

**REGULATION ON :
ADMISSION COMMITTEE OF THE LYCEUM CAMPUS
(AC 07)**

1. Introduction

The Admission Committee is constituted by the Council to be directly responsible for the undergraduate student admission in the Programmes of Study at the Lyceum Campus.

The Admission Committee comes under the purview of the Council of the Campus.

The aim of the Committee is to carry out the admission process in a manner that is equitable, efficient, and timely, and identify and select the most qualified applicants in the total applicant pool, who are best qualified academically and hold promise of being outstanding graduates.

2. Functions of the Admission Committee

The Committee shall :

- i. determine the student numbers to be admitted for each programme of study as new intake each year, the frequency of intake per year and decide and make arrangements for conducting Aptitudes tests, if such tests are to be held ;
- ii. establish and implement the criteria for admission or enrolment of the students to the Lyceum Campus for all Programmes of Study according to the Campus regulations;
- iii. lay down the detailed procedure to be followed for admission and ensures the same has been implemented;
- iv. identify and approve for admission, suitably qualified candidates and display the merit list as per schedule pre-determined by the Council;
- v. analyse the changes required in the admission policies of the previous years, so as to improve the system and the process;
- vi. ensure that respective Departments make available a Student Handbook to all incoming students providing :
 - general information of the Campus
 - brief description of the Programme of Study
 - learning resources

- student support services
- disciplinary procedures
- welfare measures
- code of conduct
- grievance redress mechanism

vii ensure the respective Departments make available a prospectus containing information on:

- curriculum
- optional courses and elective courses
- examination procedure
- grading mechanism
- graduating requirements
- examination by laws

viii ensure orientation programme for all new students to facilitate students transition from school to campus environment.

3. Membership

Membership shall be :

- President (Chair)
- Deputy President
- Director / Quality Monitoring and Enhancement Directorate
- Deans/Faculties
- Head/Relevant Department/s
- Registrar (Secretary to Committee to convene meetings and record keeping)

4. Quorum

The Chair and one-third the total membership

5. Mode of operation

The Committee shall meet once in three months on pre-determined meeting dates