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:

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

<table>
<thead>
<tr>
<th>Rationale</th>
<th>Date</th>
<th>Revised by</th>
<th>Modifications</th>
<th>Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>To address ERT/CAA requirements</td>
<td>18.05.2023</td>
<td>QAIE/Registrar</td>
<td>Correction of Master of Laws graduation requirements: 33 credits</td>
<td>Governing Board</td>
</tr>
</tbody>
</table>
GRADUATION REQUEST FORM

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:_________________________