

Seychelles Business Studies Academy



LEARNER HANDBOOK

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1.0 Introduction

The purpose of this handbook is to provide general information about the Seychelles Business Studies Academy, the training programmes on offer; procedures/guidelines on matters relating to studies and the various services available to learners.

2.0 Vision

To be a successful and regionally recognised Professional Centre producing competent and informed graduates in the business, accounting, finance, administration, management and human resource fields.

3.0 Mission

To provide a gateway to business, accounting, finance, administration, management and human resource opportunities for talented and determined individuals through the promotion of advanced high quality education and training .

4.0 Core Values

Excellence: We will strive to develop and pursue higher standards in teaching and learning by anticipating stakeholder needs and responding accordingly to them.

Integrity: We will always uphold the highest moral and ethical principles displaying honesty, truthfulness and sincerity in our behaviour.

Respect: We recognise the expertise of all stakeholders and promote trust through professional courtesy and fair treatment.

Teamwork: We will foster a commitment to common goals based on open and honest communication while showing concern, care and support for each other.

5.0 Certification from Training Programmes

Three programmes on offer:

- **Diploma in Business Management and Administration** (Duration 3 years)
- **Diploma in Accounting and Finance** (Duration 3 years)
- **Diploma in Human Resource Management** (Duration 3 years)
- **Certificate in Administrative Skills** (Duration 1 year)

Learners will be awarded the appropriate certification only upon successful completion of the respective programme.

6.0 Academy Hours

Class hours differ per timetable; Learners need to attend all scheduled classes, including online classes; any absence need to be well supported by appropriate documents. Learners need to be on time for all classes.

Non-contact hours are to be used for study and individual or group work Or for any other activities related to the academy.

During final exams, the academy organises study leave. This is for study purposes and during that time extra revision classes might be conducted and it is a **MUST** that all learners attend these classes.

7.0 Library and Computer Labs opening Hours

The Library is open 7.30 am until 3.00 pm every weekday.

Computer labs are open 7.30 am until 4 pm every weekday.

(At the exceptions of National public holidays).

For access to the Computer Labs learners must seek help from the IT Team.

8.0 Life at the Academy

- You are responsible for your own learning so you will have to undertake independent study
- You must maintain a high level of performance throughout
- Your progress will be monitored regularly
- You are expected to display good behaviour and have a positive attitude towards your studies at all times.

Certain codes of conduct exist which govern the way you behave as a learner. These relate to both your academic and non-academic life. The codes of conduct established for academic behaviour and performance are clearly specified in the Learner Code of Conduct and summarised as follows:

8.1 Attendance and Punctuality

a) Courses

- Attendance and punctuality are important. In each course the learner should attend at least 90% of the scheduled contact sessions. This also includes online sessions.
- If absence is unavoidable, the responsibility is on the learner to prove this is so to the satisfaction of the lecturer and Programme Leader.

All 1-day absences have to be satisfactorily substantiated by a phone call and a letter from the parent. Absences of more than one day should be substantiated by a certified medical document.

Learners who do not abide by this will face disciplinary action as set out in section 9.0.

- The learner who has performed adequately on assessment items but who attends below 90 % but not less than 60 % of attendance will have to provide certified documents to support the absenteeism. The Academic Committee will then consider the learner's progression to the next level on conditional promotion. If the learner cannot provide any certification for the absenteeism he/she will face disciplinary action as set out in section 9.0.

- Punctuality will be closely monitored. Lateness slips will be issued by the **Registrar and returned to the Lecturer** for monitoring of punctuality. Lateness slip will be given to learners from 8am to 8.15am; after 8.15am learners are considered absent for the 1st hour.
- Learners who come in after 8.15am will have to write a letter explaining reasons for coming in late and lecturer will relay the record to the Registrar.
- Learners who are consistently late without valid reason —after a total of 5 lateness slips/letters — will face disciplinary action from Level 3 as set out under section 9.0.
- Learners who have to leave the campus during class hours should fill in a permission to leave form, approved by the Registrar. The Programme Leader and respective lecturers have to acknowledge the Permission to leave form; only 3 per semester. **Failure to acquire permission to leave slip before leaving the campus will result in disciplinary action level 3.**

Please note that permission to leave forms need to be returned to the respective tutors and ultimately to the Registrar for filing.

NOTE: driving lessons and driving tests should be scheduled after school hours/ mid-semester break/ semester break but not during curriculum time.



b) **Work-based experience (WBE)**

- WBE is a compulsory component for all learners.
- Attendance and punctuality are important for each WBE.
- Learners should abide by the normal working hours and rules and regulations of the organisation.
- If absence is unavoidable, the onus of responsibility is on the learner to inform the host organisation and the Academy. All absences have to be satisfactorily substantiated; **phone call and produce a letter when resume duty the next day,** and illness of more than one day has to be substantiated by a medical certificate.



8.2 Leave of absence

a) Conditions

Learners can apply for leave of absence under the conditions which follow:

- Accident; **should have medical certificates as proof**
- Death in the family; **close family member s ONLY up to 4 days**
- Medical leave
- Overseas travel for justifiable reasons (approved by Director)
- Participation in and/or preparation for activities (sports, cultural) at national and international levels.

b) Procedures

- The learner must submit in writing a request for leave of absence with supportive documents to justify the absence. The request for leave of absence will be made to the **Director within a period of two weeks before the leave**, except for exceptional circumstances (e.g. death, accident, medical)

If the correct procedures are not followed a learner will face disciplinary action level 3.

8.3 Unauthorised prolonged absence

In the event that a learner is absent without justification for **five** consecutive weekdays the learner will face disciplinary action Level 5 as set out under section 9.0.

8.4 Progression through the programme

- The learner must successfully complete the prerequisite courses in one level before moving to the next level of the programme. Learners must pass **all subjects** at a minimum of 55% to be eligible for progression to the next level of the programme.
- The learner must also successfully complete the relevant work-based experience of the current year.

8.5 Deferment AND Resignation

Learners who choose to resign from the Academy must address a letter to the Director, **signed by both the learner and the parent/guardian.**

On approval of resignation, and having cleared all necessary administrative formalities, the Academy can issue necessary testimonials / references.

A learner who has not successfully completed the courses and the work-based experience can, under exceptional circumstances (such as long term sickness covered by a medical certificate, certified absences approved by the Director (e.g. overseas leave, pregnancy, and or social problems) request in writing to the Director for the possibility to defer his/her studies.

8.6 Consistently low performance (under achievement)

A) Conditional promotion (only once)

- Learners failing 1 or 2 subjects at a mark of 40% or above only will be placed on conditional promotion.
- When placed on conditional promotion a learner will be allocated a mentor and will be closely monitored. Failure to improve his/her performance will result in termination of studies.
- A learner on conditional promotion will be given a last opportunity to re-sit the failed subject - the respective learner will be required to pay a re-sit fee.
- At the end of the year, after conditional promotion, the learner will not be placed on further conditional if he/she still fails. The learner will not be eligible to continue on the programme due to continuous below standard performance.

*** Note that the Academic Committee will have final decision for any cases which need to be discussed and evaluated.**

B) Not eligible for promotion

- Failing 3 or 4 subjects at a mark of 40-54%, the learner will face two options:

Option A: repeat the year provided that the learner has a minimum of 80% attendance for all subjects; has shown dedication towards his/her studies and failure is due to inability to cope with the subject rather than negative attitude to studies.

NOTE: A learner will only be given one opportunity to repeat an academic year during the whole duration of his/ her studies.

Option B: exit from the programme.

- Failing 5 or more subjects in that academic year will result in termination of studies.

8.7 Assessments and Examinations

- Attendance at assessments and examinations is **compulsory**.
- Absences from assessments or examinations require a **medical leave certificate (not simply medical attendance) or official letter** (this means a letter from an official organisation for example a learner is representing the country at a sports or other event—definitely not a letter from parent.)
- Learners who produce an accepted certified document will be given the opportunity to sit the missed assessment or exam. The Learner MUST respect the date set for sitting the missed assessment/exam otherwise he/she will forfeit the opportunity to sit the assessment/exam.
- **Any learner who is absent for an assessment/exam and does not produce a valid medical leave certificate/ or official letter will not be eligible to sit the missed assessment/exam and will score zero marks for that particular assessment/exam.** The learner will thus have forfeited the opportunity to re-sit the subject concerned at the end of the year.
- Any learners caught cheating will not be awarded any marks and will face disciplinary action level 3 as set out under section 9.0.
- Learners who fail an international exam (AAT/C&G) will have to re-sit, and pass, that exam to move on to the next level of the international exam. They will have to pay for their re-sits.

NOTE: All first sittings of international exams are paid for by the Ministry of Education & Human Resource Development. Therefore, learners **MUST ATTEND ALL** exams.

Any learner who fails to attend an international exam without valid, acceptable reason (e.g. serious medical reasons) will have to refund the cost of the missed exam.

8.8 Re-sit and Resubmission

- Learners will be allowed to re-sit only half the total number of units/modules required for the year. If a learner fails more than half of the required modules s/he will not be eligible for the re-sit option and thus not eligible for promotion to the next level.
- Learners will be permitted to re-sit examination that constitute a fail grade for the course.
- Resit is compulsory once you are informed to do so by the programme leader and lecturers. If learner refuses disciplinary action level 3 as set out in section 9.0 will be applied.
- Learners who re-sit any examination will only score the required 55% grade upon passing the re-sit assessment or exam.
- A learner who does not achieve an overall pass grade even after resubmission will be deemed to have failed the course. They will, however, get a final chance to re-sit (**at** the end of the academic year or beginning of the following year) - a re-sit fee will need to be paid by the learner.
- Any learner who fails due to not sitting/not submitting an assessment item, will only have that last opportunity to re-sit by paying the re-sit fee.
- The date for re-examination or re-assessment for a course shall be determined by the lecturer responsible.
- Learners who **miss assessments with no valid reason will not be eligible for the re-sit option.**
- Any learner who has not sat for an assessment in a subject will not be eligible for a re-sit at the end of the course. Only learners who sat all assessments and exams but failed to score the required grade will be eligible for a re-sit.
- Learners who miss an assessment with justified reason should sit the missed assessment **within 5 working days upon returning to the Academy. It is the responsibility of the learner to see the lecturer concerned on the first day back after the absence to organise for sitting of the missed assessment.**

8.9 Qualifying for Graduation

Certificates are awarded to all learners who have fulfilled **all** requirements for a particular training programme in terms of:

- Successful completion of coursework at a minimum of 55% including end of semester/final examinations;
- Successful completion of work-based experience requirements;
- Acceptable standards of professional conduct and behaviour throughout the training programme.
- If passed all subjects in year 1 and 2 but fail 1 in year 3, the subject will be recorded as a conceded pass; provided that the failing grade is at 40% or above.

8.10 Exit points

SBSA offers courses at Diploma level lasting for three years. However, the learners who do not wish to continue on the programme, exit points have been introduced so that in such cases these learners do not lose out. Learners should attain a 100% pass rate at the end of the level to qualify for the certification.

- At the end of year 1 = Certificate
- At the end of year 2 = Advanced Certificate

8.11 General Behaviour

All learners must display mature, respectful and polite attitudes towards others and treat staff, infrastructure, books, resources, equipment etc. with care and consideration. All Learners must abide to the following codes:

- Show respect and consideration for all staff, other students and any visitors
- Behave in a way that does not affect others
- Be courteous, responsible, mature and respect the rights and opinions of others
- Maintain a clean, tidy, orderly and healthy environment

- The learner must have displayed acceptable standards of **professional conduct and behaviour throughout** the semester/year, which means complete compliance to all regulations and codes of conduct.

Behaviour in lecture rooms, labs and around campus must be proper at all times. Failure to behave appropriately will result in disciplinary action, as set out **under section 9.0 and as stipulated in the Learner Code of Conduct.** (Refer to the Learner Code of Conduct)

8.12 Staffroom

Learners should seek permission to enter the staffroom. The staffroom is strictly for the use of lecturers.

8.13 Mobile Phones

Mobile phones & music devices should not be used in lesson time, or in such a way that they cause disruption to other classes. Learners caught using such devices in negative or disruptive ways will face disciplinary action as set out **under section 9.0.**

However, electronic gadgets can be authorised by lecturers to be used in some classes; learners should respect the rules in place set by the respective lecturers for such usage.

8.14 Pregnancy

Learners who become pregnant during the course of their studies must inform the Director in writing so that procedures in the Pregnancy Policy can be applied.

8.15 Out of bound areas

- Learners are expected to stay on campus at all times, except during the break and lunch hour, when they can go to the shops. Learners are not allowed to hang around the shops during Academy hours.
- Learners are not allowed to go to the beach during Academy hours. Learners are not allowed to be on the beach after Academy hours **in the Academy uniform**.
- Learners are not allowed to sit/loiter around 'Mingle Café'. Learners can purchase their food/beverages but are not allowed to spend time playing dominoes or other games in there during academy hours.
- Learners who are caught in out of bound areas during Academy hours (8am-3pm) or in Academy uniform at any time will face disciplinary action as set out in section 9.0.

8.16 Cards and Dominos

Playing of cards and dominoes is NOT allowed during academy hours anywhere on campus, including the Unisey Cafeteria and Mingle Café. This also applies to times when learners are in non-uniform.

Any learner found in breach of this regulation **will have to face disciplinary action level 3** as set out in section 9.0.

Gambling on campus or **anywhere else in uniform** is strictly forbidden. **If caught learners will have to face disciplinary action level 3** as set out in section 9.0.

8.17 Substance Abuse: Drugs and Alcohol Abuse

Learners are strongly warned that the possession, use and supply of illegal (non-prescriptive) drugs are criminal offences and are therefore not permitted **on campus or anywhere else in uniform**. In the event that a learner is found in breach of the law **(on or off campus)** dismissal is imminent. Furthermore, criminal procedures will be instigated against the learner.

The use, possession or supply of cigarettes and alcohol on campus is also prohibited. **Learners are also not allowed to consume alcohol or smoke while in uniform even if off campus**. Any learner who is found in breach of these regulations will face disci-

iplinary action level 5 or 6 as set out **under section 9.0.**

8.18 Littering

All rubbish should be placed in the bins provided. Leftover food and empty take away boxes should be placed in the bins outside. As learners you have the responsibility to ensure that your environment and classroom remains clean at all times.

8.19 Political Affiliation

Whilst on campus, learners are expressly forbidden to engage in any political activity with a view to make known their political orientation. Learners are not allowed to form political groupings which are campus-based or to attempt to politically influence others.



8.20 Uniforms

a) Purpose

A safe and disciplined learning environment is the first requirement of a high performing educational institution. The wearing of uniform helps to maintain such a learning environment.

b) Rationale

People are judged by the smartness of their uniform, and so is the organisation to which they belong. The wearing of uniform promotes a sense of pride and belonging, gives learners a clear identity both within and outside the institution, instils learners with discipline, enhances the learning environment and helps to maintain high learning and performance standards.

The uniform promotes respect for oneself and others, helps lessen the impact of socioeconomic differences and conveys a message about personal standards. In addition, it encourages learners to concentrate on learning rather than on what they are wearing.

c) The Guidelines

i. General Attire

- The uniform shall be worn on campus and to and from the Academy. The **complete** uniform shall be worn at all times.
- The uniform shall not be worn to take part in sports activities.
- The uniform shall be neat, clean and properly fitted at all times.
- Clothing must be sized appropriate to the student. No tight/ loose or overly baggy clothing shall be allowed.
- Memorabilia shall not be worn with the uniform.
- Proper footwear shall be worn. **No flip flops allowed.**
- Caps and hats shall **not** be worn with the uniform.
- If belts are worn, they must not be oversized and must suit the design of the uniform.
- Learners **shall not smoke, consume alcohol and use illegal substances while in uniform.**

ii. Guidelines for wearing the SBSA T-shirt

- The SBSA t-shirt is a uniform and must be respected as such.
- The t-shirt is to be worn for specific authorised activities.
- It can also be worn on specified Fridays (currently every last Friday of the month) as indicated by the academy. It is not up to students to swap between wearing the formal uniform and the SBSA t-shirt as they please. All students must follow the rules and wear the t-shirt when indicated, not as replacement for the formal uniform.
- The t-shirt must be respected as a uniform and must be worn with either blue or black.
- No ripped jeans, leggings, shorts for girls, board shorts, etc are allowed with the t-shirt.
- No flip flops allowed.

iii. Guidelines applying specifically to male students

1. **Hair must be neatly cut above the collar in the back and tidy at all times. Learners shall not shave their heads to the skin. Coloured, highlighted and braided hair is not allowed. [refer to appendix]**
2. Beards and moustaches shall be kept short and neat.
3. **Office shoes must be worn at all times. No flip flops allowed.**
4. Tattoos are not allowed. **If you have visible tattoos on the first day you start at the academy, you should alert the Registrar, who will have it recorded and ensure the tattoo is covered whenever you are in uniform. If you ignore the rule and have a tattoo freshly done you will face disciplinary action Level 5.**
5. Visible body piercing/tongue piercing or Studs/ear-rings and excessive jewellery are not allowed. **If caught wearing excessive jewellery, such will be confiscated and only given back at the end of semester.**
6. **Trousers should not be worn on the hips and should not be baggy nor too tight [skinny style not appropriate]**
7. Undergarments shall not be visible at any time.
8. The shirt must be **tucked in** at all times.







Guidelines applying specifically to female students

1. Hair must be kept neat and tidy at all times. Hair extension, colouring or highlighting of the hair is not allowed. **[refer to appendix]**
2. The blouse must be of sufficient length (no shorter than the top of the hip bones) and must remain tucked inside skirts at all times .
3. The skirt must be knee length.
4. **Ballerina shoes, sandals, peep-toe shoes, court shoes can be worn. No flip-flops allowed. Heels should not be higher than 4cm. Tattoos are not allowed. [refer to appendix]**
5. If you have visible tattoos you should alert the Registrar, who will have it recorded and ensure the tattoo is covered whenever you are in uniform. If you ignore the rule and have a tattoo freshly done you will face disciplinary action level 5.
6. Visible body piercing/tongue piercing or Studs/ear-rings and excessive jewellery are not allowed. Only one pair of ear-rings shall be allowed. **Ear-rings must not be distracting (extra long, dangling, etc.). If caught wearing excessive jewellery, such will be confiscated and only given back at the end of semester.**
7. Toe-rings and anklets are not allowed.
8. Fashion belts shall not be allowed.
9. Extremes in make up shall not be allowed. **If caught will be sent to the rest room to wash it off for first time offence. Second time offence will face disciplinary action level 2.**

Failing to abide by rules number 1, 2, 3, 4 (for both the female and male guidelines) a learner will be sent home on the spot to fix the offense, and the absence will be registered as unexcused.

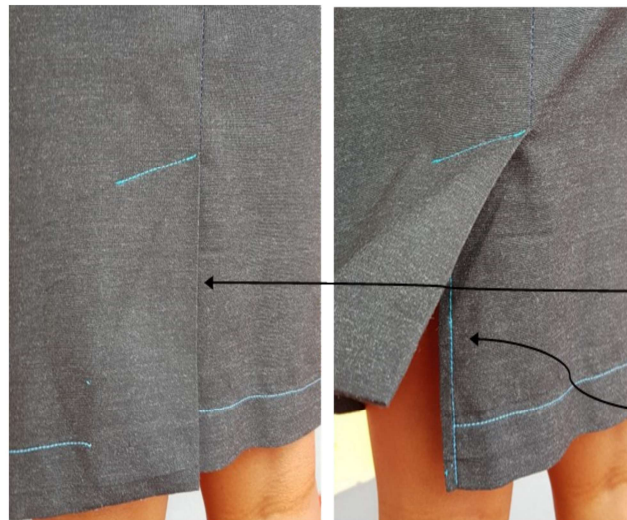
Any learner found in breach of regulations and guidelines regarding the uniform will face disciplinary action as set out in section 9.0.

Girls' uniform explained



Small upright collar

Covered button stand



Slit at the back should be a small, folded over slit

Ensure skirt is knee length!

9.0 Disciplinary Actions

As stated in various sections of this booklet, failure to abide by the code of conduct will result in disciplinary action.

Depending on the nature and severity of an offence, the sequence of disciplinary actions may take the following forms:

Level 1:	Verbal Warning	This is noted by the respective Programme Leader. Only 1 verbal warning for any offence is given; repeat offence Level 2 disciplinary action is applied
Level 2	Caution Letter	This is given by the respective Programme Leader, record kept in learner's file. Copy of any caution letter is sent to Parent/guardian. After 2 caution letters, the following offence results in Level 3 disciplinary action.
Level 3	First written warning	Any written warning is issued by the director. All warning letters must be in duplicate for parent to sign the second copy which must be kept in the learner's file.
Level 4	2nd written warning (may also include suspension for 2 days)	
		Accumulation of 2 written warnings will result in Level 5 disciplinary action, for any consecutive offense.
Level 5	Final written warning (may also include suspension for 3 days or dismissal depending on the severity of the offense and whether it is a repeated offense.)	
Level 6	Suspension + recommendation for dismissal	

10.0 LEARNER SUPPORT SERVICES & FACILITIES

A variety of services are provided for you, on campus, which helps to make Academy life more comfortable and productive:

The **Library** offers learners wide access to books, both academic and non-academic, magazines, newspapers, articles and government documents. Library books may be borrowed under different agreements.

The **Computer Labs** are available for your use during allocated timetabled sessions. The computer labs are also available for learner's use during lunch time (12 to 1pm) and from 3 to 4 pm when there are no timetabled sessions. Please see the IT Technician for use of the computer labs. All ICT facilities placed at your disposition should be used appropriately and with due respect.

Wi-Fi Internet facilities are available for learners' use around the campus through use of allocated login. Please note that this is for learning use and not for use with social media sites.

CWS Mobile Phone Package is available for any learner who is interested in taking this up. This is at a cost of SR150 for 5GB data, 500mins and 500 SMS.

The **Registrar** assists learners regarding their concerns and queries. Queries can include requests for financial advice (related to fees and allowance, bus pass or more general financial problems). The Registrar is also the person who deals with other social problems which can affect learning. She counsels, gives advice and can also refer learners to other agencies. The counselling service is confidential and friendly and available to everybody.

The **Mentorship Programme** is in place to support learners who do not perform to the required standard. Learners placed on the programme works with a Mentor who will support, counsel and monitor performance and report to the Programme Leader and Deputy Director.

The **Learner Council** is a group of learners who meet with the Academy management/staff to discuss important issues of concern to all learners. Learner representatives come from the various tutor groups and they meet regularly to discuss issues of concern within the Academy. The members of the council have the responsibility of voicing the general concerns of the learners they represent. (See TOR Learner Council)

There are **Food outlets** on campus (UNISEY Cafeteria). Learners are also free to buy their food in Take-away outlets off campus but they should return to campus to eat.

Garden benches set outside are for use of SBSA students and staff. Please respect them and use them properly. Do not deface them with graffiti.

OTHER FACILITIES & SERVICES

Moreover, a variety of facilities and services are provided for you at the **administrative block**. These are as follows:

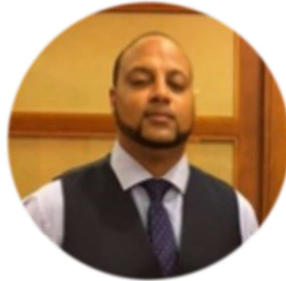
- Micro wave (food warming facility)
- Fridge and deep freezer facility
- Ironing facility
- Hot water for drinks
- Clothes mending facility (Sewing Machine, needle and thread)
- Resting place (for those who are sick)
- Hypertension monitoring machine
- Blood sugar testing kit
- Shower facilities
- First Aid Kit
- Laminating facility
- Cutter machine for paper
- Binding facility
- Photocopying facility
- Sport Equipment
 - * Footballs
 - * Volleyball nets
 - * Basket balls
 - * Table tennis bats + balls

Your registration at the Seychelles Business Studies Academy implies you are in agreement with the codes of conduct governing the institution.

Please note that these rules and regulations are subject to change and/or amendments but you will be informed of any change or amendment before implementation.



APPENDIX 1



Mr Oliver Bastienne
Chairperson



Mr Jean Raguin
Vice-Chairperson



Mr Darrel Antat
Member



Mrs Vanesa Valentin
Member



Mrs Pamela Charlette
Member



Mr Ernesto Lionnet
Member



Mrs Zelda Julie
Member



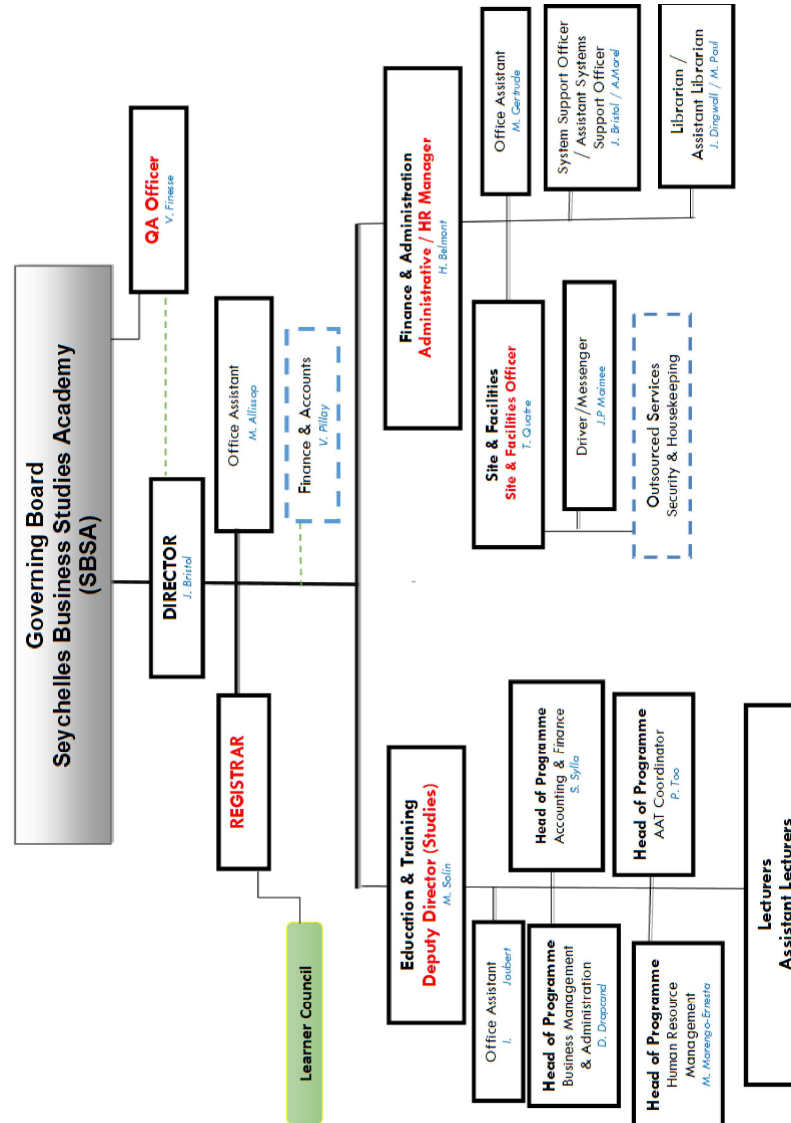
Mrs Debbie Horsman-Dingwall
Secretary



Mrs Josianne Bristol
Member

APPENDIX 2

SBSA Organization chart



Appendix 3

ASSESSMENT/ EXAM RULES AND REGULATIONS

1. Be on time for all your assessment /exams. You will not be allowed into the assessment/exam room if you are late without a plausible reason. Any candidate who reaches the exam room 50 mins after the start of the exam will not be allowed to sit the exam.
2. If you are going to be absent for any assessment/exam you will need to inform your class tutor before the assessment/exam (in case of illness you must call to inform) and on the first day back you MUST produce your medical certificate to be allowed to sit the missed assessment/exam.
3. If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4. All personal belongings and bags must be deposited in an area indicated by the Invigilator. Mobile telephones and all other programmable devices must be switched off, and left in bags. Pencil cases must also be left in bags. You will only be allowed equipment that is required for the assessment/exam on the desk. Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
5. Do not talk to or try to communicate with, or disturb other candidates once in the assessment/exam room.
6. Do not borrow anything from another candidate during the assessment/exam. Have your own equipment required for the assessment/exam!
7. NO TIPEX IS ALLOWED ON ANY ASSESSMENT/EXAM PAPER SO DO NOT BRING ANY TO THE ASSESSMENT/EXAM DESK!
8. No candidate, having commenced the assessment/exam, may leave the assessment/exam room during the first hour of the assessment/exam or during the final 20 minutes.
9. Candidates wishing to return to the assessment/exam may not leave the assessment/exam room unsupervised. If there is a desperate need to leave the room you must inform the invigilator who will ensure supervision while outside the room.
10. At the end of the assessment/exam :
11. All candidates must stop writing when instructed to do so by the Invigilator.
12. The invigilator will collect the assessment/exam materials.
13. Each candidate must ensure that they hand in all assessment/exam materials.
14. All candidates should remain in their places until the assessment/exam has officially ended, all assessment/exam materials have been collected, and they have been given permission to leave by the invigilator.
15. Candidates must leave and disperse quietly once the assessment/exam is over.

APPENDIX 4

Misconduct [ref. code of conduct]

General Guidelines and Procedures

Expectations

The core purpose of the PC is to offer teaching and support learning. As such, it is extremely important that the teaching and learning environment is such that allows learners to learn to their fullest potential.

The expectations relevant to the conduct of learners are as follows:

Showing respect and consideration for all members of the PC community.
Behaving in a way that does not affect the learning, enjoyment, health and safety of other members of the PC community.
Being courteous, responsible and respecting the rights and opinions of others.
Respecting the work, ideas, beliefs and values of others.
Working co-operatively with all members of the PC community and carrying out instructions and requests when asked to do so.
Wearing the PC uniform in the stated way and following appropriate grooming procedures.
Maintaining a clean, tidy, orderly and healthy PC environment.
Using all PC equipment and resources safely and responsibly.
Returning any items or books by the time required.
Attending all classes regularly and on time.
Completing course work and other parts of the programme (e.g. work based experience) to a satisfactory standard and on time.
Switching off mobile phones and/or other personal devices in all learning areas.
Knowing and following **ALL** PC policies, procedures and specific regulations.

Prohibited Conduct

Any learner found to have engaged, or attempted to engage, in the following while within the PC's jurisdiction, shall be subject to disciplinary action by the PC:

Academic misconduct

Examples of academic misconduct include, but are not limited to:

- Violation of programme rules;
- Plagiarism, collusion, copying or cheating to improve own performance or gain other rewards:

- Knowingly providing, receiving, using or being in possession of unauthorised materials during examinations;
- Knowingly providing or using unauthorized assistance on a course assignment;
- Collaborating with someone else on assessments which should have been individual work;
- Serving as, or enlisting the assistance of a substitute for a learner in any graded assignments;
- Alteration of grades or marks by the learner in an effort to change the earned grade or credit;
- Alteration of academically-related PC forms or records, or unauthorized use of those forms or records;
- Engaging in activities that unfairly place other learners at a disadvantage, such as taking, hiding or altering resource material, or manipulating a grading system;

Endangering health or safety of any member of the PC community

Sexual misconduct

Bullying

Destruction of property

Misuse of PC premises

Possession or use of dangerous weapons, devices, or substances

Dishonest conduct

Theft, attempted theft, or the unauthorized use or possession of PC property, services, resources, or the property of others

Failure to comply with PC or civil authority directives

Use, production, distribution, sale, or possession of illegal substances

Use, production, distribution, sale, or possession of alcohol

Being under the influence of alcohol or any illegal substances

Disorderly or disruptive conduct

Using abusive language or assaulting others

Using electronic or other means to make a video or photographic record of any person in a location where there is a reasonable expectation of privacy without the person's prior knowledge, when such a recording is likely to cause injury, distress, or damage to reputation

Violations

Any learner who violates the *Code of Conduct* shall be subject to specified sanctions by the PC.

A complaint alleging a violation of the *Code of Conduct* must be filed with the PC as soon as practicable following the discovery of the alleged violation.

Learners shall be notified of PC violations in writing, and a copy shall be maintained in the learner file. For learners below 18 years (who have not reached legal age of maturity), parents shall be called in for conferencing.

Following notification of violations, learners are strongly encouraged to and shall be afforded the opportunity to meet with a designated PC official for the purpose of explaining the PC violation and discussion of the disciplinary action.

Sanctions

Sanctions shall be commensurate with the violations found to have occurred. Sanctions shall take into account any circumstances or factors relating to the violation. These may include, but are not limited to: any provocation that elicited the violation; the learner's disciplinary history; any previous sanction(s) already applied to the learner; any failure of the learner to comply fully with previous sanctions; the extent to which the behaviour jeopardizes the safety and security of the PC community; the degree of intent and motivation of the learner in committing the violation; and, the likelihood of the behaviour occurring again.

One or more of the following courses of action may be taken when a learner has been found to have violated the *Code of Conduct*:

An oral or written **informal reprimand**.

A formal written **letter of warning** (3 written warnings will lead to dismissal).

Disciplinary probation for a specified period of time which may also involve the loss of specified privileges. Further violation of PC policies during the probationary period will additionally be viewed as a violation of the probation, which shall result in further action up to and including suspension or dismissal.

Suspension* for a specified period of time. Satisfactory completion of specified stipulations may be required for readmission at the end of the suspension period.

Dismissal* whereby a learner's enrolment at the PC is immediately terminated without opportunity to re-enrol in the future.

*A learner who has been sanctioned with a suspension or dismissal shall be denied all privileges afforded to a learner and shall be required to vacate PC premises at a specified time. After vacating PC premises, a suspended or dismissed learner may not return at any time, for any purpose, in the absence of expressed written permission from the Director.

Other appropriate sanctions may be imposed singularly or in combination with any of the above-listed sanctions. Examples include, but are not limited to: repayment of any damaged or appropriated property; reassignment to another room, class or group; restriction of access to specified PC premises; referral to medical resources or counselling personnel.

APPENDIX 5: List of Policies

- Assessment Policy
- Learner Code of Conduct
- Learner Support Policy
- Learner Rights and Responsibilities
- Grievance Policy
- Health and Safety Policy
- Sexual Harassment Policy
- Pregnancy Policy
- WBE Policy

Please note that all policies are available in the library and on the Website.

www.sbsa.edu.sc



APPENDIX 6: Academic Calendar

Semester 1 – January to June 2023		
DATE	ACTIVITY	COMMENTS
Monday 9 January – Friday 3 March	WBE for Year 3 HRM only	8 weeks WBE postponed from Year 2
Monday 23 January	Start of Academic Year for teaching staff	JAW, Programme Accreditation, Strategic Planning
Monday 30 January	Start of Academic Year	For Years 2 & 3
Wednesday 15 February	Induction/Registration for part-time students	
Thursday 23 February	Induction/Registration for Year 1	TBC
Monday 27 February	SBSA Access Programme for Year 1	TBC
Monday 6 March	HR3 return from WBE	Start of academic year
Monday 13 March to Friday 17 March	Assessment One	AF3, BMA3, HR2, AF2, BMA2
Friday 24 March	Graduation	2019-2021 cohort
Monday 27 March to Friday 31 March	Mid-Semester Break	
Friday 7 April	Good Friday	Public Holiday
Monday 10 April	Easter Monday	Public Holiday
Monday 10 April to Friday 14 April	Assessment One	CAS & HR1
Monday 24 April to Friday 28 April	Assessment One	AF1 & BMA1
Monday 1 May	Labour Day	Public Holiday
Tuesday 2 May to Friday 5 May	Assessment Two	AF3 & BMA3

Semester 1 – January to June 2023 (Cont.)		
DATE	ACTIVITY	COMMENTS
Monday 8 May to Friday 30 June	WBE for Year 3 (AF/BMA)	8 weeks WBE
Monday 15 May to Friday 19 May	Assessment One Assessment Two	HR3 HR1 & HR2
Monday 29 May to Friday 2 June	Assessment Two	CAS
Monday 5 June to Thursday 15 June	Assessment Two End of Course Exam for Semester 1	AF2, BMA2, AF1, BMA1 HR1 & HR2
Thursday 8 June	Corpus Christi	Public Holiday
Saturday 17 June	Athletics Championships	
Monday 19 June to Friday 14 July	Vacation	4 weeks

Semester 2 – July to December 2023		
DATE	ACTIVITY	COMMENTS
Monday 17 July	Start of Semester 2	
Monday 10 July to Friday 18 August	WBE for Year 2 – AF2/BMA2	6 weeks WBE
Tuesday 15 August	Assumption	Public Holiday
Monday 21 August to Friday 25 August	End of Course Exams for CAS	
Monday 28 August to Friday 1 September	Mid-Semester Break for CAS only	
Monday 28 August to Friday 22 September	WBE for Year 1 (AF/BMA)	4 weeks WBE
Monday 4 September to Friday 24 November	WBE for CAS	12 weeks WBE
Monday 25 September to Friday 29 September	Mid-Semester Break (except CAS)	
Friday 6 October	Teachers' Day	
Monday 30 October to Friday 3 November	Exams for HRM Year 1 only	
Monday 6 November to Friday 15 December	WBE for HRM Year 1	6 Weeks WBE
Wednesday 1 November	All Saints Day	Public Holiday
Friday 3 November	Job Card registration	Year 3
Monday 13 November	Start of Exams	
Thursday 7 December	End of Academic Year / end of year assembly	

Please note ALL students MUST attend the End of Year Assembly to be informed of their status for the following year.

Contact Information:

Seychelles Business Studies Academy
Anse Royale, Mahe, Seychelles
Tel: 4371188
Website: www.sbsa.edu.sc
facebook.com: [sbsaseychelles](https://www.facebook.com/sbsaseychelles)

Emails:

Director:

j.bristol@sbsa.edu.sc

Deputy Director (Studies):

maria.solin@sbsa.edu.sc

Heads of Programmes:

Accounting & Finance:

S.sylla@sbsa.edu.sc

Business Management & Administration and Administrative Skills:

d.drapcand@sbsa.edu.sc

AAT Coordinator:

peter.too@sbsa.edu.sc

Human Resource Management:

midzy.marengo@sbsa.edu.sc

