

GBS Dubai Campus
Block 5, Dubai Knowledge Park,
PO. Box 500651,
Dubai, UAE
Tel: UAE +971-58-109-3407 | +971 58-169-8985
Tel: International +971 60-057-5176
Email: enquiry@gbs.ac.ae

GBS Admissions Policy

Contents

1	Policy Statement.....	5
2	Information for applicants	5
3	Education advisors/agents.....	6
4	Criteria for admission.....	6
5	How to apply.....	6
6	Criminal convictions.....	6
7	Applications from minors.....	7
8	Applicants with a disability and/or additional support needs.....	7
9	Decision making and offers	7
10	Registration and enrolment.....	8
11	Appeals against admission decisions	8
12	Complaints against the admissions service	8
13	Fraud and Plagiarism	8
14	Data protection.....	9
	Appendix 1.0 – benchmark documents for best practice in admissions within Higher Education admissions	10
	Appendix 1.1	10
	Appendix 1.3 – GBS Courses.....	10
	Appendix 1.4	10
	Appendix 1.5	10
	Appendix 1.6 English Language Entry Requirements.....	11
	Appendix 1.7 – Detailed entry requirements by programme	12

1 Policy Statement

1.1 GBS Dubai is a welcoming and inclusive place to study. One of GBS' Dubai's core values is "transforming lives through education and opportunities". The purpose of the policy is to provide information to enquirers, applicants, and staff on recruitment, selection, and admissions process at GBS Dubai.

1.2 This policy sets out GBS Dubai's approach, responsibilities, and those of applicants. It should be read in conjunction to the Terms and Conditions of Offer, Prospectuses, and web site. This policy covers applications for places on GBS Dubai's for UK equivalent Level 2 to Level 5 programmes and continuing professional development courses leading to the award of qualification. This policy covers all modes of study, regardless of location. Study modes available for each individual course will be detailed in each course description.

1.3 Courses and programs offered through distance learning modes apply international best practices used in e-learning, and comply with the requirements of Annex 15: Courses Taught Through e-Learning;

1.4 The Policy is consistent with best practices in higher education admissions, as defined in several sources (see appendix 1.0). It is also framed with reference to commitments to fair access and student success as set out within sector legislation and requirements (see appendix 1.1). The institution meets all legal requirements of the UAE and of the Emirate or Emirates in which it is located.

2 Information for applicants

2.1 GBS Dubai complies with the requirements of the Emirates Competition Authority and relevant UAE regulations, which are designed to promote fair competition and protect consumer rights (see appendix 1.2). Under these regulations, GBS Dubai is classified as a 'trader' and its students are regarded as 'consumers'. This distinction ensures that GBS Dubai adheres to all applicable laws relating to business practices, transparency, and the protection of student interests, ensuring fair treatment throughout their academic journey, from admissions to graduation. Additionally, the institution is committed to upholding equality and fairness in line with the broader regulatory framework governing educational and business entities in the UAE.

It also complies with the Article 45 of the Constitution of Dubai and the Equality for Men and Women Act (2003).

2.2 GBS Dubai is clear about three main areas in particular:

- The Terms and Conditions for Study at GBS Dubai govern the Institution's relationship with students and form a contract between GBS Dubai and its students in relation to their studies.
- GBS Dubai provides information, which is accurate, easy to find and useful for the applicants to make an informed choice.
- GBS Dubai sets out an accessible, clear, and transparent admissions policy for applications, including how to raise an issue or concern.

2.3 Takes all reasonable measures to foster academic honesty and ethical behaviour in its policies and practices, including the determination and reporting of student

grades.

2.4 All material programme information (aims, content, assessment etc) can be found on the GBS Dubai website for each programme offered including course fees and other costs associated with individual programmes of study. A brief overview of decision making per programme can also be seen in the appendices.

3 Education advisors/agents

3.1 GBS Dubai works with educational advisors or agents, contracted on an annual renewable basis. All agents and educational advisors are monitored on an ongoing basis. GBS Dubai provides induction and regular training and briefing about our programmes for advisors and agents during site visits and via familiarisation visits to GBS Dubai.

3.2 GBS Dubai hosts training and familiarisation conferences annually for all agents or advisors. Educational advisors are required to comply with GBS Dubai's Policies and Procedures in the best interest of GBS Dubai as an institution and its applicants. Failure to adhere to these requirements, or any other expectations, will result in the cessation of the agent's contract, in line with HR policies.

4 Criteria for admission

4.1 The criteria to admit applicants for each programme is set by GBS Dubai or by its partners in agreement with it. All programmes are delivered in English and applicants' language proficiency is assessed during the admissions process: applicants must demonstrate they are able to read, listen, speak, and write in English at the required level for each programme, in accordance with the Common European Framework of Reference for Languages (CEFR) (see appendix 1.4).

4.2 GBS Dubai aligns with QFEmirates Guide states that the NQA recognizes that the CAA manages the formal entry criteria requirements for the Higher Education sector, encompassed in the Standards. Typically, entry to courses/programs in this sector requires students to have attained the General Education Secondary School Certificate or approved equivalent level upon entry.

4.3 For a Diploma/Associate degree or Higher Diploma, the General Education program must include at least 15 credit hours of course work including the four subjects specified in clause 3.6.1.

5 How to apply

5.1 Applicants who have an interest in studying at GBS Dubai can apply directly through the GBS Dubai website, they may contact GBS Dubai student recruitment team via social media to apply or contact may also be made via recognised agents or education advisors. Students are provided both formal and informal opportunities to evaluate programs, courses and the quality of instruction, and teaching and learning methodologies. Once the application is received by GBS Dubai, applicants are contacted by the GBS Admissions team in Dubai to have their application processed and get informed about any pending actions.

6 Criminal convictions

6.1 Under UAE law, having a criminal record does not automatically prevent applicants from studying at GBS Dubai. Decisions are made based on the nature of the course applied for, the circumstances, and the background of the offence. However, in line with GBS Dubai's duty of care to its staff, students, and third parties, applicants are required to disclose any relevant criminal convictions as part of the admissions process. This allows the institution to assess any potential risks and ensure a safe and supportive environment for all.

6.2 GBS Dubai will initially assess the application through its standard admissions processes. If the recommendation is to offer the applicant a place, the application will then be reviewed by qualified and experienced staff in light of the declared conviction. Applicants with current legal restrictions, such as those on parole or probation, are required to inform GBS Dubai of any conditions that may limit their full participation in the programme. Where feasible and in accordance with UAE laws, GBS Dubai will consider reasonable adjustments to facilitate the inclusion of such applicants, provided that it does not compromise the safety or well-being of others within the institution.

7 Applications from minors

7.1 GBS Dubai accepts applicants who will be at the age of 15 at the time of commencing study at its premise. Parental NOC form is required for applicants below 18 years of age. Applicants who are going to be 15 at the time of enrolment to study will be considered provided they hold grade 8 qualification.

8 Applicants with a disability and/or additional support needs

8.1 GBS Dubai welcomes applications from candidates with a disability or additional support needs. Such applicants will be considered against the same criteria as all other candidates following the process outlined in this policy.

8.2 In the event that a candidate with a disability or additional support needs is deemed qualified and eligible for an offer of a place, GBS Dubai Welfare staff will contact the applicant to discuss the additional support the applicant is likely to require in order to manage their circumstances.

8.3 Provides learning support for students with special needs (people of determination)

8.4 Where the needs of the applicant are complex, GBS Dubai may issue an offer based on academic and other eligibility criteria, which remains subject to investigation as to whether suitable reasonable adjustments can be implemented. Notwithstanding any offer made based on academic and other eligibility criteria, in the unlikely event that GBS Dubai decides that the adjustments required to support the applicant could not reasonably be made, GBS Dubai reserves the right not to make such adjustments. In such a case, GBS Dubai will contact the applicant directly to confirm this decision.

9 Decision making and offers

9.1 All application decisions are made by the GBS Dubai Admissions team.

9.2 Where applications are submitted with all the requisite detail, GBS Dubai will aim to provide decisions within 2 working days. Where applications require further information or assessment this may delay the time it takes to provide applicants with a decision.

9.3 The conditions of the offer will be outlined to all applicants in writing via email. If an applicant is able to demonstrate they meet the conditions of our offer, they will be accepted and, once applicants have received their visas, invited to enrol in person at our GBS Dubai campus one week prior to their study start date.

10 Registration and enrolment

10.1 Once applicants have accepted their offer to study at GBS Dubai, they are required to pay for the tuition fee, provide the visa documents (if required) and to attend the GBS Dubai campus location during Welcome Week to register for their programme of study, including bringing their documents (passports, visas, proof of address and proof of highest qualifications) for verification.

11 Appeals against admission decisions

11.1 The institution provides clear and accurate advice and guidance for students making an appeal, and for staff involved in handling or supporting appeals and complaints. The institution ensures that appropriate action is taken following an appeal.

11.2 A formal appeal is a request for review of the application process, it is not a request for a review of an application decision. Appeals against admissions decisions can only be made on the grounds of procedural irregularity or evidence of any action of decision which is not consistent with the GBS Dubai Admissions Policy. Disagreement with academic judgement is not a valid ground for appeal.

11.3 In cases where additional relevant information can be provided by a prospective student in support of their application, which was unavailable when the application was originally submitted, GBS Dubai will take this into consideration and may reconsider the application. In case of the final admission decision having been made by one of the awarding bodies, an applicant must make the request to the awarding body.

11.4 For appeals made to GBS Dubai, the applicant or the agency must send GBS Dubai an email addressed to The Director of Global Admissions at admissions@gbs.ac.ae stating the basis of the appeal and providing the relevant documentary evidence, in no more than 10 working days. GBS Dubai will aim to respond to appeals within 5 working days although it may take up to 15 days.

12 Complaints against the admissions service

12.1 This procedure should be used when an applicant (or the applicant's representative) is dissatisfied with the service they have received from the GBS Dubai with regard to an application.

12.2 The complaints handling procedure cannot be used as a means to change an admissions decision. However, if in the course of investigating a complaint the investigator believes there are grounds for an appeal against the admissions decision, the investigator may advise the applicant to submit a formal appeal.

12.3 For complaints made to GBS Dubai, the applicant must send GBS Dubai an email addressed to The Director of Global Admissions at admissions@gbs.ac.ae stating the basis of the complaint and providing the relevant documentary evidence, in no more than 10 working days. GBS Dubai will aim to respond to appeals within 5 working days although it may take up to 15 days.

13 Fraud and Plagiarism

13.1 GBS Dubai will not admit applicants on the strength of information considered to be either fraudulent or plagiarised. GBS Dubai reserves the right to reject or cancel an application under these circumstances, or to make a recommendation to a validating body that they should. GBS Dubai may terminate a student's registration if they are found at a later stage to have submitted a fraudulent or plagiarised application to the University.

14 Data protection

14.1 Access to any personal information given to GBS Dubai when making an application or enrolling and studying with us is subject to a staff confidentiality agreement, in line with the Personal Data Protection Law, Federal Decree Law No. 45 of 2021 regarding the Protection of Personal Data. Access to and use of personal information is limited in any specific circumstance to only those staff and administrators who need that access to manage and respond to applications, enrolment, studies and related processes and use of GBS Dubai services. Upon submission of an enquiry to study with us, applicants agree to the use of their data in line with GBS Dubai's Privacy Policy (see appendix 1.6).

14.2 In certain circumstances GBS Dubai may need to share your data with a third-party external organisation to reach a decision on or progress your application. In such circumstances we are committed to protecting your data in accordance with all relevant data protection legislation.

14.3 GBS Dubai indulge in processing a fair, transparent and lawful manner; collecting personal data only for a specific and clear purpose; only processing such personal data as it necessary based on the specific purpose (or for purposes similar or close to the specific purpose); keeping personal data accurate, correcting or deleting inaccurate personal data; keeping personal data secure; only keeping personal data for as long as required based on the specific purpose and then either deleting or anonymising it. All these principles are consistent with those adopted by global data protection laws, like the GDPR.

Appendix 1.0 – benchmark documents for best practice in admissions within Higher Education admissions

- GBS-Dubai is governed by KHDA policies - https://www.khda.gov.ae/CMS/WebParts/TextEditor/Documents/UQAIB_EN.pdf
- <https://web.khda.gov.ae/en/>

Appendix 1.1

- Consumer and Markets Authority regulations Emirates Competition Authority <https://www.moec.gov.ae/en/regulation-of-competition#:~:text=The%20Ministry%20of%20Economy%20seeks,are%20not%20weakened%2C%20adopt%20best>

Appendix 1.3 – GBS Courses

Awarding Body	Recruitment	Admissions
GBS Dubai - Pearson	GBS Dubai is responsible for the recruitment of all programmes taught at GBS Dubai premises.	GBS Dubai is responsible for making an initial assessment, checking all the documents required for the application and issuing a conditional offer letter. GBS Dubai also makes the final decision and issues the unconditional offer letter.

Appendix 1.4

- Common European Framework (CEFR) <https://www.cambridgeenglish.org/exams-and-tests/cefr/>

Appendix 1.5

- <https://u.ae/en/about-the-uae/digital-uae/data/data-protection-laws>
- [Federal Decree Law No. 45 of 2021 regarding the Protection of Personal Data](#)

Appendix 1.6 English Language Entry Requirements

GBS Dubai, in agreement with its partner, accepts applicants who are at CEFR B1 and B2 levels of English, according to the programme. GBS Dubai assesses the applicants' English levels up to standards established for their own program through an interview and agreed English language tests. Exceptions to CEFR requirements are agreed with the awarding body based on previous education history such as completing an accepted alternative English language qualification or an admissions interview.

Information on English language requirements can be found [here](#).

Appendix 1.7 – Detailed entry requirements by programme

Programme	English Language Requirements	Language Interview	Personal Statement	General Requirements	Academic Requirements
International Diploma in Business (Level 2)	· IELTS Academic 4.5 (minimum 4.5 in Reading & Writing)	Yes (waived off if valid SELT is provided with required scores)	No	· All applicants must have a valid passport (06 months validity from intake start date).	· All applicants must hold a valid qualification and submit a copy of it (must include certificate and transcript):
	· TOELF iBT 35 overall			· CV required where the study gap is over 3 years (from intake start date).	· Minimum Grade 8 qualification required with 50% or above is accepted. (Minimum age = 15 years old at the start of course)
	· PTE Academic Level 40 overall.			· Academic Transcripts & Certificates. (English translated copies are required if original is in local language).	
	· Language Cert International ESOL B1			· Emirates ID/ Visa page if the applicant is UAE domiciled.	
	· Duolingo 65 overall.			· EP or interview	
	· IELTS Academic 4.5 (minimum 4.5 in Reading & Writing)			· All applicants must have a valid passport (06 months validity from intake start date).	· All applicants must hold a valid qualification and submit a copy of it (must include certificate and transcript):
International Extended Diploma in Business (Level 3)	· TOELF iBT 35 overall	Yes (waived off if valid SELT is provided with required scores)	No	· CV required where the study gap is over 3 years (from intake start date).	· All applicants must hold a valid qualification and submit a copy of it (must include certificate and transcript):
	· PTE Academic Level 40 overall.			· Minimum GCSE /IGCSE/ O level qualification with A* to C (or equivalent) and/or 9 to 4 (or equivalent) in 5 Subjects (Minimum age = 16 years old at the start of course)	· Certificate can be provisional up to 2 years
	· Language Cert International ESOL B1			· Academic Transcripts & Certificates. (English translated copies are required if original is in local language).	
	· Duolingo 65 overall.			· Emirates ID/ Visa page if the applicant is UAE domiciled.	
	· IELTS Academic 4.5 (minimum 4.5 in Reading & Writing)			· EP or interview	
				· All applicants must have a valid passport (06 months validity from intake start date).	· All applicants must hold a valid qualification and submit a copy of it (must include certificate and transcript):
International Extended Diploma in Technology (Level 3)	· TOELF iBT 35 overall	Yes (waived off if valid SELT is provided with required scores)	No	· CV required where the study gap is over 3 years (from intake start date).	· All applicants must hold a valid qualification and submit a copy of it (must include certificate and transcript):
	· PTE Academic Level 40 overall.			· Minimum GCSE /IGCSE/ O level qualification with A* to C (or equivalent) and/or 9 to 4 (or equivalent) in 5 Subjects (Minimum age = 16 years old at the start of course)	· Certificate can be provisional up to 2 years
	· Language Cert International ESOL B1			· Academic Transcripts & Certificates. (English translated copies are required if original is in local language).	
	· Duolingo 65 overall.			· Emirates ID/ Visa page if the applicant is UAE domiciled.	
	· IELTS Academic 5.5 (minimum 5.5 in Reading & Writing)			· EP or interview	
				· All applicants must have a valid passport (06 months validity from intake start date).	· All applicants must hold a valid qualification and submit a copy of it (must include certificate and transcript):
HND International in Business	· TOELF iBT 46 overall	Yes (waived off if valid SELT is provided with required scores)	No	· CV required where the study gap is over 3 years (from intake start date).	· HSC/Grade 12 with minimum 50% or Advance Level qualification with A* to C (or equivalent) and/or 9 to 4 (or equivalent) in 3 academic Subjects such as Algebra/Math/PCB/Business/IT etc. This profile is likely to be supported by GCSE grades at A* to C (or equivalent) and/or 9 to 4 (or equivalent). For IB diploma Student must achieve 24 grade points. For US curriculum GPA 2 out of 4 (Minimum age should be 17 years at the course start date)
	· PTE Academic Level 51 overall.			· Academic Transcripts & Certificates. (English translated copies are required if original is in local language).	· Certificate can be provisional up to 2 years
	· Language Cert International ESOL B2			· Emirates ID/ Visa page if the applicant is UAE domiciled.	

	Duolingo 95 overall.			EP or interview	
Programme	English Language Requirements	Language Interview	Personal Statement	General Requirements	Academic Requirements
HND in Digital Technologies	IELTS Academic 5.5 (minimum 5.5 in Reading & Writing)	Yes (waived off if valid SELT is provided with required scores)	No	All applicants must have a valid passport (06 months validity from intake start date).	All applicants must hold a valid qualification and submit a copy of it (must include certificate and transcript):
	TOELF iBT 46 overall			CV required where the study gap is over 3 years (from intake start date).	HSC/Grade 12 with minimum 50% or Advance Level qualification with A* to C (or equivalent) and/or 9 to 4 (or equivalent) in 3 academic Subjects such as Algebra/Math/PCB/Business/IT etc. This profile is likely to be supported by GCSE grades at A* to C (or equivalent) and/or 9 to 4 (or equivalent). For IB diploma Student must achieve 24 grade points. For US curriculum GPA 2 out of 4 (Minimum age should be 17 years at the course start date)
	PTE Academic Level 51 overall.			Academic Transcripts & Certificates. (English translated copies are required if original is in local language).	Certificate can be provisional up to 2 years
	Language Cert International ESOL B2			Emirates ID/ Visa page if the applicant is UAE domiciled.	
	Duolingo 95 overall.			EP or interview	
	IELTS Academic 5.5 (minimum 5.5 in Reading & Writing)			All applicants must have a valid passport (06 months validity from intake start date).	All applicants must hold a valid qualification and submit a copy of it (must include certificate and transcript):
HND in Digital Technologies (Artificial Intelligence (AI) Solutions and Applications)	TOELF iBT 46 overall	Yes (waived off if valid SELT is provided with required scores)	No	CV required where the study gap is over 3 years (from intake start date).	HSC/Grade 12 with minimum 50% or Advance Level qualification with A* to C (or equivalent) and/or 9 to 4 (or equivalent) in 3 academic Subjects such as Algebra/Math/PCB/Business/IT etc. This profile is likely to be supported by GCSE grades at A* to C (or equivalent) and/or 9 to 4 (or equivalent). For IB diploma Student must achieve 24 grade points. For US curriculum GPA 2 out of 4 (Minimum age should be 17 years at the course start date)
	PTE Academic Level 51 overall.			Academic Transcripts & Certificates. (English translated copies are required if original is in local language).	Certificate can be provisional up to 2 years.
	Language Cert International ESOL B2			Emirates ID/ Visa page if the applicant is UAE domiciled.	
	Duolingo 95 overall.			EP or interview	
	IELTS Academic 5.5 (minimum 5.5 in Reading & Writing)			All applicants must have a valid passport (06 months validity from intake start date).	All applicants must hold a valid qualification and submit a copy of it (must include certificate and transcript):
HND in Healthcare Practices (Healthcare Management)	TOELF iBT 46 overall	Yes (waived off if valid SELT is provided with required scores)	No	CV required where the study gap is over 3 years (from intake start date).	HSC/Grade 12 with minimum 50% or Advance Level qualification with A* to C (or equivalent) and/or 9 to 4 (or equivalent) in 3 academic Subjects such as Algebra/Math/PCB/Business/IT etc. This profile is likely to be supported by GCSE grades at A* to C (or equivalent) and/or 9 to 4 (or equivalent). For IB diploma Student must achieve 24 grade points. For US curriculum GPA 2 out of 4 (Minimum age should be 17 years at the course start date)
	PTE Academic Level 51 overall.			Academic Transcripts & Certificates. (English translated copies are required if original is in local language).	Certificate can be provisional up to 2 years.
	Language Cert International ESOL B2			Emirates ID/ Visa page if the applicant is UAE domiciled.	
	Duolingo 95 overall.			EP or interview	
	IELTS Academic 5.5 (minimum 5.5 in Reading & Writing)			All applicants must have a valid passport (06 months validity from intake start date).	All applicants must hold a valid qualification and submit a copy of it (must include certificate and transcript):

Programme	English Language Requirements	Language Interview	Personal Statement	General Requirements	Academic Requirements
HND in Construction Management	· TOELF iBT 46 overall	Yes (waived off if valid SELT is provided with required scores)	No	· CV required where the study gap is over 3 years (from intake start date).	· HSC/Grade 12 with minimum 50% or Advance Level qualification with A* to C (or equivalent) and/or 9 to 4 (or equivalent) in 3 academic Subjects such as Algebra/Math/PCB/Business/IT etc. This profile is likely to be supported by GCSE grades at A* to C (or equivalent) and/or 9 to 4 (or equivalent). For IB diploma Student must achieve 24 grade points. For US curriculum GPA 2 out of 4 (Minimum age should be 17 years at the course start date)
	· PTE Academic Level 51 overall.			· Academic Transcripts & Certificates. (English translated copies are required if original is in local language).	· Certificate can be provisional up to 2 years.
	· Language Cert International ESOL B2			· Emirates ID/ Visa page if the applicant is UAE domiciled.	
	· Duolingo 95 overall.			· EP or interview	
4 weeks global Investment Banking Analyst Programme	· TOELF iBT 46 overall	Yes (waived off if valid SELT is provided with required scores)	No	· CV required where the study gap is over 3 years (from intake start date).	· HSC/Grade 12 with minimum 50% or Advance Level qualification with A* to C (or equivalent) and/or 9 to 4 (or equivalent) in 3 academic Subjects such as Algebra/Math/PCB/Business/IT etc. This profile is likely to be supported by GCSE grades at A* to C (or equivalent) and/or 9 to 4 (or equivalent). For IB diploma Student must achieve 24 grade points. For US curriculum GPA 2 out of 4 (Minimum age should be 17 years at the course start date)
	· PTE Academic Level 51 overall.			· Academic Transcripts & Certificates. (English translated copies are required if original is in local language).	· Certificate can be provisional up to 2 years.
	· Language Cert International ESOL B2			· Emirates ID/ Visa page if the applicant is UAE domiciled.	
	· Duolingo 95 overall.			· EP or interview	