

# General Rules, Regulations & Information for Students

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## *Mauritius Institute of Education*

This booklet contains Rules and Regulations as well as information which are mandatory for all students of the MIE to follow.

This document supersedes any other document on General Rules and Regulations for Students.

Students should also consult the official website of the MIE at [www.mie.ac.mu](http://www.mie.ac.mu) and the notice board for any further update.

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# 1 INTRODUCTION

This booklet lists all the Rules and Regulations and other important information for students registered for courses at the Mauritius Institute of Education. This document is a contract between the student and the MIE and should be scrupulously understood and observed.

## 2 Student Rights and Regulations

### 2.1 Student Rights

*Students' rights comprise, inter alia, the following:*

- I. The right to be protected within the precincts of the Institute.
- II. The right to be treated in a fair, non-partisan, non-discriminatory and impartial manner.
- III. The right to a fair hearing in case of litigation with the Institute.
- IV. The right to freedom of expression and association.
- V. The right to freedom of movement in the authorized area of the Institute.
- VI. The right to be registered, irrespective of disabilities.
- VII. The right to get access to adequate support so as to complete the programme/course in the best possible conditions.

### 2.2 Student Responsibilities

*Student's responsibilities include the following, but are not limited to:*

- i. Adherence to the rules and regulations set forth in this handbook. Every student should make himself/herself aware of and comply with the Rules and Regulations of the Institute set in this handbook. S/he should also take cognizance of the Student's Charter (*available on [www.mie.ac.mu](http://www.mie.ac.mu)*) which sets the general principles to be observed by all registered students.
- ii. Students are expected to attend all orientation sessions for a given programme so as to be fully apprised of the Institute's pedagogical orientation, administrative policies and any other information that should be strictly adhered to some orientation sessions may be held later during the programme, as and when it is required, e.g. before SBE/dissertation, etc.

- iii. Uphold the reputation of the Institute while engaged in the Institute's activities and not speak or act on behalf of the Institute unless explicitly authorised to do so by the Director.
- iv. Check the institutional e-mail (*mieonline.org*), website (<http://www.mie.ac.mu>) and notice board on a regular basis so as to be informed of news and announcements.
- v. Communicate to the Registrar any change in contact/personal details.
- vi. Attend classes/appointments/tutorials regularly and be on time.
- vii. Be on time for the start of Examinations. [See Section 3.13](#)
- viii. Maintain satisfactory progress in the studies.
- ix. Participate in official activities organized by the Institute.
- x. Refrain from causing offence, as per the dispositions of the Law (ICT Act, 2002; Computer Misuse & Cyber Crime Act 2003) while engaging in the use of the Internet, including learning management systems (e.g. Moodle), social networking sites (e.g. My Space, Facebook, Twitter *etc.*), blogs or other web resources.
- xi. Be responsible for one's actions and be responsible for any infringement of the Rules and Regulations.
- xii. Inform the Teacher Education Section/Academic Office in case of deferral using the Deferral Form (*Annex 1*).
- xiii. Make optimum use of facilities such as the library, multimedia and online learning available at the MIE.
- xiv. Attend tutorial sessions for specific modules/components/units/portfolio/ dissertation regularly as per prescribed requirements for same in the programme Handbook or through communication from the Programme Coordinator, Course Coordinator and Registrar.
- xv. Attend non-award based seminars/talks/activities as per the Programme Handbook.
- xvi. Take advantage of Counselling offered by the Programme Coordinator or any such designated officer.
- xvii. Adhere to section [3.2 \(IX & X\)](#) with regards tutorial for failed/referred modules.

### 2.3 Student Code of Conduct

*The Mauritius Institute of Education embraces a culture of mutual respect between staff and students where everyone is treated with respect and courtesy.*

*Students must comply with the Institute's Policies and Regulations on academic honesty. Students' code of conduct includes the following, but is not limited to:*

- I. Behave in a courteous and respectful manner towards everyone on and out of the campus and at school during School Based Experience (SBE).
- II. Comply with the prescribed provisions relating to the student's placement at school.
- III. Comply with all regulations of the school where s/he is placed.
- IV. Maintain a strictly professional behaviour with management, staff, pupils and other personnel at school.
- V. Dress appropriately on campus and comply with the dress code prevalent at school during SBE.
- VI. Demonstrate responsible use of infrastructure and facilities available at the MIE and not litter classrooms and campus premises.
- VII. Leave lectures/classes/laboratories after permission has been sought.
- VIII. Refrain from unethical behaviour, such as:
  - a. forgery of signature for attendance of self/peers;
  - b. Cheating in connection with both coursework/continuous assessment and examination – [see Section 3.9](#);
  - c. intimidation or harassment; and
  - d. Intrusion on the privacy of peers/staff.
- IX. Be aware and strictly adhere to rules regarding plagiarism – [see Section 3.12](#).
- X. Refrain from submitting any piece of work (coursework, laboratory work, project, dissertation, etc.) that is not one's own.
- XI. Refrain from using unauthorized material during an examination/assessment.
- XII. Refrain from misusing IT facilities at the Institute and to report cases of misuse.
- XIII. Refrain from video/audio recording or taking photographs of staff, peers and MIE activities without obtaining prior explicit consent from the person, coordinator and/or Registrar, as appropriate.
- XIV. Ensure safe keeping of electrical, transport and ICT equipment without undue wear and tear.
- XV. Refrain from interfering with the smooth running of classes, failing which the student may be asked to leave the lecture, seminar, laboratory, tutorial, or any

other activity on grounds of misbehaviour and be referred to a Disciplinary Committee.

XVI. Maintain hygiene and use facilities provided at MIE in a non-abusive manner.

XVII. Refrain from being involved in any provocative act.

For any infringement of the above, a student may be requested to appear before a Disciplinary Committee. The Disciplinary Committee will hear all evidence and decide on the veracity and severity of the act. Sanctions will commensurate with the severity of the fault and may lead to a recommendation for dismissal of the student from the Institute for serious misbehaviour. Dismissal is subject to approval by the Academic Board.

### **2.3.1 Ethical Use of Social Media**

Students should be aware of ethical use of social media.

Students should refrain from using social media in order to voice personal feelings and make comments that may harm the integrity and self-esteem of any other student or staff. The MIE will not assume responsibility for any personal initiative on the part of any student or group to engage in social media discussions.

### **2.3.2 Dress Code**

- I. Students should dress appropriately on campus as well as comply with the dress code prevalent at school during School Based Experience. Smart casual dress appropriate in a professional context is recommended.
- II. Students should follow the guidelines below:
  - a. For women: Tops should not be low cut and should cover to waist. No sweatpants, spaghetti-string tops, short shorts, extremely mini-skirts, etc.
  - b. For men: No sweatpants, athletic shorts, tank tops, very low cut trousers, etc.
- III. Students may be requested to leave the Institute if not found to be appropriately dressed. They will subsequently be considered to be absent for any lecture they miss as a result of the above.

## **2.4 Student Complaints**

*The MIE is committed to handling all requests from its students in a fair manner and to provide quick resolution of any complaint (academic, administrative, resource-related and personal) or appeal made by its students.*

- I. In cases where students are not satisfied with any aspect of their studies or with the way in which matters have been handled, they should, in the first instance, try to resolve the situation through mediation with the help of their Course Tutors or the Course Coordinator.
  - a. Where this is not possible and all other attempts to resolve the problem have been unsuccessful, the student should bring up the matter through a formal

complaint to the Programme Coordinator and/or the Registrar. The Institute may not be able to initiate any action in the absence of a written statement explaining the nature of problem. Such a statement will remain strictly confidential.

- b. A written statement should be sent to the Registrar, who will arrange a formal hearing within 15 days after having received the statement/complaint. After inquiry, the student will be communicated of action/s to be taken to resolve the matter (within 7 working days) of the hearing.
- c. The student, if not satisfied, can appeal against the decision. An Appeals Committee will be set up to look into the matter. The student will be informed about the decision within a reasonable period. The decision of the Appeals Committee will be final and binding.

II. In case of appeal against results, the **Student Appeal Form** (*Annex 2*), downloaded from the Institute's website, should be completed and returned to the Head of the Exams section within 15 days after having received official notification of results through the Institute's notice board or website. A non-refundable fee of Rs500.- will have to be settled at the Finance Section for remarking. Appeal can be lodged by mail to the Registrar, only if the student is medically unfit or not in Mauritius. This should be supported with relevant medical certificate or documentary evidence respectively.

- a. Appeal or review is not applicable for School Based Experience.
- b. The student will be communicated the decision of the Appeals Committee within **4 weeks** following the submission of the request for appeal. The decision of the Appeals Committee will be final.
- c. In case the candidate's result is improved after the review procedure, the fees paid will be refunded to the candidate.

III. In case of appeal against withdrawal, the **Student Appeal Form** (*Annex 2*) should be completed and returned within 15 days after receiving notification of same from the Registrar, testified by the date of receipt of the notification.

- a. The above procedure for appeal does not apply to students recruited by the Ministry of Education & Human Resources, Tertiary Education & Scientific Research (MoE & HR, TE & SR) (through PSC) or Roman Catholic Education Authority (RCEA), in which case appeal must be addressed to the relevant employer.
- b. The Academic Board will consider the case and make recommendations. The Registrar will communicate the decision to the student. The decision of the Academic Board will be final.

## 2.5 Application

- I. Prospective students are invited to apply for courses following communiqué in the press and on the MIE's official website ([www.mie.ac.mu](http://www.mie.ac.mu)). Both in-service and

pre-service trainees are required to apply online for the relevant programme, unless specified otherwise in the advertisement.

- a. Candidates will receive an automated e-mail confirming receipt of their application.
  - b. This provision may not apply for those employed by PSC or RCEA or designated by the Ministry of Education & Human Resources, Tertiary Education & Scientific Research (MoE & HR, TE & SR).
- II. Applications will be processed and qualified candidates will be notified by e-mail and/or phone of the outcome of their application, followed by an official letter.

## **2.6 Academic Year**

The Academic Year of the MIE is divided into two semesters. Each semester is of 15 weeks' duration. The official dates are determined by the Academic Board and communicated officially through the website/notice board.

### **2.6.1 Scheduling of Courses**

- I. As per the requirements of specific programmes Full Time/Part Time (FT/PT) or Stand Alone modules, formal courses/activities may also be scheduled during the inter-semester period.
- II. Courses are normally held from 09:00-18:30 hours on weekdays and 9.00–12.00 on Saturdays, and exceptionally on Saturday afternoons.
  - i. Full-time students (pre-service) may be required to follow courses up till 18.30 hrs on weekdays and 9.00–12.00 on Saturdays, owing to constraint on resources or space.
- III. Courses for both full-time and part-time students may be conducted in a common group depending on the specificities and requirements of the course.

### **2.6.2 Medium of Instruction**

The medium of instruction and assessment for all courses at the Institute is English, except for specific courses run by the French Language Department, Kreol Unit and Asian Language Departments in association with the Mahatma Gandhi Institute.

## **2.7 Registration & Fees**

- I. All students selected for a particular programme/course are required to register before the start of their respective programme/course. Students are required to register for one course at a time at the MIE.
- II. Students should re-register for the programme/course at the beginning of each Academic Year/Semester for the whole duration of the programme and pay approved fees for courses. Failure to settle the fees on time may debar students' eligibility to sit for examination.
- III. Educators selected by the Ministry of Education & Human Resources, Tertiary Education & Scientific Research (MoE& HR, TE & SR) or RCEA should register at the MIE to be considered as officially enrolled trainees.

- IV. Pre-service trainees for Primary Schools recruited by the Ministry of Education & Human Resources, Tertiary Education & Scientific Research (MoE& HR, TE & SR/RCEA/Rodrigues Regional Assembly should register at the MIE for enrolment as trainees.
- V. At the time of registration, all trainees should have taken cognisance of the General Regulations for Students in place at the MIE and they will be required to agree to its terms and conditions by signing an agreement form.
- VI. At the time of registration, all students will be required to state their residential address, a valid email address, National Identity Card number and other relevant particulars.
- VII. A trainee must notify the Registrar as soon as possible of any subsequent change in the information (change in name, address, phone number, school or any other particulars) s/he has provided at the time of registration.
- VIII. For the purpose of first registration, students will have to produce: original certificates (educational, birth, marriage and any document/s stipulated in the offer letter), National Identity Card and three passport-sized photographs.
  - a. In exceptional cases, where there is genuine evidence of inability to produce the document/s, the MIE may effect a provisional registration. Confirmed registration will be effected after submission of original document/s thereafter. Failure to submit the necessary document/s within a reasonable delay, without sufficient justification, will entail withdrawal from the course/programme.
- IX. The registration is confirmed only after production of the receipt of payment of registration fees from the Finance Section of the MIE.
  - a. Separate arrangements will be made for registration of special needs students, upon request.
  - b. All trainees will be issued with a Student Card which must be in the possession of the trainee at all time and must be produced upon request.
  - c. The Student Card is valid for the entire duration of study and serves to identify the trainee as a student of the MIE.
  - d. The Student Card serves to obtain access to the Library, including the issue of books, for voting for the Student Union or for acceding to classes.
  - e. A student failing to produce the Student Card may be denied access in the Institute premises for security reasons.
  - f. The Student Card remains the property of the MIE and should not be lent to others. Infringement will lead to disciplinary action.
  - g. A trainee who loses her/his Student Card must immediately inform the Registrar in writing. After inquiry, a duplicate card will be issued upon payment of a fee of Rs 200. The fee is subject to change.
  - h. All fees for the academic year are payable at the time of registration unless special arrangements have been made with the Registrar.
  - i. Non-payment of registration fee will debar a student from sitting for examination/s or being assessed for any paper/s for the semester/year.

- j. Access to exams results/transcripts of examination/certificates will be withheld for non-payment of any fee due to the Institute.
- k. A trainee who is in arrears with the Institute will not be allowed to register for any academic year unless special permission has been obtained from the Registrar.

## **2.8 Attendance/Conduct/Unsatisfactory Progress**

- I. A Student is required to follow all the components of a programme. A minimum of 80% attendance is compulsory unless permission is granted in exceptional circumstances by the Registrar on a case to case basis or upon special request from an official authority acceptable to the Institute.
  - a. The 80% attendance requirement applies for all modules/components assessed through written examination and/or coursework, as well as School Based Experience and non-award courses.
- II. For programmes delivered through Distance Education mode, students will have to abide by the regulations on attendance requirements as stipulated in the Programme Handbook.
- III. Students who do not strictly adhere to the deadlines for assessment will be deemed to have breached the rule of the course and may be referred for same.
- IV. If a student is absent from classes/tutorials/seminars/practicals for a long period of time that will affect the attendance requirement as per section 2.8 (I) above, due to illness or other urgent and reasonable cause, s/he should ensure that the Registrar is notified in writing as soon as possible, giving the reason/s for the absence with adequate evidence.
- V. In case of illness which necessitates an absence of more than three consecutive days, a medical certificate should be forwarded to the Registrar not later than on the third day of absence.
- VI. A student who is unable to attend classes and examinations for reasons such as pregnancy/child delivery/child care or major health problems must apply for leave beforehand, except in cases of unforeseen circumstances. Such applications should be made to the Registrar, supported by appropriate medical certificate/s that cover/s the relevant period.
- VII. A student whose progress, attendance or conduct during the semester is not satisfactory shall be given written warning by the Head of Department, with copy to the Programme Coordinator, on the advice of the Course Coordinator/Tutor.
- VIII. In the absence of improvement, a strong and final warning shall be issued to the student by the Registrar.
- IX. In case there is still no improvement, the matter shall be referred to a Disciplinary Committee. The Committee will hear all parties concerned and make its recommendations to the Academic Board. The decision of the Academic Board will be final and binding.
- X. In case of unsatisfactory attendance, the Academic Board may advise that a student follows part or whole of the course as and when next offered.

## **2.9 Punctuality and Conduct**

- I. A student is expected to be punctual for all courses.
- II. A student who is consistently late or leaves early, without proper justification, by more than 25% of the time allocated for the course may not be allowed to sit for the examination or submit assignment, and will be subject to the provisions of Section 3.2. (VII)
- III. Code of conduct in Classroom:
  - a. Students should display a collegial attitude and professional behaviour during classes.
  - b. Students should refrain from using mobile phone/devices for purposes of sending/receiving text messages and receiving/making phone calls during classes.

## **2.10 Mode of Delivery**

Courses, both Full-time and Part-time, may be offered on a face-to-face or online mode or a combination of both. As such, students will be expected to ensure that they conduct all the activities as specified in the Programme Handbook/module information sheet provided by the tutor.

### **2.10.1 Mode of Teaching**

- a. The mode of teaching of the course may be altered by the department offering the course, depending on the exigencies of the course or any unforeseen circumstance. The department will ensure that all the exigencies of quality are maintained.
- b. Any change will be communicated to students by the Registrar and will be binding.

## **2.11 Course Materials and dues:**

- I. Students should purchase prescribed material/book/note/Distance Education material, for the course.
- II. The MIE will also ensure that such resources are also available for consultation in the library.
- III. Students will be expected to be updated with their dues for all workshops and lab activities as prescribed in the Programme Handbook. Failure to do so may disqualify them from being assessed.

### 3 Assessment, Evaluation and Grading Structure

- I. All registered students are required to comply with the Institute's Rules and Regulations governing the evaluation/assessment procedures.
- II. Each module in every programme is assessed (except for programmes where the structure makes for other specific provision(s) approved by the Academic Board) by either written Examination or Coursework/Continuous Assessment or both.
- III. Where evaluation is carried out through a combination of written examination and coursework/continuous assessment, the weighting between written examination and coursework/continuous assessment will normally be in the range of 30% to 70%, unless specified otherwise in the Programme Handbook.
- IV. For any module with more than one component (either coursework/continuous assessment and examination or more than one subject area assessed separately), students must secure a minimum of 40% in each component and an overall of 50%.
- V. In case of referral in any component, the student will be re-examined in that component only provided that s/he has obtained an overall of 50% in the module.
- VI. Should s/he obtain less than the 50% in the module, s/he will be re-examined in all components of the module.
- VII. For SBE, students should secure a pass mark of 50% in all the components as detailed in the respective Programme Handbooks.
- VIII. Academic standing of students is determined on the basis of a **Grade Point Average (GPA)** obtained by dividing the '*sum of the module credits attempted multiplied by the grade points*' by '*the total module credits attempted*'.
$$\text{GPA} = \frac{\sum(\text{Module credits attempted} \times \text{grade points})}{\sum(\text{Module credits attempted})}$$
- IX. Each module/component will be assessed on a four-point scale. To pass in these modules/components, students will have to earn at least a **C** grade.
- X. The grading structure adopted is as follows:

Grade	Percentage	Grade Point
A+	$m \geq 85$	4
A	$70 \leq m < 85$	4
B	$60 \leq m < 70$	3
C	$50 \leq m < 60$	2
E	$m < 50$	0

m - mark

### 3.1.1 Grade Indicators

#### Grade D (partly referred)

Grade D will apply for any module with more than one component where the student has secured an overall pass mark of 50% but has failed to meet the minimum pass mark of 40% in any one component.

#### Grade F

Grade F will apply where the Grade Point Average (GPA) of a student is less than 2.00.

#### Grade G

Grade G will apply in case a student is absent from examination and/or has not submitted his/her assignment/coursework for valid reasons.

#### Grade I (Incomplete)

Grade I will cover the following situations:

- (i) Student is absent for one or more modules but the absence is justified (e.g. absence due to ill-health and presentation of valid medical certificates within the prescribed time limit).
- (ii) Interruption of courses.
- (iii) Teaching Practice has not been completed yet and justified by valid reasons.

#### Grade W (withdrawal)

Grade W will apply in case a student has been withdrawn from the programme of study by the Academic Board or has made a request for withdrawal from the course.

#### Grade O (Drop Out)

Grade O is applicable for students who have dropped out of the programme.

## 3.2 Referred/Failed Candidates

A candidate may be allowed to retake a referred/failed module as follows:

Normal duration of Programme	Maximum duration of Programme
2 semesters	3 semesters or maximum of 2 re-sits for module/s taken in the 2 <sup>nd</sup> semester
3 semesters	5 semesters
4 semesters	6 semesters
5 semesters	7 semesters
6 semesters	8 semesters

- I. The candidate will take the referred/failed module in the following semester/s if available, or as and when next offered.
- II. Any student who has failed to satisfy 80 percent of the attendance will be required to make up for the attendance to be allowed to take a re-sit, unless special permission has been granted on exceptional ground.
- III. In the final semester, a student will be allowed a maximum of 2 re-sits only per failed module as and when next offered.
- IV. For School Based Experience, a maximum of two re-sits will be allowed. In case the student is unsuccessful after two re-sits, the matter will be referred to the Academic Board by the Award Committee for necessary action.
- V. A fee of Rs500 per module is payable for each re-sit.
- VI. The highest grade obtainable for any re-sit of examination/coursework/continuous assessment is 'C'.
- VII. The maximum number of modules that a student is allowed to be referred in should not exceed one-third of the total number of modules offered in that year.
- VIII. The Academic Board shall have discretionary power with regards to examinations.
- IX. The student will be officially informed of any failed/referred module after approval of results at Award Committee and/or Academic Board as appropriate.
- X. It will be the **responsibility of the student** to establish contact with the tutor, through the Executive Officer of the respective School, and agree on a date and time for tutorial. The student may, if need be, seek the support of the respective Course Coordinator for the same. Ultimately the Programme Coordinator may intervene only if s/he has ample evidence that the student needs assistance for the same.
- XI. In case a student feels that s/he has an emergency situation, s/he may seek, as an ultimate measure, the assistance of the office of the Registrar.

### **3.3 Admission to Examination and Acceptance of Coursework/Continuous Assessment**

- I. A student is required to attend all classes, lectures, tutorials, face-to-face sessions and other forms of instruction as prescribed by the Programme Handbook/MIS for a particular programme/module. In case of default, Section 2.8 will apply.
- II. Students who attend less than 80% of the attendance requirement for a course will not be allowed to take part in the written examination, nor will the coursework/portfolio be considered for assessment. Students will be deemed to have failed in module/component. Section 2.8 will apply.
- III. Students will be required to follow the course as and when next offered, or under exceptional circumstances, attend tutorial session/s before being eligible for re-submission.
  - a. Under special or unforeseen circumstances only, with the permission of the Registrar, a student not attending classes will be required to make alternative arrangements for completion of the programme of study to the satisfaction of the department concerned. The onus will be on the student to ensure that s/he remains engaged in his/her studies. *(Also see Section 2.8 Para 1)*

### **3.4 Deferral of Examination/Dissertation/Portfolio/Assignment and late submission**

#### **3.4.1 Deferral**

- I. Deferral of examination/assignment/ dissertation to a subsequent semester may be granted on the following grounds:
  - a. Ill-health or injury supported by evidence/medical certificates.
  - b. Other special and unforeseen grounds considered appropriate by the Programme Committee. The latter will make recommendation to the Registrar on the course of action.
- II. A student who wishes to defer an examination or an assignment must apply in writing (See Annex 1 Deferral Form) to the Programme Coordinator and obtain approval for same at least 15 days before the end of the semester, setting out the grounds on which deferral is sought and providing sufficient written evidence to support the application.

#### **3.4.2 Late submission**

- III. A student may on valid grounds, as indicated in 3.4.1 (I) above, apply for late submission, extension of the submission of a dissertation/portfolio/assignment in writing (See Annex 1) to the Programme Coordinator, with copy to the Tutor, at least 15 days before the deadline for submission, Only in exceptional unforeseen circumstances students may apply within a shorter delay.
- IV. Extension will normally be granted for a limited period.

### **Conditions under which extensions can be considered:**

- a. The submission of the medical certificate which is antecedent to the date of submission, that is, during a period that can be justifiably considered as necessary for completion of the task at hand.
  - b. Other special and unforeseen grounds considered appropriate by the Programme Coordinator, in consultation with the respective Head of Department/Course Coordinator/Tutor.
- V. The Programme Coordinator may decline a request for late submission if s/he has sufficient ground to indicate that it will cause prejudice to other students in the cohort. This exercise should be completed preferably at least 15 days before the official submission date.
- VI. Non-submission of the assignments on medical grounds will be considered on a case to case basis by the respective Head of Department in consultation with the Tutor concerned.
- VII. In all the above, the Programme Coordinator should inform the student/s officially within 4 working days of his/her decision. This decision will be final and without appeal.
- a. Communication to student/s through the official e-mail of the institution will be considered as sufficient.

In all the above, the Programme Coordinator will keep the Registrar informed and act in consultation with the latter.

### **3.5 Exceptional Cases/Cases of Illness**

- I. A student who fails to sit for one or more examination paper(s) on the ground of illness, supported by medical certificates, may be given special examination(s) in the paper(s) concerned during/at the end of the following semester.
- II. A student who fails to submit one or more assignment/s on grounds of exceptional circumstances or illness, supported by medical certificates, will be required to submit same in the following semester.
- III. In case of illness, a medical certificate from a government medical practitioner/private medical practitioner must be submitted to the Registrar at latest on the day of the examination. The Institute reserves the right to have the candidate examined by a doctor appointed by the Institute. In all cases, the Institute must be satisfied with the evidence submitted.
- IV. The section 3.2 (VII) does not apply for exceptional circumstances.

### **3.6 Examining Board**

- I. At the end of each semester, the results of students are examined, discussed and validated at the following levels:
  - a. Departmental Award Committee (Subject Board of Examiners)
  - b. School Board (Board of Studies)

- c. Award Committee of the examinations section chaired by a representative of the Director/Deputy Director.
- II. The Award Committee, chaired by the Deputy Director/or the Appointed Respective Chair of the Award Committee, and consisting of the Programme Coordinator and Course/Subject Coordinators and examiners will discuss and validate the results.
- III. Final results are published after validation by the Award Committee and approved by the Academic Board.
- IV. Provisional results may be issued with the approval of the Registrar. However, only results approved by the Academic Board will be considered to be the official results. The Academic Board may amend any result, on a valid ground, after deliberation.

### 3.6.1 Power of Award Committee

The Award Committee, after considering the overall result and progress of a student, can recommend the upgrading of marks

(i) By a maximum of 2% for a semester for not more than 2 modules.

(ii) A maximum of 5% for one final module in the final semester. In this case, the real mark and the grace mark should be clearly indicated in the transcript. There will be no double allowance to allow a student to benefit under this clause in the final semester. *(that is, if the pass mark is 50, a mark cannot be upgraded from 43 to 45 so as to allow a student to benefit under this clause)*

### 3.7 Submission of Assignments/Portfolios/Dissertations

- I. A deadline for the submission of assignments shall be decided by the Tutor concerned in consultation with the Head of Department. The student should normally receive the assignment by the third week of the semester for a full module or on the first session for a split module.
- II. The deadline for submission of portfolio/dissertation will be subject to regulations provided in the Programme Handbook.
- III. For assignment/portfolio/dissertation, students shall be apprised of the criteria and weighting of the assessment.
- IV. The assignment/portfolio/dissertation shall be submitted to the *Assignment Collection Office*, where a record of all information along with the student's signature and the date of submission will be kept.
- V. All assignments should be accompanied by the *Submission of Assignment Form*, available online. Failure to submit according to the mode specified will be considered as assignment non-receivable by the *Assignment Collection Office*.
  - a. Students will be required to submit a soft copy of an assignment if there is such a requirement contained for the specific assignment. Failure to comply with that, submission of the hard copy may be considered incomplete and the student may be referred.

- b. It is the student's responsibility to ensure that the correct soft copy is submitted.
- V. Deadline for the submission of assignment/portfolio/dissertation shall be scrupulously observed and subject to the provisions for late submission.
- VI. Assignments will be word processed and written in English unless specified otherwise, or where special permission is granted by the Programme Coordinator in exceptional situations, normally accorded to foreign students or students who have studied through a different medium.

### 3.8 Penalty for Late Submission of Assignment/Portfolio/Dissertations

- I. For unauthorized late submission of assignments and dissertations, students will incur a weekly penalty of 5% (up to a maximum of 15 days) on the marks obtained.
- II. After this period of 15 days, the assignment/portfolio/dissertation will be deemed not receivable for the semester.
- III. The MIE reserves the right not to proclaim results of submission effected after 15 days during that semester; on proclamation in the subsequent semester, the assignment will be treated as a 2<sup>nd</sup> submission and subject to section 3.2 (VI).
- IV. A student who thinks that s/he has solid grounds against the decision may provide the necessary justification to the Programme Coordinator, with copy to the Head of Department and Tutor. The final decision will be communicated to the student within one week.
- V. Results may be delayed/deferred in situations where students have ignored Examination regulations. Penalties applicable to deferred assignment will apply (Section 3.2 VI).

### 3.9 Cheating

- I. Cheating in examinations by any means, including copying from unauthorized material or from another student's script, consulting information or individuals while situated outside the examination room, or attempting any fraudulent means, including electronic medium, constitutes an unacceptable breach of academic conduct. The case shall be referred to a Disciplinary Committee.
- II. Cheating in assessment/portfolio/project will be evidenced from cases of plagiarism ([see section 3.12](#)).
- III. Penalties for cheating will be graded:
  - i. First case of cheating: Failure for the module.
  - ii. Second case of cheating: Failure for the module and minimum pass mark in all modules taken for the semester.
  - iii. Third case of cheating: Denial of an award.

*(Plagiarism will constitute an evidence of cheating).*

- IV. A student who thinks s/he has ample grounds for appealing against the decision of the Disciplinary Committee must lodge a written notification of appeal

addressed to the Registrar not later than 5 working days after s/he has been informed of the decision. The Registrar will refer the matter to the Appeal Committee whose decision shall be final and binding.

### **3.10 Falsification and Fabrication of Data& Documents**

- I. The creation of data by means of fictitious questionnaires and interview transcripts constitutes a serious infringement of the Rules and Regulations of the Institute in relation to intellectual honesty. Any of the following acts constitutes fabrication or falsification of data:
  - a. Altering, distorting, inventing or counterfeiting information;
  - b. Falsely citing a source of information;
  - c. Altering grade reports or other academic reports;
  - d. Submitting a fraudulent document for missing a class test or an assignment/examination;
  - e. Submitting an assignment/dissertation written by someone else.
- II. Where a student is suspected of falsification or fabrication of result(s)/document, the case shall be referred to a Disciplinary Committee for appropriate action. Section 3.9 (III) will apply.

### **3.11 Research Ethics**

*Ethics refers to norms for conduct that enables a person to distinguish between what is acceptable and what is unacceptable in one's actions.*

- I. The following ethical notions are tied to research ethics:
  - a. Objectivity
  - b. Integrity
  - c. Honesty
  - d. Openness
  - e. Equity
  - f. Respect of opinion
- II. When pre-service trainees are concerned, informed consent should be obtained from the pupils and their teachers for starting a research study.
  - a. At all times, written consent from parents should also be obtained when dealing with pupils/students.
- III. Participants should be informed that they can withdraw from participation in the study at any time.
- IV. Students should ensure confidentiality, anonymity and privacy of the participants' identity and data, including data sources throughout the research study.
- V. Any other infringement to research ethics will be considered as a violation of the Rules and Regulations and will be subject to sanctions. Section 3.9-III will apply.

### 3.12 Plagiarism

*Plagiarism refers to the appropriation of another person's ideas, views, words or results without acknowledging the source.*

- I. Any of the following acts constitutes plagiarism:
  - a. Submitting the work of another or part of it as one's own, whether published or unpublished;
  - b. Carelessly or inadequately citing ideas or words from source;
  - c. Paraphrasing, copying or summarizing another's work without acknowledging the source;
  - d. Using facts, figures, graphs, charts or information without acknowledging the source;
  - e. Downloading part(s) of any document, graphics, artwork or other material from the internet and presenting it as one's own without acknowledgement;
  - f. Any infringement of the Copyright Act in force in the country.
- II. Attention of students is drawn to the fact that 'plagiarism' is considered as a serious offence in the academic world and that it may cost the student a reduction in his/her class award, to fail or, in some cases, even his/her expulsion from the Institute.
- III. Coursework, dissertations, projects or any written/oral task for assessment must be the student's (students' - in case of group assignment) own work.
- IV. Students are required to:
  - a. Acknowledge clearly the source of the material on which they have based their work;
  - b. Acknowledge the people whose concepts, experiments or results they have extracted from, developed or summarized even if these ideas have been put in their own words;
  - c. Avoid excessive use of extracts from works of other authors, even if acknowledged.
- V. The levels of plagiarism are detailed below:
  - a. Level 1 pertains to the uncredited copying/paraphrasing (inclusive of Section 3.12-IV) of materials such that they constitute less than 20% of the submitted work;
  - b. Level 2 pertains to the uncredited copying/paraphrasing (inclusive of Section 3.12-IV) of materials of a large portion of materials such that they constitute between 20% to 50% of the submitted work;
  - c. Level 3 pertains to the uncredited copying/paraphrasing (inclusive of Section 3.12-IV) of materials of major portion of materials such that they constitute more than 50 % of the submitted work.

The above will entail the following penalties:

- (i) In case of (a) above, reduction of marks by 10%.

- (ii) In case of (b) above, the student will be deemed to have failed and will be entitled to normal resits.
- (iii) In case of (c) above, the student will be deemed to have failed and will be entitled to one resit only.

VI. Upon infringement of the Rules related to plagiarism ([Section 3.12](#)), action will be taken by the Disciplinary Committee. Sanctions will be commensurate with the degree of the fault.

VII. It is the onus of the students to consult and be familiar with any document published by the MIE and posted on its website giving further information on plagiarism. Failure to do so will be treated as ignorance of rules which is not a relevant excuse for infringing rules.

### **3.13 Examination Regulations**

- I. Students will be notified of Examinations at least 10 days before examination.
- II. Students should be at their seat in the examination room at least 10 minutes before the time fixed for the examination.
- III. Students should attend to all the instructions given in the examination paper.
- IV. Except in cases of emergency, a candidate will not be allowed to leave the examination room until half an hour after the official starting time of the examination.
- V. A candidate who arrives at an examination room half an hour after the examination has begun shall be admitted provided that, in the meantime, no other candidate for the same examination has left the room. In no case shall a candidate be authorised into the examination room after 50% of the time allocated to the paper has lapsed.
- VI. A candidate who is admitted to an examination after the official starting time thereof shall not be granted any additional time to complete the examination paper.
- VII. The candidate may be requested to put in the time of arrival on the paper where s/he is required to sign her/his attendance.
- VIII. No communication whatsoever between candidates will be allowed in the examination room.
- IX. Personal effects, such as handbags and briefcases, shall be placed in a separate corner, away from the seats of candidates in the examination room.
- X. No book or paper of any kind and other electronic devices shall be taken into the examination room unless they have been duly authorised by the Examiners for use during the examination. Unauthorised materials or information must not be introduced into the examination room by any means whatsoever.
- XI. Any used or unused official writing paper must not be taken out of the examination room by candidates. These have to be left on the desk upon departure from the examination room.

- XII. Eating and using cellular phones and alarm watches during examinations are strictly prohibited.
- XIII. Candidates found guilty of disorderly conduct or causing disturbances may be disqualified or expelled from the examination room. Actions will be instigated against such candidates.
- XIV. Irregularity, misconduct or dishonesty in connection with the examination may lead to the disqualification of the candidate(s) concerned. This may involve expulsion from the examination without readmission; cancellation of one or more papers or the result thereof.
- XV. In extreme cases, and subject to the approval of Academic Board, a student may be refused re-admission as candidate at the Institute for a determined period or forever.

### 3.13.1 Disciplinary Committee

For all cases of cheating during examination and of plagiarism, the Examination section will hold a disciplinary committee prior to the holding of the Award Committee. The Student will be called for a hearing.

The committee will be chaired by a representative of the Deputy Director (*not below the grade of Associate Professor*) and will consist of the Head of the Examination Section or a representative of the latter; Programme Coordinator or a representative of the latter; the Examiner; the Module/Subject/Course Coordinator.

Any appeal will be dealt by the Appeals Committee.

### 3.13.2 Students with Special Needs

Special Needs students refer to any person with physical/sensory impairment that restricts activity during performance of examination and which requires assistance for taking part in same.

Special provision for SEN students:

- a. Provision will be made for adequate physical space.
- b. Provision of services of a person to assist in reading of questionnaire and writing /typing of answer papers.
- c. Questionnaire adapted for the needs of students.
- d. Separate supervision where necessary.
- e. Conduct of examination in special place (inside or outside MIE) under exceptional circumstances.
- f. Additional time allowed for an examination, based on the recommendation of the Tutor and endorsed by the Head of Department of SEN. Provision may be made for additional time not exceeding one third ( $\frac{1}{3}$ ) of the total time devoted for the normal examination paper.
- g. Students should make a request for any of the above through the Programme Coordinator to the Head of the Exams Section at least 15 days before the start of the examination.

### 3.14 Regulations and Procedures for Exemption from Modules in Academic Programmes

- I. Application for exemption from one or more module(s) for any programme should be sent to the Registrar on the **prescribed form** within 15 days from the start of a Programme. No request for exemption will be entertained beyond this duration and if the request is not made on the prescribed form available online.
  - a. The student should have scored at least a 'C' grade in the relevant module to be eligible for exemption.
  - b. Request for exemption will only be considered if the modules are of equivalent level as determined by a panel of academics designated by the MIE.
  - c. Exemption will not apply for Teaching Practice/Professional Practice/Peer micro teaching/Contextual teaching and learning or any similar module of professional nature as may be specified in the Programme Handbook.
- II. Exemption will not be granted to more than 50% of any programme of study.
- III. No exemption will be granted when the time elapsed between the date when the module was passed by the candidate and the date when exemption is being claimed for that module is **five years** or more.
- IV. The student applying for exemption will be informed of the outcome of her/his request by the Registrar within **one month** from the date of receipt of the request. Students should continue attending classes until they are informed in writing about any exemption granted.
- V. No grade will appear in the student's transcript for a module for which exemption has been granted. It will only be indicated that the module has been exempted against the module for which the student has already obtained a qualification.

### 3.15 School Based Experience (SBE)

- I. All full-time and part-time students will be involved in the School Based Experience component. The posting of full-time and pre-service students will be arranged by the MIE in consultation with the relevant institutions.
- II. Students should abide by guidelines laid down in the Programme/SBE Handbook and Section 2.3 of this document.
- III. During their posting in schools, students will be governed by the rules and regulations pertaining to attendance normally applicable to Educators in school.
- IV. Students must make sure that they have all the relevant documents/forms, duly filled and signed by the responsible officer of the school as per the instructions set in the respective Programme Handbook.
- V. SBE may be substituted with face to face sessions as indicated in the Programme Handbook or course instruction. Students will have to attend any

course/workshop/practical sessions designated in lieu of SBE to be held at the MIE.

- VI. Failure to attend peer micro teaching of fellow students who have been assigned joint sessions will disqualify the student who will be referred for the module.
- VII. Failure to attend seminars and special workshops or sessions or tasks indicated as per the programme handbook will lead to referral, until such conditions are fulfilled.

### 3.16 Award of Pass and Distinction

- I. A certificate will be awarded when the student has obtained the total number of credits assigned for the programme and obtained an overall minimum GPA of 2.0.
- II. To be awarded a Pass with Distinction, a student should earn a minimum of 3.20 and satisfy any other specific condition contained in the Programme Handbook.

#### 3.16.1 Award Classification

GPA	Classification
$3.20 \leq x < 4.00$	Distinction
$2.00 \leq x < 3.20$	Pass
$x < 2.00$	Failed

#### 3.16.2 Appeal

- I. A student may appeal and request for a review of his/her script/coursework after the results have been officially proclaimed or appeal against a case of withdrawal. S/he must address a request in writing (see Annex 2 for Form) **within 15 days** of the date of proclamation of results to the Head of the Examination Section, MIE. No request will be entertained thereafter.
- II. A fee of Rs300/- per module for Certificate programmes and Rs 500/- per module for other programmes will be payable for review of scripts/coursework. The fee may be subject to change.
- III. An Appeal Committee will be set up by the Head of the Examinations section to look into any case of appeal.
- IV. A request for appeal will be considered in the event of an unanticipated circumstance which has a direct incidence on the student's performance and results, subject to acceptable evidence provided upon making the appeal.
- V. Students who have been withdrawn on ground of plagiarism as per Section 3.12 (V) c will not be eligible to make an appeal.
- VI. In case the Appeal Committee maintains the decision of the Academic Board, the student will be informed in writing within one week by the Examination Section.
- VII. Any decision of the Appeal Committee to give an additional chance to the student will be subject to the approval of Academic Board.

- VIII. Students will be admitted to class, subject to the final decision of the Academic Board. Should Academic Board reject the recommendation of the Appeal Committee, the registration of the student will be terminated with immediate effect.

### **3.17 Loss of Certificate**

In case of loss of certificate, same should be reported to the Registrar in writing and a testimonial may be requested as proof for successful completion of any particular programme.

### **3.18 Issue of Transcript, Testimonial and Programme Handbook/Course Content**

The request of any of the above documents should be made in writing, addressed to the Registrar:

- I. A certificate/transcript will be certified as true copy against payment of a fee of Rs150/-
- II. Request for a re-issue of a transcript will be effected against payment of a fee of Rs300/-
- III. A testimonial certifying successful completion of a programme will be issued against payment of a fee of Rs100/-
- IV. A detailed testimonial bearing specific information concerning the programme will be issued against payment of a fee of Rs500/-
- V. A set of documents comprising a detailed testimonial, a transcript and programme handbook/course content issued as a package will be charged a fee of Rs1200/-
- VI. If the Institute is requested to send any of the above documents to a particular foreign institution directly, an additional postage fee will be claimed. Upon payment, the despatch will be effected by registered post or by special courier service.

### **3.19 Loss or Damage of Personal Property**

- I. The Institute accepts no liability whatsoever for the loss of or damage caused to a student's property left on the premises of the Institute.

### **3.20 Vehicles/Motorcycles/Bicycles**

- I. Students coming to the Institute by motorcycle or any other vehicle must comply with rules governing the driving and parking of vehicles and motorcycles as per the Road Traffic Act as well as arrangements made by the Institute.
- II. Parking space is exclusively reserved for the Staff of the Institute, though the MIE may, to the best of its ability and subject to availability of space, provide parking space.

### **3.21 Examinable Material**

*Examinable material refers to any material which is used by the Institute in the process of academic assessment of candidates for degrees, diplomas and certificates.*

- I. Any examinable material, including project work by students, is the property of the Institute.

- II. The Institute will only return examinable materials to candidates when all procedures are complete.
- III. The MIE reserves the right not to make copies of examination papers publicly available for inspection to students. Students may, however, be provided with other materials such as specimen papers and marking schemes.

### 3.22 Notices

- I. The Registrar has the authority to remove any unauthorised notice posted anywhere on the MIE premises.
- II. Students have the responsibility to take cognizance of the content of all notices posted on the official notice boards of the Institute and comply by instructions.
- III. Students should make it a point to visit the MIE website (*www.mie.ac.mu*) regularly for updates on information regarding the Programme, Courses, updates on Rules and Regulations, Time Table, Results and Start & End of the Semester.
- IV. The Institute will not communicate dates individually to each student.
- V. Publication on the MIE website will be considered as official to all relevant parties, including students/tutors.
- VI. For notices emanating from Institutions outside the MIE, only notices duly authorised by the Registrar will be posted.

### 3.23 Library

- I. All registered students are entitled to library membership.
- II. All persons eligible to register as members of the Institute's library must complete and sign the prescribed Registration Form obtainable at the Library.
- III. Members will pay a library fee according to the rate in force. The fee may be subject to change from year to year.
- IV. All library users must show their Student Card or any other form of acceptable identification upon request, and ensure that changes of name and address are notified to the library.
- V. Students will be subjected to a penalty for damage to books/journals/dissertations/lost books or for unwarranted delay to return books amounting to replacement cost to be determined by the Head Librarian.
- VI. Library items may only be taken out of the library after they have been issued. Any attempt to remove items without having them issued may be considered as attempted theft.
- VII. Library materials will only be issued against a valid Student Card which must be produced each time an item is borrowed or returned.
- VIII. Users leaving the library may be required to allow library staff to inspect the contents of their bags/cases.
- IX. Tearing off pages from any book/journal or official document of the library is viewed as a very serious offence and may result to suspension from the Institute.

- X. Any person suspected of infringing library rules may be summoned to a Disciplinary Committee.
- XI. A student who has any book/material from the library in her/his possession will not be issued a transcript/certificate until it is certified by the Librarian that the material/s has/have been returned.

### **3.24 Interruption and Resumption of Studies**

- I. Candidates should have completed at least one semester successfully on the programme of study.
- II. Students wishing to interrupt their studies (IOS) are required to write to the Registrar providing valid justifications for their decisions, along with necessary evidence.
- III. The marks of all the modules successfully completed will be banked.
- IV. The duration for IOS will be for a maximum of 3 years following which the student will deem to have withdrawn.
- V. IOS is at the student's own risk as re-admission is subject to the programme being on offer or equivalent modules available for offer so as to allow completion of the programme.
- VI. The institute may not allow completion if the programme has undergone major review meanwhile.
- VII. It is the onus of the student to inform the Registrar in writing of his/her intention to resume studies, at least 30 days before the start of the year/semester.

### **3.25 Termination of Registration**

- I. A trainee shall cease to be a registered student of the Institute in the following situations:
  - a. If s/he has completed the scheme of study for which s/he was registered;
  - b. If s/he has withdrawn from the Institute;
  - c. If s/he has opted for Interruption of Studies;
  - d. If s/he has exhausted all the re-sits in any module and has been withdrawn by Academic Board;
  - e. If s/he has failed more than one-third of the total number of modules offered in that year and been withdrawn by the Academic Board.
  - f. If s/he has been withdrawn following a case of plagiarism, misconduct, cheating or any other such issue.
  - g. If the modules/programme is no longer offered following an IOS requested by a student.
  - h. If s/he does not respond officially to a correspondence from the Examination section of the MIE informing him/her of the termination of registration within 21 days of the date of the letter.

- II. A student's registration will lapse at the end of 1 year. Referred candidates will have to complete payment of the resit fee so as to keep their registration live after completion of the normal duration of the course.

### 3.26 Withdrawal from the Institute

- I. A student who wishes to withdraw from the Institute must inform the Registrar in writing. A grade 'W' will appear in the transcript for all modules of that semester.
- II. A student will be withdrawn from the Institute:
  - a. If s/he has committed an act of academic misconduct.
  - b. Ifs/he has not turned up for classes/lectures during 1<sup>st</sup> semester after being officially registered.
  - c. If s/he has not responded to the correspondence from the MIE as per section 3.25 (h)
- III. At the time of withdrawal, the student must return any book/material borrowed from the library as well as his/her Student/Library Card and any other property of MIE in his/her possession.
- IV. A student who has been withdrawn for serious misconduct or level 3 plagiarism will not be admitted on the same Programme until a period of 2 years has elapsed.
- V. Any fee already paid to MIE with respect to registration or administrating fee will not be reimbursed after 5 weeks into the semester, unless exceptional circumstances permit a reimbursement.
- VI. Any reimbursement will be effected only after deduction of 15%, representing administrative costs.

### 3.27 Disciplinary Committee

Any infringement of the **Regulations for Students** may be referred to the Disciplinary Committee (DC).

The Terms of Reference of the DC shall be to:

- a. Collect all facts of the complaints from all parties.
- b. Determine if the complaints have merits for instituting the Disciplinary Committee.
- c. Facilitate an amicable resolution of the complaint, if possible.
- d. Conduct all disciplinary hearings.
- e. Take decisions in light of documentary evidence.
- f. Communicate the decision to the Registrar or his/her representative for onward submission to the student(s).
- g. Advise the Award Committee/Academic Board on course of action.

The DC shall have the following composition:

- (i) Quality Assurance Coordinator (Chairperson)\*

- (ii) Deputy Registrar
- (iii) One Head of School/Centre
- (iv) Two ad-hoc academic staff (Programme Coordinator)
- (v) Two students (Appointed by the Student Union)

\*An alternate chairperson may be appointed by the Registrar or any other mandated Officer in Charge if the Chairperson is not available.

A Secretary will be appointed for the DC by the Registrar

The Programme Coordinator of the particular programme will investigate the complaint promptly and the student will be given ample time and opportunity to present his/her account of the incident in writing. The DC will then meet and convene the student for a hearing. The DC will deliberate and arrive at a decision by consensus or vote. The decision of the DC will be communicated to the student by the Deputy Registrar within 15 working days.

The student has 7 working days to appeal against the decision.

### 3.27.1 Appeal Committee

The Appeal Committee shall have the following composition:

- (i) Deputy Director (Chairperson)\*
- (ii) Registrar
- (iii) Quality Assurance Coordinator
- (iv) One Head of School/Centre
- (v) Two ad-hoc academic staff\*\*
- (vi) Two students \*\*\*

A Secretary will be appointed for the Appeal Committee by the Registrar.

\*The Director may appoint an alternate Chairperson.

\*\* *Appointed in consultation with the Director or Deputy Director*

\*\*\* Appointed by the Student Union

The Appeal Committee will consider any additional information submitted in writing by the student who will respond to questions from members of the committee. The committee will deliberate and arrive at a decision by consensus or vote. The Chairperson shall have a casting vote. The final decision shall be communicated to the student within one week by the Registrar.

The decision of this committee will be final. However, any matter pertaining to the power of the Academic Board will be effective only after the approval by the latter.

## 3.28 Amendment and additions to General Regulations and Scheme of Evaluation

- I. The Academic Board of the Mauritius Institute of Education reserves the right to amend the General Regulations, Scheme of Evaluation and Information

contained in this booklet as and when the need arises with or without prior notice.

- II. Amendment to course appellation, course duration and modes of examination may also be effected in the course of a programme's lifetime subject to the approval of the Academic Board.
- III. Publication of the Amendment/s on the Institution website ([www.mie.ac.mu](http://www.mie.ac.mu)) and posting on the Institute Notice Board by the Registrar will be deemed to be an official communication to students and MIE staff.
- IV. Any communication on matters pertaining to examinations and examinations results for outer island territories of the Republic of Mauritius will be deemed to be official once communicated in writing to the education authority of that territory.
- V. The Registrar will have the power to make additional regulation/s after consultation of the Senior Management Committee. Such regulations/s will be effective after being communicated to all students through the Notice Board and posted in the official website of the Institute. Such regulation/s will be communicated to the Academic Board at a subsequent meeting.

### **3.29 Correspondence to MIE**

All official correspondence concerning registration, examination, regulations and related issues should be addressed to the Registrar, MIE, Reduit.

### **3.30 Notes on the Regulations**

- I. In cases where one officer designated for a position/committee or sub-committee is not in post or is on leave, the Director will be responsible to designate another appropriate member of staff for office.
- II. The persons authorised to take decisions, such as the Programme Coordinator, Heads of School, Heads of Department, Course Coordinators and Tutors will ensure that they have proper consultation at their level before taking a final decision or submitting an advice to the Registrar or Director.
- III. As the Registrar is the officer responsible for communication on all administrative matters, s/he will act upon the advice of the above (sub para II).
- IV. The MIE hereby declares that the Rules and Regulations have been constituted in good faith for the benefit of all the students, the staff of the MIE and all the stakeholders directly concerned, for the effective discharge of responsibility of the Institution.

**Mauritius Institute of Education  
DEFERRAL / LATE SUBMISSION FORM**

**Fill one form for each module.**

1. **Name of Student** :

2. **Residential Address** :

3. **Telephone Number:** (Res.)

(Mobile)

4. **Email Address** :

5. **Course (FT/PT, Year):**

**Deferral in / late Submission (Please mention):**

6. **Reasons for Deferral/Late Submission:**

Signature of Student:

Date:

**List evidence attached:** (We will not be able to consider your request if not accompanied by relevant evidence).

**Mauritius Institute of Education**  
**STUDENT APPEAL FORM**

- 1. **Name of Student** :
- 2. **Residential Address:**
- 3. **Telephone Number:** (Res.) \_\_\_\_\_ (Mobile) \_\_\_\_\_
- 4. **Email Address:**
- 5. **Course (FT/PT, Year):**

**Type of Appeal (Tick ✓ as appropriate)**

For remarking of assignment/examination script/dissertation	
Against grade obtained in a module	
Against withdrawal	
Any Other (Please specify)	

6. **Reasons for Appeal:**

7. **Evidence enclosed, if any:**

Signature of Student:

Date:

