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GENERAL CIRCULAR

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10th June 2018

Dear Parent / Guardian/ Sponsor and all Students,

On behalf of the University Council, the Management, Senate, Staff and on my own behalf, allow me to take this opportunity first and foremost to thank the Almighty God for having enabled 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.

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

i) Commencement of the Semester

The Semester has this Sunday 10th June 2018 officially come to an end. May I at this point in time, inform you that the next Semester will commence on 6th August/2018 for the New Students (freshers) and they will have their orientation week between 6th and 12th August 2018. The continuing students will report on 13th August 2018 and will begin their lectures immediately. All students are therefore called upon to report at the beginning of the Semester since lectures will begin immediately and course works/continuous Assessment Tests will be administered within the second week of studying. The Semester is expected to end on 9th December 2018.

ii) 15th Graduation Ceremony

On 7th March 2018, the University held its 15th Graduation ceremony at the Main Campus Grounds in Ggaba. At this function, the Chief Guest was the High Commissioner of the South African Embassy, H.E. Prof. Major-General (ret) Lekoa Solly Mollo. 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 shortly after being installed as chancellor. During this graduation ceremony, a total of about 3000 students graduated

with Certificates, Diplomas, Bachelors and Masters, Degrees.

iii). Inauguration of the 2nd University Chancellor

I am happy to inform you that during our 15th Graduation Ceremony, the second ever Chancellor of this great institution by names of Hon. Prof. Mondo George Kagonyera was officially inaugurated as the second chancellor of Kampala University. He took over this position from Professor Edward Rugumayo Amooti who retired after service in the same position since the inception of the University.

iv). A Muslim and A Christian in Dialogue for Peace Conference

The University held a historical International Conference on the theme **"A Muslim and a Christian in Dialogue for Peace"**. During the conference, the University also hosted International Scholars, Rev. Prof. David Shenk, Rev. Jonathan Shenk and Dr. Peter Sensenig who together with the Vice Chancellor, Prof. Badru D. Kateregga were the key facilitators for the conference. The conference attracted senior religious leaders from all faiths including Sheiks, Reverends, Pastors, Religious Scholars, Members from the academia, members from the press, university students to mention but a few. This event took place on 16th and 19th April 2018 at our Ggaba Main Campus and Jinja Campus respectively. At the same function, a book 'A Muslim and A Christian in Dialogue' co-authored by Prof. Badru D. Kateregga and Prof. David Shenk was launched in Uganda.

v). Students' Registration

May I once again remind all students that according to the University policy, registration with the Academic Registry Department is mandatory to all students both new and continuing during the first week of the semester. As this process is pursued, students are also expected to register the course units being offered during the Semester. Failure to do so within the stipulated time will lead to 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 (which also guides him/her and confirms the Semester units to register for). As the practice is, course unit registration is done on-line with the guidance of the Deans, Coordinators and Heads of Departments. The Systems Administrator together with the Deans of Schools, Campus Directors and Assistant Registrars are always available to facilitate this process. Students are always encouraged to embark on this exercise in time to avoid system related challenges which may call for late registration payments.

vi). 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, but not after one has already attended some lectures or after one has been away for a semester. Students should take note of this and pursue the appropriate action in time to avoid being penalized once it goes beyond the stipulated time as indicated in the policy guidelines.

vii) Beginning of Special Examinations

Special examinations will be conducted at the beginning of the Semester between 3rd - 7th September 2018. There will be a meeting on 29th August 2018 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 necessary documents accordingly. All applications for specials should be done immediately at the end of the Semester (before students break off for the holidays) and not beyond the first week of reporting.

NOTE: Please note that these examinations will henceforth be done at a cost of 100,000/= per paper. Such students who pursue this must have applied for them and additionally must have attended up to not less than 75% of the Semester lectures including doing all course works. Besides, they should have registered for these units online during the semester. Application for these examinations should be done at the Academic Registrar's Department through the Deans of the different Schools. For those who have not done examinations because of fees balances, you will be required to complete the Semester tuition fees first, then pay for the specials after permission has been granted as indicated above.

viii). Re-take Examinations

If a student fails to score up to 50% from the end of a 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. Once a student fails the original Semester examination, he/she should not do it as a special examination but rather as a re-take.

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 either end of semester or during specials at the beginning of the subsequent semester, 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 qualify to proceed to the following Semester. All students should take note of this.

x) Examination Malpractices

I would like to generally commend the students' fraternity for conducting themselves well during this examination season. However there are some few students who were directly or indirectly involved in fraudulent activities especially of forging examination cards, forging stamps of the University and forging signatures of the University officials. Others carried improper material into the examination rooms which is against the examination rules and regulations. All the culprits in this category will be facing the examinations

disciplinary committee at the different levels on 23rd August 2018. I strongly warn you against such improper actions and inform you that such actions are criminal practices and once caught; the University will not hesitate to hand you over to police for necessary action as required by the law of the land.

xi). Involvement in Fraudulent Actions

Of recent, there are some students who have been involved in fraudulent actions by uttering false document for consideration during admission, during transfer and for progression purposes. You are hereby informed that this is a criminal offence that is punishable by expulsion and or imprisonment and deportation for those who are international. This vice has been undertaken by some international students. You are seriously warned against being involved in this act and the likely consequences it might invite. Those who have been culpable in the recent operation have already tested some of the consequences.

xii). Transferring Students

We have noted with concern that there has been a serious loophole in the exercise of transferring students joining from other universities. 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. The university reserves the right to consult the previous institution, the embassies and high commissioners for further verification. The final decision regarding the credits transferred will be made by the admissions board. All admissions shall remain provisional until final verification is made by the admissions board

xiii). Research Viva Voce for schools

As you are well aware, all students doing research are supposed to attend the Viva voce to defend their research output and (projects which applies to those in the School of Computer Science and information Technology). This exercise is scheduled to take place in the various schools between the 23rd -27th October 2018. 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.

xiv). 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 make it a point to pay these dues in time to avoid disrupting students as they concentrate on their studies.

Note:

All monies must be paid in the bank to avoid being conned by strangers and imposters. The policy of the University Administration as far as this issue is concerned is very clear;

- All students are expected to pay all the amount due on the opening day
- For any payments in instalments, 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. According to our policy, one should make sure that 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.
- Lecture cards will be issued shortly after the commencement of the Semester to all those who will have paid at least the required tuition percentage (60%). No one will attend lectures without a lecture card once they have been issued.
- Students offering programmes of Industrial Art and Design, Leisure Tourism and Hotel Management and Environmental Management are meant to pay/should pay an extra 100,000/= or so each Semester for their practicals, materials and field trips depending on the programme offered. This should apply to students at all campuses.
- **Meals at the University**
In addition, the meals served at the University are paid for at a reduced cost of 450,000/= per Semester at all Campuses.

- **National Council Form Higher Education Fees (NCHE)**

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

xv). Participation in Games and Sports; Success Stories

- **University Football League**

The Kampala University Women's football team took part in the National University Women football league and emerged first in their groupings. Considering the good performance of our women's football team, it was selected to represent Uganda in the 9th All Africa University games due in July in Ethiopia.

- **Netball**

The Kampala University Netball team recently took part in the East and Central Africa club championships that were held in Dar es Salaam, Tanzania and they returned after winning a silver medal at the games.

- **Kickboxing Leagues**

The University kickboxing team took part in the national and international kick boxing leagues in which (3) belts were won in the welter weight, light weight and feather weight categories. Titus Tugume also took part in the American kickboxing challenge and he won two belts in the heavyweight category.

• **Other Sporting Activities**

University teams are also taking part and doing very well in the Buganda Regional Football League, Jinja Football League, Masaka regional football league, National Basketball League, National Volleyball League, among others sports.

xvi). 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 2018. Depending on the course and the years, the concerned students should ensure that they get their acceptance letters in the places where they are to handle their practicum from and also clear the required payments. Needless to add that practical training equips students with practical skills in their areas of specialization and more so having hands on experience and exposure at a relevant place of work. Students in this bracket should make it a point that they pay the required fees accordingly that is; 100,000/= for internship for those around the city, 200,000/= in areas far away from the city and 350,000/= for those from the neighboring counties but within the region. The University will not send any supervisors to a student who will not have paid these dues and no one will graduate without having gone for this practical component.

xvii). Students' Guild Elections for 2018

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 12th May, 2018. At the end of it all, Mr. Bikumbi Asuman 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 next Kampala University Guild President 2018/2019. At our other Campuses, the Vice Guild Presidents were also elected whereby Twaha Abdul emerged the Vice President for Luweero Campus, Muwanguzi David, Vice President for Jinja Campus and Lubelenga Timothy, Vice President for Masaka campus.

May I at this juncture take this opportunity to congratulate all the aspirants who participated in this exercise at all levels, the Electoral Commission for conducting a very credible election exercise and all students for their involvement and displaying a high level of democratic maturity and discipline during this hotly contested election.

xviii). 2018 Multicultural Cultural Gala

The University held its 15th Cultural Gala edition that was hosted by our Masaka Campus between the 26th - 29th April 2018 where a total of 30 associations participated. These included both National and International cultural groups notably from Nigeria, Rwanda, DRC, South Sudan, Kenya, Tanzania and Ethiopia. The local groups included Baganda, Basoga, Bakonjo, Bagisu, Banyoro, Banyankole, Tororo community, among others. As part of the arrangements, there was also a modelling session where Mr. and Miss Kampala University emerged from Ggaba Main Campus and Masaka Campus respectively. At the end of this competition, Nkobazambogo- Masaka emerged the best

overall cultural group followed by the Congolese cultural group from Luweero Campus. The best overall group won a Bull while the second cultural group walked away with a goat. There were other community related activities that preceded the event which included general cleaning of the Mulago - Masaka hospital, donation of clothes and blood by both University students and administrators. Allow me to congratulate all the groups that participated this time round for exhibiting greater talent and discipline.

xix). Students' Discipline

I thank our students for maintaining discipline while at the University. I further remind you that discipline is a paramount aspect in the Kampala University Fraternity which you are expected to maintain at the highest level at all times. As always, any identified cases of indiscipline will lead to serious disciplinary action which may climax into expulsion from the University.

xx). New Developments at Kampala University School of Nursing and Health Sciences-Mutundwe

I am pleased to inform you that our semester opened in November and is still going on up to the end of June with all its activities running smoothly. During this period and specifically on 16th /05/2018, the school was subjected to another inspection aimed at reaccreditation of the National Examination Centre. I am happy to report to you that the exercise was successful and our examination Centre was maintained.

I would also like to positively report to you that we have managed to reinstall our computer laboratory having suffered a fire inferno in September 2016. It has been furnished with modern computer equipment and is now fully functional to facilitate studying and research.

We have already conducted interviews for the July intake and all the successful candidates are currently receiving their admission letters. Our semester will commence on 16th/07/2018.

Changes in the Nursing Calendar

I wish to bring it to your attention that during this Semester, The Ministry of Education and Sports made several changes in our programmes which we had adopted as required. These include the following among others;

- Changing admission periods from May and November to July and January respectively. This therefore means that our nursing school will always be conducting its interviews for new students in March and September respectively.
- All our semesters have automatically been stretched from the 4½ months to a 6 months period and students will always be having a holiday of only 2 weeks in between semesters. This automatically causes a constraint on our finances and may call for a revision of our tuition structure starting next semester.
- All our students are going to be subjected to national examinations at the end of every semester. However, before being presented for these examinations, normally the University will first subject them to our internal examinations. A

registration fee of 120,000/= and 150,000/= is being levied to Certificate and Diploma students respectively for the National Promotional Examinations and a fee of 150,000/= and 200,000/= for Certificate and Diploma students respectively for National Final Examinations. These fees are meant to be paid early enough in order to enable a smooth registration exercise.

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

As beneficiaries 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 2018 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 and encourage others to follow suit and share the information.

xxii) Ekisaakete Kya Nabagereka, University Edition – "Cultural Foundation for Global Impact"

Allow me to further inform you that Kampala University has been selected to host the *Ekisaakete Kya Nabagereka, University Edition – "Cultural Foundation for Global Impact"*. This is going to be the first event of its kind in a University setup and is meant to instill culture and reinforce morality among the youth and specifically the university students. This event is going to take place in the course of next semester on dates that will be communicated during the semester. The event will attract participants from all universities and around the country. Participants will also be expected to make a contribution/participation fee that will be used to facilitate the preparation process of the event. The fee will be communicated in the course of next semester.

xxiii) Appreciation.

I wish to appreciate the Chancellor, Chairman Council, all the members of Council, Senate and Kampala University staff that is, academic, administrative and support for doing a very good job at various levels of the institution which has enabled us to successfully complete this Semester.

May the Almighty God bless you all, your families and friends as you observe the Holy month of Ramadhan (Ramadhan Karim).

Yours faithfully,



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