

# TEACH-OUT POLICY

## SBS Swiss Business School, RAK campus

Policy Reference No.	Document Name	Version	Updated On
SBS-TOP-V01	SBS Swiss Business School, RAK Campus Teach-Out Policy	V01	13.02.2025

## **1. Introduction**

This policy establishes a clear framework for the Teach-Out process at SBS Swiss Business School, RAK campus, UAE, ensuring minimal disruption to students and compliance with the Ras Al Khaimah Economic Zone (RAKEZ) regulations. The policy has been developed to proactively address potential institutional changes, such as program discontinuation or campus closure, ensuring that enrolled students can complete their studies without academic or financial hardship. It is aligned with accreditation standards and regulatory requirements to maintain the integrity and quality of academic programs.

## **2. Purpose**

The purpose of this policy is to provide structured guidelines for the development and implementation of a Teach-Out Plan in the event of SBS Swiss Business School, RAK campus, ceasing its operations. The policy ensures that students enrolled in BBA, MBA, MSc, and DBA programs can complete their education smoothly, minimizing any academic or financial hardship.

## **3. Scope of Application**

This policy applies to all SBS Swiss Business School, RAK campus, programs, students, faculty, and administrative staff. It outlines the institutional responsibilities and processes for executing a structured Teach-Out Plan, ensuring compliance with RAKEZ, accreditation standards, and relevant regulatory authorities.

## **4. Policy Statement**

SBS Swiss Business School, RAK campus, is committed to ensuring an effective and student-centric Teach-Out process. This policy outlines the steps to facilitate a smooth transition for students and staff in case of program discontinuation or institutional closure.

### **The Teach-Out Plan includes:**

- Student notification details
- Support services provided by SBS Swiss Business School, RAK campus
- Academic completion pathways
- Staff transition strategy
- Record preservation and accessibility

- Compliance with RAKEZ, accreditation, and regulatory requirements

#### **4.1 Student Notification**

Students and stakeholders will be notified at least six months before the planned closure through:

- **Notification to RAKEZ & Accreditation Bodies:** Official documentation submission to ensure regulatory compliance.
- **Official Announcement:** The official announcement will be communicated via email to students, parents, faculty, staff, and regulatory bodies and will also be available on the Learning Management System (LMS).
- **Website Update:** The closure update will be planned to be posted on the website accordingly at least six months before the closure, including a dedicated section with FAQs and contact information.
- **Personalized Communication:** One-on-one meetings with students to discuss their academic future.
- **Student Town Halls:** Regular online and in-person sessions to address concerns and provide guidance.

### **5. Guidelines for the Teach-Out Plan**

#### **5.1 Student Support Services Provided by SBS Swiss Business School, RAK campus**

To ensure minimal disruption to students, SBS Swiss Business School, RAK campus, will provide the following support services:

##### **1. Academic Completion Assistance:**

- Students will have options to:
  - Complete their programs before the closure.
  - Transfer from one program to another will be facilitated based on the school's agreement and policy.
- Ensure curriculum and credit alignment with partner institutions.
- Provide academic counseling to guide students on available options.

**2. Financial Support and Guidance:**

- Financial counseling for students regarding outstanding tuition fees.

**3. Administrative Support:**

- Facilitate the issuance of transfer certificates, transcripts, and course syllabi.
- Secure storage and accessibility of academic records for at least five years post-closure.

**4. Career Guidance & Placement Support:**

- Provide career counseling and job placement assistance for students transitioning to new institutions or seeking employment.
- Networking sessions with alumni and partner institutions.

**5. Psychological & Emotional Support:**

- Counseling services to assist students in managing stress and uncertainty during the transition.

**5.2 Academic Completion Pathways**

SBS Swiss Business School, RAK campus, will ensure students can complete their BBA, MBA, MSc, and DBA programs through:

**1. Teach-Out at SBS Swiss Business School, RAK campus**

- Allow students to complete their coursework before closure.
- Ensure faculty availability for final coursework completion.

**2. Transfer from one program to another:**

- Transfer from one program to another will be facilitated based on the school's agreement and policy.

**3. Credit Transfer Agreements:**

- Ensure seamless transfer of credits by aligning SBS program curricula with alternative institutions.

### 5.3 Staff Transition Strategy

SBS Swiss Business School, RAK campus, will ensure a fair and transparent transition for faculty and staff, including:

1. **Communication and Support:**
  - Early notification of closure to all employees.
  - One-on-one meetings with HR to discuss transition plans.
2. **Job Placement Assistance:**
  - Provide reference letters and professional recommendations.
3. **Compensation and Settlement:**
  - Ensure timely payment of salaries, severance packages, and benefits.

### 5.4 Record Preservation and Accessibility

To maintain academic integrity and compliance, SBS Swiss Business School, RAK campus, will:

- Ensure all student records (transcripts, certificates, and syllabi) will be securely stored for five years post-closure.
- A repository of student records will be submitted to RAKEZ for safekeeping after obtaining approval from the main campus.
- Students will receive digital and physical copies of their transcripts.

### 5.5 Operational Timelines

The Teach-Out Plan will follow a structured timeline to ensure smooth closure:

<b>Milestone</b>	<b>Timeline</b>
Initial Notification to RAKEZ and Stakeholders	6 months before closure
Student & Staff Notification	6 months before closure
Transition Support Meetings & Counseling	5-6 months before closure

Academic Completion or Transfer Agreements Finalized	4-5 months before closure
Staff Transition Support & Finalization	3-4 months before closure
Final Course Completion & Transcripts Issued	2-3 months before closure
Last Day of Operations	Closure Date
Record Storage & Submission to RAKEZ	Within 1 month post-closure

## 5.6 Accreditation & Regulatory Compliance

SBS Swiss Business School, RAK campus, will ensure:

### 1. Compliance with RAKEZ & Accreditation Standards:

- Obtain approval from the main campus before submitting the Teach-Out Plan to RAKEZ and the accreditation body.
- Maintain quality assurance measures in academic completion in line with the main campus.

### 2. Approval for Agreements with Alternative Institutions:

- Secure approval from the main campus, and upon approval, submit it to RAKEZ for final approval for partnerships and credit transfer arrangements.

## 6. Submission and Approval Process

### 1. Teach-Out Plan Submission:

- Submit to the main campus for review and approval at least six months before closure, ensuring alignment with main campus guidelines before submission to RAKEZ.

### 2. Final Approval & Implementation:

- Upon approval from the main campus, submit to RAKEZ for final approval. The Teach-Out Plan will be executed only after both approvals.

## 7. Feedback & Continuous Improvement

- The Quality Assurance team will review the Teach-Out Policy yearly to align with regulatory updates.
- Students, faculty, and staff can provide feedback to improve Teach-Out procedures.

## 8. Contact Information

For any inquiries, please contact:

**Email:** [admin@atmsedu.org](mailto:admin@atmsedu.org)

## 9. Conclusion

This Teach-Out Plan ensures that **SBS Swiss Business School, RAK campus, students and staff receive full support** during any closure process. By following academic guidelines, we commit to maintaining academic integrity, regulatory compliance, and student success.

*Note: This document is issued and controlled by SBS Swiss Business School, RAK Campus. Unauthorized copying, disclosure, or distribution of this policy is strictly prohibited unless prior written permission is obtained from the Authority.*