



# MUNI UNIVERSITY

## Office of the Academic Registrar

P.O. Box 725 Arua, Uganda

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## “CIRCULAR”

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

December 22, 2022

### Graduands (Class of 2020/2021 AY), Muni University

Bachelor of Science in Information Technology

Bachelor of Information Systems

Bachelor of Science with Education

Bachelor of Nursing Science

Postgraduate Diploma in Financial Management

Dear revered Graduands,

### GRADUATION REQUIREMENTS AND OTHER PERTINENT INFORMATION

I wish to inform you that the [5<sup>th</sup> Graduation Ceremony](#) for students who satisfied all requirements for Conferment/award of Degrees/Postgraduate Diploma of Muni University will be held on [Saturday 14<sup>th</sup> January 2023](#), at Muni University Campus, in Arua City, starting at 9:00 a.m. to 1:30 p.m. Further, during the same occasion, [Rtd. Archbishop Henry Luke Orombi shall be installed as the 2<sup>nd</sup> Chancellor of Muni University](#)

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 copy of the Clearance Form from the Office of the Academic Registrar, [with effect from 4<sup>th</sup> January 20223](#).

#### 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
- 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 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 11<sup>th</sup> January 2023**.
- 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.

### **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 **Friday 13<sup>th</sup> January 2023**.
- 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 the recognized couture firms/tailors.
- 5.2. Samples of the academic attire shall be made available at the Office of the Academic Registrar, Muni University **w.e.f 5<sup>th</sup> January 2022**.
- 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 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 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-up appropriately in a such a manner that depict decency and espouse virtues of a model University.
- 9.2. **No INDECENT dressing including (but not limited to) revealing attire (i.e., skippy/see-through/figure-hugging/tight-fitting) shall be accepted at the University Campus.**
- 9.3. Graduands are further warned against dress codes with political undertones.

9.4. Security personnel have been instructed to admitted (at the main gate and/or entrance to the graduation square) only those graduands who dress-up decently.

9.5. Furthermore, graduands are warned against the use of unbecoming/vulgar language or such acts of misbehavior in and around the campus.

#### **10.0. ACADEMIC TRANSCRIPTS AND CERTIFICATES**

10.1. Transcripts and Certificates shall be issued on the day of Graduation.

10.2. For purposes of printing Academic Transcripts, [Graduands without Photos on "AIMS" system \(portal\)](#) are required to submit Passport-size photos of your current likeness; with following Specifications.

Background:	White background	Image size:	677 KB and above
Resolution:	Minimum- 2597 x 2610 pixels	Type:	JPG/PNG format
Dimension:	3.5 cm (length) x 4.5 cm (Height)		

10.3. Please submit passport-size photos (in soft form) to the Academic Registrar by email on [ar@muni.ac.ug](mailto:ar@muni.ac.ug), **latest Monday 9<sup>th</sup> January 2023**.

10.4. In order to achieve the prescribed specifications, you are ADVISED:

- i) Take photo with a standard photo camera and NOT phone camera.
- ii) Take passport-photos with established and professional photo Studios only.
- iii) Do not edit the photo with any software, e.g., Photoshop.
- iv) Take photos in descent dressing; for males, preferably in a coat or descent shirt. Do not take photos in white dress/clothes.

10.5. 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.

10.6. Academic Transcripts and Degree Certificates shall be issued from the Office of the Academic Registrar, Muni University.

10.7. 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).

#### **11.0. CERTIFICATION OF ACADEMIC DOCUMENTS**

11.1. For purposes of job application and any other official use, all Graduates are REQUIRED to certify Photocopies of their Transcripts and Certificates.

11.2. The approved Certification fees for Academic Documents is Uganda Shillings. 3,000 per copy.

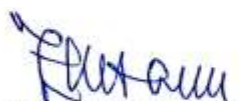
11.3. Please note that certification of Transcript and Certificate are charged separately.

11.4. 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](mailto:ar@muni.ac.ug).

Yours sincerely,



Felix A. Opio Okello  
**ACADEMIC REGISTRAR**

**Wednesday December 22, 2022**

#### **Copy:**

Ag. Vice Chancellor  
University Secretary/AO  
Dean of Students  
Dean, Faculty

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

**MUNI UNIVERSITY**  
**OFFICE OF THE ACADEMIC REGISTRAR**

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**Design Specifications for the Graduation Gowns**

**NOTE:**

Graduation gown for Undergraduate programmes shall be made up of three (3) components: Motor board, Hood, Master piece/Body,

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: #000000)
- 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: #000000) – 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:**

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)

# **MUNI UNIVERSITY**



## **PROFESSIONAL OATH FOR BACHELOR OF NURSING SCIENCE**

**JANUARY 2023**

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

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