



**KAMPALA  
INTERNATIONAL  
UNIVERSITY**

**FRESHER'S ORIENTATION  
INFORMATION**

**BOOKLET**

**OFFICE OF THE DEAN OF STUDENTS.**

**POLICIES, GUIDELINES AND  
PROCEDURES FROM**

**ORIENTATION TO GRADUATION**

## **PHILOSOPHY, VISION, MISSION, OBJECTIVES AND CORE VALUES**

### **PHILOSOPHY**

Kampala International University regards each student as a unique individual who brings to the learning environment certain potentials. Thus, it is the role of the University to assist student actualize his or her potential. The university ensures that the educational experiences are designed to produce productive graduates who can contribute positively to their personal effectiveness or actualization and the overall well being of society. Holistic development, in terms of positive intellectual, moral, emotional, aesthetic and spiritual development is what the University strives to promote in each student.

### **VISION**

To become a premier and dynamic institution of international repute that prepares students for the world of work and for an inclusive society.

### **MISSION**

To respond to students and societal needs by designing and delivering an education guided by the principles and values of respect for society, economy and environment and to provide and develop a supportive research environment in which scholars ,at every stage of their career , can flourish.

## **MOTTO**

“Exploring the Heights”

## **OBJECTIVES**

- (1) To educate independent-minded, skilful and competent graduates that can contribute to the development of a just society for present and future generations;
- (2) To become a premier international university that provides need-based, consumer-driven and good quality academic programmes;
- (3) To supplement public efforts in the provision of mass university education;
- (4) To integrate the principles, values and practices of sustainable development into all aspects of university education and learning.
- (5) To develop an entrepreneurial culture in which the concept of student as client, stakeholder involvement, increased accountability, and quality assurance procedures, are all a part.

## **CORE VALUES**

- (1) Pursue excellence in whatever is done
- (2) Render superior services to students, staff and clients
- (3) Promote and practice team work and respect for others
- (4) Facilitate, embrace and reward research and innovation.

- (5) Develop and maintain a result-oriented culture,
- (6) Facilitate and encourage openness for continuous improvement.
- (7) Give to and expect loyalty from the university
- (8) Aim at fairness and consistency on all issues
- (9) Develop an enduring identity and image
- (10) Demand and portray integrity, accountability and responsibility
- (11) Mitigate and Involve society norms of respect

## **ANTHEM**

1. Kampala International University  
You are the torch that lights our path  
In you we see our future bright,  
And by you the Nation gaineth from  
services pure.  
The emblem that you chose states the  
message  
Unique in gait and truly the giant  
With such a height no task  
insurmountable  
Equipped with knowledge, down to  
earth  
We go out of your gates with dignity  
May you vision bright and knowledge  
so abound

Be manifested in us as we serve the globe.

1. Kampala international University  
Your gates to success truly wide  
Your way of teaching so unique  
Always striving to give the globe the best of the best  
You pave the way for those seeking knowledge  
You pave the way for those seeking success  
The young and the old alike benefitting  
To you the age is not a barrier.  
We go out of your gates with dignity  
May your vision bright and knowledge so abound  
Be manifested in us as we serve the globe

## 1. DEFINITION OF TERMS

**Academic year**-means such period of twelve calendar months as the University Council may from time to time prescribe taking into account the relevant regulations of the National Council for Higher Education.

**Alumni association**-means an organization of the graduates of the university whose main role is to contribute to the achievement of the vision and mission of the university

**Alumnus**-means a member of the alumni association of the university

**Campus.**

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Means any of the centres of learning of which Kampala International University established under the KIU Charter

**Chancellor-** means the titular head and visitor of the university

**Convocation-**means a ceremony held by the university where students are awarded degrees, diplomas or certificates

**Council-** Means the supreme organ of the university established by the law governing the University

**Course of study-** means the structure for a certificate, diploma, degree or other academic qualifications and the subjects of study in that course

**Dean of students-**means a person appointed by the university under KIU Charter to be in charge of students' affairs

**Graduate-**means a student who has pursued and completed a course of study or research and is awarded a degree or diploma

**Student-** means any person who has been registered for a program of study or research at the university.

**University-**Means Kampala International University

## 1. APPLICATION

a) These guidelines and regulations shall apply to all students of the University

b) Nothing in these regulations shall exclude the enforcement of:

(i) The Constitution of Uganda 1995

(ii) The Tertiary and Institution's Act 2001 (Revised, 2012)

### **Rules Governing the Conduct and**

(i) Discipline of Students

(ii) KIU Charter 2009

(iii) All laws passed and applicable in the Republic of Uganda.

a) Every student shall be required to sign a certificate/NORMINAL ROLL to the effect that she/he agrees to comply with the university regulations.

### **1. UNIVERSITY STRUCTURE**

(1). Kampala International University has various Structures:

**a) University Council** - means a body established under KIU Charter as supreme governing body of the University.

**b) Appointment Board** - means the Staff appointment board of the university.

**c) Senate**-means the university Senate as established by KIU charter which handles academic affairs of the University.

**Management Committee** - means the Vice Chancellor, the Deputy Vice Chancellor (s),

the University Secretary, the Director of finance,

- a) Director of Human Resources, Director of Estates and planning, Director of student affairs and any other officers as provided for in the university statutes and regulations working as a team.
- b) **Disciplinary Committee** - handles students discipline issues.
- c) **Admission Committee-** handles admission related issues

(1) The following are the key positions in the University.

**a) Chancellor**

- (i) Confers degrees and Diplomas and all other academic awards.

**b) Vice Chancellor**

- (i) Chief Executive Officer.
- (ii) The Chair Person of the Senate.
- (iii) Provides leadership of the academic, administrative and financial affairs of the University, in the absence of the Chancellor.
- (iv) Presides at ceremonial assemblies of the University.

**c) Deputy Vice Chancellor  
(Administration and Finance)**



Performance of his/her functions and oversees the finances and administration of the University.

(ii) Responsible for preparing and reviewing the welfare of all the University staffs.

**a) Deputy Vice Chancellor (Academic Affairs).**

(i) To assist the Vice Chancellor in the management of all academic affairs of the University.

(ii) Directly responsible for overseeing the work of the College Principals,

**b) Directors of Academic Affairs**

(i) Assists the Deputy Vice Chancellor [Academic Affairs) in his/her responsibilities.

**(ii)** Supervises day-to-day Academic programmes in the University.

**(iii)** Assesses lecturers' inputs, evaluating and making recommendations to the Deputy Vice Chancellor Academics.

Receives, conducts and supervises examinations.

**(i) Responsible for students' verification of academic documents.**

(ii) Implements any other assignments given to him/her from the Deputy Vice Chancellor's office in charge of academics.

### **a) Director of Admissions**

- (i) Responsible for
- (ii) Scrutinizing and verifying students' academic documents, such as application forms, grades scripts, slip, certificates, testimonials etc.
- (iii) Scheduling and preparing meetings of the admissions committee as and when necessary.
  
- (iv) Putting in safe custody of all students' admission records.

### **b) Director of Finance**

- (i) Responsible for the financial administration and planning of the University and
- (ii) Maintenance of Accounts.

### **c) Dean of Students [Director of Students Affairs]**

- (i) Is responsible for the welfare and discipline of the students.

### **d) University Librarian**

- (i) Is responsible for the development, control, management and co-ordination of all library and information services of the University.

**e) The Academic Units** of the University are called Colleges/Faculties/Schools and

Departments headed by Principals/Deans and Heads of Departments respectively.

- (2) Students with various queries concerning admission, registration, Identity card, payment of University dues among others should report to the under mentioned offices.
  - (a) **Accommodation** — Dean of Students.
  - (b) **Admissions and verification** — Director Admissions
  - (c) **Any matter that concern student's welfare** — Dean of Students and Warden
  - (d) **Change of Course** — Director of Academic Affairs
  - (e) **Course programmes** — Respective Principals and Deans of Colleges and schools.
  - (f) **Dead Year/Semester/Retake** — Director Academic Affairs
  - (a) **Evening and Weekends** — Principals, Deans, and Heads of Departments or Weekend Coordinator.
  - (b) **Examination results** — Director of Academic Affairs
  - (c) Financial affairs — Director of Finance
  - (d) Identity Card - Dean of Students
  - (e) Sports Activities - Sports Tutor
  - (f) Students Government - Guild Union president

- (g) Study Visa- Deans of Students
- (h) Timetables- Head of Departments

#### **4. Students' Reporting Procedures**

- (i) Resident and non-resident fresher is required to report to the office of the Director of Admissions to fill forms;
  - (ii) Forms will after which be taken to the respective offices.
  - (iii) The fresher student will then proceed to the director of finance for fees clearance.
- The office of the Dean of Students shall handle all Accommodation allocation for both University and Private Hostels

Once a student has been admitted, he/she should come to the admissions office for;

#### **1) REGISTRATION**

When coming to the admissions office for registration, a student must carry the following documents and requirements

- a) His or her admission letter which is signed and stamped by the Director of Admissions
- b) Photocopies of all relevant academic documents (i.e. official Secondary school results,

- Transcripts and certificates of undergraduate or postgraduate...)
- c) 2 recent passport size photograph
  - d) His or her Identity card of the former school/ college or birth certificate specifying your citizenship.
  - e) Clearly filled evaluation form by the evaluator
  - f) A fully and clearly filled registration form
  - g) Photocopy of the receipt of the application form

## **2) CHANGE OF COURSE**

Any student who would wish to change course should pay a fee of 10,000ug shillings to the bank thereafter fill a change of course form which he/she should get from the admissions office.

## **3) PROVISIONAL ADMISSION**

All students who have been issued with a provisional admission letter must submit the required academic documents stipulated in the provisional admission letter within a period of one

month from the time of reporting. International students are requested to present certified academic documents. This is done so that the student is issued with a full admission letter and the provisional admission letter is withdrawn.

**(1) University Property**

- (a) Every student shall exercise the highest standard of caution in Handling University property so as to avoid possible damage.
- (b) No university furniture or property of any description shall be taken away from its place without the written consent of the head of the department concerned.
- (c) University property shall not be lent to students except where authorized by the Dean of students or Vice Chancellor.
- (d) Any student who damages or loses University property shall pay the cost or part of the cost of repair or replacement of the property as the circumstances of the case may be.

**(2) Loss of a University Document**

Any student who by accident or otherwise loses or misplaces his or her document (s) issued by the University such as fees receipt, admission letter, examination card, identity

card registration card and any other document in a similar category - pay a fine of Ugx 5000 for local student and Us\$5 for foreign students or any other amount that may be stipulated by management.

**(1) Transport to and from the University**

It is the responsibility of the students to find their own transport to and from the University at the beginning and end of the semester.

**(2) Admission' Ceremony**

The Vice Chancellor shall preside over an admission ceremony that will take place on a day to be communicated to students through the Deputy Vice Chancellor Academic Affairs, Principals, Deans and the Dean of students. All freshers must attend.

**(3) Library facilities**

All students have a right to access the library as long as they are in possession of a valid library card.

**(4) Places of worship**

The University allows freedom of worship. Limited worship facilities are provided at the University for both Muslim and Christian students. Lunch time prayers must be conducted in gazetted areas at a minimum sound without interfering with the ongoing academic programmers.

**(5) Payment of University Dues**

Tuition Fees [other fees for registration, guild membership, sports, medical services,

- (a) Library/examinations and identity card] are due for payment in the bank on the first day of Academic year. New Identity Cards are issued out every new academic year. When an Identity Card is lost you should report to the police then go to finance and pay 5,000/=, and bring a receipt to the Dean of Student to get a replacement.
- (b) Accommodation in Garanga Girls Hostel must be paid in the Bank after a securing a place. Hostel residents must get a semester Hostel card from the Dean of Students.
- (c) Residences. A student who through influence or other means stays in the University residences without prior payment shall be in breach of these regulations.
- (d) Each resident student shall use facilities available to them alone. Any resident who shares a bed or other University facility available for use to one individual shall be in breach of these regulations.
- (e) Any student who without authorization, or illegitimately utilizes University facilities for which prior payment is required shall be in breach of these



regulations and shall face disciplinary action.

Students found residing in University residences which they have not paid for or committed themselves to pay or have prior permission to use them shall be in breach of these rules and will be liable to face the designated disciplinary committee.

- (a) All fees must be paid before the student sits for the examinations. No student will be allowed to fill a dead semester/dead year form when he /she has attended lectures or sat for continuous assessment tests.
- (b) A student who is a debtor to the University may not be allowed to sit for his/her examinations or proceed further with his/her studies or to receive a University degree or award.
- (c) A Student should apply for a dead semester or dead year within the stipulated time frame as per the University policy.
- (d) When a student is on a bursary granted by the university and they apply for a dead semester the bursary is discontinued for the next semester unless the student applies to be

reinstated by the university bursary committee.

- (e) Any student who does not sit for examinations for two semesters because of the money [tuition fees] owed to the University shall be discontinued.
- (f) A student is deemed a debtor if he or she has not paid wholly or partly fees for registration residence and tuition or when he or she owes money to residence, library, departments or any other official body or institution of the University.
- (g) Any student or student leader who misappropriates public funds or guild funds entrusted to him/her or misuses any of the university properties shall be in breach of these regulations. **Penalty; He/She will be asked to refund before he/she is cleared for either graduation.**

#### **(h) 5.9 Attendance of Lecturers and Tutorials**

Attendance of lectures, tutorials, seminars, practical, examinations/tests and scheduled courses of instruction is **compulsory**. Non

attendance due to illness or other good causes must be authorized by the head of the relevant department

### **5.10 Correspondence**

- (a)** All official correspondence by the student to government or other official bodies within and outside Uganda shall be channeled through the Dean of Students, and or the Vice Chancellor.
- (b)** No student or group of students shall with ill intent, print/ publish and disseminate or otherwise circulate any false information.

**Penalty breach of this will lead to suspension/dismissal as the committee decides.**

- (c)** No student, association or group of students of any description shall print or issue any anonymous letter or circular or document in relation to the university. **Penalty breach of this will lead to suspension/dismissal as the committee decides.**

### **5.11 Dance and other similar functions**

- (a)** **Dances, parties and other social functions shall not be held without clearance from the Dean of Students**

**through the Deputy Vice Chancellor  
Finance and Administration.**

- (b) All Social functions including dances held at the university shall not go beyond 1.00 a.m. Failure to adhere to the time given will lead to confiscation of equipment used also to be suspended for two weeks.
- (c) The Deputy Vice Chancellor Finance and Administration may authorize a dance or social function. Private parties shall not go beyond 12.00 midnight.
- (d) Permission of an extension of hours may be sought a week in advance through the office of the Dean of Students. **Penalty breach of this will lead to suspension/dismissal as the committee decides.**

**5.12 Activities outside the University**

No student shall undertake or participate in activities outside the university during semester time without permission from the Vice Chancellor. **Penalty breach of this will lead to suspension/dismissal as the committee decides.**

**5.13 Health /Medical Issue**

- (a) Students shall on joining the university undergo a medical examination by the

University doctor or any other doctor, approved by the university.

- (b)** The University reserves the right to carry out medical examination on any student anytime.
- (c)** An unmarried student who becomes pregnant shall be required to apply for a dead year.
- (d)** Students who are found medically unfit for the given programmes shall be asked on health grounds to opt for other programmes or leave the programme altogether. Such examination shall be followed by regular medical check-up at least once every academic year.
- (e)** A married student will be required to produce a marriage certificate on arrival. However, no special consideration will be given to such a student as far as Academic programmes activities are concerned.
- (f)** Where a student must be absent from a lecture in order to see the nurse or doctor or other health officer, he/she shall notify the lecturers concerned in advance (in writing).
- (g)** Students who receive medical attention away from the University shall report back to the medical officer after their

treatment and submit records to the Dean of students.

**(h) Ill health during the Academic Year:**

Students who fall sick 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 furnish, the relevant documents to the Dean's and the Director of Academic Affairs offices with reports of their illness at the material time of the illness.**

The reports must be in writing from the **University hospital or a hospital recognized by the university.**

Medical reports which are secured after failure in examinations and without previous record of the illness referred to in the relevant faculty office and Director Academic Affairs' office shall not be accepted as valid ground for review of the failure in the examination of the students concerned.

Students should be aware of AIDS. It's a killing disease and without a cure. Clinic provides free condoms use them if you cannot practice abstinence.

Students should always seek advice from the University Counselor and University Clinic on these matters.

- (i) Any student found to be suffering from illness in the category of (STIs), Sexually transmitted illnesses shall pay for his or her medical bills.
- (j) A student who contracts a contagious disease may be requested to leave the University community on the advice of the medical officer.
- (k) Any student who is perpetually sick shall be required to leave the university on the advice of the university medical officer who shall submit a detailed report to the Dean of students.

### **(l) Physical or Mental Handicaps.**

- (i) Where mental or physical handicaps prevent a student from participating in the normal life of the university, he or she shall be asked to be a non-resident or even leave the university.
- (ii) Kampala International University is committed to ensuring a harmonious living of all the persons with disabilities with the rest of the members of her community. Students with special needs arising from

their disability, e.g. in terms of accommodation shall inform the Dean.

- (m) Students who require Optical Aids shall meet all the associated costs of the Aids.
- (n) Students with medical chronic problems shall on arrival furnish the office of Dean of students Affairs with copies of their medical forms to prepare her for any eventuality.
- (o) Students shall receive treatment at the university clinic/hospital which shall refer serious cases to only hospitals the university has prescribed (excluding the private wings).

**Services offered:**

1. Outpatient care for acute conditions including but not limited to:

1.1 Common infections including; Respiratory tract infections, Malaria, Urinary tract infections, skin infections and Gastro intestinal tract infections

1.2 Common injuries not requiring advanced imaging and/or reconstructive surgery

1.3. Common acute mental health problems

1.4. Eye infections



1.5. Acute emergencies in chronic illnesses including: Asthmatic attacks and Sickle cell.

## 2. Laboratory services

- 2.1. Malaria (Blood smear and Rapid Diagnostic test)
- 2.2. Urinalysis
- 2.3. Helicobacter pylori (Peptic ulcers)
- 2.4. HIV serology
- 2.5. Full blood count
- 2.6. Rheumatoid factor (arthritis)
- 2.7. Brucella Agglutination Test
- 2.8. Syphilis (TPHA, RPR, VDRL)
- 2.9. Typhoid (Widal)

## 3. Referral

- 3.1. Ambulance
- 3.2. Basic imaging
- 3.3. Laboratory
- 3.4. In patient care for acute conditions
- 3.5. Outpatient consultation
- 3.6. Mental health emergencies

Condition **NOT** covered by the University

Dental care

Visual impairment including spectacles (This excludes foreign bodies and infections)

Pregnancy and related conditions

Sexually transmitted infections

Chronic infections and non-communicable diseases (NCD5)  
Advanced and poorly managed NCDs

### **Cases to referral services:**

Students whose conditions can't be managed within the University will be referred to Nsambya hospital or other tertiary care centers where necessary. All referred students will be given a referral form duly completed, signed and stamped by the referring officer. ONLY students with emergencies at night may access services at Nsambya hospital using a valid University identity card and retrospectively obtain a referral form. Students will be informed of the funding limit for their respective condition and will be responsible for their bills if this limit is exceeded.

### **5.14 Cleanliness:**

- (a) Every student shall always be neatly dressed and decent. The university reserves the right to exclude any student deemed **indecently dressed** from the University activities including lectures.
- (b) Students are expected to assist in keeping the premises and compound of the University to the highest standard of cleanliness.

- (c) Any student who litters the compound and other premises of the university shall be in breach of these regulations **and disciplinary action shall be taken against him/her as the University deems it fit.**

### **5.15 Handling and consumption of alcohol and other intoxicating drugs:**

- (a) It is a breach of the regulations for a student to be within the university campus while drunk or intoxicated by the voluntary consumption of alcohol.
- (b) No student shall take any intoxicating drugs such as khat, opium, cocaine, marijuana or any other related drugs in the mentioned category.
- (c) Smoking of any kind is prohibited in lecture rooms, library, and halls of residence and in such other places in the University as may be necessary. Penalty: Any student found guilty/caught in such actions (a,b and c) above will be asked to leave the University.

### **5.16 Demonstrations:**

- (a) It is accepted that students may wish to take part in peaceful demonstrations either on campus or outside campus. Such events shall be held only in accordance with the laws of Uganda. The

Vice Chancellor should be informed one clear day in advance. And police permission must be obtained if a demonstration is to proceed.

- (b) No student or group of students shall mount roadblocks on any part of the campus, stop motorists or any other person using the campus or public roads.
- (c) Any student who ignores a reasonable request, obstructs, or interferes with any University officer shall be in breach of these regulations, and shall face disciplinary action.
- (d) The expectation of courteous conduct described in the introduction to these regulations apply particularly to sports event. Any student or group that attacks games officials or referees or fights other students at matches or disrupts the matches shall be in breach of these regulations.

**Penalty: Suspension/dismissal from the University as the committee deems it fit.**

## **5.17 Sports and Practical Activities**

- (a) All sports equipment must be handled with great care by students and must be returned to the stores for custody. No equipment shall be left lying idle on the field after use.
- (b) Any damage to or loss of sports equipment, uniforms and or facilities by students shall be reported immediately to the Sports Tutor and to the Dean of students.

**Penalty: replacement of the spoiled equipment and a written warning letter.**

- © No student shall attack any games officials or referee or fight any student or otherwise interrupt any match. Breaking this rule will lead the culprit to hand over to police, miss a semester, and pay for the damage caused.
- (d) No student shall engage in or support any activity which is hazardous e.g. throwing of sports equipment, risky use of facilities or use of implements which are unsafe.

### **5.18 Notice Boards:**

Students should always look at notice boards for information from the Administration, Faculties/Schools/institutes, and Wardens, the Guild or any other source.

### **5.19 Start and end of Semester:**

- (a)** Students shall be allowed only one week of grace in the halls of residence before the beginning of a new semester.
- (b)** Every resident student shall register with the office of the warden at the start of a new semester.
- (c)** Students shall be required to vacate the halls of residence at the close of the semester except with the permission of the Dean of Students and Hostel Manager.
- (d)** Every resident student shall sign hall/hostel forms and shall acquire a hall/hostel card at the beginning of every semester.
- (e)** Students in their final year shall clear with the office of the Hostel Manager during the final clearance exercise.

### **5.20 The Vice Chancellor's powers regarding breach of the Regulations**

The Vice Chancellor has powers to suspend a student from the university or to discipline him/her in an appropriate manner. All occasions of proven breaches of the

regulations and subsequent actions will be reported to the next meeting of the university Disciplinary committee.

## **6.0 REGISTRATION:**

### **6.1 Registration Procedures:**

**(a)** There are four major kinds of registration in the university, which all freshers must adhere to:

#### **(i) Central Registration:**

Central registration is the first major registration handled by the Director of Admission for all fresher students. For the purpose of registration and verification, a student must present the following.

- Original Ordinary Level Certificate of Education or its equivalent and three photocopies are required.
- Original Advanced Certificate of Education or its equivalent and three photocopies of it and where applicable, the relevant original Degree/Diploma Certificate and their transcripts,
- A copy of receipt of application form.

- Original and one photocopy of Admission letter.
- Original and one photocopy of an identity card of the previous school or workplace
- Original and photocopies of all receipts of payment for tuition, consolidated, accommodation and change of course fees.
- Original and photocopy of a document certifying the citizenship of a student such as a birth certificate, a letter from the village political head of the student's birth place or a copy of the Passport or National identity card
- An Evaluation form well filled.

**Note:**

**Students who will not provide the above requirements will not be registered.**

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 and dismissal.

**(ii) Registration with the Dean of Students Affairs.**



Every student must register with the Dean of students who keeps non-academic records. This is done by filling a student registration Form which is submitted to the - department before a student accesses any university facilities.

**(ii) Colleges/Faculty/School/  
Institute Registration:**

After verifying with the Director of Admissions, students are urged to register with their respective faculties/schools where they have been admitted. In order to ascertain one's presence in the university, a student must make sure that he/she is known by the faculty/school. The procedure and the programme of this registration will be provided by the Principal and the respective Deans/ Directors or Faculty administrators.

**The registration at the College, Faculty/School is important because it involves identifying courses you are supposed to take in that semester.**

**(iii) Departmental Registration:**

After central and faculty registrations, a student is required to register with the Department; failure to do so may lead to a student being rendered illegal in the University. The respective heads of departments, where applicable, will inform the

students concerned about the dates of registration.

**Note:**

- All fresher's **must** register centrally. Failure to do so will automatically lead to their places being forfeited.
  - The names in which the student will be registered are those which appear on the student's admission letter of offer and those must be the names which appear on the student's "0" and "A" level results slips. Candidates should use the names on the qualifying documents on admission.
- (b) Any first-year student who will not have registered within the first three weeks of beginning of the academic year shall be deemed to have declined the offer of admission. His or her place shall accordingly be offered to another student through the change of programme/course exercise.
- (c ) The students in the 1<sup>st</sup> year of studies, who for some reason are unable to register by the end of registration period are advised to re-apply for admission the following academic year by following the same application procedure that is

provided for in that particular academic year.

- (d) Registration on More than one programme; Students should note that the university regulations does not allow one to register in more than one programme at the same time.

## **7.0 CHANGE OF COURSE/FACULTY/ SUBJECT / PROGRAM**

- (a) A student is offered a place in the university according to his/ her performance. Therefore, if one wants to change the course or faculty, one pays a change of course or change of faculty fee as may be stipulated by university management. However the fees paid by a foreign or local student are different and a student should clarify with the finance department before making any payments.

This desire to change may be permitted to freshers only before week (3) of the first semester of the first year. So a student fills a form called' **CHANGE OF COURSE FORM**' which will be signed by the Dean of Faculty of the course a student desires, and then the Director Academic Affairs. After filling the forms a student pays the stipulated fee to the

bank. The change will be effected thereafter.

**Note:** A student who shall have impersonated found to have joined a course/faculty/school programme without passing through proper channels will be liable to dismissal.

- (b) However, in case of second and third years i.e all the students who major in certain subjects shall register in the Faculties/Institute/Schools to which these subjects belong regardless of where they would have originally registered in their first year studies, e.g. History (Minor), Political Sciences (Major) Faculty of Social Sciences: Political Science (Minor), History (Major) = Faculty of Arts.

**Note:**

(i) A student may wish to change the programme of study for which he/she was initially admitted. The University will permit such a change only during the first year of study.

(ii) A change of programme due to low enrollment or non availability of teaching staff (in such a case, change of programme fee is not charged to the student.

Before students apply to change their programmes, faculties and courses they are

encouraged to seek advice on the cut-off points for programme, requirements for specific subjects and possible subject combination.

#### **(d) Repeating of A' level examinations**

A candidate who accepts a place at the university and registers for a programme of Study will not be eligible for admission to any programme at the university on the basis of results obtained after-resitting A level examinations. Therefore, the use of the results obtained from re-sitting examinations while already registered on a university programme will result in automatic cancellation of admission.

**Note:** Cases of impersonation, falsification of document or giving false/incomplete information whenever discovered either at registration or afterwards, will lead to automatic cancellation of admission, revocation of awards where applicable and prosecution in the courts of law.

### **8.0 SITTING SEMESTER EXAMINATIONS**

A student shall sit for end of semester/term exams after completing the following procedures;

- i) Completion of all fees as confirmed by the Director of Finance.
- ii) Obtaining an examination card from the Director of Finance.
- iii) Obtaining a verification certificate from Director of Admissions.
- iv) A Valid University identity card.

### **Examination Malpractice**

Any student caught in examination malpractice will face a disciplinary committee and the following are the penalties that may apply

- (i) Warning
- (ii) Reprimand
- (iii) Suspension
- (iv) Cancellation of the examination
- (v) Repeat
- (vi) Discontinuation

### **The Procedures Relating to Disciplinary Action, Determination of Cases of Examination and Academic Malpractices (Main Campus)**

**1.0** The following procedure shall ordinarily apply in relation to investigation, hearing and determination of cases of Examination Malpractices, and appeals by students who may be aggrieved with the decision of University Senate/Management/Disciplinary Committee.

**1.1** All students must without any limitation whatsoever comply with all regulation governing the conduct of examinations in the University.

**1.2** Where any student is found engaging in any form of examination malpractice by an invigilator, supervisor, lecturer or other authorized University staff such student shall be required to fill an examination malpractice form and avail information required therein and **both the invigilators and students must give their names and phone contact where-after the form together** with any other materials that may have been confiscated will be forwarded to the Director of Academic Affairs

**1.3** In case of any academic malpractice other than examination malpractice, the student shall be required to write a

statement containing the relevant information pertaining to the allegations against him or her.

- 1.4 Since the mandate to oversee examinations including academic misconduct lies with the Senate Examinations Committee, the said Committee is entitled to cause an investigation of all cases of examination and academic malpractice.
  
- 1.5 On receipt of the examination malpractice form or any statement form written by the student, the Director Academic Affairs in consultation with the Deputy Vice Chancellor Academic Affairs shall constitute the University Senate Examinations Committee to investigate, process, consider the alleged malpractice and forward its recommendations to the senate disciplinary committee regarding the proposed action or recourse.



- 1.6 In all cases where the University Senate Examination Committee recommends disciplinary action against the student, shall forward the matter to the University Senate Disciplinary Committee, the body mandated to hear and determine cases of examination or academic malpractices. The recommendation University senate disciplinary committee is forwarded to University Senate which is the body mandated to take final decision on Academic issues.
- 1.7 The Secretariat of the University Senate Disciplinary Committee will summon the affected students through the various modes of communication to appear before the said committee on the designated dates and time so as to be heard on the allegations against them. The students must comply with any requirements as may be set out in the summons or other notification regarding their appearance before the Committee.

- 1.8 All students appearing before the University Senate Disciplinary Committee shall be expected to adhere to the procedure of the Committee as shall be explained to them and must carry along all the requisite documents in accordance with the summons.
  
- 1.9 All appearances before the University Senate Disciplinary Committee shall be by students in person. The students shall be afforded a fair hearing, provided that where the student shall without just cause fail to appear and were they are notified to attend of which they fail to attend, the Committee may proceed and determine the matter against the student accordingly.
  
- 1.10 Upon conclusion of the hearing, the University Senate Disciplinary Committee shall review the evidence before it and, guided by the relevant University Regulations shall render its decision and pass the appropriate sentence against the student.

- 1.11 The decision of the University Senate Disciplinary Committee shall be communicated to the student through the office of the Director of Academic Affairs through the various communication channels including but not limited to publication of the Notice at the various University Notice boards and at the Student's College or School.
- 1.12 Where the University Senate Disciplinary Committee sentences the student to discontinuation from the University or Suspension from the University for a period of one year or more, such decision shall be subject to approval of the University Senate. The University Senate Disciplinary Committee shall thus forward the said decision and the record of proceedings to the University Senate for appropriate approval.
- 1.13 Subject to clause 1.12 herein above, all other sentences rendered by the University Senate Disciplinary Committee i.e. disqualification from the remaining papers, suspension of one semester, disqualification from the

remaining examinations and disqualified from the paper and made to resit the paper after paying the requisite fees shall not require Senate Approval, save that the affected student may appeal to the University Senate only in respect of the Sentence.

- 1.14 Where a student opts to appeal to the University Senate under clause 1.13 herein above, the appeal shall be by way of a formal letter addressed to the Vice chancellor which must be lodged in the said office within 14 days from the date of the decision of the University Senate Disciplinary Committee.
  
- 1.15 Such appeal shall only be restricted to the gravity of the sentence and the student must state therein; the particulars of the student, the nature of the allegations against the student, the date of the hearing, the verdict of the Senate Disciplinary Committee, the grounds of appeal, with a detailed explanation in support thereof and the relief sought by the student from the

University Senate. No other grounds other than those set out in the student's appeal shall be considered on appeal. The decision of the University Senate shall be final. The student shall be informed of the decision by the Vice Chancellor the Chairperson of the Senate.

## **2. The Student's Right of Appeal to the University Council**

- 2.1 Every student against whom a decision is made by the University Senate Disciplinary Committee shall have a right of appeal.
  
- 2.2 Where the Student has been sentenced by the University Senate Disciplinary Committee to discontinuation from the University or suspension for a period of one year or more, and the University Senate has approved and endorsed such decision, the Student may appeal

against the decision to the University Council.

2.3 The Appeal to the University Council shall be formally lodged by the Student within a period of 14 days from the date the decision was made and endorsed by the University Senate.

2.4 The Appeal shall be lodged by way of a formal letter addressed to the Chairman of the University Council, stating the particulars of the student, the nature of the allegations against the student, the date of the hearing, the verdict of the Senate Disciplinary Committee, the grounds of appeal, with a detailed explanation in support thereof and the relief sought by the student from the University Council. No other grounds other than those set out in the student's appeal shall be considered on appeal.

- 2.5 The said appeal shall be delivered in four copies to the office of the Secretary to the University Council and shall be stamped as received on the date of its delivery.
- 2.6 The Secretary to the University Council may in conjunction with the Vice Chancellor table the matter before the University Council or the mandated Adhoc Committee of the University Council with the entire record of proceedings for purposes of hearing and determination of the appeal.
- 2.7 Any member of the Senate Disciplinary Committee who participated in the making of the decision against which the appeal is lodged shall form part of the Coram of Council or the Adhoc Committee of Council to hear and determine the appeal, save that such person (s) may participate therein only to the extent of presentation of findings and or

providing clarification to Council as the case may be.

- 2.8 The University Council or its mandated Adhoc Committee shall then consider the students appeal and all materials that was before the Senate Disciplinary Committee and the entire record of proceedings and shall determine the appeal accordingly in accordance with the powers vested in it by the University Charter. The student shall be informed of the decision of the University Council by the Chairman of the University Council.

**The Procedures Relating to Disciplinary Action, Determination of Cases of Non-Academic and Financial Related Malpractices and Appeals from decisions of the Management Disciplinary Committee. (Main campus)**

**1.0** The following procedure shall ordinarily apply in relation to investigation, hearing and determination of cases of Non-Academic and



Financial Related Malpractices, and appeals by students who may be aggrieved with the decision of Management Disciplinary Committee.

1.1 All students must without any limitation whatsoever comply with all regulation governing the code of conduct in the University.

1.16 Where any student is found engaging in any form of malpractice by an invigilator, supervisor, lecturer or other authorized University staff such student shall be required to fill an examination malpractice form and avail information required therein; where-after the form together with any other materials that may have been confiscated will be forwarded to the Directorate of Finance.

1.17 In case of any nonacademic or financial related malpractice the student shall be required to write a statement containing the relevant information pertaining to the allegations against him or her.

1.18 On receipt of the examination malpractice form or any statement

form written by the student, the Directorate of Finance in consultation with the Dean of Students will carry out all necessary investigations and shall constitute the Management Disciplinary Committee which is the body mandated to hear and determine cases of nonacademic and financial related malpractices.

1.19 The Secretariat of the Management Disciplinary Committee will summon the affected students through the various modes of communication to appear before the said committee on the designated dates and time so as to be heard on the allegations against them. The students must comply with any requirements as may be set out in the summons or other notification regarding their appearance before the Committee.

1.20 All students appearing before the Management Disciplinary Committee shall be expected to adhere to the procedure of the Committee as shall be explained to them and must carry

along all the requisite documents in accordance with the summons.

- 1.21 All appearances before the Management Disciplinary Committee shall be by students in person. The students shall be afforded a fair hearing, provided that where the students shall without just cause fail to appear, and were they are notified to attend and they fail to attend, the Committee may proceed and determine the matter against the student accordingly.
- 1.22 Upon conclusion of the hearing, the Management Disciplinary Committee shall review the evidence before it and, guided by the relevant University Regulations shall render its decision and pass the appropriate sentence against the student.
- 1.23 The decision of the Management Disciplinary Committee shall be communicated to the student by the Deputy Vice Chancellor Finance and Administration through the various communication channels including but not limited to publication of the Notice

at the various University Notice boards and at the Student's College or School.

- 1.24 Where the Management Disciplinary Committee sentences the student to discontinuation from the University or Suspension from the University for a period of one year or more, such decision shall be subject to approval of the University Management Committee. The Management Disciplinary Committee shall thus forward the said decision and the record of proceedings to the University Management Committee for appropriate approval.
- 1.25 Subject to clause 1.10 herein above, all other sentences rendered by the Management Disciplinary Committee i.e. disqualification from the remaining papers, suspension of one semester, disqualification from the remaining examinations and disqualified from the paper and made to resit the paper after paying the requisite fees shall not require University Management Committee Approval, save that the affected student may appeal to the

University Management Committee only in respect of the Sentence.

- 1.26 Where a student opts to appeal to the University Management Committee under clause 1.11 herein above, the appeal shall be by way of a formal letter addressed to the Vice chancellor which must be lodged with the Dean of Student Affairs Office within 14 days from the date of the decision of the Management Disciplinary Committee.
- 1.27 Such appeal shall only be restricted to the gravity of the sentence and the student must state therein; the particulars of the student, the nature of the allegations against the student, the date of the hearing, the verdict of the Management Disciplinary Committee, the grounds of appeal, with a detailed explanation in support thereof and the relief sought by the student from the University Management Committee. No other grounds other than those set out in the student's appeal shall be considered on appeal. The decision of the University Management Committee shall be final. The student shall be informed of the decision by the

Vice Chancellor the Chairperson of the University Management Committee.

**3. The Student's Right of Appeal to the University Council**

- 3.1 Every student against whom a decision is made by the Management Disciplinary Committee shall have a right of appeal.
- 3.2 Where the Student has been sentenced by the Management Disciplinary Committee to discontinuation from the University or suspension for a period of one year or more, and the University Management Committee has approved and endorsed such decision, the Student may appeal against the decision to the University Council.
- 3.3 The Appeal to the University Council shall be formally lodged by the Student within a period of 14 days from the date the decision was made and endorsed

by the University Management Committee.

- 3.4 The Appeal shall be lodged by way of a formal letter addressed to the Chairman of the University Council, stating the particulars of the student, the nature of the allegations against the student, the date of the hearing, the verdict of the Management Disciplinary Committee, the grounds of appeal, with a detailed explanation in support thereof and the relief sought by the student from the University Council. No other grounds other than those set out in the student's appeal shall be considered on appeal.
- 3.5 The said appeal shall be delivered in four copies to the office of the Secretary to the University Council and shall be stamped as received on the date of its delivery.
- 3.6 The Secretary to the University Council may in conjunction with

the Vice Chancellor table the matter before the University Council or the mandated Adhoc Committee of the University Council with the entire record of proceedings for purposes of hearing and determination of the appeal.

- 3.7 Any member of the Management Disciplinary Committee who participated in the making of the decision against which the appeal is lodged shall Recuse him/herself from forming part of the Coram of Council or the Adhoc Committee of Council to hear and determine the appeal, save that such person (s) may participate therein only to the extent of presentation of findings and or providing clarification to Council as the case may be.
- 3.8 The University Council or its mandated Adhoc Committee shall then consider the students appeal and all materials that was before the Management Disciplinary Committee and the



entire record of proceedings and shall determine the appeal accordingly in accordance with the powers vested in it by the University Charter. The student shall be informed of the decision of the University Council by the Vice chancellor through the University Secretary

**The Procedures Relating to Disciplinary Action, Determination of Cases of Examination and Academic Malpractices and Appeals from decisions of the Disciplinary Committee at Ishaka Campus.**

**1.0** The following procedure shall ordinarily apply in relation to investigation, hearing and determination of cases of examination Malpractices, and appeals by students who may be aggrieved with the decision of the **Disciplinary Committee at Ishaka Campus.**

**1.1** All students must without any limitation whatsoever comply with all regulation governing the conduct of examinations in the University.

**1.28** Where any student is found engaging in any form of examination malpractice by an invigilator, supervisor, lecturer or other authorized University staff such

student shall be required to fill an examination malpractice form and avail information required therein; where-after the form together with any other materials that may have been confiscated will be forwarded to the Director of Academic Affairs

- 1.29 In case of any academic malpractice other than examination malpractice, the student shall be required to write a statement containing the relevant information pertaining to the allegations against him or her.
  
- 1.30 Since the mandate to oversee examinations including academic misconduct lies with the **Disciplinary Committee at Ishaka Campus** the said Committee is entitled to cause an investigation of all cases of examination and academic malpractice.
  
- 1.31 On receipt of the examination malpractice form or any statement form written by the student, the Director Academic Affairs shall

constitute the **Disciplinary Committee at Ishaka Campus** the body mandated to hear and determine cases of examination or academic malpractices at Ishaka Campus.

- 1.32 The Secretariat of the **Disciplinary Committee at Ishaka Campus** will summon the affected students through the various modes of communication to appear before the said committee on the designated dates and time so as to be heard on the allegations against them. The students must comply with any requirements as may be set out in the summons or other notification regarding their appearance before the Committee.
  
- 1.33 All students appearing before the **Disciplinary Committee at Ishaka Campus** shall be expected to adhere to the procedure of the Committee as shall be explained to them and must carry along all the requisite documents in accordance with the summons.

- 1.34 All appearances before the **Disciplinary Committee at Ishaka Campus** shall be by students in person. The students shall be afforded a fair hearing, provided that where the student shall without just cause fail to appear and were they are notified to attend of which they fail to attend, the Disciplinary Committee may proceed and determine the matter against the student accordingly.
- 1.35 Upon conclusion of the hearing, the **Disciplinary Committee at Ishaka Campus** shall review the evidence before it and, guided by the relevant University Regulations shall render its decision and pass the appropriate sentence against the student.
- 1.36 The decision of the **Disciplinary Committee at Ishaka Campus** shall be communicated to the student through the office of the **Director of Academic Affairs** through the various communication channels including but not limited to publication of the Notice at the various University Notice boards and at the Student's College or School.

- 1.37 Students who have appeared before the **Disciplinary Committee at Ishaka Campus** and are aggrieved by the finding and sentence of the said Committee are entitled to seek review of the findings, decision and sentence of the Disciplinary Committee. The Academic Management Board therefore has the mandate to review, confirm, uphold, overturn, set aside or otherwise vary the decision and sentence of the Disciplinary Committee.
- 1.38 Where the **Disciplinary Committee at Ishaka Campus** sentences the student to discontinuation from the University or Suspension from the University for a period of one year or more, the decision is subject to review by the **Academic Management Board and** further subject to approval of the **University Senate**.
- 1.39 The **Academic Management Board** is required to forward the said decision and and record of proceedings to the

**University Senate** for appropriate approval.

- 1.40 Subject to clause 1.12 herein above, all other sentences rendered by the **Disciplinary Committee at Ishaka Campus** i.e. disqualification from the remaining papers, suspension of one semester, disqualification from the remaining examinations and disqualified from the paper and made to resit the paper after paying the requisite fees shall not require Senate Approval, save that the affected student may seek review by the **Academic Management Board**

**1.41 Note.**

It shall not be possible for a member of the **Disciplinary committee** to sit on the **Academic Management Board** in the determination of any case on review.

**4. The Student's Right of Appeal to the University Council**

- 4.1 Every student against whom a decision is made by the **Disciplinary Committee** shall have a right of appeal.
- 4.2 Where the Student has been sentenced by the **Disciplinary Committee** to discontinuation from the University or suspension for a period of one year or more, and the **Academic Management Board** has reviewed and maintained a similar decision and it has been approved by the University Senate, the Student may appeal against the decision to the University Council.
- 4.3 The Appeal to the University Council shall be formally lodged by the Student within a period of 14 days from the date the decision was made and endorsed by the University Senate.

4.4 The Appeal shall be lodged by way of a formal letter addressed to the Vice Chancellor, stating the particulars of the student, the nature of the allegations against the student, the date of the hearing, the verdict of the **Disciplinary Committee** and decision rendered by the **Academic Management Board**, the grounds of appeal, with a detailed explanation in support thereof and the relief sought by the student from the University Council. No other grounds other than those set out in the student's appeal shall be considered on appeal.

4.5 The said appeal shall be delivered in four copies to the office of the Secretary to the University Council and shall be stamped as received on the date of its delivery.

4.6 The Secretary to the University Council may in conjunction with the Vice Chancellor table the



matter before the University Council or the mandated Adhoc Committee of the University Council with the entire record of proceedings for purposes of hearing and determination of the appeal.

4.7 Any member of the **Disciplinary Committee** and or **Academic Management Board** who participated in the making of the decision against which the appeal is lodged shall form part of the Coram of Council or the Adhoc Committee of Council to hear and determine the appeal, save that such person (s) may participate therein only to the extent of presentation of findings and or providing clarification to Council as the case may be.

4.8 The University Council or its mandated Adhoc Committee shall then consider the students appeal and all materials that was before the **Disciplinary Committee** and the **Academic**

Management Board all necessary records of proceedings and shall determine the appeal accordingly in accordance with the powers vested in it by the University Charter. The student shall be informed of the decision of the University Council by the Vice chancellor.

## **9.0 The semester /term system**

University programmes are run on semester and trimester system. The academic year is therefore composed of 1 trimester respectively

## **10.0 TERMINOLOGIES USED IN VARIOUS FACULTIES**

- **Credit Unit** –This is defined as one contact hour per week per semester (one credit unit is 15 hours)
- **Contact hour**- This is equivalent to one hour of a lecture or tutorial or two hours of practical or fieldwork.
- **Elective Course**: when a student wants to broaden his /her course, he/she offer an elective course to enable he/she have wide range of specialization. This is selected

from a group (s) of courses at the preference of the student.

- **Pre-requisite course:** - This is a course a student has to do satisfactorily before he / she takes on another higher – level in the same area.
- **Major course-** What a student takes as a principle course by studying it in depth
- **Minor-** what a student as a subsidiary course that supplements the major

## **20. Deriving the Final Grade**

- (i) The final examination shall account for sixty percent (60%) of the mark in each course, while Continuous Assessment Tests (CATs) shall account for forty percent [40%) of the total mark
- (2) The final examination for Bachelor of Laws shall account for seventy percent (70%) of the mark in each course, while Continuous Assessment Tests (CATs) shall account for thirty percent (30%) of the total mark
- (3) Candidates shall be required to take semester examinations and pass all courses

- (4) All courses shall be examined through a three hour written examinations.
- (5) The pass mark obtained after a retake examination shall be recorded with the score in that paper and it shall be marked on the students transcript with R which is a representation of a retake in that paper.
- (6) The course work shall include all elements and requirements of a course such as assignments, reading reports, projects, research reports or research papers, class presentations, group discussions and presentations, participation in all class activities, all types of tests and quizzes including mid-semester exams, and class attendance.

### **Weights, Scores and Letter Grades**

- (1) The final results of all courses shall be recorded as letter grades on transcripts. Each letter grade is assigned weight in terms of Grade Points.
- (2) Grade Points shall be used to compute the Grade Point Average [GPA].
- (3) Scores in students' Grade Point Average (GPA) shall be a result of assigned letter grades as follows

### **22. Classification of awards:**

(l) The following classification of undergraduate degree awards shall be used.

<b>Weight</b>	<b>Award</b>	<b>Description</b>
4.4-5.0	First class	Excellent
4.0-4.3	Second Class Upper Division	Very Good
3.0-3.9	Second Class Lower division	Good
2.0-2.9	Pass	Fair
0.0-1.9	Fail	Poor

(3) the following classification of diploma award shall be used

<b>Weight</b>	<b>Award</b>	<b>Description</b>
4.4-5.5	Distinction	Excellent
4.0-4.3	Credit	Very Good
3.0-3.9	Merit	Good
2.0-2.9	Pass	Fair
0.0-1.9	Fail	Poor

**(3) The following awards are not classified**

(a) Doctoral degrees,

- (b) Masters Degrees,
- (c) Postgraduate diploma,
- (d) Degrees and Diplomas in Health Sciences.

### **23. Computing Grade Point Average**

(1) A student's examination and Course Assessment Test results shall be converted into Semester Grade Point Average [SGPA].

(2) Semester Grade Point Average [SGPA] of the student will be calculated using the following formula:  $SGPA = \frac{\sum CU * GP}{\sum CU}$ .

Where; CU=Credit Units; GP= Grade Points.  
For example, computation for a semester scores shall be done as follows:

(a) Multiply the Grade Point [GP] scored by the Credit Unit (CU) allocated to each course or subject [GP\*CU]

(b) Add up the product sum of all the courses or subjects for the semester ( $\sum GP * CU$ ) and divide the total sum by the total number of Credit Units ( $\sum CU$ ) earned in a semester giving a Semester Grade Point Average ( $SGPA = \frac{\sum GP * CU}{\sum CU}$ )

<b>Cour se (12)</b>	<b>Mar k (%)</b>	<b>Let ter Gra de</b>	<b>GP</b>	<b>C U</b>	<b>GP* CU</b>	<b>SGPA=<math>\frac{\Sigma GP*CU}{\Sigma CU}</math></b>
<b>BIO1 201</b>	<b>72</b>	<b>B</b>	<b>4</b>	<b>3</b>	<b>12</b>	
	<b>55</b>	<b>C</b>	<b>2</b>	<b>3</b>	<b>6</b>	
<b>BIO1 202</b>	<b>60</b>	<b>C+</b>	<b>3</b>	<b>4</b>	<b>12</b>	
	<b>59</b>	<b>C</b>	<b>2</b>	<b>4</b>	<b>8</b>	
<b>BIO1 203</b>	<b>86</b>	<b>A</b>	<b>4</b>	<b>4</b>	<b>16</b>	
<b>UCC1 201</b>						
<b>UCC1 202</b>						
			<b><math>\Sigma CU</math> =18</b>		<b><math>\Sigma GP* CU=</math> 54</b>	<b>3</b>

GP-Grade Points; CU-Credit Units; SGPA-Semester Grade Point Average

#### **24. Computing Cumulative Grade Point Average**

- (1) Cumulative Grade Point Average shall be computed using the total number of credit hours completed and the total points earned for two or more semesters.
- (2) The CGPA required for graduation with a Diploma or a Bachelor's Degree shall be two (2) for all the courses. The CGPA

required for graduation with a Postgraduate Diploma or a Master's Degree shall be three (3).

- (3) When a passed course is repeated in order to improve the grade and points awarded shall be the mark obtained at the said sitting.
- (4) The CGPA appears on the Student's final transcript and indicates the degree classification.
- (5) A student who obtains a CGPA  $< 2$  for two (2) consecutive semesters or three consecutive times in the same course unit shall be discontinued from the University.

## **25 Assessment of Awards**

- (1) A candidate shall pass the assessments and satisfy all other requirements of the University as set out in the Academic Prospectus
- (2) Where an assessment comprises mandatory and elective subjects, then a candidate may be permitted to be assessed in more than the required number of elective(s). In such circumstances the result obtained in the candidate's best elective(s) assessments shall be used to determine the overall result.



- (3) The classification of the award shall be based on the performance of the candidate as indicated by the Cumulative Grade point Average ( CGPA).
- (4) To qualify for certificate, diploma and degree award, a student shall have completed minimum CREDIT Hours, year of study, duration for thesis, report and paper for;

Standard Type of award									
Classification criteria	Certificate	Diploma	Advanced Diploma	Bachelor Degree	Postgraduate Diploma	Masters Degree	PhD	Post Doctorate Award	
1 Minimum years spent in University	1	2	1	3	1	1-2	3	3	3
2 Number of credit hours	45	45	80	120	45	120	240	120	
3 Internship and/or requirement for practical's	Y	Y	Y	Y	Y	Y	Y	Y	Y
4 Term/semester Paper or research report	Y	Y	Research paper	Major term papers	Research paper				
5 Dissertation/ thesis required						Y	Y	Research report	

- (1) A Candidate shall achieve a minimum Cumulative Grade Point Average (CGPA) of Two (2) for undergraduate degree and THREE (3) for postgraduate degree to graduate
- (2) A candidate with CGPA < 2 shall be cautioned by the head of department
- (3) A student who fails three (3) and above course units in a semester shall repeat the whole semester.

## **26. Disciplinary Committee Proceedings**

- When the Dean of Students considers it necessary to constitute disciplinary proceedings against a student for breach of these regulations/misconduct or indiscipline he/she shall after such preliminary investigations that he considers necessary inform the student of the charges against him/her at least 7 days before the date on which the student is to be heard.
- The Dean of Students shall then forward the case to the management disciplinary committee.
- The Dean of students shall inform the student 7 days before the date of the meeting of the management disciplinary committee through lodging this on the notice board, through contacting the student through their email or by telephone and by contacting their next of kin were necessary.
- The student has a right to a just and fair hearing and if there are any witnesses the student shall have a right to cross examine them and to examine any evidence the

management disciplinary committee might have.

- If during the course of the hearing the committee finds evidence disclosing new or additional charges of indiscipline the student shall be notified in writing and be required to answer those charges within 7 days from the date on which the student is to be heard.
- The decision of the management disciplinary committee shall be communicated to the student by secretary not later than seven days from the date of the conclusion of the case against the student.

## **27. Students or Right of Appeal to the Council**

- A student who is dissatisfied with the decision of the Senate may appeal to the University Council within 14 days from the date of communication of the decision of the Senate. University Council may after considering the appeal;

(1) Dismiss the appeal

(2) Allow the appeal wholly or in part

- (3) Can uphold and maintain the decision of the senate.
- (4) Set aside the decision of the senate and substitute it with another decision.
- (5) Vary the decision of the committee.
- However, no punishment shall be increased/aggravated to unless the student has been given an opportunity to be heard.

## **28. Vice Chancellor's Powers**

- If in the opinion of the Vice Chancellor, it is in the interest of the university and all concerned stakeholders he may suspend student for a specific period of time, disqualify the student for the remaining examinations and or discontinue the student from the university,

Vice chancellor may suspend a student under the following circumstances:

- Accused of misconduct

- Convicted of a criminal offence in a court of law pending the decision of the council

## **29. Council may dismiss student**

- (1) Who is proved to have been involved in examination malpractice.
- (2) Who drinks intoxicating substance eg alcohol, excessively and persistently
- (3) Who consumes or anyway deals in prohibited drugs
- (4) For assault or battery considered serious
- (5) Who is convicted of a serious offence by a court of law
- (6) for fraud of a serious nature
- (7) For scandalous conduct
- (8) For serious misconduct that contravenes University regulations e.g. theft, defilement, rape etc.

## **30. Regulations on Discipline of Students**

A student commits a disciplinary offence if he or she

- (1) Conducts himself or herself in manner prejudicial to the good image and reputation of the university such as stealing, robbing and fighting
- (2) Commits any act of dishonest
- (3) Breaches examination regulations
- (4) Is insubordinate, rude or uncooperative to authority or any member of the university community
- (5) Neglects or fails to fulfill his or her university duties or responsibilities
- (6) Commits any act of indecency as defined by laws of Uganda, such as indecency, assault and indecent practices
- (7) Wears slippers in lecture rooms, dining hall and labs and wears mini dresses or transparent dresses
- (8) Is convicted of a criminal offence in a court of law and the offence is prejudicial to the good image of the university
- (9) Divulges official information to unauthorized person's assaults anybody

- (1) Fails of neglects to attend to his personal appearance e.g. being shabby, having an unkempt beard or hair.

- (2) Fails or neglects to attend or observe punctuality at any official function e.g sports, games functions, ball or block meetings.
- (3) Absent himself/herself from university without permission, practices favoritism or is corrupt, whether for personal gain or any other personal/s gains.
- (4) Seek political favour or practices political partiality while performing his/her duties/responsibility at the University.
- (5) Being a non resident student residing in a hall of residence without permission.
- (6) Conducts himself/herself unprofessionally, smokes in public places on the campus like lecture rooms, libraries, dining halls, halls of residence etc.
- (7) Absents him/herself for;
- (8) One or two lectures without written permission from the lecturers concern.
- (9) More than two lectures without written permission from the Head of Department through the head of subject, copied to the Dean of Students.

- (1) From the University for more than a day without the permission from the Dean of students and Faculty Deans.
- (2) From the University for more than three days and more without written permission from the Dean of Faculty through the Head of Department, copied to the Director of Academic Affairs, Dean of students and Warden (form resident students).
- (3) Breaches any of the student's regulations above
- (4) Uses abusive language.
- (5) Insults a fellow student or a staff or any other person.

#### Penalties

- (i) Warning
- (ii) Reprimand
- (iii) Suspension
- (iv) Cancellation of the examination
- (v) Repeat
- (vi) Discontinuation

### **31. Hall Rules and Regulations**

- (1) A student shall be guilty of a disciplinary offence if she or he:



- (a) Convenes all illegal assembly in the hostel on matters pertaining to students welfare (including parties), without the consent and permission of the Dean of Students.

Tampers with electrical fittings in the halls of residence. If a wall point is fixed in a room, it should take a maximum current of 13 AMPS. It should therefore not be over loaded. All lights

- (a) Should be switched off during day when not needed.
- (b) Accommodates persons not entitled to be accommodated in the halls of residence.
- (c) Steals, misuses, destroys or damages, University Hall property and Fellow students' property, while in the hail of residence. All students allocated to a room have equal rights and no roommate shall assume authority over the other.
- (d) Does any kind of cooking in the University hostels both on Campus and off campus.
- (e) Washes utensils (plates, cups, glasses etc) from the bathroom sinks. Food particles cause blockage of sinks.
- (f) Found in the Halls of Residence of the opposite sex by 23.59hours and shares

lavatories located at the halls of Residence of the opposite sex.

- (g) Found in the habit of fighting or assaulting fellow students or any other member of the KIU Community.
- (h) Keeps unauthorized furniture (chairs and tables in the rooms).
- (i) Uses vulgar and offensive language to fellow students and to any other member of the KIU community.
- (j). Changes door locks and does not avail a copy of the keys to the Warden or Custodian. If a student losses a key to his/her room, he/she shall pay the cost of replacing it or buying a complete new lock/padlock and where a student fails to hand over keys at the end of the semester, he/she shall pay full residential charges for the entire room in addition to any other appropriate punishment.
- (k) Makes unnecessary noise that inconveniences. This includes playing loud music, drums, bugles, whistles which may be a nuisance or interferes with the study or sleep of other students and the public. Radios, TV sets, musical instruments etc must be played at reasonable levels. Such students shall be reported to the hostel MP, the

Custodian and the Warden who will in turn forward her to Dean of Students for punishment.

(L) Takes any intoxicating drugs like marijuana, opium, Khat, bhang, cigarettes or any other related drugs in the mentioned category, within or around the hall of the residence.

- (a) Introduces any intoxicating liquor to the University Halls of Residence.
- (b) Fails to maintain high class cleanliness of the room in which he/she resides
- (1) Holds and extends functions held at the Hall of residence beyond 23.59 hours without the permission of the Director of Students Affairs.
- (j) Found in possession of firearms or any other dangerous weapons in the hail of residence.
- (k). Any Student arriving at the Hostel MUST present a bank slip authorized by the bank. (Equity Bank, UBA etc) and present the Hostel Identity card to the Security desk.

- (l) Students are required to be aware of all notices that are put on the Notice boards.
  
- (m) Students are expected to act in such a manner that an atmosphere conducive to effective study prevails in the hostel.
  
- (n) The Hostel Wardens have full Authority to check any Hostel at any time with or without help from Local Administration.
  
- (o) Abusive behaviors, carrying a weapon, fighting with custodians, fighting with Security Guards is cognizable offences and are punishable by Law. Any student involved in any such activities will be expelled from the Hostel.
  
- (p). **COOKING IN THE ROOMS IS PROHIBITED:** We shall provide a cooking area and only Kerosene stoves will be allowed. No hotplates, No Charcoal Brazes/stoves. This is a fire hazard. No fire producing equipment in the room is permitted.

- (q). Throwing clutters or rubbish all over the hostel is prohibited. Disposal of foodstuffs i.e. food in the sinks is prohibited. There are proper disposal equipments i.e. Dustbins.
  
- (r) Unauthorized guests/outsideers are strictly prohibited. Any student keeping unauthorized persons will be liable to disciplinary actions. All authorized guests will be permitted until 10:00pm.
  
- (s) Hostellers are warned not to keep valuable goods in their rooms. Hostel management shall not responsible for loss of such valuables.
  
- (t). . Tampering with and alteration of electrical fittings are prohibited and liable for disciplinary action.
  
- (u). Hostellers desiring to go out MUST realize that closing hours are at 12:00AM (Midnight). This is entirely for security reasons/Purposes

## **Library Rules and Regulations**

The schedule below outlines the maximum fines and penalties that may be imposed by the University for certain Offences committed by library users.

### **No. OFFENSE FINES/PENALTIES**

#### **Offence**

- 1** Theft or attempted theft of library items, equipment, furniture or furnishings 1.  
Twice the replacement cost of item.

#### **Penalty**

An administrative fee that is determined from time to time by the Senate Library Committee.

Suspension from the library for a maximum period of one term/semester

#### **Offence**

- 2** Defacing, mutilating or damaging library items, facilities, equipment, furniture or furnishing or willfully altering or destroying identification marks relating to the ownership or location of library items, equipment, furniture or furnishings 1.  
Replacement cost of item

#### **Penalty**

- . An administrative fee that is determined from time to time by the Senate Library Committee.
- . Suspension from the library for a maximum period of one term/semester.

**Offence**

- 3 Failure to return borrowed library book/material on time.

**Penalty**

A charge of 500/- per extra day or hour the book/material is kept.

**Offence**

- 4 Obtaining or using a Smartcard/library card under false pretence

**Penalty**

Suspension from the library for a maximum period of one term/semester.

**Offence**

- 5 Violating a suspension that is in effect.

**Penalty**

Suspension from the library for a maximum period of one term/semester on top of current suspension.

**Offence**

- 6 Smoking, eating or drinking in IBML buildings (including staircases, lifts, and decks) and sleeping in the library.

**Penalty**

Suspension from the library for a maximum period of one term/semester.

**Offence**

- 7 Use of computers in a manner contravening university regulations.

**Penalty**

Suspension from the library for a maximum period of one term/semester.

**Offence**

- 8 Rudeness to library staff, including university library security personnel.

**Penalty**

The University Librarian/the deputy will (determine whether it should be heard at the student disciplinary committee) hear



the case and determine appropriate punishment.

**Offence**

- 9 Use of communication devices including cell phones, pagers, beepers, radios, walkie talkies, earphones, etc.

**Penalty**

Suspension from the library for a maximum period of one month and admission will be upon payment of Uganda shillings 5,000/-.

**Offence**

- 10 Noise making, discussions, consultations in reading areas, staircases and cloakrooms.

**Penalty**

Suspension from the library for a maximum period of one calendar month.

**Offence**

- 11 Contravention of intellectual property stipulations of the university such as photocopying limits.

**Penalty**

Suspension from the library for a maximum period of one term/semester.

**Offence**

- 12 Bringing unauthorized items such overcoats, big bags, briefcases and sleepers.

**Penalty**

Suspension from the library for a maximum period of one month.

**Offence**

- 13 Behavior which adversely impacts on other individuals' use or access to library facilities and resources

**Penalty**

Suspension from the library for a maximum period of one term/semester.

**Offence**

- 14 **Disruption of sitting arrangement**

**Penalty**

Suspension from using the library for seven days (a week).

**Offence**

**15 Possession of items from other libraries that are either overdue or have evidence of having been removed without proper authorization**

**Penalty**

The item will be confiscated, awaiting consultations with the concerned library

**Offence**

**16 Misuse of study carrel.**

**Penalty**

Suspension from the library for a maximum period of one semester and prohibition from future use of carrels.

**17. Loss of key to the carrel.**

**Penalty**

Suspension from the library for a maximum period of one semester and payment for the repair of the carrel door and replacement of the key which will be \$100.00 or the equivalent in Uganda shillings.

## **18 Misuse of IBML electrical appliance**

### **Penalty**

Suspension from using the library for one semester and confiscation of the property in use.

## **19 Failure to comply with guidelines for use of computers in IBML.**

### **Penalty**

Loss of the privileges to use library computers for one term/semester.

## **PREPARED BY:**

**(1) UNIVERSITY LEGAL OFFICE**

**(2) DIRECTORATE OF STUDENTS'  
AFFAIRS**

**(3) DIRECTORATE OF ACADEMIC  
AFFAIRS**

