



**VICTORIA
UNIVERSITY**

Kampala . Uganda

UNDERGRADUATE ADMISSIONS POLICY

January 2018

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UNDERGRADUATE ADMISSIONS POLICY

1.0 Introduction

The principal aim of the Admissions Policy of Victoria University is to offer admission to students of the highest intellectual potential, irrespective of social, racial, religious and financial considerations.

Our Admissions Policy is based on the core principles of fairness, transparency, consistency and operating a professional admissions process.

Once students are admitted, we ensure that they're given the academic, personal and, where appropriate, spiritual support necessary for successful completion of their course at Victoria University

Our aim is to operate a fair and transparent admissions process to select the most able and motivated applicants who can best benefit from a Victoria University education. Every application is important to us and we welcome applications from all students irrespective of background.

Detailed selection criteria vary from course to course but in all we're looking for:

- i. academic ability and potential
- ii. motivation and suitability for the chosen course
- iii. commitment and self-discipline

Several influences are taken into account by our admissions selectors to identify the most able candidates. These factors include

- i. A-Level (or equivalent) grades;
- ii. GCSE (or equivalent) grades;
- iii. the personal statement;
- iv. the reference;
- v. the development of study skills;
- vi. motivation for the degree programme applied for;
- vii. independence of thought and working;
- viii. submitted work, where requested
- ix. performance in any written assessment
- x. contextual data
- xi. skills derived from non-academic extra-curricular activities such as community work, engagement in sport, the arts or voluntary and;
- xii. contextual consideration of merit and potential.

Ultimately, all admissions decisions are based on academic criteria – ability and potential – and excellence in an extra-curricular activity will never 'compensate' for lower academic potential.

2.0 Objective

The objectives of this policy are to:

- i. provide a framework to ensure the integrity of selection and admissions decisions;
- ii. set clear responsibilities and accountabilities for selection and admissions decisions and;
- iii. ensure that selection and admissions processes are transparent and decisions are consistent and fair.

3.0 Scope

The Undergraduate Admissions Policy applies to the admission of undergraduate students to all Victoria University accredited courses.

4.0 Principles

Victoria University is committed to recruiting high-quality students by identifying merit and potential and ensuring that its admissions process is fair and transparent to all regardless of background.

The Principles and Procedures through which the University assesses applications and offers places are designed to be:

- easily understood by applicants
- transparent
- fair
- based on principles that are applied consistently across the University.

5.0 Minimum entry requirements

The Admissions office approves minimum entry requirements (as provided under the Uganda National Council of Higher Education Act 2001) and English language requirements for Victoria University courses. Admission into Nursing and Midwifery courses will also take cognizance of the requirements from Uganda Nurses and Midwives Council.

Minimum entry requirements are set ensure that a student is only admitted to a course when the Admissions office and or faculties believes that the student can undertake the course with a reasonable prospect of success.

Minimum entry requirements are specified in the relevant course approval instrument approved by the senate.

6.0 Governance

Senate is the supreme governing body of the University in all academic matters and has the specific responsibility to regulate "the admission of persons to courses of study".

Policy in respect of admissions is monitored and developed by the Vice-Chancellor through Academic Registrar and Senate.

The Student Recruitment and Admissions Office, under the Academic Registrars' Office, is responsible for:

- a) the implementation and daily management of undergraduate admissions within the University;
- b) the processing of undergraduate applications to the University and for all communication including the communication of decisions on applications;
- c) all monitoring and reporting on undergraduate admissions to Senate;
- d) advising faculties/departments on qualification equivalency in conjunction with, where appropriate, the International Office;
- e) advice, guidance and interpretation of regulations and procedures;
- f) fee status assessment;
- g) Establishing authenticity of transcripts and equivalence of grades of submitted documents;
- h) investigating applicants with criminal convictions.

7.0 Information

The main sources of information on undergraduate admissions are:

- a) The University Undergraduate Prospectus, issued on a yearly basis 18 months ahead of the entry it is describing and containing general information on the University;
- b) The University web-site, which displays regularly updated information on admissions;
- c) The University also provides opportunities to visit the University and discover further information through open days and campus tours.

8.0 Policy on deferred entry

The University generally welcomes applications from students who intend to defer their entry for a year, although there are limits to the number of deferred places on offer. Applicants should check the policy of the Department that delivers the programme that they are interested in studying before submitting an application.

9.0 Selection

Victoria University is interested in recruiting students able to develop both academically and personally within an environment that is attractive to and supportive of an increasingly diverse and international student population. We therefore also value the non-academic attributes of applicant

The primary means of assessment is the information provided in the Victoria University application. This information is collected and provided in a standard format and enables students to be assessed in a fair and transparent manner. The primary assessment method is prior academic achievement, mindful of the context in which that achievement was attained.

Admissions staff will look carefully for evidence of merit and potential in the Victoria University application, including:

- i. prior and (where known) predicted exam performance;
- ii. development of study skills;
- iii. independence of thought and working;
- iv. motivation for the degree programme applied for;
- v. skills derived from non-academic extra-curricular activity such as engagement in sport, the arts or voluntary and community work.
- vi. the personal statement;
- vii. the reference;

Victoria University does not use interviews as a means for selection.

The University may also use admissions tests for programmes where it considers that these assist in the identification of essential abilities for successful study in individual programmes that cannot be evidenced through information in the Victoria University application.

10.0 Diversity

- i. We are committed to increasing the diversity of the student body while maintaining high entry standards for all our students.
- ii. We plan to increase both the number and proportion of international students.
- iii. We have a clearly articulated commitment to Fair Access.
- iv. We monitor closely the diversity of our student body and our admissions process more generally to ensure that barriers do not exist for applicants of any type regardless of social, cultural, ethnic, educational or economic background. At any one stage in the assessment process, all applicants will be given an equal opportunity to demonstrate their skills, achievements and potential.

- v. The Victoria University provides advice and practical support to all applicants to the University who have stated a disability. Any disability that an applicant declares will not affect the academic assessment of their application.
- vi. Victoria University recognizes the importance of diverse learning pathways in several ways, most notably through our commitment to the life-long learning agenda and our Foundation program me.

11.0 Feedback

- i. Admissions staffs are required to record the reasons for admissions decisions together with supporting information.
- ii. Feedback will be provided on request only.
- iii. The University does not provide feedback to parents unless the applicant has given prior, express and voluntary consent, in writing.
- iv. The University undertakes to reply to all requests for feedback, but applicants should note that the University prioritizes making decisions on applications over providing feedback to unsuccessful applicants and therefore at certain times of the year there may be a delay in providing feedback.

12.0 Complaints and Appeals

- i. A person who is dissatisfied with a selection decision may lodge a request for review of the decision with the Academic Registrar
- ii. If an applicant has a query following the provision of feedback and is unable to resolve this informally, a complaint may be made. Complaints should be submitted in writing to the Academic Registrar.
- iii. A complaint is defined as a specific concern related to a procedural error, irregularity or mal-administration in the admissions procedures or policies.
- iv. Appeals, defined as a request by an unsuccessful applicant for a formal review of the outcome of an admissions decision, will not be considered.
- v. Applicants will not be discriminated against in any further application should they request feedback, or make a complaint under the University's policies and procedures.

13.0 Fraudulent statements/omissions and plagiarism

- i. Applicants suspected of providing, or found to have provided, false information will be terminated forthwith.
- ii. The same is true for applicants who are suspected of omitting, or found to have omitted, information that they are required to disclose according to Victoria University regulations.

14.0 Transfer between courses

- i. The Academic Registrar with advise from the faculty dean may approve an application to transfer into a course for which they are responsible from another course at the University.
- ii. When making decisions on applications to transfer between courses, factors that the dean considers include:
 - a) the availability of places;
 - b) prerequisites and other admission requirements for the course;
 - c) any regulatory requirements;
 - d) the minimum entry requirements for the course; and
 - e) the academic competitiveness of the applicant.

15.0 Cancellation or withdrawal of offer

- i. The Academic Registrar may withdraw an offer or cancel the admission and enrolment of a student where:
 - a. The person fails to provide documents or to fulfill other requirements specified in the offer of admission by the specified date;
 - b. The offer of admission has been made based on incomplete, inaccurate or fraudulent information provided by the person or a third party on behalf of the person;
 - c. The person fails to enroll in accordance with the offer of admission by the specified date;
 - d. The person arrives late for a teaching period or does not engage with or genuinely begin his or her studies before a date determined and advised by the University;
 - e. In the reasonable opinion of a dean or the Academic Registrar the person is holding open, or intends to hold open, his or her offer or enrolment for purposes other than genuine study;
 - f. Academic Registrar or a dean determines that it is necessary or reasonable to withdraw the offer in order to fulfill regulatory or administrative requirements or guidelines; or
 - g. A dean becomes aware that appropriate supervision or other resources are no longer available to support the applicant's admission; or
 - h. The course is withdrawn from offer as a result of a University decision
- ii. Any action taken under this section must be notified in writing to the student.

16.0 Policy Implementation

- a) Adopt and ratify the policy on Undergraduate Admissions Policy to Council regulations 2017.
- b) Implementation of this policy shall be vested in the office of the Vice Chancellor.

- c) Training Workshops required for all Victoria University Office Bearers (i.e. Academic officers, Faculty Deans, Heads of Department and respective course heads) in interpreting this senate/council document.
- d) The Academic Registrar in liaison with Faculty Deans to ensure adherence and implementation of Victoria University Policy on Undergraduate Admissions Policy which is in line with the NCHE and Inter University Council of East Africa rules and regulations

17.0 Review

This policy shall be reviewed from time to time to incorporate emerging issues, but not later than three years.

David B. Matovu
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 Chairman of Council
 Victoria University.

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