دائــرة رأس الخيمــة للمعرفــة
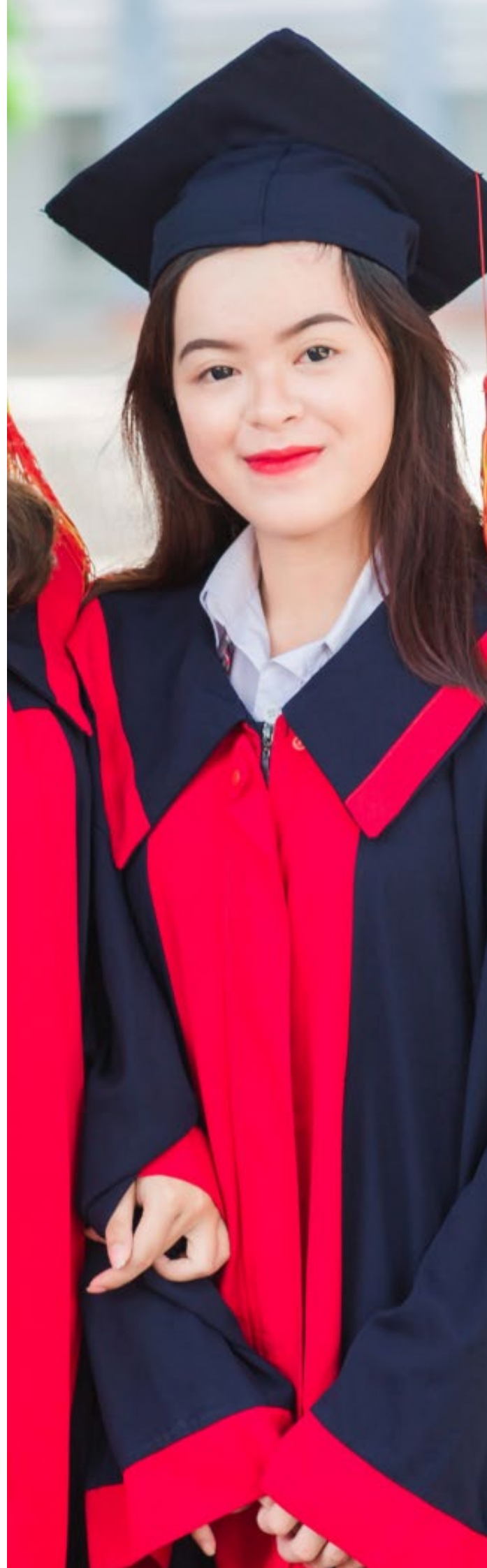# RAS AL KHAIMAH
DEPARTMENT OF KNOWLEDGE

GUIDELINES FOR HOSTING

UNIVERSITY FAIRS

A RESOURCE FOR PRIVATE SCHOOLS IN RAS AL KHAIMAH

2025

1. Introduction

The Ras Al Khaimah Department of Knowledge (RAK DOK) has developed this guide for private schools interested in hosting university fairs in partnership with local universities. These events aim to support students in their university exploration, aligning with the Department's requirement for schools to offer comprehensive career guidance services that support student career exploration and future planning.

2. Benefits of Hosting a University Fair within the School

- Expose students to diverse educational pathways and university options.
- Provide opportunities for students to interact with university representatives and ask questions that are of interest to the students.
- Allow students to gather information about programs, admission requirements, and scholarships offered by various universities.
- Support students in making informed decisions about their future.
- Create opportunities for partnerships between universities and schools.

3. Recommended Steps for Organising a University Fair

- **Planning and Goal Setting:**
  - o **Define your target student groups:** Consider the students' grade levels and educational interests/programs. It is highly recommended that the experience of the University fairs be introduced to students starting in Grade 9.
  - o **Set clear goals:** Identify what you want students to gain from the career fair.
  - o **Form a planning committee:** Include teachers, counsellors, parents, and student representatives to ensure representation from every group in the school community.

- **Obtain RAK DOK Approval**
  Follow the RAK DOK school activities approval process below:

  General Guidelines:

  - o RAK DOK approval will be valid for one semester (Per Event).
  - o The event must be optional, not compulsory.

- o   Written approval must be obtained from the parents/guardians.
- o   The school must provide enough supervisors to consider the number of participating students (from the administrative body).
- o   All events must not carry out any activity contrary to Islamic customs, traditions, and faith.
- o   Schools must consider regulations, customs, and traditions and ensure that activities do not conflict with the principles of Islamic Sharia and the culture of the United Arab Emirates.
- o   Schools must follow all health and safety guidelines, secure students, and staff during the event, and take all measures to preserve their health and safety.

4. University Selection and Invitation:

- **Identify relevant universities:** Consider local Ras Al Khaimah Universities, UAE, and international options based on student interests and potential program offerings. (Federal and Local). Schools are advised to invite accredited, high-quality universities (CAA, QS, THE. etc.)
- **Develop selection criteria:** Focus on programs aligned with your school's curriculum, education, job market needs, trends, and student demographics.
- **Contact universities:** Send invitation emails or letters outlining your goals and target audience. We recommended inviting universities from Ras al Khaimah and the top universities in the UAE.
- Consider universities that offer programs catering to diverse interests and backgrounds.

5. Venue and Logistics:

- **Secure a suitable venue:** Consider space, accessibility, and budget. School auditoriums, gyms, or large classrooms could be excellent options. The venue and materials are accessible for students with additional needs, so the event is inclusive for everyone to participate.
- **Logistics planning:** Arrange tables, chairs, and power supply for university booths.

- **Marketing and Promotion:** Develop flyers, posters, and announcements for students, parents, and the community. Create a social media campaign to generate interest. All marketing and promotional materials must be submitted to RAK DOK for approval. (Please refer to RAK DOK promotional materials approval guidelines.)

6. Student Preparation:

- **Career counselling sessions:** Discuss career options and the importance of attending the fair.
- **Resume and interview skills workshops:** Equip students with practical tools to make a positive impression on university representatives.
- **Developing questions:** Encourage students to research universities and prepare questions specific to their interests ahead of the fair.

7. Obtaining RAK DOK Approval Requires:

Required Documents:

- Schools must submit the application to RAK DOK for approval ten (10) working days prior to the event date.
    - Plan of the university fair/event.
    - The names of the participating universities/colleges.
    - Administrative approval of the universities/ colleges
    - Dates, times, and location of the event.
    - Targeted Grades of participating students (e.g. Grades 9, 10, 11, 12) and the type of students (e.g. boys or girls)
    - Number of students expected at various times
    - Numbers of supervisors, ideally one supervisor per 20-25 students.
    - Implementation mechanism (brief explanation).
    - Name of the school career counsellor.
    - Activities coordinator's mobile phone number and email contact details.

Parental Consent:

- o Determine if any activities during the university fair require parental consent (e.g., field trips and guest speaker presentations involving sensitive topics).
- o If parental consent is required, ensure you develop a clear and concise letter to parents, outlining the activity and requesting their permission.
- o Include the form in the RAK DOK approval package along with a justification for requiring parental consent.

Security Clearance for Visitors:

All private schools in Ras Al Khaimah must apply for security clearance for university fair visitors through the Ministry of Interior (MOI) portal (FAHR).

Here are general guidelines, but the specific process may vary. You will need to consult the MOI website for the latest information:

- i. Visit the MOI website (https://moi.gov.ae/en/).
- ii. Locate the section for "Security Services" or "Visitor Clearance."
- iii. Register your school on the portal and create an account.
- iv. Follow the instructions for submitting visitor information. This likely includes names, nationalities, passport details, university affiliations such as faculty members, university admission services, etc.
- v. Pay any processing fees associated with the security clearance application.

Important Note: The clearance process may take time. It is crucial to submit visitor information well in advance of the event, as per MOI guidelines. Without the security clearance, guests cannot participate in the event and interact with students.

Additional Tips:

- Communicate clearly with all universities about the security clearance process and any documentation they might need to provide, and ensure they submit all the required documentation well in advance.

- Maintain copies of all submitted documents and approval confirmations from RAK DOK for your records.

8. Management of the University Fair event on the Day

- o **Welcome and Registration:** Assign staff within your school to meet attendees and register participants.
- o **Opening Remarks:** Consider a brief introductory speech from the school administration or a guest speaker to welcome students and outline the arrangements for the fair, including emergency exit information, toilet locations, etc.
- o **Interactive Activities:** Plan interactive sessions for students and university representatives to connect and exchange information.
- o **Feedback and Evaluation:** Collect feedback from students and universities to improve future events.
- o **Follow-up Activities:** Encourage students to follow up with universities after the event and explore further resources.

By following these suggested guidelines, private schools can organise successful university fairs that effectively support student progress and prepare them for a successful future.

9. Compliance

Effective Date: This policy shall take effect from the start of the Academic Year 2025/26. Full compliance by all private schools is expected by the start of the 2026/27 academic year.

Enforcement and Penalties: Schools that do not adhere to this policy will be subject to accountability measures as stipulated by DOK, including possible penalties or other corrective actions. Non-compliance may result in intervention by DOK as per UAE federal regulations.

Compliance Audits: DOK reserves the right to conduct periodic audits to ensure schools comply with this approved policy. The school administration must promptly resolve any discrepancies found during these audits to avoid further action.

10. Feedback and Improvement

Annual Review: DOK will conduct a yearly review of this policy to incorporate feedback, address emerging needs, and ensure it aligns with the latest educational standards and regulatory requirements.

Feedback Mechanisms: School administrators are encouraged to submit feedback on this policy to DOK, which allows for continuous improvement based on schools' practical experiences.

11. Contact Information

For any questions related to this policy, please contact: **info@dok.rak.ae**

12. Conclusion

The RAK DOK *External Research Review Process* ensures research in private schools is ethical, student-focused, and aligned with educational priorities. While RAK DOK facilitates access, final approval rests with individual school principals. Researchers are expected to uphold privacy, integrity, and data security while contributing valuable insights to the field of education.

13. Revision History

Policy reference no:	RAKDOK-POL-2025-11
Document name:	GUIDELINES FOR HOSTING UNIVERSITY FAIRS
Effective date:	01.07.2025
Version:	01
Issue date:	01.08.2025
Updated on:	-
Updated by:	-
Reviewed by:	Executive Director

Note:

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