## Checklist for Postgraduate Students’ Orientation 2011

<table>
<thead>
<tr>
<th>Checklist Questions</th>
<th>Yes</th>
<th>No (✓)</th>
<th>Did you answer no? Action/Advice</th>
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<tbody>
<tr>
<td>Have you *registered?</td>
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<td></td>
<td>All Postgraduate students are required to register for their respective courses— from PG Diploma to Masters’ thesis (700 level) and PhDs (800 level). Last day for changing courses (add and drop) is 25&lt;sup&gt;th&lt;/sup&gt; February. For assistance contact Student Academic Services.</td>
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<td>*registration— the process of electronic or manual approval, by appropriate authorities, of students’ chosen course.</td>
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<td>Do you know key enrolment deadlines?</td>
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<td>28&lt;sup&gt;th&lt;/sup&gt; Feb—4&lt;sup&gt;th&lt;/sup&gt; March is the last week for withdrawal from courses for Lautoka, Alafua, Emalus campuses without being charged fee. Any course withdrawn after this week will be charged full tuition fee. 8&lt;sup&gt;th&lt;/sup&gt; March- students will be able to print invoices from SOLS. Students seeking payment through FNPF should lodge their invoices to FNPF and ensure the payment is approved and forwarded to USP before 1&lt;sup&gt;st&lt;/sup&gt; April 2011. 1&lt;sup&gt;st&lt;/sup&gt; April- last day for payment of fee.</td>
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<tr>
<td>Have you visited the library and learned how the library can support you as a postgraduate student?</td>
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<td></td>
<td>Visit the USP library helpdesk for more information Library website: <a href="http://www.usp.ac.fj/library">www.usp.ac.fj/library</a></td>
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<tr>
<td>Do you have problems logging into your student account or have problems using wireless on your computer?</td>
<td></td>
<td></td>
<td>Visit ITS services helpdesk Email: <a href="mailto:helpdesk@usp.ac.fj">helpdesk@usp.ac.fj</a> Phone 32 32117</td>
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<tr>
<td>Do you know how to find out contact details of a staff member?</td>
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<td></td>
<td>Students have access to the staff directory through USP homepage&gt;quick links&gt;staff directory. A list of important contact details for research students is provided in appendix 1.</td>
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<tr>
<td>If you are an International student are you aware of the requirements you need to fulfil and the resources available for you?</td>
<td></td>
<td></td>
<td>Please visit the USP International Website at <a href="http://www.international.usp.ac.fj">www.international.usp.ac.fj</a> Or email: <a href="mailto:international@usp.ac.fj">international@usp.ac.fj</a> for queries</td>
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<tr>
<td>Do you know what services/support USP Campus Life can provide you as a Postgraduate student?</td>
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<td>The University of the South Pacific's Campus Life Section is entrusted with the responsibility for the provision of services that foster a sense of community and promote physical, social, spiritual and intellectual growth and development among students. Some of which include accommodation services, Campus Environment, Counselling Centre, Chaplainry Services, Food Outlets, Health Services, Sports and Recreation, and Security Services. Website: <a href="http://www.usp.ac.fj/campuslife">www.usp.ac.fj/campuslife</a> Email: <a href="mailto:campuslife@usp.ac.fj">campuslife@usp.ac.fj</a> Phone Contact: 323 2495</td>
</tr>
<tr>
<td>Checklist Questions</td>
<td>Yes (✓)</td>
<td>No</td>
<td>Did you answer no?</td>
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<tr>
<td>Do you know where the Research Office is and what they can do for you as a postgraduate student?</td>
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| Do you know what general training/support resources are currently run or made available by the Research Office to help with your study programme? |         |    |                    | Epigeum- Research Skills Online- this training material which is available through Moodle is targeted at early career staff and PG students. To access Epigeum online log into Moodle> go to the left side of the screen and click on the link with the name Epigeum> or go to the research Office website> click onto for students> Epigeum(login)-demonstration available  
COS Database- this is a funding opportunity database available at [http://fundingopps.cos.com](http://fundingopps.cos.com). This database is searchable so you can find appropriate bodies aligned to your needs and eligibility.  
Graduate Profiler Online (GPO) - has been created to strengthen interaction between Postgraduate students of all disciplines. This is available on Moodle and is being administered by Research Office. To join go to [www.research.usp.ac.fj](http://www.research.usp.ac.fj)> click onto for students>GPO>login to Moodle using USP username and password> interact with fellow students and us and keep up-to-date with on-going university wide graduate activities.  
For queries/ grievances email: moodlehelp@usp.ac.fj |
| Are you aware of some of the key ethical, intellectual property, copyright issues/requirements you need to know about as a Postgraduate student? |         |    |                    | Important information on these issues is provided on the research website. The University has an Animal and Human Ethics handbook accessible through the USP Research website  
The University has a copyright and IP Officer based at the library and is there to advice students on copyright and IP issues.  
Contact: kathleen.moore@usp.ac.fj |
| If you are a research student are you aware of when the first Faculty Research Committee (FRC) will meet? |         |    |                    | FSTE- 29th March 2011 for which first submission of the research proposal onto Moodle is 25th February 2011 and the final date for submission of revised proposal onto Moodle is 16th March.  
FBE- 1st week of April for which proposals should come in by 20th March 2011.  
FAL- 23rd February, 27th April, 20th July & 18th October for which proposals need to be submitted one week prior  
*please note that these dates are tentative and it your responsibility to contact faulty research support staff and confirm dates. |
Appendix 1: Important Contacts for Research Students

### Faculty of Arts and Law

<table>
<thead>
<tr>
<th><strong>Dean</strong></th>
<th><strong>Associate Dean - Research and Graduate Affairs</strong></th>
</tr>
</thead>
</table>
| Dr Akanisi Kedrayate  
Room Number: 019-418  
Phone Contact: 32 32049  
Email Address: [akanisi.kedrayate@usp.ac.fj](mailto:akanisi.kedrayate@usp.ac.fj) | Dr Mohit Prasad  
Phone Contact: 32 32411  
Email Address: [mohit.prasad@usp.ac.fj](mailto:mohit.prasad@usp.ac.fj) |

**Administrative Assistant**  
Anilesh Singh  
Phone Contact: 32 32742  
Email: [anilesh.singh@usp.ac.fj](mailto:anilesh.singh@usp.ac.fj)

### Faculty of Business and Economics

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<tr>
<th><strong>Dean</strong></th>
<th><strong>Associate Dean - Research and Graduate Affairs</strong></th>
</tr>
</thead>
</table>
| Professor Biman Prasad  
Phone Contact: 32 32084  
Email: [biman.prasad@usp.ac.fj](mailto:biman.prasad@usp.ac.fj) | Dr Gurmeet Singh  
Phone Contact: 32 32464  
Email: [singh_g@usp.ac.fj](mailto:singh_g@usp.ac.fj) |

**Administrative Assistant**  
Ms Nitika Devi  
Phone Contact: 32 32712  
Email: [nitika.devi@usp.ac.fj](mailto:nitika.devi@usp.ac.fj)

### Faculty of Science Technology and Environment

<table>
<thead>
<tr>
<th><strong>Dean</strong></th>
<th><strong>Associate Dean - Research and Graduate Affairs</strong></th>
</tr>
</thead>
</table>
| Dr Anjeela Jokhan  
Room Number: 010-215  
Phone Contact: 32 32567  
Email: [anjeela.jokhan@usp.ac.fj](mailto:anjeela.jokhan@usp.ac.fj) | Associate Professor Jito Vanualailai  
Phone Contact: 32 32409  
Email: [jito.vanualailai@usp.ac.fj](mailto:jito.vanualailai@usp.ac.fj) |

**Administrative Assistant**  
Marieta Suliana  
Phone Contact: 32 32449  
Email: [marieta.suliana@usp.ac.fj](mailto:marieta.suliana@usp.ac.fj)

### Research Office

<table>
<thead>
<tr>
<th><strong>Research Manager</strong></th>
<th><strong>Research Student Coordinator</strong></th>
<th><strong>Administrative Assistant</strong></th>
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</thead>
</table>
| Dr Graham Knowles  
Phone Contact: 32 32661  
Email: [knowles_g@usp.ac.fj](mailto:knowles_g@usp.ac.fj) | Ms Shalini Lata  
Phone Contact: 32 32007  
Email: [lata_sl@usp.ac.fj](mailto:lata_sl@usp.ac.fj) | Ms Anjula Devi  
Phone Contact: 32 32397  
Email: [devi_an@usp.ac.fj](mailto:devi_an@usp.ac.fj) |