

## 6.1.AMUD-S01: Undergraduate Admissions

<b>Policy Name:</b>	<i>Undergraduate Admission</i>	<b>Date of Initial Approval</b>	<i>February 2022</i>	<b>Date for next review</b>	<i>July 2025</i>
<b>Policy Number</b>	<i>AMUD-S01</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 undergraduate degree programs.

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

**Policy:** All applicants should hold Higher Secondary school certificates issued in the 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, Bachelor of Finance, and Bachelor of Hotel Management and Tourism) 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 proficiency in English Language as well as in Mathematics as detailed below:

- English Language Proficiency Requirements:
  - Students from non-MoE curricula that are taught in English are exempt from providing English Language proficiency evidence.
  - Students from non-MoE curricula taught in a language other than English must demonstrate proficiency through international standardized tests (IELTS 5 and above or its established equivalent).
  - Students from the MoE Curriculum must prove their proficiency through High School English grades, which should not be less than 80%.
- Evidence of Mathematics proficiency in the form of:
  - ‘EmSAT Achieve’ minimum score of 600 in Mathematics, or
  - Grade 12 subject score in Mathematics that is 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
  - A score of 60% on Mathematics on placement tests conducted by Amity University Dubai and approved by the UAE MoHESR, or
  - Equivalent scores on other internationally recognized tests that are approved by the UAE MoHESR.

Conditional admission can be allowed for not achieving the Mathematics proficiency scores. Along these lines, students shall register for the University’s non-transferrable remedial Mathematics course.

Conditionally accepted applicants are permitted to take a maximum of 12 credits (including remedial) combining General Education courses as well as introductory courses which do not require Mathematics as pre-requisites.

Conditional admission can be allowed for not achieving the English proficiency scores for students from both non-MoE curricula taught in any other language other than English as well as those from MoE curricula. The following requirements are to be adhered to:

- Non-MoE curricula taught in any other language other than English:
  - Students securing an IELTS score between 4.0 and 4.9 or its established equivalent are permitted to register for the non-credit bearing English remedial course along with two General Education courses. These students ought to secure a minimum CGPA of 2.0 on a 4.0 scale in semester 1; failure to which shall lead to probation.
  - Students securing an IELTS score between 3.0 and 3.9 or its established equivalent are permitted to register for the non-credit bearing Intensive English course along with one General Education course. These students ought to secure a minimum CGPA of 2.0 on a 4.0 scale in semester 1; failure to which shall lead to probation.
  - Students securing an IELTS score less than 3.0 or its established equivalent are permitted to register for the non-credit bearing Intensive English course only.
- MoE Curricula:
  - Students with high school English score ranging from 70% to 79% are permitted to register for 12 credits of courses which shall encompass credit bearing courses and remedial courses. The student ought to secure a CGPA of 2.0 on a scale of 4.0 in semester 1; failure to which shall lead to probation.
  - Students with high school English score ranging from 60% to 69% are permitted to register for the non-credit bearing English remedial course along with two General Education courses. These admitted students ought to secure a minimum CGPA of 2.0 on a 4.0 scale in semester 1; failure to which shall lead to probation.
  - Students with high school English score less than 60% are permitted to register for the non-credit bearing Intensive English course along with General Education Arabic course.

Moreover, applicants whose minimum high school average is less than 60% may be given conditional admission, restricting their course registration to a maximum of 12 credits for the first semester, encompassing only credit bearing courses with no inclusion of remedial courses. These students ought to secure a minimum CGPA of 2.0 on a 4.0 scale by the end of semester 1, failure to which shall result in probation.

#### 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 criteria must be met for entry into the programs: BS in Aerospace Engineering, BS in Civil Engineering, BS in Electrical Engineering, BS in Mechanical Engineering, BS in Computer Science, BS in Information Technology, BS in Biotechnology, Bachelor of Architecture, and Bachelor of Interior Design.



### English Language Requirements:

- Students from non-MoE curricula that are taught in English are exempt from providing English Language proficiency evidence.
- Students from non-MoE curricula taught in a language other than English must demonstrate proficiency through international standardized tests (IELTS 5 and above or its established equivalent).
- Students from the MoE Curriculum must prove their proficiency through High School English grades, which should not be less than 80%.

Conditional admission can be allowed for not achieving the English proficiency scores for students from both non-MoE curricula taught in any other language other than English as well as those from MoE curricula. The following requirements are to be adhered to:

- Non-MoE curricula taught in any other language other than English:
  - Students securing an IELTS score between 4.0 and 4.9 or its established equivalent are permitted to register for the non-credit bearing English remedial course along with two General Education courses. These students ought to secure a minimum CGPA of 2.0 on a 4.0 scale in semester 1; failure to which shall lead to probation.
  - Students securing an IELTS score between 3.0 and 3.9 or its established equivalent are permitted to register for the non-credit bearing Intensive English course along with one General Education course. These students ought to secure a minimum CGPA of 2.0 on a 4.0 scale in semester 1; failure to which shall lead to probation.
  - Students securing an IELTS score less than 3.0 or its established equivalent are permitted to register for the non-credit bearing Intensive English course only.
- MoE Curricula:
  - Students with high school English score ranging from 70% to 79% are permitted to register for 12 credits of courses which shall encompass credit bearing courses and remedial courses. The student ought to secure a CGPA of 2.0 on a scale of 4.0 in semester 1; failure to which shall lead to probation.
  - Students with high school English score ranging from 60% to 69% are permitted to register for the non-credit bearing English remedial course along with two General Education courses. These admitted students ought to secure a minimum CGPA of 2.0 on a 4.0 scale in semester 1; failure to which shall lead to probation.
  - Students with high school English score less than 60% are permitted to register for the non-credit bearing Intensive English course along with General Education Arabic course.

### Program-Specific Requirements:

#### Cluster 1: Engineering Programs:



For BS Aerospace Engineering, BS in Civil Engineering, BS in Electrical Engineering, BS in Mechanical Engineering:

- High School Requirements:
  - Students must have achieved a 60% average in their Secondary School Certificate (Grade 12).
  - Students must have scored 80% or higher in Mathematics and Physics in UAE Ministry of Education (MoE) curriculum or its equivalent.
  - Students must have scored 80% or higher in Chemistry or Biology in UAE Ministry of Education (MoE) curriculum or its equivalent.
- Conditional Admission:
  - Students with a high school average below 60% may be granted conditional admission. Conditionally accepted students will be allowed to register for a maximum of 12 credits for Semester 1.
  - Students who score less than 80% in UAE Ministry of Education (MoE) curriculum or its equivalent in the required subjects will be granted conditional admission
    - These students will have to undergo Amity Placement Test (APT) for the specific course. Failure to attain a minimum Score of 60% in APT will limit the student's enrollment to a maximum of 12 credits in Semester 1 which encompasses credit bearing courses (including a combination of GenEd courses and introductory level courses) and remedial courses, the composition of which is as per Dean's discretion.

#### Cluster 2: Natural Sciences Programs:

For BS in Computer Science, BS in Information Technology and, BS in Biotechnology,

- High School Requirements:
  - For BS in Information Technology: Students must have achieved a 60% average in their Secondary School Certificate (Grade 12) in the UAE Ministry of Education (MoE) curriculum or its equivalent.
  - For BS in Computer Science: Students must have achieved a 60% average in their Secondary School Certificate (Grade 12) in the UAE Ministry of Education (MoE) curriculum or its equivalent, including 60% or more in Mathematics and in any one of the Science courses
  - For BS in Biotechnology: Students must have achieved a 60% average in their Secondary School Certificate (Grade 12) in the UAE Ministry of Education (MoE) curriculum or its equivalent, including 60% or more in any one of the Science courses.
- Conditional Admission:
  - Student with high school average  $\geq 60\%$  but with score in the specific subject below 60% (BS in Computer Science: Mathematics and any one Science course, BS in Biotechnology: any one Science course) may be granted conditional admission, and will undertake Amity Placement Test (APT) for the specific course. Failure to attain a



score of  $\geq 60\%$  in APT will limit the student's enrollment to a maximum of 12 credits in Semester 1.

- Students with a high school average below 60% may be granted conditional admission, under the following conditions:
  - Will undertake Amity Placement Test (APT) for the specific course:
    - BS in Computer Science: APT for Mathematics and any one of the Science courses (Physics or Chemistry or Biology)
    - BS in Biotechnology: APT for any one of the Science courses (Physics or Chemistry or Biology)
    - Failure to attain a score of  $\geq 60\%$  in APT will limit the student's enrollment to a maximum of 12 credits\*\* in Semester 1.
  - Student scoring less than 60% in any other subject other than Mathematics, Physics or Chemistry or Biology will be allowed to enroll for a maximum of 12 credits in Semester 1; which will solely encompass credit bearing courses.

Students must achieve a minimum CGPA of 2.0 out of 4.0 in the first semester. Failure to meet this requirement will result in probation.

*\*\*12 Credits encompasses credit bearing courses (including a combination of GenEd courses and introductory level courses) and remedial courses, the composition of which is as per Dean's discretion.*

Cluster 3: Bachelor of Architecture, and Bachelor of Interior Design:

For Bachelor of Architecture, and Bachelor of Interior Design:

- High School Requirements:

Students must have achieved a 60% average in their Secondary School Certificate (Grade 12) in the UAE Ministry of Education (MoE) curriculum or its equivalent. 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.

- Conditional Admission:

- Students with a high school average below 60% may be granted conditional admission. Conditionally accepted students will be allowed to register for a maximum of 12 credits for Semester 1.
- Students must achieve a minimum CGPA of 2.0 out of 4.0 in the first semester. Failure to meet this requirement will result in probation.

### 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 Fine Arts in Digital Media and Communications
- Bachelor of Fine Arts in Animation and Film Production
- Bachelor of Arts in Economics
- Bachelor of Science in Psychology

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:
  - Students from non-MoE curricula that are taught in English are exempt from providing English Language proficiency evidence.
  - Students from non-MoE curricula taught in a language other than English must demonstrate proficiency through international standardized tests (IELTS 5 and above).
  - Students from the MoE Curriculum must prove their proficiency through High School English grades, which should not be less than 80%.

Conditional admission can be allowed for not achieving the English proficiency scores for students from both non-MoE curricula taught in any other language other than English as well as those from MoE curricula. The following requirements are to be adhered to:

- Non-MoE curricula taught in any other language other than English:
  - Students securing an IELTS score between 4.0 and 4.9 or its established equivalent are permitted to register for the non-credit bearing English remedial course along with two General Education courses. These students ought to secure a minimum CGPA of 2.0 on a 4.0 scale in semester 1; failure to which shall lead to probation.
  - Students securing an IELTS score between 3.0 and 3.9 or its established equivalent are permitted to register for the non-credit bearing Intensive English course along with one General Education course. These students ought to secure a minimum CGPA of 2.0 on a 4.0 scale in semester 1; failure to which shall lead to probation.
  - Students securing an IELTS score less than 3.0 or its established equivalent are permitted to register for the non-credit bearing Intensive English course only.
- MoE Curricula:
  - Students with high school English score ranging from 70% to 79% are permitted to register for 12 credits of courses which shall encompass credit bearing courses and remedial courses. The student ought to secure a CGPA of 2.0 on a scale of 4.0 in semester 1; failure to which shall lead to probation.
  - Students with high school English score ranging from 60% to 69% are permitted to register for the non-credit bearing English remedial course along with two General



Education courses. These admitted students ought to secure a minimum CGPA of 2.0 on a 4.0 scale in semester 1; failure to which shall lead to probation.

- Students with high school English score less than 60% are permitted to register for the non-credit bearing Intensive English course along with General Education Arabic course.

Moreover, applicants whose minimum high school average is less than 60% may be given conditional admission, restricting their course registration to a maximum of 12 credits for the first semester. The students thus admitted ought to secure a minimum CGPA of 2.0 on a 4.0 scale by the end of semester 1, failure to which shall result in probation.

## Cluster 2

- Bachelor of Science in Forensic Sciences

Entry to the School of Humanities, Arts, and Applied Sciences (HAAS) Bachelor of Science in Forensic Sciences 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:
  - Students from non-MoE curricula that are taught in English are exempt from providing English Language proficiency evidence.
  - Students from non-MoE curricula taught in a language other than English must demonstrate proficiency through international standardized tests (IELTS 5 and above).
  - Students from the MoE Curriculum must prove their proficiency through High School English grades, which should not be less than 80%.
- Evidence of proficiency in Physics or Chemistry or Biology. This can be in the form of:
  - A minimum of 60% score in Physics or Chemistry or Biology at Grade 12 level, or
  - A minimum of 60% score in Physics or Chemistry or Biology on the Amity Placement Tests (APT).

Conditional admission can be allowed for not achieving Physics/Chemistry/Biology proficiency requirements. In this case, the student will be required to enroll in a non-credit bearing remedial course. The specific course will be determined based on the student's Grade 12 grades or APT Score and at the Dean's discretion. Students registering for remedial courses will be allowed to take a maximum of 12 credits which is to be a combination of remedial courses, GenEd courses and introductory level courses.

Moreover, applicants whose minimum high school average is less than 60% may be given conditional admission, restricting their course registration to a maximum of 12 credits for the first semester. The students thus admitted ought to secure a minimum CGPA of 2.0 on a 4.0 scale by the end of semester 1, failure to which shall result in probation.

## Admission for Transfer Students:

Refer AMUD-S24 Transfer Admissions, Transfer Credit and Advanced Standing Policy

## Re-admission of Former Students

- New students who have missed two consecutive semesters of enrollment (excluding the summer semester) shall apply for re-admission and pay the non-refundable fee for the application.
- Former students who have missed more than four semesters of enrollment at the university may apply for re-admission, provided that they meet the following requirements:
  - The required average in secondary school certificate.
  - Approval of the Dean and Registrar.
  - Settling all pending dues
  - Payment of the non-refundable application fee

## 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](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>

## Documents Required for Admissions:

Students are to submit the documents listed in the offer letter issued by the Admissions Department

## Certification of Documents

Students must provide one of the following documents as applicable for both public and private schools within and outside the country:

- A secondary school completion certificate, endorsed by the Ministry of Education or the Emirates Schools Establishment, for those graduating from public schools within the country.
- An equivalency issued by the Ministry of Education for a secondary school completion certificate obtained from private schools within or outside the country.
- If a student is unable to provide proof of equivalency due to delays in receiving the final transcripts, the student may be conditionally admitted without equivalency for one semester. The student must however submit proof of equivalency during this period.



- Students must sign an undertaking acknowledging that their admission is conditional and that the admission may be revoked if they fail to submit the equivalency document, with no liability on the University's part.

### Seat Reservation

- Seat to a Undergraduate program can be reserved on payment of the non-refundable registration and application fees
- If the student asks to defer admission to the following semester and the request is approved by the Vice Chancellor, 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.

### Notification of Students Regarding Admissions Decisions

- Upon receiving the student's admission application, it shall be examined by the Admissions Department for eligibility and adherence to the admissions criteria.
- For transfer students, the admission application is forwarded to the Dean of the relevant school for review and decision-making regarding the transfer of credits, if applicable.
- Once admission application result is announced, a formal letter is communicated with applicant through their registered email address.
- The Admission/Decision letters inform the applicant of one of the following resolutions:
  - Rejection of the Application
  - Unconditional admission and/or
  - Conditional admission.
- Upon the student's acceptance of the offer letter, he/she completes the fee payment and is officially registered.

**Responsible:** Deans and Admissions Office