



Induction Policy

Rushmore Business School consider student induction as one of the key elements supporting our corporate objective of welcoming, introducing and settling down our students, so that they are able to benefit from university life.

The main purpose of Induction is to welcome and introduce students joining our Institutions, so that we can value their choice to join our well-established institution. We ensure that our students settle down as quickly as possible, are aware of the support and services we offer. We provide each student with an induction pack which include, rules and regulations, student charter and enrolment form.

The students have to read and understand carefully the rules and regulations provided to them. They have to sign the last page and return back to Registry, which certify that they have read and are well-aware of the rules and regulations. The signed page will be inserted into the student's file respectively.

The main elements of induction include:

- Welcoming new students by providing opportunities for interaction among staff and students and indicating the value we place upon and our appreciation of their decision to study with us
- Orientation - by providing a comprehensive introduction to our services and facilities offered and give an introduction about the functioning of the awarding body that is, an overview of the programme, the method of assessment, additional support, appeal or complaint procedures and employment opportunities.
- Establishing effective administration, by providing an opportunity for each student to engage with the necessary administrative procedures so that s/he is accurately and efficiently enrolled on his/her course of study, registered for appropriate modules.

Rushmore Business school ensures that all new students are welcomed by the Director/Academic Director, Head of Student Support Services and their respective course coordinators

Course Coordinators play a lead role in providing regular academic reviews which identify and monitor student progress, barriers to effective learning and provide academic support, which include referring students to appropriate internal services, such as Student Services, Learning Resources Centres and Facilities.

The Head of Student Services has responsibility for ensuring that an appropriate and effective induction programme is in place for all students, for disseminating good practice and making arrangements for appropriate Student Services to be available to contribute to induction programmes.



All university staff are expected to treat new students as well as continuing students with courtesy and professionalism.

The enrolment operation is responsible for:

- enrolling students
- confirming student identities
- issuing access cards
- collecting the first instalment of fees

The finance department is responsible for giving advice on matters concerned with student financial support.

The following components will be found in induction programmes:

Overview of the school

- Welcome and congratulations on choosing Rushmore Business School
- Introduction of the institution
- Aims and Mission of RBS
- Infrastructure and facilities
- Rules and regulations
- Student charter
- Health and Safety procedures
- Careers and Employability skills provided to students
- Speech of Director and Academic Director,
- Meeting other students
- Student Complaints and Appeals Procedure
- Location of campus

Orientation to the University

- Tour of the campus
- Library tour
- Introduction to using IT facilities
- Introduction to counselling services
- Introduction to careers advice

Academic support

- Aims and objectives of programme of study
- Academic Calendar/Academic Framework/programme timetable
- Discussion about expectations of higher education
- Discussion about referencing and plagiarism
- Assessment methods and assessment criteria
- Referral opportunities

Registration and Enrolment

- Advice on completing enrolment and other forms
- Record attendance during induction day
- Payment of fees
- Issue of access card
- Provide wifi access code