



KAMUZU UNIVERSITY
OF HEALTH SCIENCES

Admissions Policy

27th JUNE 2023

Policy Name	Admissions Policy
Policy No.	PL/C.3C.5
Effective Date	
Last Review	
Next Review	Every five years, with an initial one-year review
Council Approval Date	
Stakeholders Subjected to this Policy	Staff, students, consultants, vendors, associations, communities, alumni, parents/guardians, contractors and/or any other parties with a business interest with the University.
Responsible Officer(s)	Registrar, Executive Deans, Head of Quality Assurance, Director of Student Affairs, Director of Institute of Postgraduate Studies, Director of Teaching and Learning and Development Centre, Director of Finance.
Responsible Office(s):	Vice Chancellor

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5. FOREWORD

At the heart of our mission is the belief that talent and potential have no boundaries, and we are committed to fostering a diverse and vibrant community of learners who shall shape the future. The Kamuzu University of Health Sciences KUHeS Admissions Policy reflects our values and aspirations as an institution. As a university, we recognise that selecting students for admission is a significant responsibility that must be handled with utmost care and integrity. We value academic achievement and the pursuit of excellence. Our admissions process is designed to identify individuals who have demonstrated the potential to excel in their chosen field of study. You shall find information that guides our admission criteria, application procedures, and various other aspects of the entire admission process as you explore our University Admissions Policy. We encourage you to become acquainted with this Policy. We also ask prospective students, their families, and all stakeholders to collaborate and partner with us as we work together to fulfil our mission of developing tomorrow's leaders, innovators, and thinkers. Your journey starts with us, and we are thrilled to be a part of your academic and personal development. Thank you for considering our institution for your higher education aspirations. We look forward to welcoming you to our community and supporting you in your educational endeavours.



Professor Francis Moto
Chairman of Council

6. PREFACE

In an ever-changing world, the pursuit of knowledge remains a beacon of hope and opportunity. At KUHeS, we believe that education has the power to transform people's lives, shape their futures, and make the world a better place. Our Admissions Policy is more than just a procedure; it demonstrates our commitment to providing a fair, equitable, and inclusive path to higher education. You shall find valuable information on what governs our admission requirements, application procedures, and the various support services available to our students as you navigate through our University Admissions Policy. To ensure a smooth and informed admission process, we encourage all applicants and other stakeholders to familiarise themselves with this Policy. We extend our warmest welcome to prospective students, their families, and community partners. Your journey with us begins here, and we are thrilled to be part of your academic and personal journey and embark on this educational adventure with you.



Professor MacPherson Mallewa
Vice Chancellor

7. ACKNOWLEDGEMENTS

The Policy is an outcome of the hard work and dedication of members of the Admissions Policy development team. KUHeS wishes to express gratitude and pride in the following team members who worked on the Policy: Dr Arox Kamng'ona (Chairperson), Dr Elizabeth Chodzaza, Dr John Phuka, Dr Wanangwa Chikazinga, Prof. Angella Chimwaza, Mr Wilson Kumwenda, Miss Siphwe Lino, Mr Misheck Issa, Mr Hubert Kanyoma, Mr Humphrey Kumwembe and Dr Modai Mnenula. The University is also indebted to members of staff, students and key stakeholders that provided input during consultations. The policy was reviewed by KUHeS Executive Management, Senate, Staff and Student Committee of Council before Council approval.

8. ABBREVIATIONS AND ACRONYMS

ED	:	Executive Dean
KUHeS	:	Kamuzu University of Health Sciences
NCHE	:	National Council for Higher Education

9. DEFINITIONS

Mode of entry: means admission to the university.

10. BACKGROUND AND SCOPE

The Kamuzu University of Health Sciences (KUHeS) has a rich history of providing high-quality education, conducting groundbreaking research, and producing healthcare professionals who make significant contributions to healthcare. KUHeS's commitment to excellence, innovation, and compassionate care is at the core of its mission. The development of the Admissions Policy is a crucial step in ensuring that we continue to uphold these values and meet the evolving needs of the healthcare industry.

KUHeS was founded on the principles of training the next generation of inter-disciplinary health care professionals. Healthcare disparities exist across demographic groups and KUHeS is dedicated to addressing these disparities by actively seeking a diverse student body that reflects the communities that we serve. To this end, the Admissions Policy is designed to promote diversity and inclusivity in healthcare education.

The power to admit students into the University rests with the KUHeS Council as stipulated in Section 11 (2) (g) of the KUHeS Act No. 20 of 2019. The KUHeS Admissions Policy, therefore, outlines the principles, criteria, procedures, and values that govern our admission process. The Policy covers admission to all programmes of the University at both undergraduate and postgraduate levels. It also applies to admission of both local and international students.

11. RATIONALE FOR THE POLICY

The Policy provides a comprehensive framework to guide the University, prospective students and all key stakeholders in the admission into various programmes of the University.

12. KUHeS VISION

A world-class University and centre of excellence in health education, research, and innovation.

13. KUHeS MISSION

To advance knowledge, professional competencies, skills, and innovations in health sciences through high-quality student-centred and innovative education and research that responds to and influences global/national policy, health, and development needs in an efficient, sustainable, and result-oriented manner.

14. AIM

The KUHeS Admissions Policy aims to establish a fair, transparent, and inclusive framework for the admission of students to our institution.

15. OBJECTIVES

The objectives of the Admissions Policy are to:

- a. Establish an equitable, transparent and reasonable process for admission to various programmes, courses and modules offered by the University.
- b. Guide in the development of processes for admission of qualifying students who exhibit motivation, and commitment to excel in health sciences.
- c. Contribute to the creation of an inclusive student community, where diversity is an asset and a reflection of the diverse healthcare workforce and patient population.
- d. Provide an equal opportunity to all qualified individuals, regardless of socio-economic status, geographical location, or other factors to pursue higher education in health sciences.
- e. Align the admission process with the overarching mission and values of Kamuzu University of Health Sciences, which is to advance health sciences education, research, and practice for the betterment of society.
- f. Maintain accountability in the admission process and facilitate redress where individuals or categories of people were or are disadvantaged.

16. POLICY PRIORITY AREAS

The University Admissions Policy encompasses the following priority areas:

16.1 Policy Priority Area 1: Admissions Process

a. Policy Issues

Lack of overarching admission process creates misunderstandings and discrepancies in the selection of candidates into the University.

b. Policy Statement

The University shall establish strategies for an equitable, transparent and consistent admission process in line with applicable government regulations and laws.

c. Policy Strategies

The University shall:

- i. Admit students through different modes of entry, which shall not be varied at any time during the course of training.
- ii. Admit to bridging programmes, where applicable, applicants who have potential for success but were not admitted to the mainstream programme because they do not meet the minimum requirements for admission and would benefit from the bridging programme to successfully complete the programme of study.
- iii. Consider applications for a reservation of a place from successful candidates and re-admissions as stipulated in the admission guidelines and the student rules and regulations.
- iv. Have a reserve list of qualifying applicants, where applicable, that may be admitted depending on the availability of space in cases where some applicants defer or reject the offer.

- v. Not permit admitted students to transfer to another programme from the one that he or she was admitted into unless under special circumstances and with approval from the Vice Chancellor.
- vi. Consider applications for admission from candidates who were previously withdrawn on academic grounds under terms and conditions specified in the admissions guidelines and/or student rules and regulations.
- vii. Ensure that the applicant is given feedback of the outcome of their application for admission to the University.
- viii. Ensure that successful applicants are informed of any conditions of entry that he or she shall be expected to meet and the date by which these conditions must be met in order to take up that place.
- ix. Ensure that complaints and appeals on the admission process and outcomes are handled in accordance with the admissions guidelines and the Grievance Handling Policy.
- x. Ensure strict adherence to the prescribed time-lines for admitting students into the University.

16.2 Policy Priority Area 2: Community Engagement

a. Policy issue

Limited engagement with stakeholders in the admission process affects prospective students' programme choices, equitable access and visibility of the University.

b. Policy statement

The University shall commit to build a strong relationship with its various stakeholders with the aim of offering guidance to prospective applicants to enable them to make informed choices with respect to their programmes of interest.

c. Policy strategies

The University shall:

- i. Engage the alumni association to promote community engagement activities.
- ii. Ensure that Executive Deans facilitate community engagement on academic programmes offered and admission processes.
- iii. Hold public forums and input sessions to gather feedback from the stakeholders regarding admission policies and practices.
- iv. Establish partnership with healthcare providers and other organisations to identify potential candidates and promote access to KUHeS programmes.
- v. Engage secondary schools and community organisations to provide career guidance that foster prospective students' interests in KUHeS programmes.
- vi. Invite community members to participate in campus tours, and information sessions to learn about the University's programmes and facilities.
- vii. Ensure that marketing department, registry and academic staff disseminate information regarding the University's programmes.
- viii. Ensure that the University provides information related to scholarships funds or financial support available to prospective students.

16.3 Policy Priority Area 3: Diversity and inclusion

a. Policy issue

Academic homogeneity within the University can lead to philosophical stagnation, limited innovation and limited competition for excellence.

b. Policy statement

The University shall endeavour to achieve diversity and inclusiveness through recognition and valuing of differences within society, in terms of factors such as age, disability, gender, race, nationality, religion, marriage, pregnancy, social economic and other statuses.

c. Strategies

The University shall:

- i. Ensure that it embraces differences among prospective students based on the understanding that such differences contribute to the richness of society, and on the belief that everyone should have the opportunity to reach their full potential, free from discrimination or prejudice.
- ii. Ensure affirmative selection of disadvantaged students to promote equity and diversity in line with Government policies.
- iii. Take into account the KUHeS Safeguard Policy and applicable laws in admitting underage students.
- iv. Ensure that all disadvantaged populations, as prescribed by government, are considered in the selection process in a competitive manner.
- v. Accept applicants that have relevant prior learning certification and experience and admit them into an appropriate tier in accordance with national and KUHeS qualification framework or programme structure.

16.4 Policy Priority Area 4: Transparency and Accountability

a. Policy issue

The lack of transparency and accountability constrains fairness and quality of the admission process.

b. Policy statement

The University shall ensure that the admission process is transparent and accountable to its stakeholders.

c. Policy strategies

The University shall:

- i. Clearly outline the admission criteria, including academic qualifications, prerequisites, standardised test requirements, and any additional factors considered in the selection process;
- ii. Provide detailed application instructions to prospective students and all other stakeholders, including information on the required documents, deadlines, and procedures for submitting applications;
- iii. Ensure that the Policy is readily available and accessible to key stakeholders.
- iv. Ensure that applicants receive timely and clear communication about the status of their applications, including notifications of admission decisions and any required follow-up actions.
- v. Outline procedures for applicants to appeal to admission decisions or address grievances related to the admission process.
- vi. Outline procedures for handling applicants' data in line with relevant data protection laws.
- vii. Provide reports on the demographic composition of admitted student cohorts to its stakeholders.
- viii. Ensure adherence to ethical standards in the admission process, including the prevention of fraud, misrepresentation, or unethical practices.
- ix. Clearly stipulate details of tuition fees and the University's terms and conditions that apply to the programmes being offered.

17. GUIDING PRINCIPLES FOR IMPLEMENTATION

Guiding principles for the implementation of the KUHeS Admissions Policy are essential to ensure that the Policy is effectively executed, remains aligned with institutional goals, and upholds standards of fairness, transparency, and excellence.

17.1 Equity and Inclusion

Ensure equitable access to healthcare education for individuals from diverse backgrounds, including underrepresented minorities, disadvantaged communities, and individuals with disabilities while also upholding non-discrimination principles and promoting equal opportunities for all applicants, regardless of race, ethnicity, gender, sexual orientation, religion, disability, or socioeconomic status.

17.2 Academic Excellence and Integrity

Prioritise academic excellence in the selection process by selecting applicants who have demonstrated academic qualifications and the potential and ethical values necessary for success in the healthcare profession.

17.3 Transparency and Accountability

Establish and maintain transparency and accountability in all aspects of the admission process including monitoring, audits, providing clear information on admission criteria, procedures, feedback loops and expectations to applicants and stakeholders.

17.4 Fairness and Consistency

Ensure fairness and consistency in the evaluation of applicants by employing standardised procedures, criteria, and evaluation methods.

17.5 Ethical Conduct

Uphold ethical standards throughout the admission process, preventing fraud, misrepresentation, and unethical behaviour.

17.6 Continuous Improvement

Commit to continuous improvement of the Policy by regularly reviewing and updating it to reflect the evolving best practices and societal needs.

17.7 Community Engagement

Engage with the community, healthcare professionals, alumni, and stakeholders to gather input, feedback, and perspectives on the Admissions Policy and practices.

17.8 Data Privacy and Security

Protect the privacy and security of applicant data by complying with the relevant data protection policies, laws and regulations.

17.9 Evidence-Based Decision-Making

Base admission decisions on evidence, including academic qualifications, standardised test scores, credits, recommendations, and interviews, when applicable.

17.10 Faculty and Staff Involvement

Involve faculty, staff, and admissions committee members in the implementation process where possible to ensure shared understanding and commitment to the Policy.

17.11 Student-Centred Approach

Prioritise the best interests of students and their preparedness for healthcare careers in the admission process.

17.12 Legal Compliance

Ensure strict compliance with all applicable laws and regulations governing admission, including affirmative action and equal opportunity laws.

17.13 Stakeholder Communication

Maintain open and effective communication with applicants, admitted students, faculty, staff, and the community regarding admission decisions, policies, and procedures.

18. QUALITY ASSURANCE

The University shall maintain high quality in student admissions to ensure academic excellence. The University shall;

- i. Ensure that every admitted student has every reasonable prospect of succeeding on his or her chosen programme of study.
- ii. Ensure that staff involved in the recruitment, selection and admission of students adhere to the University's processes and regulations for admission.
- iii. Ensure that admission process is clear, concise and consistent with applicable University policies, professional regulations, and applicable laws.
- iv. Ensure that the selection committee and other staff directly involved in assessing applications for admission are inducted into the admission process.
- v. Ensure procedures for each step of the admission process are documented for consistency, transparency and accountability.
- vi. Ensure regular monitoring and internal audits of the admission process to identify discrepancies or areas requiring improvement.
- vii. Ensure assessment of the outcomes of the admission process, including the success and retention rates of admitted students, to ensure that the Policy is effective in selecting qualified candidates.

19. MONITORING AND EVALUATION

Monitoring and evaluation are crucial components of the Admissions Policy. These processes help ensure that the Policy is effectively implemented, remains aligned with institutional goals, and continuously improves to meet the changing needs of health care education. This shall be achieved through:

19.1 Data Collection

Collection of data for monitoring and evaluation of admissions in line with the programme that may include, but not limited to, applicant demographics, academic qualifications (prior learning credentials) and admission decisions where possible.

19.2 Monitoring and evaluation meetings

Periodically convene meetings to monitor admission outcomes and evaluate the effects of the Policy by tracking improvements, conduct trend analysis on application volume, applicant demographics (diversity), and geographic distribution of applicants. Provide both descriptive and analytical statistics to draw inference of performance to the dependent variables (diversity, age, prior performance etc).

19.3 Feedback from Stakeholders

Gather feedback from various stakeholders, including applicants, students, faculty, staff, community members, and healthcare professionals, to assess their satisfaction with the admission process.

19.4 Reporting and Accountability

Prepare regular reports on the outcomes of the monitoring and evaluation processes and share this information with relevant stakeholders, including the University's leadership and governing bodies.

19.5 Long-Term Planning

Use the insights gained from monitoring and evaluation to inform long-term strategic planning for the Admissions Policies and its practices.

20. FINANCIAL IMPLICATIONS

Implementing and maintaining the Policy has several financial implications. These implications encompass both the costs associated with the admission process itself and the broader financial impact on the institution. The institute shall need to allocate funds for the following but not limited to; staff recruitment and development, technological support, marketing, outreach activities, community and stakeholder engagement, scholarships and grants, data management and security, legal compliance, monitoring and evaluation, policy review

It is important for the University to carefully budget for these financial implications and consider the return on investment in terms of achieving the institution's mission, diversity, inclusion goals, and academic excellence. Moreover, financial planning should take into account potential changes in the admission landscape, such as shifts in application volume or policy adjustments, to ensure the institution's continued financial stability and ability to meet its educational objectives.