



GENERAL CIRCULAR

REF: KU/GEN-CIRCULAR/024/050

1st December, 2024

Dear Parent / Guardian/ Sponsor and all Students,

On behalf of the University Council, the Management, Senate, Staff and on my own behalf, I would like to take this opportunity first and foremost to thank the Almighty God for having facilitated us to successfully complete this Semester. The semester has been a very busy one and God has enabled us to sail through it successfully and so we thank him for this. 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 major developments at the University.

As this August /December 2024 Semester comes to an end, I would like to take this opportunity to communicate the following to the University Fraternity:

I) Commencement of the Semester

The Semester shall on Sunday 1st December, 2024 officially come to an end. Next Semester will commence on Monday 3rd February, 2025 with the reporting of the New Students (freshers) together with the continuing students. The week of 3rd to 10th February, 2025 will serve as the orientation week for the new students while the continuing students will immediately have their lectures take off. All students are called upon to report at the beginning of the Semester since lectures will begin immediately. As a reminder to students, attendance of lectures is mandatory and will seriously be tracked accordingly. The Semester is expected to end on 29th May, 2025.

II) 22nd Graduation Ceremony

Our 22nd Graduation ceremony is tentatively scheduled for Thursday 17th April, 2025 at the Main Campus Grounds in Ggaba. The function will as usual be presided over by the University Chancellor Prof. Mondo George Kagonyera. All students expecting to graduate should clear with the relevant departments and make sure that they accomplish the process by finalizing with the Academic Registrar's office at all Campuses and by registering in the graduation clearance book. Students who completed in May, 2024, should conclude the graduation clearance process by 15th December, 2024, and those completing this December 2024 should conclude with clearance by the end of January, 2025.

III) Intent to Graduate Form

As graduation clearances are ongoing, all the graduating students are reminded to fill in the intent to graduate form (IGF) whether you completed in May 2024, or you are among the group completing this December 2024. This should be filled in now and left behind at your various campuses before you break off for the Christmas holiday.

IV) Health Status of the Vice Chancellor

During this August-December 2024 semester, specifically on 10th September 2024, the Vice Chancellor underwent a major brain/ head surgery. Praise and thanks be to Allah Who enabled

the surgery to go on successfully and I am currently under the recovery process which is going on smoothly. Special thanks also go to my children who locally and others flying in from abroad came to support and take care of me during this recovery process. They have also been instrumental in supporting the activities towards the running of the University. On that note, all the university administrators, managers, lecturers, students, alumni and all other stakeholders are called upon to accord the team all the necessary support and incorporate them into the University system. I once again thank the Almighty God for supporting and all of you for praying for the Vice Chancellor during this trying moment.

V) Vice Chancellors Appointment by the Inter-Religious Council of Uganda

The Vice Chancellor has been appointed by the Council of Presidents as the Co-Vice Chairperson of the Inter-Religious Tourism Center steering Committee to develop and promote religious tourism in the country.

VI) Staff Movements

I would also like to inform you that we recently made some staff movements in a number of areas. The office of the Director Finance and Marketing is now under the Office of the Vice Chancellor until further notice, Ms. Nabukenya Stella was appointed Ag. Chief Accountant, Ms. Nandawula Zaina was appointed Deputy Accountant, Ms. Apaje Esther was appointed the National Marketing Coordinator, Mr. Busuulwa Ronald was appointed Deputy National Marketing Coordinator, Mr. Mugalu Augustine the Dean of Students got an additional responsibility as Estates Manager at Ggaba Campus, Ms. Babirye Marion was appointed as Deputy Estates Manager Ggaba Campus, Mr. Kabogozza Wasswa Jackson was transferred to Luweero Campus as Deputy Estates Manager and Marketer, Ms. Naomi Abatesi was transferred to Masaka Campus from Ggaba as an Accounts Assistant. More structural changes are yet to come as we move along.

VII) Students' Online Registration

Allow me to remind all students that registration with the Academic Registry Department is mandatory to all both new and continuing students during the first week of the semester. Under this arrangement, students should register the course units being offered online in the Enterprise Resource Planning (ERP) system. This online registration process will start at the beginning of the Semester for those who will have met the 60% tuition payment requirement as stipulated in the policy guidelines and will end on 17th March 2024. Failure to do so within the stipulated time will lead to a late registration penalty of UGX 50,000/=. Under this arrangement, the student is expected to first register with his/ her School (which also guides him/her and confirms the Semester Course units to register for). As the practice is, course unit registration is done online with the guidance of the Deans, Coordinators and Heads of Departments. The IT department together with the Deans of Schools, Campus Directors and Assistant Academic 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.

NOTE: All the units of the previous semesters should always be done first before one proceeds to the next/following semester. **Retakes** should also be done in the following semester and not to be pushed further ahead.

VIII) 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 i.e. within two weeks of the Academic year/semester and not after registration. 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.

IX) Beginning of Special Examinations

There will be a set of special examinations conducted on 27th – 31st January 2025 to cater for any graduating students who may not have sat for exams. Therefore, there will be a meeting on 22nd January, 2025 with all graduating students meant to sit for these special exams in order to harmonize the time table and also to verify the documents presented for this purpose. The Specials for the continuing students will take place in the first week of March that is between the 3rd to 7th March 2024. 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.

NOTE: As a reminder, please note that these examinations are to 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 75% plus, of the Semester lectures including submission of 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 and Heads of Department. 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.

X) Re-take Examinations

This serves as a reminder that 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. With a retake, a student should register for the course unit again, attend all lectures of this unit again, does course works afresh and finally sit for the final examination at a fee of 200,000/= per retake paper redone.

Please Note:

If a student gets more than three retakes in one semester, 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.

The moment a student gets a retake, it should be done in the following/subsequent semester when its being offered. Avoid carrying retakes forward because the moment they accumulate to three and above, you will be required to study a complete semester just clearing only the retakes before moving forward.

XI) Academic Progression/ Self Promotion

According to the Academic Policy guidelines, you are reminded that academic progression is not automatic to all students. If a student doesn't do the end of semester examinations; either at the 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 all the units done, then he/she is expected to re-do the whole Semester and therefore does not qualify to proceed to the following Semester. All students should seriously observe this and should not promote themselves to the next level.

XII) Examination Malpractices

Allow me at this moment to commend the students' fraternity for generally conducting themselves well during this examination season. The few students who were still involved in examination malpractice of any form, which is against the examination rules and regulations will be facing the examinations and irregularities committee.

XIII) The Transfer Process for Students

You are reminded that all transfers of students are handled by the Heads of Department and Deans of Schools at the Main Campus. The University Transfer Policy and the National Council for Higher Education (NCHE) guidelines are applicable. Students joining the university under this

arrangement should first process the application and admission fees, get provisionally 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 where the student came from.

XIV) Qualifications from Universities/Institutions outside Uganda

All students who studied outside Uganda are required to submit their documents to UNEB for equation. 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. Also take note, that once forgeries are detected at any point, be it at entry/admission, during the study process, at graduation time or even after graduation, this is criminal and the University will have the right to act accordingly which action may include expulsion or even withdrawing the degree.

XV) Payment of Fees and Tuition

Allow me to use this opportunity to thank all those parents/guardians and sponsors (external/self) who have managed to pay for their students' fees in time more so at the beginning of the Semester. I call upon you all 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 or using the school pay option 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 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.

XVI) Paying Dues Using School Pay:

Students are further encouraged to pay their fees using school pay i.e. using the mobile phone to pay the university dues since this arrangement is now properly aligned to our new ERP system. This saves students from being conned while lining up at the banks as well as moving around with large sums of money.

XVII) National Council for Higher Education Fees (NCHE)

Students are once again reminded to ensure that they pay the 20,000/= NCHE fees as a requirement by Law.

XVIII) Guild Elections

Kampala University went to polls for the election of the new Guild Council on the 7th September, 2024 across all campuses and H.E. Makuol Daniel Awan is the 22nd Guild President of Kampala University. The elected Vice Guild Presidents include Mukukyami Joel (Luweero campus), Mutanda Kenneth (Jinja Campus), Nakazibwe Lydia (Masaka Campus) and Sabiti Gilbert (Mutundwe Campus).

XIX) The 16th Uganda Deans of Students and Guild Leaders Conference

The above event was hosted by Soroti University from 23rd to 26th September, 2024 at their main campus in Soroti. This is an annually organized event by the Uganda Deans of Students Forum (UDOSF), an organization that is committed to building Deans of Students' Offices in Uganda to ethically handle Students Affairs with the increased challenges in the 21st Century. The Dean of Students took part in the conference on behalf of Kampala University.

XX) Cultural Gala

The 12th Cultural gala festival was hosted by Jinja campus between the 9th to 12th October, 2024. The event had participants from all the 5 campuses with associations totaling to 19 and the event was concluded with modelling where Mr. and Miss Culture were crowned. The victors included: Overall winner – Basoga Nseete Students Association, Jinja Campus, Mr. Culture – Ola Joseph (Jinja campus – DSCIT), Miss Culture - Namutamba Tahiya (Jinja campus – BFID). The next edition of the 13th Cultural gala will be hosted by Luweero campus in the month of September, 2025.

XXI) Updates from the sports arena

The August-December 2024 Semester has been fully packed with schedules of different activities as we target for the East Africa University games starting December 15th 2024 in Kenya Maseno University. Kampala University teams got involved in different activities and their performances have proved KU as a power force in sports. Recently in the university football league tournament Kampala University is second on the table ready to qualify for finals after beating KIU and Gulu University home and away group stages in the ongoing tournament where 24 universities are participating. The Kampala university wood ball stars emerged the 1st runners up overall women team in the 1st edition of University Wood ball Championship on 9th November and also still KU stars emerged the 2nd position in the national championship this year in Soroti. More Kampala University teams are also competing in ongoing Basketball, Netball, and Volleyball leagues.

XXII) Kampala University School of Nursing and Health Sciences (KUSNHS) – Mutundwe

Our July – December 2024 semester for the School of Nursing & Health Sciences commenced on the 15th/07/2024 and 22nd/07/2024 for the new and continuing students respectively and will officially end on Saturday, 14th/12/2024. The students have been exposed to both theory and practical experiences from Mulago National Referral hospital, Butabika National Psychiatric Referral hospital, Lubaga hospital, Kayunga General Hospital and China-Uganda Friendship hospital (Naguru). Preparations for UNMEB examinations scheduled for 2nd - 13th December 2024 are on course. The January – June 2025 semester will commence on 20th/01/2025.

Application and admissions for Certificate and Diploma (Direct & Upgrading) levels for the Academic Year 2025 is already open. *All suitable candidates are invited for this great opportunity where a 25% bursary will be provided to all the newly admitted students for the Academic Year 2025 through the BDK Universities Network International scholarship together with its great partners.*

The Nursing School fully competed in both the Regional and National Sports Championships for the Health Training Institutions hosted at Kibuli S.S and Arua School of Comprehensive

*Nursing respectively where we emerged as Bronze medalists in the handball (men category) at national level and the second runners- up in both netball and handball (men) at the regional level.

XXII) Corporate Social Responsibility (CSR)

Kampala University School of Nursing & Health Sciences organized a 3-day Charity Medical & Surgical camp in Buikwe district where thousands of the community members turned up for the free medical services which were offered. I therefore wish to invite all stakeholders who would always wish to associate with us during this noble cause of our annual Medical & Surgical Camps where we always reach out and cater for the under privileged.

XXIII) Updates from Our Sister Universities under the BDK Universities Network.

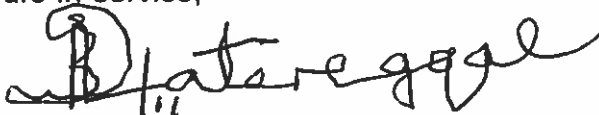
I wish to inform you that our sister university in the BDK Network – The East African University- Nairobi- Kitengela- Kenya will hold its 7th Graduation Ceremony on Thursday 5th December, 2024 in which they are expecting to graduate a total of 700 graduands altogether at Certificate, Diploma and Bachelors levels. The function will be presided over by the Chancellor of the BDK Universities Network International, Hon. Prof. Mondo George Kagonyera in company of Chairman BOT O'wek. Amb. Prof. Ssalongo, Badru. D. Kateregga who are Key stakeholders in the BDK Universities network international. East African University Rwanda (EAUR) is also progressing successfully and will hold their 4th graduation in the course of next year.

XXIV) Conclusion

In conclusion, allow me 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 as we strive for excellence.

May the Almighty Allah bless you all as I also wish you a Merry Xmas and a Happy New year, 2025. Viva Kampala University!

Yours In-service,



O'wek. Amb. Al-Haj Prof. Ssalongo, Badru D. Kateregga
VICE CHANCELLOR

Copy: Chancellor
Chairman Council