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| Policy Group | Graduate Studies | Policy Number | ACA-GRA-01 |  جامعة زايد ZAYED UNIVERSITY |
| Responsible Office | Office of the Provost | Distribution | External | |
| Date Approved | 11 March 2021 | Effective Date | 11 March 2021 | |
| Date Last Reviewed | 10 March 2021 | Due Date for Next Review | 17 December 2023 | |

PROCEDURES

Graduate Admission to Zayed University

1. Application Form

Applications for admission to graduate programs must be submitted online through the Zayed University e-Services Portal:

(<http://eservices.zu.ac.ae/main/Services/Servicecard/Postgraduate/Application-for-Graduate-Program-Admission>)

2. Additional Admission Requirements

An applicant may be required to complete pre-program courses to demonstrate competency as directed by specific program requirements. However, the total number of credits of the preparatory courses must not exceed 12 credit hours.

3. Supplementary Items

The following supplementary items must be submitted as PDF attachments as part of the online admission application process:

3.1 Transcript/Degree Certificate

3.1.1 An applicant must submit a certified copy of his/her official baccalaureate degree transcript with an English translation from the university granting the degree.

3.1.2 If the transcript does not include the degree designation and when it was attained, an official degree certificate must be submitted.

3.2 Equivalency letter

An applicant must submit an official baccalaureate degree equivalency letter issued by the United Arab Emirates Ministry of Education.

3.3 English language competency certificate

Only official IELTS or TOEFL (CBT or iBT) test results or true copies are acceptable

3.4 Current resume or CV in English (or Arabic for programs delivered in Arabic).

The resume or CV should clearly indicate work/professional experience and educational milestones.

3.5 Copy of the data page of a valid passport.

3.6 Copy of UAE ID (for residents of the UAE).

3.7 Passport photo scan.

3.8 Additional documents or supplementary items may be required by individual programs; however, such items must be approved according to the Authority Matrix and published on the corresponding programs' webpages.

4. Application Fee

4.1 A non-refundable application fee is required to process an admission application.

4.2 An applicant must submit a receipt for payment of the non-refundable application fee in PDF format along with the application online.

5. Pre-admission Interview

5.1 An applicant who has submitted a complete application, met all the admission standards appropriate to the program, and has paid the application fee may be invited to meet with graduate program faculty, face-to-face or virtually, to confirm program details and match to the candidate's experience as well as career and academic aspirations.

5.2 Applicants should consult the Zayed University Graduate Studies Deanship website or the webpage of the individual graduate program for further information regarding interviews.

6. Admission Decision

6.1 A candidate who is admitted to a graduate program will receive an official "Offer of Admission" notification which includes all admission details.

6.2 The current admission status is maintained online in the candidate's application account.

7. Admission to Diploma and Master's Programs

There are two (2) types of admission into a diploma or master's program: Regular Admission and Conditional Admission.

7.1 Regular Admission may be granted to eligible applicants who meet all requirements of the degree program, including GPA and English Test score requirements. Except where restricted by further program level admission requirements, the minimum requirements for regular admission to graduate diploma and master's programs are:

7.1.1 An earned baccalaureate degree in a discipline considered appropriate for the prospective program from an accredited university recognized by the UAE Ministry of Education with a Cumulative Grade Point Average (CGPA) of 3.0 or higher on a 4.0-point scale or equivalent; and

7.1.2 One of the following:

a) A minimum score of either:

- 1400 on the EmSAT English examination;
- a TOEFL score of 213 CBT or 79 iBT; or
- IELTS Academic 6.0;

- b) Evidence that the applicant is a native speaker of English who has completed his/her undergraduate education in an English-medium institution in a country where English is the official language.

7.1.3 For graduate programs taught in Arabic, the minimum English and Arabic language requirements at the time of admission are:

- a) English:
 - 950 on the EmSAT English examination;
 - a TOEFL score of 133 CBT, 45 iBT; or
 - IELTS Academic 4.5.
- b) Arabic:
 - 1100 on the EmSAT Arabic examination.

7.2 Academic Requirements for Conditional Admission

7.2.1 An applicant with a CGPA of 2.5 is eligible for conditional admission to a graduate diploma or master's degree program offered in English or Arabic.

7.2.2 A conditionally admitted student:

- a) May take a maximum of nine (9) credit hours in the first semester of study;
- b) Must achieve a minimum CGPA of 3.0 on a 4.0-scale in the first nine (9) credit hours in the credit-bearing courses studied for the program.

7.2.3 Conditionally admitted students who fail to meet the aforementioned requirements will be dismissed from the program.

7.3 English Language Requirements for Conditional Admission

7.3.1 Except where restricted by further program level requirements, an applicant to a graduate diploma or master's degree program offered in English who does not qualify for regular admission may be eligible for conditional admission by having, at the time of admission, a minimum:

- a) 1250 on the EmSAT English examination;
- b) TOEFL score 197 CBT, or 71 iBT; or
- c) IELTS Academic 5.5.

7.3.2 A conditionally admitted student:

- a) Must meet the English language requirement for regular admission by the end of the student's first semester of study by having a minimum:
 - 1400 on the EmSAT English examination;
 - a TOEFL score of 213 CBT or 79 iBT; or
 - IELTS Academic 6.0.
- b) May take a maximum of six (6) credit hours in the first semester of study, not including intensive English courses;
- c) Must achieve a minimum CGPA of 3.0 on a 4.0 scale in the first 6 credit hours in the credit-bearing courses studied for the program.

7.3.3 Conditionally admitted students who fail to meet the aforementioned requirements will be dismissed from the program.

7.3.4 No conditional admission will be offered for not meeting the minimum English language requirement for programs offered in Arabic.

8. Admission to Doctorate Programs

Admission to a doctorate degree program may be granted to eligible applicants who meet all requirements of the degree program, including GPA and English Test score

requirements. Except where restricted by further program level admission requirements, the minimum requirements for admission to doctorate programs are:

- 8.1 An earned master's degree in a discipline appropriate for the doctorate program from an accredited university recognized by the UAE Ministry of Education with a Cumulative Grade Point Average (CGPA) of 3.0 or higher on a 4.0-point scale or equivalent; or academic distinction at the baccalaureate degree with a CGPA above 3.7 on a 4.0 scale; and
- 8.2 For doctorate programs taught in English, one of the following:
 - a) A minimum TOEFL score of 232 CBT or 90 iBT; or IELTS Academic 6.5 is required at the time of admission; or
 - b) Evidence that the applicant is a native speaker of English who has completed his/her master's degree in an English-medium institution in a country where English is the official language.
- 8.3 For doctorate programs taught in Arabic, a minimum TOEFL score of 173 CBT, 61 iBT; or IELTS Academic 5.0 is required at the time of admission.

9. Confirmation of Admission

- 9.1 An offer of admission is confirmed upon the applicant's payment of the required "Registration Fee" before the deadline as stated in the offer letter.
- 9.2 Zayed University reserves the right to revoke any admission offer if the recipient fails to pay the Registration Fee as required.
- 9.3 A confirmed graduate student with admission must register for required program courses according to the program's curriculum plan before the start of each semester. Details on the program's curriculum is available on the program's webpage or from the respective college/department.
- 9.4 Zayed University reserves the right to cancel a student's registration in a graduate program and/or revoke the admission offer if any of the documents submitted by the applicant/student is determined to be fraudulent or invalid at any stage after admission.

10. Deferred Admission

An applicant who has been admitted to a graduate program may request deferred admission only once to the program's next admission cycle by notifying the Graduate Studies Deanship in writing and paying the applicable, non-refundable "Deferred Admission" fee before the specified date in the offer letter, if applicable, or the official start date of the semester. The fee amount will be credited towards tuition charges in the student's account for the student's first enrollment in the program.

11. Transfer Admission

An applicant to a graduate program may elect to transfer credit hours completed at the same academic level at another higher education institution upon admission to Zayed University. The applicant may transfer a maximum of 25% of the total credit hours required for the program, including any credits for prior learning. The "Course Transfer" rules in the "Graduate Student Registration" policy apply in this case.

12. Revision History

| Date | Revision |
|-------------------|---|
| 11 March 2021 | Vice-President's Decision issued (VP Decision #8 of 2021). |
| 10 March 2021 | Approved by the Academic Council. |
| 8 March 2021 | Endorsed by a joint session of the Deans' Council and the Provost's Council. |
| 31 January 2021 | <ul style="list-style-type: none"> • Removed GRE and TOEFL PBT; • Emphasized IELTS Academic; • Removed Master of Islamic Studies in Jurisprudence of Reality (MISJR) from Appendix A in line with PD #1/2021; • Added Master of Science in Information Systems Management (MSISM) to Appendix A in line with PD #113/2020. |
| 12 October 2020 | Endorsed by the Provost's Council. |
| 24 September 2020 | Updated the admission requirements to diploma and master's programs (7): <ul style="list-style-type: none"> • Updated the CGPA and language requirements for regular admission (7.1); • Added Conditional Admission for Academic Requirement (7.2); • Updated the requirements for Conditional Admission for English Language Requirement (7.3); • Updated the program name to Master of Legal and Judicial Studies (MLJS) in Appendix A. |
| 29 June 2020 | President's Decision issued (PD#35 of 2020). |
| 15 April 2020 | Approved by the Academic Council. |
| 15 July 2019 | Approved by the Vice-President (VP Decision #106 of 2019). |
| 8 July 2015 | New procedures approved by the Vice-President. |

Attachment:

- Appendix A: Additional Program-Specific Admission Requirements

Appendix A: Additional Program-Specific Admission Requirements

| Graduate Degree Program | Additional Admission Requirements | Additional Required Documents |
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| College of Business | | |
| 1. Executive Master of Business Administration (EMBA) | <ul style="list-style-type: none"> - Interview may be requested. - Three years of mid- to upper-level supervisory experience. - Evidence demonstrating a basic knowledge of accounting, economics, finance, and statistics. | - N/A |
| 2. Master of Science in Finance (MSF) | <ul style="list-style-type: none"> - Interview may be requested. | - N/A |
| College of Communication and Media Sciences | | |
| 3. Master of Arts in Communication (MAC) <ul style="list-style-type: none"> - Tourism and Cultural Communications - Strategic Public Relations | <ul style="list-style-type: none"> - Interview may be requested. | - Essay (written in English). It is a statement of academic interests and related career experience, not particularly information about your personal life. Instead, it should demonstrate how you are well-suited for master's study by expressing why you want to study this program, and any extra information about your achievements to date. |
| College of Education | | |
| 4. Master of Education in Educational Leadership and Administration (MEELA) | <ul style="list-style-type: none"> - Interview may be requested. - Two (2) years of professional experience in an educational context or a related field for the Educational Leadership. | - N/A |
| 5. Master of Education in Teaching and Learning (METL) | <ul style="list-style-type: none"> - Interview may be requested. | - N/A |

| College of Technological Innovation | | |
|---|-------------------------------|--|
| 6. Master of Science in Information Technology (MSIT) - Cyber Security | - Interview. | - N/A |
| 7. Master of Science in Information Systems Management (MSISM) | - Interview may be requested. | - |
| College of Humanities and Social Sciences | | |
| 8. Master in Diplomacy and International Affairs (MDIA) | - Interview may be requested. | - Writing sample authored by the applicant (12-point font, 5-print pages, written in English). |
| 9. Master of Legal and Judicial Studies (MLJS)* | - N/A | - N/A |

* Program is taught in Arabic. All programs are taught in English except where indicated otherwise.