

**BRAINAE UNIVERSITY**

**STUDENT ADMISSION POLICY**

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# I. GENERAL PROVISIONS

## 1. Vision

To excel internationally with quality education, research, and innovative service to the community

## 2. Mission

To be a locomotive of sustainable development in the World by developing competency in educational practices

## 3. Core Values

BU is a singular and multi-partners educational institution offering a wide range of academic and professional studies. As such, we provide opportunities for the trainee to pursue a variety of programs; some are quite specialized, others that are multi-disciplinary and/or problem-based in focus – and to undertake their studies at different locations across the world, both through classes at designated open and through access to distance learning.

* Affordability
* Collegiality
* Commitment to professionalism and social accountability
* Humility
* Integrity
* Kindness
* Loyalty
* Spirituality
* Transparency
* Trustworthiness

# II. INTRODUCTION

The BRAINAE UNIVERSITY admission policy sets out personal identification, academic, medical, and financial criteria for admission and the specific requirements for different exit awards offered by BRAINAE UNIVERSITY

This policy is a key tool for prospective students and staff involved in student recruitment and admission.

# III. POLICY PRINCIPLES

# 3.1. Admission

### 3. 1. 1. Fresh students

#### 3.1.1. 1. Academic requirements

To be admitted to an undergraduate program at BRAINAE UNIVERSITY, an applicant must have completed secondary school with an A-level certificate with a two pass. Applicants must also demonstrate sufficient competence in English to study in Higher Education. Individual programs may set requirements above the minimum level. Therefore, the applicant must provide one true certified copy of a secondary and/or higher education certificate, diploma, or any other document deemed equivalent.

In addition, the student must present their school reports/transcripts of the last three years of secondary education (A-level) or any other equivalent documents.

To be admitted into the postgraduate program, a candidate must fulfill the following requirements:

The student must hold a degree or equivalent from a recognized university

During his undergraduate years, his attendance must not have fallen below 75% of the required percentage.

His undergraduate degree should be in a subject that would qualify him for the graduate major he wants to pursue by the study plan of that major

#### 2.1.1.2 Personal identification requirements

Students applying for admission must first provide a well-filled and signed application form available on BRAINAE UNIVERSITY Website.

Applicants must provide their copy of national ID or copy of passport for foreigners and one up-to-date passport size photograph.

#### 2.1.1. 3. Medical requirements

Applicants must provide a copy of a medical certificate dating from less than 3 months and a copy of medical insurance. The medical certificate should be issued by a registered medical doctor.

#### 2.1.1.4. Clearance /Financial requirements

Individuals applying for admission at BRAINAE UNIVERSITY must pay admission fees as per the program applied for. The amount of admission fees are decided by the BRAINAE UNIVERSITY Executive Council and is payable via the system

#### 2.1.1.5. Moral requirements

As the motto of BRAINAE UNIVERSITY is “Strive for Excellence”, applicants to BRAINAE UNIVERSITY should meet any moral requirements including leadership ability, character, motivation, tenacity, initiative, originality, creativity, intellectual independence, responsibility, insight, maturity, and demonstrated concern for others and the community. These qualities may not be reflected in traditional measures of academic achievement. Details on integrity and good behavior are available in the "BRAINAE UNIVERSITY Student Code of Conduct".

### 2.1.2. Transfer students

Students who have accumulated credits at one or more accredited institutions within Delaware state or outside may apply to have the credits taken into account when joining a program at BRAINAE UNIVERSITY. The determination of the number of credits to be awarded, the point at which the student may join the program, and/or the modules be taken or exempted will lie with the Admission Committee, on the advice of the faculty managing the program.

In appropriate cases, students may also be exempted from part of their degree program based on qualifications obtained before entry.

Exemptions and recognitions can be either in terms of named modules/courses or a specified number of credits. In either case, the extent of any recognition or exemption will depend on individual circumstances and on the qualification to which a student wishes to proceed.

### *2*.1.3. Program-specific entry requirements

The admission policy to BRAINAE UNIVERSITY should consider the following entry requirements:

#### 2.1.3.1. School of social sciences and education

The recommended candidate in the School of social sciences and education is everyone who holds an A-level certificate in the following domains respectively:

These domains are specific to each department.

* French-English
* Geography and History
* Biology and Chemistry
* Early Childhood and Primary School

This department welcomes A-level certificate holders from different fields.

#### 2.1.3.2. School of medicine and health

The recommended candidate in the School of medicine and health is everyone who holds an

A-level certificate in the following domains respectively:

These domains are specific to each department.

* Nursing Department
* Public Health Department

Open to holders of secondary school certificate (A2) in Sciences combination and some Technical and Vocational Schools.

#### 2.1.3.3. School of science and technology

The recommended candidate in the School of science and technology is everyone who holds an A-level certificate in the following domains respectively:

These domains are specific to each department.

* Agriculture Engineering Department
* Agribusiness Department

Open to holders of secondary school certificate (A2) in Sciences combination and some Technical and Vocational Schools.

#### 2.1.3.4. School of business and economics

The recommended candidate in the School of business and economics is everyone who holds an A-level certificate in the following domains respectively. These domains are specific to each department.

* Department of Economics
* Department of Management

Open to holders of secondary school certificate (A2) in Sciences combination, Humanities combination, Technical and Vocational Schools.

# IV. APPLICATION PROCEDURES

Individuals looking for admission address their application letters to the Deputy Vice-Chancellor in charge of Academics. These applications are then forwarded to the admission committee for analysis.

# V. ADMISSION, COMMITTEE, AND RESPONSIBILITIES

Admission at BRAINAE UNIVERSITY is overseen by the Admission Committee. The admission committee is appointed by the senate on the proposal of the Deputy Vice-Chancellor for Academic Affairs. It is chaired by the Deputy Vice-Chancellor for Academic Affairs, and its membership includes the Heads of Departments, the Registrar, and the Director of Academic Services.

The duties of the admission committee are to carefully scrutinize information of individual applicants and select candidates. Selection is based on a comprehensive review of all information—both academic and personal—presented in the application. All applications are read by members of the admission committee. After independently reading and analyzing applicants' files, the admission committee determines requirements that are the basis upon which the student is ultimately admitted or denied.

# VI. PERIOD OF ADMISSION

Freshmen and transfer applications must be submitted to BRAINAE UNIVERSITY anytime

The starting date for admission is any time of your availability and financial capacity since most of the courses are delivered online.

# VII. ADMISSION REGULATIONS

## 6.1. Regulations relating to applications

**i.** Applicants are urged to read the advertisement, and the application form very carefully to ensure that they understand the important regulations therein. Applicants who will be discovered to have submitted forged certificates or any other such information will not be considered and appropriate legal action will be taken against them.

1. The names entered in the application form must be the same as those appearing on the candidate ID or other certificates to be used for admission.
2. Non-disclosure of details or provision of false information in the application form shall render cancellation of the student's admission if discovered.

## 6.2. Regulations governing selected candidates

**i.** All admitted students must conform to BRAINAE UNIVERSITY regulations

1. Students who have been admitted but cannot join BRAINAE UNIVERSITY for any reason cannot defer their admission to the next academic year. In this case, the student will be required to re-apply.

## 6.3. Feedback to unsuccessful applicants

All unsuccessful applicants will receive feedback from the BRAINAE UNIVERSITY admission committee before the academic year applied for starts.

## 6.4. Registration of selected candidates

i. Selected candidates must apply to register for programs they are admitted to.

1. Registration commences two months before the beginning of the academic year and ends one month after the beginning of the academic year.
2. No student will be allowed to suspend studies after the effective commencement of an academic year except under special circumstances. Permission to suspend studies will be considered after producing satisfactory evidence of the reasons for suspension and written approval from the Deputy Vice-Chancellor for Academics.

Circumstances shall include:

* Debilitating illness, or handicap which may require time to overcome,
* Serious social problems (each to be considered on its merit)
* Severe sponsorship problems

Other kinds of reasons may also be given, and the decision will be taken by the Deputy Vice-Chancellor for Academics on the strength of the evidence that a period of suspension is needed and the likelihood of the student being able to return to his or her studies at the beginning of the enrollment

**APPENDICES**

**BRAINAE UNIVERSITY**

**APPLICATION FORM**

Before starting the application, make sure you have the following document:

* Degree (s)
* Transcripts
* Identity Card/Passport
* Passport Photo

**Page 1: Identification**

* Full Names
* Email
* Telephone
* Sex
* Date of Birth
* Password
* Retype Password

**Page 2: Select your study area and earn a scholarship**

Program:

* Post-doctorate
* Doctorate
* Master
* Post graduate diploma
* Bachelor
* High school diploma
* Diploma
* Professional Course

School

* Business and Economics
* Medicine and Health
* Science and Technology
* Social Science and Education
* Bible Studies
* High School

Level

Continent

Country

**Congratulation!!**

You are eligible to receive a scholarship off the regular fees as follows:

* Enrollment fees: depending on the program applied for A
* Tuition fees per program B
* Total program cost C=A+B
* **Scholarship D**
* Total Cost Due E=C-D

**Page 3: Submit your existing academic documents**

Photo

Degree

Transcript

Passport/Identity Card

**Terms and conditions**

BRAINAE University exists as an institution of experiential learning and non-traditional education at distance. It is accredited by several international accrediting bodies and many more partnering/affiliated institutions <https://brainae.org/accreditation>. Programs are applied, studied, scored, and reattempted at home (Online) and I am fully satisfied myself with the University,

I hereby certify that the foregoing information is true and complete to the best of my knowledge and fully realize that omission or falsification of information will be considered a sufficient reason for the rejection or dismissal of this application.

The University requires each student to be Academically Active by completing at least one course each month. Failure to meet this requirement gives you a second chance of one month after which will temporarily disable your Student account; this may require you to pay $50 for reactivation of the account.