

ADMISSIONS POLICY

1.0 Definitions

- 1.1 The following words and expressions shall have the meanings hereby assigned to them:
- 1.1.1 *Academic Calendar*: A representation of the periods associated with the University's operations, containing the teaching periods, exam and holiday dates, and key deadlines, which is approved by the University's Board of Trustees.
 - 1.1.2 *Academic Dismissal*: A decision of the University to revoke the enrollment status of a Student from a Program based on their Academic Standing.
 - 1.1.3 *Academic Standing*: The standard set by the University to determine a Student's eligibility to remain and/or progress in a Program.
 - 1.1.4 *Academic Year*: Means the 12-month period defined in the University's Academic Calendar, as approved by the Board.
 - 1.1.5 *Accessibility Services*: Additional support required by persons with learning, physical, and behavioral disabilities and/or challenges to enable them to pursue a specific activity.
 - 1.1.6 *Admission*: The process in which Applicants are evaluated for entry into a University Program.
 - 1.1.7 *Admission Cycle*: Period of time during which applications are accepted for entry to a University Program.
 - 1.1.8 *Admission Priority Category*: The order in which qualified Applicants are admitted to seats available within Programs.
 - 1.1.9 *Admission Requirements*: The requirements for eligibility into a University Program.
 - 1.1.10 *Applicant*: An individual who has submitted and completed an application to be admitted into a Program.
 - 1.1.11 *Clear Standing*: The Academic Standing of a Student who has achieved the minimum Cumulative GPA required by the Program.
 - 1.1.12 *College*: College of the North Atlantic in Qatar.
 - 1.1.13 *Competitive Entry (with regard to Admission)*: Admission where the number of qualified Applicants regularly exceeds the number of seats available.

- 1.1.14 *Conditional Admission*: Instances when Admission is offered before one or more of Admission Requirements are met and is conditional on the outstanding requirements being met by a specified time.
- 1.1.15 *Course*: A set of Learning Sessions in a particular subject, with a defined scope and duration, and specific learning outcomes.
- 1.1.16 *Credit*: A unit of measurement assigned to a Course based on the total amount of learning time that counts toward a Program or credential completion, at a particular level of the Qatar National Qualification Framework.
- 1.1.17 *Cumulative GPA*: The overall cumulative grade point average across multiple Semesters in a Student's Program.
- 1.1.18 *Discontinued Student*: A Student who was enrolled in a Program and has either not registered for a subsequent Semester, registered in a current Semester but not attended any classes, has withdrawn voluntarily or involuntarily, or has been suspended.
- 1.1.19 *Dismissal*: A decision of the University to revoke the enrollment status of a Student.
- 1.1.20 *Early Conditional Admission*: A Conditional Admission category, providing a conditional confirmation of a seat to priority Applicants enrolled in their final year of high school.
- 1.1.21 *Eligible Applicant*: An Applicant who satisfies the minimum requirements for Admission.
- 1.1.22 *Foundation Program*: A series of University Courses designed to prepare Students for their Program.
- 1.1.23 *General Studies*: An academic plan where a Student is eligible to enroll in Credit Courses without being admitted into a Credit Program.
- 1.1.24 *High School Graduate*: An Applicant that has passed high school earning a high school degree or equivalent.
- 1.1.25 *Learning Sessions*: *Classes, labs, placements or work term prescribed by the Course.*
- 1.1.26 *Placement Test*: *An assessment to determine the Student's level of competency in English and/or Mathematics.*
- 1.1.27 *Program*: *A prescribed set of Courses leading to a qualification, including a Certificate, Diploma (2 years), Advanced Diploma (3 years), Bachelor,*

Master, or Doctorate, according to the Qatar National Qualifications Framework.

- 1.1.28 *Provisional Admission: A Conditional Admission category for Students who do not meet the University's initial Admission Requirements.*
 - 1.1.29 *Provisional Admission Agreement: An agreement signed by the Student acknowledging that he/she is admitted to the University on provisional basis.*
 - 1.1.30 *Re-admission: The process in which an Applicant is admitted (or denied) into a University Program, when an Applicant has previously been admitted as a Student but has been Dismissed or has become a Discontinued Student.*
 - 1.1.31 *Semester: A division of an Academic Year where a Student is enrolled in a Course(s) followed by an examination period.*
 - 1.1.32 *Student: A person who is presently enrolled at the University in a Credit Course or who is designated by the University as a Student.*
 - 1.1.33 *Transcript: An official document of the University summarizing the entire academic records of a Student including essential information pertaining to the Student's courses, grades, academic standing and credential attainment.*
 - 1.1.34 *Transfer Admission: The process in which Applicants moving from another higher education institution are evaluated for entry into a University Program.*
 - 1.1.35 *Transfer Student: A Student who moves from one higher education institution to another.*
 - 1.1.36 *Visiting Student: A Student permitted to take Courses at the University for transfer of Credit to another higher education institution.*
 - 1.1.37 *University: University of Doha for Science and Technology established by Emiri Resolution No. 13 of 2022.*
- 1.2 Where the context requires, words importing the singular shall include the plural and vice-versa.
 - 1.3 Where a word or phrase is given a particular meaning, other parts of speech and grammatical forms of that word or phrase have corresponding meanings.

2.0 Policy Purpose

2.1 The University is committed to promoting access to higher education in the State of Qatar and to maintaining an objective Admission process. The policy aims to ensure that the University's Admission Requirements are transparent and consistently applied.

3.0 Policy Scope

3.1 The policy applies to all Applicants seeking Undergraduate Admission to the University.

4.0 Policy Statements

4.1 Extent

4.1.1 This policy supersedes prior versions of the Admissions Policy (PL-ST-07) and associated Admissions Procedure (AC-102-PR).

4.2 Undergraduate Application Requirements

4.2.1 Applicants must submit an official copy of the following documentation to complete their Admission application:

4.2.1.1 Final High School transcript;

4.2.1.1.1 All Undergraduate Applicants, who attended a high school in the State of Qatar, are required to submit their final High School transcript attested by the Ministry of Education and Higher Education.

4.2.1.1.2 All Undergraduate Applicants, who attended a high school outside of the State of Qatar, are required to submit their final High School transcript attested by the Ministry of Education and Higher Education or equivalent authority in that country. The transcript must also be attested by the Embassy of the State of Qatar in that country.

4.2.1.2 Letter of equivalency from the Ministry of Education and Higher Education in Qatar is required for:

4.2.1.2.1 All Undergraduate Applicants, who attended a private high school in the State of Qatar.

4.2.1.2.2 All Undergraduate Applicants, who attended a high school outside of the State of Qatar.

4.2.1.3 Higher Education Transcript;

4.2.1.3.1 Undergraduate Transfer Applicants must submit an official transcript from their higher education institution recognized by an international accrediting association or attested by the Ministry of Education and Higher Education or equivalent authority in that country. The transcript must also be attested by the Embassy of the State of Qatar in that country.

4.2.1.3.2 Undergraduate Visiting Applicants must submit an official transcript from their higher education institution recognized by an international accrediting association or attested by the Ministry of Education and Higher Education or equivalent authority in that country. The transcript must also be attested by the Embassy of the State of Qatar in that country.

4.2.1.4 Valid Passport/Travel Document;

4.2.1.5 Valid Qatar National Identification card (except International Applicants who can submit this after arrival into Qatar);

4.2.1.6 Documentation to support the Admission Priority Category outlined in 4.5.2;

4.2.1.7 Copy of National Service Certificate/Letter for all male Qatari Applicants;

4.2.1.8 Official Placement Test result, or acceptable waivers as specified in 4.4;

4.2.1.9 Confirmation of payment of the Admission application fee.

4.3 Fees

4.3.1 A non-refundable Admission application fee is applicable to all prospective Students applying to the University.

4.3.2 The cost of the first Placement Test is included in the Admission application fee. The Applicant will be charged for any subsequent Placement Tests.

4.4 Placement Test

4.4.1 Placement Testing is required for all Applicants seeking Admission to the University.

4.4.2 In lieu of the Placement Test, the University may accept valid test scores from other internationally recognized English language proficiency tests.

4.4.3 Applicants, who are transferring from or have graduated from a higher education institution where English is the medium of instruction, can request to have the Placement Test waived. Waivers are granted at the sole discretion of the University, in accordance with the pertinent procedure. The deadline for a Student to request a waiver is the first day of classes for the Semester of Admission

4.4.4 The University accepts an Applicant's highest, non-expired Placement Test scores taken within two years of the application date.

4.4.5 Applicants who do not achieve the minimum required Placement Test scores will be placed into the Foundation Program.

- 4.4.6 The minimum required Placement Test scores for each Program will be set and published accordingly by the Admissions and Registration Directorate.

4.5 Admission Priority

- 4.5.1 Admission to the University is based on a competitive assessment of an Applicant's application using approved and published Admission Requirements and available Program capacity, in accordance with the pertinent procedures.
- 4.5.2 Meeting the Admission criteria does not guarantee Admission, and the University will select the most qualified Applicants, subject to the following Admission Priority, and according to the pertinent procedures:
- 4.5.2.1 Priority A: Qatari Applicants/ Holders of Qatari Travel Documents;
 - 4.5.2.2 Priority B: Applicants born to Qatari mothers living in Qatar/non-Qatari female spouses of Qatari nationals;
 - 4.5.2.3 Priority C: Children of Diplomats;
 - 4.5.2.4 Priority D: Children of University Employees;
 - 4.5.2.5 Priority E: Applicants born in Qatar;
 - 4.5.2.6 Priority F: Residents in Qatar;
 - 4.5.2.7 Priority G: Applicants residing outside the State of Qatar.

4.6 Admission Application Categories

The University admits Applicants based on the following application categories, in accordance with the requirements of this policy and as per the provisions of the pertinent procedure(s):

- 4.6.1 High School Graduates;
- 4.6.2 University Graduates;
- 4.6.3 Transfer Students;
- 4.6.4 Visiting Students.

4.7 Undergraduate Admission Requirements

Application requirements (mentioned under 4.2 above) must be satisfied, alongside the admission requirements stipulated below:

4.7.1 High School Graduates

Applicants who have completed high school and have not attended a higher education institution are considered High School Graduates. High School Graduates may apply for Admission to a Program provided they meet the following Admission Requirements:

4.7.1.1 High School-related Requirements

4.7.1.1.1 A minimum average of 60% in the final year (Grade 12 or equivalent) of high school and

4.7.1.1.2 Satisfy all minimum subject-specific requirements for entry into the Program, as identified in the relevant procedures and published on the University's website.

OR

4.7.1.1.3 Graduated high school and

4.7.1.1.4 Earned a minimum grade of 60% in final year English (Grade 12 or equivalent) and

4.7.1.1.5 Earned a minimum grade of 60% in final year Academic Mathematics or a minimum grade of 50% in Advanced Mathematics (Grade 12 or equivalent) and

4.7.1.1.6 Satisfy all minimum subject-specific requirements for entry into the Program, as identified in the pertinent procedures and published on the University's website.

4.7.1.2 Placement Requirements

4.7.1.2.1 Placement Testing, or waiver as specified in 4.4, is required for all Applicants.

4.7.1.2.2 Applicants who do not meet the required Placement Test scores will be placed into the Foundation Program.

4.7.2 University Graduates

Applicants who previously earned a College or University credential can apply for Admission to another Program at the University, in accordance with the pertinent procedure, and provided they satisfy the following requirements:

4.7.2.1 Placement Requirements

4.7.2.1.1 The Placement Test is not required for Admission of College or University graduates within 2 years of their graduation.

4.7.2.1.2 Only the English Placement Test, or waiver as specified in 4.4, is required for Applicants seeking Admission beyond 2 years of their College or University graduation. Applicants who do not meet the required Placement Test scores will be placed into the Foundation Program.

4.7.2.2 Transfer Credit Requirements

4.7.2.2.1 University graduates who attended other higher education institutions can request to transfer Course

Credit to the new Program they are applying to. All transfer of Credit policies and procedures apply.

4.7.3 Transfer Students

Transfer Applicants who have attended another higher education institution will be considered a transfer Applicant, and may apply for Admission to the University, in accordance with the pertinent procedure, and provided they satisfy the following requirements:

4.7.3.1 Prior Study-related Requirements

4.7.3.1.1 Must have graduated high school; and

4.7.3.1.2 Must have completed 2 Semesters with a minimum Cumulative GPA of 2.00 from a higher education institution recognized by an international accrediting association or by the Ministry of Education and Higher Education or equivalent authority in that country.

4.7.3.2 Placement Requirements

4.7.3.2.1 Placement Testing, or waiver as specified in 4.4, is required for all Applicants seeking Transfer Admission.

4.7.3.2.2 Applicants who do not meet the required Placement Test scores will be placed into the Foundation Program.

4.7.3.3 Transfer Credit Requirements

4.7.3.3.1 Transfer Students can request to transfer Course Credit from prior higher education institutions to their Program. All transfer of Credit policies outlined in the Transfer Policy (PL-ST-06) and regulations apply.

4.7.4 Visiting Students

Applicants from other higher education institutions may apply to take Courses at the University as a Visiting Student, in accordance with the pertinent procedure, and subject to satisfying the following requirements:

4.7.4.1 Placement Requirements

4.7.4.1.1 Must satisfy the University's English placement requirement, or waiver as specified in 4.4.

4.7.4.2 Course Load Requirements

4.7.4.2.1 Visiting Students may register up to a maximum of 30 Credits. If the Visiting Student is subsequently admitted to the University, Courses passed in Visiting Student status may be considered towards a University

credential, as outlined in the Transfer Policy (PL-ST-06).

4.7.4.3 Transferability

4.7.4.3.1 Visiting Students are eligible to apply for Transfer Admission to the University.

4.7.4.3.2 Visiting Students granted Transfer Admission to the University can request to transfer Course Credit from prior higher education institutions to their Program. All transfer of Credit regulations outlined in the Transfer Policy (PL-ST-06) apply.

4.7.4.4 Visiting Students are not eligible for entry into the Foundation Program.

4.8 Provisional Admission

4.8.1 Based on available capacity, the University allows Provisional Admission for Undergraduate Students who have graduated high school but do not meet the University's high school percentage Admission Requirements outlined in 4.7.

4.8.2 The Placement Test is required for all Applicants seeking Provisional Admission.

4.8.3 The Provisional Admission conditions and requirements are outlined in the pertinent procedure.

4.8.4 All Provisional Admission Students are required to sign the Provisional Admission Agreement and maintain all the requirements and conditions outlined in the Provisional Admission Agreement.

4.8.5 The maximum duration of enrollment in Provisional Admission status is 2 Academic Years from the Semester of Admission. Students who exceed this maximum duration without completing the Provisional Admission requirements will have their University Admission revoked.

4.8.6 Students who have had their Provisional Admission revoked are not eligible to re-apply for Provisional Admission.

4.8.7 Upon successful completion of the Provisional Admission requirements, Students are required to submit an Application for Program change to be considered for Program Admission, in accordance with the pertinent procedures.

4.9 Early Conditional Admission

4.9.1 Overview

- 4.9.1.1 Allows Conditional Admission for higher achieving Undergraduate Applicants enrolled in their final year (12th Grade or equivalent) of high school.
 - 4.9.1.2 Students who receive Early Conditional Admission will be admitted into their first or second Program preference.
 - 4.9.1.3 Students who receive Early Conditional Admission and do not meet the required Placement Test scores or waiver as specified in 4.4 will be placed into the Foundation Program.
- 4.9.2 Admission Requirements
- 4.9.2.1 Meet the minimum overall percentage requirement in both the 11th year and first semester of the 12th year results as defined in the Admissions Procedure (PR-ST-07).
 - 4.9.2.2 Only Applicants who are enrolled in their final year (12th grade or equivalent) of high school are eligible for Early Conditional Admission consideration.
 - 4.9.2.3 The Placement Test is required for all Applicants seeking Early Conditional Admission. Applicants who do not meet the required Placement Test scores or waiver as specified in 4.4 will be placed into the Foundation Program.
- 4.9.3 Application Requirements
- In addition to the Application Requirements identified in 4.2, the following are required:
- 4.9.3.1 Applicants must submit a copy of their transcript detailing results from the 11th year and first semester of the 12th year. Students in the International Baccalaureate (IB) and British System can submit predicted grades per the Admissions Procedure (PR-ST-07).
- 4.9.4 Final High School Results
- 4.9.4.1 To meet the condition of their Admission, Students receiving Early Conditional Admission must, upon their subsequent graduation from high school, satisfy the University's Admission Requirements outlined in 4.7, and any conditions notified to them in their Early Conditional Admission letter.
 - 4.9.4.2 Students receiving Early Conditional Admission but who, upon their subsequent high school graduation, do not meet the University's Admission Requirements outlined in 4.7 will have their Early Conditional Admission revoked. These Students will still be considered for Provisional Admission.
 - 4.9.4.3 Early Conditional Admission requirements must be met before the first day of classes.
- 4.9.5 Ineligible for Early Conditional Admission
- 4.9.5.1 Applicants who, based on the Admission Requirements outlined in 4.9.2, are not eligible for Early Conditional Admission will be evaluated for regular admission.

4.10 Conditional Admission

- 4.10.1 Applicants may be considered for Conditional Admission based on the following if all other Admission Requirements have been met:
- 4.10.1.1 Awaiting letter of equivalency from the Ministry of Education and Higher Education, Qatar;
 - 4.10.1.2 Awaiting original documents where copies were submitted to the University's Admission office.
- 4.10.2 Applicants who have received a Conditional Admission are required to produce the documentation satisfying Admission Requirements before the first day of classes for the Semester of Admission.
- 4.10.3 Conditional Admission is revoked when Applicants do not satisfy the conditions in their Conditional Admission, or fail to provide required documentation, or to satisfy Admission Requirements.

4.11 Program Admission

- 4.11.1 Students, fully satisfying the relevant Admission requirements, are admitted into their Program. Undergraduate Students who do not meet the required Placement Test scores, and who are not granted a waiver as specified in 4.4, will be placed into the Foundation Program. Upon successful completion of Foundation Program requirements, Students will continue to their Program.
- 4.11.2 Eligible Applicants who are undecided can be admitted into General Studies, subject to available capacity. Students admitted into General Studies may submit an Application for Program change to be considered for Program Admission in accordance with the pertinent procedures.

4.12 Competitive Entry and Applicant Ranking

- 4.12.1 Admission to all Programs is competitive and attaining the minimum Admission Requirements does not guarantee admission to the University. In addition to Program capacity, applications are evaluated on the following criteria:
- 4.12.1.1 Eligible Applicants are ranked based on their overall final year (Grade 12 or equivalent) high school percentage / prior University GPA / prior higher education institution GPA and by their Admission Priority Category outlined in 4.5.2.

4.13 Admission Deferral

- 4.13.1 Students admitted to the University can defer their Semester of Admission by up to 1 Academic Year based on Program capacity.

4.14 Admission No Show

4.14.1 New, or readmitted Students who are not registered in classes by the Last Day to Add are considered to have cancelled their Admission and their Admission will be revoked. No Show Students must re-apply to be considered for future Admission to the University. No refund of Admission fees will be provided, and any subsequent Admission applications will be subject to new fees.

4.15 Re-Admission

4.15.1 Re-Admission Applicants may apply to their prior Academic Program or to any other Academic Program for which they are eligible.

4.15.2 Students who have been Academically Dismissed are not eligible for Re-admission to the same Program. Academically Dismissed Students may apply for Admission to another Program for the subsequent Semester.

4.15.3 Discontinued, and Academically Dismissed Students, who have not been enrolled for at least two years are required to re-take the English Placement Test.

4.16 Additional Information

4.16.1 Only one application per Applicant is considered per Admission Cycle.

4.16.2 Applicants requesting Accessibility Services are required to identify their needs and provide documentation from a licensed medical or counseling professional. The University will endeavor to accommodate Applicants requiring Accessibility Services.

4.17 Restrictions

4.17.1 The University reserves the right to revoke offers of Admission due to any action that could be considered contrary to the approved Student Conduct Policy (PL-ST-01) or applicable Qatari laws.

5.0 Procedures

5.1 The Vice-President, Student Affairs will ensure that procedures are developed for the execution of this policy, and are implemented accordingly.

6.0 Related Documents

- 6.1 PR-ST-07: Admissions Procedures
- 6.2 PL-ST-05: Academic Standing Policy
- 6.3 PL-ST-01: Student Conduct Policy
- 6.4 PL-ST-06: Transfer Policy
- 6.5 PL-ST-09: Registration Policy