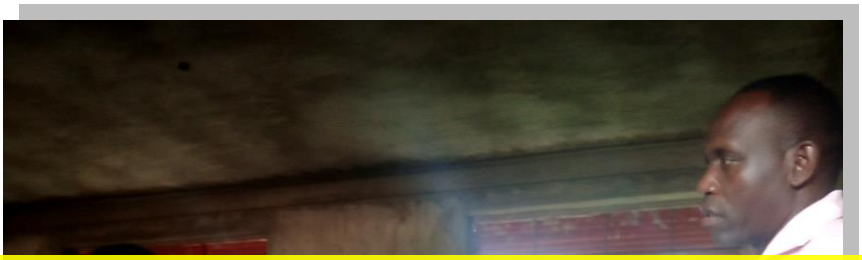
KUMI UNIVERSITY



ADMISSIONS POLICY FRAMEWORK 2024 - 2029

Official Approval

Confirmed on this day ……6th……..of ……February…… 20……25……..

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His Lordship Justice Ajiji Alex Mackay
Chairperson
Kumi University Council

Signed on this day……7th……of ……February…… 20……25……

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Prof. Jong-In Hong
Vice Chancellor,
Kumi University

A Word from Chairman of University Council

Kumi University was established to address the socioeconomic challenges that were posed by war, cattle rustling and insurgency in the Teso sub region. I am happy that the University has surpassed numerous challenges including the COVID 19 pandemic and is in a position to acquire a Charter status.

The University Council is fully committed to provision of good quality, credible education and services as a world class higher education institution in Uganda and the region. We fully support the Government of Uganda's international commitments such as the United Nations (UN) Agenda 2030 on Sustainable Development Goals (SDGs), especially goal # 4 to *"ensure inclusive and equitable quality education and promote lifelong learning opportunities for all"*. Uganda is also a signatory to the African Union's declaration for provision of quality education as a requisite for achievement of the Africa Vision 2063.

Uganda's vision 2040 commits government to provide education as a human right. The privatization and liberalization policies have widened access to quality education by enlisting the participation of private actors like Kumi University. Good quality, accessible and affordable education has also been consistently underscored by the National Development Plans (NDPs, I - IV). The University remains compliant with the regulatory functions of the NCHE as well as the 2008 Education Act for the delivery of a high level quality and affordable education service, and; guidelines for professional and ethical conduct of our personnel.

As a Christian founded, private Higher Education Institution, Kumi University seeks to contribute to these national aspirations and yet remain relevant to the needs of local communities in the Teso sub region. These policies are a welcome step for ensuring that admissions, teaching and learning processes, assessments, research, and stakeholder engagements are well aligned with the NCHE regulations, standards and guidelines. The University Council remains committed to providing all the support required to facilitate professional best practices in the University.

For God and my Country

His Lordship Ajiji Alex Mackay
Chairman, Kumi University Council

Forward from the Vice Chancellor

Kumi University is a private higher education institution in Uganda licensed by the Ministry of Education and Sports since 2004 and is in advanced stages of acquiring a Charter status. As a Christian faith-based institution, we are committed to academic excellence and nurturing servant leaders through integrity, and the spirit of service by emphasizing character development and mentorship in dormitory-based community life experience.

The University promotes community engagement through service-learning to address societal challenges and ensures that community service is a core curriculum requirement. Kumi University also remains a global player in research and innovation by promoting international collaborations, student exchange, and partnerships with institutions in Korea, Japan, and the U.S. We will endeavor to upgrade the infrastructure, including classroom renovations, dormitories, a modern library, and online learning facilities.

Policy development is another indicator that Kumi University is fully compliant to supervision and guidance by the National Council for Higher Education (NCHE) under the UOTIA cap 262. Regulation 9 of Statutory Instrument 34 of 2008 (QAR) requires institutions to develop quality assurance systems.

This policy outlines the operational procedures for admission of students to KUMU in order to maintain the quality and integrity of the University's programmes and processes. The policy ensures that all admission decisions shall be in compliance with statutory regulations and guidelines. It spells out the entry requirements for the prospective applicants, other stakeholders and the public. The policy includes the procedures concerning entry, progression, Recognition of Prior Learning (RPL), and Credit Accumulation and Transfer (CAT). It is my hope that this policy will further help the university to align itself to the NCHE regulations and standards.

Prof. Jong-In Hong
Vice Chancellor

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Preamble

The following document outlines the operating policies and procedures for KUMU guiding its admissions policies and procedures to ensure that KUMU recruits with integrity. This shall ensure that all admission decisions are made to comply with external regulations and guidelines, meet the requirements and expectations of the prospective applicants, and provide a meaningful and quality education for our students. The policy includes the policies and procedures concerning entry, progression, Recognition of Prior Learning (RPL), and Credit Accumulation and Transfer (CAT).

KUMU is also committed to the sustained excellence of its academic programs and to providing a process for the management of registrations that complies with the principles of sound corporate governance and data protection

Policy Objectives

KUMU recognizes the importance of admitting students with integrity and therefore KUMU's polices on admissions abide by the following principles:

1. That admission of students is based on the regulations and guidelines of the relevant and applicable qualification regulators and authorities;

2. Where admission requirements are not clear or stated (as may be the case with international students); the relevant and applicable qualification regulators and authorities are consulted;

3. That admission of students is based on the best interests of the student in meeting their stated academic or career objectives;

4. That correct and accurate information shall be given to students on the requirements for admissions and their career prospects;

5. That the information that is received by the institution is accurate and unaltered and therefore a genuine representation of the requirements for the basis of admission.

6. That all admission decisions are based on the transparent, accountable and democratic and due process expected of an institution of higher education and based on the expectations of all stakeholders.

Sources of Policy

The polices outlined in this document are based on the following leaflets:

1. The Universities and Other Tertiary Institutions Amendment Act 2006;
2. All Statutory Instruments regulating tertiary institutions, specifically; on Statutory Instrument No. 63 2007
3. Applicable Qualification Frameworks such as the Ugandan Higher Education Qualification Framework (UHEQF);
4. Other external communications, memorandums, statements, or directives concerning the regulations of admissions of students in tertiary institutions in Uganda as stated by recognized and authorities;
5. Other internal policies, procedures and guidelines and operational and educational documentation including curriculum;
6. Other frameworks and guidelines as presented by national, regional and international qualification authorities or institutions.
7. Public Universities and Tertiary Institutions Joint Admission Board.

Key Abbreviations and Terms

NCHE	National Council of Higher Education
UNEB	Uganda National Examination Board
UCE	Uganda Certificate of Education
UACE	Uganda Advanced Certificate of Education
KUMU	Kumi University
ADM	Admission
ADMP	Admission Process
CR	Course Registration
CEP	Continuing Education Programme
DHET	Department of Higher Education and Training
HEI	Higher Education Institution
HEMIS	Higher Education Management Information System
HEQC	Higher Education Quality Committee
HEQSF	Higher Education Qualification Sub-Framework
NQF	National Qualifications Framework
KUMU EP	KUMU Enrolment Plan

Definitions of Terminologies as regard to Admission policies

Admission	The act of being admitted into a programme of study by meeting the entry requirements for that programme and those of the University
Enrolment	The process of joining the University and having a student file opened.
Course Registration	The process of registering for a course(s) or onto a programme of study.
Admissions process	- Means the point of entry into a program, during admission processing, the student receives an orientation to the goals of the program and program rules and regulations, and finally be allowed to the hostel of residence and attend lectures.
Admissions Board	The body responsible for the approval of applicants into their chosen programme of study. The admissions board is a function of faculty and senate ensuring the maintenance of admitting students with integrity
Matriculation	*Means that the student successfully applied, been accepted, deposited, committed and has now officially enrolled with the university.*
Appeal	In respect of academic exclusion, appeal means an earnest and formal request made in accordance with the provisions of the Academic Regulations to reconsider such decision.
Applicant	A person who applies to register for a particular programme offered by the University for a particular academic year/intake if he or she was not registered for that particular programme at the University at the end of the academic Year/intake immediately preceding that particular academic year/intake.
CAP	An enrolment CAP is a limit to the number of first-time students that may be registered for a qualification. The CAP is qualification and study period (1) specific to limit and manage the number of entering students according to the KUMU EP and Faculty Detailed Plan.
Endorsement	The act of saying that you approve of or support something or someone.
Faculty Dean	The Chief Executive Officer of a Faculty.

Faculty	Refers to the primary academic structure for a planned cluster of academic learning and research programs and qualifications, its substructures as approved by Council, and the employees who perform functions in the academic structure.
Faculty Board	The decision-making body of a specific faculty.
Faculty Detailed Plan	An annual plan, approved by the Faculty Dean, which faculties submit to Academic Registrars Department.
Guardian	A parent or person who has guardianship in relation to a student as contemplated in terms of section 18 of the Children's Act of 2005.
Minor	A child under the age of 18 as defined in the Children's Act of 2005.
Programme	A purposeful and structured set of learning experiences leading to a qualification that comprises a set of credit-bearing, level-pegged modules at particular NQF levels. In an outcomes-based system, programs are designed to enable students to achieve predetermined exit-level outcomes.
Prospective student	An applicant who is considering attending a particular programme at KUMU but has not yet been registered.
Registrar	The University's registrar.
Senate	Senate is the academic statutory structure in accordance with section 28 of the National Council of Higher Education. Senate is accountable to Council for all the teaching, learning, research and otheracademic functions and activities of the University and all other functions delegated or assigned to it by Council.
KUMU	Kumi University

Admission Criteria and Process

KUMU admission process has a procedure that help the clients to fully understand all that must happen before they come to campus as a university student. The process commences first with information gathering from students by providing their name, address, email and phone number. Secondly they fill an application form by providing general information about themselves, academic documents with relevant details of scores from recognized examining body or an

approved institution like NCHE, then submit the application form after payment of application fees as regulated by the university.

Admission decision is the third stage, it is the stage taken by the admission Board to select or advice those who do not make the requirement and publicize the short list on notices and university website.

Depositing is the fourth stage when the accepted student or admitted students make a commitment by depositing one hundred thousand shillings (100,000/=) to acquire the admission letter, secure the vacancy and be registered as a university student. During this time the student will need to decide on which program among the faculties or departments that they have been accepted to, if not be guided by admission counselors.

The final stage of the admission process is “Matriculation”. At this stage the student who has cleared the university dues now register and enroll with the university

In summary the effectiveness of any programme offered in the University depends on the quality of students admitted in that particular programme. Consequently, admission is among the key activities as it assists in the management of student population in a given academic programme and their progression up to graduation. As a process, admission involves receiving applications, selection of prospective students according to the minimum entry requirements or programme needs, and registration of the newly admitted and continuing students.

Underlying Policy Principles and Values

The University is committed to operating an undergraduate admission process which is open-ended, fair, transparent and supported by appropriate and justifiable policies and procedures.

The University's undergraduate admission policy and procedures are designed to put into effect the following principles:

1. Admission offers are made to applicants who are judged to have the background and abilities to have a reasonable expectation of success in the program to which they are made an offer and who are likely to benefit from university study
2. Admission offers are made broadly on merit based on demonstrated achievement, especially academic achievement, and are free of patronage, bias and unlawful discrimination

3. Admission offer shall where necessary include specific statements taking into account of other factors such as work and life experience, demonstrated commitment and specific achievements related to particular fields of endeavor
4. Through admission, the University seeks to provide access to persons who have experienced educational or social disadvantage and to address the under-representation of specific community groups in university education
5. In its admissions, the University seeks to engage with and serve its communities, including the residents of the region in which the University is located
6. The University may also seek to achieve strategic objectives through its admissions
7. The University may flexibly adjust intakes into programs in response to its strategic objectives and changes in the availability of applicants
8. Where the number of places in a program is limited by a quota, places will be offered in order of merit of applicants
9. Admission offers are made on the basis of fair and consistent decision-making undertaken with integrity and impartiality by university staff who have relevant knowledge, skills and training.
10. Applicant selection and admission comply with relevant legislative, regulatory and reporting requirements.

Admission Entry Requirements:

The following presents the minimum entry requirements for different entry points into the programs at different levels of qualifications offered by KUMU. Programme specific entry requirements, such as subject wise requirements, can be found in respective programme specifications and guidelines to admissions.

Higher Education Certificate

The minimum entry requirements for entry into a Higher Education Certificate (Level 4 UHEQF) programme are:

1. Uganda Advanced Certificate of Education with at least two subsidiary passes or its equivalent;
2. Vocational Qualifications at level 2 or level 3 of the Uganda Vocational Qualifications Framework;
3. Qualifications equivalent to Uganda Advanced Certificate of Education

(UACE) as shall be determined by the National Council in consultation with the Uganda National Examinations Board;

4. Foreign students without UACE or its equivalent qualifications who have successfully completed secondary school education with at least five subject passes and are admissible to university degree or diploma programs in their respective home countries may be admitted into the Higher Education Certificate

Diploma Programmes

1. The minimum entry requirements for entry into a Diploma (Level 5 UHEQF) programme are:
2. Uganda Advanced Certificate of Education (UACE) with at least one principal pass and two subsidiaries pass or its equivalent;
3. A Higher Education Certificate with at least a second-class lower division;
4. Mature Age Entrance Examinations Certificate awarded to a person aged at least 22 years and has passed with at least 50% marks. For purposes of admission the Mature Age Entrance Certificate shall be valid for no more than two years. The mature age entry examinations centre must have been authorized by NCHE;
5. Qualifications equivalent to Uganda Advanced Certificate of Education (UACE) as shall be determined by the National Council in consultation with the Uganda National Examinations Board. Higher Education Institutions should seek guidance from NCHE on whether such a certificate is of comparable standards to UACE with one principal pass and two subsidiaries pass.

Bachelor Degree Programmes

The minimum entry requirements for entry into a Bachelor Degree (Level 7 UHEQF) programme are:

1. Uganda Advanced Certificate of Education (UACE) with at least two principal passes or its equivalent;
2. A Higher Education Certificate of at least second class (Upper Division),
3. A relevant Diploma (Level 5) or its equivalent recognized as such by NCHE. Holders of Level 5 Qualifications may be enrolled at the beginning of second year of a relevant degree programme provided that this option is provided for in the accredited programme;

4. A relevant advanced diploma (Level 6) or its equivalent recognized as such by NCHE. Holders of Level 6 qualifications may be enrolled at the beginning of third year of a relevant degree programme provided that this option is provided for in the accredited programme;
5. Mature Age Entrance Examinations Certificate awarded to a person aged at least 22 years and who has passed with at least 50% marks. The Certificate shall be varied for no more than two years. The mature age entry examinations centre must have been authorized by NCHE;
6. Qualifications equivalent to Uganda Advanced Certificate of Education (UACE) as shall be determined by the National Council in consultation with the Uganda National Examinations Board. Higher Education Institutions should seek guidance from NCHE on whether such a certificate is of comparable standards to UACE with two principal passes.

Post-Graduate Certificates and Diplomas

The minimum entry requirements for entry into a Post-Graduate Certificate, Diploma (Level 8 UHEQF) programmes are:

1. The minimum entry requirements for admission to a Postgraduate Certificate Programme is a relevant Bachelor's Degree or its equivalent recognized as such by NCHE;
2. The minimum entry requirements for admission to a Postgraduate Diploma Programme is a relevant Bachelor's Degree or its equivalent recognized as such by NCHE;

English Language Proficiency

English is the language of instruction at KUMU. All students whose language of instruction prior to University entrance was not in English are required to take an English Language Proficiency test (EPT). English proficiency is based on international standards of English language proficiency as established by the Common European Framework of Languages (CEFR) and recognized international languages testing systems such as IELTS and TOFEL. Students whose proficiency falls below the threshold of B1 on this scale shall be required to undertake remedial English courses.

Mature Entry

KUMU recognizes the admission of mature persons (23 years and above) who may not have the requisite entry qualifications but who can show reasonable evidence of experience relevant to the qualification being applied for. The function of mature entry is to make a quality education accessible to all. Students who are selected based on mature entry shall be required to complete a Mature Entry Admissions test or examinations that are accredited by the NCHE. Students meeting the required admissions criteria shall be considered for admission.

The following minimum standards are required for each program:

a) Advertising and promotional materials shall contain sufficient information on the programme with regard to admission policies, completion requirements, and academic standards;
b) Admission, matriculation and exemption requirements shall be in line with the existing regulations;
c) The programs admission criteria shall be in line with the national goal of widening access to higher education and equity targets and plans to attain them shall be clearly stated;
d) Admission requirements shall be in line with the nature of the programme.

The university shall, before a new academic programme commences, supply the following information with the application:

a) admission requirements;
b) selection criteria and procedure where applicable;
c) expected enrolments; and
d) Fees structure

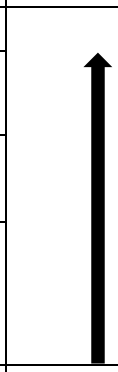
Policy on Programme Progression

The UHEQF is a normative instrument designed to show how different higher education qualifications relate to each other and provides a basis for comparability of qualifications using a common language. It is intended to help learners make informed decisions on the qualifications they wish to pursue. The framework also enables learners to identify progression pathways suitable for their chosen career.

For the purpose of progression there is Uganda National Qualifications Frame work (UNQFW) which is structured into qualifications levels that depict an increasing complexity of learning achievements as well as responsibility and autonomy conferred upon the learners. The Higher Education Qualifications

Framework covers levels four to nine. It is hoped that other mandated bodies in Uganda shall develop qualification frameworks for other levels and all these shall be integrated into a national qualifications framework as seen in the table below.

Table 3: School Path Ways showing linkages between UVQF, BTVET Training and UHEI

LEVEL	School Pathway	BTVET	UVQF	UHQF
9				Doctorate
8				Master Postgraduate Diploma Postgraduate Certificate
7				Bachelor
6		Higher Diploma		Advanced/higher Diploma
5		Ordinary Diploma	Higher Diploma	Diploma
4		Craft Part II	Ordinary Diploma	Higher Education Certificates
3	UACE	Craft Part I Certificate	UVQF Level 2 Certificate & UVQF Level 3 Certificate	
2	UCE	Uganda Junior Craft Certificate	UVQF Level 1 Certificate	
1	Primary Leaving Certificate		Modular Transcript/Worker'sPAS	

Level 3 Qualifications

Level 3 Qualifications are 'Post-O Level' qualifications that are covered at the pre-university level. They consist of A-level equivalent qualifications or lower such as those offered as BTVET or UVQF qualifications. Progression from Level 3 qualifications into a higher education qualification as defined by the UHEQF is generally determined by performance, equivalence and/or accepted means of recognition of prior learning. In all circumstances, the basis of admission must be premised on the admitting with integrity as per the objectives of this document.

Progression from Level 3 Qualifications into a higher qualification cannot be higher than entry into Level 6 UHEQF qualifications pending a review of the applicant's academic performance and/or other factors such as RPL and must be approved by the Admissions Board in consultation with other parties, both internal and external.

Higher Education Certificate (HEC)

Depending on the final grade, a holder of a HEC or equivalent qualification qualifies for admission to a relevant Level 7 Bachelor's degree or Level 5 Diploma programme. Progression to a degree programme shall require at least a second-class (credit) division while progression to a diploma programme shall require at least a third class (pass).

Diploma Entry Scheme

A holder of a level 5 Diploma or equivalent qualification qualifies for admission to a relevant Level 7 (Bachelor's degree). Depending on the final grade and specific programme requirements, holders of level 5 diplomas or equivalent qualifications may be exempted from the first year of a relevant bachelors' degree programme. Holders of level 5 (diplomas or equivalent qualifications) may also progress to advanced diplomas in those fields where such advanced diplomas exist.

Bachelor's Degree

A holder of a level 7 qualifications qualifies for admission to a relevant PGC, PGD.

Post-Graduate Degree

A holder of a level 8 PGC can progress horizontally to either relevant level 8 PGD

A holder of a level 8 PGD can progress horizontally to a relevant level (8).

Policy on Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) is defined as the process where a person's skills, knowledge and competencies acquired in various contexts such as previous training or work, involvement in social and community activities or life experience in general are assessed and formally recognized. The basic principle underlying RPL is the acknowledgement that people continuously learn, whether such learning takes place formally at an educational institution, or informally at the place of work or through life experience. RPL is therefore a form of assessment and certification of the acquired knowledge, skills and competencies and should take

into consideration the social and learning contexts of the learners.

The policy on RPL governs the following:

1. Mature Age Entrance Examination scheme;
2. Grant of exemptions;
3. Accelerated education and training Programs
4. Equating of military qualifications to academic qualifications;
5. Competence based assessment

In all cases, consideration of RPL must be based on the following principles and the requirements as set out by the UHEQF.

1. Participation in recognition of prior learning is a voluntary matter for the individual awards set out in the Qualifications Framework;
2. Assessment and awarding Institutions/centers shall be accredited by NCHE and/or in consultation with other mandated regulatory bodies;
3. Processes for the recognition of prior learning shall be credible, transparent, rigorous, quality assured and must also include appropriate appeals mechanism;
4. The candidate is obliged to provide sufficient evidence to satisfy the assessor panel or examiners that he/she holds the relevant competences;
5. Guidance and support should be available for applicants and all those involved in the processes of recognition of prior learning;
6. Recognition of prior learning shall not compromise the standards of the UHEQF;
7. An institution shall exempt a candidate from a given course unit if there is evidence of a recognized qualification where such a course unit or similar courses were offered;
8. Exemptions shall not exceed 40% of the entire programme;
9. Courses that are exempted shall clearly be indicated on the transcripts but shall not contribute towards a final Cumulative Grade Point Average.

Policy on Exemption and Credit Transfer / Credit and Accumulation and Transfer (CAT)

Credit accumulation and transfer (CAT) is a mechanism where credits earned from an education and training provider or authorized assessment body can be used towards attainment of an award from another education and training provider or

body. This system of CAT can enable a learner to earn credits from different related study programs and still be in position to qualify for a desired academic award.

Policies on KUMU CAT

In all cases, consideration of CAT must be based on the following principles and the requirements as set out by the UHEQF.

1. Every student is at liberty to transfer from one party (programme or institution) to another but admission is at the discretion of the receiving party. The sending party has an obligation to provide relevant up to date academic records for the intending transfer student;
2. Credit transfer shall only be permitted for programs and institutions that are accredited by NCHE or any other mandated competent authority;
3. Transfer of credits shall be permitted within a period of five years from when the credits were earned;
4. Credit transfer may take place only when KUMU is satisfied that courses or modules that have been completed at the sending institution are relevant to the programme that the student is intending to transfer to;
5. A student shall be required to earn at least 60% of the total credit units from the institution that will eventually confer the award. Exceptions to this rule shall be considered through consultation with all applicable parties, including regulatory bodies, and on the advice of these bodies, and an agreement sought between all parties, in the interests of higher education;
6. The courses that are transferred and allowed by the receiving institution will be included in calculating the student's Cumulative Grade Point Average (CGPA). Other successfully completed courses that do not necessarily contribute to the CGPA shall be included on the student's transcript as supplementary courses.
7. The candidate must have a record of good conduct.

Procedures for Transferring Credit

1. Credit must be applied for through the KUMU CAT application form.
2. Applications for CAT shall be reviewed by Faculty and the Admissions Board on a case-by-case basis with Faculty responsible for mapping credit for transfer and/or exemption and the Admissions Board responsible for reviewing the applicant's admission criteria and documentation from the sending institution.

3. The highest organ of authority for reviewing such cases shall be the Senate as referred to Senate on the recommendation of the Admissions Board or Faculty;

4. The decision to accept the transfer of credit shall be made in accordance with the policies stated above by the Admissions Board and Academic Registrar and approved by the Faculty Dean in writing to be attached to the applicant's admissions file.

5. Applicant's whose transcript from the receiving institution does not specify individual marks for courses shall take the mark of the highest mark of the corresponding grading scale (letter grades) as the mark and consider this in the University transcript.

Terms of Reference for the Admissions Office

Students applying for admission into KUMU must do so through the Admissions Office under the Office of the Academic Registrar.

1. The Admissions Office is responsible for reviewing all applications for admission for the following:

2. The accuracy and authenticity of the information received by the Admissions Office to be used as the basis of admission;

3. The minimum entry requirements of the applicant;

4. The academic and professional suitability of the applicant based on their application and/or other factors to enter into the programme(s) applied for.

Admissions Board
Membership of the Admissions Board

The board shall comprise of the following members:

1. The Deputy Vice Chancellor; who will be the Chairperson of the Committee;

2. The Academic Registrar; who will be the Secretary of the Committee;

3. All Faculty Deans;

4. All Heads of Departments

5. The Director, Graduate Studies, Research and Innovation;

6. Director of Quality Assurance

The Admissions Board secretary (Academic Registrar) is to oversee transparent and accountable admissions activities and decisions and is authorized and answerable to the University Senate. The Admissions Board must meet as frequently as is needed to review applications for admission and at a minimum once per semester. The Admissions Board is responsible for reviewing all applications so that they conform to the above responsibilities. Decisions of the Admissions Board shall be submitted to the Academic Registrar for approval or revision while the University Senate has the absolute authority over admissions at the University. The Admissions Board may seek clarification from other offices concerning applications if necessary. Decisions once approved by the board are final and all decisions shall be recorded and minuted.

The specific functions of the admissions board are to:

1. Review the authenticity of applications;

2. Review that minimum requirements of applications have been met;

3. Refer and report back on applications requiring feedback from external and internal bodies such as the NCHE or Faculty;

4. Refer more serious admission issues or ambiguities to the Senate.

Provisional Admission

As various processes must be undertaken before full admission is granted, and to avoid impeding applicants' academic documents are considered for admission provisionally until they are verified by the Admissions Office accordingly and have been completely submitted to the Admissions and Enrolment Office as guided by the Academic Registrar. It is the responsibility of the applicant/student to ensure that he/she possesses minimum qualifications from recognized institutions.

Conditions of Provisional Admission

An admission may be granted provisionally for a period of no more than one (1) semester providing that the required documentation for full admission is submitted before the end of the first semester or unless suitable justification has been given.

Students not conforming to these requirements shall be at first prevented from progressing into subsequent semesters or discontinued from their studies. Exceptions to this clause relate to the acquiring of national documentation from respective Ministries of Education in Uganda and other countries as per their timeframes for issuing results.

Ugandan Citizens

For applicants applying with Ugandan Advanced Certificate of Education (UACE), provisional admission shall apply until the Ugandan National Examinations Board (UNEB) results print outs and/or Certificate of UACE have been submitted to the University enrolment officer.

International applicants

For international applicants applying with international qualifications, provisional admission may be offered pending the equating of his/her qualification through the NCHE and UNEB.

Offer of Admission

An Offer of Admission is given to applicants who have had their applications reviewed and approved by the Admissions Board under the office of the academic registrar and according to the policy outlined above. Students who are successful in the application for admission into a programme of study at KUMU shall receive an official Offer of Admission Letter signed by the Academic Registrar. Students receiving the offer should follow the instructions in the letter to complete their enrolment (registration) into KUMU. No admission shall be offered where any doubt arises from any aspect of the application.

Explanations on admission

Students who do not meet the requirements for admission into a programme of study at KUMU shall be informed in writing of the reasons why their application has been declined. Where feasible and appropriate, these students shall be given advice on alternative options for study.

Declaration and Disclaimer of Admission

All applicants seeking admission into the University shall be required to sign a declaration to this effect that the information they are providing in their application is accurate and authentic. Any subsequent discovery of violation of this requirement such as the submission of false or forged documents, incomplete information, and/or impersonation, or any malicious or un-transparent undertaking on behalf of the applicant in the process and approval of an admission, shall lead to automatic discontinuation from the University, or cancellation of the award if already obtained.

Change of Programme/ Subject

Selection for specific Programmes shall take into account the following; candidate's performance, admission requirements for a specific programme, the order of choices, available subject combinations and the time-table.

1. Any students who wish to change a course must fulfill the following requirements:
2. Shall first register with the University according to the registration time-table for the programs and subjects (where applicable) to which they were originally admitted.
3. Shall pay an application fee as approved by the University council on the recommendation of Senate.
4. Shall fill a change of programme or subject form which will be issued and received back within the first 2 weeks of the first semester.
5. Must have met the cut-off points for the desired programs or subjects applied for as maybe determined by the Admissions Board.
6. Must receive a response from the admissions Board through the Academic Registrar's office.

There are three categories in regard to change of programmes:

1. Change of programme within one month upon admission (no penalty)
2. Change of programme after studying for a semester (penalty charged)
3. Change of programme after studying for a full academic year and above (penalty charged)

Students wishing to change programme may do so with the approval of both their

current Dean and the Dean of the new programme/faculty they intend to join.

An appropriate transfer form should be obtained from and returned to Academic Registrar's office for any changes to take effect.

Where the programme requires students to take electives modules, they must register their choice of subject with their own programme and if the course or module is taught within another programme; the appropriate form is available from the Academic Registrar's office for that purpose.

Note: Penalties and charges guided by fees collection policy.

Late admission

Applicants should not regularly be admitted beyond the enrolment deadline. Applicants who seek admission beyond this date, but not later than three months from the due date, must apply in writing through the Dean of Faculty to be approved to study. Approval must be based on tangible evidence of the student's ability and confidence that performance will not be adversely affected by the late entry.

Enrolment requirements and regulations

For a student to be enrolled into a programme of study at KUMU, the following requirements must be met:

1. Copies of the originals of all academic credentials including:
2. One or both of the original High School Certificate of Education & results slips (UCE or its equivalent equated by UNEB);
3. One or both of the original Advanced High School Certificate of Education (UACE or its equivalent equated by UNEB);
4. Any other secondary or higher education qualifications or their equivalent (as equated by UNEB or NCHE)
5. Standardized photographs showing the applicants current likeness
6. A copy of the applicant's identity card of your former school/college or national identity or passport bio data page (for International Students) showing the applicant's legal names
7. Evidence of English language proficiency for applicants who studied their highest qualification in a language other than English
8. A copy of the applicant's original birth certificate if required to verify identity

Supporting documentation

For the purposes of strengthening the confidence of some applications the following supporting documentation may be admissible:

The testimonial or reference letter from a recognized and reputable referee who should not be related to the applicant but who should possess adequate knowledge of the applicant's personal character and academic ability

Testimonials of results from the applicant's former institutions of learning that may be considered in advising the applicant on the suitability of the options of study chosen

Translation requirements of foreign documents

Documents that are in a foreign language must be translated by a recognized translation service. The translated documents should be submitted with the original non-translated documents.

Equating of documents

Equating is the process of determining the equal value of foreign qualifications against recognized Ugandan qualifications such as UCE and UACE and to determine entry points (performance). Validating is the process of ensuring that qualifications from other countries are recognized and have an equal value to their counterpart in the Ugandan educational framework. Combined, these important processes ensure that students being admitted into KUMU have had their foreign qualifications scrutinized and that an equal value to Ugandan qualifications, as the basis of entry, has been made.

Equating should be authorized by the relevant equating body such as the Ugandan Examinations Board (UNEB) for the equating of pre-tertiary level qualifications or the Ugandan National Council of Higher Education (UNCHE) for the equating of post- secondary qualifications. For the purposes of advising students on their study options based on foreign qualifications, this guide presents a guide only and should not be used as the basis of interpretation of foreign qualifications that may be subject to internal changes and/or political factors. Any ambiguities should be

referred to the Academic Registrar as the supreme Officer of Admissions.

Conclusion:

The primary goal of KUMU admission is to select candidates who demonstrate the potential to succeed academically and contribute positively to the university community. Admissions committees assess applicants holistically, considering their academic performance, intellectual curiosity, leadership skills, community engagement, and unique talents.

The competition for university admission can be intense, especially for prestigious institutions or programs with limited spots available. As a result, it is important for students to carefully prepare their application materials, highlighting their strengths, experiences, and passions.

Once applications are submitted, universities undertake a comprehensive review process to evaluate candidates' suitability for their programs. This process may involve multiple rounds of assessments, such as reviewing transcripts, assessing personal statements and essays, conducting interviews, and considering letters of recommendation.

Ultimately, admission decisions are based on a combination of academic merit and a candidate's fit with the university's values, mission, and objectives. It's important to note KUMU has its own unique criteria and admission standards, so it's crucial for applicants to thoroughly research and understand the requirements of the universityy they are applying to.

In conclusion, admission to KUMU is a highly competitive and rigorous process that assesses a candidate's academic abilities, personal qualities, and potential contributions to the university community. It is essential for applicants to showcase their strengths, present a well-rounded application, and carefully research the requirements of their desired institution. While admission to university is challenging, it opens up opportunities for personal growth, intellectual development, and future career prospects.

Policy Review

This policy shall undergo a review every five years or sooner if necessary, to ensure its relevance and effectiveness. Specific circumstances that may trigger a review include:

1. **Conflict with other policies:** Ensuring alignment and consistency within the University's regulatory framework.
2. **Need for amendments:** Addressing changes that enhance service delivery or adapt to evolving institutional needs.
3. **Other identified reasons:** As determined by the University Administration or the Public Relations and Communications Committee to better serve the institution's goals.
4. Regular reviews will ensure the policy remains robust, responsive, and reflective of KUMU's mission and aspirations.