



MAURITIUS QUALIFICATIONS AUTHORITY



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POLICY FOR ENROLMENT OF  
INTERNATIONAL STUDENTS AT  
MQA REGISTERED TRAINING  
INSTITUTIONS

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MAY 10, 2019

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Pont Fer, Phoenix

## **1.0 Introduction**

Over the years, the Technical and Vocational Education and Training (TVET) sector has witnessed a rapid influx of international students enrolling in training institutions registered with the Mauritius Qualifications Authority (MQA). MQA registered training institutions offer programmes varying from National Certificates/Diplomas to programmes being awarded by foreign awarding bodies, once same have been successfully accredited by the Authority. There are clear pathways reinforced by the National Qualifications Framework (NQF) which provide a fair and accessible system to anyone wishing to embark on the Mauritian education and training system.

## **2.0 Objectives**

The objectives of the policy are as follows:

- i. reinforce the image of Mauritius as a Regional Hub providing quality education;
  - ii. ensure fairness, integrity and transparency of enrolment procedures for international students; and
  - iii. ensure that training institutions maintain and promote good institutional governance for the enrolment of international students.
- 2.1 The policy is being issued for the benefit of training institutions registered with MQA in order to meet the objectives stated above.

## **3.0 Guidelines**

### **3.1 General**

**MQA registered Training Institutions shall ensure that:**

- a. the student recruiting agencies employed or appointed by them have a structured framework and are closely monitored to avoid false and misrepresentative information to students;
- b. the recruiting agent is registered with the relevant local and/or international authorities;
- c. policies are properly formulated regarding marketing, recruitment and enrolment of international students;

- d. there is relevant and sufficient administrative support and capacity to meet the specific needs of such students;
- e. applications from international students are carefully screened prior to their arrival in Mauritius;
- f. international students are registered with the awarding body before submitting applications for residence permit;
- g. offer letters to enrol in programmes are issued to international students only after successful screening and prior to them arriving to the country;
- h. international students are conversant in both oral and written English prior to embarking onto accredited programmes (e.g. IELTS, TOEFL);
- i. offer letters are limited for the period covering the stay of the student at the training institution, including any period for examination purposes;
- j. at time of registration, students should demonstrate evidence of necessary funds available with respect to return air-tickets;
- k. unexplained absences of international students from their respective courses are reported within 10 working days to the PIO and the Regulatory Authorities;
- l. they make adequate provisions for any refund due to any international student, including cost for return air tickets by means of bank guarantee/security bonds, in case undertakings by training institutions towards the students are not respected;
- m. international students registered with it have proper accommodation;
- n. international students are sensitised on employment restrictions applicable. As soon as the training institution is aware of any malpractice regarding student employment, this should be reported to the relevant authorities;

- o. transfer of international students from one training institution to another is promptly reported to the MQA and is subject to the following conditions:
- period for which transfer is requested does not impact “Student Visa”;
  - field of study reflects original application e.g., *transfer from Hospitality and Management to IT should not be considered unless student provides good justification*;
  - relevant Authorities are informed prior to request being acceded by the training institution; and
  - reason for transfer is properly documented.
- p. documentation for administrative procedures are properly maintained and kept; and
- q. prior to acceptance of seat, international students are provided clear information regarding:
- i. support services;
  - ii. payment of fees;
  - iii. educational resources and premises of the training institution;
  - iv. attendance policies;
  - v. academic progress policies;
  - vi. complaints and appeal procedures;
  - vii. changes to ownership/management of the training institution; and
  - viii. fees structure and all associated costs.

### **3.2 Finance**

#### **MQA registered Training Institutions shall ensure that:**

- (a) international students have sufficient funds to cover all costs including tuition costs; living costs and travelling costs to and from Mauritius; and
- (b) updated documents evidencing sufficiency of funds under paragraph (a) are kept by the training institutions and are available for production to relevant authorities upon demand.

### **3.3 Academic progress**

**MQA registered Training Institutions shall ensure that:**

- (a) students are informed of the policies and procedures of academic progress of the training institutions;
- (b) academic progress of each student is properly monitored, recorded and assessed;
- (c) students who are not making satisfactory progress are reported to the Passport and Immigration Office so that, it may take such action as it deems fit in the circumstances; and
- (d) students make consistent progress in their studies within a reasonable time frame.

### **3.4 Work Placement and Internship**

**MQA registered Training Institutions shall ensure that:**

- (a) work placement and internship are being complied in strict accordance with course requirement;
- (b) the internship or work placement component of the course does not exceed 50% of the duration of the course; and
- (c) work placement is appropriate to the nature and level of the academic programme being pursued.

### **3.5 Progress Reports of International Students**

- a. MQA registered Training Institutions shall maintain appropriate records and progress reports of international students. Statistics are to be compiled on a quarterly basis and submitted to the MQA; and
- b. All cases of drop outs shall be immediately communicated to the Passport and Immigration Office and the Mauritius Qualifications Authority, especially after the issuance of “Student Visa”.