




## The Catholic University of Eastern Africa

TITLE	AUTHOR
<b>PROCEDURE FOR ADMISSIONS CUEA/DVC ACA/REG/01</b>	<b>TITLE OF HEAD OF FUNCTION ACADEMIC REGISTRAR</b>
	<b>NO. OF APPENDICES:</b>
	<b>TWO (2) 7.1 – 7.3</b>
<b>AUTHORIZATION</b> This Standard Operating Procedure is issued under the authority of:	
<b>TITLE</b>	<b>DEPUTY VICE CHANCELLOR, ACADEMIC AFFAIRS</b>
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<b>NOTE:</b> 1. Write amendments on the page provided (Clause 0.2) 2. Controlled copies of this document will be in the Deputy Vice Chancellor, Academic Affairs and the Academic Registrar's Office	

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	<h2>Standard Operating Procedure</h2>	<p>CUEA/DVC ACA/REG/05</p>
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### 0.2 Record of Changes

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	<i>(dd-mm-yy)</i>	<i>Page</i>	<i>Clause/subclause</i>	<i>Title</i>
1.	24-01-2019	All	Complete Review of Procedure	Academic Registrar


### 0.3 Distribution / Circulation

This standard operating procedure is available at relevant functions for authorized users.

## 1.0 PURPOSE

To ensure quality and efficiency in the admission of applicants at the University.

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## 2.0 SCOPE

This procedure applies to all admission processes at CUEA.

## 3.0 REFERENCES

- 3.1 Programme of Studies
- 3.2 Student Hand Book
- 3.3 Academic calendar
- 3.4 Quality Management Manual

## 4.0 DEFINITION OF TERMS

- 4.1 **Admission calendar:** This is a schedule that highlights the proposed university's dates for admission board meetings at both departmental level and university level.
- 4.2 **Admission status:** This may be: full admission, provisional admission, regret or pending.
- 4.3 **Erroneous admission:** A letter given to the applicant indicating the wrong admission status including wrong programme of study and duration.
- 4.4 **UAB:** University Admission Board
- 4.5 **DAB:** Department Academic Board
- 4.6 **HOD:** Head of Department


## 5.0 PRINCIPAL RESPONSIBILITIES

The Registrar shall have the overall responsibility to ensure that this procedure is adhered to.

## 6.0 METHOD


- 6.1 The admission process begins with an applicant making an inquiry at the admission office. The admission officer shall address the inquiry through the following means: email, telephone, fax or any other form of communication.

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- 6.2 The Admissions Officer shall issue the application materials to those interested in applying and provide guidance to the applicant.
- 6.3 The admission officer shall receive the application form and verify the following: that the application fee has been paid, the form dully filled and all academic documents necessary are attached.
- 6.4 The admission officer shall prepare the application summary and submit the same with the application documents to the respective HoD for the departmental admission oard two weeks prior to the scheduled UAB meeting (refer to the admission calendar).
- 6.5 The DAB shall evaluate and make their recommendations on admissions to the university admissions board.
- 6.6 The UAB shall ratify and or revise the admission status of all applicants recommended by the DAB for admission.
- 6.7 Thereafter the admissions officer shall prepare letters highlighting the admissions status of all applicants, signed by the Registrar of the university and send/communicate to the applicant.
- 6.8 In the event that an applicant is dissatisfied with the recommendations of the UAB, he or she shall submit a written appeal attaching supporting documents addressed to the Registrar.
- 6.9 The admissions officer shall indicate “REVIEW” on the appeal document of the applicant and subject it to the admission process.
- 6.10 In the event that an applicant defers his or her admission to the university (refer to the Work Instruction on re-admission) the admissions officer shall write a readmission letter to the applicant on the requested intake.
- 6.11 In the event of an erroneous admission, the admissions officer shall notify the registrar who will reverse the decision and issue two communications; an apology to the applicant and a letter indicating the correct admission status.

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## 7.0 APPENDICES

### 7.1 CONTEXT


#### 7.1.1 External / Internal Factors

(a)	<b>External Factors</b>	<b>Identified Risk / Opportunity</b>
(i)	Forgery of documents	Erroneous admission
(ii)	Late application	Locked out of admission
(iii)		
(b)	<b>Internal Factors</b>	<b>Identified Risk / Opportunity</b>
(i)	Delayed response to applicants	Missed opportunity for admission/lose applicant to competitors
(ii)		
(iii)		

#### 7.1.2 Relevant Interested Parties

	<b>Party</b>	<b>Needs and Expectations</b>
(i)	Applicants	Quick response to applicants
(ii)	Parents/guardians/sponsors	Quick and clear response to applicants
(iii)		


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### 7.2 RISK ANALYSIS AND CONTROL

No	Risk	Cause	Risk Assessment			Risk Level	Control / Treatment
			Likelihood	Impact	Likelihood / Impact		
	Forged documents	Lack of integrity	1	9	9	High	
	Late application	lack of information	1	3	3	Low	
	Late response to applicants	organizational culture	1	3	3	Low	

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### 7.3 REQUIRED ORGANIZATIONAL KNOWLEDGE

Understand Admission requirements and procedure

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