



SCHOOL OF BUSINESS, MANAGEMENT & FINANCE

IMPORTANT NOTICE TO STUDENTS – RESUMPTION OF FORTHCOMING SEMESTER
STARTING
(02 MAY 2023 – 13 AUGUST 2023)
(FOR EXISTING COHORTS & NEW INTAKES)
TO BE CONDUCTED ON A BLENDED LEARNING APPROACH

The University will continue with the blended mode of learning for the next semester to prepare students for a more digitalized world of learning and work. 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.** 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, a “blended learning approach” for the delivery of courses which will normally take the form of face to face and distance learning mode sessions delivered remotely or online preferably using ICT based Learning Management Systems, as per time-tabled hours and needed adjustments.



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- **The mode of teaching for Postgraduate programmes of all the four Schools of the University will generally be will be 2/3 online and 1/3 face to face until further notice.**
- **The mode of teaching for Undergraduate programmes across Schools of the University will typically be 50% online and 50% face to face until further notice.**
- **Students must consult their respective time table with respect to session that will be conducted face to face and online.**

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.

Assessment will be as per programme documents unless otherwise communicated to students.

In the exceptional circumstances prevailing, (covid-19 or torrential rainfalls) 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@utm.ac.mu and will receive same within 1 week of request.



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Details to be provided include:

First Name:

Surname

Cohort:

Student ID:

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. **Application for exemption/s by students has been set for 15th May 2023 for existing cohorts 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: aosbmfregistry@utm.ac.mu



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Note for Special attention of BSc (Hons) Accounting with Finance (BACF) programme which is ACCA accredited:

Students who have applied and obtained Exemptions on the equivalent modules of the BACF programme, on the basis of their prior ACCA Level 1 and Level 2 qualifications, will not be eligible/granted the full seven ACCA papers on successful completion of the BACF programme.

8. MODE OF ASSESSMENT FOR STUDENTS

As per programme document unless otherwise communicated

9. 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 make their requests on 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@utm.ac.mu or submitted to SBMF Registry in person
10. 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 purely online.
11. 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.



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12. Assignments should be reasonable in terms of length.
13. Students are advised that take-home assignments if any given, 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.

14. TESTIMONIAL OF RESULTS

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

15. Important Communication Details for Students of SBMF:

School of Business Management and Finance

Head of School: Prof (Dr) D. Padachi

Email: hossbmf@utm.ac.mu

sbmf@utm.ac.mu

Programme Coordinators

Dept. of Economics and Finance

Dr. Kavi B. NOWBUTSING (HOD)

Dr. Mohun Prasadsing ODIT

Mrs Kiran ODIT-DOOKHAN

Dr. Yuvraj SUNECHER

Mrs Aleesha Boolaky

Mr Thakoor Sharma Geerawo

Mr Jamiil Jeetoo

Miss Leenshya Gunnoo

k.nowbutsing@utm.ac.mu

aodit@utm.ac.mu

koditdookhan@utm.ac.mu

ysunecher@utm.ac.mu

aboolaky@utm.ac.mu

thakoor.geerawo@utm.ac.mu

jamiil.jeetoo@utm.ac.mu

leenshya.gunnoo@utm.ac.mu



SCHOOL OF BUSINESS, MANAGEMENT & FINANCE

Department of Business, Management and Law

Prof (Dr) H. B. CHITTOO (HOD)

Dr. Needesh RAMPHUL

Mrs Deepika. FAUGOO

Dr. Diroubinee MAUREE-NARRAINEN

Dr. Nirmala LOUNG-POORUNDER

Ms Havisha VAGHJEE

Mr Viraj Fulena

Mrs Bhavna Mahadew

Miss Havisha Jahajeeah

hchitto@utm.ac.mu

needesh.R@utm.ac.mu

dfaugoo@utm.ac.mu

d.mnarrainen@utm.ac.mu

n.l.poorunder@utm.ac.mu

hvaghjee@utm.ac.mu

vfulena@utm.ac.mu

bhavna.mahadew@utm.ac.mu

hjahajeeah@utm.ac.mu

SBMF Exams Unit

Administrative Officer

aosbmfexams@utm.ac.mu

SBMF Administration

Administrative Officer

aosbmfregistry@utm.ac.mu

Date: 26th April 2023