



MAASAI MARA UNIVERSITY

ADMISSIONS POLICY

Policy No.	MMU/RAA/P02
Version	01
Principal Responsibility	Registrar Academic Affairs
Effective Date	15 th January, 2018

Policy Approval

This policy shall be known as the Admissions Policy of Maasai Mara University (herein after referred to as “the Policy”) shall take effect on the date of approval by the University Council.

In exercise of the powers conferred by Statute 17 (2d) of Maasai Mara University section 35(1) (a) (iii) of the Universities Act No. 42 of 2012 and section 19 of the Charter for Maasai Mara University 2013, Maasai Mara University Council affirms that this Policy has been made in accordance with all relevant legislations.

Dated the day of2018

Signed:

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Foreword

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

The admissions policy provides guidelines for the general administration of admission processes for both prospective students, parents/guardians and staff at the University. Necessary information has been compiled in this policy that will aid stakeholders in making informed decisions about registration of students, course transfers, deferment of courses, interuniversity transfers, credit transfers and withdrawal from the University. Such information is crucial for planning purposes and to enable a smooth transition into the University environment.

Prof. Mary K. Walingo, PhD, MKNAS, EBS

Vice-Chancellor

Definition of Terms

“Deans Committee” means a body that initiates and coordinates Schools activities including admission of students

”The University” means to Maasai Mara University

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Acronyms and Abbreviations

AA	-	Academic Affairs
A &SA	-	Academic and Student Affairs
‘A’ Level	-	Advanced 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
‘O’ Level	-	Ordinary Level

1. Introduction

Maasai Mara University is a successor of the then Narok University College which was established as a University College of Moi University in 2008. The university is located within Narok County. It attained full University status following the enactment of the University's Act, 2012 and the award of the charter on 12th February 2013 from which it draws its mandate. The University now operates five Schools namely: School of Science and Information Sciences, School of Education, School of Business and Economics, School of Tourism and Natural Resource Management and the School of Arts and Social Sciences.

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 Vision, Mission and Core Values

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

Mission

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

Core Values

Excellence

Team Work

Professionalism

Equity and Social Justice

Creativity and Innovativeness

Transparency and Accountability



2. Purpose of the Policy

- i. To ensure admission is offered to students who qualify for University academic programmes as per the minimum entry requirement indicated below:
 - a) **PhD programmes:** A Masters degree in the relevant field from a recognized University.
 - b) **Masters programs:** 2nd Class Honours (Upper Division) from a institution recognized by Senate or 2nd Class Honours (Lower Division), with two years' post qualification relevant work experience.
 - c) **Undergraduate programmes:** Mean Grade of C+ in KCSE or equivalent or C/C- with a relevant Diploma from an institution recognized by Senate.
 - d) **Diploma in Education (Secondary Option):** KCSE Mean Grade of C+ or equivalent and a C+ in two teaching subjects.
 - e) **Diploma in Education (Primary Option):** Mean Grade of C+ or a Mean Grade of C (plain) with a P1 certificate.
 - f) **Other Diploma programmes:** KCSE Mean Grade of C/C- or equivalent or a Mean Grade of D+ with a Certificate from a recognized institution.
 - g) **Certificate programmes:** KCSE Mean Grade of D+ or equivalent.

Applicants will also be required to meet the programme requirements specified in the various curricula.

- ii. Ensure that 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.

3. Policy Statement

The 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 the University to another University and vice versa.
- 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

4. Policy Objectives

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.

5. Scope of the Policy

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

6. Implementation

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

7. Admission Procedure

7.1 Role of the Deans Committee and Registrar (AA) in the Admissions Process

7.1.1 Deans Committee

As per the University Statutes, the Deans Committee functions as the University Admission Board with the following responsibilities: -

- i. To receive, consider and approve all applications for admission to the University for undergraduate courses and to make recommendations to the Senate from time to time on the University admission policy including the admission requirements and procedures.
- ii. To receive, consider and approve as appropriate, applications for inter/School transfer of students.
- iii. To make recommendations to the Senate on regulations governing admissions, levels of fees and any other matter relevant to the foregoing Terms of Service.

7.1.2 Registrar (AA)

The Department of Registrar (AA) plays the following role in the Admissions process:

- i. Advertises academic programmes in consultation with the Deans of Schools.
- ii. Receives, processes and approves applications for undergraduate programmes on behalf of the Deans Committee.
- iii. Co-ordinates the registration of new and continuing students.
- iv. Receives, processes and forwards requests for inter/school transfers to the Deans Committee.
- v. Communicates the decisions of the Deans Committee on admission of students.
- vi. Approves requests for deferments and withdrawals from studies.

7.2 Postgraduate Programmes

The guidelines for admission into the University's postgraduate programmes shall be as set out in the Regulations for postgraduate programmes.

7.3 Government Sponsored Students

Government sponsored students shall be admitted into the University through KUCCPS

7.4 Self – Sponsored Undergraduate, Diploma and Certificate

The Registrar (AA) in consultation with Deans of schools shall request DVC (A &SA) to approve advertisement of courses on offer through print electronic media and on the 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.

- i. Applications shall be done through designated forms at a fee of Kshs. 2000 for Postgraduate, Kshs 1000 for undergraduate and Kshs 500 for Diplomas and Certificate programmes or as determined from time to time by the Senate.
- ii. All application forms plus duly certified copies of certificates and testimonials shall be received at the Admissions office and forwarded to the respective Deans to scrutinize and recommend/reject them for approval.
- iii. The Admissions office shall prepare the letters of admission/regret letters based on the recommendation of the Deans and forward to the Registrar, AA for approval.
- iv. Admission letters/regret letters shall be sent out to the applicants accompanied by the following documents to be filled by the applicants:

MMURAAF05 – Student personal details form

MMURAAF07 - Student medical examination form

MMURAAF08 –Emergency operation form

MMURAAF10 – Student declaration form

MMURAAF22–Acceptance -Deferment form

- v. Lists for all applicants shall be forwarded to Dean's Committee for ratification.

8. 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.

9. Transfers

9.1 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 fill the inter/intra School transfer forms. The requests shall be tabled in the Deans' Committee for approval. Those who are successful shall be informed in writing by Registrar (AA).

9.2 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.

9.3 Credit transfers

The University shall allow credit transfers as per the credit transfer policy. A student wishing to request for credit transfer considerations should apply for the same when submitting application for admission to ensure correct entry level or exemptions are known before the student begins studies.

9.4 Inter – University Transfers

9.4.1 Government Sponsored Students (GSS)

Government sponsored students who wish to transfer to or from the University shall make their requests to the secretary, KUCCPS through the Vice –Chancellor/Principals of the two institutions.

9.4.2 Self Sponsored Students

Self-sponsored students who wish to transfer to the University shall make formal admission application to Registrar (AA) by filling the relevant application forms and paying the application fees. They will be required to attach academic transcripts from the parent institution. The transfers will be considered in accordance with the guidelines provided in the Credit Transfer Policy.

10. 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.

11. 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.

12. Review of the Policy

This policy shall be reviewed from time to time as need arises