



The University of Fiji

(An Entity of Arya Pratinidhi Sabha of Fiji)

SCHOOL OF BUSINESS & ECONOMICS

STUDENT ORIENTATION PACKAGE

2022

This information will guide you through the steps needed before your first day of your Programme.

Welcome!

Learn Here to Make a Difference Anywhere

Message from The Dean

Professor (Dr.) Ranasinghe Wasantha Amaradasa



Greetings! A warm welcome to the University of Fiji.

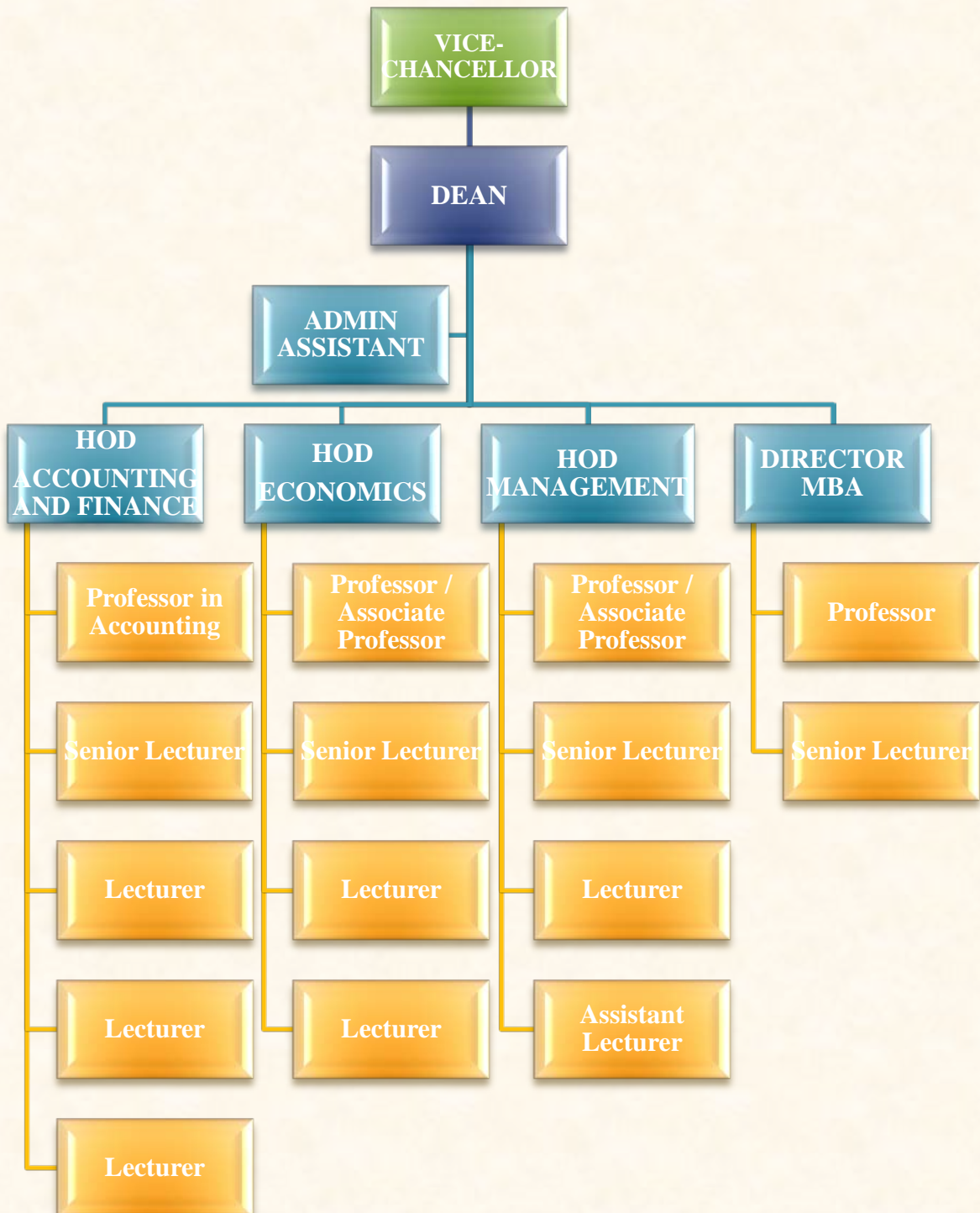
The “Mission” of the School of Business and Economics is to prepare our students for the global labour market by providing a high-quality learning environment. To achieve this the School of Business and Economics, which consists of three departments: Accounting and Finance, Economics and Management and the Master of Business Administration programme, invites students who are serious and committed to their programme of study and wish to be successful not only in their endeavours but also contribute to the progress, welfare and development of the organizations and communities where they work, to read this orientation package carefully.

Our School guides students to gradually upgrade their knowledge, skills and attributes through a process of understanding, using and planning what they learn in their respecting courses from year one to year three. We maintain a friendly and approachable teaching environment to deal with students' requirements. Our students have reported a high rate of employability. Postgraduate courses are directed towards upskilling the existing workforce as they will enhance capacity development in Fiji in teaching, research, management and consultancy work where the graduates will be able to take leadership positions in the future. The MBA programme is now well established and being reviewed to enhance its quality. In addition to regular classes at the Saweni campus, the School also offers face to face classes at Suva. Our courses and programmes are regularly reviewed so that we incorporate recent developments in the subject areas and the changing needs of the employment market. Once again, let me invite you to join our respective programmes which are in your area of interest.

I have pleasure in presenting to you the 2022 SOBE Orientation Package which contains important information with regards to the programmes of various study offered by the School of Business and Economics, staff information, courses offered and their descriptions and programme accreditations achieved.

Wishing you all the best in your programme of study!

Organization Structure



The School Administration



DEAN AND PROFESSOR/DIRECTOR

Ranasinghe M. W. Amaradasa,
Ph.D., *W'gong*, MSc., BSc., PDN, Sri Lanka



ADMINISTRATIVE ASSISTANT

Kalesi Limairi,
Dip.Office Mgt., *S.Pac*

Department of Accounting & Finance



HEAD OF DEPARTMENT AND LECTURER

Sandhiya Roy,

M.Com., *UniFiji*, PGDip.PAcc, B.A. *S.Pac.*



PROFESSOR IN ACCOUNTING

Ruvendra Kumar Nandan,

Ph.D Bristol, M.A., PGDip.ACC, *S. Pac.*, BCom.
(*Hons*) *Delhi*, FCPA (*Australia*), CA(*Fiji*)



LECTURER IN ACCOUNTING

Mohammed Riaz Azam,

M.Com.(PAcc), PGDip.PAcc, *S.Pac.*, BCom.,
UniFiji



LECTURER IN ACCOUNTING

Shivneil Kumar Raj,

M.Com (Accounting), PGDip.ECO,
PGDip.ACC, B.Com, *UniFiji*, AFIA (*Fiji*) -
Member of Fiji Institute of Accountants

Department of Economics



**HEAD OF DEPARTMENT AND
SENIOR LECTURER**

Gyaneshwar Rao,
M.A.(ECO), PGDip.DS, B.A. *S.Pac.*



LECTURER IN ECONOMICS

Priteshni P. Chand,
M.Com.(ECO), *S.Pac.*, PGDip.ECO, *UniFiji*,
B.A. *S.Pac.*



LECTURER IN ECONOMICS

Amit Prakash,
M.Com.(ECO), PGDip.ECO, B.A.GCeD., *S.Pac.*

Department of Management



HEAD OF DEPARTMENT AND SENIOR LECTURER

Navneel Shalendra Prasad,
Ph.D, MBA, WUT, PGCTT., BCom., *S.Pac.*



LECTURER IN MANAGEMENT

Avineel Avineet Kumar,
MBA, PGDip.BA, PGDip.MGT, BCom.,
UniFiji



ASSISTANT LECTURER IN MANAGEMENT

Archana Reddy,
MBA., *Bangalore*, BCom., *Pune*



Master of Business Administration Programme



DIRECTOR AND PROFESSOR

Ranasinghe M. W. Amaradasa,
Ph.D., *W'gong*, MSc., BSc. PDN, Sri Lanka



PART-TIME SENIOR LECTURER

Amar Singh,
Ph.D., *UniFiji*, MBA., *S.Pac.*, PGDip.MGT.,
UniFiji, BA., *S.Pac.*, TCert.T., LTC, FIA, CA(*Fiji*)

Our Programmes

Foundation Programmes

The programme in Foundation Commerce requires the completion of eight (8) courses. To complete the Certificate in Foundation Commerce students must pass eight (8) courses, two (2) of which are compulsory: *LLCF₁₁ and *LLCF₁₂. Students may choose six (6) other Foundation courses from the Commerce strand. For more details click <https://www.unifiji.ac.fj/foundation-studies/>

Undergraduate Programmes

Click on the link <https://www.unifiji.ac.fj/undergraduate-study/> and refer to your intended programme.

Postgraduate Studies

Click on the link <https://www.unifiji.ac.fj/postgraduate-study/> and refer to your intended programme.

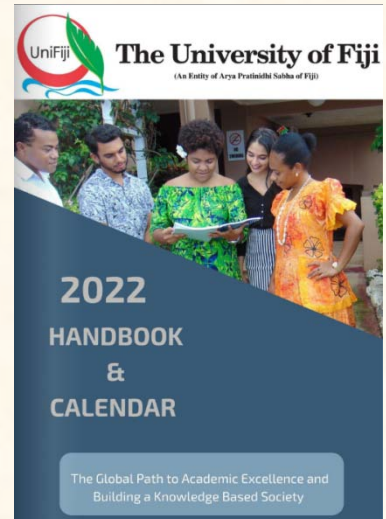
MBA Programme

Click on the link <https://www.unifiji.ac.fj/masters-of-business-administration-programme/>

Student Online Guide

Simply Click on the link to access
our 2022 Handbook & Calendar
for more info

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



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

For Guidance click on [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%20Online-Registration.pdf)



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



<https://app.tophat.com/login>

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

Student Support

IT SERVICES



Send an email to itservices@unifiji.ac.fj for any online learning matter.
Ext: 172

OUR COUNSELOR



<https://youtu.be/qYHnEillqe8>
Book a session with Counselor
Mr. Jone Veisamasama
on jonee@unifiji.ac.fj or on
Zoom PMI ID: 706 489 9114
Ext: 279



LIBRARY



For more info

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

Email: libraryteam@unifiji.ac.fj

Ext: 161

NURSE



Ms. Kamla Prasad

Email: kamlap@unifiji.ac.fj

Ext: 186

UFSA (Student Association)



Email: ufsa@student.unifiji.ac.fj
Ext: 170

Student Academic Services & Examination

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>

Examination (Assessment)

- * **Compassionate & Aegrotat Pass/Special Exam Form** - <https://www.unifiji.ac.fj/wp-content/uploads/2021/08/APPLICATION-FOR-COMPASSIONATE-AEGROTAT-PASS-SPECIAL-EXAM-SAS5.pdf>
- * **Reconsideration of Course Grade Form** - <https://www.unifiji.ac.fj/wp-content/uploads/2021/08/APPLICATION-FOR-RECONSIDERATION-OF-COURSE-GRADE-SAS9.pdf>
- * **Restricted Pass Form** - <https://www.unifiji.ac.fj/wp-content/uploads/2021/08/APPLICATION-FOR-RESTRICTED-PASS-SAS15.pdf>
- * **Supplementary Examination Form** - <https://www.unifiji.ac.fj/wp-content/uploads/2021/08/APPLICATION-FOR-SUPPLEMENTARY-EXAM-SAS-13.pdf>

[Examination Clash Form](#)

[Request to view final examination script](#)

Completion of Programme

University Scholarship and Loan Form - <https://www.unifiji.ac.fj/wp-content/uploads/2021/08/APPLICATION-FOR-UNIVERSITY-LOAN.pdf>

Completion of Programme Form - <https://www.unifiji.ac.fj/wp-content/uploads/2021/08/APPLICATION-FOR-COMPLETION-OF-PROGRAMME-FORM.pdf>

Hire of Purchase of Gown Form - [Application for Hire/Purchase of Graduation gown](#)

Important Dates

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

Penalty Dates

PENALTY DATES	
Fri 1 April 2022	last date of enrolment without a late enrolment fee last date for withdrawal without any penalty
Friday 8 April 2022	Withdrawal with 25% penalty
Friday 15 April 2022	Withdrawal with 50% penalty
Friday 22 April 2022	Withdrawal with 75% penalty
Friday 29 April 2022	Withdrawal with full fees charged

University Regulations for Student Conduct and Discipline (Appendix II)

A copy of the **University Regulations for Student Conduct and Discipline** is posted on the Moodle and I acknowledge it as my responsibility to know and observe the provisions thereof"

Student Grievance Procedures (Appendix III)

Sign and return a copy to Student Academic Service.

Frequently Asked Questions – Student Support Services

<https://www.unifiji.ac.fj/wp-content/uploads/2021/08/Uni-Fiji-FAQ-2.pdf>

Payment

Fees can be paid through Direct Bank Deposit & even m-Paisa...



The University of Fiji

OPTION 1: BANK TRANSFER/DIRECT DEPOSIT



Bank Account Name: The University of Fiji

Bank Account Number: 9800966104

Bank Address: 1 Thompson Street, Suva

Bank Name: Westpac Banking Corporation

BSB or IBAN/SWIFT/Routing No WPACFJFX



OPTION 2: MPAISA

Make MPaisa payment to Business Name: The University of Fiji

Business Number: 21672

(Please ensure that when making payment note down the student ID number in the narration or reference part)



Fees Structure

For more detailed information click on <https://www.unifiji.ac.fj/2022-handbook-and-calendar/>
Pages 464-471

COURSE LEVEL	SUBJECT AREA	Fiji & Pacific Islands Forum (Except Australia & NZ)	Citizens of Other Countries
UNDERGRADUATE COURSES			
100 LEVEL	Accounting	\$360	\$720
	Economics	\$360	\$720
	Management	\$288	\$576
200 LEVEL	Accounting	\$540	\$1,080
	Economics	\$477	\$954
	Management	\$477	\$954
300 LEVEL	Accounting	\$585	\$1,170
	Economics	\$585	\$1,170
	Management	\$558	\$1,116
FOUNDATION	Accounting	\$162	\$324
	Economics	\$162	\$324
POSTGRADUATE COURSES			
POSTGRADUATE DIPLOMA	Professional Accounting	\$855	\$1,710
MBA		\$1,080	\$2,160
Doctor of Philosophy	Business Administration	\$4,000	\$8,000
Any PG Unit		\$708	\$1,404



Saweni Campus

General enquiries

Ph: +679 664 0600A

Fax: +679 664 0700

info@unifiji.ac.fj

School of Business & Economics enquiries

Ph: +679 664 0600 ext 158

Fax: +679 664 0700

Mobile: +679 9999100 / Short code: 5276

kalesil@unifiji.ac.fj

Physical Address

Queens Highway
Saweni
Lautoka
Fiji

LIVE CHAT

<https://www.unifiji.ac.fj/contact-us/>



The University of Fiji



@the_university_of_fiji



@UniFiji_1



The University of Fiji

