



ST. PAUL'S UNIVERSITY

POLICY ON ACADEMIC ADMISSIONS

ACADEMIC POLICY NO. 025 OF 2015

2015

OFFICE OF THE DEPUTY VICE CHANCELLOR - ACADEMICS

POLICY ON ACADEMIC ADMISSIONS

1. Preamble

The University's vision is "A Christian University for Global Service". This vision as adopted by all stakeholders, will guide St. Paul's University in her teachings to produce effective leaders who will transform and lead people in their environment towards eternal life. The University's mission is "To develop servant leaders by imparting knowledge, skills and values through creative methods of education, research and spiritual formation" reflects the commitment of the university to academic development that integrates Biblical values and worldview. In consonance with its vision and mission, the philosophy of its charter, the spirit of its Strategic plan, St. Paul's University Academic Admissions policy offering guidance of the students code of conduct.

2. Name of the Policy

The name of the policy shall be "St. Paul's University Policy on Academic Admissions"

3. Functions of the Policy

The policy will address the Admissions into Academic Programmes of the University.

4. Admissions Committee and Administration of the Policy

Admissions into the University programmes shall be administered by the Admissions Committee which will comprise:

- 4.1 Representative from the Registry
- 4.2 Representative from the Faculties/ departments
- 4.3 Representative from the Dean of Students
- 4.4 Representative from the Public Relations Office
- 4.5 Representative from the Quality Assurance Department (Co-opted)

5. Processing of Application Forms

Undergraduate Programmes

- a) The Admissions Committee will verify all Application Forms making special note of applicant's Academic qualifications, Religious Affiliations and Medical History.
- b) The Admissions Committee will meet fortnightly during non-peak admissions period and weekly during peak admissions period (up to the end of the registration week).
- c) Letters for approved applicants will contain the student admission number and will be processed from the Academics Registry.
- d) Candidates who do not meet admission requirements will be issued a regret letter and where applicable be advised on an alternative programme they may enrol in within the University. The Academics Registry will process the letter.
- e) All Admission and Regret Letters will be sent to the Public Relations Office that will contact the applicants for them to collect their letters.

Graduate Programmes

- a) Applications for Postgraduate studies shall be directed to the Postgraduate office for processing
- b) All admissions for Postgraduate students shall be approved by the Board of Postgraduate Studies, which should work in consultation with Faculty Deans and HODs.
- c) Letters for approved applicants will contain the student admission number and will be issued by the Director of Postgraduate Studies with copies to the Academic Registrar and Faculty Deans.
- d) Candidates who do not meet admission requirements will be issued a regret letter and where applicable be advised on an alternative programme they may enroll in within the University. The Director of Postgraduate Studies will process the letter.
- a) All Admission and Regret Letters will be sent to the Public Relations Office that will contact the applicants for them to collect their letters.

5.1 Candidates whose qualifications are not clear

Candidates whose qualifications are not clear will be required to take their certificates to recognised examination or regulatory bodies such as Kenya National Examination Council (KNEC), Commission for University Education (CUE) or Ministry of Education for verification and/or translation. The Academics Registry will issue a letter informing the candidate on the requirement.

5.2 Candidates with disabilities

Applications from candidates who are disabled, in particular the visually and hearing challenged, will be assessed to determine additional expenses the applicant should be charged if any. Alternatively a regret letter will be issued to the applicant informing them that the University does not have the capacity to facilitate their learning. The Academics Registry will process the regret letter.

5.3 Postponement of Admission

A new student will on written request be allowed postponement for a maximum of two academic years. A student who does not report within the two years will be required to re-apply for admission.

5.4 Filing of Admission Forms and Letters

All admission forms, accompanying documents and letters from the University will be filed in the Academic Registry.

Access to student's files will be for authorized personnel only such as the VC, DVCs, Deans, HODs and Registrars.

6. Duration

All applications will be reviewed fortnightly during non-peak admissions period and weekly during peak admissions period (up to the end of the registration week).

7. Processing of Admission Letters

The Academics Registry is charged with processing of all letters.

8. Withdrawal of Admission

An applicant who is found to have given false information/Academic documents on their Application Form and who is later detected will have their admission revoked by the University. The committee reserves the right to escalate matter further for legal redress as this is a criminal offence.

9. Principles Governing the Policy

The following principles shall govern the Policy:

- a. The Policy seeks to define and clarify admission criteria.
- b. *The Principle of Equity:* The Policy seeks to ensure fairness to all students seeking admissions.
- c. *The Principle of Christian values:* The Policy seeks to ensure that students are informed of the University's Christian values and teachings since it subscribes to the Christian faith.

10. Academic Admissions Appeals Committee

The Academic Appeals committee shall comprise:

- a. The Vice Chancellor
- b. The Internal Auditor
- c. The Deputy Registrar-Academic Affairs
- d. The Dean of Students
- e. The Public Relations and Marketing Officer and
- f. A Senate Representative

11. Amendments to the Policy

The Policy can be amended by the University Senate on the recommendation of the Academics Admissions Committee and approved by the University Council.

12. Review of the Policy

The Academics Admissions Policy shall be reviewed every FOUR Years.

REVIEW OF THE POLICY

This policy shall be reviewed every FOUR Years.

REFERENCE OF THE MINUTES

The policy was adopted by the senate on 31st August 2015, the 73rd University Senate Meeting.

AUTHORIZATION

Council Chairman:

Name: _____

Signature: _____

Date: _____

Official Stamp