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GENERAL CIRCULAR

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9th June 2019

Dear Parent / Guardian/ Sponsor and all Students,

May I on behalf of the University Council, the Management, Senate, Staff and on my own take this opportunity first and foremost to thank the Almighty God for enabling us to successfully complete this quite busy Semester. All students are called upon to carry with them this General Circular and fees invoice to help them update their parents, guardians, sponsors, alumni and other stakeholders about the key developments at the University in the recent past.

As this February/May 2019 Semester comes to an end, allow me to take this privilege to communicate the following to the University Fraternity:

i) Commencement of the Semester

The Semester has this Sunday 9th June 2019 officially come to an end. May I at this moment in time, inform you that the next Semester will commence on 5th August, 2019 for the New Students (freshers) and they will have their orientation week between 5th and 11th August, 2019. The continuing students will report on 12th August, 2019 and will begin their lectures immediately. All students are called upon to report in time in order to catch up with all the Semester arrangements/programmes. The Semester is expected to end on 8th December, 2019.

ii) 16th Graduation Ceremony

On 7th March, 2019, the University held its 16th Graduation ceremony at the Main Campus Grounds in Ggaba. At this function during which we celebrated our 20 years of existence and maturity, we were pleased to host the Nabagereka Her Royal Highness Queen Consort Sylvia Naginda Luswaata as our Chief Guest. We were also blessed to host senior dignitaries including Religious Leaders, Political Leaders, Members from the Civil Service, Ambassadors, representatives of donor agencies, Managers of our different banks, members of the press, parents, guardians, sponsors, alumni, invited guests and friends. As usual, this ceremony was presided over by the University Chancellor Hon. Professor Mondo George Kagonyera. During this graduation ceremony, a total of about 3200 students graduated with Certificates, Diplomas, Bachelors and Masters Degrees.

iii).Students' Registration

As a reminder to all students, according to the University policy, registration with the Academic Registry Department is mandatory for both new and continuing during the first week of the Semester. During this process, students are also expected to register online the course units being offered during the Semester. Failure to do so within the stipulated time will lead to payment of a penalty of UGX 50,000/= for late registration. For the exercise to be completed, the student is expected to first register with his/ her School as well.

iv) Dead Semester/ Dead Year

As you may be aware, the University policy on the above issue calls for students to apply for any of the above at the beginning of the Semester (within two weeks) of the Academic Year/Semester. Applications for the same beyond the stipulated time will lead to payment of a penalty of 50,000/= according to the policy.

v) Beginning of Special Examinations

Special examinations will be conducted at the beginning of the Semester between 26th -30th August,2019. There will be a meeting on 28th August, 2019 with all students meant to do the special exams to harmonize the specials time table and also to verify the documents presented for this purpose. For all those students who might have studied this Semester but for one reason or another missed doing the final examinations, they should apply or register to do special exams. Students in this category are expected to fill in the Special Examination Request Form (Picked from the office of the Academic Registrar) and attach all the required documents accordingly. All applications for specials should be done immediately at the end of the Semester and not beyond the first week of reporting.

vi) Re-take Examinations

If a student fails to score up to 50% from the end of the Semester examination, then this automatically becomes a re-take which must be done as such. This implies that the student should freshly attend all lectures of this course unit once again, do course works afresh and finally sit for the final examination for the second time. This examination/ re-take should also be re-registered and paid for at a cost of 200,000/= per paper before it is redone. If one has got more than three retakes in one Semester, then he/she is required to redo the whole Semester afresh and pay for it accordingly.

vii) Involvement in Fraudulent Actions

This is to inform you that the process of verification of documents is ongoing and we have learnt that some students have been involved in fraudulent actions by uttering false documents for consideration during admission, during transfer and for progression purposes. You are hereby informed that this is a criminal offence and whoever will be got at whichever level be it during the course of study or even after graduation will be dealt with accordingly and the punishment may go as far as revoking the degree.

viii). Transferring Students

While handling this exercise, the University Transfer Policy and the National Council for Higher Education (NCHE) guidelines shall apply. Students joining under this arrangement should first process the application, get admitted, make payment of the transfer fee before the actual transfer is done. All applications for the transferring students shall be handled at the application desk and feedback shall be obtained from the same point. Verification will go on and the final decision will be made by the admissions board

ix). Research Viva Voce for schools

The different schools will be holding the research viva voce between the 23rd - 27th October 2019. Make sure that by that time, all your work is ready and presented for that purpose especially for students who have completed this Semester. For those who will be completing next Semester, the due date for your Vivas will be communicated later during the course of study.

x). Payment of Fees and Tuition

I would like to take this opportunity to thank all those parents/guardians and sponsors (external/self) who managed to pay for their students' fees in time more so at the beginning of the Semester. I call upon you to continue with this practice and encourage the rest to always pay in time so as to avoid disrupting students as they concentrate on their studies. As far as our policy on fees is concerned.

All students are expected to pay all the amount due on the opening day and in case of installment payment, there must be at least 60% down payment on the starting day and the remaining amount of 40% to be paid within a month thereafter. By the examination time, all the monies due should have been paid to zero balance; short of which no examination will be given.

All the old balances will have to be cleared first before the student is allowed to register for the current Semester and Lecture cards which are the pass for lecture attendance will be issued shortly after the commencement of the Semester to all those who will have paid up the required tuition percentage (60%).

Students offering programmes of Industrial Art and Design, Leisure Tourism and Hotel Management and Environmental Management are meant to pay/should pay an extra 150,000/= for the school of Industrial Art and 100,000/= for the rest in this category each Semester for their practicals, materials and field trips depending on the programme offered. This should apply to students at all campuses.

NOTE:

All monies must be paid in the bank to avoid being conned by strangers and imposters and for proper book control.

National Council for Higher Education Fees (NCHE)

All students are reminded to ensure that they pay the NCHE fees separately as a requirement by Law.

xi) Academic Progression/Self Promotion

You are informed that academic progression is not automatic to all students. According to the policy, if a student doesn't do the end of Semester examinations for one reason or another and also doesn't do specials at the time they are scheduled, then he/she is not eligible to proceed to the next Semester. On top of that, if one does examinations and fails up to 30% of the units done, then he/she is expected to re-do the whole Semester and does not therefore qualify to proceed to the following Semester.

xii) Examination Malpractices

I would like to generally commend the students' fraternity for conducting themselves well during this examination season. However the few who were caught involved in any form /sort of malpractice, will be facing the examinations disciplinary committee at the different levels on 21st August 2019. I strongly warn you against such improper actions and remind you again that once caught; the University will not hesitate to hand you over to police for necessary action as required by the law of the land.

xiii) Internships/ Practicum and School Practice

During this holiday, a number of students are expected to undertake the practical part of their courses between June-July 2019. Depending on the course and the years, the concerned students should ensure that they get their acceptance letters in the places where they are supposed to handle their practicum and also clear the required payments. Students in this bracket should make it a point that they pay the required fees accordingly that is, one hundred thousand shillings only (100,000/=) for internship for those around the city, two hundred thousand shillings only (200,000/=) in areas far away from the city and three hundred fifty thousand shillings only (350,000/=) for those from the neighboring countries but within the region. The University will not send any supervisor(s) to a student who will not have paid.

xiv) Obituaries

On a sad note, Kampala University has lost members of its family during the course of the Semester. At the very beginning of this Semester, the Chairman of the University council lost

his dear wife; the Vice Chancellor lost his auntie; while Joel Samwel, a Tanzanian student from the school of Education passed on as well. I join the families of the lost ones in grief and pray that the Almighty Allah gives them strength through these hard times.

xv) Students' Guild Elections for 2019

I am also glad to inform you that during the course of this Semester, our students again exercised their democratic rights and successfully held free and fair guild elections on 18th May, 2019. At the end of the guild race, Mr. Kabunga Sulaiman from the School of Computer Science and Information Technology emerged the overall winner of this year's presidential election having captured the majority votes from all our university Campuses. He therefore becomes the 18th Kampala University Guild President (2019/2020). At our other Campuses, the Vice Guild Presidents were also elected whereby Asiimwe Samuel emerged the Vice President for Luweero Campus, Makooma Cyrus Vice President for Jinja Campus and Abaho Badru, Vice President for Masaka campus. I would like to congratulate all the aspirants, the Electoral Commission and all students for their involvement and display of a high level of democratic maturity and discipline during this hotly contested election.

xvi) Special Internal Visits and Public Lectures

On the 23rd May, 2019, the University had the honor of hosting the Bishop of Masaka Diocese, His Lordship John Baptist Kaggwa at our Masaka Campus. On invitation by the Catholic Community, Masaka Campus and Management of Kampala University, the Bishop led a holy mass that was followed by officiating at the handover ceremony of the Catholic Community. In his message, the Bishop appreciated the Vice Chancellor, Prof. Badru D. Kateregga for opening up the door to freedom of worship and commended him for being an Ambassador of peace and dialogue.

In a related development, the University also hosted Rev. Fr. Joseph Luzindana in a recollection ceremony for the Catholics community, Pastor Lollen Kamoga for the handover ceremony of the Christian Union, Sheikh Salim Celix as a guest speaker at a conference with a theme: "Islamic Morality: An antidote for contemporary societal retrogression", organized by Kampala University Muslim Community, and Sheikh Adnan Ameen from the Director of Muslim Focus Uganda who graced the KUMSA handover ceremony, among others.

xvii) Games and Sports' Activities

Kampala University has continuously registered good results in sports notably in basketball where the Eagles steadily stepped up their game registering 2 wins so far in the ongoing National basketball league. More so, the Kampala University football teams for Masaka and Luweero campuses standing strong in the Buganda regional football league in their respective groups with possibility of qualifying to the Big league. The volleyball team is performing well in the National league registering 3 wins out of the 4 games so far played. Our Men's Netball team were the winners of the 2019 East African Netball Championship hosted in Dar-es-Salam. They are also the 2018 National Netball Champions in the Men's category.

xviii) Central Marking Policy

Following the implementation of the one examination policy across the campuses, the University has gone ahead to implement the Central Marking Policy (CMP). Under this policy, all answer sheets from all campuses are carried to one central marking center where they are all marked at once for a designated period of time. A team of lecturers from the relevant departments is identified to participate in marking exercise and all the results are processed once the marking is completed.

xix) 2019 Multicultural Gala

The University held its 18th edition of the Cultural Gala that was hosted at the Main Campus in Ggaba between the 9th –12th May, 2019 where a total of 29 associations participated. These included both National and International cultural groups notably from Nigeria, Rwanda, DRC, South Sudan, Kenya, Tanzania, Burundi, Somalia and Ethiopia. The local groups included Baganda, Basoga, Bakonjo, Bagisu, Banyoro, Banyankole, Batoro, Adhola, Itesot communities

among others. As part of the arrangements, there was also a modelling session where Mr. and Miss Culture of Kampala University emerged from Ggaba Main Campus. At the end of this competition, Nkobazambogo- Main Campus –Ggaba emerged the best overall and moved away with a bull while Kampala University Kasese Students Association (KUKASA)-Luweero campus who were the second moved away with a goat. Allow me to congratulate all the groups that participated for exhibiting greater talent and discipline.

xx) Ekisaakete Kya Nabagerekka, University Edition

I am happy to inform you that during this year 18th Edition of the Cultural Gala, we were once again privileged to host the Nabagereka Her Royal Highness Queen Consort Maama Sylvia Naginda Luswaata who officiated as our guest of honor at the function held at our Main Campus Ggaba. The event was crowned as she officially launched the first ever University Kisaakate Edition. This is going to be the first of its kind in institutions of higher learning to be hosted by Kampala University in the month of August 2019. The event/training will attract participants from all our campuses across the country. Participants will also be expected to make a contribution/participation fee that will be used to facilitate the preparation for the training. The figure will be communicated in the due course.

xxi) Updates at Kampala University School of Nursing and Health Sciences- Mutundwe

I am pleased to inform you that our Semester which opened in January 2019 will be officially closing on 14th June, 2019. We were able to successfully conduct the interviews for candidates for the July intake on 26th April, 2019 and 13th May, 2019 respectively for both Certificate and Diploma programmes for nurses and midwives. All the successful candidates are currently receiving their admission letters. The next Semester will start on 01st July, 2019 for new students and 08th July 2019 for continuing students respectively and close in December.

xxii). Relocation of the City Campus

Following the demand to get more space for handling our lectures, easy and quick access to our facilities i.e. library, computer space etc., overcrowding with two institution operating at the same campus and also in an effort to move towards having the Campus officially accredited by the NCHE, we have decided to relocate the City Campus to another friendly venue whose location will be communicated in the due course. I once again thank our hosts Islamic Call University College (ICUC) and Uganda Muslim Supreme Council for hosting us during this period.

xxiii). Higher Education Student's Financing Board (HESFB)

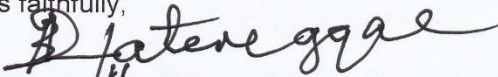
Kampala University is a beneficiary of the Higher Education Student's Financing Board (HESFB) which provides government loans to students who choose to pursue their studies with us. I am also happy to inform you that the application forms for the year 2019 August intake have been released. Please visit the University campuses to collect and fill in the forms to be forwarded to the Loans Financing Board for consideration. Please encourage others to follow suit and share the information. You may seek the assistance of Mr. Sekatawa Julius (PRO) on 0703624974 who is in charge of the programme

xxiv) Conclusion

As I conclude, allow me to register my deepest appreciation to the Chancellor, Chairman and all members of Council, members of the Senate and Kampala University staff that is, (academic, administrative and support) and the guild council for a job well done which has enabled us to successfully complete this Semester.

May the Almighty God bless you all, your families and friends and protect you at all times. I also wish you happy Eid-ul Fitri Celebrations.

Yours faithfully,



**O'WEK. AMB. PROF. SSALONGO, BADRU .D. KATEREGGA
VICE CHANCELLOR**

**Cc. Chancellor
Chairman Council**