



Policy: Admissions Requirements – Undergraduate/Bachelor’s Programs

Policy Title	Admissions Requirements - Undergraduate programs
Policy ID	2024.Adm.Pol_v3
Effective Date	June 2024
Responsible Office	Provost
Responsible Executive(s)	Admissions and Recruitment Office, Registrar

Scope:

This policy applies to all prospective students applying for undergraduate/bachelor’s programs

Undergraduate Admissions

AUM seeks to admit qualified students who wish to become part of a new, innovative global academic institution based on the American model. It is the goal of AUM to admit those students most likely to benefit from its academic programs and diverse student body. Applications are welcome from all students without regard to race, color, religion, national origin, disability, sex, or age. To be considered for admission, each applicant must present sufficient evidence of appropriate qualifications in line with the requirements of the Republic of Malta. Factors considered include, but are not limited to, marks on leaving certificates and on other standardized exams and English proficiency. An offer of admission is valid only for the semester for which the student applies.

Application for Admissions

Applications are online on the AUM website. They may be downloaded and completed by the applicant, and sent by email, or post to AUM. A non-refundable and non-transferable fee, as specified on the website, must accompany the application. The application process requires prospective students to have an interview with Admissions Office staff to discuss their academic aspirations. Applicants should call or write the Office of Admissions to arrange an appointment by phone or on campus.

Early Admissions

Students in their final year of secondary school are encouraged to apply for early admission by submitting official grade reports from at least the last two years previous to the final year of

Admissions: Admissions requirements – Undergraduate/Bachelor's Programs

secondary school, the transcript of the first term of the final year, and TOEFL scores to be considered for early admission.

Applicants with the highest grades who have the required TOEFL score will be given priority in admission consideration. Early admission is only offered to highly qualified applicants and is not final until students submit:

- A recognized and officially certified secondary school certificate or equivalent showing successful completion of secondary education.
- All other items as requested in the letter of admission.

Application Deadlines

The application deadline for fall admission is publicized on the AUM Website, through newspapers, through social media, and through university notice boards for freshmen and transfer applicants. Admission decisions for first year students are usually made after receipt of the first-semester grades of the senior year of secondary school and all appropriate test results. Admission is contingent upon satisfactory completion of in-progress course work and graduation from secondary school. Transfer decisions are made as files become complete.

Acceptance of Admission Offer

Students confirm their acceptance of an admission offer by completing the enrollment confirmation form in the admission packet and submitting it to AUM with the enrollment deposit, admission fee, visa & health insurance fee (if applicable), and residence hall fee (if applicable), all of which are described on the AUM Office of Admissions website.

Right to Withdraw Offer

AUM reserves the right to withdraw offers of admission if applicants fail to satisfy all requirements, or if it is determined that admission was obtained through the use of falsified, altered, or embellished information. In the case of withdrawal of admission from a matriculated student, credit earned may be withheld.

Readmission after Previous Attendance

Students who miss two or more consecutive semesters of enrollment at AUM for these reasons must apply for readmission:

- An undergraduate returning after an absence during which he or she studied at another institution without prior written permission of the Vice President for Academic Affairs or designee;
- The student was suspended or dismissed from a college or university for nonacademic reasons.
- The student was academically dismissed from AUM
- The student was convicted of a felony

If none of those conditions apply, students in good academic standing who have missed two or more consecutive semesters of enrollment (excluding Summer Term) at AUM may be readmitted by completing a Re-Enrollment Form available through the Registrar's Office.

Application for a Second Bachelor's Degree

Students who have received a baccalaureate degree from an accredited institution may apply to pursue a second degree through the Office of Admissions. If admitted, Admissions will consult with the appropriate dean to assist the student to develop an approved course of study (a contract) of at least thirty credits beyond the first degree that will ensure that college and major requirements are met. General education requirements do not need to be met for a second degree.

Entry requirements

Applicants for the AUM undergraduate programs need to submit the following:

- Official AUM application: to be submitted online (website page).
- Scanned copies of Secondary School qualifications certificates and transcripts in the original language, as well as certified English translations, if necessary. If admitted to AUM, all original documents must be presented to the Admissions Office in order to be permitted to officially enroll. Details of acceptable Secondary School qualifications are provided below.
- Proof of English Proficiency
- The English language proficiency requirement may be waived if you are a native speaker of English and you have completed your secondary education in a country where English is the official language and English was the language of instruction where you graduated.
- AUM reserves the right to request English test results from any applicant.

English Language Examining Boards recognised by AUM and minimum scores required:

	IELTS	TOEFL	ESB Certificate
Undergraduate	6.0	65	B2

Note: all score reports will only be valid if issued within 2 years from the date of matriculation at AUM.

All applicants to any undergraduate program of study (MQF 6) at the American University of Malta must satisfy one of the following entry requirements:

1. For candidates following the Maltese education system:

- i. A Matriculation (MATSEC) certificate, with two subjects at an Advanced level, three other subjects at Intermediate level and Systems of Knowledge, and a pass at Grade 5 or better in the Secondary Education Certificate (SEC) examinations in English Language. If you are not in possession of a SEC certificate in English, you might be asked to carry out an Institutional English diagnostic test.

OR

Admissions: Admissions requirements – Undergraduate/Bachelor's Programs

- ii. Three subjects at Advanced Level (MQF 4), and a pass at Grade 5 or better in the Secondary Education Certificate (SEC) examinations in the English Language. If you are not in possession of a SEC certificate in English, you might be asked to carry out an Institutional English diagnostic test.

Conditional admission is offered to all applicants who are still waiting for their MATSEC results. These results must be submitted by the student to the Admissions Office within 1 week of receipt.

2. **Candidates following the US system** must submit scanned copies of the transcripts for the last two years of High School. Students must be in possession of an average GPA of 2.0 for admission.
3. **Candidates following the British system (GCSE/IGCSE - General Certificate of Secondary Education/International GCSE)** must be in possession of one of the following:
Levels - Five subject exams with grades of D or above on each, *or* A/S or A Levels – Three subject exams with a minimum of grade D on each.
4. **International Baccalaureate Diploma** obtained at 24 points or higher.
5. **Any other qualifications** that in your home country give you access to a college/university education will be assessed independently by AUM for comparability

Additional Requirements: Please note that specific degree programs may have additional requirements to those indicated above. (*please see program requirements on the website*)

Conditional admission is offered to all applicants who meet all requirements except English proficiency. Conditional admits must enroll for AUM English Language Program.