

ADMISSIONS POLICY





TROPICS COLLEGE OF BUSINESS AND MANAGEMENT

ADMISSIONS POLICY

MAY, 2022

Telephone: +256393239577

Email: info@tropics.ac.ug

Website: <https://tropics.ac.ug/>

APPROVAL

This Admissions Policy was written and approved by the proposed Governing Council of Tropics College of Business and Management.

Policy Title: TCBM Admissions Policy.

Policy Theme: Merit based admissions with special consideration to affirmative action, disabilities, and talents.

Policy contact: The Academic Registrar.

Approving Authority: The Governing Council TCBM.

Reference No: TCBM/GC/AP/05 /2022

Status: Approved by the Governing Council on 20th May, 2022.

Commencement date: 20th May, 2022

Signed:



Omeri Emmanuel

Principal



Dr. David John Ndegwah, PhD

Chairperson Governing Council

TABLE OF CONTENTS

LIST OF TABLES	7
LIST OF ABBREVIATION/ACRONYMS	8
1.0 Background	9
1.1 Motto	9
1.2 Vision.	9
1.3 Mission.	9
1.4 Objectives	9
1.5 Core values.	10
1.6 Focus areas.	10
1.7 Physical Location	10
2.0 The institution's operating policies and procedures	10
2.1 Policy objectives	11
2.2 Sources of Policy	11
3.0 Admission requirements	12
3.2 Admission to Other Years	12
3.3 Admission Process	13
4.0 Curriculum	13
4.1. Structure of the Programme	13
4.1.1. Programmes	13
4.1.2. Structure of Academic Programmes	13
4.1.3. Graduation programme load	13
4.1.4. Maximum Durations for Programmes	13
4.1.5. One year programme	14
4.1.6 Two year programme	14
4.2 Semesters	14
4.2.1 Course Units:	14
4.2.2 Instruction	14
4.2.3 Semester Course Load	14
4.2.4. Duration of the Course	15
4.2.5. Course Identification System	15
4.2.6 The letter codes	15
4.2.7 The number codes	15

4.2.8 Interpretation of number codes	16
4.2.9 The first digit	16
4.2.10 The second digit.....	16
4.2.11 The last two digits.....	16
5.0 Course content and duration	16
5.1. Course Content	16
5.2 Credit Unit	16
5.3 Contact Hours	16
5.4. Course Size	16
5.4.1. Smallest Course size.....	17
5.4.2. Largest Course size.....	17
6.0 Registration	17
6.1 How the Registration Policy will Work	17
6.1.1 Reporting Day.....	17
6.1.2 Prompt Day	17
6.1.3 Registration Deadline Day:	18
6.1.4 Mid-Term Deadline Day	18
6.1.5 Full Fees Deadline Day	18
6.2 More information on registration.....	18
6.2.1 Registering for more than one programme.....	18
6.2.2 Final examinations.....	18
6.2.3 Refunds	18
6.2.4 Banking.....	19
6.2.5 Use of College facilities	19
6.2.7 College Laptop policy	19
7.0 Student assessment.....	19
7.2 College Examinations	19
7.3 Class attendance policy	20
7.4 Internships and practical experience	20
8.0 Promotion, failure and discontinuation.....	20
8.1 Promotion.....	20
8.2 Failure	20
8.2.1 Probation cases	20

8.2.2 Problem cases	21
8.3 Discontinuation	21
8.4 Retakes	21
8.5 Repeating	22
9.0 Research Project.....	22

LIST OF TABLES

Table 1: Letter codes Diploma in Social work and Social Administration for Year one Semester 1	15
Table 2: Table showing the grading system.....	Error! Bookmark not defined.
Table 3: Classification of Diploma based on the Cumulative Grade Point Average	Error! Bookmark not defined.

LIST OF ABBREVIATION/ACRONYMS

ICT:	Information and Communication Technology
TCBM:	Tropics College of Business and Management
RPL:	Recognition of Prior Learning
CAT:	Credit Accumulative and Transfer
UHEQF:	Uganda Higher Education Qualification Framework
NCHE:	National Council for Higher Education
CU:	Credit Unit
GP:	Grade Point
CGPA:	Cumulative Grade Point Average
WGP:	Weighted Grade Point
CWGPA:	Weighted Grade Point Average

1.0 Background

Tropics College of Business and Management is a private tertiary institution seeking a provisional license to establish and operate a private tertiary institution in Uganda. The founders are renowned academicians and prosperous business managers with a strong passion for delivering quality education services. The Directors; Dr.Otieno Charles Alphonse is a senior lecturer who has taught in various Universities in Uganda and Kenya, Ms. Christine Deborah Logose is a prosperous business woman.

In a span of five years since 2016, the institution has developed and established, the basic infrastructure, administrative structures and Education facilities suitable for operating a tertiary institution

1.1 Motto

Our motto is “Aim and pursue”

1.2 Vision.

To be a centre for professional development to address the changing global demands.

1.3 Mission

To mould competent, innovative and honest professionals who are self-reliant and readily acceptable in the job market.

1.4 Objectives

The objectives for which Tropics College of Business And Management is established are:-

- (a) To equitably expand access to higher education to the rural community.
- (b) To produce highly and practically skilled human resource for service to society.
- (c) To strengthen and expand business and management studies.
- (d) To initiate and promote innovations in education and use of technology.
- (e) To promote better understanding of the basic principles and methodology along with practical knowledge and skills of business and management.
- (f) To equip graduates with the analytical tools to solve pertinent issues in business and management.

- (g) To aim at ensuring an increased number of learners from rural areas and ensure that the learners receive equitable and quality education through providing experienced and highly trained professionals to secure effective support of the training needs.

1.5 Core values.

1.5.1 Compassion; exhibit concern for others

1.5.2 Diversity; value and respect for each person's uniqueness.

1.5.3 Excellence; set and meet high standards.

1.5.4 Integrity; cultivate an environment for fairness and honesty

1.5.5 Stewardship; hold ourselves accountable for the efficient and effective use of resources entrusted to us

1.6 Focus areas.

- ❖ Effective administration and management
- ❖ Infrastructural Development
- ❖ Human resource Development
- ❖ Finance generation and management
- ❖ Quality assurance in academics and ICT skills
- ❖ Improved research and Library services
- ❖ Students' welfare.

1.7 Physical Location

Tropics College of Business and Management, Iganga is located in Busei South, Nakalama sub-county, Iganga District along Iganga-Malaba High way two kilometres from Iganga town and one kilometre off the highway on the right.

2.0 The institution's operating policies and procedures

The following document outlines the operating policies and procedures for guiding its admissions policies and procedures to ensure that TCBM *recruits with integrity*. This shall ensure that all admission decisions are made to comply with external regulations and guidelines, meet the requirements and expectations of the prospective applicants, and provide a meaningful and quality

education for our students. The policy includes the policies and procedures concerning entry, progression, Recognition of Prior Learning (RPL), and Credit Accumulation and Transfer (CAT).

2.1 Policy objectives

TCBM shall recognize the importance of admitting students with integrity and therefore, TCBM's policies on admissions abide by the following principles:

- a) That admission of students is based on the regulations and guidelines of the relevant and applicable qualification regulators and authorities;
- b) Where admission requirements are not clear or stated that the relevant and applicable qualification regulators and authorities are consulted;
- c) That admission of students is based on the best interests of the student in meeting their stated academic or career objectives;
- d) That correct and accurate information shall be given to students on the requirements for admissions and their career prospects;
- e) That the information that is received by the institution is accurate and unaltered and therefore a genuine representation of the requirements for the basis of admission.
- f) That all admission decisions will be based on the transparent, accountable and democratic and due process expected of an institution of higher education and based on the expectations of all stakeholders.

2.2 Sources of Policy

The policies outlined in this document shall be based on the following documents:

- The College and Other Tertiary Institutions Amendment Act 2006;
- All Statutory Instruments regulating tertiary institutions, specifically Statutory Instrument No. 63 2007;
- Applicable Qualification Frameworks such as the Ugandan Higher Education Qualification Framework (UHEQF);
- Other external communications, memorandums, statements, or directives concerning the regulations of admissions of students in tertiary institutions in Uganda as stated by recognized and authorities;
- Other internal policies, procedures and guidelines and operational and educational documentation including curriculum;

- Other frameworks and guidelines as presented by national, regional and international qualification authorities or institutions.

3.0 Admission requirements

Admission to the programs shall be done in accordance with Tropics College of Business and Management, Iganga regulations.

A candidate shall be deemed eligible for admission to the various programs such as Certificate and Diploma on meeting the following requirements:

3.1 Entry

There will be three types of entry i.e. Direct, Certificate and Mature entry scheme.

- a) The Uganda Certificate of Education (“O” Level) or its equivalent, with at least five Passes.
- b) The Uganda Advance Certificate of Education (“A” Level) with at least a Principle Pass in the relevant subjects of the program.

OR

- a) The Uganda certificate of education (“O” Level) or its equivalent with at least five passes in the relevant subjects.
- b) A credit Certificate Pass from a recognized training institution.
- c) Higher Education Certificate in the relevant discipline

OR

The Mature Age/Special Entry

Candidates for the Mature Age/Special Entry Scheme must be Ugandan nationals of at least 22 years and have had formal education. Those who are successful, in both the written and the oral examination are then considered for admission.

3.2 Admission to Other Years

A student who has passed with a credit certificate from a recognized institution or has passed all the courses taught in the 1st level in diploma may join the second year and spend only one academic year for that Diploma programme.

3.3 Admission Process

Students will be selected on a comprehensive evaluation i.e. Academic performance, character, experience, sports etc. Individual applicant's file will be reviewed for completeness:

- i. Short listed applicants will be forwarded to the College admissions Board. Each program will be given appropriate weight to the factors pertinent to its nature.
- ii. The College Admissions board will grant or deny admission and forwards the decision to the Academic Registrar.
- iii. Short listed applicants will be invited for an interview as determined by the board
- iv. Short listed applicants shall be given an entry level test in oral or written form.
- v. A list of successful applicants will be generated and displayed
- vi. Admission letters will be issued to successful candidates

4.0 Curriculum

4.1. Structure of the Programme

4.1.1. Programmes

The Diploma/Certificate awards are attained by offering programmes as documented in the Curriculum.

4.1.2. Structure of Academic Programmes

The structure of each academic programme shall clearly indicate the core, elective and pre-requisite courses, credit units and graduation load therein.

4.1.3. Graduation programme load

Each Curriculum accredited shall specify the total number of credit units required to constitute graduation load, for the awards of Diplomas/Certificates offered in the Department in accordance with National Council for Higher Education (NCHE) guidelines

4.1.4. Maximum Durations for Programmes

Students who will register for programmes offered at TCBM shall complete their programmes of study within the maximum specified programme durations.

4.1.5. One year programme

The maximum period a student can spend on a one (1) year programme is four (2) semesters.

4.1.6 Two year programme

The maximum period a student can spend on a two year programme is six (4) semesters.

4.2 Semesters

The programme shall be run on a semester system where the academic year shall be composed of two (2) semesters. The whole Course shall take a total of 4 semesters for both Certificate and Diploma courses respectively. A semester shall be 17 weeks with 15 weeks being for learning and two weeks for examinations.

4.2.1 Course Units:

The course content is divided into topics each of which is designed to cover an aspect of the training. Each course has a code and the credit unit attached to the course indicating its weighting.

4.2.2 Instruction

Instruction shall be by courses quantified in credit units.

- a) A credit unit shall be equivalent to a series of fifteen (15) contact hours or one contact hour per week per semester.
- b) A contact hour shall be equivalent to one hour of lecture/tutorial or two hours of practical/field work or five hours of field attachment.
- c) No course shall carry less than two credit units and more than five credit units.
- d) Pre-requisite Course.

A pre-requisite course is that which must have been taught before the course for which it is a pre-requisite. A student must pass a pre-requisite course before he/she is allowed to study the course for which it is a prerequisite. A student shall, for example, not be allowed to progress to start studying a course if he/she has failed the pre-requisite course. The prerequisite for each course is indicated where this is applicable.

4.2.3 Semester Course Load

The semester course load a student is allowed to take is a minimum of 15 Credit Units and a maximum of 25-28 Credit Units.

4.2.4. Duration of the Course

The Course shall vary according to the programme either Certificate or Diploma and it will be a full time undertaking and shall last for a total of four (4) semesters equivalent to two (2) academic years.

4.2.5. Course Identification System

Courses shall be identified by a combination of letters and number codes.

4.2.6 The letter codes

The letter codes shall indicate the field, or area within a subject in which the course is offered. (See annexure for letter codes Diploma in Social work and Social Administration for Year **one** Semester 1

Table 1: Letter codes Diploma in Social work and Social Administration for Year one Semester 1

Codes	Course Title	LH	PH	TH	CH	CU
DSA 1101	Introduction To Professional Social Work	30	00	30	45	3
DSA 1102	Contemporary Social Issues	30	00	30	45	3
DSA 1103	Introduction To Sociology	30	00	30	45	3
DSA 1104	Introduction To Psychology	30	00	30	60	3
DSA 1105	Communication Skills	45	00	30	60	4
DSA 1101	Computer Applications	45	30	00	60	4
						20

4.2.7 The number codes

The set of number codes shall indicate the level, semester, and the serial number of the course.

4.2.8 Interpretation of number codes

The first set of four digits (e.g. written as 1102) shall denote the following information:

4.2.9 The first digit

The first digit shall denote the level or the year in which the course is offered. Therefore, 1 for 1st year, 2 for 2nd year.

4.2.10 The second digit

The second digit shall denote the semester during which the course is offered. Therefore, 1 for 1st semester and 2 for 2nd semester.

4.2.11 The last two digits

The last two digits shall be used to distinguish the courses in a programme.

Each Course Units is given a three letter code which describes the area of Social Work to which the course units belongs. The prefix “DSW” stands for Diploma in Social Works. Numerical digits defined as follows;

First digit = Year of study

Second digit= Semester of academic year of study

Third and fourth = digits of the course starting with zero one (01) for the course number

5.0 Course content and duration

5.1. Course Content

The level of content of a particular course has to match the credit units allocated to the course.

5.2 Credit Unit

A Credit Unit (CU) is a measure used to reflect the relative weight of a course.

5.3 Contact Hours

A contact hour is equivalent to one (1) hour of lecture or two (2) hours of practical sessions, tutorials, junior, senior clerkship and fieldwork.

5.4. Course Size

All courses shall have at least two (2) credit units and at most five (5) credit units. A course that has a practical component shall have a minimum of three (3) credit units and a maximum of five

(5) credit units and a course without a practical component shall have a minimum of two (2) credit units and a maximum of four (4) credit units

5.4.1. Smallest Course size

The smallest course shall be two (2) credit units. A two (2) credit unit course is a course that is taught for two contact hours per week or a course that takes thirty (30) contact hours per semester.

5.4.2. Largest Course size

The largest course shall have five (5) credit units. A five (5) credit unit course is a course that is taught for five contact hours per week or a course that takes seventy five (75) contact hours per semester

6.0 Registration

Students of Tropics College of Business and Management, Iganga will be expected to register during the first two weeks of class in accordance with the registration policy. There will be important dates that guide the registration and students shall be cautioned to note them carefully. These dates shall be spelled out in the College Calendar of Events. Registration shall be done online or in the Academic Registrar's Office.

6.1 How the Registration Policy will Work

6.1.1 Reporting Day

Reporting day is the Day when the College opens its lecture rooms to the students and it is when the students are expected to report and register either physically or online.

6.1.2 Prompt Day

Prompt Day is the last day when the student pays all the fees (Prompt payment) or pays Half Tuition and half of other fees (Half Prompt payment) and registers.

PROMPT PAYMENT: Prompt payment is the payment of all Tuition and other fees. Prompt payment EXEMPTS the student from payment of the Registration fee.

HALF PROMPT PAYMENT: Half Prompt Payment is the payment of Half Tuition and Half of other fees including boarding fees. Half Prompt Payment EXEMPTS the student from payment of half of the Registration fee.

6.1.3 Registration Deadline Day:

Registration deadline day is the last day when students must pay at least 45% of all fees dues and registered fully for the semester. Failure to register will automatically make the student forfeit his or her place. **NO EXCEPTIONS WILL BE ALLOWED.** After the first two weeks, no student may register and non-registered students will not be allowed to access classes or other institution facilities including eLearning services.

6.1.4 Mid-Term Deadline Day

Mid-Term Deadline Day is the day when 75% of fees owed to the College for the Semester at hand must be paid.

6.1.5 Full Fees Deadline Day

Full Fees Deadline Day is the last day when all fees owed to the College for the Semester at hand must be paid. All registered students must pay the balance of semester fees, by this deadline. After this deadline passes, students shall be allowed two further weeks to make complete payment including a late penalty. After the twelfth week, any student who fails to pay full fees for the semester shall be de-registered.

6.2 More information on registration

6.2.1 Registering for more than one programme

Students shall not register to study at Tropics College of Business and Management, Iganga for more than one programme during the same period of study. If found, a student will be de-registered from his/her studies at Tropics College of Business and Management, Iganga

6.2.2 Final examinations

Registered students shall be qualified to sit examinations, so long as they have fulfilled the prior academic requirements of the particular course.

6.2.3 Refunds

Any monies deposited into institution accounts, whether before or after the deadline, will not be refunded and will be considered payments toward student debt balances or credits toward future fees, unless the student is clearing his or her final account at Graduation, or leaving the institution for good.

6.2.4 Banking

Students will pay all monies into institution bank accounts. Students may bank ahead of registration. The College Finance office will receive bank slips in advance of the Prompt Day. If the student fails to register, these monies will be returned in full when claimed, before the opening of the semester or on a pro-rata weekly basis when claimed after the first day of the opening of the semester.

6.2.5 Use of College facilities

It is an academic offence for non-registered students to access College services, including, attendance of lectures (online or face to face), use of the library and taking examinations or other assessments. Students are responsible for seeing that they complete their registration process for each semester, failure to which the student will receive no credit hours for the semester.

6.2.7 College Laptop policy

All students are required to own a laptop and below are the proposed specifications: At least 14”screen, QWERTY keyboard, core i3 processor, 4 GB RAM, 500GB HD, Dual OS, guidance on these specifications may change from time to time and students will be advised.

7.0 Student assessment

Evaluation of a student’s academic performance shall be based on continuous assessment and examinations.

7.1 Continuous assessment

The head of department shall supervise continuous assessment and a student is required to submit work for continuous assessment by the due date. Continuous assessment, which shall consist of “two or more assessments” per semester, shall ordinarily contribute 30% of the marks in each college examination or as otherwise stipulated in the programme curriculum.

Mid-semester feedback to students is necessary to help students and lecturers identify and improve where there are gaps.

7.2 College Examinations

Examinations shall be administered in a variety of ways that may include but are not limited to the following: face to face, take home, practical projects etc. Examinations will be formal and externally moderated, with final approval by the TCBM Examination board. The examinations

shall ordinarily contribute 70% of the marks in each course or as stipulated in the programme curriculum. Exams will emphasize analysis rather than repeating memorized information.

7.3 Class attendance policy

i. Students shall leave the Lecture Room/space if after 15 minutes the Lecturer has not shown up. The Head of Department should be immediately notified by the Class/Guild representative that the lecture has not taken place.

ii. A student who reports fifteen minutes late for the Lecture shall not be allowed into the Lecture.

iii. A Lecturer may cancel the lecture if after 15 minutes less than 25% of the class is present.

iv. All mobile phones must be switched off during face to face lectures. A student who leaves a face to face lecture to answer a phone call shall not be permitted to return to the Lecture.

Note: All students will be required to attend at least 75% of all prescribed classes; these may be face to face (including lectures, practical classes, demonstrations, and Field Trips). A **student** who misses more than 25% of class sessions may not be allowed to sit for examination(s).

7.4 Internships and practical experience

Students shall be attached to organizations in and outside the College for 8 weeks during recess term of year one and year two for Diploma and the department responsible shall design the guidelines for evaluation of the students during that period.

8.0 Promotion, failure and discontinuation

8.1 Promotion

A student shall be promoted if he/she has passed all semester examinations on normal progress or if he/she has passed as a probation case.

8.2 Failure

8.2.1 Probation cases

A student who fails at least two courses in a semester shall be put on probation for at least two semesters pending successful completion of the failed courses.

8.2.2 Problem cases

A student who fails/misses more than two courses in a semester shall be deemed a problem case.

8.3 Discontinuation

A student shall normally be required to discontinue his or her studies if:

- i. He or she fails the College examination(s) after the third attempt (a failed course can only be retaken twice).
- ii. He or she serves more than two years from the expected year of completion.
- iii. He or she fails at least half of the courses of a semester, and the department deems them unable to proceed.
- iv. He or she fails to attain a minimum of 2.0 GPA in at least three (3) semesters.
- v. He or she keeps on probation for the same course for more than two semesters.

8.4 Retakes

- i. The transcript will be a chronological record of when the student took the course, the course description and the Grade Point. A student who fails a course does not therefore, earn a credit for that course but his total credit hours include those of the failed course.
- ii. Students who retake courses outside their semester schedules shall pay for the courses they retake. A student who fails not more than 2 non-core courses shall graduate provided that the student scores at least 40% in the failed courses.
- iii. A candidate who, having failed not more than two courses shall be permitted to retake examination in the failed courses when the courses are offered and examined. The candidates will retake the courses and re-write the course work.
- iv. A student retaking courses can be allowed a maximum of seven course units in a given semester.
- v. A candidate who fails the examination in more than three courses may be permitted to retake examinations in the failed courses provided that (1) there is reason to think that he/she can improve, and (2) that he/she does not proceed to the courses of the following semester.
- vi. The candidate will retake the courses and rewrite the course work.
- vii. To pass a retake examination a candidate must obtain at least 50% or 2.0 grade point of the marks in each subject. Retake courses will be assessed out of 100%, and shall be reflected on the Academic Transcript.

8.5 Repeating

A candidate who is not a repeater may be permitted to repeat the studies for a semester only if there are special social and/or medical circumstances submitted to the dean of the students, normally prior to the meeting of the board of examiners, so as to convince the faculty board that the candidate is likely to do well if this concession is granted.

9.0 Research Project

If a candidate is required to submit a research project, that person must do a research project in the major area of study that has been endorsed by the head of department.

- i. A research project topic will be agreed upon and approved by the Head of department/ Research coordinator prior to the end of the second semester of year one in the case of a two year programme.
- ii. The research project will be prepared under the supervision of a well-qualified supervisor who will be recommended by the relevant head of department after consultation with the concerned Department and appointed by Principal and Academic before the beginning of the student's final Academic year.
- iii. The supervisor for those doing Diplomas will not supervise more than five students.
- iv. The research project must be substantial in character and scope, concise in focus showing scholarly knowledge of the literature of the subject and demonstrating extensive research and originality of thought.
- v. Diploma students are to submit a research project of 7,500-10,000 words: that is 25-35 pages. (This length includes footnotes/endnotes but excludes the preliminary pages and bibliography. Students may petition to extend the length) in both soft and hard copies.
- vi. When the research project has been approved by the supervisor, it is to be submitted to the department.
- vii. Every research project submitted for an award must be accompanied by declaration by the candidate to the satisfaction of the Academic Registrar stating that it is his or her original work and that it has not been submitted for any award in any institution of learning.

- viii. Every research project will be submitted in duplicate and, if the award is given, each copy of the research project submitted will be the property of Tropics College of Business and Management, Iganga.