

# TERTIARY EDUCATION COMMISSION

REDUIT,  
MAURITIUS



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## **REGISTRATION OF POST-SECONDARY EDUCATIONAL INSTITUTIONS** **APPLICATION FOR REGISTRATION**

### **A. ADMINISTRATIVE DATA**

#### **1 Legal name of the institution**

#### **2. Particulars of authorised contact person**

##### **(a) Name**

##### **(b) Designation of contact person (e.g. MD, Principal, Head of Academic Affairs)**

##### **(c) Postal address of contact person**

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##### **(d) Telephone number**

(e) Fax number

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(f) E-mail address

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**3. Postal address of the institution**


**4. Physical address and contact details of head office**

Telephone	
Fax	
E-mail address	

**5. Physical address and contact details of main campus**

Telephone	
Fax	
E-mail address	

**6. Website**

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**B. COMPANY REGISTRATION AND GOVERNANCE PARTICULARS**

1. **Legal name of the institution (same as in item 1)**

2. **Official trading name, abbreviation or acronym (if applicable)**

3. **Type of legal person**

4. **Company registration number**

5. **Indicate whether the applicant is a local or foreign legal person**

6. **If foreign, indicate the country of origin**

7. **Details of the parent institution**

(a) Name of the parent institution

(b) Name of the head of the parent institution

(c) Postal address


(d) Physical address


(e) Telephone number

(f) Fax number

(g) E-mail address

(h) Website

8. **Particulars of the Management**

(a) Chief Executive Officer or head of the institution

(i) Name

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(ii) Title

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(iii) Telephone number(s) including cellular phone number, if available

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(iv) Fax number

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(b) Names and designation of the current directors of the institution

<b>Surname &amp; Initials</b>	<b>Title</b>	<b>Designation</b>

9. Contact details of the applicant

Telephone	
Fax	
E-mail	

10. **Holding company or any other organisation to which the institution is subordinate**

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11. **Relationship between the institution and the holding company or other organisation**

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- 12 **List of owners in accordance with the Memorandum and Articles of Association**

<b>Surname &amp; Initials</b>	<b>Title</b>

13. **Details of the auditors of the institution**

- (a) Name of the auditor of the institution

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- b) Registration number issued by the Mauritius Institute of Public Accountants

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14. **Tax and business registration details**

- (a) VAT Registration Number

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(b) Tax Account Number

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(c) Business Registration Number

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**C. PARTICULARS OF LEARNING PROGRAMMES**

**1. 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

**2. Table 2: Proposed sites for programme delivery**

Name	Physical address	Programmes to be delivered

**D. STAFF AND STUDENT DATA**

1. **Table 03:** 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				
Academic/Research staff				
	Full-time			
	Part-time			
Support staff				
	Full-time			
	Part-time			
Service staff				
	Full-time			
	Part-time			

2. **Table 04: Data for each post-secondary education programme**

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



**E. FINANCIAL VIABILITY REPORTS AND LEGAL DOCUMENTS TO BE PROVIDED** **CHECKLIST**

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.

**F. 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.

**G. INTER-INSTITUTIONAL AGREEMENTS AND MARKETING INFORMATION**

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

**H. ADMISSION INFORMATION AND STUDENT RULES**

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

**I. 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.
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