

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 of 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 Police and 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 to the Registrar when they cease to be members of the University.
- (iv) For the purpose of examinations and other assessments, only the Student ID Number should be used.
- (v) 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.
- (vi) Students shall not register concurrently for two programmes at the UTM.

- (vii) Students registered with other universities / institutions do same at their own risk. No concessions whatsoever will be entertained with respect to their obligation as registered UTM Students.
- (viii) 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.
- (ix) 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.
- (x) 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.
- (xi) 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.

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 (iv) 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) For any late payment by students, a penalty fee of 10% will be applied after the deadline.
- vii) No payment will be entertained beyond two (2) weeks after the deadline and the students will not be allowed to:
 - i) sit for those exams; or
 - ii) carry out the activity related to the payment not made.
- viii) A student is not permitted to register if he/she is indebted to the University, except, with the permission of the Registrar.
- (ix) 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.
- (x) The University reserves the right to alter fees or other charges without notice.
- xi) 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

(a) Duration of Studies

The maximum number of years of studies which a student may undertake, on all taught programmes including Top-Up programmes, and which comprised of all interruptions of studies, time off for other studies and all other activities is 2 years in excess of the normal duration for that programme, except for first degrees where the excess number of years shall be 3.

(b) Interruption of Studies

- (i) All requests for interruption of studies must be made at least 4 months before its effective date, otherwise it may be considered on a case to case basis in urgent circumstances.
- (ii) Duration of interruption of studies will be up to a maximum of 2 Semesters, save exceptional circumstances, provided the maximum duration of the programme is not exceeded;
- (iii) 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.

- (iv) 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.

4. Cases of Repeat Level

- (i) 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.
- (ii) The following are to be considered when a student is registered on a particular programme and the programme structure has changed. School Boards should explore the following options as deemed appropriate and report the feasibility of implementation to Academic Council:
 - (a) To find an alternative module which is deemed equivalent to the phased out module;
 - (b) If there is no module deemed equivalent, special exams can be offered in the phased out module provided the student has followed the lectures for the said module;
 - (c) Where the programme structure for the year to be repeated by the student has changed and there are no new cohorts following the previous programme structure for said year and subsequent years of studies to be followed by the repeat student, the written consent of the student be sought to follow the new programme structure.

5. 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.

6. Attendance to lectures, tutorials and other components of a module

- (i) It is the responsibility of a student to attend and be punctual in all lectures, tutorials and other components of the programme on which that student is enrolled;**
- (ii) A student may not be absent to more than 20% of lectures, tutorials and other components of each module enrolled;**
- (iii) Consequently, all students must reach a minimum of 80% attendance in all the components of every module enrolled. Prolonged unauthorised absences at lectures / tutorials and at any other components of the module will lead to a student being debarred from taking the corresponding examination;**
- (iv) If a student is absent at lectures / tutorials / seminars / practical / attachments and at other components of the programme enrolled due to illness or for other urgent and reasonable causes, that student should ensure that the Registrar is notified in writing through the Head of School as soon as possible, giving the reason for the absence and stating whether it is likely to be prolonged;**
- (v) In the case of absence resulting from illness and which necessitates an absence of more than three days, the student must, by the third day of absence notify the Registrar through the Head of School and the same time forward a medical certificate to that effect;**
- (vi) Please refer to 'Regulations for the Conduct of University Examination and Other Forms of Assessment on Taught Programmes' regarding absence from an examination.**

7. 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.

8. 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.

9. 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.

10. 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.

11. 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.
- (vii) The copy of the original certificate will be issued only against payment of a fee determined by the University

12. 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.

13. 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.

14. 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.

15. 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.

16. 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.