

## **Undergraduate Admissions - Policy & Procedures**

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### **1.0 Purpose**

- 1.1 The purpose of this policy is to establish a transparent, fair, and consistent framework for the undergraduate admissions process at AUIB. The policy aims to attract a diverse pool of talented and qualified students while upholding the academic standards and values of the university.

### **2.0 Scope**

- 2.1 This policy applies to all prospective students seeking admission to undergraduate programs offered by AUIB. It covers admissions for both domestic and international applicants.

### **3.0 Definitions**

- 3.1 Academic integrity - the commitment to honesty, integrity, and ethics in academic pursuits.
- 3.2 Applicant - an individual who has submitted an application for admission to an undergraduate program at AUIB.
- 3.3 Application portal - the online platform where prospective students submit their applications for admission.
- 3.4 Application reviewer - a designated university staff member from the Enrollment Services office is responsible for evaluating and assessing undergraduate applications.
- 3.5 Application materials - all documents and information submitted by applicants, including academic transcripts, standardized test scores, letters of recommendation, personal statements, and any other required materials.
- 3.6 Admissions committee - a committee appointed by the university responsible for reviewing and evaluating undergraduate applications.
- 3.7 Holistic review - a comprehensive evaluation of applicants, considering academic achievements, extracurricular activities, personal statements, letters of recommendation, and any other relevant factors.
- 3.8 International applicant - an applicant who is not a citizen of Iraq.

### **4.0 Policy**

- 4.1 Admission decisions will be primarily based on academic achievements, potential, and overall merit of the applicants, or other relevant achievements. Specific requirements are defined by the Ministry of Higher Education and Scientific Research (MoHESR) and current information is listed on the AUIB website.

- 4.2 The university is committed to promoting diversity and inclusivity in its student body and will strive to attract applicants from different backgrounds, cultures, and experiences.
- 4.3 The admissions process will be fair, transparent, and free from any form of discrimination or bias except academic merit.
- 4.4 The university expects all applicants to uphold academic integrity and to provide accurate and truthful information throughout the application process.
- 4.5 The university seeks to admit students who demonstrate a commitment to excellence in their academic pursuits, extracurricular activities, and personal growth.
- 4.6 The university will establish transparent and regularly reviewed admissions criteria to ensure alignment with academic standards and program requirements. These criteria may include, but are not limited to, academic records, standardized test scores, letters of recommendation, personal statements, and extracurricular achievements.
- 4.7 The Admissions Committee will conduct a holistic review of all applications. The committee will consider a range of factors, giving due weight to academic achievements, extracurricular activities, personal qualities, and potential contributions to the university community.
- 4.8 The university will establish clear application deadlines for each admission cycle. Late applications may be considered on a case-by-case basis, but priority will be given to those who submit their applications within the required timeframe.
- 4.9 In exceptional cases, the university may offer conditional admission to applicants who show significant promise but need to meet specific requirements before enrolling in the chosen program fully.
- 4.10 The university will have policies in place to evaluate and admit students transferring from other accredited institutions. Transfer credit evaluation will follow established guidelines.
- 4.11 International applicants will be evaluated based on equivalent academic standards, and additional requirements, such as English proficiency tests, may apply.
- 4.12 The university may employ waitlisting for qualified applicants when the program size limit is reached. Additionally, a fair and transparent appeals process will be available for applicants who believe their application was not adequately considered or reviewed.
- 4.13 The university will comply with all relevant laws and regulations regarding the reporting and handling of applicant information, ensuring the privacy and confidentiality of applicants' data.

## **5.0 Procedures**

- 5.1 The Undergraduate Admissions policy is intended to achieve equitable access to higher education for all qualified applicants, regardless of their background, socioeconomic status, race, ethnicity, gender (male or female), or nationality.

- 5.2 Admission decisions are based on merit, academic achievements, and relevant qualifications, ensuring a fair and transparent evaluation process for all applicants.
- 5.3 Admission processes should adhere to applicable laws, regulations, and institutional standards to maintain the integrity of the admissions process and uphold the institution's reputation.
- 5.4 Applicants must submit their applications through the designated Application Portal within the specified deadlines. Late applications will be accepted at the discretion of the Admissions Office and considered based on available space.
  - 5.4.1 Applicants will receive an acknowledgment of their application submission, along with instructions on accessing their application status portal.
  - 5.4.2 Upon submission, applicants will be informed of any AUIB specific assessment tests required to complete their application.
- 5.5 The Enrollment Services Office will process received applications and ensure that all required materials have been submitted.
  - 5.5.1 The Enrollment Services Office will notify applicants via email of their incomplete applications and will request the applicants to submit the missing documents within a specific timeframe.
- 5.6 Application Reviewers will conduct an initial screening of all completed applications to ensure that they meet the minimum eligibility requirements, including academic records, test scores, and other prerequisites.
  - 5.6.1 Applications that do not meet the minimum requirements will be considered ineligible for further review and will be notified accordingly.
- 5.7 Eligible applications will undergo a holistic review process by the Admissions Committee.
  - 5.7.1 Application Reviewers will evaluate each application based on academic achievements, AUIB assessment test scores, and English proficiency. Members of the Admissions Committee may also consider extracurricular activities, personal statements, letters of recommendation, and any additional factors deemed relevant to individual programs.
  - 5.7.2 The Admissions Committee will consider the university's commitment to diversity and inclusion while conducting the holistic review.
- 5.8 Based on the holistic review, the Admissions Committee will make admission decisions. Decisions may include admission, conditional admission, waitlisting, or denial (rejection).
  - 5.8.1 Applicants will be notified of their admission status through the application status portal or through official communication from the Admissions Office.
- 5.9 If a candidate is offered conditional admission, specific requirements for meeting full admission status will be communicated from the office of the Registrar.

- 5.9.1 Waitlisted applicants will be informed about their position on the waitlist and provided with any relevant updates regarding their status.
- 5.10 Admitted students must confirm their acceptance and enroll within the specified deadline by paying the required enrollment deposit.
  - 5.10.1 If the enrollment deposit is not received by the deadline, the admission offer may be rescinded, and the spot may be offered to a waitlisted candidate.
- 5.11 Transfer applicants will be required to submit official transcripts from their previous institution(s).
  - 5.11.1 The university's Transfer Credit Evaluation process will determine the acceptance and recognition of credits earned at other accredited institutions.
- 5.12 International applicants may be required to submit English proficiency test scores, such as TOEFL or IELTS, or take the AUIB English Placement Test.
  - 5.12.1 The Admissions Office is responsible for establishing equivalency of academic standards and ensuring that those standards are met for admission of international applicants.
- 5.13 Applicants who wish to appeal an admissions decision may submit a formal appeal in writing to the Enrollment Services Office, clearly stating the grounds for the appeal.
  - 5.13.1 The Enrollment Services Office will review the appeal in a fair and transparent manner, considering additional information provided by the applicant.
- 5.14 The Enrollment Services Office will ensure compliance with all applicable laws and regulations regarding the handling and reporting of applicant information.
  - 5.14.1 Applicant data will be treated with confidentiality and used solely for admission purposes.
- 5.15 The university administration will periodically review these procedures to ensure their effectiveness, fairness, and alignment with the "Undergraduate Admissions" policy.
  - 5.15.1 Any future revisions to the procedures will be made in consultation with the relevant stakeholders and communicated to the university community to include the Faculty Senate, Registrar, Vice President of Enrollment Services and Student Affairs, and others.

#### **Related Policies and Documents**

Academic Calendar  
Academic Catalog  
English Language Proficiency Policy  
Financial Aid and Scholarships Policy  
Student Code of Conduct Policy  
Transfer Credit Policy