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## *Regulations Governing Admissions to Study at SSBM Geneva Policy*

Version	Approved by	Approval date	Effective date	Modifications
1.0	President	3 December 2019	3 December 2019	New Regulations
2.0	Academic Dean	10 November 2023	10 November 2023	Policy revision

### 1. Purpose

The purpose of this Policy is to define regulations governing admissions to study at SSBM Geneva Bachelor and Master programs and process of student admission.

### 2. Scope

Scope of this Policy is SSBM Geneva, its students and departments and functions responsible for the student admission process.

### 3. Responsibilities

**Admissions Committee** – Non-permanent committee responsible for making decisions on conditional enrolment and enrolment of students whose applications deviate in other ways from the admission criteria, based on all relevant facts and following Swiss Universities evaluation service.

**Head of Operations** – Responsible for leading the Admissions Department and conducting internal education and staff training on policies and procedures connected to the admission process. Responsible for preparation of student contracts and decisions regarding student finance and tuition fees. Makes decisions on student admission in regular conditions and advises the Admissions Department. Responsible for convening the Admissions Committee according to the provisions set in this Policy.

**Admissions Department** – Responsible for conducting the admission process in accordance with SSBM Geneva policies and procedures. Members are responsible for attending all internal education and staff training on the admission process. Responsible for reviewing student applications and making decisions on admission, in regular conditions, when admissions criteria has been met without a doubt. Informs the Head of Operations on student applications that fall under the scope of conditional enrolment or contain other deviation or unclarity. Responsible for conducting investigation and collecting evidence on applications of questionable and unclear credibility in accordance with provisions set by this policy or by other available means.

#### **4. Admissions Committee**

Admissions Committee is composed of at least 3 members, including the Academic Dean, Head of the Program and Operations Director, VP of Finance, Legal and HR or VP of Quality, Technology, and Innovation. Exceptionally, any member of the Admissions Committee, except for the Academic Dean, can be substituted by a member of the Quality Assurance Department or member of the Faculty.

The Admissions Committee meets as needed, when convened by the Head of Operations, in person or virtually. Decisions are made based on unanimous vote by all members.

#### **5. Internal education and staff training on admission criteria**

Internal education and staff training on admission criteria is conducted by the Head of Operations in accordance with SSBM policies and procedures on admission criteria and SSBM Geneva Internal Education and Staff Training Procedure. Internal education and staff training on admission criteria is mandatory for all members of the Admissions Department. Other relevant parties can be called to participate in the internal education and staff training on admission criteria, as decided by the Head of Operations.

Internal education on admission criteria is conducted at least once a year, as decided by the Head of Operations. If any changes occur to the policies and procedures governing the admission criteria, internal education will be organised as soon as possible and before the Effective date of said policies and procedures.

Staff training on admission criteria is to be organised at least once a year, approximately between the previous and the next regularly scheduled internal education with the purpose of maintaining the continuity of the admission criteria compliance.

Head of Operations has to inform the Quality Assurance Department of internal education and staff training being organised, as well as the results of the examination. Should the Head of Operations fail to organise internal education or staff training, when necessary, the Quality Assurance Department will set the date of the internal education or staff training and inform the Head of Operations to conduct it.

#### **6. Admission process**

The entire admissions process in the institution is fully digitized and is processed through SSBM central application system: Student Application System (SAS) (see <https://apply.e-ssbm.com/>).

Applicants are to submit all required information and documents, necessary to meet the admission criteria as defined by this Policy. All applications are first reviewed by the Admissions Department and if admission criteria have been met without a doubt, the applicant is approved, a finance plan is set for the payment of the tuition fee and a student contract is delivered to the applicant for signing. After signing of the student contract, the applicant is enrolled in the program.

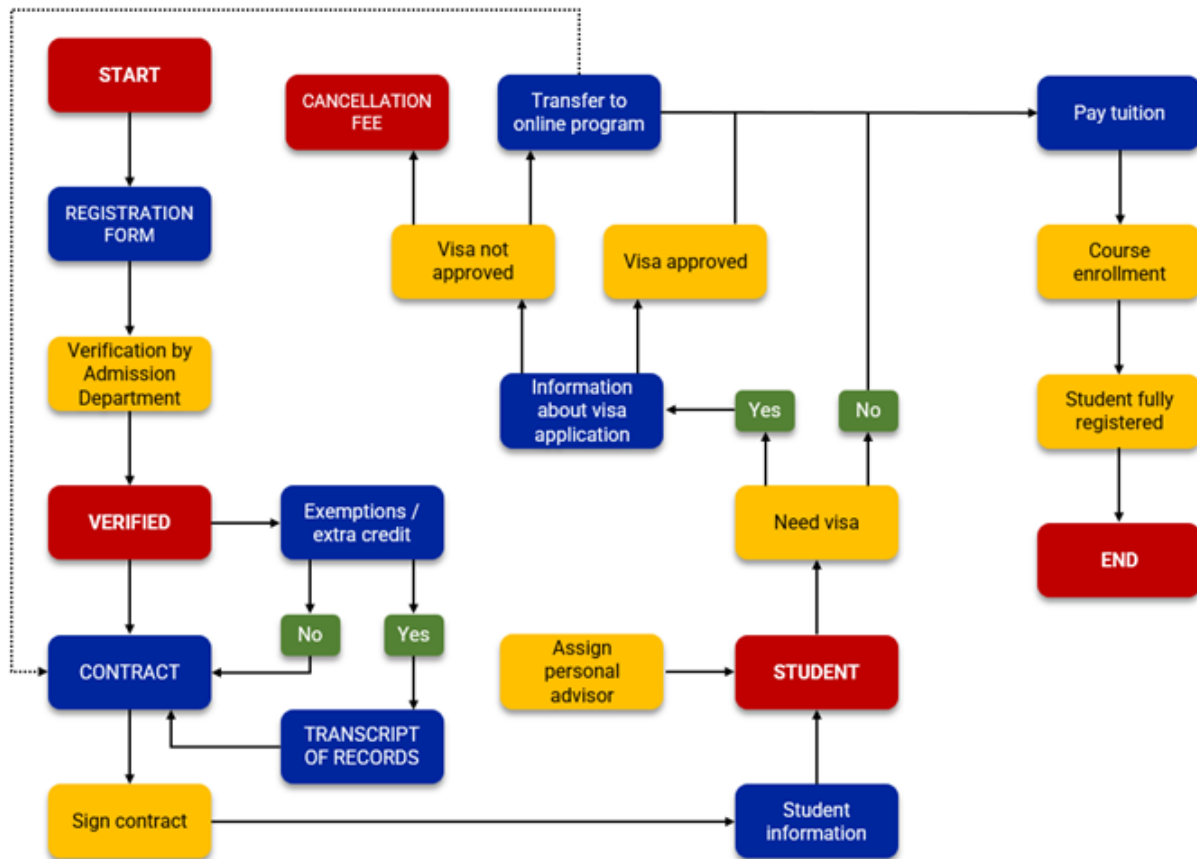


Figure 1. Admission process

In case that any application fails to meet any of the admissions criteria stipulated by this Policy, or in any way deviates from the regular procedure (e.g., unclear high school recognition, personal information missing, unclear evidence of previous work experience etc.), Admissions Department informs the Head of Operations who determines which information and documents need to be resubmitted and/or verified. Admissions Department either asks the candidate to provide evidence that verify accuracy of data provided (e.g., in case of the unclear high school recognition, applicant may be asked to submit the evidence that the attended school is recognized by the Ministry of Education in his/her country) or consults the relevant country embassy or other relevant institution and/or official database.

After additional information and documents have been acquired and/or verified, the Head of Operations determines if the admissions criteria have finally been met and if so, confirms the enrolment of the applicant. If the admissions criteria have still not been met after the additional verification by the Admissions Department, or any part of information provided by the applicant is still unclear, the Head of Operations convenes the Admissions Committee and supplies them with all evidence and details of the application. The Admissions Committee takes the

admission decision based on all relevant facts and following Swiss Universities evaluation service.

## 7. Admissions Criteria

### 7.1. Regulations governing Admission to study at Swiss School of Business and Management Bachelor program(s)

Admission to Bachelor’s studies is granted to applicants who fulfil the following requirements:

- Successful completion of the Swiss Baccalaureate / High School Diploma / International Baccalaureate or equivalent
- Swiss commercial vocational baccalaureate or Vocational Educational Training (VET) equivalent qualification
- Relevant NQF/QCF/RQF Level 3 Award/Diploma or at the level of GCE/GCSE or any equivalent qualification
- Work experience of 1 year in a commercial environment or mandatory to complete Career Advancement Program
- English requirements:
  - English Proficiency test for non-native speakers is required (TOEFL IBT 90, IELTS 6.5 or equivalent).
  - If a candidate is not from a majority English-speaking country, then evidence of English language competency is required.

Applicants who do not meet Regulations governing Admission to study at Swiss School of Business and Management Bachelor program(s) will be reviewed in accordance with provisions set by this Policy.

To be finally admitted students have to sign the student contract and pay tuition fees in accordance with the contract signed with SSBM Geneva.

#### 7.1.1. Details on Secondary Education Qualifications

QUALIFICATION	ADMISSION REQUIREMENTS
Swiss Baccalaureate Swiss Maturity Certificate Swiss commercial vocational baccalaureate or Vocational Educational Training (VET)	<ul style="list-style-type: none"> <li>· Competencies Test required.</li> <li>· Interview required with Admissions Manager</li> <li>· TOEFL IBT 90, IELTS 6.5 or equivalent</li> </ul>
International Baccalaureate (IB)	<ul style="list-style-type: none"> <li>· IB score minimum 28 (unconditional acceptance)</li> <li>· Competencies Test required</li> <li>· Interview required with Admissions Manager</li> </ul>
International Baccalaureate Career Related Program (IB CP)	<ul style="list-style-type: none"> <li>· At least two IB subjects taken with min. grade 4 and passing grade for other subjects (unconditional acceptance)</li> <li>· Competencies Test required.</li> </ul>

	· Interview required with Admissions Manager
A-Levels	· At least grade C in each of 3 subjects (unconditional acceptance) · Competencies Test required. · Interview required with Admissions Manager
Foreign Diplomas / High School Diploma	· Upper secondary school-leaving certificate (Maths included) · Competencies Test required · Interview required with Admissions Manager · Admissions exam required (if applicable, varies per country) · TOEFL IBT 90, IELTS 6.5 or equivalent

## 7.2. Regulations governing Admission to study at Swiss School of Business and Management Master program(s)

Admission to Master's studies is granted to people who fulfil the following requirements:

- Hold a Bachelor's degree in the related field or an equivalent university degree.
  - Applicants who do not have a Bachelor's degree in the related field will have to complete at least 2 online management courses prior to being enrolled into a master program and subject to the Recognition of Prior Learning policy. The Admissions Committee decides on the final number of the courses that have to be taken by the student.
- English requirements:
  - TOEFL, IELTS or Cambridge
  - Intensive English Program certificate
  - Previous education in English speaking or Bilingual school with an official certificate
  - Test/Interview with SSBM member staff (75 EUR cost which will be deducted from tuition fees upon enrolment).
  - If a candidate is not from a majority English-speaking country, then evidence of English language competency is required.

Applicants who do not meet Regulations governing Admission to study at Swiss School of Business and Management Master program(s) will be reviewed in accordance with provisions set by this Policy.

To be finally admitted students have to sign the student contract and pay tuition fees in accordance with the contract signed with SSBM Geneva.

## 8. Conditional enrolment

SSBM allows conditional enrolment for applicants who do not meet the admission criteria, as per conditions stipulated by this Policy.

All cases of conditional enrolment have to be confirmed by the Admissions Committee. In order to make a decision on the conditional enrolment, Head of Operations will inform the members of the Admissions Committee by email, by sending information about the applicant and admissions criteria not met along with the condition that has to be completed within the study period (e.g., Bachelor program applicant does not meet the admission criteria of having one year of work experience and has to enrol with the condition of completing the Career Advancement Plan). To confirm/deny the conditional enrolment, members of the Admissions Committee can organize a meeting to vote or submit their decision to the Head of Operations by email. All decisions on conditional enrolment have to be unanimous. The Head of Operations informs the Admissions Department of the final decision so the application process can be finalized.

The Admissions Department informs the applicant of the conditions for enrolment. If the applicant agrees with set conditions, these conditions are included into the student contract.

If conditional enrolment has been approved, the student will be issued a degree only after the set conditions have been met (e.g., if the student completes all exams and the final assignment of the regular program, the degree will not be issued if the conditional enrolment criteria have not been met). Failure to meet these conditions within the regular duration of the program or other timeframe set by the student contract, by the fault of the student, may cause additional charges to be made to the student (e.g., extension period, etc.). If the failure to meet these conditions were caused by SSBM, no additional charges are to be made towards the student and SSBM will cover the cost of any actions necessary to allow the student to meet these conditions.

If a strict time frame has been set for meeting these conditions, and the student fails to meet them within this timeframe, the Admissions Committee can exclude the student from the program. In such cases, SSBM is not obliged to make a refund of the tuition fees paid by that date.

### 8.1. Conditional enrolment for Admission to study at Swiss School of Business and Management Bachelor program(s)

Criteria not met	Condition	Deadline for meeting the condition
Applicant does not have one year of work experience in the commercial environment	Career Advancement Plan	Before the start of the Program
Unclear status of accreditation of the high school degree obtained	Delivery of the letter of confirmation from student's home Ministry of Education that the high school degree obtained enables the enrolment in the University of applied sciences	By the end of the first academic year

## 8.2. Conditional enrolment for Admission to study at Swiss School of Business and Management Master program(s)

Criteria not met	Condition	Deadline for meeting the condition
Applicant does not hold the Bachelor degree and is in final stages of obtaining one (e.g., final defence not completed, final exam not completed or all exams and defence completed, but degree was not yet officially issued).	Delivery of the Bachelor degree	By the end of the Program

## 9. Repeated application

Applicants who have registered and do not take part in or are not admitted to the admissions procedure due to the results may repeat the admissions procedure in one of the following years for admission to the Bachelor's studies at the most twice more, for admission to Master's studies at the most once more.

## 10. Part-time Study

Part-time study is possible with the consent of the Admissions Committee. The curricula can specify a minimum and a maximum of ECTS credits which must be completed per semester. The Head of the Program can specify a maximum number of ECTS credits in which the students may enrol.

## 11. Recognition of Prior Learning

During the application process, applicants may apply for the credit transfer, in accordance with the Recognition of Prior Learning (RPL) Policy.

## 12. Exclusion from the Program

If applicants submit false information during the admission process, that may result in the approved enrolment to SSBM program, and that are discovered after the enrolment has been approved, the Admissions Committee will exclude the student from the program without the possibility to reapply for any SSBM program. All tuition fees paid by the student by that date will not be refunded.

## 13. Revision

This Policy is to be revised once a year in regular intervals.