coursework, 50% examination

HMK207   CONSUMER BEHAVIOUR AND MARKETING INFORMATION
This course aims to introduce students to the theory of consumer behaviour and how it interrelates with the marketing discipline. It will examine specific and personal influences affecting consumers and their decision-making processes.
Understanding these processes and the attitudes and behaviour of buyers is essential to developing marketing plans in today's competitive marketplace, in which sophisticated customer relationship management approaches are dependent upon knowing the customer.
Offered: Semester 2
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 2
Prerequisites: HMK201
Contact hours per week: 3
Assessment: 50% coursework, 50% examination

HMK304  RETAILING
The fundamentals of retail marketing including the integration of
spatial characteristics of consumer store choice, the role of retailing in the overall marketing concept and the practice and future of retailing. As a reflection of today's global perspective in retail operations, material used in this course will be both local and international. The application of students' knowledge will provide insight into the theory and principles of retailing.

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

HMK305 BUYER BEHAVIOUR
The purpose of this course is to introduce the study of consumer behaviour and provide theoretical frameworks to assist in understanding how and why consumers act as they do. Buyer behaviour is essentially the application of psychology to how people make consumption decisions and interpret advertising. This includes a consideration of individual differences and also the environmental and situational influences on consumers.

Offered: Semester 2  
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
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.

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: 13; Professional: 6; Teaching Practice: 3.

(See Schedule 1 for courses)

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:

<table>
<thead>
<tr>
<th>CORE COURSES: (2)</th>
<th>PROFESSIONAL COURSES: (6)</th>
<th>TEACHING PRACTICE COURSES: (3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEN107 English for Academic Purposes</td>
<td>HTE163</td>
<td>HTE164</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
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<tr>
<td>HED101</td>
<td>Human Development</td>
<td>HTP160</td>
</tr>
<tr>
<td>HED191</td>
<td>Inclusive Education</td>
<td>HTP260</td>
</tr>
<tr>
<td>HED260</td>
<td>History of Education in Samoa</td>
<td>HTP360</td>
</tr>
<tr>
<td>HED261</td>
<td>Teaching &amp; Learning</td>
<td></td>
</tr>
<tr>
<td>HED304</td>
<td>Contemporary Issues in Education</td>
<td></td>
</tr>
<tr>
<td>HED360</td>
<td>Classroom Assessment</td>
<td></td>
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</tbody>
</table>

**CONTENT/PEDAGOGICAL COURSES: (13)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>HTE163</td>
<td>Mathematics for Primary Teaching</td>
<td>HTE363</td>
<td>Teaching Mathematics</td>
</tr>
<tr>
<td>HTE164</td>
<td>Expressive Arts for Primary Teaching</td>
<td>HTE264</td>
<td>Teaching Expressive Arts</td>
</tr>
<tr>
<td>HTE165</td>
<td>English for Primary Teaching</td>
<td>HTE265</td>
<td>Teaching English</td>
</tr>
<tr>
<td>HTE166</td>
<td>Samoan for Primary Teaching</td>
<td>HTE266</td>
<td>Teaching Samoan</td>
</tr>
<tr>
<td>HTE267</td>
<td>Health &amp; PE for Primary Teaching</td>
<td>HTE367</td>
<td>Teaching Health &amp; PE</td>
</tr>
<tr>
<td>TCO111</td>
<td>MS Office Applications</td>
<td>HTE360</td>
<td>Teaching Science</td>
</tr>
<tr>
<td></td>
<td></td>
<td>HTE361</td>
<td>Teaching Social Studies</td>
</tr>
</tbody>
</table>

**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) a Foundation Certificate, or  
   b) a 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)

<table>
<thead>
<tr>
<th>PROGRAMME STRUCTURE</th>
<th>BACHELOR OF EDUCATION (PRIMARY) [2013]</th>
</tr>
</thead>
<tbody>
<tr>
<td>YEAR 1</td>
<td>YEAR 2</td>
</tr>
<tr>
<td>Sem. 1</td>
<td>Sem. 2</td>
</tr>
<tr>
<td>HED101</td>
<td>HED109</td>
</tr>
<tr>
<td>HED191</td>
<td>HED102</td>
</tr>
<tr>
<td>HTE122</td>
<td>HEN104</td>
</tr>
<tr>
<td>HVA/PA/MU203</td>
<td>HVA/PA/MU203</td>
</tr>
</tbody>
</table>

*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)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>HED100</td>
<td>Early Primary Studies</td>
</tr>
<tr>
<td>HED101</td>
<td>Human Development</td>
</tr>
<tr>
<td>HED102</td>
<td>Teaching and Learning</td>
</tr>
<tr>
<td>HED191</td>
<td>Inclusive Education</td>
</tr>
<tr>
<td>HED201</td>
<td>The Primary Teacher and Classroom Assessment</td>
</tr>
<tr>
<td>HED207</td>
<td>Teaching in Multigrade Classrooms</td>
</tr>
<tr>
<td>HED208</td>
<td>Classroom Management</td>
</tr>
<tr>
<td>HED209</td>
<td>Ethics &amp; Values</td>
</tr>
<tr>
<td>HED302</td>
<td>School Based Research</td>
</tr>
<tr>
<td>HED304</td>
<td>Contemporary Issues in Education</td>
</tr>
<tr>
<td>HED305</td>
<td>Effective Pedagogy</td>
</tr>
<tr>
<td>HED306</td>
<td>Critical Thinking</td>
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### Content/Pedagogical courses (14)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>HTE122</td>
<td>Teaching English at Primary School</td>
</tr>
<tr>
<td>HTE131</td>
<td>Teaching Social Studies at Primary School</td>
</tr>
<tr>
<td>HTE151</td>
<td>Teaching Science at Primary School</td>
</tr>
<tr>
<td>HTE155</td>
<td>Teaching Mathematics at Primary School</td>
</tr>
<tr>
<td>HTE200</td>
<td>Teaching Literacy at Primary School</td>
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<tr>
<td>HTE222</td>
<td>Teaching Samoan at Primary School</td>
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<tr>
<td>HTE223</td>
<td>Teaching Samoan Language and Culture</td>
</tr>
<tr>
<td>HEN104</td>
<td>Children’s &amp; Young Adults’ Literature</td>
</tr>
<tr>
<td>HVA203</td>
<td>Teaching Visual Arts at Primary School</td>
</tr>
<tr>
<td>HPE203</td>
<td>Teaching Physical Education at Primary School</td>
</tr>
<tr>
<td>HMU203</td>
<td>Teaching Music at Primary School</td>
</tr>
<tr>
<td>HPA203</td>
<td>Teaching Performing Arts at Primary School</td>
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</table>

Any TWO 100 level courses from any degree programme.
Teaching Practice courses (6)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>HTP310</td>
<td>Microteaching Skills for the Classroom Teacher</td>
</tr>
<tr>
<td>HTP311</td>
<td>Multi-level Teaching</td>
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<tr>
<td>HTP312</td>
<td>Teachers as Resource Developers</td>
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<td>HTP313</td>
<td>Teaching in the real context</td>
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<tr>
<td>HTP314</td>
<td>Class Management in action</td>
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<tr>
<td>HTP315</td>
<td>The Reflective Teacher</td>
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</table>

**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)

<table>
<thead>
<tr>
<th>YEAR 1</th>
<th>YEAR 2</th>
<th>YEAR 3</th>
<th>YEAR 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sem.1</td>
<td>Sem.2</td>
<td>Sem.1</td>
<td>Sem.2</td>
</tr>
<tr>
<td>HED101</td>
<td>HED26</td>
<td>HED30</td>
<td>HED20</td>
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<tr>
<td>Major100</td>
<td>Major200</td>
<td>Elective</td>
<td>Major300</td>
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<td>Minor100</td>
<td>Minor200</td>
<td>Major300</td>
<td>Teaching</td>
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<tr>
<td>Minor200</td>
<td>Minor200</td>
<td>Major300</td>
<td>Teaching</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Professional Courses (10)</th>
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<td>HED101  Human Development</td>
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<tr>
<td>HED191  Inclusive Education</td>
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<tr>
<td>HED202  Measurement and Evaluation</td>
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<tr>
<td>Course Code</td>
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<tr>
<td>HED208</td>
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<td>HED209</td>
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<td>HED261</td>
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<td>HED304</td>
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<tr>
<td>HED305</td>
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<td>HED306</td>
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**Content Courses: (14)**

A teaching major (8): 2 x 100; 3 x 200; 3 x 300

A teaching minor (4): 2 x 100; 2 x 200 OR 1 x 200 and 1 x 300

**Electives (2):** 2 x 100 OR 1 x 100 and 1 x 200

**Pedagogical Courses (2) [1 for Major subject and 1 for minor subject]**

- HTE225 Teaching Samoan at Secondary Level
- HTE227 Teaching English at Secondary Level
- HTE233 Teaching Social Studies at Secondary Level
- HTE236 Teaching Business Studies at Secondary Level
- HTE252 Teaching Science at Secondary Level
- HTE254 Use of Computers for Teaching
- HTE258 Teaching Mathematics at Secondary level

**Teaching Practice Courses (6)**

- HTP320 Microteaching Skills for the Classroom Teacher
- HTP321 Multi-level Teaching
- HTP322 Teachers as Resource Developers
- HTP323 Teaching in the Real Context
- HTP324 Class Management in Action
- HTP325 The Reflective Teacher
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, HSA212, HSA213, HSA250, HSA252, HSA254 plus (any 3) HSA311,
HSA312, HSA313, HSA350, 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, HFT300, HFT301, HFT302

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
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, HED360, 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

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, and HSA500 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, and HSA500 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

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

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 1
*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:* HED101
*Contact hours per week:* 4
*Assessment:* 60% coursework, 40% examination

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

**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:** Semester 1  
**Contact hours per week:** 4  
**Assessment:** 60% coursework, 40% examination

**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.

**Offered:** Semester 2  
**Prerequisites:** HED101  
**Contact hours per week:** 4  
**Assessment:** 60% coursework, 40% examination

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

**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

**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 2
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: To be advised
Contact hours per week: 4
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  

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

**HFT300  NUTRITION AND HEALTH IN THE SOUTH PACIFIC**  
This course explores in depth the current nutritional and health concerns in the Pacific. Its aim is to enable students to become familiar with historical and current approaches to nutrition education, promotion and communication. This is done with an emphasis on research in the community in relation to nutrition and health.

**Offered:** Semester 1  
**Prerequisites:** HFT200  
**Contact hours per week:** 6  
**Assessment:** 100% coursework

**HFT301  ADVANCED TEXTILES AND DESIGN**  
This course expands and refines the knowledge and understanding of textile fibres, yarn and fabric forms. There is particular emphasis on the technology of fabric aesthetics and functions of textile materials.

**Offered:** Semester 1  
**Prerequisites:** HFT201  
**Contact hours per week:** 6  
**Assessment:** 100% coursework

**HFT302  FOOD & TEXTILE TECHNOLOGY AT SECONDARY LEVEL**  
This course aims to further teacher trainees' understanding of food and textile technology in society. It provides students with an appreciation of the rapidly changing approaches and perspectives in the area. This will enable them to develop teaching approaches and strategies to enhance programmes in schools.

**Offered:** Semester 2  
**Contact hours per week:** 6  
**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 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  
Assessment: 100% coursework

**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

**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 ongoing 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

**HPE300 EXERCISE SCIENCE**
This course will introduce teacher trainees to the basic concepts of sport physiology, training principles, fitness components, muscular and energy fitness training, and functional training. These opportunities will enhance knowledge and understanding of issues in sports physiology and fitness education, in both historical and contemporary settings.

*Offered:* Semester 1
Contact hours per week: 4
Assessment: 100% coursework

**HPE301  SKILL ACQUISITION**
This course aims at providing teacher trainees with background knowledge on how motor skills are learned and controlled and how skilful movement increases quality of life.
Offered: Semester 2
Contact hours per week: 4
Assessment: 100% coursework

**HPE302  SPORT MANAGEMENT**
This course provides teacher trainees with a basic knowledge and understanding of the administration and management of sports. The main focus is on planning and organising physical education activities and special sports events.
Offered: Semester 2
Contact hours per week: 4
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
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: Semester 1
Contact hours per week: 7
HTE155/HTE363  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: Semester 1&2
Contact hours per week: 6
Assessment: 100% coursework

HTE163  MATHEMATICS FOR PRIMARY TEACHING
This course covers the topics included in the Samoa Primary Mathematics Curriculum Statement for Years 1 to 8. This course will enable students to make connections between mathematical ideas, concepts and procedures and link these to daily cultural and family practices. Integrating concepts within and between the content strands and authentic contexts will support the development of these connections.

Offered: Semester 2
Contact hours per week: 6
Assessment: 70% coursework, 30% examination

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: Semester 1
Contact hours per week: 5
Assessment: 70% coursework, 30% examination

HTE166 GAGANA SAMOA MO AOAOGA I AOGA 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, faitau 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 fa’atonuina, 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
Prerequisites: HTE122, HTE222 or RPL
Contact hours per week: 4
Assessment: 100% coursework

HTE222/HTE266 A'OA'OGA O LE GAGANA SĀMOA I TAUSSAGA 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
Itūlā 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'O'A'OGA O LE GAGANA MA AGANU'U
O le matā'upu lenei ua a'oa'oina ina ia mālamalama ali'i ma tama'ita'i i le so'otaga o vāega uma o polokalame fa'atino i le gagana ma aganu'u. Ia fesoasoani i le a'oa'o 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'o 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'O'A'OGA O LE GAGANA SĀMOA I Ā'O'GA MAUALULUGA
O le fa'amoeoe o le matā'upu ia fa'aoaina ali'i i auala ma metotia 'ese'ese e a'oa'o ai le Gagana Sāmoa. Ia atagia i fa'atinoga ma fetufa'aiga lo lātou mālamalama i matā'upu talanoaina.

Taimi e a'oa'o ai: Vaitu'uaga 1&2
Tomai man'aomia: 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, music and material construction.

**Offered:** Semester 2  
**Contact hours per week:** 5  
**Assessment:** 70% coursework, 30% examination

**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:** To be advised  
**Contact hours per week:** 2  
**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*

**HVA300  ART HISTORY: ART IN OCEANIA**
The course is designed to develop students’ awareness of the aesthetics, conceptual, symbolic and cultural context/characteristics of Oceanic art. Students will learn to analyse works of art as well as gain insights into specific Pacific island art-making, the lives of artists and a range of expression as a basis for further enquiry.

*Offered:  Semester 1
  Contact hours per week: 6
  Assessment: 100% coursework*

**HVA301  ART HISTORY: SAMOAN POPULAR CULTURE AND ART**
This course focuses on the exploration of contemporary practices in Samoa, by viewing art in various locations. It also includes an introduction to contemporary trends and the historical backgrounds of movements and theories which have influenced contemporary Samoan art.

*Offered:  Semester 2
  Contact hours per week: 6
  Assessment: 100% coursework*

**HVA302  ADVANCED MATERIALS AND TECHNIQUES**
This course explores contemporary art practices and processes. Students’ projects will allow for investigation beyond traditional materials and methods to include current practices, installations, alternative materials, mould-making and construction.

Offered: Semester 1
Contact hours per week: 6
Assessment: 100% coursework
FACULTY OF MEDICINE

REGULATIONS FOR THE BACHELOR OF MEDICINE AND BACHELOR OF SURGERY (MBBS) (2015)

1. ADMISSION REQUIREMENTS
An applicant shall be admitted to the Bachelor of Medicine and Bachelor of Surgery if that applicant has successfully completed:
Foundation Certificate (Science) with a minimum aggregate passing grade of
80% in English and best three of the following subjects; Biology, Chemistry, Physics, Mathematics, Computer Studies or
a. Course of study equivalent to that stipulated in 1a or.
b. Bachelor of Science or Bachelor of Health Science degree with a minimum average of B3 (65%) or its equivalent or
c. 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
d. qualification acceptable to the Dean, Faculty of Medicine as equivalent to any of the above and Pass an interview.

2. MODE OF STUDY
Full time only.

3. DURATION
A minimum period of six years.

4. PROGRAMME STRUCTURE
A student who has not passed HSA001 or HSA002 must pass HSA111 or HAS 112 or HSA154 or HSA155 in order to graduate.
Unless credit is granted under the Regulations on Recognition of Prior Learning, this programme consists of twenty-six courses. The courses are:
HMS111, HMS112, HMS113, HMS114, HMS115, HMS116, HMS117, HMS118;
HMS200 (39 weeks), HMS300 (39 weeks);
HMS400, HMS401, HMS402, HMS403, HMS404, HMS413, HMS480
Selective; HMS500, HMS501, HMS502, HMS503, HMS504, HMS505, HMS513, HMS580
Selective; HMS600 (40 weeks).

5. PROGRAMME LOAD
First year students – four courses per semester
Second and Third year students – One course per year with 2 modules per trimester
Fourth and Fifth year students – one attachment per block
Trainee Intern – One attachment per block
An underload or overload has to be approved and signed for on the enrolment form, by the Dean of Medicine or the dean’s designated staff member.
6. PROGRAMME REQUIREMENTS
To be awarded the Bachelor of Medicine and Bachelor of Surgery a student must pass the twenty-six courses as prescribed in 4. above and the Final Clinical Examination.
7. These Regulations are effective from 1 January, 2015.

**COURSE PRESCRIPTIONS**

**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 at different organizational levels.
*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*

**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*

**HMS113 POPULATION HEALTH**
This course is the study of population health and will outline the importance and principles of population health. The paper will emphasize cultural systems, health systems and especially vulnerable groups within the community.
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: 3  
Assessment: 50% coursework, 50% examination

HMS114  SAMOAN/PACIFIC CULTURES AND HEALTH  
The course aims to provide students with the knowledge of the Samoan cultural reference that underpins the value systems of Samoan society and its village and community health sector. Indigenous knowledge and experience and how it relates to concepts of health and disease will be explored.  
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: 4  
Assessment: 55% coursework, 45% 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
HMS117 PHARMACOLOGY
This course provides the basic concepts of the interactions of chemical agents with living tissues. Students will study pharmacokinetics and pharmacodynamics, the basic fundamentals of pharmacology required to gain a good understanding of how drugs act and interact, how they enter the body, what happens to them inside the body, how they are eliminated from it and the 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 behavior, ethics and the legal aspects of medicine. Students will be able to read, explicate, analyze and evaluate ethical positions, and think critically and analytically about ethical issues and demonstrate knowledge of the doctors’ role and the doctor-patient relationship.
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 BODY SYSTEMS 1
This course introduces students to human health and the description and pathogenesis of disease processes as the basis for the systematic study of human illness. In this course, students will learn the structure and function of six major body systems and pathophysiological processes linking normal to disturbed function and disease states in these systems. The six major body systems are; Musculoskeletal, Cardiovascular, Respiratory, Gastrointestinal, Genitourinary and Nervous System. Students will describe the pertinent clinical features of the most common disease states of each system and demonstrate the relevant clinical skills required to diagnose and manage each condition and communicate clinical findings to their peers.
and clients.

Offered: Trimester 1, 2 & 3
Prerequisites: Successful completion of MBBS I Contact hours per week: 15
Assessment: 50% coursework, 50% examination.

HMS300    BODY SYSTEMS 2
This course introduces students to human health and the description and pathogenesis of disease processes as the basis for the systematic study of human illness. In this course, students will learn the structure and function of six major body systems and pathophysiological processes linking normal to disturbed function and disease states in these systems. The six major body systems are: Endocrine, Metabolic, Nutrition and Body System Regulation, Blood and Neoplasia, Immunity and Infection, and Special Senses. Students will describe the pertinent clinical features of the most common disease states of each system and demonstrate the relevant clinical skills required to diagnose and manage each condition and communicate clinical findings to their peers and clients.

Offered: Trimester 1, 2 & 3
Prerequisites: Successful completion of HMS200
Contact hours per week: 15
Assessment: 50%, coursework, 50% examination

HMS400    INTERNAL MEDICINE CLINICAL ATTACHMENT
This course provides the student with primary care 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.

Offered: First twelve weeks of clinical attachment
Prerequisites: Successful completion of HMS300
Contact hours per week: 40
Assessment: 30% coursework, examination 70%

HMS401    GENERAL SURGERY CLINICAL ATTACHMENT
This course is the study of primary care medical knowledge and clinical practice in general surgery. It covers a wide range of conditions
affecting specific structures and organs of the body – soft tissues, bones, muscles and joints. 
*Offered: Twelve weeks following HMS400*
*Prerequisites: Successful completion of HMS300*
*Contact hours per week: 40*
*Assessment: 30% coursework, 70% examination*

**HMS402 PUBLIC HEALTH ATTACHMENT**
This course covers health systems, surveillance, determinants of health in Samoa and the Pacific, health promotion, epidemics, screening and demographic health survey, International Health Regulation (IHR) and health sector responsibilities to the international and regional organizations, population health, health issues and epidemiology in the Pacific region and health research and ethics.
*Offered: Four weeks following HMS401*
*Prerequisites: Successful completion of HMS300*
*Contact hours per week: 40*
*Assessment 60% coursework, 40% examination*

**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.
*Offered: Four weeks following HMS402*
*Prerequisites: Successful completion of HMS300*
*Contact hours per week: 40*
*Assessment: 30% coursework, 70% examination*

**HMS404 ANAESTHESIA CLINICAL ATTACHMENT**
This attachment covers a brief introduction in knowledge and skills in Anaesthesia covering sedation, regional Anaesthesia, airway management, pain medicine, perioperative and postoperative care, resuscitation and trauma. 
*Offered: Four weeks following HMS403*
*Prerequisites: Successful completion of HMS300*
*Contact hours per week: 40*
*Assessment: 50% coursework, 50% examination*

**HMS480 SELECTIVE**
Select any from HMS 401, 402, 403 or 404.
*Offered: Four weeks following HMS300*
*Prerequisites: Successful completion of HMS404*
*Contact hours per week: 40*
Assessment: 100% coursework

**HMS500  OBSTETRICS & GYNECOLOGY CLINICAL ATTACHMENT**
This course considers the various women health care issues pertaining to normal reproductive processes and gynecological 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.
*Offered: Ten weeks following HMS404*
*Prerequisites: Successful completion of MBBS Year 4*
*Contact hours per week: 40*
*Assessment: 30% coursework, 70% examination*

**HMS501  PAEDIATRIC CLINICAL ATTACHMENT**
This course covers a wide range of conditions affective 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.
*Offered: Ten weeks following HMS500*
*Prerequisites: Successful completion of MBBS Year 4*
*Contact hours per week: 40*
*Assessment: 30% coursework, 70% examination*

**HMS502  EMERGENCY MEDICINE CLINICAL ATTACHMENT**
Students will work under supervision of a senior emergency clinician/physician observing and participating in common emergency presentations, their assessments and management. Students are expected to participate in triaging of patients; taking history and performing physical examination of patient presenting to the Accident and Emergency Department.
*Offered: Four weeks following HMS501*
*Prerequisites: Successful completion of HMS501*
*Contact hours per week: 40*
*Assessment: 30% coursework, 70% examination*

**HMS503  OPHTHALMOLOGY CLINICAL ATTACHMENT**
This course provides students with practical experience in managing common ophthalmology conditions at the primary level such as eye
injury/trauma and red eye. It will also cover the eye in diabetes and the eye in systemic diseases. **Offered: Four weeks following HMS502**  
**Prerequisites: Successful completion of MBBS Year 4**  
**Contact hours per week: 40**  
**Assessment: 30% coursework, 70% examination**

**HMS504 EAR, NOSE AND THROAT (ENT) CLINICAL ATTACHMENT**  
This course exposes students to the medical and surgical experiences in an ENT setting or clinic. Students are expected to perform a thorough history and physical examination of the ENT.  
**Offered: Two weeks following HMS503**  
**Prerequisites: Successful completion of MBBS Year 4**  
**Contact hours per week: 40**  
**Assessment: 30% coursework, 70% examination**

**HMS505 COMMUNITY/RURAL MEDICINE & PRIMARY HEALTH CLINICAL ATTACHMENT**  
This course exposes students to the care of patients in the community and rural health setting. Students will learn the principles of integrated health care and the continuum of care from secondary to primary level.  
**Offered: Eight weeks following HMS504**  
**Prerequisites: Successful completion of MBBS Year 4**  
**Contact hours per week: 40**  
**Assessment: 30% coursework, 70% examination**

**HMS580 SELECTIVE**  
Select any from courses offered in Year 4 and Year 5.  
**Offered: Four weeks following HMS505**  
**Prerequisites: Successful completion of MBBS Year 4**  
**Contact hours per week: 40**  
**Assessment: 100% coursework**

**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, Community/Rural Health and an Elective.  
**Offered: Forty weeks following completion of MBBS Year 5**
Prerequisites: Successful completion of MBBS Year 5
Contact hours per week: 40
Assessment: 30% coursework & 70% examination per clinical attachment
FACULTY OF SCIENCE

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 5 or less 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

b) 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 CERTIFICATE IN COMPUTER OPERATING

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
Exactly two semesters.

4 PROGRAMME STRUCTURE
Unless credit is granted under the Recognition of Prior Learning/Credit Statute, this programme consists of eight courses: TCO112, TCO113, TCO114, TCO115, TCO124, TCS101, TCS103, TBS202. Students must also satisfactorily complete a four-week work attachment in order to graduate.

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 Computer Operating a student must pass the eight courses specified in 4 above and successfully completed work experience.

7 These regulations are effective from 1 January, 2012.

COURSE DESCRIPTIONS

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: 3
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
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
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: 6
Assessment: 55% coursework, 45% examination

TCO114 SOFTWARE PACKAGES 1
This course teaches students how and when to use various MS Office applications (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: 3
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: 3
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: 6
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: 6
Assessment: 55% coursework, 45% examination

TCO202 INTRODUCTION TO PRINT AND ONLINE DESIGN
This course introduces concepts of publication online, advanced design and production of a publication using Photoshop, and uploading publications, which incorporate stories and graphics developed with html and Notepad, to a website.

Offered: Semester 1
Prerequisites: TCO112
Contact hours per week: 4
Assessment: 55% coursework, 45% examination

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 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
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, HST151.

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 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) completed the requirements for a Certificate in Science, or
d) HEN004, plus HIB001, HIB002, HCH001 and HCH002 or equivalent.

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: HBI111, HBI112, HCH131, HCH132; HBI211, HBI212, HCH231; HBI311, HBI312, HCH332.

5 PROGRAMME LOAD
For part-time students two or 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 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.

BACHELOR OF SCIENCE
The faculty offers a Bachelor of Science with majors in computing, environmental science, life sciences, mathematics, and physical sciences; minors in biology, chemistry, computing, 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 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, 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.

7 These regulations are effective from 1 January, 2016.

1 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:

  d. At least 11 x 100-level courses
  e. At least 9 x 200-level courses
  f. At least 4 x 300-level courses

For Option 3:

  g. At least 11 x 100-level courses
h. At least 7 x 200-level courses
i. At least 6 x 300-level courses

1 DEFINITIONS OF A MAJOR

1.1 A Single Major (Option 1)
   j. A single major in the BSc programme is a set of twelve courses approved by the Faculty of Science to define a major in 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)
   k. A major in the BSc programme is a set of nine courses approved by the Faculty of Science to define a major in computing or environmental science or life sciences 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)
   l. 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 computing or environmental science or life sciences or mathematics or physical sciences. Each set 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

m. 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

n. 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>Mathematics</td>
<td>Any minor from inside or outside the Faculty (e.g. Archaeology or others)</td>
<td>Biology, Chemistry, Geography, Physics, Technology, Applied Computing</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>
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<th>Electives</th>
<th>Generic</th>
</tr>
</thead>
<tbody>
<tr>
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<td>(4 courses)</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Biology or Chemistry or Physics or Technology</td>
<td>Any course from inside or outside the Faculty</td>
<td>HEN107, HCS182, HSC267, HSA100</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>(12 courses)</td>
<td>(4 or 5 courses)</td>
<td>(3 or 4 courses)</td>
<td>(4 courses)</td>
</tr>
<tr>
<td>Computing or Applied</td>
<td>Any minor from inside or outside the Faculty</td>
<td>Biology, Chemistry, Geography, Physics,</td>
<td>HEN107, HMA171,</td>
</tr>
<tr>
<td>Major</td>
<td>Minor</td>
<td>Electives</td>
<td>Generic</td>
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</tr>
<tr>
<td>Computing or Applied</td>
<td>Biology or Chemistry or Physics or Technology</td>
<td>Any course from inside or outside the Faculty</td>
<td>HEN107, HMA171, HSC267, HSA100</td>
</tr>
<tr>
<td>Computing</td>
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<td></td>
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</tr>
<tr>
<td>(12 courses)</td>
<td>(4 or 5 courses)</td>
<td>(3 or 4 courses)</td>
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<tr>
<td>Option 1.4: Single major in computing or applied computing; one minor from the Science Department; electives; plus 4 generic courses</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>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</th>
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</thead>
<tbody>
<tr>
<td>Major</td>
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<tr>
<td>----------------------------</td>
</tr>
<tr>
<td>Computing or Applied</td>
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<tr>
<td>Computing or Mathematics</td>
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<tr>
<td>(12 courses)</td>
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</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

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<thead>
<tr>
<th>Major</th>
<th>Minor</th>
<th>Electives</th>
<th>Generic</th>
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</thead>
<tbody>
<tr>
<td>Computing or Applied</td>
<td>悄</td>
<td>At least four courses from inside the Faculty</td>
<td>HEN107, (HMA171 or HCS182),</td>
</tr>
<tr>
<td>Computing or Applied</td>
<td>悄</td>
<td>悄</td>
<td>HSC267, HSA100</td>
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<tr>
<td>Mathematics</td>
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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</td>
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<tr>
<td>or Physical Sciences</td>
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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>
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### 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>
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</tr>
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<tbody>
<tr>
<td>(12 courses)</td>
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<td>(2 or 3 courses)</td>
<td>(5 courses)</td>
</tr>
<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>Any course from inside or outside the Faculty</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>(9 courses)</td>
<td>(2 x 4 or 5 courses)</td>
<td>(1 to 3 courses)</td>
<td>(4 courses)</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Biology or Chemistry or Physics or Technology; plus a</td>
<td>Any course from inside or outside</td>
<td>HEN107, HCS182, HSC267,</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>(9 courses)</td>
<td>(2 x 4 or 5 courses)</td>
<td>(1 to 3 courses)</td>
<td>(4 courses)</td>
</tr>
<tr>
<td>Computing or Applied Computing</td>
<td>Biology or Chemistry 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 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>(9 courses)</td>
<td>(2 x 4 or 5 courses)</td>
<td>(1 to 3 courses)</td>
<td>(4 courses)</td>
</tr>
<tr>
<td>Environmental Science or Life Sciences or Physical Sciences</td>
<td>Computing or Applied Computing or Mathematics; plus a second minor from</td>
<td>Any course from inside or outside the Faculty</td>
<td>HEN107, (HMA171 or HCS182),</td>
</tr>
</tbody>
</table>
inside or outside the Faculty (e.g. Archaeology or others)  |  HSC267, HSA100

### 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></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mathematics (9) plus</td>
<td></td>
<td>Biology, Chemistry, Geography, Physics,</td>
<td>HEN107, (HMA171 or HCS182), HSC267, HSA100</td>
</tr>
<tr>
<td>Computing (9) or</td>
<td></td>
<td>Technology</td>
<td></td>
</tr>
<tr>
<td>Applied Computing (9)</td>
<td></td>
<td></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></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mathematics (9) plus</td>
<td></td>
<td>Biology or Chemistry or Physics or Technology</td>
<td>HEN107, (HMA171 or HCS182), HSC267, HSA100</td>
</tr>
<tr>
<td>Computing (8) or</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Applied Computing (9)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Option 3.3:** Majors in environmental science or life sciences 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></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(18 courses)</td>
<td>(2 courses)</td>
<td>(4 courses)</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Environmental Science or Life Sciences or Physical Sciences (9) plus Mathematics (9)</td>
<td>Any course from inside or outside the Faculty</td>
<td>HEN107, HCS182, HSC267, HSA100</td>
<td></td>
</tr>
</tbody>
</table>

**Option 3.4:** Majors in environmental science or life sciences 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>
<tr>
<td>Environmental Science or Life Sciences or Physical Sciences (9) plus Computing (8 or 9) or Applied Computing (9)</td>
<td>Any course from inside or outside the Faculty</td>
<td>HEN107, HMA171, HSC267, HSA100</td>
<td></td>
</tr>
</tbody>
</table>

2 SCHEDULE OF BACHELOR OF SCIENCE MAJORS AND MINORS

Applied Computing Minor: five from the following: Any two from: HCS183, HCS184, HCS187, HCS188; plus Any two from HCS283, HCS286, HCS287, HCS288; plus one from: HCS383, HCS385, HCS386, HCS387, 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, HCS383; plus one of HCS385, 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 (HCH232, HCH331) 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; HPH221, HPH222, HTC251, HTC252; HPH321, HPH322, HTC351, HTC352

Physical Sciences Major (nine courses): HPH121, HPH122, HTC151; HPH221, HPH222, HTC251; HPH321, HPH322, HTC351

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 has:

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) 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) 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.

3 SCHEDULE
Computing Option
   o. Computing Strand (nine courses): HCS181, HCS183, HCS184; HCS281, HCS283, HCS286; HCS381, HCS383, HCS385; plus
   p. Education Strand (eight courses): HED101, HED102, HED191, HTP103; HED202, HTE254, HTP203; plus one other 200-level HED
q. Electives (three courses): either (HMA111, HMA211, HMA300) or (HBI111, HBI211, 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
r. Generic (4 courses): either (HEN107, HMA171, HSA100, HSC267 or HED302) or (HMA111, HMA121, HST151, HMA211 or HST251)

Life Sciences Option
s. Life Sciences Strand (twelve courses): HBI111, HBI112, HCH131, HCH132, HBI211, HBI212, HCH231, HCH232, HBI311, HBI312, HCH331, HCH332; plus
t. Education Strand (eight courses): HED101, HED102, HED191, HTP103; HED202, HTE252, HTP203; plus one other 200-level HED course; plus
u. Generic (4 courses): either (HEN107, HMA171, HCS182 or HSA100, HSC267 or HED302) or (HMA111, HMA121, HST151, HMA211 or HST251)

Mathematics and Statistics Option
v. Mathematics and Statistics Strand (nine courses): HMA111, HMA121, HST151; HMA211, HMA222, HST251; HMA311, HMA321 or HMA300, HST351; plus
w. Education Strand (eight courses): HED101, HED102, HED191, HTP103; HED202, HTE258, HTP203; plus one other 200-level HED course; plus
x. 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
y. Generic (4 courses): either (HEN107, HSA100, HCS182, HSC267 or
HED302) or (HMA111, HMA121, HST151, HMA211 or HST251)

Physical Sciences Option

z. Physical Sciences Strand (twelve courses): HPH121, HPH122, HTC151, HTC152; HPH221, HPH222, HTC251, HTC252; HPH321, HPH322, HTC351, HTC352; plus

aa. Education Strand (eight courses): HED101, HED102, HED191, HTP103; HED202, HTE252, HTP203; plus one other 200-level HED course; plus

Generic (4 courses): either (HEN107, HMA171, HCS182 or HSA100, HSC267 or HED302) or (HMA111, HMA121, HST151, HMA211 or HST251)

COURSE PRESCRIPTIONS

AGRICULTURE

Note: Degree-level agriculture courses appear in the Faculty of Applied Science chapter.

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
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
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:** HBI101 or equivalent  
**Contact hours per week:** 7  
**Assessment:** 50% coursework; 50% examination

**HBI111 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  
**Assessment:** 50% coursework, 50% examination

**HBI112 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  
**Assessment:** 50% coursework, 50% examination

**HBI113 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
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**
**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 countermeasures in terms of environmental management and ecological restoration.
*Offered: Semester 2*
**Prerequisites: HBI211**
**Contact hours per week: 7**
**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**
**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  
**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  
**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  
**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
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 (in odd years)
Prerequisites: HCH131, HCH132
Contact hours per week: 7
Assessment: 50% coursework, 50% examination. Must pass both coursework and 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
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
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  
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  
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  
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
Assessment: 55% coursework; 45% examination

**HCS183 COMPUTER APPLICATIONS 1**
This course 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 and HEN004 plus one of HMA010, HMA020, HMA030 or HST050
Contact hours per week: 4
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
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
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  
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  
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  
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
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: HCS281, HCS283
Contact hours per week: 4
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
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
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  
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  
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  
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  
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 1*  
*Prerequisites: HCS286*  
Contact hours per week: 4  
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  
Contact hours per week: 4  
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  
Assessment: 55% coursework: 45% examination

**DESIGN TECHNOLOGY**

**HDT100 INTRODUCTION TO TECHNICAL DRAWING**  
This course is designed to provide students with basic technical drawing knowledge and skills. On successful completion of this course, students will be able to interpret technical drawings and produce detailed freehand sketches of drawing components. The focus will be on sketches of orthogonal views of detailed drawings. The sketches will be proportional representations dimensioned to the Australian National Standard (AS1100).  
Offered: Semester 1  
Contact hours per week: 4  
Assessment: 60% coursework, 40% examination

**HDT101 HAND AND POWER TOOLS**  
This course focuses on the four classes of woodworking hand tool (measuring, cutting, holding and impelling), and the most common portable woodworking power tools, their maintenance and safe use. Students will select and use appropriate tools to produce a work piece to the dimensions given on a drawing.  
Offered: Semester 2  
Contact hours per week: 6
HDT200 ADVANCED DRAWING INTERPRETATION
On successful completion of this course students should be able to read and interpret technical drawings, construct true lengths of lines, laminas and various geometrical shapes and produce circular detailed pictorial drawings accurately. This course aims at developing teacher trainees 'understanding of how the design technology program meat secondary level should be taught by using a wide range of theoretical activities.

Offered: Semester 1
Prerequisites: HDT100
Contact hours per week: 4
Assessment: 100% coursework

HDT201 BASIC JOINERY AND FURNITURE CONSTRUCTION
This course will teach students to identify, select and explain the properties of materials appropriate for a range of construction, joinery and furniture tasks. In practical sessions students will manufacture a piece of basic furniture which incorporates a standard joint.

Offered: Semester 2
Contact hours per week: 6
Assessment: 100% competency based

HDT202 TEACHING DESIGN TECHNOLOGY AT SECONDARY LEVEL
This course provides students with the opportunity to develop a variety of units of work for each of the seven strands in the Year 9-13 design technology curriculum. Students will learn how to develop lesson plans for teaching practice and trial different modes of assessment.

Offered: Semester 2
Prerequisites: One 100- or 200-level HDT course
Contact hours per week: 7
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  
**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  
**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  
**Contact hours per week:** 4  
**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  
**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  
**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  
**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  
**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  
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  
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  
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  
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  
**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  
**Assessment:** 50% coursework, 50% examination

**PHYSICS**

**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  
**Contact hours per week:** 7  
**Assessment:** 50% coursework, 50% examination

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

SCIENCE

HML103 IMMUNOLOGY
On successful completion of this course students will know how the body responds to infections and be able to explain the mechanisms involved in the immune response. They will be able to relate immunological concepts to clinical microbiology, haematology, immune-haematology, histopathology and biochemistry.

Offered: Semester 2
Contact hours per week: 7
Assessment: 50% coursework, 50% examination

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
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
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
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
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
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**

**Assessment:** 50% coursework, 50% examination. Must pass both coursework and examination.

**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**

**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 in 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**

**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
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
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
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
Assessment: 100% coursework

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**SERVICE COURSES**

**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
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
Assessment: 40% coursework, 60% examination

TMA103  TRADE MATHEMATICS 1
This course is designed to equip students with the basic mathematical skills required for any engineering trade.
Offered: Semester 1
Contact hours per week: 3
Assessment: 60% coursework, 40% examination

TMA104  TRADE MATHEMATICS 2
This course covers mathematical concepts applicable to engineering trades such as ratios, proportions, percentages, formulas, indices and radicals.
Offered: Semester 2
Contact hours per week: 3
Assessment: 60% coursework, 40% examination

TMA105  ELECTRICAL MATHEMATICS
This course covers mathematics required by electrical engineers, including scientific notation, engineering notation, cost calculations, vectors, direct current calculations and electrical formula transpositions.
Offered: Semester 1
Contact hours per week: 3
Assessment: 60% coursework, 40% 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  
**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  
**Assessment:** 60% coursework, 40% examination

**TMA210  TRADE CALCULATIONS**  
This course covers radian measures of angles, differentiation, integration, matrices and complex numbers and how they are used in electrical engineering.

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

**TECHNICAL DRAWING**

**TTD101  FUNDAMENTALS OF TECHNICAL DRAWING**  
This course teaches students to read and interpret various types of technical drawing. Topics covered include letterings and lines, orthographic projections, dimensioning techniques and interpretations particularly relevant to trades.

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

**TTD102  APPLIED TECHNICAL DRAWING**  
This course teaches students to apply theoretical concepts to represent geometric constructions accurately. Students also learn to produce freehand pictorial sketches of components relevant to trades. The course also covers isometric, cavalier oblique and cabinet oblique drawings.

**Offered:** Semester 2  
**Contact hours per week:** 3  
**Assessment:** 60% coursework, 40% examination

**TTD203  ADVANCED TECHNICAL DRAWING**
In this course students produce freehand pictorial sketches, relevant to various trade areas, of simple components involving circles and detailed circular drawings using drawing instruments. Other topics covered are isometric circles and arcs, oblique circles and arcs and sectional views.

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

**TTD204  APPLIED ADVANCED TECHNICAL DRAWING**

In this course students develop their skills in reading and interpreting complex technical drawings. It covers advanced geometric constructions, finding true line length, true shapes of laminas and auxiliary views.

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

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**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 Quantitative and Qualitative Instruments Development using the Rasch Model; plus
   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 1

COMPULSORY COURSES
HSC500 Research in the Sciences
HSC501 Quantitative and Qualitative Instruments Development using the Rasch Model

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
COURSE DESCRIPTIONS

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: 2
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
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
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
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: 4
Assessment: 100% coursework

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 (eg 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
Assessment: 100% coursework

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.
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
Assessment: 50% coursework, 50% 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
Assessment: 100% coursework

HSC501 QUANTITATIVE & QUALITATIVE INSTRUMENT DEVELOPMENT USING THE RASCH MODEL
This course is designed to provide skills necessary to develop, validate and administer both qualitative and quantitative instruments by applying the principles of the Rasch Measurement Model. The course provides information on: creating valid instruments; ensuring that the instrument addresses the research questions, research design, and samples; determining when to use standardized measures or develop own measures; developing items and response scales; and instrument validation techniques.

Offered: Semester 2
Prerequisite: HSC500
Contact hours per week: 2
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: 2
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
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
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*
*Assessment: 60% coursework, 40% 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*
*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*
*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  
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  
Assessment: 50% coursework, 50% examination
LAUMUA O SU’ESU’EGA O Mata’upu Tau Samoa

Tulafono mo le Fa’aíloga Tikeri i Mata’upu Tau Samoa (2013)

1 Aiaiga mo le ulufale
E mafai e sē ua talosaga mo le fia ulufale i le Tikeri i Matā’upu tau Sāmoa pe āfai o le olo’o talosaga mai olo’o iai:
a so o se Tusi Pasi Fa’avae, ma e tagata mātutua:
a ia 20 tausaga le matua iā Fepuari i le tausaga e ulufale ai, ma
e ia 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’aina ai).

3 ‘umī
Le i lalo ifo o vaitu’uaga e ono.

4 Fa’atūlagaga o le polokalame

4.1 Vāganā ua tu’ui na ti togi i lalo o aiaiga o tomai ua ausia/tulafono o togi, o lenei polokalame e luasefulufā matā’upu:
a lua vāega fa’apitoa e ta’i valu matā’upu, se tasi o
a Tala’eli ma Aganu’u Tu’ufa’asolo e Aganu’u Sāmoa
i Gagana Sāmoa
o Gagana ma Aganu’u Sāmoa, ma
ae o lona lua o vāega fa’apitoa e valu matā’upu mai se isi polokalame, ma
e o 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
i ia fā ni matā’upu filifilia mai nisi vāega se lua. E fautuaina 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 HSA154, HSA155, HSA180; ma le HSA254, HSA280, HSA281; HSA354, HSA355, HSA380
Matā’upu Fa’apitoa i le Aganu’u Sāmoa: HSA154, HSA155; HSA250, HSA252, HSA254; ma le tolu mai le HSA350, HSA352, HSA354, HSA355
Matā’upu Fa’apitoa i le Gagana Sāmoa: HSA111, HSA112; HSA204, HSA212,
HSA213; HSA311, HSA312, HSA313
Matā’upu Fa’apitoa i le Gagana Sāmoa ma le Aganu’u Sāmoa: Lua mai le HSA111, HSA112, HSA154, HSA155; ma le tolu mai le HSA204, HSA212, HSA213, HSA250, HSA252, HSA254; ma le tolu mai le HSA311, HSA312, HSA313, HSA350, HSA352, HSA354, HSA355.

4.3 A filifili e 'ave una 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:
a Tala'eli ma Aganu'u Tu'ufa'asolo ma le Gagana Sāmoa
e Tala'eli ma Aganu'u Tu'ufa'asolo, faatasi ai ma le Gagana ma le Aganu'u. Peita'i e le tatau ona taulia ai matā'upu ua uma ona 'aveina i le vāega fa'apitoa
i Aganu'u ma le Gagana Sāmoa, ma
e e tatau ona 'ave sana polokalame o vāega láiti 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’ōoga olo’o a’o’oga i le taimi ā’toa e fā matā’upu i le vaiitu’uaga, mo tagata ā’ōoga fa’avaitaimi e lua matā’upu i le vaiitu’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 Tikerī i Matā’upu tau Sāmoa, e tatau i le tagata ā’oga
ona pasi matā'upu e luasefulufa 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 MATA'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,
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 Tusí Pasi Maualuga i Matā’upu tau Sāmoa,
o ua talosaga i le Senate mo le fa’au’uina o le Tusí 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 mo le fia ulufale mo le Tipiloma Maualuga i Matā’upu tau Sāmoa pe āfai o lē olo’o talosaga olo’o iai:
a se tikerī 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 O 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 mai le taimi na fa’atoā resitala ai, vāganā ua iai se isi 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 mai le taimi na fa’atoā resitala ai, vāganā ua iai se isi fa’ai’uga a le Senate.

4 **FA’ATŪLAGAGA O LE POLOKALAME**
Vāganā ua tu’uina atu ni togi i lalo o aiaiga o tomai ua ausia/tulāfono o togi, o lenei polokalame a aofia ai:
a lua matā’upu ‘autū HSA500 ma le HSA501, ma le

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’amāvae 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 lona Tusi Pasi Maualuga i Matā’upu tau Sāmoa. Afai o lea e lē mafai e se tagata ā’oga ona fa’aaauau i le tipiloma maualuga, ma 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 Iānuari 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’uafa’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 se fa'ai loga ma e maualuga togi, po'o i iai nisi tomai e talafeagai ma talia e le Tulāmalae, ma o ua fa’atagaina e le Senate.

2 FA’ATAUTAIGA O A’OA’OGA
Taimi 'ātoa pe fa’avaitaimi.

3 ‘UMI
a Afa'i 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 silia atu i le tolu tausaga mai le aso
na āmata ai. E mafai ona suia i se fa’ai’uga a le Senate.

3.1 Afai e ‘ave fa’avaitaimi, e tatau ona māe'a i totonu o le lua tausaga ma māe'a le tusiga ia lē silia 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 'ōga.

Filifiliga 1 Na o le Tusiga
E 50,000 upu le 'umi ma e tatau ona galulue fa'atasi le tagata 'ōga ma lana supavaisa i se matā'upu talafeagai. O le tagata 'ōga 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 'ōga ma lana supavaisa, 'ātoa ai ma ni matā'upu se tolu. O le tagata 'ōga e talia i lalo o le tulāfono 1e ma le 1i, e tatau ona pasi le HSA500 ma le HSA501.

Filifiliga 5 Tusiga ma Matā'upu e Fa
E 16,600 upu o le tusiga i se matā'upu e fa'ataga e le Senate ma ni matā'upu se fā i le vāega 500. O le tagata 'ōga e talia i lalo o le tulāfono 1e ma le 1i, e tatau ona pasi le HSA500 ma le HSA501.

Filifiliga 3 Tusiga ma Matā'upu e Fa
E ono matā'upu i le vāega 500, e 'ese mai i nisi matā'upu ua pasi muamua. O le tagata 'ōga e talia i lalo o le tulāfono 1e ma le 1i, e tatau ona pasi le HSA500 ma le HSA501.

Filifiliga 4 Afai e fia sui le polokalame, e tatau ona maua se fa’atanaga mai le Tulāmalae.

4.2 Afai e fia sui le polokalame, e tatau ona maua se fa’atanaga mai le Tulāmalae.

4.3 O le a mafai ona maua se fa’atanaga e faitau ai 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 e le Tulāmalae suafa o è e fa’atonutonuina ia polokalame i le Senate mo ni fa’atanaga mo i lātou e talia i lalo o Filifiliga 1-4.

6 AIAIGA O LE POLOKALAME
E tatau ia i lātou uma e fa’au’u ma le fa’aigailo o le Matua o Faiva i Matā’upu tau Sāmoa ona pasi a lātou tusiga fa’atasi 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.
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 HSA154, HSA155, HSA180; plus HSA254, HSA280, HSA281; HSA354, HSA355, HSA380
Samoan Culture Major: HSA151, HSA154, 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, HSA154, 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.

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HSA 380 is taken between Semester 1 and Semester 2 because it is an
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.

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, or

c) a qualification and/or experience acceptable to the 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 Mini-Dissertation plus Four Postgraduate Courses
A supervised mini-dissertation of 16,600 words on a topic approved by the Postgraduate Committee of Senate; plus four 500-level courses not previously passed. A student admitted under 1b and 1c above may be required to pass HSA500 and HSA501.

Option 4 Research Paper plus Five Postgraduate Courses
A supervised research paper of 8,300 words on a topic approved by the Postgraduate Committee of Senate; plus five 500-level courses not previously passed. A student admitted under 1b and 1c above may be required to pass HSA500 and HSA501.

Option 5 Coursework Only
Six 500-level courses not previously passed. A student admitted under 1b and 1c above may be required to pass HSA500.

4.2 To change option a student must obtain the approval of the Director of Samoan Studies.
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 Director of Samoan Studies shall recommend to the Postgraduate Committee the name(s) of a supervisor(s) for each applicant enrolled in Options 1 to 4 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.

These regulations are effective from 1 July, 2012.

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 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:
   a three compulsory courses: HSA500 Development Theory and Practice; HDS501 Project and Programme Design and Evaluation; and HSA501 Researching Samoa.
   b three other courses chosen from those listed in Schedule 1.

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 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
HSA500 Approaches to Samoan Studies
HSA502 Samoan Migration and Development
HSA503 In-Depth Study of the Samoan Language
HSA506 Governance in Samoa
HSC580 Selected Issues in ICT in Samoa
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
HSC580 Global Environmental Issues and Samoa

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<th>PROGRAMME STRUCTURE</th>
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<td>Postgraduate Diploma in Development Studies (PGDipDevSt)</td>
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<th>Full-time (1 academic year): 3 courses per semester</th>
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<tr>
<td>Sem. 1</td>
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<td>HSA501</td>
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<td>Elective course</td>
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<td>Elective course</td>
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| Part-time (2 academic years): 2 courses per semester |

REGULATIONS FOR THE DEGREE OF MASTER OF DEVELOPMENT STUDIES (2013)

1. ADMISSION REQUIREMENTS
An applicant shall be admitted to the Master of Samoan Studies if that applicant has:
a. an honours degree approved by the Director, Centre for Samoan Studies, 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 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 three 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 Director, Centre for Samoan Studies who may make a recommendation to the Postgraduate Committee and Senate. Normally, most of the programme has to be 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 (e.g. HDS500, HDS501, HSA501).

OPTION B  Dissertation
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 1a and 1c will be required to pass HDS500, HDS501 and HSA501 as part of the three 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 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 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.

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.

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<thead>
<tr>
<th>PROGRAMME STRUCTURE</th>
<th>Masters in Development Studies (MDS)</th>
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<td>Option 1 (1 academic year)</td>
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<td>Option 2 (1-2 academic years)</td>
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<td>Option 3 (1-2 academic years)</td>
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<tr>
<td>HDS600</td>
<td>A thesis of 50,000 words</td>
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<td>HDS601</td>
<td>Coursework (3 courses) and dissertation of 25,000 words</td>
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<td>Coursework only (6 courses)</td>
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<td><strong>Part-time</strong></td>
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<td>Option 1 (2 academic years)</td>
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<td>Option 2 (2-4 academic years)</td>
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<td>Option 3 (2-4 academic years)</td>
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COURSE PRESCRIPTIONS

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  PROJECT AND PROGRAMME DESIGN AND EVALUATION
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 2
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

HDS600  MDS THESIS
On an approved topic (50,000 words)

HDS601  MDS DISSERTATION
On an approved topic (25,000 words)

Electives (see relevant faculty entries)
HSA500, HSA502, HSA506, HSC580, HCS580, HEC580, HED580, HED581, HEN580

ARCHAEOLOGY AND CULTURAL HERITAGE

HSA154  TALA FA’ASOLOPITO O AGANU’U SĀMOA
O le a su’esu’e i lenei matāupu aganu’u a Sāmoa e pei ona fa’amaumauina e tagata mai fafo mai le 1798-1829, o le vaitaimi 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 tusitusiga a tagata folau, misionare, e na omai nonofo mau ma isi, mai le va'aiga fa'asāmoa 'ātoa ai ma māfu'aaga na fai ai nei fa'amaumauga pe

iai ni ā'oga o nei tusitusiga i su'esu'ega o le aganu'u a Sāmoa.

Taimi e a'oa'o ai: Vaitu'uaga 1
Itūlā fa'atūlagaina i le vaiaso: 4
Togi: 60% Galuega Fa'atonuina, 40% Su'ega

HSA154  CULTURE HISTORY OF SAMOA
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
Contact hours per week: 4
Assessment: 60% coursework, 40% examination

HSA155  O MAU IA SAMOA
E taumafai lenei matā'upu ia manino lelei ma mālāmalāma su'esu'ega 'ēse'ese ma tusiga a tagata na fai a lātou su'esu'ega i tu ma aganu'u a Sāmoa mai le 1900-2000. O le a auili'ili'ina nei tusiga ma o lātou ā'oga (pe leai) i matā'upu tau Sāmoa, aemaise o so lātou sea i su'esu'ega fa'apitoa i saofiaga a isi atunu'u.  

Taimi e a'oa'o ai: Vaitu'uaga 2
Itūlā fa'atūlagaina i le vaiaso: 4
Togi: 60% Galuega Fa'atonuina, 40% Su'ega

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.
**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. Also fieldwork. Assessment: 50% coursework, 50% examination*

**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: 4  
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’aă'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'elīga. O le a fa’aă'oga asiasiga 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 asiasiga  
Togi: 60% Galuega Fa’a’atonuina, 40% Su’ega  

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. Also fieldwork. Assessment: 60% coursework, 40% examination  

HSA281 O POLENISIA MAI ANAMUA  
O le a a’oa’oina i lenei matā'upu le a’oa’o ga ma le tetele o le tala fa'asolopito o tagata Polenisia Pasefika e fa'avae i Tala'eli. O le a fa’aă'oga su’esu’ega na faia i Sāmoa e fai ma fa’ataitaiga.  
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’a’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: 4
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'enai o faiga fa'avae fa'ale tulāfonono 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 tūto'atasi.
Taimi e a'oa'oa ai: Vaitu'uaga 2
Tomai mana'omia: HSA154 po'o le HSA155 ma se isi pepa mai le vāega 200 mai matā'upu talafeagai
Itūlā fa'atūlagaina i le vaiaso: 4
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: HSA154 or HSA155, plus any 200-level Social Science course
Contact hours per week 4
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'āiga ma isi vāega e aofia ai fanua, Sāmoa i atunu'u i fafo, fa'ateleaina o e nonofo i le taulaga, ma isi matā'upu.
Taimi e a'oa'oa ai: Vaitu'uaga 1
Tomai mana'omia: HSA154 po'o le HSA155 ma se isi pepa mai le vāega 200 mai matā'upu talafeagai
Itūlā fa'atūlagaina i le vaiaso: 4
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: HSA154 or HSA155, plus any 200-level Social Science course
Contact hours per week: 4
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 (fuafuaina o le 'ele'ele, 'eliina o le palapala, fa'amauaumauga o mea e maua ai, 'ātoa ma le saogalēmū o ia mea mo le lumana'i).
Taimi e a'oa'o ai: Mā'e'a o le Vaitu'uaga 1
Tomai mana'omia: Fa'atanaga mai le Tulāma'ale
Itūlā fa'atūlagaina i le vaiaso: Lua vaiaso i le fanua, a le 'ātoa 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

SAMOAN LANGUAGE & CULTURE

HSA111 SU’ESU’EGA ĀMATA FA’ASAIENTI O GAGANA
Su’esu’ega āmata i le fa’atūlagaga o le gagana ma lona fa’aaogāina. E aofia ai vāega o leo, fa’atūlagaga o ‘upu ma fuaʻi‘upu, fa’auigaga ma le iloiloga o tusitusiga ma tautalaga e fa’aaogāina ai ni fa’ata’ita’iga mai i le gagana Sāmoa. Taimi e a’oa’a ai: Vaitu’uaga 1
Itūlā fa’atūlagaina i le vaiaso: 3
Togi: 50% Galuega Fa’atonuina, 50% Su’ega

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

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

**HSA112 SU’ESU’EGA ĀMATA I LE GAGANA SĀMOA**

Su’esu’ega āmata o ‘upu ma le kalamo o le gagana Sāmoa. O le a iloilo ai le fa’aaogāina o le gagana i sī’osi’omaga ‘ese’ese.

_Taimi e a’oa’o ai: Vaitu’uaga 2_

_Itūlā fa’atūlagaina i le vaiaso: 3_

_Togi: 50% Galuega Fa’atonuina, 50% Su’ega_

**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

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

**HSA151 SAOFA’I’I’GA**

O le a su’esu’e i lenei matā’upu le saofa’i’iga e aupito i talafeagai ma le paepaega o tagata i le aganu’u Sāmoa. E iloilo ai fo’i saofa’i’iga e lima o le fa’amatai (matai, tama’ita’i, ‘aumaga, faletua ma tausi ma fānau lalovaoa ma a latou nafa fa’apitoa ma le tāua, ātoa ma le vaogagana fa’atōfāmanino e a’afia i ia saofa’i’iga, fa’apea ma fa’i’a fa’asuli.

_Taimi e a’oa’o ai: Vaitu’uaga 2_

_Itūlā fa’atūlagaina i le vaiaso: 3_

_Togi: 50% Galuega Fa’atonuina, 50% Su’ega_

**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

**Assessment:** 50% coursework, 50% examination
HSA204   LÃUGA MA 'AVA
Sã’ili’iliga o le lãuga fa’asãmoa, i lona fausaga ma le fa’atinoga fa’apea le fa’aaogãina o le fue, to’oto’o ma le malae. O le a faia ni fa’ata’ita’iga ma fa’atinoga o lãuga ma le alofisã ma o la sauniuniga ‘ese’ese e alí’i ma tama’ita’i
ã’oga.
Taimi e a’oa’o ai: Vaitu’uaga 2
Tomai mana’omia: 1 se matã’upu Sãmoa i le vãega 100
Itûlã fa’atûlagaina i le vaiaso: 3
Togi: 50% Galuega Fa’atouina, 50% Su’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
Assessment: 50% coursework, 50% examination

HSA212   VAOGAGANA I SO O SE SI’OSI’OMIAGA
Sã’ili’iliga o le gagana Sãmoa i lona fa’aaogãina i so o se si’osi’omiaga fa’apea
le feso’ota’iga vãvãlalata o le gagana ma le aganu’u.
Taimi e a’oa’o ai: Vaitu’uaga 1
Tomai mana’omia: 1 se matã’upu Sãmoa i le vãega 100
Itûlã fa’atûlagaina i le vaiaso: 3
Togi: 50% Galuega fa’atouina, 50% Su’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
Assessment: 50% coursework, 50% examination

HSA213   O UTUVÃGANA O FÃTUGA MA GAGANA FA’AMAUINA SÃMOA
’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’apea lo lātou tāua ma le lelei. O le a māta’itūina fo’i ni suiga i fa’atinoga e fa’atāuaina ai le silafia o le gagana Sāmoa sa māfūli 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% Galuega fa’atonuina, 50% Su’ega

**HSA223 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.

*Offered: Semester 1*

*Prerequisites: One 100-level HSA course*

*Contact hours per week: 3*

*Assessment: 50% coursework, 50% examination*

**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 agaifanua ma o lātou fa’atinōga, o vaogagana ma alagā’upu, o tapua’iga ma fa’afailelelega fa’atasi ai ma talitonuga. O le a a’oa’oina ai fo’i nisi o fā’agatama ma matāfaioi 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’atūlagaina 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*

*Assessment: 50% coursework, 50% examination*
HSA252  FAITAUGA FA’ASĀMOA
O le a su’esu’e ai le isi vāega tāua o le olaga, tōfāmanino ma itū e a’afia i le faiitauga 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 faiitauga, se’ia o’o mai i ona po nei i faiitauga 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’atūlagaina i le vaiaso: 3
Togi: 50% Galuega fa’atonuina, 50% Su’e’ga

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
Assessment: 50% coursework, 50% examination

HSA311  O FA’ALILIUGA I LE GAGANA SĀMOA
Sa’ili’iliiga 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’atūlagaina i le vaiaso: 3
Togi: 60% Galuega fa’atonuina, 40% Su’e’ga

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
Assessment: 60% coursework, 40% examination

HSA312  FA’ATŪLAGAGA MA LE FA’AUIGAGA
Sa’ili’iliiga i le fa’atūlagaga o fuai’upu ma uiga o ‘upu. O le a iloilo ai fa’atinoga
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

Assessment: 50% coursework, 50% examination

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

Assessment: 40% coursework, 60% examination

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
HSA350  FINE MATS AND AVA
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
Assessment: 50% coursework, 50% examination

HSA352  TAULĀSEA MA VAI FA’ASĀMOA
O se sā’ili’iliga i taulāsea, vai ma fofō fa’asāmoa, le talitonuga fa’asāmoa i le māfu’a’aga ma le togafitiga o itū’āiga gassegase ‘ese’ese ‘ātoa ai ma ma’i fa’atalāitu. E sā’ili’ili ai fo’i le tomai i le sauniga o vai mai a’a, fua ma lau o lā’au, fa’aapea le faiga o fofō.
Taimi e a’oa’o ai: Vaitu’uaga 2
Tomai mana’omnia: 1 se matā’upu Sāmoa i le vāega 200
Itūlā fa’atūlagaina i le vaiaso: 3
Togi: 60% Galuega fa’atonuina, 40% Su’ega

HSA352  TRADITIONAL HEALERS AND MEDICINE
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
Assessment: 60% coursework, 40% examination

POSTGRADUATE COURSES OFFERED BY CSS

HSA500  SUFI FĪLĪGA
E una’ia ai ali’i ma tama’ita’i ā’oga ina ia toe tō mānatu i o lātou
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  RESEARCHING SAMOA
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
HSA502  **SA’ILI MATAGI: FEMALAGA’IGA MA ATI’INA’E**
O lenei matā’upu e fa’амāsāni 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’atasi ai ma ni suiga ua māfua ai ona femalaga’iga fa’apēnei. O le a 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’aaogāina ‘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*

HSA504  **FUATAGA MO LE ILOILOINA O POLOKALAME MA SU’ESU’EGA I SĀMOA**
O lenei matā’upu e sā’ili’ili ai metotia tau fuataga mo ni sā’ili’ilīiga fa’alaua’itele. E aofia ai le fa’aaogāina o auala o fuataga, le so’otaga o māfaufauga ma fa’atinoga, itū’āiga auala ‘ese’ese, le fa’atutuaina ma le talafeagai o ia metotia, ma isi. O le a mafai i le mā’e’a ai o lenei matā’upu ona
HSA504 MEASUREMENT FOR PROGRAMME EVALUATION
This course examines measurement techniques and how they can be applied as a social science tool for community studies. Topics include measurement as a process, the link between the theoretical and the real, types of methods, validity and reliability, and others. Students will be able to develop and analyse a high quality measurement instrument upon completion.

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

HSA505 FA’ATINOGA O SU’ESU’EGA FA’A VAFEAGAI MA LE SOIFUA MĀLŌLŌINA I LE PASEFIKA
Su’esu’ega fa’atino i metotia tāua i le vāfeagai ma le soifua mālōlōina i totonu o motu o le Pasefika. O lo'o a’oa’oina fa’a vaitu’uaga i fa’aiuga o tausaga ta’itasi fa’atasi ma le Lunivesite o Otago i Niu Sila.

Taimi e a’oa’ai: Fa’amautu i se taimi
Itūlā fa’atūlagaina: 90
Togi: 100% Galuega fa’atonuina

HSA505 APPLIED SOCIAL AND HEALTH RESEARCH IN THE PACIFIC
This course is an applied study of key social and health research methods relevant to a Pacific island setting. It is offered as a summer school from time to time, in conjunction with the University of Otago.

Offered: To be advised
Contact hours: 15 hours per week for six weeks
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 tulafono ae fete’enai ma isi o Aganu’u ma Agaifanua.

Taimi e a’oa’o ai: Fa’amautu i se taimi
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

HSA507 FA'ASINOMAGA O SĀMOA I LANA AGANU'U MA LE SOIFUA LAUTELE
O le a iloiolina i lenei matā'upu talitonuga ma vāega ua fa'atāuaina e tagata Sāmoa I lo lātou fa'asinomaga – aofia ai le gagana, o aganu'u ma aga-i-fanua. O le a taulai nei iloiloga I totonu o pulega fa'aāiga, nu'u, ekalesia ma isi.
Taimi e a'oa'o ai: Faamautu i se taimi
Itūlā fa'atūlagaina i le vaiaso: 2
Togi: 100% Galuega fa’atonuina

HSA507 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

HSA600 MAU FA'AMATUAOFAIWA
I se matā’upu tau su’esu’ega ua pāsiaina (50,000 upu).

HSA600 MSS THESIS
On an approved topic (50,000 words).

HSA601 TUSITUSIGA MAI SE SU'ESU'EGA
I se matā’upu tau su’esu’ega ua pāsiaina (8,300 upu).

HSA601 MSS RESEARCH PAPER
On an approved topic (8,300 words).
HSA602 MAU FA'AMATUAOFAIva
I se matā‘upu tau su‘esu‘ega ua pāsiaina (16,600 upu).

HSA602 MSS MINI-DISSERTATION
On an approved topic (16,600 words).

HSA603 MAU FA'AMATUAOFAIva
I se matā‘upu tau su‘esu‘ega ua pāsiaina (25,000 upu).

HSA603 MSS DISSERTATION
On an approved topic (25,000 words).
Oloamanu Centre for Professional Development & Continuing Education

Oloamanu staffs are involved in the delivery of the Certificate Level IV in Adult Teaching on Samoa Qualification Framework, the Samoa In-Country Training Programme and the Certificate in Training and Assessment. They are also involved in teaching courses for the Bachelor of Technical and Vocational Education and Training which is offered by the Faculty of Applied Science.

REGULATIONS FOR THE CERTIFICATE IN ADULT TEACHING (2013)

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

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.
These Regulations are effective from Jan, 2014.

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, action 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,
thories 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 learning strategies they will use in a 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

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
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.

COURSE DESCRIPTION

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
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.
GENERAL STATUTES AND REGULATIONS

All General Statutes and Regulations are currently undergoing revision

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 Certificates 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 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 MD
Master of Education ME
Master of Nursing MNur
Master of Samoan Studies MSS
Master of Science MSc
Doctor of Philosophy Ph

b Diplomas

Diploma in Accounting DipAcc
Diploma in Arts DipArt
Diploma in Banking & Finance DipB&F
Diploma in Computing DipComp
Diploma in Economics DiplEd Diploma in Education
Environmental Science DipEnvSc Diploma in Management DipMan Diploma in Mathematics DipMath Diploma in Nursing DipNurs 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 PGDip
Acc Postgraduate Diploma in Arts PGDipArts Postgraduate Diploma in Computing PGDip
Comp Postgraduate Diploma in Development Studies PGDipDev
Postgraduate Diploma in Economics PGDip
Eco Postgraduate Diploma in Education PGDipEd Postgraduate Diploma in Management PGDipMan Postgraduate Diploma in Mathematics PGDipMath Postgraduate Diploma in Nursing PGDipNurs Postgraduate Diploma in Samoan Studies PGDipSS Postgraduate Diploma in Science PGDipSc
Certificates
Foundation Certificate BCertSc
Basic Certificate in Science CAT
Certificate in Adult Teaching CertCom
Certificate in Commerce CertCompSt
Certificate in Computer Studies CertDentHyg
Certificate in Dental Hygiene CertEco
Certificate in Economics CertFit
Certificate in Fitness CertMan
Certificate in Management CertMath
Certificate in Mathematics CertMedLabSc
Certificate in Science CertSc Graduate
Certificate in any discipline/faculty that a Postgraduate Diploma may be awarded GCert Postgraduate
Certificate in Health Leadership & Management PGCH Postgraduate
Certificate in any discipline/faculty that a Postgraduate Diploma may be awarded PGCert

Oceanside

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 in Panel-beating & Spray Painting 2 semesters
Certificate in Tourism & Hospitality 2 semesters
Certificate in Tropical Horticulture 2 semesters
Certificate in Full Technology in Plumbing & Sheet-metal 2 semesters
Certificate of Achievement in Fishing (Qual. Deckhand) 1 semester
Certificate of Achievement in Journalism & Media 2 semesters
Certificate of Achievement: Marine Engineering Class 4 1 semester
Certificate of Achievement: 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

Intermediate Certificate in Automotive Engineering 4 semesters
Intermediate Certificate in Construction & Joinery 4 semesters
Intermediate Certificate in Electrical Engineering 4 semesters
Intermediate Certificate in Fitting & Machining 4 semesters
Intermediate Certificate in Plumbing & Sheet-metal 4 semesters
Intermediate Certificate in Refrigeration & Air Con. 4 semesters
Intermediate Certificate in Welding & Metal Fabrication 4 semesters

Regulations for the above programmes as approved by Council or the Executive Committee appear under the relevant faculty or school.

3 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)
- University of Samoa DNUS(Hon)
- A Master's Degree in any discipline MXXX(Hon)

4 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).

5 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.

6 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.

7 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.

8 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 (2008)
Amended 2010
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.

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 Manager.

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 this programme.

5 PROGRAMME REQUIREMENTS
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 candidature 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 Manager, Student Administration, that the candidate will submit the thesis within one month. The candidate shall submit two spiral bound copies of the thesis to the Manager, Student Administration 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.

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
   iii passed and the degree awarded after suggested amendments have
been made to the satisfaction of the Chairperson of the Postgraduate Committee, or
iv revised and resubmitted for examination by a specified date, or v 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 Manager, Student Administration.
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 (2008)
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.

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 have:
i a master’s degree with an appropriate and substantial research
component, or
ii an honours degree with a substantial research component, or iii satisfactory evidence of appropriate research experience.

1.5 The Director, CSS or Dean of the relevant faculty shall submit the application (Attachment 1) 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 and any prescribed coursework.

2 ENROLMENT
When the Senate approves or does not approve candidacy, the secretary of the Senate 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
   i 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
   ii terminate the candidacy, or
   iii 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. The 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 a 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 The principal supervisor will notify the Manager, Student Administration, that the candidate will submit the thesis within one month. The candidate shall submit three spiral bound copies of the thesis to the Manager, Student
Administration including the statement on authorship (Appendix 2). The thesis must be presented according to the instructions issued by the Postgraduate Committee, *Thesis Presentation Requirements*.

6.2 The Senate shall appoint:

i 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

ii at least two 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 to the chairperson of the examiners. The examiners will recommend one of the categories:

i to be unconditionally passed, or

ii to be passed with the required minor amendments made to the satisfaction of the supervisor and the degree awarded, or

iii to be passed with the degree awarded after the required amendments have been to the satisfaction of the chairperson of examiners, or

iv to be orally examined, or

v to be revised and resubmitted for examination by a specified date, or

vi to be accepted for a master’s degree, with or without amendment, or

vii 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
Senate will inform the candidate, by letter:
   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 Manager, Student Administration.
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, 2008.

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 Manager, Student Administration 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:
   a comply with the regulations for their programme, and b 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 specified period of time.

7 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.

8 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.

9 WITHDRAWAL

9.1 A student who wishes to withdraw from a course or programme after enrolment shall inform the Manager, Student Administration 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.

10 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 Manager,
Student Administration 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.

11 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 Manager,
Student Administration 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.

STATUTE ON RECOGNITION OF PRIOR LEARNING/CREDIT (2010)
(former) Institute of Higher Education - statute currently under review

This statute is established under Section 25 (2) (j) of the National University of
Samoa Act 2006. Council or the Executive Committee of Council may approve
regulations for the provisions of recognition of prior learning/credit and current
competence. This statute enables students who have previously passed
courses at NUS or another recognised tertiary institution 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 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 are:
   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 American Samoa Community College  
   g any polytechnic, college of education or TAFE institute that is accredited by the relevant qualifications authority  
   h Japanese national and prefectural universities and those with whom NUS has a Memorandum of Understanding (MOU)  
   i 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.

2.2 The deadline for applications for all three types of credit shall be the end of the first 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.
   b No credit or competency will be granted from a course or programme 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. Language ability (written and oral) not based on formal study may be considered for exemption without credit i.e 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.

2.6 Documents and Credit Assessment
Students seeking credit for 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.

2.7 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.

2.8 Recognition of prior formal learning will be assessed on the content, level, results and compatibility with the NUS programme.

2.9 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:
   for a completed one year certificate two courses for a
completed two year diploma four courses for a
completed three year diploma six courses for a
completed three/four year degree six courses
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.

2.10 Incomplete Qualification
For an incomplete qualification, the total number of specified and unspecified credits/cross credits shall not exceed the following:
   for a basic certificate of nine courses four courses 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 two eighteen courses for a
postgraduate diploma or masters by coursework two courses

2.11 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.
2.12 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.

2.13 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.

2.14 The Dean of the relevant faculty may, with justification, recommend to Senate a credit/cross credit that does not conform to the above stipulations.

2.15 The following are standard credits: Faculty of Education

a  Foundation Certificate (Education)
   Six courses from other Foundation Certificate programmes, provided they comply with the Foundation Certificate (Education) regulations.

b  Diploma in Education
   Teaching Practice and Teaching Experience: on a case by case basis.
   Five years of teaching experience will gain full credit. Pre-school Training Certificate (Samoa National ECE Board) fully credited for ECE specialisation.

c  Bachelor of Education
   Fully cross credit NUS Diploma in Education (16 courses). d

Graduate Diploma in Education
   HED101, HED102 and HED204 credited if included in the first degree.

Faculty of Science

For all 100-, 200- and 300-level courses, credit or cross credit is granted according to the Recognition of Prior Learning/Credit Regulations. The following are standard credits:

a  Computing:
   For the time being, cross credit/credit can be granted for HCS185 for a pass in HCS081 or TCO114 or a relevant course from another recognised tertiary institution.
   HCS081 cross credited to TCO111
   TCO124 cross credited to HCS183
   TCO113 cross credited to HCS187
   TCO111 & TCO121 jointly cross credited to HCS185

b  Mathematics:
   HMA194 cross credited for HMA030 plus HST050
   HMA111 credited for USP MA112
   HMA121 credited for USP MA111
HST151 credited for USP MA131
HMA194 cross credited for Samoa Polytechnic MA101 plus MA102 (if passed after 1999).

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 courses 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></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></th>
<th>Number of Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>for a basic certificate of nine courses</td>
<td>four courses</td>
</tr>
<tr>
<td>for a certificate of six courses</td>
<td>three courses</td>
</tr>
<tr>
<td>for a certificate of eight courses</td>
<td>four courses</td>
</tr>
<tr>
<td>for a diploma of ten courses</td>
<td>five courses</td>
</tr>
</tbody>
</table>
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.

3.9 The Dean of the relevant faculty may, with justification, recommend to Senate a credit/cross credit that does not conform to the above stipulations.

3.10 The following are standard credits:

Faculty of Applied Science
- Regulation for Bachelor of TVET allows for eight credits.
- There are four strands in BTET – 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:
  a  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
  b  Mathematics:
    - HMA111 credited for USP MA112
    - HMA121 credited for USP MA111
    - HST151 credited for USP MA131
HMA194 cross credited for HMA030 plus HST050
HMA194 cross credited for TMA101 or TMA102
HMA194 cross credited for Samoa Polytechnic MA101 plus MA102 (if passed after 1999).
c 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 Manager, Student Administration.
   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. eg 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 Manager, Student Administration 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 Manager, Student Administration 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
   ii there is a match of 80% or more between the course content or 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 rapidly 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 Manager, Student Administration 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 Manager, Student Administration 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 Manager, Student Administration 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 and available to all parties.

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
   c who selects the enterprises
   d how employers are selected and how the student is matched to the specific employer or workplace vacancy
   e details of the workplace learning contract to be signed (see attachment for example)
   f any specific requirements or limitations as to the work the students may be permitted to do
   g the methods or processes to be used for resolving issues or grievances that arise during the period of workplace learning
   h what assessment is required
   i how the workplace learning will be evaluated
   j 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/placement
   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

1 ASSESSMENT OF COURSES

1.1 In assessing the performance of a student in any course, the Senate will take into account:

a 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

b standards based assessment if applicable

c 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 Manager, Student
Administration.

2.2 A student may not be examined at a time other than that set down in the
examination timetable or approved by the Manager, Student
Administration.

2.3 All students must sit examinations as specified by the Manager, Student
Administration 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 Manager, Student
Administration 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 Manager, Student Administration, and in
accordance with such detailed instruction as may be issued by the
Manager, Student Administration.

2.7 No student shall communicate with an examiner in regard to an
examination except through the Manager, Student Administration.

2.8 Any student who has a disability which they consider could adversely affect
their performance under ordinary examination conditions must inform
the Manager, Student Administration 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 Manager, Student Administration 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 their 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

c. that the bereavement has occurred not more than seven days before the date of the examination.

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

c. that the bereavement has occurred not more than seven days before the date for submission of the coursework.

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 Manager, Student Administration 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 Manager, Student Administration 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 Manager, Student Administration 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</td>
</tr>
<tr>
<td>85-89</td>
<td>A2</td>
<td>Pass with</td>
</tr>
<tr>
<td>80-84</td>
<td>A3</td>
<td>Pass with</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>E</td>
<td>Fail</td>
</tr>
<tr>
<td>DNS</td>
<td></td>
<td>Fail: did not sit</td>
</tr>
<tr>
<td>DNC</td>
<td></td>
<td>Fail: did not fulfil all assessment</td>
</tr>
<tr>
<td>R</td>
<td></td>
<td>Restricted pass</td>
</tr>
<tr>
<td>S</td>
<td></td>
<td>Satisfactory</td>
</tr>
<tr>
<td>U</td>
<td></td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>W</td>
<td></td>
<td>Withdrawn (without Credit)</td>
</tr>
</tbody>
</table>

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 diploma

s in 8.1

Postgraduate certificate and postgraduate diploma

s in 8.1

Bachelor's degree (honours):

80-100       H1       First Class
Honours

65-79       H2       Second Class
Honours

50-64       H3       Third Class
Honours

N          F     Fail

Master's thesis:

80-100       H1       First Class
Honours

65-79       H2       Second Class
Honours

50-64       P     Pass
9 GRADING PROCEDURES

9.1 There will be two stages in the confirmation of grades recommended by 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.

b 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.

c 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 confirm recounted results, and
c award restricted passes in accordance with the Statute.

9.2 The Manager, Student Administration will post the provisional and final grades on NUS notice-boards as determined by the Manager, Student Administration.

9.3 The Manager, Student Administration will provide each student with an official printed notification of the student's grades.

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 staircased 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 ACADEMIC PROGRESS AND EXCLUSION
13.1 These provisions apply to all programmes at the National University of Samoa except for postgraduate programmes, for which there are special provisions as stated in the Postgraduate Regulations.

13.2 A student who fails a course three times may not enrol in that course again.

13.3 A minimum duration of programmes for full-time and part-time students is stated in the regulations for each programme.

13.4 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.
13.5 A period of approved suspension will not count in determining the maximum duration for the programme.

13.6 The Senate, on the advice of the appropriate Dean/Head of Department or School, may vary these requirements for exceptional cases.

13.7 Mid-semester each faculty and the Centre for Samoan Studies will consider students at risk and have a procedure for its own students so identified. Where the faculty identifies an at risk student who is enrolled in a programme belonging to another faculty, the other faculty must be informed. The Registrar must be notified of all students considered at risk.

13.8 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 university, by Senate, on the recommendation of the relevant faculty.

**STATUTE ON STUDENT CONDUCT 2014**

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:
   
   “Appeals Committee” means the Committee appointed by the Vice Chancellor to hear appeals on Student Conduct Committee appeals;
   
   “Causing racial disharmony” means:
   publishing or distributing written, visual or electronic material which is threatening, abusive, or insulting; or
   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;
   
   “Information Systems misconduct” means conduct in breach of any Statute, guideline, rule or policy for Computer;
   
   “Library misconduct” means:
   a serious breach of the provisions of any Statute, guideline, rule or policy relating to the operations of the library;
   repeated breaches of the any Statute, guideline, rule or policy relating to the operations of the library which when taken together amount to a serious breach;
   
   “conduct” includes statements, actions, omissions, or decisions;
   
   “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;

“member’s supervisor” includes a head of department, dean, head of school,
director or manager;

“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
criticising their work; or
(b) makes demands which are unreasonable or outside that other person's
appointed position and their role within the University;

“Misconduct in research” means:
the fabrication of data, including claiming results where none have been
obtained;
the falsification of data, including fraudulent changing of records;
misleading analysis and interpretation of results
plagiarism, which includes conduct in breach of section 4 (7) of this statute;
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;
intentional infringements of the guidelines of the University’s Research and
Ethics Committee or other relevant professional practices and codes of
ethics;
other research practices which bring or are likely to bring the University into
disrepute;

“Other misconduct” means:
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;
wilfully creating any nuisance;
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;

“Other misconduct” means:

d committing any criminal offence, including use or possession of illicit drugs,
assault, theft and possession or use of a weapon;

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;

“Plagiarism” is the use of another's work (published or unpublished) without acknowledgment;

“Racial harassment” is the use of language whether written or spoken, or visual material or physical behaviour that expresses hostility against, or brings into contempt or ridicule, any other person because of their physical characteristics, race, or ethnic or national origins of that person; and is hurtful or offensive to that other person;

“Repealed Statute” means the Statute on Student Conduct as amended and approved by Council in June 2006;

“Sexual harassment” means: 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
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)

“student” means any person who is registered as a student and undertaking a
course of study at the University;

“Student conduct committee” means a Committee which may be appointed
by the Senate from time to time;

“Student conduct officer” means a person appointed by the Vice-Chancellor
to attend to student conduct matters from time to time.

3. Prohibited Conduct
(1) Any student member of the University breaches the provision of this statute
where the student engages in conduct which is prohibited by subsection
(2):
within any campus of the University or its precincts;
in any official University activity; or
where the conduct in question is a result of the staff member’s position or role
within the University.
(2) Prohibited conduct includes:
discrimination; sexual harassment; racial harassment;
causing racial disharmony;
misconduct in research;
plagiarism;
library misconduct;
information systems misconduct;
other misconduct.

4. Students to Comply with University directions and rules
All students shall comply with:
such directions as may be reasonably given by a staff member to maintain
good order and discipline;
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;
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;
while resident or present in residential quarters, the rules of the residential
quarters or directions given by those in charge;
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;
while present in Student Association buildings, requests made by those in charge to prevent unruly behaviour or to cause it to cease.
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
(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.
(2) All other allegations of infringement of this statute must be referred to the Student Conduct Officer.
(3) The Student Conduct Officer must deal with minor infringements of this statute.
(4) The Student Conduct Officer shall have the powers and responsibilities of the Student Conduct Committee as provided for in this statute.
(5) For serious allegations, the Student Conduct Officer must refer the allegation to the Student Conduct Committee.
(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
(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.
(2) Any member suspected of acting in violation of subsection (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
(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.
(2) The Student Conduct Officer may reject the allegations where there is insufficient evidence.
(3) The Student Conduct Officer must report any findings arising from the interviews undertaken.
9. Hearing of matter by Student Conduct Committee

(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.

(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.

(3) Subject to subsection (4), failure to comply with the requirement under subsection (3) may result in the abandonment of the allegations.

(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

(1) The Student Conduct Committee may call any person as a witness.

(2) Witnesses must be given at least three (3) days’ notice of the hearing.

(3) A notice under subsection (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

(1) The Committee may ask questions of the student or any witness that is called to the hearing.

(2) 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.

(3) The Committee must:

(a) permit the student to be represented by an advocate of the student’s choice;
(b) 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;
(c) conduct the proceedings in camera; and
(d) 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

(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.

(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
(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.
(2) The notice of appeal must set out the grounds for the appeal.
(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.
(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.
(5) The Chairperson of the Appeals Committee may suspend the implementation of any penalty pending the hearing and determination of the appeal.
(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.
(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.
(8) The Appeals Committee will conduct the proceedings in camera and shall abide by the rules of natural justice.
(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. (10) The Appeals Committee’s decision is final.
(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
A record of any penalty impose shall be kept for a period of five (5) years from the date on which the most recent instance of prohibited conduct occurred. 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.

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

(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.

(2) All actions, suits, legal proceedings that were filed or commenced under the repealed Statute and are not complete at the commencement of this Statute are regarded as:

(a) filed or commenced under this Statute at the commencement of this Statute; or

(b) legal as if the repealed Statute was still in force in relation to such actions, suits or legal proceedings.

(3) Despite the provisions of this Statute, all applications and other matters arising out of the provisions of the repealed Statute which are not determined or otherwise dealt with under that Statute at the commencement of this Statute shall be determined under the corresponding provisions of this Statute.

(4) Every committee existing at the commencement of this Statute relating to the repealed Statute is regarded as a committee established under the corresponding provisions of this Statute.

SCHEDULE

Penalties (Section 13)

<table>
<thead>
<tr>
<th>MISCONDUCT</th>
<th>PENALTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Misconduct in class or facilities</td>
<td>Exclusion from a class or facility for a period not exceeding one (1) week</td>
</tr>
<tr>
<td>Misconduct in accommodation</td>
<td>Fine not exceeding $150 and/or suspension or termination of the student’s residency in the accommodation</td>
</tr>
<tr>
<td>Misconduct in NUSSA premises</td>
<td>Exclusion of the student from NUSSA premises for a period not exceeding one (1) calendar month</td>
</tr>
<tr>
<td>Misconduct in an examination or coursework</td>
<td>suspension from the University for a period not exceeding 3 semesters</td>
</tr>
<tr>
<td>Where a student is found to have engaged in misconduct or a prohibited act under this Statute</td>
<td>Reprimand in writing;</td>
</tr>
<tr>
<td></td>
<td>Being issued with a warning; Fine not exceeding $150;</td>
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<td></td>
<td>delaying the release of the student's examination results for a period not exceeding 2 months;</td>
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<tr>
<td></td>
<td>suspending the student from the University and any class or classes for a period not exceeding 3 months;</td>
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<tr>
<td></td>
<td>cancellation of the enrolment of the student, where the misconduct is repeated;</td>
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<tr>
<td></td>
<td>cancellation of any grade the student may have been credited in the course or examination/test in which the misconduct occurred;</td>
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<tr>
<td></td>
<td>disqualification of the student from consideration for any scholarship, grant or award offered through the University;</td>
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<tr>
<td></td>
<td>requiring the student, in the case of damage to property, to pay any amount by way of restitution within a specified period;</td>
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<tr>
<td></td>
<td>on default of payment of a fine or any amount of restitution, suspend the student from the University until the amount is paid;</td>
</tr>
<tr>
<td></td>
<td>requiring the student to remove any defacement to University premises or property or to render services to the benefit of the University.</td>
</tr>
</tbody>
</table>

**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 Manager. If the ICT Manager 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 Manager 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 Manager 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 Manager shall refer the
complaint to the disciplinary committee (Student Conduct Committee)
for
appropriate action. The possible penalties are:
a 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.
b 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 authorities

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.

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 Manager, Personnel 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
12.2 Users who borrow from overseas libraries must comply with the conditions imposed by those libraries and pay any fees or costs (e.g., 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: 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>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time students</td>
<td>10</td>
<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>
<td>5</td>
</tr>
<tr>
<td>Part-time staff</td>
<td>10</td>
<td>5</td>
</tr>
<tr>
<td>Other users</td>
<td></td>
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<tr>
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</table>

Other users at the discretion of the University Librarian

3 LOAN PERIODS

<table>
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<tr>
<th>Collections</th>
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<th>Reserve &amp; Pacific</th>
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</thead>
<tbody>
<tr>
<td>Pacific Students</td>
<td>14 days</td>
<td>Overnight</td>
</tr>
<tr>
<td>Staff</td>
<td>21 days</td>
<td>Overnight</td>
</tr>
<tr>
<td>Other approved users</td>
<td>14 days</td>
<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

7 PHOTOCOPYING AND PRINTING
The Council of the National University of Samoa pursuant to section 25(2)a of the National University of Samoa Act 2006 makes the following statute:

1 This Statute may be cited as the Honorary Degrees, Titles and Awards Statute and shall come into force on 1 October, 2009.

2 The Council may:

2.1 confer the following honorary degrees: Doctor of the University (DNUS), Doctor of Letters (LittD), Doctorate or Master's Degree in any discipline of the university and

2.2 award any certificate, medal or title as stipulated in sections 6 and 7.

3 The University Honours Committee shall:

3.1 consist of the Pro-Chancellor (Chairperson), the Vice-Chancellor, two further members of Council who are not staff members of the university appointed by Council or the Executive Committee, two Senate members selected by the Senate, and the President or nominee of the Students' Association of the National University of Samoa. The Executive Officer to the Vice-Chancellor or nominee shall be the secretary

3.2 consider nominations and make recommendations to Council or the Executive Committee of Council for the conferment of a degree or presentation of a title, fellowship or award.

4 The members of the University Honours Committee shall hold office for two years but a member of the Council or the academic staff appointed to the committee shall cease to hold office on ceasing to be a member of the Council or the academic staff, as the case may be.

5 Procedure

5.1 The Vice-Chancellor, annually in June and publicly within the university, shall seek nominations for an honorary degree, the title Professor Emeritus or a medal, plaque or certificate. Nominations for the conferment of titles listed as 6.3.2-6.3.7 shall be made by the Vice-Chancellor.

5.2 Nominations for titles and awards under 6.1, 6.2, 6.3.1 shall be submitted in writing and confidentially to the Vice-Chancellor by at least three nominators who must be members of Council and/or the Senate or both of these bodies. No mention or contact should be made with any nominee in case the nomination is unsuccessful. The nomination must include a
statement that provides the reasons/grounds for the nomination. Nominators should ensure that they provide as much detail and evidence or supporting documentation from internal and/or external sources that will enable the University Honours Committee and Council/Executive Committee to make a decision without further reference. If there is any doubt, the Vice-Chancellor or the secretary of the committee should be consulted before the nomination is submitted.

5.3 The Vice-Chancellor shall place every nomination and supporting statements before the University Honours Committee which shall make recommendations to Council or the Executive Committee of Council.

5.4 Only the Vice-Chancellor or nominee may invite a Council or Executive Committee approved nominee to accept the honorary degree, title or award. If the offer is accepted, the Vice-Chancellor may publicly announce the award.

5.5 The conferring of an honorary degree or title and the presentation of an award shall be arranged at the discretion of Council or the Executive Committee.

6 The University Honours Committee may recommend to Council or the Executive Committee:

6.1 for the conferment of an honorary degree (doctorate or master's) on any person who

6.1.1 has a distinguished academic record or has made a distinguished contribution in artistic or creative fields especially to the Samoan community or the Pacific region, or

6.1.2 has an international reputation in any field of endeavour, or

6.1.3 has given eminent service to the university, or

6.1.4 has given long and distinguished service to the university as a member of the general staff, or

6.1.5 has given long and distinguished service to the university as an academic or teaching staff member and who does not have a higher degree;

6.2 for the award of a medal, plaque, certificate for special achievement to any staff member of the university who has made a significant contribution to the university;

6.3 for the conferment of any of the following titles:

6.3.1 Professor Emeritus – on any former professor of the university who has rendered distinguished academic service to the university. The Committee shall consider:

a primarily, the degree of distinction of the nominee’s intellectual and scholarly published contributions – it is not sufficient to have merely performed satisfactorily, even over an extended period, and

b other distinguished service to the university but only in addition to the scholarly contribution, and

c the time over which the contributions a and b were made.

A person appointed as Professor Emeritus shall not be entitled to
remuneration but may receive payment on a sessional basis as a 
guest lecturer, supervisor of a research student, thesis marker, or 
course lecturer. Nominations for Professor Emeritus must be made 
without the knowledge of the nominee and the nominee must not be 
contacted until the nomination has been approved by Council or 
Executive Committee.

The following are to be recommended by the Vice-Chancellor:

6.3.2 Honorary Professor – on a professor from another university whose 
expertise in teaching and research is related to an academic discipline or 
area of study of the university or is an eminent person in a particular 
academic field. Appointment as Honorary Professor shall normally be for a 
period of up to three years. Subject to any directions by Council, the Vice-
 Chancellor shall determine the terms and conditions for an Honorary 
Professor.

6.3.3 Visiting Professor – on a person for no more than one year who has 
already gained the rank of professor and who shall be present on campus. 
Subject to any directions by Council, the Vice-Chancellor shall determine 
the terms and conditions for a Visiting Professor. (There is also a provision 
for Visiting Scholar – see Academic, Teaching & Comparable Staff Policy 
Manual, Part II, Section 4.)

6.3.4 Professorial Fellow – on a person for up to three years who has not 
been appointed a professor but who has achieved, or who has the capacity 
to achieve, an international distinction in research. A Professorial Fellow is 
a person who has clear expertise gained usually in commerce or industry 
or government employment, who can make a substantial contribution to 
the research profile of the university in public policy development or in 
specialised scientific research. A Professorial Fellow will normally be a full-
time member of staff and contribute to the academic activities of the 
university especially in research and publication. The Vice-Chancellor shall 
determine the terms and conditions for a Professorial Fellow.

6.3.5 Adjunct Professor – on a person for up to three years who has achieved 
international eminence in industry, research or educational areas relevant 
to the teaching or research activities of the university. An Adjunct Professor 
will normally contribute to the academic activities of the university on an 
occasional basis. The Vice-Chancellor shall determine the terms and 
conditions for an Adjunct Professor.

6.3.6 Adjunct Associate Professor – on a person for up to three years who 
has achieved national or regional eminence in industry, research or 
educational areas relevant to the teaching or research activities of the 
university. An Adjunct Associate Professor will normally contribute to 
the academic activities of the university on an occasional basis. The Vice-
 Chancellor shall determine the terms and conditions for an Adjunct 
Associate Professor.

6.3.7 Adjunct Teaching/Research Fellow – on a person for up to three years
who has demonstrated excellence in their academic area and is capable of making a significant contribution to the teaching/research activities of a specific academic area on an occasional basis. The Vice-Chancellor shall determine the terms and conditions for an Adjunct Teaching/Research Fellow.

7 A person conferred an honorary degree or title shall have the title and rank of the position, and for university ceremonial purposes, and any other privileges the Council or the Vice-Chancellor may determine.
# TABLE OF FEES

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<thead>
<tr>
<th>COMPULSORY FEES</th>
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<th>$ International</th>
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<tr>
<td>Enrolment package <em>paid once annually</em></td>
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<td>55</td>
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<tr>
<td>Administration/registration <em>paid each semester</em></td>
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<td>182</td>
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<tr>
<td>Students' Association (NUSSA) <em>paid once annually</em></td>
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<tr>
<td>Penalty for late enrolment</td>
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</tr>
</tbody>
</table>

**TUITION FEES** - all tuition fees are per course unless otherwise stated

**Notes:**

- Absolutely no tuition fees will be accepted after the fee deadline - the end of week

  5. Students who have not fully paid their fees by that date will have their enrolment deregistered and any partial payments they have made will be refunded.

- 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.

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**OCEANSIDE PROGRAMMES**

<table>
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<tbody>
<tr>
<td>course codes start with T (fee per course)</td>
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<table>
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<tr>
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**Maritime Programmes (fee per course)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Fee 1</th>
<th>Fee 2</th>
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<tbody>
<tr>
<td>Certificate II: Maritime Training</td>
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<tr>
<td>Certificate III: Able Seafarer (Deck)</td>
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<tr>
<td>Certificate III: Able Seafarer (Engine)</td>
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<tr>
<td>Certificate IV: Marine Engineer (Class 5)</td>
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<td>Certificate IV: Master (Class 5)</td>
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**Mountainside Undergraduate Programmes**

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<td>Bridging and Foundation level courses, except HCS</td>
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<td>1097</td>
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<tr>
<td>100-, 200- &amp; 300-level courses, except HCS</td>
<td>314</td>
<td>1097</td>
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<tr>
<td>Computing (HCS) courses (all levels)</td>
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**Postgraduate Programmes (fee per programme or course)**

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<td>Bachelor of Commerce (Honours) Thesis</td>
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<td>Program</td>
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<tr>
<td>Bachelor of Commerce (Honours) <em>(per course)</em></td>
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<td>1733</td>
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<tr>
<td>Graduate Diplomas <em>(per course)</em></td>
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<td>1733</td>
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<td>PGCert. in Pacific Health Leadership &amp; Mgt Dev. <em>(per programme)</em></td>
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<td>7400</td>
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<tr>
<td>Postgraduate Diploma <em>(per course)</em></td>
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<tr>
<td>Masters Degrees Thesis</td>
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<td>Masters Degrees Coursework <em>(per course)</em></td>
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<tr>
<td>Doctoral Programs (PhD) <em>(per year)</em></td>
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**MISCELLANEOUS FEES**

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<td>Replacement ID card</td>
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<td>Temporary ID slip <em>(per exam)</em></td>
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<td>Exam recount</td>
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<td>Confirmation letter <em>(3 days notice)</em></td>
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<td>11</td>
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<tr>
<td>Confirmation letter <em>(1 day notice)</em></td>
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<tr>
<td>Confirmation of exam timetable</td>
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<tr>
<td>First confirmation of programme completion <em>(10 days notice)</em></td>
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<tr>
<td>Second confirmation of programme completion <em>(3 days notice)</em></td>
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<tr>
<td>Second confirmation of programme completion <em>(1 day notice)</em></td>
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<td>Copy of academic result slip <em>(per slip)</em></td>
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<tr>
<td>Official academic transcript <em>(3 days notice)</em></td>
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<tr>
<td>Official academic transcript <em>(1 day notice)</em></td>
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<tr>
<td>Verification of documents <em>(per sheet)</em></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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<td>Hire deposit for graduation gown, hood and cap</td>
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<td>Value 2</td>
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<td>Change of between 1-5 marks after exam recount</td>
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<tr>
<td>Change of more than 5 marks after exam recount</td>
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<tr>
<td>Return of graduation gown</td>
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<td>83</td>
</tr>
<tr>
<td>Return of graduation gown, hood and cap</td>
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