

NUGAAL



UNIVERSITY

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ACADEMIC OFFICE

ADMISSION POLICY

OBJECTIVES OF ADMISSION

The objectives of this policy are to:

- a) Provide a framework to ensure the integrity of selection and admissions decisions.
- b) Set clear responsibilities and accountabilities for selection and admissions decisions; and
- c) Ensure that selection and admissions processes are transparent, and decisions are consistent and fair.

SCOPE OF ADMISSION

This policy applies to the selection and admission of applicants to all University accredited courses.

AUTHORITY OF THE ADMISSION POLICY

This policy is made under the *Nugaal University Academic Board Regulation* and supports compliance with the:

- (a) *National Higher Education Commission Decrees*
- (b) Ministry of education and higher studies policies

PRINCIPLES OF SELECTION

1. The University is committed to maintaining internationally recognized high academic standards in its courses. To this end the University:
 - a) Selects students from among the pool of applicants those who are deemed most likely to be able to succeed in its courses; and
 - b) Selects academically capable students into research programs only where appropriate supervisory expertise and resources are available.

MINIMUM ENTRY REQUIREMENTS POLICY

1. The Board approves minimum entry.
2. Minimum entry requirements are set ensure that a student is only admitted to a course when the Board believes that the student can undertake the course with a reasonable prospect of success.
3. Minimum entry requirements for consideration for selection, including the University's English language requirements are published on the University's website and in the Handbook.
4. 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.
5. Minimum entry requirements are specified in the relevant course approval instrument approved by the Board.
6. The criteria for minimum entry requirements are provided in the Academic Rules and Regulations.

7. When approving minimum entry requirements, the Board expects to see:
 - a. Evidence-based selection.
 - b. No unfair or unnecessary barriers for student access to the University's courses.
 - c. Facilitation of recognition or credit of prior study or work experience for entry into the University's courses.
 - d. clear and consistent selection requirements that are appropriate to the level of the relevant course within the country Qualifications Framework; and
 - e. Clear and consistent information for applicants of non-academic requirements for entry, including regulatory requirements, Police checks, and Working with Children checks, where required.
8. The relevant dean may waive English language requirements for graduate research and graduate coursework courses consistent with the rules published by the Board.
9. The Board will monitor the effectiveness and appropriateness of minimum entry requirements.

MINIMUM ENTRY REQUIREMENTS

Student applying University programs must:

1. Bring with authentic general Secondary Certificate or equivalent with minimum grade of 'C' (original and copy, original certificate will be held in the registration office for six months).
2. Complete university application form
3. Bring with two recent photographs of passport size
4. Pay non-refundable registration fee
5. Meet the other eligibility criterions of the applied programs

RE-ADMISSION POLICY

1. A student who withdraws from the University shall apply to the office of the registrar according to the subsequent academic calendar.
2. List of Re-admission cases, prepared by the registrar, must be approved by the academic senate.
3. Students who apply for admission shall pay 20 US dollars and submit one photo (3x4 cm) to the registrar's office; the applicant will complete re-admission application form.
4. Re-admission is subject to availability of place and necessary budgetary allocation; readmission is possible only to the same department unless the Academic senate gives permission otherwise.
5. Re-admission application by student with good academic standing gets precedence over academic dismissal case; no student who has been dismissed (delayed) for academic reasons shall claim readmission as a matter of right.

6. A student dismissed (delayed) twice for academic reasons cannot apply for re-admission.
7. The academic senate decides on the conditions for re-admission of students academically dismissed from first year.
8. All cases of re-admission are possible if the previous records of the student fit with the current curriculum.
9. A student, who is permitted to repeat a semester, must remove all "F" grades of the semester in which he/she is re-admitted.
10. A re-admitted student shall be given a chance to repeat courses in which he/she had scored "D" (main courses only) or "F", but the maximum grade that should be registered in both cases is "C".
11. Students who left the college, as a drop out, without completing withdrawal form are not allowed to apply to be re-admitted unless accepted by the academic senate.
12. A student who was in academic dismissal (delayed) but readmitted shall pay admission fee of 20 dollars and monthly fees expected.

CANCELLATION OR WITHDRAWAL OF OFFER

1. The Academic Registrar or a dean may withdraw an offer or cancel the admission and enrolment of a student where:
 - a) The person fails to provide documents or to fulfil other requirements specified in the offer of admission by the specified date.
 - b) The offer of admission has been made based on incomplete, inaccurate, or fraudulent information provided by the person or a third party on behalf of the person.
 - c) The person fails to enroll in accordance with the offer of admission by the specified date.
 - d) The person arrives late for a teaching period or does not engage with or genuinely begin his or her studies before a date determined and advised by the University.
 - e) in the reasonable opinion of a dean or the Academic Registrar the person is holding open, or intends to hold open, his or her offer or enrolment for purposes other than genuine study.
 - f) a dean or the Academic Registrar determines that it is necessary or reasonable to withdraw the offer to fulfil regulatory or administrative requirements or guidelines; or
 - g) a dean becomes aware that appropriate supervision or other resources are no longer available to support the applicant's admission; or
 - h) The course is withdrawn from offer as a result of a university decision.
2. Any action taken under this section must be notified in writing to the student.

COMPLAINTS, REVIEWS AND APPEALS

1. A person who is dissatisfied with a selection decision may lodge a request for review of the decision with the Academic Registrar.

2. A person who is dissatisfied with the outcome of the review conducted by the Academic Registrar may lodge an appeal with the Academic Secretary in accordance with the Student Appeals to the Academic Board Policy.

NON-DEGREE APPLICANTS

Nugaal University may offer non-degree admission to a limited number of individuals who may enroll in undergraduate credit courses at NU but who are not considered pursuing an undergraduate degree program. Non-degree students may register in a maximum of 48 credit hours, or 4 semesters of course work at Nugaal University, whichever comes first. Non-degree students may be enrolled as either full-time or part-time students.

Non-Degree Admission Requirements

The following minimum admission requirements are necessary in order to be considered for admission to Nugaal University as a Non-Degree student:

1. Have earned an undergraduate degree with a minimum cumulative GPA of 2.00 from a university accredited by an international accrediting association or by the Ministry of Higher Education in that country.
2. Must satisfy all NU Undergraduate admission requirements for the semester of intended admission and must submit all appropriate application materials and supporting documents to the Admissions Department by the admission deadline.