

## 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/ CILL 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, subsequently amended in 1992, and in 2012, by Act No. 27 of 2012, by the Statutes and by the Regulations and Rules in force for the time being 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 anybody 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;
  - (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 following Programmes of Studies 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 following Programmes of Studies abiding by yearly regulations).
  - (vii) 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.

This Regulation is applicable to Non-Tuition Fee Programmes only.

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 Board and Senate, to continue with the Programmes provided:

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

**Note:**

The above Regulations will apply to full-fledge Programmes including Masters Programme but will not be applicable to Exit Points.

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.

- (c) In the event that a student wishes to exit from a Programme of Studies, with a lower award than originally registered for, the request should be made within two (2) years following withdrawal from the particular Programme or being terminated or transferred to another Programme.

### **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.

Attendance should be monitored and may be used by the Board of Examiners while making recommendations to Faculty Board/Senate Examinations Sub-Committee/Senate.

### **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 Finance 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.

### **2.4.1 Procedure for Administrative Withdrawal**

- (i) On the advice of the Administrative Officer and after consultation with the Head of Department and Programme Coordinator, the Dean will recommend to the Registrar that a student be administratively withdrawn.
- (ii) The Administrative Officer will make a written recommendation, specifying the grounds for withdrawal. A copy of the Form is available at **Annex 1**.
- (iii) The student will have to be informed in writing by the Administrative Officer (upon approval of the recommendation), of the proposed recommendation for withdrawal and the reasons.
- (iv) If the student does not respond within 14 days of the mailing of said notice the student will be administratively withdrawn, and the Administrative Officer shall notify the Dean and Registrar of the administrative withdrawal of the student.
- (v) Upon a request from a student to withdraw from a Programme of Studies before successful completion of the same, the onus is on the Faculty/Centre Board concerned to consider the eligibility of the student for award at lower levels (exit points) immediately after the student is officially withdrawn from the University, and not await for the maximum duration of the programme to be reached, or upon requests from student(s) to do so (*Please refer to Section 6.7.6 w.r.t Exit Points*).

### **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, including during examinations (excluding cases of cheating).
- (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 and/or its partner institutions, for example, by conveying erroneous information to the press/media, which may be construed as an exertion of undue pressure on or as a threat to the University Authorities.
- (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.

### **2.6.1 Disabled Students**

- (i) 'Disability' refers to any impairment, medical condition, mental health difficulty or specific learning difficulty that has an impact on the ability to study or any other aspect of university life.
- (ii) All disabled students considering whether to apply to the UoM are encouraged to contact the Admissions and Student Records Office (ASRO) to find out about the facilities that may be provided for disabled students.
- (iii) Offers of places to study at the UoM are made on academic merit and ranking. However, in case a candidate has declared a physical impairment in his application form, which may have affected his/her, academic performance, the Admissions Eligibility Committee of the University considers each candidate on a case to case basis. The candidate should satisfy the minimum basic entry requirements as well as the Programme requirements. Applicants may be contacted by the ASRO for further information so as to ensure that reasonable adjustments can be put in place by the Faculty. Applicants may also be interviewed where appropriate to determine their adjustability to specific Programmes.
- (iv) Students with mobility difficulties are strongly advised to visit the University since some physical environment of the UoM may not be fully accessible to such students (e.g. wheelchair users or those who have difficulties with stairs). The ASRO and the Faculty must therefore ensure that due consideration is given to such applications. If reasonable adjustments to buildings and procedures cannot be put in place, it is essential that an applicant is informed in a timely manner.
- (v) Given the commitment of the UoM to offering academic opportunity to all suitably qualified people, whenever possible, and irrespective of disability, the following are the only two instances in which disabled students who meet the entry requirement can be rejected:
  - (a) Overriding health and safety hazards which cannot reasonably be overcome;
  - (b) Essential reasonable adjustments cannot be made to the Programme content and delivery on to the provision of suitable staff or facilities.

- (vi) Disabled students at the UoM may be provided with one or a combination of the following arrangements:
- (a) Provision of covered ways/lifts/ramps where applicable and possible;
  - (b) Timetabling and allocation of rooms should be made taking into account the needs of the individual students. The modularity of Programmes allows some flexibility in the way they are pursued but the degree to which this is possible will vary with the Programmes and Departments.
  - (c) Innovative approaches may be adopted with respect to teaching although it is not possible to be prescriptive about how best to meet the special needs of 2 students with disabilities. Where possible, Departments and individual lecturers can accommodate individual requirements within resource constraints and without compromising academic standards.
  - (d) Provision of special examination arrangements, where necessary and which may include:
    - Extra time (a maximum of 25%). Personal time reminders;
    - Examination papers in alternative formats e.g. enlarged fonts, braille, coloured paper, electronic copy);
    - Use of a computer (which has been checked to ensure that it is ‘clean’) where appropriate;
    - For students who are prone to fatigue, independent arrangements can be made by Faculties so that examinations are spaced with at least one day’s rest between them to avoid the effects of physical fatigue linked to their disabilities and supported by Medical Certificate (MC);
    - Alternative timing to provide for a late or early start according to individual needs;
    - Extra time for printing out answers prepared on a computer.
  - (e) the library may provide a range of support services including extended loans, private study facilities, a fetching and carrying service, help with the catalogue system and with locating books and journals, where necessary.
  - (f) A “Certification of Disability Form” available at **Annex 2** shall be downloaded and duly filled by Faculty/Centre whenever necessary for onward submission to the Ministry of Health and Quality of Life. The Form should be returned to the Faculty concerned within one (1) week after the medical practitioner has seen the applicant.
- (vii) Complaints from students will be handled under the UoM’s complaints procedure.
- (viii) The above Regulations would be applicable to both undergraduate and postgraduate students.
- (ix) Any change(s) in the state of health of the student occurring after the initial approval will be submitted to the Faculty/Centre by the student for a review of the provision of special arrangements initially approved.
- (x) In case of permanent\_disability whereby the extra time for examinations, recommended by the Medical Officer/Medical Board, is less than 25%, **the approval stops at the level of Faculty/Centre Board.**

- (xi) In case of **permanent** disability whereby the additional time for examinations, recommended by the Medical Board from the Ministry of Health and Quality of Life, is greater than 25%, **approval of the relevant Board of Faculty/Centre will be needed.**



# UNIVERSITY OF MAURITIUS

Form No: ASR/PWF/.....

## PROGRAMME WITHDRAWAL FORM

The University collects and holds withdrawal data for administrative, academic and statutory reasons. All students data are collected, processed and disclosed in accordance with the University's Statutes and Internal Rules and Regulations and will be treated as confidential. Monitoring reasons for withdrawal also helps the University to improve its services to current and prospective students.

This form must be completed and returned to the Admissions and Student Records Office with the University Student Identity Card in order for a student to be officially withdrawn from the University of Mauritius.

### SECTION A – STUDENT PERSONAL DETAILS

Student's Full Name: .....

Title (Mr, Mrs, Ms): .....

Student's I.D: .....

Home Address: .....

.....

Programme of Studies and Year/Level: .....

Faculty/Centre/Partner Institution: .....

### SECTION B – STUDENT REASON(S) FOR WITHDRAWAL

**Reasons for withdrawal (Encircle the relevant number(s) and provide any supporting documents if available).**

- |    |                           |    |                                  |
|----|---------------------------|----|----------------------------------|
| 01 | Programme too Difficult   | 07 | Employment                       |
| 02 | Programme not Appropriate | 08 | Class Scheduling Problems        |
| 03 | Family problems           | 09 | Enrolment in another Institution |
| 04 | Marriage                  | 10 | Scholarship                      |
| 05 | Medical                   | 11 | Others, please specify:          |
| 06 | Financial                 |    | .....                            |



Please use the space below if you wish to write a brief explanation of the circumstances of your withdrawal. Alternatively, submit your reasons in a sealed envelope addressed to the Registrar.

.....  
.....

**SECTION C (TO BE COMPLETED BY THE LIBRARY)**

I confirm that the student has returned all the books borrowed from the University Library and has no outstanding fines.

Name of Officer:.....

Date:.....

Signature:.....

**SECTION D (TO BE COMPLETED BY THE FINANCE OFFICE)**

I confirm that the student has no outstanding debts in her/his University account.

Name of Officer: .....

Date: .....

Signature: .....

**SECTION E (DECLARATION BY STUDENT)**

I have read and understood the “Procedures, rules and regulations for withdrawal from the University of Mauritius”. I am aware that on submitting this duly signed form, I am officially withdrawing from the University of Mauritius. Should I decide to return to the University of Mauritius, it will be necessary to contact the Admissions and Student Records Office and abide by rules and regulations governing admission to the University of Mauritius.

I confirm that I wish to withdraw from the University of Mauritius.

**Student’s Signature:**.....

**Date:**.....



## UNIVERSITY OF MAURITIUS

### Certification of Disability

To: Ministry of Health & Quality of Life

The student named below has applied for some special requirements at the University of Mauritius. In order to determine eligibility and to provide these special requirements, we need documentation of the student's disability.

#### TO BE FILLED BY FACULTY/CENTRE

Faculty/Centre of .....

Student's Full Name: .....

Date: .....

#### TO BE FILLED BY MEDICAL PRACTITIONER

Please fill in the Form below

After completing the Form, kindly *remit same to the student*, who will then submit to the UoM, if he/she so wishes, by .....

The information provided will be kept in the student's educational records and will be held strictly confidential. In addition to the requested information, please attach any other information you think would be relevant to the student's academic adjustment. Please contact us if you have questions or concerns. Thank you for your assistance.

1. What is your diagnosis for this student?  
.....
2. Date of above diagnosis.  
.....
3. Date student was last seen.  
.....
4. Please check which of the major life activities listed below are affected because of the above diagnosis and/or treatment. Please indicate the level of limitation.

Life Activity	No Impact	Moderate Impact	Severe Impact	Don't Know
Concentrating				
Memory				
Sleeping				
Eating				

Social interactions				
Self care				
Managing internal distractions				
Managing external distractions				
Timely submission of assignments				
Attending class regularly and on time				
Making and keeping appointments				
Stress management				
Organization				

How long do you anticipate the student's academic achievement will be impacted by this disability?

	Six months
	One year
	More than one year

5. **Other Information**

What other specific symptoms currently manifesting themselves might affect the student's academic performance?

.....  
.....

6. What would you recommend, if applicable, as percentage additional time to be provided for examination purposes?

.....  
.....

7. Is there anything else you wish to add about the student's disability?

.....  
.....

**Certifying Medical Board from the Ministry of Health & Quality of Life**

**Signature of Chair of Medical Board:** .....

**Date:**.....

**Address & Phone/Fax number:**.....

## **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) 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.
- (iv) Appropriate fees shall be charged for all examinations which are not conducted by the University or which are conducted on behalf of other institutions.

*Updated by QA on 10.02.17*