

MOUNTAINS OF THE MOON UNIVERSITY

ADMISSIONS AND REGISTRATION POLICY

1.0 PURPOSE

Mountains of the Moon University is committed to providing education and services that meets the needs of its students and stakeholders through a proper system of admissions and registration in all the schools. To be able to realize this commitment, the University will ensure that only applicants who meet the University and National Council for Higher Education (NCHE) pre-set admission requirements are admitted and registered to undergraduate and postgraduate programs being offered.

Therefore, this admission and registration policy document shall define the process by which students admissions and registration at Mountains of the Moon University are managed to achieve and assure quality in its academic programs.

2.0 SCOPE

This covers the advertisement of programmes, acquisition of application forms, selection, admission and registration of successful applicants.

3.0 DEFINITIONS AND ABBREVIATIONS

- Entry Requirements—The minimum academic grades needed to be eligible for admission into various programmes
- Students instructions—Admission requirements in form of students Handbook sent to all students which include; the letter of offer/admission, courses registration form, student personal detail form, regulation governing the conduct and discipline of students, examinations rules and regulations, medical examination form and fees structure
- RA—Registrar Academic
- VC—Vice Chancellor
- School Admission Committee-The internal body under the school board that recommends for the admission of undergraduate and mature entry students in each school.

- Committee of Graduate Studies and Research- The internal body under the directorate of Post Graduate Studies and Research that recommends to Senate the admission of qualified students into graduate programmes in each school;
- Senate—A body that approves the admission of students in all programs in the university
- Capacity—The number of students admitted into each programme
- UACE—Uganda Advanced Certificate of Education
- UJAB – University Joint Admissions Board
- UQE- University Qualifying Examination
- MOE&S—Ministry of Education and Sports
- MMU—Mountains of the Moon University

4.0 RESPONSIBILITY

Registrar Academic shall ensure that qualified applicants who meet the National Council for Higher Education and Senate approved criteria of minimum entry requirements for Certificates, Diplomas, Degrees, Post-graduate Diplomas and Masters are admitted and registered for the different programs in the University.

5.0 METHOD

This policy comprises the following:

- Student admission
- Student registration
- Exception and Transfer of Credit

6.0 GRADUATE ADMISSION PROCESS

Entry onto the Post Graduate Diplomas is by application and admission. Students are expected to have:

- A first- or second-class degree or a qualification deemed to be equivalent.
- MUST have a minimum of 2 years' post-qualifying full-time work experience of a responsible nature.

Entry onto the Masters programs is by application and admission. Students are expected to have:

- A first- or second-class degree or a qualification deemed to be equivalent
- A minimum of 2 years' post-qualifying full-time work experience of a responsible nature.

Other details see the entry requirements.

6.1 Undergraduate & Diploma Admission Process

6.1.1 There are four routes for admission to a bachelor's degree programme at MMU –

- Direct entry from schools -Uganda Certificate of Education (UCE) with at least 5 passes (three of which must be credits), obtained at the same sitting; and at least two principal passes at Uganda Advanced Certificate of Education (UACE) obtained at the same sitting or its equivalent;
- Mature age -aged 25 years and above and has passed the mature age entry examinations with at least a 50% mark.
- Diploma – obtained at credit/distinction level in the relevant field from a recognized institution; or
- Bridging course for students who have done their secondary education outside Uganda.

6.1.2: Admission to an ordinary Diploma programme:

The minimum entry requirements for admission to an ordinary diploma programme are:

- Uganda Certificate of Education (UCE) with at least 5 passes (three of which must be credits); and
- Uganda Advanced Certificate of Education (UACE) with 1 Principal Pass and two subsidiary Passes obtained at the same sitting or its equivalent.

6.1.3: Admission to an ordinary Certificate programme:

The minimum entry requirement for admission to an ordinary certificate programme is a Uganda Certificate of Education (UCE) with at least 5 passes obtained at the same sitting.

Direct Entry Application

6.1.4 The Registrar Academic advertises Programmes under the direct entry and their admission criteria after release of UACE results by the MOE&S

6.1.5 Interested applicant must apply for admission by filling an application form obtained from the Registrar Academic's office at the main campus or at any of its centers or downloaded from the MMU website www.mmu.ac.ug.

6.1.6 The applicant should indicate or provide:

- Status Requested: whether one is applying as a day (full-time), evening, weekend, holiday or distance student.
- Personal details
- Permanent and correspondence addresses, phone numbers and e-mails.
- Indicate four course options chronologically.
- Information on previous education ("O" and "A" Level qualifications and any other academic qualifications).
- Information on employment and professional qualification
- Two references for confidential report
- Other requirements such as applicant's profile, academic qualifications, working experience and referees must be submitted.

6.1.7 Dully filled application forms accompanied by evidence of requisite application fee are received, checked and sorted by the Assistant Registrar Academic in charge of admissions and forwarded to respective schools for processing. The sorted applications must meet the minimum basic requirements for admissions. (Refer to the MMU minimum entry requirements for certificate, diplomas and degree guidelines).

6.1.8 The school admissions committee meets and follows the agreed weighting criteria. All subjects taken at the Advanced Level of Education must be grouped into four categories (essential, relevant, desirable and others) and weighted for purposes of admission to the under graduate Programmes. Uganda Certificate of Education (Ordinary Level) must also be weighted (distinction 0.3, credit 0.2 and a pass 0.1) and the result added on the “A” Level weighting to obtain a total weight for the applicant. The committee recommends to the UJAB committee the students to be admitted for the programmes offered in the School in accordance with the admission criteria

6.1.9 The list of selected applicants and the report/minutes from the school are forwarded to the Assistant Registrar Admissions for verification and subsequently submitted to the University Joint Admissions Board for consideration.

The University Joint Admissions Board, with the powers and mandate of Senate, will receive and consider all applications from schools for admissions in the order in which they are received. *Prospective candidates will be notified of UJAB’s decision. Applicants should note that all documents handed in are considered the property of the University.*

6.1.10 The approved lists of successful applicants from UJAB are forwarded to Registrar Academic for processing of admission letters, signature and dispatched to the applicant.

6.1.11 When the applicant’s academic file does not meet the normal admission requirements of regular student status (those admitted with at least 2 principal passes), it is possible to gain admission into a program provided the:

- Student sits and passes a mature entrance examination set by the National Council for Higher Education (NCHE); and must be 25 years of age or above.
- Promise of academic success of the student is evident.
- Student has the required academic transcripts for the “O” and/or “A” levels.
- student submits a curriculum vitae
- student has other documents that are the equivalent of “O” and “A” levels

6.1.12 At the end of the admission exercise, the University Senate will meet to receive all the lists of selected applicants from University Joint Admissions Board.

6.1.13 Provisional admission of students

6.1.14 In some exceptional cases where a student, for example, is requested for proof of admission before some external funding is made accessible for him/her, a student can be provisionally admitted provided he/she meets the minimum requirements of the NCHE and MMU.

6.1.15 The Dean of the respective school will recommend for admission and the Registrar Academic will provisionally admit the student.

6.1.16 At the University Joint Admissions Board, the provisionally admitted students will be presented by the Dean of the School and consequently received by the admission's Board and regularized as per university policy.

7 Registration of new students:

7.1 After admission to the University and the School, the applicant must be oriented and registered for courses to be taken at the beginning of the academic year. The registered courses shall be categorized as Core, Elective, Pre-requisite or Audited.

7.2 No one will be allowed to take courses without being properly registered in accordance with the regulations of MMU and those of the chosen school.

7.3 The course selection of all students must be approved by the Dean of the School. The School and the Office of the Registrar Academic will consider a student to be properly registered only when such an approval has been granted.

7.4 To complete registration for all new students, a student must bring a:

- Valid and recent Identity card, and passport in the case of non-Ugandans
- The original admission letter from Mountains of the Moon University
- Originals of all examination results for UCE and UACE or other examination bodies on which the applicant has based his/her application will be accepted as evidence of possession of qualifications. If these are not available then a statement of results (pass slips) from the examining body shall be acceptable.
- Receipt from the Bursar as a proof that at least 40% of the fees have been paid. Non Ugandan students are required to show proof of funding to cover the full required time for the course.

- For school leavers a recommendation from one's last school with a verified photograph.
 - Six copies of a passport size photograph of the student wishing to register.
- 7.4.4 The dates of registration for new students will be communicated to them as per approved Senate Semester dates.
- 7.4.5 After registration the new students are issued with registration numbers, identification card (ID), nominal roll is generated and students file opened.
- 7.4.6 Admission department processes inter/intra School transfer of students' within the first two weeks after reporting
- 7.4.7 Any student intending to transfer from one course or program to another must fill a form of transfer which is endorsed by the School Dean and Register Academic
- 7.4.8 The offer of a place in the University will be cancelled if registration is delayed for more than a month; or if it's proved that the UCE/UACE academic documents are forged.
- 7.4.9 Cancellations of the degree/diploma certificate after graduation shall also apply for any case of forgery of academic documents.
- 7.4.10 The name which appears on your application form is that in which you will be registered and which will appear on your Degree/Diploma/Certificate.
- 7.4.11 Non-Ugandan students must check with their Embassy/High Commission/Consulate in their country of residence and obtain the necessary residence papers before registration can be completed.
- 7.4.12 Students wishing to terminate their registration must apply in writing to the Registrar Academic who will consult the student and the Dean of the School/Head of the Department before the termination is finalized.

7.4.13 When a student officially withdraws, a withdrawal credit will be issued, fees refund from the date on which the letter of withdrawal was received by the University shall be determined in accordance with the financial regulations.

8 Continuing Students

8.1 All continuing students must register for courses to be taken in the semester within the first week at the start of semester. The courses registered shall be categorized as Core, Elective, Pre-requisite or Audited.

8.1.4 The course selection of all continuing students must be approved by the heads of department(s) of the School. The School and the Office of the Registrar Academic will consider a student to be properly registered only when such an approval has been granted.

9 Post graduate Admission Process

9.1.4 Academic Registrar office advertises post graduate programmes on offer. Application forms are obtained from Registrar Academic's office upon payment of non-refundable fees.

9.1.5 The Registrar Academic's office receives, verifies information, and ensures compliance with regulations and processes application forms and forwards files of applicants to Director of Post Graduate Studies and Research for consideration.

9.1.6 The Director of Post Graduate Studies and Research presents the applicants to the Committee of Post Graduate Studies and Research for selection.

9.1.7 The list of successful applicants and minutes of Committee of Post Graduate Studies and Research are sent to the Registrar Academic's office

9.1.8 The University Joint Admissions Board, on behalf of Senate, meets and approves the list of selected applicants for admission in the order in which they are received. Prospective

candidates will be notified of the UJAB's decision. Applicants should note that all documents handed in are considered the property of the University.

9.1.9 The Registrar Academic office prepares letters of offer for signature of the Registrar Academic and dispatch to successful applicants.

9.1.10 All 1st year students report for registration and Orientation as per approved Senate Semester dates. The student hand book is issued upon registration.

9.1.11 The director of Post Graduate Studies and Research monitors graduate students' registration, approves and processes course changes, withdrawals from, terminations of, leaves of absence from, and extensions of programs.

9.1.12 Upon payment of requisite University fees students are issued with registration numbers, identity card (ID), nominal roll is generated and students' files opened.

9.2 Management, Exemption and Transfer of Credits

9.2.4 Students desiring to receive credit for any prior course work will need to make formal request to the Registrar Academic, through the Dean of the school for recommendation.

9.2.5 The student shall be required to present official transcript indicating course that may be equivalent and description of syllabi/outline of the courses in which the applicant is seeking transfer of credits or an exemption for consideration by the Committee of Deans and Senate.

9.2.6 Approval of exemption and transfer of credit is granted by Committee of Deans and/or Senate based on the annual approved subject cluster.