



MSU INTERNATIONAL STUDENT ADMISSIONS POLICY & PROCEDURE

1. PREAMBLE

Entry of students into the University shall be guided by the following guidelines. Senate has the final authority and their interpretation of these procedures shall be final. International students shall be admitted on the strength of their home country qualification on condition that they meet the minimum university entry requirements in their country.

2. GENERAL REQUIREMENTS

- 2.1 International students shall be admitted on the strength of their home country qualification. Thus, a candidate will have to satisfy his/her country's minimum requirements for entry into a study programme similar to the one sought at MSU.
- 2.2 Translation of qualifications and other relevant documentation shall only be done by entities approved by MSU. Such translation shall be duly authenticated.
- 2.3 Applicants are advised that English is the language of instruction and general institutional communication at Midlands State University (MSU). Every student must satisfy the University that s/he has command of the English Language adequate for university study prior to embarking on his/her study programme of choice.
- 2.4 Candidates registered with other Universities/Institutions may not be allowed to enrol for study at MSU.
- 2.5 Application fee is US\$50.00.

2.6 Modes of entry

- 2.6.1 For Entry Requirements, see below.
- 2.6.2 International Students may choose between the Conventional, Visiting and Block Release modes.

2.7 Duration of study

- 2.7.1 Ordinarily, the minimum duration of study for Conventional and Parallel Undergraduate Degree Programmes shall range from four (4) to five (5) years, including one (1) year of Work Related Learning (WRL). The maximum permissible duration for undergraduate degree programmes shall be eight (8) years for four-year degree programmes and 10 years for five-year degree programmes.
- 2.7.2 Minimum duration of the Visiting School Undergraduate Programmes shall range from two (2) to three (3) years. For this mode, the WRL period runs concurrently with Level 2.
- 2.7.3 Masters degrees shall ordinarily last a minimum of 18 months and a maximum of 36 months.

- 2.7.4 Doctoral degrees shall ordinarily last a minimum of three (3) years and a maximum of six (6) years.

2.8 International Student Bridging Programme

- 2.8.1 A multi-faceted International Student Bridging Programme (ISBP) shall be offered and coordinated by the IRO.
- 2.8.2 Upon initial arrival at MSU, students from non-English speaking educational backgrounds shall take an English Language Proficiency Test. Depending on proficiency level ascertained by the test, students may be admitted directly to their chosen programmes of study or be required to take an Intensive English Language (EFL) programme lasting a minimum of one semester prior to starting their chosen study programme. The EFL programme shall focus in particular on converting into English knowledge relevant to the target discipline but acquired in other languages. Thus, for instance, students in the Sciences shall be taught separately from those enrolling in the Humanities.
- 2.8.3 During this period, Departments may, at their discretion, require international students to take pre-degree modules in order to facilitate access to targeted study programmes.
- 2.8.4 Students pursuing degree programmes may also take advanced English Language modules. An extra fee may be levied on interested students.
- 2.8.5 All Level 1 International Students will be required to register with a designated tutor for English for Academic Purposes (EAP) support. This support will focus on assignments and presentations. Every assignment and presentation will have to bear the IRO stamp as proof of such consultation. Appropriate proof will have to be developed to cater for assignments submitted electronically. An assignment bearing this stamp will automatically earn 10% of the total mark. Assignments presented beyond the stipulated IRO deadline will not be acknowledged. IRO EAP tutors will strictly limit the scope of their intervention to helping students improve their academic communicative competence. Tutors will produce reports clearly indicating the linguistic aspect focussed on for each assignment received. Examples of such aspects are coherence and cohesion.

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2.9 ADMISSION PROCEDURE

MSU Admission procedures ordinarily applied in the case of Zimbabwean nationals shall apply to international candidates, except that:

- 2.9.1 Programmes on offer shall be advertised to international markets through, inter alia, the MSU Website's IRO Webpage, official MSU social media (such as the IRO Facebook page), approved international student recruitment agents, MSU Alumni, current MSU students, and recruitment 'road shows' in target countries.
- 2.9.2 All applications shall be routed through the IRO.
- 2.9.3 All decisions on all applications shall be routed through the IRO.
- 2.9.4 The IRO shall be copied all administrative communication to new and existing international students.
- 2.9.5 Academic Departments shall select international students for their Departments and submit their recommendations to the University Admissions Committee for ratification.
- 2.9.6 The prospective student shall be given an acceptance letter bearing a registration number, student name, programme offered, mode of entry, duration of the programme, fees required, orientation, registration and opening dates.
- 2.9.7 The new student shall be able to start paying fees upon receipt of the acceptance letter.



- 2.9.8 The IRO shall email acceptance letters to all successful international applicants. Other appropriate technologies may also be used for the same purpose.
- 2.9.9 Every new international student shall collect his/her original acceptance letter from the IRO office nearest to his/her campus.

3. ENTRY REQUIREMENTS

Students are enrolled through any of the following modes of entry:

3.1 Normal entry

For normal entry, candidates should

- a) have satisfied the general requirements as prescribed above; and
- b) have satisfied the requirements for entry into the particular programme chosen.

3.2 Special entry into Undergraduate Study Programmes

- 3.2.1 An international candidate may apply for special entry and for permission to proceed to a first degree with exemption from the whole or part of the normal entry requirements if:
- a) s/he has obtained from a University or institution of similar status academic qualifications (other than degrees) acceptable to Senate; or
 - b) s/he has obtained an appropriate number of subjects at an approved examination and has subsequently passed an intermediate or equivalent examination at a University acceptable to Senate.
- 3.2.2 Applicants who qualify under this regulation for special entry may apply to the Senate to be exempted from certain modules and examinations. Permission may be given to complete the programme for a Bachelor's Degree in less than the normal required period provided that no student shall be allowed direct entry to the final level of any programme.
- 3.2.3 Applicants who wish to be considered under the special entry provisions may be required to attend interviews and/or special tests at the University designed to assess their command of the English Language, numeracy, reasoning ability and general suitability for admission to the Bachelor's Degree studies.
- 3.2.4 Applicants who have previously attended MSU special entry tests and/or interviews without success will not be considered for admission under this form of entry unless in the intervening period they have acquired additional qualifications and/or experience.
- 3.2.5 Applicants may be accepted through the transfer method on condition that a partial transcript/qualifications from a recognised university/institution is availed.
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