

**GUIDELINES FOR POST SECONDARY OVERSEAS RECOGNISED ACCREDITED INSTITUTIONS WISHING TO SET UP POST SECONDARY EDUCATIONAL INSTITUTIONS IN MAURITIUS AS A SEPARATE ENTITY FROM THE PARENT INSTITUTIONS, WITH DEGREE AWARDING POWERS AT THE START OF ACTIVITIES**

1. There should be a contractual agreement between the overseas recognised accredited institution and the proposed local institution to be set up providing details of their relationship and including, *inter alia*, the following:
  - 1.1 The applicant for the new separate entity to be set up in Mauritius should provide the following guarantees (documentary evidence to be submitted prior to start of activities).
    - 1.1.1 In the event of the closure of the institution, students enrolled thereat will be guaranteed a seat at the parent institution overseas or any other approved institution at the same scale of fees as the student would have paid for completing the course locally.
    - 1.1.2 It would be possible for the students from the proposed local institution to undertake part of their studies at the parent institution overseas during the programme.
    - 1.1.3 Students completing undergraduate programmes in the proposed local institution may be eligible to pursue postgraduate studies at the parent institution.
    - 1.1.4 The proposed local institution would be staffed by academics and senior administrative staff of the same level as exists at the overseas parent institution.
  - 1.2 The overseas recognised accredited institution should demonstrate that:
    - 1.2.1 It should have been in existence for the past 4 years or should have passed out at least two cohorts in the same field of study, whichever is later.
    - 1.2.2 It must have been fully compliant with its regulatory body in its country of origin.
    - 1.2.3 It has not contravened any regulations of its regulatory body.
    - 1.2.4 Its promoters have not been convicted of any criminal offence at the time of the application.
    - 1.2.5 It is financially sustainable and it has sufficient technical and staffing resources to support range of qualifications that it intends to offer in Mauritius.
  - 1.3 The local institution should ensure that it has:
    - 1.3.1 An acceptable and reasonable ratio of academics to students depending on the disciplines offered.
    - 1.3.2 At least 2 Professors at the start of activities one for each Faculty. (A staff list is to be provided with details of qualifications, teaching experience and experience in Curriculum Development and Assessment)
    - 1.3.3 Preferably two or more Faculties with an expected total of 350 students by its third year of operation.
    - 1.3.4 The necessary infrastructure (built up space of currently 3.5 square metres per student).
    - 1.3.5 Adequate staffing resources.
    - 1.3.6 Detailed rules and regulations governing all aspects of its operation and covering at least the following:
      - 1.3.6.1 Admission of students.

1.3.6.2 Exemptions.

1.3.6.3 The conduct of examinations and the conditions on which students shall be admitted to such examinations

1.3.6.4 Conditions and mode of appointment and duties of examining bodies and examiners.

1.3.6.5 Equivalence of examinations and qualifications of any other institution or examination board for the purpose of admitting a student.

1.3.6.6 The assessment, evaluation and grading of student's performance.

1.3.6.7 Award of qualifications.

1.3.6.8 Fees to be charged for courses of study, research and practical training and examinations.

1.3.6.9 Maintenance of discipline among the academic staff and the students.

1.3.6.10 Use of and access to any place of learning or research or resource centre/library.

1.3.6.11 Industrial training and placement..

1.3.7 A budget allocated for Research purposes. 1.3.8 A staff development programme to be strictly implemented. 1.3.9 A policy for staff to publish papers.

1.4 The overseas recognised and accredited institution should submit in relation to the proposed local institution to be set up:

1.4.1 A plan of its proposed provision of programmes defining levels, types, teaching time table and subjects taught and room allocation.

1.4.2 A detailed description of its corporate governance arrangements, organisation and management.

1.4.3 Details of the formal decision making processes including, Boards/Council, Committees, Senate/Academic Boards, etc. for the development and quality assurance of qualifications.

1.4.4 Clear and consistently applied mechanisms for establishing its academic objectives and outcomes of programmes.

1.4.5 Its administrative support systems to monitor student progression and performance and the mechanisms to provide timely and accurate information to satisfy academic and non-academic information needs.

1.4.6 The mechanisms for receiving and dealing with student's feedback.

1.5 The proposed local institution should inform the Tertiary Education Commission on all external examiners appointed.

1.6 Prior to granting of awarding status a Scrutiny Panel will be established at the level of TEC with at least (3) international members of the status of Professors/Vice-Chancellors.

1.7 Granting of registration and accreditation would be on a provisional basis subject to a favourable report of the Scrutiny Panel. Full registration and accreditation is to be provided after four years or after 2 cohorts have passed out from the local institution, which ever is later.

1.8 Recognition by TEC of the qualifications to be awarded by the proposed local institution would be made only after the awards have been made.

- 1.9 The local institution should ensure that the students are well informed in its prospectus that it has a “provisional” status in relation to its registration and accreditation and also of the status of recognition of its qualifications.
- 1.10 The TEC may levy a charge for processing the application.
- 1.11 An institution authorised to operate under the above guidelines may have as part of its name the term “College of Higher Education” if it so desires.
- 1.12 Failure to comply with any of the above conditions will entail deregistration, revocation of accreditation and awarding status.