



EU/30/AP/2015

EGERTON UNIVERSITY

ADMISSIONS POLICY

2015

Transforming Lives Through Quality Education
Egerton University is ISO 9001:2008 Certified

EGERTON UNIVERSITY

ADMISSIONS POLICY 2015

Published by Egerton University
P.O. Box 536-20115 Egerton, Kenya
Tel: +254-51-2217808 Fax: +254-51-2217942
Email: dvcaf@egerton.ac.ke Website: www.egerton.ac.ke

Printed by
DANSTE AGENCIES
P.O. Box 9654-00300 Nairobi, Kenya

©2016

TABLE OF CONTENTS

INTRODUCTION.....	1
1. POLICY STATEMENT.....	1
2. PURPOSE.....	1
3. AIMS OF THE UNIVERSITY IN THE ADMISSIONS PROCESS.....	2
4. RESPONSIBILITY FOR STUDENTS' ADMISSIONS.....	2
5. INFORMATION FOR APPLICANTS.....	3
6. ENTRY REQUIREMENTS.....	3
7. ASSESSING APPLICANTS.....	6
8. APPLYING, PROCESSING OF APPLICATION AND GIVING FEEDBACK TO THE APPLICANTS.....	7
9. AFFIRMATIVE ACTION IN ADMISSION PROCESS.....	9
10. APPLICANTS WITH CRIMINAL AND OTHER DISCIPLINARY MATTER.....	9
11. FRAUD AND OMITTED DETAILS.....	10
12. CESSATION OF ADMISSION.....	10
13. RE-ADMISSION OF STUDENTS.....	10
14. TRANSFERS.....	11
15. DEFERMENT OF STUDIES.....	12
16. APPEALS AND COMPLAINTS.....	12
17. IMPLEMENTATION AND REVIEW OF THIS POLICY.....	12
18. FURTHER INFORMATION.....	12

Introduction

Demand for university education in Kenya has gone up in recent years. This is shown by the large number of secondary school leavers who apply for admission as well as the high number of In-service applicants. Egerton University has responded to this demand by admitting students through various avenues such as Kenya Universities and Colleges Central Placement Service(KUCCPS), Diploma, SSP and School-Based modes of study. During these admissions, requirements of professional bodies are considered. Furthermore, the University experiences Multi-Campus Admissions since it has several Campuses. Due to this situation, the University requires a policy which would guide everyone involved in the Admissions Process. Such a Policy should promote merit and the ability of the student to benefit from training and be employable. The contents of this Policy should be considered in conjunction with Statutes 36,37,38,39 and 40. In case of a conflict between the two documents, the Statutes override this Policy.

1. Policy statement

Egerton University shall provide a fair, effective and professional admissions service which is consistent with provisions outlined in its Charter, Strategic Plan and Statutes.

2. Purpose

This policy sets out the University's aims for the recruitment and admission of students. It also describes the processes which are used to select and admit students to undergraduate and postgraduate courses.

3. Aims of the University in the admissions process

The University endeavours to “Transform Lives through Quality Education”. Therefore, it should adopt policies which promote the attainment of strategic objectives in its Strategic Plan. In addition, the University envisions being “A world class university for the advancement of humanity”. The students' admissions process should contribute in achieving this vision by observing World Class University Benchmarks such as gender balance in admissions, online applications, accessibility of information and fairness on the admissions process. Therefore, the University aims at recruiting:

- (a) Students of high intellectual ability;
- (b) Students with potential and motivation to succeed in their courses;
- (c) Students who will fully engage with, and benefit from, studying at the University;
- (d) Students who desire to continually upgrade their studies;
- (e) A balanced students' population in terms of gender;
- (f) A significant number of international students.

4. Responsibility for students' admissions

The Senate is responsible for all students' admissions. However, it achieves this task through the KUCCPS, Academic Departments, Faculty Boards, Academic Boards in Campuses and the Board of Postgraduate Studies. Academic departments are responsible for determining entry requirements and assessing applications for suitability of the applicant. They also provide

detailed and up-to-date information to the applicants as well as ensuring that University's Admissions Policy is observed in the process. The Senate admits undergraduate and postgraduate students on the advice of Faculty Boards or Deans' Committee. International students are encouraged to apply for admission. These students pay international fees while applicants from the East African region pay local fees.

5. Information for applicants

Egerton University's policy is to admit applicants from secondary schools as well as in-service applicants who qualify for admission. The University is committed to providing accurate admissions and course information which is clear, comprehensive and easily accessible to applicants and other inquirers. Detailed course information is available in the University catalogue and in the University's website www.egerton.ac.ke. In addition, information on programmes available is found in Departmental and Faculty brochures. This information is periodically published in the print media. Once an application deadline is stated, all applicants should observe it. A variation from the deadline requires prior arrangements to be made before its expiry.

6. Entry requirements

The University welcomes applications from students who hold entry requirements for undergraduate diploma, undergraduate degree, postgraduate diploma, masters or doctorate courses.

- (a) **Entry for training at diploma level:** These courses have two modes of study: the regular mode and the self-sponsored

programme (SSP) mode. Details of admission criteria are stated in Statute 36 (i) in University Statutes.

(i) Regular mode: Students applying in the regular mode are arranged in a county's merit list. This list is used to admit students based on capacities available in the academic departments.

(ii) SSP mode: Students who apply to study in the SSP mode are put in a merit list. Admission is done based on capacity of space available in the department: A student admitted for study in this mode cannot change to regular mode afterwards. In all cases, grades presented by applicants during admission are cross-checked with the Kenya National Examinations Council for correctness. If disparities are found, even after the student is admitted, he or she shall be expelled from the University. Any fees charged for verification of certificates shall be catered for by the University.

(b) Entry for training at bachelor's degree level:

The University admits students in the regular as well as the SSP mode of study.

(i) Regular mode: Students admitted through the Kenya Universities and Colleges Central Placement Service constitutes those in regular mode of study.

(ii) SSP mode: SSP applicants are admitted from a merit list. A student admitted in the SSP mode of study cannot change to regular

mode of study. Details of information on admissions are contained in Statute 36 (ii) in the University Statutes.

Note:1. Transition from Diploma to Degree Studies: An applicant who is studying for a diploma must complete and graduate in the diploma before being admitted for degree studies.

2. Certificates from bridged subjects may be accepted for admission into a course provided that the candidate meets the minimum requirements and the department is satisfied that he/she will benefit from bridged subjects. For a candidate to take bridging subjects, he/she must have obtained a minimum of D+ in KCSE. The University may accept bridging certificates from credible institutions such as Kenya National Examinations Council and in addition faculties may administer qualifying examinations.

(c) Entry for training at postgraduate level

Admission requirements for training at postgraduate level are contained in the following Statutes:

- (i) Statute 37 for Postgraduate Certificate.
- (ii) Statute 38 for Postgraduate Diploma.
- (iii) Statute 39 for Masters' Degree and
- (iv) Statute 40 for Doctor of Philosophy in the University Catalogue.

In addition to meeting the admission requirements in the Statutes, the applicant is required to demonstrate ability to finance his or her

studies.

- (d) **Collaborative and joint programmes:-** Admissions into programmes taken jointly or in collaboration with other institutions shall be as stated by the institutions participating in the collaboration through an agreement.
- (e) **Admission of applicants with certificates or diplomas**
Applicants who hold certificates from recognized institutions may be admitted to the University. Diploma holders may benefit from the approved University's credit transfer programme.

7. Assessing applicants

In assessing the academic suitability and potential of applicants, the Chairperson of Academic Department, Faculty Board or the Academic Committee in the Campus will consider the following information:

Achievement in awarded qualifications compared to minimum entry requirements of the course.

Requirements of regulatory and professional bodies such as Engineers Board of Kenya, Council of Legal Education, Teachers' Service Commission and Kenya Veterinary Board and other relevant bodies.

Statement of motivation and commitment to the subject area (for postgraduate admissions).

English language proficiency for foreign students from non-English speaking countries.

Departments may also assess suitability of an applicant through:

Interview.

Work experience.

Research experience.

Note: Some programmes of study do not allow bridging certificates to be considered during admission .Such programmes are in Engineering, Health Science, Veterinary Science, Science and Education Faculties.

8. Applying, processing of applications and giving feedback to the applicants

a) Kenya Universities and Colleges Central Placement Service

Selected Students:- Applicants shall submit their applications by following the procedure provided by the KUCCPS. Once admission process is complete, the KUCCPS shall give the list to the Registrar (AA) who shall give admission letters to successful applicants.

b) SSP students:- The Registrar (AA) in conjunction with Deans of Faculties shall place advertisements in the media for courses offered by various Departments. Interested applicants may apply for admission at any time of the year. However, the filled application form must be received by the University two months before the date of commencement of the course.

The University admits students three times in the year. These are January, May and September admissions. Applications can be done

online through ARMS of Egerton University.

Once the registrar (AA) receives the filled application forms, he or she will send them to the Dean of Faculty. The Dean in conjunction with the Chair of Academic Department shall prepare a merit list and then recommend to senate the admissible applicants based on capacity of available space. After approval by the Senate, the Registrar (AA) shall write admission letters and post to successful applicants. The timelines for this exercise shall be as per the ISO procedure on admissions in ISO 9001:2008. In selecting SSP students for admission, affirmative action shown in Section 9 of this policy shall guide the process.

- c) Postgraduate students:-** The Registrar (AA) in conjunction with Dean of faculties and Director of Board of Postgraduate Studies shall place advertisements in the media and the university website for the various courses offered by their respective departments. Prospective students shall fill application forms and submit to the Director (BPGS).

Once the Director (BPGS) receives the filled application forms, he or she shall send them to the faculty for processing. The Dean in conjunction with Departmental Chairperson shall process the forms and submit to the Senate the list of admissible students based on capacity of available space. After approval by Senate the Director shall write admission letters and post to successful applicants.

- (d)** The procedures in 7(b) and 7(c) shall also apply during admission of

students for Distance learning

9. Affirmative action in admission process

The University welcomes applications from students with disabilities. Such applications shall be assessed using standard procedures contained in Disabilities Policy of the University. If an offer is made, an assessment of needs shall be carried out to ensure that the University can provide the required support. In the event that a decision is reached that the student cannot benefit from the programme applied for, then an alternative programme of study is offered in consultation with the applicant.

In addition to targeting admission of students with disabilities, the university also encourages admission of female students and those from arid and semi-arid regions (ASALs). In doing this, the approach by KUCCPS is used where female students are considered at two points lower than the overall cut off point.

Those from ASAL are considered at five points lower than the overall minimum point while those who have disabilities and hold C+ mean grade are admissible.

10. Applicants with criminal convictions and other disciplinary matters

Applicants should give information about any relevant criminal convictions and other disciplinary matters. This information shall be assessed before an offer of admission is made and therefore a disclosure is mandatory. However, having a criminal record does not necessarily prevent applicants from studying at Egerton University. This shall depend on the

circumstances and background of the offence. However, those expelled as a result of examination malpractice are not admissible.

11. Fraud and omitted details

The University reserves the right to withdraw an offer made on the basis of an application which has been found to contain fraudulent information. The University shall check with the Kenya National Examinations Council (and other examining bodies) the accuracy of information in examination result slips. Any student found to have been admitted on the basis of fraudulent information shall have their studies terminated. The same applies to an applicant who has been found to have omitted key information from their application.

12. Cessation of admission

A student's admission shall cease on the following conditions:

- (a) On death of the student.
- (b) On graduation.
- (c) On discontinuation or expulsion.
- (d) Failing to take up offer within a specified period.

13. Re-admission of students

When a student is discontinued or expelled from the University, readmission is only possible after a successful appeal to the University Council.

14. Transfers

- (a) **Inter-university transfers:** These shall be conducted by the KUCCPS. A student wishing to transfer from a university to Egerton University or vice versa, shall apply to the Vice-Chancellor of the University he/she wishes to transfer to through the KUCCPS and through the Vice-Chancellor of the university where s/he is admitted. For the student to be allowed to transfer, the Vice-Chancellor must approve the request based on availability of a vacancy. A student requesting for transfer at whatever entry level should not have covered more than 40% of the course. A detailed progress report from the previous University will be required.
- (b) **Inter-Programme transfers:** The student shall apply to the Dean of the faculty where s/he wishes to transfer to through the Dean of faculty where admitted. Such application should be done within one month since start of the session. The list of applicants shall be compiled and assessment made to determine whether the student meets the cut off points of the programme s/he wishes to join. This list shall be used by the Deans' Committee in approving or rejecting the transfers based on availability of space.
- (c) **Credit transfers:** The University allows credit transfers for in service students. These shall be done in accordance with Statutes 36 and 39 (4) and shall apply for applicants from recognized diploma programmes.

15. Deferment of studies

The policy of the University is to allow a student to defer studies when there is need for such deferment. An applicant offered a programme of study may defer studies by filling the relevant deferment forms. Such deferment can only be done twice in a student's lifetime in a programme of study. However, those who apply for deferment due to medical reasons may be allowed longer periods by the Senate.

16. Appeals and complaints

Any grievances or complaints shall be handled as per the University's approved procedure for handling complaints.

17. Implementation and review of this policy

The Deputy Vice Chancellor (Academic Affairs) is responsible for overseeing the implementation of this policy. It shall be reviewed every three years or as frequently as need arises.

18. Further information

For further information about Egerton University, please visit our website at www.egerton.ac.ke.

P.O. Box 536 - 20115 Egerton, Kenya. Tel: +254-51-2217808 Fax: +254-51-2217942
E-mail: dvcre@egerton.ac.ke Website: www.egerton.ac.ke