

Admissions Policy

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Supporting Documents, Procedures & Forms:	Admissions Procedure Credit for Prior Learning Policy Credit for Prior Learning Procedure Delegations of Authority – PART B – UOWD Academic Delegations		
References & Legislation:			

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1.0 Purpose

This document outlines the admission requirements for programs of study at UOWD. This document should be read in conjunction with the Admissions Procedure and the website admission information identified in this policy.

2.0 Definitions

Word/ Term	Definition (with examples, where relevant)
Admission	Procedures governing the making and determination of application for entry to courses at the University of Wollongong in Dubai
Certificate of Proficiency	A certificate provided to a student, who is not enrolled in a UOWD degree or any other UOWD course that completes a single subject at UOWD. Students can be admitted on a Certificate of Proficiency basis subject to the provisions of this policy
Course admission requirements	Selection criteria that an eligible applicant must satisfy to be considered for admission to a course
Credit	Credit point recognition or credit point exemptions granted to an applicant
Concurrent enrolment	Enrolment in two or more courses either at the University or at the University and another tertiary institution
Cross-institutional study	Study undertaken by a student of the University through enrolment in a subject at another tertiary institution that is recognised for credit towards a UOWD degree, or by a student formally enrolled at another tertiary institution through enrolment in a subject at the University of Wollongong in Dubai.

Delegated Authority	A person given Delegated Authority under the Academic Delegations of Authority
English language proficiency requirements	The minimum English language requirements for students to be admitted to a course at UOWD
GPA	The Grade Point Average (GPA) is a number representing the average value of accumulated final grades earned in a course. A GPA is calculated by adding the value of accumulated final grades and dividing the total by the number of grades completed. Applicants are required to meet the minimum GPA for entry to programs offered by UOWD. A GPA for admission to UOWD should be expressed on a standard 4-point scale.
HDR	Higher Degree Research programs
IELTS	The International English Language Testing System is an acceptable test of academic English language skills.
Non-award study	Enrolment in a non-accredited course offered by the University or a single subject enrolment, cross- institutional study, Certificate of Proficiency, or student exchange.
PEC	Post Enrolment Conditions are required to be met within specified timeframes following enrolment.
Student Exchange	A program, with a partner institution enabling UOWD students to study at those institutions; in return, UOWD accepts students for enrolment on a non-award basis for students from that institution. Admission to UOWD for student exchange students is subject to the provisions in this policy.
UAE	United Arab Emirates
UOWD	University of Wollongong in Dubai

Weighted Average Mark (WAM)	A student's average mark in subjects studied at the University of Wollongong in Dubai, which is weighted by the number of credit points earned for each subject. The WAM calculation used for the purpose of this policy is <i>the sum of (subject credit points * mark)/sum of (subject credit), including advanced standing</i> . This calculation is identified as "WAM 7" on the UOW Student Administration Interface.
WES System	The World Education Services: International Credential Evaluation (WES) system. The WES system is used to map equivalent international education systems and determine the admissions criteria for applicants who have completed qualifications in comparative curriculums.

3.0 Application And Scope

- 3.1 This policy applies to all applications for admission to a course at the University of Wollongong in Dubai including non-award and cross-institutional study.
- 3.2 Applications for credit are governed by the Credit for Prior Learning Policy, regardless of whether the application for credit forms part of the application process or occurs after enrolment.

4.0 Policy Principles

- 4.1 The University aims to admit any applicant likely to succeed in a course while maintaining academic quality at the University.
- 4.2 Admission decisions will be fair, consistent, transparent, and as objective as possible.
- 4.3 Applicants will be considered for admission primarily on the basis of merit through prior study as demonstrated by the award of an academic qualification from a recognized institute.
- 4.4 The University will publish in a timely manner:
 - a) clear and accurate information on the pathways through which an applicant may be considered for admission; and
 - b) admission procedures for each course including course selection requirements and the application process.
- 4.5 The University will regularly monitor and review admissions criteria and decisions to evaluate the effectiveness of admissions criteria.

5.0 General Provisions

- 5.1 To be admitted to a course at the University an applicant must:
- a) Be eligible to be considered for admission to the University;
 - b) Satisfy course admission requirements;
 - c) Satisfy course English language proficiency requirements;
 - d) Submit an application for admission by the closing date, with specified supporting documentation in English. Where original documents are not in English, an official translated version of the document/s must be submitted;
 - e) pay any required application fee, where relevant; and
 - f) Be selected for admission to the course.
- 5.2 Eligibility for admission does not guarantee selection for a course. Where selection is from a pool of applications, selection may be competitive.
- 5.3 The University may determine and apply a quota of places for each course or for categories of applicants for a course as approved by the Delegated Authority.
- 5.4 An offer of admission will only be made in writing by the Delegated Authority.
- 5.5 For postgraduate and HDR programs, an offer of admission will only be made to a candidate who has completed a degree from an institution recognized by the Ministry of Education.
- 5.6 In the event of an inconsistency between this policy and the associated procedure and/or website admission information, the provisions in the policy take precedence over the procedure and/or website admission information.

6.0 English Language Proficiency

All applicants must satisfy the University's English language proficiency requirements applicable to the relevant course as set out in the hyperlinks listed below, as amended from time to time by or on the authority of the Delegated Authority. English test results must be valid at the time of admission.

6.1 Undergraduate Requirements

<http://www.uowdubai.ac.ae/undergraduate-programs/admission-requirements#EnglishLanguageRequirements>

6.2 Postgraduate Requirements

<http://www.uowdubai.ac.ae/postgraduate-programs/admission-requirements>

6.3 PEC Admission (English Language)

6.3.1 Undergraduate Requirements

Students who do not meet the language requirements listed in section 6.1, may also be granted PEC admission. Students admitted under this criterion, in

addition to enrolling in their academic studies, must enrol and pass additional non-credit bearing English language subject/s.

Undergraduate students granted PEC admission must achieve the required English language results (for direct entry) at the completion of their first semester of enrolment. Failing to meet this criterion, will result in the student not being able to re-enrol until the English language requirements are satisfied.

6.3.2 Postgraduate Requirements

A student who has met the academic requirements as listed in section 8 and achieved a minimum TOEFL score of 530 on the paper-based test or 197 on the computer-based test or 71 on the internet-based test or an IELTS score of 5.5 may be admitted on a PEC basis to a master's program with the exception of the MMC and MIR programs.

Students for these programs will only be admitted with a minimum IELTS of 6.0 or equivalent. Students who do not have an IELTS of 6.5 with 6.0 in each band will be assessed by the School and may be required to enrol and pass a 6cp Writing for Communication (ENG900).

Postgraduate students granted PEC admission under English language requirements must achieve the required English language results (for direct entry) as per section 6.2 at the end of the first semester. Failing to meet this criterion, will result in the student not being able to re-enrol until the English language requirements are satisfied.

7.0 Undergraduate Degree Entry Requirements

7.1 General Requirements

All applicants must hold a recognized secondary school certificate at a minimum of the Shahadat Al-Thanawiya Al-Amma qualification (Secondary School Leaving Certificate) with a score of 70% or its equivalent as per admission requirements:

[http://www.uowdubai.ac.ae/undergraduate-programs/admission-requirements#Academic Requirements](http://www.uowdubai.ac.ae/undergraduate-programs/admission-requirements#AcademicRequirements)

The minimum academic entry requirements and admission criteria for each high school system is determined with reference to the WES system.

7.2 Admission with Post Enrolment Conditions (PEC)

Students with a score of 60 to 69 in the U.A.E. Shahadat Al-Thanawiya Al-Amma (Secondary School Leaving Certificate) or an equivalent performance level in an international qualification may be granted 'PEC' admission.

Undergraduate students conditionally admitted to the University will be allowed to enrol in no more than 24cp of appropriate General Education coursework only in those subjects for which they have the preparation, knowledge, and skills to enable them to achieve the course learning outcomes.

7.3 Challenge Tests

Challenge Tests are conducted in designated subjects for students who satisfy specific high school qualifications and/or achieve required English proficiency test results. The criteria in order to be eligible to sit for Challenge Tests, and the expected standard of performance to pass each test is outlined at:

<http://www.uowdubai.ac.ae/undergraduate-programs/admission-requirements#AcademicRequirements>

Challenge tests for each relevant subject are administered by the relevant UOWD faculty and eligibility is confirmed in conjunction with assessment of applications for admission.

Students who pass a challenge test for a specific foundation level subject are provided an exemption from completing that foundation level subject.

7.4 Placement Tests

Placement Tests are conducted at the start of the first semester for all students enrolling in the Bachelor of Engineering degree program, in order to assess the appropriate entry point into Mathematics/Statistics and Physics subjects. Students who achieve a mark below 60% in their placement tests will need to enrol in the relevant remedial subject. Students who achieve a mark of 60% or greater in a placement test are not required to enrol in relevant remedial subject.

8.0 Postgraduate Coursework Entry Requirements

8.1 General Requirements

Applicants must have completed a bachelor's degree or its equivalent from an institution recognized by the Ministry of Education with an overall GPA of at least 3.00 (on a 4.0 scale) or its equivalent and meet entry requirements as outlined per program at:

<http://www.uowdubai.ac.ae/postgraduate-programs/admission-requirements>

8.2 Admission with Post Enrolment Conditions (PEC)

8.2.1 General

Applicants with a bachelor's degree in the relevant field of study, or its equivalent, with an overall GPA between 2.5 and 2.99 (on a 4.0 scale) may be conditionally admitted to a postgraduate program, only if they meet the direct English language requirement as specified in section 6 of this policy. Such students must take a maximum of 18cp of subjects studied for the graduate program during the period of conditional admission and must achieve an overall WAM of 55 in their first 3 subjects at the University. Students who fail to achieve this standard may have their enrolment discontinued.

Applicants with a Bachelor's Degree in the relevant field of study, or its equivalent, with an overall GPA between 2.0 and 2.49 (on a 4.0 scale) may be conditionally admitted to a postgraduate program, only if they meet the direct English language requirement as specified in section 6 of this policy and they will be required to complete a maximum of 18cp remedial non-credit bearing subjects prior to enrolment in their chosen postgraduate program. Students

must achieve a minimum WAM of 55 in these subjects in order to progress to the graduate program or be subject to dismissal.

8.2.2 Academic Progress

Applicants who meet the entry criteria as listed under 8.1 of the policy but have more than 10 fails in their undergraduate degree may be admitted to a postgraduate program on PEC basis, however this will be at the discretion of the relevant Academic Program Director and relevant Associate Dean, Education.

9.0 Higher Degree Research Programs

9.1 General Provisions:

9.1.1 Admission to a Higher Degree Research program is based on academic merit and endorsement from the President that adequate supervision, infrastructure, and other resources and other facilities are available to support candidature.

9.1.2 Applicants are eligible to be considered for admission if they have completed the standard pathway specified in each course.

9.1.3 Candidates who cannot demonstrate proficiency in statistics, academic research and research writing will be required to undertake relevant preparatory subjects prior to commencement of their doctoral program.

9.2 General Requirement for Doctor of Philosophy (PhD)

9.2.1 Applicants must have completed a master's degree with an overall GPA of at least 3.30 (on a 4.0 scale) in a discipline appropriate for the doctoral degree, or academic distinction in a discipline appropriate for the doctoral degree at the baccalaureate degree with a CGPA of at least 3.5 on a 4.0 scale or its equivalent in a related area of specialisation in which they intend to do their PhD thesis.

9.2.2 Normally PhD students will have completed a research Masters or have a research component in a coursework Masters.

10.0 Articulation Conditions

For students who have satisfactorily completed a master's degree program at UOWD, articulation to other postgraduate coursework programs is possible, with some credit granted. For further information, refer to the Credit for Prior Learning Policy and Procedure.

11.0 Non-Award

The application of this policy covers Non-award, Student Exchange, Cross-Institutional, and Certificates of Proficiency.

- a) Applicants for admission to non-award, exchange, cross-institutional and certificates of proficiency are eligible to be considered for admission if they satisfy the admissions criteria for the degree level containing the subjects in which they wish to enrol.

- b) Satisfactory completion of any subject where the applicant is admitted under rule 11a does not guarantee admission into a course at the University.
- c) The English language requirement for such applications will be assessed on a case-by-case basis. At the discretion of the Director, Marketing and Student Recruitment, applicants may be required to undertake an 'Accuplacer' exam.

12.0 Application For Admission

The application procedure for admission to the University and all award programs and non-award study is outlined in the Admissions Procedure

13.0 Refusal of Admission

13.1 The University may refuse admission to an applicant if:

- a) They are not eligible to be considered for admission to a program at the University;
or
- b) There are not appropriate and sufficient personnel, resources or number of applicants to enable the program to be offered;
- c) There are other restrictions or limitations applying to the course.

13.2 The Director, Marketing and Student Recruitment may withdraw an offer of admission made to an applicant where the offer is made in error; or it is made on the basis of incomplete, inaccurate, fraudulent or misleading information supplied by the applicant or applicant's agent.

13.3 An applicant who has an unsatisfactory academic record in, or who is suspended, excluded, or expelled from any tertiary institution (including UOWD) is not eligible to be considered for admission to the University and into any course or for non-award study.

13.4 The Director, Marketing and Student Recruitment may refuse admission to the University or admission to a course where evidence from the applicant's history in the opinion of the Director, Marketing and Student Recruitment makes them unsuitable to study the program for which they have applied on academic or non-academic grounds, or to enrol at the University, provided that:

- a) The applicant be supplied with written notification of the reasons for; and
- b) The applicant has the right to appeal against the decision.

14.0 Right of Appeal

An applicant not selected for admission to the University or admission to a course, may have the right of appeal as specified in the Admissions Procedures.

15.0 Governance

15.1 Admission Criteria

- a) The UOWD Academic Board approves requirements for admission to the University through approval of this Admissions Policy.
- b) The UOWD Academic Board approves requirements for admission to individual courses as part of the UOWD course approval process.
- c) The UOWD Education Committee monitors course admission criteria and approves changes to course admission criteria, including those listed on web links in this document and reports these to the Academic Board.

16.0 Record Keeping

- 16.1 The University will maintain appropriate records of the basis of admission of applicants to courses so that:
 - a) The effectiveness of admission criteria can be evaluated; and
 - b) The performance of student cohorts can be monitored and reviewed.
- 16.2 Student Recruitment is responsible for maintaining such records when a Faculty has assigned to Student Recruitment the responsibility to assess applications for admission to a program.
- 16.3 The relevant Faculty is responsible for maintaining such records when the Faculty assesses an application for admission to a program.

17.0 Monitoring And Review

- 17.1 The Education Committee will regularly monitor and review policy documents and decisions relating to admission to the University and course selection and report on the results of this monitoring to the Academic Board as required.
- 17.2 Each Faculty will regularly monitor and review course selection requirements with respect to the performance of student cohorts for courses owned by that Faculty to ensure that they remain current and valid for each course; and report on the results of this monitoring to the Education Committee as required.

18.0 Conflict of Interest

Each staff member responsible for making admission decisions and offers of admission must not participate in any decisions affecting applicants where a potential or actual conflict of interest arises due to a close personal relationship with an applicant.

19.0 Re-admission

Student applying for re-admission after a period of exclusion or lapsed status will have to be re-assessed for admission and will have to satisfy any new admission requirements not satisfied by the student in their initial admission.

20.0 Version Control and Change History

Modification History

Version Control	Date Effective	Approved By	Amendment
8	29 Aug 2007	Academic Board	Updated Postgraduate Entry Requirements
9	30 Aug 2007	Academic Board	Addition of newly accredited MSc. (Logistics) Program
10	23 Mar 2008	Academic Board	Updated Appendix 2. Updated Refresher Course and English Language requirements of Appendix 4. Updated Appendix 5 to include ITP scores.
11	06 Apr 2008	Academic Board	Updated section 2 of Appendix 1. Updated titles in Appendix 2, updated English language requirements in Appendix 4, updated Appendix 5 to include details of Institutional TOEFL offered by UOWD and incorporate TWE scores in English equivalences and amended errors in articulation arrangements in Appendix 6.
12	02 July 2008	Academic Board	Revised TWE for all undergraduate programs from 3.5 to 4.0. Updated the probationary entry requirements in Appendix 4.
13	03 Nov 2008	Academic Board	Updated Refresher Course requirements. Revised the work experience requirements for MBA.
14	16 June 2009	Academic Board	Revised the probationary admission – mature entry requirements. Expanded the list of international qualifications recognized for undergraduate program entry (Appendix 3 of the policy). Updated Articulation (Appendix 6) section to remove equivalence TBS 982 and MARK 940.

15	25 Sep 2009	Academic Board	Removed the procedural elements from the policy and changed the title of the document from Admissions Procedures and Processes to Admissions Policy to reflect the change in scope. Added probationary admission requirements at the undergraduate
16	01 June 2010	Academic Board	Added new section on probationary Admission – English Language (section 5.5). Changed the first semester WAM requirements for PG students on probationary admission from 60 to 50. Added the entry requirements for doctoral research degree programs.
17	21 Feb 2011	Academic Board	Revised general admission requirements for PhD. Added condition of probationary admission to section 6.0. Revised section 7.3. Restructured the section on Probationary admission (section 5.2). Changed the delegated authority for making decisions on probationary admissions cases under section 5.2.3.
18	14 Dec 2011	Academic Board	Revised the admission requirements for Higher Degree Research programs – sections 6.0 – 6.3 and section 7.3. Added the Additional Entry Requirements for HDR programs. Revised the requirements for “Visiting” students under section 9.0. Added a new section (10) regarding Certificates of Proficiency.

19	07 Feb 2012	Academic Board	Revised probationary admission requirements for postgraduate students under section 5.2.2. The WAM required for probationary students to continue in the program amended under section 5.2.5
20	17 Apr 2012	Academic Board	Added additional English language requirements for admission to MMC program (section 7.2)
21	07 June 2012	Academic Board	Revised section 4.4 on challenge tests to add the maximum number of challenge test that a student can take.
22	11 Mar 2013	Academic Board	Revised sections 6.1, 6.2 and 6.3 to add the Pearson PTE Academic scores applicable for undergraduate, postgraduate, and higher degree research programs.
23	14 May 2013	Academic Board	Minor revision in section 3.4
24	13 June 2013	Academic Board	<p>Changed the term “probationary” to “PEC” throughout the document. Revised qualifications table under section 3 to add the entry scores applicable for various international qualifications. Revised the WAM required by students on PEC admission to 55 (section 4.2.4).</p> <p>Removed professional work experience required for admission to PhD program (sections 5.2 and 5.3.2) Revised English language entry requirements for MMC and MIST (sections 6.2 and 6.4.2).</p>

25	23 Oct 2014	Academic Board	Replaced the following sections with web links: Table of Qualifications under section 3.1; 6.1, 6.2, 6.3. Replaced 8.0, 8.1, 8.2, 9.0 with 11.0 non-Award. Removed sections 10 and 11. Added new sections: 12, 13, 14 and 15. Added Related Documents
26	09 Jun 2015	Academic Board	Section 6.0 includes the post enrolment conditions (PEC) for English Language Section 7.4 briefs on Placement Tests for Bachelor of Engineering Program Revisions to PEC section 8.2 includes the following: Revised GPA scores as between 2.0 and 2.99 (clause 8.2.1) Deleted mature entry requirements (clause 8.2.2) Section 10, Reference to Recognition to Prior Learning changed to Credit for Prior Learning Policy Removed clause (c) under
27	28 Feb 2018	Academic Board	Change document to new UOWD Official document template. Slight editorial updates.
28			Changes to English Language proficiency requiring students to have a valid English test scores only at time of admission. PG students granted PEC admission will no longer be required to undertake and pass an intensive English language course at the University. Students admitted to

29	23 Sep 2020	Academic Board	<p>Reviewed in accordance with the new CAA Standards:</p> <p>Clarifications made to Section 6.3.2 Postgraduate Requirements for MMC And MIR in alignment with current practice</p> <p>Addition made to Section 7.2</p> <p>Current probationary admission is 2.0 to 2.99</p> <p>Section 8.2 has been revised to incorporate the requirements of section 6.3.8 and 6.3.9 of the Standards.</p> <p>Based on the requirements of the new Standards, 2 conditions have been incorporated within the policy – those between 2.5 and 2.99 and for those between 2.0 – 2.49.</p> <p>Section 9.2 changed to include the new requirements of the Standards that recognises academic distinction at the baccalaureate degree with a CGPA of 3.5 on a 4.0 scale</p> <p>Section on DBA removed, High School average change to 60%</p> <p>A minimum of 5 subjects* in O-Levels/GCSE/IGCSE and 2 AS level subjects</p> <p>Arabic and Islamic Studies subjects are not considered as per the Ministry decree 4443/2001. Students must provide attested school leaving certificate confirming 12 years of schooling</p>
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