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SAVITRIBAI PHULE  
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## Student Admissions policy

### Purpose

The purpose of this policy is to establish and implement clear academic and administrative standards for admitting students to the programs offered by MIE-SPPU Institute of Higher Education, Doha Qatar.

### Policy Description

MIE-SPPU Institute of Higher Education Doha Qatar, is committed to adhering to the academic standards in admitting students to the programs offered by the Institute. This policy hence in a major way ensures fulfillment of admissions standards of the mother university that is, Savitribai Phule Pune University in India and admission standards and academic quality requirements of higher education programs in the State of Qatar. It also helps to provide students at the Institute to go through a fair and equitable system of admission process and not be subject to any discrimination due to academic performance or any other eligibility requirement.

### Policy Statements

Consistent with the mission of MIE-SPPU Institute of Higher Education, the criteria for admitting students must meet the academic standards required for the academic programs offered by the Institute. The following are the Guiding Principles for Admissions in MIE-SPPU Institute of Higher Education:

1. **Minimum Academic Eligibility for students to seek admission to programs offered by MIE SPPU Institute of Higher Education:**

This policy mandates that MIE SPPU Institute of Higher Education exercises a minimum academic eligibility for admissions to its undergraduate programs as follows:

- For all programs whether part time or full time study, students should have completed **twelve plus years of schooling** by having obtained a certificate of completion of senior secondary schooling from a internationally **recognized Board of Study in India or abroad.**
- For all programs whether part time or full time study students should have completed the admissions application form which includes undertaking from the student and their parent to abide by all the policies and procedures of the school and provision of academic results and transcripts that are true copies of the original and obtained from competent authorities.
- **English language should have been the medium of instruction** during the **secondary school phase** of schooling for the prospective student and if not, an additional English competency



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requirement should be fulfilled (highlighted in item # 2 of this document and details are furnished in the attached Appendix-I).

- Students who have already obtained their senior secondary examination results should show a minimum of **sixty percent score in key subjects** that are relevant to the program applied for and if this is not the case the student should appear for an admissions test where it is expected that they pass with a minimum score of 60% in relevant key subjects.
- Students who have applied for admission but are anticipating their senior school examination results after the deadline for admission at MIE SPPU Institute of Higher Education should in addition to their application form, provide a **likely score recommendation letter** from their current school where they are pursuing senior secondary education. This confidential note will form part of the application form and will be reviewed by the Admissions Committee. The confidential note should demonstrate that the student will obtain sixty percent score in key subjects that are relevant to the program applied for and if this is not the case then provisional admission can be offered to the student till the student demonstrates satisfactory performance in the actual board examination or in an admission test to be conducted by the Institute where it is expected that they pass with a minimum score of 60%. The admission confirmation will remain withheld till the eligibility criteria are met.

2. **Minimum Eligibility Criteria for English Language during admissions to programs offered by MIE SPPU Institute of Higher Education:**

This policy mandates that the MIE SPPU Institute of Higher Education exercises control on admissions such that any student seeking admission to the Institute should demonstrate significant competence in spoken and written English. He or She should be able to produce evidence for the completion of senior secondary school (Grade/Class 10,11,12) with the medium of instruction being English Language. In case, the Admissions Counsellor has any concern in obtaining such evidence, then the student can be requested to appear for an English Language competence examination such as TOEFL, IELTS which will be decided from time to time by the Institute.

3. **Admissions to programs based on student choice of career:**

This policy mandates that the MIE SPPU Institute of Higher Education exercises control to offer and guide students to selecting undergraduate programs based on their career choices. The admissions counsellor and the admissions committee should ensure that students understand the career outcome of the undergraduate study that they are going to pursue and to guide them to match their career choices with their study.

4. **Admission numbers based on student capacity and teacher student ratio:**

This policy mandates that the MIE SPPU Institute of Higher Education ensures student capacity and student-teacher ratio control by limiting admission beyond the student capacity as has been sanctioned by the Ministry of Education and Higher Education, Qatar for the MIE SPPU. Those students who are not successful in getting through in the admission process due to shortage of vacancies can be offered to be kept waitlisted till suitable vacancies arise.



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5. **Management of student capacity at the Institute:**

This policy mandates that the MIE SPPU Institute of Higher Education ensures monitoring of student vacancies per program based on student enquiries and demand. Based on the existing student demand for a particular program, a vacancy list must be created and approved by the Admissions Committee of the Institute every year prior to start of the annual admissions process. In case student demand is higher than available vacancies, then the committee must refer the matter to the Executive Committee of the Institute to either improve capacity through additional infrastructure or improving student teacher ratio.

6. **Transfer of Students from one program to another within the Institute:**

This policy mandates that the MIE SPPU Institute of Higher Education controls transfer of students from one program to another within the Institute based on transferable credits obtained in the program being transferred from, and the pre-requisite credits required for the program being transferred to. In case of lack of credits, the student can be either refused the transfer or to appear for additional classes and obtain credits that makes them eligible for the program.

7. **Transfer of Students from undergraduate programs from other Colleges or Institutes:** This policy mandates that the MIE SPPU Institute of Higher Education controls transfer of students from other Institutes and Colleges of Higher Education within or outside Qatar based on transferable credits obtained in the program being transferred from, and the pre-requisite credits required for the program being transferred to. The academic transcripts and the credit system equivalency will be studied by the Admissions Committee of the Institute as well as by the Institute/college/University where the student is soliciting transfer prior to final approval for the same. In case of lack of credits, the student can be either refused the transfer or to appear for additional classes and obtain credits that makes them eligible for the program.

8. **Admissions Committee to be appointed by the Executive Committee:**

This policy mandates that the MIE SPPU Institute of Higher Education ensures that all admissions decisions and admissions controls are exercised through the Admissions Committee. The Executive Committee will time to time appoint an Admission Committee consisting of the Admissions Counsellor, the Institute Director, Senior member/s of faculty nominated by the Institute Director, Head Admission affairs from the administration. A review meeting for admissions will be carried out to review all admissions requests at the start of the academic year and the committee will decide the admission status as admitted or waitlisted based on the various eligibility and admissibility mandates of this policy document. The final list of admitted students as per the rules mentioned in the policy document should be submitted to the Vice Chancellor and Registrar of the Savitribai Phule Pune University.

9. **Policy of no discrimination based on Race, Religion, Gender or Ethnic Background:** This policy mandates that the MIE SPPU Institute of Higher Education only admits students based on successful adherence of the tenets of this policy document. There will be no discrimination in the Institute for any admissions based on race, religion, caste, gender or ethnic background, as has been the criteria for any international educational campus in Qatar.

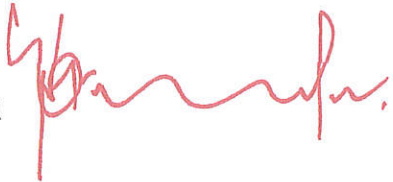


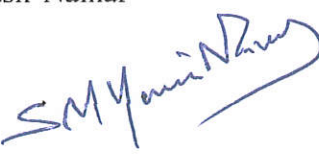


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10. **Policy Document Changes and Approvals:** This policy mandates that the MIE SPPU Institute of Higher Education can only make changes to this policy if the same are recommended by the President of the Executive Committee or the Chairperson of the Apex Council and the same must be discussed and agreed with a majority in the Apex Council.

**Policy approved by:**

|   |  |
|---|--|
| <p><u>Position:</u> Vice Chancellor<br/>Savitribai Phule Pune University,<br/>Pune, India</p> <p><u>Name:</u> Dr. Prof. Nitin Karmalkar</p> <p><u>Signature:</u> </p>    | <p><u>Position:</u> President<br/>MIE-SPPU<br/>Institute of Higher Education, Doha, Qatar</p> <p><u>Name:</u> Hassan A.K. Chougule</p> <p><u>Signature:</u> </p> |
| <p><u>Position:</u> Director<br/>MIE-SPPU<br/>Institute of Higher Education, Doha, Qatar</p> <p><u>Name:</u> Dr. Prof. Bimalendu B. Nath</p> <p><u>Signature:</u> </p> | <p><u>Position:</u> Vice President<br/>MIE-SPPU<br/>Institute of Higher Education, Doha, Qatar</p> <p><u>Name:</u> Yasir Nainar</p> <p><u>Signature:</u> </p>  |





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## APPENEDIX-I

### English Proficiency Eligibility Criteria

The tests listed below are valid where they are taken no more than two years before the start date of your chosen programme of study. Component scores must be met fully through one sitting of the test; we cannot combine scores from multiple certificates. The following scores are the minimum required for entry at MIE-SPPU.

- IELTS Scores: 6.0 overall and a minimum of 5.5 in each component
- TOEFL Paper Scores: 525
- TOEFL (iBT) Scores: 60 – 78
- Cambridge CPE: Grade C
- Cambridge CAE: Grade C or Minimum of 169 with no skill less than 162



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# Exemptions from the English Language Test

Students can be exempted from the English Language Test if the applicant:

The qualifications listed below are valid where they are taken no more than 4 years\* before the start date of your chosen programme of study.

\*This is except for Indian qualifications and WASSCE, which are valid for 6 years. Please note that the grades listed are equivalent to IELTS with 6.0 overall and a minimum of 5.5 in each component

| Qualification  | Requirement        |
|--|--------------------|
| Botswana (BGCSE)   | Grade C            |
| Brunei-Cambridge Certificate Education (CIE)   | Grade C            |
| Cameroon O Level   | Grade B            |
| Hong Kong (HKDSE)  | Grade 4            |
| Hong Kong (HKALE)  | Grade D            |
| India Standard XII English (CBSE and CISCE)  | 70%                |
| India (Maharashtra, Tamil Nadu, Karnataka)   | 70%                |
| Kenya Certificate of Secondary Education (KCSE)  | Grade C            |
| Malawi (MSCE)  | English 4          |
| Malaysia (1119)  | Grade C/6          |
| Norway (Vitnemal fra den Videregaende Skole)   | Grade 4            |
| Singapore O Level  | Grade B            |
| Singapore A Level  | Grade D            |
| Singapore Integrated Programme (Literature in English H2 or English Language and Linguistics H2) | Grade D            |
| South Africa (NSC)   | Level 5            |
| Tanzania Secondary School Leaving Certificate  | Grade C in English |
| Uganda Certificate of Education  | Grade 6 in English |
| Zimbabwe Cambridge School Certificate / Certificate of Secondary Education (CSE)                 | C6                 |
| West African Examination Council Senior School Certificate Examination (WASSCE)                  | C6                 |

\*The University reserves the right to ask for additional evidence of English language if we have concerns about an applicant's level of English.

## Appendix I : English Proficiency Eligibility Criteria for Admissions

