

Graduate Admissions

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	Review outcome	Nine graduate-level credit hours remedial preparation for the Master's programmes as a conditional admission criterion for applicants with 2.0-2.5 on a 4.0 scale or equivalent.
	Next review date	
Cross reference/related documents:		4.7 Readmission

1.0 Rationale and Principles which this Policy Seeks to Uphold

- 1.1 The University will meet the requirements pertaining to admissions set by the Ministry of Education's Commission for Academic Accreditation.
- 1.2 The University will ensure that admissions are dealt with under due process in a timely manner.
- 1.3 The University will ensure that the admission process is equivalent to the norms and standards of UK University partners.

2.0 Scope

- 2.1 Applies to all applications and admissions to the University.
- 2.2 Variations by programme may raise, but not lower admissions standards/criteria set out in this policy.

3.0 Policy

General Requirements

- 3.1 The admission of an individual applicant is at the discretion of the University. In exercising this discretion, the University shall be guided by the following considerations:
 - 3.1.1 The University will operate an admissions system which complies with standards set by the Commission for Academic Accreditation, and which

fulfils any specific requirements that might have arisen through individual programme accreditation.

- 3.1.2 There shall be a reasonable expectation that anyone admitted to a programme of study is able to fulfil the learning objectives of the programme and to achieve the standard required for the award.
 - 3.1.3 In considering each individual applicant for admission to a programme of study, evidence should be sought of personal, professional and educational experience that provide indications of ability to meet the demands of the programme.
 - 3.1.4 There shall be no discrimination against any applicant in relation to age, colour, creed, disability, ethnic origin, gender, marital status, nationality, race, sexual orientation or social class. The procedures should ensure equality of opportunity for all applicants, not only in the interest of social justice but to harness the development of the scarce supply of talent.
 - 3.1.5 The University must satisfy itself that the applicant has sufficient command of the English language to complete satisfactorily the programme of study.
- 3.2 Applicants may not be admitted or enrolled in more than one programme concurrently.
- 3.3 Enrolled graduate students who wish to change their programme must meet the admission requirements of the new programme.
- 3.4 Each applicant has to submit an official transcript of any degrees earned and of any other credit earned from a higher education institution.
- 3.5 Individual programmes may raise the minimum requirements stated in this policy for various levels, or they may request additional requirements such as work experience, specific skills, written essay and/or an interview, among other things depending on the nature of the programme.

Professional Diploma Requirements

- 3.6 A Bachelor's degree in a related subject with a cumulative GPA of 2.0 on a 4.0 scale or the equivalent from an accredited university.
- 3.7 English language proficiency equivalent to EMSAT Achieve English 1250, IELTS 5.5 (TOEFL 530, 197 CBT, 71 iBT), or its equivalent in a standardized English language test approved by the Ministry of Education.

Requirements for Admission to , Diploma, and Masters Programmes

3.8 General Requirements

- 3.8.1 A Bachelor's degree equivalent to a British Upper Second-Class Honours degree or with a good GPA (3.0 on 4.0 scale or above) or its established equivalent. The degree should be in a related subject from an accredited university.
- 3.8.2 English language proficiency equivalent to EmSAT Achieve English score of 1400 (IELTS 6.0, TOEFL 550, 213 CBT, 79 iBT) or its equivalent in a standardized English language test approved by the Ministry of Education.

The list of English Language tests currently approved by the CAA are as follows:

- City and Guilds IESOL test of English Language (B1/B2 Borderline is equivalent to IELTS score of 5.5; B2 is equivalent to IELTS 6.0)
- The Cambridge Test of Advanced English (score of 52 is equivalent to IELTS score of 6.0)
- The Pearson Test of English Academic (score of 50-57 is equivalent to IELTS score of 6.0)

3.9 Conditional Admittance for , Postgraduate Diploma and Masters Programmes

The University may consider the following cases for conditional admittance:

- 3.9.1 An applicant with a recognised baccalaureate degree with a GPA between 2.5 and 2.99.
 - 3.9.2 An applicant with a recognised baccalaureate degree with a GPA less than 2.5 and more than 2.0 on a 4.0 scale and having at least 1 year of relevant documented work experience after the Bachelor's degree was obtained.
 - 3.9.3 Applicants with a recognized Bachelor's degree and a minimum GPA of 2.0-2.5 on a 4.0 scale or equivalent are required to take a maximum of nine graduate-level credit hours as remedial preparation for the Postgraduate Diploma or Masters Programmes during the period of conditional admission and must achieve a minimum CGPA of 3.0 on a 4.0 scale, or its equivalent, in these credit hours of remedial courses in order to progress to the graduate program otherwise he/she will be subject to dismissal.
 - 3.9.4 An applicant with an EmSAT Achieve English Score of 1250 (IELTS score of 5.5; TOEFL 530, 197 CBT, 71 iBT), or its equivalent in a standardized English language test approved by the Ministry of Education
- 3.10 Applicants who are granted admission under the above criteria are in addition required to meet the conditions stated below:
- 3.10.1 The students can take a maximum of two modules in the first term.
 - 3.10.2 The students must achieve an overall grade of C according to the University's grading structure (3.0 on a 4.0 scale according to the grading structures that prevail within the UAE and the Gulf region), in the first three modules studied for the programme or be subject to dismissal.
- 3.11 For students who are granted admittance conditional to meeting English Language requirements, the following additional requirements are to be met.
- 3.11.1 Students receive intensive English support during the first term
 - 3.11.2 The students must achieve an EMSAT Achieve English Score of 1400 (IELTS score of 6.0, TOEFL 550, 213 CBT, 79 iBT) or its equivalent in a standardized English language test approved by the Ministry of Education by the end of the first term or be subject to dismissal.
- 3.12 The Admissions Tutor will approve normal and conditional admissions based on the relevant documents except cases of conditional admittance with a GPA less than 2.5, for which approval is required from the Dean or his/her nominee.
- 3.13 Dismissed students may be considered for re-admission to the programme in accordance with the University policy for re-admission (ATTENDANCE, COMPLETION, SUSPENSION, WITHDRAWAL 4.7).
- 3.14 Exceptions to the Proof of English Proficiency Requirement (Postgraduate Diploma and Masters Programmes)
- 3.14.1 A native speaker of English who has completed his/her undergraduate education in an English medium institution in a country where English is the official language
 - 3.14.2 A student admitted to and graduated from an English medium institution, who can provide evidence of acquiring a minimum EMSAT Achieve English Score of 1100; (TOEFL score of 500 on the Paper-Based test, or its equivalent on another standardized test approved by the Ministry of Education, at the time of admission to his/her undergraduate programme.

- 3.15 Subject to the delivery of the initial part of a programme in Arabic, the English requirements as stated in this policy pertain for commencement of module delivered in English. Admission to the initial Arabic modules shall still require an EMSAT Achieve English Score of 1100 (TOEFL score of 500) or equivalent and intensive English language study to achieve the required English proficiency for the English delivery programme modules.

Requirements for Admission to Doctoral Programmes

- 3.16 A Master's degree with a GPA of 3.0 on 4.0 scale or above or its established equivalent. The degree should be in a related subject from an accredited university.
- 3.17 Where the Master's degree is by research only, candidates will be required to demonstrate that they have a level of research competency that is deemed suitable by the faculty members of the PhD programme the candidate is applying for. The candidate will be required to give a presentation about their Masters dissertation after which they will be cross-examined by a jury from the faculty. If the faculty determines that the candidate has sufficient research competency skills, they will be accepted into the PhD programme provided the candidate satisfies all other entry requirements as well
- 3.18 Minimum English language proficiency equivalent to an EMSAT Achieve English Score of 1400 (IELTS 6.0 TOEFL 550, 213 CBT, 79 iBT) or its equivalent in a standardized English language test approved by the Ministry of Education. The University may raise this requirement for specific programmes.
- 3.19 Conditional admission is not granted to doctoral-level applicants
- 3.20 Exceptions to the proof of English proficiency requirement (doctoral programmes)
- 3.20.1 Doctoral applicants who studied in an English medium Master's programme which required an EMSAT English admission score of 1250 or its standardized equivalent as approved by the Ministry of Education are exempt.
- 3.20.2 This will mean that they may be exempted based on the institution and programme they studied as deemed appropriate by the University and in accordance with the list provided by the Commission of recognised and accredited universities. The University reserves the right to further ascertain the candidate's proficiency in English Language through an interview or any other assessment as decided by the University.

4.0 Procedures

4.1 Initial Application

- 4.1.1 Applicants to complete online application for admission
- 4.1.2 Applicants to send relevant documents including
- 4.1.2.1 Attested Bachelor/Masters degree certificate and transcript
- 4.1.2.2 Certificate of Equivalence (if applicable)
- 4.1.2.3 EMSAT/IELTS/TOEFL/Cambridge English: Advanced Test of English score
- 4.1.2.4 Work experience letter for Master of Education and Doctor of Education programme and for applications under Conditional Admittance category
- 4.1.2.5 500-word statement of educational philosophy or why the applicant wishes to study for the doctorate. (in case of admission application for doctoral programmes only)
- 4.1.2.6 Proposal for research for PhD applicants

4.2 Application processing

- 4.2.1 Verification of the Bachelors/ Masters degree against records held by NARIC/CAA.
- 4.2.2 Application with relevant documents is sent to Admissions Tutor of the respective programme who considers the application against the admission requirements of the programme.
- 4.2.3 Short-listed applicants may be invited for an interview
- 4.2.4 Successful candidates are given an offer of a place to study on the programme
- 4.2.5 Unsuccessful candidates are issued 'regret letters'
- 4.2.6 Accepted candidates are required to confirm their acceptance of the offer of admission by the set deadline to reserve their seats. Failure to do so may result in forfeiture of a place in the programme.
- 4.2.7 Accepted candidates may defer their admission for up to one year. If they do not enrol within a year of their acceptance, they must re-apply for the programme.

4.3 Provisional Offer

- 4.3.1 The provisional offer from the University will state that the applicant has been offered a place on a programme SUBJECT to meeting a list of requirements detailed in the letter. This may include provision of authorised documents, including attested copy of degree certificate and, for non-UAE degree, a letter of equivalency from the Ministry of Education, further details, reference letters etc.
- 4.3.2 The provisional offer is intended to help overseas applicants commence the process of obtaining their Dubai International Academic City Residence Visa.
- 4.3.3 When all the requirements listed in the Provisional Offer have been satisfied, the University will issue a confirmed offer.

4.4 Confirmed Offer

- 4.4.1 The Confirmed Offer letter will state that the student has met the admissions requirements and provided appropriate evidence to support their application.

4.5 Pre-registration

- 4.5.1 The Student Administration will ensure that the applicant is kept informed of any issues which require attention and of planned key dates and deadlines. This includes
 - 4.5.1.1 Registration dates
 - 4.5.1.2 Student Induction Programme date
 - 4.5.1.3 Diagnostic test dates if required
 - 4.5.1.4 Fee Requirements
 - 4.5.1.5 Conditional Admission requirements

4.6 Final Admission

- 4.6.1 The applicant pays the initial fee and advises the accounts department of their selected fee payment option.

- 4.6.2 The applicant submits all required documents including original degree certificates, transcript, EMSAT/IELTS/TOEFL certificate, Certificate of Equivalence (if applicable) two passport size photographs and reference letters. The original certificates, transcripts, Certificate of Equivalence and EMSAT/IELTS/TOEFL certificates are returned to the student and a copy of the same is retained by the University.
- 4.6.3 The applicant is registered as a student within the Quercus system
- 4.6.4 The applicant is provided with an identity card and provided access to Blackboard and other relevant online resources.
- 4.6.5 The applicant is invited to participate in the general and programme induction
- 4.6.6 The applicant is required to commit to completion of all probationary requirements within the stipulated time period, acknowledging that failure will require exclusion.

5.0 Appendixes: Case Study Examples for Admission

Case Scenario	Conditions applicable to the student	Implications
Student meets GPA (3.0 on 4.0 scale or above)and English Language requirement for the programme	Normal Entry	None
Student meets GPA requirement (3.0 on 4.0 scale or above) but has an EMSAT Achieve English Score of 1250-1375 (TOEFL score between 530 and 550)or its equivalent in a standardized English language test approved by the CAA)	<p>Student should take intensive English course during the first term</p> <p>The student can take a maximum of two modules in the first term.</p> <p>The student must achieve an EMSAT Achieve English Score of 1400 (TOEFL score of 550 or its equivalent in a standardized English language test approved by the CAA) by the end of the first term.</p> <p>The student must achieve an overall grade of C according to BUiD’s grading structure in the first three modules studied for the programme</p>	If the student does not achieve the required grade in the first three modules studied for the programme and/or does not achieve the required English Language score by the end of first term, he/she will be dismissed from the programme
Student with GPA between 2.5 to 2.99 but meets the English Language requirement of EMSAT Achieve English Score of 1400 (TOEFL 550) or its equivalent in a standardized English language test approved by the CAA)	<p>The student can take a maximum of two modules in the first term.</p> <p>The student must achieve an overall grade of C according to BUiD’s grading structure in the first three modules studied for the programme.</p>	If the student does not achieve the required grade in the first three modules studied for the programme, he/she will be dismissed from the programme

Case Scenario	Conditions applicable to the student	Implications
<p>Student with GPA between 2.5 to 2.99 and EMSAT Achieve English Score of 1250 (TOEFL score between 530 and 550) or its equivalent in a standardized English language test approved by the CAA)</p>	<p>Student should take intensive English course during the first term</p> <p>The student can take a maximum of two modules in the first term.</p> <p>The student must achieve an overall grade of C according to BUIID's grading structure in the first three modules studied for the programme.</p> <p>The student must achieve an EMSAT Achieve English Score of 1400 (TOEFL score of 550 or its equivalent in a standardized English language test approved by the CAA) by the end of the first term.</p>	<p>If the student does not achieve the required grade in the first three modules studied for the programme and/or does not achieve the required English Language score by the end of first term, he/she will be dismissed from the programme</p>
<p>Student with GPA of 2.0 to 2.5 but meets the English Language Requirement of EMSAT Achieve English Score of 1400 (TOEFL 550 or its equivalent in a standardized English language test approved by the CAA)</p>	<p>The student must have relevant work experience of, minimum, one year.</p> <p>Such student is required to complete and pass a remedial preparation, in which the student must take a maximum of nine graduate-level credit hours as remedial preparation for the Postgraduate Diploma or master's Programmes during the period of conditional admission and must achieve a minimum CGPA of 3.0 on a 4.0 scale or its established equivalent, in these nine credits of remedial courses.</p> <p>The student can take a maximum of two modules in the first term.</p> <p>The student must achieve an overall grade of C according to BUIID's grading structure in the first three modules studied for the programme.</p>	<p>The student will not be considered for admission if he/she does not meet the work experience requirement.</p> <p>In case a remedial preparation is specified as an admission condition, the students will only be able to register for the programme level modules when they successfully completed the nine graduate-level credit hours as remedial preparation.</p> <p>In case the student did not achieve a minimum CGPA of 3.0 on a 4.0 scale or its established equivalent, in these nine credits of remedial courses, he/she will be subject to dismissal.</p>

Case Scenario	Conditions applicable to the student	Implications
<p>Student with GPA between 2.0 to 2.5 and EMSAT Achieve English Score of 1250 (TOEFL score between 530 and 550 or its equivalent in a standardized English language test approved by the CAA)</p>	<p>The student must have relevant work experience of minimum one year</p> <p>Such students are required to attend and pass a pre-master's programme in which the student must take a maximum of nine graduate-level credit hours as remedial preparation for the Postgraduate Diploma or master's Programmes during the period of conditional admission and must achieve a minimum CGPA of 3.0 on a 4.0 scale or its established equivalent, in these nine credits of remedial courses.</p> <p>Student should take intensive English course during the first term.</p> <p>The student can take a maximum of two modules in the first term.</p> <p>The student must achieve an overall grade of C according to BUiD's grading structure in the first three modules studied for the programme.</p> <p>The student must achieve an EMSAT Achieve English Score of 1400 (TOEFL score of 550 or its equivalent in a standardized English language test approved by the CAA) by the end of the first term.</p>	<p>The student will not be considered for admission if he/she does not meet the work experience requirement.</p> <p>In case a remedial preparation is specified as an admission condition, the students will only be able to register for the programme level modules when they successfully completed the nine graduate-level credit hours as remedial preparation.</p> <p>In case the student did not achieve a minimum CGPA of 3.0 on a 4.0 scale or its established equivalent, in these nine credits of remedial courses, he/she will be subject to dismissal.</p> <p>If the student does not achieve the required grade in the first three modules studied for the programme and/or does not achieve the required English Language score by the end of first term, he/she will be dismissed from the programme.</p>

* For programmes which require an English language score higher than 550, the student will not be allowed to proceed to dissertation until they have achieved the required programme English language score