



**SWISS INSTITUTE
OF MANAGEMENT
AND SCIENCES** 

Stimulating . Inspiring . Multicultural . Sustainable

STUDENT RECRUITMENT, SELECTION & ADMISSIONS POLICY

SWISS INSTITUTE OF MANAGEMENT AND SCIENCES

Document Control

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ADMISSIONS DEPARTMENT
Industriestrasse 24, 6300 Zug, Switzerland



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1. INTRODUCTION

This Policy states The Swiss Institute of Management and Sciences position on critical matters relating to recruitment, selection, admissions and widening participation activity. This policy complies with relevant legislation and takes account of the principles outlined by the Admissions to Higher Education Steering Group. It is a public document and, as such, is written for an applicant audience.

This Policy is underpinned by our institutional strategic priorities, articulated in full in the Institute's Our Future vision and strategic plan.

2. PURPOSE

To provide policy information to enquirers, applicants, parents and advisors about recruitment, selection and admissions at the Institute. It is the policy framework for all staff involved in recruitment, selection and admissions.

3. SCOPE

This policy covers applications for places on our undergraduate, postgraduate taught, postgraduate research and continuing professional development courses leading to awarding a degree, diploma or certificate, except the courses indicated. Courses may be offered in one or more of the following study modes: full-time, part-time, distance or blended learning. Study modes available for each individual course will be detailed in the course description.

Recruitment, selection and admission policies, practices and procedures for validated programmes run by partner institutions are the responsibility of the partner institution and are not covered by this policy. All partner institutions are required to have appropriate policies, procedures and practices in place.

4. EQUALITY AND DIVERSITY

The Institute is committed to providing an environment free from discrimination, bullying, harassment or victimisation, where all members of its community, including those that seek to apply to the Institute, are treated with respect and dignity. We aim to create a culture of diversity within our community, providing a dynamic working and learning environment where all members are valued for their contributions and individuality.





5. STUDENT RECRUITMENT

5.1. Provision of Information

The Institute is committed to the provision of timely, accurate and appropriate pre-entry information and support to prospective students. Our recruitment and admissions activities are informed by a commitment to the provision of impartial advice and guidance and support for applicants to enable them to make informed decisions about the Swiss Institute of Management and Sciences as a study destination.

The following principles guide information provision:

Accuracy: The Institute is committed to providing accurate and detailed information on the nature of our courses, their structure, duration, modes of assessment, associated fees or additional costs. This information is maintained by recruitment and admissions staff working within Academic Schools and Divisions to ensure that information remains current and accurate at the point of enrolment.

Transparency: Information about our courses and the student experience more broadly is communicated through multiple channels, including Institute and academic School or Division websites, undergraduate and postgraduate prospectuses, course brochures, digital communications, open days, post-application visits days and correspondence with front-line recruitment and admission staff. To ensure transparency and consistency, the Institute maintains individual course information profiles accessible in multiple locations on the Institute website. The information includes entry requirements, course-specific selection and assessment criteria and processes, course structure, teaching and learning, coursework and assessment, fees, funding, attendance requirements, professional accreditation and employability outcomes.

Timeliness: The Institute seeks to provide the appropriate information at each stage of the applicant journey, from early interactions with pre-16 learners to targeted communication with offer holders.

We make every effort to ensure that the information we provide is accurate when it is published. Printed materials such as the prospectus and subject-specific literature can be prepared as much as 18 months before a course begins. Therefore, applicants should refer to the Institute website for the most up-to-date information about course content, selection criteria, Institute processes and financial matters. The Institute has safeguards in place to ensure any course changes made post-offer are reasonable, in the best interests of students and brought to the attention of students at the earliest opportunity. In such circumstances, applicants will be given the option to transfer to an alternative programme or to withdraw their application.





5.2. Commitment to Professional Standards in Recruitment

The Institute provides a professional service to applicants and prospective students, delivered by expert representatives. Our recruitment practitioners, drawn from across the professional support services and academic community, are committed to:

- Maintaining high professional standards and a commitment to the provision of impartial advice and guidance and fair admissions.
- Keeping abreast of Swiss and international Higher Education trends and developments.
- Maintaining integrity in their interactions with prospective students and avoiding offering personal views or opinions on other Swiss HEIs.
- Developing knowledge of sources of information and advice about progression to higher education.
- Developing promotional materials that provide a balanced and accurate account of the SIMS student experience.
- Providing support only for events that provide free and impartial advice to prospective students.

All recruitment and admissions staff undertake training and development to ensure their knowledge of recruitment, selection and admissions practice, policy and procedure remains current. Bespoke training and information sessions are delivered on key topics and in response to national/international legislative or procedural changes. Additionally, staff members who undertake international recruitment work are provided with good practice guidelines and information regarding general entry criteria appropriate to the markets to be visited, key promotional messages and basic immigration criteria where required.

6. ASSESSMENT OF APPLICATIONS

6.1. Fair Admissions

The Institute is committed to delivering a fair admissions system that admits students of outstanding achievement and potential, irrespective of their background. In so doing, we are committed to the 5 key principles of Fair Admissions: transparency, minimising barriers to entry, selecting for merit, potential and diversity, professionalism and using assessment methods that are reliable and valid.

6.2. Selection Criteria

Applications will be assessed against academic and non-academic selection criteria specific to the course of study for which an application has been made. Applicants are advised to check information on course-specific entry requirements published on the Institute website.



All applicants for a course are assessed against the same entry criteria. Where places are limited, we offer places to those eligible applicants who best meet our selection criteria and whom admissions staff judge to have the most potential to benefit from their chosen course and to contribute to the academic School or Division and the Institute.

Application assessment methods vary between courses but may include: prior and predicted academic achievement, references, personal or supporting statements, interviews, aptitude tests, and research proposals.

Certain courses operate a staged admissions process to manage the competition for places with high demand. These courses have multiple deadlines throughout the year, and preference is given to students with grades above our minimum entry requirements. In certain circumstances, the minimum entry criteria may vary between stages, for example, if demand exceeds expectations. The date on which an application is submitted may impact the outcome. All courses operating staged admissions advertise this in the Application and Selection section of the individual course profile on the Institute website, along with the associated deadlines and further information regarding the process.

Our applicants come from diverse educational, professional and personal backgrounds. We recognise that occasionally a course's standard procedure for assessing applications may not provide the admissions staff with an accurate understanding of an applicant's suitability. In such cases, we may ask applicants to provide us with alternative evidence to support their applications or adjust our standard admissions requirements. The admissions staff from the Institute will contact applicants directly when additional information is required.

7. ENTRY QUALIFICATIONS

7.1. Entry Qualifications for Admission

The Institute welcomes applications from students achieving excellence in various qualifications. The admissions staff for each course are responsible for determining the qualifications and/or subjects that are appropriate for admission. The Admissions Qualifications Group undertakes strategic oversight of qualifications and Swiss equivalency. This group has responsibility for Swiss, EU and international academic qualifications for entry to undergraduate and postgraduate taught courses.

The general minimum institutional entry requirements are:

- Applicants for all courses must normally demonstrate a broad general education including acceptable levels of literacy and numeracy, equivalent to at least grade C/ grade 4 GCSE in English Language and Mathematics.





- Applicants for taught postgraduate courses must normally possess or expect a relevant undergraduate degree at a minimum level of 2.2 (Lower second class) Honours, or equivalent alternative qualifications or experience.
- Applicants for research degrees must normally possess or expect a relevant undergraduate degree at a minimum level of 2.1 (Upper second class) Honours, or equivalent alternative qualifications or experience.

Individual course entry requirements may be higher than these, the detail is provided in the course profiles.

7.2. English Language Requirements

Our teaching, assessment and student support are delivered in English. Applicants must therefore demonstrate proficiency in the written and spoken use of the English language to the general standard required by the Institute and in the specific entry requirements of the course they are applying for.

The minimum acceptable level of proficiency for admission to most courses is GCSE English Language (grade C/grade 4 or above) or an International English Language Testing (IELTS) average score of 6.0 with a minimum score of 5.5 in each component.

The English Language Qualification Group provides academic scrutiny of English language qualifications that are acceptable for admission, including determining those that can be included on the vouch list.

7.3. Duty to Disclose Criminal Convictions

The Swiss Institute of Management and Sciences is committed to providing equal opportunities for applicants irrespective of their personal circumstances or background and, as such, does not wish to unnecessarily preclude those with a criminal conviction from joining a course of study. However, the Institute has a duty to ensure the safety of its student and staff community and other people with whom students interact as part of their course of study. The application process requires applicants to disclose relevant unspent criminal convictions.

Where a criminal records check is not a mandatory requirement, applicants are required to declare any relevant unspent convictions after an offer has been accepted (and on a continuing basis).





8. MEDICAL FITNESS ASSESSMENT

We require applicants for certain vocational or professional courses and research programmes to demonstrate medical fitness to practise in order to comply with the requirements of relevant professional bodies. Applicants will be advised if these or any other conditions apply in the recruitment information relating to the course.

9. ACCREDITATION OF PRIOR LEARNING

Applicants may be considered through the accreditation of prior learning, which may be certificated or experiential. The admissions staff for the relevant course are responsible for determining the grounds on which accreditation is acceptable. Credit is allocated for evidence of achieving appropriate and assessed learning outcomes rather than for the experience itself. APL credit will normally be accepted within a maximum of five years from the date it was awarded. APEL experience will normally be accepted within a maximum of five years from the date of the most recent activity. Applicants are strongly advised to discuss their circumstances with the relevant academic School or Division admissions staff before submitting an application.

10. DISABILITY OR ADDITIONAL SUPPORT NEEDS

The Institute welcomes applications from people with a disability or medical condition or who may require additional support needs.

Applicants are encouraged to disclose this information at the point of application, either via their application form or the Institute's online application form. This will not affect an applicant's chances of receiving an offer but will enable our Disability Advisory and Support Service (DASS) to make contact directly and provide support and advice. Applicants who may not wish to disclose details this way, or those wanting to make contact pre-application, may contact DASS directly.

Such applicants will be considered against the same criteria for entry as all other candidates as outlined in sections 6 and 7 of this policy (Assessment of Applications and Entry Qualifications, respectively).

Applicants who have disclosed this information and subsequently receive an offer will be contacted by DASS, who will discuss any adjustments or support needs. In the unlikely event that the Institute cannot reasonably make the necessary adjustments required, we will discuss this with the applicant and provide support in exploring the different options available.





11. SPECIAL CIRCUMSTANCES

Applicants with special circumstances that have affected the previous study or are likely to affect academic performance in current studies should provide this information at the point of application. If these circumstances are encountered after the submission of an application, applicants should inform the admissions staff in the academic School or Division to which they applied as soon as possible. Special circumstances cannot be considered after an adverse decision has been made where prior notification could have been made. It would generally be expected that applicants will have reported any special circumstances to their previous/current institution or examining body so that appropriate adjustments can be made when results are awarded. Where special circumstances have already been taken into account, for example, by the relevant examination board, we will not be able to make further allowances.

12. ADMISSIONS PROCESS

12.1. Initial Application

Upon receipt of all required documents and the non-refundable application fee, the Institution will diligently assess applications based on the academic and professional qualifications of each applicant. Applicants will normally receive a response within five to ten working days of receiving a completed application. This response may be:

- A decision on the application.
- Information regarding the next stage in the admissions process (e.g. invitation to attend an interview), or
- An explanation of the admissions process and the likely time scale of what will happen next.

12.2. Making of Offers

All applicants who are offered a place to study at the Institute will receive an offer letter detailing the terms and conditions of the offer. This will include details of any individual requirements that need to be fulfilled before an applicant can be admitted to the Institute. Offer letters will be sent out either by post or as by email along with a copy of the Student Terms and Conditions.

Conditional offer holders are responsible for providing evidence that they have met the terms and conditions of their offer. This evidence could include certificates and degree transcripts once these become available or the fulfilment of other requirements such as medical fitness.



13. INTERACTION BETWEEN THE INSTITUTE AND APPLICANTS

The Institute will communicate regularly with offer holders providing relevant information throughout the process with information such as accommodation, immigration requirements, start-of-year registration processes and welcome week events.

13.1. Applicant Behaviour

The Swiss Institute of Management and Sciences expects all interactions between applicants, representatives of applicants, students and staff to be conducted with courtesy and respect. We do not tolerate inappropriate behaviour towards community members and expect applicants to apply the same standards of conduct online as they are expected to apply offline.

Examples of inappropriate behaviour include, but are not limited to, hostile, aggressive or offensive behaviour or language, excessive levels of contact or the act of offering a bribe or financial inducement. Behaviour and language can be deemed inappropriate, whether expressed verbally or in writing, including via social media. Inappropriate behaviour will be viewed seriously and may prejudice the further consideration of an application, appeal or complaint. Applicants will usually be warned by the Institute when their conduct is such that action is being considered. In exceptional cases, where the behaviour or language is inappropriate, threatening or offensive, no warning must be given before action is taken. Such action may include the rejection of an application, withdrawal of an offer and/or discontinuation of correspondence with the applicant or their representative.

13.2. Fraud, Omission and Plagiarism

Applicants may not omit any requested or relevant information, make any misrepresentation (for example, through plagiarism) or give false information at any point of the application process, including after an offer is made. Should this occur, the Institute reserves the right to dismiss the application, withdraw an offer of a place and/or revoke your registration. The Institute may also, under its obligations, notify external organisations about any suspected misrepresentation.

Scanned copies of documents are generally accepted during the admission process, but original documents can be requested at any stage. Academic Schools and Divisions may ask to see original documents as part of the admissions selection process or at registration.





14. DATA PROTECTION AND DISCLOSURE OF PERSONAL INFORMATION

14.1. Institute use of Prospective Enquirer Data

The Institute collects data on prospective enquirers who request prospectus information or other course literature and attend open days or other recruitment events. This data is collected for the specific purpose of providing information to prospective applicants and parents.

14.2. Institute use of Applicant Data

The Swiss Institute of Management and Sciences needs to collect, maintain and use personal data relating to its applicants to process applications for study, register students, administer courses and provide facilities for students.

Data collected during the admissions and registration processes will be used for the purposes of maintaining student records, managing processes in relation to academic progress, providing personal and academic advice and support, managing accommodation services and providing access to the Library and facilities.

The Institute also needs to collect and process more sensitive personal data (special category personal data, for example, data concerning your racial/ethnic origins, health and well-being and sexuality) to undertake equal opportunity monitoring and provide access to some courses and support for students where appropriate. We are also legally required to collect and process data on past criminal convictions for access to some courses. This data will only be shared between staff with a legitimate need to see it.

The Swiss Institute of Management and Sciences will not share student data with third parties unless we have the appropriate consent from him/her.

Anonymised and aggregated applicant data are analysed by the Institute, for purposes including institutional and statutory monitoring, market research, planning, and teaching and learning, in order to ensure that our processes are fair and effective and our courses best reflect applicant need.





15. FEE STATUS AND ASSESSMENT

The Institute charges different levels of tuition fees depending on whether a student is classified as Home or International. Upon receipt of an application to study at the Institute, a set of rules will be applied to assess whether the applicant meets the criteria to be classed as a Home or International student. Where the information provided does not allow us to make a decision the applicant will be informed of this and asked to complete the tuition fee assessment process and to provide additional documents.

16. TUITION FEES AND FUNDING

There is an expectation that students will have sufficient funds to pay tuition fees and living expenses during their study period, and applicants are asked to give details of their funding arrangements at the point of application.

Applicants are bound by the Institute's Ordinances and Regulations on paying fees and the consequences of non-payment. Sponsored students should be aware that the applicant will become responsible for payment if their sponsor fails to pay the required fees.

For some courses, a non-refundable deposit is required when the offer of a place is firmly accepted. In these cases, the amount paid will be deducted from the total tuition fee due at the start of the academic programme.

