



SCHOOL OF BUSINESS, MANAGEMENT & FINANCE

IMPORTANT NOTICE TO STUDENTS – RESUMPTION OF FORTHCOMING SEMESTER

STARTING

(11 OCTOBER 2021 TO 28 FEBRUARY 2022)

(FOR EXISTING COHORTS)

(18 OCTOBER 2021 - 28 FEBRUARY 2022)

(FOR NEW INTAKES)

TO BE CONDUCTED ON A BLENDED LEARNING APPROACH

Mauritius is continuing to face the challenges of the COVID-19 pandemic although the situation is largely under control. As our most important stakeholder, your safety and well-being are of paramount importance to the UTM. Inclusiveness remains another important guiding principle for the University. The prevailing sanitary conditions and government policies have created many opportunities to face the challenges in creative ways. In order to ensure continuity of our services to students in any circumstance, and in order to prepare students for a more digitalized world of learning and work, the UTM will pursue, on a continued pilot basis, with blended learning approach for the forthcoming semester. The following are brought to the attention of students of UTM and same may change from time to time, to which students will have to comply:

1. All policies are adjusted for continued flexibility until further notice to allow for speedy delivery of services to students.
2. The Induction sheet which is different from this information sheet is equally a must read by all students, especially new ones, as it provides essentials of the policies and guidelines to new students and the responsibilities they have towards UTM during the course of their study at the University. Existing students should refresh themselves with information therein in case of any relevant adjustments brought that may be of interest to them. The Induction Sheet for each school will be available online on UTM website as well. **Students should be sensitive to the fact that ignorance of any regulation of UTM is not an acceptable excuse which can be used in their defence.**



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You are therefore strongly urged to familiarize yourselves with regulations accessible on UTM website at www.utm.ac.mu.

3. The UTM continues to adopt, on a pilot basis, a “blended learning approach” for the delivery of courses which will normally take the form of distance learning mode sessions delivered remotely or online preferably using ICT based Learning Management Systems, as per time-tabled hours and needed adjustments.

The delivery of courses will be as per the guidelines in the table below:

	Existing Cohorts	New Cohorts (Intake October 2021)
Semester Starts	11 October 2021 to 19 December 2021 on blended learning mode with sessions delivered online.	18 October 2021 to 19 December 2021 on a blended learning mode with sessions delivered online.
University Break	20 December to 09 January 2022	20 December to 09 January 2022
Semester Resumes	10 January 2022	10 January 2022
Semester Ends	28 February 2022	28 February 2022

It is assumed that Teaching / Learning will take place through Blended Learning Mode. Each module is to be delivered covering the syllabus using a combination of methods. Lecturers have to give their work plans to students and copied to the Administrative Officers of their respective Schools.

For Final year undergraduate modules and post graduate modules (exam optional) which will be assessed through written, face-to-face exams, teaching and completion of syllabus have to be done by 6 of February 2022.



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For modules to be assessed through modes other than written face-to-face exams, be it at Undergraduate or postgraduate levels, the major assignment will have to be submitted on 28 February 2022. Teaching may continue online even after 6 February 2022.

Note: Sanitary conditions permitting, arrangements for face to face sessions on UTM campus may be made subject to approval for such requests if any. Same will be considered by the Head of School in consultation with the Director General. Such requests may be entertained subject to maximum of 2 face-to-face sessions in the weeks 10-23 January 2022 and may normally only be considered for technical modules like Programming, Advanced Mathematics, Statistics or Engineering like subjects.

In the exceptional circumstances prevailing, as has been decided by the UTM, all teaching may be done on a distance mode preferably using Google LMS. Use of other LMS is not deterred with the concurrence of lecturers and students. **Guidelines to assist students on the use of Google LMS has/will be sent to you by mail and is available on the UTM website.**

4. All students should avail of the umail email address and password. All communications to students and from students to University will have to be done using the umail address provided to them. In case of loss of umail address or password, the student has to send a mail - to: development@umail.utm.ac.mu and will receive same within 1 week of request. Details to be provided include:

First Name:

Surname

Cohort:

Student ID:



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Note: Umail address will be provided by mail to new students by the Resource Centre.

5. The University has adopted a “Bring Your Own Device (BYOD)” policy. Students should bring their own ICT devices and may seek support from the Student Affairs Office of UTM to guide them to seek funding to acquire ICT in case they do not have access to same.
6. Students should use ICT and LMS responsibly and not cause prejudice to other students, lecturers or any other staff of the University. Deviant use of ICT/LMS will be subject to disciplinary actions as per UTM regulations.
7. Labs will be open from Monday to Friday from 0900h to 1600h. Students are encouraged to take full advantage of this opportunity upon approved request from Head of School.
8. **Application for exemption/s by students has been set for 25 October 2021 for existing cohorts and 3 November 2021 for new cohorts.** New students (including existing students) are advised to ensure their request for exemptions are made within deadline, failing which no request may be entertained. Application for exemptions should be made on prescribed form available on UTM website and should be sent to the email address: sbmfregistry@umail.utm.ac.mu

9. MODE OF ASSESSMENT FOR STUDENTS

Cohorts	Assessment Mode
Modules at Level 1 and Level 2 (including Level 3 Engineering programme)	A maximum of 3 assessments which can take any form (class tests, presentations, etc.) including online time based assessment. For all assessments, lecturers will have to ensure that they make all necessary



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	<p>arrangements with their students at their own level to ensure inclusiveness.</p> <p>Major assignments (herein referred to as the main and last assignment) will have to be submitted online on Monday 28 February 2022.</p>
Modules at Final Year Undergraduate Level	<p>Assessment will be as per the programme document (i.e continuous assessment and written exams). Assessment for written exams, face-to-face will be conducted from 07 to 23 February 2022.</p>
Modules at Postgraduate Level	<p>Modules at Post Graduate Level may be examined either:</p> <ul style="list-style-type: none">- through 100% coursework/assignment; or- coursework (30-40%) and written face-to-face exams (60 to 70%) <p>The resource person will decide on the mode of assessment.</p> <p>Major assignments will have to be submitted on Monday 28 February 2022 (in case of modules to be assessed by 100% coursework/assignments).</p> <p>Assessment will be through any format, including face-to-face written exams. Written exams, if any, will be conducted from 07 to 23 February 2022.</p>

Note: Should the Covid 19 situation prevent students from coming to campus, alternative assessment arrangements will be made to replace face to face written examinations. Students will be informed in advance of any such adjustments.



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Assignments should be sent by **email** to the lecturer concerned and on email address of the examination section of the relevant school (For SBMF to cssbmfexams@umail.utm.ac.mu). The former has to be adhered to even when you are requested to submit assignments on Google Classroom

10. OTHER SUBMISSION DEADLINES and EMAIL ADDRESSES

Submission of different components of assessments other than assignments for modules will have to be sent to the respective email addresses as detailed below. Similarly, deadlines unless otherwise stated in your mail/letter, for submission of dissertation, CLEn report, Work Placement Portfolio, will be as per deadlines detailed below:

- Postgraduate Dissertation (Deadline – 06 December 2021 for MBAFRM), 17 January 2022 (for others MBAs):
pgdc@umail.utm.ac.mu
- Undergraduate Dissertation (Deadline - 17 January 2022):
ugdc@umail.utm.ac.mu
- CLEn submission 24 January 2022 to clensbmf@umail.utm.ac.mu
- Work placement / Portfolio will have to be submitted online by 31 January 2022 on email sbmfworkplacement@umail.utm.ac.mu

Note: Wherever, students will be facing difficulties – like difficulties to conduct surveys for dissertations, to attend NGOs or Work Placement, alternative arrangements will be communicated by each school to their respective students on the way forward.

11. Student Request Form available online or at school registry should be filled by students in case of any request for change of cohort or request for testimonials, for interruption of studies, for withdrawal etc. Students are strongly advised to



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make their requests of Student Request Form for any request if delays are to be avoided in the processing of their requests. Such requests should be sent by mail on sbmfregistry@umail.utm.ac.mu.

12. Online sessions, should be conducted at time-tabled hours including on evening of weekdays, Saturdays and Sundays. Any change can only be entertained upon agreement between the lecturer and respective cohort/s. The School will intervene in very exceptional circumstance where the interest of the school/university is to be upheld. Sunday lectures are only for online teaching.
13. The UTM's approach, on a pilot basis, of "blended learning approach" for the delivery of courses may take the form of face-face lectures, distance education, online lectures, group work, project work, directed learning, case studies etc. What matters is that real value is created for students.
14. Assignments should be reasonable in terms of length: For undergraduate students the length should be kept to around 5000 words (all assignments combined), while for Post-graduate courses all assignments combined should not normally exceed 7000 words. For mathematical and numerical subjects, components of theory and reasoning should also be assessed.
15. Students are advised that take-home assignments are no less rigorous than exams and may in most circumstances demand more individual or group effort. Marking by lecturers normally reflect the higher expectations in terms of quality of answers. Students are expected to positively stand to the challenge.

16. TESTIMONIAL OF RESULTS

The final transcript is considered as the testimonial of student results and/or having completed programmes or levels of programmes.



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17. Sanitary Protocol will have to be strictly observed as per guidelines available on UTM Website and on posters at UTM. Students who are not vaccinated will not be allowed on campus.

18. Important Communication Details for Students of SBMF:

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