

**KCMUCo**



**Admission Policy**

**JANUARY 2024**

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## **PREFACE**

Students are the core stakeholders in any reputable institution. They are the main targets of most services, including training. Their Admission is, therefore, an important activity that should be conducted fairly in a transparent manner and should be merit-based.

Thus, this policy aims to guide prospective students, their parents, guardians, educational advisors and counsellors through the details of our admission requirements, procedures, and criteria. It will provide a comprehensive understanding of our expectations for applicants and the values we seek in our student body. The policy also ensures that our admission process is conducted fairly and unbiasedly, adhering to all legal and ethical standards. It is designed to provide equal opportunities for all applicants, regardless of their background, race, religion, gender, or socioeconomic status. It sets out clear criteria that will guide admission procedures for the students. Such a policy also ensures that the admitted students meet the requirements set by regulatory bodies, including the Commission for University Education.

At KCMUCo, we believe in the potential of every individual to contribute to our academic community and beyond. The College is aware of each applicant's unique story and individual strengths, and we are eager to welcome those who will enrich our College culture and uphold our values.

The KCMUCo Admission Policy is not just a set of rules or procedures; it reflects our commitment to fostering a diverse and dynamic academic community. We encourage all prospective students to read this policy carefully and consider how they might contribute to our College mission and vision.

I am glad that the enactment of this policy will facilitate achieving the College vision, mission, and values, address critical issues highlighted in the College values, and contribute towards inspiring lasting change in line with the College Motto.

We look forward to welcoming you to KCMUCo and guiding you on your journey towards academic and personal growth.

**Prof. Ephata E Kaaya**  
**Provost**

## TABLE OF CONTENT

POLICY INDEXING DATA.....	ii
PREFACE.....	iii
TABLE OF CONTENT.....	iv
ABBREVIATIONS AND ACRONYMS.....	vi
GLOSSARY OF TERMS.....	vii
1.0 INTRODUCTION.....	1
1.1 Background.....	1
1.2 Objectives of the Policy.....	1
1.3 Rationale.....	2
2.0 SCOPE OF THE POLICY.....	3
3.0 POLICY STATEMENT.....	3
4.0 ADMISSION PRINCIPLES.....	3
4.1 Undergraduate Admission.....	3
4.2 Postgraduate Admission (Graduate).....	4
4.3 Additional Requirements for Admission.....	4
4.4 Decision to admit.....	5
4.5 Acceptance of Offer and Deferral or Freezing of Studies.....	5
4.7 Discretion to Deny Admission.....	6
4.8 Applicants Living with Disabilities.....	6
4.9 Cancellation of Admission.....	6
4.10 Verification of Admission Documents.....	7
5.0 ROLES AND RESPONSIBILITIES.....	7
5.1 Top Management:.....	7
5.2 Staff.....	7
5.3 Students.....	8
5.4 Stakeholders.....	8
6.0 IMPLEMENTATION AND MANAGEMENT OF THE POLICY.....	8
6.1 The Admissions Office.....	8
6.2 Admissions Criteria.....	8
6.3 Application Process.....	<b>Error! Bookmark not defined.</b>
6.4 Selection and Evaluation.....	9
7.0 MONITORING AND EVALUATION.....	9
7.1 Monitoring.....	9
7.2 Evaluation.....	9
8.0 RELATED LEGISLATIONS.....	10

9.0 REVIEW OF THE POLICY..... 10  
10.0 EFFECTIVE DATE..... 10

## **ABBREVIATIONS AND ACRONYMS**

CPD	Continuing Professional Development
DPAA	Deputy Provost for Academic Affairs
ELCT	Evangelical Lutheran Church of Tanzania
GPA	Grade Point Average
GSF	Good Samaritan Foundation of Tanzania
KCMUCo	Kilimanjaro Christian Medical University College
KPI	Key Performance Indicators
SHDC	Senate Higher Degrees Committee
TCU	Tanzania Commission for Universities
TUMA	Tumaini University Makumira

## GLOSSARY OF TERMS

**Admission** means admitting an applicant into a course of the University following submission and assessment of an application.

**Applicant** means a person applying to the University for Admission into a course. Conditional/Provisional Admission: Admission is offered while all admission requirements have not been provided or verified.

**A course** is a programme of study formally approved/accredited, which leads to an academic award from the University.

**English Language Proficiency** means the ability of students to use the English language to communicate competently in spoken and written contexts while undertaking their programme of study. International applicants should meet the College English Language requirements to be eligible for Admission.

**International student** means a student who is not a Tanzanian citizen but a citizen of another country;

**Offer** means a formal notification stating that the University offers an applicant a place in an accredited course under specified conditions, such as mode of study.

**Postgraduate or Graduate programme** means a training programme that leads to the award of a Postgraduate Certificate, Postgraduate Diploma, Master degree, and a Doctorate degree.

**Research** means a systematic experimental and theoretical work, application and/or development that increases the dimensions of knowledge.

**Undergraduate course** means a course of study that leads to the award of a Degree.

## **1.0 INTRODUCTION**

### **1.1 Background**

KCMUCo was established in 1997 as Kilimanjaro Christian Medical College, owned by the Good Samaritan Foundation of Tanzania (GSF). The College was granted a Charter of incorporation in 2010 when it changed its name to Kilimanjaro Christian Medical University College (KCMUCo) in 2010 as a Constituent College of Tumaini University Makumira (TUMA) under the Evangelical Lutheran Church of Tanzania (ELCT). KCMUCo will be upgraded to a fully-fledged University in 2024, wholly owned by GSF.

The KCMUCo training programmes, running for over 25 years, have produced alumni spread throughout Tanzania and elsewhere, creating the name recognition, reputation, and brand that KCMUCo is today. Thus, KCMUCo is a distinguished institution with a rich history of fostering academic achievement and personal growth. Its focus is training, research, and extension in health sciences, emphasizing promotive, preventive, rehabilitative and palliative health. It is committed to progressively developing innovative programmes catering to the present and future health needs of Africa and around the globe. The University offers certificate, diploma, postgraduate diploma, undergraduate, and postgraduate programmes, and Continuing Professional Development (CPD) courses or programmes that prepare human resources for health to serve throughout the health system. KCMUCo seeks to train transformative health leaders who promote health.

The admission policy is designed with a holistic approach, considering not only academic qualifications but also personal attributes and experiences that contribute to the diversity and dynamism of our student body. In this document, you will find detailed information about our admission requirements, application procedures, selection criteria, and important deadlines. It also outlines the policies related to the transfer of students around the admission period, international applicants, and those seeking financial aid.

All prospective students and their families are encouraged to familiarize themselves with this policy to ensure a smooth and successful application process. At KCMUCo, we are committed to making the admission process as transparent and accessible as possible.

### **1.2 Objectives of the Policy**

The general objectives of the KCMUCo Admission Policy are to attract highly qualified students, promote diversity and inclusivity, ensure fairness and equal opportunities, uphold academic excellence, maintain transparency and integrity, and align with the mission and values of the institution. Collectively, these objectives create a vibrant, inclusive, and academically rigorous learning environment at KCMUCo. Specifically, the policy objectives are: -



- (a) To attract and select students with strong academic potential, intellectual curiosity, and a genuine passion for learning. KCMUCo can maintain its academic standards and create a stimulating learning environment by selecting highly qualified students.
- (b) To promote diversity by attracting students from various backgrounds, cultures, and perspectives. It aims to create a vibrant, inclusive community, fostering cross-cultural understanding, tolerance, and collaboration. By embracing diversity, KCMUCo enriches the academic experience for all students and prepares them for a globalized world.
- (c) For fairness and equal opportunities to all applicants. It prohibits any form of discrimination based on factors such as race, religion, gender, or socioeconomic status. By providing equal opportunities, KCMUCo aims to create a level playing field and provide access to education for all deserving students.
- (d) To uphold the academic standards and values of KCMUCo. It seeks to admit students who have the potential to excel academically, contribute to their chosen fields of study, and make a positive impact on society. By maintaining high academic standards, KCMUCo ensures students receive a quality education that prepares them for future success.
- (e) To promote transparency and integrity in the admission process. It outlines the procedures, criteria, and timelines, ensuring the process is conducted fairly and consistently. Maintaining openness and integrity, KCMUCo fosters trust and confidence in the admission process among applicants, their families, and educational advisors.
- (f) To select students who align with the mission and values of KCMUCo. It seeks individuals committed to personal growth, societal impact, and ethical conduct. By aligning with the institution's mission and values, KCMUCo creates a community of students with a common purpose and vision.
- (g) To ensure the University complies with the admission requirements of the relevant statutory bodies, including TCU and other regulatory bodies where applicable.

### **1.3 Rationale**

This policy provides guidelines on how the admission process of new students to KCMUCo will be conducted. It serves as a guide for all university staff involved in new students' selection and admission process. The KCMUCo is committed to maintaining high academic standards in its courses by identifying and selecting eligible applicants for Admission while ensuring academic excellence, diversity, inclusivity, equal opportunities, mission alignment, and transparency. By upholding the above, KCMUCo will create a dynamic and inclusive learning community that prepares students for success in their academic and professional endeavours.

## **2.0 SCOPE OF THE POLICY**

This policy applies to Tanzania and international applicants seeking entry into any University programme.

## **3.0 POLICY STATEMENT**

The University is committed to creating a diverse learning environment where all students are valued for their differences and contributions, with equal opportunities for all, irrespective of age, disability, race, sex, marital status, pregnancy or maternity, religion, or belief. At KCMUCo all applicants shall be considered on an equal basis in the admission process.

## **4.0 ADMISSION PRINCIPLES**

- (a) The Senate shall make all decisions on applications subject to strict quality assurance on recommendations from department and school procedures.
- (b) The University shall only correspond about an application or decision with the applicant unless the applicant has given express written consent to the University to communicate with a nominated contact (family member, agent, representative).
- (c) All data provided to the University through the application process will be used only for academic matters and held in confidence.
- (d) All decisions shall ensure compliance with legal and policy requirements.
- (e) Decisions on applications will be made within a reasonable timeframe as per the set turnaround times.
- (f) Offers of admission, particularly in Postgraduate or Graduate programmes, may also take into account other factors such as demonstrated skills, commitment, employment history and specific achievements related to fields of endeavor and relevant to the programme applied for.
- (g) In support of the College commitment to marginalized communities, the University may make special considerations of applicants from such communities;
- (h) Where applicants exceed the number of places in a course, offers will be in order of academic merit based on the demonstrated achievement of applicants.

### **4.1 Application Process.**

- (a) The Admissions Office has established and maintains an accessible, user-friendly online application process.
- (b) Clear instructions and guidelines shall be provided to applicants regarding the required documents, deadlines, and any supporting materials.
- (c) The office shall ensure the application process is fair, non-discriminatory, and free from bias or undue influence.

### **4.2 Undergraduate Admission**

- (a) Tanzanian applicants for Admission to certificate, diploma, or bachelor's undergraduate courses will have achieved results that meet the minimum

requirements for the course as set by TCU or other regulatory bodies where applicable.

- (b) Meeting the minimum requirements specified for a course does not guarantee an offer. Other factors will also be considered, including the number of applicants and available places.
- (c) Non-Tanzanian applicants for Admission to undergraduate courses will typically have achieved results deemed equivalent to those that at least meet the minimum requirements determined by an authoritative organization for determining equivalence.
- (d) When an application is selected for the offer, the offer made may be:
  - (i) Unconditional (if the entry requirements have been met in full) or
  - (ii) Conditional (where certain conditions must still be met).

#### **4.3 Postgraduate Admission (Graduate)**

- (a) The applicants for a Postgraduate programme will be considered per the request set out in the Graduate Studies Policy and Postgraduate Regulations.
- (b) The applicants shall have completed a bachelor's degree awarded by KCMUCo, an accredited Tanzanian University or any other accredited University recognized as equivalent by the Senate, and the award by a University recognized by relevant authorities.
- (c) The applicants shall have attained an undergraduate Grade Point Average (GPA) of at least 2.7 (B grade average) for master's programmes.
- (d) The applicants shall have attained at least a Second-Class Lower division in programmes that classify degrees.
- (e) The applicants may be required to satisfy any course prerequisites or additional selection criteria prescribed for a particular course by the Senate.
- (f) Applicants for Admission to candidature for the qualification of Doctor of Philosophy shall typically have achieved results acceptable to the University in a Bachelors degree and at least a GPA of 3.0 or B grade average in Masters qualification.

#### **4.4 Additional Requirements for Admission**

In addition to the minimum academic requirements for Admission stated in this policy, the University may specify further requirements for Admission to both undergraduate and graduate courses. These may include, but are not limited to:

- (a) Recommendations from academic referees.
- (b) Submission of a curriculum vitae.
- (c) Non-Tanzanian applicants may be required to provide evidence of the minimum English language proficiency requirements for their chosen course of study.
- (d) Non - Tanzanian students may also be required to provide evidence of Health Insurance cover.

- (e) Non-Tanzanian applicants may also be required to satisfy the requirements for student visa applications.

#### **4.5 Decision to admit.**

- (a) Decisions for Admission of applicants for a programme shall first be made within the relevant Department and School/Institute Board or Senate Higher Degrees Committee and recommended to the Senate for Admission.
- (b) The Senate shall make the final admission decisions.

#### **4.6 Acceptance of Offer and Deferment or Freezing of Studies**

- (a) Applicants who receive an admission offer from the University shall be deemed to have accepted it by registering and paying fees within a set timeline.
- (b) Only registered students are bonafide students of KCMUCo.
- (c) The College may grant deferred admission to applicants for some undergraduate and postgraduate coursework courses for either one (1) academic year or one (1) semester from the time the offer is applicable so long as they have been registered as students at the College.
- (d) If fees have been paid and the admission is deferred, the fees will be rolled over to the semester or academic year when the student commences or resumes classes.
- (e) Differed students shall resume (unfreeze) studies at the point they reached when studies were differed or frozen.
- (f) Applicants who fail to register and continue with studies for various reasons cannot defer/freeze admission, but if they so wish, they may re-apply for Admission during the next academic year.
- (g) Deferral of registration shall be renewable once to a maximum period of two (2) academic years, after which it shall expire.
- (h) Applicants who have been admitted but did not register nor defer within fourteen (14) days from the commencement of the academic year will be deemed to have not accepted the offer.
- (i) If an applicant defers admission/freeze studies, the College shall not be obliged to honour the original offer if the applicant requests to change their response.
- (j) Admitted students who require a change from one mode of study to another shall request the same from the Senate through the Deputy Provost for Academic Affairs (DPAA).
- (k) Admitted students who require a change from one campus to another shall request the same to the Senate through the DPAA
- (l) Admitted students who require a change from one programme to another shall request the same to the Senate through the DPAA
- (m) The College reserves the right to transfer a student from one mode of study, campus, or programme to another.

#### **4.7 Discretion to Deny Admission**

The College may deny Admission to an applicant to any course where it believes that:

- (a) The applicant is short of the minimum entry requirements set in the College Regulations and the prospectus.
- (b) The applicant was expelled from the College for criminal offences and lack of professionalism.
- (c) The applicant is currently indebted to the College.
- (d) The applicant has been expelled or had their enrolment cancelled for serious reasons at any other university in Tanzania.
- (e) There is a reason to believe that the applicant or their presence poses a risk to the College students and/or staff or the wider community.
- (f) The applicant may prejudice the College reputation, management, good governance, or discipline.
- (g) The applicant has engaged in and unprofessional, or dishonest or deceitful behavior while applying for Admission to the KCMUCo or any other tertiary educational institution.
- (h) The applicant could not lawfully enter KCMUCo premises for all or part of the course duration because of a court order.
- (i) The applicant would be unable to meet the requirements of a course/programme, including but not limited to attendance or group participation requirements.

#### **4.8 Applicants Living with Disabilities**

- (a) The College recognizes diversity and welcomes applications from students living with disabilities.
- (b) Applications from applicants living with disabilities shall be considered against the same academic criteria applied to all applicants.
- (c) Applicants are encouraged to disclose any such disability, thus enabling the College to plan to access the necessary specialized requirements.
- (d) Disclosure of disability shall not affect the applicant's chances of receiving an offer from KCMUCo.
- (e) In the unlikely event that the College recognizes that adjustments required to support an applicant living with a disability during their education cannot reasonably be provided, the College shall inform the applicant within a reasonable time.
- (f) Where the applicant has not declared that he/she lives with a disability, the College shall not bear responsibility for a lack of facilities to support such an applicant should the applicant be admitted.

#### **4.9 Cancellation of Admission**

- (a) The KCMUCo reserves the right to withdraw admissions offered to applicants upon realizing that the information presented is either fraudulent or plagiarized.

- (b) The KCMUCo reserves the right to cancel an offer to a candidate who, after Admission, does not adhere to the student's disciplinary policy requirements.

#### **4.10 Verification of Admission Documents**

- (a) All conditional Admissions will be confirmed by verification of the original academic certificates presented.
- (b) Where the documents presented are not in English, applicants must provide formal translations as necessary within a stated deadline.
- (c) The College reserves the right to use alternative methods deemed appropriate to verify applicants' qualifications and other application documents.

### **5.0 ROLES AND RESPONSIBILITIES**

The top management, staff, students, and stakeholders are key to the effective management and implementation of the KCMUCo Admission Policy, ensuring a fair, transparent, and inclusive admissions process as follows: -

#### **5.1 Top Management:**

- (a) The top management is responsible for developing, implementing, and regularly reviewing the KCMUCo Admission Policy to ensure it aligns with its mission, vision, and strategic objectives.
- (b) Shall provide the necessary resources, including financial, technological, and human, to support the effective implementation of the admission policy.
- (c) Should ensure that the admission policy is followed consistently and that all stakeholders adhere to the established guidelines and procedures.
- (d) Should continuously monitor and evaluate the performance and effectiveness of the admission policy, making necessary adjustments and improvements as needed.

#### **5.2 Staff.**

- (a) Staff members are responsible for familiarizing themselves with the admission policy and ensuring compliance with its guidelines, criteria, and procedures.
- (b) Staff involved in the admission process must conduct their duties fairly, impartially, and transparently, treat all applicants equitably and without bias, and take an oath as prescribed by regulations and law.
- (c) Provide accurate and up-to-date information to prospective students, guiding them through the admission process and addressing their inquiries promptly and professionally.
- (d) Staff members should actively participate in CPD activities to enhance their knowledge and skills related to admissions practices and stay updated with relevant policies and regulations to ensure continuous improvement of the policy and its implementation.

### **5.3 Students.**

- (a) Students should make sure that they read and understand admission requirements before applying.
- (b) Students must provide accurate and complete information and submit all required admission documents within the specified deadlines.
- (c) Students should act with integrity and honesty throughout the admission process, avoiding any form of misrepresentation, plagiarism, or cheating.
- (d) Students should communicate with College staff and officials respectfully and professionally, seeking clarification or assistance when needed.

### **5.4 Stakeholders**

- (a) Stakeholders, including parents, alumni, and community members, shall support and promote the admission policy, advocating for fair and transparent practices.
- (b) They should provide constructive feedback and suggestions to the College regarding the admission policy, helping to improve and refine the process.
- (c) Stakeholders should collaborate with the College to develop outreach programs, scholarships, or partnerships that enhance access and diversity in the admission process.
- (d) Stakeholders should adhere to the established policies and guidelines, ensuring their actions align with the principles and objectives of the admission policy to ensure compliance and accountability.

## **6.0 IMPLEMENTATION AND MANAGEMENT OF THE POLICY**

The implementation and management of this policy will be through the office of the DVC – ARC.

### **6.1 The Admissions Office.**

- (a) The Admissions Office shall be responsible for implementing the KCMUCo Admission Policy under the direction of DPAA
- (b) The office shall ensure the policy is communicated and disseminated effectively to all stakeholders, including prospective students, parents, and staff.
- (c) The office shall establish and maintain an efficient and transparent admissions process, including the application, evaluation, and selection of candidates.

### **6.3 Admissions Criteria.**

- (a) The policy clearly outlines the criteria for admission to various programs offered by KCMUCo as reflected in the College Prospectus.
- (b) The Admissions Office ensures that these criteria are consistently applied and reviewed periodically to align with the College's objectives and changing needs.

- (c) The criteria shall consider academic qualifications, relevant experience, aptitude, and any additional requirements specific to each program.

#### **6.4 Selection and Evaluation.**

- (a) The Admissions Office, in collaboration with relevant academic departments, will establish a fair and objective evaluation process for selecting candidates.
- (b) The evaluation process may include reviewing academic records, interviews, entrance examinations, and other relevant assessments.
- (c) The office shall maintain accurate records of the selection process, ensuring confidentiality and security of applicant information.

### **7.0 MONITORING AND EVALUATION.**

Implementing, monitoring, and evaluating the KCMUCo Admission Policy is crucial to ensuring a fair, transparent, and effective admissions process. KCMUCo can continuously improve the admissions process and maintain its commitment to academic excellence and diversity by establishing clear guidelines, monitoring compliance, and regularly evaluating the policy's impact. The monitoring and evaluation of the policy shall be done as follows: -

#### **7.1 Monitoring**

This includes compliance, and Feedback & suggestions monitoring as follows:

- (a) **Compliance Monitoring.**
  - (i) The Admissions Office shall regularly monitor the implementation of the Admission Policy to ensure compliance with the established guidelines and procedures.
  - (i) The office will review and assess the effectiveness of the policy in achieving its objectives.
  - (ii) Any deviations or issues identified during the monitoring process shall be promptly addressed, and remedial actions shall be taken.
- (b) **Feedback and Suggestions Monitoring.**
  - (i) The Admissions Office shall actively seek feedback from applicants, staff members, and other stakeholders regarding the admissions process.
  - (iii) Suggestions for improvement or changes to the policy shall be considered and evaluated for possible implementation.
  - (iv) Regular surveys or feedback mechanisms and suggestion boxes shall be utilized to gather input and monitor stakeholders' satisfaction.

#### **7.2 Evaluation.**

- (a) **Periodic Review.**



- (i) The Admission Policy shall be subject to periodic review to ensure its relevance and effectiveness ordinarily after Five (5) years but whenever the need arises or as may be directed by the Senate.
  - (ii) A review committee, comprising representatives from relevant departments and stakeholders, shall be established to assess the policy's impact and identify areas for improvement.
  - (iii) The committee shall make recommendations for any necessary revisions or updates to the policy.
- (b) **Key Performance Indicators.**
- (i) Key Performance Indicators (KPIs) shall be established to evaluate the effectiveness of the Admission Policy.
  - (ii) These indicators may include the number of applications received, the diversity of the student body, retention rates, student satisfaction levels and students' failure rates.
  - (iii) Regular reports shall be generated and analyzed to assess the policy's performance against these indicators.
- (c) **Continuous Improvement.**
- (i) The evaluation process shall be used to identify areas for continuous improvement in the Admission Policy.
  - (ii) Feedback, data analysis, and recommendations from the monitoring and evaluation processes shall be utilized to refine the policy and enhance its effectiveness.
  - (iii) The Admissions Office, in collaboration with relevant stakeholders, shall implement necessary changes to improve the admissions process and ensure fairness and transparency.

## **8.0 RELATED LEGISLATIONS**

- (a) Universities Act 2005
- (b) Universities (General) Regulations 2013
- (c) Standards and Guidelines for University Education in Tanzania 3<sup>rd</sup> edition 2019.
- (d) KCMUCo Prospectus
- (e) Students' by laws

## **9.0 REVIEW OF THE POLICY**

The policy will be reviewed after five years or as the need arises.

## **10.0 EFFECTIVE DATE**

The Admission Policy shall take effect from the day the Senate Approves it.