

**MAKERERE UNIVERSITY**

**TEACHING AND LEARNING POLICY**

**DECEMBER 2022**



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## **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

## **1. 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/ Faculty 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/ Faculty 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.

## **2. 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.

**3. 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/dissertation 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.

**4. 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.

**5. 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.

## 6. 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

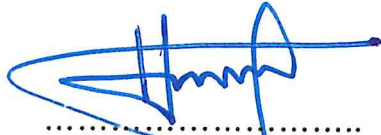
- i) All students admitted and registered on the University academic programmes receive admission letters and joining instructions, wherein, each automatically undertakes to abide by all University regulations; and failure of which, each shall be liable to disciplinary process and sanctions provided 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.

Signed this 5<sup>TH</sup> ..... day of SEPTEMBER ..... 2024

  
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University Secretary

  
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Chairperson University Council