



KMTC is ISO 9001:2015 Certified

Kenya Medical Training College



STUDENTS ADMISSION POLICY

MAY 2019

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PREFACE

On behalf of the Kenya Medical Training College (KMTc) Board of Directors, I am delighted to approve this Policy for use by Management. The KMTc Board is determined to improve access to and equity of quality medical training and to ensure that the institution plays its role in the realization of Sustainable Development Goals (SDGs), Vision 2030, health sector policies and the government agenda on the “Big Four”. The Board continues to realize the set milestones which contribute to improving the quality and quantity of essential health care providers. Inadequate numbers of skilled care providers have had a negative impact on efforts to expand access and improve the quality of health services. This situation is compounded by continued high prevalence of communicable and non-communicable diseases in the country.

Towards this end, the KMTc Board of Directors under my leadership is determined to critically address the task of defining long-term strategies for addressing the constraints to training and development of quality health care providers through:

- i. Improved policy and corporate governance for enhancing accountability and decision making.
- ii. Enhanced access, quality, relevance and equity in medical training.
- iii. Prudent resource utilization and good infrastructural management.
- iv. Increased visibility of Kenya Medical Training College nationally and internationally as a premier institution focusing on training, research and consultancy.
- v. Improved resource base, partnership and linkages.

In response to the 2010 Constitutional agenda, the Board will continue to direct efforts at advancing community – oriented programs that respond positively to the country’s social and economic development agenda. This Policy therefore provides an analysis of the internal and external environment, and makes strong statement on the role KMTc will play in supporting the Government to realize sustainable growth in the health sector. The Board is dedicated to offer oversight on the operations and management of the College to ensure sustainable delivery of health coverage in the country and beyond. I believe successful implementation of this Policy will be realized through total commitment of the entire staff, students and other key stakeholders.



Prof. Philip Kaloki, MBS,

Chairperson, KMTc Board of Directors.

FOREWORD

This Policy is published to provide information on the guidelines and procedures for admission at the Kenya Medical Training College. The entry qualification for admission at KMTC shall be welcomed from students who have achieved excellence in a wide range of qualifications. However, when considering an application for individual programmes the College shall reserve the right to judge the relevance and acceptability of any qualification or individual subject. Where any qualifications or subjects are more or less favored, this will be made clear within the published selection criteria against individual courses.

The purpose of this Policy is to define the criteria and conditions for admissions into Academic Programs conducted at Kenya Medical Training College. KMTC operates a centralized admissions process conducted by the Academic Council as stated in the KMTC Act, no. 261 of 1990 (as amended) and KMTC Statutes.

All applicants are expected to meet the College general admission requirements for the programme they seek to study. The Policy outlines the procedures that will guide admission and creating equal learning opportunities for future students.



Prof. Michael Kiptoo,

Chief Executive Officer.

VISION

A model institution in the training and development of competent health professionals

MISSION

To produce competent health professionals through training and research, and provide consultancy services

CORE VALUES

Accountability

Integrity

Responsiveness

Equity

Teamwork

Professionalism

Creativity and innovation

ABBREVIATIONS

CEO	Chief Executive Officer
CV	Curriculum Vitae
DDA	Deputy Director Academics
HQ	Head Quarters
KMTC	Kenya Medical Training College
KNEC	Kenya National Examination Council
SDGs	Sustainable Development Goals

1.0 ADMISSION GUIDELINES

The purpose of this Policy is to define the criteria and conditions for admissions into Academic Programs conducted at Kenya Medical Training College. KMTC operates a centralized admissions process conducted by the Academic Council as stated in the KMTC Act, no. 261 of 1990 (as amended) and KMTC Statutes. The Academic Council bases selections on set criteria.

2.0 SCOPE/LIMITS

- i. This guideline applies to all applicants (local and international) seeking admission to Kenya Medical Training College academic programs.
- ii. The management structure of admission shall be CEO, DDA, Registrar Academics and the Academic Board.

3.0 PRINCIPLES

- i. The College will establish program admission requirements of academic nature that will optimize students' access and success.
- ii. KMTC is committed to providing our community with access to the knowledge and skills relevant to the future economic and social development of the region.
- iii. Kenya Medical Training College is committed to meeting the diverse needs of its community and may therefore tailor its community and curriculum and will provide opportunities for foreign students to study at KMTC.
- iv. The College will accept valid and/or official and duly certified documentation that demonstrates students' qualifications for entry to the College and its programs. In case of foreign students, clearance from KNEC shall be required.
- v. The College reserves the right to limit application to oversubscribed programs.
- vi. The College reserves the right to admission.

4.0 GENERAL COLLEGE ADMISSION GUIDELINES

i. Student Eligibility

a) Nationality

- Kenyan - Applicants who are in possession of valid documentation confirming their legal status as Kenyan citizens, or permanent residents.
- Non – Kenya – all other applicants who are not Kenyan students who meet the guidelines established for international students studying in Kenya by Citizenship and Immigration from a foreign requirement.
- All applicants must be qualified high school graduates.
- All applicants must indicate an intended primary program of study and will be given an opportunity to identify an alternate program of study.

The foreign students are required to:

- Get clearance certificate from the Ministry of Education, Government of Kenya.
- Hold Student / Study Visa (transit or visit visa is not acceptable).
- Must produce an Equivalency Certificate from the KNEC Kenya.
- Proof for proficiency in English. (O-level pass in English or A-levels General Paper pass).

- b) Minimum Academic Qualification for Direct entry into diploma and certificate programs shall be: Secondary graduate or equivalent, KSCE C Plain or C Minus depending on course, and subject minimal requirements as per advertisements.
- c) Minimum academic requirements for Higher Diploma shall be: Basic Diploma in the academic programme to be undertaken and valid relevant practice license from relevant regulatory body.
- d) Choice of Course - can select 2 courses of preference in the preferred order.
- e) Examination diets and resits - KMTC will normally consider only those results that have been achieved at the first sitting and in a single diet of examinations. Grades achieved across more than one diet, or through resits, will only be considered where there are extenuating circumstances. Please refer to the section on 'Applicants who have submitted extenuating circumstances'.

ii. **Course Admission**

- a. Applicants must be deemed qualified in order to be admitted into a program. The specific academic qualification for the various programs will be outlined in the admission rules and regulations as revised from time to time.
- b. The Academic Board in consultation with the lecturers shall determine admission requirements from time to time.

iii. **Deferral of Admission**

Students may defer their course they have been admitted to at any point. Students admitted to institutional programs must have the written permission program to which they were admitted to defer an offer of admission. Requests for deferral of admission must be in the Admission Response Form, which shall be available at the admissions office. Students wishing to defer may be required to submit a non-refundable tuition deposit at the defer request

iv. **Transfer**

a) **Internal Transfers**

- Transfer and admission into a new campus shall be subject to vacancies in the campus and approval by the Registrar.
- Students shall retain their admission numbers after.
- Transfers shall apply only at the beginning of the semester.

b) **External transfers**

- Transfers from other institutions shall be subject to the above stipulated minimum entry requirements and the following review of academic transcripts and results by the CEOs Transfer Committee at the Headquarters.
- Academic certificates would need validation and be certified by necessary regulatory bodies.
- Transfers must meet regulatory requirements for the courses where applicable.
- Transfers shall not be allowed where a student has pending school fees.

v. **Advertisement and Access of Information for Applicants**

- Advertisement of courses will be done in the print media as well as the website within a minimum of two months before start date of the programs.
- All information that is subject to change after publication such as course content selection Criteria College processes and financial management will be made available and kept up-to-date on the website and necessary communication provided to applicants and the public.
- All applications should be made online except when the Management provides otherwise.

- Application fee - all applicants must pay the mandatory fee before applications are processed.

vi. **Selection Criteria**

Selection for an offer of admission will include consideration of the following information as part of the candidate's application:

- Basic academic qualifications for the course with English language ability
- Personal statement with an exception of students who have recently completed secondary school
- Academic references
- Where appropriate, performance at interview
- Where appropriate, relevant work or other experience
- Where appropriate, ability to communicate in English

vii. **Other requirements for selection**

- a) KMTC welcomes applications from students with disabilities or special needs. The College is committed to giving academic opportunities to all appropriately qualified applicants, irrespective of disability, wherever practical.
- b) Applications from students with disabilities are subject to the same academic selection process as all applications, and will be assessed using our normal admissions practices and policies. Where applicants have stated a disability on their application form, this information is passed to our Disability Mainstreaming Team, independently from the application process, to make an initial assessment and follow up where appropriate. Specific support arrangements will be considered by the Disability Mainstreaming Team /HR, out with the application process.
- c) For applicants to KMTC there shall be a requirement for a disclosure on any disability or on any medical conditions like mental illness and drug and substance abuse because we will require applicants to demonstrate medical fitness to practice, and in order to comply with the requirements of relevant professional bodies. The disclosures shall never be used against any applicant, but strictly to help in planning to accommodate such students within KMTC.
- d) The disability disclosure to eligibility courses will be based on the specific disability and may be subject to getting satisfactory medical reports. Where applicants have stated disability, this information will be passed to the institutional Disability Mainstreaming Team independently from the application process to make an initial assessment and follow-up where appropriate.
- e) Disclosure of criminal record shall be subject to the same academic selection process as all applications, and will be assessed using our normal admissions practices and policies. The declaration of a conviction will be followed up independently from the application process. Where a relevant criminal conviction is identified the application will be passed to the Deputy Registrar in charge of Student Affairs/ Dean of Students to undertake any further investigation before a final decision is made.
- f) The College may from time to time review other selection requirements as appropriate. Should this be the case the additional requirements will be made available to applicants via the normal publication and communication channels.

viii. **Admissions process**

- a. Kenya Medical Training College operates a centralized admissions process by the Academic Board as stated in the KMTC Act Cap 261 of 1990 and KMTC Statutes. Kenyan and Non - Kenyan applications are all verified and processed by the Registrar Academics.

- b. Campus Admissions Desk Officers at the campuses shall exist for purposes of coordination
- c. The application process follows the following flowchart upon closure of the application period
 - Applicants register is generated
 - Verification of documents and compilation
 - Register of ranked candidates generated
 - Register of selected candidates generated
 - Register of posted candidates generated
 - Register of enrolled students generated
 - Class register generated
- d. There shall be two (2) intakes per year that is March and September. Unless otherwise directed by the Management.
- d. There shall be continuous applications, and admissions on a program shall only be closed upon attaining the maximum aggregate on that course as decided by the Management from time to time.
- e. Applications for short courses shall be continuous as provided for in the KMTC Website.

ix. Dates for applicant consideration

a) Applications

KMTC admits applicants within the College admissions framework, and complies with its policy of equal consideration to all applications received. No preference will be given to applications submitted early.

b) Foreign applications

Non - Kenyan applications shall be continuous throughout the year and shall be accompanied by payment of the prescribed application fee.

c) Fraudulent or plagiarized applications

The College will not admit students on the basis of fraudulent or plagiarized applications. Where an application is identified as being potentially fraudulent or plagiarized the application will be subject to an investigation into the suspected plagiarism or fraud. If the application is found to be fraudulent or contains plagiarized material, the College reserves the right to reject the application on this basis. If it is established that the application is not fraudulent or plagiarized the application will then be considered using the same academic selection process as all applications, and will be assessed using our normal admissions practices and policies.

d) Notification of successful applicants

All successful applicants will be sent a letter from the Registrar Academics confirming that they have been offered a place and an offer information requirement. The offer is based on the information provided by the applicant and confirmed in the offer letter. Should any of the details used as the basis of the offer change, for example the fee status or deferment of the offer, the Registrar Academics will re-evaluate the offer and reserves the right to rescind it.

Applicants who have applied through online portal, will be notified of a decision via our Website and Print Media and Notice Board. Applicants receiving an offer of a place will also be sent an official letter of offer and information on requirement for each relevant course.

e) Re-applications

If an application was not successful, the applicant may apply again in the following academic cycle. The new application will be considered against the standard course entry criteria for that year of entry. The application fee shall be waived for students who are reapplying for similar course previously applied.

f) Refund of Application Fee

The application fee will not be refundable for any reason.

g) Appeals

Applicants may raise a complaint, but do not have the right of appeal against a decision on whether or not they should be offered a place at the College.

h) Complaints

A complaint is defined as a specific concern in connection with any procedural error, irregularity or maladministration relating to the admissions procedures or policies. The College will recheck admissions decisions where a complaint has been received. Applicants who experience a problem with the admissions process should write to the CEO.

Applicants will not be discriminated against in any way if they request feedback or make a complaint.

i) Communication between applicants and admissions staff

KMTC as a public institution has a legal obligation to comply with all relevant Data Protection Legislations.

The College expects all interaction between applicants and its admissions staff to be conducted with courtesy and respect. We do not tolerate inappropriate behaviour. Hostile, aggressive or otherwise inappropriate behaviour by applicants, or their representatives, to KMTC staff, will be viewed seriously and may prejudice the further consideration of the application, appeal or complaint.

5.0 MONITORING AND ADMINISTRATION

The College shall conduct monitoring and evaluation of this Policy with the objective of promoting continuous improvement.

The CEO shall be tasked with the general responsibility of enforcing this Policy, nonetheless he may delegate such functions as s/he deems applicable.

6.0 EFFECTIVE DATE

This Admission Policy shall be operational on the date of approval by Board of Directors.

7.0 CHANGES TO ADMISSION POLICY:

This Students Admission Policy will be reviewed after every three (3) years, or at any other time that the Board shall deem necessary.

APPROVAL

Title : Students Admission Policy

Contact : Deputy Director Academics

Approval Authority : The Board of Directors

Commencement Date : May 2019

SIGNED



Prof. Philip Kaloki, MBS,
Chairperson, KMTC Board of Directors.

15th May 2019
Date



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Kenya Medical Training College


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