



Rules and Regulations

2023/2024

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1.0 Admission and Registration

General Entrance Requirements

- 1.1 Applicants are considered solely on the basis of their academic merits, abilities and potential, regardless of gender, ethnicity, national origin, disability, religion, sexual orientation or any other irrelevant distinction.
- 1.2 The minimum age limit to enrol on a course is 18 years. If the applicant is under 18, then the application has to be made by the parent or guardian.
- 1.3 Qualifications required for admission vary from programme to programme. Information about the specific entrance requirements for each course can be obtained from the course outline or Rushmore's website.
- 1.4 Consideration is given as to whether applicants have the academic aptitude to fulfil the objectives of the programme of study and achieve the standards required by the awarding body or institution.
- 1.5 A range of factors additional to, and in some cases instead of, formal examination results is considered in the selection process. These can include the personal statement of the candidate, references, additional evidence of achievement, motivation and potential as gathered through interview or assessment of written materials, other factors as appropriate to the discipline, such as employment or volunteer work in relevant fields and sustained critical engagement with relevant issues.
- 1.6 Achieving examination grades equivalent to or above the standard offer for a course does not automatically entitle a candidate to an offer.
- 1.7 Applications are subject to final approval by the awarding body or institution.
- 1.8 Students registered on a full-time programme of study at Rushmore may not be registered on another full-time programme at another institution, unless Rushmore has granted permission. However, where such permission is granted, resulting academic pressure will not be accepted as mitigating circumstances for poor academic performance.

Language Requirements

- 1.9 If there is any doubt about an applicant's English language ability, and if applicable, Rushmore reserves the right to require him or her to achieve a satisfactory score in an English language test.
- 1.10 Where courses are taught in another language besides English, Rushmore reserves the right to request a candidate to provide proof of language competency in order to be considered for the programme.

Registration

- 1.11 Students are required to complete a registration process when they commence their studies with Rushmore and will only be formally admitted to Rushmore as registered students on satisfactory completion of this process.
- 1.12 Students undertaking any programme of study of more than one year's duration including students who are in a period of deferment will be required to complete an annual re-registration process. Failure to complete the annual re-registration process by the specified deadline may result in students being withdrawn from their programme of study.
- 1.13 After registration, students may only change or vary their programme of study with the permission of the School.
- 1.14 Transfers between programmes will be approved by the School subject to the student meeting the entry requirements and subject to availability of seats on the programme.

Deferral and Withdrawal from Studies

- 1.15 A student may be granted a period of deferment subject to the approval of the Academic Director, and where it is accepted that s/he has personal mitigating circumstances. A deferment of studies is an approved absence from the programme of study and assessment for an award. Deferment of studies indicate that a student is not actively studying but remains registered with Rushmore.
- 1.16 An applicant accepted for admission to a programme with a stated start date may request a deferral of entry to a later start date. Applicants will receive a new offer letter detailing the new start date and will retain their applicant status.
- 1.17 A student wishing to withdraw from any programme should notify the School in writing immediately.
- 1.18 In cases where, due to non-attendance, the School considers that a student has withdrawn from a programme, the student will be contacted at their last registered address and asked to contact the School by a specified date. If a student fails to respond satisfactorily by the specified date, it will be assumed that they have withdrawn from the course.

Accreditation of Prior Learning

- 1.19 A student is responsible for applying for recognition of prior learning and for providing all required evidence at the time of application to Rushmore.
- 1.20 Rushmore may recognise certificated or experiential learning for the purpose of exemption from the requirement of programme of study and assessment, whether it has been undertaken at the School or elsewhere.
- 1.21 Exemptions from a programme will be made on the basis of evidence of prior achievement of the learning outcomes associated with the relevant module(s) and

approval from the awarding body.

2.0 Tuition Fees and other fees

Payment of Fees

- 2.1 All students are expected to ensure that they are able to fund their studies throughout the duration of the programme.
- 2.2 Sponsored candidates will need to produce a letter from their employer or sponsor stating clearly the terms and extent of the sponsorship.
- 2.3 Tuition fees for the academic year include the following: course materials and exams fees except for professional courses. An E-Services fee must be cleared prior to the start of any academic year which amounts to GBP 100. The E-Services fee covers access to RBS VLE platform - Moodle, Turnitin Facilities, Personalized Microsoft 365 email address, Library Services, access to E-books / E-library (provided by Partner University), Free Wifi and Leisure/Games Room. This amount may be subject to change without prior notice.
- 2.4 Tuition fees are exclusive of travel costs to the School.
- 2.5 Tuition fees are normally payable prior to the start of the academic year for every programme.
- 2.6 Students having to resubmit an assignment or resit an exam will be charged a resubmission fee of GBP 500/- per component. An Exam ticket (per module) shall be issued by the Finance Dept to students once clearance of same is gained so as to access Examination Room for a resit exam or assignment submission on Moodle. However, the resubmission fee or resit fee may vary according to the awarding body.
- 2.7 Students repeating a module will need to re-register for the module when the module is offered again in the future. Pro-rata tuition fees will be charged as a percentage of annual total credits for the course.

Non-Payment of Fees

- 2.8 Students who fail to keep up with their payments of tuition fees may not be allowed to attend classes and/or may not be provided with study materials until the full amount due is settled. Access to the school's VLE (Moodle) may also be deactivated.
- 2.9 Where a student encounters significant and genuine financial hardship, s/he should inform the School of the circumstances, so that his/her case may be considered by Management. Failure to inform Management may result in termination of registration.
- 2.10 Where a sponsor, employer, parent or guardian, agrees to pay tuition fees on behalf of a student, the parent or guardian shall inform the School in writing. However, the responsibility to ensure that fees are paid rests with the student.
- 2.11 All fees should be paid in full by the deadline as mentioned in the payment plan agreement (annexed to invoice). Any student having outstanding fees for longer than two months may have his/her registration terminated and the amount outstanding will be recovered through an attorney, the cost of which will be borne by the student.
- 2.12 No certificate/testimonial will be issued to a student who has any balance due to the school.

Refund Policies

- 2.13 Tuition fees are normally non-refundable and not transferable. In case of deferment, only registration fees paid to Rushmore Business School may be carried forward. If a student has already attended a semester, or part of a semester, all tuition fees paid for that particular semester are forfeited.
- 2.14 Refunds will only be made if a student withdraws from the course at least 2 weeks prior to the start of the programme of study and informs the School of such in writing. Any other refund will be on a case-to-case basis subject to Management's approval.

3.0 Facilities

Library

- 3.1 All library materials are available online, e.g., e-books, journal articles etc.

IT and Internet Access

3.2 Students will be provided a tablet for access to online materials.

Moodle (Virtual Learning Environment)

- 3.3 Moodle is the main medium through which course information is conveyed to students. Moodle is a 'Virtual Learning Environment' (VLE). Moodle facilitates and manages electronic communication and provide access to your course materials and for uploading your assignments.
- 3.4 Moodle will be extensively used in the delivery of your course materials, but it will also provide a medium for conveying general course information such as announcements, timetables, staff contact details, course documentation and link to useful sources related to your course. You are strongly advised to check Moodle regularly for latest updates on your course and modules respectively.
- 3.5 Once you have enrolled on the course, you will be inducted on how to use Moodle to enhance your learning experience.

Email Account

- 3.6 As a registered student with Rushmore Business School, you will have your own personalised email via Microsoft Office 365. Once you have enrolled on the course, you will be given your user details to access your email.
- 3.7 **Important note:** Rushmore Business School will use your personalised email address regularly to send various information regarding your course and modules, therefore it is imperative that you check your email account daily. Your own personal email be used in the event of an emergency.

Printing

- 3.8 Printing facilities are available to students at the Registry for a fee of GBP 50p per one-sided page.
- 3.9 Printing facilities are available only for materials related to the student's course.

Seminar Rooms

- 3.10 Case study and group discussions/presentations constitute a major aspect of the different courses offered at Rushmore. Seminar and meeting rooms for the purpose of group work/discussions are available as and when needed.
- 3.11 Students who need to use seminar and/or meeting rooms need to make a booking at the Registry at least 24 hours before.

4.0 Student Obligations

- 4.1 All students are required, as a condition of their registration, to abide by the Rules and Regulations approved and amended from time to time by Rushmore throughout the period of their registration as a student or course participant.
- 4.2 All students are expected to show consideration for the feelings and sensibilities of others, to play their part in maintaining a harmonious atmosphere among fellow students and staff and to conduct themselves with propriety at all times. This includes behaviour both in and around Rushmore, in public places and in the use of online services.

Attendance

- 4.3 Attendance is an essential requirement for all programmes of study, full or part-time. All students are required to attend all learning and teaching sessions associated with the programme of study on which they are registered.
- 4.4 Course coordinators are empowered to authorise short absences for personal reasons, but requests for absences of more than one week must be explicitly approved by the School and will only be granted if the student concerned takes full responsibility for the completion of outstanding academic work.
- 4.5 Timetables are organised based on the availability of teaching resources. Classes may be held on weekdays during the day or evening, and on weekends.

Contact Details

- 4.6 All students must register their residential address, telephone number and email address with Rushmore and all students must notify the School immediately of any change of address, telephone number or email address.

- 4.7 All students must provide the contact details of any person or organisation sponsoring their studies to the School.
- 4.8 All students must provide the contact details of a next of kin or responsible party that can be contacted in cases of emergency.

Use of resources

- Students are reminded that all course content and material provided during the course remain the intellectual property of Rushmore Business School or the specified Third Party.
- All materials and course content, including hand-outs, slides and lecture notes prepared by the School are meant for academic purposes only,
- The School reserves the right to take any necessary legal action in cases of breach of intellectual property and unfair use of its material and content for commercial purposes.

5.0 Assessments Submission

Assignments

- 5.1 All assignments must be submitted by the due date on Moodle.
- 5.2 All assignments must be accompanied by a completed and signed E-assignment coversheet (available on Moodle) as part of your submission on Moodle. The information collected on the assignment coversheet is for the primary purpose of assessing the student's assignment. Other purposes of collection include recording the student's plagiarism and collusion declaration. It may not be possible for the School to assess a student's assignment where the assignment form has not been duly completed and signed and this could constitute a non-submission.

Late Submission of Assignments

- 5.3 Where a student experiences a sudden illness or other serious or unforeseen event or set of circumstances, s/he should apply for an extension under extenuating circumstances before the assignment deadline.
- 5.4 An extenuating circumstance is a serious or significant event which is unforeseen and unpreventable and could have significantly impaired the academic performance of a student in one or more assessed activities, possibly over a period of time.
- 5.5 Students are responsible for ensuring that the School is notified of any extenuating circumstances (form in available on Moodle) at the time they occur and for supplying supporting documentation by the deadline. The School reserves the right to verify the authenticity of any evidence submitted.

- 5.6 Failure to divulge information and provide evidence at the appropriate time or the inability of the School to verify documentary evidence may mean that a Board of Examiners has insufficient information to accept extenuating circumstances or to judge their severity.
- 5.7 Students will receive prompt decisions as to whether their extenuating circumstances have been approved.

Examinations

- 5.8 Examinations will be held in accordance with the published timetable which will be available at least 2-4 weeks before the commencement of the examination period.
- 5.9 Students should read the exam timetable carefully to ensure that they have been correctly entered for examinations and know the time and date of the examinations they are required to take. Misreading the exam timetable will not be accepted as a satisfactory explanation for absence from an examination. Special arrangements cannot be made to accommodate a student's personal preferences.
- 5.10 Each student will be allocated an exam ticket for each exam without which s/he will not have access to the examination. No exam ticket will be issued to students who are in arrears with fees.
- 5.11 An Extenuating Circumstances Form (Can be found on Moodle) must be filled in and hand to your Course Coordinator in case of non- attendance to any exam with supporting documents and evidence to be able to have a chance to take the missed paper at the next opportunity after the sitting of the Academic board.

6.0 Quality Assurance

- 6.1 The maintenance of high standards of quality in teaching and learning is one of the main concerns at Rushmore. The overall responsibility for the Quality Assurance Procedures and their role in improving the learning and teaching process within the School resides with the Director who develops and implement systems to meet the requirements of local authorities and overseas institutions.
- 6.2 The content and design of all programmes are under constant review at Rushmore in the light of subject developments and changes in the external environment. The views of external examiners, professional and accrediting bodies, employers and students, are all taken into account in the development of courses. Programme content is therefore subject to changes.
- 6.3 Routine evaluation of programmes is central to the assurance and enhancement of quality in learning and teaching. Course evaluation enables Rushmore to gather the views of students on each of the programme of study as a whole, to identify strengths

and weaknesses, overlaps and deficiencies.

- 6.4 Students' evaluation on the teaching of staff (SET) is gathered through student evaluation questionnaires. The objective of this exercise is to maintain effective, up-to-date teaching practices throughout the School and to allow academic staff to reflect and improve on their teaching.
- 6.5 Students' evaluation of modules (SEM) is also carried out to gather feedback from students on modules for curriculum development. Information obtained from SEM is reported back to degree awarding bodies and institutions for necessary improvements/amendments to modules.
- 6.6 Feedback from students is considered as an important ingredient in ensuring high quality levels of teaching and learning. Students have the opportunity to elect two representatives for each course to sit on the Staff/Student Consultative Committee (SSCC). The purposes of the SSCC are to ensure that the views of students are given proper weight in the processes of course and module review, and to ensure that the concerns of students about their courses of study are represented to the academic staff throughout the academic year.

7.0 Student Discipline

Academic Misconduct

- 7.1 The following shall constitute misconduct and render a student liable to disciplinary action:
 - a. disruption of, or improper interference with, the academic, administrative, social or other activities of the School, whether on the School's premises or elsewhere;
 - b. obstruction of, or improper interference with, the functions, duties of activities of any student, member of staff or visitor to the School;
 - c. violent, indecent, disorderly, threatening or offensive behaviour or language whilst on the School's premises or engaged in any School activity, or gross or repeated insolence towards any student, member of staff or visitor to the School;
 - d. fraud, deceit, deception or dishonesty in relation to the School or its staff or in relation to while being a student of Rushmore;
 - e. action likely to cause injury or impair safety on the School's premises;
 - f. sexual, racial or religious harassment of any student, member of staff, or visitor;
 - g. acts of plagiarism, collusion, cheating, academic dishonesty and/or a neglect of academic obligations;

- h. damage to, or defacement of, School's property or the property of other members of the School community caused intentionally or recklessly, or misappropriation of such property or misuse or unauthorised use of School premises or items of property, including computer misuse;
- i. falsification, misappropriation or misuse of School's documents or records or other data, held in any format;
- j. conduct which constitutes a criminal offence (including conviction for an offence) where that conduct or the offence take place on the School's premises, or affects or concerns other students or staff members, or damages the good name of the School;
- k. behaviour which brings the School into disrepute;
- l. failure to disclose name and other relevant details to an officer or employee of Rushmore in circumstances when it is reasonable to require that such information be given, or failure to comply with a reasonable request made by any member of the staff who is authorised to make such a request, or refusal to leave the School building or the grounds of the School when requested to do so by a member of staff, or by any employee of the School who has responsibility for the security of the building or property;
- m. Failure to comply with the provisions of the School's Rules and Regulations.
- n) Any behaviour considered unacceptable by the School.
- o) Any student found guilty of any of the above will be liable to disciplinary action.

Plagiarism, Collusion and Cheating

- 7.2 The school takes very seriously cases of plagiarism, cheating and collusion. Penalties will be imposed on students who engage in, or who support other students engaged in, activities which undermine the integrity of the school's assessment process.
- 7.3 **Plagiarism** means to take and use another person's ideas and/or manner of expressing them and to pass them off as your own by failing to give appropriate acknowledgment.
- 7.4 **Cheating** means seeking to obtain an unfair advantage in an examination or in other written or practical work required to be submitted or completed by a student for assessment.
- 7.5 **Collusion** is the presentation of work, which is the result in whole, or in part of unauthorised collaboration with another person or persons.
- 7.6 Where there are reasonable grounds for believing that plagiarism, collusion and/or cheating has occurred, this will be reported to the awarding body, who may disallow the work.

- 7.7 The rules and regulations of the awarding body will be applied if there is suspicion of plagiarism, collusion and cheating for a student's work. The awarding body's decision regarding the student's case will be final.

8.0 Student Complaints

- 8.1 Rushmore is committed to providing the highest quality of education possible within the limits imposed by the resources available to it, and it strives to ensure that its students gain maximum benefit from the academic, social and cultural experiences it offers.
- 8.2 Where students feel that their legitimate expectations are not being met, or where misunderstandings about the nature of the School's provision occur, the School expects the student to report the problem/s to their personal tutor which will be speedily and effectively dealt with. Students are also encouraged to raise matters of concern promptly with their Course Coordinator as many matters can be resolved at their level.
- 8.3 Complaints must be made in a professional and appropriate manner according to the rules and regulations of the School.
- 8.4 If a matter cannot be resolved informally, a student, that is the complainant, may submit a formal complaint in writing to the Director.
- 8.5 You may access the British Accreditation Council (BAC) complaints procedure by visiting www.the-bac.org only if all the RBS' procedures have been exhausted.

9.0 Privacy and IT Policy

- 9.1 Rushmore seeks to promote and facilitate the proper and extensive use of computing/IT in the interests of learning and research. This also requires responsible and legal use of the technologies and facilities made available to students / course participants / and staff of Rushmore.
- 9.2 This Policy is intended to provide a framework for such use of Rushmore's computing / IT resources. It applies to all computing and networking facilities provided by any department or section of Rushmore.
- 9.3 Rushmore's computing resources are provided to facilitate a person's work as an employee or student of the School, specifically for educational, training, administrative or research purposes.
- 9.4 Use for other purposes, such as personal electronic mail or recreational use of the World Wide Web or Usenet News, is a **withdrawable** privilege not a right. Any such use must not interfere with the user's duties or studies or any other person's use of computer systems and must not, in any way, bring Rushmore into disrepute. Priority must always be granted to those needing facilities for academic work.

- 9.5 In order to use the computing facilities at Rushmore, a person must first be authorised. Registration of all registered students are carried out automatically.
- 9.6 All users must correctly identify themselves at all times. A user must not masquerade as another, withhold his/her identity or tamper with audit trails. A user should take all reasonable precautions to protect their resources. In particular, passwords used must adhere to accepted good password practice.
- 9.7 Management, who has appropriate privileges, has the ability to access all files, including electronic mail files, stored on a computer which they manage.
- 9.8 All students' files are kept safely in our Student Management System (SMS) and are managed by only the Staff Support Services authorized staff. Also, files, which are left behind after a student leaves Rushmore, will be considered to be the property of the School and shall be kept safely under password protection and shall be accessed by only authorized staff member/s. Students' privacy is seen by Rushmore as a privilege and not a right, hence students should not expect to hold or pass information, which they would not wish to be seen by members of staff. Staff is authorised to release the content of a student's files or personal details to any member of the staff who has a work-based reason for requiring this access.
- 9.9 No person shall jeopardise the integrity, performance or reliability of computer equipment, software, data and other stored information. The integrity of the Rushmore's computer systems is jeopardised if users do not take adequate precautions against malicious software, such as computer virus programs. Reasonable care should also be taken to ensure that resource use does not result in a denial of service to others.
- 9.10 Conventional norms of behaviour apply to computer-based information technology just as they would apply to more traditional media. Rushmore is committed to achieving an educational and working environment which provides equality of opportunity freedom from discrimination on the grounds of race, religion, sex, class, sexual orientation, age, disability or special need.
- 9.11 No user shall interfere or attempt to interfere in any way with information belonging to or material prepared by another user. Similarly, no user shall make unauthorised copies of information belonging to another user. The same convention of privacy should apply to electronically held information as to that held on traditional media such as paper.
- 9.12 Unacceptable use of Rushmore's computers and network resources may be summarized as:

- a) the retention or propagation of material that is offensive, obscene or indecent, except in the course of recognised research or teaching that is permitted under Mauritian and international law; propagation will normally be considered to be a much more serious offence;
 - b) causing annoyance, inconvenience or needless anxiety to others;
 - c) defamation;
 - d) intellectual property rights infringement, including copyright, trademark, patent, design and moral rights;
 - e) unsolicited advertising, often referred to as “spamming”;
 - f) attempts to break into or damage computer systems or data held thereon;
 - g) attempts to access or actions intended to facilitate access to computers for which the individual is not authorised;
 - h) Unauthorized resale of Rushmore’s services or information.
- 9.13 These restrictions should be taken to mean, for example, that the following activities will normally be considered to be a breach of this policy:
- a) the distribution or storage by means of pirated software;
 - b) non-academic activities which heavy network traffic, especially those which interfere with others’ legitimate use of IT services or which incur financial costs;
 - c) frivolous use of Rushmore’s owned Computer laboratories, especially where such activities interfere with others’ legitimate use of IT services;
 - d) the deliberate viewing and/or printing of pornographic images;
 - e) the passing on of electronic chain mail;
 - f) the use of departmental academic mailing lists for non-academic purposes;
 - g) the purchase of blank CDs for the purpose of copying unlicensed copyright software;
 - h) The use of other people’s web site material without the express permission of the copyright holder.

9.14 Any software and / or hard copy of data or information which is not generated by the user personally and which may become available through the use of Rushmore’s computing or communications resources shall not be copied or used without permission of Rushmore or the copyright owner. In particular, it is up to the user to check the terms and conditions of any license for the use of the software or information and to abide by them. Software and/or information provided by Rushmore may only be used as part of the user’s duties as a student of Rushmore or for educational purposes. The user agrees to abide by all the licensing agreements of any software.

10.0 Induction

At Rushmore, we take great care to help our students settle into their new way of life and journey with us by organising a proper induction and orientation activities.

An effective induction is an important and a valuable part of ensuring real benefit to you as a new member as student to the Business School.

Upon arrival, students are given a welcome pack of information which includes a copy of their induction programme, rules and regulations, student charter, enrolment form and

timetable. This consists of a range of social events as well as practical advice, such as important enrolment and financial tasks that they need to do when they first arrive and before their studies begin.

Depending on what time of the year students are applying for courses, the programme of events can include:

- parties
- welcome talks
- practical advice and information sessions
- sports and societies fairs
- quizzes
- tours of the facilities
- Refreshments

All these events are designed to offer students a chance to meet other local and international students and Study Abroad / exchange students so as to give them the best possible start to help them settle as easily as possible into their new life with us. During the induction session, all the academic rules, do's and don'ts are also highlighted, health and safety, key contacts, academic integrity, VLE Platform 'Moodle' are all brush up on, conclude by the Director's speech.

11.0 Student Undertaking Form

RULES AND REGULATIONS



Surname:	
First Name(s):	
Course:	

<p><i>Student Statement:</i></p> <ul style="list-style-type: none">- I acknowledge that I have been given a hard copy and/or soft copy of the Rules and Regulations of Rushmore Business School at enrolment.- I declare that I have read and understood the Rules and Regulations of Rushmore Business School.- I agree to abide and be bound by the Rules and Regulations of Rushmore Business School.- I acknowledge that I have been invited to attend induction and have received an induction pack.

Signature:

Date: