

## Category D: Graduate Policies Catalog

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## Admission Requirements Policy for Postgraduate Studies

<b>Policy Title</b>	Admission Requirements for Postgraduate Studies
<b>Responsible AIU Office (Higher Management/Directorate)</b>	Faculty of Postgraduate Studies
<b>Policy Owner (Executive Department/Office)</b>	Senior Director of Office Postgraduate Students Affairs
<b>Pertinent Dates</b>	Created in March 2022, Approved in ....., Applied effective in .....

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### I. SCOPE OF POLICY

Admission requirements for postgraduate studies applies to all applicants for postgraduate studies in AIU, whether they are applying for certificates, diplomas, masters, or Doctor of Philosophy. All applicants should be informed with this policy. The purpose of this policy is to clarify the requirements for admission to interested applicants and recruit the best quality of students.

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### II. DEFINITIONS

**Admission requirements:** It means all documents and qualification needed for admission in postgraduate studies in AIU including the undergraduate certificates and grades as well as evidence of academic English proficiency and any other document required for admission to a program.

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### III. POLICY STATEMENT

This policy document sets out the fundamental requirement for admission in AIU postgraduate studies. It sets the minimum requirements for being a candidate in a postgraduate program. This document will be revised and supplemented, as required, to meet new needs and conditions of newly opened programs. Revised pages will be sent to all holders who are responsible for keeping the manual current. An important part of this updating process depends on the constructive comments, information, and suggestions received from applicants and other administrative users.

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### IV. RESPONSIBILITIES

This policy must be implemented by Office of Graduates Students Affairs in Faculty of Postgraduate Studies to be applied on all the applicants for postgraduate programs.

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### V. POLICY STANDARDS AND PROCEDURES

The University advertises all offered programs and announces all application procedures, steps, dates on the university website. The University should confirm equal opportunity for all applicants who satisfy the needed requirements.

- (1) Graduate applicants must complete the **Graduate Admission Application** by the set deadlines, including all required documents/credentials.

- (2) A file for each applicant is prepared and evaluated by **the Office of Graduate Students Affairs** to ensure that the applicants have met the minimum requirements as indicated by the university catalog.
- (3) The file is then evaluated by the relevant postgrad program director for recommendation and
- (4) sent to the Dean of Graduate Studies for review and final recommendation. The Office of Graduate student Affairs finalizes the **admission evaluation, and admission decisions**.
- (5) If accepted, then **letters of admission** are sent out to the applicants via e mail indicating the conditions of the admission offer. Additionally, information regarding registration, tuition payment, contact persons, and next steps in general are also provided.

**The following standards are the minimum requirement for admission in postgrad studies Diploma at AIU. Actual admissions for a given program may be at a higher level as specified by this program.**

- (1) Applicants for graduate study must have bachelor's degree (approved from the Supreme Council of Universities or internationally recognized)
- (2) Evidence of academic English proficiency as required by the relevant graduate program (TOEFL or ILETS or equivalent).
- (3) The CV of the applicant including all degrees, certificates, training and work experience
- (4) References from instructor and/or employer speaking to motivation and maturity.
- (5) Personal interview.
- (6) Fulfilling any other criteria that might be needed by the program
- (7) A student may not seek new admission to the same program from which he/she has been dismissed for the expiration of study period.

**Note that** the applicant should submit a clear photocopy of the following documents with the admission application. Originals should be submitted upon acceptance:

- A passport-size photograph of the applicant with a white background.
- National ID or passport.
- Payment receipt of the application fee

### **Qualifications for master's degree programs**

In addition to all criteria needed for the diploma the applicants for graduate study must have:

- (1) bachelor's degree (approved from the Supreme Council of Universities or internationally recognized) with an academic record at a level of at least "C" for applying for a master's degree.
- (2) Statement of purpose highlighting the applicant academic/professional background and accomplishments, his/her future goals, and how he/she see themselves fitting with the program they're applying to.

### **Qualifications for Ph.D. Degree programs**

For PhD, all the above is required in addition to proof of having a master's degree approved by the Supreme Council of Universities.

### **English Language Proficiency:**

- Applicants must demonstrate knowledge of adequate English language for graduate studies. For full admission to the university, graduate applicants must attain the required score on the Test of English as a Foreign Language (International TOEFL) with a score of 550 or above, or on the International English Language Testing System (IELTS) examination with a score of 6.5 or above. The validity of any of these English language examinations is two years from the day of the exam.

- English placement test can be done by the university for students applying for certificates or diplomas. However, if the students after finishing the diploma seeks to get a master's degree from AIU, he has to pass TOEFL or ILETS
- Exemptions from these English language examinations is allowed if the applicant is graduated from an accredited university in a country where English is an official language such as USA, UK, Australia, or some universities in Canada or if the student in carrying the nationality of an English-speaking country. Also, graduates of the International General Certificate of Secondary Education (IGCSE) and the United States of America High School Diploma and the International Baccalaureate (IB) Diploma are exempted from the English language proficiency test.
- Degree seeking applicants who do not attain the minimum English language score required for full admission but are otherwise qualified for admission are placed in an English language Instruction course for further language study before being accepted.
- Non degree seeking applicants can sit to English placement test and must attain at least the test score required for full admission to be accepted.

### **Entrance Examination**

Some programs may require applicants to sit for a graduate entrance examination, the results of which will be considered at the time of admission.

### **Admission Deferral**

- Only fully admitted applicants may defer their admission if the deposit against their tuition is paid to hold a place in the program, and the deferral request must be placed before the end of the first week of classes of the semester originally applied to. This privilege may be exercised only once, and the deferral can be for a maximum of one academic year.
- Full admission that is conditioned by the submission of original documents will not be considered for deferral if these requirements are not submitted within the deadlines set by the Office of Graduate Students Affairs.
- In cases where admitted applicants' test results expire before the start of the semester to which admission is to be deferred, they must submit new satisfactory test results before the expiry date or else deferral will be deactivated.
- Applicants granted provisional admission cannot defer their admission but may reapply in a subsequent semester.
- Applicants are **allowed 2 weeks after the admission** application deadline, to complete the credentials of the application. If during this allowance period the applicant decides that he/she cannot submit the required test results (TOEFL, IELTS... etc.) on time, then the application can be deferred, upon the applicant's request, to a subsequent semester, only if all other credentials are submitted, and all that remains pending is the test results. This type of deferral request is not permitted past the allowance period. Incomplete files cannot be deferred for processing in a following semester.

### **Medical Examination**

- For Master and PhD students, a recent medical report as directed by the AIU clinic is required from only the admitted students to be submitted to the office of graduate students' affairs prior to registration and by the end of the first week of classes.
- International students are required to include the results of a recent HIV test and vaccination certificates of diseases specified by the AIU clinic.
- Students with special medical requirements such as diabetes or certain disabilities who would prefer that the AIU clinic be made aware of specific medical conditions/needs, are advised to communicate these conditions and establish contact with the specialists at the clinic on campus.

### **Medical Insurance for Non-Egyptian Applicants**

- It is recommended that non-Egyptian students have travel, health and accident insurance which will cover them while they are in Egypt.
- All Egyptian and non-Egyptian students may enroll in the medical service plan offered by AIU in certain hospitals. The medical service fee is announced by the Office of graduate Student Affairs every year.
- All students are enrolled in the in campus medical service. There is no fee exemption for in campus medical services coverage. All students on campus, are covered by the service fee, which is limited to first aid and transportation to the nearest hospital, as needed.

### **Categories of Admission**

Categories of admission depend upon the applicant's qualifications, status, and study plan.

#### **1- Full Admission**

Full admission may be granted to entering students who have met the minimum criteria for graduate admission as mentioned above. Additionally, the program may require satisfactory performance on an examination.

#### **2- Provisional Admission**

- Provisional admission is granted to those entering students not qualifying for full admission, but who have additional attributes that give them a high potential for success in a given graduate program.
- Under provisional admission a student may be required to take English courses, several specified prerequisite courses, or fulfill a condition. Students are required to achieve at least a 'C' average in these prerequisite courses before their full admission at AIU is continued.

#### **3- Dual Degree Admission**

Graduate students may pursue two distinct graduate degrees (two master's degrees, or a diploma and a master's degree, or 2 graduate diploma degrees) in different majors, either simultaneously or consecutively. In any case, the student must seek admission to and be accepted by each program of concern, and then fill out a "Dual Graduate Degree" form, which is available on at the Office of the graduate students' affairs. Students may withdraw from one of these degrees, in this case they will fill a withdrawal form. For readmission they need to fill a new "Dual Graduate Degree" form

#### **4- Graduate Non-degree Admission**

Applicants not seeking an AIU degree but wish to take AIU courses for academic credit and get a certificate for these specific courses may be admitted as a non-degree if they meet the criteria for admission in these courses.

A number of places are set aside each year for non-degree seeking students, Since AIU is an Egyptian institution approved by the Egyptian Supreme Council of Universities and is following the credit hour system, students from other Egyptian universities are usually able to transfer AIU credits to their home institutions, but they are advised to check in advance. Non-degree applicants follow the same procedures for admission as degree-seeking applicants. They are however not required to submit letters of recommendation or an interview.

#### **Graduate Non-Degree applicants:**

- Must attain full admission status prior to being approved for admission
- Non degree applicants must indicate in their application a list of courses of interest. Courses can be selected from the list of graduate programs offered each semester
- Are allowed a maximum of two subsequent semesters, to complete any of the approved courses indicated in the letter of admission and starting with the semester indicated in the letter.

- Upon request, the university may approve a change of status from non-degree to degree student. The student will need to apply for admission consideration to the degree seeking program(s), and if a graduate non-degree student should become a degree candidate, the program to which he /she is applying will consider the possibility of accepting credit for courses taken under non-degree status, for up to a maximum of 3 graduate courses successfully completed, with a minimum average grade of B within 3 years prior to the date of first registration as a degree seeking student in diploma, 5 years for master's degree and 6 years for PhD. All academic regulations applicable to degree students will apply retroactively with such change of status.

### **Graduate Exchange or Study Abroad Admission**

- Students joining AIU for a semester through an agreement with a partner university are also non degree seeking students who have been nominated by their home university for this exchange opportunity.
- The home university's admission criteria will be considered for admission consideration at AIU.
- Recent graduate transcripts verifying studies at the partner university are required.
- The required English proficiency for graduate studies at AIU must be fulfilled.

### **Auditing**

- Those who wish to attend individual classes may apply as auditors; however, they may not sit for final examinations, nor receive academic credit or any university certificate of enrollment.
- Auditors do not have to meet all requirements for regular admission but must submit an application to the office of graduate students' affairs to be approved by the education committee of the graduate studies.
- The student should apply by the end of the first week of classes of each semester. Since permission to audit is on a space-available basis, applicants are not permitted to register until after the registration of regular students has been completed. Additionally, the auditors are not allowed to enroll in language courses.
- Non-Egyptian applicants must have a permanent resident visa or a work permit visa to be eligible to apply for auditing courses.

### **Readmission**

AIU students who withdraw from the University in good standing and subsequently wish to return may apply for readmission. The semester to which readmission is requested must be within the study period, as specified in the time limit for a degree completion of the graduate academic requirements and regulations. Application must be made, and the applicant must meet all the admission requirements prevailing at the time of readmission. Readmission is not guaranteed.

Students who are dismissed because they have not successfully completed the English language requirements in two semesters, may petition for readmission and are required to submit new valid International TOEFL or IELTS, demonstrating the required level of English proficiency.

Students who withdraw from the University without having completed at least one graduate course required for their degree program may seek readmission so as to resume their studies no later than 4 semesters following the semester of their withdrawal. Beyond 4 semesters, these students would need to apply afresh for admission. This privilege may be exercised only once.

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## **VI. FORMS/INSTRUCTIONS (if applicable)**

1. Graduate Admission Application Form

2. Graduate Dual Degree Admission Request Form
3. Graduate Dual Degree Withdrawal Form
4. Graduate Admission Evaluation Form
5. Graduate Letters of Admission Acceptance Form
6. Graduate Request for Admission Deferral Form
7. Graduate Admission Medical Exam Form
8. Graduate Request for Dual Degree Enrollment Form
9. Graduate Request for Attending Course as Auditor Form
10. Graduate Request for Readmission Form

**VII. APPENDICES (if applicable)**

[This section includes any additional relevant information or documents in attached appendices.]

**VIII. CONTACT INFORMATION**

University Vice President  
 Dean of Faculty of Post Graduate Studies  
 Senior Director of Office Postgraduate Students Affairs

<b>Triggered by:</b>	Name	Date	Sig.
<b>Created by:</b>	Name	Date	Sig.
<b>Revised by:</b>	Name	Date	Sig.
<b>Approved by:</b>	Name	Date	Sig.