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THE UNIVERSITIES AND OTHER TERTIARY INSTITUTIONS
(MANAGEMENT OF CONSTITUENT COLLEGES OF MAKERERE
UNIVERSITY) STATUTE, 2012

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THE UNIVERSITIES AND OTHER TERTIARY INSTITUTIONS
(MANAGEMENT OF CONSTITUENT COLLEGES OF
MAKERERE UNIVERSITY) STATUTE, 2012
(Under sections 41(d) and 72 of the Universities and Other Tertiary
Institutions Act, 2001)

IN EXERCISE of the powers conferred on the Makerere University Council by sections 41(d) and 72 of the Universities and Other Tertiary Institutions Act, 2001, this Statute is made this 21st day of October 2011.

PART I—PRELIMINARY

1. Title.

This Statute may be cited as the Universities and Other Tertiary Institutions (Management of Constituent Colleges of Makerere University) Statute, 2012.

2. Interpretation.

(1) In this Statute, unless the context otherwise requires—

“Academic Registrar” means the Academic Registrar of the University;

“Act” means the Universities and Other Tertiary Institutions Act, 2001;

“alumni” means a graduate of a college of the University;

“Appointments Board” means the Appointments Board of the University;

“board” means the board of a school, department, institute or centre;

“central administration” means the organs and officers empowered under the Act to administer and manage the University;

“centre” means a specialised unit of excellence within a college;

“Chancellor” means the Chancellor of the University;

“college” means a constituent college of the University established under the Act by the National Council of Higher Education;

“college academic board” means the academic board of a college;

“college administrative board” means the administrative board of a college;

“college bursar” means the college bursar of a college appointed by the Appointments Board

“college librarian” means the librarian of a college appointed by Appointments Board;

“college registrar” means the registrar of a college appointed by the Appointments Board;

“contracts committee” means the contracts committee of the University;

“dean” means the dean of a school, department, institute or centre appointed in accordance with the Act;

“department” means an academic unit within a school, offering training, research, service and outreach in specified academic fields;

“deputy dean” means the deputy dean of a school, department, institute or centre appointed in accordance with the Act;

“deputy Principal” means the deputy Principal of a college;

“establishment and appointments committees” means the establishment and appointments committees of a college;

“institute” means a research oriented unit in a college offering training of a specialised nature;

“lecturers” includes senior lecturers, assistant lecturers, honorary lecturers;

“National Council” means the National Council for Higher Education;

“Principal” means the Principal of a college;

“professor” includes a professor emeritus, a professor and an associate professor;

“Senate” means the Senate of the University;

“contracts subcommittee” means the subcommittee of the contracts committee of the University;

“University” means Makerere University;

“University Bursar” means the University Bursar of the University;

“University Council” means the University Council of the University;

“University Secretary” means the University Secretary of the University;

“Vice Chancellor” means the Vice Chancellor of the University.

(2) Any provision of this Statute which is inconsistent with the Act shall be void to the extent of the inconsistency.

PART II—OPERATION AND FUNCTIONS OF COLLEGE

3. Supervision of colleges.

Every college shall be under the overall supervision of the University Council.

4. Governance of colleges.

Every college shall be governed in accordance with the Act, this Statute and any regulations made by the National Council relating to colleges.

5. Functions of a college.

The functions of a college are—

- (a) to provide a place of learning, education, research and service in accordance with the vision and mission of University;

- (b) to prepare students through regular and professional courses for degrees, diplomas, certificates and other awards of the University;

- (c) to contribute to the intellectual life of the University acting as a focal point for economic, social, cultural and political development pertaining to the interests and changing demands of the society;

- (d) to establish positions in accordance with the Act, University policies and regulations and with the approval of the University Council; and

- (e) to perform any other functions as may be determined by the University Council.

PART III—RELATIONSHIP OF COLLEGES WITH UNIVERSITY

6. University to operate a college system.

(1) Subject to the Act, the University shall operate a college system in which administrative, academic and financial powers, functions and responsibilities are shared between the central administration of the University and its colleges.

(2) For the avoidance of doubt the powers, functions and responsibilities of a college shall be as provided in this Statute and determined from time to time by the central administration of the University.

7. Powers, functions and responsibilities of college.

In the college system the powers, functions and responsibilities of a college shall be—

- (a) to ensure proper discharge of the academic affairs of the University;

- (b) to ensure the implementation of the strategic plans of the University;

- (c) to register, examine, recommend results for the approval of the University Senate and issue academic transcripts to students registered to plan, budget and execute budgets as approved by the University Council;
- (d) to plan, budget and execute budgets as approved by the University Council;
- (e) to raise revenue from various sources and programmes, as may be approved by the University Council;
- (f) to manage University assets at the college;
- (g) to initiate, plan and execute projects and programmes within the University guidelines;
- (h) to promote and protect the name, brand and image of the University; and
- (i) to exercise such other functions as may be prescribed by University Council.

8. Reporting of colleges to University Council.

Every college shall, at least every six months, submit to the University Council for its consideration reports on the proceedings of the college on all matters for which the college is responsible.

9. Decision making at a college.

(1) The decision making in a college shall be based on the principle of consultation through the relevant committees and boards of the college and the University.

(2) It shall be the responsibility of the University Council to ensure coherence and adherence by colleges to established University regulations, policies and the Act.

PART IV—ADMISSION TO A COLLEGE.

10. Admission of students to a college.

(1) Admission to a college shall be open to all qualified citizens of Uganda and without discrimination.

(2) It shall be lawful for a college to admit to the college any person qualified for admission who is not a citizen of Uganda.

(3) In admitting students, a college shall take into consideration—

- (a) affirmative action in favour of marginalised groups on the basis of gender, disability and disadvantaged schools; and
- (b) persons with special talents in sports, music and other social activities for their enhancement.

PART V—MEMBERSHIP OF COLLEGE.

11. Membership of college.

A college shall consist of the following—

- (a) the Principal;
- (b) the deputy Principal;
- (c) the members of the constituent college academic board;
- (d) the college secretary;
- (e) the college bursar;
- (f) the college librarian;
- (g) the college registrar;
- (h) the professors, lecturers and teaching assistants of the college;
- (i) the deans;
- (j) the academic librarian;
- (k) the researchers in University service in the college, if any;
- (l) technologists or clinicians of a college, if any;
- (m) the students of the college;
- (n) the alumni of the college;
- (o) the administrative and other employees of the college; and
- (p) such other members as the University Council may from time to time determine to be members of the college.

12. Principal of college.

(1) There shall be a Principal for each college who shall be appointed by the University Chancellor on the recommendation of the University Council from three candidates recommended by the University Senate.

(2) The University Senate and University Council shall consider the following before recommending a person to the Chancellor for appointment as a Principal of a college—

- (a) proven managerial experience in a relevant field; and
- (b) be at the rank of at least associate Professor or its equivalent.

13. Search and identification of candidates for post of Principal of college.

(1) The University Council shall constitute a search committee composed of five members and give it terms of reference regarding matters relating to the search and identification of suitable candidates for the post of Principal.

(2) The search committee shall identify five suitable candidates for the post of Principal and forward the names of the candidates to the University Senate.

(3) The University Senate shall select three candidates from among the five candidates and forward the names of the selected candidates to the University Council.

(4) The University Council shall recommend to the Chancellor one candidate from among the three candidates forwarded by the University Senate for appointment as Principal.

14. Terms and conditions of service of Principal.

A Principal shall be appointed on the terms and conditions determined by the University Council.

15. Term of office of Principal.

A Principal shall be appointed for a term of four years and on the recommendation of the University Council the appointment may be renewed for one further term only

16. Functions of Principal.

(1) A Principal of a college shall—

- (a) be the chief administrative, academic and financial officer of a college;
- (b) promote and maintain academic excellence, efficiency and good order at a college;
- (c) implement University policies and enforce applicable regulations at the college; and
- (d) exercise such other functions as may be prescribed by the University Council.

(2) In the performance of his or her functions a Principal of a college shall where necessary consult the relevant organs and officers of the University for guidance.

(3) The Principal shall be responsible to the Vice-Chancellor.

17. Deputy Principal.

(1) There shall be a deputy Principal for each college who shall be appointed by the University Chancellor on the recommendation of the University Senate and with the approval of the University Council.

(2) The University Senate shall consider the following before recommending a person for approval and appointment by as Deputy Principal of a college—

- (a) proven managerial experience in a relevant field; and
- (b) be at the rank of at least senior lecturer or its equivalent.

18. Terms and conditions of service of deputy Principal.

The deputy Principal shall be appointed by the University Chancellor on terms and conditions to be determined by the University Council.

19. Term of office of deputy Principal.

A deputy Principal shall be appointed for a term of four years and on the recommendation of the University Council the appointment may be renewed for one further term only

20. Functions of deputy Principal.

The deputy Principal shall deputise for the Principal and perform such other duties as may be assigned by the Principal in accordance with the University regulations, policies and procedures.

21. College secretary.

There shall be a college secretary for every college appointed by the Appointments Board of the University.

22. Terms and conditions of service of college secretary.

Every college secretary shall be appointed on terms and conditions of service determined by the University Council.

23. Functions of college secretary.

(1) Every college secretary shall—

- (a) assist the Principal in the day to day administration of the college;
- (b) be the secretary to the college administrative board; and
- (c) exercise such functions and powers as may be delegated to him or her by the University Secretary.

(2) A college secretary shall be responsible to the Principal and report to the University Secretary through the Principal.

24. College registrar.

There shall be a college registrar for every college appointed by the Appointments Board of the University.

25. Terms and conditions of service of college registrar.

Every college registrar shall be appointed on terms and conditions of service determined by the University Council.

26. Functions of college registrar.

(1) A college registrar shall—

- (a) be the secretary to the boards of a school, department, institute or centre and to the college academic board and its committees; and
- (b) perform such functions as may be conferred upon him or her by the Principal.

(2) A college registrar shall be responsible to the Principal and shall report to the Academic Registrar through the Principal.

27. College bursar.

There shall be a college bursar for every college appointed by the Appointments Board of the University.

28. Terms and conditions of service of college Bursar.

A college bursar shall be appointed on terms and conditions of service determined by the University Council.

29. Functions of college Bursar.

(1) A college bursar shall—

- (a) be responsible for the financial administration and planning of the college operations; and
- (b) maintain the college books of accounts in a form determined by the University Council, applicable laws, regulations and best practices.

(2) A college bursar shall be responsible to the Principal and shall report to the University Bursar through the Principal.

30. College librarian.

There shall be a college librarian appointed by the Appointments Board of the University.

31. Terms and conditions of service of college librarian.

Every college librarian shall be appointed on terms and conditions of service determined by the Appointments Board of the University.

32. Functions of college librarian.

(1) A college Librarian shall be responsible for the development, control, management and coordination of all library and information services of the college.

(2) A college librarian shall be responsible to the Principal and shall report to the University Librarian through the Principal.

33. Staff of college.

Every college shall consist of three categories of staff, namely, the academic staff, the administrative staff and other employees of the college appointed in accordance with the Act.

34. Academic staff.

The academic staff of a college shall consist of—

- (a) the Deans and deputy Deans of schools of the college;
- (b) the heads of departments and Institutes of the college;
- (c) the coordinators of centres of the college, if any;
- (d) the directors of institutes of the college, if any;
- (e) the professors of the college;
- (f) the college librarian;
- (g) the academic librarians of the college ;
- (h) the lecturers of the college;
- (i) the technologists of the college, if any;
- (j) the technicians of the college, if any;

(k) the teaching assistants of the college;

(l) the researchers in the University Service; and

(m) such other members of the academic staff of the college as the University Council may determine.

35. Administrative staff.

The administrative staff of a college shall consist of—

- (a) the Principal and the deputy Principal;
- (b) the college secretary;
- (c) the college bursar;
- (d) the college registrar; and
- (e) all persons designated as administrative staff of the college.

36. Other employees.

The other employees of a college shall consist of persons employed by the University and deployed to the college but who are not academic staff or administrative staff.

37. Terms and conditions of service of other employees of college.

The terms and conditions of service for other employees of a college shall be determined by the University Council.

PART VII—COLLEGE ACADEMIC BOARD.

38. Constitution of college academic board.

A college shall have a college academic board

39. Composition of college academic board.

(1) A college academic board shall be composed of the following—

- (a) the Principal of the college who shall be the chairperson;
- (b) the deputy Principal of the college;
- (c) the deans and deputy deans of schools;

- (d) the heads of departments of the college;
- (e) two student representatives of the college, where one shall be a graduate student and the other an undergraduate student;
- (f) the representative of the college in the University Senate;
- (g) all coordinators of centres in the college, if any;
- (h) the college librarian; and
- (i) two senior members of the academic staff of the rank of associate professor elected by the members of the academic staff in the college to serve for a period of three years.

(2) The college registrar shall be the secretary to the college academic board.

40. Functions and powers of college academic board.

(1) Subject to the Act, a college academic board—

- (a) shall direct and regulate the instruction and teaching in the college;
- (b) shall comply with the regulations of the University in the examination of candidates for degrees and other awards;
- (c) shall, under the authority of the University Senate,
 - (i) make rules governing the admission of persons to courses of study at the college;
 - (ii) conduct examinations for the award of diplomas, certificates and other awards of the University;
 - (iii) process and recommend examination results for approval by the University Senate;
 - (iv) make recommendations for award of degrees, diplomas, certificates and any other awards;

- (d) shall promote research and require reports from time to time on such research;
- (e) shall promote the discovery, transmission, preservation and enhancement of knowledge and skills;
- (f) shall stimulate the intellectual participation of staff and students of the college in economic, social, cultural, scientific and technological development;
- (g) shall make recommendations to the University Senate for changes to any rules, policies, regulations that relate to the college; and
- (h) shall make recommendations to the Senate on the establishment, organisation and functions of schools, departments, centres, institutes or any units of the college.

(2) A college academic board shall hold powers as conferred upon it by this Statute or the University Senate.

PART VIII—SCHOOLS, DEPARTMENTS, INSTITUTES AND CENTRES OF COLLEGE.

41. Schools, departments and institutes of college.

(1) A college shall have a three-tier or a four tier administrative structure as may be determined by the University Council at the time of establishment of the college.

(2) A four-tier college administrative structure shall be made up of schools and departments, institutes, centres and such other units as may be determined by the University Council.

(3) A three tier college structure shall be composed of departments, institutes, centres and such other units as may be determined by the University Council.

(4) A college academic board may, with the approval of the University Senate and Council, establish schools, departments, institutes and centres in addition to or in substitution of the schools, departments and institutes established by the University Senate under subparagraph (2) and (3).

42. Board of department, institute or centre.

Each department, institute or centre of a college shall have a board consisting of—

- (a) the dean or director who shall be the chairperson;
- (b) the deputy dean or director;
- (c) heads of departments within the school, department, institute, or centre;
- (d) such number of students in the faculty as the University Senate may prescribe representing a variety of the courses of study in the faculty;
- (e) such other persons as the University Senate may decide; and
- (f) a representative of the teaching staff.

43. Functions of board of school, department, institute or centre.

The Board of a school, department, institute or centre shall recommend for adoption by the University Senate in relation to the school, department, institute or centre proposals—

- (a) regulating the attendance of students, the system of courses and lectures and the admission of students;
- (b) on the methodology and curricula to be followed taking into account the policy guidelines given by the University Council;
- (c) regulating the procedure and dates of examinations;
- (d) relating to the promotion of teaching, research and writing of papers in the school, department, institute or centre.

44. Meeting of the board of school, department, institute or centre.

(1) The board of a school, department, Institute or centre shall meet at least once every month for the discharge of its functions and a meeting shall be held on the request of the dean or director or the deputy dean or director at a time and place determined by the dean or director.

(2) A decision of the board of a school, department, institute or centre on any matter shall be by a majority of the members present and voting and in the case of equality the person presiding shall have a second or casting vote.

(3) The board of a school, department, institute or centre may, with the approval of the University Senate, determine its own procedure.

45. Board establish committees.

(1) A board of a school, department, institute or centre may establish committees for the better carrying out of its functions.

(2) Without prejudice to subparagraph (1) the committees of the board may include committees responsible for—

- (a) examinations, irregularities and appeals committees;
- (b) academic programmes and library committees;
- (c) research and graduate training committees.

(3) The University Senate shall prescribe the rules of procedure and conduct for the Committees established under this Statute.

PART IX—COLLEGE ADMINISTRATIVE BOARD.

46. College Administrative Board.

(1) Every college shall have a board to be known as the college administrative board.

(2) The college administrative board shall consist of—

- (a) the Principal;
- (b) deputy Principal;
- (c) deans of schools;

- (d) the college secretary;
- (e) the college bursar;
- (f) the college registrar;
- (g) two student representatives of the college one of whom shall be a graduate student and the other an undergraduate student on the guild representative council and any one time the representatives must not be of the same sex;
- (h) a representative of the senior administrative staff elected by the senior administrative staff from among their number; and
- (i) two representatives of the academic staff, one of whom shall be female and the other male.

47. Functions of college administrative board.

(1) Every college administrative board shall—

- (a) be responsible for the overall administration of the college; and
- (b) ensure the implementation of the objects and functions of the college.

(2) Without prejudice to the generality of subparagraph (1) the college administrative board shall—

- (a) be responsible for the direction of the administrative and financial affairs of the college;
- (b) advise the administrative, academic and support staff of the college on the policies, regulations and other matters relating to the college;
- (c) approve college budgets for submission to the University Council;
- (d) oversee and ensure the proper utilisation of University funds, assets and property at the college;
- (e) perform any such functions as the University Council may direct.

48. College administrative board may establish committees.

(1) A college administrative board may establish committees for the better carrying out of its functions.

(2) Without prejudice to subparagraph (1) the committees of the college administrative board may include committees responsible for—

- (a) finance;
- (b) planning, estates and security;
- (c) staff and students welfare;
- (d) other matters as may be determined from time to time.

PART X—COMMITTEES OF COLLEGES.

49. Establishment and appointments committee.

(1) Every college shall have an establishment and appointments committee.

(2) The establishment and appointments committee of a college shall comprise the following—

- (a) the Principal who shall be the chairperson;
- (b) the deputy Principal;
- (c) the deans of schools;
- (d) one member elected by each board of a school, department, institute or centre who must be at the rank of associate professor and above and not being a student;
- (e) one representative of the University Appointments Board;
- (f) a representative of senior administrative staff elected from among their number; and
- (g) a representative of the support staff.

(3) The college secretary shall be the secretary to the establishment and appointments committee.

(4) The establishment and appointments subcommittee shall exercise such powers and functions and follow procedures that may be prescribed by the Appointments Board of the University.

50. Quality assurance, gender and information communications technology committee.

Every college shall have a quality assurance, gender and information communications technology committee.

51. Contracts committee.

(1) Every college shall have a contracts committee.

(2) The contracts committee—

- (a) shall be guided by the laws and regulations governing procurement of goods and services and disposal of assets;
- (b) shall adhere to University guidelines on procurement and disposal of assets; and
- (c) shall exercise such other functions as may be delegated to it by the contracts committee of the University.

PART XI—FINANCES, ASSETS AND PROPERTY OF COLLEGES.

52. Ownership of funds, assets and property of college.

All funds, assets and property acquired by the college or otherwise designated for use by the college in execution of its functions shall—

- (a) belong to the University;
- (b) be registered in the name of the University Council, where registration is a requirement; and
- (c) be reflected in the University assets register and books of accounts.

53. Management of funds, assets and property at college in a college.

(1) All funds, assets and property, movable and immovable, at a college shall be managed and utilised by the college administrative board under the authority of the University Council, in accordance with this Statute and policies and guidelines issued by the University Council.

(2) The University Council may, upon the recommendation of the contracts committee of the University impose charges or dispose of its assets at the college in accordance with the law relating to procurement and disposal of assets.

54. Fees and funds.

In accordance with the Act—

- (a) the University Council shall put in place a financial management policy to ensure the effective collection of funds, prompt declaration and transfer of funds which are due for utilisation by the University or college; and
- (b) the University Council shall determine the levels and nature of expenditure to be incurred by each college.

55. College bank accounts.

A college shall, with the approval of the University Council and in accordance with this Statute, open and operate bank accounts.

56. Investment of funds.

Subject to the Act and with the approval of the University Council, a college administrative board may invest any of the funds of the University such as securities as the college may deem appropriate or may place such funds on deposit in such banks as the college may determine.

57. Annual estimates.

(1) The financial year of every college shall be the same as that of the University.

(2) The college administrative board of each college shall, within a period of six months before the end of each financial year or such other time as may be prescribed by the University Council, make and submit to the University Council for approval, estimates of the income and expenditure of the college for the ensuing year.

(3) The annual estimates of the college administrative board of every college shall make provision for all the estimated expenditure for the forthcoming financial year of the college, and in particular—

- (a) for the payment of all salaries, passages and other charges in respect of the University staff at the college;
- (b) for the proper maintenance and replacement of the equipment at the college;
- (c) for the proper maintenance of the buildings and grounds of a college;
- (d) for the creation of such reserve funds within revenue account of the college to meet future liabilities in respect of retirement benefits, insurance and other expenses;
- (e) for the replacement of buildings or equipment or such other contingencies as the college administrative board may deem appropriate; and
- (f) other matters as may be deemed appropriate.

(4) Unless the University Council otherwise determines, no expenditure shall be incurred for the purposes of a college except in accordance with the approved annual estimates of the college.

(5) The financial regulations and practices at a college shall be in accordance with the University Council policies and regulations, relevant laws and best practices.

PART XII—GENERAL.

58. Making proposals by boards of colleges to University Senate.

Any college academic board, board of any school, department, Institute or Centre of a college, college administrative board, may make proposals to the University Senate on any matter or thing including rules, policies, regulations deemed necessary to provide for the furtherance of the functions of a college.

59. Vesting of assets and liabilities.

Where a college is established by merging an independent institution, all the assets and liabilities of the independent institution subsisting immediately before the merger shall on commencement of this Statute vest in the University Council in trust for the college.

60. Functions of former institute, faculty, school or department.

Subject to the directions issued by the University Council, every college shall on the commencement of this Statute perform all the functions of the former institute, faculty, school or department that have been merged to establish the college.

61. Students of former institute, faculty, school or department.

On the commencement of this Statute all the students of the former institute, faculty, school or department that have been merged to establish the college shall become students of the college subject to directions issued by the University Council.

62. Employees of former Institute, Faculty, School or Department.

Subject to the Act, the University Council shall on the commencement of this Statute immediately issue guidelines to regulate the manner in which the employees of a former institute, faculty, school or department that has been merged to form a college shall be handled.

63. Interim appointments.

(1) Where a faculty, institute, college or other academic body is established for the first time, the Vice Chancellor shall appoint the dean or director who shall hold office for a period of two years after which the dean or director shall be appointed in accordance with the Act.

(2) Where a department is being established the Vice Chancellor shall appoint an acting head of that department to hold office for a period of one year after which the head of department shall be elected in accordance with the Act.

ENG. DR. CHARLES WANA—ETYEM (PhD),
Chairperson, Makerere University Council.