

COMPLIANCE INSPECTION POLICY

SBS Swiss Business School, RAK Campus

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1. Introduction

SBS Swiss Business School, RAK Campus, is committed to ensuring full compliance with academic, operational, and regulatory standards. This IBC Compliance Inspection Policy establishes a structured framework for conducting regular inspections to ensure alignment with the standards of the main campus, RAK DOK regulations, and UAE federal requirements.

2. Purpose

This policy aims to ensure systematic monitoring and evaluation of institutional compliance across academic programs, administrative processes, and student services. It supports adherence to accreditation standards, enhances institutional accountability, and promotes continuous improvement through structured inspection mechanisms.

3. Scope

This policy applies to all academic and administrative functions of SBS Swiss Business School, RAK Campus, covering compliance inspections related to curriculum delivery, teaching standards, assessment practices, faculty qualifications, student support services, infrastructure, and regulatory requirements.

4. Core Principles

- **Compliance and Accreditation:** Ensure alignment with main campus standards, RAK DOK regulations, and UAE federal laws.
- **Transparency and Accountability:** Maintain clear documentation and reporting of inspection outcomes.
- **Continuous Improvement:** Use inspection findings to enhance academic and operational quality.
- **Consistency:** Apply standardized inspection procedures across all departments.

5. Compliance Inspection Framework

➤ Inspection Planning

- Develop an annual inspection schedule covering all key academic and administrative areas.
- Define inspection criteria based on institutional policies, accreditation requirements, and regulatory standards.

➤ Inspection Implementation

- Conduct periodic internal inspections and audits across departments.
- Review documentation, processes, and practices for compliance with institutional and regulatory standards.
- Engage faculty, staff, and relevant stakeholders during inspections.

➤ Monitoring & Reporting

- Document inspection findings and identify areas of non-compliance.
- Prepare compliance reports and share with institutional leadership.
- Develop corrective action plans with defined timelines.
- Track progress and ensure timely resolution of identified gaps.

6. Governance and Responsibilities

- Quality Assurance Committee (QAC): Oversee planning, execution, and monitoring of compliance inspections.
- Institutional Leadership: Ensure implementation of corrective actions and policy compliance.
- Faculty and Staff: Cooperate with inspection processes and implement required improvements.

7. Key Compliance Areas

- Academic Program Delivery and Curriculum Alignment
- Teaching and Learning Standards
- Assessment and Evaluation Practices
- Faculty Qualifications and Development
- Student Support Services
- Infrastructure and Learning Resources
- Regulatory and Accreditation Compliance.

8. Documentation and Record Keeping

- Maintain detailed records of all inspections, findings, and corrective actions.
- Ensure documentation is securely archived as per main campus regulations.

9. Compliance Audits and Reviews

- Regular internal compliance audits will be conducted to assess adherence to institutional standards.
- Audit findings will be used to develop action plans for continuous improvement.

10. Ethical Standards

- Maintain integrity and ethical conduct during inspection processes.
- Ensure confidentiality of institutional data and compliance-related information.

11. Policy Review and Updates

- This policy will be reviewed annually or as required to ensure alignment with evolving regulatory and accreditation requirements.
- Updates will be made in consultation with the Quality Assurance Committee.

12. Contact Information

For any questions regarding this policy, please contact: info@sbs-uae.org

Conclusion

SBS Swiss Business School, RAK Campus is committed to maintaining full compliance with academic and regulatory standards as an International Branch Campus. This policy ensures a structured and consistent approach to compliance inspections, supporting institutional integrity, accountability, and continuous quality enhancement.

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