



**CERTIFICATE  
AND  
DIPLOMA OF JUSTICE**

2024



The **School of Law and Social Sciences of The University of the South Pacific (USP)** is delighted to announce that it will continue its two programs for justice sector professionals in 2024:

- a one-year **Certificate of Justice** (4 courses, can be completed over 1 or 2 years); and
- a two-year **Diploma of Justice** (made up of the Certificate program and 3 additional courses).

---

## Certificate of Justice

The **Certificate of Justice** was launched by the USP School of Law in 2018. The purpose of the Certificate is to raise the competence of new and existing lay court actors, whether adjudicators or administrators, by examining the justice system, the role of courts and the main branches of the law. The Certificate is a one-year part-time program, which can be undertaken by someone who is working full-time in the justice sector. It will require approximately 11 hours of study each week and is made up of 4 courses. The program can also be extended over a 2-year period.

---

### COJo1: Introduction to law

This course introduces participants to the various kinds of laws that exist in Pacific countries, and how they are made, applied, and enforced. The course starts by considering the relationship between the State, law and customs as well as looking at supreme law, i.e., the Constitution. It provides an introduction to court structures, principles of law, ethics and professional standards and parties to proceedings. The course concludes by considering the roles of judicial officers, gender, case management and alternative dispute resolution.

---

### COJo2: Courts and their processes

This course provides an overview of different types of actions and procedures that are found in Pacific courts. The course focuses on both civil and criminal courts, and their procedures. The section on civil courts is designed to offer a basic introduction to the composition, jurisdiction and operation of civil courts. The section on criminal courts is designed to offer a basic introduction to the composition, jurisdiction and operation of criminal courts, including the principles and process of sentencing.

---

### COJo3: Criminal law

This course is designed to offer a basic introduction to criminal liability and evidence.

The course will cover: elements of some important offences and defences; ways of participating in an offence; and rules of evidence that govern how a charge may be proved.

---

### COJo4: Civil law

This course increases students' understanding of the law of contracts and the law of torts. Students are introduced to the legal principles, remedies, and reasoning processes for determining disputes in contract law and torts.

---

COJo1 and COJo2 are offered each year in Semester 1; COJo3 and COJo4 are offered each year in Semester 2. Students can take either 2 courses per semester to complete the program in 1 year or 1 course per semester to complete it in 2 years.

### Entry requirements

- Completion of **Form 4/Year 10** plus a minimum of 2 years relevant work experience.
- A **written recommendation from the Chief Justice/Registrar** of the relevant Pacific Island country, certifying that the applicant has **adequate levels of English** to undertake a course in English.

## Diploma of Justice

The **Diploma of Justice** is designed to provide a second year of study for students who have successfully completed the Certificate of Justice course. Three additional courses will be taken for the Diploma, one of which is a degree-level course. Completion of the Diploma may count towards meeting admission criteria as a mature student for USP's Bachelor of Laws (LLB) program.

### LW110: Law and society

---

This course considers the question of 'what is law' and the difference between law, justice, ethics and morality. Students will look at the different types of legal systems including the criminal and civil justice systems, who decides law and justice issues, sources of law, the historical development of law in the South Pacific and current issues for lawmakers.

LW110 is a degree-level course from the LLB program: **students who subsequently enrol in a LLB degree can achieve credit for this course.**

LW110 will be taught in Semester 1.

### DOJO1: Professionalism and communication in court practice

---

This course will introduce students to principles of professionalism in the courts, and in particular access to justice, public service and judicial ethics. As effective communication is a vital aspect of professionalism, this course will teach students the general principles and practices of effective communication using plain language and in the use of special language in the courts, law and justice.

DOJO1 will be taught in Semester 2.

### DOJO2: Judicial administration

---

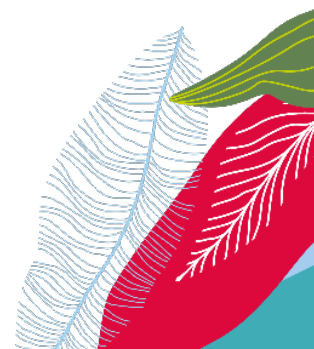
Students in this course will learn how to apply basic principles of management to administering court business. The course will be organised around four themes: **organisation**, including administering court calendars and diaries; **time**, including managing personal workload and setting/managing time standards; **people**, including handling public inquiries, administering litigants and managing public relations; and **staff**, including administering court personnel and teamwork.

DOJO2 will be taught in Semester 2

---

#### Entry Requirements

- Completion of the **Certificate of Justice**



## Teaching methods

---

The programs are delivered online and students should ensure that they have adequate internet access. Through USP's online management system, students can access their course website where the course coordinator posts news, study topics, readings, lectures, activities, and assignments. In certain jurisdictions, there are also local tutorials or visits by USP staff for intensive teaching.

## Assessment

---

Assessment is 100% course work: assignments and contributions to a weekly online forum.

## Teaching periods

---

### Semester 1:

Teaching: 26 February-12 April 2024  
22 April-31 May 2024

### Semester 2:

Teaching: 22 July-6 September 2024  
16 September-25 October 2024

## Questions and further information

---

For questions or further information please contact Louise Vari, Executive Officer School of Law and Social Sciences:

Email: [varib\\_l@usp.ac.fj](mailto:varib_l@usp.ac.fj)

Telephone: +678 22748

## Fees

---

Students will enrol at their local USP campus and pay fees specific to that campus in the local currency.

## Financial assistance

---

Students should make their own inquiries about eligibility for financial assistance from their court manager or sources such as their country's scholarship program.

## Application

---

**For admission to either program**, please complete an Application for Admission (Undergraduate) form online. Students admitted to a program will be able to register for each course.

## PJSP scholarships

---

The Pacific Justice Sector Programme (PJSP) funds COJ and DOJ scholarships.

Email: [contact@pjsp.govt.nz](mailto:contact@pjsp.govt.nz) for further information.

### These programs are sub-degree programs designed for:

- Lay adjudicators (for example: Village and Island Court Magistrates, Justices of the Peace and Land Commissioners); and
- Court administrators (for example: court clerks, registry staff and/or judges' associates), who will benefit from foundation-level legal training. The programs are set to Level IV of the Fiji Qualifications Framework.