GUIDELINES FOR THE SUBMISSION OF PROJECT PROPOSALS FOR THE ESTABLISHMENT OF PRIVATE INSTITUTIONS, OR BRANCHES, CENTRES OR CAMPUSES OF OVERSEAS INSTITUTIONS, OFFERING POSTSECONDARY EDUCATION IN THE REPUBLIC OF MAURITIUS

1. General

Initially, the Tertiary Education Commission (TEC) had the responsibility to make recommendations to the Minister of Education on all applications received for the establishment of private institutions, or branches, centres or campuses of overseas institutions offering postsecondary education in Mauritius. But with amendments made to the TEC Act in 2007, all applications received for establishment of private institutions are now dealt with the Commission itself. Furthermore, no postsecondary educational institution can operate without the appropriate approval, registration and accreditation of programmes by TEC. Thus, the setting up and operation of a private institution, or branch or centre or campus of an overseas institution offering postsecondary education involves a multi-step process comprising approval for establishment, registration and accreditation.

These guidelines have been prepared for the information and guidance of individuals or institutions for preparing project proposals for the establishment of a local private institution, or branch, centre or campus of an overseas institution.

2. Submission of Applications

Seeking approval from the TEC for the establishment of a private institution, or branch, centre or campus of an institution for offering postsecondary education constitutes the first step in the process. For this, a formal application has to be made to the TEC. The essential requirements of the project proposal to accompany the application can be categorized under the following main headings.

I. Background
II. Governance
III. Human and Infrastructural
IV. Academic Programmes
V. Teaching and Learning
VI. Quality Assurance
VII. Support Services

A suggested proforma is given in the Appendix.

In addition, for an application for the establishment of a branch, centre or campus of an overseas institution proof must be submitted to the effect that the parent institution is recognised as a university or deemed university, is accredited or its programmes accredited by the appropriate body(ies) where appropriate, and is reckoned to be a brand name institution in the home country.
3. **Processing of Applications**

On the basis of the proposal and of any documents submitted, supported by relevant evidence, the TEC will process the application. When considering the proposal, the TEC may seek any additional information from the applicant or any other sources. The TEC Board will make recommendations as appropriate within a period of three (3) months as from the date of receipt of a complete project proposal by the TEC.

4. **Next Steps**

On obtaining approval by the Minister for the establishment of a private institution, or branch, centre or campus of an overseas institution, application should subsequently be made to the TEC for registration of the institution and accreditation of the programmes. The documents on registration and programme accreditation can be consulted on TEC website: [http://tec.intnet.mu](http://tec.intnet.mu). Concurrently, applications should be made for availing of the incentives and benefits being provided by the Board of Investment.

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**Proforma for Project Proposal for the Establishment of a Private Institution, or Branch, Centre or Campus of Overseas Institutions Offering Postsecondary Education in the Republic of Mauritius**

1. **Executive Summary of Project**

2. **The Project**
   - 2.1 **Description**
   - 2.2 **Objectives/philosophy**
   - 2.3 **Justification with socio-economic benefits to Mauritius/the region**
   - 2.4 **Facilities proposed to be created**
   - 2.5 **Organisational set up**

3. **Sponsorship and Governance**
   - 3.1 **Registered body, trust, foundation, etc.**
   - 3.2 **Governing body**
   - 3.3 **Funding Sources**
     - 3.31 **Initial investment**
     - 3.32 **Recurring expenses**

4. **Location**
   - 4.1 **Proposed site, area**
   - 4.2 **Justification**

5. **Physical Facilities**
   - 5.1 **Infrastructure proposed**
     - 5.11 **Land**
     - 5.12 **Building, administration, academic, library, laboratories, and other facilities**
     - 5.13 **Equipment, computers**
     - 5.14 **Books, journals**
     - 5.15 **Furniture**
     - 5.16 **Others**
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<td>Proposed Programmes of Study 6.1 Degrees, diplomas, certificates to be awarded and validated by 6.2 Appellation and duration of courses/programmes 6.3 Mode(s) of delivery 6.4 Modes of assessment 6.5 Awarding body(ies) 6.6 Level of awards in the National Qualifications Framework</td>
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<td>7.</td>
<td>Curriculum 7.1 Proposed structure/scheme of studies 7.2 Details of courses, level-wise 7.3 Management of practical training 7.4 Placement, workplace experience</td>
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<td>8.</td>
<td>Development of academic programmes 8.1 Phases 8.2 Development schedule</td>
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<td>9.</td>
<td>Academic Structure 9.1 Names of schools/faculties/departments/centres/units 9.2 Composition of course/programme committees 9.3 Composition of board of studies, academic council/committee</td>
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<td>10.</td>
<td>Admissions 10.1 General policy 10.2 Number of students to be enrolled, course/programme/level-wise 10.3 Procedures and criteria of admission (including entry requirements, student selection, etc.)</td>
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<td>11.</td>
<td>Fee Structure 11.1 Admission fee, annual tuition fee, other dues (to be specified in detail) 11.2 Scholarships, bursaries, if any</td>
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<td>12.</td>
<td>Examination and Assessment 12.1 Information on assessment system, regulation of examinations 12.2 Mechanism of assessment and examinations 12.3 Arrangements for monitoring quality of teaching and learning, and students performance</td>
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<td>13.</td>
<td>Quality Assurance and Student Supervision 13.1 Arrangement of academic supervision of students 13.2 Arrangements for quality assurance and quality enhancement 13.3 Level of administrative and technical support for quality assurance and quality enhancement</td>
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<td>14.</td>
<td>Research 14.1 Research areas to be engaged in 14.2 Sourcing of research funds 14.3 Outcome of research findings</td>
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15. Other Activities
   15.1 Engagement in continuing education
   15.2 Provision of service – e.g. consultancy, medical, paramedical, etc.
   15.3 Academic contribution on issues of national, regional and international importance

16. Students
   16.1 Total number of students to be enrolled in the institution
   16.2 Enrolment of students, level-wise
   16.3 Output of students level-wise for the next 10 years
   16.4 Grievance procedures
   16.5 Welfare services
   16.6 Contracts with respect to students

17. Staff
   17.1 Academic staff strength, pay scales, criteria for appointment/promotion
   17.2 Visiting academic staff, part-time/associates and others
   17.3 Academic Staff: Student ratio
   17.4 Administrative and supporting staff

18. National and International Collaboration
   18.1 Collaborating institutions/organisations/agencies
   18.2 Nature of collaboration/linkage
   18.3 Method and extent of collaboration/linkage
   18.4 If affiliate, state of which institution
   18.5 If branch, centre, or campus of an overseas institution state of which institution

19. Financial Plan
   19.1 Ten-year financial plan. An analytical-descriptive plan both for sources and utilisation of recurring and non-recurring expenditures
   19.2 Sources of yearly income
   19.3 Capital estimates
   19.4 Return on investment
   19.5 Plan for disposal of profits/surplus income

20. Phased development of institution (e.g. phase 1, phase 2, etc.)
   20.1 Land
   20.2 Buildings
   20.3 Equipment
   20.4 Furniture
   20.5 Administrative and Academic Staff
   20.6 Academic programmes

21. Marketing and Promotion
   21.1 Strategies
   21.2 Use of student recruiting agents