



PRE-REGISTRATION ASSESSMENT POLICY

Pre-Registration Assessment Policy for Student Admission

Ensuring Fair and Effective Evaluation of Applicants

1. Introduction

The EduVista Initial Assessment Policy outlines the procedures and criteria used to evaluate prospective students applying for admission to our university. This policy ensures a fair, transparent, and comprehensive assessment process, aligning with the university's commitment to excellence and diversity and is automatically conducted via the online EduVisa Virtual University System (EVUS) which accommodates all administrative and academic functions associated with a government-regulated and accredited university.

2. Objectives

- To establish a clear framework for the initial assessment of applicants.
- To ensure that all applicants are evaluated based on merit, potential, and alignment with the university's values.
- To maintain transparency and fairness throughout the admission process.
- To support the university's commitment to diversity and inclusivity while meeting operational, curriculum and quality requirements prescribed by EduVista's accreditation status.

3. Scope

This policy applies to all applicants seeking admission to undergraduate and postgraduate programs at the university. It encompasses all stages of the initial assessment, including application review, aptitude tests, and interviews.

4. Application Review

4.1 Submission Requirements

All applicants must submit the following documents as part of their application:

- Completed application form.
- Official transcripts from previous educational institutions.
- Personal statement or statement of purpose.
- Letters of recommendation.
- Proof of residence for bursary and related purposes
- Proof of English language proficiency (if applicable).
- Additional materials specific to the program of interest (e.g., portfolio, research proposal).

4.2 Evaluation Criteria

Applications will be assessed based on the following criteria:

- Academic performance and achievements.
- Relevance and quality of the personal statement.
- Strength of letters of recommendation.
- Extracurricular activities and leadership experience.
- Alignment with EduVista's values and goals.
- Alignment with EduVista's RPL Policy.

5. Aptitude Tests

Applicants may be required to take aptitude tests to further assess their suitability for the program. These tests may include:

- Standardized tests (e.g., SAT, ACT, GRE, GMAT).
- Subject-specific assessments.
- Language proficiency tests (e.g., IELTS, TOEFL).
- EduVista Certificate in Higher Education (L4Cert.HEA)

6. Interviews

6.1 Interview Process

Shortlisted applicants may be invited for an online interview. The interview aims to evaluate the applicant's:

- Communication skills.
- Readiness study independently in an online environment.
- Motivation and commitment to the program.
- Critical thinking and problem-solving abilities.
- Understanding of the field of study.
- Fit with the university's culture and values.

6.2 Interview Formats

Interviews may be conducted in the following formats:

- In-person interviews.
- Online video interviews.
- Panel interviews with faculty members and administrators.

7. Admission Decisions

7.1 Decision-Making Process

Admission decisions will be made by the Admission Committee based on a holistic assessment of the applicant's profile. The committee will consider all aspects of the application, including academic performance, test scores, interview performance, and alignment with the university's values.

7.2 Notification of Results

Applicants will be notified of their admission status via email or online message platforms. Successful applicants will receive a Letter of Offer and Admission, which will include details on the next steps, enrollment procedures and payment options.

8. Appeals and Feedback

8.1 Appeals Process

Applicants who wish to appeal the admission decision may submit a written appeal within 30 days of receiving the notification. The appeal should include:

- A statement explaining the grounds for the appeal.
- Any additional information or documentation supporting the appeal.

The Appeals Committee will review the appeal and decide within 15 days. The decision of the Appeals Committee is final.

8.2 Feedback

Applicants may request feedback on their application to understand the strengths and weaknesses of their submission. Feedback requests should be submitted in writing within 30 days of receiving the admission decision.

9. Confidentiality and Data Protection

All information provided by applicants will be treated with the utmost confidentiality in accordance with the university's data protection policies. Personal data will be used solely for the purposes of the admission process and will not be disclosed to unauthorized parties.

10. Policy Review

This policy will be reviewed annually to ensure its effectiveness and alignment with the university's goals and values. Any changes to the policy will be communicated to all stakeholders in a timely manner.

11. Contact Information

For any inquiries regarding the Initial Assessment Policy or the admission process, please contact the Admission Office at [email address] or [phone number].

This Initial Assessment Policy is a testament to the university's dedication to maintaining a fair, transparent, and inclusive admission process that recognizes and nurtures the potential of every applicant.