

INTRODUCTION

1. The University of Mauritius Ordinance No. 39 of 1965 defined the objects of the University, established the Provisional Council as the Supreme body in which were vested all the assets and property of the University and regulated its financial and other administrative functions.
2. The University of Mauritius Act, 1971, providing for the present Constitution and Statutes, received the assent of H.E. the Governor General on 31st May 1971 and came into effect on 1st July 1971. The Act establishes the fundamental powers and structure of the University and defines its purposes and entity as a legally independent body. Details of the Constitution are contained in the Statutes which describe the means and terms of appointment of the officers and staff of the University and the membership, terms of reference and standing orders of committees.

Her Majesty Queen Elizabeth II, who was accompanied by His Royal Highness the Duke of Edinburgh, inaugurated the University on 24th March 1972.

3. Her Royal Highness Princess Alexandra was installed the first Chancellor of the University on 21st October 1974. Sir Maurice Rault succeeded H.R.H. Princess Alexandra from May 1985 to June 1994.
4. The University was founded on the developmental concept to help in the general development of Mauritius. As such, one of the dominant concerns of the University when it was created was to meet national manpower needs. Today the University provides programmes in all the principal areas of study which would normally be expected in a tertiary institution. Starting from its original nucleus, the two buildings of the former College of Agriculture which were donated by the Government of Mauritius, the University expanded to the following:
 - (i) Phase I of the Development Plan: the School of Agriculture, the School of Administration, the School of Industrial Technology, the Library and the Students' Common Room.
 - (ii) Phase II of the Development Plan: extension of the School of Agriculture; Lecture Theatre of the School of Agriculture; extension of the Library.
 - (iii) The Paul Octave Wiehé Auditorium inaugurated on 28th July 1975 by Mr Pierre Abelin, Ministre de la Coopération du Gouvernement de la République Française and named on 25th May 1981 after the former Vice-Chancellor Dr P O Wiehé.
5. Other developments of significance that indicate the direction in which the University has been moving in are as follows: the setting up of a Computer Centre, the creation of a Department of Law in 1985 and the inauguration of the SSR Centre for Medical Research in 1986; the Department of Textile Technology was set up within the School of Industrial Technology in 1987 although the Textile Technology Building itself became functional in 1992; the Radio Telescope Project is operational at Bras D' Eau since 1989; in 1989 itself, following the Visitor's Report, the University set up a School of Science; the School of Industrial Technology was re-named "School of Engineering" and the School of Administration became the "School of Law, Management and Social Studies". In the same year, an 'Antenne Universitaire' was inaugurated in Rodrigues.
6. In 1993, the School of Law, Management and Social Studies was re-structured into two Faculties, namely the "Faculty of Law and Management" and the "Faculty of Social Studies and Humanities". At the same time the other three Schools, namely Agriculture, Engineering and Science became "Faculties".
7. All this development and expansion on Campus has been accompanied by a simultaneous increase in the student population. Starting with the modest figure of 481 in 1968, we now have more than 6000 students in 2004. The New Academic Complex, inaugurated in November 1994, provides classrooms and lecture halls that can accommodate up to 2500 students at one time and the Tower Block provides accommodation for the Faculty of Science and Law and Management as well for the Central Administration of the University. December 1995 saw the inauguration of the University Students' Centre and the Cafeteria.

8. In 1989, the University of Mauritius established contacts with the Commonwealth of Learning with a view to introduce Distance Education methods. With help from the Canadian International Development Agency and Laurentian University (Canada), good progress was achieved and a Centre for Extra-Mural Studies was set up in 1993. Renamed now as the Jay Baguant Centre for Distance Learning, it is responsible for running some programmes and modules using Distance Education Techniques, with assistance from various Canadian Universities.

Over the last ten years, the University has gradually introduced 'modules' in various programmes. Modularisation of programmes is an essential pre-requisite to implement an effective Distance Education System and to establish a Course Credit and Accreditation System. The latter provides a greater flexibility for students.

The University of Mauritius entered a new development phase when the Virtual Centre for Innovative Learning Technologies (VCILT) was created in 2001. The VCILT is responsible for providing technical support to academics and tutors to develop on-line web-based education and telelearning at the University and throughout the country. The VCILT's complete e-learning environment gives access to academic programmes of a professional nature.

9. The "raison d'être" of the University of Mauritius, as stipulated by the University Act, is to provide a University education responsive to the social, administrative, scientific, agricultural and technological needs of Mauritius. Until recently emphasis was placed on manpower training and teaching at degree, diploma and certificate levels in science, agriculture, sugar technology, engineering, public administration, social studies, business management, information technology and associated professional studies. The University is gradually shifting emphasis from a predominantly teaching institution to research, both as part of its manpower development programme and as a contribution to the growth of knowledge.
10. Close partnership exists between the University and the other tertiary institutions, and different Government Ministries, parastatal bodies, the private sector and the NGOs.
11. As indeed planned when the University was set up, a nucleus of established academic staff is constantly enriched by the experience of part-time lecturers from the MSIRI, the Ministry of Agriculture and other institutions. Furthermore, the University has links with various prestigious UK Universities, all of which assist our development in more ways than can be appropriately acknowledged, through considerable support from the British Council. The University also benefits from very useful informal working arrangements with Brunel University (London) and the University of Warwick as well as from the Commonwealth Science Council and the Commonwealth Secretariat. Formal links with certain institutions in Canada, France, Holland, India and the USA have been explored and some established: the University of Mauritius thus benefits from a wider and more varied experience than in the past.
12. The University of Mauritius is an active member of the Association of Commonwealth Universities, the Association of African Universities and of the Agence Universitaire de la Francophonie.
13. The University Gymnasium opened its doors at the end of last year and the Engineering Tower is expected to be fully operational this year.
14. The concept of Lifelong Learning was formalised in October 2003 through the Lifelong Learning Cluster. This project will enable the three Centres (JBCDL, CITS and VCILT) to pool resources and collaborate with Faculties to provide tailor-made programmes and services to Lifelong Learners.
15. Quality Assurance has taken a new dimension with the setting up of the Quality Assurance Office. The Office aims, amongst other activities, at contributing to the formulation of the University's Quality Assurance and Enhancement Policies and Practices and to their implementation and monitoring across the University and, where appropriate, in collaborative partner institutions (MIE, MGI and School of Advanced Computing).

CORRESPONDENCE

1. *General Correspondence*

The Registrar	Telefax:	(230) 454 9642
The University of Mauritius	Telephone:	454-1041
Réduit		464-9958 } Ext
Mauritius		464-0155 } 1520
Indian Ocean		

2. *Correspondence intended for*

The Vice-Chancellor	Ext 1521	}	Tel: 454-1041 464-9958 464-0155
Pro-Vice-Chancellors: Curriculum Development, Distance Education, Quality Assurance & International Relations Research & Consultancy	Ext 1519 Ext 1515		
The Dean of the Faculty of Agriculture	Ext 1227		
The Dean of the Faculty of Engineering	Ext 1226		
The Dean of the Faculty of Law and Management	Ext 1441		
The Dean of the Faculty of Science	Ext 1418		
The Dean of the Faculty of Social Studies and Humanities	Ext 1352		
The Budget Director	Ext 1225		
The Chief Librarian	Ext 1229		
Director, J Baguant Centre for Distance Learning	Ext 1204		
Director, Centre for Consultancy and Contract Research	Ext 1527		
Director, Quality Assurance	Ext 1514		
Director, Virtual Centre for Innovative Learning Technologies	Ext 1582		
SSR Resource Centre	Tel 433-2929		

3. *Correspondence intended for the Students' Union*

The Secretary Students' Union University of Mauritius Réduit Mauritius Indian Ocean	Tel 465-5933
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CHAPTER 1

REGULATIONS FOR MATRICULATION

1.1 Meaning of Matriculation

- (i) Matriculation is the act of placing a student's name upon the matricula or Roll of Members of the University.
- (ii) In order to matriculate, a student must have fulfilled the requirements for admission.

1.2 Admission of Students

No student shall be admitted to any scheme of study in the University except by special permission of the Senate unless s/he has satisfied the entrance requirements for that scheme of study.

Any undergraduate degree awardee of the University of Mauritius should not be admitted on another undergraduate degree programme until a minimum period of two years has lapsed between obtention of the degree and application for another undergraduate degree programme.

1.3 General Entry Requirements for Admission to the University

1.3.1 Postgraduate Degrees

- At least a Second Class Honours Degree from a recognised University or
- a Honours degree with GPA not less than 2.50 or
- alternative qualifications acceptable to the University of Mauritius.

1.3.2 Undergraduate Degrees

- (i) A pass in English Language at Cambridge School Certificate/ 'O' Level or equivalent **and**
 - either** (i) Credit in five other subjects (School Certificate), together with at least two passes at Advanced Level (Higher School Certificate or General Certificate of Education);

(Applicants having credit in English Language need to have credit in only four other subjects)
 - or** (ii) Passes in three other subjects at Advanced Level.
- OR** (ii) Qualifications awarded by other universities and institutions which have been approved by the Senate as satisfying the minimum requirements for admission.
- OR** (iii) The French Baccalauréat.
- OR** (iv) Relevant subjects/combinations of related subjects included in any Diploma of the University of Mauritius or in any technical qualifications, as may be approved by the Senate as being equivalent or comparable to an 'O' Level or 'A' Level may be accepted in lieu of corresponding subjects prescribed in (i) above.
- OR** (v) The IGCSE and the International Baccalaureate awarded by the International Baccalaureate Organisation, Switzerland.

NOTE: (a) A pass (at least grade C or c) at Subsidiary/Advanced Subsidiary Level in any subject or General Paper in a Higher School Certificate could be considered in lieu of a credit in that subject or English Language respectively, taken at School Certificate/ 'O' Level, and a pass at Principal Standard in a Higher School Certificate will count as a GCE pass at Advanced Level.

- (b) No subject shall be counted at both School Certificate/ 'O' Level and Higher School Certificate/ 'A' Level or their equivalent.

- (c) The Dean of a Faculty/Director of a Centre may require an applicant for admission to either sit a special entrance examination or take specific Foundation Course.
- (d) Specific additional entrance requirements often apply (See under Programme Requirements for individual programmes).

1.3.3 Undergraduate Diplomas

- (i) A pass in English Language at Cambridge School Certificate/ 'O' Level or equivalent **and** Credit in five other subjects (School Certificate).

(Applicants having credit in English Language need to have credit in only four other subjects)

- OR** (ii) Qualifications awarded by other universities and institutions which have been approved by the Senate as satisfying the minimum requirements for admission.
- OR** (iii) The IGCSE and the International Baccalaureate awarded by the International Baccalaureate Organisation, Switzerland.

NOTE (a) A pass (at least grade C or c) at Subsidiary or Advanced Subsidiary Level in any subject or General Paper in a Higher School Certificate could be considered in lieu of a credit in that subject or English Language respectively, taken at School Certificate/ 'O' Level, and a pass at Principal Standard in a Higher School Certificate will count as a GCE pass at Advanced Level.

- (b) No subject shall be counted at both School Certificate/ 'O' Level and Higher School Certificate/ 'A' Level or their equivalent.
- (c) The Dean of a Faculty/Director of a Centre may require an applicant for admission to either sit a special entrance examination or take specific Foundation Course.
- (d) Specific additional entrance requirements often apply (See under Programme Requirements for individual programmes).

1.3.4 Undergraduate Certificates

- (i) A School Certificate with credit in two appropriate subjects or equivalent.

OR (ii) Qualifications awarded by other universities and institutions, which have been approved by the Senate as satisfying the minimum requirements for admission.

OR (iii) The IGCSE awarded by the International Baccalaureate Organisation, Switzerland.

NOTE (a) The Dean of a Faculty/Director of a Centre may require an applicant for admission to either sit a special entrance Examination or take specific Foundation Course.

- (b) Specific additional entrance requirements often apply (See under Programme Requirements for individual programmes).

1.3.5 Approved Subjects for Admission to Schemes of Study for University Awards

Any 'O' Level/ 'A' Level subjects, subject to the following:

"Subjects whose contents are related or are of similar nature will not be considered as separate subjects unless they are allowed to be taken at the same sitting by an examining body recognised by the University of Mauritius".

1.4 Programme Requirements

In addition to the above, special requirements are prescribed for admission to particular programmes. Please see under Programme Requirements for individual programmes.

1.5 General and Programme Requirements - Special Cases

The following may be deemed to have satisfied the general and programme requirements for admission:

- (i) Applicants who do not satisfy any of the requirements as per Regulations 1.3 and 1.4 above but who submit satisfactory evidence of having passed examinations which are deemed by the Senate to be equivalent to any of those listed.
- (ii) Applicants who do not satisfy any of the requirements as per Regulations 1.3 and 1.4 above but who in the opinion of Senate submit satisfactory evidence of the capacity and attainments requisite to enable them to pursue the programme proposed.
- (iii) Applicants who hold a full practising professional qualification obtained by examination.

1.6 Mature Students

In line with the Government Policy of commitment to lifelong learning, the University has developed the concept of admission of mature students on some Programmes of Studies. 'Mature Students' shall be those who fall under the following criteria:

- (i) who are not recent school leavers, are older in terms of age and do not have the General Entry Requirements for admission at the University of Mauritius;
- (ii) who are not recent school leavers, are older in terms of age and who possess the General Entry Requirements for admission but are lower in terms of their computer list ranking at the University of Mauritius;
- (iii) who have relevant work experience.

All such applicants must have a minimum of SC.

Mature Students will only be admitted on Programmes of Studies identified by Deans of Faculties/Directors/Principals of Centres/Partner Institutions. A maximum of three Mature Students per Programme of Studies over and above the normal intake would be admitted in the first year of the Programme.

Mature Students are selected by the Faculty/Centre/Partner Institution on the basis of the following:

- (i) qualifications and experience of applicants; and
- (ii) interview to assess commitment, motivation and academic standards (25%) and a written examination (75%), if applicable.

CHAPTER 2

GENERAL REGULATIONS FOR STUDENTS

2.1 Registration

- (i) Students are either 'award' students (that is following a scheme of study leading to a higher degree, degree, diploma, or certificate of the University) or 'non-award' students. Students may also register as 'auditeur libre' for specific modules subject to approval by the Faculty/Centre/Cluster Board.
- (ii) All students are required to register before starting their programmes and at the beginning of each subsequent level/year of their programme. The days on which students register shall be announced by the University and only with the special permission of the Registrar may a student be permitted to register other than on the appointed days.
- (iii) By virtue of Statute 6 (4) (b), the Vice-Chancellor may refuse, without being required to explain her/his decision, to allow any person to be registered as a student.
- (iv) Registration implies agreement by the student registering, while s/he remains a registered student, to abide by the authority and discipline of the University conferred by the University of Mauritius Act, 1971, as subsequently amended in 1992, by the Statutes and by the Regulations and Rules for the time being in force and expressed through the Council, the Senate, the Boards of Faculties and the duly appointed officers of the University in the discharge of their lawful duties.
- (v) Information provided by students at registration will be treated by the University as confidential and will not be passed on to any body or person outside the University.
- (vi) A student shall notify the Registrar through her/his Dean of Faculty/Director of Centre as soon as possible of any subsequent changes in the information s/he has provided at the Registration.
- (vii) No student shall be admitted as a student for more than one degree, diploma or certificate at the same time at the University of Mauritius. A student enrolled at another public Tertiary Education Institution on a full-time Programme shall not be registered for a full-time Programme concurrently at the University of Mauritius.
- (viii) A student would normally be allowed to transfer from one programme to another within two 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.

2.2 Termination of Registration as a Student

A person shall cease to be a registered student of the University:

- (i) when s/he has completed the scheme of study for which s/he is registered;
- (ii) if s/he withdraws from the University;
- (iii) during the period of his/her interruption of studies;
- (iv) if under any of the University's Regulations s/he is required to withdraw from the University;
- (v) if her/his Cumulative Point Average (CPA) remains below 40% for two consecutive registered semesters, unless decided otherwise by Senate (applicable to students abiding by Semester regulations).
- (vi) if her/his CPA remains below 40% at the end of an academic year and s/he has already repeated one year of study, unless decided otherwise by Senate (applicable to students abiding by yearly regulations).

Any student whose registration had been terminated under sections (iv), (v) or (vi) or who had withdrawn from the University as from the 3rd week after the beginning of the Semester without submitting valid reason(s) at the time of application for withdrawal should not be admitted on the same programme until a period of two years upon termination of registration.

Students whose CPA is less than 40% at the end of an academic year and who have already repeated one year of study (for programmes abiding by yearly regulations) or students whose CPA < 40 for two consecutive registered semesters (for Programmes abiding by semester regulations) may be allowed, subject to approval by Board of Examiners, Faculty Board and Senate, to continue with the programmes provided:

- (i) at least 75% of the number of credits required for the degree have already been earned; and
- (ii) the maximum allowable duration of the programme, as specified in the structure, has not been exceeded.

Requests for extension from such students will not be entertained and periods of interruption of study will count towards the maximum allowable duration, as per existing rule.

2.3 Attendance and Progress

A student will be required to attend regularly lectures, tutorials and other forms of instruction prescribed by her/his scheme of study (normally at least 80% attendance) and to submit written work by the appointed dates. The Senate may, on the recommendation of the Faculty/Centre/Cluster Board, suspend or preclude from further study any student whose attendance or progress is deemed to be unsatisfactory.

Absence due to ill health must immediately be notified by the student to the Dean of the Faculty/Director of Centre concerned through the Programme Coordinator.

Students are expected to attend all lectures, tutorials and other forms of instruction prescribed by their scheme of study and to complete the required elements that make up the Continuous Assessment component of the programme. A student who is unable to attend some classes for any reason must notify, in writing, the Dean of Faculty/Centre Director through his/her Programme Coordinator, and supply relevant documentation. Final approval rests with the Dean/Director. It will be the responsibility of the student to make up for missed events and to complete the relevant requirements.

2.4 Conduct of Students and University Discipline

Students shall at all times conduct themselves in a manner conducive to the furtherance of the objects of the University and to the maintenance of its efficiency and well-being as an academic community.

The following shall be held to be a breach of University discipline rendering a student liable to action under the code of Discipline:

- (i) Breaches of Criminal Law. These will invariably be reported to the police but this in no way prejudices the right of the University to institute its own disciplinary proceedings whatever the outcome of the reference to the police.
- (ii) Conduct which obstructs or interferes with teaching and research and the administration of the University.
- (iii) Conduct which obstructs any member of the University or an officer or employee from discharging her/his lawful duties.
- (iv) Conduct prejudicial to the University's relations with the general public.
- (v) Failure to comply with any rules made to maintain the good order and efficiency of the University, for example, rules relating to the use of University facilities, the parking of motor vehicles, security, the care and tidiness of University's grounds, and damage to University's buildings and property.

- (vi) Improper and indecent language and unbecoming behaviour, including harassment on or off campus towards fellow students and other members of the University.
- (vii) Gross misconduct that may tarnish the image of the University.

2.5 Student Health

Any student suffering from or believing that s/he may be suffering from an infectious illness or in whose home or lodgings there is or has been such illness must immediately notify her/his medical practitioner and the Dean/Director of her/his Faculty/Centre. No student may return to follow courses at the University until a medical practitioner appointed by the University has provided her/him with a certificate, which is to be forwarded immediately to the Dean of the Faculty/Centre Director stating that there is no longer any danger of infection being conveyed to other persons.

2.6 Conferment of Qualifications

- (i) A person is entitled to describe herself/himself as a holder of degree or diploma or certificate granted by the University as from the date it has been awarded by the Senate.
- (ii) Congregation at which the degree or the diploma or certificate will be conferred shall be held at such time and place and in such manner as the Senate may from time to time determine.
- (iii) Students who wish for a qualification to be conferred in Congregation *in absentia* must enter their names in the form at the time prescribed by the Registrar.
- (iv) Students who at the completion of their studies have not returned the library books or materials loaned to them shall not be admitted (except with the prior permission of the Vice-Chancellor) to the conferment of a degree, diploma, certificate or any other qualification of the University of Mauritius until they fulfil all their obligations to the University.
- (v) Certificates of Graduands will be withheld as long as the graduands have not cleared all their liabilities towards the University.

2.7 Loss of Certificate

In case of loss of the original certificate, the University may issue a copy on the following conditions:

- (i) The holder of the original certificate produces a sworn affidavit.
- (ii) 'Copy' is marked across it.
- (iii) The copy is issued against payment.

2.8 Statements to the Press

No student may make/issue statements to the Press, radio or television on behalf of the University without prior permission of the Vice-Chancellor through the President of the Students' Union. This is without prejudice to the right of an individual to make public statements on her/his own behalf.

2.9 Notices

The contents of any notice posted on University Notice Boards or on official Faculty/Centre Notice Boards will be assumed to be known to students.

CHAPTER 3

GENERAL INFORMATION TO STUDENTS

3.1 Academic Year

The academic year of the University is divided into 2 Semesters each of **15 weeks' duration**.

Examinations are held after the 15th week of each Semester or at the end of the academic year and are usually of two-three weeks' duration. Results normally become official as from the 3rd week after examinations.

3.2 Programme Structure

3.2.1 Modules

Each Programme of Studies (e.g. BSc (Hons) Chemistry, MA French, etc.) is made up of a number of courses known as "*modules*".

Each module usually consists of an equivalent of 45-90 contact hours comprising lectures, tutorials, laboratory/field work, etc. Students are, however, expected to put in additional work through private study, library work, etc. Each module normally carries 3-6 credits, unless otherwise stated.

3.2.1.1 Types of Modules

Modules form the basis of all Programmes of Studies. Modules are of 4 main types:

- A **Core Module** is a module that is essential in the particular Programme of Studies and must be taken and passed by all students on that particular Programme. If a student fails a core module, s/he has to retake it.
- An **Elective Module** is a module for which the student usually has a choice whether to register or not. In case a student fails an elective, s/he has the choice either to register for the same or another elective that is on offer.
- An **Optional Elective** is a module which is on offer when there is specialisation. The minimum number of optional electives or number of credits prescribed on a Programme for a particular specialisation has to be passed or earned respectively for the student to qualify for the award in the particular field.
- A **General Education Module (GEM)** is an elective module meant to enhance the students' general knowledge. Students should normally take at least 3 GEMs (at least 9 credits) for any undergraduate programme unless otherwise specified by the Programme of Studies.

Given resource constraints and critical mass consideration, the University does **not** bind itself to offer any specific elective in any Semester/Year. For the time being, GEMs are restricted to undergraduate students. Faculties/Centres will indicate the GEMs on offer each Semester/Year.

3.2.1.2 Modules of Special Nature

Self-Study Modules

Under special circumstances, a student may be allowed to complete up to 10% of the credits required for award or its nearest equivalent number of modules (with grades) for undergraduate and postgraduate Programmes, by self-study, subject to recommendation by Department and approved by a Faculty/Centre/Cluster Board. Self-study modules will be amongst regular modules listed in the programme. There will not be formal lectures but laboratory work will be conducted, if necessary. Assessment will be based on laboratory work and/or assignments as well as tests and examinations. Self-study modules will be supervised.

Independent Study

One elective in the form of a project may be offered to students who have already earned at least 75 credits. This elective will carry 3 credits and must be completed in a maximum of 2 Semesters.

Grade S, U or X will be awarded for Independent Study.

Audit Modules

Students who wish to follow specific module(s) or are advised to do so by a Department/Centre may audit same (i.e. such modules are not examinable for them). However, such modules do not carry any credit nor any grade but would appear in their transcript subject to satisfactory attendance.

3.3 Regulations of a Miscellaneous Nature

3.3.1 Module Change/Withdrawal

Application for change of a module or withdrawal from a module could only be considered within two (2) weeks from the start of the semester.

It is to be noted that under the Credit System, students who have not withdrawn officially from a module within the deadline and who do not sit for the examination in question will be deemed to have failed that module. As such, her/his CPA and GPA will be adversely affected.

3.3.2 Exemption from Module(s)

Application for exemption from module(s) for the whole Programme of Studies could only be considered within two (2) weeks from the start of the academic year/beginning of the Programme of Studies.

Application for Exemption on a piece-meal basis would not be entertained.

Not more than 50% of a Programme of Studies could be exempted.

The student must have scored at least a grade C in the relevant module.

The general principle governing exemption would be that the Exemption Committee of the relevant department/centre should be satisfied that there are no significant differences in the 2 syllabi in terms of level and depth of coverage and assessment.

It is not advisable to grant exemption when the time gap between the date when the module was passed and the date when exemption is being claimed for that module exceeds 7 years.

3.3.3 Transfer from one Programme to another within a Faculty/ inter-Faculty/ Faculty-Centre

Application for transfer from one Programme to another within a Faculty or inter-Faculty or Faculty-Centre could be considered within two (2) weeks from the first day of class of Semester 1, provided that the student has secured a seat on the Programme and subject to approval by the Dean/Director.

3.3.4 Change of Programme of Studies (after one Academic Year)

Students wishing to apply for a change in Programme of Studies after 2 Semesters should do so not later than two (2) weeks upon issue of transcripts of results at the end of Semester 2, provided:

- (i) the student has been examined during Semesters 1 and 2 and that his/her registration has not been terminated;
- (ii) the student had originally applied for the Programme;
- (iii) the student had been offered a seat on the Programme; and
- (iv) that her/his admission would not be prejudicial to other students.

3.3.5 Review of Examination Results

Application for review of examination results should be lodged in writing to the Dean of Faculty/Centre Director within one (1) week from the date of issue of transcripts of examination results. A fee of Rs 500/- is payable for each module to be reviewed and is non-refundable in case the results are maintained.

Students should first contact the Faculty/Centre Registry before proceeding to the Budget Director's Office to effect payment of the Review Fee. A copy of the receipt (covering the Review Fee) should be attached to the application letter for review of examination result upon its submission to the Dean's/Director's Office.

3.4 Interruption of Studies

A student could be allowed to interrupt studies for a period of two (2) semesters, renewable for one more period of up to two (2) semesters, under emergency (unforeseeable) grounds, e.g. medical, or non-emergency (foreseeable) grounds, e.g. professional obligations or financial constraints, subject to approval by Faculty/Centre/Cluster Board and the CD & DE Committee. However, these semesters would be considered as semesters completed with regards to the maximum period allowed for the Programme of Studies. To be eligible for interruption of studies, students should have completed at least one (1) year of study.

Evidence in the form of certified/valid documents supporting the grounds (emergency and non-emergency) for interruption of studies should be produced wherever applicable and obtainable.

The deadline for applying for an interruption of studies on non-emergency grounds is end of week 8 of any semester.

In case of interruption of studies in the final year, a student must submit a new dissertation or project.

3.5 Progress from Year to Year

(i) Pre-requisite (PR), Pre-requirement (PQ) and Minimum Requirement (MR) where applicable, should be strictly followed.

(ii) **Termination of Registration**

Registration would be terminated if

(a) CPA remains below 40% for two consecutive registered semesters, unless decided otherwise by Senate (applicable to students abiding by Semester regulations).

(b) the CPA of a student remains below 40% at the end of an academic year and s/he has already repeated one year of study, unless decided otherwise by Senate (applicable to students abiding by yearly regulations).

(iii) **Interruption of Studies**

Under special circumstances a student could be allowed to interrupt studies for a period of 2 semesters, renewable for one more period of up to two semesters (Refer to section 3.4 above).

(iv) **Specific Rules**

These rules are applicable to certain Programmes/Faculties/Centres. Consult relevant Faculty/Centre Handbooks for further information.

3.6 Facilities

3.6.1 First Aid

The First Aid Post of the University is open to all staff and students. It provides services including general nursing and first aid, nutrition and dietary advice and sexual health information. The Opening hours are from 8.30 a.m. to 4.00 p.m. Any emergency case encountered after 4.00 p.m. is referred to the Clinique Mauricienne.

3.6.2 Library (Refer to Chapter 15)

The opening hours of the library are as follows:

Weekdays	. 8.00 a.m. - 8.00 p.m.
Saturdays	8.00 a.m. - 1.00 p.m.

(The opening hours may change on the decision of the Chief Librarian).

3.6.3 Sports and Games

The Sports and Leisure Office organises a wide range of activities comprising indoor and outdoor games. A calendar of the sports and games activities is drawn each academic year and students willing to take part in such activities may contact the Sports Organiser at the Sports and Leisure Office.

3.6.4 Student Counselling Unit

A team of counsellors including clinical psychologists and social workers are available at the University to assist and support students on personal, educational, vocational or social matters.

3.6.5 Students' Union (Refer to Chapter 19)

The Students' Union was established in 1971 and is the official organization of the students of the University. It is the centre of the students' non-academic activities. In addition to acting as representative body in all matters of the students, the Students' Union also promotes and provides for the welfare and the social, cultural and educational activities of the students.

3.7 SWEP

The University of Mauritius Student Work Experience Programme (SWEP) was launched in 1999 in order to help University students acquire meaningful skills and experience from the world of work and thus enrich their academic training. SWEP is a 6-8 week training programme in an industry or organisation during the long vacation (mid May to end July). It is designed to expose students to short work placements, real life tasks and activities, which are vital elements in today's competitive business environment. In principle, it is meant for students following Programmes of Studies, which do not provide for industrial training/placement.

3.8 Industrial Placement/ Practical Training/Practicums

All four-year Programmes at the Faculty of Engineering include an Industrial Placement whereby students are attached to the industry for a period of four months. Practical Training or Placements are also included in other Programmes of Studies (refer to Information on Programmes Handbook(s)).

3.9 TOSP

TOSP stands for Transferable Outreach Skills Programme and is meant to enhance students' knowledge, skills and attitude for greater employability. TOSPs aim at producing broadly educated, self-motivated graduates, with an inclination for lifelong learning, being aware of their heritage, conscious of their civic obligation and ethically responsible for their professional career.

TOSP is generally a 10-12 hour module and is not examinable. It can be offered within or outside semesters.

Satisfactory completion of any TOSP will appear in the transcript.

Students are advised to consult Notice Boards accordingly for details of offer, venue, etc.

3.10 Mode of Delivery

Most modules are delivered on a face-to-face basis. However, some modules are delivered by mixed mode (distance education or on-line education). These are indicated by letters D.E. and O.E. respectively in the "Information on Undergraduate Programmes" Handbook(s). The following table gives a list of all such modules to be offered in the Academic Year 2005/2006. Note that the list is not exhaustive.

List of Modules to be offered on Mixed Mode Delivery in Academic Year 2005/2006

1	CSE 1010e(1)	Introduction to Information Technology (in collaboration with VCILT)
2	BEVS 3231(5)	Integrated Coastal Zone Management
3	CHE 1106(3)	Thermodynamics
4	COMS 1010(1)	Communication Skills
5	ECON 1111(1)	Microeconomics
6	ECON 1211(1)	Macroeconomics
7	LAWS 1104(1)	Communication Skills for Lawyers
8	MATHS 1111(1)	Mathematics I
9	MATHS 1211(1)	Mathematics II
10	MATH 1231(1)	Probability and Statistics I
11	MGT 1111(1)	Organisation and Management
12	MGT 1200(1)	Introduction to Marketing
13	MGT 1201(1)	Organisational Behaviour
14	SOCI 1002(1)	Sociology of the Family
15	SOCI 1101(1)	Understanding Society
16	SOCI 3107	Sociological Research Methods
17	STAT 1010(1)	Statistics
18	SWRK 1002(1)	Child Welfare Services
19	SWRK 3006(5)	Child Welfare Services
20	SWRK 3208(5)	Ageing & Society

CHAPTER 4

CODE OF DISCIPLINE

4.1 Preamble

- (i) All registered students in the University are bound, as long as they remain in attendance, by the University Statutes, Rules and Regulations in force for the time being in so far as they concern students.
- (ii) The Regulations are published in the “General Information to Students” Handbook and copies are available for consultation at the Admissions and Students Records Office, the University Library, the Faculties/Centres and in the Students’ Union Office.
- (iii) This code regulates disciplinary action arising out of breaches of the University’s General Regulations for students and the Regulations for the conduct of University Examinations and are made under Section 21 (c) of the University of Mauritius Act, 1971.

4.2 Disciplinary Powers

4.2.1 The Senate

By the provisions of Statutes 20(r), the Senate may “take such disciplinary action it thinks fit against any student who in the opinion of Senate or anybody or person authorised to act on its behalf in this respect, has contravened the Regulations or acted in a manner prejudicial to the furtherance of the objects of the University as laid down in the Act or to the maintenance of its efficiency or well-being as an academic community”. The powers which the Senate may exercise include the power to fine, to exclude from the University, to suspend from membership of the University and to expel permanently from membership of the University.

The Senate has under the provisions of the Statutes delegated to the Vice-Chancellor (or, in her/his absence, a Pro-Vice-Chancellor) the power to act in any situation which in her/his judgement constitutes an emergency and warrants immediate action. The Vice-Chancellor is empowered to suspend a student from membership of the University pending the determination of disciplinary proceedings by the Senate Discipline Committee which would be convened as soon as possible following such a suspension to consider the case according to this code.

4.2.2 The Vice-Chancellor

The Vice-Chancellor has disciplinary powers under Statute 6 (4) (c) which states:

“pending consideration by the Council or the Senate to suspend, on what s/he deems to be good cause, any member of the staff of the University or any student under such terms and until such time as s/he may determine”.

In the absence of the Vice-Chancellor, these powers may be exercised by a Pro-Vice-Chancellor.

4.2.3 Discipline Committee and Appeals Committee

The Senate has established a Discipline Committee to hear and determine cases arising out of alleged breaches of the University’s General Regulations for students and the Regulations for the conduct of University examinations.

The Senate has also established an Appeals Committee to hear and determine appeals against decisions of the Discipline Committee.

No member of one of the Committees is eligible during her/his period of office from membership of the other.

4.2.3.1 *Membership of the Discipline Committee (Seven Members)*

Two Deans of Faculty nominated by the Vice-Chancellor (One of them to be appointed Chairperson).
Three members not being students appointed by Senate.
Two students’ representatives appointed by Senate on the recommendation of the Students’ Union.

The membership of the Committee is valid for two years as from the date of appointment.

When a complaint has been lodged with the Discipline Committee against a student, the complainant shall not sit as a member of the Discipline Committee during the hearing of the case.

4.2.3.2 Membership of the Appeals Committee (Five Members)

A Pro-Vice-Chancellor - Chairperson (to be nominated by the Vice-Chancellor).

Three Senate members not being students appointed by Senate.

The Students' Representative on Senate.

The membership of the Committee is valid for two years as from the date of appointment.

If the Pro-Vice-Chancellor has acted for the Vice-Chancellor in accordance with paragraph 4.2.1 above, s/he shall not sit on the Appeals Committee if it is convened to hear an appeal arising from her/his action but the Senate shall appoint another person to be Chairperson of the Appeals Committee for the case in question.

4.2.3.3 Discipline Committee

- (i) The Secretary of the Discipline Committee shall be the Registrar or her/his representative.

Proceeding

- (ii) The Committee shall consider cases referred to it by a Dean of Faculty/Centre Director (or representative) or by the Chief Librarian (or representative) or by the Registrar in the case of examination irregularities.

- (iii) The Secretary of the Discipline Committee on receipt of a complaint shall convene a meeting of the Committee.

- (iv) The Secretary shall send to the student required to appear before the Committee a written summons setting out the alleged offence complained of. This summons shall be delivered at the address specified in his/her registration form to the student through her/his Faculty/Centre office at least seventy-two hours (Saturdays and Sundays excepted) before the meeting of the Committee. Provided the student has been properly summoned, if s/he fails to attend the hearing, the Committee may proceed in her/his absence.

- (v) The student against whom the complaint is made may bring to the Committee a person to represent him/her and shall inform the Secretary of her/his intention to do so at least twenty-four hours before the date appointed for the meeting.

- (vi) When the Committee meets to consider the case it may have before it statements in writing from:

- (a) the complainant;
- (b) the student against whom the complaint is made;
- (c) any witness the complainant or the student wishes to present.

These statements shall be submitted to the Secretary of the Committee not less than twenty-four hours before the date appointed for the meeting.

- (vii) The Committee may require the complainant, the student against whom the complaint is made and the witnesses for both parties to give evidence before it. The Committee may also require the presentation of such further evidence as it deems appropriate. Either party may request an adjournment of not more than seven days. The Committee shall allow such cross-examination by either the complainant or the student against whom the complaint is made as it deems relevant.

- (viii) The student's tutor may be present if s/he wishes at the hearing and may make such representation on behalf of the student as s/he may consider appropriate.

- (ix) Having concluded the hearing, the Committee shall determine whether the student is guilty or not and shall note any extenuating circumstances. In the light of the Discipline Committee

Report, Senate shall decide either to exonerate the student or to impose such penalty as it considers appropriate which may include a fine, exclusion from the University for such periods and on such terms and conditions as Senate may determine, suspension from membership of the University, and permanent expulsion from membership of the University, provided that no penalty requires or implies a concession or exemption under the regulations governing the award of degrees. The Registrar shall inform the student in writing of Senate's decision.

Appeal on a Decision of the Discipline Committee

- (x) A student aggrieved by a decision of the Discipline Committee may appeal as of right to the Appeals Committee. Notice of appeals shall be lodged with the Secretary of the Appeals Committee within seventy-two hours (Saturdays and Sundays excepted) of the Registrar's serving notice of the decision. The Secretary of the Appeals Committee shall then convene a meeting of that Committee provided that an appeal on the decision of the Discipline Committee for examination irregularities shall be made to Senate in accordance with general Examination Regulations.

The Secretary of the Appeals Committee shall be the Registrar or her/his representative.

4.2.3.4 Appeals Committee

- (i) The appellant may bring to the Committee a person to represent her/him and shall inform the Secretary of her/his intention to do so at least twenty-four hours before the date appointed for the meeting.
- (ii) When the Committee meets to consider the appeal, it shall have before it all documents which were before the Discipline Committee at the original hearing. It shall also have the power to hear any witness(es) who gave evidence at the original hearing. It may also require the presentation of such further evidence as it deems appropriate. The Committee shall then proceed by way of a rehearing. It shall allow such cross-examination by either party as it deems relevant.
- (iii) The Committee may set aside or confirm the decision of the Discipline Committee or substitute such other decision or penalty as it considers appropriate, provided that no decision or penalty requires or implies a concession or exemption under the regulations governing the award of degrees.
- (iv) The Committee shall inform the appellant in writing of its decision which shall not then be subject of further discussion or appeal.

4.2.3.5 Payment of Fines

- (i) A fine imposed by the Discipline Committee must be paid to the Budget Director by the date prescribed by the Committee for the payment of such fine.
- (ii) If a student fails to pay a fine imposed by the Discipline Committee by the date prescribed, the matter will be referred to the Appeals Committee which may take action as it deems fit.

CHAPTER 5

REGULATIONS FOR THE CONDUCT OF UNIVERSITY EXAMINATIONS (Under Review)

5.1 The Examining Body

- (i) University examinations shall be conducted under the control of Senate.
- (ii) Examiners and assessors shall be appointed by Senate in the manner it shall prescribe.
- (iii) Dates, places and times for examinations as specified in the examination time-tables shall be published under the authority of Senate.

5.2 The Chief Examination Officer

- (i) The Registrar shall be the Chief Examination Officer for all entrance scholarship, semester, yearly and final examinations of the University and shall be responsible for the organisation of the examinations and the release of results once they have been approved by Senate.
- (ii) The Registrar shall ensure that provisional and final examination time-tables are posted on the Notice Boards of the Faculties/Centres.
- (iii) Representations from students regarding matters connected with examinations should be made to the Registrar.

5.3 Admission to Examinations

- (i) Subject to any exceptions approved by Senate, no student shall be admitted to an examination unless s/he is a registered student of the University and has submitted the module registration form. The module registration form will be certified by the Programme Co-ordinator.
- (ii) A student who does not submit her/his Module Registration Form by a specified date, shall not be admitted to the examinations.
- (iii) Senate shall have power to recognise attendance and examinations passed at other universities or institutions recognised for this purpose by Senate. Such recognition shall be given at the beginning of the academic year in which admission is secured provided Senate is satisfied that the programme of examinations passed is of sufficiently high standard and that content of the programme and the examinations passed are equivalent to those of a corresponding university programme or examination.
- (iv) On the recommendation of the Faculty/ Centre/ Cluster Board, Senate may ask a student who fails to make satisfactory progress in any academic year to withdraw or repeat any part of the programme before the examinations. Illness or other extenuating circumstances shall receive special consideration.

5.4 Form of Examinations

- (i) The Examiners may require a student to present herself/himself for "viva voce" questioning, in addition to the written, practical examinations or other forms of assessment as prescribed by the Scheme of Study and approved by Senate.
- (ii) Percentages of marks for the written, practical, oral or other examinations shall be determined by Senate on the recommendation of the Faculty/ Centre Board concerned or Cluster Board.
- (iii) In considering whether a student has passed an examination, the examiners may also have regard to the report of the lecturers concerned on the classwork of the student.

5.5 The Conduct of Examination

- (i) The Chief Invigilator and Invigilators for each examination shall be appointed by the Dean of Faculty/Director of Centre concerned and the Chief Invigilator shall be responsible for the conduct of an examination and the enforcement of examination regulations.
- (ii) Students shall be responsible for noting correctly the times and places of their examinations. No special arrangements shall be made for the students who fail to attend examination at the proper time, if such failure is due to their mistake or inadvertence and not to illness or other serious and unavoidable cause.
- (iii) Students shall produce their Student Identity card at any time if required to do so by a Chief/Invigilator in the examinations. Failure to comply shall be an offence liable to disciplinary action.
- (iv) Students shall be admitted to the examination room in sufficient time to enable them to take their seats and secure the examination papers before the beginning of the examination.
- (v) Except in an emergency, a student may not leave the examination room until half an hour after the official starting time of the examination.
- (vi) A student who arrives at an examination room half an hour after the examination has begun shall be admitted provided no other candidate for the same examination has left the room. If another student for the same examination has already left the room the late-comer shall not be admitted.
- (vii) The Chief Invigilator shall immediately report the circumstances of any admission or refusal of admission of a late-comer to the Registrar through the Dean of Faculty/Centre Director.
- (viii) A student who is admitted to an examination after the official starting time thereof shall not be granted any additional time in which to complete the examination.
- (ix) Requests from students, suffering from physical disability or otherwise, for additional time during examination could be considered by the relevant Faculty/ Centre Board or Cluster Board and Senate provided such requests are supported by valid medical certificates. (See section 5.6(ii)).
- (x) It shall be the responsibility of the Dean of Faculty/Centre Director to ensure that a member of academic staff of her/his Faculty is instructed to be in attendance at the examination room before the beginning of the examination in order to check question papers for errors and to deal with queries. Such member of staff shall leave a telephone number at which s/he may be contacted subsequently should the need arise.
- (xi) Failure on the part of the representative of the Faculty/Centre to attend the examination shall constitute an offence to be reported by the Chief Invigilator to the Registrar through the Dean of Faculty/Centre Director.
- (xii) Personal effects such as handbags or briefcases should be deposited, entirely at student's own risk, in the area(s) designated by the invigilator(s). Students are strongly advised not to bring unnecessary personal effects or other sundry items to the examination room.

All watch alarms or other apparatus which could create noise, e.g. mobile phones, should be switched off from the time of entry to the examination room. All mobile phones should be placed on the desk, screen down, during the whole period of the examination. Any candidate found using a mobile phone during the examination would be liable to disciplinary action.
- (xiii) No book or paper of any kind may be taken into the examination room unless it has been duly authorised by the examiners for use in the examination room. Unauthorised materials or information must not be introduced into the examination room by any means whatsoever.
- (xiv) Answers to questions must be written legibly in ink.
- (xv) No answer book or supplementary sheet shall be taken out of the examination room. A student in possession of any answer book or part of it, or a supplementary sheet (used or unused), shall be liable to disciplinary action.
- (xvi) Smoking is prohibited in examination rooms. No food should be brought into the examination rooms.
- (xvii) Students are forbidden to communicate with anyone except an invigilator during the examinations.

- (xviii) If the use of calculators in an examination is authorised, such calculators shall be silent.
- (xix) Examination timetables will be sent to students at their home address as mentioned on their Registration Form (unless otherwise stated) at least **two weeks** before the start of examinations.
- (xx) A copy of all examination time-tables will be posted on Notice Boards at the relevant Faculty/Centre, Library and Student Union Centre.

5.6 Absence From Examinations

- (i) If a student is absent from examinations without compelling reasons, s/he shall be deemed to have failed her/his examinations.
- (ii) Absence due to ill health should be immediately notified, in writing, to the Dean of Faculty/Centre Director by the student concerned and supported by a medical certificate emanating from the Ministry of Health or Community Health Centres, Dispensaries or other Government-run Health Organisations as convenient to the student. The medical certificate should reach the Dean's Office/Director's Office **within 2 working days** from the date of the examination.

Medical Certificates from Medical Doctors of the University will also be accepted.
- (iii) Absences on grounds of ill-health from the **class test(s)** should be supported by a valid medical certificate.
- (iv) A student who falls ill during an examination and does not submit her/his script is deemed to have failed the examination unless decided otherwise by the Faculty/Centre/Cluster Board.
- (v) If a student who has completed the scheme of study (modular credit programme) has been prevented from taking the whole or some part of an examination and has presented evidence of ill health or other cause which has been approved by the Dean of Faculty/Centre as constituting sufficient reason for being absent from the examination, Senate may, on the recommendation of Faculty/ Centre/ Cluster Board, permit the student to retake whole or part of examination with the next cohort of students. Modules not examined in the meantime would be awarded Grade I.
- (vi) Students who request absence from classes, tests and examinations for reasons of childbirth, must apply beforehand, providing a medical certificate indicating the expected date of delivery. Should the date of delivery differ from the expected date, students, on resumption of classes, will be expected to provide a medical certificate stating the new date.

5.7 Examiners

- (i) The examiners in any module shall be the Head of Department/Division/Section/Centre in which the module is taught and the persons (part-time and full-time) who taught the module.
- (ii) External examiners shall be appointed by Senate in the manner it shall prescribe.
- (iii) Examination papers shall be agreed upon with the external examiner(s) where appropriate.
- (iv) In the event of serious divergence of opinion between the external examiner(s) and internal examiner(s), the recommendation of the external examiner(s) shall be final subject to approval by Senate.
- (v) Every external examiner shall report to the Vice-Chancellor on the standard of the examinations and on any other matter which s/he considers relevant.

5.8 Board of Examiners

There shall be a Board of Examiners for each semester/year of a Programme, as appropriate.

The Board of Examiners shall comprise:

- (a) The Dean of Faculty (Chairperson)
- (b) The Head(s) of Department/Centre(s)/Unit(s) concerned.
- (c) The Programme Co-ordinator for the year concerned.
- (d) The Internal Examiners for the semester/year and/or External Examiner(s) where appropriate.

For graduating students outside normal cohort, Board of Examiners should include normally all staff who have taught in the last two semesters.

5.9 Examinations

(i) In any academic year, there are **only** 2 examination periods namely:

- (a) End of Semester 1 and
- (b) End of Semester 2.

No examinations will normally be held apart from these specific periods. Modules may be examined at the end of the year or end of semester 2 even if they were delivered in semester 1.

- (ii) (a) A student who fails to satisfy the examiners in a core module will have to retake the module; in case of failure in electives, student may take the electives afresh, or take other electives.
- (b) Information on factors that could adversely affect the performance of a student in the Semester, Yearly or Final Examination should be brought to the attention of the Dean of Faculty/Centre Director in writing well before the results of the student are referred to the Board of Examiners.
- (iii) The award of honours, distinction and merit shall be based on the candidate's performance throughout her/his studies, and in such other test of assessment as the Senate may from time to time require.

5.10 Publication of Results

- (i) Provisional examination results as approved by Faculty/ Centre/ Cluster Board shall be posted on the Notice Boards pending final approval by Senate.
- (ii) Official notification of the University final examination results as confirmed by Senate shall be sent to each student by the Registrar.
- (iii) Official final examination results as confirmed by Senate shall be posted on the Notice Boards.
- (iv) Official semester/yearly examination results as confirmed by Senate shall be posted on the Notice Boards.

5.11 Examination Irregularities

- (i) Where the Chief Invigilator notices or is made to notice any case of examination irregularity, s/he shall immediately report the facts, in writing, through the Dean of Faculty/Centre Director to the Registrar who shall refer the matter to the Chairperson of the Discipline Committee of Senate.

- (ii) The student in question shall be notified by the Registrar, in writing, of the charges against him/her.
- (iii) Pending the decision of the Discipline Committee, the student will be allowed to write any remaining University examinations. The decision to assess or not to assess the student's scripts shall be taken in the light of the findings of the Discipline Committee.
- (iv) The student can appeal to Senate through the Registrar from any decision of the Discipline Committee provided the appeal is made within fourteen days of the date on which the student was notified of the decision against which s/he is appealing. The decision of Senate shall be final.
- (v) Cases of examination irregularity being probed by the Discipline Committee shall be notified by the Registrar to the Chairperson of the Board of Examiners concerned so that examiners shall not mark any answer scripts of the candidate(s) involved until notified by Senate.

5.12 Penalties Imposed in case of Breach of Examination Regulations

Non-Final Year Students

- (i) Students found guilty for breach of examination regulations be allowed to proceed to the next Semester or Level/Year of their programme (as appropriate) without any suspension and that they be given passmark in all modules attempted in the semester or yearly examinations (as appropriate) – including module(s) carried forward – in which they have passed.
- (ii) The students be deemed to have failed in the module(s) in which they have cheated and scored zero mark and should retake the same modules for passmark only.
- (iii) In case the students had failed in any of the other modules in the semester or year (as appropriate), they should be re-examined in the same module(s) for passmark only.

Final Year Students

- (i) The same penalties as above will apply to Final Year students.
- (ii) In addition, the Final Year students found guilty for cheating in either semester 1 or semester 2 would be assessed for passmark only in their Dissertation/Project.

Any student found guilty of a breach of Examination regulations should not be eligible for any prize or medal or scholarship.

CHAPTER 6

THE CREDIT SYSTEM

Almost all Programmes at the University are structured on the credit system. A credit is a unit of measure, and programmes are based on the following guidelines.

6.1 Credit Equivalence

- (i) 15 hrs of lectures and/or tutorials/seminars: 1 credit
- (ii) 30-45 hrs of laboratory/field work: 1 credit
- (iii) Undergraduate Certificate project: up to 3 credits
- (iv) Undergraduate Diploma project: 3-6 credits
- (v) Undergraduate 3-3½ final year project: 6-10 credits
- (vi) Undergraduate 4 year final year project and Master's project: 6-12 credits

Normally a three-credit module is equivalent to 45 contact hours.

6.2 Minimum Credits for University of Mauritius Awards

Type of Programme	Number of credits	Number of contact hours
3-3½ year Undergraduate Degree Award	100-120	1500-1800
4 year Undergraduate Degree Award	120-130	1800-1950
Undergraduate Diploma	60-70	900-1050
Undergraduate Certificate	30-40	450-600
Postgraduate Certificate	12-18	180-270
Postgraduate Diploma	24-30	360-450
Master's Award	36-42	540-630

6.3 Credits per Semester/Year

Programmes abiding by semester regulations:

Maximum credits per semester (including Retake Modules) - 24

Minimum credits per semester - 3 credits

(or as prescribed by the Faculty/Centre concerned)

Programmes abiding by yearly regulations:

Maximum credits per year (including Retake Modules) - 48

Minimum credits per year - 6

(or as prescribed by the Faculty/Centre concerned)

6.4 Duration of Programmes

In general the duration of a Programme is as follows:

	Normal	Maximum
Certificate	1 year	2 years
Diploma	2 years	3 years
3 year Degree	3 years	5 years
3½ year Degree	3½ years	5½ years
4 year Degree	4 years	7 years
Flexible		7 years

6.5 Coding System

Each module has a unique code of 4 or 5 digits, #¹#²#³#⁴ or #¹#²#³#⁴(#⁵), representing normally the following:

- #¹: Year (y), where 1 ≤ y ≤ 5, for undergraduate programmes;
- #²: Semester (s), where 1 ≤ s ≤ 2; s=0 if module is on offer during both semesters;
- #³#⁴: Module Number (01-99); and
- (#⁵): Weighting (w), where w = 1, 3 or 5 (see table below)

WEIGHT	MODULE STATUS
1	Introductory
3	Intermediate
5	Advanced

For example, the module ELEC 1101(1) is normally offered in year 1 semester 1, and carries a weighting of 1.

Some modules are denoted by suffix Y after the fourth digit in the module code, e.g. CSE 1001Y(1). These modules, termed yearly modules, are taught over a period of two semesters and are examined at the end of the second semester only.

6.6 Assessment

Students are required to register for modules which they intend to follow in a given semester/year on date(s) specified by the Faculty/Centre.

Each yearly module will be assessed over 100 marks whereas each semester module may either be assessed singly over 100 marks or it may be combined with another semester module and assessed jointly over 100 marks with details as follows (unless otherwise specified):

Assessment will be based on a written examination of 2 to 3-hour duration (normally a paper of 2 hour duration for modules carrying less or equal to three credits, 2½ hour paper for modules carrying 3.5–4.5 credits and 3 hour paper for modules carrying five-six credits) and on continuous assessment done during the semester or year.

Written examinations for modules, whether taught in semester 1 or in semester 2 or both will be carried out either at the end of the semester or academic year depending on the modules and/or Programme of Studies.

The continuous assessment will count for 10-40% of the overall percentage mark of the module(s), except for a Programme where the structure makes for other specific provision(s). Continuous assessment may be based on laboratory work, seminars and/or assignments and should include at least one class test.

There will be a compulsory class test for all modules taught in semester 1 and which are examined at the end of semester 2 of the given academic year unless otherwise stated in the Programme Structure.

A minimum of at least 30% should be attained in each of continuous assessment and written examination with an overall total of 40% for a candidate to pass a module (unless otherwise specified). For modules being assessed jointly, a minimum of at least 30% should be attained in each of the continuous assessment and written examination, with an overall total of 40% for a candidate to pass the two modules (unless otherwise specified). Note that the overall mark for the two modules will be considered and not the individual marks for each of the two modules.

Special examinations (e.g. class test) will be arranged at the end of semester 1 or semester 2 for exchange students who have registered only for one semester. In case of yearly modules, credits will be assigned on a pro-rata basis.

Students are required to submit work for continuous assessment by due dates. Failure to do so will normally incur penalties.

6.7 Grade Point Average (GPA) and Cumulative Point Average (CPA) Formulae

Under the GPA, the following letter grades and their grade point equivalent are used:

Letter Grade	Grade Point	Percentage
A ⁺	4.00	90 ≤ x ≤ 100
A		80 ≤ x < 90
A ⁻		70 ≤ x < 80
B ⁺	3.00	65 ≤ x < 70
B		60 ≤ x < 65
B ⁻		55 ≤ x < 60
C	2.00	50 ≤ x < 55
C ⁻		45 ≤ x < 50
D	1.00	40 ≤ x < 45
E	0	30 ≤ x < 40
F	0	x < 30

Academic standing of students is determined on the basis of a grade point average (GPA) and the Cumulative Point Average (CPA) computed as follows:

$$\text{GPA} = \frac{\sum (\text{MW Attempted} \times \text{Grade point})}{\sum \text{MW Attempted}}$$

$$\text{CPA} = \frac{\sum (\text{MW Attempted} \times \% \text{ Marks})}{\sum \text{MW Attempted}}$$

where MW is the Module Weight = module credit units x Weighting (w)

6.7.1 Definition of Letter Grades and Symbol

- Grades A⁺ to D - Passes and Earns credits and grade points.
- Grades E and F - Fails and Earns no credits, no grade points.
- Grade G - Fails either continuous assessment or examination (but not both). Earns no credits, no grade points. Will be considered in GPA/CPA computation.
- Grade I - Indicates incomplete module(s) and would be provisionally awarded for cases where re-examination is allowed on medical grounds and other special circumstances subject to approval by Faculty or Cluster Board and Senate upon recommendation by the Board of Examiners.
- Symbol R - On the transcript, the symbol R will appear next to the grade obtained, in cases where a module has been passed after retake(s) of the module. It carries no credit value or points.
- Grade S - Satisfactory completion (i.e. ≥ minimum passmark or successful attendance). Earns credits, (if specified in the Programme Structure) but not considered in GPA/CPA computation.
- Grade U - Unsatisfactory completion (i.e. less than minimum passmark). Earns no credit and not considered in GPA and CPA computation.

Grade X - Awarded for incomplete project/independent study and will be converted to a regular grade on the completion of the project/independent study.

6.7.2 Restrictions

- (i) A student will be allowed to follow module **y** of which module **x** is a *pre-requisite* (PR) provided Grade E or G or above has been achieved in module **x** unless decided otherwise by the Faculty/ Centre/ Cluster Board and Senate.
- (ii) A student will be allowed to follow module **y** of which module **x** is a *pre-requirement* (PQ) provided s/he has followed module **x** and sat for the examinations in module **x** unless decided otherwise by the Faculty/ Centre/ Cluster Board and Senate.
- (iii) A student is required to retake all core modules and compulsory elective(s) in which s/he has obtained an E or F or G grade unless otherwise specified by Faculty/Centre/ Cluster Board.
- (iv) In the case of failure in an elective module or General Education Module, a student can either retake the same module or register for a different module.
- (v) A student will not be allowed to retake a module in which s/he has already achieved a D grade or above.

6.8 Classification of Awards

The award classification will be based on the CPA (x) at the end of the Programme of Studies as follows, unless otherwise stated:

6.8.1 Taught Postgraduate Programmes (Master's Degree, Postgraduate Diploma and Certificate)

DISTINCTION: CPA	≥ 70
PASS: CPA	$40 \leq x < 70$

6.8.2 Undergraduate Degree Programmes

CPA	CLASSIFICATION
≥ 70	1 st Class
$60 \leq x < 70$	2 nd Class 1 st Division
$50 \leq x < 60$	2 nd Class 2 nd Division
$45 \leq x < 50$	3 rd Class
$40 \leq x < 45$	Pass
< 40	No Award

} With Honours

6.8.3 Diploma

Diploma with DISTINCTION:	CPA	≥ 70
Diploma at PASS level:	CPA	$40 \leq x < 70$

6.8.4 Certificate

Certificate with MERIT:	CPA	≥ 70
Certificate at PASS level:	CPA	$40 \leq x < 70$

6.8.5 Aegrotat Degree

A student who has obtained at least 75% of the credits required for a degree but who has been compelled through illness or other valid reason acceptable by Senate to be absent from final year examinations may apply for an aegrotat degree under the following regulations:

- (i) the student must have followed her/his Programme of Studies for the degree and must have paid all fees due (if any);
- (ii) the student must have completed her/his project/dissertation;
- (iii) an application for consideration must be made to the Registrar by the student as soon as possible and not later than one week from the last day of the examination and must be accompanied by a medical certificate or other statement of the grounds on which the application is made;
- (iv) an aegrotat degree will not be awarded to the student unless the past records of the student on her/his performance convince the Board of Examiners that the student would have reached a standard which would have qualified her/him for the award of a degree had s/he been able to take the examinations under normal circumstances;
- (v) an aegrotat degree will be awarded without distinction or class and the words "Aegrotat" will appear on the certificate;
- (vi) holders of an aegrotat degree will not be eligible to re-enter for the examinations for the classified degree of the same degree programme but they may proceed to a second or higher degree complying with regulations of such degree.

6.8.6 Exit Points

A student whose registration is on the point of being terminated, as a result of having her/his CPA < 40 at the end of an academic year and who has already repeated one year of study (for Programmes abiding by yearly regulations) or having her/his CPA < 40 for two consecutive registered semesters (for Programmes abiding by semester regulations) or exceeded the maximum number of semesters/years allowed for the programme, but who has accumulated a certain number of credits, may be provided with the following exit points (unless already provided for in their Programme Structures) subject to approval by the Board of Examiners, Faculty/ Centre/ Cluster Board and Senate;

- (i) student having acquired at least 30 credits may be awarded a Certificate, provided that
 - (a) the student has passed at least 25% of the core credits prescribed in his/her Programme of Studies, and
 - (b) out of the 25% core credits, as and where applicable, at least 75% should be drawn from departmental core modules.
- (ii) student having accumulated at least 60 credits may be awarded a Diploma, provided that
 - (a) the student has passed at least 50% of the core credits prescribed in his/her Programme of Studies, and
 - (b) out of the 50% core credits, as and where applicable, at least 75% should be drawn from departmental core modules.

Note: Core implies the sum total of core modules prescribed in a given Programme of Studies, irrespective of the fact that the Programme is in the form of 'x', 'x with y' or 'x and y'.

6.9 Retake Modules and Re-Submission of Dissertation

Under the credit system there is no provision for re-sit examinations. Students should retake failed modules if these are core, i.e. they take the modules afresh. Any modules if retaken, would be examined with the next cohort of students or as and when next offered.

A student who retakes a module (core or elective or General Education Module) must normally submit new assignment(s), take part in the class test(s) and re-write the examination.

The University will not make individual arrangement to suit individual cases. The onus is upon the students to accommodate conditions for a retake module in her/his time-table.

However under circumstances where Grade I has been awarded, the student may be exempted from submitting assignment(s) and taking part in class test(s) subject to approval by the Department and Faculty/Centre/Cluster Board.

As the GPA/CPA denominator refers to sum of module weights attempted, failing a module will lead to a fall in GPA/CPA.

A student who has failed her/his dissertation/project must submit a new one unless decided otherwise by the Board of Examiners, Faculty/Centre/Cluster Board and Senate. The maximum duration allowed for submission of a new project/dissertation and an amended project/dissertation is one year and one semester respectively.

All dissertations in the final version should be submitted to the Faculty/Centre Office by due dates. Late submission will entail a weekly penalty of 5% (up to a maximum period of 3 weeks) on the dissertation marks obtained unless decided otherwise by the Faculty/Centre. After this period of 3 weeks, the dissertation will be deemed to be unreceivable.

6.10 Re-Assessment

Re-assessment will be allowed only on medical grounds and other special circumstances subject to approval by Faculty/ Centre/ Cluster Board and Senate upon recommendation by the Board of Examiners. In such cases Grade I indicating incomplete would be provisionally awarded.

Students will not be allowed to follow module **y** of which module **x** is a pre-requisite if grade I has been provisionally awarded for module **x** and as long as the grade I has not been changed to grade E or above unless otherwise decided by Faculty/ Centre/ Cluster Board and Senate.

6.11 Grade I

Grade I will cover the following situations:

- (i) Students are enrolled for a module in a particular semester/year but credits will only be earned on successful completion of the module;
- (ii) Students are absent for one or more modules but the absence is justified (e.g. absence due to ill-health and presentation of valid medical certificates within the prescribed time limit);
- (iii) Results may be withheld in cases of examination irregularity, pending the decision of Discipline Committee;
- (iv) Practical Training not yet completed;
- (v) Industrial Training not yet completed;
- (vi) Vacation Specialised Study (undertaken after exams); or
- (vii) Other special circumstances (e.g. death of close relative).

6.12 Yearly/Semester Regulations

Yearly regulations will apply to

- (ii) Programmes of Studies in which yearly modules (excluding dissertation/project) comprise equal or more than 50% of core credits;
- (ii) Programmes of Studies in which modules taught in semester 1 and amounting to equal or more than 50% of core credits of semester 1 are examined at the end of the academic year.

Semester regulations will be applicable to all other Programmes of Studies unless otherwise specified.

Note that the main differences between yearly and semester regulations concern termination of registration and repeat.

For Programmes abiding by yearly regulations, if CPA of a student < 40 at the end of an academic year, s/he will have to repeat the entire academic year, and retake the modules as and when offered. However, s/he will not be required, if s/he wishes, to retake modules for which Grade C or above has been obtained.

Students are allowed to repeat only once over the entire duration of the Programme of Studies.

CHAPTER 7

REGULATIONS FOR THE PHYSICAL FORMAT AND LAYOUT OF DISSERTATIONS AND THESES

7.1 General

The term 'document' used in these regulations means a dissertation or thesis on a project or research presenting the author's findings and any conclusions reached, submitted by the author in support of her/his candidature for a diploma, degree, professional qualification or other award.

7.2 Cover and Binding

The document shall be bound in book form in a fixed binding. The boards shall have sufficient rigidity to support the weight of the work when standing upon the shelf. The cover shall be black and full bound for postgraduate degrees and grey, quarter bound for undergraduate qualifications.

The spine of the volume shall bear in at least 24 pt (8mm) type the qualification and the candidate's surname and initials and the year of presentation in gold lettering, starting 40mm from the base. This information shall be printed along the spine in such a way as to be readable when the volume is lying flat with the back cover uppermost. If the document consists of more than one volume the spine shall bear the number of each volume.

The front cover shall bear in at least 24 pt (8mm) type the full title of the work as approved by Senate or Faculty/ Centre/ Cluster Board as the case may be.

7.3 Paper and Typographical Detail

The document may be either computer printed or typewritten or typewritten-cyclostyled; where the thesis is typewritten it must be on one side of the paper only with 1½ or double spacing; one of the copies must be the typescript (top copy). Character shall not be less than 8 pt (2.75mm). Copies produced by xerographic processes are acceptable.

The size of the paper used shall be international A4 (300 x 210mm). Paper shall be of good quality and of sufficient capacity for normal reading.

Margins at the binding edge shall be not less than 40mm and other margins not less than 20mm.

7.4 Pagination

Pages shall be numbered consecutively through the document commencing with the title page, including appendices.

Page numbers shall be located centrally at the bottom of the page, approximately 10mm above the edge.

If there is more than one volume, each volume shall have its own pagination.

7.5 Preliminaries

The title page of the document shall give the following information in order listed:

The full title of the works as approved by Senate or Faculty/Cluster Board as the case may be;

The full name of the author;

The qualification for which the document is submitted;

The name of the institution to which the document is submitted;

The department or organisation in which the project or research was conducted; and

The month and year of submission.

The table of contents shall follow the title page. It shall list in sequence with page numbers all subdivisions of the thesis.

The lists of tables and illustrations, if any, shall follow the table of contents.

Any acknowledgement shall be on the page following the lists of tables and illustrations.

When submitting a document the author shall indicate in a declaration any material in the document which she/he has used before in support of an application for another degree or qualification. If the document is based on joint research the nature and extent of the author's own contribution shall be indicated. The declaration shall follow the acknowledgements.

An abstract of the document shall follow this declaration.

Where symbols and/or abbreviations are used, a key shall be provided which shall follow the abstract.

7.6 Text

The text of the document shall be preceded by an introduction which shall follow the abstract.

The document shall be divided as appropriate into chapters, sections and subsections.

References cited in the text may be given in one of the following two methods:

- (i) References in the text could be identified by numbers typed as superscripts, or, if on the line, in brackets immediately following the citation in the text.
- (ii) References in the text may be identified by the author(s) name(s) or by Anon. (Anonymous) if unknown, followed by the year of publication of the reference being cited.

The list of references shall be arranged depending on the manner in which they were identified in the text. The list of references should be arranged in the order in which the references were cited in the document. If they were identified according to (ii), based on the Harvard System, the name of author(s) should be listed in alphabetical order.

If a bibliography is supplied, it should be arranged in a logical manner, for example, alphabetically by authors, in broad subject classes or chronologically. The bibliography shall normally follow the list of references.

An index (if provided) shall follow the bibliography (if any).

Appendices shall follow the main text.

7.7 Illustrations

Whenever practicable, diagrams, maps, illustrations, computer printouts, published papers and tables shall have a binding margin of at least 40mm. Computer printouts should be burst before binding.

Photographic prints shall be on single weight paper or permanently mounted on appropriate paper for binding and shall be securely fixed in the document.

Other materials such as sound and video tapes, slides and drawings which cannot conveniently be bound in the thesis shall be packaged in a rigid container similar in format to the bound document.

Illustrations shall be numbered consecutively in arabic numbers. The numbers and captions shall be at the bottom of the illustrations. (The top of an illustration which is bound sideways shall be to the left of the page).

Tables shall be numbered consecutively throughout the thesis in arabic numbers; the numbers and captions shall be at the top of the tables.

CHAPTER 8

PLAGIARISM AND FABRICATION OR FALSIFICATION OF RESULT(S)/ DOCUMENT(S)

8.1 Introduction

Plagiarism and fabrication or falsification of result(s)/ document(s) constitute examples of examination irregularities and are considered as serious offences in the academic world.

8.2 Plagiarism

Plagiarism involves using the work of another person and presenting it as one's own, whether published or unpublished. Any of the following acts constitutes plagiarism:

- (i) submitting the work of another or part of it as one's own, whether published or unpublished;
- (ii) directly reproducing from a source without proper citation;
- (iii) paraphrasing or summarizing another's work without acknowledging the source;
- (iv) using facts, figures, graphs, charts or information without acknowledging the source;
- (v) downloading part(s) of any document, graphics, artwork or other material from the internet and presenting it as one's own without acknowledgement;
- (vi) any infringement of the Copyright Act.

8.3 Fabrication or Falsification of Result(s)/ Document(s)

Any of the following acts constitutes fabrication or falsification of result(s)/ document(s):

- (i) altering, distorting, inventing, or counterfeiting information;
- (ii) counterfeiting a record of internship or practicum experience;
- (iii) falsely citing a source of information;
- (iv) altering grade reports or other academic records;
- (v) submitting a fraudulent document for missing a class test or other academic assignment.

8.4 Procedures for Handling Plagiarism and Fabrication or Falsification of Result(s)/ Document(s)

8.4.1 Where a candidate is suspected of plagiarism as defined in section 8.2 or fabrication or falsification of result(s)/ document(s) as defined in section 8.3, the offence is firstly classified under one of the following three categories:

- (i) a first offence in an assignment (including practicals) where the act of plagiarism and/or fabrication or falsification comprises < 25% of the work;
- (ii) a second (or subsequent) offence in an assignment (including practicals) **OR** an offence in an assignment (including practicals) where the act of plagiarism and/or fabrication or falsification comprises $\geq 25\%$ of the work;
- (iii) an offence in a project/ dissertation/ mini-project.

8.4.2 For a first offence in an assignment (including practicals) where the act of plagiarism and/or fabrication or falsification comprises < 25% of the work, the matter is considered at the level of the respective Faculty/ Centre/ Partner Institution.

8.4.2.1 The student is invited to give an explanation to the assessor/lecturer.

8.4.2.2 If the student admits the offence, the assessor/lecturer may:

- (i) give a verbal warning to the student;
- (ii) reduce the mark of the student in the assignment;
- (iii) set the mark of the assignment to zero; or
- (iv) give a verbal warning and a new assignment to the student.

A note of the offence should be sent to the Examinations Office/Administrative Assistant through the Dean/ Director, Head of Department and Programme Coordinator, and signed by both the student and assessor/lecturer.

8.4.2.3 If the student denies the act and the assessor/lecturer is convinced with the explanation given, the case is closed.

8.4.2.4 However, if the student denies the act and the assessor/lecturer is not convinced of the explanation, the matter is referred to the Head of Department.

8.4.2.5 The Head of Department calls a meeting, for explanation, with the student, the assessor/lecturer involved, Programme Coordinator and an academic outside the Department within the same Faculty/ Centre.

8.4.2.6 If the student admits the offence during the meeting, one of the penalties as listed in section 8.4.2.2 above is given to the student and a note of the offence is sent to the Examinations Office/Administrative Assistant through the Dean/ Director, Head of Department and Programme Coordinator, and signed by both the student and the assessor/lecturer.

8.4.2.7 If again the student denies the act and members at the meeting are still not convinced, the matter is referred to the Dean/ Director who submits the case to the Discipline Committee.

8.4.2.8 The Discipline Committee considers the case as per its regulations (*refer to the relevant section(s) on Discipline Committee in the "General Information to Students" Handbook*) and submits its views to the Senate who decides on the penalty to be applied (if any).

8.4.3 For a second (or subsequent) offence in an assignment (including practicals) **OR** an offence in an assignment (including practicals) where the act of plagiarism and/or fabrication or falsification comprises $\geq 25\%$ of the work **OR** an offence in a project/ dissertation/ mini-project, the following procedure should be followed:

8.4.3.1 The matter is referred to the Dean/ Director through the Head of Department and the Programme Coordinator.

8.4.3.2 The Dean/ Director thereafter submits the case to the Discipline Committee which considers the matter as per its regulations (*refer to relevant section(s) on Discipline Committee in the "General Information to Students" Handbook*) and submits its views to the Senate who decides on the penalty to be applied (if any).

8.4.3.3 Senate may impose one of the following penalties depending on the extent of the offence:

- (i) award the student lower marks than those s/he would otherwise have scored in the assessed work in which the plagiarism and/or fabrication or falsification was committed;
- (ii) award 'zero' mark to the student in the module in which the offence was committed;
- (iii) (a) award the student minimum passmark in all modules (including retake modules) attempted in the semester or year (as appropriate) in which s/he has passed; and
 - (b) the student be deemed to have failed in the module in which the offence was committed and scored zero mark and should retake the same module for minimum passmark only; and
 - (c) in case the student had failed in any of the other modules in the semester or year (as appropriate), s/he should be re-examined in the same module(s) for minimum passmark only;
- (iv) award the student a lower class of degree than the one which s/he would otherwise have been awarded;
- (v) terminate the registration of the student.

8.5 Plagiarism and Fabrication or Falsification Form

Each registered student of the University of Mauritius has to sign a plagiarism and fabrication or falsification form within two weeks after the beginning of lectures. The words as written on the form are as follows:

"I have read the University of Mauritius Handbook ("General Information to Students 20.../20...") and I have understood the section(s) on "Plagiarism and Fabrication or Falsification of Result(s)/ Document(s)". Notwithstanding the supervision provided to me by the University of Mauritius, I warrant that any alleged act(s) of plagiarism and/or fabrication or falsification of result(s)/ document(s) during my stay as a registered student of the University of Mauritius is entirely my own responsibility and the University of Mauritius and/or its employees shall under no circumstances whatsoever be under any liability of any kind in respect of the aforesaid act(s) of plagiarism and/or fabrication or falsification of result(s)/ document(s)".

8.6 Avoiding Plagiarism (Note to Students)

Attention of students is drawn to the fact that 'plagiarism' is considered as a serious offence in the academic world and that it may cost the student a reduction in his/her class award or in some cases even expulsion from the University.

Coursework, dissertations, projects and essays submitted for assessment must be the student's own work, unless in the case of group projects/ assignments where a joint effort is expected and is indicated as such.

Therefore students should always:

- (i) state clearly and in the appropriate form where they found the material on which they have based their work;
- (ii) acknowledge the people whose concepts, experiments, or results they have extracted, developed or summarized even if these ideas have been put in their own words; and
- (iii) avoid excessive copying of paragraphs by another author, even when the source is acknowledged.

PLAGIARISM AND FABRICATION OR FALSIFICATION FORM

I have read the University of Mauritius Handbook ("General Information to Students (20.../20...") and I have understood the section(s) on "Plagiarism and Fabrication or Falsification of Result(s)/ Document(s)". Notwithstanding the supervision provided to me by the University of Mauritius, I warrant that any alleged act(s) of plagiarism and/or fabrication or falsification of result(s)/ document(s) during my stay as a registered student of the University of Mauritius is entirely my own responsibility and the University of Mauritius and/or its employees shall under no circumstances whatsoever be under any liability of any kind in respect of the aforesaid act(s) of plagiarism and/or fabrication or falsification of result(s)/ document(s).

Name:.....

Programme of Studies:.....

Year/Level:.....

Faculty/Centre:.....

Signature:.....

Date:.....

To be returned duly signed to the Registrar's Office within two weeks after beginning of the lectures.

CHAPTER 9

REGULATIONS GOVERNING MPhil AND PhD RESEARCH

A Quality Assurance Framework of Rules and Regulations governing MPhil and PhD research has been approved by Senate and the document is available at the UoM website, Faculty/Centre Registry, Student Admission and Records Office and the Library.

CHAPTER 10

REGULATIONS FOR TAUGHT POSTGRADUATE DEGREES

10.1 Admissions and Registration

- (i) Students for Postgraduate Degree Programmes shall be persons who have obtained the Degree of Bachelor in the University or persons who have obtained a first degree in other universities approved for the purpose by the senate or persons holding other qualifications which are approved by the Senate on the recommendation of the Board of Faculty/Centre/Cluster and have satisfied the Senate as to their fitness to enter on the prescribed programme.
- (ii) Applicants are expected to have at least a Second Class Honours Degree or attain a GPA of at least 2.5 or have reached an equivalent standard.
- (iii) Registration for the Postgraduate Degree shall be effective not earlier than the beginning of the academic year in which the application is submitted.
- (iv) Applications for admission on the prescribed form (obtainable from the Registrar) should be made to the Registrar, University of Mauritius, Réduit, Mauritius.

10.2 Duration of Programmes

The duration of programmes will normally be the following (see specific programme requirements):

	Normal	Maximum
Postgraduate Certificate:	1 Year (2 Semesters)	2 Years (4 Semesters)
Postgraduate Diploma:	2 Years (4 Semesters)	4 Years (8 Semesters)
Master's Degree	2 Years (4 Semesters)	4 Years (8 Semesters)

Each student will be required to re-register at the commencement of each academic year until the entry for the examination.

10.3 Examination

- (i) The Postgraduate Degree may be conferred after completion of the approved Programme of Studies and on passing the prescribed examination. The programme will be assessed by written examinations, continuous assessment and dissertation where applicable. The examiners may also examine the students orally or by a practical examination or by a combination of these. A student submitting a dissertation shall send to the Registrar three printed or typewritten copies of the dissertation in the prescribed form. The top two copies shall become the property of the University.
- (ii) A student may, subject to the approval of the Dean of Faculty/Director of Centre, include in her/his dissertation material for which a degree has been previously conferred on her/him by this or any other University, provided this material is clearly identified in the dissertation.

10.4 General

- (i) Full-time or part-time members of the academic staff and full-time members of the technical staff may apply for registration as part-time students for the Postgraduate Degree in accordance with Regulations 10.1.
- (ii) Students shall be required to abide by the Act, Statutes, Regulations of the University and the Programme Regulations of the appropriate Faculty/Centre.

Note: This Chapter should be read in conjunction with the preceding Chapters.

CHAPTER 11

REGULATIONS FOR UNDERGRADUATE DEGREE WITH HONOURS

The regulations hereunder would apply to the Degree of:

- I. Bachelor of Arts with Honours
- II. Bachelor of Engineering with Honours
- III. Bachelor of Laws with Honours
- IV. Bachelor of Science with Honours

- 11.1** (i) Alterations to the Programmes/Modules offered in any scheme of study may be made by Senate at any time on the recommendation of the Faculty/Centre/Cluster Board.
- (ii) The Senate may, on the recommendations of the Faculty/Centre Board concerned or Cluster Board reserve the right not to offer a scheme of study for a particular academic Semester/Year.
- 11.2** In order to qualify for the award of the University Degree, a student must:
- (i) study in accordance with a scheme of study on which s/he has been registered; and
- (ii) pass the examinations/assessment(s) prescribed in the Regulations.
- 11.3** (i) Before presenting herself/himself for any one of the examinations, a student must have completed the prescribed Programme of Studies.
- (ii) A student shall present herself/himself for examination at the due time.
- 11.4** (i) A student shall take Semester/Yearly examinations as scheduled and shall undergo such other forms of assessment as may be prescribed by a scheme of study.
- (ii) The examiners in any module shall be the Head of Department/Unit/Centre in which the module is taught and the persons (part-time and full-time) who taught the module.
- 11.5** On the recommendation of the Board of Faculty/ Centre concerned or Cluster Board, the Senate may terminate the registration of a student whose performance is unsatisfactory for 2 consecutive registered Semesters for Programmes abiding by semester regulations or the registration of a student whose performance is unsatisfactory for one academic year and who has already repeated one year of study for Programmes abiding by yearly regulations.
- 11.6** For the final examinations in connection with the final year of study, at least one external examiner shall be appointed from outside the University.
- 11.7** If a student who has completed the scheme of study has been prevented from taking the whole or some part of an examination and has presented evidence of ill health or other cause which has been approved by the Dean of Faculty/Centre Director as constituting sufficient reason for being absent from the examination, Senate may, on the recommendation of the Faculty/Centre/Cluster Board, permit a student to retake an examination.
- 11.8** A member of the academic staff shall report to the Dean of the student's Faculty or Director of the Student's Centre through Programme Co-ordinator/Head of Department, any factor which may affect the performance of a student in any part of the scheme of study and which may assist the examiners in the performance of their duties. The Dean of Faculty/Director of Centre shall consider this information at the appropriate Board of Examiners.
- 11.9** In order to obtain an award, a student must satisfy the examiners in all CORE, ELECTIVE and other modules as specified in the Programme Structure.
- 11.10** The names of the students who in the opinion of the examiners have obtained honours in the final assessment shall be published by the Registrar with the approval of the Senate on the

recommendation of the Board of Faculty/ Centre/ Cluster in a list drawn up in three classes, the second being in two divisions. Students whom the examiners do not consider worthy of being placed in the honours list may be admitted to a pass degree.

Within each class or division the names of students shall be arranged in alphabetical order.

11.11 Exemptions and Concessions

- (i) The Senate may, on the recommendation of the Board of Faculty/Centre/ Cluster concerned and with such conditions as the Senate in any instance may determine:
 - (a) Permit a student to interrupt studies for a period of 2 semesters, renewable for one more period of up to 2 semesters. However, these semesters would be considered as semesters completed with regards to the maximum period allowed for the Programme of Studies (refer to Chapter 3 section 3.4).
 - (b) Permit a student to take an examination other than at the due time; or
 - (c) Vary or amend the requirements of a scheme of study in respect of a particular student.
- (ii) Students who have pursued a scheme of study in one Faculty/ Centre in the University may be admitted to another Faculty/Centre with such exemptions as the Senate in any instance may determine (refer to Chapter 3 section 3.3.2).
- (iii) On the recommendation of the Board of the Faculty/ Centre/ Cluster concerned, the Senate may admit to the Faculty/ Centre applicants who are graduates of other universities or who have taken part of a course for a degree in another university and who possess some other qualifications approved by the Senate.

The Senate, on the recommendation of the Faculty/ Centre/ Cluster Board and at the beginning of the academic year in which admission is secured, shall determine what concessions may be granted to any particular student provided that no student shall be permitted to proceed to the degree unless s/he has been in attendance for not less than two academic years as a registered student in this university provided that the two years of attendance shall be the last two years.

11.12 Schemes of Study

Please refer to Information on Programmes or Faculty/Centre Handbooks.

Note: This Chapter should be read in conjunction with the preceding Chapters.

CHAPTER 12

REGULATIONS FOR THE DEGREE OF BACHELOR OF EDUCATION WITH HONOURS

- 12.1** (i) Alterations to the Programmes/Modules offered in the scheme of study may be made by Senate without notice on the recommendation of the appropriate University/MIE Board.
- (ii) The Senate may, on the recommendation of the Board, reserve the right not to offer a scheme of study for a particular academic Semester(s).
- 12.2** In order to qualify for the award of the BEd (Hons) degree, a candidate must:
- (i) study in accordance with the scheme of study as a registered student; and
- (ii) pass the examinations/assessment(s) prescribed for the Programme of Studies.
- 12.3** (i) Before presenting herself/himself for examinations, a candidate must have completed the prescribed course of study.
- (ii) A candidate shall present herself/himself for examination at the due time.
- 12.4** (i) A candidate shall take semester/yearly examinations as scheduled and shall undergo such other forms of assessment as may be prescribed by the scheme of study.
- (ii) The examiners in any module shall be the Head of Department/Unit/Centre in which the module is taught and the persons (part-time and full-time) who taught the module.
- 12.5** On the recommendation of the appropriate University/MIE Board, the Senate may terminate the registration of a student whose performance is unsatisfactory for 2 consecutive registered Semesters.
- 12.6** For the final examinations in connection with the final year of study, at least one external examiner/assessor shall be appointed from outside the University.
- 12.7** If a student who has completed the scheme of study has been prevented from taking the whole or some part of an examination and has presented evidence of ill health or other cause which has been approved by the Director as constituting sufficient reason for being absent from the examination, Senate may, on the recommendation of the Board, permit a student to retake an examination.
- 12.8** Information regarding any factor which may affect the performance of a candidate shall be passed to the appropriate Board of Examiners.
- 12.9** In order to obtain an award, a student must satisfy the examiners in all CORE, ELECTIVE and other modules as specified in the Programme Structure.
- 12.10** The names of the students who, in the opinion of examiners have obtained honours in the final assessment, shall be published with the approval of the Senate in a list drawn up in three classes, the second class being in two divisions.

Candidates whom the examiners do not consider worthy of being placed in the honours list, may be admitted to a pass degree.

12.11 Exemptions and Concessions

The Senate may, on the recommendation of the University/MIE Board concerned and with such conditions as the Senate in any instance may determine:

- (i) permit a student to interrupt studies for a period of 2 semesters, renewable for one more period of up to 2 semesters. However, these semesters would be considered as semesters

completed with regards to the maximum period allowed for the Programme of Studies (refer to Chapter 3 section 3.4).

- (ii) permit a student to take an examination other than at the due time; or
- (iii) Vary or amend the requirements of a scheme of study in respect of a particular student.

12.12 Scheme of Study

Candidates for the BEd (Hons) degree shall, before entry upon the Degree Course, have passed the Teachers' Diploma in Education examination run by the Mauritius Institute of Education. The Diploma in Education is a qualification for teaching which is normally awarded after 3 years part-time or 2 years full-time study in an Institution of Higher Learning.

Note: This Chapter should be read in conjunction with the preceding Chapters.

CHAPTER 13

REGULATIONS FOR UNIVERSITY DIPLOMAS

- 13.1** (i) Alterations to the Programmes/Modules offered in any scheme of study may be made by Senate at any time on the recommendation of the Faculty/ Centre/ Cluster Board.
- (ii) The Senate may, on the recommendations of the Faculty/ Centre/ Cluster Board concerned, reserve the right not to offer a scheme of study for a particular academic Semester/year.
- 13.2** In order to qualify for the award of the University Diploma, a student must:
- (i) study in accordance with a scheme of study on which s/he has been registered; and
- (ii) pass the examinations/assessment(s) prescribed in the Regulations.
- 13.3** (i) Before presenting herself/himself for any one of the examinations, a student must have completed the prescribed Programme of Studies.
- (ii) A student shall present herself/himself for examination at the due time.
- 13.4** (i) A student shall take Semester/Yearly examinations as scheduled and shall undergo such other forms of assessment as may be prescribed by a scheme of study.
- (ii) The examiners in any module shall be the Head of Department/Unit/Centre in which the module is taught and the persons (part-time and full-time) who taught the module.
- 13.5** On the recommendation of the Board of Faculty/ Centre/ Cluster concerned, the Senate may terminate the registration of a student whose performance is unsatisfactory for 2 consecutive registered Semesters for Programmes abiding by semester regulations or the registration of a student whose performance is unsatisfactory for one academic year and who has already repeated one year of study for Programmes abiding by yearly regulations.
- 13.6** If a student who has completed the scheme of study has been prevented from taking the whole or some part of an examination and has presented evidence of ill health or other cause which has been approved by the Dean of Faculty/Director of Centre as constituting sufficient reason for being absent from the examination, Senate may, on the recommendation of the Faculty/Centre/Cluster Board, permit a student to retake an examination.
- 13.7** A member of the academic staff shall report to the Dean of the student's Faculty/Director of Student's Centre through Programme Co-ordinator/Head of Department, any factor which may affect the performance of a student in any part of the scheme of study and which may assist the examiners in the performance of their duties. The Dean of Faculty/Director of Centre shall consider this information at the appropriate Board of Examiners.
- 13.8** In order to obtain an award, a student must satisfy the examiners in all CORE, ELECTIVE and other modules as specified in the Programme Structure.
- 13.9** The names of the candidates who, in the opinion of the examiners have obtained in the final assessment either a distinction or a pass, shall be published by the Registrar with the approval of the Senate on the recommendation of the Board of Faculty/ Centre/ Cluster in separate lists. The names of candidates shall be arranged in alphabetical order.

13.10 Exemptions and Concessions

- (i) The Senate may, on the recommendation of the Faculty/ Centre/ Cluster Board and with such conditions as the Senate in any instance may determine:
 - (a) permit a candidate to interrupt her/his studies for a specified period provided that the candidate shall present herself/himself for the final examination not later than the maximum period allowed for the Programme of Studies after initial registration for the diploma;
 - (b) permit a candidate to take an examination other than at the due time; or
 - (c) vary or amend the requirements of a scheme of study in respect of a particular candidate.
- (ii) Candidates who have pursued a scheme of study in one Faculty/ Centre in the University may be admitted to another Faculty/ Centre with such exemptions as the Senate in any instance may determine.
- (iii) On the recommendation of the Faculty/ Centre/ Cluster Board, the Senate shall determine what concessions may be granted to a particular candidate holding qualifications of other universities or institutions provided that no candidate shall be permitted to proceed to a diploma unless she/he has been in attendance for not less than one academic year as a registered student in the University provided that the one year in attendance shall be the last year.

13.11 Schemes of Study

Please refer to Information on Programmes Faculty/Centre Handbooks.

For Diploma/Degree Combinations please see under Degrees.

Note: This Chapter should be read in conjunction with the preceding Chapters.

CHAPTER 14

REGULATIONS FOR UNIVERSITY CERTIFICATES

- 14.1** (i) Alterations to the Programmes/ Modules offered in any scheme of study may be made by Senate at any time on the recommendation of the Faculty/ Centre/ Cluster Board.
- (ii) The Senate may, on the recommendations of the Faculty/ Centre/ Cluster Board concerned, reserve the right not to offer a scheme of study for a particular academic Semester/year.
- 14.2** In order to qualify for the award of the University Certificate, a student must:
- (i) study in accordance with a scheme of study on which s/he has been registered; and
- (ii) pass the examinations/assessment(s) prescribed in the Regulations.
- 14.3** (i) Before presenting herself/himself for any one of the examinations, a student must have completed the prescribed Programme of Studies.
- (ii) A student shall present herself/himself for examination at the due time.
- 14.4** (i) A student shall take Semester/Yearly examinations as scheduled and shall undergo such other forms of assessment as may be prescribed by a scheme of study.
- (ii) The examiners in any module shall be the Head of Department/Unit/Centre in which the module is taught and the persons (part-time and full-time) who taught the module.
- 14.5** On the recommendation of the Board of Faculty/ Centre/ Cluster concerned, the Senate may terminate the registration of a student whose performance is unsatisfactory for 2 consecutive registered Semesters for Programmes abiding by semester regulations or the registration of a student whose performance is unsatisfactory for one academic year and who has already repeated one year of study for Programmes abiding by yearly regulations.
- 14.6** If a student who has completed the scheme of study has been prevented from taking the whole or some part of an examination and has presented evidence of ill health or other cause which has been approved by the Dean of Faculty/ Centre Director as constituting sufficient reason for being absent from the examination, Senate may, on the recommendation of the Faculty/ Centre/ Cluster Board, permit a student to retake an examination.
- 14.7** A member of the academic staff shall report to the Dean of the student's Faculty/ Director of the student's Centre through Programme Co-ordinator/Head of Department, any factor which may affect the performance of a student in any part of the scheme of study and which may assist the examiners in the performance of their duties. The Dean of Faculty/ Director of Centre shall consider this information at the appropriate Board of Examiners.
- 14.8** In order to obtain a Certificate, a student must satisfy the examiners in all CORE, ELECTIVE and other modules as specified in the Programme Structure.
- 14.9** The names of the candidates who, in the opinion of the examiners have obtained in the final assessment either Merit or Pass, shall be published by the Registrar with the approval of the Senate on the recommendation of the Board of Faculty/ Centre/ Cluster in separate lists. The names of candidates shall be arranged in alphabetical order.
- 14.10 Schemes of Study**

Please refer to Information on Programmes Faculty/ Centre Handbooks.

Note: This Chapter should be read in conjunction with the preceding Chapters.

CHAPTER 15

THE UNIVERSITY LIBRARY

15.1 GENERAL INFORMATION

15.1.1 Building Capacity

The first phase of the University Library, almost in the geographic centre of the campus, is a modern functional building on two levels. The library was designed by Messrs Norman and Dawbarn, as were most of the University buildings during that time. Its foundation stone was laid down by Her Royal Highness Princess Alexandra on 15th September 1969 and the structure itself was completed two years later. It has a floor area of 10,200 square feet with a book capacity of approximately 50,000 and space for 120 readers. An extension of about 22,000 square feet to the first library building started in 1977 and was completed by the end of 1979.

15.1.2 Ground Floor

The ground floor houses the administrative, technical, circulation and staff sections and a browsing area. It comprises a spacious counter area and lobby, offices for the Chief Librarian and the administrative staff as well as a multi-purpose auditorium now occupied by the Centre D'Accès à l'Information (CAI) and the School of Advanced Computing.

At the farthest end of the old building is a large printing and binding unit as well as a dark room for photographic and litho-offset plate processing. The western wing houses the shipping and receiving section, the typing pool, and a large technical processing room for books, periodicals and other materials. The Reserve Section is also located on this floor next to the issue counter.

15.1.3 First Floor

The first floor is an open area with reader tables along the windows and a popular browsing area. Other sections include Mauritian, Law, Reference and Bibliography. This floor also comprises the main stack and shelves for back issues of periodicals received from the Ministry of Health, the United Nations depository collection together with the publications of some of its specialised agencies like FAO, GATT, ILO, and WHO. The Canadian Government Publications, received on request depository, are fully catalogued and are inter-shelved with the main collection.

This floor also houses the audio-visual unit which provides a photocopy service to library users and the multimedia library which is presently being set up. The shelves for displaying the current issues of periodicals are located in the southern wing.

15.1.4 Second Floor and Third Floor

The second floor is used as the main reading hall and for stacking the main book collection, whereas the third floor houses bound volumes of back issues of periodicals.

15.1.5 Acquisitions Policy

The present policy of the library is to acquire, by purchase or through donations, gifts and exchange, all the necessary materials to support the teaching, research and informational needs of the five constituent Faculties of the University - Agriculture, Engineering, Law and Management, Science, Social Studies and Humanities - as well as the Centre for Distance Learning, Virtual Centre for Innovative Learning Technologies (VCILT) and the Centre for Information Technology and Systems (CITS). Significant textbooks and reference works on a wide range of subjects are also purchased.

15.1.6 Subject Areas

Subjects already represented in the library stock relate mainly to the following: accounting, agriculture, animal sciences, banking, biology, botany, business studies, chemistry, civil engineering, communication, computer science, economics, electrical engineering, food and sugar technologies, horticulture, law, local government, management, mathematics, mechanical engineering, physics,

political science, public administration, pure and applied sciences, sociology, statistics and surveying.

15.1.7 Present Stock

There are some 160,000 volumes at present in the library, consisting of some 130,000 monographs and the bound volumes of periodicals. The library subscribes to some 325 periodicals while some 175 additional ones are obtained either through gift or on exchange. The audio-visual section has a small collection of records and videotapes together with a collection of some of the older Mauritian newspapers on microfilm and also some selected documents on tape, microfilm and microfiche. These will eventually be transferred to the multimedia centre to be set up in the library so that users can access information stored in other non-conventional format including electronic format like CD-ROM or optical disks.

15.1.8 Facilities

Apart from the normal borrowing and consultation facilities provided to the readers, the professional staff of the library also handle a variety of queries on a multitude of different topics. The library staff normally searches for specific information from the resources already available within the collection or guides readers to the proper sources of documentation. In case the information is not available at the university, the readers are referred to other local libraries which have the required materials.

The University library has also entered into inter-library loan agreements which allow it to borrow documents from other libraries, both local and foreign. For journal articles or research papers of moderate length not available locally but needed for research purposes, the library can order copies from abroad in any of the following formats: photocopy, microfilm or microfiche because there is a microfilm/microfiche reader in the audio-visual section of the library. Photocopies of articles from the learned journals already available at the library are provided at cost. A wide range of audio-visual facilities are also made available to the University and its members.

To facilitate information search and retrieval by both staff and users, the library has embarked on a new computerised Library Management System (LIBERO) and the cataloguing and circulation services are now fully automated.

15.1.9 Inter-Library Cooperation

The Library maintains close cooperative links with the libraries of the Mauritius Sugar Industry Research Institute (MSIRI), the Food and Agricultural Research Council (FARC), the Mauritius Institute of Education (MIE), the Mahatma Gandhi Institute (MGI), the Mauritius College of the Air (MCA), the National Library and other libraries and documentation centres in the island. Special working relationships and cooperation also exist with such international bodies as the British Library, AGRIS, CARIS and AUF.

15.1.10 Special Collection

Documents on agriculture going back to its early beginnings in Mauritius are held in the Library. It is building up its Mauritian collections which already include among others official and private publications, periodicals and most local newspapers to which the library currently subscribes. A special law collection has been set up to meet the needs of students following the LLB Course. This collection is also available for reference purposes to *bona fide* students of the Council of Legal Education.

15.1.11 Medical Sciences Library

With the launching of a degree course in Medical Science, the library is building up a core collection of medical books to meet the teaching, learning and information and study requirements of the students enrolled on this programme and their lecturers. The library also has a collection of medical books received from the Ministry of Health and these books may also be consulted by senior staff members of the Ministry of Health, members of the medical profession and other readers on request.

15.1.12 Special Regulations

The University Library Regulations will apply to the Medical Sciences collection with the following exceptions:

- (i) Loan privileges are restricted to the students and academic staff of the Department of Health and Medical Sciences.
- (ii) Medical books may, on the occasion, be placed in the Reserved Section for the use of students during special courses necessitating the use of these materials.

15.1.13 Publications of the United Nations and its Agencies

As mentioned before, the University Library has been selected as the official/ partial depository for Mauritius of documents of the United Nations and some of its specialised agencies.

With all these resources at hand, the library is thus striving to keep pace with the development needs of the country as well as acquire a small representative stock of universal literature to play its role as efficiently as possible as an information dispenser and a reference Centre.

15.1.14 Membership

The library is enjoying increasing popularity. Its members include staff and alumni of the University and such other categories of outside members as stipulated in the Library Regulations. However, the flood of requests for borrowing privileges has had to be checked as the present limited resources of the library are barely sufficient to satisfy the information needs of the academic population. It is only in exceptional cases that outsiders are permitted to borrow books from the library and other *bona fide* members of the public may also use the library but for reference consultation and reading facilities only.

15.2 LIBRARY REGULATIONS

15.2.1 Preamble

The University of Mauritius Act, 1971 provides in part under Section 21 (d) as follows:

“Subject to the provisions of the Statutes, the Senate shall have power to make regulations relating to (...) the use of the library.”

The University of Mauritius Regulations approved by Senate, 1971 provide Chapter III D as follows:

“ 25 Library Regulations

All matters of internal discipline on the library premises shall be governed by the Library Regulations. If the matter is of such seriousness that it warrants action under the Disciplinary Regulations, then the provisions of these Regulations shall prevail.”

15.2.2 Hours of Opening

Week days	8.00 am - 8.00 pm
Saturdays	8.00 am - 1.00 pm

(The opening hours may change on the decision of the Chief Librarian)

15.2.3 Membership of the Library

Membership is open to

- (i) University full time academic staff and part time lecturers, and visiting lecturers.
- (ii) All registered students of the University of Mauritius including students following short or part-time courses;
- (iii) Technical staff of the University;

- (iv) Academic and Research Staff of the Mauritius Institute of Education (MIE) and the Mahatma Gandhi Institute (MGI) on the recommendation of their respective librarians;
- (v) Research and Technical staff of the Ministry of Agriculture (MoA), the Food and Agricultural Research Council (FARC) and the Mauritius Sugar Industry Research Institute (MSIRI) on the recommendation of their respective librarians;
- (vi) Other persons such as distinguished non-academic visitors, members of the University Council, heads of ministries, diplomatic missions, directors of commercial firms, companies, estates, researchers who may be permitted to borrow books in exceptional circumstances at the Chief Librarian's discretion;
- (vii) *Bona fide* researchers from Government Ministries and Public Corporations on application to the University Library.

15.2.4 Registration

All persons eligible to register as members of the University Library must complete and sign the prescribed registration form obtainable at the circulation Desk of the Library. Members under 15.2.3(ii) will pay the appropriate fee as prescribed by the University Council from time to time.

15.2.5 University of Mauritius/Library ID Cards

- (i) All borrowers are issued with a valid UOM ID card for loaning out books as follows:
 - (a) Borrowers in category 15.2.3(i): 6 books including 2 from Reserve Section.
 - (b) Borrowers in category 15.2.3(ii): 3 books including 1 from Reserve Section.
 - (c) Borrowers in categories 15.2.3(iii): one book
- (ii) A valid UOM/Library ID card must be presented before borrowing a book and when the book is discharged.
- (iii) UOM Library ID cards which are issued free in the first instance are personal and not transferable. Lost ID cards will not be replaced automatically; replacement will, in any case, be charged for at the rate of Rs 50 each.
- (iv) Members should return all library books and UOM/Library ID card in their possession to the Chief Librarian at the termination of their respective courses or on expiry of their membership of the University Library. A library clearance certificate will then be issued to them for admission to the conferment of their university qualification.

15.2.6 Loans

15.2.6.1 General

- (i) All books on ordinary loans are subject to immediate recall.
- (ii) All books must be charged out at the circulation Desk before being removed from library.
- (iii) A reader remains responsible for a book charged out to her/him until it has been returned.
- (iv) In special circumstances, the Chief Librarian may, at her/his discretion, lend books for such periods as s/he may decide.

15.2.6.2 Ordinary Loans

- (i) Academic, senior administrative and research staff of the University and visiting lecturers may borrow up to six books at a time for a period of one month.
- (ii) Borrowers in category 15.2.3(ii) are permitted to borrow up to two books at a time for a period of up to fourteen days. A book may be renewed for a further period of fourteen days provided that no other reader has reserved it and that is not overdue. For such renewals, books must be produced at the Circulation Desk so that the appropriate date may be stamped in.
- (iii) Other members of staff of the University and borrowers registered under Rule 15.2.3(iii) may borrow one book for a period of fourteen days. Renewals can be arranged as at rule 15.2.6.1 (ii).
- (iv) MPhil and PhD students may borrow up to five books at a time.

15.2.6.3 Special Loans

Books from the Reserve Section may not be taken out of the library during working hours; they may however, be borrowed one at a time overnight or over a weekend. In such cases, the book will be issued at closing time and should be returned on the next opening day at 9:00 am sharp. Rule 15.2.5(ii) applies in this instance. Members may only borrow reserve books connected with their course of study.

15.2.7 Fines

- (i) The Chief Librarian is empowered to levy fines on readers who fail to return books within the prescribed time.

The fine for ordinary loans is three rupees (Rs 3.00) for each day the book is overdue including Sundays and holidays.

- (ii) The fine for special loans made under Rule 15.2.6.3 is five rupees (Rs 5.00) per day for each day the library is open.

15.2.8 Periodicals

Unbound periodicals are to be consulted in the library; they may not be borrowed. For bound volume, the Chief Librarian must be consulted.

15.2.9 Reference

- (i) Reference books and certain other library materials from special collections may not be borrowed.
- (ii) Books from the Mauritiana collection must be consulted in the special room where they are located.
- (iii) Access to thesis/dissertation is by way of application to the Chief Librarian made on Thesis/Dissertation Access Condition Form which is obtainable at the counter in the library.

15.2.10 Damage and Loss of Library Materials

- (i) (a) The Chief Librarian is authorised to collect the cost of replacing lost or damaged library materials.
- (b) The Chief Librarian is authorised to withdraw all library privileges from any reader who willfully damages or misuses the library or its facilities or whose conduct is deemed to be unbecoming.
- (c) Other borrowers found guilty of serious misuse of library facilities shall be reported to the Vice-Chancellor.
- (ii) Borrowers are not permitted to smoke, eat or drink in the Library.
- (iii) Bags, briefcases must be deposited in the spaces reserved for this purpose near the main entrance.
- (iv) All items being carried out of the library are subject to inspection on exit.

None of the foregoing Regulations can be interpreted as a prejudice to the general stipulations of the General Regulations and Disciplinary Regulations approved by the Senate on 21.09.71 or as they may be amended by Senate from time to time.

15.2.11 Library Lending Code

This code describes the privileges and responsibilities of all borrowers using circulating collections in the University of Mauritius Library, hereafter cited as “the Library”, as noted below. Its main objective is to foster optimal use of the circulating collections for UOM students, faculty, staff, and others. The code is also designed to promote equitable access to the collections and their safekeeping.

(i) Eligible Borrowers

The following categories of individuals are eligible for University of Mauritius Library borrowing privileges unless such privileges are prohibited by Library or University policy e.g. unmet financial obligations to or suspension from the University.

(a) *Automatic Borrowing Privileges with UoM ID*

UoM academic staff; UoM part-time lecturers; UoM registered students.

(b) *Borrowing Privileges Upon Application*

Official visiting academics/scholars sponsored by UoM departments;
UoM vacation courses enrollees.

(ii) Borrower Cards

A valid UoM Library card must be presented in order to borrow library materials either for on-site or off-site use.

A borrower is responsible for items checked out on her/his ID or Library card and for any fines incurred; this responsibility cannot be transferred.

The Library will not knowingly check out material to someone using another’s ID.

A lost ID or Library card should be reported to the Library immediately. The ID number will be blocked so that it can no longer be used for borrowing and a replacement Library card will be issued against payment of the appropriate replacement fee.

(iii) Address Information

(a) Current address

It is the responsibility of a borrower to keep the Library informed of her/his current address to permit mailing of notices by the Library. To avoid potential fines of delinquencies, a borrower who changes addresses must notify the Library directly of the address change. If mail sent to a borrower is returned by the Postal Service, borrowing privileges will be suspended.

(b) Temporary Absence from Current Address

A borrower who will be away from her/his address for extended periods (break periods, vacations) should either return all library materials before leaving or make arrangements to ensure that the borrowed library materials can be located and returned to the Library if recalled.

(iv) Confidentiality

It is the general policy of the University of Mauritius Library not to release information about the activities of individual borrowers as well as the materials used by them in order to protect both the privacy of these individuals and their right to consult and borrow library materials without prejudice.

(v) Loan Periods and Recalled Materials

(a) Loan Periods

UoM academic staff and part-time lecturers have a loan period of one month. All other borrowers have a two-week loan period. Some categories of materials (items on reserve or for specific programmes) are circulated with short-term loan periods (one-hour, one-day and one-week loans).

(b) Recalled Materials

Materials on loan may be recalled from any borrower. Items needed for reserve are subject to immediate recall. Otherwise, an item charged out to a borrower is subject to recall once it has been on loan for one week.

(c) Borrower Responsibilities

When Library material is borrowed for a short-term loan period, the Library will record a date (or date and time) due. Borrowers are responsible for observing the date (or date and time) due for each item and returning the short-term loan item directly to the location from which it was borrowed. Selected material may be restricted to in-library use and may not be removed from the lending library.

(vi) Library Clearance

Graduating, withdrawing, or non-returning students must return all outstanding items and pay all charges before leaving the University.

University faculty and staff who are terminating their employment with the University must also return all outstanding items and pay any charges due.

Part-time lecturers must also return all outstanding items and pay any charges due at the end of their affiliation or contract with the University.

(vii) Constraints and Penalties

Fines apply equally to all borrowers and are assessed as follows:

(a) Late Return or Non-Return of Library Materials on loan

(b) Delayed Response or Non-response to a Recall Notice

1. *Due Dates*

Borrowers are expected to observe due dates for library materials loaned to them. The due date is the date specified on the date label in the book or the date specified on the recall notice. Library materials will not be due on dates when the lending library is closed.

There is NO grace period for either long-term or short-term loans. Each item must be returned by the date (or date and time) due, and overdue charges are assessed from the expiration of the date due.

2. *Renewals*

Borrowers are permitted to renew long-term loan items provided that the item has not been recalled. A short-term loan item will be renewed only if another borrower has not requested it. Renewal of loan for items on reserve is not allowed. Various methods of renewal are available, but no telephone or mail renewals are permitted.

3. *Overdue Notices*

For an item that has not been returned or renewed by its due date, the Library will generate an overdue notice, as a courtesy reminder to the borrower, seven days after the due date. This notice will be sent to the current mailing address that the borrower maintains with the Library. A borrower's failure to receive an overdue or library fines billing notice will not result in cancellation of library charges.

4. *Library Charges*

(a) *Overdue Fines*

Long-term loans – Rs3.00 per item for each overdue day, accruing to a maximum of Rs90.00 per item.

Reserve short-term loans – Overdue fine of Rs5.00 per day (or partial day) per item for the days the Library is open, accruing to a maximum of Rs50.00 per item.

If the maximum fine is reached for an item, borrowing privileges are suspended.

(b) *Replacement Charges*

Once the maximum fine has been accrued for an item not yet returned or renewed, the borrower is subject to being billed for replacement costs of the item in addition to processing fees and the maximum overdue fine. Should an item be declared lost before the maximum fine has accrued, overdue fines, replacement and processing charges may be imposed. If an item is then returned by the borrower, the borrower's charge for replacement may be reduced or cancelled.

If a recalled item is not returned, the borrower will be billed for replacement and processing costs, as well as the maximum late fine.

(c) *Damage of Library Materials*

Borrowers who damage library materials are subject to charges which may vary according to the extent of the damage. For seriously damaged material, the Library may assess the borrower replacement charges and processing fees.

(d) *Unpaid Charges*

Unless on appeal, library charges must be paid promptly. Failure to do so may result in loss of borrowing privileges, the placement of holds on grades, transcripts, and enrolment.

5. Theft/Intentional Mutilation of Library Materials

As a deterrent to theft and intentional mutilation of library materials, and as a means to recover the cost of resulting damages, the Library will send to the University Discipline Committee persons who willfully damage Library materials, who intentionally misplace books in the Library so as to deprive others of their use, or who willfully and without authorization take or attempt to take materials from the Library.

6. Suspension of Borrowing/Access Privileges

Borrowing privileges are suspended if the borrower:

- (i) Fails to return a long-term loan or recalled item to the lending library by the time the maximum fine has been incurred;
- (ii) Fails to return a short-term or reserve item by the time the maximum fine has been incurred;
- (iii) Accumulates a total of Rs120.00 or more in unpaid library charges.

In addition, borrowing privileges may be suspended if the borrower fails to pay library charges or other University charges, if the borrower's record contains incomplete or inaccurate information, if mail has been returned as undeliverable, or at the request of reciprocal-arrangement libraries.

In cases of flagrant and repeated breach of library regulation, or for other good cause, the Library may suspend the offender's privileges of access to library facilities and/or report the matter to other appropriate University authorities for action.

7. Appeal Rights

A borrower has the right to appeal any Library charge within 30 days of the date, which appears on the original Library billing notice. The provisions of the Lending Code itself may not be appealed, but suggestions for changes in the Lending Code may be addressed to the Chair of the University Library Committee, which can amend the Code from time to time.

CHAPTER 16

FEEES AND OTHER CHARGES (Applicable for Mauritian Nationals)

16.1 General Fees - Payable by all students (except for those on Flexible & Open/Continuous Learning Programmes- See Sub-Section 16.4)

16.1.1 Application Fee

Rs 250 (payable upon submission of written application form).

Application fee is waived for application submitted online.

16.1.2 Registration Fee

Rs 650 per annum.

16.1.3 Students' Union Membership Fee

Rs 200 per annum.

16.1.4 Sports and Games Fee

Rs 200 per annum.

16.1.5 Network Access Fee

Rs 150 per annum.

Provision of e-mail accounts will be made for all registered students.

16.1.6 Library Fee per annum (Rs)

Postgraduate programmes	-	3 000
Degree programmes	-	2 500
Diploma programmes	-	2 000
Certificate programmes	-	1 800

16.1.7 Examination Fee per annum (Rs)

Postgraduate programmes	-	2 500
Degree programmes	-	2 500
Diploma programmes	-	2 500
Certificate programmes	-	2 000

16.1.8 Thesis Fee for Postgraduate Research Programmes

Upon submission in Final Year - Rs 7 500

Note: (i) For all non-Tuition Fee paying programmes, only General Fees will be applicable.

(ii) For Public Officers sponsored by their respective Ministries, only Students' Union Membership Fee will be applicable. Evidence of the sponsorship must be produced at Registration (e.g. a letter from the Ministry).

16.2 Laboratory Fee (*applicable for undergraduate programmes*)

- (i) For all **full-time** Science and Technology Programmes in which there are lab-based modules, a laboratory fee of Rs 2 500 per annum is charged.
- (ii) For **part-time** programmes (where applicable), Rs 500 is charged for each lab-based module.

16.3 Tuition Fees

Tuition Fees are charged for programmes designed specifically for people in employment. Part-time fee-paying students are required to pay tuition fees for each module re-registered.

- **MPhil/PhD** Rs 30 000 per annum
- **MBA** Rs 62 500 per annum
- **Taught Postgraduate Programmes**
 - Science and Technology Programmes Rs 2 300 per credit
 - Non-Science and Technology Programmes Rs 2 000 per credit (excluding Programmes offered by Faculty of Law and Management)
 - Faculty of Law and Management Programmes Rs 43 000 per annum
- **Degree/Diploma** Rs 800 per credit

An additional Fee of Rs 500 is charged for Lab-based modules.

16.4 Fees Applicable to Flexible and Open/Continuous Learning Programmes

- (i) **Tuition Fees:** Rs 800 per credit
- (ii) **General Fees:**

Semester basis	Yearly basis
For 1 – 3 modules – Rs 750 per semester	For up to 18 credits – Rs 1 500 per annum
For 4 – 6 modules – Rs 1 375 per semester	For more than 18 credits – Rs 2 750 per annum

- (iii) **Laboratory Fee:** For Lab-based modules, a sum of Rs 500 per module to be added to Tuition Fees.

16.5 Other Charges

16.5.1 Re-Registration Fees

Students pay only Examination Fees when they have only 1 or 2 modules to clear before they qualify for an award.

16.5.2 Examination of Modules in Excess of 12 in the Modular Credit Programmes/ Resit Examination Fee

A fee of Rs 600 is payable per module for programmes where there is no tuition fee.

16.5.3 Examination Papers' Review Fee

Any student wishing to review her/his examination papers will be charged a fee of Rs 600 per module. The request should be lodged within two weeks after the proclamation of results. If after review of the examination scripts, the grade of the student is improved, then the whole amount of Rs 600 will be refunded to the student.

16.5.4 Graduation Ceremony Fee

Graduating students will be required to pay a Graduation Ceremony Fee of Rs 200.

16.5.5 Issue of New Certificate upon loss of original one

A fee of Rs1,000 is charged for issue of new Certificate upon loss of the original one.

16.6 Refund of Fees

If a student has already registered for a Programme of Studies and then decides not to pursue his/her studies, reimbursement of fees paid will be treated as per the table below:

<u>General Fees</u>	
Receipt of Request for Refund	Refund
At least two weeks before the start of the first semester	70%
Less than two weeks before the start of the first semester and thereafter	No Refund
<u>Tuition Fees</u>	
Receipt of Request for Refund	Refund
At least two weeks before the start of the first semester	100%
Less than two weeks before the start of the first semester	70%
Within 3 weeks after the start of the first semester	50%
More than three weeks after the start of the first semester	No Refund

CHAPTER 17

ADMISSION OF INTERNATIONAL STUDENTS

International students must satisfy the same minimum entry requirements and other conditions attached to the admission as the local students.

The general requirements for admission and fees are as follows:-

17.1 Postgraduate Degree Programmes

17.1.1 General Entry Requirements

At least a Second Class Honours Degree from a recognised University or GPA not less than 2.50 or alternative qualifications acceptable to the University of Mauritius.

17.1.2 Fees US Dollar (US\$) per annum

Tuition Fees (MPhil/PhD by research)	2420
Tuition Fees (Taught Masters Programme: Full Time)	3800
Tuition Fees (Taught Masters Programme: Part Time)	2420
Library Fee	130
Examination Fee	130
Thesis Fee (upon submission in the final year)	500
Registration Fee	30
Students' Union Membership Fee	10
Sports and Games Fee	10
Network Access Fee	10

NOTE: For Taught Masters Programmes run by the Faculty of Law and Management, an additional fee of **US\$ 520** is charged for the whole duration of the Programme to meet the cost of revision packages, residential seminars, field trips, guest lectures, amongst others that the Faculty of Law and Management provides for these programmes.

17.2 Degree & Diploma/Degree Programmes

17.2.1 General Entry Requirements

(i) A pass in English Language at Cambridge School Certificate/ 'O' Level or equivalent **and**

either

(a) Credit in five other subjects (School Certificate), together with at least two passes at Advanced Level (Higher School Certificate or General Certificate of Education);

or (b) Passes in three other subjects at Advanced Level.

OR (ii) Overseas leaving educational qualifications recognized by Senate.

Note: (a) Students not possessing a recognised qualification in English Language should provide evidence of proficiency in same, e.g. TOEFL (Test of English as a Foreign Language), IELTS (International English Language Tests Systems), or other similar tests.

(b) Overseas students from 12 year-schooling systems may be required to sit for SAT (Scholastic Aptitude Test).

17.2.2 Fees US Dollar (US\$) per annum

Tuition Fees	2070
Library Fee	90
Examination Fee	100
Registration Fee	30
Students' Union Membership Fee	10
Sports and Games Fee	10
Network Access Fee	10

17.3 Diploma & Certificate Programmes

17.3.1 General Entry Requirements

Diploma: A pass in English Language at Cambridge School Certificate/ 'O' Level or equivalent **and** Credit in five other subjects (School Certificate).

Certificate: A School Certificate with credit in two appropriate subjects or equivalent.

17.3.2 Fees US Dollar (US\$) per annum

Tuition Fees	1725
Library Fee	90
Examination Fee	90
Registration Fee	30
Students' Union Membership Fee	10
Sports and Games Fee	10
Network Service Fee	10

17.4 Other Fees

Application Fee	20 US Dollars
Laboratory Fee per annum (applicable to Science and Technology Programmes)	210 US Dollars

NOTE: The Bank Exchange Rate is approximately Rs 30 = USD 1. Please consult bank for current exchange rate.

17.5 Fees for Students from SADC Member Countries

Students coming from the SADC member countries are required to pay the General Fees applicable to Mauritian students and 50% of the Tuition Fees payable by International Students.

17.6 Fees for Students on Short Term Projects at the University of Mauritius

The following fee structure is applicable to international students and Mauritian students registered with foreign universities coming to the University of Mauritius for study, research, training or other academic purposes over one semester or part thereof:

17.6.1 General Fees

- (i) Registration, Sports & Games, Network Access, Students' Union Membership Fees to be paid in full.
- (ii) Library Fees to be paid at the rate of 50% of the annual fees applicable to international students. The same rate shall be charged for Laboratory and Examination Fees, if the latter are applicable.

17.6.2 Tuition Fees

Tuition Fees if applicable, shall be payable on a pro-rata basis depending on the number of modules taken.

17.6.3 Research Project Fees

These fees are applicable to international students undertaking short-term research projects at the University.

- (i) A Project and Supervision Fee of US\$ 500.
- (ii) The cost of chemicals and of other specialised materials required by the international students for their short term research projects would have to be borne by the latter. For this purpose, a cost estimate of the required chemicals and/or other specialized materials would have to be submitted by the local supervisor prior to the approval of the student's project.

17.7 Miscellaneous

In addition to the above general requirements, special requirements are prescribed for admission to particular programmes.

The medium of teaching is English, but some programmes have a few modules taught in French.

Fees are payable yearly in advance.

No scholarship/financial aid is available from the University to international students.

The University is non-residential.

International students need about 9 000 Mauritian Rupees (approx. 300 US\$), per month, for accommodation and living expenses and about 3 000 Mauritian Rupees, per annum, for purchase of books etc.

Applications are made on prescribed forms obtainable at the University around February/March and these must be returned to the Admissions Office of the University, enclosing photocopies of birth and educational certificates together with a non-refundable Application Fee of 20 US\$ by the closing date for submission which is normally around March-April each year.

CHAPTER 18

ASSISTANCE TO STUDENTS AND SCHOLARSHIPS/PRIZES

18.1 Assistance to Needy Students

- **SSR Foundation Fund Loan Scheme**

The SSR Foundation Fund has a loan scheme, which provides interest-free loans to full-time students of the University of Mauritius who need financial assistance to pursue their studies.

- **The University Needy Students Fund**

This fund provides assistance to full-time students who are in unexpected financial difficulties.

- **Trust Fund for Social Integration of Vulnerable Groups**

The Trust Fund for Social Integration of Vulnerable Groups is a scheme, which provides concessionary loans through the Development Bank of Mauritius to students facing financial difficulties. Application forms are available at the Admissions and Students Records Office of the University.

18.2 Scholarships

18.2.1 Postgraduate Studies

- **Postgraduate Scholarships awarded by the University of Mauritius**

There may be one University of Mauritius postgraduate scholarship per faculty per year, to the value of Rs 9 500 per month for MPhil and Rs 10 500 per month for PhD, all inclusive, tenable at the University only. The duration of the Postgraduate Scholarship shall be of up to two years for MPhil and an additional 2 years upon transfer from MPhil to PhD. An extension of six months may also be granted subject to satisfactory progress reports.

The postgraduate scholarship will be awarded to the best student (on the final year of a degree programme) on the basis of overall performance throughout the three or four years of the degree programme. A postgraduate scholarship cannot be postponed by a scholar to another academic year. A scholar from a particular faculty may undertake postgraduate studies/research in any faculty of her/his choice at the University of Mauritius.

When a postgraduate scholar from a Faculty prefers to follow a part-time taught Master's Programme instead of undertaking an MPhil/PhD by research, the postgraduate scholarship awarded to her/him will be shared equally with the next best graduate from the same Faculty, who also wishes to follow a part-time taught Master's Programme or a part-time MPhil Programme. The monthly stipend of Rs 9,500 will be split equally between the two scholars for the normal duration of the programmes and tuition fees and general fees will also be waived. The monthly stipend of Rs 9,500 for MPhil and Rs 10,500 for PhD may also be split between two part-time scholars for the normal duration of the programmes.

- **Postgraduate Scholarships from the Mauritius Sugar Industry Research Institute**

Two MSIRI Scholarships for postgraduate research leading to MPhil/PhD degree of the University are awarded as and when available. Selection is conducted by a joint UoM/MSIRI panel. The research project is undertaken at the MSIRI on a selected topic within their research programme in the following subjects: (a) Crop Research or Biotechnology (b) Sugar Engineering or Sugar Technology. These Scholarships are of two to three years' duration and are re-awarded when their recipients have completed their degree. The MSIRI meets the cost of research and the awardees receive a monthly stipend of Rs 9000 and a monthly allowance of Rs 1000 for refund of other expenses.

18.2.2 Undergraduate Studies

- **Bursaries Awarded by the University of Mauritius**

There may be two bursaries per Faculty per year of study: one per year of study for degree stream students and the other per year of study for diploma stream students. The bursaries shall be granted on merit after yearly assessment and the value of each bursary will be Rs 7,000 all inclusive. At the end of the Diploma/Degree programmes, the bursaries will take the form of a cash award.

- **Bursaries Awarded by the University of Mauritius to School Leavers ranked after Laureates**

Bursaries are awarded to school leavers who are ranked after the 2004 laureates and these cover the following:-

- (i) Library Fee
- (ii) Examination Fee
- (iii) Laboratory Fee (where applicable)
- (iv) Sports and Games Fee
- (v) Network Access Fee
- (vi) A stipend of Rs 12 000 per annum payable in two equal instalments after the first month of each semester.

The Bursary must be taken in this year and may not be postponed.

- **The Mauritius Sugar Authority Scholarships**

The Mauritius Sugar Authority has agreed to grant Scholarships to up to eight University students who have enrolled with the University of Mauritius to follow undergraduate programmes subject to the following conditions:

- (i) the student must be able to demonstrate that s/he is the child of a planter cultivating less than 25 arpents or a worker employed in the sugar industry or a worker who has retired from the sugar industry;
- (ii) the student must be accepted and registered by the University of Mauritius for a programme which shall not be less than 3 years;
- (iii) only those who undertake studies in subjects directly relevant to sugar production, sugar engineering, sugar cane growing and the agricultural sector shall be entitled to an allowance;
- (iv) every year 8 students will be chosen and they will receive an allowance of Rs 1 000 per month for a period not exceeding three years; and
- (v) the allowance would be forfeited in case the student leaves the University of Mauritius or is not successful in her/his exams.

- **The Mauritius Portland Cement Bursary**

The Mauritius Portland Cement Bursary will be offered to a student wishing to do the following degree:-

BEng (Hons) Civil Engineering

The bursary will cover all academic and registration fees as well as expenses for the purchase of textbooks, transport and other miscellaneous expenses.

- **The Esso Scholarship**

Two scholarships to the value of Rs 6 000 each (per annum) are offered to the two best students preferably in the field of Economics or Business Studies. The two students receive funds on a monthly basis.

- **Food and Allied Group Scholarship Scheme**

A Scholarship will be awarded to the best pre-final year student in each Faculty. The terms and conditions of the Scholarship are as follows:

- (i) One scholarship per Faculty per year.
- (ii) Annual value of Rs 6 000 to be disbursed monthly.
- (iii) The scholarship will be awarded for the best pre-final year performance at each Faculty irrespective of course.
- (iv) It is understood that the awardee will not concurrently hold another scholarship or bursary during that year.

- **Mauritius LSE Society Trust Fund Scholarship**

The Scholarship will be awarded to the two best students of the Diploma in Social Work who are proceeding to the third year of the programme.

The Scholarship will be maintained in the fourth year as well, subject to satisfactory progress of the student in the third year.

The terms & conditions of the Scholarship are as follows:

- (i) Two Scholarships of Rs12 500/- each to the two best students.
- (ii) Any student, whose tuition fees are being paid by her/his employee or sponsor is not entitled to the Scholarship.

- **President's Award for Rodrigues**

Under the President's Award, one scholarship is offered every year to a Rodriguan student having studied Forms IV to VI in Rodrigues for undergraduate studies tenable at the University of Mauritius, fully financed by Government.

Candidates applying for the scholarship may apply for a programme of their choice but preference is given to those opting for a programme within the priority fields of study.

- **Scholarships in Science-related subject for Rodrigues**

In addition, with a view to encouraging more students to pursue tertiary education in the field of science, two scholarships (financed by Government) are offered to Rodriguan students for studies in a science-related subject at the University of Mauritius.

Benefits

The scholarships presently cover:

- (i) return airfare;
- (ii) a monthly subsistence allowance of Rs 6 500; and
- (iii) exemption from university registration fees.

Selection

The selection of candidates is carried out by the High Powered Scholarships Committee of the Ministry of Education and Scientific Research.

- **Mauritius Commercial Bank Rodrigues Scholarship Scheme**

MCB offers a scholarship annually to a full-time student of the University of Mauritius. The student should be a resident of Rodrigues, and registered at the University of Mauritius for a degree programme of three or four years.

18.3 Prizes and Medals

All Faculties

- **Chung Tick Kan Postgraduate Research Prize for Industrial Development**

Two Prizes of Rs 12 000 and 1 Gold Medal each are awarded every two years, one to the best pure research project and the other to the best applied research project.

- **Independence Gold Medals**

Five Independence Gold Medals made available annually by the State Bank of Mauritius will be awarded to the best student in each of the five Faculties.

- **The Mahinder Kumar and Usha Rani Jain Gold Medal**

The Gold Medal will be awarded to the best final year undergraduate student of the University.

Faculty of Agriculture

- **The Burrenchobay Memorial Prize**

This prize shall be in the form of cash, books or medal or in such manner as the Senate may decide. The award shall be made to the student who has attained the highest standard in the Degree in Agriculture Programme at the Faculty of Agriculture.

- **Shri Motilall Jugessur Gold Medal**

One medal is awarded yearly to the student in the Faculty of Agriculture having produced the best BSc Final Year project.

- **MSIRI Medal**

One Medal is awarded each year to the best student having scored a First Class Honours at Final examinations in the Faculty of Agriculture.

Faculty of Engineering

- **The Toyota Prize – donated by the Beechand Company Limited**

A cash prize of Rs 10 000 will be awarded yearly to the best final year student on the following Programmes in order of priority:

BEng (Hons) Mechanical Engineering
BEng (Hons) Mechatronics
BEng (Hons) Electrical and Electronic Engineering

- **The MEPZA Prize**

A cash prize of Rs 5 000 will be awarded to the best student on the Diploma in Quality Assurance.

- **The New Island Clothing Prize**

New Island Clothing Ltd offers an annual prize of Rs 5 000 to the student who comes out first at the final examination for the Diploma in Textile Technology.

- **Professor Jawaharlal Baguant Memorial Medal**

The Professor Jawaharlal Baguant Memorial Medal (donated by the Faculty of Engineering) will be awarded with the following criteria:

- (i) The medal would be awarded to a first year student of any Engineering Degree Programme having earned the highest Cumulative Point Average (CPA) and having earned a minimum of 15 credits per Semester.
- (ii) In the case of *ex-aequo*, the individual results would be considered, and the student having earned the highest average for the following common modules would be awarded the medal:

CSE 1010e(1)	Introduction to Information Technology
COMS 1010(1)	Communication Skills
MATHS 1111(1)	Mathematics 1

- **Mrs L F Lim Fat Gold Medal**

The Gold Medal is awarded to a student in the Faculty of Engineering on the basis of her/his academic performance as well as her/his general contribution to the life of the University.

- **Shri Motilall Jugessur Gold Medal**

One medal is awarded yearly to the student in the Faculty of Engineering having produced the best BEng Final Year project.

- **MSIRI Medal**

One Medal is awarded each year to the best student having scored a First Class Honours at Final examinations in the Faculty of Engineering.

Faculty of Law and Management

- **Cash Prize for the Diploma in Accountancy Final Examination**

This cash prize of Rs 500 from the Association of Accountants of Mauritius will be awarded to the student who obtained first place at Distinction Level in the final examinations of the Diploma in Accountancy.

- **Madame Jeanne Ah-Chuen Memorial Prize**

This cash prize to the value of the annual interest accrued on the capital will be awarded to the best student on the BSc (Hons) Accounting and Finance.

- **The Association of Human Resource Professionals Prize**

This prize (one shield or in case of *ex-aequo*, two or more shields) is awarded to the student/s ranked first on the MSc Human Resource Studies Programme.

- **The South East Asian Bank Ltd Prize**

Two prizes to the value of Rs 5 000 each would be awarded annually to the two best students on the basis of their overall performance in the different years of the BA (Hons) Law and Management Programme.

- **The International Financial Services Ltd Prize**

A cash prize of Rs 10 000 will be awarded to the undergraduate student having produced the best Dissertation in Finance in the Faculty of Law and Management.

- **KPMG Prize of Excellence**

A shield and an award of Rs 10 000 will be awarded to the best graduate of the Department of Finance and Accounting.

- **The State Bank of Mauritius Ltd Prize**

A scholarship of Rs 12 000 will be awarded to the best student of first or second year of the Department of Finance and Accounting.

- **Mauritius Telecoms Group Prize**

A shield and a set of specialised books to be awarded to the best student in the final year of the MSc e-Business Programme.

- **Esso Mauritius Ltd Prize**

A cash prize of Rs 8 000 to be awarded to the best student in the final year of the MBA Programme and Rs 5 000 to the best student of the final year of the Diploma in Occupational Health and Safety Programme.

When there would be no final year cohort for either of the above Programmes, the cash prize/s would go to the best students in the current streams.

- **Sun Resorts Ltd Prize**

A trophy to be awarded to the best student of the final year of the MBA Programme.

- **Gamma-Civic Ltd Prize**

Four cash prizes of Rs 5 000 each to be awarded to the best students of the MBA, MBA (Marketing), MSc (Marketing Management) and BSc (Hons) Management Programmes.

- **Air Mauritius Ltd Prize**

The medals (total value of approximately Rs 4 000) to be allocated to the best students of the MSc (Marketing Management) and BSc (Hons) Tourism, Leisure and Recreational Management Programmes.

- **Shell Mauritius Ltd Prize**

Book prizes to be awarded to the best students of the BA (Hons) Law and Management Years/ Levels I, II and III programmes.

Faculty of Science

- **Peter Busk Memorial Prize**

This prize, in the form of books or cash, shall be awarded to the best student of Diploma/ BSc(Hons) Biomedical Sciences Year II Programme.

- **The City Clinic Gold Medal and Cash Prize**

A gold medal and cash prize of Rs 4 000 will be awarded to the best and second best student of the BSc (Hons) Medical Science Final Year Programme annually.

- **The Jagadish and Pushpawatee Manrakhan Gold Medals in Mathematics and Medical Studies or Medicine**

A J & P Manrakhan Gold Medal is awarded each year in Mathematics to the best graduate in the subject, as decided upon by Senate, on the recommendation of the relevant Faculty Board.

Where a 'Single Honours' Mathematics Programme does not exist, the medal will be awarded for the best performance in Mathematics in a combined Honours Programme where Mathematics counts as the Main subject; otherwise it shall be based on the best performance in Mathematics in a Joint Honours Programme where Mathematics counts as at least half of the total.

A gold medal will also be awarded annually to the best graduate of the University in Medical Studies or Medicine.

- **The Compagnie Agricole de Labourdonnais Gold Medal**

A gold medal will be awarded by the 'Compagnie Agricole de Labourdonnais' annually to the best final year Biology student.

- **Shell Mauritius Ltd Cash Prize and Gold Medal**

A cash prize of Rs 10 000 and a gold medal will be awarded annually by 'Shell Mauritius Ltd' to the best final year Chemistry student.

- **Cinq Plus Prize and Gold Medal**

A cash prize of Rs 5 000 and a gold medal will be awarded annually to the best final year Physics student.

- **Professor Abdus Salaam Gold Medal**

The Ahmadiyya Muslim Association will award a Gold Medal to be known as the 'Professor Abdus Salaam Gold Medal' to the best student who obtains a First Class Honours in the BSc (Hons) Physics.

- **The Jugdutt Memorial Award of Excellence for Higher Education**

An engraved medal or plaque plus cash award or books as the Senate may decide will be awarded to the graduating student with superior academic achievement in the Faculty of Science.

Faculty of Social Studies and Humanities

- **The Mauritius Council of Social Services Award**

A gold-plated award, bearing the name of the awardee, is made by MACOSS to the best student in the final examinations for the Diploma in Social Work programme.

- **The Nadeem Peerbocus Memorial Prize**

The Hassam Toorawa Trust will award a yearly cash prize of Rs 1 000 to be known as "*The Nadeem Peerbocus Memorial Prize*" to the best student on the BA (Hons) French Year I.

- **The Elvet Prize**

The Elvet Prize is awarded to the best final year student in English.

- **Bank of Mauritius Prize**

A Cash Prize of Rs 25 000 will be awarded to the best student of the MSc Applied Economics Programme specialising in Banking & Finance.

- **Bank of Mauritius Gold Medal**

A Gold Medal will be awarded to the student scoring a distinction in the MSc Applied Economics Programme irrespective of the field of specialisation.

- **The Jagadish and Pushpawatee Manrakhan Gold Medal in English**

A J & P Manrakhan Gold Medal is awarded each year in English to the best graduate in the subject, as decided upon by Senate, on the recommendation of the relevant Faculty Board.

Where a 'Single Honours' English Programme does not exist, the medal will be awarded for the best performance in English in a combined Honours Programme where English counts as the Main subject; otherwise it shall be based on the best performance in English in a Joint Honours Programme where English counts as at least half of the total.

- **The Poonsamy & Petchaye Parsuramen Gold Medal**

The Gold Medal will be awarded to the best final year student from any of the following three programmes:

- BSc (Hons) Economics
- BSc (Hons) Economics & Finance
- BSc (Hons) Social Studies

Mahatma Gandhi Institute

- **The Mohunlall Mohith Foundation Award**

The Mohunlall Mohith Foundation Award is given to the best student in the field of Hindi according to the following criteria:

- (i) The award, of a value of Rs 25 000, will be made to the best student of the Mahatma Gandhi Institute-University of Mauritius BA (Hons) Hindi Final/ BA (Hons) Hindi with Education Final with a First Class and who is enrolled on the MA Hindi Programme offered by the Mahatma Gandhi Institute and the University of Mauritius in the following academic year.
- (ii) Should the best student not be enrolled on the MA programme, the next best graduate, with a first class, enrolling on the MA Programme will become the beneficiary.
- (iii) In case of *ex-aequo*, the award will be shared equally.
- (iv) If the Programme offered by the Mahatma Gandhi Institute and the University of Mauritius is not available in a particular year, consideration may be given to make the award to the best candidate with a First Class who is attending an MA Hindi Programme at a recognized tertiary education institution in India in that year.
- (v) The award should be made in two instalments.

- **The Marcel Lagesse Memorial Prize**

The Marcel Lagesse Memorial Prize instituted by the Rotary Club of Port-Louis is awarded to the best student in the field of Fine Arts according to the following criteria:

- (i) The prize will be awarded to the best student of the Mahatma Gandhi Institute-University of Mauritius BA (Hons) Fine Arts final having obtained at least a Second Class First Division.
- (ii) The prize will be shared equally, in case of *ex-aequo*.

CHAPTER 19

THE STUDENTS' UNION

The Students' Union, established in 1971, is the official organisation of the students of the University. It is run for students by the students under its own constitution and is the centre of student non-academic activities.

The two main functions of the Union are:

- (i) to act as the representative body in all matters concerning the students; and
- (ii) to promote and provide for the welfare and the social, cultural and educational activities of the students.

All students whether enrolled on a full-time or part-time basis are members of the Union. A membership fee of Rs 150 is payable at registration. The revenue of the Union also includes a grant from the University.

The Executive Committee of the Union is made up of four office-bearers elected from among the students and one elected representative from each of the five Faculties. The office-bearers are elected by all registered students of the University whereas the Faculty's representatives are elected by students of each Faculty. The policy and actions of the Union are determined by the Executive Committee with the ultimate authority resting in the decisions of general meetings. The administrative business and all other activities take place at the Students' Centre.

The Union is empowered to recognise and finance students' societies dealing with recreational activities as well as those that deal with academic subjects and those that cover topics of concern to the students.

CHAPTER 20

STUDENT PROGRESS AND COMPLAINTS COMMITTEE

20.1 Terms of Reference

- (a) To consider appeals or representations from students whose registrations have been terminated normally on the grounds of:
- (i) procedural irregularity at the Faculty/ Centre/ Cluster Board;
 - (ii) new evidence, which could not have been available at the Faculty/ Centre/ Cluster Board;
- (b) To permit those students whose appeals are allowed to remain in the University to proceed with their studies subject to such conditions as the Committee may impose.
- (c) To consider cases of students whose registrations have not been terminated but who are appealing against other decision(s) of the Faculty/ Centre/ Cluster Board;
- (d) To consider complaints from students pertaining to their Programmes of Studies (excluding review of examination scripts).

20.2 The Committee will not normally consider cases of students who have reached the end of the maximum allowable period of study.

20.3 The Student Progress and Complaints Committee reports directly to Senate subject to section 20.9.12.

20.4 Composition of the Student Progress and Complaints Committee

The Student Progress and Complaints Committee (SPCC) will comprise the following members for a period of 2 years:

Pro-Vice Chancellor (CD&DE)	Chairperson
Two Deans of Faculty not involved in the case(s) nominated by the Vice-Chancellor	Members
Three members of the academic staff appointed by Senate	Members
Students' Representative on Senate/ CD&DE/ Discipline Committee (in order of priority)	Member
Registrar's Representative	Secretary

20.5 The Committee shall have the power to co-opt other member(s) of staff of the University, or other person(s), as the Committee considers appropriate.

20.6 The Chairperson of the Committee is empowered to decide which items of business should be reserved items.

20.7 The quorum for the Committee shall be four.

20.8 Neither the Dean/ Director of the relevant Faculty/ Centre nor any other member directly related with the student's studies shall participate in or be present at the decision of the Committee. S/he may provide information and respond to questions by the Committee.

20.9 Operational Guidelines for the Student Progress and Complaints Committee

20.9.1 All appeals and complaints by students shall be made in writing to the Registrar who will forward them to the Chairperson of the Student Progress and Complaints Committee.

20.9.2 Complaints pertaining to Programmes of Studies should be forwarded to the Registrar's Office before the start of examinations.

- 20.9.3 The Chairperson of the Student Progress and Complaints Committee reserves the right to refer appeals or complaints to other instances as appropriate, e.g. Faculty/ Centre/ Central Administration (VC, Registrar as appropriate).
- 20.9.4 The student should submit the following documents:
- (a) a written statement giving full details of her/his case to be considered;
 - (b) documentary evidence to support her/his case under consideration, e.g. any extenuating circumstances, which the student thinks may have affected her/his performance.
- 20.9.5 A written acknowledgement should be sent to the student by the Registrar's Office within two weeks after receipt of the letter from the latter.
- 20.9.6 The outcome(s) or any action(s) to be taken in case of appeals or complaints referred and dealt at instances other than the SPCC, should be notified to the Chairperson of the Student Progress and Complaints Committee, within fifteen days of referral of the case, for appropriate and necessary action.
- 20.9.7 All appeals and complaints of students that cannot be dealt at Faculty/ Centre/ Central Administration (VC, Registrar as appropriate) level and appeals and complaints dealt unsatisfactorily by the latter will be considered by the Student Progress and Complaints Committee.
- 20.9.8 The Student Progress and Complaints Committee may give a hearing to the student, if necessary. The student may also be called for a hearing when her/his case has been referred to other instances. No member directly related with the student's appeal(s) or complaint(s) shall participate in or be present at the deliberation. S/he may however provide information and respond to questions.
- 20.9.9 After consideration of the case, the Student Progress and Complaints Committee may make one of the following decisions:
- (a) the student be permitted to proceed with her/his studies with or without conditions;
 - (b) the student be required to withdraw permanently;
 - (c) the student be permitted to repeat her/his year of study;
 - (d) remedial action(s) be taken by Central Administration (VC, Registrar as appropriate) or Dean/ Director of the Faculty/ Centre;
 - (e) not entertain the complaint.
- 20.9.10 The recommendation(s) of the Student Progress and Complaints Committee regarding progress of students will be forwarded to Senate for approval.
- 20.9.11 Students shall have no right to appeal against the recommendation(s) of the Student Progress and Complaints Committee as approved by Senate.
- 20.9.12 The recommendation(s) of the Student Progress and Complaints Committee regarding complaints of students against staff will be forwarded to the Vice-Chancellor for appropriate action.
- 20.9.13 Students submitting frivolous complaints (e.g. unsubstantiated allegations) may be referred to the Discipline Committee for appropriate action.

COMMITTEES ON WHICH STUDENTS ARE REPRESENTED

Membership of Council

The Pro-Chancellor as Chairperson
The Vice-Chancellor
The Pro-Vice-Chancellors
A Dean of Faculty to serve by rotation
An elected representative of the academic staff of the University
An elected representative of the non-academic staff of the University
An elected representative of the students of the University
Prime Minister's Nominees

Membership of Senate

The Vice-Chancellor - Chairperson
The Pro-Vice-Chancellors
The Deans of Faculties
One Departmental Head from each Faculty to be nominated by the Faculty Board
The Chief Librarian
All Professors of the University holding appointment on the permanent and pensionable establishment
Three persons associated with research or teaching nominated by the Senate
Three persons appointed by Council
One representative of the Students' Union
In Attendance: Directors/ Principals of Partner Institutions, Directors of Centres (VCILT, CITS, JBCDL), Director Quality Assurance, Budget Director

Membership of Curriculum Development and Distance Education Committee

Pro-Vice-Chancellor (CD&DE) as Chairperson
Deans of Faculties
Directors/Principals of Partner Institutions (MIE, MGI, SSR Medical College, School of Advanced Computing)
Directors of Centres (JBCDL, VCILT, CITS)
Director, Quality Assurance
Students' Representative from Senate (Open Area only)
In Attendance: Representative of Student Admissions and Records Office, Administrative Assistants of all Faculties
Co-opted members as and when required
Administrative Assistant (Pro-VC/Registrar's Office) as secretary

Membership of Discipline Committee

Two Deans nominated by Vice-Chancellor, one of them to be elected as Chairperson
Three Members not being students appointed by Senate
Two Students' Union Representatives appointed by Senate

Membership of Appeals Committee

A Pro-Vice-Chancellor - Chairperson (to be nominated by the Vice-Chancellor)
Three Senate members not being students appointed by Senate
The Students' Representative on Senate

Membership Faculty Board

Dean of Faculty - Chairperson
The Chief Librarian or Representative
All Professors
All Heads of Department
One Representative from each Department
The Students' Representative

Membership of Library Committee

Chief Librarian - Chairperson
One Representative from each Faculty
A Representative of Library
One Students' Union representative from each Faculty
Librarian or representative of Mauritius Sugar Industry Research Institute
A representative of the Ministry of Agriculture and Natural Resources
A representative of the Mauritius Institute of Education
The Director or Appointee of Mauritius Institute
The Chief Archivist or Representative
A representative of the Mahatma Gandhi Institute

Cafeteria Supervisory Committee

Administrative Assistant - Chairperson
Representative of USU
Representative of Budget Director's Office
Representative of UTU
Representative of UMASA
Services Superintendent
Managing Director of Cafeteria
Students' Union Representative
Principal Executive Assistant - Secretary

Sports Committee

One Member of the Academic Staff - Chairperson
Administrative Assistant
Representative of Budget Director's Office
Representative of University Staff Club
Services Superintendent
3 Students' Union Representatives
Sports Organiser
Sports Officer

ACADEMIC DRESS

<p>Honorary Degrees</p> <p>Doctor of Civil Law Doctor of Literature Doctor of Science</p>	<p>Red Gown with pointed cape type sleeves as follows:</p> <p>DCL Silver Grey DLitt Mid Blue DSc Gold</p> <p>Gold hoods lined with sleeve colour. Black square cap with tassel coloured as sleeve.</p>																
<p>Doctor of Philosophy</p>	<p>Maroon gown with pointed cape style sleeves. Grey facings. Black hood lined with grey. Black brimmed academic cap with velvet crown.</p>																
<p>Master</p>	<p>Dark green gown with cape sleeves. Black hood lined for each Faculty as follows:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Agriculture</td> <td>Green</td> </tr> <tr> <td>Engineering</td> <td>Yellow</td> </tr> <tr> <td>Law and Management</td> <td>Red</td> </tr> <tr> <td>Science</td> <td>Blue</td> </tr> <tr> <td>Social Studies and Humanities</td> <td>Beige</td> </tr> <tr> <td>MGI</td> <td>Fuschia</td> </tr> <tr> <td>MIE</td> <td>Rust Coloured</td> </tr> <tr> <td>SAC</td> <td>Orange</td> </tr> </table> <p>Black square cap with green tassel.</p>	Agriculture	Green	Engineering	Yellow	Law and Management	Red	Science	Blue	Social Studies and Humanities	Beige	MGI	Fuschia	MIE	Rust Coloured	SAC	Orange
Agriculture	Green																
Engineering	Yellow																
Law and Management	Red																
Science	Blue																
Social Studies and Humanities	Beige																
MGI	Fuschia																
MIE	Rust Coloured																
SAC	Orange																
<p>Bachelor</p>	<p>Black gown with pointed cape type sleeves. Black hood lined according to Faculty Colour as for Master. Black square cap with black tassel.</p>																
<p>Undergraduate</p>	<p>Black gown with bell shaped sleeves. Black square cap with black tassel.</p>																