

INTRODUCTION

Kibogora Polytechnic (KP) operate their admissions policy in line with their Equality and Diversity Policies. The admissions policy applies to all programmes. No applicant will be refused admission unreasonably or on other than academic grounds or fitness for the programme.

This policy sets out the academic, medical (physical and mental) and moral criteria for admission and the specific requirements for different diploma and degree programmes. Each student has to meet any specific requirements laid down by the programme they are intending to study, including medical and moral ones. Such additional criteria will be included in the documentation submitted for the validation of the programme.

Academic Requirements

The general academic requirements for admission are set out in the General Academic Regulations. To be admitted to the first year of our undergraduate programme it is necessary to have an Advanced General Certificate of Secondary Education with at least two principal passes permitting entry to higher education or a qualification or other evidence of ability to study on the programme which is considered equivalent. Applicants must also demonstrate sufficient competence in English to study in KP level 1. Individual programmes may set requirements above the minimum level.

Medical Requirements

Before registration for any programme of study, proof of medical fitness to study from a registered medical practitioner is required. Those registering for programmes which imply a licence to practice – for example, teacher training or college tutor training, nursing, medicine, social work, policing - may additionally have to undergo a medical examination by the Institution's doctor. The medical examination will determine the applicants' physical and mental suitability for his or her prospect give

profession. Students will additionally have to meet any requirements laid down by the Ministries or employing bodies with respect to medical requirements. Any such requirements appear in the validated Programme Specification and advertised to prospective students. Any student on a programme of study who after registration is found to be medically unfit to pursue that programme of study is required to withdraw. Where appropriate, every effort possible should be made to find the student a place on an alternative programme whose medical fitness requirements they meet.

Prospective student can fill application form on-Line or Hard copy.

At the very first registration each student is required to submit the following documents:

1. **Copy of bank payment slip/ receipt for non-refundable application fee (5,000 Rwf)**
2. **2 passport photographs**
3. **Copy of ID card**
4. **Copy of transcripts of school exams L5/6 and certificate of national exam**
5. **2 referees reports.**
6. **Sponsor letter (if applicable)**