

TEMPORARY CLOSURE POLICY

SBS Swiss Business School, RAK campus

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SBS-TCP-V01	SBS Swiss Business School, RAK Campus Temporary Closure Policy	V01	13.02.2025

1. Introduction

This policy has been developed to provide a clear and consistent framework for managing temporary campus closures at **SBS Swiss Business School, RAK Campus**. It aligns with **Ras Al Khaimah Economic Zone (RAKEZ)** regulatory requirements and UAE education directives, ensuring compliance and the continued safety of students, faculty, and staff.

2. Purpose

The purpose of this policy is to:

- Provide clear guidelines for managing temporary campus closures due to emergencies, adverse weather conditions, or any unforeseen circumstances.
 - Ensure timely communication with all stakeholders, including students, faculty, staff, and regulatory authorities.
 - Minimize disruptions to academic and administrative activities by implementing contingency plans such as hybrid or online learning.
 - Maintain the safety and security of all members of the SBS Swiss Business School, RAK, and community.

3. Scope of Application

This policy applies to all students, faculty, administrative staff, and visitors at SBS Swiss Business School, RAK Campus. It outlines the responsibilities and procedures to be followed by campus leadership, staff, students, and other relevant stakeholders during temporary closures.

4. Policy Statement

- SBS Swiss Business School, RAK, prioritizes the safety and well-being of students, faculty, staff, and visitors during emergencies or adverse conditions.
- Temporary campus closures may be enforced when conditions pose a significant risk to the campus community, as determined by the campus leadership in coordination with RAKEZ and local authorities.

- SBS Swiss Business School, RAK, will ensure clear and timely communication with all stakeholders regarding the closure, its reasons, duration, and any alternative arrangements for smooth functioning without affecting the academic year.
- The institution will implement hybrid or online learning methods to ensure academic continuity during temporary closures.
- RAKEZ must be notified of any temporary campus closure, and the institution must comply with all relevant UAE regulations and directives.
- Emergency response plans and risk assessment strategies must be implemented to ensure operational continuity and preparedness.
- The campus will reopen only when conditions are deemed safe by leadership and local authorities, ensuring minimal disruption to educational and administrative activities.
- This policy aligns with SBS Swiss Business School, RAK's commitment to maintaining a secure, efficient, and high-quality learning environment.

5. Implementation Guidelines

5.1 Notification to Stakeholders

In the event of a temporary closure, the **campus administration** will notify stakeholders using the following methods:

1. Official Announcement:

- An official email notification will be sent to students, faculty, staff, and regulatory authorities.
- The closure will be communicated via the official website and student portals.

2. Public Notices & Social Media:

- Updates will be provided via SBS Swiss Business School, RAK's social media pages.
- SMS alerts will be sent to students and staff to ensure immediate awareness.

3. Meetings and Online Sessions:

- Virtual or in-person briefings will be conducted to explain the closure's impact on academic schedules and operations.

5.2 Alternative Learning Arrangements

To ensure academic continuity during temporary closures, SBS Swiss Business School, RAK, will:

- 1. Shift to Online Learning:**
 - Utilize virtual learning platforms such as Microsoft Teams to conduct online classes.
 - Provide access to digital course materials, assignments, and recorded lectures.
 - Conduct remote exams and assessments as per academic regulations.
- 2. Adjust Academic Schedules:**
 - Modify deadlines and course schedules where necessary.
 - Implement make-up classes once the campus reopens.
- 3. Maintain Student Support Services:**
 - Continue providing academic advising, student counseling, and administrative support remotely.
 - Offer virtual career guidance and internship placement assistance.

5.3 Administrative and Staff Responsibilities

SBS Swiss Business School, RAK, will ensure that:

- Regular meetings and updates will be provided to faculty and administrative staff.
- HR will communicate work-from-home policies or adjusted work schedules.
- Essential IT and administrative functions will be maintained remotely.
- Secure access to student records, financial transactions, and academic reports will be ensured.

5.4 Campus Reopening Procedures

The campus will reopen only when conditions are deemed safe. The following measures will be taken before reopening:

- Inspection of campus facilities for safety and readiness by administration and facilities management team.

- Review of academic calendar adjustments and student requirements by the Academic team.
- After the management meeting, the decision will be made for the issuance of official reopening notices via email, website, and social media, which will be carried out by the administration team.

6. Feedback and Continuous Improvement

This policy will be reviewed annually by the concerned authority in SBS Swiss Business School, RAK campus to align with the latest educational standards and regulatory requirements.

6.1 Feedback Mechanisms

Students, faculty, and staff are encouraged to provide feedback on this policy for continuous improvement. Surveys will be given to students, faculty, and staff to collect their feedback.

6.2 Contact Information

For inquiries related to this policy, please contact: info@atmsedu.org

By enforcing this policy, SBS Swiss Business School, RAK campus ensures that it aligns with recognized UAE regulations and best practices. This policy is crucial for upholding the integrity, quality, and safety of institutional operations during unexpected closures.

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