

ACADEMIC REGULATIONS AND PROCEDURES

The academic regulations and procedures provide a framework of rules related to learning and teaching. They help ensure that students receive consistent and equitable assistance, and that programmes are sustainable and meet academic standards.

These regulations and procedures apply to all students, programmes and awards. The Senate approves and administers these regulations and procedures which are subject to annual reviews. It may update, review or amend regulations including those related to a distinct award. Enrolment in a programme indicates agreement to comply with the University's regulations and procedures, and students are expected to become familiar with this framework.

Principles of Regulations and Procedures

University of Fiji is responsible for sustaining the academic standards of its awards, ensuring the quality of its programmes, and providing equitable and consistent treatment of students. The treatment of students must be on the basis of capacity, potential and academic performance, and students should not be disadvantaged on any basis related to academic study. The University is expected to provide suitable learning, teaching and assessment functions.

The University of Fiji Credit Point System

Learning, teaching and assessment activities of the University of Fiji are based on a credit point system. Students accumulate credit points as they progress through a programme, and advancement depends on meeting academic requirements. To qualify for an award, students must successfully complete the required amount of credit points.

ADMISSION, REGISTRATION, WITHDRAWAL AND AUDITING REGULATIONS

1. Admission Criteria

1.1. The general admission requirement for programmes are as follows: **To be admitted to The University of Fiji, an individual must:**

- 1.1.1. Pass a Senate recognised Year 13 or equivalent examination outlined in Clause 1.2; or
- 1.1.2. Complete a diploma or a degree at a recognised tertiary institution; or
- 1.1.3. Meet the criteria outlined in Clause 1.3 for Admission with Standing; or
- 1.1.4. Meet the criteria outlined in Clause 1.4 for Mature Student Admission; or
- 1.1.5. Meet the criteria outlined in Clause 1.5 for Foundation Student Admission (for admission to the Foundation Studies Programme only)

1.2. Year 13 Examination or Equivalent

Individuals seeking admission under Clause 1.1.1 must:

- 1.2.1. Achieve an aggregate of at least 200 marks out of 400, and a minimum of 50% in each of the four subjects including English on the Year 13 Examination; or
- 1.2.2. Complete the requirements for a The University of Fiji Certificate in Foundation Studies or an equivalent programme from another institution; or
- 1.2.3. Complete studies at the Year 13 level deemed equivalent by Senate or its delegate to Clause 1.2.1
- 1.2.4. For MBBS, BNUR, BPHC, and LLB entry requirements, please refer to the respective schools' entry requirements.

1.2.5. Failure to Meet The University of Fiji Requirements for Fiji Year 13 Examination or Equivalent

- 1.2.5.1. Students who attain a score of 199 and less in four subjects will be admitted to Unclassified Studies and will be required to register for and pass 1-3 Foundation courses to become eligible for Degree studies. The classifications are provided below:
 - 1.2.5.1.1. Students who score between 190–199 must register for and pass at least one Foundation course and cannot enrol in more than three Degree courses.
 - 1.2.5.1.2. Students who score between 180–189 must register for and pass at least two Foundation courses and cannot enrol in more than two Degree courses.
 - 1.2.5.1.3. Students who score between 170–179 must register for and pass at least three Foundation courses and cannot enrol in more than one Degree course.
 - 1.2.5.1.4. Students who score 169 or below must register for the full Foundation Studies Programme.
- 1.2.5.2. In addition, any individual who scores below 40% in English in the Year 13 Examination, will also be required to pass LLCF11 and LLCF12.

1.3. Criteria for Admission with Standing

- 1.3.1. Individuals seeking admission under Clause 1.1.3 normally must complete a tertiary qualification for which The University of Fiji credit transfers is applicable.

1.4. Mature Student Admission

- 1.4.1. Individuals who do not meet the requirements in Clauses 1.2.1, 1.2.2, 1.2.3, 1.2.4 and 1.2.5 may be admitted as a mature student to a specific programme if:
 - 1.4.1.1. They are over 21 years of age; and
 - 1.4.1.2. The Dean/Director or representative determines that they will likely complete the programme successfully based on their academic background and work experience; and
 - 1.4.1.3. They pass any course or courses that may be required by Senate or Dean/Director on a case-by-case basis for admission to a specific programme.

1.5. Foundation Student Admission

- 1.5.1. To be admitted as a Foundation student, an individual must pass the Year 12 Examination or equivalent as outlined in Clause 1.6

1.6. Year 12 Examination or Equivalent

An individual seeking admission under Clause 1.5.1 must:

- 1.6.1. Achieve an aggregate of at least 200 marks out of 400, and a minimum of 50% in each of the four subjects including English; or
- 1.6.2. Complete studies at the Year 12 level deemed equivalent by Senate or its delegate.

2. Admission Procedures

Applications

Individuals seeking admission to a programme or course must:

- 2.1. Apply for admission on the Application for Admission Form; and
- 2.2. Provide the following documents:
 - 2.2.1. A certified copy of educational qualifications and transcripts; and
 - 2.2.2. A certified copy of a birth certificate; and

- 2.2.3. A certified copy of a TIN Registration letter or FNPF and FRCA Joint card; and/or
- 2.2.4. A certified copy of a marriage certificate if the surname is different than the surname on the birth certificate;
- 2.2.5. Two certified passport-size photographs; and/or
- 2.2.6. Other documents that may be required by the University.
- 2.3. All applications must be received at the University by the dates advertised by the University.

3. Admission

- 3.1. In any year, the University may decline to enrol any individuals in any programme or course due to insufficient academic progress in this University or any other tertiary institution.
- 3.2. Any individual who is admitted agrees to comply with the University's regulations and rules.

4. Cancellation of Admission

- 4.1. The Senate may, at any time, withdraw or cancel any admission, enrolment, or re-enrolment, if it is satisfied that any component of an application was untrue or misleading.
- 4.2. In the event that the admission is declined or cancelled subject to clause 4.1 the student may re-apply after one (1) semester, students in the MBBS programme can re-apply after one year.

5. Enrolment and Registration

- 5.1. All students must enrol at the required times in accordance with registration and enrolment procedures approved by the University.
- 5.2. Registration and enrolment shall take place at the beginning of each semester/ trimester/flexi-mode/year-long MBBS (hereinafter referred to as Academic Term), at dates determined by the University.
- 5.3. Students who do not complete their enrolment and registration on the day specified by the Registrar shall pay a late enrolment fee (see schedule of fees).
- 5.4. Late enrolment is normally permitted until a week after the first Friday of the Academic Term. A fee of \$50.00 shall be incurred by students who enrol late.
- 5.5. Students must notify the Student Academic Service immediately of any subsequent change(s) in the information given at enrolment regarding their name, address, choice of courses and any other personal details.
- 5.6. Students will not be permitted to attend lectures, classes or laboratories, or to use any University facilities including the library until they have been properly enrolled.
- 5.7. The applicant's signature on a Registration Form indicates a declaration that the information is complete and accurate, and a promise that they will abide by the regulations and rules of the University.

6. Restriction on Enrolment

- 6.1. Students who fail a course on three occasions will not be permitted to re-enrol in that course unless approved by the Chair of the Senate.
- 6.2. Students who are suspended under the Unsatisfactory Progress Regulations cannot enrol in the Academic Term in which they are serving their suspension.
- 6.3. Students who are on academic probation shall be permitted to take no more than 50% of a full time load.

7. Addition of Course(s)(Add Course)

- 7.1. Students wishing to add a course(s) after registration must apply to the Student Academic Services on the prescribed form. A student normally cannot add course(s) after the second Friday of the Academic Term.

8. Change of Programme

- 8.1. Students who wish to change their programme must apply to the Student Academic Services on the prescribed form.
- 8.2. Students on scholarships/Loans Scheme must obtain written approval from their sponsor(s) to change their programme.
- 8.3. Students normally cannot change their programme after the second Friday of the Academic Term.

9. Withdrawal from Course(s)

- 9.1. Students who wish to withdraw from course(s) for which they do not wish to be assessed must complete the prescribed form by the second Friday of the Academic Term, in which case the fees for those course(s) shall be refunded in full. Each week of delay after this shall incur a penalty of 25% of the fee. No fee shall be refunded after the fifth Friday of the Academic Term.
- 9.2. The final date of withdrawal is the first Friday after the mid-term break.
- 9.3. Students who withdraw from course(s) during the Academic Term shall be recorded as having withdrawn from that course(s) and their names shall be removed from the course lists. Students who do not formally withdraw from a course(s) but ceased attending classes or doing exams shall be recorded as having failed the course.

10. Cancellation of Registration

- 10.1. The University shall cancel the registration of students who failed to pay their tuition fees in full or failed to make alternative arrangements with the University's Finance Department on the date determined by the Vice-Chancellor or his or her delegate. Students whose registrations have been cancelled in accordance with this clause shall not, without the written authority of the Vice-Chancellor or its delegate, enter the campus, use any University facilities, or attend classes from the date of registration cancellation.
- 10.2. Students may have their registration revalidated on the payment of full fees or making alternative arrangements with the University's Finance Department.
- 10.3. Students whose registrations have been cancelled in accordance with this section shall not be allowed to return to the University or to enrol for any courses until they pay the tuition in full.

11. Withdrawal from the University

- 11.1. Students who wish to withdraw from the University must apply for withdrawal on the prescribed form to receive a refund for tuition fee deposits, if any. However, the registration fee is not refundable.

12. Leave of Absence

- 12.1. Students who wish to take leave from their programme must apply for leave on the prescribed form to Student Academic Services.
Students can apply to take leave from their programme for up to one year. The University may consider a leave of absence for up to two years only.

13. Resuming Studies

- 13.1. Students who withdraw from studies without completing their programme may request to resume studies. Such students must submit their requests in writing to Student Academic Services.
- 13.2. Students who withdrew or took leave under Clauses 11 and 12, can apply by completing the necessary form if they wish to resume studies. Their application will be treated as a new application, and they may be required to provide additional information.

- 13.3. Resuming students may be readmitted to a programme but must follow the most current programme structure. Credits for any course previously completed and deemed relevant to the new structure may be transferred.

14. Auditing of Courses

- 14.1. The University may permit a limited number of individuals to audit its courses depending on resources.
- 14.2. Auditing is limited to attending lectures and such students cannot receive tutorial assistance, take tests, or have assignments marked and graded, or use library facilities.
- 14.3. Individuals who have been accepted to audit a course may, however, apply to become external borrowers under the normal library regulations.
- 14.4. Individuals seeking permission to audit a course shall apply in writing to the Registrar stating their qualifications and the reason(s) for their request. They may be invited to attend an interview before permission is granted. Each application shall be considered by the appropriate School.
- 14.5. A decision to accept an applicant to audit a course shall only be made after the end of the first week of the Academic Term.
- 14.6. Students whose applications are approved shall, on payment of the fees, be issued with a letter authorising them to attend lectures for the course(s), which must be produced on demand.
- 14.7. A certificate of attendance may be issued at the end of the course.
- 14.8. The auditing fee is 50% of the normal fee of a course.

15. Unclassified Studies

- 15.1. Students may apply to the University to take courses under unclassified Studies that do not lead to the award of a certificate, diploma or degree.
- 15.2. Students enrolling for Unclassified Studies must meet normal admission requirements and prerequisites, except where it is provided as a bridging programme for admission from Year 13 and mature entry.
- 15.3. An individual who is not eligible under Clauses 15.1 and 15.2 may be granted permission by the Senate to enrol as a student for Unclassified Studies based on academic history and relevant work experience.
- 15.4. Students for Unclassified Studies shall pay fees as if they were proceeding to the relevant degree, diploma or certificate.
- 15.5. The normal regulations for assessing and crediting courses shall apply.
- 15.6. A student who has passed a course under Unclassified Studies may, at a later date, have this course cross credited towards a postgraduate programme, degree, diploma, or certificate.
- 15.7. There is no limit to the number of courses a student may take under Unclassified Studies.