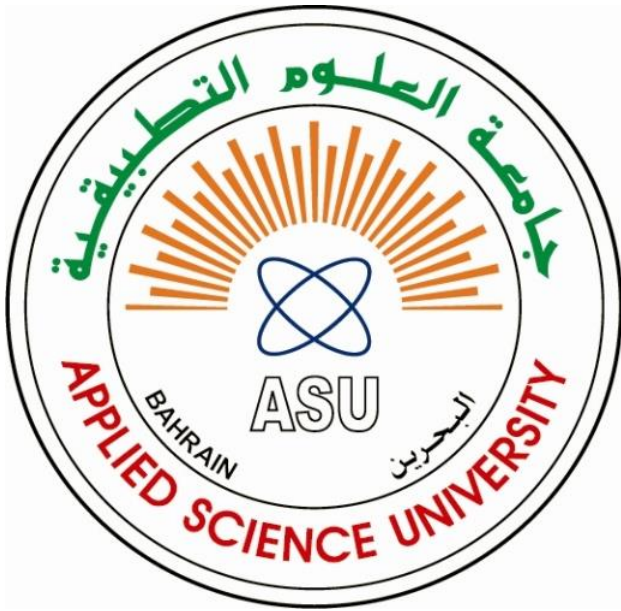


Deanship of Admissions & Registration

# Student Application Guide



## The Deanship of Admissions and Registration

### Student Application Guide

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

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 (Except for the Bachelor of Law Programme where the minimum high school average required is 70%).
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 (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.

*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:*

- a. Programmes taught in English according to the following table:

Course	Level	Mark in the placement test
ENG 097	Elementary	0 - 34
ENG 098	Intermediate	35 - 50
ENG 111	Upper-Intermediate	51 - 120

- b. Programmes taught in Arabic according to the following table:

Course	Level	Mark in the placement test
ENG 099	Remedial course	0 - 40
ENG 101	English 101	41 - 120

### **Admissions requirements for British Programmes**

For entry requirements of the British Programmes, please refer to the Deanship of Admissions and Registration or the website of the university.

### **Admissions requirements for Master's Degree**

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

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.

### **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 Deanship 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.
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. Three recent personal photos.
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. Health fitness Certificate from one of the centers approved by the Ministry of Health in the Kingdom of Bahrain.
8. Submission of the completed application form to the Admissions Department.
9. Equivalence of the high school for the students who finished from foreign schools and their high school certificate was from outside the kingdom.
10. 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 Deanship 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 Admissions Department 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 Deanship 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), (70%) or (Good) or equivalent.
  - 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 send to the HEC for endorsement.

### **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 [Policy for Students with Special Needs](#). [For more information regarding admitting students with special needs please contact Deanship of Student Affairs](#).

### **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 Deanship of Admissions and registration.
3. Deanship 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 Deanship 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. Admissions Department 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:

<b>College of Administrative Sciences</b>		
<b>Programme</b>	<b>Credit Hours</b>	<b>Fees Per credit hour</b>
Bachelor's Degree in Accounting	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.
<b>College of Administrative Sciences – British Degrees in Partnership with Cardiff Metropolitan University</b>		

<b>Programme</b>	<b>Credit Hours</b>	<b>Fees Per credit hour</b>
B.A (Hons) Management and Business Studies	135	160 B.D.
B.A (Hons) Accounting and Finance	135	160 B.D.
<b>College of Law</b>		
<b>Programme</b>	<b>Credit Hours</b>	<b>Fees Per credit hour</b>
Bachelor's Degree in Law	135	92.700 B.D.
Master's Degree in Law	36	144.200 B.D.
Master's Degree in Commercial Law	36	144.200 B.D.
<b>College of Arts &amp; Science</b>		
<b>Programme</b>	<b>Credit Hours</b>	<b>Fees Per credit hour</b>
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.
<b>College of Engineering – British Degrees in Partnership with London South Bank University</b>		
<b>Programme</b>	<b>Credit Hours</b>	<b>Fees Per credit hour</b>
B. Eng (Hons) Architectural Design Engineering	150	180 B.D.
B. Eng (Hons) Civil and Construction Engineering	150	180 B.D.

\*The tuition fees is 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
- Submit assignments
- 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**

Newly-admitted students who have applied to the University immediately after their graduation from secondary schools are entitled to a discount in their first semester. This discount relates 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 Support**

ASU offers financial assistance to students such as grant, scholarship as per its *ASU Financial Aid Policy*. Students can apply online (ASU website). 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:

1. 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](mailto:admission@asu.edu.bh) or call us at +973 16036011.
2. 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.
3. Receive your admissions results:

All applicants will be informed of the admissions results and those accepted will receive a formal acceptance letter.

4. Confirm an offer of place:

Applicants who are offered a place must pay the required confirmation tuition fees in order to confirm their place.

5. 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

Applied Science University

Admissions Department

Deanship of Admissions and Registration

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Fax: +973 17365220

Email: [admission@asu.edu.bh](mailto:admission@asu.edu.bh)

Website: [www.asu.edu.bh](http://www.asu.edu.bh)

Working hours/days for applicants:

9am to 5pm, Saturday to Thursday

