6.b. Graduate Admissions Policy – Version 7

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Policy

The American University of Sharjah is committed to equal treatment and opportunity for all its applicants based on merit, ensuring that the most qualified candidates are selected to fill the available positions.

AUS considers all applications based on qualifications, regardless of race, color, gender, disability, religion, age, or national origin.

Purpose

The purpose of this policy is to conform to the American University of Sharjah (AUS) Board of Trustees' mandates/directives, which advocate for equal merit-based graduate educational opportunities for all applicants.

The policy complies with the 2019 Standards and subsequent decrees of the Commission for Academic Accreditation (CAA) of the Ministry of Higher Education and Scientific Research in the United Arab Emirates (MOHESR). The policy is also to ensure compliance with AUS's accrediting agency, the Middle States Commission on Higher Education (MSCHE), recognized by the US Secretary of Education and the Council for Higher Education Accreditation (CHEA).

The Admission policy is intended to clarify the requirements expected of all graduate applicants and identify means to manage all applications equitably and transparently. The Admissions policy demonstrates the roles of each unit at the university, avoiding overlaps or conflicts between the units.

This Policy also aims to continuously enhance and improve the graduate admissions process, recruiting and registering graduate applicants who meet the university's minimum admission requirements in support of the American University of Sharjah's mission.

The policy is to be revised regularly based on changes in the CAA requirements, MSCHE accreditation requirements, and the graduate programs' requirements once approved by the CAA.

Introduction/Background

As a part of the UAE Higher Education System, and since its inception in 1997, the American University of Sharjah has a range of CAA stipulations, accreditors' requirements, and board of trustees' directives, which it must comply with. These requirements also change over time, so it is important that we have processes to keep coping with these changes and regularly review, check, and update policies and practices to maintain compliance. This policy guides those processes and assists us in demonstrating compliance when required.

Policy Statement

This policy outlines the graduate admissions standards and program-specific admission criteria for entry to the University.

The application form and the required documents listed below must be submitted to the Office of Enrollment Management/Graduate Admissions at apply.aus.edu. The Office of Enrollment Management/Graduate Admissions must review all complete applications submitted by the application deadline. The pertinent graduate admissions committee recommends admission to a specific graduate degree program. The Office of Enrollment Management/Graduate Admissions will notify the applicant of the university's final decision.

4.1 General University Requirements for Graduate Admission

For full admission to a graduate program at AUS, an applicant must meet the general university admission requirements detailed in the sections below. Some degree programs may require additional specific admissions requirements. For details, please refer to the Program-Specific Admissions Requirements section below.

4.2 Requirements to Apply for a PhD Degree Program

Applicants to PhD degree programs are admitted under one of the following categories: full admission or direct admission. The criteria and requirements are outlined in the sections below.

4.2.1 Application Requirements for PhD Degree Programs

- Applicants must hold a master's degree and/or bachelor's degree from an independently accredited university recognized by the UAE Ministry of Higher Education and Scientific Research and by AUS for admission
- Applicants with a master's or bachelor's degree obtained outside the UAE must obtain a Qualification Recognition Report (QRR) of their degree from the UAE Ministry of Higher Education and Scientific Research.
- Applicants must have attained a minimum iBT score of 4.5 (previously 80) or a minimum IELTS score of 6.5 (Academic Version), or a minimum EmSAT (Achieve – English) score of 1550 (Score reports are accepted provided the scores can be independently verified through the official test providers' portals).
- English Language Proficiency (ELP) exemptions: Holders of a bachelor's or master's degree awarded by AUS are exempted from the ELP requirement. AUS degree holders admitted with ELP tests no longer recognized by the UAE Ministry of Higher Education and Scientific Research are not eligible for this exemption. All decisions regarding exemptions are made by the Office of Enrollment Management – Graduate Admissions committee on a case-by-case basis.
- Applicants are to submit three (3) reference letters to the Office of Enrollment Management – Graduate Admissions along with the application using the AUS online template (apply.aus.edu). At least two of the letters must be from an academic advisor/faculty member familiar with the applicant's background.
- Applicants are to submit a Statement of Purpose (approximately 1,500 words) describing experiences, research interests, and reasons for applying for admission to the doctoral program.
- Applicants are to submit a current curriculum vitae/resume.

4.2.2 For Full Admission

Applicants must hold a master's degree from an accredited university recognized by the UAE Ministry of Higher Education and Scientific Research and by AUS with a CGPA of 3.00 (on a scale of 4.00) or its equivalent in the master's degree. If a higher CGPA is required for a specific program, this requirement will be explicitly stated in the program-specific section.

4.2.3 For Direct Admission (BS to PhD)

Applicants must hold a bachelor's degree from an accredited university recognized by the UAE Ministry of Higher Education and Scientific Research and by AUS with a CGPA of 3.50 (on a scale of 4.00) or its equivalent. Direct Admission is available for the following programs:

- PhD in Engineering – Engineering Systems Management (PhD-ESM)
- PhD in Materials Science and Engineering (PhD-MSE)

For each program, the eligible bachelor's degree fields are specified in the Program-Specific Admissions Requirements table in Section 4.3.

4.3 PhD Degree Programs – Specific Admissions Requirements

Applicants are required to meet the general PhD admission requirements in Section 4.2 and the following program-specific requirements. For a consolidated overview of all program-specific requirements (both PhD and master's), refer to the Program-Specific Admissions Requirements Table in Appendix A.

4.3.1 PhD in Finance (PhD-FIN) degree program

Applicants to the PhD in Finance (PhD-FIN) degree program must meet the following program-specific admission requirements:

- Applicants must have completed a Master of Science in Finance, a Master of Business Administration degree, or a master's degree in a related field.
- Applicants must submit an official Graduate Management Admission Test (GMAT) score or a General Graduate Record Examination (GRE) score.
- Applicants must have completed a graduate-level course in applied econometrics.

4.3.2 PhD in Management (PhD-MGT) degree program

Applicants to the PhD in Management (PhD-MGT) degree program must meet the following program-specific admission requirements:

- Applicants must have completed a Master of Business Administration degree or a master's degree in a relevant field.
- Applicants must submit an official Graduate Management Admission Test (GMAT) score or a General Graduate Record Examination (GRE) score.
- Applicants to the PhD-MGT degree program are not required to have a graduate degree in management for admission consideration. However, candidates without a management background may be asked to complete two management-related courses in the MBA program.
- Admission to the PhD-MGT program is competitive and limited to the fall semester of each academic year.

4.3.3 PhD in Engineering – Engineering Systems Management (PhD-ESM) degree program

Applicants to the PhD in Engineering – Engineering Systems Management (PhD-ESM) degree program must meet the following program-specific admission requirements:

- Applicants must hold a master's degree in engineering from an accredited university recognized by the UAE Ministry of Higher Education and Scientific Research and by AUS. Applicants with non-engineering master's degrees may be considered on a case-by-case basis.
- Applicants with a bachelor's degree in engineering from an accredited university recognized by the UAE Ministry of Higher Education and Scientific Research and by AUS may be considered for Direct Admission.

4.3.4 PhD in Materials Science and Engineering (PhD-MSE) degree program

Applicants to the PhD in Materials Science and Engineering (PhD-MSE) degree program must meet the following program-specific admission requirements:

- Applicants must have a Master's degree in any of the following fields: materials science, materials engineering, physics, chemistry, mechanical engineering, electrical engineering, chemical engineering, or civil engineering.
- Applicants with a relevant master's or bachelor's degree but not in Materials Science or Materials Engineering will be required to complete bridging courses. The program assigns bridging courses that must be completed to resume studies at AUS.
- Applicants with a bachelor's degree in materials science, materials engineering, physics, chemistry, mechanical engineering, electrical engineering, chemical engineering, or civil engineering from an accredited university recognized by the UAE Ministry of Higher Education and Scientific Research and by AUS may be considered for Direct Admission.

4.3.5 PhD in Biosciences and Bioengineering (PhD-BSBE) degree program

Applicants to the PhD in Biosciences and Bioengineering (PhD-BSBE) degree program must meet the following program-specific admission requirements:

- The PhD-BSBE degree program accepts applicants from a wide variety of natural sciences backgrounds, including biology, chemistry, physics, and biotechnology, and from engineering backgrounds, including biomedical, chemical, computer, electrical, industrial, and mechanical engineering.

- In addition to meeting the university's general requirements for admission to PhD degree programs, applicants must have completed university-level courses in calculus, physics, statistics, biology (including cellular biology), and human anatomy and physiology, as demonstrated by their undergraduate or graduate degree coursework.
- Where a background requirement is not met, applicants must demonstrate knowledge acquisition by passing the relevant placement test(s), as mandated by the program. Applicants who do not successfully pass the required placement test(s) but otherwise meet all admission requirements must complete undergraduate or master's-level courses specified by the program coordinator before admission to the PhD-BSBE degree program.

4.3.6 PhD in Mathematics (PhD-MTH) degree program

Applicants to the PhD in Mathematics (PhD-MTH) degree program must meet the following program admission requirements for full admission:

- Applicants must have a Master of Science degree in Mathematics or Applied Mathematics from an independently accredited university recognized by the UAE Ministry of Higher Education and Scientific Research and by AUS.

4.3.7 PhD in Civil and Environmental Engineering (PhD-CEE) degree program

Applicants to the PhD in Civil and Environmental Engineering (PhD-CEE) degree program must meet the following admission requirements:

- Applicants are required to have completed a Master of Science degree in civil engineering, construction engineering and management, environmental engineering, or related areas from an independently accredited university recognized by the UAE Ministry of Higher Education and Scientific Research and by AUS.

4.3.8 PhD in Electrical and Computer Engineering (PhD-ECE) degree program

Applicants to the PhD in Electrical and Computer Engineering (PhD-ECE) degree program must meet the following admission requirements:

- Applicants are required to have completed a Master of Science degree in either electrical engineering, computer engineering, or related areas from an independently accredited university recognized by the UAE Ministry of Higher Education and Scientific Research and by AUS.

4.4 Application and Admission Requirements for Master's Degree Programs

Applicants to master's degree programs are admitted under one of the following categories: full admission, conditional admission, or remedial admission. The criteria and requirements are outlined in the sections below.

4.4.1 Application Requirements for Master's Degree Programs

- Applicants must hold a four-year bachelor's degree from an independently accredited university recognized by the UAE Ministry of Higher Education and Scientific Research and by AUS.
- Applicants with a bachelor's degree obtained outside the UAE must submit a Qualification Recognition Report (QRR) of their degree from the UAE Ministry of Higher Education and Scientific Research.
- Applicants are to submit at least one (1) reference letter to the Office of Enrollment Management – Graduate Admissions with the application using the AUS online template (apply.aus.edu). Applicants to the College of Engineering master's degree programs must submit two (2) reference letters. Specific programs may require additional reference letters as indicated in the program-specific requirements.
- Applicants are to submit a current curriculum vitae/resume.
- Applicants may also be required to meet program-specific requirements as listed in Section 4.4.2 and the Program-Specific Admissions Requirements Table in Section 4.5.
- Applicants must present attested documents based on the criteria below:
    - Requirements for graduates of UAE public universities: Original Transcripts and certificates should be presented to the Office of Enrollment Management for verification. Electronic transcripts and graduation certificates can be accepted if received by email directly from the university or if they can be verified online.

- Requirements for graduates of AUS: Official attested graduation diploma and university transcripts. The attestations must be completed by the UAE Ministry of Higher Education and Scientific Research.
- Requirements for graduates of UAE universities accredited by the UAE Ministry of Higher Education and Scientific Research: Official attested graduation diploma and university transcripts. The attestations have to be completed by the UAE Ministry of Higher Education and Scientific Research.
- Requirements for graduates of international universities (universities outside the UAE): Official attested university transcripts and attested graduation diploma. Attestations can be done in one of the following methods:
- In the country of graduation: attested by the authorized educational authority/ministry in the country of graduation. Both documents must be certified by the Ministry of Foreign Affairs of the country of graduation and by the UAE Embassy in that country.
- In the UAE (for countries not having the UAE Embassy, the following might be accepted by the Ministry of Foreign Affairs, where applicable): attested by the authorized educational authority/ministry in the country of graduation, the country's embassy in the UAE, and the UAE Ministry of Foreign Affairs.

4.4.2 Programs-Specific Application Requirements

Applicants are required to meet the following program-specific requirements. For a consolidated overview of all program-specific requirements (both PhD and master's), refer to the Program-Specific Admissions Requirements Table in Appendix A.

- **Master of Business Administration (MBA)** applicants must submit the following:
  - GMAT score report or the AUS MBA Admission Test.
  - A minimum iBT score of 4.5 (previously 80) or an IELTS score of 6.5 (Academic Version). Conditional admission for the English requirement is not applicable to the MBA program.

- **Master of Business Data Analytics (MBDA)** applicants must submit a GMAT score report or the AUS MBDA Admission Test.

- **Master of Arts in International Studies (MAIS)** applicants must submit a Statement of Purpose (600–800 words) outlining the applicant's motivation for applying to the MAIS program, relevant experiences and perspectives that support their candidacy, and their intended learning outcomes from the program.

- **Master of Arts in Teaching English to Speakers of Other Languages (MA TESOL)**
  Applicants must submit the following:
  - A minimum iBT score of 4.5 (previously 80) or an IELTS score of 6.5 (Academic Version). Conditional admission for the English requirement is not applicable to the MA TESOL program.
  - Statement of Purpose (600–800 words) outlining the applicant's motivation for applying to the MA TESOL program, relevant experiences and perspectives that support their candidacy, and their intended learning outcomes from the program.
  - Applicants who have not completed at least one undergraduate course in general linguistics may be required to complete an undergraduate linguistics bridging course prior to matriculating into the degree program. This bridging course does not generate credit hours towards completion of the MA TESOL graduation requirements.

- **Master of Arts in Translation – English/Arabic/English (MATRA):**
  - Applicants must demonstrate high proficiency in Arabic appropriate for a graduate-level translation program. Unless waived, the assessment of Arabic proficiency will be conducted through an interview.
  - Non-native Arabic speakers must hold a BA in Arabic.

- **Master of Science in Machine Learning (MSMLR):** Applicants must hold a Bachelor of Science in Computer Science or Computer Engineering from an independently accredited university recognized by the UAE Ministry of Higher Education and Scientific Research and by AUS (equivalent to QF Emirates Level 7). Students with a bachelor's degree in engineering fields or a

quantitative science field that is closely related to computer science, and who possess a strong programming competence, may be considered on a case-by-case basis.

4.4.3 Admission Requirements for Full Admission

- Applicants must have attained a minimum undergraduate cumulative grade point average (CGPA) of 3.00 (on a scale of 4.00) or its equivalent.
- Applicants must have attained a minimum iBT score of 4.5 (previously 80) or a minimum IELTS score of 6.5 (Academic Version), or a minimum EmSAT (Achieve – English) score of 1550 (Score reports are accepted provided the scores can be independently verified through the official test providers' portals). Applicants who completed their Master's or Bachelor's degree program at AUS are exempted from the English Language Proficiency tests, except if the UAE Ministry of Higher Education and Scientific Research no longer recognizes the completed ELP at the time of joining AUS. Decisions regarding exemptions are made by the Office of Enrollment Management – Graduate Admissions committee on a case-by-case basis.

4.4.4 Admission Requirements for Conditional Admission

Conditional admission to a master's graduate degree program may be granted to applicants who meet any of the following criteria:

- Attainment of a minimum cumulative GPA of 2.50 (on a scale of 4.00) or equivalent.
- Attainment of a minimum Internet-based TOEFL (iBT) score of 4.0 (previously 71) or a minimum IELTS score of 6.0 (Academic Version).
- Conditional admission applicants may also be required to meet specific requirements specified by their requested degree program. Applicants should consult the relevant degree program section of the graduate catalog (www.aus.edu/catalog).
- Each graduate degree program may also assign undergraduate bridging courses and/or specially tailored courses for conditional admission students. Credits from these courses do not satisfy the credit requirements for completing the graduate degree program and are not used in calculating the cumulative GPA.

Note: The MBA and MA TESOL degree programs require a minimum iBT score of 4.5 (previously 80) or a minimum IELTS (Academic Version) score of 6.5. Conditional admission to these two programs may only be granted if these language thresholds are met.

4.4.5 Admission Requirements for Remedial Admission

Master's degree applicants with a cumulative GPA between 2.0 and 2.5 may be considered for remedial conditional admission on a case-by-case basis, as evaluated by the program. Remedial admission is only applicable for programs in the College of Engineering. Applicants admitted under this category may not enroll in the master's program until they have met the requirements for full admission.

4.4.6 Achieving Full Admission Requirements

To be accorded full admission into a master's degree program, a student must:

- Achieve a cumulative GPA of at least 3.00 in the first two graduate-level courses (for a minimum of six credits). Courses must be completed over a maximum period of two consecutive semesters. Conditionally admitted students who do not satisfy the cumulative GPA condition after completing the six credit hours can petition the Graduate Admissions Office for a one-semester extension. Remedial admission students are not eligible for an extension.
- Achieve the required English Language Proficiency score for full admission before the beginning of the second semester: an iBT TOEFL score of 4.5 (previously 80) or an IELTS score of 6.5 (Academic Version).

If either provision or any additional specific conditions imposed by the degree program are not met, the student will not be allowed to continue their studies at AUS.

4.5 Other Admission Categories

4.5.1 Double Major Option

Enrolled graduate students at AUS may pursue a double major, enrolling simultaneously in two master's degree programs at AUS. One program must be designated as the primary major, which determines the

degree awarded upon graduation. The second program is recorded as a double major on the transcript and mentioned on the graduation certificate. Only one master's degree is awarded.

Admission Requirements:

- Applicants must first be fully admitted to the primary master's program.
- A new separate application for the second major must be submitted through apply.aus.edu, along with the application fee.
- Students must complete at least one semester in the primary program before applying for a second major.
- Approval is required from the Office of the Registrar to check eligibility before applying for the second major.

4.5.2 Non-degree Admission

Non-degree graduate students are those who wish to take AUS courses for academic credit but do not seek a master's degree. Students are admitted to AUS with non-degree status if they meet the requirements for full or conditional graduate admission. Complete applications must be submitted to the Office of Enrollment Management/Graduate Admissions. The following additional criteria are applicable:

- AUS graduate students who have been dismissed or who interrupt their studies may not apply for admission as graduate non-degree seeking students.
- AUS graduate students enrolled in a degree program may not change their status to graduate non-degree-seeking students.
- Non-degree graduate students may register for a maximum of nine credits at the graduate level.
- Non-degree graduate students who do not meet the requirements for full admission may register for no more than six credits in their first semester of study.
- Graduate students admitted as non-degree students may request to change their status to graduate degree-seeking students.

If all continuation requirements of conditionally admitted students are met (refer to Section 4.4.4), registration in a subsequent semester/term will be allowed. Course registration will be subject to approval by the relevant graduate program director.

4.5.3 Second-Degree Admission

Holders of a master's degree awarded by AUS or another independently accredited university recognized by the UAE Ministry of Higher Education and Scientific Research and by AUS may apply for admission to an AUS master's degree program.

A second graduate degree applicant must apply through the Office of Enrollment Management/Graduate Admissions. A complete application with the official transcript of the previously earned graduate degree must be submitted to the Office of Enrollment Management/Graduate Admissions by the assigned deadline.

- To be considered for admission, applicants must satisfy the General University Requirements for Graduate Admission and any specific requirements set by the graduate degree program they are applying to. Holders of a master's degree awarded by AUS are considered to have met the AUS General University Requirements for Graduate Admission.
- Graduate courses applied toward a previously earned graduate degree program may be considered for transfer credit. Whether the first graduate degree was awarded by AUS or by another university, the grades earned for courses completed to fulfill the requirements of the first graduate degree program will not count in calculating the cumulative grade point average for the second graduate degree program. Approved courses that meet the graduation requirements of the second-degree program will be recorded as transferred courses. For details on the transfer of credits, see the Transfer Credit Policy in Section 4.6.6.

Policies and regulations governing registration, grades, and graduation requirements apply.

4.5.4 Transient Student Admission

Transient student status covers those who have obtained their undergraduate or graduate degrees from AUS and have returned to take extra course(s) at AUS.

Applicants seeking transient student status at AUS must submit the complete Transient Student Application form to the Office of the Registrar (available at www.aus.edu/registration/forms).

Transient students may enroll in any university course for which they have the necessary academic background and qualifications. They must register for courses through the Office of the Registrar. Priority

is given to AUS students in courses with enrollment limits. Normally, a student can register as a transient student for one academic year.

4.5.5 Visiting Students Admission

A visiting student is one who is not formally admitted to the American University of Sharjah but is allowed to take courses at AUS for transfer back to the student's home institution. Visiting students are not registered in the context of a semester exchange program between AUS and the student's university. Visiting students should check with their home institutions about the transferability of AUS credits to their programs.

To be admitted as a visiting graduate student, a student must be enrolled in a graduate program at an accredited institution and be in good academic standing in his/her current institution.
In addition, students must have attained a minimum Internet-Based TOEFL score of 4.5 (previously 80) or a minimum IELTS (Academic Version) score of 6.5 or successfully completed the CEFR English C1 level. Visiting students coming from institutions located in an English-speaking country and where English is the language of instruction, or from institutions with a TOEFL/IELTS admission requirement higher than at AUS, are exempt from this requirement.

Applicants seeking visiting student status must submit to the AUS Office of International Exchange Programs (IXO) a complete online application accessible through www.aus.edu/ixo and an official university transcript showing courses in progress at the time of application. If the application is approved, registration is completed through IXO. Visiting students may enroll in university courses for which they have the necessary academic background and qualifications, subject to approval by the relevant graduate program director or college/school associate dean. In courses with enrollment limits, priority is given to AUS students. Standard graduate tuition and fees apply.
Students can register as visiting students for one academic year.
Graduate students admitted as visiting students may request to change status to graduate degree-seeking students.

4.5.6 Transfer Credit Policy

Transfer credit hours may be awarded to applicants from the following categories:

- Transfer applicants from recognized graduate schools at independently accredited universities recognized by the UAE Ministry of Higher Education and Scientific Research who meet the General University Requirements for Graduate Admission/Full Admission.
- Second-degree applicants with a master's degree awarded by AUS or by recognized graduate schools at independently accredited universities recognized by the UAE Ministry of Higher Education and Scientific Research who meet the General University Requirements for Graduate Admission/Full Admission.
- Applicants to a master's degree program with a bachelor's degree awarded by AUS who have completed master's-level courses while at the undergraduate level in the context of the AUS Accelerated Master's Program (AMP), and who meet the General University Requirements for Graduate Admission/Full Admission.
- Applicants for transfer of credit hours must submit their official transcripts, syllabi and other material required by the program to the Office of Enrollment Management/Graduate Admissions by the application deadlines specified earlier in this section.
- Applicants with transcripts from two or more institutions of higher education are eligible for transfer evaluation of only the courses completed at the institutions meeting the AUS transfer admission requirements.
- Transfer credit hours are evaluated at the time of admission. Transcripts of transfer students will be evaluated only once.
- To be evaluated for transfer, the coursework must have been taken for graduate credit and applied toward a graduate degree at the host institution. Courses completed in the context of the AMP qualify for evaluation toward transfer of credit hours. Only graduate-level courses completed with a grade of B or higher will be evaluated for transfer of credit hours.
- Courses identified as equivalent in content and level to AUS courses will be transferred as the equivalent AUS course. Other appropriate graduate-level courses may be transferred as electives. Transfer of credit hours will not be accepted for research and thesis hours (unless the thesis/dissertation is part of a dual degree program with AUS), travel experience, or work/life experience.

- Courses completed more than five years from the start date of the first semester of study of the current graduate degree program at AUS are not transferable.
- Courses related to areas taught within the School of Business Administration will be evaluated for credit hours transfer only if completed within institutions accredited by the Association to Advance Collegiate Schools of Business (AACSB International), the European Quality Improvement System (EQUIS), or from universities approved by the School of Business Administration.
- Grades earned in transferred courses do not count in the student's cumulative GPA. Credit hours of transferred courses count in the cumulative earned hours and may apply towards meeting registration and graduation requirements.
- Applicants to a master's degree program may be granted up to six credit hours in master's-level courses. Applicants to a PhD degree may be granted up to nine credit hours in doctoral-level courses. Students granted transfer credit hours must satisfy the university's graduation residence requirements as outlined in this catalog's Academic Policies and Regulations section.
- While credit hours will be temporarily transferred, the student will not be awarded his/her graduate degree until AUS receives the UAE Ministry of Higher Education and Scientific Research verification of the host institution's transcript.
- Students will be notified of their transferred credit hours by the Office of the Registrar.
- The relevant academic divisions at AUS make decisions regarding the award of transfer credit hours with input from faculty having expertise in the subject area. The Office of the Registrar maintains and updates the transfer students' records.

4.6 The Offer of Admission

The offer of admission, regardless of type, is valid only for the semester for which the candidate has applied. Applicants can defer their admission for one semester. A deferral request should be submitted to the Office of Enrollment Management/Graduate Admissions via apply.aus.edu. Applicants who wish to defer the application for one academic year or longer must submit a new application form; an application fee will apply.
Applicants who wish to change their degree program after the Admissions Committee has reviewed their application and made a decision must submit a new application, subject to the application fee policy. Applicants seeking a graduate assistantship under the new degree program must also submit new reference letters addressed to that program.

4.7 Falsified Admissions Documents

AUS reserves the right to take disciplinary action, up to and including the revocation of admission or permanent dismissal, if the university determines that information has been misrepresented in application documents or that falsified documents have been submitted to support an application for admission or matriculation to a program.

4.8 Implementation of the Graduate Admissions Policy

The section below outlines the flow of authority for implementing the Graduate Admissions Policy. Compliance with the policy is ensured through several channels. The Office of Enrollment Management Managers and Directors generate periodic exception reports to flag any inconsistencies in the application of the policy's requirements, which are shared with the Executive Director of the Office of Enrollment Management for resolution. Moreover, the AUS Director of Internal Audit conducts biennial internal audits to ensure compliance with the policy.

Scope/Applicability

This policy applies to all applicants for master's and doctoral programs.

To ensure the concerned university departments apply the standards and requirements consistently and accurately, the outlined policies and related processes are shared with the Admissions Office, Academic units and programs, the Office of the Registrar, and the Office of Graduate Studies.

The Admissions requirements and standards, related processes, and petition process are made available to all applicants and students in the Graduate Catalog.

Responsibilities

Office of Graduate Admission

The Graduate Admissions staff are responsible for processing complete applications following the established policies and requirements, ensuring the minimum admission requirements are met, and applying admissions conditions as applicable.

Graduate Associate Deans / Program Coordinators

The Graduate Associate Deans and Program Directors are responsible for reviewing and admitting or rejecting applicants based on their academic backgrounds and seat availability, ensuring students are fit for the programs, and imposing bridging courses and other requirements to support students' success. The Graduate Associate Deans / Program Coordinators also coordinate with the Office of the Registrar to approve awarding course credit transfers for eligible courses claimed by eligible transfer applicants.

Office of Graduate Studies

The Office of Graduate Studies constantly reviews the policies to make sure they are in line with updates by the programs and the programs' accreditors.

Office of the Registrar

The Office of the Registrar is responsible for updating the requirements per the policies in the Graduate Catalog and applying them to students regarding petitions, credit transfers, and bridging courses.

Office of Institutional Research and Analytics

The Office of Institutional Research and Analytics is responsible for documenting the policies and communicating the updates to the CAA.

All the units with access to applicants and student information shall not disclose sensitive information to unauthorized individuals or delete University data or documents unless authorized. All the involved employees will be held accountable for upholding the policy standards applicable to their responsibilities.

Definitions/Abbreviations/Acronyms

- **Qualification Recognition Report (QRR):** A certificate confirming that the earned higher education degree is from an accredited university outside the UAE and complies with the UAE Ministry of Higher Education and Scientific Research's guidelines and international academic standards.
- **Certificate of Equivalency (CEQ):** Currently known as QRR. The certificate of equivalency confirms that the earned higher education degree is from an accredited university outside the UAE and complies with the UAE Ministry of Higher Education and Scientific Research's guidelines and international academic standards.
- **GMAT:** The Graduate Management Admission Test is a computer adaptive test intended to assess certain analytical, writing, quantitative, verbal, and reading skills in written English for use in admission to a graduate management program, such as an MBA program.
- **GRE:** Graduate Record Examinations is a standardized exam used to measure one's aptitude for abstract thinking in the areas of analytical writing, mathematics, and vocabulary. The GRE is commonly used by many graduate schools to determine an applicant's eligibility for the program.
- **iBT TOEFL:** Test of English as a Foreign Language is a standardized test to measure the English language ability of non-native speakers wishing to enroll in English-speaking universities. The current scoring scale ranges from 0–12. A score of 4.5 on the current scale is equivalent to 80 on the legacy scale.
- **IELTS:** The International English Language Testing System is an international standardized English language proficiency test for non-native English speakers. It is jointly managed by the British Council, IDP: IELTS Australia, and Cambridge Assessment English.
- **EmSAT (Achieve – English):** The Emirates Standardized Test for English language proficiency, which was administered by the UAE Ministry of Education. A minimum score of 1550 is required. EmSAT scores are accepted provided they can be independently verified through the official UAE examination authority.

- **Sensitive information:** Includes student academic records, medical information, and personal data.
- **Visiting student:** A visiting student is one who is not formally admitted to the American University of Sharjah but is allowed to take courses at AUS for transfer back to the student's home institution.

Related Policies, Procedures, Forms, Guidelines, and Other Resources

- Frequently asked questions on the AUS website: https://www.aus.edu/faq
- Information required by prospects: https://www.aus.edu/prospective-students
- Applying to AUS and uploading application documents: apply.aus.edu
- Admissions help: infodesk.aus.edu
- Attesting documents: www.aus.edu/admissions/masters-degrees/attestations, www.aus.edu/admissions/doctoral-degrees/attestations
- Deferring admission: www.aus.edu/admissions/bachelors-degrees/application-deferment
- Graduate catalog: www.aus.edu/catalog
- Transient Student Application form: www.aus.edu/registration/forms
- AUS Graduate Admissions Prospectus: www.aus.edu/admissions/forms-and-publications
- AUS Accreditation Information: www.aus.edu/about/aus-at-a-glance/accreditation
- Doctoral Degree Admissions Requirements: www.aus.edu/admissions/doctoral-degrees/application-requirements
- Doctoral Admissions Deadlines: www.aus.edu/deadlines-for-doctoral-admissions
- Master's Degree Admissions Requirements: www.aus.edu/admissions/masters-degrees/application-requirements
- Master's Admissions Deadlines: www.aus.edu/deadlines-for-masters-admissions

Policy History

The admissions policy was initiated in 1997 and has since been updated regularly in response to growth in the university's graduate programs and to CAA requirements. The changes have been captured in each academic year's Graduate Catalog. In the future, major changes will be recorded and included in this section of the policy.

Revision History:

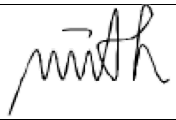
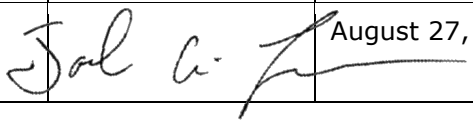
Revision	Date	Description of Changes	Requested By
1.0	Pre-2013	New Policy	Vice Chancellor for Academic Affairs and Provost
2.0	June 2021	General update	Vice Chancellor for Academic Affairs and Provost
3.0	May 2023	Changes to reflect updated admission policies and practices	Vice Chancellor for Academic Affairs and Provost
4.0	June 3, 2024	Changes to reflect updated admission policies and practices	Vice Chancellor for Academic Affairs and Provost
5.0	June 24, 2024	Updated administrative titles and office names. PhD programs in Mathematics and BSBE added. Admission requirements for PhD-BSBE updated to match catalog.	Vice Chancellor for Academic Affairs and Provost

Revision	Date	Description of Changes	Requested By
6.0	May 4, 2026	Expanded to include all 31 graduate programs with program-specific admission requirements. Added consolidated Program-Specific Admissions Requirements Table (Section 4.5). Resolved iBT TOEFL scoring to new scale (4.5 = previously 80; 4.0 = previously 71). Confirmed EmSAT acceptance. Removed duplicate PhD-MGT content. Clarified Direct Admission eligible programs. Added ELP exemption nuances for PhD applicants. Added conditional admission note for MBA and MA TESOL. Added program-change provision to Offer of Admission. Added MA TESOL linguistics bridging course requirement. Corrected visiting student application deadlines. Clarified remedial admission scope (CEN only).	Vice Chancellor for Academic Affairs and Provost
7.0	August 27, 2026	• Regular Admission replaced with Full Admission • MFA-TRD program has been listed in the Appendix	Vice Chancellor for Academic Affairs and Provost

References:

The Executive Director of the Office of Enrollment Management	Tel: +971 6 5151001	ashuhaimy@aus.edu

Approvals:

Title	Name	Signature	Date
Vice Chancellor for Academic Affairs and Provost	Dr. Matthias Ruth		August 27, 2026
Chancellor	Dr. Tod Laursen		August 27, 2026

Appendix A

Program-Specific Admissions Requirements – All Programs

The table below provides a consolidated reference of program-specific admission requirements for all graduate programs at AUS, in addition to the General University Requirements for Graduate Admission (Section 4.1) and the PhD or Master's degree requirements (Sections 4.2–4.4). All programs also require a completed online application, official transcripts, attested diploma(s), English Language Proficiency documentation (unless exempt), and payment of the application fee.

College / School	Program	Program-Specific Requirement(s)	Notes
CAAD	Master of Urban Planning (MUP)	General university requirements only. Applicants from all fields of study are eligible.	No additional test required.
CAAD	Master of Fine Arts in Trans-Disciplinary Design (MFA-TRD)	General university requirements and a creative portfolio component. Applicants from all fields of study are eligible.	No additional test required.
CAS	MA in International Studies (MAIS)	General university requirements. Applicants must submit a Statement of Purpose (600–800 words).	Bridging courses may apply.
CAS	MA in Media Studies and Practice (MAMSP)	General university requirements. Bridging courses may be required for applicants without undergraduate media background.	Determined at admission.
CAS	MA in Teaching English to Speakers of Other Languages (MA TESOL)	Minimum iBT 4.5 / IELTS 6.5 (Academic). Conditional admission is not applicable. Statement of Purpose (600–800 words) required. Applicants without an undergraduate linguistics course may be required to complete a bridging course.	Bridging course does not count toward graduation credits.
CAS	MA in Translation – English/Arabic/English (MATRA)	Non-native Arabic speakers must hold a BA in Arabic.	
CAS	MS in Environmental Sustainability and Management	General university requirements. Applicants from related fields (environmental science, engineering, business) are encouraged to apply.	Bridging courses may apply.
CAS	MS in Mathematics (MSMTH)	BS in mathematics, applied mathematics, actuarial science, statistics, or related field. If from a related field: min. 9 cr. calculus, 3 cr. differential equations, 3 cr. linear algebra, 3 cr. abstract algebra, 3 cr. real analysis.	Bridging courses required if prerequisites not met.
CAS	Doctor of Philosophy in Materials Science and Engineering (PhD-MSE)	MS in materials science, materials engineering, physics, chemistry, mechanical, electrical, chemical, or	Bridging courses required for non-MSE/materials backgrounds.

College / School	Program	Program-Specific Requirement(s)	Notes
		civil engineering. Direct admission from BS in these fields is available.	
CAS	Doctor of Philosophy in Mathematics (PhD-MTH)	MS in Mathematics or Applied Mathematics from an accredited institution.	
CEN	MS in Biomedical Engineering (MSBME)	BS in Biomedical, Chemical, Computer, Electrical, Civil, Industrial, or Mechanical Engineering. Other engineering or quantitative science fields may be considered on a case-by-case basis.	Two reference letters required.
CEN	MS in Chemical Engineering (MSChE)	BS in Chemical Engineering. Other engineering or quantitative science fields closely related may be considered case-by-case.	Two reference letters required.
CEN	MS in Civil Engineering (MSCE)	BS in Civil Engineering. Other engineering or quantitative science fields closely related may be considered case-by-case.	Two reference letters required.
CEN	MS in Computer Engineering (MSCoE)	BS in Computer Engineering. Other engineering or quantitative science fields closely related may be considered case-by-case.	Two reference letters required.
CEN	MS in Construction Management (MSCM)	BS in Engineering, Architecture, or Construction. Other closely related fields may be considered case-by-case. Bridging courses may be required for non-civil engineering backgrounds.	Two reference letters required.
CEN	MS in Data Analytics Engineering (MSDAE)	BS in Engineering or Computer Science. Applicants from closely related quantitative fields may be considered case-by-case.	Two reference letters required. Program website: aus.edu/programs/master.
CEN	MS in Electrical Engineering (MSEE)	BS in Electrical Engineering. Other engineering or quantitative science fields closely related may be considered case-by-case.	Two reference letters required.
CEN	MS in Engineering Systems Management (MSESM)	BS in Engineering. Applicants with non-engineering degrees may be considered for conditional admission case-by-case if they have 5+ years of relevant engineering/manufacturing work experience and have held managerial positions in technical departments.	Two reference letters required.
CEN	MS in Machine Learning (MSMLR)	BS in Computer Science or Computer Engineering. Other	Two reference letters required.

College / School	Program	Program-Specific Requirement(s)	Notes
		engineering/quantitative science fields with strong programming competence may be considered case-by-case.	
CEN	MS in Mechanical Engineering (MSME)	BS in Mechanical Engineering. Other engineering or quantitative science fields closely related may be considered case-by-case.	Two reference letters required.
CEN	MS in Mechatronics Engineering (MSMTR)	BS in Mechanical Engineering or a closely related engineering field. Other fields may be considered case-by-case.	Two reference letters required.
CEN	Doctor of Philosophy in Biosciences and Bioengineering (PhD-BSBE)	Natural sciences (biology, chemistry, physics, biotechnology) or engineering (biomedical, chemical, computer, electrical, industrial, mechanical) backgrounds. Must have completed university-level courses in: calculus, physics, statistics, biology/cellular biology, and human anatomy & physiology. Placement tests required where background not met. Applicants who do not pass placement tests must complete specified courses before admission.	Three reference letters required. Direct calculus/statistics deficiency results in non-admission.
CEN	Doctor of Philosophy in Civil and Environmental Engineering (PhD-CEE)	MS in civil engineering, construction engineering and management, environmental engineering, or related areas.	Three reference letters required.
CEN	Doctor of Philosophy in Electrical and Computer Engineering (PhD-ECE)	MS in electrical engineering, computer engineering, or related areas.	Three reference letters required.
CEN	Doctor of Philosophy in Engineering – Engineering Systems Management (PhD-ESM)	MS in engineering (relevant discipline). Non-engineering master's degrees may be considered case-by-case. Direct admission: BS in chemical, civil, computer, electrical, industrial, mechanical engineering, or architecture/architectural engineering with min. CGPA 3.50.	Three reference letters required. Direct admission available.
SBA	Master of Business Administration (MBA)	GMAT score or AUS MBA Admission Test required. Minimum iBT 4.5 (previously 80) / IELTS 6.5 (Academic). Conditional admission is not applicable. Business bridging course may be required.	One reference letter required.
SBA	Master of Business Data Analytics (MBDA)	GMAT score or AUS MBDA Admission Test required.	One reference letter required.

College / School	Program	Program-Specific Requirement(s)	Notes
SBA	MS in Accounting (MSA)	General university requirements. Accounting bridging courses (up to 9 credit hours) may be required for applicants without adequate accounting background.	One reference letter required.
SBA	MS in Economics and Policy (MSEP)	BS in economics, any business discipline, mathematics, statistics, computer science, engineering, natural sciences, or social sciences. Adequate quantitative methods background required.	One reference letter required.
SBA	MS in Finance (MSF)	BS in business-related area. Business bridging course (BUS 507) may be required.	One reference letter required.
SBA	Doctor of Philosophy in Finance (PhD-FIN)	MS in Finance, MBA, or master's in a related field. Official GMAT or GRE score required. Graduate-level course in applied econometrics required. Bridging courses (up to 15 credit hours) may be required.	Three reference letters required.
SBA	Doctor of Philosophy in Management (PhD-MGT)	MBA or master's in a relevant field. Official GMAT or GRE score required. Applicants without a management background may be asked to complete two MBA bridging courses. Admission is competitive and limited to the fall semester.	Three reference letters required.