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Disclaimer Statement
The information provided in this handbook is intended as a guide for NUS students. Provisions, programs, rules and regulations articulated in the Student Handbook may change and as such students are encouraged to consult respective Faculties or Student Administration or the University website for the most up-to-date information.
Talofa lava,

Welcome to the Faculty of Medicine.

Being a medical student is not as simple as studying from the textbooks. When you choose to study medicine, it is a lifelong journey that will shape your perspective of the world around medicine and how it will improve, safeguard and promote peoples health. It will challenge you every day mentally, emotionally, physically and personally for the rest of your life.

The information provided in this handbook will help guide you as you embark your six year journey as a medical student. You will find in here the courses you need to take in order to progress throughout the years, the programme structure, the teaching and support staff at the Faculty of Medicine to ask for assistance on matters pertaining to your studies.

We are here to prepare and develop you into a professional to be responsible for the care of other human beings. You will be asked to arrive early in the morning, stay late in the evening to study and fulfill the requirements in order to successfully pass your courses.

So, it is not an easy option to become a doctor. It will take years of study and hard work.

I wish you the very best on your studies.

Le Mamea Lemalu Dr Limbo Fiu
Dean
Faculty of Medicine
Career Pathways

Medicine offers you the opportunity to improve peoples’ health and ultimately save lives. It may take long years of studies and hard work, however; it will all come out fruitful in the end.

Upon successful completion of the requirements for an MBBS degree, you may pursue any of the following careers within the National Health Service TTM Teaching Hospital:

**Ophthalmologist** – (Eye Specialists)

**Physician Specialist** – (Medical Specialist in many disciplines)

**Surgeon** – (Surgery Specialist in many disciplines)

**Public Health Physician** – (Health promotion, Protection and Prevention)

**Obstetrician/Gynecologist** – (Female Reproductive Health Specialist)

**Paediatrician** – (Kids Specialist)

**Psychiatrist** – (Mental Health Specialist)

**Radiologist** – (X-Rays and Imaging Specialist)

**Primary Care Physician** – (General Practitioner)

**Anaesthesists** – (Care of patients undergoing surgical operations)

**Intensive Care Specialist** – (Care of critically ill patients)

**Emergency Physician** – (Accident and Emergency Physician)

**Dermatologist** – (Skin Specialist)

**Pathologist** – (Body Tissues Specialist)

**Academic Lecturer** - (University Lecturer)

**Medical Administrator** - Management
Academic Advisers/Staff

The following are the key people in our Faculty that you need to know and familiarize yourself with to adequately answer any queries you may have about the programme.

LeMamea Dr Limbo Flu
Dean/Senior Clinical Lecturer
BHB, MBchB Auck, DipBus UNE
Tel: 30422/23 ext 200

Dr Malama Tafuna’i
Senior Clinical Lecturer
MBchB Otago, DipO&G, FRNZCGP
Tel: 30422/23 ext 215

Staff

Tuigamala Dr Stanley Dean
Senior Lecturer
MBBS UPNG, PGDipAnaes

Lalau Dr Faitasi Gae’e
Lecturer
MBBS, S.Pac

Dr Dyon Hansell
Senior Lecturer
MBBS, PgDipSurg, MMed Surg S.Pac

Keresoma Leaupepe
Lecturer
BBiomedSc (Hons), UoO

Alelua Taise
Part Time Lecturer
BSc S.Pac, MSc Ryukyu

Aurora Elsaia
Part Time Lecturer
PgDipBiomedSc, BSc, UoO

Veronika Wong
Student Administration Officer
Cert Mgt, DipMgtStu, BCom S. Pac

Matila Fa’apopo
Senior Library Assistant

Selesitina Ilimaleota
Campus Manager
BA S.Pac, DipMgmt, UNE

Itagia Tagata
Office Assistant
CertOffAdmin&Comp, Tesese
1) Bachelor of Medicine and Bachelor of Surgery (MBBS)

Programme Regulations:
If you have completed your Foundation Certificate in Science or an equivalent and wishes to apply, you must meet criteria (a) or (b) and (f) below to enter our programme.

If you have completed your Bachelor of Science/Health Science or an equivalent and wishes to apply, you must meet criteria (c), or (d) or (e) and (f) below to enter.

1. Admission Requirements
   a. Foundation Certificate (Science) with a minimum aggregate passing grade of **80% in English and best three** from the following subjects;
      - Chemistry
      - Biology
      - Physics
      - Mathematics
      - Computer Studies
   b. A course of study equivalent to that stipulated in (a), or
   c. A Bachelor of Science or Bachelor of Health Science with a minimum average of B3 (65%) or its equivalent, or
   d. A Bachelor of Science or Bachelor of Health Science with a minimum average of B2 (70%) or its equivalent will be eligible to commence from MBBS Year 2, or
   e. A qualification acceptable to the Dean, Faculty of Medicine equivalent to any of the above and
   f. An interview to the satisfaction of the Faculty of Medicine.

2. Mode of Study
   Exclusively full time

3. Duration of Study
   A minimum period of six years

4. Programme Structure
   Unless credit is granted under the Statute/Regulations on Recognition of Prior Learning Learning/Credit & Recognition of Current Competency, this programme consists of **twenty nine courses and a Final Clinical Exam at the end of Year 5**. The courses are:
   HMS111, HMS112, HMS113, HMS114, HMS115, HMS116, HMS117, HMS118; HMS201, HMS202, HMS203, HMS204, HMS205, HMS206; HMS301, HMS302, HMS303, HMS304, HMS305, HMS306; HMS400, HMS401, HMS402, HMS403; HMS500, HMS501, HMS502, HMS503; HMS600 (40 weeks).
### Preclinical Years

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
<th>Year 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>(8 courses)</td>
<td>(6 courses)</td>
<td>(6 courses)</td>
<td>(4 courses)</td>
<td>(4 courses)</td>
<td>(1 course)</td>
</tr>
<tr>
<td>Semester 1</td>
<td>Semester 1</td>
<td>Semester 1</td>
<td>Semester 1</td>
<td>Semester 1</td>
<td>Semester 1</td>
</tr>
<tr>
<td>HMS111</td>
<td>HMS200</td>
<td>HMS300</td>
<td>HMS400</td>
<td>HMS500</td>
<td>HMS600</td>
</tr>
<tr>
<td>HMS112</td>
<td>HMS201</td>
<td>HMS301</td>
<td>HMS501</td>
<td>HMS501</td>
<td>(Trainee Intern Year - weekly based clinical rotations)</td>
</tr>
<tr>
<td>HMS113</td>
<td>HMS202</td>
<td>HMS302</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HMS114</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Semester 2</td>
<td>Semester 2</td>
<td>Semester 2</td>
<td>Semester 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HMS115</td>
<td>HMS203</td>
<td>HMS303</td>
<td>HMS402</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HMS116</td>
<td>HMS204</td>
<td>HMS304</td>
<td>HMS403</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HMS117</td>
<td>HMS205</td>
<td>HMS305</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HMS118</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Year 1 Long Break** | **Year 2 Long Break** | **Year 3 Long Break** | **Year 4 Long Break** | **Year 5 Long Break** | **Graduation**

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**Note:** All courses prescribed above are compulsory.

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5. **Criteria for Progression**

To progress, you must achieve a **minimum grade of C1 (60%)** for ALL MBBS courses unless otherwise stipulated. You must pass all prescribed courses in order to progress to the next year.

Within **the clinical years**, because of the nature of the courses and their content with the added depth of ensuring competency in clinical skills and procedures, if you fail one course in Year 4 or Year 5, you may progress to the next course but will have to repeat this failed course during the long university break at the end of the year.

6. **Criteria for Re-assessment**

Eligibility for re-assessment mark range from 50-59%.

- Should you fail a course, you will have an opportunity to be re-assessed in this course.
- For preclinical students – Year 1, 2 or 3 if you are unsuccessful at this re-assessment, you will need to repeat the course and must pass in order to progress to another year.
- For clinical students - Year 4, 5 and 6 if you are unsuccessful at this re-assessment, you will need to repeat the whole academic year. If you fail two courses or rotations consecutively within one year of your clinical years, you may complete the year but will need to repeat the year in its entirety. This demonstrates concerns in competence and knowledge base which will need more assistance in your learning needs.

---

7. **Criteria for Expulsion**

- During the preclinical years, if you fail the re-assessment at the end of the year you will be required to repeat the course or repeat the whole year. If you fail the repeat course or the repeat year, then you may be asked to leave the programme.

- During the clinical years, if you fail the re-assessment at the end of the year, you will need to repeat the year. If you fail the repeated year you may be asked to leave the programme. The same applies if you fail 2 consecutive courses within a year before an opportunity for
reassessment, i.e., repeat the year and if fails again, you may be asked to leave the programme.

- If the student is caught breaching professionalism standards which are deemed to be “serious breaches” within the realm of the “Code of Professional Standard for Medical Professionals” the student may be asked to leave the programme.

8. Programme Completion
To be awarded the Bachelor of Medicine and Bachelor of Surgery, YOU MUST PASS the 29 courses plus a Final Clinical Exam (FCE) and Objectively Structure Clinical Exam (OSCE) at the end of Year 5. You will also need to complete a successful Trainee Intern Year (Year 6) to ensure a safe transition into the health system and thus be eligible for graduation to be awarded the MBBS degree.

These regulations are effective from 1st February 2016.

2) **Master of Medicine in Intensive Care (MMedIC)**

Programme Regulations:

1. Admission Requirements
An applicant shall be admitted to the Master of Medicine in Intensive Care if that applicant has successfully completed:
   a) A medical degree from a recognized University,
   b) Has successfully completed the Internship years and,
   c) Has a diploma in a clinical specialty

2. Mode of Study
Full time and part time basis

3. Duration of Study
A minimum period of four years

4. Programme Structure
Unless credit is granted under the Regulations on Recognition of Prior Learning, this programme consists of fourteen courses. The courses are: HMS740, HMS741, HMS742, HMS743, HMS744, HMS745, HMS746, HMS747, HMS748, HMS749, HMS750, HMS751, HMS752, and HMS753

<table>
<thead>
<tr>
<th>Year</th>
<th>Course</th>
<th>Duration</th>
<th>Credit Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
<td>HMS740: Organization of Intensive Care</td>
<td>10 weeks</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>HMS741: Circulatory Failure</td>
<td>10 weeks</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td>HMS742: Respiratory Failure</td>
<td>10 weeks</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td>HMS743: Gastrointestinal Emergencies</td>
<td>10 weeks</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td>HMS744: Acute Renal Failure</td>
<td>10 weeks</td>
<td>16</td>
</tr>
<tr>
<td>Year 2</td>
<td>HMS745: Neurological Disorder</td>
<td>10 weeks</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>HMS746: Metabolic and Endocrine Disorders</td>
<td>10 weeks</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>HMS747: Pregnancy</td>
<td>10 weeks</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>HMS748: Sepsis</td>
<td>12 weeks</td>
<td>19</td>
</tr>
<tr>
<td></td>
<td>HMS749: Trauma</td>
<td>8 weeks</td>
<td>13</td>
</tr>
<tr>
<td>Year 3</td>
<td>HMS750: Fluids, Electrolytes, Blood &amp; Nutrition</td>
<td>6 weeks</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>HMS751: Medications</td>
<td>6 weeks</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>HMS752: Critically Ill Child</td>
<td>18 weeks</td>
<td>29</td>
</tr>
</tbody>
</table>
5. **Programme Requirements**

To be awarded the Master of Medicine in Intensive Care a student must pass the fourteen courses as prescribed in (4) above.

These Regulations are effective from 1 January, 2017.
Admission, Early Registrations & Enrolment 2017

Admissions dates
ALL STUDENTS: ADMISSION NOW OPEN UNTIL 25TH JANUARY 2017
CONTINUING STUDENTS: EARLY REGISTRATION OPEN 16TH-25TH JANUARY 2017

WHAT YOU NEED TO BRING
- Completed Admission Form (Admission Form can be uplifted from NUS Student Administration Office OR download from our website www.nus.edu.ws)
- $292 *Enrolment Fee
- Official SSC Results/Certificate (certified copies OR copies with originals)
- Official SSLC Results (certified copies OR copies with originals)
- Birth Certificate OR Passport (certified copies OR copies with originals)
- Overseas students (one certified copy of your overseas results & one certified copy of your passport)
- For mature students ONLY:
  o Reference from your current employer
  o One certified copy of other academic qualifications or transcripts (if applicable)

Admissions Process
1. Student submits completed Admission Form AR2 & certified supporting documents to Student Administration
2. Student Administration forwards to Faculty for assessment & decision
3. Faculty to review and forward decision to Student Administration 1-2 days of receiving forms
4. Student Administration advises approved students to pay Enrolment/Registration fee of;

*ENROLMENT FEES
Enrolment package paid once annually 55
Administration/registration paid each semester 182
Students’ Association (NUSSA) paid once annually 55
TOTAL 292

Academic Advice Briefing
ALL STUDENTS: 25TH – 26TH JANUARY 2017

Enrolment dates
SEMESTER 1: 30TH JANUARY – 3RD FEBRUARY 2017
SEMESTER 2: 26TH – 30TH JUNE, 2017

Late Enrolment dates
SEMESTER 1: 6TH-10TH FEBRUARY 2017
Semester 2: 5TH-9TH JUNE 2017
PENALTY FOR LATE ENROLMENT – NON REFUNDABLE $166.00
What you need to bring on Enrolment Day

If your Admission into the Foundation programme has already been approved

- Bring your original NUS Receipt for the $292 Enrolment fee

If you have NOT been Admitted OR Registered yet, bring the following:

- **Completed Admission Form** (Admission Form can be uplifted from NUS Student Administration Office OR download from our website [www.nus.edu.ws](http://www.nus.edu.ws))
- **$292 *Enrolment Fee**
- **Official SSC Results/Certificate** (certified copies OR copies with originals)
- **Official SSLC Results** (certified copies OR copies with originals)
- **Birth Certificate OR Passport** (certified copies OR copies with originals)
- **Overseas students** (one certified copy of your overseas results & one certified copy of your passport)
- For **mature students ONLY:**
  - Reference from your current employer
  - One certified copy of other academic qualifications or transcripts (if applicable)

**Enrolment Process - 10 Steps**

**Step 1:** Student Administration: check SSLC results for eligibility to enroll

**Step 2:** Student Administration: enter Personal Data into Artenna

**Step 3:** Finance: Issue invoice, process registration fee payment & issue enrolment pack

**Step 4:** Students whose Admissions already approved and have already paid their Enrolment Fee plus continuing students who have paid their Registration prior to Enrolment week to start here – present your receipt to uplift Enrolment package.

**Step 5:** Student Administration: Continuing students ONLY – issue transcript

**Step 6:** Deans (or Dean’s nominees): approval programme

**Step 7:** Faculty Secretaries: data entry of enrolment

**Step 8:** Student Administration & Finance: data entry checking and fees invoice printing

**Step 9:** Printery: ID card production

**Step 10:** Finance: fee payment

Fees payment at the Finance section. (If you have your fees with you). Otherwise please note the Fees deadlines below.

- **Semester 1 deadline:** 17 March 2017
- **Semester 2 deadline:** 18 August 2017

**Your enrolment pack**

Will include the following plus other important information regarding the University and its services;

- AR01 – Application Form for Admission (if you have not obtained one earlier)
- AR02 – Enrolment Form
- Calendar 2017
- Student Diary
APPLICATION FOR ADMISSION

National University of Samoa

APPLICATION CHECKLIST

Applicants are to use this form if they are APPLYING to the National University of Samoa (NUS) for the FIRST TIME, or by NUS STUDENTS APPLYING for ADMISSION TO A NEW PROGRAMME. (NUS students need not submit documents listed below unless otherwise required).

Please tick the boxes below to indicate the documents that are attached to this form.

☐ Certified copy of birth certificate or passport
☐ Certified copies of Samoa School Certificate (except if still awaiting results)
☐ Certified copies of SSLC (except if still awaiting results)
☐ Certified copies of tertiary qualifications (except for qualifications obtained through NUS)
☐ Research Proposal for Master’s by Thesis & Doctoral applicants only
☐ Other documents (please specify) ____________________________

For mature applicants

☐ Evidence from employers and/or trainers of at least two years’ full-time relevant work experience and/or training (e.g. curriculum vitae including referees, letter of recommendation, etc.)

Please ensure that you have all the requirements stated in this checklist before submitting this form.

i. Your application will be deemed incomplete if all the necessary documents are not submitted.
ii. Photocopied (non-original) documents must be certified by a Justice of the Peace, the Office of the Attorney-General or the Student Administration Office at NUS.
iii. Do not submit photocopies of a certified copy.

UNIVERSITY CONTACT DETAILS

Mailing address:
Student Administration Office
Chancellery Building
Le Papalagala Campus
National University of Samoa
PO Box 1622
To ‘omatagi
SAMOA
Website:
http://www.nus.edu.ws/

Telephone: (+685) 20072 exts
126/127/128/132/297

Fascimile: (+685) 25489
Email: studentenquiries@nus.edu.ws
APPLICATION FOR ADMISSION

National University of Samoa

SECTION A  APPLICANT DETAILS (PLEASE PRINT CLEARLY IN CAPITAL LETTERS)

<table>
<thead>
<tr>
<th>NUS student ID number (if applicable)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Last name(s)</td>
<td></td>
</tr>
<tr>
<td>First name(s)</td>
<td></td>
</tr>
<tr>
<td>Date of birth (dd-mm-yyyy)</td>
<td></td>
</tr>
<tr>
<td>Title (please tick one)</td>
<td>☐ Other ☐ Mr ☐ Mrs ☐ Ms</td>
</tr>
<tr>
<td>Gender (please tick one)</td>
<td>☐ Male ☐ Female</td>
</tr>
<tr>
<td>Village</td>
<td></td>
</tr>
<tr>
<td>Marital status (please tick one)</td>
<td>☐ Single ☐ Married ☐ Divorced ☐ Widowed</td>
</tr>
<tr>
<td>Contact phone number (landline)</td>
<td></td>
</tr>
<tr>
<td>Contact phone number (mobile)</td>
<td></td>
</tr>
<tr>
<td>Contact email</td>
<td></td>
</tr>
<tr>
<td>Citizenship of applicant</td>
<td></td>
</tr>
<tr>
<td>Last school attended</td>
<td></td>
</tr>
<tr>
<td>Personal contact in case of emergency</td>
<td></td>
</tr>
<tr>
<td>Relationship to applicant</td>
<td></td>
</tr>
<tr>
<td>Their phone number</td>
<td></td>
</tr>
</tbody>
</table>

SECTION B  PROGRAMME AND MAJORS/MINORS (PLEASE PRINT CLEARLY IN CAPITAL LETTERS)

Programme you wish to apply for (e.g. Bridging course, Foundation, Certificate, Certificate, Diploma, Bachelor, Graduate Diploma, Post-graduate Diploma, Masters)

Majors/Minors - you only fill out these sections if you are applying for a degree (e.g. Bachelor of Arts, Bachelor of Commerce, Bachelor of Education, Bachelor of Nursing, MBBS or Bachelor of Science Program)

Please fill in all three choices as 2nd and 3rd choices may be considered if places are not available or if you do not qualify for your 1st choice

<table>
<thead>
<tr>
<th>Programme</th>
<th>Major(s)</th>
<th>Minor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st choice</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2nd choice</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3rd choice</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# APPLICATION FOR ADMISSION

**National University of Samoa**

## SECTION C  EDUCATIONAL BACKGROUND (PLEASE PRINT CLEARLY IN CAPITAL LETTERS)

A. College (Secondary) Qualifications  
   Certified copies must be attached (except if still awaiting results)

   i. Samoa School Certificate or equivalent

<table>
<thead>
<tr>
<th>Year Sat</th>
<th>Total of English &amp; best three subjects</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject</td>
<td>Score</td>
</tr>
<tr>
<td>English</td>
<td></td>
</tr>
</tbody>
</table>

   ii. SSLC or equivalent

<table>
<thead>
<tr>
<th>Year Sat</th>
<th>Total of English &amp; best three subjects (raw scores)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject</td>
<td>Score</td>
</tr>
<tr>
<td>English</td>
<td></td>
</tr>
</tbody>
</table>

B. Tertiary Qualifications

<table>
<thead>
<tr>
<th>Qualification (e.g. Diploma Secretarial Studies)</th>
<th>Years attended (e.g. 2001-2002)</th>
<th>Institution (e.g. Samoa Polytechnic)</th>
<th>Qualification completed (Y/N)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## SECTION D  RELEVANT WORK EXPERIENCE AND/OR TRAINING (PRINT CLEARLY IN CAPITAL LETTERS)

<table>
<thead>
<tr>
<th>Employer</th>
<th>Position</th>
<th>Period of employment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## SECTION E  APPLICANTS WITH A DISABILITY

The National University of Samoa has a strong tradition of supporting individuals with disabilities to thrive at the University. To ensure that individuals with a disability at the University are provided with equal opportunity, applicants are encouraged to indicate any support the University may offer them. Any disclosure of disability will be used for administrative purposes alone, and will be treated with confidentiality.

## SECTION F  DECLARATION

I declare that the information I have given in this application is true and complete. I understand that giving false information may result in my exclusion from the University.

Signature of Applicant ___________________________ Date ____________

Page 3 of 4
APPLICATION FOR ADMISSION

FOR OFFICIAL USE (PLEASE PRINT CLEARLY IN CAPITAL LETTERS)

1. Application review
   □ COMPLETE □ INCOMPLETE □ HOLD □ PENDING RESULTS

   Comments: ____________________________
   Reviewed by: ____________________________ Date: ____________________________

2. Application forwarded to Faculty

   Entered by: ____________________________ Date: ____________________________

3. Application assessment
   □ APPROVED □ NOT APPROVED

   Programme: ____________________________ Major(s): ____________________________ Minor(s): ____________________________

   Notes by authorising officer on decision taken: ____________________________
   Authorised by: ____________________________ Date: ____________________________

4. Application database update

   Updated by: ____________________________ Date: ____________________________

CLOSING DATES

DEADLINE Submission of Applications for Admission to the Student Administration Office are:

   SEMESTER 1: January       SEMESTER 2: June

   Once you are approved for admission then you must see the faculty to enrol in courses for each semester.

   Enrolment SEMESTER 1: February       SEMESTER 2: July

   Specific dates are available from the University Calendar.
# Application for Admission to NUS Faculty of Medicine

To be completed by people who wish to enrol at NUS FOM for the first time
Please print clearly in CAPITAL letters

## Office Use Only
Programme
Student ID

## 1 Personal Information

<table>
<thead>
<tr>
<th>LAST NAMES</th>
<th>First Names</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Title *(please circle one)*

<table>
<thead>
<tr>
<th>Mr</th>
<th>Mrs</th>
<th>Ms</th>
</tr>
</thead>
</table>

Date of Birth *(dd-mmm-yyyy)*

Contact Phone Number: Landline

Contact Phone Number: Mobile

Person to Contact in Emergency

<table>
<thead>
<tr>
<th>Their Phone Number</th>
</tr>
</thead>
<tbody>
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Applicant's Citizenship

Last School Attended

## 2 Educational Background

### a Secondary Qualifications

**Certified copies must be attached (except if still awaiting results)**

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<tr>
<th>Subject</th>
<th>English</th>
<th>Year Sat</th>
<th>Total of English &amp; best 3</th>
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### ii PSSC

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### b Tertiary Qualifications

**Certified copies must be attached**

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<th>Qualification</th>
<th>Years Attended</th>
<th>Institution</th>
<th>Qualification Completed?</th>
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<td>eg Diploma Secretarial Studies</td>
<td>eg 2001-2002</td>
<td>eg Samoa Polytechnic</td>
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3. Write a statement explaining why you wish to study medicine (in English, half to one page–please attach additional pages if necessary).

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4 Relevant Work Experience and/or Training

For mature applicants, evidence from employers and/or trainers of at least two years full-time relevant work experience and/or training must be attached.

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<th>Employer</th>
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5 Declaration

I declare that the information I have given in this application is true and complete. I understand that giving false information may result in my exclusion from the university.

Signature of Applicant __________________________ Date __________________________

IMPORTANT:

The following must be attached to the completed application form:

- [ ] Birth Certificate
- [ ] Academic Transcripts
- [ ] Reference from Employer (if applicable)
- [ ] Curriculum Vitae (CV)
- [ ] Police Report

APPLICATION FORM TO BE SUBMITTED TO FACULTY OF MEDICINE MOTO’OTUA CAMPUS LOCATED AT NATIONAL HEALTH COMPLEX – DIRECTLY NEXT TO THE TTM NEW HOSPITAL

17
Enrolment Form (ARo2)
Completing the Enrolment Form

- Upon receiving your AR02 Enrolment Form
- You need to fill in your details (Surname, First and Middle Name/s, Programme, Contact Numbers, then Sign and date the Student declaration to obey the NUS Rules)
- You also need to fill in the prescribed courses
- Fill in the correct Course code and Course title from the Student Handbook
- Obtain the Dean’s final approval
- Hand your form to the Secretary to enter into the system (Enrolment Step 7)
- Obtain a copy of your Invoice printout with fees info & due date before you leave the Enrolment Centre (NUS Gym)
Courses

1. Bachelor of Medicine and Bachelor of Surgery (MBBS)

**HMS111  ANATOMY**
This course introduces students to the structure of the human body. Students will demonstrate knowledge of anatomical structures and their function. Students will also be able to apply knowledge of the normal structure and functions of the body at different organizational levels to the understanding of health and disease.

*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 underlying 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 introduces students to population health principles and their role in understanding disease patterns and distribution. The course focuses on health systems of pacific people and vulnerable groups within their communities. The course introduces students to principles of evidence base medicine.

*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.
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  MUSCULOSKELETAL SYSTEM
This course covers detailed learning of musculoskeletal disease and disorders, focusing on the study of pathophysiological processes linking normal structure and function to disease states of muscles, bones and joints.

Offered: Semester 1
Prerequisites: Successful Completion of MBBS Year 1
Contact hours per week: 6
Assessment: 15% research, 35% mid semester exam & 50% final examination

HMS201  CARDIOVASCULAR SYSTEM
This course introduces students to basic anatomy, physiology, pathology and pharmacology of the cardiovascular system. Students will learn the most common diseases states of the heart and blood vessels.

Offered: Semester 1
Prerequisites: Successful Completion of MBBS Year 1
Contact hours per week: 6
Assessment: 15% research, 35% mid semester exam & 50% final examination

HMS202  RESPIRATORY SYSTEM
This course introduces students to the basic anatomy, physiology, pathology and pharmacology of the respiratory system. Students will learn the most common diseases of the lung and respiratory system.

Offered: Semester 1
Prerequisites: Successful Completion of MBBS Year 1
Contact hours per week: 9
Assessment: 15% research, 35% mid semester exam & 50% final examination

HMS203  GENITOURINARY SYSTEM
This course introduces students to the basic anatomy, physiology, pathology and pharmacology of the genitourinary system. Students will learn the most common disease states of the reproductive organs and the urinary system.

Offered: Semester 2
Prerequisites: Successful Completion of MBBS Year 1
Contact hours per week: 10
HMS204 NERVOUS SYSTEM
This course introduces students to basic anatomy, physiology, pathology and pharmacology of the nervous system. Students will learn the pertinent clinical features of the most common disease states of the brain and spinal cord.
Offered: Semester 2
Prerequisites: Successful Completion of MBBS Year 1
Contact hours per week: 9
Assessment: 15% research, 35% mid semester & 50% final examination

HMS205 GASTROINTESTINAL SYSTEM
Students will learn to describe in detail the pertinent clinical features of the most common disease states of all organs of the gastrointestinal tract and accessory organs including the salivary, pancreas, liver and the gall bladder.
Offered: Semester 2
Prerequisites: Successful Completion of the MBBS Year 1
Contact hours per week: 9
Assessment: 15% research, 35% mid semester exam & 50% final examination

HMS300 METABOLIC, NUTRITION, BODY SYSTEM REGULATION
This course will introduce students to normal process underlying metabolism, nutrition and body regulation and the common disorders affecting these functions.
Offered: Semester 1
Prerequisites: Successful Completion of MBBS Year 2
Contact hours per week: 10
Assessment: 15% research, 35% mid semester exam & 50% final examination

HMS301 BLOOD AND NEOPLASIA
This course will introduce students to the normal structure and function of the blood and common disorders and diseases of the blood. Basic dynamics of neoplasms will also be covered.
Offered: Semester 1
Prerequisites: Successful Completion of MBBS Year 2
Contact hours per week: 10
Assessment: 15% research, 35% mid semester exam & 50% final examination

HMS302 ENDOCRINOLOGY SYSTEM
This course introduces students to basic anatomy, physiology, pathology and pharmacology of the endocrine glands. Students will learn the pertinent clinical features of the most common disease states of this system.
Offered: Semester 1
Prerequisites: Successful Completion of MBBS Year 2
Contact hours per week: 9
Assessment: 15% research, 35% mid semester exam & 50% final examination

HMS303 REPRODUCTION, AGING AND DEVELOPMENT
Students will learn to describe in detail the structure and function of reproduction, development and aging and the pathophysiological processes linking normal to disturbed function and disease states in these areas.
Offered: Semester 2
Prerequisites: Successful Completion of MBBS Year 2
Contact hours per week: 9
Assessment: 15% research, 35% mid semester exam & 50% final examination

HMS304 SPECIAL SENSES
This course introduces students to basic anatomy, physiology, pathology and pharmacology of the special senses in health and disease focusing on structures located in the head and neck.
Offered: Semester 2
Prerequisites: Successful Completion of MBBS Year 2
Contact hours per week: 9
Assessment: 15% research, 35% mid semester exam, 50% final examination, 80% OSCE stations
HMS305  IMMUNITY AND INFECTION
Students will learn to describe the pertinent clinical features of the most common disease states of
the immune system and demonstrate the relevant clinical skills to diagnose and manage each
condition. Students will also learn the impact of infections on the human body and the
pathophysiological processes underlying infection.
Offered: Semester 2
Prerequisites: Successful Completion of MBBS Year 2
Contact Hours per week: 10
Assessment: 15% research/presentations, 35% mid semester exam, 50% final examination & 80% OSCE stations

HMS400  INTERNAL MEDICINE 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 MBBS Year 3
Contact hours per week: 40
Assessment: 65% clinical assessment & 35% final examination

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 – such as soft
tissues, bones, muscles and joints to name a few.
Offered: Twelve weeks following HMS400
Prerequisites: Successful completion of HMS400
Contact hours per week: 40
Assessment: 100% clinical case discussion, audit reports, formative assessment

HMS402  PRIMARY CARE ATTACHMENT
This course exposes students to the care of patients in the Primary Health Care setting. Students will
be able to identify, manage and address a broad range of problems and health concerns at the
community and primary care level.
Offered: Twelve weeks following HMS401
Prerequisites: Successful completion of HMS401
Contact hours per week: 40
Assessment: 100% clinical case discussion, audit report, formative assessment

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: 100% clinical case discussion, audit reports, formative assessment

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: First twelve weeks of MBBS Year 5
Prerequisites: Successful completion of MBBS Year 4
Contact hours per week: 40
Assessment: 100% clinical case discussion, audit reports, formative assessment
HMS501  PAEDIATRIC CLINICAL ATTACHMENT
This course covers a wide range of conditions affecting the health and wellbeing of newborns, infants and young children. The course provides students with the knowledge and skills of how to diagnose and manage common diseases affecting young people in the hospital and community setting.

Offered: Ten weeks following HMS500
Prerequisites: Successful completion of MBBS Year 4
Contact hours per week: 40
Assessment: 100% clinical case discussion, audit reports, formative assessment

HMS502  EMERGENCY MEDICINE AND ANAESTHESIA 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. The course will also introduce students to basic principles of anaesthesia.

Offered: Four weeks following HMS501
Prerequisites: Successful completion of HMS501
Contact hours per week: 40
Assessment: 100% clinical case discussion, audit reports, formative assessment

HMS503  ELECTIVE ATTACHMENT
This course encourages the student to engage in an area of medicine they are interested in with defined learning objectives and conduct an audit/research. Research and analytical skills are emphasized and must be developed as the clinician’s social responsibility within the community.

Offered: Twelve weeks following HMS502
Prerequisites: Successful completion of MBBS Year 4
Contact hours per week: 40
Assessment: Research 60%, CAT reports 15%, Community Project 10%, Supervisor Report 15%

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

2). Master of Medicine in Intensive Care (MMedIC)

HMS740  ORGANIZATION OF INTENSIVE CARE
Learners will understand the different approaches on how to best manage acutely unwell patients in a setting of significant resource constraint, working collaboratively with other professionals to deliver agreed outcomes and establish systems to monitor and respond to unstable patients in wards, in the Intensive Care Unit (ICU) and whilst in transport.

Offered: First ten weeks
Prerequisites: An undergraduate degree in Medicine and a postgraduate diploma in any field of medicine including Anaesthesia, Paediatrics, Surgery, Emergency Medicine, Primary Care and Rural Medicine.
Contact hours per week: 4
Assessment: 40% written exam, 30% log book, 30% supervisor report.

HMS741  CIRCULATORY FAILURE
This course introduces learners to the initial assessment resuscitation and ongoing management of critically ill patients with circulatory failure from multiple causes. It encompasses an understanding of diagnostic criteria, monitoring and appropriate medical and surgical interventions.

Offered: Ten weeks following HMS740
Prerequisites: A satisfactory performance in all components of the HMS740 assessment.
Contact hours per week: 4
Assessment: 40% written exam, 30% log book, 30% supervisor report.

HMS742 RESPIRATORY FAILURE
Learners will understand the principles and practice necessary to assess and effectively manage disorders of the airway and breathing that commonly occur in the critically ill patient.
Offered: Ten weeks following HMS741
Prerequisites: A satisfactory performance in all components of the HMS741 assessment.
Contact hours per week: 4
Assessment: 40% written exam, 30% log book, 30% supervisor report.

HMS743 GASTROINTESTINAL EMERGENCIES
This course covers the initial assessment resuscitation and ongoing management of critically ill patients with gastrointestinal disorders. The successful management of these patients requires a close working relationship with surgeons and anaesthetists.
Offered: Ten weeks following HMS742
Prerequisites: A satisfactory performance in all components of the HMS742 assessment.
Contact hours per week: 4
Assessment: 40% written exam, 30% log book, 30% supervisor report.

HMS744 ACUTE RENAL FAILURE
Learners will be able to recognize which patients are at risk of acute kidney injury and how to prevent it, who is suitable for emergency dialysis, all the way through to the management of acute life threatening renal failure in the critically ill patient.
Offered: Ten weeks following HMS744
Prerequisites: A satisfactory performance in all components of the HMS743 assessment.
Contact hours per week: 4
Assessment: 40% written exam, 30% log book, 30% supervisor report.

HMS745 NEUROLOGICAL DISORDER
This course covers the basis for consciousness and causes of unconsciousness and the normal functioning of the central nervous system. Learners will learn to be competence in reading Computed Tomography (CT) scans.
Offered: Ten weeks following HMS744
Prerequisites: A satisfactory performance in all components of the HMS744 assessment.
Contact hours per week: 6
Assessment: 40% written exam, 30% log book, 30% supervisor report.

HMS746 METABOLIC AND ENDOCRINE DISORDERS
Learners will be able to manage the impact of critical illness on metabolism and the function of endocrine system as well as primary disorders of those systems leading or contributing to critical illness.
Offered: Ten weeks following HMS745
Prerequisites: A satisfactory performance in all components of the HMS745 assessment.
Contact hours per week: 4
Assessment: 40% written exam, 30% log book, 30% supervisor report.

HMS747 PREGNANCY
This course covers the initial assessment and ongoing management of the critically ill pregnant patient and her child and will concentrate on pre-eclampsia, eclampsia and other severe pre-existing disease in pregnancy. Knowledge of the physiological changes that accompany pregnancy will be covered.
Offered: Ten weeks following HMS746
Prerequisites: A satisfactory performance in all components of the HMS746 assessment.
Contact hours per week: 4
Assessment: 40% written exam, 30% log book, 30% supervisor report.

HMS748 SEPSIS
Learners will be able to effectively manage the critically ill patient with severe sepsis and septic shock and especially those with soft tissue infection. Learners will also be able to effectively manage antibiotic use, recognise and appropriately treat nosocomial infection and become expert at recognising and managing tropical infections at home.
Offered: Twelve weeks following HMS747  
Prerequisites: A satisfactory performance in all components of the HMS747 assessment.  
Contact hours per week: 4  
Assessment: 40% written exam, 30% log book, 30% supervisor report.

HMS749  TRAUMA  
This course covers the principles and practice necessary to assess and effectively manage the critically ill patient with severe trauma.  
Offered: Eight weeks following HMS748  
Prerequisites: A satisfactory performance in all components of the HMS748 assessment.  
Contact hours per week: 4  
Assessment: 40% written exam, 30% log book, 30% supervisor report.

HMS750  FLUIDS, ELECTROLYTES, BLOOD AND NUTRITION  
Learners will understand fluid shifts associated with critical illness, how to appropriately use fluid and electrolyte therapy and blood and blood products to appropriately resuscitate patients and provide maintenance fluid. Learners will also be able to demonstrate understanding of haemostatis and strategies to prevent deep venous thrombosis and provide adequate enteral and parenteral nutrition to intensive care patients.  
Offered: Six weeks following HMS749  
Prerequisites: A satisfactory performance in all components of the HMS749 assessment.  
Contact hours per week: 4  
Assessment: 40% written exam, 30% log book, 30% supervisor report.

HMS751  MEDICATIONS  
This course covers the pharmacology and practical use of sedative and analgesic medications, and a range of vasoactive drugs to support the circulation in the intensive care setting.  
Offered: Six weeks following HMS750  
Prerequisites: A satisfactory performance in all components of the HMS750 assessment.  
Contact hours per week: 4  
Assessment: 40% written exam, 30% log book, 30% supervisor report.

HMS752  CRITICALLY ILL CHILD  
This course provides learners with the expertise to recognize, resuscitate and manage critically ill children.  
Offered: Eighteen weeks following HMS751  
Prerequisites: A satisfactory performance in all components of the HMS751 assessment.  
Contact hours per week: 4  
Assessment: 40% written exam, 30% log book, 30% supervisor report.

HMS753  RESEARCH PROJECT  
This final paper will equip learners to become clinical researchers. Learners will gain the ability to critically analyse medical literature and have a questioning attitude to own clinical practice and be able to conduct ongoing systematic audits and reviews.  
Offered: Twenty eight weeks following HMS752  
Prerequisites: A satisfactory performance in all components of the HMS752 assessment.  
Contact hours per week: 1  
Assessment: 10% Research design, 20% Research proposal, 10% clinical audit, 10% Systematic review essay, 30% Written research, 20% Presentation.
Scholarships

Undergraduate Scholarships

Every year, the ultimate aim for many Foundation students is to secure a fully-funded scholarship to study overseas at the end of their Foundation year. In previous years, many foundation students with an average of 85 did not receive a scholarship because the cut-off average for scholarships was higher than 85. Last year there were only 90 scholarship awards given out from the Governments of Australia, New Zealand and Samoa to Foundation and open category candidates. So as you can imagine, as the number of scholarships decrease each year - the competition to secure one is not easy. It will require a lot of consistent hard work throughout the year on your part.

Currently there are ten (10) Government scholarship awards for students to study the MBBS degree locally. All students must have an average of 80% in English and best three from any science courses in the Foundation Science Certificate. Students who have completed a Bachelor of Science or Health Science with averages of 65% or 70% in English and best three science courses are also eligible to apply for a scholarship.

Postgraduate Scholarships

There are also numerous opportunities for degree-holders (those who have completed a Bachelor’s degree in any field) to study overseas through the many partner agreements that NUS has established with overseas universities. For example:

- CARPIMS Scholarship Scheme (to undertake Postgraduate studies in the Caribbean and USP)
- CARIBU Scholarship Scheme (to undertake PG studies in Europe)
- ANGLE Scholarship (to undertake PG studies in Europe) to name a few.

For more information on International Scholarships undertake postgraduate Studies overseas please contact the NUS International Office
Fees

The Compulsory Registration Fee of $292 needs to be paid on the day of enrolment in order to receive your enrolment package. That amount is to cover the following:

- Enrolment package (non-refundable) paid once annually $55
- Administration/registration paid each semester $182
- Students' Association (NUSSA) paid once annually $55

Total Registration Fee $292

There is also a penalty fee of $116 for late enrolment.

1. **MBBS Programme Fee Structure**

**Local students:**

The annual tuition fee for local students is ST12,538 or ST6,269 per semester. Below is the breakdown per course:

- MBBS Year 1 $1,567.25 per course
- MBBS Year 2 & 3 $2,089.67 per course
- MBBS Year 4 & 5 $3,134.50 per course
- MBBS Year 6 $12,538

Absolutely no tuition fees will be accepted after the deadline. Students who have not fully paid their fees by that date will have their enrolment cancelled and any partial payments they have made will be refunded.

**International students:**

The annual tuition fee for international students is ST35,000 or ST17,500 per semester. Below is the breakdown per course:

- MBBS Year 1 $4,375 per course
- MBBS Year 2 & 3 $5,834 per course
- MBBS Year 4 & 5 $8,750 per course
- MBBS Year 6 $35,000

2. **Master of Medicine in Intensive Care (MMedIC) Programme Fee Structure**

The annual tuition fee for local students is ST30,000 for the first and second year, and ST60,000 for the final year.
Services

Student Administration Services
All matters relating to your academic programmes, enrolment, graduation, transcripts, etc, should be directed to Student Administration Services, they are your first point of contact for information and direction to the appropriate Faculties. Our Student Administration manager is Ms Malosuēilefilemu Angeline Alama.

Student Support Services
The Student Support Services is located upstairs at the two-storey house behind the Finance Building. This office consists of the Student Counselors and the (soon to be appointed) full-time Literacy and Numeracy tutors. It is also where the International Office will be located. For more information about the Student Support Services contact the Student Support Service Manager: Mrs Faletui Toma

Counselling
NUS offers professional student counselling services to any student who is undergoing emotional hardship either through the loss of a loved one through death, or the separation or divorce of parents, or boy-girl relationship breakdown, or for whatever reason. Please contact one of our Student counsellors; either Luagalau Foisagaasina E. Shon or Mr Lipine Petaia Peresitene (PDL) at the Student Counselling Office at the two-storey house behind the Finance Building (next to the Security Checkpoint at the main Gate).

International Office
The International Office deals with matters concerning all the International students enrolled in NUS. All matters concerning student exchange programs, overseas scholarships, staff mobility schemes as well as matters concerning our NUS MOUs with overseas universities are handled by the International Office. For more information contact the International Office Coordinator: Ms Iliganoa Matuú.

Library
The Library or the NUS Learning Resources Centre is situated upstairs the Cafeteria. This is where all the reference materials such as books, periodicals or journals on most subjects offered at NUS are held. It also houses a comprehensive Samoan Collection. There is limited seating for students and it is a designated Wi-Fi Hotspot. For more information about the Library please contact the University Librarian: Mr Avalogo Togi Aifaí Tunupopo, or visit the Library to sign-up for their Library Tours during Orientation.

Book shop
The bookshop is located (upstairs the cafeteria) on the right, before you enter the library. This is where you can purchase stationery items, buy text books as well as the place where you uplift your course readers and course materials after you pay the appropriate fees at Finance. They also print handouts at a cost and do photocopying as well as issue Student ID cards. For more enquiries please visit the NUS Marketing and Bookshop Manager: Mrs Maria Faamusami Ale at the NUS Book Shop.

Medical & Health Clinic
The Health Clinic is run and operated by the experienced and qualified nurses from our School of Nursing and Health Sciences. This is located at the Gym on your immediate left when you enter. This
service is free to all current NUS students and staff. Students are encouraged to visit the friendly nurses there for General or Reproductive Health concerns. The nurses there are professionals and your concerns will be treated confidential and with respect. The Health Clinic opens from 9am – 3pm during normal semester days.

Recreation and Fitness Centre
The NUS Gym houses our recreation and fitness facilities and equipment. The east wing has all the weights and cardio-fitness equipment, while the west wing houses the squash courts. The main gym area has the basketball, volleyball and netball courts. This is the same area where the popular NUS after-work zumba and aerobics classes are held. The Gym team organizes the annual sports events and fitness programmes for the year that are held at the Gym. For more information on fees to use the facilities or join the zumba classes please contact our NUS Gym Manager: Mrs Puna Muaitau.

Finance
The Finance Building houses the Finance Office and the Academic Audit Unit. The Finance Office is where you pay your fees. The 10th of March this year is the deadline for payment of all Semester 1 fees. The 11th of August this year is the deadline for payment of all Semester 2 fees.

Cafeteria
The cafeteria is located opposite the Physics lab, downstairs the main NUS Library. Check it out when you are free and hungry. Please spend less time in the cafeteria and more time upstairs in the library studying.

Lausinasina Dance Club
This is a traditional Samoan dance group for young women and girls from as young as age 5 to learn the Siva Samoa. Female students are welcome to join. For further information contact Puna Muaitau at the NUS Gym.

Music & Expressive Arts
Over the years, we have also witnessed some very talented science students joining the Music and Expressive Arts Club on campus. To sustain your interest in music and the arts enquire at the Faculty of Education’s Expressive Arts Department.

NUS Student Association
As part of the $292 Enrolment / Registration Fee that you pay during your Admission to NUS, $55 of that amount is for the compulsory Student Association (NUSSA) fee. The Association recently renovated its office at the Oceanside opposite the APTC. Please contact the Student Counsellors for more information about the Student Association activities this year.

Academic Quality Unit
The Academic Quality Unit is the body responsible for ensuring that the quality of the courses and programmes that you undertake are consistent with the quality of the courses and programmes offered overseas. This unit was established last year and is headed by Ms Tea Tepora Wright. The AQU is housed at the Finance Building.

Ocean Campus (Mulinuú)
On 7 November 2015, the NUS Ocean Campus at the Mulini’u peninsula was officially opened by the Prime Minister of Samoa, Hon Tuilaepa Sailele Malielegaioi and His Excellency the Chinese
Ambassador to Samoa, HE Wang Xuefeng. The Ocean campus houses our Maritime Training School (MTS) and our Marine and Environmental Research Centre (MERC). The 3-storey complex was built by Chinese Aid and it features a two-storey hostel for maritime students, a cafeteria, wet and dry labs, classrooms, staff offices, a marine species museum, a conference room, a computer lab, a medical clinic, simulator rooms, several workshops, a fire-fighting facility and a small wharf for training purposes and a jetty.

**Student Grievance**
A student grievance is when a student has a cause for complaint. The National University of Samoa provides avenues by which students may resolve a grievance. The NUS Student Grievance Procedures (2016) outlines ways in which students may address their concerns or causes for complaint. The Student Grievance Procedure may be found in the NUS Calendar or on the university website. Please consult one of the Student Counsellors for assistance.

**Student Conduct**
As an enrolled student of the National University of Samoa, students agree to abide by all University Statutes and Regulations. This also includes the Statute on Student Conduct 2016. This statute outlines the University’s expectations of student behaviour and conduct. This includes how students behave or conduct themselves on campus and towards fellow students and University staff. Failure to abide by these rules in the Statute on Student Conduct may result in several penalties including suspension or expulsion. The Statute on Student Conduct may be in found in the NUS Calendar or on the university website.
Glossary

- **Enrol** – the formal process of admitting & registering your name into a programme of study or course provided you meet the entry criteria.

- **Entry criteria** – the minimum set required standard that you must meet in order to enter/qualify for enrolment into a programme of study.

- **Aggregate** – the combined grade total of PSSC English plus your other best three PSSC subjects.

- **Programme** – a plan outlining the specific courses you need to study and complete for a specific qualification.

- **Course** – a prescribed semester-long study in a subject area or a prescribed rotation in a number of weeks for clinical years.

- **Semester** – the academic year is divided into two 14-week periods known as semesters.

- **Pre-requisite** – a pre-condition that you must satisfy first before you take a course.

- **Faculty** – an administrative unit consisting of academic departments headed by a dean. (You will enrol under a faculty and that faculty will be responsible for your programme of study and will monitor your academic progress).