


| | | | |
|---|---|--------------------------------|-------------|
|  | Subject: Student Admission Abu Dhabi Polytechnic | Most Recent Review Date | 5/6/2024 |
| | Responsible Office: Student Services\Admissions Office | Effective Date | |
| | | Page Number | Page 1 of 7 |

1. INTRODUCTION

Abu Dhabi Polytechnic is committed to providing educational experience with the highest standards of knowledge, skills, and professionalism in Applied Engineering. The College is setting high standards in its admission criteria to attract, train, and graduate professionals who will be highly competitive nationally and internationally. The admission policy is based on the core principles of fairness, transparency, and consistency.

2. PURPOSE

This policy aims to set out undergraduate admission requirements. It describes principles, requirements and processes followed by the College to select and admit new students.

3. SCOPE

This policy applies to all new students' admission.

4. DEFINITIONS

NQC: National Qualifications Centre

NQC Level 4: Certificate

NQC Level 5: Diploma

NQC Level 6: Advanced Diploma

EmSAT: Emirates Standardized Test

Standardized and/or Centralized Examinations: The British, The International Baccalaureate, ATS, or The Emirati School System.

5. POLICY

The criteria and standards established in this policy for admission are overseen by the Board of Trustees. Admission is on a competitive basis for academically qualified Emirati students who meet the minimum admission criteria set out in this policy. Non-Emirati applicants may be considered for admissions.

The admission criteria are stated for the average High School grades, the type of curriculum studied, the required EmSAT subjects and scores, and the field of study and degree selected by the applicants.

Admission to all Bachelor's Degrees requires an EmSAT minimum English score 1100, or the equivalent band 5.0 in the International English Language Testing System (IELTS) Academic, or the equivalent TOEFL score of 500 (or 61 in TOEFL iBT or 173 in TOEFL CBT), and successful interview in English.

IAT endorses the student's score in the relevant subject in school's systems that use Standardized and/or Centralized Examinations (such as the British, the International Baccalaureate, ATS, or the Emirati School system).


The degree programs and the relevant admission criteria for each type of degree are outlined in the tables below.

Additional Requirements:

- Applicants should pass the personal interview.
- Sponsored programs with students nominated by sponsor only.



(Handwritten signature and initials)

| | | | |
|---|---|--------------------------------|-------------|
|  | Subject: Student Admission Abu Dhabi Polytechnic | Most Recent Review Date | 5/6/2024 |
| | Responsible Office: Student Services\Admissions Office | Effective Date | |
| | | Page Number | Page 2 of 7 |

Transfer Applicants from Other Universities/Prior Learning

Abu Dhabi Polytechnic may recognize prior learning and can award Students College-Level course credits towards advanced standing in their respective program if they have completed advanced subjects or an additional NQC qualification in High School.

For this recognition, students are responsible to fill out the "Advanced Standing Credit Calculation" form in the admission office and attach related original transcripts or copies of authorized transcripts or any other documents as required by the College. The form should be submitted in the first semester in which a student is enrolled.

Newly enrolled students may be awarded credit and/or satisfy some program requirements in the following ways:

- High scores in nationally and internationally recognized tests. For example, EmSAT, IELTS, TOFEL, SAT, AP, IB, GCE, or any other certified exams recognized.
- Based on an "Articulation Agreement" with other academic institutions, such as the one with the Advanced Technology High Schools (ATS) or Abu Dhabi Vocational Education and Training Institute (ADVETI).
- Good academic standing transfer students from other accredited colleges/universities who passed science courses which are mathematics and one of the four science courses (Biology, Chemistry, Physics or Computer Science) are exempted from meeting the minimum required EmSAT science scores after reviewing the course syllabus and on condition that his/her final grade in any of the science courses is not less than (C) or with Pass for Pass/Fail courses only.
- Additionally, transfer credits from another accredited higher education institution may be accepted for all or some of the courses that the student has completed successfully, on condition that his/her final grade in any of them is not less than (C) or with Pass for Pass/Fail courses only. Prior approval of the respective department is required to verify that transferred courses cover at least 80% of the specified college course CLOs.


Further restrictions apply for advanced standing, articulation, transfer credits:

- The maximum number of credit hours that can be recognized from another accredited university within the study plan applicable to the student should not exceed 50% of the total credit courses required for graduation.
- Applicants who have obtained an academic credential in Level 5 or level 6 NQC qualifications should score 2.5 CGPA or above to be considered for admission.
- Students with CGPA below 2.5 might be considered through one of the following alternative pathways:
 - Professional Experience in a Related Field - A minimum of one year of work experience in a field directly related to the program they are applying to during which they received specialised instruction in their field; or
 - Broader Professional Experience with Entry Exam - At least one year of work experience in any engineering or management field, coupled with successful completion of a placement admission exam; or
 - Professional Certification - Holding a professional certificate in the field relevant to the program of application. For Aviation programs, passing a minimum of four GCAA/EASA modules is required.
- Applicants from ATS schools with level 4 NQC qualification can be considered for admission to Level 5 one-year qualification.
- Entry Exam can be conducted for the purpose of credit articulations.

6. APPLICATION FOR ADMISSION

- 6.1 Emirati's applicants in high school grade 12 or equivalent must submit a completed National Admissions & Placement Office (NAPO) application form available at the ministry of education website. International students must fill in an online admission application form and submit their documents through the college admission portal.



| | | | |
|---|---|--------------------------------|-------------|
|  | Subject: Student Admission Abu Dhabi Polytechnic | Most Recent Review Date | 5/6/2024 |
| | | Effective Date | |
| | Responsible Office: Student Services\Admissions Office | Page Number | Page 3 of 7 |

6.2 Applicants meeting the admission criteria shall be accepted in a particular major/degree program according to the student's preference, and the capacity of the college and/or the program. Further, international applicants will be accepted on a competitive basis up to the percentage authorized by the Board of Trustees.

6.3 International applicants who completed their high school outside UAE will be reviewed case by case for admission as follows:

- The equivalence average high school scores of the Math and one Science subjects shall be 90% or above.

6.4 An offer of admission shall be valid for the semester for which an applicant applies. If an applicant is offered admission but is unable to register, she/he shall request in writing to defer the admission to the next semester.

6.5 Emirati and international applicants shall submit the following documents:

- For Emirati Students, a completed NAPO application form.
- For all applicants, a completed college application form.
- Original or attested high school certificate from the ministry of education. If the secondary high school curricula studied is an international one, then an equivalency must be obtained from the ministry of education in UAE and submitted along with the transcript.
- The High School Certificate should not be more than 3 years old for Emiratis (6 years old for (NQC) Health Care Assistance or other NQC Qualification-Based programs.
- The High School Certificate for International Students should not be more than two years old.
- Applicants maximum age is 25 years old, and 26 years old for (NQC) Health Care Assistance Diploma or other NQC Qualification-Based programs.
- Copy of an English EmSAT score, or an IELTS overall score, or TOEFL iBT as pertinent to the program/Degree applied for.
- Copy of Science EmSAT score (Math, Physics, Chemistry, Biology or Computer Science).
- Medical Fitness Certificate (To be submitted upon enrollment).
- For Emiratis, copy of identity card and passport issued by the United Arab Emirates.
- For international students, copy of identity card and valid passport with residence visa for applicant and his/her father & mother.
- Male students should provide an official letter from the national service that they are eligible to be admitted in a Higher Education Institution.
- Copy of Birth Certificate.


7. CONDITIONAL ADMISSIONS

Applicants for applied bachelor who meet the admission English requirements but do not meet the required admission EmSAT scores for Mathematics and one science subject (Biology, Chemistry, Physics or Computer Science) can be considered for conditional admission if they score minimum 700 in Math and in any 1 science subjects, or minimum 80% high school score in (Math, and one science subject) or its equivalent. They will also be required to take preparatory zero credit courses (remedial courses) in these subjects.

7.1 The conditional acceptance is limited to one semester.

7.2 NQC, Diploma /Higher Diploma /Advanced Diploma programs, applicants who meet the admission English requirements but do not meet the required admission EmSAT scores for the Mathematics can be considered for a conditional admission if they score minimum 600 in Math EmSAT at which the student must successfully pass the preparatory zero credit courses within the first semester of enrollment.



| | | | |
|---|---|--------------------------------|-------------|
|  | Subject: Student Admission | Most Recent Review Date | 5/6/2024 |
| | Abu Dhabi Polytechnic | Effective Date | |
| | Responsible Office: Student Services\Admissions Office | Page Number | Page 4 of 7 |

- 7.3 A student enrolled in preparatory zero credit courses may not undertake more than a total of four courses in that semester: a maximum of two zero credit courses, and a maximum of two general education courses.
- 7.4 Preparatory zero credit courses are intensive and full time, which helps students develop their science knowledge to successfully pass these courses.
- 7.5 Students registered as a conditional admission must attend all their classes and show a strong potential to successfully pass their courses during the first semester of enrollment. On passing the zero-credit course(s), they can study their desired program.
- 7.6 Students will complete an examination in the course(s) they are enrolled in. Students who pass all preparatory zero credit courses may proceed with their study plan as per the department/advisor's guidance.
- 7.7 A student who fails one or more preparatory zero credit course(s) should sit for a retake exam(s) to be held before the end of add/drop period.
- 7.8 A student who fails the retake exams will not be able to continue and will have their conditional admission withdrawn. They will be dismissed from the College.
- 7.9 A student who fails a preparatory zero credit course(s) may sit for the EmSAT exam if it is available before the date of the retake exam(s). On achieving the required score that the student fails in (Mathematics and one of the four Science subjects: Biology, Chemistry, Physics or Computer Science), the student can proceed with the study plan as per the department/advisor's guidance.
- 7.10 Students can submit the EmSAT scores to the Admissions Office within two consecutive semesters including the semester they studied in to be considered for re-admission.
- 7.11 Students taking a preparatory zero credit course(s) do not receive a stipend (even if a student takes a course from the academic program).
- 7.12 International students will pay tuition fees to register for a zero-credit course(s). Each course will be considered as three (3) credit hours for billing as per the tuition fees policy.
- 7.13 Transfer students from other accredited colleges/universities who passed courses which are Mathematics and one of the four science courses (Biology, Chemistry, Physics or Computer Science) shall not register for preparatory zero credit courses after reviewing the course syllabus; and they can be registered as per their study plan.


8. VISITING STUDENTS

ADPOLY may accept visiting students who are actively pursuing a degree at another college or university to take courses and transfer credits back to their home institution.

8.1 Visiting students must meet the following minimum admission requirements:

- Provide evidence of proficiency in English language as per the minimum required score mentioned above.
- Be in good academic standing (a minimum cumulative GPA of 2.0 or the equivalent).



| | | | |
|---|--|--------------------------------|-------------|
|  | Subject: Student Admission Abu Dhabi Polytechnic | Most Recent Review Date | 5/6/2024 |
| | | Effective Date | |
| | Responsible Office: Student Services\Admissions Office | Page Number | Page 5 of 7 |

8.2 Documents Required:

- Complete the admission application form with the required application fee.
- Official transcript from the University at which they are registered (sealed or sent directly from your institution's Registrar).
- Complete the Visiting Student Course Selection Form.
- Complete Medical Fitness Certificate, which must be signed and stamped by a physician.
- No-objection letter issued by the home university.

8.3 Note:

- Visiting students are responsible for transferring the courses taken at ADPOLY to their home institution.
- Visiting students must pay tuition and other related fees as per the tuition fees policy.

9. GENERAL TERMS


- The IAT-MD, with the recommendation of the College Director, is to issue the detailed College-Level table of courses recognized for Advanced Standing and Articulation Agreements, after consultation with the CAA/NQC as relevant.
- The IAT Board of Trustees approves the admission of students who have been accepted through the appeal process and based on IAT Managing Directors recommendations.
- This Policy is effective from date of issue, and overrides all other directives, memos, or practices in this regard.

10. REFERENCES AND RELATED DOCUMENTS

- CAA Standards for licensure and accreditation, 2019.
- ADPOLY Policies and Procedures Manual, Issue 2, Revision I November 2020.
- ADPOLY Policies and Procedures Manual, Issue 3, Revision 2 December 2022.



[Handwritten signature]

| | | |
|---|---|--|
|  | Subject: Student Admission Abu Dhabi Polytechnic | Most Recent Review Date 5/6/2024 |
| | Responsible Office: Student Services\Admissions Office | Effective Date |
| | Page Number | Page 6 of 7 |

(1) **Direct Admission Criteria High School Requirement:**


| Programs | Track/Curriculum | Requirement |
|-------------------------------------|---------------------|---|
| Applied Bachelor Programs | ATS - ASP | Minimum 75% |
| | ATS - Advanced | Minimum 80% |
| | ATS - General | Minimum 85% |
| | ESE - Elite | Minimum 75% |
| | ESE - Advanced | Minimum 80% |
| | ESE - General | Minimum 85% |
| | ESE - Applied | Minimum 85% |
| | IB | Minimum 24 points, Math is mandatory with minimum score of 4 |
| | IGES, GCES, GCE | Minimum C grade in 3 courses (or A grade in 2 courses) A level - Math mandatory |
| | All other curricula | Minimum 80% or its equivalent |
| NQC Diploma/Higher Diploma Programs | ATS - ASP | Minimum 60% |
| | ATS - Advanced | Minimum 65% |
| | ATS - General | Minimum 70% |
| | ESE - Elite | Minimum 65% |
| | ESE - Advanced | Minimum 70% |
| | ESE - General | Minimum 75% |
| | ESE - Applied | Minimum 80% |
| | IB | Minimum 20 points |
| | IGES, GCES, GCE | Minimum C grade in 2 courses |
| | All other curricula | Minimum 70% or its equivalent |

(2) **Direct Admission Diploma/ Higher Diploma / Advanced Diploma EmSAT Requirements:**

| EmSAT Requirements | EmSAT Alternatives/Replacements |
|---------------------------|------------------------------------|
| EmSAT English minimum 800 | Or its equivalent |
| EmSAT Math minimum 700 | High school Math score minimum 70% |



Handwritten signature and initials in blue ink.

| | | | |
|---|---|--------------------------------|-------------|
|  | Subject: Student Admission Abu Dhabi Polytechnic | Most Recent Review Date | 5/6/2024 |
| | Responsible Office: Student Services\Admissions Office | Effective Date | |
| | | Page Number | Page 7 of 7 |

(3) Direct Admission Applied Bachelor EmSAT Requirements and/or Alternatives:

| EmSAT Requirements | | EmSAT Alternatives/Replacements |
|--|-----------------------------|---|
| EmSAT English minimum 1100 | | IELTS (Academic): minimum 5.0., TOEFL minimum score of 500 (or 61 in TOEFL iBT or 173 in TOEFL CBT) |
| EmSAT Math minimum 900 | | High school Math score minimum 85% |
| One science subject in the form of EmSAT or its alternative: | EmSAT Physics minimum 900 | High school Physics score minimum 85% |
| | EmSAT Chemistry minimum 900 | High school Chemistry score minimum 85% |
| | EmSAT Biology minimum 900 | High school Biology score minimum 85% |

(4) Conditional Admission bachelor Admission EmSAT Requirements and/or Alternatives:

| EmSAT Requirements for Bachelor | | EmSAT Alternatives/Replacements |
|--|-----------------------------|---|
| EmSAT English minimum 1100 | | IELTS (Academic): minimum 5.0., TOEFL minimum score of 500 (or 61 in TOEFL iBT or 173 in TOEFL CBT) |
| EmSAT Math minimum 700 | | High school Math score minimum 80% |
| One science subject in the form of EmSAT or its alternative: | EmSAT Physics minimum 700 | High school Physics score minimum 80% |
| | EmSAT Chemistry minimum 700 | High school Chemistry score minimum 80% |
| | EmSAT Biology minimum 700 | High school Biology score minimum 80% |

(5) Conditional Admission NQC Diploma/ Higher Diploma / Advanced Diploma EmSAT Requirements:

| EmSAT Requirements for NQC Diploma/Higher Diploma | |
|---|------------------------------|
| EmSAT English minimum 800 | Or its equivalent |
| EmSAT Math minimum 600 | Take preparatory zero credit |

