MUNI UNIVERSITY

Office of the Academic Registrar
P.O. Box 725 Arua, Uganda
Tel: +256 476 420312/3/4; Fax: +256 476 420316
Email: ar@muni.ac.ug/www.muni.ac.ug

"CIRCULAR"

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

November 2, 2026

Graduands (Class of 2025/2026 AY)
(MED, MAI, MCS, MBA, MTH, MBC, MCD, MAT, MSC, MPH, PGDE, PGDHR, PGDFM, ISM, MIT, SMB, SMP, SMA, SMC, BED-P (A), BED-P (S), BED-S, NSM, ASM, ERM, BBM, PCM, ECM, HEC-BIO, HEC-PHY, & HEC-HUM)
MUNI UNIVERSITY

Dear esteemed graduands,

GRADUATION REQUIREMENTS AND OTHER PERTINENT INFORMATION

Congratulations!

I wish to inform you that the 9th Graduation Ceremony for students (Graduands) who satisfied all the requirements for the conferment of Degrees, and award of Diplomas and Certificates of Muni University will be held on **Saturday 21st November 2026**, at Muni University, Main Campus, Arua City, starting at 8:00 A.M.

In preparation for Graduation, 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 of the University.

1.2. You shall pick a copy of the clearance form from the Office of the Academic Registrar with effect from **9th– 19th November 2026**, upon evidence of payment of all University fees, Refer to **Appendix A** for the **Clearance Form** template.

2.0. GRADUATION EXPENSES (COMPLETION FEES)

2.1. Graduands are REQUIRED to pay the under listed graduation expenses BEFORE they are cleared for Graduation.

(a)	Graduation fee	Ug. Shs. 40,000
(b)	Academic Transcript	Ug. Shs. 20,000
(c)	Degree Certificate	Ug. Shs. 20,000
(d)	Convocation	Ug. Shs. 20,000
(e)	Certification of documents	Ug. Shs. 3,000 per copy (optional)

2.2. All graduation expenses in 2.1. SHALL be paid using a Payment Reference Number (PRN) generated in the AIMS system using a special URL (NOT via the student portal). Follow the procedure below.

(a) To obtain an Invoice, please login to: https://payments.muni.ac.ug/pay/

(b) Complete the option of: "**Do not have an Invoice Number"** Fill in the form to proceed.

(c) Select items in the table (certification of academic documents fees, graduation fees, transcript fees, and convocation fees).

(d) For certification of documents, type the quantity (numeral figure) of copies to be certified. Please note that, Transcript and certificate are costed and charged separately and NOT as a single document or a set.

(e) You can either print or record the invoice Payment Reference Number (PRN).

(f) Use the PRN to pay in any Bank (at the counter or authorized Bank Agents) or via Mobile Money. Remember to include transaction charges.

3.0. REGISTRATION FOR GRADUATION

3.1. Graduands who have pending/outstanding University fees balances (i.e., Tuition, Functional fees and/ or Surcharges) are REMINDED to clear the fees balances to NIL before graduation day.

3.2. NOTE THAT, GRADUANDS WITH OUTSTANDING FEES BALANCES, SHALL NOT BE PRESENTED FOR GRADUATION, AND THUS THEIR NAMES SHALL NOT BE INCLUDED IN THE GRADUATION BOOK. SIMILARLY, THEIR ACADEMIC TRANSCRIPTS AND CERTIFICATES SHALL NOT BE PROCESSED.

3.3. Upon completion of clearance with various offices, and payment of the applicable graduation expenses, Graduands are REQUIRED to register for graduation with the Office of the Academic Registrar **NOT LATER THAN 19th November 2026.**

3.4. During the registration exercise, you will be REQUIRED to submit; clearance form, with evidences of payment slips for graduation expenses, including all slips for UNSA fees and NCHE Student Contribution and Results Testimonial signed and stamped by the Dean of Faculty.

4.0. PICKING OF GRADUATION ITEMS

4.1. Graduands will pick invitation card, graduation book and graduand tag from the Office of the Academic Registrar on **20th November 2026 NOT LATER THAN 5:00 PM.**

4.2. It must be emphasized that, each graduand is allowed one invitation card for two (2) of his/her selected guests (either, a parent/guardian/friend) only.

5.0. GRADUATION ATTIRE

5.1. Graduands Shall purchase gowns in line with the approved Faculty Colours, Colour Codes and Design specifications, as approved by the University Senate. Refer to **Appendix B.**

5.2. Further be informed that the University Management has approved and authorized **M/s WestNile Garments & Printing Services Limited** as the **sole designer and supplier** of the graduation attire/gowns in line with the approved specifications (i.e., masterpiece, cap and hood, where applicable). In effect therefore, all graduation gowns SHALL be purchased from the M/s WestNile Garments & Printing Services Limited, located in Arua City. **The cost of a complete set of a graduation gown is Ug. Shs. 85,000 only.**

5.3. NOTE THAT, AS PART OF THE REQUIREMENTS FOR CLEARANCE FOR GRADUATION, AND ISSUANCE OF ACADEMIC DOCUMENTS, YOU SHALL BE REQUIRED TO SUBMIT A COPY OF THE RECEIPT OF PURCHASE OF THE GOWN FROM M/S WESTNILE GARMENTS & PRINTING SERVICES LIMITED.

5.4. Please contact the authorized supplier of the graduation gowns on Telephone Number: **0785 444 449.** The supplier will make arrangements for graduands to purchase the gowns at the University main campus accordingly.

5.5. GRADUATION ATTIRE/GOWNS WILL BE READY FOR PURCHASE FROM THE APPROVED SUPPLIER WITH EFFECT FROM 11TH NOVEMBER 2026.

6.0. TIME MANEGMENT, DECECY AND CONDUCT ON THE GRADUATION DAY

9.0. You are required to observe and keep time in line with the programme communicated on the invitation card.

9.1. Graduands are expected to arrive and take seats by 8:00 Am. Late arrival of graduands to the graduation venue will not be accepted.

9.2. Unnecessary movements and taking of photos during the function is prohibited.

9.3. Sitting plan shall be allocated based on the programme/faculty, and every graduand will be required to sit on a specific chair allocated to him/her in the tent/s.

9.4. Graduands are expected to dress appropriately, in a manner that espouses the values of Muni University.

9.5. Indecent dressing including (but not limited to); revealing attire (i.e., very short skimpy, see-through/, figure-hugging, tight-fitting, etc.) shall not be accepted at the University Campus.

7.0. SECURITY AND PROHIBITED ITEMS (AT THE CEREMONY)

7.1. The following items (but not limited to) are prohibited; alcohol, dangerous weapons, canned food and drinks, pocket radio, firearms, large bags, cells/batteries and chemicals, bottled drinks.

7.2. Where the situation demands, security personnel will take charge of all security and public order during the function.

8.0. RECOGNITIONS AND AWARDS

8.1. Before the Chancellor performs the conferment of Degrees and award of Diplomas and Certificates, best performing students/graduands shall be recognized and awarded Certificates of Recognition for excellent performance.

8.2. The name(s) of a graduands who passed with First Class or Distinction (Postgraduate Diplomas, Bachelors and Higher Education Certificate Programmes) will be read out, and the graduands will come forward to receive a certificate of recognition from the Chancellor.

9.0. GRADUATION PROCEDURE (CONFERMENT OF DEGREES AND AWARD OF DIPLOMAS AND CERTIFICATES)

9.1. The Dean of Faculty SHALL read out the name/s in the graduation booklet.

9.2. Graduand/s shall stand up and immediately start moving forward in an orderly, and assemble in a designated space in a guided/organized manner.

9.3. During the conferment of the Degrees, and award of Diplomas and Certificates, male graduands shall remove the caps (motor boards) from their head, while the female Graduands shall maintain the caps on their heads; and

9.4. Thereafter the male graduands shall put back the cap/mortarboard on the head after the degree/ diploma/ certificate has been conferred/awarded unto them.

9.5. Upon the conferment of the Degrees, and award and award of Diplomas and Certificates, graduands shall resume their respective seats in the tents, and wait until the final dissolution of the congregation by the Chancellor and the closing anthems are sung.

9.6. Graduands may celebrate their academic success with a reasonable level of excitement, in form of ululations, etc.; however, no acts of misbehavior or indiscipline shall be entertained.

10.0. PROFESSIONAL OATH

10.1. In line with the professional requirements, graduands of the Bachelor of Nursing Science programme shall be required to take a professional oath before they are conferred upon the degree.

10.2. The Dean, Faculty of Health Sciences assisted by protocol/staff of the Academic Registrar's Department shall administer the professional oath to the Graduands of Bachelor of Nursing Science programme.

10.3. Please find hereto appended **(Appendix C)** the Professional Oath for your reference and practice.

11.0. ACADEMIC TRANSCRIPTS AND CERTIFICATES

11.1. For purposes of processing of the Academic Transcripts and Certificates, graduands are REQUIRED to:

(a) Verify the correctness of their bio-data on "AIMS' systems, including; name, date of birth, etc., and report any anomaly or incorrectness to the Office of the Academic Registrar for appropriate action.

(b) Ensure that you have a photo in the "AIMS" system/portal. Graduands without photos are required to visit ICT Department for appropriate action with immediate effect.

11.2. Beware that no transcript of a graduate whose portal in AIMS system does not bear the Date of Birth and student passport Photo will not the processed/printed!

11.3. Academic transcripts and certificates shall be issued by the Office of the Academic Registrar, Muni University. Date of issuance shall be confirmed accordingly.

11.4. Before you are issued your academic documents, you will be REQUIRED to fill and sign a Transcript and Certificate Collection Form.

11.5. Academic Documents WILL be picked "IN PERSON" by the graduate only (Transcripts and Certificates shall not be issued to any other person other than the graduate).

12.0. CERTIFICATION OF ACADEMIC DOCUMENTS

12.1. For purposes of job application and other official use, all graduates are REQUIRED to certify photocopies of their Transcripts and Certificates.

12.2. The approved certification fees for academic documents is Ug. Shs. 3,000 (Uganda Shillings: Three Thousand only) per copy.

12.3. Please note that certification of copies of transcript and certificate is charged separately. For example; 2 copies of transcript and 2 copies of certificate would be a sum of Ug. Shs. 12,000 only.

12.4. For purposes of certification, you will be REQUIRED to present receipt for certification fees payment, photocopies of the academic transcript and certificate to be certified, as well as the original transcript and certificate.

13.0. DESIGNATED OFFICERS FOR CLEARANCE, REGISTRATION OF GRADUANDS, ISSUANCE, AND CERTIFICATION OF DOCUMENTS

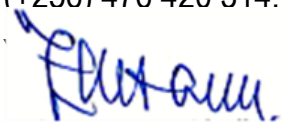
13.1. The underlisted officers under the Academic Registrar's Department have been designated to coordinate and handle clearance and registration for graduation, issuance of graduation items, as well as issuance, and certification of academic documents.

(a) Undergraduate (Bachelors) and Higher Education Certificate programmes
Mr. Phillip Draonzi- Senior Assistant Academic Registrar, and

(b) Graduate Studies
Mr. Hiirya Ronald – Senior Assistant Academic Registrar

14.0. INQUIRIES

For inquiries, please contact the Office of the Academic Registrar on: Office Telephone line: (+256) 476 420 314: or send email to ar@muni.ac.ug, and/ or copy dar@muni.ac.ug.



Felix A. Opio Okello

ACADEMIC REGISTRAR

Copy:
Vice Chancellor
Deputy Vice Chancellor (AA)
Deputy Vice Chancellor (F & A)
University Secretary/AO
University Bursar
Dean of Students
University Librarian
Director, Graduate Training, Research and Innovation
Deans of Faculties
Heads of Departments (Academic)
All staff
Guild President

APPENDIX A

MUNI UNIVERSITY

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STUDENT CLEARANCE FORM

(To be filled by all students who have completed their programme of study)

For any further assistance with regard to graduation, academic transcript, certificate, and certification of documents, will be based on the completeness of clearance with the University.

STUDENT PERSONAL AND ACADEMIC PARTICULARS					
Name (CAPITALS & Surname First)				Sex (M or F)	
Date of Birth (Year-Month-Day. e.g. 2000-10-28)		YY		MM	DD
Telephone. No.		Personal Email address			
Availability of student photo in AIMS portal (Place a tick)			Yes		
Student No.		Reg. No.			
Prog. Name					
Prog. Code		Year of Entry		Year of Completion	
Overall CGPA		Class of Award where applicable			
Date submitted		Signature			

FOR OFFICIAL USE ONLY			
Department/Office	**Comments (if any)**	**Signature**	**Date & Stamp**
Guild President			
Head of Security			
Head, University Health Unit/Clinic			
Head, Computer Laboratory			
Head ICT Services (DICTS)			

FOR OFFICIAL USE ONLY			
Department/Office	**Comments (if any)**	**Signature**	**Date & Stamp**
HoD, Department (Academic)			
Dean, Faculty			
Director, Directorate of Graduate Training, Research & Innovations			
University Librarian			
Dean of Students			
University Bursar (Accounts)			
Academic Registrar**			

NOTE:

(1) The Office of the **Academic Registrar** shall be the last office to clear a student for graduation and certification.

(2) Please attach the following **Receipts** of payment for: **(a)** Graduation, transcript, certificate, and Certification **(b)** Graduation gown **(c)** NCHE Student Contribution, and **(d)** UNSA fees **(e)** University ID **(f)** Fees ledger signed by Bursar/Accounts

(3) Attach copy of Complete **Results Testimonial** signed and stamped by the Dean of Faculty.

(4) Upon completion of clearance, you are REQUIRED to file the **ORIGINAL COPY** with the Office of the Academic Registrar, and retain a photocopy with you (for future use).

END

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DESIGN SPECIFICATIONS FOR GRADUATION GOWNS

(AS APPROVED BY MUNI UNIVERSITY SENATE)

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)

Note: The Master Piece shall be customized gown as follows:
(i) Customized sleeves
(ii) University logo embroiled on University Colours
(iii) University colours (horizontally arranged following one another, each 2 inches height, up-downwards in the pattern of sky-blue, black and red),
(iv) and below, an acronym "MU" for Muni University embroiled in Yellow colour; 2 inches after the University colours

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 rgb (255, 152, 0)]
(ii) White velvet Edge (Code: #FFFFFF)
(iii) Loop/hook

Colour Shade	HTML/CSS Color Name	Hex Code #RRGGBB	Decimal Code (RGB)
	Orange	# ADD8E6	255, 152, 0

3.2. Faculty of Education

(i) **Light Blue** [colour code: # ADD8E6 rgb (173,216,255)]
(ii) White Velvet edge (Code: #FFFFFF)
(iii) Loop/hook

Colour Shade	HTML/CSS Color Name	Hex Code #RRGGBB	Decimal Code (RGB)
	Light Blue	# ADD8E6	173,216,255

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

Colour Shade	HTML/CSS Color Name	Hex Code #RRGGBB	Decimal Code (RGB)
	Purple-Medium Orchid	#BA55D3	255,0,211

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

Colour Shade	HTML/CSS Color Name	Hex Code #RRGGBB	Decimal Code (RGB)
	Royal Blue	#5576D1	85, 118, 209

3.5. Faculty of Agriculture and Environmental Sciences

(i) **Green** [colour code: #008000 rgb (0, 128, 0)]
(ii) White Velvet edge (Code: #FFFFFF)
(iii) Loop/hook

Colour Shade	HTML/CSS Color Name	Hex Code #RRGGBB	Decimal Code (RGB)
	Green	#008000	0, 128, 0

3.6. Faculty of Science

(i) **Science Golden** [colour code: #EBA301 rgb (235, 163, 1)]
(ii) White Velvet edge (Code: #FFFFFF)
(iii) Loop/hook

Colour Shade	HTML/CSS Color Name	Hex Code #RRGGBB	Decimal Code (RGB)
	Golden Yellow	#EBA301	235, 163, 1

NOTES

(1) Graduation gown for **Bachelors and Masters Programmes** shall be made up of three (3) items: Master piece, Motor board, and the Hood.

(2) 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).

(3) 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 –Approved Faculty Colour colour) on either side of front flanks running from top-down wards to the hem).

(4) 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).

APPENDIX C

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PROFESSIONAL OATH FOR NURSES

FACULTY DEAN: Mr. Chancellor Sir, permit me to administer the professional oath to the graduands of the Bachelor of Nursing Science of Muni University.

FACULTY DEAN: Dear Graduands, proceed to recite the oath for Nurses.

GRADUAND/S: I ……..…….. (**your surname**) solemnly pledge before the Almighty God and in the presence of this assembly:

[1]. that I will pass my life in purity and practice my profession faithfully;

[2]. that I will abstain from whatever is deleterious and mischievous, and I will not take or knowingly administer any harmful drug;

[3]. that I will do all in my power to maintain and elevate the standard of my profession, and I will hold in confidence all personal matters committed to my keeping, and family affairs coming to my knowledge in the practice of my calling;

[4]. that with loyalty, I will endeavour to promote inter-professional collaboration by aiding the Physician in his/her work, and as a "Missioner of Health", I will devote myself to the welfare of those committed to my care;

So, help me God.

Nightingale Pledge, 1935

Hereafter, the Dean of Faculty shall read the names of the graduands and present them for the conferment of the Degree of Bachelor of Nursing Science of Muni University.