

## Graduate Admission Policy

|              |                                      |                    |   |
|--------------|--------------------------------------|--------------------|---|
| Policy Owner | Vice Chancellor for Academic Affairs | Responsible Office | Office of Admissions and Registration (OAR) |
| Approved By  | Chancellor                           | Effective Date     | Sept. 2021                                  |
|              |                                      | Next Review Date   | Sept. 2024                                  |

### Purpose

This document sets out the AU policy on admissions to the graduate programs, and it is applied by the Office of Admissions and Registration (OAR). AU does not discriminate in recruitment and admissions on the basis of ethnicity, religion, disability, immigration status, gender or other such considerations.

### Definitions

University: Ajman University.

Admissions Period: The period during which applicants can submit their admission application to the Office of Admissions and Registration.

Application Level: Admission application category, graduate level.

Active Application: An application that is not marked as “Cancelled”, “Expired”, “Enrolled”, “Rejected”, or “Declined”.

Admissions Offer Letter: A letter issued by the Office of Admissions and Registration and sent to the applicant notifying him/her that he/she has been admitted to the programs he/she has applied for.

Application Rejection Letter: A letter issued by the Office of Admissions and Registration and sent to the applicant notifying them of the rejection of their admission application.

Waiting List: A list in which the college temporarily places students until a seat for the selected program is available. Only students who opted for the waiting list on their application can be placed on the list.

Admission and Registration Fee: The fee collected to process a student’s application and registration for his/her study at the University.

Application ID: A generated number, to be used as a password, to track the status of the submitted application before a decision is taken.

Seat Reservation Deposit: This is collected for certain programs in order to confirm the student’s acceptance of the offer letter. The deposit is debited from the student’s account for future use as part of the tuition fees of the first semester of study.

Registrar: The head of the Office of Admissions and Registration at the University.

### System of Education and Graduate Programs Offered

The University utilizes the credit hour system. This system requires that students earn a total number of credit hours, as determined by the University, to complete their program of study. The required

number of credit hours is distributed over a certain number of semesters, depending on the program. All AU Graduate programs are accredited by the Commission for Academic Accreditation (CAA) of the Ministry of Education – Higher Education Affairs, UAE.

## The Graduate Programs Offered by AU

| College  | Degree   | Total Credit Hours |
|--|--|--------------------|
| Business Administration<br>إدارة الأعمال                             | MBA<br>ماجستير إدارة الأعمال<br><ul style="list-style-type: none"> <li>Human Resource Management<br/>إدارة الموارد البشرية</li> <li>Financial Management<br/>الإدارة المالية</li> <li>Marketing<br/>التسويق</li> </ul> | 36                 |
|  | Doctorate of Business Administration (DBA)<br>دكتوراه في إدارة الأعمال   | 60                 |
| Engineering & Information Technology<br>الهندسة وتكنولوجيا المعلومات | Master of Science in Artificial Intelligence<br>ماجستير العلوم في الذكاء الاصطناعي   | 30                 |
| Architecture, Art and Design<br>العمارة والفنون والتصميم             | M.Sc. in Urban Design<br>ماجستير العلوم في التصميم الحضري  | 36                 |
| Law<br>القانون   | Master of Law in Private Law<br>ماجستير القانون في القانون الخاص   | 33                 |
|  | Master of Law in Public Law<br>ماجستير القانون في القانون العام  | 33                 |
|  | Doctorate of Philosophy in Law<br>دكتوراه الفلسفة في القانون   | 57                 |
| Dentistry<br>طب الأسنان  | M.Sc. in Restorative Dentistry<br>ماجستير العلوم في طب الأسنان الترميمي  | 60                 |
|  | Master of Science in Endodontics<br>ماجستير العلوم في المداواة اللبية السنية   | 70                 |
|  | Master of Science in Pediatric Dentistry<br>ماجستير العلوم في طب أسنان الأطفال   | 67                 |
| Pharmacy & Health Sciences<br>الصيدلة والعلوم الصحية                 | M.Sc. in Pharmacy<br>ماجستير العلوم في الصيدلة<br><ul style="list-style-type: none"> <li>Clinical Pharmacy<br/>الصيدلة السريرية</li> <li>Pharmaceutical Technology<br/>تقنيات الصيدلة</li> </ul>                       | 36                 |

|   |  |    |
|---|--|----|
| Mass Communication<br>الإعلام                 | Master of Public Relations and Corporate Communication<br>ماجستير في العلاقات العامة واتصال المؤسسي  | 33 |
| Humanities and Sciences<br>الإنسانيات والعلوم | Master of Arts in Arabic language and Literature<br>ماجستير الآداب في اللغة العربية وآدابها<br><ul style="list-style-type: none"> <li>Literature and Criticism<br/>الأدب والنقد</li> <li>Language and Syntax Grammar<br/>اللغة والنحو</li> </ul> | 36 |
|   | Professional Postgraduate Diploma in Teaching<br>دبلوم الدراسات العليا المهني في التدريس   | 24 |

### Admission Requirements to AU graduate programs

Ajman University has entry conditions designed to admit students to pursue graduate degrees who show a potential for a high level of performance, based on their previous academic record and other indicators of ability.

- a. Applications for admission should be submitted online before the beginning of the semester according to the dates specified in the AU calendar.
  - For admission to Professional Postgraduate Diploma in Teaching or Master programs, the applicant must be a holder of a Bachelor's Degree issued in the UAE or its equivalent as approved by the UAE Ministry of Education – Higher Education Affairs.
  - For admission to a Doctorate program, the applicant must be a holder of a Bachelor's Degree & Master's Degree issued in the UAE or its equivalent as approved by the UAE Ministry of Education – Higher Education Affairs.

AU's admission policy is non-discriminatory and the decision to admit a student is made on a competitive basis, considering the number of available seats according to the University's available resources and CAA *Standards* and directives.

### Full admission:

For Full admission, the applicant must satisfy the following:

- i. The applicant for a Professional Postgraduate Diploma in Teaching program is a holder of a four-year Bachelor's degree other than in the education discipline, with a minimum CGPA of 3.0 on a scale of 4.0, or its equivalent.
- ii. The applicant for Master's programs is a holder of a Bachelor's degree in the same field as that of the program applied for, with a minimum cumulative GPA of 3.0 on a scale of 4.0, or its equivalent.
- iii. The applicant for Doctorate programs is a holder of a Master's degree in the same field as that of the program applied for, with a minimum cumulative GPA of 3.0 on a scale of 4.0, or its equivalent.
- iv. The applicant's Bachelor's / Master's degree was issued from an accredited university recognized by the Ministry of Education - Higher Education Affairs, UAE

- v. The applicant achieved the minimum required score of proficiency test in English with a valid certificate as the following:
  - For the Professional Postgraduate Diploma in Teaching program or the Master programs taught in Arabic, the applicant has achieved an EmSAT English with a minimum score of 950 or its equivalent.
  - For Master's programs taught in English, the applicant has achieved an EmSAT English with a minimum score of 1400 or its equivalent (Applicants for Master programs taught in English may be exempted from the English proficiency requirement only for students who undertook all their schooling (K-12) plus a Bachelor's degree in English in a reference English-speaking country (e.g. UK, USA, Australia, New Zealand).
  - For the DBA program, the applicant has achieved an EmSAT English with a minimum score of 1400 or its equivalent except for applicants who have studied Master's degree programs taught in English that required for admission a score of 1400 in EmSAT English or its equivalent.
  - For the Doctorate of Philosophy in Law program, the applicant has achieved an EmSAT English with a minimum score of 1100 or its equivalent.
- vi. The applicant for the graduate programs taught in Arabic has achieved a minimum score of 1250 in EmSAT "Arabic".
- vii. The applicant for MSc in Pediatric Dentistry, MSc in Endodontics, MSc in Restorative Dentistry has a Certificate of one-year internship.
- viii. The applicant passed the interview for the programs of DBA, Master of Science in Pediatric Dentistry, Master of Science in Endodontics, M.Sc. in Restorative Dentistry, M.Sc. in Pharmacy.
- ix. The applicant has paid the application fee.
- x. The applicant for DBA has paid the deposit for seat reservation.

### Conditional admission requirements for Professional Postgraduate Diploma in Teaching program and Master programs

- a) Subject to availability of seats, conditional admission may be granted if the applicant fulfills the above listed general conditions of full admission but his/her CGPA is between 2.0 and 2.99 or if (the program is taught in English) his/her EmSAT English score is between 1250 and less than 1400 or its equivalent.
  - **Conditional admission due to non-fulfillment of CGPA requirement.**
- a.1. If the applicant has achieved an EmSAT English or its equivalent with a minimum required score and has a recognized Bachelor's degree with a minimum cumulative grade point average (CGPA) of 2.5-2.99 on a 4.0 scale or its equivalent, he/she may be conditionally admitted to the Professional Postgraduate Diploma in Teaching program or for the Master programs. Such a student under this category will be allowed to continue in the program only if he/she meets the following conditions:
  - take six credit hours of courses from the program study plan (as per the advice of his/her academic advisor) in the first semester of study and
  - achieve a minimum CGPA of 3.0 on a 4.0 scale. by the end of his/her first semester.

Failure to meet the above conditions will result in dismissal from the program.

- a.2. If the applicant has achieved an EmSAT English or its equivalent with a minimum required score and has a recognized Bachelor's degree with a minimum cumulative grade point average (CGPA) of 2.0 - 2.49 on a 4.0 scale or its equivalent, he/she may be conditionally admitted to the Professional Postgraduate Diploma in Teaching program or for the Master programs. Such a student under this category will be allowed to progress to the graduate program only if he/she meets the following conditions during the first semester of conditional admission or be subject to a dismissal:
- Must take a maximum of nine graduate-level credit hours as remedial preparation for the graduate program (these remedial courses are not for credit within the degree program).
  - Must achieve a minimum CGPA of 3.0 on a 4.0 scale in these remedial courses in order to progress to the graduate program.

**b) Conditional admission due to non-fulfillment of English Proficiency requirement**

If the applicant has achieved an EmSAT English with a minimum score of 1250 or its equivalent (for the Master programs taught in English) with a recognized Bachelor's degree and a minimum cumulative grade point average (CGPA) of 3.0 on a 4 scale, he/she may be conditionally admitted to the Master program. Such a student must meet the following requirements during the first semester of conditional admission or be subject to a dismissal:

- i. Must take six credit hours in the first semester of study, not including intensive English courses;
- ii. Must achieve a minimum CGPA of 3.0 on a 4.0 scale, in the first six credit hours of credit-bearing courses studied for the graduate program;
- iii. Must achieve an EmSAT English with a minimum score of 1400 or its equivalent, by the end of the student's first semester of study.

**C)** If the applicant for the programs taught in Arabic has a recognized Bachelor's degree with a minimum cumulative grade point average (CGPA) of 3.0 on a 4.0 scale, but not achieved the required score on the English proficiency test and /or the required score in EmSAT "Arabic", such a student may be conditionally admitted and must meet the following requirements during the first semester of conditional admission or be subject to a dismissal:

- Must take six credit hours in the first semester of study, not including i remedial English, Arabic courses;
- Must achieve a minimum CGPA of 3.0 on a 4.0 scale, in the first six credit hours of credit-bearing courses studied for the graduate program
- Must achieve an EmSAT English with a minimum score of 950 or its equivalent, by the end of the student's first semester of study;
- Must achieve an EmSAT Arabic with a minimum score of 1250 by the end of the student's first semester of study;

**Admission to Master Bridge (Foundation) Program**

The Bridge (Foundation) Program is a program intended to bridge the gap between a student's prior work (Bachelor's degree) and the background required for the Master's program he/she is entering. The courses in a bridge program typically do not carry degree credit.

The program coordinator may consider admission applications to the foundation program from students who satisfy the admission requirements of the program but they are holders of a Bachelor's degree in another area of specialization.

To transition from the foundation/ Bridge program to the Master program, a student must:

- Pass all the registered foundation courses specified by the program coordinator, with a minimum CGPA of 3.0 on a 4.0 scale.
- Obtain the (Management Appreciation Program) certificate For the MBA programs.
- Achieve an EmSAT English or its equivalent with a minimum, required score for his/her graduate program.

***Important:***

Applicants for the Master Bridge for the programs taught in English must obtain a minimum score of 1250 in EmSAT English or its equivalent before registering for their foundation courses.

## Re-admission of Former Students

Students who have missed more than two consecutive semesters of enrollment (excluding the summer semester) at the University may apply for re-admission and obtain a new students ID. The previous courses which the student has completed will be considered if they are still included in the current study plan.

To be eligible for re-admission, the following conditions must be met:

- a. The applicant was not subject to behavioral dismissal from AU
- b. The applicant was not academically warned
- c. The applicant must satisfy admission requirements in effect at the time of re-admission
- d. **Courses that might have been completed at another institution (during the absence period) may be considered as per the course transfer policy** All fees, charges, and dues owed to the University must be paid in full.

## Documents Required for Admission to a Graduate program

An application is considered complete if the applicant submits to the Office of Admissions and Registration the following documents:

- Official university transcripts and graduation certificates certified by the appropriate authorities) Applicants to Professional Postgraduate Diploma in Teaching and Master's programs) .
- An Equivalency Certificate obtained from the UAE Ministry of Education's Higher Education Affairs Division for undergraduate degrees from universities outside the UAE (Applicants to Professional Postgraduate Diploma in Teaching and Master's programs) .
- Official Bachelor's and Master's university transcripts and graduation certificates certified by the appropriate authorities) Applicants to Doctoral programs) .

- An Equivalency Certificate obtained from the UAE Ministry of Education's Higher Education Affairs Division for Master's degrees from universities outside the UAE (Applicants to Doctoral programs) .
- A valid Certificate of proficiency test in English:
  - i. For all Master programs taught in English: (English EmSAT) with a minimum score of 1400 or its equivalent, applicants for Master programs taught in English may be exempted from the English proficiency requirement only for those students who undertook all their schooling (K-12) plus a Bachelor's degree in English in a reference English speaking country (e.g. UK, USA, Australia, New Zealand).
  - ii. For the Professional Postgraduate Diploma in Teaching program and all Master programs taught in Arabic: (English EmSAT) with a minimum score of 950 or its equivalent.
  - iii. A minimum score of 1400 in (English EmSAT) for (for DBA) except for applicants who have studied Master's degree programs taught in English that required for admission a score of 1400 in English EmSAT or its equivalent.
  - iv. A minimum score of 1100 in (English EmSAT) for (for Doctorate of Philosophy in Law)
- A minimum score of 1250 in Arabic EmSAT for all Graduate programs taught in Arabic.
- A valid Certificate of one-year internship for MSc in Pediatric Dentistry, MSc in Endodontics, MSc in Restorative Dentistry.
- Colored valid passport scan with a valid residence.
- Colored valid UAE national ID scan (for UAE nationals and residents)
- A valid certificate of good conduct issued by the official authorities.
- Status of UAE National Service or exemption of the Military National Service (UAE Male applicants).
- Recent colored photograph passport-size.
- CV and experience certificate if available.
- Two recommendation letters.
- Medical check-up

**Notes:**

1. Other requirements might apply. The Office of Admissions and Registration has the right to request any supporting documents.
2. Unattested scans will be accepted to start the application process. However, applicants will be required to show attested original documents in person before enrolling at AU.
3. Applicants who applied for the equivalency certificate from the UAE Ministry of Education but did not complete the equivalency process by the time of registration will be allowed to register provided that they sign a conditional admission contract and they must submit a copy of the Ministry of Education application receipt.
4. The decision to admit an applicant is made on a competitive basis, considering the number of

available seats in the program.

5. AU does not take into consideration Institutional TOEFL scores obtained in another institution.
6. Applications for admission are processed only after payment of the non-refundable Application and Registration Fee for Graduate programs.
7. Seat reservation deposit is required for the DBA program
8. A fee is required for the evaluation of courses to be transferred. The fee will be refunded if the student is admitted.

## Certification of Documents

Newly-admitted students are requested to have their documents certified before the end of the first semester of study, otherwise, their registration will be canceled.

- a. Official Bachelor's and Master's university transcripts and graduation certificates obtained in the UAE must be certificated by the UAE Ministry of Education - Higher Education Affairs, UAE.
- b. Official Bachelor's and Master's university transcripts and graduation certificates obtained abroad must be certified from the country of origin by the authorized educational authority, the country's Ministry of Foreign Affairs and the UAE Embassy.

## Admission Validity

Admission to a Graduate program is valid only for the semester which is indicated in the admission letter offer. If an admitted student does not join the program during that semester, the admission offer will be canceled with no refund of the application fee. However, an admitted student, who did not join his/her program, could re-apply for admission to the same program or another program, subject to payment of the re-admission fee.

## Admissions and Registration Fees

- a. Applications will be processed by the Office of Admissions and Registration only after payment of the non-refundable application fees.
- b. Students admitted to certain programs are required to pay a seat reservation deposit. The deposit should be paid before the end of the deadline mentioned in the offer letter.
- c. Failure to pay the deposit will result in the cancelation of admission offer.
- d. This deposit is deductible from the tuition fees of the semester for which admission was given.
- e. The Finance department sets the admission and seat reservation fee on the [following link](#).

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### Document History

| Version | Date       | Update Information                                       | Author/ Reviewer                      |
|---------|------------|--|---------------------------------------|
| V 1.0   | 24/10/2010 | Initial policy   | Office of Admissions and Registration |
| V 1.1   | 20/09/2012 | Revised – minor changes                                  | Associate VP for Academic Affairs     |
| V 2.0   | 8/09/2019  | Major changes to terms of admission to graduate programs | Registrar                             |
| V 3.0   | 01/06/2021 | Major changes in admission requirements                  | Office of Admissions and Registration |