

# WOMEN'S UNIVERSITY IN AFRICA



## ADMISIONS POLICY

### 1. PREAMBLE PURPOSE

WUA was established as a private institution in 2002 with a student enrolment of 145. The University's mandate is to address gender disparity and foster equity in university education. The University enrolls students from other African Countries.

WUA seeks to enhance women's capacity through the provision of education which will enable them to fulfil political, economic, social and leadership roles. The University considers the empowerment of women to be absolutely critical for substantive economic growth and improved democratic governance. WUA is a major comprehensive teaching and research university with strong core values and high aspirations. It is guided by a compelling philosophy, '*addressing gender disparity and fostering equity in University education*'.

Starting from scratch for any academic institution demands an enormous endeavour in terms of planning, organizing, managing and networking. WUA is progressing steadily in pursuing academic excellence. The University uses flexible methods of study which include, face to face and Open Distance Learning (ODL) and these methods overcome usual obstacles of distance and time often encountered by mature students who are unable to access higher education. WUA endeavours to be the 'University of choice' through its variety of learning sessions which include; day, evening, holiday/block release, Open Distance learning and weekend classes.

### 2. SCOPE

The University shall from time to time, offer certificate, diploma and degree programmes at undergraduate and postgraduate level as well and doctoral programs.

There shall be special regulations for each Faculty, which shall be subject to approval by the Senate, and which shall include provision for admission to programmes, courses within the faculty and schemes of examinations for these programmes.

Each Faculty intending to offer a certificate or diploma programme shall provide special Regulations which shall include specific requirements for admission to the programme, courses to be studied and the scheme of examination for the programme.

The Senate shall have the final authority for the interpretation of these regulations. The Senate reserves the right to alter, amend, cancel, suspend or replace any of these regulations. The General Academic Regulations shall take precedence over the Faculty Regulations.

No student may register for full time studies with this or another university without the approval of the Senate.

No student who has started a programme following one set of regulations shall be set at a disadvantage by a regulation or regulations subsequently adopted.

The General Academic Regulations shall take precedence over the Special Faculty Regulations.

The University reserves the right to withdraw a programme if deemed necessary to do so. The Registrar shall maintain a schedule of programmes, courses and their codes for use in computerized student records. These codes shall be alpha/numeric.

Students are expected to conform to University regulations. Students registered for courses are expected to attend prescribed activities for the courses such as classes, tutorials, seminars, fieldwork, practical sessions, industrial attachment and vacation work.

## **2. ADVERTISING**

### ***POLICY***

The University shall admit students at the beginning of each semester for both undergraduate and postgraduate programmes. Advertising shall be done through the print or electronic media.

### **ADVERTISING SCHEDULE**

Entry qualifications for each programme on offer shall be provided by the different departments through the Academic Registry Department. The Marketing department shall be responsible for the marketing of all programs of the university.

### **3. POLICY PROVISIONS /ENTRY REQUIREMENTS**

There shall be general and programme specific regulations.

#### **4.1 For Undergraduate Certificate and Diploma programmes:**

The minimum entry requirements for undergraduate certificates and diploma programmes shall be passes at credit level in five approved subjects including English Language at the General Certificate Ordinary Level or equivalent.

#### **4.2 Minimum entry requirements for undergraduate degree programmes;**

Applicants must have passed at least five approved 'Ordinary' level subjects including English Language (or equivalent) plus at least two Advanced level passes,

**OR**

Applicants must have passed at least five approved 'Ordinary' level subjects including English Language (or equivalent) plus a relevant diploma with a duration of not less than two years.

#### **4.3 Foundation Mathematics bridging Course**

Applicants without Ordinary level Mathematics wishing to pursue programmes that require Mathematics as a pre-requisite may be required to pass a Foundation Mathematics course offered by the University to enable them to qualify for the programme.

#### **4.4 English proficiency bridging course**

Non-English speaking applicants shall be enrolled for at least six months before the onset of the academic year for an English proficiency/bridging course. If they fail the bridging course, they may not be admitted into the main programme.

#### **4.5 Accredited Prior Learning**

A candidate may gain admission with credit into an appropriate programme on the basis of learning from past experience. They must hold a minimum four (4) Ordinary level subjects including English Language and must be above 40 years of age. The prospective student must follow the normal admission procedure to gain access into a programme.

#### ***POLICY***

- a. A candidate may gain admission with credit into an appropriate programme on the basis of learning from past experience.
- b. A minimum of two thirds of the required courses must be completed with the Women's University in Africa.

- c. The prospective student must follow the normal admission procedure to gain access into a programme.
- d. Credit is not only awarded for experience; but also for knowledge acquired learning.
- e. Transfer of academic credits is processed through the academic registry department.

Accreditation of Prior Learning may be used for:

- f. Entry into the university

To be eligible for a prior learning assessment, the prospective student,

- g. Must have at least four Ordinary level subjects or equivalent including English Language and be 40 years and above.

#### ***PROCEDURE***

The student shall:

- a. download the programme brochure from the website or collect from the Academic Registry
- b. buy the application form from the Accounts Department for the courses to be studied
- c. submit the completed application form to the Academic Registry and the assessment fee as stipulated by the University

The Accreditation of Prior Learning application form is obtained from Admissions or online. Students must produce dossiers as evidence. Academic registry shall notify the student about the result of the application.

#### **4.6 Acceptable qualifications**

The following are acceptable to the University:

Ordinary level Pass or Equivalent;  
 Ordinary level of the Associated Examining Board's General Certificate of Education;  
 Credit Standard of the Cambridge Overseas Higher School Certificate;  
 Ordinary level of the University of London's General Certificate of Education;  
 Subsidiary Standard of the Cambridge Overseas Higher School Certificate;  
 Zimbabwe Schools Examinations Council;  
 Advanced Level Pass or Equivalent;  
 Advanced Level of the Associated Examining Board's General Certificate of Education;  
 Principal Subject Standard of the Cambridge Overseas Higher School Certificate;  
 Advanced Level of the University of London's General Certificate of Education; and  
 Zimbabwe Schools Advanced Level Examinations.

#### **4.7 Minimum entry requirements for postgraduate degree programmes;**

The minimum entry requirements for postgraduate programmes shall be at least a 3 or better in a relevant first degree and any other relevant professional qualification.

#### **4.8 Application forms for admission.**

Application forms for admission are either purchased from the University Academic Registry or downloaded from the website [www.wua.ac.zw](http://www.wua.ac.zw)

## **4. ADMISSION**

### ***POLICY***

Admission at the University shall be at the following levels:

- Certificate
- Diploma
- Undergraduate
- Postgraduate
- Doctoral

### ***PROCEDURE***

Application forms shall be submitted to the Admissions Office.

All received application forms shall have their details captured in the University Records Management System (NAVISION).

NAVISION shall have set commands to automatically recommend applicants for admission who satisfy the program entry requirements on behalf of the Senate Selection Board.

Details relevant for admission for all applicants shall be availed to the Senate Selection Board for approval through the Chairman and Dean of the Faculty with recommendations of accepting or rejecting the applicant.

Once the admission of an applicant is granted by the Senate Selection Board, the Admissions Office shall communicate through SMSs or publish in the press and online lists of successful applicants to whom offer letters will be forwarded.

## **5. DIPLOMA, DEGREE AND MASTERS PROGRAMMES**

The following diploma and degree programmes are available at WUA as at 7 June 2023 An updated list may be obtained from the Admissions office.

- Diploma in Social Work
- Diploma in Child Care and Protection
- Diploma in Early Childhood Development
- Executive Diploma in Management
- Diploma in Project Planning Management
- Diploma in Business Management
- Diploma in Environmental Management
- Diploma in Agribusiness Management
- Diploma in Emergency Medical Care
- Bachelor of Agriculture (Honours) in Horticulture
- Bachelor of Agriculture (Honours) in Animal Science
- Bachelor of Agriculture (Honours) in Agribusiness Management
- Bachelor of Science Honours degree in Meat Science and Dairy Technology
- Bachelor of Science Honours degree in Environmental Science
- Bachelor of Science (Honours) in Sociology
- Bachelor of Science (Honours) in Psychology
- Bachelor of Science (Honours) in Social Work
- Bachelor of Science (Honours) in Clinical Midwifery
- Bachelor of Science (Honours) in Community Development
- Bachelor of Science (Honours) in Gender Studies
- Bachelor of Science (Honours) in Palliative Care
- Bachelor of Science (Honours) in Emergency Medical Care
- Bachelor of Science (Honours) in Health Services Management
- Bachelor of Science (Honours) in Information Systems
- Bachelor of Commerce Honours Degree in Marketing
- Bachelor of Science Honours in Banking and Finance
- Bachelor of Science (Honours) in Supply Chain Management
- Bachelor of Commerce Honours in Accounting
- Bachelor of Science (Honours) in Human Resource Management
- Bachelor of Science Honours Degree in Computer Science
- Bachelor of Science Honours Degree in Business Intelligence and Data Analytics
- Bachelor of Education (Primary)
- Bachelor of Education – Early Childhood Development (In- Service)
- Bachelor of Education Degree – Early childhood Development (Pre-Service)
- Master of Science in Early Childhood Development
- Postgraduate Diploma in Social Work
- Masters in Child Sensitive Social Policies
- Masters in Business Administration
- Masters in Public Administration

- Masters in Strategic Management
- Masters in Supply Chain Management
- Master of Science in Development Studies
- Master of Science in Gender Studies
- Master of Science in Disaster and Livelihoods Management
- Master of Arts in Strategic Communication
- Master of Science in Strategic Marketing Management
- Master of Science in Livestock Production
- Master of Science in Livestock Science and Meat Technology
- Master of Science in Agribusiness Systems Management and Development
- Master of Science in Sociology

## **6. REGISTRATION**

### ***POLICY***

- a. An applicant shall only be a WUA student upon registration.
- b. A student shall be considered registered upon payment of the prescribed fees and signing completed registration forms at the beginning of each semester.
- c. By signing registration forms, a student undertakes to comply with University regulations.
- d. Students shall register only in courses on offer for that semester.
- e. Students shall register during the registration period, failure of which will attract a penalty fee decided by the University from time to time.

### ***PROCEDURE***

Upon receipt of the offer letter and invoice, the new students deposit prescribed fees into the Women's University Bank Account, ZB Borrowdale Branch Account No. 4168-214192-080 or FCA account 4168-214192-405.

Registration forms shall be obtained upon producing receipts of payment to the Admissions Office.

## **7. CONCURRENT REGISTRATION**

### ***POLICY***

No student shall be registered in more than one programme with the university at the same time.

## **8. LATE REGISTRATION**

### ***POLICY***

Late registration shall attract a fee as determined by the University and shall accrue as determined by the University from time to time.

## **9. EXEMPTIONS**

### ***POLICY***

- i. Candidates can formally apply for exemptions by virtue of having studied and completed a programme and have passed the course(s) in another recognised institution in the relevant area of study during the 1<sup>st</sup> two weeks of the semester.
- ii. Exemptions shall normally not be awarded for more than  
fifty percent of courses on offer per programme to be studied.

5.3.3 Only exemptions for first year courses shall be awarded.

### ***PROCEDURE***

The applicant submits a completed exemption form and attaches relevant certified documents from the awarding institution(s) and proof of payment for the exemption to the issuing office. (The exemption fee is currently \$13 per subject)

## **10. CREDIT TRANSFERS**

### ***POLICY***

Students registered with other Universities may apply to transfer from their University into similar programmes being offered by WUA. Such applicants may be admitted and their credits transferred.

### ***PROCEDURE***

The student wishing to transfer will apply to WUA using the Transfer application form obtained from the admissions office and attach all relevant documents to support the application. The applicant may also obtain clearance of transfer from the institution they wish to leave. NB There is need for written clearance from both institutions before the student may commence classes.

## **11. CHANGING PROGRAMMES**

### ***POLICY***

No student shall be allowed to change from one programme to another two weeks after commencement of lectures.

## **12. ATTENDANCE**

### ***POLICY***

For a student to qualify to write examinations, he/she should attend at least 80% of the lectures.

***PROCEDURE***

Students shall:

- a. attend at least 80% of the lectures and participate in all learning activities.
- b. communicate and give reasons for their absence in writing by completing the Notice of Absence forms obtained from the Deputy Registrar Academic's office.

**13. DEFERMENT OF STUDIES**

1. Notice of Absence
2. Deferment forms

***POLICY***

- a. A student may defer studies for one or two semesters if certain circumstances arise which may make it impossible to continue with studies.
- b. Notice should be given in writing by completing Deferment of Studies forms obtained from the Deputy Registrar Academic.

***PROCEDURE***

The student shall complete Deferment of Studies forms stating the period of deferment and the reasons for the deferment of studies and submit to the Deputy Registrar Academic's office.

**14. WITHDRAWALS**

***POLICY***

- a. The University reserves the right to terminate the contract with the student for reasons outlined under procedure below.
- b. Students who intend to withdraw must advise the University in writing
- c. Students who withdraw for a period of **three** years shall re-apply.

***PROCEDURE***

The University may terminate the contract with a student for the following reasons:

- (i) Gaining admission into the University based on fraudulent information
- (ii) Failure to meet academic and administration requirements specified in the course description
- (iii) Failure to pay fees
- (iv) Breach of terms and conditions of university regulations and any other behaviour deemed inappropriate by the University

**15. TERMINATION OF STUDIES BY BOTH PARTIES**

**POLICY**

Termination of studies shall be in writing

**PROCEDURE**

Termination should not prejudice the university or otherwise.

Respondent should acknowledge within one month, otherwise failure to do so shall be deemed as acceptance of withdrawal.

**16. DECEASED STUDENTS****POLICY**

The relatives of deceased student shall advise the office of the Registrar of the death of the student. The deceased's next of kin should submit a certified copy of Death Certificate.


**PROCEDURE**

A copy of the death certificate should be submitted to the university with notification.

**ROLES AND RESPONSIBILITIES**

Generate advert of programmes on offer for advertising	Admissions Department
Approve programmes to be advertised and their qualifications	Faculty Deans
Advertise in various platforms	Marketing, Communication and Public Relations Department
Receive electronic and physical applications	Admissions Department
Capture physical applications into Navision	Admissions Department
Transfer electronic applications into Navision	ICT Department
Produce all lists of applicants with qualifications for selection by the respective Departments	Chairmen of Departments
Produce lists of accepted and rejected students for presentation and recommendation by the Selection Committee to Senate. Deans present.	Selection Board
Present results of the selection board to senate for approval	PVC (Academic Affairs) – Chair of Selection Board
Communication of selection outcomes to students	Admissions Department

## DOCUMENT VERSION MANAGEMENT AND CONTROL

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