ACADEMIC HANDBOOK
2020/21-2023/24

JUNE 2021

Contents

1.0   INTRODUCTION

Busitema University is a Public University established by Statutory Instrument No.22, 2007 enacted by Parliament on 10th May, 2007. The University is a multi- campus model with seven campuses namely; Arapai, Busitema, Kaliro, Mbale, Nagongera, Pallisa & Namasagali.

2.0   LOCATION (Busitema University is located in 7 different localities that include):

(i)   The main campus, located at Busitema, formerly the National   College   of Agricultural Mechanization, which is along Jinja- Tororo highway, 25km South West of Tororo or 183km East of Kampala, for the Faculty of Engineering.

(ii)   **Nagongera Campus** is located along Tororo-Busolwe access road and about 15 km West of Tororo that hosts the Faculty of Science and Education.

(iii)   **Namasagali Campus** is based in Kamuli District at the former Namasagali University for the faculty of Natural resources and Environmental Science.

(iv)   **Arapai Campu**s is based at the former Arapai National Agricultural College, Soroti, on Moroto road where the faculty of Agriculture and Animal Science is.

(v)   **Pallisa Campus** is based in Pallisa Town Council for the Faculty of Management Science.

(vi)   **Kaliro Campus** is located at Kaliro National Teachers' College, Kaliro town.

(vii)   **Mbale Campus** is based at Mbale Regional Referral Hospital in Mbale town hosting the Faculty of Health Sciences..

3.0   VISION

A Center of Academic and Professional Excellence in Science, Technology and Innovation.

4.0   MISSION

To provide high standard training, engage in quality research and outreach for socio economic transformation and sustainable development.

5.0   ORGANS OF THE UNIVERSITY

5.1.   *The University Council:*

This is the supreme organ of a public University and is responsible for the overall administration of the University. The Council ensures due implementation of the objectives and functions of the University. The Council may appoint

Committees and Boards consisting of its members and other persons as it may deem necessary.

5.2. The University Senate

Senate is responsible for the organization, control and direction of the Academic matters of the University. Senate is in charge of the teaching, outreach, research and publication in the University.

5.3 Administrative Structure of the University

This includes:

i) The visitor, who is the President of the republic of Uganda
ii) The Chancellor
iii) The chairman of Council
iv) Vice chairperson of Council
v) The vice chancellor
vi) Two deputy vice chancellors
   -The first Deputy vice chancellor (Academic affairs)
   -The second Deputy vice chancellor – finance and administration
vii) Top Management
   - University Secretary
   - Academic Registrar
   - Dean of Students
   - University Bursar
   - University Librarian

5.4 The office of the Academic Registrar

The office of the Academic Registrar is headed by the Academic Registrar. The Academic Registrar is responsible to the Vice Chancellor and works to assist the First Deputy Vice Chancellor in the administration and organization of all academic matters including admissions, research and publication, undergraduate, post graduate studies, examination research and publication.

5.4.1 Specific Functions of the Academic Registrar's Office

The functions of the office of the Academic Registrar of the University include:

(i) Coordinates the Admission process.
(ii) Registration of students - undergraduate and graduate.
(iii) Coordination and management of examinations.
(iv) Monitoring and supervision of teaching and learning at all campuses.
(v) Provision of secretarial services to Senate.
(vi) Organization of graduation function.
(vii) issuance of transcripts and certificates
(viii) Management and coordination of convocation activities

6.0 STRATEGIC FRAMEWORK

The 2020/2021- 2021/2025 strategic plan sets out the University's strategy for rethinking and repositioning itself to meet the demands of teaching and learning; research and knowledge transfer

6.1 Objective1: Strengthening Excellence in Education and Student Life

We will further improve our students' experience, with an emphasis on partnership working and personalizing learning, to make sure we attract talented students and that our graduates are highly employable.

Strategies and Actions

6.1.1 Expand pedagogical approaches to engage students in their learning

i. Transform the scheduling of classes to effectively meet new pedagogical approaches, including service and experiential learning

ii. Ask our students for feedback on their educational experience, and respond and act on it

iii. Strengthen the Quality Assurance Office

iv. Achieve and maintain relevant ISO certifications for some programs and facilities

v. Establish centers of excellence to support students learning

vi. Review and adjust our portfolio of taught programmes to make sure they are high-quality, relevant and attractive to students and employers

vii. Review our taught programmes, looking to new markets and opportunities for growth in the online environment.

viii. Focus on competitive recruitment and admission to improve on the quality of the students who apply to us

6.1.2 Personalize students' learning experiences

i. Promote, support and provide the necessary resources for small-group and collaborative teaching (Project based learning, problem based, team teaching, area/topic cluster courses and case based etc)

ii. Develop specific strategies to improve retention of graduate students and ensure timely completion of degrees

iii. Provide all students with regular focused feedback on their progress and attainment

iv. Expand the utilization of technology applications to enhance learning opportunities (Operationalizing the open Access and ODL policies)

6.1.3 Recruit and develop high quality faculty staff

i. Recruit more teaching staff mainly at senior level

ii. Use feedback on teaching to recognize and support excellent lecturers

iii. Regular assessment of the quality programmes

iv. Support staff to reach their full potential through professional development

v. Increase inter-professional collaboration in curriculum implementation

6.1.4 Provide students with opportunities to develop their skills, qualities, knowledge and experience to prepare them for high-value employment

i. Create more work experience, placement and internship opportunities for students locally, nationally and internationally

ii. Facilitate curricula that highlight student agency and learning outside of formal class structures

iii. Target appropriate financial aid to support economically disadvantaged students

iv. Ensure effective organization/structuring of curriculum and academic policies to promote ease in transferring to and from other institutions.

v. Engage employers in the development, implementation and evaluation of training programmes

vi. Provide opportunities for all students to improve their knowledge and skills in research, leadership and sustainability across a wide range of fields

vii. Provide expert careers guidance and develop employability skills

6.1.5 Support students to take part in wider University life and other communities

i. Work with the Students' Union to provide a range of social, sporting, arts, cultural and other activities and environments

ii. Promote students participation in inter and intra university activities

iii. Support and encourage students to volunteer and participate in communities

iv. Mainstream gender, HIV/AIDS, environment and other crosscutting issues in student formal and informal curricula

6.1.6 Expand our capacity by investing in new infrastructure, facilities and technologies

i. Transform infrastructure to support student centered learning, research and outreach

ii. Complete the master planning exercises for all the campuses.

iii. Pursue green strategies in order to enhance environmental sustainability

6.2 Objective 2: Increasing High Impact Research, Innovation and Entrepreneurship

Our enterprise and innovation delivers scientific and economic impact – benefiting communities locally, regionally, nationally and internationally in the era of globalization. "BU will build its research around five themes – Industrialization; Digital Futures; Health and Wellbeing; agriculture and environment; sustainable Societies and Transformative Technologies."

Strategies and Actions

6.2.1 Recruit and develop outstanding researchers at all career stages

i. Invest in coordinated research leadership programmes at University

ii. Promote effective mentoring as a key component of the University research program

iii. Create more opportunities for undergraduates to work with leading researchers and integrate research in

teaching activities as part of their taught programmes

iv. Recognize and reward high level of research excellence

6.2.2 Produce and effectively share high-quality research

i. Strengthening the Directorate of Graduate Studies, Research and Innovation

ii. Increasing the number of graduate programmes and strengthening their relevance and quality

iii. Support Technology Business Incubation and Innovation Center to support skilling programs

iv. Encourage and support our researchers to develop purposeful international and industrial collaborations with the potential to improve on the quality, relevancy and impact

v. Develop entrepreneurial capacity of the University staff and students

6.2.3 Adopt a 'systems approach' to managing research

i. Emphasize experiential undergraduate and graduate learning, and research through integrative services, programs, and courses

ii. Improve the way we market our research to increase our visibility and impact by making the most use of the Internet, advertising our research in all forms of media and at conferences and through targeted events.

iii. Invest in University-wide systems and processes to develop proposals, gain funding, manage research activities and partnerships, develop research impact and nurture research excellence across our University.

iv. Update institutional repository to cater for research output of BU

v. Increase the effect of research and innovation through the NPDIII strategic areas to develop a smart and inclusive economy.

6.3 Objective 3: Strengthening Partnerships and Engagement for Growth

The University enhance public engagement, knowledge exchange and innovation culture. BU, we aim at ensuring that our research and education benefit wider publics in the region, across the country and globally. To this end we will work in partnership with public, private, voluntary and commercial organizations, and our alumni.

Strategies and Actions

6.3.1 Strengthen and increase the number of local, national and international research partnerships

i. Identify and develop partnerships with stakeholders who have interest in our research agenda

ii. Establish the Office of Advancement of Teaching and Learning

iii. Develop guidelines to streamline our outreach and engagement activities

iv. Aspire to lead local environmental sustainability initiatives and communicate those efforts to internal and external constituents.

v. Develop guidelines to customize the Public Private Partnership Act, 2015.

6.3.2 Develop and increase commercial partnerships to make the most of our intellectual property, establish joint ventures and support local businesses

i. Increase funding for translational research targeted at generating commercial products

ii. Promote commercial use of research facilities, equipment and products for the benefit of the University.

iii. Develop partnerships and linkages with industry for cost effective commercialization of research products and innovation.

6.3.3 Develop strong local and global networks of alumni

i. Draw on the influence and skills of our alumni to support education and research

ii. Identify, map and track our alumni more effectively

iii. To partner with alumni in development and implementation of University strategic plan

6.3.4 Implement the marketing and communication strategy

i. Evaluate and refine Marketing and Communication Strategy to ensure effectiveness.

ii. Leveraging resources in the implementation of Marketing and Communication Strategy

6.4 Objective 4: Increasing productivity through Effective Leadership, Governance and Management

Effective Organizational design and governance is vital. We need to know that we have the right leadership, decision-making processes and local accountability in place to deliver this strategy.

Strategies and Actions
6.4.1 Increase funding to accomplish University's mission

i. Develop and implement University Revenue Enhancement Policy

ii. Operationalize and strengthen the Busitema University Fund Company

iii. Commercialize key University undertakings

6.4.2 Provide outstanding Information and Communications Technology (ICT) services

i. Digitization of learning and support environments
ii. Upgrade both physical and virtual environments of the library.
iii. Improve overall ICT security and specification of standards through implementation of ICT policy
iv. Develop an enhanced and more cost-effective computing environment.

v. Develop harmonized data bases to capture the core University information

6.4.3 Strengthen Governance structures and procedures in the University

i. Strengthen staff accountability and productivity

ii. Offer the staff opportunities for career advancement as part of the reorganization of administration and support services

iii. Develop equitable and transparent means of allocating resources

iv. Ensure that the job-related objectives of each member of the University community are linked to the University's objectives

v. Develop a more comprehensive rewards and recognition program to celebrate faculty and staff accomplishments.

vi. Establish open procedures for settling grievances and disputes.

vii. Maintaining meritorious staff promotion, recruitment and development

6.4.4 Promote efficiency

i. Identify and implement mandatory reporting requirements

ii. Identify and eliminate unnecessary and duplicate reports

iii. Establish procedure for risk management, business continuity and fraud.

iv. Integrate the University's Strategic Plan targets into the performance management process (PMP)

v. Continuous monitoring of compliance and reporting requirements to ensure good standing across many University functions and activities.

6.4.5 Developing a gender responsive staff

Action Steps

i. Promoting gender equality, diversity and equity in staff recruitment and development

ii. Developing a staff profile at all occupational levels to ensure gender equity

iii. Zero tolerance to discrimination and harassment

iv. Creating a conducive and facilitative environment for staff and students, and those living with disabilities

7.0 APPLICATION

Busitema University offers a number of degree, diploma and certificate courses which are designed to produce a team of professionals with integrity, critical reflective thinking, engaging in excellence research and outreach in Science, Technology and Innovation for socio economic transformation and sustainable development.

7.1 Mode of Application

All candidates will apply online using the new AIMS system. An application fee of UGX 50,000 for East Africans or UgX 75,000 for Non East African candidates will be paid by

all applicants

BUSITEMA UNIVERSITY ON LINE APPLCATION PORTAL USERGUIDE

1. Applicants should access the institution's Admission URL
    http://admissions.busitema.ac.ug
2. Signup using full name, e-mail and mobile no. Please note that your name must be similar to the one on your supporting documents for your application to be considered.
3. A password will be sent to both your e-mail and mobile number.
4. The system will prompt you to change the password to the one you can easily remember.
5. To fill a form the applicant clicks on the apply now button displayed on the running scheme.
6. Obtain a payment advice slip by clicking on "Pay for the Form" button and get the reference which you will take the bank.
7. Make Payment at any bank in Uganda

NOTES:
1. You are advised against submitting false information or forged documentations. Candidates who obtained results 7, 9, X, Y and Z at 'O' Level need not apply, since they do not meet the admission requirements.
2. Students who are already registered on Busitema Programs are not **ELIGIBLE** to apply

7.1.1   Admission Avenues

There are six (6) main avenues of entry into the University to undergraduate programmes namely:

(i)   The Direct Entry Scheme for 'A 'Level leavers
(ii)   Diploma Holders Entry Scheme.
(iii) Mature Age Entry Scheme
(iv)   Degree Holders Entry Scheme (Proposed)
(v)   Higher Education Access scheme
(vi)   Transfer Entry Scheme

 (The details on each of these avenues are in the Admissions Policy)

7.1.2 International students

The international applicants should have qualifications that are recognized for university entry in their respective countries. If transcripts are not in English they must be translated and signed and certified as true copies by the academic authorities of the intuitions of origin.

All international students are required to have their secondary certificates equated by the Uganda National Examinations Board (UNEB). In the same way, Degrees and Diplomas have to be equated by National Council for Higher Education (NCHE).

All international students whose national language is not English must show evidence for proficiency in English language or enroll for a supplementary year program.

7.2   ADMISSION PROCESS.

(i)   Students will be selected on a comprehensive evaluation based on academic performance, minimum requirements and choice given in the application to create a short list. Selection is done on merit basing order of choices

(ii)   A shortlist is presented to University Admissions Board. Each program is given weight to the factors pertinent to its nature and requirement. The University Admissions Board may then grant or deny admission.

(iii)   The list of admitted candidates will then be displayed on the University notice boards and website. Each candidate will then be expected to collect his/her admission letter from the office of the Academic Registrar at **"Main Campus". A copy of the joining instructions will be given as well.**

8.0:   REGISTRATION

8.1   Registration Programme

All students of Busitema University are required to register during the first two and three weeks for government & private students respectively in accordance with the registration process and as per the set registration programme.

8.2   How The Registration Procedure Works

Logging in & Registration Deadlines & Late Registration Fee:

(i)   Every student should enroll on the AIMS system within the first three weeks of every semester. Failure to do so shall attract a late enrolment fee of UGX 50,000.

(ii)   Within the first 2 weeks of every semester, each student is required to fill and sign the provided enrollment form at the respective faculty indicating the subjects offered that semester. A student who fails to submit the enrollment form will not be allowed to register for the semester and hence will not be assessed for the semester.

(iii)   All students under government sponsorship shall register with in two weeks from the beginning of semester. Any government sponsored student who fails to register according to the programme shall be subjected to a surcharge of Shs. 50,000/= for late registration.

(iv)   First registration deadline for private students will be the 8th week of the semester, beyond which a late registration fee of UGX 25,000 be charged. All students are expected to register by this day.

(v) **Second registration deadline** be given up to the 12th week, beyond which a late registration fee of UGX 50,000 is charged. Any student who will not have registered by the first registration deadline day will be allowed to register by this day.

(vi) All continuing students under government sponsorship must register in the first two weeks of every semester. An allowance of two (2) weeks will be granted to those with justifiable reasons after prior notice to the Faculty Dean, Dean of students and Academic Registrar at a surcharge of UGX 50,000.

(vii) All first year students (Government & Private) are required to register with the Dean of Students within the first two weeks from the beginning of the semester.

(viii) Any continuing student who is retaking a course is required to register for the retake papers before adding on the new courses.

8.3 TEMPORARY WITHDRAWAL

A student may withdraw temporally from the University with permission from the Academic Registrar. A student can only apply for temporary withdrawal if such a student has reasons with evidence which are beyond his/her own control. The reasons which warrant a student to request for temporary withdrawal could be; failure to clear fees, ill health; among others. Such permission should be sought within the first twelve weeks of the semester.

A privately sponsored student who chooses to withdraw from a programme of study may be refunded part of the tuition fees, and this can only be done within the first half of the semester as follows:

Item	Proportion to be refunded	
Tuition fees	50%	
Registration fees	0%	
Library fees	0%	
Research fund	0%	
Examination fees	80%	
Computer fees	0%	
Medical fees	50%	

N.B

ALL *Students who fail to register according to the set registration program shall be subjected to a surcharge of UgX 50,000 for East Africans and UgX 75,000 for Internationals for late registration.*

8.4 MORE INFORMATION ABOUT REGISTRATION

8.4.1 Change of Programme / Subject

Since selection for specific Programmes was made according to

each candidate's performance and order of programme choices, taking into account the available subject combinations and time-table limitations, there is normally little need to change the programme or subject. However, some places become vacant when some of the students admitted do not take up the offers. Such places are filled through the change of programme / subjects.

Students who wish to change programmes / subjects need to first of all register according to the registration time-table for the programmes and subjects (where applicable) to which they have originally been admitted to. Each student who may wish to change his/her programme/ subject is required to pay an application fee of 20,000/= **Account Number** of URA.

The change of programme /subject forms will be issued and received back within the first 2 (two) weeks of the first semester.

NOTE THAT: It is advisable that only those students who meet the cut-off points for the desired programmes /subjects may apply.

8.4.2 Payment of Fees

All mandatory fees due to the University shall be paid in full before registration

8.4.3 Dues for National Council of Higher Education (NCHE)

All students (both government and private sponsored) are required to pay Shs. 20,000 excluding bank charges to National Council for Higher Education at the beginning of each academic year on account details as below:

Account name:	National Council for Higher Education
Account Number:	0140015191503
Bank:	Stanbic Bank
Branch:	Kyambogo

National Council will use the above funds to closely supervise higher education institutions so as to ensure that they deliver quality education.

9.0   ACCOMMODATION AND FEEDING SERVICES

(i)   There are limited accommodation facilities at all campuses given on a first come first serve basis at a fee indicated in the table of payable fees above.
Only those Students who have been allocated space in the hostel will be required to pay for accommodation. Mbale Campus has two outsourced hostels; Bellodian and Trinity hostels, which are located along Pallisa Road opposite Mbale S.S.(for more information, contact the office of the

Dean of students for clear directions).

(ii)   Feeding at all campuses is managed by private firms. All students including those on government sponsorship shall pay for these services. Students are therefore advised to get in touch with the Dean of Students for further advice before the semester begins.

Note:
Feeding allowances will be sent through students' mobile phone numbers. Therefore all Government sponsored students are advised to have their telephone numbers registered in their names and also with the Dean of students within 2(two) weeks from the beginning of the semester. Only registered students will access feeding allowances.

10.0 LIBRARY INFORMATION SERVICES

10.1 Strategic goals*: The Library strives to be "A Distinctive Signifier of Excellence in the provision of World-Class library and information services in Africa that support the intellectual life of the University. Through demonstrating quality and value in our services and programmes, the Library is confident of exceeding your expectations, and retain your loyalty*.

10.1.1 Strategic objectives

   a) Promote Access to, and Discovery of, Library Content and Collections
   b) Support Teaching and Learning Programmes
   c) Support Digital Scholarship
   d) Expand Library Collections
   e) Sustain Partnerships and Collaborations
   f) Promote Innovation
   g) Build a Robust Assessment Programme

10.2   Library System

Busitema University Library (BuLib) operates a decentralized library system that comprise of six (6) Campus Libraries located in Eastern Uganda: The Engineering Library located at Busitema Campus, the Science and Education Library at Nagongera Campus, the Health Sciences Library at Mbale, the Agriculture and Animal Sciences Library at Arapai, the Management Sciences Library at Pallisa; and the Natural Resources and Environmental Sciences Library at Namasagali which also houses the Maritime collection. The Engineering Library at Busitema is also the Main Library of the BuLib and therefore coordinates the core functions of the Library that include: Digitization, Collection Development and Management, Preservation and Conservation/ Bindery, Library ICTs and Technical services; while the Campus Libraries coordinate all the user services that include: Reference services, Circulation, Collection Management, Information

Literacy and Instruction, User Education, and Facilities Management.

10.3 Library Administration

The University Library is an academic unit whose overall administration is vested in the office of the University Librarian who reports to the Vice-Chancellor. The University Librarian, is a member of the Busitema University Top Management and Senate. The Library Management comprises of the University Librarian, the Deputy University Librarian and the six (6) Campus Librarians. The Library conducts its business through five Library Committees with well-defined functions including: Library Management Committee; Finance and Facilities Committee; Appointments and Promotions Committee; Collections, Conservation and Preservation Committee, and Library Academic and Research Board.

The policy making body of the University Library is the Academic Affairs and Library Committee (AA&LC), which is a Senate Committee chaired by the Deputy Vice-Chancellor in Charge of Academic Affairs (DVC-AA). The AA&LC is composed of members of Senate representing the Science, Arts and Humanities, Library, Students and other relevant stakeholders.

10.4 Library Opening Hours
Monday to Friday

     07:00 - 08:45pm (During Semester)

     08:00 - 07:00pm (During Recess/ Holidays)

Saturday, Sunday & Public Holidays

     08:00 - 06:00pm

     08:00 - 08:45pm (Exams Period) * The Library opening hours will be extended as the Covid-19 lockdown restrictions are lifted but it remains virtually open through "*Ask a Librarian*" chat reference to answer all your information and research questions.

10.5 Library Fees
The Library Fees – Part of the functional fees paid by all students – Ugx 20,000

10.6 Entrance and Exit Inspection

For security reasons,

- All library users are checked at the entrance and exit.
- Use your Busitema University Student ID (admission letters for first year students) to access library services and facilities;
- Fire ammunitions, weapons, etc are prohibited in the Library; all bags are subject to

checking.

- Please report to Library Staff any dubious person seen in the library.
- Bags, briefcases and overcoats must be left in the cloakroom at the Main Entrance. Custody of these items is Free. Do not leave valuables anywhere in the Library (Neither on the reading tables nor in the bags kept in the cloakroom/ storage)
- For both realistic and constructive ideas and comments, send your feedback to the University Librarian by e-mail: busitemauniversitylibrary@gmail.com.

10.7 Library Services

- ICT – Computer Labs, Wi-Fi & Power Outlets, Computer literacy Services
- Individual and Group Open/ Closed Reading Spaces
- Borrowing and Returning of Books
- Group Study rooms – Engineering Library, Busitema Campus
- Document Delivery Services (DDS)
- Electronic Resources – E-Books, E-Journals, E-Newspapers
- Information Literacy Instruction and User Education
- Information and Reference Services
- Individual and Group Research Support
- Librarian Office Hours
- Online/ Virtual Research Support – Ask a Librarian

10.8 Library Resources for Teaching and Research

Library resources incudes both print and electronic resources and are categorized as: Print Collections, Bibliographical databases – Busitema Library Access - Online public access catalogue (OPAC), Electronic Thesis and Dissertation - BIR, Full-text Journal Databases – IEEE, Elsevier, Aggregators and index Databases - LibHub; Open Access Repositories - BIR

Grey Literature databases – Jstor; and Reference Management – Zotero, Mendeley

The Collection consists of textbooks covering most of the academic programmes at the University, and Reference materials (Dictionaries, Encyclopedias, Year books, Directories, subject guides, bibliographies, etc). Books borrowed must be returned promptly and before the due date/s. When the book falls due and you're unable to return it to the library, you can use your online account accessible through the Library catalogue to renew the book due date.

10.9 Access to Electronic Resources

Access to the e-resources is by either IP address authentication or by user name and password. When you're on any of the six campuses and accessing internet through the University network, then, you will automatically get access to fulltext articles. When your off-campus, you will need a user name and password for MyLOF system in order to gain access to fulltext articles – MyLOF login details are distributed to you during user education and information literacy instruction classes. No user name and password required for accessing open access resources.

10.10 Document Delivery Service (DDS)

If you fail to get fulltext articles online, then DDS is good to go! All requests are sent to busitemalibrarydds@gmail.com. Your request should include – Author Name, Article Title, Journal name, Volume, Issue number, Publication date.

10.11 Things you will do in the Library

Registration

Make inquiries – Reading materials, research support

Assistance with finding print and electronic materials.

Clearance after completing your studies

Issuing, Receiving, and Returning books – Circulation - *Present a Call Number for a book to borrow.*

Reading – *Quite Reading Makes Maximum Load*

Books on Short Loan – Reserve Collection & Long Loan – Open Shelves

10.12 Library Dos and Don'ts

Always present a Valid University Student ID at the Entrance

Power failure (Generator is available)- but always carry a torch.

New developments in the Library are posted on the Notice Boards, Library Website and shared on all University Official Social Media Outlets.

The Library is under 24/7 Security Surveillance. Never attempt to steal, hide, tear or mutilate library materials

Do not litter chewing- gums and other wastes on the floor. Eating and smoking are prohibited in the library. Foods & drinks are consumed in the University Dinning Hall.

Open Door Policy – You're welcome to the Office of the University Librarian.

Return Books before they are Due – *always check for due dates using your Busitema Libcat account*

Don not use mobile phones in the library – keep it in silent.

Reservations of seats is not allowed

Handle books with care – You will be charged for damaged books.

For details read the Library Operations Manual

11.0 ILL HEALTH DURING THE ACADEMIC YEAR

The University will provide first aid treatment to students who fall sick. Complicated cases will be referred to hospitals. Students who fall ill during the academic year and have cause to believe that their illness is of such gravity that it might affect their academic performance*, must at the material time of their illness furnish the relevant Dean's and the Academic Registrar's offices with written reports of their illness from recognized hospitals. Medical reports which are secured after failure in examinations and without previous record of the illness shall not be accepted as valid ground for review of poor performance of the students concerned.*

12.0: NAMES

The names in which a student shall be registered shall be those which appear on the student's Uganda Advanced Certificate of Examination or equivalent document offered as an entry qualification. Change of names is not permitted; but for students who get married legally may be allowed to add the names of their spouses on presentation of valid marriage certificates.

13.0 UNIVERSITY RULES

Students must immediately get familiar with the university rules. Failure to comply with any of them might attract dire consequences from the Students' Affairs and Disciplinary Committee (refer to Examination rules & regulations)

14.0 MEETING WITH UNIVERSITY OFFICIALS

New students will be briefed by the University officials on the dates that will be communicated to them.

All students must attend the briefing meetings. The time and venue for the meetings will be communicated to the students by their Faculty Deans.

15.0 ADMISSION CEREMONY

The ceremony of formal admission of first year students by the Vice Chancellor shall be held on a date that shall be communicated to students. All students must attend the Ceremony of Admission without fail.

16.0 DOUBLE STATE SPONSORSHIP

Double sponsorship in public Universities is illegal. Any student who obtains more

than one admission under government sponsorship in Public Universities must immediately report to the Academic Registrar for corrective measures. Failure to do so may lead to dismissal from the University and such a student shall be required to refund all funds spent on him/her while studying at the University under government sponsorship. Therefore, every student is required to list all scholarships received or expected for proper accountability.

17.0 USE OF UNIVERSITY FACILITIES

It is an offence for non- registered student to use university services and facilities including attending of lecturers, use of the library and sitting examinations.

Students are responsible for seeing to it that they complete their registration process for each semester, failure to which the student will receive no credit hours for the semester.

18.0 FORGERY

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

19.0 STUDY REQUIREMENTS

19.1 *Attendance of Lectures*

(i)   All students are required to attend all prescribed classes (including lectures, practical classes, demonstrations, seminars and tutorials). Students are urged without fail; to make themselves available for; academic work from the very beginning of the semester. A student whom misses more than 20% of the class sessions may be excluded from examinations.

(ii)   A student who reports to class after 15 minutes from the time a class session is supposed to start shall not be allowed to attend.

(i)   A lecturer may council a lecture if after 15 minutes less than 10% of the class is present.

(ii)   Students may leave the lecture room if after 15 minutes a lecturer has not shown up. The head of department or the faculty dean shall be immediately be informed by the class representative about the failure of class to take place.

(iii)   All mobile phone must be switched off unless they are being used in the instructions during the class session. A student who leaves the lecture to answer a call shall not be permitted to return to the class session.

19.2 *A Course*

A course is a unit of work in a particular field/area of a study normally extending throughout one semester the completion of which normally

carries credit towards the fulfillment of the requirements of certain degrees, diplomas, or certificates.

19.3 Contact Hour

A contact hour shall be equivalent to one (1) hour of lecture or two (2) hours of tutorial or three (3) hours of practical or five (5) hours of internship / field work.

19.4 Credit or Credit Unit

A credit or credit unit is the measure used to reflect the relative weight of a given course towards the fulfillment of appropriate degree, diploma, certificate or other programmes required. One credit unit shall be a series of fifteen (15) contact hours.

19.5 Categorization of Courses

Courses are categorized as core, elective, pre-requisite or audited

19.5a Core Course

A core course shall be a course which is essential to an academic programme a n d gives the academic programme its unique features. Everyone offering that particular academic programme must pass that course.

19.5b Elective Course

An elective course is a course offered in order to broaden an academic programme or to allow for specialization. It is chosen from a given group of courses largely at the convenience of the student.

19.5c Audited Course

An audited course shall be a course offered by a student for which a credit/credit unit shall not be awarded. Students are encouraged to register for audited courses as well.

19.5d: Prerequisite Course

A pre-requisite is a condition (either course or classification), which has to be satisfied prior to enrolling for the course in question. A prerequisite course, therefore, shall be a course offered in preparation for a higher level course in the same area of study. When a student fails a pre-requisite course, he/she shall not be allowed to take the higher level course requiring a pre-requisite. A student will be required to retake the failed pre-requisite course before embarking on a higher level course requiring a pre-requisite.

19.6: STUDENT ASSESSMENT

Evaluation of students' performance shall be based on continuous assessment and examinations.

i) Continuous Assessment

(a) The Head of Department shall supervise the continuous assessment and all students shall be required to attend and submit work for continuous assessment by the due date. Continuous assessment shall contribute not less than 30% or more than 40% of the total marks depending on the programme to the total marks in the university examination.

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

ii) University examinations

(c) In addition to the continuous assessment a final examination shall be administered at the end of every semester. Examinations are formal and externally moderated. The examinations shall contribute a maximum of 70% of the total marks.

(d) The examination shall emphasize analysis rather than repeating memorized information. The curricula should provide for the development of analytical skills.

19.7 INTERNSHIP AND PRACTICAL EXPERIENCE/ COBERS

(i) Practical and real world experience is essential in the education process. Students will be expected to participate in internship, industrial training, school practice or Community based education & research services as specified in different curriculums.

(ii) Realistic objectives and meaningful processes for both supervision and reflection on the experience are necessary for practical experience to be useful.

(iii). Practical experience will be measured in credits as per the requirements of the curriculum.

19.8 PROMOTION, FAILURE AND DISCONTINUATION

Grading system: Each course shall be graded out of a maximum of 100 marks and assigned appropriate letter grade and grade points as follows:
Assigned Grades

Score	Alpha Grade	Grade Point	CGPA	Explanation
80-100	A	5	4.40-5.0	
75- 79	B+	4.5		Excellent
70-74	B	4.0	3.60- 4.39	Very Good
65-69	B-	3.5		
60-64	C+	3.0	2.80- 3.59	Good
55-59	D+	2.5		
50-55	D	2.0	2.0- 2.79	Satisfactory
49-0	F	0	0.0- 1.99	Fail

Grade Points: (Number of credit units for a course) x (the grade value).

CGPA: Cumulative Grade Point Average

$$GPA = \frac{\sum_{i=1}^{n} (GP_i \, xCU_n)}{\sum_{i=1}^{n} CU_i}$$

Where GP is the Grade Point Score in a course I; CU is the number of Credit Units of a course; and n is the number of courses taken in that semester or recess term. CGPA is calculated using a formula similar to the one above, but n is the number of courses taken from the beginning of the programme up to the time when CGPA is being calculated less courses that do not count towards the CGPA.

Example:

Courses	CUs	Grade	Grade Points	Weighted Score
BCT1101	3.0	B	4.0	3 x 4.0 = 12
BCT 1102	4.0	B+	4.5	4 x 4.0 = 18
BCT 1103	4.0	B+	4.5	4 x 4.0 = 18
BCT 1104	5.0	A	5.0	5 x 5.0 = 25
BCT 1105	2.0	C	3.0	2 x 3.0 = 6
Total				79

(79 divided by 18 = 4.39 CGPA)

19.9 PROGRESS

19.9.1   Pass Mark

A student shall pass a course if he/she scores at least 30% of the continuous assessment and at least 30% of the final examination with the overall total of 50%.

19.9.2 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.

19.9.3 Probationary Progress

A student who fails/misses uutmost three (3) courses in a semester or obtains the Grade Point Average (GPA) of less than 2.0 shall progress probationary. Such a student shall be allowed to progress to the next semester/academic year but shall be required to sit the failed curse when next offered.

19.9.4 Problem Cases

A student who fails four or more courses in a semester shall be deemed a problem case. A problem case student STAY PUT (will not be allowed to proceed) to the next semester until he/she retakes and passes the failed or missed courses. Such a student will be expected to register again, attend lectures, and do course works of only the failed courses in a semester when they are next offered.

19.9.5 Promotion

A student is promoted if she/he has passed all the semester examinations on normal progress.

19.9.6 Staying Put

Counting from semester I of first year, a candidate who accumulates more than four (4) failed courses in an academic year shall stay put to clear the failed courses when they are next offered. A privately sponsored student who stays put shall pay as calculated below.

(i) **Tuition for retakes**

$$= \frac{\text{Semester Tuition fees for the programme}}{\text{Total Number of CUs in a given semester}} \times \frac{\text{Number of CUs}}{\text{to be retaken}}$$

(ii) **Functional Fees**

1. Re-examination fee   -   (20,000 per retake with the total sum not exceeding 100,000 or number of retakes more than 5)
2. Library fee   -   20,000
3. Registration fee   -   100,000
4. Identity card fee   -   15,000

A student will therefore be required to pay a total of (i) + (ii)

NOTE: *That if the total number of CUs to be retaken exceeds 14, then a student is required to pay the full semester plus full functional fees.*

19.9.7   Discontinuation

A student shall normally be required to discontinue his or her studies if:

(i)   He or she accumulates three consecutive probations based on the Cumulative Grade Point Average (CGPA) of less than two (2.0).

(ii)   He or she fails to obtain at least the Pass Mark (50%) during the Third Assessment in the same Course or Courses he/she had retaken.

(iii)   He or she overstayed in an Academic programme by more than two thirds (2/3) of the programme duration without valid justification.

(iv)   He or she absconds from any form of assessment (i.e. test, coursework, assignment or final exam) in a semester without a justifiable reason.

(v)   He or she fails more than a half of the courses of a semester and the faculty deems him/her unable to proceed.

19.9.8:   Retaking a Course(s)

(i)   A student shall retake a course or courses when next offered in order to obtain at least the pass mark (50%) if he/ she has failed, during the first assessment in the course or courses.

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

(iii)   A student who misses to sit examinations for justified reasons and he/she is permitted to do the missed examination, the grades obtained from a deferred examination shall not be categorized as retake because the assessment(s) is for the first time.

(iv)   While retaking a course(s), a student shall:

    a)   Attend all the prescribed lectures/tutorials/clinical/ practical/ fieldwork in the course(s).

    b)   Satisfy all the requirements for the coursework component in the course or courses and

    c)   Sit for the University examinations in the course(s).

(v)   A student shall not be allowed to accumulate more than four (4) retake courses at a time.

(vi)   Students are required to register for retake 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 clashes.

(iii)   A final year student, whose final examination results have already been classified by the relevant Faculty and has qualified for the award of a degree / diploma, shall not be permitted to retake any course(s).

(iv)   Students who have   courses to retake and these courses fall beyond the set normal semester load for their academic programmes shall pay tuition fees for any courses to be retaken. Besides, such students also pay the re-examination fees per course retaken as well as the registration fees

(v)   Retake Fees/Tuition

NOTE: For Students under Government sponsorship, Government does not sponsor students for the extra years accumulated (taking into consideration retakes, dead years and stay puts). Therefore a student automatically becomes a privately sponsored student after the normal duration of the programme offered.

Refer to 19.9.6 for computation of retake tuition fees payable by students who should have completed their courses

19.9.9:   Certificate of Due Performance

(i)   Any student whose attendance at prescribed lectures, classes, practical classes or seminars has been unsatisfactory or has failed to submit essays or exercises or to take tests or class examinations set by his/her lecturers, may be denied the Certificate of Due Performance and may be barred by Senate from sitting any University examinations. A certificate of due performance is issued to a student who has attended 80% of the Academic work

(ii)   A student who fails to honor the deadline set for handing in an assignment without justifiable reason shall receive a score of a zero or fail grade in that assignment.

It is therefore important that each student attend all prescribed lectures, classes, seminars and submit coursework assignments in time.

20.0 SEMESTER EXAMINATIONS.

20.1 Venue and Period of Exams

The last two weeks of the semester are dates for the end of semester examinations. A precise timetable, giving day and room for each exam is published during the semester. This timetable goes up on the notice boards at your respective campuses.

While there is a lot of reasonable care made to ensure that examination sessions do not clash, there might be incidences where this happens due to limited time and examination rooms. When the first edition of the timetable is published, students shall draw the attention of the Faculty Administrator about such a problem as soon as possible.

20.2 Holidays during the Examination Period

i) It is the official policy, of the University that all days in a week are considered "working days". Staff and students are expected to conduct or attend lectures and examinations at scheduled times and days. Requests to accommodate a student's religious creed by scheduling tests or examinations at alternatives may not be entertained.

ii) Should there be a change in the timetable for an examination after it has been published and displayed; such a change will normally be brought to the attention of candidates by means of additional notices. Students will not be informed individually of time table changes.

20.3 Sitting Examinations

Arrangement for sitting examinations will be made by the Deans of Faculties and invigilators.

a) Only registered students may be permitted to sit University examinations.

b) A student who does not pay all the required University fees may not be permitted to sit the University examinations.

c) The examination results of any student who has sat the examinations without being registered may be nullified.

d) Candidates must not start writing before the time at which the examination is due to start.

20.4: Instructions to Candidates during Examinations

Candidates will be informed of the dates and times of examinations by means of the time table and notices published at least 3 weeks before the date of commencement of examinations.

1. It is the responsibility of each candidate to take note of the dates, times and venue of the examination(s) for which he/she is registered.

2. Should there be a change in the time-table for an examination after it is published; the change will normally be brought to the attention of the candidates by means of additional notices. Candidates will not be informed individually of time-table changes.

3. Candidates shall be checked thoroughly before they enter the examination venues.

4. Only fully paid up and registered students shall be allowed to sit the University examinations.

5. Candidates will be admitted to the examination room fifteen minutes before the time the examination is due to begin. Any form of communication between candidates must cease once they enter the examination room.
During these fifteen minutes, the invigilator will:-

(i) Make an announcement to the effect that candidates should satisfy themselves that they are in possession of answer books and the correct examination paper.

(ii) Write their registration numbers and names on the answer books and question papers and sign on them.

(ii) Call attention to any rubric at the head of the paper which seems to require attention.

(iv) Make any other related announcement(s).

6. Candidates are required to supply themselves with pens, pencils, rulers, erasers, blotting papers, nonprogrammable simple calculators and the usual geometrical instruments.

7. Except for open-book examinations, no books, communication equipment, bags or attached cases should be taken by candidates into the Examination room. Candidates are not allowed to use their own logarithmic tables, and statistical tables.

8. Invigilators shall have the authority to confiscate any unauthorized book, manuscript, or any other aid materials brought into the examination room.
The invigilators shall also expel from the examination venue any candidate who creates disturbances that may disrupt the smooth running of the examination. Invigilators shall report any such incidence, to the Head of Department/Dean of the Faculty who in turn shall report the matter to the Academic Registrar for action. Students should also submit written statements to the Academic Registrar. In case of a candidate suspected of giving or obtaining unauthorized assistance or attempting to do so, the Academic Registrar shall report the matter to Senate for disciplinary action.

9. No candidate will be permitted to enter the examination room after the lapse of **thirty minutes** from the commencement of the examination, and no candidate will be permitted to leave the examination room until thirty minutes have expired. Late candidates will not be allowed extra time. No candidates shall leave the examination room during **the last ten minutes** of the time allocated for the examination except in case of emergency.

10. At the end of the examination period, and on instructions from the Invigilator, candidates must stop writing and assemble their scripts, dully signed before being collected by the invigilator.

11. Candidates shall write their student numbers and names distinctly in the spaces provided in the answer books and at the top of every sheet of question paper. They shall also sign on the answer books in the space provided.

12. Invigilators shall not permit candidates to leave their places before their answer books have been collected. Candidates who wish to leave the examination room before the end of the examination shall hand their answer books to the Invigilator before leaving the examination room. Candidates who are permitted to leave before the end of the examination period **must not**

leave their scripts on their desks, but **must** hand them to the Invigilator dully signed.

13. Candidates shall be expected to sign an attendance register for each examination done.
14. The use of scrap paper is not permitted. All rough work must be done in the answer books and crossed out neatly through.
15. At the end of the allocated time, all candidates shall stop writing when instructed to do so by the Invigilator and shall gather their answer books together in order. They shall not leave their desks until the Invigilator has collected their answer books.
16. Candidates should report directly to the Academic Registrar any person suspected to be indulging in examination malpractice. The following are some examples of examination malpractice/irregularity:
    i) Smuggling of unauthorized materials in any form into the examination room.
    ii) Copying from one another.
    iii) External assistance
    iv) Prior knowledge of examination questions.
    v) Impersonation.
    vi) Substitution of examination answers.
    vii) Communicating to other candidates while in examination room without permission from the invigilator.
    viii) Any other conduct that may be deemed irregular.

Note;

Contravention of the regulations and instructions governing the University examinations will lead to disqualification and cancellation of results of the candidate(s). Outright examination malpractices such as smuggling of unauthorized materials, external assistance, prior knowledge of questions, impersonation, substitution of scripts and collusion, when proved shall lead to dismissal from the University disgracefully.

All rules and regulations as approved by Senate shall apply in all university examinations.

20.5 *Examination Results*

Normally, eight weeks after the end of the semester final examinations session, examination results are published. The results for each semester are published on the notice board. If you still do not know your results a week after they were published, you can contact the Faculty Registrar to get them.

20.6 *Illness during Examination or Revision Period*

If any student falls ill (or anything similarly to catastrophic happens), that is likely to make a big difference in performance, it is essential that such a student lets the head of department or faculty dean know as soon as possible.

Students, who fall ill during the academic year and have cause to believe that their illness is of such gravity that it might affect their performance in the subsequent examinations, **must at the material time of their illness furnish the relevant Deans, Dean of students and the Academic Registrar's offices with written reports of their illness from the University clinic**. The student should get a Doctor's note, and contact the relevant offices above while still ill if possible.

Medical reports which are obtained after failure in examinations and without previous record of the illness referred to in the relevant Faculty and Academic Registrar's office shall not be accepted as valid ground for review of the failure in the examinations of the students concerned.

20.7 Absence from Examination.

i) If the Board of a Faculty 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 Faculty 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/ biological child/spouse, then a course grade of MIS shall be assigned to that course(s).

20.8 Deferred Examination

Any student who misses an examination due to illness, bereavement or any other extraordinally circumstances may apply to Senate for a special examination. In any case the illness or bereavement must occur during or immediately before the examination.
It is essential that such a student should let the faculty know what happened if he/she misses an examination.

1. A student who provides credible reason(s) for failure to complete coursework assessment or to attend an examination based on 20.7 (ii) above may be permitted to "sit" the deferred examination or course work assignment when the course(s) is being next offered.

2. A student who needs to defer an examination must submit an application to his/her respective Deans' Offices. The application and supporting documentation pertaining 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 Clinic Statement Form.

In other cases, including severe domestic affliction, adequate documentation must be provided to substantiate the reason for an absence.

3.   In the case of an approved application for deferred final examination, the Dean of the Faculty will inform the Head of Department responsible for the course of the approved deferred examination. The Department will then notify the Lecturer concerned.

4. A deferred examination will not be approved if a student has not been in regular attendance in a course.

5. Deferred examination shall be included in a student's maximum semester load. A student with two or more deferred examinations 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).

6. The grades obtained from a deferred examination shall not be categorized as retake because the assessment(s) is for the first time.

7. A student shall be required to pay appropriate fee for deferred examination a n d p a y m e n t s h a l l n o r m a l l y b e m a d e a t t h e beginning of the semester.

20.9 MARKS

20.9.1   *Pass Marks and Earning of Credits in a Course*

Each student shall earn credits for all the courses specified in the programme load for graduation. A credit shall be earned when a student has obtained at least the undergraduate programmes' pass mark (50%) in each course he/she had been assessed in.

20.9.2 *Final Year Results*

Officially, in your final year, you get a classified degree. 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:

Classification of awards for degrees

CGPA Range	Classification	Remarks
4.40-5.00	First Class	Excellent
3.60-4.39	Second Class (Upper Division)	Very Good
2.80-3.59	Second Class (Lower Division)	Good
2.00-2.79	Third Class (Pass)	Fairly Good
0.00-1.99	Fail	Poor

Classification of awards for diploma and certificate programmes

CGPA Range	Classification	Remarks
4.40-5.00	Class I (Distinction)	Very Good
2.80-4.39	Class II (Credit)	Good
2.00-2.79	Class III (Pass)	Fairly Good
0.00-1.99	Fail	Poor

20.9.3 Failure of Semester Examinations

Don't despair - you can still recover the following year! 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 when next offered.

20.9.4 Re-sitting to Improve Grades

Yes! A student may retake a course or courses once 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(s) were low. 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 shall **not** be recorded as retake. This will attract payment (per course unit) which will be calculated by the Academic Registrar and such a mark shall have the remark **RT** on it.

20.9.5 Conceded Pass

(i) Definition of Conceded Pass- 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. A Conceded Pass may only be awarded if a student has attempted the paper, at least three times. The better of the grades earned will be used for awarding a Conceded pass.

20.9.6 Circumstances Potentially Warranting a Conceded Pass.

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 not limited to:

i.   Student illness or Medical condition.
ii.   Family issues (family, injury or illness, bereavement etc).
iii.   Commitments to participate in national sport or other activities that warrant favorable consideration.
iv.   Commitments to assist with community service activities.
v.   Unavoidable and unexpected work commitments (e.g. relocation).
vi.   Awarding conceded passes does not compromise the requirements for accreditation of that programme by a professional body.

20.9.7 Doubling Exam Marks

Every year we receive complaints from students who believe that their mark for one or more examination papers is too low. We perform lots of checks and the chances of a mark being significantly in error are tiny. The most common reasons are because the question has not been answered in sufficient depth or some of the required points in the answer have been missed. Answers are sometimes self-contradictory or illegible or the main point of the question has been missed.

20.9.8 Remarking of examination

i)   A student who may feel dissatisfied with the grade obtained in a particular examination may apply for remarking to the Academic Registrar through the Faculty Dean for remarking of the examination paper in which the course was offered. Students do not have the right to have their papers remarked simply because the published mark does not match their expectation.

ii)   The application should be made not later than two weeks after the release of examination grades by the office of the Academic Registrar. This application should give valid justification for the request. The academic registrar will ask the faculty Dean to review the cases to see if remarking is warranted.

iii)   If the request is approved, an examiner different from the one who initially marked the script shall be appointed by the faculty dean to remark the paper. The grade awarded after remarking will be the final regardless of whether it is lower or the same as the first grade and will be immediately forwarded to the Academic Registrar.

iv)   The Academic Registrar will then communicate the grade to the student. The student shall not request for the second remarking of the same script.

v)   Each paper remarked will attract payment (per script) which will be calculated by the Academic Registrar and approved by Senate.

20.9.9 Complaints about Examination Marks

Should you feel that the department has not treated you fairly, every student has the right to use the University's examinations appeal procedure. 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)   That there exists or existed circumstances affecting the student's performance of which the examiners had not been made aware when their decision was taken;
(ii) That there were procedural irregularities in the examination process;
(iii) That there is evidence of prejudice or bias or inadequate assessment on the part of one or more of the examiners.

20.9.10   *Academic Misconduct*

(i)   Students are strongly **warned** against any form of examinations malpractices/irregularities. It shall be an offence for a student/ candidate to get involved in examination malpractices. Misconduct includes but not limited to the following actions:

(ii) **Cheating** is defined as any illegitimate behavior designed to deceive those setting, administering and marking the assessment. Cheating in a University 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:

a) Taking into the exam venue, or possessing while in that room, any books, notes or other material which has/have not been authorized.
b) Writing notes on yourself or having notes on your person.
c) Having notes written on your identity documents or authorized examination materials e.g. logarithm table.
d) Accessing information stored or written on electronic equipment.
e) Copying from another student in an examination room.
f) Aiding or attempting to aid another candidate, or obtaining or attempting to obtain aid from another candidate.
g) Posing yourself off as another (impersonation).
h) Such repeated behavior as may in the view of the invigilator prejudice the performance of other candidates.
i) The use of unauthorized books, notes, electronic aids or other materials in an examination.
j) Obtaining an examination paper ahead of its authorized release.

i)   **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 third party (while in plagiarism the owner of the work does not knowingly allow the use of his/her work.

ii) **Acting** dishonestly in any way including fabrication of data, whether 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;

iii) **Plagiarism** is 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): Direct copying of text from a book, article, fellow student's essay, handout, thesis, web page or other source without proper acknowledgement.

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. (Faculties 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, including plagiarism, in University assessment. Any student/candidate found guilty of the offence shall be dismissed or suspended from the University.

21.0 RELIGIOUS AFFILLIATION

Busitema University is a public institution founded by Uganda Government.

In certain special circumstances, the University programmes may be conducted seven days a week, worshipping days inclusive. The University community is composed of members with diverse backgrounds. Thus, the University may not reschedule or cancel academic programmes (lectures, examinations & practical) which may fall on days of worship of a particularly religious group. You are therefore strongly advised to respond to all academic activities even if they take place on the days of worship.

APPENDIX A: LIST OF ACCREDITED PROGRAMMES AS AT JUNE, 2021

S/N	Programme	Faculty
1	Bachelor of Agribusiness	Faculty of Agriculture and Animal Sciences
2	Bachelor of Science in Agriculture	Faculty of Agriculture and Animal Sciences
3	Bachelor of Animal Production and Management	Faculty of Agriculture and Animal Sciences
4	Certificate in General Agriculture	Faculty of Agriculture and Animal Sciences
5	Diploma in Animal Production and Management	Faculty of Agriculture and Animal Sciences
6	Diploma in Crop Production and Management	Faculty of Agriculture and Animal Sciences
7	Bachelor of Science in Agricultural Mechanization and Irrigation Engineering	Faculty of Engineering
8	Bachelor of Computer Engineering	Faculty of Engineering
9	Bachelor of Science in Agro-Processing Engineering	Faculty of Engineering
10	Bachelor of Science in Mining Engineering	Faculty of Engineering
11	Bachelor of Science in Polymer, Textile and Industrial Engineering	Faculty of Engineering
12	Bachelor of Science in Water Resources Engineering	Faculty of Engineering
13	Bachelor of Science in Electrical Engineering	Faculty of Engineering
14	Diploma in Agricultural Engineering	Faculty of Engineering
15	Diploma in Computer Engineering	Faculty of Engineering
16	Diploma in Ginning and Industrial Engineering	Faculty of Engineering
17	Master of Computer Forensics	Faculty of Engineering
18	Masters of Science in Irrigation and Drainage Engineering	Faculty of Engineering
19	Postgraduate Diploma in Computer Forensics	Faculty of Engineering
20	Diploma in Electronics and Electrical Engineering	Faculty of Engineering
21	Masters of Public Health	Faculty of Health Sciences
22	Bachelor of Medicine and Bachelor of Surgery	Faculty of Health Sciences
23	Bachelor of Science in Nursing	Faculty of Health Sciences
24	Master of Medicine (Internal Medicine)	Faculty of Health Sciences
25	Master of Medicine in Paediatrics and Child Health	Faculty of Health Sciences
26	Bachelor of Science in Anesthesia	Faculty of Health Sciences
27	Bachelor of Business Administration	Faculty of Management Sciences
28	Bachelor of Entrepreneurship and Business Management	Faculty of Management Sciences
29	Bachelor of Procurement and Supply Chain Management	Faculty of Management Sciences
30	Diploma in Business Administration	Faculty of Management Sciences
31	Diploma in Records and Information Management	Faculty of Management Sciences
32	Masters of Business Administration	Faculty of Management Sciences
33	Master of Science in Climate Change and Disaster Management	Faculty of Natural Resource and Environmental Sciences
34	Bachelor of Science in Fisheries and Water Resource Management	Faculty of Natural Resources and Environmental Sciences
35	Bachelor of Science in Natural Resource Economics	Faculty of Natural Resources and Environmental Sciences
36	Master of Science in Environmental Economics	Faculty of Natural Resources and Environmental Sciences

37	Bachelor of Education Languages (English and Literature in English)	Faculty of Science and Education
38	Bachelor of Education Primary	Faculty of Science and Education
39	Bachelor of Information and Communication Technology	Faculty of Science and Education
40	Bachelor of Science Education	Faculty of Science and Education
41	Bachelor of Science Education – Agriculture	Faculty of Science and Education
42	Bachelor of Science Education – Biology	Faculty of Science and Education
43	Bachelor of Science Education – Chemistry	Faculty of Science and Education
44	Bachelor of Science Education – Computer Studies	Faculty of Science and Education
45	Bachelor of Science Education – Economics	Faculty of Science and Education
46	Bachelor of Science Education – Entrepreneurship	Faculty of Science and Education
47	Bachelor of Science Education – Geography	Faculty of Science and Education
48	Bachelor of Science Education – Mathematics	Faculty of Science and Education
49	Bachelor of Science Education – Physics	Faculty of Science and Education
50	Bachelor of Science Education (Physical Education)	Faculty of Science and Education
51	Bachelor of Science in Computer Science	Faculty of Science and Education
52	Bachelor of Science in Marine Science	Faculty of Science and Education
53	Master of Educational Leadership and Management	Faculty of Science and Education
54	Master of Science in Industrial Mathematics	Faculty of Science and Education
55	Master of Science in Physics	Faculty of Science and Education
56	Diploma in Science Laboratory Technology - Chemistry	Faculty of Science and Education
57	Diploma in Science Laboratory Technology – Biology	Faculty of Science and Education
58	Diploma in Science Laboratory Technology - Physics	Faculty of Science and Education
59	Bachelor of Catering and Hospitality Management	Faculty of Management Sciences
60	Bachelor of Tourism and Travel Management	Faculty of Management Sciences
61	Diploma in Catering and Hospitality Management	Faculty of Management Sciences
62	Diploma in Tourism and Travel Management	Faculty of Management Sciences
63	Higher Education Access Certificate (English Language and Literature in English)	Faculty of Science and Education
64	Higher Education Access Certificate (Physics and Mathematics)	Faculty of Science and Education
65	Higher Education Access Certificate (Biology and Agriculture)	Faculty of Science and Education
66	Higher Education Access Certificate (Biology and Chemistry)	Faculty of Science and Education
67	Higher Education Access Certificate (Mathematics and Chemistry)	Faculty of Science and Education
68	Diploma in Education Primary	Faculty of Science and Education
69	Master of Science in Materials Engineering	Faculty of Engineering
70	PhD in Business Administration and Management	Faculty of Management Sciences
71	Bachelor of Public Administration & Management	Faculty of Management Sciences

APPENDIX B- DEANS OF FACULTIES AND DIREC TORS

Prof. Julius Wandabwa : Dean, Faculty of Health Sciences (Mbale Campus)

Dr. Ekou Justine : Faculty of Agriculture and Animal Sciences (Arapai Campus)

Dr. Alice Nakiyemba : Dean, Faculty of Natural Resources & Environmental Sciences (Namasagali Campus)

Ass. Prof. David Olema : Dean, Faculty of Science and Education (Nagongera Campus)

Dr. Daniel Otim **:** Dean, Faculty of Engineering **(**Busitema Campus)

Dr. Ibrahim Musenze **:** Dean, Faculty of Business and Management Sciences (Pallisa Campus),

Ass. Prof. Rwahwire Samson: Deputy Director, Directorate of Graduate Studies Research & Innovations

Dr. Biira Saphina : Deputy Director, Directorate of Quality Assurance