



**LIRA UNIVERSITY JOINING INSTRUCTIONS FOR STUDENTS**

**ALL INQUIRIES TO BE ADDRESSED TO:  
THE ACADEMIC REGISTRAR**

**LIRA UNIVERSITY P.O. BOX 1035**

**LIRA**

*In all correspondences to the University,  
Please quote your Registration Number and Programme as shown on  
your Admission Letter.*

## **FOREWORD:**

The establishment of Lira University followed the recommendations of the National Council for Higher Education in June 2015. The University was established as the 8<sup>th</sup> Public University in Uganda under Statutory Instrument Number 35 of 2015 as a niche for Health Science Training with its main campus located at Ayere Village, Barapwo Parish, and Lira Sub-County in Lira District. In discharging its mandates Lira University aims at ensuring that students receive the best possible quality of Teaching, Research, Mentorship and opportunities for Community Engagements from highly qualified and experienced Academic Staff.

This Joining Instructions for students was developed in 2016 and revised by Senate in 2023 to act as a guide for new students and those already enrolled on Academic Programmes in the different Faculties. The Joining Instructions introduce students to the administrative hierarchy and reporting structure in the University, accommodation for students at Lira University, procedures and modes of payment of University fees, requirements for registration and change of programmes, health and medical care for students while at campus, the semester system, the examination's grading system to mention but a few.

I strongly urge all students especially, the Freshers to read through the Joining Instructions and understand clearly its content, where possible seek for clarifications from the Dean of Students, Academic Registrar, University Bursar and other relevant Officers on matters that are not explicitly clear to them. I hope you will find it an exciting and academically enriching experience while studying at Lira University.

Finally, I thank you for choosing to be part of the Beacon. It is my promise to you that the University shall ensure that you receive the right set of knowledge, skills, attitudes and values through our Highly Qualified and Experienced Academic Staff.



Prof. Dr. Jasper Watson Ogwal-Okeng  
**VICE CHANCELLOR/CHAIRPERSON SENATE**

## **TABLE OF CONTENT**

|   |          |
|---|----------|
| <b>1.0 Introduction .....</b>   | <b>1</b> |
| 1.1.1. Vision .....   | 1        |
| 1.1.2. Mission.....   | 1        |
| 1.1.4. University Values. ....  | 1        |
| <b>1.2. ORGANS OF THE UNIVERSITY 2</b>                                      |          |
| 1.2.1. University Council .....   | 2        |
| 1.2.2. University Senate.....   | 2        |
| 1.2.3. The Faculty Board.....   | 2        |
| 1.2.4 Departmental Board .....  | 2        |
| <b>1.3. OFFICERS OF THE UNIVERSITY 2</b>                                    |          |
| 1.3.1. The Visitor. ....  | 2        |
| 1.3.2. The Chancellor.....  | 2        |
| 1.3.3. Vice Chancellor.....   | 2        |
| 1.3.4. Deputy Vice Chancellor (Academic Affairs) .....                      | 3        |
| 1.3.5. University Secretary .....   | 3        |
| 1.3.6. Academic Registrar.....  | 3        |
| 1.3.7. University Librarian.....  | 3        |
| 1.3.8. University Bursar.....   | 3        |
| 1.3.9. Dean of Students.....  | 3        |
| 1.3.10. Director of Planning and Development .....                          | 3        |
| 1.3.11. Deans/Directors of Faculties .....                                  | 3        |
| 1.3.12. Heads of Department:.....   | 3        |
| <b>1.4. Academic Staff 3</b>  |          |
| <b>1.5 (a) Administrative Staff 4</b>                                       |          |
| <b>1.6. The Office of the Academic Registrar has four main Divisions. 4</b> |          |
| 1.6.1. Senate Division.....   | 4        |
| 1.6.2. Admissions, Records and Gender Mainstreaming Division. ....          | 4        |

|   |    |
|---|----|
| 1.6.3. Examinations Division and Quality Assurance.....                       | 5  |
| 1.6.4 Ceremonies and Library Division.....                                    | 5  |
| <b>2.0. REPORTING OF FIRST YEAR STUDENTS. 5</b>                               |    |
| 2.1. Reporting.....   | 5  |
| 2.2.0 .Payment of Fees.....   | 6  |
| 2.2.1. General charges: .....   | 6  |
| 2.2.2. Tuition Fees: .....  | 6  |
| <b>2.3. Conditions for Registration: 6</b>                                    |    |
| <b>3.0. GENERAL INFORMATION 6</b>   |    |
| 3.1. Accommodation.....   | 6  |
| 3.2. University Students' Code of Conduct.....                                | 7  |
| 3.3. Identity Cards. ....   | 7  |
| 3.4. Travel Arrangement. ....   | 7  |
| <b>3.5. MEDICAL/HEALTH ISSUES. 7</b>  |    |
| 3.5.1. Medical Examination .....  | 7  |
| 3.5.2. Sickness during the Academic Year.....                                 | 7  |
| <b>3.6. Swearing in Ceremony. 8</b>   |    |
| 3.7. Library Tours. ....  | 8  |
| <b>3.8. Worshipping. 8</b>  |    |
| <b>4.0. MEETING THE UNIVERSITY OFFICIALS, REGIONAL AND DISTRICT LEADERS 8</b> |    |
| <b>5.0. REGISTRATION. 8</b>   |    |
| 5.1. Registration with the Dean of Students' Office.....                      | 8  |
| 5.2. Registration with Deans of Faculties/Directors of Institutes.....        | 9  |
| 5.3. Registration with Institute of Research and Graduate Studies.....        | 9  |
| 5.4. Registration with Academic Registrar's Office. ....                      | 9  |
| 5.5. Registration at Departments .....  | 10 |
| <b>5.6. Conditions for Registration 10</b>                                    |    |
| <b>6.0. APPLICATION FOR WITHDRAWAL. (Amended 2022). 10</b>                    |    |
| 6.2. From a Programme.....  | 11 |

## **7.0. CHANGE OF PROGRAMME/SUBJECT COMBINATIONS. 11**

|   |    |
|---|----|
| 7.1. Change of Programme. ....                  | 11 |
| 7.2. Conditions for change of programmes: ..... | 11 |
| 7.3. Change of subject combination. ....        | 12 |

## **8.0. REGULATIONS. 12**

|  |    |
|--|----|
| 8.1 Repeating A-Level Examinations. .... | 12 |
| 8.2. Impersonation.....                  | 12 |
| 8.3. Sitting Semester Examinations.....  | 12 |
| 8.4 Examination Malpractices. ....       | 13 |

## **9.0. THE SEMESTER SYSTEM. 14**

### **9.1. Rationale.14**

### **9.3. Schedule of Activities for Academic Year. 14**

### **9.4. Programme Composition. 14**

### **9.5. Definitions of Some Key Terms. 15**

### **9.6 Assessment and Grading. 16**

|                              |    |
|------------------------------|----|
| 9.7 Re-taking a Course. .... | 17 |
|------------------------------|----|

### **9.8. Progression. 17**

|                              |    |
|------------------------------|----|
| 9.8.1. Normal Progress. .... | 17 |
|------------------------------|----|

### **9.8.2. Probationary Progress. 17**

|   |    |
|---|----|
| 9.8.3.1. Probation on Failing a Course..... | 17 |
|---|----|

### **9.9 Discontinuation. 18**

|   |    |
|---|----|
| 9.10. Graduation Programme Load.....                                  | 18 |
| 9.12. Classification.....   | 18 |
| 9.13. Obtaining the Class Cumulative Grade Point Average (CGPA). .... | 18 |

### **9.14 Obtaining the Cumulative Grade Point Average (CGPA). .... 1**

## **10.0 Miscellaneous Provision: ..... 2**

## **11.0 START DATE..... 2**

## 1.0 Introduction

Lira University started as a Constituent College of Gulu University in 2009 and attained autonomy as a fully-fledged Public University by a Statutory Instrument No.35, made on the 8<sup>th</sup> day of July 2015 enacted by the 9<sup>th</sup> parliament on the 25<sup>th</sup> of June 2015, under the Universities and other Tertiary Institutions Act 2001 as amended 2006. The establishment of Lira University followed the recommendations of the National Council for Higher Education in June 2015. The University was established as a Niche for Health Sciences training with its main campus located at Ayere Village, Barapwo Parish, and Lira sub-county in Lira District.

### 1.1.0 The Strategy.

#### 1.1.1. Vision

“A Beacon Centre of Applied Sciences and Technology”,

#### 1.1.2. Mission

To provide access to Quality Higher Education, Research and Conduct Professional Training for the Delivery of appropriate Health Services directed towards Sustainable Healthy Community and Environment.

#### 1.1.3. University Motto.

In fulfillment of the **Vision** and **Mission**, Lira University Motto is **“The Beacon”**

#### 1.1.4. University Values.

- a) Management Excellence: The University undertakes to display quality, leadership and appropriate management style in all its endeavors.
- b) Effectiveness and efficiency; The University will apply better and relevant solutions that meet new community challenges and requirements.
- c) Professionalism: Ability to act with professional due care, knowledge, gentility.

## **1.2. ORGANS OF THE UNIVERSITY**

### **1.2.1. University Council**

The University Council is the supreme organ of the University. It is responsible for the overall administration of the University and ensures due implementation of the objects and functions of the University.

### **1.2.2. University Senate**

University Senate is responsible for the organization, control and direction of academic matters of the University. It is in charge of teaching, research and general standards of education and research and their assessment in the University.

### **1.2.3. The Faculty Board**

Faculties have Boards which are responsible for organization, control and direction of academic matters at the Faculty level. The Boards are responsible for development of academic programmes, effective teaching, research and improvement of academic standards in the respective faculties.

### **1.2.4 Departmental Board**

In each Faculty there are Departments. Each Department has a Board that is responsible for programme development, teaching, research and academic development.

## **1.3. OFFICERS OF THE UNIVERSITY**

### **1.3.1. The Visitor.**

Is the President of Uganda. Occasionally he pays a visit to the University to attend major University Ceremonies, e.g. Graduation.

### **1.3.2. The Chancellor**

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

### **1.3.3. Vice Chancellor**

The Vice Chancellor is responsible for administrative, academic and financial affairs of the University and in the absence of the Chancellor presides over ceremonial assemblies of the University and confers degrees and other academic titles and distinctions of the University.

#### **1.3.4. Deputy Vice Chancellor (Academic Affairs)**

Assists the Vice Chancellor and is responsible for academic affairs, planning and development. In the absence of the Vice Chancellor the Deputy Vice Chancellor performs the functions of the Vice Chancellor.

#### **1.3.5. University Secretary**

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 Accounting Officer and Secretary to Council.

#### **1.3.6. Academic Registrar**

The Academic Registrar assists the Deputy Vice Chancellor (Academic Affairs) in the administration and organization of all academic matters including admission, undergraduate studies, graduate studies, examinations, research and publication. The Academic Registrar is the Secretary to Senate.

#### **1.3.7. University Librarian**

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

#### **1.3.8. University Bursar**

The University Bursar is responsible for the financial administration and planning of the University and maintains the accounts of the University.

#### **1.3.9. Dean of Students**

The Dean of Students is responsible for the welfare of the students and co-ordinates students' activities.

#### **1.3.10. Director of Planning and Development**

Director of Planning and Development generates, promotes, co-ordinates systematic planning and provides guidelines on planning in the University.

#### **1.3.11. Deans/Directors of Faculties**

Deans and Directors are responsible for the management of academic affairs at their respective Faculties and Institutes.

#### **1.3.12. Heads of Department:**

Heads of Department are responsible for the management of teaching and research in their various departments.

#### **1.4. Academic Staff**

Academic staff consists of the following:

- i. Professors
- ii. Associate Professors
- ii. Senior Lecturers
- iv .Lecturers
- v. Assistant Lecturers
- vi. Teaching Assistants.
- vii. Other staff designated as academic staff mainly from the Library and medical laboratories

**1.5 (a) Administrative Staff** - Are non-Academic. They handle administrative duties.

**(b) Support Staff.** These operate in various departments. They assist tin general maintenance of the University.

## **1.6. The Office of the Academic Registrar has four main Divisions.**

### **1.6.1. Senate Division.**

The Division handles the following matters:

- i. Coordinates the formulation and development of new programmes by the Faculties and Institutes.
- ii. Receives and submits to Senate new and revised undergraduate academic programmes for approval.
- iii. Forwards the approved academic programmes to National Council for Higher Education for Accreditation.
- iv. Proposes and reviews University regulations and policies and submits to Senate for approval.
- v. Submits to Senate University examination results for approval.
- vi. Coordinates implementation of Council policies.

### **1.6.2. Admissions, Records and Gender Mainstreaming Division.**

This is responsible for:

- i. Processing of Undergraduate and Graduate Admissions.
- ii. Provision of information to the general public, on programmes available at the University.
- iii. Conducting career guidance in schools on admission matters.
- iv. Managing registering of students.

- v. Generation and keeping records of current and former students of the University
- vi. Producing the yearly nominal roll containing information of all Undergraduate and registered students.
- vii. Preparing advertisement activities.
- viii. Ensuring integration of Gender in all functions of the University.
- ix. Liaising with Equal Opportunities Commission.

### **1.6.3. Examinations Division and Quality Assurance.**

This Division is responsible for:

- i. Organizing and coordinating of matters pertaining to University Examinations.
- ii. Monitoring and supervising all matters concerning examinations in the University.
- iii. Implementing decision on all cases of appeals on examination matters.
- iv. Preparing and issuing Academic Transcripts and Certificates.
- v. Handling matters of Examination Malpractices and Irregularities.

### **1.6.4 Ceremonies and Library Division**

- (i) Co-coordinating of graduation ceremonies and other University Academic Ceremonies, for example Public Lectures, workshops, Seminars, conferences.
- (ii) Plans and oversee the implementation of library services in the University
- (iii) Develops and reviews policies on library services in the University
- iv) Works closely with the University Librarian to ensure the effective library services in the University

## **2.0. REPORTING OF FIRST YEAR STUDENTS.**

### **2.1. Reporting.**

First year students will report on a date specified in the admission letter. Students who wish to get accommodation should report to the office of the Dean of Students for accommodation arrangements.

Orientation will be conducted in the first week of reporting. The programme for orientation will be provided by the Dean of Students. Every first-year student is required to attend the orientation in person to know what is expected of him/her as a student of Lira University.

### **2.2.0 .Payment of Fees.**

- i. Students are advised to pay all their fees to the Bank immediately upon arrival for the first Semester.
- ii. Fees are payable in designated banks that shall be communicated to those admitted by the office of the University Bursar.
- iii. Pay-in slips are issued by the bank and receipts by the Bursar's Office.
- iv. Details of the fees to be paid by each student are contained in the admission letter.

### **2.2.1. General charges:**

These are charged on various items, other than Tuition Fees. General charges must be paid in full at the beginning of every Semester.

### **2.2.2. Tuition Fees:**

Where a privately sponsored student is unable to pay the tuition Fees in full at the beginning of the semester, he/she may pay by instalment as follows:

- (i) 50% within the first two weeks from the beginning of the semesters.
- (ii) 100% by the end of the tenth week of the semester.

Where possible a student can pay fees for the whole academic year at the beginning of the year. All general charges must, however, be paid in full by every student at the beginning of every semester.

### **2.3. Conditions for Registration:**

In order to be registered as a student of Lira University a person admitted to the University must have paid at least 50% of the tuition fees and all the general charges required. A person who fails to meet this condition within two weeks from the start of the academic year will have his/her admission cancelled. A person who has not registered shall, as a student of Lira University, not be allowed to attend lectures and Examinations.

A student is required to present copies of pay-in slips to Accounts Department on the basis of which he/she will be issued with receipts acknowledging payment of the fees, thereafter present photocopies of those receipts for registration

## **3.0. GENERAL INFORMATION**

### **3.1. Accommodation**

Lira University is a non-residential University. The University does not have halls of residence and does not provide meals for students. Students who require accommodation should seek advice from the Dean of Students' Office on availability of Hostel accommodation. Government sponsored students will

be given some money to cater for their accommodation, feeding. Privately sponsored students meet their own expenses. There are designated hostels which have been approved by the University. Procedures and requirements for staying in these hostels are available in the office of the Dean of Students.

### **3.2. University Students' Code of Conduct.**

There is a University Students' code of conduct which all students must abide by. Students should ensure that they read and understand the University students' code of conduct in order to get acquainted with them. The University students' Code of Conduct booklets will be issued to every student by the Dean of Students, on arrival for first Semester.

### **3.3. Identity Cards.**

It is important that each student carries his/her previous School Identity Card or other valid identification which he/she may be requested to produce at any time by the University authority. It will be specifically required during registration. The national Identity card is a must for every Ugandan Student.

After registration, arrangement will be made by the University to issue students with the University Identity Cards by the Office of the Dean of Students. A programme for issuing Identity Cards will be posted on the students' notice boards and Public Notice boards within the Campus. The National Identify card will be used along the University one.

### **3.4. Travel Arrangement.**

It is the responsibility of each student to make his/her own arrangement to arrive at the University in time for all the programmes except when the University deems it fit to make trips, for example on outreach activities. Travel back home also lies with individual student.

### **3.5. MEDICAL/HEALTH ISSUES.**

#### **3.5.1. Medical Examination.**

It is mandatory that every First Year Student undergoes a complete medical examination. This will take place at the University Hospital. A file will subsequently be opened for every student.

#### **3.5.2. Sickness during the Academic Year.**

Students who fall ill during the academic year and have cause to believe that their illness is of such gravity that might affect their performance in the subsequent examinations, must furnish the relevant Dean/Director of Faculty/Institute and the Academic Registrar with the reports of their illness immediately.

A copy of the report should be sent to the Dean of Students. Medical reports which are secured after failure in examinations and without previous record of the illness referred to in the relevant Faculty and Academic Registrar's Office shall not be accepted as valid ground for review of the failure in the examinations of the student concerned. There are, however, emergencies to be handled on demand.

Students should be aware of **HIV/AIDS**, it is a killer disease and without a cure. Students should always seek advice from the University Hospital on health related matters.

### **3.6. Swearing in Ceremony.**

There will be a Ceremony to welcome first year students (Fresher's) presided over by the Vice Chancellor and all Freshers must attend. The Ceremony will take place on a day to be communicated to students by the Dean of Students.

### **3.7. Library Tours.**

Library Tours will be conducted according to a programme to be issued by the University Librarian.

### **3.8. Worshipping.**

Worshipping by the various denominations will be conducted at places designated by the University authority. Worshipping should never interfere with academic activities or other scheduled functions of the University. Lectures will be conducted during weekdays and weekends including Sundays and Saturdays. Worshippers should, therefore, adjust their time accordingly.

### **4.0. MEETING THE UNIVERSITY OFFICIALS, REGIONAL AND DISTRICT LEADERS.**

This will take place during Orientation Week on a date scheduled by the Dean of Students.

### **5.0. REGISTRATION.**

There are three types of registration for undergraduate students and four types for graduate students in the University which all first year students should undergo. Every student should ensure that he/she has paid the necessary University dues before starting the registration process.

#### **5.1. Registration with the Dean of Students' Office.**

The beginning of the Central Registration exercise is administered by the Office of the Dean of Students, for all the students, before they proceed to their respective Faculties/Institutes for further registration. Every student on arrival for the First Semester is expected to pick a copy of the enrolment forms from the Academic Registrar's Office. Copies of Students' Games & Sports forms should be picked from the office of the Dean of Students and completed while continuing with

registration. A student is required to report to the Dean of Students with the following;

- (i) Three file folders (for undergraduate students), four file folders for Graduate students, and they should be made from Manila paper.
- (ii) Original and three photocopies of the admission letter,
- (iii) Original and three photocopies of academic certificate/result-slips,
- (iv) Five photographs for undergraduate students and six passport size photographs for graduate students, the photographs should have been taken at the same time.
- v. Bank-slip/receipt indicating payment of fees with three photocopies each.

Each of the student's files shall contain an enrolment form, a copy of the admission letter, academic certificate/result slip, bank-slip/receipt indicating payment of fees in that order from top to bottom.

The student shall attach a passport size photograph to each of the enrolment forms.

The Dean of Students will sign and stamp the enrolment forms after checking and shall retain one copy of the students' file and pass the rest to the student to submit to the next stage of the registration process.

### **5.2. Registration with Deans of Faculties/Directors of Institutes.**

Upon verification of the students' documents the Dean/Director will sign and stamp the student's enrolment forms and allow him/her to carry the files to the next stage of registration. Graduate students will have to register with their faculties/Institutes after registering with the Dean of Students.

### **5.3. Registration with Institute of Research and Graduate Studies.**

All graduate students are required to register with the Institute of Research and Graduate Studies.

### **5.4. Registration with Academic Registrar's Office.**

Students should report to the Office of the Academic Registrar with their files for registration. Every student must report with the original academic documents for verification and submit passport size photographs.

The Academic Registrar will endorse the students' registration only if he/she has paid the required fees and completed registration from other departments. Please note that all students are required to have completed all payments by the tenth week of the Semester.

### **5.5. Registration at Departments**

Students will also be required to register with their respective Departments as per guidelines worked out at the Faculties/Institute.

### **5.6. Conditions for Registration**

All first year students must ensure that they register within the stipulated time. Any first year student who will not have registered according to the Registration Timetable shall be deemed to have declined the offer for a place at Lira University.

Students should note, however, that there is provision for LATE REGISTRATION at a surcharge as prescribed by Council. Late registration shall be allowed for students who failed to register within the specified registration period.

The NAMES in which the students will be registered are those which appear on the students' Admission Letter of offer and those must be names which appear on the student's O-Level and A-Level Results Slips/Certificate. The University will use names which appear on admission letter throughout the student's stay in the University and these will be the names that will appear on the certificates and academic transcripts. Abbreviations of names are not accepted. All names must be written in full.

### **6.0. APPLICATION FOR WITHDRAWAL. (Amended 2022).**

#### **6.1. Application for withdrawal from a Semester.**

- 6.1.1. The Head of Department will in some cases recommend to Faculty Board that a student who applies for withdrawal from a Semester be granted his/her request. This may be on medical grounds, financial, or domestic problems that the Board deems that it merits withdrawal from a Semester. For the medical ground, the request must be backed by a medical report from a registered Medical Officer.
- 6.1.2. Withdrawal from the semester means paying the required fees and registering for that semester and not or sitting examinations but taking leave off the University. A student who applies for withdrawal from the semester after studying during the semester will not be granted a withdrawal from that semester.
- 6.1.3. The student who is granted a withdrawal from a semester shall re-apply to be allowed to resume studies. If the request is granted, he/she will resume studies in the same semester which he /she withdrew from in the following Academic Year. A student will be allowed a maximum of two consecutive

withdrawals from a semester.

- 6.1.4 The application for withdrawal by a student shall be determined by the Faculty Board on behalf of the Senate and the Board shall report the matter to Senate.

## **6.2. From a Programme.**

Withdrawal from a programme means leaving the University programme entirely. Refund of tuition fees to students who have chosen to withdraw from a Programme shall be done as follows:-

- i) Before the end of the First Week of a particular Semester 100%
- ii) Between the second and the fourth week of a particular Semester 60%
- iii) Between the fifth week and eighth week of a particular Semester 40%
- iv) From ninth week onward of a particular Semester 0%

## **7.0. CHANGE OF PROGRAMME/SUBJECT COMBINATIONS.**

### **7.1. Change of Programme.**

Since the selection of candidates for specific programme was made according to the candidate's performance and orders of programme choices, taking into account the available subjects combinations and time-table limitations, where applicable, there is normally little need to change the programme or subjects. However, there may be need for change of programme/subject combination. Such students must first register for the programme/subject combination for which they have been admitted. Students who may wish to change programme/subjects are required to pay an application fee agreed upon by Council. Change of Programme/Subject combinations application forms will be issued from the Office of the Academic Registrar.

### **7.2. Conditions for change of programmes:**

- i. There must be vacancies in the programmes where a student would like to change to.
- ii. The point of the student must meet the cut-off point for the programme.
- iii. The student has paid the required change of programme application fee
- iv. The student has paid all the general charges and at least 50% of the fees for the programme he/she has been admitted for and has registered.

Students are not allowed to change programmes without permission from the Admissions Board. Any student who does this will be deemed to have abandoned

the programme and will be discontinued. Please note that recommendation from Deans of Faculty is a requirement but does not imply that the permission to change programme/subjects has been granted.

When a student changes programme, he/she will be given a letter by the Academic Registrar stating his/her new programme and a new registration number.

### **7.3. Change of subject combination.**

Students may wish to change their subject combination. Note that the forms for Change of subject(s) may be obtained from the Academic Registrar's Office after paying application fee in the bank. The forms should be returned to the same office within a set time frame.

Students are advised to seek guidance in matters related to the change of Programme/Subjects before applying. They are particularly encouraged to seek advice on the cut-off point(s) for Programmes, requirements for specific subjects and possible combinations.

Students are warned about the Senate's ruling that anyone transferring to another programme/subject without proper authority would be liable to discontinuation from the University.

## **8.0. REGULATIONS.**

Students should also be aware of the following:-

### **8.1 Repeating A-Level Examinations.**

Any student, who accepts a place at the University and registers for a programme of study, will not be eligible for admission to another programme at the University on the basis of results obtained from A-level examination while already at the University.

### **8.2. Impersonation.**

Cases of impersonation, falsification of documents or giving false/incomplete information whenever discovered either at registration or afterwards, will lead to automatic cancellation of admission.

### **8.3. Sitting Semester Examinations.**

The procedure leading to sitting examinations is as follows:-

- i. A student should pay all the required fees.
- ii. A student is registered and is issued with a registration certificate which is used in obtaining the student's examinations card.

- iii. A student uses the registration certificate and Identity Card to get the examination card.
- iv. The examination card entitles a student to enter the examination room and to sit for examinations.
- v. If a student is unable to pay all the required fees, he/she is not permitted to sit for the University examinations, except on special permission from the Vice Chancellor.
- vi. The examination results of any student, who sits examinations without being registered, shall be nullified. Secondly, he/she shall be charged for the stationery he or she used during the examinations.

#### **8.4 Examination Malpractices.**

Some students involve themselves in examination malpractices e.g. cheating, smuggling in notes, etc. Senate has addressed this matter and directed that students be strongly warned that cheating or attempting to cheat in University Examinations will lead to **discontinuation** from the University forthwith.

#### **8.5 Registration for more than one Programme.**

Student should note that the University regulation does not allow one to register in more than one programme at the same time. Any student who violates this rule will be discontinued.

#### **8.6. Admission under Government sponsorship**

A student who registers for a programme under Government sponsorship will not be admitted under government sponsorship in subsequent years when he/she is still a student of the University.

#### **8.7. Permission to be away.**

Permission to be away from the University for more than one week shall be obtained from the Vice Chancellor through the Dean of the Faculty and the Dean of Students.

#### **8.8. The Certificate of Due Performance.**

A student will be given Certificate of due performance to authorize him/her to sit for examinations when he/she attends lectures and does the required course works. A student will not be issued Certificate of due Performance and will be barred by Senate from sitting any University Examination on the recommendation of the Board of Studies of the respective Faculty under the following conditions:

- i. When he/she has been absent from the University for a prolonged period for any reason other than illness.
- ii. When his/her attendance at prescribed lectures, classes, practical class, seminars, tutorials or clinical instructions has been unsatisfactory.
- iii. When he/she has failed to submit essays, course works or exercises or to take tests or class examinations set by his lecturers.

### **8.9. Re-admission.**

A student admitted in the first year of studies, who for some reasons is unable to register within the stipulated time of registration, will have to re-apply for admission the following academic year if he/she wants to study at the University. A student should not assume that his/her admission of the previous year is a guarantee that he/she will be considered for admission in the subsequent years.

## **9.0. THE SEMESTER SYSTEM.**

### **9.1. Rationale.**

All University Programmes are running on a Semester System. The Academic Year will be composed of 2 Semesters and a Recess Term. The Rationale is that it allows for a break in the study **due to acute reason**. Thereafter, a student can resume studies accordingly. Examinations are done at the end of every semester.

### **9.2. Length of Semester.**

The normal duration of a semester will be Seventeen (17) weeks with fifteen (15) weeks for teaching and two (2) weeks for examinations. The Recess Term will be ten (10) weeks. Some programmes have a recess term while others do not have. However, all of them have internship lasting four to eight weeks.

### **9.3. Schedule of Activities for Academic Year.**

The office of the Academic Registrar will issue schedule of activities for the whole academic year of study to every first year student during registration period. Students are informed that University programmes run seven days a week. Since the University has students and members of staff from various religious backgrounds, the University may not meet the interest of any particular group, especially in the crucial areas of attendance of lectures and/or examinations, you are, therefore, required to respond to the academic work in the Faculty/Institute even if it takes place on the respective days of worship.

### **9.4. Programme Composition.**

Each programme will be composed of courses. The smallest course shall be three credit units per semester and the largest course shall be five credit units per

semester. A credit unit is defined as one contact hour per week per semester (one credit Unit is 15 hours).

### **9.5. Definitions of Some Key Terms.**

#### **(i) Contact Hours.**

A Contact Hour shall be equivalent to one hour of Lecture or two hours of

Tutorial/Clinical/practical/field work.

#### **(ii) Credit Unit.**

A Credit Unit is one contact hour per week per semester or a series of fifteen (15) contact hours per semester.

#### **(iii) Core Course.**

A Core Course is a Course which is essential to a programme and gives the programme its feature. It is offered by all the students who have registered for a particular programme.

#### **(iv) Elective Course.**

An Elective Course is a course offered in order to broaden a programme or to allow for specialization. An Elective course is selected from groups of courses at the convenience of the students and must be passed by every student.

#### **(v) An Audited Course.**

An audited Course is offered by a student but the Grade Point scored is not used in the calculation of Grade Point Average or Cumulative Grade Point Average (CGPA). The grade point for audited course will appear in the academic Transcript.

#### **(vi) Pre-requisite.**

A Pre-requisite is a condition (either Course or Classification) that must be satisfied prior to enrolling for the course in question.

#### **(vii) Pre-requisite Course.**

A Pre-requisite Course, therefore, is a course offered in preparation for a higher level course in the same area and must be taken by a student if he/she intends to take the higher level course.

#### **(viii) Programme.**

A Programme is a set of prescribed courses which are offered for the award of a particular Degree/Diploma/Certificate.

**(ix) Programme Load.**

A programme load is the total number of credit units of the programme to be taken to obtain the award.

**(x) Semester load.**

Semester load is the total number of credit units for a particular programme offered in a Semester.

**(xi) Major.**

A major is a field/programme of specialization in which each student is encouraged to explore the field/area in considerable depth.

**(xii) Minor.**

A Minor is a field/area that is of lesser importance than the major.

**(xiii) Semester Course Load.**

(a) The minimum number of Credit Units per Semester shall be eighteen (18)

(b) The maximum number of credit units per semester shall be prescribed in every approved programmes.

**9.6 Assessment and Grading.**

Each Course will be assessed in two parts:

i. For **Undergraduate Programmes**, Coursework or Progressive/Continuous Assessments shall constitute 30%, for all courses. Written examination shall be graded out of a maximum of 70%

ii. Each Course shall be graded out of a maximum of one hundred (100) marks and assigned appropriate letter grades and grade points as follows:-

| <b>Marks</b> | <b>Letter Grade</b> | <b>Grade Point</b> |
|--------------|---------------------|--------------------|
| 80 – 100     | A                   | 5.0                |
| 75 – 79      | B+                  | 4.5                |
| 70 – 74      | B                   | 4.0                |
| 65 – 69      | B-                  | 3.5                |
| 60 – 64      | C+                  | 3.0                |
| 55 – 59.     | C                   | 2.5                |
| 50 – 54      | C-                  | 2.0                |
| 00 – 49      | D+                  | 0.0                |

The Pass Mark in any Course shall be 50% or a Grade Point of 2.0

### **9.7 Re-taking a Course.**

A Student can re-take any course when it is offered again in order to:-

- (i) Pass it if he/she had failed it before.
- (ii) Improve the grade if the first pass grade was low.

There shall be NO Supplementary Examinations in the Semester System. When a student has to re-take a course, he/she has to wait and re-take that Course, when it is offered again. This means attending lectures, doing coursework and sitting the end of semester examinations when it is next offered. A student who fails a course unit in the final year will be given a special retake. When such a student fails the special retake he/she will do a normal retake. The retake fee per course shall be as prescribed by Council.

### **9.8. Progression.**

Progression of a student shall be classified as Normal or Probationary.

#### **9.8.1. Normal Progress.**

Normal Progress shall occur when a student has passed all the specified Core Courses and obtained the Grade Point Average (GPA) or Cumulative Grade Point Average (CGPA) of 2.0 or above. This occurs when a student passes each course taken with a minimum grade point of 2.0.

#### **9.8.2. Probationary Progress.**

Probation Based on the GPA and CGPA

A student will be placed on probation when he/she obtains a GPA or CGPA of less than 2.0.

#### **9.8.3. Stay Put. Penalty: (Amended).**

A candidate who has failed MORE THAN 2 (TWO) or has failed MORE THAN 40% percent of the courses offered in an Academic Year (whichever is higher) , shall not be allowed to proceed. The student shall stay put in the Academic Year and retake the failed courses, that is take the classes, re-do course work examinations as long as the student does not go beyond the maximum time specified for that particular programme.

##### **9.8.3.1. Probation on Failing a Course.**

A student who fails a Course shall be placed on probation.

### **9.9 Discontinuation.**

A student shall be discontinued when he/she-:

- (i) Accumulates more than two consecutive probations based on the CGPA.
- (ii) Fails a core course three consecutive times.
- (ii) Absconds from examinations.

### **9.10. Graduation Programme Load.**

Each Faculty Board shall specify the quantity and composition of the programme load requirement for the award of the Degree/Diploma/Certificate. The Composition shall include both Core and Elective Courses.

### **9.11. Earning of Credits in a Course.**

Students shall earn Credits for the Course specified in the programme load for graduation. A credit is earned when a Course has been passed. The minimum Pass Mark in any course shall be 50%. In other words, no Credit shall be awarded for any Course in which a student fails.

### **9.12. Classification.**

Classification of degrees, diplomas and certificates shall be according to what has been specified in the Universities and Other Tertiary Institutions (Quality Assurance) Regulations of 2008. The Cumulative Grade Point Average (CGPA) for the various classes shall be as indicated below: -

### **9.13. Obtaining the Class Cumulative Grade Point Average (CGPA).**

| <u><b>Class of degree</b></u>           | <u><b>CGPA</b></u> |
|---|--------------------|
| First Class (Honours)                   | 4.40 - 5.00        |
| Second Class – Upper Division (Honours) | 3.60 - 4.39        |
| Second Class – Lower Division (Honours) | 2.80 - 3.59        |
| Pass                                    | 2.00 - 2.79        |
| Fail                                    | 0.00 - 1.99        |

### **9.14 Obtaining the Cumulative Grade Point Average (CGPA).**

The Cumulative Grade Point Average at a given time shall be obtained by:-

- i. Multiplying the grade point obtained in each Course Unit by the Credit Units assigned to the Course Unit to arrive at the weighted score for the Course Unit.
- ii. Adding together weighted scores for all the courses taken up to that time.
- iii. Dividing the total weighted score by the total number of Credit Units taken up to that time. Note the CPA formular below;

$$CGPA = \frac{(\sum^n GP \times CU)}{(\sum^n CU)}$$

- iv. Where GP is the Grade Point score in a course.
- v. CU is the number of Credit Units of the course and 'n' is the number of course taken in that Semester or Recess term.
- vi. CGPA is calculated using a formula similar to the one above, but 'n' is the number of courses taken from the beginning of the program up to the time when the CGPA is calculated less the courses that do not count towards the CGPA.

**9.15.** The marks for a student may be compensated where the student satisfies all the following circumstances: -

- i. Where the student has failed not more than one subject.
- ii. Where the student marks fell short of the pass mark by not more than two marks in the subject failed.
- iii. Where the student has attained marks in another subject sufficient to compensate for the failed subject without changing the Grade Point in the same year and same semester.

**9.16.** The decision to compensate a student's mark shall be taken at the discretion of the Faculty Board.

## 10.0 Miscellaneous Provision:

10.1. The Chairperson of the Senate may give authorisation or determine any matter under this regulation in circumstances where the Senate or the Committee responsible cannot sit to determine such matter and report to the Senate in the next sitting.

10.2. The Chairperson may in exercising the authorisation in 10.1 above direct any other Committee of the Senate to determine the matter and report to Senate in the next sitting.

## 11.0 START DATE

The start date will correspond to the date of approval by Council.

Date of approval by Council: .....

Signature:



(Augustine Oyang-Atubo)

**SECRETARY UNIVERSITY COUNCIL**

Signature:



(Prof. Joel Okullo Odom)

**CHAIRPERSON UNIVERSITY COUNCIL**