



Greenwich University

Pakistan Mauritius Branch Campus

STANDARD OPERATING PROCEDURE

For the International Students

Admission Office Check List

Before Arrival in Mauritius

1. Email / Telephonic Follow Up /Query Response
2. Online Interviews / Interview Sheet / Recommendation for English / No Job Only Studies
3. Acceptance Letter
4. Bank Letter
5. Acknowledgement Letter for Visa Processing Fee Payment
6. Visa Confirmation / Payment Requirement Letter
7. Visa Sending Letter

After Arrival in Mauritius

1. Pick up from the Airport and settlement at the Hostel Mr Qaiser Shahzad
2. Next Day of Arrival
Completion of Student File Ms Girisha
 - Cross check all the documents with original
 - Admission form
 - Undertaking of Rules and Regulations
 - Accommodation Contract
 - Return Ticket
 - Entry Stamp
 - Visit to the Campus / Facilities and Departments
 - Introduction with Faculty/Staff and Students
 - Issuance of Regular Class Timetable
3. Medical Checkup Mr Qaiser Shahzad
4. Issuance of Student ID Card and Buss Pass
5. Issuance of Sim Card

Reply of the Admission Query:

Dear Mr / Ms

Greetings from Greenwich University.

Thank you for your interest in admission in our degree program.

You will be happy to know that Greenwich University Mauritius Branch Campus is offering extensive scholarship upto 40% for the 1st year of enrolment in any degree program.

to avail the above scholarship, you may follow the following admission process:

Admission Process

1st Step:

Apply Online

visit the following link and fill the form online:
<http://greenwich.edu.pk/Default.aspx?v=10302001>

or

Fill the Form manually and submit alongwith all the required documents

2nd Step:

Acceptance Letter & Invoice

After the scrutiny of the Online Application Documents, the Admission Department of Greenwich University will issue the Acceptance Letter and Invoice

3rd Step:

Payment of Invoice:

Fee should only be paid online to the bank directly. No fee will be submitted at the Campus or in Person

4th Step:

Student Provisional Visa

Once payment is received the Greenwich University Admission Department will apply student visa for 03 months validity, which will be processed in 04 weeks' time

5th Step:

Accommodation

Decent and nearest to the campus residence may be arranged as per student requirement / choice upto USD 250-300/ Month (Single / Double occupancy including, Electricity, Water, Gas, Internet and Security)

6th Step:

Travel to Mauritius

Once visa is received, the student will travel to Mauritius. Airline Fares and Routes as per your country can be find out direct from the airlines, internet or via Travel Agent

7th Step:

Medical Examination in Mauritius

After arriving Mauritius, the Student will appear in Medical Examination

8th Step:

Issuance of Regular Student Visa

After Medical (HIV, Hepatitis, Chest Infection Clearance) the Regular Student Visa will be issued by Passport and Immigration Office in 02 months' time

Acceptance Letter

April 24, 2017

GUPMBC/0195/2017

Ms. Anu Shrestha
Nepal

Provisional Acceptance Letter

Dear Ms. Anu Shrestha

Greetings from Greenwich University

It is a pleasure to inform you that your application for admission has been accepted provisionally on the course of study stated below:

- **Full Name** : **Ms. Anu Shrestha**
- **Date of Birth** : 10/05/1997
- **Passport Number** : 10242767
- **Full Address** : Kanchhi Bazar, 24 Tilottama,
Rupandehi, Nepal

Course Details

- **Academic Status** : Full Time
- **Professional Program** : BSc (Hons) Business Administration
- **Hours Per Week** : 20
- **Program Start Date** : June 15, 2017
- **Program Duration** : 04 Year
- **Fee to be paid** : USD 3500
an initial fee of USD 500 (nonrefundable) to be submitted in the following bank account, and after the visa process the remaining amount will be deposited.

If you have any queries, please do not hesitate to contact us.

Looking forward to welcome you at Greenwich University Pakistan Mauritius Branch Campus.

Yours Sincerely,

Rab Nawaz
Manager Academics

Note:

- *Fee is non-refundable, non-adjustable and non-transferable.*
- *No payment will be made via cash, in person or at Campus. All the transactions will be made to the above account*
- *Regular Acceptance will be granted upon provision of the Original Documents to the Admission Office and due verification from the awarding institutes.*

Bank Letter

April 25, 2017

GUPMBC/RN-MA/0195/2017

Ms. Anu Shrestha
Nepal

Dear Ms. Anu Shrestha

Greetings from Greenwich University Pakistan Mauritius Branch Campus.

Please refer to your acceptance letter No GUPMBC/RN-MA/0000/2017 dated April 24, 2017. You are advised to make the payment as mentioned below:

Discounted fee for the 1st Year of Study:

USD 3350

*(US Dollar Three Thousand Three Hundred and Fifty only).
an initial fee of USD 500 (non-refundable) to be submitted in the following bank account
and after the visa process the remaining amount will be deposited.*

Bank Account Details:

- Bank Name: HBL, Rose Hill Branch, Mauritius
- Account No: 005021001325
- IBAN No: MU88HABB000050210013250000
- SWIFT CODE: HABBMUMU

Upon confirmation of your payment the Admission Office will apply for your student visa. Once the visa is received you will have to pay remaining amount of USD 3000 (US Dollar Three Thousand One Hundred only), and upon full payment you will be issued the sent your partial student visa to travel to Mauritius as Greenwich University Student.

In case of any query, please contact us.

With best regards,

Sincerely,

Rab Nawaz
Manager Academics

Note:

- *Fee is non-refundable, non-adjustable and non-transferable.*
- *No payment will be made via cash, in person or at Campus. All the transactions will be made to the above account*
- *Regular Acceptance will be granted upon provision of the Original Documents to the Admission Office and due verification from the awarding institutes.*

Acknowledgement Letter for Payment

April 24, 2017

GUPMBC/RM-MA/0000/2017

Mr Sanajay Shatra
Sri Lanka

Dear Mr Sanjaya:

Greetings from Greenwich University Pakistan Mauritius Branch Campus.

Please refer to your Acceptance Letter No GUPMBC/RN-MA/0000/2017 dated April 24, 2017, for provisional admission in Undergraduate Degree program at Greenwich University Pakistan Mauritius Branch Campus.

We acknowledge the receipt of payment of USD. 250 (US Dollar Two hundred and Fifty only) received dated April 15, 2017 via bank transfer. Please note that the 2nd installment of USD 3100 (US Dollar Three Thousand One Hundred only), should be paid within 03 days of visa confirmation.

You are now advised to submit the following documents to process your visa. Please send the same latest by..... / / 2017, as the visa process takes at least 04 weeks' time:

- High Resolution Pictures (Scanned)
- Police Clearance Certificate
- Medical Certificate (HIV, Hepatitis, Chest Infection clearance)
- Scanned Copy of Passport
- Bank Statement of Last 06 Months and Account Maintenance Certificate (*incase if parents or guardian their bank statement alongwith an affidavit and copy of their National Identity*)

Please do not hesitate to contact us, we would love to answer your queries

With best regards,

Sincerely,

Rab Nawaz
Manager Academics

Visa Confirmation and remaining payment Letter

April 24, 2017

GUPMBC/RM-MA/0000/2017

Mr Sanajay Shatra
Sri Lanka

Dear Mr Sanjaya:

Greetings from Greenwich University Pakistan Mauritius Branch Campus.

Please refer to our letter No *GUPMBC/RM-MA/0000/2017* dated / / 2017, regarding processing your Partial Student Visa. We are pleased to inform you that your partial Student Visa is received.

You are now required to pay the remaining amount of USD USD 3000 (US Dollar Three Thousand One Hundred only) for the 40% discounted fee for your first year of study in BSc Hons in Business Administration Program, within 3 days of receiving of this email, so that your visa may be sent to you.

Please sent us the Payment Receipt, one the above payment is made.

In case of any query, please do not hesitate to contact us

With best regards.

Sincerely,

Rab Nawaz
Manager Academics

Payment Confirmation and Visa Sending Letter

April 24, 2017

GUPMBC/RM-MA/0000/2017

Mr Sanajay Shatra
Sri Lanka

Dear Mr Sanjaya:

Greetings from Greenwich University Pakistan Mauritius Branch Campus.

We acknowledge receipt of your payment of USD 3000 (USD Dollar Three Thousand One Hundred Only). In total, you have paid one-year fee with (40% discount) for your enrolment in BSc (Hons) Business Administration Degree Program at Greenwich University Pakistan Mauritius Branch Campus

It's a pleasure to enclose your partial student visa Letter No Dated ... / / 2017 to enter Mauritius as Student. Please note that this partial visa is valid for a duration of 03 months, and as per the mentioned letter, you will have to enter Mauritius latest by / / 2017. Please read the letter carefully, you will have to abide the points written in the letter strictly.

Upon your arrival to Mauritius you should appear for amedical test. After clearance of this test you will be eligible for the regular student visa within 03 months' time by the Passport and Immigration office, Mauritius.

We are here to help you for the accommodation. Safe, Decent and near to the Campus Accommodations are available. The accommodation (Single or Double Sharing) ranges from USD 250-300 per month (inclusive of gas, water, electricity, internet, laundry and Security). Please confirm us the same so that we may send you the Accommodation Confirmation Letter

Please share your travel itinerary, so that we may welcome you at the airport. Please do not forget to bring the following with you while you are travelling:

- 10 Passport Size Photographs (At least)
- Original National Identity Card
- Original Passport
- Visa Letter
- Accommodation Confirmation Letter
- Provisional Admission Acceptance Letter
- Original All Academic Documents
- Return Air Ticket

Your classes are starting from / / 2017, and the Orientation Launching Ceremony will be held on May 24, 2017.

Please do not hesitate to contact us, we would love to answer your queries

We are looking forward to welcome you to Mauritius.

With best regards.

Sincerely,

Rab Nawaz
Manager Academics

UNDERTAKING

Student Accommodation

I, S/o.....
 Bearing Passport, No..... Nationality
 Student of Greenwich University Pakistan Mauritius Branch Campus, BSc Hons Business Administration Degree Program is hereby inform you that I have reached Republic of Mauritius on / / 2017

I would like to inform you that I am staying at the following accommodation:

Address:

Telephone No: Email:

Contact Person at Accommodation:

Mobile No:.....Email:

I hereby undertake I will abide by all the laws, rules and regulations of Republic of Mauritius, as well as of Greenwich University Pakistan Mauritius Branch Campus

I am responsible to pay my accommodation, and to keep it maintain as per the accommodation contract I have signed. I will not involve in any unethical or illegal activity. In case I found guilty in any misconduct unethical or illegal activity, the University has the right to expel me and to cancel my Visa.

My Mauritian mobile No is

Email:

Reference in Mauritius

Mobile No:.....Email:

Signature:

Date :// 2017

Undertaking

I, S/o, bearing national Identity / Passport No would like to inform you that I will reside at.....during my stay in Mauritius for my Studies At Greenwich University Pakistan Mauritius Branch Campus inDegree Program

I hereby confirm that during his stay in Mauritius for my studies for a degree, at the (hereinafter referred to as the University) I will comply with all the Rules and Regulations of the University. I further confirm that I will comply by the discipline of the tertiary institution at all time. In case of any incident involving acts of misconduct or indulge in any unauthorized illegal activities I shall be personally liable for same. This absolving the University of any responsibility or obligations for any of my act of doing or any matter arising therefrom.

I hereby confirm that I am fully aware that In case I found guilty in any misconduct unethical or illegal activity, or noncompliance of the rules and regulations of the University, the University has the right to expel me and to cancel my Visa without any fee refund, transfer or adjustment.

Following are the Immediate / Emergency Contact Nos for any query / information:

Father / Mother / Guardian: _____

Residential Address: _____

Tel (Home): _____ Tel (Office) : _____

Mobile: _____ Email: _____

Signature ___ of Student _____ Date: _____ / _____ / 2017

Signature _____ Date: _____ / _____ / 2017

Reference 1:

Name : _____ Relation: _____

Residential Address : _____

Tel (Home): _____ Tel (Office) : _____

Mobile : _____ Email: _____

Signature _____ Date: _____ / _____ / 2017

Reference 2:

Name : _____ Relation: _____

Residential Address : _____

Tel (Home): _____ Tel (Office) : _____

Mobile : _____ Email: _____

Signature _____ Date: _____ / _____ / 2017

University Rules and Regulations:

Students have been given a unique opportunity to join a body of students and teachers in the furtherance of quality education. They are treated as individuals committed to obtaining the best education available. They are expected to behave in an orderly and disciplined way. Ignorance of rules and regulations, academic/administrative, is no excuse for any damage or liability which you may face or incur during your course of study. Strict disciplinary action (that may result in immediate suspension from the program, or cancellation of Student Visa) would be taken against all those who do not abide with clear instructions .

To this end, the Students should strictly abide to all the law/rules and regulations of the University and existing law of the Republic of Mauritius

A. Attendance

1. Must strive to maintain full and total attendance in each course in every semester
2. A minimum of 80% attendance is required to be eligible to take part in any Examination.
3. Three (03) consecutive absences without written formal approval of the University, may lead to disciplinary sanctions (including expulsion, fines, denial of campus services and termination of the student visa)
 - a) Must ensure to sign the Attendance Sheet in the classrooms and be sure that the signatures placed on the Attendance Sheet are the same as per admission records.
 - b) Should appear on time and remain in the classroom for the entire duration of class. If a student is absent from any part of a two-part class, he/she shall be considered absent for the whole class.
 - c) In case of an absent on genuine grounds, students must submit leave application with supporting evidence within three days. Afterwards, no application will be entertained.
 - d) A leave approval is only for the 20% that the student has the option to avail, 80% attendance still be the criterion for appearing in final exam.
 - e) The reply of student's application & attendance record can be checked from the computer placed at Examination/Communication Center.
 - f) It is the students' responsibility to be aware of their attendance status always.

B. Strict prohibitions

- a) Smoking inside the Campus
 - b) Consumption of Drugs / alcohol at the Campus / Accommodation.
 - c) Bringing or consuming food, beverages, bubblegum, beetle nut in classroom, library or computer lab.
 - d) Sexual harassment, such activity with or without consent, sexual misconduct
 - e) Use of abusive / vulgar language
 - f) Physical violence
 - g) Discrimination towards any religion, culture, faith, ethical system or belief
 - h) Spreading blasphemy about any religion, culture, faith, ethical system or belief using social media websites, short messaging service, printed material, public speaking
 - i) Not following privacy of information about any student, teacher, staff or associate
 - j) Submission of fake or forged documents, letters or references of any sort for any purpose. It may lead to dismissal without refund of fee and / or issuance of Transcript.
 - k) Infringement of Intellectual Property Laws, Copyrights or Ownership
Should Actively participate in all academic and extra-curricular activities carried out by the University / Associates
 - l) Student travel outside Mauritius without written permission of the University
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C. Student Health

Any student suffering from or believing that she/he may be suffering from an infectious illness or in whose home or lodgings there is or has been such illness must immediately notify her/his medical practitioner and the Dean/Director of her/his Faculty/Centre. No student may return to follow courses at the University until a medical practitioner appointed by the University has provided her/him with a certificate, which is to be forwarded immediately to the Dean of the Faculty/Centre Director stating that there is no longer any danger of infection being conveyed to other persons.

D. Disabled Students

- 'Disability' refers to any impairment, medical condition, mental health difficulty or specific learning difficulty that has an impact on the ability to study or any other aspect of university life.
- All disabled students considering whether to apply to the University are encouraged to contact the Administration Department to find out about the facilities that may be provided for disabled student.
- Offers of places to study at the University are made on academic merit and ranking.
- Students with mobility difficulties are strongly advised to visit the University since some physical environment of the University may not be fully accessible to such students (e.g wheelchair users or those who have difficulties with stairs).
- Disabled students at the University may be provided with one or a combination of the following arrangements:
 - (a) Provision of covered ways/lifts/ramps where applicable and possible;
 - (b) Provision of special examination arrangements, where necessary.
 - (c) Complaints from students will be handled under the University complaints procedure

E. Fees:

- a. *Failure to pay fees due may lead to results of any examination being withheld or cancelled.*
- b. *A student is not permitted to register in any academic year if he/she is in debt to the University for a previous academic year, except, by the permission of the administrative head of the University.*
- c. *No degree or qualification of the University shall be issued to a student who has not discharged all his/her financial obligations to the University.*
- d. *The University reserves the right to alter fees or other charges without notice.*

F. General Conduct of Students and University Discipline

Students shall always conduct themselves in a manner conducive to the furtherance of the Objects of the University and to the maintenance of its efficiency and well-being as an academic community.

The following shall be held to be a breach of University Discipline rendering liable to action:

- a. Breaches of Criminal Law. These will invariably be reported to the police but thus is in no way prejudices the right of the University to institute its own disciplinary proceedings whatever the outcome of the reference to the police.
 - b. Conduct which obstructs or interferes with teaching and research and the administration of the University, including during examinations (excluding cases of cheating).
 - c. Conducts which obstructs any member of the University or an officer or employee from discharging his/her lawful duties.
 - d. Conduct prejudicial to the University's relations with the public and/or its partner institutions, for example, by conveying erroneous information to the press/media, which may be construed as an exertion of undue pressure on or as a threat to the university Authorities.
 - e. Improper and indecent language and unbecoming behavior, including harassment on or off campus towards fellow students and other members of the University.
 - f. Gross misconduct that may tarnish the reputation of the University.
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Further the following behavior is expected from the students:

- a. Should use the campus property diligently and in appropriate manner, in case of any loss or damage by student he / she must bear the repair / replacement cost
 - b. The conduct of students during their stay in Mauritius should be mature and must reflect credit on the University.
 - c. All mobile phones must remain switched off (not kept on silent / vibration mode) for the entire duration of a class. Any breach of this rule will lead to immediate confiscation of the mobile phone, which will only be returned after the semester is over.
 - d. Should be dressed in decent and appropriate manner, suitable for a university student. It is clarified that under no circumstances any student will be allowed to attend classes or use library / computer lab in a casual, and shabby get up (e. g. dirty and/or wrinkled clothes, immodest and / or revealing clothes).
 - e. Should park their vehicles in the designated areas, at their own risk, outside the building. Authorized parking stickers should be displayed on vehicle.
 - f. Should keep the University informed of any change in the home address/telephone number.
 - g. Enrollment at the University carries an obligation to pay the fee for the courses at the specified times. The course fee per credit hour listed in the prospectus is for tuition and examination. Any Fee may be raised in preceding financial years.
 - h. Must display the current University Identity Cards always failing which the student may be excluded from lectures or classes; and he/she will be denied to enter the Campus and / or attend an Event outside the campus. If a student fails or refuses to produce his/her Student Identity Card on demand by any representative of the University, he or she may be denied access to any or all University premises and facilities. If the Student's Identity Card is lost, he/she should immediately inform the Student Records Office. A replacement may be issued on payment of a relevant fee.
 - i. Students may be excluded from lectures at the lecturer's and / or administrative staff's discretion, if they arrive 10 minutes late and / or misbehaved or misconducted.
 - j. The University will not be responsible for the loss of personal possessions or for any injury to students while on the premises.
 - k. It is the responsibility of the students to be fully prepared academically and morally while visiting any companies for interviews, project work assignments or field visits: they should be properly dressed, and project the right image of the University when on such a visit. They should, under no circumstances, go for such visits without taking permission from the concerned Faculty Member and the Dean. They are advised to take an introductory letter for the same and should, under no circumstances, visit any individual or organization without taking a prior appointment and approval.
 - l. It is the responsibility of the student to check the Notice Board regularly for any notice / announcement on any academic / administration issue.
 - m. All remedial or additional / Cancelled classes are updated regularly on website. It is the responsibility of student to check the same regularly. Under no circumstance any excuse will be accepted.
 - n. Any student found defacing the campus walls will face strict disciplinary action.
 - o. Should not indulge in any illegal activities or this would result in direct expulsion from University and from the country
 - p. The Passport will remain with the University for Security Measures till the end of degree.
 - q. Any representative from the University reserves the right to pay a surprise visit to your accommodation as deemed necessary
 - r. Should pay the full academic fee before the end of the academic year
 - s. In case the student is going back home for holidays while the semester is still ongoing, he / she should inform the administration in writing and only travel upon approval
 - t. Any medical issues should be immediately reported to the administration and taken care
 - u. A student may be denied access to any or all University premises or facilities without notice, and for such period as the University authorities see fit, if the University authorities consider such exclusion to be necessary in the interests of the safety or well-being of that student and/or any other member or student of the University.
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Official Communications

- a. General official communications addressed to students may be placed on official University notice boards, and/or in the Common Room, Administrative Office as appropriate.
- b. Individual official communications to students may be:
 - i. *Sent by post*
 - ii. *Handed over to students on campus*
 - iii. *Collected from designated places in the University*
 - iv. *Verbally in class*
 - v. *It is the responsibility of students to ensure that they collect their mail in the*
 - vi. *University and to acquaint themselves with the contents of all notices posted on the official notice boards.*
 - vii. *Notices may not be posted on official notice boards without the permission of the Administration. The Administration has the authority to remove unauthorized notices and notices posted other than on officially designated notice boards.*
 - viii. *All students' correspondence/request should be in writing and/or e-mail. It is the responsibility of the student to confirm that their emails are properly received. E-mail should be sent to rub@greenwich.edu.pk, unless another e-mail address has been specified or suggested by the University. Verbal request(s) will not be considered.*
- v. Failure to comply with these rules may result in the imposition of disciplinary sanctions (including expulsion, fines, denial of campus services etc.)

Signature Father / Mother / Guardian: _____ Date: _____ / _____ / 2017

Signature _of Student _____ Date: _____ / _____ / 2017

Provision of Medical Certificate

- Student Name: **Mr Syed Abdul Rehman IQBAL**
- Reached Mauritius on: Sunday, May 7, 2017
- Visa issued on: April 18, 2017
- Visa Letter Ref No: RIRS1703840

Dear Mr. Syed Abdul Rehman Iqbal:

Greetings from Greenwich University Pakistan Mauritius Branch Campus.

Regarding the above, you are advised to produce your Medical Certificate issued by a Private Laboratory / Clinic / Hospital in Mauritius certifying that you are not suffering from HIV, Hepatitis B and Chest Infection.

Once issued, kindly send the medical certificate to the admission office preferred by **May 24, 2017**. It is required to be sent to the Immigration and Visa office for your permanent visa.

With best regards,

Sincerely,

Orientation Letter

Mr Syed Abdul Rehman IQBAL

76, Trianon No 2, MSJ

Quartermontes

Mauritius.

Orientation Launching Ceremony

Dear Mr Syed Abdul Rehman IQBAL:

Welcome to Greenwich University Pakistan Mauritius Branch Campus.

You are now a part of Greenwich Family, which comprises of students from more than 08 nations all around the world. Studying at Greenwich will give you an exposure to the multicultural and multilingual society and this will help you in your overall personality grooming.

It's a pleasure to inform you that the Orientation Launching Ceremony will be held on Wednesday, May, 24 2017 at 06:00 pm, at the Greenwich University Pakistan Mauritius Branch Campus (*located at 51-B, Cybercity, Ebene, Mauritius*). The Rehearsal for the Orientation Launching Ceremony will be held on Monday, May 22, 2017 at 03:00 pm at the campus.

The Refreshers week will be from May 25, 2017 to June 2, 2017, and the regular classes will start from June 5, 2017.

Please note that it is Mandatory for every student to attend all the above.

With best regards,

Sincerely,

Rab Nawaz

Manager Academics