



MUNI UNIVERSITY

Office of the Academic Registrar

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"CIRCULAR"

Our Ref: MU/CR/200/214/5

Thursday 29 February 2024

Graduands, 2022/2023 AY

Master of Education (Education Planning and Management)

Postgraduate Diploma in Financial Management

Bachelor of Science in Information Technology

Bachelor of Information Systems

Bachelor of Science with Education

Bachelor of Nursing Science

Bachelor of Business Administration and Management, and

Dear esteemed Graduands,

MUNI UNIVERSITY

P.O. BOX 725, ARUA



29 FEB 2024



OFFICE OF THE
ACADEMIC REGISTRAR

GRADUATION REQUIREMENTS AND OTHER PERTINENT INFORMATION

I wish to inform you that the 6th Graduation Ceremony for students who satisfied all requirements for Conferment/award of Degrees/Postgraduate Diploma of Muni University will be held on **Friday 15th March 2024**, at Muni University Campus, in Arua City, starting at 9:00 a.m.

GRADUANDS ARE REQUESTED to take note of the following **pertinent information**.

1.0. Clearance

- 1.1. Graduands are required to clear with different Academic and Administrative Units/Departments accordingly; i.e., Head of Department, Dean of Faculty, Office of the Bursar (Accounts), University Library, Dean of Students, and lastly Academic Registrar.
- 1.2. Pick a copy of the Clearance Form from the Office of the Academic Registrar, with immediate effect.

2.0. Graduation Related Fees (Completion Fees)

- 2.1. Graduands are REQUIRED to pay the following Graduation related fees BEFORE Graduation.

i) Graduation fee	Ug. Shs. 40,000
ii) Academic Transcript	Ug. Shs. 20,000
iii) Degree Certificate	Ug. Shs. 20,000
iv) Convocation	Ug. Shs. 20,000
v) Certification of documents	Ug. Shs. 3,000 per copy (optional)

- 2.2. All fees are paid using a Payment Reference Number (PRN) generated on the AIMS portal [Academic Information Management System]. Follow procedure below.

- i) Obtain an Invoice by logging on to: <https://payments.muni.ac.ug/pay/>
- ii) Complete the option of: "Do not have an Invoice Number? Fill in the form to proceed"
- iii) Select items in the table (Certification of Academic Documents fees, Graduation fees, Transcript fees, and Convocation fees).
- iv) For certification of Documents, indicate quantity (number) of copies to be certified. Copies of Transcript and certificate are charged separately.
- v) You can either print or record the invoice Payment Reference Number (PRN).
- vi) Use the PRN to pay in any Bank (at the counter and NOT agents). Remember to include Bank Charges.

3.0. **Registration for Graduation**

- 3.1. Upon completion of clearance with various offices, and payment of applicable graduation fees, Graduands are REQUIRED to register for graduation with the Office of the Academic Registrar NOT LATER THAN 7th March 2024.
- 3.2. STUDENTS WHO WILL NOT HAVE COMPLETED PAYMENT OF APPLICABLE FEES WILL NOT BE PRESENTED FOR GRADUATION.
- 3.3. During this exercise you will be REQUIRED to submit; Clearance Form, Payment slips for Graduation expenses, as well as other University fees, including all slips for UNSA fees and NCHE Student Contribution.
- 3.4. Graduands are also required to verify and report to the Faculties any incorrectness, errors etc. about courses and results on AIMS systems.
- 3.5. Further, Graduands are also required to verify correctness of their Bio-data (including; names, date of birth, etc.) and report any anomaly or incorrectness to the Office of the Academic Registrar.

4.0. **Picking of Graduation Items**

- 4.1. Graduands will pick Invitation cards, Graduation books and Tags from the Office of the Academic Registrar; w.e.f Thursday 14th March 2024 NOT LATER THAN 4:00 PM.
- 4.2. It must be emphasized that, Each Graduand is allowed one Invitation card for **two (2)** of his/her selected Guests (either, parent/guardian/friend) only.

5.0. **Graduation Attire**

- 5.1. Graduation attire (gown, cap and hood) will be privately purchased from recognized fashion and design firms/tailors (e.g. **Muni University Investment Limited- Tel. No.: 0702709636, 0775154614 and 0772552477**).
- 5.2. Samples of the academic attire shall be made available at the Office of the Academic Registrar, Muni University.
- 5.3. Please refer to Appendix A for specifications of the Graduation Gowns, and the Colour of the Hood for different professions/disciplines (as approved by Senate).

6.0. **Conferment/Award of Degrees/Postgraduate Diplomas**

- 6.1. Before the conferment of Degrees, Certificate of recognition shall be awarded to first class student/s and selected Student Guild leaders.
- 6.2. The name(s) of a student(s) with the highest CGPA for each Programme shall be read out and they will come forward to receive a certificate of recognition.
- 6.3. During conferment of Degrees, male Graduands shall remove caps (motor boards) from their heads, while female students shall maintain the caps on their heads.
- 6.4. When Dean of Faculty reads out the names, Graduands shall move from their seats, and in an orderly manner assemble in one place in a guided / organized manner, and resume their seats after Conferment.
- 6.5. Graduands may celebrate the achievement with minimal/reasonable level of excitement in form of ululations, however no acts of misbehavior or indiscipline are expected.

7.0. **Professional Oath for Graduands of Bachelor of Nursing Science**

- 7.1. In line with the professional requirements, Graduands of Bachelor of Nursing Science are REQUIRED to take a professional Oath before they are conferred the Degree.
- 7.2. The Dean, Faculty of Nursing Science together shall administer the professional oath.
- 7.3. Please find hereto appended (Appendix B) the Professional Oath for your reference.

8.0. **Security and Prohibited Items (At the Ceremony)**

- 8.1. The following are prohibited, but not limited to; alcohol, dangerous weapons, canned food and drinks, pocket radio, firearms, large bags, cells/batteries and chemicals, bottled drinks.
- 8.2. Where the situation demands, security personnel will take charge of all security and public order during the function.



- 9.0. **Decency and Good Conduct at the Ceremony**
- 9.1. Graduands are EXPECTED to dress appropriately and in a manner that depicts decency and espouse virtues of a model University.
- 10.0. **Academic Transcripts and Certificates**
- 10.1. For purposes of printing Academic Transcripts, Graduands without Photos on "AIMS" system (portal) are required to visit ICT Department.
- 10.2. Transcripts and Certificates shall be issued two (2) weeks after graduation.
- 10.3. Before picking the Transcripts and Certificates, Graduates are REQUIRED to complete the Graduate Tracer form appropriately. Pick the Graduate Tracer form from the Senior Assistant Registrar or Secretary, and submit the completed form accordingly.
- 10.4. Academic Transcripts and Degree Certificates shall be issued from the Office of the Academic Registrar, Muni University.
- 10.5. Before you are issued your Academic Documents, you will be REQUIRED to fill and sign a Transcript and Certificate Collection Form. Academic Documents SHALL be picked "IN PERSON" by the Graduate only (Transcripts and Certificates shall not be issued to any other person other than the Graduate).
- 10.6. **Certification of Academic Documents**
- 11.0. For purposes of job application and any other official use, all Graduates are REQUIRED to certify Photocopies of their Transcripts and Certificates.
- 11.1. The approved Certification fees for Academic Documents is Uganda Shillings. 3,000 per copy.
- 11.2. Please note that certification of Transcript and Certificate are charged separately.
- 11.3. For purposes of certification, you will be REQUIRED to present Receipt for Certification fees payment, University ID, Photocopies and Original Transcript and Certificate.
- 12.0. **Inquiries**
- Please contact the Office of the Academic Registrar on: Tel: (+256) 476 420 314; or email: ar@muni.ac.ug.

Yours sincerely,



Felix A. Opio Okello
ACADEMIC REGISTRAR



Copy:

Vice Chancellor
University Secretary/AO
Dean of Students
Deans of Faculty

Deputy Vice Chancellor (F & A)
University Bursar
University Librarian
HoDs & Staff



MUNI UNIVERSITY
OFFICE OF THE ACADEMIC REGISTRAR

APPENDIX A

Design Specifications for the Graduation Gowns

NOTE:

WHILE,

Gown for Postgraduate Diploma programmes shall be made up of two (2) main components, i.e., Motor Board/Cap and Master Piece only.

1.0. MASTER PIECE (All programmes- Shall be customized)

- i) Black colour (Code: #00000)
- ii) Pleats (smoked by either machine or hand-made)
- iii) Sleeves in box shape design in equal size
- iv) Sleeves shall be customized with university logo and colours in a prescribed pattern/design.
- v) Hem (machine or hand-made)

2.0. MOTOR BOARD/CAP (All programmes)

- i) Square Motor board
- ii) Black Colour (Code: #00000) – Jet Black
- iii) Gold Tassel (code: #D4AF37 [RGB (212,175,55)] for GOLD)

3.0. HOOD

Note: Different Academic programmes have specific Hood Colours representing their professions/Disciplines.

3.1. Faculty of Technoscience

- i) Orange colour (colour: #FF9800)
- ii) White velvet Edge (Code: #FFFFFF)
- iii) Loop/hook

3.2. Faculty of Education

- i) Light Blue [colour code: # ADD8E6 rgb (173,216,230)]
- ii) White Velvet edge (Code: #FFFFFF)
- iii) Loop/hook

3.3. Faculty of Health Sciences

- i) Purple- Medium Orchid [colour code: #BA55D3 rgb (255,0,211)]
- ii) White Velvet edge (Code: #FFFFFF)
- iii) Loop/hook

3.4. Faculty of Management Science

- i) Royal Blue [colour code: #5576D1 rgb (85, 118, 209)]
- ii) White Velvet edge (Code: #FFFFFF)
- iii) Loop/hook



NOTE:

- (i) Graduation gown for **Bachelors and Masters programmes** shall be made up of three (3) items: Master piece, Motor board, and the Hood.
- (ii) Graduands of **Masters programmes** shall put on the Master Piece, Motor Board/Cap and the respective Hood of the Faculty. However, note that the two sides of the Hood shall be open (refer to 1.0., 2.0. and 3.0 above for specifications).
- (iii) Graduands of **Postgraduate Diploma programmes** DO NOT put on "Hoods", instead, the Master Piece shall possess the faculty colour in form of Vertical Strip (i.e., 4 inches width -**Royal Blue colour**) on either side of front flanks running from top-down wards to the hem).
- (iv) Graduands of **Higher Education Certificate** (Humanities, Biological and Physical Sciences) shall put on the Master Piece and the Motor Board/Cap only with without the Hood (refer to 1.0. and 2.0. above for specifications Master Piece and the Motor Board/Cap).

MUNI UNIVERSITY



PROFESSIONAL OATH FOR BACHELOR OF NURSING SCIENCE

FEBRUARY 2024

A handwritten signature in blue ink, appearing to be "John Doe", is written over the footer area.

When taking their professional oath, Graduands shall raise their right hand and the male graduands remove their caps.

FACULTY DEAN: Do you as a holder of the Degree of Bachelor of Nursing Science of Muni University, solemnly pledge before the Almighty God and in the presence of this assembly:

FACULTY DEAN: 1) that you will pass your life in purity and practice your profession faithfully?

GRADUAND: I DO

FACULTY DEAN: 2) that you will abstain from whatever is deleterious and mischievous, and will not take or knowingly administer any harmful drug?

GRADUAND: I DO

FACULTY DEAN: 3) that you will do all in your power to maintain and elevate the standard of your profession, and will hold in confidence all personal matters committed to your keeping, and family affairs coming to your knowledge in the practice of your calling?

GRADUAND: I DO

FACULTY DEAN: 4) that with loyalty, you will endeavour to promote Inter-professional collaboration by aiding the Physician in his/her work, and as a "Missioner of Health", you will devote yourself to the welfare of those committed to your care?

GRADUAND: I DO

FACULTY DEAN: You may resume your seats

Hereafter, the Faculty Dean shall read the names of the graduands for the conferment of the Degree of Bachelor of Nursing Science.

