MUNI UNIVERSITY



STUDENT HANDBOOK

UNDERGRADUATE ACADEMIC REGULATIONS

MUNI UNIVERSITY

STUDENT HANDBOOK
(Undergraduate Academic Regulations)

You are expected to read, understand
and adhere to the Academic Regulations

PREPARED AND DESIGNED
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BACKGROUND

Muni University is the sixth public University established by act of Parliament under statutory instrument No. 31 of 2013.

Motto

"Transforming Lives"

Vision

"To be a model University of transformation and development"

Mission

"To provide quality education, generate knowledge; promote innovation and community empowerment for transformation"

Core values of the University

Muni University cherishes the following core values in the conduct of its mandated business:

Quality: Excellence and superiority of products and services offered by the University will always define the standards.

Equity: The University will pursue equitable access to appropriate and quality education and training for societal transformation.

Responsiveness: The University will continue to recognize the dynamic global trends and always remain sensitive to the changing needs and pressures.

Professionalism: It is the commitment of Muni University to observe professionalism in all her operations during the execution of her mandate.

Innovativeness: Muni University will promote the development of original and novel ideas.

Accountability: Accountability shall be the norm for all actions including the use of resources.

Honesty: We cherish the truth, integrity, and sincerity in all our actions.

1.0. GOVERNANCE OF THE UNIVERSITY



The governance of a public University is spelt out in the Universities and Other Tertiary Institutions Act, 2001 as amended.

University Council

Section 38 of the Act provides for the University Council which is the supreme organ of the University.

It is responsible for the overall management and administration of the university to ensure due implementation of the objects and functions of the university.

University Senate

Section 44 of the Act provides for establishment of the University Senate. Senate is the organ responsible for the organization, control and direction of academic matters of the university.

It is in charge of teaching, research and the general standards of education; teaching and learning and their assessment in the University.

Faculty Boards

Section 48 of the Act; Faculty Boards are organs responsible for the organization, control and direction of academic matters at the faculty levels. They are synonymous to institute, school or college boards.

These Boards are responsible for the development of academic programmes, management and administration of efficient and effective teaching, research and the total improvement of academic standards in the University.

Departmental Boards

Section 49 of theAct establishes departments in each Faculty/Institute/ School/ College. Each department has a Board that is responsible for programme development, teaching and learning, research, assessment and overall academic issues in the Department.

2.1. Officers of a Public University

Sections 31 - 37 of the Universities and Other Tertiary Institutions Act, 2001 as amended, provides for the Officers of a Public University.



Chancellor

The Chancellor is the titular head of the University and presides over ceremonial assemblies of the University and in the name of the University, Confers degrees and other academic titles and distinctions of the University.

Archbishop (Rtd) Dr. Henry Luke Orombi



Vice Chancellor

The Vice Chancellor is responsible for the management and administrative, academic and financial affairs of the University and in the absence of the Chancellor presides over ceremonial assemblies of the University and confers degrees and other academic titles and distinction of the University. She/he is also the Chairperson of Senate.

Assoc. Prof. Anguma Simon Katrini

Deputy Vice Chancellor - Academic Affairs

The Deputy Vice Chancellor Academic Affairs assists the Vice Chancellor in the performance of his or her functions and in that regard is responsible for the Academic affairs of the University. In the absence of the Vice Chancellor performs the functions of the Vice chancellor.



Deputy Vice Chancellor (Finance and Administration)

Deputy Vice Chancellor (Finance and Administration) assists the Vice Chancellor in the performance of his or her functions and in that regard, he/she oversees the Finances and administration9 of the University; and is responsible for the planning and development of the University. Performs such other functions that may be delegated to him or her by the Vice-Chancellor or assigned by the University Council.

Rev. Fr. Prof. Odubuker Picho Epiphany



University Secretary

The University Secretary is responsible for the general management and administration of the University including the custody of the seal and the administration of the University's assets. She/he is also secretary to University Council. The University Secretary is the Accounting Officer of the University.

Emmanuel Banya Natal



Academic Registrar

The Academic Registrar assists the Deputy Vice Chancellor academic affairs in the management and administration of all academic matters including organization of admissions, examinations, undergraduate studies, postgraduate studies and issues of research and publications. She/he is secretary to Senate and all its committees.

Felix A. Opio Okello



University Librarian

The University Librarian is responsible for development, control, management and condition of all library and information services of the University.

Adoma Philliam



University Bursar

The University Bursar is responsible for the financial administration and planning of the University.

Adrapi Francis



Dean of Students

The Dean of students is responsible for the welfare of the students.

Amandru Stella

2.2. Staff of a Public University

Section 51 of the Act spells out three categories of staff in a Public University, namely, the academic staff, the administrative staff and support staff.

2.2.1. Academic staff

The academic staff consists of:

a) Deans of Faculties or Schools;
b) The Directors of Institutes, College or other academic bodies;
c) Professors, Associate Professors, Senior Lecturers, lecturers andAssistant Lecturers appointed on a full-time basis for teaching and research;
d) University Librarian and other library staff designated as academic members of staff; and
e) Such other persons as the University Council may designate as academic members of staff of a Public University.

2.2.2. Administrative staff

The administrative staff consists of persons employed by the University, other than academic staff, holding administrative, professional or technical senior posts established by the University Council for the efficient management and running of the University.

2.2.3. Support staff

The support staff shall consist of persons employed by the University who are not members of the academic staff or the administrative staff.

3.0. OFFICE OF THE ACADEMIC REGISTRAR



The Office of Academic Registrar works very closely with faculties and other supporting departments to ensure efficient and effective delivery of teaching and learning.

3.1. Key functions of the Office of the Academic Registrar

The Office of the Academic Registrar performs roles that revolve around the following sectors.

3.1.2. Undergraduate Admissions and Records

(a) Processing of undergraduate admissions and provision of information to the general public, on programs available at the University;
(b) Liaising with schools on matters concerning admission;
(c) Registration of both first year and continuing students on the University programmes, including those at connected institutions;
(d) Generation and keeping records of current and former students of the University.
(e) Producing the yearly nominal roll containing information of all Undergraduate registered students.

3.1.3. Examinations and Academic Ceremonies

(a) Organizing and coordination of all University Examinations;
(b) Handling Examination Irregularities/Malpractices issues;
(c) Handling appeal cases on Examination Matters;
(d) Organization and co-ordination of graduation ceremonies;
(e) Preparing and issuing Academic Transcripts and certificates;
(f) Handling issues of all awards including Honorary Awards;

3.1.4. Senate

(a) Liaison with Faculties/Institutes/Schools on new programmes;
(b) Formulation and review of regulations and policies;
(c) Approval of University examination results;
(d) Handles all quality assurance issues;
(e) Manages and administers all Senate matters.

3.1.5. Graduate Admissions and Records

(a) Processing of Postgraduate Admissions and provision of information to the general public, about
(b) programs available at the Graduate School;
(c) Liaising with Faculties/Institutes/Schools/Colleges on admission matters;
(d) Registration of graduate students to the University programmes;
(e) Generation and keeping records of current and former graduate students of the University;
(f) Producing the yearly nominal roll containing information of all Graduate registered students.
(g) Co-ordination of research, research grants and research publications.

3.1.6. Convocation

The Academic Registrar also coordinates Division activities of the Convocation. This is an association of the graduates of the University and members of staff and such other persons as the University Council may authorize.

3.2 The Academic Information Management System (AIMS)

"AIMS" is an integrated educational management system implemented by the Government of the Republic of Uganda in all public Universities and other Tertiary Institutions in Uganda.

The System (AIMS) automates and manages all Academic processes and activities. It performs functions of Application/Admissions, Enrolment, Registration, Payments, Examination Results, among others.

Note:

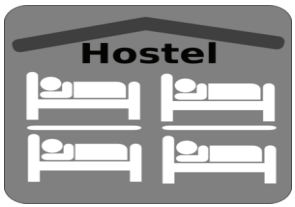
(a) Enrolment is a key planning feature in the AMIS that enables billing of a student and also allocation of course units to programs offered. It shows the intent of a student [both Government and Private] to be available for studies during the semester.
(b) All University fees are paid using a Payment Reference Number (PRN) generated on the AIMS portal [Academic Information Management System].
(c) Payments made outside the prescribed "AIMS" platform shall be treated as NULL and VOID.
(d) Students are implored to contact the Office of Academic Registrar for technical help/support with regard to AIMS.

4.0. OFFICE OF DEAN OF STUDENTS

The Dean of Students is responsible for the welfare of the students. The Dean coordinates the following activities:

(a) Accommodation
(b) Sports and Recreation
(c) Students' Guild
(d) Religious activities
(e) Health
(f) Counselling & Wellness

4.1. Accommodation



Muni is a non-residential University. The University does not have halls of residence and does not provide meals for students. Students who require accommodation should seek for advice from the Office of the Dean of Students on availability of hostel accommodation.

Government sponsored students will be given money contributed by Government for their accommodation, feeding and commuting to the campus. Privately sponsored students meet their own expenses.

Procedures and requirements for staying in these hostels are available in the Dean of Students Office. However, you are advised to bring the following for your convenience:

(a) Cutlery and Crockery;
(b) A Mattress and a pillow, one blanket, two pairs of bed sheets and a bed-cover;
(c) A basin, jerry can, and toiletries which the student may require;
(d) Enough pocket money to cater for personal requirements;
(e) Electric Iron.

Students are expected to abide by the rules and regulations, terms and conditions set by each hostel owner. The University shall in no way interfere with the management of hostels.

4.2. Sports and Recreation



All students are expected to take part in other activities such as sports, membership to Clubs or Professional societies. This creates an all-round student. You are free to belong to any of these societies so long as it is registered with the University.

Sports competitions take place generally in the first semester leaving the second semester free for student choices and preparation for examinations. There are closed and open championships organized by various clubs and ultimately University sports teams are raised out of these competitions for National and International Competitions.

4.3. Students' Guild

This is a Students' Government elected annually by the entire students' body. The Guild is headed by a Guild President, who after election appoints a Cabinet. The Guild President is responsible to the Guild Representative Council which is the legislative body of the Guild. Guild President is a link between the students' body and the University Administration.

4.4. Health

a) Medical Examination

It is mandatory for all new students to undergo medical examination. This activity is coordinated by Dean of Students supported by the University Health Unit.



b) Ill-Health

Students who fall ill during the Academic Year to such gravity that affects their attendance and performance in the subsequent examinations must furnish the relevant information to Dean of their Faculty and the Academic Registrar with medical reports from the University Medical Unit or Hospital recognized by the University.



The affected student can ask for special examinations. Medical reports which are secured after failure to sit for examinations and without previous record of the illness referred to in the relevant Faculty and Academic Registrar's office shall not be accepted.

Students should be aware of AIDS; it is a killer disease and without a cure. Students should always seek advice from the University Medical Unit on health-related matters.

4.5. Counselling and Wellness Services

The University Counselor helps students who need assistance on guidance about their daily life problems which might hamper their steady progress in the academic field or prevent them from enjoying their life in general. Such problems embrace the whole range of health (Medical and psychiatric) problems, Socio-Economic, marital, sexual, academic, spiritual and other problems.



4.6. Worshiping

Muni University encourages participation in religious activities. Worship by the various denominations will be conducted at places of worship within the University's environs. However, activities of worship should never interfere with academic activities or other scheduled functions of the University. Lectures will be conducted during weekdays and weekends. Worshippers should therefore adjust their time accordingly.



5.1. Admission Entry Schemes

(a) Direct Entry Scheme;
(b) Indirect Entry Schemes:
  (i) Mature Age
  (ii) Diploma
  (iii) Transfer of Credits
  (iv) Bridging course
  (v) Degree Holders' Scheme

5.2. Minimum Entry Requirements

(i) Direct entry from schools
Uganda Certificate of Education (UCE) with at least five (5) passes, and at least two (2) principal passes at Uganda Advanced Certificate of Education (UACE) or its equivalent;

(ii) Mature Age
Aged 25 years and above and has passed the mature age entry examinations with at least a 50% mark. The mature age entry examinations must have been accredited by the NCHE;

(iii) Diploma Scheme
Diploma obtained at credit/distinction level in the relevant field from a recognized institution.

(iv) Higher Education Certificate
The Higher Education Certificate is the fourth route/avenue of admission into Degree programmes for persons who do not have requisite/appropriate qualifications based on the current Uganda National Admission criteria; and persons with foreign qualifications but do not merit for admission in the Ugandan Education System.

(v) Transfer of Credits from a recognized University
The regulation on Credit Accumulation and Transfer system (CAT) apply.

(vi) Degree Holders' Scheme
Applicants holding a first degree may apply for admission to another Bachelor's Degree programme.

5.3. Types of sponsorship

(a) Government Sponsorship Scheme

(b) Private Sponsorship Scheme

5.3.1. Admissions Process



Muni University by statutory obligation No. 31 of 2013 becomes a member of Public Universities Admissions Committee for purposes of Government admissions. The Admissions Board of Muni University shall preside over all the students' admissions functions in the University on behalf of the Senate. Only students who apply officially to the University shall be admitted on merit.

5.4. Reporting to University



The New Students are expected to report to the University as designated by the University's Academic Almanac each academic year. It is the responsibility of each student to make his/her own travel arrangements to the University's Main Campus.

The New Students will be expected to meet with the Dean of Students (DOS) who will guide them accordingly.

It is very important that the New Students abide by this arrangement so that they are guided to choose the Private Hostels designated for their stay during the Semester period.

5.5. Change of Academic Programme

A student may be permitted to change from one Academic Programme to another on condition that:

a) A student has satisfied the admission requirements for the academic programme applied for;

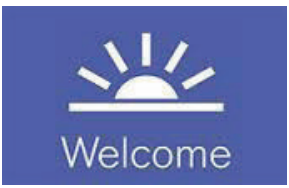
b) A student permitted to change a programme may be allowed to transfer the credits from the previous academic programme to the new academic programme provided that the credits being transferred are relevant to the ones of the new academic programme.

5.6. Orientation of New Students



New Students are by tradition given an "acclimatization" period of one week normally referred to as the "Orientation Week". The program for the orientation week will be provided by the office of the Dean of Students (DOS). Every New Student should attend the orientation week to enable him/her cope with what is expected of him/her as a student of the University.

During this period the New Students are introduced to the key facilities in the University as well as other important aspects of life at the University and which is why they should report on campus one week earlier than the Continuing Students. During this week the DOS guide them through a programme of activities which are contained in this joining instruction and the New Students are expected to abide by them strictly.



Arrangements are also made by the Dean of Students to enable the New Students meet and get counselled by other Officers of the University: The Vice Chancellor, the Academic Registrar, University Secretary, University Librarian, University Bursar, the in charge of the University Clinic, University Counsellors, Principal Games Tutor, University Security Officer and the Deans/ Directors of Faculties /Institutes/Schools of the University.

Arrangements are also made by the DOS to enable the New Students acquaint themselves with key facilities and personnel at the University like in the Library, the Faculties, the Departments, the University Clinic, Games and Recreation Facilities etc. The New Students will be expected to take advantage of the week to survey and acquaint themselves with the general Campus layout, lecture rooms, laboratories and general safety system.

Another major activity during the orientation week is Registration at the various units. All New Students MUST ensure that they are registered with the Dean of Students, Academic Registrar and then with each of their respective Faculties/ Schools/Institutes, and Departments.

5.7. Admission Ceremony



There will be an Admission Ceremony presided over by the Vice Chancellor of Muni University; which all New Students MUST attend. The Ceremony shall be organized by the Deans of Students and Office of the Academic Registrar. This is the first solemn academic ceremony of matriculation and initiation of new men and women into academia. Upon completion of registration of university students, you shall be issued with the Students Information Handbook. The Hand Book contains the pertinent rules and regulations.

5.8. Library User Education Programme



At the beginning of each Academic Year, the University Library conducts a user education session per programme of study aimed at introducing New Students to the facilities and ever-growing information resources available in the library.

The programme, which is a combination of Library user instructions, library tour and access of Library user cards by the New Students are conducted according to a timetable that will be issued by the University Librarian.

This is a very important programme and all New Students are advised to take it very seriously as access to all library facilities including: e-books, demonstration of how to use the kindles, referencing, searches etc.





6.1. Categories of University fees

University fees comprise of:

a) Tuition fees
b) Functional fees
c) Other fees

Note: Different categories of students pay different items of University fees as spelt out in their Admission letters.

6.2. Payments of University Fees

a) All payments of University fees shall be guided by the University fees structure and policy guidelines;
b) Tuition and other university fees are due on the first day of the academic year;
c) A student shall only be allowed to register and/or issued with the university's identity card on payments of the designated fees;
d) A student who shall not have paid registration fees as required at the beginning of an academic year shall forfeit his/her place in the university, in case the student is in first year, or be deregistered in the case of a continuing student;
e) Students' registration shall be done up to the 2nd week from the start of the semester;
f) Only registered students shall be allowed to use University facilities, attend lectures, do coursework and sit for final examinations;
g) All payments made after the designated date shall attract a surcharge on them. The amount of the surcharge payable shall be determined by the University Council;
h) All payments made to the University MUST be accompanied by relevant receipts.

6.3. Mode of payment of fees

a) University fees should be paid in any Bank across the country.
b) University fees shall be paid using a Payment Reference Number (PRN) generated on the "AIMS" [Academic Information Management System] portal.

c) Students without knowledge of the AIMS system are advised to seek technical help/support from Office of Academic Registrar.

d) Note that Payments made outside the prescribed “AIMS” platform shall be treated as NULL and VOID.

e) All payments [fees] deposited at Bank attract a Bank Charge.

f) For any clarification in the fees payable, please contact the Bursar office.



7.1. General information about REGISTRATION

a) You will qualify to become a **Bonafide Student** of the University, when register with the University.

b) All the New Students MUST register. Any New Student who will not have registered according to the Registration schedule shall be deemed to have declined the offer of a place at the University.

c) There shall not be a specific time set aside for registration exclusively. However, students shall be required to ensure that they register within the first two weeks from the beginning of the semester.

d) Late registration of students shall be permitted up to the fifth week of the Semester. Such students shall apply to Academic Registrar seeking to register late.

e) No student shall be allowed to add a course or courses after the first two weeks of the commencement of classes.

f) 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. However, ALL University Fees shall be paid before sitting any University Examination.

7.2. The Names to use for Registration

a) The NAME to use when registering is the one which appears on the Admission Letter and that must be the same name which appears on the O-'Level, A-'Level Results Slips/Certificates and on Diploma, Degree and other Certificates.

b) Students are informed that the University does not give permission to change names from those appearing on their O' Level, A'-Level or Diploma certificates.

7.3. Previous School Identity Card

a) Each student MUST carry his/her previous School Identity Card or other valid identification which he/she may be requested to produce at any time by the University authority. It will be specifically required during registration.

b) After registration, arrangement will be made by the University to issue students with the University Identity Cards. A programme for issuing Identity Cards will be posted on the students' notice boards and online board.

7.4. Conditions for Registration

Conditions for registration of new students are clearly spelt out in the Admission Letter.

7.5. Registration on More than One Programme

Students should note that the University regulation does not allow one to register in more than one programme at the same time. Students who register for programmes under private-sponsorship will not be admitted under government sponsorship in subsequent years.

7.6. Double State Sponsorship

Double state sponsorship in Public Universities is illegal. Any student who in one way or the other, obtains more than one admission under government sponsorship in Public Universities, must immediately report to the Academic Registrar for corrective measures.

Failure to do so may lead to dismissal from the University and the student will be required to refund all funds spent on him/her while studying at the University under the said sponsorship.

7.7. Declining or Inability to take a Place of Offer

Any New Student who will not have registered within the first two (2) weeks from the beginning of the academic year shall be deemed to have declined the offer of a place at the University.

His/her place shall accordingly be offered to another student at the time of change of programme/subject exercise. Government-sponsored students will have their scholarships cancelled.

The students in the first year of studies, who for some reason are unable to register or take up his/her place in the University by the end of the registration period, are advised to re-apply for admission the following Academic Year by following the same application procedures. Please note that you need to re-apply for admission and compete afresh with the applicants for that academic year.

Meanwhile a registered student, who intends to withdraw from the University, MUST apply to the Academic Registrar. A registered student will be allowed only a maximum of two withdrawals in an academic programme and each withdrawal shall be a maximum of one academic year.

7.8. Application for Withdrawal from a Semester/Academic Year

i) The University Admissions Board will recommend to Senate that a registered Student who applies for withdrawal from a semester be granted his/her request. The conditions for withdrawal shall be medical grounds, financial, or social problems.

ii) For medical grounds, the request should be backed by a medical report from a recognized Medical Officer.

iii) The student who is granted withdrawal from a semester or Academic year shall re-apply to be allowed to resume studies. A student will be allowed a maximum of two consecutive withdrawals in an academic year.

iv) Withdrawal from a semester implies that the student remains a registered student. A student who is granted a withdrawal from a semester will not be refunded the tuition fees paid for that semester.

v) With exception of medical grounds, a government sponsored student granted a withdrawal on financial or social grounds will forfeit the sponsorship for a period of withdrawal (i.e., Semester or Academic Year). In effect, she/he will pay privately University fees for that Semester or Academic Year).

7.9. Change of Programme/Faculty/Subject Combination

7.9.1. Change of Programme

Such students must all the same first register according to the registration time-table for the programme and subject (where applicable) for which they have been admitted.

Students who may wish to change their programme/faculty are required to pay application fees of 10,000UGX excluding bank charges for Ugandans or US $ 12 for non-Ugandans excluding bank charges to the University and obtain a receipt.

Procedure: a student who qualifies and wants to change program

i) Seeks authority from the Dean of Faculty where he/she is admitted for release;

ii) Thereafter presents an application for transfer to the Dean where transfer is required iii) the recommendations from (i and ii) shall inform the academic registrar in effecting such transfers.

Changes of programmes must be effected within two weeks of reporting so as not to compromise the learning by the students.

7.9.2. Change of subject combination

Students especially those in the Faculty of Education may wish to change their subject combination. CHANGE OF SUBJECT(S) FORM MAY BE

OBTAINED ON PAYMENT OF UGX. 10,000/= for Ugandans and US $ 12 for Non-Ugandan excluding bank charges AND RETURNED TO the Academic Registrars' office by the third week of the 1st semester.

Before students apply to change their Programmes, Faculties and Subjects, they are encouraged to seek advice on the cut-off point(s) for programmes, requirements for specific subjects and possible combinations from the office of the Academic Registrar.

Students are warned about the Senate's resolution that anyone transferring to another program/subject without proper authority will be liable to discontinuation from the University. Please seriously take note of this.

7.10. Student Identity Card (Id)

a) It is important that each student carries his/her previous School Identity Card which he/she may be requested to produce at any time by the University Officials. It will be specifically required at the Registration Time;

b) As a registered student, you will be issued with a single University ID card with an expiry date covering the full period of your programme. The cost of the new identity card is UGX. 25, 000/= for a Ugandan student and US. $25 for an international student;

c) This is the only ID that the University will accept. Please ensure that you keep your card safe. If you lose it, do give a report to the office of the Academic Registrar and the Police immediately;

d) If the card is lost or stolen and you have a Police letter, it will be replaced with a charge of UGX. 25.000/=for Ugandan students or US $ 25 for International Students. Replacement of the cards will be handled by the Academic Registrar.

7.11. Other Regulations

a) Repeating of 'A' Level Examinations

A candidate who accepts a place at the University and registers for a programme of study, shall NOT be eligible for admission to any programme at the University on the basis of results obtained after re- sitting A'-level examination.

Therefore, the use of results obtained from re-sitting A'-level examination while already registered on a University Programme will result in automatic cancellation of admission.

b) Forgery

Students are warned against acts of FORGERY

Cases of impersonation, falsification of information or documents, fraudulent access or giving false or incomplete information, whenever discovered, either at registration or afterwards, will lead to automatic cancellation of admission, dismissal from the University,revocation of awards, where applicable, and prosecution in the Courts of Laws.

c) Registration to more than one Programme

Student should note that the University regulation does not allow one to register in more than one programme at the same time.

d) A candidate who registers for a programme under private sponsorship will not be admitted under government sponsorship in subsequent years.

e) Permission to be away from the University

Permission to be away from the University for more than one week shall be obtained from the Vice Chancellor through the Dean of the Faculty, and the Dean of Students.

"…… the secret to success is Disciple". There are University Regulations and Rules which all students must abide by. The University Regulations cover programmes and examinations, library, registration among others, and there are University rules on the students' conduct obtainable from the Dean of Students, office in the Main Administration Building.

It is advisable that students avoid acts which might make them to be referred to the University Disciplinary Committee. The University is non-tolerant to acts of hooliganism. Students should ensure that they read all the University Regulations and Rules, and abide by them.



8.1. Be Aware of AIDS and other communicable diseases



It is a killer disease and without a cure. Hepatitis B is also a serious health hazard and easily transmitted if no care is take taken. Students should always seek advice from the Dean of Students on these matters.

8.2. Sexual Harassment Policy



In line with applicable laws of Uganda, Muni University reaffirms its zero-tolerance for sexual harassment and is committed to creating an environment that respects and protects the rights of all its members, male and female. Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to the following:

a) Offering or implying an education-related reward (such as a better grade, favourable treatment in the classroom, assistance in obtaining admission to any program or activity) in exchange for sexual favours or submission to sexual conduct;

b) Making threats or insinuations that a person's classroom work or assignments or other educational life may be adversely affected by not submitting to sexual advances;

c) Engaging in unwelcome sexual propositions, invitations, solicitations, and flirtation;

d) Leering, staring at someone, or looking at someone with “elevator eyes” (i.e. looking someone up and down);

e) Using unwelcome sexually degrading language, sexual jokes, innuendos, or gestures;

f) Displaying sexually suggestive objects, pictures, videotapes, graffiti and/or visuals that are not germane to any business or academic purpose;

g) Displaying or transmitting sexually suggestive electronic content, including inappropriate E-mails;

h) Making unnecessary and unwanted physical contact, such as hugging, rubbing, touching, patting, pinching, or massages, winking, lustful tonguing;

i) Engaging in sexual assault or pressure for sexual activity, including requesting sexual favours;

j) Making unwelcome suggestive or insulting sounds, such as whistling and cat calls;

k) Giving unwelcome personal gifts, such as flowers;

l) Asking about a person’s sexual fantasies, sexual preferences, or sexual activities;

m) Commenting on a person’s body, dress, appearance, gender, sexual relationships, activities, or experience; or repeatedly asking someone for a date after the person has expressed disinterest.

8.3. What should I do if I feel I have been sexually harassed?

Please let someone know right away. You have several options available if you are a member of the University and feel that you have been sexually harassed. You may contact your Dean/Director of Faculty/ Institute/School or the office of the Dean of Students.

You can also discuss the situation and explore your options on a confidential basis by contacting a Counsellor Confidentially. Whatever path you choose, it is vital that you let someone know so that measures can be taken to address the situation. Unfortunately, ignoring sexual harassment does not make it go away. For more detailed information, refer to the University Policy and Regulations on Sexual Harassment Prevention, inquire from your Faculty/Institute/School or the office of the Dean of Students.

Penalties for sexual harassment are found in the Students Code of Conduct and for Staff, Human Resource manual and other relevant laws.

8.4. Students with Disabilities



A wide range of support is available for students with disabilities and the university Dean of Students, can assist in a number of ways. Disabled students are encouraged to disclose any specific needs in relation to a health condition, disability that you may have.

However, the responsibility lies with you to decide what we should know about you. Please bear in mind that without knowledge of your disability it may be difficult or impossible to support your needs fully. Should you inform us of a special need or disability, this information will not be passed on without your consent. All enquiries made to the Dean of Students, are dealt with sensitively and in confidence:

a) Support that may be useful includes provisions of specific services when using the library such as extended loans, specialist equipment and dyslexia support;

b) Disabled Students may require alternative exam arrangements which accommodate their disability, which may include the provision of a scribe or reader, separate supervision, extended time, medication access, or the use of assisted technology. The invigilators have the discretion to grant disabled Students more time but the time granted shall not exceed 30 minutes from the end of examination session.



9.1. General Provisions

a) Senate reserves the right to alter, amend, replace or cancel any of the Academic Regulations and shall be the final authority for the interpretation of these regulation,

b) Senate has the powers to exempt any student from any of the academic regulations,

c) In addition to any of these academic regulations, special faculty and departmental regulations, which must be approved by Senate, shall also apply provided they do not contradict the academic regulations,

d) General regulations shall take precedence over special faculty and departmental regulations unless Senate has otherwise provided,

e) Should a regulation, according to which a programme has been compiled, be amended, a student who has started a programme under the old regulation and who has not interrupted studies, may complete such a programme in accordance with the old regulation on condition that a faculty board may formulate special transitional requirements (approved by Senate), in order to enable that student to complete studies in accordance with the new regulation,

f) A student who has been admitted or is re-admitted to a programme and fails to register for such a programme in the ensuing two semesters, is deemed to have interrupted studies and forfeits the right to continue studies under this regulation,

g) Senate shall establish procedures for the approval of all academic programmes of the University.

9.2. Operation of the Semester/Credit Unit System

9.2.1. Semester

The University shall run and manage a Semester credit unit system. The semester or credit unit system is an academic structure which divides the academic year into two equal blocks; namely the first semester and the second semester.

9.2.2. Academic year

a) In the semester/credit unit system the academic year shall be composed of two (2) semesters and one (1) recess term where necessary;

b) The academic programmes shall be designed per semester/recess term per academic year, for example, semester one, semester two and (where applicable) recess term for year one, etc.

9.2.3. Length of semester

The length of a semester shall be seventeen (17) weeks with fifteen(15) weeks being for teaching/ learning/ progressive assessment and two weeks for examinations. The duration of recess term shall be ten (10) weeks of which nine weeks are for teaching /learning/ progressive assessment and one week for examinations.

9.3. Key terms/concepts in Semester system

9.3.1. Student

This is a person who is registered with the University to study in a programme or course offered by the university.

9.3.2. Programme

Is a plan of study made up of core, optional, electives and general courses, lasting over a specified period, which leads to award of a Degree, Diploma or Certificate.

9.3.3. Programme Load

Programme load is an essential set of courses offered for the award of a particular Degree, Diploma or Certificate. It is composed of both core and elective courses.

9.3.4. Semester Load

Semester load is the total number of credit units for all courses offered in a semester for a particular academic programme. All credit units for audited courses and courses to be retaken shall be within the maximum semester load as determined in the programme.

a) Normal Semester Load for Undergraduate Academic Programmes. The normal semester load for undergraduate academic programmes shall range from eighteen (18) credit units to twenty-five (25) credit units as prescribed by the programme curriculum.

b) Maximum Semester Load for Undergraduate Academic Programmes. The maximum semester load for undergraduate academic programmes shall be twenty-eight (28). This should include credit units to cater for students who have courses to retake.

9.3.5. Graduation Programme Load

Is the minimum number of credit units required before the award of a degree/ diploma/or certificate as specified in a particular programme. The requirement shall include both core, elective and audited courses. The maximum graduation load shall be determined by programme curriculum.

9.3.6. Course

Each programme will consist of course units (CU) or courses which will be arranged in semester one and two for the different year of study for which the programme is planned to take.

A course is a unit of teaching and learning activities in a particular field/ area of study with content designed to meet particular aims and objectives.

Each course will normally be assessed within the semester in which it is offered, except for a year-long course, school practice, internship, industrial training or any other attachment. The completion of a course carries credits towards the fulfilment of the requirements for the award of a Degree, Diploma or Certificate.

9.3.7. Course weighting

The weighting unit for each course is a credit Unit (CU). One credit unit is one Contact Hour (1 CH) per week per semester. A contact hour is defined as: one Lecture Hour (1 LH) or two Tutorial Hours (2 TH) or two Practical Hours (2 PH).

For instance, in a semester of 15 weeks teaching a 3 CU course has three hours of lectures per week for a theory course, while a 4 CU course has four hours of lectures per week, making a total of 45 and 60 contact hours respectively.

9.3.8. Course Code

A course code is an identification of a course with a prefix of three capital letters followed by four digits e.g.; ISM 1104. A Course offered in each department of a faculty is outlined separately.

The first letter indicates the programme; the next letters indicate the Department offering the course. On the other hand, the first digit indicates the year the course is offered ranging from 1 to the number of years the programme lasts; e.g. (1 to 4).

The second digit specifies the semester in which the course is offered. The last digit differentiates one course from another.

9.3.9. Credit Unit

Credit unit is the measure used to reflect the relative weight of a given course towards the fulfilment of the appropriate degree, diploma, certificate or other programmes required. One credit unit shall be one contact hour per week per semester or series of fifteen (15) contact hours.

9.4. Academic Programmes

a) Each academic programme shall be defined by a set of prescribed courses;

b) The structure of a particular academic programme shall show the core, elective co-requisite, audited and pre-requisite courses.

9.5. Choice of Courses

Continuing students shall indicate the option of courses they would wish to offer/ take in the next semester while they are still in the semester preceding the one in which the optional course shall be offered. A student shall however, not be allowed to change the optional course chosen after a period of two weeks from the start of the semester.

9.5.1. Categorization of courses

a) Courses shall be categorized as core, elective, pre-requisite, co-requisite or audited;

b) Not all the courses in an academic programme shall be made core;

c) Co-requisite courses apply to all students in a programme;

d) All the courses having the same content shall have the same names, codes and credit units;

e) Only the academic departments that have the mandate to teach particular courses shall be the ones to co-ordinate/teach such courses wherever they are taught/ offered;

f) The level of content of a particular course has to match the credit units allocated to that course;

g) The number of elective courses that each student shall be required to register for in every undergraduate academic programme shall always be stated so as to guide the students when they are choosing them;

h) There shall always be ceiling for the number of undergraduate students who shall be allowed to register for particular elective courses;

i) Undergraduate students shall be encouraged to register for audited courses as well;

j) Elective courses for postgraduate students shall be specialized or broad-based and shall be offered in any semester;

k) The course content of postgraduate academic programmes have to match the higher level of study required of postgraduate students.

9.5.2. Core Course

A core course is a course which is essential to a programme and gives the programme its unique features. It must be offered by all students who register for a particular programme.

A core course has to be passed by every student who takes it before progressing to the next stage. A core course is compulsory or mandatory.

9.5.3. Optional Course

An optional course is that which may be selected from approved list of courses within a subject of study and which counts towards the requirement of an award.

9.5.4. Elective Course

An elective course is a course offered in order to broaden a programme or to allow for specialization. An elective course is selected from a given list of courses which are optional and the required number of elective courses to be done in a programme counts towards the requirement for an award it is always selected at the convenience of the student.

9.5.5. Audited Course

An audited course is a course offered by a student and whose grade point is not used in the calculation of the student's GPA or CGPA. However, the GP for an audited course will be reflected in the academic transcripts of the students.

9.5.6. Pre-requisite course

A pre-requisite course is a condition which must be satisfied prior to enrolling for the course in question. A pre-requisite course, therefore, is a course offered in preparation for a higher level course in the same area of study.

A student shall not be allowed to take a higher level course unless he/ she passes a pre-requisite course.

9.5.7. Co-requisite course

A co-requisite course is a course that must be taken concurrently with other courses to enhance learning in the programme.

9.5.8. Major

A major shall be a set of courses in a field/area of specialization in which each student is encouraged to explore the field/area of specialization in considerable depth. The set of courses for a major shall constitute not less than 60% of the programme load.

9.5.9. Minor

A minor shall be a set of course in a field/area of lesser importance than the major and shall constitute not more than a third of the programme load.

10.0. ASSESSMENT, GRADING AND CLASSIFICATION OF AWARDS



Each course shall be assessed in (2) parts as determined by each Faculty, but at least there shall be two progressive assessments as follows:

a) The coursework (progressive/continuous assessment), which shall contribute not less than 30% and not more than 50% of the total marks, as dictated by the programme curriculum.

b) The coursework (progressive/continuous assessment) component shall consist of at least one (1) test and one (1) homework/take- home assignment or two (2) tests per course;

c) The final results in any university examinable course shall be the summation of both the continuous assessment and final examination. The contribution in part shall be prescribed by the programme curriculum.

10.1. Grading of marks

The overall marks a candidate obtains in each course he/she offers shall be graded out of a maximum of one hundred (100) marks and assigned appropriate letter grade and grade points as follows:

10.1.1. Grading system for Undergraduate Degrees and Diplomas

Mark Range	80-100	75-79	70-74	65-69	60-64	55-59	50-54	0-49
Letter Grade	A	B+	B	C+	C	D+	D	F
Grade Point	5.0	4.5	4.0	3.5	3.0	2.5	2.0	0

10.2. Academic standing

Academic standing is the measure of a candidate's academic progress.

10.2.1. Normal Progress (NP)

Normal progress shall occur when a student has passed all the specific courses with a minimum grade point of 2.0 and obtained the GPA or CGPA of 2.00 and above.

10.2.2. Probationary Progress (PP)

Probationary progress shall occur when a student obtains a GPA or CGPA of less than 2.0, or when a student obtains a GP of less than 2.0 in at least one of the courses offered.

10.2.3. Stay put (SP)

Staying Put shall occur if a student's normal load plus the retakes exceeds the maximum semester load as prescribed by the programme.

10.2.4. Withdrawal from a semester / Academic year

The concept of a dead semester / dead year is irrelevant in semester/ credit unit system. A registered student may choose to withdraw from a semester or an academic year for various reasons.

However, he/she is allowed to withdraw for only a maximum of two consecutive semesters. Withdrawal from a semester shall only be permissible within a period of one month from the start of any semester.

Procedurally, a student seeking withdrawal from as semester shall pick a withdrawal form from the Academic Registrar, obtain recommendation of the Dean faculty, and then submit to the Academic Registrar, who shall in turn present student's request to Senate for a decision. **IT'S THE MANDATE OF SENATE TO/NOT TO GRANT ANY WITHDRAWAL.**

10.2.5. Attempted Credits

These are the total number of credits a student is officially registered for in a given semester. They exclude audited courses. Attempted Credits are used in the calculation of CGPA.

10.2.6. Earning of Credit in a Course

A student shall earn credit for all the courses specified in the programme load to qualify for graduation. A credit is earned when a course has been passed. The minimum pass mark in any course shall be 50%.

10.2.7. Academic Good Standings

A Student is in a good academic standing at the University when his/ her cumulative grade point average is 2.00 or above and have obtained a minimum grade point of 2.0 in all the courses so far offered. Such students are considered to be making satisfactory progress towards a qualification.

10.2.8. Academic Warnings

A student may be placed on academic warning for failure to make satisfactory progress towards a qualification. These are students whose CGPA are below 2.00 and those with CGPA of above 2.00 but with some retakes.

10.2.9. Progression from Semester to Semester

a) To remain in academic good standing, a student must pass at least half the attempted semester credits and attain a cumulative GPA of at least 2.00;

b) A student proceeding on academic good standing who fails a core, pre-requisite or co-requisite course must retake the course. Such a student shall carry a semester credit load not exceeding twenty-one (21) credits;

c) A student on academic probation status must retake any failed core, perquisite and co-requisite course (s) when next offered. Such a student shall carry a semester credit of load not exceeding fifteen (15) credits;

10.2.10. Discontinuation

a) When a student accumulates three consecutive CGPA of less than 2.00, that student shall be discontinued;

b) A student who fail to obtain at least the pass mark (50%) during the third assessment in the same course or courses he/she had retaken shall be discontinued from studies at the university;

c) A student who overstays in an academic programme by more than two (2) years (four semesters) because of poor performance shall be discontinued from studies at the university;

d) When a student absconds from lectures, tutorials and examinations.

10.3. Retaking a course or courses

Retaking a course is a situation in which a student who scores a GP of less than 2.0 in any course OR who wishes to improve his/her grade in a course takes the course when it is next offered. The student must attend lectures, do course work, tests and semester examinations.

a) A student shall retake a course or courses when next offered again in order to obtain at least the pass mark 50% if he/she had failed during the first assessment in the course or courses;

b) A student may retake a course or courses when next offered in order

to improve his/her passes/grades(s) if the pass/grade(s) got at the first assessment in the courses were low;

c) A student who has failed to obtain at least the pass mark (50%) during the second assessment in the same course or courses he/ she has retaken shall receive a warning;

d) While retaking a course or courses, a student shall:

   i) Attend all the prescribed lectures /tutorials /clinical /practical / field work in the course or courses,

   ii) Do all the required coursework, progressives or continuous assessment,

   iii) Sit for the university examinations in the course or courses retaken.

e) When a student is retaking a course(s) his/her earlier coursework mark shall not be used;

f) When a student accumulates retakes such that his/her normal load for a semester plus the retakes exceeds the maximum semester load, he/she shall not be allowed to proceed to the next stage. He/she will have to complete the retake first (Stay Put) before proceeding to the next stage;

g) A student shall not be allowed to accumulate more than five (5) retake courses at a time;

h) A final year student, whose final examination results has already been classified by the relevant College/Faculty/School/Institute Board and has qualified for the award of Degree /Diploma / Certificate, shall not be permitted to retake any course or courses;

i) When a student has retaken a course to improve his/her grade, the better of the two grades he/she obtained shall be used in the computation of his/her cumulative grade average (CGPA);

j) Whenever a course or courses has/have been retaken, the academic transcript shall indicate so accordingly;

k) There shall be No supplementary examinations in the semester system. When a student has to re-take a course, he has to wait and re-take that course when next offered. This means attending lectures, doing coursework and sitting the end of semester examinations in the course again.

l) The re-take fee per paper is UGX: 30,000 per credit unit (CU) of the retake course/paper for both government and private students and US $ 10 for International Students.

m) A government student shall pay his/her retake fee.

10.4. Classification of awards [as amended by NCHE]

The Cumulative Grade Point Average (CGPA) for the various classes of degree shall be as indicated below:

Class of Award	Cumulative Grade Point Average (CGPA)
First class	4.40 - 5.00
Second class upper division	3.60 - 4.39
Second class lower division	2.80 - 3.59
Pass	2.00 - 2.79
Fail	0.00 - 1.99

10.4.1. Obtaining the cumulative grade point average (CGPA)

The cumulative grade point average at a given time shall be obtained by:

a) Multiplying the grade point obtained in each course by the credit units. Assigned to the course to arrive at the weighted scored for the course;

b) Adding together the weighed scores for all the courses taken up to that time;

c) Dividing the total weighted score by the total number of credit units taken up to that time.

10.4.2. Calculation of cumulative grade point average (CGPA)

The CGPA shall be computed as follows:

$$CGPA = \frac{\sum_{i=1}^{n} (GP_i * CU_i)}{\sum_{i=1}^{n} CU_i}$$

Where

- GP_i is the grade point score of a particular course i
- CU_i is the number of Credit Units of Course i
- n is the total number of courses so far done
- i is the course count

Note:

Students who score CGPA in the range of 4.4 – 5.0 shall be put on the Vice Chancellor's List, while students who score CGPA in the range of 4.0 – 4.39 shall be put on Dean's List.



It is assumed all the students shall have read the Examination rules and regulations.

11.1. Semester examinations

Semester examinations shall be conducted during the last two weeks (16th and 17th weeks) of each semester. The conduct of such examinations shall be guided by University's examination rules and regulations.

11.2. Registration for Sitting Examination

11.2.1. Semester Examination

a) No candidate shall be admitted to do any examination unless:

   i) He/she is a registered student of the University;
   ii) He/she has paid all the tuition and functional fees for a particular semester;
   iii) He/she has attended at least 75% of the lectures and has attained a certificate of due performance;
   iv) He/she has attended all the prescribed sets of course work assessment in the course/s registered for;
   v) He/she has been exempted from any such requirements by Senate on the recommendation of the Faculty Board;

b) A student who is admitted to do semester examinations shall be issued with regular examination card by the office of the Academic Registrar before the 15th week of the semester;

c) A student who fails to do course works for reasons deemed by Senate to be unsatisfactory, shall not be allowed to sit for examinations;

d) Semester examination shall be conducted from the 16th week of the semester;

e) The time table for semester examination shall be prepared by the Faculty/ Institute/College/School and submitted to the Quality Assurance, Timetable and Examinations Committee for approval.

11.2.2. Retake Examinations

a) A student shall register for retake (s) in his/her faculty during the first two weeks of the beginning of the semester;

b) A student approved for retake examinations shall be issued with retake card duly signed by the Academic Registrar;

c) A student doing retake shall pay a retake fees approved by Senate;

d) No retake examination shall be postponed except with permission from Senate;

e) A student doing retake shall be required to do all the coursework in the particular course and sit for examinations.

f) The coursework for the previous semester shall not be considered;

g) A student doing retake(s) shall attend lectures in the particular course(s) being re-taken;

h) Students doing retake(s) in clinical years shall attend at least 75% of practical and tutorials.

11.2.3. Special Examinations

a) Shall be administered to a student who misses end of semester examination(s) for medical reasons after verification by a medical officer;

b) Shall be administered to a student who misses end of semester examination(s) for any other reason approved by Senate;

c) A student shall apply for special examination to the Academic Registrar through the Head of Department and Dean/Director of the respective Faculty/Institute/School/College;

d) A student sitting for special examinations shall have an examination card duly signed by the Academic Registrar.

11.3. Conditions for Sitting Semester Examinations

a) The procedures leading to sitting examinations are as follows:

b) A student should pay all the required fees;

c) A student should be registered with a valid registration certificate which is used in obtaining the student's identity cards;

d) A student should have a valid examination card to be allowed to enter an examination room and to sit for any examinations;

e) If a student is unable to pay all the required fees, he/she shall not be permitted to sit for the University examinations;

f) The examination results of any student, who sits for the examinations illegally, shall be nullified. Students are strongly warned against this;

g) A student retaking courses must apply for them within the first three weeks of the semester when the course(s) is being offered. Such a student will be issued a retake examination card.

NB: Examination cards are only issued to registered students. These cards are a property of the University and Students are urged to keep them throughout the respective academic years.

11.4. Certificate of due performance

This is a certificate awarded by a department to a student who has satisfied at least 75% of his/her programme load within a semester. Only students who attain certificates of due performance shall be allowed to sit the university examinations. A student who does not have coursework marks shall be denied certificate of due performance and will not be allowed to sit for University Examinations.

A student will not be issued Certificate of due Performance and will be barred by Senate from sitting any University Examination on the recommendation of the Board of Studies of the respective Faculty/ Institute/ School/ College under the following conditions:

a) When a student has been absent from the University for a prolonged period for any reason other than illness;
b) When a student's attendance at prescribed lectures, classes, practical class, seminars, tutorials or clinical instructions has been unsatisfactory;
c) When a student has failed to submit essays, reports, course works, or exercise or to take tests or class examination set by his lecturers.

11.5. Conduct of Semester Examinations

a) Semester examinations shall be conducted during the last two weeks (16th and 17th weeks) of each semester.
b) The conduct of such examinations shall be guided by University's examination rules and regulations.

11.1.1. Examination Timetable

a) The examination timetable shall be published at least two weeks prior to the start of the examination session on Notice Boards/Online
b) Approval of the University' examination timetable shall be the mandate of the Senate.
c) It shall be the responsibility of the Academic Registrar (or such delegated persons) to release the final and official timetable of examinations for publication.
d) It shall be the responsibility of the candidate to ensure that they know the date, time and venue of all examinations they are due to sit.

11.1.2. Examination Venues

a) Examinations are normally held in the University and its Centers;
b) The venue of each examination will be specified in the examination timetable;
c) Candidates are responsible for knowing in advance the place and rooms where they write examinations.
d) In each examination venue, there shall be an Invigilator(s) to guide the examination proceedings.

11.1.3. Examination Numbers

a) A candidate must write his/her Student's Identity Card number and full names on the cover of his/her answer booklets and any other materials used;
b) A candidate must produce a valid Student's ID card and examination card at each of examination and display it on the examination desk/ table for checking by the invigilator.

11.1.4. Time of Arrival

a) Examinations commence at times stated in the examination time table;
b) Candidates must confirm the times of each of their examinations;
c) Candidates will be admitted into the examination room approximately 20 minutes before the start of each examination session;
d) Candidates will be given 10 minutes reading time prior to the advertised time of examination commencement;
e) Candidates must not make notes or commence writing during this time;
f) Candidates will be told by the supervisor when to start the examination;
g) Candidates should not open/look at the examination question paper before they are told to do so.

11.1.5. Absence from Semester Examination

a) If a candidate fails to take all semester examinations registered for without a justifiable reason, the candidate would have absconded from those semester examinations, and the student shall be discontinued from the University.
b) Losing, misreading or failure to consult the examination timetable is not acceptable reasons for absence or late arrival at an examination;
c) In the case of absence from an examination through ill health, the candidate (or someone acting on his/her behalf) must submit a relevant medical certificate which must relate to the day or period of the examination;

d) Evidence of illness will not be taken into account unless substantiated by a medical certificate. Such evidence shall be verified by University Medical Officer, and must be received within fourteen (14) days after the day of examination in order for it to receive full consideration;

e) It is the responsibility of the candidate to arrange with his/her doctor for any medical evidence to be sent to the relevant Head of Department;

f) In the case of absence from an examination due to serious causes (other than ill health of the candidate), the candidate (or someone acting on his/her behalf) must submit to the relevant Head of Department:

   i) Evidence of the cause, where possible and,

   ii) A written explanation of the absence.

11.1.6. Entry into the Examination Room

a) Candidates shall be properly checked before they enter examination rooms;

b) Candidates are expected to equip themselves with the necessary items for doing examination like; pens, rulers, erasers blotting papers and geometrical instruments as they enter into examination room;

c) Candidates shall enter into examination rooms with valid registration, examination and identity cards;

d) Except for open-book examination, no candidate shall be permitted into the examination rooms with written materials and/or apparatus, mobile phones and any other unauthorized materials;

e) No candidate shall be permitted to enter the examination room after 30 minutes have elapsed.

11.1.7. Seating arrangements in the Examination

Examination Invigilators will guide candidates to their seats.

11.1.8. Special Arrangements

a) Candidates who have a disability or suffer from any illness or condition that will require special examination arrangements should inform the faculty office well in advance;

b) Where feasible, special examination arrangements will be made.

11.1.9. Procedures during Examination

a) A candidate must immediately on taking his/her examination seat fill the attendance slip provided;

b) Answer books and other requisite stationery will be provided;

c) Once permitted, a candidate should carefully read the instructions on the front cover of the answer books and then enter his/her candidate's ID number and other details required;

d) No part of the book may be torn off and all books used must be left on the desk;

e) Rough work must be done in the answer book and should be crossed out to show that it is not part of the answer;

f) A candidate is not allowed to copy from any other candidate/ student or exchange answers with another candidate/student in or outside the examination room;

g) Use of cell phones are totally prohibited in the examination room;

h) A candidate is not allowed to carry any form of discussion while in the examination room;

i) Communicate in the examination room by interpreting or attempting to Interpret questions for another student or otherwise is prohibited;

j) A candidate is totally prohibited to have external assistance given by Invigilators or engage in matters prejudicial to the conduct of any examination;

k) A candidate shall not hire/induce another person to sit or attempt to sit an examination on his behalf;

l) Note that impersonation is a criminal offence;

m) A candidate shall not collude with another person to cheat examination;

n) A candidate sitting examination shall not:

   i) Indulge in any disruptive conduct including, but not limited to shouting, assault of another student/candidate, using abusive and /or threatening language, destruction of university property or the property of another student/candidate;

   ii) Neglect, omit or in any other way fail to follow lawful instructions or orders issued by the Invigilator;

   iii) Physically assault or insult an Invigilator or any University Official involved in the conduct of an examination.

o) A candidate shall remain seated in the examination room until his/ her examination Scripts have been collected by the Invigilator;

p) Examination malpractice is totally prohibited;

q) A student involved in examination malpractice shall sign an incidence form provide by the Invigilator;

r) At least two other students including the Invigilator shall sign the incidence forms as witnesses in case a student is involved in examination malpractice;

11.1.10. Temporary Withdrawal

a) A candidate leaving the examination room temporarily for personal reasons will be accompanied by an invigilator or other authorized person. (NB: Smoking is not considered a suitable reason for leaving the examination room);

b) A candidate will not take the question paper, answer book(s) and other materials outside the examination room without permission;

c) A candidate must not consult or attempt to consult any materials or persons outside the room that may assist him/her in writing the examination.

11.1.11. Leaving the Examination Room

a) A candidate may not leave the examination room during the first hour of the examination session unless they feel unwell;

b) A candidate must also not leave during the last ten minutes of the examination and must remain seated until all the examination scripts have been collected and checked by the invigilators;

c) If a candidate has completed his/her paper before the specified time and wishes to leave, he/she must do so as quietly as possible, so as not to disturb the other candidates, but such candidates must sign the attendance record with the Invigilator;

d) Such a candidate will not be allowed to re-enter the examination room;

e) Permission to leave examination room at any time must be requested from the Invigilator.

11.1.12. Sickness during Examination

A candidate who falls ill during the examination should inform the supervisor or invigilator who shall act or advice appropriately.

1.1.13. End of the Examination

a) Candidates will be told to stop writing at the end of the examination by the Invigilator/Supervisor;

b) Candidates in the room should then remain seated until they have filled all the details required on the answer book and the scripts have been collected;

c) It is the responsibility of the candidate to ensure that all the additional loose sheets, charts or papers and supplementary answer books are enclosed in the first answer booklet;

d) Candidates may not take any examination materials, used or unused, out of the examination room other than:

i) The material they brought into the examination room;

ii) The question paper (where permissible).

11.6. Malpractice during examination

The following shall be construed as Examination Malpractice;

a) Impersonation.

b) Falsification of registration card, examination card and identity card.

c) Taking into the examination room, or possessing or using whilst in that room any unauthorized materials or items. Misconduct is presumed from the fact of possession unless an innocent explanation is obvious or is established by the candidate.

d) Possession of un authorized material during time of admission of candidates into examination room.

e) Aiding or attempting to aid, obtaining or attempting to obtain aid from another candidate. Misconduct is presumed from the fact of communication unless an innocent explanation is obvious or is established by the candidate.

f) Consulting or trying to consult during the examination any books, notes or other unauthorized materials, or another candidate while temporarily outside the examination room.

g) Use of cell phones in examination room.

h) Writing on body parts, shoes, clothes, desk, walls, mathematical instruments, examination question papers, and any other material which is not allowed;

i) Copying of answers from another candidate;

j) Exchange of answer booklets with another candidate;

k) Communication or discussion with another candidate while in examination room;

l) Impersonating another candidate or allowing oneself to be impersonated;

m) Attempting to influence the examiners or other university officials;

n) Colluding with anybody to cheat examinations.

o) Failing to obey or comply with any of the examination regulations, or instructions of the supervisor/invigilator acting within the scope of his/her authority.

p) Assault of any candidate or university officials;

q) Destruction of University property or property of another candidate;

r) Disruptive behaviour like shouting, abusing, unwarranted movement of tables and desk/chairs;

s) Any other form of malpractice committed before, during and after examination, but not mentioned above.

11.7. Penalties for Violation of Examination Regulations

All students should have access to examination rules and regulations, and therefore ignorance of these rules and regulations is no defense;

11.1.1. Penalties.

The following penalties shall be imposed for contravention of the examination rules and regulations.

i) Prosecution and imprisonment for impersonation, assault, destruction of property;
ii) Confiscation of un authorized materials, gadgets; such as notes, pens, cell phones, calculators;
iii) Expulsion or suspension from examination for repeated disruptive behaviour;
iv) Withholding or cancellation of examination results;
v) Dismissal from the University;
vi) Any other penalty as may be determined by the authority.

11.1.2. Procedure for Handling Contravention to Examination Rules and Regulations

11.1.2.1. Misconduct.

Any misconduct [listed below] that requires immediate action shall be handled by the invigilator who shall administer the appropriate action, and thereafter report to the Supervisor.

i) Shouting or making noise in the examination room;
ii) Unwarranted movement of furniture in the examination room;
iii) Disruptive movement of feet in the examination room;
iv) Failure to obey instructions by the invigilator during examination;
v) Any other form of misconduct not mentioned above.

11.1.2.2. Examination malpractice

The following shall be the procedure for handling examination malpractice.

i) The invigilator shall obtain evidence of malpractice;
ii) The culprit [candidate] and two other witnesses [students] shall sign on the incidence form;
iii) The Invigilator shall report the misconduct and or malpractice to the Chief

Invigilator;

iv) The Chief invigilator shall compile a report and forward to the Examination committee;

v) The examination committee shall handle all the reported misconduct and or malpractice, and submit their report to the concerned Dean Faculty;

vi) The Dean Faculty shall forward the report to the relevant Senate committee;

vii) The committee of senate shall discuss and recommend to Senate;

viii) The Senate shall study the recommendation and take the appropriate decision. The decision of Senate shall be final.

Note: A candidate who wishes to appeal shall follow the procedure set out in the Disciplinary Regulations.

11.8. Publication of results

Each College/Faculty/Institute/School Dean/Director shall publish provisional examination results of candidates in every examination soon after the meeting of the College/Faculty/Institute/School Board. The examination results shall be arranged and published in manner as prescribed by Senate.



12.1. Continuous Assessment

A student may request a review of continuous assessment mark(s) and decisions during the course of the year.

12.1.1. Procedure for continuous assessment appeal

a) Course Instructor

First discuss concern with the course instructor promptly upon receipt of the assessment mark or decision in an attempt to resolve any differences. The student has the right to take the matter directly to the Head of Department if need be.

b) Department/Programme

If the complaint has not been satisfactorily resolved at step 1, the student may approach the Head of Department (or Dean if the Head of Department is the Instructor, or AR if the Faculty/school Dean is the Instructor) for review, mediation or resolution. The student should attach to the written complaint all relevant evidence as is available to substantiate the complaint. The Head of Department shall investigate and may endeavour to resolve the matter, or may seek further advice/recommendation from the Departmental Board or other persons as he/she thinks fit. The Head of Department may direct that corrective action be taken when justified;

c) Faculty/School

If the complaint is not resolved at level (b), either the Head of Department or the student will refer the written complaint to the Dean of the Faculty/ school for investigation, review and resolution. The Dean will review the appeal, discuss with the student, the Head of Department, and any other persons concerned, and may refer it to the Faculty/school Board for further advice/recommendation. The Dean may direct that corrective action be taken when justified. He/she will report his/her decision to the student and the instructor;

d) Senate

Should the complaint not be satisfactorily resolved at level (c), either the student may refer the written appeal through the Dean Faculty/school to the Senate (Academics, Quality Assurance and Gender Mainstreaming Committee) for review and resolution. The committee's decision shall be binding on all parties, not appealable, and takes effect when issued.

12.2. Examination results Appeals

Students may request a review of their examination marks, results and academic decisions, However, examination appeals against externally moderated examination marks shall not be considered unless evidence exists that errors/ omissions/irregularities had occurred or new evidence exists which necessitates a review of the mark, result or decision.

12.2.1. Appeals are heard on the Following grounds

a) New evidence: i.e. evidence of circumstances affecting the student's examination performance that, through no fault of the student, could not reasonably have been presented at an earlier date;

b) Procedural or other irregularities in the conduct of the examination;

c) Procedural irregularities in the marking of the examination, e.g. evidence that the scripts have been insufficiently or incorrectly marked;

d) Evidence of prejudice or bias on the part of one or more examiners;

e) Inappropriate advice from members of administrative or academic staff on matters affecting the student's examination candidature or performance;

f) Failure of the University to implement its agreed procedures and regulations.

12.2.2. Generic

a) Grounds for appeal must be specific;

b) Reasons such as 'I deserved a better grade', or 'I thought I did better' are unclear and unhelpful;

c) Appeals which challenge the professional academic judgment of examiners on the student's examination performance will not be considered;

d) Appeals or representations are allowed as a way of ensuring that as far as possible all relevant circumstances surrounding examination performance are brought to light and taken into account in formulating results and decisions;

e) Appeals should be lodged with the relevant Head of Department;

f) Examination appeals must state clearly the grounds for appeal and should include all relevant information;

g) The burden of proof is on the student, and the written appeal should state and support with available evidence the grounds for appeal;

h) The examinations Appeals Committee will consider the details of the appeal and decide whether the appeal is valid, and if so, what relief should be provided;

i) The Committee does not usually hold hearings;

j) The examination script may be re-marked only if the committee so directs;

there is no automatic re-marking/regarding of scripts;

k) However, for all appeals and queries received from students, the marks and/or results will be checked for errors, omission and conformity with regulations, and a correction made where necessary;

l) The Committee's decision is final and takes effect when issued;

m) Examination scripts and the marks awarded for individual examination questions/answers are not shown to students.

12.2.3. Procedure for Handling Queries and Appeals on Final Course Grades and Marks

a) Student shall submit queries and appeals within one month from the official date of the Publication of Cumulative GPAs and academic results. Queries and appeals received after the deadline shall not be processed except where the delay was caused by factors reasonably beyond the student's control;

b) If a student feels that final course grade/marks is inaccurate, the student may lodge a query with the Head of the Academic Department/Unit concerned. The examiner(s) will check the continuous assessment and examination marks for errors and omissions and if an error is detected, submit to the Head of Department a change of course grades or mark in the approved Course Grade/Mark Change Form;

c) If the student feels that a final course grade/mark was unfairly assigned, the student may submit a written appeal of the grade/ mark to the Head of the Department (HoD) concerned. The HoD shall process the appeal within one week of receipt of the written appeal;

d) If the complaint is not resolved, the HoD shall forward the student's appeal to the Deputy Dean. The Deputy Dean shall process the appeal within one week of receipt of the written appeal;

e) If the complaint is not resolved, the Deputy Dean shall forward the student's appeal to the Secretary of the Senate Academic Appeals Committee (Quality Assurance Committee). The Committee shall process the appeal within two weeks of receipt of the written appeal and its decision is final;

f) The HoD or Deputy Dean or Appeals Committee may refuse or accept the appeal. If the appeal is accepted, the appellant's examination script shall be re-marked.

The original marker or a second marker shall be asked to review the examination script along with a representative sample of all the examination scripts in the course. The appellant's script shall be identifiable. If the review leads to a lower grade/mark the original grade/ mark shall not be lowered.

12.3. Complaints relating to an Individual Course Instructor

A Student who has a grievance relating to a course instructor (e.g. unsatisfactory teaching, unsatisfactory relationship with the course instructor) may follow these steps:

a) Raise concern with the course instructor as soon as the problem or difficulty arises. Most grievances can be resolved amicably and quickly in this manner. The student may take the matter directly to the Head of Department if need be; If it concerns HOD then, it shall be reported to Dean of Faculty.

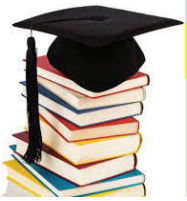
b) Concerns related to an instructor that cannot be resolved at step 1 should be discussed with the Head of Department (or Faculty Dean, if the Department Head is the instructor or Academic Registrar if the Dean is instructor).

c) If the complaint is not resolved at step 2 above, the student may seek redress from the Academic Registrar.

d) The reason for this is that the complaint review process is accomplished in a collegial non-judicial atmosphere rather than an adversarial one and allows the parties involved to participate as appropriate.

e) Complaints shall be raised and resolved promptly and as soon as they arise during the course of the year.

13.0. REGULATIONS FOR AWARDS OF DEGREES, DIPLOMAS AND CERTIFICATES



13.1. Award

The Dean/Director on behalf of the Board of Examiners of a School/ Faculty/ Institute/College, upon satisfaction that the standard required under relevant regulations for the award of a degree, diploma, certificate or other awards, as the case may be, has been attained by a candidate in university examinations applicable to him/her, may recommend to Senate through the relevant Board of a College/School/

Faculty/Institute that such degree, diploma, certificate or other award be conferred upon or granted to such successful candidate. The following conditions will have to be satisfied before an award is given:

a) All students shall complete the minimum graduation programme load as specified in a particular programme before being eligible for award;

b) All students pursing programmes for the award of an undergraduate Degree shall complete the number of semesters as spelt in the programme before being eligible for the award of the Degree;

c) All students pursuing programmes for the award of an undergraduate Diploma shall satisfactorily complete two academic years (four semesters) before being eligible for the award of the Diploma;

d) All students pursuing programmes for the award of undergraduate Certificate shall satisfactorily complete one academic year (two semesters) before being eligible for the award of the Certificate;

e) After the University Senate has approved the examination results, a Degree/ Diploma/Certificate shall be issued to those who satisfied the requirements for the award as per existing law.

f) The academic award given by the University shall be classified as follows: -

Classification of awards for Undergraduate Degrees

Class	CGPA range
First Class Honours	4.40 - 5.00
Second Class (Upper Division)	3.60 - 4.39
Second Class (Lower Division)	2.80 - 3.59
Third Class (Pass)	2.00 - 2.79

NB: Bachelors of Medicine and Bachelor of Surgery and the Postgraduate Degrees shall not be classified.

Classification of awards for Undergraduate Diplomas

Class	CGPA range
Class I (Distinction)	4.40 - 5.00
Class II (Credit)	2.80 - 4.39
Class III (Pass)	**2.00 - 2.79**

13.2. Aegrotat Award

A student may apply through the Academic Registrar to Senate for an award of an Aegrotat award.

Conditions for an Aegrotat Award

i) A candidate whose course of study has been interrupted by illness or other sufficient cause to deter presenting him/herself for any University Examination;

ii) Successful completion of 75% of the programme requirements;

Procedure:

a) Applications from, or on behalf of the incapacitated candidate, must reach the Academic Registrar within two weeks of the date on which the test (s) or examination (s) should have been done and should be accompanied by a report obtained from a medical practitioner approved by relevant University Authority;

b) An Aegrotat degree, diploma or certificate will not be awarded unless the internal and external examiners consider that, for the work submitted as part of the examinations attended, the candidate reached a standard which, if also reached in the remainder of the examinations, he/she should have qualified for an award;

c) An Aegrotat degree, diploma or certificate shall be unclassified;Nothing in the foregoing clauses shall exempt a candidate from presenting a dissertation or thesis when such is prescribed and no Aegrotat degree, diploma or certificates shall be awarded which entitles the holder to registration for a professional qualification except for an award leading to a teaching qualification;

d) The Senate, on recommendation of the respective Faculty Board, may allow a candidate whose course of study has been interrupted by illness or justifiable reason, to defer presenting himself for any University examination for a period that Senate may determine.

13.3. Posthumous award

A Candidate who has completed his/her programme of studies, and certified the requirements for the award, but dies before receiving the award, shall be awarded the Degree posthumously.

14.0. CONFERRING OF DEGREES AND OTHER AWARDS (GRADUATION)



14.1. Conferment of Degrees

a) A congregation of the University shall be held at least once a year in Uganda and shall be presided over by the Chancellor or, in his absence, by the Vice Chancellor, as provided for in the University Statutes.

b) Degrees shall be conferred only at a congregation of the University.

c) A candidate shall not be admitted to a degree or other award, (with exception of an honorary degree) unless the Registrar has certified that such a candidate has satisfied all the conditions prescribed for such a Degree.

d) Senate shall have powers to withdraw or cancel any award of the University if it is subsequently proved that such an award was obtained on false pretense, cheating or fraud.

14.2. Academic transcripts and certificates

a) Upon completion of the academic programme a candidate shall be issued an Academic Transcript and Degree Certificate.

b) A valid Academic Transcript shall bear the signature of the Academic Registrar, official University Stamp, and a recent passport size photograph of the student.

c) A valid Degree Certificate shall bear the signatures of the Academic Registrar and Vice Chancellor, University stamp and Seal.

MUNI UNIVERSITY

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