



<b>Policy Name:</b>	<i>Graduate Admissions</i>	<b>Date Approved</b>	<i>February 2022</i>	<b>Date for next review</b>	<i>January 2024</i>
<b>Policy Number</b>	<i>AMUD-S02</i>	<b>Policy Effective from</b>	<i>Spring 2022</i>	<b>Policy Group</b>	<i>Students</i>

**Purpose / Objectives:** The purpose of this policy is to set a framework for admission to graduate degree programs.

**Applies to:** All students seeking admissions for graduate programs of the University.

**Policy:** Applicants of the graduate programs must hold a Bachelors (as applicable in an appropriate discipline) issued in the UAE or an international equivalent as approved by the UAE Ministry of Education.

### **Postgraduate Diploma**

Entry to Amity University Dubai's Postgraduate Diploma is largely based on evidence of a capacity to undertake higher degree studies. Admission is granted to applicants with a Bachelor Degree with a minimum GPA of 3.0 on a scale of 4.0 or equivalent from a University that is recognized by the Ministry of Higher Education in the UAE, and a minimum TOEFL score of 550 (213 CBT/79 iBT) or IELTS academic (minimum band of 6.0) or an equivalent score on an internationally recognized test. Students who have completed undergraduate education in a university where English is the medium of instruction can be exempted from the English language requirement subject to satisfactory evidence being vetted by Admissions. At the discretion of Admissions and the relevant school, applicants who fall short of meeting the 3.0/4.0 GPA (but not less than 2.5) or the English proficiency requirement might be granted "probationary" admission but can only register for a total of 6 credits in their first semester. Students should score 3.0/4.0 on all registered courses to remove the "probationary" status and be permitted to register in future courses. In addition to above listed requirements, applicants should successfully pass an interview with an ad-hoc Committee from the relevant school.

### **Master of Business Administration**

Entry to Amity University Dubai's Master of Business Administration Degree is largely based on evidence of a capacity to undertake higher degree studies. Regular admission is granted to applicants who have fulfilled the following requirements:

- An appropriate Bachelor Degree with a minimum GPA of 3.0 on a scale of 4.0 or equivalent from a University that is recognized by the Ministry of Higher Education in the UAE.
- A minimum TOEFL score of 550 (213 CBT/79 iBT) or IELTS academic (minimum band of 6.0) or an equivalent score on an internationally recognized test. Students who have completed undergraduate education in a university where English is the medium of instruction can be exempted from the English language requirement subject to satisfactory evidence being vetted by Admissions.
- At the discretion of Admissions and the Business School, applicants who fall short of meeting the 3.0/4.0 GPA (but not less than 2.5/3.0) or the English proficiency requirement might be granted "probationary" admission but can only register for a total of 6 credits in their first semester. Students should score at least 3.0/4.0 on all registered courses to remove the "probationary" status and be permitted to register in future courses.
- Applicants with an undergraduate degree that is not in business, economics, or an allied subject, can be admitted to the MBA program subject to registering and successfully completing the graduate bridging courses requirements or equivalent undergraduate courses that are approved by the Business School. These courses are currently set as follows



ACCT 501 (3 CR) Survey of Accounting and Finance  
QMET 502 (3 CR) Survey of Statistics for Decision Making  
ISYS 503 (3 CR) Spreadsheets and Databases

Nevertheless, an applicant with a science or engineering degree or with a degree that has information systems or/and statistics courses, may be exempted from QMET 502 and/or ISYS 503 subject to appropriate evidence being provided. Official undergraduate transcripts should show these courses with a minimum achieved score of 2.3/3.0. If a student fails in any of the bridging courses, he/she will be permitted to repeat that course only once. Failure to meet the requirements stipulated above will result in the student being dropped from the graduate program. Admitted students who are registered for bridging courses, and at the discretion of the Dean of the Business School, might be allowed to register for one MBA course (3 credits). Bridging courses must be completed during the first year of enrollment in the MBA program.

- Holders of graduate-level professional qualifications such as Postgraduate Diploma, Master's Degree in other disciplines, may also be admitted and are encouraged to apply.
- Although not a requirement, a GMAT or GRE test score that has been received within the past 3 years prior to applying to the MBA, can strengthen the student's application. In addition, relevant work experience is viewed favorably when vetting the applicant's file.
- In addition to above listed requirements, applicants should successfully pass an interview with an ad-hoc Committee from the Business School.

### **Executive Master of Business Administration**

Entry to Amity University Dubai's Executive Master of Business Administration Degree is selective and competitive and is granted to applicants who have significant and substantive professional experience for at least 3 years. In this line, applicants who have executive positions will be given priority in admission. Moreover, applicants should fulfill the following requirements:

- An appropriate Bachelor Degree with a minimum GPA of 3.0 on a scale of 4.0 or equivalent from a University that is recognized by the Ministry of Higher Education in the UAE.
- A minimum TOEFL score of 550 (213 CBT/79 iBT) or IELTS academic (minimum band of 6.0) or an equivalent score on an internationally recognized test. Students who have completed undergraduate education in a university where English is the medium of instruction can be exempted from the English language requirement subject to satisfactory evidence being vetted by Admissions.
- At the discretion of Admissions and the Business School, applicants who fall short of meeting the 3.0/4.0 GPA requirement (but not less than 2.5/3.0) or the English proficiency requirement might be granted "probationary" admission but can only register for a total of 6 credits in their first semester. Students should score 3.0/4.0 on all registered courses to remove the "probationary" status and be permitted to register in future courses.
- Applicants with an undergraduate degree that is not in business, economics, or an allied subject, can be admitted to the EMBA program subject to registering and successfully completing the graduate bridging courses requirements or equivalent undergraduate courses that

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Nevertheless, an applicant with a science or engineering degree or with a degree that has information systems or/and statistics courses, may be exempted from QMET 502 and/or ISYS 503 subject to appropriate evidence being provided. Official undergraduate transcripts should show



these courses with a minimum achieved score of 2.3/3.0. If a student fails in any of the bridging courses, he/she will be permitted to repeat that course only once. Failure to meet the requirements stipulated above will result in the student being dropped from the graduate program. Admitted students who are registered for bridging courses, and at the discretion of the Dean of the Business School, might be allowed to register for one EMBA course (3 credits). Bridging courses must be completed during the first year of enrollment in the EMBA program.

- Holders of graduate-level professional qualifications such as Postgraduate Diploma, Master's Degree in other disciplines, may also be admitted and are encouraged to apply.
- Although not a requirement, a GMAT or GRE test score that has been received within the past 3 years prior to applying to the EMBA, can strengthen the student's application.
- In addition to above listed requirements, two reference letters are required with one of them from current employer or most recent one. Applicants should also successfully pass an interview with an ad-hoc Committee from the Business School.

### **Bridge Courses for Graduate Programs**

Entry to Amity University Dubai's graduate programs is based on evidence of a capacity to undertake higher degree studies. Regular admission is granted to applicants who have fulfilled the following requirements:

- An appropriate Bachelor Degree with a minimum GPA of 3.0 on a scale of 4.0 or equivalent from a University that is recognized by the Ministry of Higher Education in the UAE.
- A minimum TOEFL score of 550 (213 CBT/79 iBT) or IELTS academic (minimum band of 6.0) or an equivalent score on an internationally recognized test. Students who have completed undergraduate education in a university where English is the medium of instruction can be exempted from the English language requirement subject to satisfactory evidence being vetted by Admissions.
- At the discretion of Admissions and the respective School, applicants who fall short of meeting the 3.0/4.0 GPA (but not less than 2.5/4.0) or the English proficiency requirement might be granted "probationary" admission but can only register for a total of 6 credits in their first semester. Students should score at least 3.0/4.0 on all registered courses to remove the "probationary" status and be permitted to register in future courses.
- Applicants with an undergraduate degree that is not related to their chosen graduate degree can be admitted to the graduate program provided they complete graduate bridging course/ courses as specified by the school / Dean.
- If a student fails in any of the bridging courses, he/she will be permitted to repeat that course only once. Failure to meet the requirements stipulated above will result in the student being dropped from the graduate program.
- In addition to above listed requirements, applicants should successfully pass an interview with an ad-hoc Committee from the respective School.

### **Master of Laws**

Entry to Master of Laws Degree is largely based on evidence of a capacity to undertake higher degree studies. **Regular admission** is granted to applicants who have fulfilled the following requirements:

- An appropriate bachelor's degree with a minimum GPA of 3.0 on a scale of 4.0 or equivalent from a university that is recognized by the Ministry of Education in the UAE.
- A minimum TOEFL score of 550 (213 CBT/79 iBT), or 1400 on the English language portion of the EmSAT examination, or IELTS academic (minimum band of 6.0) or an equivalent score on an internationally recognized test. Students who have completed undergraduate education in a university where English is the medium of instruction can be exempted from the English language requirement subject to satisfactory evidence being vetted by Admissions.



- At the discretion of relevant Dean, applicants who fall short of meeting the 3.0/4.0 GPA (but not less than 2.5/3.0) or the English proficiency requirement can be granted “probationary” admission but can only register for a total of 6 credits in their first semester. Students should score at least 3.0/4.0 credit bearing courses on all registered courses to remove the “probationary” status and be permitted to register in future courses.
- In addition to above listed requirements, applicants should successfully pass an interview with an ad-hoc Committee from the relevant School.

Exemption from English Language Proficiency for Graduate Programs Applicants for an AMUD graduate program may be exempted from the English Proficiency requirement if the following two conditions are met:

1. English is the native Language of the applicant,
  2. The medium of instruction is English for the undergraduate degree of the applicant,
- \* Institutions to be checked with the Amity University Admission’s Office

Students who have no bachelor in law admitted to the LLM program are required to demonstrate the potential for sustainable success in their selected graduate program. In addition to the regular admission process for admission to the LLM program, candidates must:

- Have at least 1-3 years of any relevant work experience in private or public sector organizations
- Provide two satisfactory reference letters from academicians or employers.
- State professional plans and career objective as required in the application form
- Attend an interview with the LLM Program Director to evaluate his or her suitability for the LLM Program. The candidate will be advised on the outcome of his or her application within seven days of the application deadline. Once the decision for eligibility has been made, the LLM Program Director transfers the file of the admitted candidate to the UD Admissions & Registration Department, to register in the Pre-LLM (preparatory) courses.

LL.M program, when pursued without a previous undergraduate law degree, does not constitute a pathway to legal practice. Individuals looking to practice law must, at a minimum, hold a bachelor’s degree in law.

### **Pre-LLM**

Non-law graduates will be required now to undertake three Pre-LLM courses to meet the normal requirement for a student to have a bachelor’s degree in law before entry to an LLM program. The pre-LLM courses are completely redesigned so that they would provide non-law degree holders with the needed knowledge and law background to join the LLM program. The students are required to attend 45 contact hours and pass the courses with no less than 3 out of 4 CGPA. The Pre-LLM courses are the following:

- Law and Legal Skills
- Legal Language and Maxims
- Legal Aspects of Business

**Conditional admission** can be granted to applicants with an EmSAT score of 1250 or its equivalent on another standardized test approved by the CAA, such as TOEFL score of 530 (197 CBT, 71 iBT), or 5.5 IELTS academic. Students granted conditional admissions must achieve an EmSAT score of 1400 or



equivalent, by the end of their first semester of study, but may take a maximum of six credit hours in the first semester of study, not including intensive English courses, and must achieve a minimum CGPA of 3.0 on a 4.0 scale, or its established equivalent, in the first six credit hours of credit-bearing courses studied for the graduate program. Not fulfilling these requirements will result in student dismissal from the LL.M. program. Moreover, conditional admissions can be granted to applicants with a recognized Bachelor's degree in law and a minimum cumulative grade point average (CGPA) of 2.5 on a 4.0 scale or its established equivalent. Conditionally admitted students must take a maximum of nine credit hours of courses during the period of conditional admission and must achieve a minimum CGPA of 3.0 on a 4.0 scale, or its established equivalent, in these nine credits of courses studied for the LL.M. or be subject to dismissal.

### **Master of Science (Forensic Science) and Master of Science (Psychology)**

Entry to Amity University Dubai's Master of **Science -Forensic Science/ (Psychology)** Degree is largely based on evidence of a capacity to undertake higher degree studies. Regular admission is granted to applicants who have fulfilled the following requirements:

- An appropriate Bachelor Degree **in any discipline of science** with a minimum GPA of 3.0 on a scale of 4.0 or equivalent from a University that is recognized by the Ministry of Higher Education in the UAE.
- A minimum TOEFL score of 550 (213 CBT/79 iBT) or IELTS academic (minimum band of 6.0) or an equivalent score on an internationally recognized test. Students who have completed undergraduate education in a university where English is the medium of instruction can be exempted from the English language requirement subject to satisfactory evidence being vetted by Admissions.
- At the discretion of relevant Dean, applicants who fall short of meeting the 3.0/4.0 GPA (but not less than 2.5/3.0) or the English proficiency requirement can be granted "probationary" admission but can only register for a total of 6 credits in their first semester. Students should score at least 3.0/4.0 credit bearing courses on all registered courses to remove the "probationary" status and be permitted to register in future courses.
- In addition to above listed requirements, applicants should successfully pass an interview with an ad-hoc Committee from the relevant School.

### **Exemption from English Language Proficiency for Graduate Programs**

Applicants for an AMUD graduate program may be exempted from the English Proficiency requirement if the following two conditions are met:

1. English is the native Language of the applicant,
  2. The medium of instruction is English for the undergraduate degree of the applicant ,
- \* Institutions to be checked with the Amity University Admission's Office

### **Master of Education**

Entry to Amity University Dubai's Master of Educational Management and School Leadership is contingent upon evidence of ability to undertake graduate level education.

**Admission** is granted to applicants with a recognized Bachelor's degree earned in education or allied social sciences discipline appropriate to the program with a minimum cumulative grade point average (CGPA) of 3.0 on a 4.0 scale or its established equivalent from a Higher Educational Institution (HEI) that is recognized by the Ministry of Education in the UAE (United Arab Emirates), in addition to a minimum score of 1400 on the English language portion of the EmSAT examination, or its equivalent on other national or internationally-recognized tests that are approved by the CAA, such as TOEFL





score of 550 (213 CBT, 79 iBT), or 6.0 IELTS academic. Students who have completed undergraduate education in an English-medium institution may be exempted from the English language requirement subject to satisfactory evidence vetted by the Admissions. This exemption is applicable only to applicants who undertook all their schooling (K-12) plus a Bachelor's degree in English in a reference English speaking country.

**Conditional admissions** can be granted to applicants with an EmSAT score of 1250 or its equivalent on another standardized test approved by the CAA, such as TOEFL score of 530 (197 CBT, 71 iBT), or 5.5 IELTS academic. Students granted conditional admissions must achieve an EmSAT score of 1400 or equivalent, by the end of their first semester of study, but may take a maximum of six credit hours in the first semester of study, not including intensive English courses, and must achieve a minimum CGPA of 3.0 on a 4.0 scale, or its established equivalent, in the first six credit hours of credit bearing courses studied for the graduate program. Not fulfilling these requirements will result in student dismissal from the M.Ed. program. Moreover, conditional admissions can be granted to applicants with a recognized Bachelor's degree and a minimum cumulative grade point average (CGPA) of 2.5 on a 4.0 scale or its established equivalent. Conditionally admitted students must take a maximum of nine credit hours of courses during the period of conditional admission and must achieve a minimum CGPA of 3.0 on a 4.0 scale, or its established equivalent, in these nine credits of courses studied for the M.Ed. or be subject to dismissal.

**Conditional acceptance** can also be granted to applicants with a recognized Bachelor's degree and a minimum CGPA of 2.5 on a 4.0 scale or its established equivalent. In this case, conditionally admitted students must take a maximum of nine graduate-level credit hours as remedial for entry into the graduate program. Credits of these remedial courses are not counted for the degree program. The student must achieve a minimum CGPA of 3.0 on a 4.0 scale, or its established equivalent, in these nine credits of remedial courses in order to progress to the graduate program or be subject to dismissal. These remedial courses are as follows:

**EDUC 508** Introduction to Education

**EDUC 509** Educational Psychology and the Classroom

**EDUC 511** Tests, Measurement, and Evaluation

Applicants with an undergraduate degree that is not in Education or allied disciplines can be granted a conditional admission to the Master program with remedial courses up to 9 credits subject to the school's assessment of the applicant's file. Students assigned remedial courses must achieve a minimum CGPA of 3.0 on a 4.0 scale, or its established equivalent, in the assigned credits of remedial courses to progress to the graduate program or be subject to dismissal. Holders of graduatelevel professional qualifications and Postgraduate Diplomas, Master's Degree in other disciplines, may also be admitted. In addition, relevant work experience in the school sector and education institutions is an added value when vetting the applicant's file. Applicants should successfully pass an interview with a Committee from the School of Humanities, Arts, and Applied Sciences (HAAS).

#### **Admission for Transfer Students**

- The student transferring from a university or college that is accredited by the UAE Ministry of Education
- Transfer the credits of the only those courses, which have grades of at least B.



- The maximum approved transfer credits toward a graduate program must not exceed 25% of the total credits.
- Credits to be transferred must relate to the content of the courses and/or be comparable to those offered at the University. Copies of catalog course descriptions or course syllabi are required to process requests for the transfer of credits.
- Complete a minimum of 75% of the total number of credits required for degree to be awarded at AMUD

### **Application Process:**

Admission to all programs at Amity University are processed through the Admissions Office and in order for students to apply; students can:

- Apply online at the Amity University website <https://amityuniversity.ae/join-amity/application-process> and upload their applications along with supporting documents
- Contact admissions team at [admissions@amityuniversity.ae](mailto:admissions@amityuniversity.ae) for additional information
- Visit the Admissions office located on the ground floor of the University campus
- Submit the completed application form along with the required documents to [admissions@amityuniversity.ae](mailto:admissions@amityuniversity.ae)
- Offer letter shall be sent via email once the application has been accepted upon verification of the eligibility criteria.
- Pay the application and registration fees at the online payment portal on the website <https://payment.amityuniversity.ae/info>

### **List of required Documents:**

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

- Copy of undergraduate Degree Duly certified (Applicants for Master's programs)
- Copy of transcript duly certified
- UAE Ministry of Higher Education's equivalent certificate of Bachelor's degree issued by foreign higher education institutions (for Master's students)
- Two recommendation letters
- Recent CV
- Evidence of relevant work experience.
- Photocopy of valid passport
- A copy of UAE ID card for UAE residents
- Six recent passport-size photographs
- Medical checkup
- Status of UAE National Service for Men
- English proficiency test result (as applicable)

Students provisionally admitted, where results have not been declared, must produce all documents to confirm their eligibility within four weeks of the commencement of classes. . In case student is not able to submit the necessary eligibility documents within specified time period, the University has right to cancel the enrollment of such student. No fee refund shall be given in such circumstances.

For UAE residents, a copy of Emirates ID, Visa page, sponsoring parent's/spouse's Passport, Emirates ID and Visa page are also required with application)

Original Documents will be verified at the time of admissions

### **Certification of Documents**



1. Bachelors degree Certificate and Grade Transcript obtained in the UAE must be duly certified by the Ministry of Education.
2. Bachelor degrees and Grade Transcript obtained abroad must be certificated by: the Ministry of Higher Education, and the Ministry of Foreign Affairs of the country of origin, and the UAE embassy in that country.

### **Falsified Admission Documents**

Students found to have submitted falsified documents for seeking admission in any of the programs will be dismissed from the University with no refund of fee paid.

### **Admissions Deadlines**

Students seeking admission to university program shall submit their applications by:

#### ***FALL SEMESTER***

- Submission of early applications until April 30<sup>th</sup> (will be given preference for early class registration)
- Submission of late applications until August 31<sup>st</sup>

#### ***SPRING SEMESTER***

- Submission of early applications until November 30<sup>th</sup> (will be given preference for early class registration)
- Submission of late applications until January 31<sup>st</sup>

### **Notification of Students Regarding Admissions Decisions**

1. Upon receiving the student's admission application, it shall be examined by the Admissions Department for eligibility and adherence to the admissions criteria.
2. Admission Application is transferred to the dean of relevant school to provide input/decision should there be need to transfer credits.
3. Once admission application result is announced, a formal Decision Letter is communicated with applicant through their registered email address.
4. The Admission/Decision letters informs the applicant of one of the following resolutions:
  - Rejection of Application
  - Unconditional admission and/or
  - Conditional admission.
5. Upon Student acceptance to the offer letter, He/She completes the fees payment and is officially registered.

**Responsible:** Deans and Registrar

### **POLICY REVISION HISTORY**

Rationale	Date	Revised by	Modifications	Approval
To address ERT/CAA requirements	17.05.2023	Admissions	incorporated the deadlines for admissions and established policies for notification of students regarding admissions decisions	Governing Board





To address ERT/CAA Requirements	29.05.2023	QAIE	Align CGPA for conditional/probationary admission to graduate programs with the expectations of Stipulation 6.3.8 of CAA standards	Governing Board
To address ERT/CAA	17.07.2023	QAIE	Revised the deadlines for admissions	Governing Board
To address ERT/CAA requirements	28.07.2023	QAIE	Revised remedial courses for Master of Education Program Revised the deadlines for admissions and notification to students procedures	Governing Board
To address ERT/CAA requirements	27.10.2023	QAIE	Revised LLM Program guidelines	Governing Board