

الجامعة الخليجية  
GULF UNIVERSITY



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as per amendments of regulations and policies



## 1. Purpose

The purpose of this document is to describe admission to Gulf University. It details principles to accomplish fair, transparent, and robust admission to all programs.

## 2. Scope

The document applies to admission in all programs offered at Gulf University.

## 3. Acronyms

<b>BADM</b>	Bachelor's in Advertisement and Digital Marketing
<b>BEE</b>	Bachelor's in Electrical and Electronics Engineering
<b>BME</b>	Bachelor's in Mechanical Engineering
<b>BQA</b>	Education and Training Quality Authority
<b>CILOS</b>	Course Intended Learning Outcomes
<b>FCE</b>	First Certificate in English
<b>HEC</b>	Higher Education Council
<b>IELTS</b>	International English Language Testing System
<b>NQF</b>	National Qualifications Framework
<b>PILOS</b>	Program Intended Learning Outcomes
<b>TOEFL</b>	Test of English as a Foreign Language

## 4. Definitions

**Applicants:** Applicants are individuals who seek entrance to Gulf University in order to become registered students in programs offered by the University.

**Preparatory Courses:** Preparatory courses constitute the preparatory program set by Gulf University for applicants, who failed in placement test(s), to pass for fulfillment of all admission requirements of the selected program.

**Selection Testing and Assessment:** Selection testing and assessment entails a selection process, whereby Gulf University can determine an applicant's suitability for admission in a specific program of study. This includes a paper-based process, a formal written exam, an online test, an interview, or some other assessment process.

## **5. Policy Statement**

Gulf University is committed to recruit students with the utmost academic ability and potential, regardless of their social, cultural, and economic background. The university is committed to equal opportunity in education for applicants.

Gulf university ensures that applications are considered on applicant's individual merits, implementing a comprehensive approach, and reviewing their information provided to the university through the application process.

Gulf University is committed to transparent, fair, and consistent admission procedures with the aim to offer proper advice and guidance to the applicants to make their informed choices.

## **6. Policy Principles**

- 6.1 Gulf University ensures up-to date admission criteria through systematic review process.
- 6.2 In the interests of providing quality higher education, Gulf University only admits students who have met the stated admission requirements and have followed the approved admission procedures.
- 6.3 Admission requirements and application deadlines are updated every year and published on University's website.
- 6.4 Gulf University ensures transparency and publicly available procedures for selecting applicants (including those with special needs), it deems best for the academic program, through selection testing and interviews which vary depending on different programs.
- 6.5 Gulf University offers a place to any applicant based on completed formal admission. The University withdraws its offer if the applicant fails to meet admission requirements stated by time period.
- 6.6 Gulf University ensures opportunity for applicants to appeal their admission decisions.
- 6.7 Gulf University provides applicants with opportunity to apply for 'Deferred Registration'.
- 6.8 Gulf University ensures formal process for admission of applicants, who wish to transfer their programs from other Higher Education Institutions.

## **7. Policy Details**

- 7.1 Gulf University ensures systematic review and full compliance of its admission criteria with the Higher Education Council's regulations.

## Section (A) – Bachelor Programs

### 7.1.1 Admission Criteria

#### 7.1.1.1 Admission Criteria for bachelor's in interior design engineering Program:

- i. Applicant must have a high-school certificate or an equivalent, or a certificate from applied technical or industrial institutes or an equivalent, according to the regulations of the Ministry of Education in the Kingdom of Bahrain.
- ii. The high-school certificates must be in one of the following branches- Science, Commercial, Industrial - or an equivalent, with a GPA of no less than 60%.
- iii. Applicants with GPA equal to or greater than 60% must sit for, and pass in placement tests, and if they fail, they must enroll in relevant preparatory courses, noting that:
  - while enrolling in preparatory courses(s), students are not allowed to enroll in the program courses, but they can enroll in the University Requirement Courses (if there are no prerequisites for such courses). After passing the preparatory courses, students can enroll in program courses.
  - all preparatory courses are of (3) credit hours.

The following are the placement tests for Bachelor's in Interior Design Engineering Program and relevant preparatory course(s) to be enrolled in, if applicants fail in placement test(s):

*a. Knowledge and Skills in Interior Design:*

Pass Mark for “*Knowledge and Skills in Interior design*” test is 65%. If the Applicant scores less than 65%, s/he is required to enroll in and pass the Preparatory Course (IND011 Introduction to Knowledge and Skills in Interior Design).

*b. Basic Engineering Mathematics:*

Pass Mark for Mathematics test is 65%. If the Applicant scores less than 65%, s/he is required to enroll in the Preparatory Course (MTH015 Basic Mathematics for Engineering).

*c. Computer Skills:*

Pass Mark for Computer Skills test is 65%. If the Applicant scores less than 65%, s/he is required to enroll in the Preparatory Course (CS011 Computer Skills).

*d. English Language Proficiency:*

Pass Mark for English Language Proficiency test is 65%. If the Applicant scores 40% to less than 65%, s/he is required to enroll in the following Preparatory Course (ENG016 Foundation English 2). If the Applicant scores less than 40%, s/he is required to enroll in the following two

Preparatory Courses (ENG015 Foundation English 1 and ENG016 Foundation English 2).

- iv. Applicants with GPA less than 60% shall directly enroll in a preparatory program that includes the following preparatory courses:
- IND011 - Introduction to Knowledge and Skills in Interior Design,
  - MTH015 - Basic Mathematics for Engineering,
  - CS011- Computer Skills,
  - ENG015 - Foundation English 1,
  - ENG016 - Foundation English 2.

#### **7.1.1.2 Admission Criteria for Bachelor's in Mass Communications Program:**

- i. Applicant must have a high-school certificate or an equivalent according to the regulations of the Ministry of Education in the Kingdom of Bahrain.
- ii. Applicant must score 60% and above in the secondary school.
- iii. Applicants with GPA equal to or greater than 60% must sit for, and pass in placement tests, and if they fail, they must enroll in relevant preparatory courses, noting that:
  - while enrolling in preparatory courses(s), students are not allowed to enroll in the program courses, but they are allowed to enroll in the University Requirement Courses (provided that there is no prerequisites for such courses). After passing the preparatory courses, students can enroll in program courses.
  - all preparatory courses are of (3) credit hours.

The following are the placement tests for Bachelor's in Mass Communications Program and relevant preparatory course(s) to be enrolled in, if applicants fail in placement test(s):

*a. Mass Communications Placement Test and Interview:*

Applicants must take a placement test for Mass Communication (out of 60 points) and must attend a specialized interview (out of 40 points) conducted by at least two faculty members from Mass Communications program. The marks scored by the Applicant in placement test and interview shall add together and a minimum total mark of 65% is required to enroll in the program courses. If the Applicant scores less than 65%, s/he shall enroll in the Preparatory Course (COM012A Introduction to Mass Communications).

*b. Arabic Language Proficiency:*

Pass Mark for Arabic Language Proficiency Placement test is 65%. If the Applicant scores less than 65%, s/he is required to enroll in the Preparatory Course (ARB011 Basics of Arabic Language Skills).

- c. *Computer Skills Proficiency:*  
Pass Mark for Computer Skills Proficiency placement test is 65%. If the Applicant scores less than 65%, s/he is required to enroll in the Preparatory Course (CS011 Computer Skills).
  - d. *English Language Proficiency:*  
Pass Mark for English Language Proficiency test is 65%. If the Applicant scores 40% to less than 65%, s/he is required to enroll in the following Preparatory Course (ENG016 English Foundation 2). If the Applicant scores less than 40%, s/he is required to enroll in the following two Preparatory Courses (ENG015 Foundation English 1 and ENG016 Foundation English 2).
- iv. Applicants with GPA less than 60% shall directly enroll in a preparatory program that includes the following preparatory courses:
- COM012A - Introduction to Mass Communications,
  - ARB011- Basics of Arabic Language Skills,
  - CS011 - Computer Skills,
  - ENG015 - Foundation English 1,
  - ENG016 - Foundation English 2.

### **7.1.1.3 Admission Criteria for Bachelor's in Human Resources Management Program:**

- i. The Applicant must have a high-school certificate or an equivalent according to the regulations of the Ministry of Education in the Kingdom of Bahrain.
- ii. Applicants with high-school certificate or an equivalent from Arts stream is required to take all the placement tests for the program except "Mathematics for Business" Placement Test and is directed to enroll in the Preparatory Course "MTH 014 Basic Mathematics for Business".
- iii. Applicant must score 60% and above in the secondary school.
- iv. Applicants with GPA equal to or greater than 60% must sit for, and pass in placement tests, and if they fail in any placement test, they must enroll in relevant preparatory courses, noting that:
  - while enrolling in preparatory courses(s), students are not allowed to enroll in the program courses, but they can enroll in the University Requirement Courses (provided that there are no prerequisites for such courses). After passing the preparatory courses, students can enroll in program courses.
  - all preparatory courses are of (3) credit hours.

The following are the placement tests for Bachelor's in Human Resources Management Program and relevant preparatory course(s) to be enrolled in, if applicants fail in placement test(s):

- a. *Mathematics for Business:*  
Pass Mark for Mathematics for Business placement test is 65%. If the Applicant scores less than 65%, s/he is required to enroll in the Preparatory Course (MTH014 Basic Mathematics for Business).
- b. *Computer Skills Proficiency:*  
Pass Mark for Computer Skills Proficiency placement test is 65%. If the Applicant scores less than 65%, s/he is required to enroll in the Preparatory Course (CS011 Computer Skills).
- c. *English Language Proficiency:*  
Pass Mark for English Language Proficiency Placement test is 65%. If the Applicant scores 40% to less than 65%, s/he is required to enroll in the following Preparatory Course (ENG016 Foundation English 2). If the Applicant scores less than 40%, s/he is required to enroll in the following two Preparatory Courses ((ENG015 Foundation English 1 and ENG016 Foundation English 2).
- d. *Arabic Language Proficiency:*  
Pass Mark for Arabic Language Proficiency Placement test is 65%. If the Applicant scores less than 65%, s/he is required to enroll in the Preparatory Course (ARB011 Basics of Arabic Language Skills).
- v. All Applicants with GPA less than 60% shall directly enroll in a preparatory program that includes the following preparatory courses:
  - MTH014 Basic Mathematics for Business
  - CS011 Computer Skills
  - ENG015 Foundation English 1
  - ENG016 Foundation English 2
  - ARB011 Basics of Arabic Language Skills

#### **7.1.1.4 Admission Criteria for Bachelor's in Accounting and Finance Program:**

- i. The Applicant must have a high-school certificate or an equivalent according to the regulations of the Ministry of Education in the Kingdom of Bahrain.
- ii. Applicants with high-school certificate or an equivalent from Arts stream is required to take all the placement tests for the program except "Mathematics for Business" Placement Test and is directed to enroll in the Preparatory Course "MTH 014 Basic Mathematics for Business".
- iii. Applicant must score 60% and above in the secondary school.
- iv. Applicants with GPA equal to or greater than 60% must sit and pass in placement tests and if they fail, they must enroll in relevant preparatory courses, noting that:
  - while enrolling in preparatory courses(s), students are not allowed to enroll in the program courses, but they can enroll in the University Requirement Courses (provided that there are no prerequisites for such

courses). After passing the preparatory courses, students can enroll in program courses.

- all preparatory courses are of (3) credit hours.

The following are the placement tests for bachelor's in accounting and finance Program and relevant preparatory course(s) to be enrolled in, if applicants fail in placement test(s):

a. *Mathematics for Business:*

Pass Mark for Mathematics for Business placement test is 65%. If the Applicant scores less than 65%, s/he is required to enroll in the Preparatory Course (MTH014 Basic Mathematics for Business).

b. *Computer Skills Proficiency:*

Pass Mark for Computer Skills Proficiency placement test is 65%. If the Applicant scores less than 65%, s/he is required to enroll in the Preparatory Course (CS011 Computer Skills).

c. *English Language Proficiency:*

Pass Mark for English Language Proficiency Placement test is 65%. If the Applicant scores 40% to less than 65%, s/he is required to enroll in the following Preparatory Course (ENG016 Foundation English 2). If the Applicant scores less than 40%, s/he is required to enroll in the following two Preparatory Courses ((ENG015 Foundation English 1 and ENG016 Foundation English 2).

d. *Arabic Language Proficiency:*

Pass Mark for Arabic Language Proficiency Placement test is 65%. If the Applicant scores less than 65%, s/he is required to enroll in the Preparatory Course (ARB011 Basics of Arabic Language Skills).

- vi. All Applicants with GPA less than 60% shall directly enroll in a preparatory program that includes the following preparatory courses:
- MTH014 Basic Mathematics for Business
  - CS011 Computer Skills
  - ENG015 Foundation English 1
  - ENG016 Foundation English 2
  - ARB011 Basics of Arabic Language Skills

#### **7.1.1.5 Admission Criteria for Bachelor's in Law Program:**

- i. Applicant must have a high-school certificate or an equivalent from high-school streams according to the regulations of the Ministry of Education in the Kingdom of Bahrain.
- ii. Applicant must score 60% and above in the secondary school.



- iii. Applicants with GPA equal to or greater than 60% must pass in placement tests otherwise they have to enroll in relevant preparatory courses, noting that:
- while enrolling in preparatory courses(s), students are not allowed to enroll in the program courses, but they can enroll in the University General Courses (if there is no prerequisite for such courses). After passing the preparatory courses, students can enroll in program courses.
  - all preparatory courses are of (3) credit hours.
- iv. Applicants must attend a specialized interview (out of 50 points) conducted by at least two faculty members from Law program. Interview shall consist structured questions designed to know the aspiration of the students towards legal studies, perception towards ethics, fairness, justice, and basic communication skills essential for legal education. A minimum of 65% score in the interview is required to enroll in the program courses. If the applicant scores less than 65%, s/he shall enroll in the Preparatory Course (LAW012A Introduction to Legal Studies).

The following are the placement tests for Bachelor's in Law Program and relevant preparatory course(s) to be enrolled in, if applicants fails in placement test(s):

a. *Arabic Language Proficiency:*

Pass Mark for Arabic Language Proficiency Placement test is 65%. If the applicant scores less than 65%, s/he is required to enroll in the Preparatory Course (ARB011 Basics of Arabic Language Skills).

b. *Computer Skills Proficiency:*

Pass Mark for Computer Skills Proficiency placement test is 65%. If the Applicant scores less than 65%, s/he is required to enroll in the Preparatory Course (CS011 Computer Skills).

c. *English Language Proficiency:*

Pass Mark for English Language Proficiency test is 65%. If the Applicant scores 40% to less than 65%, s/he is required to enroll in the following Preparatory Course (ENG016 English Foundation 2). If the Applicant scores less than 40%, s/he is required to enroll in the following two Preparatory Courses (ENG015 Foundation English 1 and ENG016 Foundation English 2).

- v. Applicants with GPA less than 60% shall directly enroll in a preparatory program that includes the following preparatory courses:
- LAW012A - Introduction to Legal Studies
  - ARB011- Basics of Arabic Language Skills
  - CS011 - Computer Skills
  - ENG015 - Foundation English 1
  - ENG016 - Foundation English 2

#### **7.1.1.6 Exemptions from Placement Tests**

- i. Applicants shall be exempted from the placement test in English Language if they have a valid acceptable grade in any of the following: “TOEFL [550 Paper-Based Test (PBT) / 79 Internet-Based Test (IBT)]”, “International English Language Testing System (IELTS): (6)”, “Cambridge English: First (FCE) 60%” or an equivalent.
- ii. Applicants transferred from similar programs shall be exempted from placement tests provided that their Course Equalization and Credit Transfer show that they have passed similar tests or studied courses similar to the preparatory courses at GU, otherwise they shall sit for relevant placement test(s).
- iii. Graduates or students from other higher educational institutions whether they obtained a degree from their institutions or not, can be admitted in the programs if they meet all admission requirements at GU.

#### **7.1.1.7 Admission Interview:**

All Applicants shall go through an interview conducted by the Admission Committee which provides the applicant with the opportunity to learn more about Gulf University as a whole, its offered programs and associated career opportunities after graduation.

Additionally, the interview provides the University with an opportunity to learn about applicant’s experience, preferred field of study and future career plan to advise him/her accordingly.

#### **7.1.1.8 Admission Criteria – BEME (Hons) and BEE (Hons) Programs:**

##### **7.1.1.8.1 Admission Criteria for the Foundation Year of BEE and BME Programs:**

- i. Applicant must have a high-school certificate or an equivalent, or a certificate from applied technical or industrial institutes or an equivalent, according to the regulations of the Ministry of Education in the Kingdom of Bahrain.
- ii. The high-school certificates must be in one of the following branches- Science, Commercial, Industrial - or an equivalent, with a GPA of no less than 60%.
- iii. Applicants with GPA equal to or greater than 60% must sit for, and pass in placement tests, and if they fail, they must enroll in relevant preparatory courses, which are of (3) credit hours each.

The following are the placement tests for the Foundation Year of BEE and BEME Programs and relevant preparatory course(s) to be enrolled in, if applicants fail in placement test(s):

*a. Basic Engineering Mathematics:*

Pass Mark for Mathematics test is 65%. If the Applicant scores less than 65%, s/he is required to enroll in the Preparatory Course (MTH015 Basic Mathematics for Engineering).

*b. Basic Physics:*

Pass Mark for Basic Physics test is 65%. If the Applicant scores less than 65%, s/he is required to enroll in the Preparatory Course (PHY010 Basic Physics).

*c. Computer Skills:*

Pass Mark for Computer Skills test is 65%. If the Applicant scores less than 65%, s/he is required to enroll in the Preparatory Course (CS011 Computer Skills).

*d. English Language Proficiency:*

Pass Mark for English Language Proficiency test is 65%. If the Applicant scores 40% to less than 65%, s/he is required to enroll in the following Preparatory Course (ENG016 Foundation English 2). If the Applicant scores less than 40%, s/he is required to enroll in the following two Preparatory Courses (ENG015 Foundation English 1 and ENG016 Foundation English 2).

iv. Applicants with GPA less than 60% shall directly enroll in a preparatory program before enrolling in any of the Core Courses of the Foundation Year Schedule (defined in Article 7.1.1.8.2 i-b of this document). The preparatory program shall include the following preparatory courses:

- MTH015 - Basic Mathematics for Engineering,
- PHY010 - Basic Physics,
- CS011- Computer Skills,
- ENG015 - Foundation English 1,
- ENG016 - Foundation English 2.

However, such applicants can enroll in other courses of the Foundation Year schedule in addition to the required preparatory course(s) within the maximum academic load of the student as stated in GU Enrolment Procedures.

**v. Exemptions from Placement Tests:**

Applicants shall be exempted from the placement test in English Language if they have a valid acceptable grade in any of the following: “TOEFL [550 Paper-Based Test (PBT) / 79 Internet-Based Test (IBT)]”, “International English Language Testing System (IELTS): (6)”, “Cambridge English: First (FCE) 60%” or an equivalent.

**vi. Admission Interview:**

All Applicants shall go through an interview conducted by the Admission Committee which provides the applicant with the opportunity to learn more about Gulf University as a whole, its offered programs and associated career opportunities after graduation.

Additionally, the interview provides the University with an opportunity to learn about applicant's experience, preferred field of study and future career plan to advise him/her accordingly.

**7.1.1.8.2 Eligibility for Admission in BEE and BME Programs:**

- i. The following criteria define eligibility of students for admission in BEE and BME Programs, i.e to enroll in second year:
  - a. Student must successfully pass any required preparatory course as per his/her admission decision.
  - b. Student must successfully pass the following core course of the Foundation Year schedule:
    - ENG 118 English for Effective Communication
    - ENG 119 English for Technical Reporting
    - ENG 120 Advanced English Skills
    - ENGI 161 Mathematics I
    - ENGI 164 Mathematics II
    - ENGI 173 Basics of Electro-Mechanical Systems Design
    - ENGI 172 Introduction to Engineering
    - ENGI 162 Material Physics and Properties
    - ENGI 121 Engineering Drawing
- ii. Students who failed to satisfy the criteria stated in (7.1.1.8.2-i) of this document shall not be eligible to enroll in the second year of the BEE and BME programs until satisfying fully the stated criteria. Such students shall repeat the Foundation Year once.
- iii. Students who failed to satisfy the criteria stated in (7.1.1.8.2-i) of this document after repeating the Foundation year shall be dismissed from the University on an academic basis.

**7.1.1.9 Admission Criteria – BADM (Hons) Program:**

**7.1.1.9.1 Admission Criteria for the Foundation Year of BADM Program:**

- i. Applicant must have a high-school certificate or an equivalent according to the regulations of the Ministry of Education in the Kingdom of Bahrain.
- ii. Applicants must score 60% and above in secondary school.
- iii. Applicants with a GPA equal to or greater than 60% must sit for, and pass placement tests, and if they fail, they have to enroll in relevant preparatory courses, which are of (3) credit hours each.

The following are the placement tests for the Foundation Year of BADM Program and relevant preparatory course(s) to be enrolled in if applicants fail in placement test(s):

a. **Computer Skills:**

The pass mark for the Computer Skills test is 65%. If the Applicant scores less than 65%, s/he is required to enroll in the Preparatory Course (CS011 Computer Skills).

b. **English Language Proficiency:**

The pass mark for the English Language Proficiency test is 65%. If the Applicant scores 40% to less than 65%, s/he is required to enroll in the following Preparatory Course (ENG016 Foundation English 2). If the Applicant scores less than 40%, s/he is required to enroll in the following two Preparatory Courses (ENG015 Foundation English 1 and ENG016 Foundation English 2).

iv. Applicants with GPA less than 60% shall directly enroll in a preparatory program before enrolling in any of the Core Courses of the Foundation Year Schedule (defined in Article 7.1.1.9.2 i-b of this document). The preparatory program shall include the following preparatory courses:

- CS011- Computer Skills,
- ENG015 - Foundation English 1,
- ENG016 - Foundation English 2.

However, such applicants can enroll in other courses of the Foundation Year schedule in addition to the required preparatory course(s) within the maximum academic load of the student as stated in GU Enrolment Procedures.

v. **Exemptions from Placement Tests**

Applicants shall be exempted from the placement test in the English Language if they have a valid acceptable grade in any of the following: “TOEFL [550 Paper-Based Test (PBT) / 79 Internet-Based Test (IBT)]”, “International English Language Testing System (IELTS): (6)”, “Cambridge English: First (FCE) 60%” or an equivalent.

vi. **Admission Interview:**

All Applicants shall go through an interview conducted by the Admission Committee which provides the applicant with the opportunity to learn more about Gulf University as a whole, its offered programs, and associated career opportunities after graduation.

Additionally, the interview provides the University with an opportunity to learn about the applicant’s experience, preferred field of study, and future career plan in order to advise him/her accordingly.

#### **7.1.1.9.2 Eligibility for Admission to BADM Programs:**

- i. The following criteria define the eligibility of students for admission in the BADM program, i.e. to enroll in the second year:
    - a. Student must successfully pass any required preparatory course as per his/her admission decision.
    - b. Student must successfully pass the following core course of the Foundation Year schedule:
      - ENGL118 English for Effective Communication
      - ENGL119 English for Technical Reporting
      - ENGL120 Advanced English Skills
      - BUSS117 Introduction to Business
      - BUSS143 Principle of Management
      - BUSS131 Digital Skills in Business
      - SOCO142 Social Psychology
      - COMM112 Communication Models and Theories
      - COMM131 Basics of Graphic Design
  - ii. Students who failed to satisfy the criteria stated in (7.1.1.9.2-i) of this document shall not be eligible to enroll in the second year of the BADM program until fully satisfying the stated criteria. Such students shall repeat the Foundation Year once.
  - iii. Students who failed to satisfy the criteria stated in (7.1.1.9.2-i) of this document after repeating the Foundation year shall be dismissed from the University on an academic basis.
- 7.2 Gulf University ensures that the offer for place to any applicant is based on completed formal admission process. However, if the applicant fails to meet admission requirements stated by time period, the university withdraws its offer.
- 7.3 Gulf University ensures formal appeal arrangements that provide an opportunity to applicants to appeal against their admission decisions.
- 7.4 Gulf University ensures formal deferred registration arrangements that provide opportunity to applicants that are unable to register due to legitimate and unexpected circumstances.
- 7.5 Gulf University ensures formal credit transfer arrangements that provide opportunity to applicants, wishing to transfer their programs from other higher education institutions and to students at the University to transfer from their current programs to another within the University:
- **Credit Transfer (Pathway Change) Criteria**
    - i. *External Transfer*

External credit transfer for students or graduates from other HE institutions, who wish to study at GU and who meet GU admission requirements, will be considered as follows:

- a) Courses with similar titles, contents, credit hours, and NQF level to these at GU will be transferred.
- b) The minimum grade required for transfer is C- or 70% if the passing grade is 60%, or 60% if the passing grade is 50% , or 50% if the passing grade is 40%.
- c) No courses shall be equivalent to GU preparatory courses.
- d) Courses passed outside GU after the student is registered at GU cannot be transferred without prior written permission from relevant College and President of University.
- e) The maximum number of transferred credits is 75% of the total credits required for the degree (this does not include courses transferred for the requirements of supplementary courses of zero credit).
- f) The grades and the CGPA of the transferred courses shall be considered in the CGPA of the student at GU.
- g) Courses completed by the transfer student at another HE institution in last 5 years shall be considered for transfer.

**ii. Internal Transfer**

Student at GU can change his/her pathway from current program to another within the University. Internal transfer criteria are:

- a) The student has completed at least one semester in current program, excluding withdrawal semesters.
- b) Credits will be transferred only for courses that are similar (including NQF level) in both programs. Non-similar courses will not be considered for credit transfer.
- c) Marks for transferred courses will be included in the CGPA.
- d) Internal transfer is subject to approval by relevant program leaders (Heads of Departments) and Dean(s) after providing appropriate career advice to the student.
- e) One semester is considered in the maximum period of graduation in the new program, for every (15) credit hours transferred from the previous program.

**Section B: Postgraduate Program**

**7.6 Admission Criteria**

**7.6.1 Admission Criteria for master's in mass communications program:**

- 7.6.1.1 The applicant must hold bachelor's degree or equivalent from other accredited university from HEC in Bahrain.
- 7.6.1.2 The bachelor's degree must be the in the same major of master's degree otherwise the student must enroll into preparatory courses. The credit hours for preparatory courses shall not be counted within the credit hours of the program.

- 7.6.1.3 The applicant must have minimum CGPA 2.67 out of 4.00 (75%) in bachelor's degree to become eligible for master's degree at the university. The applicant must pass placement test in English and if s/he fails in placement test, s/he must enroll into preparatory courses. An applicant with industry experience of 3 years is preferred but this criterion is not mandatory.
- 7.6.1.4 The applicant with at least 2.33 CGPA but within the same major shall be accepted provided s/he directly enrolls into 3 preparatory courses. The applicant with CGPA less than 2.67 but more than 2.33 shall get direct admission if s/he has industry experience in the same specialization.
- 7.6.1.5 Applicants with CGPA more than 2.33 CGPA in bachelor's degree but from another major, must enroll into 5 preparatory courses. However, if the applicant has industry experience s/he must enroll into 3 preparatory courses only.
- 7.6.1.6 Applicants shall be exempted from the placement test in English Language if they have an overall score of 6 in "International English Language Testing System (IELTS).
- 7.6.1.7 The applicant must provide 2 recommendation letters from the previous HEI. If the applicant possesses industry experience, one recommendation letter must be from the employer and the other from the previous HEI.
- 7.6.1.8 Applicants must submit a personal statement focusing on goals to be achieved.
- 7.6.1.9 The applicant must appear in an interview conducted by the University Admission Committee.
- 7.6.1.10 Admission acceptance decision shall depend on CGPA of bachelor's degree of the applicant with 50% weight, the interview results as 40% and personal statement with 10% weight.
- 7.6.1.11 The applicant must not be enrolled in another master program at the same time.
- 7.6.1.12 Applicant who fails in English placement test must enroll and pass into preparatory course before enrolling into program courses if the program is offered in English language. However, if the program is offered in Arabic language s/he must pass in the preparatory course in any of the subsequent semesters.
- 7.6.1.13 Students shall not enroll into program courses before completing the preparatory courses.
- 7.6.1.14 If the student fails in any of the preparatory courses, s/he shall get the opportunity to repeat for one time only.



### **7.6.2 Transfer**

- 7.6.2.1 Applicants from a similar program in another HEI shall be admitted with not more than 40% of total credit hours for equivalence of the courses. Relevant Department shall approve the credit equivalence upon reviewing the required documents.
- 7.6.2.2 Applicants should be within their 6 semesters period from the time they completed the courses they wish to transfer.
- 7.6.2.3 Courses with grade less than B shall not be considered for credit transfer.
- 7.6.2.4 Transferred credits shall not be counted towards CGPA.
- 7.6.2.5 Preparatory courses shall not be considered for CGPA calculation.
- 7.6.2.6 An applicant who has been dismissed in another HEI for disciplinary action shall not be considered as transfer student.
- 7.6.2.7 Credit transfer shall not be acceptable for a master thesis.

## **8. Responsibilities**

### **Applicants and students are responsible for:**

- following this document appropriately.

### **Faculty Members are responsible for:**

- implementing this document appropriately.

### **Heads of Departments are responsible for:**

- ensuring that all faculty members are fully informed of this document.
- ensuring that this document is appropriately implemented.

### **Deans are responsible for:**

- ensuring that all faculty members and applicants follow this document.
- ensuring that this document is appropriately implemented.

### **Unit of Admission and Registration is responsible for:**

- appropriate implementation of this document.

### **Admission Committee is responsible for:**

- appropriate implementation of this document.

### **The Vice President for Academic Affairs is responsible for:**

- appropriate implementation of this document.

### **University Policy Development and Review Committee is responsible for:**

- systematic review of the effectiveness of this document.

## **9. Related Policies**

- Recognition of Prior Learning Policy
- Special Needs Policy

## **10. Related Procedures**

- Admission Procedures
- Conduct of Examination Procedures
- Recognition of Prior Learning Procedures.

## **11. Related References and Standards**

<b>BQA</b>	Institutional Reviews Handbook
<b>BQA</b>	National Qualifications Framework Handbook
<b>BQA</b>	Programs-within-College Reviews Handbook
<b>HEC</b>	Institutional Accreditation Standards Handbook