



Title: Student Enrolment Policy

Code: GU-PL03SE

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Approval Authority: Board of Trustees

Document Owner: Vice President for Academic Affairs

Review: The policy is subject to a periodic review every 4 years or in a shorter cycle as per amendments of regulations and policies

1. Purpose

The purpose of this document is to describe enrolment to courses at Gulf University. It details principles to accomplish fair, consistent, and robust enrolment to all programs.

2. Scope

The document applies to enrolment in courses at Gulf University including all preparatory courses and all courses of academic programs offered at the University.

3. Acronyms

BQA	Education and Training Quality Authority
CR	Credit Hour
CGPA	Cumulative Grade Point Average
HEC	Higher Education Council
NQF	National Qualifications Framework

4. Definitions

Enrolment: Enrolment is an action taken by Gulf University that involves registering students in the courses of the program.

Preparatory Courses: Preparatory courses constitute the preparatory program set by Gulf University for applicants to pass for fulfillment of all admission requirements of the selected program.

Student: A student is an individual who has completed the formal procedures necessary to register in a program offered by Gulf University.

Visiting Student: A visiting student is an individual, who is registered as a regular student at another higher education institution but enrolled for some courses at Gulf University for a semester.

5. Policy Statement

Gulf university ensures that the enrolment policy and criteria are in full compliance with GU and HEC regulations in relation to student academic load.

Also, the university ensures that students are properly inducted prior and during enrolment period.

Gulf university ensures that the enrolment policy abides students by their status, regulations, policies, and procedures of the University that may be subject to periodic reviews and amendments. The policy also includes students agreeing to pay all fees, and charges related to their enrolment.

6. Policy Principles

- 6.1 Gulf university ensures that enrolled students maintain minimum class attendance to maintain their enrolment status at the university in a given semester.
- 6.2 GU ensures that students amending their enrolment for any academic year under any circumstances are in full compliance with university regulations and HEC requirements.
- 6.3 GU ensures having a formal procedure for students to adjust to the curriculum changes.
- 6.4 GU ensures that enrolled students follow formal procedures and criteria in cases such as withdrawal and suspend study.
- 6.5 GU ensures those formal criteria and procedures are followed for student dismissals on an academic basis.
- 6.6 GU ensures that formal criteria and procedures are provided for visiting students from outside GU.
- 6.7 GU ensures that formal criteria and procedures are followed for repeating courses due to failing in courses or improving CGPA.
- 6.8 GU ensures that formal criteria for study scheme and plan are updated and available for students and published on university website.
- 6.9 GU recognizes that a student who withdraws from the study or is not actively enrolled in courses of his/her program in a given semester remains as a registered student at the University.

7. Policy Details

- 7.1 Gulf university considers the following principles for the undergraduate student load:
 - i. A maximum of 19 credit hours and a minimum of 12 credit hours for enrolment in any of the regular semesters (fall and spring semesters) with the exemption in no more than 2 semesters to enroll in 9 credit hours as the minimum. The student can exceed the load to 21 credit hours once during the study period.
 - ii. The maximum student load of 19 credit hours is subject to enroll in a maximum of 7 courses.
 - iii. A maximum of 9 credit hours for enrolment in the summer semester.
 - iv. The student can register in not more than 2 courses while registering in internship course in regular semesters and not more than 1 course in summer semester.
 - v. The maximum credit hours for enrolment in one academic year shall not exceed 45 credit hours.

7.2 For postgraduate study, the student can take the load maximum of 15 credit hours and a minimum of 9 credit hours in one semester.

7.3 Gulf University considers the following for the study period:

- i. The minimum duration of undergraduate study is 3 academic years, and the maximum is 8 academic years.
- ii. A one-academic year extension of the study period can be granted to the undergraduate student upon a decision from the university council.
- iii. The minimum duration of postgraduate study is one calendar year over 3 semesters and maximum duration is 3 years.

7.4 Gulf University considers the following principles for the students with CGPA below 2:

- i. First semester shall be excluded from taking action for the cases with below CGPA due to enrollment into preparatory courses.
- ii. The student shall receive warning letter issued by A & R Unit if the CGPA is below 2 in any semester.
- iii. In the following semester if the student continues to have below 2 CGPA, the student shall receive warning letter with a condition that in the following semester if the CGPA does not become 2 or above, s/he shall be dismissed from the program.
- iv. If the student does not improve performance in the third semester, s/he can appeal to University Council to get opportunity to improve in another semester. The student shall continue to enroll in the fourth semester after getting the approval from University Council.
- v. The student with low CGPA shall not be dismissed if s/he has completed 70% of the credit hours of the program.

7.5 Gulf University considers the below principles for temporary suspension of studies:

- i. The student is not allowed to apply for suspension in the first semester of his/her study in the university.
- ii. During the tenure s/he can apply only for 1 semester suspension of study for valid reasons.
- iii. University Council shall grant extension of suspension for another semester.

8. Responsibilities

Students are responsible for:

- following this document appropriately.

Academic Advisors are responsible for:

- implementing this document appropriately.

Heads of Departments are responsible for:

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

Deans are responsible for:

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

Unit of Admission and Registration 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

- Academic Advising Policy
- Students Induction Policy

10. Related Procedures

- Academic Advising Procedures
- Students Enrolment Procedures
- Students Induction Procedures

11. Related References and Standards

BQA	Institutional Reviews Handbook
BQA	National Qualifications Framework Handbook
BQA	Programs-within-College Reviews Handbook
HEC	Regulations and Resolutions