



## 6.2.AMUD-S02: Graduate Admissions

<b>Policy Name</b>	<i>Graduate Admissions</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-S02</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 graduate degree programs.

**Applies to:** All students seeking admissions for graduate programs of the University.

### **Policy:**

Applicants to the graduate programs must hold a Bachelor's degree (as applicable to an appropriate discipline) issued in the UAE, or an international equivalent degree as approved by the Ministry of Higher Education and Scientific Research (MoHESR), UAE.

### Master of Business Administration

Entry to Amity University Dubai's Master of Business Administration Degree is largely based on evidence of a capacity to undertake higher degree studies. Regular admission is granted to applicants with a recognized Bachelor's degree earned in a discipline appropriate for the MBA program with a minimum cumulative grade point average (CGPA) of 3.0 on a 4.0 scale or its established equivalent from a University that is recognized by the MoHESR in the UAE, in addition to a minimum score of 1400 on the English language portion of the EmSAT examination, or its equivalent on other nationally or internationally-recognized tests that are approved by the CAA, such as TOEFL score of 550 (213 CBT, 79 iBT), or 6.0 IELTS academic. Students who have completed their undergraduate education in an English-medium institution can be exempted from the English language requirement subject to satisfactory evidence being vetted by Admissions.

Conditional admissions can be granted to applicants with an EmSAT score of 1250 or its equivalent on another standardized test approved by the CAA, such as a TOEFL score of 530 (197 CBT, 71 iBT), or 5.5 IELTS Academic. In this context, students granted conditional admissions must achieve an EmSAT score of 1400 or equivalent, by the end of their first semester of study, but may take a maximum of six regular credit hours in the first semester of study, not including intensive English courses, and must achieve a minimum CGPA of 3.0 on a 4.0 scale, or its established equivalent. Conditionally admitted applicants not fulfilling the English proficiency requirement by the end of their first semester of study are considered under probation and are given one extra semester to achieve the required score. Moreover conditional admissions can be granted to applicants with a recognized Bachelor's degree and a minimum cumulative grade point average (CGPA) of 2.5 on a 4.0 scale or its established equivalent. In this case, conditionally admitted students may take a maximum of nine credit hours of regular courses during the period of conditional admission and must achieve a minimum CGPA of 3.0 on a 4.0 scale or be subject to academic probation. Conditional acceptance can also be granted to applicants with a recognized Bachelor's degree and a minimum CGPA of 2.0 on a 4.0 scale

or its established equivalent. In this case, conditionally admitted students must take a maximum of nine graduate-level credit hours as remedial preparation for the graduate program. These remedial courses are not for-credit within the degree program. The student must achieve a minimum CGPA of 3.0 on a 4.0 scale, or its established equivalent in order to progress to the graduate program or be subject to academic probation. Currently, these remedial/bridging courses are set as follows:

- ACCT 501 (3 CR)** Survey of Accounting and Finance
- QMET 502 (3 CR)** Survey of Statistics for Decision Making
- ISYS 503 (3 CR)** Spreadsheets and Databases

Moreover, applicants with an undergraduate degree that is not in business, economics, or an allied subject, with a CGPA of 2.0 or above, can be granted a conditional admission to the MBA program subject to registering up to nine graduate-level bridging credit hours as preparation for the graduate program and successfully achieving a minimum CGPA of 3.0 on a 4.0 scale, or its established equivalent in order to progress to the graduate program or be subject to academic probation. Nevertheless, an applicant with a science or engineering degree or with a degree that has information systems or/and statistics courses, may be exempted from QMET 502 and/or ISYS 503 subject to appropriate evidence being provided. In this context, official undergraduate transcripts should show these courses with a minimum achieved score of 3.0 on a 4.0 scale or its established equivalent. Bridging courses must be completed during the first year of enrollment in the MBA program.

With the exception of conditional acceptances that were granted to applicants with a recognized Bachelor’s degree and a minimum CGPA of 2.0 on a 4.0 scale or its established equivalent, admitted students who are registered for bridging courses, at the discretion of the Dean of the Business School, may be allowed to register for a maximum of six credit-hours of regular MBA courses as per the following the table.

CATEGORY	NON CREDITS-BRIDGING COURSE	CREDIT BEARING-REGULAR COURSES	TOTAL CREDITS
CATEGORY 1	3	6	9
CATEGORY 2	6	3	9
CATEGORY 3	9	0	9

Holders of graduate-level professional qualifications and Postgraduate Diplomas, Master’s Degree in other disciplines, may also be admitted and are encouraged to apply. Moreover, and although not a requirement, a GMAT or GRE test score that has been received within the past 3 years prior to applying to the MBA, as well as relevant work experience, can strengthen the student’s application and are viewed favorably when vetting the applicant’s file. In addition, applicants should successfully pass an interview with an ad-hoc Committee from the Business School.

Executive Master of Business Administration

Entry to Amity University Dubai’s Executive Master of Business Administration Degree is selective and competitive and is granted to applicants who have significant and substantive professional experience for at least two years. In this line, applicants who have executive positions will be given priority in admission.

Regular admission is granted to applicants with a recognized Bachelor’s degree earned in a discipline appropriate for the EMBA program with a minimum cumulative grade point average (CGPA) of 3.0

on a 4.0 scale or its established equivalent from a University that is recognized by the MoHESR in the UAE, in addition to a minimum score of 1400 on the English language portion of the EmSAT examination, or its equivalent on other nationally or internationally-recognized tests that are approved by the CAA, such as TOEFL score of 550 (213 CBT, 79 iBT), or 6.0 IELTS academic. Students who have completed undergraduate education in an English-medium institution can be exempted from the English language requirement subject to satisfactory evidence being vetted by Admissions.

Conditional admissions can be granted to applicants with an EmSAT score of 1250 or its equivalent on another standardized test approved by the CAA, such as a TOEFL score of 530 (197 CBT, 71 iBT), or 5.5 IELTS Academic. In this context, students granted conditional admissions must achieve an EmSAT score of 1400 or equivalent, by the end of their first semester of study, but may take a maximum of six regular credit hours in the first semester of study, not including intensive English courses, and must achieve a minimum CGPA of 3.0 on a 4.0 scale, or its established equivalent. Conditionally admitted applicants not fulfilling the English proficiency requirement by the end of their first semester of study are considered under probation and are given one extra semester to achieve the required score. Moreover conditional admissions can be granted to applicants with a recognized Bachelor's degree and a minimum cumulative grade point average (CGPA) of 2.5 on a 4.0 scale or its established equivalent. In this case, conditionally admitted students may take a maximum of nine credit hours of regular courses during the period of conditional admission and must achieve a minimum CGPA of 3.0 on a 4.0 scale or be subject to academic probation. Conditional acceptance can also be granted to applicants with a recognized Bachelor's degree and a minimum CGPA of 2.0 on a 4.0 scale or its established equivalent. In this case, conditionally admitted students must take a maximum of nine graduate-level credit hours as remedial preparation for the graduate program. These remedial courses are not for-credit within the degree program. The student must achieve a minimum CGPA of 3.0 on a 4.0 scale, or its established equivalent in order to progress to the graduate program or be subject to academic probation. Currently, these remedial/bridging courses are set as follows:

**ACCT 501 (3 CR)** Survey of Accounting and Finance  
**QMET 502 (3 CR)** Survey of Statistics for Decision Making  
**ISYS 503 (3 CR)** Spreadsheets and Databases

Moreover, applicants with an undergraduate degree that is not in business, economics, or an allied subject, with a CGPA of 2.0 or above can be granted a conditional admission to the EMBA program subject to registering up to nine graduate-level bridging credit hours as preparation for the graduate program and successfully achieving a minimum CGPA of 3.0 on a 4.0 scale, or its established equivalent in order to progress to the graduate program or be subject to academic probation. Nevertheless, an applicant with a science or engineering degree or with a degree that has information systems or/and statistics courses, may be exempted from QMET 502 and/or ISYS 503 subject to appropriate evidence being provided. In this context, official undergraduate transcripts should show these courses with a minimum achieved score of 3.0 on a 4.0 scale or its established equivalent. Bridging courses must be completed during the first year of enrollment in the EMBA program.

With the exception of conditional acceptances that were granted to applicants with a recognized Bachelor's degree and a minimum CGPA of 2.0 on a 4.0 scale or its established equivalent, admitted students who are registered for bridging courses, at the discretion of the Dean of the Business School, may be allowed to register for credit-bearing regular EMBA courses.



Holders of graduate-level professional qualifications and Postgraduate Diplomas, Master's Degree in other disciplines, may also be admitted and are encouraged to apply. Moreover, and although not a requirement, a GMAT or GRE test score that has been received within the past 3 years prior to applying to the EMBA can strengthen the student's application. In addition, applicants should successfully pass an interview with an ad-hoc Committee from the Business School.

### Master of Science in Psychology

Entry to Amity University Dubai's Master of Science in Psychology program is largely based on evidence of a capacity to undertake higher degree studies. Regular admission is granted to applicants with a recognized Bachelor's degree earned in any science discipline, with a minimum cumulative grade point average (CGPA) of 3.0 on a 4.0 scale or its established equivalent from a University that is recognized by the Ministry of Education in the UAE. Applicants must also achieve a minimum score of 1400 on the English language portion of the EmSAT examination, or its equivalent on other national or internationally recognized tests approved by the CAA, such as a TOEFL score of 550 (213 CBT, 79 iBT), or an IELTS Academic score of 6.0. Students who have completed undergraduate education in an English-medium institution can be exempted from the English language requirement, subject to satisfactory evidence being vetted by Admissions.

Conditional admissions can be granted to applicants with an EmSAT score of 1250 or its equivalent on another standardized test approved by the CAA, such as a TOEFL score of 530 (197 CBT, 71 iBT), or 5.5 IELTS Academic. In this context, students granted conditional admissions must achieve an EmSAT score of 1400 or equivalent, by the end of their first semester of study, but may take a maximum of six regular credit hours in the first semester of study, not including intensive English courses, and must achieve a minimum CGPA of 3.0 on a 4.0 scale, or its established equivalent.

Conditionally admitted applicants not fulfilling the English proficiency requirement by the end of their first semester of study are considered under probation.

Moreover conditional admissions can be granted to applicants with a CGPA of 2.5/4.0 scale or its established equivalent. In this case, students must register for a maximum of nine graduate-level credit hours in the first semester of study and achieve a minimum CGPA of 3.0 on a 4.0 scale, or be subject to academic probation. Applicants with a CGPA of 2.0/4.0 scale or its established equivalent may also be granted conditional admission. Such students must register for a maximum of six graduate-level credit hours in the first semester of study and achieve a minimum CGPA of 3.0 on a 4.0 scale, or its established equivalent, during the first semester. Not fulfilling these requirements will result in academic probation.

Applicants with a recognized Bachelor's degree earned in a discipline not related in any science discipline, with a CGPA of 2.0 or above, may be granted conditional admission to the psychology program subject to registering up to six graduate-level bridging credit hours as preparation for the graduate program and successfully achieving a minimum CGPA of 3.0 on a 4.0 scale, or its established equivalent in order to progress to the graduate program or be subject to academic probation

Bridging courses are set as follows:

**PSGP 551 (3 CR)** Foundations of Psychology



## **PSGP 553 (3 CR) Happiness Studies**

Holders of graduate-level professional qualifications, postgraduate diplomas, or Master's degrees in other disciplines may also be admitted and are encouraged to apply. Furthermore, applicants must successfully pass an interview conducted by an ad-hoc committee from the HAAS School.

### Master of Science in Forensic Sciences

Entry to Amity University Dubai's Master of Science in Forensic Sciences program is largely based on evidence of a capacity to undertake higher degree studies. Regular admission is granted to applicants with a recognized Bachelor's degree earned in any science discipline, with a minimum cumulative grade point average (CGPA) of 3.0 on a 4.0 scale or its established equivalent from a University that is recognized by the Ministry of Education in the UAE.

Applicants must also achieve a minimum score of 1400 on the English language portion of the EmSAT examination, or its equivalent on other national or internationally recognized tests approved by the CAA, such as a TOEFL score of 550 (213 CBT, 79 iBT), or an IELTS Academic score of 6.0. Students who have completed undergraduate education in an English-medium institution can be exempted from the English language requirement, subject to satisfactory evidence being vetted by Admissions.

Conditional admissions can be granted to applicants with an EmSAT score of 1250 or its equivalent on another standardized test approved by the CAA, such as a TOEFL score of 530 (197 CBT, 71 iBT), or 5.5 IELTS Academic. In this context, students granted conditional admissions must achieve an EmSAT score of 1400 or equivalent, by the end of their first semester of study, but may take a maximum of six regular credit hours in the first semester of study, not including intensive English courses, and must achieve a minimum CGPA of 3.0 on a 4.0 scale, or its established equivalent.

Conditionally admitted applicants not fulfilling the English proficiency requirement by the end of their first semester of study are considered under probation.

Moreover conditional admissions can be granted to applicants with a CGPA of 2.5/4.0 scale or its established equivalent. In this case, students must register for a maximum of nine graduate-level credit hours in the first semester of study and achieve a minimum CGPA of 3.0 on a 4.0 scale, or be subject to academic probation. Applicants with a CGPA of 2.0/4.0 scale or its established equivalent may also be granted conditional admission. Such students must register for a maximum of six graduate-level credit hours in the first semester of study and achieve a minimum CGPA of 3.0 on a 4.0 scale, or its established equivalent, during the first semester. Not fulfilling these requirements will result in academic probation.

### Master of Education

Entry to Amity University Dubai's Master of Education program is largely based on evidence of a capacity to undertake higher degree studies. Regular admission is granted to applicants with a recognized Bachelor's degree in any discipline of education or allied social sciences, with a minimum cumulative grade point average (CGPA) of 3.0 on a 4.0 scale or its established equivalent from a University that is recognized by the Ministry of Education in the UAE. Applicants must also achieve a minimum score of 1400 on the English language portion of the EmSAT examination, or its equivalent on other national or internationally recognized tests approved by the CAA, such as a TOEFL score of 550 (213 CBT, 79 iBT), or an IELTS Academic score of 6.0. Students who have completed



undergraduate education in an English-medium institution can be exempted from the English language requirement, subject to satisfactory evidence being vetted by Admissions.

Conditional admissions can be granted to applicants with an EmSAT score of 1250 or its equivalent on another standardized test approved by the CAA, such as a TOEFL score of 530 (197 CBT, 71 iBT), or 5.5 IELTS Academic. In this context, students granted conditional admissions must achieve an EmSAT score of 1400 or equivalent, by the end of their first semester of study, but may take a maximum of six regular credit hours in the first semester of study, not including intensive English courses, and must achieve a minimum CGPA of 3.0 on a 4.0 scale, or its established equivalent.

Conditionally admitted applicants not fulfilling the English proficiency requirement by the end of their first semester of study are considered under probation.

Moreover conditional admissions can be granted to applicants with a CGPA of 2.5/4.0 scale or its established equivalent. In this case, students must register for a maximum of nine graduate-level credit hours in the first semester of study and achieve a minimum CGPA of 3.0 on a 4.0 scale, or be subject to academic probation. Applicants with a CGPA of 2.0/4.0 scale or its established equivalent may also be granted conditional admission. Such students must register for a maximum of six graduate-level credit hours in the first semester of study and achieve a minimum CGPA of 3.0 on a 4.0 scale, or its established equivalent, during the first semester. Not fulfilling these requirements will result in academic probation.

Applicants with a recognized Bachelor's degree earned in a discipline not related in education or allied social sciences, with a CGPA of 2.0 or above, may be granted conditional admission to the education program subject to registering up to nine graduate-level bridging credit hours as preparation for the graduate program and successfully achieving a minimum CGPA of 3.0 on a 4.0 scale, or its established equivalent in order to progress to the graduate program or be subject to academic probation.

Bridging courses are set as follows:

**EDUC 508 (3 CR)** Introduction to Education

**EDUC 509 (3 CR)** Educational Psychology and the Classroom

**EDUC 511 (3 CR)** Tests, Measurement, and Evaluation

Holders of graduate-level professional qualifications, postgraduate diplomas, or Master's degrees in other disciplines may also be admitted and are encouraged to apply. Furthermore, applicants must successfully pass an interview conducted by an ad-hoc committee from the HAAS School.

### Master of Laws

Entry to Amity University Dubai's Master of Laws program is largely based on evidence of a capacity to undertake higher degree studies. Regular admission is granted to applicants with a recognized Bachelor's degree earned in law, with a minimum cumulative grade point average (CGPA) of 3.0 on a 4.0 scale or its established equivalent from a University that is recognized by the Ministry of Education in the UAE. Applicants must also achieve a minimum score of 1400 on the English language portion of the EmSAT examination, or its equivalent on other national or internationally recognized tests approved by the CAA, such as a TOEFL score of 550 (213 CBT, 79 iBT), or an IELTS Academic



score of 6.0. Students who have completed undergraduate education in an English-medium institution can be exempted from the English language requirement, subject to satisfactory evidence being vetted by Admissions.

Conditional admissions can be granted to applicants with an EmSAT score of 1250 or its equivalent on another standardized test approved by the CAA, such as a TOEFL score of 530 (197 CBT, 71 iBT), or 5.5 IELTS Academic. In this context, students granted conditional admissions must achieve an EmSAT score of 1400 or equivalent, by the end of their first semester of study, but may take a maximum of six regular credit hours in the first semester of study, not including intensive English courses, and must achieve a minimum CGPA of 3.0 on a 4.0 scale, or its established equivalent.

Conditionally admitted applicants not fulfilling the English proficiency requirement by the end of their first semester of study are considered under probation.

Moreover conditional admissions can be granted to applicants with a CGPA of 2.5/4.0 scale or its established equivalent. In this case, students must register for a maximum of nine graduate-level credit hours in the first semester of study and achieve a minimum CGPA of 3.0 on a 4.0 scale, or be subject to academic probation. Applicants with a CGPA of 2.0/4.0 scale or its established equivalent may also be granted conditional admission. Such students must register for a maximum of six graduate-level credit hours in the first semester of study and achieve a minimum CGPA of 3.0 on a 4.0 scale, or its established equivalent, during the first semester. Not fulfilling these requirements will result in academic probation.

Applicants with a recognized Bachelor's degree earned in a discipline not related law, with a CGPA of 2.0 or above, may be granted conditional admission to the law program subject to registering up to nine graduate-level bridging credit hours as preparation for the graduate program and successfully achieving a minimum CGPA of 3.0 on a 4.0 scale, or its established equivalent in order to progress to the graduate program or be subject to academic probation.

Bridging courses are as follows:

- |                           |                                       |
|---------------------------|---------------------------------------|
| <b>PRE-LLM 201 (3 CR)</b> | Law and Legal Skills                  |
| <b>PRE-LLM 202 (3 CR)</b> | Law and Justice in a Globalized World |
| <b>PRE-LLM 203 (3 CR)</b> | Legal Aspects of Business             |

Holders of graduate-level professional qualifications, postgraduate diplomas, or Master's degrees in other disciplines may also be admitted and are encouraged to apply. Furthermore, applicants must successfully pass an interview conducted by an ad-hoc committee from the HAAS School.

### Registration, Add, and Drop

Graduate students are required to register for courses during the designated registration period. The selection of courses must align with the student's approved study plan. Full-time graduate students are expected to enroll in a minimum of 9 credit hours per semester. To exceed 12 graduate credit hours of coursework in a semester, excluding thesis or dissertation credits, prior approval from the Program Leader and School Dean is mandatory.



Course modifications post-registration are allowed during the Add/Drop period as per the published academic calendar, subject to the following conditions:

- a) Approval from the student's Advisor is required to add or drop any course.
- b) If a registered course is dropped before the add/drop period, no grade will be assigned.
- c) Failure to meet attendance or other course requirements without officially withdrawing within the stipulated period will result in a failing grade of "F" being recorded.

### Admission for Transfer Students

Refer the policy **AMUD - S24 - Transfer Admissions, Transfer Credit and Advanced Standing** for all transfer student admission.

### Application Process:

Admission to all programs at Amity University are processed through the Admissions Office and in order for students to apply; students can:

- Apply online at the Amity University website <https://application.amityuniversity.ae/> 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>

Students provisionally admitted, where results have not been declared will be given a conditional offer until they fulfill the condition. In case student is not able to submit the necessary eligibility documents within specified time period, the University has right to cancel the enrollment of such student. No fee refund shall be given in such circumstances.

For UAE residents, a copy of Emirates ID, Visa page, sponsoring parent's/spouse's Passport, Emirates ID and Visa page are also required with application). Original Documents will be verified at the time of admissions.

### Certification of Documents

- Bachelor's degree Certificate and Grade Transcript obtained in the UAE must be duly certified by the Ministry of Education.
- Bachelor degrees and Grade Transcript obtained abroad must be certificated by: the Ministry of Higher Education, and the Ministry of Foreign Affairs of the country of origin, and the UAE embassy in that country.

### 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 informs the applicant of one of the following resolutions:
  - Rejection of Application
  - Unconditional admission and/or
  - Conditional admission.
- Upon Student acceptance to the offer letter, He/She completes the fees payment and is officially registered.

**Responsible:** Deans and Admissions

### POLICY REVISION HISTORY

Version	Rationale	Date	Revised by	Modifications	Approval
v2	To address ERT/CAA requirements	17.05.2023	Admissions	Incorporated the deadlines for admissions and established policies for notification of students regarding admissions decisions	Vice Chancellor
v3	To address ERT/CAA Requirements	29.05.2023	QAIE	Align CGPA for conditional/probationary admission to graduate programs with the expectations of Stipulation 6.3.8 of CAA standards	Vice Chancellor
v4	To address ERT/CAA requirements	17.07.2023	QAIE	Revised the deadlines for admissions	Vice Chancellor
v5	To address ERT/CAA requirements	28.07.2023	QAIE	Revised remedial courses for Master of Education Program Revised the deadlines for admissions and notification to students procedures	Vice Chancellor

v6	To address ERT/CAA requirements	27.10.2023	PL/ QAIE	Revised LLM Program admission guidelines	Vice Chancellor
v7	To comply with a response shared with ERT (Requirement 4 – 1 <sup>st</sup> IPA Response)	07.12.2023	PL/ QAIE	LLM Program admission guidelines were updated with guidelines shared with ERT- IPA 1 <sup>st</sup> Response	Governing Board <i>(Approved in the 3<sup>rd</sup> Governing Board meeting dated 12<sup>th</sup> February 2024)</i>
v8	Typo Error	09.07.2024	PL/ QAIE	There was a typographical error in the GPA calculation. It should be out of 4.0, not 3.0.	Vice Chancellor
v9	As per Ministry of Higher Education and Scientific Research Guidelines	19.12.2024	Deans / QAIE	The whole policy was rewritten to comply with the guidance from Ministry of Higher Education and Scientific Research.	Vice Chancellor