CHAPTER 3

GENERAL INFORMATION

3.1   Academic Year

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

Written examinations are held either after the 15th week of each semester or at the end of the academic year depending on the Programme of Studies and are usually of two-three weeks' duration.

3.2   Programme of Studies

A Programme of Studies is an approved curriculum, which leads to an award upon successful completion.

A Programme of Studies (e.g. BSc (Hons) Mathematics or BEng (Hons) Civil Engineering) is made up of a specified number of modules, which are drawn from one discipline or field of study or more and which often combine core modules with a range of electives from which students can choose. Each of the modules carries a certain number of credits.

3.3   Modules

A module refers to any discrete and relatively self-contained course unit for curriculum option, each of which is likely to be characterised by a particular content and structure, specific methods of delivery (a combination of lectures, tutorials, practicals and independent learning, or a set of learning-teaching materials) and a particular approach to assessment. It is a subset of a Programme of Studies.

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.

Each module can either be taught in one semester (semester module) or throughout two semesters (yearly module).

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 $1 \le y \le 5$, for undergraduate Programmes. For postgraduate Programmes, $\#^1 = 6$ or 5 (for some postgraduate modules).
$\#^2$: Semester (s), where $1 \le s \le 2$; s=0 if module is on offer during both semesters. Some modules may carry digit 3 or 4 corresponding to third or fourth semester.
$\#^3\#^4$: Module number (01-99).
$(\#^5)$: Weighting (w), where w = 1, 3 or 5 depending on the module status (Introductory, Intermediate or Advanced). It gives an indication of the notional degree of difficulty or academic attainment expected by the student.

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

However all modules offered at postgraduate level have the same weighting (w=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. There are however continuous assessments over the period of two semesters.

Some module codes have an 'R' at the end (e.g. FREN 2006Y(3)R). These denote modules, which contain a strong research component and/or a course in research methodology.

Module codes having an 'l' at the end (e.g. DFA 1200l) denote modules delivered by mixed mode and having 10 hours face-to-face interaction with a tutor for each credit. Thus a student will have thirty hours face-to-face interaction with a tutor for a module carrying three credits.

Modules can be of different types as shown in Table 1.

Table 1: Types of Modules

Core	Elective/Optional	
Module that is essential in a particular Programme and must be passed by the student on the Programme.	Module for which the student has a choice to register. In case of failure, the student can either retake the module or register for another elective/optional module that is on offer unless otherwise stated.	
Self-Study	**Independent Study**	**Audit**
Under special circumstances, a student may be allowed to complete a maximum of 12 credits for an Undergraduate Programme and a maximum of 6 credits for a Postgraduate Programme by Self-Study. There will be no 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. (*to read in conjunction with section 3.3.1)*	One elective in the form of project may be offered to students who have already earned at least 75 credits for Undergraduate Programmes and 27 credits for Postgraduate Programmes subject to recommendation by Department and approval by Faculty/Centre Board. This elective will carry 3 credits and may be completed in a maximum of 2 semesters. Grade S, U or X will be awarded for Independent Study.	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.

Given resource constraints and critical mass consideration, the University does **not** bind itself to offer any specific elective in any Semester/Year.

3.3.1 Procedures for processing requests for Self-Study Modules

(i) Students' request may be made to the Head of Department/Programme Coordinator/Dean/Administrative Officer.

(ii) Request should be channeled to Programme Coordinator who consults Programme structure and seeks views of the Department concerned and a resource person is nominated.

(iii) Recommendations of the Department together with the name of proposed resource person should be sent to the Faculty/Centre Board for approval.

(i) If the recommendations are approved, the student should be informed and letter copied to Programme coordinator, Head of Department/s, and resource person concerned. As far as possible, the resource persons should be full-time academics.

(v) If the resource person is a part-time lecturer, the Programme coordinator should send a request through the Head of Department to the Dean and Vice-Chancellor for approval of 15 contact hours.

> **Note:** **A module can be offered on self-study mode only when it has been phased out and no alternative and/or equivalent module will be run.**

3.4 Regulations of a Miscellaneous Nature

3.4.1 Module Registration

(i) Online module registration will be open two (2) weeks before the start of the semester and kept open till the end of week 2 after the start of the semester for all students except year 1 students.

(ii) The deadline for late module registration/de-registration shall be the end of week 7 of the semester.

(iii) Students will be responsible for ensuring that they register for the correct modules and that the details entered for the module registration are correct by the time of the deadline.

(iv) Students will be individually informed of their module registration status through an automatic confirmation, through their email.

(v) Programme Coordinators will verify that students have registered for modules by accessing the report which is generated on-line.

(vi) An administrative/penalty fee of ***Rs1,100/ per module** which is charged for late module registration/de-registration ***will be increased as from next academic year** to act as a deterrent and discourage students from going beyond the normal 4 weeks deadline for module registration.

*All concerned will be notified in due course.

3.4.2 Module Change/Withdrawal

Application for change of module(s) or withdrawal from module(s) could only be considered within four (4) weeks from the start of the semester.

It is to be noted that under the credit system, students who have not withdrawn officially from module(s) within the deadline and who do not sit for the examination(s) in question will be deemed to have failed the module(s). As such, their CPA and GPA will be adversely affected.

3.4.3 Exemption from Module(s)

Application for exemption from module(s) for the whole Programme of Studies can only be considered within two (2) weeks from the start of the Academic Year/ Programme of Studies/upon receipt of letter of offer/ or prior to start of Year 1 (i.e. at the application stage), by filling in the prescribed 'Exemption Form'.

An Administrative Fee of Rs1,200/- per module will be charged for the processing of requests for exemptions. No refund of tuition fees will be granted for exempted modules, with the exception of UoM modules. Similar/equivalent modules from UoM or other institutions will not be considered for refund.

Requests for Exemption are to be submitted:
(i)   Using prescribed Exemption Form, accessible on the UoM website, under the QA documents: http://www.uom.ac.mu/index.php/about-us/quality-assurance.html
(ii)   By the deadline of two (2) weeks from the start of the Academic Year/ Programme of Studies/upon receipt of letter of offer/ or prior to start of Year 1 (i.e. at the application stage).
(iii)   Also, prior to the start of Year 1 of a Programme of studies (that is, at the application stage), a student may request exemption for one or more specific taught modules for the whole Programme of Studies, on the basis of previous qualification(s) obtained.
(iv)   At the Registry of respective Faculty/Centre.

A complete request will consist of the following:
(i)   Duly filled in Exemption Form.
(ii)   Photocopies of relevant Certificates, Transcripts, Testimonials, Programme of Studies (syllabi, Programme Structure, etc).
(iii)   Evidence of payment of prescribed Administrative fees.

Students are required to produce **ALL** original Certificates and related documents at the time of submission of the Exemption Form for verification purposes by staff from the Registry. Incomplete forms and applications not supported by relevant documents will not be considered.

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

The student must submit certified copies of his/her Transcript.

Students are required to continue attending classes until they are notified of the decision of the Faculty/Centre Board concerning their requests for Exemption.

The onus is on the student to submit Equivalence Certificate of his/her qualification(s), from relevant authorities, if required.

An acknowledgement letter shall be sent to students informing them that the outcome of their requests will be communicated to them within a period of six (6) weeks from the date of application.

Exemption would be granted for not more than 50% of the taught modules, excluding the project/dissertation, constituting a Programme of Studies.

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 two syllabi in terms of level and depth of coverage and assessment.

A module cannot normally be exempted when the time lapse between the date when the module was passed and the date when exemption is being claimed for that module exceeds 7 years.

Note that the grade and/or mark previously obtained for

(i)   all exempted **UoM** module(s) **will** be considered in the computation of the Cumulative Point Average (CPA), Grade Point Average (GPA) and the Level/Year Point Average (LPA/YPA) to determine the student's academic standing.

(ii)   all exempted module(s) taken/passed from **local/international institutions** (*other than UoM*) **will not** be considered in the computation of the Cumulative Point Average (CPA), Grade Point Average (GPA) and the Level/Year Point Average (LPA/YPA) to determine the student's academic standing. Only the credits earned will be accounted for.

UNIVERSITY OF MAURITIUS

FACULTY/CENTRE……………………………………………………..

<u>EXEMPTION FORM</u>

This form is applicable to students who wish to consider their requests for exemption of modules. Completed form should be submitted to the **Administrative Officer of the Faculty/Centre within two (2) weeks** from the start of the Academic Year/Programme of Studies/ upon receipt of the letter of offer/or prior to start of Year 1 (i.e. at the application stage).

Full Name: ……………………………………………………………………………… Student ID No.: …………………………………..

Programme of Studies: …………………………………………………………………Academic Year: …………………………...............

Year/Level: ……………………………………………………………………………Full-time/Part-time: ………………………………...

Correspondence Address: ………………………………………………………………Occupation: …………………………………………

Email Address: …………………………………………………............. Telephone Number: (H) ………………….. (O) ……………………. (M) …………………..

I am hereby applying for exemption for the following module(s):

SN	EXEMPTION REQUESTED FOR	Year/ Level	Core/ Elective	BASIS ON WHICH YOU ARE APPLYING FOR EXEMPTION				FOR OFFICE USE ONLY
	Module(s) Name Module Code			Degree/Diploma/ Certificates awarded (please attach copies of relevant certificates and testimonials)*	Name of University/ Examining Body	Date of Award	Equivalent Subject(s)/Module(s) Completed (please attach copies of relevant syllabus / Programme Structure and grade(s)/ mark(s) achieved)*	Original documents checked by:- Name of Officer: ……………………………… Signature: …………………………………… Date: …………………………..
1.								
2.								*UNIVERSITY STAMP*
3.								
4.								
5.								
6.								
7.								
8.								

I do hereby declare that the information I have given on this form is true and correct.

Signature of Requestor: …………………………………………………. Date: ……………………………………………

Note:
1. *Students are required to produce **ALL** original certificates and related documents at the time of submission of this form for verification purposes.*
2. **(a) Incomplete exemption form will not be considered; and*
   (b) Exemption Form not supported by relevant documents will not be considered.
3. *The qualification under consideration should be from a recognised institution.*
4. *Diploma Holders are not eligible for exemption in Level 3 and 4 modules.*
5. *A module cannot normally be exempted when the time lapse between the date when the module was passed and the date when exemption is being claimed for that module exceeds 7 years.*
6. *Students wishing to make an appeal or a representation will be required to do so in writing before any further action can be taken.*
7. *Please note that false declaration of information may entail disciplinary action.*
8. *The onus is on the student to submit Equivalence Certificate of his/her qualification(s), from relevant authorities, if required.*

Approved by Senate 590th (Ord) Mtg

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

Students who wish to apply for a new Programme after one year of study may do so by applying in the next academic year. They will have to compete to obtain a seat on the new Programme.

3.5   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 Board. However, these Semesters would be considered as Semesters completed with regard to the maximum period allowed for the Programme of Studies.

To be eligible for Interruption of Studies, students should normally have successfully completed at least one (1) year of study in the appropriate Programme of Studies, unless under special circumstances, for which approval of Faculty/Centre Board and the Teaching and Research Committee must be sought.

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 normally the 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.

No request for refund of fees, already paid, will be entertained.

Fees already paid in the Year/Semester of Interruption of Studies will be carried forward on pro-rata basis to the Year/Semester of Resumption of Studies.

3.6   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

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.

Refer also to Section 2.2.

(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 3.5 above).

(iv) **Specific Rules**

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

3.7 **Facilities**

3.7.1 **First Aid**

The First Aid Post of the University is open to all staff and students. It offers services including first aid and general nursing.

Location	Ex-Student Common Room Building, near Faculty of Agriculture	Gymnasium
Opening Hours	Monday to Friday: 9.00am to 18.00pm (During Semester) 9.00am to 16.00pm (Off Semester) Saturday: 8.00am to 16.00pm (Throughout the Year)	Monday to Friday: 8.00am to 16.00pm (Throughout the Year)
Staffing	2 Qualified Full-time Specialised Nursing Officers attached to the Department of Medicine	1 Qualified Full-time Nursing Officer attached to the Department of Medicine

3.7.2 **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).

3.7.3 Sports and Games

The Sports Unit provides a wide range of activities comprising indoor and outdoor games. Most of the activities are carried out in the University Campus (Students' Centre, Maryse Justin multi-purpose stadium and University multi-purpose Gymnasium). A calendar of sports and games activities is drawn up each academic year and students willing to take part in such activities may contact the Sports Organiser at the Sports Unit.

A Sports Committee chaired by an academic staff oversees the sports and games activities.

Mid Semester activities including Sports Activities are normally held in the 7th week of the first semester.

3.7.4 Student Counselling Unit

Students who have difficulties in studies, personal problems, traumas and conflicts between peers which may affect their studies are referred to Acting Assistant Registrar, Admissions and Student Records Office (ASRO). Based on individual cases, these students are offered advice on regulations, when necessary they are referred to psychologists, family counsels, psychiatrists and if needed to Faculties Programme Coordinators and Lecturers for individual consideration. Much care is taken to deal with such matters in all confidentiality.

3.7.5 Students' Union (Refer to Chapter 19)

The Students' Union was established in 1971 and is the official organisation 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.

A wide variety of clubs and societies, affiliated to the Students' Union, have been set up to meet the educational, cultural, social and recreational affiliations of the University students. Interested students should contact the Students' Union Office or consult the Students' Union webpage.

3.7.6 Cafeteria

A fairly spacious cafeteria is situated in the University Campus, providing amongst others hot meals, vegetarian and non-vegetarian menus, tea/coffee and pastries.

3.7.7 Photocopy and Laser Printing

Photocopying facilities are available to students against payment at the Students' Centre and Library.

Laser printing facilities are available to students against payment at the following CITS Labs:

Labs at First Floor, Phase II Engineering
Lab 1A and Lab 2A at Faculty of Agriculture
Ex-Common Room Lab
ETB Lab at First Floor, Professor E. Lim Fat Engineering Tower

Free printing facilities are available at the following CITS Labs:

CAL Lab at 5th Floor, Academic Complex Tower Block
Lab 1C at First Floor, Phase II Engineering
FSSH Lab at Ground Floor, Faculty of Social Studies and Humanities
Lab 2B at 2nd Floor, Faculty of Agriculture
(Students are advised to bring along their printing papers)

3.7.8 Book fair and Banks

Book fairs are often held on campus selling a range of university textbooks and other materials. Two banks are located on the campus providing a host of facilities including ATMs.

3.8 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 (End 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.

3.9 Industrial Placement/ Practical Training/ Practicums/Hospital Placement

All four-year Programmes of Studies at the Faculty of Engineering include an Industrial Placement whereby students are attached to the industry for a minimum period of 20 weeks. Practical Training or Placements are also included in other Programmes of Studies offered by other Faculties/ Centres (refer to Information on Programmes Handbook(s)).

Please refer to *"Guidelines for Processing of Examination Results at UoM"*

3.10 Work-Based Learning (WBL)

The Work-Based Learning Project has been designed to offer all undergraduate students credit bearing work-based learning experience of a minimum of six (6) weeks' duration in each academic year. This will enable the students to engage in real work-related activities and develop competence in stipulated core skills. Six (6) credits are allocated to work-based learning in lieu of Electives in all undergraduate Programmes. The performance of the students in work settings will be assessed progressively at levels 1, 2 & 3 using an assessment tool and portfolio specifically designed for this purpose. Successful students will accrue the allocated credits. This will enhance the undergraduate students' fitness for practice, purpose and award, thereby enhancing their employability and employment prospects by bridging the theory-practice gap. Work-Based Learning Mentors will be responsible for the facilitation, support and assessment of the work-based learning.

Note:

- WBL issues are approved by CILL Board.
- Difficult cases are approved by CILL Board and Teaching and Research Committee.

Please refer to *"Guidelines for Processing of Examination Results at UoM"*

3.10.1 Procedures for Review of WBL Portfolios

- Students will be allowed to request for a review of their WBL results within two weeks of the release of their WBL results by their respective Faculty;

- Request needs to be made in writing to the WBL Project Coordinator;

- The WBL Coordinators will first cross check for computational errors of marks awarded;

- Justification for the marks awarded will be sought from the Mentor and his/her views will be sought for maintaining or upgrading the marks;

- The WBL Coordinators will make reference to the learning outcomes evidences and the Formative Assessment from the students' e-portfolio in case marks need to be upgraded;

- In case(s) where marks have been amended, the BoE will be invited to consider same and relevant approval shall be sought, thereof. Student shall be informed of the outcome of their request for review;

- Where results are maintained, students shall be informed accordingly.

The **time frame** to lodge the request for Review and the fees payable will have to be aligned with provisions at Section 5.14 of the UoM Regulations on "*Review of Examination Scripts and Dissertations*".

3.11 Mode of Delivery

A range of modalities (face-to-face lectures, mixed mode/blended distance/on-line education, seminars, workshops, study visits, practicals, use of ICT and other modern technology) is utilised to maintain and enhance the effective delivery of modules.

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 Programmes" Handbook(s).

Updated by QA on 11.11.16