



MAKERERE UNIVERSITY BUSINESS SCHOOL

OFFICE OF THE SCHOOL REGISTRAR

FRESHERS' JOINING INSTRUCTIONS

FOR

2010/2011 ACADEMIC YEAR

NAME:.....REG. No.

PROGRAMME e.g DBA, CBA.....

ALL INQUIRIES TO BE ADDRESSED TO:

**THE SCHOOL REGISTRAR
MAKERERE UNIVERSITY BUSINESS SCHOOL
P.O. BOX 1337
KAMPALA – UGANDA**

TEL: 256-414- 338140/338142.

FAX: 256-41-505921

E-mail: registrar@mubs.ac.ug

Web site: www.mubs.ac.ug

**IN ALL CORRESPONDENCE TO THE SCHOOL,
PLEASE QUOTE THE REGISTRATION NUMBER AND PROGRAMME
AS SHOWN ON YOUR ADMISSION LETTER.**

**NOTE: PLEASE READ THIS DOCUMENT AND
UNDERSTAND ITS CONTENTS THOROUGHLY**

Reporting Date: 6th September 2010 at Makerere University Business School

MAKERERE UNIVERSITY BUSINESS SCHOOL VISION

“The benchmark for Business and Management Education, Research and Training.”

MAKERERE UNIVERSITY BUSINESS SCHOOL MISSION

“To enable the future of our clients through creation and provision of knowledge.”

MOTTO

“Enabling the future”

MAKERERE UNIVERSITY BUSINESS SCHOOL ANTHEM

Makerere University Business School

Benchmark for Versatile Education

Providing Knowledge and Skills

Enabling the future of your clients

With wisdom and Integrity, you inspire confidence

You give Energy, Strength and Determination

We uphold your splendour

Enabling the future of your clients

Shaped by intelligence, Loyalty and Vision

Stand Tall and Strong with Courage

In the Worldwide University Fraternity

Enabling the future of your clients

Makerere University Business School

Enabling the future of your clients.

A MESSAGE FROM THE PRINCIPAL

Welcome to Makerere University Business School (MUBS). It gives me great pleasure to welcome you to the leading business and Management training institution in the region. As you begin your life at the Business School you will be faced with a multiplicity of challenges that will manifest themselves in various forms, but your remit will be to be steadfast and excel at your studies, even as you create new friendships and networks.

I have a profound sense of responsibility for continuing the Business School's proud legacy of ground breaking ideas and transformational educational experiences. We believe that your presence here will help building on the strong foundation **ceated** over the last ten years. Please recognise that we stand at a unique moment in time, and you should be energised by the challenges that lie ahead. With business education at an inflection point, we must strive to equip future leaders with the competence and character to address emerging global business and social challenges.

Enjoy the place to be, as we enable your future.

Assoc. Prof. Samuel Sejaaka (PhD)

SCHEDULE OF SEMESTERS FOR 2010/2011 ACADEMIC YEAR

Semester One

Beginning Monday 06th September 2010

Ceremony of Orientation/Admission

Thursday September 23rd, 2010. Time: 10 am in the MUBS foot ball pitch

End of Semester One

Saturday 18th December 2010

Semester Two Beginning

Saturday 29th January, 2011 – Saturday May 28th, 2011

1.0 FRESHERS ORIENTATION

First year students orientation date is scheduled for Thursday 23rd September 2010 at 10:00 am where the **Principal, Deputy Principal, Faculty Deans, Heads of Departments, School Registrar, School Secretary, Dean of Students, The School Bursar and The School Librarian** will meet all first year students. This is in addition to the **Student Leaders** who welcome students. All freshers must ensure that they attend.

2.0 Registration

For a candidate to qualify to be a full student of the School he/she must be registered. Registration is a mandatory function of the School, which must be done within the first three (3) weeks from the beginning of the semester by every student. Registration will commence on Thursday 9th September 2010 at the Faculty of Vocational and Distance Education centre. **Ensure that you complete all the required registration formalities with in the prescribed time in order to avoid disappointments later.**

2.1 Requirements for Registration

For registration purposes, the **Original** O'Level certificate/results slip and the original A'level results slip must be produced. **'O' and 'A' Level Results quoted in Testimonials from**
To enable the future of our clients through creation and provision of knowledge.

Secondary Schools will therefore not be acceptable. For Diploma holders, in addition to the 'O' Level and 'A' Level documents, where applicable, should present ORIGINAL Certificates and Academic transcripts from the AWARDING INSTITUTIONS, e.g. MUBS for the Certificate in Business Administration.

The following are also required for registration purposes:

- a) Original Admission Letter
- b) Birth Certificate
- c) An identity card from the previous "A" Level School. Diploma holders must produce identity cards from their previous colleges. **Identity cards from Employers are not accepted for registration purposes**
- d) Three (3) photocopies each of the "O" and 'A' Level Results Slips/Certificates, and certified Transcripts/Certificates from the awarding institutions in case of diploma and degree holders.
- e) Five (5) most recent passport size photographs (current likeness).
- f) Three (3) copies of verified receipts acknowledging payment of the Registration fees, Tuition fees, examination fees, library fees, development fee, research fee, identity card and computer fees.
- g) Medical Examination form from the School Sickbay.

2.2 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 Result slips/ Certificates. ALL NAMES MUST BE WRITTEN IN FULL INCLUDING ABBREVIATED ONES. INITIALS ARE NOT ACCEPTED.

Some students on admission 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 School does not give permission to change names from those appearing on their 'O'-Level, 'A'-Level or Diploma certificates.**

2.3 ACCEPTING OR DECLINING A PLACE OF OFFER

- i) Any First Year student who will not have registered according to the registration timetable shall be deemed to have declined the offer of a place at the School. His/her place shall accordingly be offered to another student at the time of change of programme/institution exercise.
- ii) Any student in the First Year of studies, who, for some reason is unable to register or take up his/ her place in the School 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 the academic year.

2.4 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 School, revocation of awards where applicable and prosecution in the Courts of Law.

2.5 WITHDRAWAL

A **registered** student who intends to withdraw from the School, must apply and be given permission by the Dean of the Faculty where he/she belongs. 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.

2.6 NO REGISTRATION ON MORE THAN ONE PROGRAMME

Students should note that the School Policy on registration does not allow one to register in more than one programme at the same time.

3.0 CHANGE OF PROGRAMME/INSTITUTION

Since the selection of candidates for specific programmes was made according to the candidate's performance and order of programme choices, taking into account the time table limitations, there is normally little need to change the programme or institution. However, some places

become vacant when some of the candidates admitted do not take up the offers. Such places are filled through the change of programme exercise.

Students are given two weeks within the commencement of Semester One of first years to apply for change of programme / institution. The students who apply to change their programme/institution must all the same register according to the registration timetable for the programmes on which they have been admitted. Each student who may wish to change his/her programme/institution is required to pay an application fee of **6,000/=** to the School and obtain a receipt. The forms will be issued and received back within three weeks from the date of admission.

NOTE: It is advisable that only those students who qualify for the desired programmes should apply.

Students are warned about the **Academic Board's ruling that any one transferring to another programme/institution without proper authority would be liable to discontinuation from the School.**

A student permitted to change his/her programme/institution is issued with a letter stating so, and on receipt of such a letter, that student should complete the ACCEPTANCE FORM issued from the Office of the School Registrar, and return a copy to the same office. The registration number of the student whose change of Programme / Institution is granted will not be changed.

4.0 REPEATING OF A'LEVEL EXAMINATIONS

A candidate who accepts a place at the school and registers for the programme of study, will not be eligible for admission to any programme at the School on the basis of results obtained after re-sitting 'A'-Level examinations. Therefore, the use of results obtained from resitting 'A'-Level examinations while already registered on the School programme will result in automatic cancellation of admission.

5.0 IDENTITY CARDS

- i) 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 School Officials. It will be specifically required at the **Registration Time**.
- ii) As a registered student, you will be issued with a single School ID Card with an expiry date covering the **full period of your programme**. Immediately after registration, each student will be issued with a School Student Identity Card according to the timetable provided by the School Registrar's Office.
- iii) The Identity Card will give you access to all library facilities. You will need to show this Card if you require a service from the school. You will collect this card after registration and should keep it with you at all times when in the School. Please ensure that you keep your card safe. If you lose it, please report to the MUBS police immediately.
- iv) If the Card has been stolen and you have a MUBS police letter, it will be replaced with a charge of UGX.15000/= for a Ugandan Student, UGX .40,400 /= for an international student.

6.0 MODE OF PAYMENT OF FEES

6.1 Terms of payment

- i) All fees are payable at the beginning of the Academic year or in two installments at the beginning of each semester.
- ii) Every privately sponsored student is obliged to pay all the functional fees and tuition fees before he/she can be registered and allowed to attend classes as well as being issued with the School Identity Card.
- iii) Tuition fees must be completed with in three weeks of the Semester.

6.2 Mode of Payment of Tuition and Functional fees

The paying in slips can be obtained from the School Bursar's Office, Revenue Office, Room 7 or from MUBS Bankers.

- 6.2.1 Payment a): Uganda Shillings Payment can be made by Bank slips, Draft, and Electronic Fund Transfer to any of the following Banks:

To enable the future of our clients through creation and provision of knowledge.

- “Makerere University Business School Stanbic Bank Account Number 014000712940”
- “Makerere University Business School, Centenary Rural Development Bank, Account Number 2215100740”
- “Makerere University Business School, Barclays Bank, Account Number 6002230737”

6.2.3 Payment b): US Dollars Payment can be made by Bank slips, Draft, and Electronic Fund Transfer to the following bank:

“Makerere University Business School, Barclays Bank Account Number 4025878”

6.2.4 The student is required to present to the MUBS Revenue Office, Bursar’s Office Room 7, both the student and the school’s Bank slip copies reflecting the payment made in the Bank.

6.2.5 The MUBS Revenue Office will instantly cross check the transactions in the Bank system to confirm the payment made.

6.2.6 It is upon this confirmation that the student will be issued with a receipt recognizing the payment done.

6.2.7 For any clarification in the fees payable, please contact the Bursar MUBS.

6.3 Time at which a student has withdrawn in a Semester

	Percentage of the full Tuition fees already paid to be refunded to the student
a) By the end of the first week of semester	100%
b) By the end of the second week of semester	80%

- | | | |
|----|---|-----|
| c) | By the end of the third week of semester | 60% |
| d) | By the end of the fourth week of semester | 40% |
| e) | By the end of the fifth week of semester | 20% |
| f) | After the fifth week of semester | 0% |

Note: Functional fees and Residence fees are not refundable.

6.4 STARTING OF LECTURES

Timetables for lectures are published on the notice boards. Lectures will begin on Monday, September 06, 2010 at the places indicated in your timetable. You should therefore copy the time table and report to places indicated accordingly.

7.0 THE MAKERERE UNIVERSITY BUSINESS SCHOOL ADMINISTRATION

7.1 Officers of the Makerere University Business School

The following are the Officers of the Makerere University Business School:

- | | |
|----------------------------|--|
| a) Principal | Assoc. Prof. Waswa Balunywa who is the Chief Executive of the School and responsible for all administrative, academic, financial and public affairs of the School; he is the Chairperson of Academic Board. |
| b) Deputy Principal | Dr.Samuel Sejjaka , provides leadership for the academic affairs and presides over ceremonial assemblies of the School in the absence of the Principal. |
| c) School Secretary | Dr. Michael Kakooza , is responsible for the general administration of the School including the custody of the School Seal and administration of School assets he is also the Secretary to the School Council and all its Sub-Committees. |
| d) School Registrar | Ms. Annie Begumisa , assists the Deputy Principal in the administration and organization of all academic matters of the School including |

admission, undergraduate studies, post graduate studies, research and publication. She is also the Secretary to the Academic Board and all its Sub-Committees.

e) **Dean of Students:**

Ms. Evace Nyakoojo, is responsible for the welfare and discipline of students.

f) **School Librarian:**

Ms. Lunkuse Florence is responsible for the development, control, management and co-ordination of all Library and information services of the School.

g) **School Bursar:**

Ms. Gorrettie Kyeyune Bamwine, is responsible for the financial administration and maintenance of the School Accounts.

7.2 Faculties

The Academic Units where teaching takes place are called **faculties** and the Deans head them. There are presently seven (7) faculties: Faculty of Commerce, Faculty of Management, Faculty of Computer Studies and Faculty of Marketing and Hospitality Management, Faculty of Vocational and Distance Education, Faculty of Graduate and Research Centre and Faculty of Entrepreneurship and Business Administration.

Academic Units:

1. Faculty of Commerce

- o Department of Accounting
- o Department of Finance
- o Department of Law

- Dean Mr. Omagor Charles
- Head Mr. Stephen Nkundabanyanga
- Head Ms. Nasuuna Agnes
- Head Mr. Zeija Flavian

2. Faculty of Management

- o Department of Human Resource
- o Dept of Leadership and Governance-

- Dean Mr. Freddie Semukono
- Head Ms. Jolly Byarugaba K
- Head Dr. Isaac Kayongo

3. Dean Faculty of Entrepreneurship

& Business Administration - Dean Dr. Waren Byabashaija

- Department of Entrepreneurship - Head Ms. Edith Mwebaza Basalirwa
- Department of Business Administration- Head Eng. Dick Turinawe

4. Faculty of Computing & Management Science - Dean Dr. Joseph Ntayi

- Department of Management Science - Head Mr. Moses Muhwezi
- Department of Business Computing - Head Mr. Moya Musa
- Department of Procurement & Logistics Mgt. Head Ms. Eyaa Sarah

5. Faculty of Marketing and Hospitality Management - Dean Dr. Geoffrey Bakunda

- Department of Leisure & Hospitality Mgt - Head Mr. Samuel Otengei
- Department of Marketing - Head Ms. Annet Nabatanzi

6. Faculty of Graduate and Research Centre (GRC)- Assoc. Dean: Dr. Ngoma Mohammed

7. Faculty of Vocational and Distance Education – Dean Dr. Sserwanga Arthur

- MUBS Diploma and Certificate programmes
- Uganda Colleges of Commerce & Affiliated Institutions
- MUBS Study Centres of Jinja, Arua & Mbarara headed by Mr. Lubogoyi Bumali, Mr. Willy Turyahikayo & Mr. Sonny Nyeko respectively.

7.2.1 Colleges of Commerce

- Uganda College of Commerce, Tororo
- Uganda College of Commerce, Soroti
- Uganda College of Commerce, Pakwach
- Uganda College of Commerce, Aduku
- Uganda College of Commerce, Kabale

7.2.2 Affiliated Institutions

- Young Women’s Christian Association (YWCA), Kampala
- Multitech Accountancy Programme (MAP), Kampala
- Makerere Institute of Social Development (MISD) Kampala
- Africa College of Commerce (ACC), Kabale
- Team Business College (TBC), Kampala
- College for Professional Development (CPD), Kampala
- Datamine Technical Business School Limited.
- Makerere Institute for Social Development.

7.3 CENTRES

7.3.1 Entrepreneurship Centre

The MUBS Entrepreneurship Centre was set up to offer the necessary knowledge and skills in order to improve the productivity of business and enhance their competitiveness. It is located at the MUBS Campus, New Port bell Road and offers the following training programmes;

- Business Start-ups
- Marketing
- Customer Care
- Book keeping
- Entrepreneurship Skill Development
- Taxation for Small Businesses
- Costing and Pricing
- Project Planning and Management
- Retail Management
- Finance for Micro Financing Institutions
- Training of Trainers

7.3.2 Leadership Centre

The MUBS Leadership Centre is intended to create a data base on research on Leadership and Governance practices and for development of leaders in the region. It is located at Bugolobi, MUBS Annex, Faraday road.

The training programmes at the Centre include;

- Becoming an Effective Leader
- Leadership in Local Government
- Leading in Changing Times
- Leadership and Development
- Effective Board Management
- Women in Leadership

7.3.3 Carrier Guidance Office

The Uniqueness of MUBS is its ability to give career guidance to her stake holders. The School Career Guidance Office enables the students to use their fullest potential as it brushes up their skills and abilities and prepares them with necessary knowledge that they need to get good jobs. Specifically they do offer the following services;

- Guide students in choosing their best career
- Enables students to envision and shape their careers
- Enables students to acquire non- formal skills
- Prepares students for the world of work

7.3.4 Micro Finance Centre

Microfinance has been adopted by governments throughout East and Sub-Saharan Africa as a strategy for poverty alleviation consistent with the Millennium Development Goals. This is directly addresses the call by United Nations to create more inclusive financial systems for the poor. Although the government has embraced Microfinance in its policy framework as a way of fighting poverty, support is lacking for academic Institutions to provide the appropriate applied research for policy actions and the development of human resources needed for this growing industry. Discussions with microfinance practitioners, experts, clientele and economic development personnel indicate a strong need for out reach programs that assist Microfinance Institutions with issues of training and governance. The Microfinance Centre was approved by council to start operating in May 2010.

Vision of the Microfinance Centre

A premier centre for Research, Mentoring, Fellowship, Internship and development of best practices in the Microfinance Industry.

Mission of the Centre

To be the leading provider of microfinance skills, knowledge and leadership to our clients and economically active poor thus enhancing the effectiveness of the Microfinance industry.

Overall Strategic goal

- To be the leading academic and information centre in the Microfinance industry Specific Goals
- To conduct Research on Microfinance issues
- To focus on publication of research work enhancing knowledge amongst sector holders who will have access to this information.
- To improve literacy of the poor and the economically active amongst others through training.
- To hold seminars, conferences and/or publicizing information to facilitate exchange of ideas.

Objectives

- a) Research
- b) Training & Mentorship
- c) Publication
- d)

7.4 THE STUDENTS GUILD

This is a Student's Government elected annually by the entire student's body. The Guild is headed by a Guild President who after election appoints a Cabinet. The Guild President is responsible to the Guild Representative Council which is the Legislation body of the Guild. The Guild President is a link between the Students' Body and the School Administration.

7.5 MAKERERE UNIVERSITY BUSINESS SCHOOL HEALTH SERVICES

7.5.1 Medical Examination and Registration

It is mandatory that every First year student undergoes a complete medical examination. This will take place at the School Health Services Centre. Each student will accordingly be required to complete a medical form at the School Health Services Centre and a file will subsequently be opened for him/her. A passport photograph will be required for this purpose.

7.5.2 Health 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 it might affect their performance in the subsequent examinations, **MUST FURNISH THE SCHOOL REGISTRAR AND THE SCHOOL HEALTH SERVICES CENTRE WITH REPORTS OF THEIR ILLNESS AT THE MATERIAL TIME OF THE ILLNESS.**

The reports must be in writing from the **SCHOOL HEALTH SERVICES CENTRE.** A copy of the report should be sent to the Dean of Students, the Dean of the respective Faculty and Warden of the respective Hostel (Where applicable).

Medical reports which are secured after failure in examinations and without previous record of the illness referred to shall not be accepted as valid ground for review of the failure in the examinations of the students concerned.

STUDENTS SHOULD BE AWARE OF AIDS. It is a killer disease without a cure. Female students should be aware of pregnancy. Students should always seek advice from the **SCHOOL HEALTH SERVICES ON THESE MATTERS.**

7.5.3 Medical Examination and Immunisation Programme for Freshers

All Freshers are required to report to the School Health Services Centre for immunisation on days that will be communicated to them. The medical examination and immunisation shall be for both resident and non-resident students.

8.0 MAKEREREUNIVERSITY BUSINESS SCHOOL LIBRARY

The MUBS Library provides users with academic and non academic information materials that support the curricular and research needs of students at all levels of business education

Makerere University Business School Library services are a combination of different libraries located within and outside the MUBS Campus. These include, the Main Library generally for under graduate courses, the GRC Library mainly for the Post Graduate Students, the Bugolobi Annex .

The Library also caters for students who are registered at the Study Centres in Jinja, Arua and Mbarara. All Registered students have automatic membership to the Library. Once a student is centrally registered, the student can proceed to register with the library upon a schedule issued by the Librarian.

For registration in the School Library, a student needs a Registration Certificate from the Registrar’s office or receipts indicating proof of payment together with a passport size photograph.

8.1.1 Library Tours

There will be Library tours during the course of the semester will conducted according to a programme that will be issued by the Librarian.

8.1.2 Rules and Regulation

All freshers are expected to acquire a copy of the Library Rules and Regulations during the Library Tours. These rules govern and guide the activities of the students during their tenure as Members of the MUBS Library Services.

9.0 The Semester System

All School Programmes are run on the semester system. The Academic year is composed of (2) Semesters. A semester is equivalent to a period of seventeen consecutive weeks during which the School is in regular session, in which period there are at least fifteen (15) weeks for teaching and two (2) weeks for examinations.

10.3 Absence from the School

Permission to be away from the School for more than a week shall be obtained from the Principal through the Faculty Dean.

10.6 Sexual Harassment Policy

In line with the Constitution of the Republic of Uganda that guarantees all Ugandans equality, dignity and non-discrimination, Makerere University Business School 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 include, but are not limited to the following:

- 1) 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;
- 2) Making threats or insinuations that a persons classroom or work assignments or educational life may be adversely affected by not submitting to sexual advances;
- 3) Engaging in unwelcoming sexual propositions, invitations, solicitations and flirtation;
- 4) Leering, staring at some one or looking at some one with “elevator eyes” (i.e. looking at some one up and down);
- 5) Using unwelcome sexual degrading language, sexual jokes, innuendos or gestures;
- 6) Displaying or transmitting sexually suggestive electronic content. including inappropriate e-mails;
- 7) Displaying sexually suggestive objects, pictures, video tapes, graffiti and /or visuals that are not germane to any business or academic purpose;
- 8) Making unnecessary and unwanted physical contact, such as hugging, rubbing, touching, patting, pinching or massages;
- 9) Engaging in sexual assault or pressure for sexual activity, including requesting sexual favours;
- 10) Making unwelcome suggestive or insulting sounds, such as whistling and cat calls;
- 11) Giving unwelcome personal gifts, such as flowers;
- 12) Asking about a person’s sexual fantasies, sexual preferences or sexual activities;

- 13) Commenting on a persons body, dress, appearance, gender, sexual relationships, activities or experience or repeatedly asking some one for a date after the person has expressed disinterest

11.0 SCHOOL PROGRAMMES

11.1 FACULTY OF GRADUATE & RESEARCH CENTRE

The contact person is the Dean, Dr. Ngoma Mohammed. The following programmes are offered at the Graduate & Research Centre;

- Doctor of Philosophy
- Doctor of Business Administration

11.2 MASTERS' PROGRAMMES

- Masters Degree in Human Resource Management
- Masters Degree in Business Administration
- Master of Science in Accounting and Finance
- Master of Science in Marketing
- Master of Science in Procurement and Supply Chain Management
- Masters in Banking & Investment Management
- Master of Business Administration (Modular)
- Masters in Science Leadership & Governance
- Master of Science in Entrepreneurship degree
- Master of Science in Hospitality and Tourism Management
- Masters in International Business
- Masters of Arts in Economic Policy Management

11.3 Post Graduate Diploma Programmes

- Postgraduate Diploma in Business Administration
- Postgraduate Diploma in ICT policy & Regulation
- Postgraduate Diploma in Micro Finance
- Postgraduate Diploma in Human Resource Management
- Postgraduate Diploma in E-commerce and Web design

- Postgraduate Diploma in Business Computing
- Postgraduate Diploma in Procurement & Supply Chain Management
- Modular Postgraduate Diploma in Project Planning & Management

11.4 FACULTY OF COMMERCE

In the Faculty of Commerce the contact person is Ms. Nahabwe Dinah, Deputy Director and it has three departments which include;

Department of Accounting

- Bachelor of Commerce
- Bachelor of Science in Accounting

Department of Finance

- Bachelor of Arts in Economics
- Bachelor of Real Estate Business Management
- Bachelor of Science in Finance

Department of Business Law

11.5 FACULTY OF MANAGEMENT

In the Faculty of Management the contact person is Ms. Namaganda Jaqueline, Senior Administrator and it has two departments which include;

Department of Human Resource Management

- Bachelor of Human Resource Management

Department of Leadership & Governance

- Bachelors of Leadership and Governance

11.6 FACULTY OF ENTREPRENEURSHIP & BUSINESS ADMINISTRATION

In the faculty of Entrepreneurship and Business Administration the contact person is Ms. Harriet Nakayenga, Administrator and it has two departments which include

Department of Business Administration

- Bachelor of Business Administration

Department of Entrepreneurship

- Bachelor of Entrepreneurship & Small Business Management

11.7 FACULTY OF BUSINESS COMPUTING & MANAGEMENT SCIENCE

In this faculty the contact person is Ms. Tinka Peace Mildred, Senior Administrator and it has three departments which include;

Department of Business Computing

- Bachelor of Business Computing
- Bachelor of Office and Information Management

Department of Procurement & Logistics Management

- Bachelor of Procurement and Supplies Management
- Bachelor of Transport and Logistics Management

Management Science Department

- Bachelor of Business Statistics

11.8 FACULTY OF MARKETING & HOSPITALITY MANAGEMENT

In this faculty the contact person is Mr. Robert Byaruhanga, Administrator and it has two departments which include;

Department of Leisure & Hospitality Mgt

- Bachelor of Leisure & Hospitality Management
- Bachelor of Travel & Tourism Management
- Bachelor of Catering & Hotel Management

Department of Marketing & International Business Department

- Bachelor of Science in Marketing

- Bachelor of International Business

11.9 FACULTY OF VOCATIONAL AND DISTANCE EDUCATION

In this faculty the contact person is Ms. Nasali Cathy, Assistant Director. The programmes in this faculty include;

- Diploma in Human Resource Management
- Diploma in Accounting and Finance
- Diploma in Financial Services
- Diploma in Entrepreneurship
- Diploma in Project Planning and Management
- Diploma in Local Government Finance Management
- Diploma in Local Government Administration and Management
- Diploma in Computer Science
- Diploma in Business Computing
- Diploma in Office Management
- Diploma in Secretarial Service (In Service)
- Diploma in Recreation and Events Management
- Diploma in Hotel & Restaurant Business Management
- Diploma in Business Administration
- Diploma in International Business
- Diploma in Sales and Marketing Management
- Diploma in Transport Management
- Diploma in Customs, Clearing and Forwarding Management
- Diploma in Web Design
- Diploma in E -Commerce
- Certificate in Business Administration
- Certificate in Entrepreneurship

12.0 Professional Programmes

- ACCA Association of Chartered Certified Accountants
- CIM Chartered Institute of Marketing
- CIPS Chartered Institute of Purchasing and Supplies
- ICSA Institutes of Chartered Secretaries and Administrators

- ATC Accounting Technicians Course
- ICPA (U) Institute of Certified Public Accountants of Uganda

13.0 COUNSELLING & GUIDANCE OFFICE

Counselling and guidance office helps students deal with and solve their problems of living that would otherwise affect their academic achievement and their wholesome being in general.

- i. **Academic-** like failure to understand or conceptualize what is taught, failures to make the required grades etc
- ii. **Psychological problems** - Like sexual dysfunctions, family problems, self esteem, poor self concept, bereavement etc
- iii. **Love Relationship**
 Being dumped by a lover
 Failure to relate with a lover / others
 Failure to quit an oppressive relationship
 Sexual orientation
- iv. **Psychiatric problems** Like depression, anxiety, drug addicts, acculturation, sexual harassment, HIV /AIDS counselling.....

14.0 Chaplaincy / Worship

The School caters for the spiritual needs of the students. The School Chaplaincy is made up of the following officers;

- a) The Reverend Father for the Catholic Community: - Rev. Father Dr. Lawrence Semusu
- b) The School Mullah for the Muslim Community: - Sheik Muhammad Ali Waiswa
- c) The Reverend Canon for the Anglican: - Rev. Nathan Ahimbisibwe
 Church of Uganda

15. GENERAL INFORMATION AND OTHER REGULATIONS

10.0 EXAMINATIONS

10.1 Sitting Semester Examinations

The procedure leading to sitting examinations is as follows:

- a) Only registered students are permitted to sit School examinations.
- b) A student who does not pay all the required School fees will not be permitted to sit the School examinations.
- c) The examination results of any student who has sat the examinations without being registered shall be nullified. Students are strongly warned against this.
- d) A student is registered and is issued with a registration certificate, which is used in obtaining/validating, the student identity card.
- e) A student uses the registration certificate or Identity Card to get the examination card.
- f) The examination card entitles a student to enter the examination room to sit examinations. Only registered students are permitted to sit School examinations.
- g) If a student is unable to pay all the required fees as scheduled she/he is not permitted to sit the School examinations.

It is emphasized that examination cards are only issued to registered students. The cards are a property of the School; students are therefore urged to keep them throughout the respective academic years.

10.2 Examination Malpractice

Some students involve themselves in examination malpractice e.g. cheating, smuggling in unauthorised materials like notes, etc. Academic Board has addressed this matter and directed that Freshers be strongly warned that cheating or attempting to cheat in School Examinations may lead to dismissal from the School.

Please note that **Coursework** is also a School examination. Copying and / handing in coursework similar to another student's work or hiring another person to do one's Coursework is an examination malpractice that will lead to dismissal from the School.

15.1 Students discipline

MUBS students are expected to be disciplined and follow the School Rules and Regulations as stipulated in the MUBS Students' and Information Booklet.

15.2 Obligations and Conduct of Students

- i. Students of the School shall have the obligation to report to the authorities concerning any infringement of the School or hall rules, which comes to their notice and to check immediately any disorder or improper conduct or any breach of these regulations whenever they may occur
- ii. Breaches of School or Hostel Rules may become the subject of a report to the Dean of Students or the Principal and may result in the student concerned being subjected to appear before the Hostel Disciplinary Committee.
- iii. Students Property; Students shall exercise great care as regards the custody of their personal property. The School does not hold itself responsible for any loss of student's property.
- iv. Cleanliness
 - a) Every Student shall dress in a neat and decent manner
 - b) Every student shall keep his/her room and all premises of the school to the highest standard of cleanliness
 - c) Any Student who litters his/her room or other premises of the School shall be guilty of an offense for which she/he shall be liable to disciplinary action by the Disciplinary Committee and shall if found guilty be liable to pay a fine to be determined by the School Council from time to time or be suspended from the School for two weeks or both.
- v. Insubordination to School Authority and other Misconduct
 - a) Any Student who disobeys or obstructs or interferes with any School Officer shall be guilty of an offence of insubordination to School authority and shall on conviction by the Disciplinary Committee be liable to expulsion or suspension from the School for a Semester or pay a fine to be determined by the School Council from time to time or any combination of the above as the Student's Disciplinary Committee shall deem appropriate.
 - b) Any Student/group of students who attacks games officials or referees or fights other students at matches or interrupts the matches shall be guilty of an offence of insubordination to School authority.

- c) Any student who uses any offensive language or indulges in any behaviour towards any member of the School or the public, in an offensive manner likely to cause a breach of peace shall be guilty of an offence.
- d) No student shall dress, utter words or behave in a manner which may damage the good name and image of the School.
- e) Demonstrations either on campus or outside the campus shall be held only in accordance with the Laws of Uganda provided that the Principal has been informed one clear day in advance with proof that written police permission from the Inspector General of Police has first been obtained.
- f) No student or group of students shall mount road blocks on any part of the campus or public roads.
- g) Cooking in rooms is strictly prohibited except for boiling water
- h) Rooms must be swept out by 8:00 am each day, and the rubbish must be deposited in the dustbins provided. Used bulbs, razor blades, condoms and other debris should never be thrown out of the windows or in the flush toilet facilities. Rooms are cleaned under the Custodians's supervision during vacations.
- i) Private property must not be left in the rooms during vacation except prior permission of the Dean of Students; cup boards must be left in the trunk rooms during vacation at the owners' risk.
- j) No noise from any source e.g Music, bugles, drums, whistles e.t.c shall be made which will interfere with the study or sleep of other members of the Hostel and the public.
- k) Students or group of students shall not with ill intent print, publish and disseminate or otherwise circulate any false or fabricated information. Those who do so shall be guilty of an offence.
- l) No student association or group of students of any description shall print or issue any circular anonymously without the name and signature of the person issuing it.

15.3 School Regulations and Rules

There are School Regulations and Rules, which all students must abide by.

- a) The School Regulations cover programmes and examinations.
- b) School rules governing the students' conduct.

Students should ensure that they read all the School Regulations and Rules and abide by them.

15.4 RULES ON EXAMINATION MALPRACTICES AND IRREGULARITIES

Rule 1: Malpractices in Relation to Coursework

It shall be an offence for a student/candidate to avail to another student/candidate his/her prepared coursework with a view to assisting the latter to do his/her coursework or to negligently expose his/her coursework to another candidate to use.

Penalty

Any student/candidate found guilty of the offence under Rule. 1 above shall be liable to:

- i) Caution and Cancellation of his/her coursework , or
- ii) Caution and Cancellation of his/her coursework and suspension from his/her studies for a period not exceeding one academic year.

Rule 2: Fraud in Relation to Coursework

It shall be an offence for a student/candidate to:

- (a) Submit coursework not prepared by him/her.
- (b) Substantially plagiarize the work of any other person.
- (c) Solicit/purchase any coursework from any other person.
- (d) Falsify/alter marks awarded on a coursework script.

Penalty

Any student/candidate found guilty of involvement in fraudulent conduct related to coursework as set out in Rule. 2 above shall be liable to:

- i) Caution and Cancellation of his/her coursework , or
- ii) Cancellation of his/her coursework and suspension from his/her studies for a period not exceeding one academic year, or
- iii) Cancellation of his/her coursework and dismissal from the University.

Rule 3: Malpractices in the Conduct of Examinations

To enable the future of our clients through creation and provision of knowledge.

It shall be an offence for a student/candidate involved in an examination/test to:

- (a) Sit or attempt to sit the examination without valid documentation.
- (b) Enter the examination hall/room later than half an hour after the examination/test has commenced.
- (c) Leave the examination hall/room earlier than half an hour after the examination has commenced except in emergencies with the express permission of the Invigilator.
- (d) Carry out a conversation or any other communication with another student/candidate once the examination has commenced.
- (e) Indulge in any disruptive conduct including, but not limited to, shouting, assault of another student/candidate, using abusive and /or threatening language, destruction of university property or the property of another student/candidate.
- (f) Take out of the examination room/hall answer booklet(s), used or unused.
- (g) Neglect, omit or in any other way fail to follow lawful instructions or orders issued by the Invigilator.
- (h) Physically assault or insult an Invigilator or any University Official involved in the conduct of the examination.

Penalty

Any student/candidate found guilty of contravening Rule 3 above, shall be liable to:

- (i) Caution and Cancellation of the relevant examination, or
- ii) Cancellation of the relevant examination and suspension from the University for a period not exceeding two years, or
- iii) Cancellation of the relevant examination and dismissal from the University.
- iv) A student/candidate who contravenes Rule 3 (e) shall be liable to a fine as well as any penalty specified above.
- (v) A Government-sponsored student/candidate found guilty of contravening Rule 3 above, may have the Government sponsorship cancelled besides any other punishment taking into account the gravity of the offence except in cases where the student/candidate is dismissed from the University.
- (vi) Any student/candidate found guilty of contravening Rule 3(h) above by physically assaulting an Invigilator or a University Official shall be dismissed from the University.

Rule 4: Cheating in an Examination

It shall be an offence for any student/candidate involved in an examination to:

- (a) Take into the examination room/hall, in person or by agent, unauthorized materials including, but not limited to, plain papers, condensed/summarized notes, books, and handkerchiefs on which information is written or information written on any part of the body, recording apparatus, mobile phones or any unauthorized electronic equipment.
- (b) Copy from any other candidate/student.
- (c) Involve oneself in plagiarism, that is:
 - (i) Pass off the words or ideas of someone else as his/her own without proper acknowledgement or crediting the original source.
 - (ii) Replicate one's own work which one has presented elsewhere for assessment.
- (d) Aid and/ or abet another candidate/student to copy from a script/ book of another person.
- (e) Exchange answers with another candidate/student in or outside the examination room.
- (f) Collaborate with another candidate/student in the examination room to use telephone discussions and share material including calculators and other electronic equipment.

Penalty

Any student/candidate found guilty of cheating in examinations as defined above shall be liable to:

- i) Caution and Cancellation of the relevant examination, or*
- ii) Cancellation of the relevant examination and suspension from the University for a period not exceeding two years, or*
- iii) Cancellation of the relevant examinations and dismissal from the University.*
- (iv) A Government-sponsored student/candidate found guilty of contravening Rule 4 above, may have the Government sponsorship cancelled besides any other

punishment except in cases where the student/candidate is dismissed from the University.

- (v) Any student/candidate found guilty of cheating in examinations on second conviction shall be dismissed from the University.
- (vi) On conclusion of the malpractice case, the confiscated unauthorized material shall be destroyed within sixty (60) days from the date of the letter communicating the decision.
- (vii) Where several paragraphs or ideas have been plagiarized the student shall be warned and awarded a grade “D” for the submitted work.
- (viii) On a second charge of the offence of plagiarism as defined in (a) above, the examination shall be cancelled and the student awarded a grade “F” for the submitted work.
- (ix) On a third and subsequent time of the offence of plagiarism as defined in (a) above, the student shall be suspended for a year.
- (x) Where the entire material has been lifted from another source verbatim or with only slight alterations the student shall be dismissed from the University.

Rule 5: Fraud in Examinations

It shall be an offence for a student/candidate involved in an examination to:

- a) Import into the examination hall/room, in person or by agent, a pre-prepared answer script/booklet.
- b) Substitute an answer script/booklet prepared outside the examination room/hall for the one already submitted to the Invigilator/ Examiner.
- c) Falsify or alter marks awarded on an examination script/book.
- d) Impersonate another student/candidate.
- e) Procure or induce another person to sit for him/her.
- f) Utter false documents in relation to eligibility to sit University examinations.
- g) Sit or attempt to sit an examination without authority.

- h) Deliver to the Examiner's office or residence an examination script/booklet outside the scheduled time for delivery without due authority.
- i) Fraudulently receive examination papers/questions which have been illegally procured or made available.
- j) Fraudulently access or attempt to access examination questions before the examination is due.
- k) Pay or induce another person to illegally procure or make available examination questions/papers.

Penalty

Any student/candidate found guilty of fraudulent conduct as defined above shall be liable to:

- i) Cancellation of the relevant examination and suspension from the University for a period not exceeding two academic years, or
- ii) Cancellation of the relevant examinations and dismissal from the University.
- (iii) A Government-sponsored student/candidate found guilty of contravening Rule 5 above, may have the Government sponsorship cancelled besides any other punishment except in cases where the student/candidate is dismissed from the University.

Rule 6 A Offences Relating to the Conduct of Irregularities Hearing

It shall be an offence for any student/candidate whether or not he /she has been accused of an irregularity to:

- a) Interfere with the conduct of investigations into the matter or the hearing of an irregularity by the Faculty Appeals and Irregularities Committee.
- b) Intimidate members of the Committee or other members of the University Staff or witnesses in the irregularity matter.
- c) Destroy evidence relating to an alleged irregularity.
- d) Forge or utter false documents in relation to an alleged irregularity.
- e) Bribe or attempt to bribe a University Official witness or any other person in relation to an alleged irregularity.
- f) Harass or procure others to harass on his /her behalf a University official, witnesses or any other person in relation to an irregularity by making constant telephone calls, visits, etc.

Penalty

Any student/candidate found guilty of interference with the conduct of an irregularity hearing as defined in Rule 6 above shall be liable to:

- i) Cancellation of the relevant examinations, or
- ii) Cancellation of the relevant examinations and suspension from the University for a period not exceeding one academic year, or
- iii) Cancellation of the relevant examinations and dismissal from the University.

Rule 6 B Possessions of firearms during the Examination Period

It shall be an offence for a student/candidate involved in an examination/test to:

- l) Bring within the precincts of the examination room any firearm or potentially dangerous weapon.
- m) Use a fire arm or any potentially dangerous weapon with the purpose to intimidate, threaten or otherwise deter investigations into any examination irregularity.

Penalty

Any student/candidate found guilty of the offence defined in Rule 6A (a) shall be liable to:

- i) Caution and cancellation of the relevant examination, or
- ii) Cancellation of the relevant examination and suspension for a period not exceeding two years, or
- iii) Cancellation of the relevant examination and dismissal from the University.

Note: The term “**potentially lethal weapon**” for purposes of Rule 6B, includes but is not limited to, pangas, machetes, daggers, switch blades, spears, swords, bows & arrows, brass knuckles and any incendiary device. This definition also includes imitations of potentially dangerous weapons such as fake guns.

Rule 7 Mitigating and Aggravating Factors When Determining the Appropriate Punishment

Where the Rule provides a range of punishments, the Committee may take into account the following mitigating and aggravating factors in determining the appropriate punishment.

(a) Mitigating Factors.

- Remorse on the part of the student/candidate.
- Truthfulness
- Lack of substantial benefit from the malpractice
- Student/candidate first offender
- Plea of guilty therefore not wasting the Committee's time.

(b) Aggravating Factors.

- Substantial benefit from the malpractice.
- Lack of credibility.
- General misconduct.
- Frivolous and vexatious denials.
- Allegations of misconduct on the part of University staff which are subsequently proved to be false.
- Second conviction.

Rule 8: Procedure for Hearing of Malpractice Cases.

(i) Guidelines on Apprehension of a Suspect

1. When a student/candidate is suspected to be engaging in examination malpractices, he/she should be apprehended immediately. In the apprehension of a suspect, the following should be taken into account:
 - a. A suspect should be handled in the appropriate manner to ensure that the privacy and bodily integrity of a person is not violated. Body searches should be done in the presence of another person.
 - b. The materials should be taken away as soon as they are found and kept as exhibits.
 - c. Identity of the suspect and possible witnesses should be recorded immediately.
 - d. A suspect should be allowed to proceed with the examination since he/she is presumed to be innocent until proved guilty.

(ii) Rules of Natural Justice

2. In the handling of examination irregularities and malpractices, the Faculty/School/Institute Committee shall take into account the following principles of natural justice:

- (a) Fair and equal treatment of all students/candidates,
- (b) The opportunity to enter a plea of guilty or not guilty,
- (c) Fair hearing accorded to all students/candidates,
- (d) Right of students/candidates to appear and to defend themselves,
- (e) Staff not to sit in judgment of their own cause, and
- (f) Consistency in punishments.

(iii) Pre- Hearing

3. The Member of Staff who alleges that a student/candidate was involved in a malpractice shall make a formal written report to the Chairperson of the Committee. Any materials allegedly found on the student/candidate should be given to the Chairperson for safe custody.
4. The Chairperson of the Committee shall inform the student/candidate in writing of the allegation. A copy of the Rules shall be availed to the student/candidate with the letter of the Chairperson.
5. The student/candidate shall be allowed to make a formal defence to the allegations in writing addressed to the Chairperson of the Committee.
6. The student/candidate shall then be invited in writing or by whatever expedient method to appear before the Committee to defend himself/herself.
7. The student/candidate shall be given adequate notice of the date of appearing before the Faculty/School/Institute Committee to enable him/her time to prepare his/her defence.
8. (a) A student/candidate who fails or refuses or omits to appear after being effectively summoned three times shall be suspended indefinitely from the University pending his/her appearance before the Committee.
- (b) The suspension shall remain in place until the Chairperson of the Committee formally notifies the Academic Registrar that the student/candidate has appeared and answered the allegations.
- (c) A student/candidate alleged to have been involved in examination malpractice shall not be registered until such a time that the case has been disposed of.

iv) Hearing

9. The Committee shall be properly constituted by the Chairperson and six other members. The membership of the Committee shall be drawn from the Deans/Directors and Deputy Deans/Directors and Heads of Departments in each Faculty/School/Institute. Quorum of the Committee shall be five members present.
 - (Note: (a) The membership and quorum should be determined in such a way as to ensure that members do not sit in judgement of their own cases.)
 - (b) The Board of Studies in each Faculty/School/Institute should determine the membership of the Faculty/School/Institute Appeals and Irregularities Committee.)
10. The student/candidate shall appear in person before the Committee and identify himself/herself as the subject of the proceedings. The Member of Staff /Invigilator concerned should also be present.
11. The Committee shall formally charge the student/candidate. The student/candidate shall be informed by the prosecutor of the allegations against him/her and the Rule in the Rules on Examination Malpractices and Irregularities he/she is alleged to have breached. In addition, he/she shall be informed of the possible punishments.
12. The student/candidate shall formally respond to such allegations.
13. When the student/candidate responds in the affirmative, a plea of guilty shall be recorded by the prosecutor.
 - (a) On a plea of guilty, the Member of Staff/Invigilator reporting the malpractice shall present the facts constituting the malpractice to the Committee in the presence of the student/candidate.
 - (b) Where the student/candidate is alleged to have been found with unauthorised materials, the materials shall be brought before the Committee and the Member of Staff making the report shall state formally in the presence of the student/candidate whether they are the materials he/she is alleged to have found in the possession of the student/candidate.
 - (c) The student/candidate shall be given an opportunity to respond to allegations of fact. He/she may disagree with them and he/she has a right to cross-examine the person making the report.
 - (d) Where the student/candidate responds to the allegations of facts and the Committee is of the considered opinion that in substance he/she is pleading

not guilty, it shall direct that a plea of not guilty be substituted for the plea of guilty.

(Note: Where the student/candidate admits the offence with an explanation or makes a plea that is vague the Committee should record a plea of not guilty).

- (e) The student/candidate shall be allowed to plead mitigating factors, which the Committee should take into account in prescribing punishment.
- (f) The Committee shall then deliberate in the absence of the student/candidate and the Member of Staff/Invigilator making the report.
- (g) A decision shall be made with regard to the punishment and reasons should be assigned for such a decision.
- (h) The report shall be forwarded to the Senate Examinations Committee for information for any other decisions apart from dismissal. Where, on the face of the record, the Senate Examinations Committee realises that the Faculty/School/Institute Committee erred in its decisions, the Committee has a right to review the decision.

14. On a plea of not guilty by the student/candidate, the Member of Staff/Invigilator making the report shall present the facts to the Committee with the guidance of the prosecutor in the presence of the student/candidate who has a right of cross-examination.

- (a) The Member of Staff/Invigilator reporting the malpractice shall present the facts constituting the malpractice to the Committee in the presence of the student/candidate.
- (b) Where the student/candidate is alleged to have been found with unauthorised materials, the materials shall be brought before the Committee and the Member of Staff making the report shall state formally in the presence of the student/candidate whether they are the materials he/she is alleged to have found in the possession of the student/candidate.
- (c) The student/candidate shall be given an opportunity to respond to allegations of fact. He/she may disagree with them and he/she has a right to cross-examine the person making the report.

15. The prosecutor may call witnesses whose presence he/she considers important for the just and fair disposal of the case.

16. The student/candidate shall present his/her defence to the Committee in the presence of the Member of Staff who made the report who also has a right of cross-examination.
17. The student/candidate may call witnesses to substantiate his/her defence.

v) Nature of Evidence General

18. (a) The Committee may admit oral and material evidence, which may be direct or circumstantial.

(**Note:** direct evidence is the account of the eyewitnesses or the original documents while circumstantial evidence is that which is inferred from the circumstances of the case e.g. the student/candidate running away when approached by an Invigilator.)

- (b) The Committee may not admit hearsay evidence unless there is independent evidence that lends it credence.

(**Note:** hearsay evidence is indirect in the sense that it is given by a person who was not an eye witness e.g. where a witness reports what was told to her/him by another person or photocopies of documents produced where the original is not produced with no adequate explanation as to why. Such evidence should only be accepted where there is other direct evidence which supports the hearsay.)

19. After the close of the evidence and before a decision is made, the student/candidate shall be given an opportunity to present to the Committee mitigating factors.

vi) Post-Hearing

20. The Committee shall deliberate on the matter preferably on the same day as the hearing.
21. The Committee shall make findings of fact with respect to the evidence and make a decision based on those facts. The Committee must assign reasons for each decision.
22. The proceedings, Committee deliberations and the decision/ recommendation should be recorded and a signed record should be forwarded to the Senate Examinations Committee for information for decisions other than dismissal.
23. The student/candidate shall be officially informed of such decision and availed a copy of the decision as well as the record of the proceedings.
24. The student/candidate shall be informed of his/her right of appeal and the procedure to be followed.

25. Where the **Committee recommends dismissal** of a student/candidate, the decision must be confirmed by the Senate Examinations Committee and then the student/candidate shall be officially informed of the final decision.

vii) *Appeal Procedures*

27. A student/candidate who is dissatisfied with the decision of a Committee may appeal to the Senate Examinations Committee within 30 days from the date of the letter communicating the decision.

28. The appeal shall be in writing addressed to the Academic Registrar and copied to the Faculty/School/Institute Committee stating clearly the grounds of appeal. The Academic Registrar shall acknowledge in writing to the student/candidate and Chairperson of Faculty/School/Institute Committee receipt of the appeal.

29. A student/candidate who pleaded guilty to an offence before the Faculty/School/Institute Committee shall have a right of appeal only with respect to the penalty.

30. The Senate Examinations Committee shall hear the appeal expeditiously. The student/candidate appealing shall be notified in writing of the date when the appeal will be heard and should be given an opportunity to appear before the Senate Examinations Committee and be heard.

31. The Academic Registrar shall officially notify the Faculty/School/Institute Committee that made the decision in the first instance of the date of hearing of the appeal. The Faculty/School/Institute Committee shall have a right of representation.

32. At the hearing of the appeal, the student/candidate shall have an opportunity to be heard and the Faculty/School/Institute Committee shall have a right to respond to the student/candidate's presentation.

33. The Senate Examinations Committee shall have power on cause being shown to allow the student/candidate present additional evidence before it.

34. Where additional witnesses are called, they will be subject to cross-examination by the representative of the Faculty/School/Institute Committee. The Faculty/School/Institute Committee may also adduce additional evidence, which may be responded to by the student/candidate.

35. The Senate Examinations Committee will then deliberate in the absence of the student/candidate and Faculty/School/Institute Committee representative preferably on the date of hearing.

36. The Senate Examinations Committee may confirm, vary or set aside the decision of the Faculty/School/Institute Committee.
37. The Senate Examinations Committee shall take into account the rules of natural justice set out in Rule 8(ii) 2 of these Rules.

16.1 Dressing code

There is no defined dress code at the School. However, students are expected to exhibit decency in the way they dress.

16.2 Telephone Calls in lecture halls / Examination rooms

The act of calling and or receiving telephone calls in the lecture halls or examination room is a case of indiscipline and therefore not permitted.

16.3 Fire Arms

Fire arms are not allowed in the School unless authorized. A student who by mistake comes in with fire arms is supposed to deposit them at the School Police Post for custody.

17.0 FREQUENTLY ASKED QUESTIONS ON ACADEMIC MATTERS AND POLICIES

17.1 What is a Course?

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

17.2 What is a contact hour?

A contact hour shall be the equivalent to One (1) hour of Lecture/Clinical or Two (2) hours of Tutorial/ Practical or four (4) hours of internship / Field work.

17.3 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
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required. One credit unit shall be one contact hour per week per Semester or a series of fifteen (15) Contact Hours.

17.4 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.

17.5 What is Certificate of due performance?

- i. Any student whose attendance at prescribed lectures, classes, practical classes, seminars, tutorial or clinical instructions has been unsatisfactory or has failed to submit essays or exercises or take tests or class examinations set by his/her lecturers, may be denied the Certificate of Due Performance and may be barred by the Academic Board from sitting any School examinations.
- ii. A student who fails to honour the deadline set for handling in an assignment without justifiable causes(s) shall receive a score of zero or fail grade in that assignment.
- iii. It is, therefore, important that you attend all prescribed lectures, classes and seminars and submit course work assignments.

17.6 Retaking a Course or Courses?

- i. 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
- ii. A student who has failed to obtain at least the Pass mark (50%) during the second assessment in the same course(s) he / she has retaken shall receive a warning.
- iii. 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.
- iv. While retaking a Course (s), a student shall:-
 - a) Attend all prescribed lectures /tutorials/Practicals/Field work in the course or courses;
 - b) Satisfy all the requirements for the Course work Component in the course or courses; and
 - c) Sit for the School Examinations in the course or courses

- v. A student shall not be allowed to accumulate more than (5) Retake Courses at a time. Students are required to register for retake 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.
- vi. A final year student whose final Examination Results have already been classified by the School and has qualified for the Award of Diploma/ Certificate , shall not be permitted to retake any Course(s).
- vii. 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 Point Average (CGPA). When a course or courses has/have been retaken, the Academic Transcript shall indicate so accordingly.
- viii. Students who have a Course (s) to retake and these course(s) fall beyond the set normal semester load for the 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 registration fees.

17.7 Who is permitted to sit semester examinations?

- i. Only registered students are permitted to sit School examinations
- ii. A student who does not pay all the required School fees will not be permitted to sit School examinations.
- iii. The examination results of any student who has sat the examinations without being registered shall be nullified. Students are strongly warned against this.

(a) Normal Progress

Normal Progress shall occur when a student has passed all the courses he/she registered for in a particular Semester and obtained the CGPA of 2.0 or above.

This occurs when a student passes each course taken with a minimum grade point of 2.0.

(b) Probationary Progress

i) Probation based on the CGPA:

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

ii) Probation on Failing a Core Course:

A student who fails a Core Course shall be placed on Probation.

17.8 When is a student Discontinued/ dismissed

- i. When a student accumulates three consecutive probations based on CGPA he/she shall be discontinued.
- ii. A student who has failed to obtain atleast 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 school.
- iii. A student who has overstayed in an academic programme by more than two (2) years shall be discontinued from his/her studies at the school
- iv. When a student involves himself or herself in indiscriminate hooliganism