

**MAKERERE UNIVERSITY ACADEMIC
POLICIES MANUAL**

2025

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PREFACE TO THE MAKERERE UNIVERSITY ACADEMIC POLICIES MANUAL

The Makerere University Academic Policies Manual is produced by the Department of the Academic Registrar. The information presented in this book reflects all the significant changes which have taken place in the University since the 5th edition of the University Prospectus beginning of the 2010/2011 academic year. This Manual is specifically for academic policies and there will be two separate hand books for Undergraduate and Graduate academic programmes.

The University transitioned from the faculty-based to the collegiate system on 1st July 2011 and as of Friday 30th December 2011, Makerere University officially transformed into a Collegiate University with 9 Constituent Colleges and as at 1st July 2014, 10 Constituent Colleges including the School of Law, all operating as semi-autonomous units of the University.

Makerere University is governed by The Universities and Other Tertiary Institutions Act (2001) as amended, and the Management of Constituent Colleges Statute 2012.

During the compilation of this manual a lot of care has been taken but the University is not legally responsible for any errors or any omissions there within. The University also categorically states that Makerere University accepts no responsibility in the event that a student's class of award or course of instruction is either cancelled or not completed as a result of strikes, lockouts, fire, tempest or acts of God or any other cause beyond the control of the University.

It is also important to note that all material in this Manual is subject to change without notice although changes are normally published by incorporation in the next edition. The University reserves the right to change or amend its programmes, fees structure and regulations at any time from those published in the prospectus. The Academic Registrar's Department acknowledges the efforts and cooperation of all the individuals who have provided information and those who have worked on this Makerere University Academic Policies Manual

WE BUILD FOR THE FUTURE.

Prof. Buyinza Mukadasi
ACADEMIC REGISTRAR

INTRODUCTORY INFORMATION

1.0 BRIEF HISTORICAL BACKGROUND

Makerere University was first established in 1922 as a Technical School. In January of that year, the school, later re-named Uganda Technical College, opened its doors to 14-day students who began studying Carpentry, Building and Mechanics. The College soon began offering various other courses in Medical Care, Agriculture, Veterinary Sciences and Teacher Training. In 1937, the College started developing into an institution of higher education, offering post - school certificate courses. In 1949, it became a University College in special relationship with the University of London. It soon became a College for the whole of Eastern Africa, offering courses leading to General Degrees of the University of London. With the establishment of the University of East Africa on 29th June, 1963, the period of special relationship with the University of London came to a close and Degrees of the University of East Africa were instituted. On 1st July, 1970, Makerere became an independent National University of the Republic of Uganda, offering undergraduate and postgraduate courses leading to its own awards.

Makerere University transitioned from the Faculty-based to the Collegiate system. Presently, Makerere University is officially comprised of ten (10) Constituent Colleges including the School of Law. All these Colleges operate as semi-autonomous Units of the University.

2.0		Makerere University is a thought leader of knowledge generation for societal transformation and development
3.0		Makerere University is committed to providing transformative and innovative teaching, learning, research and services responsive to dynamic national and global needs.
4.0		Makerere University in the pursuit of its mission will be guided by the following core values: 1. Excellence 2. Accountability 3. Professionalism 4. Integrity 5. Respect and Inclusivity

5.0 THE LEGAL FRAMEWORK

Makerere University is governed by the Universities and other Tertiary Institutions Act 2001 (As amended). The University is also governed by the Universities and Other Tertiary Institutions (Management of Constituent Colleges of Makerere University) Statute 2012 which provides for the creation of Constituent Colleges. The Statute defines the power relationships between the main University Administration Organs and the Colleges; and the relations between the Colleges and its constituent units. The process for developing a legal framework for the collegiate model was carried out based on the review of the University Statutes governing Constituent Colleges.

This Academic Policies Manual comprises all academic policies governing students' academic life in the University at all stages from admission, registration, teaching and learning, examination, and graduation. These Academic policies are formulated by the University Senate and are approved by the University Council.

Policies and procedures are living documents that are developed, adapted and reviewed in compliance with the needs of the organisation. While the core elements of policy may remain the same, some details change with the influence of time and trends of the organization.

6.0 UNIVERSITY ACADEMIC ORGANS

6.1 THE SENATE AND ITS COMMITTEES

The University Senate is the body that is responsible for the organization, control and direction of the academic matters of the University.

Functions and Powers of the Senate as specified in the Universities and Other Tertiary Institutions act, 2001 (as amended)

6.1.1 Membership

See Sections 44, 45 and 46 of the Universities and Other Tertiary Institutions Act

- (1) There shall be a Senate for each Public University whose maximum number of members shall be determined by the University Council from time to time, but the ex-officio members shall not be reduced.
- (2) The Senate shall consist of the following members:
 - a) Vice-Chancellor;
 - b) The Deputy Vice Chancellors;
 - c) Deans and Directors of faculties or schools as may be established within the University;

- d) Two representatives of the Principals of constituent colleges, schools or institutes.”
 - e) Such number of professors and associate professors of the University that the University Council may determine which shall include at least one professor or associate professor from each faculty or school of the University elected by the academic staff of the faculty or school;
 - f) The University Librarian, Bursar, Dean of Students and Secretary;
 - g) Such number of the Non-Academic Staff that the University Council may determine to be elected by the Non-Academic Staff;
 - h) Two students of the University to be elected by the students in accordance with the Students Union Procedure;
 - i) Three persons who are capable of contributing to the academic and social development of the University appointed by the Minister from the public.
- (3) Appointed members of the University Senate shall hold office for a period of three years and shall be eligible for reappointment.
 - (4) The Vice-Chancellor shall be the Chairperson of the Senate and shall preside at all meetings of the Senate at which he or she is present and in the absence of the Vice-Chancellor one of the Deputy Vice-Chancellors shall preside.
 - (5) The Academic Registrar of the University shall be the Secretary to the Senate.

6.1.2 Functions and Powers of the Senate

- (1) Subject to the provisions of this Act the Senate shall be responsible for the organization, control and direction of the academic matters of the University and as such the Senate shall be in charge of the teaching, research and the general standards of education and research and their assessment in the University.
- (2) Without prejudice to the generality of subsection (1) the Senate shall:
 - a) Initiate the academic policy of the University and advise the University Council on the required facilities to implement the policy;
 - b) Direct and regulate the instruction programme and the structure of any degree, diploma or certificate course within the University;
 - c) Advise the University Council regarding the eligibility and qualifications of persons for admission to courses leading to the award of degree, diploma, certificate or other award of the University;

- d) Make regulations regarding the content and academic standard of any course of study in respect of a degree, diploma, or certificate or other wards.
 - e) Make regulations regarding the standard of proficiency to be attained in each examination for a degree diploma, certificate or other award by the University.
 - f) Decide which persons have reached the standard of proficiency and are fit for the award of any degree, diploma, certificate or other awards of the University.
 - g) Advise the University Council on the promotion, coordination, control and general direction of research in the University.
 - h) Consider and report to the University Council on any matter relating to, or in connection with the academic work of the University.
- (3) The Senate may deprive any person of a degree, diploma, certificate or other award of a Public University if after due inquiry it is found that the award was obtained through fraud or dishon- ourable or scandalous conduct.
 - (4) A person deprived of an award under subsection (3) may appeal to the University Council against the decision of the Senate.
 - (5) The Senate may delegate any of its powers or functions to a faculty, school, board of studies or Committee as the Senate may consider fit.

6.1.3 Rules of Procedure for the Senate and its Committees

6.2 SENATE

- 1. The Senate shall meet for the discharge of its functions and exercise of its powers at least three times in an academic year at a time and place that the Senate may decide or as the Vice-Chancellor may require.
- 2. The quorum at a meeting of Senate shall be one third of the members of the Senate.
- 3. Subject to this section the Senate may regulate its own procedure.
- 4. Notice for a Regular Meeting should be issued at least two (2) weeks before the date for the Meeting.
- 5. Notice for Special meeting of Senate should be issued at least two (2) weeks before the date for the meeting and the agenda for the meeting specified.
- 6. Documents for a Meeting should be circulated at least one (1) week before the date for the Meeting.
- 7. No Document(s) should be circulated during a Meeting.

8. At a Meeting, only matters, which have been adopted on the Agenda, shall be discussed.
9. The decision of the Senate shall normally be arrived at by consensus. In the absence of a consensus, the Chairperson shall call for a vote.
10. Decisions taken by voting will be arrived at by a simple majority of the members present on motions and issues. Voting shall normally be by either show of hands except on contentious issues where it will be by secret ballot.
11. All the actions on decisions taken shall be implemented as specified by the Senate.
12. There shall be time limits specified on the Agenda as the maximum time for debate or discussion of matters at Meetings as follows: -
 - a) Communication from the Chair (Maximum 10 minutes)
 - b) Reactions to Communication (Maximum 10 Minutes)
 - c) Each of the other items (Maximum 20 Minutes).
13. The Senate shall deliberate its business in a session lasting not more than one (1) working day.
14. There shall be an almanac of Senate Meetings inline with the provisions of the Universities and Other Tertiary Institutions Act.
15. Standing Orders of the Senate may be suspended by a simple majority vote. A motion to suspend Standing Orders should be circulated to members two (2) weeks prior to the meeting.
16. Non-members of Senate may attend Senate to respond to issues and reports before Senate
17. No member of Senate should sign the attendance book for another member.
18. It is unethical for a member to sign the attendance book and leave the Meeting room without attending the meeting.

6.2.1 Senate Standing Committees

- i) The quorum for the Standing Committees of Senate shall be 50% of the members.
- ii) The Chairperson and the Vice Chairperson of any Standing or Special Committee must be members of the Senate.
- iii) The Terms of Service for a member on a Senate Standing Committee will be two years to encourage rotation of members. The members may be re-appointed for one more term.
- iv) A member is deemed to have been absent with apology when he/she has so communicated in writing to the Chairperson/Secretary.

- v) A member is deemed to have been absent without apology if he/she has not communicated in writing to the Chairperson/Secretary.
- vi) When a member has been absent for three consecutive Regular Meetings without a justifiable cause, he/she shall be denied membership. This decision will be communicated to the appointing authority for replacement.
- vii) If a member has to be absent from the University, for more than one calendar year, a replacement shall be appointed for the period he or she is away. Replacement procedures shall follow appointment procedures.
- viii) Every member attending a Meeting shall sign his/her name in the attendance book.
- iv) The Chairperson of the Senate and its Committees shall have the power to act on behalf of the Committee in matters of urgency, provided that such action will be reported for ratification at the next meeting of Senate or Committee. Chairpersons of the ad hoc or Special Committee are not permitted to act on behalf of their respective Committees.
- v) If at the expiration of thirty minutes of the any scheduled Meeting no quorum is realised, the Meeting shall be adjourned to a date to be fixed by the Chairperson. When a Meeting that had been adjourned for lack of quorum reconvenes, business shall be conducted whether or not there is a quorum.

6.2.2 Special/ Ad hoc Committees of Senate

Special or ad hoc Committees of Senate shall have a maximum tenure of 3 months from the date of appointment. Procedure for Electing Faculty Representatives to the University Senate Deans or Directors shall act as returning officers to ensure that the following procedure is followed when electing the representatives:

- i) Eligible candidates have to be formally nominated and their nomination endorsed by at least two staff members. (i.e nominee and seconder)
- ii) When more than one candidate has been nominated to contest for the position balloting shall be arranged.
- iii) A candidate who gets a majority of votes cast in his or her favour shall become the elected School representative and his or her name should then be submitted to the Academic Registrar.

The Senate set up the following Standing Committees: -

- i) Admissions Committee.
- ii) Academic Policies and Appeals Committee.
- iii) Ceremonies Committee
- iv) Mature Age Sub-Committee.

- v) Honorary Awards Committee.
- vi) Board of Research and Graduate Training.

A. Admissions Committee

a) Membership

- i) **Chairperson:** The Deputy Vice-Chancellor (Academic Affairs)
- ii) **Members:** Each College and stand alone Schools shall each appoint one (1) person to be a member of the Committee who is a member of Senate; Commissioner for Higher Education; Executive Secretary for In- ter-University Council for East Africa; Secretary of the Uganda National Examinations Board; Deputy Vice-Chancellor (Finance and Administration); Dean of Students; University Bursar; University Librarian; a representative from the Ministry responsible for Finance, Planning and Economic Development and one student representative appointed by the Guild.
- iii) **Secretary:** The Academic Registrar.

b) Terms of Reference

- (i) To receive all the applications for undergraduate degree, diploma and certificate academic programmes in the University and take decisions on all those applications, as per Senate guidelines.
- (ii) To submit annual reports to Senate on undergraduate admission matters.

Mature Age and Pre-Entry Examinations Sub-Committee

(A Sub-Committee of the University Admission Committee)

a) Membership

- i) **Chairperson:** To be elected by the Senate.
- ii) **Members:** Three (3) members from the Humanities Disciplines and three (3) from the Science Disciplines elected by the University Admission Committee
- iii) **Secretary:** The Academic Registrar.

b) Terms of Reference

To be responsible for managing the entrance examination of Mature Age applicants

B. Academic Policies and Appeals Committee

a) Membership

- i) **Chairperson:** The Deputy Vice-Chancellor (Academic Affairs).
- ii) **Members:** Members of Senate from each College or Schools

elected by the Senate, Director of Planning and Development Department; Two persons (Male and Female) from the private Sector elected by Senate; a representative from the Ministry responsible for Finance, Planning and Economic Development and two student representatives (one male and one female) appointed by the Guild. University Librarian, Commissioner for Higher Education from the Ministry responsible for Education

iii) **Secretary:** The Academic Registrar.

b) Terms of Reference

- i) To consider and take decisions on all the cases of Appeals on the examination matters for the Undergraduate academic programmes.
- ii) To receive, consider and recommend to the Senate submissions and proposals concerning new and revised regulations, policy and staffing from the Academic Boards of College or semi-independent Schools.
- iii) To evaluate and recommend to Senate proposals for new Academic Units.
- iv) To receive and consider all library matters.

C. Board of Research and Graduate Training

a) Membership

- i) **Chairperson:** The Deputy Vice-Chancellor (Academic Affairs).
- ii) **Members:** Members of Senate from each College or Schools elected by the College, The Director of the Directorate of Research and Graduate Training, University Librarian, two graduate students one of whom shall be female elected by the Guild. Director of Makerere Institute of Social Research, University Bursar, Executive Director of the National Council for Research. Two (2) persons from the private sector elected by Senate.
- iii) **Secretary:** The Academic Registrar.

b) Terms of Reference

- i) To receive, consider and recommend to senate proposals from the college /School Committees on research and Graduate training.
- ii) To harmonise all Graduate programmes.
- iii) To review the regulations governing Graduate academic programmes and make recommendations to the Senate.
- iv) To receive from colleges Higher Degrees Committees recommendations on all the applications for entry into Graduate academic programmes and take decisions as per Senate guidelines.

- v) To consider and take decisions on cases of Appeals on Examination matters.
- vi) To consider and take decisions on cases of Examination Malpractices.
- vii) To submit biannual reports to Senate as regards to graduate studies in the University.
- viii) To promote the dissemination of research findings to the Community.
- ix) To administer the funds for Research and Publications from the University funds made available for these purposes.
- x) To submit bi-annual report to the Senate on Research and Publications including the performance of the funds.

D. Honorary Awards Committee

(a) Membership

- (i) Chairperson: The Vice-Chancellor
- (ii) Two (2) Representatives of the University Council
- (iii) Two (2) Representatives of Senate who are not members of Council

(b) Ex-Officio

- (i) The Deputy Vice-Chancellor (Academic Affairs)
- (ii) The University Secretary
- (iii) The Chairperson, Makerere University Council

(c) Secretariat

The Academic Registrar

E. Ceremonies Committee

(a) Membership

- (i) The Chairperson to be appointed by Senate;
- (ii) One (1) representative of each College or independent School;
- (iii) The University Public Relations Officer;
- (iv) The University Security Officer
- (v) The Bursar, Makerere University
- (vi) The Director, Estates and Works
- (vii) A representative of Convocation
- (viii) Academic Registrar who shall be the Secretary

(b) Terms and Reference

The terms of reference of the Committee shall be to undertake the planning and supervision of Graduation Ceremonies and other ceremonies like Exhibitions. The specific areas include the following:

- (i) Drawing out the schedules for all Graduation Ceremonies for a given academic year;
- (ii) Arranging to publish one Graduation Booklet for all Graduate and Undergraduate students graduating in the “Graduation Week”. The format of the booklet should be similar to the ones currently being printed in the centralized graduation system;
- (iii) Arrange to issue invitation cards to Graduands and their Guests in collaboration with the Academic Registrar;
- (iv) Coordinating the parking and directing of Guests to the graduation venue in collaboration with the relevant security officials;
- (v) Arrange the issuing of Gowns and other Graduation regalia;
- (vi) Arrange the issuing of Passes to accredited Professional Photographers who will be at different sites;
- (vii) Take care of security matters in collaboration with Makerere University Security Department and Makerere University Police Post;
- (viii) Organise and coordinate entertainment during ceremonies;
- (ix) Provide first aid stations at the graduation location in collaboration with Makerere University Hospital;
- (x) Deal with media coverage;
- (xi) Offer any assistance that may be required by the Academic Units for the academic ceremonies to take place;
- (xii) Plan and coordinate the participation all units in the University in ceremonies, open days and Exhibitions.

REVISED GENERAL ADMISSION REQUIREMENTS FOR UNDERGRADUATE PROGRAMMES

1.0 ADMISSION AVENUES AND SCHEMES

- (a) There are four main avenues of entry to the University academic programmes:
 - 1. The Direct Entry Scheme,
 - 2. The Mature Age Entry Scheme
 - 3. The Diploma Holders Entry Scheme.
 - 4. Degree Holders Entry Scheme.
- (b) Under the Direct Entry Scheme, Makerere University also offers admission through;
 - i) Special entry schemes in accordance with affirmative action policies approved by Senate and the University Council from time to time. These include the Talented Sports Persons, the Persons with Disabilities, the District Quota, and the Science, Technology, Engineering & Mathematics (STEM).
 - ii) Special Entry Examination for Diploma in Performing Arts (On private sponsorship)

2.0 THE DIRECT ENTRY SCHEME

- (a) A candidate shall be deemed eligible for consideration for admission to a first-degree programme of the University if he/she has obtained:
 - (i) The Uganda Certificate of Education (O'level) with at least 5 passes or an equivalent qualification; and
 - (ii) At least Two principal passes in relevant subjects obtained at the same sitting from the Uganda Advanced Certificate of Education Examination (A' Level) or an equivalent qualification, as determined by the UNEB.
- (b) A candidate with overall result 7, Y, Z or 9 is not admissible to any undergraduate degree of the University
- (c) Candidates without the minimum admission requirements (of two Principal passes at A' Level) may be considered for admission if they have obtained a higher education certificate in a relevant field as accredited by the National Council for Higher Education (NCHE) provided the specific programme admission requirements permit.

- (d) For the A-Level Applicants to be eligible for admission on full-time day programmes, the last examination must have been sat during the academic year in which admission is being sought or not more than two years previously.
- (e) The University at its discretion and on the advice of the College/ School concerned, may consider to admit a candidate into a Degree Programme, holding only an 'O' level qualifications, provided that he/ she has been registered at another recognised University (Prior to applying), for a Degree Programme and has successfully completed at least one year of University education. He/she must however submit that said University transcript(s).

2.1 MODE OF APPLICATION FOR A LEVEL APPLICANT

The application form for placement of students to Makerere University is to be completed by Senior Six Leavers who wish to be considered for admission by individual Public Universities under government sponsorship to the Public Universities and to other Tertiary Education Institutions. The form will be used to collect information on applicants and this information will later be processed on computer. Each applicant must complete the application form. Admission is based on available intake capacities approved by the Government. Application fee per candidate will be determined by the University from time to time.

The fee should be paid to any Bank used by Uganda Revenue Authority (URA) using Payment Reference Number (PRN) generated from the online payment portal <https://payments.mak.ac.ug>. Payments can also be through Bank drafts and cheques in the names of Uganda Revenue Authority.

Online Application Instructions

Online Application Instructions can be obtained from the University Admissions website. Ensure that the page is secure before you continue. For the avoidance of doubt, Applicants should only access the link advertised by the University.

Filling and care for the application form

Each candidate is encouraged to ensure that they apply to programmes where they possess the admission requirements and should be accurately completed. Untidy application forms may be rejected.

Candidate's name

The candidates' names must be written in full and in capital letters. The names must also be identical to the ones used for registration for O' and A' Level examinations. No abbreviations will be accepted. Even though the names were indicated on the Pass slip as initials, they must be written in full.

University Programmes

A student may apply for a maximum of Ten programmes (Six choices for national merit admission and other special schemes i.e. Talented Sports Persons and Persons with disabilities and another four choices for district quota admission) offered at the different Public Universities using the same form.

Students should consider the choices of the Programmes they wish to apply for before completing the Application Form as it will not be possible to change these choices once the forms have been received by the University. The programmes at the University are represented by three letter Codes; these are the Codes to be written in the space provided for each programme code. The candidate's name will be written in the space provided. The list of programmes and their codes is attached. **CANDIDATES ARE ADVISED TO ENSURE THAT THEY WRITE THE CORRECT CODES FOR THE RESPECTIVE PROGRAMMES.** Candidates should note that a wrong Programme Code entered will automatically result into the Candidate's name being omitted from the list of Applicants for the particular programme(s).

Other Tertiary Institutions

Space is provided for candidates who may wish to apply for programmes at the other Tertiary Education Institutions. The codes for programmes offered at those Institutions are to be collected from the JAB Office, Ministry of Education and Sports.

Candidate's Index Number

It is very important that a correct index number is written in full on the application form for example u0001/501. The index number should be written in full, clearly indicating the centre number.

Citizenship

The appropriate CITIZENSHIP should be clearly indicated on the form. International students or Non-Ugandans should not complete the form for Uganda government sponsorship. They should fill forms for private sponsorship, which may be obtained from the University.

Gender

The Candidates should indicate whether they are MALE (M) or FEMALE (F)

District

It is important that the right Home District is indicated in the appropriate space. This is very important especially in relation to district quota admission. Appendix

D has Codes for all districts in Uganda. Candidates/Applicants are warned against indicating wrong districts. Some Candidates/Applicants indicate districts where their schools are located instead of their own individual home districts. If this is discovered either at registration or afterwards, the affected person's admission will be cancelled.

Candidates admitted on District Quota will be verified by the District authorities to confirm that they originate from those Districts. Year of A' Level Examinations and Centre name

The year of A' level Examinations e.g. 2023 and School name must be written in the space provided. This information will help the University to differentiate and identify students who may have sat the A' level examinations in different years and at different centres.

O-Level Results

Candidates/Applicants should provide correct information in regards to the year they sat for O'Level, the Index Number and grades obtained per subject. Each Candidate must attach a copy of the O'Level Pass Slip, which should be submitted to the Admissions Office with the Application form for verification purposes. There are cases of candidates who deliberately record better O-Level grades than what they actually obtained or deliberately recording falsified A-Level Index Numbers. A' Level candidates are warned against presenting forged O'Level Pass Slips to the University. Candidates who sat for examinations outside Uganda should submit photocopies of original documents in addition to the UNEB equivalents. The pass slips should be stapled on the application form. Candidates who obtained an overall Grade of 7, 9, Y or Z at O'Level do not qualify for University admission and need not apply. One should have also passed at least 5 subjects at O'Level (i.e. 5 subjects without a Grade 9).

False Information, Impersonation, Forgery in Admissions

1. All candidates must note that admission to a programme of study at Makerere University is provisional, and subject to satisfactory verification of one's academic qualifications stated in the application form or online application portal, by the Academic Registrar, at the time of registration.
2. Cases of impersonation, falsification of documents or giving false/incomplete information whenever discovered, either at application, registration or afterwards, will lead to automatic cancellation of admission and possible prosecution before courts of law.
3. Cases involving forgery or falsification of admission documents, or
4. Unauthorized change of programme or subject combination, will lead to cancellation of any academic results, marks and awards obtained

under the fraudulent acts, and suspension or dismissal from the University.

5. In cases where one has completed studies or has already graduated, the University shall invoke Section 45 (3) of the Universities and Other Tertiary Institutions Act to cancel and recall the award if it is found that the award was obtained through fraud or dishonourable or scandalous conduct.
6. A student found guilty of forgery and falsification of documents shall not be eligible for any refund of tuition and functional fees paid to the University, regardless of whether services for such fees have not yet been received or consumed by the student.
7. A member of the University staff involved in aiding and or abetting forgery and falsification of application and/ or admission documents shall be subjected to the disciplinary processes and sanctions provided for in the Public Service Standing Orders and Makerere University Human Resources Manual.
8. Individuals found to be involved in forgeries and falsification of application or admission documents stated in (b-f) above, will in addition to the internal university disciplinary processes and sanctions, be referred to Police for possible prosecution in courts of law.

The Names To Use For Registration

The NAMES to use when registering are those which appear on the students admission letter of offer and those must be the same names which appear on the O-'Level Results Slips/Certificates and on Diploma, Degree and Certificates. ALL NAMES MUST BE WRITTEN IN FULL INCLUDING ABBREVIATED ONES. INITIALS ARE NOT ACCEPTED

2.2 CHOICES OF B.A. AND B.SC. SUBJECT COMBINATIONS

A) B.A. subject combinations

Applicants admitted to the Bachelor of Arts Degree Programme offered in the College of Humanities and Social Sciences; take three subjects in the first year. The University Admissions Committee al- locates these subjects taking into account the Applicants' choices, the capacities of the Departments and the timetable limitations. The list of subjects available in the three Schools of the College of Humanities is indicated under another section. This section also shows the Codes and the corresponding possible subject combinations, which the candidates should apply for. The subject combinations belong to the School where two of the subjects belong. For example, a candidate allocated PS, EC, G would belong to the School of Social Sciences. The candidates who may want such a subject combination should apply for admission to BA(SS) whose Code is ASS. On the other

hand, a candidate allocated G, H, EC would belong to the School of Liberal and Performing Arts and should accordingly apply for admission to BA (A) whose Code is ARS.

The 3-digit Numerical Code for each subject combination should be written in the space provided e.g. 001 for POS, SOA, SOC. There is provision for three subject combinations. An applicant will be considered for allocation for the 1st subject combination. In case the 1st choice subject combination is not possible, one of the remaining two or any other combination may be allocated. Please ensure that you use the new subject codes as they appear because some of the codes have changed.

B) B.SC subject combinations

Each Candidate admitted to the B.SC degree programme will be allocated a set of 2 subjects. The two allocated subjects should have been passed well at A- level. The list of subjects offered in the College of Natural Sciences is shown on the University Website and application portal. The subject of Biology offered at A-level is split into Botany and Zoology at the University.

Re-applicants

Applicants who sat A'Level examinations in the previous years should note that A'Level results are valid for government sponsorship for only 3 years. Those interested in re-applying should attach photocopies of both O' and A'Level results on the application form.

Special College, School or Programme Requirements

1. Within the framework of the General Direct Entry Requirements, there may be special College/ School/Faculty requirements which candidates must fulfil to gain admission into a programme in a specific academic unit.
2. There are also programme specific requirements, approved by the Senate from time to time, that applicants shall have to satisfy.

2.3 WEIGHTING CRITERIA

1. All the subjects taken at the Advanced Level of Education are grouped into four categories and weighted as follows for purposes of admission to any programme of undergraduate study in the University.

Subject Category	Weight
i) Essential	3
ii) Relevant	2
iii) Desirable (Subsidiary Mathematics, Computer	

Studies and General Paper)

1

2. The Essential A' Level subjects for University Programmes must be passed with a Principal Pass. A Principal subject passed at Subsidiary level i.e. Grade O can however be weighed as Relevant but not as an "Essential".
3. For a given candidate, not more than three subjects taken at the principal level shall carry a weight of 3, 2, or 1.
4. Not more than two subjects shall be weighed as "Essential".
5. A pass with a Distinction or Credit in a subject taken at subsidiary level such as General Paper, Sub-Math or Computer Studies shall carry one point. A subsidiary pass ranges from grades D1 to C6.
6. In case of programmes where "Essential" subjects may be three or more, an "Essential set" of subjects is defined. The best-performed two subjects of the essential set shall be designated as "Essential Subjects" and weighted three. The 3rd best done subject from the Essential Set shall be designated as the "Relevant Subject" and weighted two.
7. When computing points, special programme requirements are also taken into consideration.
8. For A' Level grades, the conversion scale is A=6, B=5, C=4, D=3, E=2, O=1, F=0 points.
9. For 'O' level grades, Distinctions 1 & 2 carry 0.3 points, Credits 3 to 6 carry 0.2,
10. Passes 7 & 8 carry 0.1 and Fail (9) carries 0.0 weights respectively.

2.4 COMPUTATION OF THE COMBINED WEIGHT OF A CANDIDATE FOR ADMISSION TO THE UNIVERSITY

1. The 'O' Level weight of a candidate for any programme in the University, is obtained by adding up the equivalent weight of the Distinctions, Credits and Passes obtained by the candidate, according to the weighting system laid out in 2.3.
2. The 'A' Level weight, for a given programme, of a candidate is obtained by multiplying each subject grade points by the relevant weighting factor and adding up for all the subjects taken and passed.
3. The combined weight of a candidate for a given Programme is obtained by adding the 'O' Level weight obtained in (a) above to the 'A' Level weight obtained in (b) above. The best candidate for each programme is the one with the highest combined weight.
4. Candidates are selected on merit from those who apply for a programme as their first choice plus those who apply for the programme as 2nd, 3rd, 4th choice etc., if they have not been admitted to programmes of their earlier choices. All choices are considered.

Types of study time/ sessions and programmes

There are seven types of study time or session programmes at the University:

1. Day programmes (DAY) run from 7:00am to 6:00pm
2. Afternoon programmes run from 1.00 pm to 5.00pm
3. Evening (EVE) programmes run from 5:00pm to 9:00pm
4. External (EXT) programmes are conducted by correspondence
5. Online programmes are conducted on the University e-learning management system.
6. Weekend programs run on Saturday and Sunday.
7. Block week/ modular conducted with learning interface at selected weeks/ times to cover particular course(s) or modules.

Evening Study Programmes

1. The EVENING Study programmes are designed to offer studying opportunities to mainly the working class, although any interested person who meets the admission requirements can apply to be considered for admission.
2. Before filling applications, Applicants, are required to check the most current list of evening programmes being offered, from the advertised list or current published "Notes to Schools" from the Academic Registrar's Department.
3. Admission to the various evening study programmes is subject to the general University admission requirements. Each of the programmes has its special requirements which must be fulfilled, in addition to the general requirements.

External Study Programmes

- (a) External study programmes are designed to benefit those who meet the general admission requirements, but are unable to attend regular classes at the University.
- (b) The programmes are coordinated by the Institute of Open Distance and E-Learning (IODEL) in conjunction with the mandated discipline specific departments/ schools, and are conducted through a combination of ODeL, and face-to-face teaching.
- (c) Applicants are required to check the most current list of External programmes being offered, from the advertised list or current published "Notes to Schools" from the Academic Registrar's Department, before filling application forms.

Admission to the various evening study programmes is subject to the general University admission requirements. Each of the programmes has its special requirements which must be fulfilled, in addition to the general requirements.

2.6 UNDERGRADUATE PROGRAMMES SPECIAL ENTRY SCHEMES UNDER DIRECT ENTRY

Makerere University also offers opportunity of entry to the University through Special Entry Schemes. These schemes include The Talented Sports Persons, Disabled Persons and District Quota Schemes. Special Scheme admission benefits candidates un-der government sponsorship only as part of the affirmative action.

2.6.1 Persons With Disabilities

1. This scheme applies only to Direct Entry Candidates
2. The candidates must meet the admission requirement of having obtained at least two Principal Passes in the essential subjects.
3. The priority order of selecting disabled candidates as recommended by UNISE is:
 - i) Blind candidates
 - ii) Low vision candidates
 - iii) Deaf candidates
 - iv) Hard of hearing candidates
 - v) Candidates with mobility appliances
 - vi) Candidates with physical disabilities
 - vii) Albinism
 - viii) Chronic medical problems e.g. sickle cell, epilepsy, asthma etc.
4. Eligible applicants are required to appear before a panel of specialist or experts to ascertain their disability before being considered for admission.
5. Only those identified by an expert appointed by the University shall be eligible for admission.

2.6.2 Talented Sportsmen/Sportswomen Scheme

1. Government sponsorship on Talented Sports Persons Scheme is both a recognition of earlier performance and achievement, as well as motivation and requirement for further involvement and competitiveness in the sports and games at university level. The candidates admitted under the scheme enjoy all benefits of government-sponsored students.
2. Candidates do not apply directly to the University, but are identified by the respective Sports Associations, which forward the candidates' names, Schools and other details to the National Council of Sports. The Council forwards the names to the Ministry of Education and Sports which finally sends a list of talented Sport persons to the University, preferably before the A 'level results are released.
3. The applicants are then considered for admission to any programme. The scheme applies only to Direct Entry candidates.
4. Exemptions from continuous participation in sports may

be granted on account of health/medical condition and /or academic performance reasons, duly supported by a report and documentation from the University Hospital Director and Dean of Faculty respectively.

Participation in sports at university level

1. Universities are encouraged to invest in games facilities as well as Sports human resource that can handle a wide range of sporting types.
2. Universities that lack certain sports facilities are encouraged to enter affiliation status with selected Sports clubs or institutions so that their students benefit by using the clubs' sports facilities.
3. Given the likely conflict between the study and sports timetables, special consideration should be given to beneficiaries that desire to change study plan in terms of teaching/learning during Day or Evening which ever time may be applicable, or deferred/make up assessment/examination as may be applicable as long as there is prior formal request through the Sports Tutor, the Dean of Students and approval granted by the Dean of School is secured.
4. Beneficiaries of the sports scheme are restricted from playing for another sports team in any tournament where their respective Universities are competing, unless when they are officially released by their Universities.
5. A standing Sports Sub Committee should be established and constituted by the Universities Joint Consultative Admission Committee to undertake verification and validation of the sports short listed candidates to ensure that they meet the minimum requirements of the Sports Scheme Admission Policy.
6. Every public University establishes a Sub Committee of its Admission Committee that will monitor and promote the continued participation of the admitted students under the sports scheme in University sports activities during their study tenure at the University.
7. Beneficiaries of the Sports Scheme that neglect or fail to participate in the University sports activities and competitions without valid reason(s) as provided for in the policy may be recommended to the Senate Admission Committee for cancellation of the sponsorship. Cancellation of sponsorship shall not affect the admission and registration of the student on the programme. One whose sponsorship is cancelled may appeal the decision for review by the University Senate.
8. The composition of the Standing Sports Sub Committee of the Universities Joint Consultative Committee on Admissions should include:
 1. A Chairperson selected from among the members of Senate
 2. 2 Academic Registrars from Public Universities
 3. 2 Deans of Students from Public Universities
 4. 2 Sports Tutors from Public Universities
 5. Secretary

The Mandate of the Standing Committee

1. Should report to the Consultative Joint Committee of Public Universities.
2. Track and validate admitted sports persons through various forms including, but not limited to background checks and practical interviews.
3. Draw up guidelines by which a beneficiary may lose the sponsorship. This should be done in consultation with other stakeholders.
4. Spell out the details of how Universities should be involved in the selection of beneficiaries.

Slots for the Scholarship Scheme

The number of slots for talented sports men/ women has been increased from 40 to 100 (one hundred).

Inclusion of Sports talent from the Private Admission Scheme

1. Establish a private fund that targets sports talent from the private sponsorship scheme under a 100% tuition waiver arrangement for students on University teams.
2. Any slot that is declared vacant (in writing) as a result of not being taken up by the applicant should be allocated to the next best applicant on the government sponsorship shortlist.

Managing affirmative action on highly competitive and limited intake capacity Academic Programmes

1. In order to balance competition in admission to this category of programmes, applicants for highly competitive and limited intake programmes (including those candidates that are already admitted on Government Sponsorship on their own merit but nominated by the sports scheme) shall have four (4) points added to their weighted points. They should then be admitted to the earliest of their choices where they meet the cut off points for National Merit and where intake capacity allows in their Universities.
2. Programmes with very low intake capacities yet highly competitive are hereby listed, subject to regular review by the Senate;

Highly Competitive Programmes as of 2022/2023 Academic Year

ACADEMIC PROGRAMME	CODE	UNIV	Capacity	
1	Bachelor of Medicine & Bachelor of Surgery	MAM	Mak	90
2	Bachelor of Medicine & Bachelor of Surgery	MBM	MUST	40

3	Bachelor of Medicine & Bachelor of Surgery	MED	BUS	10
4	Bachelor of Medicine & Bachelor of Surgery	GUM	GU	35
5	Bachelor of Medicine & Bachelor of Surgery	SOM	SUN	20
6	Bachelor of Pharmacy	PHA	Mak	20
7	Bachelor of Pharmacy	PHM	MUST	5
8	Bachelor of Dental Surgery	BDS	Mak	15
9	Bachelor of Science (Medical Radiography)	BMR	Mak	12
10	Bachelor of Nursing	NUR	Mak	10
11	Bachelor of Nursing	NUM	MUST	5
12	Bachelor of Nursing	BNS	BUS	3
13	Bachelor of Science (Biomedical Engineering)	BMR	Mak	12
14	BSC (Petroleum Geoscience & Production)	BPG	Mak	10
15	Bachelor of Architecture	ARC	Mak	20
16	Bachelor of Architecture	ARD	KYA	7
17	Bachelor of Science (Civil Engineering)	CIV	Mak	45
18	Bachelor of Science (Civil Engineering)	KCE	KAB	9
19	Bachelor of Engineering in Civil & Building Engineering	ECD	KYA	10
20	Bachelor of Science (Electrical Engineering)	ELE	Mak	45
21	Bachelor of Electrical Engineering	BEL	KYA	7
22	Bachelor of Electrical Engineering	EEB	BUS	3
23	Bachelor of Electrical Engineering	KEE	KAB	9
24	Bachelor of Engineering in Electronics & Computer Engineering	ECS	SUN	27
25	Bachelor of Science (Mechanical Engineering)	MEC	Mak	40
26	Bachelor of Mechanical Engineering	KME	KAB	9

27	Bachelor of Engineering in Mechanical and Manufacturing Engineering	EMD	KYA	10
28	Telecommunication Engineering in Telecommunication Engineering	ETD	KYA	10
29	Bachelor of Laws	LAW	MAK	40

2.6.3 THE DISTRICT QUOTA SCHEME

1. Candidates admitted through this scheme may be admitted for any degree programme of the University
2. Priority shall be given to candidates born in particular district and studied from a school within the district (Home District)
3. If the district fails to fill the slots then students originating from that district but who studied from other districts/elsewhere shall be considered.
4. Candidates must be Ugandans. The scheme applies only to Direct Entry candidates

3.0 THE MATURE AGE ENTRY SCHEME

Mature Age Entry Scheme is applicable under the following policy regulations:

1. For a candidate to qualify for entry to the University he/she must sit and pass the University Mature Age Entry Examination.
2. To be eligible for the Examination, the candidate must be at least 25 years old before 1st August of the year in which admission is sought (unless exemption is provided under a specific programme, as approved by the Senate).
3. A candidate who previously attended a programme at Makerere University shall not be re-admitted to the University under this scheme to a programme of study in which he/she previously failed to qualify.
4. The Mature Age Entry Scheme is open to Ugandans only.
5. Admission of candidates who have sat and passed the Mature Age Examination shall depend on the admission intake quota and available vacancies per programme, as determined by the Senate from time to time.
6. An applicant who qualifies for admission under other entry schemes will not be eligible for admission through mature age. For avoidance of doubt, Degree and Diploma holders are not eligible for mature age entry scheme.

The application process

The application process is coordinated by the Mature Age Office in the Academic Registrar's Office in accordance with the Senate policy and guidelines as follows:

1. Application shall be made online through the link: <https://www.see.mak.ac.ug>.
2. The fee should be paid to any Bank used by Uganda Revenue Authority (URA) using Payment Reference Number (PRN) generated from the online payment portal <https://payments.mak.ac.ug>. Payments can also be through Bank drafts and cheques in the names of Uganda Revenue Authority.

Guidelines for Processing the Mature-Age Examination Results

1. That the Mature-Age Committee shall be responsible for devising mechanisms to ensure the security and integrity of the Mature-Age examinations.
2. Identified examiners shall serve for a period not exceeding three (3) years consecutively.
3. Examination moderation shall be done at academic unit level by designated staff.
4. To avoid leakage, examinations with apparent errors shall not be discussed after moderation has been done.
5. Moderated examination questions shall be sealed in clearly labelled envelopes and submitted to the Academic Registrar for safe storage in the Question Bank. Each course shall have its Question Bank or a section thereof.
6. The examination questions shall be submitted along with moderated marking guides enclosed in separate envelopes with appropriate labels for ease of identification.
7. Marking of all Mature-Age Entry Scheme examinations shall be done in groups and at a centralised venue exclusively gazetted for this activity.
8. The Mature-Age Entry Scheme examinations shall be set and marked by designated academic staff at the rank of Lecturer from Faculties/Schools/Institutes
9. Confidential official channels shall be used to identify Mature-Age Entry Scheme examination setters and markers with the assistance of Heads of Department, Deans and Principals of relevant academic units. The Academic Registrar shall appoint a setter with an assistant for a three-(3) year period.

10. The Mature Age Committee shall each year designate persons (a team to be determined by the committee) to be in charge of assembling, printing and distributing Mature-Age examinations.
11. Results shall be compiled by a team designated by the Mature-Age Entry Scheme Committee.
12. Identified Invigilators shall be approved by the Mature-Age Entry Scheme Committee
13. The Scripts that are Marked shall be verified by designated members of the Mature-Age Entry Scheme Committee to ensure the consistency and integrity of the process.
14. The full Compiled results of the examinations shall be presented to the Mature-Age Entry Scheme Committee for approval before public display of results is done, albeit with names concealed.
15. The Head Quality Assurance Unit shall receive annual reports on the conduct of Mature Age examinations.
16. The admission quotas shall be reviewed regularly by Senate. The quota on government sponsorship and Private Scheme shall be 5% unless reviewed by Senate.

Nature of Examination

- i) Paper I: Altitude Test
The Aptitude test paper shall test how well a Candidate can apply concepts to solving problems. The paper shall be made up of three (3) parts: English Language, Mathematics and Comprehension.
- ii) Paper II: Essay Paper
 - a) The Essay test paper shall address specific programme that candidates are interested in pursuing at the University.
 - b) The Essay paper shall also include a general section which shall be compulsory.

Who qualifies to set examinations?

That Dean of an Academic Unit shall propose three (3) names of staff for appointment as setters to the Academic Registrar who shall appoint one setter with an Assistant for each course for a period of three (3) years.

Funding of the scheme

- a) The Scheme shall be self-financing and its budget shall be drawn from the Application Fee agreed upon by Senate and approved by Council.
- b) The fees charged shall finance the activities of the Scheme and shall include the following activities:

- i) Setting questions for the question bank
 - ii) Invigilation of examinations
 - iii) Typing and printing examinations
 - iv) Marking examinations
 - v) Purchase of examination materials.
 - vi) Contribution to Central Pool
- c) That the University shall always review the application fee regularly to ensure that the Scheme is self-financing without profit motive.

5. DIPLOMA HOLDERS' AVENUE FOR ADMISSION

ADMISSION REQUIREMENTS FOR 2025/2026 ACADEMIC YEAR

a. Quota for Diploma Holders

1. Government Sponsorship for Diploma Holders. The number of candidates admitted to each programme under the Diploma Holders Avenue should not exceed 5% of the intake per programme.
2. For the Private Scheme the quota for Diploma and Degree Holder applicants is 15% and 5% respectively of the intake per programme.

b. Required performance in the Diplomas

At least Second Class, Credit or equivalent performance from recognised Institutions /chartered Universities.

Ordinary Diploma Programme

The minimum entry requirements for admission to an ordinary diploma programme are:

- a) Uganda Certificate of Education (UCE) with at least 5 passes
- b) Uganda Advanced Certificate of Education (UACE) with at least 1 Principalpass and 2 Subsidiary passes obtained at the same sitting or its equivalent.

C. Degree holders' entry scheme

1. The Degree Holders entry scheme is open to graduates in any discipline from a recognized and or chartered University or Institution of higher learning.
2. The specific admission requirements to particular academic programmes will vary in accordance with the discipline requirements determined by the School and approved by the Senate.
3. An Applicant may, where applicable request for exemption from a course or a number of courses where the course content previously covered (In a particular course at degree level) covers at least 75% of

the relevant course content within the degree program to which the applicant is seeking admission.

4. The course to be exempted as in (i) above, should have been passed with at least at a GP of 3.0 or 60%.
5. Such an exemption shall only be granted with approval of the Department/ School Board is satisfied that the course was taken not more than three years from the time of application.
6. Exemption for first year courses may be granted where the degree programme to which one is seeking admission is aligned and/or provides for such exemption for a particular diploma programme (s). In this case the candidate may be admitted to an appropriate academic year of study.
7. Where exemption has been granted, the minimum graduation load requirements shall take into consideration the courses exempted and the respective grades obtained.
8. Any course exemption(s) shall not be more than 40% of the minimum graduation load of a particular programme at Makerere University.

PLEASE NOTE THAT: admission was based on available approved intake capacities for 2025/2026 academic year.

1. COLLEGE OF HEALTH SCIENCES -CHS

1.1 BACHELOR OF MEDICINE AND BACHELOR OF SURGERY (MAM)

1.1.1 Diploma Holders Entry Scheme:

A candidate must have the following;

- A diploma in a health/biological science related discipline
- Working experience of at least 2 years in those relevant fields

Such diploma holders shall include;

1. Medical Laboratory Technologists
2. Radiographers
3. Physiotherapists
4. Anaesthetic officers
5. Clinical Ophthalmic officers
6. Clinical Orthopaedic officers
7. Environmental Health Officers

8. Public Health Dental Assistant
9. Public Health Assistants
10. Dispensers
11. Psychiatry clinical officers
12. Uganda Registered Nurses 'A' level certificate holders
13. Uganda Registered Midwives A level certificate holders
14. Clinical officers (formerly called medical assistants)
15. Diploma in Education (Biology, Chemistry)

1.1.2 Degree holders

1. Bachelor of Nursing Science (BNSc)
2. Bachelor of Science in Medical Radiography (BMR)
3. Bachelor of Science in Biomedical Sciences (BOS)
4. Bachelor of Cytotechnology (BYT)
5. Bachelor of Science in Speech and Language Therapy (BSL)
6. Bachelor of Science with Education – Biological (EDB)
7. Bachelor of Science – Biological (SCB)
8. Bachelor of Environmental Health (BEH)

1.2 BACHELOR OF SCIENCE IN BIOMEDICAL ENGINEERING (BBI)

1.2.1 Diploma Holders Entry Scheme

Holders of an Ordinary Technical Diploma or its equivalent can be admitted to the programme. Applicants should have obtained a Credit Class diploma with at least a Credit Pass in Mathematics or Physics. Other eligible credit class diplomas with at least a credit pass in Mathematics or Physics include;

- a. Radiographers
- b. Anaesthetic Assistants
- c. Medical Laboratory Technologists
- d. Clinical Officers
- e. Dispensers
- f. Mechanical, Biomedical or Electrical Engineering Diplomas

1.2.2 Degree Holder Entry Scheme

To qualify for admission for BSc. Biomedical Engineering through this scheme, the candidate must hold a Bachelor's degree of second-class lower division and above in a scientific or technological field including, Biomedical Laboratory Technology, Mechanical Engineering, Electrical Engineering, Telecommunication Engineering, Computer Engineering,

Computer Science, Radiology, Biotechnology and any other related field from a recognized University. All other admission requirements and regulations of Makerere University shall apply.

1.3 BACHELOR OF PHARMACY (PHA)

1.3.1 Diploma Holders Entry Scheme

For admission to this programme under the Diploma Holders Entry Scheme, a candidate must fulfil the following: -

- i. The candidate must have attained at least a credit in Chemistry at UCE level or its equivalence.
- ii. The candidate must be a holder of a Diploma in Pharmacy or in any other Health Sciences, awarded by an institution chartered and accredited or recognized by NCHE (National Council for Higher Education) and recognized by the relevant professional body, or an equivalent.

NB: Priority must be given to those with Diploma in Pharmacy over score (CGPA) by other health scientists. So two thirds (2/3) of the slots must be to them.

- iii. The candidate must have had at least a "Credit" in the overall assessment.

NB: Where multiple candidates are shortlisted from different awarding institutions, the top candidate from each institution shall first be considered independent of their comparative CGPA's provided they meet the minimum CGPA requirements. The runner up candidates and all subsequent cases shall also be considered in the same manner.

1.3.2 Degree holders' admission scheme

i) Admission into first year

Holders of the Bachelor of Science Chemistry/Biochemistry, Bachelor of Biomedical Engineering, and Bachelor of Cytotechnology degrees will be admitted into the first year of the Bachelor of Pharmacy programme if they have a CGPA of at least 3.6.

NB:

a. Where multiple candidates are shortlisted from different awarding institutions, the top candidate from each institution shall first be considered independent of their comparative CGPA's provided they meet the minimum CGPA requirements. The runner up candidates and all subsequent cases shall also be considered in the same manner.

b. This does not exempt them from being mandated to do any course (or set of courses) in Year one or two, which they have not sufficiently covered.

- a. Have a CGPA of at least 3.6 out of 5.0, or its equivalent.
- b. The curriculum followed comprehensively covered required biomedical courses.

1. Where multiple candidates are shortlisted from different awarding institutions, the top candidate from each institution shall first be considered independent of their comparative CGPA's provided they meet the minimum CGPA requirements. The runner up candidates and all subsequent cases shall also be considered in the same manner.

2. This does not exempt them from being mandated to do any course (or set of courses) in Year one or two, which they have not sufficiently covered

1.4 BACHELOR OF DENTAL SURGERY (BDS)

A Diploma in any of the following health disciplines and a working experience of at least 2 years in the relevant fields;

- (i) Medical Laboratory Technologists
- (ii) Radiographers
- (iii) Physiotherapists
- (iv) Anaesthetic Officers
- (v) Medical Assistants
- (vi) Orthopaedic Officers/Assistants
- (vii) Clinical Ophthalmic Officers
- (viii) Environmental Health Officers
- (ix) Public Health Dental Assistants
- (x) Public Health Assistants
- (xi) Dispensers/Pharmacy Technicians
- (xii) Psychiatry Clinical Officers
- (xiii) Occupational Therapy
- (xiv) Orthopaedic Technology.

1.5 BACHELOR OF SCIENCE IN MEDICAL RADIOGRAPHY

Applicants must possess Diplomas in the following Health Disciplines from recognised institutions

- a. A registered Nurse with a diploma
- b. A registered Midwife with a diploma
- c. A Nurse with a diploma in comprehensive nursing.
- d. Psychiatric nursing diploma
- e. A credit pass holder of health discipline diploma(s). Such diplomas shall include: Clinical medicine, Psychiatry, Ophthalmology, Ear, Nose and Throat, Orthopaedic, Physiotherapy, Anaesthesia, Public health

1.6 BACHELOR OF SCIENCE IN MEDICAL RADIOGRAPHY (BMR)

1.6.1 Diploma Entry Scheme:

Eligible candidates are required to have attained at least a second-class upper diploma in Medical Radiography, Clinical Medicine, Orthopedics Medicine and Pharmacy from a recognized institution.

1.6.2 Degree Holders Entry Scheme:

Eligible candidates are required to have a minimum of second-class upper degree in Biomedical Sciences to be considered for admission.

1.7. BACHELOR OF ENVIRONMENTAL HEALTH SCIENCE (BEH)

1.7.1 Diploma Holders' Scheme

Holders of Diploma in Environmental Health (or in any other environmental health related programme) of Makerere University or from any recognized University/Institution may be admitted to the programme.

1.7.2 Degree Holders' Scheme

Admission may also be by degree holder's scheme for applicants with a Bachelor's degree in any science discipline.

1.8 BACHELOR OF SCIENCE IN SPEECH AND LANGUAGE THERAPY (BSL)

1.8.1 Diploma Holders Entry

For those holding a diploma in any of the disciplines below:

- a. Occupational therapist with a diploma (should be registered)
- b. Physiotherapist with a diploma (should be registered)
- c. Special needs Education with a diploma (should be registered)
- d. Clinical officer with a diploma (should be registered)

A candidate must have the following;

- Working experience of at least 2 years in those relevant fields

1.8.2 Degree Holders Entry

To be admitted into the BSL programme, candidates should have attained a degree in;

- a. Psychology
- b. Linguistics
- c. Special needs Education
- d. Dentistry
- e. Medicine and surgery

NB. Candidates falling under a, b, c should have passed biology and chemistry at Ordinary level.

- All candidates should have 2 years' experience in their related field of work
- All candidates must attend an initial interview prior to admittance on the programme.
- Entrants must demonstrate proficiency in spoken and written English language which is essential to be able to undertake the programme.
- This proficiency will be evaluated during the interview and is necessary to avoid intake of entrants with significant communication difficulties.

1.9 BACHELOR OF SCIENCE IN DENTAL TECHNOLOGY (BDT) – PRIVATE SPONSORSHIP

A relevant Diploma in any Health field from recognised Institutions.

1.10 Bachelor of Cytotechnology (BYT)

At least a Credit diploma in the following Health Disciplines:

- (i) Environmental Health Officers
- (ii) Clinical Officers
- (iii) Clinical Ophthalmic Officers
- (iv) Dispensers
- (v) Anaesthetic Assistants/Officers
- (vi) Medical Laboratory Technologists
- (vii) Orthopaedics
- (viii) Physiotherapy
- (ix) Public Health Assistants
- (x) Public Health Dental Assistant
- (xi) Radiology
- (xii) Diploma in Health Education
- (xiii) Psychiatric Clinical Officers
- (xiv) Uganda Registered Midwives (with A' Level Certificate)
- (xv) Uganda Registered Nurses (with A' Level Certificate)

N.B Applicants should have A' Level Principal passes in Chemistry and Biology.

1.10.2 Degree holders (Private sponsorship)

Holders of a degree or its equivalent closely associated with or related to Medical Laboratory disciplines will qualify to be admitted to the

programme and must have obtained principal passes in Biology and Chemistry at A' level.

1.11 BACHELOR OF SCIENCE IN OPTOMETRY (BPT)

1.11.1 Diploma Entry Scheme

A candidate may be admitted if he/she has a National Diploma in health-related discipline or its equivalent from chartered institution with at least a second class standing or equivalent from the following areas:

- (i) Diploma in Optometry
- (ii) Medical Laboratory Technologists
- (iii) Ophthalmic Clinical Officers
- (iv) Radiographers
- (v) Physiotherapists
- (vi) Anaesthetic officers
- (vii) Clinical Orthopaedic officers
- (viii) Environmental Health Officers
- (ix) Public Health Dental Assistant
- (x) Public Health Assistants
- (xi) Pharmacy Dispensers
- (xii) Psychiatry clinical officers
- (xiii) Uganda Registered Nurses with Diploma
- (xiv) Uganda Registered Midwives with Diploma
- (xv) Clinical Officers (formerly called medical assistants)

2. COLLEGE OF COMPUTING AND INFORMATION SCIENCES (DIPLOMA HOLDERS' REQUIREMENTS)

2.1 BACHELOR OF SCIENCE IN COMPUTER SCIENCE

Have an honours Diploma in Computer Science, Information Technology, Computer Engineering, Mathematics, Electrical Engineering or Software Engineering from a recognised Institution. Students admitted via the diploma scheme shall start in first year.

2.1.2 Degree Holders entry:

For a candidate to be admitted via the degree holder scheme, s/he must; satisfy the general minimum entry requirements of Makerere University. In addition, candidates seeking admission through this avenue must have obtained:

At least second class degree in line of Mathematics, Statistics, Engineering, Computing, Physics, Chemistry, Science Education, Economics, and Geography attained from a recognised Institution

2.2 BACHELOR OF SCIENCE IN SOFTWARE ENGINEERING(BWS)

2.2.1 Diploma Holders:

For a candidate to be admitted via the diploma entry scheme, she/he must:

Satisfy the general entry requirements of Makerere University. In addition, candidates seeking entry through this avenue must have obtained at least a second class (lower division) diploma in software engineering, computer science, mathematics, engineering, information technology and statistics or another diploma with software applications/development, mathematics, computer science or information technology as one of the subjects. The diploma must be from a recognised institution.

2.2.2 Degree Holders:

For a candidate to be admitted via the degree entry scheme, she/he must;

Satisfy the general minimum entry requirements of Makerere University. In addition, candidates seeking admission through this avenue must have obtained at least a second class degree in line of mathematics, statistics, engineering, Economics, Computing, Physics, Chemistry, Science Education, Economics, Geography attained from a recognised Institution.

2.3 BACHELOR OF INFORMATION SYSTEMS AND TECHNOLOGY

Applicants should possess at least a second class (lower division) Diploma in Computer Science, Diploma in Information Technology or any other Diploma with Business or Computing aspects or equivalent performance from recognised institutions by the Makerere University Senate / National Council of Higher Education.

2.3.2. Degree Holders

For a candidate to be admitted via degree holder scheme, s/he must; satisfy the general minimum entry requirements of Makerere University. In addition, candidates seeking admission through this avenue must be obtained:

- a) At least second-class degree in line of Mathematics, statistics, Engineering, Computing, physics, chemistry, Science Education, Economics, Geography.
- b) The degree must be attained from a chartered Institution.

2.4 BACHELOR OF LIBRARY AND INFORMATION SCIENCE(LIS)

2.4.1 Diploma Holder's Entry:

There shall be two avenues for diploma holder applicants:

- (i) Holders of a Diploma in Librarianship, information studies/science, records and archives management from a recognized institution shall join the programme in the second year. The applicants should have obtained a Credit Class Diploma.
- (ii) Holders of a Diploma in related fields like Information Management, Knowledge Management, Publishing, Computer science, Information Systems/Technology or any other related field (As shall be determined by the Department) from any recognized institution shall be admitted to the BLIS programme in first year. The applicants should have obtained a Credit Class Diploma.

2.4.2 Degree Holder's Entry:

Holders of any Degree from a recognized university or institution of Higher learning may be admitted to the BLIS programme.

3. COLLEGE OF VETERINARY MEDICINE, ANIMAL RESOURCES AND BIOSECURITY (DIPLOMA REQUIREMENTS)

3.1 BACHELOR OF VETERINARY MEDICINE

A Diploma in Animal Health, Animal Husbandry or its equivalent from recognised Institutions. **Diplomas with a background in Biological sciences shall also be considered.**

3.2 BACHELOR OF SCIENCE IN WILDLIFE HEALTH AND MANAGEMENT(MLT)

An Ordinary Diploma in Biomedical (Medical) Laboratory Technology or its equivalent from a recognised Institution.

3.3 BACHELOR OF BIOMEDICAL LABORATORY TECHNOLOGY(BAP)

An Ordinary Diploma in Animal Health and Production (or its equivalent) from recognised Institutions.

3.4 BACHELOR OF INDUSTRIAL LIVESTOCK AND BUSINESS (BLB) WITH THE FOLLOWING OPTIONS FOR SPECIALIZATION IN YEAR TWO – PRIVATE SPONSORSHIP ONLY

3.4. 1. Diploma Holders

For admission to the BLB program under the Diploma Holders Enter Scheme, an applicant must be a holder of a minimum of Second Class lower division Ordinary Diploma in the fields of Animal Health and/or Animal Production, Agriculture, Forestry, Fisheries and Aquaculture (or their equivalents) or an Ordinary Diploma in Biological Sciences for an institution recognized by Makerere University Senate/ National Council for Higher Education.

3. 4. 2. Degree Holders

Applicants with a first degree in any field of study in biological sciences are eligible for admission to this program

4. COLLEGE OF AGRICULTURAL AND ENVIRONMENTAL SCIENCES (CAES)

4.1 BACHELOR OF SCIENCE IN AGRICULTURAL ENGINEERING(AGE)

An ordinary Technician Diploma, with at least credit 3 in Mathematics, from a recognised Institution of Higher Learning.

A candidate with a diploma may be exempted from year 1 if he/she has passed successfully (with at least credit 3) in the following courses:

- i. Engineering Mathematics
- ii. Engineering Drawing
- iii. Engineering Mechanics
- iv. Electrical Engineering
- v. Mechanical Engineering
- vi. Mechanics of Materials
- vii. Introduction to Computers
- viii. Thermodynamics

4.2 BACHELOR OF SCIENCE IN AGRICULTURE (AGR)

At least Class II (Lower Division) National Diploma in Agriculture or Animal Husbandry or its equivalent obtained from a recognised Institution of Higher Learning.

Applicants must have obtained at least a Principal Pass in Biology or Chemistry at A' Level.

4.3 BACHELOR OF SCIENCE IN FOOD SCIENCE AND TECHNOLOGY (FST)

A National diploma in either:

- (i) Food Science or Food Technology
- (ii) Veterinary Science
- (iii) Forestry or Agriculture
- (ii) Fisheries
- (iii) Laboratory Technology
- (iv) Education (for applicants that studied at least two of the following subjects: **Biology, Chemistry, Human Nutrition, Agriculture, Physics**).
- (v) Dairy Science, Technology, Microbiology and Nutrition

4.4 BACHELOR OF SCIENCE IN AGRICULTURAL LAND USE AND MANAGEMENT (BAI)

4.4.1 Diploma entry scheme

A candidate may be admitted if he/she has a national diploma or its equivalent of at least a second class standing or equivalent in Agriculture, Education with Agriculture and /or Biology, Livestock, Forestry, Agroforestry, Environment, Agricultural Engineering, Fisheries, Food Science and related fields from recognised and accredited Institutions. Applicants with Diplomas in Education must have studied any of the following subjects: Agriculture and any other subject.

4.4.2 Degree Holders

A candidate may be admitted if she/he holds a Bachelor's degree (or equivalent) in biological Sciences from a recognized and chartered University.

4.5 BACHELOR OF AGRIBUSINESS MANAGEMENT (AGM)

At least Class II (Lower Division) National Diploma in Agriculture, Agribusiness or Agricultural related Business Studies or its equivalent from recognized Institution.

Applicants must have obtained at least a Principal Pass in any of the following subjects: **Agriculture, Biology, Chemistry or Entrepreneurship** at A' Level.

4.6 BACHELOR OF SCIENCE IN HUMAN NUTRITION AND DIETETICS (BHD)

4.6.1 Diploma Entry Scheme

Holders of at least a Second Class/Credit Diploma in any of the disciplines below, obtained from a recognized institution may be admitted to the programme:

- a) Human Nutrition, Home Economics, Food Science, Food Processing Technology, Science Technology (Biology/Chemistry), Catering, Agriculture, Chemistry or Biology
- b) Health/Medical disciplines such as: Medical Laboratory Technology, Physiotherapy, Anesthesia, Orthopedics, Clinical Medicine, Clinical Ophthalmology, Environmental Health, Public Health, Dental Public Health, Midwifery, Comprehensive Nursing and Community Health
- c) Education having studied any of the following: Biology, Chemistry, Agriculture, Home Economics

4.6.2 Degree Holders

Under this scheme, applicants should at least have a second-class lower degree in a biological science discipline obtained from any recognized institution of higher learning.

4.7 BACHELOR OF SCIENCE IN FORESTRY (BOF)

4.7.1 Diploma Holders

A candidate may be admitted if she/he has at least a second class Diploma in Forestry, Carpentry and Joinery, Wildlife, Horticulture, Agroforestry or Agriculture from a recognized institution.

4.7.2 Degree Holders

A candidate may be admitted if she/he holds a Bachelor's degree in relevant disciplines such as Environmental Sciences, Botany, Zoology, Agriculture, Extension Education, Meteorology, Geography and Social Sciences from a recognized University/Institution.

4.8 BACHELOR OF TOURISM AND HOSPITALITY MANAGEMENT (BTH)

4.8.1 Diploma Holders

A candidate may be admitted if she/he has a National Diploma or its equivalent of at least a Second Class standing or equivalent in Tourism and Hospitality field, Travel and Leisure, Forestry, Wildlife, Business Studies and Management Studies from a Chartered Institution.

4.8.2 Degree holders

A candidate may be admitted if she/he holds a Bachelor's degree (or equivalent) in any area of study from a chartered and recognized University or Institution.

4.9 BACHELOR OF GEOGRAPHICAL SCIENCES (BGS)

4.9.1 Diploma Holders

Holders of a second-class diploma in Education majoring in Geography or its equivalent from a recognized institution

4.9.2 Degree Holders

Degree holders in disciplines related to geographical sciences and wish to get enrolled on the program

At least a Second Class Diploma in Meteorology or its equivalent from recognised Institutions.

4.10 BACHELOR OF AGRICULTURAL EXTENSION & RURAL INNOVATION/EXTERNAL (BIX) PRIVATE SPONSORSHIP

4.10.1 Diploma entry scheme

A candidate may be admitted if he/she has a national diploma or its equivalent of at least a second class standing or equivalent in Agriculture, Education with Agriculture and or Biology, Livestock, Forestry, Agroforestry, Environment, Agricultural Engineering, Fisheries, Food Science and related fields from recognised and accredited Institutions. Applicants with Diplomas in Education must have studied any of the following subjects: Agriculture and any other subject.

4.10.2 Degree Holders

A candidate may be admitted if she/he holds a Bachelor's degree (or equivalent) in biological Sciences from a recognized and chartered University or Institution.

4.11 BACHELOR OF SCIENCE IN WATER AND IRRIGATION ENGINEERING (BWE)

Applicants holding Ordinary Technician Diploma or its equivalent in Agricultural Mechanization, Agricultural Engineering, Civil Engineering or water-related studies can be admitted to the programme. The applicant should have obtained at least a Credit/Class II diploma with at least credit performance in Mathematics.

Admission, other than to the First year shall require a recommendation of the College Board and approval by Senate on, the basis of studies undertaken at another recognized University or equivalent institution.

4.12 BACHELOR OF SCIENCE IN BIOPROCESSING ENGINEERING (BBP)

4.12.1 Diploma Holders

Applicants holding Ordinary Technician Diploma in Biosystems Engineering, food process Engineering, Biological engineering or its equivalent can be admitted to the course. The applicant should have obtained at least a Credit/Class II diploma with at least credit three in Chemistry and Mathematics from a recognized institution.

4.12.2 Degree Holders

A candidate may be admitted if she/he holds a Bachelor's degree in relevant field such as Chemical Engineering, Biochemical Engineering, biochemical engineering, Biotechnology, Biological Engineering, Microbiology, Food Science and Technology, and Biochemistry

4.13 BACHELOR OF ENVIRONMENTAL SCIENCES(BEV)

4.13.1 Diploma entry scheme

Holders of relevant Diplomas (at least a second class upper) in science-related subjects, including Biology, Chemistry, Physics, Mathematics, Economics, Forestry, Agriculture and Geography from Makerere University or a chartered and recognized University or Institution.

4.13.2 Degree Holders Scheme

A candidate may be admitted to the programme if she/he holds a Bachelor's degree in relevant disciplines such as Forestry, Botany, Zoology, Agriculture, Extension Education, Geography and Social Sciences from a recognized University/ Institution.

5. COLLEGE OF ENGINEERING, DESIGN, ART AND TECHNOLOGY (DIPLOMA REQUIREMENTS)

- 5.1**
- a. B.Sc. (Civil Engineering) (CIV)
 - b. BSc. (Electrical Engineering) (ELE)
 - c. B.Sc. (Mechanical Engineering) (MEC)

Holders of an Ordinary Technical Diploma or its equivalent Applicants should have obtained at least a Credit Class Diploma with at least a Credit Pass in Mathematics.

5.2 BACHELOR OF SCIENCE IN LAND SURVEYING AND GEOMATICS (LSG)

A Diploma from recognised Institutions specialising in Surveying, Physical Planning and Civil Engineering.

Applicants must have received an overall average of 60% in all the years and an average of 70% in all Mathematics examinations.

5.3 BACHELOR OF ARCHITECTURE (ARC)

Holders of Uganda National Examinations Board Ordinary Technical Diploma in Architectural Draughtsmanship or its equivalent from recognised Institutions.

Applicants should have obtained a Credit Class Diploma and passed with at least a Credit in all the subjects in building construction, drawing and Mathematics.

5.4 BACHELOR OF URBAN AND REGIONAL PLANNING

An Ordinary Diploma in Building Construction, Civil Engineering or its equivalent.

Applicants should have at least a Credit Class Diploma and should have done Mathematics, Building Construction and Drawing with at least Credit 4 (four).

5.5 BACHELOR OF URBAN AND REGIONAL PLANNING (BUP) – PRIVATE SPONSORSHIP

5.5.1 Diploma Holders

Holds a diploma (with Credit level pass) recognized by the University or its Equivalent in Physical/Urban/City/Town Planning, Architectural Draughtsman, Technical Drawing, Civil Engineering, Surveying, Construction Management, Land Use Planning as well as Urban governance and management.

5.5.2 Degree Holders

Holds a First Class, Second Class Honors (Upper division) degree (or equivalent) in any related area of study from a recognized University. Those with second class – Lower can qualify if they have at least one year of working experience in the physical planning field and can demonstrate career growth.

5.6 BACHELOR OF INDUSTRIAL ARTS AND APPLIED DESIGN (BID)

Applicants should possess at least a second class (lower division) Diploma in Product design and development and Art and Design-related disciplines from a recognized institution.

5.7 BACHELOR OF FINE ART (BFA)

For admission under this scheme, a candidate should possess at least a class two diploma from a recognized institution (after obtaining an Advanced Level Certificate with a principal pass in Art or after obtaining a two year certificate in Art and Design from a recognized institution).

5.8 BACHELOR OF VISUAL COMMUNICATION, DESIGN AND MULTIMEDIA (BVCDM)

5.8.1 Diploma Holders

For admission under this scheme, a candidate should possess a Diploma from a recognized institution (after obtaining an advanced level certificate) of at least Class II, with Art and, Technical Drawing and Computer Graphics as a bias.

5.9 BACHELOR OF SCIENCE IN VALUATION (BVL)

5.9.1 Diploma Holders Entry Scheme

Diploma entry scheme is available for holders of Uganda National Examinations Board Ordinary Diploma in Building Construction and Civil Engineering or its equivalent. Candidates should have credit class diploma and passed Mathematics, Building Construction and Drawing with at least credit four

6. COLLEGE OF BUSINESS AND MANAGEMENT SCIENCES (COBAMS)

6.1 BACHELOR OF STATISTICS

EITHER: A Diploma in Statistics (at Intermediate Professional Level) from the Eastern Africa Statistical Training Centre, (EASTC) Dar-es-Salaam or its equivalent.

OR: Any other Diploma from a recognised Institution with Mathematics as a major subject.

A candidate who is a holder of a Diploma of at least Credit grading obtained at the Eastern Africa Statistical Training Centre, (EASTC) Dar es Salaam, will on admission to the Bachelor of Statistics Programme, be exempted from

the first year and will thus enter the programme in the second year. The holders of Pass Diplomas may be admitted to Bachelor of Statistics, Year 1.

6.2 BACHELOR OF ECONOMICS(ECO)

A Credit Diploma from a recognised Institution in relevant fields/subjects (Economics, Mathematics)

6.3 BACHELOR OF COMMERCE (COE)

6.3.1 Diploma holders;

A candidate shall be admitted to the Bachelor of Commerce degree Day/Evening Program if she/he has obtained at least a Second Class Diploma in Business Administration, Uganda Diploma in Business Studies, Diploma in Accounting, Diploma in Finance, Diploma in Local Government Finance and Diploma in Economics or Statistics from a recognized institution of higher learning and Accounting Technicians Diploma offered by the Institute of Certified Public Accountants of Uganda.

6.4 BACHELOR OF BUSINESS ADMINISTRATION (ADM)

6.4.1 Diploma Holders:

Must possess at least second class Diploma in relevant areas of business and management from recognized institutions.

6.4.2 Degree Holders:

Must possess at least second class Degree in other fields from a recognised University.

6.5 BACHELOR OF SCIENCE IN QUANTITATIVE ECONOMICS (BQE)

A Credit Diploma from a recognised Institution in relevant fields/subjects (Mathematics, Economics).

6.6 BACHELOR OF SCIENCE IN POPULATION STUDIES (BPS)

6.6.1 Diploma Entry Scheme

An applicant must have obtained a credit class or at least second-class diploma from an Institution recognised by Makerere University.

6.6.2 Degree Holders' scheme

Under this scheme, an applicant should have obtained at least a second class lower to be admitted to the Bachelor of Science in Population studies.

6.7 BACHELOR OF COMMERCE (EXTERNAL) COX – PRIVATE SPONSORSHIP

A candidate shall be admitted to the Bachelor of Commerce degree Day/Evening Program if she/he has obtained at least a Second Class Diploma in Business Administration, Uganda Diploma in Business Studies, Diploma in Accounting, Diploma in Finance, Diploma in Local Government Finance and Diploma in Economics or Statistics from a recognized institution of higher learning and Accounting Technicians Diploma offered by the Institute of Certified Public Accountants of Uganda.

6.8 BACHELOR OF SCIENCE ACTUARIAL SCIENCE (BSAS)

6.8.1 Diploma Holders:

A candidate must have obtained a Diploma with at least a Second Class from a recognized institution of higher learning. The Diploma or Certificate programme must have involved Mathematics as a major subject.

6.8.2 Degree Holders

A candidate must have obtained a numerical degree with at least a Second Class from a recognized institution of higher learning. The degree must have involved Mathematics as a major subject.

7. COLLEGE OF HUMANITIES AND SOCIAL SCIENCES (CHUSS)

7.1 Bachelor of Arts (Arts) (ARS)

Any Credit Diploma from a recognised / chartered Institution.

7.2 Bachelor of Journalism and Communication

7.2.1 Diploma Holders' Entry Scheme

A candidate shall be admitted to the BJC under the Diploma Holders Scheme if he/she holds at least a second-class diploma in the fields of journalism, media, communication or any related field from an institution recognised by Makerere University.

7.2.2 Degree Holders' Scheme

Under this scheme, applicants are required to possess a first degree from a chartered institution.

7.3 Bachelor of Arts in Music (MUS)

7.3.1 Diploma Holders Scheme

The applicant must hold at least a second-class diploma from a recognised institution in any field or discipline. However, the programme offers two strands: 1) Advanced Music strand for students with prior music education at a level of either a Diploma in Performing Arts, majoring in music, or a Diploma in Music or their equivalents from chartered and recognised institutions of higher learning; 2) Community and Popular Music strand for all students who have not had any prior music education up to the levels mentioned above.

7.3.2 Degree Holders

The applicant must hold at least a lower second first degree in any field from a chartered and recognised institution of higher learning, and if he or she holds a pass degree, he/she must have professional experience in any field in music of not less than 2 years.

7.4 BACHELOR OF APPLIED PSYCHOLOGY (APS)

At least a second class diploma from a recognized institution

Degree Holders: The applicant should be a Graduate from a recognised chartered university.

8. COLLEGE OF NATURAL SCIENCES (CONAS)

8.1 BACHELOR OF SCIENCE (SCP, SCB, SEC)

- (a) A Credit Diploma in Education from National Teachers Colleges.
The applicants must have studied any of the following subjects:
Mathematics, Biology, Chemistry, Economics, Physics, Geography or Agriculture.
- (b) At least an Ordinary Credit Diploma from the UTCs and recognised Institutions
The applicants must have studied any of the following subjects:
Mathematics, Physics and Chemistry.
- (c) A Credit Diploma from any of the following Agricultural Colleges:
Arapai, Nyabyeya, Fisheries Training Institute Entebbe,
Bukalasa, Busitema, Veterinary Training Institute- Entebbe.
The candidates should have studied any of the following subjects:
Agriculture, Biology.

- (d) A Credit Diploma from any of the Schools of Health (Medicine) Radiographers, Dispensers, Nurses, Medical Laboratory Technicians or Environmental Health Officers.

8.2 BACHELOR OF SCIENCE IN INDUSTRIAL CHEMISTRY (BIC)

- a) An Ordinary Credit Diploma from UTCs and recognised Technical Colleges with qualifications in Chemistry and Mathematics or related fields.
- b) A Credit Diploma in Education with Chemistry and either Mathematics or Physics.

8.3 BACHELOR OF SCIENCE IN BIOTECHNOLOGY

Relevant Second Class Diploma from recognised Institutions in the following areas:

- i) Biotechnology
- ii) Biology
- iii) Agriculture
- iv) Biomedical Sciences

8.4 BACHELOR OF SCIENCE IN FISHERIES AND AQUACULTURE

At least a Second Class or Credit Diploma in Fisheries Management and Technology, Aquaculture Yacht and Boat Building, Veterinary Sciences or the equivalent from recognised Institutions.

8.5 BACHELOR OF SPORTS SCIENCE (EXERCISE SCIENCE -SPS AND SPORTS MANAGEMENT -SSM)

8.5.1 Diploma Holders

Applicants with a diploma of second-class division or its equivalent classification from institutions recognized by the Makerere University Senate/ National Council for Higher Education may apply. However, applicants to the Exercise Science track should be from the fields of physical education, sport and medical studies and any other relevant as determined by the Board.

8.5.2 Degree Holders

Applicants with a Degree from institutions recognized by the Makerere University Senate /National Council for Higher Education may apply for admission to Bachelors of Sports Science. However, only applicants with a Degree from the Science background may apply to the exercise science and any other relevant as determined by the Board.

8.6 Bachelor of Science in Conservation Biology (BCB)

At least a Second Class or Credit Diploma from recognised Institutions with a bias in Biology, Chemistry, Forestry, Wildlife, Animal Husbandry, and Environmental Management

8.7 Bachelor of Science in Petroleum Geosciences and Production (BPG)

The applicant must have obtained at least a Second Class or Credit Diploma in Science based disciplines with a bias either, in Physics, Chemistry or Mathematics or a Higher Diploma in Engineering and /or Geo-sciences.

8.8 Bachelor of Science (External) (SCX) – Private Sponsorship

8.8.1 Diploma Holders' Scheme

For a candidate to be admitted via the diploma entry scheme, he/she must:

Be selected from the categories specified below and must meet the requirements for each category as indicated:

- (a) National Teachers' Colleges
 - i. Must have at least a second-class diploma.
 - ii. Must have studied any of the following subjects: Mathematics, Biology, Chemistry, Economics, Physics, Geography, or Agriculture.
- (b) Uganda Polytechnic Kyambogo and UTCs
 - i. Must have a Higher National Diploma with Credit.
 - ii. And have qualified in any of the following areas: Mathematics, Physics, Chemistry and Biology.
- (c) Agricultural Colleges (Arapai, Nyapea, Fisheries Training Institute Entebbe, Bukalasa, Busitema, Veterinary Training Institute.)
 - i. Must have at least a second-class diploma.
 - ii. And have training in the following areas: Agriculture, Biology.
- (d) School of Health Sciences

The following: Radiographers, Dispensers, Nurses, Medical Laboratory Technicians or Environmental Health Officers.

- (e) Those with training in the following related areas: Physics, Biology, and Chemistry.

8.8.2 Degree Holders' Scheme

- i. Must be a degree holder from a recognized/accredited/chartered university/institution.
- ii. The degree must have covered the Science that shall enable the applicant to choose any two of the following BSc subjects: Botany, Zoology, Chemistry, Mathematics, Physics, Computer Science, Geology, Biochemistry and Exercise Science.

9. COLLEGE OF EDUCATION AND EXTERNAL STUDIES (DIPLOMA REQUIREMENTS)

9.1 Bachelor of Adult and Community Education up to (30% of the intake). At least a Credit diploma in the following areas:

- i) Diploma in Adult Education
- ii) Diploma in Social Development
- iii) Diploma in Co-operatives
- iv) Diploma in Public Health
- iv) Diploma in Animal Husbandry
- vi) Diploma in Fisheries
- v) Diploma in Commonwealth Youth Programme
- viii) Diploma in Project Planning and Management
- ix) Diploma in Education
- x) Diploma in Guidance and Counselling

NB: Applicants with Credit Diplomas in Adult and Community Education from recognised Institutions will be exempted from the First year of study.

9.2 BACHELOR OF EARLY CHILDHOOD CARE AND EDUCATION (BEY)

Applicants should have obtained at least a Credit (Second-Class) Diploma in EITHER Early Childhood Care and Education (DECE) OR Primary Education (DPTE) from a recognized institution. In addition, applicants under this scheme should have obtained a Certificate in Early Childhood Education (CEC) OR a Grade III Teachers' Certificate, OR a Uganda Advanced Certificate of Education (UACE) with at least one Principal Pass.

10. SCHOOL OF LAW

10.1 Bachelor of Laws

Any Credit Diploma from a recognised Institution of Higher Learning.

All applicants intending to pursue Bachelor of Laws at Makerere University will be required to make two applications as follows:

- a) Application to sit the Bachelor of Laws Pre-Entry Examination
- b) Application for admission into the Bachelor of Laws Degree Programme

All applicants for Bachelor of Laws will be required to sit and pass the Pre-entry examination set by Makerere University.

6. REQUIREMENTS FOR PRE-ENTRY/ SPECIAL EXAMINATION

Guidelines for conducting the Law Pre-Entry Examinations.

Eligibility to sit the Entrance Examination

Applicants must possess the minimum admission requirements of the University and also any one of the following specific requirement:

- (a) 'O' Level Certificate (UCE) or its equivalent with at least 5 Passes and 'A' Level Certificate (UACE) or its equivalent having obtained a minimum of 13 (none weighted) points (for Males) and 12 points (for Females) in any 'A'-Level subject combination for both Humanities and Sciences. Candidates who sat 'A' Level before 2013 should have 15 and 14 points for male and female Applicants respectively;
- (b) A'-Level Female Applicants shall be accorded the 1.5 points (affirmative action) before assessing the Applicants who qualify to sit the pre-entry examination.
- (c) Diploma Holders who possess at least a Second Class or Credit Level Diploma from a recognized Institution.
- (d) All applicants nominated or under consideration on the following special entry schemes:
 - (i) Persons with Disability
 - (ii) Sports Scheme
- (e) Degree Holders who are graduates in any discipline from a chartered University.
- (f) Mature Age Examinations candidates seeking admission into Bachelor of Laws.

An application fee shall be charged for Entrance Examination expenses. The Fee will cover the following:

- i) Handling of Application (short listing and documentation)
- ii) Setting the examination(s)
- iii) Invigilation of the examination(s)
- iv) Marking of Examinations
- v) Stationery
- vi) Administration expenses

Examination Process (setting, marking, issuing results)

- i) The Senate Mature-Age Committee shall be responsible for devising mechanisms to ensure the security and integrity of the examinations;
- ii) Confidential official channels shall be used to identify Entrance examination setters and markers with the help of Deans and Directors of relevant academic Units. The Academic Registrar shall appoint a setter with an assistant for a three-(3) year period;
- iii) Identified examiners shall serve for a period not exceeding three (3) years consecutive; the setting shall cover and required competencies in the following areas:
 - a) Aptitude and analytical skills
 - b) Comprehension skills
 - c) Communication skills
 - d) General knowledge on contemporary issues – development, politics, economics, technology etc.
- i) Examination moderation will be done at academic unit level by similarly designated staff;
- ii) To avoid leakage, examinations with apparent errors shall not be discussed after moderation has been done;
- iii) Moderated examination questions shall be sealed in clearly labeled envelopes and submitted to the Academic Registrar for safe storage in the Question Bank. Each subject section shall have its Question Bank or a section thereof;
- iv) The examination questions shall be submitted along with moderated marking guides enclosed in separate envelopes with appropriate labels for ease of identification during later processes;
- v) Marking of all Entrance examination shall be done in groups and at a centralized venue not easily accessible to the public;
- vi) Entrance examinations shall be set and marked by designated academic staff at the rank of Lecturer or equivalent;

- vii) The Mature Age Committee shall, annually designate persons (a team to be determined by the Committee) to be in charge of assembling, printing and distributing Entrance Examination;
- viii) Results shall be compiled by a team designated by the Mature Age Committee;
- ix) The Mature Age Committee shall approve Persons to perform the role of Invigilators;
- x) Designated members of the Mature Age Committee shall verify the Marked scripts to ensure consistency and integrity of the process;
- xi) The Mature Age Entrance Section Committee shall receive compiled results and consider them for purposes of approval before they are publicly displayed, albeit with names concealed;
- xii) The Head, Quality Assurance Unit shall receive annual reports on the conduct of Entrance examination;
- xiii) The Pre-Entry Committee may call upon members of University staff to support in the invigilation;
- xiv) The Pre-Entry examination shall be treated like any University examination. The general rules and regulations regarding University examinations shall apply to the examination.

How the Entrance Examination shall guide selection of eligible candidates?

The results of the pre-entry examination shall be the sole criteria for admission to Bachelor of Laws with effect from 2012/2013 academic year. The 'A' level results and other relevant qualifications provided for under eligibility (2.0) in above will determine eligibility to sit the pre-entry examination.

Dates for Examination

The examinations will be sat after release of 'A' level results. This will enable the candidates to be considered for the merit intake that takes.

Special University Entry Examination for Diploma Programmes Under the Special University Entry for Diploma Programmes scheme, the following are the major policies;

- a) For a candidate to qualify for entry into the University for the following Diploma programmes, he/she MUST sit and pass the University Special Entry examinations;
 - i) Diploma in Performing Arts
- b) To be eligible to sit the Special University Entry Examinations for the above Diploma programmes (a-g), the candidate MUST possess an Ordinary Level Certificate of Education (UCE) or Equivalent with at least five (5) passes obtained at the same sitting.

MAKERERE UNIVERSITY BUSINESS SCHOOL (MUBS)

Admission requirements to the following degree programmes through Degree/Diploma Holders' Entry Scheme at MUBS for 2025/2026 Academic Year;

NOTE: Candidates who possess a Pass Diploma shall not be admitted to any programme

Programme	Requirements
11.1 Bachelor of Commerce	• A candidate must possess at least a second class /credit diploma in a business related discipline from a recognized institution. in one of the following disciplines; Accounting and Finance, Business Administration, National Diploma in Accountancy, National Diploma in Business Management or any other business diploma and must have passed Mathematics with at least a credit at O'level • Applicants to this programme shall be admitted to the first year of study because the programme is highly specialized.
11.2 Bachelor of Science in Accounting	• A candidate must possess at least a second class /credit diploma from a recognized institution in one of the following disciplines; Accounting and Finance, Diploma in Business Management. National Diploma in Accountancy, National Diploma in Business Administration or any other business diploma and must have passed Mathematics with at least a credit at O'level • Applicants to this programme shall be admitted to the first year of study because the programme is highly specialized.
11.3 Bachelor of Arts in Economics	• A candidate must possess at least a second class /credit diploma from a recognized institution in one of the following disciplines; Accounting and Finance, Business Administration, Procurement and Supply Chain Management • Applicants to this programme shall be admitted to the first year of study because the programme is highly specialized.
11.4 Bachelor of Business Statistics	• A candidate must possess at least a second class /credit diploma from a recognized institution in one of the following disciplines; Accounting and Finance, Business Administration, Diploma in Education, Diploma in Engineering, Diploma in Statistics and any other relevant with Mathematics and or Statistics. • Applicants to this programme shall be admitted to the first year of study because the programme is highly specialized.

11.5 Bachelor of Science in Finance	• A candidate must possess at least a second class /credit diploma in a business Administration, Diploma in Accounting and Finance, Diploma in Cooperatives diploma in Business Administration, National Diploma in Accountancy, National Diploma in Business Management, Diploma in Business Computing or any other business diploma from a recognized institution and must have passed Mathematics with at least a credit at O' level. • Applicants to this programme shall be admitted to the first year of study because the programme is highly specialized.
11.6 Bachelor of Real Estate Business Management	• A candidate must possess at least a second class /credit diploma from a recognized institution in the following disciplines Diploma in Business Administration, Diploma in Accounting and Finance, National Diploma in Business Management, Diploma in Procurement and Logistics related discipline from a recognized institution and must have passed Mathematics with a credit at O'level. • Applicants to this programme shall be admitted to the first year of study because the programme is highly specialized.
11.7 Bachelor of Business Administration	• A candidate must possess at least a second class/credit diploma from a recognized institution. • Candidates who completed their Diploma programmes with at least a first class division from Makerere University Business School within the three years back period i.e. 2022/2023, 2023/2024, 2024/2025, at the time of application, shall be admitted to the second year of study. • Candidates, who completed their Diploma programmes with at least a second class, shall be admitted to the first year of study.
11.8 Bachelor of Leisure, Events and Hotel Management	• A candidate must hold at least credit or second class diploma in leisure, events, hotel catering, entertainment, tourism and other hospitality related disciplines from a recognized institution. • Candidates holding a first class diploma in the above areas from a recognized institution can apply to be admitted to 2nd year.
11.9 Bachelor of Leadership and Governance	• A candidate must possess at least a second class/credit diploma from a recognized institution. • Candidates who completed their Diploma programmes with at least a second class lower division from Makerere University Business School within the three years back period i.e. 2022/2023, 2023/2024, 2024/2025, at the time of application, shall be admitted to the second year of study.

11.10 Bachelor of Transport and Logistics Management	• A candidate must possess at least a second class /credit diploma from a recognized institution. • Applicants to this programme shall be admitted to the first year of study.
11.11 Bachelor of Business Computing	A candidate must possess at least a second class lower/credit diploma from a recognized institution.
11.12 Bachelor of Human Resource Management	• Candidates who completed their Diploma programmes with at least a second class lower division from Makerere University Business School within the three years back period i.e. 2022/2023, 2023/2024, 2024/2025, at the time of application, shall be admitted to the second year of study.
11.13 Bachelor of Office and Information Management	• Candidates who completed their Diploma programmes with at least a second class lower division from Makerere University Business School within the three years back period i.e. 2022/2023, 2023/2024, 2024/2025, at the time of application, shall be admitted to the second year of study.
11.14 Bachelor of Marketing	• A candidate must possess at least a second class/credit diploma from a recognized institution in the following disciplines; Selling & Marketing, Business Administration, Marketing • Candidates who completed their Diploma programmes with at least a second class upper division from Makerere University Business School within the three years back period i.e. 2022/2023, 2023/2024, 2024/2025, at the time of application, shall be admitted to the second year of study. Candidates, who completed their Diploma programmes with at least a second class lower, shall be admitted to the first year of study.
11.15 Bachelor of Entrepreneurship	• A candidate must possess at least a second class /credit diploma from a recognized institution. • Applicants to this programme shall be admitted to the first year of study.
11.16 Bachelor of Procurement & Supply Chain Management	• A candidate must possess at least a second class/credit diploma from a recognized institution in the following disciplines; Procurement & Logistics Management, Business Administration, Accounting & Finance • Candidates who completed their Diploma programme in Procurement & Logistics with at least a second class lower division from Makerere University Business School within the three years back period i.e. 2022/2023, 2023/2024, 2024/2025, at the time of application, shall be admitted to the second year of study.

11.17 Bachelor of Travel and Tourism Management	• A candidate must possess at least a second class/credit diploma from a recognized institution. • Candidates who completed their Diploma programmes with at least a first class division from Makerere University Business School within the three years back period i.e. 2022/2023, 2023/2024, 2024/2025, at the time of application, shall be admitted to the second year of study. • Candidates who possess a Second class Diploma in the relevant field shall be admitted to the First year of study.
11.18 Bachelor of International Business	• A candidate must possess at least a second class/credit diploma from a recognized institution in the following disciplines; Sales & Marketing, Business Administration, Accounting & Finance, Purchasing & Procurement. • Candidates who completed their Diploma programmes with at least a first class or second class division from Makerere University Business School within the three years back period i.e. 2022/2023, 2023/2024, 2024/2025, at the time of application, shall be admitted to the first year of study.

Admission requirements to degree programmes through Professional qualifications at MUBS

Programme	Requirements
Bachelor of Commerce Bachelor of Science in Accounting	Candidates who completed level/part two of these professional qualification:- ACCA, CPA, CIM, CIPS, ICSA, CFA, CIA and CILT shall be admitted to first year of study.
Bachelor of Arts in Economics Bachelor of Real Estate Business Mgt Bachelor of Science in Finance	Candidates who completed level/part two of these professional qualification:- ACCA, CIM, CIPS, ICSA, CPA and passed Mathematics with a credit at O'level or principal pass at A'level shall be admitted to first year of study.
Bachelor of Business Statistics	Candidates who completed level/part two of these professional qualification:- ACCA, CIM, CIPS, ICSA, CPA, CIMA, CFA, CGMA and CISA shall be admitted to first year of study.
Bachelor of Business Administration	Candidates who completed level/part two of these professional qualification:- ACCA, CIM, CIPS, ICSA, CPA and passed Mathematics with a credit at O'level or principal pass at A'level shall be admitted to first year of study.

Bachelor of Leisure, Events and Hotel Management	Candidates who completed level/part two of leisure, events, hotel, Catering, Entertainment, Tourism and other hospitality related professional qualifications shall be admitted to first year of study.
Bachelor of Entrepreneurship	Candidates who completed level/part two of these professional qualification:- ACCA, CIPD, CIPS, CPA, CIM, PMP and CISA shall be admitted to first year of study.
Bachelor of Business Computing	Candidates who completed level/part two of these professional qualification:- OCP and MSCE shall be admitted to first year of study.
Bachelor of Transport and Logistics Management	Candidates who completed level/part two of these professional qualification:- CIPS, CILT, CIM, CPA and ACCA shall be admitted to first year of study.
Bachelor of Procurement and Supply Chain Management	Candidates who completed level/part two of these professional qualification: - CIPS, CILT, CIM and ACCA shall be admitted to first year of study.
Bachelor of Travel and Tourism Management	Candidates who completed level/part two of Travel and Tourism and any relevant professional qualification from a recognized institution such as IATA Diploma shall be admitted to first year of study.
Bachelor of Office and Information Management	Candidates who completed level/part one of any relevant professional qualification shall be admitted to first year of study
Bachelor of Leadership and Governance	Candidates who completed level/part two of any relevant professional qualification shall be admitted to first year of study
Bachelor of Human Resource Management	Candidates who completed level/part two CIPD professional qualification shall be admitted to first year of study
Bachelor of International Business	Candidates who completed level/part two of these professional qualifications:-CITP, Institute of Export and International Trade, Professional Diploma/Certificate in International Business Studies and other professional qualifications in Marketing, Maritime Studies as well as Advertising and Public Relations, shall be admitted to first year of study.
Bachelor of Science in Marketing	Candidates who completed level/part two of these professional qualification:- CIM, CITP, Institute of Export & International Trade and any other professional qualification in Marketing or Business Management, shall be admitted to first year of study.

7. ADMISSION UNDER TRANSFER OF CREDIT

Guidelines for Transfer of Credit Units

Applicants who wish to transfer from other recognized Universities or equivalent Institute of Higher Learning to Makerere University shall have the following requirements;

- (a) MUST satisfy the admission requirements and be within the Cut-off Points or meet the requirements for the Academic Programmes applied for, at the time when they would have joined Makerere University in the first year.
- (b) Must obtain and submit an official academic Transcript (s) and Certificate from the University/institution of Higher learning in which he/she was previously enrolled indicating his/her academic status, the courses offered/ taken, the credit units completed and the grades obtained in each course.
- (c) Must have obtained the equivalent of Cumulative Grade Point Average of at least 3.0.
- (d) Will be permitted to transfer to Makerere University Credits earned but the maximum number of Credits should not exceed 60% of the minimum graduation load of the academic programme applied for.
- (e) If permitted to transfer she/he should not be allowed to transfer the equivalent of credit units in a course in which she/he obtained a Grade point which was lower than 2.0.
- (f) An application must be accompanied by recommendations from the Institution's Authority that she/he is seeking to transfer from.

Transfer of Credit Units Earned through Study Exchange Programme

- (a) There must be a Memorandum of Understanding (MOU) or a cooperative agreement between Makerere University and the other institution where the study exchange programme is conducted.
- (b) The School/ Department Academic Boards of Makerere must approve the credits earned.
- (c) The Departments/School academic boards shall harmonise credits transferred by fitting or equating them to the Makerere University course curricula and credit unit system.
- (d) Without prejudice to the requirement of the above subsection (a), candidates who are duly admitted to a new programme at Makerere University may apply for transfer of credit earned from a similar or related programme offered at Makerere University under these provisions.
- (e) The following guidelines and procedure will apply for credit transfers:

- (i) An applicant seeking transfer of credit should have completed at least a year of two semesters from a chartered and recognized university.
- (ii) An Applicant will be permitted to transfer to Makerere University Credits earned but the maximum of Credits should not exceed 60% of the minimum graduation load of the academic programme applied for.
- (iii) An applicant may seek to transfer credit from courses taken in another institution.
- (iv) Transfer of credits and exemption of courses is permissible only for courses that were sat for in a period that does not exceed Five (5) years prior to the Application.
- (v) Credit transfer for any course shall be equated/harmonised with Makerere University grading system.

Re-admission after being discontinued due to weak academic performance

- a) A student who has been discontinued from studies because of weak academic performance may be permitted to re-apply to another Programme and compete with other Applicants for re-admission into first year.
- b) A student who applies and obtains re-admission after being discontinued due to weak academic performance will not be permitted to transfer Credits earned from previous Academic Programmes.
- c) A student who was discontinued or dismissed from his/her studies because of examination irregularities shall not be considered for re-admission.

INTERNATIONAL STUDENTS



Eligibility

Makerere University welcomes international students who satisfy the minimum entry requirements indicated below:

A- Level

Applicants should note that to be eligible for admission, the last examination must have been sat during the year in which admission is being sought or not more than two years previously.

At its discretion and on the advice of the School College concerned, the University may consider for admission to a Degree Programme a candidate with only 'O' level qualifications provided that he/she has been registered at another University (Prior to applying), for a Degree Programme and has successfully completed at least one year of University education. He/she must however, submit the University transcript(s).

The requirements described above are only minimum academic requirements for admission into the University. There is no guarantee that fulfillment of them will automatically make one entitled to admission into the University. The possession of the minimum entry qualifications only makes one eligible for consideration for admission.

Application Procedure

The University Academic Year normally starts in August. Applications should be sent to Academic Registrar (Admissions), P.O. Box 7062, Kampala, Uganda. Applicants should visit Makerere University Website www.mak.ac.ug and later, the application portal; www.apply.mak.ac.ug to know the admission requirements and make the application respectively.

The completed application, together with other relevant academic documents and the necessary application fee should be received by the Admissions Office effective 31st March to 31st May of the Year in which admission is sought.

N.B: Applications cannot be processed until the University has received the application fee and undertaking by the sponsor to finance the student's studies at this University.

English Proficiency

Candidates from countries where the language of instruction is not English are required to supply evidence of Proficiency in English. Foreign Applicants currently residing in Uganda may however, sit an English proficiency test conducted by Makerere University.

Makerere University welcomes International Students who satisfy the minimum

entry requirements (see weighting system for Advanced Level/Equivalent, Diploma holders, Degree Holders' applicants respectively at www.mak.ac.ug).

Guidelines Applicable to International Students

- (i) Applicants with academic documents prescribed in other languages other than English should submit the said documents for translation to the School of Languages at chuss.clcs@mak.ac.ug, Makerere University. The translation shall be from such language into English at the Applicant's cost.
- ii) Applicants who obtained qualifications elsewhere outside Uganda should take their secondary school academic documents or their equivalent to Uganda National Examinations Board (UNEB) for purposes of being equated to Ugandan grades.
- iii) Completed forms should be returned to Undergraduate Admissions office, and the following documents MUST be attached to the application form:
 - a) Original Pay in slip from the Bank
 - b) One Passport size photograph of the applicants' current likeness
 - c) Photocopies of Secondary School Certificates (i.e. Ordinary Level and Advanced Level) or its equivalent.
- vii) Diploma/Degree holder's applicants MUST attach certified photocopies of their academic transcripts issued by the awarding institutions.
- viii) Applicants from countries where the language of instruction is not English are required to bring evidence of proficiency of English. However, Makerere University (School of Languages) conducts proficiency tests on request.
- ix) Applicants wishing to be admitted to the Bachelor of Laws programme offered by Makerere University are required to take a pre-entry examination.
- x) International students MUST present a health insurance certificates from a reputable insurance firm at the time of admission. So, the insurance firm should cater for any eventuality not Makerere University.

THE SHORT-TERM STUDENTSHIP SCHEME

The Short-Term Studentship Scheme caters for students who come to Makerere from other recognized universities.

1. OBJECTIVES

- a) To improve of knowledge base of the students
- b) To enable a student to acquire more knowledge through experiential learning in a different environment

2. GENERAL REQUIREMENTS

- a) Studying under scheme does not lead to any award
- b) Candidates who apply for admission under the scheme should not already be Makerere University Students
- c) Registered Short-Term students shall not transfer to degree programmes or change status of registration on the basis of their performance while on the scheme.
- d) The Short-term students' scheme applies to both the Undergraduate and Postgraduate students.

3. ADMISSION REQUIREMENTS

Applicants under the scheme MUST:

- a) Be students of other recognised Universities or
- b) Possess the Makerere University admission requirements.

4. APPLICATION FOR, AND DURATION OF, REGISTRATION

- a) Short-Term student is one whose duration of studentship at the University is at least one semester and who is not at the time of application and studies registered for the certificate, diploma or degree programme of Makerere University.
- b) Students of other institutions should apply through the Heads of such institutions.
- c) Applications must be submitted to the University not later than 31st

May of the year in which admission is sought.

- d) Registration for short-term studentship shall be at the beginning of each semester like regular students on Makerere University Programme, unless otherwise specified.
- e) Short-term students are required to register as students of the University for one full academic year to any year of study as long as they meet the prerequisites. As registered students, all regulations governing full time students will apply to them unless otherwise stated. The tuition fees, charged per semester shall be paid before each student is registered.
- f) Short-term studentship may be terminated on the following grounds; serious breach of university regulations, abscondment and/or irregular attendance of classes.

5. EXAMINATIONS AND AWARDS

- a) Such registration shall not lead to any award of the University, unless otherwise decided by Senate.
- b) At the end of the academic year/semester, short-term students have to sit University examinations under the same regulations as the full time University students.
- c) Short-Term student may audit any course at the University by permission and provided they have registered in at least one course. All audited courses must be paid for at the prevailing University rates

THE OCCASIONAL STUDENTSHIP SCHEME

1. OBJECTIVE

- a) Improvement of knowledge base of students
- b) To enable a student to acquire more knowledge through experiential learning in a different environment

2. GENERAL REQUIREMENTS

- a) Studying under the scheme does not lead to any award
- b) Candidates who apply for admission under the scheme should not already be Makerere University students.
- c) Registered Occasional students shall not transfer to degree programmes or change status of registration on the basis of their performance while on the scheme
- d) The Occasional Studentship Scheme applies to both the Undergraduate and Postgraduate Programmes.

3. ADMISSION REQUIREMENTS

Applicants under the scheme MUST be:

- a) Students of other recognised Universities and
- b) Possess the Makerere University minimum admission requirement

4. APPLICATION FOR, AND DURATION OF, REGISTRATION

- a) Students of other institutions should apply through the Heads of their institutions.
- b) Candidates may apply for registration at any time and could be admitted at the beginning of any semester of the academic year.
- c) All applications must be addressed to the Registrar who shall, in consultation with relevant bodies within the University, register such students.
- d) Occasional student must register for at least one course in a semester

and for not more than one academic year.

- e) All applicants must complete an application form. They should specify the courses they wish to attend with the respective Deans/Directors of Faculties/Institutes/School. The completed application form should finally be submitted to the Academic Registrar who shall, in consultation with relevant bodies within the University, register such student.

5. EXAMINATIONS AND AWARDS

- a) Occasional students shall not sit for University Examination.
- b) The University shall not enter into negotiations, on behalf of an occasional student, for purposes of getting agreements with another University on the crediting of the student's work covered during his registration although the University shall provide a statement of attendance/results on request.

6. UNIVERSITY RULES, FEES, AND RESIDENCE

- a) Occasional students as well as regular students are expected to adhere to the University, and Faculty Rules and Regulations, with which they should make themselves familiar, at once, on arrival.
- b) The tuition fees, charged per semester should be paid before the student is registered.
- c) No occasional student shall be entitled to residential accommodation provided by the University and shall also not be involved in making alternative arrangements for the student. Also be expected to have access to a laptop and e-book reader for the duration of the programme.

MAKERERE UNIVERSITY FEES POLICY

A. POLICY STATEMENT

Makerere University is committed to providing the best service to her students to ensure that they get the best higher education experience from the University. In order to achieve this, the University raises financial resources from different sources, including tuition and functional fees, charges for use of University facilities, endowments and donations. Tuition and functional fees payable by students form an important component of the University's financial resources.

B. LEGAL FRAMEWORK

Fees payable by students shall be fixed by the University Council in accordance with article 41(c) of the Universities and Other Institutions Act (UOTIA) of 2001 as amended and may be reviewed from time to time.

C. OBJECTIVES OF THE FEES POLICY

The objective of this policy is to:

- 1) Ensure the setting fees is compliant with government regulations while supporting strategic and financial imperatives
- 2) Ensure that additional charges levied are compliant with the legal requirements while ensuring coverage of legitimate costs
- 3) Provide clarity regarding the requirements for administration, invoicing, collection and refund of fees

D. SCOPE

This policy applies to all categories of fees chargeable for services to students of Makerere University for programmes of study.

E. GUIDING PRINCIPLES

1. The University will set tuition fees according to economic and strategic considerations.
2. The University will levy fees and charges on students in accordance with legal requirements and University regulations.
3. Fees for tuition are set and charged at different rates for different cohorts based citizenship status, level of study and other criteria in accordance with the UOTIA 2001 as ammended.
4. The University will publish comprehensive and accessible information on fees and charges for students and will ensure that the administration of

these fees and charges is consistent with the published information and in accordance with the legal requirements and University regulations, policies and procedures.

5. The University will refund tuition fees or remit HELB debt in accordance with legal requirements and University regulations.
6. The University recognises that students may face financial hardship during the course of their studies and provides fees payment options to enable eligible students to continue their studies.

F. CATEGORIES OF FEES

University fees are categorized as tuition, functional and other fees as detailed below:

- i) Tuition Fees (payable each ordinary and recess semester)
- ii) Undergraduate Students Functional Fees (payable in the first semester of each Academic year)
 - a) Registration
 - b) Examination
 - c) Book Bank
 - d) Library
 - e) Information and Communication Technology
 - f) Guild
 - g) Sports
 - h) Identity Card
 - i) Medical Capitation
 - j) Field attachment supervision
 - k) Development
 - l) Caution
 - m) Endowment
 - n) Research Fee
- iii. Other Undergraduate Fees (payable as and when required)
 - a) Application
 - b) Graduation
 - c) Transcript
 - d) Certificate

- d) Convocation
- e) Certification
- f) Academic Gowns
- g) Recess Term fee
- h) Late Registration
- i) Re-mark Fee
- j) Re-take Fee
- k) Late Fees Payment Fee
- l) Verification Fee
- m) Affiliated Institutions Fee
- n) Any other fees as may be fixed by Council from time to time

G. FEES REGULATIONS

1. GENERAL PROVISIONS

- i) Payment of University fees is the responsibility of students. An account shall be opened for each student in the computerized information system of the University. Students who default on the payment of fees are subject to sanctions, including de-registration, payment of a fine and legal action.
- ii) Fees are due on the first day of each semester.
- iii) All students admitted for programmes at the University are personally responsible for the payment of fees. This includes arrangements where students obtain sponsorship for fees and the sponsor defaults.
- iv) The specific fee applicable is confirmed at the point of admission.
- v) When there is a review between admission and registration, the applicable fee will be that given to the students at the time of registration.
- vi) Students repeating a course unit or programme of study will be charged the appropriate fee for the unit or programme for continuing students and those who will have overstayed on the programme.
- vii) Students repeating course units or programmes where the fee structure has been revised upwards will be charged the revised rates.
- viii) Every student admitted to a programme of study of Makerere University shall be required to sign and undertake regarding fees payment.

2. SPECIFIC REQUIREMENTS

A) NEW STUDENTS

- i) Every student admitted to a programme of study of Makerere University will be issued a provisional admission letter with an invoice for payment of the requisite fees.
- ii) All functional fees and 60% of tuition fees for new joining students must be paid before the admission letter is issued.

B) CONTINUING STUDENTS

Every continuing student is expected to pay fees due on the first day of a semester. However, in the event a student is unable to pay full fees on the first day of the semester the following conditions shall apply:

- i) Every continuing student shall pay a deposit as commitment fee as may be fixed by the University Council, provided (at the time of approval of this policy the commitment fee shall be UGX 200,000/= (Uganda Shillings Two Hundred Thousand only) within the first three weeks of a semester.
- ii) The commitment fee shall form part of fees due for the semester.
- iii) The deadline for payment of minimum deposit is the sixth week of the semester
- iv) A surcharge on late payment of minimum deposit as may be fixed by council from time to time payable by the sixth week of the semester.
- v) Every continuing student will be required to register within three weeks of the semester upon which the student shall be billed for that semester
- vi) Students who have not registered by the third week must register by the 10th week beyond which a surcharge of 50000/= shall be levied up to the 12th week
- vii) Deadline for registration is the 12th week of a semester upon payment of late registration fee as may be determined by the University council from time to time.
- viii) Students who does not register by the twelfth will be deregistered automatically and shall henceforth cease to be a student of Makerere University
- ix) A student who registers but fails to pay 100% fees within the twelfth week of a semester may be permitted to complete payment of fees by the 15th week of a semester with a surcharge of 5% of outstanding balance.
- x) A student who fails to pay 100% fees on the first day of a semester shall pay 100% fees within the first 12th week of a semester
- xi) A student who may register but fails to pay 100% fees by the 15th week of a semester will be deregistered automatically.

3. SPECIAL PAYMENT PLANS

- a) Monthly Fees Payment Plan Students who have difficulty paying their tuition fees due to financial hardship may apply to pay their tuition fee under a monthly payment plan. Students must apply in writing to the Vice Chancellor, and provide documentation as evidence of their financial hardship. The following conditions will apply: -
 - a) Applications are reviewed on an individual basis and arranged on a per-semester basis only.
 - b) Payment plans cannot be applied retrospectively and are not available to new students. Please note: an administrative fee as may be fixed by Council will be charged for the establishment of a fees payment plan.
 - c) Students who wish to apply for a payment plan arrangement must submit a written request/ application no later than the fee payment due date for the semester in which they are requesting a payment plan.
 - d) Students permitted to pay by plan will be required to pay a deposit on the fees as may be determined by council before the payment plan will be approved and the deposit will be included on student's schedule of payments.
 - e) The remaining balance will be paid under a monthly payment plan.
 - f) All fees must be finalised in accordance with the agreed terms and conditions of the individual payment plan and in any case not later than the 12th week of the semester.
 - g) Payment plans will be limited to the semester in which the request is made and no further extensions will be granted.
 - h) There is no interest charge or finance charge (zero percent annual percentage rate) imposed for use of the Monthly Payment Plan.
 - i) Continued participation in the Monthly Payment Plan is contingent upon a satisfactory payment history.
 - j) Makerere University reserves the right to deny continued participation to anyone who has previously not complied with the terms of the monthly payment plan billing schedule.

C) PREPAID TUITION PLAN

The University's Prepaid Tuition Plan allows new students to prepay all the semesters in their study plan thereby locking in the rate of tuition in effect at the time of the plan's initiation. Payment must be received before the first semester of the student's study programme. For a copy of the Prepaid Tuition Plan agreement that governs this plan, please contact the Bursar's Office.

D) FINANCIAL SUPPORT AND ADVICE

Students who are experiencing unforeseen financial difficulties in paying their tuition fees should seek help at the earliest opportunity. The University will assist by providing information about possible scholarships where possible. It must be noted, however, that payment of fees remains the responsibility of the student.

4. SPECIAL PROVISION

- i) **Students Who Have Overstayed on a Programme** Continuing students who have overstayed on a programme and are repeating a course unit or programme of study shall be charged the appropriate fee for the unit or programme of study
- ii) **Students at Affiliated Institutions** Fees for students studying for Makerere University awards at affiliated institutions will be determined by the affiliated institution, provided that functional fees payable directly to Makerere University will be the same fees payable by Makerere University students.
- iii) **Students who have approved sponsors** shall be liable for any unpaid University fees costs if the sponsor defaults on payment in any given semester.
- iv) **Accommodation Fees** Residence fees must be paid before allocation of a room.
- v) **Other fees:**
 - a) On completion of their programmes of study, students shall pay stipulated fees, e.g. certificate, convocation, graduation and academic transcript fees.
 - b) Students shall be required to pay for certification of their documents at rates determined by the University Council.
- vi) **Fees upon Withdrawal and Discontinuation from Studies**
 - a) Students who withdraw from a programme of study are still liable for the fees which they owe to the University.
 - b) A student who is dismissed for academic or disciplinary reasons, prior to the end of semester, shall forfeit all tuition and other fees paid for that semester.
- vii) **Defaulting Students:**
 - a) Students who default payment of fees, or who are in debt to the University for any reason, shall not be allowed to write their examinations or proceed further with their studies or receive a University Transcript, degree or any award.

- b) A student who fails to pay fees within the stipulated period may apply for withdraw from the programme and on resumption shall be required to pay all the requisite fees.
- c) If, with notice, a student's enrolment is cancelled for abscondment from the programme of study and that student is subsequently permitted to have his/her enrolment reinstated, a Re-instatement fee will be levied in addition to the requisite functional and tuition fees not paid by the student at the time of abscondment.
- d) Non-payment of fees within the prescribed period shall lead to cancellation of registration.
- e) A student whose enrolment is cancelled will retain her/his fee liability, and re-admission in a subsequent year or semester will only be permitted when the debt is paid in.
- f) A student who is in debt to the University will not be permitted to graduate shall not be issued with Academic Transcript or partial Transcript.
- g) The University reserves the right to take legal action, where appropriate, to effect recovery of monies from students who leave the University with outstanding debts.
- h) Transfer of fees from one student's account to another student's account is not permissible.

5. PROCEDURE FOR PAYING FEES

The following is the procedure for paying University fees:

- i) Students are invoiced for the fees before the start of the semester.
- ii) Payments are made to an approved Makerere University Bank collection account.
- iii) Upon confirmation of payment, receipts are issued by the Finance Department to students' after which the student may register on the computerized system of the University.
- iv) Upon registration an account is opened and maintained in the computerized system of the University for each student.

6. METHODS OF PAYMENT

Methods of payment of University fees include the following:

- i) Cash deposit in a University bank account
- ii) Bank drafts
- iii) Direct Transfer

- iv) Other electronic transfer methods as may be approved by University Management

7. FEES SUBSIDY SCHEMES

- a) Biological children of members of staff who are less than 21 years on entry into the University may be permitted to pay ½ tuition fees and full functional fees in accordance with the existing policy on fees subsidy for biological children of members of staff.
- b) Members of staff who are on the Staff Development programme on programmes offered at Makerere University will have a waiver of the tuition and functional fees.

8. REFUND OF FEES

8.1. Refund of tuition and functional fees

Students who choose to withdraw from a programme may be refunded some tuition fees as detailed below.

- i) A student who has been permitted to withdraw from studies shall be refunded the Tuition Fees already paid pro-rata to the equivalent fees due for the time spent on the programme of studies. student who has been permitted to withdraw from studies shall be refunded the Tuition Fees already paid according to the following schedules:

The time at which a student has withdrawn in a semester Percentage of the tuition fees already paid to be refunded to thee student

- | | | |
|----|---|------|
| a) | By the End of the First Week of a Semester | 100% |
| b) | By the End of the Second Week | 80% |
| c) | By the End of the Third Week of a Semester. | 60% |
| d) | By the End of the Fourth Week of the Semester | 40% |
| e) | By the End of the Fifth Week of a Semester | 20% |
| f) | After the Fifth Week | 0% |
- ii) No tuition fees will be refunded to a student who withdraws from a programme of study after the sixth week of the semester or without permission.
 - iii) In case an Academic Programme to which a student has been admitted is not conducted in a particular academic year, the University will refund the full tuition fees paid by the student.

- iv) All Functional fees (e.g. Fees for Application, Faculty Requirements, field attachment, Registration, Examinations, Identity Cards, administrative fee and the Guild charges) are non-refundable
- v) Residence fees are non-refundable

8.2. Payment in excess of statutory fees

Students, who pay more than the University's tuition and other fees requirement, shall be refunded the sum paid beyond the University statutory fee requirements to

- i) The student or sponsor upon completion of programme of study
- ii) Or rolled forward depending on the circumstances.

Any credit resulting from an overpayment or an adjustment/amendment to a student's fee liability will be credited towards her/his fee liability for the following semester.

8.3. Application for Refund

In every case a refund will be made on production of University receipt. Students' written application seeking for the refund shall be verified by the Academic Registrar and Bursar before a refund is paid. Application for refund will only be approved where the university is satisfied that

- a) Circumstances where beyond the students control (and those circumstances where unusual, uncommon or abnormal) and
- b) The Circumstances did not make their full impact on the student until after the census for the course(s) they wish to withdraw from and
- c) The Circumstances make it impracticable to complete requirements for the course.

8.4. Forgeries

- a) Students who are registered on the basis of forged academic documents will not get fees refund.
- b) Students who present forged fees payment documents will be dismissed from the University and prosecuted.

9. RESPONSIBILITY FOR IMPLEMENTATION OF THE FEES POLICY

- a) The overall responsibility for implementation of this policy is the Vice Chancellor, assisted by the Deputy Vice Chancellor (Academic Affairs) and the Deputy Vice Chancellor (Finance and Administration).
- b) The operational responsibility for implementation of this policy lies with the University Secretary, the Academic Registrar, the Bursar, the

College Principals, Directors of External Campuses, Deans and Heads of Department.

- c) Every member of staff has the general responsibility of ensuring that this policy is implemented effectively.

10. CHANGE OF FEES RATES

- i) Any change of rates of University fees normally affects the intake of that year but not Continuing students who will continue paying the rates in which they were admitted, until that cohort complete studies;
- ii) However, students who overstay in the Academic Programme due to withdrawal or those who are required to retake courses will be charged the old rates for a period of two years from the date their cohorts completed studies. Thereafter, any student who overstays for more than two years, will be charged the new rates which are operational from the intake of the year they are resuming studies.

11. POLICY ON PAYMENT OF CHARGES FOR RETAKING COURSES

- a) That all continuing students (government and privately sponsored) who have courses to retake and these Courses fall beyond the set Normal Semester Load but below the Maximum Load for their Academic Programmes will be required to pay re-examination fees of shs. 20,000/- per Course retaken.
- b) That all the students who should have graduated but failed to complete their studies within the period specified for their Academic Programmes should pay tuition fees for any Course/ Courses to be retaken. The calculation of tuition fees for retaking Course/Courses shall be based on the existing approved formula. Besides, such students shall also pay re-examination fee of shs. 20,000/= per Course retaken, Library fee of shs. 20,000/= as well as the Registration fees.
- c) It has to be emphasized that this Policy only applies to those who should have already left the University but did not, because they have one or so courses to retake before they can be allowed to graduate.
- d) A student who have passed the Assessment in a course but seeks to retake courses in order to improve his/her Pass Grade(s) if the Pass Grades got at the first Assessment in a Course were low, should pay tuition fees for any course/courses to be retaken. Please, note that by Policy, no student shall be allowed to retake any course, once his/her Board has approved the Class of Degree to be awarded to him/her.
- e) In case a student has paid fees beyond the stated requirements indicated above, the Retake fees will either be transferred to the next semester or refunded.

CHARGING GOVERNMENT SPONSORED STUDENTS WHO RETAKE OR AUDIT COURSE

Effective 2005/2006 academic year, the Policy of charging students who have courses to Retake or Audit beyond the Normal Semester load was implemented. The implementation of this policy is guided by the following policy pronouncements: -

The University Council decision at its 100th Meeting held on 15th December, 2004 did approve a formula to charge students who retake or audit courses. Uganda Government decision which was contained in the circular NO. HED/174/01 by the Permanent Secretary Ministry of Education and Sports to the effect that with effect from 2005/2006 financial year, Government had ceased to provide funding the cost of retaking courses. That Government sponsored students who fail courses should now be required to meet the cost of retaking courses.

1. RATES OF FIELD ATTACHMENT FEES

The University Council decided that beginning 2011/2012 Intake, students will only be required to pay Administrative and Supervision costs only. The component for student's welfare requirements and Report Writing should not be paid to the University. The Parents/Sponsors of students will remit the funds for students' welfare to students directly at the time when the Field Attachment takes place.

Based on the above University Council decision, the charges for the Field Attachment will now be as follows:

- (i) Rates of Field Attachment Fees
 - (a) Programmes that go once, students will be required to pay shs. 100,000/= (one hundred thousand shillings only) per semester in the First Year only;
 - (b) Programmes that go twice for Field Attachment, students will be required to pay shs. 100,000/= per semester in the first and second year of study;
 - (c) Programmes that go three times for Field Attachment, students will be required to pay shs. 100,000/= per semester in the first, second and third year;
 - (d) Programmes that go four times for Field Attachment, students will be required to pay shs. 100,000/= per semester in the first, second, third and fourth year.
- (ii) The Continuing Students whose programmes have more than two schedules of Field Attachment will also pay shs. 200,000/= per year to cover Administration cost in the third, fourth or fifth year, as the case may apply.

- (iii) The parents and sponsors of students should ensure that students are availed with funds for welfare and other requirements. The recommended amount is shs. 400,000/= per Field Attachment.

2. OTHER FEES (PAYABLE TO THE UNIVERSITY)

APPLICATION FEE (PAYABLE AT THE TIME OF APPLICATION)	50,000	172,500
LATE REGISTRATION (SURCHARGE) FEE Late fees payment fee 5% of the remaining balance	50,000	101,000
ACCOMMODATION FEE PER SEMESTER Recess term fee (computed pro-rate to full ordinary semester)	300,000	600,000
ACCOMMODATION FEE FOR RECESS TERM	180,000	360,000
RE-MARK FEE PER PAPER	100,000	100,000
CERTIFICATION FEE	3,000	20,200
RE-EXAMINATION FEE FOR CONTINUING STUDENTS	20,000	40,400
AFFILIATED INSTITUTIONS FEE PER STUDENT PER YEAR	20,000	20,000
GRADUATION FEE	30,000	101,000
CONVOCATION FEE	10,000	20,200
VERIFICATION FEE	50,000	50,000
CERTIFICATE FEE	20,000	101,000
TRANSCRIPT FEE	20,000	101,000

3. OTHER FEES (PAYABLE TO NATIONAL COUNCIL FOR HIGHER EDUCATION)

CONTRIBUTION TO NCHE FEES (PER YEAR)	20,000	20,000
UGANDA NATIONAL STUDENTS ASSOCIATION (PER YEAR)	2,000	2,000

4. ALLOWANCES (PAYABLE AS SPONSORS MAY DEEM NECESSARY)

PERSONAL ALLOWANCE PAYABLE TO THE STUDENT	1,212,000	1,212,000
MEDICAL ALLOWANCE (PAYABLE TO THE STUDENT)	606,000	606,000
BOOKS/STATIONERY ALLOWANCE (PAYABLE TO THE STUDENT)	1,010,000	1,010,000

GENERAL ADMISSION REQUIREMENTS TO GRADUATE PROGRAMMES

RECOGNITION OF AN INSTITUTION OF HIGHER LEARNING AS A UNIVERSITY (OR ITS EQUIVALENT)

1. A LOCAL UNIVERSITY (OR ITS EQUIVALENT)

A local University (or its Equivalent) which has been accredited and granted a Charter or which operates under an Act of Parliament or by Statute shall be recognized by Makerere University.

2. A FOREIGN UNIVERSITY (OR EQUIVALENT) SHALL BE RECOGNIZED BY MAKERERE UNIVERSITY IF:

Information obtained from the National Authority on Higher Education or from the Embassy of the country in which the Institution is located attests the fact that it merits recognition. Such information, however, has to be corroborated by the National Council for Higher Education.

(a) Graduate Diploma Programmes

A candidate must have a Bachelor's degree or its equivalent from a chartered and recognised University in a subject or subjects relevant to the programme applied for. Each programme has its Admission requirements and they are stipulated under each of the programmes below:

(b) Master's Degree Programme

- (i) To be eligible for Admission to a Master's degree programme, a candidate must be a holder of at least a Second Class degree or its equivalent awarded by Makerere University or any other recognized institution.
- (ii) An applicant who is a holder of a third class degree or its equivalent may be admitted only after such Applicant has provided evidence of academic maturity in the desired field of study as shall be judged by the Board of Research and Graduate Training
- (iii) Other specific requirements vary from programme to programme.

(c) Doctor of Philosophy Programmes (PhD)

1. Applicants for PhD degree programmes at Makerere University are granted provisional registration of up to one academic year on the basis of acceptance academic qualification they would present. A graduate of Makerere University or any other recognized University desiring to present himself/herself as a candidate for the degree of Doctor of Philosophy in any Faculty/School/

- Institute, should hold such degree and be of such standing as may be prescribed in the regulations of the Faculty/School/ Institute concerned.
2. During the course of the academic year, a PhD student should develop concise normal research proposals with the help of some of senior members of the academic staff in the relevant fields of study.
 3. The respective Boards of Faculties/Institutes /Schools should identify Supervisors of such students. The Senate shall, on the recommendation of the Academic Board, appoint one or more supervisors to advise a candidate whose subject of special study or research has been approved, and the candidate shall be required to work in close association with the supervisor or supervisors.
 4. When a Research proposal of a PhD students is found satisfactory by the Departmental and Faculty/Institute/School of Graduate Studies and Higher Degree Committee the proposal should be presented to the Board of Graduate Studies and research for further consideration
 5. The students whose research proposals is approved by the Board of Graduate Studies and Research should then be granted full registration as Doctor of Philosophy (PhD) degree students at Makerere University.

(d) For Medical Doctorate (M.D.) degree

A Master's degree in Medicine from a recognised University.

(e) PhD degree by Research only:

Applicants should have a Master's degree in a field relevant to their area of further studies. A research outline (synopsis) of 3-5 pages' length should accompany the application. The synopsis (concept paper) contains the title of the dissertation, a brief background to the research, a succinct statement of the problem, the objectives of the research, the theoretical/ conceptual framework of the research, a brief review of relevant literature, a brief description of methodology and a list of references. Within two weeks of submitting the synopsis/concept paper, the student shall obtain feedback on it. This will be useful as a guide for PROVISIONAL ADMISSION for one year during which time the applicant will develop a comprehensive research proposal necessary for a full admission as soon as the proposal is approved.

(f) For Doctor of Laws (LLD.) Degree

A Master degree in Law from a recognised University.

(g) For Doctor of Letters (D. Litt.) & Doctor of Science (D.Sc.) (Higher Doctorates)

Degrees are awarded upon successful submission of original published and unpublished works on the area/topic of specialization. These are higher doctorates normally applied for by holders of Ph.D. degrees.

Occasional Postgraduate students

- i) Under occasional studentship, the University accepts non-degree students on an agreed fees structure. Application should be channelled through the Heads of such institutions.
- ii) Candidates may apply for registration at any time and could be admitted at the beginning of any semester of the academic year.
- iii) Occasional students may register for at least a semester and for not more than one academic year.
- iv) No such registration shall overlap two academic years.
- v) All applications must be addressed to the Director, Directorate of Research and Graduate Training who shall, in consultation with relevant bodies within the University, register such students.

MINIMUM DURATION OF PROGRAMMES

Diplomas - 1 academic year

Masters degrees (full-time)- 2 calendar years

Masters degrees (part-time)- 3 calendar years

Master of Medicine degree(full-time)- 3 calendar years

LLD, MD, Ph.D degree (full-time)-3 calendar years

LLD, MD, Ph.D degree (part-time)- 5 calendar years

With special permission, these periods may be extended as the Board of Research and Graduate Training may consider reasonable.

Under no circumstances will a candidate be allowed to submit a thesis for examination unless he/she has been under regular and approved supervision for at least one year for a Master's degree and two years for a Doctoral degree.

GUIDELINES FOR GRADUATE PROGRAMME PLANS

1. TYPES OF PLANS

- i) That the Graduate Programmes at Makerere University should be based on the following Plans:

Plan A: Coursework and Dissertation

Plan B: Extended Coursework and Project Report

Plan C: Coursework and Comprehensive Examination

Plan D: Thesis only

- ii) That for any Graduate student to graduate in a Programme, the following requirements must be fulfilled:
 - a) A student's progression under Plan A is dependent on whether he/she has a Research Proposal by second week of the 3rd Semester. 115
 - b) A student's progression under Plan B is dependent on whether he/she has Research Proposal by second week of the 4th Semester.
 - c) That the Pass Mark for all Graduate Courses shall be 60%.
 - d) Credited Seminar Series conducted by students shall be mandatory.
 - e) All Coursework for Graduate Programmes shall be examined externally.
 - f) The Title of the Thesis/Dissertation/Project Report shall appear on the Academic Transcript with respective grades indicated.
 - g) The Dissertation is in Partial Fulfillment of the Degree (for programmes with Course work and dissertation). Meanwhile a Thesis is in Fulfillment of the Degree (For programmes of done by research alone).

2. SPECIFIC GUIDELINES FOR PLANS

- i) **PLAN A: Course Work and Dissertation**

- a) A student on this Plan must complete an approved program of Coursework consisting of a minimum of 18 Credit Units during the year.
- b) A student must submit a Dissertation.
- c) A Thesis shall carry credit range of 8-10 Credit Units (Units should determine and allocate Credit Units to Dissertation)
- d) External examination of Dissertation shall be mandatory.
- e) Seminar Series will be mandatory for all registered students.

- f) Departments will select topics for students and that a student shall be required to make presentations during the Seminars Series.
- g) The minimum Graduation load shall be decided upon by the Academic Unit where the Programme is based.

ii) PLAN B: Course Work and Project/Field Report

- a) A student on Plan B must complete an approved programme of Coursework that shall constitute 75% of the entire work load for the Degree.
- b) A student must submit a Report on a supervised Short Project/Field Attachment/ Industrial Training carried out.
- c) The Project/Field Report should involve a combined total of 300 hours (equivalent to 8 weeks of full time work) and shall carry 5 Credit Units (CU). The Project Report title should equally appear on the Transcript.
- d) Seminar Series will be mandatory for all registered students and shall be conducted every Semester of the second year. The Seminar Series shall have 2 Credit Units per Semester.
- e) External examinations of Projects/Reports shall be a mandatory.

iii) PLAN C: Coursework Only and Comprehensive Examination

- a) In this Plan, the students' Coursework Load shall be 85% plus Examinations and 15% Seminar Series.
- b) Courses offered additionally by such candidates must be Advanced Courses.
- c) Students shall be comprehensively examined and in order to be in normal progress, a student on this Plan must have a CGPA of not less than 3.0.
- d) A candidate who has a CGPA of less than 3.0 shall be placed on probation.
- e) Seminar Series will be mandatory for all registered students of the second year. It will be credited at 2 Credit Units per Semester.

iv) PLAN D: Thesis only (Applicable to both Masters by research and Research Doctorates).

A student must demonstrate serious academic research capacity by presenting acceptable research concept. At the point of application/first registration, a student is expected to have identified a research area. This may be done in consultation with the Department and will be influenced by availability of expertise and resources in particular areas. Based on this, the student should develop and submit a synopsis (concept paper) of 3-5 pages to the Head of department. The synopsis (concept paper) contains the title of the dissertation,

a brief background to the research, a succinct statement of the problem, the objectives of the research, the theoretical/conceptual framework of the research, a brief review of relevant literature, a brief description of methodology and a list of references. Within two weeks of submitting the synopsis/concept paper, the student shall obtain feedback on it. Upon approval of the synopsis/concept by the School Higher Degrees and Research Committee, a supervisor or two shall be allocated to the student.

REVISED REGULATIONS AND GUIDELINES FOR OPERATIONS OF THE SEMESTER/CREDIT UNIT SYSTEM FOR UNDERGRADUATE PROGRAMMES

1. ADVANTAGES AND FEATURES OF A SEMESTER/CREDIT UNIT SYSTEM

- i) Allows for a wide choice of Courses to be offered and broadening areas/ fields of studies.
- ii) Enables admission to be carried out in any Semester.
- iii) Allows a student to exit and re-enter the University, as the need arises.
- iv) Facilitates a student to progress at his/her own pace.
- v) Makes education affordable.
- vi) Permits broad and independent study.
- vii) Enables the optimum use of institutional space and other resources.
- viii) Places less demand on the time of University teachers.
- ix) Enables expertise to be hired from other Institutions/Universities for some periods of time.
- x) Facilitating the improvement of curriculum.
- xi) Making the management of Course materials easy.

2. THE ACADEMIC YEAR

- i) In the Semester/Credit Unit System at Makerere University, the Academic Year shall be comprised of Two (2) Semesters and One (1) Recess Term.
- ii) 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.

3. LENGTH OF SEMESTER

- (a) The length of a normal Semester shall be Seventeen (17) weeks with 14-15 weeks being for Teaching b) (and 2-3 weeks for Examinations for both, the regular and distance learning academic programmes.
- (b) The duration of a normal Recess Term shall be Ten (10) weeks.
- (c) The time period for academic programmes running as Executive/ Weekend and Block-week release or (Modular study arrangements

shall take into consideration and ensure compliance with the approved Contact Hours and Credit Units for each taught course/ module, and the total Credit Units and Graduation load for that particular programme.

4. REGISTRATION OF STUDENTS

The Registration of students is decentralized to Colleges/Schools/Institutes.

- a) The members of staff from the Office of the Academic Registrar are deployed to oversee the registration exercise at those Academic Units.
- b) Students shall register within the specified time for registration. Students shall be required to ensure that they register within the first three weeks from the beginning of the First Semester. Freshers/First year students normally register during the Orientation week.
- c) Continuing students shall indicate the Courses they would wish to offer/take in Semester Two while they would still be in Semester One. However, each Continuing student shall confirm the Courses they would actually offer/take in Semester Two in the First Week of that Semester Two.
- d) Arrangements can also be made for registration to start before the beginning of the Academic year.

5. ACADEMIC PROGRAMMES

- i) Each Academic Programme shall be defined by Courses
- ii) An Academic Programme shall be composed of a set of prescribed Courses that shall be registered for by a student in order for him/her to qualify for the Award of a particular Degree/Diploma/Certificate
- iii) Academic Programmes designed shall compare favorably with similar international ones
- iv) The structure of a particular Academic Programme shall clearly indicate the Core, Elective and pre-requisite Courses

6. A COURSE

A Course is a unit of work in a particular Field/Area of a study normally extending through one Semester the completion of which normally carries credit towards the fulfillment of the requirements of certain Degrees, Diplomas, or Certificates.

7. SIZE OF A COURSE

- i) The smallest Course shall have Two (2) Credit Units
- ii) A Course that has a Practical Component within it shall have a Maximum of Five (5) Credit Units
- iii) A Course that has no Practical Component within it shall have a Maximum of Four (4) Credit Units

8. CONTACT HOUR

A Contact Hour shall be equivalent to One (1) hour of Lecture/Clinical or Two (2) hours of Tutorial/Practical or four (4) hours of internship/Fieldwork

9. CREDIT UNIT

A Credit or Credit Unit is the measure used to reflect the relative weight of a given Course towards the fulfilment of appropriate Degree, Diploma, Certificate or other programmes required. One Credit Unit shall be One Contact Hour per Week per Semester or a series of Fifteen (15) Contact Hours:

10. CATEGORISING COURSES

- i) Courses shall be categorized as Core, Elective, Pre-requisite or Audited
- ii) Not all the Courses in an Academic Programme shall be made Core.
- iii) The Courses for the First Year Studies shall be called Pre-requisite or Introductory Courses
- iv) All the Courses having the same content shall have the same Names, Codes and Credit Units
- v) 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.
- vi) The level of content of a particular Course has to match the Credit Units allocated to that Course
- vii) 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 from a particular set of Elective Courses.
- viii) There shall always be a ceiling for the number of Undergraduate students who shall be allowed to register for particular Elective Courses. The minimum number thereof shall be five (5) students).

- ix) The Undergraduate students should be encouraged to register for Audited Courses as well
- x) The Elective Courses for Postgraduate students shall be specialized or broad-based and shall be offered in any Semester
- xi) The Course Content of Postgraduate Academic Programmes have to match the higher level of study required of Postgraduate students

11. A CORE COURSE

- i) A Core Course shall be a Course which is essential to an Academic Programme and gives the Academic Programme its unique features. Everyone offering that particular Academic Programme must pass that Course.
- ii) Core Courses shall be offered in all the Semesters.

12. ELECTIVE COURSE

An Elective Course shall be a Course offered in order to broaden an Academic Programme or to allow for specialisation. It is chosen from a given group of Courses largely at the convenience of the student. Another Elective Course may be substituted for a failed Elective Course.

13. AUDITED COURSE

An Audited Course shall be a Course offered by a student for which a Credit/Credit Unit shall not be award-ed.

14. PRE-REQUISITE

14.1 PRE-REQUISITE

A Pre-requisite is a condition (either Course or Classification), which has to be satisfied prior to enrolling for the Course in question. A Pre-Requisite Course, there-fore, shall be a Course offered in preparation for a higher level Course in the same area of study.

14.2 A COURSE REQUIRING A PRE-REQUISITE

- i) When a student fails a Pre-Requisite Course, he/she shall not be allowed to take the higher level Course requiring a Pre-requisite.
- ii) A student will be required to retake the failed Pre-Requisite Course before embarking on a higher-level Course requiring a Pre-requisite.

15. MAJOR

A Major shall be a set of Courses in a Field/Area of specialisation in which each student is encouraged to explore the Field/Area in considerable depth. The set of Courses for a Major shall constitute not less than two-thirds of the Programme Load.

16. MINOR

A Minor shall be a set of Courses in a Field/Area that is of lesser importance than the Major. A Minor shall constitute not more than a third of the Programme Load.

17. SPECIALISATION IN AN ACADEMIC PROGRAMME

Some Academic Programmes allow some degree of specialization within a particular Programme. A Programme specialization shall be a set of Courses combined from both a Major and Minor areas.

18. ACADEMIC PROGRAMME LOAD

Academic Programme Load shall be the essential set of Courses registered for/offered by a particular student for the Award of a certain Degree/Diploma/Certificate. It has both Core and Elective Courses.

19. SEMESTER LOAD

- i) Semester Load shall be the total number of Courses for a particular Academic Programme offered in a Semester.
- ii) The Courses to be Retaken and those to be audited shall be within the Maximum Semester Load of every student.

19.1 Normal Semester Load for Undergraduate Academic Programmes

The Normal Semester Load for Undergraduate Academic Programmes shall range from Fifteen (15) Credit Units to Twenty-One (21) Credit Units.

19.2 Maximum Semester Load for Undergraduate Academic Programmes

The Maximum Semester Load for Undergraduate Academic Programmes shall be Twenty-eight (28) Credit Units so as to cater for students who have Courses to retake or those who would be able to complete the requirements for their respective Academic Awards in less than the stipulated minimum duration).

20. SEMESTER LOAD FOR POSTGRADUATE ACADEMIC PROGRAMMES

The Semester Load for Postgraduate Academic Programmes shall range from Nine (9) Credit Units to Sixteen (16) Credit Units.

21. MAXIMUM SEMESTER LOAD FOR GRADUATE ACADEMIC PROGRAMMES

The Maximum Semester Load for Postgraduate Academic Programmes shall be Twenty-Two (22) Credit Units so as to cater for students who have Courses to retake or those who would be able to complete the requirements for their respective Academic Awards in less than the stipulated minimum duration).

22. GRADUATION PROGRAMME LOAD

Each School Board shall specify the quantity and composition of their Programme Load Requirements for the Award of the Degree/Diploma/Certificate. The composition shall include both Core and Elective Courses.

23. EARNING OF CREDITS IN A COURSE

- (a) Each student shall earn Credits for all the Courses specified in the Programme Load for Graduation

24. RETAKING A COURSE OR COURSES

- (a) A student shall retake a Course or Courses when next offered, 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 who has failed to obtain the Pass Mark (50%) during the Second Assessment in the same Course or Courses he/she has retaken shall automatically have a warning.
- (c) A student may retake a Course or Courses when next offered in order to improve his/her Pass Grade(s) if the Pass Grade(s) got at the first Assessment in the Course or Courses were low. A student shall not be permitted to improve a mark where she/he obtained a Grade Point of 5.0.
- (d) A student who fails to attain higher marks after retaking to improve, the examination results of the first sitting are recorded on the transcript and should not be recorded as Retake.

- (e) Where a student misses to sit examinations for justified reasons; the grades obtained after sitting examination shall not be recorded as a retake because the candidate is sitting the examinations as a first attempt.
- (f) While retaking a Course or Courses, a student shall:
 - (i) Attend all the prescribed lectures Attend all the prescribed lectures/tutorials/Clinicals/Practicals/Fieldwork in the Course or Courses;
 - (ii) Satisfy all the requirements for the Coursework Component in the Course or Courses; and
 - (iii) Sit for the University Examinations in the Course or Courses.
- (g) A student shall not be allowed to accumulate more than five (5) Retake Courses at a time; such a student shall be required to 'Stay Put' to first retake the failed courses.
- (h) Students are required to register for retakes course(s) first before registering for new courses offered in that semester and the retake courses should fit into the approved normal load to avoid timetable clash.
- (i) A final year student whose final Examination Results has already been classified by the relevant School/College Board and has qualified for the Award of a Degree/Diploma, shall not be permitted to retake any Course or Courses.
- (j) When a student has retaken a course the better of the two Grades, he/she has obtained in that Courses shall be used in the computation of his/her cumulative Grade Average (CGPA).
- (k) Whenever a Course or Courses has/have been retaken, the Academic Transcript shall indicate so accordingly.
- a. Students who have a course(s) to retake and these Course(s) fall beyond the set normal semester load for their Academic Programmes, shall pay tuition fees for such Course/Courses to be retaken. Besides, such students shall also pay the re-examination fees per Course retaken as well as the Registration Fees.

25. PROGRESSION

25.1 Normal Progress

Normal Progress shall occur when a student has passed the Assessments in all the Courses he/she had registered for in a particular Semester and not when he/she has passed the Assessments in the Core Courses only.

25.2 Probationary Progress

A student who has failed to obtain a pass mark of 50% undergraduate and 60% graduate in any course, and a student who has obtained the Cumulative Grade Point Average (CGPA) of less than 2.0(undergraduate/3.0 graduate) shall be placed on Probation. Such a student shall be allowed to progress to the next Semester/Academic Year but shall still retake the Course(s) he/she had failed the Assessments in later on and obtain at least the Pass Mark (50%) in the Course(s).

25.3 Stay Put

- (a) A student who has accumulated Five (5) or more courses to retake shall stay put – meaning that he/ she has to first do the retakes instead of continuing to another academic year.
- (b) A student shall not stay put for more than two (2) academic years.
- (c) Where there are Pre-requisite courses, students must pass the pre-requisite courses before proceeding to another phase.

26. CHANGE OF COURSE

A student may be permitted to change course(s) in an Academic Programme in order to substitute the Course(s) failed. This permission shall only apply to elective courses. The Substitute Course(s) should be within the specified Course (s) for that Academic Programme.

27. CHANGE OF ACADEMIC PROGRAMME

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

- i) He/she had satisfied the admission requirements for the Academic Programme applied for.
- ii) He/she should not have been attending lectures/tutorials and other academic activities of the Academic Programme he/she would want to change from for more than one-half of the duration of the programme.
- iii) He/she had not been previously dismissed from the University on disciplinary grounds.

A student permitted to change his/her 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 new Academic Programme.

28. DISCONTINUATION, OVERSTAYING ON PROGRAMME, DE-REGISTRATION & REINSTATEMENT

- (a) A student who accumulates three (3) consecutive probations based on CGPA of less than 2.0 for Undergraduate, and 3.0 for Graduate programmes, shall be discontinued.
- (b) A student who has failed to obtain the Pass Mark (50% for Undergraduate and 60% for Graduate) during the Third Assessment in the same Course or Courses he/she had retaken, shall be discontinued from his/her studies at the University, unless, it is the only course to be retaken and the student is in the final year and qualifies for a Conceded Pass.
- (c) A student who has overstayed on an Academic Programme for more than 3 years after the period of time designated for the programme shall be liable for discontinuation/de-registration from his/her programme/ studies at the University.
- (d) A student who has overstayed on the programme and/or has been de-registered could be reinstated on case by case basis (on a recommendation by the School/ College Board and approval by the Senate/ Committee of Senate), provided the curriculum has not been revised and two (2) years (Four semesters) have not lapsed from the time they were de-registered
- (e) For avoidance of doubt, when recommending a student for reinstatement the Schools/ Colleges shall consider the following conditions:
 - (i) That the appeal is made and recommendation submitted to the Senate Committee, within two (2) years (Four semesters) from the time one was de-registered or from when his/ her allowable study duration lapsed.
 - (ii) That there is evidence of extenuating circumstances and reasons, such as chronic/ long illness, health complications or transfer from work/ duty station, etc. that constrained one from completion in time;
 - (iii) That the remaining workload can be completed strictly within one academic year (two semesters);
 - (iv) That the programme being pursued is still being offered by the University;
 - (v) That the programme curriculum has not changed.

The table below should be strictly followed to guide withdrawal /extension/ discontinuation of students for overstay on programs in the University.

Program Type	Normal Study Duration (Years)	Withdrawal/ Extension (Years)	Window period for Clearance/ Completion** (Years)	Maximum/Allowable Study Duration, then de-registration/ Discontinuation*(Years)	Allowable time if Appeal for Reinstatement Succeeds (years)
PhD/Doctoral programme	3-5	2	0	7	1
Two year MA/ MSC.	2	2	1	5	1
Three Year MA/MSC.	3	2	1	6	1
Three Year BA/ BSc.	3	2	1	6	1
Four Year BA/ BSc.	4	2	1	7	1
Five Year BSc. /BA	5	2	1	8	1
PG Diploma	1	2	0	3	1

NOTE:

1. ***A student shall be automatically deregistered/ discontinued on expiry of the maximum study duration and allowable period on the program;**
2. ****A window period (before discontinuation/de-registration for overstay on a program) is provided, mainly to allow students clear pending issues such as: fees payment, missing/ incomplete marks, appeals for remarking/ grading, review and submission of research projects), after which automatic discontinuation for overstay occurs;**
3. **A de-registered/discontinued student may appeal for reinstatement, provided he/ she meets the conditions as stipulated in the Policy Guidelines on Reinstatement;**
4. **On successful appeal for reinstatement one must complete all the study requirements within a period not exceeding one academic year.**

29. ABSCONDMENT

A student is considered to have absconded from studies if she/he does not register or attend lectures for two (2) cumulative academic years.

A student who:

Absconds from his/her studies for two (2) cumulative academic years /Four semesters shall be discontinued from his/her studies.

30. WITHDRAWAL

- (a) A student can apply to his/her respective Board of Studies for permission to withdraw from studies at any time of the semester. Reasons for withdrawal should be given in the letter of application.
- (b) Permission to withdraw shall be granted by the School Board only on compassionate grounds or in cases of illness or financial constraints or serious social or domestic difficulties or exceptional professional commitment which can be demonstrated to have adversely affected the candidate.
- (c) A student shall be allowed only a maximum of two (2) withdrawals on an Academic Programme, and each withdrawal shall not exceed a period of one academic year (two Semesters).
- (d) The period of withdrawal(s) shall not count against the period of candidature for the programme a student is registered for.
- (e) Subject to the University's Fees Policy, when a student is granted withdrawal, he/she does not pay tuition fees for the year he/she is away however, all functional fees remain non-refundable. These include, but not limited to:
 - (i) Fees for Residence,
 - (ii) Application,
 - (iii) School Requirements,
 - (iv) Registration,
 - (v) Examinations,
 - (vi) Identity Cards and
 - (vii) The Guild charges.
- (f) If a student seeking withdrawal from studies did not pay functional fees, he/she must pay all functional fees before the withdrawal is granted.

- (g) If a student has paid tuition fees, and has been permitted to withdraw from studies his/her tuition should be refunded according to the following schedules:
 - (i) By the End of the First Week of a Semester 100%
 - (ii) By the End of the Second Week of a Semester 80%
 - (iii) By the End of the Third Week of a Semester 60%
 - (iv) By the End of the Fourth Week of a Semester 40%
 - (v) By the End of the Fifth Week of a Semester 20%
 - (vi) After the Fifth Week of a Semester 0%
- (h) In case an Academic Programme to which a student has been admitted is not conducted in a particular academic year, the University will refund the full tuition fees paid by the student.
- (i) A student who had withdrawn from studies shall apply to his/her respective School Board to resume studies and shall indicate that the circumstances that made him/her withdraw can no longer affect his/her studies.
- (j) Students should take note that the above regulations do not cover the period of sponsorship. The period of sponsorship is governed by the regulations and policy of the sponsor. In the case of Uganda Government sponsorship, the period is that stipulated in a given Academic Programme.

REVISED GENERAL ACADEMIC AND EXAMINATIONS REGULATIONS

University examinations are conducted by the Academic Units on behalf of the Academic Registrar during specified periods. These rules set out the procedures for such examinations and include procedural obligations of students sitting such an examination and staff who are involved in the management of the process.

1. COURSEWORK ASSESSMENTS

- i. Coursework Assessments have to be planned in advance and students have to be informed formally about them at the beginning of each Semester. Such information shall be contained in the Almanac of each Academic Unit.
- ii. The script/results for the last set of Coursework Assignments in a Semester shall be availed to the respective students and displayed Two (2) Weeks before the commencement of the End-of-Semester University Examinations, at the latest.
- iii. The plans for the Coursework Assessments shall be indicated clearly i.e. the modes of the Assessments; when each Assessment would be conducted; its duration as well as the maximum marks to be awarded in the Assessment.
- iv. The Coursework (Progressive/Continuous Assessments) shall contribute between 30% - 50% of the total marks in each Course.
- v. The Coursework (Progressive/Continuous Assessment) component shall consist of at least One (1) Test and One (1) Homework or Two (2) Tests per course.
- vi. The tools for Coursework Assessments may include the following: -
 - a. Multiple-choice Tests (each lasting for ten (10) to twenty (20) minutes.
 - b. Short Answer – Types Tests (each lasting for thirty (30) minutes.
 - c. Oral Examinations (where applicable only)
 - d. Long Answer Essay – Type Tests done within the lecture room/hall for a duration of (forty) 40 to (fifty) 50 minutes.
 - e. Take-away Essay – type Questions
(Which would involve the use of library facilities and some investigation work and completed within periods ranging from three (3) to fourteen (14) days).

- f. Project Work involving fieldwork, laboratory work/practicals (conducted for two (2) months).
- g. Group work- Each participant in the group must have a defined role given by the instructor.
- vii. All the Assignments, duly marked shall be returned to students in reasonable time and not later than two weeks before the commencement of University examinations.
- viii. Heads of Department shall monitor the levels of compliance with the requirements of the Coursework Assessments for the various academic programmes.
- vii. Time-tabling for examination shall be centralized in the Academic Registrar's office.
- viii. A data-base for teaching/examination space in relation to capacity be established.
- ix. Every student shall be required to sign a register as he/she hands in a Coursework Assignment to the respective Lecturer/Professor so as to keep a record of all those who have done and handed in coursework.
- x. A student who fails to honour the deadline set for handing in an assignment (written assignment, case studies, projects, clinical, case reports, internship report, field attachment reports) without justifiable causes(s) shall receive a score of a zero or fail grade in that assignment.
- xi. A student who does not have course work (written assignment, case studies, projects, clinical, case reports, internship report, field attachment reports) shall be denied Certificate of Due Performance and will not be allowed to sit the University examinations (Attendance lists, course work assessments done will be used as evidence). Certificate of due performance would be given to a student who obtained 70% of attendance.

2. COURSE ASSESSMENT AND GRADING

Each course under the Program for undergraduate programmes is assessed in two parts:

- i. Coursework (Progressive/Continuous Assessment) shall contribute 30-50% of the total marks.
- ii. The University Examinations shall contribute a maximum of 50- 70% of the total marks.

3. END-OF SEMESTER ASSESSMENTS

- i. The End-of-Semester Assessments should be preceded with proper study of both the syllabus and the associated study objectives.

- ii. That syllabus contents and learning objectives should be synchronized in order to ensure that the examination questions set in a particular Course were balanced.
- iii. Examiners are required to maintain confidentiality of examination papers at all stages until the paper has been done by the candidates. The contents of examination must not be disclosed to any person other than those colleagues or officials of the University specially appointed to deal with the papers.
- iv. That in order to ease the setting of both progressive and end of semester assessments, each Internal Examiner shall develop an assessment questions' bank.
- v. A combination of measurement tools shall be used when setting examination questions for a particular Course. For example, examination questions for a Course may be set comprising the following elements: -
 - a. Twenty Multiple-Choice items (equivalent to one essay question) to measure knowledge drawn from all the areas of the syllabus.
 - b. Five compulsory Short Answer questions (equivalent to one essay question) to measure understanding.
 - c. Four Essay-Type questions (of which at least two have to be answered) to measure analytical and higher – order intellectual abilities and problem-solving approach.:
 - d. Open book assignment regulated in terms of time and the sources, time & nature of presentation.
 - e. Approved alternative online assessment tools/modalities

Table I: Online Assessment type with Examples

Assessment Type	Examples
Traditional assessment submitted online	Essays, Case studies, Article reviews, Proposal writing, Report writing
Automated Online Assessment	Online Quizzes (Multiple choices questions, Multiple response questions, fill in the blanks, true and false, Matching, Ordering)
Online interactions	Contributions to forums, chats, blogs and wikis, reading summaries, collaborative learning, critical reviews
Group assessment online	Online presentations, group online projects, online debate
Critical reflection and meta-cognition	Electronic portfolios, online journals, logs, diaries, blogs, wikis, embedded reflective activities, peer and self-assessment
Authentic assessment	Scenario based learning, laboratory/field trip reports, simulations, case studies/role plays, online oral presentations

Table 2: Online assessment types and how they are used

Assessment Type	Setting up	When to use	What can it assess	Considerations (workload, timing, inclusiveness, etc)
Take-home papers and open-book exams	Require appropriately designed questions that do not over-rely on memory and recall, but instead on interpretation and analysis Questions are set using verbs from the application, analysis, evaluation and creation levels of blooms taxonomy	These are accessed online, completed, and then submitted by a specific deadline in the Learning Management System (LMS) or using e-mail	Skills in organizing large quantities of information, synthesize information rather than just recall it, and the ability to identify key data and information quickly and accurately	• State the duration students are expected to do the exam or write a paper • Guidance on the referencing standards required. • Provide a word limit. • Appropriate question-setting and student preparation. • Students should have access to materials during the exam. • Use of Turn-it-in. • Provide a rubric.
Multiple choice questions	Requires time to build the questions depending on the complexity of the questions. Marking is automated. Questions that require facts, e.g., parts of a machine, parts of a human body, etc.	Efficient for rapid testing of factual material, suitable for large groups and gives instant feedback to students	Tests student knowledge recall and can also test higher-level thinking especially where answers are similar but only one is correct. Also tests quick thinking and decision making in aptitude tests	Technical support for staff to set up Moodle quizzes. • Time required for moderation. • Provide a shorter time window for completion. • Can connect with Moodle grade book

Portfolio	Students collect evidence of achievement of the course learning outcomes in hard or, electronic format. Evidence can be in videos, photos, graphics, audio, text	Used in practical/ applied disciplines where evidence is provided in hard or electronic format. Students can also use a portfolio as a modern CV. Visualizes evidence of knowledge, skills, competencies learned	Digital and academic skills; knowledge; personal growth; development of ideas	• Guidance on maximum timing for video/audio material. • Specify portfolio content. • Design and matrix demonstrating how evidence aligns with learning outcomes. Support students to appreciate critical reflection.
Reflective journals	Students write about what they have learned, drawing upon their experiences or practice, and relating it to their reading	Used to produce an analytical piece of work describing an event or idea, using a range of differing perspectives thereby reducing on plagiarism	Development of reflective, and critical thinking, and documenting a learning journey. Students can demonstrate creativity and originality	• Guided discussion of illustrative examples are useful. • Suggest indicative word limits on each section. • Develop a rubric to assess, content reflection, personal growth and advancement

Group/ collaborative assignments	Students are grouped and each group is allocated a case study or topic	It works well for authentic cases or topics linked to the students' circumstances or programme	Critical thinking and other soft skills	• Requires online platform. • Inclusivity of group members. • Encourage groups to design a plan for their interactions. • Encourage students to engage in deep critical thinking of the case or topic
Wiki	A website developed collaboratively by students allowing any user to add or edit content	Students use the essay-writing services to do this type of work for them, and thus it is harder to plagiarize	Improved technical competence and students can demonstrate where they have worked collaboratively	• Platform to host the wiki. • State the duration student are expected to use the wiki. • A digital footprint is kept to evaluate how and when students are accessing information
Individual peer assessment of contribution to group work	Students grouped and each student is required to review another person's work	Used to assess the level of contribution of each student to the group work, assessed by their peers. Used to track individual student development	General engagement with the task, ability to work in teams, leadership, communication. Students learn how to provide constructive feedback to their peers	• Assessment method should be explained to students at the start of the group work activity. • Students do not need long to complete peer feedback. • Encourages students to participate in the group work

Video/audio recordings, podcasts	Students gather information on a subject and present it in audio or visual form within a specific time duration	Used to promote a more inclusive approach to assessment and these are relatively difficult to plagiarize	Students ability to portray complex ideas in an accessible way	• Provide technical support in compiling the video/audio. • Indicate expected recording duration. • Assessment based on students' knowledge rather than technical specifications. • Suitable for group or individual assignment.
Blog	Students will need to register for a blog	Used for ideas or concepts that are developed over an extended period of time. Useful for reflective learning	Application of theoretical connections with the real world, transferable skills and digital skills	• Guide students on when, what and how much to post. • Ensure the blogs have academic validity. • Training students to use the platform. • Monitor students' progress.
Claim	Students are required to claim the extent of achievement of different learning outcomes and give evidence of their claim	Used in practical subjects, for example if a student claims mastery of writing an App, they show evidence of writing the same, etc.	Application, analysis, evaluation and creation skills and competencies	• Guide students on the learning outcomes from which claims should be written and evidenced. • Provide a grading rubric.

The integrity of online university examinations shall be maintained at all times and the examination regulations against examination irregularities and malpractices shall apply.

- i. Time allocated shall be from 1 ½ hours up to 4 hours.
- ii. That time-tabling for examination shall be centralized in the Academic Registrar's office.

- iii. That a data-base for teaching/examination space in relation to capacity be established.
- vi. The time allocated for a particular examination shall be proportional to the weight of a Course.

4. MODERATION OF EXAMINATION

There shall be moderation of examination. Such moderation shall be by either external or internal moderation. The Heads of Department shall be responsible for moderation of examinations.

External examiners may moderate the question papers when requested to do so.

5. INVIGILATION

1. Each Dean, Head of Department and Course Instructors shall ensure that the invigilation and supervision of any examination is effectively and professionally done. It is a duty of every academic staff to participate in invigilation of University examinations. It is a duty of the Dean/ HOD to set up a roster for invigilators.
2. Every candidate shall sign an attendance sheet as he/she hands in his/her script for every test/examination he/she has sat for.
3. Examination results shall be submitted in both electronic and signed hard copies in all the Departments.
4. Invigilators shall ensure that examination scripts for all the candidates who have sat the examinations in the room(s) where they have been invigilating are collected after each candidate has signed to hand in his/her examination script.
5. Each examination paper shall be under the specific direction of senior members of the academic staff nominated by the Head of Department/Dean.
6. Invigilators shall obtain from their department offices lists showing the names of candidates sitting the particular examination.
7. After collecting the Examination papers from the Examination Officer, Invigilators shall be present in the examination room at least thirty minutes before the commencement of an examination.
8. Invigilators must ensure that ONE answer book is provided for each candidate unless the rubric on the question paper requires otherwise. This answer book must be filled before any additional answer book is provided.
9. Invigilators shall admit Candidates to the examination room ten (10) minutes before the commencement of the examination. The Invigilators shall ensure that that the Candidates take places/seats assigned to them. Handbags, books and other similar articles are not allowed in examination rooms. Senior invigilator shall:
 - a. Make an announcement to the effect that candidates should satisfy themselves that they are in possession of the correct paper.

- b. Call attention to any rubric at the head of the paper which seems to require attention.
 - c. Announce that, where this is practicable, both sides of the paper must be used.
10. The Invigilator shall then tell candidates when they may begin writing the examination.
11. In the case of a candidate whose name is not included in the list but who presents himself for the examination, the invigilator should:
 - a. Ask a candidate to state the precise title of the question paper he/she is to take.
 - b. Ask a candidate if he/she has ensured that he/she would not be in another examination room. If the candidate is right, he/she should be admitted to a spare place and allowed to begin the paper.
 - c. Shall report the name of the candidate and particulars to the examination officer through the invigilators report form.
12. Invigilators shall not admit candidates to the examination room after half an hour from the commencement of the examination and should not permit them to leave the room until thirty minutes have expired. Late candidates shall not be allowed extra time.
13. No candidate may be admitted after the expiry of half an hour from the beginning of the examination period. A candidate may nevertheless be admitted at any time on the following conditions:
 - a. the invigilator shall make it clear to the candidate that the University reserves the right to refuse acceptance of his script.
 - b. The invigilator shall make a full report in writing to the Registrar stating:
 - i. the time of admission
 - ii. whether any candidate had previously left the room.
 - iii. Any special reason given by the candidate for the lateness.
14. Invigilators shall on no account give any information to a candidate who asks questions about contents of a question paper or doubts its accuracy. Any question of this nature should be referred immediately to the examiner in the subject to clarify the point to all candidates.
15. At the commencement of the examination invigilators shall check the names of the candidates against the copy of the list to ascertain who is present and who is absent, and to confirm that every candidate is where he/she should be (so that no candidate attempts the wrong paper).
16. At the end of the first half-hour the word "ABSENT" shall be written on the list against the appropriate names and the total numbers present and absent shall be entered in the space at the foot of the list.
17. Invigilators shall then collect the blank answer books from all vacant places.

Spare question-papers should be returned to the Examination Officer.

18. During the examination, invigilators shall ensure that candidates are provided with any additional requirements (e.g., supplementary sheets, log tables etc.). Candidates may be permitted to do rough work on the left-hand pages of the scripts on the understanding that this is crossed out at the end of the examination.
19. No candidates shall be permitted to leave his/her place during the examination except to leave the examination room.
20. A candidate who contravenes the regulation and instructions governing the examination, especially by unfair practices such as copying from or communicating with other candidates, shall be reported immediately to the Dean's office for further action by Examinations Irregularities committee of the faculty which should meet immediately after the end of the examination session to take appropriate action.
21. The candidate shall be informed that he/she has contravened the regulations and that he has been reported, but shall not be prevented from continuing his paper. A written report must be sent to the Academic registrar including full details of the contravention.
22. Invigilators shall not permit candidates to leave their places before their scripts have been collected. Candidates who wish to leave the examination room before the end of the examination shall hand their scripts to the invigilator before leaving the examination room. No candidate shall leave the examination room during the last ten minutes of the time allocated for the examination except in case of emergency.
23. At the end of the examination period invigilators shall instruct the candidates to stop writing and shall then collect all the scripts in the order of the lists.
24. When all the scripts have been collected, the candidates may leave the examination room.
25. Wherever separate answer books have been used for different parts of the paper, they must be collected in separate piles and candidates should be warned at the outset not to tie separate sections together.
26. Invigilators shall hand scripts (arranged in the order of the lists) to the Chief internal examiner who shall sign for them on the invigilators form. Invigilators shall be responsible in all cases of loss, damage etc. for their scripts until they are checked and accepted as correct by the internal examiner.
27. The invigilator must ensure that no answer books have remained uncollected and no spare question paper or spoilt answer book is left on the desk.
28. The attention of the invigilators is drawn to the fact that smoking is not allowed in the examination room and that this applies to invigilators as well as candidates.
29. Internal Examiners (or their nominees) are required to attend in the examination rooms at the commencement of each period to assist the invigilators. Instructions which the examiners (or their deputies) may wish to be given should be announced by the invigilators.

30. Cases of illness should be reported to the Dean/ Academic Registrar as soon as possible.
31. Invigilators shall have the power to confiscate any unauthorized book, manuscript, or other aid brought into the examination room. Such materials shall be stored and presented as evidence of examination irregularity.

6. ABSENCE FROM EXAMINATION

- i. If the Board of a School is satisfied that a student has no justifiable reason for having been absent from a particular examination, such a student shall receive a fail (F) Grade for the Course(s) he/she had not sat the examination in. The Course(s) in which the Fail (F) Grade was/were awarded shall also count in the calculation of the CGPA.
- ii. If the Board of a School is satisfied that a student was absent from coursework assessment and or a final examination due to justifiable reason(s) such as sickness or loss of a parent/guardian, then a Course Grade of ABS shall be assigned to that Course(s).

7. DEFERRED EXAMINATION

- i. A student who provides credible reason for failure to complete coursework assessment or to attend an examination based on 6 (ii) above (Absence from examination) may be permitted to 'sit' the deferred examination or coursework assignment. The deferred examination or course work shall be administered as soon as possible during the semester if the concerned department or/ course work Lecturer can make the appropriate arrangements. OR the deferred examination or coursework shall be administered at the next examination session.
- ii. Students needing a deferred exam must submit application to their respective Dean's or Di- rector's Office. The application and supporting documentation pertaining to the absence must be presented as soon as the student is able, having regard to the circumstances underlying the absence but not later than the beginning of the semester in which the examination is scheduled. Where the cause is incapacitating illness, a student must present a University Hospital Medical Statement Form. In other cases, including severe domestic affliction, adequate documentation must be provided to substantiate the reason for an absence.
- iii. In case the application for deferred examination has been approved, the Department responsible for the course shall make arrangements for the approved deferred exam.
- iv. The grades obtained from a deferred examination shall not be categorized as retake because The assessment(s) is for the first time.

- v. A deferred exam shall not be approved if a student has not been in regular attendance where Attendance and/or participation are required, and/or, excluding the final exam has completed Less than half of the assigned work.
- vi. A Student with two or more deferred exams outstanding from a previous semester may be required to reduce the number of courses in which they are registered in order to accommodate deferred courses from previous semester(s) in their semester load. Deferred examination shall be included in a Student's maximum semester load.
- vii. A Student shall be required to pay for deferred examination and payment of shall normally be made at the beginning of the semester.

8.0 ILLNESS DURING EXAMINATIONS

If one feels ill during an examination, he/she should inform an invigilator. Such a candidate should not be allowed to continue doing the examination, but should immediately be sent to University Hospital for handling and be required to present a medical report after wards.

9.0 TIMETABLES FOR UNIVERSITY

Timetables for University examinations are posted on Student Notice Boards and On-line Services. Misreading or misinterpretation of the timetable will not be accepted as an excuse or justifiable cause for failing to attend an examination. Students are advised to copy and keep a hard copy of the timetable to avoid such errors.

10.0 ELECTRONIC CALCULATORS

- i. The use of authorised, silent, cordless nonprogrammable calculators are allowed in exams only if the question paper permits it. Such calculators may contain simple memory functions for use in the course of calculation.
- ii. Candidates shall seek the approval for use of their calculator prior to examinations by the Invigilator, who will identify approved calculators with a tamper evident label.
- iii. It is the responsibility of the candidate to bring the calculator to the exam room and to ensure that a spare battery is available. In all cases calculators must be silent.
- iv. The use of any OTHER calculator or electronic device capable of carrying out the retrieval of stored numerical or textual information is strictly forbidden. This restriction does not apply to "Open Book" exams. Failure to comply with these regulations may result in confiscation of your

non- approved Calculator, or, in extreme cases, facing the university examination irregularities committee.

11.0 ACCOMMODATION OF RELIGIOUS CREED

- i. Makerere University is a secular institution. It is the official policy of the University that unless otherwise provided, all days in the week are working days. Staff and students are expected to conduct or attend lectures and examinations at scheduled time and day.
- ii. Requests to accommodate a student's religious creed by scheduling tests or examinations at alternative times may not be entertained.
- iii. Students who miss exams or test based on religious creed should inform their respective Deans /Directors as soon as the timetable is published preferably two weeks before examination so as to avoid being categorized as being absent without justifiable cause.

12.0 ALTERNATIVE ARRANGEMENTS – STUDENTS WITH DISABILITY

- i. Students living with disability may require alternative examination arrangements which accommodate their disability. Such arrangement may include the provision of a scribe or reader supervision, extended time, access to medication, or the use of assisted technology.
- ii. Students who require alternative examination arrangements shall register with their respective Deans' offices a week before the examination. The Deans will in turn assess their needs and liaise with the Academic Registrar's Office.
- iii. The invigilators have the discretion to grant disabled Students more time but the time granted should not exceed 30 minutes from the end of examination session.

13.0 ACADEMIC MISCONDUCT

The University regards academic misconduct as a very serious matter. Misconduct in examinations includes But shall not be limited to the following actions:

1. Cheating is defined as any illegitimate behavior designed to deceive those setting, administering and marking the assessment. Cheating in a University assessment is a very serious academic offence, which may lead ultimately to expulsion from the University. Cheating can take one of a number of forms, including:
 - i. Taking into the exam venue, or possessing whilst in that room, any books, notes or other material which have not been authorised;

- ii. Writing notes on parts of the body or having notes on clothings
 - iii. Having notes written in your identity documents or authorized examination materials e.g. logarithm table.
 - iv. Accessing information stored or written on electronic equipment.
 - v. Obtaining an examination paper ahead of its authorised release
 - vi. Copying from another student in an examination.
 - vii. Aiding or attempting to aid another candidate, or obtaining or attempting to obtain aid from another candidate;
 - viii. Passing yourself off as another person or impersonation
 - ix. Such behavior as may in the view of the Invigilator prejudice the performance of other candidates.
2. Collusion, i.e. the representation of another's work or ideas as one's own without appropriate acknowledgement or referencing, where the owner of the work knows of the situation and both work towards the deceit of a before, during or after an examination or other assessment so as to either obtain or offer to others an unfair advantage in that examination or assessment;
- 3 Plagiarism, i.e. the act of representing another's work or ideas as one's own without appropriate acknowledgement or referencing. There are three main types of plagiarism' which could occur within all modes of assessment (including examinations):
- i. Direct copying of text from a book, article, fellow student's essay, handout, thesis, web page or other source without proper acknowledgement.
 - ii. Claiming individual ideas derived from a book, article etc. as one's own, and incorporating them into one's work without acknowledging the source of these ideas.
 - iii. Overly depending on the work of one or more others without proper acknowledgement of the source, by constructing an essay, project etc. by extracting large sections of the text from another source, and merely linking these together with a few of one's own sentences. (Schools/ Colleges may extend these definitions for specific subject areas and provide students with examples as appropriate). The correct referencing system for making quotations explicit and acknowledging sources shall be available through personal tutors or supervisors, specific tutorial sessions and handbooks.)

Contravention of the above Regulations will be treated under the Procedures for Handling Cases of Suspected Cheating in University Assessment which can be found on the University examination malpractices Irregularities rules. Details of the penalties are in another section of this book.

14.0 IDENTIFICATION DURING EXAMINATION

- i. Students must produce their student identification card and or examination permit. Where the identification provided is not clear, additional forms of identity verification may be requested.
- ii. A student wearing clothing that obscures their face may be asked to remove that clothing for identification purposes in private and before an examination supervisor of the same gender.
- iii. A student, who fails to comply with a request above, may be refused admission to the examination room.

15.0 MARKING SCHEME /GUIDE

- a) Each question paper set has to be accompanied by a clear marking guide.
- b) All the examination papers shall be moderated by Departmental Examinations Committees and External Examiners.
- c) for greater accuracy and easier accountability, examination scripts shall be marked by more than one Examiner

16.0 MARKING OF EXAMINATION

- a) Marking examinations shall be done by Internal Examiners/Course instructors/Lecturers
- b) Every examination for a Degree or Diploma of the University whether taken at one time or in sections, shall be conducted by Internal examiners, one or where possible, two or more in each course / subject and external examiners, one or more in each Course/subject. The Head of Department/Dean shall be the Chief Internal Examiner.
- c) Only persons at the level of Lecturer should be internal examiners
- d) /Graduate Fellows/Postgraduate students should serve as Tutorial Assistants and Examiners under the supervision of the respective Course Lecturers/Professors, for some remuneration
- e) where the staff in an Academic Unit is sufficient to form a team of Examiners, they should be utilized.
- f) Computer-based marking of examination questions should be introduced.
- g) Examination Marking Centers should be created to ensure that marking is completed on schedule and that scripts are not lost or misplaced.

- h) Any Lecturer/Professor who has delayed to complete marking, compiling and/or submitting the marks of the candidates for whom he/she received the scripts for marking shall be reported/referred to the Appointments Board and or subjected to appropriate disciplinary action.
- i) That any Lecturer/Professor who loses/misplaces the examination script(s) of any candidate(s) which were handed over to him/her shall have his/her case reported/referred to the Appointments Board and or subjected to appropriate disciplinary action. The Department shall endeavour to resolve the situation at the cost of the Department/University.

17.0 COMPILATION OF MARKS AND ANALYSIS

- a) It is the duty of the Internal Examiners to ensure that all the candidates who sit for a particular examination have their scripts marked. The examination numbers of the absentees must be properly recorded and the scaling of marks or standardizing them (where necessary) shall be done.
- b) The Office of the Academic Registrar shall circulate the lists of all registered students for every Course to all the relevant Deans and Heads of Department.
- c) The Lecturers/Professors should be availed the records of registered students for the Courses they teach to guide in compilation of marks.
- d) The marking of examination scripts shall be completed within a set period of time and once the marking exercise is completed, the compilation of marks for each Course should be immediately embarked on.
- e) The compilation of the marks for all the courses within a particular Department shall be completed within one week. No member of the support staff should be permitted to handle the compilation of marks.
- f) All the matters pertaining to incomplete/missing marks should be investigated as soon as possible and adequate explanations about such cases provided before the examination results are submitted to the relevant School. Examinations Committees for further analysis.
- g) The marks which are compiled by Departments shall be submitted to the Offices of the respective Deans according to the set deadlines.
- h) The School Board of Studies which comprise the Dean, Heads of Department, all Programme Coordinators and members of Academic staff representing Departments, shall analyse the examination results in accordance with the approved regulations/guidelines for the Semester system within one (1) week.

- i) The Board of Examiners, through the Board of Studies, should take decisions on the accuracy of the compilation and analysis of the examination results.
- j) The College Academic Board shall process and approve all examinations results in the College.
- k) All examination results shall be compiled and submitted using the format approved by the University Senate.

18.0 CALCULATION OF 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 Score for the Course.
- (b) Adding together the Weighted 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.

18.1 Graduation Programme Load

Each School Board of Studies shall specify the quantity and composition of their programme load requirements for the award of the degree/diploma/certificate. The composition shall include both core and elective courses.

19.0 APPROVAL OF EXAMINATION RESULTS

- a) The Senate has delegated the power to approve all examination results to College Academic Boards/ Stand alone Schools. But the results shall not be regarded as final until they are confirmed by Senate on submission of Appropriate Pass Lists to Senate by the relevant College Academic Boards/Stand alone Schools. The Appropriate Pass Lists to Senate shall be accompanied with College Academic Board Minutes.
- b) Students shall be provided with examination results using the approved testimonial format.

20.0 ENTERING MARKS ON THE RESULTS MANAGEMENT SYSTEM

- a) It shall be the duty of the Lecturer/Course instructor to enter marks of the course he/she has taught and examined in the Results Management system.

- b) The students will not view the results on the system until the Department has discussed and approved them.
- c) After approval of results by the Departmental Examination Committee, the Lecturer/Course instructor will remain with viewing rights only.

21.0 ROLE OF HEADS OF DEPARTMENT

- a) The Heads of Department are responsible for:
 - i) Ensuring completion of marking and internal moderation by the date set in the assessment calendar.
 - ii) Ensuring that after the Department has discussed results, any adjustments made/agreed on during the meeting are effected on the results management system.
- b) Beyond the Department, the Head of Department will only have viewing rights on the system.

22.0 ROLE OF DEANS OF THE SCHOOLS

- a) The Deans of Schools are responsible for:
 - i) Creating examination strong rooms and marking Centres which offers security of examination.
 - ii) Entering all Units' marks on the candidate record system by the date specified in the assessment calendar.
 - iii) Making all practical arrangements for meetings including External Examiners' accommodation.
 - iv) Notifying any other relevant offices of changes in the provisional marks made at the Subject Area Board.
 - v) Informing the Senate Examinations Office of the date, time and location of all Examination Boards, and sending to the Senate Examinations Office the full agenda for each award and progression.
 - vi) Providing a Minutes Recorder for every Examination Board meeting.
- b) Presenting examination results from the Departments in the School, to the College Academic Board for Approval.

23.0 THE ROLE OF THE ACADEMIC REGISTRAR'S DEPARTMENT

- i) Coordination and Monitoring of all Examination processes to ensure the achievement of the evaluation programme.
- ii) Declaring of the results and their safe re- cord-keeping;

- iii) Providing reports to Senate
- iv) Issuing of the Academic Transcripts and Certificates
- v) Providing Secretariat to the School Boards, College Academic Boards, Senate Committees, and the Senate.

24.0 PUBLICATION OF RESULTS

The relevant department shall publish Provisional Examination Results of candidates in every examination soon after the meeting of departmental Examination Committee. The said Examination Results shall be arranged and published in a manner as prescribed by Senate.

25.0 CONCEDED PASS

25.1 Definition of Conceded Pass

- i) A "Conceded Pass" is a pass granted for a course in which a final year candidate is within five marks of a pass mark in the course assessment. The pass is conceded on the basis that the student's overall performance in other courses for the programme has been sufficiently strong to counter the deficient percentage in that particular course.
- ii) Circumstances Potentially Warranting a Conceded Pass.
- iii) The personal circumstances of a student must be taken into account. The student's performance in the course could have been adversely affected by his/her personal circumstances. The circumstances for approval of a Conceded Pass may include but are not limited to:
 - a) Student illness or Medical condition;
 - b) Family issues (family injury or illness, bereavement etc.);
 - c) Commitments to participate in national sport or other activities that warrant favorable consideration;
 - d) Commitments to assist with community service activities;
 - e) Unavoidable and unexpected work commitments (e.g. relocation).
- iv) Awarding conceded passes does not compromise the requirements for accreditation of that programme by a professional body.
- v) Responsibility and Procedure:
 - a) The Conceded Passes are granted at the discretion of the School's Board of Examiners. Students are not automatically entitled to the Conceded Passes and shall not be entitled to apply for them.
 - b) The Board of Examiners shall during the time of consideration of examination results, identify and grant conceded passes to students eligible for the same. Such a Student will then be formally informed that he/she has been offered a Conceded Pass.

25.2 Eligibility for a Conceded Pass

A conceded pass shall be granted under the following conditions:

- i) A candidate on Undergraduate Programme shall be eligible for a Conceded pass if the final mark in a Course is in the range of 45 – 49% inclusive and the Cumulative Grade Point Average (CGPA) for the student will be at least 2.0.
- ii) A Conceded Pass may only be awarded if a student has attempted that particular examination paper three (3) times. The better of the grades earned will be used for awarding a Conceded pass.
- iii) A Conceded pass shall be discretionary and the Examination Boards shall take into account the following:
 - a) The results a student has scored each time he/she has attempted the paper.
 - b) A student's overall performance/Academic record
 - c) Comments from his/her lecturers including on class attendance, participation in class activities.
 - d) Whether the course is required for professional accreditation; or it is necessary for a student to demonstrate professional or clinical competence as part of its assessment requirements
- iv) A Conceded Pass shall be granted to a whole course, not to a particular piece of assessment.
- v) Candidates granted Conceded pass shall earn a credit on the basis of Conceded Pass "CP"
- vi) Only candidates in their final year of studies shall be eligible for grant of a Conceded pass.
- ix) In both undergraduate and postgraduate programmes, a conceded pass can only be awarded ONCE in a candidate's program life-time
- x) In case a Candidate does not qualify for a conceded pass as stipulated above, he/she will be discontinued in accordance with section 28(b).

25.3 Recording a Conceded Pass on the Academic transcript

A granted Conceded Pass will be recorded on the student's academic Transcript by indicating the true percentage /grade achieved, and "CP" as the grading code.

26.0 GRADING OF MARKS

The overall Marks a candidate obtains in each Course offered shall be graded out of a maximum of One hundred (100) marks and assigned appropriate letter Grades and Grade Points as follows:

TABLE 1: GRADING OF THE COURSES

Marks	Letter Grade	Grade Point	Interpretation
90-100	A+	5.0	Exceptional
80-89	A	5.0	Excellent
75-79	B+	4.5	Very Good
70-74	B	4.0	Very Good
65-69	C+	3.5	Good
60-64	C	3.0	Fairly Good
55-59	D+	2.5	Fair
50-54	D	2.0	Pass
Below 50	-	0	Fail

- a. A+: Exceptional: Thorough knowledge of concepts and/or techniques and exceptional skill or great originality in the use of concepts/ techniques in satisfying the requirements of an Assignment or course.
- b. A: Excellent: Thorough knowledge of concepts and/or techniques together with a high degree of skill and/or some elements of originality in satisfying the requirements of an Assignment or course.
- c. B+: Very Good: Thorough knowledge of concepts and/or techniques together with fairly high degree of skills in the use of those concepts/ techniques in satisfying the requirements of an Assignment or course.
- d. B+: Very Good: Thorough knowledge of concepts and/or techniques together with fairly high degree of skills in the use of those concepts/ techniques in satisfying the requirements of an Assignment or course.
- e. C+: Good: Acceptable level of knowledge of concepts and/or techniques together with considerable skill in using them to satisfy the requirements of an Assignment or course.
- f. C: Fairly Good: Acceptable level of knowledge of concepts and/ or techniques together with some skill in using them to satisfy the requirements of an Assignment or course.
- g. D+: Fair: Slightly better than minimum knowledge of required concepts and/or techniques together with some ability to use them in satisfying the requirements of an Assignment or course.
- h. D: Pass: Minimum knowledge of concepts and/or techniques needed to satisfy the requirements of an Assignment or course.
- i. F: Fail: not reflected in the grading table

Students will be informed about the importance of attending lectures and signing the attendance register. (Certificate of due performance shall be embedded within the progressive assessment and each department has a minimum requirement needed and it's within the approved curriculum)

27.0. CLASSIFICATION

For purposes of the classification of Degrees, Diplomas and Certificates (where applicable) the Cumulative Grade Point Average (CGPA) for the various Classes shall be as indicated below:

Class	CGPA
First Class	4.40 - 5.00
Second Class – Upper Division	3.60 - 4.39
Second Class - Lower Division	2.80 - 3.59
Pass	2.0 - 2.79

28.0 AWARDS

The Board of Examiners in a School, upon its satisfaction that the standard required under relevant regulations for the award of a Degree, Diploma, Certificate or other award, as the case may be, has been attained by a candidate in University examinations applicable to him/her, may recommend to the Senate through the relevant Academic Board of a College that such Degree, Diploma, Certificate or other award be conferred upon or granted to such successful candidate.

29.0 RETENTION AND DISPOSITION OF EXAMINATION SCRIPTS

The following measures shall be applied in handling examination scripts;

- (a) Academic Units should store/retain all assessment examination scripts of students for a period of the duration of an academic programme for purposes of addressing any complaints or appeals and Quality Assurance.
- (b) That it is the responsibility of each Dean to ensure that Examination Scripts are disposed of in a secure and appropriate manner at the end of the defined period which is two (2) academic years/ Four (4) Semesters after the final semester examination in accordance with the academic records and management policy.
- (c) That all the Academic Units should ensure prompt return of coursework scripts/assignments/class tests at least not later than two weeks before the beginning of the semester Final Examinations to enable students to know their progress and/or learn from past mistakes

30.0 REMARKING STUDENTS' WORK

Guidelines for handling students who are dissatisfied with their marks are as follows:

- (a) A candidate wishing to make any appeal against his/her examination results shall do so within 30 days from the date of publication of the final results.
 - (b) All appeals for re-marking shall be addressed to the chairperson of the School Examinations Irregularities and Malpractices Committee and a copy given to the Lecturer concerned.
 - (c) Candidates shall make their requests in writing clearly specifying the grounds upon which the appeal is being made including, but not limited to the following:
 - (i) Miscomputation of Marks
 - (ii) Bias on the part of the Lecturer
 - (iii) Marks generally out of step with one's over-all performance.
 - (d) The School Examinations Irregularities committee shall:
 - a) Identify another member of the academic staff in the Department who shall be at the same rank or higher than the lecturer who marked before,
 - b) Provide a marking guide for him/her to mark the script,
 - c) Communicate its decisions to the affected student within a period of 14 days of its deliberations.
 - (e) From the time the decision to remark is made by the School Examinations Irregularities Committee, remarking shall be completed within two weeks and the new mark awarded shall be approved by the Dean on behalf of the School's Examinations Board.
 - (f) If a candidate decides to withdraw his/her appeal before it is considered by the Committee, such withdrawal shall be done in writing.
 - (g) There is a fee required for remarking.
 - (h) The mark obtained after remarking is the mark that shall be used.
- In case the student is dissatisfied with the marks after the remark by the School, he/she shall have a right of appeal to the College Appeals and Irregularities Committee.

POLICY ON APPEALS BY STUDENTS

- a) That the Examinations Irregularities Committees of Schools have been mandated by the Senate to handle cases of examinations malpractices and communicate their decisions to the concerned students.
- b) In their communication to students who would have been DISMISSED, the following clause should be mentioned 'in case you are not satisfied with the verdict, you are free to appeal directly to the Senate Examinations Committee.'
- c) The Examinations Irregularities Committees of Schools shall then communicate the decisions taken to the Senate Examinations Committee for noting.
- d) Students who wish to appeal are required to submit their appeal letters to the Secretariat of the Senate Examinations Committee.
- e) The Senate Examinations Committee Secretariat upon receipt of the appeal shall request the respective School to comment on the appeal. (to give information on the case that might be missing).
- f) The Senate Examinations Committee shall consider the merits of the student's appeals, and handle as appropriate.

31.0 GENERAL RULE FOR POSSESSION OF FIREARMS

It shall be an offence for any student without authorization/permission or disclosure to the university security organs to:

- a) Be in possession of firearms or other potentially lethal weapons on University property and halls of residence.
- b) Use a firearm or any potentially lethal weapon on University property and halls of residence.
- c) Appear on University property or halls of residence wearing a law enforcement security uniform.

Penalty

- iv) Caution, or
- v) Suspension for a period not exceeding two academic years, or
- vi) Dismissal from the University without prejudice to any action that may be pursued in a court of law.

RULES ON EXAMINATION MALPRACTICES AND IRREGULARITIES

Rule 1: Malpractices in Relation to Coursework

It shall be an offence for a student/candidate to avail to another student/candidate his/her prepared coursework with a view to assisting the latter to do his/her coursework or to negligently expose his/her coursework to another candidate to use.

Penalty

Any student/candidate found guilty of the offence under Rule. 1 above shall be liable to:

- i) Caution and Cancellation of his/her coursework, or
- ii) Caution and Cancellation of his/her coursework and suspension from his/her studies for a period not exceeding one academic year (Two semesters).

Rule 2: Fraud in Relation to Coursework

It shall be an offence for a student/candidate/ students working in a group to:

- (a) Submit coursework not prepared by him/her.
- (b) Substantially plagiarise the work of any other person.
- (c) Solicit/purchase any coursework from any other person.
- (d) Falsify/alter marks awarded on a coursework script.

Penalty

Any student/candidate found guilty of involvement in fraudulent conduct related to coursework as set out in Rule. 2 above shall be liable to:

- i) Caution and Cancellation of his/her/group coursework, or in case of an individual course work it should be cancelled and a student given another coursework at a cost. Both the recipients should be penalized
- ii) Cancellation of his/her coursework and suspension from his/her studies for a period not exceeding one academic year (Two semesters), or
- iii) Cancellation of his/her coursework and dismissal from the University.

Rule 3: Malpractices in the Conduct of Examinations

It shall be an offence for a student/candidate involved in an examination/test to:

- (a) Sit or attempt to sit the examination without valid documentation.
- (b) Enter the examination hall/room later than half an hour after the examination/test has commenced.
- (c) Leave the examination hall/room earlier than half an hour after the examination has commenced except in emergencies with the express permission of the Invigilator.
- (d) Carry out a conversation or any other communication with another student/candidate once the examination has commenced.
- (e) 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.
- (f) Take out of the examination room/hall answer booklet(s), used or unused.
- (g) Neglect, omit or in any other way fail to follow lawful instructions or orders issued by the Invigilator.
- (h) Physically assault or insult an Invigilator or any University Official involved in the conduct of the examination.
- (i) Share information with another student while using a computer/ electronic gadget for an examination.
- (j) Carry away equipment and materials used in a practical examination. All equipment and materials used in the examination remain University property and must remain within the examination room.

Penalty

Any student/candidate found guilty of contravening Rule 3 above, shall be liable to:

- i) Caution and Cancellation of the relevant examination, or
- ii) Cancellation of the relevant examination and suspension from the University for a period not exceeding two academic years (Four semesters), or
- iii) Cancellation of the relevant examination and dismissal from the University.
- iv) A student/candidate who contravenes Rule 3(e) involving destruction of property shall be liable to a fine as well as any penalty specified above.
- v) A Government-sponsored student/candidate found guilty of contravening Rule 3. above, may have the Government sponsorship

cancelled besides any other punishment, taking into account the gravity of the offence.

- vi) Any student/candidate found guilty of contravening Rule 3(h) above by physically assaulting an Invigilator or a University Official shall be dismissed from the University.

Rule 4: Cheating in an Examination

It shall be an offence for any student/candidate involved in an examination to:

- (a) Take into the examination room/hall, in person or by agent, unauthorized materials including, but not limited to, plain papers, condensed/summarized notes, books, and handkerchiefs on which information is written or information written on any part of the body, recording apparatus, mobile phones/smart watches/other electronic gadgets/ smart gadgets or any unauthorized electronic equipment.
- (b) Copy from any other candidate/student.
- (c) Involve oneself in plagiarism, that is:
 - (i) Pass off the words or ideas of someone else as his/her own without proper acknowledgement or crediting the original source.
 - (ii) Replicate one's own work which one has presented elsewhere for assessment.
- (d) Aid and/ or abet another candidate/student to copy from a script/ book of another person.
- (e) Exchange answers with another candidate/student in or outside the examination room.
- (f) Collaborate with another candidate/student in the examination room or outside to use telephone discussions and share material including calculators and use of other electronic equipment.

Penalty

Any student/candidate found guilty of cheating in examinations as defined above shall be liable to:

- (i) Caution and Cancellation of the relevant examination, or
- (ii) Cancellation of the relevant examination and suspension from the University for a period not exceeding two years, or
- (iii) Cancellation of the relevant examinations and dismissal from the University.
- (iv) A Government-sponsored student/candidate found guilty of contravening Rule 4 above, may have the Government sponsorship cancelled besides any other punishment.

- (v) Any student/candidate found guilty of cheating in examinations on second conviction shall be dismissed from the University.
- (vi) On conclusion of the malpractice case with a hearing and judgment made, the confiscated unauthorized material (exhibits) shall be destroyed. In case of valuable personal equipment such as phones and other electronic gadgets, the information on such items that is related to the malpractice case shall be downloaded and the equipment returned to the offender after the case has been concluded and the offender has duly acknowledged the verdict.
- (vii) Where several paragraphs or ideas have been plagiarized the student shall be cautioned/ warned and shall not be awarded any grade higher than "D" regardless of the outcome of the final assessment of the submitted work.
- (viii) On a second charge of the offence of plagiarism as defined in (a) above, the examination shall be cancelled, the student awarded a grade "F" for the submitted work and suspended for a period not exceeding one academic year (two semesters).
- (ix) Where the entire material has been lifted from another source verbatim or with only slight alterations the examination/ work shall be cancelled and student shall be suspended from the University for a period of two academic years.
- (x) On a third and subsequent time of the offence of plagiarism as defined in (a) above, the student shall be dismissed from the University.

Rule 5: Fraud in Examinations and Examination Results (As amended by Senate on 13th November, 2014)

It shall be an offence for a student/candidate involved in an examination to:

- (a) Import into the examination hall/room, in person or by an agent, a pre-prepared answer script/booklet;
- (b) Substitute an answer script/booklet prepared outside the examination room/hall for the one already submitted to the Invigilator/Examiner;
- (c) Falsify or altering marks awarded on an examination script/book; after course work; Viva voce/Public defense or final board of examiners' meeting; testimonial, field work report or to procure someone to alter marks awarded on an examination script/book or coursework or assessment record;
- (d) Impersonate another student/candidate;
- (e) Procure or induce another person to sit for him/her;
- (f) Utter false documents in relation to eligibility to sit University examinations, including but not limited to; examination permit, financial statement, bank slip, registration card, logbooks, case reports or attendance list;

- (g) Sit or attempt to sit an examination without authority;
- (h) Deliver to the examiner's office or residence an examination script/ booklet outside the scheduled time for delivery without due authority;
- (i) fraudulently receive examination papers/questions which have been illegally procured or made available;
- (j) Fraudulently access or attempt to access examination questions before the examination is due;
- (k) Pay or induce another person to illegally procure or make available examination questions/papers.
- (l) Pay or procure a member of staff or non-member of staff to alter examination results.
- (m) Student(s) writing false information or altering names on the answer booklet, on the examination attendance list or examination script with intention to hide his/her identity.
- (n) Student(s) smuggling/attempting to smuggle examination booklet out of the examination venue having signed the register and later claiming that his/her marks are missing
- (o) Student(s) unlawfully retrieving examination materials from University custody for purposes of falsifying results/marks.

Penalty for Rule No. 5

Any student/candidate found guilty of fraudulent conduct as defined above shall be liable to:

- (i) Cancellation of the relevant examination and suspension from the University for a period not exceeding two Academic Years; or
- (ii) Cancellation of the relevant examinations and dismissal from the University;
- (iii) A government sponsored student/any other University related sponsored student found guilty of contravening Rule 5 is liable to cancellation of the sponsorship;
- (iv) If a member of staff is procured to alter examination results, he/she should be handed over for disciplinary processes and action provided for under the Human Resources Manual and Public Service Standing Orders;
- (v) If the person procured is not a member of staff, he/she should be handed over to police.

Rule 6. Offences Relating to the Conduct of Irregularities Hearing

It shall be an offence for any student/candidate whether or not he /she has been accused of an irregularity to:

- (a) Interfere with the conduct of investigations into the matter or the hearing of an irregularity by the School or College Irregularities Committee.
- (b) Intimidate members of the Committee or other members of the University Staff or witnesses in the irregularity matter.
- (c) Destroy evidence relating to an alleged irregularity.
- (d) Forge or utter false documents in relation to an alleged irregularity.
- (e) Bribe or attempt to bribe a University Official witness or any other person in relation to an alleged irregularity.
- (f) Harass or procure others to harass on his /her behalf a University official, witnesses or any other person in relation to an irregularity by making constant telephone calls, visits, or any form of influence peddling etc.

Penalty

Any student/candidate found guilty of interference with the conduct of an irregularity hearing as defined in Rule 6 above shall be liable to:

- (i) Cancellation of the relevant examinations, or
- (ii) Cancellation of the relevant examinations and suspension from the University for a period not exceeding one academic year, or
- (iii) Cancellation of the relevant examinations and dismissal from the University.

Rule 6 A Possessions of Firearms during the examination period

It shall be an offence for a student/candidate involved in an examination/test to:

- (a) Bring within the precincts of the examination room any firearm or potentially dangerous weapon.
- (b) Use a firearm or any potentially dangerous weapon with the purpose to intimidate, threaten or otherwise deter investigations into any examination irregularity.

Penalty

Any student found guilty of the offence defined in Rule 6A(a) shall be liable to:

- i) Caution and cancellation of the relevant examination, or
- ii) Cancellation of the relevant examination and suspension for a period not exceeding two years, or

- iii) Cancellation of the relevant examination and dismissal from the University.

NOTE: The term “potentially lethal weapon/substances” for purposes of Rule 6A includes, but is not limited to, guns, pangas, machetes, daggers, switch blades, spears, swords, bows & arrows, brass knuckles and any incendiary device. This definition also includes imitations of potentially dangerous and threatening items such as fake guns.

Rule 7 Mitigating and Aggravating Factors When Determining the Appropriate Punishment

Where the Rule provides a range of punishments, the Committee may take into account the following mitigating and aggravating factors in determining the appropriate punishment.

- (a) Mitigating Factors.
 - (i) Remorse on the part of the student/candidate.
 - (ii) Truthfulness
 - (iii) Lack of substantial benefit from the malpractice
 - (iv) Student/candidate first offender
 - (v) Plea of guilty therefore not wasting the Committee’s time.
- (b) Aggravating Factors.
 - (i) Substantial benefit from the malpractice.
 - (ii) Lack of credibility.
 - (iii) General misconduct.
 - (iv) Frivolous and vexatious denials.
 - (v) Allegations of misconduct on the part of University staff which are subsequently proved to be false.
 - (vi) Second conviction.

Rule 8: Procedure for Hearing of Malpractice Cases

(1) GUIDELINES ON APPREHENSION OF A SUSPECT

When a student/candidate is suspected to be engaging in examination malpractices, the following should be done:

- (a) A suspect should be handled in the appropriate manner to ensure that the privacy and bodily integrity of a person is not violated. Body searches should be done in the presence of another person.
- (b) The materials should be taken away as soon as they are found and kept as exhibits.
- (c) Identity of the suspect and possible witnesses should be recorded

immediately.

- (d) A suspect should be allowed to proceed with the examination since he/she is presumed to be innocent until proved guilty.

(2) RULES OF NATURAL JUSTICE

In the handling of examination irregularities and malpractices, the Colleges/ School Committee shall take into account the following principles of natural justice:

- (a) Fair and equal treatment of all students/candidates,
- (b) The opportunity to enter a plea of guilty or not guilty,
- (c) Fair hearing accorded to all students/candidates,
- (d) Right of students/candidates to appear and to defend themselves,
- (e) Staff not to sit in judgment of their own cause, and
- (f) Consistency in punishments.

(3) PRE- HEARING

- (a) The Member of Staff who alleges that a student/candidate was involved in a malpractice shall make a formal written report to the Chairperson of the School Committee. Any materials allegedly found on the student/candidate should be given to the Chairperson for safe custody.
- (b) The Chairperson of the Committee shall inform the student/candidate in writing of the allegation. A copy of the Rules shall be availed to the student/candidate with the letter of the Chairperson.
- (c) The student/candidate shall be allowed to make a formal defence to the allegations in writing addressed to the Chairperson of the Committee.
- (d) The student/candidate shall then be invited in writing or by whatever expedient method to appear before the Committee to defend himself/ herself.
- (e) The student/candidate shall be given Seven (7) days' notice of the date of appearing before the College/School Committee to enable him/her time to prepare his/her defence.
- (f) A student/candidate who fails or refuses or omits to appear after being effectively summoned three times shall be suspended indefinitely from the University pending his/her appearance before the Committee.

- (g) The suspension in (f) above shall remain in place until the Chairperson of the Committee formally notifies the Academic Registrar that the student/candidate has appeared and answered the allegations.
- (h) A student/candidate alleged to have been involved in examination malpractice shall not be registered until such a time that the case has been disposed of.

(4) HEARING

- (a) The College Academic Board shall appoint the Appeals and Examinations Irregularities Committee. The College Appeals and Examinations Irregularities Committee shall be constituted by the Chairperson and six other members. The membership of the Committee shall be drawn from the Deans, Chairs of Departments or any other senior academic staff in case the Deans and Chairs are already members of the lower Committee. Quorum of the Committee shall be five members present.

NOTE: (i) **The membership and quorum should be determined in such a way as to ensure that members do not sit in judgement of their own cases.**

(ii) The Board of Studies in each School should determine the membership of the School Irregularities and Malpractices Committee.

- (b) The student/candidate shall appear in person before the Committee and identify himself/herself as the subject of the proceedings. The Member of Staff /Invigilator concerned should also be present.
- (c) The Committee shall formally charge the student/candidate. The student/candidate shall be informed by the prosecutor of the allegations against him/her and the Rule in the Rules on Examination Malpractices and Irregularities he/she is alleged to have breached. In addition, he/she shall be informed of the possible punishments.
- (d) The student/candidate shall formally respond to such allegations.
- (e) When the student/candidate responds in the affirmative, a plea of guilty shall be recorded by the prosecutor.
 - (i) On a plea of guilty, the Member of Staff/Invigilator reporting the malpractice shall present the facts constituting the malpractice to the Committee in the presence of the student/candidate.
 - (ii) Where the student/candidate is alleged to have been found with unauthorized materials, the materials shall be brought before the Committee and the Member of Staff making the report shall state formally in the presence of the student/candidate whether they are the materials he/she is alleged to have found in the possession of the student/candidate.

- (iii) The student/candidate shall be given an opportunity to respond to allegations of fact. He/she may disagree with them and he/she has a right to cross-examine the person making the report.
- (iv) Where the student/candidate responds to the allegations of facts and the Committee is of the considered opinion that in substance he/she is pleading not guilty, it shall direct that a plea of not guilty be substituted for the plea of guilty.
- (v) Where the student/candidate admits the offence with an explanation or makes a plea that is vague the Committee should record a plea of not guilty.
- (vi) The student/candidate shall be allowed to plead mitigating factors, which the Committee should take into account in prescribing punishment.
- (vii) The Committee shall then deliberate in the absence of the student/candidate and the Member of Staff/Invigilator making the report.
- (viii) A decision shall be made with regard to the punishment and reasons should be assigned for such a decision.
- (ix) The report shall be forwarded to the College Examinations Committee for information for any other decisions apart from dismissal. Where, on the face of the record, the College Examinations Committee realises that the School Committee erred in its decisions, the College Examinations Committee has a right to review the decision.
- (f) On a plea of not guilty by the student/candidate, the Member of Staff/Invigilator making the report shall present the facts to the Committee with the guidance of the prosecutor in the presence of the student/candidate who has a right of cross-examination.
- (i) The Member of Staff/Invigilator reporting the malpractice shall present the facts constituting the malpractice to the Committee in the presence of the student/candidate.
- (ii) Where the student/candidate is alleged to have been found with unauthorised materials, the materials shall be brought before the Committee and the Member of Staff making the report shall state formally in the presence of the student/candidate whether they are the materials he/she is alleged to have found in the possession of the student/candidate.
- (iii) The student/candidate shall be given an opportunity to respond to allegations of fact. He/she may disagree with them and he/she has a right to cross-examine the person making the report.
- (g) The prosecutor may call witnesses whose presence he/she considers important for the just and fair disposal of the case.
- (h) The student/candidate shall present his/her defence to the Committee in the presence of the Member of Staff who made the report who also has a right of cross-examination.

- (i) The student/candidate may call witnesses to substantiate his/her defence.

(5) NATURE OF EVIDENCE GENERAL

- (a) The Committee may admit oral and material evidence, which may be direct or circumstantial.

NOTE: Direct evidence is the account of the eyewitnesses or the original documents while circumstantial evidence is that which is inferred from the circumstances of the case e.g. the student/candidate running away when approached by an invigilator.

- (b) The Committee may not admit hearsay evidence unless there is independent evidence that lends it credence.

NOTE: Hearsay evidence is indirect in the sense that it is given by a person who was not an eye witness e.g. where a witness reports what was told to her/him by another person or photocopies of documents produced where the original is not produced with no adequate explanation as to why. Such evidence should only be accepted where there is other direct evidence which supports the hearsay.

- (c) After the close of the evidence and before a decision is made, the student/candidate shall be given an opportunity to present to the Committee mitigating factors.

(6) POST-HEARING

- (a) The School Committee shall deliberate on the matter preferably on the same day as the hearing.
- (b) The School Committee shall make findings of fact with respect to the evidence and make a decision e.g. suspension, discontinuation, dismissal etc. based on those facts. The School Committee must assign reasons for each decision.
- (c) The student/candidate shall be officially informed of such decision/verdict of the School Committee, and may on request be availed a record of the proceedings.
- (d) The proceedings of the School Committee deliberations, decisions and the signed record should be forwarded to the College Registrar and the Academic Registrar.
- (e) The student/candidate shall be informed of his/her right of appeal and the procedure to be followed.
- (f) A student/candidate who has been suspended/discontinued/dismissed shall cease to be a bona fide student and shall not be accorded teaching and learning services. He/she however, has recourse to appeal to the College Appeals and Irregularities Committee provided

he/she lodges his/her appeal after leaving the School/Institute on receipt of the communication.

(7) APPEAL PROCEDURES

- (a) A student/candidate who is dissatisfied with the decision of a School Committee may appeal to the College Appeals and Examinations Irregularities Committee within 30 days from the date of the letter communicating the decision.
- (b) The appeal shall be in writing addressed to the College Registrar and copied to the Chairperson of School Committee stating clearly the grounds of appeal. The College Registrar, on receipt of the appeal, shall acknowledge by endorsing a copy for the student/candidate and forwarding a copy to Chairperson of School Committee.
- (c) A student/candidate who pleaded guilty to an offence before the School Committee shall have a right of appeal only with respect to the penalty.
- (d) The College Appeals and Examinations Irregularities Committee shall hear the appeal expeditiously. The student/candidate appealing shall be notified in writing of the date when the appeal will be heard and should be given an opportunity to appear before the College Appeals and Examinations Irregularities Committee and be heard.
- (e) The College Registrar shall officially notify the School Committee that made the decision in the first instance of the date of hearing of the appeal. The School/Institute Committee shall have a right to be heard
- (f) At the hearing of the appeal, the student/candidate shall have an opportunity to be heard and the School Committee shall have a right to respond to the student/candidate's presentation.
- (g) The College Appeals and Examinations Irregularities Committee shall have power on cause being shown to allow the student/candidate present additional evidence before it.
- (h) Where additional witnesses are called, they will be subject to cross-examination by the representative of the School Committee. The School Committee may also adduce additional evidence, which shall be responded to by the student/candidate.
- (i) The College Appeals and Examinations Irregularities Committee will thereafter deliberate the decision in the absence of the student/candidate and School Committee representative preferably on the date of hearing.
- (j) The College Appeals and Examinations Irregularities Committee may confirm, vary or set aside the decision of the School Committee.
- (k) The College Appeals and Examinations Irregularities Committee shall

take into account the rules of natural justice set out in Rule 8(2) of these Rules.

- (l) A student/candidate who is dissatisfied with the decision of the College Appeals and Examination Irregularities Committee may appeal to the higher and final Senate Academic Policies and Appeals Committee within 30 days from the date of the letter communicating the decision. The decision of Academic Policies and Appeals Committee shall be final.

(8) TIMEFRAME FOR HEARING AND CONCLUDING CASES AND APPEALS

- (a) Trial of cases at the School level should be concluded within 4 weeks after completion of that semester examinations period.
- (b) Appeals at College level should be completed within one (1) month. After the expiry of the one month allowed for one to appeal the decision of the School Committee.
- (c) The appeal process at the Senate Committee should not last more than one (1) month or not later than the next scheduled meeting of the Senate Committee, whichever comes earlier.
- (d) When a student appeals, the verdict of the lower committee shall remain in force, and he/ she shall wait for the appeal to be disposed of before proceeding to another semester/ level.
- (e) The Senate Committee shall be the final level of a student's appeal.

ROLES AND RESPONSIBILITIES FOR EXTERNAL EXAMINERS

1.0 THE ROLES OF EXTERNAL EXAMINERS

The principle roles of external examiners include:

- a) To verify that standards are appropriate for of each unit of study and to provide independent impartial comment on standards set and student achievement of those standards. The capacity to fulfill this is based on knowledge of standards set and achieved in other higher education institutions, of subject benchmark statements and where applicable of the expectations of Professional and Statutory Bodies or coawarding bodies.
- b) To verify that the process of deciding assessment outcomes for individual students is fair, fairly operated, and in line with the University's regulations

1.1 SPECIFIC ROLES

Arising out of the principle roles of external examiners the specific roles and responsibilities of external examiners are:

1. Make judgments independent of the internal examiners
2. Have powers to recommend to the School Board the adjustment of marks for individual or all students examined
3. Have access to the assessed parts of the programme (student scripts and coursework)
4. Determine the method and extent of sampling of students' work to scrutinize
5. May recommend to the School Board for the remarking of a student's script
6. Select students for and determine the nature of VIVA VOCE'
7. Check cases of suspected cheating
8. Endorse marks and pass lists before they are published
9. The external Examiner should in specific cases the extent to which medical and other extenuation circumstances were taken into account.

2. NOMINATIONS AND APPOINTMENTS

An external examiner shall have at least one year of recent examining experience, including external examining experience, to assure the School Examinations Board and Senate of his/her competence in assessment and understanding of academic standards in a broad higher education context.

Qualities of External Examiner

The external examiner should be a critical friend so as to offer constructive comments, criticism and suggestions for enhancement in the area of assessment practice. An External Examiner shall be an Academic Professor or Senior Lecturer or practicing professional at the rank of consultant or the equivalent.

The process of nomination and appointment of external examiners shall be as follows:

- a) The head of relevant department through informal contacts shall establish willingness and availability of nominee to serve as external examiner and solicit his/her Curriculum Vitae
- b) The academic members of the department shall study the Curriculum Vitae to satisfy themselves that the nominee has the necessary expertise, experience and seniority to serve as external examiner.
- c) External examiners for Undergraduate Programmes shall be appointed by the University Senate or the Deputy Vice-Chancellor (Academic Affairs) on the recommendation of the respective School Board.
- d) External examiners for Graduate Programmes shall be appointed by the Board of Research and Graduate Training or the Deputy Vice-Chancellor (Academic Affairs) on the recommendation of the respective School Board.
- e) External examiners shall be appointed to serve for a period of three years with a possible one-year extension.
- f) Thereafter the same external examiner shall not be re-appointed until a period of one (1) year has elapsed.
- g) A former member of the teaching staff of the University will not be eligible for appointment until a period of three (3) years has elapsed
- h) An external examiner will not be appointed from a department in which a member of staff of the relevant department at Makerere University is serving as an external Examiner or teaching.

3. STATUS OF EXTERNAL EXAMINERS

External examiners shall be Ex-Officio members of the relevant Examiners' Boards.

4. INFORMATION TO BE AVAILED TO THE EXTERNAL EXAMINERS

The host department will send to the newly appointed external examiner the following information:

- i. Programme and course aims, objectives and syllabuses
- ii. Copies of past examination papers
- iii. Methods of assessment/Marking Scheme
- iv. Ways in which marks of individual parts of the examination are aggregated, averaged to produce the final result
- v. The method by which the pass mark (cutoff point) at and above which students are pronounced passed and below which they are declared to have failed. The two alternatives are:
 - a. Absolute or Criterion Reference Test where the pass mark is set and students scoring below that fail regardless of the number.
 - b. Relative or Norm Reference Test method where the pass mark can vary depending on students' performance.
- vi. Proposed dates of departmental and faculty examiners' board meetings
- vii. The external examiner should be given a face to face briefing
- viii. The route by which external examiners can raise matters that are important and of a sensitive nature is by making a confidential report to the Deputy Vice Chancellor (Academic Affairs)

5. FACILITATING AND HOSTING

The following shall be done to facilitate and streamline the work of External Examiners:

- a) A return air ticket and in country transportation arrangements should be made well in advance.
- b) The external examiners should be met by University support staff whose role is to collect and deliver External Examiners to their prearranged accommodation.
- c) Per Diem or out of pocket allowance should be paid to External Examiners on arrival.
- d) Any refunds for transit expenses should be processed in a timely fashion and paid to External Examiners before they depart for home.

- e) External Examiners should be given the scripts to look at upon arrival at their accommodation.
- f) Payment of examiners' fees is authorized once the reports are received.

6. MODERATION OF EXAMINATION PAPERS

The external examiner may review, moderate and approve all examination papers. Therefore:

- a) Draft examination papers may be sent to the external examiners well in advance allowing enough time for them to propose any modifications, they feel necessary
- b) Draft examination papers should be sent with marking schemes or model answers.
- c) External examiners may be invited to propose one or more questions to be included in the examination papers.
- d) Dissertations where appropriate will be sent to the External Examiner at least a month in advance.
- e) Care must be taken to safeguard the examination against leakage, and dissertations against loss
- f) Departments should always carry out internal moderation of examination questions.

7. ACCESS TO WRITTEN SCRIPTS

Access to written scripts and coursework that contribute to the final assessment. External examiners will be given unfettered access to the following:

- i. All marked examination scripts
- ii. All evaluated coursework materials

8. PARTICIPATION IN ORAL AND CLINICAL EXAMINATIONS

External examiners are required to participate in oral and clinical examination as follows:

- a) Where only a proportion of students are subjected to oral examination, the criteria for selection of those students should be agreed upon with the external examiner in advance.
- b) Be involved in the selection of content of the examination, in the marking and making final judgements

- c) The external examiner will be allowed to meet with the students examined to assess their opinion on the conduct of the examination process in case there is need.

9. PARTICIPATION IN EXAMINATION BOARD MEETINGS

Aware that most of the courses in the first semester are prerequisites for most of the academic Programmes, external examiners will be invited during the second semester examination season and the following will apply:

- i. He/she will attend the main Examiners' Board meetings at which final examination results are reviewed and approved before they are published.
- ii. With regard to the conduct of the Examiners' Board meeting a formal minute must be kept noting the following:
 - a. Members present
 - b. The final decisions taken
 - c. In specific cases the extent to which medical and other extenuating circumstances were taken into account
 - d. Any general comments made by internal and external examiners

8. EXTERNAL EXAMINERS' REPORTS

External Examiners must annually make a report on the student assessment process to the Deputy Vice-Chancellor (Academic Affairs) with a copy to the respective Departments and Schools.

The report must include answers which to some extent will act as indicators as to whether the students received the knowledge, skills, values expected to be provided by the respective courses. The external examiner's report shall include the following:

- i. The Curriculum Design and its relevance
- ii. Comparability of the program with those offered in other institutions of Higher Education internationally.
- iii. Variability in the assessment process
- iv. Academic standards of awards
- v. Academic standards of student achievement.

In that respect the external examiner's report will include answers to the following questions:

- a) Were the structure, content and methods of assessment used appropriate and adequate?
- b) How satisfactory was the administration of the examination process?
- c) Was the assessment process appropriate to the course (or subject); the level of students (1st, 2nd or third year or postgraduate); and competencies of interest?
- d) Were the examinations sufficiently comprehensive with regard to the programme or course being examined?
- e) Were the materials and facilities used for practicals and clinical examinations appropriate and adequate?
- f) Was the external examiner given adequate access to examination scripts of all borderline candidates and coursework for forming a reasonable opinion?
- g) Was the internal marking appropriate, fair and consistent?
- h) Was the Examiners' Board meeting conducted in an impartial and fair manner?
- i) Was the programme structure, content and objectives well defined and appropriate to the subject matter and the level at which it was taught?
- j) Was the quality of teaching and methods used, as revealed by the examination, effective and appropriate?
- k) Was the general standard of performance of the students satisfactory and comparable to similar institutions?
- l) Was the failure rate acceptable or too high?
- m) Was the distribution of honours comparable to other institutions

The External Examiners' reports must:

- a) On completion of the exercise, the external examiner should submit his/her
report directly to the Deputy Vice-Chancellor (Academic Affairs) and copied to the respective Schools and Departments. The Deputy Vice-Chancellor (Academic Affairs) will submit the report to the Quality Assurance Committee for consideration and action.
- b) The Quality Assurance Unit should ensure that the respective Schools and Departments attend to the concerns/ suggestions of the External Examiners. It is important to note that External examiners' reports are part of the University's annual quality assurance audit system.

9. OTHER ROLES OF EXTERNAL EXAMINERS

External Examiners may be consulted on possible review of existing Programmes and the process of external examination for purposes of improving the assessment process.

10. TERMINATION OF APPOINTMENTS

The appointment of an external examiner may be terminated by the School Board if the Board considers that the responsibilities of the appointment have not been or cannot be fulfilled in the manner or to the standard which the University requires. Reasons for termination may include, but not limited to:

- i. Failure to provide reports on the assessment process required by the University;
 - ii. In the case of an examiner appointed to an Award and Progression Examination Board, inability to attend two successive such boards;
 - iii. A change in the external examiner's circumstances which brings about potential conflicts of interest which might jeopardize objectivity.
 - iv. Persistent refusal to work within the University's academic regulations;
 - v. Conduct which in the case of an employee of the University would be the subject of disciplinary action;
- a) When circumstances arise which are considered as possible grounds for termination of an external examiner's contract, the Chairperson of the Board of Examiners will notify the Deputy Vice- Chancellor (Academic Affairs) of the relevant details. The Deputy Vice-Chancellor (Academic Affairs) will write formally to the examiner to inform him/her that the termination is being considered and to offer the opportunity for the examiner to explain the circumstances and request that the termination is not effected.
 - b) The Chairperson of the School Quality Assurance Committee, acting on behalf of the School Board, will take the final decision regarding the termination; the external examiner will be notified in writing of this decision. The Chairperson of the Quality Assurance Committee will inform the School Board of the circumstances of the case and of its outcome.

TEACHING AND LEARNING POLICY

1. TEACHING CURRICULUM

- a) The teaching and learning of diploma and degree academic programmes shall be conducted basing on curricula approved by the University Senate and accredited by the National Council for Higher education (NCHE).
- b) The teaching and learning curriculum shall be consistent with the educational goals and aspirations of Uganda as may, from time to time be defined by the national development goals and agenda.
- c) The Head/ Chairperson of Department and Dean of School shall be responsible for development and regular review of academic programmes and teaching curricula in accordance with the requirements of the Senate and the NCHE.
- d) Account shall be taken in the design of every curriculum to ensure that the programme proposed: -
 - i) Is broad-based or integrated;
 - ii) Is practical oriented;
 - iii) Is diversified;
 - iv) Does not compromise the standards of excellence set by the National Council for higher Education (NCHE); and
 - v) Contributes to the overall national human resource development and requirements (based on NCHE statutory instruments 2005 No. 85)
- e) The teaching and learning shall follow the approved programme structure, course sequencing, contact hours and credit units as stipulated and assigned in the approved curriculum.

2. TEACHING TIMETABLE

- a) Teaching and learning shall follow a published Timetable schedule showing clearly the names of course facilitators, day and time of the week, and venue. In the case of online or blended teaching, the published Timetable should clearly indicate the dates and times when online lectures are planned to be conducted.
- b) Timetabling shall be the responsibility of Heads of Department assisted by a designated staff at the College and central administration for proper coordination.

- c) Timetable should be published at the various College/ School notice boards and on the official online platform, at least two weeks before commencement of the semester/lectures.
- d) Each College Principal shall submit a copy of the College timetable to the Deputy Vice Chancellor (Academic Affairs), and Academic Registrar two (2) weeks before the commencement of semester

3. ASSIGNMENT OF TEACHING WORKLOAD AND ACADEMIC DUTIES

- a) Assignment of academic duties to staff shall be in line with the terms and conditions contained in the appointment letters to undertake such activities such as teaching, research, students supervision, examination, assessment, grading, outreach, resource mobilization etc.
- b) Assignment of duties shall be based on the knowledge, qualifications and competencies of staff.
- c) The Chairperson/Head of Department and Dean of School shall ensure that the teaching workload and other academic assignments are equitably distributed to all the academic staff in the department.
- d) Assignment of teaching workloads shall take into consideration of the requirements for each staff to have the minimum teaching loads of ten to twelve (10-12) contact hours out of the total of forty (40) workman hours required for each staff per week. The rest of the 28-30 workman hours shall be distributed to cover other academic assignments/ workloads such as: research and publication; students' research and projects supervision; academic work review; examinations and assessment of academic work, projects, dissertations and theses; course curricula and programme development; students' mentorship and career guidance; knowledge transfer and outreach.
- e) The Chairperson/Head of Department and Dean of School shall ensure that all full-time academic staff have the minimum teaching workload, before assigning or distributing any academic duties to part-time or short term contract staff.
- f) Teaching extra-loads beyond the minimum contact hours and the other academic workloads beyond the 40 hours per week (as stated in (d) above) will be remunerated, subject to availability of funds and in accordance with the College budget provisions approved by the University Council.
- g) It is the duty of the Head of Department and Dean to ensure that each registered student in the department is attached to a mentor from among the academic staff in the academic unit to provide support to the students on career guidance, counseling and mentorship.

4. ACTUAL TEACHING

- a) It shall be the responsibility of the Deans of School and Heads of Department to ensure that qualified academic staff are assigned to teach the approved curricula.
- b) Teaching and learning shall optimize learner-centered pedagogy methods and use of multimedia and digital technologies, in accordance with the established University policies and guidelines.
- c) The mode of teaching and learning shall follow blended modalities, having physical (in-person lectures) and online course instruction, in accordance with the Open, Distance and e-Learning (ODEL) policy and guidelines approved by the Senate.
- d) For every course to be taught there shall be a course outline shared and explained to the learners at the commencement of teaching and learning.
- e) It is a requirement that each course is assigned and taught by at least two (2) academic staff to ensure business continuity, teamwork and to enable diversity in sharing and uptake of knowledge, skill, experiences, mentorship and broader academic support to the learners.
- f) Exemptions to team teaching above in 4(a) may be allowed in cases of limited skill capacity and for courses with peculiar specialization requirements. In such cases the Head of Department with approval of the Dean may assign an individual to teach that course, but efforts must be made to ensure that capacity is built in the department to have more people facilitating a course.
- g) It shall be the responsibility of every academic staff assigned to teach a course to open a Course File with the Head of Department and from time to time provide all required information related to the Course file both soft and hard copy. The Course file shall be comprised of:
 - a. Course outline,
 - b. Attendance list for coursework and examinations,
 - c. Course work question papers and marks,
 - d. Examination question paper
 - e. Examination marks and marking guides,
 - f. Final marks and any other related information pertaining to the teaching of the course.
- h) For courses to be online, at least $\frac{3}{4}$ of the content should be developed.

5. INDUCTION OF STAFF:

- a) It shall be the responsibility of the Head of Department to ensure that proper induction of academic staff entrusted with teaching is done.
- b) All academic staff should receive training in pedagogy, training in supervision of research theses/dissertations and projects, and other relevant skills in instruction design and effective delivery of teaching and learning.
- c) Refresher training should be conducted for academic staff every five years.

6. ASSESSMENT

- a) There shall be a fair and transparent system of assessment and grading of students work that involves, among other things, team teaching/ assessment, peer review and assessment, internal and external assessment as provided in the University's general academic and examination regulations.
- b) It shall be the responsibility of every academic staff/course Instructor who has taught a course to ensure marking and assessment, submission of results for approval by the Department and entering of the approved marks in the official results management system.

7. EVALUATION OF TEACHING AND LEARNING

- a) Evaluation of teaching and learning shall be the responsibility of the Directorate of Quality Assurance in liaison with the Deans and Heads of academic units.
- b) Students' shall be required to evaluate the teaching of courses undertaken per semester.
- c) The Quality Assurance Directorate shall develop and regularly review the tools and system applications to ensure effective evaluation of teaching and learning.
- d) Quality Assurance Directorate shall provide feedback to the academic Heads of Department who will then discuss the outcome of the evaluation with the concerned academic staff. This shall be in the two weeks of evaluation before the beginning of semester examinations.
- e) The Director Quality Assurance shall provide periodic quarterly reports on teaching and learning to the University management through the Deputy Vice Chancellor Academic Affairs.
- f) Where there are perpetual performance concerns and challenges about the members of staff, the Director, Quality Assurance will report to the Deputy Vice-Chancellor (Academic Affairs) for appropriate action.

8. ACADEMIC INTEGRITY OF STUDENTS AND STAFF

a) Staff

- i) All academic staff shall at all times uphold ethical, professional conduct and academic integrity in the execution of their duties in accordance with the University regulations and code of conduct.
- ii) Staff infringing on ethical, professional and academic integrity shall be referred for disciplinary process to the relevant organs of the University as per the established rules and regulations.

b) Student

- i) All students admitted and registered on the University academic programmes receive admission letters and joining instructions, wherein, each automatically undertakes to abide by all University regulations; and failure of which, each shall be liable to disciplinary process and sanctions provided for in the regulations.
- ii) Every syllabus/ course outline should have a statement on the expectations of the University from the student e.g., on honesty and anti-plagiarism as follows:

“By becoming a student at Makerere University, you agreed to conform to the University’s regulations and code of honor. Scholastic dishonesty is defined as any act that violates the rights of another student in academic work or that involves misrepresentation of your own work. Scholastic dishonesty includes (but is not necessarily limited to): unlawfully collaborating in the preparation of assignments, cheating during examinations (e.g., looking at other students’ answers, bringing notes into the examination room), plagiarism, which means misrepresenting as your own work any part of work done by another. Depending on the severity and willfulness of the infraction, penalties could include failing the course, being made to repeat a course, suspension and dismissal from the University.”

9. POLICY OVERSIGHT IMPLEMENTATION

The oversight implementation of the academic policies shall be the Deputy Vice Chancellor (Academic Affairs) assisted by the Academic Registrar.

GUIDELINES FOR FIELD ATTACHMENT

1. INTRODUCTION

1.1 Definition of Field Attachment

In the context of these guidelines, field attachment is a field-based practical training experience that prepares trainees for the tasks they are expected to perform on completion of their training. Currently field attachment in Makerere University is known by several names in different faculties and/or disciplines. The other names for it include: internship, school practice, Electives and community Based Education and Services (COBES), and industrial training. During consultations with the various stockholders, it was noted that the terminology “internship” which had earlier on been adopted might be confusing with respect to the conventionally and internally known post-graduate training in some professions, especially Human Medicine.

It was therefore agreed and recommended that for avoidance of this confusion, the term “Field Attachment” be adopted for all teaching units to mean any approved field based practical work carried out by staff and students for the purpose of teaching and / or research in places outside the University control but where the University is responsible for the safety of its staff, students and others exposed to their activities.

1.2 Objectives

The purpose of field attachments at Makerere University is to produce practically oriented graduates that meet the required job-related competences of their future employers. Additionally, it serves as a linkage between the University and various partners who consume services and/or products of the University. The specific objectives of the field attachment program are as follows:

- a) To enable students get hands-on experience real-life situation they are expected to work in when they graduate.
- b) To provide an opportunity for students to apply the principles and techniques theoretically learnt into real-life problem solving situations.
- c) To provide an opportunity for students and academic staff to interact with the stakeholders and potential employers to appreciate field situations that will also generate information for curricula review and improvement
- d) To develop student understanding of works ethics, employment demands, responsibilities and opportunities.
- e) To enhance and strengthen linkages between Makerere University and various stakeholders.

1.3 Expected benefits from the field attachment

Field attachment will be implemented through partnership between the University and other partners who consume the University products and services. This partnership has three key stake holders namely: the University partners, the University and the students. Commitment to this partnership rests on mutual benefits for all the key partners. The expected benefits of the program for the different parties include:

1.3.1 University Partners

- i) Will get opportunity to be involved in the training and review of programs at Makerere University.
- ii) Will be exposed to a pool of potential employees from which to select. This will ultimately reduce on the costs of induction/ orientation of new employees,
- iii) Will get additional human resource for effective and efficient service delivery.

1.3.2 Makerere University

- i) Will get opportunity to appreciate client demands and the quality of graduate required to fulfill these demands.
- ii) As result of cooperation the potential for research will be enhanced and developed with the various partners,
- iii) Will get opportunity to access training facilities and resources that are not available at Makerere University

1.3.3 Students

- 1) Will acquire new knowledge and practical experiences,
- 2) Will improve their confidence in problem solving.
- 3) Opportunity to relate to different categories of people likely to be met in the real-life situation.
- 4) Will gain exposure to the demands and challenges of the work place.
- 5) Will get opportunity to meet and work with potential employers.
- 6) Will have improved appreciation of the profession and therefore better work ethics.

1.4 Roles and responsibilities of the stakeholders

If the field attachment program is to be implemented effectively and sustainably, the various partners have to commit themselves to specific roles and responsibilities. The following are the roles and responsibilities of each partner:

1.4.1 The University

- a) Will provide overall institutional management of the program.
- b) Shall integrate field attachment into the University curricula and have it reviewed periodically.
- c) Will be responsible for the developing of a monitoring and evaluation criteria for field attachment program including code of conduct for the students and staff.
- d) Shall initiate partnership with relevant organizations and concretize this partnership with memoranda of understanding.
- e) Will be responsible for identifying sites that offer valuable learning experiences to the students and staff.
- f) Will develop criteria/and or guidelines for selection and training/ orientation of the field supervisors.
- g) Shall build field attachment expenses in the University fees structure and budget. Efforts should be made to supplement the budget with internally and externally mobilized funds.
- h) Shall source for funding from development partners and internally to support implementation of the field attachment program.
- i) Will create platforms and mechanisms for sharing experience arising out the field attachment program by the stakeholders.

For purposes of implementation, the University will perform its roles and responsibilities through the re- spective colleges/faculties/schools/institutes.

1.4.2 University Partners

- i) Shall participate in the planning, supervision and evaluation of the students on field attachment.
- ii) Will provide on-site technical and professional guidance to the students on field attachment throughout the field attachment period.
- iii) Will provide feedback to the University on the experience of the field attachment program.
- iv) Will commit their organizational facilities and/or resources for effective implementation of the field attachment program.
- v) Will engage in a mutual learning exercise together with the students and staff of Makerere University.
- vi) Will provide students on field attachment with a wide range of experiences that go beyond technical skills.

- vii. Shall give accreditation and credit gains to students on field attachment.

1.4.3 Roles and responsibilities of students

- i) Shall take field attachment as part and parcel of their training at Makerere University and have positive attitude towards learning by practice.
- ii) Shall respect all field supervisors and any other persons they interact with throughout their field attachment period regardless of their background training and social differentiation,
- iii) Should work willingly wherever they are posted/attached.
- iv) Should develop the day-to-day work plans with their field supervisors.
- v) Should spend the field attachment funds in accordance with the budget line items. To reaffirm this, the student on field attachment will be required to sign a commitment form (sample in IV) before receiving the internship funds.
- vi) Must adhere to the field attachment code of conduct and code of conduct of the host organization.
- vii) Will provide reports and other forms of feedback to the University and the host partners.

Which may include but not limited to: - Self-evaluation, Program evaluation, Supervisors' evaluation and Site evaluation. A sample format of the field attachment report is provided in annex III.

5. ORGANIZATION OF THE FIELD ATTACHMENT

Field attachment shall be organized through six steps namely,

- 1) Program management,
- 2) Budgeting,
- 3) Pre-placement,
- 4) Placement,
- 5) Supervision
- 6) Evaluation.

5.1 Programme Management

5.1.1 Senate Sub-Committee

In order to make field attachment a University rather than a teaching unit affair, Senate sub-committees should be established at management level with the following terms of reference:

- 1) To co-ordinate and harmonize the field attachment activities in all units.
- 2) To review supervision, assessment and final evaluation of the field attachment programs in different teaching units periodically.

5.1.2 School committees on field attachment

At unit level, there will be a School Field Attachment Committee chaired by the Dean. It will comprise of the following:-

- i. Dean,
- ii. Heads of departments,
- iii. field attachment Co-coordinator(s),
- v. One representative of the Local Governments recommended by the Uganda Local Authorities Association (ULAA) or any other body responsible for coordinating Local Governments,
- vi. One representative of the private sector,
- vii. One representative of the line ministry, and one representative of any other key stakeholder as each faculty deems necessary.

The terms of reference of the unit level committee shall include:

- i) To carry out budgeting for field attachment and/or
- ii) To assist the University in identifying funding sources,
- iii) To Review placement and supervision procedures
- iv) To handle assessment and the final evaluation of field attachment
- v) To mainstream field attachment in the academic programs.

5.1.3 Budget

The sponsors of Students and the University should consider field attachment program as a priority academic activity. The following are recommendations on sustainability measures: -

- 1) Uganda government should show commitment by giving the necessary financial support to field attachment.
- 2) The University should be cost Field attachment program and the fees passed over to the benefactors of the students. The tuition fees whether government

or privately sponsored should have the field attachment component.

- 3) Teaching units should form partnership with the districts and private sector and negotiate how best the partners can support the field attachment program. The teaching units should endeavour to source for additional resources from development partners to support the field attachment program.
- 4) In addition to supporting the field attachment programs directly, government and development partners should support participating institutions to offer field attachment to students.
- 5) On-site supervisors should be recognized and motivated through appropriate means such as payment of honorarium and/or a letter of recognition.
- 6) Each unit will have an annual field attachment budget with the following line items:
 - i) Students' maintenance.
 - ii) Student's materials and equipment.
 - iii) Planning and preparation for students' placement and supervision.
 - a) Meetings.
 - b) Transport.
 - c) Subsistence.
 - d) Communication.
 - e) Stationery.
 - f) Academic supervision.
 - g) Transport
 - h) Subsistence
 - i) Communications

6. FACILITATION FOR ON-SITE SUPERVISION

6.1 Coordination expenses

6.1.1 Pre-placement

This activity consists of three tasks namely; visits to field attachment areas and joint planning, briefing students and re-orientating the academic staff.

6.1.2 Visits to field attachment sites and joint planning with the partners

The purpose of the visits is to identify partners/sites and negotiate relationships, roles and responsibilities. The visits should be followed by prior exchange communication with the partners to confirm appointment. Academic staff together with the partners should identify suitable sites for students' attachment. Criteria for site selection should be as follows

- i) Availability of suitable field supervisor(s).
- ii) Availability of supportive facilities to the learning of the student(s).
- iii) Availability of on-going activities to provide learning experiences to the student(s).
- iv) Gender needs.
- v) Health and safety of the site.

Joint planning should include drawing an action plan for implementation of the program; agree on the evaluation criteria of the students on field attachment and modalities for supervision. It also involves training of the field supervisors in specific requirements for supervision and evaluation of the students on field attachment. This activity should be carried out during the break between semester I and II.

6.1.3 Briefing of the students

Before the placement, students should be briefed a week before they do the end of Semester II examination, so that they can appreciate field attachment as an integral part of their training programs. In such briefing, the following areas shall be addressed:

- i) The purpose of the field attachment program.
- ii) Basic requirements in terms of equipment and materials.
- iii) Code of conduct expected of the students during the field attachment
- iv) Roles of the various supervisors (academic and field supervisors)
- v) Grading/evaluation of the field attachment program
- vi) Various channels of communication for students on field attachments e.g. where and how to report when they have problems.
- vii) The final field attachment report format.
- viii) When and how to hand over materials/equipment lent to them (by) the host organization) during field attachment.
- ix) Other matters concerning their welfare during the field attachment
- x) Health and safety issues

6.1.4 Re-orientation of the academic staff

Since all the academic staff will participate in supervision of the students on field attachment, they should all be involved in the planning and organization of the exercise. They should be well re-oriented on the following-

- i) The purpose of the field attachment program
- ii) What the task involves
- iii) Development and review of the monitoring and evaluation/assessment criteria.

This activity should be carried out before the visits to the internship sites. This is because some of the staff will be involved in the pre-placement preparations.

7.1 Placement

7.1.1 Duration and Timing

The year of study that students will go for field attachment depends on the design of the academic program. Cognizant of the cost of the field attachment program, it is however preferable those students have field attachment at least twice but not more than thrice during their training at the University. This is considered to be the adequate period for students to have a first experience, conceptualize those experiences in their training and try out what they have learnt in another way (in the second field attachment).

It is recommended that all other teaching units conduct their field attachment at the end of the second semester and each period of field attachment should last at least eight (8) weeks per year.

7.1.2 Posting

The process of posting students on field attachment will include:

- i) Identifying suitable candidates for each site.
- ii) Preparing letters of introduction and other necessary documents e.g. guidelines for field attachment report writing, students' evaluation forms, log books and journals.
- iii) Payment of students' field attachment logistical and financial support, which should be harmonized with the time of posting. The payment of student allowances should be done not more than one week before their date of reporting for the field attachment.

7.1.3 Students' records

Student on field attachment will be required to keep notebook (or log book) where they will enter their daily records of the activities they are engaged in as well as new knowledge and innovations learnt. A sample of the logbook can be obtained from the Lecturer concerned. The on-site supervisor shall assess the daily records in the logbook. In addition, the interns' logbooks shall be assessed and signed by the academic supervisors each time they visit the student (s) in the field.

At the end of the field attachment period, the student shall produce a report of their field attachment experiences based on guidelines as developed by respective Schools or Academic Units.

All University policies and procedures apply throughout the duration of the field work. It is the Field Work Supervisor's responsibility to ensure that people involved

in the field work are aware of all relevant policies The University shall develop suitable penalties for students who do not comply with the guidelines.

8. SUPERVISION

- i) There will be two distinct levels of supervision: site level day-to-day supervision by the field supervisor and the academic supervisor from the University.
- ii) Each site/student will be visited at least three times by the academic supervisors, each visit lasting 2-3 days or more like in the case of School of Education.
- iii) During the visit, the academic supervisor will interact with the student on field attachment, field supervisor /other relevant officials and also visit the attachment sites to acquaint himself/herself with the activities of the student.

8.1 Requirements for on-Site and Academic Supervisors

The on-site and academic supervisors need to meet the following requirements.

8.1.1 On-site supervisors

On-site supervisor's will:

- i) Be persons with relevant practical experience.
- ii) Show willingness to have regular contact with the student on field attachment.
- iii) Have reasonable ethical and professional conduct.
- iv) Be willing to engage in a learning experience with the student on field attachment.

8.1.2 Academic supervisors

- i) Supervision will be done by qualified academic staff i.e. assistant lecturer and above.
- ii) Schedules of the academic supervisors will be communicated to the partners and or field supervisors in advance.
- iii) The supervision reports will be written on the spot and copies given to the student and the field attachment coordinator.
- iv) The University shall develop penalties for academic supervisors whose performance in the field will be found to be wanting or in breach of professional conduct.

EVALUATION

- i) Given the duration and intensity of the field attachment program and the rigor of assessment (by field supervisor, academic supervisor, field attachment report), the internship should carry an overall weighting of 5.0 credit units
- ii) The field attachment, being part and parcel of the academic program, must be assessed, graded and the grades should contribute towards the award of a candidate.
- iii) The field attachment grades should appear on the student transcript as an independent course.

9.1 Students' Assessment

Marks for the field attachment performance will be distributed between assessment by the on-site supervisor, academic supervisor and field attachment report. In view of the purpose of the field attachment program as providing practical orientation, the assessment by the on-site-supervisor, who is best placed to monitor and assess the student daily performance, should be given prominence in proportion distribution. The marks for field attachments be distributed as follows;

- i) Assessment by the on-site field supervisor based on agreed criteria will carry not more than 40% (see sample assessment form in annex I).
- ii) Assessment by the academic supervisor will carry a maximum of 60%, based on criteria determined by the responsible teaching units.

9.2 Overall evaluation

For continued partnership Academic supervisors should evaluate the field attachment program annually based on: Supervision

GUIDELINES FOR GRADUATION CEREMONIES

A General guidelines

1. That there should be one "Graduation Week" every academic year to be located during the January Vacation.
2. That the Graduate students should have a separate, multi-disciplinary graduation ceremony from the undergraduate students.
3. That the Chancellor should open the "Graduation Week" by presiding over the ceremony of Graduate students and the graduation week would be closed by the Chancellor or his/her representative.
4. That the graduation ceremonies shall have one graduation number during that week and that on each day after the conferment of awards the Chancellor or his/her representative would adjourn the ceremony until the graduation week was closed. The congregation would be dissolved on the last day of the graduation week.
5. That the Chancellor or his/her representative should give the Vice Chancellors awards or any other awards to person(s) being honoured.
6. That undergraduate students would graduate according to their programmes on a scheduled

day and time during the “Graduation Week”. Programmes that were related and had small numbers of students would combine their ceremonies.

7.

That the Vice-Chancellor or his/her Deputies should preside over the undergraduate ceremonies and confer degrees/award Diplomas.

8.

That all graduation ceremonies shall take place at the University or at such other venue as may be agreed upon by the University Senate.

9.

That there should be a Chancellor’s procession during the first graduation ceremony for graduate students.

10.

That in the decentralised Units, there should be a procession of Principals, Deans, Heads of Department, Academic Staff and invited guests, led by the Vice Chancellor (or Deputy Vice-Chancellor Academic Affairs).

11.

The Academic Registrar’s Department should fully cover the decentralised graduation budgets.

12.

Since few graduands would attend at a time, there should be no need to disrupt traffic around the Makerere University environments.

13.

That the list of the graduates should be published on the Makerere University website.

B. Guidelines on management, administration and coordination

1. That the Ceremonies Secretariat be strengthened in order to adequately handle decentralized graduations and other ceremonies. That, a Senate Committee on ceremonies be set up. This Committee should be responsible for:
 - i) Drawing out the schedules for all graduation ceremonies for a given academic year.
 - ii) Arranging to publish one graduation booklet for all graduate and undergraduate students graduating in the “Graduation Week”. The format of the booklet should be similar to the ones currently being printed in the centralised graduation system.
 - iii) Arrange to issue invitation cards to graduands and their guests in collaboration with the Academic Registrar.
 - iv) Coordinating the parking and directing of guests to the graduation venue in collaboration with the relevant security officials.
 - v) Arrange the issuing of gowns and other graduation regalia.
 - vi) Arrange the issuing of passes to accredited professional photographers who will be at different sites.
 - vii) Take care of security matters in collaboration with Makerere University Security Department and Makerere University Police Post.
 - viii) Provide first aid stations at the graduation location in collaboration with Makerere University Hospital.
 - ix) Deal with media coverage.
 - x) Offer any assistance that may be required by the Academic Units.
2. That there should be Schools/Colleges Ceremonies Committees (Unit Ceremonies Committees) which would liaise with the Senate Committee on Ceremonies and Academic Registrar.
3. That in order to ensure uniformity of graduation gowns the University Procurement and Disposal Units should pre-qualify up to four (4) Tailoring firms (tailors) to handle the making and issuing of Gowns on behalf of the University.
4. That there should be an option for hiring the gowns if a student does not want to buy. Two separate fees (for hiring and owning gowns) should be clearly communicated. That the University shall be involved in fixing the price of Gowns and that the pre-qualified firms should have a provision for hire and purchase of Gowns by Graduands.
5. That the Academic Registrar office in conjunction with the Vice Chancellor office would publish newsletters for each graduation week. The Newsletters would include, inter alia, the Chancellor’s and Vice Chancellor’s speeches,

news from Academic Units, and any other supplement.

6. That no graduation ceremony should last more than 3 hours, and the number of people graduating at any one ceremony should be approximately range of 400 to 1,500.
7. Examination results for students graduating should be published and submitted to the Academic Registrar's office eight (8) weeks before the graduation ceremony.
8. That a student should register to graduate eight (8) weeks before the ceremony by filling in appropriate form and clearing with all the relevant centres in the university.

C. Entertainment

1. That the Units, in liaison with the Academic Registrar should organise their programme and entertainment for the graduation day.
2. That the ceremonies Committee shall organise and coordinate entertainment.
3. That both the National Anthem and Makerere Anthem should be sung by students of Music, Dance & Drama at all the graduation ceremonies.
4. That Convocation shall be required to respond to the new structure.

D. The ceremony of conferment of degrees/diplomas

1. Each School/College should issue a certificate of recognition to their best student during the ceremony, including graduate students.
2. That Schools/Colleges with small numbers should be free to group together for purposes of organizing graduation ceremonies.
3. That the Units may invite their own Guest Speaker and select the theme of the speech, but the Vice Chancellor or Deputy Vice-Chancellor should confer the degree and award of diplomas as per the Universities & Other Tertiary Institutions Act (2001).
4. That the student with the highest CGPA for each Programme will have his/her name read out and they would come forward to receive a certificate of recognition.
5. That the Convocation Awards shall continue to be given to the overall best Science and Humanities students. Such award shall be announced at the opening of the Graduation Ceremony week and at the respective decentralised ceremonies where the candidates graduate.
6. That the best graduate student should be recognised at the graduation ceremony.

E. Alumni

1. Alumni from various Colleges may organize reunions at decentralised graduation ceremonies. This would facilitate Units and the University at large to strategically tap alumni finances in supporting the activities and plans of specific units.
2. The university would further cultivate the culture of alumni participation and giving through the introduction of prestigious and inspirational speeches by alumni and students. For example, a “chief orator” by a selected alumnus and /or “student oration” delivered by a non-graduating student.

A STATUTE ON HONORARY AWARDS GUIDELINES

1. In accordance with the provisions of Section 47 of the University and other tertiary institutions Act 2001.
 - i) The University may consider conferring an Honorary or Title upon any person who has excelled in any sector of life as it may deem fit on the recommendation of an Honorary Degrees Committee established jointly by the Senate and the University Council.
 - ii) Proposal to grant Honorary Degree or any other award may be made by a member of the University Community and shall be communicated in writing to the Vice-Chancellor.
 - iii) Every such proposal shall be accompanied by detailed curriculum vitae, a statement setting forth the award recommended and the detailed grounds on which the recommendation is based. No proposal will be received without these details.
2. The Vice-Chancellor shall refer such proposals initially to the appropriate College Academic Boards and then submit their decisions to the Honorary Awards Committee consisting of the following persons:

a) Membership

- i) **Chairperson:** Vice-Chancellor
- ii) **Members:** The Chairperson of University Council, Deputy Vice-Chancellors, University Secretary, three members of the University Council elected by the Council and Three members of Senate elected by the Senate
- iii) **Secretary:** The Academic Registrar

b) Terms of Reference:

- i) To Receive and Consider nominations from the various College Academic Boards of Honorary Degrees and Fellowships.
 - ii) To forward the approved nominations for balloting by the members of the Senate and Council.
3. Any recommendations made by this Committee for the conferring of honorary Awards shall be subject to the following procedures and rules;
 - a) The Senate shall make its decision through a secret ballot vote on the recommendations at the sitting of the Senate. The ballot papers shall be accompanied by a statement setting forth the grounds upon which the recommendation is based.
 - b) Any recommendation which secures a majority of the total

number of members of the Senate shall also through a ballot and accompanied by a statement setting forth the grounds upon which the recommendations are based be submitted to Council. The majority of the total number of members of the Council shall be required for a decision to confer an Honorary Degree or Award.

- c) The final decision of Council will be announced at the separate meetings of Senate and Council.
- d) The proceedings with regard to Honorary Awards shall be conducted in the strictest secrecy and no consultation shall at any time be made with the potential candidate except by the Vice-Chancellor or in his/her absence by the Deputy Vice-Chancellor (Academic Affairs).
- e) The Honorary Awards should be sparingly made and in any case not more than three will be awarded in any given academic year.
- f) If a recommendation or recommendations of the Committee are rejected by the Council and Senate such a nomination shall not be considered again until a period of five years.
- g) The awards of Honorary Degrees must be "in presentia" except in very exceptional circumstances when a special resolution of Council on the recommendation of Senate will be required for presentation "in absentia" or "posthumously".
- h) Except in very special circumstances the Committee will not consider any nomination of any officer in the service of the University or any person currently in the employment of the University.
- i) The Honorary Degree Awards shall be Doctor of Science (DSc.) for academic contribution in the field of Science, Doctor of Letters (D.Litt) for academic contribution in the Humanities and Doctor of Laws (LL.D) for Public Service by eminent statesmen, administrators and lawyers. The Degrees of Master and Doctor of Philosophy shall not be awarded *Honoris Causa*.

POLICY ON JOINT AWARDS BETWEEN MAKERERE UNIVERSITY AND OTHER INSTITUTION

a) Collaborating institutions

- i) Collaboration can only be made with recognized institutions.
- ii) There shall exist structures and expertise to manage, teach, supervise, examine and carry out research for the Joint Award.
- iii) Ethical issues related to the award shall be noted and agreed upon jointly by either University/ Institution.
- iv) The students and staff involved shall be made aware of the Joint Award procedure in print, electronic form and visitations by relevant authorities from the Universities.

b) Agreement

There shall exist a collaborative agreement to justify and strengthen the complementary and equal partnership between universities.

c) Funding Mechanism

There shall exist an enabling funding mechanism to operationalise the joint award.

d) Intellectual Property Rights

Intellectual Property Rights shall belong to the partner Universities and the details of sharing financial proceeds shall be worked out as applicable in each University, following a mutual agreed format.

e) Admission Requirement

The admission requirements of the relevant institution shall be equivalent and any modifications/additions to such qualifications shall be mutually agreed.

f) Application Requirements and Procedure of Application

- i) That the application requirements of the relevant institution shall be equivalent and any modifications/additions to such qualifications shall be mutually agreed upon.
- ii) The programme shall be openly advertised for equal opportunity for candidates to apply and information given to staff to appreciate as they

participate. Standing should be put in place for any given Joint Award Programme.

g) Duration of Study and Residence

The duration of study shall be defined but it should not significantly differ from the existing ones in participating universities. Duration of stay in a particular university shall be prescribed as a requirement before the award is given.

h) Fees Payment and Sharing of Fees between Collaborating institutions

The mode of fees payment and sharing shall be established between the partner universities/institutions.

i) Coordinating Office

The University organs to manage and coordinate the Award must be clearly identified in each University and a Coordinator shall be identified.

j) Course and Coursework Load

The type of course and coursework required by the collaborating Universities towards the awards shall be defined.

k) Quality Assurance

The methods of progress monitoring shall be agreed upon using the existing methods from either University.

l) The examination process and grading of the award shall be agreed upon by both Universities but shall not be significantly different from the existing ones at either University.

m) Format of dissertation

The format of results presentation in case of research project of dissertation presentations shall be agreed upon to include a comprehensive monograph and peer-reviewed published scientific articles (the acceptable number shall be defined).

n) Withdrawal of Students

Mechanism of withdrawal from the Joint Award shall be granted only following an investigation.

o) Transcripts

Documentation of results shall be through existing transcripts, which would be accepted by the partner Universities with the words “Transcript for the Joint Award” included in the document.

p) Award Certificate

- i) The name of the award must be in existence at either University or both official languages be used in the Award Certificate as agreed upon.
- ii) The Joint Award Certificate shall bear both/all Universities logos side by side, a statement attributed to the awarding bodies in the partner Universities, title of the degree (class if applicable), candidates name, date of award and signature of the relevant University authorities, Quality of paper used shall be agreed upon and relevant University seals embossed.

q) Arbitration

- i) Special situation shall be resolved by consultation of bodies responsible for the joint Awards in the partner Universities.
- ii) The agreement shall provide for the appointment of Arbitrator or Arbitrators.
- iii) Termination of the Joint Award

The termination of the Join Award Programme by any of the Universities shall be by one years notice with mutual consent, but shall not affect the registered students until their studies have been completed or until deregistered.

STATUTE FOR THE GOVERNANCE OF MAKERERE UNIVERSITY DEGREES AND OTHER AWARDS AT AFFILIATED INSTITUTIONS

STATUTE X1-a

1. Under Sections 71 (1), (2) and (3) of the of the Universities and Other Tertiary Institution Act (2001) as amended 2003 and as amended in, 2006, this statute is hereby made to provide for award of degrees, diplomas and certificates to students registered at designated affiliated institutions.
2. A tertiary institution may, for the purpose of promoting its academic programmes, and with the approval of the National Council, affiliate with Makerere University if:
 - a) the institutional standards governing the performance, operations and conduct of the institution are acceptable to the University Council.
 - b) its institutional standards conform to the standards set by the National Council for Higher Education.
3. An affiliated College, School or Tertiary Institution shall remain so under the Act and as such, for all intents and purposes shall –
 - a) Retain its status, administration and organizational structure as they were before affiliation; and
 - b) Be independent of the University to which it is affiliated and only depend on the University to the extent agreed upon; in conformity with this Act, regulations made there under and Statutes made and guidelines issued by the University relating to institutions affiliated to it.
4. A College, School or Tertiary Institution affiliated to a University shall, as may be agreed in relation to awards, conduct courses leading to awards of certificates, diplomas or degrees of that University under standards provided under this Act and Statutes made and guidelines issued by the University and shall in connection with the relevant awards, jointly conduct examinations leading to those awards.
5. An institution may, on a written application addressed to the Academic Registrar be admitted, by statute, to the status of a connected institution by the council upon the recommendation of the Senate.
6. The statute made by the Council shall;
 - a) Specify,
 - i) The course or courses that may be pursued, under admission

- requirements, regulations and syllabuses approved by the Senate, at the connected institution and, leading to the award of the University,
- ii) The fees chargeable for registration, examination, graduation and other purposes.
 - iii) The privileges, if any, that students and staff of the connected institution may be entitled to;
 - b) Provide for the representation of the University on the academic organ of the connected institution provided that 'the expenses of such representation shall be borne by the connected institutions,
7. The Senate, before making a recommendation to the council under section (5) of this statute shall satisfy itself,
- a) That a Faculty or Institute or School in the University is in a position to administer, in like manner as the internal awards, the external award or awards of the University for which the connection is sought,
 - b) That the institution enjoys a reputable educational standard for the purpose of teaching for an award or awards of the University,
 - c) That the institution is established on a permanent basis under the laws of the country in which it is situated, and.
 - d) That the members of staff who are designated to teach courses for awards of the University have the academic stature and qualifications which are acceptable to the University and. have reached such a standard as would be required for teachers of the University.
8. The University may require that an initial visitation by its representatives be made to such an institu- tion to satisfy itself on library facilities adequacy of' staff, lecture rooms and thereafter visitations shall be undertaken as shall be provided for in the statute of connection.

TERMS AND MODE OF AFFILIATION

- 1) The affiliation of the Institution with the University shall be effected through the relevant College or School of Makerere University. Accordingly, the College Academic Board of the designated College shall receive from the Institution any submissions relating to the course of study at the Institution leading to the award of the University and shall recommend thereon to the Senate.
- 2) Studies leading to the award of the Makerere University, may be pursued at the Institution under regulations governing admission, curriculum of study, syllabuses and examinations, which shall be prescribed by the Senate.
- 3) The fees chargeable for registration, examination, graduation and other

purposes shall be determined from time to time by the Council.

- 4) The Senate shall appoint one member of the University as its representative on the Board of Governors/Governing Councils of the Institution. The Institution shall bear the expenses of such representation.
- 5) The Institution may appoint one person as its representative on the College Academic Board of the College and shall meet the expenses of such representation.
- 6) The Senate may designate such staff of the Institution as are qualified and are directly involved in teaching the course leading to the award of the University, as
 - a) Honorary Lecturers or
 - b) Honorary Assistant Lecturers of the University as the case may be.
- 7) The students of the Institution who are registered for the course leading to the award of the University shall be regarded as Associate members of the Students' Association of the University.
- 8) The Senate shall not less than once every five years, cause a visitation to be made by its representatives to the College to determine the continued adequacy or otherwise of,
 - a) Library facilities;
 - b) Lecture rooms;
 - c) Laboratories; and Staff.
- 9) The expenses of any such visitation shall be borne by the Affiliated College/Institute.

AFFILIATION FEE POLICY

1. BACKGROUND

Section 41 (d), 71 and 72 of the Universities and Other Tertiary Institutions Act, 2001 as amended by Act No. 7 of 2003 provides for Statute XI – a: Statute for the Regulation of Makerere University Degrees and Other Awards at Affiliated Institutions.

Statute XI –a, gives guidelines for the award of degrees, diplomas and certificates to students registered at designated affiliated institutions.

2. AFFILIATED INSTITUTIONS

By 2024, fifteen (15) Institutions were affiliated to Makerere University and these are:

1. Makerere University Business School (MUBS)
2. National Major Seminary, Kinyamasika
3. National Major Seminary, Katigondo
4. National Major Seminary, Ggaba
5. National Major Seminary, Alokolum
6. Health Tutors College, Mulago
7. Uganda Institute of Bankers
8. Nsamizi Training Institute of Social Development
9. Sheikh Technical Veterinary School (STVS) – Somaliland
10. Hospice Uganda
11. Senior Staff Command College, Kimaka (SSCK)
12. Public Health Nurses College, Kyambogo
13. Uganda Military Academy, Kabamba (UMAK)
14. National Defence College- Uganda (NDC-U)
15. Police Senior Command and Staff College-Bwebajja (PSCSC)

Although Statute XI – a 2(a, (ii) stipulates that fees chargeable for registration, examination, graduation and other purposes will be specified, there is no written guideline on payment of fees by affiliated institutions.

At a meeting held between Makerere University Business School (MUBS) and School of Postgraduate Studies on 13th January, 2010 an understanding on sharing resources was reached and percentages made for registration, examination, administration etc.

These percentages are being used for Makerere University Business School (MUBS) students and other affiliated institutions, but they need to be harmonized to include the current fee of endowment fund and affiliation fee.

3. FUNCTIONS HANDLED

a) Application and admission

Application and admission is a central and key role of Makerere University, although some Institutions like MUBS carry out GMAT tests for Masters Programmes. Makerere University advertises; receives all applications and admits all students from affiliated institutions.

b) Registration

Registration is one of the shared key functions between Makerere University and the affiliated Institutes. The activities involved under registration include:

- i) Manual checking of academic documents;
- ii) Issuing of print outs and report generation;
- iii) Data Entry;
- iv) General Maintenance of the system; and
- v) Training and facilitation of registrars

Therefore, registration of students is a shared function.

c) Examination

Examination is a core function of the University, though shared. This includes:

- i) Time tabling;
- ii) Procurement of examination answer booklets;
- iii) Administering of examinations;
- iv) Stationery;
- v) Overseeing examinations;
- vi) Storage;
- (vii) Postage and external examination of graduate dissertations and Thesis Examination is a shared function. For Makerere University Business School (MUBS) however, almost everything is done at the School.

d) Identity Cards

Identity cards are procured, processed and issued by Makerere University.

4. AFFILIATION FEE

Affiliation fee will be part of the functional fees paid only by students from affiliated institutions. An affiliation fee of Ug. Shs. 20,000= (twenty thousand shillings only) will be paid by each student per annum for Ugandans and East African students; and Ug. shs. 40,000= (forty thousand shillings) for other nationals.

Justification of the affiliation fee and other functional fees

- Institutions that affiliate to Makerere University have their programmes assessed, discussed and approved by Makerere University organs. Administratively, there is a cost that Makerere University incurs.
- There is need to have continuous monitoring and periodic visitations to assess the teaching at affiliated institutions. These visits can only be facilitated by the affiliation fees.
- Makerere University is a brand name which many people would want to associate with, being the best in East Africa and among the five top Universities in Africa. Therefore, it is costly to keep the brand name in terms of monitoring

and quality assurance.

- The quality of Academic qualification that Makerere offers is highly valued.
- Whereas Makerere University shares functional fees with affiliated Institutions, these institutions take all the tuition.
- Affiliated institutions can top up on functional fees according to their needs
- Makerere University Business School (MUBS) is a Constituent College of Makerere University and hence slightly different from the other affiliated institutions. For example; MUBS reports directly to the Senate and Makerere University Council, it does not go through a college to approve their results; all their examination and results are handled at MUBS from moderation; to purchasing examination booklets to approving them.

4.1 Guidelines

- The affiliation fee will be part of the functional fees and students from affiliated institutions will be paying the same amount of functional fees like Makerere University students (main campus) except MUBS students who will continue paying in percentages because of the uniqueness explained in (iii) above.
- All functional fees must be paid by all students from affiliated Institutions including students from MUBS directly to Makerere University Council.

5. APPROVED FUNCTIONAL FEES

5.1 All Students from Affiliated institutions except MUBS

a) Undergraduate Students

	ITEMS	UGANDANS	OTHER NATIONALS
(a)	Application	50,000/=	US.\$75 (where applicable)
(b)	Registration	100,000/=	202,000/= per annum
(c)	Examination	100,000/=	303,000/= per annum
(d)	Technology	50,000/=	101,000/= per annum
(e)	Identity Card	15,000/=	40,400/=
(f)	Endowment	10,000/=	10,000/= per annum
(g)	Affiliation	20,000/=	40,000/=per annum

Graduate Students

	ITEMS	UGANDANS	OTHER NATIONALS
(a)	Application	50,000/=	151,500/=
(b)	Registration	120,000/=	202,000/=
(c)	Examination(Diploma and Masters)	200,000/=	707,000/=

(d)	Examination(PhD)	300,000/=	1, 010,000/=
(e)	Administration	200,000/=	484,800/=
(f)	Identity Card	15,000/=	40,400/=
(g)	Endowment	10,000/=	10,000/= per annum
(h)	Affiliation	20,000/=	40,000/=per annum

5.2 Makerere University Business School (MUBS)

Students from Makerere University Business School (MUBS) will continue paying functional fees in the following percentages direct to Makerere University Council:

SN	FUNCTIONAL FEE	PERCENTAGE
(a)	Application	100%
(b)	Registration	55%
(c)	Examination	25%
(d)	Administration	50%
(e)	Identity Card	100%
(f)	Technology	50%
(g)	Endowment	100%
(h)	Affiliation	100%

Graduate Student

	ITEMS	UGANDANS	OTHER NATIONALS
(a)	Application	50,000/=	151,500/=
(b)	Registration	66,000/=	111,100/=
(c)	Examination Masters & Diploma PhD	50,000/=	176,750/=
		75,000/=	252,500/=
(d)	Administration	100,000/=	242,400/=
(e)	Identity Card	15,000/=	40,400/=
(g)	Endowment	10,000/=	10,000/= per annum
(h)	Affiliation	20,000/=	40,000/=per annum

Undergraduate Students

	ITEMS	UGANDANS	OTHER NATIONALS
(a)	Application	50,000/=	US. \$ 75 (where applicable)
(b)	Registration	50,000/=	101,000/= per annum
(c)	Examination	50,000/=	151,500/= per annum
(d)	Technology	25,000/=	50,000/= per annum
(e)	Identity Card	15,000/=	40,400/=
(f)	Endowment	10,000/=	10,000/= per annum
(g)	Affiliation	20,000/=	40,000/=per annum

