Policy Name	Graduate Program Completion Requirements	Date Approved	February 2022	Date for next review	July 2024
Policy Number	AMUD -E04	Policy Effective from	Spring 2022	Policy Group	Educational Programs

Purpose / Objectives: To lay down guidelines to obtain a graduate degree from Amity University Dubai.

Applies to: All Amity University Dubai graduate students

Policy:

Credits requirement: For students to graduate with an Amity University Dubai Masters degree, they must fulfill the following minimum credit requirements for the various programs:

- Master of Science (Forensic Sciences): 45 credits
- Master of Laws: 33 credits
- Master of Science (Psychology): 42 credits
- Master of Education : 36 credits
- Master of Business Administration: 45 credits
- Executive Master of Business Administration: 35 credits
- Post graduate diploma in digital marketing strategies: 24 credits

Minimum GPA requirement: For a student to graduate, a minimum CGPA of 3.0 (equivalent 80%) on a scale of 4.0 must be secured with no course having a grade of less than C according to the following grading scheme:

Grading Scheme for Graduate Programs:

GRADE G	MARK EQUIVALENT	NUMERIC VALUE	NOTATION
A	90-100	4.00	Distinction
A-	87-89	3.70	Excellent
B+	84-86	3.30	Very Good
B	80-83	3.00	Good
B-	77-79	2.70	Fair
C+	74-76	2.30	Satisfactory
C	70-73	2.00	Conditional Pass
F	Fail [<70]		
P	Pass		
W	Withdrawal before the Drop End Period		
I	Incomplete		

N	Credits are not counted towards graduation requirements
WF	Administrative Withdrawal
CC	Satisfactory progress in a continuing course
TR	Transferred credits from another accredited institution or prior learning
CX	Passing grade via proficiency of challenge exam
AUD	Auditing the course only. No assessment required

To graduate with an Amity University Dubai degree, limits transferred credits for Graduate programs to a maximum of 25% of the total credits required for the program (or whichever equivalent measure is used in determining course or program requirements).

Maximum enrollment period:

The maximum permissible period for completing a graduate program at AMUD as per the maximum enrollment duration specified in (Undergraduate Completion Requirements AMUD-E03)

Procedure:

Graduation request form: Students in the final year of their degree program must submit a Graduation Request Form to the Registrar's Office. The Registrar's Office verifies the details in the Graduation Request Form with the Examination Office and Student Services. Once the graduation requirements have been verified by the Registrar's Office, a list of all graduating students is generated for approval from the Academic and Research Council. The graduating students must regularly meet their Program Leaders/academic advisors to keep track of their credit and grade requirement for graduation.

Issuance of graduation certificates: After Academic and Research Council's approval the graduation certificates are issued to be distributed to the graduating students during graduation ceremony.

Responsible: Registrar

Enclosure: Graduation Request Form

POLICY REVISION HISTORY

Rationale	Date	Revised by	Modifications	Approval
To address ERT/CAA requirements	18.05.2023	QAIE/ Registrar	Correction of Master of Laws graduation requirements: 33 credits	Governing Board

GRADUATION REQUEST FORM

Enrollment No.:

Documents to be attached with this application:
1. A copy of most recent valid passport
2. A copy of recent valid UAE national ID/ Emirates ID (both sides)

Full Name: _____   Batch: _____
(as per passport)

Fathers Name:_____

Mothers Name:_____

Program of study: _____   Final Semester of Study:_____

Specialization (only if applicable):_____   Major: _____

Student level:

☐ Undergraduate   ☐ Graduate

Gender:

☐ Male   ☐ Female

Student contact details:

Student mobile no.:_____   Home Telephone no.:_____

Guardians/parents mobile no._____   Student Personal email ID : _____

Current CGPA: _____

The above information is to the best of my knowledge, correct and true.

Student Name and signature:_____ DD/MM/YY:_____/_____/_____

For Office Use Only:

To be verified by Examinations Office

1. SGPA in all semesters is above 2(undergraduate program) or 2.5 (for graduate program) : Yes / No

2. CGPA is _____

Name and Signature:_____

To be verified by Students Services:

The details given in the passport and emirates ID/UAE national ID have been verified and updated : Yes / No

Name and Signature: _____

Registrars Office:

The student qualifies for graduation: Yes / No

If the student does not qualify then give remarks: _____

Associate Registrar:_____