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# KING CEASOR UNIVERSITY

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## ADMISSIONS POLICY

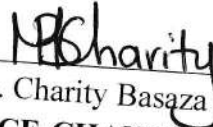
January 2024

Approval

This policy has been approved on the 19<sup>th</sup> day of March the year 2024

Signed:

  
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Hon. Dr. Chris Baryomunsi  
CHAIRPERSON, KCU COUNCIL

  
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Dr. Charity Basaza Mulenga  
VICE-CHANCELLOR

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## List of Abbreviations

KCU	King Ceasor University
UOTIA	Universities and Other Tertiary Institutions Act, 2001 (as amended)
NCHE	National Council for Higher Education
DGRT	Directorate of Graduate Studies and Research
QA	Quality Assurance

## Definitions of Terms

Admissions Committee	A committee of Senate responsible for the admission of students
Senate	KCU Senate
University Council	KCU University Council
Admission Cycle	Admission cycle starts at the time when the office of the Academic Registrar calls for applications for a given academic year until the closing date of applications within that academic year.
Application Cohort	All applicants who submit applications within a given call for applications or within a given application deadline.
Fraud	Cases of impersonation, falsification of documents or giving false/incomplete information pertaining to the application.

## **1.0 Introduction**

### **1.1 Background**

The admission of students is one of the most critical activities of King Ceasor University (KCU). The task is carried out on behalf of the University Senate by the Admissions Committee. The Admissions Committee has been dependent on the Universities and Other Tertiary Institutions Act, 2001 (UOTIA, 2001) amended, the NCHE quality Assurance Framework and the respective statutory instruments as specified by the UOTIA (2001).

The Policy spells out clear, consistent and structured principles and guidelines for the admission of students to all University programmes. The policy will apply to the admission of all categories of students to accredited programmes.

KCU is committed to ensuring that its admissions process is carried out in a fair, transparent, consistent and expeditious manner; that admission is done in accordance with the relevant laws, taking into account equity and affirmative action for disadvantaged groups; and that applicant data is held with the highest level of confidentiality.

The University is committed to equality in education. Students are selected on the basis of their individual merits, abilities and aptitudes. The University may, on the basis of affirmative action, give preferential treatment to certain categories of applicants especially on the basis of gender, disability or district/country of origin.

Through this policy, the University aims to offer clear advice and guidance to prospective applicants to enable them make informed choices and to apply to programmes appropriate to their interests, academic qualifications and potential.

Admission is subject to the availability of places. Where there are limited places available, competition for places is often extremely high and as such the places are offered to the best performing candidates as per the specific entry requirements for the programme.

### **1.2 Policy Objectives**

The objectives of this policy are:

- a) manage the entire admission process in a transparent and accountable manner
- b) ensure that only those with the right qualifications are admitted to the University
- c) provide equal opportunity to those in need of quality education.
- d) provide students with clear guidelines on the transfer of credits from other universities that are recognised by the KCU Senate

### **1.3 Legal Framework**

The Admissions Policy complies with the following legislation:

- a) The Universities and Other Tertiary Institutions Act (UOTIA), 2001 (as amended)
- b) The Uganda National Council for Higher Education's Quality Assurance Framework
- c) UOTIA, Statutory Instrument No. 62, 2007 (Equating Degrees, Diplomas and Certificates)
- d) UOTIA, Statutory Instrument No. 63, 2007 (Minimum Entry Requirements for Admissions to Universities or Other Tertiary Institutions)
- e) UOTIA, Statutory Instrument No. 34, 2008 (the Universities and Other Tertiary Institutions (Quality Assurance) Regulations)

## **1.4 Interpretation and Administration**

### **1.4.1 Interpretation**

The University Council will be responsible for approval of the policy. The University Senate will be the final authority in definition, interpretation, application of this policy.

### **1.4.2 Administration**

The Vice Chancellor will oversee the implementation of the policy.

The Deputy Vice Chancellor will be responsible for implementing the policy.

The Academic Registrar will be responsible for the day-to-day administration of the policy as stipulated in Sec 34 (3) of the UOTIA (2001).

The DGRT, Deans and HODs will ensure that they comply with the provisions of the policy as stipulated in Sec 48 and 49 of UOTIA (2001) amended

The policy will be subject to review by the University Council.

## **2.0 Policy Scope**

This Policy shall apply to all those who seek admission to any academic programme in the University.

## **3.0 Admissions Principles**

### **3.1 Admissions**

- i) The Policy aims to be fair, transparent and consistent.

- ii) The University seeks to admit the highest caliber of candidates with the merit, potential and motivation to benefit from and succeed at KCU and contribute to community development, regardless of age, disability, race, nationality, gender, religion, marital status, parental status or other personal circumstances.
- iii) Each applicant will be considered on his/her merit and in competition with the rest of the applicant cohort in a given admissions cycle.
- iv) Each application is to be viewed holistically; assessing the merit, potential, motivation, skills and qualities of applicants by considering all information presented on the application (i.e., academic achievements and qualifications, including O' level grades (or equivalent), A' level grades (or equivalent), and/or other accepted qualifications, personal/motivation statement, where applicable and academic reference.
- v) Applicants may, before being considered, be asked to provide additional information about themselves, the qualifications they have attained or course details (for example course content or their unit grade scale).

### **3.2 Application Cohort**

- i) All applications received within an advertised deadline will be considered equally.
- ii) In order to give fair and equal consideration, applications may be held as part of a cohort and decision made on them as a group, selecting the most suitable candidates.

### **3.3 Application Fees**

- i) The University may charge a non-refundable fee for application which will be set by the University Council on the advice of Senate.
- ii) The fees charged for application may be reviewed from time to time.

### **3.4 Review**

- i) The University, through Council and Senate, monitors procedures and regularly reviews and updates admissions policies and procedures to keep them progressive.
- ii) Periodic reviews whenever done will be made public.

### **3.5 Training**

- i) All academic and relevant administrative staff involved in admissions will receive



either formal or informal training appropriate to their roles.

- ii) This training covers the relevant legislation and internal policies, procedures and guideline on admissions.

#### **4.0 Roles and Responsibilities**

##### **4.1 The University Council**

- i) The University Council will, on the advice of Senate, set the eligibility and qualifications of persons for admission to all programmes of the University as prescribed by UOTIA section 45 2(c).
- ii) The fees charged for purposes of admission in to the University and tuition fees for all the University programmes will be as in the University Fees Policy.

##### **4.2 The Senate**

The Senate is responsible for advising the University Council on the eligibility and qualifications of persons for admission into the University programmes. See UOTIA Section 45 (2).

##### **4.3 The Admissions Committee**

- (i) The Admissions Committee is responsible, to the University Senate, for admission and ensuring that policies and procedures regarding student recruitment and admissions are operated fairly and consistently, and in line with the University's strategic aims and objectives and other relevant laws.
- (ii) The Admissions Committee will, with the guidance of Senate, approve the number of students admitted per programme, taking into consideration the enrollment projections, staff, financial viability, infrastructure, and special national interest programmes.

##### **4.4 The School/Faculty/ Institute**

The College/School/Faculty/Institute will advise Senate on the qualification of persons to be admitted to the University programmes.

##### **4.5 The DGRT Board**

The DRGT Board will:

- i. advise the Admissions Committee on the Postgraduate admissions.
- ii. work with Schools/Faculties/Institutes to ensure timely admission of postgraduate

students

- iii. Bring to the attention of the Admissions Committee any issues pertinent to the admissions process

#### **4.6 The Deputy Vice Chancellor**

The Deputy Vice Chancellor will be:

- (i) the Chairperson of the Admissions Committee
- (ii) responsible for the organization and administration of the admissions to the University.

#### **4.7 The Academic Registrar**

The Academic Registrar will:

- i) assist the Deputy Vice Chancellor (Academic Affairs) in the organization and administration of the University's admissions process.
- ii) be assisted in this process by the Admissions Office.

##### **4.7.1 Admissions Office**

The Admissions office will be responsible for:

- i) coordinating undergraduate and postgraduate admissions
- ii) bringing to the attention of the Admissions Committee any issues pertaining to the admissions process of undergraduate students

#### **4.8 The Applicant**

The applicant will be responsible for providing accurate and consistent information to the University.

#### **5.0 Minimum Entry Requirements**

Entry into the University will be based on the Admissions Guidelines, in line with the NCHE Statutory Instrument No. 63 and the QA Framework.

##### **5.1 Minimum Entry Requirements to Degree Programmes under Direct Entry Scheme.**

A candidate shall be deemed eligible for consideration for admission to a first degree Programme if he/she has obtained:

- a) The Uganda Certificates of Education with a minimum of 5 Passes or an equivalent qualification. Candidates who obtained an overall Grade of 7, 9, Y or Z at Uganda Certificate of Education do not qualify for University Admission and need not apply.
- b) Two Principal Passes in approved subjects obtained at the same sitting of the Uganda Certificate of Education Examination or an equivalent qualification.

- c) A qualification which is equated to Advanced Level Certificate by the National Council for Higher Education and Uganda National Examinations Board.
- d) Within the framework of the General Direct Requirements, candidates may be required to sit and pass a pre-entry examination to gain admission to a programme in a specific Academic Department.

### **5.1.1 Special Entry Requirements**

- a) Within the framework of the General Direct Entry Requirement, there may be Special faculty/Institute requirements that candidates must fulfil to gain admission to a programme in a specific Academic Unit.
- b) A candidate must satisfy both the minimum requirements and the special requirements to gain admission to a programme.

### **5.2 Minimum Entry Requirements to Degree Programmes under Diploma Entry Scheme.**

A candidate shall be deemed eligible for consideration for admission to a first degree programme at the University if he/she has obtained:

- a) A credit or second-class diploma in the relevant field or its equivalent from a recognized institution. The duration of such a diploma shall be not less than two academic years.
- b) Prior to training at the diploma level, a candidate should have obtained the minimum Uganda Certificate of Education and Uganda Advanced Certificate of Education or their equivalent entry grades set by joint Admissions Board or National Council for Higher Education.
- c) Within the framework of the General Diploma Entry Requirements, candidates may be required to sit pre-entry examinations to gain admission to a programme in a specific Academic Unit

### **5.3 Minimum Entry Requirements to Degree Programmes under Mature Age Entry Scheme**

A candidate shall be deemed eligible for consideration for admission under the Mature Age Entry Scheme if he/she:

- a) Is at least 25 years old at the time of sitting the Mature Age Examination.
- b) Has passed Mature Age Examination set by a recognized center.

The University reserves the right of admission of applicants to its programmes

## 6.0 Admission Procedures

### 6.1 Application

- i) All undergraduate applications will be submitted to the Office of the Academic Registrar either in hard copy or through the online applications portal <https://applications.kcu.ac.ug>.
- ii) All postgraduate applications will be submitted to the Directorate of Research and Graduate Training either in hard copy or through the online applications portal <https://applications.kcu.ac.ug>.

### 6.2 National Applicants

- i. Applicants shall only apply in response to the appropriate Entry Scheme advertisement.
- ii. A candidate may apply for a maximum of four programmes on one application form under the Direct Entry Scheme.
- iii. Applicants must be realistic about whether they are likely to qualify and whether the chosen programme matches their interests and abilities.
- iv. Under the Diploma/Certificate Entry Scheme, a candidate shall apply for only one programme on one application form.
- v. All applicants shall be required to pay the appropriate application fee prescribed by the University Council, to the designated banks before submitting the application form.
- vi. Candidates should take special care to ensure that they provide true, complete, correct and accurate information as the University shall not be held liable for errors made by the applicant in the application form.
- vii. Applicants shall be informed through the University website, Print media and notice boards on the outcome of their applications.
- viii. Candidates are warned that cases of impersonation, falsification of documents or giving false/incomplete information whenever discovered either at registration or afterwards, will lead to automatic cancellation of admission, besides being referred to police for prosecution.

### 6.3 International Applicants

- a) Applicants with qualifications from other countries shall have them equated by the Uganda National Examinations Board or National Council for Higher Education before application.
- b) Applicants whose qualifications are documented in any language other than English shall have them translated into English by the Makerere University Institute of Languages or any other recognized Institution prior to application.

- c) Applicants with qualifications from other countries shall be required to submit originals of equated Academic documents to the Academic Registrar on submission of the application form.
- d) Applicants from an institution where the language of instruction is not English should satisfy the Minimum English proficiency requirements specified by the University.
- e) Applicants from East African Countries shall be required to pay the appropriate application fee at the rate charged for Ugandan applicants as prescribed by the University Council.
- f) All International applicants shall be required to pay the appropriate application fee as prescribed by the University Council.

#### **6.4 Transfer of Credits Scheme from other Universities**

- a) Students who wish to transfer from other Universities to King Ceasor University may write a formal request to the Academic Registrar
- b) Undergraduate and Graduate Students who apply to transfer from other recognized Universities or equivalent Institutions of Higher Learning to KCU should have the following requirements:
  - i. Must satisfy the admission requirement for the academic programme(s) applied for.
  - ii. Must obtain and submit an official Academic Transcript (s)/Statement of Results from a recognized University/Institution of Higher Learning in which he/she was previously enrolled indicating his/her academic status, the courses taken, the credit units completed and the grades obtained in each course.
  - iii. The credit being transferred must be of a programme with similar course content as the one at KCU.
  - iv. Must have obtained the equivalent of Cumulative Grade Point Average of at least 3.0.
  - v. Will be permitted to transfer to KCU Credits earned but the maximum of Credits should not exceed 60% of the Minimum Graduation Load of the Academic programme applied for.
  - vi. If permitted to transfer she/he should not be allowed to transfer the equivalent of Credit Units in a course in which she/he obtained a Grade point which was lower than 3.0 for both Undergraduate and Postgraduate programmes.

- vii. An application must be accompanied by recommendations from the Institution or Authority she/he is transferring from.
  - viii. Must not be under suspension or dismissal from his/her former Institution for indiscipline or examination malpractice
  - ix. Must have not exhausted the validity period of his registration for the programme at the previous University or Institution of Higher Learning.
- c) The Department housing the programme shall advise the Admission Board on the suitability of the applicants based on approved criteria.

### **7.0 Selection for Admission**

For Undergraduate programmes, the selection process will take into account the following:

- i. The intake capacity and budget projections of the programme.
- ii. Achieved academic qualifications of the applicant
- iii. The academic institution where the previous qualifications were obtained
- iv. The applicant's performance at interview, where required
- v. An applicant's English language proficiency, where required ADDED
- vi. Calculated weight as per entry requirements of the programme applied to

For Postgraduate programmes, the selection process will take into account the following:

- i. The intake capacity and budget projections of the programme
- ii. Achieved academic qualifications of the applicant
- iii. The academic institution where the previous qualifications were obtained
- iv. The applicant's stated interest, commitment and motivation for study, where required
- v. Work or other non-academic experience, where required
- vi. Academic and/or professional references, where required
- vii. The applicant's performance at interview, where required
- viii. The applicant's portfolio or sample of written work, where required
- ix. The applicant's research concept/synopsis, where required
- x. An applicant's English language proficiency.

### **7.1 Undergraduate Weighting Criteria**

The weighting criteria for selection of applicants will be as described in the Admissions Guidelines approved by Senate.

### **7.2 Postgraduate Selection**

The specific selection criteria of postgraduate applicants for admissions will be based on the defined admission criteria approved by Senate.

### **7.3 Applicants with Disability**

- i. The University is committed to promoting equal opportunities in line with existing policies and laws on persons with disabilities and actively encourages applications from students with disabilities.
- ii. Although there is no obligation for an applicant to disclose a disability, the University encourages applicants to disclose at an early stage in order that the Admissions Committee can decide on the applicants' eligibility based on full facts of the disability
- iii. The Admissions Committee does not include the applicant's disability within the consideration of their potential to successfully undertake a programme of study, and the University makes every reasonable effort to accommodate an individual's support needs.
- iv. In exceptional circumstances, if the Admissions Committee has strong concerns about the applicant's ability to undertake the programme due to a disability or on the basis of Health and Safety Legislation, further discussion with the applicant and the Faculty/Institute and Dean of Students may be required prior to an offer being made.

### **7.4 Equity and Inclusiveness**

The University will make special consideration while making admissions decision on applicants that will be considered disadvantaged in line with existing laws.

### **8.0 Confirmation of Admission**

- i. The University will gazette the list of, communicate and issue admission letters to successful applicants, where possible, at least one month before the commencement of the new academic year which is usually in August every year.
- ii. There will be fees payable as approved by the University Council for purposes of picking an admission letter.

### **9.0 Appeals**

- i. Where an applicant is dissatisfied with the decision made regarding their application, the

applicant will express their dissatisfaction in writing, addressed to the Academic Registrar.

- ii. The appeal will be considered by an adhoc committee set up by the University Senate.
- iii. The Adhoc Committee will have Senate members who are not part of the University Senate.

### **10.0 Retention and Disposal of application materials**

- i. Application material belongs to the University.
- ii. However, the University will retain or dispose application materials as follows:
  - a. If applicant does not qualify for admission, the application form will be disposed following the university disposal policy at the end of the admission cycle.
  - b. If the applicant is admitted but does not register for the programme, the application material will be disposed one year from the time of admission.
  - c. If the applicant is admitted and becomes a student, the application material will not be destroyed but will be kept for as part of the student's records.

### **11.0 Data Protection**

The University shall be responsible for data protection of applicants' data according to the laws of Uganda.

### **12.0 Terms and conditions**

- i. The Policy will apply to all applications for undergraduate and postgraduate study.
- ii. The University will draw the policy to the attention of anyone who intends to apply.
- iii. The policy will be binding on all applicants.
- iv. Whereas the University will issue admission letters to successful applicants, the programme will only run if the number of students enrolled meets an approved threshold which threshold is determined by Senate.
- v. The University reserves the right to cancel an admission if there exist reasons it deems adequate for the cancellation.