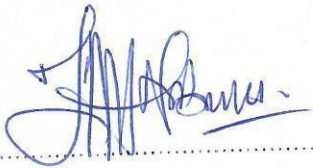


**LAW SCHOOL
RECRUITMENT, SELECTION AND ADMISSIONS POLICY**

APPROVED DURING THE 36TH COUNCIL MEETING HELD ON 12TH DECEMBER 2024



CHAIRPERSON, UNIVERSITY COUNCIL



SECRETARY, COUNCIL

DECEMBER, 2024

1. Introduction

Uganda Technology And Management University's School of Law's Recruitment, Selection And Admissions Policy has been informed by the National Council for Higher Education (NCHE) Sector-Recognized Standards and the General Ongoing Conditions of Registration, and has regard to the Uganda National Quality Assurance Framework for Higher Education. These definitive reference points for all higher education institutions in Uganda set out how academic standards are established and maintained, and how excellence in the quality of learning opportunities is assured.

This policy sits within The School of Law's Quality and Standards Code, which provides a suite of policies designed to safeguard the academic standards of The School of Law and to assure the quality of learning opportunities offered; this policy should therefore be read in conjunction with other relevant policies within the code.

The School of Law recognises that central to this policy is the School of Law's responsibility for the academic standards of all awards granted in its name and the quality of learning opportunities for students. This policy sets out the scope of the School of Law's responsibilities for the management of arrangements for admitting applicants to its programmes of study.

In applying this policy, the School of Law aims to encourage and maintain equality of opportunity for all applicants, irrespective of age, creed, disability, ethnic origin, gender, nationality, and sexual orientation.

2. Responsibility for this policy

Ultimate responsibility for the development of clear and effective processes and procedures associated with the maintenance of standards and quality assurance of academic provision and overseeing their application lies with the Academic Board.

3. Definitions

- a) Admissions - Refers to the practices and processes developed and delivered by the University that relate to admitting an applicant up to the point of enrolment on a course through an application and selection process.
- b) Recruitment - A broad range of activities and initiatives undertaken by the University and its representatives prior to the point of admission. This includes outreach, events and various marketing activities, which ultimately encourage applicants to either apply to, or start a course with, the University.
- c) Widening access – The University uses this term to refer to activities and initiatives designed to enable different groups of people to gain entry to higher education. This includes the extent to which the University may (or may not) vary its admission or

selection processes (known in the sector by the term 'contextual admissions') according to local or national policy guidelines and expectations.

- d) Prospective applicant - Refers to all those who are considering applying for any course, at any level and employing any mode of study, with the University.
- e) Applicant - Refers to all those who have applied for any course, at any level and employing any mode of study, with the University.
- f) Current student - Students who are registered/enrolled on any course at undergraduate or postgraduate level, with the University. An individual becomes a 'current student' at the point of enrolment.
- g) Contextual admissions - Data and information that enables the University to put attainment in the context of the circumstances in which it was obtained, for example, educational, geo-demographic and socio-economic background data.
- h) Inclusive admissions - An admissions system which seeks to minimise any unnecessary barriers in the process which may prevent some groups of applicants from making a successful application.
- i) Bookings - Individuals who book a course via the University's e-store are referred to as bookings as opposed to applicants because all courses on the e-store have no entry requirements or admissions process. Instead, they have a short booking process.
- j) E-store - The University provides access to a small range of courses via an estore. These courses do not have any entry requirements and tend to be shorter, nonaward-bearing offerings. Once an individual has booked their place, the enrolment process mirrors that of programmes with an admissions process.

4. Responsibility for this policy

Ultimate responsibility for the development of clear and effective processes and procedures associated with the quality assurance and maintenance of standards of academic provisions and overseeing their application lies with the Academic Board of the University.

5. Expectation

The University's recruitment, selection and admissions policy and procedures adhere to the principles of fair admission. They are transparent, reliable, valid, inclusive, and underpinned by appropriate organisational structures and processes.

They support the University in the selection of applicants who can successfully complete their programme.

6. Key aims and principles

- i. The recruitment, selection and admission to all programmes offered by the School of Law is governed by this policy.

- ii. In implementing the policy the University aims to adhere to principles of transparency, efficiency, professionalism, reliability, inclusion, and courtesy. This approach supports the University's ongoing objective to support and protect its core values of offering and maintaining academic and professional excellence.
- iii. The University considers all applications to study based on the applicant's ability and potential to succeed within the University's learning environment.
- iv. The University admits applicants to its programmes based on prior academic achievement. Professional achievement may also be recognised and is typically exemplified by managerial-level experience via established non-standard routes.
- v. The entry criteria for each programme will reflect the programme and professional body requirements of that programme and will be agreed by the Academic Board and made publicly available on the University's website.
- vi. Where no entry criteria are specified, for example for programmes booked via the e-store, the University will still publish content advising of the types of student profile that the programme would best suit to inform decision making.
- vii. The University's approach to admissions is informed by the University's equality and widening participation and diversity strategies and complies with equal opportunities legislation.
- viii. The University ensures that all recruitment, selection and admissions processes are annually reviewed and enhanced to ensure that they:
 - a. Remain current and effective;
 - b. Accurately reflect the mission and strategic objectives of the University; and
 - c. Meet customer, professional, academic, legislative, and regulatory requirements.
- ix. The University undertakes robust statistical analysis to ensure that offers are consistent and fair and promote equality of opportunity for all.
- x. All staff involved in the admissions and recruitment process are appropriately selected, qualified, and trained to deliver a consistent, fair, and professional service to all applicants.

7. Procedural Approach

7.1 Recruitment, selection and admissions processes

- a) The University provides clear information on programmes available and the selection criteria through a number of different sources, these include:
 - i. The University's website
 - ii. Prospectuses
 - iii. The University's online applicant portal
 - iv. University events
- b) The processing of bookings via the e-store is conducted by a Programme Administration team.
- c) The selection of applicants is conducted by an Admissions team, including Programme Directors and Heads, specialist Admissions staff and other senior staff.
- d) All staff involved in the Admissions process are kept up-to-date with internal and external regulations, along with entry requirements and equivalent qualifications for all programmes.
- e) The School of Law is committed to widening access to and participation in higher education and makes it clear to all prospective applicants how information provided during the application process will be used including any use of contextual data.

7.2 Recruitment activities to assist prospective applicants/bookings in making informed decisions

- a) The School of Law is conscious of the commitment in time and money that applicants/bookings make in choosing to join one of its programmes. It therefore ensures that applicants/bookings have access to comprehensive information about its programmes from the first point of contact made. All published information complies with the School of Law's Published Information Policy.
- b) The School of Law aims to ensure consistency in the information it provides to all its applicants/bookings, both domestic and international. The School of Law encourages applicants/bookings to be able to make an informed decision about the programme and the mode which is most suitable for their needs.
- c) In addition to promotional literature in appropriate formats and our website, the University's promotional activities normally include:
 - i. on-campus and virtual open days to provide applicants/bookings with information about the School of Law's programmes;
 - ii. on-campus and virtual employability workshops and awareness days to demonstrate in practice the relevance of the programmes in a professional context;
 - iii. participation at schools' and other higher education providers' careers events both in Uganda, internationally and virtually;

- iv. online webinars to provide prospective students/bookings with information and the opportunity to ask questions in real time; and
 - v. presence across multiple social media platforms where prospective students/bookings can engage with the School of Law in a format most suiting their personal preferences
- d) The School of Law ensures its programmes are promoted by staff who have firsthand experience of both the academic execution of programmes and the recruitment process adopted by employers in the appropriate sector.

7.3 The admissions process – how prospective applicants know what to do

- a) The University's website and applicant portal explains the application process for each programme, including:
- i. information for prospective applicants on application and acceptance deadlines;
 - ii. complaints procedures;
 - iii. how and when to apply for a course of study;
 - iv. what the application and selection process involves;
 - v. key milestones in the process;
 - vi. expected communications between the University and applicant; and
 - vii. deadlines for financial support arrangements such as scholarships, bursaries, or government loans. This also includes a link to the relevant page to apply for any University programmes.
- b) Certain programmes are applied for through external online application systems, for which relevant links are provided on the website.
- c) Prospective applicants who require learning support because of disability or other special needs are requested to disclose this at the point of application. The University takes its responsibility under the Equality Act seriously and only uses the information disclosed to ensure that appropriate facilities are provided to students to enable them successfully to undertake our programmes without prejudice. Further information on this can be found in the University's policies under Q4: Enabling Student Development and Achievement.
- d) Offer, confirmation of acceptance and joining e-mails make clear to applicants what they are required to do to enrol on a programme. Applicants receive the terms and conditions and fee schedule information for their chosen course at the point of offer to ensure that they are fully aware of any financial terms and the circumstances under which they both become liable for or may be refunded any deposit or tuition fee amounts. The offer letter also contains core information on start date, end date, location, and mode of study.

7.4 Entry requirements

There are written criteria, agreed by the University's Academic Board and in compliance with programme and professional body requirements, for each programme. These are reviewed

annually. All entry requirements are available on the University's website. These requirements include both academic and non-academic requirements.

The application process is inclusive and allows all prospective applicants to make an application and receive a fair outcome regardless of background. Admissions decisions and offers are made without reference to individual disability or other special needs and are subject only to agreeing satisfactory learning support arrangements with each applicant.

The University welcomes international applicants. International applicants follow the same admissions process as domestic applicants in terms of assessing their academic eligibility for a specific programme of study.

7.5 Notifying applicants of decisions

An applicant initially receives an acknowledgement email from the Admissions team upon receipt of the application.

Thereafter, the Admissions team conveys the University's decision to the applicant. Decisions on applications are normally communicated via email to applicants within two working days of receipt of application or by the fixed timelines.

Applicants are informed if further information is required before the University can decide on their application along with the reason(s) for obtaining the further information.

Where the admissions decision is the offer of a place, the offer email indicates how to accept this offer through the applicable online portal.

All decisions of the Admissions team are recorded, with any reasons for refusal.

7.6 Offers

The offer email includes or refers applicants to details of:

- a) clear information as to what the conditional or unconditional nature of the offer has been based on
- b) programme fees;
- c) programme dates;
- d) terms and conditions of the offer;
- e) fee schedules;
- f) acceptance and registration deadlines;
- g) the process for declining an offer, transferring, deferring, or cancelling a place.

7.7 Programme changes

Although the University takes all steps to avoid changes to a programme between application and registration, sometimes it may be necessary to change the specification or location of a programme, or discontinue a programme. Programme changes are governed by University policies.

Any such changes to programmes are communicated to applicants/bookings as soon as possible by the relevant department with any actions required of the applicant/booking identified.

7.8 Registration and induction

Once an unconditional offer of a place has been accepted or from an e-store perspective, a booking made, prior to commencing their programme, applicants/bookings are required to complete an online enrolment form.

The University ensures the efficient and effective integration of applicants/bookings onto their programmes. Applicants/bookings will be provided with clear and consistent information to aid programme registration and induction.

Information is available in a range of accessible formats.

8. Feedback, complaints, and appeals

- a) The Admissions team provides email feedback to any unsuccessful applicant on receipt of a written or email request.
- b) The University operates an efficient, effective, and courteous service to all applicants/bookings. In the event of a problem occurring at any stage of the recruitment, selection, or admission process then the University resolves the matter informally in a speedy and effective manner. Should an informal resolution not be possible then a complaint may be made in writing to the University Complaints Officer under the University's External Persons Complaints Policy.
- c) Complaints are considered in accordance with the University's External Persons Complaints Policy. The University Complaints procedure can be used to cover the following types of complaint:
 - i. a complaint about the University's handling of a query or an application for admission/booking for example a procedural error, irregularity, or maladministration; or
 - ii. allegations that admissions criteria were not applied correctly or evenhandedly.
- d) The University reserves the right to refuse entry to any of its programmes to an applicant/booking who:
 - i. does not meet the entry requirements specified for the programme, including requirements set by professional and other external bodies;
 - ii. during previous study with us or any part of the application/booking process displayed conduct deemed to be unacceptable in accordance with University policies;
 - iii. has unspent criminal convictions which suggest that the applicant/booking may pose a danger to the University's students, staff, or visitors.

- e) In order to manage course capacities, the University may withdraw an offer once all or nearly all of the places available on a specific course are filled. Applicants will be notified if this happens and provided with information on alternative courses and start dates available.
- f) The decision made by the University is final and there is no appeal against any decision concerning selection or admission. Applicants/bookings are advised to use the complaints procedure.
- g) The University actively engages with students who have recently gone through the admissions or booking process. This includes the use of insight surveys carried out each intake with a view to continually improving the process for future diverse cohorts. Such procedures include engagement with declined applicants as well as those who successfully completed the application/booking process.

9. Deferrals

Applicants/bookings are permitted to defer the start of their studies within a 13-month period from the start date of their original programme of choice at the discretion of the University. Should an applicant/booking wish to defer beyond this timeframe they will be invited to make a fresh application.

10. Data protection

The University collects personal data as part of Admissions and bookings processes. This information is held in accordance with the General Data Protection Regulation and the University's Privacy Policy.

11. Responsibility for the provision


Responsibility for effective implementation of the Admissions Policy lies with the Director of Admissions, Access & Participation who assumes overall responsibility for the Admissions function.

12. Monitoring and review

Responsibility for reviewing and evaluating the effectiveness of the Admissions Policy lies with the Academic Board.

Approved by the 36th Council Meeting held on the 12th December 2024

Signed this 16th Day of December 2024 by:



Chairperson, University Council



Secretary