Policy:	**Undergraduate Admissions**	
Code:	**06ST01**	
Reviewed/ Revised:	**13/10/2023**	Date of Next Review: **July 2025**
Policy Owner:	**Dean**	
Target audience:	**Applicants, Students, Programme Manager, Marketing and Enrolment, Admissions Administration, Admissions Committee, Examination Board**	

PURPOSE:

This policy is developed to provide guidelines on the undergraduate students' admissions rules and procedures in place at the EAHM.

SCOPE:

This policy is relevant to all undergraduate programme applications submitted to EAHM.

DEFINITIONS:

Undergraduate admissions are defined as the application process through which students enter a university post successful completion of secondary education.

POLICY STATEMENT:

This policy is developed to ensure that the undergraduate students' admissions procedures are conducted in a manner that is consistent with the academic principles, standards, and expectations of the EAHM, and operate with fairness, consistency, integrity, and effectiveness. It is written in accordance with the 2019 Standards for Licensure and Accreditation published by the Commissions for Academic Accreditation - Ministry of Education in the United Arab Emirates.

Admissions policies and the bases for admissions decisions are consistent with EAHM's mission and the goals of its programmes; these policies are clearly defined, applied to all students equally, and are published appropriately in the Catalogue and on the EAHM website and brochures. The Executive Committee determines the size and character of the student body and the general admissions policies; the capacity to accept students may be constrained by resources and other factors, applicants are not guaranteed an offer of admission, even if they meet the published requirements and minimum standards for admission. These are monitored and implemented by the Admissions Committee.

EAHM specifies all admission requirements in the Catalogue including acceptable documentation for senior secondary school completion and other required documents or requirements that may affect the admission decision. Admissions standards and Entry requirements for programmes and for the institution are regularly assessed by the Admission Committee, and such information is used in enrolment planning.

The policy establishes procedures for notification of students regarding admissions decisions and identify circumstances which may result in conditional enrolment, and the requirements for lifting the conditional status.

The admission of an individual applicant is at the discretion of EAHM and there is no right of appeal against admission decisions made by the EAHM Admissions Committee. In considering admissions, EAHM will be guided by the following principles:

- There should be a reasonable expectation that anyone admitted to a programme of study will be able to fulfil the learning objectives of the programme and achieve the standard required for an award available within the programme.
- The ability to successfully complete and benefit from a programme should be the basic criterion for admission, and this is not necessarily best evidenced by the highest possible entry grades.
- In considering each individual applicant for admission to a programme of study, evidence should be sought of personal, professional and educational experiences that provide indications of ability to meet the demands of the programme.
- The procedures followed should ensure equality of opportunity for all applicants. There shall be no discrimination against any applicant in relation to age, ethnic origin, gender, marital status, nationality, or social class.
- EAHM must satisfy itself that the applicant has sufficient command of the English language to complete satisfactorily the programme of study.
- Admission of a student that is premised upon inaccurate or false statements or documents is null and void upon discovery of such fraud, and any academic credit earned by the student at EAHM is voided.
- The Admissions Committee must follow the admissions requirements as outlined in the Catalogue for the Academic Year applicable to the applicants' admittance term, or to the current Academic year if the Catalogue for future Academic Years have not been published.

Academic entry requirements
EAHM's requirements for undergraduate admission:
- Applicants must hold a recognised and official secondary school certificate
- Applicants are expected to have a CGPA of at least 2.5 on a 4.0 scale (See Catalogue for country-specific entry requirements)

English language requirements:
- Applicants must have a minimum IELTS 5.5 or equivalent score on another standardised, internationally-recognised test that is approved (see Catalogue for other test results accepted).

RESPONSIBILITY:
The Admission Committee, Registrar, Programme Manager and Dean are responsible for the implementation of the policy. The Dean will monitor and update this policy.

IMPLEMENTATION OF THE POLICY:

Submission of application
All applicants who fulfil the eligibility conditions must process their application and submit through the EAHM website the required documents below:
- Attested copies of Grade 10th & 12th mark sheets
- A Statement or Certificate of Completion of secondary school.
- Original IELTS, TOEFL, or EmSAT
- Passport-sized photograph
- Copy of the passport (and Residence Visa, if resident in the UAE).
- Copy of Emirates ID

The status and details of the application will be updated by the Admissions team members. A physical application file is printed and compiled to be presented to the Admissions Committee. Any scholarship or financial aid applications should be presented along with the applicants' other application documents.

Application review

Application file review

The Admissions unit shall review the applications within two days from the date of receipt and shall notify the students about the status of admission. If the file is complete an interview with the academic team will be scheduled.

Personal Interview

All applicants are required to pass the personal interview organised with the Programme Manager or a member of the faculty. The outcome of the interview will be added to the application file. Applicants will be assessed on the following criteria:

- Academic ability as evidenced by academic achievement to date;
- Proof of adequate proficiency in English; and,
- Suitability for the industry in terms of personal characteristics, commitment, motivation, and knowledge and experience of the industry.

Admissions Committee

Applications will be reviewed by the Admissions Committee (See TOR Admissions Committee). The outcome of the Committee meeting will be final.

There are three possible admissions outcomes:

1. The applicant is successful in achieving all the entry requirements. In this case candidates are offered entry onto their programme of study.
2. The candidate's application is successful, but the below EAHM direct entry requirements, yet within MoE, UAE entry requirements for Higher Education. In this case, candidates might receive a **conditional offer,** subject to the Admissions Committee decision.
3. The candidate's application does not meet the MoE, UAE entry requirements, and is not successful.

Upon successfully meeting the admissions criteria, the offer letter is sent to the applicant within two working days.

Conditional Status

Students registered under conditional status will need to adhere to the following:

- maximum of twelve (12) credits (four (4) courses) in the first trimester.
- meets the CGPA of 2.25 at the end of the first trimester.
- Do not have any non-academic warnings on file for the first Trimester of their programme of study.

Upon successfully achieving the above, the Conditional status will be lifted by the Exam Board. The student will progress in the second trimester and will be eligible to register for fifteen (15) credits (five (5) courses).

Students who fail to meet the requirements of their Conditional status within the first trimester may be issued a Special Letter by the Exam Board for an approved extension of one to two additional Trimester/s if mitigating circumstances or availability of courses have not permitted the student to increase their CGPA as expected.

Records of files

After the Admissions Committee meeting, the physical file is then handed over to the Academic Services and Registry team to ensure secure storage of the applicant file. The same file is used to add any relevant documentation from the application process and from the student programme completion period (once enrolled). All application files are kept securely in the Admissions office until the applicant has been enrolled. The file is then transferred down to the fire-proof cabinets in the assigned storage room.

Attestation of Documents

The Applicant should seek advice from the Admissions department about the equivalency processing or other non-admissions related details are sought and applicable. All applicants for admission are required to obtain equivalency of their Secondary School leaving qualifications from the UAE Ministry of Education located in Dubai, UAE.

The equivalency process is dependent upon whether the student has completed his/her Secondary Schooling within the UAE or outside the UAE. The successful Secondary School equivalency approval rests with the concerned student. EAHM is not liable if a student is not able to receive his/her equivalency certificate.

For more details, please visit the following link.
https://moe.gov.ae/En/EServices/Pages/ServiceCatalog.aspx

All students are required to read, sign and return a Student Code of Conduct that states the obligations of EAHM to the student and the educational, attire and behavioural requirements that are expected from all students.

Admissions deadlines are indicated on the website and other printed materials and updated accordingly for easy access to all the concerned stakeholders.

ASSOCIATED DOCUMENTS:

- 03EP03 Undergraduate Completion Requirements
- Undergraduate Programme Brochure/s & Fee Structures
- Undergraduate Programme Specification
- 06ST06 Students Records
- 06ST03 Credit Transfer

MENTIONS:

- Catalogue
- Website

DATE OF NEXT REVIEW:

This document should be reviewed by **July 2025.**

POLICY APPROVALS RECORD

Policy Name:	**Undergraduate Admissions**	
Policy Code:	**06ST01**	Formerly: EA/ACA/026
Date of first approval:	**06/2019**	

Reviewed/ Updated	Details of Amendment
24/02/2020	
18/04/2021	
13/10/2021	
15/02/2022	- Steps added submission, review, outcome and Attestation, and categorisation of items
13/10/2023	- Removal of EFL & provisional acceptance