

S 6.1 Undergraduate Admissions Policy			
CAA Standards	Stipulation 6.2	Responsibility	Admissions Department
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**Purpose:**

The purpose of this policy is to outline the admission requirements and procedures for undergraduate applicants to University of Dubai (UD).

**Scope:**

This policy is applicable to the Academic Affairs Council, Deans, Registrar and Admissions Department.

**Definitions and abbreviations:**

- UD:** University of Dubai
- MPT:** Math Placement Test
- LLB:** Bachelor of Law
- BBA:** Bachelor of Business Administration
- MOE:** Ministry of Education
- BS:** Bachelor of Science
- RD:** Registration Department
- BSCIS:** Bachelor of Science in Computing & Information Systems – Information Systems Security
- BSEE:** Bachelor of Science Electrical Engineering
- BSCE:** Bachelor of Science Communication Engineering
- GPA:** Grade point average
- CGPA:** Cumulative grade point average
- CAA:** Commission for Academic Accreditation
- MOU:** Memorandum of Understanding
- CH:** Credit hours

**Policy**

Admissions policies are clearly articulated so that they can be understood by applicants and implemented consistently by decision makers. Applicant information used for admission decisions should be gathered systematically and used consistently. Admission policies provide all requirements considered in entry decisions and should be accessed and communicated through website and brochures to all during the application process. Admission policies should result in:

- A. Student body that supports the achievement of the UD mission.
- B. Providing clear and specific requirements based on accrediting body’s standards.
- C. Providing established deadlines.
- D. Explaining the process and responsibilities of the admission department.

## 1. Application Documentation Requirements

An applicant must provide the following documents for undergraduate admission:

- A. Completed application form.
- B. Original UAE high school certificate or a certified/attested equivalent (approved by the Ministry of Education).
- C. Official documentation of minimum English requirements per program as specified in the charts below (section 2).
- D. Copy of a valid passport and identity card.
- E. Four recent passport-size photographs (in color) or in JPEG format file.
- F. Receipt for the non-refundable admission fees<sup>1</sup> as per the current fees structure.

## 2. Admission Criteria

Applicants must meet the minimum academic requirements for the program of their choice. The specific requirements for each program are provided below:

### 2.1 Bachelor of Business

Types of High School Certificates	Business
<b>Ministry of Education United Arab Emirates Curriculum</b>	*Advanced or Elite Stream - Minimum 70% *General Stream – Minimum 75% *Minimum English EmSAT 1100 or Academic IELTS 5.0 or TOEFL (PBT 500/ IBT 61/ CBT 173) *Minimum Math EmSAT 600, or pass the UD Math Placement Test (MPT) *Pass the personal interview by the college
<b>American Curriculum</b>	*Advanced or Elite Stream - Minimum 70% *General Stream – Minimum 75% *Minimum English EmSAT 1100 or Academic IELTS 5.0 or TOEFL (PBT 500/ IBT 61/ CBT 173) *High school certificates Grades: 10, 11, and 12 *Minimum Math EmSAT 600, or pass the UD Math Placement Test (MPT), or minimum Math SAT I 485 *Equivalency from the Ministry of Education in UAE

<sup>1</sup> Admission fees include ID card and Technology fees

<p><b>British Curriculum</b></p>	<ul style="list-style-type: none"> <li>*Completion of grade 12</li> <li>*At least five IGCSE/GCSE subjects with a score of (A*,A,B,C,D,E) and two AS or one A level subject with a score of (A*,A,B,C,D)</li> <li>*Islamic and Arabic language subjects are not considered in total score</li> <li>*Calculation of HS score in percentage should be equal to MOE curriculum</li> <li>*Equivalency from the Ministry of Education in UAE</li> <li>*Minimum English EmSAT 1100 or Academic IELTS 5.0 or TOEFL (PBT 500/ IBT 61/ CBT 173)</li> <li>*Minimum Math EmSAT 600, or pass the UD Math Placement Test (MPT)</li> <li>*Equivalency from the Ministry of Education in UAE</li> <li>*Pass the personal interview by the college</li> </ul>
<p><b>International Baccalaureate (IB)</b></p>	<ul style="list-style-type: none"> <li>*Completion of grade 12 - Minimum 75%</li> <li>*Minimum English EmSAT 1100 or Academic IELTS 5.0 or TOEFL (PBT 500/ IBT 61/ CBT 173)</li> <li>*Minimum Math EmSAT 600, or pass the UD Math Placement Test (MPT)</li> <li>*Equivalency from the Ministry of Education in UAE</li> <li>*Pass the personal interview by the college</li> </ul>
<p><b>Indian Curriculum</b></p>	<ul style="list-style-type: none"> <li>*Completion of grade 12 - Minimum 65%</li> <li>*Minimum English EmSAT 1100 or Academic IELTS 5.0 or TOEFL (PBT 500/ IBT 61/ CBT 173)</li> <li>*Minimum Math EmSAT 600, or pass the UD Math Placement Test (MPT)</li> <li>*Equivalency from the Ministry of Education in UAE</li> <li>*Pass the personal interview by the college</li> </ul>
<p><b>Pakistani Curriculum</b></p>	<ul style="list-style-type: none"> <li>*Completion of grade 12 - Minimum 65%</li> <li>*Minimum English EmSAT 1100 or Academic IELTS 5.0 or TOEFL (PBT 500/ IBT 61/ CBT 173)</li> <li>*Minimum Math EmSAT 600, or pass the UD Math Placement Test (MPT)</li> <li>*Equivalency from the Ministry of Education in UAE</li> <li>*Pass the personal interview by the college</li> </ul>

## 2.2 Bachelor of Law (LLB)

The admission requirements below are inclusive for UD admission and University of London, since this program is a joint program.

Types of High School Certificates	Law
<b>Ministry of Education United Arab Emirates Curriculum</b>	<ul style="list-style-type: none"> <li>*Elite Track – Minimum 70%</li> <li>*Advanced Track - Minimum 75%</li> <li>*General Stream - Minimum 80%</li> <li>*Minimum English EmSAT 1400 or Academic IELTS 6.0 or TOEFL (PBT 550/ IBT 79/ CBT 213)</li> <li>*Minimum Math EmSAT 600, or pass the UD Math Placement Test (MPT)</li> <li>*Pass the personal interview by the college</li> </ul>
<b>American Curriculum</b>	<ul style="list-style-type: none"> <li>*Elite Track – Minimum 70%</li> <li>*Advanced Track - Minimum 75%</li> <li>*General Stream - Minimum 80%</li> <li>*Minimum English EmSAT 1400 or Academic IELTS 6.0 or TOEFL (PBT 550/ IBT 79)</li> <li>*High school certificates Grades: 10, 11, and 12</li> <li>*Minimum Math EmSAT 600, or pass the UD Math Placement Test (MPT), or Minimum Math SAT I 485</li> <li>*Equivalency from the Ministry of Education in UAE</li> </ul>
<b>British Curriculum</b>	<ul style="list-style-type: none"> <li>*Completion of grade 12</li> <li>*At least five IGCSE/GCSE subjects with a score of (A*,A,B,C,D,E) and two AS or one A level subject with a score of (A*,A,B,C,D)</li> <li>*Islamic and Arabic language subjects are not considered in total score</li> <li>*Calculation of HS score in percentage should be equal to MOE curriculum</li> <li>*Equivalency from the Ministry of Education in UAE</li> <li>*Minimum English EmSAT 1400 or Academic IELTS 6.0 or TOEFL (PBT 550/ IBT 79/ CBT 213)</li> <li>*Minimum Math EmSAT 600, or pass the UD Math Placement Test (MPT)</li> <li>*Equivalency from the Ministry of Education in UAE</li> <li>*Pass the personal interview by the college</li> </ul>
<b>International Baccalaureate (IB)</b>	<ul style="list-style-type: none"> <li>*Completion of grade 12- Minimum 80%</li> <li>*Minimum English EmSAT 1400 or Academic IELTS 6.0 or TOEFL (PBT 550/ IBT 79/ CBT 213)</li> <li>*Minimum Math EmSAT 600, or pass the UD Math Placement Test (MPT)</li> <li>*Equivalency from the Ministry of Education in UAE</li> <li>*Pass the personal interview by the college</li> </ul>
<b>Indian Curriculum</b>	<ul style="list-style-type: none"> <li>*Completion of grade 12 - Minimum 65%</li> <li>*Minimum English EmSAT 1400 or Academic IELTS 6.0 or TOEFL (PBT 550/ IBT 79/ CBT 213)</li> <li>*Minimum Math EmSAT 600, or pass the UD Math Placement Test (MPT)</li> <li>*Equivalency from the Ministry of Education in UAE</li> <li>*Pass the personal interview by the college</li> </ul>

<b>Pakistani Curriculum</b>	<ul style="list-style-type: none"> <li>*Completion of grade 12 - Minimum 65%</li> <li>*Minimum English EmSAT 1400 or Academic IELTS 6.0 or TOEFL (PBT 550/ IBT 79/ CBT 213)</li> <li>*Minimum Math EmSAT 600, or pass the UD Math Placement Test (MPT)</li> <li>*Equivalency from the Ministry of Education in UAE</li> <li>*Pass the personal interview by the college</li> </ul>
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### 2.3 Bachelor of Science in Computing & Information Systems – Information Systems Security (BSCIS)

Types of High School Certificates	IT
<b>Ministry of Education United Arab Emirates Curriculum</b>	<ul style="list-style-type: none"> <li>*Advanced or Elite Stream - Minimum 70%</li> <li>*General Stream – Minimum 75%</li> <li>*Minimum English EmSAT 1100 or Academic IELTS 5.0 or TOEFL (PBT 500/ IBT 61/ CBT 173)</li> <li>*Minimum Math EmSAT 700, or pass the UD Math Placement Test (MPT)</li> <li>* Minimum Physics, or Chemistry, or Biology EmSAT 700 or minimum high school Physics, or Chemistry, or Biology 80%</li> </ul>
<b>American Curriculum</b>	<ul style="list-style-type: none"> <li>*Advanced or Elite Stream - Minimum 70%</li> <li>*General Stream – Minimum 75%</li> <li>*Minimum English EmSAT 1100 or Academic IELTS 5.0 or TOEFL (PBT 500/ IBT 61/ CBT 173)</li> <li>*High school certificates Grades: 10, 11, and 12</li> <li>*Minimum Math EmSAT 700, or pass the UD Math Placement Test (MPT) or minimum SAT I 520</li> <li>* Minimum Physics, or Chemistry, or Biology EmSAT 700 or minimum high school Physics, or Chemistry, or Biology 80%</li> <li>*Equivalency from the Ministry of Education in UAE</li> </ul>
<b>British Curriculum</b>	<ul style="list-style-type: none"> <li>*Completion of grade 12</li> <li>*At least five IGCSE/GCSE subjects with a score of (A*,A,B,C,D,E) and two AS or one A level subject with a score of (A*,A,B,C,D)</li> <li>*Islamic and Arabic language subjects are not considered in total score</li> <li>*Calculation of HS score in percentage should be equal to MOE curriculum</li> <li>*Equivalency from the Ministry of Education in UAE</li> <li>*Minimum English EmSAT 1100 or Academic IELTS 5.0 or TOEFL (PBT 500/ IBT 61/ CBT 173)</li> <li>*Minimum Math EmSAT 700, or pass the UD Math Placement Test (MPT)</li> <li>* Minimum Physics, or Chemistry, or Biology EmSAT 700 or minimum high school Physics, or Chemistry, or Biology 80%</li> <li>*Equivalency from the Ministry of Education in UAE</li> </ul>

<b>International Baccalaureate (IB)</b>	<ul style="list-style-type: none"> <li>*Completion of grade 12 - Minimum 70%</li> <li>*Minimum English EmSAT 1100 or Academic IELTS 5.0 or TOEFL (PBT 500/ IBT 61/ CBT 173)</li> <li>*Minimum Math EmSAT 700, or pass the UD Math Placement Test (MPT)</li> <li>* Minimum Physics, or Chemistry, or Biology EmSAT 700 or minimum high school Physics, or Chemistry, or Biology 80%</li> <li>*Equivalency from the Ministry of Education in UAE</li> </ul>
<b>Indian Curriculum</b>	<ul style="list-style-type: none"> <li>*Completion of grade 12 - Minimum 55%</li> <li>*Minimum English EmSAT 1100 or Academic IELTS 5.0 or TOEFL (PBT 500/ IBT 61/ CBT 173)</li> <li>*Minimum Math EmSAT 700, or pass the UD Math Placement Test (MPT)</li> <li>* Minimum Physics, or Chemistry, or Biology EmSAT 700 or minimum high school Physics, or Chemistry, or Biology 80%</li> <li>*Equivalency from the Ministry of Education in UAE</li> </ul>
<b>Pakistani Curriculum</b>	<ul style="list-style-type: none"> <li>*Completion of grade 12 - Minimum 60%</li> <li>*Minimum English EmSAT 1100 or Academic IELTS 5.0 or TOEFL (PBT 500/ IBT 61/ CBT 173)</li> <li>*Minimum Math EmSAT 700, or pass the UD Math Placement Test (MPT)</li> <li>* Minimum Physics, or Chemistry, or Biology EmSAT 700 or minimum high school Physics, or Chemistry, or Biology 80%</li> <li>*Equivalency from the Ministry of Education in UAE</li> </ul>

#### 2.4 Bachelor of Science in Electrical Engineering (BSEE) and Computer Engineering (BSCE)

<b>Types of High School Certificates</b>	<b>Engineering</b>
<b>Ministry of Education United Arab Emirates Curriculum</b>	<ul style="list-style-type: none"> <li>*Elite stream - Minimum 75%</li> <li>*Advanced stream - Minimum 80%</li> <li>*Minimum English EmSAT 1100 or Academic IELTS 5.0 or TOEFL (PBT 500/ IBT 61/ CBT 173)</li> <li>*Minimum Math EmSAT 900, or pass the UD Math Placement Test (MPT)</li> <li>*Minimum Physics EmSAT 800, or minimum high school Physics 80%</li> <li>*Minimum Chemistry or Biology EmSAT 600, or minimum high school Chemistry or Biology 80%</li> <li>*Pass the personal interview by the college</li> </ul>
<b>American Curriculum</b>	<ul style="list-style-type: none"> <li>*Elite stream - Minimum 75%</li> <li>*Advanced stream - Minimum 80%</li> <li>*Minimum English EmSAT 1100 or Academic IELTS 5.0 or TOEFL (PBT 500/ IBT 61/ CBT 173)</li> <li>*Minimum Math EmSAT 900, or pass the UD Math Placement Test (MPT) or minimum Math SAT I 590</li> <li>*Minimum Physics EmSAT 800, or minimum SAT II Physics 555 or minimum high school Physics 80%</li> <li>*Minimum Chemistry or Biology EmSAT 600 or minimum SAT II Chemistry or Biology 500 or minimum high school Chemistry or Biology 80%</li> </ul>

	<ul style="list-style-type: none"> <li>*High school certificates Grades: 10, 11, and 12</li> <li>*Equivalency from the Ministry of Education in UAE</li> <li>*Pass the personal interview by the college</li> </ul>
<b>British Curriculum</b>	<ul style="list-style-type: none"> <li>*Completion of grade 12</li> <li>*At least five IGCSE/GCSE subjects with a score of (A*,A,B,C,D,E) and two AS or one A level subject with a score of (A*,A,B,C,D)</li> <li>*Calculation of HS score in percentage should be equal to MOE curriculum</li> <li>*Islamic and Arabic language subjects are not considered in total score</li> <li>*Minimum English EmSAT 1100 or Academic IELTS 5.0 or TOEFL (PBT 500/ IBT 61/ CBT 173)</li> <li>*Minimum Math EmSAT 900, or pass the UD Math Placement Test (MPT)</li> <li>*Minimum Physics EmSAT 800, or high school Physics 80%</li> <li>*Minimum Chemistry or Biology EmSAT 600, or high school Chemistry or Biology 80%</li> <li>*Equivalency from the Ministry of Education in UAE</li> <li>*Pass the personal interview by the college</li> </ul>
<b>International Baccalaureate (IB)</b>	<ul style="list-style-type: none"> <li>*Completion of grade 12 - Minimum 80%</li> <li>*Minimum English EmSAT 1100 or Academic IELTS 5.0 or TOEFL (PBT 500/ IBT 61/ CBT 173)</li> <li>*Minimum Math EmSAT 900, or pass the UD Math Placement Test (MPT)</li> <li>*Minimum Physics EmSAT 800, or high school Physics 80%</li> <li>*Minimum Chemistry or Biology EmSAT 600, or high school Chemistry or Biology 80%</li> <li>*Equivalency from the Ministry of Education in UAE.</li> <li>*Pass the personal interview by the college</li> </ul>
<b>Indian Curriculum</b>	<ul style="list-style-type: none"> <li>*Completion of grade 12 - Minimum 65%</li> <li>*Minimum English EmSAT 1100 or Academic IELTS 5.0 or TOEFL (PBT 500/ IBT 61/ CBT 173)</li> <li>*Minimum Math EmSAT 900, or pass the UD Math Placement Test (MPT)</li> <li>*Minimum Physics EmSAT 800, or high school Physics 80%</li> <li>*Minimum Chemistry or Biology EmSAT 600, or high school Chemistry or Biology 80%</li> <li>*Equivalency from the Ministry of Education in UAE</li> <li>*Pass the personal interview by the college</li> </ul>
<b>Pakistani Curriculum</b>	<ul style="list-style-type: none"> <li>*Completion of grade 12 - Minimum 70%</li> <li>*Minimum English EmSAT 1100 or Academic IELTS 5.0 or TOEFL (PBT 500/ IBT 61/ CBT 173)</li> <li>*Minimum Math EmSAT 900, or pass the UD Math Placement Test (MPT)</li> <li>*Minimum Physics EmSAT 800, or high school Physics 80%</li> <li>*Minimum Chemistry or Biology EmSAT 600, or high school Chemistry or Biology 80%</li> <li>*Equivalency from the Ministry of Education in UAE</li> <li>*Pass the personal interview by the college</li> </ul>

### 3 Transfer Students

UD accepts students coming from other UAE-accredited universities if they satisfy UD regulations (See Policy S6.3 on Transfer students). If admitted, some courses may be transferred as per policy S6.3. Note that transfer credits from

universities accredited by the UAE's MOE are accepted only if the admission conditions are met. English scores should be valid for transfer students.

#### **4 Advanced Standing**

UD allows academic credit exemption for up to 6 courses (18 CH) for Advanced Placement subjects in the undergraduate programs. Eligible students can benefit significantly from reduced cost of undergraduate studies and also speed up their graduation in BBA/BS. For more details, refer to UD Policy S 6.4 on Advanced Standing.

#### **5 Conditional / Probation Admission**

##### **5.1 Low English Score**

- A. Applicants who do not meet the minimum required English exam scores will have to take the UD English Placement Test and will be placed in a remedial English course.
- B. These students may be allowed to register in up to 12 credits (or equivalent) of appropriate General Education course work to contribute towards an undergraduate degree; or such other broadly comparable limits on credits as are available in the system in use within a particular institution and will be given up to two semesters only to achieve the required score.

##### **5.2 Low High School Score**

- A. Applicants with a score of 65-69.9% in their High School Certificate may be considered for conditional admission under the condition that the student has to achieve a minimum grade of C in the registered math course.
- B. If admitted, the students will have to achieve a minimum CGPA of 2.0 upon completing 30 credit hours at UD.
- C. Students failing to achieve this CGPA score will be given one additional semester to remedy the deficiency provided that his/her CGPA was at least 1.8, or be dismissed. During this period, the student can repeat courses but shall not be allowed to register new courses.

#### **6 Placement Tests<sup>2</sup>**

##### **6.1 For BBA students:**

- A. Students who do not meet the minimum math requirements must take the UD Math Placement Test (UD MPT).
- B. Students can take the UD MPT again within three weeks if they score less than 400 and more than 290 on the first exam.

##### **6.2 For IT students:**

- A. Students who do not meet the minimum math requirements must take the UD MPT.
- B. Math II is obligatory for all IT students, regardless of their UD MPT or EmSAT scores.

##### **6.3 For Engineering Students:**

- A. Students who do not meet the minimum math requirements must take the UD MPT.
- B. Calculus is obligatory for all Engineering students, regardless of their EmSAT or UD MPT scores.

##### **6.4 For First-Time Students**

- A. All applicants who cannot provide valid official scores for TOEFL (or its equivalent), must take the English Placement Test or register for a remedial English course without undertaking the placement test.

- B. **Math Placement Test (MPT)**

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<sup>2</sup> Information on placement tests can be requested from the Admissions Department.



If students in BBA and BSCIS wish to be exempted from either Math I or Math II, they have to take UD MPT. Exemptions are made based on the scores obtained in the MPT, as outlined in Table 1:

**Table 1: Math Test Score and Placement**

Math Placement Score	Course Name
Score < 400	Intensive Pre-Math
Score $\geq$ 400 and $\leq$ 599	Math I for Business/Science
Score $\geq$ 600	Math II for Business/Science

If students in Engineering do not satisfy the Math requirement identified in the admissions requirements, they have to take the UD MPT. Math courses that should be taken by the student are decided based on the scores obtained in the MPT, as outline in Table 2:

Math Placement Score	Course Name
Score < 500	Pre-Calculus
Score $\geq$ 500	Calculus I

## 6.5 For Transfer Students

### A. Math Placement Test

Transfer students who receive credits for Math I or Math II on the basis of courses completed at another institution, are not required to take the Math Placement Test. All other transfer students will have to take the Math Placement Test and will be placed according to the test results as shown in Table 1.

### B. English Proficiency Requirements

All entering transfer students have to present valid certification (EmsAT, TOEFL, IELTS or other certification approved by the CAA) demonstrating the required language competency scores for full admission. Transfer students who do not meet the above requirement, but are eligible to receive transfer credits in English courses, may be given conditional credit for English I and/or English II upon presenting the required English exam scores to the Admission Department. Their admission is considered conditional until the official TOEFL or equivalent score is presented.

## 7. Admission Criteria and Requirements for Visiting /Audit / Special Students

### 7.1 Visiting Students

- A. A visiting student is a student enrolled at another institution who wishes to take courses at UD for transfer back to his/her home university.
- B. A visiting student must present an approval from his/her university regarding the transferability of UD credits to his/her program at his/her home university.
- C. A visiting student must submit the relevant application form and register during the scheduled admission/registration periods. The application for admission must include a copy of his/her passport and four recent photos (JPEG format file) and a copy of his/her latest University Transcript.
- D. The visiting student must meet UD's English language requirements (if his current language of instruction at his original university is not in English).
- E. A visiting student must fully adhere to UD regulations and rules, including attendance.
- F. The cumulative number of credit hours allowed for the registration by the visiting student should not exceed 63 credit hours, and such student cannot register for more than 2 consecutive regular semesters or 4 non-consecutive semesters (Short semesters are not considered as long as the number of credits is not exceeded). Exchange students (i.e. from universities which UD has an MOU are subject to the terms of such agreements).

- G. A visiting student may apply for a regular student status after complying with the UD admission requirements of the intended program.

### **7.2 Audit Students**

- A. UD allows individuals interested to attend one or more courses as audit students. No limit is set.
- B. The candidate must show some evidence of prerequisite knowledge required for auditing the course. This can be done through a meeting with the course instructor/Department Chair/Dean/Director for clarifying this point and the purpose of auditing the course.
- C. Following a positive meeting, the course instructor/Department Chair/Dean/Director shall sign the related Application Form, which must be submitted to the Admission Dept. along with other required documents. The latter usually include a passport copy and four recent photographs (JPEG format file), among others.
- D. The applicant must pay the regular course and other applicable fees for visiting/short course students before attendance of any classes.
- E. Attendance policy is not mandatory, so the applicant can't be issued an attendance certificate.
- F. Since homework assignments/examinations are not mandatory, the applicant can't be issued a transcript.
- G. The course(s) taken as an audit can't be counted toward a degree offered at UD.

### **7.3 Special/Non-degree Students**

- A. Special students are students who have obtained their undergraduate degrees from UAE-accredited universities and who are interested in taking courses of similar or higher levels at UD for credit but not toward a degree. The students must normally have the necessary academic background or experience to match the level or requirements of the requested course through submitting the latest academic qualification
- B. Special students must meet UD's English language requirements.
- C. The maximum number of credits taken shall not exceed 30 UG credits or 12 graduate credits.
- D. Special students must comply with attendance and course assessment policies, similar to UD students.
- E. The transcript of a special student must clearly show the status of a Special Student.
- F. A special student must submit the application form along with the required documents before the beginning of the semester/term.
- G. A special student may apply for a regular student status after complying with UD admission requirements of the intended program. If accepted, the courses taken can be counted toward that degree.

### **7.4 Readmission/Reinstatement for Interrupted UD Students**

- A. A student who has withdrawn or has canceled his/her registration at UD, may be considered for readmission upon submitting a formal request to the Registration Department.
- B. A student dismissed from UD on academic grounds may be re-admitted into a different program in a field different from the one from which the student is transferring.
- C. A student dismissed from UD on disciplinary grounds will not be re-admitted into the university, even as a new student.
- D. Applications for undergraduate readmission may be considered if the period of study interruption does not exceed 7 years (14 regular semesters) from the last registered semester. In such a case, the same ID number will be used. The period of interruption must not exceed three years for graduate programs.
- E. If the undergraduate student is readmitted after a period of less than 7 years of study interruption (or 3 years for graduate students), courses taken at UD will be considered. Courses taken outside UD must have a minimum grade of "C" for undergraduate programs to be transferred. (See the Transfer Admissions and Courses Policy S6.3 for full details).

- F. Applicants for undergraduate readmission will need to meet the current program enrollment requirements as well as ensure exams such as the IELTS and English EmSAT tests are still valid. (EmSAT validity lasts 18 months and IELTS in 2 years)
- G. Applications for re-admission after longer study interruption periods (i.e. >7 years) will be treated as new students (with new ID's) provided that dismissal from previous study was not based on disciplinary grounds. Restrictions on study programs also apply.
- H. In the above case, only general UG courses that were taken at UD may be considered if it aligns with the current curriculum, and will be marked as "Exempted"<sup>3</sup> as long as the previous grade was at least "C". Other non-general courses may be considered subject to a challenge exam where the student must score at least 65%. Grades will be reported as "Exempted" in the transcript. Graduate courses are not eligible for consideration.
- I. The deadline to receive applications for re-admission is one month prior to the beginning of the intended semester/term.

### 7.5 Admission for Interrupted non-UD students

See Policy S6.3 on Transfer Admissions and Courses.

## 8 General Admission Regulations

The following admission regulations are followed:

- A. Applications for admission will be accepted until the announced deadline, which must normally be 2 weeks prior to the beginning of the semester. Applicants will be informed about the admission decision including their eligibility for transfer credits, or the date for any required placement tests, if applicable, within a week from application date.
- B. Admission decisions of students into UD are normally valid for only one semester. Students who fail to register will lose their admission status and must resubmit their application as a new applicant.
- C. If the student requests to postpone his admission for the following semester on reasonable grounds, the student will not have to re-pay the non-refundable registration fees.
- D. Applicants should make sure that all documents required for finalizing their admission are submitted to the RD before course registration begins.
- E. The names of UD students on all university documents are spelled in English exactly as they appear on their passports or identity cards. If the name on a passport or an identity card does not appear in English, it will be spelled according to the applicant's preference.
- F. Applicants, who were denied admission to UD, may file a petition for admission on a conditional basis. These applicants will be evaluated on a case-by-case basis for approval by the UD Provost/President.
- G. Students granted conditional admission will be considered *At-Risk*, and will accordingly be closely monitored by their assigned faculty advisor.
- H. A student status report for conditionally admitted students will be issued at the end of each semester and a hard copy will be archived in the student's *file*.
- I. Admissions standards for various undergraduate programs are normally assessed every 3 years as part of continuous improvement and enrollment planning, except when need arises.

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<sup>3</sup> With "Exempted" credit hours are counted.