NGU Non-Discriminatory Admissions Policy

Policy Name	Non-Discriminatory Admissions Policy
Effective Date	January 2025
Review Cycle	Every 2 years
Approved By	NGU University Council

1. Overview

Newgiza University (NGU) is committed to admitting students on the basis of merit and potential, and to ensuring that no applicant is disadvantaged because of who they are or where they come from. Admission to NGU programmes is open to all qualified applicants regardless of race, color, sex, gender, language, religion, political opinion, ethnicity, nationality, disability, age, marital and family status, health status, place of residence, economic and social situation, or any other protected characteristic under Egyptian law. This policy sets out the principles, criteria, responsibilities, and procedures that ensure admissions at NGU are fair, transparent, and inclusive, and explains the limited positive action measures the University uses to widen access for underrepresented groups.

2. Purpose

The University believes that a diverse student body enriches learning, research, and campus life, and that access to higher education should depend on ability rather than background. Hence, NGU guarantees equal opportunity in admission to all its programmes. This policy aims to:

- Ensure that admission decisions are based only on published academic and programme requirements
- Prevent direct and indirect discrimination at every stage of the admission process
- Explain the logic of any positive action measures used to support access for underrepresented groups
- Provide a clear route for applicants to request a review of a decision or report discrimination
- Monitor admissions data so that barriers to access can be identified and addressed

This policy applies to:

- All applicants to NGU undergraduate and postgraduate programmes, including Egyptian and international applicants, transfer applicants, and applicants with disabilities
- All stages of admission: information and outreach, application, assessment, decision, offer, and enrolment
- All NGU staff, faculty, and committees involved in recruitment and admissions

3. Definitions

3.1 Applicant

Any individual who submits, or is in the process of submitting, an application for admission to an NGU programme.

3.2 Underrepresented Groups

Groups whose participation in a NGU particular programme, is lower than in the wider population, including applicants with disabilities, female in programmes where they are underrepresented, and applicants from either low-income families or low and lower-middle-income countries, including refugees and displaced persons.

3.3 Discrimination in Admission

Any unjust or prejudicial treatment of an applicant, in any part of the admission process, based on a protected characteristic listed in Section 1. This includes direct discrimination (treating an applicant less favorably because of a characteristic) and indirect discrimination (applying a requirement that, without justification, puts applicants with a particular characteristic at a disadvantage).

3.4 Positive Action

A proportionate, time-limited measure that helps applicants from underrepresented or disadvantaged groups to access and compete for admission on equal terms, such as outreach, or reasonable accommodation. Positive action does not lower the academic requirements for admission.

3.5 Reasonable Accommodation

A necessary and appropriate adjustment to the application or assessment process, such as extra time or an accessible venue, that enables an applicant with a disability or health condition to take part on an equal basis with other applicants.

4. NGU Non-Discriminatory Admissions Policy Statement

NGU admits students solely based on their academic qualifications and their ability to meet the published requirements of the programme to which they apply. No applicant will be refused or treated less favorably at any stage of the admission process because of a protected characteristic. Information collected about protected characteristics is used only for monitoring, for providing support, or for applying the positive action measures described in this policy, and never as a basis for rejecting an applicant.

5. Admission Criteria

- Admission to each programme is based on the applicant's secondary school certificate or equivalent qualification, meeting the minimum requirements set by Egyptian regulations for admission to private universities

- Schools may set additional programme requirements, such as English language proficiency, admission tests, interviews, or portfolio review, provided that they are relevant to the programme and applied equally to all applicants
- All admission criteria, required documents, and deadlines are published on the NGU website before the start of each admission cycle
- International certificates are assessed according to the equivalency rules of the Egyptian authorities, which are applied consistently to all holders of the same certificate
- Interviews and portfolio reviews follow structured criteria and are conducted by more than one assessor wherever possible

6. Positive Action Measures and Their Rationale

NGU recognizes that applicants do not all start from the same position. The University therefore takes the following positive action measures. These measures help applicants reach and compete for a place; they do not replace the academic requirements of any programme.

6.1 Applicants with Disabilities

Applicants with disabilities or health conditions may request reasonable accommodation in admission tests and interviews, such as extra time, accessible venues, assistive technology, or alternative formats. Rationale: these adjustments remove barriers that are unrelated to academic ability, so that every applicant is assessed on what they can achieve.

6.2 Female in Underrepresented Programmes

Where female are underrepresented in a programme, NGU carries out targeted outreach and information activities to encourage applications from women. Rationale: outreach widens the pool of qualified applicants; admission decisions remain based on the same criteria for all applicants.

6.3 Applicants from Developing Countries, Refugees, and Displaced Persons

NGU welcomes applications from students from low and lower-middle-income countries, including refugees and displaced persons, and may provide flexible arrangements for documents that are difficult to obtain because of displacement. Rationale: these applicants often face hardships that do not reflect their academic ability.

7. Responsibilities

7.1 University Responsibilities

- Ensure policy implementation through the Admissions Office and the Schools
- Provide training for staff and faculty involved in admissions on fair and consistent assessment
- Ensure that application systems and admission venues are accessible
- Take corrective action when discriminatory practices are identified

7.2 Admissions Office

- Apply published admission criteria consistently to all applicants

- Process requests for reasonable accommodation promptly and confidentially
- Maintain accurate admission records and produce annual admissions statistics

7.3 Schools and Admission Committees

- Set programme requirements that are relevant and justified
- Assess applicants only against published criteria
- Declare any conflict of interest and withdraw from decisions where one exists

8. Requesting a Review and Reporting Discrimination

8.1 Review of an Admission Decision

An applicant who believes that the published criteria were not applied correctly may submit a written request for review to the Admissions Office within the period stated in the decision notice. The request will be reviewed by staff who were not involved in the original decision, and the applicant will receive a written response.

8.2 Reporting Discrimination

Any applicant who believes they have experienced discrimination during the admission process may report it to the NGU Support Office. Reports are handled under the NGU Non-Discrimination Policy, including its informal and formal resolution pathways, protection of confidentiality, and prohibition of retaliation.

9. Record Keeping and Monitoring

- The admission system (PowerCampus) records applicants' gender, nationality, programme, and disability, where the applicant chooses to disclose it
- The Admissions Office will produce annual statistics on applications, acceptances, and new entrants by school, gender, and nationality
- Statistical summaries (without personal data) will be reported annually to the University Council to identify any barriers to access and to evaluate the positive action measures in Section 6
- Personal data will be kept confidential and used only for admission, support, and monitoring purposes

10. Awareness and Communication

- This policy will be published on the NGU website, on admissions pages, and in application materials
- Admission criteria and the availability of reasonable accommodation and scholarships will be communicated clearly to prospective applicants
- All staff and faculty involved in admissions will be briefed on this policy

11. Violation and Sanctions

Any act of discrimination in admissions by a member of staff or faculty is a serious breach of University values. Cases will be handled confidentially and fairly through the University Investigation Committee in coordination with the Human Resources Department, and sanctions will follow those set out for staff and faculty in the NGU Non-Discrimination Policy.

12. Review

This policy will be reviewed every two years, considering annual admissions data and feedback from applicants, students, staff, and faculty, to ensure that NGU admissions remain fair, inclusive, and in line with Egyptian law and best practice.