



Admission Regulations

1. Principles

Admission of a student to a taught programme of study is subject to the following:

- (i) That the student admitted is not under the age of seventeen, unless under guardianship.
- (ii) That the student either meets the general and specific admission requirements for the programme or is granted special permission by the Academic Council.
- (iii) The admission requirements specified in these Regulations will not necessarily apply to tailor made programmes mounted at the request of specific institutions/organizations.

2. Admission to Master's Programmes

The general minimum entry requirement for a Masters programme is:

- (i) an Honours degree from a recognized University

or

- (ii) an approved professional qualification recognised as being equivalent to an honours degree by the Academic Council.

or

- (iii) an Ordinary Degree or a non-honours degree from a recognized University with at least 3 years of work experience in the relevant field which demonstrate that a candidate possesses appropriate knowledge and skills at a standard acceptable by the Academic Council.

Note:

Specific requirements for admission to individual programmes leading to the award of a Masters degree are provided under programme requirements (see under Programme Entry Requirements for individual programmes)

3. Admission to Certificate and Diploma Programmes

3 (a) 'O' Level Requirements for applicants who have obtained their 'O' Level qualifications as from Year 2017

Either

- (i). A minimum of *five* (5) credits at S.C, or G.C.E 'O' Level or IGCSE, inclusive of a credit or

equivalent grade in English language or acceptable evidence of proficiency in English Language (e.g. IELTS, TOEFL etc., as per Note (d) below).

Or

- (ii). *Five (5)* 'O' Level passes awarded by any other approved examining body deemed to be equivalent to (i) above, inclusive of a pass in English Language or acceptable evidence of proficiency in English Language (IELTS, TOEFL etc., as per Note (d) below).

3 (b) 'O' Level Requirements for applicants who have obtained their 'O' Level qualifications prior to Year 2017

Either

- (i) A minimum of three (3) credits at S.C, or G.C.E 'O' Level or IGCSE, inclusive of a credit or equivalent grade in English language or acceptable evidence of proficiency in English Language (IELTS, TOEFL etc., as per Note (d) below).

Or

- (ii) Three (3) 'O' Level passes awarded by any other approved examining body deemed to be equivalent to 3 (b)(i) above, inclusive of a pass in English Language or acceptable evidence of proficiency in English Language (IELTS, TOEFL etc., as per Note (d) below).

Note:

- (a) A pass in General Paper of the Higher School Certificate will be acceptable in lieu of English Language at 'O' Level.
- (b) A pass at subsidiary level and/or 'A' Level of the Higher School Certificate or equivalent will be acceptable in lieu of a pass at 'O' Level as per 3(a) and 3(b) above.
- (c) Relevant subjects/combinations of related subjects included in any certificate/diploma from a Tertiary institution or any technical qualification, as may be approved by Academic Council as being equivalent or comparable to an 'O' Level, may be accepted.

- (d) International students not fulfilling the above criteria must have either the international English Language Testing System (IELTS) with a minimum test score of seven (7) for admission or the Test of English as a Foreign Language (TOEFL) with a minimum test score of 550 for the paper-based test or a minimum test score of 79 for the internet-based test for admission.

4. Admission to Undergraduate Programmes, excluding Diploma and Certificate

'O' Level Requirements

As per 3 (a) or 3 (b) above

'A' Level Requirements

The entry requirement for admission to study for an undergraduate programme, excluding Diploma and Certificate programmes should not be less than the following:

EITHER Pass in:

3 subjects at A-level and 1 subject at subsidiary level at Higher School Certificate Examination;

OR Pass in:

2 subjects at A-level and 2 subjects at subsidiary level at the Higher School Certificate Examination;

OR Pass in:

3 subjects at A-level at the London General Certificate Examination.

Or

The French Baccalaureate

Or

The International Baccalaureate

Or

Qualifications awarded by other recognised institutions and approved by Academic Council as satisfying the minimum requirements for admission

Note:

- (a) The General Entry Requirements should be applied to all programmes where Entry Requirements are not governed by Professional Bodies and Accreditation Bodies.
- (b) The Programme Entry Requirements should be applied where the Schools deem it appropriate *in addition to General Entry Requirements*.
- (c) The Head of School may require an applicant for admission to sit for a special entrance examination

5 Admission to other Programmes

Candidates for admission to any other programmes of study whether or not leading to an award shall be required to satisfy such conditions as may be prescribed by the Academic Council.

6. Special Cases

Assessment and Accreditation of Prior Experiential Learning/Prior Learning

Mature applicants having a strong background of work experience and prior certificated and/or uncertificated learning may be assessed for entry to programmes through the Accreditation of Prior Learning (APL) and the Accreditation of Prior Experiential Learning (APEL), that is the APL/PEL scheme. Responsibility rests with the applicants for making a claim to have acquired knowledge and skills assessed and for supporting the claim with appropriate evidence. The final decision will rest with the Academic Council.

6(a) In general, the following will apply to entry into undergraduate programmes under the APL/APEL scheme.

'O' Level Requirements:

Candidate applying under the APL/APEL Scheme must satisfy the 'O' Level requirements with at least 3 credits in any subject.

Entry into Certificate Level of an Undergraduate Programme of Study (Level 1)

- (i) Applicants with no 'A' Level and a University Level Certificate in any field, from a recognised institution, pitched at Level 5 of the National Qualification Framework (NQF) with at least 3 years work experience.
- (ii) Applicants with no 'A' Level and a University Level Diploma in any field, from a recognised institution, pitched at Level 6 of NQF with at least 2 years work experience.
- (iii) Applicants with a minimum of one 'A' Level and a University Level Certificate in any field, from a recognised institution, pitched at Level 5 of NQF.
- (iv) Applicants with two 'A' Levels

Entry into Diploma Level of Undergraduate Programme of Study (Level 2)

- (i) Applicants with no 'A' Level and a Diploma pitched at Level 6 of NQF in a relevant field.
- (ii) Applicants with a minimum of one 'A' Level and a University Level Certificate in the programme field of study, from a recognised institution pitched at Level 5 of NQF.

Entry into Level 3 of Undergraduate Programme of Study

Applicants with a minimum of one 'A' Level and a University Level Diploma in the programme field of study from a recognised institution pitched at Level 6 of NQF.

Note:

- (a) Applicants qualifying for entry into Certificate Level must successfully complete the Certificate Level before being allowed to proceed to the Diploma Level of programme of study.
- (b) Applicants qualifying for entry into Diploma Level must successfully complete the Diploma Level before being allowed to proceed to the Degree Level of programme of study.

Important Note:

The attention of the applicants is drawn to the fact that eligibility for employment in some sectors may require possession of a minimum of five credits at 'O' Level and/or two 'A' Levels, and in some cases the requirement may be for these qualifications to have respectively been obtained at one and the same sitting

6(b) In general, the following will apply to entry into postgraduate programmes under the APL/APEL scheme.

- (i) a Diploma from a recognized institution pitched at Level 6 of NQF with at least 6 years of relevant work experience.

or

- (ii) other qualifications and/or experience which demonstrate that a candidate possesses appropriate knowledge and skills at a standard acceptable by the Academic Council

7. Admission with Academic Credit or Exemption

Students may be admitted to a programme of study with recognition of their prior learning in two categories, at the discretion of the Academic Council: Admission with Credit or Admission with Exemption.

(i) Admission with Credit

- a) Admission with credit is considered by the APL/APEL Committee in cases where a direct comparison can be made between the student's prior learning and that of the programme of study concerned and where the Academic Council approves such cases.

- b) Admission to a given Master Programme will be considered by the APL/APEL Committee for students who have obtained either a recognised Post-Graduate Certificate or a recognised Post-Graduate Diploma in a relevant field not later than five years. Such students shall be required to clear the difference in credits required for the Master Programme, as per the 'Credit System' in place, by taking the following components:

- Dissertation and
- Any other Module(s), as may be required.

The lower limit of the Credit System shall be taken as reference.

(ii) **Admission with Exemption**

Exemption is given where the Academic Council is satisfied that a student has suitable prior learning that allows him/her to achieve the aims and objectives of the programme.

Requests for Module Exemptions are considered by the Exemption Committee for Level 1 and 2 only on any Undergraduate programme, and have to be submitted within 10 working days of start of a programme. No module exemption shall be entertained at the final level of an Undergraduate Programme and at Master's level. Exemption shall not be granted on Project / Dissertation.

Applicants granted exemptions on module(s) will have their overall percentage mark for each Level of study determined only from the number of modules in which they are examined.