

SCHOOL OF SCIENCE

**Bachelor of Science (Criminal Justice)
(B.Sc.)**



CHRIST'S
UNIVERSITY IN PACIFIC

PROGRAM OF
**CRIMINAL
JUSTICE**

CHRIST-CENTERED · BIBLE-BASED

God is the God of Justice!

John 17:17

2023

“TNQAB Act Cap 30.14 of the 2016 Revised Edition”

**CUP School of Science Handbook
Department of Criminal Justice**

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

I. WELCOME TO YOUR 2023 STUDY YEAR!

Welcome to Christ's University in Pacific, (CUP), Department of Criminal Justice! To prepare you for a successful and fulfilling career, we offer and coordinate all the requirements for study undergraduate program in Criminal Justice. We look forward to assisting you and providing many opportunities to enhance your future career. As a Criminal Justice student you are advised to use this handbook, along with other important information sources, for guidance in the undergraduate Criminal Justice 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. CUP CALENDAR YEAR 2023

JANUARY							
M	T	W	R	F	Sa	Su	<ul style="list-style-type: none"> • 25th January: CUP UNIVERSITY STAFF & TEACHERS BEGINS @ 10am • 27th and 31st January: STAFF PROFESSIONAL DEVELOPMENT @ 10am
23	24	25	26	27	28	29	
30	31						
FEBRUARY							
M	T	W	R	F	Sa	Su	<ul style="list-style-type: none"> • 3rd, 8th, 15th, and 17th Feb.: SCHOOL MEETINGS @ 10am • 6th, 10th, 13th Feb.: STAFF PROFESSIONAL DEVELOPMENT @ 10am • 21st – 23rd Feb.: UNDERGRADUATE and POSTGRADUATE ORIENTATION @ 10am • 20th and 24th Feb.: STAFF MEETINGS @ 10am • 28th Feb.: SEMESTER 1 START @ 11am
		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						
MARCH							
M	T	W	R	F	Sa	Su	<ul style="list-style-type: none"> • 17th March: SCHOOL MEETINGS • 31st March: STAFF PROFESSIONAL DEVELOPMENT
		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			
APRIL							
M	T	W	R	F	Sa	Su	<ul style="list-style-type: none"> • 10th – 14th of April: MID-SEMESTER BREAK (1 Week) • 7th April: GOOD FRIDAY • 10th April: EASTER MONDAY • 11th – 14th: COMMITTEE MEETINGS @ 10am
					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	
MAY							
M	T	W	R	F	Sa	Su	<ul style="list-style-type: none"> • 5th May: SEMC and SENATE MEETINGS • 12th May: SCHOOL MEETINGS • 19th May: STAFF PROFESSIONAL DEVELOPMENT
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					
JUNE							
M	T	W	R	F	Sa	Su	<ul style="list-style-type: none"> • 29th May – 2nd June: STUDY WEEK (1 Week) • 29th May – 2nd June: COMMITTEE MEETINGS @ 10am • 5th – 15th June: SEMESTER 1 FINAL EXAMINATION! • 16th June: SEMESTER 1 ENDS! • 30th June: SEMC and SENATE MEETINGS
			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			
JULY							
M	T	W	R	F	Sa	Su	<ul style="list-style-type: none"> • 19th June – 21st July: WINTER BREAK (5 Weeks) • 25th July: SEMESTER 2 BEGINS @ 11:00am
					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							
AUGUST							
M	T	W	R	F	Sa	Su	<ul style="list-style-type: none"> • 11th Aug.: SCHOOL MEETINGS • 18th Aug.: STAFF PROFESSIONAL DEVELOPMENT • 4th Sept. – 8th Sept.: MID-SEMESTER BREAK (1 Week)
		1	2	3	4	5	
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				
SEPTEMBER							
M	T	W	R	F	Sa	Su	<ul style="list-style-type: none"> • 4th Sept. – 8th Sept.: COMMITTEE MEETINGS @ 10am • 22nd Sept.: SEMC and SENATE MEETINGS • 29th Sept.: SCHOOL MEETINGS
				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		
OCTOBER							
M	T	W	R	F	Sa	Su	<ul style="list-style-type: none"> • 6th Oct.: STAFF PROFESSIONAL DEVELOPMENT • 11th and 12th Oct.: SCHOOL OF SCIENCE INTERNATIONAL CONFERENCE • 16th – 20th Oct.: STUDY WEEK (1 Week) • 16th Oct. – 20th Oct.: COMMITTEE MEETINGS @ 10am • 23rd Oct. – 2nd Nov.: SEMESTER 2 FINAL EXAMINATION!
						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						
NOVEMBER							
M	T	W	R	F	Sa	Su	<ul style="list-style-type: none"> • 10th Nov.: SEMESTER 2 ENDS! • 24th Nov.: SCHOOL MEETINGS • 1st Dec.: SEMC and SENATE MEETINGS
		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				
DECEMBER							
M	T	W	R	F	Sa	Su	<ul style="list-style-type: none"> • 14th Dec.: CUP GRADUATION (Tentative date)! • 22nd Dec.: CUP STAFF LAST DAY FOR ACADEMIC YEAR 2023! • 25th and 26th Dec.: CHRISTMAS DAY and BOXING DAY!
				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	

Tonga Public Holidays will update!

III. PROGRAMME FACTUAL SUMMARY

Qualification Titles: Bachelor of Science (Criminal Justice)

Department: Criminal Justice

School(s): Science

Total Credits: 380

Level: Undergraduate = 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.

Contact CUP for full details.

Objectives: Students in Faculty of Criminal Justice 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 crime prevention strategies based on the growing population and the environmental status;
- Demonstrate sound principles and practices in criminal law and ethics;
- Apply a working knowledge of the principles and practices of crime prevention, leadership, procedural, security and social ethics;
- Demonstrate in a community based relationship and communication between the community and the criminal justice system;
- Students can customize their educational experience to best support their goals and aspirations. Whether seeking to become a police officer, probation officer, or corrections officer, students will find that the program encourages crime prevention and preservation of peace.

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

Content Statement: Criminal Justice Programme focuses on crime prevention, preservation of peace, and the protection of civil rights are essential elements of stability required in a democratic society to insure justice, equity, and freedom for all.

Delivery Site: Nuku'alofa Campus, Tongatapu

Start Date: Semester 1, 2023

Qualification Developer: Christ's University in Pacific

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IV. 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 Department of Criminal Justice 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.

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" 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 = Bible; CCJ = Criminal Justice; CMTH = Mathematics, CCIS = Computing & Information Science; 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, 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.

V. INTRODUCTION

This handbook is a guiding light for students in the Criminal Justice Program. It is mandatory for all students in this Program to get a copy of this handbook.

Department of Criminal Justice

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

- Bachelor of Science (B.Sc.) – Criminal Justice

Our Vision and Mission

Vision

The CUP Department of Criminal Justice goal is to be a leading institution for criminal justice education and research in locally to enhance the work of the criminal justice program in Tonga.

Mission

To acquire her vision, the Department of Criminal Justice endeavours to accomplish the following undertakings

- Attract bright, intellectually curious and motivated students.
- Provide the highest quality education in criminal justice.
- Advance the interrelationship among agencies of criminal justice, the offenders, and the victims.
- Cultivate the principles of ethics and social responsibility.
- Develop capable ethical and community leaders.

Our Philosophy

Our criminal justice 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 criminal justice programme is based on the principle that the qualification should provide an intellectual and practical framework through which criminal justice administration professionals can develop the necessary abilities to solve crimes and to research and critically evaluate a range of concepts pertinent to their own areas within the field of crime prevention and management.

VI. THE PROGRAMME PURPOSE

Crime prevention, the preservation of peace, and the protection of civil rights are essential elements of stability required in a political society to insure, justice, equity, and freedom for all. The criminal justice major involves the study of the interrelationship among the agencies of criminal justice, the offenders, and the victims. Courses include theories and facts about the nature and cause of delinquency and crime; analysis of the operations of juvenile and criminal justice systems; the legal, philosophical, and moral foundations of the justice systems; and the planning and management of courts, correctional systems, juvenile facilities, and law enforcement operations. The liberal arts courses provide a solid background that enhances the resume of a student as he makes application for a position in either public or private agencies involved in the administration of justice.

➤ **Graduate Profile**

Upon graduation, student majoring in Criminal Justice Program 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 criminal justice today, demonstrate skills necessary to progress in a career and/or pursue advanced studies, and apply fundamental knowledge of theory, patrol, management, criminal law, juvenile delinquency, criminal procedure, criminology, security, parole and probation, rules of evidence, and social ethics in 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 reasoning and investigative skills. Alumni succeed in a range of capacities: preventing crimes and keeping the peace in various police departments, work in private agencies to secure businesses, manage private agencies, and secure the lives of government agencies.

VII. PROGRAMME ANALYSIS

Criminal Justice Certificate (level 5), Diploma (level 5), Advanced Diploma (level 6), and Bachelor Degree (level 7)

Criminal justice administrators shape and steer a firm's strategic plans based on a complex analysis of their environment. This analysis includes considering the socio-political and economic climate of the areas in which the agency is located. These administrators must have an understanding of the community, the population, and the crime rates of the area. Criminal justice certificate, diploma, and degree programs prepare you for this career not only by providing training in hard skills such Organization and Management of Criminal Justice and Rules of Evidence, but also by exposing you to actual cases, effective communication and the legal and ethical issues pertaining to conducting criminal justice.

Here's a comparison of the criminal justice options:

	<i>Certificate & Diploma</i>	<i>Advanced Diploma</i>	<i>Bachelor's</i>
Who is this program for?	<ul style="list-style-type: none"> -Working professionals seeking refresher courses in criminal justice fundamentals -First time students seeking an understanding of basic criminal justice principles 	<ul style="list-style-type: none"> - Students seeking an education covering a broad overview of criminal justice fundamentals 	<ul style="list-style-type: none"> - Students who wish to acquire a survey of criminal justice fundamentals and train in a specific area of criminal justice
Common Career Paths	<ul style="list-style-type: none"> - Security - Private Security Agency 	<ul style="list-style-type: none"> - Police Officer - Private Security Manager -Corrections Officer -Airport Security 	<ul style="list-style-type: none"> - Police Officer - Investigator - Private Investigator - Police Inspector - Government Security Officer
Time to Completion	1 year full-time	2 years full-time	3 years full-time
Common Graduation Requirements	<ul style="list-style-type: none"> - 4 courses (Certificate) - 8 courses (Diploma) 	<ul style="list-style-type: none"> - 16 courses (Adv. Diploma) 	<ul style="list-style-type: none"> - 24 courses (Bachelor)
Prerequisites	<ul style="list-style-type: none"> - High School Form 6 & 7 	<ul style="list-style-type: none"> - Associate of Arts level 5 	<ul style="list-style-type: none"> - Diploma level 6
Level	5	6	7

7.1 Programme Overview

The CCJ 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 criminal justice field. It requires 380 credits of courses 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 criminal justice students to take Bible classes to complete the requirements for a degree of B.Sc.

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

Schedule A are core Criminal justice 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 BSc programme from level 5 – 7 courses. Courses must be completed in sequence to ensure that all prerequisites are met before continuing.

Graduates from this program will have covered all the content necessary to extend and pursue further education on Master in Forensic IT (M.FIT) and Master of Cyber Security (M.CS.). It is intended that additional elective courses will be developed and added when required.

7.2 Schedule A: Criminal Justice Core Course Requirements

Course Title	Course Code	Level	Credit
1. Intro and Orientation to Criminal Justice	CCJ 511	5	15
2. Theory of Patrol Accident Investigation & Traffic enforcement	CCJ 513	5	15
3. Organization & Management to Criminal Justice	CCJ 524	6	15
4. Criminal Law	CCJ 525	5	15
5. Basic Criminal Investigation	CCJ 526	6	15
6. Juvenile Delinquency & Adolescent Behavior	CCJ 611	5	15
7. Corrections	CCJ 612	6	15
8. Criminal Procedure	CCJ 613	6	15
9. Cyber Security Technologies	CCIS 624	6	15
10. Cultural Diversity & Criminology	CCJ 625	6	15
11. Criminology	CCJ 626	6	15
12. Criminal Mind	CCJ 711	7	15
13. Rules of Evidence	CCJ 712	7	15
14. Victimology	CCJ 724	7	15
15. Ethics in the Crim. Just System	CCJ 725	7	15
16. Malware Functions	CCIS 726	7	15

7.3 Schedule B: Bible Requirements

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

7.4 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

VIII. PROGRAMME STRUCTURE

MAJOR IN CRIMINAL JUSTICE

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

BACHELOR OF SCIENCE (CRIMINAL JUSTICE) 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
		CCJ 511	Intro and Orientation to CJ	15		CCJ 524	Organization & Management to Criminal Justice	15
		CAS 512	Academic Skills	15		CCJ 525	Criminal Law	15
		CCJ 513	Theory of Patrol Accident Investigation & Traffic Enforcement	15		CCJ 526	Basic Criminal Investigation	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
		CCJ 611	Juvenile Delinquency & Adolescent Behaviour	15		CCIS 624	Cyber Security Technologies	15
		CCJ 612	Corrections	15		CCJ 625	Cultural Diversity & Criminology	15
		CCJ 613	Criminal Procedure	15		CCJ 626	Criminology	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
		CCJ 711	Victimology	15		CCJ 724	Criminal Mind	15
		CCJ 712	Ethics in the Crim. Just. System	15		CCJ 725	Rules of Evidence	15
		CPM 713	Project Management	15		CCIS 726	Malware Functions	15

KEY:

- Blue Courses – Compulsory Courses
- Black Courses – Core Courses

IX. COURSE DESCRIPTION

Certificate (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.

Course Code: CCJ 511

Course Title: Introduction and Orientation to Criminal Justice

This course examines the history, philosophy, and ethics of the criminal justice system in the United States. Problems, practices, and personal qualifications for the different aspects of the criminal justice system are studied. Police laws of Tonga are also examined and compared and contrasted to the American criminal justice system.

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.

Course Code: CCJ 513

Course Title: Theory of Patrol and Accident & Traffic Enforcement

Study of the purposes, methods, types, and means of law enforcement patrol is given. Examination of the functions of the patrol operation and procedures used in patrol, as well as an overview of basic accident investigation is presented.

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.

Course Code: CCJ 524

Course Title: Organization & Management to Criminal Justice

Course Code: CCJ 525

Course Title: Criminal Law

This course provides a review of the history of criminal law and its purpose and scope. Students consider the topics of rights and duties of officers and citizens; elements necessary to establish crime and criminal intent; laws of arrest, search and seizure; sources of criminal law; criminal responsibility; and general court procedures.

Course Code: CCJ 526

Course Title: Basic Criminal Investigation

This course presents an overview of investigative techniques and procedures in the criminal justice system. Interviewing, evidence collections, crime scene protection, as well as knowledge of the forensic laboratory are discussed. Emphasis is placed on the rules of evidence and laws pertaining to the crime being investigated.

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.

Course Code: CCJ 611

Course Title: Juvenile Delinquency & Adolescent Behaviour

The social, economic, political, and environmental influences on adolescents and the treatment of delinquent children are presented. In depth attention is given to juvenile crime and the role of criminal justice agencies in prevention and control. Understand childhood abuse, neglect, and Oppositional Defiance Disorder and one's susceptibility to involvement in illicit substances and dependency.

Course Code: CCJ 612

Course Title: Corrections, Parole, and Probation

Federal and state prison systems are studied along with management and treatment of convicted criminals. The course examines the local and county jails and their function in the criminal justice system. The history of punishment and jail detention is reviewed. Furthermore, this course is a study of the philosophy and history of parole and probation. Today's function and objectives of the parole system in the United States are examined as well as the goals of the probation program instituted by federal, state, and local criminal justice systems.

Course Code: CCJ 613

Course Title: Criminal Procedure

This course covers the procedures used from the beginning of the investigation of a crime through the outcome of the entire judiciary process. The emphasis is on the procedural process law enforcement officials must use during arrest, investigation, and trial. Topics include proper arrest, search, seizure, Constitutional rights, and additional state provisions.

Course Code: CUP 620

Course Title: Research Methodology

This course shall provide an introduction and overview of research methodology and design which can be applied to organizational management. This course is designed to provide students with opportunities to learn and apply research procedures that will be useful in identifying, analysing and resolving managerial problems in any organization.

Course Code: CCIS 624

Course Title: Cyber Security Technologies

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.

Course Code: CCJ 625

Course Title: Cultural Diversity & Criminology

Examine Bio-Psycho-Social factors: Discrimination issues; maltreatment, Human Trafficking; Illicit Substances and Dependency; Poverty/unemployment and Social discrepancies; Cultural values.

Course Code: CCJ 626

Course Title: Criminology

This course examines the theories of the Classical and Positive schools of criminology. Discussion includes crime causation, behavioral dysfunction in society, nature and extent of crime in the United States, and the law as a means of social control.

Bachelor

Course Code: CRD 710 & 720

Course Title: Research & Development

This is a compulsory task for senior students to fulfil before they achieve their first degree (BA). The standard purposes, designs, methods and instruments available for conducting, analysing and reporting research will be studied, with special emphasis placed on applied/action research within an organizational setting.

Course Code: CCJ 711

Course Title: Victimology

The role of the victims of crime in today's criminal justice process in America is studied. Examination is made of the needs, wants, and expectations of the victims of direct crimes. How the criminal justice system views the victims and their treatment of victims are studied. Contemporary victim-oriented programs being introduced today are also discussed. By the end of the course, the student should be able to identify and help structure a safety plan and understand predator awareness, recognize the difference between Retributive justice and Restitution, Victim Impact Statement, Criminal Justice System's role and responsibility, evaluate a need for Anti-Stalking laws.

Course Code: CCJ 712

Course Title: Ethics in the Criminal Justice System

This course is designed to help the Christian criminal justice and law professional to understand, identify, clarify, and determine a correct ethical course of action based on Christian principles. Ethical decision making from a Christian perspective founded upon Scripture and the application of sound decision-making guidelines will be emphasized. The issues of White-Collar Crimes (a.k.a. corruption) have become relevant in the contemporary society; so its awareness is pivotal. Furthermore, Type I and II Errors, miscarriage and travesty of justice, jurisdictional matters and practicing outside of one's level of responsibility and accountability, still occur; therefore, a need for transparency in the legal field is examined.

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: CCJ 724

Course Title: Criminal Mind

Examine how to identify an Anti-Social Personality Disorder (at an awareness level as this course will allow students to help identify violent perpetrators and learn the differences from other non-violent offenders); distinguish the Malum in Se vs. Malum Prohibitum types of crime, Mea Culpa, Mens rea, Guilt by the means of insanity or Psychopathology; and how this relates to deterrence factors, recidivism, rehabilitation.

Course Code: CCJ 725

Course Title: Rules of Evidence

This practical course in criminal justice focuses on a study of the rules governing the use of evidence. Included are a historical development of rules of evidence, relevancy and relationship between criminal justice and the Fourth, Fifth, Sixth, and Fourteenth Amendments. Examine protocols, procedures, questioning/interview, understand coercion and duress issues and voluntary confessions

Course Code: CCIS 726

Course Title: Malware Functions

To give students an insight into the fundamental concepts of malware analysis, the knowledge needed to understand the security risks of malware infections and the mitigation mechanisms required to be implemented and managed for securing IT infrastructure.

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.

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: CRIMINAL JUSTICE DIVISION

Dean for School of Science: Associate Professor Viliami Takau

- B.Sc. (Bachelor of Science) La Trobe University, Melbourne, Australia.
- M.Sc. Hons. (Master of Science), Melbourne University, Australia
- Ph.D. (Doctor of Philosophy – Nuclear & Atomic Energy.) Melbourne University, Melbourne, Australia

Head of Department, Criminal Justice: Miss. Nina Kava

- AA (Criminal Justice) Christ's University in Pacific, Nuk., Tonga
- BA. (Criminal Justice) Christ's University in Pacific, CUP, Tonga
- M.FIT (Master of Forensic IT) CUP, Nuk., Tonga

Senior Lecturer: Professor Dr. Craig Jensen

- B.A. (Hons.) University of Queensland (QU), Australia.
- LLB (Hons.) QU, Australia
- Ph.D. (German Literature) QU, Australia
- Cert. (Professional Certificate in Arbitration with High Distinction), University of Adelaide, Aust.
- Ph.D. (Law) Thesis: International obligation and human rights in Australian, QU, Australia

Senior Lecturer: Dr. 'Unaloto Sili

- Doctor of Law, Master of Law, Bachelor of Law

Tutor: Mr. Palei Fonua

- Cert. & Diploma (Basic Law and Order)
- B.Sc. (Criminal Justice) Christ's University in Pacific, CUP, Tonga

Visiting Lecturer: Mrs 'Alisi Afeaki Taumoepeau (LLM)

- CEO of Ombudsmen (Tonga Government)
- Former Minister of Justice (Tonga Government)
- Former Attorney General (Tonga Government)

Visiting Lecturer: Mrs Irina V. House

- B.Sc. in Criminal Justice Administration, University of Phoenix, Seattle Campus, US
- M.A. in Psychology, MFT Emphasis, Chapman University, Joint Base Lewis-McChord, WA, USA
- M.A. in Theological Studies, Faith International University, Tacoma, WA, USA
- D.Min. (ABD) in Apologetics, Faith International University, Tacoma, WA, USA