
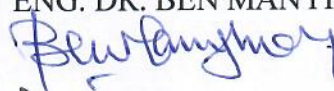
	MOUNTAINS OF THE MOON UNIVERSITY	Minute 191/12 th /MMU UC/Mar.25
Document Title	ADMISSIONS POLICY	Effective Date: 28 th /03/2025
Responsible Unit	Human Resource Department	Issue Number: 01



MOUNTAINS OF THE MOON UNIVERSITY


ADMISSIONS POLICY

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APPROVAL

Approved by the Mountains of the Moon University Council

Signature



Name

ENG. DR. BEN MANYINDO
CHAIRPERSON, UNIVERSITY COUNCIL

Date

27.03.2025

PREFACE

Mountains of the Moon University always strives to admit quality students that are capable of being trained and turned into a useful addition to the county's job market and beyond. Students are selected based on their individual merit, abilities and aptitudes. As such, the process for admitting students must be flawless and clear. This policy therefore is meant to streamline the process through which a student may be admitted in the University.

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.

Definitions and abbreviations

AR-Academic Registrar

Capacity-The number of students admitted into each programme.

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 faculty.

Entry Requirements -The minimum academic grades needed to be eligible for admission into various programmes.

Faculty Admission Committee-The internal body under the faculty board that recommends for the admission of undergraduate and mature entry students in each Faculty.

MMU-Mountains of the Moon University

MOE&S-Ministry of Education and Sports

Senate-The highest Academic body that approves the admission of students in all programmes in the university.

UAC- **University Admissions Committee**

UACE-Uganda Advanced Certificate of Education.

UCE- Uganda Certificate of Education.

UQE- University Qualifying Examination.

VC-Vice Chancellor

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1.0 Background

1.1 Mountains of the Moon University Philosophy

Transforming minds to enhance community engagement

1.2 Mountains of the Moon University Vision

A Centre of excellence in teaching, research and community engagement for sustainable development.

1.3 Mountains of the Moon University Mission

To provide Innovative and transformative education, research and community engagement for socio-economic transformation.

1.4 Mountains of the Moon University core values

- i. **Professionalism:** Adherence to high ethical principles; truthfulness, fairness, doing what you say you will do and speaking forth about why you do what you do.
- ii. **Innovativeness:** Applying solutions that make everything better every day and embracing change.
- iii. **Integrity:** Being honest and trustworthy in our works.
- iv. **Teamwork:** Working together to achieve the best possible outcomes for all.
- v. **Social Responsibility:** Committed to added value in whatever we do and act in a manner that benefits the people within and outside the University.

1.5 Mountains of the Moon University Mandate

The object for which the Mountains of the Moon University is established is to-

- (i) provide quality teaching and learning that is relevant and competitive;
- (ii) offer courses that address the needs of the local, national and international community;
- (iii) promote research for the social-economic and political development of the country; and engage in activities for self-sustainability

1.6 Purpose of the policy

Mountains of the Moon University is committed to providing quality education and services that meet the needs of its students and stakeholders through a proper system of admissions in all the faculties. 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) admission requirements are offered admission to undergraduate and postgraduate programmes being offered.

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 academic qualifications and interests.

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

1.7. Legal Framework

The Admissions Policy is in compliance with the following legislations:

- i) The Uganda National Council for Higher Education's Quality Assurance Framework.
- ii) The Universities and Other Tertiary Institutions Act (UOTIA), 2001 (as amended)
- iii) UOTIA, Statutory Instrument No. 63,2007 (Minimum Entry Requirements for Admissions to Universities or Other Tertiary Institutions)

1.8 Interpretation and Administration

1.8.1 Interpretation

- i) The University Council will be responsible for approval of the policy.
- ii) The University Senate will be the final authority in definition, interpretation, and implementation of this policy.

1.8.2 Administration

- i) The Vice chancellor will oversee the implementation of the policy.

- ii) The Deputy Vice Chancellor (Academic Affairs) will be responsible for implementing the policy as stipulated in sec 34(3) of the UOTIA (2001)
- iii) 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)
- iv) The Director Research and Graduate Studies, 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.
- v) The student will comply with the policy.
- vi) The policy will be subject to review by the University Council.

2.0 Policy Scope

The policy will cover all aspects of admission from application through to approval of admission of applicants for undergraduate and postgraduate programmes of the University.

3.0 Admissions Principles

3.1 Fair Admissions

- i) The policy aims to be fair, transparent and consistent.
- ii) The university seeks to admit candidates with the merit, potential and motivation to realise their career interests and contribute to the community and national development.
- iii) Each application is to be reviewed holistically; assessing the merit, potential and qualities of applicants by considering all the academic achievements and qualifications.

3.2 Application fees

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

3.3 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.

3.4 Training

All academic and relevant administrative staff involved in admission will be trained on the relevant legislation, procedures and guidelines.

4.0 Roles and Responsibility

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 into the University and tuition fees for all University programmes will be prescribed in the University Fees Policy.

4.2 The Senate

The Senate is responsible for advising the University Council on the eligibility and qualifications of candidates for admission into the University programmes as per UOTIA Section 45 (2)

4.3 The University Admissions Committee

- i) The University Admissions committee is responsible to the University Senate, for admission and ensuring that policies and procedures regarding student recruitment and admissions are done fairly and consistently and in line with the University's Strategic aims and objectives and other related laws.
- ii) The University Admissions Committee will, with 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 Faculty/Directorate

The faculty will advise Senate on the qualification of candidates to be admitted to the University programmes.

4.5 The Directorate of Research and Graduate Studies

The DRGS Committee will;

- i) Advise the University Admissions committee on the Postgraduate admissions.
- ii) Work closely with faculties to ensure timely admission of postgraduate students.

4.6 The Deputy Vice Chancellor (Academic Affairs)

The Deputy Vice Chancellor- AA will be:

- i) The Chairperson of the University Admissions committee
- ii) Responsible for the organization and administration of admissions to the University.

4.7 The Academic Registrar:

- i) Will assist the Deputy Vice Chancellor (AA) in the organization and administration of the University's admissions process.

4.7.1 The Admissions Office will be responsible for:

- i) Supporting the Academic Registrar in the Admissions process.
- ii) Coordinating all admissions of both undergraduate and postgraduate applicants.
- iii) Bringing to the attention of the Admissions Committee any issues pertaining to the admissions process.

4.8 The Applicant

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

5.0 ADMISSION

5.1 PROVISIONAL ADMISSION

The University Admission committee will provisionally offer admission to all the selected applicants until the verification of documents tendered is completed

5.2 Avenues for entry to the University

- i. Avenues for entry into the University will be based on Admissions guidelines in line with the NCHE and the QA Framework. This applies to both government and private sponsorship admissions.
- ii. The University reserves the right of admission of applicants to its programmes.

5.3 Application

All applicants for post graduate studies and undergraduate programmes have to satisfy the minimum requirements of the relevant programmes at the University in line with NCHE regulations. Applicants should seek admission to programmes that can assist them to develop their abilities, interests, and skills and can effectively place them in appropriate occupational or educational situations.

All applications for private sponsorship scheme will be through the online applications portal: <https://admissions.mmu.ac.ug> unless otherwise approved by senate.

5.4 International Applicants

All international applicants will be required to obtain a letter of equivalency for the qualifications they hold from (UNEB for Advanced and Ordinary level) and Uganda National Council for Higher Education for the Certificate, Diploma and Degree equivalence.

5.5 Government Admissions

- i) The University admits students on scholarships awarded by the Government of Uganda under national merit, district quota, sports and disability schemes.
- ii) The selection of applicants is done jointly through the Public Universities' Joint Admissions Committee (PUJAC)
- iii) The Academic Registrar shall represent the University at PUJAC.

- iv) Applications to the University on Government sponsorship under the national merit, district quota, sports and disability schemes shall be submitted to the secretariat of the PUJAC.
- v) The representative of the University at PUJAC shall select eligible candidates to the different programmes as per approved capacities.
- vi) The University Admissions Committee shall consider and admit the selected candidates into the University's Programmes on government sponsorship.

6.0 Selection for Admission

6.1.1 For undergraduate programmes, the selection process will consider 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
- vi) Calculated weight as per entry requirements of the programme applied for.

6.1.2 For Postgraduate programmes, the selection process will consider 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 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) An applicant's English language proficiency where required
- ix) The applicant's research concept/synopsis where required.
- x) The applicant's sample of written work where required.

6.1.3 Applicants with Disability

The University is committed to promoting equal opportunities in line with existing policies and laws on persons with disabilities and actively encourage applications from students with disabilities.

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 and Dean of students may be required prior to an offer being made.

7.0 Confirmation of Admission

The University will gazette the list of, communicate and issue admission letters to successful applicants, where possible at least one month before commencement of the new academic year.

8.0 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 may have members who are not part of the University Senate.

9.0 When to apply

The advertisements for graduate and undergraduate programmes shall run on the university website, and media whenever programmes are on offer. Unless otherwise stated, all applications are made in each academic year at a time deemed appropriate.

10.0 Transfer of Students (inter & intra-faculty)

A student offered an admission may be allowed to change from one academic programme to another within the first two weeks of scheduled registration for the first semester.

- (a) Admission department processes inter/Intra School transfer of students within the first two weeks after reporting.
- (b) Any student intending to transfer from one program to another shall fill a form of transfer which is endorsed by the School Dean and Academic registrar.

11.0 Cancellation of Admission and Academic Documents

- i. The University reserves the right to cancel an admission at any time if;
 - a) Registration is delayed for more than a month,
 - b) Proved that the academic documents used for admission are falsified or
 - c) for any other reasons it deems adequate for cancellation.
- ii. A student shall be automatically deregistered on expiry of maximum study duration and allowable period on the programme.

12.0 Retention and Disposal of Application Materials

- i. Application material belongs to the university. However, the University will retain or dispose application materials as below;
 - a. 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.
 - b. If the applicant is admitted and becomes a student, the application material will be kept as part of the student's records.

13.0. Management of Exemptions and Credit Accumulation and Transfer of Credits System (CATS)

- i) A student may submit an application to be exempted from taking some courses as deemed relevant and satisfactory by senate.
- ii) Appropriate credits earned from other recognized/accredited universities by undergraduate students may be accepted provided they are equivalent and relevant to the course.