

# MAURITIUS COLLEGE OF THE AIR

## General Guidelines for Learners

### Enrolment/Registration

1. You are required to enrol/register before starting your programme and for some programmes at the beginning of each subsequent semester/year of the programme by filling the appropriate enrolment/registration form. Ensure the course code is accurately recorded where appropriate.
2. You have to complete the course/programme within a prescribed period. You have to re-register in case you are unable to complete it within the prescribed period.
3. Information provided by you at enrolment/registration will be treated by the Mauritius College of the Air (MCA) as confidential and will not be passed on to any body or person outside the MCA without their permission.
4. You shall inform the MCA as soon as possible of any subsequent changes in the information provided at enrolment/registration.
5. The MCA must be informed in writing in case you wish to postpone or withdraw from the course/programme.

### Payment of Fees and Other Charges

Fees may include:

- Course fee
- General fee (Examination fee for local and for external partners, graduation, library etc)

The MCA shall publish the course fees payable in the prospectus for each programme. Payment of fees is usually effected in instalments upon enrolment /registration and before the beginning of each semester/academic year. The general fee may change depending on requirements of partner institutions.

You shall respect the deadlines set for payment of all fees and abide by the '*Rules & Regulations*' of the partner institution.

## **Refund Policy**

The conditions are as follows:

- If no course material is issued – 90% of fee paid is returned
- If a request is made within 3 weeks of induction on account of major life events, 75% of fees paid is refunded provided course material is returned in good condition
- Requests for refund made after 3 weeks of induction are not considered.

## **Assessment**

Courses are usually assessed through periodic written assignments and semester/year end written examinations. Some courses may have an oral component. All assignments and examinations must be cleared for successful completion of courses.

## **Written Assignments**

Written assignments must be submitted timely in compliance with the dates set on the planner. Late submission will be penalised. You may run the risk of a later graduation e.g. IGNOU.

## **Examinations**

Examinations are held at the end of each semester/academic year. For some programmes you have to register for examinations and respect the deadlines set for registration. You must read the guidelines provided carefully and ensure that your correct student number, correct course module codes are inserted on the examination forms.

All assignments must be cleared prior to taking examinations.

You shall produce a medical certificate issued by Registered Clinics and medical practitioners from hospitals and dispensaries in case you are unable to take examinations.

## **Academic Discipline**

You are required to act with honesty and integrity in fulfilling requirements in relation to assessment of your academic progress. Any attempt at plagiarism and duplication of material will be severely penalised.

*Plagiarism* consists of reproducing in any work submitted for assessment any material derived from work authored by another without clearly acknowledging the source.

*Duplication of material* consists of reproducing in any submitted work any substantial amount of material used by that student in other work for assessment without acknowledging that such work has been so submitted.

### **Attendance**

You are urged to attend tutorials regularly and on time. Tutorials are an important part of our support framework, enabling you to discuss progress/difficulties with tutors and peers. They help break the isolation of distance learning and provide the motivation required to get on with studies. For the University of Mauritius programmes, 80% attendance is compulsory.

### **Library Conduct**

Appropriate conduct is required whilst availing of our library services. Silence should be maintained within the library precincts and materials should not be damaged and/or pilfered.

### **Study Centre Facilities**

#### *Books for reference*

A collection of relevant books for the different programmes are available for reference purpose in the Study Centre which is open as follows:

<b>Time</b>	<b>Day</b>	<b>Place</b>
0900 - 1600	Monday - Saturday	MCA. Réduit
1500 - 1700	Wednesday	Belle Rose SSS
0900 - 1700	Saturday	

### **Computer/Internet Facilities**

Computers with internet facilities are available at the MCA and at our study centre at Belle Rose SSS. You are encouraged to use the facilities for typing your assignments and research.

### **Photocopy and Printing Facilities**

Photocopy and printing facilities are also available against payment of Rs1 per "A 4" sheet of paper at Belle Rose SSS.

### **MCA Website**

Up to date information is available on the MCA Website - <http://www.mca.ac.mu>. You are kindly requested to consult it regularly, especially on the eve of the sessions in case of last minute changes.

**Email**

We also communicate via emails. Check your mail regularly and read all communications sent to you otherwise.

*We wish you luck in your future endeavours.*

*The Division of Distance Education Team  
Mauritius College of the Air*