



## ADMISSIONS

**Policy Number:**  
AP-REG 03

**Policy group:**  
Office of the Registrar

**Effective:**  
01/11/2024

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### PURPOSE

This admissions policy aims to establish a transparent, fair, and equity-based admission process that aligns with the mission and values of the University of Global Health Equity.

### DEFINITIONS

**Academic excellence:** demonstrated through a strong academic record, relevant coursework, and standardized test scores.

**Leadership potential:** evidence of leadership skills, community involvement, and a commitment to positively impact global health.

**Diversity:** embracing a broad range of perspectives, backgrounds, and experiences to enrich the learning environment.

### SCOPE

This policy applies to all prospective students seeking admission to undergraduate and graduate programs at UGHE. It covers both domestic and international applicants.

### PROCEDURE

#### **1. Application requirements for the MBBS/MGHD program**

To be admitted to UGHE's MBBS/MGHD program:

- A candidate must submit an online application through the UGHE website.
- A Rwandan candidate should have a Notarized Advanced General Certificate of Secondary Education/ Secondary (A-Level) or High School Diploma with at least two principal passes in **Biology and Chemistry from** the following subject combinations, or equivalent: (UGHE will communicate per each admission call, their preferred individual scores for each subject).
  - Physics-Chemistry-Biology (PCB)



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- Math-Chemistry-Biology (MCB)
- Biology-Chemistry-Geography (BCG)
- Chemistry, Biology and Agriculture (CBA)
- Chemistry, Biology and Food & Human Nutrition (CBN)
- Candidates with foreign qualifications should have the National Examination and School Inspection Authority (NESA) Equivalency certificate.
- Scanned Passport (for international students) or National ID (for local students)
- 2 academic or professional recommendation letters

### ***Application notes for the MBBS/MGHD program:***

- Candidates with a bachelor's degree in any of the specialties stated below can apply to be admitted to UGHE's undergraduate program: **Nursing, Laboratory Science, Pharmacy, Radiography, Anesthesia**, or other fields closely related to health care.
- Applicants should note that an undergraduate degree is strictly used as a **WAIVER** of the year the candidates completed their A-Level studies. This means that applicants need at least a grade C in their A-Level subject combinations that includes **Biology and Chemistry** principal subjects.
- All academic documents submitted must be from an accredited institution and notarized.
- Applicants must have strong written and spoken English.
  - Applicants whose first language is not English or who did not go through an education system with English as a medium of instruction will be required to provide evidence from a recognized English language training institution that they have sufficient command of English language to cope with the program. E.g TOEFL/ IELTS; Cambridge English certifications etc.
  - The Admission Committee will analyze English competences on a case-by-case basis.

**A student is provisionally admitted to UGHE pending their successful indexing application from the Rwanda Medical Dental Council.**

### ***Fitness to practice for the MBBS/MGHD program:***

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Students must be physically and mentally fit for academic studies and to provide safe patient care at all times throughout the duration of the MBBS program.

Students with severe impairment may not be accepted into the MBBS program. Severe impairment may include, but is not limited to, those with complete bilateral loss of vision, complete bilateral loss of hearing, serious musculoskeletal disabilities incompatible with the routine practice of medicine, and severe psychiatric or mental problems that may be detrimental to safe practice.

Physical and mental fitness for study and medical practice will be determined via a medical screening procedure performed by a licensed physician designated by UGHE's Administration within 4 weeks after provisional admission at Butaro campus.

Any student on a program of study who after enrolment is found to be unfit to pursue that program of study will be required to withdraw.

## **2. Application requirements to graduate programs**

To be admitted to UGHE's MGHD program:

- A candidate must submit an online application through the UGHE website.
- Applicants must hold a minimum of a **bachelor's degree** from an accredited institution. This degree may be in any field of study, reflecting the multidisciplinary nature of global health.
- A candidate should submit a notarized bachelor's degree and academic transcript with Honors from an accredited institution (Level 5 in the Rwandan qualifications framework, 2007 OR Level 8 in the Rwandan qualifications framework, 2021) or a qualification deemed equivalent. UGHE will communicate per each admission call, their preferred overall GPAs.
- Higher Education Council (HEC) Equivalency Certificate for any candidate with foreign qualifications.
- Any candidate who applies for the graduate program without their HEC equivalency certificate will be admitted provisionally until they receive their equivalency certificate.



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- Scanned Passport (for international students) or National ID (for local students).
- 2 academic or professional recommendation letters.

### **3. Application requirement to PhD programs**

To be admitted to UGHE's PhD program, an applicant must submit the following:

- An online application through the UGHE website.
- A personal statement/motivation letter describing the candidate's motivation to join the program.
- Curriculum vitae (CV).
- Notarized master's and bachelor's degrees and transcripts.
- Recommendation letters by at least two academic referees (former lecturers or supervisors) from previous educational institutions who are knowledgeable about the applicant.
- Support letter from employer (if any).
- Copies of valid identification card and/or passport.
- Sponsorship letter from an organization (if any).
- Research concept note relevant to the PhD degree sought.
- Master's thesis abstract.

## **UGHE ADMISSIONS PROCEDURE**

Depending on the specific programs, the admission procedures may vary slightly. Generally, the admission processes involve three main components: 1) document screening, 2) internal examination, and 3) interview.

### **1. *Document Screening***

Purpose: To assess the applicant's academic qualifications, professional experience, and overall suitability for the program.

All documents specified by the program must be submitted.

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The admissions committee reviews all submitted documents to ensure they meet the program's academic and professional standards.

**2. Internal Examination**

Purpose: To evaluate the applicant's knowledge and skills relevant to global health.

While the specific format of the examination may vary from program to program, applicants are generally required to take a written examination that assesses various aspects of the ability, including but not limited to English, analytical, writing, comprehension.

Applicants will be informed in advance about the topics and format of the examination. Study materials or guidelines may be provided to help them prepare.

**3. Interview**

Purpose: To assess the applicant's motivation, communication skills, and fit for the program.

Applicants may be interviewed by a panel consisting of faculty members and program administrators, or other panelists who have the expertise in the areas

The interview may be conducted in person, via video conference, or over the phone.

The interview may cover a range of topics that are relevant to the program the applicant is applying to; it may be knowledge-based, analytical-based, or behavioral-based.

This structured admission process ensures a comprehensive evaluation of each applicant, allowing the program to select candidates who are not only academically qualified but also motivated and well-prepared to contribute to the field of study.

**DECISION AND NOTIFICATION**

- Each program will form an admission committee to design, oversee, the process, deliberate the outcome of the selection and determine the final decision.



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- Admissions decisions are based on candidates' performance throughout the admission stages.
- Applicants will be notified of their admission status within 30 days after the last stage of the selection process.

### INDICATIVE TIMELINE FOR UGHE ADMISSIONS

Each year, UGHE will issue an official call for application with specific timelines. For planning purposes, the table below provides an indicative timeline for admissions. However, the university may modify the timeline as needed.

Program	Applications open	Closure of application	Applicant entrance exam	Applicant interview	Notification of final decision	Academic year start
Undergraduate	Beginning of September	Mid-January	Mid-March	End of April	Early-May	Mid-June
Graduate	Beginning of October	Early February	End of March	Early- May	Mid-June	2nd week of August

### RESPONSIBILITY

The Office of the Registrar is responsible for overseeing the application process, coordinating with the admissions committee, and communicating with applicants.

The Admissions Committee is responsible for thoroughly and fairly evaluating the performance of each candidate in each of the admissions stages.

### REVISION/REPLACING

This policy shall be subject to review in **five** years (01/11/2029).

### EFFECTIVE DATE OF THE IMPLEMENTATION OF THE POLICY

This policy shall come into effect on the date of its approval by the Academic Commission of the University of Global Health Equity.



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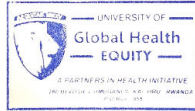
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**Approved by:**

**Date:** 07/11/2024

*Abebe Bekele*



**Professor Abebe Bekele, MD, FCS, FACS, MAMSE**

Professor of Surgery

Deputy Vice Chancellor, Academic Affairs and Research

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