

Statutes of the University of Mauritius 2013

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UNIVERSITY OF MAURITIUS ACT

**Statutes made by Special Resolution of the Council after consultation with the Senate
under Section 20 of the University of Mauritius Act**

1. These Statutes may be cited as the **Statutes of the University of Mauritius 2013**.

2. Membership of the University

(1) The Members of the University shall be:

- (a) the Chancellor, the Pro-Chancellor, the Vice-Chancellor, the Pro-Vice-Chancellor (Academia), the Pro-Vice-Chancellor (Planning and Resources), the Chief of Facilities and Services, the Deans, the Registrar, the Finance Director, the Director of Human Resources, the Chief Librarian, the members of the Convocation, the other Members of the Court, the Council and the Senate;
- (b) all other persons holding appointment on the academic staff, and such other categories of members of the staff as may, from time to time, be determined by the Council;
- (c) the students; and
- (d) such other persons whom the Council or the Senate may, by name or office, declare to be Members of the University for such period as the Council or the Senate, as the case may be, may in each case, determine.

- (2) Any person who possesses any one of the qualifications specified in paragraph (1) shall be a member of the University for as long only as he continues to possess that qualification.

3. The Chancellor

- (1) The Chancellor shall be appointed by the President of the Republic on the advice of the Prime Minister.
- (2) The Chancellor shall —
 - (a) hold office for a period of 5 years; and
 - (b) be eligible for reappointment.
- (3) The Chancellor shall confer degrees including Honorary Degrees and Diplomas awarded by the Council or the Senate.
- (4) The Chancellor shall preside at any Ceremony of the University.

4. The Visitor

- (1) The Prime Minister may, at any time and in consultation with the Council, appoint a fit and proper person as Visitor to conduct enquiries into any matters pertaining to the acts and affairs of the University, to its teaching, research, examinations of other work, and to its property, funds or facilities as he may determine.
- (2) The result of any enquiry held by the Visitor shall be submitted to the Prime Minister who shall communicate it to the Council and shall be treated as secret and confidential, unless the Prime Minister in consultation with the Council otherwise determines.
- (3) If on receiving the result of any enquiry held by a Visitor, the Council is of opinion

that any function or any matter pertaining to the University cannot or should not be exercised by anybody or person within the University, it shall take such remedial action as it may consider appropriate.

5. The Pro-Chancellor

- (1) The Pro-Chancellor shall be appointed by the Chancellor on the advice of the Prime Minister.
- (2) The Pro-Chancellor shall hold office until the end of the third year following his appointment or until such earlier date as the Chancellor may, in each case determine. He shall be eligible for reappointment.
- (3) The Pro-Chancellor may resign his office at any time by letter addressed to the Chancellor.

6. The Vice-Chancellor

- (1) The Vice-Chancellor shall be appointed by the Council after consideration of a report of a Committee of eleven members consisting of:
 - (a) the Chairperson of the Council as ex-officio member and Chairperson;
 - (b) five members of the Council, not being members of Senate, appointed by Council; and
 - (c) five members of the Senate appointed by the Senate.
- (2) The Vice-Chancellor shall serve for an initial period of 3 years which may be extended for a further period not exceeding 3 years (to a maximum total of 6 years) by Council on evidence of excellent performance.
- (3) The Vice-Chancellor shall chair Senate and be an ex-officio member of the

Convocation, the Court, the Council and all committees and sub-committees of such bodies except the Committee constituted under paragraph (1).

(4) The Vice-Chancellor shall, in addition to the functions prescribed in section 11 of the Act and in paragraph (3) above, have the following functions:

- (a) Confer degrees during the inability of the Chancellor through illness or any other cause;
- (b) Refuse, without being required to explain his decision, to admit any person to be registered as a student;
- (c) Suspend, on what he deems to be good cause, any member of the staff of the University, or any student, until consideration by the next Council or Senate; and
- (d) Prepare, after consultation with the Pro-Vice-Chancellor (Academia), Pro-Vice-Chancellor (Planning and Resources), the Chief of Facilities and Services, the Finance Director, the Deans of Faculties and such other persons as he may deem expedient, an annual budget for the succeeding financial year of the University's operation for submission to the Budget and Infrastructure Committee.

7. The Pro-Vice-Chancellor (Academia)

(1) The Pro-Vice-Chancellor (Academia) shall be appointed by the Council after consideration of a report of a Committee consisting of:

- (a) The Chairperson of Council as Chairperson
- (b) The Vice-Chancellor
- (c) The Chairperson of the Staff Committee

- (d) Two members appointed by the Council
 - (e) Two members appointed by the Senate
- (2) The Pro-Vice-Chancellor (Academia) shall serve for an initial period of 3 years which may be extended for a further period not exceeding 3 years (to a maximum total of 6 years) by Council on evidence of excellent performance.
 - (3) When the Vice-Chancellor is away or where the office of Vice-Chancellor is vacant or the holder of the office is for any reason unable to perform the functions of his office, those functions shall be performed by the Pro-Vice-Chancellor (Academia).
 - (4) The Pro-Vice-Chancellor (Academia) reports to the Vice-Chancellor and is responsible for overseeing all academic affairs and activities relating to teaching and learning, research, academic planning and quality.
 - (5) Reporting to the Pro-Vice-Chancellor (Academia) are the Deans of Faculties, the Registrar, the Director Quality Assurance and any other officers as may be decided by the Council.

8. The Pro-Vice-Chancellor (Planning and Resources)

- (1) The Pro-Vice-Chancellor (Planning and Resources) shall be appointed by the Council after consideration of a report of a Committee consisting of:
 - (a) The Chairperson of Council as Chairperson
 - (b) The Vice-Chancellor
 - (c) The Chairperson of the Staff Committee
 - (d) Two members appointed by the Council

- (e) Two members appointed by the Senate
- (2) The Pro-Vice-Chancellor (Planning and Resources) shall serve for an initial period of 3 years which may be extended for a further period not exceeding 3 years (to a maximum total of 6 years) by Council on evidence of excellent performance.
- (3) The Pro-Vice-Chancellor (Planning and Resources) reports to the Vice-Chancellor and is responsible for overseeing the strategic planning of the University, the finances and human resources of the University in addition to engaging in fund-generation and development activities designed to provide financial support for the University's academic and research activities and increase the assets of the University.
- (4) The Pro-Vice-Chancellor (Planning and Resources) has a portfolio of responsibilities covering the areas of: strategic planning, finance, human resource, fund raising, marketing and public relations.

9. The Chief of Facilities and Services

- (1) The Chief of Facilities and Services shall be appointed by the Council after consideration of a report of a Committee consisting of:
 - (a) The Chairperson of Council as Chairperson
 - (b) The Vice-Chancellor
 - (c) The Chairperson of the Staff Committee
 - (d) Two members appointed by the Council
 - (e) Two members appointed by the Senate
- (2) The Chief of Facilities and Services shall serve for an initial period of 3 years which may be extended for a further period not exceeding 3 years (to a maximum total of 6

years) by Council on evidence of excellent performance.

- (3) The Chief of Facilities and Services reports to the Vice-Chancellor and is responsible for overseeing a broad range of facilities and services which support the University's mission through the creation and maintenance of a positive and vibrant environment for the University.
- (4) The Chief of Facilities and Services has a portfolio of responsibilities covering the areas of: information services (ICT and Library), the University post room and mailing services, procurement, buildings and physical resources, allocation of offices, student and staff amenities, health and safety, transport and other logistics.

10. The Registrar

- (1) The Council shall appoint a Registrar upon the recommendation of the Staff Committee. The Registrar is appointed on such terms and conditions as the Council thinks fit.
- (2) The Registrar shall be responsible to the Pro-Vice-Chancellor (Academia) for the administration of all student matters of the University.
- (3) The responsibilities of the Registrar include: the quality and soundness of student records, logistics including student admissions, student results, acting as Chief Examinations Officer for all examinations and assessment, graduation ceremonies, allocation of rooms for lectures and examinations, student experience from first enquiry to graduation, and for policies and procedures affecting students and the Students' Union.
- (4) The Office of the Registrar acts as a one-stop-shop for all scholarly, administrative and information services by providing support and information to all staff and students (current, prospective and international students) in relation to student enrolments, programme enquiries, admissions, fees, special consideration (e.g. services to students with disabilities and other special requirements), financial support to students, student progress and completions, student discipline and student

complaints.

11. Deans of Faculties

- (1) The Council shall appoint the Dean of a Faculty on the recommendation of the Staff Committee, provided that no recommendation shall be made by that Committee unless the person recommended has signified his willingness to accept appointment as Dean of Faculty. The Dean must be a Member of the University holding appointment on the academic staff of the University.
- (2) The Dean of Faculty shall be appointed for a period not exceeding three years. He shall be eligible for reappointment.
- (3) A Dean of Faculty reports to the Pro-Vice-Chancellor (Academia) and shall be responsible for maintaining and promoting the efficiency and good order of the Faculty in accordance with the policies and procedures prescribed by the Act, the Statutes and the Regulations, or determined from time to time, by resolutions of the Council, the Senate and the Board of Faculty. He shall be ex-officio Chairperson of the Board of the Faculty and, subject to the Act, the Statutes and the Regulations and to general policy resolved by the Senate and the Board of the Faculty, he shall be responsible for the selection of persons to be registered as students to follow schemes of instruction, study or research allocated to the Faculty.

12. The Legal Affairs Director

- (1) The Council shall appoint a Legal Affairs Director on contract with terms and conditions as may be agreed by the parties.
- (2) The Legal Affairs Director provides legal advice as well as first-hand legal assistance to the Statutory Committees and to the Vice-Chancellor.
- (3) All legal cases involving the University are channelled to the Legal Affairs Director.

13. The Council Secretary

The Council shall appoint a Chartered Secretary on contract to serve as its Secretary with terms and conditions as may be agreed by the parties.

14. The Finance Director

- (1) The Council shall appoint a Finance Director upon the recommendation of the Staff Committee. The Finance Director is appointed on such terms and conditions as the Council thinks fit.
- (2) The Finance Director reports to the Pro-Vice-Chancellor (Planning and Resources) and is responsible for:
 - (a) all matters concerning the finances of the University;
 - (b) reporting on the financial implications of proposed developments and programmes; and
 - (c) promoting the most effective use of financial resources.

15. The Director of Human Resources

- (1) The Council shall appoint a Director of Human Resources upon the recommendation of the Staff Committee. The Director of Human Resources will be appointed on such terms and conditions as the Council thinks fit.
- (2) The Director of Human Resources reports to the Pro-Vice-Chancellor (Planning and Resources). He is the University's authorised keeper of the personnel data base and is responsible for the University staffing strategy and accomplishment of its strategic objectives. The Director of Human Resources is responsible for providing advice and guidance on organisational development, recruitment and promotion of staff, employee relations and employee welfare and for the periodic posting of

administrative staff and other non-academic staff across the different sections of the University after consultation with the respective Heads or Chairpersons concerned.

16. The Chief Librarian

- (1) The Council shall appoint a Chief Librarian upon the recommendation of the Staff Committee. The Chief Librarian is appointed on such terms and conditions as the Council thinks fit.
- (2) The Chief Librarian reports to the Chief of Facilities and Services and is responsible for all matters concerning the Library and shall have such other functions as may be prescribed by the Regulations.

17. Staff Committee

- (1) The Council shall appoint a Staff Committee which shall make recommendations to the Council on all appointments in the University other than those of the Vice-Chancellor, Pro-Vice-Chancellor (Academia), Pro-Vice-Chancellor (Planning and Resources), Chief of Facilities and Services, the Director of Legal Affairs and the Council Secretary.
- (2) The Staff Committee shall in addition:
 - (a) be generally responsible for staff matters such as conditions of service, criteria for appointments, promotions, transfer of academic staff, discipline and welfare;
 - (b) be responsible for staff development and training programmes; and
 - (c) appoint a Disciplinary Committee.
- (3) (a) The Staff Committee shall consist of:
 - (i) a Chairperson appointed by the Council (who shall not be the Chairperson

of Council);

(ii) the Vice-Chancellor;

(iii) three members chosen by Council from among its members;

(iv) the Dean of Faculty concerned for appointments in a particular Faculty;
and

(v) the Director of Human Resources may be co-opted as and when required regarding non-academic staff issues.

(b) Half of the members of the Staff Committee shall form a quorum.

(c) The Staff Committee may call upon such persons as in its opinion may assist it in the performance of its duties.

(4) The Staff Committee shall select one of the Administrative Managers to serve as its Secretary. The Secretary shall serve for a period of two years or such other period as may be determined by the Committee. He shall be the Secretary of only one Statutory Committee.

(5) Members of Staff Committee shall be appointed for a period of three years and shall be eligible for reappointment.

(6) The Staff Committee is responsible for ensuring that -

(i) except with the written prior permission of the Vice-Chancellor, no member of the full-time academic staff shall undertake paid work outside the University; and

(ii) subject to guidelines approved by the Council, no member of the academic staff shall take leave without the prior permission of the Dean of Faculty.

18. The Convocation

- (1) The Convocation shall consist of all registered graduates and diplomates of the University and of the diplomates of the former College of Agriculture.
- (2) The Convocation shall have the powers to:
 - (a) Elect five members of the Court;
 - (b) Hold an annual meeting in each academic year at which it shall elect its Chairperson who shall preside at its meetings;
 - (c) Regulate its meetings and proceedings in such manner as it thinks fit;
 - (d) Discuss and pronounce an opinion on any matter whatsoever relating to the University including any matters referred by the Court, the Council, or the Senate; and
 - (e) Appoint a Standing Committee and such officers as it may deem necessary.
- (3) Ten members of the Convocation shall form a quorum.
- (4) The Convocation shall meet and work for the development of the University and promote the image of the University of Mauritius locally and internationally. It shall hold such events as may generate support and funding for the advancement of the institution.
- (5) The Convocation shall select one of the Administrative Managers to serve as its Secretary. The Secretary shall serve for a period of two years or such other period as may be determined by the Convocation.

19. The Court

- (1) The Court shall consist of:

- The Chancellor as Chairperson;
- The Pro-Chancellor;
- The Vice-Chancellor;
- The Pro-Vice-Chancellor (Academia);
- The Pro-Vice-Chancellor (Planning and Resources);

- The Chief of Facilities and Services;

- The Deans of Faculties;

- The Minister overseeing tertiary education;

- The Permanent Secretary of the Ministry overseeing tertiary education;

- 2 members of the National Assembly (to be nominated by the Honourable Speaker);

- one benefactor of the University (to be nominated by Council);

- one person to represent Learned Societies (to be nominated by Senate);

- 3 persons to represent the Professions (to be nominated by Council in consultation with Senate);

- one member of the University Convocation (to be nominated by the Convocation);

- one representative of the Tertiary Education

- Commission;

- one representative of the Mauritius Institute of Training and Development;

- one representative of Local Government (to be nominated by the Minister of Local

Government);

- one representative to be nominated by the Minister of Cooperatives;
- one representative of the Trade Unions (to be nominated by the Minister of Labour and Industrial Relations);
- one representative of Employers (to be nominated by the Mauritius Employers Federation);
- one representative from the Mauritius Export Association;
- one rector to represent secondary schools (to be nominated by the Minister of Education);
- one representative of the Chamber of Agriculture;
- one representative of the Chamber of Commerce;
- one representative nominated by the Association of Bankers;
- a representative of the Prime Minister's Office;
- a representative of the Attorney-General;
- 5 persons to be nominated by the Prime Minister from Business and Industry;
- one representative from each of the registered Staff Unions of the University; and
- one representative from the Students' Union of the University.

(2) The ex-officio members of the Court shall hold office for as long only as they hold the respective offices by virtue of which they became members.

- (3) The other members of the Court shall hold office for a period of three years following their appointment.
- (4) The Court shall hold at least one meeting in each academic year.
- (5) The Court shall be presented with the audited financial statements for the previous financial year/years and reports by the Vice-Chancellor and the Deans of Faculties on the activities of the University and the Faculties respectively.
- (6) Notice of meetings shall be sent to all members of the Court at least four weeks before the date of the meeting. A further notice setting out the business to be transacted at the meeting and accompanied by copies of the financial statements, and the report of the Vice-Chancellor and Deans of Faculties shall be sent to all members of the Court at least one week before the date of the meeting.
- (7) Eighteen members of the Court shall constitute a quorum.
- (8) The Court shall have power to discuss any matter relating to the University and convey its opinion thereon to Council, provided that notice thereof is given to Secretary of the Court at least two weeks before the date of the meeting.
- (9) The Court shall select one of the Administrative Managers to serve as its Secretary. The Secretary shall serve for a period of two years or such other period as may be determined by the Court.

20. The Council

- (1) The Council shall consist of:
 - (a) the Pro-Chancellor as Chairperson;
 - (b) the Vice-Chancellor;

- (c) the Pro-Vice-Chancellor (Academia);
 - (d) the Pro-Vice-Chancellor (Planning and Resources);
 - (e) the Chief of Facilities and Services;
 - (f) a Dean of Faculty to serve by rotation for six months;
 - (g) an elected representative of the academic staff of the University;
 - (h) an elected representative of the non-academic staff of the University;
 - (i) an elected representative of the Students of the University;
 - (j) such other members not exceeding 9, 3 of whom shall be from the Public Sector, nominated by the Prime Minister from among persons who have been recommended to him by the appropriate professional bodies or institutions and who have distinguished themselves in the fields of education, agriculture, the arts, government, science and technology, business and the professions.
 - (k) other members will attend in a consulting capacity as and when required.
- (2) Ex-officio members of the Council shall remain members for as long as they hold the respective offices by virtue of which they became members.
- (3) Members nominated to the Council under paragraphs 1(g) to 1(j) above shall hold office for a period of two years and shall be eligible for reappointment provided none of them serves for more than 7 consecutive years.
- (4) The Council shall appoint from its members, other than ex-officio and staff and student representatives, for such period and on such conditions as it may determine, a Vice-Chairperson of Council who shall perform all the functions of the Chairperson of the

Council during a vacancy in that office or during the inability of the Chairperson of the Council through illness or any other cause to perform his functions, provided that, no person may serve as Vice-Chairperson of the Council for more than four consecutive years following his appointment.

- (5) Notwithstanding anything contained in this Statute, no student representative shall participate in the deliberations of the Council in any matter relating to discipline of staff.
- (6) Half of the members of the Council shall form a quorum.
- (7) The Council Secretary appointed under Statute 13 shall be assisted by one of the Administrative Managers. The latter shall be selected by Council to assist for a period of two years or such other period as may be determined by the Council.

21. Powers and Functions of the Council

- (1) Without prejudice to the generality of the powers of the Council prescribed by the Act and the Statutes, the Council shall have the powers and functions to:
 - (a) Govern, maintain, administer, dispose of, and, save as hereinafter provided, to invest all the property, money, assets and rights of the University, to manage the business and all affairs whatsoever of the University, and to enter into engagements and to accept obligations and liabilities in all respects without any restriction whatsoever and in the same manner as an individual may manage his own affairs, provided that, before determining any questions relating to the matters aforesaid which affects the academic policy of the University, the Council shall take into consideration any recommendation or report thereon by the Senate;
 - (b) Demand and receive fees, subscriptions, deposits, fines and such other payments, and to effect and accept any payment whatsoever;

- (c) Take such steps as it thinks fit for the purpose of procuring and receiving contributions to the funds of the University, to further the objects of the University, and for this purpose to raise money in any such lawful manner as it thinks fit;
- (d) Set up an agency or a charitable trust, to act as trustees or managers of any property, legacy, endowment, bequest or gift which in its opinion furthers the objects and welfare of the University, and to invest any funds representing the same as hereinafter provided;
- (e) Borrow money on behalf of the University and for that purpose, if it thinks fit to mortgage or charge all or any part of the immovable property of the University unless the conditions of any will, deed or gift or other similar instrument are thereby contravened and to give such other security whether upon movable or immovable property or otherwise as it thinks fit;
- (f) Invest any money belonging to or held by the University including any unapplied income, in such stocks, debentures, funds, shares, or securities as the Council may, from time to time, determine, whether within Mauritius or not, or in the purchase of a movable or immovable property with the like power of varying such investments from time to time by sale or re-investment or otherwise;
- (g) Sell, buy, exchange, lease, rent, grant, or take on lease or rent movable or immovable property or portions thereof on behalf of the University, including any property belonging to third parties and to acquire any easement over any property, or consent to any easement over any property held by the University;
- (h) Enter, vary, carry out and cancel contracts on behalf of the University, to compound or compromise any action, suit or proceedings, or any debt or claim, and to refer any matter to arbitration;
- (i) Appoint bankers, auditors and any other officers or agents whom it may deem

expedient to appoint, to determine all matters relating to the selection and the period, terms and conditions of appointment of such persons, to determine and control all matters relating to the opening, use, and closing of any such bank accounts as it thinks fit to have, and to cause proper books of account to be kept and audited for all sums of money received and expended by the University and for the assets and liabilities of the University so that the books give a true and fair view of the state of the University's affairs and explain its transaction;

- (j) After consultation with the Senate, promote, initiate, encourage and monitor research projects other than students research projects and to take all action designed to further the ends of such research both locally as well as internationally;
- (k) After consultation with the Senate, institute or discontinue Faculties or Units of the University and subject to the Act and these Statutes, to determine the constitution and structure of such Faculties or such Units;
- (l) After consultation with the Senate, enter into agreements with other bodies, whether academic or otherwise, and to determine the terms of incorporation within the University of any institution or body;
- (m) Determine the salary scales, terms of service and general conditions relating to the appointment of the University staff~ to establish, disestablish or otherwise make or discontinue financial provision for appointment to such posts, and to appoint and employ such staff, pay their salaries, and terminate their appointments;
- (n) Make provision, so far as it thinks fit, for schemes of insurance, superannuation, pensions or retirement benefits, for persons in the employment of the University or formerly in the employment of the University, and the wives, widows and dependents of such persons, to subscribe to benevolent and other funds for the benefit of such persons, and to make such payments as it thinks fit to such persons;
- (o) Subject to the powers of the Senate, take~ such steps as it thinks fit for furthering the

objects and interests of the University, maintaining its efficiency, making provision for and encouraging, teaching, the pursuit of learning and the prosecution of research therein, providing for the printing and publication of research and other works which may be issued by the University and providing for the welfare and recreation of the staff and students of the University, such steps to include the provision and maintenance of grounds, buildings, premises, furniture, equipment and other means required for carrying on the work of the University and maintaining its efficiency and well-being;

- (p) Call for reports from the Vice-Chancellor or the Senate and to review the work of the University in the light of such reports;
 - (q) Make provision for and to control payments to external examiners, to persons it commissions to give services to the University, to students to whom the Senate or the Vice-Chancellor, as the case may be, has awarded a scholarship or prize and to such other persons to whom it thinks fit to make grants or payments to further the objects of the University;
 - (r) After consideration of any recommendation or report thereon from the Senate, to determine fees to be charged to students;
 - (s) Award Honorary degrees in accordance with the procedure prescribed by Statute 32;
 - (t) Choose the crest and colour of the University; and
 - (u) Subject to the Act and Statutes, take such steps as it thinks fit, to give advice, guidance, directions regarding the Constitution, functions and activities of any organisation of members of the University eligible to receive and spend University funds.
- (2) The Council shall consider any recommendation made by the Senate for the making of Statutes and for taking any other action within its powers and shall either accept, reject or amend or take any action which it deems appropriate on any recommendation made by the Senate.

- (3) The Council shall refer to the Senate any matter coming before the Council which the Council considers to have academic implications and which has not previously been considered by the Senate.

22. The Budget and Infrastructure Committee

- (1) The Council shall appoint the Budget and Infrastructure Committee which subject to the general policy control and guidance of the Council shall, on behalf of the Council, perform the executive functions of the Council with regard to all financial matters coming within the functions of the Council prescribed by and subject to the Act and the Statutes, and, without prejudice to the generality of the foregoing, shall have power to:
 - (a) Invest and otherwise manage the University's funds;
 - (b) Incur, or authorize persons or bodies in the University to incur, expenditure from University funds, including any income accruing to any section of or body in the University;
 - (c) Control and regulate such expenditure by means of annual or other budgeting, by making allocations subject to any conditions it may determine, and by such other means as it may think fit;
 - (d) Prepare the annual accounts of the University for approval by the Council;
 - (e) Examine and report to Council on the financial implications of any proposed development of the work of the University; and
 - (f) Examine the effectiveness with which other resources are used and to make recommendations.
- (2) The Budget and Infrastructure Committee shall consist of:

- (a) a Chairperson to be selected by Council from among its members other than the Chairperson of the Council;
 - (b) the Vice-Chancellor;
 - (c) the Pro-Vice-Chancellor (Planning and Resources)
 - (d) the Chief of Facilities and Services;
 - (e) the Finance Director; and
 - (f) three other persons chosen by Council from among its members.
- (3) Four members of the Budget and Infrastructure Committee shall form a quorum.
- (4) The Budget and Infrastructure Committee shall select one of the Administrative Managers to serve as its Secretary. He shall be the Secretary of only one Statutory Committee.

23. The Senate

- (1) The Senate is the supreme academic authority of the University responsible for promoting the academic work of the University, both in teaching and research. It is the awarding body of the University. It oversees the University's academic management, including curriculum and all aspects of academic quality and standards. Senate meetings concentrate on major issues of academic strategy, policy, priority and performance.
- (2) The Senate shall consist of:
- (a) The Vice-Chancellor as Chairperson;

- (b) The Pro-Vice-Chancellor (Academia) as Deputy Chairperson of Senate;
 - (c) The Deans of Faculties;
 - (d) The Registrar;
 - (e) The Chief Librarian;
 - (f) The Director of Quality Assurance;
 - (g) Three full Professors elected University wise and one elected academic staff per Faculty.
 - (h) Three members from professional, commercial and industrial sectors nominated by the Senate; and
 - (i) One representative nominated by the Students' Union.
- (3) Half of the members of the Senate shall form a quorum.
- (4) Other members may attend in a consulting capacity as and when required.
- (5) Persons nominated to the Senate shall hold office for a period of two academic years commencing on the first day of August following their appointment or until such earlier date as the Senate may, in each case, determine.
- (6) Ex-officio members of the Senate shall remain members for as long only as they hold the respective offices by virtue of which they became members.
- (7) A member shall cease to be a member of Senate upon:
- (a) the completion of his term of office;

- (b) his resignation from the full-time academic staff or from membership of the Senate or on his being on leave without pay for a period exceeding six months; and
 - (c) failure to attend a meeting of the Senate for a period of six months from the date of his last attendance unless he has been excused by the Senate.
- (8) Persons nominated to the Senate shall be eligible for renomination for a second term of two academic years, but after re-nomination for a second term shall not be again eligible for nomination to the same office until after the expiration of one academic year from the end of such second term.
- (9) Nominated members of the Senate shall hold office for such periods and on such conditions as the Senate may, in each case, determine.
- (10) Notwithstanding anything contained in this Statute, no student representative shall participate in the deliberations of the Senate in any matter relating to:
- (i) examinations
 - (ii) conditions of service of staff
 - (iii) discipline of staff
- (11) The Senate shall select one of the Administrative Managers to serve as its Secretary. The Secretary shall serve for a period of two years or such other period as may be determined by the Senate. He shall be the Secretary of only one Statutory Committee.

24. Powers and Functions of the Senate

Without prejudice to the generality of the powers of the Senate prescribed by the Act and the Statutes, the Senate shall have the following powers and functions to:

- (a) Draw up plans for the academic work of the University; to promote the coordination of academic work; to consider the broad balance of research programmes; examine the

effectiveness with which academic resources are used; and to promote cooperation in teaching and research with other institutions of higher learning;

- (b) Determine the subjects of each Faculty or Unit of the University, to determine what schemes of instruction, study and research the University shall offer and to allocate every such scheme to one Faculty or Unit and at any time to change such allocation and to allocate each post on the academic staff of the University to one Faculty or Unit and at any time to change such allocation;
- (c) from time to time, review the academic organisation and development of the University, with special reference to the effectiveness of the University's work in relation to its object, to provide a University education responsive to the social, administrative, scientific, agricultural, technological and other needs of Mauritius and arising from such review, to report to the Council if it so wishes;
- (d) Control all matters relating to content and methods of teaching and of assessment, by examination or otherwise, for the award of degrees, diplomas and other academic distinctions;
- (e) Appoint, after consultation with the Boards of Faculties or Units concerned, and with such duties and under such conditions as the Senate may determine, one or more external examiners for award courses, and to control duties and appointment by Boards of Faculties or Units of internal examiners and, on good cause being shown, to terminate the appointment of any external or internal examiner;
- (f) Review, amend, refer back, or disallow any act of the Board of any Faculty or Unit in the University and to give guidance and direction to such body;
- (g) Determine dates of semesters;
- (h) Determine what formalities and conditions shall attach to the conferment of degrees, diplomas and other academic distinctions; to appoint if it so wishes, for such period and under such terms as it may in each case determine, a Public Orator to present

Honorary Graduands at degree ceremonies; and to determine all matters relating to academic ceremonial, including academic dress;

- (i) On what it deems to be good cause not known previously, to deprive persons of any degrees, diplomas or other academic distinctions, or of any academic titles conferred upon or awarded to them;
- (j) Within available resources, institute, control, regulate, award and discontinue under terms and conditions determined by it but subject to any conditions acceptable to it that may be made by donors, Fellowships, Studentships, Scholarships, Exhibitions, Bursaries, Prizes and other such awards to students for the encouragement of study and research;
- (k) Determine general policy matters relating to Library facilities, teaching aids, workshops, and such other academic services which are in its view necessary to the furtherance of the objects of the University;
- (l) Determine and control the terms and conditions of research or other activities conducted in the University or carried out by members of staff of the University for which payments are made by outside bodies;
- (m) Determine the conditions under which and the extent, if any, to which periods and courses of study and examinations passed at other universities, places of learning and other institutions may be regarded as equivalent to periods and courses of study and examinations in the University;
- (n) Enter into relations, subject to the powers of the Council, with other bodies, whether academic or otherwise, for the furtherance of the objects of the University, with special regard to the advancement of education in Mauritius;
- (o) Subject to the Act and the Statutes, the Laws of Mauritius and to the concepts of natural justice, take disciplinary action as it thinks fit against any student who in the opinion of the Senate or of anybody or person authorised to act on its behalf in this respect, has

contravened the Regulations or acted in a manner prejudicial to the furtherance of the objects of the University as laid down in the Act or to the maintenance of its efficiency or well-being as an academic community, such disciplinary action to include the following powers:

- (i) exclusion for such periods and on such terms and conditions as the Senate, or anybody or person authorized to act on its behalf in this respect, shall determine from all or any part of the University or its property;
 - (ii) suspension from membership of the University; and
 - (iii) permanent expulsion from membership of the University.
- (p) Investigate and if necessary arbitrate upon any academic matter brought to the Senate, with due notice and in proper terms, by any member of the Senate; any such decision of the Senate shall be final;
- (q) Discuss and declare an opinion on any matter;
- (r) Make recommendations to the Budget and Infrastructure Committee of the Council on questions of academic priority;
- (s) Make recommendations to the Council on the setting up of new Faculties, or the merging, restyling, or closing down of existing Faculties and to also make recommendations for the establishment of additional academic posts or for any other new developments; and
- (t) Confer the title of Emeritus Professor, Honorary Professor or Lecturer, or such academic title, and to appoint Personal Chairs, under such terms and conditions as it may determine.

25. Faculties

- (1) Each Faculty may comprise such departments and such units as the Faculty may

from time to time set up administratively. The Faculty shall allocate such courses as may be deemed appropriate to the departments or units.

- (2) The Board of Faculty shall consist of:
 - (a) the Dean of Faculty as Chairperson;
 - (b) Heads of Departments;
 - (c) One full Professor by rotation based on seniority for one year duration;
 - (d) One nominated representative of academic staff of each Department for one year duration;
 - (e) such other members of full-time or part-time staff of the University as may be co-opted to membership of the Board of Faculty for such period as the Board may in each case determine; and
 - (f) one representative nominated by the Students' Union of the University who shall be a registered student with the Faculty concerned.

- (3) Subject to the Act, the Statutes, the Regulations, resolutions of the Senate and the guidance and directions of the Senate, the functions of the Board of each Faculty, without prejudice to its other functions prescribed by the Statutes and Regulations, shall be to:
 - (a) Determine all matters relating to teaching and research in the subjects of the Faculty including curricula and examinations;
 - (b) Determine all matters relating to the progress of students following schemes of instruction, study and research allocated to the Faculty;
 - (c) Recommend to the Senate, Regulation for schemes of instruction, study and research allocated to the Faculty;

- (d) Recommend to the Senate, students for the award of degrees, diplomas and other academic distinctions in the subjects of the Faculty;
 - (e) Submit proposals to the Senate for academic developments;
 - (f) Put before the Senate any matter within the functions of the Senate for inclusion in the agenda of the next ordinary meeting of the Senate; and
 - (g) Deal with, and, if requested, report on any matter referred to it by the Senate.
- (4) Not less than half of the members of a Board shall form a quorum.
- (5) Notwithstanding anything contained in this Statute, no students' representative shall participate in the deliberations of the Board in any matter relating to:
- (a) examinations
 - (b) conditions of service of staff
 - (c) discipline of staff
- (6) The Board of Faculty shall select one of the Administrative Officers to serve as its Secretary. The Secretary shall serve for a period of two years or such other period as may be determined by the Board.

26. Advisory Committee

- (1) The Board of each Faculty may appoint one or more Advisory Committees in the subjects of the Faculty consisting of:

- (a) the Dean of Faculty as Chairperson;
 - (b) the Professors holding posts allocated to the Faculty;
 - (c) such members of the Faculties as are designated by the Board of Faculty; and
 - (d) not more than 12 persons not being members of the full-time academic staff of the University with special interests in the subject of concern, to the Advisory Committee appointed on the nomination of the Vice Chancellor and the Dean of Faculty jointly for such periods and on such conditions as the Board may, in each case determine.
- (2) Each Advisory Committee shall receive information and reports from the Deans of the Faculty on the teaching and research of the Faculty in the subjects that concern it and on proposed academic developments in those fields, and shall advise the Board on the relevance of the curricula to the national need, on matters concerning the employment and careers of past students of the University and in fields in which further teaching or research is needed.

27. Consultative Committee

- (1) The University shall appoint a Consultative Committee which shall ensure ongoing collaboration between the University and the private sector.
- (2) The Consultative Committee shall also be responsible for advising the University on
 - (a) the development of programmes of study and research, in line with the needs of the labour market;
 - (b) the relevance of the curricula of programmes of study to the labour market needs;
 - (c) effective quality assurance of the programmes of study; and

(d) placements, internships and research.

- (3) The members of the Consultative Committee will be nominated in equal numbers by the Council and the Senate from recognized persons in the fields relevant to its task.

28. Resignation, Retirement and Dismissal of Staff

It shall be open to the Council to terminate the appointment of any person in accordance with the Law.

29. Service of Notice and Documents

- (1) Any notice or document required by or for the purpose of the Act, the Statutes or the Regulations to be given or sent to a member of the University or of a Committee of the University may be given or sent either personally or sending it by post to him at his last postal address of which the University has cognizance.
- (2) Where a notice or other document is sent by post, service thereof shall be deemed to have been properly effected by properly addressing and posting a letter containing the notice or other document, and shall be deemed to have been effected at the time at which the letter would be delivered in the ordinary course of post.

30. Statutory Committees

- (1) For the purposes of this Statute, the Statutory Committees are the Council, the Senate, the Boards of Faculty, the Budget and Infrastructure Committee, the Staff Committee and the Disciplinary Committee.
- (2) Every Statutory Committee except the Disciplinary Committee, shall hold an Ordinary meeting at least six times each year, on such date, time and place as shall be notified electronically or otherwise to the members at least ten days in advance;

- (3) Every Statutory Committee shall have a different Secretary, appointed or selected as the case may be by the respective Committee. The Secretary shall serve for a period of two years or for such other period as may be determined by the respective Committee.
- (4) All Council and Senate papers, except for examination results and highly personal reserved areas, may be consulted by any Member of the University at least one week prior to its Meeting.
- (5) Draft Minutes of Proceedings of Statutory Committees must be made available to their members and other officers concerned within a week of the meeting.
- (6) The approved Minutes of Proceedings of Statutory Committees must be circulated to all Members of the University within a week of the meeting where they are ratified.
- (7) Council and Senate Meetings will be open to Members of the University except for items under the reserved areas. Such observers will remain silent throughout, will act unobtrusively and follow the directions of the Chairperson at all times, and will not participate in any way in the deliberations.
- (8) A Special meeting of a Statutory Committee may be called by the Secretary of the respective committee for such date, and time and place and in such manner as may be determined:
 - (a) by its Chairperson;
 - (b) on requisition in writing to the Chairperson of the Committee, stating the purpose of the meeting, by a number of members of that Statutory Committee which represents its quorum; or
 - (c) at a meeting of the Committee.
- (9) No matter shall be considered at a Special meeting of a Statutory Committee other than

that for which the meeting was called unless members of the Statutory Committee who are present unanimously decide otherwise.

- (10) The agenda for any meeting of a Statutory Committee except of the Boards of the Faculty shall be determined by the Chairperson of the Committee; the agenda for any meeting of the Board of a Faculty shall be determined by the Dean of the Faculty.
- (11) It shall be open to any member of a Statutory Committee to raise any matter he wishes for consideration at any Ordinary meeting of a Statutory Committee of which he is a member provided that in the view of the Chairperson or in the case of the Board of a Faculty the Dean of the Faculty, the matter comes within the functions of such Statutory Committee and that the matter is brought to the attention of the Chairperson or in the case of the Board of the faculty, the Dean of the Faculty at least one week before the date of the Ordinary meeting of the Statutory Committee at which the member wishes the matter to be raised.
- (12) Any member of a Statutory Committee may raise a matter under any other business (A.O.B) and such matter shall be decided upon by a unanimous decision of all members present at the meeting. If the matter is not so resolved, it may be put on the agenda for the next meeting of the Statutory Committee.
- (13) The Secretary upon the request of the Chairperson shall be responsible for sending to the members of the Statutory Committee the agenda and all relevant documents for any meeting of the Statutory Committee at least seven days before the date of any such meeting; documents sent less than seven days before the meeting or tabled at the meeting, and any matters otherwise raised at the meeting shall only be considered if the members of the Statutory Committee who are present unanimously agree to do so.
- (14) Every Statutory Committee may appoint such Committees consisting wholly or partly of its own members, as it thinks fit, and any Committee so appointed may in the same manner appoint Sub-committees. Such Committees and their Sub-Committees will generally abide by the same rules as the parent Statutory Committees

- (15) Every Statutory Committee may delegate any of its functions to such of its Committees or such member of the University as it thinks fit, any Committee may delegate its functions to any of its Sub-committees or such member of the University as it thinks fit and any Sub-committee may delegate its functions to any member of the University as it thinks fit.
- (16) Every Statutory Committee shall review from time to time the work of the Committee it has appointed, and if a Committee is re-appointed shall, subject to the Statutes, review its terms of reference and membership.
- (17) A Member of the University who is not an ex-officio member shall not serve on any of the Statutory Committees or their sub-committees for more than 7 consecutive years.
- (18) The Minutes of Proceedings of all meetings of a Committee shall be put before the Statutory Committee which appointed that Committee; and for that purpose the Boards of the Faculties shall be regarded as committees of Senate.
- (19) In the absence of the quorum at any meeting of a Statutory Committee no other business other than the adjournment of the meeting shall be transacted.
- (20) In the absence of a person who is Chairperson by appointment or ex-officio, a Statutory Committee, provided there is a quorum, and any of its Committees and Sub-committees provided at least half the members of the Committee or Sub-committees are present, shall elect a Chairperson for the meeting, who shall during that meeting or until the meeting is adjourned, exercise all the functions of the Chairperson. The decision of the Chairperson on all procedural matters shall be final.
- (21) In pursuance of paragraph (18) above, the Chairperson of a Committee shall present the Minutes of any meeting of that committee to the Statutory Committee appointing the Committee, or in his absence any other member of the Committee shall present the Minutes, but otherwise no member of the Committee, except for Council Meetings, shall participate in any discussion arising on such Minutes unless invited to do so by the person presenting the Minutes or by the Chairperson of the Statutory Committee concerned.

- (22) Whether specifically empowered to do so or not, the Chairperson of any of the Statutory Committee or of any of their Committees and Sub-committees shall have the power to take action on behalf of the Committee, of which he is the Chairperson, provided any such action is ratified at the next meeting, and in his absence, he may delegate such power to such other member of the Committee as he thinks fit. This provision however will not apply to Senate Chairperson as regards students' exams results.
- (23) Decisions at meetings of Statutory Committees and their Committees and Sub-committees shall, except where otherwise provided, be taken by a consensus of agreement, or where, in the opinion of the Chairperson, a vote needs to be taken, shall be determined by the majority of the members present and voting on the matter; the Chairperson will not vote. However, in the case of equality of votes, the Chairperson shall then have the power to exercise a casting vote.
- (24) The procedure and decisions of any of the Statutory Committees and their committees and Sub-committees shall not be invalidated by any vacancy in its number, nor by any defect in the election, appointment, or qualification of any of the members whether present or absent nor by any defect in the service or notices or document or by any other administrative defect.
- (25) A member of any of the Statutory Committees or of any of their Committees or Sub-committees, may, with the prior permission of the Chairperson of the Statutory Committee or of the Committee, nominate a person acceptable to the Chairperson to attend a meeting in his place, but any such person shall only participate in the proceedings of the Committee when invited to do so by the Chairperson and, if a vote is taken on any matter, shall exercise no vote.
- (26) The Chairperson of a meeting of any of the Statutory Committees or of any of their Committees or Subcommittees shall have the power to adjourn the meeting and to determine the date, time, place and means of calling the reconvened meeting.
- (27) Members of the Statutory Committees and of their Committees and Sub-committees, other than ex-officio members may resign from membership at any time by writing addressed to

the Chairperson of the Committee.

- (28) Except where the Act or the Statutes provide otherwise, items of business of Statutory Committees and their Committees or Sub-committees may, at the discretion, in each case, of the Chairperson of every such committee, be conducted by sending written proposals to each member of every such committee. In each case a decision shall only be valid if all members of the Committee, having been given a reasonable time to reply, agree to the proposals sent to them.
- (29) Subject to the Statutes, every Statutory Committee and their Committees and Sub-committees may make such standing orders as they think fit.

31. Elections to Statutory Bodies

- (1) (a) The elections to membership of any Statutory Body where provided for, shall be held at a date fixed by the Secretary of that Statutory Committee.
- (b) The whole process of elections shall be conducted during term-time.
- (c) All arrangements for the election to a Statutory body shall be the sole responsibility of the Secretary of that Statutory body or someone delegated by him. The Secretary shall act as the Returning Officer.
- (d) Any person elected to fill a vacancy on any Statutory Body shall serve for the unexpired term of the person who is replaced and shall be eligible for re-election.
- (2) The only persons entitled to be nominated and to vote in any Election to any Statutory Body shall be persons who are full-time members of the staff, or duly registered students, as indicated in the master copy kept in the Office of the Director of Human Resources and the Registrar's Office respectively.

Where a nomination is allocated to a particu'ar Body or Faculty, the person so nominated shall hold a position allocated to that Body or Faculty.

- (3) Not less than three weeks before the date of an election to a Statutory Body, the Secretary thereof shall invite all persons entitled to vote in that election to submit nominations of persons entitled to stand for election. Nominations shall be in writing, shall be signed by not less than 2 electors and shall include a statement signed by the nominee that he is willing to stand. Nominations shall be in the hands of the Secretary not less than 2 weeks before the date of election.
- (4) If the number of valid nominations exceeds the number of vacancies, there shall be an election. Voting shall be by secret ballot. The ballot paper shall indicate the candidates' names in alphabetical order, the position held by each candidate and the Faculty to which that position is allocated.
- (5) Electors shall vote by placing the same number of crosses on the ballot papers as there are vacancies; ballot papers with more or less crosses shall be invalid. Election shall be by simple majority of votes cast. Votes shall be counted by the Returning Officer in the presence of the candidates and in the event of a tie, the Returning Officer shall decide by the lot between the candidates tying. The returning officer shall immediately declare all the results of the votes and the winner.
- (6) The election as a whole shall not be invalidated if an invitation to submit nominations or a ballot paper is inadvertently not sent to or not received by persons entitled to vote in the election.
- (7) Ballot boxes will be closed at 3 pm.

32. Honorary Degrees

When and as often as the Council wishes to award Honorary Degrees in pursuance of its powers under paragraph (1) (s) of Statute (21) of these Statutes, the following procedure shall be followed:

- (1) The Council shall appoint a Committee consisting of the Chairperson of the Council as Chairperson, the Vice-Chancellor and three members of the Council and three members of Senate, to propose a list of not more than 4 persons for the award of Honorary Degrees;
- (2) The Committee shall invite the Chancellor, all members of the Council and of the Senate to submit to the Vice-Chancellor in confidence proposals for the award of Honorary Degrees, and all such proposals shall be considered by the Committee. It shall be open to those so invited to seek suggestions from other members of the University;
- (3) In proposing the list of names the Committee shall consider the contribution those proposed have made to the economic, social, cultural, technological, scientific and agricultural development at national and international levels. Serving members of the Statutory Committees, members of staff in service and registered students of the University shall not be eligible for the award of Honorary Degrees;
- (4) The Council shall either accept the list or refer it back to the Committee, without discussion of the individual proposals;
- (5) No person shall be approached regarding his willingness to accept conferment of an Honorary Degree until the Council has approved the list and the approved list shall only be published when all the persons named in the list have signified their willingness to accept conferment of an Honorary Degree;
- (6) The Honorary Degree conferred shall be Doctor of Civil Law (D.C.L); Doctor of Letters (D. Litt) or Doctor of Science (D.Sc.); and
- (7) Honorary Degrees shall not be conferred in absentia.

33. Year and Semesters

- (1) An academic year shall begin on 1 August or on any other date in each year as the Council may decide, and shall normally consist of 2 Semesters, being the First Semester and the Second Semester.
- (2) A financial year shall begin on 1 January each year.

34. Accounts and Audit

- (1) The Council shall appoint a qualified auditor who shall, not less than once in each financial year, examine, audit and report on the accounts of the University.
- (2) (a) The auditor so appointed shall have access at all reasonable times to all books and accounts of the University, all vouchers in support thereof and all books, papers and writings relating thereto in the University's possession.

(b) The auditor so appointed may require from all members of Council and all officers, agents and workers of the University such information and explanation as may be necessary for the purpose of the audit.
- (3) The University shall, not later than three months after the end of every financial year, prepare and submit to the auditor an annual statement of its income and expenditure and a balance sheet made up to the end of the financial year showing the assets and liabilities of the University.
- (4) The auditor shall report to the Chairperson of Council of the University whether:
 - (a) he has obtained all the information and explanations which to the best of his knowledge and belief were necessary for the purpose of the audit;
 - (b) in his opinion proper books of account have been kept by the University so far as appears from his examination of those books;
 - (c) the balance sheet and the statement of the income and expenditure of the University

are in agreement with the books of account;

- (d) in his opinion and to the best of his information and according to the explanations given to him, the accounts give a true and fair view of the income and expenditure of the University for the financial year and of the state of affairs of the University at the end of the financial year; and
- (e) in his opinion and, as far as could be ascertained from his examination of the accounts, any expenditure incurred is of an extravagant or wasteful nature judged by normal commercial practice and prudence.

35. Revocation

The Statutes of the University of Mauritius 1991 are revoked.

Made by the Council of the University of Mauritius after consultation with the Senate by special resolution on 15 April 2013.