



MAASAI MARA UNIVERSITY
DRAFT ADMISSIONS POLICY

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PREAMBLE

Maasai Mara University is guided by the values of academic excellence thus its commitment to providing a professional admission service and to provide clear, fair and consistently applied policies and procedures. The University aims to provide fair and equal access to all prospective students who have the potential to benefit from and contribute to the academic life at a university. This policy, therefore, sets out to ensure that admission of students at Maasai Mara University is on the basis of academic merit and institutional capacity.

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List of Abbreviations

AR&SA	-	Academic Research and Student Affairs
AA	-	Academic Affairs
'A' Level	-	Advanced Level
'O' Level	-	Ordinary Level
CoD	-	Chairman of Department
EAACE	-	East African Advanced Certificate OF Education
KACE	-	Kenya Advanced Certificate of Education
KCSE	-	Kenya Certificate of Secondary Education
KUCCPS	-	Kenya Universities and Colleges Central Placement Service

Definition of Terms

Deans Committee - A body that initiates and coordinates Schools activities including admission of students

1.0 INTRODUCTION

This policy provides the framework for admitting students to the University. It applies to the admission of all categories of students to programmes of study: postgraduate, undergraduate, diploma, certificate and short courses. All Admitting Deans and other authorities responsible for the selection of students are required to comply with this Policy.

1.1 The Vision, Mission and Core Values of the University

1.1.1 The Vision of the University

To be a world class university committed to academic excellence for development

1.1.2 The Mission of the University

To provide quality University education through innovative teaching, research and consultancy services for development

1.1.3 Core Values

Team work, Professionalism, Excellence, Equity and Social Justice, Creativity & Innovativeness, transparency and accountability

1.2 Rationale of the Admission Policy

To be eligible for selection to a program, an applicant must meet the University's general entry requirements and the specific programme entry requirements.

- i. Ensure admission is offered to students who qualify for University academic programmes.
- ii. Ensure that only applicants who meet the eligibility requirements for admission will be considered for admissions to a program.
- iii. Ensures that the University maintains academic excellence by admitting students who are capable of following academic programmes.

1.3 Scope of the Policy

The Policy applies to admission into postgraduate, undergraduate Diploma and Certificate programmes at Maasai Mara University

1.4 Objective of the Policy

The objective of the Admissions Policy is to ensure that the University seeks at all times to admit students on merit and qualification by giving equality of opportunity for all applicants and students regardless of their race, nationality, ethnic or national origins, marital status, disability, gender, religion or belief, sexual orientation or any other similarly irrelevant factor.

That there is a reasonable expectation that the applicant will be able to meet and fulfil the objectives and demands of the course and achieve the standard required for completion and award.

2.0 POLICY STATEMENTS

Maasai Mara University shall;

- i. Publish admission criteria for various courses to the public.
- ii. Offer equal opportunity to all qualified applicants to join the University.
- iii. Admit students to short courses, certificate, diploma, undergraduate and postgraduate programmes as per University set admissions criteria.
- iv. Admit government sponsored students through the Kenya Universities and Colleges Central Placement Service (KUCCPS).
- v. Process admission applications for self – sponsored students from the Registrar (AA) through the departments, the Deans, Deans Committee and the Senate.
- vi. Allow government sponsored students to transfer from one programme to another or from one university to Maasai Mara University or from Maasai Mara University to another university.
- vii. Allow requests for deferment from students depending on reasons provided for the deferment
- viii. Register academic students upon paying fees as per the fee payment policy and maintain a register of their personal records
- ix. Allow students to withdraw from the University based on the reasons provided.

This policy shall be operationalised by the admission criteria and procedures

Appendix 1.

3.0 IMPLEMENTATION

Implementation of this policy shall be vested in the office of the Registrar, Academic Affairs

3.1 ADMISSION PROCEDURE

3.1.1 Postgraduate Programmes

The guidelines for admission into MMU postgraduate programmes shall be as set out in the postgraduate admission criteria

3.1.2 Government Sponsored Students

Government sponsored students shall be admitted into the University through KUCCPS

3.1.3 Self – Sponsored Certificate, Diploma Undergraduate and Postgraduate admission procedure

- i. The Registrar (AA) in consultation with Deans of schools shall request DVC (AR&SA) to approve advertisement of courses on offer through print electronic media and also on Maasai Mara University website. However, advertisements shall also be done through outreach programmes like visiting schools, organizing open days for schools, CUE organized exhibitions, Agricultural society shows and exhibitions and any other method likely to reach prospective students.
- ii. Applications shall be done through designed forms at a fee of Kshs. 2000 for Postgraduate, Kshs 1000 for undergraduate and Kshs 500 for Diplomas and Certificate programmes. However, these rates shall be revised from time to time by the Council on the recommendation of the Senate.
- iii. All application forms plus duly certified copies of certificates and testimonials shall be submitted to the registrar (AA) through the Admissions office
- iv. Admission letters shall be accompanied by the following documents to be filled by the applicants:
- v.
 - **MMURAAF05** – Student personal details form
 - **MMURAAF07** - Student medical examination form
 - **MMURAAF08** –Emergency operation form
 - **MMURAAF10** – Student declaration form
 - **MMURAAF22**–Acceptance -Deferment form
- vi. Lists for all applicants are forwarded to Dean’s Committee for ratification.

3.2 REGISTRATION

For students’ registration, the following shall apply:

- i. To be registered, a student must have paid the required university fees for the programme.
- ii. University registration must be done within the first three (3) weeks of each semester.
- iii. Registration for course units shall be done within the first three (3) weeks of the semester subject to the fulfilment of the University registration requirements.
- iv. University and course registrations do not qualify a student to sit for examinations. A student has to clear fee and fulfil the class attendance regulation
- v. Any student who have fee arrears from the previous semester will not be allowed to register or proceed to the next semester until they have cleared

the outstanding fees: such a student would be advised to apply for academic leave on financial grounds.

3.3 TRANSFERS

3.3.1 Intra/inter-School Programme Transfers

Students shall be allowed transfer from one programme to another within or across Schools provided the timing of such transfer is acceptable and that they meet the admissions criteria for the programme in question, in accordance with the regulations governing transfers. Such transfers shall be done within the first three weeks of registration. However, a student must register first for the programme he/she was admitted into. The transfers shall be based on the available capacities and qualifications of the student as detailed by KUCCPS and the Deans Committee. Those wishing to transfer shall be required to apply to Registrar (AA) through their respective Deans of schools. The requests shall be tabled in Deans' committee for approval. Those who are successful shall be informed in writing by Registrar (AA).

3.3.2 Transfer from GSSP to SSP programme

Transfers from a government sponsored programmes to self – sponsored programmes shall be allowed on condition that the concerned student shall be charged self-sponsored programme fees upon transferring.

3.3.3 Credit transfers

The University shall award credit transfers as per the credit transfer policy.

3.3.4 Inter – University Transfers

3.3.4.1 Government Sponsored Students (GSS)

Government sponsored students who wish to transfer either from Maasai Mara University to another University or from another University to Maasai Mara University shall make their requests to the secretary, KUCCPS through the Vice – Chancellor/Principals of the two relevant Universities or University Colleges. The transfer forms shall be downloaded from KUCCPS website.

3.3.4.2 Self Sponsored Students

Self-sponsored students who wish to transfer to Maasai Mara University shall make formal admission application to Registrar (AA) by filling the relevant application form and paying the application fee.

3.4 DEFERMENT

New students who for one reason or the other are not able to report for studies shall be allowed to defer their studies. This shall be done by the student filling the Acceptance/Deferment forms attached to the admission letter, before the semester begins or within three (3) weeks from the start of the semester citing reason(s) for deferment.

Continuing students who wish to defer studies are also required to fill deferment forms within the first three weeks of the semester. The students will be required to provide documentary evidence for deferment where applicable. Students who fail to fill the deferment forms within the stipulated period will be deemed to be on session and will be charged fees for the period they are away. Such students will be required to produce a Certificate of Good Conduct upon resumption of studies.

The deferment may be approved for up to two (2) academic years, renewable once upon new application.

3.5 WITHDRAWAL FROM THE UNIVERSITY

A student may withdraw from the University by filling the Withdrawal form. Upon approval of the request, the student will be required to complete the Clearance form. The Official date of withdrawal is the date the form is signed by the Registrar, Academic Affairs. This date will be used in determining any refund of fees. The refund will be made in accordance with the University Fee Payment Policy.

4.0 REVIEW

This policy shall be reviewed from time to time as need may arise