

PROGRAMME REGULATIONS

The University awards Certificates, Diplomas, Bachelor's Degrees, Graduate Diplomas, Postgraduate Certificates, Postgraduate Diplomas, Master's and Doctoral Degrees.

The UniFiji programme regulations for all academic qualifications are tied to the levels and credit point requirements of the Fiji Qualifications Framework (FQF). Foundation Certificates are pegged at Level 4, and Diplomas are set at Level 6 of the FQF. Bachelor's Degrees, and Graduate Diplomas are pegged at Level 7, and Postgraduate Diplomas are Level 8. Master's Degrees are set at Level 8 and Level 9. Doctoral Degrees are set at Level 10.

A. QUALIFICATION AND ADMISSION REQUIREMENTS

1. Credit Point System

- 1.1. One credit point is the equivalent of 10-15 student-learning hours.
- 1.2. Each course offered at the Foundation level is worth 15 credit points.
- 1.3. Each Semester course offered at the undergraduate level is worth 15 credit points.
- 1.4. Each Semester course offered at the postgraduate level is worth 30 credit points or multiples thereof.
- 1.5. Some courses may be exceptions to the credit point values of clauses 1.3 and 1.4 in above to account for programmes that may have a different structure.
- 1.6. Each course offered in the MBA programme is worth 20 credit points.
- 1.7. For the purposes of assessing fees for a full-time student, an Academic Year is defined as 120 credit points.
- 1.8. Except for those in MBBS, all 100-level courses are Level 5, 200-level courses are Level 6, and 300-level courses are Level 7 of the FQF.
- 1.9. For the MBBS programme, Year 1-2 courses are Level 5, Year 3-4 are Level 6, and Year 5-6 courses are Level 7 of the FQF.
- 1.10. To be eligible for the award of a Foundation Certificate (Level 4), a student must complete 120 credit points.
- 1.11. To be eligible for the award of a Diploma (Level 6), a student must complete 240 credit points.
- 1.12. To be eligible for the award of a Bachelor's Degree (Level 7), a student must complete 360 credit points for a three-year degree, 480 credit points for a four-year degree and 720 credit points for a six-year degree.
- 1.13. To be eligible for the award of a Graduate Certificate (Level 7), a student must complete 60 credit points.
- 1.14. To be eligible for the award of a Graduate Diploma (Level 7), a student must complete 120 credits points.
- 1.15. To be eligible for the award of a Postgraduate Certificate (Level 8), a student must complete 60 credits point.
- 1.16. To be eligible for the award of a Postgraduate Diploma (Level 8), a student must complete 120 credit points.
- 1.17. To be eligible for the award of a Master's Degree (Level 9), a student must complete 240 credit points.

1.18.To be eligible for a Doctoral Degree (Level 10), a student must complete a 360 credit points.

QUALIFICATION REQUIREMENTS

1. Certificate Programmes

- 1.1. The University offers Certificates in a number of disciplines. Candidates are admitted according to the Admission Regulations and follow a programme in one or more of the Schools for at least 2 Semesters of full-time study. However, candidates who are granted credits or exemptions under the Cross-Credit Regulations may complete their programme in a shorter time period.
- 1.2. A Certificate programme must consist of at least 120 Credit Points. Students may substitute a 100-level course with a 200-level course if permitted by the Dean of the School and Registrar.
- 1.3. The normal full-time course load for a Certificate is 60 Credit Points in the first Academic Term and 60 Credit Points in the second Academic Term. Students may be permitted to take greater loads if permitted by the Dean of the School.
- 1.4. Individuals must satisfy any prerequisites or any requirements made by Senate before enrolling in a course. However, Senate may, upon the recommendation of the Dean of the School and Registrar, waive requirements related to prerequisites in individual cases. Pre-requisites may include:
 - 1.4.1. A pass grade (excluding R) in a specified or unspecified course at a lower level, or
 - 1.4.2. Completion of a specific course at the same level.
- 1.5. LLC101 is compulsory for Certificate programme.

2. Diploma Programmes

- 2.1. The University offers Diplomas in various disciplines. Candidates are admitted to the University according to the Admission Regulations and follow a programme of study in one or more of the Schools/Centre for at least three (3) academic terms. However, candidates who have been granted credits or exemptions under the Cross-Credit Regulations may complete their programme in a shorter time period.
- 2.2. A Diploma programme must consist of at least 240 Credit Points, with 120 Credit Points at the 100-level and 120 Credit Points at the 200-level. Students may substitute a 200-level course with a 300-level course, and a 100-level course with a 200-level course if permitted by the Dean of the School or Centre Director and Registrar.
- 2.3. Individuals must satisfy any prerequisites or any requirements made by Senate before enrolling in a course. However, Senate may, upon the recommendation of the Dean of the School or Centre Director and Registrar, waive requirements related to pre-requisites in individual cases. Pre-requisites may include:
 - 2.3.1. A pass grade (excluding R) in a specified or unspecified course at a lower level, or
 - 2.3.2. Completion of a specific course at the same level.
 - 2.3.3. LLC101 and UUU100 courses are compulsory for Diploma programmes.

3. Bachelor's Degree Programmes

General programme regulations for Bachelor's degree (other than LLB and MBBS)

- 3.1. The University offers the Bachelor's degree in several disciplines. Candidates are admitted according to the Admission Regulations and follow a programme of full-time or part-time study in one or more of the Schools/Centre of the University. A full time Bachelor's degree is normally for at least 6 Semesters. Candidates who are granted credits or exemptions under the Cross Credit Regulations may complete their programme in a shorter time period.

- 3.2. A Bachelor's degree programme must consist of at least 360 Credit Points, with 120 Credit Points at the 100-level, 120 Credit Points at the 200-level, and 120 Credit Points at the 300-level. Students may substitute a 200-level course with a 300-level course, and a 100-level course with a 200-level course if permitted by the Dean of the School or Centre Director and Registrar.
- 3.3. The Bachelor's degree shall be structured so that it consists of either a single major (with a minor) or a double major.
- 3.4. For a single major (with a minor), the following requirements must be met:
- 3.4.1. A minimum of 150 Credit Points and a maximum of 180 Credit Points in the discipline of the single major. Of the minimum (150 Credit Points), at least 30 Credit Points must be at the 100-level, at least 60 Credit Points must be at the 200-level, and at least 60 Credit Points must be at the 300-level. Electives for the balance of Credit Points should include Compulsory Courses.
- 3.4.2. The minor shall be in a discipline other than the major discipline and must consist of 90 Credit Points (a service course may be part of the minor). Of these, at least 30 Credit Points must be at the 100-level, at least 30 Credit Points must be at the 200-level, and at least 30 Credit Points must be at the 300-level.
- 3.5. For a double major, the following requirements must be met:
- 3.5.1. A minimum of 120 Credit Points and a maximum of 165 Credit Points in each of the two disciplines. Of the 120 Credit Points required, at least 30 Credit Points must be at the 100-level, at least 45 Credit Points must be at the 200-level, and at least 45 Credit Points must be at the 300-level. and
- 3.5.2. The balance of the Credit Points shall be from other courses to meet the required 360 Credit Points including Compulsory Courses.
- 3.6. The normal course load for a Bachelor's Degree is 60 Credit Points in a semester for courses at the 100, 200 and 300-levels. A student will be allowed to take a greater load if:
- 3.6.1. The student's GPA is at least 3.0 for the Academic Term immediately before the Academic Term with the requested greater load; or
- 3.6.2. The greater load would allow the student to graduate in the final year.
- 3.7. Individuals must satisfy any prerequisites or any requirements made by Senate before enrolling in a course. However, Senate may, upon the recommendation of the Dean of the School or Centre Director and Registrar, waive requirements related to pre-requisites in individual cases. Pre-requisites may include:
- 3.7.1. A pass grade (excluding R) in a specified or unspecified course at a lower level, and/or
- 3.7.2. Completion of a specific course at the same level.
- 3.8. Except for Bachelor's Degree that does not require such specific subject areas, the following courses are compulsory for all Bachelor's degree programmes.

Courses Title	Credit Points
ITK111 Spoken iTaukei Language for Beginners/ HIC111	15
Spoken Hindi for Beginners	
LLC101 English for Academic Purposes	15
UUU100 Social Research Methods	15
UUU200 Contemporary Fiji/ ECO200 Contemporary Pacific	15
UUU300 Governance and Ethics	15
ITC100 Information Technology for the workplace	15

3.9. Bachelor of Laws (LLB)

3.9.1. To enter the LLB programme, applicants must:

- 3.9.1.1. In the Fiji Year 13 Examination obtain an aggregate of at least 250 marks out of 400 including a minimum of 65% in English; or
- 3.9.1.2. Pass the Certificate in Fundamentals of Law; or
- 3.9.1.3. Be eligible for Mature Student Admission as per clause 3.9.2.

3.9.2. Mature Student Admission: Individuals may be admitted as mature students if;

- 3.9.2.1. They are over 21 years old; and
- 3.9.2.2. The Dean or its delegate determines that they will likely complete the LLB programme successfully based on their academic background and work experience; and
- 3.9.2.3. They pass any course(s) or examination(s) that may be required by Senate or its delegate on a case-by-case basis.

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

3.10.1. The following specific regulations apply for the MBBS. To be considered for admission into the MBBS Programme persons must have:

- 3.10.1.1. Passed the Fiji Year 13 Examination or its equivalent (at least 320 marks in 4 subjects with English, Biology, Mathematics compulsory and either/or Chemistry, Physics, Computer Sciences) with minimum of 60% in English; or
- 3.10.1.2. Passed a foundation science programme from a recognised tertiary institution with a minimum of 8 subjects (2 English, 2 Biology, 2 Mathematics and either/or 2 Chemistry, 2 Physics). Aggregate of GPA > 3.5 without any fail grades or undeclared results and a minimum of B+ in English; or
- 3.10.1.3. At least a relevant bachelor's degree or other Science/Medical degree with at least a year completed and without any pending results. Must have at aggregate GPA of 3.5 and above and not have failed or repeated any courses; or
- 3.10.1.4. Admission with Mature Entry. Students age limit >21 <40 at the time of enrolment, should have relevant work experience in Health sector desirable (minimum 3 years). Must have completed a relevant Bachelors degree in Science/Health Science/Public Health (relevance will be decided by the Board of Studies of UPSM&HS). Must apply with approval letter from Ministry of Health.
- 3.10.1.5. Transfer students will only be accepted in Year 1 if the student fulfills any one of the above criteria. Confirmation of seat is subject to availability and at the discretion of the Dean.
- 3.10.1.6. International candidates will be decided on case by case basis. All international candidates must attach a recent (with 3 months) Medical Report with the application. All international candidates must provide evidence of English proficiency.

4. POSTGRADUATE CERTIFICATE PROGRAMMES

4.1. The University of Fiji offers Postgraduate Certificates in a range of disciplines. Postgraduate Certificates should be in the same or related discipline as the first degree. In most instances, these can lead to Master's Degree programmes, and subsequently to a Doctor of Philosophy (PhD) Degree.

4.2. Postgraduate Certificate shall consist of a minimum of 60 credit points.

- 4.3. Full details and admission requirements for Postgraduate Certificates is provided for under the relevant School.

5. POSTGRADUATE DIPLOMA PROGRAMMES

To obtain a Postgraduate Diploma, candidates shall be admitted to the University in accordance with the Admission Regulations, and follow a programme of study provided for under the relevant School.

- 5.1. The general admission requirements for the Postgraduate Diploma are:
- 5.1.1. A bachelor's degree with a minimum GPA of 3.0 in the relevant discipline; or
 - 5.1.2. A tertiary qualification deemed by Senate or its delegate to be equivalent to the criteria in Clause 5.1.1; or
 - 5.1.3. A professional qualification deemed by Senate or its delegate to be equivalent to the criteria in Clause 5.1.1; or
 - 5.1.4. In exceptional cases, demonstrated experience or achievement as per the programme requirements as deemed by Senate or its delegate to be sufficient; or
 - 5.1.5. Eligibility under the Mature Student Admission criteria.
 - 5.1.6. Additionally, Senate or its delegate may require applicants to demonstrate their suitability for admission by completing additional work and/or sitting for examinations if deemed necessary. A 400-level course taken as a qualifying course for the Postgraduate Diploma may be credited towards the Postgraduate programme.
 - 5.1.7. Some programmes have additional or exceptional admission or programme requirements, which have been listed with the programmes under their respective Schools.
- 5.2. The Postgraduate Diploma is an entry qualification for the Master's degree.
- 5.2.1. Each Postgraduate Diploma must have a recognised and consistent structure (core and the optional courses are clearly defined), and must be approved by Senate.
 - 5.2.2. The maximum period of candidature normally for the Postgraduate Diploma is one year of full-time study or two years of part-time study.
 - 5.2.3. A Postgraduate Diploma programme must consist of a minimum of four 400-level courses.
- 5.3. A Postgraduate Diploma shall consist of a minimum of 120 credit points.
- 5.3.1. Students will not be allowed, during their candidature for the Postgraduate Diploma, to suspend their studies for more than 6 months unless approved by the Office of the Registrar.
 - 5.3.2. Students are required to seek approval from the Office of the Registrar for resumption of studies.
 - 5.3.3. A student who has obtained a minimum GPA of 3.0 after completing at least 4 courses for the Postgraduate Diploma programme may apply for admission to the Master's degree programme. The Master of International Relations and Diplomacy (MAIRD) is an exception to this general regulation. Please see the School of Law section for MAIRD admission requirements.
 - 5.3.4. A student admitted into a Postgraduate Diploma programme cannot enrol concurrently in the Master's degree programme.
 - 5.3.5. Notwithstanding the general programme regulations, some Postgraduate Diploma programmes have other specific requirements and regulations (see respective Schools for details).

6. GRADUATE DIPLOMA IN LEGAL PRACTICE (GDLP)

- 6.1. Graduate Diploma in Legal Practice (GDLP) programme prepares students for the practice of law in Fiji. This intensive programme consists of 10 modules over an approximate period of 22-24 weeks of full-time study.
- 6.2. Candidates must:
 - 6.2.1. Demonstrate competency in all aspects of the programme.
 - 6.2.2. Attend all modules of the programme.
 - 6.2.3. Complete all assignments on time. Students will be penalised for late assignments.
 - 6.2.4. Follow all general/academic rules and regulations of the University.

7. MASTER'S DEGREE PROGRAMMES

To obtain a Master's Degree, candidates shall be admitted to the University in accordance with the Admission Regulations, and follow a programme of study provided for under the relevant School.

- 7.1. A Masters Programme shall consist of a minimum of 240 credit points.
- 7.2. Masters degrees are constituted in one discipline or coherent field of study. They may be undertaken by coursework or research or by a combination of both.
- 7.3. A candidate for a Master's Degree shall normally follow a minimum prescribed programme of eight taught courses (240 credit points) or four taught courses (120 credit points), and either:
 - 7.3.1. Supervised research leading to the preparation of a 120 credit points major thesis, embodying the results of research, or
 - 7.3.2. Supervised research leading to the preparation of a 60 credit points minor thesis embodying the results of research, and two further courses (60 credit points), OR
 - 7.3.3. Supervised research entirely (240 credit points) leading to the preparation and presentation of a full thesis embodying the results of research.
- 7.4. A Master's Degree is normally pursued after a relevant Postgraduate Diploma, except for the below programmes:
 - 7.4.1. Master of Laws (LLM);
 - 7.4.2. Master in Business Administration (MBA);
 - 7.4.3. Master of Science in Renewable Energy Management (MScREM); and
 - 7.4.4. Where a candidate chooses to enrol directly in the Master's programme after obtaining, or qualifying to receive, a relevant postgraduate diploma.

Refer to the School's sections in this handbook for the specific requirements for each of the Master's Degree programme; LLM, MBA and MScREM.

8. Master's Degree by Thesis/Coursework

- 8.1. To be admitted into a Master's by Thesis programme (240 credit points), individuals must obtain:
 - 8.1.1. A Bachelor's degree with a minimum GPA of 3.5 in a relevant major and do not need a Postgraduate Diploma. The candidate may be required to complete postgraduate courses as specified on admission to the Master's programme; or
 - 8.1.2. A relevant Postgraduate Diploma with at least 120 credit points and a minimum GPA of 3.0; or
 - 8.1.3. A qualification from another (internationally recognised) tertiary institution deemed by the relevant Postgraduate Committee to be equivalent to a The University of Fiji Bachelor's degree (equivalent to the requirements set out in clauses 8.1.1 and 8.1.2); or
 - 8.1.4. A professional diploma or degree deemed by the relevant Postgraduate Committee to be equivalent to the requirements set out in clauses 8.1.1 to 8.1.3 above.

8.1.5. The Master of Laws (LLM) is an exception to the general admission regulations. Please see JDPSoL section for admission requirements.

8.2. The Postgraduate Committee may require applicants to demonstrate their suitability for admission as students for the Master's Degree. This may be by completing work and/or sitting for examinations as it may determine.

8.3. Students proceeding to the Master's Degree by Thesis shall enrol provisionally in the programme for a semester to prepare their thesis proposal and meet other requirements of the programme. Students will also be required to present their proposal at a seminar. The final proposal will be submitted to the Postgraduate Committee for approval and candidature confirmation. At the end of this period, the relevant Postgraduate Committee shall decide based on the student's work whether enrolment should be confirmed, cancelled, or be granted a maximum extension of three months for resubmission.

8.4. If the student's candidature is confirmed, the date of registration shall be taken from the date of provisional enrolment.

8.5. Academic Supervisors:

8.5.1. The relevant Postgraduate Committee shall appoint a supervisor or supervisors for every student enrolled in a Master's by Thesis programme.

8.5.2. The supervisor who is also a staff member of the University shall be referred to as the Principal Supervisor.

8.5.3. University staff shall not normally supervise more than 3 full-time students at the Master's level.

8.5.4. The supervisor must have publications in the relevant field.

8.6. Responsibilities of Master's Students

8.6.1. After enrolment, Master's by Thesis (240 credit points) students are required to:

8.6.1.1. Register every Academic Term until the thesis has been submitted for examination;

8.6.1.2. Be enrolled for a period of at least two years of full-time study and four years of part-time study; and

8.6.1.3. Submit a thesis, with research results, that satisfies any requirements for oral, written, practical or other work that may be required by Senate or its delegate.

8.6.1.4. Students enrolled for a thesis shall submit a progress report to the relevant Postgraduate Committee at the end of every 6 months. The supervisor and student must agree to a brief plan for the remaining work and include this information in the progress report.

8.7. Candidature

8.7.1. Tenure of the Master's degree shall be from the date of registration and shall not include any period during which, with the prior approval of the Senate or the Chair of the Postgraduate Committee, students have been allowed to suspend their studies. Students may be allowed during their candidature for the Master's degree to suspend their studies for up to six months if their application shows sufficient cause. This application is submitted to the Chair of the Postgraduate Committee through their supervisor. Any appeal should be pursued through the Student Grievance Policy.

8.7.2. A student who has been granted suspended candidature and does not resume in the following Academic Term will be considered to have withdrawn from the programme and as such will be awarded a NC grade.

- 8.7.3. The normal period of candidature for the Master's degree shall be two years full-time study and four years part-time study.
- 8.7.4. The minimum period of candidature for the Master's degree shall be one year full-time study and two years part-time study.
- 8.7.5. A Master's Degree by thesis (including notes and bibliography) shall be a minimum of 40,000 and a maximum of 60,000 words in length.
- 8.7.6. A Major thesis (including notes and bibliography) shall be a minimum of 20,000 and a maximum of 30,000 words in length.
- 8.7.7. A Minor thesis (including notes and bibliography) shall not exceed 15,000 words in length.

8.8. Submission of Thesis for Examination

- 8.8.1. Students who fulfilled the conditions under these regulations may apply via the supervisor to the Chair of the Postgraduate Committee to have the thesis examined.
- 8.8.2. Before students submit a thesis to the Postgraduate Committee, the Principal Supervisor must:
 - 8.8.2.1. Be satisfied that the students completed their programme of advanced study; and
 - 8.8.2.2. Be satisfied that all the relevant conditions under the Clause 5.2 for Masters have been fulfilled, and
 - 8.8.2.3. A certificate to this effect from the Principal supervisor shall accompany the thesis when it is submitted.
- 8.8.3. For the purpose of MScREM, the Postgraduate Committee shall appoint one examiner, who shall be either internal or external to the University.
- 8.8.4. Where there is disagreement over this certification between the Principal Supervisor and the student, the Postgraduate Committee shall make appropriate recommendations to the Vice-Chancellor or Senate.
- 8.8.5. The thesis may not contain any material that the student has previously submitted for a higher degree of any university.
- 8.8.6. Student must submit two copies of the thesis at the Master's level, except MScREM where one copy is required, in a format prescribed by Senate to the Post Graduate Committee for examination.
- 8.8.7. The thesis may be soft cover or ring-bound for the purpose of the examination.

8.9. Examination of Master's Thesis

- 8.9.1. For the examination of the Master's thesis, the Postgraduate Committee shall appoint two examiners (one internal examiner and one external examiner)
- 8.9.2. For the purpose of MScREM, the Postgraduate Committee shall appoint one examiner, who shall be either internal or external to the University.
- 8.9.3. Individuals involved in the thesis supervision cannot be examiners.
- 8.9.4. The thesis examiners cannot be members of the Postgraduate Committee except for minor thesis.
- 8.9.5. If the University lacks the required expertise to examine Master's theses the relevant Postgraduate Committee shall appoint two external examiners depending on the programme.

Refer to Clauses 9.16 to 9.22 on the Criteria for Potential Examiners, Reports by Examiners of Thesis, Decisions on Recommendations of Examiners, Appeals, Deadline Extension, Conditions for Award of the Degree, Thesis Printing, Binding and Lodgement Regulations related to Masters by thesis including major and minor theses.

9. DOCTOR OF PHILOSOPHY (PhD) PROGRAMMES

9.1. A Doctor of Philosophy (PhD) Programme shall consist of a minimum of 360 credit points.

9.2. Admission Requirements

9.2.1. Individuals awarded a Master's Degree by Thesis by a Senate-recognised University can apply for a Doctor of Philosophy Degree and, if the application is approved, they will be registered for the programme.

9.2.2. An applicant with a Master's Degree by Coursework must complete a Research Methods course as the prerequisite for admission to a Doctor of Philosophy programme.

9.3. A person can be admitted to a Doctor of Philosophy programme at the start of any Academic Semester.

9.4. Applications for registration should be made to the Postgraduate Committee by the relevant Dean of School through the prescribed form including a statement of research intent that has been endorsed by potential supervisor(s).

9.5. The Postgraduate Committee shall appoint at least two supervisors for every doctoral student. One shall be a staff member of the University and shall be referred to as the Principal Supervisor while the other will be Co-Supervisor.

9.5.1. Both supervisors must meet the requirements of international best practices in terms of supervision of Doctoral and Master's theses.

9.5.2. University academic staff shall not normally supervise more than the equivalent of 2 full-time research students at the PhD level.

9.5.3. Both supervisors must have recent publications in the relevant field.

9.6. Doctor of Philosophy students shall register provisionally for one semester on a full-time mode or two semesters on a part-time mode. During this period, students must develop a research proposal in the format prescribed by the School and include a critical review of the literature, a clear statement of the research questions, the research approaches and general methods. The research proposal will include a fully justified budget and indicate all the required resources including personal development and training requirements.

9.7. At the end of the provisional enrolment period, the candidate shall do a Seminar on the research proposal. The Postgraduate Committee shall, on the advice of the Principal Supervisor, appoint a Review Committee to review the Seminar.

9.8. The final candidature shall be confirmed by the Postgraduate Committee upon the results of the review provided by the Review Committee. The review should demonstrate, among other things:

9.8.1. strong analytical, problem-solving and critical thinking abilities;

9.8.2. the required breadth and in-depth knowledge of the discipline;

9.8.3. required academic background for the specific doctoral research to follow;

9.8.4. potential ability to conduct independent and original research; and

9.8.5. ability to communicate knowledge of the discipline.

9.9. In the case of an unsatisfactory review, an additional period of up to six months of provisional enrolment may be recommended by the Postgraduate Committee. If the research proposal is still deemed unsatisfactory after the second attempt, then the student's candidature shall be automatically terminated.

- 9.10. If the student's enrolment is confirmed, the date of registration shall be the date of provisional enrolment.

9.11. Transfer of Registration from Master's Degree to PhD Degree:

- 9.11.1. The Vice-Chancellor may approve applications to transfer the registration from a Master's degree to a PhD degree after a minimum period of one year of full-time work on the Master's thesis provided that the student submits the following to the Postgraduate Committee:

- 9.11.1.1. 12-month progress report highlighting the main achievements of the first year of work with a thorough justification of how the original Master's thesis proposal will be upgraded to the PhD level;
- 9.11.1.2. A PhD proposal highlighting how the results obtained in the first year of work lead to the conclusion that the project should be upgraded to a PhD; and
- 9.11.1.3. A confirmation seminar (equivalent to the mid-term review) of the relevant Postgraduate Committee highlighting the achievements of the first year of research and a thorough justification of the reasons why the project should be upgraded to the PhD level. This exercise aims to demonstrate that the candidates have full command of their subject, the decision to upgrade to a PhD is their own initiative, and they are fully aware of the implications of this decision.

- 9.11.2. The Regulations for PhD students shall apply from the date the transfer was approved.

9.12. Responsibilities of PhD Students

- 9.12.1. After enrolment, PhD students are required to:

- 9.12.1.1. Register for each Academic Term until the thesis has been submitted for examination;
- 9.12.1.2. Pursue courses of advanced study or research at the University to the satisfaction of Senate or its delegate, and the Principal Supervisor;
- 9.12.1.3. Be enrolled for the period of candidature;
- 9.12.1.4. Submit a thesis, with research results, and satisfy any requirement for oral, written, practical or other work that may be required by Senate or the relevant Postgraduate Committee.

- 9.12.2. Students enrolled for their thesis shall submit progress reports every 6 months to the relevant Postgraduate Committee. The supervisor and student must agree on a brief plan for the remaining work and include this information in the progress report.

- 9.12.3. The Vice-Chancellor may permit a student to pursue studies at another institution for a period as may be determined necessary:

- 9.12.3.1. Laboratory work may be carried out in an approved institution outside the University for a period or periods as may be determined by Senate or the Postgraduate Committee; and/or
- 9.12.3.2. Field work may be carried out at places and for a period or periods as may be determined by Senate or the Postgraduate Committee.

- 9.12.4. The student must obtain prior approval from the Postgraduate Committee for field work and laboratory work which are performed outside of the University.

9.13. Candidature

- 9.13.1. Tenure of candidature for a Doctor of Philosophy degree shall be from the date of registration and shall not include any period during which, with the prior approval of Senate or its delegate, students have been allowed to suspend their studies.

- 9.13.2. All research degree students at The University of Fiji are admitted on a provisional basis and must satisfactorily complete the candidature confirmation process at an early stage of candidature which is provided for under admission requirements.
- 9.13.3. Students may be allowed during their candidature for a Doctor of Philosophy degree to suspend their studies for up to 12 months in total (two semesters, which need not be consecutive) if their application shows sufficient cause. This application is submitted to the University's Research Committee through their supervisor. Any appeal should be pursued through the Student Grievance Policy. A student suspending his or her studies without prior approval will be considered to have withdrawn from the programme.
- 9.13.4. A candidate who, having suspended candidature with approval as provided for in Clause 9.13.3 above, does not resume in the following Academic Term will be considered to have withdrawn from the programme, and candidature will lapse automatically.
- 9.13.5. The normal period of candidature for a Doctor of Philosophy degree is three years of full-time study and six years of part-time study.
- 9.13.6. The maximum period of candidature for Doctor of Philosophy degree is five years of full-time study and seven years of part-time study.
- 9.13.7. In exceptional cases, a thesis may be submitted before the normal period so long as the credit point requirements have been met and with the approval of the Vice-Chancellor and/or Senate on the recommendation of the Postgraduate Committee.
- 9.13.8. If a candidate has not submitted the thesis after having been enrolled and paid fees for the equivalent of three years of full-time study or six years of part-time study, the candidature may continue for another period of two years, without incurring additional tuition fees. During this additional time period, the student must submit the thesis and pay the thesis examination fee.

9.14. Submission of Thesis for Examination

- 9.14.1. Students who fulfilled the conditions under these regulations may apply via the supervisor to the Chair of the Postgraduate Committee to have the thesis examined.
- 9.14.2. Student must submit three copies of the thesis at the PhD level to the School in a format prescribed by Senate.
- 9.14.3. The thesis may be soft cover or ring-bound for the purpose of the examination.
- 9.14.4. Before students submit a thesis to the Postgraduate Committee, the Principal Supervisor must:
 - 9.14.4.1. Be satisfied that the students completed their programme of advanced study; and
 - 9.14.4.2. Be satisfied that all the relevant conditions under clause 9.13 for PhD have been fulfilled, and
 - 9.14.4.3. A certificate to this effect from the Principal supervisor shall accompany the thesis when it is submitted.
- 9.14.5. Where there is disagreement over this certification between the Principal Supervisor and the student, the Postgraduate Committee shall make appropriate recommendations to the Vice-Chancellor or Senate.
- 9.14.6. A PhD thesis shall represent a substantial and original contribution to knowledge and may consist of either published or unpublished material or a combination of both. The thesis should contain evidence of originality, independent critical ability and matter suitable for publication.
- 9.14.7. The thesis may not contain any material that the student has previously submitted for a higher degree of any university.
- 9.14.8. A PhD thesis (including notes and bibliography) shall be a minimum of 80,000 and a maximum of 100,000 words in length.

9.15. Examination of PhD Thesis

- 9.15.1. For the examination of a PhD thesis, the Postgraduate Committee shall appoint three examiners (one internal examiner and two external examiners).
- 9.15.2. Individuals involved in the thesis supervision cannot be examiners.
- 9.15.3. The thesis examiners cannot be members of the Postgraduate Committee.
- 9.15.4. If the University lacks the required expertise to examine PhD theses the relevant Postgraduate Committee shall appoint three external examiners.

9.16. Criteria for potential Examiners

9.16.1. Availability

- 9.16.1.1. Examiners are given a maximum of two months from the date of receipt of the thesis to assess it and return their reports.
- 9.16.1.2. Examiners are given maximum of one month from the date of receipt of minor thesis or industrial attachment report to assess it and return their reports.
- 9.16.1.3. Secretary of the Postgraduate Committee must write to the first three preferred examiners and obtain their acceptance before lodging their names with the Postgraduate Committee for final appointment.
- 9.16.1.4. It is not necessary to write to the reserve examiner, but the Secretary of the Postgraduate Committee should secure a confirmation from the preferred examiners that they are able to examine the thesis within the two-month timeframe.
- 9.16.1.5. Examiners need to know the estimated time of submission. It is important not to underestimate or overestimate an expected submission date as examiners often organise their schedules in anticipation of receiving a thesis at a particular time.

9.16.2. Expertise

- 9.16.2.1. Examiners must hold an equivalent or higher degree than the qualification level of the thesis, and they must be recognised experts in their field. They must be able to testify that the thesis:
 - 9.16.2.1.1. For the PhD, is a substantial and original contribution to knowledge in its field.
 - 9.16.2.1.2. For the Master's degree, is a substantial work generally based on independent research.
- 9.16.2.2. The Secretary to the Postgraduate Committee must list examiners' qualifications and indicate whether they are still active in their field by providing either a brief curriculum vitae or a list of key and/or recent publications.

9.16.3. Independence

- 9.16.3.1. The Secretary to the Postgraduate Committee must provide a statement which confirms that there are no conflicts of interest between and among examiners, the student, or supervisors.

9.16.4. Relevance

- 9.16.5. The list of examiners must be accompanied by a statement (at least a paragraph) which outlines the relevance of each nominee to the particular field.
- 9.16.6. It is usual to recommend two examiners who have expertise specific to the area and one more general examiner who may be able to provide an overview.
- 9.16.7. The name of any nominated reserve must also be submitted along with details of his or her relevance.

9.16.8. Confidentiality

- 9.16.9. Examiners need an indication whether the thesis contains confidential information. If the thesis contains confidential information, the Secretary to the Postgraduate Committee should secure an undertaking from examiners that they will keep the contents of the thesis confidential and advise the Postgraduate Committee accordingly.

9.17. Reports by Examiners of Thesis

- 9.17.1. The relevant Postgraduate Committee shall submit a copy of the thesis and a copy of the Report Form to each examiner.
- 9.17.2. The examiners may require the student to undergo such oral, written or practical examinations as they may specify to the Postgraduate Committee.
- 9.17.3. The examiners shall not consult with each other before presenting their reports.
- 9.17.4. Each examiner shall submit a full written report to the Postgraduate Committee on the form provided and shall specify whether:
 - 9.17.4.1. The degree should be awarded to the student; or
 - 9.17.4.2. The degree should not be awarded to the student; or
 - 9.17.4.3. The thesis needs minor revisions and corrections, and these changes need to be approved by the internal examiner; or
 - 9.17.4.4. The thesis needs substantial revisions and corrections, and should be re-examined by all examiners.
- 9.17.5. The recommendations of the Postgraduate Committee together with the reports of the examiners shall be submitted to the Senate.

9.18. Decisions on Recommendations of Examiners

- 9.18.1. After considering the recommendations of the Postgraduate Committee the University shall decide whether:
 - 9.18.1.1. to award the degree; or
 - 9.18.1.2. to not award the degree; or
 - 9.18.1.3. to permit the student to submit within twelve months of the Senate's decision, either:
 - 9.18.1.3.1. A thesis with minor amendments; or
 - 9.18.1.3.2. A thesis with major amendments. (In each case, details of those amendments must be specified to the student.); or
 - 9.18.1.3.3. To take other appropriate decisions as determined by the Recommendations of Examiners and the Postgraduate Committee.
- 9.18.2. If examiners do not substantially agree, the Vice-Chancellor and/or Senate may appoint an external arbitrator. The report of the external arbitrator shall be forwarded to the Vice-Chancellor and/or Senate for consideration.
- 9.18.3. A student shall not be permitted to re-submit a thesis more than once unless there are exceptional circumstances, if expressly approved by the Vice-Chancellor and/or Senate. If approved, the Vice-Chancellor and/or Senate may only give the student one more chance to revise and resubmit the thesis for examination within a specified period.

9.19. Appeals

- 9.19.1. Appeals regarding decisions under this policy can only be made on procedural grounds and will be considered by the Postgraduate Committee.

9.20. Deadline Extension

- 9.20.1. The students can apply to the Postgraduate Committee for an extension for their dissertation. Once approved, they shall re-enrol and pay the fees.

- 9.20.2. Once a thesis has been submitted for examination, and all requirements have been completed, including coursework, the student is required to register and not pay any tuition fees while waiting for the outcome of the examination, or while making any minor corrections to the thesis as required by the examiners before the final copy is submitted.

9.21. Condition for Award of the Degree

- 9.21.1. Students satisfying the requirements for award of the degree as prescribed in this policy will not be awarded the degree until they deposit copies of the thesis with the University Library as specified in the Regulations on the Presentation of Thesis.
- 9.21.2. To satisfy this requirement, the University Librarian must provide a confirmation in writing to the Vice-Chancellor that the required copies of the thesis have been received by the Library. In addition, the Student Academic Services must provide a confirmation in writing to the Vice-Chancellor that all regulations have been satisfied including those covering the payment of fees.

9.22. Thesis Printing, Binding And Lodgement Regulations

- 9.22.1. These regulations are complementary to, and shall be read in conjunction with, the programme regulations for individual postgraduate degrees and the Guidelines on the Format and Style for the Presentation of Theses at The University of Fiji.
- 9.22.2. Every thesis shall be presented in print and electronic form as required by the University, using the approved referencing style.
- 9.22.3. For the award of the degree, the student shall provide to the Postgraduate Committee copies of the thesis, corrected and/or modified according to directions of the University, as follows:
- 9.22.3.1. 2 hard-bound copies; and
- 9.22.3.2. an electronic copy in CD or DVD format (PDF Format)
- 9.22.4. The Postgraduate Committee shall distribute the copies as follows:
- 9.22.4.1. 1 copy with the University Library at Saweni Campus; and
- 9.22.4.2. 1 copy with the appropriate Faculty of the University
- 9.22.5. The hard-bound copies of the Thesis must:
- 9.22.5.1. be signed on the Declaration of Authenticity page by the student; and
- 9.22.5.2. contain a statement of the student's restrictions, if any, regarding accessibility.
- 9.22.6. The copyright and other rights for the Thesis shall remain with the author.