



MUNI UNIVERSITY

Office of the Academic Registrar
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“CIRCULAR”

All New students

Muni University

Undergraduate programmes

Bachelor of Information Systems (ISM)

Bachelor of Information Technology (MIT)

Bachelor of Science with Education (SMB, SMP, SMPE, SMBPE, SMA, SMC)

Bachelor of Nursing Science (NSM)

Bachelor of Science in Agriculture (ASM)

Bachelor of Business Administration and Management (BBM)

Higher Education Certificate (HEC)

HEC- Humanities,

HEC- Biological Sciences

HEC- Physical Sciences

Postgraduate programmes

Postgraduate Diploma in Financial Management (PGDFM)

Master of Education (Educ. Planning & Management) - M.Ed. EPM

Dear esteemed students,

COMMENCEMENT OF SEMESTER I - 2022/2023 ACADEMIC YEAR

On behalf of Management, I take this opportunity to congratulate you upon your admission to Muni University. I wish to communicate to you all admitted students to Muni University on Academic programmes highlighted above for 2022/2023 Academic Year the following:

1.0. Reporting for Semester I, 2022/2022 AY

1.1. Undergraduate and Higher Education Certificate programmes

- (i) SEMESTER I 2022/2023 ACADEMIC YEAR WILL OFFICIALLY COMMENCE ON MONDAY 3TH OCTOBER 2022.
- (ii) You are however advised to (preferably) report to your respective places of residence (Hostels, etc.) by/during the weekend of 1st – 2nd October 2022.
- (iii) Take note that Muni University is non-residential; therefore all Government sponsored students (in particular), are facilitated with Living-out Allowance paid upon completion of the Semester Registration.
- (iv) Government students are thus required to mobilize resources/funds for subsistence (i.e. accommodation, meals, local transport, and general up-keep) until such a time when Government pays the Living-Out Allowance.

- (v) The Office of the Dean of students oversees and coordinates matters of students' welfare. Please seek help and guidance as and when in need accordingly.

1.2. Postgraduate programmes

- (i) Students admitted to M.Ed. EPM programme are expected to report to University on 3rd October 2022 for two (2) weeks of face-to-face (on-campus), and thereafter online lectures will be conducted for twelve (12) weeks (off-campus).
- (ii) Upon completion of online lectures, you will be required to report back to University for three (3) weeks (i.e., One week for recaps and/or remedial work; and two weeks for examination).
- (iii) PGDFM students are required to report for studies on Saturday 15th October 2022.

2.0. Semester I Lectures

2.1. Undergraduate and HEC students

- (i) Lectures for will commence with effect from **Monday 10th October 2022**.
- (ii) Furthermore, be informed that LECTURES (WHERE APPLICABLE) WILL BE BOTH FACE-TO-FACE AND ONLINE under the framework of "Blended Learning".

2.2. Postgraduate programmes

Lectures for M.Ed. EPM and PGDFM will commence with immediate effect upon reporting or after short orientation.

2.3. In line with the University Academic regulations, attendance of lectures is mandatory for all students.

2.4. All students (undergraduate and Postgraduate) are ENCOURAGED to buy and/or possess IT technologies (i.e., preferably- Laptop, Tablet, Smartphone, Modems etc.) to facilitate your learning.

3.0. Admission letters

3.1. Undergraduate- Government students

3.1.1. Applicants admitted under National-merit and Diploma holders' scheme

- (i) Admission lists for National-Merit and Diploma holders' schemes have been published on the University Noticeboards, and Website (www.muni.ac.ug).
- (ii) Admitted applicants who wish to be availed soft copies of admission letter/s are required to send their personal email addresses and WhatsApp contacts (where applicable) to: ar@muni.ac.ug; copied to dar@muni.ac.ug, giftleonny@gmail.com and admissions.muni.ac.ug.

3.1.2. Admission of District Quota students

- (i) The selection and thus admission of this category of applicants has not been concluded.
- (ii) Successful applicants under this category will be informed of their admission status as an when the process has been completed.
- (iii) In effect therefore, admission letters for confirmed applicants will be processed and issued at an appropriate time.

- 3.2. Undergraduate- Private students (including HEC)
Soft copies of Admission letters for successful private applicants were processed and issued through email addresses used during online application, and applicants have since been notified on phone.
- 3.3. All admitted applicants (Higher Education Certificate, Undergraduate and postgraduate students) who were unable to receive or download admission letters should send their personal WhatsApp contact/s.
- 3.4. FURTHERMORE, BE INFORMED THAT HARD COPIES OF ADMISSION LETTERS FOR ALL ADMITTED STUDENTS WILL BE ISSUED FROM THE OFFICE OF THE ACADEMIC REGISTRAR-MUNI UNIVERSITY DURING ORIENTATION WEEK, WITH EFFECT FROM MONDAY 3RD OCTOBER 2022.

4.0. Orientation of students

- 4.1. Undergraduate students:
- (i) Orientation (induction) for will be conducted for one week; from 3rd – 7th October 2022.
 - (ii) The Office of the Dean of Students will communicate and manage the orientation programme accordingly.
- 4.2. Postgraduate students
- (i) Orientation of M.Ed. EPM will be conducted for one (1) day (on reporting day), while for PGDFM students will be conducted for not more than three (3) hours.
 - (ii) Orientation of Postgraduate students will be coordinated by respective Faculties and Academic Registrar's Department.

5.0. Students' accounts (on AIMS)

- 5.1. All new students (Higher Education Certificate, Undergraduate and postgraduate students) are expected to activate their **student account** on 'AIMS' (Academic Information Management System), in order to enroll, access fees structure, make payments, register every Semester, view results etc. To activate your account, log in to: <https://student.muni.ac.ug>.
- 5.2. Please note that for the very first time, your User ID is your Student Number, and your Password is also your Student Number as indicated on the Admission letter.
- 5.3. THE OFFICE OF THE ACADEMIC REGISTRAR WILL PARTICULARLY INDUCT, AND PROVIDE TECHNICAL HELP/SUPPORT TO ALL NEW STUDENTS ABOUT 'AIMS' SYSTEM DURING ORIENTATION.

6.0. Enrolment and Registration (Higher Education Certificate, Undergraduate and postgraduate students)

- 6.1. STUDENTS ARE REQUIRED TO ENROL AND REGISTER EVERY SEMESTER.
- 6.2. All new students are REQUIRED to enroll on "AIMS" for Semester I with effect from **3rd October 2022**.
- 6.3. Normal Registration shall be conducted in the first two (2) weeks of the Semester (i.e. 10th –21th October 2022).
- 6.4. Students who will not be able to register in the first two (2) weeks of the Semester (due to financial challenges, sickness and other genuine reasons) are REQUIRED to apply to the Academic Registrar for late registration by 21th October 2022, 5:00 p.m.
- 6.5. The period/window for Late Registration is 3rd, 4th and 5th Weeks of the Semester. Late registration shall therefore be conducted with effective from 24th October – 11th November 2022.

- 6.6. Payment of applicable University fees (Tuition and/or Functional fees) and late registration surcharge (where applicable) is MANDATORY for Semester Registration.
- 6.7. YOU ARE REQUIRED TO ADHERE TO THE SET TIMELINES FOR ENROLMENT AND REGISTRATION, IN ORDER TO AVOID CHALLENGES ON “AIMS” SYSTEM AND OTHER INCONVENIENCES DURING YOUR STUDIES.

7.0. Payment of University Fees

- 7.1. University fees are paid at the beginning of every Semester.
- 7.2. In line with Government policy, effective July 2018, all University fees shall be paid in any Bank branch or through Mobile Money using a **Payment Reference Number**, generated on the Student’s ‘AIMS’ account.
- 7.3. In line with the University Fees Policy, you SHALL pay all Fees (Tuition and Functional fees) or pay 60% Tuition fees and 100% Functional fees in order to REGISTER with the University every Semester.
- 7.4. NOTE THAT ALL UNIVERSITY FEES SHALL BE PAID BEFORE SITTING ANY UNIVERSITY EXAMINATION.
- 7.5. BEWARE THAT **payments made outside the prescribed “AIMS” system shall be treated as null and void.** PARENTS AND SPONSORS SHOULD BE ADVISED AND GUIDED APPROPRIATELY.
- 7.6. Furthermore, all Higher Education Certificate, Undergraduate and postgraduate students are required to pay the following statutory fees in Semester every Academic year:
- (i) **Student Contribution to funds of NCHE**; UGX 20,000 payable to URA. Log in to <https://www.ura.go.ug>. The step-by-step procedure will be availed to you during orientation.
 - (ii) **UNSA fees**; UGX 2,000, payable on UNSA Account; Stanbic Bank Uganda Ltd, A/C No. 9030005900831, Metro Branch Kampala (U).
- 7.7. Any inquiries pertaining to payment of University fees should be addressed to the Office of the Academic Registrar and/or Accounts office.

8.0. Inquiries

For inquiries/help, please contact the Office of the Academic Registrar on the following: Email: ar@muni.ac.ug; Office Tel.: (+256) 476 420 314; Mobile Tel. (also WhatsApp): (+256) 772 353 680; (+256) 772 347 958; and (+256) 773 217 339.

9.0. Final remarks

On behalf of the University, I extend to you all warm welcome, and wish you success in your Academic pursuits.

Yours sincerely,



Felix A. Opio Okello
ACADEMIC REGISTRAR

28th October 2022

Copy:

Ag. Vice Chancellor	University Bursar	Dean of Students
Deputy Vice Chancellor (F&A)	University Secretary	Deans of Faculties
University Librarian	All Staff	