

GREAT LAKES UNIVERSITY OF KISUMU



UNIVERSITY ADMISSIONS POLICY (2017)

TABLE OF CONTENTS

Cover Page.....	1
Table of Contents	2
Introduction	3
Procedure for Admission.....	4
University Admission Requirements for undergraduate programmes.....	5
University Admission Requirements for Masters programmes.....	6
University Admission Requirements for PhD programmes.....	7
Admission Requirements for diploma and Certificate programmes.....	9
Policy on deferment of studies.....	10
Requirements for Credit Transfer	10
References	10

1. GENERAL INFORMATION

Introduction

This Policy document provides general guidelines that are used by Great Lakes University of Kisumu to aid in reviewing eligibility of applicants for various degrees, diploma and certificate programmes offered at GLUK. Elaborate programme specific guidelines have been provided in the various curricula documents.

Great Lakes University of Kisumu is committed to maintaining high standards of education and training of professionals who are responsible stewards of resources and services in the society. GLUK graduates after going through the learning experience with the institution go out equipped with the following rare and important attributes; high level of integrity, transparency and accountability, they are selfless, inclusive and participatory providing space and voice for all people. Our curricula prepare them to meet the needs of the market and professional bodies.

The following section provides guidelines that are applied to determine the eligibility of the applicants seeking admission to various programmes offered at GLUK.

Vision and Mission of the University:

1.1.1. Vision: The Great Lakes University of Kisumu (GLUK) is established as a centre of excellence bridging academics with community and institutional based development.

1.1.2. Mission: The Mission of GLUK is to develop effective and concerned managers or leaders with a vision for the transformation of situations in the African context.

1.2. Philosophy of the University: GLUK believes that all people and communities have capacities and are fully engaged in individual, collective and collaborative actions to solve their own problems.

Procedure for Admission

- 1.2.1.1. Application for admission to the University shall be made to the Academic Registrar, Great Lakes University of Kisumu, P. O. Box 2224 -- 40100, Kisumu, Kenya. E-mail: academics@gluk.ac.ke

Telephone: 254-57-2023972/2024871, Fax: 254-57-2024577,

Website: www.gluk.ac.ke .

Application for admission may also be done via placement by Kenya Universities and Colleges Central Placement Service (KUCCPS) through their website kuccps.ac.ke. KUCCPS contact details are found below:

ACK Gardens, 1st Ngong' Avenue, Upperhill Nairobi

Telephone : 0723954927, 0734879662

Email : info@kuccps.ac.ke

Website: kuccps.ac.ke

P. O. Box 105166 – 00101

Nairobi.

GLUK is located on the Kisumu-Miwani Road about 15 kilometers from Kisumu town center (LR Kibos 654/54). One takes the Kisumu- Kakamega road, branches off to the right at Mamboleo junction and travels for about 8 kilometers towards Miwani. The University is situated on the left of the road.

- 1.2.1.2. The closing date for receiving applications shall be determined by the Senate.
- 1.2.1.3. Application shall be accompanied by two coloured passport photos, copies of certified academic and professional certificates, a letter of recommendation and financial assurance from the candidate's supervisor, employers, or sponsoring agent.
- 1.2.1.4. The applicant shall complete the application form and submit full documentation of all academic qualification, including official transcripts from each of the college or university attended. Transcripts

and certificates written in a language other than English must be submitted with a certified translation into English.

- 1.2.1.5. Qualified applicants shall receive a letter of acceptance from the Office of the Registrar (Academic) before enrolment at the University.
- 1.2.1.6. All students shall go through the process of verification of their original certificates, diplomas and degrees obtained prior to coming to the University.
- 1.2.1.7. All certificates and transcripts issued in a language other than English shall be submitted together with legally authenticated translations before the application is processed.
- 1.2.1.8. Entry requirements as enshrined in the University Statutes are detailed below:

2. UNIVERSITY ENTRY REQUIREMENT FOR UNDERGRADUATE PROGRAMMES

(1) No one shall be admitted into an undergraduate degree programme of the University unless he or she satisfies any one of the following minimum entry requirements as may be revised from time to time by the Senate and taking into account any regulatory requirements for course applied for:

a) be a holder of KCSE (or equivalent examination) certificate with a minimum aggregate of C+ and a minimum of C in both Mathematics and English; or b) be a holder of KACE certificate with a minimum of two Principal Passes and one subsidiary pass; or c) be a holder of diploma in a relevant discipline from an institution recognized by the Senate of the University; or d) be a holder of any other qualification accepted by the Senate of the University as equivalent to any of the above.

(2) Any candidates who hold any of the qualifications (c) or (d) above may at the discretion of the Senate, with recommendations from the Faculty Board, be exempted from the same course units. In addition, a candidate registered in another University recognized by the Senate may be allowed to transfer credit to a programme of the University. The maximum number of courses to be exempted or given credit transfer shall not exceed one-third of the total course requirements for the programme at Great Lakes University of Kisumu.

(3) Possession of the minimum entry requirements does not guarantee automatic admission to the University.

Duration of Registration

The duration of the program consists of the following stages:

- (i) Bachelor degree programmes in Education, Community Health Development, Agribusiness Management, and Community Nutrition shall be four academic years for holders of KCSE or equivalent.
- (ii) Bachelor degree programmes in Clinical Medicine and Nursing shall be for 5 academic years.

3. UNIVERSITY ENTRY REQUIREMENT FOR POSTGRADUATE PROGRAMMES

(1) A candidate for postgraduate must satisfy the minimum entry requirements as set out by the Board of Postgraduate Studies, to be admitted into a postgraduate degree programme of the University.

(2) The University may by regulations prescribe conditions under which a person may be approved as a postgraduate student.

UNIVERSITY ADMISSION REQUIREMENTS FOR MASTERS DEGREES

A candidate for postgraduate studies must satisfy the minimum entry Requirements as set out by the Board of Postgraduate Studies, to be admitted into a postgraduate degree programme of the University. The University may by Regulations prescribe conditions under which a person may be approved as a postgraduate student.

Minimum Entry Requirements

a) The following shall be eligible for admission into Masters degree programmes of the University.

i. Holders of First Class or Upper Second Class honours degrees in the relevant academic fields from recognized university, or

ii. Holders of other related qualifications from recognized universities, considered by the Senate as equivalent to a first Class or Upper Second Class degree, or

iii. Holders of Lower Second Class degrees plus postgraduate diplomas or with at least two years relevant experience.

b) In addition to meeting any one of the above admission criteria, applicants shall be required to attend and pass an oral interview.

c) In addition to meeting the above admission criteria, applicants shall be required to attend and pass an oral interview and an appropriate Postgraduate entrance examination.

Duration of Registration

The duration of the program consists of the following stages:

- i Coursework:** A candidate provisionally registered for the degree of Masters degree shall take courses and present seminars over a minimum period of **9 months** (two semesters) covering 960 contact hours. At the end of this period the candidate will present and defend their research proposal as an assessment of successful completion of the first year in the Masters program.
- ii Research and thesis writing:** A candidate registered for the degree of Masters shall carry out an original study or research over a minimum period of **12 months** after the date of completion of required coursework examination and shall submit a thesis based on the research or study done.
- iii Thesis marking and defence:** On completion of thesis writing the candidate will submit the work for marking **three months** before the intended date of defence.
- iv Maximum Duration**
- v** No candidate for the degree of Masters shall be registered as a full-time student **for more than five years** or as a part-time student **for more than six years** without submitting his/her thesis except with the permission of the Senate
- vi** Faculties/Institutes may require a student to **audit courses** to remedy deficiencies in the candidate's academic background or to equip the student with skills necessary for the research they are pursuing. Performance in the courses can be assessed.

Note:

The Senate can **allow change of the status** of a student from part-time to full time and vice versa on the recommendation of the Faculty/Institute.

UNIVERSITY ADMISSION REQUIREMENTS FOR DOCTOR OF PHILOSOPHY (PhD) PROGRAMMES

The following shall be eligible for registration for Doctor of Philosophy degree programme at Great Lakes University of Kisumu:

Minimum entry Requirements

- i. A holder of Master's degree from Great Lakes University of Kisumu, or

- ii. A holder of a Master's degree from a University accredited by the Commission for Higher Education and recognized by Great Lakes University of Kisumu Senate as of comparable status, or
- iii. A holder of a Master's degree from a recognized university by Senate
- iv. An applicant for PhD studies shall normally have a Bachelor's degree and the relevant field, in addition to a Master's degree.
- v. In addition to meeting the above admission criteria, applicants shall be required to attend and pass an oral interview.
- vi. Subject to approval by the Senate, Faculties, Schools and Institutes may formulate regulations, requiring applicants to have attained such academic or equivalent qualifications as may be consistent with the goals of their postgraduate programmes.

Processing of Applications:

- a. Applications shall be submitted to the Board of Postgraduate Studies on the prescribed forms.
- b. As part of the application a student is expected to submit for approval by the Faculty/Institute Board a concept paper describing the research project they have in mind.
- c. The applications shall be processed by the Board of Postgraduate Studies in consultations with the concerned Department.
- d. The Centre for Postgraduate studies is expected to take the following into consideration before recommending a candidate for registration:
 - i Viability of the proposed study and whether the study can be pursued under the supervision of Great Lakes university of Kisumu
 - ii The availability of facilities and resources required for the proposed research
 - iii Availability of a supervisor who will be accessible to the student for consultation purposes
- e. The candidate obtains provisional admission.

Duration of Registration

The duration of the program consists of the following stages:

- i **Coursework:** A candidate provisionally registered for the degree of Doctor of Philosophy shall take courses and present seminars over a minimum period of **9 months**

(two semesters) covering 960 contact hours. At the end of this period the candidate will present and defend their research proposal as an assessment of successful completion of the first year in the doctoral program. If successful the candidate gets registered as **definitive PhD student**.

- ii Research and thesis writing:** A candidate registered for the degree of Doctor of Philosophy shall carry out an original study or research over a minimum period of **24 months** after the date of completion of required coursework examination and shall submit a thesis based on the research or study done.
- iii Thesis marking and defence:** On completion of thesis writing the candidate will submit the work for marking **three months** before the intended date of defence
- iv Maximum Duration**
- v** No candidate for the degree of Doctor of Philosophy shall be registered as a full-time student **for more than eight years** or as a part-time student **for more than nine years** without submitting his/her thesis except with the permission of the Senate
- vi** Faculties/Institutes may require a student to **audit courses** to remedy deficiencies in the candidate's academic background or to equip the student with skills necessary for the research they are pursuing. Performance in the courses can be assessed.

Note:

The Senate can **allow change of the status** of a student from part-time to full time and vice versa on the recommendation of the Faculty/Institute.

4. UNIVERSITY ENTRY REQUIREMENT FOR DIPLOMA AND CERTIFICATE PROGRAMMES

A candidate seeking any other academic programmes such as Diplomas and Certificates, must satisfy the minimum entry requirements as set out by the relevant institutional management body, to be admitted into such programmes of the University.

Minimum Entry Requirements

a. Diploma Courses

- i. KSCE with minimum with mean grade of C (plain) or equivalent

(For additional requirements refer to the relevant curriculum)

b. Certificate Courses

KSCE mean grade of C- (minus) or equivalent (for additional requirements refer to the relevant curriculum).

5. UNIVERSITY POLICY ON DEFERMENT OF STUDIES

The University may allow a student to defer their studies for one reason or another, for a period not exceeding one year. Notification of deferral should be made by a student in writing to the Registrar Academic Affairs, through the Head of Department (HOD). Request for deferral should be made before the beginning of a new Semester. The University will not accept requests for deferrals after the commencement of the Semester for which deferral is required.

6. REQUIREMENTS FOR CREDIT TRANSFER/EXEMPTION

The maximum number of course units to be exempted or given credit transfer shall not exceed 49% of the total course requirements for the programme at Great Lakes University of Kisumu. Possession of the minimum entry requirements does not guarantee automatic admission to the University. For the credit transfer to be considered the applicant shall have scored a minimum of grade of credit(B) in all the units to be considered for transfer. The credit transfer course units are chargeable at Kshs 2,000 per unit.

REFERENCES

1. General Framework for PhD programmes at GLUK,2015
2. Great Lakes University of Kisumu Statutes, 2014
3. Great Lakes University of Kisumu , Charter, 2012