

UNIVERSITY OF SAINT JOSEPH MBARARA(USJM)



ADMISSIONS POLICY

APRIL, 2023

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List of Abbreviations

NCHE	National Council for Higher Education
QA	Quality Assurance
UOTIA	Universities and Other Tertiary Institutions Act, 2001 (as amended)
USJM	University of Saint Joseph Mbarara
AoM	Archdiocese of Mbarara

DEFINITION OF TERMS

Admissions Committee means USJM Admissions Committee

Senate means USJM Senate

University Council means USJM University Council

Admission Cycle starts at the time when the office of the Academic Registrar calls for applications for a given academic year until the closing date of applications within that academic year.

Application Cohort shall mean all applicants who submit applications within a given call for applications or within a given application deadline /intake cycle.

1.1 Background of University of Saint Joseph Mbarara (USJM)

The Archdiocese of Mbarara (AoM) started a university as part of its mission and mandate to establish educational institutions of different levels to share in the salvific ministry of Christ by being the salt and light to the world. The founders coined the name: University of Saint Joseph Mbarara (USJM), for the university from St. Joseph, foster father to Jesus and the patron Saint of the pioneer St. Joseph Technical School, whose tradition of hard workmanship and community responsive education, USJM is to uphold.

The personal qualities and values of St. Joseph, the worker, such as integrity, hardworking, commitment, are behind this tradition, and the University will uphold them. USJM aims at total orientation and focus on tertiary education that meets community needs and engineers socioeconomic transformation. It delivers relevant, affordable, high quality, inclusive and community-responsive university education. The University of Saint Joseph Mbarara derives its vision and mission from the Christian understanding of the integral growth of a person.

- i. **Vision:** A leading center for integrated community responsive university education.
- ii. **Mission:** To provide holistic education for sustainable development.
- iii. **Motto:** Foster Excellence and Integrity (*Praestantia et Integritate Foveat*)
- iv. **Slogan:** For and With the Community
- v. **Philosophy:** Community-Responsive and Engaged university education
- vi. **Core Values**
 - a. God fearing
 - b. Integrity
 - c. Excellence
 - d. Accountability
 - e. Community responsiveness
- vii. **Objectives:**
 - a. To provide relevant university education
 - b. To promote research and innovation among the students
 - c. To nurture citizens of integrity and sense of common good

- d. To nurture students with demand-oriented skills
- e. To promote best practices in institutional governance
- f. To promote pastoral mission of the church

It is USJM commitment to encourage the development of each individual through education at all levels, stressing in particular the creation/promotion of an environment where intellectual and moral values are priorities. Since the person is at the center of all growth and development, both at individual and societal levels, all members of the community respect each other in an attempt to create an environment of openness and trust. The University is committed to promoting justice, respect, solidarity, human rights, equality, and environmental protection, both in its own community and society in general.

2.1 2.1 Introduction to the USJM Admissions Policy

2.2 Background

The admission of students is one of the most critical activities of University of Saint Joseph Mbarara (USJM). The task is carried out on behalf of the University Senate by the Admissions Committee. The Admissions Policy has been aligned to the Universities and Other Tertiary Institutions' Act (UOTIA2001 as amended), the NCHE Quality Assurance (QA) Framework and the respective statutory instruments as specified by the UOTIA (2001).

The Policy spells out clear, consistent and structured principles and guidelines for admission of students to all the University programmes and courses. The policy shall apply to the admission of all categories of students to accredited programmes.

USJM is committed to ensuring that its admissions process is carried out in a fair, transparent, consistent, objective and expeditious manner; that admission is done in accordance with the relevant laws and regulations, considering equity and affirmative action for disadvantaged groups; and that the applicants' data is held with the highest level of confidentiality.

Through this policy, USJM aims at offering clear advice and guidance to prospective applicants to enable them make informed choices and to apply to programmes appropriate to their interests, academic qualifications and potential.

2.3 Policy Objectives

The objectives of the admissions policy are:

- i. To define the roles and responsibilities in the admissions process
- ii. To set out procedures for admission of students into the University that will ensure transparency, objectivity and consistency in the admission process; and
- iii. To determine the avenues of and eligibility criteria for entry into the University.

2.4 Legal Framework

The Admissions Policy operates in compliance with the following legislations:

- i. The Universities and Other Tertiary Institutions Act (UOTIA,2001 as amended):
 - a. UOTIA, Statutory Instrument No. 62, 2007 (Equating Degrees, Diplomas and Certificates).
 - b. UOTIA, Statutory Instrument No. 63, 2007 (Minimum Entry Requirements for Admissions to Universities or Other Tertiary Institutions).
 - c. UOTIA, Statutory Instrument No. 34, 2008 (the Universities and Other Tertiary Institutions (Quality Assurance) Regulations).
- ii. The Uganda National Council for Higher Education's Quality Assurance Framework.
- iii. USJM Policies and Regulations.

2.5 Interpretation and Administration of the Admissions policy

2.5.1 Interpretation

- i. The Governing Council is responsible for approval of the policy.
- ii. The University Senate shall be the authority in definitions, interpretations, implementation and application of this policy.

2.5.2 Administration

- i. The Vice Chancellor shall oversee the implementation of the policy.
- ii. The Deputy Vice Chancellor (Academic Affairs) shall be responsible for implementing the policy as stipulated in Sec 34 (3) of the UOTIA (2001) as amended.
- iii. The Academic Registrar shall be responsible for the day-to-day administration of the policy as stipulated in sec 34 (3) of the UOTIA (2001) as amended.
- iv. The policy shall be subject to review from time to time.

3.0 Policy Scope

The policy covers all aspects of admissions: from application through to approval of admission for undergraduate, graduate and Post-Doctoral programs of the University.

Admissions Principles

4.1 Admissions

- i. The University seeks to admit the highest calibre of candidates with the merit, potential and motivation to benefit from and succeed at USJM and contribute to community development, regardless of age, disability, race, nationality, gender, religion, marital status, parental status or other personal circumstances.
- ii. Each applicant shall be considered on his/her merit and in competition with the rest of the applicant cohort in a given admissions cycle.
- iii. Each application is to be viewed holistically; assessing the merit, potential, motivation, skills and qualities of applicants by considering all information presented on the application form.
- iv. Applicants may, prior to being considered, be asked to provide additional information about themselves, the qualifications they have attained or course details (for example course content or their unit grade scale).

4.2 Application Cohort

- i. All applications received within an advertised period to the deadline shall be considered equally.
- ii. In order to give fair and equal consideration, applications may be held as part of a cohort and decision made on them as a group, selecting qualifying candidates.

4.3 Application Fees

- i. The University shall charge a non-refundable fee for application which shall be set by the Governing Council as recommended by Senate.
- ii. The application fees may be reviewed from time to time.

4.4 Review of the Admissions Policy

The USJM admissions committee through Senate monitors and regularly reviews and updates admissions to keep them progressive and relevant.

4.5 Training

The members of the admissions committee involved in admissions shall receive training appropriate to their roles and responsibilities.

Roles and Responsibilities of the relevant structures

5.1 The Governing Council

The Governing Council shall;

- i. Approve the Admissions Policy.
- ii. Approve the application fees.

5.2 The Senate

The Senate shall be responsible for overseeing, monitoring and regulating the implementation of the policy as indicated in the UOTIA Section 45 (2).

5.3 The Admissions Committee

- i. The Admissions Committee shall be responsible to the University Senate, for admission and ensuring that policies and procedures regarding student recruitment and admissions are implemented fairly and consistently, in line with the University's strategic aims and objectives and other relevant laws and regulations.
- ii. The Admissions Committee shall, with the 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.
- iii. Membership to this committee shall include
 - a. Academic Registrar or his/her representative Chairperson
 - b. Faculty Deans or their representative Member
 - c. Two (2) Technical persons from the faculty Member
 - d. Dean of students Member
 - e. Representative from the Directorate of Quality Assurance Member
 - f. Administrative Secretary/AR's Office Secretary

5.4 The Faculty

The role of the faculty shall be to:

- i. Establish an admissions committee at the faculty level.
- ii. Advise the committee on the qualification of persons to be admitted to the University programmes.
- iii. Work with the admissions committee to ensure timely admission of students.
- iv. Bring to the attention of the Admissions Committee any issues pertinent to the admissions process.

5.5 The Academic Registrar

- i. The Academic Registrar shall be the Chairperson of the Admissions Committee.
- ii. He/she shall be responsible for the organization and administration of the admissions to the University.
- iii. He/she shall be assisted in this process by the Deputy Academic Registrar.

5.6 The Applicant

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

Entry to the University

6.1 Avenues for Entry to the University

- i. Avenues for entry into the University shall be based on the USJM Policies and regulations, Admissions Guidelines, in line with the NCHE Statutory Instrument No. 63 and the Quality Assurance Framework.
- ii. The University reserves the right of admission of applicants to its programmes and courses.

6.2 Application

All applications shall be submitted to the Office of the Academic Registrar either in hard copy or through the online applications portal.

6.3 International Applicants

- i. All international applicants shall be required to first obtain letter of equivalency for the qualifications they hold from Uganda National Examinations Board for Advanced level and Ordinary level equivalence and Uganda National Council for Higher Education for certificate, diploma and degree equivalence.

7.0 Selection for Admission

7.1 Selection process

The selection process shall consider the following:

- i. Achieved academic qualifications of the applicant;
- ii. The applications shall be from accredited academic institutions;
- iii. The applicant's performance at interview, (where required);
- iv. The weighting criteria for selection of applicants will be as described in the Admissions Guidelines approved by Senate; and
- v. The admission shall consider a minimum of ten (10) students per programme.

7.2 Disadvantaged groups

The University shall make special consideration while making admission decisions on applicants that shall be considered disadvantaged in line with existing laws.

8.0 Confirmation of Admission

- i. The office of the academic registrar shall publish the list of successful applicants and issue admission letters.
- ii. There shall be a commitment fee payable at picking the admission letter. This money shall be part of students' fees and shall not be refunded in the event that the student does not turn up.

9.0 Appeals

- i. Where an applicant is dissatisfied with the decision made regarding their application, the applicant shall express their dissatisfaction in writing within fourteen (14) working days, addressed to the Chairperson Senate, through the Academic Registrar.
- ii. The appeal shall be considered by the University Senate.

10.0 Retention and Disposal of Application Materials

Application material belongs to the University; however, the University shall retain or dispose application materials as follows:

- a. If the applicant does not qualify for admission, the application form shall be disposed of at the end of the admission cycle.
- b. If the applicant is admitted but does not register for the programme, the application material shall be disposed of at the end of the admission cycle.
- c. Once the applicant is admitted and registered, the application material shall be kept as part of the records on the student's personal file.

11.0 Data Protection

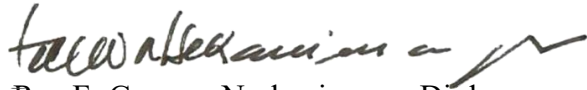
The University shall be responsible for the protection of applicants' data according to the laws of Uganda.

12.0 Terms and conditions

- i. The Policy shall apply to all applications for undergraduate, graduate and post-doctoral studies.
- ii. The Admissions Policy shall be accessed by all applicants.
- iii. Whereas the University shall issue admission letters to successful applicants, the programme shall only run if the number of students enrolled meets an approved threshold which shall be determined by Senate.
- iv. The University reserves the right to cancel any admission where there exist reasons it deems adequate for the cancellation.

13. AMENDMENT OF THE MANUAL

This manual is subject to amendment from time to time by relevant authority. This manual has been approved by the University of Saint Joseph Mbarara Governing Council on this.....day of



Rev Fr Gervase Nsekanimanya Dido

CHAIRMAN GOVERNING COUNCIL



Rev Fr Dr Deus M Karemiere (PhD)

VICE CHANCELLOR