



**GIE Riyadh Campus
Granada Square
Abi Jafar Al Mansoor Street
Al Shohada District
Riyadh
KSA**

GIE Admissions Policy

Contents

1. Policy Statement
2. Information for Applicants
3. Education Advisors / Agents
4. Criteria for Admission
5. How to Apply
6. Applications from Minors
7. Applicants with a Disability and/or Additional Support Needs
8. Decision Making and Offers
9. Registration and Enrolment
10. Appeals Against Admission Decisions
11. Complaints Against the Admissions Service
12. Fraud and Plagiarism
13. Data Protection
14. Appendices



1. Policy Statement

GIE (Global Institute of Entrepreneurship) Riyadh is committed to providing a fair, transparent, and inclusive admissions process that supports access to education while maintaining academic standards and regulatory compliance. The purpose of this policy is to provide clear information to applicants, prospective students, staff, and external stakeholders regarding the recruitment, selection, and admissions processes at GIE Riyadh.

This policy sets out GIE Riyadh's approach to admissions, the responsibilities of the institution, and the responsibilities of applicants. It should be read in conjunction with the Terms and Conditions of Offer, programme specifications, and official website information. This policy applies to all programmes delivered by GIE Riyadh, across all approved modes of study.

The policy is aligned with best practice in higher education and vocational admissions and complies with the regulatory requirements of the Kingdom of Saudi Arabia, including oversight by the Technical and Vocational Training Corporation (TVTC) and other relevant authorities.

2. Information for Applicants

GIE Riyadh is committed to providing accurate, accessible, and transparent information to enable applicants to make informed decisions about their studies. All material information relating to programmes, including aims, content, assessment methods, fees, and any additional costs, is published through official GIE channels.

Applicants are treated fairly and consistently throughout the admissions process. Offers of study are made based on published entry requirements, academic suitability, and eligibility to undertake the programme.

The relationship between GIE Riyadh and its students is governed by the Terms and Conditions of Offer, which form part of the contractual agreement once an offer is accepted.

3. Education Advisors / Agents

GIE Riyadh may work with authorised education advisors or recruitment agents. All agents are formally contracted and monitored on an ongoing basis.

GIE provides agents with appropriate training, guidance, and up-to-date information on programmes, entry requirements, and admissions processes. Agents are required



to act in the best interests of applicants and in compliance with GIE policies and applicable regulations.

Failure to comply with institutional requirements or ethical recruitment standards may result in termination of the agency agreement.

4. Criteria for Admission

Admission criteria are defined at programme level and are aligned with awarding body requirements and Saudi regulatory expectations. All programmes are delivered in English unless otherwise stated.

Applicants must demonstrate:

- Academic qualifications that meet the published entry requirements for the programme
- Sufficient English language proficiency to successfully undertake the programme
- Suitability and readiness for study at the intended level

English language proficiency may be assessed through recognised tests, previous study, or an admissions interview, in line with programme requirements.

5. How to Apply

Applications to GIE Riyadh may be submitted directly via official GIE application channels or through authorised education advisors.

Once an application is received, the Admissions team will review the submission and may request additional information or documentation where required. Applicants will be informed of the outcome of their application once the assessment is complete.

6. Applications from Minors

Applicants under the age of 18 at the time of enrolment may be considered in line with programme-specific requirements and local regulations. Where applicable, parental or guardian consent will be required prior to enrolment.



7. Applicants with a Disability and/or Additional Support Needs

GIE Riyadh welcomes applications from candidates with a disability or additional support needs. Applicants are assessed against the same academic criteria as all other candidates.

Where an offer is made, GIE may engage with the applicant to discuss reasonable adjustments or support requirements, subject to feasibility and regulatory considerations.

8. Decision Making and Offers

All admissions decisions are made by the GIE Admissions team in accordance with this policy and approved entry requirements.

Where applications are complete, GIE aims to issue decisions within a reasonable timeframe. Offers may be conditional or unconditional, depending on whether outstanding requirements remain.

The conditions of any offer will be communicated clearly in writing.

9. Registration and Enrolment

Applicants who accept an offer are required to complete the enrolment process, which may include payment of tuition fees and verification of original documents.

Enrolment is only confirmed once all conditions of the offer have been met.

10. Appeals Against Admission Decisions

Applicants may submit an appeal against an admissions decision on the grounds of procedural irregularity or error. Appeals cannot be made solely based on disagreement with academic judgement.

Appeals must be submitted in writing within the stated timeframe and will be reviewed by an appropriate senior member of staff.

For appeals made to GIE, the applicant or the agency must send GIE an email addressed to the Associate Director of International Admissions at admissions@globalie.com stating the basis of the appeal and providing the relevant documentary evidence, in no more than 10 working days. GIE will aim to respond to appeals within 5 working days although it may take up to 15 days.



11. Complaints Against the Admissions Service

Applicants who are dissatisfied with the admissions service may submit a formal complaint. Complaints are handled in line with GIE's complaints procedure.

Complaints cannot be used to overturn an admissions decision, though they may lead to a review of processes or service delivery.

For complaints made to GIE, the applicant must send GIE an email addressed to the Associate Director of International Admissions at admissions@globalie.com stating the basis of the complaint and providing the relevant documentary evidence, in no more than 10 working days. GIE will aim to respond to appeals within 5 working days although it may take up to 15 days.

12. Fraud and Plagiarism

GIE Riyadh will not admit applicants based on fraudulent, misleading, or plagiarised information. The institution reserves the right to withdraw an offer or terminate enrolment if fraudulent activity is identified at any stage.

13. Data Protection

GIE Riyadh is committed to protecting personal data and processing it in a fair, lawful, and transparent manner. Personal data is collected solely for legitimate admissions and academic purposes and is accessed only by authorised staff.

Data is handled in accordance with applicable Saudi data protection regulations and institutional privacy policies.

Appendix 1.0 - Benchmark Documents for Best Practice in Admissions

- UNESCO – Equity, inclusion and transformation of higher education (policy overview on access and equity)
<https://www.unesco.org/en/articles/equity-inclusion-and-transformation-higher-education>
- UNESCO & Right-to-Education info – Right to higher education frame (international normative framework)
https://www.right-to-education.org/sites/right-to-education.org/files/resource-attachments/UNESCO%20and%20RTE_Right%20to%20higher%20education_Unpacking%20the%20international%20normative%20framework%20in%20light%20of%20current%20trends%20and%20challenges_July2022_EN.pdf
- OECD – Equity in Education (access, policy, and system-level equity)
https://www.oecd.org/en/publications/equity-in-education_9789264073234-en.html
- Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG)
- Official source (ENQA website):
https://www.enqa.eu/wp-content/uploads/2015/11/ESG_2015.pdf
- UK Quality Code for Higher Education
- Official QAA page:
<https://www.qaa.ac.uk/the-quality-code>

Appendix 1.1 - Regulatory and Consumer Protection Framework (Saudi Arabia)

- Technical and Vocational Training Corporation (TVTC)
<https://www.tvtc.gov.sa>
(Regulatory oversight of private training providers)
- Saudi Ministry of Education
<https://www.moe.gov.sa>
(Contextual reference for education standards and qualifications)
- Saudi Consumer Protection Law (general consumer rights framework)
Ministry of Commerce
<https://mc.gov.sa>

Appendix 1.2 - Awarding Body and Programme Oversight

- Pearson – *Centre Approval and Qualification Delivery Guidance*
<https://qualifications.pearson.com>

Appendix 1.3 - GIE Programmes

- www.globalie.com

Appendix 1.4 - English Language Requirements

- Common European Framework of Reference for Languages (CEFR)
<https://www.coe.int/en/web/common-european-framework-reference-languages>
- Cambridge English – CEFR overview
<https://www.cambridgeenglish.org/exams-and-tests/cefr/>

Appendix 1.5 - Data Protection and Privacy

- Saudi Personal Data Protection Law (PDPL)
Saudi Data & AI Authority (SDAIA)
<https://sdaia.gov.sa>
<https://pdpl.sdaia.gov.sa>



Appendix 1.6 - Detailed Entry Requirements by Programme

Programme	English Language Requirements	Language Interview	Personal Statement	General Requirements	Academic Requirements
Diploma in Business Management	<ul style="list-style-type: none"> IELTS Academic 4.5 (minimum 4.5 in Reading & Writing) 	Yes (waived off if valid SELT is provided with required scores)	No	1) All applicants must have a valid passport or national ID 2) Academic Transcripts & Certificates 3) CV required if study gap exceeds 2 years	All applicants must hold a valid qualification and submit a copy of it (must include certificate and transcript)
	<ul style="list-style-type: none"> TOELF iBT 35 overall 				For KSA applicants: General Secondary Certificate (Grade 12), equivalent to UK GCSE Level
	<ul style="list-style-type: none"> PTE Academic Level 40 overall. 				Certificate can be provisional up to 3 years
	<ul style="list-style-type: none"> Language Cert International ESOL B1 				
	<ul style="list-style-type: none"> Duolingo 65 overall. 				