



**Title: Admission Procedures**

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## 1. Purpose

The purpose of this document is to describe the procedures to be followed during the admission process at Gulf University.

## 2. Scope

The document applies to admission in all programs offered at Gulf University.

## 3. Acronyms

<b>BQA</b>	Education and Training Quality Authority
<b>CILOS</b>	Course Intended Learning Outcomes
<b>FCE</b>	First Certificate in English
<b>HEC</b>	Higher Education Council
<b>IELTS</b>	International English Language Testing System
<b>IT</b>	Information Technology
<b>NQF</b>	National Qualifications Framework
<b>PILOS</b>	Program Intended Learning Outcomes
<b>TOEFL</b>	Test of English as a Foreign Language

## 4. Definitions

**Applicants:** Applicants are individuals who seek entrance to Gulf University to become registered students in programs offered by the university.

**Preparatory Courses:** Preparatory courses constitute the preparatory program set by Gulf University for applicants who failed in placement test(s), to pass for fulfillment of all admission requirements of the selected program.

**Selection Testing and Assessment:** Selection testing and assessment entails a selection process, whereby Gulf University can determine an applicant's suitability for admission in a specific program of study. This includes a paper-based process, a formal written exam, an online test, an interview, or some other assessment process.

## **SECTION (A) – Bachelor Programs**

### **5. Admission Criteria:**

#### **5.1 Preamble:**

- 5.1.1 Deans and the Vice President for Academic Affairs shall review the admission criteria in terms of entrance requirements and selection testing and assessment. The University Council shall approve any changes in the criteria.
- 5.1.2 Gulf University offers the following programs:
  - a) Bachelor in Interior Design Engineering.
  - b) Bachelor in Mass Communications.
  - c) Bachelor in Human Resources Management.
  - d) Bachelor in Accounting and Finance.
  - e) Bachelor in Law.
  - f) BENG (Hons) Mechanical Engineering (hosted).
  - g) BENG (Hons) Electrical and Electronic Engineering (hosted).
  - h) Bachelor in Advertisement and Digital Marketing (hosted).
- 5.1.3 Admission and registration Unit staff shall respond to admission related enquiries in prompt and courteous manner.
- 5.1.4 Applicants shall communicate with Admission and registration Unit staff through face-to-face meeting, phone call, email, SMS, social media, and chat bot available on university website.
- 5.1.5 Prospective students shall be briefed on the nature of the program and admission criteria through school visits, exhibitions, fair, booth and any other marketing campaign.

#### **5.2 Admission Criteria for Bachelor in Interior Design Engineering Program:**

- 5.2.1 Applicant must have a high-school certificate or an equivalent, or a certificate from applied technical or industrial institutes or an equivalent, according to the regulations of the Ministry of Education in the Kingdom of Bahrain.
- 5.2.2 The high-school certificates must be in one of the following branches- Science, Commercial, Industrial - or an equivalent, with a grade of not less than “Good” (70%) or its equivalent. The University shall retain proof of the equivalence in the case that the grading system at the institution that issued the qualification differs from that at GU.
- 5.2.3 Applicants with a grade equal to or above “Good” (70%) or its equivalent must sit for, and pass placement tests, and if they fail, they must enrol in relevant preparatory courses, noting that:
  - While enrolling in the preparatory courses(s), the students are not allowed to enroll in the program courses, but they can enroll in the University Requirement Courses (if there are no prerequisites for such courses). After passing the preparatory courses, the students can enroll in the program courses.

- All preparatory courses are of (3) credit hours.

5.2.4 The following are the placement tests for Bachelor in Interior Design Engineering Program and relevant preparatory course(s) to be enrolled in, if applicants fail in placement test(s):

a) ***Knowledge and Skills in Interior Design:***

The pass Mark for the “Knowledge and Skills in Interior Design” test is 65%. If the applicant scores less than 65%, s/he is required to enrol in and pass the Preparatory Course (IND011 Introduction to Knowledge and Skills in Interior Design).

b) ***Basic Engineering Mathematics:***

Pass Mark for Mathematics test is 65%. If the Applicant scores less than 65%, s/he is required to enrol in the preparatory course (MTH015 Basic Mathematics for Engineering).

c) ***Computer Skills:***

Pass Mark for Computer Skills test is 65%. If the applicant scores less than 65%, s/he is required to enrol in the preparatory course (CS011 Computer Skills).

d) ***English Language Proficiency:***

Pass Mark for English Language Proficiency test is 65%. If the applicant scores 40% to less than 65%, s/he is required to enrol in the following preparatory course (ENG016 Foundation English 2). If the applicant scores less than 40%, s/he is required to enrol in the following two preparatory courses (ENG015 Foundation English 1 and ENG016 Foundation English 2).

5.2.5 The applicant with a grade less than “Good” (70%) or its equivalent shall be given conditional admission (if he/she meets other admission criteria) in the following cases:

5.2.5.1 With Work Experience: The applicant must provide proof that he/she has a minimum of one year of work experience related to the program. The proof must be formally endorsed and stamped by the relevant organization/institution where the work experience was gained.

5.2.5.2 Without Work Experience: must sit for and pass all placement tests referred in 5.2.4 except Basic Engineering Mathematics:

In addition, such applicants must directly enrol in the following preparatory courses:

- MTH015 - Basic Mathematics for Engineering.

5.2.6 **Exemptions from Placement Tests:**

- a) Applicants shall be exempted from the placement test in “Knowledge and Skills in Interior Design” if provides proof that he/she has a minimum of one year of work experience related to the program.

- b) Applicants shall be exempted from the placement test in English Language if they have a valid acceptable grade in any of the following: “TOEFL [550 Paper-Based Test (PBT) / 79 Internet-Based Test (IBT)]”, “International English Language Testing System (IELTS): (5.5)”, “Cambridge English: First (FCE) 60%” or an equivalent.
- c) Applicants transferred from similar programs shall be exempted from placement tests provided that their Course Equalization and Credit Transfer show that they have passed similar tests or studied similar courses to the preparatory courses at GU, otherwise they shall sit for relevant placement test(s).

#### 5.2.7 Admission Interview:

All Applicants shall go through an interview conducted by the Admission Committee which provides the applicant with the opportunity to learn more about Gulf University as a whole, its offered programs and associated career opportunities after graduation.

Additionally, the interview provides the University with an opportunity to learn about applicant’s experience, preferred field of study and future career plan to advise him/her accordingly.

### 5.3 Admission Criteria for Bachelor in Mass Communications Program:

- 5.3.1 Applicant must have a high-school certificate or an equivalent according to the regulations of the Ministry of Education in the Kingdom of Bahrain. with a grade of not less than “Good” (70%) or its equivalent. The University shall retain a proof of the equivalence in the case that the grading system at the institution that issued the qualification differs from that at GU.
- 5.3.2 Applicants with a grade equal to or above “Good” (70%) or its equivalent must sit for, and pass in placement tests, and if they fail, they must enrol in relevant preparatory courses, noting that:
  - While enrolling in the preparatory courses(s), the students are not allowed to enrol in the program courses, but they can enrol in the University Requirement Courses (if there are no prerequisites for such courses). After passing the preparatory courses, the students can enrol in the program courses.
  - All preparatory courses are of (3) credit hours.
- 5.3.3 Applicants with a grade equal to or greater than “Good” (70%) or its equivalent must sit for, and pass in placement tests, and if they fail, they must enrol in relevant preparatory courses, noting that:
  - While enrolling in preparatory courses(s), students are not allowed to enroll in the program courses, but they are allowed to enroll in the University Requirement Courses if there are no prerequisites for such courses. After passing the preparatory courses, students can enroll in program courses.

- All preparatory courses are of (3) credit hours.

5.3.4 The following are the placement tests for Bachelor in Mass Communications Program and relevant preparatory course(s) to be enrolled in, if applicants fail in placement test(s):

a) ***Mass Communications Placement Test and Interview:***

Applicants must take a placement test for Mass Communication (out of 60 points) and must attend a specialized interview (out of 40 points) conducted by at least two faculty members from the Mass Communications program. The marks scored by the Applicant in placement test and interview shall add together and a minimum total mark of 65% is required to enroll in the program courses. If the Applicant scores less than 65%, s/he shall enroll in the Preparatory Course (COM012A Introduction to Mass Communications).

b) ***Computer Skills Proficiency:***

Pass Mark for Computer Skills Proficiency placement test is 65%. If the Applicant scores less than 65%, s/he is required to enrol in the Preparatory Course (CS011 Computer Skills).

c) ***English Language Proficiency:***

Pass Mark for English Language Proficiency test is 65%. If the Applicant scores 40% to less than 65%, s/he is required to enroll in the following Preparatory Course (ENG016 English Foundation 2). If the Applicant scores less than 40%, s/he is required to enroll in the following two Preparatory Courses (ENG015 Foundation English 1 and ENG016 Foundation English 2).

a) ***Arabic Language Proficiency:***

Pass Mark for Arabic Language Proficiency Placement test is 65%. If the Applicant scores less than 65%, s/he is required to enroll in the preparatory course (ARB011 Basics of Arabic Language Skills).

5.3.5 The applicant with a grade less than “Good” (70%) or its equivalent shall be given conditional admission (if he/she meets other admission criteria) in the following cases:

5.2.5.3 With Work Experience: The applicant must provide proof that he/she has a minimum of one year of work experience related to the program. The proof must be formally endorsed and stamped by the relevant organization/institution where the work experience was gained.

5.2.5.4 Without Work Experience: must sit for and pass all placement tests referred in 5.3.4 except Arabic Language Proficiency:

In addition, such applicants must directly enrol in the following preparatory courses:

- ARB011- Basics of Arabic Language Skills.

### 5.3.6 Exemptions from Placement Tests:

- a) Applicants shall be exempted from the placement test in “Mass Communications Placement Test and Interview” if provides proof that he/she has a minimum of one year of work experience related to the program.
- b) Applicants shall be exempted from the placement test in English Language if they have a valid acceptable grade in any of the following: “TOEFL [550 Paper-Based Test (PBT) / 79 Internet-Based Test (IBT)]”, “International English Language Testing System (IELTS): (5.5)”, “Cambridge English: First (FCE) 60%” or an equivalent.
- c) Applicants transferred from similar programs shall be exempted from placement tests provided that their Course Equalization and Credit Transfer show that they have passed similar tests or studied similar courses to the preparatory courses at GU, otherwise they shall sit for relevant placement test(s).

### 5.3.7 Admission Interview:

All Applicants shall go through an interview conducted by the Admission Committee which provides the applicant with the opportunity to learn more about Gulf University as a whole, its offered programs and associated career opportunities after graduation.

Additionally, the interview provides the University with an opportunity to learn about applicant’s experience, preferred field of study and future career plan to advise him/her accordingly.

## 5.4 Admission Criteria for Bachelor in Human Resources Management Program:

- 5.4.1 The Applicant must have a high-school certificate or an equivalent according to the regulations of the Ministry of Education in the Kingdom of Bahrain.
- 5.4.2 Applicants with high-school certificate or an equivalent from Arts stream is required to take all the placement tests for the program except “Mathematics for Business” Placement Test and is directed to enrol in the Preparatory Course “MTH 014 Basic Mathematics for Business”.
- 5.4.3 Applicants must score a minimum grade of “Good” (70%) or equivalent in secondary school.
- 5.4.4 Applicants with a grade equal to or greater than “Good” (70%) must sit for, and pass in placement tests, and if they fail in any placement test, they must enrol in relevant preparatory courses, noting that:
  - While enrolling in preparatory courses(s), students are not allowed to enroll in the program courses, but they can enroll in the University Requirement Courses if there are no prerequisites for such courses. After passing the preparatory courses, students can enroll in program courses.

- All preparatory courses are of (3) credit hours.

5.4.5 The following are the placement tests for Bachelor in Human Resources Management Program and relevant preparatory course(s) to be enrolled in, if applicants fail in placement test(s):

b) ***Mathematics for Business:***

Pass Mark for Mathematics for Business placement test is 65%. If the Applicant scores less than 65%, s/he is required to enroll in the preparatory course (MTH014 Basic Mathematics for Business).

c) ***Computer Skills Proficiency:***

Pass Mark for Computer Skills Proficiency placement test is 65%. If the Applicant scores less than 65%, s/he is required to enroll in the preparatory course (CS011 Computer Skills).

d) ***English Language Proficiency:***

Pass Mark for English Language Proficiency Placement test is 65%. If the Applicant scores 40% to less than 65%, s/he is required to enroll in the following Preparatory Course (ENG016 Foundation English 2). If the applicant scores less than 40%, s/he is required to enroll in the following two preparatory courses ((ENG015 Foundation English 1 and ENG016 Foundation English 2).

5.4.6 The applicant with a grade less than “Good” (70%) or its equivalent shall be given conditional admission (if he/she meets other admission criteria) in the following cases:

5.4.6.1 With Work Experience: must provide proof that he/she has a minimum of one year work experience related to the program. The proof must be formally endorsed and stamped by the relevant organization/institution where the work experience was gained.

5.4.6.2 Without Work Experience: must sit for and pass all placement tests referred in 5.4.5 except Mathematics for Business:

In addition, such applicants must directly enrol in the following preparatory courses:

- MTH014 – Basic Mathematics for Business.

**5.4.7 Exemptions from Placement Tests:**

- a) Applicants shall be exempted from the placement test in English Language if they have a valid acceptable grade in any of the following: “TOEFL [550 Paper-Based Test (PBT) / 79 Internet-Based Test (IBT)]”, “International English Language Testing System (IELTS): (5.5)”, “Cambridge English: First (FCE) 60%” or an equivalent.



- b) Applicants transferred from similar programs shall be exempted from placement tests provided that their Course Equalization and Credit Transfer show that they have passed similar tests or studied similar courses to the preparatory courses at GU, otherwise they shall sit for relevant placement test(s).

#### 5.4.8 Admission Interview:

All Applicants shall go through an interview conducted by the Admission Committee which provides the applicant with the opportunity to learn more about Gulf University as a whole, its offered programs and associated career opportunities after graduation.

Additionally, the interview provides the University with an opportunity to learn about applicant's experience, preferred field of study and future career plan to advise him/her accordingly.

### 5.5 Admission Criteria for Bachelor in Accounting and Finance Program:

- 5.5.1 The Applicant must have a high-school certificate or an equivalent according to the regulations of the Ministry of Education in the Kingdom of Bahrain.
- 5.5.2 Applicants with high-school certificate or an equivalent from Arts stream is required to take all the placement tests for the program except "Mathematics for Business" Placement Test and is directed to enrol in the Preparatory Course "MTH 014 Basic Mathematics for Business".
- 5.5.3 Applicants must score a minimum grade "Good" (70%) or equivalent in secondary school.
- 5.5.4 Applicants with a grade equal to or greater than "Good" (70%) must sit and pass in placement tests and if they fail, they must enrol in relevant preparatory courses, noting that:
- While enrolling in preparatory courses(s), students are not allowed to enroll in the program courses, but they can enroll in the University Requirement Courses (if there are no prerequisites for such courses). After passing the preparatory courses, students can enroll in program courses.
  - All preparatory courses are of (3) credit hours.
- 5.5.5 The following are the placement tests for bachelor in accounting and finance Program and relevant preparatory course(s) to be enrolled in, if applicants fail in placement test(s):
- a) ***Mathematics for Business:***
- Pass Mark for Mathematics for Business placement test is 65%. If the Applicant scores less than 65%, s/he is required to enroll in the Preparatory Course (MTH014 Basic Mathematics for Business).

b) **Computer Skills Proficiency:**

Pass Mark for Computer Skills Proficiency placement test is 65%. If the Applicant scores less than 65%, s/he is required to enroll in the Preparatory Course (CS011 Computer Skills).

c) **English Language Proficiency:**

Pass Mark for English Language Proficiency Placement test is 65%. If the Applicant scores 40% to less than 65%, s/he is required to enroll in the following Preparatory Course (ENG016 Foundation English 2). If the Applicant scores less than 40%, s/he is required to enroll in the following two Preparatory Courses ((ENG015 Foundation English 1 and ENG016 Foundation English 2).

5.5.6 The applicant with a grade less than “Good” (70%) or its equivalent shall be given conditional admission (if he/she meets other admission criteria) in the following cases:

5.4.6.3 With Work Experience: must provide proof that he/she has a minimum of one year work experience related to the program. The proof must be formally endorsed and stamped by the relevant organization/institution where the work experience was gained.

5.4.6.4 Without Work Experience: must sit for and pass all placement tests referred in 5.5.5 except Mathematics for Business:

In addition, such applicants must directly enrol in the following preparatory courses:

- MTH014 – Basic Mathematics for Business.

5.5.7 **Exemptions from Placement Tests:**

- a) Applicants shall be exempted from the placement test in English Language if they have a valid acceptable grade in any of the following: “TOEFL [550 Paper-Based Test (PBT) / 79 Internet-Based Test (IBT)]”, “International English Language Testing System (IELTS): (5.5)”, “Cambridge English: First (FCE) 60%” or an equivalent.
- b) Applicants transferred from similar programs shall be exempted from placement tests provided that their Course Equalization and Credit Transfer show that they have passed similar tests or studied similar courses to the preparatory courses at GU, otherwise they shall sit for relevant placement test(s).

5.5.8 **Admission Interview:**

All Applicants shall go through an interview conducted by the Admission Committee which provides the applicant with the opportunity to learn more about

Gulf University as a whole, its offered programs and associated career opportunities after graduation.

Additionally, the interview provides the University with an opportunity to learn about applicant's experience, preferred field of study and future career plan to advise him/her accordingly.

## **5.6 Admission Criteria for Bachelor in Law Program:**

5.6.1 Applicant must have a high-school certificate or an equivalent from high-school streams according to the regulations of the Ministry of Education in the Kingdom of Bahrain.

5.6.2 Applicants must score a minimum grade of "Good" (70%) in secondary school.

5.6.3 Applicants with a grade equal to or greater than "Good" (70%) must pass in placement tests otherwise they have to enrol in relevant preparatory courses, noting that:

- While enrolling in preparatory courses(s), students are not allowed to enroll in the program courses, but they can enroll in the University General Courses (if there is no prerequisite for such courses). After passing the preparatory courses, students can enroll in program courses.
- All preparatory courses are of (3) credit hours.

5.6.4 The following are the placement tests for Bachelor in Law Program and relevant preparatory course(s) to be enrolled in, if applicants fail in placement test(s):

Applicants must attend a specialized interview (out of 50 points) conducted by at least two faculty members from the Law program. Interview shall consist structured questions designed to know the aspiration of the students towards legal studies, perception towards ethics, fairness, justice, and basic communication skills essential for legal education. A minimum of 65% score in the interview is required to enrol in the program courses. If the applicant scores less than 65%, s/he shall enrol in the Preparatory Course (LAW012A Introduction to Legal Studies).

### **a) *Arabic Language Proficiency:***

Pass Mark for Arabic Language Proficiency Placement test is 65%. If the applicant scores less than 65%, s/he is required to enroll in the Preparatory Course (ARB011 Basics of Arabic Language Skills).

### **b) *Computer Skills Proficiency:***

Pass Mark for Computer Skills Proficiency placement test is 65%. If the Applicant scores less than 65%, s/he is required to enroll in the Preparatory Course (CS011 Computer Skills).

c) **English Language Proficiency:**

Pass Mark for English Language Proficiency test is 65%. If the Applicant scores 40% to less than 65%, s/he is required to enroll in the following Preparatory Course (ENG016 English Foundation 2). If the Applicant scores less than 40%, s/he is required to enroll in the following two Preparatory Courses (ENG015 Foundation English 1 and ENG016 Foundation English 2).

5.6.5 The applicant with a grade less than “Good” (70%) or its equivalent shall be given conditional admission (if he/she meets other admission criteria) in the following cases:

5.2.5.5 With Work Experience: The applicant must provide proof that he/she has a minimum of one year of work experience related to the program. The proof must be formally endorsed and stamped by the relevant organization/institution where the work experience was gained.

5.2.5.6 Without Work Experience: must sit for and pass all placement tests referred in 5.6.4 except Arabic Language Proficiency:

In addition, such applicants must directly enrol in the following preparatory courses:

- ARB011- Basics of Arabic Language Skills.

5.6.6 **Exemptions from Placement Tests:**

d) Applicants shall be exempted from the Legal Studies Interview” if provides proof that he/she has a minimum of one year of work experience related to the program.

a) Applicants shall be exempted from the placement test in English Language if they have a valid acceptable grade in any of the following: “TOEFL [550 Paper-Based Test (PBT) / 79 Internet-Based Test (IBT)]”, “International English Language Testing System (IELTS): (5.5)”, “Cambridge English: First (FCE) 60%” or an equivalent.

b) Applicants transferred from similar programs shall be exempted from placement tests provided that their Course Equalization and Credit Transfer show that they have passed similar tests or studied similar courses to the preparatory courses at GU, otherwise they shall sit for relevant placement test(s).

5.6.7 **Admission Interview:**

All Applicants shall go through an interview conducted by the Admission Committee which provides the applicant with the opportunity to learn more about Gulf University as a whole, its offered programs and associated career opportunities after graduation.

Additionally, the interview provides the University with an opportunity to learn about applicant's experience, preferred field of study and future career plan to advise him/her accordingly.

### **5.7 Admission Criteria for the Foundation Year of BEng (Hons) Electrical and Electronic Engineering (BEE), and BEng (Hons) Mechanical Engineering BME Programs:**

- 5.7.1 Applicant must have a high-school certificate or an equivalent, or a certificate from applied technical or industrial institutes or an equivalent, according to the regulations of the Ministry of Education in the Kingdom of Bahrain.
- 5.7.2 The high-school certificates must be only in one of the following branches-science, industrial, engineering - or an equivalent, with a grade of no less than "Good" (70%) or an equivalent.
- 5.7.3 Applicants with a grade equal to or greater than "Good" (70%) must sit for, and pass, placement tests, and if they fail, they must enrol in relevant preparatory courses, which are of (3) credit hours each.
- 5.7.4 The following are the placement tests for the Foundation Year of BEE and BEME Programs and relevant preparatory course(s) to be enrolled in, if applicants fail in placement test(s):
  - a) ***Basic Engineering Mathematics:***

Pass Mark for Mathematics test is 65%. If the Applicant scores less than 65%, s/he is required to enroll in the Preparatory Course (MTH015 Basic Mathematics for Engineering).
  - b) ***Basic Physics:***

Pass Mark for Basic Physics test is 65%. If the Applicant scores less than 65%, s/he is required to enroll in the Preparatory Course (PHY010 Basic Physics).
  - c) ***Computer Skills:***

Pass Mark for Computer Skills test is 65%. If the Applicant scores less than 65%, s/he is required to enroll in the Preparatory Course (CS011 Computer Skills).
  - d) ***English Language Proficiency:***

Pass Mark for English Language Proficiency test is 65%. If the Applicant scores 40% to less than 65%, s/he is required to enroll in the following Preparatory Course (ENG016 Foundation English 2). If the Applicant scores less than 40%, s/he is required to enroll in the following two Preparatory Courses (ENG015 Foundation English 1 and ENG016 Foundation English 2).

5.7.5 The applicant with a grade less than “Good” (70%) or its equivalent shall be given conditional admission (if he/she meets other admission criteria) in the following cases:

5.7.5.1 With Work Experience: must provide a proof that he/she has a minimum one-year work experience related to the program. The proof must be formally endorsed and stamped by the relevant organization/institution where the work experience was gained.

5.7.5.2 Without Work Experience: must sit for, and pass in the following placement tests referred in 5.7.4:

a) *Computer Skills:*

b) *English Language Proficiency:*

In addition, such applicants must directly enrol in the following preparatory courses:

- MTH015 – Basic Mathematics for Engineering.
- PHY010 – Basic Physics.

However, such applicants can enrol in other courses of the Foundation Year schedule in addition to the required preparatory course(s) within the maximum academic load of the student as stated in GU Enrolment Procedures.

#### 5.7.6 **Exemptions from Placement Tests:**

Applicants shall be exempted from the placement test in English Language if they have a valid acceptable grade in any of the following: “TOEFL [550 Paper-Based Test (PBT) / 79 Internet-Based Test (IBT)]”, “International English Language Testing System (IELTS): (5.5)”, “Cambridge English: First (FCE) 60%” or an equivalent.

#### 5.7.7 **Admission Interview:**

All Applicants shall go through an interview conducted by the Admission Committee which provides the applicant with the opportunity to learn more about Gulf University as a whole, its offered programs and associated career opportunities after graduation.

Additionally, the interview provides the University with an opportunity to learn about applicant’s experience, preferred field of study and future career plan to advise him/her accordingly.

### 5.8 **Eligibility for Admission in BEE and BME Programs (to enrol in the second year):**

5.8.1 The following criteria define eligibility of students for admission in BEE and BME Programs, i.e to enrol in second year:

- a) The student must successfully pass any required preparatory course as per his/her admission decision.
  - b) Student must successfully pass the following core course of the Foundation Year schedule:
    - (1) ENGL 118 English for Effective Communication
    - (2) ENGL 119 English for Technical Reporting
    - (3) ENGL 120 Advanced English Skills
    - (4) ENGI 161 Mathematics I
    - (5) ENGI 164 Mathematics II
    - (6) ENGI 173 Basics of Electro-Mechanical Systems Design
    - (7) ENGI 172 Introduction to Engineering
    - (8) ENGI 162 Material Physics and Properties
    - (9) ENGI 121 Engineering Drawing
    - (10) HST201 History and Culture of Bahrain
- 5.8.2 Students who failed to satisfy the criteria stated in (5.8.1-b) of this document shall not be eligible to enrol in the second year of the BEE and BME programs until have fully satisfied the stated criteria. Such students shall repeat the Foundation Year once.
- 5.8.3 Students who failed to satisfy the criteria stated in (5.8.1-b) of this document after repeating the Foundation year shall be dismissed from the University on an academic basis.

**5.9 Admission Criteria for the Foundation Year of BA (Hons) Advertising and Digital Marketing (BADM) Program:**

- 5.9.1 Applicant must have a high-school certificate or an equivalent according to the regulations of the Ministry of Education in the Kingdom of Bahrain.
- 5.9.2 Applicants must score a grade “Good” (70%) and above in secondary school.
- 5.9.3 Applicants with a grade equal to or greater than “Good” (70%) must sit for, and pass placement tests, and if they fail, they must enrol in relevant preparatory courses, which are of (3) credit hours each.
- 5.9.4 The following are the placement tests for the Foundation Year of BADM Program and relevant preparatory course(s) to be enrolled in if applicants fail in placement test(s):

a) ***Computer Skills:***

The pass mark for the Computer Skills test is 65%. If the Applicant scores less than 65%, s/he is required to enroll in the Preparatory Course (CS011 Computer Skills).

b) ***English Language Proficiency:***

The pass mark for the English Language Proficiency test is 65%. If the Applicant scores 40% to less than 65%, s/he is required to enroll in the following Preparatory Course (ENG016 Foundation English 2). If the Applicant scores less than 40%, s/he is required to enroll in the following

two Preparatory Courses (ENG015 Foundation English 1 and ENG016 Foundation English 2).

5.9.5 The applicant with a grade less than “Good” (70%) or its equivalent shall be given conditional admission (if he/she meets other admission criteria) in the following cases:

5.9.5.1 With Work Experience: must provide a proof that he/she has a minimum one-year work experience related to the program. The proof must be formally endorsed and stamped by the relevant organization/institution where the work experience was gained.

5.9.5.2 Without Work Experience: must sit for, and pass the *English Language Proficiency placement test referred in 5.9.4.*

In addition, such applicants must directly enrol in the following preparatory course:

- CS011 Computer Skills

However, such applicants can enroll in other courses of the Foundation Year schedule in addition to the required preparatory course(s) within the maximum academic load of the student as stated in GU Enrolment Procedures.

#### 5.9.6 **Exemptions from Placement Tests:**

Applicants shall be exempted from the placement test in the English Language if they have a valid acceptable grade in any of the following: “TOEFL [550 Paper-Based Test (PBT)/79 Internet-Based Test (IBT)]”, “International English Language Testing System (IELTS): (5.5)”, “Cambridge English: First (FCE) 60%” or an equivalent.

#### 5.9.7 **Admission Interview:**

All Applicants shall go through an interview conducted by the Admission Committee which provides the applicant with the opportunity to learn more about Gulf University as a whole, its offered programs, and associated career opportunities after graduation.

Additionally, the interview provides the University with an opportunity to learn about the applicant’s experience, preferred field of study, and future career plan to advise him/her accordingly.

#### 5.10 **Eligibility for Admission in BADM Program (to enrol in the second year):**

5.10.1 The following criteria define the eligibility of students for admission in the BADM program, i.e. to enrol in the second year:

- a) Student must successfully pass any required preparatory course as per his/her admission decision.



- b) Student must successfully pass the following core course of the Foundation Year schedule:
  - (1) ENGL118 English for Effective Communication.
  - (2) ENGL119 English for Technical Reporting.
  - (3) ENGL120 Advanced English Skills.
  - (4) BUSS117 Introduction to Business.
  - (5) BUSS143 Principle of Management.
  - (6) BUSS131 Digital Skills in Business.
  - (7) SOCO142 Social Psychology.
  - (8) COMM112 Communication Models and Theories.
  - (9) COMM131 Basics of Graphic Design.
  - (10) HST201 History and Culture of Bahrain.
- 5.10.2 Students who failed to satisfy the criteria stated in (5.10.1-b) of this document shall not be eligible to enrol in the second year of the BADM program until fully satisfying the stated criteria. Such students shall repeat the Foundation Year once.
- 5.10.3 Students who failed to satisfy the criteria stated in (5.10.1-b) of this document after repeating the Foundation year shall be dismissed from the University on an academic basis.

## **6. Credit Transfer – Bachelor Programs:**

### **6.1 Preamble:**

- 6.1.1 Gulf University ensures formal credit transfer arrangements that provide opportunity to applicants, wishing to transfer their programs from other higher education institutions, and to students at the university to transfer from their current programs to another within the university.
- 6.1.2 In accordance with the HEC regulations (Resolution 1-2023), the criteria stated in the following articles shall be applied for students transfer from other higher education institutions to GU.

### **6.2 Scope of External Transfer:**

- 6.2.1 GU shall process the transfer of students from the following higher education institutions:
  - a) State and private higher education institutions in the Kingdom of Bahrain.
  - b) Institutions, that are authorised to work in the Kingdom of Bahrain, and award professional qualification.
  - c) Foreign higher education institutions that are recognised by the relevant formal authorities in the country of study.
  - d) Foreign institutions that award professional qualifications and are recognised by the relevant formal authorities in the country of study.
- 6.2.2 GU, when accepting professional certificates or awards, or when equalizing their courses, shall consider that the programs are placed on the national qualifications framework (NQF) or the equivalent at the country where the qualifications are

awarded. However, GU can apply to the HEC for exemption based on justifiable reasons and with supporting documents.

### **6.3 Required Documents:**

If the applicant holds a qualification from a foreign institution or transfers from such an institution, the documents must be authenticated by the formal authorities in the country of study.

### **6.4 Principles of Transfer:**

6.4.1 Gulf University shall apply the following principles for transferring students:

- a) Decide on the application for transfer before admitting the student to the intended GU program. The student shall be informed about the equalized courses.
- b) The transfer student must meet all the requirements and conditions for admission in the intended GU program in accordance with the relevant GU policies and procedures, and the relevant HEC regulations.
- c) The transfer student has not been discontinued study at his/her institution for more than 5 years. However, GU can apply to the HEC for exemption for more than this period based on justifiable reasons and with supporting documents.

### **6.5 Equalization of Courses:**

GU shall apply the following rules for equalization of courses:

- 6.5.1 Receive all documents from the student before equalizing his/her courses. This includes the stamps on the transcripts from the relevant authorities and the student's status from his/her institution, or whatever state that.
- 6.5.2 A committee shall be formed at the relevant academic department (or its equivalent) to decide on the equalization applications. The committee's recommendations shall be approved by the College Council (or the University Council if it deems necessary).
- 6.5.3 The maximum percentage of the credit equalization is 66% of the Credit requirements for the bachelor programs.
- 6.5.4 The equalized courses shall appear in the student's transcript (at GU) as (exempted)/(equalized).
- 6.5.5 The specifications of the studied course must be compatible with the course to be equalized at GU.
- 6.5.6 The level of the course to be equalized at GU must not be less than that of the studied course according to the NQF (or equivalent).
- 6.5.7 The credit hours of the studied course must equal to or exceed that of the course to be equalized at GU.
- 6.5.8 GU shall consider the variations in different education systems when equalizing courses.
- 6.5.9 One course (from the student's institution) must not be equalized with more than one course at GU. The student shall not be partially exempted from the course or any of the assessment tools.
- 6.5.10 The minimum grade of the studied course required for transfer is C or 70% if the passing grade is 60%, or 60% if the passing grade is 50%, or 50% if the

passing grade is 40%. GU shall attach a statement showing the equivalency of the transfer grade for the specified grade in GU, in the case that the grading system in the institution from which the student is transferring differs from that of GU.

6.5.11 The grades and the CGPA of the transferred courses shall NOT be considered in the CGPA of the student at GU.

6.5.12 GU shall not equalize any course from a previous similar degree that the transfer student holds. However, it is allowed to equalize courses from a degree for obtaining a higher degree.

6.5.13 No courses shall be equivalent to GU preparatory courses.

6.5.14 Courses passed outside GU after the student is registered at GU cannot be transferred without prior written permission from relevant College and President of University.

#### **6.6 Internal Transfer:**

Students at GU can change his/her pathway from their current program to another within the university. Internal transfer criteria are as follows:

6.6.1 The student has completed at least one semester in the current program, excluding withdrawal semesters.

6.6.2 Credits will be transferred only for courses that are similar (including NQF level) in both programs. Non-similar courses will not be considered for credit transfer.

6.6.3 Marks for transferred courses will be included in the CGPA.

6.6.4 Internal transfer is subject to approval by relevant program leaders (Heads of Departments) and Dean(s) after providing appropriate career advice to the student.

6.6.5 One semester is considered in the maximum period of graduation in the new program, for every (15) credit hours transferred from the previous program.

### **SECTION (B) – Master Programs**

#### **7. Admission Criteria:**

##### **7.1 Preamble:**

7.1.1 Deans and the Vice President for Academic Affairs shall review the admission criteria in terms of entrance requirements and selection testing and assessment. The University Council shall approve any changes in the criteria.

7.1.2 Gulf University offers the following programs:

- i. Master in Mass Communications.
- ii. Master in Business Administration.

iii. Master in Human Resources Management (hosted).

- 7.1.3 Admission and Registration Unit staff shall respond to admission related enquiries in prompt and courteous manner.
- 7.1.4 Applicants shall communicate with Admission and Registration Unit staff through face-to-face meeting, phone call, email, SMS, social media, and chat bot available on university website.
- 7.1.5 Prospective students shall be briefed on the nature of the program and admission criteria through school visits, exhibitions, fair, booth and any other marketing campaign.

## **7.2 Admission Criteria for the Master in Mass Communications program:**

- 7.2.1 The applicant must hold bachelor degree or equivalent from other accredited university from HEC in Bahrain.
- 7.2.2 The bachelor's degree must be in the same major as the master's.
- 7.2.3 The grade must not be less than “Very Good” (3.0 out of 4.0 according to the points system) or the equivalent in other grading systems. The University shall retain proof of the equivalence in the case that the grading system at the institution that issued the qualification differs from that at GU.
- 7.2.4 The applicant with a grade less than “Very Good” (3.00 out of 4.00 according to the grade points system) or the equivalent in other grading systems shall be given conditional admission (if he/she meets other admission criteria) in the following cases:
  - 7.2.4.1 With Work Experience: must provide proof that he/she has a minimum of one year of work experience related to the program. The proof must be formally endorsed and stamped by the relevant organization/institution where the work experience was gained.
  - 7.2.4.1 Without Work Experience: shall enrol in a preparatory program that includes a certain number of preparatory courses determined by the department as follows.
    - COMM801: New Media Theories
    - COMM802: New Trends in Digital Media.
- 7.2.5 The applicant shall have a certificate of English language proficiency with a specific score according to (TOEFL 550) or (IELTS 6.5) programs. Otherwise, the applicant shall appear in an English language placement test conducted by the university; if he/she scores less than 60%, the applicant shall enrol into English language preparatory course (ENGL801 Advanced English Communication).

The following cases are excluded from the placement test:

- An applicant with a bachelor’s degree from a recognized university and studying in the English language.
  - An applicant with (A) grade in English language courses at the undergraduate level even if studying the other courses in another language.
- 7.2.6 The applicant must appear in an interview conducted by a committee consisting of at least 2 faculty members from the department. The committee shall evaluate the applicant according to specific criteria that measure the academic and professional skills and the applicant’s future vision of study in the major. Interview results are submitted to the Admissions Committee for consideration of the applicant's case.
- 7.2.7 The Admission Committee shall recommend one of the following:
- Direct admission to the program.
  - Conditional admission with preparatory courses.
  - Rejection of admission with an opportunity of one year to develop his/her professional skills and reapply.
  - Rejection of admission due to lack of suitability of the specialization of the applicant to the program.
- 7.2.8 The applicant must not be enrolled in another master's program at the same time.
- 7.2.9 After the applicant has been accepted and enrolled in the program, the Unit of Admission and Registration shall provide her/him with a higher education number.

### **7.3 Admission Criteria for the Master in Business Administration program:**

- 7.3.1 An applicant shall have a bachelor's degree or its equivalent and recognized by the Ministry of Education in the Kingdom of Bahrain, and his/ her cumulative average must not be less than “Very Good” (3.0 out of 4.0 according to the points system) or the equivalent in other evaluation systems.
- 7.3.2 The bachelor's degree must be in the same major as the master's.
- 7.3.3 An applicant with a GPA lower than 'Very Good' but with at least one year of experience in a relevant work experience related to the program, is exempted from preparatory courses. They must submit a stamped certificate of experience from the relevant organization or institution where the experience was gained.
- 7.3.4 An applicant without professional experience and with a GPA of less than 3.0 is required to attend the "Hands- on Experience" program and enroll in all preparatory courses, which include:

- BUSS801: Strategic Management
  - BUSS802: Integrated Business Applications
  - BUSS803: Organizational Management
- 7.3.5 An applicant whose professional experience is unrelated to the relevant program field and who has a GPA below 3.0 must enroll in preparatory courses.
- 7.3.6 The number of required preparatory courses for the point (5) will be determined based on the personal interview, academic record in the bachelor's program, and work experience.
- 7.3.7 An applicant shall have a certificate of English language proficiency with a score (TOEFL 79) or (IELTS 6.5). Otherwise the applicant shall take an English language placement test conducted by the university; if he/she scores less than 65%, the applicant shall enroll into English language preparatory course (ENGL801 Advanced English Communication). The following case is excluded from the placement test:
- An applicant with a bachelor's degree from a recognized university and studying in the English language.
- 7.3.8 An applicant must attend a personal interview with a panel consisting of three members from the business specialization, which measures the skills of planning, leadership, critical thinking, and constructive defence of his/her opinions and ideas. Interview results are submitted to the Admissions Committee for consideration of the applicant's case.
- 7.3.9 An applicant shall submit two recommendation letters, preferably one from his/her graduated university.
- 7.3.10 The Admission Committee reviews the applicant's documents and recommends one of the following options (direct admission to the program/conditional admission with preparatory courses/ conditional admission with hands on of experience program certificate and preparatory courses/ complete refusal of admission to the program due to extraordinary reason).
- 7.3.11 The applicant must not be enrolled in another master's program at the same time.
- 7.3.12 After the applicant has been accepted and registered at the university, the student will obtain a higher education number.

#### **7.4 Admission Criteria for Master in Human Resources Management program (hosted):**

- 7.4.1 The applicant must hold a bachelor's degree or equivalent from an accredited university from the Higher Education Council (HEC) in Bahrain.
- 7.4.2 GU adhered to UoN (University of Northampton) admission procedures.
- 7.4.3 The bachelor's degree must be in human resource management or in a business-related, commerce, management, or related degree discipline with a minimum CGPA (3 out of 4.0) in the bachelor's degree equivalent to a First- or Second-Class Honors degree from a UK university.
- 7.4.4 For English Language proficiency, the applicant either submits an IELTS certificate with a score (of 6.5) and above or must pass a placement test in the English language aligned with (IELTS 6.5). If s/he fails in placement test, s/he must enrol in English preparatory course (ENGL801 Advanced English Communication).
- 7.4.5 Applicants shall be exempted from the English language placement test if s/he completed the bachelor's degree in English medium from any accredited university.
- 7.4.6 After the applicant is accepted and registered at the university, the student receives a higher education number.

### **8. Credit Transfer – Master programs:**

#### **8.1 Preamble:**

- 8.1.1 Gulf University ensures formal credit transfer arrangements that provide opportunity to applicants, wishing to transfer their programs from other higher education institutions, and to students at the university to transfer from their current programs to another within the university.
- 8.1.2 In accordance with the HEC regulations (Resolution 1-2023), the criteria stated in the following articles shall be applied for students transfer from other higher education institutions to GU.

#### **8.2 Scope of External Transfer:**

- 8.2.1 GU shall process the transfer of students from the following higher education institutions:
  - a) State and private higher education institutions in the Kingdom of Bahrain.
  - b) Institutions, that are authorised to work in the Kingdom of Bahrain, and award professional qualification.
  - c) Foreign higher education institutions that are recognised by the relevant formal authorities in the country of study.
  - d) Foreign institutions that award professional qualifications and are

recognised by the relevant formal authorities in the country of study.

8.2.2 GU, when accepting professional certificates or awards, or when equalizing their courses, shall consider that the programs are placed on the national qualifications framework (NQF) or the equivalent at the country where the qualifications are awarded. However, GU can apply to the HEC for exemption based on justifiable reasons and with supporting documents.

### **8.3 Authentication of Documents:**

If the applicant holds a qualification from a foreign institution or transfers from such an institution, the documents must be authenticated by the formal authorities in the country of study.

### **8.4 Principles of Transfer:**

8.4.1 Gulf University shall apply the following principles for transferring students:

- a) A decision must be made on the application for transfer before admitting the student to the intended GU program. The student shall be informed about the equalized courses.
- b) The transfer student must meet all the requirements and conditions for admission in the intended GU program in accordance with the relevant GU policies and procedures, and the relevant HEC regulations.
- c) The transfer student has not been discontinued study at his/her institution for more than 5 years. However, GU can apply to the HEC for exemption for more than this period based on justifiable reasons and with supporting documents.

### **8.5 Equalization of Courses:**

GU shall apply the following rules for equalization of courses:

- 8.5.1 All documents must be received from the student before equalizing his/her courses. This includes the stamps on the transcripts from the relevant authorities and the student's status from his/her institution, or whatever state that.
- 8.5.2 A committee shall be formed at the relevant academic department (or its equivalent) to decide on the equalization applications. The committee's recommendations shall be approved by the College Council (or the University Council if it deems necessary).
- 8.5.3 The maximum percentage of the credit equalization is 50% of the Credit requirements for the Master programs.
- 8.5.4 The equalized courses shall appear in the student's transcript (at GU) as (exempted)/(equalized).
- 8.5.5 The specifications of the studied course must be compatible with the course to be equalized at GU.
- 8.5.6 The level of the course to be equalized at GU must not be less than that of the studied course according to the NQF (or equivalent).
- 8.5.7 The credit hours of the studied course must equal to or exceed that of the course to be equalized at GU.



- 8.5.8 GU shall consider the variations in different education systems when equalizing courses.
- 8.5.9 One course (from the student's institution) must not be equalized with more than one course at GU. The student shall not be partially exempted from the course or any of the assessment tools.
- 8.5.10 The minimum grade of the studied course required for transfer is B or 80% if the passing grade is 60%, or 70% if the passing grade is 50%, or 60% if the passing grade is 40%. In the case that the grading system in the institution from which the student is transferring differs from that in GU, a statement shall be made showing that the transfer grade is equivalent to the specified grade in GU.
- 8.5.11 The grades and the CGPA of the transferred courses shall NOT be considered in the CGPA of the student at GU.
- 8.5.12 GU shall not equalize any course from a previous similar degree that the transfer student holds. However, it is allowed to equalize courses from a degree for obtaining a higher degree.
- 8.5.13 No courses shall be equivalent to GU preparatory courses.
- 8.5.14 Credit transfer shall not be acceptable for the master thesis.
- 8.5.15 Courses passed outside GU after the student is registered at GU cannot be transferred without prior written permission from relevant College and President of University.

## **9. Admission Procedures Details:**

### **9.1 Preamble:**

- 9.1.1 Gulf University ensures that the offer for place to any applicant is based on completed formal admission process. However, if the applicant fails to meet admission requirements stated by time, the university withdraws its offer.
- 9.1.2 Gulf University ensures formal appeal arrangements that provide an opportunity to applicants to appeal against their admission decisions.
- 9.1.3 Gulf University ensures formal deferred registration arrangements that provide opportunity to applicants that are unable to register due to legitimate and unexpected circumstances.

### **9.2 Application Process:**

- 9.2.1 Deans shall prepare program information, shall determine number of places available per program based on available resources and assigned quota by HEC (2 months before the end of current semester), shall inform Vice President for Academic Affairs followed by contacting Unit of Admission and Registration.
- 9.2.2 The Unit of Admission and Registration shall update all related forms and make these publicly available; shall announce the opening of admission.

- 9.2.3 Applicant shall submit a completed application form with attachments to Unit of Admission and Registration, (Form GU- PR01AD-F01) either online or in person. Application attachments include, inter alia:
- Certified copies of secondary school certificates.
  - In case that the applicant completed his/her schooling outside of the Bahraini National System, s/he should provide an equivalence letter from the Ministry of Education with a copy of the secondary school certificate.
  - Valid results certificate of IELTS, FCE, TOEFL, or other tests.
  - Copies of valid passport and valid identity card.
  - 4 new photos of the applicant.
  - If a student is transferring from another university/institute, a full official transcript is required.
- 9.2.4 Each applicant shall be provided with system generated Applicant ID.
- 9.2.5 The Finance Department shall receive the application fee and shall issue a receipt.
- 9.2.6 Unit of Admission and Registration shall process application within (2) days from receiving the completed application form with attachments, by capturing information of all applicants, inducting applicants on admission process, particularly on placement tests and interviews, followed by informing the Admission Committee about the completed application forms with attachments (Form GU- PR01AD-F02), and send copies with attachments to the relevant Departments with Course Equalization and Credit Transfer Forms, (Form GU-PR01AD-F04), for applicants with transfer admission.
- 9.2.7 Departments shall conclude the Course Equalization and Credit Transfer for applicants with transfer admission within (2) days from receiving the relevant documents from Unit of Admission and Registration (within 2 days after faculty return from the annual leave), followed by sending the completed Course Equalization and Credit Transfer form (Form GU-PR01AD-F04) to the Admission Committee.
- 9.2.8 Relevant Departments shall collaborate with the general studies unit (Centre of Teaching Excellence and Technology) for Course Equalization and Credit Transfer of the University (General) Courses.
- 9.2.9 The Admission Committee, within (2) days after being informed by the Unit of Admission and Registration, shall interview all applicants, and shall also consider applicants with disability and prior learning cases, shall conclude the recommended program (as agreed with the applicant) and placement Tests, (Form GU-PR01AD-F03A), shall inform the University Examination Committee and the relevant Departments to conduct placement tests /specialization interviews.

- 9.2.10 The Examination Committee, in collaboration with IT Department and Unit of Admission and Registration, shall conduct all placement tests and shall ensure appropriate invigilation process.
- 9.2.11 The Examination Committee shall contact the relevant faculty members to assess the placement tests.
- 9.2.12 The Examination Committee shall send all test results to the Admission Committee and shall send all test records to Unit of Admission and Registration, within (2) days after being informed by the Admission Committee.
- 9.2.13 The relevant Departments shall conduct the specialization interviews within (2) days from receiving documents from the Admission Committee and shall send the results to the Admission Committee.
- 9.2.14 The Admissions Committee shall manage all correspondence with the applicant.

### **9.3 Admission of Applicants with Disabilities:**

The University Admission and Examination Committees shall support applicants with disabilities during the admission process on a case-by-case basis, depending on the requirements of the applicants. This includes the followings:

- Adjustment of the venue for the placement tests.
- Assistance in reading placement tests scripts.
- Assistance in writing tests.
- Offering flexible and additional time for interview and tests.

### **9.4 Offers of Placement:**

- 9.4.1 The Admission Committee shall collate the scores of all placement tests and results of interviews.
- 9.4.2 The Admission Committee shall define the preparatory courses to applicants relevant to their selected programs and in accordance with their scores of Placement Tests, and Mass Communications Interview (for applicants to Bachelor in Mass Communications Program).
- 9.4.3 The Admission Committee shall consider the completed Course Equalization and Credit Transfer Forms for applicants with transfer admission, received from relevant Departments.
- 9.4.4 The Admission Committee shall inform the unit of admission and registration with the decisions on admission for all applicants (Form GU- PR01AD-F05), within (5) days after being informed by the Unit of Admission and Registration.
- 9.4.5 The Unit of Admission and Registration shall retain all records of

placement tests, interviews and Course Equalization and Credit Transfer Forms in Applicants' Files.

- 9.4.6 The Unit of Admission and Registration shall send offer letters of admission to applicants who meet admission criteria.
- 9.4.7 The Unit of Admission and Registration shall send offer letters of conditional admission to applicants who partially met admission criteria.
- 9.4.8 The Unit of Admission and Registration shall send out waiting list information to applicants who met admission criteria, but do not have a place in the program, currently. This information shall include the date by which they will be informed if a place is available.
- 9.4.9 The Unit of Admission and Registration shall send letters of decline to applicants who did not meet the admission criteria.
- 9.4.10 Offer letters shall include a clear deadline, by which the applicant must accept the offer.
- 9.4.11 Applicant shall submit his/her acceptance together with receipt of registration fees to Unit of Admission and Registration.
- 9.4.12 Unit of Admission and Registration, after acceptance deadline has passed, shall offer available places to applicants on waiting list.
- 9.4.13 After completing the admission process, newly admitted students shall receive student ID (Academic number) generated automatically from the system. This student ID shall be valid throughout the study period.
- 9.4.14 The Unit of Admission and Registration shall create student record files in hard and soft format at the beginning of the application process. Student record file shall be updated in every semester throughout the study period.
- 9.4.15 The Unit of Admission and Registration shall provide orientation on registration procedures to the admitted students, who have accepted the offer and paid registration fees.
- 9.4.16 The Unit of Admission and Registration shall provide Deans with a list of who have accepted offers of placement.
- 9.4.17 Gulf University shall reserve the right to withdraw the offer of placement at any time in case inaccurate information was provided by the applicant.
- 9.4.18 The Unit of Admission and Registration shall send the list and required details of newly admitted students to HEC once the admission period for each semester is over. After reviewing the

documents HEC shall assign a number to each student which shall be maintained within the record of HEC throughout the study period.

#### **9.5 Deferred Registration:**

- 9.5.1 Applicant, who has accepted the offer but wishes to defer his/her registration for maximum of two semesters shall submit a request for deferred registration to Unit of Admission and Registration, (Form GU-PR01AD-F6).
- 9.5.2 The Head of Admission and Registration Unit shall approve the request and communicate decision to applicant, relevant Dean and Head of Department.

#### **9.6 Students Pathway Change (within the university) Process:**

- 9.6.1 Students who wish to transfer from his/her current program to another within the University, shall seek advice from Academic Advisor followed by submitting a transfer request to Unit of Admission and Registration, (Form GU-PR01AD-F09A).
- 9.6.2 The Unit of Admission and Registration shall send the request to the Admission Committee, who shall review the student's previous admission record.
- 9.6.3 The Admission Committee shall decide on whether the student meets all admission requirements for the requested program and shall conclude the needed requirements.
- 9.6.4 The Admission Committee shall communicate its conclusions with relevant Heads of Departments and Deans of both current and requested programs.
- 9.6.5 Upon approval from relevant Heads of Departments and Deans, the Admission Committee shall contact the student to meet the needed requirements for the new program including any placement test and shall send the student to University Examination Committee for the needed Placement test(s).
- 9.6.6 The Admission Committee shall send Internal Course Equalization and Credit Transfer Form (Form GU-PR01AD-F07) to Head of Department of the requested program, who shall coordinate with the Head of Department of student's current program followed by sending the completed form to the Admission Committee.
- 9.6.7 The Admission Committee the complete procedures by sending all documents to the Unit of Admission and Registration, who shall register the student in the new program and update all relevant information in the system and retain documents in student file.

## **9.7 Appeal Process**

- 9.7.1 Applicant/student, who wishes to appeal against his/her admission/pathway change decision shall submit to the Unit of Admission and Registration, a completed appeal form, (Form GU-PR01AD-F08)/(Form GU-PR01AD-F09B), within 10 days of receiving the decision.
- 9.7.2 Unit of Admission and Registration shall send the appeal form to Vice President for Academic Affairs, who shall review the admission/pathway change process; shall call for additional information where necessary and shall approve or decline appeal.
- 9.7.3 Vice President for Academic Affairs shall provide the Unit of Admission and Registration with the final decision within one week of receiving the appeal form.
- 9.7.4 The Unit of Admission and Registration shall retain the decision in applicant's/student's file and shall inform him/her of the decision regarding the appeal in writing.

## **9.8 Placement Tests**

- 9.8.1 HODs, at the end of Spring Semester of each academic year, shall assign faculty members to prepare/review placement tests relevant to their College's programs, followed by sending them to External Verifiers to conduct "Placement Test External Verification", preferably by the 2<sup>nd</sup> Week in summer semester, (Placement Test External Verification Form GU-PR09AVM-F10).
- 9.8.2 HODs shall receive completed Placement Test External Verification Forms and arrange with relevant Instructors to modify and enhance placement tests with model answers, followed by having all tests finally approved by the external verifiers, preferably by the 5<sup>th</sup> Week in summer semester.
- 9.8.3 HODs shall send approved Placement Tests to Examination Committee by the 6<sup>th</sup> Week in summer semester.

## **9.9 Online Admission**

- 9.9.1 Applicants shall submit the application form online (filled with required information).
- 9.9.2 Admission & Registration staff shall contact the applicants if eligible for processing of the application.
- 9.9.3 Admission and Registration staff shall attend the admission related queries of the applicants through formal email, chat box, social media, and phone call.

- 9.9.4 Admission and Registration staff shall enter all the required documents of the applicants in the system.
- 9.9.5 The Head of Admission and Registration Unit shall send files to make equivalence for transferred students.
- 9.9.6 Head of Accounting department shall send invoice/ payment link to the applicants to proceed for the payment.
- 9.9.7 IT staff shall conduct online training for the applicants to use Microsoft Team to appear for online placement tests.
- 9.9.8 The Admissions Committee shall conduct online interviews for the applicants to provide initial advising. The Admission Committee shall comprise members from each academic program.
- 9.9.9 The Examination Committee, in collaboration with IT Department and Unit of Admission and Registration, shall conduct online placement tests in collaboration with IT staff.
- 9.9.10 The Examination Committee shall contact the relevant faculty members to assess the placement tests.
- 9.9.11 The Examination Committee shall send all test results to the Admission Committee and shall send all test records to Unit of Admission and Registration, within (2) days from receiving documents from Admission Committee.
- 9.9.12 Relevant Departments shall conduct the specialization interviews virtually within (2) days from receiving documents from Admission Committee and shall send the results to the Admission Committee.
- 9.9.13 The admissions Committee shall manage all correspondence remotely with the applicant.
- 9.9.14 The Admission Committee shall declare the results of admission and inform students about the outcome.

## 10. Responsibilities

### **Applicants and students are responsible for:**

- following this document appropriately.

### **Faculty Members are responsible for:**

- implementing this document appropriately.

### **Heads of Departments are responsible for:**

- ensuring that all faculty members are fully informed of this document.
- ensuring that this document is appropriately implemented.

### **Deans are responsible for:**

- ensuring that all faculty members and applicants follow this document.
- ensuring that this document is appropriately implemented.

### **Unit of Admission and Registration is responsible for:**

- appropriate implementation of this document.

**Admission Committee is responsible for:**

- appropriate implementation of this document.

**The Vice President for Academic Affairs is responsible for:**

- appropriate implementation of this document.

**University Policy Development and Review Committee is responsible for:**

- systematic review of the effectiveness of this document.

**11. Related Policies**

- Admission Policy
- Disability Policy
- Recognition of Prior Learning Policy

**12. Related Procedures**

- Conduct of Examination Procedures
- Recognition of Prior Learning Procedures.

**13. Related References and Standards**

<b>BQA</b>	Institutional Reviews Handbook
<b>BQA</b>	National Qualifications Framework Handbook
<b>BQA</b>	Programs-within-College Reviews Handbook