



MAKERERE UNIVERSITY BUSINESS SCHOOL

OFFICE OF THE SCHOOL REGISTRAR

FRESHERS' JOINING INSTRUCTIONS

FOR

2009/2010 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: 7th September 2009 at Makerere University Business School

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1.0 Welcome Message

Management and the entire staff of Makerere University Business School welcome the new students to the School, the place to be. You are encouraged to read this booklet, and always refer to it from time to time. Where you need any guidance that you cannot get in this booklet or for anything that is not clear to you, feel free to consult management.

2.0 ABOUT MAKERERE UNIVERSITY BUSINESS SCHOOL

Makerere University Business School (MUBS) is the leading provider of Business and Management education and training in the country, and the region as well. We have over time excelled at Business and Management teaching and research and developed capacity to respond to the needs of students efficiently.

2.1 Vision

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

2.2 Mission

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

3.0 PAYMENT OF TUITION FEES

3.1 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 University identity card.
- iii) Tuition fees must be completed with in three weeks of the semester.

3.2 Mode of Payment of the Tuition and Functional Fees

The fees should be paid to Stanbic Bank Ltd – formerly UCB (Main Branch) using paying in slips, which can be obtained from the School Bursar's office, Revenue office, Room 7.

- i) Students are required to present copies of the paying in slips (both student & school copy) to the Bursar's Office (Room 7) on the basis of which the students will be issued with receipts of payment of the fees.
- ii) Details of payment of fees should be got from the Bursar's Department, Students records Office, Room 1.

- iii) Foreign students pick paying in slips from Barclays Bank Uganda (Kampala Road) and the School's Account name and number should be obtained from the students records office Room 1.
- iv) Students can also pay using the Electronic Funds Transfer from any bank to Makerere University Business School Account.
- v) Students can also pay using Bank drafts obtained from any bank indicating the names and registration number of the student.

3.3 Refund of Tuition Fees when a student has withdrawn from studies

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

3.4 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 sixth week of semester	0%

Note: Fees for Residence, Application, Registration, Examination, identity cards, library and Guild charges are not refunded.

4.0 REGISTRATION OF STUDENTS

For a candidate to qualify to be a full student of the School he/she must be registered. The 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 Centres shall be based at the respective Faculties under the supervision of the School Registrar's Office (Room 507) who will produce and display detailed registration programmes.

To enable us plan for the semester, and provide students with the necessary facilities, it is important that you pay your fees and register on time.

4.1 Official Names

The names in which the student will be registered are those which appear on the student's Admission Letter of offer, and those must be the same names that appear on the student's 'O' Level and 'A' Level RESULTS SLIPS, Diploma, Certificates.

Some candidates, on admission to the School, have requested to change their names from those used at 'A' Level and 'O' Level. Such candidates give many reasons for wishing to change their names. Candidates are informed that the School does not give permission to its students to change names from those appearing on their O & A level certificates.

4.2 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 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 Diploma in Business Administration.

The following are also required for registration purposes:

- a) An identity card from the previous "A" Level School. Diploma holders must produce identity cards from their previous colleges. Students should not use identity cards from their employers.
- b) Original Admission Letter
- c) 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.
- d) Five (5) passport size photographs (black and white).
- e) Three (3) copies of verified receipts acknowledging payment of the Registration fees, Tuition fees, examination fees, and where applicable photocopies of 'O' and 'A' Level/Diploma results and receipts should be attached to the Registration forms which will be issued at the registration time.
- f) Birth certificate
- g) Medical Examination form

STUDENTS WHO WILL NOT PROVIDE THE RESULTS SLIPS AND THE ABOVE REQUIREMENTS (a) to (g) WILL NOT BE REGISTERED

It should be emphasized that for a student to be registered he/she should present the original documents and their photocopies, and receipts for the following:

- i) Functional fees
- ii) Tuition fees for a Semester/Year

4.3 Late Registration

Students should note that there is a **late registration surcharge** of Ug.**Shs.50, 000/=** in addition to the registration fee of Shs.**100, 000/=**.

4.4 Reapplication

The candidates in the 1st year of studies who, for some reason, are unable to pay or register by the time of the Semester I examinations are advised to re-apply for admission the following academic year by following the same application procedure.

4.5 Withdrawal from School Programmes

Any registered student who intends to withdraw from the school;

- i) Apply to his/her respective Faculty for permission to withdraw from the studies at any time of the Semester.
- ii) A student will be allowed only a maximum of two withdrawals on an Academic programme and each withdrawal shall be a maximum of one Academic Year.
- iii) A student who has overstayed on an Academic programme by more than two (2) years shall be discontinued from his/her studies at the School.

4.7 Forfeiture of Offer of a Place

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 through the change of programme exercise.

4.8 Identity Cards

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.

After registration, arrangements will be made by the School to issue students with the School Identity Cards. The cost of an Identity Card is Shs. 15,000/= for Ugandans and \$ 20 for International students. A programme for issuing identity cards will be posted on notice boards after registration. It is MANDATORY that each registered student MUST get the School Student IDENTITY CARD, which may be required before a School Official serves a student.

N.B. The required photographs should be taken when students are not wearing spectacles.

STUDENTS ARE ADVISED TO MAKE PHOTOCOPIES OF THE ADMISSION LETTERS / REGISTRATION CERTIFICATES IN CASE OF LOSS OF THE ORIGINALS

Any student who will lose his/her Identity Card or a Registration Certificate shall have to pay for a replacement fee of shs.15000/- for Uganda student and \$ 20 for international students.

4.9 Admission Ceremony

There will be an Admission Ceremony; a formal occasion presided over by the Principal to which all Freshers must attend. The Ceremony will take place on a day to be communicated to the students.

5.0 CHANGE OF PROGRAMME/FACULTY

Change of Programme/Faculty at the beginning of the Academic Year

Since the selection of candidates for specific programmes was made according to the candidate's performance and order of programme choices, there is normally little need to change the programme. 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. The students who apply to change their programmes must all the same register according to the registration timetable for the programmes for which they have been admitted. Students who may wish to change their programmes are 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 a specified time and venue.

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 without proper authority would be liable to discontinuation from the School. PLEASE

SERIOUSLY TAKE NOTE OF THIS. A student permitted to change his/her programme 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.

6.0 MEDICAL/HEALTH ISSUES

6.1 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; a file will subsequently be opened for him/her. A passport photograph will be required for this purpose.

6.2 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.

6.3 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.

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/She is also the Secretary of 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.
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. Gorretie 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 four (4) faculties: Faculty of Commerce, Faculty of Management, Faculty of Computer Studies and Faculty of Marketing and Hospitality Management.

Academic Units:

1. **Faculty of Commerce**
 - Dean Mr. Omagor Charles
 - o Department of Accounting - Head Mr. Stephen Nkundabanyanga
 - o Department of Finance - Head Ms. Nasuuna Agnes
 - o Department of Law - Head Mr. Zeija Flavian
2. **Faculty of Management**
 - Dean Mr. Freddie Semukono
 - o Department of Human Resource - Head Ms. Jolly Byarugaba Kabagabe
 - o Department of Entrepreneurship - Head Ms. Edith Mwebaza Basalirwa
 - o Department of Business Administration- Head Mr. Ngoma Mohammad
 - o Department of Leadership and Governance- Head Dr. Isaac Kayongo
3. **Faculty of Computing & Mgt Science**
 - Dean Dr. Joseph Ntayi
 - o Department of Management Science - Head Dr. Wareen Byabashaija
 - o Department of Business Computing - Head Mr. Moya Musa
 - o Department of Procurement & Logistics Mgt. Head Ms. Eyaa Sarah
4. **Faculty of Marketing and Hospitality Mgt**
 - Dean Dr. Geoffrey Bakunda
 - o Department of Leisure & Hospitality Mgt - Head Mr. Samuel Otengei
 - o Department of Marketing - Head Ms. Annet Nabatanzi
5. **Faculty of Graduate and Research Centre (GRC)** - Dean Assoc. Prof. Samuel Ssejjaka
6. **Faculty of Vocational and Distance Education** – Dean Mr. Sserwanga Arthur

7.3 Regional Centres

- Jinja Study Centre
- Mbarara Study Centre
- Arua Study Centre

7.4 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

7.5 Affiliated Institutions

- Young Women's Christian Association (YWCA), Kampala
- Multitech Accountancy Programme (MAP), 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.

7.6 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

7.7 Leadership Centre

The MUBS Leadership centre is intended to create a data base on and research into Leadership and Governance practices and for development of leaders in the region. It is located in 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

8.0 Library

The MUBS Library service to provide 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 is 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 that caters for the Diploma Students studying at Bugolobi.

The Library also caters for students who are registered at the Study Centres in Jinja, Arua and Mbarara.

8.1 Registration

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, a student needs a Registration Certificate from the Registrar's office or receipts indicating proof of payment together with a passport size photograph.

8.2 Library Tours

There will be Library tours during the orientation week conducted according to a Programme that will be issued by the Librarian.

8.3 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 OFFICE OF THE SCHOOL REGISTRAR

The Office of the School Registrar has four (4) Sections: -

- a) Academic Board:** **Headed by Ronald Lumbuye** (Room 507 - Office of the School Registrar). The Section handles all Senate and Academic Board Matters
- b) Admissions & Registration Section:** **Headed by Aisha Namale & Atukunda Jenninah** (Room 502 & 507 - Office of the School Registrar) The Section is responsible for admissions, registration and issuing of identity cards to students in the school cards to students in the School.

- c) **Examination Section:** **Headed by Winnie Kato** (Room 507 - Office of the School Registrar). The section is responsible for time tabling teaching, room allocation and matters relating to Examination.
- d) **Transcript Section:** **Headed by Sarah Nassali** (Room 506 - Office of the School Registrar). The Section is responsible for preparing and issuing Academic transcripts for the School programmes.

e) **Faculty of Graduate and Research Centre:**

The functions of this Division include: -

- i) Postgraduate Admissions, registration and Records
- ii) Co-ordination of postgraduate study programmes.
- iii) Co-ordination of research including research grants and research publications

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.

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 Dean of Faculty.

10.4 The Certificate of Due Performance

Any candidate who has been absent from the School for a prolonged period for any reason other than illness or whose attendance at prescribed lectures, classes, practical classes, seminars, tutorials or clinical instructions has been unsatisfactory, or has failed to submit essays or exercises or to take tests or class examinations set by his/her lecturers, may be denied the Certificate of Due Performance and may be barred by Academic Board from sitting any School Examination on the recommendation of the Examiners Board of the respective Faculty.

10.5 Supplementary Examinations

There shall be **NO SUPPLEMENTARY** examinations in the Semester System. When a student has to re-take a course, she/he has to wait and re-take that Course, without penalty, when it is offered again. This means attending lectures, doing the course work and sitting the end of semester examinations.

Progression

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

(a) Normal Progress

Normal Progress shall occur when a student has passed all the specified core Courses 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 s/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.

A Course Requiring a Pre-requisite

When a student obtains at least a mark of 40% in a Pre-requisite, she/he shall be allowed to take a Course requiring a Pre-requisite. However, such a student shall still retake the Course he/she has failed later on to pass it.

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. For more detailed information on the School policy and regulations on the sexual harassment prevention inquire from your Faculty/Institute/School or the office of the Dean of students.

10.7 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.

10.8 Schedule of Semesters

In 2009/2010 Academic year, the Undergraduate programmes will be conducted according to the following schedule:

- a) *Freshers Orientation Week:* : *Saturday 5th September – September 12th, 2009*
- b) *Semester One* : *September 14th, 2009 – January 30th 2010*
(17 weeks)
- c) *Christmas Break* : *December 20th, 2009 - December 27th 2009*
- d) *Two weeks Examinations* : *January 18th 2010- January 29th 2010*
- e) *End Semester One* : *January 30th, 2010*
- f) *Semester Two Beginning* : *Monday, February 22nd 2010 – Saturday, June 19th 2010*

NB: *School Examinations shall normally be conducted in the last two weeks of each Semester.*

11.0 SCHOOL PROGRAMMES

11.1 FACULTY OF GRADUATE & RESEARCH CENTRE

The contact person is Mr. Kintu Ibrahim, Senior Administrator. 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 UNDERGRADUATE DEGREE PROGRAMMES:

11.5 FACULTY OF COMMERCE

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

Department of Accounting

- Bachelor of Commerce
- Bachelor of Science in Accounting

Department of Finance

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

11.6 FACULTY OF MANAGEMENT

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

Department of Business Administration

- Bachelor of Business Administration

Department of Human Resource Management

- Bachelor of Human Resource Management

Department of Entrepreneurship

- Bachelor of Entrepreneurship & Small Business Management

Department of Leadership & Governance

- Bachelors of Leadership and Governance

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 Mgt

- 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. Ezaga Patrick, Assistant Director 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 DIRECTORATE 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
- Diploma in Procurement & Supply Chain Management (EXT)
- Diploma in Local Government Finance Management (External)
- Diploma in Local Government Administration and Management (External)
- Diploma in Business Administration (External)
- Diploma in Human Resource Management (External)
-

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 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 University Mullah for the Muslim Community: - Sheik Muhammad Ali Waiswa
- c) The Reverend Canon for the Anglican: - Rev. Nathan Ahimbisibwe
Church of Uganda

14.0 MISCELLANEOUS

14.1 School Calendar

The School operates a calendar of seven (07) days a week. Students are reminded that academics is the core and most important activity of the School. Therefore lectures, coursework tests, examinations etc are given within the seven days of the week.

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

14.2 Dressing code

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

14.3 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.

14.4 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.

14.5 Orientation week

Orientation week marks the beginning of the Academic year for the fresher's (new students). This normally takes place during the first week of the semester, where the new students meet

and interact with the officials of the School. A detailed programme for the orientation week is normally posted on the notice boards. Students are encouraged to study the programme and respond accordingly.

14.6 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.

14.7 Travel Arrangements

It is the responsibility of each student to make his/her own arrangements to arrive at the School in time.

14.8 Repeating of "A" Level Examinations

A candidate who accepts a place at the School and registers for a 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 re-sitting 'A' Level examinations while already registered on a School Programme will result in automatic cancellation of admission.

14.9 Forgery

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, revocation of awards where applicable and prosecution in the courts of law.