

# **STUDENT ENROLLMENT & ADMISSIONS POLICY**

## **SBS Swiss Business School, RAK campus**

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## **1. Introduction**

This policy establishes the framework for the enrollment and admission process at SBS Swiss Business School, RAK Campus, ensuring compliance with main campus admission requirements. It aims to maintain transparency, fairness, and academic integrity while aligning with the admission requirements of the main campus.

## **2. Purpose**

The purpose of this policy is to:

- Ensure adherence to the main campus's admission guidelines for all academic programs.
- Maintain high academic standards, including compliance with program-specific entry requirements.
- Provide a transparent and equitable admissions process.
- Ensure compliance with RAK DOK regulations and SBS Swiss Business School's quality assurance standards.

## **3. Scope of Application**

This policy applies to all prospective students applying to undergraduate and postgraduate programs at SBS Swiss Business School, RAK Campus. It outlines the responsibilities of campus administrators, admission officers, academic heads, and students throughout the admission process.

## **4. Admission Policy Statement**

All applicants to SBS Swiss Business School, RAK Campus must fulfill the admission requirements set by the main campus. The key admission criteria include:

### **4.1 General Admission Requirements**

- All students must meet the entry requirements for their respective programs.
- Applications must be submitted with all required supporting documents.
- The main campus must approve all student admissions in writing.
- Admission requirements must be published on the SBS Swiss Business School, RAK Campus website and promotional materials.

- Applicants must meet English language proficiency requirements as per program guidelines.
- All application documents, including academic transcripts and test scores, must be verified for authenticity and compliance.

## **5. Admissions Process**

### **5.1 Application Submission & Review**

- The Admissions Officer (AO) collects the completed application forms and required documents.
- The AO reviews the application for completeness and contacts the applicant if any documents are missing.

### **5.2 Verification by AVP of Academics**

- Once the application is complete, it is forwarded to the administration officer for review.
- The administration Officer verifies that the documents meet the academic criteria and program-specific requirements of SBS Swiss Business School, RAK Campus.

### **5.3 Registrar's Approval & Quality Control**

- Upon successful verification, all the documents along with the application form will be uploaded to the SBS Swiss Business School Student Management System.
- The Registrar of the main campus reviews the uploaded documents to ensure authenticity, compliance, and adherence to the school's guidelines.
- Any applicant who does not meet the criteria will be rejected.

### **5.4 Issuance of SBS ID & Confirmation of Admission**

- The Enrollment Letter and SBS ID are shared with the student as proof of admission.
- The student is advised to safeguard their SBS ID for future use.

## 5.5 Final Enrollment & Registration

- Once the Enrollment letter is issued, the student completes the registration process.
- The admission team ensures that entry requests through brochures, the website, and admission officers are consistent and transparent.

## 6. Continuous Improvement & Feedback

### 6.1 Annual Policy Review

- SBS Swiss Business School, RAK Campus will conduct an annual review of this policy to incorporate feedback and ensure compliance with the latest educational standards.

## 7. Contact Information

For any queries related to the Enrollment and Admission Policy, please contact:

**Email:** [info@sbs-uae.org](mailto:info@sbs-uae.org)

## 8. Conclusion

This policy ensures that SBS Swiss Business School, RAK Campus adheres to international academic standards, maintains compliance with RAKEZ regulations, and follows the admission requirements set by the main campus. By enforcing these guidelines, we uphold the integrity of our academic programs, ensure alignment with main campus standards, and provide students with a structured and efficient enrollment experience.

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