

## CHAPTER 2

### GENERAL REGULATIONS FOR STUDENTS

#### 2.1 Registration

- (i) Students are either 'award' students (i.e. following a scheme of study leading to a higher degree, degree, diploma, or certificate of the University) or 'non-award' students. A student may also register as 'auditeur libre' for specific module(s) 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 without their permission.
- (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 four weeks from the first day of semester of year one provided s/he has secured a seat on the programme and subject to approval by the Dean/ Director.

#### 2.2 Termination of Registration

- (a) 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;
    - (i) during the period of his/her interruption of studies;
    - (ii) if under any of the University's Regulations s/he is required to withdraw from the University;

- (iii) if her/his Cumulative Point Average (CPA) remains below 40 for two consecutive registered semesters, unless decided otherwise by Senate (applicable to students following Programmes of Studies abiding by Semester regulations).
  - (iv) 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 following Programmes of Studies abiding by yearly regulations).
  - (v) If s/he is a year 1 student who has scored a CPA of <25% at the end of an academic year (for yearly programmes). However the Board of Examiners might allow a repeat if there are evidence of compelling circumstances or valid medical grounds.
- (b) The Board of Examiners will terminate the registration of students who had abandoned their programme of study and thus these students will not be allowed to repeat a year.

A student's registration will lapse at the end of the semester in which s/he has successfully completed the minimum requirements for the award of the degree, diploma or certificate.

Any student whose registration had been terminated under sections *(iv)*, *(v)*, *or (vi)* above or who had withdrawn from the University as from the 3<sup>rd</sup> week after the beginning of the first semester of year one 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 of Studies abiding by yearly regulations) or students whose CPA < 40 for two consecutive registered semesters (for Programmes of Studies abiding by semester regulations) may be allowed, subject to approval by Board of Examiners, Faculty/ Centre/ Cluster 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. Attendance of practical sessions and submission of reports are compulsory. 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 Co-ordinator, 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 Withdrawal from the University**

- (i) Any registered student of the University of Mauritius has to complete a withdrawal form if s/he wishes to completely withdraw at any time from the University even if s/he has not attended any lectures.
- (ii) The prescribed form can be obtained from the Admission and Student Records Office and at the Faculty/ Centre/ Partner Institution Registry.
- (iii) Failure to fill the withdrawal form will result in “F” grade for all modules registered and non-reimbursement of tuition/ laboratory fees, if applicable. Refund of tuition/ laboratory fees, where applicable, will be based on the date of withdrawal (Refer to Section 16.5).
- (iv) Students who have withdrawn from a Programme of Studies at the University of Mauritius as from the 3<sup>rd</sup> week after the beginning of the first semester of year one without submitting valid reason(s) at the time of the application for withdrawal will not be admitted on the same Programme until a period of two years has elapsed.
- (v) The student has to complete and sign the withdrawal form. Prior to submitting the form, the student must obtain the signatures from the Library and Finance office.
- (vi) At the time of withdrawal, the student must return any books borrowed from the University Library and obtain the signatures of the Chief Librarian or her/his representative on the withdrawal form.
- (vii) The student must also obtain the signature of the Budget Director or her/his representative on the withdrawal form that there is no outstanding debt in her/his account.
- (viii) The student has to submit the duly completed form together with the University identity card issued to her/him to the Registrar’s Office.
- (ix) The Registrar’s Office will forward the form to the Admission and Student Records Office. The latter will inform the Faculty/ Centre/ Partner Institution of the withdrawal of the student for necessary action at their end.
- (x) The student is officially withdrawn from the University.

## **2.5 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.

## **2.6 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.

## **2.7 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.

## **2.8 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.

## **2.9 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.

## 2.10 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.

## 2.11 Important Notice

- (i) If offered a seat at the University of Mauritius, a person, at registration, shall pay all required fees as per University provisions or produce written evidence of sponsorship by employer.
- (ii) Legal action may be taken against a student who does not pay all fees and charges as required. S/he shall be suspended from the University and may only be re-admitted with the permission of the Vice-Chancellor and on such terms and conditions as may be prescribed by him.
- (iii) A student who is in debt to the University shall not be accepted as a candidate for an examination for a University of Mauritius Award and may be denied her/his final award certificate.
- (iv) The University may immediately terminate the registration of a student who fails to effect payment of her/his dues within a period of two (2) weeks upon receipt of the **final** reminder.
- (v) Appropriate fees shall be charged for all examinations which are not conducted by the University or which are conducted on behalf of other institutions.