



UNIVERSITY OF MAURITIUS

ENROLMENT OF STUDENTS ON TAUGHT POSTGRADUATE PROGRAMMES 2018/2019

INFORMATION AND INSTRUCTIONS TO APPLICANTS

[Applicable to Mauritian Nationals]

1. IMPORTANT NOTES

APPLICANTS ARE STRONGLY ADVISED TO READ THE INSTRUCTIONS BELOW VERY CAREFULLY BEFORE FILLING THEIR ONLINE APPLICATION FORM.

LETTERS OF OFFER WILL BE ISSUED ONLY TO A VALID EMAIL ADDRESS ENTERED IN YOUR ONLINE APPLICATION. THE UNIVERSITY WILL NOT BE HELD RESPONSIBLE FOR A WRONG ENTRY OF EMAIL ADDRESS.

2. GENERAL

- 1.1 Before filling the online Application Form, applicants are advised to read carefully the Regulations 2018/2019 and 'Information on Programmes' available on the University's website at the following addresses: <http://www.uom.ac.mu/prospectivestudents> and <http://www.uom.ac.mu/index.php/study-at-uom/prospective-students/programmes-on-offer>
- 1.2 Applications are invited only for those programmes that are ADVERTISED ON THE UNIVERSITY WEBSITE.
- 1.3 Candidates should send, by registered post only, to the Admissions and Student Records Office, Prof Lim Fat Engineering Tower, University of Mauritius, Réduit, the printed and signed Online Application Forms.
- 1.4 Photocopies of birth, educational, professional certificates and other supporting documents should be attached. Married women should also submit a copy of their marriage certificate. Original certificates should NOT be submitted at the time of application but should be produced at Registration in case the applicant is selected. Please note that the photocopies of certificates submitted will not be returned.
- 1.5 Applicants will not be required to call at the University for application procedures and should consult the Online Application System.

If one programme is applied for, you should print and submit a Master copy (Form A) of the Application Form and one for the programme (Form B), duly signed + two sets of certificates (one set with each Application Form).

If two programmes are applied for, you should print and submit a Master copy (Form A) of the Application Form and one for each programme (Form B) duly signed + three sets of certificates (one set with each Application Form).

If three programmes are applied for, you should print and submit a Master copy (Form A) of the Application Form and one for each programme (Form B), duly signed + four sets of certificates (one set with each Application Form).

3. ENTRY REQUIREMENTS

Please refer to the Regulations 2018/2019 on the University Website at the following links:

General Minimum Entry Requirements: <http://www.uom.ac.mu/index.php/study-at-uom/regulationsprospective-stud/undergraduate-postgraduate/Chap1.pdf>

Specific Programme Requirements: <http://www.uom.ac.mu/index.php/study-at-uom/individual-programme-entry-requirements>

● **Mature Candidates**

Mature candidates who do not meet the minimum entry requirements may apply for all taught Postgraduate Programmes. If they wish to be considered as Mature Candidate, it is compulsory that they tick the box at **Section 16** of the Application Form and attach documentary evidence with regard to work experience (only those who have filled in this section and submitted the requested documents will be considered for admission as Mature Candidates). (Please refer to Section 1.6 of the "Regulations 2018/2019" available at <http://www.uom.ac.mu/index.php/study-at-uom/regulationsprospective-stud/undergraduate-postgraduate>).

4. INFORMATION ON PROGRAMMES

Information on programmes is available on the University's website at <http://www.uom.ac.mu/programmes>. Applicants are advised to read the information on the programmes of their choice to find out about the **specific programme requirements, objective and duration** of these programmes to ensure that they suit their needs. Where the syllabus of a programme is new or still under preparation or revision, students should call at the relevant Faculty for any additional information they may need.

5. FEES

The University reserves the right to review General Fees, Tuition Fees and other charges for any given academic year prior to the beginning of such academic year. By accepting a seat at the University, the student undertakes to pay all such fees as and when claimed.

FEES ARE AVAILABLE AT THE FOLLOWING LINK:

<http://www.uom.ac.mu/index.php/study-at-uom/prospective-students/information-on-fees>

NOTE

- A non-refundable application fee of Rs1,500 is payable before the application can be processed.
- Tuition Fees are exclusive of General Fees
- Please note that the following Direct Debit facilities (bank standing order) will be available for settlement of tuition fees only and upon request. If you avail yourself of this facility, you will be required to settle your fees as follows:
 - (i) General Fees and Students' Welfare Fund in full and Laboratory Fee (where applicable) + 50% of Tuition Fees to be paid on registration date.
 - (ii) Balance of 50% of Tuition Fees to be paid in 3 equal and consecutive monthly instalments. Payment is to be made as from the end of the following month after registration. A Standing Order Form will be available at the Finance Director's Office during the registration exercise. The form duly filled in, should be submitted before registration. In case of revocation of the Standing Order before its termination, you will not be admitted to the examinations as per University regulations.
- If offered a seat at the University of Mauritius, a person, at registration, shall pay all required fees or produce written evidence of sponsorship by employer.
- A student who does not pay all fees and charges as required 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.
- Certificates of Graduands will be withheld as long as the graduands have not cleared all their liabilities towards the University.
- Upon registration the **Students' Welfare Fund Fee** must be paid by all students whether sponsored or not.

6. SUBMISSION OF APPLICATION

Application must be submitted **online**. **Complete instructions for submitting online applications are available via the internet on the website <http://apply.uom.ac.mu/application> as from Friday 23rd November 2018 and all procedures and instructions should be clearly followed.**

Candidates should send, by registered post, to the Admissions and Student Records Office, Prof Lim Fat Engineering Tower, University of Mauritius, Réduit 80837, the printed and signed Online Application Forms together with Part B of the Cash Deposit Voucher or any Proof of Payment representing the non-refundable application fee of Rs1,500 as per online instructions.

Photocopies of birth, educational, professional certificates and other supporting documents should be attached. Married women should also submit a copy of their marriage certificate. Original certificates should **NOT** be submitted at the time of application but should be produced at Registration in case the applicant is selected. Please note that the photocopies of certificates submitted will not be returned. Applicants will not be required to call at the University for application procedures.

If one programme is applied for, you should print and submit a Master copy (Form A) of the Application Form and one for the programme (Form B), duly signed + two sets of certificates (one set with each Application Form).

If two programmes are applied for, you should print and submit a Master copy (Form A) of the Application Form and one for each programme (Form B) duly signed + three sets of certificates (one set with each Application Form).

If three programmes are applied for, you should print and submit a Master copy (Form A) of the Application Form and one for each programme (Form B), duly signed + Four sets of certificates (one set with each Application Form).

Deadline for submission of application is Friday 04th January 2019.

Deadline for Payment at the Bank is Monday 07th January 2019.

N.B.

- (i) Applications received after the closing date or incomplete applications or not supported by the Application Fee of Rs1,500 will not be considered.
- (ii) Applications not submitted on the prescribed online forms will not be considered.
- (iii) Prospective applicants are informed that the University reserves the right not to run any one of the advertised programmes should there be an insufficient number of students registered for it.
- (iv) So as to remove any possible doubt, prospective applicants are informed that the University is under no obligation to find employment eventually for successful applicants.
- (v) Documents submitted will not be returned to applicants.
- (vi) Qualifications obtained after the closing date should be submitted as soon as possible.
- (vii) The University reserves the right to amend the Programme Structures and individual modules, as well as the offer of modules during the duration of a course at any time with reasonable notice, by letters circulated through the Programme Coordinator and email to students concerned at least one month prior to the implementation of the amendment(s) made.

ONLY SUCCESSFUL APPLICANTS WILL BE NOTIFIED OF THE OUTCOME OF THEIR APPLICATIONS THROUGH AN OFFER LETTER SENT ON THEIR E-MAIL ADDRESS. YOU ARE ADVISED TO CHECK YOUR E-MAIL REGULARLY.

22 November 2018

HJ/BI/dg