



**BUSITEMA  
UNIVERSITY**  
*Pursuing Excellence*

**BUSITEMA UNIVERSITY  
POLICY GUIDELINES  
FOR UNDERGRADUATE  
ADMISSION**

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## 1.0 BACKGROUND

Section 28 of the Universities and Other Tertiary Institutions' Act 2001 as amended, mandates the University to admit qualified citizens and non- citizens to the programmes of study without discrimination.

All admissions to Busitema University and affiliated Academic Institutions shall take into consideration the following while admitting:

- i. Affirmative action for the marginalized groups on the basis of gender, disability and disadvantaged schools.
- ii. Persons with special talents in sports, music and other social activities for their enhancement.

## 2.0 MEMBERSHIP OF THE ADMISSION COMMITTEE

The Admission Committee shall comprise of the following members:

- (i) The Deputy Vice Chancellor; who will be the Chairperson of the Committee;
- (ii) The Academic Registrar; who will be the Secretary of the Committee;
- (iii) All Faculty Deans;
- (iv) The University Secretary;
- (v) The Dean of Students;
- (vi) The University Librarian;
- (vii) The Director, Graduate Studies, Research and Innovation;
- (viii) Director Quality Assurance.
- (ix) The University Bursar.
- (x) One External Member of Senate.
- (xi) A representative from the Ministry of Education and Sports.
- (xii) Two Students Representatives.
- (xiii) The Principals of Affiliated Institutions.
- (xiv) The Director ICT.

### **Ex-officials:**

- a) Legal Officer
- b) Public Relations Officer

## 3.0 ADMISSION ENTRY SCHEMES

### 3.1 *Eligibility for admissions*

There shall be six (6) main venues of entry into the University to the undergraduate programmes namely:

- i. The Direct Entry Scheme for 'A 'Level leavers.
- ii. Diploma Holders Entry Scheme.

- iii. Mature Age Entry Scheme.
- iv. Degree Holders Entry Scheme (Proposed)
- v. Transfers of credit entry scheme
- vi. Higher Education Access scheme.
- vii. Quota

### 3.1 *The Direct Entry Scheme*

#### 3.1.1 **Minimum Requirements**

1. A candidate shall be deemed eligible for consideration for admission to the first degree programme of Busitema University if she or he obtained;
  - (i) Uganda Certificate of Education (UCE) or an equivalent qualification with at least five (5) Passes obtained at the same sitting, and
  - (ii) At least two principal passes obtained at the same sitting of Uganda Advanced Certificate of Education (UACE) or an equivalent qualification. (For Day programmes, results are valid for 5 years from the year of sitting, and open for other programmes).
2. A candidate shall be deemed eligible for consideration for admission to a Diploma programme of Busitema University if she or he has obtained in Uganda Advanced Certificate of Education (UACE) or its equivalent with at least One Principal Pass in a relevant subject and Two Subsidiary Passes obtained at the same sitting.
3. For purposes of (2) above, except where otherwise provided for, all subjects offered by the Uganda National Examinations Board (UGANDA NATIONAL EXAMINATIONS BOARD) at UCE and UACE) are regarded as approved subjects.
4. A Pass with a Distinction or Credit in a subject taken at Subsidiary level such as General Paper, Sub-Mathematics or Computer Studies shall carry one point. A Subsidiary Pass in this case ranges from Distinction 1 to Credit 6.

#### 3.1.2 **Special Schemes Under Direct Entry**

Busitema University may offer special considerations to special schemes for example the Talented Sports Persons, Persons with Disabilities and District Quota Schemes.

Special Scheme admission benefits candidates under Government sponsorship only as part of the affirmative action.

##### 3.2.2 (a) *Persons with Disabilities*

This scheme applies only to Direct Entry Candidates. The candidates must have obtained at least two Principal Passes in the essential subjects.

Direct entrants with minimum admissions requirement with recommendations from a competent doctor may be admitted.

- (b) ***Talented Sportsmen or Sportswomen Scheme***  
 The candidates admitted under this scheme shall;
- i. Enjoy all benefits of Government -sponsored students.
  - ii. Not apply directly to the University, but be identified by the respective Sports Associations and recommended to national council of sports. The National Council of Sports will in turn forward the names to the Ministry of Education and Sports; This will finally communicates to the lead University for presentation to the Selection Committee of the Public University.
  - iii. The candidate shall then are then considered for admission to ANY University programme. This scheme applies only to Direct Entry candidates.
- (c) ***The District Quota Entry Scheme***
- (i) Candidates admitted through this scheme shall be considered for any Busitema University Programs.
  - (ii) Priority shall be given to candidates born in the particular District and studied from a school within the home District.
  - (iii) If the District fails to fill the slots then students from that District but who studied from elsewhere shall be considered.
  - (iv) Candidates must be Ugandans. The Scheme applies only to Direct Entry Candidates.
- (d) ***The National Merit Entry Scheme***
- (i) Candidates admitted to this scheme shall be considered for programmes defined by government to promote National Development on Government Sponsorship.
  - (ii) Candidates shall compete for National Merit slots available in this category of programmes.
  - (iii) The Candidate must be Ugandan to benefit from this scheme.

### **3.2 DIPLOMA HOLDERS ENTRY SCHEME**

The candidates through this scheme shall hold at least Second Class or Credit Diploma or equivalent performance from recognized Institutions or a pass Diploma with 3 years working experience.

#### **3.2.1 Special University Entry Examination for Diploma Holders**

- (i) Special University Entry Examination for Diploma scheme applies to the Bachelor of Medicine and Bachelor of Surgery Degree programme, Bachelor of Science in Nursing Degree and Bachelor of Science in Anaesthesia Degree programmes only.
- (ii) Senate may approve the administration of special entry examinations on any other program in the Faculty apart from those mentioned above as and when deemed necessary.
- (iii) To be eligible for the Special University Entry Examinations for the Bachelor of Medicine and Bachelor of Surgery Degree programme, Bachelor of Science in Nursing Degree and Bachelor of Science in Anaesthesia Degree the candidate MUST possess a relevant Diploma in a medical field with a working experience of at least one year.

### **3.3.2 Diploma Programme**

The minimum requirements for admission to an Ordinary Diploma Programme shall be;

- i. Uganda Certificate of Education (UCE) or its equivalent with at least five (5) Passes obtained at the same sitting and Uganda Advance Certificate of Education (UACE) and obtained at least one Principal pass and two subsidiaries at the same sitting.
- ii. A Certificate from a recognized institution with a Pass grade.

### **3.3 MATURE AGE ENTRY SCHEME**

Under this Scheme, the following shall apply;

- (i) The candidate have passed the University Mature Age Entry Examination.
- (ii) He or she must be aged at least 25 years before 1<sup>st</sup> August of the year in which admission is sought.
- (iii) No candidate shall be re-admitted at Busitema University programme previously attended and failed.
- (iv) Not applicable for Degree holders.
- (v) Candidates who sit and pass Mature age examinations in a relevant area from accredited centres shall be eligible for Admission to Busitema University Programs.

### **3.5 DEGREE HOLDERS' ENTRY SCHEME**

Candidates shall be admitted on private sponsorship to the relevant undergraduate Degree/Diploma programmes based on the Degree programmes applied for; CGPA shall be used in ranking the applicants.

### **3.5 TRANSFERS OF CREDIT ENTRY SCHEME**

#### **3.5.1 Credit Transfer Entry Scheme during Admission from other Recognized Institutions**

Under this scheme the following shall apply;

- i) The Institution/University from which an applicant is transferring from must be recognized/ accredited by National Council for Higher Education.
- ii) That candidate must attach a copy of official provisional results from the parent Institution.
- iii) A transferring candidate is eligible to transfer to Busitema University if he/she has obtained at least a CGPA of 3.00 from the parent institution.
- iv) The transferring candidate should have met the cut-off point of that particular year.
- v) A candidate shall be permitted to transfer a maximum of 40% of the minimum graduation load as will be guided by the responsible Faculties.
- vi) A candidate who will have failed any courses where she or he obtained a Grade Point (GP) of less than 2 credits shall not be transferred.
- vii) The candidate must have a record of good conduct.

### **3.6 HIGHER EDUCATION ACCESS SCHEME**

- (i) To qualify for Higher Access Education scheme, a candidate should have attained at least one subsidiary principal pass at UACE.
- (ii) A Higher Access scheme shall be at least one academic year with a total of 40 credit units.
- (iii) Candidates must pass higher Education access course and attained the required minimum credit pass to be eligible for admission to the University.
- (vi) The number admitted to this program shall be determined by The Senate.

### **6.0 GENDER QUOTA ADMISSION**

- (i) The Gender Quota ratio shall be 50%:50% to Female: Male will apply to Busitema University Programs except where otherwise specified.
- (ii) Males and Females shall compete amongst themselves for the slots allocated at the ratio of 50:50 for all schemes.
- (iii) Any slots not filled by one gender will be transferred to the other gender which has the capacity to fill the remaining slots.

### **4.0 GENERAL ADMISSION REQUIREMENTS FOR INTERNATIONAL STUDENTS** **Eligibility**

- i. Busitema University shall admit foreign students who satisfy the minimum entry requirements as in Section 3.2 Sub-section 3.2.1(1-4) above.
- ii. International students shall be required to be equate to Ugandan standards by Uganda National Examinations Board.

#### **4.1 *Diploma Holders Entry Scheme for Foreign Students***

- (i) Busitema University shall admit foreign students with Diplomas who satisfy the minimum entry requirements as stated in Section 3.2 above.
- (ii) Diplomas from other countries shall be required to be equated by National Council for Higher Education.

#### **4.2 *Special University Entry Examination for Diploma Holders***

- (i) Special University Entry Examination for Foreign Diploma Holders shall apply as stated in Section 3.2.
- (ii) Foreign students **MUST** possess letters from National Council for Higher Education and Uganda National Examinations Board equating their qualifications.

### **8.0 CHANGE OF PROGRAMME/SUBJECT**

Selection for specific Programmes shall take into account the following; candidate's performance, admission requirements for a specific programme, the order of choices, available subject combinations and the time-table.

Any students who wish to change a course must fulfill the following requirements:

- i) Shall first register with the University according to the registration time-table for the programmes and subjects (where applicable) to which they were originally admitted.
- ii) Shall pay an application fee as approved by the University council on the recommendation of Senate.
- iii) Shall fill a change of programme or subject form which will be issued and received back within the first 2 weeks of the first semester.
- iv) Must have met the cut-off points for the desired programmes or subjects applied for as maybe determined by the Admissions Board.
- v) Must receive a response from the admissions Board through the Academic Registrar's office.

## 6.0 **SUPPLEMENTARY ADMISSION**

### 6.1 ***Government***

In case candidates who are admitted under government scholarship do not turn up, the University will notify the secretariat for government for re-selection to fill the slots.

### 6.2 ***Private***

In case of unfilled slots for candidates admitted under the private sponsorship, the Deans of Faculties will notify the Academic Registrar who will advise the Admissions committee to have the slots filled.

### 6.3 **Provisional Admission**

The Academic Registrar on the recommendation of the concerned Faculty, may issue Provisional Admission letters to prospective candidates' except for the Faculties of Health Sciences and Engineering.



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