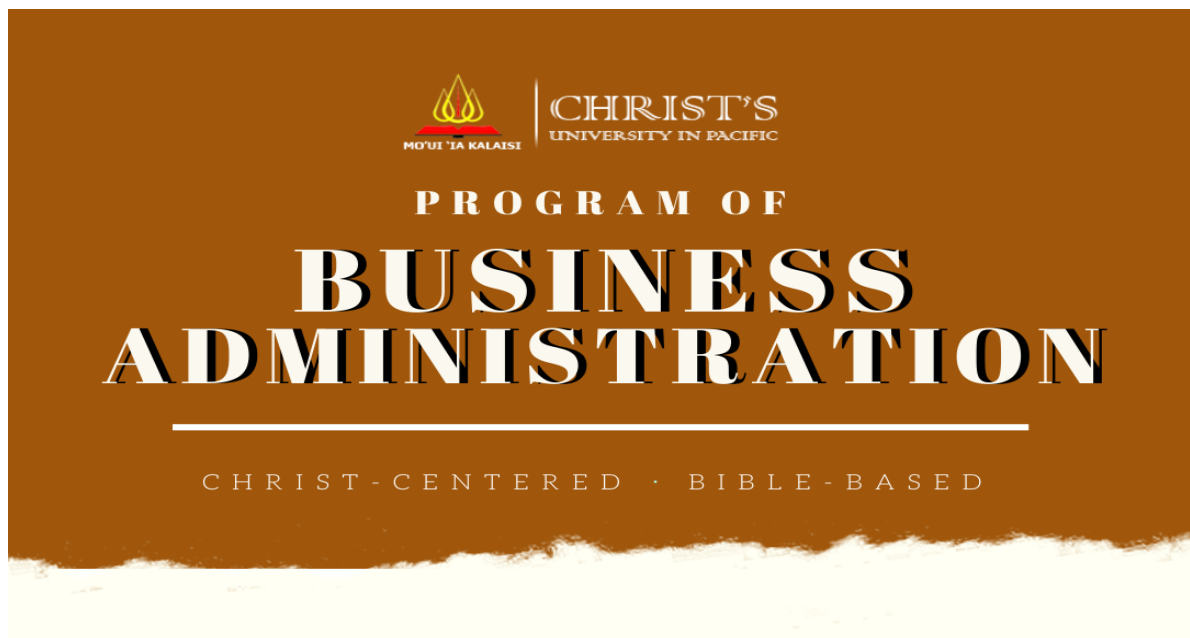


SCHOOL OF BUSINESS AND LAW

Bachelor of Business Administration

(B.B.A.)



Time Management is Life Management!

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 & Law! To prepare you for a successful and fulfilling career, we offer and coordinate all the requirements for study undergraduate 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 undergraduate business program. Official information sources include the Undergraduate 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 is to prepare students for a variety of job opportunities in Christian organizations and secular business and/or graduate school by developing their intellectual capacity, leadership abilities, spiritual lives, and attitude of service. General knowledge of business principles complements a balance of techniques, theory, and practical application provided in each chosen concentration.

Learning Outcomes: Graduates of the business program will be able to;

- make ethical and moral choices based on a biblical worldview;
- communicate effectively in written and oral presentations;
- use current technology and computer applications effectively in their chosen profession;
- relate knowledge to practical experiences; and
- be prepared to pursue advanced study in their chosen field.

III. CUP CALENDAR YEAR 2021

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

IV. PROGRAMME FACTUAL SUMMARY

| | |
|------------------------------|--|
| Qualification Titles: | Bachelor of Business Administration (Management) |
| Department: | Business Administration |
| School(s): | Business & Law |
| Total Credits: | Undergraduate = 380 |
| Level: | 5, 6, 7 |
| Pre-requisites: | The qualifications are CUP programmes developed and taught at CUP Entry Requirements: Have passed the Form 7 or Foundation Examination and meet the English Language entry requirements. |

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

Contacts:

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Phone: (+676) 28-125

V. GENERAL INFORMATION

CUP University is a private, co-educational institution with a Christian philosophy of education. CUP University's purpose is to provide Tertiary 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 Department of Business Administration 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 (if needed) 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.

Undergraduate 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: CBTh = Theology; CMTH = Mathematics; CCIS = Computing & Information Science; CBA = Business Administration; CBAC = Accounting; CHOL = Holography; etc...

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

Students may not take upper division courses (second & third year) without first fulfilling lower division 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 (Management) (SOBM). It is mandatory for all students in this Division to get a copy of this handbook.

1. School of Business (SOBM)

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

- Bachelor of Business Administration (B.BA) - Management

2. Our Vision and Mission

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.

3. Our Philosophy

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 SOBM 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**

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: Certificate of Attainment (level 5), Diploma (level 5), Advanced Diploma (level 6), Bachelor (level 7)

Business administrators shape and steer a firm's strategic plans based on a complex analysis of the business environment. This analysis includes considering the socio-political and economic climate of the areas in which the company conducts business. These administrators must have an understanding of finance, accounting, marketing, operations and management. 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 business options:

| | Certificate & Diploma | Advanced Diploma | Bachelor's | Master's & Postgrad Degree |
|--------------------------------|---|--|---|---|
| Who is this program for? | -Working professionals seeking refresher courses in business fundamentals -First time students seeking an understanding of basic business principles | - Students seeking an education covering a broad overview of business fundamentals | - 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 | - Data Entry Clerk - Administrative Assistant | - Sales Representative - Retail Manager - Purchasing Agent | - Sales Manager - Contract Manager - Financial Analyst - Business Consultant - General Manager or CEO | |
| Time to Completion | 1 year full-time | 2 years full-time | 3 years full-time | 2 years full-time |
| Common Graduation Requirements | - 4 courses (certificate) - 8 courses (diploma) | - 16 courses (Diploma) | - 24 courses (Bachelor) | - 10 courses plus thesis |
| Prerequisites | - High School Form 6 & 7 | - Associate of Arts in Business Administration level 5 | - Diploma in Business Administration level 6 | Bachelor of Business Administration level 7 |
| Level | 5 | 6 | 7 | 8, 9, 10 |

1. Programme Overview

The B.BA (Management) degree is the programme which designed to meet the needs of those seeking to fulfill their financial necessities by utilizing skills and knowledge attained from this programme in the business arena. It requires 380 credits of courses for the B.BA given the details below. This programme is very rich program for it both integrates Biblical Principles as core requirements. Hence, it is mandatory for all business students to take Bible classes to complete the requirements for a degree of B.BA.

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

Schedule A are core Business courses. Schedule B are Bible requirements and general education are in Schedule C. It will take up to 3 years full-time or up to 4 years of part-time study. That is, students must accomplish the requirements for the B.BA programme from level 5 – 7 courses. Courses must be completed in sequence to ensure that all prerequisites are met before continuing.

2. *Schedule A: Business Core Course Requirements*

| Course Title | Course Code | Level | Credit |
|--|--------------|-------|--------|
| 1. Principles of Economics | CBA/CBAC 511 | 5 | 15 |
| 2. Accounting Information for Managers | CBA/CBAC 513 | 5 | 15 |
| 3. Marketing Principles | CBA/CBAC 524 | 6 | 15 |
| 4. Elective | 525 | 5 | 15 |
| 5. Statistics for Business | CBA/CMTH 526 | 6 | 15 |
| 6. Business Law | CBA/CBAC 611 | 6 | 15 |
| 7. Operations & Quality Management | CBA 612 | 6 | 15 |
| 8. Business Information Technology | CBA 613 | 6 | 15 |
| 9. Cyber Security | CBA/CCIS 624 | 6 | 15 |
| 10. Elective | 625 | 6 | 15 |
| 11. Intro. to Banking System | CBA 626 | 6 | 15 |
| 12. Human Resource Management | CBA 711 | 7 | 15 |
| 13. Regional Business Environment | CBA 712 | 7 | 15 |
| 14. Managerial Finance | CBA 724 | 7 | 15 |
| 15. Elective | 725 | 7 | 15 |
| 16. Strategic Management | CBA 726 | 7 | 15 |

3. *Schedule B: Bible Requirements*

| Course Title | Course Code | Level | Credits |
|--------------------------|-------------|-------|---------|
| 1. Old Testament Survey | CBTh 510 | 5 | 15 |
| 2. New Testaments Survey | CBTh 520 | 5 | 15 |
| 3. Greek Language | CBL 610 | 6 | 15 |

4. Schedule C: General Education

| Course Title | Course Code | Level | Credit |
|---------------------------|-------------------------|--------------|---------------|
| 1. Academic Skills | CAS 512 | 5 | 15 |
| 2. Research Methodology | CRM 620 | 6 | 15 |
| 3. Project Management | CPM 713 | 7 | 15 |
| 4. Research & Development | CRD 710 & CRD 720 | 7 | 50 |

IX. PROGRAMME STRUCTURE

MAJOR IN BUSINESS ADMINISTRATION (Management)

Full time students who are consistently taking four courses in per semester can complete his/her Business Programme in 3 consecutive years. Part time students can complete the Bachelor in more than 3 years.

| BACHELOR OF BUSINESS ADMINISTRATION (MANAGEMENT) LEVEL 7 RECOMMENDED COURSE SEQUENCES | | | | | | | | |
|--|-----|----------------|--------------------------------|--------|-----|-------------------------|-------------------------|--------|
| YEAR ONE LEVEL 5 | S-1 | COURSE CODE | COURSE TITLE | CREDIT | S-2 | COURSE CODE | COURSE TITLE | CREDIT |
| Certificate / Diploma | | CBTh 510 | Old Testament Survey | 15 | | CBTh 520 | New Testament Survey | 15 |
| | | CBA/CBAC 511 | Principles of Economic | 15 | | CBA/CBAC 524 (L-6) | Marketing Principles | 15 |
| | | CAS 512 | Academic Skills | 15 | | 525 | Elective | 15 |
| | | CBA/CBAC 513 | Accounting for Manager | 15 | | CBA/CBAC /CMT 526 (L-6) | Statistics for Business | 15 |
| YEAR TWO LEVEL 6 | S-1 | COURSE CODE | COURSE TITLE | CREDIT | S-2 | COURSE CODE | COURSE TITLE | CREDIT |
| Advanced Diploma | | CBL 610 | Greek Language | 15 | | CRM 620 | Research Methodology | 15 |
| | | CBA/CBAC 611 | Business Law | 15 | | CBA/CCIS 624 | Cyber Security | 15 |
| | | CBA 612 | Operation & Quality Management | 15 | | 625 | Elective | 15 |
| | | CBA 613 | Business IT | 15 | | CBA 626 | Intro to Banking System | 15 |
| YEAR THREE LEVEL 7 | S-1 | COURSE CODE | COURSE TITLE | CREDIT | S-2 | COURSE CODE | COURSE TITLE | CREDIT |
| Bachelor | | CRD 710 | Research & Development | 25 | | CRD 720 | Research & Development | 25 |
| | | CBA 711 | Human Resource Management | 15 | | CBA 724 | Managerial Finance | 15 |
| | | CBA 712 | Regional Business Environment | 15 | | 725 | Elective | 15 |
| | | CPM 713 | Project Management | 15 | | CBA 726 | Strategic Management | 15 |

KEY:

- Blue Courses = Compulsory Courses
- Black Courses = Core Courses

COURSE DESCRIPTION

Certificate of Attainment (level 5)

Course Code: CBTh 510

Course Title: Old Testament Survey

A chronological overview of the Pentateuch and Israel's history from Joshua to Malachi including the authorship, purpose, and major characters of each book. The student will learn a broad outline of each book. Special attention is given to the days of creation, the Patriarchs, the events of the Exodus, and the Tabernacle. *(Compulsory Course)*

Course Code: CBA/CBAC 511

Course Title: Principles of Economies

This unit considers the design and implementation of accounting information systems as a data model for resource allocation and management of an organisation. It includes consideration of current trends in information management and the changing regulatory requirements. *(Business Admin. and Accounting programme take this course).*

Course Code: CAS 512

Course Title: Academic Skills

This is a foundation unit that addresses academic essay writing skills relevant to business and economic issues. The unit is designed to develop basic student proficiencies such as information collection, analysis and evaluation, and logical reasoning skills. Through the analysis of ethical issues, this unit teaches students to research: reference using the APA style; analyse data; develop an argument; and write an academic essay. *(Compulsory Course)*

Course Code: CBA/CBAC 513

Course Title: Accounting Information for Manager

This unit considers the design and implementation of accounting information systems as a data model for resource allocation and management of an organisation. It includes consideration of current trends in information management and the changing regulatory requirements. *(Business Admin. and Accounting programme take this course).*

Diploma (level 5)

Course Code: CBTh 520

Course Title: New Testament Survey

This course provides a general knowledge of the New Testament books of the four Gospels and Acts through Revelation. Students learn the author, theme, content, and distinctive features of each book. *(Compulsory Course)*

Course Code: CBA/CBAC 524 (L-6)

Course Title: Marketing Principles

Marketing Principles is an introductory marketing unit that delivers an overview of the marketing process and how it works within the field of business. This unit examines how organisations use marketing decisions to satisfy customer needs and deliver value. Areas of study include market segmentation and positioning; market planning; product decisions and new product development; branding; customer decision processes; channels of distribution; promotion and advertising; pricing strategies; and customer information management. The unit provides a foundation for those students in the marketing major; however it also provides a broad overview for those who seek a general understanding of the topic. *(Business Admin. and Accounting programme take this course).*

Course Code: 525

Course Title: Elective

Elect 1 course from any of the CUP undergraduate 525 courses.

Course Code: CBA/CMTH 526 (L-6)

Course Title: Statistics for Business

This unit introduces the basic concepts and techniques of statistics that are particularly relevant to problem solving in business. It provides a sound base for more advanced study of statistics and forecasting in subsequent sessions. Topics include: presentation of data; descriptive statistics; the role of uncertainty in business decision-making; hypothesis testing; and basic forecasting. *(Business Admin., Accounting, and Mathematical Science programme take this course).*

Advanced Diploma (level 6)

Course Code: CBL 610

Course Title: Greek Language

This course lays the foundation for the skills necessary to read and properly interpret the Greek New Testament. Students will be required to memorize the most common vocabulary and paradigms, including first, second, and third declension nouns, the personal pronouns, present and aorist participles, and the most common tenses of the indicative mood. (*Compulsory Course*)

Course Code: CRM 620

Course Title: Research Methodology

It is designed to equip students with the training necessary for research. It supports student to gain in-depth understanding and be keenly aware of:

- the nature and scope of research in various fields,
- be able to effectively organise,
- structure and manage a research project.

It also designs to equip students with the necessary training both to be able to assess the academic research and literature in business fields and to prepare the student to do thesis. (*Compulsory Course*)

Course Code: CBAC/CBA 611

Course Title: Business Law

This is an introductory law unit designed to introduce the fundamentals of law in a commercial context. The unit introduces students to the basic principles of law and the legal system as well as examining some of the major areas of law that impact on commercial dealings. This unit examines the structure of the legal system, the way law is made and the main areas of law relevant to starting and running a business including contracts, torts and consumer protection. (*Business Admin. and Accounting programme take this course*).

Course Code: CBA 612

Course Title: Operational & Quality Management

This course addresses the management of operations in manufacturing and service organizations focussing on the critical decisions of operations management i.e. design of goods and services, managing quality, process and capacity design, location strategy, human resources and job design, supply chain management, inventory and material planning, scheduling and maintenance. The course will give students a greater understanding of the scope of OM (Operations Management) decisions and the types of tools that might be employed to help manage the decision-making process.

Course Code: CBA 613

Course Title: Business Information Technology

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: CBA/CCIS 624

Course Title: Cyber Security Technology

Addresses security technology and systems; basic cryptography and public key infrastructure, physical security, logical security, access controls, securing networks, network operations, systems, databases and applications, mobile and wireless security, web-services security, and security strategies for e-commerce. The intrinsic relationship between security technologies, ethics, legal and regulatory requirements, forensics and fraud, business strategy, and risk management is addressed. (*Business Admin., Computer Science, and Criminal Justice programme take this course*).

Course Code: 625

Course Code: Elective

Elect 1 course from any of the CUP undergraduate 625 courses.

Course Code: CBA 626

Course Title: Intro to Banking System

The main objectives of this course are to enable students to understand the major issues in the area of banking management; to familiarise themselves with fundamental financial models relevant to management of liabilities, credit, liquidity and profitability in banking firms; and to be able to use the various financial analysis techniques in understanding the typical banking management problems and taking managerial decisions. The course is designed to lay a strong foundation for all higher level courses in the area of banking management.

Bachelor (Level 7)

Course Code: CRD 710 & CRD 720

Course Title: Research & Development

This is a compulsory task for senior students to fulfil before they achieve their first degree (Bachelor). To provide students with the opportunity to research, select, integrate, and apply a range of techniques and technology in the solution of a complete realistic problem. (*Compulsory Course*)

Course Code: CBA 711

Course Title: Human Resource Management

This course is define the 'human resource' of an organisation is composed of all the efforts, skills or capabilities of all the people who work for that organisation. Some organisations may call this 'human resource' as 'staff' or 'workforce' or 'personnel' or 'employees', but the basic meaning remains the same. All those who work for an organisation are workers. However, the organisations may call those who do manual work as 'workers' and describe others who do non-manual work as 'staff'. The executives of an organisation are supposed to manage its human resource in the most effective manner so that personnel work well in the best interests of the organisation, and in their own interests, too. For this purpose, it is essential that good personnel relations are established with the entire workforce.

Course Code: CBA 712

Course Title: Regional Business Environment

This course aims to assist students to develop a thorough understanding of the business environment in today's South Pacific. The course views the South Pacific from both a regional and an international perspective. Particular emphasis is placed upon the investment climate and upon strategies to promote economic growth, employment generation and private sector development.

Course Code: CPM 713

Course Title: Project Management (*Compulsory Course*)

This course is for students that would like to take up roles as project managers, overseeing development and other projects. Project management should be viewed as an integrated system of skills and processes applied over the entire project cycle, from the initial stages of project identification through project implementation and evaluation. Project success is directly linked to the effectiveness of project planning, monitoring and control at each stage of the life cycle, requiring a broad range of functional skills including communication, planning, financial management, procurement, risk management, human resource management, monitoring and evaluation among others.

Course Code: CBA 724

Course Title: Managerial Finance

Financial markets facilitate the flow of funds from savers to borrowers to finance investments by companies, statutory bodies, governments and individuals. Financial institutions serve as intermediaries in the flow of funds and are key component of financial markets. These intermediaries include bank and non-bank financial institutions. This course introduces students to the main features of financial institutions and markets in four modules;

- ✓ Module 1 will provide an overview of a modern financial system, the level of interest rates, bond prices and interest rate risk.
- ✓ Module 2 will cover the roles and functions of monetary and regulatory authorities, operations of banks and non-bank financial institutions.
- ✓ Module 3 will cover money markets, bond markets, equity markets and Forex markets.
- ✓ Module 4 will cover the structure of interest rates and how to effectively manage interest rate risk-derivatives markets.

Course Code: 725

Course Title: Elective

Elect 1 course from any of the CUP undergraduate 725 courses.

Course Code: CBA 726

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.

X. 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.

XI. TESTS/EXAMINATIONS

- You should be seated in the exam room by the official start time for each exam. Rooms are usually opened for entry 10 minutes prior to this time.
- You must go to the exam room and time allocated to the class you are **enrolled** in. If there is a need to change, you must apply at the University's Central office at least five days in advance.
- IDs are checked upon entering the room and students must sign a class roster, before being seated.
- All bags / papers (including pencil / spectacle cases / Mobile phones and other electronic devices) are to be turned off and left at the end of the room, nearest to the door. Examination stationery is supplied unless advised. You are not permitted to use your own stationery, even as scrap paper.
- Use of dictionaries in examinations is not permitted.
- No food or drink is permitted during examinations.

- Admittance to exams is by Student ID card which are to be placed on the top of the desk nearest the aisle at all times during the exam where the supervisor can easily read it. Remove from wallet or billfold.
- Once seated you may write your name and Student ID number on the exam answer booklet.
- At the commencement of the exam, reading time may be allowed (if so, it will be stated on the paper). **During reading time, NO WRITING, highlighting or marking is allowed.** This means no writing during reading times.
- No talking or communicating in any way with others is permitted, except to the supervisor (raise your hand).
- Only writing implements are allowed on desks during the exam unless specified on the exam sheet. Pencil cases are not permitted on desks.
- Make sure your name is on the front of the exam answer booklet. No extra time is allowed to do this after the exam time is finished.
- Write as legibly as you can. Do not use pencil. Use a blue or black pen only.
- Please ensure mobile phones are switched off and placed in your bag at the end of the room, nearest the door.
- No student shall be allowed to enter the room without obtaining the permission of the supervisor.
- No student shall be permitted to leave the room without obtaining the permission of the supervisor and handing in his or her script.
- If you are found with any additional material this is considered to be a dishonest practice and a breach of the rules relating to the conduct of examinations. Any dishonest practice occurring in the submission of work will result in disciplinary action, which could result in exclusion from any programme within CUP University.
- You must stay seated until **all** papers are collected.
- If an existing medical condition or extenuating circumstances are likely to affect your ability to sit an examination under these conditions you must apply, in writing to the Programme Leader, at least seven (7) days prior to the examination date.

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 ⁺ | 15.0 | Excellent |
| 85 – 89 | A | 14.0 | Outstanding |
| 80 – 84 | A ⁻ | | |
| 75 – 79 | B ⁺ | 13.0 | Satisfactory |
| 70 – 74 | B | 11.0 | |
| 65 – 69 | B ⁻ | | |
| 60 – 64 | C ⁺ | 9.0 | Passed |
| 55 – 59 | C | 7.5 | |
| 50 – 54 | C ⁻ | | |
| 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: BUSINESS ADMINISTRATION DIVISION

Dean for School of Business & Law: Associate Professor 'Aisake Valu Eke

- 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)

- 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)

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

Lecturer: Mr. Paula Fukofuka

- 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

- 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)

Tutor: Miss Liliani Tali

- Adv.Dip. (Advanced Diploma in Accounting) CUP University, Nuk., TONGA
- B.Com. (Accounting) Christ's University in Pacific, Nuku'alofa, TONGA