



Student Charter

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FOREWORD

AMITY Institute of Higher Education (AIHE) is registered with the Higher Education Commission (HEC) Mauritius as a Higher Education Institution (HEI) with degree awarding powers. AIHE offers quality education at an affordable cost for the local and international market through Full Time / Blended /Online mode, in line with the Mauritian regulatory requirements.

This Charter sets out what AMITY (Mauritius) students can reasonably expect and sets out the institution's students' responsibilities to pursue their studies within the institution's environment. The Charter also provides information on how staff and students can work together to enhance and support the teaching, learning and research experience at the institution and maintain an enjoyable and appropriate environment conducive to work and study.

This Charter is subject to changes to reflect contemporary issues and policies. Students are kindly requested to check with the Admission Department whether they have the correct version of the Student's Charter.

1. APPLYING TO THE INSTITUTION

- A) Students should submit the application form along with the following documents:
 - 1. 4 passport-sized colour photographs with white background
 - 2. Copies of the secondary and university educational certificates and transcripts
 - 3. Proof of application fees paid to "AMITY Education Private Ltd".
- B) The link to the application form is <https://amity.edu/mauritius/application-form.pdf>
- C) Following internal processing, the Admission Office will inform the student concerning the outcome of their applications.

Before the students join in

- A) A letter of offer is sent to the students along with other documents.
- B) The students are requested to confirm their acceptance and make the prescribed payment
- C) International students are also required to send the following original documents through courier/ DHL to the following address:

The Admission Department

AMITY Institute of Higher Education

UNICITI Education Hub,

Pierrefonds-72448

Mauritius.

- D) The list of documents required by the Passport and Immigration Office to process the student visa comprise (**note**: this list is subject to change as per PIO requirements)
 - 1. VISA Application form
 - 2. 4 Passport sized colour photo
 - 3. Copy of the passport with bio-data page.
 - 4. Recent Bank Statement showing at least a balance of USD 6200
 - 5. Signed Sponsorship letter (A student cannot sponsor himself/herself) + (Relationship with the student should be mentioned, e.g. Mother, Father, Brother.)
 - 6. Passport copy of the one sponsoring the student
 - 7. Medical Report (HIV, Hepatitis B and chest X-ray report)
- E) Students should book their flight ticket after receiving the three months visa entry permit.
- F) He/She should have a return air-ticket valid for at least 90 days.
- G) Valid passport for the duration of the programme of study

When the student joins in

- A. The institution will conduct an induction programme along with the sharing of relevant info and documents.
- B. Students will be required to undergo specified medical tests (HIV, Hepatitis B and Chest X-Ray) at their own costs to apply for the Residence Permit.

Fees

- International students (even when in Mauritius) will have to pay their tuition fees only in USD.
- No cash payment allowed for tuition fees.
- All other fees and conditions of payments are as per the students' Handbook and the Institution's Rules and Regulations. These may change from semester to semester and the latest prescribed fees shall be applicable to all students.

MAURITIAN STUDENTS

Indicative fees (Subject to change for each intake)

- Application Fees: MUR 1,000 (Non-refundable)
- Administrative Fees: MUR 3,500 (non-refundable yearly fees)
- Other regulatory Fees: MUR 1000 (non-refundable yearly fees)

INTERNATIONAL STUDENTS

Indicative fees (Subject to change for each intake)

- Application Fees: USD 100 (Non-refundable)
- Administrative Fees: USD 150 (non-refundable yearly fees)
- Other regulatory Fees: USD 100 (non-refundable annual fees)

Indicative Other fees (payable as and when applicable)

** may be subject to change

Penalty fees (as per General rules and regulations)	<ul style="list-style-type: none"> ➤ For delay not exceeding ten days from the last date of fee payment, the student will be required to pay a penalty fee of 5% ➤ After the 10th day and till the 30th day from the last date of fee payment (i.e., additional 20 days), a penalty fee of 10% shall be applicable on the amount due ➤ After 30 days from the last date of payment, the defaulters' names will be struck off the rolls. ➤ The student will not be allowed to sit for exams
Resubmission of dissertation fee	<ul style="list-style-type: none"> ➤ For Mauritian students: <ul style="list-style-type: none"> ○ Resubmission for Dissertation fee of MUR 5,000 ➤ For international students: <ul style="list-style-type: none"> ○ Resubmission for Dissertation fee of USD 125
Resit Fee	MUR 3,000 per module Except in exceptional circumstances, only two resit exams can be taken along with an end semester examination
Appeal Fee	MUR 4,000 per module
Deferral Fee	MUR 5,000 as non-refundable re-admission charges + tuition fees prescribed for that particular year
Academic Break and re-entry fees	As per prevailing Rules and Regulations, no re-admission fee will be charged from the student in case of an approved Academic Break. However, such student will have to pay the fees as applicable for the new batch he/she joins on Re-entry.
Change of Programmes	In case a student wants to change programme / discipline after admission, he will have to go through the admission formalities by applying fresh if the admission to that particular program is open by then. In all such cases, fees paid will not be transferred or transferable.
Bus pass (NTA Regulation) Replacement of lost	New bus pass: MUR 300 Replacement of bus pass: MUR 1,000 Change of address on bus pass: MUR 500
Loss of Student ID card (mandatory to sit for exams)	MUR 1,000
Duplicate of the degree Certificate fee	MUR 5,000

Graduation fee	Certification cost (fixed cost) MUR 2,500 + an additional MUR 2,500 for graduation ceremony cost (**graduation ceremony cost is subject to change)
Slow-pace programme	Non-refundable administrative fee of MUR 8,000 per semester + MUR 8,000 per module
Repeat semester fee	Tuition Fees equivalent to a normal semester + non-refundable administrative fees of MUR 2,500
Testimonial regarding registration as Student	MUR 400
Transcript with grades only – provided to requestors	MUR 850
Transcript with grades and marks – sent to foreign Universities/ Institutions	MUR 4,000
Issue of Award Certificate prior to Graduation Ceremony (Exceptional Cases)	MUR 5,000
Late collection of Award Certificates (more than six months after graduation day)	MUR 5,000
Name change on Award Certificate	MUR 5,000

BANK DETAILS**Payment in Mauritian rupees (MUR) for local students only:**

Bank Name	Hongkong and Shanghai Banking Corporation Limited (HSBC Ltd)
Bank Address	Ebene Branch
Swift code	HSBCMUMU
Account Number	001-352582-006
IBAN Code	MU66HSBC0701001352582006000MUR

Payment in US Dollars (USD) for all international students:

Bank Name	Hongkong and Shanghai Banking Corporation Limited (HSBC Ltd)
Bank Address	Ebene Branch
Swift code	HSBCMUMU
Account Number	001-352582-121
IBAN Code	MU83HSBC070100135258121000USD

2. TEACHING, LEARNING AND RESEARCH

DISTINGUISHED ACADEMICIANS

AIHE believes that the faculty plays an inevitable role in shaping an academic institution. Amity has some of the most talented and dedicated thought leaders in the country who come from the world's best institutions.

CORE FACULTY

At AIHE, the core faculty comprises academicians with broad and modern teaching experience and vast industrial exposure to add value to the curriculum.

VISITING FACULTY

In addition to the permanent faculty, leading professionals from the corporate world regularly interact with the students in the classroom as well as at their workplaces, providing rich industry insight and experience to students

ATTENDANCE CRITERIA

Students must meet a minimum of 75% attendance in all modules enrolled

ORIENTATION FOR ALL STUDENTS

An Orientation Programme will be conducted to introduce all Students of Amity Institute of Higher Education to the Course and the administration facilities.

The timetable is designed to meet the expectations of the lecturer and student. Every module of 4 credit points is delivered in 15 sessions, each of 3 hours + 1 hour tutorial, with Saturdays being a typical lecture day for some modules.

FEEDBACK AND GRIEVANCE PROCEDURE

The institution has a well-established and clear feedback and grievance policy, as detailed in the students' Handbook and the Rules and Regulations.

STUDENT ACTIVITIES

Students are encouraged to participate in all events organized by the Amity Institute of Higher Education, typical ones being:

- Industry Visits/ Interactions With CEO
- Team Bonding Exercise

- Music Day
- Industry Visit/Community Visits
- Sangathan

TIME OF EXAMINATIONS

As per the Calendar of Activities of Examinations Office, one Semester covers 15 weeks' lectures, followed by the end of Semester Examinations. The approved examination timetable is published at least two (2) weeks before the Examinations.

EXAMINATION INSTRUCTIONS TO CANDIDATES

Instructions to Candidates and other documents as per the Institution's Rules and Regulations will be issued to the students before examination

INTERNSHIP

Some programmes of studies include an element of compulsory internship. These may either be arranged by the student through personal effort or set by the institution.

3. TEACHING METHODOLOGY

Courses are designed by combining lectures and tutorials. The lessons are supported by audio-visual media, quizzes, discussions, case studies, case analysis, and other contemporary pedagogical tools and techniques.

AIHE believes in training and developing its staff to keep pace with the growing demands of the industry.

The purpose of the AIHE Staff Development Plan is to establish the institution's aims and objective in promoting its human capital through staff training and empowerment, staff motivation & incentives, and optimizing staff performance through rewards.

ACADEMIC CAUTIONS

A student who does not exhibit steady progress receives academic caution as detailed in the Rules and Regulations:

The Programme coordinators are responsible for executing the timetable and allocating the resources. In case of any change in the timetable, the information is shared with all the stakeholders through the Programme Coordinator.

4. ASSESSMENTS

The Examinations Office is responsible for conducting all the end semester examinations and awarding the results. The outcome of the examinations guides the progression of the students. All the protocols and rules regulations are meticulously followed under the guidance of the Registrar.

CONTINUOUS ASSESSMENTS

There is a uniform schedule for continuous Assessment as follows.

AS1: between 5th and 7th Week

AS2: between 10th and 12th Week

AS3: around 13th week

Continuous evaluations are made for each module. These typically carry **30%** or 40% of each module's total marks, depending on each programme's requirements. Continuous Assessments may typically be carried out by the 5th and the 10th week, respectively, for the 1st and 2nd continuous assessments.

The mode of Assessment for each module of a programme is described in the respective programme's Programme Structure handbook. The method of Assessment may comprise any of the following components:

- 30% Coursework and 70% Written Examinations
- 40% Coursework and 60% Written Examinations
- 30% Coursework and 70% Online Assessments
- 40% Coursework and 60% Online Assessments
- 100% Coursework

The 30% or 40% Coursework should comprise a variety of methods and combination from the following:

- Submission of Assignment
- Class Test
- Open book test
- Case study: discussion / analysis and report submission / presentation
- Practical Test
- Multiple Choice Questions (MCQs)
- Open book test
- Case study: discussion / analysis and report submission / presentation
- Practical Test
- Debate

- Assignment and Presentation

Assessment 1 will be conducted around week 5 to week 7, and Assessment 2 will be conducted around week 10 of the Semester. Conduct and marking of Assessment follow the Institution Rules and Regulations.

SEMESTER EXAMINATIONS

Where applicable, as detailed in the specific programme handbook, semester examinations are taken at the end of each Semester. The results constitute 70% (or 60%) of the total mark for each module.

The Examination Office conducts the Examinations.

ONLINE ASSESSMENTS

In online Assessment, the following schedule may be used instead of the end semester examination.

Turnitin AS: 15th week

Open Book Test: 17th week

MCQ: 17th Week

The **Online Assessment Framework** has been designed as an alternative mode to face-to-face Assessment. (NEW POLICY)

The 70%/60% End Semester Examination may be evaluated based on Components as follows:

(i) If Total Assessment Weightage is 70%:

- Online Assessment (Will be subject to antiplagiarism software test) :25% Weightage
- Open Book Assessment (Will be subject to antiplagiarism software test) :20% Weightage
- Multiple Choice Questions* Assessment (timebound with negative marking) :25% Weightage

(ii) If Total Assessment Weightage is 60%:

- Online Assessment (Will be subject to antiplagiarism software test) :20% Weightage
- Open Book Assessment (Will be subject to antiplagiarism software test):20% Weightage
- Multiple Choice Questions* (timebound with negative marking) :20% Weightage

LATE SUBMISSION

Late submission of Coursework will result in penalties as follows:

- Delay of 5 working days of due date lapsed: 10% of the earned marks will be reduced.
- Delay of subsequent 5 working days: a penalty of 20% will be applied on the earned marks.
- Submission of Coursework after 10 working days will not be accepted.

CHEATING DURING EXAMINATIONS

If there is a breach of Examination Regulations (Cheating), the Examination Office will ensure that the Rules and Regulations are strictly applied. Cases will be referred to a disciplinary committee.

PUBLICATION OF RESULTS

At the end of each Semester, results, as approved by the Academic Council, are published. A transcript with Grades for each module examined, semester grade point average and cumulative grade point average will be given to students.

CRITERIA FOR PROMOTION

Students of both UG and PG programs should pass each year by securing a minimum Cumulative Grade Point Average (CGPA) of at least 4.0 on a 10-point scale to be promoted to the next Semester. Students with a CGPA below 4.0 will be requested to repeat the Semester where s/he has the maximum number of failed modules.

GRADING SYSTEM

The level of student's academic performance as the aggregate of continuous evaluation and semester examinations shall be reflected by letter grades on a ten point scale as given in the table below:

Grade	Qualitative Value of Grade	Percentage of marks for letter Grade for PG Programmes	Percentage of marks for letter Grade for UG Programmes
A+	Outstanding	marks \geq 80	marks \geq 80
A	Excellent	$75 \leq$ marks $<$ 80	$70 \leq$ marks $<$ 80
A-	Very Good	$68 \leq$ marks $<$ 75	$65 \leq$ marks $<$ 70
B+	Good	$60 \leq$ marks $<$ 68	$55 \leq$ marks $<$ 65
B	Above Average	$52 \leq$ marks $<$ 60	$50 \leq$ marks $<$ 55
B-	Average	$45 \leq$ marks $<$ 52	$45 \leq$ marks $<$ 50
C+	Satisfactory	$40 \leq$ marks $<$ 45	$40 \leq$ marks $<$ 45
U	Fail	Marks $<$ 40	Marks $<$ 40

Equivalent Letter Grade	Grade Point Earned
A+	10
A	9
A-	8
B+	7
B	6
B-	5
C+	4
U	0

DIVISION OF CLASS FOR UG AND PG PROGRAMMES

The grading system for awarding class in degree certificate for UG and PG programs is given in the table below.

PG CGPA	Class / Division to be awarded
≥ 8	With Distinction
$6.5 \leq$ and < 8	With Merit
$4 \leq$ and < 6.5	Pass Class

UG CGPA	Class / Division to be awarded
≥ 8.0	First Class Honours with Distinction
$7 \leq$ and < 8	First Class Honours
$6 \leq$ and < 7	Second Class Honours in the First Division
$5 \leq$ and < 6	Second Class Honours in the Second Division
$4 \leq$ and < 5	Pass Class

PLAGIARISM POLICY

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

Plagiarism occurs in various circumstances and is considered a severe offence in the academic world. Coursework, dissertations, projects or any written/oral task for Assessment must be the student's (students' - in case of group assignment) own work.

Students are required to abide by the institution non-plagiarism policy strictly.

5. OTHER ELEMENTS

LIBRARIES, IT FACILITIES AND SKILLS SUPPORT

The Libraries and the Resources Centre are organized to help students in their studies. Students are required to abide by the Library Rules and Regulations.

COMPLAINTS

AMITY is committed to handling all requests from its students fairly and providing quick resolution of any complaint (academic, administrative, resource-related and personal) or appeal made by its students.

AIHE has a solid and well-documented complaints process operating under the office of the Registrar.

APPEALS PROCEDURE

All students have access to a set appeal procedure. There are, however, timescales for making appeals. Further information is available in the Student Handbook or online.

STUDENT DISCIPLINE

Students are expected to strictly abide by the Rules and Regulations, including specific Rules like those applicable for events or the use of recreational areas. There are prescribed disciplinary actions against students who break institution regulations or fail to comply with conduct instructions.

PROCEDURES FOR HANDLING CASES OF STUDENTS INDISCIPLINE

Cases of indiscipline shall be dealt with in line with the prescribed Rules and Regulations.

PENALTIES FOR BREACH OF DISCIPLINE

There is a range of disciplinary actions available to management for breach of rules. These are detailed in the Rules and Regulations.

ALUMNI

The institution's relationship will be one which a student values both during the time at the institution and after he/she leaves.

AMITY maintains a vibrant link with its Alumni. It holds regular meetings with its past students, many of whom have become a lifelong ambassador of the AMITY brand in Mauritius and worldwide.