Undergraduate Admission Policy

Policy Owner	Vice Chancellor for Communication and Community Affairs	Responsible Office	Unit of Student Recruitment and Admissions
Approved By	Chancellor	Effective Date	November 2024
		Next Review Date	November 2027

Purpose

This document sets out the University's policy on admissions to undergraduate programs and is applied by the Unit of Student Recruitment and Admissions. AU does not discriminate in recruitment and admissions on the basis of ethnicity, religion, disability, immigration status, gender, or other considerations.

Definitions

University: Ajman University (AU).

Admissions Period: The period during which applicants can submit their admission application to the Unit of Student Recruitment and Admissions.

Application Type: Admission application category, whether undergraduate, graduate, or transfer.

Active Application: An application that is not marked as "Cancelled", "Expired", "Enrolled", "Rejected", or "Declined".

Admissions Offer Letter: A letter issued by the Unit of Student Recruitment and Admissions, informing the applicants of their successful admission to the programs they have applied for.

Application Rejection Letter: A letter issued by the Unit of Student Recruitment and Admissions notifying the applicant of the rejection of their admission application.

Waiting List: A list in which the college temporarily places students until a seat for the selected program is available. Only students who opted for the waiting list on their application can be placed on the list.

Admission Fee: The fee collected to process a student's application and registration throughout his/her study at the University.

Application ID: A generated number used, to track the status of the submitted application before a decision is taken.

Seat Reservation Deposit: This is collected for certain programs in order to confirm the student's acceptance of the offer letter. The deposit is debited from the student's account for future use as part of the tuition fees of the first semester of study.

System of Education and Programs Offered

The University utilizes the credit hour system. This system requires that students earn a total number of credit hours, as determined by the University, to complete their program of study. The required number of credit hours is distributed over a certain number of semesters, depending on the program. All AU Undergraduate programs are accredited by the Commission for Academic Accreditation (CAA) of the Ministry of Education (MOE), UAE.

The Emirates Standardized Test (EmSAT) Requirement

Whenever applicable, if the Emirates Standardized Test (EmSAT) requirement is unmet, other alternative tests approved by the MOE are available. If the student achieves the required score in EmSAT Achievement in the relevant subject, other tests will not be required, unless it is a pre-requisite for equivalency from the MOE.

Undergraduate Admissions Requirements for MOE Secondary School Certificates Holders

Table 1: Undergraduate Programs Offered

College of Dentistry

Degrees offered/ Concentration	Years of Study	Total Cr. Hrs.	Certificate and percentage required for admission	Additional requirements
Bachelor of Dental Surgery	5	201	Grade 12- MOE (80%) Elite Track (85%) Advanced Track, or its equivalent	**EmSAT requirements:** - EmSAT English (1100) or its equivalent. - EmSAT Mathematics (800) or its equivalent. - EmSAT score of 900 in two of the three science subjects (Chemistry, Biology or Physics) or its equivalent. If Subject Proficiency EmSAT requirement in mathematics and two science subjects is unmet, the following options will be accepted: - Minimum score of 75% in Mathematics, and 80% in two subjects (Physics, Chemistry and Biology); or - Pass the college admission test in Mathematics, Physics and Chemistry/Biology. - Passing a personal interview.

College of Medicine

Degrees offered/ Concentration	Years of Study	Total Cr. Hrs.	Certificate and percentage required for admission
Doctor of Medicine (MD)	6	226	Please refer to Table 3 (Entry Requirements for Ajman University MD Year 1)

College of Pharmacy & Health Sciences

Degrees offered/ Concentration	Years of Study	Total Cr.Hrs.	Certificate and percentage required for admission	Additional requirements
Bachelor of Pharmacy	4.5	160	Grade 12- MOE (80%) Elite Track, (85%) Advanced Track, or its equivalent	**EmSAT requirements:** - EmSAT English (1100) or its equivalent. - EmSAT Mathematics (800) or its equivalent. - EmSAT score of 800 in two of the three science subjects (Chemistry, Biology or Physics) or its equivalent. If Subject Proficiency EmSAT requirement in mathematics and two science subjects is unmet, the following options will be accepted: - Minimum score of 75% in Mathematics, and 75% in two subjects (Physics, Chemistry and Biology), or Pass the college admission test - Passing a personal interview.
Bachelor of Science in Nursing	4	120	Grade 12 – MOE (60%) Elite Track, (65%) Advanced Track, (70%) General Track or its equivalent.	**EmSAT requirements:** - EmSAT English (1100) or its equivalent.

College of Engineering & Information Technology

Degrees offered/Concentration	Years of Study	Total Cr.Hrs.	Certificate and percentage required for admission	Additional requirements
Bachelor of Science in Electrical Engineering	4	142	Grade 12- MOE (75%) Elite Track, (80%) Advanced Track – (90%) General Track. or its equivalent.	**EmSAT requirements:** - EmSAT English (1100) or its equivalent. - EmSAT Mathematics (800) or its equivalent and EmSAT Physics (800) or its equivalent. If Subject Proficiency EmSAT requirement in mathematics and physics is unmet, the following options will be accepted: - Minimum score of 75% in Mathematics, and 70% in Physics, or
Bachelor of Science in Biomedical Engineering	4	141		
Bachelor of Science in Computer Engineering	4	140		
Bachelor of Science in Civil Engineering	4	141		
Bachelor of Science in Mechanical Engineering	4	141		

				Pass the college admission test in mathematics and physics
Bachelor of Science in Information Systems\ Project Management	4	123	Grade 12-MOE – (60%) Elite Track (65%) Advanced Track (70%) General Track or its equivalent	**EmSAT requirements:** EmSAT English (1100) or its equivalent. EmSAT Mathematics (700) or its equivalent. EmSAT Physics or Chemistry or Biology (700) or its equivalent. If Subject Proficiency EmSAT requirement in mathematics and physics is unmet, the following options will be accepted: - Minimum score of 70% in Mathematics, and 70% in (Physics, Chemistry or Biology), or Pass the college admission test in mathematics and Physics, Chemistry or Biology,
Bachelor of Science in Information Systems\ E-Business Management				
Bachelor of Science in Information Technology/ Networking and Security	4	123	Grade 12-MOE (60%) Elite Track, (70%) Advanced Track, (75%) General Track or its equivalent	
Bachelor of Science in Data Analytics	4			
Bachelor of Science in Artificial Intelligence	4	123	Grade 12-MOE (60%) Elite Track, (70%) Advanced Track, (75%) General Track or its equivalent	**EmSAT requirements:** EmSAT English (1100) or its equivalent. EmSAT Mathematics (800) or its equivalent. EmSAT Physics (700) or its equivalent. EmSAT Chemistry or Biology (700) or its equivalent. If Subject Proficiency EmSAT requirement in Mathematics, Physics and Chemistry or Biology is unmet, the following options will be accepted: - Minimum score of 75% in Mathematics, 70% in Physics, and 65% in Chemistry or Biology, or Pass the college admission test in Mathematics, Physics, and Chemistry or Biology,

College of Architecture, Art and Design

Degrees offered/Concentration	Years of Study	Total Cr. Hrs.	Certificate and percentage required for admission	Additional requirements
Bachelor of Architecture	5	159	Grade 12- MOE (65%) Elite Track, (70%) Advanced Track, (75%) General Track – or its equivalent.	**EmSAT requirements:** EmSAT English (1100) or its equivalent.
Bachelor of Interior Design	4	125	Grade 12- MOE (60%) Elite, Advanced and General Tracks or its equivalent.	
Bachelor of Architectural Engineering	5	150	Grade 12- MOE (75%) Elite Track, (80%) Advanced Track, (90%) General Track. – or its equivalent.	**EmSAT requirements:** - EmSAT English (1100) or its equivalent. - EmSAT Mathematics (800) or its equivalent and EmSAT Physics (800) or its equivalent. If Subject Proficiency EmSAT requirement in mathematics and physics is unmet, the following options will be accepted: - Minimum score of 75% in Mathematics, and 70% in Physics, or Pass the college admission test in mathematics and physics

College of Business Administration

Degrees offered/Concentration	Years of Study	Total Cr. Hrs.	Certificate and percentage required for admission	Additional requirements
Bachelor of Science in Management	4	126	Grade 12- MOE (60%) Elite, Advanced, and General Tracks - or its equivalent	**EmSAT requirements:** EmSAT English (1100) or its equivalent. EmSAT Mathematics (600) Or its equivalent. (Only for Accounting and Finance programs) If Subject Proficiency EmSAT requirement in mathematics is unmet, the following options will be accepted: - Minimum score of 65% in Mathematics or, Pass the college admission test in mathematics
Bachelor of Science in Marketing	4	126		
Bachelor of Science in Finance	4	126		
Bachelor of Science in Accounting	4	126		

College of Law

Degrees offered/Concentration	Years of Study	Total Cr. Hrs.	Certificate and percentage required for admission	Additional requirements
Bachelor of Law	4	129	Grade 12- MOE (70%) in Elite Track, (75%) Advanced Track, and (80%) General Track or its equivalent.	**EmSAT requirements:** EmSAT Mathematics (600) or its equivalent. If Subject Proficiency EmSAT requirement in mathematics is unmet, the following options will be accepted: - Minimum score of 65% in Mathematics or, Pass the college admission test in mathematics

College of Humanities & Sciences

Degrees offered/Concentration	Years of Study	Total Cr. Hrs.	Certificate and percentage required for admission
Bachelor of Arts in Sociology and Social Work	4	126	Grade 12- MOE (60%) Elite, Advanced and General Tracks or its equivalent.
Bachelor of Arts in Psychology			

College of Mass Communication

Degrees offered/Concentration	Years of Study	Total Cr. Hrs.	Certificate and percentage required for admission
Bachelor of Mass Communication - Integrated Marketing Communications	4	126	Grade 12- MOE – (60%) Elite, Advanced and General Tracks or its equivalent.
Bachelor of Mass Communication - Radio and Television Production			
Bachelor of Mass Communication - Graphic Design for Media			

Visiting Students
(will not receive a degree)

Program Title	Years of Study	Certificate required for admission
Free Study	Up to 2 regular and summer semesters.	Grade 12- MOE – (60%) Elite, Advanced, and General Tracks or its equivalent. or Approval letter from his/her former University
Non-degree	Up to 2 regular semesters, with (no more than 17 credit hours per semester).	The latest degree (Bachelor, Master, or, Doctorate)
Exchange Student (inbound)	a maximum of two semesters.	Approval letter from his/her former University

Table 2: Minor Programs offered by the Colleges

College	Program	Eligible Students (Major Programs)
Engineering and Information Technology	Electrical Engineering	Biomedical Engineering
		Computer Engineering
	Biomedical Engineering	Electrical Engineering
		Computer Engineering
	Information Systems	All programs at AU other than programs of Computer Engineering, Information Technology and Information Systems programs.
	Web Development	All programs at AU other than programs of Computer Engineering, Information Technology and Information Systems programs.
	Information Technology	All programs at AU other than programs of Computer Engineering, Information Technology and Information Systems programs.

	Computer Science	All programs at AU other than programs offered by the Department of Information Technology.
	Networking and Security	All majors in an engineering discipline except Computer Engineering.
Business Administration	Accounting	College of Business Administration
		Information Technology programs
		Information Systems programs
	Marketing	College of Business Administration
		Pharmacy
	Management	College of Business Administration
		College of Engineering & IT
		Pharmacy
		Architecture
	Finance	College of Business Administration
	Islamic Banking and Finance	All programs at AU

Notes:

1. The decision to admit a student is made on a competitive basis, considering the number of available seats as determined by the individual college and the applicant's final secondary school examination score.
2. Applications made by holders of foreign secondary school certificates will be considered as per the CAA Standards 2019 and the Circulars issued by His Excellency the Minister of Education/Higher Education Affairs, UAE, as listed below:

Undergraduate Admissions Requirements for Holders of Foreign Secondary School Certificates (Except for College of Medicine)

a. Complete at least 12 years of schooling.
b. Satisfy the minimum High school average required for the program.
c. Islamic education and Arabic language are not counted.
d. Satisfy the minimum score in the English proficiency test if required (refer to the table above).
e. Satisfy the minimum score in the EmSAT in Mathematics, Physics, Biology, and Chemistry or its equivalent if required (refer to the table above). (In case the score is not available, the applicant must pass the college exam)
f. Personal interview- If required.
g. Equivalency certificate from the Ministry of Education in UAE

Curricula:

➢ **American Curriculum is eligible for admission if:**
  • The certificate is awarded after at least 12 years of schooling
  • Holder successfully passed the grades (tenth, eleventh, and twelfth). The number of subjects in each grade should be at least five, and the minimum score of success in each subject must not be less than (D) or 60%

➢ **International Diploma**
  • The certificate is awarded after at least 12 years of schooling

- The student must pass one of the two tracks:

  First track:

  Successful completion of the IB Diploma (Islamic education should not be counted among the subjects required for obtaining the Diploma).

  Second Track:

  The student must pass six IB subjects according to the following conditions:

  - The grade of any subject shall not be less than three.
  - The total number of points must not be less than 24.
  - The six subjects completed by the student in the IB should cover subjects of (English, mathematics, and one subject of sciences) at the SL or HL.
  - Islamic education should not be counted among the six subjects required for equivalency.

➢ **Holders of British System Certificates (IGCSE, GCSE, GCE)**

  A holder of a British system certificate is eligible for admission if:

  - Has completed (Year 13/Grade 12) of study by the time she/he has finished secondary education and must provide proof thereof.
  - A maximum of 7 grades obtained will be considered as follows:
  - A minimum grade of E in 5 O-Level subjects, and a minimum grade of D in 2 AS/A-Level.
  - For an applicant to be considered as a graduate of the Advanced Track in secondary education she/he must have successfully studied at least 2 Science and one Mathematics subject at O-Level and AS/A-Level.

➢ **Holders a certificate of one of French-Patterned Educational Systems as Lebanese, Moroccan, Tunisian, Algerian, French.**

  A holder of a French certificate is eligible for admission if:

  - Has completed 12 years of study by the time she/he has finished secondary education and must provide proof thereof.
  - Obtain the French Baccalaureate in any of the three tracks: Literature, Economics & social, or Scientific with a minimum score of 10/20

➢ **Holders of Indian Boards**

  - The certificate is awarded after at least 12 years of schooling
  - Obtained of Minimum of 45% in the Senior Secondary School Certificate

➢ **Holders of Pakistani Boards**

  - The certificate is awarded after at least 12 years of schooling
  - Obtained of Minimum of 45% in the Senior Secondary School Certificate

Doctor of Medicine (MD) Program:

Program Offered

The College offers a highly innovative 6-year full-time program in a 2 plus 4 format that includes two years of premedical education followed by four years of vertically and longitudinally integrated medical education (Pre-clerkships; 2 years) and clinical training (Clerkships; 2 years) leading to the award of the degree of Doctor of Medicine (MD).

Requirements for MD

Admission is open to students from all types of curriculum: UAE National Curriculum, American, British, CBSE (Indian), French, etc.

The criteria for admission are summarized below:

General requirements – all applicants (curriculum-specific requirements are summarized in the table)

a. Complete at least 12 years of schooling.
b. EmSAT Mathematics: A minimum score of 900
c. EmSAT Science Subjects: A minimum score of 1100 for any two science subjects (Biology, Chemistry and Physics)
d. English proficiency test:
   EmSAT English - Achieve – 1400+ or IELTS 6.0 (or other accepted equivalents)
e. Written test (Duration: 1 hr): Content of assessment includes Biology, Physics, Chemistry and Mathematics (at the level of EmSAT subject tests), and problem-solving.
f. A passing grade on the written test is required before eligibility for an interview.
g. Personal interview: Candidates who fulfil requirements A-F may be shortlisted for a personal interview.

Table 3: Entry Requirements for Ajman University MD Year 1

Curriculum	Entry requirement	Minimum Score/grade
UAE National Curriculum	Grade 12- MOE –Elite Track	85%
	Grade 12- MOE –Advanced Track	90%
	EmSAT English	1400
	EmSAT Mathematics OR	900
	Grade 12 Mathematics	80
	EmSAT any two of the three science subjects (Chemistry, Biology or Physics) OR	1100
	Grade 12 in two Science Subjects	85
American Curriculum	Science Track	90%
	SAT I – Mathematics OR	590
	EmSAT - Mathematics OR	900
	AP Mathematics	Score of 4
	EmSAT – In two of the science subjects (Chemistry, Biology, and Physics)	score of 1100 per subject
	SAT 2 - any two of the science subjects (Physics, Chemistry and Biology)	550 per subject

	AP any 2 subjects (Chemistry, Biology or Physics)	score of 4 per subject
British Curriculum	Applicant should obtain a 12th-grade (Year 13) report card from the school	
	a) IGCSE/GCSE "O" level in five subjects (Chemistry, Biology, Physics Math, and English)	Four A (7)s + one B (6)
	b) GCSE A/S level in any 2 subjects (Chemistry, Biology, and Physics)	One A (7) and one B (6)s
	GCSE A2 level in any 2 subjects (Chemistry, Biology, and Physics)	Two B (6)s
International Baccalaureate (IB)	a) IB High Level (HL) in 2 of the 3 subjects (Chemistry, Biology, or Physics), and Math in Standard Level b) HL, the grade of any subject shall not be less than 4.	With scores of 5
	c) IB Diploma	Total of at least 32 of 45 points.
India/Pakistan Curricula	Completion of Grade 12 and obtaining Higher/Senior Secondary Certificate Boards (e.g. CBSE). Subjects must include (Physics, Biology, and Chemistry) in Grade 12, and Math in Grade 10 with	85%
Other Curricula	Students from other international systems can submit a document that proves that they have finished 12 years of schooling and have their high school documents' equalization completed in the UAE Ministry of Education	Students will be evaluated based on their performance in high school, equivalent to 90% in the UAE MOE system Subjects must include (Math, Physics, Biology, and Chemistry).

Admissions Criteria

AU Academic Council determines the number of students to be admitted to each degree program each semester, according to the university's available resources.

AU's admission policy is non-discriminatory. The decision to admit a student is made on a competitive basis considering the number of available seats as determined by the colleges and the applicant's final secondary school examination score.

Admission on Probation

Admission Categories:

Upon successful completion of the admission process, the student will receive either a conditional or full admission offer issued by the Unit of student recruitment & admissions. In addition, If the student is on one of the following statuses: Provisional, waiting list or rejected he or she will also receive an offer or letter notifying him/her of the application status.

1. **Admission offers:**

    1.1. **Full Admission offer:**

    Students who have met all the general and academic requirements will be granted a full admission.

    1.2. **Conditional Admission offer:**

    • An applicant who does not meet certain admission requirements may be granted conditional admission. This offer is applicable only for any applicant for certain programs (mentioned hereafter) with high school average less than the minimum required high school average. This is only applicable for the following programs: Bachelor of Interior Design, Bachelor of Science in Management, Bachelor of Science in Marketing, Bachelor of Science in Accounting, Bachelor of Science in Finance, Bachelor of Arts in Sociology and Social Work, Bachelor of Arts in Psychology, and Bachelor of Mass Communication.

    • The student will register in 3 remedial courses to be determined according to the degree requirements and the grades of relevant subjects in the high school certificate.

    • Conditionally admitted students are requested to accept the offer and satisfy the requirement within the mentioned deadline which is one semester effective from the date of joining AU.

    • Student cannot ask for any refund of any tuition fees, in case he does not satisfy the requirements within the estimated time-frame. But he/she is entitled to request any document related to his/her academic records.

2. **Admission Status:**

    2.1. **Provisional Admission:**

    • Provisional admitted students are applicants who are temporarily assigned to this status because of admission requirements.

    • The provisions will be specified in the offer letter of admission and may include, but are not limited to, a required final high school, EmSAT score, or requiring specific college requirements within a specified deadline mentioned in the offer letter.

    • Failure to achieve the requirements within the mentioned deadline in the offer letter will lead to a withdrawal of the offer.

    • For certain admission requirements, a provisional offer may be a transition into a conditional offer. (This option is applicable for certain programs and certain requirements only).

    • Student cannot ask for any refund of any tuition fees, in case he does not satisfy the requirements within the estimated time-frame.

2.2. Waiting list:

- The decision to admit a student is made on a competitive basis considering the number of available seats as determined by the colleges and the applicant's final secondary school examination score.
- Waiting-listed applicants will receive email notifications of the waiting list offer and the expected final decision deadline.
- If the applicant wishes to decline the waiting list offers his/her application will be transferred to the next selected academic program if available otherwise the application will be rejected.
- After the final decision deadline, the waiting listed application will be evaluated for the next selected academic program if available otherwise the application will be rejected.

2.3. Rejected:

At the initial review of an application, a rejection decision may be recorded for a student. These applicants will be given a reason for the rejection. These cover a wide number of reasons including:

- Failure to achieve or submit the minimum admission requirements) High school scores, EmSAT requirements, failure in the college admission test, etc.)
- Seats not available.
- Exceeding the time limit for paying seat reservation fees.

Conditional Admission Requirements:

➢ **Equivalency letter:**

Applicants who graduated from private schools that do not follow the government curriculum and those with high school certificates issued from outside UAE should obtain equivalency for their High School Certificate from the UAE Ministry of Education.

❖ Applicants who have applied for a Certificate of Equivalency but have not concluded the equivalency process by the time of registration will be given a chance to register for one semester effective from the date of Joining the university, provided they submit a conditional admission letter from the UAE Ministry of Education.

❖ Those applicants will be conditionally admitted for one semester effective from the admission date, based on the provided offer for the concerned applicant.

❖ The applicant must accept the conditional offer to provide the required MOE equivalency letter before the end of the semester.

➢ **EmSAT English or its equivalent**
  (This Condition is not Applicable to MD and BDS applicants):
  Applicants who have not achieved the required EmSAT English score by the time of registration will be given a chance to register for one semester effective from the date of joining AU, provided they accept the offer and achieve the required EmSAT English by the end of the semester.

➢ **EmSAT Math/ Sciences subjects (This Condition is not Applicable to MD applicants):**
  Applicants who have not achieved the required EmSAT Math score or its equivalent by the time of registration will needs to pass the college admission test in these subjects.

➢ **High school average Conditional Admission:**
  Applicants with a passing percentage below 60% may be admitted into the following programs provided to fulfill the below-mentioned requirements:
  - Business Administration programs.

- Mass Communication programs.
- Humanities and Sciences programs.
- Interior Design program

These applicants must register for three (3) remedial courses determined by the college, in the first semester of study, and achieve a minimum GPA of 2.5 on a 4 scale (these remedial courses are not for credit within the degree program).

- ➤ **Credit load for conditional:**
  The study load of conditionally admitted students is restricted in the following listed colleges:
  - Engineering & Information Technology
  - Architecture, Art, and Design
  - Business Administration
  - Humanities and Sciences
  - Law
  - Mass Communication

  Conditionally admitted applicants will be allowed to register for general courses with a maximum of 12 credit hours during the first semester.

Terms and Conditions:

- The University reserves the right to make the appropriate decision, and the conditionally admitted students do not have the right to object to the decision.
- Conditionally admitted students clear the liability of Ajman University and its employees from any right or claim of any kind.
- The University reserves the right to withdraw an application or an offer at any point in the admissions process or refer cases for further investigation. This includes if any part of the application is falsified or plagiarized, or if the applicant fails to provide the required information or documentation within the requested timeframe. Where an offer is withdrawn due to falsified documentation or information, there will be no refund of any monies paid to the University.
- The student must provide true and correct information, and s/he agrees to abide by the academic calendar and all University Policies and regulations as well as academic, administrative, and financial decisions, and s/he delegates Ajman University to amend them unilaterally at its sole discretion, and s/he agrees to abide by them once they come into force. S/he fully authorizes the University and its employees informing, notifying and sharing his/her guardian, father, mother, husband, sponsor, financier, or debt collection companies (if any) of everything related to his/her University life, and providing any of them with all academic, financial, and administrative documents and records, including but not limited to the decisions of the disciplinary or ad/hoc committees.
- The student is entitled to withdraw his/her consent or authorization of sharing his/her information and data, by sending an email to the email address mentioned below. This withdrawal shall not affect the legality and lawfulness of the processing and sharing made based on the consent given prior to the withdrawal.
  registration@ajman.ac.ae
- The student agrees that the University is entitled to unilaterally amend the tuition fees, in accordance with the students' Catalog, and s/he is committed to paying the new tuition fees once the new decision comes into force. S/he also agrees to pay out the fines the University decides against delayed payment of any kind.

- Upon registration, students should pay the tuition fees in full in order to avoid the late payment fees or suspension of any or all AU services. The Office of Finance has the right to take any necessary action against any student who has not settled their due balance, including suspension of registration, dropping the registered courses, suspension of services, and ineligibility to attend exam sessions.
- The student agrees that the University is entitled to withhold certificates, academic record, any statement (certificate), and/or any other document whatever it is, if s/he does not fully honor his/her obligations, including financial commitments.
- In case the student faces financial issues, and the University wants to try to do a fund raising to help him/her to pay the tuition fees, his/her personal, academic and financial information may be disclosed by the University to a third Party for this purpose, unless explicitly stated otherwise upon admission in an email sent by the student to the Office of Admission and Registration on: registration@ajman.ac.ae
- The student is entitled to withdraw his/her consent or authorization of sharing his/her information and data, by sending an email to the email address mentioned above. This withdrawal shall not affect the legality and lawfulness of the processing and sharing made based on the consent given prior to the withdrawal.
- The student agrees that it is the student's responsibility to read, understand and apply the terms and conditions in the student's catalog and policies and their amendments, and receiving his/her university ID is considered an acknowledgment of his/her commitment to these terms and conditions that can be amended from time to time.
- The student email address which will be created upon admission is one of the official communication channels between the student and the University.

English Language Proficiency

- Full admission to programs where the medium of instruction is English are given only to applicants who achieve EmSAT English 1100, a score of at least 500 in the TOEFL (paper-based test), 61 in TOEFL (iBT), Computer Based Test (CBT) 173, Band 5 in IELTS (Academic).
- Full admission to the MD program is given only to applicants who achieve EmSAT English 1400, a score of at least 550 in the TOEFL (paper-based test), 79 in TOEFL (iBT), Computer Based Test (CBT) 214, Band 6 in IELTS.

Institutional TOEFL score is considered only when the test is taken at an AMIDEAST UAE center.

Admission for Transfer Students

Students from accredited institutions of higher education may apply for admission to the AU program in the same field of study if they have been of good academic standing, i.e., their Cumulative Grade Point Average (CGPA) is a least 2.0 on a scale of 4.0 or the equivalent and if they have not been subjected to academic or disciplinary dismissal.

However, students who have not been of good academic standing but not dismissed (i.e. those with a CGPA of less than 2.0 on a scale of 4.0) but have not been subjected to academic or disciplinary dismissal may be allowed to transfer only to programs in a field distinctly different from the one in which they were enrolled at the institution they previously attended. And only the transfer of credited General Education courses may be considered.

Terms and Conditions of Courses Transfer:

- The transferred student fulfils the requirements for full admission to Ajman University, (including a valid English language proficiency certificate with the required score for the program). In addition,

does not allow, under any circumstances, transfer students to be admitted under the provisions stipulated for conditional admission.

- The grade obtained on the previous course must be at least C (2.0 on a 4.0 scale) irrespective of the course status "Satisfactory, Good, etc.", or the grade that corresponds to "Merit/Good" for institutions using a different grading scale.
- The number of credit hours for the course is not less than that of the AU equivalent course.
- The course content from the former education institution should be similar to that of the corresponding course offered at AU.
- The responsibility for approving the credit transfer lies with the college (Transfer Committee) that offering the program, provided that all administrative requirements are fulfilled.
- AU does not grant credit twice for substantially the same course taken at two different institutions.
- AU will not transfer courses from an awarded Bachelor's degree. However, transfer courses from a diploma degree may be applicable based on the dean's college approval. Only grades obtained from courses taken at AU will be considered in the calculation of a student's CGPA, i.e. grades obtained from transferred courses at the previous institution will not be considered in the computation of the CGPA at AU.
- The transferred course will be marked in the transcript with the letter (T) only when the Office of Registration receives the required documents attested from MOE in addition to completing successfully the authenticity process.
- AU does not grant transfer students a degree unless they complete at least 50 percent of the total credit hours of the program, including the majority of the last 30 credit hours of the program study plan at AU.
- Limits transferred credits for Undergraduate programs to a maximum of 50% of the total credits required for the program.
- The transfer of credits for clinical training is permissible only when done in the UAE or in exceptional circumstances, upon review and approval of a waiver to this requirement by the CAA.
- The graduation projects and thesis are not subject to transfer.
- Courses description for required courses must be stamped by the former educational institution and submitted to the Office of Registration.
- The applicant must disclose his/her desire to transfer courses from the previous university during the admission stage, otherwise, he/she bears full academic & administrative responsibility.
- The Ministry of Education will be contacted to verify academic records issued outside UAE. if positive feedback is not received from MOE-UAE in the student's first semester, pre-equated courses from the former educational institute must be registered.
- The Office of Registration has the authority to verify the authenticity of the academic records information from the previous educational institution after getting consent from the student.
- The decision to admit an applicant is made on a competitive basis, considering the number of available seats as determined by each college as well as the priority given to fresh graduates.
- A fee of AED 500 will be charged for the evaluation of courses to be transferred. The fee will be refunded only if the student is admitted.

Re-admission of Former Students

1. New students who have missed two consecutive (regular) semesters of enrollment (in addition to the summer semester) at the university must apply for re-admission, A new university ID will be issued if he/ she satisfies all new admission requirements and should pay the non-refundable application and admission fees.

2. Re-enrolment of discontinued students under the same student's ID may be approved under the following criteria: (shall apply on the online registration system (ORS)

- The student ID number was issued in the fall semester without registering and he/she requested to register for courses at most in the summer semester of the same academic year
- The student's ID number was issued in the spring semester without registering and he/she requested to register courses at most in the fall semester of the following academic year in which the student's university number was issued.

3. Former students who have missed more than four semesters of enrollment at the university may apply for re-admission and a new university ID will be issued, provided that he/she achieve the following:

- The required average in secondary school certificate.
- A valid English Proficiency Certificate with the required score.
- Satisfy all new admission requirements if any.
- Repayment of all debts.
- Pay the non-refundable application and admission fees.
- Considering the availability of vacant seats in the major.
- If the college Dean's and the Registrar accept the student to continue in the same major, the previous courses that the student has studied will be considered if they are included in the new study plan.

N.B.:

1. If the student has an academic warning, he/she must transfer to another program providing that his/her CGPA for the courses to be transferred is 2.0 or higher.
2. In special cases, if the student can graduate within the time allowed for completion of a degree program and the study plan is still active, re-enrollment of the student with the same ID and in the same program will be considered after the College Dean & the Registrar's approval. A fee of 300 AED is required.

Documents Required for Admission

a. UAE Secondary School Certificate, or its equivalent, and grade transcript. Certified copies are acceptable
b. Equivalency certificate issued by the Ministry of Education UAE for the holders of foreign high school certificate and for Secondary certificates obtained abroad.
c. Photocopy of a valid passport
d. Photocopy of a valid UAE National ID Card
e. Medical Checkup
f. Status of UAE National Service for male students.
g. A valid certificate of good conduct, issued by an official body
h. passport-size photo
i. A valid certificate of proficiency in the English language.
j. The EmSAT certificate with the required score.
k. Other requirements might apply based on an applicant's specific school system. The Unit of Student Recruitment and Admissions has the right to request any supporting documents.

Applications will be processed by the Unit of Student Recruitment and Admissions only after the payment of application and admission fees.

Certification of Documents

Newly-admitted students are requested to have their documents certified before the end of the first semester of study; otherwise, their registration will be suspended.

- Secondary school certificates obtained in the UAE must be certificated by the UAE Ministry of Education.
- Secondary certificates obtained abroad must be certified from the country of origin by the authorized
  educational authority, the country's Ministry of foreign affairs, and the UAE Embassy.

Seat Reservation

Applications will be processed by the Unit of Student Recruitment and Admissions

a. Only after payment of the non-refundable application and admissions fees.
b. Students admitted to Medicine (MD Program), Dentistry, and Nursing programs are required to pay a seat reservation deposit.
c. This seat reservation deposit is non-refundable and non-transferable and must be paid before the deadline stated in the letter of admission.
d. This seat reservation deposit is deductible from the student's fee once the applicant joins Ajman University.
e. If the student asks to defer admission to the following semester and the request is approved, the deposit will be applied to the following semester.

Document History

Version	Date	Update Information	Author/Reviewer
V 1.0	24/10/2010	Initial policy	Dean of Admissions and Registration
V 1.1	20/09/2012	Policy Reviewed by Academic and Educational Affairs Council	Associate Vice President for Academic Affairs
V 2.0	18/07/2019	Total policy review incorporating major changes to terms of admission	Registrar
V 2.1	14/04/2021	Updated as per the new CAA Standards and Circulars	Office of Admissions and Registration and Office of Vice-Chancellor for Academic Affairs
V 2.2	16/09/2022	Updated as per the Ministry of Education Circulars and office name changes at AU.	Unit of Student Recruitment and Admissions
V 2.3	06/03/2023	Minor change related to amendments made on the academic probation policy	Office of Vice Chancellor for Academic Affairs
V 2.4	10/07/2023	This policy has been updated with the new admission criteria approved by the UAE Ministry of Education	Unit of Student Recruitment and Admissions
V 2.5	21/11/2023	The newly accredited-BSN Program admission requirements are added.	Unit of Student Recruitment and Admissions
V 2.6	29/11/2024	The newly accredited-BSAI Program admission requirements are added.	Unit of Student Recruitment and Admissions