Undergraduate Admission Requirement Policy
Skyline University College

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A. Admission Requirement for the Bachelor of Business Administration Program

An applicant seeking admission for the Bachelor of Business Administration program is required to fulfill the following conditions:
 i. High School Qualification
 ii. English Language Proficiency
 iii. Personal Interview

Please refer below sections for details of the above requirements:

 i. High School Qualification
 a. Applicants must hold a **Higher Secondary School Certificate (Grade 12)** with Pass Grade in all subjects. For **UAE curriculum**, this is typically the **Emirates Secondary School Certificate** or its equivalent. For other **curriculum**, applicants must have a recognized higher secondary school qualifications.
 b. Student with any equivalent qualification from an institution in UAE must have the documents attested by the Ministry of Education and Youth. For qualifications obtained outside UAE, attestation is required from the relevant authorities of the country in which the qualification was earned.
 c. Students from public or private schools within and outside the country are required to submit one of the following documents as applicable:
 1. Certificate of completion of the secondary school education, attested by the Ministry of Education or the Emirates Schools Establishment for high school qualification acquired from the public schools within the country.
 2. An equivalency issued by the Ministry of Education for a certificate of completion of secondary school studies acquired from the private schools within the country or acquired from the schools outside the country.

 ii. English Language Proficiency
 Prospective student is required to fulfill **any one*** of the following English Proficiency requirements for admission to Bachelor of Business Administration program as given below, and shall be submitted at the time of admission:

a. A minimum score of 80% or B grade in Higher Secondary School English language subject.
b. A minimum score of 1100 in EmSAT Achieve English (Emirates Standardized Test)
c. A minimum score of 500 in Institutional Test of English as Foreign Language (TOEFL-ITP), (or 61 in TOEFL iBT or 173 in TOEFL CBT) (certificates will be accepted upon verification by the ETS)
d. A minimum score of 5.0 in International English Language Testing System (IELTS - Academic)

*Note:
1. *Institutional TOEFL / IELTS score only from recognized testing centers or AMIDEAST is acceptable*
2. *Applicants, who have completed their Higher Secondary School Certificate in English medium are not required to submit any proof of English Proficiency.*

iii. Personal Interview
The prospective student is required to pass the personal interview set by the institution.

B. Conditional Admission Requirement for the Bachelor of Business Administration Program
Applicants can be admitted on conditional admission to the Bachelor of Business Administration program under the following circumstances:

i. In case equivalency is delayed, the applicant may be conditionally admitted for one semester provided the applicant shows the evidence that the application for equivalency is under process and submits an undertaking to submit the equivalency within one semester.

ii. If the applicant does not obtain equivalency stipulated in High School Requirements (Section A (i)), then he/she is required to submit the **Letter of No Objection*** for Conditional Admission issued by the Ministry of Education containing the following details:
   a. Eligible preparatory courses
   b. Duration of the conditional admission

   *All the bridging courses offered as per Letter of No Objection for Conditional Admission are considered as zero credit courses, and are not included in CGPA calculations.

iii. If the applicant seeking admission to undergraduate program does not meet the English Language Proficiency requirements mentioned in above Section A(ii) the student may be accepted conditionally for one Semester, and needs to:
   a. Enroll into English bridging Course, and achieve a score of 80 and above.
   b. During the Conditional Admission, the student may register for a maximum of four General Education Courses except for any English courses during Fall/Spring Semester.

iv. In case the student is enrolled under conditional admission, the student will be accepted for **final admission** if one of the following conditions, under which he/she

was admitted, are fulfilled during the conditional admission period otherwise the conditional admission will be cancelled without any refund. In such cases, the student will have no financial or academic claims against the University

- a. Submission of the equivalency mentioned in Section 1(c).
- b. Passing the English bridging course of SUC with a **minimum grade B**.
- c. Passing the preparatory courses mentioned in the Letter of No Objection for Conditional Admission issued by MOE with a minimum **grade B**.

C. Admission Requirement for the Bachelor of Science in Information Technology/ Bachelor of Science in Computer Science Program

An applicant seeking admission for the Bachelor of Science in Information Technology/ Bachelor of Science in Computer Science program is required to fulfill the following conditions:
- i. High School Qualification
- ii. English Language Proficiency
- iii. Personal Interview

Please refer below sections for details of the above requirements:

i. High School Qualification
- a. Applicants must hold a **Higher Secondary School Certificate (Grade 12)** with Pass Grade in all subjects. For **UAE curriculum**, this is typically the **Emirates Secondary School Certificate** or its equivalent. For other **curriculum**, applicants must have a recognized higher secondary school qualifications.
- b. Student with any equivalent qualification from an institution in UAE must have the documents attested by the Ministry of Education and Youth. For qualifications obtained outside UAE, attestation is required from the relevant authorities of the country in which the qualification was earned.
- c. Students from public or private schools within and outside the country are required to submit one of the following documents as applicable:
  1. Certificate of completion of the secondary school education, attested by the Ministry of Education or the Emirates Schools Establishment for high school qualification acquired from the public schools within the country.
  2. An equivalency issued by the Ministry of Education for a certificate of completion of secondary school studies acquired from the private schools within the country or acquired from the schools outside the country.

ii. English Language Proficiency
Prospective student is required to fulfill **any one*** of the following English Proficiency requirements for admission to Bachelor of Science in Information Technology/ Bachelor of Science in Computer Science program as given below, and shall be submitted at the time of admission:
- a. A minimum score of 80% or B grade in Higher Secondary School English language subject.
- b. A minimum score of 1100 in EmSAT Achieve English (Emirates Standardized Test)

c. A minimum score of 500 in Institutional Test of English as Foreign Language (TOEFL-ITP), (or 61 in TOEFL iBT or 173 in TOEFL CBT) (certificates will be accepted upon verification by the ETS)

d. A minimum score of 5.0 in International English Language Testing System (IELTS - Academic)

*Note:

1. *Institutional TOEFL / IELTS score only from recognized testing centers or AMIDEAST is acceptable*

2. *Applicants, who have completed their Higher Secondary School Certificate in English medium are not required to submit any proof of English Proficiency.*

iii. **Personal Interview**

The prospective student is required to pass the personal interview set by the institution.

D. **Conditional Admission Requirement for Bachelor of Science in Information Technology/ Bachelor of Science in Computer Science Program**

Applicants can be admitted on conditional admission to the Bachelor of Science in Information Technology/ Bachelor of Science in Computer Science program under the following circumstances:

i. In case equivalency is delayed, the applicant may be conditionally admitted for one semester provided applicant shows the evidence that the application for equivalency is under process and submits an undertaking to submit the equivalency within one semester.

ii. If the applicant does not obtain equivalency stipulated in High School Requirements (Section C(i)), then he/she is required to submit the **Letter of No Objection*** for Conditional Admission issued by the Ministry of Education containing the following details:

a. Eligible preparatory courses

b. Duration of the conditional admission

*All the bridging courses offered as per Letter of No Objection for Conditional Admission are considered as zero credit courses, and are not included in CGPA calculations.

iii. If the applicant seeking admission to undergraduate program does not meet the English Language Proficiency requirements mentioned in above Section C(ii), the student may be accepted conditionally for one Semester, and needs to:

a. Enroll into English bridging Course, and achieve a score of 80 and above.

b. During the Conditional Admission, the student may register for a maximum of four General Education Courses except for any English courses during Fall/Spring Semester.

iv. In case the student is enrolled under conditional admission, the student will be accepted for **final admission** if one of the following conditions, under which he/she was admitted, are fulfilled during the conditional admission period otherwise the conditional admission will be cancelled without any refund. In such cases, the student will have no financial or academic claims against the University

a. Submission of the equivalency mentioned in Section 1(c).
b. Passing the English bridging course of SUC with a **minimum grade B**.
c. Passing the preparatory courses mentioned in the Letter of No Objection for Conditional Admission issued by MOE with a minimum **grade B**.

E. Admission to People of Determination

SUC admits People of determination after a due process of understanding the learning abilities and the approaches of teaching. SUC facilitates the special needs student by allocating additional time and resources to help them learn without sacrificing the syllabus and the rigor required in it.

Upon meeting the admission requirements, the candidates shall be interviewed by the concerned teaching faculty members under the guidance of a committee, which shall be formed as and when required and the outcomes of the interview are recorded and communicated to the candidate and the Vice Chancellor for necessary actions. The interview shall be focused on:

a. To understand the nature of shortcomings
b. To understand the learning abilities, assessment modes, additional time required for completion
c. To understand the learning abilities through computer
d. To understand their skill levels in assessing