The Directorate of Admissions & Registration

Student Application Guide

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This Student Application Guide is intended to assist applicants by providing basic information which will be useful when applying for ASU Programmes, including such matters as the minimum entry requirements for admissions, fee structure for each ASU programme in both **Bachelor's Degree** and **Master's Degree.**

Admissions Policy

The University aims to offer admission to students of the highest intellectual potential, irrespective of social, racial, religious, and financial considerations. The University ensures that each applicant is individually and impartially assessed in accordance with the policy on equal opportunities. This policy upholds the principle that entrance requirements should ensure that students are accepted into a programme that gives them every prospect of academic success if they fully avail themselves of the learning opportunities open to them.

Admissions requirements for Bachelor's Degree (ASU Programmes)
A) General Requirements:

1. The student should obtain a Secondary School Certificate or its equivalent certified by the Ministry of Education in the Kingdom of Bahrain with an average of no less than 60% or equivalent.

2. Students with averages below 60% may be admitted in the University, provided that they meet one of the following criteria:

   a. They are athletes and artists who represent the Kingdom of Bahrain internationally

   b. Those with at least one year of practical experience following their secondary school certificate.

   c. In addition to that, the University Council has the right to decide on applicants with averages below 60%.

   d. The number of students admitted according to this point no. (2) can be no more than 5% of the admitted students.

3. In some Programmes, the students admitted from non-scientific secondary school fields should pass remedial courses.

B) Specific Requirements for Certain Programmes:

B-1 For the Bachelor in Law:

1. The student should obtain a Secondary School Certificate or its equivalent with an average of not less than 70% after completing all stages of authentication.

2. Students with averages ranging from 60% to 70% should successfully pass the interview examination organized by the College of Law to be admitted to the programme.

3. Students with an average of less than 60% will not be admitted

B-2 For the Bachelor in Graphic Design and the Bachelor in Interior Design:

Students admitted to the Programme must undergo an interview and an assessment test that will entail three cases:

1. If the interview result is "well prepared": the applicant will be admitted directly to the Programme.

2. If the interview result is "barely prepared": the applicant will be admitted conditionally.

3. If the interview result is: "unprepared": the student's application will be transferred to other programmes at the University.

B-3 For the Bachelor in Computer Science:

Admission to the Computer Science Programme is limited to students who have obtained a High School Certificate - 'Scientific Track' or its equivalent.

C. English Language Requirements

All students admitted to the University should take a compulsory placement test –determined by the University- to determine their English language level. The levels admitted to the Programmes are determined as follows, so that the admitted student studies the course listed according to their own ability level:

1. Programmes taught in English according to the Following Table:

Course Code	Course Name	Placement Test Mark
ENG 097	Elementary English	0 – 34
ENG 098	Intermediate English	35 - 50
ENG 111	Upper-Intermediate	51 - 120

2. Programmes taught in Arabic according to the following table:

Course Code	Course Name	Placement Test Mark
ENG 099	Remedial English	0 - 40
ENG 101	English Language 1	41 - 120

A student may be exempted from studying the English language courses in the following cases:
- The student is exempted from the courses ENG 097 and ENG 098 for programmes taught in English, and the course ENG 099 for programmes taught in Arabic if they have obtained (5) or higher in an IELTS test, or 450 and higher in a TOEFL test.
- The English language placement test is conducted in the semester in which the student is admitted. If the student does not attend the test, he will be given a mark of 0, and will not be allowed to postpone the test for any reason or under any circumstances unless he gets an approval from the University Council.

Admissions requirements for Dual Award British Programmes

1- Admissions requirements for College of Engineering

In order to be considered for entry to the programme, applicants are required to have:
1- A Bahraini or GCC Secondary School (Scientific) Certificate, equivalent, with a minimum of 65% GPA* and 60% in Mathematics and 60% in English language.
2- Candidates from the industrial track can only be admitted to the BEng (Hons) Mechanical Engineering & BEng (Hons) Electrical and Electronic Engineering.

3- English language competency equivalent to IELTS 4.5 or above must also be demonstrated.
4- Candidates with a lower GPA may also be admitted subject to a satisfactory interview by the College.
5- Progressing to the second year of the programme is subject to successfully passing all courses of the first year and demonstrating English competency equivalent to IELTS 5 or above.

Documents Required:

1- Certificate and transcripts of secondary school or its equivalent, approved by the Ministry of Education in the Kingdom of Bahrain.
2- A copy of valid passport.
3- A copy of valid Personal ID.
4- Personal Photo.

2- Admissions requirements for College of Law / College of Administrative Sciences

In order to be considered for entry to the programme, applicants are required to have:
1- A Bahraini or GCC Secondary School Certificate, or equivalent, with a minimum of 60% GPA.
2- English language competency equivalent to IELTS 4.5 or above must also be demonstrated.
3-Candidates with a lower GPA may also be admitted subject to a satisfactory interview by the College.
4- Progressing to the second year of the programme is subject to successfully passing all courses of the first year and demonstrating English competency equivalent to IELTS 5 or above.
Documents Required:
1- Certificate and transcripts of secondary school or its equivalent, approved by the Ministry of Education in the Kingdom of Bahrain.
2- A copy of valid passport.
3- A copy of valid Personal ID.
4- Personal Photo.

Admissions requirements for Master's Degree
The student admission requirements of the Master's Degree Programme:

Firstly:

1. Holding a Bachelor's Degree or its equivalent from a University or College recognized by the Ministry of Education in the Kingdom of Bahrain.
2. The bachelor's degree programme should be in the same speciality as the master programme or a similar qualifying field according to the study plan of that speciality; otherwise, the student should pass a number of remedial courses approved by the University and specified by the Concerned Department.
3. The student should be the holder of a Bachelor's Degree with a GPA of not less than Good or its equivalent.
4. It is required for the applicant to any of the Masters programmes to have TOEFL score not less than 450 or its equivalent. Otherwise the student commits during the first year to study and pass two remedial courses taught in English as determined by the college. Exempted from this are students who pass the English placement test adopted by the University.
5. The student should pass an interview conducted by a committee in the Academic Department.
6. The student should pass any tests conducted by the Academic Department when required.
7. The student submits two recommendation letters one of which is preferred to be from a faculty member from the University where the student has graduated.
8. The applicant should have experience of not less than one year in a relevant professional field, except those obtaining a GPA of not less than Very Good or the equivalent, provided that the number of admitted applicants with this exception does not exceed 50% of the total number of students.

Secondly: the student can be granted conditional admission in some Master's Degree Programmes according to the number of seats determined by the University Council and according to the following:

1. He/she must hold a Bachelor's Degree with a GPA of not less than Good or its equivalent. If the applicant's GPA is less than that, the application shall be sent to the Committee of Appeal against Denial of Admissions, chaired by the Vice President for Academic Affairs and Development.
2. The applicant must have at least two years of experience in the related professional field.
3. The applicant must pass an interview conducted by a committee in the academic department.
4. The applicant must pass any tests carried out by the academic department when required.

5. The applicant must submit two recommendation letters one of which is preferred to be from an academic staff member from the University where the student has graduated.
6. The applicant must pass the English placement test adopted by the University or he/she will have to provide a (TOEFL) score of (450) or equivalent. Otherwise, the student commits during the first year to study and pass two English remedial courses determined by the college.
7. He/she must pass during the first semester after admission to the programme the remedial courses determined by the academic department with a score of not less than 70%, otherwise he/she will be dismissed from the programme.
8. The applicant must obtain the approval of the University Council or the person/body authorized by the Council in order to be admitted in the programme.

Admissions requirements for Students transferring from other Universities

Students may transfer to the University if there are vacancies available, provided that transfer requests are submitted to the **Directorate** of Admissions and Registration on the dates announced in each semester, and according to the following conditions:

1. Meeting the admission requirements of the programme to which he/she is applying to transfer.
2. The student must be transferring from an accredited university, college, or higher education institute that is approved by the Equivalence Committee at the Ministry of Education in the Kingdom of Bahrain. The courses completed by the transfer student will be included in their study plan, provided that the credit hours accumulated from their previous university are no less than the credit hours of their new course in the Applied Science University **and the grade of the course is not below (C), (Good) or equivalent for bachelor programmes and should be no less than (B), (Very Good) or equivalent for master programmes.**
3. He/she is a full-time student, and an evidence of that is provided.
4. The student is not dismissed for disciplinary purposes from their previous university directly before submitting the transfer request.
5. Every 15 credit hours completed by the transfer student is equal to one semester, provided that the course marks are not calculated in the semester and GPA averages.

Documents needed for Admissions

1. A copy of valid passport.
2. A copy of valid CPR.
3. A copy of the residence visa for the non-citizens of the GCC states.
4. One recent personal photo.
5. High school graduation Certificate endorsed from Ministry of Education, Kingdom of Bahrain.

6. For the Master's Degree applicant a Bachelor's degree certificate endorsed from Ministry of Education, Kingdom of Bahrain.
7. Submission of the completed application form to the Admissions Department.
8. Equivalence of the high school for the students who finished from **private** schools **or** their high school certificate **issued** from outside the kingdom.
9. If the student is transferring from another university, he/she should submit an official transcript certificate, an official withdrawal certified by the HEC and the course description obtained from the previous university.

Procedure for admitting new students

The following process is followed while admitting new students to the university:

1. Checking and ensuring that identity papers and other documents required for admissions are in proper order and comply with the University and HEC requirements.
2. Checking the application form for accuracy and identifying the requirements.
3. Entering the data into Students Information System (SIS), scan the student's photo and attach it with their SIS profile.
4. Scan all documents of the students and save a soft copy in the student file on the system.
5. Save a hard copy of the student's documents into the student file which is updated and maintained as per HEC regulations.
6. Archive this file in serial order into a fire proof safe located at the Directorate of Admissions and Registration.

Transferring Credits Procedures

Courses are transferred for students transferring from other universities and institutions that are accredited by the Ministry of Education in Bahrain. The Procedure is highlighted below:

1. The student provides the Admissions Department with the official withdrawal letter from the previous university along with an officially certified transcript that includes the grades and credit hours in addition to the course description for the courses to be transferred.
2. The Admissions Department will ensure that the university or institution the student is transferring from is accredited by the Ministry of Education in Bahrain, and the general rules and conditions apply to the transferred credits.
3. A letter will be sent by the **Directorate of Admissions and Registration** to the respective college to process the transfer application. An outgoing number is assigned to the letter in order to follow up later, a copy of the transcript from the previous institution is also attached to the letter along with the course(s) description.

4. Once the transfer application is returned, it is delivered to the Admissions Department at the Directorate of Admissions and Registration to make the appropriate arrangements which include:
    a. Checking the student's information including name, student number and major.
    b. Checking the previous institution's name.
    c. Checking the credit hours for the courses before and after the transfer.
    d. Checking the grades of the courses to make sure that it is not below (C), (Good) or equivalent for bachelor programmes, and no less than (Very Good) or B or equivalent for master programmes.
    e. Checking the codes and names of courses before and after the transfer, to align the transcript of the previous institution with the codes and names of courses at ASU.

Note: Student unified files including transfer applications will be **sent** to the HEC for endorsement. **The reflection of transferred credit hours to the student record in the SIS is subject to the HEC approval.**

Admitting students with special needs
The University wishes to ensure that its education is open to all qualified persons who can benefit from it and to support the study of those with special educational needs ASU has a <u>Policy for Students with Special Needs</u>. <u>For more information regarding admitting students with special needs please contact Deanship of Student Affairs.</u>

Appeal against denial of admissions
1. Applicants may appeal against denial of admissions if they have reason to believe that by either providing extra evidence, or through further clarifications they can satisfy the admissions requirements.
2. In cases where an applicant decides to appeal they must fill out the form of Appeal against Denial of Admissions and submits it to the Directorate of Admissions and registration.
3. **The Directorate of Admissions and registration** sends the appeal form to the Committee of Appeal against Denial of Admissions for consideration and issuance of the final decision on the student admissions.
4. The Directorate receives the committee's decision and notifies the applicant the final decision of the Appeals Committee.
5. This decision will be considered final and cannot be appealed any further.

Appeal against credit transfer denial
1. Students may appeal their denial of Credit Transfer if they have a reason to believe that by either providing extra evidence, or through further clarifications they can satisfy the course requirements.
2. The student fills out the form of appeal against credit transfer and submit it to the Admissions Department.

3. **The Directorate of Admissions and registration** sends appeal applications to the *Committee of Appeal against Credit Transfer* for consideration and issuance of the final decision on request of credit transfer.
4. Admissions Department receives committee's decision and the decision shall be final where the student is notified the final decision of the Appeals Committee.

Programmes and Fees

The student must pay all tuition fees and any required deposit at the time of registration in any semester. Further, the registration of the student will not be finalized until the payment of all the due fees is complete. The fees are as below:

College of Administrative Sciences		
Programme	**Credit Hours**	**Fees Per credit hour**
Bachelor's Degree in Accounting	135	92.700 B.D.
Bachelor's Degree in Accounting & Finance	135	92.700 B.D.
Bachelor's Degree in Business Administration	135	92.700 B.D.
Bachelor's Degree in Management Information Systems	135	92.700 B.D.
Bachelor's Degree in Political Sciences	135	92.700 B.D.
Master's Degree in Business Administration	36	144.200 B.D.
Master's Degree in Human Resources Management	36	144.200 B.D.
Master's Degree in Accounting and Finance Sciences	36	144.200 B.D.
Master's Degree in Political Sciences	36	144.200 B.D.
College of Law		
Programme	**Credit Hours**	**Fees Per credit hour**
Bachelor's Degree in Law	135	92.700 B.D.
Master's Degree in Law (Public & Private)	36	144.200 B.D.
Master's Degree in Commercial Law	36	144.200 B.D.
College of Arts & Science		
Programme	**Credit Hours**	**Fees Per credit hour**
Bachelor's Degree in Computer Sciences	135	92.700 B.D.
Bachelor's Degree in Graphic Design	135	92.700 B.D.
Bachelor's Degree in Interior Design	132	92.700 B.D.

Master's Degree in Computer Science	36	144.200 B.D.

Dual Award British Degrees in Partnership with London South Bank University		
College of Engineering		
Programme	**Credit Hours**	**Fees Per credit hour**
Bachelor of Engineering in Architectural Engineering	150	180 B.D.
Bachelor of Engineering in Civil Engineering	150	180 B.D.
Bachelor of Engineering in Mechanical Engineering	150	180 B.D.
Bachelor of Engineering in Electrical and Electronic Engineering	150	180 B.D.
College of Administrative Sciences		
BA (Hons) Business Management	147	160 B.D.
College of Law		
LLB (Hons) Law	147	160 B.D.

*The tuition fees are scheduled to increase after the approval of HEC (Higher Education Council).

Student Email:

Every student admitted to ASU receives her/his own university email account. This is considered the official email account where all important notifications will be sent, so it's important that you check your email frequently.

Your university email account is the best way to:

- Ask your instructor questions
- Exchange study notes with a classmate
- Keep track of important deadlines and key dates like midterm and final exams.
- Important administration issues.
- Events.

Financial discount for outstanding students coming from High School to ASU Bachelor's Programmes

Newly-admitted students are entitled for a discount in their first semester. This discount relates apply to tuition fees only. Other fees such as books fees are excluded:
    A. 30% for students who have obtained a GPA 95% and above.
    B. 15% for students who have obtained a GPA 90-94.99%.

Financial discount for outstanding students coming from High School to Dual Award British Programmes

Newly-admitted students are entitled for discount relates to tuition fees only as per the following excellence scheme. Other fees such as books fees are excluded:

A. 25% for students who have obtained a GPA 95% and above.
B. 20% for students who have obtained a GPA 85-94.99%.
C. 15% for students who have obtained a GPA 70-84.99%.

Financial Support

ASU offers financial assistance to students such as grant, scholarship as per its *ASU Financial Aid Policy. S*tudents can apply online (**Student Online Services - SOS**). The committee meets every semester, and make decisions on award of financial assistance to students. The level of financial support varies according to the individual student's needs and achievements and financial discount varies from 10% to 100%.

Admissions Process

To begin the admissions process at ASU:

Visit our ASU campus:

> We recommend that you visit the Admissions Office to learn more about our programmes and begin the application process. This visit allows you to meet the Academic and Admissions staff and view the facilities. Alternatively, you can email us at admission@asu.edu.bh or call us
> at +**973 16036010** - +973 16036011 **– WhatsApp +973 66633770**

1. Submit an Application:
   Fill in the online application form and go to Admissions Office with all required documents.
   Note that some programmes may require an interview/Portfolio/entry tests.
2. Receive your admissions results:
   All applicants will be informed of the admissions results and those accepted will receive a formal acceptance letter.
3. Confirm an offer of place:
   Applicants who are offered a place must pay the required confirmation tuition fees in order to confirm their place.
4. Placement Test:
   All students admitted to the University should take a compulsory placement test – determined by the University - to determine their English language level.

CONTACT US

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