

ADMISSION REQUIREMENTS AND PROCEDURES

Required High School Preparation

Students enrolling in PMU must be graduates of the Kingdom of Saudi Arabia secondary school with an earned General Secondary Education Certificate, or they must have received equivalent secondary school preparation in another educational system. Because the degrees offered by PMU will be technical in nature, graduates of the Science Stream are considered most likely to have the analytical skills necessary to succeed at the university. Students are expected to have firm academic foundations, especially in English and mathematics.

Admission to the Preparation Year Program

Though it will be possible to enter PMU directly from high school, most students entering PMU will first spend a year studying in the university's Preparation Year Program. Placement of students at the proper level of the Preparation Year Program's courses of English instruction will be made according to the results of examinations which will be administered after the student's admission to the program.

Deadline for Applications

The deadline for application to the Preparation Year program will be July 1 prior to the September term for which the student desires admission. All materials supporting the application must be submitted by August 1.

Admission to the Preparation Year and Direct Admission from High School.

- *Application form and fee:* A completed application form accompanied by the prescribed application fee.
- *Secondary School grades:* Results of the General Secondary Education Certificate (Tawjihyah).
- *IELTS, TOEFL, o r PMU English placement Test.*
- *Essay:* A short statement of purpose written in English addressed to the faculty of the English Department and the faculty of the students intended college.
- *Interview:* The interview will be conducted by the Admissions Committee and will assess the students ability to succeed at PMU.

The final decision on whether or not a student's achievement levels from non-Saudi educational experiences are equivalent to KSA academic qualifications rests with the Admissions Committee. Foreign credentials and grading schemes or systems employed by schools that educate expatriates living in the Kingdom will be converted by the committee to their KSA equivalent.

Non-Saudi students should be graduates of a secondary school. The applicant must have successfully completed a university-bound program heavily emphasizing science and mathematics.

Non-Saudi applicants may submit results of either the General Aptitude and Abilities Test or the SAT exam.

Admission to Degree Studies

Students may be admitted into degree studies at the PMU via a number of means – successful completion of the Preparation Year Program, direct entry from secondary school, or transfer from other post-secondary programs.

Deadline for Applications

The deadline for application to PMU's degree programs will be July 1 prior to the September term for which the student desires admission. All materials supporting the application must be submitted by August 1.

Admission from PMU's Preparation Year Program

All students who successfully complete the Preparation Year Program with satisfactory grades (C or better) will be guaranteed a place in the university. However, spaces available in individual degree programs will be limited, and the number of students seeking admission to these programs may exceed the program's capacity. To assist each program in selecting applicants whose aptitude, skills, and preparation are best suited to its curriculum, the following steps will be required:

- *Preparation Year Program Certificate of Completion:* Successful completion of the PMU Preparation Year Program (English writing and communication, mathematics, and study skills).
- *PMU Placement Test results:* For students seeking admission to advanced courses required by certain majors, placement tests will be given to determine the student's readiness for the following courses:
 - MATH 1321: Pre-Calculus Mathematics or MATH 1422: Calculus I
 - CHEM 1411 Introductory Chemistry or CHEM 1421: Chemistry for Engineers I
 - PHYS 1411: Introductory Physics or PHYS 1421: Physics for Engineers I

These exams will be given toward the end of the Preparation Year Program in time for use by the respective college faculty during the summer.

- *Interview:* An interview in English with a PMU faculty representative from the degree program to which the student is applying. The interview will determine if an applicant is ready to meet the challenges of intense degree study. Interviews will be conducted toward the end of the Preparation Year Program in time for use by the faculty during the summer.
- *Essay:* An essay in English directed to both PMU's English writing and communications faculty and the faculty of the degree program to which the student is applying.

Essay topics will be assigned by the faculty of the college to which the student is applying.

The Department of Interior Design may substitute a design portfolio for the essay requirement.

Essays or portfolios will be submitted toward the end of the Preparation Year Program in time for use by the Admissions Committee during the summer.

Direct Admission from High School

Some students, particularly those from other countries or from international schools in the Kingdom where the medium of instruction is English, may seek to bypass the Preparation Year Program and be placed directly into degree studies. The student's eligibility for admission directly into degree studies will be based on performance on standardized placement examinations given after admission to the Preparation Year Program.

The student initially follows the same procedures as applicants for the Preparation Year Program:

- *Application form and fee:* A completed application form accompanied by the prescribed application fee.
- *Secondary school grades:* results of the General Secondary Education Certificate (Tawjihyah).
- *IELTS/TOEFL.*
- *Essay.*
- *Interview.*

Those admitted will advance to the next phase of the process. In the late Spring, the following will occur:

- *Additional testing:* At the discretion of the Admissions Committee, applicants will take the final exams given to Preparation Year Program students in the highest level English and math courses.
- *College requirements:* For admission to one of PMU's colleges, students must complete the steps required of graduates of the Preparation Year Program.
- *PMU placement tests* (SAT II subject area tests in math, chemistry, and physics may be substituted)

Admission from Other Colleges and Universities

Students already attending post-secondary institutions who feel qualified to begin their degree program at PMU immediately may apply by submitting the following materials:

- *Transfer application for admission:* A completed transfer application form accompanied by the prescribed application fee.

- Secondary school grades: Results of the General Secondary Education Certificate (Tawjihyah).
- All Official transcript from post-secondary institutions attended: A minimum cumulative grade point average of 2.0 (C) on a 4.0 grade scale.
- IELTS exam: A satisfactory score on IELTS or an equivalent standardized test.

Academic Standing of Transfer Students

The university will allow no more than 70% of a student's credits toward a PMU degree to be brought as transfer credits from other institutions. Subject to compliance with Undergraduate Study and Examinations Regulations laid out by the Ministry of Higher Education, at least 30% of the degree course requirements must be completed in residence at PMU.

All transfer students will be required to complete PMU University Core courses, regardless of the level at which he or she enters the university.

These courses are: Professional Development and Competencies, Critical Thinking and Problem Solving, Leadership and Teamwork, writing, oral communication, and Islamic and Arabic Studies. Transfer students also must complete the university's Assessment Capstone courses.

Transfer Credits for Transfer Students

The acceptability of transferred courses to PMU will be determined by the Department of Enrollment Management in consultation with individual academic departments based on the recognition, accreditation, and nature of the previous institution and on the individual courses.

Courses passed with a grade of D+ or its equivalent from another institution will not transfer to PMU.

Residence Requirements for Transfer Students

Residence requirements for degree completion at PMU (defined as those courses which must be completed at the university) will be set by the academic departments. These requirements must be fulfilled regardless of the number of hours transferred from other institutions.

Acceptance and Denial

The final decision on admission will be communicated to the applicant in writing and a copy placed in the applicant's file.

Unsuccessful applicants wishing to be considered for future terms must submit a new application for the intended future term. Other documentation (secondary school certificate and standardized test scores) already submitted may still be used if they have been retained by the PMU.

Placement in a College

Admission to degree programs at the PMU will be determined by a number of factors, including the student's grade point average in Preparation Year Program courses, the interview, the essay, and PMU designed and administered placement tests. These measures will be combined to determine ultimate placement in the degree programs.

Representatives from the various colleges along with faculty representing appropriate Core Curriculum subject areas, will meet soon after the conclusion of Preparation Year to admit students into the College of Engineering (including the Department of Interior Design), the College of Information Technology, or the College of Business Administration. Where demand exceeds the number of places available in specific majors, unsuccessful applicants may elect another degree program in order to continue at PMU.