



Student Charter – Version 3.0
October 2023 to October 2026

Table of Contents

FOREWORD.....	3
1. APPLYING TO THE INSTITUTION.....	4
Before the students joins in.....	4
When the student joins in.....	5
Fees.....	5
MAURITIAN STUDENTS.....	5
Indicative fees (Subject to change for each intake)	5
INTERNATIONAL STUDENTS.....	5
Indicative fees (Subject to change for each intake)	5
Indicative Other fees (payable as and when applicable).....	6
BANK DETAILS.....	7
2. TEACHING, LEARNING AND RESEARCH.....	8
ATTENDANCE CRITERIA.....	8
ORIENTATION FOR ALL STUDENTS.....	8
FEEDBACK AND GRIEVANCE PROCEDURE.....	8
STUDENT ACTIVITIES.....	8
TIME OF EXAMINATIONS.....	9
EXAMINATION INSTRUCTIONS TO CANDIDATES.....	9
INTERNSHIP.....	9
3. TEACHING METHODOLOGY.....	10
ACADEMIC CAUTIONS.....	10
4. ASSESSMENTS.....	11
CONTINUOUS ASSESSMENTS.....	11
SEMESTER EXAMINATIONS.....	12
ONLINE ASSESSMNETS.....	12
LATE SUBMISSION.....	13
CHEATING DURING EXAMINATIONS.....	13
PUBLICATION OF RESULTS.....	13
CRITERIA FOR PROMOTION.....	14
GRADING POLICY.....	15
PLAGIARISM POLICY.....	15
5. OTHER ELEMENTS.....	16
LIBRARIES, IT FACILITIES AND SKILLS SUPPORT.....	16
COMPLAINTS.....	16
APPEALS PROCEDURE.....	16
STUDENT DISCIPLINE.....	16
PROCEDURES FOR HANDLING CASES OF STUDENTS INDISCIPLINE.....	16
PENALITES FOR BREACH OF DISCIPLINE.....	16
ALUMNI.....	17

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 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, likewise, sets out the institution's expectations of the responsibilities of students as they pursue their studies within the institution's environment. The Charter also provides information on the ways in which 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 right 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 color photographs with white background
 - 2. Copies of the secondary and university educational certificates and transcripts
 - 3. A proof of application fees paid to "Amity Education Private Ltd".
- B) The link to the application form is <https://www.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 joins 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) Foreign students are also required to send the following original documents through courier/ DHL on the following address:
- D)
 - The Admission Department,**
 - AMITY Institute of Higher Education,**
 - c/o UNICITI Education Hub,**
 - Pierrefonds – 72448,**
 - Quatre Bornes,**
 - Mauritius.**
- E) The list of documents required by the Passport and Immigration Office to process the student visa comprise:
 - 1. VISA Application form
 - 2. 4 Passport sized color 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)
- F) Students should book their flight ticket after receiving the 3 months visa entry permit.

- G) He/She should be in possession of a return air-ticket valid for at least 90 days.
- H) 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 sharing of relevant info and documents such as:
 - a. Programme Handbook,
 - b. Student Charter,
 - c. General Rules and Regulations of AIHE,
 - d. Rules and Regulations for Conduct of Examinations,
 - e. Dissertation / Project Guidelines,
 - f. Internship Guidelines
- B. Students will be required to undergo specified medical tests (HIV, Hepatitis B and Chest X Ray) at their own costs in order to get the Residence Permit.

Fees

- International students (even when in Mauritius) will have to pay their fees only in USD.
- No cash payment allowed.
- All other fees and conditions of payments are as per the students' charter and the Rules and Regulations of the institution.

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 yearly fees)

Indicative Other fees (payable as and when applicable)

Penalty fees (as per General rules and regulations)	<ul style="list-style-type: none"> ➤ For delay not exceeding 10 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 payment due ➤ After 30 days from the last date of payment, the names of the defaulters will be struck off the rolls. ➤ 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 Rs 5,000 ➤ For International students : <ul style="list-style-type: none"> ○ Resubmission for Dissertation fee of USD 125
Resit Fee	Rs 3,000 per module Except under special circumstances, only 2 resit exams can be taken along with an end semester examination
Appeal Fee	Rs 4,000 per module
Deferral Fee or Repeat Semester Fee	Rs 15,000
Academic Break and re- entry fees	In case of an approved Academic Break, as per prevailing Rules and Regulations, no readmission fee will be charged from the student. Such student will, however, 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: Rs 300 Replacement of bus pass: Rs 1,000 Change of address on bus pass: Rs 500
Loss of Student ID card (mandatory to sit for exams)	Rs 1,000
Duplicate of degree Certificate fee	Rs 1,500
Graduation fee	Rs 5,000

BANK DETAILS

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

Bank Name	ABSA BANK (MAURITIUS) LIMITED
Bank Address	Ebene Branch
Swift code	BARCMUMU
Account Number	88-1159635
IBAN Code	MU17BARC0388000001159635000MUR

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

Bank Name	ABSA BANK (MAURITIUS) LIMITED
Bank Address	Ebene Branch
Swift code	BARCMUMU
Account Number	88-1159651
IBAN Code	MU27BARC0388000001159651000USD

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 best institutions around the world.

CORE FACULTY

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

VISITING FACULTY

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

ATTENDANCE CRITERIA

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

International students must meet a minimum of 80% attendance in all modules enrolled

ORIENTATION FOR ALL STUDENTS

An Orientation/ Student Induction Programme will be conducted to introduce all students of Amity Institute of Higher Education to the programme 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 normal lecture days for some modules.

FEEDBACK AND GRIEVANCE PROCEDURE

The Institution has a well-established and clear feedback mechanism and Student's Complaints and Appeal Policy, as detailed in the Rules and Regulations document.

STUDENT ACTIVITIES

Students are encouraged to participate in all Events organised by 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 start of 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 prior to examination

INTERNSHIP

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

3. TEACHING METHODOLOGY

Modules 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 growing demands of the industry.

The purpose of the AIHE Staff Development Policy is to establish the aims and objective of the institution 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 follows, as detailed in the Rules and Regulations:

The Programme Leaders are responsible for executing the time table and allocating the resources. In case of any change in the time table, the information is shared with all the stake holders through the Deans of respective faculty.

4. ASSESSMENTS

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

CONTINUOUS ASSESSMENTS FOR UNDER GRADUATE STUDIES

There is uniform schedule for continuous assessment as follows.

CA1: between 4th and 6th Week

CA2: between 9th and 12th Week

CA3: around 13th Week (optional)

Continuous Assessments (CA) are made for each module of under graduate studies. These normally carry **30%** or 40% of the total marks for each module, depending on the requirements of each programme. CA1 may typically be carried out between 4th and 6th week and CA2 may typically be carried out between 9th and 12th week respectively as staggered mode. A makeover CA3 could be administered if the student has not secured a pass in the cumulative CAs.

The mode of Assessment for each module of a programme is described in the Programme Handbook of the respective programme. The mode of assessment may comprise any of the following components:

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

The 30% or 40% Continuous Assessments 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 supported by a report submission
- Practical Test
- Debate
- Assignment and Presentation

SEMESTER EXAMINATIONS FOR UNDER GRADUATE STUDIES

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 Examinations are conducted by the Examination Department.

ONLINE ASSESSMENTS FOR UNDER GRADUATE STUDIES

In case of online assessment, the following schedule may be used in line of the end semester examination.

Online Assessment: 18th Week

Open Book Test: 19th Week

MCQ: 20th Week

OR

Online Assessment: 18 Week and

Open Book Assessment: 19 Week

OR

Open Book Assessment: 17 to 19 Week

The **Online Assessment Framework** has been designed as an alternative mode to face-to-face assessment.

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

(i) If Total Assessment Weightage is 70%:

- | | |
|--|----------------|
| a. Online Assessment (Should be submitted through Turnitin) | :40% Weightage |
| b. Open Book Assessment (Should be submitted through Turnitin) | :30% Weightage |

(ii) If Total Assessment Weightage is 60%:

- a. Online Assessment (Should be submitted through Turnitin) :30% Weightage
- b. Open Book Assessment (Should be submitted through Turnitin) :30% Weightage

SUMMATIVE ASSESSMENTS FOR POST GRADUATE STUDIES

Students of post graduate studies have the following mode of Assessments as indicated in the Programme Handbook:

- 1) Summative Assessment 1 (SA1) (between Week 5 and Week 10 as staggered mode) of 50% weightage
- 2) Summative Assessment 2 (SA2) (between Week 13 and Week 19 as staggered mode) of 50% weightage

LATE SUBMISSION

Late submission of Assessment of any kind for any study at AIHE 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 10 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 and student will be referred to Examinations Discipline Committee.

PUBLICATION OF RESULTS

At the end of each Semester, results, as approved by the Academic Council, are published and made known to students. 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 programmes 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 he/she has the maximum number of failed modules.

GRADING POLICY

The minimum cut off for various grades shall be assessed as given in the following table:

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

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

PLAGIARISM POLICY

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

Plagiarism occurs in various circumstances and is considered as a serious 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 strictly abide by the institution Plagiarism policy.

5. OTHER ELEMENTS

LIBRARIES, IT FACILITIES AND SKILLS SUPPORT

The Libraries and the Resources Centre are organised to help students in their studies. Students are required to abide with the Library Rules and Regulations. Each Faculty holds an One Drive – Online Library / eLibrary which are access managed to students enrolled in the programme.

COMPLAINTS

AMITY 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.

AIHE has a strong 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 Rules and Regulations for Conduct of Examinations 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 instructions regarding conduct.

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

INTEGRATED POLICY REGISTER (IPR) AND POLICIES AT AIHE:

A comprehensive Integrated Policy Register (IPR) formulated by AIHE has all AIHE's academic and administrative policies segregated based on the categories such as:

- Governance,
- Admissions,
- Teaching and Learning,
- Examinations,
- Research and Development,
- Student Welfare,
- Staff Welfare and
- Data Protection

The IPR has also the information related to version controls, current version followed, details of policy review date and process frequency

INTEGRATED POLICY REGISTER AT AIHE						
S. No	CATEGORY	NAME OF POLICY	VERSION CONTROLS	CURRENT VERSION	REVIEW DATE	PROCESS FREQUENCY
1. GOVERNANCE						
1.1		POLICY ON POLICIES	1.0	1.0	Feb 26	Once in 3 Years
1.2		POLICY ON CONFLICT OF INTEREST	1.0	1.0	Oct 26	Once in 3 Years
1.3		ALUMNI RELATIONS POLICY	1.0	1.0	Oct 26	Once in 3 Years
1.4		EQUAL OPPORTUNITY POLICY	1.0	1.0	Oct 26	Once in 3 Years
1.5		POLICY ON MoUs'	1.0	1.0	Oct 26	Once in 3 Years
1.6		STUDENT DAMAGE TO INSTITUTION PROPERTY	1.0	1.0	Oct 26	Once in 3 Years
1.7		INTELLECTUAL PROPERTY POLICY	1.0	1.0	Oct 26	Once in 3 Years
1.8		POLICY ON PURCHASING	1.0	1.0	Oct 26	Once in 3 Years

2. ADMISSIONS						
2.1		ADMISSIONS POLICY	1.0, 2.0	2.0	Oct 26	Once in 3 Years
2.2		AIHE POLICY FOR MATURE STUDENTS ENTRY	1.0	1.0	May 26	Once in 3 Years
2.3		WITHDRAWAL AND REFUND POLICY	1.0	1.0	Oct 26	Once in 3 Years
2.4		MINIMUM COHORT SIZE POLICY	1.0	1.0	Oct 26	Once in 3 Years
3. TEACHING AND LEARNING						
3.1		STUDENT CHARTER	1.0, 2.0, 3.0	3.0	Oct 26	Once in 3 Years
3.2		ACADEMIC CREDIT SYSTEM POLICY	1.0	1.0	Oct 26	Once in 3 Years
3.3		RPL/ AEPL POLICY	1.0	1.0	Oct 26	Once in 4 Years
3.4		FLIPPED CLASSROOM POLICY	1.0,	1.0	Oct 26	Once in 3 Years
3.5		SLOW PACE POLICY	1.0, 2.0	2.0	Nov 26	Once in 3 Years
3.6		ACADEMIC INTEGRITY POLICY	1.0	1.0	Oct 26	Once in 3 Years
3.7		TEACH OUT POLICY	1.0	1.0	Oct 26	Once in 3 Years
3.8		RISK ASSESSMENT FOR INTERNSHIP POLICY	1.0	1.0	Oct 26	Once in 3 Years
3.9		MONITORING, REVIEW, UPDATE, DISCONTINUATION FO CURRICULA POLICY	1.0	1.0	Oct 26	Once in 3 Years
3.10		ASSESSMENT AND STUDENT PROGRESS POLICY	1.0	1.0	Oct 26	Once in 3 Years
4. EXAMINATIONS						
4.1		ONLINE EXAMS POLICY	1.0	1.0	Mar 25	Once in 3 Years
4.2		ONLINE ASSESSMENT POLICY	1.0	1.0	Mar 25	Once in 3 Years
4.3		DISCIPLINARY POLICY	1.0	1.0	Oct 26	Once in 3 Years
4.4		STUDENTS' COMPLAINTS AND APPEAL POLICY	1.0	1.0	Oct 26	Once in 3 Years

5. RESEARCH AND DEVELOPMENT						
5.1		PLAGIARISM POLICY	1.0, 2.0	2.0	Nov 26	Once in 3 Years
5.2		RESEARCH POLICY	1.0	1.0	Oct 26	Once in 3 Years
6. STUDENTS WELFARE						
6.1		STUDENT COUNCIL POLICY	1.0	1.0	Oct 26	Once in 3 Years
6.2		EVENTS POLICY	1.0	1.0	Oct 26	Once in 3 Years
6.3		SOCIAL MEDIA POLICY	1.0	1.0	Oct 26	Once in 3 Years
7. STAFF WELFARE						
7.1		STAFF DEVELOPMENT POLICY	1.0	1.0	Oct 26	Once in 3 Years
7.2		STAFF WORK LOAD POLICY	1.0	1.0	Oct 26	Once in 3 Years
8. DATA PROTECTION						
8.1		DATA PROTECTION POLICY	1.0	1.0	Oct 26	Once in 3 Years
8.2		DATA CONFIDENTIALITY AND USAGE POLICY	1.0	1.0	Oct 26	Once in 3 Years
9. QUALITY ASSURANCE						
9.1		QUALITY ASSURANCE HAND BOOK	1.0, 2.0	2.0	Oct 26	Once in 3 Years
9.2		IQA POLICY (CLEAR LINES OF ACCOUNTABILITY IN RELATION TO THE ASSESSMENT AND IQA)	1.0	1.0	Oct 26	Once in 3 Years

ALUMNI

The relationship with the institution 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 and holds regular meetings with its past students, many of whom have become lifelong ambassador of the AMITY brand in Mauritius and worldwide.

----- End of Student Charter -----