

Debre Berhan University
Asrat Woldeyes Health Science Campus
School of Pharmacy



Students Admission Policy

	Debre Berhan University Asrat woldeyes Health Sciences Campus School of Pharmacy		Effective Date: January 01,2025	
	Students Admission Policy		Version No:1.0	Copy No:_____
	Document Number:- DBU-AWHSC- SoP- /5.0-01		Page No: 2 of 28	

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	Debre Berhan University Asrat woldeyes Health Sciences Campus School of Pharmacy		Effective Date: January 01,2025	
	Students Admission Policy		Version No:1.0	Copy No:_____
	Document Number:- DBU-AWHSC- SoP- /5.0-01		Page No: 3 of 28	

Table of Contents

Content	page no
Table of Contents	3
List of Abbreviation and Acronyms.....	5
Preamble.....	6
Definitions of Terms	7
1. Introduction	8
1. 1. Shool Commitment	8
1. 2. Purpose and Scope	9
2. Policy Objectives	9
3. Policy Principles	10
4. Admissions Processes	12
4.1. Information for applicants.....	12
4.2. Application Process.....	12
4.3. Selection Criteria and method of assesment	13
4.4. Equal Opportunities	13
5. Responsibilities	13
5.1. Responsibilities of the School of Pharmacy	14
5.2. Responsibilities of the admission committe	14
5.3. Debre Berhan University Responsibilities.....	15
5.4. Applicant Responsibilities	15
6. Admission Requirements	16
6.1. Admission Requirements for Undergraduate Applicants.....	16

	Debre Berhan University Asrat woldeyes Health Sciences Campus School of Pharmacy		Effective Date: January 01,2025	
	Students Admission Policy		Version No:1.0	Copy No:_____
	Document Number:- DBU-AWHSC- SoP- /5.0-01		Page No: 4 of 28	

6.1.1.	The Number of Students	17
6.1.2.	Transfer of Students	17
6.3.	Medical fitness assessment	20
6.4.	Admission and Rejection of Enrolments	21
6.5.	Admission Application Feedback	21
6.6.	Appeals and Complaints for Admission	21
6.6.1.	Informal Procedure	22
6.6.2.	Formal Procedure.....	22
6.8.	Admission rules and Regulations.....	24
6.9.....	Commitment to Professional Standards in Recruitment	24
6.10.	Record Management of Applicants	25
6.11.	Use Of Applicant Data.....	25
6.12.	Confidentiality	25
7.....	Information Dissemination	26
8.....	Monitoring and Review	27
9.....	References	28

	Debre Berhan University Asrat woldeyes Health Scinces Campus School of Pharmacy		Effective Date: January 01,2025	
	Students Admission Policy		Version No:1.0	Copy No:_____
	Document Number:- DBU-AWHSC- SoP- /5.0-01		Page No: 5 of 28	

List of Abbreviation and Acronyms

DBU	Debre Berhan University
AWHC	Asrat Woldeyes Health Science
SoP	School of Pharmacy
SAP	Student Admission Policy
PSEE	Program Specific Entrance Exam
NGAT	National Graduation Admission Test
MoU	Minister of Education
CGPA	Comulative Grade Point Average
HEI	Higher Education Institution

	Debre Berhan University Asrat woldeyes Health Sciences Campus School of Pharmacy		Effective Date: January 01,2025	
	Students Admission Policy		Version No:1.0	Copy No:_____
	Document Number:- DBU-AWHSC- SoP- /5.0-01		Page No: 6 of 28	

Preamble

Education is the cornerstone of societal growth, fostering intellectual, emotional, and social development. The school of Pharmacy (SoP) is committed to providing equitable access to quality education, ensuring that every student has the opportunity to thrive academically and personally. This admissions policy reflects the school's dedication to inclusivity, fairness, and excellence in student admissions aiming to create an environment where students from diverse backgrounds feel welcomed and supported.

The policy outlines a transparent and structured admissions framework that upholds the principle meritocracy while addressing the diverse needs of the community. It serves as a guide for prospective students and their families, detailing the values and procedures governing the admissions process. By emphasizing equity and diversity, SoP reaffirms its dedication to nurturing talent, embracing inclusivity, and contributing to the holistic development of individuals. This policy specifically addresses admission strategies for undergraduate at SoP. Its goal is to produce graduates who are competent, innovative, adaptable, and ethically grounded for careers in healthcare, academia, and research institutions. students are encouraged to aspire to professional excellence in Pharmacy profession.

The school seeks applicants from varied social, cultural, and educational backgrounds who possess the academic potential and skills required for success. Admissions are determined by annual enrollment capacity, entry requirements, and available facilities. This policy complies with relevant legislation and aligns with minimum admission standards set by Debre Berhan University (DBU) and Asrat Woldeyes Health Science Campus.

	Debre Berhan University Asrat woldeyes Health Sciences Campus School of Pharmacy		Effective Date: January 01,2025	
	Students Admission Policy		Version No:1.0	Copy No:_____
	Document Number:- DBU-AWHSC- SoP- /5.0-01		Page No: 7 of 28	

Definitions of Terms

Applicant: Refers to an individual who applies for a specific program offered by the School, University, or Campus during a particular academic year.

Access: Refers to the opportunity provided to prospective learners to pursue education and training, including qualifications and part-qualifications.

Admission Criteria: shall mean the minimum standards set by the school that applicants must meet to register for a program, ensuring eligibility for enrollment.

Enrolment: Refers to the formal process of registering at an school for a specific learning program, confirming participation in the academic journey.

Selection Criteria: Refers to the processes and methods used to select applicants from a pool of candidates who meet the minimum admission requirements.

Policy: Refers to the student admission and selection policy, which governs the principles, guidelines, and procedures for admissions and enrollment.

	Debre Berhan University Asrat woldeyes Health Sciences Campus School of Pharmacy		Effective Date: January 01,2025	
	Students Admission Policy		Version No:1.0	Copy No:_____
	Document Number:- DBU-AWHSC- SoP- /5.0-01		Page No: 8 of 28	

1. Introduction

Admissions play a pivotal role in shaping the academic and cultural fabric of our institution. This policy is designed to ensure that all applicants are treated with respect and fairness throughout the admission process. It aligns with our mission to provide accessible education while maintaining high standards of selection based on merit and potential. This policy establishes clear procedures for application, selection, and enrollment, ensuring transparency and consistency at every stage. Crafted in compliance with relevant educational laws and regulations, it reflects our commitment to ethical practices in admissions management. Furthermore, it integrates principles of accountability and objectivity to uphold fairness in decision-making.

The school recognize that each applicant brings unique qualities and aspirations. Therefore, our admissions criteria are designed not only to evaluate academic achievement but also to consider non-academic factors such as leadership potential, extracurricular involvement, and personal circumstances. This holistic approach ensures that we admit students who align with our institution's values and vision. This document serves as a comprehensive guide for applicants, parents, staff, and stakeholders. It provides detailed information about timelines, requirements, procedures, and appeals mechanisms. By adhering to this policy, the school aim to foster trust among all involved while maintaining our commitment to excellence in education.

1. 1. Shool Commitment

The Foundation of Professional Development promotes diversity within its student body by embracing differences in race, gender, socio-economic background, geographic origin, culture, ethnicity, disability, religion, and nationality. Debre Berhan University (DBU), Asrat Woldeyes Health Sciences Campus (AWHSC), the School of Pharmacy (SoP) is dedicated to delivering quality teaching, research, community services, and clinical pharmacy services. The school designs programs aimed to enhance higher education's contribution to socio-economic development and improve living standards in Ethiopia

The School of Pharmacy, on behalf of AWHSC/DBU, is committed to academic excellence within Ethiopia's higher education sector. It ensures fair treatment for all applicants through transparent admissions practices guided by published entry criteria. The school seeks academically capable students from diverse

	Debre Berhan University Asrat woldeyes Health Sciences Campus School of Pharmacy		Effective Date: January 01,2025	
	Students Admission Policy		Version No:1.0	Copy No:_____
	Document Number:- DBU-AWHSC- SoP- /5.0-01		Page No: 9 of 28	

backgrounds who can meet the demands of its programs. Applications are welcomed from across Ethiopia and internationally to foster an inclusive community.

This admission policy aligns with Ethiopian Ministry of Education guidelines, DBU legislation (2021), and AWHSC's Student Selection and admission Policy (2024). It serves as a framework for staff involved in recruitment, selection, and admissions processes. This policy ensures compliance with constitutional rights to education while addressing past inequalities without discrimination.

1. 2. Purpose and Scope

The purpose of this policy is to provide clear information about admission standards for prospective undergraduate .It outlines procedures governing selection, admissions processes, and enrolment into SoP programs. It ensures fair treatment of all applicants without discrimination while assisting them in making informed decisions regarding admissions. The policy aligns with national objectives for higher education while supporting DBU's strategic goals.

This policy applies to all SoP students and staff involved in admissions processes for domestic or international applicants across undergraduate. It adheres to DBU's Strategic Vision 2030 while complying with relevant legislation. It is a public document and as such is written for an applicant audience.

2. Policy Objectives

The objectives of this policy are:

- ▶ To establish equitable, transparent and rational processes for admission into SoP programs.
- ▶ To promote diversity within the student community, where diversity is regarded as an asset.
- ▶ To articulates applied criteria for selecting qualified candidates to SoP programmes.
- ▶ To enroll academically excellent students with potential for successful graduation within agiven time for the programme
- ▶ To ensure equal opportunities while addressing historical disadvantages due to unfair discrimination.
- ▶ To provide a framework to ensure the integrity of selection and admission decisions
- ▶ To set clear responsibilities and accountabilities for selection and admissions decisions
- ▶ To ensure that the admissions services are clear, fair and consistently applied the policy procedures.

	Debre Berhan University Asrat woldeyes Health Sciences Campus School of Pharmacy		Effective Date: January 01, 2025	
	Students Admission Policy		Version No: 1.0	Copy No: _____
	Document Number:- DBU-AWHSC- SoP - /5.0-01		Page No: 10 of 28	

3. Policy Principles

- 3.1. The admission policy prioritizes fairness while meeting legal obligations under relevant legislation and university policies. The school welcomes applications from candidates of all backgrounds based on institutional strategic priorities outlined in its strategic plan.
- 3.2. Applicants must demonstrate their ability to complete their chosen program successfully without compromising teaching or assessment standards. Minimum admission requirements ensure that every prospective student has the potential for success while maintaining academic excellence.
- 3.3. To address historical inequalities, enrollment targets may vary for Ethiopian students based on self-classification criteria provided by applicants. The school maintains internationally recognized academic standards by selecting capable students from a competitive pool.
- 3.4. The long-term objective of the policy is to contribute toward an equitable society free from race-based restoration policies while ensuring non-discrimination based on race, gender, age, religion, socioeconomic status, or disability.
- 3.5. Meeting minimum requirements does not guarantee admission; applicants must comply with university rules and regulations to gain admission to the programme.
- 3.6. The Ministry of Higher Education and Training, along with professional bodies, may limit student numbers and Admissions follow an approved plan by the MoE.
- 3.7. The availability of facilities and staff influences enrollment.
- 3.8. Admissions requirement with school standards approved by the School council and followed by Academic commission.
- 3.9. Entry requirements are communicated clearly to applicants through websites and combining printed materials, digital platforms, physical postings, and orientation. Applicants meeting entry requirements are considered for admission, (subject to quota restrictions for selected programs).
- 3.10. The school council entry requirements and English language requirements for University courses. Applicants must provide certified documents of their academic record in English language. Documents that are not in English must be translated by an official and accredited

	Debre Berhan University Asrat woldeyes Health Sciences Campus School of Pharmacy		Effective Date: January 01,2025	
	Students Admission Policy		Version No:1.0	Copy No:_____
	Document Number:- DBU-AWHSC- SoP - /5.0-01		Page No: 11 of 28	

translator. Both the original and English translation must be provided to the program as per the DBU Documentation Certification Guidelines.

- 3.11. The school has the right to reject applications that do not satisfy the pre-screening processes (such as who provide falsified documents).
- 3.12. Minimum entry requirements are set to ensure that a student is only selected and admitted to a course when the school believes that the student can undertake the course with a reasonable prospect of success.
- 3.13. When approving minimum entry requirements, the school expected to see:
 - a. evidence-based selection;
 - b. no unnecessary barriers for student access, including access by students with disabilities, to the University's courses;
 - c. clear and consistent selection requirements that are appropriate to the level of the relevant course within the campus
- 3.14. Meeting the minimum entry requirements allows an applicant to be considered for selection. Not all applicants who meet the minimum entry requirements for a course will be selected as selection is competitive.
- 3.15. This Policy is based on legislation and prescriptions of the National Higher Education and Training (NHET) and other relevant bodies in respect of admission to Higher Education Institutions (HEIs) and supports the rules, regulations, procedures, processes and practices of the University and its faculties.
- 3.16. Admission of international applicants is subject to meeting the compliance requirements as stipulated by the Immigration Act No. 13 of 2002, the regulations made thereunder and the University's Policies. Admission and registration requirements may be determined, by the University, for applicants who are not residents in Ethiopia or have an international qualification.
- 3.17. The the school council will monitor the effectiveness and appropriateness of minimum entry requirements.
- 3.18. These are set to ensure students have a reasonable chance of success and include certified English documents.

	Debre Berhan University Asrat woldeyes Health Sciences Campus School of Pharmacy		Effective Date: January 01,2025	
	Students Admission Policy		Version No:1.0	Copy No:_____
	Document Number:- DBU-AWHSC- SoP- /5.0-01		Page No: 12 of 28	

4. Admissions Processes

4.1. Information for applicants

The School of Pharmacy is dedicated to providing accurate and accessible admission and program information to prospective students. This commitment allows applicants to make well-informed decisions about their applications. However, it's important to note that printed materials like program prospectuses and entry requirement documents are typically published at least a year before the program start date. As a result, applicants are strongly encouraged to consult the university's/school official website for the most current and up-to-date information regarding admissions, requirements, and program details.

4.2. Application Process

The School of Pharmacy, with Asrate Woldeyes Health Science Campus, opens applications for undergraduate programs within two weeks after students complete the common courses offered by DBU. Applications submitted before the deadline are treated equally, with no preference for early submissions. Applicants can submit their applications online via the SoP website or in person by providing all required documents. The school along university and campus, ensures that information about selection criteria and procedures is published on its official website, making it accessible to all prospective applicants. Admission to undergraduate programs is competitive and based on applicants' grades. Special provisions shall be made for female students and socially disadvantaged groups under affirmative action policies. Applicants must complete application forms indicating their program preferences, grades, and other relevant details for review by the Admissions and Placement Committee (APC) of the campus..

Regular students sponsored by government institutions to fill specific vacancies may be admitted to their Pharmacy program if they meet the minimum entrance requirements and provide justification letters from regional government presidents. However, admission is subject to space availability. Students sponsored by embassies or foreign governments under bilateral agreements with Ethiopia may also be admitted to the program, provided they meet minimum requirements and submit letters of justification from their embassies or consulates. When multiple applicants with identical grades compete for limited spaces in a program, priority will be given to those with higher grades in specific entrance requirements.

	Debre Berhan University Asrat woldeyes Health Sciences Campus School of Pharmacy		Effective Date: January 01,2025	
	Students Admission Policy		Version No:1.0	Copy No:_____
	Document Number:- DBU-AWHSC- SoP- /5.0-01		Page No: 13 of 28	

The school and the respective registrar unit shall notify if the students have complaints on the results, these should be attended to within one week following the announcement. An applicant who believes that there was an error in the placement may report the case to the school and University Registrar and Alumni for review. The school, through the University Registrar and Alumni, shall report to the Senate all admissions and placement made in the University.

4.3. Selection Criteria and method of assessment

Applications are evaluated based on both academic and non-academic criteria specific to the program. Due to the high number of excellent applications, not all applicants meeting the minimum entry qualifications can be offered a place. All applicants are assessed against the same criteria, and when places are limited, offers are made to those who best meet the selection criteria and are judged to have the most potential to benefit.

The School Dean is responsible for implementing this policy, ensuring fair treatment of applications, and adherence to approved admissions criteria.

4.4. Equal Opportunities

The school of Pharmacy values diversity within its student community as a vital component of enhancing the educational experience. Consequently, it is dedicated to maintaining a fair admissions system that welcomes students based on their achievements and potential, without regard to factors such as age, race, socio-economic status, political beliefs, marital status, religion, ethnic identity, national origin, or gender identity. In pursuit of this goal, the school commits to: transparency in admissions process; minimising barriers to entry; merit based selection, professionalism and reliable assessment

5. Responsibilities

Academic staff members provide recommendations to the admissions office regarding offers for candidates. All staff involved in the admissions process, including both academic and administrative personnel, are responsible for:

- Providing accurate and relevant information for applicant

	Debre Berhan University Asrat woldeyes Health Sciences Campus School of Pharmacy		Effective Date: January 01,2025	
	Students Admission Policy		Version No:1.0	Copy No:_____
	Document Number:- DBU-AWHSC- SoP- /5.0-01		Page No: 14 of 28	

- ▶ Assessing applicants and making offers
- ▶ Implementing reasonable adjustments to ensure disabled applicants have full access to the admissions process, in line with the University's Learning and Disability Policy.
- ▶ Ensuring fairness, consistency, and full compliance with the admissions policy and procedures

To support these responsibilities, admissions staff receive appropriate guidance and training. The school provides structured updates to program areas regarding any changes in national or institutional admissions policies. The school dean oversees ongoing information dissemination and conducts initial and refresher training for academic staff involved in the application process.

5.1. Responsibilities of the School of Pharmacy

- ▶ The school sets entry requirements for its programs.
- ▶ It ensures that admission committee are suitably qualified and experienced.
- ▶ The school maintains clear and straightforward admission criteria and procedures.

5.2. Responsibilities of the admission committee

The admissions committee is responsible for ensuring that enrollment and confirmation systems operate efficiently and reliably, aligning with the program's core objectives and goals. They must adhere to program-specific admissions policies, procedures, and guidelines, catering to the needs of students and other stakeholders.

The committee provides a range of services, including:

- ▶ Providing information to prospective and current students.
- ▶ Admitting new students and managing registration status changes for both new and returning students.
- ▶ Issuing letters related to student enrollment and registration status, such as offer and acceptance letters.
- ▶ Processing Leave of Absence, Withdrawal, Transfers, Exemptions and maintaining student files.
- ▶ The the school dean ensures full compliance with admissions policies and procedures.

	Debre Berhan University Asrat woldeyes Health Sciences Campus School of Pharmacy		Effective Date: January 01,2025	
	Students Admission Policy		Version No:1.0	Copy No:_____
	Document Number:- DBU-AWHSC- SoP- /5.0-01		Page No: 15 of 28	

Admissions decisions are made promptly, but in cases of high applicant number, decisions may be delayed to ensure fairness. Suitably qualified candidates' applications may be held until the deadline before decisions are made. The school strives to minimize delays and communicates decisions in a timely and appropriate manner. Any conditions attached to an offer are clearly specified.

5.3. Debre Berhan University Responsibilities

Academic Board of the University is charged with matters relating to admission to the University, and it empowers Colleges, Departments and Directorates to implement the admissions policy. Executive committees may be established from time to time to exchange best practice and to deal with particular issues. The University admissions process is governed by the Admissions Policy and associated policies and documents. All University staff are responsible for making student admissions decisions discharge that responsibility according to the University Admissions Policy.

- ▶ The Academic Director: The Department Enrolment and Student Administration committees is responsible for quality control, coordination and management of all faculty admission and selection processes and needs to inform the relevant Dean and Registrar of any risks that may arise from the process.
- ▶ The School Dean is responsible for drafting admission regulations in line with this Institutional Admission Policy and to implement the admission regulations as approved by Senate. The Admissions team are responsible for assessing whether the applications received meet the academic entry requirements.
- ▶ Staff involved in student selection and admissions are responsible for the effective administration and implementation of this procedure.

5.4. Applicant Responsibilities

The University expects applicants to be aware of their responsibilities in support of the application and admissions process being completed successfully. Such responsibilities include amongst other things, an awareness and engagement with the relevant University regulations, requirements and procedures.

	Debre Berhan University Asrat woldeyes Health Sciences Campus School of Pharmacy		Effective Date: January 01,2025	
	Students Admission Policy		Version No:1.0	Copy No:_____
	Document Number:- DBU-AWHSC- SoP- /5.0-01		Page No: 16 of 28	

In so doing they will be aware of the obligations upon them at each stage of the admissions process. This will be achieved by engagement with the general information made available and in some cases as specifically directed by the School, and Directorate or relevant external bodies. It is the responsibility of applicants to provide full and accurate information in an application and to notify the University of any changes or corrections to original details. To make a complaint, the processes will be undertaken in accordance with the applicant appeals and complaints policy. International applicants will ensure they are fully aware of and understand the current government policy guidance and its implications.

6. Admission Requirements

6.1. Admission Requirements for Undergraduate Applicants

For Domestic Students, admissions/entry to undergraduate programs of any institution from the secondary School shall be based on completion of the secondary schools and obtaining the necessary pass marks in the Ethiopian Higher Education Entrance Examination (EHEE). Admissions may also be granted to students completing their secondary education in foreign countries (International Applicants) on the basis of equivalent academic achievements that shall be determined by the Ministry of Education until such time that the University establishes its own admission policies and procedures and implements it.

The school welcomes applications from students achieving excellence in a wide range of qualifications The applicant should Satisfy the academic rules and regulations of the DBU. Besides those criteria set by the university the applicant expected to be pass programe enterance exam given by the school.

Candidates must also complete the University's first-year-first semester common courses, after which their admission eligibility is evaluated using a composite score: 20% from Grade 12 EHEE results; 50% from the Cumulative Grade Point Average (CGPA) of first-year-first semester common courses; and 30% from a program-specific entry examination. Typically, a minimum combined score of 80% is required, though this may be adjusted annually based on applicant performance and intake capacity. Physical and mental fitness is a critical criterion, given the hands-on nature of Pharmacy work; applicants with disabilities that impede safe and effective manipulation of pharmacy activities are excluded to maintain professional standards and safety.

	Debre Berhan University Asrat woldeyes Health Sciences Campus School of Pharmacy		Effective Date: January 01,2025	
	Students Admission Policy		Version No:1.0	Copy No:_____
	Document Number:- DBU-AWHSC- SoP- /5.0-01		Page No: 17 of 28	

The school applies affirmative action by awarding additional points to female applicants and those from disadvantaged regions, reflecting national policies aimed at increasing diversity and equitable representation in higher education. Additionally, diploma and advanced diploma holders who have passed the Certificate of Competency (COC) exam may access the program through a bridging mechanism, provided they satisfy academic and professional standards.

6.1.1. The Number of Students

1. The school limits its annual intake of undergraduate students to a maximum of 30 and a minimum of 20 students. However, the number of students in each academic year might vary based on the availability of resources, including sufficient classrooms for both theoretical and practical teaching and learning and the staff to student ratio per standard.
2. The student number for full-time and part-time programs at school is determined by an enrollment plan approved by DBU/AWHSC each academic year. This plan aligns with national long-term goals, but the Ministry of Education (MoE) has the authority to decide the student allocation for each university.
3. Target student numbers are primarily set based on caps or contracts from regulatory or funding partners, taking into account available resources and capacity. The allocation of these numbers to specific programs is determined by the school and ultimately approved by the academic commission and senate.

6.1.2. Transfer of Students

The school allows transfer of students without affecting the University policy and will usually consider such requests after an application has been submitted. The school allows applicants to request a change of programme only once. Hence, any additional requests for transfer of programme will not be accepted.

	Debre Berhan University Asrat woldeyes Health Sciences Campus School of Pharmacy		Effective Date: January 01,2025	
	Students Admission Policy		Version No:1.0	Copy No:_____
	Document Number:- DBU-AWHSC- SoP- /5.0-01		Page No: 18 of 28	

1. Inter-college or Intra-college Transfer

- a. A student may transfer from one program to another program within or across academic units under the following conditions. All transfers must be processed by the University Registrar and Alumni within two weeks following the beginning of classes.
 - i. If the transfer is within the same academic unit, the Head of the academic unit involved, in consultation with the respective SC/DC, approves the transfer.
 - ii. If the transfer is between academic units within the same college, the college Dean in consultation with the respective academic units approves the transfer.
 - iii. If the transfer is between academic units of the different colleges, the University Registrar and Alumni, in consultation with the deans of the respective academic units, approves the transfer.
- b. Students shall be responsible for all the consequences that such transfers may entail.
- c. The program shall publicize transfer possibilities, if any, within the first week following the day classes are scheduled to begin.
- d. In case of decline by respective office to approve the transfer request, students may appeal to the next higher office in the structure.

2. Inter-University transfer

A. Principles and Eligibilities

- I. Applications for transfer shall be considered exceptionally and based on availability of space facilities and if the student has obtained the grade that would normally be required of students for enrolment in the department concerned.
- II. The applicant shall have attended at least one semester in his previous institution at the time of request for transfer and must be in good academic standing (CGPA > 2.00) with 'pass' academic status and with no 'F', 'I', and 'NG' grades.

	Debre Berhan University Asrat woldeyes Health Sciences Campus School of Pharmacy		Effective Date: January 01,2025	
	Students Admission Policy		Version No:1.0	Copy No:_____
	Document Number:- DBU-AWHSC- SoP - /5.0-01		Page No: 19 of 28	

- III. The School shall not allow non-institutional exchange of students based on private dealings between students placed in Debre Berhan University and those in other public institution of higher education unless such private dealing is for one of the reasons indicated here in above.

B. Grounds for Transfer

A student eligible for transfer may be granted admission where:

- I. She /He is placed in an institution situated in a place or environment that poses unfavorable health conditions while he is already suffering from a serious medical problem or his health condition necessitates that he/she should live in Debre Berhan or its environs in order to get better access to medical facilities or family care, or
- II. She/He is the only source of income for his family, or he is from a poor family or he is the only one looking after sick parents living in Debre Berhan or its environs; or
- III. She/He is the child or spouse of a staff member who has served the University for at least two years.
- IV. Where a student invokes any of the above grounds for transfer, s/he shall have the obligation of providing authentic and relevant evidence which can prove his case to the satisfaction of the unit or authority of the University.

C. Procedure of Transfer from Other Universities

- I. The office of the Registrar and Alumni shall request the school for the availability of space in all years of study for accommodating students to be transferred, and compile intake capacity of the school;
- II. A student wishing to transfer will be required to fill a standard transfer application form which will be available at the office of the Registrar and Alumni.
- III. The form must be completed and returned to the Office of the Registrar and Alumni before the commencement of classes for the semester into which enrolment is required;
- IV. Documents to be deposited along with the application for transfer include: original of the student's score in the Ethiopian Higher Education Entrance Certificate Examination, and his grade report from his previous institution, if any, authentic and relevant evidence for transfer;

	Debre Berhan University Asrat woldeyes Health Sciences Campus School of Pharmacy		Effective Date: January 01,2025	
	Students Admission Policy		Version No:1.0	Copy No:_____
	Document Number:- DBU-AWHSC- SoP- /5.0-01		Page No: 20 of 28	

- V. The office of the Registrar and Alumni shall make its reasoned decision either permitting or denying transfer two weeks before the commencement of classes which shall have effect with the approval of the AVP;
- VI. Such decision shall be reduced in writing and a copy thereof shall be delivered to the concerned department, the student requesting transfer, and his institution of origin;
- VII. A student who has succeeded in his application for transfer will be expected to report and register by the second week of the semester at the latest.
- VIII. Transfer will be made only at the beginning of an academic calendar.

D. Transfer of Credits

All course work completed by transfer student in the University of origin will be recognized and fully credited for the purpose of granting Degree of the University provided that:

- I. The course in question has a comparable content and credit as another course provided by the University;
- II. The transferred student has achieved, in the particular course, a letter grade or its equivalent that would normally be regarded as a passing grade by the University;
- III. The academic commission of the concerned College /Institute /School shall determine the acceptance of course/credits for transfer after scrutiny of the original transcript. The AC shall base its decision on the recommendations of the receiving school with regard to credit transfer and other technical matters.

6.3. Medical fitness assessment

The school requires applicants for certain vocational or professional or research programmes to demonstrate medical fitness to practice in order to comply with the requirements of the relevant professional bodies. Applicants will be advised if there is any other conditions apply when an offer is made. Be physically and mentally healthy and fit to the program, Applicants with minor physical problems that would not hinder effective training should be considered into the school. However, any student with any visual problem and any problem in manipulation of laboratory equipment using his/her both hands should not be selected to join the school.

	Debre Berhan University Asrat woldeyes Health Sciences Campus School of Pharmacy		Effective Date: January 01,2025	
	Students Admission Policy		Version No:1.0	Copy No:_____
	Document Number:- DBU-AWHSC- SoP- /5.0-01		Page No: 21 of 28	

6.4. Admission and Rejection of Enrolments

The school admission administrators along with the registrar will explain to applicants who have been accepted or rejected for the enrolment or registration. Successful applicants will be made an offer of a place in the course in person. The cancellation of unsuccessful applicants will be announced by in website or posted in the dashboard. A student's enrolment may be cancelled if statements made by the student in their admission application are shown to be false. A student shall be deemed to be no longer enrolled in a course if the student has been excluded on academic or disciplinary grounds.

6.5. Admission Application Feedback

The school is responsible for making selection decisions on all program applications. The names of successful applicants are published on the school/ university website and posted the dashboard, and they can collect a formal admission letter with their admission number from the admissions office. The school aims to provide helpful feedback to applicants, although it may not always be possible to offer highly specific advice.

For those who wish to receive feedback on an unsuccessful application, a formal procedure is in place. Applicants must submit their requests in writing to the admissions office within three working days of receiving the original decision. It is essential to include the applicant's full name and the program they applied for in the request. While general advice can be provided over the phone/or in person.

The admissions office will respond to each request in writing, usually via email/ announce in person, within five working days of receiving the request. This process ensures that applicants receive a timely and structured response to their inquiries.

6.6. Appeals and Complaints for Admission

The school strives to evaluate all applications fairly and efficiently in accordance with this policy. If applicants are dissatisfied with the outcome or handling of their application, they should initially address their concerns with the Admissions staff. If issues persist, applicants are advised to use the established Appeals and Complaints Procedure for Applicants, which safeguards the interests of prospective students.

	Debre Berhan University Asrat woldeyes Health Sciences Campus School of Pharmacy		Effective Date: January 01,2025	
	Students Admission Policy		Version No:1.0	Copy No:_____
	Document Number:- DBU-AWHSC- SoP- /5.0-01		Page No: 22 of 28	

An appeal involves a formal review of an admission decision or the terms of an offer and can only be initiated after the application decision has been made. A complaint pertains to procedural errors, irregularities, or maladministration in the admissions process, as well as dissatisfaction with the school's actions or service standards. Applicants dissatisfied with a selection decision can request a review with the Academic Registrar at any stage of the admissions process. To appeal, applicants should contact the Head of Student Recruitment and Admissions as soon as possible, and no later than two days after receiving the original decision, either by post or by outlining the grounds for their appeal.

Appeals are acknowledged within five working days, with a formal response typically provided within one week of working days. The outcome may be to reject the appeal, amend the decision, or invite the applicant for a discussion. Complaints about the admissions process should be directed to the Head of Student Recruitment & Admissions. If unresolved, they are escalated to the Head of Compliance & Quality Systems and handled according to the university's Complaints Procedures. Alleged policy non-compliance is addressed through existing complaints management processes.

6.6.1. Informal Procedure

Most complaints can be resolved informally. Applicants should normally raise the matter within 2 working days of the action or by the start date of the programme or course applied for, whichever is sooner. In the first instance, the matter should be raised in writing or by e-mail with the appropriate staff member /School who communicated with the applicant, and who should respond within five working days.

6.6.2. Formal Procedure

If a complainant will request for a selection decision to be reviewed, an appeal will only be considered where there are adequate grounds. If the complaint is not resolved to the satisfaction of the applicant through this informal means, the complainant should then write formally to the Campus Academic Director. If the subject of the complaint relates to procedures conducted by the Campus Academic Director then the complaint should be referred to the Campus mangment lead by chief exuctive director .

	Debre Berhan University Asrat woldeyes Health Sciences Campus School of Pharmacy		Effective Date: January 01,2025	
	Students Admission Policy		Version No:1.0	Copy No:_____
	Document Number:- DBU-AWHSC- SoP- /5.0-01		Page No: 23 of 28	

1. The letter should enclose copies of all previous correspondence and explain why the applicant remains dissatisfied and what s/he hoped the outcome would be.
2. the Campus Academic director or the Campus mangment shall investigate the complaint fully with relevant staff and/or a third party if it is deemed necessary, and reply within 5 working days.
3. The decision of the Campus Academic director or the Campus Manager/ chief exective director shall be considered final.
4. No applicant will be discriminated against in any future application on the basis of appealing a previous admissions decision.
5. It should be noted that the school will not consider appeals that are based on errors made by external organizations, agencies or individuals. For example, inaccurate predictions of future grades; disputes about the grading of formal examinations; comments made by referees or agents. Also, the Institute will not consider appeals based on special circumstances affecting an applicant's performance in pre-entry qualifications. Examples of special circumstances include personal or family illness.

If a complainant will request for a selection decision to be reviewed, an appeal will only be considered where there are adequate grounds, as set out below: Where there is substantial new information, which for good reason was not made available either on the original application or during the selection procedure, and where that new information is significant and directly relevant to the original decision. It should be noted that the new information must relate directly to the original application and cannot include activities or achievements which have taken place or been ratified subsequently; and Where there is evidence that the Institute's published Admissions Policy has not been followed.

The following procedure should be followed if an applicant believes, in line with the above guidance; he/she has grounds for appeal against an admissions decision.

- (i) An applicant should seek feedback from the admission office before deciding whether or not he/she has grounds to appeal the admissions decision. An appeal will not be considered until after an applicant has received formal feedback.

	Debre Berhan University Asrat woldeyes Health Sciences Campus School of Pharmacy		Effective Date: January 01,2025	
	Students Admission Policy		Version No:1.0	Copy No:_____
	Document Number:- DBU-AWHSC- SoP- /5.0-01		Page No: 24 of 28	

(ii) Appeals must be received within 2 working days following the provision of feedback from the Institute admissions office.

(iii) An appeal should be submitted in writing to the Head of Admissions or in appeal letter or by email stating clearly the grounds for appeal (as above) and outlining the case in full.

(iv) If an appeal is to be heard and additional information is required, the applicant will be informed in writing and provided with an appropriate deadline by which to submit the information.

(v) The applicant will be informed in writing of the outcome of the appeal and given an explanation for the decision which has been reached. The decision of the Appeals Panel is final and conclusive.

6.8. Admission rules and Regulations

It is an offence to submit false information when applying for admission. Applicants who will be discovered to have submitted forged certificates or any other false information will not be considered and appropriate legal action will be taken against them. All new students are required to report for the orientation programme that normally takes place during the week preceding the beginning of the new academic year. All students, if accepted, are expected to conform strictly to the Institute's regulations. The deadline for registration of first year students will be within two working days, from the first day of the orientation day. No student will be allowed to postpone studies after effective commencement of an academic year except under special circumstances. Permission to postpone studies will be considered after producing satisfactory evidence of the reasons for postponement and written approval from the sponsor. Special circumstances shall include: (a) Sickness; (b) Serious social problems (each case to be considered on its own merit); and (c) Severe sponsorship problem.

6.9. Commitment to Professional Standards in Recruitment

Our work is guided by their codes of practice and rigorous standards on impartiality. Our recruitment practitioners, drawn from across the professional support services and academic community, are committed to maintain high professional standards and a commitment to the provision of impartial advice and guidance and fair admissions. Keeping abreast of Ethiopia and national Higher Education trends and developments, Maintaining integrity in their interactions with prospective students and avoiding offering personal views

	Debre Berhan University Asrat woldeyes Health Sciences Campus School of Pharmacy		Effective Date: January 01,2025	
	Students Admission Policy		Version No:1.0	Copy No:_____
	Document Number:- DBU-AWHSC- SoP- /5.0-01		Page No: 25 of 28	

or opinions on other HEIs, developing knowledge of sources of information and advice about progression to higher education, developing promotional materials that provide a balanced and accurate account of the DBU student experience and providing support only for events that provide free and impartial advice to prospective students.

6.10. Record Management of Applicants

All applicant records shall be carefully managed, and the selected committees must keep minutes of their meetings, including a record of their decisions. Applicants are requested to submit certified copies of official documents, such as transcripts and certificates. For additional materials like portfolios or written work, the course coordinator along with the respective registrar will verify their authenticity and may request further evidence if needed. Admission is contingent on submitting all required documentation, and applications will only be considered complete once all required evidence is provided and verified.

6.11. Use Of Applicant Data

The information collected during the application process shall primarily be used to process applications and, if admitted, will become part of the student's record. For students transferring to partner schools, their consent will be obtained during registration to share their data for transfer purposes. All data will be handled in compliance with Personal Data Protection regulations. Additionally, anonymized applicant data will be analyzed by the University for institutional monitoring, market research, and improving teaching and learning practices to ensure fairness and effectiveness.

6.12. Confidentiality

All applications shall be dealt with confidentiality. If a staff member identifies a conflict of interest during the selection or admissions process, they must update the disclosure statement and take appropriate action to prevent improper influence. If a committee member discovers a conflict of interest after the process has begun, they must inform the chair immediately. The chair, with input from the committee, will decide on the appropriate course of action and ensure it is recorded in the meeting minutes. All disclosure statements, conflict declarations, and meeting records will be retained according to the University's Records Management Policy.

	Debre Berhan University Asrat woldeyes Health Sciences Campus School of Pharmacy		Effective Date: January 01,2025	
	Students Admission Policy		Version No:1.0	Copy No:_____
	Document Number:- DBU-AWHSC- SoP- /5.0-01		Page No: 26 of 28	

7. Information Dissemination

The program ensures that its student selection and admission criteria are disseminated and easily accessible to both internal and external stakeholders through various ways.

For internal stakeholders including current students, faculty, and administrative staff the criteria are clearly documented in the student handbook and curriculum materials, which are distributed to students at the start of their academic programs. These documents provide detailed guidance on eligibility, application procedures, and evaluation methods, ensuring that students and staff are well-informed about admission expectations.

Additionally, these criteria are physically posted in prominent, easily accessible campus locations such as the university library and notice boards, allowing convenient reference for the university community. Furthermore, program student orientation sessions where newly admitted students receive comprehensive information about the program, including admission requirements, academic expectations, and support services, which reinforce understanding and smooth transition into their studies.

For external stakeholders, including prospective students, parents, high school counselors, hospitals, manufacturers, and research institutions, the program maintains an up-to-date admissions section on its official website. This digital platform serves as a central, publicly accessible resource that outlines all relevant admission requirements, processes, deadlines, and special provisions such as affirmative action and bridging programs. The website's accessibility ensures that a broad audience from individual applicants to institutional partners can obtain accurate and timely information about the university's admission standards. Moreover, the website functions as a point of contact for inquiries, further enhancing transparency and engagement beyond the campus. Through these ways of dissemination strategy combining printed materials, digital platforms, physical postings, and orientation programs guarantees that its student selection and admission criteria are not only published but also accessible, clear, and understandable to all relevant stakeholders.

	Debre Berhan University Asrat woldeyes Health Sciences Campus School of Pharmacy		Effective Date: January 01,2025	
	Students Admission Policy		Version No:1.0	Copy No:_____
	Document Number:- DBU-AWHSC- SoP- /5.0-01		Page No: 27 of 28	

8. Monitoring and Review

The Dean of the school is responsible for implementing the Admission Regulatory Policy. Any activities or developments affecting the policy are reviewed during meetings. The policy will undergo a review and be republished every two years, or sooner if required by DBU guidelines, to ensure compliance with legislation, institutional regulations, and strategic objectives. This review process, conducted by the school's quality and accreditation team, ensures alignment with strategic goals and relevance to current and planned operations in accordance with the Higher Education Quality Assurance and Continuous Improvement Framework.

	Debre Berhan University Asrat woldeyes Health Sciences Campus School of Pharmacy		Effective Date: January 01,2025	
	Students Admission Policy		Version No:1.0	Copy No:_____
	Document Number:- DBU-AWHSC- SoP - /5.0-01		Page No: 28 of 28	

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