



## GENERAL CIRCULAR

**REF: KU/GEN-CIRCULAR/023/047**

31<sup>st</sup> May, 2023

**Dear Parent / Guardian/ Sponsor and all Students,**

On behalf of the University Council, the Management, Senate, Staff and on my own behalf, I am pleased to thank the Almighty God for having sustained, maintained and enabled us complete this very busy Semester. As usual, I call upon all students to carry with them this General Circular which can also be accessed on the website and our social media platforms and Fees Invoice to help them update their parents, guardians, sponsors, alumni and other stakeholders about the key issues and recent developments at the University.

As we get to the closure of this Semester, I would like to put forward the following communication and updates to the University fraternity to read, take note and prepare to act.

### **I) Commencement of the Semester**

The February- May 2023 semester has this 4<sup>th</sup> day of June, 2023 officially come to an end. As we accomplish this semester, I would like to express my gratitude to all of you parents/guardians and Sponsors, for supporting our students and wider university activities during this period. Allow me also to inform you that the August – December 2023 Semester will officially commence on Tuesday 1<sup>st</sup> August, 2023 with the reporting of the New (Freshers) and continuing students at the same time. The week of 1<sup>st</sup> - 6<sup>th</sup> August, 2023 will also serve as the orientation week for the freshers while the continuing students will be settling in for the takeoff of the new semester. During the same week, students under different cultural groups will also be rehearsing for the Cultural Gala which will take place during the second week (7<sup>th</sup> -13<sup>th</sup> Aug). All students are encouraged to report on the first day of the semester so that they can catch up with all the planned activities at the right time. Lecturers will immediately start teaching and other semester activities will take off as planned.

### **II) The 20<sup>th</sup> Graduation Ceremony**

The University officially held its 20<sup>th</sup> Graduation ceremony on 4<sup>th</sup> May, 2023 at the Main Campus Graduation Grounds in Ggaba. The function was as usual presided over by the University Chancellor Prof. Mondo George Kagonyera. This time round, we graduated a total of 2394 at the Certificate, Diploma, Bachelor, Postgraduate Diploma and Masters Levels. During this graduation we were pleased to host the Inspector General of Government (IGG) Hon. Betty Namisango Kanya Turyomwe as our chief guest who officially blessed the function.

### **III) Beginning of Special Examinations**

Special examinations will be conducted at the beginning of the next Semester i.e. from 21<sup>st</sup> - 25<sup>th</sup> August 2023. There will be a meeting on 17<sup>th</sup> August, 2023 with all students meant to sit for these special exams, to harmonize the timetable, and also verify the documents presented for this purpose. Students in this category who apply to sit for these examinations must have met all the Semester attendance and study requirements (studied fully, did course work, completed tuition and paid for the specials) but only missed sitting for the examinations due to unavoidable circumstances. They are also expected to fill in the

Special Examinations Request Form (Picked from the office of the Academic Registrar) and attach all the necessary documents accordingly. All applications for specials should be done at the beginning of the Semester during the orientation week that is from the 1<sup>st</sup> – 6<sup>th</sup> August, 2023. Please note that these examinations are as usual done at a cost of 100,000/= per paper.

#### **IV) Slight Increment in the University Fees**

Allow me to use this opportunity to thank all those parents/guardians and sponsors (external/self) who have managed to pay their students' fees in time especially at the beginning of the Semester. I call upon you to continue with this practice and encourage the rest to always make it a point to pay these dues in time to avoid disrupting students as they concentrate on their studies. Considering the prevailing circumstances across the nation and the world at large, towards the beginning of the semester, management considered a slight increment of around 0.002 % in tuition payment in order to catch up with the demands of the economy in their new form. The pre-university and higher education certificate students are also expected to pay the functional fees as well as the graduation fees on completion of their respective programmes before they proceed to the main course.

#### **Note:**

As we have always guided, all monies must be paid in the bank to avoid being conned by strangers and imposters. We strongly discourage paying using bank agents due to the challenges entailed. The policy of the University Administration as far as this issue is concerned is very clear as given below;

- All students are expected to pay all the amount due on the opening day
- For any payments in installments, there must be at least 60% down payment on the starting day and the remaining amount of 40% to be paid within a month thereafter. According to 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 given.
- 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 those who will have paid at least the required tuition percentage (60%). No one will attend lectures without a lecture card once they have been issued.

#### **V) Payment of Tuition Using Mobile Money**

With the digitalization and the New ERP system, once students have been registered in the New System, and received a new student's number that starts with KU followed by 10 figure digits, they can now make payment using mobile money. In case this avenue is used, the student should ensure that his/her details are the ones reflected on the payment during the transaction time.

#### **VI) Status of the Current University Curricula**

Considering the recent press statements, I wish to inform you all that all our academic programmes are reviewed in compliance with the Quality Assurance – NCHE regulations. Our Quality Assurance Directorate ensures that all academic programmes are reviewed in compliance with the NCHE guidelines. Therefore the University Management wishes to assure you all that it is committed to striving for excellence. We are in touch with NCHE to ensure that the correct picture of KU programmes is portrayed. Therefore there is no cause for alarm.

#### **VII) Focal Semester Actions points for Students to take note**

- **Students' Semester Registration on the New ERP System;**

As a further reminder, registration with your departments Schools and Academic Registrar's office is mandatory to all students i.e. both new and continuing during the first week of the Semester. This includes online course unit registration into the ERP System, receiving semester registration and lecture cards

and normal attendance of lecturers. Failure to do so within the stipulated time will lead to a late registration penalty of UGX 50,000/=. In case you need any assistance regarding this, the offices of the School Deans, Coordinators, Heads of Department, Systems Administrator and that of the Registrars, will remain open.

- **Academic Progression/ Self Promotion;**

We have come to learn that some students who missed studying during and after the COVID 19 and those who requested for dead semesters and years at times tend to proceed to the following semesters without doing examinations of the previous ones. You are therefore reminded that the Academic Policy guidelines specifically indicate that academic progression is not automatic to all students. If a student doesn't sit for the end of Semester examinations; either at the end of Semester or during specials at the beginning of the subsequent Semester, then he/she is not eligible to proceed to the next Semester. On top of that, if one does examinations and fails up to 30% of the course units done, then he/she is expected to re-do the whole Semester and therefore cannot proceed to the following one.

**NOTE FOR EMPHASIS:**

- a. All students in the category mentioned above should repeat the Semester and not promote themselves
- b. All the units of the previous Semesters should always be done first, before one proceeds to the next/following Semester.
- c. In case a student gets a retake(s), he/she should sit for it/them in the subsequent semester and should study that/those unit(s) afresh, do course work(s), register for it/them and sit for the final examination after paying for it/them.

- **Intention to Graduate Form**

In an effort to further streamline the graduation preparation processes, the university has designed an intent to graduate form which is supposed to be filled in by the final year final semester students i.e. (year three semester two for bachelors students and year two semester two for Certificate and Diploma students) before they return home for holidays that is after they have done their final examination. Students in this category should make it a point that they fill in this form and on top of that work on the official clearance form.

- **Research Viva Voce for Schools**

As a University requirement, all finalists in the different schools are expected to attend the research viva voce to defend their works. The schools will be organizing this activity in October 2023 on dates that will be communicated by the deans of the schools during the course of the Semester. Therefore, prepare your research work to be ready for presentation during the viva voce.

- **Internships/ Practicum and School Practice**

During this holiday, a number of students are expected to undertake the practical part of their courses between June-July 2023. This arrangement usually takes place for students in second year onwards depending on the programme. The concerned students should ensure that they get their acceptance letters of the places where they are to do their practicum from and return them to the University. They should also clear the required payments since no supervisor will be sent to assess a student who will not have paid. In the New Internship/School Practice arrangements, students should be ready to receive any supervisor from Kampala University irrespective of the campus.

**VIII) Launch of the New Website**

I am also pleased to inform you that the University has gone ahead and built a New Website with the same URL of [www.ku.ac.ug](http://www.ku.ac.ug). This website has been fully upgraded, updated and filled up with a lot of information. It was officially launched during our 20<sup>th</sup> graduation day on 4<sup>th</sup> May 2023 and we will always

keep updating it regularly. Kindly keep visiting the website for all the information needed about the University and for comments.

### **IX) Leisure Tourism and Hotel Management Department (LTHM) Study Trip to Masai Mara National Park in Kenya.**

The LTHM programme has got two components in one that is the Leisure /Tourism aspect and the Hotel Management aspect which should both be depicted during their training. In the recent past, the students have got a number of practicals in food, beverage and hotel area as well as the field study visits/trips to various destinations within Uganda to cater for the leisure and tourism component. They recently visited Queen Elizabeth National Park on top of many others they have visited in the past. To get an external/international exposure, the LTHM department is organizing an external field study trip to Kenya- Masai Mara National Park during the August – December 2023 semester. Details regarding the arrangements and travel dates will be communicated during the course of the semester.

### **X) Students Guild Election**

Kampala University went to polls for the election of the new Guild Council. The exercise was conducted at all the 5 campuses and was concluded peacefully. The race had 3 aspirants for Guild Presidency, 4 aspirants for Vice Guild Presidency for Jinja campus, and 2 aspirants for Vice Guild Presidency for Masaka Campus. Below are the listed elected Guild Presidents:

- Guild President - Namale Esther Florence
- Vice President for Jinja Campus – Hyuha Kataza Musa
- Vice President for Luweero Campus – Kayondo Abbasi Zziwa
- Vice President for Masaka Campus - Kiyimba Habib
- Vice President for Mutundwe Campus – Kansiiime Cheyi

The above elected members were sworn in at the General Assembly by the Dean of Students in the presence of the Vice Chancellor on Thursday, 18th day of May, 2023 at the Kampala University, main campus, Ggaba.

### **XI) Latest Developments in Sports**

In the recently concluded East African University games held at Ndejje University, we scoped 5 trophies (in all the five games we registered for), two Gold in Netball for Women and Beach Hand ball (Men), two silver in Hand ball and football both for women, and a bronze in Handball (Men). Additionally, for the third time in a row, we won Gold in the East African Netball Club Championships that was held in Kampala - Uganda. Recently the team also travelled to Nairobi at Nyayo Stadium from 13th - 20th May 2023 to defend its title where it came second and scoped a silver.

I would like also to inform you that Kampala University ladies Volleyball team recently gained promotion by qualifying to **Serie A National Volleyball League** while our football team of Luweero campus joined the top league having maintained its top position in the first division. In a related development, our basketball team climbed to the **Top Tier League (National Basketball League, (NBL)**. We wish all our teams the best of luck.

### **XII) Kampala University School of Nursing and Health Sciences-Mutundwe**

I wish to remind you that the January – June semester for the School of Nursing & Health Sciences begun on 16<sup>th</sup>/01/2023 and shall officially close on 01<sup>st</sup>/07/2023. The school management has tried

accomplish all the set academic tasks of the semester. The school was able to administer the university examinations to all students from 20<sup>th</sup> -31<sup>st</sup>/03/2023 and the staff have just concluded the central marking exercise. Allow me inform you that effective this semester, the school's internal examination results will be contributing 40% to the final score of each semester and management has just concluded the compilation exercise to generate these marks. The Uganda Nurses and Midwives Examinations Board (UNMEB) examinations will be held starting 12<sup>th</sup> – 23<sup>rd</sup>/06/2023 and I wish to once again remind you that all our staff including tutors and clinical instructors will participate in this exercise as team leaders, invigilators or examiners.

Preparations are underway for the introduction of the degree programs in Nursing and Midwifery, Post Graduate Diploma in Medical Education (PGDME) and more Allied courses.

The Nursing School in partnership with the Uganda Blood Transfusion Services (Mengo blood bank) organized for a blood donation exercise on 20<sup>th</sup>/04/2023 and a total 81 units of blood were collected.

I have the pleasure to inform you that application and admission processes for the July 2023 intake are currently ongoing and the semester for all new students (Certificate and diploma) will start on 10<sup>th</sup>/07/2023. The semester for continuing students will also commence on 24<sup>th</sup>/07/2023.

### **XIII) Graduations for East African University Rwanda (EAUR) and The East African University-Nairobi-Kitengela- Kenya (TEAU)**

I would also like to inform you that our sister Universities; East African University Rwanda (EAUR) held its 4<sup>th</sup> graduation on 25<sup>th</sup> May, 2023 in which we graduated 390 graduands at Bachelors and Advanced Diploma levels. The function was presided over by the Chancellor of the BDK Universities Network International Hon. Prof. Mondo George Kagonyera in company of, the Chairman BOT, Owek. Amb. Prof. Badru D. Kateregga, and the Chief Executive Director of the BOT Madam Jolly Shubaiha Kateregga. The East African University-Nairobi-Kitengela- Kenya will hold its 6<sup>th</sup> Graduation Ceremony in August this year.

### **XIV) Conclusion**

As part of my conclusion, I would like to appreciate the Chancellor, Chairman Council, all the members of Council, Senate and Kampala University staff that is, Academic, Administrative and Support together with the students' Guild for doing a very good job at various levels of the institution which has enabled us to successfully complete this Semester.

May the Almighty God bless and be with you at all times but also enable you to realize all your goals.

Thank you.

Yours faithfully,



**O'WEK. AMB. AI HAJ. PROF. SSALONGO, BADRU D. KATEREGGA  
VICE CHANCELLOR**

**Copy:** University Chancellor

Chairman Council

Guild President