



Policy Name : Undergraduate Admissions Policy

Related : CAA Standards of Licensure & Accreditation – 2019, MoE Framework for the Compliance

Documents Inspection of Higher Education Institution – 2024, ADEK Standards and Procedure for Higher Education Institutions in Abu Dhabi – 2023. Ministerial Decree (19) for 2024.

ESG 2015 Standards – 1.4 Student admission, progression, recognition and Certification

ADSM P 402 – Transfer Admissions Policy

ADSM P 403 – Advanced Standing Policy

ADSM P 404 – Recognition of Prior Learning Policy

ADSM P 802 – By-Laws of the Governing Body Policy

Section 1 : Purpose

1.1 The purpose of this Policy is to provide a standard set of admissions' requirements and process for undergraduate academic programs offered at ADSM.

Section 2 : Scope and applicability

2.1 This Policy shall apply to any individual, committee, unit, or employee involved in applicants' admission into undergraduate academic programs offered at ADSM.

Section 3 : Definitions

The following definition(s) apply to this policy:

3.1 **CAA:** Commission for Academic Accreditation.

3.2 **MoE:** Ministry of Education

3.3 **Application Form:** a form that all applicants must complete, sign, and submit in order for ADSM to evaluate their eligibility to be admitted to an academic program offered at ADSM.

3.4 **Undergraduate Application Fee:** Non-refundable fee to apply to the undergraduate program at ADSM.

3.5 **Undergraduate Registration Fee:** Non-refundable fee to process the application to the undergraduate program at ADSM.

3.6 **Offer Letter:** letter issued to undergraduate applicants offering them a place in the program.

3.7 **ELR:** English Language Requirement.

- 3.8 **CGPA:** Cumulative Grade Points Average.
- 3.9 **Acceptance/Rejection Letter:** a letter issued to applicants to any program at ADSM informing them of the outcome of their application. The letter may stipulate the conditions that must be met by the student within a specific period post enrolment.
- 3.10 **Undergraduate Admissions Committee:** an ad hoc committee constituted of faculty members and professional staff tasked with assessing applications for admission to the undergraduate programs.
- 3.11 **Office of Student Affairs:** the unit with overall responsibility for monitoring and ensuring that students are admitted in compliance with the conditions stipulated in this Policy as well as the 2019 CAA Standards for Licensure and Accreditation.
- 3.12 **Student Recruitment:** an ADSM staff member responsible for recruiting new students.
- 3.13 **Semester:** a period of time, usually a minimum of 16 weeks in duration, in which a specific and pre-determined set of courses is delivered to undergraduate students at ADSM. The Undergraduate Academic Calendar at ADSM comprises two regular academic semesters (Fall, Spring), each a minimum of 16 weeks in duration, and an intensive Summer session, which is six (6) weeks in duration.
- 3.14 **Undergraduate Bridging Courses:** a set of pre-enrollment skills-development courses to develop students' skills in English language and Mathematics.

Section 4 : Policy Statement

- 4.1 The admission process is intended to maintain the standards required by the UAE Ministry of Education for allowing students to apply and gain acceptance to be enrolled in the undergraduate programs at ADSM. This process aims to evaluate the academic credentials and supporting documents of applicants in accordance with the latest applicable standards. This Policy seeks to ensure that students are qualified to enroll and successfully complete the academic program to which they have applied.

Section 5 : Exclusions

- 5.1. None.

Section 6 : Principles

- 6.1. ADSM accepts qualified national and international applicants into its Bachelor of Science in Management (BScM) program in accordance with the CAA Standards and relevant decrees.

- 6.2. ADSM may accept applicants as Direct Entry or Conditional Admission as set forth in this Policy.
- 6.3. **Direct Entry:** applicants must meet ADSM's Academic Requirements and English Language Requirements as set below.
- 6.3.1. Academic Requirements: Applicants must hold a UAE Secondary School Certificate or its equivalent approved by the Ministry of Education.
- 6.3.1.1 An Equivalency Letter issued from the Ministry of Education is required for a curriculum that does not follow the UAE curriculum.
- 6.3.2. English Language Requirement (ELR): Applicants must meet one of the following conditions:
- 6.3.2.1 For holders of UAE Secondary School Certificate – Advanced Stream, the applicant's English Language grade in his/her high school transcript must be 80% or higher, or its equivalent from other streams, as determined by the approved Ministry of Education matrix.
- 6.3.2.2 Holders of High School Certificates from English-Curriculum Schools (e.g. American, British) may be admitted directly.
- 6.3.2.3 Holders of High School Certificates from non-English-Curriculum Schools (e.g. Indian) must submit proof of English Language Proficiency Level (IELTS 5.0 or its equivalent).
- 6.4. Interview: the Undergraduate Admissions Committee reserves the right to conduct an interview with any applicant to further assess their academic background and English Language ability prior to joining ADSM.
- 6.5. **Conditional Admission:** A limited number of applicants are granted conditional admission following an interview with the Admissions Committee and based on one of the following criteria:
- 6.5.1. Conditional Academic: Applicants whose high school certificate is issued by a school that does follow UAE curriculum and do not provide an Equivalency Letter issued by the Ministry of Education as stated in Section 6.3.1, may be admitted conditionally subject to the following decrees:
- 6.5.1.1 Ministerial Decree No. (73) for the Year 2023
- 6.5.1.2 Ministerial Decree No. (40) for the Year 2023
- 6.5.1.3 Ministerial Decree No. (41) for the Year 2023
- 6.5.1.4 Administrative Decree No. (519) for the Year 2022
- 6.5.2. Conditional ELR: applicants who do not meet the English Language Requirements for Direct Entry as set in article 6.3.2, may be admitted as Conditional ELR following an interview with the Admissions Committee, and their admission will be subject to one of the following conditions:

- 6.5.2.1 The applicant to complete the English Skills (BRD 102) Bridging Course prior to admission.
- 6.5.2.2 The applicant to successfully complete the Academic English (ACE 101) qualifying course (6 CH) during the first semester, with a reduced course load determined by the Admissions Committee, and not exceeding a total of twelve (12) credit hours, which includes the Academic English (ACE 101) course.

6.6. **Undergraduate Bridging Courses:** Applicants to the BScM program may be required to complete non-credit bearing bridging courses before full admission, as deemed necessary by the Undergraduate Admissions Committee. The bridging courses, shown below, aim to introduce students to fundamental concepts in mathematics and English language.

Course Code	Course Title
BRD 101	Pre-Calculus
BRD 102	English Skills

- 6.7. Applicants may request additional information about ADSM's programs from the Undergraduate Admissions Committee as relevant to their future projections.
- 6.8. Transfer of academic credits from another HEI is governed by the *Transfer Admissions Policy*.
- 6.9. Recognition of Prior Learning is governed by the *Recognition of Prior Learning Policy*.
- 6.10. Granting an advanced standing to an applicant is governed by the *Advanced Standing Policy*.

Section 7 : Procedures

- 7.1. Application process to the undergraduate program is initiated when applicants fill in the Application Form and pay the non-refundable Undergraduate Application Fee as set in the *Student Finance Policy*.
- 7.2. Applicants are required to submit the below documents and pay the non-refundable Undergraduate Registration Fee to Student Recruitment to process their application:
- 7.2.1. A UAE Secondary School Certificate or its equivalent that meets the Direct Entry requirements as specified in section 6.3.1.
- 7.2.2. Valid ELR, as specified in section 6.3.2 verified by Student Recruitment.
- 7.2.3. Identification Documents – copies of the following:
- Passport.
 - Emirates ID Card.

- Residence Visa, if non-UAE National.
- One (1) Passport size photo.

7.3. The Undergraduate Admission Committee shall evaluate applications, as follows:

- 7.3.1. At least two members of the Committee shall evaluate applications and state the Committee's decision on the Application Form. The evaluation will be conducted based on submitted documents.
- 7.3.2. The Committee may request an interview with the applicant prior to deciding. In which case, Evaluation Forms will be filled in and attached to the applicant's record to confirm the Committee's decision as stated on the Application Form.

7.4. Based on the possible outcomes of the Committee's evaluation, ADSM shall issue the following types of Acceptance Letters:

- 7.4.1. **Acceptance Letter A:** Direct Entry
- 7.4.2. **Acceptance Letter B:** Conditional ELR
- 7.4.3. **Acceptance Letter C:** Conditional Academic

Section 8 : Responsibilities

8.1. The President shall cause this policy to be implemented.

8.2. Student Recruitment:

- 8.2.1. Collect the required documents from applicants.
- 8.2.2. Verify the authenticity of submitted documents and stamp them accordingly.
- 8.2.3. Submit applications to the Undergraduate Admissions Committee for assessment.
- 8.2.4. Coordinate with the Committee for scheduling applicants' interviews, if required.
- 8.2.5. Issue letters to applicants in accordance with the decision made by the Committee.
- 8.2.6. Notify applicants of decisions of the Committee and provide issued letters.
- 8.2.7. Update applications' records in the Student Information System (SIS) within two (5) working days.

8.3. Undergraduate Admissions Committee:

- 8.1. Evaluate applications for admission based on a combination of academic, English, and supporting documentation and in accordance with the provisions in this policy.
- 8.2. Inform Student Recruitment on decisions taken based on evaluation of applications.
- 8.3. Monitor the implementation of this policy.

8.4. Office of Student Affairs:

- 8.5. Monitor conditionally admitted students to determine if they are allowed to continue their study.
- 8.6. Suspend or dismiss students who fail to meet the conditions of their admission.

Section 9 : Cancellations

- 9.1. Approval of this Policy cancels P 400 – Undergraduate Admissions Policy_v8.0.

Section 10 : Review Statement

- 10.1. ADSM's Policy Committee shall review this Policy at least annually. This Policy may be reviewed more frequently based on a request from the President, Policy Owner or in response to changes in applicable regulations, such as the CAA's Standards for Licensure and Accreditation and the Ministry of Education's Framework for the Compliance Inspection of Higher Education Institutions. Reviewed policies shall be recommended and approved in accordance with ADSM's P 110 – Policy on Policies.

Section 11 : Approval

Authorization / Ownership	Signature and Date
Policy Owner: Academic Dean	<i>Valerie Jean Lindsay</i>
Recommended by: Academic Council	Reviewed and Recommended on 07/01/2025
Approved by: Executive Committee	Reviewed and Approved on 07/01/2025

Section 12 : Revision History

Revision No.	Effective Date	Description
0	17/03/2020	Policy First Approved
1	08/03/2021	Annual Review Completed
2	06/09/2021	Mapping to ESG 2015 Standards completed.
3	04/07/2022	Review Statement updated.
4	10/07/2023	Annual review completed.
5	13/12/2023	Reviewed for the provision of the undergraduate program.
6	03/01/2024	Article 6.3.1.1 added.



7	11/07/2024	Article 6.3.1 amended in line with Guidelines for the Admission Criteria for Undergraduate Programs in Higher Education Institutions, issued in May 2023
8	07/01/2025	Amended in accordance with Ministerial Decree (19) for 2024. Owner changed to be Academic Dean.

Next scheduled review: 07/01/2026

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