

# KABALE

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# UNIVERSITY

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**OFFICE OF THE DEAN OF STUDENTS**

**STUDENT MANUAL**

**JANUARY 2020**

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**WELCOME MESSAGE**  
**FROM THE DEAN OF STUDENTS**

It gives me great pleasure, on behalf of Kabale University, to welcome you whole- heartedly. Feel at home; feel free. Use the newly-discovered freedom - freedom of expression and association, responsibly. Freedom comes with obligations and responsibilities. Now that you have reached adulthood, you will have to make a number of decisions and it is important that you know the consequences of those decisions.

This Student Manual is intended to provide you with basic information, facts, and figures as well as opinions which will guide you as a student of Kabale University in exploring and navigating the seas and oceans of academic freedom and pursuit of knowledge and excellence.

It defines your role, rights, privileges, obligations and other parameters which you are going to handle and experience as a student of this great institution. Your freedom should not be in collision with your colleagues' freedom. In your everyday dealings, you must ensure that you try to create a win-win situation without hurting others and yourself.

Therefore, it is to your advantage to read carefully this manual, and understand clearly its contents as part of your orientation programme. This manual forms the platform upon which all other activities in the University are pegged. Needless to say, the rules and regulations published in this manual are under continuous review by the University Administration. Rest assured that any changes and amendments shall be communicated to you as soon as possible.

The University would like to congratulate you most warmly on your having been admitted to study at Kabale University. It is hoped that you will take advantage of the excellent and conducive environment and atmosphere, as well as facilities, to enable you to reach your maximum potential. Besides pursuing academic learning, you are also encouraged to take an active part in games and sports and other socio-political activities. You will be meeting fellow students, academic and administrative staff, from all corners of the world. This is an opportune time for you to turn this rare and rich diversity into an asset for your future success and happiness.

Wishing you a pleasant and rewarding stay at Kabale University.



## **ACADEMIC REGISTRAR'S MESSAGE**

Please allow me to join the Dean of Students in welcoming you to Kabale University. We are very glad that you have chosen to join this University. This is a demonstration of the high regard and confidence you have in us.

There is no doubt, therefore, that you have come to this University with high expectations for excellent training in professional and academic disciplines. We would like to assure you that we shall do whatever it takes not to disappoint you.

It is the responsibility of the Office of the Academic Registrar to promote, student learning and development. To this end, the university offers diverse, high quality and challenging courses to enable each student balance properly the components of intellectual, physical, emotional, social and spiritual experience and growth.

In addition to intellectual development, the students are trained to understand, appreciate and adopt a relevant and sustainable moral code. Kabale University is committed to equal opportunity and gender balance. It does not discriminate against persons on the basis of handicap, gender, race, colour, nationality, tribe, age, and other preconceived divisive ideologies, in its education and admission policies.

The admission of students is not based on any personal characteristics or physical descriptions, but on a transparent, accountable and well considered meritorious system.

The University authorities believe that a student of Kabale University can demonstrate confidence and security in the inner beauties of character and self-worth. Your dress code can reflect personal character, choice, and fashion but be decent and reflective of place and occasion.

As a student of Kabale University, you have been admitted on the assumption that you have made an undertaking to conduct yourselves in a manner reflecting your sense of the honour and integrity of the university as well as your country.

By adhering to these minimum tenets, you will no doubt enjoy your stay at the University. In case you have any difficulty in understanding, interpreting and embracing these tenets, do not hesitate to consult the Dean of Students, the wardens, myself, and other University authorities. We are here at your service to help you achieve your dreams and aspirations.

**FOR GOD AND MY COUNTRY**

## **KABALE UNIVERSITY OFFICERS**

### **VICE CHANCELLOR**

Prof. Joy C. Kwesiga  
B.A (UAE), PGD PA (IPA), M.A Higher Educ, (Lond),  
PhD Educ & Gender (Lond)

### **DEPUTY VICE CHANCELLOR ACADEMIC AFFAIRS**

Prof, Benon Basheka  
B. A(MAK).MA Social Sector Planning, (MAK),PhD,(MAK),PhD (University of Dar es salaam)

### **DEPUTY VICE CHANCELLOR FINANCE AND ADMINISTRATION**

Ms. Ann Bwengye Katabaazi  
MSc, Management and Information Systems (Nottingham Trent University), BA, HR and Business Administration (Nottingham Trent University),

### **UNIVERSITY SECRETARY**

Mr. Baryantuma Johnson Munono  
Dip. Educ. Sec ITEK, BED Mak, M Mgt UMI, Cert. Administrative law LDC, PGD. Public Admin UMI

### **ACADEMIC REGISTRAR**

Mr. Narcicir Tibenderana  
Teach.Cert. ( Shimon) PPM (Mak), Dip. Bus. Mgt/ Admin. (New Jersey), BAED Mak, M.Ed. (Univer. Of Manchester)

### **DEAN OF STUDENTS**

Mr. Amos Tukamushaba  
BA Arts ( Mak), MA.Public Administration & Management (Mak), Certificate in Administrative Law

### **LIBRARIAN**

Dr. Bernard Bazirake Bamuhiiga  
Phd (JKUL), Msc.Isc (AAU), PGDL ( Mak), BA ss( Mak), Dip.Lib (Mak)

## **DEANS OF FACULTIES AND SCHOOLS AND DIRECTORS OF INSTITUTES**

### **DIRECTORATE OF POSTGRADUATE STUDIES**

#### **DIRECTOR OF GRADUATE STUDIES**

Dr. Sekiwu Denis  
BA (Social Sciences), PGDE, MED (MAK), PhD (Education), Nelson Mandela Metropolitan University

#### **DEAN, FACULTY OF EDUCATION**

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#### **DEAN, FACULTY OF SCIENCE**

Dr. Damian Kajunguru  
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Bsc (Mak), Msc (Los Angeles), PhD (Math) Michigan

#### **DEAN, FACULTY OF ENGINEERING, TECHNOLOGY, APPLIED DESIGN AND FINE ART**

Eng.Pascal Musaazi Ssenkindu

MSc Environmental Engineering (University of Portsmouth) Advanced training in Refrigeration Engineering as Technical Teacher ( Federal Republic of Germany) Higher Dip in Mechanical Engineering ( Uganda Polytechnic, KYU ) Higher Dip in Mechanical Engineering Ordinary Dip in Mechanical Engineering

**DEAN FACULTY OF ARTS AND SOCIAL SCIENCES**

Assoc.Prof. Mesharch W Katusiime

PhD Urban Governance, ( Weigeningen ), M. Pub. Admin. ( MAK ), B.Arts ( MAK)

**DEAN FACULTY OF ECONOMICS AND MANAGEMENT SCIENCES**

Assoc. Prof. Caleb Tamwesigire

PhD Business Administration (Washington University, PA -USA, MA.Public Admin ( Carleton University, Ottawa – Canada – BA – Economics (MUK)

**DEAN KABALE UNIVERSITY SCHOOL OF MEDICINE**

Dr. Sam Tumwesigire

MBCHB (MAK) MMED (MAK) Dip. PHC

**DEAN FACULTY OF AGRICULTURE AND ENVIRONMENTAL SCIENCES**

Assoc. Prof. Wilson Mwetonde Bamwerinde

PhD, Agroforestry/ Natural Resource Economics, MAK 2006.MSc. Environment, MAK, 19996.

BSc.Forestry, MAK,1985

**DEAN FACULTY OF COMPUTING LIBRARY & INFORMATION SCIENCE**

Dr. Phelix Busingye Mbabazi

Ph.D. (Management Information Systems), Masters Information Science, Bachelor's Degree in Computer Engineering

**DIRECTOR, INSTITUTE OF LANGUAGES**

Rev Prof. Manuel Muranga John Kamugisha

Dr.Phil. “German Literature (Goethe -Institute) German Teacher Training Seminary Course, (Goethe Institute University of Munich.) B.A. (Hons.) with Diploma in Educ (MAK)

MA(LIT)(MAK), BA(HONS)(MAK)

**UNIVERSITY COUNSELLOR**

Ms. Confidence Asiimwe

BA Counseling & Guidance ( KYU) , MA Counseling Psychology ( MAK)

## UNIVERSITY VISION, MISSION AND STATEMENT OF OBJECTIVES

**VISION:** A sustainable vibrant Centre of excellence in teaching, learning, research and community services in the Great Lakes Region and beyond.

**MISSION:** To be a people-centered, efficient university that excels in generation and dissemination of relevant quality knowledge. It aims at skills development and attitudinal change for lifelong learning.

### **OBJECTIVES:**

- a) Provide instruction to all those admitted to the university and to make provision for the advancement, transmission and preservation of knowledge and to stimulate intellectual life in Uganda, nationally, regionally and internationally.
- b) Preserve and foster the right of the University to determine the qualifications of who may teach, who may be taught, what may be taught, how it may be taught and the requirements to be admitted to study therein.
- c) Impact university education within Uganda, with particular emphasis on scientific, vocational and technological education and their application to development and for that purpose, to work with other appropriate bodies in the planned development of higher education.
- d) Conduct examinations for and grant degrees, diplomas, certificates and other awards in the manner provided by the rules of the university.
- e) Admit to the university candidates for degrees, diplomas, certificates or other awards of the university and to confer the same on worthy candidates.
- f) Confer the degree of doctor *honouris causa* and other honorary awards which the university may wish to confer upon any person who has rendered distinguished service in the advancement of any branch of learning or who has otherwise rendered himself/herself worthy of such an award.
- g) Seek and provide ways and means of generating income for sustenance.
- h) Promote quality education in business, arts, social sciences, science, technical, communications and cultural fields through the provision of instruction to those admitted to the university and to stimulate a spirit of enterprise and entrepreneurship.
- i) Promote and undertake the development and sustenance of research and publication in business, arts, social sciences, sciences, technical, cultural, communications, environmental education and other related areas.
- j) Assist the disadvantaged and/or deserving men and women, through scholarships or donations either to individuals or to charitable organizations.
- k) Render community service.

## **PRINCIPLES:**

- a) Innovative problem-based learning and teaching;
- b) Community –oriented approaches;
- c) Knowledge creation and research excellence;
- d) Institutional efficiency and effectiveness;
- e) Ethics and quality assurance.

All this to be achieved on the basis of a “*university without wall*” that builds partnerships with all stakeholders.

## **UNIVERSITY MOTTO:** Knowledge is the Future

Kabale University motto: “KNOWLEDGE IS THE FUTURE”. Why?

Excellent philosophical and conceptual underpinnings, reinforced by evidence- based link between knowledge capital on one hand, and socioeconomic progress of people, families, countries and regions of the world on the other, left no doubt in the minds of founders of Kabale University, that “Knowledge is the Future”. But in fairness, one could ask: what is “Knowledge” anyway, or “the Future”?

While there is no single agreed definition of “Knowledge” and the philosophical debate and a number of competing theories remain, knowledge acquisition involves complex cognitive processes: perception, learning, communication, association and reasoning; all adding to the confident understanding of a subject with the ability to use it appropriately to push the frontiers of imagination into new realms of intelligence (Wikipedia). Knowledge- induced changes in society can be so dramatic as to alter the face of the “future”. Conceptually, in simple terms, today was yesterday’s future. Thus if today we look at recent past trends in socioeconomic and wealth accumulation by individuals, families, countries and regions of the world, trends driven by differential rates of knowledge acquisition and application, we find that: prosperity has shifted from natural resource- based wealth to knowledge- based wealth; explosion of new knowledge has enabled “smarter” ways of producing traditional goods and services; individual entrepreneur and corporate champions in the information economy have amassed so much surplus and are now the largest international philanthropic agents; East Asian economies, and China in particular, are overtaking the traditional giants of the west in income levels and growth rates. In these phenomenal changes, the East Asian economies are today’s winners; they are “the new big boys on the block”. And it’s all about the embrace of knowledge: to find, acquire, process and communicate information; to develop new tools and technologies to transform information into complex knowledge and knowledge- based products and services; to expand the range of social and economic choices; in short, to create the “information economy and society”, also known as ‘the new economy’. Extrapolation of the past recent trends show that no wonder, “Knowledge”, embedding cognitive capacity that has pushed the frontiers of imagination, “is the Future”.

As its motto says, Kabale University is committed to creating and maintaining an environment conducive to students’ acquisition of the complex cognitive capacities they can use appropriately to be champions, the leaders and agents of quality socioeconomic changes that will benefit themselves, their families, their

countries and society. Kabale University's academic programs and instruction methods mainstream information literacy to under gird lifelong learning. Staff subscribe to Albert Einstein's view that 'it is the supreme art of the teacher to awaken in students, joy in acquisition of information for creative expression, knowledge and imagination' (web search). In line with its motto, the University believes, like one past great leader (Lincoln) that investment in knowledge has the highest rate of return' (web search). But as an African University in particular, we believe that increased knowledge and more local content are needed to solve public policy problems, enrich the teaching curricula, stimulate the private sector, invigorate civil society, foster good governance, strengthen the integration of African societies and economies, especially in the context of the intensely competitive global environment (AKNF Concept Paper, ECA 2000), and to support the foundation the information economy in Africa.

## UNIVERSITY ANTHEM

*Kabale University knowledge is the future  
A secular and people centered University  
The Centre of Academic Excellence in the Great Lakes Region and beyond  
Kabale! All gates are open for all generations  
The University without walls  
The University of the People*

Image of the highest integrity  
Cradle of modern civilization  
With relevant quality education  
Creator and disseminator of knowledge

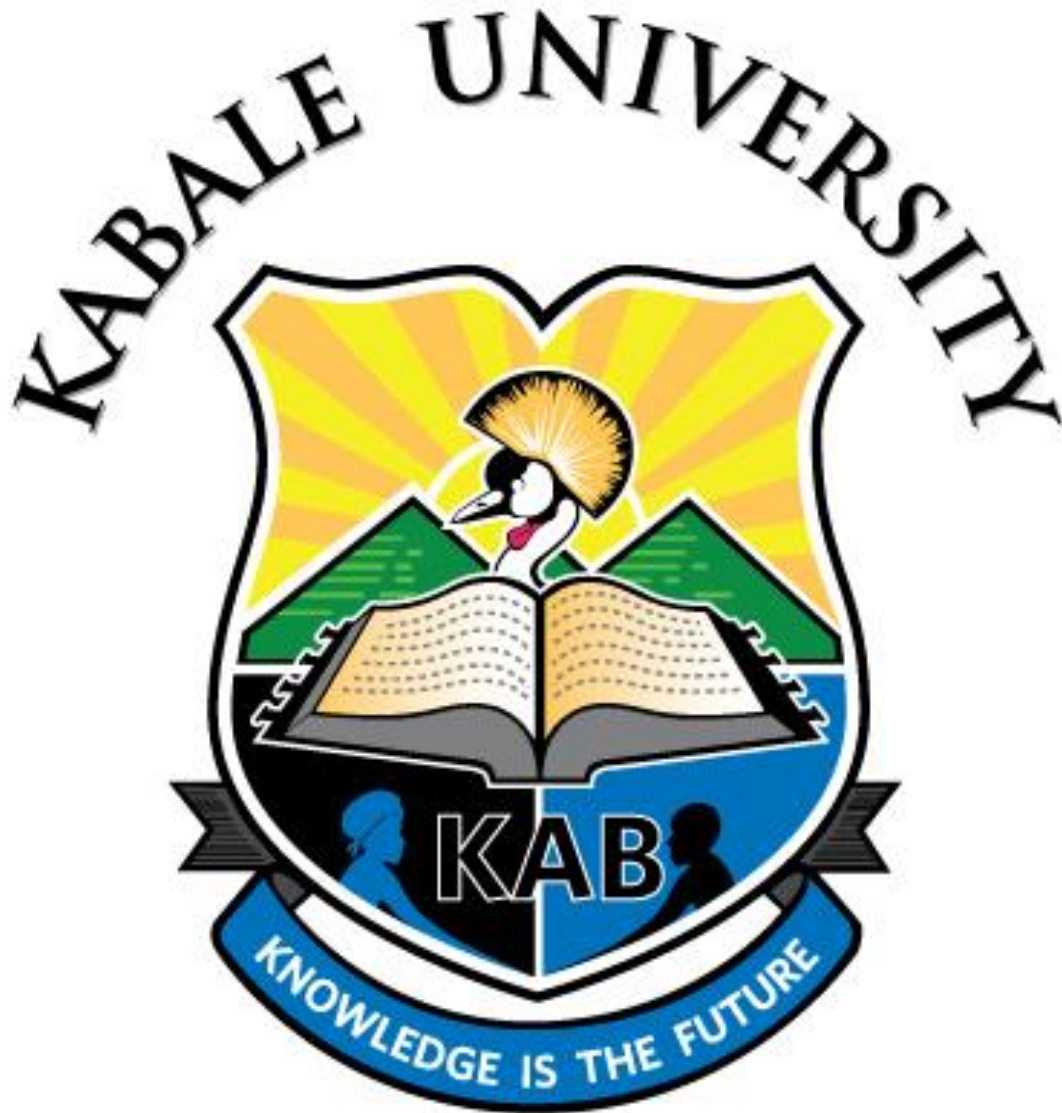
*Kabale University knowledge is the future  
A secular and people centered University  
The Centre of Academic Excellence in the Great Lakes Region and beyond  
Kabale! All gates are open for all generations  
The University without walls  
The University of the People*

We enjoy the joys of Kabale  
With values of tolerance and honesty  
Resourcefulness and transparency  
Solidarity, equity and equality

*Kabale University knowledge is the future  
A secular and people centered University  
The Centre of Academic Excellence in the Great Lakes Region and beyond  
Kabale! All gates are open for all generations  
The University without walls  
The University of the People*

**UNIVERSITY LOGO, FLAG AND COLOURS**





## **A BRIEF HISTORY OF THE UNIVERSITY**

Kabale University began lectures on 21<sup>st</sup> October, 2002, with 42 students. The plan to establish the University had been conceived six years before in 1996. A Steering Committee headed by Hon Avitus Tibarimbasa was selected and started laying ground for the purpose. The Committee drafted the Kabale University Constitution which was officially adopted on, 13th December, 1998.

The idea of launching a University in Kabale was well-received and supported by many people. On 5<sup>th</sup> September, 1997, the Kabale District Council passed a resolution overwhelmingly donating land for the Kabale University. This decision was subsequently followed by the signing and sealing of a commitment deed by the Kabale District Local Government, confirming its donation of 52 acres of land and any structures and properties on that land.

The donation of land and other structures and properties to Kabale University inspired the Steering Committee to open an Administration Office at Kikungiri on 5<sup>th</sup> October, 2001. An application to operate Kabale University had been officially submitted to the Ministry of Education and Sports on 3<sup>rd</sup> August, 1999.

After operating for about three years, Kabale University was granted a licence on 29<sup>th</sup> March, 2005, to operate as a private university (Licence No. UI.PL.003) by the National Council for Higher Education (NCHE). The University was, thereafter, gazetted by the government of Uganda on 6<sup>th</sup> May, 2005, as a private university with a legal notice Number 5 of 2005.

July 2015, Statutory Instruments 2015 No.3, establishing Kabale University as Public University was gazetted

**The Chancellor of Kabale University** is the titular head of the University. The Chancellor confers degrees, diplomas, certificates and other awards of the University may cause a visitation to the University when necessary and is often called upon for guidance on the development of the University. **The current Chancellor of Kabale University is Professor George Mondo Kagonyera.**

**The University Council** is the policy-making organ of the university. The University Council is responsible for the academic, financial, human resource and social health of the university. **The current Chairperson is Mr. Manzi Tumubweinee**

**The University Senate** is the supreme academic authority of the University and organizes, controls and directs the academic work of the university, both in teaching and research and has control and direction of the standards of education, assessment and research within the University. **The Vice-Chancellor, Professor Joy C. Kwesiga, is the Chairperson of the University Senate.**

**The University Management** is responsible for the day to day running of the University. The cadre comprises top administrative and academic staff. The team is led by the Vice Chancellor. **The current Vice-Chancellor of Kabale University is Professor Joy.C. Kwesiga.**

Various institutions and individuals have played a big role in laying the foundation for the development of Kabale University. **The Foundation Bodies** consist of Kabale District Local Government, Bank of Uganda (through the annual funding of the Chair of Economics).

## ACHIEVEMENTS

- ❖ **March 29<sup>th</sup>, 2005:** Operational Licence granted.
- ❖ **November 18<sup>th</sup>, 2006:** First Graduation Ceremony (135 students)  
Installation of First Chancellor. Second Graduation Ceremony held on December 22<sup>nd</sup>, 2007, (42 student). Games and Sports Unit was opened in 2009, two luxury student coaches.
- ❖ **18<sup>th</sup> October 2008** Third Graduation Ceremony ( 149 students)
- ❖ **31<sup>st</sup> October 2009** Fourth Graduation Ceremony(284 students)
- ❖ **30<sup>th</sup> October 2010** Fifth Graduation Ceremony (375 students)
- ❖ **2007/08 Academic Year:** Progressive growth of student enrolment from 42 students in 2002 to over 2,500 students.

- ❖ **29<sup>th</sup> September 2014:** National Council for Higher Education (NCHE) granted Kabale University a Charter
- ❖ **1<sup>st</sup> July 2016:** Kabale University formally started benefitting from national funds.
  
- ❖ **Student Affairs:** Improved Student Guild achievements: Financial independence. Sports equipment, DSTV and related facilities installed in the student canteen. Guild elections regularly held; student clubs opened.
  
- ❖ **Quality Assurance Framework:** Active Governing bodies, University Prospectus, Quality Assurance Committee Operational.
  
- ❖ **Staffing:** Vice- Chancellor, University Secretary, Academic Registrar, Finance Director, ICT Director, Dean of Students, Public Relations Officer, Estates Officer Sports Officer and other administrative staff, 153 fulltime academic staff, Terms and conditions of service operational.
  
- ❖ **Academic Programmes Established:** SIX (6) Masters; Twenty six (26) Bachelors Fifteen (15) Diploma Courses; Two (15) Certificates and Twelve (12) short Courses.
  
- ❖ **Participation in External Academic Professional Body:** In national and Regional higher Education Activities (exhibitions, Vice-Chancellors' Forum, Workshops and Inter University Council for East Africa etc).
  
- ❖ **Successful Proposal:** Kabale University won the World Bank and Government of Uganda Millennium Science Initiative of up to US\$ 1.25 million, phase one of the National Council of Science and Technology Competition (2007). **THE ONLY PRIVATE UNIVERSITY TO WIN THE COMPETITION.** This initiative has enabled the University to offer scholarships to Grade V science teachers from all over all the country currently traversing over 60 districts.
  
- ❖ **Other Scholastic Support Services:** Development of Computer Laboratory, internet connectivity;

Generators, purchased and received loads of Books including electronic scholarship book and journals.

- ❖ **Marketing of the University:** In the print media, radio and visits to schools in surrounding districts.
- ❖ **Infrastructure Development:** Adequate land for development at Kikungiri, approved building plans for library, lecture halls, administrative block, student hostels, renovation of current buildings.

## **1. STUDENT RIGHTS, PRIVILEGES AND RESPONSIBILITIES**

### ***(a) Code of Ethics of the University***

The following set of norms and guidelines are meant to translate the objectives, principles and core values into desirable behavior required at the university in order to make students and others in the university community happy and productive.

These norms and rules shall apply consistent with the laws of Uganda to any student of Kabale University. Therefore, any student who violates them will face reprimand, suspension or dismissal.

### ***(b) Bill of Rights***

Kabale University recognizes both the rights and responsibilities of every member of the University community, students, academicians, administrative and support staff. These rights and responsibilities are enshrined in, but not limited to, the University vision, mission, statement of objectives, principles and core values outlined in this Student Manual. It is the responsibility of the Dean of Students to ensure that student rights are upheld. Students signify their willingness to comply with these values and policies by applying for admission into this community.

### ***(c) Conducive Learning Environment***

All students of Kabale University have the right to a learning environment that is conducive to the fullest human development. Such an environment must be peaceful, stable, orderly, predictable, calm

and without undue distractive sounds and noises. The right to a conducive learning environment entails many additional rights that are explained in more detail throughout this Manual.

***(d) Mutual Respectful Behaviour***

Kabale University students have the right to appropriate, affirming and respectful behavior in their personal interaction with fellow students and other members of the university community. Disrespectful actions, regardless of their shapes and effects, are not tolerated at this university. Disrespectful actions may rise out of overt discrimination and abuse based on racial, ethnic, cultural, other disabilities. High Standards of taste and decency are held in high esteem at Kabale University campus. Therefore, acts of dishonesty and immoral, disorderly, lewd, indecent or obscene behaviour as expressed in language, actions or personal appearance or public expression of intimacy violate this right.

***(e) Fair and Equal Competition for Academic and Co-Curricular Recognition***

Students have the right to compete on a fair and equal level ground for appropriate academic as well as co-curricular recognition. We believe this right to preclude such behaviour as cheating, plagiarism, favouritism and other acts of dishonesty. Anyone who deliberately goes against this principle will be spoiling the good name and reputation of the University built since its foundation, such a student does not deserve to be tolerated and celebrated in this University.

No discrimination based on gender religion, race, ethnicity, age, social economic

Status etc will be adhered to.

***Environment that Promotes and Protects Maximum Personal Welfare and Safety***

Kabale University students have the right to a conducive environment which promotes and protects maximum personal welfare and safety. While noting that the University encourages students to take time off their hectic and busy schedules and have sufficient rest and exercise, in addition, the students are entitled to a nutritiously balanced wholesome diet. The University also believes this right demands for a drug/alcohol and tobacco free environment. In accordance with this belief, we maintain policies that support this environment. Other behaviour that must be avoided by the students, because they violate this right, include physical, sexual, and emotional assault, harassment and abuse; dangerous and threatening utterances and behavior theft; and obstructing or disrupting lectures, work, social, cultural or religious life of others.

### ***Free Participation in Student Organisations***

Students enjoy the right to form, hold membership and seek office in any student organisation that is beneficial to their academic performance and social welfare and are not violating any University rule, objective, or mission.

### ***Freedom of Expression***

Students have the right to express themselves, freely air out their opinions, beliefs and experiences without fear of reprisal, so long as they are not violating others' rights. This right is intended to encourage responsible citizenship, acceptable modes of public expression and the principle of respectful and peaceful disagreement. Intimidating a fellow student, a group of students, or lecturer/instructor because of expressing his/her opinion, is unacceptable and a violation of this right.

### ***Recognition of Disciplinary Measures and Procedures***

Students must give due recognition and respect to the University's approved disciplinary/enforcement measures and procedures. If a student is not satisfied with any decision made by the Student Disciplinary Committee, he/she can appeal to the Vice-Chancellor, in writing. It is important for the aggrieved students to exhaust the laid-out disciplinary enforcement procedures before appealing to forces outside the University.

### **DRESS CODE AND STANDARDS**

Both men and women students of Kabale University are implored to dress decently when attending lectures and any other university event or activity. The University does not have a standard form of dress like a uniform. But students are expected to be neat, clean, smart and modest.

### **SOCIAL LIFE**

Kabale University is a co-educational Institution where mature, single, and married men and women come together to pursue higher education. While the University cannot stop any student from forging a relationship with the opposite sex, such students must demonstrate self-respect and self-restraint in matters of affection in public or private at University Campus.

### ***Social Gatherings and Celebrations***

Students are free to hold social gatherings or celebrations and small private parties like birthday parties, preferably over the weekends. However, they must adhere to the following rules and regulations:

- A formal request in writing should be forwarded to the Warden of the respective hall of residence or the Dean of Students, for use of a facility on Campus for approval at least one week before the event. This is to avoid two or more parties being held at the same venue at the same time.
- If the convener of the party is expecting any -Very important Person - like a Government Minister or prominent politician, the Dean of Students/Warden must be consulted first so that they can devise

ways and means of how an official of the University could welcome him /her appropriately at the Campus.

- The event should conform to the acceptable standards of the University. It must not interfere or inconvenience anyone in and outside the Campus.
- The event must not go on beyond 12.00 mid night; otherwise it would be stopped by the security of the University.
- The music, dance, and song must be kept low and not distract other students carrying out academic work.

### ***Entertainment/Recreation***

The Student Guild Minister of Culture and Social Affairs may plan periodic social activities which are normally on Saturdays or Sundays. Students are encouraged to attend such social events. The University's recreational activities are managed by the Games and Sports Department. They have sports equipment which can be borrowed for practices and enjoyment. The University takes an active part in inter-hall and inter-university games and sports competitions and all talented students are encouraged to showcase their gifts. All students going out of the University for any sports activity must get permission from the Sports Tutor or Dean of Students, before.

### ***Videos***

Only decent and educational videos, films and documentaries are allowed to be screened to any audience of students at the Campus. Pornographic films are prohibited.

### **Television in Halls of Residence**

Every hall of residence has its own rules and regulations which allow the operation of television screening in any building. Students are required to follow such regulations.

### **SPIRITUAL LIFE:**

Although Kabale University is a secular institution, it encourages freedom of worship. The University will not be able to provide places of worship in terms of Chapels, Churches, Mosques and related formal facilities as per the University policy. Consequently, the University has no Chaplains, Mullahs, Pastors and other leaders appointed as University staff as yet. Kabale University is surrounded by various places of worship, students are encouraged to use those services outside the University. However, a registered Students' fellowship may be allowed by the University to hold fellowships, for example lunch hour, morning/evening glory as long as they do not interrupt the teaching and learning at the University. The said group's leadership may select among themselves who to lead the prayers/worship.

## **STUDENT SERVICES**

### **Food Services**

Students will be encouraged to fit in the system of feeding in the University – currently rendered by private providers. In future, the university may take over this responsibility. The University has a support system to enable students access the appropriate provider. A joint student /Staff Committee to maintain this scheme is in place.

### **Health Services**

The University Clinic/Sick Bay on campus is operated under a Resident/Clinical and Nursing Officer. It is operated on a 24 hours basis to serve students. A nurse or clinical officer is on call for emergencies. If a student requires services beyond what the clinic can give, he may be referred to the appropriate doctor or hospital. If the medical bill is beyond what the University can afford, the concerned student will be informed in time so that he can find alternative means. All students who need simple treatment should use the services of the university clinic/sick bay. However there are some ailments that the University will not deal with . These include among others, Cancer, hypertension, diabetes, tooth extraction, eye – diseases etc.

All students who are admitted to Kabale University must undergo a mandatory medical check up and submit a medical form to the Wardens of their respective halls of residence or Dean of Students, in case of non-resident students. If a student has peculiar medical/physical impairment, the Dean of Students must be informed accordingly so that proper preparations for any emergencies can be made.

### **Academic Information**

Every student is encouraged to obtain a copy of the University Prospectus where this information can be obtained. At the beginning of every semester, a lecturer/instructor in a given discipline must prepare a course outline and avail it to his /her students. The course outline must have a list of appropriate references and reading materials for that course.

### **Attendance of Lectures, Assemblies and Other Functions**

Every student must attend all lectures as set by the time-tables and do tests, tutorials, practical, seminars and other academic demands and submitted within the given deadlines. Only sick students and those given official leave of absence will be exempted from attending lectures. A lecturer has the responsibility to ensure appropriate student behavior during lecturer time.

If a student refuses to comply to the accepted norms of behavior, the lecturer may report this case to the Head of Department and if this persists then disciplinary action can be taken. Students are also required to ensure that they attend 75% of the lectures and must do all assignments and course work given during that semester.



## **STUDENT CONDUCT AND BEHAVIOUR**

Students of Kabale University are required to give due respect to the officers and other employees of the University. They must also adhere to the rules and regulations of the University. Ignorance of these rules will not be a defence on behalf of the student facing a Student Disciplinary Committee.

A student who fails deliberately or undeliberately to cooperate with the expectations of the University as outlined in this Student Manual may be asked to withdraw from the University, and/or be denied re-admission for the succeeding Semester.

### **Student Demonstration**

Kabale University has gone out of its way to institute channels of communication, consultation and conciliation through which any aggrieved student may go through to sort out his/her grievance. The University believes that there is no problem which cannot be solved through dialogue and negotiations. “We shall never fear to negotiate, nor shall we negotiate out of fear,” the late President John F. Kennedy said. Students are, therefore, urged not to take the law into their hands by Organizing illegal demonstrations, boycott, picketing or occupation of premises, let alone resorting to “mob justice”, as a method of solving their problems. Such methods should be avoided to save lives and unnecessary destruction of property. A student found resorting to these methods will be dealt with severely.

### **Off-Campus Responsibility**

Once you have been admitted into Kabale University as a student, you will remain a student of this University, whether you are inside or outside the campus. Even those who completed their courses and duly graduated and left the University, they will still remain the Alumni of this University. Students of the University including old boys and old girls are expected to behave well whether on Campus or off-campus. It is the onerous duty of every student or Alumnus to reflect a positive image of the University wherever they go. A negative report about a student’s unbecoming behaviour off-campus could result in a disciplinary action.

### **Regulations on Discipline**

A student commits an offence if he/she:-

- 1) Behaves or conducts himself in a fashion prejudicial to the good image and reputation of the University;
- 2) Guilty of committing any act of dishonesty ;
- 3) Breaches examination regulations;
- 4) Refuses to obey lawful orders or show respect to authority or is rude and uncooperative to any members of the University community.
- 5) Despite warnings and reminders, fails or neglects to fulfil his duties or responsibilities
- 6) Acts or attempts to act indecently as defined by the Laws of Uganda, such as indecent assault or practices;

- 7) Commits a criminal/civil case and is charged in a court of law, convicted and sentenced;
- 8) Divulges University secrets and confidential information to the press without any written authority, gets involved in sexual harassment and or abuse
- 9) Is involved in a violent fight or assault;
- 10) Practices favouritism, tribalism, or is corrupt, whether for personal gain or any other person's gain;
- 11) Uses abusive or lewd language or words .
- 12) Flouts any of the Students' Regulations; and
- 13) Smokes in public places on the campus like lecture rooms, libraries dining rooms etc.

### **Mail Services**

In-coming mail to the students of Kabale University is officially received by the Dean of Students Office and passed on the relevant student.

### **Correspondences**

- a) Any student of Kabale University or student leader is not authorized to write officially to any government official or ministry/department without channeling his correspondence through the Dean of Students, Deputy Vice-Chancellor and Vice-Chancellor.
- b) Students or groups of students are not permitted to print, publish or disseminate/circulate any information about the University whether true or false without obtaining permission from the Dean of Students.
- c) No student is authorized to print or issue any anonymous letter or circular or document.

### **GAMES AND SPORTS DEPARTMENT**

Kabale University has established a Games and Sports Department headed by a Sports Tutor. Due to the importance it attaches on the students' health and well-being, the university has gone out of its way to spend substantial sums of money to purchase a variety of sports and games equipment so that as many students as possible can access them and enjoy them. Every student is, therefore, encouraged to take advantage of the Games and Sports Department.

The following rules and regulations will apply on the preservation of the University sports and games equipment and fields for the good of everyone:

- i) The Games Tutor shall be in charge of all sports and games equipment and no sports equipment shall be issued out to students without his/her consent and approval;
- ii) No University sports and games equipment shall go outside the Campus without express permission of the Sports Tutor;
- iii) In administering the Games and Sports Department, the Sports Tutor shall be assisted by all students, especially the leadership of the students Games Union.
- iv) Although the Games Union shall be an affiliate of the Students Guild, it shall be independent of the Guild, but run on democratic principles by the students who have exhibited keen interest and achievement in games and sports.

- v) In-door and out-door games and sports must be on a competitive basis among halls of residence and annual prizes instituted for the best performing individual and hall of residence.
- vi) As a sign of the importance it attaches on sports and games, the University Council will from time to time decide on how to reward Sports men and women.

## **HOUSING POLICY: RULES GOVERNING HALLS OF RESIDENCE**

### **Residence in the Halls**

All students duly admitted into a hall of residence belonging to the University must adhere to the following rules and regulations in order to make their collective stay a happy one:-

- i) All resident students shall reside in the halls throughout the Semester after payment of the appropriate dues as instructed by the University.
- ii) The resident student must use his/her accommodation judiciously and Not cause any damage or disfiguring on it.
- iii) The student is responsible for the safety and protection of his/her property in his/her room. The University will not be responsible for any loss, damage or disrepair that may occur to the property of the resident student.

### **Accommodation of Strangers/ non residents**

No strangers - non-resident/part time students, relatives or friend shall be allowed to sleep in the hall of residence except with permission of the Warden of the Hall of Residence on payment of appropriate fees.

### **Beginning and Ending of Semester**

- a) All resident students in a hall of residence shall be given only one night free in the hall at the beginning of a semester after registering officially with the Warden's office.
- b) At the end of a Semester every resident student shall vacate the hall not later than 2:00p.m after inspection by the Custodian.
- c) Every resident student shall hand over the room door keys to the Custodian on vacating the room.
- d) Students who wish to stay in the room for various reasons must obtain written permission from the Warden and pay the appropriate charges.

### **Closing of Halls and Visitors**

- i) The gates of a hall of residence shall be closed to all visitors by 9:00p.m
- ii) No male student or female student shall allow any person of the opposite sex to enter or remain in his/her room after 9:00p.m

- iii) No resident student shall enter or leave his/her hall of residence after 12:00 mid-night and before 6:00a.m in the morning unless prior permission in writing was obtained from the Warden.
- iv) Resident students are expected not to corrupt/bribe the Custodian on duty in order to flout these rules.
- v) On reasonable suspicion that the visitor or resident student has or is about to commit an unlawful act, the Custodian may search the visitor or student or the room.

### **Continuing Students**

- i) The continuing students at the end of the normal semester period must notify the Warden of their intention to reside in the Hall and pay the appropriate dues.

### **Rest**

In order to stay in a serene and peaceful environment, resident students shall strictly respect the right of others to silence after 11:00p.m until 6:00a.m. Even at other times students are expected to keep low volumes of their radio and TV sets.

### **Room Care**

All resident students are responsible for keeping their rooms neat, clean and attractively arranged. A regular room inspection is carried out. Nails are not allowed to be driven in the walls. Only picture/photo hooks with adhesives are allowed. No additional furniture shall be allowed in the room.

### **Room Privacy**

All students shall respect their rights especially with regard to privacy of their rooms. No one should enter another's room without appropriate knock and permission to enter.

### **Sanitation and Cleanliness**

- i) Washing of clothes shall be done only in the laundry areas.
- ii) Drying of clothes shall be done outside the hall on the drying lines.
- iii) Students must clean their rooms before 8:00a.m daily. Any rubbish and useless paper must be deposited in dust bins provided. Used bulbs, razor blades etc should not be disposed through the windows.
- iv) The hall attendant/cleaner shall maintain the corridors, toilets and bathrooms.
- v) At the beginning of the semester, resident students must bring enough toilet paper, soap and other personal sanitary materials.
- vi) Female resident students and visitors must dispose their used sanitary materials in the especially provided buckets.

## **Fire Hazards**

Resident students shall not be allowed to possess, let alone, to use any fire- works equipment of any kind in their rooms like primus stoves, charcoal stoves, hot plates or any flammable materials which could contribute to fire hazards.

## **Resident Assistant Wardens**

Resident Assistants/Assistant Wardens shall be assigned to a hall of residence to perform the following:

- i) Assist the Warden in managing the hall.
- ii) Supervise workers in the hall as assigned by the Warden.
- iii) Maintain order and decorum in the areas of their jurisdiction.
- iv) Give advice and counselling to any students facing socio-economic problems.
- v) Settle minor disputes/disagreements etc.

## **GENERAL RULES AND REGULATIONS**

1. The following rules shall apply to all students of the University: -
  - a) Nothing in these rules shall change the enforcement of the Laws of Uganda against any student and the application of existing rules and regulations or such rules and regulations as may be made from time pertaining to the library and other departments of the University for the guidance of students in respective places.
  - b) Where conduct is not specifically governed by the University or hostel rules, all concerned members of the University shall act at all times with courtesy and consideration to others and with regard to the good name of the University.
2. In these rules “Student members of the University” includes all students who have registered for a course of study or research at the University.

## **Resident Students**

3. (a) On returning from vacation, Students who stay in the University hostel shall report a day preceding the commencement of the Semester.
  - (b) All students who stay in the University hostels shall report not later than 10:00pm of the day preceding the commencement of the Semester.
4. (a) Boarding students joining the University for the first time shall be in the Hostel residence on the appointed day.
  - (b) Any student unable to do so shall inform the Academic Registrar through the Warden.

5. (a) All students shall go out of residence for vacation on the closing date of the Semester.  
(b) Permission to remain in the residence may be given by the Warden concerned. A charge will be made at the rate obtaining at the time.  
(c) Permission to stay in residence on academic or health grounds may be given only where the Dean of Faculty concerned or the University Medical Officer sees it necessary as the case may be, and the Dean Of Faculty or University Medical Officer makes provision for the accommodation charges.
6. (a) No student shall sleep out of the University hostel during semester-time without permission unless he/she is officially non-resident.  
(b) Permission required for less than a week, where no lectures are involved, may be granted by the appropriate Warden.  
(c) Permission required for less than a week, involving missing lectures, may be obtained from the Dean of Students through the Dean of Faculty and Warden, in that order.  
(d) Permission required for more than a week shall be obtained from the Vice-Chancellor through the Dean of Faculty, the Warden and Dean of the faculty, the warden and the Dean of students in that order.
7. On returning from vacation or leave of absence, every student shall report to his/her Warden the delay or to the Faculty Tutor according to the rules obtaining in the Faculty.

### **Visitors to Resident Students**

8. (a) Hostel gates shall be locked to all non-resident students of the hostel at 12:00am.  
(b) Hostel gates shall be locked to all other visitors at 9:00pm.  
(c) No male student shall allow female persons to enter or remain in his room after 9:00pm.  
(d) No female student shall allow male persons to enter or remain in her room after 9:00pm.  
(e) Notwithstanding the provision of rules 8 (a) the University authorities may lock hostel gates at any other hour or any day without notice to that effect.  
(f) All visitors especially those from outside the University, shall first identify themselves to the Custodian on duty before they are allowed to proceed to the students' rooms.

- (g) On reasonable suspicion that the visitor or student has or is about to commit an unlawful act, the Custodian may check the visitor or student either on entering or leaving the hostel or on both occasions.

### **Use of Office and University Space**

- 9. No student may enter into kitchens, stores, offices, administrative rooms and teaching rooms, outside teaching hours without the consent of the head of department concerned.
- 10. No rooms shall be used for meetings or any other function unless the requirement for booking them either in the hostel or faculty have been complied with.
- 11. (a) No student may hire for pay or otherwise any employee of the university during that employee's working hours.
  - (b) It shall be an offence to give or demand a bribe or attempt to unduly influence university employees for favours or services related to their official work.

### **University Property**

- 12. No student may smoke in lecture room, library and in such other places as it may be provided to that effect by the relevant department from time to time.
- 13. (a) Every student shall exercise the highest standard of caution in handling university properties to avoid possible damage.
  - (b) Any student who willfully or negligently damage university property shall be guilty of an offence. In this respect the student may be required to replace the damaged property.
  - (c) No University property of any description shall be taken from its Proper place without the written consent of the Head of Department concerned.
  - (d) University Chairs and other furniture must be returned to Lecturer Halls after use by individual students
  - (e) All the students will pay caution money to cover any compensation as the case may be.

### **Vehicles and Pedal Cycles**

- 14. (a) No resident student shall keep and maintain a bicycle, motor vehicle and motorcycles on campus unless they have been registered with the Warden.

(b)Registration shall normally be refused unless the following

documents are produced:

- i. The motor vehicle registration book
- ii. The motor vehicle valid road license
- iii. The students' current driving permit
- iv. Authority of ownership
- v. The Warden may refuse or withdraw permission on reasonable grounds
- vi. Every vehicle shall be driven at not more than 30 Kmh at the University campus
- vii. Every student motorist shall abide by the University regulations relating to parking and driving rules on the Campus.

### **Payment of Dues**

15. (a) On first arrival at the University, every student shall be required to pay a deposit as determined by University Council as security against debts to the university or to any University Department.

(b)Payment of caution money must be renewed at the beginning of each academic year whenever necessary.

(c)The balance of caution money shall be paid to the student after graduating from the University. If the balance is not claimed for a year, it shall be transferred to the Guild account.

16. (a) Fees for registration, residence and tuition are due for payment on the first day of the academic year.

(b)Examination fees shall be paid before the student sits for the examination. Every student shall be required to pay subscriptions to the students' Guild Games Union and the appropriate Students' Common Room on the first day of each academic year.

17. (a) A student who is a debtor to the University shall not be allowed to sit his/her examination or proceed further with his/her studies or to receive a University degree or award.

(b)A student is deemed to be a debtor to the University if he/she has not paid wholly or when he/she owes money to his/her Hostel of residence, Libraries, Faculties, or any other official body or Institution of the University.



- (c) Any student or student leader who misappropriates public funds entrusted to him/her or misuses any of the University properties shall be liable to disciplinary action.

### **University Activities**

18. (a) No student may undertake activities outside the University during Semester time without prior permission of the Dean of his/her Faculty.
- (b) The appropriate Dean of Faculty may grant such permission after consultation with the University officials concerned.
- (c) No permission shall be granted unless the student shows, to the satisfaction of the Dean that his /her academic work will not suffer by undertaking any activity outside the University.
- (d) For purposes of this rule, activities outside the University mean activities, which have nothing to do with the University and its functions.

### **Consumption of Drugs and Alcohol**

19. (a) Any student who gets, drunk or consumes drugs either within or outside the campus shall be guilty of an offence, and he/she is liable to a disciplinary action.
- (b) No student shall consume any intoxicating drug unless such consumption has been prescribed by recognized medical Officer.
- (c) No alcohol shall be consumed at any party organized in the Hostel premises without the prior permission of the Warden.

### **Dances and other Similar Functions**

- 20 (a) All dances and other similar functions held in the main hostel of residence, guild canteen, or any other part of the university on any day of the week shall not go beyond 1:00am.
- (b) The Vice-Chancellor may allow any function to be held outside these hours.

### **Insubordination to University Authority**

21. (a) Any student who disobeys or obstructs or interferes with any University Officer shall be guilty of an offence, and he/she is liable to disciplinary action.
- (b) Any student or group of students who attacks games Officials or

referee or fights other students at matches or interrupts the matches shall be guilty of an offence; he/she shall face the Disciplinary Committee.

### **Conduct Likely to Cause a Breach of Peace**

22. Any student who uses any offensive language, indulges in any behavior towards any member of the University or the public in an offensive manner likely to cause breach of peace shall be guilty of an offence.

### **Pregnancy**

23. Pregnant women may not be allowed to stay in Hostels. The Student must report to her Warden and move out of the hostel as soon as she is pregnant. She will not be expected to come back to the hostel until at least three months after she has delivered but without the child. Mothers should live their baby sitters with telephone contacts and they will be allocated a place where to sit by the University Authorities.

### **Vice-Chancellor's Powers**

24. The Vice-Chancellor has powers to suspend a student from the university or to discipline him/her in any manner he/she thinks fit, He/She shall seek approval of his/her action at the next meeting of the University Disciplinary Committee.

## **Hostel Rules and Essential Information**

The rules below should be read and understood.

### **1. Dining Rooms**

- a) In case meals are to be provided, they will be served at the time shown on the notice board in hostel of residence and include breakfast, lunch, tea and supper. Entitled members of the hostel are allowed in the dining hall only during these hours.
- b) Guests may be entertained to meals in the dining room provided that the necessary arrangements have been made with the University Finance Office.

### **2. Bed Rooms**

- a) The rooms are furnished with beds, chairs and occupants are responsible for the proper care of all property and damage or loss must be reported immediately to the Warden or the Chief Custodian. The occupants shall be required to sign for all property found in their room at the beginning of each semester and sign off at the end of the semester. It is the responsibility of the occupants to make sure that they sign off at the end of the semester, otherwise they will be charged for the property not handed in.
- b) If a wall point is fixed in a room, it will take a maximum current of 13 amps. Electric lights must not be left burning during the day time or when one is not in the room.
- c) Cooking in rooms is strictly prohibited.
- d) Rooms must be swept by 8:00am each day, rubbish must be deposited in the dustbins provided. Used bulbs, razor blades, condoms and other debris should never be thrown out of the windows. Rooms are cleaned under the Chief Custodian's supervision during vacation.
- e) Private property must not be left in the rooms during vacation except by permission of the Warden. Unless permission is given, cupboards must be left unlocked. If any room may be required for vacation conference, private property may be left in the trunk rooms during vacation at owner's risk.

f) In the unlikely event of the custodian being unable to contact either the Warden or a resident tutor, he/she may allow a guest of the same sex to stay for one night only.

### **3. Noise**

No noise from any source, e.g music, bugles, drums, whistles etc shall be made which will interfere with the study or sleep of other members of the hostel and the public.

### **4. Notice Boards**

You should always look out at the notice boards for any information from the administration, faculties, wardens, the Students' Common Room or the Guild.

### **5. Keys**

Loss of keys by students must be immediately reported to the Warden or the Chief Custodian. The key will be replaced on payment of the cost of a new key or new lock. The keys must be returned on leaving the hostel at the end of each semester. Failure to do so involves paying full residential charges from the beginning of the vacation to the time the key is returned, plus any other suitable punishment. It is the responsibility of each key holder to ensure that he/she has signed in the key book when the key is returned to the Custodian on duty.

### **6. Vacation Residence**

When a student is allowed to stay in a hostel she/he shall pay boarding fees payable in advance. Payment for residence or meals only is not allowed.

### **7. Student Common Room**

The Student's Common Room is responsible for the general social life of the hostel.

a) Guests must be approved either by the Warden or a Resident Tutor before being allowed to stay in the Student's Common Room. Payment at the appropriate charges must be made in advance.

### **8. Identity Cards**

Each student must have an identity card obtained from the Academic Registrar. Any member who loses his/her identity card must report immediately to the police. The Academic Registrar may issue a new card after the appropriate charges have been paid.

### **Warden and Resident Tutor**

A notice will be put up showing the times when the Warden is normally available to see members of the hostel during office times. If at home, the Warden will be able to see any student if the matter is urgent. A notice will be put up to show which of the Resident Tutors is on duty during the weekend. All emergencies during the weekends should be referred to him/her.

### **9. Bank Account**

All students are advised to open a bank account with any bank in Kabale. The Dean of Students will provide the necessary support.

### **10. Machinery for the Implementation of University Regulations**

1. Any member of the University has the obligation to report to the authority concerned any infringement of University or hostel rules which come to notice and to check immediately any disorderly or improper conduct or any breach of these regulations wherever they may occur.

2. Breaches of University or hostel rules may become the subject of a report to the Warden, the Dean of students or the Vice-Chancellor and may result in the student concerned facing the Hostel Disciplinary Committee or the University Disciplinary Committee.
3. (i) There shall be in each hostel residence a Disciplinary Committee imposed of the following members:
  - a) A member of staff appointed by the Vice-Chancellor as a Chairperson
  - b) The Warden, who shall also be the secretary
  - c) The Chairperson of the Student Common Room(SCR)
  - d) The Secretary for interior affairs
  - e) Two students elected by S.C.R(ii) The Committee will consider and make decisions of the nature specified below on all breaches of the hostel and university rules.
  - (iii) The Hostel Disciplinary Committee has powers to do any or several of the following:-
    - a) Dismiss the case against the student.
    - b) Reprimand the student.
    - c) Fine the student any sum of money, not exceeding Shs 10,000/= on any one occasion
    - d) Recommend to the Dean of students that the student be sent out of the hostel residence.
    - e) Ask the student to pay cost of the damaged or lost property.
    - f) Recommend that the case be referred to the University Disciplinary Committee.
  - (iv) Report the complaint against a student shall be made in writing to the Secretary of the committee by the Warden concerned or any other person in authority.
  - (v) The quorum for the meeting shall be five members.
  - (vi) The secretary shall inform the student in writing the nature of the complainant and about the date and time of the meeting. The secretary shall inform the student of the right to be present and to call witnesses.
  - (vii) The Committee shall hold due inquiry to and shall not be required to adhere to the rules of evidence or procedures as applied in a court of law but shall observe principles of natural justice.
  - (viii) The Committee's decision shall be communicated in writing to the student within seven days after the conclusion of the hearing.
  - (ix) A student may appeal to the University disciplinary committee if, in his opinion, the decision given by hostel disciplinary committee is not fair. Notice of appeal shall be given in writing by the complainant to the Secretary of the University Disciplinary Committee within fourteen days from the date of the letter communicating the decision to him/her.
4. (i) There shall be a University Disciplinary Committee composed of the following members:-
  - a) The Vice-Chancellor as Chairperson
  - b) The Deputy Vice-Chancellor
  - c) The Chairperson of the University Council
  - d) Two Council members
  - e) Two Senate representatives
  - f) The Principal counselor
  - g) One staff representative
  - h) The Academic Registrar
  - i) Two representatives of students
  - j) The University Secretary
  - k) Two representatives of wardens
  - l) Dean of students, who will be the secretary(ii) The Committee will consider and hear all appeals referred to it by the Hostel Disciplinary Committee

- (iii) The Dean of students may refer a case of breach of University discipline to the University Disciplinary Committee directly without the same case having been brought before the Hostel Disciplinary Committee.
- (iv) The University Disciplinary Committee has powers to do any or several of the following:
  - a. Uphold the decision made by the Hostel Disciplinary Committee
  - b. Dismiss the case against the student.
  - c. Reprimand the student
  - d. Demand an apology from the student
  - e. Fine the student any sum of money, not exceeding shs. 50,000/= at any one occasion.
  - f. Ask the student to pay for the cost or part of the cost to damaged or lost property
  - g. Ask the student to be non-resident
  - h. Recommend to the University Council that the student be dismissed.
  - i. Suspend the student for a specified period not exceeding four months pending approval of recommendation to council that the student be dismissed.
  - j. Any other punishment that the committee may think necessary.
- (v) The Committee's decision shall be communicated to the student in writing within seven days after the day of conclusion of the hearing.
- (vi) The Committee shall hold due inquiry and shall not be required to adhere to rules of evidence or procedures applied in a court of law but shall observe principles of nature justice.
- (vii) The decision of the University Disciplinary Committee shall, under normal circumstances, be final. A student may, however, appeal to the University Council if he strongly feels that he is not satisfied with the decision made by the committee

a) Having rendered sustained and distinguished service to the University

# ACADEMIC POLICY AND EXAMINATION REGULATIONS

## 1 INTRODUCTION

### 1.1 Background

Kabale University started as a community institution in 2002. The University was granted an operational license No.UI.CH.003 in 2005 and obtained a Charter (no UI.CH.008) in 2014. The University became a Public University in 2015 [Statutory Instruments No 36; UTOA, 2003 & 2006), The Universities and other Tertiary Institutions Act (2001) as amended]. By 2020 the Institution had grown with an enrolment of above 3000 students hailing from Uganda, Kenya, Tanzania, Rwanda, Burundi, Democratic Republic of Congo, and South Sudan. Currently, the University is offering Postgraduate and Undergraduate academic programmes.

### 1.2 Definitions

The terms listed below are used in this document with specific meanings assigned to them as follows:

**Semester:** one standard semester comprises fifteen (15) weeks of classwork and two (2) weeks of examinations.

**Academic Programme:** A collection of courses in a field of study which, when completed, leads to an award of a degree, a diploma or a certificate.

**Course:** A unit of work in a particular field of study, normally extending through one semester and normally carrying, after completion, credit towards the fulfilment of the requirements for certain Degrees, Diplomas or Certificates.

**Contact Hour (CH):** A standard one contact hour is at least 50 minutes of a classroom period

(Abbreviations: *LH- Lecture Hour, PH-Practical Hour, CLH-Clinical Hour, CH contact hour, TH-Tutorial Hour and CU-Credit Unit.*)

**Credit Unit:** One contact hour per week of lecture for 15 weeks equals one credit unit or a series of 15 contact hours

1 LH = 1 CH, 1 CLH = 1 CH, 2 PH = 1 CH, 2 TH = 1 CH, 1 CU = 15 CH

**Core Course:** A course which is essential to a Programme and gives the Programme its unique characteristic. A core course is compulsory for all students who have registered for a particular programme and must be passed.

**Elective Course:** A course offered in order to broaden a Programme or to allow for specialization. An elective course is selected from given groups of courses as a student's own choice.

**Audited Course:** A course, taken by a student, for which no credit is awarded. This course helps the student to follow or understand learning of another course/subject/field of study.

**Pre-requisite:** A condition or a qualification which must be satisfied prior to enrolling into some academic programme.

**Pre-requisite Course:** A course offered in preparation for a higher level course in the same study field/area/academic programme.

**Co-requisite Course:** A course that must be taken simultaneously with another course. Each of the two courses taken simultaneously is called a co-requisite of the other.

**Programme Load:** An essential set of courses offered for the award of a particular Degree/Diploma/Certificate. It is composed of both core and elective courses.

**Semester Load:** Total number of courses for a particular Programme offered in a semester.

**Major:** A field/ subject/area of specialisation in which a student is required to explore and comprehend to a larger extent the field/subject/area in considerable depth. A major comprises two-thirds (2/3) of the programme load.

**Minor:** A field/subject/area that is of less coverage than the major. A minor comprises one-third (1/3) of the programme load.

## 2 MINIMUM ADMISSION REQUIREMENTS

Applicants who meet at least the minimum entry requirements as prescribed by the National Council for Higher Education and approved by Senate are admitted and registered for Certificate, Diploma, or Degree programmes on offer in the University.

### 2.1 Doctoral (PhD) Programmes

The minimum entry requirement for admission to a doctoral degree is a master's degree, or equivalent, from a recognised university or institution.

### 2.2 Master's Degree Programmes

- a) At least a Second Class (Lower) Bachelor's degree, or equivalent, from a recognised university/institution.
- b) A Second Class (Lower) Postgraduate Diploma in a related field
- c) A Pass Class Bachelor's Degree may be considered for admission upon presentation of evidence of academic growth in a related field of study.

### 2.3 Postgraduate Diploma Programmes

At least a Bachelor's degree, or equivalent, from a recognised university/institution

### 2.4 Bachelor's Degree Programmes

An applicant for admission into the Bachelor's degree programme will qualify under any of the following:

- a) **Direct entry** from High School
  - (i) Uganda Advanced Certificate of Education (UACE), or equivalent, with at least two principal passes obtained at the same sitting
  - (ii) Plus Uganda Certificate of Education (UCE), or equivalent, with at least 5 passes

- b) **Mature age:**

Applicants must:

- (i) Be aged at least 22 years
  - (ii) Have passed mature age entry examinations administered by a centre accredited by National Council for Higher Education with at least a 50% mark
  - (iii) Hold a mature age examination certificate obtained within not more than two years prior to the year of admission
- c) **Diploma entry:** A relevant Diploma of at least credit class obtained from a recognised institution
- d) **Other entries:**
- (i) Relevant degree obtained from a recognised institution
  - (ii) Relevant Higher Education Bridging Certificate of at least credit class, or equivalent

**a. Undergraduate Diploma Programmes**

An applicant for admission into the undergraduate diploma programme will qualify under any of the following:

- (a) **Direct entry:**
- (i) Uganda Advanced Certificate of Education (UACE), or equivalent, with at least one (1) principal pass and two (2) subsidiary passes obtained at the same sitting
  - (ii) Plus Uganda Certificate of Education (UCE), or equivalent, with at least 5 passes
- (b) **Other entries:**
- (i) Relevant degree obtained from a recognised institution
  - (ii) Relevant Diploma of at least credit class obtained from a recognised institution
  - (iii) Relevant Higher Education Bridging Certificate, or equivalent

**b. Ordinary Certificate Programmes**

A Uganda Certificate of Education (UCE) with at least 3 passes obtained at the same sitting

**c. Academic Qualifications obtained from outside Uganda**

Qualifications issued by examination bodies or institutions of learning outside Uganda shall be equated to Ugandan standards by relevant academic regulatory/professional bodies in Uganda prior to consideration for admission.

**d. Intake capacities and percentile allocations to entry avenues**

- (a) This shall apply to undergraduate degree and diploma programmes.
- (b) The number to be admitted to any programme shall depend on the intake capacity as prescribed in each curriculum and accredited by NCHE.
- (i) For **Government Sponsorship Schemes**, the allocations shall be as follows:
- 1) 75% slots shall be reserved for National Merit Scheme.
  - 2) 25% slots shall be reserved for District Quota, Diploma Entry Scheme and Special Schemes (Disability and Talented Sports Persons).
- (ii) For **Private Sponsorship Scheme**, the allocations shall be as follows:



1) 80% slots shall be reserved for direct entrants from high schools

2) 20% slots shall be reserved for other entry avenues and shall be proportionately distributed among clustered applicants; these shall be clustered depending on homogeneity factors.

(c) Whenever the number of applicants does not exceed the intake capacity of any given programme, all applicants fulfilling the minimum admission requirements shall be admitted.

#### **e. Credit Transfer and Exemption**

##### **(a) Credit Transfer**

(i) Both the releasing institution and academic programme from which the credits are to be transferred must be accredited by NCHE.

(ii) Any applicant/student who wishes to transfer credits from another institution to Kabale University shall:

1) Satisfy minimum admission requirements for the respective programme, including the cut-off point applied to admit the cohort of students he/she shall join

2) Be required to earn at least 60% of the total credit units of the academic programme at Kabale University

3) Have earned a CGPA of not less than 3.0 out of the credits covered at the releasing institution

4) Pay a credit transfer application fee approved by Senate

(iii) The courses/credits to transfer and be used in the calculation of the CGPA must:

1) Be only those relevant to the academic programme at KAB

2) Have been earned not more than two years prior to the time of transfer

(iv) Course(s) deemed non-transferrable and therefore not contributing to the calculation of the CGPA shall be indicated in the student's transcript as Audited Course(s).

(v) If not permitted as per a specific programme curriculum, there shall be no transfer of credits.

##### **(b) Course Exemption**

(i) Upgraders to a bachelor's degree who hold a diploma of at least credit class in a related field from a recognised institution may be exempted from the first year upon recommendation by the relevant Department.

(ii) Holders of postgraduate diplomas who wish to upgrade to related Masters' Degrees may be exempted from some courses covered during postgraduate diploma studies upon recommendation by the relevant Department.

(iii) All upgraders shall be required to earn at least 60% of the total credit units of the academic programme they are upgrading to.

(iv) Regarding exemption of crosscutting courses, the relevant departments shall jointly deliberate upon the matter and recommend/report as appropriate to the Academic Registrar.

(v) Holders of qualifications with a pass class shall not receive any exemption.

### **3 STUDENT ENROLMENT**

#### **3.1 Registration**

1. All students must register within the first four (4) weeks of the semester. The students who shall have failed to register by the end of the four (4) weeks shall be required to pay a late registration fee determined by the Senate from time to time.
2. At registration, **new students** must present the following:
  - (i) Original Admission Letter
  - (ii) Original academic documents relating to the levels of education already attained
  - (iii) Identity cards issued by previous schools/colleges/institutions attended
  - (iv) Evidence of fees payment as per Senate approved percentage of the total semester fees
  - (v) Proof of payment of contribution to National Council for Higher Education
  - (vi) National ID, or birth certificate, or passport
3. No new student shall be registered until his/her academic papers have been scrutinised and authenticated by the Registrar's Office.
4. **Continuing students** shall renew their registration online every semester.
5. Continuing students shall indicate the courses they wish to take in the semester.
6. Neither new nor continuing students shall be entitled to any university service unless they are duly registered with Kabale University.
7. A system-generated registration card shall be printed by each student who has completed the registration process.
8. No student shall be admitted and/or enrolled for more than one academic programme in the University.

#### **3.2 Payment of Fees**

- (a) Payment of both tuition and functional fees is due on the first day of every semester.
- (b) Privately-sponsored students who cannot pay full fees at the beginning of any semester may pay 50% of the total fees by end of the fourth week of the semester and be registered then.
- (c) Failure to meet the deadline in (b) above, the concerned student shall pay a late registration fee determined by the Senate from time to time.
- (d) A student should have paid full semester fees by the end of the seventh week of the semester, or else attract a surcharge determined by Senate from time to time.
- (e) Only students who have paid fees to zero balance shall be allowed to sit for examinations.

#### **3.3 Student Identity card**

- (a) Each duly registered student must have a valid student identity card issued by the Academic Registrar.
- (b) A student, who loses his/her university identification documents, must report the loss to the Academic Registrar and the Police.
- (c) The Academic Registrar or any other authorised office shall issue (a) new identification document(s) after appropriate charges have been paid by the student.

#### **3.4 Academic Programme**

Any Academic Programme is composed of a set of prescribed courses that shall be registered for by a student in order for him/her to qualify for the award of a particular degree, or diploma, or certificate.

The structure of a particular programme shall show clearly the core, elective, and pre-requisite courses.

- (a) The length of an academic year shall be two (2) semesters.
  - (i) The length of a semester shall be seventeen (17) weeks; that is, 15 weeks of teaching and 2 weeks of examination.
  - (ii) The duration of a Recess Term shall be 10 weeks.
- (b) The programme load depends on the duration of the programme as shown in the table below.

Programme	Minimum duration (Years)	Minimum load (CU)
PhD	3	190
Master's Degree	2	80
Postgraduate Diploma	1	45
Bachelor's Degree	3	120
Undergraduate Diploma	2	80
Certificate	2	80

- (c) A normal semester load is defined as one-fourth, one-sixth, one-eighth or one-tenth ( $1/4$ ,  $1/6$ ,  $1/8$ ,  $1/10$ ) of the total number of credit units (CU) for two, three, four and five years' degree/diploma, respectively, required for the degree/diploma towards which the student is working. Therefore, for a three-year degree programme which requires, say 126 CU, 21 CU is the typical semester load.

**(d) Semester Load**

- (i) For undergraduate programmes, the minimum semester load shall be twenty (20) credit units and the maximum load shall be twenty-eight (28) CU per semester.
  - (ii) The semester load for postgraduate programmes shall range from nine (9) credit units to sixteen (16) credit units.
- (e) If a programme consists of a major and a minor, the major shall constitute two-thirds ( $2/3$ ) of the programme load and a minor shall constitute one-third ( $1/3$ ). For example, if a programme load is 126 CU, the major and minor shall constitute 84 CU and 42 CU respectively.

**3.5 Size of a Course**

- a) The smallest course shall be three (3) credit units. This means that each course should constitute a minimum of forty-five (45) contact hours per fifteen (15) weeks of teaching.
- b) A course that has a practical component shall have a minimum of one credit unit per semester in addition to (a) above as follows:
  - (i) Undergraduate Science Programmes: a minimum of one credit unit of practicals per semester
  - (ii) Undergraduate Medical Programmes: a minimum of two credit units of practicals per semester
  - (iii) Undergraduate Engineering Programmes: a minimum of one credit unit of practicals per semester, plus industrial training

- (iv) The programmes for Postgraduate Diploma in Education, Education degree (except In-service) shall include a minimum of eight (8) weeks of school practice during the recess term.

### **3.6 Change of Academic Programme**

1. ONLY a newly admitted student shall be allowed to change to another programme of study provided he/she fulfils admission requirements for the programme to change to.
2. The request to change to another academic programme shall be made in writing using the appropriate transfer/change form. The form is availed by the Academic Registrar's office.
3. The programme change must be approved by the releasing Head of Department, the receiving Head of Department and the Academic Registrar.
4. No programme change shall be acceptable after four weeks from the commencement date of the first year.
5. Any student who may find it inevitable to change the programme of study after the stated duration of four weeks shall have to re-apply and get admitted (in the following intake) as a new applicant.

### **3.7 Categorisation of students**

Undergraduate degree students are classified according to the number of credit units earned. "Credit units earned" are interpreted as credit units passed plus credit units accepted in transfer from other institutions. Students are designated as first (1<sup>st</sup>) year if they have earned fewer than "1/programme duration" of the programme load and second (2<sup>nd</sup>) year if they have earned "1/programme duration" but less than "2/programme duration" of the programme load.

For example, for a three-year degree programme whose load is 126 CU, a student is first (1<sup>st</sup>) year if he/she has earned fewer than 42 CU, second (2<sup>nd</sup>) year if he/she has earned more than 42 CU but less than 84CU, and third (3<sup>rd</sup>) year if he/she has earned 84 CU or more.

## **4 COURSE CODES AND GRADING SYSTEM**

### **4.1 Course Identification System**

Courses are designated by **course code** and **course name**. The code is a combination of three letters and four digits. The three letters indicate the programme, or the subject within a programme that offers the course. For undergraduate diplomas and certificates the first letter (D or C) represent diploma or certificate. The digits furnish information about level, semester and individual course.

Examples of course code: PHY 1203 DEE 1203 CEI 1203 BNS 1203

"PHY" indicates that the course is offered as a physics course on degree programme; "DEE" and CEI indicate that the courses are offered as diploma (D) in electrical engineering (EE) and certificate (C) in electrical installation (EI), respectively. BNS indicates that the programme is offered as Bachelor of Nursing Science.

1203 is a unique four-digit number assigned to the course.

The first digit (1 in examples above) denotes the year in which the course is usually taken; thus 1, 2, 3 indicate 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> year courses, respectively. Digits 4 and 5 are reserved for programmes whose duration is more than 3 years. Similarly, 6, 7, & 9 indicate postgraduate diploma (6), master's degree (6 & 7) and

doctoral degrees (9, 10, & 11). Digit 8 is reserved for the third year of a master's programme with three years of study.

The second digit (2 in the above examples) indicates a semester in which the course is usually offered, in this case in semester II. The last two digits (03 in the examples above) distinguish the individual course.

A crosscutting course of the same content offered in different departments/faculties shall have the same course code, course name and credit units from the mother department/faculty.

## 4.2 Assessment

A student's growth in skills, abilities and understanding acquired will be assessed as in the Table below.

Continuous Assessment (CW)	40%
Final Exam	60%
<b>Total</b>	<b>100%</b>

Continuous assessment consists of laboratory work, fieldwork, take-home assignments and tests. The coursework shall consist of at least **two** assignments and **two** tests.

## 4.3 Grading system

### 4.3.1 Undergraduate

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

Marks	Letter Grade	Grade Points
80-100	A	5.0
75-79	B <sup>+</sup>	4.5
70-74	B	4.0
65-69	C <sup>+</sup>	3.5
60-64	C	3.0
55-59	D <sup>+</sup>	2.5
50-54	D	2.0
0-49	F	0

The Pass Mark in any course shall be 50%.

### 4.3.2 Postgraduate

The Pass Mark in any course shall be 60%.

### 4.3.3 Grade Point Average (GPA) for a Semester

The GPA is calculated by a three-step procedure:

- To obtain weighted scores, multiply the grade point (GP) for each course done in a semester by the number of credit units (CU) for that course;
- Add weighted scores for each of these courses to arrive at the total weighted scores;

- c) Divide these total weighted scores by the total number of credit units (CU) for which a grade was received.

$$GPA = \frac{\sum GP \times CU}{\sum CU}$$

For example, if in a given semester, a student completes six courses with the grades below:

Course	C U	Grade points (GP)	weighted scores
Mathematical Methods in Physics	3	4.0	12.0
Classical Mechanics I	4	3.0	12.0
Properties of Matter	3	4.0	12.0
Communication skills	3	3.5	10.5
Calculus	4	4.0	16.0
Computer Literacy	3	4.5	13.5
Total CU			20
Total weighted scores			76
<b>GPA = 76/20 = 3.80</b>			

Seventy-six grade points earned is divided by 20 CU to arrive at a 3.80 GPA for the semester work.

#### 4.3.4 Cumulative Grade Point Average (CGPA)

CGPA at a given time shall be obtained by:

- Multiplying the Grade Point obtained in each course by the credit units assigned to the course to arrive at the weighted score for the course
- Adding together the weighted scores for all the courses taken up to that time
- Dividing the total weighted scores by the total number of Credit Units taken up to that time (cumulative credit units, CCU)

## 4.4 Classification of Degree and Diploma Awards

### 4.4.1 Classification of Bachelor's Degree Awards

The CGPA for the various classes shall be as indicated below:

Class	CGPA range
First Class (Honours)	4.40 – 5.00
Second Class Upper division (Honours)	3.60– 4.39
Second Class Lower Division	2.80 – 3.59
Pass	2.00 – 2.79

This academic recognition becomes part of the official record and is noted on the degree certificate of the recipient.

### 4.4.2 Classification of Undergraduate Diploma and Certificate Awards

The CGPA for the various classes shall be as indicated below:

Class	CGPA range
Class I (Distinction)	4.40-5.00

Class II (Credit)	2.80-4.39
Class III (Pass)	2.00-2.79

## 5 EXAMINATIONS

### 5.1 Certificate of Due Performance (CDP)

- This is a prerogative for students who meet lecture attendance to the tune of at least 75% and have passed coursework.
- A student not entitled to a CDP shall not be permitted to sit for the respective examinations.
- A list of students that qualify to sit for any examination(s) shall be submitted to the Academic Registrar by lecturers through respective Heads of Department.

### 5.2 Setting of Examinations

- An individual member of Academic Staff shall set questions for the course he/she has taught. He/she shall submit the questions together with the course outline and a marking scheme to the Head of the Department (HoD).
- The Departmental Examinations Committee shall moderate all examination questions submitted to the HoD.
- The moderated examination questions shall then be vetted by the external examiner(s).
- After necessary corrections, the questions to appear in the examination paper(s) shall be submitted to the Academic Registrar for mass production.

### 5.3 Mode of Assessment

A student's academic growth in skills, abilities and understanding shall be assessed through coursework and examinations. A final mark given in any course shall be composed of continuous assessment (out of 40%) and examination (out of 60%).

#### 5.3.1 Continuous Assessment

Continuous assessment shall consist of fieldwork, take-home assignments, tests and laboratory work (where applicable). A minimum of two assignments and two tests shall be required per Course.

The coursework (Continuous Assessment) shall be assessed as follows:

- Coursework with practical component:

Assignments	Tests	Practical Work	Total
10%	10%	20%	40%

- Coursework without practical component

Assignments	Tests	Total
15%	25%	40%

#### (c) Keeping a Record of Continuous Assessment Results

- Every student shall sign a register as he/she hands in a coursework assignment/test to the respective Lecturer/Professor so as to keep a record of all those who have done and handed in the coursework.

- (ii) An individual member of the Academic Staff shall submit results of an assignment/test and the register in (i) above to the Head of the Department as soon as marking is completed. In addition, he/she shall enter the marks into the University database (commonly referred to as “The System”).
  - (iii) The Head of Department shall be the custodian of the registers mentioned in (i) and all the coursework marks.
  - (iv) The Head of Department shall ensure prompt return of coursework scripts/assignments/tests at least not later than two weeks before the beginning of the End of Semester Examinations to enable students to know their progress and/or learn from past mistakes.
  - (v) The Head of Department shall monitor the level of compliance with all the requirements of continuous assessment for various courses offered in the Department.
- (d) For assessment of online or e-learning work, refer to **Section 13** of the Kabale University E-learning Policy.

### 5.3.2 *Marking of Examinations*

The examination papers shall be marked centrally by internal examiners and moderated by the external examiner(s) during a period prescribed by the Academic Registrar.

## 5.4 **Approval of Examination Results**

- (a) The Faculty/Institute Examination Board shall approve the results (both examination and coursework) but shall be regarded as **Provisional Results** pending Senate approval.
- (b) The Dean/Director shall forward the **provisional results** together with the Faculty Examination Board minutes to the Academic Registrar. The Academic Registrar shall present the results to the Senate for consideration and approval.
- (c) All the examination results shall be approved by Senate.
- (d) The approved results duly signed by the Academic Registrar shall remain in the custody of the Registrar and any question thereafter arising, with respect to the results of any examination, shall be determined by reference to such lists.

## 5.5 **Compensation and Concession passes**

### 5.5.1 Undergraduate programmes

1. Forty-nine per cent (49%) shall be raised to fifty percent (50%).
2. In the event of a finalist student failing a paper with forty-eight per cent (48%), and it is the only one preventing the student from graduating and yet he/she has never had an opportunity to retake it, such a mark shall be compensated by deducting four (4) marks from the highest mark of an examination taken within the same examination period.
3. In the event of a student failing a paper taken three times within a range of 45-47%, and it is the only mark preventing the student from graduating, he/she may apply for a **conceded pass** in the paper. A conceded pass shall be marked with **CP** in the transcript.



4. A student who shall fail a paper taken three times with a mark below 45% shall be discontinued from the respective academic programme.

### 5.5.2 Postgraduate programmes

- (a) Fifty-nine per cent (59%) shall be raised to sixty percent (60%).
- (b) In the event of a finalist student failing a paper with fifty-eight per cent (58%), and it is the only one preventing the student from graduating and yet he/she has never had an opportunity to retake it, such a mark shall be compensated by deducting four (4) marks from the highest mark of an examination taken within the same examination period.
- (c) In the event of failing a paper taken three times within a range of 55-57%, and it is the only paper preventing the student from graduating, he/she may apply for a **conceded pass**. A conceded pass shall be marked with **CP** in the transcript.
- (d) A student who shall fail a paper taken three times with a mark below 55% shall be discontinued from the respective academic programme.

### 5.6 Supplementary Examinations

1. In the event of a finalist student being prevented to graduate by a failed examination paper which he/she has not had a chance to retake, a supplementary examination may be administered to such a student so as to offer him/her an opportunity to pass it and graduate.
2. For a student to qualify for a supplementary examination he/she should have scored at least 45% in the paper in question.
3. The highest mark to be scored in a supplementary examination shall be fifty percent (50%). A supplementary examination mark shall be marked with **SE** in the academic transcript.
4. A student who takes a supplementary examination shall pay a fee equivalent to a retake fee.

### 5.7 Special Examinations

1. Special examinations shall be administered to **ONLY** those candidates who shall have registered and paid up before the beginning of examinations, and must have missed writing the examination(s) due to good causes. The following shall be considered as good causes for being absent from the examination(s):
  - a. The candidate's own ill-health or illness, which must be backed up by evidence from recognized/qualified medical practitioners and/or recognized health facilities. Such evidence must be verified by the University Medical Personnel.
  - b. The candidate's own maternity/natal ill-health, which must be backed up by evidence from recognized/qualified medical practitioners and/or recognized health facilities. Such evidence must be verified by the University Medical Personnel.
  - c. Loss of the candidate's own member of a nucleus family (offspring, parent/guardian, spouse or sibling), which shall be backed up by either a copy of the death certificate or evidence from Local Council authorities.
  - d. Proven wrongful prevention from writing an examination or examinations by one or more invigilators
  - e. Proven misplacement of one's coursework and/or examination scripts by Kabale University Staff, which shall be at the discretion of the Senate
  - f. Cancellation of examination because of leakage: Evidence of leakage of an examination paper shall be referred to the Senate Examinations Board. Any University Officer/Staff implicated in

leaking an examination or a test shall be subjected to disciplinary action in accordance with the University Regulations.

- g. Any other justifiable reason at the discretion of Senate.
2. To be counted as relevant, any evidence must relate to the period of examination, which shall be two weeks preceding or following the examination in question.
3. In case examinations are missed due to any of the above causes, the candidate in question should report in writing to the Dean of the Faculty, through the Head of Department, the missing of the examination(s) in question as soon as reasonably practicable. It shall be the responsibility of the Office of the Faculty Dean/Institute Director to forward the student's report or request to the University Senate with a Faculty/Institute Examination Board recommendation.
4. In addition to paying full semester fees, a student to sit for special examinations shall pay a fee per paper that shall be determined by the Senate from time to time.
5. Special examinations may be taken at any time at the discretion of the Senate.
6. In the event of re-scheduling of a timetabled examination paper, the change must be widely communicated to all concerned candidates by the Office of the Academic Registrar not later than a week before the new date of the examination.

### **5.8 Absence from examination**

- (a) If a student does not sit for an examination, he/she shall be deemed to have missed the examination.
- (b) Any Course in which an examination has been missed shall be marked with **ABS** (= absent).
- (c) The student shall retake any missed course(s) when next offered.
- (d) Misreading the Examination Timetable shall not be accepted as satisfactory explanation for absence from an examination.

### **5.9 Retaking a course or courses**

- (a) A student shall retake a course or courses when next offered in order to:
  - (i) Obtain at least a pass mark in a failed paper
  - (ii) Improve a grade/mark he/she is not satisfied with, and he/she shall use this option only once for a given course
- (b) While retaking a course or courses, a student shall:
  - (i) Attend all the prescribed lectures, tutorials, practical work and fieldwork
  - (ii) Do all assignments/tests in the course(s)
  - (iii) Sit for the University Examination(s) in the course(s) in question
- (d) Whenever a course has been retaken, it shall be marked with **RTK** (=Retake) on the transcript, denoting that a previous mark/grade has been replaced by another mark/grade in the course.
- (e) For the course that has been retaken, the better of the two grades obtained in that course shall be used in the calculation of the Grade Point Average (GPA).
- (f) When a student has to retake a course, he/she shall be charged a retake fee determined by the Senate.
- (g) A final-year student, whose final examination results have already been classified by the Senate, and who has qualified for the award of a Degree/Diploma/Certificate, shall not be permitted to retake any course.

### **5.10 Guidelines for Re-marking Examination Scripts**

1. Individual course Lecturers retain the primary responsibility for assigning grades. Normally the Lecture's mark is considered **final**. However, in exceptional cases a student may appeal against an examination mark by requesting for re-marking of his/her examination script. The following procedure shall apply:
  - a. All appeals for re-marking shall be addressed to the Dean/Director of the Faculty/Institute/School and a copy given to the Lecturer concerned.
  - b. A student shall make his/her request in writing stating the reasons for the request of re-marking within two (2) weeks after the official date of the release of provisional examination results.
  - c. The Dean shall convene a meeting of the respective Head of Department and the Lecturer concerned to explain to the student the procedures undertaken in re-marking of the examination script in that course within one (1) week from the date of application.
  - d. If the student is still unsatisfied with the explanation, he/she shall submit to the Academic Registrar a request letter and a bank deposit slip indicative of payment of a Senate approved re-mark fee.
  - e. The Academic Registrar shall ask the Department to identify another competent examiner who shall, after approval by the Senate, be appointed in writing to carry out the re-marking of the students' script(s). The new examiner may be from outside KAB if Senate deems it necessary.
2. The New Examiner shall be provided with the examination question paper, the marking guide, the student's examination script and a sample of other students' scripts in that course.
3. The new mark awarded by the New Examiner shall be the final mark even if it is lower than the original mark.

### **5.11 Publication of Examination Results**

- a) As soon as the Faculty/Institute Examination Board has fully considered the results of all the candidates, the Provisional Results shall be either displayed on the noticeboards (identify candidates by their registration numbers) or electronically transmitted to individual students by the Dean/Director of the Faculty/Institute.
- b) Students shall be given a period of two weeks within which to register their complaints.
- c) The Lecturer shall be given one week within which to resolve complaints and submit a report to the Head of Department.
- d) Once the Senate approves results, **ONLY** the Academic Registrar shall release the results.
- e) The Academic Registrar shall be the custodian of all the University examination results.

### **5.12 Retention and Disposal of Examination Scripts**

Due to lack of space for storing large volumes of scripts, the following shall apply to assessed examination scripts:

- (a) The Academic Registrar shall store/retain all examination scripts for a period of seven (7) years with effect from the end date of the assessed semester. This retention shall allow the University to address any complaints or appeals and also to use the scripts for Quality Assurance purposes.
- (b) The Academic Registrar shall ensure that Examination Scripts are disposed of in a secure and appropriate manner as approved by Senate.

## **6 EXAMINATIONS PROCEDURE**

The regulations in this section facilitate the proper conduct of examinations; provide for a well-ordered and calm environment in which candidates can complete their examinations; and ensure that no candidate can gain unfair advantage over others.

### **6.1 Eligibility to Sit for Examinations**

A student is eligible to sit for end of semester examinations if he/she:

1. Is duly registered with Kabale University
2. Has attended at least seventy-five percent (75%) of all lectures unless the student shows acceptable evidence of extenuating circumstances.
3. Has submitted coursework, received feedback from respective lecturers and has passed with at least a 50% score (20/40) before examinations begin; any student who fails to submit coursework assignments in respect of the deadlines set by the lecturer, department and/or faculty/institute shall not sit for examinations, unless prior acceptable explanation is submitted to the course lecturer and/or coordinator, and/or head of department.
4. Has paid, in full, tuition fee and other fees by the set deadlines of the semester: any examination taken or re-taken without complete payment of fees shall be invalid and therefore the results shall be cancelled.
5. Has an **Identity Card**, a **Registration Card**, a **NCHE receipt**, and an **Examination Card** indicating the courses registered for by the student.

### **6.2 Entry into an Examination Venue**

1. No candidate shall be allowed to enter an examination venue unless told to do so by the invigilator assigned to the examination venue.
2. For the security and integrity of examinations, places of convenience and any other place in the vicinity of examination venues shall, during the duration of examinations, be considered part of the examination venues. Unauthorized material shall not be left in such places before or during examinations. It is an offence to utilise and leave any reading materials in such places.
3. Candidates shall present a valid identity card, registration card, examination card and NCHE receipt before entering any examination venue.
4. Candidates shall be checked for every unauthorised material before admission into an examination venue. Unauthorized materials include books, notes, bags, mobile phones, briefcases, handbags, calculator covers, noisy and programmable calculators, minicomputers, pullovers (jackets, coats, sweaters, veils and scarves), plus any other item that may be deemed as unnecessary or unwanted in the examination venue.
5. Candidates shall be admitted into the examination venue not more than twenty (20) minutes before the start of each examination session.
6. Candidates who arrive late shall not be allowed extra time to complete their examination.
7. Candidates who are more than thirty (30) minutes late without a valid reason shall not be admitted into the examination venue. Such candidates shall be considered as having missed writing that examination paper and shall therefore retake the course when it is next offered.
8. Candidates must observe silence on entry and whilst in the examination venue.

### **6.3 Arrangement in the Examination Venue**

1. On entry, candidates shall take the sitting arrangements as deemed appropriate by the invigilators assigned to the examination venue.
2. Candidates shall produce their valid identity cards, registration cards, examination cards, and NCHE receipt, and place them on their desks for inspection by the invigilators. Cards that do not have clear or damaged photos, resulting in cards being illegible, may not be accepted as valid cards in examination venues. A candidate who for valid reasons is unable to produce an identity card/registration card at the time it is required may be allowed to proceed with the examination. The Chief Invigilator shall report such a candidate to the Academic Registrar on the same day. Such candidate must present authentic identification to the Academic Registrar within the next working day. If a candidate fails to comply with the aforementioned requirement, his/her answer booklet and/or results for that examination paper shall be withheld at the discretion of the University Senate.
3. Candidates shall be given five (5) minutes reading time prior to the scheduled time of commencement.
4. A candidate shall raise a hand if he/she has a question.
5. Candidates shall not write on question papers during the examination time. Candidates who write notes on their examination papers are liable to disqualification from the examination(s).
6. Persons with disabilities, persons under legitimate confinement/detention and those encumbered/burdened by any health condition (incapacitation by pregnancy inclusive) shall require special sitting arrangement as may be deemed administratively appropriate under prevailing circumstances. Such candidates shall request the Registrar's Office for the special sitting arrangement through respective Departments and Faculties in advance.

### **6.4 Leaving the Examination Venue**

1. No candidate may leave the examination venue within one hour of the beginning of the examination, except in exceptional circumstances, and with permission from the Invigilator.
2. In order to avoid disturbing other candidates, candidates shall not leave examination venues during the last fifteen (15) minutes of the examination, except in exceptional circumstances, and with permission from the Invigilator.
3. If a candidate has completed the paper before the specified time and wishes to leave, he/she shall seek permission from the invigilator, and shall leave quietly so as not to disturb other candidates.
4. No candidate shall leave and return to the examination venue during an examination unless subject to surveillance by an invigilator while outside the venue.
5. If a candidate falls ill during an examination, he/she shall inform the Invigilator. The candidate is then accompanied to the University Health Facility by the Invigilator.
6. Candidates shall be told by the Invigilator(s) to stop writing at the end of the examination. They should then remain seated until they have made sure that all the details required on the answer booklet have been completed. It is the responsibility of the candidate to ensure that all the answer books and supplementary papers are fastened together.
7. Candidates shall remain silent and seated in the examination venue until all scripts have been collected, and the candidates have been told to leave the venue by the Invigilator(s).
8. A candidate shall not take any examination material, used or unused, out of the examination venue other than:
  - a. The authorised materials he/she brought into the examination venue
  - b. The question paper (if permitted to do so)

## **6.5 Examination Malpractice/Misconduct**

The following shall constitute malpractice and misconduct in any examination venue:

1. Taking into the examination venue, be in possession of, while in the examination venue, any material as specified under **6.2 (f)** or any other unauthorized material
2. The use of any answer book, writing or blotting paper, other than that supplied by the invigilator
3. Sharing of calculators, rulers, or any other examination material
4. Aiding or attempting to aid, soliciting or attempting to solicit aid from, another candidate directly or indirectly
5. Possession of written information in whatever form, and regardless of its relevance, on any part of a candidate's body during the examination or in the vicinity of any candidate's desk.
6. Consulting or trying to consult, during the examination, any unauthorised material (books, electronic gadgets or other materials), or any other person while temporarily outside the examination venue
7. Impersonating another candidate or allowing oneself to be impersonated
8. Attempting to sit for an examination using any fraudulent credentials (registration card, identity card, examination card or receipt)
9. Committing an act of violence, or any form of breach of peace, against a fellow student and/or the Invigilator(s)
10. Running away from an examination venue with or without examination materials
11. Any such behaviour as may, in the view of the invigilator(s), disrupt other candidates or the conduct of the examination process

## **6.6 Handling Examination Misconduct/Malpractices**

1. In all cases of misconduct, the Chief Invigilator or his/her alternate, in the presence of another invigilator, shall verbally inform the candidate that he/she has committed an act of misconduct, take possession of all the evidence found with him/her including the answer booklet already used by the candidate, issue an unused answer booklet and permit the candidate to begin writing the examination afresh.
2. Any student found cheating when it is less than thirty (30) minutes to the end of the examination session shall not be given a new answer booklet.
3. A candidate who has committed an act of misconduct by infringing the rules shall be required to complete and sign a form. At the end of the examination in question, the form, the evidence (including the answer book that had been already used by the candidate) and the answer book(s) issued after discovering the malpractice shall be bound together and submitted with a written report to the Academic Registrar by the Chief Invigilator.
4. Upon receipt of the written report from the Chief Invigilator, the Academic Registrar shall, before the next sitting of the Senate to receive examination results, summon the candidate(s) to face the Senate Examination Malpractice Committee for a fair hearing. After the student's point of view has been heard, the candidate shall be informed in writing that his/her conduct shall be reported to Senate and that the decision as to whether his/her work shall be accepted rests with the University Senate.
5. A candidate who shall not answer to the summons to face the committee shall be reported to Senate as guilty forthwith.
6. The Academic Registrar shall present the Malpractice Committee recommendations with the relevant evidence to Senate for a final recommendation to Council.

7. Pending the final resolution by Council, the Academic Registrar shall issue a letter as may be recommended by Senate to any candidate(s) proven guilty of examination malpractice.

### **6.7 Penalty against Examination Malpractice/Misconduct**

1. If a student is proven guilty of any examination malpractice, all examination results of the respective semester shall be cancelled.
2. For students who destroy evidence of malpractice, the examination results of the respective semester shall be cancelled.
3. A student who is summoned and fails to appear before the Senate Examination Committee shall be discontinued until he/she shows cause why he/she should not be discontinued.
4. A student who assaults an invigilator or fellow student in an examination venue shall be discontinued permanently, and may be prosecuted in courts of law.
5. A student who is proven guilty of sitting, or attempting to sit, for any examination(s) using fraudulent credentials (registration card, identity card, examination card or receipt) shall be discontinued permanently.

### **6.8 Misconduct in Tests**

This shall comprise the following:

1. Taking into the test venue, or possession while in the venue, of such unauthorised materials as stipulated in 6.2 or any other material which has not been authorized
2. The use of any answer book, writing or blotting paper other than that supplied or permitted by the lecturer
3. Aiding or attempting to obtain aid (directly or indirectly) to commit an act of misconduct
4. Such behaviour as may, in the view of the lecturer, disrupt the conduct of the test

### **6.9 Procedure for Handling Misconduct in Tests**

1. A lecturer who, in the process of administering a test, discovers a student infringing the rules of conduct shall confiscate the script and collect any other evidence that is available. The student shall be allowed to continue with the test on a new answer script.
2. The lecturer shall submit a written statement of the incident within the next working day to the Head of Department, attaching thereto the confiscated and the new answer booklet as well as any other evidence.
3. The student shall also be required to submit his/her written account of the incident to the Head of Department within the next working day from the time he/she is informed.
4. When the Head of Department receives the student's written account of the incident, he/she shall convene a special Departmental Board meeting within two (2) weeks to hear the student and make a recommendation to the Faculty Board, which shall in turn make a recommendation to Senate for a final decision.

### **6.10 Misconduct in Assignments**

This shall comprise the following:

1. Wholesale copying of another person's work, material, publication, report, assignment, and results of an experiment
2. Taking and using another person's work or ideas as one's own without acknowledgment

### **6.11 Procedure for Handling Misconduct in Assignments**

1. A lecturer who, while marking, discovers an incident of misconduct on the part of a student in an assignment shall make a copy of the assignment. He/she shall further submit a written statement to the Head of Department enclosing therewith the original answer script and other evidence of misconduct.
2. The lecturer shall require the student to give an explanation in writing for his/her misconduct to the Head of Department within one (1) week from the time he/she is informed (by the lecturer).
3. The Head of Department shall summon a Special Departmental Board meeting within two (2) weeks of the incident to deliberate and take a decision on the alleged misconduct.
4. In the case of a second offence, the Departmental Board shall make a recommendation to the Faculty Board, which shall in turn make its own recommendation to the Senate for a final decision.

### **6.12 Penalties against Misconduct in Tests and Assignments**

When it is determined that a student committed an act of misconduct, he/she shall be awarded a zero mark in the disputed test/assignment.

### **6.13 Plagiarism**

Plagiarism is an act of presenting pieces of text from any author's work(s) or presenting the whole work as one's own without acknowledging the author. Examples include:

- a) Quoting another's work "word for word" without placing the phrase(s), sentence(s) or paragraph(s) between quotation marks and without referencing the source
- b) Using statistics, tables, figures, data, diagrams, questionnaires, images, computer codes, etc., created by others without acknowledging and referencing the source
- c) Copying the work of another student, with or without that student's approval
- d) Collaborating with another student, even where the initial collaboration is legitimate, e.g.: joint project work, and then presenting the resulting work as one's own
- e) Submitting, in whole or part, work which has previously been submitted elsewhere, without fully referencing the earlier work
- f) Buying or commissioning an essay or other piece of work and presenting it as one's own

#### **6.13.1 Procedure for handling plagiarism**

1. A research supervisor or examiner, or a member of a defence panel who, while reading or examining a candidate's or supervisee's work, discovers an incident of plagiarism in a research work shall make a copy of the work for his/her record.
2. Thereafter, he/she shall submit a written statement clearly detailing the act of plagiarism committed by the candidate or supervisee to the respective Head of Department enclosing therewith the original copy of the research work.
3. The Head of Department shall require the student to submit an explanation in writing for his/her (supervisee's) plagiaristic misconduct to him/her (the Head of Department) within one (1) week from the time which shall be the time of the incident he/she is informed.
4. The Head of Department shall convene a Special Departmental Board meeting within two (2) weeks of the incident to deliberate and take a decision on the alleged misconduct.
5. The Departmental Board shall make a recommendation to the Faculty Board, which shall in turn make a recommendation to the Senate for a final decision.



### **6.13.2 Penalty against plagiarism**

1. A student proven guilty of plagiarism may, at the discretion of Senate, be excluded for one academic year or discontinued from the University depending on the nature of plagiarism.
2. In the event of exclusion, the student shall express interest to resume studies by formally writing to the Academic Registrar through his/her Departmental Head and Faculty Dean. Such student shall in addition be required to submit a written apology.

### **6.14 Cybercrime**

Any student who shall use a computer, a computer network or another networked device to hack into and manipulate, or gain unauthorised access to, the University Admissions, Registration, Finance, Examinations, Examination Results and Academic Awards Management Systems shall have committed an act of cybercrime.

#### **6.14.1 Procedure for handling cybercrime**

- a) A student suspected of committing or discovered to have committed an act of cybercrime shall be required to submit a detailed written statement relating to the alleged crime. In addition, the device employed by him/her plus any other material considered as evidence shall be seized.
- b) The staff member or other person who claims that the student committed an act of cybercrime shall submit a written statement clearly detailing the act committed to the Academic Registrar.
- c) The Academic Registrar shall convene a meeting comprising the Dean of Students, respective Faculty Dean or Institute Director, University Legal Officer, OC KAB Police Station, and an ICT Expert within a week from the time of the incident to deliberate upon the matter and recommend course of action to Senate.

#### **6.14.2 Penalty against cybercrime**

- a) Any student proven guilty of cybercrime shall be forthwith expelled from the University.
- b) In addition, such student shall be prosecuted in Courts of Law.

### **6.15 Appeal against Penalties**

A student who wishes to appeal against a penalty imposed by the Senate for misconduct as stipulated in **Section 6** (sub-sections 6.7, 6.13.2 and 6.14.2) shall do so in writing to the University Senate within two weeks of the Senate ruling.

## **7 ACADEMIC PROGRESS**

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

### **7.1 Normal Progress (NP)**

Normal Progress shall occur when a student has passed all specified courses for the Programme and obtained the CGPA of 2.0 or better.

### **7.2 Probationary Progress (PP)**

Probationary progress will occur if a student:

- (a) Fails a course or courses
- (b) Obtains a cumulative grade point average (CGPA) of less than 2.0:

Such a student shall be allowed to progress to the next semester/academic year but shall retake the course(s) failed when next offered.

### **7.3 A Course Requiring a Pre-requisite**

- (a) When a student fails a Pre-requisite Course, he/she shall not be allowed to take the Course requiring the failed Pre-requisite.
- (b) A student will be required to retake the failed Pre-requisite Course(s) before embarking on the course(s) requiring the successful completion of the prerequisite(s).

### **7.4 Stay put**

- (a) A student shall stay put (not progress to the following semester or academic year) if:
  - (i) He/she accumulates retakes which constitute more than a half of a semester load
  - (ii) He/she misses all semester examinations
- (b) Such students shall not progress to the following semester or academic year until they have fulfilled the requirements for the semester they shall have missed.
- (c) Students of Medicine and Nursing shall be obliged to clear any retake(s) in the pre-clinical years before embarking on clinical studies.

### **7.5 Incomplete work (INC)**

The symbol **INC** indicates incomplete work; it is used at the discretion of the Lecturer when a student has legitimate reasons for being unable to complete course requirements on time; for example, the research project. The Grade **INC** is removed from the student's record when he/she completes the work and the Lecturer submits change of grade to the respective Dean/Director through the Head of Department.

### **7.6 Discontinuation (DISCO)**

A student shall be discontinued from a Programme if one of the following occurs:

- a) Failing the same course/courses three (3) times with a mark of less than 45%
- b) Receiving three consecutive probations based on Cumulative Grade Point Average (CGPA); i.e. failing to obtain a CGPA of 2.0 for three consecutive semesters
- c) Overstaying on an academic programme by more than two (2) extra years
- d) Absconding from studies without informing the relevant offices of the University
- e) Being proven guilty of an examination malpractice, or other misconduct, deserving such penalty

### **7.7 Maximum Duration of Stay on a Programme of Study**

1. The number of years a student shall spend on an academic programme is as follows:
  - a. For a one-year programme, the duration shall not exceed three academic years.
  - b. For a two-year programme, the duration shall not exceed four academic years.
  - c. For a three-year programme, the duration shall not exceed five academic years.
  - d. For a four-year programme, the duration shall not exceed six academic years.
  - e. For a five-year programme, the duration shall not exceed seven academic years.
2. The two extra years allowed for completion of studies in a) above shall include any dead semester and/or year registered by any student during his/her course of studies.
3. No student shall be permitted to halt studies for more than the maximum number of years assigned to the respective academic programme.

4. Any student, who shall extend the duration of study suspension or dead year to more than the relevant duration stipulated in (a) above, or beyond the duration permitted him/her by the Senate, shall be considered to have absconded unless he/she presents evidence of extenuating circumstances. Any absconder who shall wish to return for studies shall have to apply and get admitted as a new student.
5. A student who fails to complete his/her course of study within the normal duration assigned to an academic programme and is wishful of extending the study period into the two (2) extra years provided for in (a) above shall apply in writing to the Academic Registrar for an extension.
6. If an extension applied for is equal to or more than a semester during which the course units to be taken are not retakes or missed examination papers which make up less than a full semester load, a student shall pay all dues for the semester.
7. If the extension is equal to or more than an academic year, a student shall renew his/her registration for every additional academic year and pay full university dues.

## **7.8 Completion of a Programme**

1. For any student to be considered to have completed his/her programme of study, and therefore eligible for graduation, he/she should have fulfilled minimum academic requirements (academic programme load) and cleared with such offices as indicated on the finalist clearance form.
2. A draft transcript shall be prepared for each finalist student, and:
  - a. The finalist shall collect the draft transcript from the Office of the Academic Registrar.
  - b. The finalist shall crosscheck to confirm whether or not, the biodata, courses, marks and any other information on the draft transcript is complete and authentic.
  - c. In case of any mistake the Head of Department shall assist in correcting the mistakes.
  - d. After the draft has been signed by the finalist student, the Head of Department and the Faculty Dean/Institute Director, the draft together with a clearance form shall be forwarded to the Office of the Academic Registrar for final authentication and preparation of an academic transcript and a certificate.
  - e. A student who discovers, in his/her transcript, an error that he/she should have noticed before signing the draft shall be charged a fee to have the error corrected. The fee shall be determined by Senate.
3. The finalist shall in addition clear with the offices of the Custodian, Warden, Librarian, Dean of Students, Head of Department, Faculty Dean, University Bursar, Academic Registrar and such office as may be indicated on the Finalist Clearance Form.

## **8 AWARDS**

The University shall publicly recognise students and members of the community by bestowing substantive Certificates, Diplomas and Degrees earned through regular or standardised academic processes; Aegrotat Certificates, Diplomas and Degrees; Posthumous Certificates, Diplomas and Degrees; and Honorary Awards.

### **8.1 Substantive awards earned by regular academic processes**

The University shall confer Certificate, Diploma and Degree awards to students upon successful completion of respective programmes of study. A student shall earn an award after fulfilment of requirements for it as stipulated in the respective academic programme curriculum.

### **8.2 Aegrotat Awards**

If a student/candidate is prevented by illness or other satisfactory cause from undertaking part of the final requirements (coursework and major examinations) for normal assessment for a substantive award, he/she may apply to the University Senate for the award of an Aegrotat Degree, Diploma or Certificate. For such an award, the following criteria shall apply:

- a) Candidates who have completed more than half of the final-stage assessment/examinations are eligible to apply for an aegrotat award.
- b) Applications from, or on behalf of, candidates must reach the Academic Registrar not later than one month after the end of the relevant examinations.
- c) For a candidate to be considered for an aegrotat award, he/she must present satisfactory medical evidence endorsed by the University Health Personnel in case of illness, or appropriate documentation in other cases, that removes doubt that he/she shall be unable to return at a later date to complete his/her studies.
- d) No candidate for an aegrotat award shall be exempt from presenting and/or defending a dissertation or thesis when such is prescribed as part of his/her academic programme.
- e) An Aegrotat Degree, Diploma or Certificate shall be awarded without class.

### **8.3 Posthumous Awards**

- a) A Posthumous Degree, Diploma, or Certificate may be conferred upon finalist students who pass on before the graduation date.
- b) Such an award shall be conferred in recognition of the academic achievement(s) of students who passed on after fulfilling the requirements for the award.
- c) At the time of death, the student in question is required to have been in good standing with respect to conduct, financial obligations to the University and academic requirements.
- d) Upon notice of the death of a finalist student:
  - i. The Academic Registrar shall request in writing the relevant Faculty Dean/Institute Director to review the deceased's record and consider his/her eligibility for a posthumous award. Such request shall be copied to the Vice Chancellor.
  - ii. The Faculty Dean/Institute Director, with the relevant department staff, shall review the request from the Academic Registrar to confirm that the student's overall record merits consideration for a posthumous award.
  - iii. The final written Faculty/School/Institute recommendation(s) for a posthumous award shall be provided in writing to the Vice Chancellor and the Academic Registrar not later than two months before the graduation occasion at which the Degree/Diploma/ Certificate is to be awarded.
  - iv. The Academic Registrar shall consider all documentation presented and prepare a written report to Senate for consideration and approval.
- e) Upon approval by the Senate:
  - i. The family of the deceased will be notified in writing and invited to attend the graduation ceremony at which the award will be conferred.
  - ii. The relevant Faculty Dean/Institute Director will also be notified in writing of the approval.
  - iii. The award will be conferred at the next scheduled graduation ceremony.

- iv. The posthumous nature of the award will be indicated on the student's file, in the graduation programme and on the Certificate.
- v. The Certificate and Academic Transcript may be mailed to, or collected by, the family of the deceased after the Graduation Ceremony at which the award was conferred.

## **8.4 Honorary Awards**

The University shall formally and publicly recognise outstanding contributions or achievements in the following four categories:

### **8.4.1 Honorary Doctorate**

This shall be bestowed in recognition and celebration of eminent achievement(s), and it shall be anchored on distinguished contribution to a discipline/field/branch of learning.

### **8.4.2 Fellows of the University**

This shall be bestowed in recognition of the contribution of individuals to the University and to the community. It shall be guided by the following criteria:

- b) Having served as an exemplar to staff and/or students of the University through demonstrating leadership and initiative or distinction in a field of pursuit
- c) Having a professional standing within the community

### **8.4.3 Emeritus Chancellor**

This shall be bestowed in recognition of a retiring Chancellor who has made illustrious contribution and offered outstanding service to the University over a number of years.

### **8.4.4 Emeritus Professor**

This shall be bestowed in recognition of a retiring and (in exceptional circumstances) resigning Professors who have made distinguishing contribution to teaching, research, scholarship, innovation or rendered outstanding service to the University over a number of years.

## **8.5 Honorary Awards Procedure**

- a) As provided for by **Section 47** of the University and other Tertiary Institutions Act (2001, as amended), the University Senate and Council shall jointly establish an Honorary Awards/Degrees Committee.
- b) The Committee shall issue a call for submission of nominations for honorary awards.
- c) The nomination of a candidate may be made by the member(s) of the University Community and submitted to the Committee, indicating the premises on which the nomination was made. The nomination shall be accompanied by evidence-based supporting documentation, including relevant biographical information about the nominee.
- d) Nominations shall be treated with the utmost confidentiality – not even the nominee must be approached personally about his/her nomination.
- e) All nominations received by the Committee may be disbursed for initial review by the relevant Faculty Boards that shall submit recommendations to the Honorary Awards Committee.

- f) The Committee may consider due diligence and risk assessment processes which may include: contacting referees listed by the nominator; reviewing the nominee's mass or social media coverage; and other levels of scrutiny, as deemed necessary.
- g) The Committee may resolve to approve the nominations for respective award(s) pending confirmation of the willingness of the nominee to accept the award. Necessary steps shall be taken to contact the successful nominee, ascertain the nominee's willingness to accept the award offered and formalise communication by a letter signed by the Vice Chancellor.
- h) The nominee for an award must formally accept the offer by written response. The offer of the award shall be annulled if the nominee is not willing to accept the award, or if he/she does not respond to the formal communication within six months from the date of receipt. Thereafter, the Committee shall prepare a report to Senate and Council.
- i) The awardee/s shall be presented at an appropriate University Graduation Ceremony. When deemed appropriate, reasonable travel and accommodation costs may be covered. Awards may be conferred in the absence of the candidate or posthumously by a specific resolution by the Senate.
- j) The honorary award dress shall be determined by Senate.
- k) Creating and presenting citations for honorary awards shall be guided by the Vice Chancellor, including appointment of the author and presenter of the citations.
- l) The Office of the Academic Registrar shall print and provide certificates/testimonials, which shall be provided to the Chancellor to present to the recipients.
- m) Recipients of Honorary Awards may be invited to Graduation Ceremonies and other University occasions as deemed appropriate.
- n) All Recipients of Honorary Awards are entitled to using respective award titles in all situations and for all correspondence, and cite the official award abbreviation before or after their names, for example:
  - i. Doctor of Letters (honoris causa): [NAME] D.Litt (KAB), [NAME] D.Litt (h.c) (KAB), [NAME] Hon D.Litt (KAB), Dr. h.c [NAME]
  - ii. [NAME] Fellow of the University, KAB
  - iii. Emeritus Chancellor [NAME], KAB
  - iv. Emeritus Professor [NAME], KAB
- o) Holders of honorary awards shall be entitled to a number of privileges, which may include:
  - i. participation in the University academic procession and other special events
  - ii. receipt (at no charge) of University publications
  - iii. use of the University Library
  - iv. being noted on the University Register
  - v. and such other privileges as may be jointly determined by Senate and Council from time to time

## **8.6 Revocation of Awards**

- a) Awards earned by regular substantive academic processes may be revoked by Senate in case they were obtained through either fraud or administrative error.
- b) An honorary award may be rescinded by Senate in case the recipient acts in such a manner as to bring disgrace to the name of the University.

## **9 APPROVAL AND CONFORMITY**

The information, regulations and procedures in this document are approved by the Kabale University Senate and are in conformity with Uganda National Council for Higher Education guidelines (Quality Assurance Framework for Universities and the Licensing Process for Higher Education Institutions, January 2014).

**APPENDIX: ACADEMIC PROGRAMMES ON OFFER AS OF 2020/2021  
(THE OFFICE OF THE ACADEMIC REGISTRAR)**

<b>Faculty/Institute &amp; Academic Programmes</b>	<b>Duration</b>	<b>Study Schedule</b>	<b>Intakes per Year</b>
<b>FACULTY OF EDUCATION</b>			
Master of Arts in Educational Mgt	2years	Weekend/Holiday	August
Master of Educational Psychology	2years	Weekend	August
Postgraduate Diploma in Education	1year	Weekend/Holiday	August
Bachelor of Education – Secondary	2years	Holiday	August
Bachelor of Education - Primary	2years	Holiday	August
Bachelor of Science with Education (Fulltime)	3years	Fulltime	August
1. Biological Sciences			
2. Physical Sciences			
3. Economics			
Bachelor of Science with Education (Recess)	3years	Holiday	August
1. Biological Sciences			
2. Physical Sciences			
Bachelor of Arts with Education	3years	Fulltime	August
Diploma in Education - Primary	2years	Holiday	August
<b>FACULTY OF AGRICULTURE AND ENVIRONMENT SCIENCES</b>			
Master of Science in Environment and Natural Resources	2years	Fulltime/Weekend	August
Bachelor of Environmental Science	3years	Fulltime	August
Bachelor of Science in Agriculture	4years	Fulltime	August
Bachelor of Agriculture and Land Use Management	3years	Fulltime	August
Bachelor of Agribusiness	3years	Fulltime	August
Diploma in Environmental Science	2years	Fulltime	August
<b>FACULTY OF SCIENCE</b>			
Higher Education Bridging Certificate	1 year	Fulltime	August
<b>FACULTY OF COMPUTING, LIBRARY AND INFORMATION SCIENCE</b>			
Master of Information Science	2years	Weekend	August
Bachelor of Computer Science	3years	Fulltime	August
Bachelor of Information Technology	3years	Fulltime	August
Bachelor of Library and Information Science	3years	Fulltime	August
Bachelor of Records and Information Management	3years	Fulltime	August
Diploma in Records Management	2years	Fulltime	August
Diploma in Library and Information Science	2years	Fulltime	August
Diploma in Computer Science	2years	Fulltime	August
Diploma in Information Technology	2years	Fulltime	August
Diploma in Medical Records Management	2years	Fulltime	August
<b>SCHOOL OF MEDICINE</b>			
Master of Medicine: Paediatrics and Child Health	3years	Fulltime	August



Master of Medicine: Obstetrics and Gynaecology	3years	Fulltime	August
Master of Public Health	2years	Weekend	August
Bachelor of Medicine and Bachelor of Surgery	5years	Fulltime	August
Bachelor of Anaesthesia and Critical care (Diploma Entry)	2years	Fulltime	August
Bachelor of Nursing Science (Direct entrants)	4years	Fulltime	August
Bachelor of Nursing Science (Diploma holders)	3years	Weekend	August
Bachelor of Environmental Health Science	3years	Weekend	August
Diploma in Health Services Management	1year	Weekend	August
Diploma in Anaesthesia	2years	Fulltime	August
Diploma in Environmental Health Science	2years	Weekend	August
<b>FACULTY OF ENGINEERING, TECHNOLOGY, APPLIED DESIGN &amp; FINE ART</b>			
Bachelor of Civil Engineering	4years	Fulltime	August
Bachelor of Electrical Engineering	4years	Fulltime	August
Bachelor of Mechanical Engineering	4years	Fulltime	August
Bachelor of Applied Design and Fine Art	3years	Fulltime	August
Diploma in Mechanical Engineering	2years	Fulltime	August
Diploma in Civil Engineering	2years	Fulltime	August
Diploma In Electrical Engineering	2years	Fulltime	August
<b>FACULTY OF ECONOMICS AND MANAGEMENT SCIENCES</b>			
<b>Postgraduate Programmes</b>			
PhD in Business Administration	3years	Weekend	August
Master of Science in Economics	2years	Weekend	April & August
Master of Business Administration	2years	Weekend	April & August
Master of Project Planning and Management	2years	Weekend	April & August
Master of Human Resource Management	2years	Weekend	April & August
Postgraduate Diploma in Project Planning and Mgt	1year	Weekend	April & August
Postgraduate Diploma in Human Resource Management	1year	Weekend	April & August
Bachelor of Business Administration	3years	Fulltime/Weekend	April & August
Bachelor of Arts in Economics	3years	Fulltime	April & August
Bachelor of Tourism and Hospitality Management	3years	Fulltime	April & August
Bachelor of Procurement and Logistics Management	3years	Fulltime	April & August
Diploma in Business Administration and Management	2years	Fulltime/Weekend	April &

			August
Diploma in Tourism and Hospitality Management	2years	Fulltime	April & August
<b>FACULTY OF ARTS AND SOCIAL SCIENCES</b>			
PhD in Public Administration and Management	3years	Weekend	August
Master of Institutional Governance & Leadership	2years	Weekend	April & August
Master of Monitoring and Evaluation	2years	Weekend	April & August
Master of Public Administration & Management	2years	Weekend	April & August
Postgraduate Diploma in Public Administration and Mgt	1 year	Weekend	April & August
Bachelor of Social Work and Social Administration	3years	Fulltime/Weekend	April & August
Bachelor of Public Administration and Mgt	3years	Fulltime	April & August
Diploma in Public Administration and Management	2years	Fulltime	April & August
Diploma in Social Work and Social Administration	2years	Fulltime	April & August
<b>INSTITUTE OF LANGUAGE STUDIES</b>			
Diploma in Kiswahili	2years	Fulltime	August