

MAKERERE



UNIVERSITY

OFFICE OF THE ACADEMIC REGISTRAR

Freshers' Joining Instructions



2017 / 2018
INFORMATION, POLICIES & PROCEDURES

At the Optometry ^{and} Vision Science

Teaching Clinic

You get excellent education and exceptional student experience



MAKERERE



UNIVERSITY

COLLEGE OF HEALTH SCIENCES



<http://chs.mak.ac.ug>



MakCHS



@MakerereCHS

Email: principal@chs.mak.ac.ug Tel: +256 414 530020

Vision

*To be the leading Institution
for academic excellence and
innovations in Africa*

Mission

*To provide innovative teaching,
learning, research and services
responsive to National and
Global needs*

Motto:

We Build for the Future

Anthem

Chorus

*Makerere, Makerere
We build for the future
The Great Makerere
Great, Great and Mighty
The walls around thee
Great, Great and Mighty
The Gates Beside thee x 4*

1. From East and West
From North and South
All voices singing
Arise, Arise Makerere
Rise up and Rise
High Up and High
All voices singing
Arise Makerere
2. Do not Forget
Through all years
Those who have gone
Through the gates of Makerere
Give them the Pride
Give them the joy
Oh! To remember
The gates of Makerere
3. Those who be here
Seek the truth
Build for the future
The Great Makerere
Those here have been
Those here will be
Build for the future
The Great Makerere

“There
is no substitute
for hard
work.”





MAKERERE UNIVERSITY

Concept Development



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Cover Picture
Mak students of Optometry &
Vision Science.
College of Health Science

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Message from the Academic Registrar

Dear Student,

On behalf of Makerere University community, it brings me great joy to welcome you to Makerere University. We are proud you chose to pursue your university education with us, and we are excited to help nurture your academic strengths, encourage your personal growth, and inspire your creativity.

As students, you are the cornerstone of our campus community and our partners in advancing Makerere University's stature as a preeminent world-class research driven university. Our university continually earns top rankings in many national and international reports, in terms of our academic quality, diversity, and environmental sustainability.

You have passed through different stages of your education and entered into a new level where you will be held accountable for of your actions. Therefore, what you will learn here will be necessary tools needed throughout your life. I assure you that the quality of education delivered at Makerere University is of international standard.

Learning at Makerere University extends far beyond the classroom. We encourage our students — and all members of our academic community — to be full participants in the free and open exchange of ideas and viewpoints that characterizes our university. We commit ourselves to upholding the values we cherish as an academic institution, and to fostering an atmosphere that is respectful, supportive, and welcoming to all. The diversity of our backgrounds, talents, and perspectives will continue to enrich us all as we live and learn together.

We are committed to helping you create a positive university experience, which we hope will be one of the best experiences of your life! Successful students tend to take advantage of the numerous opportunities their university offers. It is our hope that you will do the same.

Makerere University provides a unique opportunity for you to develop a lifelong passion for learning. We hope you will contribute your time and talent by being involved in sports activities, community service, cultural and religious activities, and many other important activities. When coupled with the richness that comes from learning in a diverse environment, a stronger sense of community is built, which makes Makerere University a very special place. To that end, we strongly encourage you to always keep an open mind to the unique gifts, interests, and needs of those with whom you share a classroom, hallway, residence hall, or any other living-learning space.

As a new student, you are bound to have questions. New Student Orientation is designed

around you, helping to uncover the answers to the questions you have, and providing you information about campus resources, programs and services. By the time you leave orientation, you'll be on your way to becoming a successful Makerere University student. During the program you will begin to build a network of resources that will help you to start your journey on the right path. Please make it a point to attend the orientation ceremony.

Additionally, during New Student Orientation you will learn tips from students, faculty and staff who will serve as your guides during your time at Makerere University. The Student Guild leaders will be around throughout the orientation session, and, as current students, they are ready to answer your questions about life on campus.

The Orientation also provides you with a chance to meet other incoming students. Be prepared to meet new people, and to make new friends, orientation is your chance to show everyone that you are a Makerere University student!

Each year, our new students inspire in us enthusiasm and hope. We face considerable challenges in ensuring that we deliver programmes of high quality and relevance to national and regional development.

The Government of Uganda and your parents/guardians spend a lot of money on your education, therefore you have a responsibility to ensure that the resources expended in your training are maximised as much as possible. Whether you are funded by Government, your families or yourselves, it is an investment in your future, in our collective future and we commit to providing you with the best that we can give.

We hope that this phase of your life will be a rich and meaningful one and that we can guide you in knowledge discovery in your

chosen discipline. The next few years will be full of exciting new challenges and you will be responsible for determining how your academic career will evolve. We are aware that the current external environment jobs are not always easy to find, and one of our key objectives is to prepare you to be lifelong learners with analytical, problem solving, communication, leadership and people skills that will enable you to thrive no matter the circumstances that exist in the future. It is a reality that we are no longer preparing you for a job for life but for a lifetime of jobs.

As our campus is closely connected with our surrounding neighborhoods, I also encourage you to engage with our community as good neighbors and good stewards.

Lastly, I would like you to know that we strive to put students first in all our endeavors. If ever there comes a time you feel otherwise, it is important for you to share your ideas, thoughts, and feelings with us so we can work together to make Makerere University the best community possible.

We are proud to have you as part of Makerere University family, and I look forward to seeing you on campus.

Sincerely,



Alfred Namoah-Masikye
ACADEMIC REGISTRAR

Message from the Vice Chancellor



I welcome you to Makerere University, Uganda's oldest institution of higher learning. I am privileged, as Vice Chancellor, to write this special message and I hope that you will take some lessons as you begin your academic journey here.

I am happy to inform you that Makerere University has continued to improve in Academic performance and is currently ranked third in Africa according to the latest Times Higher Education (THE) World University Ranking 2016-2017, making it the best University in Africa outside South Africa and Egypt. This is no mean achievement for a University steadily moving to the number one position on the continent.

You have been carefully selected to join Makerere University because of your academic potential. As University Administration, we have the confidence that you will make the best use of your stay at Makerere University to ensure excellence in your academics.

Let me take this opportunity to further inform you that Makerere University has nurtured and continues to produce renowned World Leaders. Your presence here is therefore an opportunity for you to build long lasting networks with colleagues and with the University, for future benefits. At Makerere University, you will also get an opportunity to practice your leadership and people skills. I urge you to maximise this avenue, as opposed to engaging in non-developmental activities, which might adversely affect your future.

At the end of your studies, you will join an ever-growing team of prestigious Makerere University alumni; most of whom have left behind a record of excellent deeds both during and after Makerere. As you map out your academic journey and consequently your future career path, your success is going to be largely dependent on how determined you are from the onset. There is no doubt that university education comes with a lot of temptations to stray off the course, but you can choose to stay on the course and excel at it.

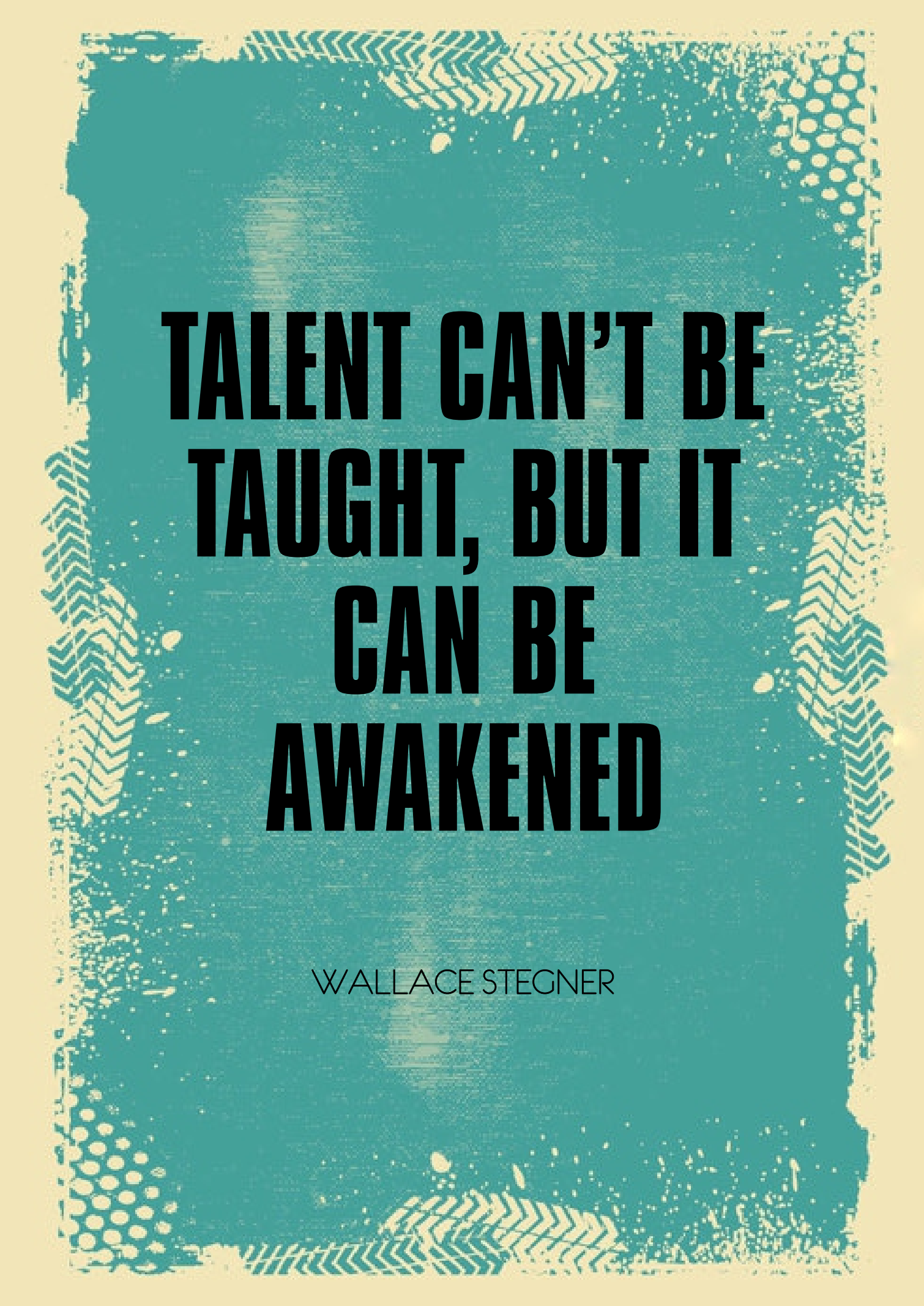
There are several new developments at Makerere University, including the Makerere University Endowment Fund (MakEF), whose aim is to mobilise resources and grow them to fund the University's activities such as research and innovations, teaching and learning, and scholarships among others. The Fund has initiated an annual run dubbed the MakRun to fundraise for different university projects. The MakRun 2017 took place on Sunday May 14, 2017 to mobilise resources for the Students' Centre project. I am confident that together, we can set up a multipurpose facility for you, our esteemed students. I therefore encourage you to join this cause in order to make the Students' Centre a reality.

Dear students, we encourage you to pay your tuition in time and desist from investing it in what may seem like lucrative businesses, for instance money-lending. Some students have had to miss examinations because they have succumbed to the temptations of misusing their tuition fees and have failed to pay on time. The University policy on fees payment is clear and has no room for exceptions. I encourage you to get acquainted with it.

If you determine to leave a positive landmark in this university and consequently in the region, no mountain before you will be insurmountable. As University Management, we pledge to do our part in making your stay at the University comfortable and purposeful. Do your part and make us proud.

A handwritten signature in black ink, appearing to read 'J. Ddumba-Ssentamu'. The signature is fluid and cursive, written over a white background.

Prof. John Ddumba-Ssentamu
VICE CHANCELLOR



**TALENT CAN'T BE
TAUGHT, BUT IT
CAN BE
AWAKENED**

WALLACE STEGNER



Message from Mak Public Relations Office

On behalf of the Mak Public Relations Office team, I congratulate you upon joining Makerere University; a respected hub of research and innovations in the world, with numerous celebrated strategic partnerships.

Makerere University exists to train and serve students. We thank you for choosing to study at a University committed to producing high quality graduates who will be at the centre of transformation at both national and international levels. The teaching and learning facilities are continuously being upgraded to ensure that our students enjoy their academic life.

The University has strategically undertaken several consultations with key stakeholders to further enrich your curriculum with relevant course content.

Makerere University holds an Orientation Week for all Students in the First Year of Study (Freshers). During the orientation week, our students are given a comprehensive package that appeals to their academic and social wellbeing. The Management and Staff interact with students in order to provide relevant information and knowledge crucial to students' stay at the University.

I appeal to you to participate in the General Orientation Day organised by the team in the Department of the Academic Registrar, followed by specialized Orientation programmes at College level, the Main Library, and Makerere University Hospital

Makerere University Communication Policy:

Dear students, I encourage you to read the Makerere University Communication Policy which seeks to provide guidelines for the timely, effective and appropriate flow of information within Makerere University, and between the University and other (external) stakeholders. The aim is to assist University faculty, staff and students in fulfilling the educational, research, and community-outreach goals of the University. To access the policy, please log on to: <https://policies.mak.ac.ug/policy-category/information-management-policies>

Makerere University Website and social media platforms:

In addition to the multiple official communication channels such as Letters and Circulars on Notice Boards, I encourage you to regularly visit the Makerere University online and social media channels. You will find valuable information on the developments in the University, trends in the higher education sector, breakthroughs in research and innovations, opportunities for students, upcoming events to mention but a few. Always log on to the Makerere University Website (<http://mak.ac.ug>); Makerere University face book page (<http://facebook.com/Makerere>) and follow us on Twitter (<http://twitter.com/MakerereU>)

Opening Makerere University Student email address:

I implore you to read the Freshers' Joining Instruction booklet and follow guidelines on how to create your personal Makerere University Student E-mail address. When you open a Makerere University Student E-mail address, the Public Relations Office and other Offices in the University will be in position to send you crucial messages via the students' mailing list.

Interaction with the College Communication Office:

During the course of your study, I encourage you to coordinate with your respective College Communication Office so as to receive proper guidance on your information and communication needs/concerns. The College Communication Office is a vital link between students and the respective

Officers in the College.

Makerere University Student Rules and Regulations:

I have a high regard for the statement, Disciplined We Succeed. The University Council gazetted the Makerere University Students Regulations, 2015. These regulations apply to all students of the University. I advise you to read the Makerere University Student Rules and Regulations Booklet that you will receive through the Office of the Dean of Students.

Way forward:

In the pursuit of academic excellence, I encourage you to take on a holistic approach to life. Always endeavour to balance academics with other aspects of life throughout the course of your stay. Learn to manage your time so that you are able to participate in; University activities/programmes targeting students, the various sports disciplines, and community outreach activities. Furthermore, I encourage you to join student leadership at the School/College and Guild Levels. I appeal to you to continually harness the potential of the various networking opportunities that are freely available in the multidisciplinary multicultural Makerere Community.

May God Bless You.



Ritah Namisango
Senior Public Relations Officer

"BEING EDUCATED IS
the difference between

wishing

you could do some good and

being able

to do some good"

..... Elder Russell M Nelson



FORGERY

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

THE NAMES TO USE FOR REGISTRATION

The NAMES to use when registering are those which appear on your Admission Letter of offer and those must be the same names which appear on your O'-Level, A'-Level Results Slips/Certificates and on Diploma, Degree and Certificates. ALL NAMES MUST BE WRITTEN IN FULL INCLUDING ABBREVIATED ONES. INITIALS ARE NOT ACCEPTED.

Some students, on admission to the University have requested to change their names from those used at

A'-Level and O'-Level. Such students give many reasons for wishing to change their names. Students are informed that the University does not give permission to change names from those appearing on their O' Level, A'-Level or Diploma certificates.

ACCEPTING OR DECLINING A PLACE OF OFFER

Any First Year student who will not have registered within the first two (2) weeks of beginning of the academic year shall be deemed to have declined the offer of a place at the University. His/her place shall accordingly be offered to another student at the time of change of programme / subject exercise.

Any students in the First Year of Studies, who, for some reason is unable to register or take up his/her place in the University by the end of the registration period, is advised to re-apply for admission the following academic year by following the same application procedures. Please note that you need to re-apply for admission and compete afresh with the applicants for that academic year.

WITHDRAWAL

A registered student who intends to withdraw from the University, must apply and be given permission by the Dean/Principal of the College/School he/she belongs to. A registered student will be allowed only a maximum of

two withdrawals in an academic programme and each withdrawal shall be a maximum of one academic year.

NO REGISTRATION ON MORE THAN ONE PROGRAMME

Students should note that the University Policy on Registration does not allow one to register in more than one programme at the same time. Students who register for programmes under Private sponsorship will not be admitted under Government sponsorship in subsequent years.

DOUBLE STATE SPONSORSHIP

Double state sponsorship in Public Universities is illegal. Any student who in one way or the other obtains more than one admission under Government sponsorship in Public Universities must immediately report to the Academic Registrar for corrective measures. Failure to do so may lead to dismissal from the University and refund of the funds spent on the student while studying at the University under Government sponsorship.

CHANGE OF PROGRAMME

Since selection for specific Programmes was made according to each candidate's performance and order of Programme choices, taking into account the available subject combinations and time-table limitations, there is normally little need to change the programme or subjects.

However, some places become vacant when some of the students admitted do not take up the offers. Such places are filled through the change of programme/subjects.

Students who wish to change programmes first of all register according to the registration time-table for the programmes and subjects (where applicable) to which originally have been admitted. Each student who may wish to change his/her programme/subject is required to pay an application fee of 6,000/= plus the bank charges to Stanbic Bank, DFCU Bank, Post Bank, Centenary Bank and Crane Bank.

The change of programme will be done online from Monday 8th August to Friday 12th August, 2016 at Level 3, Senate Building.

N.B. It is advisable that only those students who meet the cut-off points for the desired programmes may apply.

CHANGE OF SUBJECTS

Students in the College of Humanities and Social Sciences, Natural Sciences or the College of Education and External studies may wish to change their subjects. Change of Subject will be done online on payment of Shs. 6,000/=, to either Stanbic Bank, Dfcu Bank, Post Bank, Centenary Bank or Crane Bank.

Students should be aware that changing one subject may result in a change of College. Before students apply to change their programmes, Colleges and Subjects, they are encouraged to seek advice on

the cut-off point(s) for Programmes, requirements for specific subjects and possible subject combinations.

Students are notified and warned about the Senate ruling that any one transferring to another Subject or College without proper authority will be liable to discontinuation from the University.

A student who has been permitted to change his/her programme or subject(s) is issued with a letter stating so, and on receipt of such a letter that student should complete the ACCEPTANCE part and return a copy of each to the Undergraduate Admissions and Records Office, the former and the new College/School.

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 re-sitting A-Level examinations. Therefore, the use of results obtained from re-sitting A'-Level examinations while already registered on a University Programme will result in automatic cancellation of admission.

STUDENT IDENTITY CARD (ID)

It is important that each student carries his/her previous School Identity Card which he/she may be requested to produce at any time by the University Officials. It will be specifically required

at the Registration Time.

As a registered student, you will be issued with a single University ID Card with an expiry date covering the full period of your programme. Immediately after registration, each student will be issued with a University Student Identity Card according to the timetable provided by the Identity Card Office, Senate Building.

The Identity Card will give you access to all library facilities and will also be evidence of Student Guild Membership. You will need to show this Card if you require a service from the University. You will collect the Card at registration and should keep it with you at all times when in the University. This is the only ID that the University will accept. Please ensure that you keep your Card safe. If you lose it, please report to the Police immediately, then to the Academic Registrar.

If the Card has been lost or stolen and you have a police letter, it will be replaced with a charge of Ug.Shs.15.000/= for a Ugandan student, UGX Shs. 40,400/= for an International student. The Replacement is done ONLY by the Academic Registrar.

PAYMENT OF FEES

i) Tuition and other University fees are due on the first day of the academic year.

ii) All students must register within two (2)

weeks of each semester.

iii) A first year privately-sponsored student who fails to register at the end of the second week of the beginning of a semester shall forfeit his/her place in the University

iv) Only registered students will be allowed to use University facilities, to attend lecturers, do course work and sit for final examinations.

MODE OF PAYMENT OF FEES

The fees should be paid to DFCU Bank, Centenary Bank, Crane Bank Makerere, any Branch of Stanbic Bank Limited and Postbank using Paying-in/Deposit Slips, and clearly marking the item(s) being paid for. It is, therefore, advisable that students open Accounts with any of the above Banks to ease transaction. Paying-in/Deposit Slips are obtainable from the University Bursar's Office or Senate Building, Room 202, or from the respective Colleges / Schools or Banks.

Fees can also be paid by Electronic Funds Transfer (EFT) money transfer to Makerere University Council Account Number – 0140018673101 Stanbic Bank Makerere Branch.

The following fees should be paid by privately-sponsored students:

(a) Tuition fees per Semester (as indicated for the programme one is admitted to) in the Fees Structure for 2017/2018 Academic Year.

(b) Functional fees as indicated on the fees schedule for 2017/2018 Academic Year per annum

(d) National Council for Higher Education fees 20,000 per annum

The Functional fees comprises of - Development fee, Technology fee, Examination fee, Registration fee, Library fee, Undergraduate Gown fee, University Rules Booklet fee, Identity Card fee, Internship fee, Endowment Fee, Guild Fee, Sports Contribution, Senior Common Room Fee and Fee for Rules and Caution.

Each Government-sponsored student must pay fees for the following items;

- a) University Rules Booklet - Ugx 2,000
- b) Undergraduate Gown - Ugx 16,000
- c) Identity card - Ugx 45,000
- d) Guild Subscription fee - Ugx 10,000 per year
- e) Endowment fee - Ugx 10,000 per year
- f) Senior Common Room fee - Ugx 5,000 per year
- g) Sports Contribution fee - Ugx 15,000 per year
- h) National Council for Higher Education fees 20,000/= per annum

See fees structure for details.

There will be no special Faculty/School/College allowances given to government sponsored students offering programmes of Makerere University.

Students in the Affiliated Institutions such as Makerere University Business School, Nsamizi Training Institute of Social Development, Health Tutors College Mulago plus all other Affiliated Institutions

should pay fees indicated by their respective Institutions plus the Functional fees indicated on their admission letters.

This is to inform all students at affiliated institutions that functional fees shall be paid directly to the Makerere University Account.

Student's Number and Registration Number must be used in all payments of University fees in the Bank Accounts mentioned above.

Payments can also be made by Bank Drafts in the names of Makerere University Council.

International students should pay fees in Uganda Shillings.

A copy of the detailed fees schedule is attached.

Sponsors/Parents/Guardians are advised to avoid giving lots of money to students but to pay fees directly to the banks indicated under (i) or (ii) above.

Enquiries on payment of fees should be done from the Office of the University Bursar in the Main Administration Building or from the respective College/School Accountants.

MAKERERE UNIVERSITY FEES POLICY

1. Specific Requirements

a) New Students

i. Every student admitted to a programme of study of Makerere University will be

issued a provisional admission letter with an invoice for payment of the requisite fees.

ii. All functional fees and 60% of tuition fees for new joining students must be paid before the admission letter is issued.

b) Continuing Students

Every continuing student is expected to pay fees due on the first day of a semester. However, in the event that a student is unable to pay full fees on the first day of the semester, the following conditions shall apply:

i. Every continuing student who has not paid full fees on the first day of a semester shall pay a deposit as a commitment as may be fixed by the University Council within the first three weeks of a semester;

ii. The commitment deposit shall form part of fees due for the semester;

iii. A student who fails to pay the commitment deposit within three weeks of a semester shall be required to pay a surcharge as may be fixed by Council from time to time and the minimum deposit by the sixth week of a semester;

iv. Every continuing student shall be required to register within three weeks of the semester upon which the student shall be billed for that semester;

v. A student who fails to register by the end of the third week of a semester for genuine reasons must register by the tenth week of a semester upon payment

of a Late Registration Fee as may be determined by the University Council from time to time;

vi. A student who is not registered by the end of the third week of a semester shall be charged a late registration fee as may be fixed by Council from time to time;

vii. A student who does not register by the 12th week of a semester shall be de-registered automatically and shall henceforth cease being a student of Makerere University;

viii. A student who fails to pay 100% fees on the first day of a semester shall pay 100% fees within the first 12 weeks of the semester;

ix. A student who fails to pay 100% fees within the first 12 weeks of the semester may be permitted to complete payment of the fees by the 15th week of a semester with a surcharge of 5% on the outstanding balance of fees due;

x. A student who fails to pay full fees by the 15th week shall be de-registered.

2. Incentives for Early Payment of Fees

Incentives as may be determined by Council from time to time may be given to students who complete payment of fees 100% by the sixth week of the semester.

3. Special Payment Plans

i. Monthly Fees Payment Plan

Students who have difficulty paying their tuition fees due to financial hardship

may apply to pay their tuition fee under a monthly payment plan. Students who wish to use this arrangement must apply in writing, and provide documentation as evidence of their financial hardship. The following conditions will apply:

a) Applications are reviewed on an individual basis and arranged on a per-semester basis only;

b) Payment plans cannot be applied retrospectively and are not available to new students. Please note: an administrative fee as may be fixed by Council will be charged for the establishment of a fees payment plan;

c) Students who wish to apply for a monthly payment plan arrangement must submit a written request/application no later than the fee payment due date for the semester in which they are requesting a payment plan;

d) Students permitted to pay by a monthly payment plan will be required to pay a deposit on the fees as may be determined by Council before the payment plan is approved and the deposit will be included in the student's schedule of payments;

e) The remaining balance will be paid under a monthly payment plan;

f) All fees must be finalised in accordance with the agreed terms and conditions of the individual payment plan and in any case not later than the 12th week of the semester;

g) Payment plans will be limited to the

semester in which the request is made and no further extensions will be granted;

h) There is no interest charge or finance charge (zero percent annual percentage rate) imposed for use of the Monthly Payment Plan;

i) Continued participation in the Monthly Payment Plan is contingent upon a satisfactory payment history;

j) Makerere University reserves the right to deny continued participation to anyone who has previously not complied with the terms of the monthly payment plan billing schedule.

The Monthly Payment Plan is available to all undergraduates and post graduates. Students desiring to use the Monthly Payment Plan are encouraged to sign up as soon as possible to realize the maximum number of months over which to pay the balance due. Application forms for this plan may be obtained from the College accountant.

ii. Prepaid Tuition Plan

The University's Prepaid Tuition Plan allows new students to prepay all the semesters in their study plan thereby locking in the rate of tuition in effect at the time of the plan's initiation. Payment must be received before the first semester of the student's study programme. For a copy of the Prepaid Tuition Plan agreement that governs this plan, please contact the Bursar's Office.

iii. Financial Support and Advice

Students who are experiencing unforeseen financial difficulties in paying their tuition fees should seek help at the earliest opportunity. The University will assist by providing information about possible scholarships where possible. It must be noted, however, that payment of fees remains the responsibility of the student.

MANAGEMENT OF FIELD ATTACHMENT FOR STUDENTS

Beginning this Academic Year 2016/2017, internship fee of Ugx. 100,000 shall only be paid in 1st and 2nd semesters of year 1 to cater for administration and supervision.

All students are therefore requested to manage their internship costs as they go for field attachment at the end of their 2nd year of study.

The university will no longer receive internship fees and reimburse students as has been the case.

REFUND OF TUITION FEES

A registered student who has been permitted to withdraw from studies shall be refunded the Tuition fees for the Semester paid according to the following schedules:

Time at which student withdraws in a semester	%age of tuition fees refunded
By the end of the 1st week of a semester	100%
By the end of the 2nd week of a semester	80%
By the end of the 3rd week of a semester	60%
By the end of the 4th week of a semester	40%
By the end of the 5th week of a semester	20%
After the 5th week of a semester	0%

Fees for residence, Application, College Requirements, Registration, Examinations, Development, Technology, Identity Card, Library, Undergraduate Gown, Rules Booklet and the Guild Charges is not refundable.



LECTURES

Time-tables for lectures are published on the notice boards of your respective Colleges/ Schools. Lectures will begin on Monday 21st August, 2017 at the places indicated in your timetables. You should therefore copy the timetable and report to places indicated accordingly.



Mary Stuart Hall

ACCOMMODATION

University's Halls / Hostels of Residence

There are nine Halls of Residence available to undergraduate students on the Main Campus. Six of these are for men (Lumumba, Livingstone, Mitchell, Nkrumah, Nsibirwa and University Hall); while three are for women (Africa, CCE Complex and Mary Stuart). Each admitted student to the University is attached to a Hall of Residence as part of the identity of that student; and NEVER AUTOMATICALLY for accommodation purposes.

The nine halls of residence accommodate a total of 4,400 students (10% of undergraduate student population) offering all types of programmes from all years of study in line with current University policies and practices. For 2017/18 academic year, about 900 of that total will be first year students, both government (from selected degree programmes and for students with disabilities); and for private-sponsored students who will have applied and obtained authorization to become residents from Dean of Students. Bed space in the University's Halls of residence is limited so it is never automatic that a Government Sponsored or indeed any student shall be resident, until this has been confirmed with both offices of the Dean of Students and the Warden.

Students admitted through the Diploma and Mature Age Entry schemes are not eligible for accommodation in the University's Halls of Residence. An exception to this provision is made for 5th year medical students who wish to reside in Galloway Hostel. Similarly Students admitted to the External or Distance Degree programmes are also not eligible for full time

accommodation in the University's Halls of Residence, except during face to face sessions.

Galloway Hostel at Mulago accommodates continuing undergraduate students from the College of Health Sciences; while Kabanyolo Hostel accommodates continuing students from the College of Agricultural and Environmental Sciences.

Non-resident Government sponsored students will be paid Living-Out Allowance (LOA) while Non-resident private students should be catered for by their sponsors.

Student's stay and usage of facilities in halls of Residence is guided and regulated by the University Rules and Regulations, which all students should study and get acquainted with.

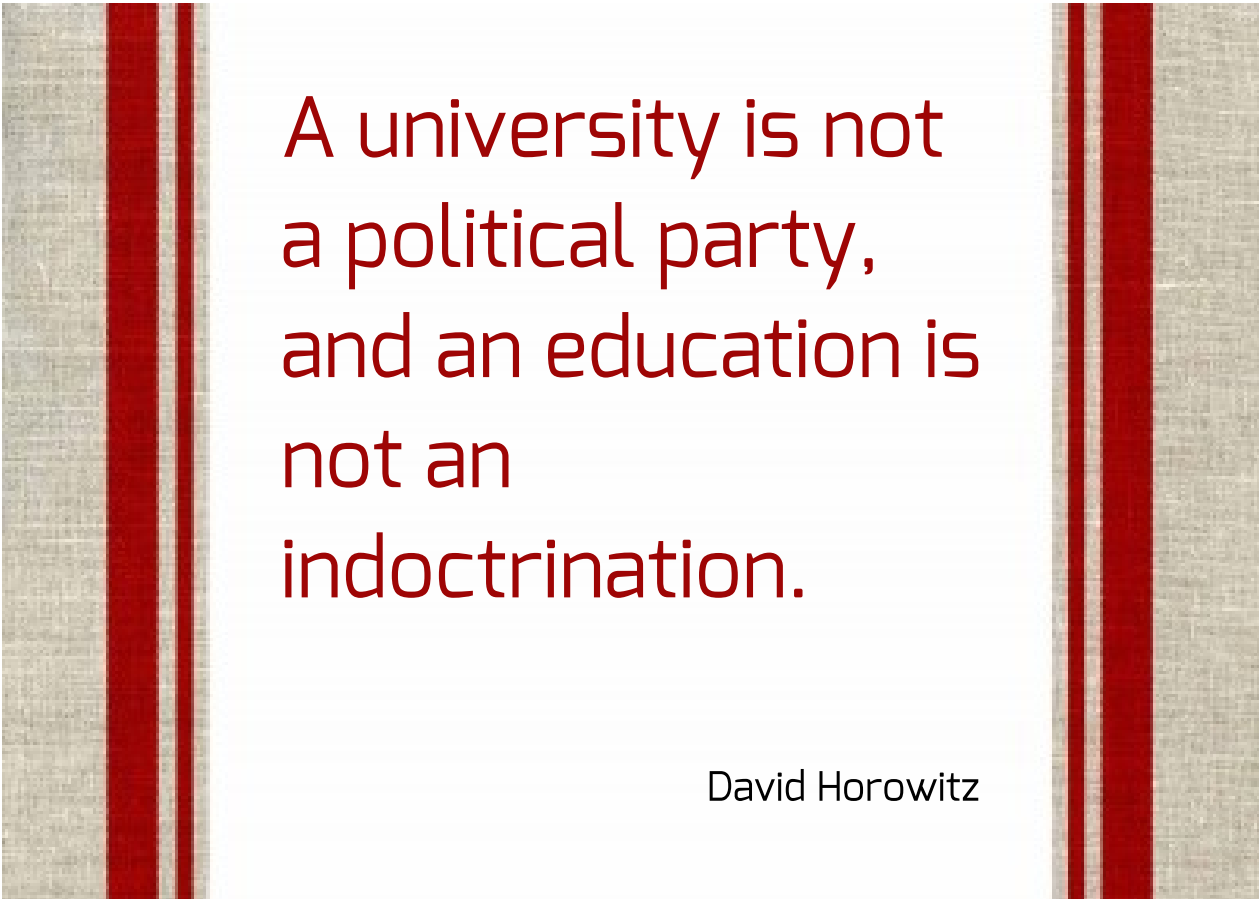
A mattress and a pillow, one blanket, two pairs of bed sheets and a bed cover, a mosquito net, cutlery; (spoon, fork and plate), a basin, Jerrycans and any other basic items for personal use are some of the essentials resident students should carry with them. However, electric gadgets such as; cookers, fridges and music systems are not allowed in the Halls of Residence.

Alternative Accommodation: Hostels and Rentals

Over 90% of undergraduate students reside off campus in privately owned and operated hostels and rental units. These are known as Non-Resident Students.

Non-Resident Students from Kampala, Entebbe, Mukono, Wakiso and other such similar surrounding areas may opt to commute from home.

All Non-Resident students are required to register with the Warden's office in their respective Halls of Attachment as indicated on their admission letters. (see above)



**A university is not
a political party,
and an education is
not an
indoctrination.**

David Horowitz



CATERING SERVICES

The University's catering services are available through six Food Courts operating in the Kitchen and Dining Hall of: Africa Hall, Nkrumah/Nsibirwa Halls, University Hall, Mary Stuart Hall, Galloway House and Kabanyolo Hostel. The Service Providers operating in these Food Courts serve meals to students and other members of the University community on either cash basis or as agreed between the Service Provider and the clientele. All students may access meals at the Food Courts, irrespective of admission category.

Plans are underway to pay allowances directly to Government-sponsored students. In order to facilitate fast processing of allowances, students should register with their Hall of Attachment as soon as they arrive at Campus. All Government sponsored students are advised to bring with them some money to help them access meals as the University processes allowances.

All resident students are advised to pay for meals at the Food Courts nearest to their Hall of Residence, because the University Students Regulations prohibit cooking in Halls of Residence.

MAKERERE UNIVERSITY ORGANISATION



Prof. Ezra Suruma
Chancellor



**Eng. Dr.
Charles W. Etyem**
Chairperson Council



**Prof. John
Ddumba-Ssentamu**
Vice Chancellor



**Dr. Ernest
Okello-Ogwang**
DVC Academic Affairs



**Prof. Barnabas
Nawangwe**
*DVC Finance &
Administration*

MAJOR ORGANS

The University Council is the supreme governing body of the University. The Senate is the chief academic organ of the University.

University Key Officers

THE UNIVERSITY CHANCELLOR

Is the titular head of the University and presides over all ceremonial assemblies of the University and, in the name of the University, confers degrees and other academic titles and distinctions of the University.

THE VICE-CHANCELLOR

Is responsible for the academic, administrative and financial affairs of the University.

THE FIRST DEPUTY VICE- CHANCELLOR

(Academic Affairs)

Assists the Vice-Chancellor in the performance of his/her functions and is responsible for the academic affairs of the University.

THE SECOND DEPUTY VICE CHANCELLOR

(Administration and Finance)

Assists the Vice-Chancellor in the performance of his/her functions and oversees the finances and administration of the University. He/she is responsible for the planning and development of the University.

The University Secretary

Is responsible for the general administration of the University including the custody of the seal and administration of its assets. The University Secretary is the Secretary to the University Council and the Accounting Officer of the University



Charles Barugahare
University Secretary

Academic Registrar. Office 602

Assists the First Deputy Vice Chancellor in the administration and organization of all academic matters including admission, undergraduate studies, postgraduate studies, examinations, research and publication. He/she is the Secretary to Senate and its Committees.

He is also Secretary to the Convocation.

The Academic Registrar's Department is housed on Senate Building and has five divisions.



Mr. Alfred Namoah-
Masikye
Academic Registrar

The Undergraduate Admissions and Records Division, Level 3. Office 303/304

This Division is responsible for, among others:

- Processing of Undergraduate admissions and provision of information to the general public on programmes available at the University
- Liaising with Schools and other relevant institutions on admission matters
- Liaising with Colleges/Schools on matters related to admission and registration
- Coordinating registration for both first year and continuing undergraduate students on the University programmes, including those at affiliated Institutions
- Generation and keeping records of current and former students of the University
- Producing the annual nominal roll containing information on all Undergraduate registered students.



Mr. Charles
Ssentongo
Ag. Deputy Registrar
Undergraduate
Admissions & Records

Examinations & Transcripts Division, Level 5. Office 512/513

This Division handles all Examination matters including the following:

- Organizing and co-ordinating all University Entry Examinations conducted at the University
- Co-ordinating the conduct of End-of-Semester Examinations
- Preparing and issuing Academic Transcripts
- Handling Examination Irregularity / Malpractice issues
- Handling Appeal Cases on Examination Matters



Mr. Richard
Byaruhanga
Head
Examinations &
Transcripts

Ceremonies & Certificates Division, Level 5. Office 502

Mrs. Margaret Etuusa, Deputy Registrar

The Principal functions of the Division include:

- Planning, Organising and Co-ordination of matters concerning the graduation and other ceremonies (Exhibitions) in the University
- Preparing and issuing all University Certificates
- Preparing and issuing letters in lieu of Grade ii and Grade iii Teachers certificates



Senate Division, Level 6. Office 611

Ms. Patience Rubabinda Mushengyezi, Ag. Deputy Registrar

The Division handles all Senate Matters, including:

- Liaison with Colleges/Schools on new programmes and, formulation and review of regulations
- Organising for approval of University examination results
- Communicating the decisions of the Senate to students and staff, among others.



ICT Division Level 6. Office 615

Mr. Mike Barongo, Deputy Registrar ICT

- Handles all ICT related matters in the Department of the Academic Registrar



COLLEGE REGISTRARS

In each of the Colleges, there are Registrars, who are representatives of the Academic Registrar. These guide students and staff in particular Academic Units, on academic rules, regulations and policies, and also maintain updated records on all the students registered in the Academic Units.

Mr. Cyriaco Kabagambe, DEAN OF STUDENTS

The Dean of Students is responsible for the welfare and discipline of the students. The Dean coordinates the activities of all Halls of Residence. The Warden in each Hall of Residence reports to the Dean of Students. Other sections under the Dean of Students' Office include Sports & Recreation, Chapels and Mosque, The Students' Guild, The Council of Graduate Students.



Mr. Augustine Tamale, UNIVERSITY BURSAR

The University Bursar is responsible for the financial administration of the University and maintains the accounts in a form determined by the University Council. The Bursar is also responsible to the Vice-Chancellor through the University Secretary, who is the Accounting Officer.





Dr. Helen M. Byamugisha
AG. UNIVERSITY LIBRARIAN

The University Librarian is responsible for the development, control, management and co-ordination of all library and information services of the University.



Dr. Florence Nakayiwa
DIRECTOR PLANNING and DEVELOPMENT

The mandate of the Department is to provide technical support to the planning, monitoring and evaluation of Strategic Institutional Development processes of the University.

DIRECTOR HUMAN RESOURCE

The Director oversees the Directorate of Human Resources and initiates, develops and implements Human Resource systems and processes in line with the Human Resources policy and consistent with the University Strategic plan.





Sports & Recreation

Besides academics, all students are expected to take part in other activities such as sports, membership to Clubs or Professional societies. This creates an all round student. Students are free to belong to any of these societies so long as they are registered with the University.

The Department of Sports and Recreation offers welfare and sports skills services to the students through a comprehensive, dynamic and exciting Inter-Hall Sports Championships in various Men and Women Sports disciplines namely:

Track and Field Athletics , Mini-Marathon , Squash , Badminton , Basketball, Darts , Table Tennis , Chess Scrabble , Tennis , Cross-country , Cycling , Volleyball , Football , Ring Tennis , Walking , Hockey , Woodball Rugby , Netball , Hand Ball and Swimming.

These competitions take place generally

throughout the academic year. There are also Closed and Open Championships organised by various clubs and ultimately University sports teams are raised out of these competitions for National and International Competitions.

For example,

- * East African University Games,
- * East, Central and Southern Africa University Games,
- * All Africa University Games and
- * World University Games.

Recreational Activities are also provided at a non competitive level.

Located just outside the main gate to the Makerere University Campus on the right



along Makerere Hill Road and down off Muammar Gaddafi Road.

SERVICES OFFERED

Vaccinations/immunizations, Sexual & Reproductive health services, HIV & AIDS counselling and testing, Health education, Dental services, Laboratory examinations, Radiological examinations, Minor surgery, Eye care services, A 24 hour ambulance service.

MEDICAL EXAMINATIONS

This is very important for the students because if a student happens to fall sick during his/her stay at the University, only medical reports from Makerere University Hospital will be accepted as authentic.

Students who fall ill during the academic year and have cause to believe that their illness is of such gravity that it might affect their performance in the

subsequent examinations must at that maternal time of their illness furnish the relevant Principals/Deans and the Academic Registrar's offices with written reports of their illness from the Makerere University Hospital.

Medical reports which are secured after failure in examinations and without previous record of the illness referred to in the relevant College/School office and academic registrar's office shall not be accepted as valid ground for review of the failure in examination of the student concerned.

All freshers are required to report to the Makerere University hospital for immunization and medical examinations on the days that will be arranged by the Director. A passport sized photograph will be required for this purpose and a registration fee of shs 10,000/= Makerere University Library Service comprises the Main Library and thirteen



branch libraries; nine located at Makerere University main and two off campus (namely: Albert Cook Medical Library at the College of Health Sciences in Mulago; and MUARIK Library at the Agricultural Institute in Kabanyolo).

LIBRARY USER EDUCATION PROGRAMME

At the beginning of each academic year, the University library conducts a user education session per programme of study aimed at introducing all new students to the Library services appropriate to their study needs. The programme is designed to ensure that all effective support and guidance in identifying and using appropriate information resources in support of their study and research.

All first year students are expected to register with the Library after attending the user education training session. Registration at the Library enables students to access library facilities and services.

ICT FACILITIES

The Main library has four computer laboratories; one for undergraduate and the other for graduate students. The third computer Laboratory is for Library users with disabilities and fourth is a Research Commons for research. In addition, there is a wireless connection in the library, allowing users to access internet on their personal laptops.





Directorate for ICT Support (DICTS)

The Directorate for ICT Support is a central service unit that provides expert services and guidance on ICT to all academic and administrative units of the university.

Services offered by DICTS students include:

EMAIL SERVICES

DICTS provides and supports email services to the university community. Once you have completed the enrolment formalities, you will be able to obtain your university email address with the following format:

firstname.lastname@college.mak.ac.ug.

Email addresses can be activated at the following link:

<http://emailactivate.mak.ac.ug/>

Please ensure that you read the User Access Policy available at:

<http://policies.mak.ac.ug/downloads/AUP.pdf>

INTERNET SERVICES

Wireless Hotspots- Using a laptop, PC and hand held devices such as a mobile phone with an internet wireless card or Wi-Fi functionalities, students can access the internet via the wireless hotspots.

Students can get access to the internet from the Internet Kiosks located across the campus.

Student Websites- Students can create their personal website where they can upload their CV's, images, files and many more via <http://students.mak.ac.ug>.

End User Support- In liaison with the College Network Administrators, DICTS offers support relating network service queries/problems. Students are advised to contact:

College Network Administrators in relation to email and network service queries

DICTS Helpdesk Contact:

Email: helpme@dicts.mak.ac.ug

Landline: 0414-531343

SERVICE	URL
* Makerere University Intranet	- http://intranet.mak.ac.ug/
* Makerere Research Repository	- http://dspace.mak.ac.ug/
* Student Email Activation	- http://emailactivate.mak.ac.ug/
* E-learning Services	- http://muele.mak.ac.ug/
* Makerere University policies	- http://policies.mak.ac.ug/
* Student ienabler	- http://its.mak.ac.ug/pls/prod/w99pkg.mi_login
* Student Abstracts	- http://sgsrecords.mak.ac.ug



GUIDANCE & COUNSELING

Counselling and Guidance Centre services are available at the Centre to help students deal with and solve their problems of living that would otherwise affect their academic achievement and their wholesome being in general.

AREAS OF COUNSELLING

Academic- like failure to understand or conceptualize what is taught, failure to make required grades etc.

Psychological Problems- like sexual dysfunctions, family problems, self esteem, poor self concept, bereavement etc.

LOVE RELATIONSHIPS

- Being dumped by a lover
- Failure to relate with a lover/others
- Failure to quit an oppressive relationship
- Sexual orientation
- Psychiatric problems Like depression, anxiety, drug addicts, acculturation, sexual harassment, HIV/AIDS counselling.

More info on the Counselling and Guidance Centre including poster can be found here <http://mak.ac.ug/services/counseling-guidance-centre>



Mr. Henry Nsubuga
Manager, Counseling
and Guidance Centre



Faith

Is not hoping
God can
It is knowing
He **WILL**

RELIGIOUS SERVICES

The University encourages participation in religious activities and has two chapels and a mosque. Protestant believers attend St. Francis Chapel while Catholics go to St. Augustine Chapel.

The Moslems go to the Mosque.

There are also many other places of worship within the University environs.

General Information

STUDENTS' DISCIPLINE

There are University Regulations and Rules which all students must abide by. The University Regulations cover programmes and examinations, library, registration among others, and there are University rules on the students' conduct obtained from the Dean of Students' Office in the Main Administration Building.

The University Affairs and Disciplinary Committee deals with disciplinary matters of students. It is advisable that students avoid acts which might make them appear before the University Disciplinary Committee. The University is non-tolerant to acts of hooliganism. Students should ensure that they read all the University Regulations and Rules, and abide by them.

SECURITY TIPS

Report criminal cases to police, cooperate with the Police officers in case of any information required of you.

Be suspicious about people around you including fellow students. They could be thieves or pick pockets. Ladies are warned of nail cutters/painters. There are many people claiming to be campusers when they are conmen etc.

Avoid fortune tellers in get rich quick superstition of solving academic cleansing issues like admissions, Registration, Examination and Graduation. There are conmen exploiting your ignorance to get

money.

Avoid keeping lump sum money in your bags, in your residences including portable valuables like laptops where you are not sure of the security.

Avoid strangers in your residences, they could survey and steal your valuables yet harboring criminals is unlawful. For those who go for late shows, avoid moving alone in dark places, using boda bodas and taxis with 2-3 people.

Mind where you leave your motor vehicle with valuables especially laptops.

Desist from unlawful activities like participating in and mobilizing strikes, demonstrations, riots because you could easily end in police cells, prisons or be dismissed.

Avoid any other criminal acts for the sake of being a good citizen and your valuable education.

Otherwise, be police first before a policeman comes in to help you. United we stand, the greater and safe Makerere University is.

CONTACT

JACKSON MUCUNGUZI (ICSC)

Chief Security Officer, Makerere University

Telephone:
0714 629993

0701 400668

Email:
jjmucunguzi@yahoo.com





Say **NO** to **SEXUAL HARASSMENT**

POLICY AGAINST SEXUAL HARASSMENT

In line with the Constitution of the Republic of Uganda that guarantees all Ugandans equality, dignity and non-discrimination, Makerere University reaffirms its zero-tolerance for sexual harassment and is committed to creating an environment that respects and protects the rights of all its members, male and female. Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to the following:

Offering or implying an education-related reward (such as a better grade, favourable treatment in the classroom, assistance in obtaining admission to any programme or activity) in exchange for sexual favours or submission to sexual conduct

Making threats or insinuations that a person's lectureroom or work assignments or other or educational life may be adversely affected by not submitting to sexual advances

Engaging in unwelcome sexual propositions, invitations, solicitations, and flirtation

Leering, staring at someone, or looking at someone with "elevator eyes" (i.e. looking someone up and down)

Using unwelcome sexually degrading

language, sexual jokes, innuendos, or gestures

Displaying sexually suggestive objects, pictures, videotapes, graffiti and/or visuals that are not germane to any business or academic purpose

Displaying or transmitting sexually suggestive electronic content, including inappropriate e-mails

Making unnecessary and unwanted physical contact, such as hugging, rubbing, touching, patting, pinching, or massages

Engaging in sexual assault or pressure for sexual activity, including requesting sexual favours

Making unwelcome suggestive or insulting sounds, such as whistling and cat calls

Giving unwelcome personal gifts, such as flowers

Asking about a person's sexual fantasies, sexual preferences, or sexual activities

Commenting on a person's body, dress, appearance, gender, sexual relationships, activities, or experience; or repeatedly asking someone for a date after the person has expressed disinterest

WHAT SHOULD I DO IF I FEEL I HAVE BEEN SEXUALLY HARASSED?

Please let someone know right away. You have several options available if you are a member of the University and feel that you have been sexually harassed. You may contact the Sexual Harassment Prevention Office in the Gender Mainstreaming Directorate, Senate Building or your Principal/Dean of College/School or the Office of the Dean of Students.

You can also discuss the situation and explore your options on a confidential basis by contacting a Confidential Counsellor. Whatever path you choose, it is vital that you let someone know so that measures can be taken to address the situation. Unfortunately, ignoring sexual harassment does not make it go away.

For more detailed information on the University Policy and Regulations on Sexual Harassment Prevention inquire from your College/School or the Office of the Dean of Students or Gender Mainstreaming Directorate, Senate Building.

STUDENTS WITH DISABILITIES

Alternative arrangements for students with disability. A wide range of support is available for students with disabilities and the University Dean of Students, can assist in a number of ways. Disabled students are encouraged to

disclose any specific needs in relation to a health condition, disability that they may have. However, the responsibility lies with each student to decide what we should know about him/her.

Please bear in mind that without knowledge of your disability, it may be difficult or impossible to support your needs fully. Should a student inform us of a special need or disability, this information will not be passed on without his/her consent.

All enquiries made to the Dean of Students, are dealt with sensitively and in confidence.

TIPS ON LEARNING METHODS

Lecturers use a wide variety of teaching methods in addition to the standard lecture and practical formats. E-learning, Small group seminars, sometimes known as 'tutorials' offer an opportunity for discussion of issues raised in lectures and may or may not have a formal agenda notified in advance.

You will learn most from seminars if you have prepared for them by reading the relevant books or journal articles beforehand, but the informal exchange of ideas afforded by the small group learning environment is often useful and stimulating, even if preparation time is restricted.

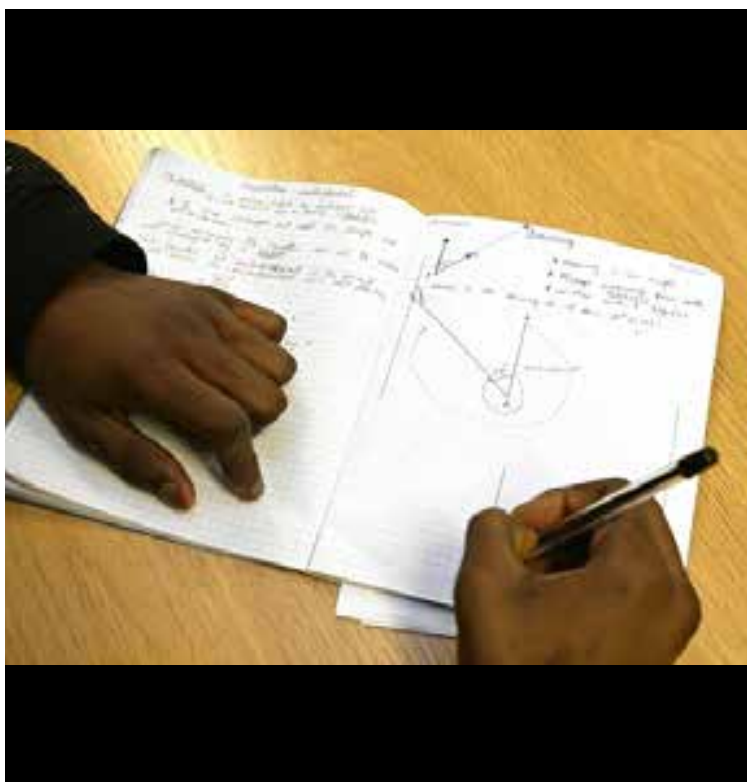
True tutorials, a student and member of academic staff discussing a topic 'one-to-one', are most often relevant

in third year project work, when close supervision of more advanced and creative work is called for.

NOTE TAKING

Taking lecture notes is one of the modes of learning in the majority of programmes. It is often tempting to adopt one of two extremes; neither is appropriate at University level. Some diligent students attempt to write a complete transcript of the lectures.

Not only is this very tiring and practically impossible unless one is a stenographer, it also prevents the writer from thinking about what is said.



SELF-DIRECTED STUDY

In all your courses, periods not timetabled for lectures are for 'private

study.' You may use the time to read further on the topics covered in lectures using the recommended textbooks.


You will often be given references to journal articles, and reading these will extend your understanding of the subject. As essays are set, you will certainly need to explore many different information sources to produce an assignment which demonstrates that you have 'read around' the topic and are not just regurgitating lecture notes.

Learning to find information for yourself is one of the most important elements of University education and an invaluable 'transferable skill' which will always be useful to you. The number of resources where you can find information has expanded

enormously in recent years with the rapid explosion in electronic information.

Traditional printed textbooks, reference books, theses and journals have been supplemented with electronic versions. Much reference information, such as official publications and statistics, are now often also available on the web.

Internet search engines (such as Google or Alta Vista) can be used to find information on just about anything, but must be treated with great caution, as the quality of the information on the web is very variable.



GUIDELINES OPERATIONS CREDIT UNIT SYSTEM

FAQS

What is a Course?

A Course is a unit of work in a particular Field/Area of a study normally extending through one Semester the completion of which normally carries credit towards the fulfillment of the requirements of certain Degrees or Diplomas.

What is a Contact Hour?

A Contact Hour shall be equivalent to One (1) hour of Lecture/Clinical or Two (2) hours of Tutorial/Practical or four (4) hours of internship/Fieldwork.

What is a Credit or Credit Unit?

A Credit or Credit Unit is the measure used to reflect the relative weight of a given Course towards the fulfillment of appropriate Degree, Diploma, Certificate or other programmes required.

One Credit Unit shall be One Contact Hour per Week per Semester or a series of Fifteen (15) Contact Hours.

How are courses categorized?

Courses are categorized as Core, Elective, Pre-requisite or Audited.

What is a Core Course?

A Core Course shall be a Course which is essential to an Academic Programme and gives the Academic Programme its unique features. Everyone offering that particular Academic Programme must pass that Course.

What is an Elective Course?

An Elective Course is a Course offered in order to broaden an Academic Programme or to allow for specialisation. It is chosen from a given group of Courses largely at the convenience of the student.

Another Elective Course may be substituted for a failed Elective Course.

What is an Audited Course?

An Audited Course shall be a Course

offered by a student for which a Credit/Credit Unit shall not be awarded. Students are encouraged to register for Audited Courses as well.

What is a Prerequisite Course?

A Pre-requisite is a condition (either Course or Classification), which has to be satisfied prior to enrolling for the Course in question. A Pre-requisite Course, therefore, shall be a Course offered in preparation for a higher level Course in the same area of study.

When a student fails a Pre-requisite Course, he/she shall not be allowed to take the higher level Course requiring a Pre-requisite.

A student will be required to retake the failed Pre-requisite Course before embarking on a higher-level Course requiring a Pre-requisite.

How are courses assessed?

Each Course is assessed in two parts as follows:-

The Coursework (Progressive/Continuous Assessment), which shall contribute not less than 30% nor more than 40% of the Total Marks.

The Coursework (Progressive/Continuous Assessment) Component shall consist of at least One (1) Test and One (1) Homework/Take-Home

Assignment OR Two (2) Tests per Course.

The University Examinations, which

shall contribute a maximum of 70% of the Total Marks.

When (and where) are the exams?

The last two weeks of the semester are dates for the End Semester examinations. A precise timetable, giving day and room for each exam, is published during the semester.

This timetable goes up on the Examination Notice Boards at your College / School. You also need to copy from this timetable your personalized timetable, which gives you allocation of date, time and examination room.

While there is a lot reasonable care made to ensure that examination sessions do not clash, there might be incidences where this happens due to limited time/examination rooms. When the first edition of the time table is published, you might find clashes in your time table whereby you are supposed to appear in more than one examination at the same time or the list of examinations is wrong or missing, you should draw the attention of the Examinations Co-ordinator in your College/School about such a problem as soon as possible.

Identification during examination

Students must produce their student identification card and or examination permit. Where the identification provided is not clear, additional forms of identity verification may be requested.

A student wearing clothing that obscures their face may be asked to remove that

clothing for identification purposes in private and before an examination supervisor of the same gender.

A student, who fails to comply with a request above, may be refused admission to the examination room.

But I have a holy day in the middle of the exam period!

Makerere University is a secular institution. It is the official policy of the University that all days in a week are considered working days. Staff and students are expected to conduct or attend lectures and examinations at scheduled times and days.

Requests to accommodate a student's religious creed by scheduling tests or examinations at alternative times shall not be entertained.

Students who miss examinations or tests based on religious creed, should inform their respective Deans /Directors as soon as the timetable is published preferably two weeks before examinations so as to avoid being categorized as being absent without justifiable cause and a Course Grade of ABS shall be assigned to that Course(s).

You are, therefore, urged to respond to the academic work in the Faculty/School/Institute even if it takes place on the respective days of worship.

Display and Publishing of Results

Normally six weeks after the end of the semester final examination session,

examination results are published. The results for each semester are published on the Notice Board and also can be obtained in the university webpage using your passwords. If you still do not know your results a week after they were published, you can contact the College / School Office to get them.

Retaking a Course or Courses

A student shall retake a Course or Courses when next offered again in order to obtain at least the Pass Mark (50%) if he/she had failed during the First Assessment in the Course or Courses.

A student who has failed to obtain at least the Pass Mark (50%) during the Second Assessment in the same Course or Courses he/she has retaken shall receive a warning.

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

While retaking a Course or Courses, a student shall: -

- Attend all the prescribed lectures/ tutorials/Clinicals / Practicals / Fieldwork in the Course or Courses;
- Satisfy all the requirements for the Coursework Component in the Course or Courses;
- and Sit for the University Examinations in the Course or Courses.

Your *Beliefs*
don't make you a
better person;
your *Behavior*
does...

A student shall not be allowed to accumulate more than five (5) Retake Courses at a time. Students are required to register for retakes course(s) first before registering for new courses offered in that semester and the retake courses should fit into the approved normal load to avoid time table clashes.

A final year student whose final Examination Results has already been classified by the relevant College /School Board and has qualified for the Award of a Degree/Diploma/Certificate, shall not be permitted to retake any Course or Courses.

When a student has retaken a course the better of the two Grades he/she has obtained in that Course shall be used in the computation of his/her Cumulative Grade Average (CGPA). Whenever a Course or Courses has/have been retaken, the Academic Transcript shall indicate so accordingly.

Students who have a Course(s) to retake and these Course(s) fall beyond the set normal semester load for their Academic Programmes shall pay tuition fees for any Course/Courses to be retaken. Besides, such students also pay the re-examination fees per Course retaken as well as the Registration Fees.

What is Normal Progress?

Normal Progress shall occur when a student has passed the Assessments in ALL the Courses he/she had registered for in a particular semester and not when he/she has passed the Assessments in the Core Courses only.

What is Probationary Progress?

A student who has obtained the

Cumulative Grade Point Average (CGPA) of less than 2.0 shall be placed on Probation. Such a student shall be allowed to progress to the next semester/academic year but shall still retake the Course(s) he/she had failed the Assessments in later on and obtain at least the Pass Mark (50%) in the Course(s).

Who is permitted to sit semester examinations?

Only registered students are permitted to sit University examinations.

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

The examination results of any student who has sat the examinations without being registered shall be nullified. Students are strongly warned against this.

What is Certificate of Due Performance?

Any student whose attendance at prescribed lectures, classes, practical classes, seminars, tutorials or clinical instructions has been unsatisfactory or has failed to submit essays or exercises or to take tests class examinations set by his/her Lecturers, may be denied the Certificate of Due Performance and may be barred by Senate from sitting any University Examinations.

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

It is, therefore, important that you attend all prescribed lectures, classes, and seminars, and submit coursework

assignments.

What if I am ill during the exam or revision period?

If you are ill (or anything similarly catastrophic happens) this can obviously make a big difference to your performance, whether or not you manage to attend all your exams. It is essential that you let us know as soon as possible.

Students who fall ill during the academic year and have cause to believe that their illness is of such gravity that it might affect their performance in the subsequent examinations, must at the material time of their illness furnish the relevant Principal / Dean's and the Academic Registrar's Offices with written reports of their illness from the University Hospital.

You should get a Doctor's Note, and contact us while you are still ill if possible, as we need to get some idea of how badly you are affected.

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

Absence from Examination

If the Board of a College/School is satisfied that a student has no justifiable reason for having been absent from a particular examination, such a student shall receive a Fail (F) Grade for the Course(s) he/she had not sat the examination in. The Course(s) in which the Fail (F) Grade was/were awarded

shall also count in the calculation of the CGPA.

If the Board of a College/School is satisfied that a student was absent from coursework assessment and or a final examination due to justifiable reason(s) such as sickness or loss of a parent/guardian, then a Course Grade of ABS shall be assigned to that Course(s).

Deferred examination

It is essential that you let us know what happened if you miss an examination

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

A student who needs to defer an examination must submit application to his/her respective Principal / Deans' Offices. The application and supporting documentation pertaining to the absence must be presented as soon as the student is able, having regard to the circumstances underlying the absence but not later than the beginning of the semester in which the examination is scheduled. Where the cause is incapacitating illness, a student must present a University Hospital Medical Statement Form. In other cases, including severe domestic affliction, adequate documentation must be provided to substantiate the reason for an absence. In the case of an approved application for deferred final examination, the Dean or Principal of the student's College/School will inform the Head of Department responsible for the course of the approved deferred examination. The Department will then notify the Lecturer concerned.

A deferred examination will not be approved if a student has not been in regular attendance in a course, where attendance means having completed less than half of the assigned work.

Deferred examination shall be included in a Student's maximum Semester load. A Student with two or more deferred examinations outstanding from a previous semester may be required to reduce the number of courses in which they are registered in order to accommodate deferred courses from previous semester(s).

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

A Student shall be required to pay appropriate fee for deferred examination and payment shall normally be made at the beginning of the semester.

When is a Student Discontinued / Dismissed?

When a student accumulates three consecutive probations based on CGPA of less than 2.00 for three (3) consecutive semesters, he/she shall be discontinued.

A student who has failed to obtain at least the Pass Mark (50%) during the Third Assessment in the same Course or Courses he/she had retaken shall be discontinued from his/her studies at the University.

A student who has overstayed in an Academic Programme by more than Two (2) Years shall be discontinued from his/her studies at the University.

When a student involves himself or herself in indiscriminate hooliganism.

Pass Mark and Earning of Credits in a Course.

Each student shall earn Credits for all the Courses specified in the Programme Load for Graduation. A Credit shall be earned when a student has obtained at least the Undergraduate Programmes Pass Mark (50%) in each Course he/she had been assessed in.

In other words, NO Credit shall be earned in a Course in which a student has failed the Assessment. If you have achieved 50% in a course you will not be asked to retake that course.

Graduand

A student who has completed the requirements of a degree but has not yet graduated.

Graduation

A ceremony where graduands receive their degrees.

Graduate

A Graduate person who has been awarded a university degree.

What do the marks mean?

The range of marks is probably a lot smaller than you are used to from School. The overall Marks a candidate obtains in each Course he/she offered shall be graded out of a maximum of One Hundred (100) Marks and assigned appropriate Letter Grades and Grade Points.

The following list is to give you an idea of what the marks mean.

MARKS	LETTER GRADE	GRADE POINT	INTERPRETATION
90-100	A+	5	Exceptional
80-89	A	5	Excellent
75-79	B+	4.5	Very Good
70-74	B	4	Good
65-69	C+	3.5	Fairy Good
60-64	C	3	Fair
55-59	D+	2.5	Pass
50-54	D	2	Marginal Pass
45-49	E	1.5	Marginal Fail
40-44	E-	1	Clear Fail
Below 40	F	0	Bad Fail



Grade Point Average Terminology

Credit Unit - the hours assigned to a course, this number is listed in both the schedule of classes and the catalog and is usually 2 to 5 credits. Grade point- the numerical value assigned to a grade;

A+ = 5 points

A = 5 points

B+ = 4.5 points

B = 4 points

C+ = 3.5 points

C = 3 points

D+ = 2.5 points

D = 2.0 points

F = 0 points

* Grade Points - number of credit units for a course times the grade value.

* Earned credits - credit hours that you passed (with a grade of D or higher).

What can I do if I fail my Semester Examinations?

Don't despair- you can still recover the following year! Such a student shall be allowed to progress to the next Semester/Academic Year but shall still retake the Course(s) he/she had failed when next offered.

Final Year Results

Officially, in your final year you get a classified degree. For purposes of the classification of Degrees, Diplomas and Certificates (where applicable) the Cumulative Grade Point Average (CGPA) for the various Classes shall be as indicated below:

Class	CGPA
a. First Class	4.40 - 5.00
b. Second Class - Upper Division	3.60 - 4.39
c. Second Class - Lower Division	2.80 - 3.59
d. Pass	2.0 - 2.79

THE ROAD TO SUCCESS

• FOR 99% OF PEOPLE ISN'T A •

JUMP!

IT'S A STEADY INCLINE

FROM ONE
SUCCESSFUL
◆◆◆ PROJECT ◆◆◆

TO
THE **NEXT!**

-LEE MORRIS-

I didn't fail, but can I re-sit anyway to improve my marks?

Yes! A student may retake a Course or Courses when next offered again in order to improve his/her Pass Grade(s) if the Pass Grade(s) got at the first Assessment in the Course or Courses were low. A student who fails to attain higher marks after retaking to improve, the examination results of the first sitting are recorded on the transcript and shall not be recorded as Retake.

I don't believe my exam marks!

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

How do I appeal?

The decisions of the Examiners regarding passes, fails and degree classification are taken with extreme care and attention, with one of the primary considerations being fairness to all students. Once those decisions are made, the opportunities to change them are very limited; in particular, students do not have the right to have their papers remarked simply because the published mark does not match their expectation. Only if we are

presented with prima facie evidence that a student has been treated unfairly will we even consider a change of decision.

Should you feel that the department has not treated you fairly, every student has the right to use the University's Examinations appeal procedure. Candidates shall make their requests in writing clearly specifying the grounds upon which the appeal is being made including, but not limited to the following:

That there exists or existed circumstances affecting the student's performance of which the Examiners had not been made aware when their decision was taken

That there were procedural irregularities in the examination process

That there is evidence of prejudice or bias or inadequate assessment on the part of one or more of the Examiners.

Note that disagreement with the academic judgment of the examiners is not a ground for appeal.

NB: The appeal must be made within a period of 30 days after the display of examination results.

Academic misconduct

Freshers are strongly warned against any form of Examinations Malpractices/Irregularities. It shall be an offence for a student/candidate to get involved in examination malpractices. Misconduct includes but not limited to the following actions:

Cheating is defined as any illegitimate behaviour designed to deceive those setting, administering and marking the assessment.

Cheating in a University assessment is a very serious academic offence, which may lead ultimately to expulsion from the University. Cheating can take one of a number of forms, including:

Taking into the exam venue, or possessing whilst in that room, any books, notes or other material which has/have not been authorized.

Writing notes on yourself or having notes on your person.

Having notes written in your identity documents or authorized examination materials e.g logarithm table.

Accessing information stored or written on electronic equipment.

Copying from another student in an examination.

Aiding or attempting to aid another candidate, or obtaining or attempting to obtain aid from another candidate.

Passing yourself off as another.

Such repeated behaviour as may in the view of the Invigilator prejudice the performance of other candidates.

The use of unauthorized books, notes, electronic aids or other materials in an examination.

Obtaining an examination paper

ahead of its authorized release.

Collusion, i.e. the representation of another's work or ideas as one's own without appropriate acknowledgement or referencing, where the owner of the work knows of the situation and both work towards the deceit of a third party (while in plagiarism the owner of the work does not knowingly allow the use of his or her work);

Acting dishonestly in any way including fabrication of data, whether before, during or after an examination or other assessment so as to either obtain or offer to others an unfair advantage in that examination or assessment;

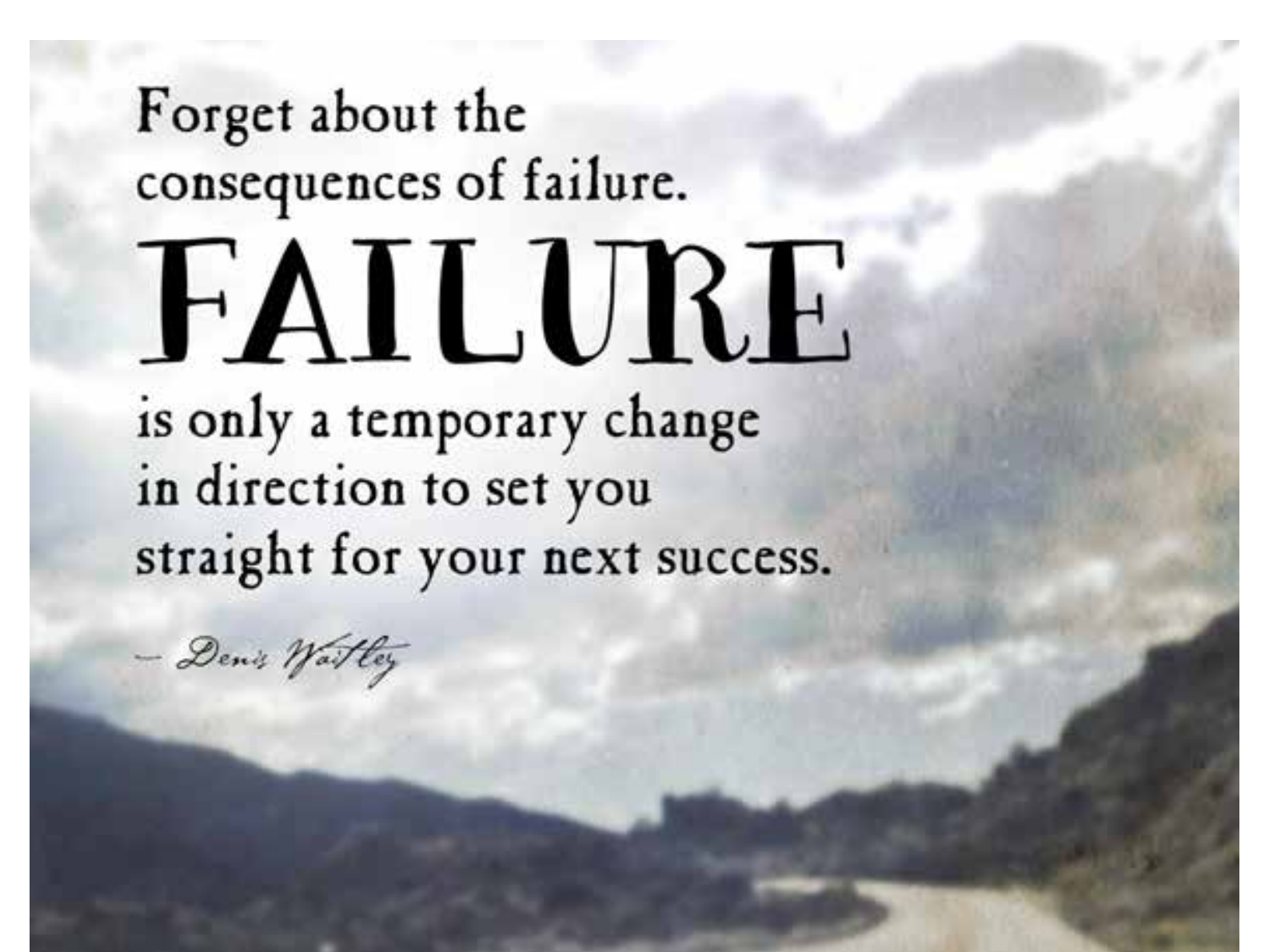
Plagiarism, this is the act of representing another's work or ideas as one's own without appropriate acknowledgement or referencing.

There are three main types of plagiarism which could occur within all modes of assessment (including examinations):

Direct copying of text from a book, article, fellow student's essay, handout, thesis, web page or other source without proper acknowledgment.

Claiming individual ideas derived from a book, article etc. as one's own, and incorporating them into one's work without acknowledging the source of these ideas.

Overly depending on the work of one or more others without proper acknowledgment of the source, by



Forget about the
consequences of failure.

FAILURE

is only a temporary change
in direction to set you
straight for your next success.

— Denis Waitley

constructing an essay, project etc. by extracting large sections of the text from another source, and merely linking these together with a few of one's own sentences. (Colleges / Schools may extend these definitions for specific subject areas and provide students with examples as appropriate).

The correct referencing system for making quotations explicit and acknowledging sources shall be available through personal tutors or supervisors, specific tutorial sessions and handbooks).

Contravention of the above Regulations will be treated under the Procedures for handling cases of Suspected Cheating, including Plagiarism, in University Assessment.

Any student/candidate found guilty of the offence shall be dismissed or suspended from the University.



Welcome



FRESHERS'

2017

Freshers Orientation

First Year students (Freshers) are by tradition given an “acclimatization” period of normally one week which is referred to as the “Orientation Week”. The Freshers report on Campus one week earlier than the Continuing students and during this week they are introduced to the key facilities in the University as well as other important aspects of life at the University.

Schedule of Semesters for Academic Year 2017/2018

Orientation Week:

Getting used to a new place can be pretty daunting, but that is what orientation week is all about; getting to know your surroundings, meeting students and staff members. This makes you feel comfortable enough to hit the ground running when the semester starts. It is a great chance for you to familiarise yourself with the University.

Saturday 12th August, 2017 to Friday 18th August, 2017 (7 Days)

Semester One:

Saturday 19th August, 2017 to Saturday 16th December, 2017 (17 Weeks)

Ceremony of Admission:

Friday 22nd September, 2017. Time: 2:30p.m. in the Freedom Square (All Freshers are required to wear the undergraduate gown)

Semester One Vacation:

Saturday 16th December, 2017 to Friday 19th January, 2018(7 Weeks)

Semester Two:

Saturday 20th January, 2018 to Saturday 19th May, 2018 (17 Weeks)

Semester Two Vacation (Recess Term):

Saturday 19th May, 2018 to Saturday 28th July, 2018 (10 Weeks)

Programme of activities is contained in this magazine and Freshers are expected to follow it strictly. During this week, arrangements are made to enable the Freshers meet and be addressed by Key Officers, Wardens and Student Leaders who welcome the students.

Arrangements are also made to enable the Freshers acquaint themselves with such key facilities at the University like the Library, University Hospital, Games and Recreation Facilities etc. Freshers are expected to take advantage of the week to survey and acquaint themselves with the general Campus lay out. Another major activity during the Orientation Week is Registration.

All Freshers must ensure that they are registered first centrally and then with each of their respective colleges / schools.

Orientation Events

Saturday 12th August, 2017

Resident Freshers report to their respective Halls of residence or private Hostels by 5:00pm. It's the responsibility of each student to make his /her own travel arrangements to the University or private hostel.

Monday 14th August, 2017

All freshers shall report to the Freedom Square for a meeting with the University officials at 9.00am

Programme for the Day

9.00am-12.30pm address from the following University Officials:

- Guild President
- Deputy Registrars
- Dean of students
- Director University Health Services
- Director Counseling & guidance Centre
- The Principal Games Tutor
- The University Bursar
- The University Chief Security Officer
- Director DICTS
- The Academic Registrar

The Freedom Square is the open ground in front of the main Administration Building where official functions of the University are normally performed.

Freshers are expected to be seated by 9.00am.



I'M ADMITTED NOW WHAT?

ADMITTED STUDENT TASKLIST

Monday 14th August, 2017

Registration

For a candidate to qualify to be a bonafide student of the University, he/she must be registered. Registration is a mandatory requirement of the University which must be done within the first two (2) weeks from the beginning of the semester by every student.

Registration will commence on Monday 10th August, 2017 starting at 9.00 a.m each day.

Ensure that you complete all the required registration formalities within the prescribed time in order to avoid disappointments later.

Registration Centres

Registration centres of Government-sponsored students and privately-sponsored students shall be based at the respective colleges/Schools under the supervision of the respective Registrars who will produce and display detailed registration programmes.

Registration Requirements

For registration purposes, the originals of the following must be produced by each Fresher:

- Admission Letter, O'Level Certificate / Pass Slip (UCE or equivalent)
- A'Level Certificate/Pass Slip (UACE or equivalent)
- Certificates / Transcripts of Degree/Diploma/Mature Age Entry Scheme Certificate (where applicable)
- Birth Certificate
- An Identity Card from the previous A'Level School. The Diploma Holders must produce Identity Cards from their previous Colleges.
- Three photocopies of each of the "O" and "A" Level Results Slips/Certificates, and Transcripts/Certificates from the awarding Institutions in case of Diploma Holders.
- Seven most recent passport-size photographs. (Current Likeness)
- Copies of the Pay-in/Deposit Slip acknowledging payment of the Registration fees, Examination fees, Library fees, Development fee, Research fee, Identity Card, Technology fees, National council for Higher Education fees and Tuition fees.

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***A
Nucleus
from which
Knowledge
Extends***

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UNIVERSITY

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SINCE 1922

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UNIVERSITY

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