




# **Asrat Woldeyes Health Sciences Campus**

## **Students Selection and Admission Policy**

**FIRST EDITION**

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|  | DBU, Asrat Woldeyes Health Science Campus, Clinical Service and Academic Quality Assurance and Innovation Corporate Directorate | Effective Date: <b>11-10-2024</b> |
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## 1. Introduction

Asrat Woldeyes Health Sciences Campus (AWHSC), on behalf of Debre Berhan University (DBU) commits itself to the pursuit of academic excellence within the higher education sector, society and the country at large. As a public higher education institution, AWHSC is contributing to achievement the national objectives for higher education, including an increase in the participation rate in higher education in Ethiopia.


The student's selection and admission policy is compiled in line with the Ethiopian Ministry of Education policy, and DBU's legislation 2021. It underpins the admissions systems of health sciences programs. It also provides information to enquirers, applicants, and staff who are involved in recruitment, selection and admissions activity. This policy gives effect to the University obligations arising from the constitutional right of access to education, and the legislative duty to ensure that its admissions are appropriate to redress past inequalities and do not unfairly discriminate in any way.

The student's selection and admission or entry requirements into AWHSC education programs are set below. The responsibilities of the university and the students in admission and selection processes are also outlined. The campus is committed to provide a flexible framework for student admission requirements, which is an equitable for applicants.

## 2. Policy Statement

Debre Berhan University establishes relevant programs of study and research with a view to expanding higher education geared towards the overall effort of socio-economic development and the betterment of the standards of living of the Ethiopian people. As part of the University, AWHSC upholds the principle that all applicants seeking to enrol for education are treated fairly and equitably. The health campus, AWHSC has opened defined entry criteria for making decisions about the selection of undergraduate and postgraduate applicants (students). They will be selected on the bases of merit, which will be a published criterion.

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### 3. List of acronyms/Abbreviations and Definitions of Terms

**Policy**- shall mean the Policy on Admission and Selection of students.

**Selection** - is the process of identifying and choosing the best person out of a number of prospective candidates

**Ministry** - shall mean the Ministry of Education Institutions.

**Program** - shall mean a set of modules in the undergraduate and post-graduate study disciplines.

**University** - shall mean Debre Berhan University established by Council of Ministers Regulation No. 228/2011 issued for the establishment of Debre Berhan University, and as per Higher Education Proclamation No.1152/2019.

**DBU** – Debre Berhan University

**AWHSC**- Asrat Woldeyes health science campus

**MoE**- Ministry of Education

**MoH** – Ministry of Health

**SC** - School Council

**GP** - Graduate Program

**DC** - Department Council

**APC** -the admission and placement committee

**CANG**: Cumulative Average Number Grade; **SANG**: Semester Average Number Grade


**CGPA**: Cumulative Grade Point Average; **SGPA**: Semester Grade Point Average

**ASQAC** - Academic Standards, Quality Assurance and Curriculum Committee

**Academic Unit** - shall mean a college/faculty/school/ an institute, a department or a center established as a constituent unit of the University which may coordinate academic program(s) sharing similar resources and resolve inter program issues.

**Applicant** - A person who applies to register for a particular programme offered by the University for a particular academic year/intake if he or she had not been registered for that particular programme at the University at the end of the academic year/intake immediately preceding that particular academic year/intake.

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**Admitted-** An applicant to whom the University has permitted to register for a particular program for a specific academic year/intake during the period that has been approved for such registration, after complying with the applicable registration requirements.

**Register** -Enroll as a student in a particular programme for a specific academic year/intake on the date and at the time as captured on the officially recognized University's electronic student administration system.

**Registration Requirements** - Requirements with which an applicant/student must comply with before he or she may be registered as a student for a particular programme for a particular academic year/intake.

**Transfer Student**-An applicant who had previously registered for any programme at the University other than the one to which admission is sought, or an applicant who had previously registered at another institution for any programme at the same level.

#### 4. Purpose and Scope


##### Purpose

The purpose of this Policy is to provide information to prospective and current students (both undergraduate and postgraduate programs) on the procedures governing selection and admissions processes at Debre Berhan University (DBU, Ethiopia). This policy ensures that all individuals who apply to the University meet specific entry requirements in order to be successful in their studies at Asrat Woldeyes Health Sciences Campus (AWHSC). This policy applies to all students of DBU involved in accredited programs of AWHSC, and its approved offshore program delivery sites.

##### Scope

This policy shall only apply to the entry standards or requirements of all applicants' selection and admission to Asrat Woldeyes Health Sciences Campus. It applies for both domestic and international applicants. The underlying principles of the policy also applies to all programmes of undergraduate, and postgraduate offered by the AWHSC of the University. The campus's

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Academic Board determines the general admission requirements set out in this policy and the specific entry admission requirements for all programs.

### 5. Policy Objectives

The objectives of this policy are to:

- ☞ Establish equitable, transparent and rational processes for admission to undergraduate and postgraduate programmes.
- ☞ Contribute to the creation of an inclusive student community, where diversity is regarded as an asset.
- ☞ Admit prospective students who are academically excellent and have the potential to graduate successfully within the prescribed time for the programme.
- ☞ Offer equal opportunities to prospective students and facilitate redress where individuals or categories of people were or still are disadvantaged due to past unfair discrimination.
- ☞ Provide a framework within which faculties must draft their guidelines and procedures for faculty-specific admission and selection rules for undergraduate and postgraduate programmes.
- ☞ Provide a framework to ensure the integrity of selection and admission decisions
- ☞ Set clear responsibilities and accountabilities for selection and admissions decisions
- ☞ Ensure that selection and admissions services are clear, fair and consistently applied the policy procedures.


### 6. Policy Principles

6.1. The admission policy of the University is commitment to be fair to all applicants, and meet the legal obligations applied through relevant legislation, and University policies.

6.2. The University follows a learning, teaching and development approach that offers promising students the opportunity to achieve academic success.


6.3. The University welcomes applications from candidates from all backgrounds. This policy is underpinned by our institutional strategic priorities, which are articulated through our strategic plan.

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- 6.4. The University must be satisfied that any applicant has the ability to complete the programme to which he or she is seeking admission.
- 6.5. The campus determines the minimum admission requirements and selection criteria for each program Minimum requirements aim at ensuring that every prospective student has the potential to complete a programme successfully, without lowering the standards of teaching and assessment.
- 6.6. In order to facilitate redress, the University may differentiate in enrolment targets as well as admission requirements for Ethiopian students.
- 6.7. The University bases its determination of an applicant's race on the self-classification by the applicant.
- 6.8. The University is committed to maintaining internationally recognized high academic standards in its courses. To this end, the University selects academically capable students among the pool of candidates qualifying for study in a particular programme.
- 6.9. The long-term objective of the policy is to contribute to a non-racial and equal society that no longer requires race-based redress/restoration.
- 6.10. The admission policy of DBU does not discriminate based on race, colour, age, religion or belief, gender, sex, sexual orientation, ethnic, nationality, socioeconomic status, social origin, conscience, culture, marital or civil partnership status, birth or disability, is disadvantaged by requirements, the attitudes of peers and employees, pregnancy or maternity status.
- 6.11. An applicant who meets the minimum admission requirements for a particular programme offered by the University does not thereby automatically gain a right of admission to the programme. The applicant must comply with the rules, regulations, policies, procedures, and processes of the University to gain admission to the programme:
- 6.11.1. Limitation (capping) of student numbers could be decided by the Ministry of Higher Education and Training and other applicable professional bodies.
- 6.11.2. The above-mentioned enrolment plan, as approved by MoE.
- 6.11.3. The physical and human capacity of the University (e.g. human resources, its physical infrastructure in respect of lecture venues, laboratories, etc.).

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- 6.11.4.** Campus /Departmental requirements as approved by the Senate and contained in DBU Rules and Regulations.
- 6.12.** The campus, AWHSC adheres to the entry standards approved by the Academic Board of the DBU, and other institutions as required.
- 6.13.** Entry requirements are communicated clearly to applicants via program guides, DBU/AWHSC websites and additional forms of media as required.
- 6.14.** All applicants who have met the program’s published entry requirements are considered for places in the program (subject to quota restrictions for selected programs).
- 6.15.** The Board approves minimum 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 translator. Both the original and English translation must be provided to the program as per the DBU Documentation Certification Guidelines.
- 6.16.** The campus has the right to reject applications that do not satisfy the pre-screening processes (such as who provide falsified documents).
- 6.17.** Minimum entry requirements are set to ensure that a student is only selected and admitted to a course when the Board believes that the student can undertake the course with a reasonable prospect of success.
- 6.18.** When approving minimum entry requirements, the Board expects 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
- 6.19.** 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.

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**6.20.** The criteria for minimum entry requirements are provided in the Academic Board Regulation.

**6.21.** 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.

**6.22.** Admission of international applicants is subject to meeting the compliance requirements as stipulated by the Immigration Act No. 13 of 2002, the regulation 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.


**6.23.** The Board will monitor the effectiveness and appropriateness of minimum entry requirements.

## **7. Policy General Provisions on Admission Requirements (Criteria)**

### **7.1. Admission to the Undergraduate Applicants**

1. For Domestic Students, admissions/entry to undergraduate programs of any institution from 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. Universities with specific fields of specialization shall also prepare their own entrance exams.
2. Admissions to all undergraduate continuing education programs shall be processed through the Academic Units, in consultation with the University Registrar and Almuni, according to policies set for such admissions.

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3. The University in certain circumstances may admit students jointly with other affiliated universities or institutes. Such admission should be processed in line with the academic calendar of the host university. For the sake of maintaining academic quality and to maximize effort and commitment to their area of study, students cannot be admitted to more than one program at the same time in programs with the same modality. A student may be allowed to attend two programs with different modalities. The students may be also admitted to more than one program at the same time. However, criteria for such special admissions to individual programs shall be developed and recommended by SC/Department Council (DC) and endorsed by the admission and placement committee (APC).
4. Without prejudice to other provisions of this policy (academic rules and regulations), and other applicable laws, the university/health campus shall admit:
  - (a) For undergraduate studies, technical and vocational education and training graduates with pertinent qualifications and who satisfy entrance qualifications assessment set by the Ministry of Education;
  - (b) For second Degree-level graduate studies, candidates who have completed their under-graduate studies with the academic results required by the University/health campus, or for doctoral programs, candidates who have second level Degrees and the academic results required by the University.
5. Admissions to all undergraduate Continuing and Distance Education Programs shall be processed through the academic units taking into account criteria to be developed by the Office of Continuing and Distance Education with the approval of the Senate.


#### 7.1.1. Regular Students Admission (Normal Entry)

As per the criteria set by the Ministry of Education (MoE).

#### 7.1.2. Special Students Admission

- (a) Special admissions into some programs may be granted to attract potentially resourceful candidates such as mature students. Details shall

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be worked out by the Academic Placement Committee (APC).

- (b) A student who has successfully finished a set of particular modules which entitles him/her to a degree may also pursue other related modules and earn another Degree continuously. Details guidelines shall be worked out by Academic Standards, Quality Assurance and Curriculum Committee (ASQAC).
- (c) Private applicants who fulfil admission requirements as regular students and produce evidence of financial support to cover full tuition fees and other expenses may apply for admission into the regular program. However, such admissions should be approved by the APC.
- (d) Under any circumstances private admissions to a regular program may exceed 5% of the total students admitted in such a program.
- (e) Student needing special training, or students who demonstrate extraordinary performance in lower grades or high schools may be granted by the decisions of the University.
- (f) Students who demonstrate extraordinary performances in lower grades or high schools may be allowed to be enrolled in a university nearby when the University shows commitment to provide a scholarship and necessary supports in the area that the child/student demonstrates extraordinary potential and performance.

### 7.1.3. Admission Requirements for Continuing Education Program

1. Admission to all full time and part-time studies for Continuing Education Program (CEP) are processed by the university registrar office in consultation with the academic unit, as per the rules and regulations proposed by Academic Placement Committee (APC) and approved by the University Senate.
2. Special admission criteria developed by the Academic Unit Council and approved by the APC in consultation with the university registrar and AVP may be employed for special admissions of mature/gifted/talented, and female students and for upgrading

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programs. This applies to students who demonstrate extraordinary performances in lower grades or high schools.

- University employees and their dependents can apply and register in the evening and other special programs as per the rules and regulations of the University.

#### 7.1.4. The Number of Students

- The framework for the student number determination at AWLHSC for the full time and part-time program admission, may be governed by its enrolment plan approved by DBU per academic year. Although DBU develops an annual enrolment plan for each programme which is aligned to the longer-term plan of the nation, the MoE is fully authorized to determine the number of student allocation for each University.

- The available campus faculties caps not exceeded the student number of student enrolment per academic year. That is, it takes into consideration the resources available to provide excellence in teaching and learning in respect of each particular program.


- Target numbers are principally determined via student number caps or contracts from the relevant regulatory, or funding partners and take into consideration the resources and capacity. Within this, the allocation of target numbers to specific programs are determined by the academic unit/Provost, which ultimately approved by the Senate.

#### 7.1.4. Choice of Program of Study

- Students will be admitted into the programs of their choice on a competitive basis using their grade as a measure. However, special provisions shall be made for female students and other socially disadvantaged groups that require affirmative action.

- Academic Units may submit specific entrance requirements such as passes in certain subjects or additional test results and may state if, and what, kinds of physical disabilities prevent students from pursuing studies in their respective


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disciplines. These requirements need to be developed by the relevant academic units and approved by the APC of the Senate.

3. Students shall fill out application forms indicating their choices of discipline, grade and other particulars for review by the APC.
4. In cases where there are more applicants than places in a program, those applicants who fail to get their first choice will compete for their second choice and if they fail to get their second choice, they do the same for their third, fourth choice, etc.
5. Regular students sponsored by governmental institutions to fill specific vacancies shall be placed in the program that offers the desired study provided that they meet the minimum entrance requirement for the program and they provide letters from the Presidents of Regional governments justifying the need for admission into the desired program. However, such admission depends on the availability of place in the particular program.
6. Regular students sponsored by embassies and foreign governments in line with bilateral agreements with Ethiopian Government shall be placed in the program of their choice provided that the students meet the minimum entrance requirement for the program and that they provide letters from their embassies or consulate offices justifying the need for admission into the desired program.
7. Physically challenged students shall be placed in accordance with the general regulations governing placement, taking into consideration wherever necessary, their specific needs.
8. When there are more applicants with the same grade indicating the same level of preference to a program than places therein, applicants with better grades in the specific entrance requirements shall be given priority.
9. The academic unit shall notify the relevant heads/director about placement

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results and if departments or students have complaints on the results, these should be attended to within one week following the announcement.

10. An applicant who believes that there was an error in the placement may report the case to the academic unit and University Registrar and Almuni for review.


11. The Academic unit, through the University Registrar and Almuni, shall report to the Senate all admissions and placement made in the University. Each Program may set specific entry requirements.

#### 7.1.5. Transfer of Students

##### 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. Academic units shall publicize transfer possibilities, if any, within the first week following the day classes are scheduled to begin.

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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. A student can only be transferred to a department/program that is similar to his enrolment in his previous institution.
- iii. 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.
- iv. The University 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 herein above.

### b. Grounds for Transfer

A student eligible for transfer may be granted admission where:

- i. He is placed in an institution situated in a place or environment that poses unfavourable health conditions while he is already suffering from a serious medical problem or his health condition necessitates that he should live in Debre Berhan or its environs in order to get better access to medical facilities or family care, or

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- ii. 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. 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, 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 departments for the availability of space in all years of study for accommodating students to be transferred, and compile intake capacity of every department;
- 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;
- v. The office of the Registrar and Alumni shall make its reasoned decision either permitting or denying transfer two weeks before the

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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.


ix. The criteria set forth in this paragraph shall not be applicable when the applicant for transfer is a continuing and distance program student who shall for granted be transferred so long as he has existing grade.

#### D. Transfer of Credits

1. 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 department with regard to credit

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transfer and other technical matters.

## 2. Undergraduate Continuing Education Programs

Transfers from program to program or from one academic unit to another within Continuing and Distance Education Program (CDEP) shall be handled as per the provisions made for regular students. Students in CDEP (Evening, Distance and “Kiremt”) may transfer to regular programs as private students upon approval by the concerned SC/DC and endorsed by APC provided they meet the conditions set forth below:

- a. Transfer to the regular study program is to enable CDEP students to complete studies quicker and will not change their admission classification from CDEP to a regular program and does not entail waiver of tuition fee.
- b. Applicants must have accumulated 75% of the total credits required for graduation.
- c. Outstanding students with a minimum Cumulative Average Number Grade (CANG) of 3.75 and/or students who would complete their studies within one academic year can apply for transfer and selection will be made on a competitive basis. However, such students may not exceed 2% of the total student enrolled in the batch of the program of study.
- d. Transfer shall take place within the same programs only.
- e. Applicants who meet the requirements stated above should fill in forms prepared for this purpose by the Registrar and submit them to the academic unit.
- f. Applications shall be submitted before registration in the program and the transfer should be completed within two weeks after beginning of classes.
- g. Academic unit may accept or reject transfer requests on the basis of availability of place and facilities on a competitive basis. Such decisions shall be approved by the relevant SC/DC and forward to the Registrar.

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- h. All transferred students shall pay all fees applicable to CDEP. Under exceptional conditions, such students may be allowed to take courses offered in Regular programs as their situation warrants such an arrangement and when approved by the SC/DC.

**7.2. Admission to the Graduate Applicants**

**1. General Admission Provisions**

- a. A candidate who has a high scholastic standing, whose professional experience has been superior and who has received good recommendations shall be given priority for admission. Moreover, priorities in admission may be granted to government sponsors as per the pressing need of the government.
- b. The minimum intake of a Master program shall be five students. However, the optimum (minimum and maximum) number of students in the different graduate programs shall be determined by the respective SC/DC taking into consideration the number of staff, availability of space and demand for training.
- c. The academic unit may, from time to time, include additional admission requirements in conformity with university rules and regulations. These may be of general application or may pertain to specific programs of graduate studies.
- d. Admission to regular and other graduate programs is processed by the respective academic departments/units based on the requirements in the curriculum including entrance examination
- e. Admission to the Masters and PhD graduate programs shall be given to candidates who have successfully completed the academic requirements for the first and second Degrees, respectively.
- f. Given the availability of intake capacity admission to a graduate program

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shall be on competitive basis in line with the admission requirements of the specific curriculum

- g. A candidate should cover all his/her living and other expenses including accommodation, tuition fees unless the University gives him/her a scholarship.
- h. Admission for regular students may take place twice in a year depending on the number of applicants and available resources in the University.
- i. PhD admission can be done at any time.

## 2. Admission Requirements for the Masters Programs


### a. Academic Requirements

- i. The applicant must have completed the academic requirements for the Bachelor's Degree in the specific/related field(s) of study at the University or any other recognized institution of higher learning as recommended in the respective curriculum.
- ii. The applicant must meet satisfactorily the selection criteria which may include the entrance examination to be administered by the academic units concerned. Foreign applicants may, in lieu of sitting for entrance examination, submit results of GRE/TOEFL/IELTS or equivalent, language proficiency examinations, for applicants whose undergraduate medium of instruction is not English, etc.

### b. Non-academic Requirements

- i. Academic units may, for pedagogic reasons or special requirements of the field of study, set appropriate age limits subject to the approval of ASQAC.
- ii. Academic units may also set appropriate work experience requirements after obtaining the bachelor's Degree subject to the approval of the ASQAC.

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- c. The candidate must produce a minimum of two letters of recommendation from under- graduate instructors, employers or professional Associates.
- d. The candidates must produce a sponsorship letter from their sponsoring organization(s) or deposit, in cash, tuition fee for the semester they are applying for prior to registration if they are self- sponsored.

### 3. Provisional Admissions


Students admitted to a program from a field of specialization other than the intended area of specialization will be required to take undergraduate courses which will be determined by the SC/DC.

- a. A student given provisional admission has to complete the prescribed courses before being formally accepted as a regular graduate student. The performance of the student in the prescribed undergraduate courses will not be considered for SANG/SGPA and/or CANG/CGPA calculation but will appear on the transcript.
- b. The duration of the student’s stay in the University as a provisionally admitted student shall be determined by the Academic units concerned, but shall not exceed one academic year.
- c. A provisionally admitted student who has satisfactorily completed the prescribed under- graduate courses shall be granted regular graduate student status.
- d. A provisionally admitted student may, upon permission of the DGC, register for and take graduate level courses as qualified.
- e. Such a student must obtain a grade of at least C in the undergraduate courses taken as prescribed in sub-article (c) of this Article.

### 4. Transfer of Postgraduate Students between Institutions

- a. Qualified persons may apply for advanced standing admission which is determined by the concerned DGC if applicants:

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- i. have successfully completed a minimum of one year of study in a similar graduate program in another institution; and
  - ii. meet the special requirements of the program they are applying to.
- b. Upon admission of such a student, the DGC shall determine the courses from which the student is to be exempted.


**7.2.1. Enrolment and Registration at the Graduate Program**

1. Application for admission into the graduate program (GP) is normally processed before the beginning of each semester.
2. A student has to submit an official transcript before registration and granting of official admission letter.
3. Every student of the PG must register at the beginning of each semester in order to keep enrolment active. A student who fails to maintain continuous registration without officially withdrawing from GP shall be considered to have dropped out. If such a student wishes to resume studies, the student must apply in writing for readmission to the GP. The program for a readmitted student shall be reassessed in terms of the rules and regulations in force at the time of readmission.
4. The Academic units may provisionally register candidates, but such cases must be presented within six weeks for approval by the DGC followed by official registration if the admission is approved.

**7.2.2. Transfer from one Program to another in the Graduate Program**

1. A graduate student registered in one graduate program may be allowed to transfer to another program provided that the following requirements are fulfilled.
  - a. The candidate must have very good reason(s) for requesting the transfer.
  - b. The candidate must present a letter in support of the desired transfer from a sponsor where applicable.

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- c. The candidate must have completed not more than one fourth of the originally joined program (50% of the course work).
  - d. The candidate must satisfy the academic requirements for admission into the program to which transfer is sought.
  - e. Dismissed students may not be allowed to transfer.
  - f. The approval of the concerned DGC and SC/DC must be obtained.
2. Transfer of credits shall be determined by the academic units receiving the candidate.

## 8. Admissions Processes and Responsibilities

### 8.1. Admissions Processes

- 8.1.1.** A central Admissions Office coordinates the admissions process for applicants applying for full time undergraduate programmes
- 8.1.2.** For part time undergraduate study, for all pre-degree courses and for postgraduate programmes, applications are accepted directly to the University through its website (or on paper by request contacting the Admissions Office
- 8.1.3.** All applicants are assessed as individuals and are given equal opportunity to demonstrate relevant skills and provide supporting information where required on the relevant application form.
- 8.1.4.** DBU is committed to ensuring that the admissions process provides fair and equal consideration for applicants who apply by the relevant closing dates, and for late applicants, provided places remain available.
- 8.1.5.** The University Registrar has responsibility for determining entry criteria and assessment procedures, in conjunction with the Academic directors, Dean, and Head of Student Recruitment and Admissions, for approval by the Academic Board.
- 8.1.6.** All applicants will be required to present evidence of previous relevant qualifications
- 8.1.7.** Academic staff have responsibility for conducting discussions with applicants where

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necessary. It is this member of academic staff who assesses applicants for their potential to undertake the programme of study successfully, based on the quality of their work, application including references, achievements to date and/or predicted achievements, and qualities for potential studentship. The member of academic staff advises the Admissions Office of the recommendation regarding an offer for the candidate.

**8.1.8.** All academic staff and administrative support staff involved in the process of admissions take responsibility for:

- providing accurate and relevant information for applicants and prospective applicants
- assessing applicants and making offers
- making reasonable local adjustments aimed at ensuring that individual disabled applicants have full access to the admissions process in conjunction with the University's Learning and Disability Policy.
- ensuring full compliance with this Admissions Policy and procedures including fairness and consistency.


**8.1.9.** All members of staff in the Admissions Team are given appropriate guidance in order to fulfil their roles competently and in line with the Policy. Structured guidance is given to programme areas from the University in light of any national or institutional changes to the Admissions Policy or procedures.

**8.1.10.** Ongoing information is given to all admissions staff from the University's Head of Student Recruitment and Admissions, who also ensures initial and refresher training is conducted for academic staff nominated to be part of the application process.

## **8.2. University Responsibilities**

**8.2.1.** 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.

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8.2.2. The University admissions process is governed by the Admissions Policy and associated policies and documents.

8.2.3. All University staff responsible for making Student admissions decisions discharge that responsibility according to the University Admissions Policy.

8.2.4. 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.

8.2.5. Deans are responsible for drafting admission regulations in line with this Institutional Admission Policy and to implement the admission regulations as approved by Senate.

8.2.6. The Admissions team are responsible for assessing whether the applications received meet the academic and English entry requirements.

8.2.7. Staff involved in student selection and admissions are responsible for the effective administration and implementation of this procedure.

8.2.8. The Course Coordinator has overall responsibility for overseeing the admissions process and making admissions decisions in relation to the course they are coordinating.


8.2.9. The Dean of Higher Education has responsibility for oversight of admissions procedures and for resolving admissions issues identified by the Course Coordinator.

8.2.10. This procedure does not replace or modify any other responsibilities which may arise under other higher education provider policies or under statute or any other law.

### 8.3. Applicant Responsibilities

8.3.1. 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. 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

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information made available and in some cases as specifically directed by the Department, and Directorate or relevant external bodies.

**8.3.2.** 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.

**8.3.3.** To make a complaint, the processes will be undertaken in accordance with the applicant appeals and complaints policy

**8.2.4.** International applicants will ensure they are fully aware of and understand the current government policy guidance and its implications.

### **9. Reviewing Eligibility of Applicants**

The relevant Academic co-coordinator will be responsible for implementing the provisions of this policy and ensuring that applications are dealt with fairly and in accordance with the approved admissions criteria. Students accepted into an education or training programme may be eligible to apply for recognition of previous study or previous knowledge and/or skills acquired outside of the Institute. These cases will be dealt in accordance with the Institute's policy on Academic Credit and Recognition of Prior learning. Courses for which credit is requested will be evaluated by the relevant Course Coordinator and approved by the Campus Academic Coordinator.

### **10. Admission and Rejection of Enrolments**

The campus admission administrators will explain to applicants who have been accepted or rejected for the enrolment or registration.


**10.1.** Successful applicants will be made an offer of a place in the course via email.

**10.2.** The cancellation of unsuccessful applicants will be advised by email. 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.

### **11. Appeals and Complaints Management**

**11.1.** An **appeal** is a request for a formal review of an admission decision or the wording /conditions of an offer. An appeal can only be lodged after the application decision has been

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made. A **complaint** is a specific concern relating to a procedural error, irregularity or maladministration in the selection and admissions procedures or policy. It may also include an expression of dissatisfaction about the College's action, or lack of action, or about the standard of service provided by the College. A complaint who is dissatisfied with a selection decision may lodge a request for review of the decision with the Academic Registrar at any stage of the admissions process.

**11.2.** An applicant may appeal an admission decision made by the University when:

- the applicant believes the University has not followed its Admissions procedures
- the applicant has further relevant information in support of his/her application that was not provided during the original application process, and there were valid reasons why this information was not provided.

**11.3.** Applicants wishing to appeal should contact the Head of Student Recruitment and Admissions as soon as possible and at the latest within **2 weeks** of receipt of the original decision either by post (University address) or setting out the grounds for their appeal.


**11.4.** Appeals will be acknowledged within 5 working days and a formal response will be made by the investigating officer, normally within 20 working days. The outcome of the appeal will be one of the following:

- to reject the appeal and uphold the original decision,
- to uphold the appeal and amend the decision, or
- to uphold the appeal and invite the applicant to a discussion.

**11.5.** Any complaints with regard to the University's admissions process (not the decision) should be directed to the Head of Student Recruitment & Admissions to be dealt with. If they are unable to resolve themselves, they will inform the Head of Compliance & Quality Systems and if appropriate will be dealt with in accordance with the University's Complaints Procedures.

**11.6.** Any complaints arising from alleged non-compliance with the Admission Policy will be addressed in line with the University's existing complaints management processes and systems.

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**(a). Procedure: Informal Stage**

- 1) Most complaints can be resolved informally. Applicants should normally raise the matter within 10 working days of the action or by the start date of the programme or course applied for, whichever is sooner
- 2) In the first instance, the matter should be raised in writing or by e-mail with the appropriate SAE staff member who communicated with the applicant, and who should respond within 10 working days.

**(b). Procedure: Formal Stage**

- 1) 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 Coordinator. If the subject of the complaint relates to procedures conducted by the Campus Academic Coordinator, then the complaint should be referred to the Campus Manager.
- 2) 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.
- 3) The Campus Academic Coordinator or the Campus Manager shall investigate the complaint fully with relevant staff and/or a third party if it is deemed necessary, and reply within 20 working days.
- 4) The decision of the Campus Academic Coordinator or the Campus Manager shall be considered final.


**12. Record Management of Applicants**

All records or documents in relation to applicants will be managed properly. The selected committees must keep minutes of their meetings, including a record of their decisions.

**12.1.** Where the application for entry into a course of study requires the submission of documentary evidence, such as transcripts and testamurs of educational achievement, the applicant must provide certified copies of this documentation.

**12.2.** Where the application for entry into a course of study requires the submission of other

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supporting documentation (eg: a written piece of work, a portfolio of the applicant’s work), the Course Coordinator must be satisfied with the authenticity of the supporting documentation.

**12.3.** Where the Course Coordinator considers further evidence is required to verify the authenticity of supporting documentation, the applicant can be requested to furnish further evidence. The applicant will not be considered eligible for entry until they provide the further evidence requested.

**12.4.** Where the Course Coordinator considers that documentary evidence provided to support the application is insufficient, the applicant can be requested to provide further evidence.

**12.5.** Applications for admission will not be considered until all requested evidence is provided.

### **13. Confidentiality**

**13.1.** All applications will be dealt with confidentiality.

**13.2.** If at any stage during the selection and/or admissions process a staff member becomes aware of a potential conflict of interest:

- a) the disclosure statement must be updated to reflect the change in circumstances; and
- b) appropriate action taken to prevent any improper influence on the selection and admission process.

**13.3.** Where a selection committee member becomes aware of a conflict of interest after the selection process is underway, they must inform the chair of the selection committee immediately.


**13.4.** The chair of the selection committee, acting on advice of the committee members, must determine an appropriate course of action.

**13.5.** The chair must ensure that the agreed course of action is accurately recorded in the committee minutes.

**13.6.** All-disclosure statements, declarations of conflicts of interest, and meeting records, must be retained in accordance with the University's Records Management Policy.

### **14. Information Dissemination to Applicants**

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All information in relation to student Selection and admission criteria are disseminated or published to applicants via DBU’s website page and other appropriate links of the University. In addition, the criteria for DBU’s Academic Rules and Regulations are published as printed files on the University’s website. In addition, access to programs available are also disseminated using external media, and print-based posters.

**15. Monitoring and Policy Review**

**14.1.** Accountability and responsibility for establishing the required controls for the policy monitoring and reporting are allocated to the Registrar.


**14.2.** Accountability and responsibility for implementing this Admission regulatory Policy lies with the Academic Dean of the respective programs.

**14.3.** This policy will be reviewed and updated at least every 2 years (periodic review) by the Campus's Academic Council. This review process aims to ensure its alignment to appropriate strategic direction and continued relevance to the campus’s current and planned operations, in line with the higher Education Quality Assurance and Continuous Improvement Framework.

**16. Supportive Documents**

1. Debre Berhan University Senate Legislation, 2021 (the 3<sup>rd</sup> revised version).
2. Harmonized Academic Rules and Regulations of Ethiopian Public Higher Education Institutions, Ministry of Education, Addis Ababa, March 2023.
3. Admissions and Student Selection, Curtin Colleges of Business and Technology (WA) Pty Ltd, Publish Date: 13-Feb-24.
4. A05 Student Selection and Admission Policy, SAE Institute Academic Policy, CEO and Managing Director, April 2013-Revised.
5. Arts University Plymouth, Admissions Policy for entry into academic year 2024/25.
6. Joseph Chamberlain College, Higher Education student recruitment, selection and admissions policy, version 2020.
7. TAFE NSW Higher Education Student Selection and Admission Procedure, South African – version 13, June 2023.

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8. University of Melbourne Act 2009 (Vic), Selection and Admission Policy (MPF1295), May, 2024.
9. Admissions Policy and Procedures of Central European University, November 2019.
10. University of Johannesburg, Policy on admission and selections, Senate approved: 15 November 2018.
11. Regent College London, Recruitment, Selection and Admissions Policy and Procedure, July 2024.
12. University of Pretoria, Institutional admission policy, 2024.
13. Wentworth Institute of Higher Education Pty Ltd Academic Board, Student Selection and Admissions Policy and Procedure, 2003.
14. Sheffield Hallam University, Student Admissions Policy, Academic Board, 26 April 2022.

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