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ADMISSIONS POLICY

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Signature by Chairman Council

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1.0 Interpretation of Operational Terms of the Policy

- a) Admission: the process or fact of entering or being allowed to enter MRU to pursue an academic program.
- b) Analytical Thinking: is visual thinking which gives someone the ability to solve problems quickly and effectively or through a methodical step-by-step approach to thinking that allows someone to break down complex problems into single and manageable components.
- c) Enterprising Aptness: is the thinking of and doing new and difficult things appropriately or suitably.
- d) Equity: the quality of being fair and impartial during the process of admitting students at MRU. It is about fairness and transparency in reaching a decision.
- e) Ethics: this means rules of behavior based on ideas about what is morally good and bad or morally right or wrong.
- f) Integrity: is the quality of being honest, trustworthy and having strong or sound moral principles.
- g) Rational: implies that admission and selection of students at MRU shall be based on clearly defined criteria and course of action.
- h) Research Mindedness: is a term which comprises a critical understanding of the value or importance and application of research.
- i) Resourcefulness: is the ability to find quick and clever ways to overcome difficulties especially through creative problem-solving.
- j) Selection: in the process of admission of the best or most suitable students at MRU, the act of choosing shall be conducted carefully.

1.1 Background of MRU

Muteesa I Royal University (MRU) was offered an operational license by the National Council for Higher Education (NCHC) in 2005 and started its operations in 2007. The founding Chancellor of the University, who is also its Visitor, is His Majesty the Kabaka, Ronald Muwenda Mutebi II. The genesis of modern education in Uganda is historically associated with the Kingdom of Buganda owing to the role that Sekabaka Muteesa I played in inviting the missionaries who introduced education in Uganda. Owing to this history, it is only befitting that the university was named after this visionary leader. Hence, the university was named after the 31st King of Buganda who was a monarch of great vision, Kabaka Muteesa I (1856-1884). MRU is a skills training, academic and research-oriented institution of higher learning that was established as a private institution. The initiative was promoted by the Executive Committee (EC) of the Buganda Kingdom, headed by the *Katikkiro* (i.e. Prime Minister).

1.2 - Strategic Goals of MRU

The Strategic Goals of MRU are as follows:

- i) To produce graduates with all-round competencies and skills to be able to initiate self-employment activities or compete for jobs in the global market;
- ii) To promote research and encourage students and staff to publish;

- iii) To build and expand collaboration and engagement with the community, the alumni, and industry and business, and to equip students with practical skills while empowering the community, industry & business to develop local solutions;
- iv) To strengthen MRU's human resource capacity;
- v) To achieve a sustainable financial resource base;
- vi) To improve the administrative and organizational arrangements of MRU with a view to achieving efficiency and effectiveness in all sections of MRU; and
- vii) To construct or acquire, rehabilitate and maintain buildings, equipment, implements, ICT facilities and land particularly for the growth and development of its niche.

1.3 Vision of MRU

The Vision of MRU is to be “a leading university responding to contemporary challenges through teaching and learning, research and technical guidance”.

1.4 Mission of MRU

The Mission of MRU is “to provide training, research and technical guidance responsive to national socio-economic needs”.

1.5 Core Values of MRU

The core values of MRU are as follows:

- i) Professionalism; Professionalism is a trait that's highly valued in the human resource of any organization. It has many attributes, including: (a) Specialized knowledge, (b) Competency, (c) Honesty and integrity, (d) Respect, (e) Accountability, (f) Self-regulation, and (g) Image.
- ii) Respect for Diversity;
- iii) Cultural Sensitivity;
- iv) Tenacity; and
- v) Team Spirit.

2.0 Introduction of the Policy

MRU seeks to enroll students who have the potential to succeed at university level, and who reflect diversity of background. This admission policy, therefore, provides mechanisms to support a more equity-driven and rational process of student admission and selection, to assist management in sieving issues pertaining to a decent admission and selection standard.

3.0 Objectives of the Policy

- a) To provide admission guidelines to aid potential students. Admission adheres to current MRU legislation; and
- b) To ensure that admission and selection of students are commensurate with MRU programmes, and academic requirements, within a framework of widened access and equity.

4.0 Application of the Policy

This policy shall be applicable to all prospective students under the management and control of the Admissions Board. The other user units shall be the Academic Registrar, Faculty Deans, and academic Heads of Department when conducting any related admissions and selection activity.

5.0 Section One: Equity in Student Admission and Selection

5.1 Admission Criteria

- a) In reaching a rational decision on admission, MRU makes use of an admissions process that is fair and transparent in terms of assessment, quality, and standardization. Equity issues are, therefore, paramount to the admission and selection of students at MRU; and
- b) The admission and selection criteria shall be based on international, national academic and professional quality standards and principles such as:
 - i. The programmes' admission criteria are in line with the national goal of widening access to higher education;
 - ii. The programmes' intended learning outcomes;
 - iii. The programmes' capacity to offer good quality education;
 - iv. The programmes' capacity to relate to the community and/or societal needs;
 - v. The programmes' capacity to relate to the demands of particular professions (in the case of professional and vocational programmes);
 - vi. Availability of advertising and promotional materials that contain accurate and sufficient information on the programmes with regard to admission policies, completion requirements, and academic standards;
 - vii. Admission and matriculation exemption processes that adhere to the established legislation;
 - viii. Provision is made, where possible, for flexible entry routes, which include diploma entry scheme and mature age entry scheme;
 - ix. The number of students selected for each programme does not exceed the capacity available for offering good quality education; and
 - x. The number of students is balanced with the mode(s) of delivery and the programme components (modules/courses).

5.2 Admission and Selection Information Sources

- a) The following information sources shall be available to aid students in the selection of programmes of study:
 - i. Copy of the flier(s) showing Faculty programmes and courses;
 - ii. The admission and selection plan for the programme(s), with details on strategies to admit a diversity of students (in terms of region and gender);
 - iii. The advertising and promotional materials for the programme(s);
 - iv. University admissions policy stipulating admission and selection criteria;

- v. Examples of admission tests, if used as selection instruments (with scoring system);
- vi. Details of professional/vocational specifications in relation to student admission and selection, if applicable;
- vii. Copy or copies of the university prospectus, if applicable; and
- viii. Fees structure.

5.3 Constitution of the Admissions Board

The Admissions Board of the university is the Senate Committee and shall constitute the following members:

- a) The Vice Chancellor (Academic Affairs) who is the Chairperson;
- b) The Faculty Deans as representatives of various academic units;
- c) Two representatives from the Ministry of Education and Sports;
- d) The Director, Quality Assurance; and
- e) The Academic Registrar who is the Secretary

5.4 Functions of the Admissions Board

The functions of the Admissions Board are to:

- a) Set admissions guidelines/criteria to be approved by Senate;
- b) Determine intake capacities for consideration by Senate and approval of Council;
- c) Initiate policies regarding admission of disadvantaged candidates for consideration by Senate and approval of Council;
- d) Admit candidates to various undergraduate and postgraduate programmes offered at MRU;
- e) Allocate subject combinations to candidates admitted to various Faculties and Departments of the University;
- f) Inform Senate from time to time on matters of admissions;
- g) Ensure generation and compilation of accurate and reliable admission and registration statistics; and
- h) Carry out any other necessary duties as may be assigned by Senate.

6.0 Section Two: Key Values of MRU's Admissions Policy

MRU's admission policy and its implementation are guided by the following key university values:

6.1 Intellectual Values

- a) **Research Mindedness**
MRU strives to build in its students a research-minded acumen so as to build an intellectually broadminded person that is critical of life around him/her, and prepared to become a leader in society through engaging in research activities for sustainable development;

b) Resourcefulness

Today's employment sector demands intellectuals who are creative and innovative. In its uniqueness, MRU admits students that will participate in academic and experiential learning events that create in them high values of creativity, imagination and innovativeness;

c) Analytical Thinking

MRU strives to enroll students who will be engaged in academic work that develops in them analytical thinking that is reflective of critical thinking, academic writing and credible communication skills, so as to produce innovative thinkers and leaders; and

d) Enterprising Aptness

MRU will constantly seek to ensure that its admission policy attracts prospective students that will propel an enterprising aptness through encouraging resourcefulness, innovativeness and creativity during class and supporting teaching that blends experiential learning.

6.2 Key Civic-Ethical Values

a) Human Disposition

MRU fosters positive character in students through integrating moral values into them by providing a strong environment of discipline, character formation, and restorative justice measures such as counseling and guidance, as well as encouraging values such as brotherhood, social decency and good citizenship;

b) Mutual respect, integrity, prudence, decency and cultural appreciation

MRU seeks to inculcate in those enrolled various social, traditional and universal values that develop in students a sense of human decency, tolerance to diversity, good character, integrity and respect for others;

c) Fairness, Transparency and Professionalism

The admissions process of MRU will be conducted in a fair, accountable and professional manner through openness and transparency as regards the procedures followed and the criteria as well as information used for making decisions on admissions. Decisions on admission will be communicated to applicants in a clear and transparent way. Applicants may query why an application was unsuccessful, appeal the decision, when necessary, and request consideration for alternative programmes; and

d) Excellence

MRU will constantly research and refine its admission procedures and criteria to ensure that they are of a high quality, and are relevant and sensitive to the needs of the student, the institution, as well as the local, regional, national and international communities that it serves. The underlying admissions principle will be academic excellence.

7.0 Section Three: Admission Requirements

7.1 General Ethical Principles

- a) MRU is an institution for all, irrespective of gender, ethnic background, political affiliation, and religious denomination;

- b) All eligible students shall be those that possess the minimum academic and professional competence or competencies; and
- c) The uniqueness of education at MRU lies in the urge to instil in each student the capacity to acquire a scholarship, independent research skills, critical thinking skills, intellectual growth, and honesty.

7.2 Undergraduate Admissions Requirements

a) Language requirements

- i. The medium of instruction and examination at MRU shall be English, but other languages of instruction may be used on approval of Senate;
- ii. Applicants from non-English speaking countries are required to submit proof of English proficiency before registration;
- iii. In order to test English language competencies, the TOEFL or IELTS tests, available in most countries, are acceptable proof. The minimum TOEFL score required is 230 on the computer-based test, or 570 on the paper-based test. A minimum of a 6.0 on the IELTS is acceptable;
- iv. Those who do not know English shall be given a bridging course purposely to intensify their language competencies; and
- v. If the documentation indicating proficiency in the English language is not provided before registration, a student shall be required to undergo a full year's intermediary language course to equip him/her with basic proficiency skills before being allowed to enroll on a regular programme.

7.3 General University Admission Regulations

The general regulations and statutes of MRU shall govern studies and examinations for the programmes.

7.3.1 Admission to the undergraduate degree programmes

For eligibility to enter into the undergraduate degree programmes, the candidate **MUST** possess the following qualifications:

a) Direct entry; that is:

- O-level certificate with 5 passes in approved subjects, including a pass in English language or equivalent.
- A-level certificate with two principle passes or equivalent.

OR

b) A pass on the mature entrance exam.

OR

- c) A diploma in a relevant programme from a recognized institution of higher learning.

7.3.2 Admission to Other Years

Admission to other years other than the first year of the programme shall require a special resolution of the Faculty Board and permission of the Senate. The Departments will work out all appropriate Credit transfers, which shall not exceed 40% of the minimum degree credit units. Persons holding a good diploma with at least a second class lower division, from a recognized institution may be admitted to 2nd year, with the proviso that they will be required to sit for some courses from the 1st year that the Faculty Board will have identified and deemed mandatory.

7.4 Duration of the Programme

- a) The Bachelor's Degree shall normally extend over a period of three years. Each year of study will have two (2) semesters each of seventeen (17 weeks); 15 weeks for teaching and two weeks for examinations. The whole course will be covered in six (6) semesters.
- b) Undergraduate Diploma Programmes

The following are the requirements for entry into the diploma programmes:

- i) O-level certificate with 5 passes in approved subjects including a pass in English language or equivalent; and
- ii) A-level certificate with at least 1 Principal pass and 2 Subsidiary passes at A-level in a relevant subject or equivalent

OR

- iii) A certificate in a relevant subject from a recognized educational institution.
- iv) For a diploma in secondary education, one should have two Principal passes in two relevant subjects.
- v) For a diploma in Primary education, one must have a Grade Teacher's certificate from a recognised institution.

- c) In-service degree programmes

Ugandan applicants for degree programmes should hold either a Diploma in Primary Education or Secondary Education, and at least two years working experience.

- d) In-service diploma programmes

Ugandan applicants for diploma programmes should hold a Grade III Teachers' certificate in primary education and two years working experience.

- e) Diploma in Special Needs Education

Those who want to enroll for a Diploma in Special Needs Education should have a Certificate in Special Needs Education from a recognised institution and two years working experience.

7.5 Entry Requirements to Postgraduate Programmes

a) Postgraduate Diploma

- i) Possession of a Bachelor's degree from a recognized institution of higher learning.
- ii) Possession of a postgraduate certificate in a relevant discipline for study at postgraduate diploma level; and
- iii) Possession of appropriate professional qualifications like ACCA, CPA, CIM, ICSA, etc.

b) Masters' Degree

- i) Possession of at least a Lower Second Division degree from a recognised institution of higher learning.
- ii) A good Postgraduate Diploma of Makerere University or its equivalent from a recognized Institution.

OR

- iii) Possession of appropriate professional qualifications like ACCA, CPA, CIM, ICSA, etc.
- iv) A postgraduate diploma shall apply to those with a Third class bachelor's degree.
- v) Admission to any Masters' programme is also determined by the Faculty's capacity to supervise a postgraduate research topic.
- vi) Prospective applicants are thus required to provide, along with their application, a copy of an academic transcript of previous studies, and all other relevant documentation that will assist the University to make an informed admissions decision.
- vii) MRU shall offer a Master's degree by coursework and dissertation for two years; one year for classwork (leading to a postgraduate diploma) and another year for research work leading to the finalization of a dissertation.

c) Doctoral Degree

- i) MRU shall offer a doctoral programme the output of which shall be a student thesis, with at least one publication in internationally refereed journals.
- ii) Possession of a relevant Masters' degree from a recognised institution of higher learning.
- iii) Admission to any Doctorate degree programme is also determined by the Faculty's capacity to supervise a postgraduate research topic.
- iv) Prospective applicants are thus required to provide, along with their application, a complete academic transcript of previous studies, and all other

relevant documentation that will assist the University to make an informed admissions decision.

- v) Applicants that consider the submission of an application for Doctoral studies should also submit a study proposal that includes a comprehensive description of the field of study as well as a description of the study topic.
- vi) A motivation letter specifying or justifying why the candidate should pursue doctorate studies is also a requirement.
- vii) Curriculum vitae indicating a candidate's academic competencies in terms of publications, evidence of student supervision, members of professional bodies, etc., are all mandatory.
- viii) Detailed admissions criteria for all the different qualifications offered at postgraduate level are provided in the University prospectus.

7.6 Application, Admission, and Registration Procedures for all Study Programmes

a) Application Procedure

The application procedure is as follows:

- i. Obtain an application form from the Academic Registrar's office, the designated liaison offices or the University website (www.mru.ac.ug/applicationform).
- ii. Fill the form as per the stipulated instructions and attach copies of all the application requirements (i.e., certificates, passport photos, proof of payment of application fees, etc).
- iii. Return these documents promptly to the Academic Registrar's office at least a month before the closure of the admission process.
- iv. Potential candidates can also apply online through an e-application procedure.

b) Registration Procedure

- i. Students can be registered electronically using an e-registration process;
- ii. For a student to be eligible for registration into the university, he/she must have paid the required amount of tuition fees and functional fees. All payments must be made in the bank;
- iii. A student may be de-registered from the programme of study if he/she; fails to attend a programme of study for the accepted period of time as shall be designated by the Academic Registrar; if he/she is discontinued from the University, and if he/she stays on a programme of study for more than 2 years on a certificate programme, 4 years for a diploma, more than 5 years for a bachelor's degree, more than 6 years for a Masters' degree, and more than 8 years for a doctorate degree;
- iv. At the time of the student's first registration, he/she is required to present the following original documents for verification:
 - Admission letter;
 - O-level certificate or equivalent/pass-slip;
 - A-level certificate or equivalent/pass-slip;
 - Certificates/transcripts of Degree or Diploma;
 - Three passport-size-photos (colored); and

- A copy of the deposit/pay-slip and a receipt acknowledging payment of the university fees and any other such payments (payments must conform to an agreed university percentage).
- v. Change of programme issues shall be conducted in the first week of Semester One of an Academic Year where the student wishing to change a programme shall fill a particular form obtainable at the relevant Faculty;
 - vi. Feedback on change of programme requests shall be received in the second week of Semester One. The decision of the Faculty is final on issues of change of programme; and
 - vii. All first year students who will not have registered within the first three weeks of the beginning of the academic year shall be deemed to have declined the admission offer at MRU. Students on bursary scheme will have their scholarships cancelled after that stipulated period.

c) Policy on Admission to Other Years

For continuing students wishing to join MRU from other Universities, the following criteria shall suffice:

- i) Such a student shall be obliged to present an officially signed report indicating his/her academic grades (either on Semester basis, if the change is in the middle of an academic year or Annual, if the change is at the end of an academic year, or the previous academic year or years if the change is done in second or third year) from the previous university he/she is changing from;
- ii) Results and courses shall be equated with the MRU curricular requirements to ascertain the student's eligibility for admission into MRU;
- iii) Receive officially signed financial statements of the student, from previous institution, to show whether the student does not have any debt with the previous university; and
- iv) Exemptions from courses, where necessary, shall be effected if the courses such a student has already done at the previous university are in line with what is offered at MRU.

d) Admission and Registration Procedures for Master's and Doctoral Degrees by Research:

- a. A general postgraduate application form can be obtained from the Postgraduate Office or be downloaded from the website (www.mru.ac.ug/postgraduestudiesadmissions);
- b. Apart from the general admission requirements, a candidate may be required to fulfill further requirements, for example, a matriculation oral or written examination;
- c. Where applicable, a candidate must submit a research proposal for approval by the Faculty Research and Higher Degrees Committee within the prescribed minimum period. Once such approval has been obtained, an official research project is registered by the Faculty; and
- d. If the candidate complies with these admissions criteria, various processes will be undertaken to assign the candidate an appropriate supervisor.

d) Admission requirements for foreign students :

- i) For undergraduate foreign student applicants, prospective applicants whose high school grades are in percentages and average point systems which are not in the Ugandan system (i.e., from foreign countries/international students), would be required to have their grades equated or standardized with that of the Uganda National Examinations Board (UNEB), or NCHE before admission to MRU;
- ii) For the Kenya Certificate of Secondary Education (KCSE), holders must have a minimum of C+ and above;
- iii) A diploma or professional certificate in a relevant discipline from a recognized institution of higher learning; and
- iv) For postgraduate student applicants, apart from verifying, equating and standardizing their high school grades they would also need to have their degree/diploma certificates equated and standardized with a relevant matriculation body. In Uganda, such verification and standardization could be handled by NCHE in liaison with the former institution of higher learning or the national matriculation body of the applicant's country.

e) Other important considerations for foreign students' registration

For foreign students, before departing for Uganda, there are a few very important things they need to have for them to be registered at MRU:

- i) Medical Aid: Although the University has a clinic, it offers only basic aid treatment. Therefore, the administration must make sure that every student (especially foreign students) has adequate medical cover to be eligible to stay at the university hostels or in the country during the period designated for study;
- ii) Fees paid;
- iii) Valid passport for the duration of studies;
- iv) Sufficient funds for upkeep;
- v) Accommodation confirmed; and
- vi) All original documentation that was submitted with the application.

f) Mature Age Entry Examinations

- a) Mature Age Entry Scheme is an opportunity extended to adult persons who have proven to be eligible for university studies but may lack different academic entry requirements. The Admissions Committee shall evaluate a mature applicant, and if found successful, he/she shall be invited to sit for the mature age entrance examination administered by MRU; and
- b) The applicant will be required to fill the formal application obtained from the Academic Registrar's office and return it to the same office with the relevant documents attached. In addition, the applicant should:

- Be at least 25 years of age at the time of application;
- Have been employed for more than two years (a letter of recommendation from the employer should be attached); and
- Pass a mature age entrance examination with at least 50 percent score mark.

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