

### **3. Publicity Materials and Advertisement**

- 3.1 All publicity materials have to be relevant, accurate at the time of publication and of sufficient detail to inform and guide applicants. Before advertising, it is ensured that all Programmes have been updated if necessary. Programmes under review are indicated.
- 3.2 Information with regard to General Entry Requirements, Programmes offered for the current year and General University Regulations are available in the:
- “General Information to Students” Handbook prepared by the Office of Pro-VC (Academia)/ Quality Assurance Office in consultation with the Registrar’s Office
  - Information on Programmes: Quality Assurance Office.
  - University website: <http://www.uom.ac.mu>
- 3.3 Materials in the “General Information to Students” Handbook include:-
- University Policies
  - Codes and rules
  - Fees
  - Prizes/Scholarships
- 3.4 Materials in the Faculty Handbooks include:-
- General Entry Requirements for each award and specific requirements for each Programme of Studies if any
  - Programmes offered by the Faculty/ Partner Institution
  - The objectives, number of credits required for the award and duration of the Programmes
  - Course structure (list of core & elective modules per semester/year)
  - Module outline
  - Mode of assessment
  - Staff list
- 3.5 The ASRO in consultation with the Registrar’s Office shall ensure that updated copies of the Faculties’ Handbooks and “General Information to Students” Handbook are available for consultation throughout the year:
- at the Admissions and Student Records Office,
  - in each Faculty,
  - in the University Library and
  - on the University website: <http://www.uom.ac.mu>.
- 3.6 The University invites prospective applicants to enrol on Undergraduate and taught Postgraduate Programmes to be offered in the current year through local newspapers and, on the university website.

- 3.7 The advertisement is prepared by the Registrar's Office (ASRO), after confirmation of the list of Programmes offered by the different Faculties/ Centres/ Partner Institutions by the respective Deans/ Directors.
- 3.8 Materials in the advertisement include:-
- The list of Programmes offered by each Faculty/ Centre/ Partner Institution
  - Duration of the Programmes
  - The deadline for submission of application form
  - Application, General & Tuition fees where applicable
  - Mode of application
  - Reference to Notes of Guidance and Information to Students, "General Information to Students" and "Information on Programmes" Handbooks.
- 3.9 The procedure for the advertisement of Undergraduate and Postgraduate Programmes is outlined in the flowchart (code: UoMQA1) given in Annex 2.