



**HELVETIC  
BUSINESS  
SCHOOL**

## **POLICY AND PROCEDURES FOR ADMISSIONS**

<b>Policy Manager: Dean of Academics</b>	<b>Date Approved: 01.07.2025</b>
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## TABLE OF CONTENTS

<b>1. INTRODUCTION</b>	<b>2</b>
<b>2. AIMS AND OBJECTIVES</b>	<b>2</b>
<b>3. ROLES AND RESPONSIBILITIES</b>	<b>2</b>
<b>3.1. QUALITY ASSURANCE DIRECTOR</b>	<b>2</b>
<b>3.2. DEAN OF ACADEMICS</b>	<b>2</b>
<b>3.3. ADMISSIONS COMMITTEE</b>	<b>3</b>
<b>4. ELIGIBILITY REQUIREMENTS</b>	<b>3</b>
<b>4.1. ELIGIBILITY REQUIREMENTS FOR ADMISSIONS FOR BACHELOR'S DEGREES</b>	<b>3</b>
<b>4.2. ELIGIBILITY REQUIREMENTS FOR ADMISSIONS FOR MASTER'S DEGREES</b>	<b>3</b>
<b>4.3. ASSESSMENT OF FOREIGN UPPER SECONDARY SCHOOL-LEAVING CERTIFICATES</b>	<b>4</b>
<b>4.4. ENGLISH PROFICIENCY</b>	<b>4</b>
<b>5. APPLICATION PROCESS</b>	<b>5</b>
<b>5.1. APPLICATION REVIEW PROCESS</b>	<b>6</b>
<b>5.2. ADMISSIONS INTERVIEW</b>	<b>6</b>
<b>5.3. FINAL DECISIONS</b>	<b>7</b>
<b>1) Unconditionally Admitted</b>	<b>7</b>
<b>2) Conditionally Admitted</b>	<b>7</b>
<b>3) Deferred</b>	<b>7</b>
<b>4) Rejected</b>	<b>7</b>
<b>6. FEES</b>	<b>8</b>
<b>7. POST-ADMISSIONS PROCESS</b>	<b>8</b>
<b>EU/EFTA PROSPECTIVE STUDENTS</b>	<b>8</b>
<b>NON-EU/EFTA PROSPECTIVE STUDENTS</b>	<b>9</b>
<b>8. TRANSFER STUDENTS</b>	<b>10</b>
<b>9. STUDENT TERMS AND CONDITIONS</b>	<b>11</b>
<b>10. FRAUDULENT APPLICATIONS</b>	<b>11</b>
<b>11. REVIEW AND MONITORING</b>	<b>11</b>

## **1. INTRODUCTION**

The admissions process at the Helvetic Business School (HBS) works towards a balance between the inclusivity and selectivity principles innate in admissions processes around the world. As such, HBS is meticulous in ensuring that students who are accepted have the skills and capabilities to succeed in its programs.

Assessing applicants' backgrounds is deemed crucial in understanding aptitude differences and, as such, balancing inclusivity and selectivity principles without seeing diversity as a substitute for equality or considered at the expense of it.

HBS's admissions practices take into account its educational partnerships with international institutions and the quality assurance strategy that guides its operations.

## **2. AIMS AND OBJECTIVES**

HBS aims to offer an admissions process that is fair, transparent, and provides equal opportunity to applicants. Applicants are admitted on the basis of their individual merits, abilities, and aptitudes while meeting established minimum eligibility criteria. However, HBS recognizes and acknowledges that not all applicants have equal opportunity to demonstrate their full academic potential and will take into consideration the contexts and circumstances that surround individual applications.

HBS endeavors to offer clear advice and guidance to all applicants and stakeholders, such as parents or legal representatives, to enable them to make informed choices and apply to programs that are in line with their personal academic choices, interests, qualifications, prior learnings, and potential.

## **3. ROLES AND RESPONSIBILITIES**

### **3.1. Quality Assurance Director**

- ensures that the criteria for admission are defined, communicated, and applied systematically, transparently, and consistently;
- ensures compliance with the criteria for admission according to the mission of the institution;
- cooperates with the Dean and other teams in streamlining the application and selection process for admissions;

### **3.2. Dean of Academics**

- oversees the eligibility assessment of all applicants;

- takes part in Admissions Interviews;
- leads the comparability assessment for Credit Transfer requests;
- cooperates with the relevant teams in streamlining the application and selection process for admissions

### **3.3. Admissions Committee**

- authorizes the Policy and Procedures for Admissions prior to the approval by the Management Committee;
- approves the tools and instruments used in the admissions process;
- makes all student admission decisions at HBS;
- decides on student applications for scholarships.

## **4. ELIGIBILITY REQUIREMENTS**

To be considered for admission at HBS, candidates must meet the following eligibility requirements to reflect the likelihood of an applicant succeeding in our programs.

### **4.1. Eligibility requirements for admissions for Bachelor's degrees**

1. A Swiss Maturity Certificate (Maturität, Matura) or, A Swiss Professional Maturity Certificate (Maturité professionnelle) with "Passerelle" or, A Swiss Specialized Maturity Certificate (Maturité spécialisée) recognized throughout Switzerland with "Passerelle" or, in the case of foreign candidates, an upper secondary school-leaving certificate considered equivalent;
  - Candidates that have completed a Swiss Professional or Specialized Maturity need to undergo a complementary examination in order to be eligible for admission into the Bachelor program. Candidates in this situation are kindly to refer to the State Secretariat for Education, Research and Innovation (SERI), which is the institution responsible for the examination.
2. Evidence of sufficient English language proficiency.
3. Be over 18 years of age.

HBS welcomes and encourages applications from International Baccalaureate (IB) graduates; Diploma Programme (DP), Diploma Programme Courses, and Career-Related Programme (CP) are considered on a case-by-case basis by our Admissions Committee.

### **4.2. Eligibility requirements for admissions for Master's degrees**

1. A Bachelor's degree from a university or other higher education institution or an equivalent foreign higher education institution recognized or accredited in the country of origin.
2. Evidence of sufficient English language proficiency.

#### 4.3. Assessment of Foreign Upper Secondary School-Leaving Certificates

The recognition of foreign school-leaving certificates is based on the [Recommendations for the assessment of foreign upper secondary school-leaving certificates](#) of the Rectors' Conference of the Swiss Universities (CRUS), in alignment with the Convention on the Recognition of Qualifications concerning Higher Education in the European Region (ETS No. 165).

As a general rule, a foreign upper secondary school-leaving certificate must correspond substantially to the Swiss Maturity Certificate in regard to school subjects, number of hours, and length of schooling.

#### 4.4. English Proficiency

At HBS, the primary language of instruction and collaboration is English. Students must demonstrate English language proficiency prior to the commencement of the program. As such, applicants whose native language is not English and whose primary language of instruction in secondary education was not English are asked to provide proof of English proficiency through one of the following options\*.

Test	Minimum Score Required
CEFR English Level Test	B2
IELTS	Overall score of 5.5, with no single element below 4.5.
TOEFL internet-based test	Overall score of 72-94 with minimum element scores of reading at 18, listening at 17, speaking at 20, and writing at 17.
TOEFL Home edition	Overall score of 72-94 with minimum element scores of reading at 18, listening at 17, speaking at 20, and writing at 17.
Cambridge Exams	Minimum level of FCE First
NCUK	Overall score of minimum 5.5
Duolingo English Test	Minimum score of 95

Pearson PTE Academic	Overall score of 50 with minimum element scores of Listening at 47, Reading at 47, Speaking at 47, and Writing at 50.
SAT	Overall minimum score of 1000. <i>(for BSBA applicants graduating from an American high school. Non-American applicants are not required to submit an SAT score)</i>
University of Michigan: Examination for the Certificate of Proficiency in English (ECPE)	Pass
University of Michigan: Michigan English Language Assessments Battery (MELBA)	80%
McGraw-Hill Education English Certificate	CEFR Level B2

*\*All submitted exam results must be no older than two years.*

The above list is not exhaustive, and other forms of assessment, including the Admissions Interview, can be considered by the Admissions Committee on a case-by-case basis.

## 5. APPLICATION PROCESS

Prospective candidates that meet HBS's eligibility requirements are invited to submit:

- A completed application form available on the HBS website;
- A copy of the valid passport or Swiss National ID, as applicable;
- The official sealed records (transcripts, diplomas, certificates) of the secondary school or university-level institution completed;
- Motivation Letter - An autobiographical essay of approximately 500 words reflecting the applicant's individual development, educational and career goals, and motivation in seeking admission to HBS;
- Two letters of recommendation from instructors or employers familiar with the applicant's past performance;

In case any of the documents be in a language other than English, international applicants must produce notarized translations in English of all records, at their own expense, prior to submission of the application to HBS.

Applications can be submitted in one of the following methods:

- through the application form available on the HBS website;
- via email to [info@hbs.swiss](mailto:info@hbs.swiss);
- hard copy via post to Av. du Général-Guisan 58, 1800 Vevey, Switzerland

### **5.1. Application Review Process**

HBS operates a rolling admissions process, in the sense that applications are reviewed and admissions decisions are made continuously throughout the year. The specific deadlines for applications in each of the three intakes are published on the HBS website. The student will receive an Offer Letter indicating that their enrollment will begin in the immediate next term unless requested otherwise in the application for admission.

Once a candidate submits an application, the HBS team reviews the application for completeness. At this stage, candidates can be asked to resubmit certain parts of the application. Once the application is considered complete, the HBS team assesses its eligibility and, if positive, schedules the applicant for an interview.

### **5.2. Admissions Interview**

As part of their application with HBS, prospective students will take part in an interview that will assess their ability to express their personal experiences and opinions and their creativity and originality in solving complex subjects, which cannot be assessed through grades and test performances. The interview will take place by video conference via Zoom or Google Meet.

Furthermore, candidates will be evaluated on their ability to express themselves in English, their clarity of thought, their ability to think critically, and their fitness in the HBS programs. The interview assignment additionally offers an instrument to assess a candidate's intellectual curiosity, initiative, and impact.

At the end of the Admissions Interview, the applicant will have the opportunity to communicate to the HBS team if they qualify for a credit transfer or prior learning recognition, in line with the HBS Credit Transfer Policy and Procedure, as well as if they qualify for a scholarship, as defined in the HBS Policy and Procedures for Scholarships. In any such cases, students will be informed as to the next administrative steps.

### **5.3. Final Decisions**

The Admissions Committee will make the admission decisions taking into consideration the compliance with the eligibility requirements defined in this policy. Admissions decisions may be:

#### **1) Unconditionally Admitted**

Applicants receive an Offer Letter and do not need to submit any supplementary documentation.

## 2) Conditionally Admitted

Applicants receive the Student Agreement and an Offer Letter to HBS subject to outstanding documentation and/or steps.

The applicants in this category may have their Admission Offer withdrawn at any time due to failure to submit documents or meet deadlines. In the case of failure to submit documents or meet deadlines, HBS reserves the right to decide whether Conditionally Admitted applicants are Deferred to the next intake or Rejected.

The applicants will only proceed to the post-admissions process once they meet any applicable conditions to admissions; the Head of Student Affairs is responsible for confirming when the conditions of admission are met and approving for the applicant to proceed to the post-admissions process.

## 3) Deferred

Applicants are prospective students who show promise to attend HBS, but are unable to meet the mentioned conditions under the conditional admission status, such as submission of outstanding documents, within the given deadline. Deferred candidates are automatically considered for admission in the next intake; however, HBS does not guarantee that the financial terms and conditions included in the initial Offer Letter will remain in effect.

## 4) Rejected

Applicants will be rejected if they do not meet the eligibility requirements defined in this document. Rejected applicants may not reapply for the same intake.

In the case of positive admissions decisions, in order to accept the Admissions Offer, a prospective student is required to submit the following documents no later than 10 calendar days after having received the formal communication:

- the signed Offer Letter;
- the signed Student Agreement;
- the proof of payment of the Admissions Fee.

Generally, the Admissions Offer is only valid for the term specifically indicated in the body of the letter. Should the applicant wish to defer the start of their studies, they are required to inform the Admissions Team, keeping in mind that the financial terms and conditions presented in their Offer Letter may no longer be applicable at a later date.

In the case of negative decisions, applicants will be explained the grounds for refusal and will be indicated any remedial actions they can take before submitting a new application in an upcoming admissions intake.



In the case of candidates applying for a Masters degree after having completed an HBS Bachelor degree, the Admissions Committee may waive certain steps of the application process, such as the interview, reference letters, etc.

## **6. FEES**

An Application Fee of CHF 250.- is required when applying for admission. The Application fee paid cannot be refunded.

To confirm their place at HBS, prospective students must pay an Admission Fee of CHF 1'500.- within 10 days of receiving the Offer Letter. The Admission Fee is non-refundable.

Fee waivers in the Application and Admission Fees are given under special circumstances on a case-by-case basis; this should be inquired with the Administration.

Lastly, the Tuition Fee must be paid according to the schedule communicated through the Offer Letter.

Further information about the HBS fees and refunds is available in the Student Finance Policy.

## **7. POST-ADMISSIONS PROCESS**

HBS will provide all international applicants who have successfully completed the admissions process with an official Acceptance Letter, which is necessary for many countries for student visa requests.

### **EU/EFTA Prospective Students**

EU/EFTA residents do not need a visa to come to study in Switzerland. Please refer to Section 5.2. for guidance on arrival procedures.

### **Non-EU/EFTA Prospective Students**

Non-EU/EFTA member states students must apply for a visa at the Swiss embassy or consulate in their home country.

Once the Admissions Process has been completed, the HBS Student Recruitment Officer will support the prospective students through visa and immigration arrangements that allow them to study in Switzerland.

The HBS website offers prospective students the possibility to start getting familiar with the visa requirements or submit the applicable documentation to HBS if they wish so, even before an Offer Letter has been presented to them; however, an official application to the relevant Swiss authorities can only be submitted after the applicant has completed the admissions process and received an Acceptance Letter from HBS.

In order to prepare the official application to the Swiss embassy or consulate in the country of residence of the applicant, the prospective student will be required to submit the following documents to the HBS Student Recruitment Officer:

1. CV of the applicant
2. Proof of language proficiency
3. Proof of sufficient funds

### Language proficiency

The Swiss student visa will be granted either to students whose primary language of instruction in secondary education was English or to students who can provide proof of English proficiency through one of the following options\*.

Test	Minimum Score Required
CEFR English Level Test	B2
IELTS	Overall score of 5.5, with no single element below 4.5.
TOEFL internet-based test	Overall score of 72-94 with minimum element scores of reading at 18, listening at 17, speaking at 20, and writing at 17.
TOEFL Home edition	Overall score of 72-94 with minimum element scores of reading at 18, listening at 17, speaking at 20, and writing at 17.
Cambridge Exams	Minimum level of FCE First
NCUK	Overall score of minimum 5.5
Duolingo English Test	Minimum score of 95

*\*All submitted exam results must be no older than two years.*

## **Proof of sufficient funds**

No matter the preferred method to fund their studies, applicants will be required to provide to the Swiss authorities, as part of their visa and residence permit applications, as applicable, proof that a minimum of CHF 25'000.- is in the student account to cover any subsistence expenses.

Students who are unable to demonstrate sufficient financial means may be required to deposit a sum to be determined in an escrow account.

## **Application to embassy/consulate**

In order to support the application with the Swiss embassy/consulate in the applicant's country of residence, HBS will provide the Visa Application, Acceptance Letter, Study Plan, and Written undertaking. However, it is the responsibility of the applicant to explore the necessary documentation and procedure with the relevant embassies/consulates.

Once the visa application is complete, the prospective student is responsible for submitting their visa application in the country of residence; also, it rests with the applicant to schedule an appointment at the Swiss embassy.

The approval and refusal of the visa rest solely with the Swiss authorities. HBS will not be held liable or responsible for any inconvenience caused by the visa application process or any violation of visa conditions.

## **8. TRANSFER STUDENTS**

Applicants are considered transfer students after attending one or more full semesters of higher education studies at an institution listed by the [Database of External Quality Assurance Results \(DEQAR\)](#), a regionally accredited US institution, or, in the case of institutions that are not based in the US or the European Higher Education Area, by an institution accredited by the officially recognized quality assurance and accreditation agency or the relevant authorities in the country where it is based.

Applicants coming from a higher education institution that does not fall under any of these categories may still be considered for admission to an undergraduate program, yet without transferable credits. In this case, applicants should meet the eligibility requirements defined in Section 4 of this policy.

In the case of applicants for admissions, the secondary study records are used to determine eligibility for access to an undergraduate program. For students transferring more than 60 ECTS, the decision is based on the higher education studies records.

## **9. STUDENT TERMS AND CONDITIONS**

All students have to sign, upon receipt of their Offer Letter, the Study Contract, which includes the Terms and Conditions regulating their student experience at HBS.

## **10. FRAUDULENT APPLICATIONS**

Where an applicant is suspected of having provided fraudulent information, the Admissions Committee may require further documentation in order to support a decision. The notion of fraud may include falsified documentation as part of an application or having acquired a certain degree or certificate through dishonest means, or a valid suspicion that that was the case. HBS reserves the right to withdraw an application at any point of the application process if the application, or a part of it, is found to be fraudulent. HBS may also terminate a student's enrolment if they are found at a later stage to have submitted a fraudulent application. The Admissions Committee also reserves the right to withdraw Offer Letters or terminate an application upon discovery of such violations.

## **11. REVIEW AND MONITORING**

The current policy encompasses all aspects of admissions to HBS. Spearheaded by the Admissions Committee, the policy will be subject to periodic reviews and evaluation, informed by quantitative and qualitative evidence.