

# **FINES & VIOLATIONS POLICY**

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

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## **1. Introduction**

SBS Swiss Business School is committed to maintaining the highest standards of compliance, governance, and operational excellence at its Ras Al Khaimah (RAK) Campus. This policy establishes a structured framework aligned with the Ras Al Khaimah Department of Knowledge (RAK DOK) regulations, ensuring adherence to local legal and quality standards

## **2. Purpose**

The purpose of this policy is to:

- Define violations that may result in penalties as per RAK DOK IBC Resolutions 2024.
- Establish a transparent and consistent process for addressing non-compliance and imposing fines.
- Encourage adherence to RAK DOK regulations and promote a culture of accountability and quality assurance.

## **3. Scope of Application**

This policy applies to all stakeholders at SBS Swiss Business School's RAK Campus, including campus administrators, faculty, staff, and students. It outlines responsibilities, compliance processes, and expectations regarding adherence to RAK DOK regulations.

## **4. Policy Statement**

SBS Swiss Business School recognizes RAK DOK's legal authority to impose fines and penalties on International Branch Campuses (IBCs) that fail to comply with regulations. This policy ensures operational integrity, protects students and stakeholders, and upholds high educational and administrative standards.

## **5. Compliance Violations and Penalties**

Based on the RAK-DOK Regulations SBS Swiss Business School – RAK Campus Should follow below Violation and Penalties:

## 5.1 Violations and Descriptions

S:No	Violation	Description
1	Failure to comply with the terms of the Education Permit/NOC	SBS Swiss Business school follows all conditions outlined in the Education Permit/NOC issued by RAK DOK.
2	Unauthorized activities	Conducting activities not stated in the Educational Permit/NOC is prohibited.
3	Discontinuation of academic programs without approval	Academic programs must not cease without prior written approval from RAK DOK.
4	Failure to provide students with alternative solutions after program cancellation	In case of program cancellation, SBS Swiss Business School must provide an approved teachout plan.
5	Lack of institutional records and student files	SBS Swiss Business School must maintain accurate and complete records for compliance and operational purposes.
6	Non-existent or unclear refund policy	A clear and student-friendly refund policy must be in place.
7	Unauthorized amendments to curriculum or program name	Curriculum changes require prior approval from Main Campus and RAK DOK.
8	Offering non-approved academic programs	All academic programs must be authorized by Main Campus and RAK DOK before implementation.
9	Teaching content violating UAE and RAK values	Course content must align with the Main Campus requirement and UAE's religious, cultural, and national values.
10	Teaching courses not offered at the main campus	Courses must align with the main campus' accredited offerings and require written confirmation.

11	Offering courses/services outside official premises without approval	Educational activities must occur within authorized locations unless prior approval is granted.
12	Online/distance learning without approval	Online or distance courses must receive prior authorization from RAK DOK.
13	Unauthorized marketing and advertising	Promotional materials must be pre-approved by RAK DOK.
14	Issuing academic qualifications without approval	Degrees and certifications must be approved before issuance.
15	Failure to respond to official requests within a specified timeframe	Timely responses to RAK DOK's official inquiries are mandatory.
16	Providing false documents or information	Submission of misleading documents to secure an Education Permit/NOC is strictly prohibited.
17	Other violations	Any other breach of regulations may result in penalties up to AED 500,000.

### **Annual Review**

- SBS Swiss Business School – RAK Campus, in coordination with RAK DOK, will conduct a review accordingly of this policy to incorporate necessary updates and improvements.

### **Contact Information**

For inquiries related to this policy, please contact:

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

## **Conclusion**

This policy ensures compliance, governance, and operational integrity at SBS Swiss Business School – RAK Campus. Adherence to this framework is vital for maintaining the institution’s credibility, safeguarding students' interests, and upholding RAK educational and regulatory standards.

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