**Draft Outline for the Policy on**

**Admission Gambia College.**

1. **Background**

The Gambia College over the years has admitted students without an outlined policy to guide the process as the largest and oldest tertiary institution in the country. The surge in applications for admission into various programs has necessitated unique approaches to admissions, subject to some broad guidelines. In the recent years a number of improvements in the application process were identified and the online application has been instituted which has come with its ensuing challenges as well. A major recommendation was to move toward greater consistency in both methodology and in documentation. While several of these enhancements have been implemented, formal approval of the College’s admissions policies and practices by the Council will enable the full implementation of integrated and automated admissions processes aligned with core principles.

1. **Definitions and Acronyms**
2. **Title of Policy**

The Gambia College Policy on admission

1. **Effective Date**

February, 2022

1. **Objectives**

The objectives of the admissions policies and processes are to:

 ▪ continually improve the quality and responsiveness of our admissions process;

▪ Ensure fairness and equitable access to our programs;

 ▪ Streamline the admissions process with more responsive and customer-oriented services;

 ▪ Empower applicants by allowing them to manage their applications online, thereby reducing staff time and cost; and,

 ▪ Ensure that the college’s legal liabilities are managed effectively through consistent and appropriate admissions processes.

1. **Policy statement**

This policy and procedure aims to clarify the admissions regulations, and to establish and maintain a uniform process which ensures the efficient management of all student admissions and offers of a place in Gambia College courses. It also seeks to standardise process for the application of admission requirements that are specific to the courses and those that reflect the higher education regulatory framework governing both domestic and overseas student admissions. This will ensure transparency, equity and fairness in the treatment of all applicants.

1. **Admission Principles**

1. Common Admissions Process: There will be a standardized admissions process for all for-credit programs based on formal admissions requirements. There can be variances to college-wide admissions requirements; they will require the approval of the Admissions Committee.

 2. Admissions Requirements: Gambia College admits students based on their ability to meet formal program admission requirements. Applicants who do not meet the formal admission requirements may be required to submit additional documentation in order to demonstrate their suitability for admission to the program to which they are applying.

3. Equitable Access: All applicants will be treated fairly and equitably across all programs and their applications will be assessed on the basis of formal admissions requirements and well-defined evaluation processes.

* **Admission Process (Nationals and Internationals)**
1. **Application for admissions**
2. All applications for admissions must be online. The procedure of such shall be made public through a public notice announcement from the admission office using both print and electronic means.
3. The Gambia College website shall have such information for public access.
4. Unless unavoidable circumstances, printed forms may be used for applications. Such forms shall bear the Gambia College logo with the stamp and signature of the Admission Officer.
5. **Deferral of admissions.**
6. All deferment of admissions must be done online from the applicant’s admission portal.
7. Deferral shall be permissible at any stage of the program, but must not surpass one calendar year period from the date of deferment.
8. Admitted applicants who failed to defer would not be allow admission unless they reapply.
* **Admissions Requirements**

The admission requirements and selection criteria for each program are proved by the National Accreditation and Quality Assurances Authority (NAQAA). The Admission Officer maintains schedules of approved admission requirements, including assumed knowledge and selection processes and/or criteria specific to disciplines or courses. Admission requirements for each course are published in the Course Information Books.

English Language Requirements: Applicants who have completed an educational qualification in a non-English speaking country have to provide proof of proficiency in English through internationally recognised tests such as IELTS or TOEFL, or through satisfactory completion of an approved course at one of the College’s partner language colleges. The English language requirements for admission to each of the College’s courses are published on the College website.

* **Equitable Access**

With regard to admissions, Gambia College does not discriminate on the grounds of race, religion, sex, disability, or any other basis, other than the candidate’s academic record and demonstrated academic ability, as relevant to the requirements of the course with which they are applying.

* **Advisory services**

To help ensure suitability and success, information and advice regarding program selection will be available to all applicants.

* **Categories of Admission**

Applications will be processed according to whether an applicant:

 a) meets all formal admissions requirements including academic qualification criteria (Regular or Standard Admission)

b) meets all formal admissions requirements except academic qualification criteria (Flexible Admission)

c) with special needs (differently able: visually impaired, hard of hearing, and any other features that would disadvantage him/her compare to others).

d) has a complex learning history and for whom documenting their learning is either difficult or complex (Special Admission, which requires approval of the Admission Director)

* **Admission requirements**

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| GAMBIA COLLEGE REVISED MINIMUM ENTRY REQUIREMENTS |   |   |   |   |   |
|   | SCHOOL | **Pre-Service** | **In-Service** |
|   | **With** *A1 to D7* **in English Language** | **With** *E8* **in English Language** (conditional admission) | **With** *F9* **in English Language** (conditional admission) | **With** *A1 to D7* **in English Language** | **With** *E8* **in English Language** (conditional admission) | **With** *F9* **in English Language** (conditional admission) |
|   | **EDUCATION** |
|   | Note that subjects not considered by the school for specialization will not count as majors. Refer to the information sheet showing these subjects. |
|   | PROGRAM | ADV DIPLOMA IN EDUCATION (PRIMARY) | This program is designed for in-service applicants. |  3 credits including 2 majors  |  |  |
|   |  3.0 CGPA |  |  |
|   |   |   |  |
|   | ADV. DIPLOMA IN EDUCATION (SECONDARY) |  4 credits including 2 majors |  4 credits including 2 majors |  5 credits including 2 majors |  3 credits including 2 majors  |  |  |
|   |  One or more credits from grey teaching subject areas in the teaching field (math, Art and Home science) |  CGPA of 3.0  |  |  |
|   |  |   |   |  |
|  | ADV. DIPLOMA IN EDUCATION (primary) pre - services | 4 credits | 4 credits | 3 credits and 2 passes(D7) |  |  |  |
|  | ADV. DIPLOMA IN EDUCATION (ECD) pre - services | 4 credits | 4 credits | 2 credits and 2 passes(D7) |  2 credits  |  3 credits | 2 credits |
|  |  3.0 CGPF  |  3.0 CGPF  |  3.0 CGPF  |
|   | ADV. DIPLOMA IN EDUCATION (SECONDARY) - French |  Grade 10 or Grade 12 or its equivalent |
|   |  A pass in the College entry examination |
|   | ADV. DIPLOMA IN EDUCATION (SECONDARY) - Islamic |  Grade 12 or its equivalent in Islamic |  CGPA of 3.0 or its equivalent.  |
|   |  Grade 9 or its equivalent in English |  2 years of teaching experience |
|   |   |  |
|   | CERTIFICATE IN CATERING |  Grade 10 or Grade 12 or its equivalent |
|   | COMMUNITY POLICING AND SECURITY STUDIES |    |    |    |    |    |    |
|   | DIPLOMA IN EDUCATION (ISLAMIC) |  Grade 12 or its equivalent |
|   |  A pass in the College entry examination |
|  | Advanced DIPLOMA IN EDUCATION (ISLAMIC) |  Grade 12 or its equivalent |
|  |  A pass in the College entry examination |
|   | DIPLOMA IN EDUCATION (PRIMARY) |  2 credits 2 passes |  2 credits 2 passes |  3 credits 2 passes |  CGPA of 3.0 in Diploma in Education ECD or its equivalent.  |
|   |  2 years of teaching experience |
|   |  |
|   | DIPLOMA IN EDUCATION ECD (REGULAR) |  2 credits 2 passes |  2 credits 2 passes |  3 credits |   |
|   | DIPLOMA IN EDUCATION ECD (SUMMER) |  2 credits 2 passes |  2 credits 2 passes |  3 credits |  Grade 12 |
|   |  2 credits |
|   |  2 years of teaching experience |
|   |  |
|   | DIPLOMA IN EDUCATION PRIMARY(AMANA) |  By ‘Amana’ requirements (Grade 12) |
|   | **AGRICULTURE** |   |
|   | Note that subjects not considered by the school will not count. Refer to the information sheet showing these subjects. |
|   | PROGRAM | BASIC CERT. IN ANIMAL HEALTH AND PRODUCTION |  Grade 12 or its equivalent |
|   | CERT. IN ANIMAL HEALTH AND PRODUCTION |  3 credits including a D7 pass in ***agricultural science.*** |  3 credits including a D7 pass in ***agricultural science.*** |  4 credits including a D7 pass in ***agricultural science*** |  CGPA of 3.0 in Basic Certificate in Animal Health and Production or its equivalent.  |
|   |  |
|   | CERTIFICATE IN GENERAL AGRICULTURE |  3 credits including a D7 pass in ***agricultural science*** |  3 credits including a D7 pass in ***agricultural science*** |  4 credits including a D7 pass in ***agricultural science*** |  CGPA of 3.0 in Basic Certificate in General Agriculture or its equivalent.  |
|   |  |
|   | HIGHER DIPLOMA IN AGRICULTURE (3 YEARS) |  4 credits including a D7 pass in ***agricultural science*** |  4 credits including a D7 pass in ***agricultural science*** |  5 credits including a D7 pass in ***agricultural science*** |   |
|   | HIGHER DIPLOMA IN AGRICULTURE (2 YEARS) | This program is designed for applicants with a CGPA of 3.0 in Certificate in General Agriculture or its equivalent |  CGPA of 3.0 in Certificate in General Agriculture or its equivalent.  |
|   | HND IN ANIMAL AND HEALTH PRODUCTION | This program is designed applicants with a CGPA of 3.0 in Certificate in Animal Health and Production or its equivalent |  CGPA of 3.0 in Certificate in Animal Health and Production or its equivalent.  |
|   |
|   | **NURSING AND MIDWIFERY** |   |
|   | Note that subjects not considered by the school will not count. Refer to the information sheet showing these subjects. |
|   | PROGRAM | ADVANCED DIPLOMA NURSING (CONVERSION) | This program is designed for the requisite post-secondary applicants. |  3 credits  |
|   |  CGPA of 3.0 or its equivalent. Or academic of B |
|   | ADVANCED DIPLOMA NURSING (RN) |  4 credits including the credit in core science (math, biology, chemistry and physics) |    |    |  3 credits including the credit in two of the core science (math, biology, and chemistry and physics) |
|   |  CGPA of 3.0 or its equivalent.  |
|   | HIGHER NATIONAL DIPLOMA IN MIDWIFERY |    |    |    |  3 credits including the credit in two of the core science (math, biology, and chemistry and physics) |
|   |  CGPA of 3.0 or its equivalent.  |
|   | **PUBLIC HEALTH** |   |
|   | Note that subjects not considered by the school will not count. Refer to the information sheet showing these subjects. |
|   | PROGRAM | HND IN PUBLIC AND ENVIRONMENTAL HEALTH |  4 credits including the credit in two of the core science (math, biology, chemistry and physics) |  4 credits including the credit in two of the core science (math, biology, chemistry and physics) |    |  3 credits including the credit in one of the core science (math, biology, and chemistry and physics) |
|   |  CGPA of 3.0 or its equivalent.  |
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|  | SUBJECT CONSIDERATION BY SCHOOL |  |  |  |  |  |  |
|  | **Agriculture** |  |  |  |  |  |  |
|  | English |  |  |  |  |  |  |  |
|  | Mathematics |  |  |  |  |  |  |
|  | Further mathematics |  |  |  |  |  |  |
|  | Agriculture |  |  |  |  |  |  |  |
|  | Physics |  |  |  |  |  |  |  |
|  | Chemistry |  |  |  |  |  |  |  |
|  | Biology |  |  |  |  |  |  |  |
|  | General science |  |  |  |  |  |  |
|  | Health science |  |  |  |  |  |  |
|  | Geography |  |  |  |  |  |  |  |
|  | Economics |  |  |  |  |  |  |  |
|  | Accounting |  |  |  |  |  |  |  |
|  | History |  |  |  |  |  |  |  |
|  | **Education** |  |  |  |  |  |  |
|  | WASSCE subjects or their equivalents |  |  |  |  |  |  |
|  | **Nursing and midwifery** |  |  |  |  |  |  |
|  | English |  |  |  |  |  |  |  |
|  | Mathematics |  |  |  |  |  |  |
|  | Further mathematics |  |  |  |  |  |  |
|  | Agriculture |  |  |  |  |  |  |  |
|  | Physics |  |  |  |  |  |  |  |
|  | Chemistry |  |  |  |  |  |  |  |
|  | Biology |  |  |  |  |  |  |  |
|  | General science |  |  |  |  |  |  |
|  | Health science |  |  |  |  |  |  |
|  | Home management |  |  |  |  |  |  |
|  | Food and nutrition |  |  |  |  |  |  |
|  | Clothing and textile |  |  |  |  |  |  |
|  | Physical health education |  |  |  |  |  |  |
|  | Geography |  |  |  |  |  |  |  |
|  | **Public health** |  |  |  |  |  |  |
|  | English |  |  |  |  |  |  |  |
|  | Mathematics |  |  |  |  |  |  |
|  | Further mathematics |  |  |  |  |  |  |
|  | Agriculture |  |  |  |  |  |  |  |
|  | Physics |  |  |  |  |  |  |  |
|  | Chemistry |  |  |  |  |  |  |  |
|  | Biology |  |  |  |  |  |  |  |
|  | General science |  |  |  |  |  |  |
|  | Health science |  |  |  |  |  |  |
|  | Food and nutrition |  |  |  |  |  |  |
|  | Technical drawing |  |  |  |  |  |  |
|  | Physical health education |  |  |  |  |  |  |
|  | Geography |  |  |  |  |  |  |  |

* **Flexible Admission**

The College may acknowledge prior learning attained through informal learning.

The Admissions Review Committee have authority to admit students under ‘Special Entry’, however they will not normally admit a student who does not meet the specified entry criteria for the course in question. However, the College recognises that:

 (a) a student not meeting the entry criteria may have gained through employment, and/or formal or informal education, experience and/or qualifications equivalent to the entry criteria for a given course; and

 (b) students from certain backgrounds, who may be able to successfully complete a given course, may not have had reasonable prior opportunity to develop experience and qualifications sufficient to satisfy the entry criteria for that course. Such students may include:

(i) students with a disability,

(ii) students from socially or economically disadvantaged backgrounds,

 (iii) students from non-English speaking backgrounds, including migrants, disaster victims and refugees, and

(iv) students from rural or remote locations.

 In both cases (a) and (b), the Director of Admissions or Admissions Review Committee, after referral from the Head of School, may determine that a student can be admitted to a course of study despite not meeting all the entry criteria. To be offered a place in a course of study on the basis of Special Entry, a Special Entry Consideration application must accompany the student’s regular course application for review by the Admissions Officer or Admissions Review Committee. The Special Entry Consideration application outlines the basis for Special Entry and the nature of student support required (if any). The Director of Admissions or Admissions Review Committee must determine that a) the applicant is capable of satisfying all course requirements with the proposed student support and b) that such support can be expected to be available. In such circumstances, the Director of Admissions or Admissions Review Committee will normally admit the student provisionally such that the student has to successfully (i.e., without failure) complete their first semester of study in order to be allowed to continue in the course. Certain conditions (e.g., successful completion of a semester with academic standing of not below CGPA of 2.5) may also be applied to the admission. All students are informed that eligibility for Special Entry does not constitute a guarantee of a place in a course and, further, any student admitted by Special Entry must satisfy all course requirements in order to be eligible to graduate. An individual student support plan is to be jointly developed by the School with the student at the start of their studies. The plan is to be reviewed at the end of their first semester/study period.

* **Mature Age Entry**

To be eligible to apply for admission to a certificate program as a mature age student, candidates must meet all of the following criteria:

 a) Be at least 25 years of age on 1st October of the year of entry to the College;

b) Have a prior qualification or experience of not less than five years in the related field of choice of study

 c) Satisfy the additional admission criteria for the program they wish to enter, e.g. artistic requirements, assumed knowledge, language requirements. At the discretion of the Head of School or Admissions Review Committee, the offer of a place to a mature age applicant may be provisional requiring the student to pass all enrolled units in the first semester of study.

* **Application verification**

Applicants are responsible for ensuring the accuracy and relevancy of all information submitted in support of their application, including any documents prepared by an educational agent on their behalf. Gambia College reserves the right to request and/or confirm any information necessary to support an application for admission. The submission of false statements and/or documents, or the failure to disclose relevant information, will result in the immediate and permanent cancellation of admission and/or registration to Gambia College without refund.

* **Admissions Decisions**

Admissions decisions fall into one of the following three categories:

a) Unconditional Acceptance - applicants who meet the admissions requirements to the program of study to which they applied may be offered unconditional admission.

b) Conditional Acceptance - applicants who do not meet all of the admissions requirements to the program of study to which they applied may be offered acceptance subject to meeting specified conditions prior to the start of the program or at a given period to be determine by the Admission Officer. Conditions must be cleared a minimum of 5 business days prior to the program start date or the applicant will automatically have their registration deferred.

c) Not Accepted – applicants who do not meet the admissions requirements for the program to which they have applied, have submitted false statements and/or documents, or failed to disclose relevant information will have their applications for admission rejected (or denied).

Decisions on all applications will be communicated to applicants by the Admissions Office (or a designate approved by the Director of Admissions). Meeting the admissions requirements set out by the College does not guarantee admission to a program of study

* **Admission Appeals**

Applications are screened carefully. However, in the event an applicant believes s/he has been unjustly denied admission s/he may submit a written request for a review of his/her application. Grounds for an appeal are normally limited to evidence of an administrative error made by authorized College personnel. Appeals based on dissatisfaction with college policy or admissions criteria, disagreement as to the evaluation of admissibility (e.g., ‘grade point average’), arguments related to the authenticity of documents submitted, or failure to meet admission deadlines are not grounds for appeal. Gambia College reserves the right to refuse admission to any applicant and admissions shall be deemed final.

* **Quality Assurance**

The application and admissions processes will be reviewed annually by the Admissions Committee.

1. **Admissions Report**

Presentation of a written report by the Director of Admissions must be made after every admission session to the Academic Board.