



Policy on: Admission

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Perspective	Student Academic Excellence		
Policy Owner	Associate Dean for Academic Affairs and Graduate Studies		
Developed by	Dr. Ahmed Al Mata'ani		
Approval Body	College Board		
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Revision			
	Date	Revised By	Major Changes
Revision 1	29.08.2024	Dr. Ahmed Al Mata'ani	Procedural Changes
Revision 2			
Revision 3			

1. Statement.

This policy is hereby developed to provide a comprehensive framework for the admission process.

2. Policy Purpose.

- 2.1 Facilitate a standardized and organized admission process across MCBS.
- 2.2 Ensure all MCBS departments adhere to a uniform approach in their admission operations.
- 2.3 Guide departments in developing admission policies and procedures aligned with this document.
- 2.4 Implement procedures systematically to enhance the quality of admission services provided by the college.
- 2.5 Ensuring clarity, fairness, and transparency in the enrollment of students.

3. Definitions and Abbreviations.

- 3.1 **Admission Criteria:** The set of standards and requirements used to assess the eligibility of applicants for enrollment in academic programs at MCBS.
- 3.2 **Admission Committee:** A group responsible for evaluating and making decisions on student applications, ensuring adherence to the admission policy.
- 3.3 **Admission Process:** The systematic series of steps followed by MCBS to review, assess, and decide on student applications for enrollment.
- 3.4 **Special Consideration Students:** Students who have mental, physical or learning disabilities.
- 3.5 **Stakeholders:** Individuals and/or entities directly involved in or affected by the admission policy

4. Stakeholders.

This policy applies to: Prospect Students, Admission Committee, Admission Officers, Counselor.

5. Procedures.

5.1 Admission for Undergraduate Students (Bachelor's & Associate degrees)

Prospective students must apply for admission, which is based on rolling admission, before the beginning of the semester.

- 5.1.1 **Stage 1:** Prospective students must submit their application online or via paper application in *Appendix I* before the beginning of the semester.
- 5.1.2 **Stage 2:** Prospective students must submit all required documents, (e.g., transcripts, test scores (when applicable), and any additional documents as requested in the application form in *Appendix I*.
- 5.1.3 **Stage 3:** Admission officers verify completeness and accuracy of the submitted documents. This could last between a few days to two weeks depending on the number of applications submitted at that time.

- 5.1.4 Stage 4:** Prospective special consideration students are encouraged to disclose their needs or any mental disabilities or Learning Difficulties in the application form in *Appendix I*.
- 5.1.5 Stage 5:** Admission officers will refer the special consideration students to the college counselor for evaluation.
- 5.1.6 Stage 6:** The Counselor shall conduct an assessment and gather information on potential accommodation needed.
- 5.1.7 Stage 7:** Based on the assessment, the Counselor shall make decision on whether MCBS can accommodate the prospective special consideration student or not.
- 5.1.8 Stage 8:** If the decision is that MCBS can accommodate the student, the Counselor shall determine the accommodations needed for the student's successful academic journey.
- 5.1.9 Stage 9:** The assessment results are then passed on to the admission department to proceed with the admission process.

5.2 Placement Tests

Scheduled testing dates are available on MCBS' website.

- 5.2.1 Stage 1:** In coordination with the Center of ESL and Academic Preparation, the admission officers facilitate placement tests:
- 5.2.2 Stage 2:** Prospective students enrolled in English-medium programs must take placement tests in English, Mathematics, and IT (in English language). (Timeframe: Scheduled testing dates throughout the application period).
- 5.2.3 Stage 3:** Prospective students enrolled in Arabic-medium programs must take placement tests in Mathematics and IT (in Arabic). (Timeframe: Scheduled testing dates throughout the application period).
- 5.2.4 Stage 4:** Prospective students must sit for these tests unless they have proof/certificate to be exempted (See *Appendix I* for more information on exemption rules): Students with qualifying exemptions may be eligible to skip placement testing. (Timeframe: Assessed during document verification).
- 5.2.5 Stage 5:** Admission officers notify students of test results and placements, informing them of their course placements. (1-2 business days after testing).
- 5.2.6 Stage 6:** Admission officers register students for their first semester classes only, based on their academic qualifications and placement test results. (Within a week of receiving finalized results and assessment).

5.3 BTEC Admission

- 5.3.1 Stage 1:** Prospective students visit the Admission Office to initiate the admission process.
- 5.3.2 Stage 2:** Admission officer will explain BTEC admission requirements. For Level 2 Entry, documents required are; Original 9th grade certificate, Student civil ID copy, Student passport copy, 2 passport-sized photos, 50 Rials registration fee. For Level 3 Entry, documents required are; Original 10th grade certificate, Student civil ID copy, Student passport copy, 2 passport-sized photos and 50 Rials registration fee.
- 5.3.3 Stage 3:** All applicants must take an English language placement test at the Admission Office to assess their skills if they do not have an IELTS band 6.0. The obtained score will decide whether the students will have to take English foundation courses or to be exempted.
- 5.3.4 Stage 4:** Admitted students will visit the BTEC Office during the registration period (beginning of each semester, closed after the first month).
- 5.3.5 Stage 5:** BTEC admission officer collects student files from the admission office.

- 5.3.6 **Stage 6:** BTEC admission officer verifies the completeness of documents and collects BTEC program starting fees.
- 5.3.7 **Stage 7:** BTEC admission officer will register the students for their classes.

5.4 Admission for Postgraduate Students (Master's)

- 5.4.1 **Stage 1:** Prospective Student must apply for the program: (Timeframe: Rolling admissions).
- 5.4.2 **Stage 2:** Prospective Student must submit all the required documents for the application. These documents include Valid IELTS or equivalent certificate (*Applicable for English Programs*) Passport & Civil ID copies, Diploma transcript, Experience letter (*applicable for Arabic Programs*), Bachelor's degree transcript & certificate, validation letter if required, CV with 3 references: (Timeframe: before the beginning of the semester that the students wish to start the program: preferably two weeks earlier).
- 5.4.3 **Stage 3:** Prospective Student must pay the application fee (R.O. 50): (Timeframe: before the beginning of the semester that the students wish to start the program: preferably two weeks earlier).
- 5.4.4 **Stage 4:** Prospective Student must submit the application in *Appendix I*, online portal or College Admission Office: (Timeframe: before the beginning of the semester that the students wish to start the program: preferably two weeks earlier).
- 5.4.5 **Stage 5:** Admission officers will verify completeness and accuracy of submitted documents: (Timeframe: 1-2 weeks for evaluation depending on the number of applicants).
- 5.4.6 **Stage 6:** After verifying the completeness of the documents, the admission; officers will immediately submit the student's application and documents to the Admission Committee for evaluation.
- 5.4.7 **Stage 7:** The Admission Committee will evaluate the application for approval: (Timeframe: 1-2 weeks for evaluation depending on the number of applicants).
- 5.4.8 **Stage 8:** The Admission Officers will notify students of the decision within 2-3 days of receiving the decisions from the committee.
- 5.4.9 **Stage 10:** When students accept the offer, the Admission Officers will immediately register the students before the beginning of the semester.

5.5 Franklin University MBA Program

- 5.5.1 **Stage 1:** Prospective Student must apply for the program. (Timeframe: Rolling admissions).
- 5.5.2 **Stage 2:** Prospective Student must submit all the required documents for the application including Passport & Civil ID copies, bachelor's degree transcript & certificate, validation letter if required, CV with 3 references and a valid IELTS band 6.0 and above, about 8 weeks prior to the semester start, ensuring timely processing.
- 5.5.3 **Stage 3:** The Admission Officers must check the completeness of the documents within a few days upon receiving all the documents and submit them to the Franklin Program Coordinator at MCBS.

- 5.5.4 Stage 4:** Franklin Program Coordinator at MCBS will conduct preliminary document evaluation within 1 week of receiving all documents from the admission officers.
- 5.5.5 Stage 5:** Franklin Program Coordinator at MCBS will immediately forward the documents to the Office of International Student Program (OISP) at Franklin University if eligible.
- 5.5.6 Stage 6:** The OISP officers will feed student information into Franklin's system and must send documents to the degree audit department for evaluation with a processing time of 2-3 weeks.
- 5.5.7 Stage 7:** Franklin International Office must communicate final decision to the Program Coordinator in MCBS and register the students in Franklin system 3-4 weeks before the semester starts.
- 5.5.8 Stage 8:** The Program Coordinator at MCBS will immediately notify students of the admission decision and register the students in MCBS system at least two weeks before the program begins.

5.6 Admission for Postgraduate Students (PhD Program)

- 5.6.1 Stage 1:** Prospective students must apply for the program with rolling admissions, indicating ongoing acceptance, but within the academic calendar's timeframe.
- 5.6.2 Stage 2:** Prospective Student must submit all the required documents for the application including Valid IELTS band 6.0 or equivalent certificate, Passport & Civil ID copies, master's degree transcript, bachelor's degree transcript & certificate, validation letter if required, Statement of Purpose (1000-1500 words), CV with 3 references, about 6-8 weeks prior to the semester start, ensuring timely processing.
- 5.6.3 Stage 3:** Prospective Student must pay the application fee (R.O. 50) within 2 weeks of application submission.
- 5.6.4 Stage 4:** Prospective Student must submit the application: Online portal or College Admission Office within 2 weeks of application submission.
- 5.6.5 Stage 5:** Admission officers must verify completeness and accuracy of submitted documents within 1-2 weeks of receiving the application and documents.
- 5.6.6 Stage 6:** After verifying the completeness of the documents, the admission officers will immediately submit the student's application and documents to the Admission Committee for evaluation.
- 5.6.7 Stage 7:** The Admission Committee must evaluate the application for approval: (Timeframe: Allow 2-4 weeks for evaluation).
- 5.6.8 Stage 8:** The Admission Committee must conduct an interview with the shortlisted candidates: (Timeframe: Allow 2 weeks after evaluation notification for interview scheduling and preparation).
- 5.6.9 Stage 9:** The Admission Committee must make decisions on the applications.
- 5.6.10 Stage 10:** The Admission Officers must notify students of the decision within 1 week of the interview or evaluation completion.
- 5.6.11 Stage 11:** When students accept the offer, the Admission Officers will immediately register the students before the beginning of the semester.

6. Roles and Responsibilities.

6.1 Prospective Students

- Initiate the process by researching colleges, programs, and completing applications.
- Submit required documents, meet deadlines, demonstrate potential and academic readiness.
- Inform the college of any special needs and required accommodation early in the process.
- Follow up with the admission office regarding their application

6.2 Counselors

- Assess the case after getting the referral from the admission officer
- Provide guidance and support throughout the application process.
- Collaborate with students and families to identify and document required accommodations.
- Facilitate communication between the student and college regarding disability services and how to handle such cases.

6.3 Admission Officers:

- Provide information to prospective students.
- Review applications for completeness.
- Verify transcripts & test scores, contact applicants for missing information.
- Notify the students of the decisions.

6.4 Faculty/HoD as Reviewers:

- Evaluate applications specific to their field of expertise for transfer students.
- Decides on what courses to be exempted or not.

6.5 Admission Committee for Postgraduate Programs:

- Deliberate on applications.
- Evaluate various factors like academic achievement, standardized test scores, essays, letters of recommendation, statement of purpose.
- Make decisions on accepting or rejecting applications.

7. References.

1. Al-Musawi, N. (2020). *Modern College of Business and Science Admission Policy*. Modern College of Business and Science.
2. Modern College of Business and Science Quality Assurance Department. (2023). *Policy on: Policy development*. Modern College of Business and Science.
3. Modern College of Business and Science. (2018). *Policy manual: Modern College of Business and Science*.

<https://mcbsedu.sharepoint.com/McbsPortal/College%20Publications/MCBS%20Policy%20Manual.pdf>