

DRAFT

ST. AUGUSTINE INTERNATIONAL UNIVERSITY APPLICATION AND ADMISSION GUIDELINES

St. Augustine International University (SAIU) was granted accreditation status by the National Council for Higher Education (NCHE) on 26th September 2011 to operate as a private University. The University was established to provide outstanding quality higher education with a good supporting learning environment. The main emphasis of the University shall be on Science and Technology as an engine to promote economic growth and development through research and innovation.

St. Augustine International University seeks to build strong academic strengths and reputation by offering quality higher education with hands on training. Its ethos involves a total commitment to encourage, support and nurture learners, to develop their full potential to equally compete in the job market or create jobs for themselves.

The application and admission into SAIU is a process by which selection of competent, qualified and eligible students are done to join various academic programs the University. Such students must have fulfilled all the application requirements and pass the evaluation process.

Vision

To be a Moral rearmament, Job creation and Innovation driven University.

Mission

To pursue research, teaching and learning, of international distinction, academically current and innovative.

Application

The eligible applicants can obtain application forms from the Academic Registrar's Office at SAIU Main Campus, Bunga or download the application form from the University website www.saiu.ac.ug. An applicant shall be required to pay application fee of US Dollar 20 to obtain an application form. The deadline for submission of the application form shall be strictly observed.

An applicant can be allowed to apply for more than one academic program of their choice. However, in the selection process, the first choice will be given due consideration for admission before other choices are considered.

A complete application form for admission should have attached copies of all academic documents such as Uganda Certificate of Education, Uganda Advance Certificate of Education,

any other academic certifications received from recognized higher education institution, recent passport size photos, original receipt of application fee and birth certificate.

For the Non Ugandan applicants, the University will request their academic documents to be equated by Uganda National Examination Board (UNEB) to Ugandan equivalency. This shall be done by the applicants themselves at a fee determined by the UNEB. SAIU admission Committee shall consider the equivalency during selection process. UNEB can be reached at uneb@uneb.ac.ug , P.O. Box 7066, Kampala Tel: 0414-286635.

Eligibility for admission

SAIU Admission Committee shall process only complete applications into SAIU academic programs and make decision on eligibility of candidates to be admitted. This will include:

- 1) generating a database of all the applicants;
- 2) scheduling the Admission Committee meeting for selection;
- 3) looking at all prior academic and professional qualifications of applicant visa vies the academic programs applied for and weighted;
- 4) considering issue of essential, relevant and other subjects to guide the Admission Committee in the selection process;
- 5) generating students' admission list which will be pinned up on the students' notice boards for viewing; and
- 6) publishing the same admission list on to the University website.

Once a student has been admitted, he/she is expected to pick his/her admission letter as proof of admission and then keep track of the orientation week around the University. Once orientation has been completed, the student shall be ready to attend classes.

It is SAIU policy that an applicant who failed to be admitted for the first time can re apply for any academic program(s) of their choice the following academic year provided they can meet the admission requirements. However, an applicant can fail to be admitted due to:

- 1) lack of minimum admission requirements;
- 2) incomplete application form;
- 3) lack of supporting academic and other documents to support the application; and
- 4) late application.

The minimum entry requirements into SAIU bachelor's degree programs are as follows:

- 1) Direct Entry. An applicant must have Uganda Certificate of Education (UCE) with at least five (5) passes and at least two principle passes at Uganda Advanced Certificate of Education (UACE) obtained at the same sitting or its equivalent;
- 2) Mature Age Entry. An applicant must have sat and passed the mature age entry examinations with at least 50% marks from a recognized centre by the NCHE;

- 3) Diploma Entry. An applicant must have obtained credit or distinction in the relevant field from a recognized institution; and
- 4) Bridging course for students who have done their secondary education outside Uganda provided the bridging courses are accredited by the NCHE.

SAIU will consider the following minimum entry requirements into its diploma programs:

- 1) Uganda Certificate of Education (UCE) with at least five (5) passes; and
- 2) Uganda Advanced Certificate of Education (UACE) with one (1) principle pass and two (2) subsidiary passes obtained at the same sitting or its equivalent.