



**University of Tourism, Technology and
Business Studies**

P.O. Box 350, Kigali -
Rwanda

Tel: (+250)-788306692

(+250)-788306203,

Email: info@utb.ac.rw

www.utb.ac.rw

STUDENT ADMISSION POLICY

July 2016

STUDENT ADMISSION POLICY

Introduction

Rwandan higher education institutions 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.

The principal aim of the Admissions Policy of the University is to offer admission to students of the highest intellectual potential, irrespective of social, racial, religious and financial considerations. The aim is to ensure fairness – to ensure that each applicant is individually assessed, without partiality or bias, in accordance with the policy on equal opportunities, and to ensure that, as far as possible, an applicant's chance of admission to the university does not depend on any form of discrimination.

Once students are admitted, we ensure that they're given the academic and personal support necessary for successful completion of their course at UTB.

This policy sets out the academic and moral criteria for admission and the specific requirements for different diploma and degree programmes.

Academic Requirements

The general academic requirements for admission are set out in the General Academic Regulations. They require that students have passed the national examinations at the end of secondary schooling, or their equivalent, with no principle pass or only one principle pass for admission to courses leading to a certificate or a Diploma in TVET; and a minimum average score of two principle passes for courses leading to an undergraduate degree. Mature entrants may be admitted to undergraduate programmes on the basis of an examination graded as equivalent to the grades required in the secondary school leaving examinations. Students from other systems of education either in Rwanda or abroad are also required to equivalence from REB.

Admission to University of tourism, technology and business studies (UTB) is based on the qualifications of the applicant. UTB does not discriminate on the basis of race, sex, colour, creed, age, national origin, disability, sexual orientation, religion, marital

status. Responses on this application to questions of race, sex, and date of birth are used for statistical purposes only.

The Admissions Committee considers the individual qualifications of each applicant. Decisions regarding admission are based on a number of factors, including, but not limited to, the following:

- Prior academic performance
- Completion of prerequisite courses and the grades received in those courses
- The results of standardized tests, when required
- Letters of recommendation, communication skills, and motivation to pursue the profession
- Volunteer or observational experience in the career field

Entrance requirements vary by individual program. In some programs, higher grades may be required to be competitive for admission.

All students wishing to enroll in the degree programs and VTP must have completed secondary school or have a WDA high school equivalency diploma and meet the following requirements to be considered for admission:

1. Submit a completed application for admission.
2. Submit an official secondary school transcript(s).
3. Transfer students with one or more transferable trimester must bring a high school certificate and an official transcript from all post-secondary institutions in which they were previously enrolled.

Moral Requirements

Before registration for a programme of higher education, students may be required to provide a certificate of police clearance. Any student who is found to have wilfully deceived the institution as to their criminal record may be permanently excluded from the institution.

Medical Requirements

Before registration for any programme of study, proof of medical fitness to study from a registered medical practitioner is required. Any student on a programme of

study who after registration is found to be medically unfit to pursue that programme of study will be 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.

TRANSFER CREDITS

Transfer is based on the credit accumulation in a relevant program either within or from outside.

ACCEPTANCE DEPOSIT

If accepted, the registration fees is paid which is non refundable. Fees structure and mode of payment is available in the admission procedures manual.

More information provided in the student handbook.

Registrar: