Policy Name:	*Undergraduate Admission*	*Date Approved*	*February 2022*	*Date for next review*	*July 2024*
Policy Number	*AMUD-S01*	*Policy Effective from*	*Spring 2022*	*Policy Group*	*Students*

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

Applies to: All students seeking admissions for Undergraduate Programs of the University.

Policy: All applicants should hold Higher Secondary school certificate of UAE or a foreign equivalent qualification or 12 years of school study. They are eligible for admission to any Undergraduate Program of Amity University Dubai if they satisfy the minimum requirements for the specific Schools of study.

Admissions Criteria for Business Programs

Entry to Amity Business School Dubai undergraduate programs (Bachelor of Business Administration, Bachelor of Commerce in Accounting, and Bachelor of Finance) requires students to have attained the General Education Secondary School Certificate (G 12) or equivalent. In addition to achieving a minimum high school average of 60%, all applicants must provide:

- Evidence of English language proficiency that is equivalent to an EmSAT minimum score of 1100 or other internationally recognized tests that are approved by the Ministry of Education in the UAE (e.g. TOEFL 500, TOEFL iBT 61, TOEFL CBT 173, IELTS Academic 5.0, etc.). Applicants not achieving this score are advised to take an English preparatory intensive course at Amity University Dubai but cannot be admitted to their chosen programs until evidence of fulfilling this requirement is provided.

- Evidence of Mathematics and Arabic subjects proficiency. This can be in the form of:
    o 'EmSAT Achieve' minimum score of 600 in Mathematics and 500 in Arabic language, or
    o Grade 12 subject scores in Mathematics and Arabic language that are equivalent to 60% and attained at a school system with centralized examination structure such as – but not limited to – the British system, the International Baccalaureate system, or the Emirati school system, or
    o A score of 60% on Mathematics and Arabic language on placement tests conducted by Amity University Dubai and approved by the UAE Ministry of Education, or
    o Equivalent scores on other internationally recognized tests that are approved by the UAE Ministry of Education.

    Non-native Arabic applicants shall register for a non-credited basic remedial Arabic language course at Amity University Dubai.

Conditional admission can be allowed for not achieving the Arabic language and/or Mathematics proficiency scores. In this line, students shall register for the University's non-transferrable remedial Mathematics and/or Arabic language courses. Conditionally accepted applicants are permitted to register in regular courses not requiring these remedial courses as pre-requisites. Moreover, applicants whose minimum high school average is less than 60% may be given conditional admission provided they register in three remedial courses to be determined according to their grades on relevant subjects in the high school certificate.

Admission Criteria for Engineering, Architecture and Interior Design Programs:

Entry to School of Engineering Architecture Interior Design undergraduate programs requires students to have attained the General Education Secondary School Certificate (G 12) or equivalent. The following minimum high school average is required in the Emirati school system or equivalent average in a school system that includes but is not limited to the British system, or the International Baccalaureate system:

- Bachelor of Science Programs in Aerospace Engineering, Civil Engineering, Electrical Engineering and Mechanical Engineering: 75% Elite or 80% Advanced.

- Bachelor of Science in Computer Science, Information Technology, Biotechnology, Architecture, and Interior Design: 60% for all tracks

Further to the minimum high school average, the following minimum proficiency in Mathematics is required for Bachelor of Science Programs in Aerospace Engineering, Civil Engineering, Electrical Engineering and Mechanical Engineering:

- 'EmSAT Achieve' minimum score of 800, or
- Grade 12 subject scores that are equivalent to 65% and attained at a school system with centralized examination structure such as – but not limited to – the Emirati school system, the British system, or the International Baccalaureate system, or
- A score of 65% on placement tests conducted by Amity University Dubai, or
- Equivalent scores on other internationally recognized tests that are approved by the UAE Ministry of Education.

In addition to the minimum high school average, the following minimum proficiency in Physics is required for Bachelor of Science Programs in Aerospace Engineering, Civil Engineering, Electrical Engineering and Mechanical Engineering:

- 'EmSAT Achieve' minimum score in Physics of 700, or Grade 12 subject scores in Physics that are equivalent to 65% and attained at a school system with centralized examination structure such as – but not limited to the Emirati school system, the British system, or the International Baccalaureate system, or
- A score of 65% in Physics on placement tests conducted by Amity University Dubai, or
- Equivalent scores on other internationally recognized tests that are approved by the UAE Ministry of Education.

In addition to the minimum high school average, the following minimum proficiency in Mathematics is required for Bachelor of Science Programs in Biotechnology, Computer Science and Information Technology:

- 'EmSAT Achieve' minimum score in Mathematics of 700, or Grade 12 subject scores in Mathematics that are equivalent to 60% and attained at a school system with centralized examination structure such as – but not limited to – the Emirati school system, the British system, or the International Baccalaureate system, or
- A score of 60% in Mathematics on placement tests conducted by Amity University Dubai, or
- Equivalent scores on other internationally recognized tests that are approved by the UAE Ministry of Education.

In addition to the minimum high school average, the following minimum proficiency in Physics or Chemistry or Biology is required for Bachelor of Science Programs in Biotechnology, Computer Science and Information Technology:

- 'EmSAT Achieve' minimum score in Physics or Chemistry or Biology of 700, or Grade 12 subject scores in Physics or Chemistry or Biology that are equivalent to 65% and attained at a school system with centralized examination structure such as – but not limited to – the Emirati school system, the British system, or the International Baccalaureate system, or
- A score of 65% in Physics or Chemistry or Biology on placement tests conducted by Amity University Dubai, or
- Equivalent scores on other internationally recognized tests that are approved by the UAE Ministry of Education.
- A design-based creative aptitude test is required, in addition to the minimum high school average, for Bachelor of Architecture and Bachelor of Interior Design.

In addition, all applicants must provide:
- Evidence of English language proficiency that is equivalent to an EmSAT minimum score of 1100 or other internationally recognized tests that are approved by the Ministry of Education in the UAE (e.g. TOEFL 500, TOEFL iBT 61, TOEFL CBT 173, IELTS Academic 5.0, etc.). Applicants not achieving this score are advised to take an English preparatory intensive course at Amity University Dubai but cannot be admitted to their chosen programs until evidence of fulfilling this requirement is provided.
- Evidence of Arabic subjects proficiency. This can be in the form of:
    o 'EmSAT Achieve' minimum score of 500 in Arabic language, or
    o Grade 12 subject scores in Arabic language that are equivalent to 60% and attained at a school system with centralized examination structure such as – but not limited to – the Emirati school system, the British system, or the International Baccalaureate system, or
    o A score of 60% on Arabic language on placement tests conducted by Amity University Dubai, or
    o Equivalent scores on other internationally recognized tests that are approved by the UAE Ministry of Education.

Non-native Arabic applicants shall register for a non-credited basic remedial Arabic language course at Amity University Dubai.
Conditional admission can be allowed for not achieving the Arabic language proficiency score.
Conditional admission can also be allowed for not achieving the Mathematics,
Physics or Biology proficiency scores, as required by a program. In this line, students shall register for the University's non-transferrable remedial Mathematics, Physics, Chemistry, Biology and/or Arabic language courses. Conditionally accepted applicants are permitted to register in regular courses not requiring knowledge of these remedial courses.

Moreover, applicants who score below the high school score requirement may be given conditional admission. They shall be requested to register in three remedial courses to be determined according to their grades on relevant subjects in the high school certificate. This applies to the following programs:
- Bachelor of Architecture
- Bachelor of Interior Design
- Bachelor of Science in Biotechnology
- Bachelor of Science in Computer Science

- Bachelor of Science in Information Technology

However, conditional admission *can't* be granted to applicants who are not achieving the high school score requirement for the following programs:
- Bachelor of Science in Aerospace Engineering,
- Bachelor of Science in Civil Engineering,
- Bachelor of Science in Electrical Engineering
- Bachelor of Science in Mechanical Engineering

Admissions Criteria for Humanity, Arts and Applied Sciences Programs

The School of Humanities, Arts, and Applied Sciences (HAAS) offers an assortment of undergraduate programs that are clustered into the following:

Cluster 1
- Bachelor of Fashion Design
- Bachelor of Hospitality and Tourism Management
- Bachelor of Arts in Digital Media and Communications
- Bachelor of Arts in Animation and Film Production

Entry to the above undergraduate programs requires students to have attained the General Education Secondary School Certificate (G 12) or equivalent. In addition to achieving a minimum high school average of 60%, all applicants must provide:
- Evidence of English language proficiency that is equivalent to an EmSAT minimum score of 1100 or other internationally recognized tests that are approved by the Ministry of Education in the UAE (e.g. TOEFL 500, TOEFL iBT 61, TOEFL CBT 173, IELTS Academic 5.0, etc.). Applicants not achieving this score are advised to take an English preparatory intensive course at Amity University Dubai but cannot be admitted to their chosen programs until evidence of fulfilling this requirement is provided.
- Evidence of Arabic subject proficiency. This can be in the form of:
  o 'EmSAT Achieve' minimum score of 500 in Arabic language, or
  o Grade 12 subject scores in Arabic language that are equivalent to 60% and attained at a school system with centralized examination structure such as – but not limited to – the British system, the International Baccalaureate system, or the Emirati school system, or
  o A score of 60% in the Arabic language on placement tests conducted by Amity University Dubai approved by the UAE Ministry of Education, or
  o Equivalent scores on other internationally recognized tests that are approved by the UAE Ministry of Education.

Non-native Arabic applicants shall register for a non-credited basic remedial Arabic language course at Amity University Dubai.
Conditional admission can be allowed for not achieving the Arabic language proficiency score. In this case, students shall register for the University's non-transferrable remedial Arabic language course. Conditionally accepted applicants are permitted to register in regular courses not requiring this remedial course as a pre-requisite. Moreover, applicants whose minimum high school average is less than 60% may be given conditional admission and shall register in the following remedial courses:

- Arabic Language Course

- English Language Course

- Mathematics Course

Cluster 2

- Bachelor of Arts Economics
- Bachelor of Science Psychology

Entry to the School of Humanities, Arts, and Applied Sciences (HAAS) Bachelor of Economics program requires students to have attained the General Education Secondary School Certificate (G 12) or equivalent. In addition to achieving a minimum high school average of 60%, all applicants must provide:

- Evidence of English language proficiency that is equivalent to an EmSAT minimum score of 1100 or other internationally recognized tests that are approved by the Ministry of Education in the UAE (e.g. TOEFL 500, TOEFL iBT 61, TOEFL CBT 173, IELTS Academic 5.0, etc.). Applicants not achieving this score are advised to take an English preparatory intensive course at Amity University Dubai but cannot be admitted to their chosen programs until evidence of fulfilling this requirement is provided.
- Evidence of Mathematics and Arabic subjects' proficiency. This can be in the form of:
  o 'EmSAT Achieve' minimum score of 600 in Mathematics and Arabic language, or
  o Grade 12 subject scores in Mathematics and Arabic language that are equivalent to 60% and attained at a school system with centralized examination structure such as – but not limited to – the British system, the International Baccalaureate system, or the Emirati school system, or
  o A score of 60% on Mathematics and Arabic language on placement tests conducted by Amity University Dubai and approved by the UAE Ministry of Education, or
  o Equivalent scores on other internationally recognized tests that are approved by the UAE Ministry of Education.

  Non-native Arabic applicants shall register for a non-credited basic remedial Arabic language course at Amity University Dubai.

Conditional admission can be allowed for not achieving the Arabic language and/or Mathematics proficiency scores. In this case, students shall register for the University's non-transferrable remedial Mathematics and/or Arabic language courses. Conditionally accepted applicants are permitted to register in regular courses not requiring these remedial courses as pre-requisites. Moreover, applicants whose minimum high school average is less than 60% may be given conditional admission provided they register in the remedial courses to be determined according to their grades on relevant subjects in the high school certificate.

Cluster 3

- Bachelor of Science Forensic Science

Entry to the School of Humanities, Arts, and Applied Sciences Bachelor of Science Forensic Science requires students to have attained the General Education Secondary School Certificate (G 12) or equivalent. In addition to achieving a minimum high school average of 60%, all applicants must provide:

- Evidence of English language proficiency that is equivalent to an EmSAT minimum score of 1100 or other internationally recognized tests that are approved by the Ministry of Education in the UAE (e.g. TOEFL 500, TOEFL iBT 61, TOEFL CBT 173, IELTS Academic 5.0, etc.). Applicants not achieving this score are advised to take an English preparatory intensive course at Amity University Dubai but cannot be admitted to their chosen programs until evidence of fulfilling this requirement is provided.
- A score of a minimum 60% in Chemistry or Biology in Grade 12, or
- A score of 60% in Chemistry or Biology on placement tests conducted by Amity University Dubai.
- Evidence of Mathematics and Arabic subjects' proficiency. This can be in the form of:
  o 'EmSAT Achieve' minimum score of 700 in Mathematics and Arabic language, or

- o Grade 12 subject scores in Mathematics and Arabic language that are equivalent to 60% and attained at a school system with centralized examination structure such as – but not limited to – the British system, the International Baccalaureate system, or the Emirati school system, or
- o A score of 60% in Mathematics and Arabic language on placement tests conducted by Amity University Dubai and approved by the UAE Ministry of Education, or
- o Equivalent scores on other internationally recognized tests that are approved by the UAE Ministry of Education.

Non-native Arabic applicants shall register for a non-credited basic remedial Arabic language course at Amity University Dubai.

Conditional admission can be allowed for not achieving the Arabic language and/or Mathematics proficiency scores. In this case, students shall register for the University's non-transferrable remedial Mathematics and/or Arabic language courses. Conditionally accepted applicants are permitted to register in regular courses not requiring this remedial course as a pre-requisite. Moreover, applicants whose minimum high school average is less than 60% may be given conditional admission provided they register in three remedial courses to be determined according to their grades on relevant subjects in the high school certificate.

Non-native Arabic applicants shall register for a non-credited basic remedial Arabic language course at Amity University Dubai.

Passing a personal interview set by the College of HAAS in addition to other conditions of admission set by the university.

Remedial Courses for Undergraduate Programs

- Students not meeting the admission requirements have to take non- credit remedial courses as specified by the program
- All students taking remedial courses are given conditional admission and are only eligible for full admission to their specific undergraduate program upon passing the courses.
- A student who is registered for a non-credit remedial course should take a lower load of credit-bearing courses (maximum nine credits) till he/she successfully passes the remedial courses with a minimum grade of 60% (2.0/4.0).
- *Conditionally admitted students are restricted to taking only general education courses.*
- In order to fulfil the conditional requirements, the student is required to obtain a minimum score GPA of 2.0 on 4.0 scale in the credit bearing courses.

Admission for Transfer Students

- The university or college from which the student is transferring must be accredited by the Ministry of Education.
- The student's CGPA should be 2.0 or above.
- The student must have been a full time student prior to joining to AMUD
- The credits for a course are transferred if the student obtained 'C' or above in the course.
- The content of the transferred course is equivalent to at least 80% of the content of the course at AMUD.
- The final decision on credits for courses have been taken before is made by the Dean.
- Complete a minimum of 50% of the total number of credits required for degree to be awarded at AMUD

Re-admission of Former Students

1. New students who have missed two consecutive semesters of enrollment (excluding the summer semester) shall apply for re-admission by completing the re-enrollment form available on the student services. A new university ID will be issued and the student should pay the non-refundable fee for the application.
2. Former students who have missed more than four semesters of enrollment at the university may apply for re-admission and a new university ID will be issued, provided that they meet the following requirements:
   o The required average in secondary school certificate.
   o A valid English Proficiency Certificate with the required score.
   o Approval of the Dean and Registrar.
   o Settling all pending dues
   o Payment of the non-refundable application fee

After reviewing above documents, the Dean of the school and the Registrar confirm student acceptance to the previous program and draft a new study plan.

Application Process:

Admission to all programs at Amity University Dubai 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 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
- 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

Documents Required for Admissions:

   a. UAE Secondary School Certificate, or its equivalent, and grade transcript. Certified copies are acceptable
   b. Equivalency certificate issued by the ministry of education UAE for the holders of non UAE high school certificate
   c. Photocopy of valid passport and residency visa
   d. Photocopy of a valid Emirates ID Card
   e. Medical Checkup
   f. Status of UAE National Service for male students**
   g. Valid certificate of good conduct, issued by an official body
   h. Six passport-size photos
   i. A valid certificate of proficiency in the English language

** In line with the Federal law no. 6 of 2014, all Emirati male students graduating from high school in 2013-14 and seeking admission to the Amity University Dubai must show evidence of completing registration for the compulsory national service. This documentation is issued by the National and Reserve Service Authority which can be contacted at www.uaensr.ae.

Successful applicants will be granted a conditional offer until confirmation has been received from the National and Reserve Service Authority that students have been exempted. An updated offer will then be issued.

Applications will be processed by the Office of Admissions only after the payment of application and registration fees.

Seat Reservation
    a. Seat to a Undergraduate program can be reserved on payment of the non-refundable registration and application fees
    b. If the student asks to defer admission to the following semester and the request is approved, the same registration application fees will be applied to the following semester.

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

FALL SEMESTER

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

SPRING SEMESTER

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

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 applications are transferred to the dean of the relevant school to provide input/decision should there be a need to transfer credits.
3. Once the admission application result is announced, a formal Decision Letter is communicated to the applicant through their registered email address.
4. The Admission/Decision letters inform the applicant of one of the following resolutions:
   - Rejection of the Application
   - Unconditional admission and/or
   - Conditional admission.

5. Upon the student's acceptance of the offer letter, He/She completes the fee 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	02.06.2023	Deans/QAIE	Revised the admission criteria for: HAAS, Business & Engineering programs Restricted conditionally admitted students to taking only general education courses until they become fully admitted	Governing Board
To address ERT/CAA requirements	17.07.2023	QAIE	Revised the deadlines for admissions	Governing Board
To address ERT/CAA requirements	03.08.2023	QAIE	Revised the deadlines for admissions and notification of students procedures	Governing Board
To address ERT/CAA requirements	11.09.2023	QAIE	Defined the three remedial courses for Cluster 1 of HAAS Programs.	Governing Board
To comply with CAA Guidelines	01.11.2023	Dean/QAIE	Revised the admission criteria for: Engineering programs	Governing Board
Executive Council Resolution	08.01.2024	Dean	Revised the admission criteria for: Engineering programs- Computer Science, Biotechnology, Interior design and Architecture and Information Technology: minimum high school score requirement was reduced to 60%.	Governing Board