

## FREQUENTLY ASKED QUESTIONS – STUDENT SUPPORT SERVICES

### NEW STUDENT AND STUDENT DETAILS

#### Where can I find more details about the programmes?

Please find link;

- A.) Foundation: <https://www.unifiji.ac.fj/foundation-studies/>
- B.) Undergraduate: <https://www.unifiji.ac.fj/undergraduate-study/>
- C.) Postgraduate: <https://www.unifiji.ac.fj/postgraduate-study/>

#### Where can I obtain the application forms for lodgment?

Please find link to forms; <https://www.unifiji.ac.fj/apply/>

#### Who do I email my application after I have provided the requirements & filled the form?

You can email your application form & your required documents to our Student Academic Team at [sas@unifiji.ac.fj](mailto:sas@unifiji.ac.fj)

#### I want to follow up on an application I lodged

You can send an email to the Senior Academic Officer Roziya Aslam on [roziyaa@unifiji.ac.fj](mailto:roziyaa@unifiji.ac.fj) or Surekha Mishra on [surekham@unifiji.ac.fj](mailto:surekham@unifiji.ac.fj)

### TIMETABLING AND ENROLMENTS

#### How can I access my timetable?

Please find link to the timetable for the Semester / Trimester;  
<https://www.unifiji.ac.fj/?s=timetable+2021>

#### I want to withdraw/add from my registered courses

Please find form;

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

Once you've completed the form & provided the requirements, you can email it to our Student Academic team on [sas@unifiji.ac.fj](mailto:sas@unifiji.ac.fj)

#### I was a student & I want to resume after time off from my studies

Please find form;

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

Once you've completed the form & provided the requirements, you can email it to our Student Academic team on [sas@unifiji.ac.fj](mailto:sas@unifiji.ac.fj)

### **I want to change my Programme**

Please find form;

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

Once you've completed the form & provided the requirements, you can email it to our Student Academic team on [sas@unifiji.ac.fj](mailto:sas@unifiji.ac.fj)

### **I want to Cross Credit my units to UniFiji**

Please find form;

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

Once you've completed the form & provided the requirements, you can email it to our Student Academic team on [sas@unifiji.ac.fj](mailto:sas@unifiji.ac.fj)

## **FEES AND FINANCIAL SUPPORT**

### **How can I access the fee structure for the courses?**

Please find link to fee structure:

<https://www.unifiji.ac.fj/wp-content/uploads/2021/07/Fees-Structure-for-2021-1.pdf>

The fee structure can also be found in the University Handbook and Calendar

### **Where can I obtain my invoice?**

You can obtain your invoice from our Finance Department at [finance@unifiji.ac.fj](mailto:finance@unifiji.ac.fj)

### **I want to contact someone in regards to a copy of my tuition fees**

You can email our Finance Department at [finance@unifiji.ac.fj](mailto:finance@unifiji.ac.fj)

### **How much is the registration fees?**

2 Units or less: \$40.00 / 3 Units or more: \$70.00

## **STUDENT IT SUPPORT**

### **I'm finding difficulties in accessing my student email / Moodle**

Please contact our IT Dept. services to assist you; [itservices@student.unifiji.ac.fj](mailto:itservices@student.unifiji.ac.fj)

### **I have difficulties accessing TopHat**

Please contact the IT Manager on [joela@unifiji.ac.fj](mailto:joela@unifiji.ac.fj) or follow the link

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

## EXAMS, RESULTS AND GRADUATIONS

### **I want to apply for (Aegrotat Pass/Compassionate Pass/ Supplementary Exam/Special Exam)**

You can email the Senior Examination Officer; Mala Devi on [malad@unifiji.ac.fj](mailto:malad@unifiji.ac.fj) or Shane Prasad on [shanep@unifiji.ac.fj](mailto:shanep@unifiji.ac.fj) for assistance on the application process

### **I want to obtain a copy of my academic results**

You can email the Exams Department at [exams@unifiji.ac.fj](mailto:exams@unifiji.ac.fj)

### **I want to apply for Completion of Programme and Graduation**

If you wish to be considered for an upcoming graduation ceremony you must fill in the Completion of Programme form and submit it to the Student Academic Services by the University's deadline on [sas@unifiji.ac.fj](mailto:sas@unifiji.ac.fj)

Please find the form on <https://www.unifiji.ac.fj/wp-content/uploads/2021/08/APPLICATION-FOR-COMPLETION-OF-PH.D-PROGRAMME-GRADUATION-SAS6.pdf>

## LIBRARY

### **Where can I access past year exam papers?**

You can access past year papers at this link:

<http://web.unifiji.ac.fj:81/exampapers/tinyfilemanager.php>

## COUNSELING

### **Does the University offer Counseling services?**

Yes the University has a student counselor. Find more details on

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

## STAFF CONTACT INFORMATION

### **Where can I find the contact information for UniFiji Staff members?**

Follow this link <https://www.unifiji.ac.fj/faculty-staff/> to access UniFiji Staff contact information