



**INTERNATIONAL
UNIVERSITY
OF EAST AFRICA**
'Learning to Succeed'

ADMISSIONS REGULATIONS

1st Edition (2018)

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**INTERNATIONAL UNIVERSITY
OF EAST AFRICA**

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1.0 INTRODUCTION

The following document outlines the operating policies and procedures for IUEA guiding its admissions policies and procedures to ensure that IUEA *recruits with integrity*. This shall ensure that all admission decisions are made to comply with external regulations and guidelines, meet the requirements and expectations of the prospective applicants, and provide a meaningful and quality education for our students. The policy includes the policies and procedures concerning entry, progression, Recognition of Prior Learning (RPL), and Credit Accumulation and Transfer (CAT).

2.0 POLICY OBJECTIVES

IUEA recognises the importance of admitting students with integrity and therefore IUEA's policies on admissions abide by the following principals:

- a. That admission of students is based on the regulations and guidelines of the relevant and applicable qualification regulators and authorities;
- b. Where admission requirements are not clear or stated that the relevant and applicable qualification regulators and authorities are consulted;
- c. That admission of students is based on the best interests of the student in meeting their stated academic or career objectives;
- d. That correct and accurate information shall be given to students on the requirements for admissions and their career prospects;
- e. That the information that is received by the institution is accurate and unaltered and therefore a genuine representation of the requirements for the basis of admission.
- f. That all admission decisions are based on the transparent, accountable and democratic and due process expected of an institution of higher education and based on the expectations of all stakeholders.

2.1 Sources of Policy

The policies outlined in this document are based on the following documents:

- The Universities and Other Tertiary Institutions Amendment Act 2006;
- All Statutory Instruments regulating tertiary institutions, specifically;
 - Statutory Instrument No. 63 2007

- Applicable Qualification Frameworks such as the Ugandan Higher Education Qualification Framework (UHEQF);
- Other external communications, memorandums, statements, or directives concerning the regulations of admissions of students in tertiary institutions in Uganda as stated by recognised and authorities;
- Other internal policies, procedures and guidelines and operational and educational documentation including curriculum;
- Other frameworks and guidelines as presented by national, regional and international qualification authorities or institutions.

2.2 Key abbreviations and terms

- NCHE – National Council of Higher Education
- UNEB – Ugandan National Examination Board
- UCE – Ugandan Certificate of Education
- UACE – Ugandan Advanced Certificate of Education
- UHEQF – Ugandan Higher Education Qualification Framework
- Admission - the act of being admitted into a programme of study by meeting the entry requirements for that programme and those of the University
- Enrolment - the process of joining the University and having a student file opened.
- Course Registration - the process of registering for a course(s) or onto a programme of study.
- Admissions Board – the body responsible for the approval of applicants into their chosen programme of study. The Admissions Board is a function of Faculty and Senate ensuring the maintenance of admitting students with integrity

3.0 ENTRY REQUIREMENTS FOR ADMISSION

The following presents the minimum entry requirements for different entry points into the programmes at different levels of qualifications offered by IUEA. Programme specific entry requirements, such as subject wise requirements, can be found in respective programme specifications and guidelines to admissions.

3.1 Higher Education Certificate

The minimum entry requirements for entry into a Higher Education Certificate (Level 4 UHEQF) programme are:

- a) Uganda Advanced Certificate of Education with at least two subsidiary passes or its equivalent;
- b) Vocational Qualifications at level 2 or level 3 of the Uganda Vocational Qualifications Framework;
- c) Qualifications equivalent to Uganda Advanced Certificate of Education (UACE) as shall be determined by the National Council in consultation with the Uganda National Examinations Board;
- d) Foreign students without UACE or its equivalent qualifications who have successfully completed secondary school education with at least five subject passes and are admissible to university degree or diploma programmes in their respective home countries may be admitted into the Higher Education Certificate. In addition, foreign students whose studies were not conducted in English shall show proof of proficiency in the English Language.

3.2 Diploma

The minimum entry requirements for entry into a Diploma (Level 5 UHEQF) programme are:

- a) Uganda Advanced Certificate of Education (UACE) with at least one principal pass and one subsidiary pass or its equivalent;
- b) A Higher Education Certificate with at least a second-class lower division;
- c) Mature Age Entrance Examinations Certificate awarded to a person aged at least 22 years and has passed with at least 50% marks. For purposes of admission the Mature Age Entrance Certificate shall be valid for no more than two years. The mature age entry examinations centre must have been authorized by NCHE;
- d) Qualifications equivalent to Uganda Advanced Certificate of Education (UACE) as shall be determined by the National Council in consultation with the Uganda National Examinations Board. Higher Education Institutions should seek

guidance from NCHE on whether such a certificate is of comparable standards to UACE with one principal pass and one subsidiary pass.

3.3 Bachelor Degree

The minimum entry requirements for entry into a Bachelor Degree (Level 7 UHEQF) programme are:

- a) Uganda Advanced Certificate of Education (UACE) with at least two principal passes or its equivalent;
- b) A Higher Education Certificate of at least second class (Upper Division);
- c) A relevant Diploma (Level 5) or its equivalent recognized as such by NCHE. Holders of Level 5 Qualifications *may be* enrolled at the beginning of second year of a relevant degree programme provided that this option is provided for in the accredited programme;
- d) A relevant advanced diploma (Level 6) or its equivalent recognized as such by NCHE. Holders of Level 6 qualifications *may be* enrolled at the beginning of third year of a relevant degree programme provided that this option is provided for in the accredited programme;
- e) Mature Age Entrance Examinations Certificate awarded to a person aged at least 22 years and who has passed with at least 50% marks. The Certificate shall be varied for no more than two years. The mature age entry examinations centre must have been authorized by NCHE;
- f) Qualifications equivalent to Uganda Advanced Certificate of Education (UACE) as shall be determined by the National Council in consultation with the Uganda National Examinations Board. Higher Education Institutions should seek guidance from NCHE on whether such a certificate is of comparable standards to UACE with two principal passes.

3.4 Post-Graduate Certificate, Diploma and Master's Degree

The minimum entry requirements for entry into a Post-Graduate Certificate, Diploma or Master's Degree (Level 8 UHEQF) programmes are:

- a) The minimum entry requirements for admission to a Postgraduate Certificate Programme is a relevant Bachelor's Degree or its equivalent recognized as such by NCHE;
- b) The minimum entry requirements for admission to a Postgraduate Diploma Programme is a relevant Bachelor's Degree or its equivalent recognized as such by NCHE;
- c) Minimum admission requirements to a Master's Degree Programme by coursework and dissertation is a relevant Bachelor's Degree or its equivalent from a higher education institution or professional body recognized by NCHE;
- d) Minimum admission requirements to a Professional Master's Degree Programme (Master's Degree Programme by Coursework and Project) is a relevant Bachelor's Degree or its equivalent from a higher education institution or professional body recognized by NCHE;
- e) The minimum admission requirements to a Master's Degree by Research only, is a relevant Bachelors Degree of at least a 2nd class division and a relevant Postgraduate Diploma or equivalent qualifications from higher education institutions or professional bodies recognized by the National Council for Higher Education. In addition, at the point of application the candidate shall have identified a research area and shall be required to present a concept paper on the intended research.

3.5 Doctorate Degree

The minimum entry requirements for entry into a Doctorate Degree (Level 9 UHEQF) programme are:

- a) Minimum admission requirements to a Doctoral Degree Programme by research only, shall be a relevant Master's Degree or its equivalent from a higher education institution recognized by NCHE and a research concept paper that will be reviewed by experts appointed by the institution to establish its clarity, relevancy and suitability.

- b) Minimum admission requirements to a Doctoral Degree Programme by coursework and research shall be a relevant Master's Degree or its equivalent from an institution recognized by NCHE.
- c) Minimum admission requirements to a joint MPhil/PhD Programme shall be a relevant Bachelors Degree of at least second class (Upper Division) or an equivalent qualification from an institution recognized by NCHE.
- d) Minimum admission requirements to a doctoral degree programme by publications are as follows: The applicant shall;
 - i. Have a Master's Degree or equivalent qualification in a relevant field of study but shall not have a PhD or equivalent qualification.
 - ii. Be actively involved in research.
 - iii. Apply for admission with at least four peer-reviewed journal articles, book chapters or ranked peer-reviewed conference papers. The papers shall follow a particular thematic area of study and will form a basis for the award of a PhD. Each of the four papers shall have been published within a period of five years.

3.6 English Language Proficiency

English is the language of instruction at IUEA. All students whose language of instruction prior to University entrance was not in English are required to take an English Language Proficiency test (EPT). English proficiency is based on international standards of English language proficiency as established by the Common European Framework of Languages (CEFR) and recognized international languages testing systems such as IELTS and TOFEL. Students whose proficiency falls below the threshold of B1 on this scale shall be required to undertake remedial English courses.

3.7 Mature Entry

IUEA recognizes the admission of mature persons (23 years and above) who may not have the requisite entry qualifications but who can show reasonable evidence of experience relevant to the qualification being applied for. The function of mature entry is to make a quality education accessible to all. Students who are selected based on mature entry shall be required to complete a Mature Entry Admissions test or

examinations that are accredited by the NCHE. Students meeting the required admissions criteria shall be considered for admission.

4.0 POLICY ON PROGRAMME PROGRESSION

4.1 Level 3 Qualifications

Level 3 Qualifications are ‘Post-O Level’ qualifications that are covered at the pre-university level. They consist of A-level equivalent qualifications or lower such as those offered as BTVET or UVQF qualifications. Progression from Level 3 qualifications into a higher education qualification as defined by the UHEQF is generally determined by performance, equivalence and/or accepted means of recognition of prior learning. In all circumstances, the basis of admission must be premised on the admitting with integrity as per the objectives of this document. Progression from Level 3 Qualifications into a higher qualification cannot be higher than entry into Level 6 UHEQF qualifications pending a review of the applicant’s academic performance and/or other factors such as RPL and must be approved by the Admissions Board in consultation with other parties, both internal and external.

4.2 Higher Education Certificate

Depending on the final grade, a holder of a HEC or equivalent qualification qualifies for admission to a relevant Level 7 Bachelor’s degree or Level 5 Diploma programme. Progression to a degree programme shall require at least a second-class (credit) division while progression to a diploma programme shall require at least a third class (pass).

4.3 Diploma

A holder of a level 5 Diploma or equivalent qualification qualifies for admission to a relevant Level 7 (Bachelor’s degree). Depending on the final grade and specific programme requirements, holders of level 5 diplomas or equivalent qualifications may be exempted from the first year of a relevant bachelors’ degree programme. Holders of level 5 (diplomas or equivalent qualifications) may also progress to advanced diplomas in those fields where such advanced diplomas exist.

4.4 Bachelor's Degree

A holder of a level 7 qualifications qualifies for admission to a relevant PGC, PGD or Master's Degree programme *by coursework and dissertation or coursework and project report.*

4.5 Post-Graduate Degree and Master's Degree

- a) A holder of a level 8 PGC can progress horizontally to either relevant level 8 PGD or relevant Master's Degree Programme *by coursework and dissertation or coursework and project report.*
- b) A holder of a level 8 PGD can progress horizontally to a relevant level 8 Master's Degree programme.
- c) A holder of a level 8 Master's Degree or equivalent qualifications qualifies for admission to a relevant PhD programme. Admission to a PhD by publications requires evidence of research undertaking on top of a Master's Degree

5.0 POLICY ON RECOGNITION OF PRIOR LEARNING (RPL)

Recognition of Prior Learning (RPL) is defined as the process where a person's skills, knowledge and competencies acquired in various contexts such as previous training or work, involvement in social and community activities or life experience in general are assessed and formally recognized. The basic principle underlying RPL is the acknowledgement that people continuously learn, whether such learning takes place formally at an educational institution, or informally at the place of work or through life experience. RPL is therefore a form of assessment and certification of the acquired knowledge, skills and competencies and should take into consideration the social and learning contexts of the learners.

The policy on RPL governs the following:

- a) Mature Age Entrance Examination scheme;
- b) Grant of exemptions;
- c) Accelerated education and training Programmes
- d) Equating of military qualifications to academic qualifications;
- e) Competence based assessment

In all cases, consideration of RPL must be based on the following principles and the requirements as set out by the UHEQF.

- a) Participation in recognition of prior learning is a voluntary matter for the individual awards set out in the Qualifications Framework;
- b) Assessment and awarding Institutions/centers shall be accredited by NCHE and/or in consultation with other mandated regulatory bodies;
- c) Processes for the recognition of prior learning shall be credible, transparent, rigorous, quality assured and must also include appropriate appeals mechanism;
- d) The candidate is obliged to provide sufficient evidence to satisfy the assessor panel or examiners that he/she holds the relevant competences;
- e) Guidance and support should be available for applicants and all those involved in the processes of recognition of prior learning;
- f) Recognition of prior learning shall not compromise the standards of the UHEQF;
- g) An institution shall exempt a candidate from a given course unit if there is evidence of a recognized qualification where such a course unit or similar courses were offered;
- h) Exemptions shall not exceed 40% of the entire programme;
- i) Courses that are exempted shall clearly be indicated on the transcripts but shall not contribute towards a final Cumulative Grade Point Average.

6.0 POLICY ON CREDIT AND ACCUMULATION AND TRANSFER (CAT)

Credit accumulation and transfer (CAT) is a mechanism where credits earned from an education and training provider or authorized assessment body can be used towards attainment of an award from another education and training provider or body. This system of CAT can enable a learner to earn credits from different related study programmes and still be in position to qualify for a desired academic award.

6.1 Policies on IUEA CAT

In all cases, consideration of CAT must be based on the following principles and the requirements as set out by the UHEQF.

- a) Transfer may be applied to all modes of learning namely, open and distance learning or conventional delivery systems, and can be applied to part-time as well as full-time study programmes;
- b) Every student is at liberty to transfer from one party (programme or institution) to another but admission is at the discretion of the receiving party. The sending party has an obligation to provide relevant up to date academic records for the intending transfer student;
- c) Credit transfer shall only be permitted for programmes and institutions that are accredited by NCHE or any other mandated competent authority;
- d) Transfer of credits shall be permitted within a period of five years from when the credits were earned;
- e) Credit transfer may take place only when IUEA is satisfied that courses or modules that have been completed at the sending institution are relevant to the programme that the student is intending to transfer to;
- f) A student shall be required to earn at least 60% of the total credit units from the institution that will eventually confer the award. Exceptions to this rule shall be considered through consultation with all applicable parties, including regulatory bodies, and on the advice of these bodies, and an agreement sought between all parties, in the interests of higher education;
- g) The courses that are transferred and allowed by the receiving institution will be included in calculating the student's Cumulative Grade Point Average (CGPA). Other successfully completed courses that do not necessarily contribute to the CGPA shall be included on the student's transcript as supplementary courses.

6.2 Procedures for transferring credit

- a) Credit must be applied for through the IUEA CAT application form.
- b) Applications for CAT shall be reviewed by Faculty and the Admissions Board on a case by case basis with Faculty responsible for mapping credit for transfer and/or exemption and the Admissions Board responsible for reviewing the applicant's admission criteria and documentation from the sending institution.

- The highest organ of authority for reviewing such cases shall be the Senate as referred to Senate on the recommendation of the Admissions Board or Faculty;
- c) The decision to accept the transfer of credit shall be made in accordance with the policies stated above by the Admissions Board and Academic Registrar and approved by the Faculty Dean in writing to be attached to the applicants admissions file.
 - d) Applicant's whose transcript from the receiving institution does not specify individual marks for courses shall take the mark of the highest mark of the corresponding grading scale (letter grades) as the mark and consider this in the University transcript.

7.0 ADMISSIONS OFFICE, THE ADMISSION BOARD & ADMISSION PROCEDURE

7.1 Terms of Reference for the Admission Office

Students applying for admission into IUEA must do so through the Admissions Office under the Office of the Academic Registrar.

The Admissions Office is responsible for reviewing all applications for admission for the following:

- a) The accuracy and authenticity of the information received by the Admissions Office to be used as the basis of admission;
- b) The minimum entry requirements of the applicant;
- c) The academic and professional suitability of the applicant based on their application and/or other factors to enter into the programme(s) applied for.

7.2 Admissions Board

The Admissions Board is constituted by the Academic Registrar to oversee transparent and accountable admissions activities and decisions and is authorised and answerable to the University Senate. The Admissions Board must meet as frequently as is needed to review applications for admission and at a minimum once per semester. The Admissions Board is responsible for reviewing all applications so that they conform to the above responsibilities. Decisions of the Admissions Board shall be submitted to the Academic Registrar for approval or revision while the University Senate has the absolute authority over admissions at the University. The Admissions Board may seek

clarification from other offices concerning applications if necessary. Decisions once approved by the Academic Registrar are final and all decisions shall be recorded and minuted. Specific functions of the admissions board are to:

- a) Review the authenticity of applications;
- b) Review that minimum requirements of applications have been met;
- c) Refer and report back on applications requiring feedback from external and internal bodies such as the NCHE or Faculty;
- d) Refer more serious admission issues or ambiguities to the Senate.

The Admissions Board shall be constituted by the Office of the Academic Registrar and consist of members from the Admissions Office, members representing admissions of Faculty, and other members of management. A quorum of a minimum of three members from different sub level departments must sit on the board with one nominated as the secretary. The representative from the Office of the Academic Registrar shall chair the admissions board meetings and submit decisions to the academic registrar for approval.

7.3 Provisional Admission

As various processes must be undertaken before full admission is granted, and to avoid impeding applicants' academic documents are considered for admission provisionally until they are verified by the Admissions Office accordingly and have been completely submitted to the Admissions and Enrolment Office as guided by the Academic Registrar. It is the responsibility of the applicant/student to ensure that he/she possesses minimum qualifications from recognized institutions.

7.4 Conditions of Provisional Admission

An admission may be granted provisionally for a period of no more than one (1) semester providing that the required documentation for full admission is submitted before the end of the first semester or unless suitable justification has been given. Students not conforming to these requirements shall be at first prevented from progressing into subsequent semesters or discontinued from their studies. Exceptions to this clause relate to the acquiring of national documentation from respective Ministries of Education in Uganda and other countries as per their timeframes for issuing results.

7.4.1 Ugandan applicants

For applicants applying with Ugandan Advanced Certificate of Education (UACE), provisional admission shall apply until the Ugandan National Examinations Board (UNEB) results print outs and/or Certificate of UACE have been submitted to the University enrolment officer.

7.4.2 International applicants

For international applicants applying with international qualifications, provisional admission may be offered pending the equating of his/her qualification through the NCHE and UNEB.

7.5 Offer of Admission

An Offer of Admission is given to applicants who have had their applications reviewed and approved by the Admissions Board under the office of the academic registrar and according to the policy outlined above. Students who are successful in the application for admission into a programme of study at IUEA shall receive an official Offer of Admission Letter signed by the Academic Registrar. Students receiving the offer should follow the instructions in the letter to complete their enrolment (registration) into IUEA. No admission shall be offered where any doubt arises from any aspect of the application.

7.6 Explanations on admission

Students who do not meet the requirements for admission into a programme of study at IUEA shall be informed in writing of the reasons why their application has been declined. Where feasible and appropriate, these students shall be given advice on alternative options for study.

7.7 Declaration and Disclaimer of Admission

All applicants seeking admission into the University shall be required to sign a declaration to this effect that the information they are providing in their application is accurate and authentic. Any subsequent discovery of violation of this requirement such as the submission of false or forged documents, incomplete information, and/or impersonation, or any malicious or un-transparent undertaking on behalf of the

applicant in the process and approval of an admission, shall lead to automatic discontinuation from the University, or cancellation of the award if already obtained.

7.8 Enrolment requirements and regulations

For a student to be enrolled into a programme of study at IUEA, the following requirements must be met:

1. Copies of the originals of all academic credentials including:
 - a. One or both of the original High School Certificate of Education & results slips (UCE or its equivalent equated by UNEB);
 - b. One or both of the original Advanced High School Certificate of Education (UACE or its equivalent equated by UNEB);
 - c. Any other secondary or higher education qualifications or their equivalent (as equated by UNEB or NCHE)
2. Standardized photographs showing the applicants current likeness
3. A copy of the applicant's identity card of your former school/college or national identity or passport bio data page (for International Students) showing the applicant's legal names
4. Evidence of English language proficiency for applicants who studied their highest qualification in a language other than English
5. A copy of the applicants original birth certificate if required to verify identity

7.9 Supporting documentation

For the purposes of strengthening the confidence of some applications the following supporting documentation may be admissible:

1. The testimonial or reference letter from a recognized and reputable referee who should not be related to the applicant but who should possess adequate knowledge of the applicant's personal character and academic ability
2. Testimonials of results from the applicant's former institutions of learning that may be considered in advising the applicant on the suitability of the options of study chosen

7.10 Translation requirements of foreign documents

Documents that are in a foreign language must be translated by a recognized translation service. The translated documents should be submitted with the original non-translated documents.

7.11 Equating of documents


Equating is the process of determining the equal value of foreign qualifications against recognized Ugandan qualifications such as UCE and UACE and to determine entry points (performance). Validating is the process of ensuring that qualifications from other countries are recognized and have an equal value to their counterpart in the Ugandan educational framework. Combined, these important processes ensure that students being admitted into IUEA have had their foreign qualifications scrutinized and that an equal value to Ugandan qualifications, as the basis of entry, has been made.

Equating should be authorized by the relevant equating body such as the Ugandan Examinations Board (UNEB) for the equating of pre-tertiary level qualifications or the Ugandan National Council of Higher Education (UNCHE) for the equating of post-secondary qualifications. For the purposes of advising students on their study options based on foreign qualifications, this guide presents a guide only and should not be used as the basis of interpretation of foreign qualifications that may be subject to internal changes and/or political factors. Any ambiguities should be referred to the Academic Registrar as the supreme Officer of Admissions.

7.12 Late admission

Applicants should not regularly be admitted beyond the enrolment deadline. Applicants who seek admission beyond this date must apply in writing through the Dean of Faculty to be approved to study. Approval must be based on tangible evidence of the student's ability and confidence that performance will not be adversely affected by the late entry.

APPENDIX 1: LINKAGES BETWEEN UVQF, BTVET TRAINING AND UHE

Level	School Pathway	BTVET	UVQF	UHEQF	Level
9				Doctorate	9
8				Master PostGraduate Diploma PostGraduate Certificate	8
7				Bachelor	7
6		Higher Diploma		Advanced/higher Diploma	6
5		Ordinary Diploma	Higher Diploma	Diploma	5
4		Craft Part II	Ordinary Diploma	Higher Education Certificates	4
3	UACE	Craft Part I Certificate	UVQF Level 2 Certificate & UVQF Level 3 Certificate		3
2	UCE	Uganda Junior Craft Certificate	UVQF Level 1 Certificate		2
1	Primary Leaving Certificate		Modular Transcript/Worker's PAS		1