CHAPTER 3

REGISTRATION AND CONDUCT OF STUDENTS

3.1 REGISTRATION AS STUDENT

(i) Students are either 'award' students (i.e. following a scheme of study leading to a postgraduate degree, undergraduate degree, diploma, or certificate of the University) or 'non-award' students. A student may also register as 'auditeur libre' for specific module(s) subject to approval by the Faculty/ Centre Board (Refer to section 1.9).

(ii) To be recognised as a full-fledged registered student, the latter should enroll on a Programme of Study leading to the award of a Postgraduate/ Undergraduate Degree/ Diploma/ Certificate.

(iii) All students are required to register before starting their Programmes and at the beginning of each subsequent level/ year of their Programme. The days on which students register shall be announced by the University and only with the special permission of the Registrar may a student be permitted to register other than on the appointed days.

(iv) By virtue of Statute 6 (4) (b), the Vice-Chancellor may refuse, without being required to explain his/her decision, to admit any person to be registered as a student.

(v) Registration implies agreement by the student registering, while s/he remains a registered student, to abide by the authority and discipline of the University conferred by the University of Mauritius Act, 1971, subsequently amended in 1992**,** and in 2012, by Act No. 27 of 2012, by the Statutes and by the Regulations and Rules in force for the time being and expressed through the Council, the Senate, the Boards of Faculties/ Centre and the duly appointed officers of the University in the discharge of their lawful duties.

(vi) Information provided by students at registration will be treated by the University as confidential and will not be passed on to anybody or person outside the University without their permission.

(vii) A student shall notify the Registrar through his/her Dean of Faculty/ Director of Centre as soon as possible of any subsequent changes in the information s/he has provided at the Registration.

(viii) A student would normally be allowed to transfer from one Programme to another within **three (3)** weeks from the first day of Semester of Year One, provided s/he had secured a seat on the Programme and subject to approval by the Dean/Director.

3.2 PAYMENT OF FEES

(i) If offered a seat at the University of Mauritius, a person, at registration, shall pay all required fees as per University provisions or produce written evidence of sponsorship.

(ii) Legal action may be taken against a student who does not pay all fees and charges as required. S/he shall be suspended from the University and may only be re-admitted with the permission of the Vice-Chancellor and on such terms and conditions as may be prescribed by him/her.

(iii) The University may immediately terminate the registration of a student who fails to effect payment of his/her dues within a period of two (2) weeks upon receipt of the **final** reminder.

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

(v) Any student whose name is on the list of debtors shall be debarred from Re-Registration/Module Registration/Access to Results & Transcript.

3.3 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 3 after the start of the semester for all students.

(ii) 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.

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

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

(vi) Student shall not have access to Module Registration until such time that his/her name appears on the list of debtors [Please refer to Section 3.2 (v)]

3.4 CREDITS PER SEMESTER/ YEAR

For programmes structured on the credit system, the number of credits that can be taken by a student per semester or year is as follows, unless prescribed otherwise by the Faculty/ Centre/ Programme of Study:

Programmes of Study abiding by semester regulations:

Maximum per semester (including Retake Modules, but excluding Exempt Modules) – 24 UoM credits or 48 LCCS credits.

Minimum per semester – 3 UoM credits or 6 LCCS credits.

Programmes of Study abiding by yearly regulations:

Maximum per year (including Retake Modules, but excluding Exempt Modules) – 48 UoM credits or 96 LCCS credits.

Minimum per year – 6 UoM credits or 12 LCCS credits.

3.5 MODULE CHANGE/ WITHDRAWAL/ LATE MODULE REGISTRATION/ DEREGISTRATION

(i) Application for change of module(s) or withdrawal from module(s) without administrative/ penalty charge could only be considered within three (3) weeks from the start of the semester/ year.

(ii) The deadline for late module registration/ de-registration shall be the end of week 7 of the semester, unless approved otherwise by the Department/ Faculty/ Centre.

(iii) An administrative/ penalty fee per module/ UoM credit/LCCS credit will be charged for late module registration/ de-registration to act as a deterrent and discourage students from going beyond the normal deadline for module registration (Refer to section 13.5).

(iv) It is to be noted that under the credit system (UoM/LCCS), 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 academic results (e.g. CPA and GPA) will be adversely affected.

3.6 MODULE EXEMPTION

Prior to the start of Year 1 of a Programme of Study, a student may request exemption for one or more specific taught modules for the whole Programme of Study, on the basis of previous qualification(s) obtained.

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

Application for exemption from module(s) for the whole Programme of Study can only be considered within three (3) weeks from the start of the Academic Year/ Programme of Study/ 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'.

The prescribed exemption form should also be filled by students who are allowed to repeat a year, and who wish to be exempted from module(s) in which they have obtained at least a grade 'C' or a grade 'S' except for programmes that do not allow same. The deadline is three (3) weeks from the start of the academic year.

An administrative fee per module/ UoM credit/LCCS credit will be charged for the processing of requests for exemptions (Refer to section 13.6).

For tuition-fee paying programmes, no refund of tuition fees will be granted for exempted modules, with the exception of UoM modules (bearing same code and title, unless otherwise decided by Faculty/ Centre). Similar/ equivalent modules from UoM or other institutions will not be considered for refund.

Requests for module exemption are to be submitted:

(i) Using the 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 three (3) weeks from the start of the Academic Year/ Programme of Study/ upon receipt of letter of offer or prior to start of Year 1 (i.e. at the application stage);

(iii) At the Registry of the respective Faculty/ Centre.

A complete request will consist of the following:

(i) Duly filled in Exemption Form;

(ii) Photocopies of relevant Certificates, Testimonials, Programme of Study (syllabi, Programme Structure, etc);

(iii) Certified copies of his/her transcript(s);

(iv) Evidence of payment of prescribed administrative fee.

To be eligible for module exemption, the student must have scored at least a grade 'C' in the relevant module.

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.

The prescribed exemption form should also be filled by students who are allowed to repeat a year, and who wish to be exempted from module(s) in which they have obtained at least a grade 'C'. The deadline is two weeks from the start of the academic year.

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 Study.

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 UoM credits/LCCS credits earned will be accounted for.

UNIVERSITY OF MAURITIUS

FACULTY/ CENTRE……..

EXEMPTION FORM

This form is applicable to students who wish to consider their requests for exemption of modules. Completed form should be submitted to the **Registry of the Faculty/ Centre within three (3) weeks** from the start of the Academic Year/ Programme of Study/ 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 Study: …… Academic Year: ……

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

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

Email Address: ……. Tel No.: (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.								
3.								
4.								
5.								
6.								
7.								

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

Signature of Requestor: ……. Date: ……

UNIVERSITY STAMP

Notes:

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.*

3.7 ATTENDANCE

A student will be expected to attend regularly lectures, tutorials and other forms of instruction prescribed by his/her scheme of study (at least 50% attendance for face-to-face and/or online lectures) and to submit written work by the appointed dates. Note however that for students benefiting from scholarship or financial assistance, 90% attendance or more may be requested by the donor(s).

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

3.8 RULES AND GUIDELINES FOR ONLINE LEARNING

Introduction

In the Online/Blended classroom, it is important that both lecturers and students are aware of the appropriate Guidelines and adopt same to ensure that the online teaching environment becomes a place for respectful, collaborative, meaningful and engaged learning. *The full Guidelines for Online Learning is available under the Teaching and Learning Section of the QA Docs and concerns both Lecturers and Students.* The contents will be customised and shared with students as and when needed prior to the start of online classes, so that students are aware of lecturers' expectations, hence ensuring smooth sessions

Students and Lecturers will be online through the LMS [1] (Moodle platform/Google Classroom) and through other videoconferencing tools (ZOOM, Google Meet etc.) and they will be required to abide by the online netiquette (set of rules for behaving properly online).

The following relevant extract of the Guidelines concerns students, and takes you through the dos and don'ts of the document.

STUDENTS' PERSPECTIVES

Guidelines for Students

1. **Connect with Others**. Communicate with your classmates and Lecturer as you would in a face-to-face class using email, discussion forums, chat in LMS, etc. When you have queries or doubts, communicate with your Lecturer as soon as possible.
2. Customise your **profile** on the Moodle platform/Google Classroom by adding your picture.
3. Respect the **privacy** of your classmates and what they share in class.
4. Do not record your Lecturers and your classmates and upload the materials online, without their permission. This is a serious offence and can lead to disciplinary actions.
5. Be **Professional**. Your coursework is more than just learning concepts and facts; it is

[1] LMS: Learning Management Systems

also preparing you for a career. Your conduct therefore should reflect this; your communication must be appropriate and follow standard rules for grammar and spelling and be clear, concise and intelligent.

6. Share your **Opinions**. In discussion forums, everyone is encouraged to share their opinions.
7. **Respect diverse opinions**. People have the right to disagree with you and exposure to others' opinions is part of the learning experience. Online discussions are a means to share ideas and practice the skill of persuasion without hurtful or inappropriate language. Review and re-read your posts before you publish.
8. Be **Forgiving**. For the majority of participants, online communication is straightforward. Sometimes unintended meanings may be conveyed.
9. You should communicate with your **lecturer respectfully**. Also, any email you send your lecturer should always include your name and the programme/year/module you are enrolled in.
10. Respect deadlines for **Assignments** and word limit where indicated.
11. Assignments should be submitted in a format that can easily be opened.
12. Checked assignments to ensure that your sources are properly **referenced** and **acknowledged**.

You can go to
https://www.uom.ac.mu/Images/Files/Regulations/MPhilPhD/2020_2021/harvardsys.pdf
for more information on the Harvard Referencing System.

Videoconferencing

1. Do not share the link for the videoconference with students outside the class.
2. Ensure that you have access to the videoconferencing app before the scheduled session (for example download ZOOM, check access to link).
3. Join 5 minutes before the meeting start time and add your name and student ID when you join an Online Class on ZOOM or other platform (e.g. Google Meet).
4. Check your camera/headset/microphone.
5. Check your Internet connection.
6. Ensure that you are in a quiet space and that there are no interruptions.
7. Have a plain background.
8. Avoid backlight from bright windows.
9. Have good lighting on your face so you can be seen clearly.
10. Adjust your camera to be at around eye level if possible.
11. Stay focussed and don't do other private things while on a meeting.
12. Mute your microphone when you are not speaking.
13. Limit distractions: by turning off notifications, closing or minimizing running apps, and muting your smartphone.
14. Do not use slang /swear words.

15. Avoid making personal comments, inappropriate jokes or use foul language: the forums and videoconferences should be used to make constructive comments about the module and learning in general.
16. Respect your friends: ensure that you are not monopolising the videoconference and give every student an opportunity to share his/her insights as well.
17. Do not tamper with notes or comments by Lecturers and friends (e.g. deleting comments, making annotations on slides being shared).
18. Be an active listener and participate in the forum /videoconference: share your thoughts and viewpoints.
19. If you are typing your responses, use grammatically accurate sentences and avoid abbreviations (e.g. avoid texting language) and capital letters/exclamation marks (considered as shouting, hence aggressive).
20. If you are using acronyms, spell it out first and then use the acronym for the rest of the session.
21. Re-read what you have typed before submitting your response.
22. It is advised to re-read all comments made on chats and forums before posting your own comment to ensure that the issue was not raised before to avoid redundancy. Comment if you have something new or different to say that will contribute to the debate.
23. Ask for consent before recording the video conference.

NOTE: As a general rule, students must abide by the University Rules and Regulations

Additional Guidelines:

1. Academics shall provide Lecture Materials to students;
2. Academics may provide pre-recorded (Videos) or record their Lectures live and make available to students;
3. Lectures can be recorded but students who are not comfortable or agreeable may switch off their Camera;
4. Only the Lecturer is allowed to record the Lecture Session; and
5. Recorded Lectures are for personal use and not to be put on social media or used for any other commercial purpose.

Additional Resources

- https://virtuallearning.ca/student-services/code-of-conduct/
- https://virtualsc.org/student-code-of-conduct/
- https://www.organisatiegids.universiteitleiden.nl/binaries/content/assets/ul2staff/reglementen/onderwijs/code-of-conduct-remote-teaching.pdf

3.9 CONDUCT OF STUDENTS AND UNIVERSITY DISCIPLINE

Students shall at all times conduct themselves in a manner conducive to the furtherance of the objects of the University and to the maintenance of its efficiency and well-being as an academic community.

The following shall be held to be a breach of University discipline rendering a student liable to action under the Code of Discipline (Refer to section 5):

(i) Breaches of Criminal Law. These will invariably be reported to the police but this in no way prejudices the right of the University to institute its own disciplinary proceedings whatever the outcome of the reference to the police.

(ii) Conduct which obstructs or interferes with teaching and research and the administration of the University, including during examinations (excluding cases of cheating).

(iii) Conduct which obstructs any member of the University or an officer or employee from discharging his/her lawful duties.

(iv) Conduct prejudicial to the University's relations with the general public and/or its partner institutions, for example, by conveying erroneous information to the press/ media, which may be construed as an exertion of undue pressure on or as a threat to the University Authorities.

(v) Failure to comply with any rules made to maintain the good order and efficiency of the University, for example, rules relating to the use of University facilities, the parking of motor vehicles, security, the care and tidiness of University's grounds, and damage to University's buildings and property.

(vi) Improper and indecent language and unbecoming behaviour, including harassment on or off campus towards fellow students and other members of the University.

(vii) Gross misconduct that may tarnish the image of the University.

(viii) Submitting a fraudulent document for missing a class test or other academic assignment.

3.10 STUDENT FEEDBACK QUESTIONNAIRE

The University of Mauritius is committed to working in close partnership with its students in order to enhance all aspects of the student experience. In this respect, to promote good governance and ensure quality assurance, mechanisms such as Student Feedback Questionnaires (SFQs) have been designed to obtain feedback from students on academic and non-academic issues. The broad objectives are to:

- routinely monitor the quality of teaching and content of modules to be able to identify any issues that arise in a timely manner;
- gain insights into students' perspectives on the modules and how they fit with other parts of the course and the greater field;

- address logistical issues pertaining to the module such as delivery (e.g. access to materials, notes, etc.) or organization of the module;
- gain constructive feedback to review or re-design the module for future cohorts;
- continue to improve on the services that are provided to our students on campus;
- assess the performance of teaching staff and facilitate the benchmarking process.

Students are required to fill in the online SFQ for each registered module, unless specified otherwise, by logging on the Student Online System accessible at: https://online.uom.ac.mu/student/login.asp. Access the Management Information System Platform. Click on 'Take Feedback Questionnaire' link, select the appropriate semester and module, then click on 'Student Feedback Questionnaire'. Click on the 'Submit' button after providing feedback for a particular module and continue with feedback for other modules.

SFQs have to be compulsorily filled by students as from week 9 to end of week 11 for all the modules to be examined, once for the semester module(s) and twice for the yearly module(s).

In case students fail to fill in the online SFQs by the due dates, examination results for the module(s) where the students have not filled the online SFQ(s) will be withheld.

3.11 REQUESTS FOR SELF-STUDY MODULES

(i) Student's request has to be made to the Dean/ Director through the Head of Department/ Programme Coordinator.

(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.

(iv) 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 to the Pro-Vice-Chancellor (Academia), through the Dean/ Director and Head of Department for the approval of fifteen (15) contact hours for a module of 3 UoM credits and 10 contact hours for a module bearing 6 LCCS credits

(vi) The deadline for application for self-study modules is the end of week 3 after the start of the semester.

3.12 WITHDRAWAL FROM THE UNIVERSITY

(i) Any registered student of the University of Mauritius has to complete a withdrawal form if s/he wishes to completely withdraw at any time from the University even if s/he has not attended any lectures.

(ii) The prescribed form can be obtained from the Admissions and Student Records Office and at the Faculty/ Centre/ Partner Institution Registry.

(iii) Failure to fill the withdrawal form will result in "F" grade for all modules registered and non-reimbursement of tuition/ laboratory fees, if applicable. Refund of tuition/ laboratory fees, where applicable, will be based on the date of withdrawal (Refer to Section 13.4).

(iv) Students who have withdrawn from a non-tuition fee-paying Programme of Study at the University of Mauritius as from the 3rd week after the beginning of the first semester of year one without submitting valid reason(s) at the time of the application for withdrawal will not be admitted on the same non-tuition fee-paying Programme until a period of two years has elapsed.

(v) The student has to complete and sign the withdrawal form. Prior to submitting the form, the student must obtain the signatures from the Library and Finance office.

(vi) At the time of withdrawal, the student must return any books borrowed from the University Library and obtain the signatures of the Chief Librarian or his/her representative on the withdrawal form.

(vii) The student must also obtain the signature of the Finance Director or his/her representative on the withdrawal form that there is no outstanding debt in his/her account.

(viii) The student has to submit the duly completed form together with the University identity card and the Student Bus Pass issued to him/her to the Registrar's Office.

(ix) The Registrar's Office will forward the form to the Admissions and Student Records Office. The latter will inform the Faculty/ Centre/ Partner Institution of the withdrawal of the student for necessary action at their end.

(x) The student is officially withdrawn from the University.

3.12.1 Procedure for Administrative Withdrawal

(i) On the advice of the Administrative Officer and after consultation with the Head of Department and Programme Coordinator, the Dean/ Director will recommend to the Registrar that a student be administratively withdrawn.

(ii) The Administrative Officer will make a written recommendation, specifying the grounds for withdrawal. A copy of the Form is available at **Annex 1**.

(iii) The student will have to be informed in writing by the Administrative Officer upon approval of the recommendation for withdrawal and the reasons.

(iv) If the student does not respond within 14 days of the mailing of said notice, the student will be administratively withdrawn, and the Administrative Officer shall notify the Dean/ Director and Registrar of the administrative withdrawal of the student.

(v) Upon a request from a student to withdraw from a Programme of Study before successful completion of the same, the onus is on the Faculty/ Centre Board concerned to consider the eligibility of the student for award at lower levels (exit points) immediately after the student is officially withdrawn from the University, and not await for the maximum duration of the Programme to be reached, or upon requests from student(s) to do so *(Please refer to Section 4.17 w.r.t. Exit Points).*

(vi) Candidates who wish to re-instate in the same Programme of Study following withdrawal from the University of Mauritius *(Please refer to Section 13.11.4).*

3.13 INTERRUPTION OF STUDIES

An interruption of studies is an approved leave of absence from all study for a defined period.

Students requesting for interruption of studies should be fully aware about the risks associated with the interruption and should accept any conditions relating to their return. Note that permission for an interruption is a privilege and not a right. Students should bear in mind that Programmes of Study and regulations change to reflect developments in the subject, requirements of external bodies, and the resources available to the University. If the regulations and requirements of the University and/or the programme have changed on resumption, the student will normally be subject to the regulations and the requirements that are applicable to the cohort of students that s/he will then join, whether they are more or less favourable than those which were previously applicable.

A student who is enrolled on an accredited programme should be particularly aware that the accrediting body may have set its rules in relation to possible interruptions of study and especially in relation to the maximum period for which a student can be registered to study on that programme. It is the responsibility of the student to ensure that s/he is fully aware of these restrictions and take them fully into account when considering whether to request an interruption.

A student may 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 Study.

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 Study, 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 carry out 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 Study.

If a student has been allowed to interrupt his/her studies, and on resumption, the Programme of Study is no longer on offer or not on offer, the Dean of the Faculty/ Director of Centre may, on the approval of the Faculty/ Centre Board, allow the student to be admitted to an alternate Programme of Study without causing prejudice to any candidate on the Programme's ranking list for that year only. However, if the student has been offered an equivalent or a revised Programme, s/he may be admitted with the approval of Faculty/ Centre Board. Admissions and Student Record Office should be informed of the decision of the Faculty/ Centre Board before the student is informed officially of the decision. Prior to the above, the student should be contacted by the Programme Coordinator/ Head of Department to discuss possible arrangements to transfer programme or to find an appropriate mode to support the completion of the programme.

If a student does not re-enrol at the agreed resumption date and does not submit a request to extend the interruption of studies, the student shall be deemed to have withdrawn from the University, the date of withdrawal being identified as the agreed resumption date.

3.14 CHANGE OF PROGRAMME OF STUDY (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.

3.15 STUDENT HEALTH

Any student suffering from or believing that s/he may be suffering from an infectious illness or in whose home or lodgings there is or has been such illness must immediately notify his/her medical practitioner and the Dean/ Director of his/her Faculty/ Centre. No student may return to follow courses at the University until a medical practitioner appointed by the University has provided him/her with a certificate, which is to be forwarded immediately to the Dean of the Faculty/ Centre Director stating that there is no longer any danger of infection being conveyed to other persons.

3.16 STATEMENTS TO THE PRESS

No student may make/ issue statements to the Press, radio or television on behalf of the University without prior permission of the Vice-Chancellor through the President of the

Students' Union. This is without prejudice to the right of an individual to make public statements on his/her own behalf.

3.17 NOTICES

The contents of any notice affixed on University Notice Boards, official Faculty/ Centre Notice Boards, posted on the University website, and/or e-mailed to official student e-mail addresses will be assumed to be known to students.

ANNEX 1

UNIVERSITY OF MAURITIUS

Form No: ASR/PWF/….....

PROGRAMME WITHDRAWAL FORM

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

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

SECTION A – STUDENT PERSONAL DETAILS

Student's Full Name: ……

Title (Mr, Mrs, Ms): ……...

Student's I.D: …….

Home Address: ……..

……..

Programme of Study and Year/ Level: ……...

Faculty/ Centre/ Partner Institution: ……

SECTION B – STUDENT REASON(S) FOR WITHDRAWAL

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

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

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

……...

…….....

SECTION C (TO BE COMPLETED BY THE LIBRARY)

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

Name of Officer:

…….....

Date:

……..

Signature:

…….....

SECTION D (TO BE COMPLETED BY THE FINANCE OFFICE)

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

Name of Officer:

…….....

Date:

……..

Signature:

…….....

SECTION E (DECLARATION BY STUDENT)

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

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

Student's Signature: ……..

Date: ……

Updated by QA on 17.04.2026