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E.1. ADMISSION POLICY AND PROCEDURE

1. PURPOSE:

To document the process of enrolment of students in DMCG Programs and to ensure the smooth functioning of the admission process to achieve the mission and vision of the College.

The aim of the policy is to attract good national and expatriate students who have high intellectual potential, motivation, and commitment; to join the College and create a unique and excellent brand name identity.

2. SCOPE OF APPLICATION

Admissions to all Programs at Dubai Medical College for Girls

3. DEFINITIONS

Admission taskforce will be formed annually by the Dean to plan and process the enrollment of new students into DMCG programs. Members may include two faculty, two teaching assistants, Community Engagement member, Director of Student Affairs, and a Student Services member. Members may be from different staff categories if required. Additionally, the taskforce should include a student and a community member. All members have the right to vote and a quorum of three members is required for voting. Director of Student Affairs chairs the taskforce.

Selection taskforce - Separate taskforce are assigned by the admission taskforce annually, specific to each program including representatives from each respective program to conduct the Multiple Mini Interviews (MMI) or personal interviews for the applicants.

Recognition of prior learning (RPL)- involves the assessment of previously unrecognized skills and knowledge achieved outside the formal education and training system. This is assessed against the requirements of a recognized qualification in terms of outcomes to be achieved. Students will be awarded credit when they have demonstrated that they have successfully met the learning outcomes and assessment criteria of a unit standard(s).

Prior certificated learning- is learning which has been formally assessed and certificated. It includes non-standard qualifications, certificated study from other higher education institutions, professional and vocational qualifications.

Prior experiential learning- is learning gained through substantial, relevant experience which has not been formally assessed. This may include work experience or knowledge gained through experiences outside work. The emphasis is on the learning achieved through the experience, and not just on the experience itself.


Credit Transfer A system whereby successfully completed units of study contributing towards a degree or diploma can be transferred from one program to another.

4. RESPONSIBILITIES FOR APPLICATION

The admission taskforce for the respective program will be responsible for the effective functioning of this procedure.

The selection taskforce is responsible for interviews (MMI or personal Interviews) of the applicants in each program.

Student Affairs will be responsible for the administrative processes.

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5. PROCESS

a. Admission Process:

- Advertisements for admissions are placed through appropriate channels.
- A timeline for opening and closing admission applications is announced.
- Applications for all programs offered are completed online.
- Student Services will review the applications to ensure that the minimum eligibility criteria are met before screening in or out the applicants. They would notify the applicant by email of the eligibility status.
- For the Doctor of Medicine program (MD) all screened in applicants are required to take the Multiple Mini Interview (MMI) and applicants who don't have the required EMSAT scores required for medical programs will need to take an admission exam
- For the Master / PG Diploma program, applicants are requested to prepare and submit a presentation about related disciplines.
- All applicants are interviewed by the selection taskforce of the respective program.
- For MD program the admission taskforce will review the results of the applicant MMI; Admission exam or alternative scores or MCAT result and the High School score or bachelor's degree GPA. These scores will be collated to rank all eligible applicants.
- For Master / PG Diploma program the admission taskforce will review the results of the applicant personal interview; Bachelor's degree GPA and the score for the presentation submitted. The scores will be collated to rank all eligible applicants.
- All applicants will be ranked and divided into an Offer list, waitlist and screen out based on the capacity of the program by the admission taskforce.
- The recommended lists are presented to the College Council for approval.
- Student Services will notify all applicants of the outcome of their application by email.
- Offered applicants will have seven working days to accept or reject the offer. They will be given a deadline to pay the seat reservation fee after which the offer is invalid. Deadlines are set by Admission taskforce as per the agreed timeline.
- If an applicant rejects the offer or doesn't pay the seat reservation fee by the announced deadline, the next student on the waitlist as per ranking is offered a seat until the enrollment target is met. If the applicant approaches the college again after the deadline to request accepting the seat, they are placed back on the waitlist.
- Upon payment of tuition fees as per announced deadlines, the accepted applicants are enrolled in the respective program.

b. Admission Taskforce is responsible for:

- Student recruitment initiatives, advertisements, and marketing events in collaboration with Marketing and Community Engagement.
- Review and update the admission policy and criteria annually as per Ministry of Education regulations and updates.
- Approve the admission timeline and deadlines annually.
- Screening of applicants
- Preparation and conduct of Admission Exam
- Preparation and conduct of Multiple Mini Interviews (MMI) or personal Interviews.
- Review of all results and ranking of applicants.
- Recommending the list of applicants to receive offer, waitlist and screen out for final approval by the College Council

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- Review and update the letters / emails to be sent to offered, waitlisted and screened out applicants.
- Ensure all updates are published in the Student Handbook and the College Website.
- Provide statistics and response as required by the Quality Assurance and Institutional Effectiveness Unit, College Council or CAA or any internal or external Audit.

c. Admission Requirement

MD – SIX-YEAR PROGRAM (ENTRY TO YEAR ONE)

ADMISSION REQUIREMENTS

- Attested High School Certificate and transcript (Grade 12 or Equivalent in each curriculum)
- Attested School certificate and transcript for Grade 10 and 11
- The applicant must complete 12 years of education in school and provide proof thereof.
- Equivalency Certificate from the Ministry of Education (MOE) for High School curriculums other than UAE system
<https://www.moe.gov.ae/En/EServices/ServiceCard/pages/CertEquivalent.aspx>
- OR
- Equivalency Certificate from the Ministry of Education (MOE) for international applicants with certificates issued outside the UAE
<https://www.moe.gov.ae/en/eservices/servicecard/pages/certequivalent-out.aspx>

English Language Requirements: applicant is required to submit one of the below:

- Standardized English Examination: EmSAT– English with a minimum grade of 1100.
 - TOEFL iBT with minimum score 61 or CBT minimum score of 173 (Institutional TOEFL is not acceptable)
 - Academic IELTS with minimum Band 5
- **Successfully passing the DMCG Admission Exam** (includes Biology, Chemistry, Physics and Mathematics)
OR
- **EmSAT** score of 900 in Mathematics EmSAT and two of the three science subjects (Chemistry, Biology or Physics)
OR
- For UAE, British or IB curriculum; applicants who successfully acquired the required score as per DMCG admission criteria outlined below can be exempted from The EMSAT and admission exam requirement.
- Successfully completing the DMCG Multiple Mini Interviews (MMI)


Admission Criteria Per Curriculum

The UAE Curriculum

- Applicant must achieve: Advanced Stream: minimum average 90% or Elite Stream: minimum average 85%
- Applicant must achieve a minimum average of 90% in science subjects in Grade 10, 11 & 12

The British Curriculum

- Applicant must complete Year 13 and a minimum of 12 years of education in school and must provide proof thereof.
- A minimum grade of A or 7 in five O-Level subjects including Biology, Chemistry, Physics, Mathematics and English, **and**

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- A minimum grade of B or 5 in two AS-Level subjects including Biology & Chemistry or Physics.
OR
- A minimum grade of B or 5 in one A-level subject including Biology or Chemistry
- Attested transcript and certificate from local relevant authority.
- Result of Arabic (MOE Exam) for grade 10, 11 and 12 for Arabic passport holders who completed High School in UAE
- Result of Islamic Studies (MOE Exam) for grade 10, 11 and 12 for Muslims who completed High School in UAE
- An Equivalency Certificate from MOE is mandatory.

The American Curriculum:

- Applicant must pass successfully in Grade 10, 11 & 12 with minimum average 90% overall or cGPA 3.5 on a scale of 4 or equivalent.
- Applicant must achieve a minimum average of 90% in science subjects in Grade 10, 11 & 12
- Applicant should take the following subjects in high school: Biology, Chemistry, Physics, Mathematics and English.
- Attested transcript and certificate from local relevant authority.
- Applicant to complete SAT1 Mathematics with a minimum score of 450
- Result of Arabic (MOE Exam) for grade 10, 11 and 12 for Arabic passport holders who completed High School in UAE
- Result of Islamic Studies (MOE Exam) for grade 10, 11 and 12 for Muslims who completed High School in UAE
- Equivalency Certificate from MOE is mandatory.

The International Baccalaureate Curriculum (IB Diploma):


- Applicant must achieve a minimum of twenty-eight points.
- Applicant must complete three science subjects including Biology and Chemistry
- Applicant must achieve five points in two high level subjects.
- Attested transcript and certificate from local relevant authority.
- Result of Arabic (MOE Exam) for grade 10, 11 and 12 for Arabic passport holders who completed High School in UAE
- Result of Islamic Studies (MOE Exam) for grade 10, 11 and 12 for Muslims who completed High School in UAE
- Equivalency Certificate from MOE is mandatory.

Indian Curriculum:

CBSE:

- Applicant must achieve a minimum average of 85%
- Applicant must achieve a minimum average of 85% in science subjects in Grade 10, 11 & 12
- Result of Arabic (MOE Exam) for grade 10, 11 and 12 for Arabic passport holders who completed High School in UAE
- Result of Islamic Studies (MOE Exam) for grade 10, 11 and 12 for Muslims who completed High School in UAE
- Equivalency Certificate from MOE is mandatory.

State Board:

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- Applicant must achieve a minimum average of 90%.
- Applicant must achieve a minimum average of 90% in science subjects in Grade 10, 11 & 12
- Result of Arabic (MOE Exam) for grade 10, 11 and 12 for Arabic passport holders who completed High School in UAE
- Result of Islamic Studies (MOE Exam) for grade 10, 11 and 12 for Muslims who completed High School in UAE
- Equivalency Certificate from MOE is mandatory.

Pakistani Federal Board:

- Applicant must achieve a minimum average of 85%
- Applicant must achieve a minimum average of 85% in science subjects in Grade 10, 11 & 12
- Result of Arabic (MOE Exam) for grade 10, 11 and 12 for Arabic passport holders who completed High School in UAE
- Result of Islamic Studies (MOE Exam) for grade 10, 11 and 12 for Muslims who completed High School in UAE
- Equivalency Certificate from MOE is mandatory.

Additional Information for Secondary School Qualifications Obtained Outside UAE:

Applicants with high school certificate obtained outside the UAE – other than the qualifications listed above, are required to submit an Educational Credential Evaluators (ECE) course-by-course evaluation when applying to evaluate the transcripts and have a standard GPA - <http://www.ece.org>

- Applicant should be a graduate from a school recognized by the official education authority in the country of study.
- Must meet the requirements for admission into university in the country of origin.
- The applicant must complete 12 years of education in school and provide proof thereof.
- Certificates submitted need to be attested from:
 - Education Authority (Home Country)
 - Ministry of Foreign Affairs (Home Country).
 - Embassy of the United Arab Emirates or the Embassy of the Country in the UAE
 - Ministry of Foreign Affairs of the United Arab Emirates
- Applicants must submit Equivalency Certificate from Ministry of Education in UAE
<https://www.moe.gov.ae/en/eservices/servicecard/pages/certequivalent-out.aspx>

MD – FOUR-YEAR PROGRAM (ENTRY TO YEAR THREE)

- Bachelor's degree (Biomedical / Health / Life Sciences or equivalent) from an accredited college or university with:
 - Attested Degree and Official Transcripts from the relevant authorities.
 - Equivalency Certificate of the Bachelor degree from the Ministry of Education, UAE
 - An Educational Credential Evaluators (ECE) course-by-course evaluation for degrees completed outside UAE.

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- Cumulative GPA of 3.0 on a 4.0- scale or equivalent on non-GPA grading systems
- Core CGPA (Science courses) 3.0 on a 4.0-point scale or equivalent on non-GPA grading systems.
- Courses taken during the undergraduate degree program should include elements of:
 - Chemistry and Biochemistry
 - Human Anatomy and Physiology
 - Microbiology, Immunology, and Basic Pathophysiology
 - Cell Biology, Genetics and Molecular Biology
 - Social, Behavioral Sciences and Public Health
 - Statistics and Logical Reasoning
- **English Proficiency Requirements:** applicant is required to submit one of the below:
 - EmSAT: Score of 1550 and above
 - TOEFL iBT with minimum score 91
 - Academic IELTS with minimum Band 6.5
- **Medical College Admission Test® (MCAT®)** with minimum score of 500
- Meeting the DMCG **Multiple Mini-Interview** requirements
- Preference shall be given to applicants with Healthcare / Research / Community service experience.


<i>Documents Required: (Colored Scanned Copies to be uploaded. Originals need. to be presented. upon admission offer for verification)</i>	<ul style="list-style-type: none"> • Attested High School Certificate and transcript. • Results of English Language Requirements. • EmSAT Results for Mathematics and any 2 science subjects if available. • Character certificate. • Medical Fitness Certificate. • Passport copy (including Ethbara page for UAE Nationals). • Emirates ID copy. • Birth certificate. • 1 personal photograph (white background, passport size). • Family book (<i>For UAE nationals only</i>) • Police clearance certificate for international applicants living outside the UAE who will be staying in the DMCG Hostel • Payment of the registration fee: AED 1000 plus AED 50 (5% VAT) - not refundable.
<i>Conditional Admission</i>	<p>Eligible students who have pending documents qualify for conditional admission are asked to sign an undertaking to provide all required documents before the end of the first semester of study. Failing to do so may result in the student being withdrawn from the program.</p> <p>Conditions for provisional admission:</p> <ul style="list-style-type: none"> • Attested High School certificates and transcripts for curriculums other than UAE Government (if final results are issued late for example British curriculum). • UAE MOE Equivalency Certificate for curriculums other than UAE Government and for international applicants.

Graduate admission requirements

	PG Master / Diploma program (DMCG)
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Admission Requirements*	<p>An applicant is required to have a Bachelor of Science or MBChB or bachelor's degree in a related discipline with a minimum GPA of 3.0 on a scale of 4.0, or its equivalent as approved by the Ministry of Education, UAE.</p> <p>Health care practitioners, social workers, police officers, lawyers and dieticians are anticipated to apply. Any applicant who does not meet this criterion should have relevant professional work experience and approval of the curriculum committee.</p> <ul style="list-style-type: none"> - Passing the interview. - Program is open to both female and male applicants.
English Language Requirements	<p>- An applicant is required to fulfil any one of the following English language proficiencies:</p> <ul style="list-style-type: none"> • TOEFL minimum score of 550 (213 CBT, 79 iBT). • Academic IELTS with minimum Band of 6.0. • EmSAT English with minimum score of 1400. • Validity of all English Proficiency is 2 years. <p>Exceptions for English Proficiency Test:</p> <ul style="list-style-type: none"> -A native speaker of English who has completed undergraduate education in an English-medium institution and in a country where English is the official language. -An applicant with an undergraduate qualification from an English-medium institution who can provide evidence of acquiring a minimum TOEFL score of 500 on the Paper-Based test, or its equivalent on another standardized test approved by the Commission, at the time of admission to the program.
Conditional Admission	<p>To be eligible for the Conditional Admission in MSc program, the following criteria are required:</p> <ol style="list-style-type: none"> 1. An applicant with a recognized bachelor's degree with a minimum grade point average of 2.5 on a 4.0 scale or its established equivalent may be admitted conditionally to the master's program. Such an applicant must meet the following requirements during the period of conditional admission or be subject to dismissal: <ol style="list-style-type: none"> a. May take a maximum of nine credit hours in the first semester of study b. Must achieve an overall grade point average of 3.00 on a 4.0 scale in the first nine credit hours for the master's program 2. An applicant with a recognized bachelor's degree with a minimum grade point average of 2.0 on a 4.0 scale or its established equivalent may be admitted conditionally to the master's program. Such an applicant must meet the following requirements during the period of conditional admission or be subject to dismissal: <ol style="list-style-type: none"> a. Complete a maximum of non-credit; nine credit hours graduate level remedial course in the first semester of study to prepare for the Master program b. Must achieve an overall grade point average of 3.00 on a 4.0 scale in this remedial course before being enrolled into the master's program 3. An applicant with a recognized bachelor's degree who has not met the required English Proficiency may conditionally be admitted if they have achieved a minimum EmSAT score of 1250 or its equivalent on another standardized test approved by the CAA, such as TOEFL score of 530 (197 CBT, 71 iBT), or 5.5 IELTS academic, to a QFEmirates level 8 or 9 graduate program. Such an applicant must meet the following requirements during the period of conditional admission or be subject to dismissal: <ol style="list-style-type: none"> a. must achieve an EmSAT score of 1400 or equivalent, by the end of the first semester of study b. may take a maximum of six credit hours in the first semester of study, not including intensive English courses c. must achieve a minimum CGPA of 3.0 on a 4.0 scale, or its established equivalent, in the first six credit hours of credit-bearing courses studied for the graduate program

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Transfer Admission Policy

General transfer policies:

The following are the necessary stipulations for transfer to the DMCG from other universities:

1. DMCG accepts transfer of students from accredited colleges / universities with a comparable curriculum to that offered at the respective program. To be deemed eligible for a transfer the applicant's previous institution should be listed in the UAE institutions recorded in the National Register of Licensed HEIs, or other organizations in the UAE approved by the CAA, or recognized institutions of higher learning located outside the UAE. They must meet all the admission criteria and requirements as published for the year of application; and hence all transfer applicants will not be considered for conditional or probationary admission.
2. Applicants applying for transfer to DMCG must complete 50% of the total number of teaching hours or courses required to complete a degree for undergraduate programs and 25% of the total number of teaching hours or courses required to complete a degree for graduate programs.
3. The applicant must provide a letter with the admission application to the admission taskforce of the College specifying reason (s) for requesting transfer and desired date / academic year of transfer.
4. Applicants are required to submit their transcripts for evaluation of transferable subject's / teaching hours from previous institution. The courses should have been completed in the past five years.
5. Students must meet the English language proficiency requirements for the respective program as set by the Ministry of Education, UAE.
6. Applicant must be in good academic standing at his/her home institution, must hold a CGPA equal to or greater than 2.0 on a scale of 4.0 (overall C Grade or equivalent) for undergraduate applicant and 3.0 on a scale of 4.0 (overall B Grade or equivalent) for Graduate level course in the last completed year. No applicant who has been dismissed from any medical college or university will be eligible for transfer to DMCG.
7. For graduate programs the applicant must have earned a minimum grade of "B". No more than six credit hours of graduate work may be transferred from another institution. The courses must be graduate level and have been taken for graduate credit at the accredited institution.
8. All applicants must provide conduct certificates from the institute where they are / were currently enrolled.
9. Previous coursework deemed appropriate to the current course of study is evaluated for transfer into the college's program. Transferring previous completed courses can help avoid overlap of subjects to complete the program degree. Credit will not be granted twice for the same course taken at two different institutions.
10. All applicants should contact the Student Affairs Office to inquire about having their transcripts reviewed.
11. Before attending the College, the attested transcript from the previous college / university and attested High School Certificate and transcript (Grade 12 or Equivalent in each curriculum) should be submitted to Student Affairs Office. All documents required for admission should also be submitted.
12. The applicant transferring from another accredited college / university may receive credit if they have attained a minimum grade of C (or equivalent) for an undergraduate degree and a minimum grade of B (or equivalent) for a graduate degree.
13. After reviewing the transfer request for eligibility by the Chair of Admission taskforce, the request is to be reviewed for the possibility of transfer of credit by the Associate Dean of Academic Affairs who will refer the request to the Curriculum Committee. The final decision for approval of transfer of credit will be made by the respective College Councils per recommendation received from ADAA and Curriculum Committee. This is to ensure that course outcomes are compared to DMCG courses before recommending approval of transfer credit. The credit given is recorded as per DMCG Grading system for students admitted before AY 2021/22. For Transfer applicants in MBCh program starting after AY

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2021/22 they will receive a Transfer Credit Grade (T) which is not included in the calculation of final percentage. For MD program starting AY 2023 /24 a transfer credit grade (T) will be given and this is not included in the Grade Point Average as per the new Grading system to be implemented.

14. No transfer credit will be given for clinical training unless it is completed in the UAE, and this would require a waiver approval after review from CAA.
15. No Transfer credit will be given to Thesis or Graduation project.
16. Deadline for receipt of transfer request for an academic year is the same deadline as admission timeline for the program. If approved, the student joins at the beginning of the academic year. Transfer admission decisions will be notified to the applicants as per other admission timelines and criteria.
17. Before considering any application for transfer, existence of capacity in the cohort should be considered.

Advanced Standing:

DMCG does not accept any form of non-degree certificates, non-credit courses or advanced high school subjects as an equivalent to any of the courses offered at any one of the College accredited programs.

Recognition of Prior Learning (RPL) for Doctor of Medicine (MD) Program

Recognition of prior learning for the MD program will abide to CAA standard 2019 Annex 20 considering the following guidelines:

- All RPL applications are studied through a committee approved and headed by the associate dean academic affairs.
 - The MD program will accept credit transfer of up to 25% (no more than 55 credits)
 - All RPL processes will be concluded prior to student enrollment.
 - The evidence provided by the student seeking RPL credit must directly relate to the competency, unit, module, course, or qualification for which credit is sought.
 - The evidence must show that the student has the knowledge, skill or competency for which recognition and credit is sought.
 - The evidence must demonstrate that the student has achieved all of the learning outcomes of the course/module/unit for which credit is sought. Partial recognition is not acceptable.
 - The RPL process must be transparent, provide students with time and support to assemble sufficient evidence and complete an application, and be consistently applied for all students and across all programs, disciplines, units, courses and competencies.
 - Approval of RPL credit must occur prior to the student's enrollment in the program.
 - No grades may be assigned for RPL credit granted, nor can RPL credit be used in the calculation of cumulative grade point average (CGPA).
 - All RPL processes are followed by an assessment procedure including:
 - Direct observation of demonstrations of the skill or competence **(Challenge exam designed and approved by the Associate Dean Academic Affairs)**
- In addition to any of the following:
- Examinations or tests that are used to assess the achievement of learning outcomes or qualifications of the program, modules, courses, or units.
 - A portfolio of evidence which includes documents such as qualification certificates, official transcripts of previous study, official job descriptions or statements of duties and responsibilities, letters of reference from employers detailing a student's relevant skills and experience, or samples or statements of work performed.

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- Reflective papers, journal articles or similar documents that relate past learning to the learning or competency outcomes of the course or qualification in which the student is enrolling.
- Reviews of courses/units/modules taken at another provider, to demonstrate achievement of learning outcomes or qualifications Of the provider's own programs, modules, courses, or units.
- combinations of any of the above.
- The applicant may appeal to the decision regarding awarding RPL credits within five working days of receipt of the decision.
- Response to appeal will be issued within a maximum of 10 working days of receipt of the appeal.
- Assessment process and appeal process will all be published on the website.

Recognition of Prior Learning (RPL) for Graduate Program

RPL cases will be evaluated on their own merits by the Graduate program Admission taskforce and Associate Dean of Research and Graduate Studies. With the expectation that the transfer of credits will be less or equal to 25% of the designated teaching hours in the program.

Process and details for awarding Transfer credit are outlined in the Transfer Admission policy.

Withdrawal policy Undergraduate programs:


The policy deals with DMCG students who leave through the processes of withdrawal, leave of absence, dismissal, or discontinuation and who subsequently seek readmission to the College.

1. Withdrawal during the first year of college:
 - a. If withdrawal is required by a student, a request for withdrawal is made and approved by the Director of Student Affairs and the Dean of the college.
 - b. A student who withdraws in the first year of the College for other than health reasons and wishes to return, must reapply through the regular first year admissions process as if she were a new applicant and admission is not guaranteed.
 - c. If the student withdraws because of illness during the first year, she will be allowed to apply for readmission through a valid medical certificate. Permission to reapply does not guarantee readmission.
2. Withdrawal after completion of the first year of the college:
 - a. If withdrawal is required by a student, a request for withdrawal is made and approved by the Director of Student Affairs, Associate Dean Of Academic Affairs and the Dean of the college.
 - b. If such a student wants readmission, an application for readmission is made in writing to Student Affairs Office. This application must be accompanied by the relevant supporting documents, such as letters from the applicant's physician(s), employer(s), etc.
 - c. Readmission may be offered to a student in good standing who has completed one or more years of study. Good standing designates any student not subject to probation or disqualification. Permission to reapply does not guarantee readmission. Each re-application will be considered on a case-by-case basis.
 - d. The student will be informed in writing by the College at the time of the withdrawal whether she will be permitted to re-apply and under what circumstances.

Withdrawal from Graduate programs:

The policy deals with students who leave through the processes of withdrawal, leave of absence, dismissal, or discontinuation of the graduate programs.

- a. If withdrawal is required by a student, a written request for withdrawal is made and approved by the Director of Student affairs, Associate Dean of Research and Academic Affairs and the

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Dean of the college.

- b. Any absence of more than 1 year will be considered as permanent withdrawal from the program and college.

Leave of Absence from the college

- a. Students may seek a leave of absence for a particular purpose, for a defined period of time and with the intention of returning to the college. Returning from such an approved leave of absence requires a re-admission request.
- b. The Dean of the college may grant a student up to a one-year leave of absence for personal, professional or medical reasons. This leave of absence may be renewed for up to one year at the discretion of the Dean in consultation with the College Council.
- c. Students may be deferred for a period of one semester to one academic year if the College is not offering the courses required to progress. Deferred students have the right to request re-enrolment at the end of the deferral period.
- d. A student who is not enrolled in an external degree program and who requires a longer leave than two years, or who is denied an extension of her leave of absence, must request for a withdrawal and is advised to consult with her advisor. If the student fails to obtain a withdrawal, the student will be discontinued.

Review of applications for re-admission:

- a. A student who has withdrawn / deferred (but subsequently wishes to return to college) must apply for readmission in writing and submit the required information, as stipulated by the College at the time of withdrawal, to the admission taskforce.
- b. The admission taskforce will review each student's written application for readmission in light of the entire record and including any required supporting documents. This taskforce may recommend:
 - Readmission without conditions.
 - Readmission with conditions.
 - Denial of readmission until further proof of readiness to return can be demonstrated; or
 - Denial of readmission.
- c. Recommendations of Admission taskforce are advisory to the College Council. The decision of the College Council is final, and no appeals are allowed.

Enrolment Management Guidelines.

Objectives

Enrolment management is a strategy to support the efficient management of facilities based on departmental planning and assessment tools and to position colleges to manage enrolments in order to accommodate planned differentiation.

Management of the Enrolment Policy

1. The admission taskforce is responsible for developing and updating a supplementary enrolment plan that will establish specific enrolment targets for each program.
2. Monitoring and changing the targets set out in this policy and the supplementary enrolment plan are the responsibility of the College Council.
3. The admission taskforce is responsible for achieving and maintaining the enrolment targets approved.
4. The Student Affairs Office is responsible for ensuring that recruitment, admissions, transfer and retention operations are in accord with this policy.

Process of Enrolment Management

- The College Council identifies the Enrollment Target for each program as per DMCG capacity.
- In consultation with the Finance Manager, the Admission taskforce will review the College capacity

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- and set enrolment target to be approved by the College Council.
- The Action Plan which is drafted by the admission taskforce should include:
 - the needs and expectations for the enrolment management plan supported by any statistics such as enrolment projections.
 - the impact of the enrolment management plan on the community and surrounding colleges.
 - Any other issues that the College Council should be aware of to make an informed decision.
- The enrolment management plan is part of the Strategy plan.
- The draft enrolment management plan must be supported by an Action Plan and forwarded to the QAIE for approval.

An annual enrolment management plan should include the following:

- Rationale for the plan including the needs and expectations of all stakeholders (including students, parents, alumni, community, College employee, DHA or other clinical training providers).
- Maximum enrolment capacity based on current facilities. This takes into consideration, the following factors:
 - Current admissions criteria for selection.
 - Admission process.
 - Capacity of the college.
 - CAA guidelines.

Refund Policy of Tuition Fees:

Dubai Medical College for Girls admits only a limited number of students. If any student withdraws after admission, this will create a vacancy that could have been used by another qualified student. Therefore, the College administration is strict in their action for such students. They will not refund the fees paid at the time of admission until a valid reason is provided for admission cancellation.

Valid reasons for admission cancellation can be: –

- If student is not granted a UAE Visa
- If the parent / guardian of the student faces sudden employment termination or visa cancellation.
- If a candidate is granted a scholarship after the payment of Tuition fee.
- If travel restrictions are enforced (Example during COVID pandemic).
- If progression / resit results are delayed.
- Other serious non-controlled reasons subject to review and approval by a task force to be formed as needed.

The refund is usually granted to a student until the end of the 2nd week after the beginning of a new academic year.

Refund requests should be made at the Accounts Office through a written request along with the original fee receipt. Refunds will be made after clearance of dues, if any. The refund policy applicable is as follows:

- If a student withdraws before the beginning of Academic Year or during the first 10 working days of the academic year: 5% (applicable only on full tuition fees i.e., 6000 AED) is deducted and remaining is refunded.
- If a student withdraws within 10 to 30 working days of the beginning of the Academic Year: 25% (applicable only on full tuition fees i.e., 31,500 AED) is deducted and the remaining is refunded.
- If a student withdraws after 30 working days of the beginning of the Academic Year, no refund will be approved.

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4. Hostel and Transportation fees are refunded based on *pro rata* on a full monthly basis, not per day. (a month fraction is considered as a full month)

Refunds will be credited by bank transfer or Cheque to the same payer (student's parent / guardian / sponsor) bank account and not given in cash.

The following are non-refundable:

- Application fee
- Full tuition fee in case of dismissal / Suspension for disciplinary reasons

6. RECORDS

All records related to this procedure will be filed in the Student Affairs Office and with the admission taskforce for a minimum period of two years.

All applicant data is stored in the Student Information System (SIS) as of Academic Year 2022 – 2023. This was previously maintained on an excel database with the Student Affairs Office.

7. FILING

The master copy of this procedure shall be filed by the administration together with other procedures.

8. ATTACHMENTS

None

Document History:

Version	Date	Update Information	Author/ Reviewer
V 1.0	March 2020	Policy First Implemented	QA &IE
V 1.1	June 2020	Minor changes – Admission Policy has been revised and approved	Dr. Riham & Dr. Hajer
V 1.2	October 2020	Reviewed and no changes needed	Dr. Hiba faiz
V 1.3	June 2020	Admission requirements, Application form, undertakings and Refund policy	Prof. Nadiyah, Dr. Rania & Mrs. Sadiya
V 1.4	Sep 2021	Reviewed – admission requirements updated	Prof. Nadia & Dr. Fouzia
V 1.5	June 2022	Minor changes – Admission Policy has been revised and approved. Updated Admission requirements, Application form and undertakings	Prof. Nadiyah, Dr. Rania & Mrs. Sadiya
V 1.6	Aug 2022		Mrs. Dina
V 1.7	Sept 2022	Ensure admission criteria is aligned with CAA requirements. Reflect the new roles and responsibilities to align with the org chart and authority matrix. Updated Admission requirements, Application form and undertakings	Dr. Hiba Ismail Prof. Nadia
V 1.8	Oct 2022	Process and attachment (forms) sections have been updated	Director of Student Affairs and registration
V1.9	April 2023	Updated MD Admission criteria as approved by CAA and RPL updates as per updated information provided by MOE	Director of Student Affairs and Registration