

# THE CENTRE OF ITAUKEI STUDIES

***“THE ROUTE TO OUR ROOTS”***



|  | Contents  | Page  |   | Contents                                 | Page  |
|--|---|-------|---|--|-------|
|  | <b>Message from the Acting Director</b>             | 3     |   | <i>SAS &amp; Exam contact details</i>    | 19    |
|  | <b>Staffing – Meet the Team</b>                     | 4-6   | - | <b>Finance</b>                           | 20-22 |
|  | <b>Course Offering &amp; Programme</b>              | 7-9   | - | <i>Fee and Payment</i>                   | 21    |
|  | <i>Programme offered</i>                            | 8     | - | <i>Penalty</i>                           | 22    |
|  | <i>Course Offering Semester 1 2022</i>              | 9     |   | <b>Library</b>                           | 23-24 |
|  | <b>Student Academic Advisors</b>                    | 10-12 | - | <i>Library Facility</i>                  | 24    |
|  | Saweni Campus                                       | 11    | - | <b>ITS, Counsellor, Nurse &amp; UFSA</b> | 25-28 |
|  | Samabula Campus                                     | 12    | - | <i>IT Services</i>                       | 26    |
|  | <b>Application Online – Teaching &amp; Learning</b> | 13-16 | - | <i>Counsellor, Nurse</i>                 | 27    |
|  | <i>Application Form</i>                             | 14    | - | <i>UFSA</i>                              | 28    |
|  | <i>Entry Requirement</i>                            | 15    |   | <b>UNIFIJI Social Media Page</b>         | 29-31 |
|  | <i>Teaching &amp; Learning Mode</i>                 | 16    | - | Instagram & Facebook                     | 30    |
|  | <b>Student Support Services</b>                     | 17-19 | - | Contact Details                          | 31    |
|  | <i>Student Academic Services</i>                    | 18    |   | <b>Invitation</b>                        | 32    |
|  |   |       |   |  |       |
|  |   |       |   |  |       |

# Message from the Acting Director

---



Usaia Gaunavou  
Acting Director  
The Centre for iTaukei Studies

Ni sa Bula Vinaka

The Centre for iTaukei studies was established in 2007 with the aim of becoming a premier institution within the University of Fiji for the study of Fijian **SOCIETY**, Fijian **ECONOMY**, Fijian **LEADERSHIP**, Fijian **CULTURE**, Fijian **LANGUAGE AND LITERATURE**, within the context of a multicultural Fiji. In other words, the Center will ensure that The University of Fiji as a whole respond effectively to the needs of the indigenous Fijians. The Centre of iTaukei studies is to become a Centre of Excellence for indigenous Fijian art and culture and works with other agencies and institutions concerned with indigenous Fijians.

The Centre was officially launched on the 17<sup>th</sup> of August 2007 and began offering programmes and courses in iTaukei studies earlier at the beginning of the Semester 2, 2007.

While the center exists to play a major role in offering programmes in iTaukei studies, it also encourages the development of an inclusive and united Fiji where its ethnic population can interact more and develop a greater understanding of and respect for one another.

---

# MEET THE TEAM

# Centre of iTaukei studies - staffing



**USAIA GAUNAVOU**

**Acting Director CIS**

**Phone: 6640600 ext. 117**

**Mobile: 9999100**

**Email: [usaia@unifiji.ac.fj](mailto:usaia@unifiji.ac.fj)**

**Saweni Campus**

**MOSESE BASEISEI**

**LECTURER**

**Phone: 6640600 EXT 150**

**Mobile: 9999100**

**Email: [moseseb@unifiji.ac.fj](mailto:moseseb@unifiji.ac.fj)**

**Saweni Campus**





**AMELIA TUILEVUKA**  
**LECTURER**

**Phone: 6640600 EXT 150**

**Mobile: 9999100**

**Email: [ameliat@unifiji.ac.fj](mailto:ameliat@unifiji.ac.fj)**

**Saweni Campus**



**MIRIAMA BUITABAKI**  
**CIS AA**

**Phone: 6640600 EXT 121**

**Mobile: 9999100**

**Email: [miriamab@unifiji.ac.fj](mailto:miriamab@unifiji.ac.fj)**

**Saweni Campus**



**AVISAKE MOCEICA**  
**LECTURER**

**Phone: 3373614 Ext 319**

**Mobile: 9999111**

**Email: [avisakem@unifiji.ac.fj](mailto:avisakem@unifiji.ac.fj)**

**Suva Campus**

---

# **COURSE OFFERING & PROGRAMME**

# WHAT THE CENTRE OFFERS

---

In pursuance of this important role, the Centre offers the following study Programmes under which courses are developed on aspects of Language, Literature and Culture, major issues of concern to the iTaukei people, and contemporary iTaukei issues, in an inclusive sense, in a rapidly changing and globalizing world.

**Foundation courses as bridging for the Diploma or Degree programme**

**Diploma in iTaukei Studies**

**Bachelor of Arts (iTaukei and Management)**

**Bachelor of Arts (LLC/iTaukei) – offered by SOHA**

**Bachelor of Commerce (Economic/iTaukei) offered by SOBE**

**Enrichment Program**



# COURSES OFFERED IN SEMESTER 1 2022

| Centre for iTaukei Studies |   |    |                                  |          |
|----------------------------|---|----|----------------------------------|----------|
| iTaukei Studies            |   |    |                                  |          |
| ITKF11                     | Foundation iTaukei Language 1                 | 15 | Amelia Tuilevuka                 | Saweni   |
|                            |   |    | Avisake                          | Samabula |
| ITK111                     | Spoken iTaukei Language for Beginners         | 15 | Amelia Tuilevuka/Avisake Moceica | Saweni   |
|                            |   |    | Avisake Moceica                  | Samabula |
| ITK101                     | Listening and Speaking iTaukei Language       | 15 | Amelia Tuilevuka                 | Saweni   |
|                            |   |    | Avisake Moceica                  | Samabula |
| ITK201                     | Language in Cultural Context                  | 15 | Mosese Baseisei                  | Saweni   |
|                            |   |    | Avisake Moceica                  | Samabula |
| ITK204                     | Expressive and Performing Arts                | 15 | Mosese Baseise                   | Saweni   |
| ITK300                     | Research Project: Independent Project - Flexi | 15 | Mosese Baseisei                  | Saweni   |
| ITK301                     | Creating Literature in iTaukei Language       | 15 | Usaia Gaunavou                   | Saweni   |
| ITK302                     | Vanua: Land and the People                    | 15 | Usaia Gaunavou                   | Saweni   |
| ITK304                     | Teaching and Learning iTaukei Literature      | 15 | Usaia Gaunavou                   | Saweni   |
| ITK305                     | Promoting Cultural Teaching and Learning      | 15 | Mosese Baseisei                  | Saweni   |
| ITK307                     | Teaching of Reading                           | 15 | Amelia Tuilevuka                 | Saweni   |

---

# STUDENT ACADEMIC ADVISORS

# CIS STUDENT ACADEMIC ADVISORS – SAWENI CAMPUS

## TAGIMOUCIA

BA  
TAILEVU  
BUA  
MACUATA  
CAKAUDROVE

**USAIA  
GAUNAVOU**

## MAKOSOI

RA  
NAITASIRI  
SERUA  
NAMOSI  
LOMA I VITI  
KADAVU

**MOSESE BASEISEI**

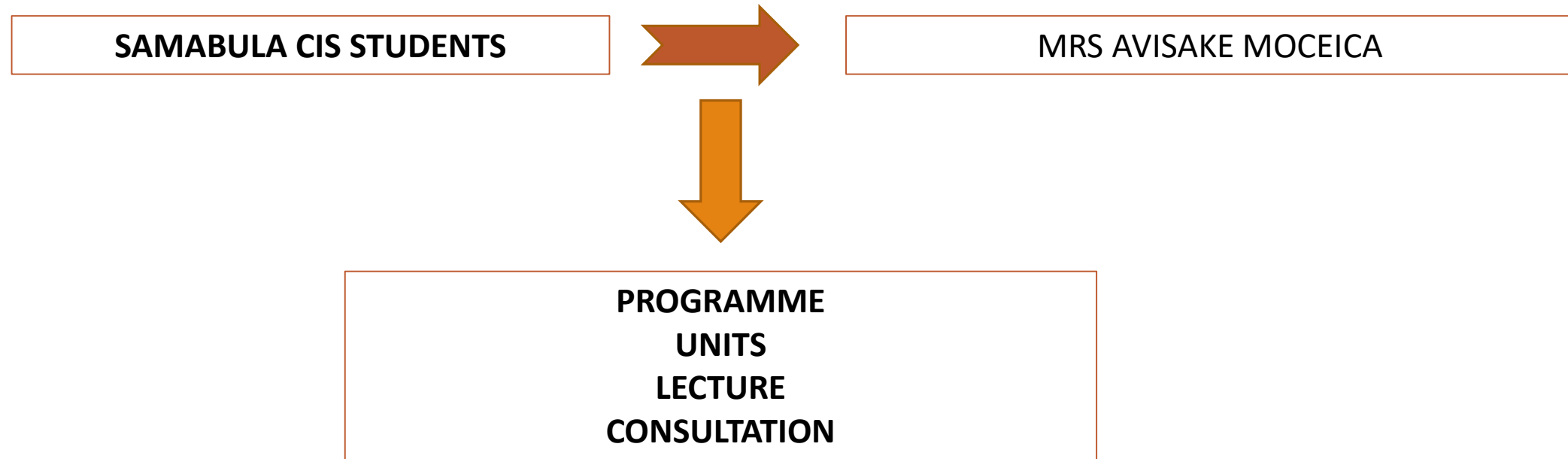
## MISIMISI

- NADROGA
- NAVOSA
- REWA
- LAU
- ROTUMA
- VULAGI (OTHER PACIFIC ISLANDERS)

**AMELIA  
TUILEVUKA**

# CIS STUDENT ACADEMIC ADVISORS – SAMABULA CAMPUS

---



---

# **APPLICATION – ONLINE AND TEACHING / LEARNING METHOD**

# HOW TO APPLY ONLINE

Please fill in the Application for undergraduate on the link below and send it to [admissions@unifiji.ac.fj](mailto:admissions@unifiji.ac.fj)

<https://www.unifiji.ac.fj/apply/>

Online Registration : <http://web.unifiji.ac.fj:81/reg/Login>

Online Registration Manual:

[https://www.unifiji.ac.fj/wp-content/uploads/2021/07/Student-User-Manual\\_Online-Registration.pdf](https://www.unifiji.ac.fj/wp-content/uploads/2021/07/Student-User-Manual_Online-Registration.pdf)

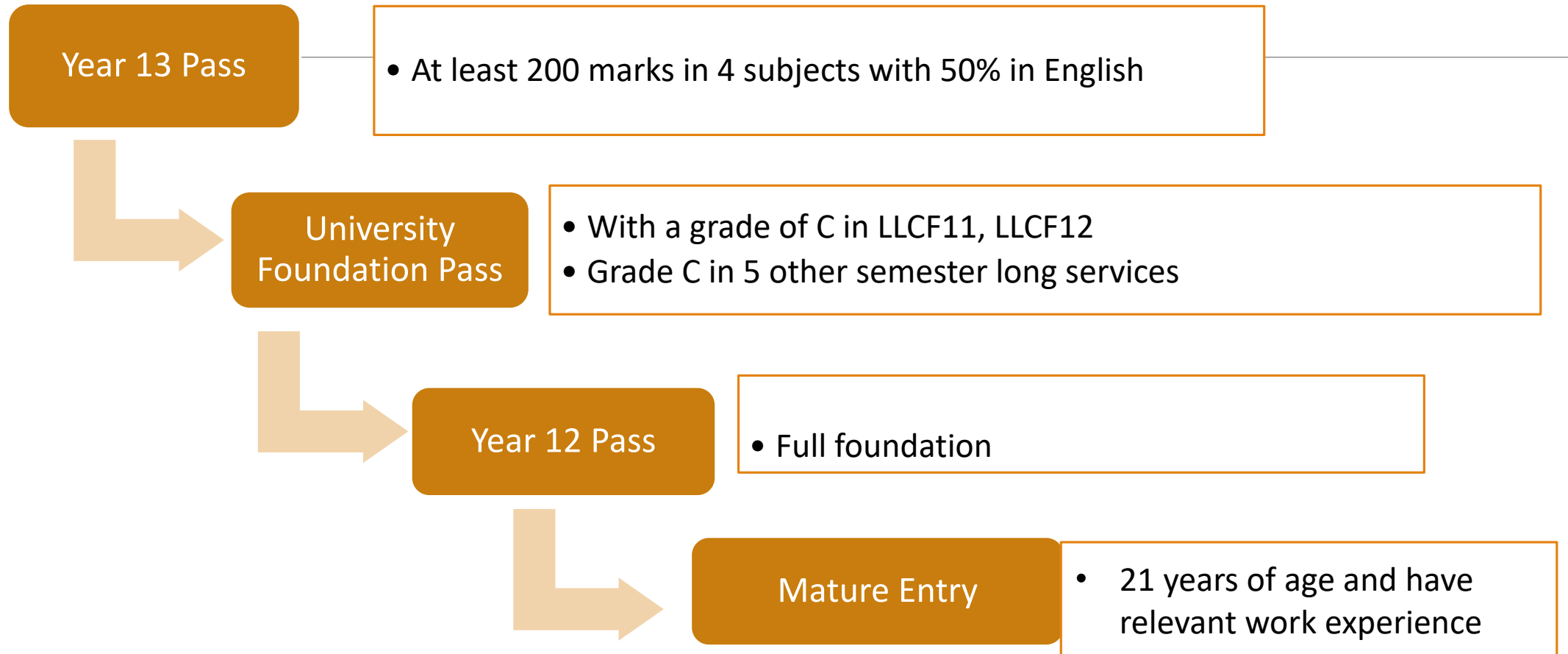
<https://www.unifiji.ac.fj/2022-handbook-and-calendar/>

Please note the link for the handbook 2022 where you can see the units offered in the Centre of itaukei Studies. (page 176-178)

**SEMESTER 1 2022 DATE:**

**Lectures Commence Saweni & Samabula Campus: Monday 21 March 2022**

# ENTRY REQUIREMENT



# TEACHING & LEARNING MODE

---

## ONLINE

TOPHAT

<https://tophat.com/>

TOPHAT Guide:

<https://www.unifiji.ac.fj/wp-content/uploads/2021/07/Tophat-Student-Guide.pdf>

MOODLE

<https://elearning.unifiji.ac.fj/moodle/login/index.php>

GOOGLE MEET



---

# **STUDENT SUPPORT SERVICES SAWENI & SAMABULA CAMPUS**

# STUDENT SUPPORT SERVICES

## Important Links

---

**Undergraduate Application Form** - <https://www.unifiji.ac.fj/apply/>

**ADD & Withdrawal Form** - <https://www.unifiji.ac.fj/wp-content/uploads/2021/08/REQUEST-TO-WITHDRAW-ADD-COURSE-SAS7-1.pdf>

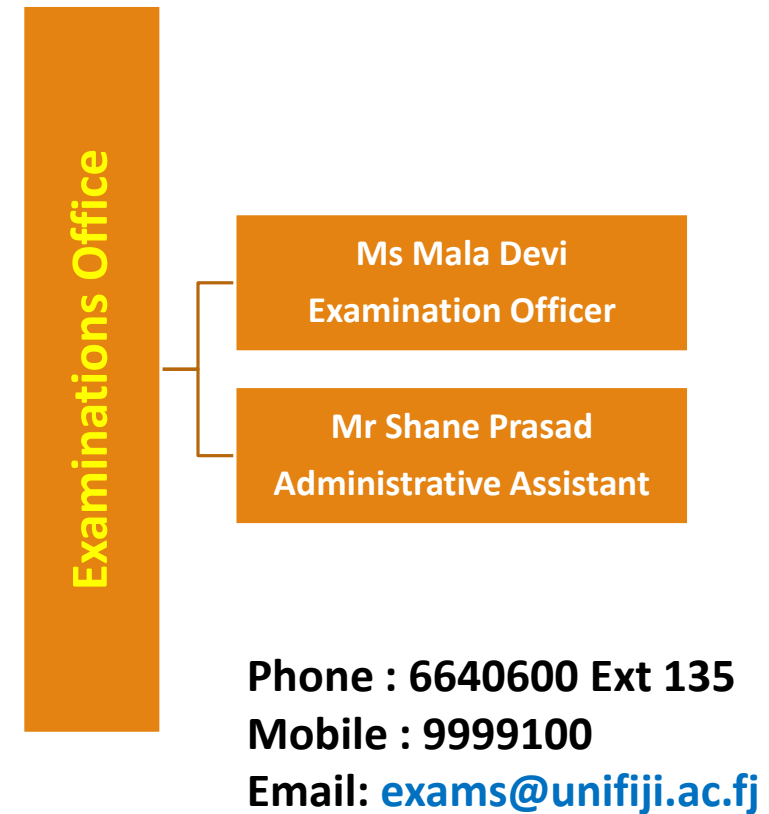
**Resumption of Study Form** - <https://www.unifiji.ac.fj/wp-content/uploads/2021/08/REQUEST-FOR-RESUMPTION-OF-STUDIES-SAS12-1.pdf>

**Change of Programme Form** <https://www.unifiji.ac.fj/wp-content/uploads/2021/08/REQUEST-FOR-CHANGE-OF-PROGRAMME-SAS8-1.pdf>

**Cross Credit Application Form** - <https://www.unifiji.ac.fj/wp-content/uploads/2021/08/APPLICATION-FOR-CROSS-CREDIT-SAS11-1.pdf>

**Student Request Form** <https://www.unifiji.ac.fj/wp-content/uploads/2021/08/STUDENT-REQUEST-FORM-SAS-10.pdf>

# SAS & EXAMINATION CONTACT DETAILS



---

# FINANCE DEPARTMENT

# FINANCE : FEE & PAYMENT

| COURSE LEVEL  | SUBJECT AREA    | FIJI CITIZENS & PACIFIC REGION<br>(EXCEPT AUST & NZ) | OTHER CITIZEN COUNTRIES |
|---------------|-----------------|--|-------------------------|
| FOUNDATION    | ITAUKEI STUDIES | \$162.00   | \$324.00                |
| UNDERGRADUATE |                 |  |                         |
| 100 LEVEL     | ITAUKEI STUDIES | \$270.00   | \$540.00                |
| 200 LEVEL     | ITAUKEI STUDIES | \$342.00   | \$684.00                |
| 300 LEVEL     | ITAUKEI STUDIES | \$495.00   | \$990.00                |

**PAYMENT METHOD:**  
**MPAISA : 21672 - The University of Fiji**  
**WESTPAC BANK ACCOUNT: 9800966104**

# PENALTY

|                             | Penalty Dates   |
|-----------------------------|---|
| <b>Friday 1 April 2022</b>  | last date of enrolment without a late enrolment fee<br>last date for withdrawal without any penalty |
| <b>Friday 8 April 2022</b>  | Withdrawal with 25% penalty   |
| <b>Friday 15 April 2022</b> | Withdrawal with 50% penalty   |
| <b>Friday 22 April 2022</b> | Withdrawal with 75% penalty   |
| <b>Friday 29 April 2022</b> | Withdrawal with full fees charged   |

---

# **LIBRARY SERVICES**

# LIBRARY FACILITY

**Saweni Campus  
Lautoka**

**Mrs Masiran Kutty  
Senior Library Assistant**

Phone: 6640600 ext 131  
Mobile: 9999100  
[masirank@unifiji.ac.fj](mailto:masirank@unifiji.ac.fj)

**Ms Mariam Bi  
Library Assistant**

Phone: 6640600 ext 161  
Mobile : 9999100  
[mariamb@unifiji.ac.fj](mailto:mariamb@unifiji.ac.fj)

## ***Library regulations:***

<https://www.unifiji.ac.fj/wp-content/uploads/2021/02/Library-regulations.pdf>

**Samabula Campus  
Lautoka**

**Ms Mereoni Chute  
Library Assistant**

Phone: 3373614 ext 303  
Mobile: 9999111  
[mereonic@unifiji.ac.fj](mailto:mereonic@unifiji.ac.fj)

**Ms Nazmum Nisha  
Library Assistant**

Phone: 3373614 ext 303  
Mobile: 9999111  
[nazmun@unifiji.ac.fj](mailto:nazmun@unifiji.ac.fj)



# **IT SERVICES COUNSELLOR NURSE UFSA**

## SAWENI CAMPUS

### Joel Anjaiya

Manager Information Technology  
Services

Saweni Campus

Phone: +679 6640600 ext: 110

Mobile : 9999100

Email: [joela@unifiji.ac.fj](mailto:joela@unifiji.ac.fj)

### Arjun Pillay

Systems Administrator

Saweni Campus

Phone: +679 6640600 ext: 123

Email: [arjunp@unifiji.ac.fj](mailto:arjunp@unifiji.ac.fj)

### Emosi Derenalagi Nawai

Network Administrator

Saweni Campus

Phone: +679 6640600 ext: 120

Email: [emosif@unifiji.ac.fj](mailto:emosif@unifiji.ac.fj)

### Shanil Chetty

IT Programmer

Saweni Campus

Phone: +679 6640600 ext: 172

Email: [shanilc@unifiji.ac.fj](mailto:shanilc@unifiji.ac.fj)

## Student Moodle account

## TOPHAT

## Student Email

## IT Laboratories

Email: [itservices@unifiji.ac.fj](mailto:itservices@unifiji.ac.fj)

## SAMABULA CAMPUS

### Taniela Veitata Waqanivavalagi

IT User Assistant

Samabula Campus

Phone: +679 6640600 ext: 306

Email: [tanielaw@unifiji.ac.fj](mailto:tanielaw@unifiji.ac.fj)

### Isikeli Talala

IT User Assistant

Samabula Campus

Phone: +679 6640600 ext: 306

Email: [isikelit@unifiji.ac.fj](mailto:isikelit@unifiji.ac.fj)

### Timoci Ralulu

IT User Assistant

Saweni Campus

Phone: +679 6640600 ext: 172

Email: [timocir@unifiji.ac.fj](mailto:timocir@unifiji.ac.fj)

### Krishneel Prasad

IT User Assistant

Saweni Campus

Phone: +679 6640600 ext: 172

Email: [krishneelp@unifiji.ac.fj](mailto:krishneelp@unifiji.ac.fj)

# COUNSELLOR & UNIFIJI NURSE



**Mr Jone Etuate Veisamasama**

**Student Counsellor**

Phone: 6640600 ext 279

Mobile: 9999100

Email: [jonee@unifiji.ac.fj](mailto:jonee@unifiji.ac.fj)

**Ms Kamla Prasad**

**Unifiji Nurse**

Phone : 6640600 ext 186

Mobile : 9999100

Email: [kamlap@unifiji.ac.fj](mailto:kamlap@unifiji.ac.fj)



# UNIFIJI STUDENT ASSOCIATION

---

UFSA

Phone : 6640600 ext 170

Mobile: 9999100

Email: [ufsa@student.unifiji.ac.fj](mailto:ufsa@student.unifiji.ac.fj)

**Student Grievance:** <https://www.unifiji.ac.fj/2022-handbook-and-calendar/> (Page 443-445)

---

# **UNIVERSITY SOCIAL PAGE AND CONTACT DETAILS**

# SOCIAL MEDIA PAGE

---

## **Main Page:**

University of Fiji Facebook Page

University of Fiji Instagram

## **The Centre for iTaukei Studies**

### **Facebook page :**

University of Fiji-Centre for iTaukei Studies

# THE UNIVERSITY OF FIJI CONTACT

## SAWENI CAMPUS, LAUTOKA

### Admission enquiries

Ph: +679 664 0600

Fax: +679 664 0700

Mobile: +679 9999100 / Short code: 5276

[admissions@unifiji.ac.fj](mailto:admissions@unifiji.ac.fj)

### General enquiries

Ph: +679 664 0600A

Fax: +679 664 0700

[info@unifiji.ac.fj](mailto:info@unifiji.ac.fj)

### Physical Address

Queens Highway

Saweni

Lautoka

Fiji

### Postal Address

Private Mail Bag

Lautoka

Fiji Islands

## SAMABULA CAMPUS, SUVA

### Physical Address

1 Kula Street

Samabula

Suva, Fiji

Ph: +679 337 3614

Fax: +679 337 1084

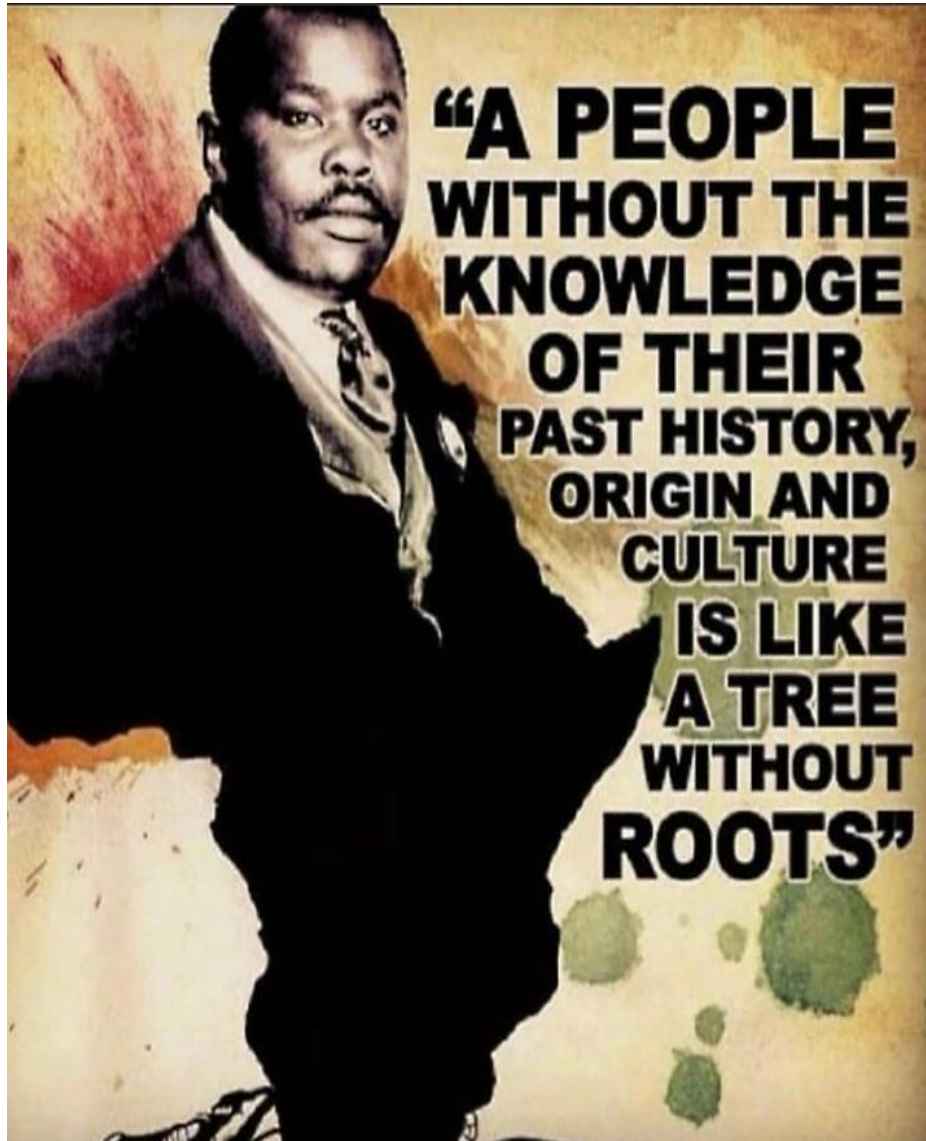
Mobile: +679 999 9111 / Short code: 5276

### Postal Address

P O Box 4245

Samabula

Fiji Islands



# INVITATION

*CIS IS LOOKING FORWARD  
TO WELCOME YOU AND  
TAKE YOU ON A JOURNEY  
OF SELF DISCOVERY INTO  
WHO YOU ARE*