

Policies and Procedures

Policy Title	Admissions Policy	Policy Number	520
Section	Student Affairs	Approval Date	8 June 2026
Subsection	Admission, Enrollment, Tuition, Scholarship	Authorizing Entity	Board of Trustees
Responsible Office	Admissions & Scholarships	Effective Date	9 June 2026
Distributed To	BoT, Provost Office, Deans, Program Coordinators, faculty, AGAC, and Student Success Deanship, Admission Office	Next Review Date	After 2 years

1.0 PURPOSE

- 1.1 Establish admissions standards and requirements for AUBH to admit qualified undergraduate and graduate students.
- 1.2 Recruit and admit students from diverse backgrounds who have the potential and ability to succeed in our academic degree programs, and who can make valuable contributions to a vibrant learning community.
- 1.3 Foster a diverse learning community in which our students will meet people from different cultures, nationalities, and ethnic backgrounds, thereby enhancing their skills of critical thinking, teamwork, effective communication, and leadership development.
- 1.4 Prepare students to be competent learners in the global marketplace and to be successful in their chosen careers.
- 1.5 Promote equal opportunities and access to all applicants through the best practices of a fair and transparent selection and admissions process.
- 1.6 The scope of this policy applies to all degree programs offered at AUBH, including Bachelor's, Master's, and Doctoral programs, and covers full-time, part-time, and visiting students.

2.0 DEFINITIONS

- 2.1 **Full Admission:** Full admission is offered to applicants who meet the University's entry requirements and submit their complete documents to the Office of Admissions.
- 2.2 **Conditional Admission:** Conditional admission is offered to applicants who meet the entry requirements for the program but have not yet submitted their complete documents to the Office of Admissions. Students may have a maximum of one semester to complete any pending documents.
- 2.3 **Provisional Admission:** Provisional admission is offered to applicants who do not meet the full admission requirements but show potential for academic success. Students typically remain under provisional admission status for one semester or up to one year.

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2.4 Visiting Student Admission: A visiting student is a student who is not formally admitted to the American University of Bahrain but is allowed to enroll in coursework for transfer back to the home institution.

2.5 First-Time Freshman: Students who are beginning their degree studies for the first time without transferring any prior postsecondary credits. Applicants must have completed secondary (high) school education or its equivalent, typically representing 12 years of schooling.

2.6 Transferred Student: Applicants who have previously attended another educational institution and are seeking admission to the American University of Bahrain, intending to transfer credits earned from their previous institution.

3.0 POLICY

3.1 This policy sets the minimum admission requirements at an institutional level. Colleges may set higher or additional requirements for specific programs.

3.2 Admission for Undergraduate Degree Programs:

- 3.2.1 Each applicant is evaluated on individual merit and in consideration of probable success at AUBH.
- 3.2.2 Applicants will qualify for full first-time freshman admission if they meet the following requirements:
- Completed secondary school education or the equivalent of 12 years of schooling with a GPA of 70% or equivalent.
 - Minimum English language proficiency score, such as IELTS 5.5 or equivalent. Applicants may be exempted from this requirement if they are citizens of a country where their first language is English (such as the UK, USA, or Canada); or have a high school's degree awarded from one of those countries.

3.3 Admission for Master's Degree Programs:

- 3.3.1 Each applicant is evaluated on individual merit and in consideration of probable success at AUBH.
- 3.3.2 Applicants must meet the following requirements to obtain full admission status:
- Hold a bachelor's degree from an accredited institution of higher education, with a minimum GPA equivalent to B- (2.67) or above, or a GPA of C+ (2.33) or equivalent with a minimum of one year of working experience
 - English language proficiency score of 6.0 in the IELTS or equivalent. Applicants will be exempted from this requirement if they are citizens of a country where their first language is English (such as the UK, USA, or Canada); or have their bachelor's degree awarded from one of those countries.

3.4 Admission for Doctorate Programs:

- 3.4.1 Each applicant is evaluated on individual merit and in consideration of probable success at AUBH.
- 3.4.2 Applicants must meet the following requirements to obtain full admission status:
- Hold a Master's degree from an accredited institution of higher education with a minimum GPA equivalent to B (3.00) or above. Applicants with a GPA of B- (2.67) or equivalent and relevant work experience of three years or more may also be considered.
 - English language proficiency score of 6.0 in the IELTS or equivalent with no less than 6.0 in the writing component. Applicants will be exempted from this requirement if they are citizens of a

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country where their first language is English (such as the UK, USA, or Canada); or hold a degree awarded from one of those countries.

- A personal interview may be conducted if necessary.

3.5 Admission for Transfer Students:

- 3.5.1 Applicants who have completed any post-secondary coursework elsewhere and wish to apply as a transfer student must submit:
 - official transcripts from all previously attended colleges/universities.
 - course descriptions and syllabi in English for all coursework completed at all previously attended colleges/universities.
- 3.5.2 The maximum interruption of study for students requesting credit transfer must not exceed five years, unless special approval is obtained from the Higher Education Council (HEC).
- 3.5.3 A transfer applicant must be transferred from a recognized and accredited institution of higher education that offers learning experiences equivalent to those offered at AUBH.
- 3.5.4 The transfer of credits is subject to evaluation as per the relevant policy and procedure.

3.6 Provisional Admission:

- 3.6.1 The University recognizes that applicants may present diverse academic backgrounds and personal circumstances, and that such factors may warrant consideration during the admission evaluation process.
- 3.6.2 Provisional Admission may be granted to applicants who either demonstrate potential for academic success despite not fully meeting standard admission requirements or those with extenuating circumstances.
- 3.6.3 Provisional Admission may be granted at the undergraduate, master's, and doctoral degree levels.
- 3.6.4 Examples of conditions that generally support the approval of Provisional Admission include, but not limited to:
 - Borderline academic performance
 - Documented learning disabilities
 - Challenging living conditions or coming from disadvantaged backgrounds
 - Medical or psychological conditions that may have affected prior academic performance
 - Mature applicants who are trying to get back to education after long time of interruption
 - Extensive work experience
 - Exceptional talent or achievement in areas related to the program that the student is applying to, or activities such as athletics, arts or music
- 3.6.5 Students admitted under Provisional Admission must satisfy the requirements for Regular Admission status within one year from the date of admission.
- 3.6.6 Students who fail to meet these requirements within the specified period shall be discontinued from the University and shall not be eligible to reapply to any academic program following discontinuation unless they have completed approved remedial study. Such remedial study may include successful completion of qualifying or preparatory courses, or enrollment at another recognized higher education institution followed by an application for transfer admission in accordance with the University's transfer admission requirements.

3.7 Admission for Visiting Students:

- 3.7.1 A visiting student is a student who is not formally admitted to AUBH but is allowed to enroll in coursework for transfer back to the home institution.

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- 3.7.2 The granting of admission for visiting students is entirely within the discretion of the relevant college. If the application for visiting student admission is approved, registration is then completed through the Office of the Registrar.
- 3.7.3 Visiting students may enroll on any course for which they have the necessary academic background and qualifications. In courses with enrollment limits, however, priority is given to the AUBH students.
- 3.7.4 Visiting students may enroll for a maximum of 18 credits in total.

3.8 Appeal on Admission Decision:

- 3.8.1 Applicants who are denied admission to their program of choice or the admission status of their preference have the right to appeal the admission decision within one week.
- 3.8.2 The applicant's right to appeal, including the deadline for submitting an appeal request, must be clearly communicated in the rejection letter.
- 3.8.3 Admission appeals shall be processed through the Deanship of Student Affairs. A committee shall be appointed to review the appeal request, including any supporting documentation and/or evidence submitted by the applicant.
- 3.8.4 Applicants may also appeal decisions related to the rejection of transfer credits. Such appeals shall be processed by the relevant academic college, which shall appoint a second evaluator to review the course equivalency and credit transfer decision.

4.0 PROCEDURES

- 4.1 **Application Submission:** Prospective students must submit their application form through the university's online application portal or by submitting a physical application form along with the documents required.
- 4.2 **Application Review:** Admissions staff review each application to ensure that it is complete and meets the basic eligibility criteria.
- 4.3 **Document Verification:** The admission office verifies academic transcripts, letters of recommendation, test scores, and any other required documents submitted by the applicants.
- 4.4 **Admissions Evaluation:** applications are evaluated by the admissions office, considering factors such as academic achievements, and any other supporting documents. The admissions office needs to make sure that the applicant is meeting the university's and the Higher Education Council's regulations.
- 4.5 **Interviews (if applicable):** Some applicants may be required to be interviewed. This is considered a case-by-case procedure.
- 4.6 **Decision Making:** Based on the evaluations, the admissions office makes decisions regarding the acceptance, rejection, or waitlisting of applicants. The admission offer is valid for 1 academic year.

5.0 RELATED DOCUMENTS AND REFERENCES

- AUBH Admission Manual
- Credit Transfer & Recognition of Prior Learning Policy and Procedure

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POLICY HISTORY			
Date of Last Action	Action Taken/Changes	Authorizing Entity	Effective Date
8 June 2026	The first version of the Report was approved	BoT	9 June 2026