



**UNIVERSITY OF SEYCHELLES**

# **STUDENT HANDBOOK**

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# WELCOME TO UniSey

Message from the  
Vice - Chancellor  
Joëlle Perreau



Dear students,

Welcome to the University of Seychelles (UniSey), where you will experience higher education at the best standards from highly-skilled academic and support staff who are committed to helping you achieve your goals. Our national university may be young but we can proudly reassure you that we offer awards of proven and validated quality, recognised both locally and internationally.

UniSey operates on two main campuses: the Anse Royale Campus and the Mont Fleuri Campus (also known as the ICT Centre for Excellence). As a student, you will be following a programme of study in one of our two Faculties:

- **The Faculty of Arts and Social Development (FASD)** which houses the Department of Computing and Information Systems (DCIS), Department of Education, Languages and Media (DELM) (EDU), Department of Health and Social Care (DHSC), as well as the Creole Language and Culture Research Institute (CLCRI), the Education and Socio-Economic Research Institute (ESERI) and the Confucius Institute;
- **The Faculty of Business and Sustainable Development (FBSD)** which comprises of the Department of Business Administration and Finance (DBAF), Department of Law (DLAW), Department of Environmental Science (DENV), Department of Tourism and Cultural Heritage (DTCH) as well as the James Michel Blue Economy Research Institute (BERI) and the James Mancham Peace and Diplomacy Research Institute (PDRI).

Regardless of your Faculty, and whether you are based at Anse Royale or Mont Fleuri, becoming a student at UniSey also introduces you into a new family where your success and growth, both academically and personally, are our main objectives. The UniSey family supports, guides, accompanies all its members in a very personalised and compassionate learning environment. Our university may be small, but the services we provide are constantly aiming towards improving your comfort, enabling you to be the best version of yourself.

Learning is a dynamic experience. During this academic year, we would like to encourage you to make the most of what UniSey offers; participate in our inspiring, eye-opening and stimulating academic as well as non-academic activities. UniSey is YOUR university, YOUR community; help us make your time with us memorable and rewarding.

Together with your respective Programme Handbook and all of UniSey's Policies and Procedures, this Student Handbook is here to inform you about important aspects of being a student at UniSey. We hope you will make optimal use of it. This general handbook is a guide for all students, discussed during the time of induction and also available to download from our website.

On behalf of all UniSey staff, it gives me sincere pleasure to wish you courage, success and peace throughout this academic year!

I look forward to meeting you on one of our campuses soon!

Sincerely,

**Joëlle Perreau**

Vice-Chancellor



# WELCOME TO UniSey

## Message from the Student Council

On behalf of the University of Seychelles and the Student Council, I extend a warm welcome to each and everyone.

Firstly, let me congratulate you on your remarkable achievement of being accepted into UniSey. Your hard work and dedication to your academic studies has paid off. Today, we welcome you to the UniSey family. This is a unique path you are embarking on. It is going to be a journey of self-discovery, intellectual growth, and personal development.

The University of Seychelles is not just a place of learning; it is a melting pot of diverse cultures, perspectives, and ideas. Be sure to embrace this diversity, and engage in the activities and events organised by UniSey.

Lastly, I encourage you to make the most of your time here. Cherish every moment, get to know other students on campus and make memories that will last a lifetime.

Thank you, and I wish you all the best in your studies here at UniSey!

Mr. Steve Monnaie  
President of Student Council



**President of Student Council**  
**Mr. Steve Monnaie**

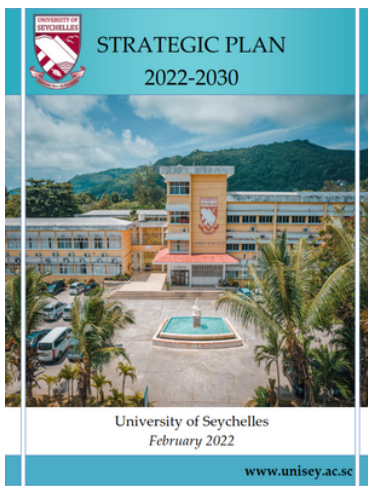


**Vice-President of Student Council**  
**Ms. Samia Brioche**

We are thrilled to welcome you to our university and are looking forward to you being part of our vibrant campus life! We are excited about learning and growing with you, regardless of where you are in your learning path.

Have a great freshers year!

Ms. Samia Brioche  
Vice-President



# UniSey's Vision, Mission and Values

## Our Vision

As the national university, we aspire to be at the heart of the socio-economic transformation of Seychelles and the SIDS community more widely, and in our own unique setting, to contribute to global knowledge and understanding.

## Our Mission

To foster a vibrant community where staff and students excel in teaching, learning and research in an atmosphere of discovery, creativity and innovation, that drives and focuses on the building of the human resource capacity required to help Seychelles achieve its development goals and that contributes to solutions for emerging 21st century challenges.

## Our Core Values

### Respect

We foster a culture of respect for every person.

### Innovation

We promote creativity, innovation and an entrepreneurial spirit for growth and development.

### Tolerance

We nurture tolerance of beliefs and are receptive to personal points of view and the culture of others.

### Transparency

We encourage intellectual openness, honesty, professional ethics and open communication.

### Quality

We strive for excellence, consistently aiming for the highest quality outcomes.

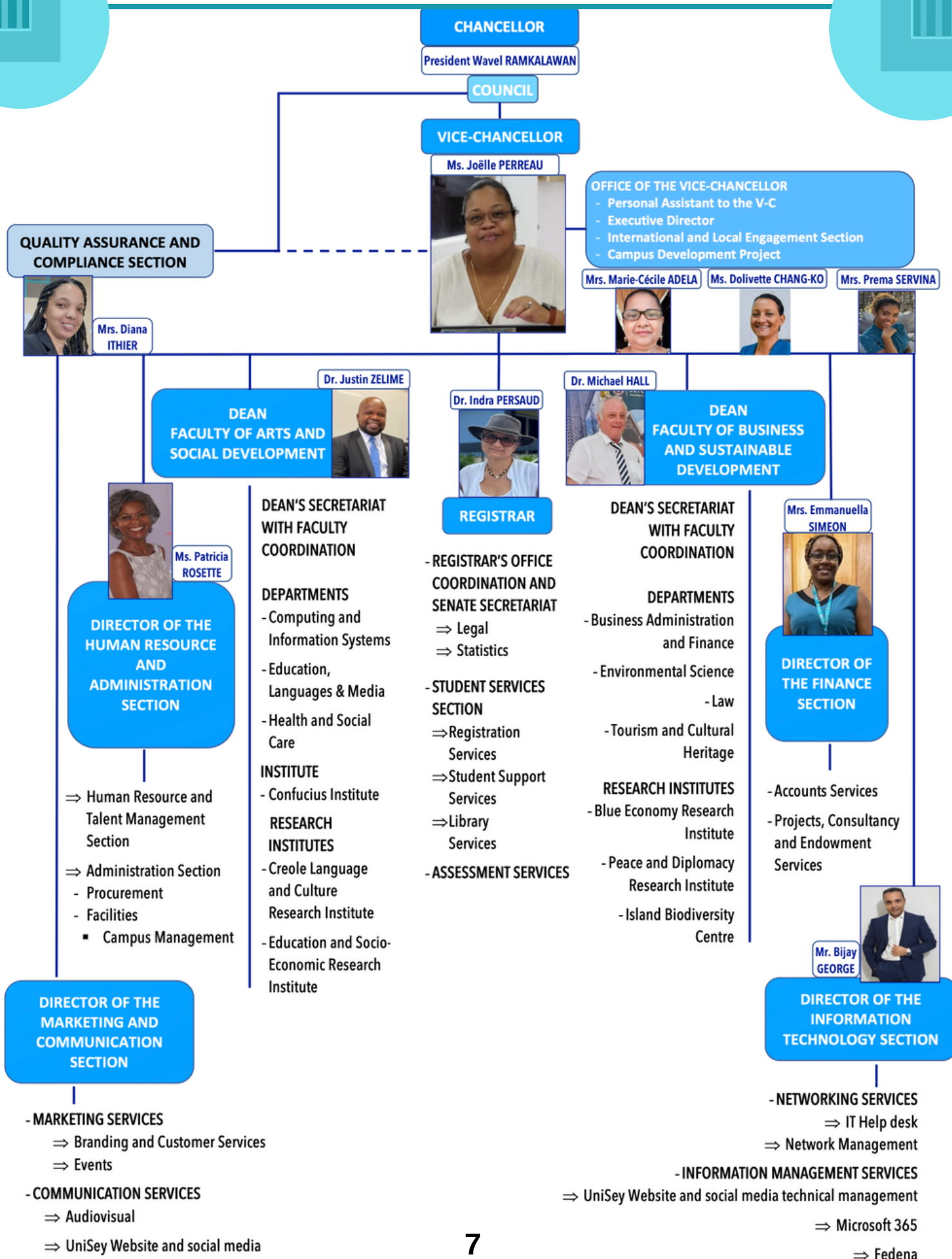
### Team Spirit

We promote team spirit in all our activities, where the faculty, staff and students work together for a common vision and collaborate with our partner institutions to maintain the highest possible standards.

### Accountability

We espouse the highest level of corporate responsibility and accountability in all our decisions and actions that we undertake.

# UniSey Structure



# Useful Contacts

## Chair of Council

Chancellor of UniSey

[council.secretary@unisey.ac.sc](mailto:council.secretary@unisey.ac.sc)

### Vice-Chancellor

Ms. Joëlle Perreau

[vc@unisey.ac.sc](mailto:vc@unisey.ac.sc)

PA to the VC - Mrs. Marie-Cecile Adela

[pa.vc@unisey.ac.sc](mailto:pa.vc@unisey.ac.sc)

Tel: 438 1202

### Registrar

Dr. Indra Persaud

[registrar@unisey.ac.sc](mailto:registrar@unisey.ac.sc)

Registrar's Secretariat Coordinator -

Ms. Natalie Esparon

[coord.regsec@unisey.ac.sc](mailto:coord.regsec@unisey.ac.sc)

Tel: 438 1209

### Dean of Faculty of Arts and Social Development

Dr. Justin Zelime

[dean.fasd@unisey.ac.sc](mailto:dean.fasd@unisey.ac.sc)

FASD Faculty coordinator -

Ms. Patsy Asman

[coord.fasd@unisey.ac.sc](mailto:coord.fasd@unisey.ac.sc)

Tel: 438 1208

### Dean of Faculty of Business and Sustainable Development

Dr. Michael Hall

[dean.fbsd@unisey.ac.sc](mailto:dean.fbsd@unisey.ac.sc)

FBSD Faculty coordinator -

Ms. Noritha Legaie

[coord.fbsd@unisey.ac.sc](mailto:coord.fbsd@unisey.ac.sc)

Tel: 438 1206

### Student Services Manager

Ms. Monica Francoise

[ss.manager@unisey.ac.sc](mailto:ss.manager@unisey.ac.sc)

Tel: 438 1242

### Student Support Services

(Counselling, non-academic student  
support services)

[student.support@unisey.ac.sc](mailto:student.support@unisey.ac.sc)

Tel: 438 1241

### Student Services

(Registration, Admissions and Student Records)

[student.services@unisey.ac.sc](mailto:student.services@unisey.ac.sc)

Tel: 438 1225

Tel: 282 2377

# Useful Contacts

## Finance

Director of Finance  
Mrs. Emmanuella Simeon

[dof@unisey.ac.sc](mailto:dof@unisey.ac.sc)  
[finance@unisey.ac.sc](mailto:finance@unisey.ac.sc)

Tel: 438 1233

Tel: 438 1234

## Assessment Services

Senior Manager of Assessment Services

Mrs. Begguita Labrosse

[assessment.senmanager@unisey.ac.sc](mailto:assessment.senmanager@unisey.ac.sc)  
[assessment.services@unisey.ac.sc](mailto:assessment.services@unisey.ac.sc)

Tel: 438 1207 / 1216

## Quality Assurance

Acting Director of Quality Assurance

Mrs. Diana Ithier

[dqa@unisey.ac.sc](mailto:dqa@unisey.ac.sc)

Tel: 438 1235

## Library Services

Senior Librarian

Ms. Marie-France Loze

[library@unisey.ac.sc](mailto:library@unisey.ac.sc)

Tel: 438 1227 / 1218

## Marketing and Communications

Director of Marketing and Communications

Ms. Dolivette Chang-ko

[dmc@unisey.ac.sc](mailto:dmc@unisey.ac.sc)  
[marketing@unisey.ac.sc](mailto:marketing@unisey.ac.sc)  
[comms@unisey.ac.sc](mailto:comms@unisey.ac.sc)

Tel: 438 1203 / 1204 / 1244

## International and Local Engagement Section (ILES)

International and Local Engagement

Senior Manager

Mrs. Prema Servina

[iles.senmanager@unisey.ac.sc](mailto:iles.senmanager@unisey.ac.sc)  
[iles@unisey.ac.sc](mailto:iles@unisey.ac.sc)

Tel: 438 1243 / 1245

## Information & Technology Services

Director of Technology Services

Mr. Bijay George

[dit@unisey.ac.sc](mailto:dit@unisey.ac.sc)

ITS Helpdesk

[its@unisey.ac.sc](mailto:its@unisey.ac.sc)

Tel: 438 1210 / 1217

Tel: 282 4135

## Facilities

Facilities Helpdesk

[facilities@unisey.ac.sc](mailto:facilities@unisey.ac.sc)

Tel: 438 1229 / 1212



# Useful Contacts

**UniSey Switchboard**

Tel: 438 1222

WhatsApp: 266 0988

**ISEICT CENTRE- MONT FLEURI**

Head of Department

Computing and Information Systems

Mr. Bernard Songwar

[hod.cis@unisey.ac.sc](mailto:hod.cis@unisey.ac.sc)

Tel: 438 1251

**Anse Royale Staffroom 1**

Tel: 438 1220 / 1238

**Mont Fleuri Reception**

Tel: 438 1250

**Anse Royale Staffroom 2**

Tel: 438 1221 / 1239

**Mont Fleuri Staffroom**

Tel: 438 1252

In addition to the above contacts, you should know the contact details of your Head of Department and the other academic staff and support staff involved in your programme of study.



**Anse Royale campus**

**Mont Fleuri campus**





# Academic Calendar

Semester 1  
July - December 2023

UNISEY GENERIC ACADEMIC CALENDAR 2023-2024				
August 2023 – December 2023 (1st Semester)				
Week	Teaching and Learning	Assessment <i>*all dates subject to change</i>	Governance Council, Senate and Senate Committees (Fac. Boards etc.)	General UniSeY Events and Public Holidays
July/August 2023	Short Courses plus CEMBA/CEMPA Semester Starts (mini-induction) ETH Zurich Transdisciplinary Case Study BSocSci Social/Youth & Community Work Field Practicum (June-Sept)	EXAMS BEd Secondary Maths, Diploma IT Supplementary/Re-sits: BBA, CEMBA/CEMPA, BSc Env Sci IEBs - BSc Env Sci and BBA/CEMPA/CEMBA	TLAC - 5th July  Senate #4/2023 - 26th July  Council #4/2023 - 10th August	International Nelson Mandela Day 18th July 28th July: General Staff Meeting #3/2023  Intercollegiate Volleyball competition - 4th Aug 15th Aug: Public Holiday - Assumption  18th Aug: EXIT SEMINAR/CAREERS FAIR
21 Aug - 27 Aug	INDUCTION for Freshers			
28 Aug - 3 Sept	First week of teaching for BBA, Environmental Science, LLB			
4 Sept - 10 Sept	BSocSci Social Work/Youth & Community Work (new cohort) starts		TLAC - 6th Sept	International Literacy Day - 8th Sept
11 Sept - 17 Sept	BA French/ Dip. Journalism/Dip. Computing & IT starts			Friday 15th: Anniversary Lecture and Staff Social Activity
18 Sept - 24 Sept	BEd, PGCE and MA Education programmes start (Term 1)			International Day of Peace - 21st Sept
25 Sept - 1 Oct	BSocSci Social Work/Youth & Community Work - continuing cohorts resume		Senate #05/2023- 27th Sept	
2 Oct - 8 Oct				Teachers' Week - DELM activity ESERI 1st Anniversary
9 Oct - 15 Oct			TLAC - 11th Oct Council #5/2023 - 13th October	
16 Oct - 22 Oct				Saturday 21st October - Fundraising Gala Dinner
23 Oct - 29 Oct				27th Oct - Staff General meeting #4/2023 Creole Day and UniSeY Staff Event
30 Oct - 5 Nov				1st Nov: Public Holiday (All Saints' Day)
6 Nov - 12 Nov		EXAMS BBA and CEMPA/CEMBA	TLAC - 8th Nov	
13 Nov - 19 Nov		EXAMS BBA and CEMPA/CEMBA	Senate #6/2023 - 15th Nov	Lecturer Evaluations - 13th Nov 16th Nov - Men Empowerment Stakeholders' Engagement Event (ILES)
20 Nov - 26 Nov		EXAMS BBA and CEMPA/CEMBA		Student Evaluations - 20th Nov to 4th Dec
27 Nov - 3 Dec	End of Term 1 - Education programmes	EXAMS BA French, BBA and CEMPA/CEMBA EXAMS 4th-6th BA French, BBA and CEMPA/CEMBA EXAMS BA French, BBA, CEMPA/CEMBA and Education	Council #6/2023 - 1st Dec	Student Evaluations - 20th Nov to 4th Dec
4 Dec - 10 Dec				GRADUATION - 7th December 8th Dec: Public Holiday (Immaculate Conception)
11 Dec - 17 Dec				Christmas Charity Event - Student Council - 13th December 2023 14th Dec: Staff Event
18 Dec - 24 Dec	Christmas Break (Campus Closed)			
25 Dec - 31 Dec	Christmas Break (Campus Closed)			

# Long Programmes

## University of Seychelles

### NQF Level 6

- Diploma in Computing and IT
- Diploma in Journalism

### NQF Level 7

- Bachelor of Laws (LLB) Honours
- BEd Primary Education
- BEd Secondary with specialisation in History / Geography / Mathematics / English
- BSc Business Administration with specialisation in Human Resource Management / International Business / Financial Services / Marketing
- BSc (Honours) Environmental Science
- BSc (Honours) Economics and Finance
- BSc (Honours) Travel and Tourism Economics
- BSocSc Social Work
- BSocSc Youth and Community Work

### NQF Level 9

- MA Education (with PGCE exit point - NQF Level 8)
- MA Peace and Conflict Resolution
- MSc Marine Science and Sustainability
- Commonwealth Executive Master of Business Administration (CEMBA)
- Commonwealth Executive Master of Public Administration (CEMPA)

## L'Universite de la Reunion

### NQF Level 7

- Licence de Français (BA French)



# Academic Policies and Guidance

Being a student at UniSey is a great opportunity to meet people who share both similar and varying interests. It is also a unique opportunity to engage more deeply in your chosen field of study. You will find that studying at university requires good time-management and application of a wide range of study skills. As an adult learner much of your time will be up to you to organise. Managing your studies may sometimes be a struggle as you may need to combine work and home responsibilities with studying.

We hope you will be enthused by the learning opportunities at UniSey and will engage as much as you can with university life.

Despite the freedom that you enjoy as a student of higher education, there are ground rules that need to be respected. The two main rules relate to class attendance and assessment. These rules are set out in our Attendance Policy and Assessment Policy documents.

## Attendance Policy



UniSey believes that regular class attendance is essential to successful academic achievement. As such, we expect all students to attend a minimum of 80% contact time for each course in their programme of study. UniSey is required to verify student attendance with partner educational institutions and students' sponsors, who seek confirmation from UniSey that students are attending classes as agreed.

## Absence from Class due to Illness or Unanticipated Circumstances

Absence is permitted only in cases of illness or another legitimate cause, although this will be considered only if the attendance percentage is above 75%.

If you miss a class because of an illness or unanticipated event, it is your responsibility to notify the lecturer through the Class Absence Notification form and provide an explanation as well as legitimate proof justifying your absence.

For example, in the case of illness, you must provide an official medical certificate signed by a doctor or authorised health officer. Failure to meet this attendance requirement – in the absence of good reasons – may lead to one, or more, of the following consequences:

- a verbal or written warning from the Head of Department
- ineligibility to sit for exams or submit assessments
- dismissal from the University.







# Assessment Policy

The term ‘*assessment*’ refers to both assignments and examinations. In other words, it includes all aspects of your programme that require you to submit work for evaluation. Your Programme Handbook will specify what this entails for your chosen courses, but due to the importance of assessment rules and regulations, it is essential that you also read through UniSey’s Assessment Policy.

**You can access the Assessment Policy here:**

<https://unisey.ac.sc/wp-content/uploads/2023/08/Senate-approved-Assessment-Policy-July-2023.pdf>

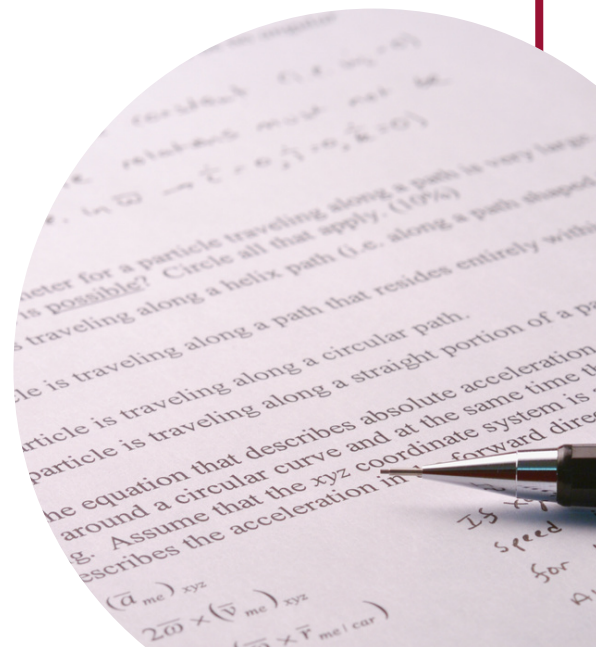
or navigate to the ASSESSMENT SERVICES webpage and see the right side menu for the link to both the Assessment Policy and Assessment Guidelines and Procedures

If you require further clarification about the way the Assessment Policy applies to your particular programme of study you should talk with the Head of Department and/or Assessment Services.

<https://unisey.ac.sc/assessment-services/>

Failure to comply with UniSey’s Assessment Policy and the assessment rules outlined in your Programme Handbook could lead to one or more of the following actions:

- a verbal or written warning from the Head of Department
- ineligibility to sit for exams or submit assessments
- cancellation of your scholarship (where applicable);
- dismissal from the University.



# IT Services

As a student of UniSey, you may spend time at either one or both of our campuses. When on campus you may want to access many of the learning facilities and resources on offer. These facilities and resources are offered through various service providers, such as Library Services, Student Services, IT Services etc.

## IT Services

IT Services provide support for accessing Internet and computing services, as well as providing you with a student email address, access to our teaching and learning networks, such as Microsoft 365, and other ICT related services.

Please visit their webpage on <https://unisey.ac.sc/technology-services/>

**\*RESTRICTIONS\*** You must not use your own wireless routers anywhere on the campus because they can disrupt the University's wireless network. In case you cause a disruption to the University's network, we will attempt to contact you, but should that prove difficult, we may temporarily switch off your network port until you reconfigure your equipment.

## IT Helpdesk

The IT Helpdesk assists you if you encounter IT difficulties.

For example;

- If you have forgotten your UniSey email username and/or password,
- If you are not able to connect to the Internet.

## UniSey Email

You will be given a <unisey.ac.sc> email account which you will need to use to access UniSey communications related to your programme of study, payment of tuition fees, registration for exams, access to exam results etc.

IT Services has a guide for how to access and use your UniSey email.

<https://unisey.ac.sc/information-technology-and-computer-labs/useful-links/>

## Microsoft 365 and Teams

Link to guide on how to use Microsoft 365 and Teams.

<https://unisey.ac.sc/information-technology-and-computer-labs/useful-links/>

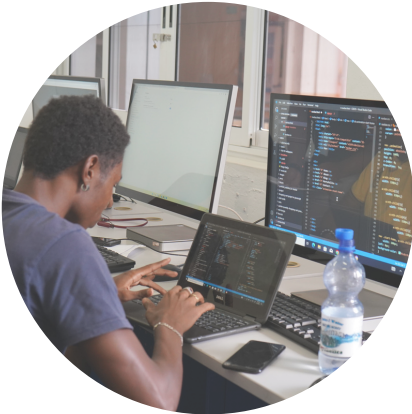


# UniSeY PCs

At both Anse Royale and Mont Fleuri campuses there are open access PCs you can use to access the internet in order to access your learning materials, e-mail and the student desktop of software (some of which is specific to different programmes of study).

Because of the risk of plagiarism, students are not able to store files on any computers within the university. You must remember to save your files on a 'pen drive' (USB stick) or in a cloud storage facility.

Please remember, once you log off, no files will be stored on the PC – your files will be gone for good.



## **\*Security\***

Log out from your computer workstation when you have finished or when you leave the workstation unattended, as your information may be viewed by other people.

## Using your own devices

You can access the internet from your own laptop, tablet or phone but you will need to have your UniSeY username and password.

Your devices should be equipped with LAN port or a WI-FI option, as well as have updated antivirus software to ensure protection.



## Multi-Factor Authentication (MFA)

UniSeY has implemented Multi-Factor Authentication (MFA) for all user accounts which reinforces the protection of personal and academic information within our digital ecosystem. With MFA, students are now required to complete an additional verification step during login, contributing to a more robust and secure online environment for all members of our UniSeY community. Through MFA, we aim to uphold the confidentiality and integrity of student accounts, ensuring a safer and more protected digital experience throughout the academic journey.

## Acceptable Use of IT Policy

Please refer to the Policy, available on the UniSeY website

<https://unisey.ac.sc/wp-content/uploads/UniSeY-Acceptable-Use-of-ICT-Resources-Policy-2019.pdf>

# Library Services

## Library Services

The UniSeY Library is based at the Anse Royale campus and provides access to both printed and digital materials to support your learning needs.

The library contains:

Over 2000 printed books, several periodicals, local magazines and newspapers as well as, a select number of digital resources.

In addition to printed materials, students have access to the JSTOR electronic database which is a gateway to online journals and e-books.

For more information please visit the Library webpage at <https://unisey.ac.sc/library-and-study-room/>



## Open Athens

In order to log in, you will require your UniSeY email and login credentials, which serves as the portal to our digital library resources.

Access to the portal can be found via <https://unisey.ac.sc/library-and-study-room/>

For issues with logging into Open Athens, please contact the ITS Helpdesk.

For help with searching the JSTOR library, kindly contact Library Services at [library@unisey.ac.sc](mailto:library@unisey.ac.sc)

## Study Room

Next to the Library is a dedicated study room with quiet cubicles for private study.

### Library and Study Room Hours

Monday to Friday - 8.30am to 4.00pm during semester time.

# Student Services

Located at the Anse Royale campus, 'KONPA' is the main Reception area and the Student Services Section, which provides services related to both your academic programme and wider student needs.

More information about Student Services is available online on the UniSeY website at <https://unisey.ac.sc/studentsservicesection/>

## Registration, Enrolment, Attendance, Completion and Certification

For services related to your programme of study, the Student Services Section will help you with:

- Registration and Admissions advice and assistance
- Timetabling and course enrolment assistance
- Room booking for student study activities
- Examination Entry assistance for partner institutions
- Student Record keeping and Student Data storage
- Issuing of Student Transcripts
- Issuing of Student Letters of Completion
- Issuing of Programme Awards - certificates



Similar services are provided at Mont Fleuri campus, in liaison with the main office at Anse Royale.

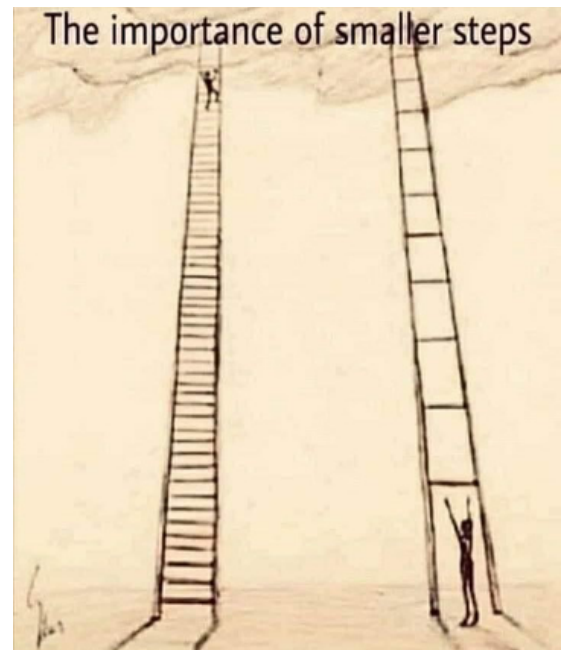
## Broader Support for Students

UniSeY's dedicated Student Support team offers support for you in relation to careers guidance, and employability advice, counselling and advice if you experience certain difficulties during your time at the university. Such difficulties might include financial matters or personal issues. If the Student Support team are not able to help you directly, they will be able to refer you to those who can.

# Student Support

## Student Counselling

The student counselling service can help you with academic, emotional, personal or social matters that may interfere with your academic progress. The service can provide direct support to you or can coordinate and collaborate with community agencies, as appropriate, to provide you with support. Your need for counselling will, ideally, be over a short term. If you are likely to require ongoing therapeutic counselling, external agencies may be contacted to help provide support.



All counselling sessions with students are strictly private. Information will only be released through prior consent of the student, unless it is felt that the student's life is in danger.

UniSey counsellors can be contacted by phone on 438 1241 and by email through [student.support@unisey.ac.sc](mailto:student.support@unisey.ac.sc)

## Printing, Scanning and Photocopying Services

All three services are available at the Anse Royale campus, at the Reception area in KONPA.

Cost for printing black and white copies are:

SCR2.00 for a single A4 page

SCR4.00 for A4 page back-to-back

SCR3.00 for a single A3 page

SCR6.00 for A3 page back-to-back



## Special Academic Needs

UniSeY's objective is to support students regardless of their personal circumstances. UniSeY attempts to make all its facilities and opportunities to study accessible to all students. In the case of examinations, UniSeY makes provision to assist those with officially designated special needs. Exam candidates with an officially recognised disability may be exempted from a particular element of an examination, or may be given extra time, depending on their specific needs. Should you require special assistance please contact Student Support Services or, in the case of exams, Assessment Services.

## Careers Guidance, Internships and Employability Support

An important feature of the UniSeY student experience is the opportunity to experience the workplace to enhance work-based skills and competencies. The Work-Based Experience (WBE) component of many programmes offers students a taste of the world of work, and internships (normally at the end of the first and second years of study) provide similar opportunities to work in the sector most related to your field of study. You are encouraged to secure a placement for an internship or seek advice from the Student Support Officer.



Making links with future employers can make it easier to secure employment after graduating from UniSeY. The benefits of both the WBE and internships are immeasurable. The Student Support Section can advise you if you are interested in finding an internship, and they can offer support in terms of careers guidance, interview practice, and help with producing a CV.

# Campus Services

## Campus Environment

Our campuses provide a fair and secure environment for you to pursue your studies and social activities. To ensure that the campus environment always remains safe, there are certain procedures that need to be respected by all those entering campus premises and using campus facilities.

## Cafeteria - UniCafé

UniCafé offers a hot breakfast from 6.45am; and a healthy meal for lunch between 11.30am and 1.30pm. The cafeteria also sells a variety of snacks and cold, non-alcoholic beverages throughout the day.

The UniCafé is open on weekdays and is closed on weekends and public holidays.

## Health and Safety

UniSeY strives to maintain healthy and safe conditions for everyone, and we encourage you to use the campus carefully and with awareness. Food and drink should not be consumed in classrooms to reduce food litter, and all furniture and equipment should be used safely and responsibly.

We expect all those on campus to respect the rules and guidelines associated with the risk of spreading and catching communicable diseases, and the following actions should be taken to reduce these risks:

<b>PERSONAL HYGIENE</b>	<ul style="list-style-type: none"><li>• Practice regular hand washing and respiratory etiquette.</li><li>• Use hand sanitizers and/or soap and paper towels in toilets.</li></ul>
<b>GENERAL CLEANING AND DISINFECTION</b>	<ul style="list-style-type: none"><li>• Classrooms/common areas cleaned daily.</li><li>• Toilets cleaned 2 times daily.</li></ul>
<b>ROOM VENTILATION</b>	Classrooms to be kept well ventilated.





As it is our common responsibility to prevent the spread of viruses, disease and reduce the risk of accidents. If you experience any symptoms of the above, please stay away from the campus.

The university works in close collaboration with specialists at national level to ensure the health and safety of all campus users. Any unsafe conditions that are detected should be immediately reported to the Facilities Manager and/or the Health and Safety Officer.

## Non-Harassment

UniSey is opposed to any form of harassment of its students. Such harassment (whether by another student or by a staff member) should be reported to the Student Support Officer or the Student Services Manager and, if proven, will be treated accordingly. Penalties against those found responsible for the harassment of others vary from a verbal warning to expulsion, depending on the severity of the offence.

## A Drug-Free Campus

A 'drug-free' policy is designed to assist students in avoiding practices that can jeopardise their academic careers. Drug abuse decreases a student's capacity to learn, thereby inhibiting educational development. It can adversely affect health, safety, and productivity while also destroying public confidence and trust. Therefore, it is UniSey's policy to prevent any aspect of drug abuse on its campuses. Students are encouraged to avoid the use of illicit drugs elsewhere too.

No student who is impaired by illegal drugs or alcohol will be allowed to attend classes or any university activity and they may also face disciplinary action by the university, which can include referral for prosecution.

## Equal Opportunities

UniSey is committed to policies and procedures that support and promote equality, diversity and inclusion. This commitment applies to every stage of the student 'life cycle', from the time of application and admission to the point of graduation. No student should be discriminated against on grounds of race, colour, gender, age, religion, political views, nationality, ethnicity, sexual preference, or disability.

The university will ensure that student progression is free of any bias on the grounds of difference and that harassment of any sort by staff or students alike is treated as a serious infringement of policy.

Overall responsibility for the implementation of this policy rests with the Vice-Chancellor, with assistance from the Registrar (to whom all infringements should be reported in the first instance). The Registrar is responsible for the supervision of the university's equal opportunities programme and for monitoring its effectiveness in relation to students. All students have the right to discuss freely with the Registrar any concerns relating to equal opportunities.

## 'No Smoking' Policy

UniSey prohibits smoking and vaping within the inner premises of any building or facility on campus. Failure to comply with this policy will constitute a violation and may be dealt with accordingly through disciplinary procedures.



## Political Activity

UniSey recognizes your constitutional right to participate in and to assume the responsibilities of citizenship in government affairs. These rights include the seeking of public office in local, district, State and government authorities. It must be recognized, however, that this participation must not interfere with the performance of your work obligations to the University.

An individual student who expresses personal support for a candidate or partisan issue should do nothing to suggest or imply that s/he speaks as a representative of the university.

# Student Council and Student Union



The University of Seychelles Student Union (USSU), under the motto "*Ini Pou Reisir*", is the governing body for students at UniSey.

Please see link to the USSU on UniSey's website:

<https://unisey.ac.sc/about-us/committees/student-union/>

## USSU Mission

To improve the experience of student life on campus by providing representation, development opportunities and quality facilities and services for all of our students.

## USSU Objectives

The Union's main objective is the advancement of education and welfare of students at UniSey by:

- providing opportunities for the expression of student opinion and actively representing the interest of students
- acting as a channel of communications in dealing with UniSey and any other external bodies
- promoting the interest and welfare of students at UniSey during their course of study and representing, supporting, and advising members
- providing social, cultural, sporting, and recreational activities and forums for discussion and debate for the personal development of its members; and
- working with other student associations and affiliated bodies.

# How can you become a USSU member?



Once you have enrolled on a course at UniSey, you will automatically become a member of USSU. If you do not want to become a member, you need to notify the university by writing a letter and submit it to the Student and Information Centre.

## Privileges of Membership

Members of the Union shall be entitled to:

- use the property and premises of the Union, subject to such rules and regulations as may from time to time be in force
- join Union societies
- vote at General Meetings
- vote in Union elections and ballots
- attend and speak at any meeting of the Union, its companies, clubs, societies or other groupings





# Student Feedback

UniSey's values are outlined at the start of this handbook. As part of our commitment to these values, we recognise and uphold students' right to express their opinions about their experiences of being at UniSey. The Quality Assurance Office provides you with regular opportunities to give feedback as part of Course and Programme Evaluations. Student evaluations are analysed and action is taken to address issues of concern. If you feel a service offered by the university is or has adversely affected you, then please let this be known to us. Complaints are expressions of dissatisfaction emanating from a perception that one has been subjected to injustice or abuse by a system or service. Such concerns may be academic in nature or may relate to other university services.

As a means of constant improvement, we acknowledge the value of student feedback, as these act as an opportunity to review any shortcomings and deficiencies in UniSey's services. In this light, students lodging complaints will certainly not be penalised. Feedback made in good faith shall in no way adversely affect a student's academic progression.

Student complaints in this context do not include appeals against assessment or examination results, as these are dealt with separately, as part of UniSey's Assessment Policies and Procedures.

The Student Union and Student Support Service are key bodies for students to contact for advice about the complaint procedures.



For more information about giving feedback to the university please visit the Quality Assurance webpage at:

<https://unisey.ac.sc/quality-assurance/>



**You can provide anonymous feedback via the Survey Monkey link:**

**<https://www.surveymonkey.com/r/LJ6BYQX>**

**This link can also be found on the Student Services Section webpage;**

**<https://unisey.ac.sc/studentsservicesection/>**

**Below are some guidelines that may help you to resolve or avoid conflicts:**

- **Students are encouraged, in the first instance, to seek resolution of complaints informally by engaging directly with the person concerned, or by going through the Dean of their Faculty or the Service Manager in question. The Dean of Faculty or Service Manager is expected to provide impartial and fair advice and suggestions to achieve early resolution.**
- **Students are encouraged to consult their Student Union or the Student Support Officer for guidance and support during any conflict resolution process.**

## **Making a Complaint**

**If you decide to lodge an official complaint you are advised to do so without undue delay so that the complaint can be investigated as soon as possible (see next page).**

**In cases where a complaint is not made on reasonable grounds or is not supported by evidence, the complaint will not be entertained, and the complainant will be issued with a letter indicating the university's position on the matter.**

**Complaints that are considered unsubstantiated and motivated by malice will not be considered. Furthermore, the complainant may be subject to disciplinary action.**





# Complaint Procedures

## Informal Complaint

A complaint is generally best resolved if the complainant approaches the person with whom the complaint rests (the respondent). Every reasonable and practical approach should be explored to resolve the complaint in this way.

## Formal Complaint

A complainant who has not found a resolution via the Informal Complaints process or, for any good reason, wishes to proceed directly to the Formal Complaints stage, should fill out a Complaints Form (available at the Student Services Section) and submit it to the Registrar within 28 days of the incident upon which the complaint rests. A Complaints Panel will then be formed to consider the evidence and deal with the issue.

## Review of the Complaints Panel Outcome

If a student is not satisfied with the outcome of the formal complaint and believe that their complaint has not been handled properly or fairly, they may petition the Vice-Chancellor for a review of the complaint.

The student may request a review by writing to the Vice-Chancellor, within 10 days of the receipt of response from the Complaints Panel. The request should include a copy of the initial completed Complaints Form, as well as information detailing why the complainant remains dissatisfied and the proposed resolution being sought. The request should include copies of all correspondence exchanged during the informal and/or formal complaint stages, and any other relevant evidence or supporting documents.

We would be grateful if you could please send any feedback and comments you may have regarding the content of this handbook to the University Registrar at:

[registrar@unisey.ac.sc](mailto:registrar@unisey.ac.sc)


Registrar's Office  
University of Seychelles  
Anse Royale, Mahé

# Contact Us



## Contact us on:

 **+248 4381 222**

 **+248 2660 988**

 [marketing@unisey.ac.sc](mailto:marketing@unisey.ac.sc)

 [www.unisey.ac.sc](http://www.unisey.ac.sc)

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