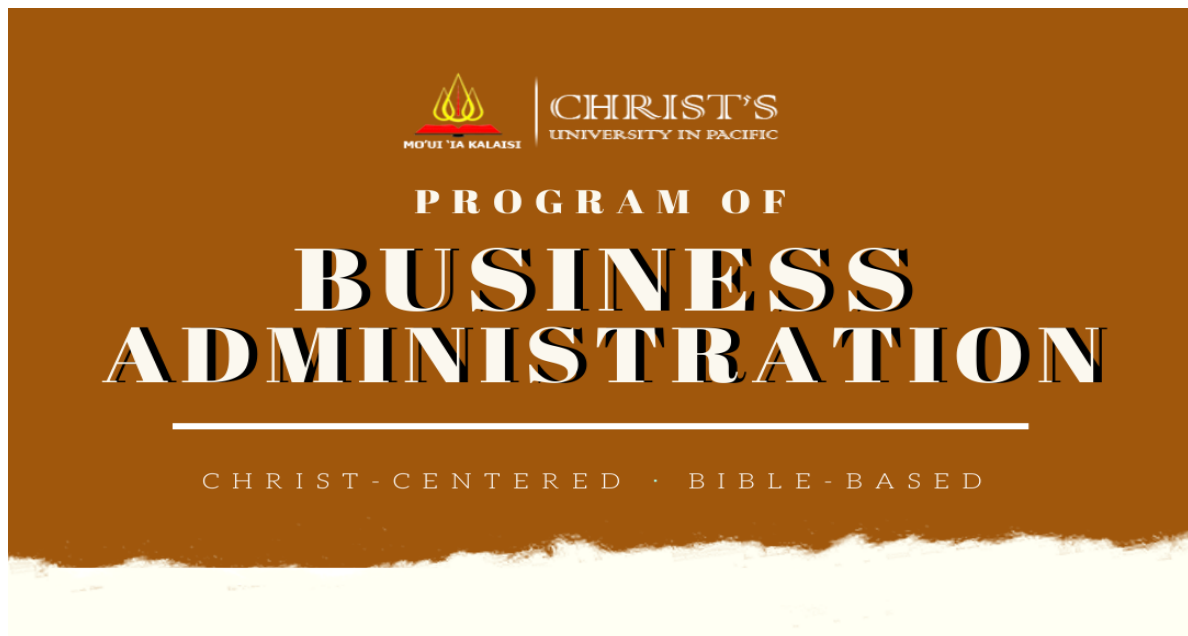


# SCHOOL OF BUSINESS AND LAW

**Master of Business Administration**

**(M.B.A.)**



**Leadership is not a Position or a Title, it is an Action  
and Example!**

**Proverb 3:5-7**

**2021**

**“TNQAB Act Cap 30.14 of the 2016 Revised Edition”**

**CUP School of Business & Law Handbook  
Department of Business Administration**

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Christ’s University in Pacific  
Nuku’alofa, Tonga  
KINGDOM OF TONGA**

## **I. WELCOME TO YOUR 2021 STUDY YEAR!**

**Welcome to Christ's University in Pacific, (CUP), School of Business!** To prepare you for a successful and fulfilling career, we offer and coordinate all the requirements for study postgraduate program in business administration and global business. We look forward to assisting you and providing many opportunities to enhance your future career. As a business student, you are advised to use this handbook, along with other important information sources, for guidance in the postgraduate business program. Official information sources include the Postgraduate Handbook, Student Manual, Class Schedule, and department academic advisors. Regularly meeting with an academic advisor is a good way to stay informed.

## II. THE PURPOSE STATEMENT

### **The purpose of the business major:**

The Master of Business Administration seeks to equip all students with a good understanding of marketing, finance, economics, accounting, and management business issues complemented by a high level of knowledge relevant to all business discipline.

Graduates from the course will be considered “Business ready” in terms of dealing with real world business issues and problems and generating real world business solutions.

### **Learning Outcomes:**

Students graduating from the Master of Business Administration will be able to:

- Demonstrate core knowledge of business and organisations and major disciplinary knowledge.
- Effectively communicate orally and in writing.
- Critically analyse business and organisational issues in local, national and international contexts.
- Demonstrate responsible judgement in decision making.
- Work effectively with others on shared goals.
- Use relevant technology for professional purposes.
- Demonstrate independent learning.
- Great Business Leadership.

### III. CUP CALENDAR YEAR 2021

MONTHS								UG & PG Academic Dates	Administration E
<b>JANUARY</b>									
M	T	W	R	F	Sa	Su			
11	12	13	14	15	16	17			
18	19	20	21	22	23	24	• 12 <sup>th</sup> : Registration new students	• 25 <sup>th</sup> All Staff resume work	
25	26	27	28	29	30	31			
<b>FEBRUARY</b>									
M	T	W	R	F	Sa	Su			
1	2	3	4	5	6	7			
8	9	10	11	12	13	14			
15	16	17	18	19	20	21	• 23 <sup>rd</sup> – 25 <sup>th</sup> : Orientation	• 1 <sup>st</sup> : General Staff Meeting @ 11:00 am (Library)	
22	23	24	25	26	27	28		• Committee Meetings	
								• 3 <sup>rd</sup> , 17 <sup>th</sup> : Professional Development #1, 2 @ 10:00 am	
<b>MARCH</b>									
M	T	W	R	F	Sa	Su			
1	2	3	4	5	6	7			
8	9	10	11	12	13	14	• 1 <sup>st</sup> : Semester 1 begins with Chapel at 11:00 am	• 19 <sup>th</sup> : SLC & SBC Meeting 1	
15	16	17	18	19	20	21	• 2 <sup>nd</sup> : Classes begin	• 26 <sup>th</sup> : SRC & HSC Meeting 1	
22	23	24	25	26	27	28			
29	30	31							
<b>APRIL</b>									
M	T	W	R	F	Sa	Su			
			1	2	3	4			
5	6	7	8	9	10	11	• Week 5 (2 <sup>nd</sup> – 5 <sup>th</sup> ): Easter Weekend Break	• 9 <sup>th</sup> : CQRC Meeting 1	
12	13	14	15	16	17	18	• Week 6, 8 (6 – 9 <sup>th</sup> , 19 – 23 <sup>rd</sup> ): Mid-Semester examinations	• 14 <sup>th</sup> : Staff Development #3 @ 10:00 a.m.	
19	20	21	22	23	24	25	• Week 7 (12 <sup>th</sup> – 16 <sup>th</sup> ): Mid-Semester Break	• 16 <sup>th</sup> : MC & ISD Meeting 1	
26	27	28	29	30				• 23 <sup>rd</sup> : MAC & JLEC Meeting 1	
								• 30 <sup>th</sup> : RC Meeting 1	
<b>MAY</b>									
M	T	W	R	F	Sa	Su			
31					1	2			
3	4	5	6	7	8	9	• Week 14 (31 <sup>st</sup> – 4 <sup>th</sup> June): Semester 1 Study Week	• 7 <sup>th</sup> : AAC Meeting 1	
10	11	12	13	14	15	16			
17	18	19	20	21	22	23			
24	25	26	27	28	29	30			
<b>JUNE</b>									
M	T	W	R	F	Sa	Su			
	1	2	3	4	5	6	• 7 <sup>th</sup> – 17 <sup>th</sup> : Semester 1 Final Examination	• 4 <sup>th</sup> : Senate Meeting #2	
7	8	9	10	11	12	13	• 18 <sup>th</sup> : Last Chapel for Semester 1	• 16 <sup>th</sup> : Staff Development #4	
14	15	16	17	18	19	20	• 21 <sup>st</sup> : Winter Break begins		
21	22	23	24	25	26	27			
28	29	30							
<b>JULY</b>									
M	T	W	R	F	Sa	Su			
			1	2	3	4	• 14 – 15 <sup>th</sup> : Semester 2 Orientation	• 2 <sup>nd</sup> : Semester 1 Marks and Brown Bags inspection	
5	6	7	8	9	10	11	• 19 <sup>th</sup> : Semester 2 classes begin	• 5 <sup>th</sup> : Lecturing Staff resume	
12	13	14	15	16	17	18		• Board of Governors	
19	20	21	22	23	24	25			
26	27	28	29	30	31				
<b>AUGUST</b>									
M	T	W	R	F	Sa	Su			
						1	• Week 6 (23 – 27 <sup>th</sup> ): Mid-Semester examinations	• 13 <sup>th</sup> : SLC & SBC Meeting	
2	3	4	5	6	7	8	• Week 7 (30 <sup>th</sup> – 3 <sup>rd</sup> Sept): Mid-Semester Break	• 27 <sup>th</sup> : SRC & HSC Meeting	
9	10	11	12	13	14	15			
16	17	18	19	20	21	22			
23	24	25	26	27	28	29			
30	31								
<b>SEPTEMBER</b>									
M	T	W	R	F	Sa	Su			
		1	2	3	4	5	• Week 8 (6 – 10 <sup>th</sup> ): Mid-Semester examinations	• 8 <sup>th</sup> : Staff Development #5	
6	7	8	9	10	11	12		• 10 <sup>th</sup> : MC & ISD Meeting	
13	14	15	16	17	18	19		• 17 <sup>th</sup> : MAC & JLEC Meeting	
20	21	22	23	24	25	26		• 24 <sup>th</sup> : RC Meeting	
27	28	29	30						
<b>OCTOBER</b>									
M	T	W	R	F	Sa	Su			
				1	2	3	• Week 14 (18 <sup>th</sup> – 22 <sup>nd</sup> ): Study Week	• 1 <sup>st</sup> : CQRC Meeting	
4	5	6	7	8	9	10	• Week 15-16 (25 <sup>th</sup> – 4 <sup>th</sup> Nov): Semester 2 Final Examinations	• 15 <sup>th</sup> : AAC Meeting	
11	12	13	14	15	16	17			
18	19	20	21	22	23	24			
25	26	27	28	29	30	31			
<b>NOVEMBER</b>									
M	T	W	R	F	Sa	Su			
1	2	3	4	5	6	7	• 5 <sup>th</sup> : Last Chapel for 2021 Academic Year	• 1 <sup>st</sup> : Staff Development #6	
8	9	10	11	12	13	14		• 12 <sup>th</sup> : Senate Meeting	
15	16	17	18	19	20	21		• 19 <sup>th</sup> : Marks Due and Brown Bags inspection	
22	23	24	25	26	27	28			
29	30								
<b>DECEMBER</b>									
M	T	W	R	F	Sa	Su			
		1	2	3	4	5	• CUP GRADUATION 2021		
6	7	8	9	10	11	12			
13	14	15	16	17	18	19			
20	21	22	23	24	25	26			
27	28	29	30	31					

## IV. PROGRAMME FACTUAL SUMMARY

<b>Qualification Titles:</b>	Master of Business Administration (M.B.A.)
<b>Division:</b>	Business
<b>School(s):</b>	Business & Law
<b>Total Credits:</b>	240
<b>Level:</b>	8 & 9
<b>Pre-requisites:</b>	The qualifications are CUP programmes developed and taught at CUP Entry Requirements: Bachelor degrees

**Objectives:** Students in Faculty of Business will learn to:

- Use a portfolio assessment and data analysis to measure organizational strengths, needs, and outcomes necessary for success in a competitive environment;
- Apply a variety of organizational and business leadership strategies based on changing contexts in economic and operating situations;
- Demonstrate sound principles and practices in business law and ethics;
- Apply a working knowledge of the principles and practices of managerial finance, human resource leadership, strategic management, marketing and business development;
- Demonstrate in a business plan-related capstone project, mastery of balanced reasoning and analysis using research methodology and depth and breadth of degree program knowledge;
- Students can customize their educational experience to best support their goals and aspirations. Whether seeking to build a generalist business foundation or to begin focusing on an in-depth area of expertise within business, students will find that the program encourages individual expression.

**Delivery Mode:** Mostly face-to-face with self-directed learning. Additional learning materials are offered in a virtual e-learning environment.

**Student Learning Hours:**

The learning hours are a guide to the total time needed for a student to complete the paper:

✓ On Campus Sessions	48
✓ Student Directed Learning	102

**Total learning hours** 150

**Content Statement:** Business focuses on fast growing areas of global business administration and its impacts on and with technology.

**Delivery Site:** Nuku'alofa, Tongatapu

**Start Date:** Semester 1, 2021

**Qualification Developer:** Christ's University in Pacific

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## V. GENERAL INFORMATION

CUP University is a private, co-educational institution with a Christian philosophy of education. CUP University's purpose is to provide Tongan students with a rigorous, challenging education that is firmly based in the Bible and inspires commitment to Christian service.

When you are a student at CUP University you can expect to enjoy several advantages:

- **A Supportive Learning Environment:** CUP University's School of Business appreciates the opportunity to develop personal relationships with students who desire to build on the spiritual foundation that our learning environment provides. Faculty members are committed to help each student grow as a whole person.
- **Small Class Sizes:** Our average class size of 10 students or less encourages interaction between students and faculty as well as among students. You'll enjoy a high degree of personal attention that may not be possible in larger school settings.
- **Highly Qualified Faculty:** Our faculty members are trained professionals with expertise in their academic fields. Focused on serving the Lord and their teaching, many have made CUP University their home.

### **Academic Regulations & Policies**

In accordance with our motto: "Mo'ui 'ia Kalaisi" and for the overall wellbeing of the campus, the Administration and faculty desire to maintain a high standard of moral conduct from the students. The policies given aim at maintaining a clean God-honouring student body where students have a high respect for God and His Word (the Bible), as well as for their Administrators, Lecturers and fellow students. Within this Christian atmosphere, the student will be encouraged to grow spiritually, mature in the Lord, develop personal responsibility, select the right kind of true friends, excel academically and prepare for Christian leadership. With these goals in mind, we have the following school regulations:

CUP University reserves the right to modify existing academic policies or to develop additional policies regarding the relationship between the institution and those who enrol in its programs. This includes tuition and fee schedules, enrolment procedures and requirements, program and course offerings, graduation requirements, and registration policies and procedures.

Those admitted to study at CUP University agree, by virtue of their enrolment, to be governed by such policies as are established by the university's Board of Trustees and administration. As a result, the university maintains disciplinary authority over students as it pertains to continuation of enrolment by students, their award of academic credit, and the conferring upon them of degrees and certificates.

### **Orientation of New Students:**

All new CUP University students are encouraged to attend orientation the week before classes start. During the orientation essential activities include academic advising, financial aid counselling, placement testing and registration.

### **Pre-Registration for Continuing Students**

Semester 1 pre-registration for all current students is normally held in the last 2 weeks of semester 2, and Semester 2 pre-registration is held in the last 2 weeks of Semester of the same year. All students expecting to return for the next semester must meet with their major advisor before preregistering for the following semester's course work. It is the student's responsibility to be familiar with departmental requirements before preregistration.

### **Postraduate Declaration of a Major**

Each student must declare his/her major in the first year. This decision is made following a discussion with his/her advisor regarding interests and career plans. The student is to complete a "Declaration of Major" (registration form), have it signed by the Academic Advisor of the new major and turn it in to the Office of Records & Registration



### **Course Numbering and Pre-requisites**

The three-letter abbreviation preceding a course number indicates the University's first initial letter (C) and the school of instruction or the general subject area of study.

For example: CMTh = Master of Theology; CMTH = Master in Mathematics; CMBA = Master of Business Administration; CMGB = Master of Global Business; CMFIT = Master of Forensic IT; CMCS = Master of Cyber Security; CMEd = Master of Education, etc...

The three-number designation associated with each school and/or subject generally indicates the course level of study.

Students may not take the 2<sup>nd</sup> year without first fulfilling the 1<sup>st</sup> year requirements or permission from the Major advisor for the program. The lower, sequentially-numbered courses are in most cases prerequisite to the higher.

### **Directed Study Option**

In justifiable cases an upper division student may take one directed study course to satisfy a graduation requirement. Petitions are signed by the Academic Advisor and submitted to the Academic Affair Committee for approval.

### **Registration, Add/Drop**

New students must register for classes prior to the first week of each semester. There is an "add/drop" period at the beginning of each semester. Admittance to a new course, however, is based upon available seating. Students must secure the faculty member's signature to add/drop courses. Courses dropped during the add/drop period will not appear on the student's permanent record. Alteration of a schedule without the approval of the Office of Records and Registration will not be recognised by the university. No student may enter a class or laboratory after the first meeting following the end of the add/drop period

### **Course Withdrawal**

Students may withdraw from a course after the add/drop period is over. They must complete forms available through the Office of Admissions and Records.

Students must secure the course instructor and the Academic Advisor's signatures before withdrawing from a course. Completed withdrawal forms must be delivered to the main campus Office of Records & Registration no later than the last day designated to withdraw from classes. A grade of "W" will be recorded on the student's permanent record. Students who neglect to follow this procedure will receive grades of "F" on their permanent record.

### **Total Withdrawal from the University**

Students who cannot continue their studies during a given semester must officially withdraw from the university. Withdrawals from school forms are available through the university's main administration office or the Office of Records & Registration. Students should confer with their instructors and/or advisors, complete the withdrawal from school form and obtain clearance from the library, the financial aid and business offices. Students who neglect to follow this procedure will receive grades of "F" on their permanent record.

### **Progress Toward a Degree or a Certificate**

The time needed to complete the requirements for a degree or a certificate may vary, depending upon the student and his/her personal and academic circumstances. Many students choose to carry less than a full load for an academic semester. This may extend the time need to complete the academic programme. CUP University encourages students to work toward a degree or certificate at a pace that suits their circumstances.

### **Course Cancellation**

The university reserves the right to cancel a course due to low enrolment, to change class times or class instructors, cancel classes or create new classes, or any Emergency Declaration by Government for schools to be cancelled/closed due to Covid 19 or any other emergency and to alter any other policies or dates related to registration and student records at any time. Notification of such changes will be published in an appropriate manner.

### **Grade Change**

When a student disagrees with the final grade of the course, that student may petition the University's Academic Committee for a review of their course grades. Grade change petitions will be allowed for up to one semester after the original grade was released.

### **Repeating Courses**

Students may repeat a course previously taken in an attempt to improve a grade if the grade is lower than a "C". All grades, including the grade for the repeated course, will appear on the student's transcript. Students may request to have grade points previously earned recalculated to exclude the former grade and to reflect the current grade. No additional credit may be earned if the previous grade was a "C" or better.

### **Attendance & Tardiness**

Students will be informed in writing of the instructor's attendance and tardiness requirements at the start of classes and will be required to adhere to those guidelines. Students are required not to miss more than 20% of the scheduled classes for the semester. Excused absences due to extenuating circumstances are left to the discretion of the instructor. Students are required to report to all classes on time.

### **Academic Integrity**

Academic honesty is expected of all students. Each instructor will inform students in the beginning of each semester the academic integrity expectations and the consequences for violating of this standard.

In the event an instructor determines and substantiates a violation of academic integrity occurred such as plagiarism or cheating, the instructor may take appropriate disciplinary action reflected in the student handbook. This action can include a lowered or failing grade, probation, dismissal or other institution actions. Detailed explanations of possible consequences are outlined in the Student Handbook.

Plagiarism, as an example of a violation of Academic Integrity, is a form of theft. It is the stealing of another's ideas, information or words and passing it off as one's own. Examples of plagiarism include quoting from a published work without the use of quotation marks and identification of the author and copying from another student's examination or report. Instructors and Academic Advisors can answer any questions about plagiarism and strategies to avoid it. Students who know accomplice in the act of plagiarism are equally guilty of academic dishonesty.

### **Cross Registration**

(Transferring Credit from another Institution)

Students who expect to enrol in a course at another institution while still planning to complete their degree at CUP University and who would like to insure the transferability of the course are encouraged to complete the Prior-Approval form, which is available through the main administration Office of Records & Registration. All courses for which prior approval is obtained are subjected to the standards and conditions of the CUP University Transfer Credit policy. All transfer students will have to attend CUP University at least a 2 semesters credits in order to gain a degree, etc.

## **VI. INTRODUCTION**

This handbook is a guiding light for students in the School of Business & Law (SOBL). It is mandatory for all students in this Faculty to get a copy of this handbook.

### ***1. School of Business (SOBL)***

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The Division of Business has academic and support staff and is responsible for the following programme:

- Master of Business Administration (M.B.A.)

### ***2. Our Vision and Mission***

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#### **Vision**

The CUP School of Business goal is to be a leading institution for business and economics education and research in locally, regionally, and reach out globally.

#### **Mission**

To acquire her vision, the School of Business endeavours to accomplish the following undertakings

- Attract bright, intellectually curious and motivated students.
- Provide the highest quality education in business.
- Advance the frontiers of business knowledge by fostering innovative research that addresses significant global and regional issues.
- Cultivate the principles of ethics and social responsibility.
- Develop capable business and community leaders.
- Train business leaders with a moral fundamental apply into business principles.

### ***3. Our Philosophy***

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Our business philosophy is providing students with skills and knowledge that identify what they need and helping them to promote, utilize, and implement those skills in all their future endeavors for securities and happiness.

The crucial philosophy of the SOBL programme is based on the principle that the qualification should provide an intellectual and practical framework through which business administration and global business professionals can develop the necessary abilities to solve business problems and to research and critically evaluate a range of concepts relevant to their own areas within the field of financial accounting, operational economic, sales marketing, and management leadership.

## VII. THE PROGRAMME PURPOSE

The programme uniquely designed to prepare students desiring to gain the knowledge, skills and perspectives which will enable them to become effective and creative leaders and managers of sustainable organizations that make a positive impact in locally, nationally, and globally.

Studying Business at Christ's University in Pacific (CUP) includes understanding business principles and how to become responsible counterparts in the business process. Individuals who are motivated by competition and success and at the same time want to uphold the ethical aspect of the business realm will prosper much by their studies at CUP. Consequently, there are numerous opportunities to grow with the department and to experience the many individual philosophies and leadership qualities of the faculty and other business, and human resource management. Opportunities to socialize within the department and participate in extracurricular educational events are sponsored by faculty and students association. The intention is to offer the entire programme in 2021 using a combination of both undergraduate and postgraduate day and evening classes and evening tutorial classes.

### ➤ *Graduate Profile*

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Upon graduation, student majoring in Business will be able to demonstrate competencies in the core areas of research, problem solving, analysis, computer skills, mathematics, oral communication and writing, apply ethical reasoning to decision making and demonstrate personal and team leadership skills, exhibit knowledge of the legal, regulatory, ethical and technological issues inherent in the global environment of business today, demonstrate skills necessary to progress in a career and/or pursue advanced studies, and apply fundamental knowledge of economics, finance, information systems, business research, accounting, law, management, marketing, and international business to decision making.

Students graduate with skills and competencies that prepare them for lifelong personal and professional growth. Students master conceptual and technical skills that enable them to develop innovative ideas and help organizations fulfil their missions and gain competitive design-driven advantage. Alumni succeed in a range of capacities: starting their own businesses, managing creative people and projects, marketing new products and services, devising design-driven business strategy, and assuming leadership positions.

## VIII. PROGRAMME ANALYSIS – RATIONALE FOR THE QUALIFICATIONS

### Business: Bachelor (level 7), Postgraduate Certificate/Diploma (level 8), Master (level 9), and Doctoral (level 10) Degree

The degree offers a broad approach to provide the students with an in-depth knowledge of accounting, supported by solid knowledge in relevant areas such as law, economics, marketing, information systems, management, applied finance and statistics. This course places particular emphasis on the development of the technical and personal skills needed to provide advice as business and financial professionals.

Business certificate, diploma, bachelor, and postgraduate degree programs prepare you for this career not only by providing training in hard skills such as finance, economic, and accounting, but also by exposing you to human resource management, effective communication and the legal and ethical issues pertaining to conducting business locally, nationally, regionally, and globally.

Here's a comparison of the education options:

	<b>Bachelor's</b>	<b>Master's &amp; Postgrad Degree</b>
Who is this program for?	- Students who wish to acquire a survey of business fundamentals and train in a specific area of business	- Students who has experience working and needed to become leaders in the field of business
Common Career Paths	<ul style="list-style-type: none"> <li>- Sales Manager</li> <li>- Contract Manager</li> <li>- Business Lecturer</li> <li>- Financial Analyst</li> <li>- Business Consultant</li> <li>- General Manager or CEO</li> </ul>	
Time to Completion	3 years full-time	2 years full-time
Common Graduation Requirements	- 18 business courses	- 10 business courses plus 2 compulsory courses plus thesis
Prerequisites	- Diploma in Business Administration level 6	Bachelor Degrees level 7
Level	7	8, 9, 10

### ***Programme Overview***

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This degree is designed for students who would like to undertake a degree in the principle areas of management and leadership administrator. It is suitable preparation for students who would like to become professionals in for-profit and non-profit organisation. The degree consists of compulsory core subjects. The aim is to provide a foundation for the understanding of the business and commercial environment.

Good business administration major understands numbers. Great business administration major understand how to think creatively, apply innovative solutions to everyday problems, make wise decision, and develop trusting, long-lasting business relationships locally, regionally, and globally.

## IX. BUSINESS ADMINISTRATION PROGRAMME STRUCTURE

Given below is the schedule that provides details of all the requirements a student must achieve to complete his/her degree in M.B.A.

A Master of Business Administration degree will complete in two years, taking full time studies for four semesters. Part-time students will complete their studies more than two years.

<b>MASTER OF BUSINESS ADMINISTRATION RECOMMENDED COURSE SEQUENCES</b>						
<b>FIRST YEAR</b>						
<b>QUALIFICATION</b>	<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>SEMESTER</b>	<b>OFFER</b>	<b>LEVEL</b>	<b>CREDIT</b>
<b>Postgraduate Certificate (Level 8)</b>	<b>1. CMRM 811</b>	Research Methodology	<b>S-1</b>	Cohort ONE	8	15
	<b>2. CMAP 812</b>	Apologetics		Cohort ONE	8	15
	<b>3. CMBA 813</b>	Managerial Accounting		Cohort TWO	8	15
	<b>4. CMBA 814</b>	Management Information System		Cohort TWO	8	15
<b>Postgraduate Diploma (Level 8)</b>	<b>5. CMBA 825</b>	Leadership and Organisational Behaviour	<b>S-2</b>	Cohort ONE	8	15
	<b>6. CMBA 826</b>	Quantitative Business Analysis		Cohort ONE	8	15
	<b>7. CMBA 827</b>	Marketing		Cohort TWO	8	15
	<b>8. CMBA 828</b>	Business Law and Ethics		Cohort TWO	8	15
<b>SECOND YEAR</b>						
<b>(Level 9)</b>	<b>9. CMBA 911</b>	Business Economics	<b>S-1</b>	Cohort ONE	9	15
	<b>10. CMBA 912</b>	Human Resource Management		Cohort ONE	9	15
	<b>11. CMBA 913</b>	Managerial Finance		Cohort TWO	9	15
	<b>12. CMBA 914</b>	Strategic Management		Cohort TWO	9	15
<b>Master of Business Administration (Level 9)</b>	<b>13. CMBA 900</b>	<b>Dissertation</b>	<b>S-2</b>		9	60

**NB:**

- **Blue Courses – Compulsory courses**
- **Black Courses – Core courses**

## **X. COURSE DESCRIPTIONS**

**Course Code: CMRM 811**

**Course Title: Research Methodology**

Creates a critical awareness of the diverse range of approaches and methods that are utilized when undertaking research in business and enables students to carry out their own research using appropriate methods in a rigorous manner.

**Course Code: CMAP 812**

**Course Title: Apologetics**

An in depth systematic and rational analysis of vital Christian Belief Systems (the revelation of the Bible, the existence of God, miracles, the resurrection and the deity of Christ) in the light of modern challenges from secularism, existentialism, humanism and New Age mysticism.

**Course Code: CMBA 813**

**Course Title: Managerial Accounting**

The focus of the course is to understand and interpret accounting facts and figures as drafted by accountants and use such a knowledge base in their respective functional areas to improve managerial decision making.

Executives from different functional areas would initially be exposed to financial and cost accounting concepts and practices so that they can understand and interpret the accounting facts and figures, as well as the periodic management accounts and financial reports. That would follow the exposition of the array of tools and techniques of financial and cost analysis with hands on exercises to improve the art and sciences of decision making. With such a knowledge base in the background, executives would be practicing the mechanics of decision making in the classroom in various functional and strategic areas of management.

**Course Code: CMBA 814**

**Course Title: Management Information System**

This course is to provide students with a fundamental knowledge of information system and technology and apply that theory to solve business problems: The Web Revolution, The Digital Economy, IT as a problem and as a solution, the need to be at the forefront of the revolution.

**Course Code: CMBA 825**

**Course Title: Leadership and Organisational Behaviour**

Organisational behaviour is an interdisciplinary field drawing from numerous disciplines including psychology, sociology, economics, organisation theory, statistics, and several others. The course will expose you to advanced behavioural science theories and applications in management. The primary aim of the course is to improve your understanding of how people behave and interact within organisations. Having a greater knowledge of employee behaviour will help you understand attitudes and behaviours of your co-workers, subordinates, supervisors, and clients. Importantly, the course will help you to better understand your own past and future behaviours as a member and manager (leader) within an organisation.

**Course Code: CMBA 826**

**Course Title: Quantitative Business Analysis**

This course is to provide postgraduate students with a fundamental knowledge of statistical theory and apply that theory to decision-making situations by means of examples and problems and to provide a broad survey of the statistical methods used in business.

**Course Code: CMBA 827**

**Course Title: Marketing**



The purpose of the course is to provide you knowledge of the fundamentals of marketing and basic concepts and terminology.

You will learn current theories about: marketing approaches; customer behaviour; segmentation; positioning; products and branding; pricing; distribution channels; marketing communications to create value for customers and for the firm.

**Course Code: CMBA 828**

**Course Title: Business Law & Ethics**

This unit mainly deals with legal issues concerning various aspects of companies: incorporation, regulation, membership and capital, company management, corporate officers, meetings, relations of the company with outsiders, accounts, reports and other disclosures, arrangements and reconstruction, receivers and winding up, and share acquisition and takeovers. It also considers public policy issues underlying the law in the above areas. Other forms of business organisation, such as partnership, trusts and sole traders, are also dealt with.

**Course Code: CMBA 911**

**Course Title: Business Economics**

The course assumes no previous knowledge of economics. It aims to provide an overview of the main principles, theories, techniques of economic analysis and their relevance to the management of enterprises in market economies. The subject includes a review of the fundamentals of business economics: how markets work in a free enterprise economy, the role of governments in regulating and managing the economy, the economics of government/business/consumer relations, the economics of firms and industries, enterprise economics and economic techniques to assist management decision making, including the basics of cost-benefit analysis. This course places special emphasis on a review of policy measures to promote green business enterprises and corporate environmental and social responsibility.

**Course Code: CMBA 912**

**Course Title: Human Resource Management**

This course provides an overview of the fundamentals of human resource management and the importance and impact of human resource management on an organization.

**Course Code: CMBA 913**

**Course Title: Managerial Finance**

The course is divided into Financial Statement Analysis; Time value of money; Capital Risk-Return and Valuation; Budgeting; Capital structure; Financing; Dividend Policy; Financial Planning and Management and Mergers & Acquisitions.

**Course Code: CMBA 914**

**Course Title: Strategic Management**

The course provides students with different perspectives to the role of strategy in organizational success. The course will examine concepts, theoretical frameworks and techniques that are useful in understanding, formulating and implementing successful strategy. The course describes the origins and development of business strategy, the existing strategic paradigms, competing or alternative theoretical frameworks and their implications. In particular, this course addresses the concept of fit in strategy, the resource-based view of the firm, sustainable competitive advantage and emergent strategies.

**Course Code: CMBA 900**

**Course Title: Dissertation (60 points)**

Demonstrates a capacity for independent research project, conducted under supervision, and an ability to critique prior work and define, design and conduct research in a rigorous and robust manner, and to deliver a substantial piece of original high-quality work which significantly enhances aspects of the body of knowledge in the chosen research project domain.

## XI. ASSESSMENTS

During your course, you will have a number of assessments. You will be expected to turn in high quality work, of the same standard that will be expected of you in a work situation. All assessments must be submitted in English only.

### *Return of Assessments*

Marked assessment items will be retained for three months after the date of the assessment. During that period students may contact their lecturer during working hours to collect them.

### *Assignments*

These must be handed in by the date set by your lecturer. Your assignments are to be put into the "letter box" on the wall of CUP University's central office **prior to 8:30am on the due date**.

**Electronic submission** of a copy of the paper based version is required for **ALL** assignments. This copy will be used as a **backup** for the paper based version and can also be used for originality check and must be submitted prior to 8:30am on the same due date as the paper version. Any such requirement will be communicated with the assignment. Failure to submit assignments in the required format(s) may result in no marks being awarded.

Assignments which are submitted up to one day late (Monday after 8:30am to Tuesday 8:30am) will be marked, but cannot achieve more than a C- (pass only) grade. Assignments handed in late will not be marked unless Special Assessment Circumstances apply, so it would be better to hand in an incomplete assignment **on time**. All assignments **must** have a cover sheet accompanying them. The format for this sheet can be obtained from your lecturer. All assignments **must** be handed in "folders" with a clear plastic front and your papers **fastened** inside (plastic sleeves are not acceptable). Assignments containing disks or CD's are to be submitted in either a binder wallet, document wallet, or sealed envelope. A cover sheet must be attached to the outside so it is clearly visible. Later on you may need to buy more folders to handle multiple assignments. These folders will be returned to you with your assignments when they have been marked. This could take up to three weeks.

Paper for printing by students must be supplied by the students. Please do not ask your lecturer to supply paper as this is against our University's policy.

If a disk is included in an assignment, it must be **clearly labelled, virus free and readable** using software on the University's file server or it will not be marked.

As previously stated, your assessments are expected to reach the quality your prospective employers will expect of you. This means they will conform to the rules stated above, be logically set out, and neatly presented. Your assignment will not be corrected unless it achieves this, and it will be marked accordingly. Make sure that you **keep a copy** in case it is needed.

### *Assistance to Other Students*

Students themselves can be an excellent resource to assist the learning of fellow students, but there are issues that arise in assessments that relate to the type and amount of assistance given by students to other students. It is important to recognise what types of assistance are beneficial to another's learning and also what types of assistance are acceptable in an assessment. The CUP University Academic Statute governs the conduct of assignments and examinations, and violations of the standards will result in disciplinary action.

### *Beneficial Assistance*

- Study Groups
- Discussion
- Sharing reading material

- Testing another student's programming work using the executable code and giving them the results of that testing.

### Unacceptable Assistance

- Working together on one copy of the assessment and submitting it as own work
- Giving another student your work
- Copying someone else's work. This includes work done by someone not on the course
- Changing or correcting another student's work
- Copying from books, Internet etc. and submitting it as own work

### Copyright within your Assignment

#### You can:

- Copy *insubstantial* portions of items
- Copy for research or private study
- Print one copy only

#### You cannot:

- Copy for permanent electronic storage
- Copy and paste extracts or images into your own work or website
- Make multiple copies
- Upload copies to user groups and bulletin boards."

### Acknowledgement of Sources

Anything taken directly from another source must be acknowledged correctly. In particular, see the topic of Referencing: "To learn how to reference is extremely important in order to acknowledge sources of information and ideas; this is a legal and academic requirement. It also enables readers to judge the extent of your research and to locate and find further information in the sources you have referred to, if they wish."

#### Use of CUP University's Logo within your Assignment

Use of the CUP logo is not permitted on assignments. The CUP logo is for CUP University's documents and only for the use of the University's staff.

### Credit Recognition and APL

Credit Recognition is a way of acknowledging the courses you have already been assessed in. These are compared against your new courses to see if they match.

Credit Recognition application forms are available from Student Central office. There is an administration charge per application. Please ensure you enclose certified copies of evidence of course content to support your application.

All credit recognition must be verified before the programme begins.

If you are applying for credit entirely on the basis of previously assessed courses from another education provider or another School or Faculty within CUP University, then follow the **Credit Recognition** procedures. If you are applying (at least partly) on the basis of work experience or other unassessed work, follow the **Assessment of Prior Learning (APL)** procedures. Charges will apply to both cross credits and APL.

#### Cross Credits

Check the course prescriptions, full details are available from Student Central office to find out which credit recognition you will be applying for.

Bring all your original academic records and course outlines to this meeting (overseas qualifications must be TNQAB certified before your application can be considered). If you do not wish to wait for the meeting, move to the next step.

Complete an application form and pay the fee.

### **Assessment of Prior Learning (APL)**

You may be coming to CUP University with skills, knowledge, attitudes and values which have not been formally assessed. APL offers you the means by which these can be assessed and given credit towards your programme.

### ***Advice Regarding Credit Recognition and APL Approvals***

You will be advised in writing of the success or otherwise of your application. You may be given preliminary confirmation of the result of your application within a short time frame, but the official confirmation will only come when the results are approved by the Programme Committee, which meets approximately two weeks after the end of each semester for that purpose.

### ***Results and Academic Records***

We recommend that you keep a record of your results and check them against the official results published on notice boards. It is the student's responsibility to ensure results are recorded correctly. Do not leave queries until it may be too late to fix problems in time for graduation. Academic results are sent out each semester. An academic transcript of your grades will be prepared by the Registry on receipt of the appropriate form (available from CUP University's Student Central office) and a small cost recovery charge.

## XII. GRADING SYSTEM

### CHRIST'S UNIVERSITY in PACIFIC CURRICULUM AND ASSESSMENT AUTHORITY (CUPCAA)

CUPCAA issues the official statements of results to students. It is a cumulative record of all results for the student. Christ's University in Pacific is undertaking the 15.0 grading system for all students. Results for units in transferred to and attained from CUP studies are reported and follow the following grading system.

Numerical Score	Letter Grade	Grade Points	Achievement Level
90 – 100	A <sup>+</sup>	15.0	Excellent
85 – 89	A	14.0	Outstanding
80 – 84	A <sup>-</sup>		
75 – 79	B <sup>+</sup>	13.0	Satisfactory
70 – 74	B	11.0	
65 – 69	B <sup>-</sup>		
60 – 64	C <sup>+</sup>	9.0	Pass
55 – 59	C	7.5	
50 – 54	C <sup>-</sup>		
40 – 49	D	5.0	Failing
Below 40%	F	0.0	Failing

Other grades that may be awarded to a candidate apart from those above, are as follows:

CT	Credit Transfer awarded following the assessment of previous learning. (Earned Points to be awarded by the head of the Department of Mathematics)
Res. Pass	Restricted pass which does not permit a Candidate to proceed to a further stage in that subject's Course of Study.
Aeg. Pass	Aegrotat consideration in respect of illness or injury.
Comp. Pass	Compassionate Pass in consideration for unavoidable circumstances.
DNS	Did not sit the final exam (Final grade is F with Earned Points of Zero.)
WC	Withdrawal from Course before the deadline.
W	Withdraw from the University
I	Incomplete

The following grades shall not be included in the calculation of the GPA. They are Aeg. Pass, Comp. Pass, P, Q and W.

### **XIII. EXAMPLES OF ACADEMIC MISCONDUCT ARE:**

#### **Plagiarism**

Plagiarism is the presentation of the (unpublished or published, including on the Internet) thoughts, ideas, writings, inventions or work of another person or other persons without proper acknowledgement and includes copying of the whole or part of the work of another, whether directly copying or summarising another's work, and using experimental results obtained by another. It is the act of taking and using another's work as one's own without proper acknowledgement (referencing) and includes:

- a) copying the work of another student
- b) directly copying any part of another author's work
- c) summarising or paraphrasing another author's work without referencing
- d) using experimental results obtained by another without referencing

This includes items from books, journals, magazines, and the internet. If you have any questions or are in any way unclear on what is or is not acceptable, then contact your lecturer for that course.

#### **Cheating**

Cheating is any fraudulent or dishonest response or practice in relation to any item of assessment, including any action which may otherwise defeat the purpose of the assessment. For example, this includes copying from others for an individual assessment event or bringing notes to a closed book exam.

The above summative assessment offences (plagiarism and cheating) represent misconduct and a breach of CUP University's rules and policies.

#### **Exclusion from Programme**

There are provisions to exclude students from programmes because of insufficient progress (passing less than half the credits taken over two years),

#### **Change of Course or Programme**

Students who request a change of course or programme after approval of enrolment will incur a penalty fee.

#### **Refunds & Withdrawals**

The policy regarding withdrawals and refunds for courses longer than 12 weeks is specified in the Enrolment & Fees Policy.

#### **Evaluations**

The student evaluation of quality, "SEQUAL", will independently and systematically enable students to evaluate courses and teaching. Evaluations are confidential.

#### **Testimonials**

Verbal references only will be given. Students need to advise lecturers of the details regarding such references.

## **XIV. SCHOOL OF BUSINESS & LAW: FACULTY OF BUSINESS DIVISION**

### **Dean for School of Business & Law: Associate Professor ‘Aisake Valu Eke**

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- Former Minister of Finance (Tonga Government)
- BA (Accounting & Economics) USP, Suva, Fiji.
- MBA (Master of Business Administration) Monash University, Melbourne, Australia
- DBA (Doctor of Business Administration – Doctoral Thesis: Quality Service in the Public Sector in Tonga) University of South Queensland, Australia
- CPA (Australia Society of Accountant), Australia.

### **Senior Lecturer: Dr. Tau’aho ‘Ahokovi (PVC of Finance Affairs)**

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- B.Com (Bachelor of Commerce in Accounting) University of Western Sydney, Australia
- M.Com. (Master of Commerce in Accounting) University of Western Sydney, Australia
- P.hD. (Thesis: Forensic Accounting) Christ’s University in Pacific, Nuku’alofa, Tonga
- ASA (Australian Society of Accountants) – Australia.

### **Senior Lecturer: Dr. Sione Tu’itupou Fotu (Quality Assurance Manager)**

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- Doctor of Philosophy (PhD) in Development Studies, USP, Suva, Fiji
- Master of Business Administration (MBA), USP, Suva, Fiji
- Master Mariner, Auckland Nautical School, NZ

### **Senior Lecturer: Mr. Hasiloni Fungavai**

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- B.A. (Accounting), USP, Suva, Fiji
- ACA., Fiji Institute of Accountants
- Chartered Accountant, Tonga Society of Accountants.
- MBA., USP, Suva, Fiji
- Certified Public Accountant (CPA), Tonga Society of Accountants.

### **Lecturer: Mr. Paula Fukofuka**

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- Licensed Tax Agent, Nuku’alofa, Tonga, 2019
- Master of Management Science Accounting, South China University of Technology, Guangzhou, China, 2013
- Licensed Certified Public Accountant, Nuku’alofa, Tonga, 2006
- Bachelor of Education (Business and Mathematics), Pacific Adventist College, Papua New Guinea, 1995
- Diploma in Business, Pacific Adventist College, Papua New Guinea, 1993
- Pass AAT Membership (Intermediate) Examination, The Association of Accounting Technicians, London, 1993
- Pass AAT Membership (Preliminary) Examination, The Association of Accounting Technicians, London, 1992

### **Lecturer: Mr. Tele Faletau**

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- Bethany, Goudhurst, Kent, UK. 1987 – 9\*O levels (one at AO)
- University of Wales, Swansea, UK – Economics major
- IATA – Quality Management for Airline Operations (Distinction), IT Management for Airlines,
- Interline Accounting & Control (Distinction), Fares & Ticketing 1,2 & Advanced (Distinction), Airline Business Models & Competitive Strategies, Route Forecasting and Development (Distinction), Network, Fleet & Schedule Planning (Distinction).
- 2003-2005 President of the Tonga Tourist Association
- 2007 – Council Member of the National Economic Development Council
- 2004 – Member & Co-Author of the National Export Strategy Committee (Commonwealth Project)

### **Senior Lecturer: Dr. Vili Vailea Saulala (VC)**

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- B.Sc. (Organizational Management) Patten University, Oakland, California, USA
- P.G.Dip. (Advanced Analytical Skills) University of the South Pacific, USP, FIJI
- M.B.A. (Master of Business Administration) University of the South Pacific, USP, FIJI
- M.Phil Hons.(Master of Philosophy with First Class Honors) Christ's University in Pacific, Nuku'alofa, Tonga
- P.hD. (Thesis: Business Management System) CUP University, Nuk., Tonga.