	MOUNTAINS OF THE MOON UNIVERSITY	MIN. 191/12th /MMU UC /Mar/25
Document Title	**GUIDELINES FOR APPLICATION, ADMISSION AND REGISTRATION**	Effective Date: 27/03/2025
Responsible Unit	Academic Registrar Department	Issue Number: **01**

MOUNTAINS OF THE MOON UNIVERSITY

GUIDELINES FOR APPLICATION, ADMISSION AND REGISTRATION

Checked by:	Approved by:	Date:
GREGORY TWEHEYO(PhD)	ENG. DR. BEN MANYINDO	27.03.2025

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 the county's job marked and beyond. As such, the process of application, admission and registration must be flawless and clear. This document offers guidelines that are meant to streamline the process through which a student may apply, get admitted and registered in the University.

8.2 Termination of registration and withdrawal from the program ..... - 8 -

8.3 Registration of continuing students ..... - 8 -

9.0 VERIFICATION OF ACADEMIC DOCUMENTS ..... - 9 -

10.0 CHANGE OF NAMES DURING OR AFTER REGISTRATION (BEFORE GRADUATION) ..... - 9 -

11.0 CHANGE OF PROGRAMMES ..... - 10 -

TABLE OF CONTENTS

APPROVAL ii

PREFACE iii

Definitions and abbreviations iv

1.0 BACKGROUND ..... - 1 -

1.1 Mountains of the Moon University Vision ..... - 1 -

1.2 Mountains of the Moon University Mission ..... - 1 -

1.3 Mountains of the Moon University core values ..... - 1 -

1.4 Mountains of the Moon University Mandate ..... - 1 -

2.0 APPLICATION GUIDELINES ..... - 2 -

2.1 When to apply ..... - 2 -

2.2 How to apply ..... - 2 -

3.0 ENTRY REQUIREMENTS FOR UNDERGRADUATE PROGRAMMES ..... - 3 -

3.1 Entry requirements to Bachelor Degree programmes (undergraduates) ..... - 3 -

3.2 Entry requirements to Diploma programmes ..... - 4 -

3.3 Entry requirements to Higher Education Access Certificate ..... - 4 -

3.4 Entry requirements to ordinary certificate programs ..... - 4 -

4.0 ENTRY REQUIREMENTS FOR POSTGRADUATE PROGRAMMES ..... - 5 -

4.1 Entry requirements to postgraduate diplomas ..... - 5 -

4.2 Entry requirements to the Masters programmes ..... - 5 -

4.3 Entry requirements to the Doctoral programmes ..... - 5 -

5.0 ADMISSION PROCESS ..... - 5 -

6.0 CANCELLATION OF ADMISSION AND ACADEMIC DOCUMENTS ..... - 6 -

7.0 CANCELLATION OF CERTIFICATE, DIPLOMA OR DEGREE QUALIFICATIONS ..... - 7 -

8.0 REGISTRATION GUIDELINES ..... - 7 -

8.1 Registration of new students ..... - 7 -

Definitions and abbreviations

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

ii. **AR**— Academic Registrar

iii. **VC**—Vice Chancellor

iv. **Faculty Board**-The internal body under the Faculty board that recommends for the admission of undergraduate and mature entry students in each faculty. Admissions will be by University Admission Board and through Public Joint Admissions Board.

v. **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;

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

vii. **Capacity**—The number of students admitted into each programme.

viii. **NCHE**- National Council of Higher Education

ix. **UACE**—Uganda Advanced Certificate of Education.

x. **UJAB** – University Joint Admissions Board.

xi. **UQE**- University Qualifying Examination.

xii. **MOE&S**—Ministry of Education and Sports

xiii. **MMU**—Mountains of the Moon University

1.0 BACKGROUND

1.1 Mountains of the Moon University Vision

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

1.2 Mountains of the Moon University Mission

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

1.3 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.

1.4 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

iv. engage in activities for self-sustainability

v. To teach, research, facilitate learning and undertake engagement with local communities for socio-economic transformation.

2.0 APPLICATION GUIDELINES

2.1 When to apply

The advertisements for academic programmes shall run whenever programmes are on offer. Unless otherwise stated, all applications are made in each academic year at a time deemed appropriate.

2.2 How to apply

a. All applications will be online through the university's URL https://admissions.mmu.ac.ug. A user guide is available on the website: www.mmu.ac.ug

b. For undergraduate academic programmes, applicants will fill online application form and attach relevant documents. The applicant should indicate or provide:

   i. Status Requested: whether one is applying as a day (full-time), evening, weekend, holiday or distance student.

   ii. Personal details

   iii. Permanent and correspondence addresses, phone numbers and e-mails.

iv. Indicate four course options chronologically in order of preference)

v. Information on previous education ("O" and "A" Level qualifications and any other academic qualifications).

vi. Information on employment and professional qualification

vii. Other requirements such as applicant's profile, academic qualifications, working experience.

c. For Postgraduate academic programmes, applicants will fill online application form and attach certified academic certificates and transcripts, two letters of reference and other relevant documents.

d. A non-refundable fee for application as authorized by the Council from time to time shall be paid before an application is submitted.

e. Applicants from countries where the language of instruction is not English shall show evidence of proficiency in English. Foreign applicants may on request sit an English proficiency test conducted by Mountains of the Moon University, Faculty of Education. Foreign applicants shall take responsibility for any other clearance, information or documentary requirements as required by law to ensure their safe stay at the university shall solely be their responsibility.

3.0 ENTRY REQUIREMENTS FOR UNDERGRADUATE PROGRAMMES

3.1 Entry requirements to Bachelor Degree programmes (undergraduates)

Any of the following options can serve as the minimum entry requirement:

a. Direct entry requirements- Uganda Certificate of Education (UCE) with at least 5 passes obtained at the same sitting or its equivalent; and at least two principal passes at Uganda Advanced Certificate of Education (UACE) obtained at the same sitting or its equivalent;

b. Mature age - aged 25 years and above and has passed the mature age entry examinations with at least a 50% mark from a recognized institution accredited by NCHE.

c. Diploma – obtained at credit or distinction level in the relevant field from a recognized institution.

d. Higher Education Access Certificate for the relevant course from a recognized institution

3.2 Entry requirements to Diploma programmes

The minimum entry requirements for admission to a diploma programme are:

a. Uganda Certificate of Education (UCE) with at least 5 passes; and

b. Uganda Advanced Certificate of Education (UACE) with 1 Principal Pass and two subsidiary Passes obtained at the same sitting or its equivalent.

c. Certificate in a relevant field from an institution recognized by NCHE

3.3 Entry requirements to Higher Education Access Certificate

- UCE or its equivalent and UACE with at least two subsidiary passes obtained in principal subjects or its equivalent. For avoidance of doubt, a holder of UACE with only one principal pass shall be deemed to meet the requirements.

3.4 Entry requirements to ordinary certificate programs

- Uganda Certificate of Education (UCE) with at least 5 passes including Maths and English

4.0 ENTRY REQUIREMENTS FOR POSTGRADUATE PROGRAMMES

4.1 Entry requirements to postgraduate diplomas

i) The applicant shall be required to have attained a relevant Bachelor's degree or its equivalent from a recognized institution in subject(s) relevant to the programme applied for.

ii) Other specific requirements will vary from programme to programme.

4.2 Entry requirements to the Masters programmes

i) To be admitted to a Master's programme at MMU, Candidates will be expected to have a minimum of Bachelor's Degree or its equivalent from a recognized institution.

ii) Other specific requirements vary from programme to programme.

4.3 Entry requirements to the Doctoral programmes

i) The applicant shall be required to have attained a Master's degree or its equivalent from a recognized institution in subject(s) relevant to the programme applied for.

ii) Other specific requirements vary from programme to programme.

5.0 ADMISSION PROCESS

The university shall follow the following steps in managing the admission process

a. Review of applications, selection and recommendation of qualified applicants for respective programs by relevant Departments and Faculties.
b. Referrals of applications between faculties or choices (applicants will be offered programmes based on the choices made on the applications)

c. The Department and Faculty Boards will meet to recommend to the University Admissions Board the qualifying applicants.
d. The University Admissions Board meets to consider admission of the recommended applicants
e. Preparation and publishing of admitted lists; Successful applicants will be informed through an appropriate mode.
f. Preparation and issuance of admission letters.
g. Gazetting of admitted students is done when the Academic Registrar presents the list to the Senate for approval.

6.0 CANCELLATION OF ADMISSION AND ACADEMIC DOCUMENTS

The University reserves the right to cancel any admission at any time if:

a. Registration is delayed for more than a month. A written communication will be issued to the student after expiry period set aside for registration which the student should respond to within a period of two weeks or otherwise forfeit the admission.
b. It is proved that academic documents used for admission are forged;
    i. A verification report will be acquired from the institution alleged to have issued the award.
    ii. A written invitation for fair hearing to student by adhoc committee of senate shall be issued.
    iii. Minutes of the fair hearing are submitted to Senate by Academic Registrar
    iv. Senate shall consider forgery as an item on the Senate agenda
    v. The decision of senate shall be communicated in written to the affected.
c. A student over stays on the programme. A student shall be automatically deregistered/discontinued on expiry of the maximum study duration and allowable period on the programme.

A window period (before discontinuation/deregistration for overstay on program) is provided mainly to allow students clear pending issues such as fees payment, missing/incomplete marks, appeals for remarking, review and submission of research projects) after which automatic discontinuation for overstay occurs.

d. Any other reason as determined by Senate.

7.0 CANCELLATION OF CERTIFICATE, DIPLOMA OR DEGREE QUALIFICATIONS

Cancellations of the degree/diploma certificate after graduation shall also apply for any case of forgery of academic documents and any other reason as determined by Senate.

8.0 REGISTRATION GUIDELINES

8.1 Registration of new students

No student will be regarded as a student of Mountains of the Moon University before registering. All students must register every semester within four (04) weeks from the reporting date. A student is only registered after fulfilling the following requirements:

a) Evidence of payment of University fees as indicated on the admission letter.

b) Originals of UCE and UACE result slips and certificates or their equivalent. Certified copies of academic transcripts/ certificates where applicable

c) The Registration process shall only be considered complete after the student has paid 100% of fees and NHCE contribution. However, the university may allow partial payments as determined by the University authorities.

d) One copy of a passport size photograph of the candidate.

e) Completed registration forms (Online/Hard Copies) submitted to the office of the Academic Registrar.

f) Identity card from a previous institution or National Identification document/ Driving License/ Passport or refugee card

g) An Original Admission letter of the University.

8.2 Termination of registration and withdrawal from the program

i. Any student who will not have registered according to the Registration deadline and would have not communicated with the Academic Registrar's office shall be deemed to have declined the offer of a place at the University. Such applicants shall reapply after a subsequent call for applications.

ii. Students wishing to terminate their registration must apply in writing to the Academic Registrar who will consult the student and the Dean of the Faculty/ Head of the Department before the termination is finalized.

iii. 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 of the University.

8.3 Registration of continuing students

i. All students must register every semester within the first four (04) weeks from the start of the semester.

ii. Students will register both at the Academic Registrar's office and the respective Faculties.

iii. Every fully registered student will be assigned a University e-mail address to enable him/her access the services of the Virtual learning environment. This will take the format *name.student@mmu.ac.ug*

9.0 VERIFICATION OF ACADEMIC DOCUMENTS

After registration is completed, verification of academic documents tendered by the student during registration is undertaken with the awarding institutions. All academic documents will be verified by the Academic Registrar's office with the awarding institutions. This will entail the following:

i. Clean copies of all academic documents shall be made.

ii. Photocopies of academic documents shall be submitted to the respective awarding institutions and request a report.

iii. Reports regarding all the documents shall be received from the institutions.

iv. Basing on the reports received, any suspected forgeries shall be submitted to a committee of Senate for follow up and a decision shall be made by senate.

10.0 CHANGE OF NAMES DURING OR AFTER REGISTRATION (BEFORE GRADUATION)

a. The names in which the student is registered will be those which appear on the student's letter of offer/admission and must be the names which appear on the student's previous certificates.

b. Any applicant whose names bear variations on any of submitted documents must present an affidavit and supporting letters from previous institutions.

11.0 CHANGE OF PROGRAMMES

A student may be allowed to change from one program to another within the first two weeks of the reporting date as specified in the admission letter. The following steps shall be followed

(a) A student intending to transfer from one program to another shall submit an application to the Academic Registrar through the Faculty.

(b) The receiving Faculty/ Department will confirm the suitability of the applicant and availability of space.

(c) The applicant must have a weight that is equal or greater than the cut off used for the receiving program for that particular intake

(d) The applicant shall be provided with a written approval on the change of program.