

GUIDELINES FOR THE SUBMISSION OF PROJECT PROPOSALS FOR THE ESTABLISHMENT OF PRIVATE INSTITUTIONS, OR BRANCHES, CENTRES OR CAMPUSES OF OVERSEAS INSTITUTIONS, OFFERING POSTSECONDARY EDUCATION IN THE REPUBLIC OF MAURITIUS

1. General

Initially, the Tertiary Education Commission (TEC) had the responsibility to make recommendations to the Minister of Education on all applications received for the establishment of private institutions, or branches centres or campuses of overseas institutions offering postsecondary education in Mauritius. But with amendments made to the TEC Act in 2007, all applications received for establishment of private institutions are now dealt with the Commission itself. Furthermore, no postsecondary educational institution can operate without the appropriate approval, registration and accreditation of programmes by TEC. Thus, the setting up and operation of a private institution, or branch or centre or campus of an overseas institution offering postsecondary education involves a multi-step process comprising approval for establishment, registration and accreditation.

These guidelines have been prepared for the information and guidance of individuals or institutions for preparing project proposals for the establishment of a local private institution, or branch, centre or campus of an overseas institution.

2. Submission of Applications

Seeking approval from the TEC for the establishment of a private institution, or branch, centre or campus of an institution for offering postsecondary education constitutes the first step in the process. For this, a formal application has to be made to the TEC. The essential requirements of the project proposal to accompany the application can be categorized under the following main headings.

- I. Background
- II. Governance
- III. Human and Infrastructural
- IV. Academic Programmes
- V. Teaching and Learning
- VI. Quality Assurance
- VII. Support Services

A suggested proforma is given in the Appendix.

In addition, for an application for the establishment of a branch, centre or campus of an overseas institution proof must be submitted to the effect that the parent institution is recognised as a university or deemed university, is accredited or its programmes accredited by the appropriate body(ies) where appropriate, and is reckoned to be a brand name institution in the home country.

3. Processing of Applications

On the basis of the proposal and of any documents submitted, supported by relevant evidence, the TEC will process the application. When considering the proposal, the TEC may seek any additional information from the applicant or any other sources. The TEC Board will make recommendations as appropriate within a period of three (3) months as from the date of receipt of a complete project proposal by the TEC.

4. Next Steps

On obtaining approval by the Minister for the establishment of a private institution, or branch, centre or campus of an overseas institution, application should subsequently be made to the TEC for registration of the institution and accreditation of the programmes. The documents on registration and programme accreditation can be consulted on TEC website: <http://tec.intnet.mu>. Concurrently, applications should be made for availing of the incentives and benefits being provided by the Board of Investment.

Proforma for Project Proposal for the Establishment of a Private Institution, or Branch, Centre or Campus of Overseas Institutions Offering Postsecondary Education in the Republic of Mauritius

1. Executive Summary of Project

2. The Project

- 2.1 Description
- 2.2 Objectives/philosophy
- 2.3 Justification with socio-economic benefits to Mauritius/the region
- 2.4 Facilities proposed to be created
- 2.5 Organisational set up

3. Sponsorship and Governance

- 3.1 Registered body, trust, foundation, etc.
- 3.2 Governing body
- 3.3 *Funding Sources*
 - 3.31 Initial investment
 - 3.32 Recurring expenses

4. Location

- 4.1 Proposed site, area
- 4.2 Justification

5. Physical Facilities

- 5.1 *Infrastructure proposed*
 - 5.11 Land
 - 5.12 Building, administration, academic, library, laboratories, and other facilities
 - 5.13 Equipment, computers
 - 5.14 Books, journals
 - 5.15 Furniture
 - 5.16 Others

6. Proposed Programmes of Study

- 6.1 Degrees, diplomas, certificates to be awarded and validated by
- 6.2 Appellation and duration of courses/programmes
- 6.3 Mode(s) of delivery
- 6.4 Modes of assessment
- 6.5 Awarding body(ies)
- 6.6 Level of awards in the National Qualifications Framework

7. Curriculum

- 7.1 Proposed structure/scheme of studies
- 7.2 Details of courses, level-wise
- 7.3 Management of practical training
- 7.4 Placement, workplace experience

8. Development of academic programmes

- 8.1 Phases
- 8.2 Development schedule

9. Academic Structure

- 9.1 Names of schools/faculties/departments/centres/units
- 9.2 Composition of course/programme committees
- 9.3 Composition of board of studies, academic council/committee

10. Admissions

- 10.1 General policy
- 10.2 Number of students to be enrolled, course/programme/level-wise
- 10.3 Procedures and criteria of admission (including entry requirements, student selection, etc.)

11. Fee Structure

- 11.1 Admission fee, annual tuition fee, other dues (to be specified in detail)
- 11.2 Scholarships, bursaries, if any

12. Examination and Assessment

- 12.1 Information on assessment system, regulation of examinations
- 12.2 Mechanism of assessment and examinations
- 12.3 Arrangements for monitoring quality of teaching and learning, and students performance

13. Quality Assurance and Student Supervision

- 13.1 Arrangement of academic supervision of students
- 13.2 Arrangements for quality assurance and quality enhancement
- 13.3 Level of administrative and technical support for quality assurance and quality enhancement

14. Research

- 14.1 Research areas to be engaged in
- 14.2 Sourcing of research funds
- 14.3 Outcome of research findings

15. Other Activities

- 15.1 Engagement in continuing education
- 15.2 Provision of service – e.g. consultancy, medical, paramedical, etc.
- 15.3 Academic contribution on issues of national, regional and international importance

16. Students

- 16.1 Total number of students to be enrolled in the institution
- 16.2 Enrolment of students, level-wise
- 16.3 Output of students level-wise for the next 10 years
- 16.4 Grievance procedures
- 16.5 Welfare services
- 16.6 Contracts with respect to students

17. Staff

- 17.1 Academic staff strength, pay scales, criteria for appointment/promotion
- 17.2 Visiting academic staff, part-time/associates and others
- 17.3 Academic Staff: Student ratio
- 17.4 Administrative and supporting staff

18. National and International Collaboration

- 18.1 Collaborating institutions/organisations/agencies
- 18.2 Nature of collaboration/linkage
- 18.3 Method and extent of collaboration/linkage
- 18.4 If affiliate, state of which institution
- 18.5 If branch, centre, or campus of an overseas institution state of which institution

19. Financial Plan

- 19.1 Ten-year financial plan. An analytical-descriptive plan both for sources and utilisation of recurring and non-recurring expenditures
- 19.2 Sources of yearly income
- 19.3 Capital estimates
- 19.4 Return on investment
- 19.5 Plan for disposal of profits/surplus income

20. Phased development of institution (e.g. phase 1, phase 2, etc.)

- 20.1 Land
- 20.2 Buildings
- 20.3 Equipment
- 20.4 Furniture
- 20.5 Administrative and Academic Staff
- 20.6 Academic programmes

21. Marketing and Promotion

- 21.1 Strategies
- 21.2 Use of student recruiting agents