



*A fully accredited/chartered University by the Government of Rwanda*

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# **UNIVERSITY OF KIGALI**

## **ADMISSION POLICY**

**Revised-June 2022**

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## Section 1: Key Principles

- 1.1. The admission policy of University of Kigali (hereafter the UOK) gives direction to prospective students, University staff and partner organizations about our approach to admission of students. The main aim is to equip our students with skills in all levels of academic and knowledge required for the labour market. UOK is founded on the principle of equity and therefore committed to a transparent and fair admission procedure.
- 1.2. The UOK's admission board has clear, open and focused orientation when admitting students. Decisions on who to admit, for which programs are made in a consultative process that involves relevant offices and individuals with expertise in various fields.
- 1.3. Advisory services are offered to applicants clearly detailing their own role in the entire application process. Information and support provided to prospective students, partners and guardians are comprehensive in nature. Individual aspirations and skills are put into consideration while engaging prospective students so as to cater for all categories and special needs as may be applicable.
- 1.4. In order to guide prospective students in a holistic manner, information on academic support, financial matters, and future career is made available.  
Applications to UOK (Undergraduate, postgraduate Diploma in Education and masters) are made online or in person at UOK Campuses at Kigali and Musanze Campus. All applicants are required to specify the program they intend to register for and the session of study Day, Evening or Weekend.
- 1.5. Entry requirements for all programs and levels are clearly defined. In addition, the admissions board may act within the standard entry criteria, differently due to consideration of admitting students with special needs and make appropriate decisions regarding their study choice.
- 1.6. Prospective students are given feedback within three working days from the date of application and successful applicants are also advised of the outcome in the same timeframe.

- 1.7. The policy guidelines provided in this document applies to all students both local and international.
- 1.8. The implementation of this policy will be periodically monitored and assessed for fairness, effectiveness, and efficiency.

### **Section 2: Principles and Purpose**

- 2.1. This document provides a clear guide for the admission procedure to the prospective students, the university staff, the partner institutions, parents, and guardians. It is a framework that describes the admission practice of the UoK.
- 2.2. The mission of the UOK is **“to be a pole of Radiance and excellence nationally and internationally with quality education, research and provision of innovative services to community”**.
- 2.3. The Vision of the UOK is **“to provide quality Higher education programs to match the labour market and development needs of Rwanda, the region, and the world”**
- 2.4. This Policy ensures that the University’s approach to the admission of students is appropriate to realize the Vision and achieve the strategic aims stated in the University Strategic Plan.
- 2.5. The main purpose and priority of the UOK, for admissions, is to ensure that prospective students meet best of their academic expectations and vocational needs. In order to achieve this, the UOK makes a commitment to have a consistent, personalized, accessible, and timely approach to the admission of students.
- 2.6. The remaining part of this policy lays out how the UOK delivers these commitments with its partners and what is expected from the students in return.

### **Section Three: Roles and Responsibilities**

#### **3.1. Setting and Monitoring of Admission Criteria and Target Numbers.**

- 3.1.1. The Vice Chancellor in consultation with the Promoters sets an annual target for the number of places available for the courses leading to a University Award, while the Student Admission Committee monitors overall recruitment related to the target.

3.1.2. Academic Board approves award regulations, program specifications, which in the context of the University's requirements; lay out the minimum academic and English language criteria for entry to the award and the specific courses. The Admissions Committee further advises on the general acceptability and equivalence of a range of entry qualifications in consistency with practice across the University.

3.1.3. Within the context of the framework, the specific target numbers and standard levels for each course are proposed by the chair of Admission Committee (Deputy Vice Chancellor Academics) on an annual basis to the schools. The School Management Council approves the proposal prior to the start of the relevant admission cycle. Professional and regulatory or accrediting bodies also help to determine admissions criteria.

### **3.2. Assessing the Application and Communicating with Applicants**

3.2.1. The front desk in the registry office shall receive all the applications. The Operations Manager is the University Academic Registrar. The Academic Registrar monitors day to day operations of application records management and tracks progress and communicates with prospective students.

#### All Programs

3.2.2. For those courses where assessment is based on the application alone, the decision to offer a place is done by the Admission Committee.

In exceptional cases, where achievement against the criteria is not certificated or is otherwise unclear (Case of transfer of credits), an application may be subjected to further assessment-the applicant is informed of the delay exceeds the standard feedback period of three days.

3.2.2.1 Are registered for all modules scheduled in the program and sit for exams of all modules to obtain a degree.

3.2.2.2. Are registered for a specific module(s) by choice in a given program and sit for exams of all components constituting the module in order to

obtain an appropriate award. The program may take longer than the usual time.

- 3.2.2.3. Where programs are available in day, evening and weekend sessions, students may be permitted to transfer from one session to another within the UOK programs and from one program to another and from one campus to another.
- 3.2.3. Where further assessment activity is required (e.g. interview, tests, portfolio, or audition), the School organizes it and makes the subsequent decision to offer a place.
- 3.2.4. Prospective students for graduate programs are assessed following the above procedure. In addition, potential Research supervisors are tasked to guide prospective students.
- 3.2.5. For courses at partner institutions, responsibility for admission is laid down in the Institutional Agreement between the partner and the University, as agreed by Academic Quality Office. Typically, responsibility for assessing and communicating with prospective students is undertaken jointly by the partner institutions.
- 3.2.6. In all cases, the decision is communicated by the Academic Registrar.

### **3.3. Publication of Information and outreach**

Student recruitment is coordinated by the Marketing, Public Relations, and Communications Offices. They publish information for prospective students within the University communication channels (Website, social media etc) and through external media. Other staff and students through Schools and a range of outreach activities are involved in prospective student recruitment through activities targeting specific disciplines. That shall be done on campus, at selected sites or online.

### **3.4. Appeals & Complaints**

Appeals and complaints relating to the admission of students are handled by the office of the Registrar.

### **3.5. Monitoring & Review**

Monitoring and reviewing the admission cycle for each program is undertaken by the School Council and the Academic Quality Committee. The Admission Committee benchmarks on the outcome of this to review the cycle University-wide and consider the wider effectiveness of the Admission Policy and its implementation as practice.

### **3.6. Training and Support for Staff**

When getting an academic or administrative admissions task, University and all concerned staff shall participate in the program of preparation, professional updating, and sharing of good practice, including relevant components from the following:

- 3.6.1. Internal admissions seminars and development days - to update academic, administrative and partner staff on emerging issues and developments from University and sector practice, including input from all University Centers, Schools, professional bodies and regulatory organs (Higher Education Council).
- 3.6.2. School Deans and Heads of Departments in the respective disciplines mentor and guide staff to keep track of students' profiles and orientation to career choices.
- 3.6.3. Training for administrative staff within the registry in order to acquire skills for admissions record keeping and records management.

### **3.7. Confidentiality & Disclosure**

Data on applicants is kept electronically on the students' management information system. Information generated from the data provided by applicants is only shared with those agreed up on with the applicant. It is implicit that where referees are named, we have the applicant's permission to approach these; however, where we need to undertake further checks involving a

third party, we seek the applicant's permission without the applicant's permission, such cannot proceed.

### **Section 4 Dissemination of Information and Support to Prospective Students**

- 4.1. Information and support to prospective students are provided through easily accessible channels of communication: E-mail, and printed documents. It includes information on what their experience will be at the University in terms of academics, extra curricula, financial and career guidance.
- 4.2. During prospective student's orientation sessions, the focus is on:
  - General understanding of the University's vision and mission.
  - Course content, teaching and assessment methods and subsequent employment opportunities. (summarized in the personalized prospectus) and graduate subject guides, with downloadable program specifications and module descriptors for full information.
  - Extra curricula activities including students' clubs and associations.
  - The students' finances and payments
- 4.3. **Selection criteria** –academic, language and experience pre requisites and typical offer levels, including international entry qualifications, are summarized on the University website, in the prospectus, and published in guides, for both undergraduate and postgraduate studies.
- 4.4. The role of accrediting, regulatory organizations: The general rules and regulations set by the Higher Education Council course design, delivery and selection criteria.
- 4.5. **Fees** on receipt of our offer the prospective student is advised read our fees policy published on the website, extracts of which are posted on students' notice boards. Prospective students may also visit the finance office for advice.
- 4.6. We have priority *media* for delivering information and support:
  - The University website – all matters related to academic, Finance and entry requirements can be found on our website.



- i. Program specifications, module descriptors, and other course-specific University literature
- ii. Open days and the public talks
- iii. Printed publications to support applicants through the process, including offer and Getting Ready guides
- iv. Outreach activities and opportunities to find out more. Our Alumni play a big role under the Dean of Students' Guidance.
- v. Students Notice boards

### **Section 5: The Admission Procedure**

#### **Application to the UoK must be made through the following Procedure:**

- i. Online applications: <https://mis.uok.ac.rw:8085/apply/>
- ii. Application in person by the delivery of filled application forms to the admission's Office.

#### **5.1. On receipt of an application, the following initial check will be made:**

- i. Eligibility to undertake University education by meeting the standard University Entry requirements.
- ii. For students with disabilities, advisory support is provided by the Dean of Students.
- iii. For a case where the applicant has previously applied or is a current or past student: the outcome of previous applications to or periods of study at the University may be relevant to the outcome of the current application.

#### **5.2. Finalization of selection and offer details:**

The selection process is normally shared on the application date, within three working days. Our initial decision will be:

- (i) to offer a place without conditions,
- (ii) to offer a place conditionally on the results of academic assessments or English language proficiency tests or
- (iii) not to offer a place.

### **Reply**

**5.2.1.** Applicants who are offered a place must tell us, by a given date, whether they intend to take up the place. Applicants must start classes within that trimester of our admission. In any case, where an applicant has not positively accepted to start classes by that date, it is assumed that they have turned down our offer, which is then withdrawn, in event he/she comes back to start classes the following trimester, a charge of late reporting will be applied. At the UOK, the offer is varied within one trimester.

### **Confirmation**

**5.2.2.** If the applicant accepts our offer of a place, made with basis on the results of academic and/or English language proficiency assessments the applicant is told our final decision normally within three working days of our receipt of the complete results of those assessments.

### **Enrolment and joining instructions**

**5.2.3.** Joining instructions are given to all those who have been given a place, at least ten working days before the start date of the course or within five working days of accepting our offer or receiving confirmation if this is within ten working days of the course start date.

### **Requests to Defer a Place**

**5.2.4.** We have options for prospective students to apply during the trimester running up to their proposed start date, to apply from the outset to start a trimester later, while others may choose to defer their place to the following trimester after they have received our offer. Intended trimester of entry is not taken into account in assessing an application, therefore we require information on whether a student will enroll and when. A student to be can defer a place by one trimester, regardless of whether this was determined before or after the offer.

**5.2.5.** Follow up on applicants who deferred a trimester, a Suspension is made. If we do not receive positive confirmation within ten working days from the date of our inquiry, we reserve the right to withdraw that offer.

### **Use of Changed Course Offers**

**5.2.6.** If we cannot offer a place on the course applied for, we may offer an alternative course instead. This can happen at the initial application stage or at confirmation (see above) for prospective students who have not met the conditions of their offer. Where this happens at initial application, the appropriate member of staff normally contacts the prospective student to discuss the alternative before the offer is processed within the decision timescale specified.

### **Changes to Courses during the Admissions Cycle**

**5.2.7.** We take all steps to avoid changes to a course after it has opened for applications for a given entry trimester and, in particular, suspension of a course, alteration of intended professional recognition or exemptions, or variation to published study mode or duration within 3 months of intended start date. However, when changes do occur, the Admission officer provides written details and options to each active applicant.

**5.2.8.** Where an applicant already holds an active offer for the course/ trimester concerned, we do our best to ensure that the applicant's study intentions can be met. In this case, the Admission officer discusses the options directly with the applicant and offers one or more of the following options as circumstances allow:

- Entry to the original course/ trimester as planned
- Deferring our offer by one trimester
- Transferring our offer to an alternative course for the original trimester of entry
- Transferring the offer to the same or similar course at another University
- If all of the above options have been exhausted, then we may withdraw our offer.

### **Credit Transfer**

**5.3.** We welcome applications from prospective students who wish to enter at a later stage of a course or gain exemption from specific modules, subject to any specific requirements of an accrediting/regulatory body (Higher Education Council).

**5.3.1.** The upper limit for this is half of the credits required for the award while the minimum exemption considered is 30 credits (i.e. typically two module). Research project or dissertation plus internship are not exempted, unless authorized by the Higher Education Council (HEC) to exempt beyond the limits.

**5.3.2.** Students who are registered for a Masters at another comparable institution may apply for admission with advanced standing. To be eligible for consideration by the School Degrees Committee, the applicant must be prepared to register at UOK for at least one year, prior to the date of the final submission of the thesis (i.e. typically only 6 modules can be exempted). Admission may be subjected to the completion of an agreed program of research training.

**5.3.3.** The University makes all decisions on entry with advanced standing, credit transfer or module exemptions to courses leading to a University award.

### **5.4. Assessment of Prospective Student**

**5.4.1.** There must be a minimum threshold of achievement that every prospective student is expected to meet for their application to be considered.

#### **5.4.2. Specific Entry Requirements for Undergraduate Programs**

- A candidate must have passed with at least two principal passes at A level (senior six) or its equivalence in one sitting . Unless directed by the Higher Education Council or the Ministry of Education.
- If a candidate has a foreign s.6 certificate, an equivalence awarded by National Examination & School Inspection Authority (NESA) must be presented for the candidate to gain entry.
- Must reach a certain standard of competency in the English language
- Below shows the items required for admission

1. Copies of notarized senior 6 certificates, or equivalence for international documents.
2. Two recent colour passport size photographs
3. Photocopy of the national Id/passport
4. English proficiency certificate/result slip (for applicants from non-English speaking countries)

### **5.4.3. Specific entry requirements for Postgraduate Programs**

- For Master's degree applicants, a candidate should possess a minimum of a Second-Class Honours Degree, or a third class (pass degree) but with a minimum of 5 years working experience in the field related to the master's program he /she is applying for with evidence of a service certificate from the employer.
- For a post graduate diploma an applicant should possess an undergraduate Degree.
- Below shows the items required for admission
  1. Copies of notarized academic certificate, transcripts, or equivalence for international documents.
  2. Two recent colour passport size photographs
  3. Photocopy of the national Id/passport
  4. English proficiency certificate/result slip (for applicants from non-English speaking countries)

**5.4.4.** In both cases, the candidate will be required to submit among others, a certified copy of the degree certificate. For both Undergraduate and Postgraduate Programmes, Candidates from other Higher Learning Institutions may only be admitted when the equivalence is confirmed by inter-Schools commission set up by the Academic Senate upon their commendation by the DVC Academics. The School determines complementary modules on the advice of the department in charge of the program requested by the candidate. The weight of those modules shall not go over 1/2 of the program. The admission is decided by DVCA on the advice of the School Council in charge of the program requested by the applicant.

**5.5.** The measure of entry qualifications into entry criteria and offer levels will be done after undertaking a curriculum mapping exercise to determine how preparation for University study a student can demonstrate. This is taken in in reference to collective

moderation and recommendation of the overall acceptability of the qualification to the University, along with appropriate offer levels, equivalences and exceptions.

### **Information and Activities to Assess Prospective Students**

5.7. Additional information and activity we may use to assess prospective students vary significantly by level of study, and method of study, School, and course, the following deserves mention;

- a. Actual and predicted entry qualifications (from initial application and subsequent verification)
- b. Personal statement (from initial application)
- c. Reference (accompanying initial application)
- d. Work Experience (demonstrated at initial application and, where applicable, interview)
- e. Interview
- f. Selection tests or written work set (during selection day or completed before interview)
- g. Research proposal (accompanying application for postgraduate research study)
- h. Academic & research skills (demonstrated at initial application, in existing qualifications and, where applicable, at interview)

5.8. In most cases, the common weighing scale is attached to actual/predicted entry qualifications, either to offer a place outright or to shortlist candidates for further assessment activity.

5.9. At graduate level, increasing importance is attached to the level of achievement, in terms of ability to do research and dissemination of knowledge.

5.10. Use of contextual information –contextual information may be taken into account to adjust our entry criteria. In view of the work we undertake with students at campuses and learning centers, where we offer them a place on the basis of entry qualifications within NESAs achievement, we may lower our normal offer for entry to participating courses. For example, a student may gain entry at UOK with a Results slip, awaiting Certificate or waiting for equivalence. In all cases, only proof that a student is legible for NESAs Certificate/ Equivalence guarantees provisional offer.

### **Section 6: Induction and Integration**

6. We offer an effective introduction to the University for all our new students through:
  - i. An “Orientation Week” of events at start of academic trimester
  - ii. Graduate induction sessions
  - iii. Orientation to course curriculum, organization, teaching and assessment methods during the assessment of prospective students or at the offer stage
  - iv. Orientation into UOK culture and Values.

### **Section 7: Minimum and Maximum period of study**

- 7.1. All honours undergraduate programs at UoK take a minimum of 3 years as per the curricula approved by the Higher Education Council.
- 7.2. For all master’s or graduate programs offered at uok take a minimum of 1 year and half (18 months) as per the curricula approved by the Higher Education Council.
- 7.3. For Postgraduate Diploma in Education (PGDE) takes a minimum of 10 Months
- 7.4. The student can take a maximum of 5 years to complete his/her undergraduate, 3 years and half for masters and 2 years for PGDE and graduate from UoK. This period factors in the suspension/dropout time during study. If a student has not graduated after the maximum allowed period, the student will be discontinued but allowed to apply afresh and will be given exemptions based on the currently curricula and following the HEC policy on exemptions.