

STUDENT HANDBOOK

A Dynamic
Learning and
Development Hub
in Mauritius



CONTENT



05

1. Welcome note

06

2. Student affairs
 - 2.1 Student information desk
 - 2.2 Campus directory
 - 2.3 Authorities contact number
 - 2.4 Campus access
 - 2.5 Parking facilities
 - 2.6 Square root

07

3. Campus regulations & policies
 - 3.1 Health & safety policies
 - 3.2 Security services
 - 3.3 Emergencies
 - 3.31 Fire
 - 3.32 Weather hazards

08

- 3.33 Pandemic

09

- 3.4 Student code of conduct
 - 3.41 The campus expectations
 - 3.42 Freedom of expression
 - 3.43 No discrimination
 - 3.44 Dress code
 - 3.45 Alcohol
 - 3.46 Drugs, narcotics, and paraphernalia
 - 3.47 Dangerous or threatening behaviour
 - 3.48 Bullying and harassment
 - 3.49 Sexual assault or harassment
 - 3.50 Prostitution
 - 3.51 Stalking
 - 3.52 Disruption
 - 3.53 Weapons, firearms or ammunition
 - 3.54 Ethics
 - 3.55 Internet use
 - 3.56 Restricted areas
 - 3.57 Pets
 - 3.58 Violations
 - 3.59 Disciplinary procedures
 - 3.60 Complaints

11

4. Advertising and media policy
5. Digital and social media policy
6. Data protection policy



WELCOME NOTE



Dear Students,

Welcome to Unicity International Education Hub! We are delighted that you have chosen to pursue your higher education at one of our partner institutions. At Unicity International Education Hub, we are committed to offering you a stimulating campus environment and to helping you develop not only knowledge and technical skills throughout your studies, but also soft skills and a positive social experience.

We urge you to take full advantage of the sports and leisure facilities on the Unicity and Pierrefonds campuses and to enjoy the unique student experience of living in our Halls of Residence, for those staying there. We are an international campus that is home to students from many different cultures and communities. It is part of the Unicity International Education Hub experience to learn from your peers, and we expect you to do so with respect and understanding. We encourage our students to interact both with peers from within their institutions and from other institutions on campus as well.

Dr. Dhanjay Jhurry

Managing Director Education
Unicity International Education Hub

***As you embark
on this exciting
new journey,
I wish you
every success
and satisfaction.***



STUDENT AFFAIRS

2.1 STUDENT INFORMATION DESK

Opening hours of the UIEH Administrative office;

Monday to Friday – 8.30 to 17.00

T: 401 2400

2.2 CAMPUS DIRECTORY

SANJANA GUNASEE-SOOBEN

Project and Operations Manager

sanjanags@uniciti-ieh.com

T: 401 2400

ANJULI BISMOHUN

Administrative Coordinator

anjulib@uniciti-ieh.com

T: 401 2400

CHOWSHEENI LAKSHMI RADHAKESOON

Sales and Marketing Executive

lakshmir@uniciti-ieh.com

T: 401 2412

FABIEN SEEGOOLAM

Campus Logistic Support

fabiens@uniciti-ieh.com

T: 5729 6260

2.3 AUTHORITIES' CONTACT NUMBER

Police Station: 999

Nearest Police Station:

1. Bambous Police Station: 452 0870
2. Flic En Flac: 453 9916

Fire Station: 995

Nearest Fire Station:

1. Quatre Bornes: 464 3068

Ambulance – SAMU : 114

Nearest Public Hospital:

1. Candos: 402 0800

Nearest Private Clinic:

2. Clinic-Bon Pasteur, Rose Hill: 401 9500
3. Clinique de L'occident, Flic en Flac: 453 5858

2.4 CAMPUS ACCESS

The UIEH Campus Administrative Office is open on weekdays from 8.30 to 17.00 and on specific Saturdays from 9.00 to 12.00. Students need to coordinate with their respective universities for prior approval beyond normal opening hours. All students should abide to the campus rules even after the normal working hours.

2.5 PARKING FACILITIES

Designated parking areas are available at the entrance of the Campus. Students will not be allowed to park their vehicles outside these zones. Students are requested to drive slowly from the entrance to the parking area as the driving area is shared by pedestrians. Uniciti Education Hub is not liable for the theft of personal property left in vehicles parked in the parking area.

2.6 SQUARE ROOT RESTAURANT

A student restaurant, named Square Root, is situated on the campus. The opening hours of the restaurant is from 8.30 to 17.00 and provides food for breakfast and lunch with seated areas. Student can as well enjoy facilities like a pool table, baby foot and music. All students are expected to maintain cleanliness and hygiene at the restaurant. Littering, vandalism on the tables and breakage are not permitted. Students shall be liable for bearing all costs of any damage that he or she causes in or to the campus facilities/property, and/or may be subject to disciplinary measures. The restaurant is equipped with a Security Camera system.

The Campus Code of Conduct applies to the Square Root Restaurant as well. Smoking is prohibited in the premises. Square Root shall not be liable for theft of personal property left unattended at the restaurant.

CAMPUS REGULATIONS AND POLICIES

3.1 HEALTH & SAFETY POLICIES

Our mission is to enrich the quality of life of our campus by providing a safe and secure environment based upon effective relationships and excellence in service. We do so by integrating the best practices in terms of security devices, fire safety, emergency preparedness, and state-of-the-art technology.

3.2 SECURITY SERVICES

Our premises are under surveillance and covered by CCTV cameras for your utmost security and safety (as per clause 3.1 and 3.33). The cameras are placed mainly in the corridors of the main building, main building, student restaurant and the parking, and the footages are available for 1 week. Caudan security officers also patrol the campus site for added security together with Medine security services. The campus is secured through an alarm system. Please report to the administration in case of any damage, lost or stolen personal items on campus.



3.3 EMERGENCIES

Emergencies are situation where there is an immediate risk to health, life, property, or environment. Emergencies include, but not limited to, fire, cyclones, natural disasters, pandemics, bomb threats etc. Emergencies require urgent intervention to prevent a worsening of the situation. Unicity Education Hub has trained its staff and carried out life safety inspections of the building. In case of any emergency, please stay calm and follow the guidelines given by the admin support of the respective institutions or the concerned authorities.

3.31 FIRE

We prevent against any fire outbreak by using the best infrastructure, but we also perform, through our collaborators of the Medine Group, life safety inspections of campus buildings and fire system reliability testing. Fire and emergency drills will therefore be conducted to ensure all students are conscious of sheltered zones and assembly points in case of fire.

3.32 WEATHER HAZARDS

Mauritius being a tropical island, we are not cyclone-proof or protected against flash floods and torrential rains. The campus will therefore close as soon as a warning class 2 is in force in Mauritius. If a warning class 2 is announced while students are on campus, they will be requested to leave for their own safety. If the campus is closed, you will be receiving an email from your institution to inform you thereof. Please do not come to the campus when it is closed as you will be doing this at your own risks. Unicity International Education Hub strictly abides by the guidelines and communiques of the Ministry of Education, Tertiary Education, Science and Technology with regards to Weather Hazards for the safety of students.





3.33 PANDEMIC

In the event of a pandemic, students are expected to fully comply with the guidelines set by Unicity International Education Hub, the partner universities and the local authorities.

Guidelines include, but not limited to, the following:

1. Closing of the campus,
2. Possibility of online classes,
3. Cancellation of activities and gathering,
4. Wearing of mask, gloves and any other equipment once back on campus,
5. Social distancing as well as regular cleaning,
6. Access to some areas might even to be closed,
7. Total lockdown or curfew orders.

As per the government's regulation, all students above 18 years old must either be vaccinated or produce a negative RT-PCR test result valid for last 7 days to access the campus. All students should always have a copy of either their vaccination card or negative RT-PCR test result in their possession when they are on the campus. Students without these documents will not be allowed to access the campus.

Your respective institution will communicate the regulations to you. Failure to abide to the guidelines may result in a mandatory referral for disciplinary action and/or civil and/or criminal action being taken against you. Unicity Education Hub strictly abides by the guidelines and communiques of the Ministry of Education, Tertiary Education, Science and Technology with regards to pandemics and national emergency for the safety of students.



STUDENT CODE OF CONDUCT

Note that it is a non-smoking campus.

3.41 THE CAMPUS EXPECTS FROM ALL ITS STUDENTS ON THE CAMPUS TO:

- Comply with the requirements of their programme of study and partner universities.
- Comply with any ethical code of conduct that may be applicable to them whilst studying at the institution.
- Respect other students' basic rights to work and live in a safe, secure environment, free from anxiety, fear intimidation and harassment.
- Respect other students' basic rights to freedom of speech provided that such Freedom of Expression complies with the regulation of the partner universities and the laws in force in Mauritius.
- Maintain due confidentiality where they have access to confidential information of any nature.
- Provide accurate information in respect to their student status to enable the maintenance of proper records and keep the institution informed of said changes.
- Treat campus property and materials with care and respect and act in a manner that does not bring the campus into disrepute.

3.42 FREEDOM OF EXPRESSION

Students have the right to freedom of expression by word or symbol as long as it does not materially or substantially interfere with the orderly operation of the campus or with the rights of others as conferred by the laws in force in Mauritius. This right of expression does not protect disruptive, threatening, lewd, indecent, or obscene conduct/forms of expression.

3.43 NO DISCRIMINATION

Uniciti International Education Hub does not discriminate against individuals on the basis of race, colour, sex, religion, creed, age, sexual orientation, gender, disability, or national origin of all individuals in respect to the administration of the programme and activities conducted by Uniciti International Education Hub or any of its several partner universities. Additionally, no chartered student organization may engage indiscriminatory conduct whether collectively or through the actions of its individual members.

3.44 DRESS CODE

Students shall come to class looking and maintaining a respectable casual dress code. Beach singlet, swimming suit, bikini, and clothes where underwear is clearly visible, are not allowed.

3.45 ALCOHOL

Uniciti International Education Hub is committed to fostering an environment in which students assume responsibility for their lives and decisions. Students are prohibited from possessing alcohol on Campus grounds, in the Campus' buildings and at the student restaurant, Square Root. These directives shall be binding on all students and include visiting students. Intoxication is prohibited and will result in a mandatory referral for disciplinary action. Dismissal may occur if there are subsequent instances of intoxication, or if violence, or other problems accompany the intoxication.

3.46 DRUGS, NARCOTICS, AND PARAPHERNALIA

It is strictly forbidden for any students to store, possess, manufacture and/or sell any controlled and/or illegal substances and/or drugs for intoxication and/or abusive use of such substances and/or drugs. Students suspected of violating this policy may be confronted by staff members and/or the Police and authorities and/or expelled with immediate effect. Criminal legal action and civil legal action may be taken against you. The following consist of additional violations under this policy: **a.** Possession and use of marijuana or use of products that resemble or smell like marijuana is prohibited. **b.** The misuse of prescription medication and/or cleaning products or fumes. **c.** Inability to exercise care for one's own safety and/or the safety of others while under the influence of controlled substances. **d.** Suspicion of using illegal drugs which includes, but is not limited to, marijuana odour emanating from a unit, drug paraphernalia seen in a class, synthetic drugs etc. **e.** The sale and/or distribution of drugs and/or paraphernalia are prohibited. Any person found in possession of any drugs as above or using such substances during campus activities or within the campus will be expelled with immediate effect. In addition, the matter will be reported to the Police and the relevant authorities.

3.47 DANGEROUS OR THREATENING BEHAVIOUR

Any activity, which can be interpreted as endangering or harming oneself, any other student and/or guest is prohibited. Conduct that threatens or endangers the health and/or safety of any person including physical abuse, verbal abuse, foul language, threats, intimidation and/or harassment are strictly prohibited. Committing acts of physical and/or mental abuse or engaging in actions that intimidate, harass, threaten, coerce, or otherwise endanger the health or safety of self or another person (including threats or attempts of suicide) is prohibited. This includes but is not limited to physical harm or threat of physical harm to any person and/or to self.

3.48 BULLYING AND HARASSMENT

Uniciti International Education Hub and partner universities advocate a positive and safe environment free of discrimination or forms of harassment for its students, and staff and does not tolerate bullying and harassment of any kind. Harassment is defined as unwelcome and objectively offensive conduct that **a.** has the purpose or effect of unreasonably interfering with an individual's work or educational environment, **b.** is directed at a particular individual or individuals, and **c.** is abusive or severely humiliating. Such behaviour is subject to disciplinary action. Criminal legal action and civil legal action may be taken against you.

3.49 SEXUAL ASSAULT OR HARASSMENT

Uniciti International Education Hub and partner universities are dedicated to creating a respectful learning community, free from any form of sexual assault. Sexual harassment on campus or in other settings related to the campus, is unlawful, as well as unethical, and will not be tolerated. Sexual assault or harassment can be defined as, but not limited to, Non-Consensual Sexual Contact and Non-Consensual Sexual Penetration. Uniciti International Education Hub and partner universities will respond promptly to formal complaints of sexual harassment, and, where it is determined that sexual harassment has occurred, will act promptly to eliminate the conduct, and impose such corrective action as is necessary, including disciplinary action where appropriate. Criminal legal action and civil legal action may be taken against you. Victims will be encouraged to report the case to the Police.

3.50 PROSTITUTION

Uniciti International Education Hub and partner universities have a zero tolerance policy on soliciting, promoting or offering prostitution. Every case reported will be investigated promptly and in case the policy has been violated, take appropriate corrective and remedial action will be taken, up to and including expulsion from the campus.

3.51 STALKING

Stalking is conservatively defined as a course of conduct directed at a specific person that involves repeated (two or more occasions) visual or physical proximity, non-consensual communication, or verbal, written, or implied threats, or a combination thereof, that would cause a reasonable person fear. Stalking may include cyber-stalking, in which electronic media such as the internet, cell phone, texts, or other forms of electronic contact are used to make unwelcome contact with another person. Uniciti International Education Hub together with the institutions will respond promptly to formal complaints of stalking, and, where it is proven, will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate. Criminal legal action and civil legal action may be taken against you.

3.52 DISRUPTION

Disruptive student behaviour is student behaviour in a classroom or other learning environment (to include both on and off campus locations), which disrupts the educational process. Disruptive class behaviour for this purpose is defined by the instructor. Such behaviour includes, but is not limited to, verbal or physical threats, repeated obscenities, and unreasonable interference with class discussion and persisting in disruptive personal conversations with other class members. For purposes of this policy, it may also be considered disruptive behaviour for a student to exhibit threatening, intimidating, or other inappropriate behaviour toward the instructor or classmates outside.

3.53 WEAPONS, FIREARMS OR AMMUNITION

The possession or use of firearms, ammunition, explosive materials, pistols, revolvers, pellet guns, airguns, and/or injury-threatening weapons deemed by law enforcement to be deadly

are strictly prohibited. This also includes, but is not limited to daggers, machetes, slingshots, knives, weapons commonly known as blackjacks, sandclubs, billy-clubs, and metal knuckles. Metal pipes, bars, razors with an unguarded edge or any knife being used for a purpose other than the purpose for which it was intended (i.e. a kitchen knife being used as a weapon or to instil fear in another). This is considered as a material breach and will result in expulsion from the campus. Criminal legal action and civil legal action may be taken against you.

3.54 ETHICS

You are requested to keep a professional behaviour in all conversations and interactions with the Uniciti International Education Team, the lecturers, the institution staff, the security, service providers and persons working on the campus. It is prohibited to ask or receive anything personal from the Uniciti Education team, the security guard or from any other persons working on the campus. It is strictly prohibited for a security guard or any person working as cleaner or gardeners to give or to sell any articles such as food, drinks, cigarette, or any gift to student. The Access in the security post is strictly prohibited for students, particularly for personal conversation.

3.55 INTERNET USE

You will be able to access free internet on the campus. Inappropriate use of the Internet (illegal sites, pornographic sites, etc.) is strictly prohibited.

3.56 RESTRICTED AREAS

Students are required not to cross specific areas where they do not have access. The areas are, but not limited to; admin office of UIEH, gate posts, staff parking area, kitchen, roof top and grounds occupied by other tenants like l'Odysée du Savoir.

3.57 PETS

Pets and animals are not allowed in the classroom and on the campus, at any time.

3.58 VIOLATIONS

Violations of articles 3.41 to 3.58 will lead to disciplinary actions taken by UEH and partner universities.

3.59 DISCIPLINARY PROCEDURES

Matters relating to academic misconduct will be dealt directly with the partner universities.

3.60 COMPLAINTS

If you wish to file a general complaint, not pertaining to your courses, please send a written correspondence (mail or letter) with subject 'Complaint' to the administrative office, within one week of the incident. Please provide details on the incident; date, time, venue, person(s) involved, type of incident and be factual. Uniciti International Education Hub will respond promptly to formal complaints.

ADVERTISING AND MEDIA POLICY

Uniciti International Education Hub uses the best platforms and advertising channels to promote its partner universities and the programmes available on Campus in accordance with the law. It is of utmost importance for the promotion of the Campus, that students participate in its advertising campaigns and the Campus invites all students wishing to participate in such advertising campaigns to contact the Communication team of Uniciti International Education Hub. A consent form in line with the General Data Protection Regulation and the Data Protection Act 2017 authorising the Campus to use the student's image is available for those wishing to participate in the Campus' advertising campaigns.

DIGITAL AND SOCIAL MEDIA POLICY

Social media is a growing part of communications at Uniciti International Education Hub and is used to build online awareness of the Campus' events, activities, and accomplishments. These platforms are used to build a sense of community among and communicate with the institutions' key audiences such as students, parents and partners. Students are invited to share Campus' news and events that are a matter of public record with their family and friends. When using social media for personal purposes, a student maybe mistakenly be perceived as an authorised agent of the Campus, students need to ensure that opinions and/ or views expressed, and/ or all images/videos posted, are in this respect, not endorsed by the Campus. Students are not allowed to use the logo of Uniciti International Education Hub and branding materials of the Campus and its affiliates without the written authorisation of the Campus' management.

DATA PROTECTION POLICY

Uniciti International Education Hub follows the General Data Protection Regulation and the Data Protection Act 2017 in handling data provided by students, and the partner universities.

UIEH MAP

LEGEND

01 - L'ODYSSÉE DU SAVOIR

02 - CLUBHOUSE

03 - L'ODYSSÉE DU SAVOIR

04 - VATEL

05 - CLASSROOM

06 - AMITY

07 - AMITY

08 - SQUARE ROOT RESTAURANT

09 - GATE POST





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