



AHSU

AFRICA HEALTH
SCIENCES UNIVERSITY

Admissions Policy Master of Medicine (MMed) Residency Programs

Policy Code: AHSU/013/2024

Version: 1.0

Effective Date: 10 July 2024

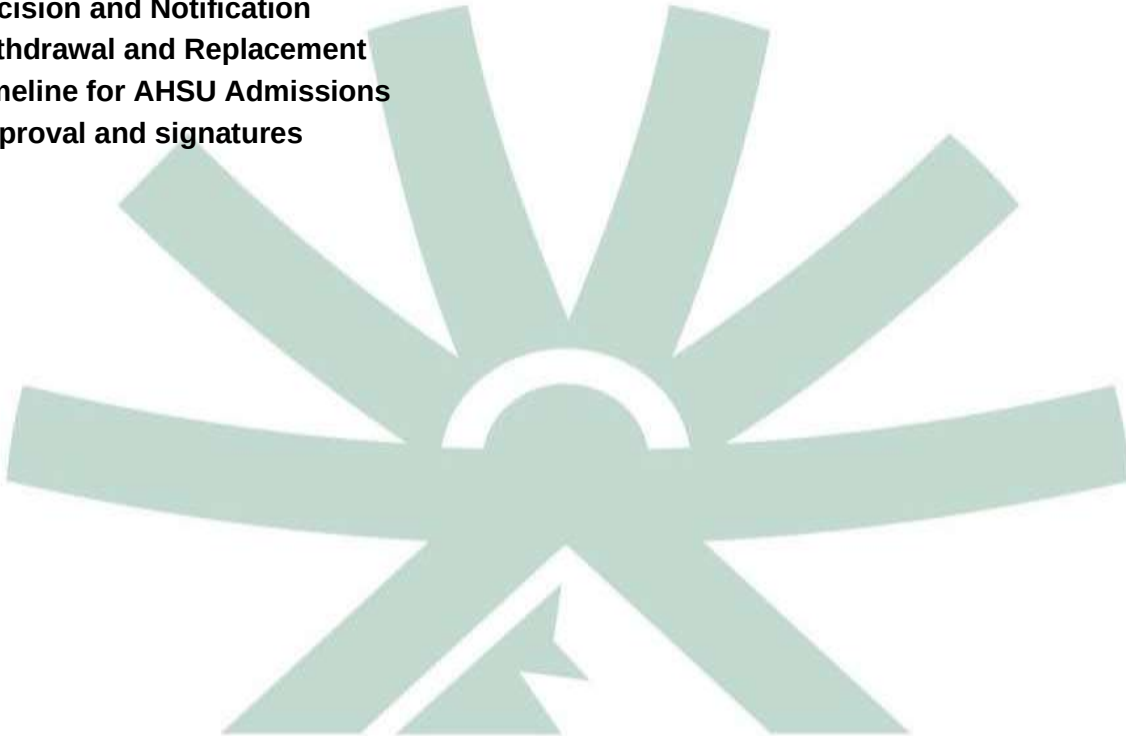
Review Date: 9 July 2027

Policy Owner: Admission Committee

Responsible Offices: Admission Committee, PGME, Dean's Office

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PURPOSE

This admissions policy aims to establish a transparent and fair admissions process that aligns with the mission and values of Africa Health Sciences University.

DEFINITIONS

- **Academic excellence:** demonstrated through a strong academic record, relevant coursework, and standardized test scores.
- **Leadership potential:** evidence of leadership skills, community involvement, and a Commitment to positively impact health care service delivery
- **Diversity:** Embracing a broad range of perspectives, backgrounds, and experiences to enrich the learning environment.

SCOPE

This policy applies to all prospective students seeking admission to undergraduate and graduate programs at AHSU. It covers both local and international applicants.

PROCEDURE

Application requirements for the postgraduate program

To be admitted to AHSU's MMED program:

1. A candidate will submit an online application through the AHSU-provided online portal.
2. A personal statement/motivation letter describing the candidate's motivation to join the program
3. A curriculum vitae (CV)
4. Applicants must hold a minimum of a Bachelor's in medicine and a Bachelor's in surgery (MBBS) degree from an accredited institution.
5. International candidates should submit a notarized bachelor's degree and academic transcript from an accredited institution
6. A Valid license to practice medicine in Rwanda (for locals) and a valid license to practice in any other country (for internationals)
7. Higher Education Council (HEC) Equivalency Certificate for any candidate with foreign qualifications.
8. Any candidate who applies for the graduate program without their HEC equivalency certificate will be admitted provisionally until they receive their equivalency certificate.
9. Scanned Passport (for international students) or National ID (for local students).
10. Certificate of good conduct issued by the Medical Council

Notice:

1. All academic documents submitted must be from an accredited institution and notarized.

2. A student is provisionally admitted to AHSU pending their successful indexing application from the Rwanda Medical and Dental Council.

Any student in a program of study who, after enrolment, is found to be unfit to pursue that program of study will be required to withdraw.

Admission Procedures

Depending on the specific programs, the admission procedures may vary slightly. Generally, the admission processes involve three main components: document screening, admission examination, and interview.

This structured admission process ensures a comprehensive evaluation of each applicant, allowing the program to select candidates who are not only academically qualified but also motivated and well-prepared to contribute to the field of study.

Admission Examination

There shall be one standardized admission examination for all MMed residency programs.

Each academic department shall submit discipline-specific examination questions. These questions shall be compiled into a single comprehensive examination administered to all applicants.

For international applicants, the admission examination shall be conducted online using a secure platform with a lockdown browser.

For national applicants, the mode of examination shall be determined annually by the Admissions Committee and communicated in advance.

The minimum passing mark shall be determined every 2 years by the Admissions Committee, based on overall performance, success rates, and available training slots.

Interview Process

Applicants who pass the admission examination shall be invited for an interview.

- Interviews for international applicants shall be conducted online.

- Interviews for national applicants shall be conducted in person.

Decision and notification

1. The AHSU Admissions Committee will design, oversee the process, deliberate the outcome of the selection, and determine the final decision.
2. Admissions Committee members will be required to complete a confidentiality and conflict of interest form and sign it before participating in applicant evaluations. This maintains the integrity of the selection process. Members will disclose any conflicts of interest and recuse themselves from evaluating affected applicants to prevent bias and uphold fairness. Any breaches of this policy will be subject to disciplinary action.
3. Admission decisions are based on candidates' performance throughout the admission stages.
4. Applicants will be notified of their admission status within 30 days after the last stage of the selection process.
5. The number of slots allocated to international students will not exceed 10%. Each department shall ensure that at least one international candidate is included within this allocation, where qualified applicants are available.
6. Gender equity shall be actively prioritized throughout the admission and selection process.

Withdrawal and Replacement

If an admitted candidate withdraws before the start of the academic year, the vacant position shall be offered to the next eligible candidate on the waiting list within a maximum of three (3) days.

If a resident wishes to suspend or withdraw from the program after commencement, the resident shall first inform the Chair of their respective program. After this initial discussion, the resident shall submit a formal written request to the Dean, copying the PGME Chair and the Chair of the program. The letter should clearly state the reason for suspension or withdrawal and the proposed effective date.

The request shall then be reviewed by AHSU leadership and the relevant institutional bodies. Before a suspension or withdrawal letter is issued, the resident shall be required to complete the clearance process. This includes clearing all outstanding financial obligations, reimbursing any financial support where applicable, and returning all items provided by the University or its partners, including but not limited to laptops, chargers, bags, student identification cards, scrubs, white coats, and any other equipment or accessories received during the program.

If a resident suspends or withdraws before completing the academic year and is later approved to rejoin the program, the resident shall resume from the beginning of that academic year. If the resident has completed the academic year before suspension, that year may be counted, subject to academic review and approval by AHSU leadership.

For a resident to be considered for rejoining the program in the following academic year, the resident may be required to reimburse the financial support already spent on them, including stipends, tuition support, equipment, and other institutional costs, to the maximum extent applicable. Alternatively, the resident may be required to sign an agreement confirming that King Faisal Hospital Rwanda Foundation and/or AHSU will not provide additional financial support until the previously supported period and amount have been fully accounted for. Stipend support may only resume after reconciliation of the months and funds already spent on the resident.

If a resident remains on suspension for more than one (1) academic year, they shall no longer be eligible to rejoin the program.

The decision to allow a resident to rejoin the program shall be made by AHSU leadership after careful review of the reason for suspension or withdrawal, the resident's academic standing, the timing of the request, the financial implications, and the resources already invested by the University and its partners.

The decision to replace a withdrawing or suspended resident after program commencement shall be made by the Admissions Committee, in consultation with AHSU leadership, based on timing, program capacity, available institutional resources, and the waiting list.

Timeline for AHSU Admissions

Every year, AHSU will issue an official call for applications with specific timelines. For planning purposes, with an indicative timeline for admissions. However, the university may modify the timeline as needed and with prior notice to the candidates. Requirements may also be modified per national and international regulations and will be communicated to candidates in writing.

The Registrar's Office is responsible for overseeing the application process, coordinating with the admissions committee, and communicating with applicants.

The admission committee is responsible for thoroughly and fairly evaluating the performance of each candidate in each of the admissions stages.

Approval and signatures

Names	Role	Signature	Date
Dr. Belise Stella Uwurukundo	Admission Committee, Chair/ Registrar		5 July 2024
Dr. Edgar Kalimba	Dean of the School of Medicine		7 July 2024
Dr. Kara Neil	Ag. Deputy Vice Chancellor for Academic and Research Affairs		7 July 2024
Dr. Zerihun Abebe	Ag. Vice Chancellor	 	10 July 2024