

UNIVERSITY OF TECHNOLOGY, MAURITIUS



REGULATIONS



MODIFICATION HISTORY OF UTM REGULATIONS

REVISION	DATE	REVISION DESCRIPTION
v1.0	February 2001	Set of Regulations Approved
v1.1	May 2002	Major additions to Regulations for award of Certificate, Diploma, Undergraduate and Postgraduate Degrees
v1.2	November 2003	Amendments on the Exemption Policy
v1.3	December 2003	Amendments on Maximum Duration of Studies for FT and PT Diploma, First degree and Taught Master Degree programmes
v1.4	April 2008	Amendments on Regulations for failed resits
v2.0	December 2009	Full review of Regulations
		Addition of "Regulations on Anti-Plagiarism"

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REGULATIONS

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Glossary



Academic Council	Principal Academic Body of the University chaired by the Director General that controls and regulates all academic activities under the aegis of Board of Governors.
Academic Year	<p>The Academic Year is made up of two semesters. It normally starts at beginning of mid <i>August/September to end in June/July</i> of the following year.</p> <p>For some programmes, the Academic Year may start in <i>March to February</i> of the following year. Under certain circumstances the Academic Year may be specified by the Academic Council.</p> <p>The Academic Year normally coincides with the Academic level for full time programmes only.</p>
APEL	<i>Acronym for “Accreditation of Prior Experiential Learning”</i> and applied for admission purposes. Procedure whereby recognition is given to a candidate's learning and practical experience, deemed to make him/her eligible for a programme, in lieu of the normal academic requirements for same
APL	<i>Acronym for “Accreditation of Prior Learning”</i> and applied for admission purposes. Procedure whereby recognition is given to a candidate's academic qualifications other than those normally required for a programme and deemed to be satisfactory alternatives for same.
Appeal	A student not satisfied with his/her results at an examination may make an appeal to the Registrar for a remarking of his/her paper/s against payment of a fee as determined by the University.
Assessment	Procedure by which a student's performance in a module is evaluated and it is made up of continuous assessment and examination.
Assignment	Work assigned as part of a student's programme of study and is normally counted in his/her assessment.
Attachment	Period during which a student may be posted in a workplace or in another institution as part of his/her programme of study and normally intended to give him/her practical experience. It may also count in the continuous assessment.
Board of Examiners	Committee chaired by the Head of School and made up of the examiners of a programme to consider results and make recommendations thereof to the School Board.

Continuous Assessment	Assignments, projects, class tests, presentations, attachments, practicals given as part of the overall assessment of the module, generally counting for 30% of the total marks, unless otherwise stated.
Convocation	Official ceremony during which certificates, diplomas, degrees and postgraduate degrees are awarded to students. Honorary degrees may also be awarded.
Core module	Compulsory module that must be taken by all students in a particular programme and must be passed for obtention of the award.
Coursework	Coursework means assignment, project, class test, presentation, practical and any other item as may be prescribed by the School.
Credit	Academic unit measuring 15 hours of learning. An award is based on the basis of a specified number of credits, for example 108 credits earn a degree. A module is worth 3 credits and a dissertation 9 credits, unless stated otherwise.
Disciplinary Committee	Committee chaired by a member of <i>the</i> Academic Council to look into complaints about students and to make recommendations thereon to the Academic Council.
Dissertation	Research-based long essay normally counting towards the award of a diploma, degree or postgraduate degree.
Elective	A module which a student freely chooses from a prescribed set. The number of electives a student has to take may vary from programme to programme. The elective may be worth 3 credits or 6 credits or as <i>specifically</i> prescribed by the Academic Council.
Exemption	Dispensation granted to a student with respect to a module/part of a programme deemed by the Academic Council to have already been fulfilled and counting towards the award.
Head of Resource Centre	Librarian
Interruption of studies	Period during which a student is allowed to temporarily discontinue his studies on grounds approved by Academic Council.

Level	Programmes of study are organised in levels 1, 2, 3 and 4 (<i>if applicable</i>) for undergraduate programmes and level M for taught postgraduate programmes. A level is constituted of a number of modules spread across 2 semesters for full-time students and normally 3 semesters for part-time students.
Merit-based scholarship	Scholarship awarded by the UTM to students with outstanding performance
Module	Unit of study consisting of one or more separate elements (theory/practical work/coursework/assignment...) forming part of a programme of study. A module is generally of 45 hours duration and represents three credits. A programme is generally made up of core modules and electives.
Need-based scholarship	Scholarship awarded by the UTM to assist meritorious students in need of <i>financial support</i>
Placement	Period during which a student is attached to a place of work for practical training as part of his/her programme and counting towards an award, unless stated otherwise.
Programme	Denotes a course of study as approved by Academic Council.
Project	A piece of work, usually research-based, counting towards an award.
Resit	Re-examination of a failed module, subject to programme regulations as prescribed by the UTM Regulations
Repeat	A case where a student is called upon to study at the same level of the programme in which he/she is called upon to repeat with exemptions as per UTM's Regulations before being allowed to proceed to the subsequent level if applicable.
Semester	Study period of 6 months comprising 12 weeks of lecturing and allied academic activities followed by an exam break of 1 week and normally 5/6 weeks of examination.
School Board	The academic committee at the level of each School chaired by the Head of School, which makes recommendations to the Academic Council on matters pertaining to the School.
Withdrawal	Termination of a student's registration for a programme on grounds laid down by Academic Council or at his/her own request.

Admission Regulations



1. Principles

Admission of a student to a taught programme of study is subject to the following:

- (i) That the student admitted is not under the age of seventeen, unless under guardianship.
- (ii) That the student either meets the general and specific admission requirements for the programme or is granted special permission by the Academic Council.

2. Admission to Master's Programmes

The general minimum entry requirement for a Masters programme is:

- a lower second class Honours degree
- or • a post graduate diploma
- or • an approved professional qualification recognised as being equivalent to an honours degree
- or • other qualifications and/or experience which demonstrate that a candidate possesses appropriate knowledge and skills at standard acceptable by the Academic Council

Note:

Specific requirements for admission to individual programmes leading to the award of a Masters degree are provided under programme requirements (see under Programme Entry Requirements for individual programmes)

3. Admission to programme of study at undergraduate level (certificate/diploma/degree)

The general minimum requirements for admission to a programme leading to the award of a certificate/diploma/degree of the University are:

A 5 'O' level Requirements:

Either

- (i) 5 'O' level passes awarded by University of Cambridge inclusive of English language or Literature in English with at least grade C normally obtained at not more than two sittings

Or

- (ii) 5 'O' level passes at GCE London inclusive of English Language or Literature in English obtained at not more than two sittings
Or
- (iii) 5 'O' level passes awarded by any other approved examining body deemed to be equivalent to either (i) or (ii) above
Or
- (iv) any other relevant qualification combining five subjects areas inclusive of English Language acceptable to the Academic Council as comparable to five 'O' levels
Or
- (v) The IGCSE
Or
- (vi) Any other qualification inclusive of five different subject areas other than English Language acceptable to the Academic Council as comparable to 5'O' levels together with evidence of proficiency in English Language.

Note:

- (i) A pass in General Paper of the Higher School Certificate will be acceptable in lieu of English Language at 'O' level.
- (ii) A pass at subsidiary level of the Higher School Certificate will be acceptable in lieu of a pass at 'O' level in the subject as per (i) and (ii) above
- (iii) Relevant subjects/combinations of related subjects included in any certificate/diploma from a Tertiary institution or any technical qualification, as may be approved by Academic Council as being equivalent or comparable to an 'O' level, may be accepted in lieu of corresponding subjects in (i) or (ii) above.

AND

B A level requirements

Either

- (i) A minimum of two passes at advanced level awarded by University of Cambridge
Or
- (ii) General Certificate of Education passes at Advanced level in two subjects from University of London or any other approved Examining body
Or
- (iii) The French Baccalaureate
Or

(iv) The International Baccalaureate

Or

(v) Qualifications awarded by other recognised institutions and approved by Academic Council as satisfying the minimum requirements for admission

Note 1:

Relevant subjects/combinations of related subjects included in any certificate/diploma from a tertiary institution or any technical qualification, as may be approved by the Academic Council as being equivalent or comparable to an 'A' level may be accepted in lieu of corresponding subjects in (i) or (ii) above.

Note 2:

The Head of School may require an applicant for admission to sit for a special entrance examination

Note 3:

Specific requirements for admission to individual programmes leading to the award of a certificate/diploma/degree are provided under programme requirements (see under Programme Requirements for individual programmes)

4. Admission to other Programmes

Candidates for admission to any other programmes of study whether or not leading to an award shall be required to satisfy such conditions as may be prescribed by the Academic Council.

5. Assessment and Accreditation of Prior Experiential Learning/Prior Learning

Mature applicants having a strong background of work experience and uncertificated learning may be assessed for entry to programmes through the Accreditation of Prior Learning (APL) and the Accreditation of Prior Experiential Learning (APEL). Responsibility rests with the applicants for making a claim to have acquired knowledge and skills assessed and for supporting the claim with appropriate evidence. The final decision will rest with the Academic Council.

Applicants granted exemptions on module(s) through Prior Experiential Learning or Prior Learning will have their overall percentage mark for the Year of study (full-time) or Level of study (part-time) determined only from the number of modules in which they are examined.

Requests for Exemptions, APL/APEL exemptions, for any Levels of the programme, are to be submitted within 10 working days of start of a programme.

6. Admission with Academic Credit or Exemption

Students may be admitted to a programme of study with recognition of their prior learning in two categories, at the discretion of the Academic Council: Admission with Credit or Admission with Exemption.

(i) Admission with Credit

Admission with credit is awarded in cases where a direct comparison can be made between the student's prior learning and that of the programme of study concerned and where the Academic Council is able to verify that learning.

(ii) Admission with Exemption

Exemption is given where the Academic Council is satisfied that a student has suitable prior learning that allows him/her to achieve the aims and objectives of the programme.

7. Direct Access to Level 2 or Level 3 or Level 4

Students may be eligible to directly access level 2 or level 3 or level 4 provided they hold qualifications acceptable to APL/APEL Committee. However, students may be required to enroll to other modules as may be recommended by the Academic Council.

General Regulations for Students



1. Registration

- (i) All full-time and part-time students, both undergraduate and postgraduate, are required to register at the beginning of each Academic Year of their programme of study. The times and procedures for registration are announced by the University and only with the special permission of the Registrar may a student be permitted to register other than at the appointed time. Students who do not register at the appointed time may be required to pay a late registration fee.
- (ii) At the time of registration, all students are required to sign a statement undertaking that they will conform to the provisions of the Act, Statutes and Regulations of the University.
- (iii) At the time of registration, all students are issued with a UTM Student ID Card which must be carried at all times and shown upon request. A student who loses his/her Student ID Card must inform the Registrar immediately. A duplicate Student ID Card may be issued on payment of a fee determined by the Registrar. Students are required to surrender their Student ID Cards when they cease to be members of the University.
- (iv) All students are required to state at the time of registration, their address and other particulars. Any change in address must be notified in writing immediately to the Registrar. Students shall notify the Registrar, of any change in the information they have provided at registration time.
- (v) Students shall not register concurrently for two programmes at the UTM.
- (vi) Students registered with other universities / institutions do same at their own risk. No concessions whatsoever will be entertained with respect to their obligations as registered UTM students.
- (vii) For reasons of insufficient number enrolled, registration on any first year programme, whether full-time, part-time or by distance learning may be terminated by the University, within two weeks of the start of delivery of the programme.

- (viii) Registered students may be allowed to transfer from one programme to another within the first three weeks from the start of the programmes concerned, with the permission of the Registrar. Tuition fees already paid will normally be transferred to the new programme with the appropriate adjustments/refund. It will be the responsibility of the student to settle any difference in fees.
- (ix) A student who has been allowed an interruption of studies by the Academic Council remains a registered student of the University to the end of the Academic year for which he has registered.
- (x) Students, who, after the interruption period, resume their studies at the beginning of the first or second semester of the next Academic year, shall pay the normal full annual general fees and student union fees.
- (xi) Students who fail to report to the University within four weeks of the start of the Academic year / semester will have to officially inform the School giving valid reasons supported by relevant documents. Failure to inform the School may entail application of relevant regulations.
- (xii) A student who is withdrawn from a programme on the recommendation of the Academic Council shall be deemed to have terminated his registration with the University.
- (xiii) A student who is requested to repeat a level has to re-register for that level and pay all applicable fees pending processing of exemptions for which student may be entitled to refunds.

2. Fees

- (i) The fee structure is as follows:

Application Fees	(non-refundable)
General Fees payable per annum	(non-refundable)
Tuition Fees payable per semester (refer to (vi) in this section)	
Student Union Fees payable per annum	(non-refundable)
- (ii) A non-refundable application fee as determined by the University is payable by all upon submission of application forms for a seat at the University.

- (iii) non-refundable annual General Fees and Student Union Fees as determined by the University, must be paid by all students at registration time.
- (iv) Either full or 50% of tuition fees, as determined by the University, must be paid at the beginning of each Semester of the programme. The other 50% must be paid by the middle of the Semester at a date determined by the University.
- (v) Students, who fail to pay fees due, may not be allowed to sit for any examinations. However, under no circumstances would results be released and certificates awarded to such students.
- (vi) A student is not permitted to register if he/she is indebted to the University, except, with the permission of the Registrar.
- (vii) No degree or qualification of the University shall be *issued* to a student who has not discharged all his/her financial obligations to the University.
- (viii) The University reserves the right to alter fees or other charges without notice.
- (ix) Tuition fees are not refundable except in special circumstances or a limited number of grounds which are as follows:
 - a) A refund of full tuition fees paid is considered for students having for some reasons made the wrong choice or who realise that they are unable to cope with the regime of higher studies, provided that the application for refund is made to the Registrar within the first ten working days of the start of the programme.
 - b) A refund of 50% of the full semester tuition fees is considered on Medical, family or other acceptable grounds if full fees for the semester were actually paid, provided the request is received before the fifth week of the semester. No refund will be made if a lesser amount has been paid.
 - c) Refund of fees on a pro-rata basis is considered for exemptions approved by the academic council.

3. Maximum duration of studies

The maximum number of years of studies which a student may undertake, on the Diploma, First Degree and Taught Masters Degree, and which includes all interruptions to studies including time off for other studies and all other activities are:

- | | | |
|---------------------------------|-----------|---------|
| (i) For Certificate: | Full-Time | 3 years |
| | Part-Time | 4 years |
| (ii) For Diploma: | Full-Time | 4 years |
| | Part-Time | 5 years |
| (iii) For First Degree: | Full-Time | 6 years |
| | Part-Time | 8 years |
| (iv) For Taught Masters Degree: | Full-Time | 3 years |
| | Part-Time | 4 years |

4. Official Communications

- (i) General official communications addressed to students may be placed on official University notice boards in the Schools in which they are based, and/or in the Common Room, Student Union Office, office of the Student Affairs, or the University's website as appropriate.
- (ii) Individual official communications to students may be:
 - a). sent by post
 - or b). handed over to students on campus
 - or c). collected from designated places in the Schools where they are based.

It is the responsibility of students to ensure that they collect their mail in the School and to acquaint themselves with the contents of all notices posted on the official notice boards or the university's website or the media.

Notices must not be posted on official notice boards / website without the permission of the Registrar. The Registrar has the authority to remove unauthorised notices and notices posted other than on officially designated notice boards.

5. Absences

- (i) If a student is absent from attendance at lectures / tutorials / seminars / practicals / attachments due to illness or other urgent and reasonable causes he / she should ensure that the Registrar is notified in writing through the Head

of School as soon as possible, giving the reason for his/her absence and stating whether it is likely to be prolonged. In the case of illness which necessitates an absence of more than three days he/she must at the same time forward a medical certificate issued by a State medical practitioner.

- (ii) Prolonged unauthorised non attendance at lectures / tutorials etc may lead to student being debarred from taking an examination.

- (iii) Absence from an examination: *please refer to Section Regulations for the Conduct of University Examinations and Other Forms of Assessment on Taught Programmes*

6. Field Courses and other Directed Study

Students may be required from time to time to attend field or practical courses and to carry out such other reading, study or preparation as may be prescribed as an integral part of their programme of study, either during term or vacation. Students are also required to attend such periods of Student Work Placement or other placement as may be prescribed as an integral part of their programme of study.

7. Examination Timetables

When students are to undertake UTM examinations, no concessions will be granted to students who have decided to take other examinations in other institutions, where there is a clash of examination timetables. No concessions whatsoever will be entertained.

8. Examinable Material

- (i) For this purpose examinable material is defined as any material which is used by the University in the process of academic assessment of candidates for any undergraduate and post graduate programme of the University

- (ii) All examinable material is the property of the University.

- (iii) The University may at its discretion return certain items of examinable material to candidates.

9. Graduation

- (i) Degrees and other qualifications awarded by the University will be conferred at the Convocation organised by the University after the award of the qualification. The award may be conferred either in person or *in absentia*.

- (ii) Candidates wishing to receive their award *in absentia* shall inform the Registrar in writing of their intention at least seven days before the Convocation at which the degree is to be conferred.
- (iii) Paragraph (ii) shall not apply in cases of sudden illness supported by a Medical Certificate or other emergency occurring after the expiry of the normal time.

10. Loss of Certificate

In case of loss of the original certificate, the University may issue a copy on the following conditions:

- (i) The holder of the original certificate must produce a sworn affidavit confirming the loss.
- (ii) The copy of the original certificate issued will have “copy” marked across it.
- (iii) The copy of the original certificate will be issued only against payment of a fee determined by the University

11. Loss and damage of Personal Property

The University accepts no liability whatsoever for the loss or damage to a student's property left on University premises howsoever such loss or damage may arise.

12. Vehicles/Motorcycles

Any student wishing to bring a vehicle or motorcycle to the University must comply with such rules governing the driving and parking of vehicles and motorcycles as the University may make from time to time. It is the responsibility of students to acquaint themselves with these rules.

13. General Conduct

- (i) In the case of a student whose behaviour or actions interrupt or impede the normal work of the University or whose conduct is deemed to be otherwise unsatisfactory, the University may suspend or at any time preclude him/her from further study, or take such other disciplinary action as may be appropriate.
- (ii) All students must be punctual and regular in their attendance at such lectures/tutorials/seminars/practicals attachments/etc or any instruction as may be prescribed as part of programme of study.

- (iii) A student who causes damage to or loss of any property of the University is required to make good such damage or loss to the satisfaction of the University.
- (iv) A student whose behaviour interferes with the satisfactory conduct of instruction may be required by a member of the academic staff to withdraw from a lecture, seminar, laboratory class, tutorial, tests, examinations or other class. The staff shall submit a report to that effect to the Registrar
- (v) A student who disrupts any meeting properly organised to take place in the University is liable to disciplinary action by the University.
- (vi) A student who spreads litter in the University premises or creates excessive noise is liable to disciplinary action by the University.
- (vii) Drunkenness and disorderly behaviour on the University premises is liable to disciplinary action.
- (viii) Student should abstain from smoking on the University premises.
- (ix) The University may suspend or preclude from further study, or take such other disciplinary action as it may deem fit against any student found in possession of unauthorised substances, the possession of which, unless prescribed for that student by a registered medical practitioner, would render the student liable for prosecution.

14. Statements in the Press

No student may make statements to the press, radio or television on behalf of the University without the prior permission of the Director-General through the President of the Students' Union. Appropriate disciplinary action will be taken against any student who purports to speak on behalf of the University without such permission. This is without prejudice to the right of any individual to make statements on his/her own behalf.

15. Student Work Placement

UTM will encourage and support students to obtain Work Placements with advice where appropriate; however it is the responsibility of the students themselves to find Work Placements, either in Mauritius or elsewhere.

Regulations for University Certificates



1.
 - (i) Alterations to the programmes in a scheme of study may be made by the Academic Council without notice on the recommendation of the School Board.
 - (ii) The Academic Council may, on the recommendation of the School Board concerned and after reasonable notice, cancel a scheme of study for a particular Academic Year.
2. A Certificate may be obtained by either full-time or part-time study irrespective of the mode of delivery.
3. In order to qualify for the award of a University certificate, a candidate must:
 - (i) Study in accordance with the Scheme of study approved by the Academic Council and
 - (ii) Pass the examinations and other forms of assessment prescribed in the scheme of study.
4.
 - (i) Before presenting himself/herself for any one of the examinations, a candidate must have completed the prescribed Programme of study.
 - (ii) A candidate shall present himself/herself for examination at the due time.
5.
 - (i) A candidate shall take semester examinations during the period of study at such time and in such subjects as the Academic Council may on the recommendation of the School Board, determine and shall undergo such other forms of assessment as may be prescribed by a scheme of study.
 - (ii) The Chairperson of the Board of examiners for the semester and final examinations in any Programme of Study shall be the Head of School and exceptionally his / her representative after consultation with the Director General, in which the Programme is taught and the persons who taught the subject will be members.
6. On the recommendation of the relevant School Board concerned, the Academic Council may terminate the registration for a scheme of study of a candidate who fails to satisfy the examiners in a semester or final examination.
7. The final examination shall normally be held at the end of the level of study and shall consist of the written and other examinations set out in the schemes of study.

8. If a candidate who has completed the scheme of study has been prevented from taking the whole or part of an examination and has presented evidence of ill-health, supported by a medical certificate issued by a state medical practitioner or other urgent cause which has been approved by the Registrar as constituting sufficient reason for being absent from the examination, the Academic Council may, on the recommendation of the School Board concerned, permit the candidate to take a special examination at the second sitting.
9. A member of the academic staff shall report to the Head of the candidate's Department any factor which may affect the performance of the candidate in any part of the scheme of study and which may assist the examiners in the performance of their duties. The Head of Department shall pass this information to the Chairperson of the appropriate Board of Examiners.
10. The Certificate shall be awarded on the results of the final assessment which shall be based on performance in the final examination and on such other forms of assessment as may be prescribed in the scheme of study. In order to obtain a Certificate, a candidate must satisfy the examiners in all parts of the final assessment.
11. The names of candidates who, in the opinion of the examiners have obtained in the final assessment either Pass or Pass with Distinction, shall be published by the Registrar with the approval of the Academic Council on the recommendation of the School Board in separate lists. The names of candidates shall be arranged in alphabetical order.

Requirements to be fulfilled for the Award of the University Certificate.

- 12 (i) Students may resit up to a maximum of three failed modules, which will be assessed through resit exams.
- (ii) A module not taken through absence will be counted as a failed module and will be taken once only as a resit. If the resit is passed the student will be eligible for the full marks obtained for an authorised absence and a minimum pass mark for an unauthorised absence.
- (iii) Students who have up to three failed modules on a one year full time programme will take the resits after the end of the level at a special sitting.

Students who have up to three failed modules over two-year part time programme will

- a) carry up to three failed modules from year one over to year two, unless otherwise prescribed by Academic Council on the recommendation of the School Board for a specific programme. These failures be taken as a resit with the next first-year cohort provided the programme is available / practical.

and/or

- b) take up to three failed modules of the second year after the end of the second year at a special sitting.

Exceptionally, on the recommendation of the School Board, Academic Council may give permission to students to take a resit module earlier if it is available or take an alternative to a failed module, where appropriate, in another programme.

- (iv) Students who fail to correct their failures shall be given a maximum of three chances to clear same before they become eligible for the final award. When resat and passed, they will be eligible for the award of the minimum pass mark.
- (v) Students who have failures in any single level in more than three modules of the programme shall be withdrawn. Students who are withdrawn may choose to repeat the level with exemptions, provided the programme is available. Under any other circumstances, the University reserves the right to direct the student to proceed to the next level at its discretion.
- (vi) Students who repeat a level will be eligible for exemption for modules in which they have an original overall score of at least 50% and will be credited with the original mark in these modules. When repeating a level, students will be awarded the marks they gain when retaking the modules for which they are not exempted.
- (vii) Specific Regulations for individual programmes are provided under the programme requirements.

Regulations for Diplomas



1.
 - (i) Alterations to the programmes offered in any scheme of study in these Regulations may be made by the Academic Council without notice on the recommendation of the relevant School Board.
 - (ii) The Academic Council may, on the recommendation of the School Board concerned and after due notice, cancel a scheme of study for a particular Academic Year.
2. A diploma may be obtained by either full-time or part-time study irrespective of the mode of delivery.
3. In order to qualify for the award of a diploma a candidate must:
 - (i) Study in accordance with a scheme of study as set out in Regulations for Diplomas for the period stated and
 - (ii) Pass the examinations, coursework and other forms of assessment, prescribed in the scheme of study.
4.
 - (i) Before presenting himself/herself for any one of the examinations, a candidate must have completed the prescribed programme of study.
 - (ii) A candidate shall present himself/herself for examination at the due time.
5.
 - (i) A candidate shall take semester examinations during the period of study, at such time and in such subjects as the Academic Council, on the recommendation of the School Board, may determine, and shall undergo such other forms of assessment as may be prescribed by a scheme of study.
 - (ii) The Chairperson of the Board of examiners for the semester and final examinations in any Programme of Study shall be the Head of School and exceptionally his / her representative after consultation with the Director General, in which the Programme is taught and the persons who taught the subject will be members.
6. On the recommendation of the School Board, the Academic Council may terminate the registration for a scheme of study of a candidate who fails to satisfy the examiners in a semester examination.

7. Examinations and other forms of assessment shall be held each Semester. The results will be moderated each Semester by External Examiners.
8. If a candidate who has completed the scheme of study has been prevented from taking the whole or part of an examination and has presented evidence of ill-health, supported by a medical certificate issued by a state medical practitioner or other urgent cause which has been approved by the Registrar as constituting sufficient reason for being absent from the examination, the Academic Council may, on the recommendation of the School Board concerned, permit the candidate to take a special examination at the second sitting.
9. A member of the academic staff shall report to the Head of Department any factor which may have affected the performance of a candidate in any part of the scheme of study and, which may assist the examiners in their deliberations. The Head of School shall pass this information to the Chairperson of the appropriate Board of Examiners.
10. The award of the diploma is based on the criteria prescribed in the scheme of study.
11. The names of the candidates who, in the opinion of the examiners have obtained in the final assessment either Pass or Pass with Distinction, shall be published by the Registrar with the approval of the Academic Council on the recommendation of the School Board, in separate lists. The names of candidates shall be arranged in alphabetical order.
12. (i) The Academic Council may, on the recommendation of the School Board and with such conditions as the Academic Council in any instance may determine:
 - (a) Permit a candidate to interrupt his studies for a specified period provided that the candidate shall present himself for the final examination not later than the prescribed time limit under UTM Regulations.
 - (b) Permit a candidate to take an examination other than at the due time.
 - (c) Vary or amend the requirements of a scheme of study in respect of a particular candidate.

- (ii) Candidates who have pursued a scheme of study in one School in the University may be admitted to another School with such exemptions as the Academic Council in any instance may determine.
 - (iii) On the recommendation of the School Board, the Academic Council shall determine what concessions may be granted to a particular candidate holding qualifications of other universities or institutions.
13. Any first-year delivery mode of a programme, whether full-time, part-time or by distance learning, on a Diploma programme may be discontinued if the number of students is deemed to be insufficient.

14. Requirements to be fulfilled for the Award of the University Diploma.

- (i) Students may carry up to a maximum of three failed modules for each level of the programme, over to the next level, unless otherwise prescribed by Academic Council on the recommendation of the School Board for a specific programme.

These failures may be taken as a resit in the next level with the next cohort provided the programme is available. Exceptionally, on the recommendation of the School Board, Academic Council may give permission to students to take a resit module earlier if it is available or take an alternative to a failed module, where appropriate, in another programme.

- (ii) A module not taken through absence will be counted as a failed module and will be taken once only as a resit at the next level with the next cohort. If the resit is passed the student will be eligible for the full mark obtained for an authorised absence and a minimum pass mark for an unauthorised absence.
- (iii) Students who fail to correct their failures shall be given a maximum of three chances to clear same before they become eligible for the final award. When resat and passed they will be eligible for the award of the minimum pass mark.
- (iv) Students who have failures in more than 3 modules in any level of the programme shall be withdrawn. Students who are withdrawn may choose to repeat the level they are currently in with exemptions, provided the

programme is available. Under any other circumstances, the University reserves the right to direct the student to proceed to the next level at its discretion.

- (v) A repeat of any level may be undertaken only once. Students will not be allowed to repeat more than one level during a programme
- (vi) Students who repeat a level will be eligible for exemption for modules in which they have an original overall score of at least 50% and will be credited with the original mark in these modules. When repeating the level, students will be awarded the marks they gain when re-taking the modules for which they are not exempted
- (vii) Specific Regulations for individual programmes are provided under the programme requirements.

Regulations for First Degrees



1. The Following General Degree Regulations apply to all undergraduate degrees awarded by the University. Candidates for the award of a degree must also satisfy supplementary regulations which govern individual degrees, if any.
 - (i) Every applicant for admission to a programme leading to a first degree is required to comply with the entrance requirements of the particular degree to which admission is sought. Possession of these qualifications does not in itself guarantee admission.
 - (ii) Every candidate for a degree must:
 - a) pay the required approved fees unless granted an exemption or other arrangements have been made
 - b) attend and duly perform the work of each programme required for a degree programme including, where applicable, placements; and
 - c) complete the degree assessment prescribed for each such programme.
 - (iii) All candidates from the outset of their degree programme shall be registered as undertaking either full-time or part-time study. Any change in the terms of such registration may only be made with the permission of the Academic Council.
 - (iv) Except with the permission of the Academic Council, candidates shall not be permitted to present themselves for assessment in any module unless they have duly completed the module.
 - (v) Candidates shall not be allowed to register for any Academic Year unless all Regulations have been satisfied.
 - (vi) The method of assessment of each programme and Honours programme shall be determined by the Academic Council. The conditions under which candidate may be exempted from any element of such assessment shall be determined similarly.

- (vii) Candidates who wish to establish that their academic performance has been adversely affected by their health are required to secure medical certificates from state-employed doctors relating to the relevant periods of ill-health.
- (viii) If a candidate who has completed the scheme of study has been prevented from taking the whole or part of an examination and has presented evidence of ill-health, supported by a medical certificate issued by a state medical practitioner or other urgent cause which has been notified to the Registrar as constituting sufficient reason for being absent from the examination, the Academic Council may, on the recommendation of the School Board concerned, permit the candidate to take a special examination at the second sitting.
- (ix) In each degree with Honours there shall be three grades of Honours denominated respectively the First, Second and Third Class. The names of the candidates in the Second Class shall be arranged in two divisions. The names of the candidates in the First and Third Classes and in each division of the Second Class shall be arranged in alphabetical order. The Board of Examiners may recommend the award of a Pass Degree to a candidate who cannot be placed in any of the three grades of Honours, but whose performance the Board of Examiners deem to be worthy of the award of the degree.
- (x) In the case of candidates who have been unable to complete an element of Honours degree assessment in time presented by the Regulations on account of illness or other valid reason/s:
 - a) The Board of Examiners may recommend that Honours be awarded as if the module had been completed, provided it is satisfied that a sufficient part of the total assessment for the Honours programme has been completed for them to pass judgment on the candidate's performance;
 - b) If, and only if, the Board of Examiners are unable to make a recommendation under sub-paragraph (a) above: candidates may be allowed to count for the purposes of Honours degree assessment in a module not completed by them, subject to the permission of the Academic Council.
- (xi) Any candidate, who has complied with the provisions of the General Degree Regulations, and of the Supplementary Regulations specific to a degree, if any, is entitled to graduate with that degree.

- (xii) A student who passes all modules of a Level, but chooses to leave, or has to leave the programme may be awarded a Certificate or a Diploma provided the student having accumulated credits across levels may be considered for the award of Certificate or Diploma respectively.
 - (xiii) Any first-year delivery mode of a programme, whether full-time, part-time or by distance learning, on a Bachelor degree programme may be discontinued if there are only 12 students enrolled 10 days after the starting date.
- 2.
- (i) Where a programme of study includes a dissertation/project, the dissertation shall be of a prescribed length and be presented in typed form not later than the time prescribed by the School.
 - (ii) A candidate shall state in the dissertation the sources from which the information it contains is derived and the extent to which the candidates have made use of the work of others.
 - (iii) A candidate may not submit a dissertation, a substantial part of which consists of material which has been submitted for any other Degree or qualification.
 - (iv) The Dissertation/Project shall be subject to the University anti plagiarism policy in force.

3. Requirements to be fulfilled for the Award of the University's First Degrees

- (i) Students may carry up to a maximum of three failed modules for each level of the programme, unless otherwise prescribed by the Academic Council on the recommendation of the School Board for a specific programme.

These failures in the modules may be taken as a resit in the next level with the next cohort provided the programme is available / practical. Exceptionally, upon approval of the Head of School, the students may take a resit module earlier if it is available / practical or take an alternative to a failed module, where appropriate, in another programme.

- (ii) A module not taken through absence will be counted as a failed module and will be taken once only as a resit at the next level with the next cohort. If the resit is

passed the student will be eligible for the full mark obtained for an authorised absence and a minimum pass mark for an unauthorised absence.

- (iii) Students who are on the final level may take resits after the end of the final level at a special sitting.
- (iv) Students who fail to correct their failures shall be given a maximum of three chances to clear same before they become eligible for the final award. When resat and passed they will be eligible for the award of the minimum pass mark.
- (v) Students who have failures in more than 3 modules in any level of the programme shall be withdrawn from the programme. Students who are withdrawn may choose to repeat the level they are currently in, provided the programme is available. Under any other circumstances, the University reserves the right to direct the student to proceed to the next level at its discretion.
- (vi) Students who are granted permission to repeat a level will be eligible for exemption for modules in which they have an original overall score of at least 50% and will be credited with the original mark in these modules. When repeating the level, students will be awarded the marks they gain when retaking the modules for which they are not exempted.
- (vii) A student who fails a final Level project and subsequently resubmits it will only be eligible for the award of the Pass Degree.
- (viii) Where electives are available students will have to sit for the number of electives authorised. In case, a student sits for more electives than prescribed, it is the elective in which minimum marks have been obtained that will be officially recorded.
- (ix) Specific Regulations for individual programmes are provided under the programme requirements.

Regulations for Master's Degree, Postgraduate Diplomas and Postgraduate Certificates



- 1 The following Regulations apply to Master's Degrees, Postgraduate Diplomas and Postgraduate Certificates. Candidates must also satisfy supplementary regulations which govern individual Postgraduate programmes.

- 2 A person may normally be admitted as a candidate for a Master's Degree if he/she
 - (i) is a recognised graduate and who has attained a standard at least equivalent to that of a Second Class Lower Honours Degree in a subject related to that of the proposed programme of study accepted by the Academic Council,
or
 - (ii) has passed an examination including a professional qualification in such a subject at a standard equivalent to Level 3 or equivalent to an Honours Degree,
or
 - (iii) has been deemed qualified for admission as candidate by the Academic Council on the recommendation of the School Board,
or
 - (iv) being a candidate for Postgraduate Diploma, is permitted by the Academic Council to transfer to a Master's Degree in the same subject.However, UTM reserves the right to accept or to reject any application.

- 3
 - (i) To qualify for a Master's Degree award, the candidate must attend and duly perform the programme of study
 - (ii) The programme of study shall be by examination, coursework and/or dissertation/ projects as appropriate.
 - (iii) For each individual programme of study the modules required shall be specified and may include assignments with no credit value which must be completed by the candidate for the award of the degree.

- 4 The programme of study for a Master's Degree by examination, coursework and/or dissertation/ projects as appropriate shall be not less than one academic year for a full-time candidate and not less than one and a half years for a part-time candidate.

- 5 A candidate who is awarded the required number of credits as per the specified programme documents shall pass the Examination either for a Post Graduate Certificate or Post Graduate Diploma or a Master's Degree.
- 6 (i) Where a programme of study includes a dissertation/project, the dissertation shall be of a prescribed length and be presented in typed form not later than the time prescribed by the School.
- (ii) A candidate shall state in the dissertation the sources from which the information it contains is derived and the extent to which the candidates have made use of the work of others.
- (iii) A candidate may not submit a dissertation, a substantial part of which consists of material which has been submitted for any other Degree or qualification.
- (iv) The Dissertation/Project shall be subject to the University anti plagiarism policy in force.
- 7 The School Board may, at its discretion recommend to the Academic Council for a Master's Degree a candidate for the award of a Master's Degree with Distinction.
- 8 Requirements to be fulfilled for the Award of the University's Master Degree or Postgraduate Diploma or Postgraduate Certificate
- (i) Students may resit up to a maximum of three failed modules for the level of the programme.
- (ii) A module not taken through absence will be counted as a failed module and will be taken once only as a resit. If the resit is passed the student will be eligible for the full mark obtained for an authorised absence and a pass mark for an unauthorised absence. Absence at any other form of assessment will be counted as a failure.
- (iii) Students who have up to three failed modules on one-year full-time programmes will take the resits after the end of the level at a special sitting.
- (iv) Students who have up to three failed modules over a two-year part-time programme will
- a) carry up to three failed modules from year one over to year two, unless otherwise prescribed by Academic Council on the recommendation of the School Board for a specific programme.

These failures may be taken as a resit with next first-year cohort provided the programme is available.

and/or

- b) take up to three failed modules of the second year after the end of the second year at a special sitting.

Exceptionally, on the recommendation of the School Board, Academic Council may give permission to students to take a resit module earlier if it is available or take an alternative to a failed module, where appropriate, another programme.

Students who have had a failed module will not be eligible for the award of a Masters degree with Distinction.

- (v) Students who fail to correct their failures shall be given a maximum of three chances to clear same before they become eligible for the final award. When resat and passed they will be eligible for the award of the minimum pass mark.
- (vi) Students who have failure in more than 3 modules shall be withdrawn.
- (vii) Under any other circumstances the University reserves the right to direct the student to continue his/her studies.
- (viii) Where electives are available, students have to sit for the number of electives authorised. In case a student sits for more electives than prescribed, it is the elective, in which minimum marks have been obtained that will be officially recorded.
- (ix) A student who fails a Masters project / Dissertation and subsequently passes it will only be eligible for the award of a Postgraduate Diploma.
- (x) Specific Regulations for individual programmes are provided under the programme requirements.

Regulations for MPhil and PhD Research Degrees



A candidate may apply to become a research student at the University of Technology, Mauritius and subsequently register for the degree of:

- a) Master of Philosophy; or
- b) Master of Philosophy with possibility of transfer to Doctor of Philosophy; or
- c) Doctor of Philosophy (direct)

Candidates wishing to acquire the PhD degree will normally register through route (b) above.

1. Master of Philosophy (MPhil)

The MPhil thesis, when completed, will describe the critical investigation, analysis and evaluation of a research topic.

2. Doctor of Philosophy (PhD)

The PhD thesis, when completed, will describe the successful investigation, analysis and evaluation of a research topic and will make a significant and original contribution to the advancement or application of knowledge in the subject.

3. External Collaboration on MPhil and PhD research degrees

- (i) The University of Technology, Mauritius will encourage external collaboration with government bodies, industrial, commercial, professional or research establishments for the purposes of research leading to research degree awards. Such collaboration shall be intended to:
 - a) contribute to the economic and social development of Mauritius
 - b) place the candidate and the University of Technology, Mauritius in the national and international research communities
 - c) be beneficial to the external body collaborating with the University of Technology, Mauritius
 - d) develop the candidate's experiences and perspectives of the subject area.
- (ii) The external collaboration in (i) above may be formal or informal.

Formal collaboration will normally require external provision of some of the following:

Supervision expertise, facilities, resources or financial support; the name of the collaborating establishment will appear in the candidate's thesis.

The description of the intended formal collaboration will be established, in a letter to the University of Technology, Mauritius and submitted by the candidate, e.g. under formal link programmes, when requesting registration for the MPhil or PhD degrees.

Informal collaboration may typically include access, by the candidate, to facilities, resources or discussion and will normally be acknowledged in the thesis.

4. Registration of a candidate for MPhil and PhD research degrees

- (i) A candidate applying to register for MPhil/PhD or PhD research degrees shall normally hold a Bachelor or a Master degree. Consideration will also be given to candidates with equivalent internationally recognised professional qualifications and substantial professional and lecturing experience in the subject area.
- (ii) Upon receipt of a student's application and academic records, the Registrar will forward all documents including but not limited to, the application form, research proposals, previous academic qualifications, CVs and any other documents as may be required to the Director General. After approval by the Director General, the Registrar will forward a copy of the sets of documents to the appropriate Head of School.
- (iii) Upon recommendations of the Head of School, the Registrar shall submit all the documents to the Research Degrees Committee (RDC) under the approval of the Director General. As soon as the Registrar receives the recommendations from the RDC, he shall refer same to the Academic Council for approval.
- (iv) Pending the approval of the Academic Council, the student is provisionally registered and will be issued a letter from the Registrar.

- (v) Registration, whether full-time or part-time, may only take place following approval, by the Academic Council on the recommendation of the Research Degrees Committee, following consideration of:
- a) the suitability of the candidate to undertake research
 - b) the Research proposal
 - c) the appropriate and suitable supervision arrangements of the programme of research
 - d) research facilities and adequate funding
 - e) two referees' reports in support of the proposal.

The candidate would normally be expected to register within three months but not exceeding one year of being enrolled as a research student.

- (vi) Candidates registered for a research degree will not normally be allowed to concurrently register on another programme of study without the permission of the Academic Council through the Research Degrees Committee.
- (vii) The minimum and maximum periods of registration shall be as follows:

MPhil	Minimum (months)	Maximum (months)
Full Time	24	36
Part Time	30	60

PhDs via transfer from MPhil registration & including that period of MPhil registration	Minimum (months)	Maximum (months)
Full Time	36	60
Part Time	48	84

PhD (direct)	Minimum (months)	Maximum (months)
Full Time	36	60
Part Time	48	84

- (ix) When the Supervisors in consultation with the Director General confirm with supportive evidence/s that the research is proceeding exceptionally well, the Research Degrees Committee may recommend a shorter minimum period of registration to the Academic Council.
- (x) Where a candidate is in circumstances which inhibit the proper continuation of the research topic, he/she may apply to the Research Degrees Committee for the registration to be suspended until proper progress can be resumed. Such interruptions over the research programme should not normally exceed twelve months.
- (xi) Candidates, who are undertaking research and wish to change their mode of study from part-time to full-time, or *vice versa*, may apply for this change to the Research Degrees Committee.
- (xii) A candidate shall enroll as a student of the University of Technology, Mauritius, subject to satisfactory progress, and continue to re-enroll on an annual basis until submission of the thesis has taken place. At the time of enrolment, candidate shall pay such fees as may be determined, from time to time, by the University.
- (xiii) Where a candidate of the University of Technology, Mauritius wishes the thesis to remain confidential for a period of time after completion of the work, application for approval shall normally be made to the Research Degrees Committee at the time of registration.
- (xiv) In cases where the need for confidentiality emerges at a subsequent stage, a special application for the thesis to remain confidential after submission shall be made immediately to the Research Degrees Committee.
- (xv) The period of confidentiality approved shall normally not exceed two years from the date of the oral examination.

5. Supervision

- (i) A research degree candidate shall have two Supervisors each holding a PhD.
- (ii) At least one of the supervisors shall have had experience of supervising research candidates to the successful completion of an MPhil degree (for an MPhil registration) and of a PhD degree (for a PhD registration).

The supervisory team shall normally have had combined experience of supervising at least three research degrees to successful completion.

- (iii) The arrangements for the supervision must be planned to facilitate substantial contact between the candidate and the supervisors, especially when a supervisor is overseas.
- (iv) In addition to the supervisors, an advisor may be proposed to contribute some specialised knowledge or link with an external organisation.
- (v) Candidates for an MPhil/PhD degree shall not act as a supervisor.
- (vi) Each supervisory team shall have responsibility for considering the progress of its research candidate and will make an annual report on the candidate's progress, addressing all concerns, to the Research Degrees Committee and copy it to the Head of School.

Where the Research Degrees Committee considers progress to be unsatisfactory by reason of lack of aptitude or ability, lack of application, or any other factor or combination of factors, the supervisory team shall discuss its concerns with the candidate and the candidate and supervisory team shall together consider ways in which satisfactory progress may be achieved. Written records, agreed between the parties, shall be kept of these meetings including details of action to be taken, with appropriate timescales, to ensure improved progress.

6. Transfer of Registration from MPhil to PhD

- (i) A candidate registered initially for MPhil with possibility of transfer to PhD who wishes to transfer to PhD shall apply to the Research Degrees Committee when he/she has made sufficient progress on the work to provide evidence of the development to PhD. This will normally be done after 12 months but not later than 24 months of full-time study or after 18 months but not later than 36 months of part-time study.
- (ii) In support of the application, the candidate shall prepare for the Research Degrees Committee a full Transfer Report, which shall be submitted as per paragraph 8. The Transfer Report shall be substantive and demonstrate:

- (a) the fully-documented scholarly work undertaken;
 - (b) a statement of the intended further work, including details of the original contribution to the advancement or application of knowledge which is likely to emerge.
- (iii) The Research Degrees Committee shall arrange a transfer *viva voce* and shall appoint four *viva voce* assessors:
- (a) A member of the supervisory team;
 - (b) A member of academic staff from the candidate's School with a doctorate or a PhD holder from another School of the University;
 - (c) A member of Research Degrees Committee who will also chair the assessing panel.
 - (d) External assessor/s with a Doctorate
- (iv) Before approving transfer from MPhil to PhD, the Research Degrees Committee shall be satisfied that the candidate has made sufficient progress and that the assessors have determined that the proposed programme provides a suitable basis for work at PhD standard which the candidate is capable of pursuing to successful completion.

The Research Degrees Committee shall take into consideration a written report from the external assessor in case he/she cannot be present at the *viva*.

- (v) A candidate registered for the degree of MPhil only may also apply to transfer the registration to PhD.
- (vi) A candidate who is registered for the degree of PhD and who is unable to complete the approved programme of work may, at any time prior to the submission of the thesis for examination, apply to the Research Degrees Committee for the registration to revert to that of MPhil.

7. The Thesis

- (i) The thesis shall normally be written in English. If, however, the majority of the data or references of which the candidate makes use are in French, then the candidate may submit the written thesis in French.

The candidate will have the opportunity to defend the thesis orally in either English or French.

- (ii) The title page shall give the following information:
- the officially approved title of the thesis;
 - the full name of the candidate as registered;
 - that the degree is awarded by the University of Technology, Mauritius;
 - the name of the collaborating establishment (if any);
 - the month and year of submission;
 - the name of the School;
- (iii) As a general guide, the text of the thesis should normally not exceed the following lengths:

	Words
Computer Sciences, Software Engineering, Systems Engineering	MPhil – 20,000 PhD – 40,000
Business Studies, Environmental Studies, Financial Studies, Human Resource Management, Public Sector Administration, Social Studies, Tourism & Hospitality Management	MPhil – 40,000 PhD - 80,000

- (iv) The thesis shall be presented in typescript on white A4 paper of good quality and of sufficient opacity for normal reading with:
- (a) the margin at the left-hand binding edge of only one side of the paper to be used not less than 40mm; other margins shall not be less than 15mm.
 - (b) double or one-and-a-half spacing used in the typescript except for indented quotations or footnotes where single spacing may be used.
 - (c) pages numbered consecutively through the text and figures in Arabic numerals from 1 onwards. This sequence must include everything bound in the volume including maps, diagrams, blank pages, etc.
- (v) A soft bound copy of the thesis can be submitted for examination purposes. The final binding shall be of a fixed type so that leaves cannot

be removed or replaced; the front and rear boards shall have sufficient rigidity to support the weight of the work when standing upright.

- (vi) All theses (whether soft or hard-bound) must be:
 - a) covered in medium blue cloth (e.g. water resistant material);
 - b) lettered in gold up the spine with Degree, Year, and Name and Initials, with letters 16 or 18 point (0.25 inch).
 - c) if the thesis has to be bound in two volumes, the spine should indicate same clearly, e.g. Volume 1 & Volume 2.

Hard-bound theses must have the pages sewn in (not punched) and soft-bound theses should have the pages glued in. Theses submitted in any other form of binding will not be accepted

- (vii) Specific conditions of confidentiality need to be maintained.

(viii) After the completion of the examination, the candidate shall submit one hard bound copy and one soft bound copy of the thesis with any required corrections completed to the Research Degrees Committee. The University and where it is appropriate will not issue the official results of the examinations to the candidate until it has received the two final hard bound copies and that the examiners/supervisors have confirmed that any amendments have been concluded. One hard bound copy and a soft bound copy would be forwarded to the Resource Centre and the other one may be used to make a microfilm copy.

8. Submission of Transfer Report and PhD thesis.

The process for submission of Transfer Report and PhD thesis would be as follows:

- (i) The research student submits his/her Transfer Report or PhD thesis to the Supervisors;
- (ii) The Supervisors then write to the concerned Head of School informing that the Transfer Report or PhD thesis is ready for submission and submit a list of potential examiners;

- (iii) The Head of School writes to the potential External Examiners and request for their CVs for consideration by the Research Degrees Committee;
- (iv) The Head of School, jointly with the Research Degrees Committee would then consult and agree with the Supervisors for the Registrar to arrange for the oral examination by the selected examiners for the transfer or the PhD viva.

9. MPhil and PhD Examinations

- (i) The examination for the MPhil and PhD shall involve the submission of a written thesis, which must be defended in an oral examination, meeting reputable international standards. The oral examination shall normally be held at the University of Technology, Mauritius.
- (ii) Each Examiner shall read and examine the thesis and submit within one month, on the Examiner's Preliminary Report, an independent preliminary report to the Research Degrees Committee (RDC) before any oral or alternative form of examination is held. In completing the preliminary report, each Examiner shall make an independent and appropriate provisional recommendation to the RDC before the oral examination.
- (iii) The panel for the MPhil/PhD viva voce examination shall be chaired by a member of the Research Degrees Committee and who is external to UTM.
- (iv) The purpose of the oral examination is to examine the candidate on the subject of the thesis and, if the examiners see fit, on subjects relevant thereto. The examiners should discuss, prior to meeting the candidate, the strategy they propose to adopt during the oral examination and, at its outset, outline this to the candidate.
- (v) During the oral examination the examiners should seek to establish whether all the requirements for a thesis submitted for the MPhil/ PhD have been met (these are set out in the Regulations for the MPhil and PhD Degrees), and that the thesis is genuinely the work of the candidate.

- (vi) There are no set requirements about the conduct of oral examinations, nor about their duration, but they should be conducted in such a way that the candidate has adequate opportunity, encouragement and time to explain his/her research and to defend the thesis. It is recommended that, during a long oral examination, examiners should allow short break(s) at appropriate point(s).
- (vii) Supervisors may attend the oral examination on the request of examiners. They may also participate in the discussion if invited to do so by the Examiners. Supervisors will withdraw from the examination room prior to the deliberations of the Examiners on the outcome of the oral examination.
- (viii) Following the oral examination the Examiners shall submit, on the Examiners' Joint Summary Report, a report and recommendation relating to the award of the degree to the Research Degrees Committee.

The Examiners may recommend that:

- (a) the candidate be awarded the degree;
- (b) the candidate be awarded the degree subject to minor amendments being made to the thesis;
- (c) the candidate be awarded the degree subject to substantive amendments being made to the thesis;
- (d) the candidate be permitted to re-submit for the degree and be re-examined, with or without an oral examination;
- (e) the candidate not be awarded the degree and not be permitted to be re-examined;
- (f) in the case of a PhD examination, the candidate be awarded the degree of MPhil with or without amendments.

After discussions with the candidate, the Examiners will decide a timescale for recommendations (b)-(f) above to be implemented and verified.

- (ix) The Research Degrees Committee shall make a recommendation on the outcome of the candidate's examination to the Academic Council of the University of Technology, Mauritius.

10. Examiners for MPhil/PhD thesis

- (i) A candidate shall normally be examined by two Examiners external to UTM. The appointment of Examiners will be made upon the recommendation from the Research Degrees Committee for approval by the Academic Council.
- (ii) Examiners shall be experienced in research in the general area of the candidate's thesis and have experience as a specialist in the topic(s) being examined.
- (iii) At least one Examiner shall have substantial experience of successful supervision of research degree candidates and evidence of a consistent and sustained record of publication in international journals.
- (iv) At least one Examiner shall have experience of examining research degree candidates.
- (v) An External Examiner shall not have acted previously as the candidate's supervisor.
- (vi) The University of Technology, Mauritius shall determine and pay the fees and expenses of the Examiners after prior consultation with them on the costs involved.

Regulations for the conduct of the University Examinations and other Forms of assessment on Taught programmes



1. The Examining Body

- (i) The conduct of the University examinations shall be under the control of the Academic Council;
- (ii) Examiners and assessors shall be appointed by the Academic Council upon the recommendation of the Head of School;
- (iii) Dates, venue and times for examinations as specified in the examinations time tables shall be published under the authority of the Academic Council.

2. Examinations

- (i) Examinations shall normally take place at the end of the Semester and/or at the end of the Level. Resit examinations will also take place as defined in the Regulations applicable to the programme of study;
- (ii) Information on factors that could adversely affect the performance of a student in Examinations should be brought to the attention of the Head of School in writing well before the results of the student are referred to the Board of Examiners.
- (iii) Award classifications shall be based on the candidate's performance in examinations/coursework as the Academic Council may from time to time require to take place and at times determined by the Academic Council.

3. The Chief Examination Officer

- (i) The Registrar shall be the Chief Examination Officer for all entrance, Semester, final Examinations and resit Examinations of the University and shall be responsible for the organization of the Examinations and the release of results once they have been approved by the Academic Council;
- (ii) The Registrar shall ensure that provisional and final examination time-tables are posted on the notice boards of the Schools, sent by post and the University's website;
- (iii) Representations from students regarding matters connected with examinations should be made to the Registrar.

4. Examiners

- (i) The examiners in any module shall normally be the person who taught the module, where applicable;
- (ii) External examiners or assessors shall be appointed by the Academic Council in the manner it shall prescribe;
- (iii) Examination papers shall be agreed upon with the external examiner where appropriate;
- (iv) In the event of serious divergence of opinion between the external assessor and the internal examiner, the Board of Examiners shall make the final recommendation to the School board;
- (v) Every external examiner or assessor is to submit the External Examiners' Report Form to the Registrar's office within seven successive days subsequent to the relevant Board of Examiners for initial scrutiny by the Director General.

5. Board of Examiners

- (i) There shall be a Board of Examiners for Semester examinations, end of Level examinations and resit examinations;
- (ii) The Board of Examiners shall comprise:
 - (a) The Head of School (chairperson)
 - (b) The Head(s) of Departments/Centres/Sections concerned
 - (c) The Programme Coordinator
 - (d) Internal Examiners and External Examiners/Assessors where appropriate.
 - (e) Any co-opted member;
- (iii) The Chairperson and 3 academics staff shall constitute the quorum.

6. Admission to Examinations

- (i) Subject to any exceptions approved by the Academic Council, no student shall normally be admitted to an examination unless it is certified on the Examination Entry form that he/she has regularly attended and completed the prescribed programmes of study and duly performed the work of the appropriate class or classes and there is evidence of no outstanding payment to the university;
- (ii) A student who does not submit his Examination Entry form to the Registrar through the Head of Department duly filled in and signed, by a specified date, shall normally not be admitted to the examinations;
- (iii) The Academic Council shall have power to recognize examinations passed at other Universities or institutions. Such recognition, if granted, shall be given at the beginning of the academic year in which admission is secured.
- (iv) On the recommendation of the School Board, the Academic Council may ask a student who fails to make satisfactory progress in any year to withdraw or

repeat any part of the programme before the examinations. On the recommendation of the School Board, the Academic Council may also terminate the registration of a candidate who fails to satisfy the examiners in aspects of examinations, coursework and other forms of assessment during any semester. Evidence of illness supported by a medical certificate issued by a state medical practitioner or other extenuating circumstances shall receive special consideration.

7. Forms of Examinations

- (i) Examinations are written, oral, practical, seen or unseen.
- (ii) The Examiners may require a student to present himself/herself for *viva voce* questioning, in addition to the written and practical examinations as prescribed by the Scheme of Study and approved by the Academic Council.

8 Before the Examination

The following shall be ensured before the examinations.

- (i) To sensitise students on Examination Irregularities and their implications;
- (ii) Inform students about the penalties if found guilty of breaching examination regulations. The attention of the students should be drawn to the range of penalties which may be imposed when their examination timetable and index number are sent;
- (iii) A copy of the Regulations For The Conduct of Examinations be also sent to each student;
- (iv) The Regulations For The Conduct of Examinations to be displayed in larger font size in examination areas for notification;
- (v) Prior to the examination, it is recommended that the attendants check the toilet facilities to ensure that written materials are not hidden;
- (vi) Students shall be responsible for noting correctly the times and places of their examinations. No special arrangements shall be made for the student who fails to attend for examination at the proper time, if such failure is due to their mistake or inadvertence and not to illness or other serious and unavoidable cause;
- (vii) Students should be at the examination room at least 15 minutes before the start of the examination to enable them to take their allocated seats;
- (viii) All unauthorised personal effects to be left in front of the classroom at the Chief Invigilator/Invigilator's desk;

- (ix) Students to be reminded by the Chief Invigilator to ensure that there is no unauthorised materials in their possession;
- (x) Programmable calculators should not be allowed unless authorised. If the use of pocket calculators in an examination is authorised, such calculators shall be checked by the invigilator and shall be silent.

9. Conduct of Examination

- (i) Candidates shall produce their identity and examination cards at any time if required to do so by an invigilator. Failure to comply may entail disciplinary action;
- (ii) Except in an emergency, a candidate may not leave the examination room until half an hour after the official starting time of the examination;
- (iii) A candidate who arrives at an examination room half an hour after the examination has begun shall be admitted provided no other candidate for the same examination has already left the room. If another candidate for the same examination has already left the room the late-comer shall not be admitted;
- (iv) The Chief Invigilator shall immediately report the circumstance of any admission or refusal of admission of a late-comer to the Registrar through the Head of School
- (v) A candidate who is admitted to an examination after the official starting time thereof shall not be granted any additional time in which to complete the examination;
- (vi) It shall be the responsibility of the Head of Department to ensure that a member of academic staff of his School is instructed to be in attendance at the examination centre throughout the examination in order to deal with queries. Part-time Lecturers setting examination papers shall leave a telephone number at which she/he may be contacted subsequently should the need arise;
- (vii) Failure on the part of the representative of the Department to attend the examination shall constitute an offence to be reported by the Chief Invigilator to the Registrar through the Head of School;
- (viii) No book or paper of any kind may be taken into the examination room unless it has been duly authorised by the examiners for use in the examination room. Unauthorised materials or information must not be introduced into the examination room by any means whatsoever;

- (ix) Answers to questions must be written legibly in ink, except when there are other instructions;
- (x) No answer book or supplementary sheet may be taken out of the examination room. A candidate in possession of any answer book or supplementary sheet shall be liable to severe disciplinary action;
- (xi) Neither food nor drink is allowed in the examination;
- (xii) Candidates must not communicate with anyone except an invigilator during the examination.

10. Absence from Examination

- (i) If a student is absent from an examination without compelling reasons, he shall be deemed to have failed his examinations;
- (ii) Absence due to illness supported by a medical certificate issued by a state medical practitioner should be immediately notified, in writing, to the Registrar by the student concerned and supported by a medical certificate emanating from a state-employed medical practitioner. The medical certificate should be received by the Registrar's office within 2 working days from the date of the examination.
- (iii) A student who falls ill during an examination and subsequently presents an acceptable medical certificate and may, on the recommendation of the School Board be allowed by the Academic Council to be examined for pass mark only in that paper;
- (iv) If a student who has completed the scheme of study has been prevented from taking the whole or some part of an examination and has presented evidence of illness supported by a medical certificate issued by a state medical practitioner or other cause accepted by the Examination Officer as constituting sufficient reason for being absent from the examination, the Academic Council may, on the recommendation of the School Board, permit the student to take a special examination.

11. Examination Irregularities

- (i) Where a student is caught cheating, in the opinion of the invigilator/chief invigilator, the latter will make a written statement of facts which has to be signed by both parties;
- (ii) Where the Chief Invigilator notices or is made to notice any case of examination irregularity, he/she shall immediately report the facts, in writing, through the Head of School to the Registrar who shall refer the matter to the Chairperson of the Disciplinary Committee of the Academic Council;
- (iii) The student in question shall be notified by the Registrar, in writing, of the charges against him/her;
- (iv) Pending the decision of the Disciplinary Committee, the student will be allowed to write any remaining University examinations. The decision to assess or not to assess the student's scripts shall be taken in the light of the findings of the Disciplinary Committee;
- (v) Cases of examination irregularity being probed by the Disciplinary Committee shall be notified by the Registrar to the Chairperson of the Board of Examiners concerned so that the marks/results of the candidate(s) involved are not processed until notified by the Academic Council;
- (vi) A student can appeal to Academic Council through the Registrar against a decision of the Disciplinary Committee as per procedures laid out at paragraph 5 under Regulations for Disciplinary Committee.

12. Publication of Results

- (i) Official notification of the University final examination results as confirmed by the Academic Council shall be sent to each student by the Registrar.
- (ii) Official final semester/examination results as approved by the Academic Council shall be posted on the notice boards and the university's website.

Regulations for Disciplinary Committee



1. Principles

The Academic Council has established a Disciplinary Committee to hear and determine cases arising out of alleged breaches of the University's General Regulations for students and the regulations for the conduct of the University examinations and other forms of assessment.

2. Membership of the Discipline Committee (Four Members)

- The Chairperson will be appointed by the Director General;
- The Head of Department wherever practical or any other Academic Staff nominated by the Head of School;
- The Quality Assurance Officer or his representative;
- The Representative appointed by the Student Union;
- The Secretary of the Discipline Committee shall be the Registrar or his/her representative.

When a complaint has been lodged with the Disciplinary Committee against a student, the complainant shall not sit as a member of the Disciplinary Committee during the hearing of the case.

The recommendations of the Disciplinary Committee will be submitted to the Academic Council for approval.

3. Proceedings

- (i) The Committee shall consider cases referred to it by a Head of School (or representative) or by the Head of the Resource Centre (or representative) or by the Registrar (or Representative).
- (ii) The Secretary of the Disciplinary Committee on receipt of a complaint shall convene a meeting of the Committee within a reasonable time.
- (iii) The Secretary shall send to the student required to appear before the Committee a written summon setting out the alleged offence. This summon shall be delivered to the student at least seventy-two hours (Saturdays and Sundays excluded) before the meeting of the Committee and a copy sent to the Head of School. Provided the student has been properly summoned, if she/he fails to attend the hearing, the Committee may proceed in his/her absence.

- (iv) The student, against whom the complaint is made, may be accompanied to the committee by a person to assist him/her. He/She shall inform the Secretary of his/her intention to do so as well as the name of the person assisting him/her, at least twenty four hours before the date fixed for the meeting.

- (v) Any statement in connection with the case from:
 - a. The complainant;
 - b. The student against whom the complaint is made;
 - c. Any witness the complainant or the student wishes to present; may be made in writing for the consideration of the Committee.These statements shall be submitted in writing to the Secretary of the Committee not less than twenty-four hours before the date fixed for the meeting.

- (vi) The Committee may require the complainant, the student against whom the complaint is made and the witnesses for both parties to give evidence before it. The Committee may also require the presentation of such further evidence as it deems appropriate. Either party may request an adjournment of not more than seven days. The Committee shall allow such cross-examination by either the complainant or the student against whom the complaint is made as it deems relevant.

- (vii) Having concluded the hearing, the Committee shall deliberate in camera and send a formal report to the Academic Council with appropriate recommendation/s.

- (viii) In the light of the Report, the Disciplinary Committee shall recommend the actual penalty to be applied having regard to the seriousness of the offence and the guidelines set out in the following sections. These penalties may be applied either separately or in combination.

- (ix) Issue a written warning to the candidate. In such a case the candidate may be informed that the written warning constitutes a formal record of breach of any regulations.

- (x) To take the module again as a resit where examination irregularity was found against as and when the module is offered. Only a pass mark will be recorded if successful.

- (xi) In case of examination irregularity/ies where the student has cleared all exams, only pass marks may be recorded for that semester/level.
- (xii) Retake all the semester modules and sit for all forms of examinations. All marks obtained in the semester where the examination irregularities happened will be cancelled and recorded as zero. All modules which had been taken again will be considered as a first attempt.
- (xiii) Repeat the Level in which the student was found guilty of Examination Irregularities. All marks obtained in that Level will be cancelled and recorded as zero. All modules retaken will be considered as a first attempt. No exemption of modules will be entertained.
- (xiv) Suspension from the University for a fixed period, up to a maximum of 12 months. All the marks for that level will be recorded as zero. If the student re-registers, then he/she will start at the same level at the time he/she was suspended.
- (xv) Expulsion from the University, hence terminating the student's registration. The student shall not be admitted on the same programme until after a period of two years upon termination of registration.
- (xvi) Other than examination irregularities, offences of any other nature may entail penalties as may be recommended by the Committee which is deemed reasonable.
- (xvii) On the other hand, a student may plead guilty in writing instead of attending the Disciplinary Committee. Paragraph (ix) above will still be applicable for determination of penalty. Such voluntary disclosure may be favourably considered by the Committee.

4. Appeal

Any student aggrieved by the confirmed decision of the Disciplinary Committee may appeal against that decision through the Office of the Registrar. Appeal must be lodged within fourteen days consecutive of the date on which the student was notified of the decision against which he/she is appealing. An office cheque of Rs 3000/- (three thousands rupees) as deposit must be made while lodging the appeal. Such deposit will be refunded in case the Appeal is successful.

Regulations for Academic Appeals



1. Preamble

Any student who has evidence or believes that evidence exists to show that a programme grade was assigned or similar evaluation was made as a result of prejudice, caprice or other improper conditions, such as administrative or computational error, may appeal against the said grade/evaluation to the Registrar. An appeal may only be lodged by a student of the University; it may not be lodged by a representative or by a parent.

2. Timing of Appeals

An appeal must be made not later than 14 successive days following the official publication of results.

3. Basis of Appeal

An appeal must be made in writing, giving the student's name and ID number, contact details (address and telephone number), the programme code and title, the supervisor's name and the grounds for appeal together with any supporting evidence. The burden of proof is on the student.

4. Membership of the Academic Appeal Committee

This Committee is School-based and comprises the following members: An independent Chairperson and 2 School academic staffs appointed by the Registrar who are in no way connected with the matter. The Registrar will act as secretary of the Appeal Committee.

5. Steps in the Process of an Academic Appeal

- (i) Appeal against results for resit examinations shall not be entertained.
- (ii) The appellant shall forward on the prescribed appeal form duly filled to the Registrar who will then notify the Head of School
- (iii) An appeal fee of Rs. 3000/- per module in the form of an office cheque must be enclosed. If the appeal for a particular module is successful, the appeal fee for that module will be refunded.
- (iv) The student will be notified of the date, time and place of the meeting and invited to attend the meeting.

In case of Hearing

- (v) The student may have an advisor and or a student representative present during the meeting, who may advise the student but not speak for the student during the meeting.
- (vi) If the student wishes to have legal counsel present at the meeting, the name and address of such legal counsel shall be provided at the time of filing the appeal.
- (vii) The procedures regarding recheck of marks and grades, re-correction of papers etc by an independent party will be determined by the School. A report to this effect must be submitted to the Appeal Committee.
- (viii) The Chair of the Appeal Committee may also call the academic staff who recommended the grade under appeal and, if need be, anyone else, including external assessors, with expertise relevant to the appeal.
- (ix) Where a member of the Appeal Committee is challenged by the appellant student on grounds such as conflict of interest, bias or malice, the remaining members of the Committee shall consider the merits of the challenge and determine whether or not the member is disqualified from hearing the appeal. If the Chair of the Committee is unable to sit for any reason, including disqualification, the Committee will elect an Acting Chair.
- (x) The recommendation of the Appeal Committee will be reported to the Academic Council for approval.
- (xi) The Registrar will then inform the student of the decision of the University.

Regulations on the Use of the Resource Centre



1. Scope

Members of the Resource Centre may consult and borrow materials from the Resource Centre and receive assistance from Resource Centre Staff. Members may use any or all of the University's Resource Centre's facilities. These Regulations apply to all users of the Resource Centre and may be enforced by any Staff of the Resource Centre.

2. Entitlement to use the Resource Centre

- (i) The following categories of people may register as members of the Resource Centre:
 - (a) University students and provisionally registered students, for the period of their study.
 - (b) University staff, members of the Board of Governors, the Academic Council and visiting academic staff and researchers, for the period of their appointment to the University of Technology, Mauritius.
 - (c) Approved external users subject to such arrangements, conditions and fees as the University may determine.
- (ii) The Head of the Resource Centre will consider written applications for membership from people otherwise associated with the University.
- (iii) Some parts of the collections may be consulted by non-members who demonstrate sufficient reason/s for consultation of materials to the Head of the Resource Centre.
- (iv) Resource Centre membership shall terminate automatically when a person ceases to be a member of, or appointed to, the University.
- (v) The Head of the Resource Centre can terminate membership immediately if he/she considers that any aspect of the Resource Centre's Regulations has been infringed upon.
- (vi) Student Members must return all books/materials borrowed from the Resource Centre when their registration lapses at the end of their programme, failing which

the University reserves the right to withhold the issue of their certificate or to take any appropriate measures.

- (vii) Failure to pay any outstanding amount due to the Resource Centre may result in the member being referred to the Disciplinary Committee by the Head of the Resource Centre.

3. Hours of Opening during semester

Weekdays:	08h30 – 18h30
Saturdays:	09h00 – 16h00
Sundays:	09h00 – 13h00
Public Holidays	CLOSED

Hours of opening during semester breaks

Weekdays:	08h45 – 16h45
Saturdays:	09h00 – 13h00
Sundays & public holidays	CLOSED

The opening hours may be changed, if circumstances require, by the Head of the Resource Centre after consultation with the Registrar.

4. Joining the Resource Centre

- (i) Persons who wish to register as members of the Resource Centre must fill in and sign a form providing information required for the administration of the Resource Centre, and giving an undertaking to be bound by the relevant Regulations.
- (ii) The Resource Centre reserves the right to alter, delete, amend or add any clause/s without prior notice.
- (iii) Members must inform the Resource Centre immediately of any change of name, address, School or programme. The Resource Centre does not accept responsibility for problems or errors arising from a member's failure to do so.
- (iv) Access to the Resource Centre is open to members holding the Resource Centre card. This card is required to enact transactions involving issue, return and reservation of Resource Centre materials. It must be shown to any staff of the Resource Centre on request.

- (v) Resource Centre Cards are not transferable. All Resource Centre materials issued by means of the card remain the responsibility of the card-owner until returned to the Resource Centre in satisfactory condition and duly discharged.
- (vi) Members must inform the Resource Centre immediately if the Card is lost or stolen. The Resource Centre does not accept responsibility for problems or errors arising from a member's failure to do so.
- (vii) Issue of a new card will be subject to the payment of a fee as determined by the UTM.

5. Behaviour in the Resource Centre

- (i) Students are expected to behave properly in the Resource Centre and to show a high duty of care to others.
- (ii) Users who create any disturbance, or behave improperly will be severely warned or directed to vacate the Resource Centre. Disciplinary action may also follow.
- (iii) Silence must be strictly observed at all times while inside the Resource Centre.
- (iv) Smoking or the consumption of food, chewing gum and drink inside the Resource Centre premises is not permitted.
- (v) Users may reserve a place in the Resource Centre, to cover their absence for not more than thirty minutes at a time. Items left unattended in the Resource Centre for long periods may be removed by Resource Centre's Staff. No Resource Centre staff shall be liable to any claim whatsoever.
- (vi) Users may bring bags and other items and keep same at designated places but at their own risk. The University does not accept liability for any loss or damage to the property/ies of members.
- (vii) Lecture groups should not normally be brought to the Resource Centre, unless prior arrangement has been made with the Head of the Resource Centre, who will request a member staff to accompany them.

- (viii) Photography, filming and similar activities are strictly prohibited except with the prior permission of the Head of the Resource Centre.
- (ix) Mobile telephones must remain switched off at all times inside the Resource Centre.
- (x) Users must not write on or otherwise damage books belonging to the Resource Centre. Any damage to, or loss of, books must be made good to the satisfaction of the Head of the Resource Centre.
- (xi) Any staff of the Resource Centre is authorised to do an inspection on users leaving the Resource Centre.
- (xii) Persons using the Resource Centre's ICT facilities must observe all guidelines in force.
- (xiii) Users must leave the Resource Centre by the closing time, immediately on hearing the fire alarm, or when required to do so in an emergency.
- (xiv) Users should immediately report any accident, theft or incident to any staff of the Resource Centre.

6. Use of Resource Centre Materials

- (i) Users are responsible for all Resource Centre materials or equipment in their care and will normally be required to pay for any damage to, or loss of, such material or equipment.
- (ii) The cost of the damaged or lost material or equipment shall be calculated by the Resource Centre using the replacement cost basis of the item in addition to processing fees and the accrued overdue fines. The amount shall be determined by the Head of the Resource Centre.
- (iii) Users must observe copyright law and regulations in respect of all materials whether in print, audio-visual or electronic. The UTM anti plagiarism regulations shall be strictly observed.
- (iv) Software and data are licensed for educational use only; unless otherwise indicated, they must not be copied or used for commercial purpose. Because the

Resource Centre must adhere to the licensing terms and conditions of some software, this means that some members may not have access to it or to one or more of its sections.

- (v) Willful misuse of Resource Centre self-service facilities, including automated systems, ICT facilities and photocopiers may result in membership of the Resource Centre being terminated.

7. Borrowing Material

- (i) The Resource Centre will make available material for borrowing, consistent with the efficient use of the Resource Centre by all members, subject to any conditions of use applicable.
- (ii) All materials borrowed must be authorised and recorded by a member of the Resource Centre staff.
- (iii) Members may borrow up to two items at any one time or as otherwise indicated in the internal rules.
- (iv) The length of loan periods shall be determined by the Head of the Resource Centre.
- (v) The Resource Centre materials fall into one of four categories: standard loan (normally 14 days); 3-day loan; 24-hour loan; not for loan.
- (vi) Only material in the standard loan and 3-day loan categories count towards members borrowing entitlement.
- (vii) Standard loan material may be renewed for further loan periods, provided that it has not been re called by the staff of the Resource Centre or reserved by another member. Renewal by remote telecommunication means is not permitted.
- (viii) All materials on ordinary loans are subject to immediate recall even if they are within their prescribed loan period.
- (ix) Members must return all materials borrowed on or before the due date which is specified on the date label of the book or on the date specified on the re call notice.

- (x) Failure to return materials by the due date is subject to approved penalty fees.
- (xi) All Resource Centre privileges will be suspended from the date of issue of the first overdue notice until such time as the member returns himself or herself to good standing with the Resource Centre; normally, this shall mean the return of overdue items and/or the payment of outstanding charges.
- (xii) Any person who ceases to be a member of the Resource Centre shall return all materials in their possession promptly and pay any relevant charges.
- (xiii) Resource Centre Card holders other than students must also return all their materials and pay any charges due at the end of their affiliation or contract with the UTM.
- (xiv) Staff who are on long term leave must return all materials and pay charges where appropriate.

8. Breach of Regulations

- (i) These Regulations must be adhered to at all times. Breach of the Regulations constitutes an offence and will be dealt with as per the regulations.
- (ii) A breach of the Regulations occurs when a user willfully or persistently ignores normal arrangements for using or returning material, or the request of Resource Centre Staff concerning behaviour in the Centre.
- (iii) External members who breach the Regulations will have their membership cancelled. Re-admission to membership will be at the discretion of the Head of the Resource Centre.



Regulations for the Use of ICT Facilities

1. The following regulations apply to users of all ICT facilities owned by the University of Technology, Mauritius. Users must also comply with any supplementary specific instructions or regulations.
2. IT facilities are made available, for *bona fide* use, to staff and registered students of the University or to any authorised persons.

Bona fide use shall include and shall not be limited to the following:

- (i) performing work under the direction/supervision of a member of the staff of any School;
 - (ii) carrying out supplementary work or research in connection with the programme of study.
3. Users must take all necessary precautions not to cause any form of damage or loss of use or interruption of service to the ICT facilities of the University.

Damage and loss of use shall include and shall not be limited to the following:

- (i) damage to equipment and power supply;
- (ii) deletion or alteration of software;
- (iii) alteration of configuration of software and /or hardware;
- (iv) swapping of components of software and/or hardware;
- (v) loss of use and disruption of service.

Costs associated with restoring the ICT facilities will be charged to the person or persons causing the damage. The costs will be determined by the designated authority.

4. Use of personal ICT components tied to ICT facilities owned by the University is subject to approval. Unauthorised copying of software or any other copyright materials accessible through University ICT facilities is prohibited.
5. Use of facilities may be subject to registration and control procedures.
6. Access to facilities may be chargeable.

7. Smoking, eating or drinking in premises where ICT facilities are located are prohibited.
8. Use of any equipment/s which can interfere with the ICT facilities is prohibited.
9. The University reserves the right to carry out occasional monitoring/control exercises in order to ensure that the above regulations are being followed.
10. Failure to observe any of these regulations shall immediately deny access to the ICT facilities of the University of Technology, Mauritius. Such a breach of regulations shall automatically be referred to the Disciplinary Committee of the University.
11. The use of the internet facilities shall be exclusively restricted to the areas of studies of the student. Special authorisation is needed for other purposes.
12. A reasonable duty of care to other users shall be strictly observed.
13. Installation of software/hardware is prohibited except with prior authorisation.



Regulations on Intellectual Property Rights

1. It shall be a condition of registration of a student that the student agrees to transfer or assign to the University the intellectual property rights to which these Regulations apply.
2. These Regulations apply to
 - (a) the ownership of and the sole right to exploit any patentable invention or discovery;
 - (b) all rights in any design produced; and
 - (c) copyright in any computer program and any design capable of commercial exploitation produced by the student in the programme of study or research.
3. Where the whole of a student's programme of study or research is funded for a programme of study by himself or herself, or by a publicly funded body, or by anybody other than one which has entered into a contract for a specific piece of research with the University, the assignment shall only apply to those items of intellectual property referred to in paragraph 2 above.
4. Where a student is fully funded for a programme of study or research or make use of facilities provided by a third party under a contract made with the University, the assignment shall apply to the items of intellectual property referred to in paragraph 2 above and also to copyright in any work (including any report, essay, dissertation and thesis) produced by the student during or as a result of that programme or part programme.
5. Where the whole or part of a student's programme of study or research is funded fully or partially by, or makes use of facilities provided by, a third party, under a contract made with the University, the following provisions shall apply;
 - (a) The University may in its own name or as agent for the student transfer or assign to the third party, rights to which these regulations apply on such terms as it may think fit; and
 - (b) The student shall, in accordance with any relevant terms of agreement between the University and the third party, keep confidential all information relating to the work or business of the third party, acquired by the student during that programme, or part programme, of study and neither use for

the student's own benefit nor, save with the consent of the third party, disclose to any other person such information.

6. Where rights are vested in the University in pursuance of these Regulations the University may exploit those rights, using its best endeavours to that end and granting to the student such reasonable share in any benefit accruing to the University as shall be agreed from time to time by the University. If the University does not wish to exploit rights vested in it, it may at the request of the student, return the rights to the student.
7. A student shall not without the consent of the University publish any work which might prejudice the exploitation of the rights to which these Regulations apply by the University or any third party to which rights have been transferred or assigned.
8. These regulations shall not apply to the case where a student has assigned his/her intellectual property to his/her employer under a contract of employment and where the student has retained that employment during his/her period of registration at the University. In such cases the University shall enter into negotiations with the employer to ensure that the interests of the University are protected. Such students shall however be subject to the terms of regulations 9 below.
9. The student shall treat as confidential all knowledge and Information (including knowledge and information relating to the materials, processes, machinery and apparatus used in experiments and trials) relating to any work taking place within the University which his/her supervisor indicates to the student is to be treated as such.
10. The University shall be responsible for the legal protection of the rights where the University holds any interest in such rights.

Regulations on Anti-Plagiarism



1. These regulations apply to all work carried out by students in connection with their programme of study, whether taught or by research, and for full-time, part-time, distance and mixed-mode delivery.
2. The University considers plagiarism as an act of intellectual and academic dishonesty and shall under no circumstance accept or tolerate any case of plagiarism.
3. Plagiarism shall be defined as when a student represent or intend to represent the work carried out by another person as his own work, whether intentionally or by inadvertence.
4. The University reserves the right to use, or not to use, any appropriate tools and techniques for determining the extent of plagiarism on any work submitted by a student and whether they are within acceptable limits.
5. The University reserves the right to refer any student suspected of committing plagiarism to the relevant disciplinary committees for taking appropriate actions against him/her
6. It is the responsibility of the student, and only the student, to ascertain that all work which is not of his own, whether partly or in full, is properly acknowledged and referenced in the work submitted.
7. Appropriate advice shall be provided to the students by the school concerned to help them better understand plagiarism and its consequences. Students should avail themselves of these services.