

END OF AUGUST-DECEMBER 2017 SEMESTER GENERAL CIRCULAR

REF: KU/GEN-CIRCULAR/017/09

DATE: 10th DECEMBER 2017

Dear Parent/ Guardian / Sponsor and all Students,

I have the privilege and honor on behalf of the University Council, Management and Staff, to thank the Almighty God for enabling us to successfully complete this Semester with great success as shared in my communication. All students are called upon to carry with them this general circular together with the fees invoice, read it carefully and share/forward to the parent/guardian or sponsor. As we conclude this Semester, allow me to communicate the following;

i) Commencement of Next Semester

This Sunday 10th December 2017, officially marks the end of this Semester having completed our exams across the entire Kampala University campuses. Next Semester will commence on Monday 5th February 2018. The new students/ freshers will have their orientation week from 5th - 10th February 2018. The continuing students will be expected to report on Monday 12th February 2018, and will begin their lectures immediately. All students are expected to report on time at the beginning of the Semester in order to embark on their studies. The Semester is expected to end around 10th June 2018.

ii) 15th Graduation Ceremony

I am pleased to inform you that our 15th Graduation Ceremony will be held on Wednesday 7th March 2018 at the Main Campus Grounds in Ggaba. At the same function, we will officially inaugurate the new Chancellor of the University who will in turn preside over the function. All the expected graduands should clear with the relevant departments and make sure that they register for graduation in time preferably before the end of this year 2017 since graduation has been brought closer than before. All forms of clearance by graduands should be concluded by

Friday 19th January 2018. Any student clearing beyond the deadline as indicated will be pushed to the next graduation for 2019. The draft lists of the proposed graduands who completed in May 2017 have been put on the Notice Boards at all campuses and will be updated along with an additional group that is completing their studies this Semester by the end of December. The lists will also be uploaded onto the University website for ease of checking and follow up. You are therefore, called upon to check the lists, follow up on any corrections and updates in case your name is missing yet you might have cleared everything. All parents, guardians, sponsors and friends are welcome to the graduation ceremony.

NOTE:

Make all attempts to complete clearances with the departments before you go for holiday (this December) at the respective campuses and at any rate not beyond the above mentioned deadline (19th January 2018).

iii) Students' Course Units' Online Registration

May I at this juncture, appreciate all the students at all campuses and at all levels for having embraced the online registration system wholly and done it well despite a few minor challenges encountered. You are however encouraged to always pursue the process in time to avoid late registration challenges. Once the units are registered online, the printout of the registration form should be presented to the School Dean/ Coordinator for approval at that level after which it is finally submitted to the Office of the Academic Registrar. In the registry, one will be officially registered for the Semester and will be issued with a registration certificate and a lecture card.

As the university policy stands, registration with the Academic Registry Department and your School is mandatory for both new and continuing students every year each semester of study and specifically during the first month of the Semester. Failure to do so within the stipulated time will lead to a penalty of 50,000/= as late registration fee. At the school level, the student is guided over the courses to register and study during the Semester. Technical guidance to transfer students is also done at this level and time.

iv) Application for a Dead Year /Semester

As far as the University policy is concerned on the above subject, a student requesting for a dead year or Semester should apply for any of them during the first two weeks into the Semester. An application for the above beyond the mentioned period will only be considered with payment of

a penalty fee/charge of 50,000/=. Students should therefore be mindful of the time to apply for a dead year/Semester in order to be considered in time.

v) Beginning Of Special Examinations

Special Examinations will be conducted at the beginning of the Semester. As a requirement, a student will be expected to pay 50,000/= for each exam he/she will do under this category. In order to cater for the graduating group, we have planned to hold the first set of special examinations on Monday 22nd January 2018 to Friday 26th January 2018. The other set of specials focusing on the continuing students will be done on Monday 12th March 2017 to Friday 16th March 2017. Students eligible to sit for the special exams should be only those who attended classes regularly (i.e. had over 75% class attendance) during the Semester, did all course works but were unable to sit for the final examinations due to circumstances beyond their control e.g. sickness at the time of exams, failure to complete fees and the like. Students in this category should apply for those exams towards the end of the Semester or during the holidays to facilitate proper arrangements of the same. One may not be allowed to sit for the same if his/her application comes beyond the first week into the Semester. Students in this category should pick the Special Examination's Application forms from the Office of the Academic Registrar and fill in the required information along with all the requisite attachments. The application should then be submitted to the Office of the Academic Registrar through that of the Dean of your School with the payment receipts of the same attached as mentioned above.

vi) Re-sitting of Examinations

It should come to your notice that students who might have passed their exams but would like for one reason or another to improve on their grade(s) can be allowed to re-sit that/those paper(s) at a fee of 50,000/= per paper.

vii) Examination Retakes

If a student fails to score up to 50% during the end of Semester examinations, it automatically becomes a retake, implying that the student should go back to class, re-attend all lecturers, do course works afresh during the Semester and finally sit for the final examination once again. As per the policy guidelines, the retake should be paid for i.e. 50,000/= per exam and registered

for before one is allowed to sit for it. The retake payment should be over and above the tuition paid for that semester.

N.B: Once a Student fails a paper in a Semester examination, he/ she should NOT do it as a special exam but rather as a retake.

viii) Payment of Fees and Tuition

I would like to take this opportunity once again to thank all parents guardians and sponsors who have managed to pay for their students fees in time more so at the beginning of the Semester.

I commend you for that and call upon you to maintain this practice as I encourage the rest to always make it a point to pay these dues in time to avoid disrupting students as they attend and concentrate on their studies.

I further inform you that all monies owed to the University must be paid at the bank. Avoid being conned by strangers and imposters as they pretend to be assisting you to pay quickly. The policy of the University administration as far as this issue is concerned is:

- Application, Admission, Meals and Accommodation should be strictly paid at Centenary Bank on Account Number: 3310300031.
- The rest of the tuition fees should be paid at the other banks as provided by the Finance department at your Campus.
- All students are expected to pay the full amount on the opening day of the Semester
- For those who opt to pay in installments, there must be at least 60% down payment on the starting day and the remaining 40% should be paid a month thereafter. As per our policy, one should make sure that by the examination time, all the monies due should have been paid to zero balance short of which no examination will be administered. As payments are done, ensure that you include the bank charges different/on top/above the official university charges/dues.
- All the old balances will have to be cleared first before the student is allowed to register for the current Semester.
- Lecture cards will be issued shortly after the commencement of the Semester to all students who will have at least paid the required tuition percentage (60%). No student will be allowed to attend lectures without a lecture card once the cards have been issued.

ix) Graduation, Research and NCHE fees

This is once again to serve as a reminder to all graduating students that all graduation and research fees are supposed to be paid at Barclays bank on Account Number: 5800527513.

Students at all campuses should take note of this and comply accordingly.

Students are further reminded that they are supposed to pay separately the National Council for Higher Education (NCHE) fees of 20,000/= every year.

x) Sports Engagements during the August 2017 Semester

During the course of this Semester, Kampala University teams took part in the following Sporting activities at various levels as indicated below;

- *University Nile Special Football League 2017; in which* the team stopped at the quarter finals level losing to Makerere University Business School (MUBS) , the Buganda Regional Football League in which the team is standing strong lying 2nd with a-game in hand to table leaders Luweero United, Jinja Football League, Masaka regional football league and many more. We still remain the Football Champions of the East African University Games 2017.
- *World Kickboxing League; in which the* University started off well beating University of Pain club and comfortably sitting on top of the league table with 12 points.
- *Uganda Volleyball League; in which the* University Volleyball club qualified for finals after seeing off St. Mark Volleyball Club in the best of three games winning 2 games to 1. They next meet Mulago Volleyball Club with the first game scheduled for 2nd December, 2017 at the Nsambya grounds. The university teams are also participating in other leagues like the National Basketball League, Floodlights Basketball League, National Badminton league, and National Netball league, the Buganda Regional Football League, National Kickboxing League, National Basketball League, National Volleyball League, among others .

- Kampala University will be taking part in the 10th Inter University games to be hosted by Ndejje University. The games are scheduled for 16th to 22nd December, 2017 and the teams will include Football, Basketball, Netball, Tae Kwando, Karate, Volleyball, Handball and Badminton. Kampala University are the defending champions in women soccer. We call for your support and prayers as we go to participate in these games.

xi) Research Viva Voce

All the students completing their studies should make sure that they attend the viva voce/ defense of their work where applicable. The schools have already fixed the dates on 16th and 17th January 2018 for the students' defense and the affected students should present themselves for this activity. Failure to defend at the stipulated time set by the schools will call for a penalty and if it goes beyond, you may end up missing graduation.

xii) Kampala University School of Nursing and Health Sciences- Mutundwe

The School had its First Semester for Academic Year 2017/2018 takeoff on 13th /11/2017 and will run up to May next year. All students who did Interviews for the November 2017 intake for both certificate and diploma and passed were admitted and also began reporting on the 13th Nov 2017 for the semester. The semester will go on up to May when we shall be presenting yet another group for UNMEB examinations.

I am also happy to report to you that this year 2017 in May, the School presented students for UNMEB final examinations and all our students passed highly. This as mentioned is not a mean achievement as it further places the, School among the leading health training institutions countrywide.

Our November 2017 finalists sat for their UNMEB final examinations from 06th – 10th /11/2017 and the exercise went very smoothly. We are however waiting for the release of their results. During this exercise, 80% of our teaching staff were selected as national examiners, invigilators or team leaders and were posted to various UNMEB centers where they all exercised their duties diligently. Currently, we are receiving applications for ~,fay intake for both Certificate and Diploma extension program for which their interviews will be held in March.

xiii) The East African University, Kitengela–Nairobi, Kenya (TEAU)

I would like to update you further that TEAU recently held its 3rd Graduation ceremony on 5th December 2017. Presided over by its Chancellor Dr. Al Haj Ali Hassan Mwinyi, Retired President of the Republic of Tanzania, a total of over 500 graduands were awarded Certificates, Diplomas and Degrees.

xiv) East African University Rwanda (EAUR)

East African University Rwanda recently received the Rwanda Parliamentary Educational Subcommittee and in its report it was impressed by the activities of the University and its unique programmes especially in Industrial Art and Design, Filming and Film Production, Leisure Tourism and Hotel Management. They highly commended the University for that achievement.

EAUR is expected to hold its first graduation ceremony in May 2018 in Nyagatare- Rwanda. At the very function, the first Chancellor of the University will be inaugurated and will thereafter preside over the first graduation ceremony.

xv) Conclusion

Once again my renewed thanks to all the parents, guardians, sponsors and students for all forms of support extended to Kampala University during this Academic Year. I pray to the Almighty to reward all of you abundantly. Finally I wish you a successful completion of the year 2017, a Merry Xmas and a Prosperous 2018 as we Strive for Excellence in Kampala University. Viva Kampala University,

Yours faithfully,



**OWEK. AMB. AL-HAJ. PROF. BADRU D. KATEREGGA
VICE CHANCELLOR**

CC. CHANCELLOR

CC. CHAIRMAN COUNCIL