

**GREAT LAKES UNIVERSITY OF KISUMU
(GLUK)**



UNIVERSITY ADMISSIONS POLICY

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Signed:

Vice Chancellor, Secretary to Council

Date:

Chairman of Council

Date:

TABLE OF CONTENTS

- TABLE OF CONTENTS..... 2
- DEFINITION OF TERMS..... 3
- EXECUTIVE SUMMARY 4
- 1.0. GENERAL UNIVERSITY INFORMATION 5
 - 1.1. Vision, Mission, Philosophy and Core Values of the University..... 5
 - 1.1.1. Vision..... 5
 - 1.1.2. Mission: 5
 - 1.1.3. Philosophy of the University: 5
 - 1.1.4. Core Values and principles:..... 5
- 2.0. INTRODUCTION 6
- 3.0 POLICY STATEMENT AND SCOPE..... 6
 - 3.1 Policy Scope 6
- 4.0 POLICY OBJECTIVES 6
- 5.0 Procedure for Admission 7
 - 5.1. University entry requirement for undergraduate programmes 8
 - 5.2. Duration of Registration 8
 - The duration of the program consists of the following stages: 8
 - 5.3. UNIVERSITY ENTRY REQUIREMENT FOR POSTGRADUATE PROGRAMMES 9
 - 5.4. UNIVERSITY ADMISSION REQUIREMENTS FOR MASTERS DEGREES..... 9
 - 5.5. UNIVERSITY ADMISSION REQUIREMENTS FOR DOCTOR OF PHILOSOPHY (PhD) PROGRAMMES
10
 - 5.6. UNIVERSITY ENTRY REQUIREMENT FOR DIPLOMA AND CERTIFICATE PROGRAMMES 12
- 6.0. UNIVERSITY POLICY ON DEFERMENT OF STUDIES 13
- 7.0. REQUIREMENTS FOR CREDIT TRANSFER/EXEMPTION..... 13
- 8.0. REFERENCES: 13

DEFINITION OF TERMS

Academic Boards:

This refers to Academic Departments and Faculties within the University.

Stakeholders:

This includes Professional bodies, Respective Industries and the Community.

Senate:

The University Senate is the deliberative body for the discussion of University wide policies and proposed changes in University practices and structures.

Academic Course:

A series or selection of courses that all students are required to complete before they can move on to the next level in their education or earn a degree

Course Unit:

A general measure of academic work over a period of time typically a term or semester it represents different types of academic work across different types of academic programs and is the basic unit of progress towards a degree.

EXECUTIVE SUMMARY

The purpose of this document is to ensure that all applicants, advisors and other interested parties have access to clear and definitive information on the process of applying to study at Great lakes university of Kisumu.

This document can be read before, during or after an application to Great Lakes University of Kisumu and may be of particular use in the case of a complaint or appeal being made regarding the handling of an application or enquiry to Great Lakes University of Kisumu. Staff at the Admissions office at Great Lakes University of Kisumu, are expected to be familiar with and follow the processes mapped out in this document and it is expected that all applications will be handled professionally, responsibly and in line with our stated policies and procedures.

Signed:

Vice Chancellor, Chair of the University Senate

Date:

1.0. GENERAL UNIVERSITY INFORMATION

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.

1.1. Vision, Mission, Philosophy and Core Values 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.

1.1.3. 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.

1.1.4. Core Values and principles:

All members of the University in their individual and collective capacities shall be fully committed to high standards of good governance and shall act in a manner consistent with the following values and principles which shall provide the framework within which all the University activities shall be performed:

- a) Excellence.
- b) Respect for dignity of every person.
- c) Results orientation.
- d) Integrity and honesty
- e) Accountability and prudent stewardship of resources.
- f) Mutual respect.
- g) Inclusive participation

2.0. INTRODUCTION

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.

3.0 POLICY STATEMENT AND SCOPE

3.1 Policy Scope

The admissions policies and procedures within this document serve as an overarching policy for admission to all Great Lakes University of Kisumu's campus and Community Outreach and Resource Centres (CORC). This ensures a consistency of approach across all programmes and levels (e.g. postgraduate and undergraduate). Where a difference in procedure exists between levels, this has been clarified.

4.0 POLICY OBJECTIVES

The objectives of this policy are to:

- a. To protect the interests of the applicants.
- b. To ensure fairness, consistency and transparency during the recruitment and admissions process.
- c. To enable staff to effectively manage student recruitment and admissions.
- d. To provide clear information to applicants on the selection process.

5.0 Procedure for Admission

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: 254-736550505 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 www.kuccps.ac.ke. KUCCPS contact details are: ACK Gardens, 1st Ngong' Avenue, Upper-Hill Nairobi, and 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 kilometres from Kisumu town centre (LR Kibos 654/54). One takes the Kisumu-Kakamega road, branches off to the right at Mamboleo junction and travels for about 8 kilometres towards Miwani. The University is situated on the left of the road.
- ∞ The closing date for receiving applications shall be determined by the Senate.
- ∞ 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.
- ∞ 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.
- ∞ Qualified applicants shall receive a letter of acceptance from the Office of the Registrar (Academic) before enrolment at the University.
- ∞ All students shall go through the process of verification of their original certificates, diplomas and degrees obtained prior to coming to the University.
- ∞ All certificates and transcripts issued in a language other than English shall be submitted together with legally authenticated translations before the application is processed.
- ∞ Entry requirements as enshrined in the University Statutes are detailed below:

5.1. University entry requirement for undergraduate programmes

(1) Admission to the degree course: 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

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.

5.2. Duration of Registration

The duration of the program consists of the following stages:

- (i) Bachelor's degree programmes in Education, Nursing, Agribusiness Management, and Community Nutrition shall be four academic years for holders of KCSE or equivalent.

- (ii) Bachelors' degree programmes Clinical Medicine and Community Development shall be for 5 academic years.

5.3. 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.

5.4. UNIVERSITY ADMISSION REQUIREMENTS FOR MASTERS DEGREES

A candidate for post graduate 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 defense:** On completion of thesis writing the candidate will submit the work for marking **three months** before the intended date of defense.
- 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.

5.5. 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 in the relevant field, in addition to a Master's degree or a higher diploma in the relevant field plus five years work experience.
- 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 defense.

iv Maximum Duration

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

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.

5.6. 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).

6.0. UNIVERSITY POLICY ON DEFERMENT OF STUDIES

The University may allow a student to defer their studies for one reason or another. 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 expiry of four weeks of a new Semester. The University will not accept requests for deferrals after the fourth week of a Semester for which deferral is required.

7.0. REQUIREMENTS FOR CREDIT TRANSFER/EXEMPTION

The maximum number of course units 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. 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.

8.0. REFERENCES:

This policy was informed by relevant national legislation and documents such as:

1. The Constitution of Kenya
2. The Commission for University Education Standards and Guidelines
3. Universities Act 2012 (revised 2016)