



HAMAD BIN KHALIFA UNIVERSITY

AC-U-01.V01: UNDERGRADUATE ADMISSION POLICY

AC-U-01.V.02: UNDERGRADUATE ADMISSION POLICY

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Last Updated:

1. PURPOSE

This policy outlines the standards for admitting applicants into programs and approving applicants for undergraduate enrollment at HBKU.

2. POLICY DESCRIPTION

Admission to HBKU is highly competitive and dependent on an applicant's overall performance and grades; rigor of coursework in high school; rank in class (if applicable); standardized test scores; number of qualified applicants; and number of available places on a program. The undergraduate admission policy sets the minimum standards for admission to undergraduate programs at HBKU.

2.1 DEFINITIONS

- **Bachelor's:** An undergraduate academic degree in a discipline with preset required courses, often culminating in a capstone (typically in the form of a project). Bachelor of Science (BS) is awarded upon completing the degree's requirements in science and application-oriented disciplines, whereas Bachelor of Arts (BA) is awarded upon completing the degree's requirements in liberal-oriented education.
- **High School Applicant:** An applicant who has not attended any postsecondary institutions.
- **Transfer Applicant:** An applicant who is currently attending another institution.
- **Visiting Applicant:** An applicant who plans to earn a degree from another institution of higher education but wishes to take courses at HBKU.
- **Non-degree Applicant:** An applicant who wishes to attend courses at HBKU without pursuing an undergraduate degree.
- **Recognized School:** A high school that is accredited by a government authority at the country where the school resides and is recognized by the Ministry of Education and Higher Education of the State of Qatar.
- **Recognized Institution:** An institution of postsecondary education that is recognized/accredited by a government authority at the country where the institution resides, and is recognized by the Ministry of Education and Higher Education of the State of Qatar.
- **Admissions Committee:** At least three-member committee chaired by the Dean of the College or designee and composed of faculty members from the program and member(s) from Office of Enrollment as *ex-officio*.

2.2 POLICY STATEMENTS

1. To be considered for an undergraduate program, applicants must submit an online application supported by relevant documents. They must do so by the deadline established by the University.
2. Applicants may simultaneously fill applications for more than one undergraduate program, however, they may be matriculated in only one undergraduate degree program at a time. Students requesting to change from one field of study to another must submit a request for change of major as stipulated in AC-U-05.
3. Students are only eligible for admission to undergraduate programs that begin classes at the start of the Fall term. Exceptions may be granted by the Provost.
4. Deferrals are not permitted for undergraduate students. Any student who wishes to delay the start of their program by one year must submit an application for admission to the program for the next academic year.

5. Students who have applied for admission and want to re-apply the following year will need to re-submit their application and all supporting documents. This condition applies to all categories of applicants (incomplete file, denied admission, admitted).
6. All admission decisions at HBKU are final. Appeals will not be considered. Applicants who are not admitted and wish to re-apply may do so the following year.
7. **High school applicants** must satisfy the following:
 - a. Earned a general secondary school certificate or its equivalent from a recognized high school. Applicants are expected to have at least three years of high school mathematics and science;
 - b. Minimum GPA of 2.5 or equivalent in the final high school year. Applicants must submit final transcripts of all high school years that are available at the time of application. Transcripts in languages other than Arabic or English must be accompanied with an official translation. To be considered official, a transcript must bear an official school seal or an original signature of a school official;
 - c. Undergraduate students seeking admission to programs offered in English are expected to demonstrate their English proficiency. Applicants must earn a minimum TOEFL score of 79 or equivalent, taken within the last two years;
 - d. Submit standardized test results (SAT or ACT);
 - e. Submit a personal statement that explains why the student is applying for the undergraduate major in the program being applied for and how their participation in the program will contribute to their future goals (500-word limit);
 - f. Submit two letters of recommendation, including one from the school counselor (if the school has one) and one from a teacher in a field associated with the area of study;
 - g. Submit a résumé/CV detailing academic and extracurricular achievements such as honors, awards, leadership achievements, volunteer work, athletic involvement or any other relevant activities. Applicants are highly encouraged to mention their hobbies and personal talents;
 - h. New students at HBKU may be eligible for advanced standing credit based on Advanced Placement (AP) Examinations, International Baccalaureate Examinations (IB), or GCE Advanced-Level Examinations (A-Levels). Other sources may also qualify for advanced standing credit as determined by each college. Awarded credits will not be used in the calculation of the GPA and will bear a “transfer credit” designation (TC);
 - i. Meet program-specific criteria.
8. **Transfer applicants** must satisfy the following:
 - a. All requirements of the high school applicant;
 - b. Applicants may apply for exemption from the English proficiency requirements if they complete a minimum of 30 credit hours (or equivalent) at an institution where English is the medium of instruction;
 - c. Have completed a minimum of six credit hours at a recognized institution with a minimum GPA of 3.0 or higher on a scale of 4.0;
 - d. Academic credit earned at former institution may be considered for transfer in accordance with the credit transfer policy. The maximum transferable credit must not exceed 50% of the required credit of the intended program of study;
 - e. Students who were dismissed for misconduct from the institution where they formerly studied will not be considered for admission.
9. HBKU may admit **visiting applicants** who must satisfy the following:
 - a. All relevant requirements of the high school applicant;
 - b. Applicants must be admitted to a recognized institute and be in good academic standing with a GPA not less than 2.5 on a scale of 4.0;
 - c. Applicants who have been admitted but not yet enrolled in a recognized institution and seek to take courses at HBKU must provide evidence of admission;
 - d. The maximum allowable credit to be taken at HBKU on a visiting basis must not exceed 50% of the required credits of the program of study.
10. HBKU may admit **non-degree applicants** who must satisfy the following:
 - a. All relevant requirements of the high school applicant;

- b. Have earned an undergraduate degree from a recognized institution with a minimum GPA of 2.5 on a scale of 4.0. English proficiency requirements may be waived if the undergraduate program was taught fully in English;
 - c. The maximum allowable credit to be taken at HBKU on a non-degree basis must not exceed 50% of the required credits of the program of study;
 - d. Students may apply completed coursework on non-degree basis towards a second bachelor's degree. All second degree admission requirements apply.
11. Applicants who seek admission for a **second bachelor's degree** must satisfy the following:
 - a. All relevant requirements of the high school applicant;
 - b. Have earned an undergraduate degree from a recognized institution with a minimum GPA of 2.5;
 - c. Must pursue a different major than that of the former degree.
 12. Preliminary evaluation of all applicants will be performed by two reviewers from the Office of Enrollment. The admissions committee will make the final admission decision.
 13. Some applicants who demonstrate strong potential but for whom the admissions committee requires further information will have their applications placed on hold until the applicant has provided that information. Some examples may include: interviews, retaking a standardized test, and providing additional information regarding significant changes in the academic record.
 14. Applicants who are approved for admission to the program will be provided with an acceptance letter signed by the Provost or designee (in the following order: Dean, Associate Provost or Admission Officer). Applicants who are denied admission will be notified by email. The acceptance offer is only valid for the Fall semester in which the applicant was admitted. Those whose offer of admission has lapsed must submit a new application to be reconsidered for admission at a later date, with prior approval.
 15. Applicants who demonstrate very high potential but have been identified by the admissions committee as being potentially at risk may be granted conditional admission based on the following:
 - o Students must take a math placement test before the beginning of the first semester. Students who pass this placement test will then be allowed to enroll and register for classes;
 - o Students who are conditionally admitted must achieve a cumulative grade point average (CGPA) of at least 2.5 on a scale of 4.0, with the completion of a minimum of 24 credit hours in registered courses. If the student meets all requirements and attains a cumulative GPA of at least 2.5, the provisional condition will be removed from the student's record. The Registrar shall send a written confirmation indicating the removal of the conditional qualifier.
 16. All documents sent in support of admission, including past academic records, become part of the official student record and can neither be returned nor duplicated for any purpose. It is the student's responsibility to maintain copies for personal use. Admission credentials are retained for 12 months. At the end of the 12 months, the documents may be destroyed if applicants do not register for courses; have been denied admission; do not respond to requests for additional information; or fail to submit complete applications.
 17. Students who are admitted to HBKU must submit the enrollment form, pay a deposit and ensure that all of the following documents are submitted to the Office of Student Recruitment:
 - Official copies of all standardized test scores or language waiver (if applicable);
 - Original copies of transcripts. Transcripts must contain the official high school seal and confirm that the student has graduated;
 - All admitted students will be required to take a placement test in math and English. This test will determine which first-year English and Math courses they will be enrolled in.

3. RESPONSIBILITY/SOURCE/AUTHORITY

This policy and accompanying procedures were developed by the Office of the Provost, reviewed and endorsed by the University Academic Programs and Studies Committee and endorsed by the Provost and the University President and approved by the BOT.

This policy assigns the implementation of this process to the HBKU Office of Student Recruitment in collaboration with appropriate college committees and deans.

3. 1 COMMUNITY SHOULD KNOW THIS POLICY

President, Provost, Vice Presidents, Deans, Program Coordinators, Directors, Faculty, Students

4. Updates

SUMMARY OF CHANGES		
Date	Section	Change
1 June 2008	Language requirements	Requirement for transfer student changed from 3 credits of communications with a "C" to 6 credits with a "B"

5. ACCOMPANYING PROCEDURE

Applicants must complete the online application form within the established deadlines. Currently, HBKU accepts applications for admission to the Fall semester of each year. The regular deadline for admission is in April with a March deadline for international students. Applications received after the deadline will be taken into consideration based on the availability of places and will require completion of a form that needs the approval signature of the Dean and the Provost.

Application requirements include:

- A completed online application form, which can be accessed at www.hbku.edu.qa at the “apply now” tab.
- Electronic copies of official transcripts, which should be submitted as part of the online application. Final transcripts are required for all previous University studies. For those who have not completed their current studies, transcripts must include results from the last completed semester of coursework. Transcripts in languages other than English or Arabic must be accompanied by an official translation. Applicants who are admitted to the program based on copies of transcripts or on incomplete transcripts will be required to provide original transcripts upon enrollment in order to register for courses. Applicants must include a copy of the university grading scale. While attestation of the transcripts is not a required part of the admission process, HBKU reserves the right to request this at any time, particularly for students who completed their University studies outside of Qatar. These students must have their school transcripts or mark sheets and certificates of completion certified by:
 - A recognized authority for education in the country of the award-issuing institute.
 - The Ministry of Foreign Affairs in that country.
 - The Qatari embassy in that country.

In special cases where complying with conditions is not feasible, the certificates may be verified against originals by embassies in Qatar and the Qatar Ministry of Foreign Affairs.

- Official copies of standardized test results, must be sent directly to HBKU using the following institutional codes: SAT: 7675 ACT: 7019 TOEFL: 4981. For IELTS results, no code is required. Students should ask the IELTS center where they tested to send the IELTS TRF to Hamad Bin Khalifa University in Qatar. Applicants should also submit copies of their test scores as part of the online application form to expedite the admissions process.
- Electronic passport copy.
- Electronic copy of the student’s Qatari ID (for nationals and residents of Qatar)
- A personal statement that explains why the student is applying for studies in their chosen field and how their studies will contribute to their future goals (300 words min and 500 max).
- Current resume or curriculum vitae as part of the online application.
- Two letters of recommendation, one from the school counselors and one from a math or science teacher.
- Interviews are an important part of the application process. Most applicants who are identified as very high potential will be invited to an interview. Applicants whose admission files are exceedingly strong and who are identified as being at the top of the applicant pool may be admitted without an interview.

Applicants should not submit any additional application materials which are not on the list of required items. Any additional materials received will be automatically discarded. HBKU cannot return documents to the applicant once they are submitted. All documents submitted through the online application must be in PDF format. Any documents submitted in a different format will not be accepted.

Admission and Selection

Admission to HBKU is highly competitive and dependent on an applicant’s overall performance and grades; rigor of coursework in high school; rank in class (if applicable); standardized test scores; number of qualified applicants; and number of available places on a program.

Language Requirements

To be considered for admission, all applicants must submit an IELTS or TOEFL result.

All applicants are evaluated using a University-wide evaluation system with program and college-specific criteria. The table below outlines the roles and responsibilities between the Office of Enrollment and the college. See the next section for the evaluation form.

	Process and finalize admission files, including verification of credentials	Initial review of application to determine whether or not the applicant meets the minimum university requirements	Second review of application to evaluate the applicants general admissibility to the program	Admissions committee to make recommendations and vote on final admission decisions
College of Science and Engineering	Office of Enrollment	Office of Enrollment	Office of Enrollment	Faculty, Program Coordinators, Office of Enrollment (ex-officio)

Applicant Evaluation Form for Bachelor of Science in Computer Engineering

Full name (First, Middle, Last)							Banner ID	
Nationality							Residence	
High School name & average								
Did the applicant attend Academic Bridge Program?	YES (years attended):			NO				
Standardized tests results	TOEFL	R:	L:	S:	W:	T:		
	IELTS	L:	R:	W:	S:	O:		
	ACT	E:	M:	R:	S:	C:	W:	
	SAT	CR:	M:	W:				
Does Applicant Meet Min. Univ. Requirements?	YES			NO		FOUNDATION		

Note: Applicants who do not meet minimum university requirements cannot be admitted. If the College wishes to consider someone from this group for admission, they must seek approval from the Provost.

Weight figures provided are suggestions and may vary by College and Program

Evaluation	Below Expectation	Just barely meets expectations/ Consider for Foundation	Meets Expectations	Above Expectations	Exceeds Expectations	Weight	Score	
	0	10	20	30	40			
Academic Transcript	Below C+ overall average with below B in Math Below B overall average with below B- Math Taking lower level or remedial math	B-/C+ overall average with below B+/B in Math B+/B overall with B/B- in Math Math course not advanced	B/B- overall average with A-/B+ in Math A-/B+ overall average with B+/B in Math Math course not advanced	A-/B+ overall average with A+/A in Math A+/A overall average with A-/B+ in Math Taking most advanced math courses available at the school	A/A+ overall average with A's in Math Taking most advanced math courses available at the school	/1		
English Proficiency	TOEFL below 60 IELTS below 6.0	TOEFL between 60 and 78 IELTS: 6.0	TOEFL between 79-93 IELTS: 6.5	TOEFL: between 94 and 101 IELTS: 7.0	TOEFL: 102 or above IELTS: 7.5 or above	/2		
Standardized Tests	Below 20 on ACT Math	20-22 on ACT Math	23-24 on ACT Math	25-27 on ACT Math	28 and above on ACT Math	/2		
	Below 480 on SAT Math	480-530 on SAT Math	540 – 560 on SAT Math	570- 620 on SAT Math	630 and above on SAT Math			
Evaluation	0	20	30	40				
Essay	-Unclear ideas with no evidence of analytical skills -Thoughts are not structured and lots of grammar errors	-Fairly clear ideas with some evidence of analytical skills -Thoughts are reasonably structured and presented with quite a few grammar or punctuation errors	-Clear ideas with evidence of analytical skills -Thoughts are structured properly and clearly presented with very few grammar or punctuation errors	- Very clear ideas with strong evidence of analytical skills and intellectual curiosity -Thoughts are well structured and evidently presented with no grammar or punctuation errors		/4		
Rec letters	Uninformative	Limited information about the applicant's analytical abilities and potentials for undergraduate study	Good appreciation of the candidate's analytical abilities and potentials for undergraduate study	High appreciation of the candidate's analytical abilities and potentials for undergraduate study		/8		
E.C activities	No participation in extracurricular activities, no evidence of hobbies	Some evidence of extracurricular activities	Evidence of extracurricular activities hobbies, or other opportunities that shows their interests	Strong evidence of extracurricular activities, hobbies, or other opportunities that shows their interests		/8		
Overall Rating & Comments								

6. ADDITIONAL DOCUMENTS