



Title: Admissions Policy

Date of Formulation: July 2022	Policy Champion: Mrs. Moretlo Jasong
Institution: LeBoHA	Authorized by: Dr. Brian Jack LeBoHA President
Frequency of Review: 3 years	
Next review date: July 2025	Effective Date:

Document Control:

LeBoHA Director Approval Date:	Description	Policy Version	Policy Champion
1 st April 2015	New Policy	1	
	Major revisions	2	Mrs. Moretlo Jasong

Introduction

LeBoHA provides post-graduate medical education to doctors committed to serving the health care needs of the people of Lesotho. Family Medicine is the first specialty training programme to be offered but additional programmes are in development with planned implementation in the next three to five years. Quality health professions education includes matching the right learner with the right programme at the right time and considers the needs of both learners and programmes.

LeBoHA also wishes to provide clarity to potential and current learners on the tuition costs of post-graduate medical education. A tuition recovery plan is essential to the sustainability of the institution.

1. Definitions

LeBoHA/ Institution:	Lesotho Boston Health Alliance
CHAL:	Christian Health Alliance of Lesotho
GOL:	Government of Lesotho
LMDPC:	Lesotho Medical Dental and Pharmacy Council
MMed:	Masters of Medicine
MOH:	Ministry of Health
NGO:	Non-governmental organization

2. Objectives

- To describe the processes for application to and admission in LeBoHA programmes
- To guide processes for enrolment in LeBoHA programmes
- To outline responsibilities for application, admission and enrolment
- To communicate annual tuition amounts
- To outline recourse for non-payment of tuition

3. Scope

This policy applies to LeBoHA faculty, staff, learners, applicants and candidates.

4. Key Principles

A. Recruitment

LeBoHA employs an active recruitment process, which involves identifying and contacting as many Basotho medical school students and graduates as possible, including those who are living abroad. Early contacts are made through medical school visits in South Africa and annual Medical Student Caucuses held in Lesotho. LeBoHA faculty also interact regularly with interns at Motebang Hospital. They visit other internship sites to introduce the institution and programmes and meet with interested individuals.

Those interested are provided with the institutional informational brochure and an application form, meet with faculty, and are encouraged to visit Motebang Hospital to see the programmes.

Application materials are also available on the LeBoHA website www.leboha.org.ls.

B. Eligibility

Before an applicant may be considered for admission to a post-graduate medical programme, he or she must have received a medical degree from an internationally recognized medical school. Medical degrees include MBChB, MBBS and MD. Candidates must also have completed internship requirements of the country in which the internship was completed. Lesotho medical internship is 24 months. Candidates must also be registered as a medical practitioner with the Lesotho Medical Dental and Pharmacy Council (LMDPC). The LMDPC is the authority that certifies both undergraduate medical education and medical internship.

LeBoHA admits doctors eligible to actively practice in Lesotho, both Basotho and non-Basotho, and does not discriminate in terms of nationality, race, sex, gender, or physical ability within limits of resources available to the programme.

C. Applicants with Disabilities

LeBoHA welcomes applications from learners with disabilities or specific learning needs. Applicants who declare a disability are given equal consideration and are assessed according to the same principles as other applicants. Assessment of the application is sensitive to the different experiences of students with disability or specific learning need and considers their response to the opportunities and challenges they have encountered. However, consideration does not involve the lowering of academic standards as a reasonable adjustment. The process of putting in place reasonable adjustments is conducted separately. Applicants are encouraged to declare a disability or specific learning need on their application form in order to identify support needs should they be accepted.

D. Application Documents

Applicants are required to submit a complete application package which includes:

- Application Form
- Application Fee
- Curriculum vitae
- Personal statement
- Three letters of recommendation
- Certified copy of ID/Passport
- Certified copy of LMDPC registration
- Certified copies of diplomas and transcripts (with English translations, if applicable)

Applicants who meet the minimum eligibility standards, yet are missing key documents may be provisionally accepted pending receipt of all documents. However, in competitive years, lack of documents may negatively impact selection.

E. Selection Criteria

Applicants are subject to a multi-step selection process.

Application packages are reviewed for completeness and minimum eligibility requirements are confirmed. Eligible applicants are then invited for interview.

Interviews may be conducted in-person or virtually. Interviews are conducted by a panel composed of LeBoHA faculty and invited experienced physicians representing a variety of practices and specialties. A set of standardized interview questions are utilized to aid applicant assessments, although additional questions may be asked by any panel member.

Applicants are then ranked based upon interview scores. The interview panel makes recommendations to the Programme Director and Director of Academics for final acceptance decision-making.

F. Acceptance or rejection

Applicants will be notified of their acceptance or rejection into programmes. The written notification will generally be provided electronically, via email, but hard copy documentation may be delivered by hand or by postal service.

Letters of acceptance will include information on next steps such as registration and orientation.

G. Enrolment

Once a candidate has been accepted to a programme, enrolment is subject to approval by the employer (Ministry of Health, Christian Health Alliance of Lesotho, non-governmental organization, private practitioner). Candidates must submit a letter to LeBoHA from the employer confirming the consent of the employer.

Candidates must also pay a registration fee to complete their enrolment.

H. Fees

LeBoHA assesses a non-refundable, non-transferable admissions application fee of M200 for all new students who are intending to pursue a post-graduate programme. Applications will not be processed until the application fee is received.

There is an annual registration fee for all students of M250. The fee is payable at the start of the academic year on 1st July.

All payments may be made to the LeBoHA banking details as set below and the proof of payment sent to mjasong@leboha.org.ls or hand delivered to the LeBoHA Finance office in Maseru or Programme Administrator's office in Leribe.

See Annex A: Fees Summary Table.

I. Timing

Recruitment is an ongoing process that occurs throughout the academic year.

Applications open around 1st March and close around 15th April. Exact dates are provided in each year's Academic Calendar and are posted on the LeBoHA website and social media accounts.

Interviews are conducted early in May with acceptance or rejection letters sent by 15th May. This allows accepted applicants time to communicate with employers and finalize enrolment and registration.

J. Tuition

Annual Tuition Amounts

- Basotho Physicians working for MOH or CHAL hospitals - Funded by GOL
- International Physicians working for MOH or CHAL hospitals - M15,000 per annum
- Basotho Physicians working in the private sector or with NGOs - M20,000 per annum
- International Physicians working in the private sector or with NGOs - M30,000 per annum

A minimum compulsory initial fee of 10% of the annual tuition fee is due at the time of registration.

Tuition is to be paid on a quarterly basis and is due at the end of each financial quarter. The dates are as follows: 30th September (Q1), 31st December (Q2), 31st March (Q3), and 30th June (Q4). Learners are responsible for ensuring that funds are received by the end of the quarter. Learners have the option to pay for a year in full by the end of the 1st quarter if they so desire. However, learners are not allowed to pay for more than the current academic year.

Tuition is paid by bank transfer to LeBoHA.

Account name:	LeBoHA Operations (public listed beneficiary)
Bank Name:	Nedbank Lesotho
Account number:	021000046218
Branch:	Headquarters
Branch Code:	390161
Reference:	Registrar Name and Surname

Email proof of payment to mjasong@leboha.org.ls and tmangope@leboha.org.ls

Learners who are not current with their quarterly payments will not be allowed to attend or otherwise participate in contact sessions until their tuition is paid. These missed contact sessions will be considered unexcused and must be made up. Learners will still be allowed and expected to attend clinical rotations. Learners will be granted a 10 working-day grace period at the beginning of the next quarter in order to submit payments. If contact sessions occur in those first 10 working days they will be allowed to attend.

Learners who are not current on their payments will not be allowed to advance to the following year until their payment is complete. This means they will not be allowed to attend contact sessions or participate in clinical rotations. These activities (missed contact sessions and clinical rotations) will be considered unexcused and must be made up. Second- and fourth-year learners will not be allowed to sit for midterm or final examinations. Fourth-year learners will not be considered for graduation until their tuition is paid in full. Please note that learners will be granted a 10 working-day grace period at the beginning of the next academic year in order to submit payments. If contact sessions, exams, or clinical rotations occur in those first 10 working-days they will be allowed to attend.

Should any learner have a change in financial circumstance resulting in inability to submit their tuition on time or in the full amount they must schedule a meeting with the Executive Director and Chief Financial Officer. This may result in a modification to the tuition amount and/or schedule. However, there is no guarantee this will occur. The learner is encouraged to bring all supporting documents to this meeting (such as bank statements, bills, or proof of hardships). This meeting must be held at least 10 working days before the end of the financial quarter. LeBoHA will render a written decision within 10 working days of the meeting.

Tuition may be reviewed annually. Should tuition rates change, the learners will be responsible for the new, adjusted amount. The change will be effective 90 days after the learners are noted in writing. Tuition rate changes will NOT be retroactive.

K. Programme capacity

The current Masters of Medicine in Family Medicine (MMedFamMed) programme is able to accommodate 4-6 candidates each year. As the programme is a four-year training programme, the maximum capacity is a total of 24 learners.

As other programmes are introduced, this policy will be updated accordingly.

	Maximum learners per year
MMedFamMed: Yr 1	6
MMedFamMed: Yr 2	6
MMedFamMed: Yr 3	6
MMedFamMed: Yr 4	6
MMedFamMed Programme	24

5. Link to Other Policies and Process

This policy will be read in conjunction to the policies below:

- a. Code of Conduct
- b. Teaching and Learning Policy

Approved by:



LeBoHA, President Board of Trustees

July 23, 2022

Annex A: Fees Summary Table

	Application Fee	Registration Fee (annual)	Tuition (annual)	Minimum compulsory initial fee (annual)
Basotho, MOH or CHAL	M 200	M 250	<i>Paid by GOL</i>	<i>Paid by GOL</i>
Basotho, NGO or private healthcare	M 200	M 250	M 20,000	10% (M 2,000)
International, MOH or CHAL	M 200	M 250	M 15,000	10% (M 1,500)
International, NGO or private healthcare	M 200	M 250	M 30,000	10% (M 3,000)