

# **HARARE INSTITUTE OF TECHNOLOGY**

## **ADMISSIONS POLICY**

### **1.0 PREAMBLE**

- 1.1 The Admissions Policy is developed and implemented by the office of the Registrar.
- 1.2 Senate shall be the final authority for the interpretation of this policy.
- 1.3 Senate reserves the right to alter, amend, cancel, suspend, or replace any of the clauses in the Admissions Policy.
- 1.4 The Senate has the power to exempt any student from any of the requirements contained in this policy.
- 1.5 The policy applies to the admission to all programmes offered at University.
- 1.6 The policy should be read in conjunction with Academic Programme Regulations, Undergraduate General Academic Regulations, Postgraduate General Academic Regulations and other relevant policies of Harare Institute of Technology.

### **2.0 PURPOSE**

The policy is intended to provide policy information to applicants, students, parents, guardians and advisors about recruitment, selection and enrolment at the University. Admissions Section aims to offer clear advice and guidance to prospective applicants to enable them to make informed choices and to apply to programmes appropriate to their interests, academic qualifications and potential.

### **3.0 DEFINITION OF KEY TERMS**

In this policy, the following shall be used as described:

Admissions	The process of admitting students to study at Harare Institute of Technology/University.
University	Refers to Harare Institute of Technology
Applicants	Prospective candidates who wish to study at the University.
Hybrid Learning	Lessons that are delivered physically and online at separate times within a semester.
Blended Learning	Synchronous and a-synchronous teaching strategy that combines face-to-face and online or other technologies and digital classic instructor-led activities.
Undergraduate	A course of study undertaking to pursue a bachelors degree programme.

Postgraduate	Relating to or denoting a course of study undertaken after completing a first degree.
International Candidate	An applicant who does not hold a Zimbabwe Citizenship or permanent residence.

#### **4.0 GENERAL PRINCIPLES**

- 4.1 The Admissions Section strives to fulfil the strategic aims and objectives of University which are designed to ensure that policies and procedures in relation to student recruitment and admissions are operated fairly, transparently and consistently in line with the University regulations.
- 4.2 The University is committed to inclusivity in education. Students are selected on the basis of their individual merits, abilities and aptitudes.

#### **5.0 ENTRY REQUIREMENTS**

The entry requirements shall be specified in the specific academic programme regulations. <http://www.hit.ac.zw/admissions>

#### **6.0 ADVERTISEMENTS**

All programmes shall be advertised and published in accordance with the University diary in the National Press, on the University website and other social media platforms. <http://www.hit.ac.zw/admissions>

#### **7.0 DEGREE PREFERENCE**

- 7.1 The admissions will prioritise selection in accordance with the degree preference chosen by the applicants. Applicants will be considered for their stated alternatives only if their first choices are unsuccessful provided that the alternative programmes are available.
- 7.2 In the event of an applicant not being selected for any of the preferences, an offer may be made which is not in accordance to his or her preference provided the applicant meets the required entry qualification.

#### **8.0 MODE OF STUDY AND DELIVERY**

- 8.1 The SENATE shall determine the mode of study.
- 8.2 The hybrid learning shall be applied to all modes of study.
- 8.3 The blended learning shall be applied to all modes of study.

#### **9.0 SUBMISSION OF APPLICATIONS**

- 9.1 Application fee shall be determined by the Registrar. The application will be processed upon payment of a fee.
- 9.2 Provisional admission may be granted to an applicant who is missing one or more documents, such as original certificate(s), but who is otherwise deemed

suitable for admission. Such applicants may be requested to secure a notarised statement concerning their academic career from an authoritative source.

**9.3** The closing dates for receipt of application forms for Normal Entry shall be advised for each year. Another date shall also be advised for receipt of late application forms.

**9.4** The closing date for Special Entry and Mature Entry applications shall be advised for each year.

## **10.0 VERIFICATION OF QUALIFICATIONS**

**10.1** The University reserves the right to verify legitimacy of qualifications, which may include contacting the previous Institution or the examinations board responsible for issuing the results.

**10.2** The University reserves the right to disqualify, nullify or withdraw the offer should they find out the applicant provided false or wrong information.

**10.3** Candidates who hold an international certificate should submit the required qualification equivalence evaluation report.

**10.4** On initial registration, applicants are required to produce original documents for verification.

## **11.0 CRIMINAL CONVICTION**

**11.1** Any accepted student may be vetted for criminal record by the Security Agency at the discretion of the University.

**11.2** A police clearance certificate must be issued and submitted to the University before registration if required by specific School/Department programme regulations.

**11.3** The University reserves the right to withdraw any offer it has made if it finds that an applicant has made fraudulent or misleading claims in his/her application.

## **12.0 SELECTION**

**12.1** In order to provide a high quality and effective recruitment, selection and admissions process the Academic Departments guided by the existing approved programme regulations shall select and recommend candidates to the School Board who in turn shall recommend the selected candidates for approval by Academic Board.

**12.2** The decision of the Academic Board guided by School and Departmental Boards shall be final.

## **13.0 FEED BACK – NOTIFICATION OF DECISIONS**

The University shall communicate to successful candidates through short message service (SMS), advertisement in the National Press and University website or upon

request. Information concerning registration will be issued to successful applicants in the offer letter.

#### **14.0 REGULATIONS GOVERNING COMPLAINTS AND APPEAL FROM APPLICANTS**

- 14.1** Applicants may have the right to appeal against the academic or professional judgement made by the Academic Board on Admissions in respect of their application.
- 14.2** If the applicant feels an error was made in the judgment of their application, the applicant can pursue the matter with the Registrar's Office in writing and this should be done within the same Academic year in which admissions is sought.

#### **15.0 RIGHT TO WITHDRAW OFFER**

- 15.1** The University reserves the right to withdraw offers of admissions if applicants fail to satisfy all requirements or it is determined that the admission was obtained through the use of incomplete, falsified, altered, or inflated information.
- 15.2** The University may also, where appropriate, inform any other relevant professional bodies and/or third parties about the exclusion.
- 15.3** The University reserves the right to reject or cancel an application or withdraw any offer made based on an applicant's mis-behaviour during any part of the application process, if such behaviour is deemed to be unacceptable in accordance with the University's equal opportunities or dignity at work and study policy or any other relevant policy of the University values.
- 15.4** The University reserves the right to withdraw an offer if any student's conduct brings the university name into disrepute.

#### **16.0 PROVISION FOR CREDIT ACCUMULATION AND TRANSFER**

A candidate can transfer within the University or other recognised Universities provided the candidate's current programme of study is compliant with the approved Minimum Body Knowledge, maximum number of credits permissible for transfer and the level of modules permissible for transfer.

#### **17.0 INTERNATIONAL STUDENTS' ADMISSION**

- 17.1** Prospective International students should apply well in advance (six (6) months) before the semester for which they are applying to avoid being affected by delays that may occur in obtaining and evaluating credentials.
- 17.2** All International students regardless of the Zimbabwe immigration status, from countries and areas where English is not the common spoken language must demonstrate a practical understanding of spoken and written English to benefit from instruction, study and examinations in that language. The University will recognize competent authorities from other countries.

**17.2.1** New students may be required to undertake a test in English proficiency set by the University upon registry for Bachelor's degree programmes.

**17.2.2** Applicants may be required to obtain a TOEFL certificate in English proficiency or its equivalent.

## **18.0 READMISSION OF STUDENTS**

**18.1** A student who has withdrawn from the University, or who is presumed withdrawn because of failure to maintain continuous enrolment, must apply for readmission.

**18.2** An application for readmission is subject to the same scrutiny as is an application for original admission.

**18.3** The student may be required to adhere to programme requirements adopted since original enrolment or to special requirements imposed as a condition of readmission.

**18.4** A student who has been withdrawn from a programme for more than ten years may not be eligible for readmission.

**18.5** A student, who is readmitted, upon registration, will incur a readmission fee.

## **19.0 RECORDS MAINTENANCE AND DISPOSAL**

**19.1** All application forms and required supporting documents are considered confidential and will be treated in accordance with the Data Protection Act (Chapter 11:22).

**19.2** All registered and unregistered applicants' application documents shall be kept safely in accordance to Records Management Policy and Data Protection Act.

## **20.0 MONITORING AND REVIEW**

This policy will be reviewed every five years or when applicable in line with the Harare Institute of Technology strategic objectives.

## 21.0 ADOPTION PROCEDURES

<b>Accountable Officer</b>	Vice Chancellor
<b>Responsible Officer</b>	Registrar
<b>Oversight Role</b>	Senate
<b>Policy Number</b>	
<b>Relevant Legislation</b>	Constitution of Zimbabwe, Zimbabwe Council for Higher Education Act (Chapter 25:27) Harare Institute of Technology Act (Chapter 25:26) and HIT General Academic Regulations
<b>Related Policies</b>	Admissions Policy, Records Management Policy and Fees Policy, Data Protection Act
<b>Approved Date</b>	
<b>Effective Date</b>	
<b>Review Date</b>	
<b>Senate Chairperson Signature</b>	
<b>Date</b>	