



LIRA UNIVERSITY ADMISSIONS POLICY, 2023

Reviewed by

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FOREWORD:

The establishment of Lira University followed the recommendations of the National Council for Higher Education in June 2015. The University was established as the 8th Public University in Uganda under Statutory Instrument Number 35 of 2015 as a niche for Health Science Training with its main campus located at Ayere Village, Barapwo Parish, and Lira Sub-County in Lira District. In discharging its mandates Lira University aims at ensuring that students receive the best possible quality of Teaching, Research, Mentorship and opportunities for Community Engagements from highly qualified and experienced Academic Staff.

This Admissions Policy was developed in 2018 and revised by Management and Senate in 2023 to act as a guide for all the admission processes to all Academic Programmes in the different Faculties. We currently admit students through the following schemes; National Merit, Diploma, Postgraduate, Mature Age and the Higher Education Access Certificate Schemes. We also have guidelines for Transfer of Credits included in this policy document.

I strongly urge all stakeholders to read through the Admissions Policy and understand clearly its content, where possible seek for clarifications from the Faculty Deans and the Academic Registrar on matters that are not explicitly clear to them.

Finally, I thank you for choosing to be part of the Beacon.



Prof. Dr. Jasper Watson Ogwai-Okeng
VICE CHANCELLOR/CHAIRPERSON SENATE

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DEFINITION OF KEY TERMS

Academic Registrar: Officer responsible for the administration and organization of all Academic matters including admissions, examinations, graduation, research and publications.

Admissions Board: A committee of Senate responsible for the admission of students to Lira University.

Degree Entry Scheme: Mode of entry into private undergraduate programme for degree holders.

Diploma/Certificate Entry Scheme: Mode of entry into University for Certificate and/or Diploma holders for the purpose of upgrading their qualifications.

Direct Entry Scheme: Mode of entry into university for candidates who have completed Uganda Certificate of Education and /or Uganda Advanced Certificate of Education and/or Uganda Advanced Certificate of Education or their equivalents.

Government Sponsorship: Scheme where Uganda Government pays fees for qualifying candidates.

Intake capacity: The maximum number of candidates that are acceptable at a particular time in the University based on the Institutions resource and Infrastructural absorption capacity.

Mature Age Entry Scheme: Mode of entry into university for candidates who are at least 25 years old and have passed Mature Age Entry Examination of the University.

Occasional Studentship Entry Scheme: Mode of Entry into University for students from other recognized Universities who wish to study selected courses of programmes at Lira University for at least one Semester but not more than one Academic Year.

Private Sponsorship: Scheme where third parties other than Government pay fees for admitted students.

Programme: A set of prescribed courses offered for the award of a particular Degree/Diploma/Certificate.

Senate: Organ of the University responsible for the Organization, control and direction of the Academic matters of the University.

Undergraduate: A student in the University who has not completed a first Degree; including those studying Certificate and Diploma Programme.

University Council: The supreme organ of the University responsible for the overall administration of the objects and functions of the University.

1.0. ABOUT LIRA UNIVERSITY

1.1. Brief History of Lira University

Lira University started as a Constituent College of Gulu University in 2009 and attained autonomy as a fully-fledged Public University by a Statutory Instrument No.35, made on the 8th day of July 2015 enacted by the 9th parliament on the 25th of June 2015, under the Universities and other Tertiary Institutions Act 2001 as amended 2006. The establishment of Lira University followed the recommendations of the National Council for Higher Education in June 2015. The University was established as a niche for Health Sciences training with its main campus located at Ayere Cell, Barapwo Ward, and Lira City West Division in Lira City.

1.2. Vision, Mission, Motto and core values.

1.2.1. Vision:

“A Beacon Centre of Applied Sciences and Technology

1.2.2. Mission:

To provide access to Quality Higher Education, Research and conduct professional training for the delivery of appropriate Health Services directed towards sustainable healthy community and environment.

1.2.3. Motto:

Lira University Motto is “*The Beacon*”

1.2.4. Core Values

The following core values will guide the Implementation of this Policy:

- a) Management Excellence: The University undertakes to display quality, leadership and appropriate management style in all its endeavours.
- b) Effectiveness and efficiency; The University will apply better and relevant solutions that meet new community challenges and requirements.
- c) Professionalism: Ability to act with professional due care, knowledge, gentility.

2.0. INTRODUCTION TO THE POLICY

2.1. Citation

This policy shall be cited as “*Lira University Admissions Policy, 2023*”

2.2. Commencement

This policy shall commence and be effective on the date of approval.

2.3. Admission Policy

The Lira University Admissions Policy provides Information on Admission requirement, selection procedures and registration processes for programmes at Lira University.

2.4. Aim of the Policy

The Admissions Policy aims at ensuring that Lira University Admissions, Mature Age and Gender Mainstreaming Committee hereafter referred to as Admissions Board admits students on merit who can benefit from the educational experiences provided.

Lira University is committed to straight forward, open fair and transparent admissions system.

2.5. Guiding Principles

- a) Admission shall be merit based on demonstrated achievement, especially academic achievement, and shall be free of patronage, bias and unlawful discrimination.
- b) Lira University Admissions Board, shall admit candidates independently and free from external influence.
- c) The Committee shall not discriminate on the basis of race, colour, ethnicity, nationality, age, religion, disability and sex.
- d) Provisions for the affirmative action policy for females, persons with disabilities, and talented sportsmen and sportswomen shall be applied to both government and private admissions.
- e) Where the number of places in program is limited by a quota, place will be offered in order of merit of applicants.
- f) Admission shall be made on the basis of fair and consistent decision-making undertaken with integrity and impartiality.
- g) Minimum entry requirements set by the National Council for Higher Education and other regulatory bodies such as Joint Admissions Board for the Ministry of Education and Sports, Senate and Its Committee shall form the basis of the Uganda Certificate of Education and Uganda Advanced Certificate of Education grades that authenticate applicants' progression to higher levels of qualifications like Certificates or Diplomas.
- h) In addition to g) above, special faculty or institute admission requirements relevant to specific academic programmes shall be applied when admitting candidates to various years of entry for a given programme.

- i) Lira University shall admit candidates taking into account the intake capacity (availability of places).
- j) Undergraduate and Graduate students who apply to transfer from other recognized Universities or equivalent Institutions of Higher Learning to Lira University shall be considered for admission as spelt out in the Semester/Credit Unit Regulations and in line with the guidelines for transfer of credits.

2.6. Legal Framework

The Admissions Policy is in line with the following:

- a) The constitution of the Republic of Uganda (1995).
- b) The Universities and other Tertiary Institutions Act, 2001 (as amended 2003, 2006).
- c) National Council for Higher Education Quality Assurance Framework for Universities in Uganda (2014).
- d) Admissions Board/Mature Age and Gender Mainstreaming Committee and Senate Regulations.
- e) Lira University Graduate Hand Book
- f) Lira University Joining Instructions
- g) Lira University Examination Regulations

2.7. Scope

The Policy shall govern admission to all programmes offered by Lira University.

3.0. SCHEMES OF ADMISSION

Candidates wishing to apply for Programmes at Lira University shall do so through any of the following admission schemes.

- a) Direct Entry Scheme
- b) Diploma or Certificate Entry Scheme.
- c) Mature Age Entry Scheme
- d) Occasional Studentship Entry Scheme.
- e) Degree Holders Entry Scheme
- f) Staff Development Scheme
- g) Transfer of Credit Scheme

4.0. MINIMUM ENTRY REQUIREMENTS

4.1. Minimum Entry Requirements to Degree Programmes under Direct Entry Scheme.

A candidate shall be deemed eligible for consideration for admission to a first degree Programme if he/she has obtained:

- a) The Uganda Certificates of Education with a minimum of 5 Passes or an equivalent qualification. Candidates who obtained an overall Grade of 7, 9, Y or Z at Uganda Certificate of Education do not qualify for University Admission and need not apply.
- b) Two Principal Passes in approved subjects obtained at the same sitting of the Uganda Certificate of Education Examination or an equivalent qualification.
- c) A qualification which is equated to Advanced Level Certificate by the National Council for Higher Education and Uganda National Examinations Board.
- d) Within the framework of the General Direct Requirements, candidates may be required to sit and pass a pre-entry examination to gain admission to a programme in a specific Academic Department.

4.1.1. Special Entry Requirements

(a) Within the framework of the General Direct Entry Requirement, there may be Special faculty/Institute requirements which candidates must fulfill to gain admission to a programme in a specific Academic Unit.

(b) A candidate must satisfy both the minimum requirements and the special requirements to gain admission to a programme.

4.2. Minimum Entry Requirements to Degree Programmes under Diploma Entry Scheme.

A candidate shall be deemed eligible for consideration for admission to a first degree programme at the University if he/she has obtained:

- a) A credit or second-class diploma in the relevant field or its equivalent from a recognized institution. The duration of such a diploma shall be not less than two academic years.
- b) Prior to training at the diploma level, a candidate should have obtained the minimum Uganda Certificate of Education and Uganda Advanced Certificate of Education or their equivalent entry grades set by joint Admissions Board or National Council for Higher Education.
- c) Within the framework of the General Diploma Entry Requirements, candidates may be required to sit pre-entry examinations to gain admission to a programme in a specific Academic Unit.

4.3. Minimum Entry Requirements to Degree Programmes under Mature Age Entry Scheme

A candidate shall be deemed eligible for consideration for admission under the Mature Age Entry Scheme if he/she:

- a) Is at least 25 years old at the time of sitting the Mature Age Examination.
- b) Has passed Mature Age Examination set by the University.

4.4. Occasional Studentship Entry Scheme

A candidate shall be deemed eligible for consideration for admission under this entry scheme if he/she:

- a) Is a registered student of another recognized University.
- b) Is formally allowed to register for course units for which transfer of credits is permitted.
- c) Meets the Lira University minimum admission requirements
- d) Meets all costs levied during the time of study.

The University shall compute the Grade Point Average obtained and Credits transferred to the awarding Institution.

4.5. Minimum Entry Requirements to Degree programmes under the Staff Development Entry Scheme

4.5.1. Eligibility to benefit from the Staff Development Scheme.

A candidate shall be deemed eligible for consideration for admission under this entry scheme if he/she:

- a) Is confirmed full time staff in active service or a biological child of a confirmed staff in active service of Lira University and is listed as one with the human resource office at the time of data capture.
- b) Meets the minimum requirements for admission to the programme applied for.
- c) Is admitted to the University on private sponsorship to a programme of study at the University.
- d) Has never been a beneficiary of the same programme or in another programme in case of biological child and in case of a staff, he or she has not benefited from the same programme for the same level of education.

4.5.2. Administration of the Staff Development Scheme

- a) An applicant applying for the Staff Development Scheme shall obtain and fill a form issued by the academic registrar who shall submit the request to the admissions board for consideration
- b) A student admitted to the Staff Development Scheme shall be exempted from payment of tuition fee only but shall pay all functional fees required for the programme.
- c) No staff of the University shall have more than one biological child under the Staff Development Scheme at the same point in time, unless special permission is granted by the Vice Chancellor.
- d) A student who fails to complete a programme of study within the validity period of study for which he/she is registered shall lose the offer.
- e) Dependents who are not biological off springs or child shall not benefit from this scheme.
- f) Except for Staff undertaking postgraduate programme at the University, the Staff Development Scheme shall not apply to a biological child seeking for Post Graduate Programmes offered at the University.
- g) Save for staff seeking a higher qualification, no student shall benefit from the scheme more than once.
- h) A university staff who falsifies information about an applicant so as to benefit from the scheme shall face disciplinary action in accordance with the Human Resource Manual and other universities policy.
- i) Nothing in this policy shall be deemed to exempt a university staff from complying with the Human Resource Manual or any other policy relating to study leave.

4.6. Degree Holder's Scheme

- a) Degree holders from recognized institutions may be admitted on private sponsorship to the relevant programmes of Lira University basing on the Faculty/Institution Degree holders' requirements approved by Senate.
- b) Degree holder applicants shall not be admitted to any Lira University Undergraduate Programme on Government Sponsorship.
- c) The quota for degree holder candidates to undergraduate programmes shall be considered case by case by the Faculty/Institution.

5.0. WEIGHTING CRITERIA

5.1. Direct Entry Scheme Weighting Criteria

- a) All subjects taken at the Advanced Level of Education are grouped into three categories and weighted as follows for purposes of admission to any programme of Undergraduate study in the University:

Subject Category	Weight
Essential	3

Relevant	2
Desirable	1

- b) For a given candidates, not more than three subjects taken at the principal level shall carry a weight of 3, 2, or 1.
- c) Not more than two subjects shall be designated as “Essential.”
- d) For A’ Level grades, the conversion scale shall be A=6, B=5, C=4, E=2, O=1, F= 0 Points.
- e) A pass with a Distinction or Credit in a subject taken at subsidiary level such as General Paper, Subsidiary Mathematics or Computer Studies shall carry one point. A subsidiary pass ranges from D1 to C6.
- f) In case of programmes where “**Essential**” Subjects may be three or more, an “**Essential set**” of subjects is defined. The best performed two subjects of the essential set shall be designated as “Essential Subject” and weighted three. The 3rd best done subject from the Essential Set shall be designated as the “Relevant Subject” and weighted two.
- g) For ‘O’ Level grades, Distinctions 1 and 2 carry 0.3 points, Credits 3 to 6 carry 0.2, Passes 7 & 8 carry 0.1 and fail (9) carry 0.0 weighs.
- h) The O’ Level weight of a candidate for any programme in the University, shall be obtained by multiplying the numbers of Distinction/Credits/Passes, by the relevant weights and adding up for the distinctions, Credits and Passes actually obtained by the candidate.
- i) The A’ Level weight, for a given programme, of a candidate shall be obtained by multiplying each subject grade point by the relevant weighting factor and adding up for all the subject taken and passed.
- j) The combined weight of a candidate for a given programme, is obtained by adding the O’ Level weight obtained in h) above to the A’ Level weight obtained in i) above. The best candidate for each programme shall be the one with the highest combined weight.
- k) All Ugandan female candidates shall be awarded 1.5 bonus points under the affirmative action policy for female.
- l) Candidates shall be selected on merit from those who apply for a programme as their first choice plus those who apply for the programme as 2nd, 3rd, 4th choice etc., if they have been admitted to programmes of their earlier choices. All choices shall be considered.
- m) Meeting the minimum entry requirements does not in any way guarantee an applicant a place at the University or in the desired year of entry. Such applicants may be limited by intake capacity.

5.2. Diploma Entry Scheme Weighting Criteria

- a) Holders of relevant certificate awards shall be admitted to the first year of the appropriate diploma programme.
- b) Holders of relevant Ordinary or National Diploma awards at distinction, credit or second class level from recognized institution or National Examination Boards may be admitted to the **Second year** of the appropriate degree programme.
- c) Holders of relevant higher diploma awards at distinction, credit or second class level may be admitted to the **third year** of the appropriate degree programme.
- d) Holders of relevant professional qualifications may be admitted to the appropriate year of study as indicated in the programme document approved by Lira University and accredited by National Council for Higher Education.
- e) Meeting the minimum entry requirements does not in any way guarantee an applicant a place at the University or in the desired year of entry. Such applicants may be limited by intake capacity.

6.0. INTAKE CAPACITIES

- a) In admitting students to various Academic Programmes, the Admissions Board shall be guided by the Department/Faculty/School Institute's capacity to handle a given number of students. Therefore, depending on the available physical and human resources, the Board shall recommend to Senate the proposed intake capacities on an annual basis. Senate shall thereafter approve the optimum class size below which a programme may not be allowed to run.
- b) Detailed proposed intake capacities to guide the admissions of candidates for the subsequent academic years shall be submitted to the Academic Registrar by the Deans of Faculty/School/Institute. This shall be done by the last working day of every month of August. These shall include figures for both government and privately sponsored candidates to be admitted through all the admission schemes.
- c) Intake capacities for national merit and affirmative action applicants shall be submitted to the secretariat of the Public Universities Admission Committee and Joint Admissions/Mature Age Entry and Gender Mainstreaming Committee.
- d) Where a given entry, scheme fails to realize the allotted quota of Admissible candidates, the vacant places shall be filled through the alternative scheme as agreed upon by the Board this should, however, be done in such a manner as not to discriminate against any category of applicants.

7.0. ADMISSION PROCEDURES

In guiding potential applicants, the Academic Registrar, shall from time-to-time post Admission related Information in the relevant media. Applications shall be received in a systematic manner, and following an advertisement by the Academic Registrar.

7.1. Government Admission Procedures

7.1.1. Government Sponsorship through Direct Entry Scheme

- a) For vacancies on government sponsorship, the A level school Head teachers shall obtain application forms for their respective school candidates at a prescribed fee from the Public Universities Admissions Committee Secretariat, located at Makerere University Senate Building.
- b) Applicants who sat A' Level Examinations in previous years should note that their results are valid for government sponsorship for only three years. Such applicants should apply through their former A' Level schools and attach copies of both their O' Level and A' Level results.
- c) Lira University Admission/ Mature Age and Gender Mainstreaming Committee shall fully participate in the Public Universities Admissions Committee selection process.
- d) The Admissions Board shall receive the lists of admitted students from the Academic Registrar for ratification and onward submission to Senate.

7.1.2. Government Sponsorship through Diploma/Mature Age Entry Scheme

- a) Applicants on Government Sponsorship through the Diploma/Certificate/Mature Entry Scheme shall apply to Lira University following an advertisement by the Academic Registrar.
- b) Applicants shall be required to submit certified copies of their Certificates and / or Diploma qualifications to the Academic Registrar within the application period.
- c) Selection of applicants shall be merit based, however the relevance of the diploma to a specific programme may be considered a factor when deem necessary

7.2. Private Admission Procedures

7.2.1. National Applicants

- a) Applicants shall only apply in response to the appropriate Entry Scheme advertisement.
- b) A candidate may apply for a maximum of four programmes on one application form under the Direct Entry Scheme.
- c) Applicants must be realistic about whether they are likely to qualify and whether the chosen programme matches their interests and aptitude.
- d) Candidates should seriously think about the choices of the programmes they wish to apply before completing the application forms have been submitted.
- e) Under the Diploma/Certificate Entry Scheme, a candidate shall apply for only one programme on one application form.
- f) All applicants shall be required to pay the appropriate application fee prescribed by the University Council, to the designated banks before submitting the application form.

- g) Candidates should take special care to ensure that they provide true, complete, correct and accurate information as the University shall not be held liable for errors made by the applicant in the application form.
- h) Applicants shall be informed through the University website, Print media and notice boards on the outcome of their applications
- i) Candidates are warned that cases of impersonation, falsification of documents or giving false/incomplete information whenever discovered either at registration or afterwards, will lead to automatic cancellation of admission, besides being referred to police for prosecution.

7.2.2. International Applicants and/ or other Qualifications

- a) Applicants with qualifications from other countries shall have them equated by Uganda National Examinations Board or National Council for Higher Education prior to application.
- b) Applicants whose qualifications are documented in any language other than English shall have them translated into English by the Makerere University Institute of Languages or any other recognized Institution prior to application.
- c) Applicants with qualifications from other countries shall be required to submit originals of equated Academic documents to the Academic Registrar on submission of the application form.
- d) Applicants from an institution where the language of instruction is not English should satisfy the Minimum English proficiency requirements specified by the University.
- e) All refugees resident in Uganda shall be required to pay the appropriate application fee at the rate charged for Ugandan applicants as prescribed by the University Council.
- f) Applicants from East African Countries shall be required to pay the appropriate application fee at the rate charged for Ugandan applicants as prescribed by the University Council.
- g) All International applicants shall be required to pay the appropriate application fee as prescribed by the University Council.

7.2.3. Occasional Studentship Entry Scheme

- a) Students under this scheme shall apply to the Academic Registrar, Lira University through the Academic Registrar of the mother University.
- b) An occasional student shall apply for selected courses whose duration is at least one Semester.
- c) Applicants under this scheme shall be required to pay the appropriate application fee as prescribed by the University Council.

7.2.4. Transfer of Credits Scheme from other Universities

- a) Students who wish to transfer from other Universities to Lira University may write formal request to the Academic Registrar
- b) Undergraduate and Graduate Students who apply to transfer from other recognized Universities or equivalent Institutions of Higher Learning to Lira University should have the following requirements:
 - i. Must satisfy the admission requirement for the academic programme(s) applied for.
 - ii. Must obtain and submit an official Academic Transcript (s)/Statement of Results from a recognized University/Institution of Higher Learning in which he/she was previously enrolled indicating his/her academic status, the courses taken, the credit units completed and the grades obtained in each course.
 - iii. The credit being transferred must be of a programme with similar course content as the one at Lira University.
 - iv. Must have obtained the equivalent of Cumulative Grade Point Average of at least 3.0.
 - v. Will be permitted to transfer to Lira University Credits earned but the maximum of Credits should not exceed 60% of the Minimum Graduation Load of the Academic programme applied for.
 - vi. If permitted to transfer she/he should not be allowed to transfer the equivalent of Credit Units in a course in which she/he obtained a Grade point which was lower than 2.0 for Undergraduate Programmes and 3.0 for Postgraduate programmes.
 - vii. An application must be accompanied by recommendations from the Institution or Authority she/he is transferring from.
 - viii. Must not be under suspension or dismissal from his/her former Institution indiscipline or examination malpractice
 - ix. Must have not exhausted the validity period of his registration for the programme at the previous University or Institution of Higher Learning.
- c) The Department housing the programme shall advise the Admission Board on the suitability of the applicants based on approved criteria.

8.0. APPEAL FOR ADMISSION

- a) The Academic Registrar shall prepare guidance for candidates about how and when to appeal.
- b) Only applicants who applied and paid application fees but were not admitted to any programme shall qualify to appeal.
- c) Applicants shall appeal for admission to programmes which they applied for and are within the approved cut off points for the Academic Year.
- d) An applicant shall address his/her appeal to the Academic Registrar, Lira University and attach photocopies of the following documents: Evidence of application and

- payment of application fees, O' Level result slip and / or certificate, A' Level result slip and / or certificate, A-Level result slip and/ or certificate, Certificate/ Diploma transcript and/ or certificate; whichever is applicable.
- e) Appeals shall be accepted in a period of two weeks after publishing the admission lists.
 - f) The Admissions Committee shall consider the appeals and the applicants shall be informed of the outcome, one week after the deadline of receiving the appeals.

9.0. OBJECTIONS TO ADMISSION OF A PARTICULAR STUDENT

- a) Persons, who wish to object to the admission of a particular student for a given programme on the ground that he/ she is not qualified for admission, shall do so in writing to the Academic Registrar.
- b) When a complaint is made, the complainant should give as much information as possible about the student whose admission is objected to, stating the nature of the objection and wherever possible produce documentary evidence in support of the objection.
- c) Where the objection appears to have credibility, the Academic Registrar's shall have preliminary inquiry and table it for determination by the Admission Board.
- d) The Admission Board shall follow the same procedure for Examination and Malpractice Committee with such modification in so far as its applicable and an aggrieved student may appeal in the manner laid down in the Examination and Regulations.

10.0. CHANGE OF PROGRAMME, STUDY TIME AND SUBJECT COMBINATION

10.1. Change of Programme and Study Time

- a) Government sponsored students may be allowed to change programme subject to availability of vacancies in our government sponsored programmes and being within the cut off points for the programmes they wish to change to.
- b) Change of programme or study time shall only apply to candidates who are within the cutoff points of the programme they wish to change to; subject to availability of places in that programme.
- c) The Deans of faculty/School/Institute shall declare the available places per programme that can be filled through change of programme and study time.
- d) Candidates shall apply for change of programme after paying fees and registering for the programme originally admitted to.
- e) Candidates for change of programme or study time shall be required to pay the appropriate application fee as prescribed by the University.

- f) Candidates shall fill the change of programme or study time application form and attach a copy of admission letter, result slips, certificates and payment receipt for change of programme/study time,
- g) Applications for change of programme or study time shall be received within the first two weeks of the beginning of the academic year.
- h) Applicants shall be informed of the outcome of their application for change of programme or study time on the University website and notice boards.
- i) Once a candidate changes programme, he/she shall not be allowed to revert to the programme he /she was originally admitted to.

10.2. Change of subject combination

- a) Change of subject combination shall be only applicable to students admitted to pursue programmes with subject combinations.
- b) To change subject combination, the candidate must have principal passes in the subjects they wish to offer; subject to availability of places.
- c) No fees shall be charged for change of subject combination.
- d) Candidates shall apply for change of subject combination through the respective Heads of Department and attach a copy of admission letter, result slips, and certificates.
- e) Applications for change of subject combination shall be received within the first two weeks of the beginning of the Academic year.
- f) Applicants shall be informed of the outcome of their application for change of subject combination on the University website and notice boards.

11.0. ERRONEOUS ADMISSION

- a) Applicants who are discovered at registration to have been erroneously admitted to programs they do not qualify for shall not be registered for that programme.
- b) Applicants who are erroneously admitted when they do not meet the minimum entry requirements shall have their admission automatically cancelled.
- c) If a student is admitted to a programme yet he does not qualify for that programme but has minimum requirement for another programme offered at Lira University, he/she shall be advised to change to the programme he/she qualifies for
- d) The Academic Registrar shall compile and present to the Admission Board the list of all applicants admitted in error.
- e) If the Board decides to cancel admission and the student does not have requirements to change to another programme, the student's fees shall be refunded.
- f) A student who qualifies for another programme offered at lira university but is not willing to take the offer to change to that programme will also have his money refunded in full.

12.0. REGISTRATION

12.1. General Guidelines

- a) All admissions shall be provisional subject to satisfactory verification of the qualifications stated in the admitted candidate's application form and registration by the Academic Registrar.
- b) All admitted fresh students shall show acceptance of the offer of admission by signing in the space provided and returning to the Admissions office, a copy of the signed admission letter.
- c) Registration shall take place within the timeframe stated in each student's admission letter, Joining Instructions as well as on Notice Bards through circulars from the Academic Registrar.
- d) Any fresh student who will not have registered according to the registration timetable shall be deemed to have declined the offer of a place at Lira University.
- e) Registration is compulsory for all students irrespective of sponsorship status, and must be done within the first two weeks of every semester.
- f) All students should adhere to registration timetables released during each semester for the smooth running of all University activities. Those who fail to do so due to reasons beyond their control may be accorded another chance, but upon payment of surcharge for late registration at the rate determined by the University Council and contained in the fees structure.
- g) Persons who do not provide all the required documents shall not be registered and will therefore not be deemed to be students of Lira University.
- h) The University reserves the right to automatically cancel a student's admission into the University at any time for impersonation, falsification of documents or giving false/incomplete information whenever discovered or for any other sufficient reason as determined by the University Senate.

12.2. Names at Registration

- a) The names by which the student shall be registered are those which appear on his/her admission letter and which should correspond with those which appear on the students' O' Level, A' Level results slips and /or certificates as well as on the Diploma/Degree transcripts. All names must be written in full for those whose academic documents have initials. A sworn affidavit made before a commissioner for Oaths shall be required for variations in names.
- b) Marriage Certificates shall be required for married female students who wish to include names of their spouses.
- c) Notwithstanding the above clause, change of name must comply with The Registration of Person Act and any other law in force.

12.3. Requirements for Registration

Every fresh student at the time of registration shall be required to present originals and three photocopies of the following documents:

- a) Admission letter
- b) Uganda Certificate of Education (O-level) (or equivalent) result slip and Certificate.
- c) Uganda Advanced Certificate of Education (A-Level) (or equivalent) result slip and Certificate
- d) Diploma Transcript and Certificate (for Certificate/ Diploma Scheme Entrants only)
- e) Identify card from previous schools/Institutions
- f) Valid passport (for international students only)
- g) Students Pass (for International Students only)
- h) Birth Certificate from the Uganda Registration Service Bureau or National Identity Card.
- i) UNHCR Refugee Pass (for Refugee students only)
- j) National Council for Higher Education fees slip
- k) Bank payment slip and general receipt for tuition and functional fees
- l) Passport size photographs .
- m) Any other document that the Admission Board may determine from time to time.

13.0. Guidelines for Re-admission after Discontinuation from Studies.

The following are the guidelines to manage cases of re-admission after discontinuation from studies due to weak Academic Performances;

- (i) A student who has been discontinued from studies because of weak academic performance may be permitted to re-apply to another Programme and compete with other applicants for re-admission into first year.
- (ii) A student who applies and gains re-admission after being discontinued due to weak academic performance will not be permitted to transfer Credits earned from previous Academic Programmes.
- (iii) A student who was discontinued or dismissed from his/her studies because of indiscipline or examination malpractice and irregularities will not be considered for re-admission.

13.1. Credit Units

A Credit or Credit Unit is the measure used to reflect the relative weight of a given Course towards the fulfilment of the appropriate Degree, Diploma, Certificate or other programmes required. One Credit Unit shall be One Contact Hour per Week per Semester or a series of Fifteen (15) Contact Hours.

14.0. REVIEW

The Lira University Admissions Policy shall be applied in conjunction with other existing National and University regulations and Policies and shall be reviewed from time to time.

15.0. ADDRESS FOR CORRESPONDENCE

15.1. All correspondence regarding admission and registration to programmes at Lira University should be addressed to:

The Academic Registrar,
Lira University,
P.O BOX 1035, Lira
Uganda.

Tel: +256 471660709

Email: academicregistrar@lirauni.ac.ug

website: www.lirauni.ac.ug

15.2. The Academic Registrar shall from time to time provide the appropriate address for correspondence regarding admission and registration of students.

16.0. APPROVAL

The Lira University Admissions Policy is approved thisday of..... 2023

Signature:



(Augustine Oyang-AtubO)

SECRETARY UNIVERSITY COUNCIL

Signature:



(Prof. Joel Okullo Odom)

CHAIRPERSON UNIVERSITY COUNCIL