



## ENROLMENT OF STUDENTS ON UNDERGRADUATE FULL-TIME AND PART-TIME PROGRAMME ACADEMIC YEAR 2018/2019

### INFORMATION AND INSTRUCTIONS TO APPLICANTS

**(Applicable to Mauritian Nationals)**

#### 1. IMPORTANT NOTES

- **APPLICANTS WHO HAVE ALREADY APPLIED FOR PROGRAMMES AT THE UNIVERSITY OF MAURITIUS SHOULD NOT SUBMIT A NEW APPLICATION FOR SAME PROGRAMME AS THE PROCESSING OF ALL APPLICATIONS IS STILL UNDERWAY.**
- **YOU ARE STRONGLY ADVISED TO READ ALL INSTRUCTIONS CAREFULLY AND USE THE TOOLKIT AT THE FOLLOWING ADDRESS: <http://toolkit.uom.ac.mu> BEFORE FILLING IN THE ONLINE FORM.**
- **YOUR APPLICATION WILL BE INVALID AND AN OFFER OF A SEAT, IF MADE, WILL BE AUTOMATICALLY WITHDRAWN IN CASE OF WRONG INFORMATION/ENTRIES.**
- **ONCE A CANDIDATE HAS BEEN OFFERED A SEAT ON A NON-TUITION FEE PAYING PROGRAMME INDICATED AS A HIGHER PRIORITY NO OFFER WILL BE MADE ON PROGRAMME/S INDICATED AS A LOWER PRIORITY.**

**FOR APPLICANTS WHO WISH TO ALTER THEIR CHOICES OF PROGRAMMES BY THE DEADLINE, AN ADDITIONAL APPLICATION FEE OF RS 1,500 WILL BE CHARGED. THE UNIVERSITY WILL NOT ACCEPT ANY CHANGE IN THE CHOICE AND ORDER OF PRIORITY OF PROGRAMMES AFTER THE DEADLINE OF WEDNESDAY 4 JULY 2018. HOWEVER, THE RULE WITH REGARD TO PRIORITY WILL NOT APPLY TO TUITION FEE PAYING PROGRAMMES. THE PROFILE OF LAST CANDIDATES ADMITTED ALSO WILL NOT APPLY FOR THESE PROGRAMMES.**

**A STUDENT WOULD NORMALLY BE ALLOWED TO TRANSFER FROM ONE PROGRAMME TO ANOTHER WITHIN FOUR WEEKS FROM THE FIRST DAY OF SEMESTER OF YEAR ONE PROVIDED S/HE HAS SECURED A SEAT ON THE PROGRAMME AND SUBJECT TO APPROVAL BY THE DEAN/DIRECTOR.**

- **CANDIDATES HAVING SC AND HSC QUALIFICATIONS WILL NOT BE REQUIRED TO PRINT AND SEND THEIR APPLICATION FORM BY POST TO THE UNIVERSITY.**
- **LETTERS OF OFFER WILL BE ISSUED ONLY TO A VALID EMAIL ADDRESS ENTERED IN YOUR ONLINE APPLICATION. THE UNIVERSITY WILL NOT BE HELD RESPONSIBLE FOR A WRONG ENTRY OF EMAIL ADDRESS.**

#### 2. GENERAL

- (a) Before filling the online Application Form, applicants are advised to read carefully the Regulations 2018/2019 and 'Information on Programmes' available on the University's website at the following addresses: <http://www.uom.ac.mu/regulations> and <http://www.uom.ac.mu/prospectivestudents>
- (b) Applications are invited only for those programmes that are for this advertisement.
- (c) For **Applicants holding a School Certificate and a Higher School Certificate**, they should double-check all their details on the Application Form and submit same online only. They should print the Cash Deposit Voucher and effect payment of a non-refundable Application Fee of **Rs 1,500** through the State Bank of Mauritius or the Mauritius Commercial Bank as per online instructions. **They will not be required to print and send their Application Form to the University by post.**
- (d) For **Applicants possessing qualifications other than SC or HSC**, they should send, by registered post only, a printed and signed Online Application Form together with photocopies of educational certificates, equivalence of these certificates to the Admissions and Student Records Office, Lim Fat Engineering Tower, University of Mauritius, Réduit, 80837. The onus is on candidates to provide such equivalence.
- (e) Applicants will not be required to call at the University for application procedures and should consult the Online Application system.
- (f) Qualifications obtained after the closing date will not be considered.

### 3. ENTRY REQUIREMENTS

Please refer to the Regulations 2018/2019 on the University Website at the following links:

General Minimum Entry Requirements: [http://www.uom.ac.mu/images/Files/Regulations/2018\\_2019/Chap1.pdf](http://www.uom.ac.mu/images/Files/Regulations/2018_2019/Chap1.pdf)

Specific Programme Requirements: <http://www.uom.ac.mu/index.php/study-at-uom/entry-requirements>

### 4. INFORMATION ON PROGRAMMES (VERY IMPORTANT)

Information on programmes is available on the University website at <http://www.uom.ac.mu/programmes>. Applicants are advised to read the information on the programmes of their choice to find out about the **specific programme requirements, objectives and duration** of these programmes to ensure that they suit their needs. Where the syllabus of a programme is new or still under preparation or revision, students should call at the relevant Faculty for any additional information they may need.

**Applicants are invited to make use of the Admission Toolkit at the following address: <http://toolkit.uom.ac.mu> to assist them in choosing their programmes**

### 5. FEES

The University reserves the right to review General Fees, Tuition Fees and other charges for any given academic year prior to the beginning of such academic year. By accepting a seat at the University, the student undertakes to pay all such fees as and when claimed.

Detailed information on fees is available at the following link:

<http://www.uom.ac.mu/prospectivestudents/fees>

#### 5.1 APPLICATION FEE

Candidates who previously applied do not need to pay the Application Fee. Such candidates may re-apply if they have not been offered a preferred programme or if they have not been offered a seat.

A non-refundable application fee of Rs 1,500 is payable before the application can be processed.

Application must be submitted **online**. Complete instructions for submitting online applications are available via the internet on the website <http://apply.uom.ac.mu/application> as from **Wednesday 13 June 2018** and all procedures and instructions should be clearly followed.

#### 5.2 GENERAL FEES (applicable to ALL STUDENTS)

##### (a) For Flexible and Open/Continuous Learning Programmes

General Fees: Rs600 per credit

##### (b) For Undergraduate (Non-Tuition Fee Paying) Programmes

Programmes	General Fees per annum (Rs)	SWF per annum (Rs)	Total Fee per annum (Rs)
Degree & Diploma/Degree	20,000	400	20,400
Diploma			
Certificate			

Note: A Fee of Rs100 is payable by full-time students for the NTA Travel card.

### 5.3 TUITION FEES

For all Part-Time (P/T) programmes, Tuition Fees of Rs 1,700 per credit are payable. For these programmes payment facilities will be available upon request only for tuition fees.

#### NOTE:

- Tuition Fees are exclusive of general fees.
- **A discount of 5% on Tuition Fees** will be provided to students paying the whole amount of tuition fees for the academic year upon registration.
- Please note that the following Direct Debit facilities (Bank Standing Order) will be available for settlement of tuition fees only and upon request. If you avail yourself of this facility, you will be required to settle your fees as follows:
  - (i) General Fees, Students' Welfare Fund and Laboratory Fee (where applicable) in full + 50% of Tuition Fees to be paid on registration date.
  - (ii) Balance of 50% of Tuition Fees to be paid in 3 equal and consecutive monthly instalments. Payment is to be made as from the end of the following month after registration. A Standing Order Form will be available at the Finance Director's Office during the registration exercise. The form duly filled in, should be submitted before registration. In case of revocation of the Standing Order before its termination, you will not be admitted to the examinations as per University regulations.

### 5.4 LABORATORY & OTHER FEES

- Laboratory Fees of Rs7,000 are charged for all students enrolled on either Full-Time or Part-Time Science and Technology Programmes.
- For Flexible and Open/Continuous Learning, **Rs 900** is charged for lab-based modules.
- For applicants wishing to follow one or a few modules of undergraduate programmes as "**Auditeur Libre**", fees of **Rs 1,700** per credit for non-lab based modules and an additional fee of **Rs 900** for each lab-based module and any other relevant fees, are payable upon enrolment of the module/s.
- **Final year (Full-Time Non-Tuition Fee Paying) students**, where applicable, will have to pay a Dissertation Fee of **Rs 1,800**. This Fee will be shared by students undertaking group dissertations.

*Note: Upon registration the **Students' Welfare Fund Fee** must be paid by all students whether sponsored or not.*

### 5.5 NOTE

- (i) If offered a seat at the University of Mauritius, a person, at registration, shall pay all required fees or produce written evidence of sponsorship by employer.
- (ii) A student who does not pay all fees and charges as required shall be suspended from the University and may only be re-admitted with the permission of the Vice-Chancellor and on such terms and conditions as may be prescribed by him.
- (iii) Certificates of Graduands will be withheld as long as the graduands have not cleared all their liabilities towards the University.

## 6. SUBMISSION OF APPLICATION

Applicants should submit their Application Form Online only except for those having other qualifications than SC and HSC and effect payment as per instructions.

**Deadline for submission of application is Wednesday 4 July 2018.**

**Deadline for Payment at the Bank is Friday 6 July 2018.**

### 6.1 LATE APPLICATION

No late applications will be accepted for Non-Tuition Fee paying programmes. For Tuition Fee paying programmes a late Application fee of Rs 2,500 will be charged.

## 7. FURTHER INFORMATION

■ **School-Leavers** who are ranked after the 2017 LAUREATES are eligible for a Scholarship at the University upon registration as students of the University of Mauritius. The Scholarship covers the General Fees, but excludes Registration Fees and Students' Welfare Fund (amounting to Rs 3,200). **Tuition Fees, where applicable, will have to be paid by scholarship holders. The Scholarship must be taken in the current Academic Year and may not be postponed.**

■ **Scholarships to Children from Vulnerable Families**

Information on above is available at:

<http://ministry-education.govmu.org/English/scholarships/Pages/default.aspx>

■ There are undergraduate scholarships offered by other organisations. For further information, please consult the Notice Boards at Admissions and Student Records Office as well as the 'General Information to Students' Handbook.

■ Mature Candidates also can apply for all programmes, except LM310. If they wish to be considered as Mature Candidates, it is compulsory that they tick the box at Section 15 of the Application Form and attach documentary evidence with regard to work experience (only those who have filled in this section and submitted the requested documents will be considered for admission as Mature Candidates). Please refer to Section 1.6 of the Regulations 2018/2019 for criteria of eligibility available at: [http://www.uom.ac.mu/Images/Files/Regulations/2018\\_2019/Chap1.pdf](http://www.uom.ac.mu/Images/Files/Regulations/2018_2019/Chap1.pdf)

### N.B.

- a. Applications received after the closing date or incomplete applications or not supported by the Application Fee of Rs 1, 500 will not be considered.
- b. **Applications not submitted on prescribed online forms will not be considered.**
- c. Documents submitted will not be returned to applicants.
- d. Qualifications obtained after the closing date will not be considered.
- e. Prospective applicants are informed that **the University reserves the right not to run any one of the programmes advertised should there be an insufficient number of students registered for it.**
- f. So as to remove any possible doubt, prospective applicants are informed that **the University is under no obligation to find employment eventually for successful applicants.**
- g. The University reserves the right to amend the Programme Structures and individual modules, as well as the offer of modules during the duration of a course at any time with reasonable notice, by letters circulated through the Programme Coordinator and email to students concerned at least one month prior to the implementation of the amendment(s) made.

**ONLY SUCCESSFUL APPLICANTS WILL BE NOTIFIED OF THE OUTCOME OF THEIR APPLICATIONS THROUGH AN OFFER LETTER SENT ON THEIR EMAIL ADDRESS. YOU ARE ADVISED TO CHECK YOUR EMAIL REGULARLY. OFFERS ARE MADE UNTIL THE MONTH OF AUGUST.**

13 June 2018

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