



**VICTORIA
UNIVERSITY**

Kampala · Uganda

UNDERGRADUATE ADMISSIONS AND REGISTRATION POLICY

AS AMENDED BY COUNCIL ON 11TH JULY 2019

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ACRNONYMS

AR	Academic Registrar
HEC	Higher Education Certificate
UNEB	Uganda National Examinations Board
VC	Vice Chancellor
VU	Victoria University
NCHE	National Council for Higher Education

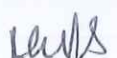


DEFINITIONS OF KEY TERMS

Appeals: Appeals, defined as a request by an unsuccessful applicant for a formal review of the outcome of an admissions decision.

Entry requirements: The conditions to be fulfilled by the applicant can be admitted

Provisional Admission: The Admission letter issued to an applicant pending confirmation of documents submitted at the time of the application.



1.0 INTRODUCTION

The principal aim of the Undergraduate Admissions and Registration Policy of Victoria University (VU) is to make higher education accessible to all those who have potential. The policy objective is to guide the University to offer admission to students with the highest intellectual potential and interest to pursue studies of their choice. This is done irrespective of nationality, racial, social, religious and other considerations. Clearly every application is important to us and we welcome applications from all students irrespective of their background.

The admissions policy in respect to specified programmes recognizes the requirements set by professional and statutory bodies. However, admission to all programmes recognizes the standards set by the National Council for Higher Education, the regulatory body of Universities in Uganda. The Undergraduate Admissions and Registration Policy is based on the core principles of fairness, transparency, consistency and the imperative to operate a professional admission process. Our aim is to operate a fair and transparent admissions process to select the able and motivated applicants who can best benefit from a VU education.

Once students are admitted, VU ensures that they are given the academic, personal and, where appropriate, spiritual support necessary for successful completion of their course at the University.

Detailed selection criteria vary from programme to programme but in all we are looking for:

- a) Academic ability potential
- b) Motivation and suitability for the chosen programme
- c) Self – discipline

While various factors contribute to the admission decision, ultimately, all admission 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 OBJECTIVES OF THE POLICY

The objectives of the policy are to:

- a) Provide a framework to ensure the integrity of admission decisions and selection; transparent, consistent and fair manner.
- b) Set clear responsibilities and accountabilities for selection and admission

decisions.

3.0 SCOPE

The Undergraduate Admissions and Registration Policy applies to the admission of undergraduate students to all Programmes accredited by the National Council for Higher Education (NCHE)

4.0 PRINCIPLES AND PROCEDURES OF ADMISSION

The principles and procedures through which the University assess applications and offers places are designed to be easily understood by the applicant, transparent, fair and based on principles that are applied consistently across the University.

5.0 TYPES OF ADMISSION SCHEMES TO UNDERGRADUATE PROGRAMMES

The following schemes are open to applicants into the University:

5.1 Direct Entry Scheme

This scheme is open to the Uganda Advanced Certificate of Education holders who have the minimum entry requirements to the Diploma /Degree programmes.

5.2 Mature Age Entry Scheme

This scheme is open to those who have done mature age examinations.

5.3 Diploma Entry Scheme

This scheme is open to holders of Diplomas in specified programmes accredited or equated by the NCHE.

5.4 Foundation and Higher Education Certificate (HEC) Accredited by NCHE - Scheme

The students who passed have done and the Foundation Programme or the HEC can join the undergraduate programmes.

6.0 MINIMUM ENTRY REQUIREMENTS ACCREDITED BY NCHE

Minimum entry requirements are set to ensure that a student is only admitted to a programme when the University believes that he/she can undertake the programme with a reasonable prospect of success. There are two types of requirements in the University: general and Faculty requirements.

6.1 General Requirements

a) Proficiency in English Language

All applicants from non- English-speaking countries must prove that they have a satisfactory level of English proficiency in communicating to an individual and exhibit ability to understand and write English language as all teaching is done in English Language. The University offers English Language to those applicants who wish to improve their understanding of the language.

b) Direct Entry Scheme

The following are general requirements for a student who wishes to be admitted into the University:

- i. Five passes obtained at the same sitting at Ordinary Level (the Uganda Certificate of Education)
- ii. Two principal passes obtained at the same sitting at Advanced Level (the Uganda Advanced Certificate of Education)

c) Mature Age Entry Scheme

The applicants who intend to use this scheme shall have done the examinations at centers approved by the NCHE or having an equivalent qualification from another institution verified by the NCHE.

d) Diploma scheme Requirements

Holders of diplomas are admissible in specified programmes.

e) Foundation and HEC Scheme

Applicant must have passed and hold the certificate a relevant certification.

6.2 Faculty- specific Requirements

The Faculties may have Faculty-specific requirements and some of these are set by professional bodies relating to specified programmes in a Faculty. Such requirements are stated in the programme accredited by NCHE. For example, admission into Nursing and Midwifery courses will also take cognizance of the requirements from Uganda Nurses and Midwifery Council.

7.0 GOVERNANCE

This section provides for the responsibilities of the Vice Chancellor, Senate, and other University Officers who play complementary roles in the admission and registration of students.

7.1 Vice Chancellor

As Chairperson of Senate, the Vice Chancellor ensures that all officers who are responsible for the admission process comply with the set policy.

7.2 Senate

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 programmes of study". It is therefore the responsibility of Senate to ensure that it sets up policy and ensures compliance.

7.3 Academic Registrar

The Academic Registrar is responsible for supervising the Admissions Office and the Faculty Deans to ensure that there is compliance with the set policies, monitoring compliance with the policy; reports to the Vice Chancellor and guides Senate on matters of compliance.

7.4 Faculty Dean

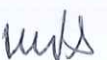
A Faculty Dean is responsible for:

- a) Ensuring proper scrutiny of the documents presented by the applicants before admission is done.
- b) Advising the student on the choice of programmes of study
- c) Registration of the student at the beginning of every Semester including registration of the modules the student is due to study.

7.5 Admissions officer

The Admissions Officer is responsible for managing the Recruitment and Admissions Office and shall:

- a) Report to the AR and advise on admission matters
- b) Receive applications for admissions and check compliance with admission requirements as set by VU Senate and the NCHE.
- c) Advise the applicants on matters of their choices of programme of study, and the requirements and communicating to them the decisions taken on their application
- d) Ensure that Faculty Deans receive applications for evaluation of fitness to a programme and compliance with VU, and NCHE and other regulations.
- e) Prepare provisional admission letters following approval by the Academic Registrar.
- f) Guide the foreign students to have their qualifications equated by UNEB to Uganda



Qualifications and to have the institutions which awarded the qualifications verified by NCHE.

- g) Prepare Semester reports on the status of admissions.
- h) Monitor and report on undergraduate admissions to the Academic Registrar
- i) Provide advice and guidance on regulations and procedure
- j) Confirm the fees payment status per student from the Bursar before registering a student
- k) Establish that the relevant bodies have verified and confirmed the authenticity of transcripts and equivalence of grades of submitted documents
- l) Advise the University on applicants with criminal investigations

8.0 SOURCE OF INFORMATION

The main sources of information on undergraduate admissions are:

- a) The University Undergraduate Prospectus, which shall be issued every two years. The prospectus shall contain the curriculum, admission requirements, grading system and any other general information about 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.
- d) The following offices that deal with academic matters welcome students, parents and benefactors to seek clarification on any matter if they so wish: the Vice Chancellor, Academic Registrar and Deans of Faculties.

9.0 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.

10.0 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 applicants.

- a) The primary means of assessment is the information provided in the 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.
- b) 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;
- c) The University may 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 application.


11.0 DIVERSITY

The University is non-discriminatory in regard to nationality, culture, religion, gender and disability.

The 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 the application.

12.0 FEEDBACK ON ADMISSIONS

Staff are required to record the reasons for admission decisions together with supporting information which is the basis for giving feedback as and when it may be required:



- a) Feedback will be provided on request only.
- b) The University does not provide feedback to parents unless the applicant has given prior, express and voluntary consent, in writing.
- c) 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.

13.0 APPEALS

A person who is dissatisfied with a selection decision may lodge a written request for review of the decision with the Academic Registrar. 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.

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.

14.0 FRAUDULENT STATEMENTS/OMISSIONS AND IMPERSONATION

- a) Applicants found to have provided, false information will be terminated forthwith.
- b) The same is true for applicants who are found to have omitted, information that they are required to disclose according to the University regulations.
- c) At any time whether prior or during or after the admission, a student shall be terminated from the programme or an award shall be revoked when fraud or omission is discovered to have taken place during the admission and or registration process.
- d) The University shall re-verify documents at the end of the programme of study for every student and action shall be taken according to the information obtained at that time.

15.0 TRANSFER BETWEEN PROGRAMMES

Transfer from one programme to another shall be permissible within the first two weeks of a semester while taking the following.

- a) The Academic Registrar on advice from the Faculty Dean may approve an application to transfer into a programme for which they are responsible from another programme at the University. A student wishing to transfer shall fill Form as shall be prescribed from time to time.




- b) When making decisions on applications to transfer between programmes, factors that the Dean will consider include:
- i. the availability of places;
 - ii. prerequisites and other admission requirements for the programme any regulatory requirements;
 - iii. the minimum entry requirements for the programme and
 - iv. the academic competitiveness of the applicant.

16.0 CREDIT TRANSFER FROM OTHER INSTITUTIONS

Credit transfer shall be permitted provided the student fulfills the University's admission requirements and those of the NCHE governing credit transfers as shall be issued from time to time.

17.0 CANCELLATION OR WITHDRAWAL OF OFFER

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
- 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) Any action taken under this section must be notified in writing to the student.

18.0 REGISTRATION

18.1 Acceptance of Admission

A student shall show acceptance of an offer by signing a copy of the admission letter and returning it to the admission office.

18.2 Purpose of Registration

The admission is provisional until the student has presented original testimonials for verification by the Admissions office on behalf of the Academic Registrar, for authenticity of the documents which were presented when the student was admitted.

The purpose of registration is to confirm the admission and to verify the authenticity of the testimonials.

The student shall register after paying the prescribed fees.


18.3 Types of Registration

Registration shall be done as follows:

- a) Registration at the Admissions Office
- b) The student shall present original documents to the admissions office and other required documents.
- c) The office shall open a file for the student (soft and hard copy)
- d) Registration at the Faculty
- e) The student will present the registration card and sign the Faculty Register. (Each Faculty shall keep a register of students)
- f) Registration at Department Level
- g) The student will present their registration card to the Department and sign the Departmental Register. (A department shall keep a register of students)
- h) Library Registration
- i) The student will present the registration card and sign the Library register. (The Library shall keep a register of students)

18.4 Names at Registration

- a) The **names** by which the student shall be registered shall be the same names as those that appear on the student's O' level, A' level results slips and/or certificates or which appear on the equivalent qualifications which were used as the basis for admission. All names shall be written in full. In cases where certificates may have



initials, they shall be required to write them in full on presentation of a notarized statement of the authenticity of the full name derived from the initial(s). Such a statement shall be obtained from a commissioner of oaths.

- b) A sworn affidavit made before a Commissioner for Oaths shall also be required for variations in spellings and order of names.
- c) Marriage Certificates shall be required for married female students who wish to include names of their spouses. In such cases female student's maiden name shall not be substituted with the spouse's name.
- d) No name change shall be allowed after submission of an application prior to admission.

It should be noted that the University does not have the mandate to allow students to change names.

18.5 Requirements for Registration

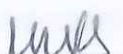
The following documents shall be presented to the Admissions office when registering:

- a) The original UNEB 'O' and 'A' level results slips and certificates or equivalent from other nations.
- b) Those admitted through the Certificate/Diploma holder scheme shall in addition to the original O' level and A' level certificates and results slips have to present
- c) ORIGINAL Certificates and Academic transcripts from their awarding
- d) Institutions. Identity cards from the previous "O" and "A" level schools and/or identity cards from previous institutions for Certificate/Diploma scheme entrants.
- e) Foreign students should additionally present their passports, and if refugees, the original United Nations High Commission for Refugees (UNHCR) Refugee Pass.
- f) Birth Certificate
- g) Five passport size photographs showing your current likeness to be attached
- h) Original bank payment slips, photocopies of which should be attached the Registration Forms.

Only those admitted students who have fully paid up the semester fees or paid the required fees for the prescribed period shall be registered.

19.0 POLICY IMPLEMENTATION

- a) The Undergraduate Admissions and Registration Policy is approved by Senate and ratified by the University Council before implementation.



- b) Implementation of this policy shall be vested in the office of the Vice Chancellor.
- c) All University Office Bearers (i.e. Academic officers, Faculty Deans, Heads of Department and respective course heads) have a duty to know the provisions of this Policy in order to exercise compliance with policy.

20.0 REVIEW

This policy shall be reviewed from time to time to incorporate emerging issues. No provisions shall be incorporated before the approval of Senate and Council.

Amended and Approved by the University Council under minute **8/07/2019** on the **11th** Day of **July 2019**

Chairman Council
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University Secretary
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