

3.4. AMUD-E04: Graduate Completion Requirements

<i>Policy Name</i>	<i>Graduate Program Completion Requirements</i>	<i>Date of Initial Approval</i>	<i>February 2022</i>	<i>Date for next review</i>	<i>July 2026</i>
<i>Policy Number</i>	<i>AMUD -E04</i>	<i>Policy Effective from</i>	<i>Fall 2025</i>	<i>Policy Group</i>	<i>Educational Programs</i>

Purpose: 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 Master's degree, they must fulfill the following minimum credit requirements for the various programs:

- Master of Science in Forensic Sciences: 45 credits
- Master of Laws: 33 credits
- Master of Science in Psychology: 45 credits
- Master of Education: 36 credits
- Master of Business Administration: 30 credits
- Executive Master of Business Administration: 33 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.

GPA for Progression: To remain in good standing every semester, students must score at least a CGPA of 3.00 on a 4.00 scale. Failing to achieve the minimum GPA requirement per semester will trigger academic probation. Policies and Procedures related to academic probation can be found in AMUD-E28-Academic Probation Policy Undergraduate and Graduate.

Failed Courses and Course Repeats: Students who receive an F (Fail) grade in any compulsory course are required to repeat the course until a passing grade is achieved. In order to successfully complete the course, the student must earn a minimum grade of C, which corresponds to a score between 70 and 73 marks. When a failed course is passed the higher score will be factored into the GPA calculation. It is the student's responsibility to register for the repeated course in the next available semester in which it is offered. The policies and procedures for repeating a course for securing a higher grade can be found in AMUD E10- Examination Policy: Moderation and Grading.

Incomplete Grades (I): Students who are unable to attend the final examination due to documented mitigating circumstances will be assigned an Incomplete (I) grade for the respective course, subject to approvals by Head of Examinations and the respective School. The student ought to submit adequate documented justification for the absence within 48 hours from the date of scheduled final exam. If the justification for the absence is approved, the student will be assigned an 'I' (Incomplete) grade for the

course; otherwise, an 'F' (Fail) grade will be recorded. A student who receives an 'I' (Incomplete) grade for the final examination must retake the exam within 40 days from the end of the examination period, as determined by the School. Upon successful completion, the earned score will replace the 'I' grade. Failure to attempt the examination in the following semester will result in the conversion of the 'I' grade to an 'F'. A student cannot graduate with an 'I' grade recorded on his transcript.

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

		GRADUATION REQUEST FORM		Enrollment No.:	
Documents to be attached with this application:				<div></div>	
1. A copy of most recent valid passport					
2. A copy of recent valid UAE national ID/ Emirates ID (both sides)					
Full Name: _____ (as per passport)		Batch: _____			
Fathers Name: _____					
Mothers Name: _____					
Program of study: _____		Final Semester of Study: _____			
Specialization (only if applicable): _____		Major: _____			
Student level:					
<input type="checkbox"/> Undergraduate		<input type="checkbox"/> Graduate			
Gender:					
<input type="checkbox"/> Male		<input type="checkbox"/> 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) : <u>Yes / No</u>					
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 : <u>Yes / No</u>					
Name and Signature: _____					
Registrars Office:					
The student qualifies for graduation: <u>Yes / No</u>					
If the student does not qualify then give remarks: _____					
Associate Registrar: _____					

POLICY REVISION HISTORY

Version	Rationale	Date	Revised by	Modifications	Approval
v2	To address ERT/CAA requirements	18.05.2023	QAIE/ Registrar	Correction of Master of Laws graduation requirements: 33 credits	Governing Board <i>(Approved in the 3rd Governing Board Meeting dated 12th February 2024)</i>
v3	To address course progression	10.06.2025	QAIE	Procedures included to address GPA for progression, failed courses and course repeats and securing an 'I' (incomplete) grade for a course. Removal of PGDDMS Program. Correction of Master of Science in Psychology graduation requirements to 45 credits. Modification in the graduation requirements for MBA and EMBA programs with the revised program specifications.	Governing Board <i>(Approved in the 7th Governing Board Meeting)</i>