Policy Category	**Governing Policy**
Policy Procedure Title	**Students Admissions Policy-Procedures**
Authorizing Authority	**Governing Council**
Policy Procedure Number	**GC/UofL/0002/2017**
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I. Introduction

This document outlines the processes and procedures for admitting undergraduate and postgraduate students at the University of Lilongwe. The aim is to ensure a transparent, efficient, and equitable admissions process.

II. Admission Process Overview

1. Application Submission
2. Application Review
3. Interviews and Assessments
4. Admission Decision
5. Enrollment and Registration

III. Detailed Procedures

A. Application Submission

1. Online Application Portal
   - Applicants must complete and submit their applications through the university's online application portal.
   - Ensure that all required documents are uploaded, including:
     - Academic transcripts
     - Certificates (e.g., secondary school certificate for undergraduates)
     - Letters of recommendation

- Personal statement or motivation letter
- Research proposal (for postgraduate applicants)

2. Application Deadlines
- Clearly communicate application deadlines for each academic session (e.g., January intake, September intake).
- Provide a timeline for application review and notification of results.

3. Application Fee
- Inform applicants of any applicable application fees and the payment process.

B. Application Review

1. Initial Assessment
- The admissions committee will perform an initial review of all applications to ensure they meet the minimum eligibility criteria.
- Create a checklist to verify that all required documents are submitted.

2. Shortlisting Candidates
- Shortlist candidates based on academic qualifications and program-specific requirements.
- For postgraduate programs, consider relevant work experience and research proposals.

3. Notification of Shortlisted Candidates
- Notify shortlisted candidates via email or the application portal about the next steps, including interview schedules or assessments.

C. Interviews and Assessments

1. Interview Process
- Schedule interviews for shortlisted candidates, which may be conducted in person or online.
- Ensure the selection committee consists of faculty members relevant to the program.

2. Assessment Methods
- Use standardized evaluation criteria for interviews and assessments.
- For certain programs, include practical assessments, presentations, or group discussions.

3. Feedback to Candidates
- Provide feedback to candidates post-interview, whether they are successful or not, to enhance their future applications.

D. Admission Decision

1. Final Review
  - The admissions committee will review interview results and application materials to make final admission decisions.
  - Ensure decisions are made based on established criteria and are free from bias.

2. Notification of Admission Status
  - Notify all applicants of their admission status through email or the application portal, including:
    - Accepted
    - Rejected
    - Waitlisted

3. Acceptance of Offer
  - Provide clear instructions for admitted students on how to formally accept their admission offer, including deadlines.

E. Enrollment and Registration

1. Enrollment Process
  - Admitted students must complete the enrollment process by submitting any additional required documentation (e.g., medical records, identification).
  - Inform students about orientation sessions and important dates.

2. Registration for Courses
  - Provide guidelines on how to register for courses, including any academic advising sessions that may be required.

3. Payment of Fees
  - Outline the payment process for tuition and fees, including deadlines and any available payment plans or financial aid options.

IV. Compliance and Equal Opportunity
- Ensure that all procedures comply with relevant laws and regulations regarding equal opportunity and non-discrimination.
- Promote diversity and inclusivity at every stage of the admission process.

V. Review and Evaluation
This admission process and procedures document will be reviewed periodically to ensure its effectiveness. Feedback from applicants, faculty, and staff will be considered in future revisions.

VI. Conclusion

The University of Lilongwe is committed to conducting a fair and transparent admission process that attracts high-caliber students. This document serves as a guideline for the procedures to be followed throughout the admissions cycle.