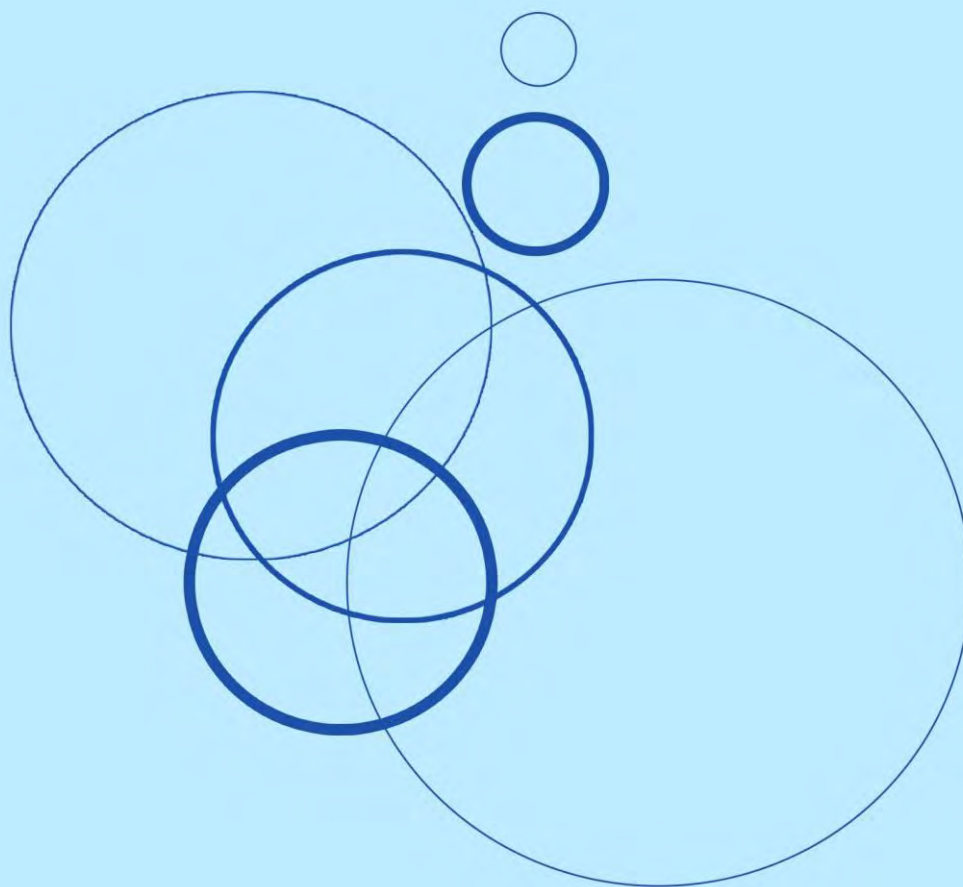




National University of Samoa

# ANNUAL REPORT 2014 - -2015



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## **GOVERNMENT OF SAMOA**

**Office of the Minister of Education, Sports and Culture**

**PO Box 1869 Apia, Samoa ■Phone (685) 22958 / 22971 ■Fax: (685) 22955**

30 October, 2015

**The Honourable Speaker  
Legislative Assembly of Samoa  
MULINU'U**

Dear Honourable Speaker,

In accordance with the requirement of Section 34 (1) of the National University of Samoa Act 2006, I am pleased to present to you the National University of Samoa's Annual Report for the period of 01 July, 2014 to 30 June 2015 for tabling at the next meeting of the Legislative Assembly of Samoa.

This Annual Report is prepared according to the Public Bodies (Performance and Accountability) Regulations and in line with the reporting guidelines disseminated by the State Owned Enterprises Monitoring Division of the Ministry of Finance.

The report provides information on the operations and activities of the National University of Samoa (NUS) over twelve months for the period of 01 July 2014 to 30 June 2015. Included in this report are the NUS audited financial statements for the FY 2014 - 2015. As well, it furnishes information on the performance of, issues encountered by, and governance of the National University of Samoa during this reporting period.

Notable achievements were made during this reporting period including:

- ❖ the development, approval and offering of new programmes and courses that are relevant to national development priorities for human resource needs, notably the Bachelor of Medicine Bachelor of Surgery (MBBS) and Post Graduate Diploma in Science in Computing and Environmental Science; and upgrading of existing programmes and courses such as the Post Graduate Diploma and Master of Development Studies;
- ❖ the signing of new MOUs with local and international organizations with the aim to expand strategic partnerships for the NUS for mutually beneficial activities such as collaborative research, staff and student exchanges, provision of scholarships and lecturers and quality assurance of NUS programmes and courses;

- ❖ the audit of the University's academic processes by the Academic Quality Agency for New Zealand Universities, the outcome of which compared very well with academic processes of long established Universities
- ❖ the hosting of the Samoa III Conference that attracted many local and international presentors and participants;
- ❖ the joint hosting with international partners of the China and the Pacific Conference - the first ever held in a University in the Pacific; and
- ❖ the NUS participation in the SIDS Conference in partnership with international institutions

There were of course many challenges faced by the NUS during this reporting period, the most overriding of which was its limited resources. However, strategic planning, careful financial management, rigorous implementation of cost saving measures and strict enforcement of payment of students tuition fees together enabled the NUS to move forward with its priority academic and administrative developments during this financial year. This is a critical feature of the wholistic strategic planning for the University in its concerted efforts toward the attainment of its Vision, Mission and Objectives as documented below:

## The National University of Samoa: Our Direction

*The National University of Samoa: Looking into the Future with conviction;*

hence its Vision, Mission and Objectives which emanate from the National University of Samoa's Strategic Plan 2010 - 2020 and reflect the University's contribution to the attainment of the Vision of the Strategy for the Development of Samoa (SDS) 2012 - 2016 for "improved quality of life for all".

### **Vision**

The National University of Samoa will be recognized nationally, regionally and internationally as a vibrant and innovative centre of excellence in research, Samoan Studies and quality teaching and training across all disciplines.

### **Mission**

To be the provider of Samoan Studies, Quality Teaching, Professional Training and Research to meet the human resource needs of the country

### **Objectives:**

The reformulated objectives noted below were established in the early stages of the review of the NUS Strategic Plan 2010 - 2020 which began in February 2013. The resultant revised NUS Strategic Plan 2010 - 2020 was approved by the NUS Council in October 2013.

For the National University of Samoa:

1. to be recognized nationally and internationally as the premiere research institute in Samoa;
2. to actively upgrade and maintain quality and creativity in teaching and learning;



## **GOVERNMENT OF SAMOA**

**Office of the Minister of Education, Sports and Culture**

**PO Box 1869 Apia, Samoa ■Phone (685) 22958 / 22971 ■Fax: (685) 22955**

3. to foster strong international partnerships and effective community engagement;
4. to transform the University's physical and IT infrastructure to strategically support research, teaching and learning, community engagement and international partnerships and leadership and governance; and
5. to ensure adherence to principles and practices of successful leadership and good governance in the administration of the University at all levels.

Hon. Magele Tafafunai Mauiliu Magele

**MINISTER RESPONSIBLE FOR THE NATIONAL UNIVERSITY OF SAMOA**



"IA AO SAMOA"

**LE IUNIVESITE AOA O SAMOA (Fa'avaeina 1984)**  
**NATIONAL UNIVERSITY OF SAMOA**  
*Office of the Vice Chancellor & President*

National University  
of Samoa

Le Iunivesite Aoa o  
Samoa

31<sup>st</sup> October, 2015

**Hon. Magele Mauiliu Magele**  
**Minister Responsible for the National University of Samoa**  
**Mataafa Faumuina Mulinuu II Building**  
**APIA**

Dear Honorable Minister,

It is with great pleasure that I hereby submit the National University of Samoa's Annual Report for the period of 01 July 2014 to 30 June 2015. The Annual Report has been prepared as per the reporting guidelines issued by the Ministry of Finance and in accordance with the following statutes and regulations:

- Section 32(2), Public Bodies Performance and Accountability Regulations 2002
- Section 34(1), NUS Act 2006

The report documents information pertaining to the operations and activities of the National University of Samoa during the financial year 01 July, 2014 to 30 June, 2015. The National University of Samoa's audited accounts for the year ending 30<sup>th</sup> June 2014 are also incorporated into this report.

Ma lo'u fa'aaloalo lava

**Professor Le'apai Tu'ua Ilaoa Asofou So'o**  
**Vice Chancellor & President**

T: +685 21428/20072

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PO Box 1622

Lepapaigalagala

Campus

Toomatagi

SAMOA

# Acronyms

ATS	Academic Teaching Staff
CAS	Casual Staff
COL	Commonwealth of Learning
CS	Comparable Staff
CSS	Centre of Samoan Studies
F	Funded Human Resource
FCA	Foundation Certificate of Arts
FCC	Foundation Certificate of Commerce
FCE	Foundation Certificate of Education
FCG	Foundation Certificate General
FCN	Foundation Certificate of Nursing
FCS	Foundation Certificate of Science
FOA	Faculty of Arts
FOAS	Faculty of Applied Science
FOBE	Faculty of Business and Entrepreneurship
FOE	Faculty of Education
FONHS	Faculty of Nursing and Health Science
GS	General Staff
GSS	General Staff – Secretaries
HOD	Head of Department
HOS	Head of School
IHE	Institute of Higher Education
IOT	Institute of Technology
IPES	Institute of Professional Engineers of Samoa
MCIL	Ministry Commerce, Industry and Labour
MESC	Ministry of Education, Sports and Culture
NUS	National University of Samoa
NUSASA	National University of Samoa Academic Staff Association
NUSSA	National University of Samoa Student Association
OLC	Oloamanu Centre for Professional Development and Continuing Education
PSC	Public Service Commission
PT	Part-time Staff
SBG	School of Business and General Studies
SMT	School of Maritime Training
SOE	School of Engineering
SUNGO	Samoa Umbrella for Non-Government Organisations
V	Volunteers



# Introduction

This Annual Report is prepared according to the Public Bodies (Performance and Accountability) Regulations and in line with the reporting guidelines disseminated by the State Owned Enterprises Monitoring Division of the Ministry of Finance.

The report provides information on the organisational structure, activities and operations of the National University of Samoa (NUS) over twelve months for the period of 01 July 2014 to 30 June 2015. Included in this report are the NUS audited financial statements for the FY 2014 -2015.

As per its Corporate Plan 2015/2017, notable achievements were made during this reporting period including:

- ❖ the development, approval and offering of new programmes and courses that are relevant to national development priorities for human resource needs.
- ❖ the signing of new as well renewed MOUs which expanded the University's strategic partnerships with international institutions for mutually beneficial activities such as collaborative research, staff and student exchanges, provision of scholarships and lecturers and quality assurance of NUS programmes and courses;
- ❖ the KPI for monthly Seminar Series by Faculties and Centre for Samoan Studies that engaged the local as well as the international community was achieved during this period; and
- ❖ some infrastructural projects that were work in progress and one in particular that commenced and was completed during this reporting period.

These and other achievements were realized despite the resources constraints faced by the University during this period. However, with prudent financial management, creative approaches to the generation of additional funds, improved collection of students tuition fees and enforcement of cost cutting measures, the



University was able to implement its priority academic, administrative and infrastructural developments during this period.

# Report of the Chairperson of the NUS Council

## Foreword

It is indeed my pleasure and privilege to present this report for the first time in my capacity as the Pro Chancellor of the National University of Samoa (NUS) and Chairperson of the University's governing body, the NUS Council; on behalf of the members of the Council. This report provides a broad overview of the activities of, challenges faced by and matters of governance in, the National University of Samoa for the financial year ending 30 June 2015.

During this reporting period, a number of significant milestones were achieved in the University's development, despite the numerous challenges faced in its determined efforts to achieve its Mission and ultimately its Vision. However, with strategic planning and prudent financial management, the University met these challenges as best as it could with the limited resources it has, ensuring that the services provided to the students were not adversely affected.

For the purpose of this report, achievements and challenges are summarized under specific headings in the remaining sections of the report.

# Activities and Performance of the University

During this reporting period, a number of academic, administrative and infrastructural proposals were submitted to the Council and Executive Committee of Council for consideration and approval. These submissions included:

## Academic Developments:

### 1. New Programmes & Courses:

Consistent with its intention to offer students more choices for qualifications they wish to pursue that are aligned with national needs, the University continued to develop new academic and TVET programmes and courses that are not only relevant to the students' qualifications pursuits but also to national development needs. Particularly of note were the development of academic programmes and courses at the postgraduate level reflecting the progressive advancement of the University to higher level qualifications for its students. As a vital aspect of the University's quality assurance of its programmes and courses, these new programmes and courses had been duly reviewed and endorsed by the Senate, and in turn by the Resource and Space Utilization Committee (RSPUC) that considers the space and resource implications, and approved by the NUS Council.

### 2. Revised Programmes& Courses

Some existing programmes and courses were revised and upgraded to assure their usefulness and relevance to students' learning. Like new courses and programmes, these upgraded courses and programmes were duly considered and endorsed by Senate and the RSPUC and approved by the Council. The on-going review of existing courses is an important component of the University's strategies to maintain and upgrade quality and creativity in teaching and learning with the aim to further improve students' learning outcomes

### 3. External Reviews

The reports of the University's Review Committee with recommendations on the external review of the programmes and courses of the Faculty of Arts were submitted to the Council at its meeting in October 2014. These reports were duly considered

by the Council which resolved to approve the Committee's recommendations on actions to be taken and for progress to be reported to the next Council meeting.

External reviews of programmes and courses of Faculties and Centres every five years by a team of external experts are an integral part of the quality assurance of the University's academic programmes/courses. Based on the five – yearly schedule for each Faculty, the external reviews of the Faculty of Business and Entrepreneurship and Centre for Samoan Studies were carried out during this reporting period.

#### **4. External Audit and Accreditation of the University's programmes**

The first ever audit of the University's academic processes by an international quality assurance agency was conducted during this reporting period. The final report was received from the AQA NZ in the fourth quarter and recommendations in the report began to be addressed right away.

As per Council's resolution, the dialogue between the NUS and SQA towards the arrangement for the SQA accrediting the NUS Technical Vocational & Educational Training (TVET) programmes was to continue. However, due to a seeming impasse on the dialogue, the Minister Responsible for the NUS and SQA strongly recommended an MOA between the NUS and SQA on the matter of accreditation.

### **Administrative Developments:**

#### **1. Statutes & Regulations**

A number of statutes and regulations were submitted to the Council for approval during this period. Some were revised to be consistent with revised programmes and courses and others were new statutes and regulations for new programmes and courses that had been developed and endorsed by Senate.

#### **2. Students Tuition Fees**

Although a significant increase has been noted in the number of students who paid full tuition fees on time since the enforcement of the VCC decision in 2013, there was still a high percentage of students whose tuition fees are paid very late in each Semester. To address this issue, a revised policy on tuition fees was submitted to the Council, which resolved to defer this matter while Management explores front end incentives and their impact on the University's budget

### **3. NUS Organizational Structure**

Council resolved in its meeting of March 2015 that the organizational structure presented to the Council be refined to reflect forward movement, include Council Committees and show clear hierarchical structures. The preparatory work involved took place in the third quarter of this period.

### **4. Establishment of the Academic Quality Unit**

The proposal for the establishment of the Academic Quality Unit (AQU) was duly considered and approved as an important initiative to continue the focus on upgrading and maintaining quality assurance of the University's programmes and courses.

### **5. Establishment of Students Support Services**

The proposal for the establishment of the NUS Students Support Services was also considered and readily approved by the Council, given the urgent need for these services to assure quality teaching and learning as well as improved students learning outcomes.

## **Infrastructural Developments:**

### **1. Students Resource and Support Services Complex:**

During this period, the Council approved the submission to the CDC for consideration for donor funding of a Students Resource and Support Services Complex that would house an urgently needed new library as well as critical support services for the effective teaching and learning of an increasing student population. Government land of about 3 acres on the ocean side of the NUS Gymnasium was officially gifted to the NUS for the construction of this Complex

### **2. Ocean Campus:**

Technical advice was received regarding the need for a security fence and upgraded seawall for the protection of the near completed Ocean Campus. The Council resolved that the estimated cost for these infrastructural additions was too high and needed to be renegotiated.

### **3. Samoa Cultural Centre:**

The construction of the Administrative Building for the Samoa Cultural Centre started during this period with the expected completion date sometime in the first Quarter of the next financial period.

#### 4. Ancillary Building:

The construction of the Ancillary Building to provide improved working conditions for two Divisions of the University began during this reporting period and was officially opened at the beginning of April 2015.

On behalf of the Council, I would like to congratulate Professor Fui Le'apai Tu'ua Ilaoa Asofou So'o for his reappointment in April 2014 as the Vice Chancellor & President of the National University of Samoa for the next three years. I would also like to thank the Vice Chancellor and President for the time and effort put into the preparation of reports to the Council and the Executive Committee of Council. These reports provided regular updates for the information of Council on the implementation of the Corporate objectives as well as all other activities of the University.

The remainder of this report provides information on the Council membership composition and meetings of the NUS Council and Executive Committee of Council. As well, it furnishes information on the progress made with Corporate Objectives which demonstrates the University's commitment to achieving its Vision, Mission and Objectives as stated in its *Strategic Plan 2010 – 2020* and beyond and *NUS Corporate Plan 2015 – 2017*, during this reporting period.



# Officers of the University

## Chancellor



**Rev. Prof. Dr. Otele Sili Perelini**  
BDiv PTC, MST Yale, MPh Scotland, PhDEu, Scotland  
(started appointment as Chancellor December 2013)

## Pro Chancellor



**A'eau Chris Hazelman**  
BA, PGCertEd S.Pac

## Vice Chancellor & President



**Professor Fui Leápai Tuúa Īlaoa Asofou Soó**  
PhD ANU MA (Hons) BA Bed WaikTColl Dip Hamilton

## Deputy Vice Chancellor



**Letuimanúasina Dr Emma Kruse Vaái**  
PhD NSW, BA(Hons) Well DipTchgDipTESL Well

## Registrar



**Luagalau Foisagaasina Eteuati Shon**  
MA BA Canterbury UNI, MSocWork UH, HI, BSC BusAdm,  
BSc in PublicAdm – HI Pacific Uni, TechCert STTC Chch NZ



# National University of Samoa Council

The establishment of the National University of Samoa Council as the governing body and Board of the University is mandated in the National University of Samoa Act 2006 which also stipulates the Council's composition.



## National University of Samoa Council March 2015

**Standing:** Luagalau Foisaga'asina Eteuati, Prof. Gael McDonald, Prof. Leasiolagi Malama Meleisea, Fa'amausili Dr Matagialofi Lua'iufi, Dr Peter Brothers, Fonoti Perelini, Taito John Roache, Letuimanu'asina Dr Emma Kruse-Vaai, Andrew Tuigamala

**Sitting:** Prof. Satupaitea Viali, Prof. Helen Nicholson- White, Hon. Luamanuvao Winnie Laban, 'Aeau Chris Hazelman (Chair), Prof. Karoline Afamasaga- Fuatai, Naea Beth Onesemo Tuilaepa, Prof. Fui Le'apai Ilaoa Tu'ua Asofou So'o



## NUS COUNCIL MEMBERSHIP JULY 2014 – JUNE 2015

MEMBERSHIP		MEMBER
EX-OFFICIO	1. Pro-Chancellor, NUS 2. Vice Chancellor & President, NUS 3. CEO, MESC	A'eau Chris Hazelman (appted June 2014)  Professor Le'apai Tu'ua Īlaoa Asofou So'o Matafeo Falanaipupu Tanielu Aiafi
HOS APPOINTEE	4. CEO, MCIL 5. Industry  6. Medical Profession 7. CEO, PSC	'Auelua Samuelu Enari, Salā Perive Tanuvasa Lene (Deputy Chairperson of NUS Council resigned March 2015)  Prof. Satupaitea Viali Naea Beth Onesemo – Tuilaepa
	8. Business Community	Fa'amausili Dr Matagialofi Lua'iufi
	9. Pro-Vice Chancellor (Business & Law) <i>Deakin University, Australia</i>  <i>President, RMIT of Vietnam (since second quarter of FY 13/14)</i>	Prof. Gael McDonalad
	10. Senate Representative 11. NUSSA President  12. Vice Chancellor's Nominee to Council	Prof Karoline Afamasaga-Fuata'i Mr. Tanielu Mitai (2014)  Mr. Andrew Tuigamala (2015)  Prof. Leasiolagi Malama Meleisea
CO-OPTED	13. CEO, Manukau Institute Of Technology, NZ 14. Member, IPES 15. Associate Professor, Assistant Vice Chancellor (Pasifika) Victoria University of Wellington, NZ 16. Pro-Vice Chancellor Humanities, Otago University, NZ (term ended Oct. 2014)  Pro Vice Chancellor International, Otago University approved by Council as co – opted member of Council Oct. 2014	Dr. Peter Brothers  Fonoti Perelini S Perelini  Hon. Luamanuvao Winnie Laban  Prof. Brian Moloughney  Prof. Helen Nicholson

Secretary: Luagalau Foisaga'asina Eteuati Shon

## **RESIGNATIONS**

During this period, the Council member noted below tendered his resignation from membership in the NUS Council due to personal reasons.

- *Sala Perive Tanuvasa Levi*

The NUS Council acknowledged the contribution made by Sala Perive to the development of the National University of Samoa, not only as a Councillor but also as Deputy Chairperson of the Council and Chair of the Audit Committee of Council.

## ***END OF TERM FOR COUNCIL MEMBER***

At the meeting of Council in October 2014, Councillor Prof. Brian Moloughney announced that his term has ended, and that he would like to step down and allow the opportunity for Prof. Helen Nicholson, whom he felt would be of great value to the NUS as a medical expert particularly with the establishment of the Faculty of Medicine, to be appointed as the Otago University representative on the NUS Council.

The Chairperson, on behalf of the Council, thanked Prof. Moloughney for his valuable participation in the NUS Council and clear demonstration of having the best interest of the National University of Samoa at heart.

## ***NEW APPOINTMENT of COUNCIL MEMBER***

Also at its meeting in October 2014, the Council unanimously endorsed the appointment of Prof. Helen Nicholson, Pro Vice Chancellor International at Otago University as a co – opted member of the NUS Council.

## NUS Council Meetings:

The NUS Council generally holds 2 meetings annually. However, should there be an urgent need; the Pro-Chancellor may call additional sessions of the council. For the purpose of annual reports which are produced on a financial year basis, the Council meetings are held in the second and fourth quarters of the financial year. For this reporting period, the two Council meetings were held in October 2014 and March 2015.

The following table lists the attendees at the meetings held during FY 2014 – 2015

	MEMBERSHIP	MEMBER	02 – 03 October 2014	30 – 31 March 2015
EX-OFFICIO	1. PRO-CHANCELLOR, NUS	A’eau Chris Hazelman	✓	✓
	2. VICE CHANCELLOR AND PRESIDENT, NUS	Professor Le’apai Tu’ua Ilaoa So’o	✓	✓
	3. CEO, MESC	Matafeo Falanaipupu Tanielu Aiafi	✓	✓
HOS APPOINTEE	4. CEO, MCIL	‘Auelua Samuelu Enari,	✓	✓
	5. INDUSTRY	Salā Perive Tanuvasa Lene	✓	x
	6. MEDICAL PROFESSION	Prof. Satupaitea Viali	✓	✓
	7. CEO, PSC	Naea Beth Onesemo	✓	✓
	8. BUSINESS COMMUNITY	Fa’amausili Dr Matagialofi Lua’iufi (2011)	✓	✓
	9. PRO-VICE CHANCELLOR (BUSINESS & LAW)DEAKIN UNIVERSITY, AUSTRALIA  APPOINTED PRESIDENT OF RMIT, VIETNAM - SECOND QUARTER OF FY 13/14	Prof. Gael McDonalad (May 2012)	✓	✓
REPRESENTATIVE APPOINTMENT	10. SENATE REPRESENTATIVE	Prof Karoline Afamasaga-Fuata’i	✓	✓
	11. NUSSA PRESIDENT	Mr. Tanielu Mitai	✓	✓
		Mr Andrew Tuigamala		✓
	12. VICE CHANCELLOR'S NOMINEE TO COUNCIL	Prof. Leasiolagi Malama Meleisea	✓	✓
CO-OPTED	13. CEO, MANUKAU INSTITUTE OF TECHNOLOGY, NZ	Dr. Peter Brothers	✓	✓
	14. MEMBER, IPES	Fonoti Perelini S Perelini	✓	✓
	15. ASSOCIATE PROFESSOR ASSISTANT VICE CHANCELLOR (PASIFIKA), VICTORIA UNIVERSITY OF WELLINGTON, NZ	Hon. Luamanuvao Winnie Laban	✓	✓
	16. PRO-VICE CHANCELLOR HUMANITIES, OTAGO UNIVERSITY, NZ  PRO VICE CHANCELLOR INTERNATIONAL OTAGO UNIVERSITY	Prof. Brian Moloughney  Prof. Helen Nicholson	✓	✓

Secretary: Luagatau Foisaga’asina Eteuati Shon

## Executive Committee of Council

The Executive Committee of the Council is established under the NUS Act 2006, Part 5, Section 22 (1,2) which provides that the Executive Committee of Council will consist of not fewer than eight members of the NUS Council

### Members

<b>MEMBERSHIP</b>		<b>MEMBER</b>
<b>Ex-Officio</b>	1. Pro- Chancellor, NUS	Aeau Chris Hazelman
	2. Vice Chancellor & President, NUS	Professor Le'apai Tu'ua Īlaoa Asofou So'o
<b>HOS Appointee</b>	3. Industry	Salā Perive Tanuvasa Lene - Deputy Chairperson – Resigned March 2015
	4. CEO, MCIL	Auelua Samuelu Enari
	5. Medical Profession	Prof. Satupaitea Viali
	6. Business Community	Fa'amausili Dr. Matagialofi Lua'iufi
	7. IPES	Fonoti Perelini S Perelini
<b>Rep-Appointee</b>	8. Senate Representative	Prof. Karoline Afamasaga – Fuata'i
<b>Secretary: Luagalau Fo'isaga'asina Eteuati Shon</b>		

Table 1 Members of Executive Committee

### Meetings

The Executive Committee of Council held three (3) regular meetings and one (1) special meeting during this reporting period as noted in the table below.

<b>EXECUTIVE COMMITTEE MEETINGS 2014-2015</b>		
	<b>Dates</b>	<b>Notes</b>
1.	Thursday, 14 August 2014	
2.	Thursday, 04 December 2014	
3.	Thursday, 10 April 2015	Special
4.	Thursday, 16 June 2015	

Table 2 Executive Committee Meetings 2014 - 2015

# Progress with Achieving Corporate Objectives

## SPECIFIC PROJECTS:

### 1. NUS Ocean Campus

Construction of the buildings for the School of Maritime Training and Marine & Environmental Research Ocean Campus by the Hunan Construction Organization from China, continued to progress on schedule during this period, with the completion date set for the next financial period. However, funding for special equipment and fittings needed for the buildings on the Ocean Campus for Maritime training and Marine research had yet to be secured. The need for a proper security fence and upgraded seawall for the protection of the Campus as per technical advice was deferred due to high cost estimates.

### 2. New Library/Students Support Services Centre

A new library project and Student Support Services Centre project were combined into one Students Resource and Support Services Complex project. The proposal for this combined project was prepared during this period for submission to the Cabinet Development Committee for consideration and approval for donor funding. This complex is intended to house a new library with more space and improved resources to cater for the learning needs of the increasing student population at the NUS; provide quality support services to students that would facilitate quality learning and favourable learning outcomes; and upgraded ICT facilities like computer laboratories ensuring students access to computers to search for information needed for assignments and other course work.

### 3. Samoa Cultural Centre

Construction of the Administration Building for the Centre for Samoan Studies commenced during this period and is expected to be completed in the next year.

### 4. Ancillary Building

The construction of this building to house the Division of Financial Services and Division of Physical Facilities began and was completed during this period.

The implementation of activities towards achieving the University's Objectives, as reflected in the NUS Corporate Plan 2015 – 2017, continued during this reporting period. In particular, the implementations of activities targeted for completion in FY2014/2015 were at different stages, depending on the resource requirements of activities.

Research priorities in response to national and community social and economic needs were identified to be considered for the NUS Research Agenda.

New academic and TVET programmes and courses were developed to offer more choices to students for qualifications they are pursuing. Some existing programmes were revised to ensure quality and relevance to national priorities. Certain programmes continued to be deferred pending the availability of qualified staff to teach the courses of these programmes.

Professional development for staff was an on - going activity during this period. It is pleasing to note that the target for all lecturers in Salary Grade 2 and above to have a Masters degree by 2015 was met during this period. In addition to professional development leave to pursue higher qualifications, the University encouraged short term professional development leave for staff to attend relevant conferences either as participants or presentors on research projects.

Research activities, as required by contract for academic staff in Salary Grade 2 and above, continued to be promoted and enforced. The research and academic output for this period provided important details on the status of research projects approved for funding by the University Research and Ethics Committee (UREC) as well as publications by the research staff.

The development of Distance Learning courses continued to be work in progress for Faculties. However, the Oloamanu Centre for Professional Development and Continuing Education had developed and is offering a Distance Learning course using printed materials. .

The development of a NUS Master Plan as a crucial activity in pursuing the NUS objective to provide a wholistic enabling environment that is conducive to the teaching and learning of students, is work in progress. However, as noted in a previous section, two infrastructural projects commenced construction with one completed and officially opened in April 2014. Both these projects were funded from the University's revenues. One major project, funded by the government of the People's Republic of China, progressed according to schedule during this period with the completion date set for the next financial year.

## Concluding Remarks

This being my first year as the Chairperson of the NUS Council proved to be one of many exciting development activities for the University academically, administratively and infrastructurally.

The offering of the Bachelor of Medicine Bachelor of Surgery by the Faculty of Medicine during this period was certainly an achievement not only for the University but also for Samoa offering opportunities for Samoan as well as international students who want to become Medical Doctors to study Medicine in Samoa. With the on – going development of new, and upgrading of existing, courses and programmes through internal and external reviews; the University continued its efforts to ensure the quality, relevance and availability of choices of courses and programmes offered to current as well as prospective students.

Although resource constraints continued to be a major challenge in the decision making process of the NUS Council particularly with infrastructural and capital works proposals, vigilant financial management and stringent financial controls, implementation of cost savings measures and generation of additional funds for the University resulted in a positive financial status realized for the University during this period, as demonstrated by a further reduction of accumulated costs. The collection of outstanding student's tuition fees continued to improve during this period. However, timely payment of all students' fees would greatly help the University's revenues to defray the costs of teaching provided as well as use of learning resources and IT services

Given the achievements made during this reporting period, I firmly believe that the National University of Samoa will continue to progress towards the attainment of its Vision, Mission and Objectives, despite



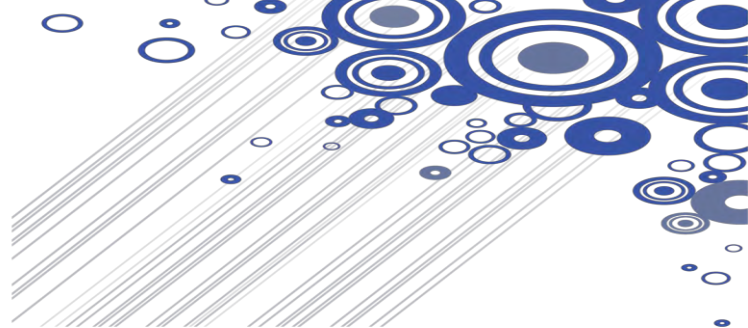
overwhelming challenges it may encounter along the way. This would be realized, as it did during this period and in the past, with mutual resoluteness at all levels of the University.

In this regard, I would like to thank members of the NUS Council for their support and contribution to the on – going development of the University. And on behalf of the NUS Council, I wish to register my sincere appreciation to the Vice Chancellor and Management, Deans and Faculty staff, Directors and Centre staff and Directors and Divisional staff for their determined efforts to accomplish their respective responsibilities thus reaffirming their entrenched commitment to the University's Vision and Mission.

God Bless the National University of Samoa.

A handwritten signature in blue ink, which appears to be 'A. Hazelman', written on a white background.

A'e'au Christopher Hazelman  
Chairperson  
NUS Council



## Report of the Vice Chancellor & President



This year was marked by a number of different significant events and activities that collectively contributed to the advancement of the National University of Samoa towards the realization of its Mission and Vision as stated in the revised NUS Strategic Plan 2010 – 2020 and NUS Corporate Plan 2015 – 2017. Specifically of note were:

1. the successful completion of the full integration of the former Oceania University of Medicine under the NUS as the Faculty of Medicine, as per Cabinet decision;
2. the successful conclusion of the Samoa Conference III hosted by the NUS which attracted local researches as well as international experts. Indeed, more than 50% of the presentors were from international Universities and regional institutions;
3. the active participation of the NUS in the UN Small Islands Developing States Conference held in Samoa in August 2014 through the organization of relevant side events and joint – hosting with the Korean Hang Dong University and UN Academic Impact Organization of a climate change related theme conference attended by the Prime Minister of Samoa, UN General Secretary, Prime Minister of Aruba and Ministers of other governments.
4. the joint hosting with international partners of the first ever ***China and the Pacific Conference: the View from Oceania*** to be held in a Pacific University.
5. the first ever audit of the University's academic processes by an international academic quality agency with the purpose to review and determine how the NUS academic processes and systems measure up to other Universities. It was very pleasing to note that the report of the NUS Academic audit showed

that the NUS' academic processes correspond well with those of other Universities, including long established ones. More importantly, the University welcomed the recommendations for improvements which it started to address promptly

During this reporting period, the University continued to develop new programmes and courses as well as revise existing programmes and courses with the aim to ensure relevance to the social and economic development needs of the nation. Of great significance was the addition of two new programmes to the University's offering portfolio - the Bachelor of Medicine Bachelor of Surgery and Post Graduate Diploma in Science in the areas of Environmental Science and Computing, which were approved by Council for offering in Academic Year 2015.

Much of this year was devoted to monitoring progress in the construction of the School of Maritime Training and Marine Research Ocean Campus that commenced in the last period, as well as following up on the plans for the construction of phase 2 of the Samoa Cultural Centre for the Centre for Samoan Studies and NUS Ancillary Building to house the Divisions of Financial Services and Physical Facilities. The construction of the Ancillary Building began in the latter part of the second quarter and was officially opened in the beginning of the fourth quarter of this period. The construction of phase 2 of the Samoa Cultural Centre however, did not commence until the third quarter of this period and is expected to be completed in the first quarter of the next year.

The University continued to actively encourage staff to pursue higher qualification studies by taking up opportunities offered through programmes of the University's partners. It is certainly gratifying to note that the target set for all lecturers in Salary Grade 2 and above to have Masters degrees by 2015 was met during this reporting period. The University would now focus on: 1) encouraging the TVET lecturers to pursue Bachelor level degrees in order to meet the target set for 2018; and 2) achieving the target set for all Faculties to have at least five staff with PhDs by 2018.

Three Graduation Ceremonies were held during this reporting period, two in December 2014 for the Foundation Programme and TVET programmes respectively and one in April 2015. Of special significance in the Foundation Programme Graduation was the official conferral of the Pro Chancellorship on A'eau Chris Hazelman. The third graduation ceremony was held in April 2015 at which the NUS (Hon) Dr. of Letters was conferred on Prof. Maualai'vao Albert Wendt, making this graduation a very special event.

During this period, the NUS Upgrade project originally proposed to be submitted to the Cabinet Development Committee was changed to the Students Resource and Support Services Complex project following the gifting to the University of 3.75 acres of government land at the back of Samoa College for the construction of this complex. The required planning for, and necessary preparation of, the Students Resource and Support Services Complex proposal to the Cabinet Development Committee for its approval for donor funding took place during this period. The planned Complex would accommodate a new library, media centre, lecture theatres and

student support services, all of which had been identified as high priorities for the University in the provision of quality teaching and learning and improving students learning outcomes.

The rest of my report provides details under specific sections on the activities and operation of the National University of Samoa during this financial period.

It is very important for me at this point however, to thank the Council for its confidence in me to continue to lead the University with my reappointment as the Vice Chancellor and President for the next three years. I would also like to thank Cabinet for its endorsement of the Council's decision on my reappointment and the government of Samoa for the financial assistance given to the University during this period. Last but certainly not the least, I wish to express my deep appreciation to all members of the NUS community for your continuous support and assistance to the plans and activities in various areas and at different levels for the advancement of the National University of Samoa, during this reporting period.

Despite many challenges encountered that could have easily weakened our determination to progress the University's development, your commitment remained unwavering as clearly demonstrated by the achievements noted during this period.

It is my hope that with my reappointment as the Vice Chancellor & President of the NUS in the next three years, our collective commitment and passion towards the achievement of the University's Vision, Mission and Objectives remain unyielding.



Prof. Fui Le'apai Tu'ua Ilaoa Asofou So'o  
Vice Chancellor & President

# HIGHLIGHTS

## **Establishment of the Faculty of Medicine (FOM) under the NUS**

As reported in the last period, the full integration of the FOM into the systems and processes of the NUS was officially realized during this reporting period in August 2014, as per Cabinet Directive.

## **New Academic Programmes**

The new programmes noted below were significant achievements as per KPIs identified in the NUS Corporate Plan 2015 – 2017:

1. Faculty of Medicine: **Bachelor of Medicine Bachelor of Surgery (MBBS)**

The development of this programme was certainly a milestone outcome for the NUS following the incorporation of the FOM, when the programme was approved by the NUS Council in October 2014, for offering at the beginning of Academic Year 2015

2. Faculty of Science: **Post Graduate Diploma in Science (Environmental Science and Computing), Master of Science**

Both programmes were approved by Council at its meeting of October 2014.

## **Samoa Conference III**

The Samoa Conference III hosted by the NUS on 25 – 29 August 2014 was a huge success. More than 90 abstracts of presentations were received and at least 60% were from international Universities and regional institutions. The main theme of the conference was ‘Opportunities and Challenges for a Sustainable Cultural and Natural Environment’ which was directly linked to the focus of the SIDS Conference. However, theme issues such as cultural heritage, domestic violence, disaster management on tsunamis in the region and other potent issues concerning the Pacific Region were highlighted.

Many of the international participants were also members of delegations to the United Nations Small Island Developing States (SIDS) Conference held in Samoa in the first week of September directly following the Samoa Conference III.

The success of the Samoa Conference III was unfortunately marred by the tragic loss of a prominent and long serving Academia and Administrative personnel of the University, the Late Tofa Lafotanoa Telesia Lafotanoa: Director of the Oloamanu Centre for Professional Development and Continuing Education

## **NUS Participation in SIDS Conference –**

The National University of Samoa staff and students, together with volunteers from government ministries, state owned enterprises, business community, private sector and civil society organizations, participated in the UN Small Islands Developing States Conference or SIDS held in Samoa in September 2014. As the first ever SIDS Conference to be held in a small island developing state, this was indeed a historical event for Samoa. The participation of the NUS staff students was certainly a momentous occurrence in the lives of staff and students in the various areas they were

assigned through opportunities to assist country delegations and experience gained from assistance given to international organizations like the United Nations and its many agencies

### **UN Academic Impact (UNAI) - Handong Global University (HGU) - National University of Samoa (NUS) Forum**

During preparations for the Small Island Development States conference, the National University of Samoa agreed with a prominent Christian Korean University and the United Nations Academic Impact (UNAI) organisation to jointly host a climate change related theme conference which took place for two days at the Tanoa Tusitala Hotel and the NUS Fale Samoa, on 31 August to 01 September 2014.

Although, the conference was held for only two days, the prominence of this successful joint-hosting initiative was realised when the Secretary General of the United Nations attended the first session and the Prime Minister of Aruba participated in the second session.

The Vice Chancellor of the NUS together with the Dean: Faculty of Science presented major research findings as well as developments in the areas of



academic prosperity and achievement and scientific research. The conference kick started from the 31<sup>st</sup> August till the 01<sup>st</sup> September, 2014.

The Universities plan to have future discussions on establishment of stronger ties by way of a Memorandum of Understanding

### **Audit of the NUS**

The audit of the NUS to be carried out by an international agency was a new initiative implemented by the NUS with the aim to further advance quality teaching and learning through the enhancement of its academic processes.

The audit was conducted by the Academic Quality Agency for NZ Universities in the third quarter of this period focusing on the University's academic processes and the audit report was received in the fourth quarter of this reporting period. It was noted from the report that the academic processes of the NUS compare well with those of long established Universities in New Zealand.

This audit is an important part of the University's fervent efforts to attain the Vision of the NUS – to be recognized nationally, regionally and internationally as a vibrant and innovative centre of excellence in research, Samoan studies and quality teaching and training across all disciplines.

### **China and the Pacific Conference: “The View from Oceania”**



The partnership of the Centre for Oceania Studies Sun Yat –sen University in China, New Zealand Contemporary China Research Centre, Victoria University of Wellington, New Zealand and the National University of Samoa brought to Samoa the **China and the Pacific Conference : The View from Oceania**” held for the first time in a University in the Pacific, on 25 – 27 February 2015. The Conference took a multidisciplinary approach to understanding China’s evolving relations with countries in the Pacific region, primarily in Melanesia and Polynesia.



The event gave impetus to further collaborative work between these academic institutes.

#### **Seminar series by Faculties and CSS**

A **key achievement** during this financial period was in the area of Seminar series organized by Faculties and Centre for Samoan Studies, in line with *KPI (1) of activity 3.4.2 under Strategy 3.4 for Objective 3* in the *NUS Corporate Plan 2015 - 2017*

With the exception of the Faculty of Applied Science, all Faculties and the Centre for Samoan Studies actively implemented their monthly Seminar series which invited presenters from international organizations and local agencies to speak on topics relevant to the faculties and Centre for Samoan Studies in line with national social and economic development priorities

#### **Completion of Ancillary Building project**

The construction of the Ancillary Building to house the Division of Financial Services and Division of Physical Facilities that began halfway through this period was successfully completed before the end of the period.

#### **NUS Corporate Plan 2015 – 2017**

The NUS Corporate Plan 2015 – 2017, extracted from the NUS Strategic Plan (revised) 2010 – 2020 for financial years 2014/2015, 2015/2016 and 2016/2017, was completed at the end of this period having satisfied the requirements set by the Ministry of Finance. The Corporate Plan will be submitted to Cabinet and Corporate Objectives to Parliament at the beginning of the next year.

#### **External Reviews**



In line with the University's 5-yearly external review schedule for Faculties and Centres, the external reviews of the Faculty of Business and Entrepreneurship (FOBE) and Centre for Samoan Studies (CSS) were conducted during this reporting period.

Reports on the external reviews of the two sections were also received during this period and forwarded to the relevant section for responses. The University Review Committee will consider the report and recommendations of the External Review Team for each section and make recommendations to the Council in the next year.

The University Review Committee recommendations on the external review of the Faculty of Arts conducted in the last period were endorsed by the Council which directed that a work plan be developed to implement these recommendations.

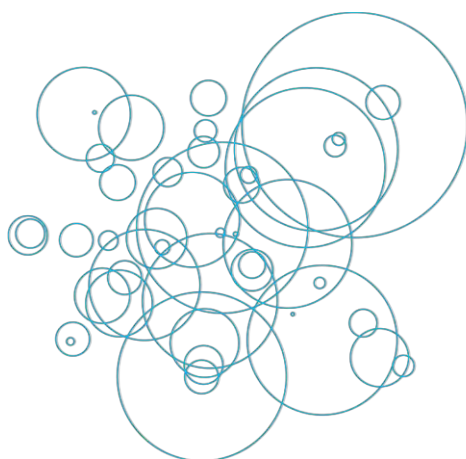
### **Professorial Appointment**

The appointment of Leasiolagi Dr. Malama Meleisea, Director of the Centre for Samoan Studies, as Professor of Samoan Studies, was a proud occasion for the University.

### **NUS Open Day, 2014**

The National University of Samoa's Open Day was held on Wednesday 8th of October 2014 at Le Papaigalagala Campus. It was postponed from August to October due to the NUS involvement in the Samoa Conference III in August and participation in the SIDS Conference in September.

The selected theme for this year's event was **"Pathways towards Innovative, Vibrant & Sustainable Future"**. Like previous years, this year's Open Day activities showcased the academic, technical vocational education and training and Samoan studies programmes and courses the National University of Samoa offers as well as services it provides. The Event included booth exhibitions from the respective Faculties & Centres of NUS. There were tours around the Campus organised by the Committee. The event was a huge success compared to the previous year in terms of participation and level of interest shown in Faculty/CSS exhibitions. A significant increase in the number of colleges whose Years 12 and 13 students attended, including two Colleges from Savaii, was noted



## Programmes & Courses

### *New Programmes & Courses*

In line with the University's objective for quality teaching and learning, a number of new programmes were developed and existing courses reviewed and upgraded during this period. These were duly considered and endorsed by the Senate and approved by the Council during this reporting period

#### **Faculty of Applied Science (FOAS)**

- **Trades- Welding Courses:**

- TWF 154 Fabrication Technique
- TWF155 Manual Metal Arc Welding 1
- TWF156 Oxy-Acetylene Welding
- TWF157 Workplace Activities
- TWF158 Engineering, Drawing Interpretation

#### **Faculty of Education (FOE)**

- **Amended Post Graduate Diploma of Education:**

Senate approved the proposal for the new amended Post Graduate Diploma of Education structure to move from a six compulsory course programme to a two compulsory course programme and any four electives from the eleven existing courses.

- **Master of Education:**

OPTIONS	FULL TIME	PART TIME DURATION
<b>Pathway 1:</b> Thesis Full thesis of 50,000 words	1 Academic year or 2 semesters	2 years or 4 semesters
<b>Pathway 2:</b> Combo * Mini thesis of 16,000 words * 3 Education electives and 1 other	1 academic year or 2 semesters	2 academic years or 4 semesters
<b>Pathway 3:</b> Course work 6 courses ( 4 education plus any 2 electives)	1 academic year or 2 semesters	2 academic years or 4 semesters

● **ELECTIVES: Note:** In consultation and approval from the Dean or appointed designate, a student may choose a 500/600 level course that is not listed above.

1. HED580 Issues of Education in Samoa
2. HED582 Supervision and Mentoring
3. HED586 Education Policy
4. HED588 Curriculum Theory and Practice.
5. HSA500 Approaches to Samoan Studies
6. HSA503 In-Depth Study of Samoan Language
7. HDS501 Project and Programme Design and Evaluation
8. HDS503 or HDS504 Special Topic in Development Studies
9. HCS580 Global Environment Issues in Samoa
10. HCS581 Climate Change
11. HCS583 Disaster Management

Table 3 Master of Education Pathway

▪ **Faculty of Science (FOS) Postgraduate Diploma in Science & Masters of Science**

**Program Design for PGDSc & Masters Approved**

1. HSC500 Research in the Sciences
  2. HSC501 Quantitative and Qualitative Instrument Development using the Rasch Model
  3. HCS583 Database Design and Implementation
  4. HCS585 Management of Information Systems within Organisations
  5. HCS587 Network Design and Management
  6. HCS589 Contemporary Issues in ICT and Education
  7. HSC581 Climate Change: Vulnerability, Impacts and Adaptations
  8. HSC582 Food Security and Sustainable Livelihoods
  9. HSC583 Disaster Management
  10. HST551 Applied Statistics
  11. HST552 Design of Science Experiments
  12. HST553 Biostatistics
  13. HST554 Computational Statistics in R
  14. HMA571 Mathematics Problem Solving and Analysis
  15. HMA522 Complex Analysis
  16. HMA 521 Advanced Calculus
  17. Associated Regulations for MSc and PGD in Science were APPROVED.
-

## Graduations

As in previous reporting periods, three graduations took place during this reporting period. Two graduation ceremonies were held in December 2014 - one for the Foundation Programme and the other for the Technical, Vocational, Educational Training (TVET) Programmes. The third graduation ceremony was held in April 2015 to award Diplomas, Degrees and Postgraduate qualifications.

These graduations represented an exciting time for the students who had successfully completed their studies for qualifications in different areas. For the University, they were times of celebration when it shared with parents and friends the accomplishments of its graduating students.

### 1. The Foundation Programme Graduation

The Foundation Programme Commencement Exercise on December 10, 2014 witnessed the completion of studies for Foundation Certificates in various disciplines by 519 Foundation students as shown in Table 4.

#### 1. Graduation 10 December 2014

<b>PROG</b>	<b>Total</b>
Foundation Certificate of Arts	109
Foundation Certificate of Commerce	108
Foundation Certificate of Education	65
Foundation Certificate of General Studies	38
Foundation Certificate of Nursing	72
Foundation Certificate of Science	126
Foundation Certificate of Agriculture Science	1
<b>TOTAL GRADUATES</b>	<b>519</b>

Table 4 Foundation Certificates Awarded at the December 2014 Graduation

### 2. The TVET Programmes Graduation Ceremony

This was held one week later on 17 December, 2014 for 350 students who had successfully completed their studies in various trades' areas, Tropical Horticulture, Tourism and Hospitality, Office Management, Business and Computer Operating. Please refer Table 5.

<b>PROG</b>	<b>Total</b>
Certificate of Attainment : Trades & Health Preparatory Year (Cert 1)	32
Certificate II in Maritime Training ( Basic Marine Engineering Rating 2)	16
Certificate II in Maritime Training ( Basic Nautical Rating 2)	66
Certificate IV in Master Class 5	2
Certificate in Tropical Horticulture	24
Certificate in Panel Beating & Spray Painting	3
Intermediate Certificate in Automotive Engineering	13
Intermediate Certificate in Electrical Engineering	10
Intermediate Certificate in Construction and Joinery	9
Intermediate Certificate in Fitting and Machining	5
Intermediate Certificate in Plumbing and Sheet-metal	2
Intermediate Certificate in Refrigeration & Air Conditioning	3
Intermediate Certificate in Welding & Metal	9

<i>Fabrication</i>	
<i>Diploma in Radio and Electronics</i>	6
<i>Diploma in Media and Journalism</i>	4
<i>Certificate of Tourism &amp; Hospitality (Cookery)</i>	12
<i>Certificate of Tourism &amp; Hospitality (Food &amp; Beverage)</i>	11
<i>Certificate of Tourism &amp; Hospitality ( Front Office &amp; Accommodation Services)</i>	15
<i>Certificate of Tourism &amp; Hospitality ( Tour Guiding)</i>	7
<i>Diploma in Office Management</i>	24
<i>Diploma in Tourism</i>	22
<i>Diploma in Business</i>	30
<i>Certificate in Computer Operating</i>	25
<b>TOTAL GRADUATES</b>	<b>350</b>

**Table 5** Technical & Vocational Education Training Programme Certificates & Diplomas Awarded at the December 2014 Graduation

### **April 2015 Graduation**

The NUS April Graduation took place on 02 April 2015. This commencement exercise recognized the successful completion by 239 students of their academic programmes for Certificates, Diplomas, degrees and post graduate qualifications. Please refer Table 6.

<b>PROG</b>	<b>Number of students Graduating from per programme</b>
<i>Certificate in Science</i>	1
<i>Diploma in Arts</i>	1
<i>Diploma in Education (Primary)</i>	12
<i>Diploma in Education (Secondary)</i>	5
<i>Diploma in Nursing</i>	6
<i>Bachelor of Arts</i>	32
<i>Bachelor of Commerce</i>	65
<i>Bachelor of Education</i>	24
<i>Bachelor of Health Science in Environmental Health</i>	1
<i>Bachelor of Nursing</i>	39
<i>Bachelor of Science</i>	31
<i>Bachelor of Science (Secondary Teaching)</i>	4
<i>Bachelor of Samoan Studies</i>	3
<i>Postgraduate Diploma in Education</i>	4
<i>Postgraduate Diploma in Samoan Studies</i>	1
<i>Postgraduate Diploma in Development Studies</i>	7
<i>Master of Samoan Studies</i>	1
<i>Master of Development Studies</i>	1
<i>Doctor of Letters</i>	1
<b>TOTAL GRADUATES</b>	<b>239</b>

**Table 6** Programmes and Number of graduates for the April 2<sup>nd</sup>, 2015 Graduation.

## NUS Council Meetings

1. The NUS Council held its first meeting for this reporting period on 02 – 03 October 2014. Matters considered by the Council at this meeting included:

### Academic Matters:

- the Faculty of Medicine's MBBS Programme which was approved for offering in Academic Year 2015.
- the Report on the Evaluation of the integration of TVET programmes under a unified faculty system by AYAD Volunteer Hayley Paproth
- new and revised Statutes
- postgraduate diploma in Science/Master of Science

### Administrative Matters:

- Increase in contract term for professorial staff
- New tendering process
- General staff salary Grade 1 maximum at the level

The second meeting of the Council for FY 2014/2015 was held on 30 – 31 March 2015. Academic and administrative matters that needed Council's approval since its last meeting in October 2014 were presented for consideration and included:

### Administrative Matters:

- Recommendations of the Hayley Paproth Report: 'The way forward';
- NUS Organizational Structure;
- Salary Equivalence for FOM teaching staff – issue of competitiveness, parity with other professions, financial resources;
- Revised statutes on Student Conduct and Finance Committee;
- Amendments to fee payment policy; and
- Proposal for Academic Quality Unit & Student Support Services.

### Academic Matters:

- Five welding courses approved by Senate
- Amended Post Graduate Diploma in Education approved by Senate
- Master of Education pathway approved by Senate
- The Council approved the above - mentioned academic programmes and courses, the establishment of the *Academic Quality Unit* as well as the Student Support Services that aim to address academic and administrative issues related to the quality of programmes/courses and outcomes of students learning.

### **Vice Chancellor's Awards**

The National University of Samoa held its annual Vice Chancellor's Awards in December 2014 in conjunction with the NUS staff end of year function. The main purpose of this initiative, now in its second year, is to recognize and promote outstanding performance of staff in their own disciplines and/or areas of concentration that would contribute to the overall achievement of the University's Vision and Mission as an educational institution.

The following awards were presented at this inaugural event:

- Faculty Lecturer of the Year – for each faculty & Centre
- General Staff of the year – for each Division/Section
- Division of the Year
- Faculty of the Year
- Dean of the Year
- General Researcher of the Year
- Professorial Researcher of the Year

### **NUS PhD programme**

During this period, one more candidate applied and was accepted into the NUS PhD programme with one in the pipeline. It became increasingly clear that although there may be interest in the NUS PhD programme the fact that the NUS does not have financial assistance to offer prospective candidates, may very well result in a loss of candidates.

### **SQA Dialogue – overlapping legislations**

Little progress was made in reaching a resolution on this matter during this period. Indeed, a clear impasse between the NUS and SQA caused the Minister responsible for the two organizations to intervene and suggested an MOU between the NUS and SQA on the issue of accreditation of the University's academic programmes and courses.

### **Infrastructural Upgrade**

- As identified in previous reports, the current infrastructure at the NUS, in buildings as well as facilities to effectively provide much needed support services to the students, continued to be a major issue for the University. As per FK (13) Faapitoa, Cabinet approved the submission of a one off request for new capital assets to the Ministry of Finance for consideration by the Cabinet Development Committee and submission to donor partners for funding assistance. In response, the University worked on the development of a NUS Upgrade project proposal to be submitted to the Cabinet Development Committee during this reporting period.

However, the proposed NUS Upgrade project changed to the preparation of a proposal for a Students Resource and Support Services Complex which would house a new Library that is more spacious and better resourced, inclusive students support services, lecture theatre and other facilities needed to address the needs of staff and students for quality teaching and learning and improved students learning outcomes.

- The NUS Ancillary Building to house the Division of Financial Services and Division of Physical Facilities was started and completed during this period
- The Samoa Cultural Centre – the construction of the buildings for the Centre that began during this period will be completed in the next financial period.
- The construction of buildings for the NUS Ocean Campus was progressing according to schedule during this period, with completion expected in the second quarter of the next year.



## **Students Enrolment**

Given the financial year based reporting period, students' enrolments are documented for the second half of the current academic year and first half of the following academic year. Such information may not provide an accurate picture of a student's performance which is based on Semesters 1 and 2 of each academic year.

### ***I. Semester 2, 2014***

As is normal, the enrolment for Semester 2, 2014 registered a decrease in the number of students enrolled, compared to enrolment numbers for Semester 1, 2014 which was reported in the last period.. Students who did not enrol during the three days of enrolment, 01 – 03 July, were allowed to enrol late on 11 July with the payment of a late enrolment fee. Although classes commenced on 15 July, students were given until 25 July to change their courses if they so wished.

### ***II. Semester 1, 2015***

As the main enrolment time for current and new students, a lot of time and effort went into organizing the enrolment process with the aim to make enrolment an enabling and self - motivating experience

## **Pre- Enrolment BRIEFING**

This important two-day activity provided preliminary information to prospective students and their parents on:

- enrolment procedures, essential documentation to bring to enrolment on 26 - 30 January 2014, students tuition fees especially the deadline for full payment and consequences for failure to meet this deadline;
- courses & programmes offered by each Faculty/Centre in sessions with staff where students have the opportunities to ask questions they may have on course offerings;
- the contents of the NUS Calendar 2015 and in particular statutes, regulations and policies related to students conduct, misconduct and consequences of such misconduct.

## **Student Enrolment:**

Students Enrolment for Semester 1 of Academic Year 2015 took place on 26 – 30 January. New and continuing students went through the enrolment process, a crucial part of which was the academic counselling provided by the Deans and lecturers of respective faculties and Director and lecturers of the Centre for Samoan Studies, to assist students in determining the courses and programmes to enrol in.

## **Student Orientation**

Enrolment was followed by a week of Orientation that aimed at familiarizing students with the Campus physical layout and providing the first opportunity for students to meet the Deans and staff of faculties in which they have enrolled as well as information on the faculty courses, programmes, lectures, tutorials and expectations of them as students. A very important part of Orientation was conducted by the staff of the Student Administration section and Student Counsellors on the deadline for the full payment of tuition fees and consequences for failure to meet the deadline as well as the University rules and regulations on students conduct. Parents who came with their sons/daughters to the Orientation were welcomed and invited to a meeting with the Vice Chancellor.

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## **Partnerships with International Universities**

During this period, nominations of staff for scholarships to pursue higher qualifications to commence in Academic year 2015 at Otago University and the Victoria University of Wellington were finalized.

Two scholarships are offered by Otago University for NUS staff – one every year to pursue Masters level degrees, and the other every two years to pursue PhD studies. The Victoria University of Wellington offers one scholarship for Master level studies and one for PhD studies each year.

These scholarships are offered as part of a Memorandum of Understanding signed between the National University of Samoa and each of these two institutions. These opportunities actively support the University's strategy to promote the professional development of its staff, one of the strategies to achieve its objective for quality teaching and creative learning.

The table below provides information on the level of this activity during this reporting period

### ***MOUs/Agreements Signed During Period July 2014 – June 2015***

Organization	Date Signed	Category	Type	New OR renewal	Country
Ritsumeikan Asia Pacific University	2 July 2014	Intl	Agreement	Renewal	Japan
James Cook University in Australia	08 May 2015	Intl	MOU	New???	Australia
Fiji National University.	29 June 2015	Regional	MOU	New	Fiji
DREAM Erasmus Mundus Action 2	19 Sept 2014	Intl	Agreement	New	EU
International Trade Centre.	22 May 2015	Intl	Contract	New	USA
Vrije Universiteit Brussels	11 March 2015	Intl	3 Scholarships	New	Brussels- Belgium

### **EU funded**

#### **▪ Caribbean – Pacific Mobility Scheme (CARPIMS)**

Under the International Mobility Programmes funded by the EACEA of the European Commission. Samoa, through the NUS, has benefited from this programme by way of sponsorship for a number of As mentioned in previous reports, the NUS is a full partner in the CARPIMS Consortium, established NUS staff presently pursuing higher degree studies including PhD in Caribbean – Pacific Universities.

The third cohort applications were opened late last year and closed on the 31st of March 2014. The application list from Samoa had around nine applicants inclusive of both NUS Staff and members of the general public.

# Year at a Glance

**July 2014 – June 2015**

**2014**

## July

- 🌀 *MOU renewed between NUS and Ritsumeikan Asia Pacific University*
- 🌀 Enrolment for Semester 2, 2014,
- 🌀 All Staff meeting at beginning of Semester 2
- 🌀 Late enrolment, 12 July
- 🌀 Last day for changing programmes/courses, 27 July

## August

- 🌀 Official establishment of the Faculty of Medicine under the NUS
- 🌀 Deadline for payment of Semester 2, 2014 tuition fees
- 🌀 Samoa III Conference hosted by NUS
- 🌀 NUS and University of Huang Dong, Korea -
- 🌀 Tenders for Samoa Cultural Centre and Ancillary Building approved by Cabinet
- 🌀 Appointment of Leasiolagi Dr. Malama Meleisea as Professor of Samoan Studies

## September

- 🌀 NUS participation in SIDS conference -
- 🌀 NUS Open Day

## October

- 🌀 First meeting of NUS Council for this financial year
- 🌀 Approval by Council of the MBBS programme of the Faculty of Medicine

## November

- 🌀 Semester 2, 2014 Examinations
- 🌀 Provisional results for Semester 2, 2014 posted
- 🌀 Senate Assessment Meeting – of examination results

## December

- 🌀 Semester 2 Official Results released
- 🌀 Executive Committee Meeting to approve list of graduating students
- 🌀 Graduation Rehearsals for Foundation and TVET graduations
- 🌀 December Foundation Programme Graduation – Pro Chancellorship was conferred on A’eau Chris Hazelman, also the Chairperson of the NUS Council
- 🌀 TVET Programmes Graduation
- 🌀 Nominations for scholarships to VUW and Otago University finalized
- 🌀 Commencement of construction of Ancillary Building
- 🌀 NUS End of Year function and Annual VC Awards

## 2015

### January

- 🌀 NUS reopens for new Calendar Year, 05 January
- 🌀 **PRE – ENROLMENT BRIEFING , 21 – 22 January**
- 🌀 **SEMESTER 1 2015 ENROLMENT, 26 -30 January**

### February

- 🌀 All Staff Meeting
- 🌀 **STUDENTS' ORIENTATION,**
- 🌀 **SEMESTER ONE 2015 begins**
- 🌀 **SEMESTER ONE & TRIMESTER 1 MBBS YEAR 2 & 3 begin**

### March

- 🌀 Construction of buildings for Marine Ocean Campus in progress
- 🌀 Construction of Cultural Centre
- 🌀 NUS Council Meeting – second meeting for FY 2014/2015
- 🌀 Council Decision on VC appointment to go to Cabinet for its information before official announcement
- 🌀 Mid Semester Break 1

### April

- 🌀 Official opening of Ancillary Building, 1
- 🌀 NUS Graduation for Certificates, Diplomas, Degrees, Postgraduate qualifications, 1
- 🌀 Reappointment of Prof. Fui Le'apai Tu'ua Ilaoa Asofou So'o as VC & President of NUS
- 🌀 External Review of FOBE and CSS
- 🌀 MBBS Year 2 & 3 Trimester begins

### May

- 🌀 MBBS Year 2 & 3 Trimester 1 Exams
- 🌀 Trimester 2 MBBS Years 2 & 3 Begins

### June

- 🌀 NUS participated in 2015 Independence March
- 🌀 Semester 1 Examinations, 03 – 13 June
- 🌀 Semester 1 Provisional Results Posted
- 🌀 Academic Counselling Retreat

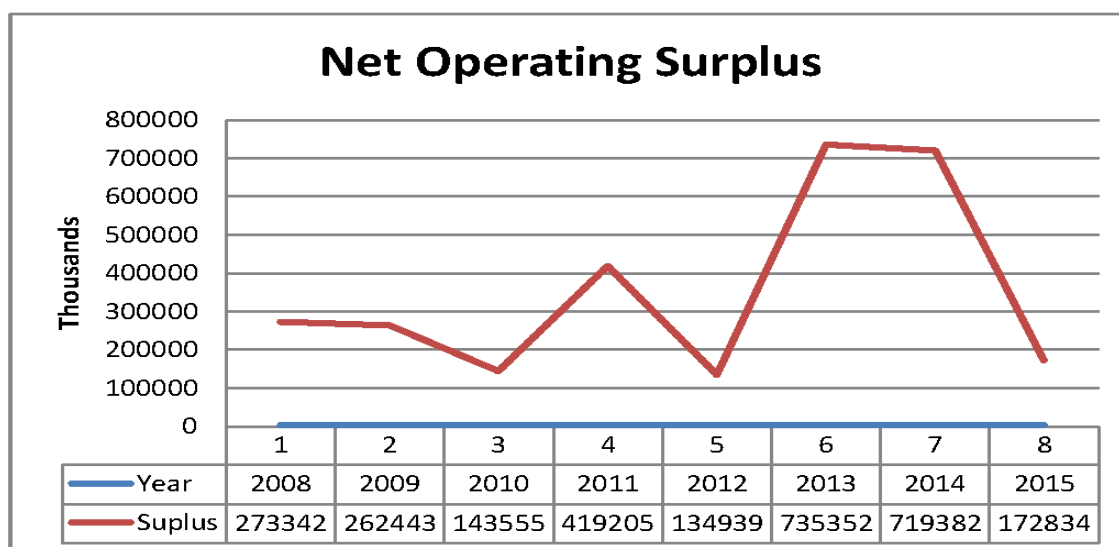
# Operating Performance and Results

## Financial

### OVERVIEW OF FINANCIAL RESULTS

#### Financial Gains were made during this period as noted below:

- Accumulated losses continued to be reduced by 12% during this period compared to the last reporting period. This favourable position would be attributed in part to a \$172,834 net surplus made during the year and in part to the transfer of the budgetary allocation of the former OUM, now the newly established Faculty of Medicine (FOM) under the NUS, of \$439,795 to the NUS main account in August 2014. The funds from the FOM were transferred to Equity decreasing the accumulated losses by 12% from the last financial year. Overall, the accumulated losses now stand at ST\$ 4.6 million compared to ST\$8.4million recorded back in June 2009.
- The government grant increased by 8% due to the inclusion of an appropriation for the Faculty of Medicine - now an official faculty of the NUS, as per FK (14 Fa'apitoa dated 21 January 2014). A 10% increase in all fees and charges became effective in January 2015, and with the significant increase in the number of students enrolled for the 1st semester 2015, a Net Operation Surplus of \$172,834 was realized at the end of the financial year 30 June 2015, despite the 13% increase in expenses during the period compared to the prior year.

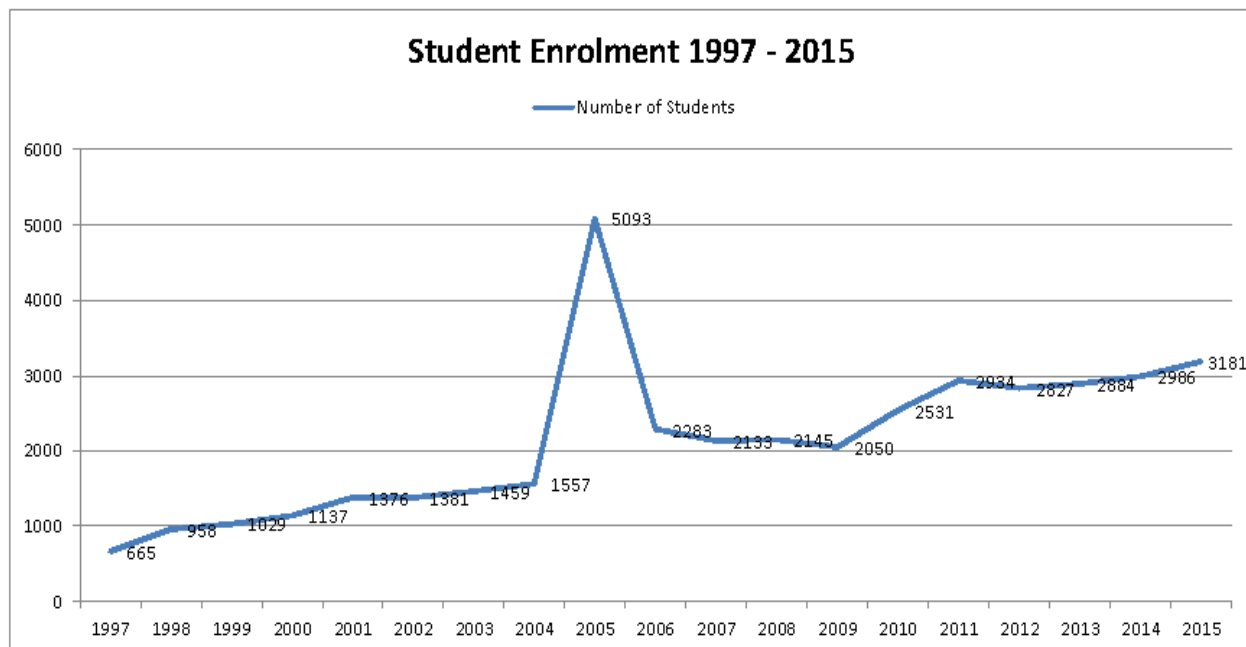


Graph 1 Net Operating Surplus

## Statistics

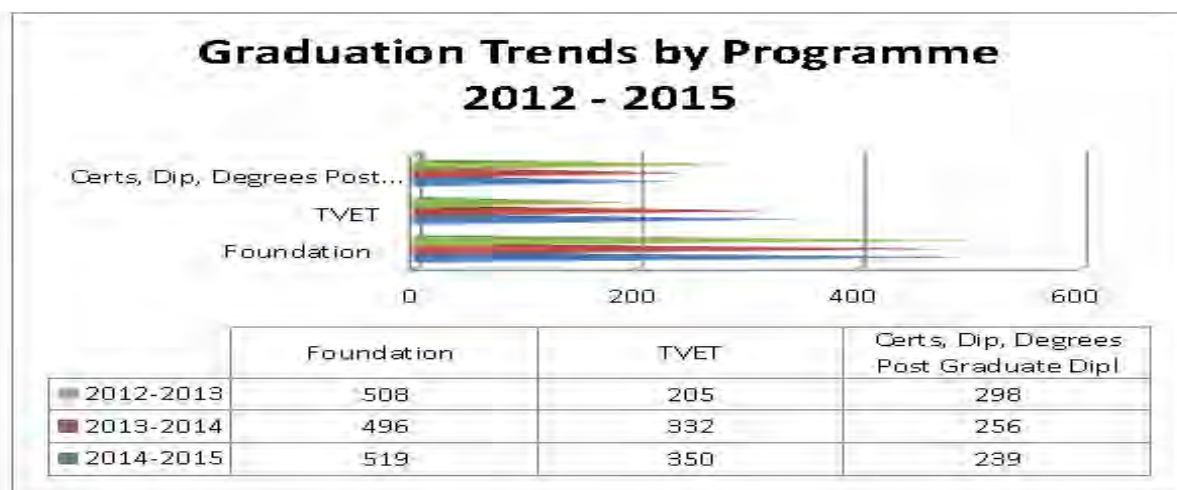
The statistical information provided below show the students' enrolment as well as graduation trends since 2006, the number and qualifications of staff in the various sections of the University and research output by academic staff in Grade 2 and above who are contractually required to undertake research.

### STUDENT ENROLMENT TRENDS



Graph 2 Student Enrolment Trends 1997 - 2015 (Semester 1)

### TRENDS FOR GRADUATION



Graph 3 Annual Graduation Stats December 2012 - April 2015

Graph 3 depicts statistics gathered from the Foundation and TVET graduation held in December, 2014 and April 2015 graduation.

This year marked the highest number of Foundation Graduates and will most likely be the trend annually from here on with a more prominent number graduating from the Foundation.

## OVERALL STAFF STATISTICS

There are five categories of NUS staff and the following table represents the overall figures as of 30<sup>th</sup> June 2014. NUS's staff composition is made up of five different categories of employees, the academic teaching staff, casual staff, comparable staff, general staff, part time staff and volunteers. Depending on the ever changing student population, general public's demand, professional development plans of the different sections and staff as well as the development of new courses will the number of employees increase or decrease. In comparison to the 2012 a total of 315 employees were recorded in the AR2012 of the University. This was a 3% hike compared to the previous year to 2012. By 2013 it had increased by 3 additional staff, and seen an overall increase of 11% totalling 355 employees amongst the categories shown below.

### Personnel Statistics

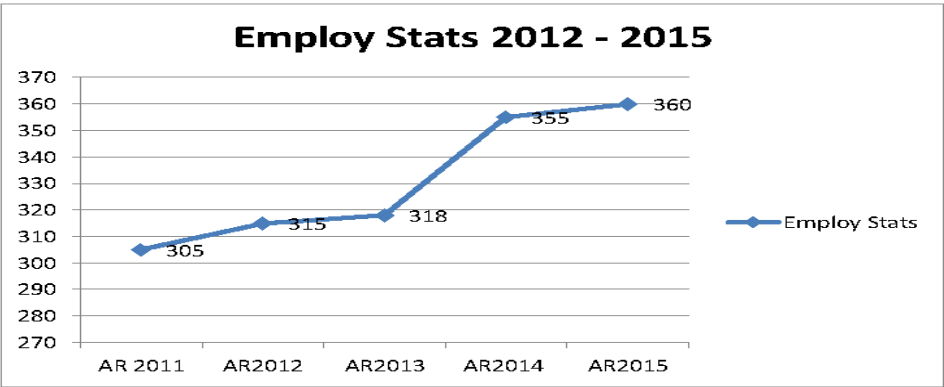
SECTIONS	ACADEMIC TEACHING STAFF	CASUAL STAFF	COMPARABLE STAFF	GENERAL STAFF	PART- TIME STAFF	VOLUNTEERS	Total
CHANCELLERY			6	1		1	
CENTER - SAMOAN STUDIES	10		3	1		2	
OCPD (OLOAMANU PROFESSIONAL DEVELOPMENT CENTRE)			3	1	2		
COUNSELLOR			2				
FOA	29			1	8	1	
FOAS	31			2	13		
FOBE	23			1	6		
FOE	24			2	5		
FOM	4		2	4	1		
FOS	38	3		3	4		
FINANCIAL SERVICES			4	13			
GYMNASIUM			1	2			
ICT			3	7			
LIBRARY			3	9			
PERSONNEL ADMINISTRATION			1	6			
PHYSICAL FACILITIES			4	54			
PRINTERY, MARKETING & BKSHOP		1	1	2			
SECRETARIAT			3	1			
STUDENT ADMINISTRATION			2	5			
STUDENT SUPPORT SERVICES			1				
<b>SUB - TOTAL</b>	<b>159</b>	<b>4</b>	<b>39</b>	<b>115</b>	<b>39</b>	<b>4</b>	<b>360</b>

**Table 7 Overall Staff Statistics as of April – June 2015**

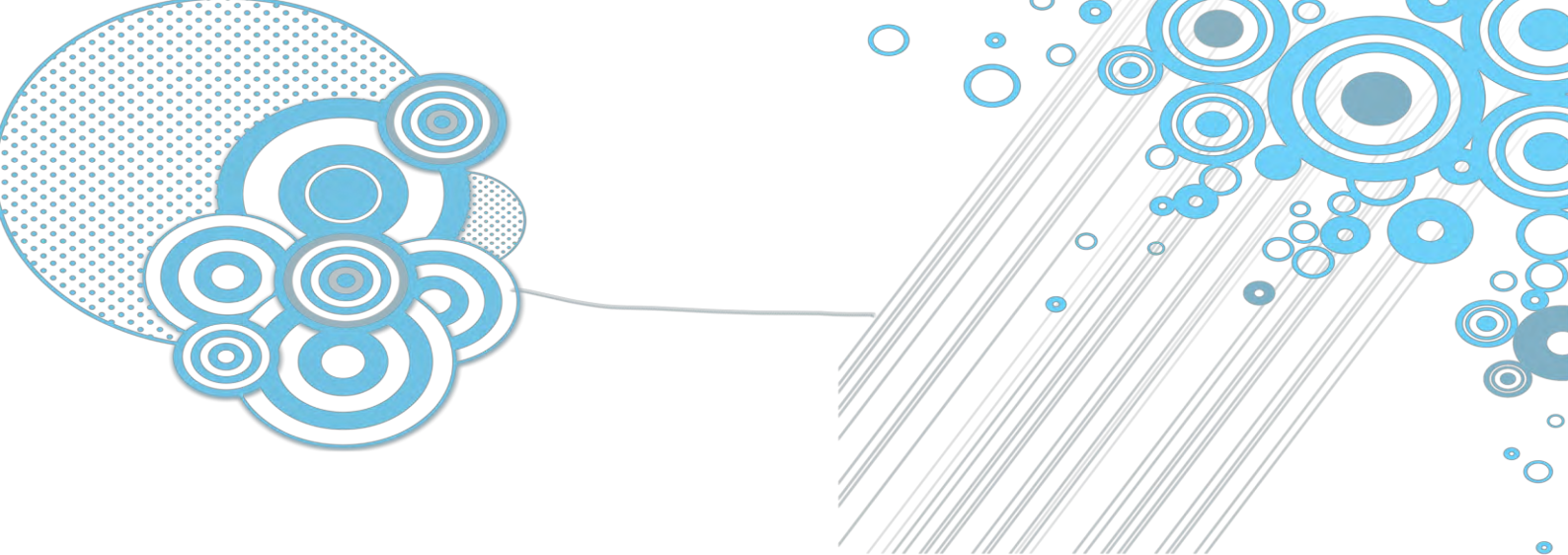
The 1.38 percent increase in number since the last reporting period has confirmed the ever demanding escalation in the number of students, and the need for appropriate staff members to be recruited in order to service and provide adequate support as required. This period further highlights the integration of the newly developed section under the Registrar's directions 'Student Support Services. During this reporting period an International Coordinator was recruited to coordinate all relevant international scholarship programmes that



currently held NUS as an associate or full partner. With the recruitment of the NUS International Coordinator, the management and proper administration of international agreements and scholarship procedures would be recognised and adhered to accordingly.



Graph 4 Employee Statistics 2012 -2015



## PROGRESS WITH CORPORATE PLAN

The implementation of the majority of activities in the NUS Corporate Plan 2015 – 2017 commenced during this period. Activities with KPIs to be achieved during this reporting period were at different stages of completion – some were achieved, some were work in progress and others had yet to be implemented. Documented below are the activities the KPIs of which were achieved during this financial year.

### Objectives:

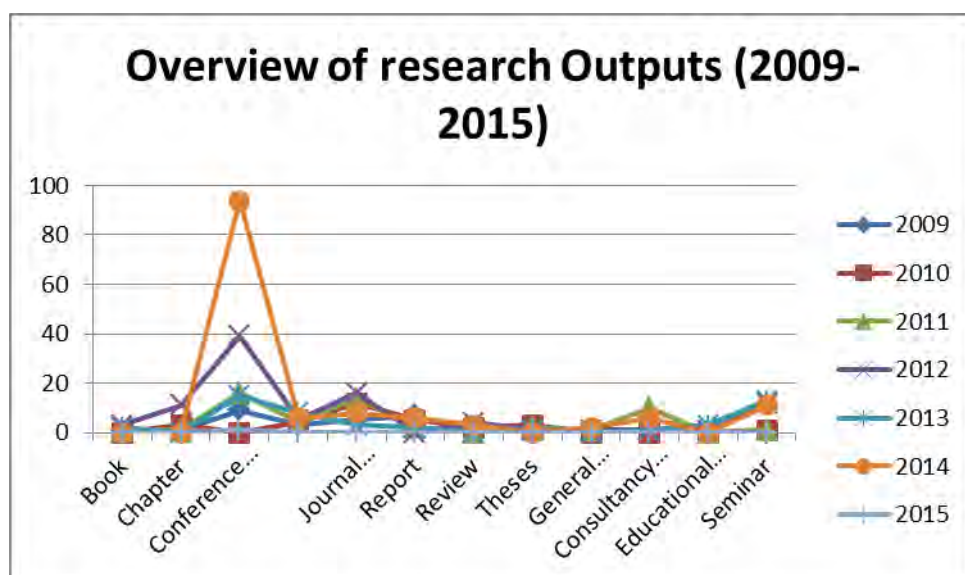
#### 1. Research

- a. Identify research priority areas in response to national and community social and economic needs.
  - Research priorities of each Faculty and the Centre for Samoan studies were identified and submitted to the University Research and Ethics Committee (UREC) for consideration for the NUS Research Agenda during this period. The UREC had yet to produce the NUS Research Agenda based on research priorities submitted, for Senate endorsement and Council approval.
- b. Develop niche capacity for NUS research
  - Ocean Campus that will house the Marine and Environmental Research Facility is expected to be completed in the second quarter of the next reporting period
- c. Build connections with government and private sector
  - A number of government and private sector as well as international representatives were invited as guest speakers at respective Faculty/CSS Seminars during this reporting period
- d. Strengthen reporting and accountability of research staff

The following table was constructed from the annual research output report submitted by each researcher staff to the UREC

**Table 8 Overview of NUS Research Outputs (2009 -2015)**

Research Output	2009	2010	2011	2012	2013	2014	2015	Total
Book	1	0	1	3	2	0	0	7
Chapter	1	3	1	11	0	0	0	16
Conference Proceedings/ Presentation	9	0	16	39	15	94	1	174
Exhibition/ Performance	3	4	4	5	8	6	0	30
Journal Paper	5	12	14	16	3	8	0	58
Report	7	5	2	0	2	6	0	22
Review	0	2	0	4	0	3	0	9
Theses	0	3	2	1	1	0	0	7
General Media	0	0	1	1	0	2	0	4
Consultancy Output	0	0	10	1	1	6	0	18
Educational Text	0	0	0	1	3	0	0	4
Seminar	0	1	1	12	13	11	0	38
<b>TOTAL</b>	<b>26</b>	<b>30</b>	<b>52</b>	<b>94</b>	<b>48</b>	<b>136</b>	<b>1</b>	<b>387</b>



**Graph 5 : Overview of Research Outputs (2009 - 2015) UREC Report to NUS Council March 2015**

## 2. Teaching & Learning

- a. Develop new programmes and revise existing programmes

A number of **new and revised programmes** were approved during this period. Of note were the following new programmes:

- the Bachelor of Medicine Bachelor of Surgery Programme to be offered in Academic Year 2015;
- Post Graduate Diploma of Science (Environmental Science & Computing)
- Master of Science of Programme

**b. Quality Assurance through External reviews:** based on the 5-yearly schedule of external reviews for Faculties and Centres, the programmes and courses of the sections identified below were externally reviewed during this period.

- the Faculty of Business and Entrepreneurship - the external review report was received and responses from the Faculty were submitted during this period. A review of the recommendations in the External Review report on the one hand and Faculty responses on the other will be carried out by the University Review Committee in the first quarter of the next period which will in turn submit its recommendations to the Council for approval.
- the Centre for Samoan Studies – the external review report was received and sent to the CSS for responses. Responses submitted were being worked on by the CSS in terms of organization and formatting. The work of the University Review Committee in this process will take place in the next year.
- the Work Plan to implement the recommendations of the University Review Committee on the external review of the Faculty of Arts was completed during this period for the Faculty to implement.

**c. Sustain quality of teaching and training for improved quality of students' learning outcomes**

- The Certificate in Adult Teaching (CAT) continued to be offered free of charge during this period for teaching staff who did not have a teaching qualification to enable them to satisfy the requirement that all staff without a teaching qualification from a recognized institution must take the CAT. .
- The annual Vice Chancellor's Awards ceremony to accord due recognition to outstanding staff performance in teaching and research took place in December 2014 of this reporting period..

**d. Have high calibre staff**

During the July 2014 – June 2015 period a 63% increase was recorded for the number of staff granted Short Professional Development Leaves (PDL). By March 2015 Council a total of 12 Staff had completed their long term PDL programmes. NUS had acquired 1 PhD graduate, 4 Master Degree graduates, 1 Bachelor Degree graduate, and 7 Certificate graduates. Nine more staff members were approved long term PDL for two – three years. NUS will continue to encourage staff to pursue relevant higher qualifications of its staff both in the academic and teaching as well as administration areas and take up the numerous opportunities available via both local and international agreements.

#### **e. External Audit of the University's academic processes**

This was a new initiative that aimed at improving the University's academic processes to further ensure quality teaching and learning. The first ever audit of the University's academic processes was carried out during this period by an international agency, the Academic Quality Agency for New Zealand Universities. The report on the audit of the NUS also received during this period, showed that the academic processes of the NUS compare well with those of long established Universities in New Zealand. Notwithstanding, the University welcomed the recommendations in the report and started addressing them during this period.

### **3. International Partnerships & Community Engagement**

- a. Student/staff exchanges through MOUs continued during this period. It is important to note that staff exchanges on short – term attachments during this period, were extremely beneficial to the NUS in terms of staff skills enhancement, particularly in the area of ICT ;
- b. During this reporting period, two new MOUs were signed by the NUS with the James Cook University in Australia and Fiji National University. The MOU with the Ritsumeikan Asia Pacific University Japan was renewed and Agreements were signed with the DREAM Erasmus Mundus Action 2 and International Trade Centre. In addition, three contracts were signed with the Vrije Universiteit Brussels for three ten-month's scholarships to commence in the next period.
- c. Seminars by the Centre of Samoan Studies and Faculties that engaged the local as well as the international community, continued on a monthly basis during this reporting period.
- d. At least 60% of the presentors at The Samoa Conference III hosted by the NUS at the end of August 2014 were international representatives.

### **4. Resources & Infrastructure**

- Ocean Campus – work in progress
- Ancillary building - completed
- Proposal for Students Resource & Support Services Complex – submitted to CDC

### **5. Leadership and Governance**

#### **NUS Corporate Plan 2015 – 2017**

The NUS Corporate Plan 2015 – 2017 which was completed towards the end of this period, identifies the short to medium term strategies and activities of the NUS Strategic Plan 2020 – 2020 for implementation.

# Outlook for the Next Year

The National University of Samoa's outlook for the next year is very favourable. It looks forward to the completion of infrastructural projects that are in progress during this period, continued upgrading of teaching and learning through the strengthening of academic processes as recommended by the AQA NZ audit of the NUS, enhancement of the Ocean Campus and its use for the next year and looks forward to the completion of some of its infrastructural projects, continuation of the development of relevant academic and TVET programmes, stepping up its efforts in generating additional funds for the University and following up on its Upgrade Project proposal to the CDC

## Academic Developments:

- **New & Existing Programmes and Courses:**

New programmes will continue to be developed and existing programmes upgraded as appropriate with the aim to ensure relevance and usefulness to the human resource needs of the country;

- **External review of FOBE and Centre for Samoan Studies (CSS)**

The external review of the Faculty of Education is scheduled to take place in the next financial year.

Reports of the External Reviews of the FOBE and CSS and responses to issues identified in the respective reports will be considered by the University Review Committee that will make recommendations to the Council at its meeting of October 2015

- **Faculty of Medicine (FOM) under the NUS**

The integration of the Faculty of Medicine under the NUS is certainly a milestone in the University's development. With the offering of the Bachelor of Medicine Bachelor of Surgery (MBBS) at the beginning of Calendar Year 2015, we look forward to an increase in the number of international students enrolled in this programme in the next year, with vigorous marketing.

- **Faculty of Medicine (FOM) Graduations**

The University looks forward with much excitement to the first graduation of the NUS Faculty of Medicine students who will be conferred the degree of MBBS in April 2016.

- **Professional Development of NUS staff**

In line with its objective for quality teaching and creative learning, the University has set target years for staff to complete higher degrees. With the achievement of the target set for Masters level qualifications in this reporting period, the University will focus in the next year on Professional Development Leave to pursue PhD qualifications in efforts to achieve the target set for the number of PhD holders in each Faculty by 2018 and number of TVET lecturers holding Bachelor level degrees by even year.

- **Audit of the NUS by the NZ AQA**

The report on the NUS audit by the Academic Quality Agency for NZ Universities was received during this period. Actions to address the recommendations in the report started during this period and will continue into the next year

## Administration & Management Developments:

- **Corporate Plan 2015 – 2017**

The NUS Corporate Plan 2015 – 2017 will be submitted to Cabinet and Statement of Corporate Objectives to Parliament in the second quarter of the next financial year.

- **NUS Annual Fund**

The NUS Annual Fund has proven to be a successful initiative of the University in its continuous efforts to create strategic and creative ways to generate additional funds for its small to medium sized priority development projects such as the procurement of the standby generator that was installed during the previous reporting period. In the next year, promotional and fundraising activities will continue with the aim to generate more funds for the NUS Annual Fund.

- **Student Administration**

With the completion of the upgrade of the Artena system and further training of relevant staff during this reporting period, we look forward to greater efficiency and effectiveness in the provision of services to students, parents and staff beginning in the next year.

Online enrolment is an initiative that would continue to be explored in the next year in terms of viability given the costs involved, while at the same time consider its benefits in facilitating enrolment off campus, expediting on campus enrolment with less congestion and reducing logistics costs involved.

Another exciting initiative rescheduled to be activated in the next year will be the production of a Students Handbook aiming to provide information contained in the University Calendar in a user friendly language for students and parents.

- **Personnel Administration**

- Most of the personnel data had been entered on to the Attache programme by the end of this period. We can look forward to the timely production of personnel statistics for planning purposes, In the next year. Delays were experienced with the production of the Manual of Procedures intended for staff to facilitate their understanding on the implementation of personnel policies. A draft of the Manual of Procedures was completed and reviewed through consultations at different levels. However, it needs further editing and should be completed and ready for copying and distribution to the NUS staff in the next year..

- **Establishment of the Academic Quality Unit (AQU)**

The establishment of the Academic Quality Unit will be formalized in the next financial year with the recruitment of the Director and Executive Secretary



- **Establishment of Student Support Services**  
The University looks forward to the official establishment of Student Support Services at the beginning of the next financial year when the Manager: Student Support Services is recruited to start overseeing the planning for student support services with some of the staff already on board.
- **Establishment of the International Office**  
The establishment of the International Office with the recruitment of the Coordinator: International Office towards the end of this financial period is an exciting initiation that will bring valuable benefits to the University in the next financial year and beyond, in particular international recognition and revenue generation through international students.
- **Financial controls**  
We look forward to another year of prudent financial management next year, facilitated with the internal Auditor's on going assessment of financial procedures practices and advice on areas that need stricter financial controls particularly those cited in the external Auditor's report. As well, cost cutting measures will continue in the next year.

#### Infrastructural Developments:

- **NUS Campus Master Plan**  
The development of the NUS Campus Master Plan is a critically important component of the University's infrastructural development strategy identified in the NUS Strategic Plan 2010 – 2020, to address the urgent need for upgrading the University's facilities to meet the teaching and learning needs of staff and students. During this period, work on the Master Plan was put on hold until the infrastructural projects in progress were completed and the proposal for the Students Resource and Support Services Complex was submitted to the Cabinet Development Committee for donor funding. Work on the Campus Master Plan is expected to resume in the next year.
- **NUS Maritime Training and Marine Research Ocean Campus**  
The University looks forward to the completion of the construction of the Campus buildings in the next year. During this reporting period however, it is still awaiting word from the Ministry of Finance's AID Division on a donor to fund the special equipment and fittings required for Maritime training and Marine Research that had been approved by the CDC. Hopefully in the next year, the University will receive confirmation of a donor to fund this equipment, as without the required special equipment and fittings, the conduct of Maritime training and Marine research at this Campus will be seriously compromised.
- **Construction of the Samoa Cultural Centre**  
The commencement of Phase 2 of this project which is the construction of the Centre for Studies (CSS) Administration Building was delayed during this period. The University looks forward to the completion of this building and its timely occupancy by the CSS staff in the next year. This would help ease the pressure on space availability in existing buildings.
- **NUS Upgrade Project to Students Resource and Support Services**

As mentioned earlier, much of this reporting period was given to the preparation of the proposal on the NUS Upgrade Project for submission to the Cabinet Development Committee for its consideration and approval. In the course of the preparation of this proposal, the NUS Upgrade project was changed to a Students Resource and Support Services Complex that would house a new library, students support services and other facilities needed to address the needs of students for improved learning and learning outcomes. We look forward to the favourable consideration by the Cabinet Development Committee of the Students Resource and Support Services Complex project proposal for donor funding, in the next year.



# Future Risks and Uncertainties:

1. Growing student numbers and resourcing implications;
  2. Potential long delays in planned infrastructural developments that are of high priority to address much needed services to facilitate quality teaching and learning, due to a search for a donor partner to fund such developments;
  3. Improving the University's Admission Criteria as an effective option to regulate the number and quality of students allowed to enrol at the NUS – risk and uncertainty with this option are related to potential political ramifications
- 

## Infrastructural Development Projects

It is expected that the Students Resource and Support Services Complex project proposal would be submitted to the Cabinet. Development Committee for consideration for donor funding in the next year, with the hope that the CDC acknowledges this proposal as the University's response to the Cabinet decision as per FK (13) Fa'apitoa 25. Notwithstanding, there remains a high level of uncertainty as to the CDC's consideration of this proposal for donor funding and even greater uncertainty with securing a donor government who would be willing to fund this project. Should the CDC approve only certain priority projects for funding, the achievement of the University's objectives as identified in its revised Strategic Plan 2010 – 2020 would be seriously jeopardized such that it would not be able to satisfy its mandated functions and responsibilities for the provision of quality tertiary education and learning in Samoa.

The University's dependence on donor assistance for its priority major infrastructural development projects runs the risk of waiting for long periods of time. This waiting would in turn involve delays in the implementation of project phases creating uncertainty with regards to the achievement of the University's objectives as documented in its Strategic Plan 2010 -2020.

## NUS Admission Criteria

This continues to be a matter of critical importance to the University. As such, it will continue to explore different options and come up with the most suitable admission criteria that will effectively regulate the number and quality of students allowed to enter the IAOS, at the risk of political impediments.

## Professional development targets

In pursuit of its objective to recruit and retain high calibre academic staff, the University had set target dates for all teaching staff to upgrade their qualifications:

1. **2015** - All staff teaching in academic programmes must have at least a Masters degree.
2. **2018** – All staff teaching in TVET programmes will have at least a Bachelor's degree level.
3. **2018** – all Faculties will have no less than 5 staff holding Ph|D degrees.

In this reporting period, the percentage of academic/teaching staff with a Master's degree increased slightly from last year, and would appear to meet the target date set. In contrast, the percentage of staff teaching in TVET programmes with first degrees has remained about the same. Aiming to meet the targets set, the University will continue to actively encourage staff to take professional development leave to upgrade their qualifications. Despite this concerted focus however, the professional development targets may not be realized due to the continual recruitment of academic staff with qualifications below the Masters and TVET staff with qualifications below first degree levels urgently needed to replace staff who leave and limited local pool of potential applicants for NUS advertised lecturer positions requiring a Masters or higher qualifications.

### **Integration of the Faculty of Medicine under the NUS**

The integration of the Faculty of Medicine under the NUS during this reporting period is without question a milestone in the University's development. The government has guaranteed its financial support to Faculty of Medicine until 2017. There is uncertainty however, as to the continuation of government's support after 2017.

### **Student Population**

The University's student population remains high in relation to its limited financial and human resources to afford needed staff and infrastructural facilities and services to adequately provide quality teaching and learning and ensure improved learning outcomes for all students. The highest number of students enrolled in any one programme each year is in the Foundation programme for Foundation Certificates in Arts, Education, Commerce, Science and General studies. Given the fact that students who enrol in the Foundation Programme are those who pass the Samoa School Leaving Certificate (SSLC), there is uncertainty as to the number of students who will be enrolled in the Foundation programme each year in relation to the total student population. Additionally, the number of students enrolled in TVET programmes and those who are continuing their studies at the University are increase each year contributing to the consistently large student population.

### **Outcome of Dialogue with SQA**

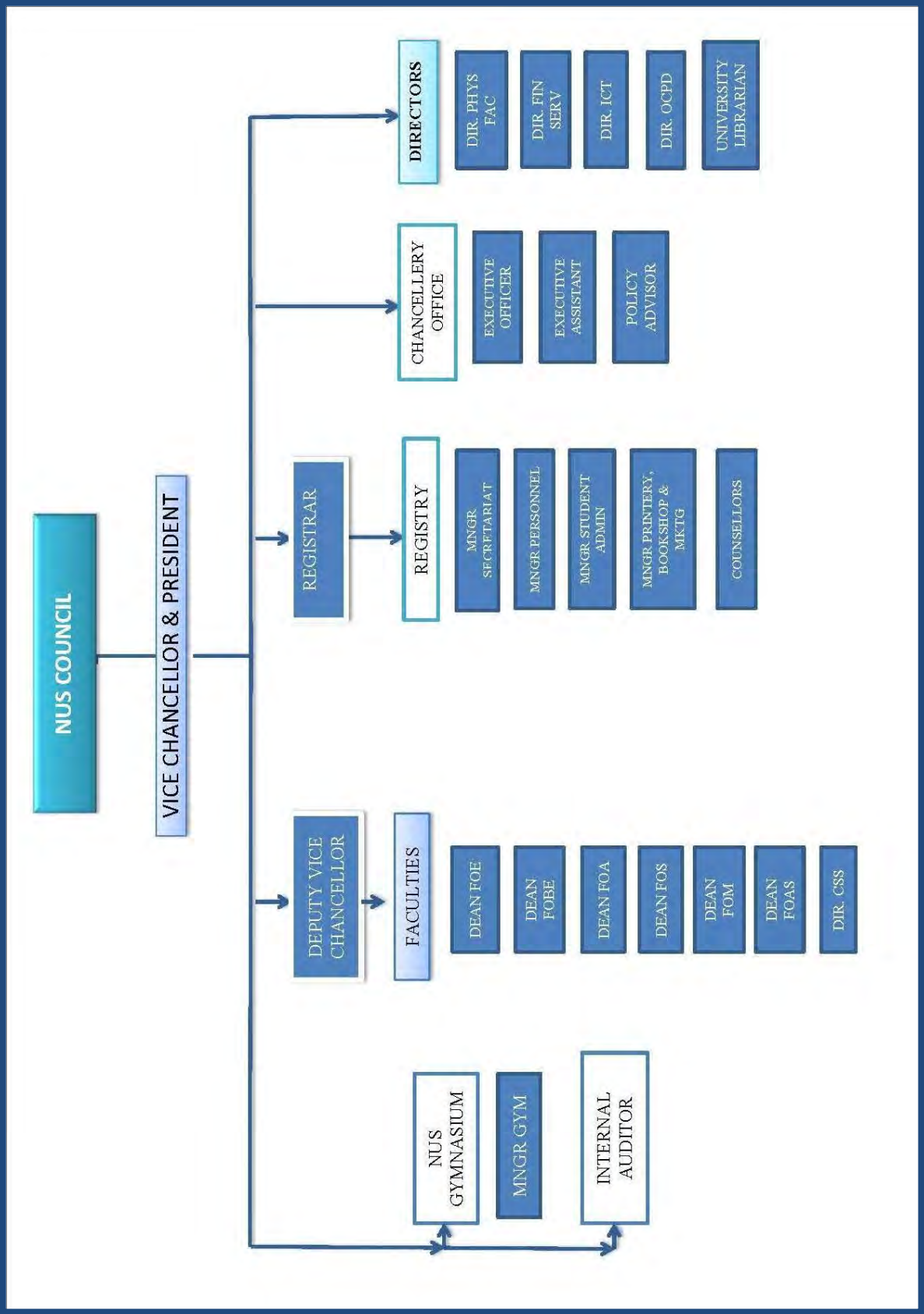
Given the lengthy period of time to date of this dialogue without any indication of a resolution, there is uncertainty as to the position of the SQA on this matter. This means that the NUS runs the risk of its academic programmes and courses accredited by the SQA, a situation to which the University strongly objects. The NUS does however, supports having the SQA accredit its TVET programmes and courses

### **Natural Disasters**

A real sense of disquiet remains as to the frequency and level of natural disaster occurrences in the future, creating a high level of uncertainty about the degree of the University's preparedness and ability to mitigate the impact of such occurrences.

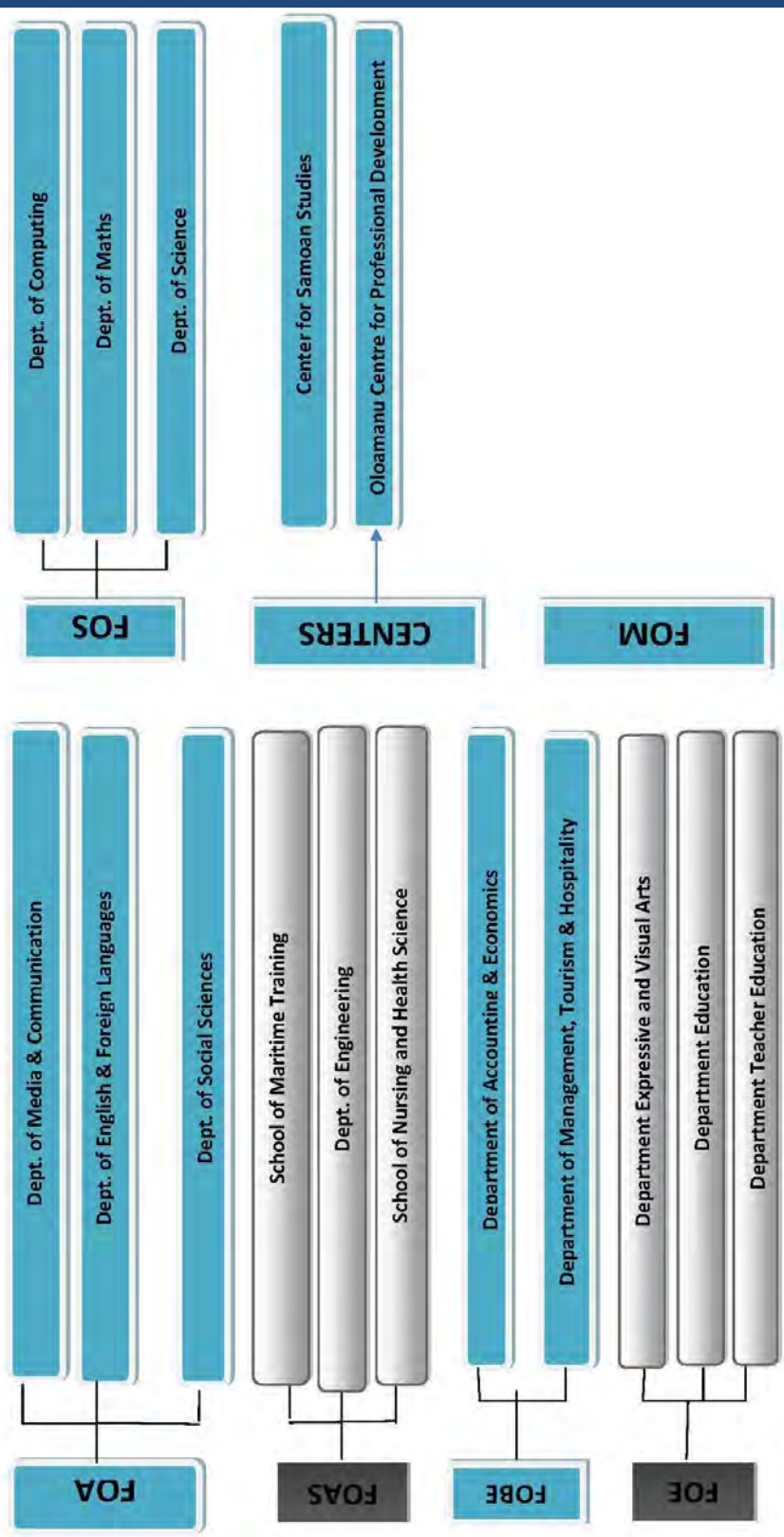


# Organizational Structure



# UNIVERSITY FACULTIES & CENTRES

## UNIVERSITY FACULTIES & CENTRES



# Audit Report

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NATIONAL UNIVERSITY OF SAMOA  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2015



National University of Samoa  
Financial Statements  
For the year ended 30 June 2015

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**MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING**

The accompanying financial statements are the responsibility of management. The financial statements have been prepared according to International Financial Reporting Standards and include amounts based on management's best estimates and judgments.

Management has established and maintains accounting and internal control systems that include written policies and procedures. These systems are designed to provide reasonable assurance that our financial records are reliable and form a proper basis for the timely and accurate preparation of financial statements, and that our assets are properly safeguarded.

The Council oversees management's responsibilities for financial reporting. The financial statements have been reviewed and approved by the Council on recommendation from management.

Our independent auditors (Betham & Co.), having been appointed by the Government Controller and Chief Auditor, have audited our financial statements. The accompanying independent auditors' report outlines the scope of their examination and their opinion.



**Prof Fui Le'apai Tu'ua 'Ilaoa Asofou So'o**  
Vice Chancellor & President



**Taifo John Michael Roache**  
Director of Financial Services

Dated 27-10- 2015

National University of Samoa  
Council's Report  
For the year ended 30 June 2015

The Council present their report together with the financial statements of National University of Samoa ("the University") for the year ended 30 June 2015 as set out on the accompanying pages and the auditors' report thereon in accordance with the Public Finance Management Act and the Public Body (Performance and Accountability) Act.

**Council members**

The Council members of the University at the date of this report are:

Aeau Chris Hazelman	(Pro-Chancellor, Chairperson (Head of State Appointee))
Sala Perive Tanuvasa	(Head of State Appointee)
Prof. Fui Le'apai Tu'ua 'Ilaoa Asofou So'o	(Ex-Officio)
Matafeo Falanaipupu Daniel Aiafi	(Ex-Officio)
Auelua Samuelu Enari	(Head of State Appointee)
Fa'amausili Dr Matagialofi Luaiufi	(Head of State Appointee)
Naea Fuimapoao Beth Onesemo-Tuilaepa	(Head of State Appointee)
Professor Satupaitea Viali	(Head of State Appointee)
Professor Karoline Afamasaga Fuatai	(Senate Representative)
Tanuelu Mita'i	(2014 President of Students Association)
Andrew Tuigamala	(2015 President of Students Association)
Dr Peter Brothers	(Co-opted member)
Hon. Luamanuvao Winnie Laban	(Co-opted member)
Prof. Gale McDonald	(Co-opted member)
Prof. Brian Moloughney	(Co-opted member)
Fonoti Perelini S Perelini	(Co-opted member)
Professor Leasiolagi Malama Meleisea	(2014 Staff representative – VC Nominee)

**Principal Activity**

The principal activity of the National University of Samoa is the provision of tertiary education. There has been no change in the principal activity of the University during the year or any of the classes of divisions that it operates in.

**State of Affairs**

In the opinion of the Council members:

- (i) the accompanying Statement of Financial Position is drawn up so as to give a true and fair view of the state of affairs of the University as at 30 June 2015;
- (ii) the accompanying Statement of Financial Performance, Statement of Changes in Equity and Statement of Cash Flows are drawn up so as to give a true and fair view of the operations and results of the University for the year ended 30 June 2015.


**Operating Results**

The excess of income over expenditure for the year is \$172,834 (in 2014: income over expenditure was \$642,139).

Dated at Apia this 27<sup>th</sup> day of October, 2015

Signed in accordance with a resolution of the Council

  
**Aeau Chris Hazelman**  
Pro-Chancellor & Chairman of Council

  
**Prof. Fui Le'apai Tu'ua 'Ilaoa Asofou So'o**  
Vice Chancellor & President (Council member)

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FAX: 24167  
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Website: [www.audit.gov.ws](http://www.audit.gov.ws)

P.O. Box 13  
APIA, SAMOA



## AUDIT OFFICE

### NATIONAL UNIVERSITY OF SAMOA

We have audited the accompanying Financial Report of the National University of Samoa which comprises the Statement of Financial Position as at 30 June 2015 and the Statements of Financial Performance, Cash Flows and Changes in Capital for the year then ended, a summary of significant accounting policies and other explanatory notes. The Accounting Firm of Betham & Co, Chartered Accountants and Business Advisors, assisted in this audit.

### Responsibility for the Financial Report

The Council is responsible for the preparation and fair presentation of the Financial Report in accordance with International Financial Reporting Standards. This responsibility includes establishing and maintaining internal control relevant to the preparation and fair presentation of the Financial Report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

### Auditor's Responsibility

Our responsibility is to express an opinion on the Financial Report based on our audit. We conducted our audit in accordance with International Standards on Auditing. These Auditing Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the Financial Report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the Financial Report. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the Financial Report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the Financial Report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Council, as well as evaluating the overall presentation of the Financial Report.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### Unqualified Audit Opinion

In our opinion, the Financial Report gives a true and fair view of the financial position of the National University of Samoa as at 30 June 2015, and of its financial performance and cash flows for the year then ended in accordance with International Financial Reporting Standards.

Apia, Samoa  
27 October 2015

*C. G. Afele*  
Fuimaono Papali'i C.G. Afele  
CONTROLLER AND AUDITOR-GENERAL

National University of Samoa  
Statement of Financial Performance  
For the year ended 30 June 2015

		2015 \$	2014 \$
	Notes		
<b>Income</b>			
Operating grant		11,888,120	10,998,942
Course fees	3	8,586,986	7,316,581
Rental income	7	471,937	570,566
Hire of gowns		82,454	74,880
Gymnasium fees		58,594	65,641
Project donor funds	5	1,174	6,646
Amortisation of deferred income	4	815,668	815,668
Other income	23	374,818	371,998
Surplus from Bookshop operations	6	88,630	73,285
Gain from sale of fixed assets		-	39,516
<b>Total income</b>		<u>22,368,381</u>	<u>20,333,723</u>
<b>Expenses</b>			
Administration expenses	9	4,463,814	4,113,050
Accounting & Audit fees		29,977	32,537
Deficit from conference hosting	8	33,019	-
Depreciation	10	2,348,144	2,267,104
Repairs & maintenance		607,468	398,924
Software upgrade/fees		154,285	132,742
Personnel costs	11	14,421,480	12,595,161
<b>Total expenses</b>		<u>22,058,187</u>	<u>19,539,518</u>
<b>Operating surplus</b>		<u>310,194</u>	<u>794,205</u>
<b>Less other expenses:</b>			
Net finance income	12	100,515	125,499
Provision for long service leave	21	(237,875)	(277,565)
<b>Total other expenses</b>		<u>(137,360)</u>	<u>(152,066)</u>
<b>Net surplus for the year</b>		<u><u>172,834</u></u>	<u><u>642,139</u></u>

The accompanying notes form an integral part of the above financial statement.



National University of Samoa  
Statement of Financial Position  
As at 30 June 2015

		2015 \$	2014 \$
	Notes		
<b>ASSETS</b>			
<b>Non Current assets</b>			
Property, plant and equipment	10	50,405,087	49,111,960
<b>Total non current assets</b>		<u>50,405,087</u>	<u>49,111,960</u>
<b>Current Assets</b>			
Other receivables and prepayments	13	1,916,150	1,275,386
Bookshop inventory	14	63,494	96,958
Term deposits	15	2,525,411	3,926,312
Cash on hand and cash equivalent	16	630,953	1,029,109
<b>Total Current Assets</b>		<u>5,136,008</u>	<u>6,327,765</u>
<b>TOTAL ASSETS</b>		<u><u>55,541,095</u></u>	<u><u>55,439,725</u></u>
<b>EQUITY AND LIABILITIES</b>			
<b>Equity</b>			
Capital		29,997,837	29,997,837
Accumulated losses		(4,656,211)	(5,268,840)
<b>Total Equity</b>		<u>25,341,626</u>	<u>24,728,997</u>
<b>Non current liabilities</b>			
Deferred income	4	24,324,484	25,140,153
Long service leave		1,824,336	1,586,461
<b>Total non current liabilities</b>		<u>26,148,820</u>	<u>26,726,614</u>
<b>Current Liabilities</b>			
Deferred income	4	815,668	815,668
Annual and sick leave		1,018,154	1,042,064
Other Payables and accruals	17	1,317,897	1,294,034
Project funds and others	18	898,931	832,348
<b>Total Current Liabilities</b>		<u>4,050,650</u>	<u>3,984,114</u>
<b>TOTAL EQUITY AND LIABILITIES</b>		<u><u>55,541,095</u></u>	<u><u>55,439,725</u></u>

Signed on behalf of the Council:

  
Pro-Chancellor  
27-10-15  
Dated

  
Vice-Chancellor  
27-10-2015  
Dated

The accompanying notes form an integral part of the above financial statement

National University of Samoa  
Statement of Changes in Equity  
For the Year Ended 30 June 2015

	Notes	Capital	Accumulated Losses	Total
Restated opening balance 01 July 2013		29,997,837	(5,910,979)	24,086,858
Excess of income over expenditure			642,139	642,139
<b>Balance as at 30 June 2014</b>		<b>29,997,837</b>	<b>(5,268,840)</b>	<b>24,728,997</b>
Faculty of Medicine Integration effective 1 July 2014	24		439,795	439,795
Excess of income over expenditure			172,834	172,834
<b>Balance as at 30 June 2015</b>		<b>29,997,837</b>	<b>(4,656,211)</b>	<b>25,341,626</b>

The accompanying notes form an integral part of the above financial statement



National University of Samoa  
Statement of Cash Flows  
For the Year Ended 30 June 2015

	2015 \$	2014 \$
Notes		
<b>Cash flows from operating activities</b>		
<u>Cash was received from:</u>		
Government grants	11,888,120	10,998,942
Course fees	8,287,666	7,227,263
Canteen & other facilities rental	542,729	640,290
Miscellaneous income	698,410	661,177
	<u>21,416,925</u>	<u>19,527,672</u>
<u>Cash was applied to:</u>		
Personnel costs	13,753,314	12,595,161
Administration and other	5,659,680	5,532,797
	<u>19,412,994</u>	<u>18,127,958</u>
<b>Net cash flows from operating activities</b>	<b>2,003,931</b>	<b>1,399,714</b>
<b>Cash flows from investing activities</b>		
<u>Cash was received from:</u>		
Interests from term deposits	174,242	115,545
Proceeds from asset disposal	-	39,516
Proceeds from term investments	1,201,338	-
OUM integrated with the NUS	439,795	-
	<u>1,815,375</u>	<u>155,061</u>
<u>Cash was applied to:</u>		
Purchase of fixed assets	4,187,462	1,316,555
New term deposit (ANZ Bank)	-	1,000,000
New term investment (UTOS)	30,000	-
	<u>4,217,462</u>	<u>2,316,555</u>
<b>Net cash flows from investing activities</b>	<b>(2,402,087)</b>	<b>(2,161,494)</b>
<b>Net increase/(decrease) in cash balances</b>	<b>(398,156)</b>	<b>(761,781)</b>
Cash balances brought forward	1,029,109	1,790,889
<b>Ending cash balances</b>	<b>16 630,953</b>	<b>1,029,109</b>

The accompanying notes form an integral part of the above financial statement

National University of Samoa  
NOTES TO THE FINANCIAL STATEMENTS  
For the Year Ended 30 June 2015

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**1. General**

The National University of Samoa was created by an Act of Parliament in 1996 that was recently repealed upon the merger of Samoa Polytechnic and the National University of Samoa under the new National University of Samoa Act 2006. The National University of Samoa Act 2006 established the Institute of Higher Education and the Institute of Technology. The University is located at the Lepapaigalagala Campus in the village of Toomatagi, Apia.

These financial statements were authorised for issue by the Council on . . . .

**2. Summary of significant accounting policies**

**a. Statement of compliance**

These financial statements have been prepared in accordance with the requirements of the Public Finance Management Act 2001 and the *International Financial Reporting Standards* issued by the International Accounting Standards Board (IASB).

**b. Basis of preparation**

The financial statements have been prepared on the historical cost basis. The principal accounting policies are stated to assist in a general understanding of these financial statements.

**c. Functional and presentation currency**

These financial statements are presented in Samoan Tala (WST), which is the University's functional currency.

**d. Foreign currency transactions**

Transactions in foreign currencies are translated to functional currency at exchange rates ruling at the date of the transaction. Monetary assets and liabilities denominated in foreign currencies at the balance sheet date are translated to the functional currency at the exchange rate ruling at that date. Non-monetary assets and liabilities that are measured in terms of historical cost in a foreign currency are translated using the exchange rate at the date of the transaction. Non-monetary assets and liabilities denominated in foreign currencies that are stated at fair value are translated to the functional currency at the exchange rates ruling at the dates the fair value was determined.

**e. Educational institution mergers**

Educational institution mergers were accounted for by combining the net identifiable fair value of assets and contingent liabilities at the date of the merger. There was no cost consideration involved in the merger nor is there any goodwill acquired as part of the merger.

**f. Property, plant and equipment**

Items of property, plant and equipment are measured at cost less accumulated depreciation and impairment losses.

Cost includes expenditures that are directly attributable to the acquisition of the assets. The cost of self-constructed assets includes the cost of materials and direct labour, any other costs directly attributable to bringing the asset into working condition for its intended use and the costs of dismantling and removing the items and restoring the site on which they are located. Purchased software that is integral to the functionality of the related equipment is capitalized as part of that equipment.

The costs of replacing part of an item of property, plant and equipment is recognized in the carrying amount of the item if it is probable that the future economic benefits embodied with that part will flow to the University and its cost can be measured reliably. The costs of the day to day servicing of the property, plant and equipment are recognized in profit and loss as incurred.

National University of Samoa  
NOTES TO THE FINANCIAL STATEMENTS  
For the Year Ended 30 June 2015

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**2. Summary of significant accounting policies (cont'd)**

Depreciation is charged to profit and loss on a straight-line basis over the estimated useful life of each part of an item of property, plant and equipment. The rates at which depreciation is charged are as follows:

• Buildings	2.50%
• Plant & Equipment	20.00%
• Office Equipment & Machinery	20.00%
• Motor vehicles	20.00%
• Roads	20.00%

The residual value is reassessed annually.

**g. Inventories**

Inventories are measured at the lower of cost and net realisable value. The cost of inventories is based on the weighted average method and includes expenditure incurred in acquiring the inventories and bringing them to their existing location and condition.

**h. Other receivables**

Other receivables are stated at amounts due less any provision for doubtful debts. A provision is made in respect of debts considered doubtful based on a review of outstanding amounts at year end. Bad debts are written off in the year in which they are identified.

**i. Provisions**

A provision is recognized in the balance sheet when the University has a present legal or constructive obligation as a result of past event, and it is probable that an outflow of economic benefits will be required to settle the obligation.

**j. Payables and accruals**

Payables and accruals are recognized at cost.

**k. Cash and cash equivalents**

Cash and cash equivalents consist of cash, bank deposits and term deposits with maturities less than a year for the purposes of the statement of cash flows.

**l. Impairment**

The carrying amounts of the University's assets are reviewed at each balance sheet date to determine whether there is any indication of impairment. If any such indication exists, the asset's recoverable amount is estimated. An impairment loss is recognized whenever the carrying amount of an asset exceeds its recoverable amount. Impairment losses are recognized immediately in the profit and loss.

***Calculation of recoverable amount***

Recoverable amount is the higher of fair value less costs to sell and value in use.

In assessing value in use, the estimated future cash flows are discounted to their present value using a discount rate that reflects current market assessments of the time value of money and the risk specific to the asset.

National University of Samoa  
NOTES TO THE FINANCIAL STATEMENTS  
For the Year Ended 30 June 2015

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**2. Summary of significant accounting policies (cont'd)**

***Reversals of impairment***

In respect of other assets, an impairment loss is reversed if there has been a change in the estimates used to determine the recoverable amount.

**m. Income and grants**

Income and grants are recognized on the following basis:

- ***Operating grant*** from the Government of Samoa is recognized on an accrual basis to reflect the actual amounts appropriated by the Government for the University in each financial year;
- ***Course fees and student fees*** are recognized in the period in which they are received except for course fees from donors and sponsors (mainly Government Ministries) contracted with the University which are recognised on an accrual basis;
- ***Research grants*** from donors in the form of cash are recognized in the period in which they are received;
- ***Cash grants and donations*** for funding specific University activities are recognized in the period in which the expenditure on the activity is incurred;
- ***Non monetary grants for property, plant and equipment*** which are donated or provided under special project funding from international donors are recognized as deferred income and amortised to income in the same amount as the related depreciation expense on the asset.
- ***Rental income*** derives from the University's commercial use of properties for commercial and educational purposes. Our major contributor as of to date is the lease agreement with the Australian Pacific Technical College in which they are utilizing both teaching and accommodation spaces for both their courses and students. Others is the hire of the Fale Samoa, lecture theater and other classrooms and canteen facilities. This is accounted for on an accrual basis.

**n. Employee benefits**

The University contributes towards the Samoa National Provident Fund, a defined contribution plan in accordance with local legislation and to which it has no commitment beyond the payment of contribution. Obligations for contributions to the defined contribution plan are recognized immediately in profit and loss.

Liabilities for sick leave are accrued and recognised in the balance sheet at the undiscounted amount expected to be paid for the entitlement earned. Annual leave are recorded at the undiscounted amount expected to be paid for the entitlement earned.

Short term benefit obligations are measured on an undiscounted basis and are expensed as the related service is provided.

**o. Value added goods and services tax**

The University does not recognise value added goods and services tax on its income. Expenses, liabilities and assets are recognised net of the amount of value added goods and services tax (VAGST), except for payables which are recognised inclusive of VAGST. Where VAGST is not recoverable as an input tax it is recognised as part of the related asset or expenses.

**p. Income tax**

The University is exempt from income tax under the National University of Samoa Act 2006.

National University of Samoa  
NOTES TO THE FINANCIAL STATEMENTS  
For the Year Ended 30 June 2015

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**2. Summary of significant accounting policies (cont'd)**

**q. Comparatives**

Where necessary the prior year comparatives have been changed to conform with presentations in the current year.

National University of Samoa  
NOTES TO THE FINANCIAL STATEMENTS  
For the Year Ended 30 June 2015

**3. Course fees**

Course fees are specified as follows:

	2015	2014
	\$	\$
Faculty of Arts	1,016,754	1,279,863
Faculty of Business & Entrepreneurship	1,694,693	1,055,556
Faculty of Education	1,170,373	1,267,748
Faculty of Science	1,198,482	1,138,226
Faculty of Medicine	355,320	-
Faculty of Applied Science	1,154,414	648,362
Centre for Samoan Studies	357,498	360,048
Oloamanu Centre	11,619	9,170
Administration fees	1,039,850	1,001,196
Cisco fees	171,545	138,005
Late fees	31,925	25,681
Apprenticeship course	229,384	233,162
Others	155,129	159,564
	<u>8,586,986</u>	<u>7,316,581</u>

**4. Deferred income**

All assistance and grants for the purpose of financing or funding specific fixed assets are recognized by recording them as a deferred liability and amortising a portion to income similar to the depreciation rate and expense that is incurred on the assets that have been capitalized.

Deferred income is specified as follows:

	Opening Costs	Amortisation Charge	Closing Accumulated Amortisation	Net Amortised Value 2015	Net Amortised Value 2014
<b>AusAid</b>					
Buildings	244,948	6,123	123,506	121,442	127,565
<b>TOTAL</b>	<u>244,948</u>	<u>6,123</u>	<u>123,506</u>	<u>121,442</u>	<u>127,565</u>
<b>JICA</b>					
Upgrade IOT Phase1-Equipments	3,455,222		3,455,222	-	-
Upgrade IOT Phase1 - Buildings	16,998,739	424,968	4,249,683	12,749,056	13,174,026
Upgrade IOT Phase2 - Buildings	13,342,860	333,572	2,668,574	10,674,286	11,007,857
Donation for IHE	352,885		352,885	-	-
<b>TOTAL</b>	<u>34,149,706</u>	<u>758,540</u>	<u>10,726,364</u>	<u>23,423,342</u>	<u>24,181,883</u>
<b>NZODA</b>					
Buildings	340,191	8,505	150,864	189,327	197,831
<b>TOTAL</b>	<u>340,191</u>	<u>8,505</u>	<u>150,864</u>	<u>189,327</u>	<u>197,831</u>
<b>Government of Samoa</b>					
Gymnasium	1,700,000	42,500	293,958	1,406,042	1,448,542
<b>GRAND TOTALS</b>	<u>36,434,845</u>	<u>815,668</u>	<u>11,294,692</u>	<u>25,140,153</u>	<u>25,955,821</u>

**Statement of financial position classification**

Current portion	815,668	815,668
Long-term portion	24,324,484	25,140,153
	<u>25,140,153</u>	<u>25,955,821</u>

National University of Samoa  
NOTES TO THE FINANCIAL STATEMENTS  
For the Year Ended 30 June 2015

**5. Project donor research funds**

Project donor funds are specified as follows:

	2015	2014
	\$	\$
Takenouchi Funds	1,174	6,646
	<u>1,174</u>	<u>6,646</u>

**6. Bookshop trading account**

Bookshop trading account is specified as follows:

	2015	2014
	\$	\$
Bookshop sales	127,515	121,443
Less: Cost of sales	96,958	142,736
Opening stock (refer Note 14)	5,421	2,380
Purchases	102,379	145,116
Ending stock (refer Note 14)	63,494	96,958
Cost of Sales	<u>38,885</u>	<u>48,158</u>
<b>Surplus from Bookshop operations</b>	<u>88,630</u>	<u>73,285</u>
Bookshop Sales do not include internally generated sales which amounted to	<u>4,653</u>	<u>5,135</u>

**7. Rental Income**

Rental income is specified as follows:

	2015	2014
	\$	\$
Canteen rental	18,000	19,200
Residential buildings	40,000	45,000
Classrooms and office spaces	375,624	453,408
Fale Samoa	38,313	52,957
	<u>471,937</u>	<u>570,566</u>

**8. Conference Funds**

Conference funds are specified as follows:

	2015	2014
	\$	\$
Conference funds received	26,319	-
Conference expenses	(59,338)	-
Net (deficit)/surplus from conference hosting	<u>(33,019)</u>	<u>-</u>

National University of Samoa  
NOTES TO THE FINANCIAL STATEMENTS  
For the Year Ended 30 June 2015

**9. Administration expenses**

Administration expenses are specified as follows:

	2015	2014
	\$	\$
Advertising and promotions	68,035	104,503
Allowances	414,245	359,131
CISCO academy expenses	29,618	26,634
Contingencies	35,813	78,114
Council expenses	137,224	185,129
Cleaning & sanitary expenses	195,471	192,863
Electricity	958,610	979,739
Entertainment & hospitality	8,825	4,150
Enrolment & orientation	68,112	122,402
Excursions & field trips	20,101	26,396
Examination expenses	-	4,189
Freight & customs	48,917	79,051
Fuel & oil	40,309	55,036
General expenses	189,276	79,490
Graduation expenses	42,741	35,869
Insurance	295,274	207,274
Internet and satellite charges	239,228	332,250
Professional services fees	211,460	34,456
Local travel	30	48
Office expenses	52,861	37,772
Open Day	5,137	-
Overseas travel	81,403	83,032
Research & seminars	53,469	22,988
Subscriptions	6,558	60,287
Periodicals & textbooks	5,909	8,952
Printing & photocopies	471,747	200,625
Rental & accommodation	37,166	29,569
Staff development	149,819	107,128
Stationeries & teaching materials	259,649	456,559
Telephone & faxes	160,197	52,114
Video unit supplies	5,650	9,042
Visiting lecturers & volunteers	9,622	4,275
Water rates	161,338	133,985
	<u>4,463,814</u>	<u>4,113,050</u>



National University of Samoa  
NOTES TO THE FINANCIAL STATEMENTS  
For the Year Ended 30 June 2015

**10. Property, plant and equipment**

2015	Land	WIP	Roads	Buildings	New Fale	Motor vehicles	Plant & Equipment	Office Equipment & Machinery	TOTAL
Cost	1,240,000	256,812	190,683	59,182,973	2,435,994	635,359	8,250,162	8,514,966	80,706,949
Additions		2,985,634					339,486	316,151	3,641,271
Adjustments/Disposals									
Balance at 30 June 2015	1,240,000	3,242,446	190,683	59,182,973	2,435,994	635,359	8,589,648	8,831,117	84,348,219
Depreciation									
Balance at 30 June 2014	-	-	66,740	16,094,971	283,751	351,021	7,379,416	7,419,089	31,594,988
Depreciation			38,137	1,477,719	121,800	85,543	229,724	395,221	2,348,144
Adjustments									
Balance at 30 June 2015	-	-	104,876	17,572,691	405,550	436,565	7,609,140	7,814,310	33,943,132
Net book value									
As at 30 June 2014	1,240,000	256,812	123,943	43,088,002	2,152,243	284,338	870,746	1,095,877	49,111,960
As at 30 June 2015	1,240,000	3,242,446	85,807	41,610,282	2,030,444	198,794	980,508	1,016,807	50,405,087

Buildings are specified as follows:

	IHE Campus	IOT Campus	Rental Properties	Total
Net book value 2014	18,200,879	26,648,756	390,612	45,240,247
Additions	-	-	-	-
Depreciation	780,240	810,065	9,213	1,599,518
Disposals				-
Net book value 2015	17,420,639	25,838,691	381,399	43,640,729

National University of Samoa  
NOTES TO THE FINANCIAL STATEMENTS  
For the Year Ended 30 June 2015

**10. Property, plant and equipment (cont'd)**

2014	Land	WIP	Roads	Buildings	New Fale	Motor vehicles	Plant & Equipment	Office Equipment & Machinery	TOTAL
<b>Cost</b>	1,240,000		190,683	59,182,973	2,435,994	635,359	7,675,786	8,031,899	79,392,894
Additions		256,812					576,676	483,067	1,316,555
Adjustments/Disposals							(2,300)		(2,300)
Balance at 30 June 2014	1,240,000	256,812	190,683	59,182,973	2,435,994	635,359	8,250,162	8,514,966	80,706,948
<b>Depreciation</b>									
Balance at 30 June 2013	-	-	28,603	14,817,252	161,951	265,478	7,242,742	7,011,858	29,327,884
Depreciation			38,137	1,477,719	121,800	85,543	136,674	407,231	2,267,104
Adjustments									-
Balance at 30 June 2014	-	-	66,740	16,094,971	283,751	351,021	7,379,416	7,419,089	31,594,988
<b>Net book value</b>									
As at 30 June 2013	1,240,000		162,080	44,565,721	2,274,043	369,881	433,044	1,020,041	50,064,809
As at 30 June 2014	1,240,000	256,812	123,943	43,088,002	2,152,243	284,338	870,746	1,095,877	49,111,960

**11. Personnel costs**

Personnel costs are specified as follows:

	2015 \$	2014 \$
Salaries and wages	13,525,729	11,763,321
Accident Compensation Commission levy	124,461	134,591
National Provident Fund contribution	622,287	569,387
With-holding tax	149,003	127,862
	<u>14,421,480</u>	<u>12,595,161</u>

As at 30 June 2015, there were 306 employees (2014: 294 employees)

**12. Net finance costs**

Net finance costs are specified as follows:

	2015 \$	2014 \$
Interest income	157,704	139,220
Bank charges	(11,043)	(9,650)
Exchange Profit (Loss)	(42,859)	(1,095)
Interest expense	(3,287)	(2,976)
	<u>100,515</u>	<u>125,499</u>

National University of Samoa  
NOTES TO THE FINANCIAL STATEMENTS  
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**13. Other receivables and prepayments**

Other receivables and prepayments are specified as follows:

	2015	2014
	\$	\$
Sundry debtors	1,329,081	1,127,228
Prepayments	178,899	140,604
Accrued interest	44,675	61,213
VAGST receivable (payable)	363,495	53,659
	<u>1,916,150</u>	<u>1,275,386</u>

**14. Bookshop and other inventory**

Bookshop inventory are specified as follows:

	2015	2014
	\$	\$
Others	23,819	10,884
Stationeries	8,072	24,319
Textbooks	21,710	13,688
Memrobillas	9,893	48,068
Bookshop stock	<u>63,494</u>	<u>96,958</u>

**15. Term deposits**

Term deposits are specified as follows:

	2015	2014
	\$	\$
Westpac term deposits	1,858,966	1,113,934
ANZ term deposits	636,445	1,765,628
Samoa Commercial Bank term deposits	-	1,046,750
UTOS Investment - NUS Annual Fund	30,000	-
	<u>2,525,411</u>	<u>3,926,312</u>

The maturity schedule and weighted average interest rate for term deposits is as follows:

	Weighted Average Interest Rate	0 to 60 days	61 to 180 days	181 to 360 days	Total
<b>2015</b>					
Term deposits	3.00%	1,000,000	-	1,525,411	2,525,411
<b>2014</b>					
Term deposits	3%	-	-	3,926,312	3,926,312

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**16. Cash and cash equivalents**

Cash at bank balances for the purposes of the cash flow statement are specified as follows:

	2015	2014
	\$	\$
Cash on hand	1,771	1,371
<b>Westpac Bank</b>		
EduLink account	-	53,349
Takenouchi	-	5,156
HLM account	-	68,786
NUS Care	-	490
Main operating account	477,912	512,761
Academic Pursuit funds	-	1,487
<b>ANZ Bank</b>		
Bookshop account - ANZ	-	356,064
Main operating account	151,271	29,646
Total cash on hand and at bank	<u>630,953</u>	<u>1,029,109</u>

The overdraft facilities with both the ANZ Bank and Westpac had been removed and term deposits are now unencumbered and free to be used at any time.

**17. Other payables and accruals**

Other payables and accruals are specified as follows:

	2015	2014
	\$	\$
Creditors & accrued expenses	877,273	1,017,480
Student allowance	216,680	137,400
Student Association fund	144,269	118,972
Advance tuition fees	79,675	20,182
	<u>1,317,897</u>	<u>1,294,034</u>

National University of Samoa  
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**18. Project donor funds and other**

Project donor funds and other are specified as follows:

	2015	2014
	\$	\$
Centre for Samoan Studies	238,199	69,630
Samoa Conference III	-	3,920
Art Exhibition	1,340	1,340
Nursing Tsunami	1,353	(983)
Faculty of Arts	9,264	11,368
Sports Committee	1,584	(7,848)
Faculty of Education	168,303	175,915
UREC	12,323	(16,402)
Project fund - Faculty of Science	2,037	211,262
Faculty of Applied Science	68,138	48,796
Project fund - COL	33,948	58,029
Project fund - CARPIMS	57,837	26,207
Project fund - CSS ADRAS Project	104,159	246,962
NUS 30th Anniversary	5,377	4,152
Faculty of Science Development Fund	7,437	-
NUS Annual Fund	152,565	-
Centre for Samoan Studies - Development Fund	5,486	-
Faculty of Business & Entrepreneurship Devpt Fund	29,583	-
	<u>898,931</u>	<u>832,348</u>

These are funds from donors for projects carried out by the University Faculties and Centre's. Development funds are money earned by Faculties/Centre's through projects and other services for the public and other organizations.

**19. Council and management compensation**

**i. Council members**

The members of the Council of the University during the financial year were:

Aeau Chris Hazelman	(Pro-Chancellor, Chairperson (Head of State Appointee))
Sala Perive Tanuvasa	(Head of State Appointee)
Prof. Fui Le'apai Tu'ua Ilaoa Asofou So'o	(Ex-Officio)
Matafeo Falanaipupu Daniel Aiafi	(Ex-Officio)
Auelua Samuelu Enari	(Head of State Appointee)
Fa'amausili Dr Matagialofi Luaiufi	(Head of State Appointee)
Naea Fuimapoao Beth Onesemo-Tuilaepa	(Head of State Appointee)
Professor Satupaitea Viali	(Head of State Appointee)
Professor Karoline Afamasaga Fuatai	(Senate Representative)
Tanielu Mita'i	(2014 President of Students Association)
Andrew Tuigamala	(2015 President of Students Association)
Dr Peter Brothers	(Co-opted member)
Hon. Luamanuvao Winnie Laban	(Co-opted member)
Prof. Gale McDonald	(Co-opted member)
Prof. Brian Moloughney	(Co-opted member)
Fonoti Perelini S Perelini	(Co-opted member)
Prof Leasiolagi Malama Meleisea	(2014 NUSSA President – VC Nominee)

National University of Samoa  
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**19. Council and management compensation (cont'd)**

The following expenses were paid for Council during the year. Government regulations specify that directors' fees are \$6,500 a year (\$ 8,000 for chairman and \$7000 for deputy chairman); sitting allowances are \$300 per meeting for the chairperson, and \$250 for the other members of the council. Government officials are not entitled to directors fees or sitting allowance as regulated.

	2015	2014
	\$	\$
Council fees and sitting allowances	54,124	90,705
Council travel and accomodation	21,546	24,580
Council catering costs	25,421	32,203
Directors subs and registration	1,200	1,200
Others	34,933	36,442
	<u>137,224</u>	<u>185,129</u>

ii. **Key management personnel costs**

The remuneration of key members of the University's management during the year was as follows:

	2015	2014
	\$	\$
Salaries	2,478,201	2,466,785
Accident Compensation Commission levy	24,782	24,668
National Provident Fund contribution	123,910	123,339
Transport allowance	5,000	5,000
Telephone allowance	3,600	3,600
	<u>2,635,493</u>	<u>2,623,392</u>

**20. Contingent liabilities**

The Council is unaware of any contingent liabilities as at year ended 30 June 2015 (2014: nil).

**21. Other expenses**

	2015	2014
	\$	\$
Provision for long service leave	237,875	277,565
	<u>237,875</u>	<u>277,565</u>

**Long Service leave:**

The council in its meeting on March 2012 has approved the recommendation from the Finance Committee, to implement a new staff benefit policy for long serving staff members of the University. They were presented with few options but it has been unanimously agreed to adopt the model used by the Public Service Commission (PSC) and it would become effective from the merger date of 2006.

This change in policy has retrospective implications on the financial statement and it has been addressed as such as far as 2010.

National University of Samoa  
NOTES TO THE FINANCIAL STATEMENTS  
For the Year Ended 30 June 2015

**22. Continued Government support**

The Government of Samoa, the principal shareholder, has undertaken to provide financial assistance to the University on an annual basis in the form of specific grant funding support, and if necessary, any additional funding assistance to ensure that the University will meet its debts as they fall due. For this reason the Council Members continue to adopt the going concern assumption in preparing the financial report for the year ended 30 June 2015.

The considered view of the Council Members is that, after making due enquiry there is a reasonable expectation that the University has adequate resources to continue operations at existing levels for the next 12 months from the date the financial statements were approved and signed by the Council.

**Supplementary Information:**

**23. Other income**

	2015	2014
	\$	\$
Other incomes	*	
Exam recounts	317,018	314,542
CSS Research	4,421	4,171
Journal Samoan studies	-	-
Wheel alignment	715	592
Consultancy Fees	580	324
Conference fees	17,256	18,509
Commision received	-	300
Course Readers	(43)	-
Graduation fees	593	91
	34,278	33,470
	<u>374,818</u>	<u>371,998</u>
<b>* Other incomes details:</b>		
Vice Chancellor	-	739
Human Resource	22	496
Student Administration	19,425	16,792
Registrar	-	50
Finance	202,813	206,265
Physical Facilities	197	3,117
Libraries	30,836	21,921
Faculty of Arts	44,287	6,075
Faculty of Education	15	1,104
Faculty of Science	6,553	525
Center for Samoan Studies	1,204	102
Vision Restaurant	2,968	3,922
Printery	8,202	2,436
Multimedia Unit	-	574
Faculty of applied Science	497	50,425
	<u>317,018</u>	<u>314,542</u>

National University of Samoa  
NOTES TO THE FINANCIAL STATEMENTS  
For the Year Ended 30 June 2015

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**24. Faculty of Medicine Integration**

FOM is now a reality as a legal and official faculty of NUS, as per FK (14 Fa'apitoa dated 21 January 2014). Establishment of FOM, as led by NUS Transitional Committee tasked by Cabinet to implement its decision, was greatly facilitated with the support of Council with its approval of the establishment of the FOM as one of faculties of NUS through its Executive Committee

A transfer of \$439,795 was made to the NUS main account from the FOM account in the beginning of FY 2014/2015.



29 October 2015

Afioga Taito John Roache  
Director of Financial Services  
National University of Samoa  
Papaigalagala Campus  
Toomatagi  
APIA

Afioga e,

**REPORT TO MANAGEMENT  
AUDIT OF FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2015**

In planning and performing our audit of the financial statements of the National University of Samoa as of and for the year ended June 30, 2015, in accordance with international standards on auditing, we considered National University of Samoa's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the University's internal control. Accordingly, we do not express an opinion on the effectiveness of the University's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies, and, therefore, material weaknesses or significant deficiencies may exist that were not identified.

However, as discussed below, we became aware of several matters that are opportunities for strengthening internal controls and operating efficiency. The memorandum that accompanies this letter summarizes our comments and suggestions regarding those matters. Management's comments have accordingly been noted under each issue. This letter does not affect our report dated 27 October 2015 on the financial statements of the National University of Samoa.

This communication is intended solely for the information and use of management and the Board of Directors, and others within the University, and is not intended to be, and should not be, used by anyone other than these specified parties.

Yours faithfully,

  
PP: BETHAM & Co.  
Chartered Accountants

MEMORANDUM ON INTERNAL CONTROLS AND RECOMMENDATIONS

NATIONAL UNIVERSITY OF SAMOA

REPORT TO MANAGMENT

EXTERNAL FINANCIAL STATEMENT AUDIT FOR THE YEAR ENDED JUNE 30, 2015

## CASH CONTROLS

### 1. Bank reconciliations

#### a. Not timely prepared and reviewed

During our review of the bank reconciliations we noted that there were a few bank reconciliations that were not timely prepared and reviewed. These were for the months of November 2014, January 2015, April 2015 and May 2015. November 2014 and January 2015 were not timely reviewed as review was performed more than five days later. April 2015 and May 2015 these were not timely prepared as they were prepared two or three months later.

It is recommended that bank reconciliations are timely prepared and reviewed so that any errors are detected and corrected in a timely manner.

#### *Management response:*

Some of the bank reconciliation mentioned above were prepared and reviewed by the senior personnel a month later, for example: November 2014 bank rec, was reviewed in January 2015 due to the Acting Assistant Director being overseas for travel duties and annual leave, January 2015 bank reconciliations were reviewed in February 2015, so was April and May's bank reconciliations they were reviewed on the following months. However your recommendation is duly noted.

#### b. Reconciliation process

During our review of the bank reconciliations we noted that when the system produces the bank reconciliation report, it is not detailed but produces just the receipt number and cheque, please note this was raised prior year and therefore recommended whether the system can produce/generate a detailed list.

#### *Management response:*

Recommendation is noted, we will contact our system provider if this can be done to give a more detail bank reconciliation report.

### 2. Person preparing bank reconciliation receives the bank statement

#### a. During our review of the cash controls and discussion with management, we noted that the bank statements go directly to the personnel responsible for preparing the reconciliations. There is no independent personnel or someone other than the person preparing the bank reconciliations to check for any unusual transactions before it goes to the preparer.

It is recommended that an independent personnel or even the Assistant Director incorporate the reviewing of the bank statements and signing ok before it is given to person responsible for preparing the bank reconciliations.

*Management response:*

Recommendation is duly noted, and all bank statements received will be reviewed by the Director or Assistant Director Finance before it is passed on to the preparer of the bank reconciliations.

**GENERAL MATTERS**

**3. Segregation of duties:**

- a. POs and payments are posted by the same person, this was raised prior year and we understand that there are still vacant roles.

It was also raised in prior year the issue of task multi-tasking and we understand that Management sees no issue in this as there is always proper level of checking through higher levels of authority. However again this can disrupt and slow down the work responsibilities of the team.

*Management response:*

We recently recruited two new Finance staff to fill the vacant positions in our office and this will help resolve this segregation of duties issue.

**4. Observations from stock-take**

- a. No stock-listing to compare our stock take counts

During our stock take we were not able to obtain a stock-listing report so we can compare our counts. It is recommended that NUS update and ensure stock listings are provided when stock-counts take place.

*Management response:*

We agree with recommendation, appropriate measures have been put in place by the Bookshop Manager to ensure this won't happen again in the future.

- b. Stock-take variances

During our stock-take we noted that the audit count and system had variances, despite management informed system is updated. For example, t/shirts which were all sold during the year were still noted on the stock listing report with a quantity.

It is therefore recommended that NUS update their system or resolve this issue as soon as possible to avoid any errors in future.

*Management response:*

We agree with recommendation given, and corrective action had been taken to correct the ending stock balance in the accounting system.

**5. Accruals process**

It was noted during the review of accruals that there was an over-estimate and under-estimate for significant accruals of the University. E.g. PAYE for June, paid in July was not booked in with an approximate payment of \$158k; EPC was over-estimated by \$35k and salaries and wages was under-estimated by \$32k. NUS are aware of and is making the appropriate adjustments to align accruals with the amounts owing for June 2015.

*Management response:*

A review of the accruals was done and adjustments have already been made to correct the accruals as recommended.