

## Graduate Admission Policy

Policy Owner	Vice Chancellor for Academic Affairs	Responsible Office	Unit of Student Recruitment and Admissions
Approved By	Chancellor	Effective Date	July 2023
		Next Review Date	July 2026

### Purpose

This document sets out the AU policy on admissions to graduate programs, and it is applied by the Unit of Student Recruitment and Admissions. 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 Unit of Student Recruitment and Admissions.

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 Unit of Student Recruitment and Admissions, informing the applicants of their successful admission to the programs they have applied for.

Application Rejection Letter: A letter issued by the Unit of Student Recruitment and Admissions notifying the applicant 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, used 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.

### 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 إدارة الأعمال	Master of Business Administration (MBA) ماجستير إدارة الأعمال <ul style="list-style-type: none"> <li>Human Resource Management إدارة الموارد البشرية</li> <li>Financial Management الإدارة المالية</li> <li>Marketing التسويق</li> </ul>	36
	Doctor of Business Administration (DBA) دكتوراه في إدارة الأعمال	60
Engineering & Information Technology الهندسة وتكنولوجيا المعلومات	Master of Science in Artificial Intelligence ماجستير العلوم في الذكاء الاصطناعي	30
Architecture, Art and Design العمارة والفنون والتصميم	Master of Science in Urban Design ماجستير العلوم في التصميم الحضري	30
Law القانون	Master of Law in Private Law ماجستير القانون في القانون الخاص	33
	Master of Law in Public Law ماجستير القانون في القانون العام	33
	Doctor of Philosophy in Law دكتوراه الفلسفة في القانون	57
Dentistry طب الأسنان	Master of Science in Restorative Dentistry ماجستير العلوم في طب الأسنان الترميمي	60
	Master of Science in Endodontics ماجستير العلوم في علاج الجذور ولب الأسنان	70
	Master of Science in Pediatric Dentistry ماجستير العلوم في طب أسنان الأطفال	67
Pharmacy & Health Sciences الصيدلة والعلوم الصحية	Master of Science in Clinical Pharmacy ماجستير العلوم في الصيدلة السريرية	39
Mass Communication الإعلام	Master of Public Relations and Corporate Communication ماجستير العلاقات العامة والاتصال المؤسسي	33
Humanities and Sciences الإنسانيات والعلوم	Professional Postgraduate Diploma in Teaching 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 accredited 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 accredited 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. Applicants for the Professional Postgraduate Diploma in Teaching program must hold a four-year Bachelor's degree (any discipline), with a minimum CGPA of 3.0 on a scale of 4.0, or its equivalent.
- ii. Applicants for Master's programs must hold a Bachelor's degree in the same discipline, with a minimum CGPA of 3.0 on a scale of 4.0, or its equivalent.
- iii. Applicants for Doctorate programs must hold a Master's degree in the same discipline, with a minimum CGPA of 3.0 on a scale of 4.0, or its equivalent.
- iv. Bachelor's / Master's degree must be issued from an accredited university recognized by the Ministry of Education - Higher Education Affairs, UAE
- v. Submission of a valid English Proficiency test certificate with the following scores:
  - For Professional Postgraduate Diploma in Teaching program or Master programs taught in Arabic, the applicant must achieve an EmSAT English with a minimum score of 950 or its equivalent.
  - For Master's programs taught in English, the applicant must achieve 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 DBA program, the applicant must achieve an EmSAT English with a minimum score of 1400 or its equivalent. Applicants who achieved a score of 1400 in EmSAT English (or its equivalent) as an admission requirement for their Master's program (taught in English), can apply with their previous EmSAT English proficiency certificate or its equivalent. For

Doctor of Philosophy in Law program, the applicant must achieve an EmSAT English with a minimum score of 1100 or its equivalent.

- vi. Applicants for graduate programs taught in Arabic must achieve a minimum score of 1250 in EmSAT Arabic.
- vii. Passing the interview for the programs of DBA, Master of Science in Pediatric Dentistry, Master of Science in Endodontics, Master of Science in Restorative Dentistry, Master of Science in Clinical Pharmacy
- viii. Applicants must pay the admission fee.
- ix. Applicants for DBA program must pay the seat reservation fee.

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

Subject to availability of seats, conditional admission may be granted if the applicant achieves a CGPA between 2.0 and 2.99 and/or if (the program is taught in English) his/her EmSAT English score is between 1250 and less than 1400 or its equivalent.

#### **a) Conditional admission due to non-fulfillment of CGPA requirement**

**a.1.** If the applicant 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 and achieved an EmSAT English with a minimum score of 1250 or its equivalent, in that case, he/she may be conditionally admitted to the Professional Postgraduate Diploma in Teaching program or to one of the Master's programs. Students under this category will be allowed to continue in the program only if they meet the following conditions:

- Must take six credit hours of courses from the program's 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.
- 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.

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

**a.2.** If the applicant 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 and achieved an EmSAT English with a minimum score of 1250 or its equivalent, In that case, he/she may be conditionally admitted to the Professional Postgraduate Diploma in Teaching program or to one of the Master's programs. Students 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 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.
- 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.

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

If the applicant has recognized Bachelor's degree and achieved an EmSAT English with a minimum score of 1250 or its equivalent In that case, he/she may be conditionally admitted to the Professional Postgraduate Diploma in Teaching program, or to one of the Master's programs (taught in English), Students under this category must meet the following requirements during the first semester of conditional admission or be subject to dismissal:

- i. Must take six credit hours in the first semester of study.
- 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 e, but has not achieved the required score in 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 dismissal:

- Must take six credit hours in the first semester of study,
- 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.
- 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.

**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 the admission requirements effective 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.
- e. All fees, charges, and dues owed to the University must be paid in full.

## Documents Required for Admission to the Graduate Programs

An application is considered complete if the applicant submits the following documents to the Unit of Student Recruitment and Admissions:

- Official university transcripts and graduation certificates certified by the appropriate authorities.
- An Equivalency Certificate obtained from the UAE Ministry of Education for Bachelor /Master degrees issued from universities outside the UAE )
- A valid Certificate of proficiency test in English:
  - i. For Master programs taught in English: a minimum score of 1400 in EmSAT English 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 Professional Postgraduate Diploma in Teaching program and all Master programs taught in Arabic: a minimum score of 950 in EmSAT English or its equivalent.
  - iii. For DBA program: a minimum score of 1400 in EmSAT English or its equivalent. Except for applicants who achieved a score of 1400 in EmSAT English (or its equivalent) as an admission requirement for their Master's program (taught in English). can apply with their previous EmSAT English proficiency certificate or its equivalent.
  - iv. For Doctor of Philosophy in Law: a minimum score of 1100 in EmSAT English.
- A minimum score of 1250 in EmSAT Arabic for all Graduate programs taught in Arabic.
- A valid passport copy with a valid residence.

- A valid Emirates ID copy (for UAE nationals and residents)
- A valid certificate of good conduct issued by 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 Unit of Student Recruitment and Admissions 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 submit attested original documents 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 they submit a conditional admission letter from the UAE Ministry of Education.
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 Admission fees 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 and admission fees. 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 Unit of Student Recruitment and Admissions only after payment of the non-refundable application and admission fees.
- b. If the application is rejected in all choices, the admission fees will be refunded to the applicant.
- c. 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.
- d. Failure to pay the deposit will result in the cancelation of admission offer.
- e. This deposit is deductible from the tuition fees of the semester for which admission was given.
- f. The Finance department sets the admission and seat reservation fee on the following links:

Booklet:

[https://www.ajman.ac.ae/upload/files/financial\\_documents/New\\_Booklet\\_2023-2024\\_Eng\\_and\\_Ar-1.pdf](https://www.ajman.ac.ae/upload/files/financial_documents/New_Booklet_2023-2024_Eng_and_Ar-1.pdf)

Payment Terms:

[https://www.ajman.ac.ae/upload/files/financial\\_documents/Payment\\_Terms\\_English\\_and\\_Arabic.pdf](https://www.ajman.ac.ae/upload/files/financial_documents/Payment_Terms_English_and_Arabic.pdf)

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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
V 4.0	06/01/2022	Revised as per the CAA approved changes of MSc in Clinical Pharmacy, and MSc in Urban Design	Office of Admissions and Registration
V 4.1	19/09/2022	Updated the office name, Office of Admissions and Registration to reflect the new structure Unit of Student Recruitment and Admissions.	Unit of Student Recruitment and Admissions
V 4.2	10/07/2023	This policy has been updated with the new admission criteria approved by the UAE Ministry of Education	Unit of Student Recruitment and Admissions