



TERTIARY EDUCATION COMMISSION

Registration of Post-Secondary Education Institution

IMPORTANT NOTES

- 1:** Please ensure that at the time you are proceeding with the online application, the information listed at **ANNEX A** is available to you.

- 2:** Hard copies of documents listed at **ANNEX B** should be submitted to TEC within **5 working days** following submission of online application.

NOTE: You should produce the **Application Acknowledgement Report** (downloadable after online application is completed) when you call at TEC for submission of documents.

- 3:** An Application Fee of **Rs 5,000** is payable to TEC for registration of your institution.

- 4:** Processing of your application will start once **(2)** and **(3)** above are accomplished.

- 5:** TEC will inform you about the completeness of your application.



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ANNEX A

Information required for online application for Registration of Post-Secondary Education Institution

A. ADMINISTRATIVE DATA

1. Legal Name of the Institution
2. Particulars of Authorised Contact Person
 - (i) Name
 - (ii) Designation of Contact Person (e.g. MD, Principal, Head of Academic Affairs)
 - (iii) Postal Address of Contact Person
 - (iv) Telephone Number
 - (v) Fax Number
 - (vi) Email Address
3. Postal Address of the Institution
4. Physical Address and Contact Details of Head Office
 - (i) Telephone Number
 - (ii) Fax Number
 - (iii) Email Address
5. Physical Address and Contact Details of Main Campus
 - (i) Telephone Number
 - (ii) Fax Number
 - (iii) Email Address
6. Website

B. COMPANY REGISTRATION AND GOVERNANCE PARTICULARS

1. Official Trading Name, Abbreviation or acronym (if applicable)
2. Type of Legal Person
3. Company Registration Number
4. Whether the Applicant is a Local or Foreign Legal Person
5. If Foreign, Indicate the Country of Origin
6. Details of the Parent Institution
 - (i) Name of the Parent Institution
 - (ii) Name of the Head of the Parent institution
 - (iii) Postal Address
 - (iv) Physical Address
 - (v) Telephone Number
 - (vi) Fax Number
 - (vii) Email Address
 - (viii) Website
7. Particulars of the Management
 - (a) Chief Executive Officer or Head of the Institution
 - (i) Name
 - (ii) Title
 - (iii) Telephone Number
 - (iv) Mobile Number (if available)
 - (v) Fax Number

(b) Names and Designation of the Current Directors of the Institution

| Surname | Initials | Title | Designation |
|---------|----------|-------|-------------|
| | | | |
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| | | | |

8. Contact details of the applicant
 - (i) Telephone Number
 - (ii) Fax Number
 - (iii) Email Address
9. Holding Company or any other Organisation to which the Institution is Subordinate
10. Relationship between the Institution and the Holding Company or other Organisation
11. List of Owners in Accordance with the Memorandum and Articles of Association

| Surname | Initials | Title |
|---------|----------|-------|
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ANNEX A

12. Details of the Auditors of the Institution

- (i) Name of the Auditor of the Institution
- (ii) Registration Number Issued by the Mauritius Institute of Public Accountants

13. Tax and Business Registration Details

- (i) VAT Registration Number
- (ii) Tax Account Number
- (iv) Business Registration Number

C. PARTICULARS OF LEARNING PROGRAMMES

Table 1: Programmes Submitted to the TEC for Accreditation

| Name of programme | Entrance requirements | Mode of delivery | Minimum duration in months | Contact with students | |
|-------------------|-----------------------|------------------|----------------------------|-----------------------|-----------|
| | | | | Full-time | Part-time |
| | | | | | |
| | | | | | |
| | | | | | |

Table 2: Proposed Sites for Programme Delivery

| Name | Physical address | Programmes to be delivered |
|------|------------------|----------------------------|
| | | |
| | | |
| | | |

D. STAFF AND STUDENT DATA

Table 3: Total Staff Expected to be Employed and Students to be registered for Post-Secondary Education Programmes during the First 3 Years of Operation. The Data should be expressed as Headcount Only.

| | | Year 1 | Year 2 | Year 3 |
|-------------------------|-----------|--------|--------|--------|
| Students | | | | |
| | Full-time | | | |
| | Part-time | | | |
| Academic/Research staff | | | | |
| | Full-time | | | |
| | Part-time | | | |
| Support staff | | | | |
| | Full-time | | | |
| | Part-time | | | |
| Service staff | | | | |
| | Full-time | | | |
| | Part-time | | | |

Table 4: Data for each Post-Secondary Education Programme

| NQF field | NQF level | Name of the programme | Secondary headcount enrolment | | |
|-----------|-----------|-----------------------|-------------------------------|--------|--------|
| | | | Year 1 | Year 2 | Year 3 |
| | | | | | |
| | | | | | |
| | | | | | |



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ANNEX B

Hard copies of the following documents **should** be submitted to TEC after online application is completed:

FINANCIAL VIABILITY REPORTS AND LEGAL DOCUMENTS TO BE PROVIDED

1. **ANNEXURE A(1):** Business Plan including financial forecasts OR audited annual financial statements where applicable.
2. **ANNEXURE A(2):** Surety and Guarantees agreement.
3. **ANNEXURE B:** Company registration documents.
4. **ANNEXURE C:** Business registration certificates.
5. **ANNEXURE D:** Occupational health and safety compliance certificates and licences.

QUALITY ASSURANCE AND MONITORING

1. **ANNEXURE E:** Details of each programme.
2. **ANNEXURE F:** Declaration on application for accreditation and status.
3. **ANNEXURE G:** Details of institutional capacity.
4. **ANNEXURE H:** Declaration on monitoring and evaluation.

INTER-INSTITUTIONAL AGREEMENTS AND MARKETING INFORMATION

1. **ANNEXURE H:** Inter-institutional agreements.
2. **ANNEXURE I:** Student prospectus, calendar or brochure.

ADMISSION INFORMATION AND STUDENT RULES

ANNEXURE J: Enrolment forms, students contracts and rules and regulations.

ADDITIONAL INFORMATION TO BE SUBMITTED BY FOREIGN APPLICANTS ONLY

1. **ANNEXURE M(1):** Proof that the Parent Institution operates lawfully as a university or deemed university.
2. **ANNEXURE M(2):** Proof of accreditation in the country of origin.
3. **ANNEXURE M(3):** Proof of recognition in the country of origin.
4. **ANNEXURE M(4):** Declaration that graduates from the local campus will be eligible to pursue higher studies in the Parent Institution.