



**DOHA INSTITUTE
FOR GRADUATE STUDIES**

Doctoral Studies – Academic Policies Admission Policy

This policy sets the admission regulations for doctoral studies candidates.

Students Affairs Deanship

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01	Admissions Policy	16/09/2018	Dean of Students' Affairs
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10/10/2018	Doctoral Studies second committee	10/10/2018	DI Council
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30/01/2021	DI President	04/04/2021	DI Board of Trustees Letter No. 010/21 dated 04/04/2020

Doctoral Studies – Academic Policies Admission Policy

Policy Purpose:

This policy sets the admission regulations for doctoral studies candidates.

Goals and principles of recruiting and admitting students:

Recruiting and admitting students to Ph.D. studies at the institute aim to attract the best students academically on the national, regional, and international levels.

Students are admitted based on the principle of academic competition among applicants.

Conditions and requirements of admission:

Academic qualifications:

The applicant must have a bachelor's degree in the field of specialization or a related field, with a GPA of not less than 3.50, and a master's degree or equivalent degree with a GPA of not less than 3.75 on a 4.00 scale (or equivalent) from an accredited university that is recognized in the lists of the Qatari Ministry of Education and Higher Education. Also, the specialty should be related to the research field for which the candidate applied.

The applicant shall prove that he/ she was a regular student at the bachelor's and master's degree levels.

Each program may set its own additional requirements.

Language requirements:

- Ability to use Arabic language as the academic language for research and writing.
- Minimum English language proficiency requirement by presenting an Academic IELTS score of 7.00 or equivalent.

The required documents:

- Application for admission.
- Authenticated copies of bachelor's and master's degrees and transcripts.
- A copy of the master's thesis, graduation project/Capstone, or research sample.
- IELTS scores or equivalent.
- Curriculum Vitae (CV).
- Statement of Interest of 750-1000 words explaining the candidate's motives to enroll in doctoral studies at the Institute, and how his background and academic qualifications will contribute to his success in the program in which he intends to study, in addition to his future plans.
- A Ph.D. dissertation proposal of two thousand (2,000) words, in which the candidate identifies his/her research interests as well as the fields in which he/she intends to research.

The candidate may also propose the names of academics he/she wishes to work under their supervision. Further, the candidate can contact professors at the Institute to get the initial approval that one of them is willing to supervise the dissertation in case the student is accepted into the Institute.

- Recommendation letters from 3 academics familiar with the applicant's academic career, and they should be sent by the recommender directly to the Office of Admission and Registration.
- Admission test results (GRE).
- Fulfill any additional requirements specified in the announcement of admission.

Evaluation criteria for admission to the Institute:

- 1) Student Affairs shall keep and maintain records of the evaluation criteria proposed by the different programs through their respective schools after being approved by the provost.
- 2) The evaluation is carried out according to the agreed criteria applied on the electronic admission system, which is considered the only mechanism for evaluating the student and saving his/her results.
- 3) Selecting students for the programs is based on specific criteria, such as evaluation of the curriculum vitae (CV), academic transcripts, the initial proposal, the research contribution, and the outcome of the interview.

Stages of the admission process:

The admission office ensures that the candidates' files meet the admission requirements and conditions. The files are evaluated according to the following steps:

- 1) Checking academic transcripts: It is a stage in which the Admissions Office checks the students' academic transcripts to ensure those transcripts meet the requirements.
- 2) The files that fulfil the admission requirements get referred from the Admissions Office to the programs. Each program conducts initial evaluations through an admission committee that includes all program members, in addition to a professor from outside the program appointed by the Dean.
- 3) Personal interviews: The program conducts personal interviews with students who pass the initial evaluation stage. Then, the committee provides its recommendation to the college Dean.

Approval of Admissions results:

The final admissions results are approved as follows:

- The college dean sends their recommendations to the Doctoral Studies Board.
- The director of the Doctoral Studies Board passes those recommendations to the Provost for final approval.
- The results are then sent from the Provost's office to the Deanship of Students Affairs to start the process of registering the new students.

Enrolment in the Institute:

The Registration Office monitors the enrolment of students and their fulfilment of the requirements on a date that gets determined before the orientation days. Student registration begins during or immediately after the orientation period, at a time determined by the Dean of Student Affairs.

* The first draft of this policy was prepared in September 2018 by the dean of student affairs, and was discussed by the doctoral studies committee on 10/10/2018, and was approved by DI Council on the same date.

* It was submitted to DI Board of Trustees on 27/10/2018 and was ratified with modifications that was incorporated. Letter No. 055/2018 dated 07/11/2018.

* This policy was modified on 04/10/2020 and on 14/12/2020 by DI President in accordance with the Doctoral Outline submitted to Ministry of Education and Higher Education for Licensing. Those modifications were discussed at the DI Council on 14/10/2020 and 23/12/2020 and 30/01/2021 and was approved on 31/01/2021.

* This policy was submitted to the DI Board of Trustees on 01/02/2021 and was ratified with few modifications by letter No. 010/21 dated 04/04/2021.