

MAKERERE UNIVERSITY

Vision

To be the leading Institution for academic excellence and innovations in Africa

Mission

To provide innovative teaching, learning, research and services responsive to National and Global needs

Motto

We build for the future

Anthem

Chorus

Makerere, Makerere, We build for the future, The Great Makerere
Great, Great and Mighty, The walls around thee
Great, Great and Mighty,
The gates beside thee X4

1. From East and West

From North and South

All voices singing, Arise Makerere
Rise up and rise, High up and high
All voices singing
Arise Makerere

2. Do not forget,

Through all the years

Those who have gone through the gates of Makerere
Give them the pride, Give them the joy
Oh! To remember, The gates of Makerere

3. Those who here be

Seek ye the truth

Build for the future, The great Makerere
Those here have been, those here will be
Build for the future,
The Great Makerere

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FORGERY

Cases of impersonation, falsification of information/documents, fraudulent access or giving false/incomplete information, whenever discovered, either at registration or afterwards, will lead to automatic cancellation of admission, dismissal from University, revocation of awards where applicable and prosecution in the Courts of Law.

THE NAMES TO USE FOR REGISTRATION

The NAMES to use when registering are those which appear on your Admission Letter of offer and those must be the same names which appear on your O-level, A-level Results Slip/ Certificates and on Diploma, Degree and Certificates. **ALL NAMES MUST BE WRITTEN IN FULL INCLUDING ABBREVIATED ONES. INITIALS ARE NOT ACCEPTED.**

Some students, on admission to the University have requested to change their names from those used at A-level and O-level. Such students give many reasons for wishing to change their names. Students are informed that they must follow the right procedures to change names.

ACCEPTING OR DECLINING A PLACE OF OFFER

Any First-Year student who will not have registered within the first two (2) weeks of beginning of the academic year shall be deemed to have declined the offer of a place at the University. His/her place shall accordingly be offered to another student at the time of change of programme / subject exercise.

Any students in First Year of Studies, who, for some reason is unable to register or take up his/ her place in the university by the end of the registration period, is advised to re-apply for admission the following year by following the same application procedures. Please note that you need to re-apply for admission and compete afresh with the applicants for that academic year. Registration is due after enrolment on the Aims system.

WITHDRAWAL

A registered student who intends to withdraw from university, must apply and be given permission by the Dean/Principal of College/ School he/she belongs to. A registered student will be allowed only to maximum of two withdrawals in an academic programme and each withdrawal in an academic programme and each withdrawal shall be a maximum of one academic year.

NON-REGISTRATION ON MORE THAN ONE PROGRAMME

Students should note that the university Policy on Registration does not allow one to register in more than one programme at the same time. Students who register for programmes under Private Sponsorship will not be admitted under Government sponsorship in subsequent years.

DOUBLE STATE SPONSORSHIP

Double state sponsorship in Public University is illegal. Any student who in one way or the other obtains more than one admission under Government sponsorship in public universities must immediately report to the Academic Registrar for corrective measures. Failure to do so may lead to dismissal from the University and refund of the funds spent on the student while studying at the university under Government sponsorship.

CHANGE OF PROGRAMME

Since selection for specific Programmes was made according to each candidate's performance and order of Programme choices, taking into account the available subject combinations and time-table limitations, there is normally little need to change the programme or subjects.

However, some places become vacant when some of the students admitted do not take up offers. Such places are filled through change of programme/ subjects.

Students who wish to change programmes first of all register according to the time table for the programmes and subjects (where applicable) to which originally have been admitted. Each student who may wish to change his/her programme/ subject is required to pay an application fee of 6,000 shs plus the bank charges.

The change of programme will be done online at Senate building.

N.B: It is advisable that only those students who meet the cut-off points for the desired programmes may apply.

CHANGE OF SUBJECTS

Students in the college of Humanities and Social Sciences, Natural Sciences or the College of Education and External studies may wish to change their subjects. Change of Subject will be done online on payment of shs. 6,000.

Students should be aware that changing one subject may result in change of college. Before students apply to change their programmes, colleges and subjects, they are encouraged to seek advice on the cut-off point(s) for Programmes, requirements for specific subjects and possible subject combinations.

Students are notified and warned about the Senate ruling that any transferring to another Subject or college without proper authority will be liable to discontinuation from the University.

A student who has been permitted to change his/her programme or subject(s) is issued with a letter that student should complete the ACCEPTANCE part and return a copy of each to Undergraduate Admissions and Records Office, the former and the new College/School.

REPEATING OF A'LEVEL EXAMINATIONS

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

STUDENT IDENTITY CARD (ID)

It is important that each student carries his/her previous School Identity Card which he/she may be requested to produce at any time by the University Officials. It will be specifically required at the Registration Time.

As a registered student, you will be issued with a single University ID Card with an expiry date covering the full period of your programme. Immediately after registration, each student will be issued with a University Student Identity Card according to the timetable provided by the Identity Card Office, Senate Building.

The identity Card will give you access to all library facilities and also evidence of Student Guild Membership. You will need to show this Card if you require a service from the University. You will collect the Card at registration and should keep it with you at all times when in University. This is the only ID that the University will accept. Please ensure that you keep your card safe. If you lose it, please report to the Police immediately, then to the Academic Registrar.

If the Card has been lost or stolen and you have a police letter, it will be replaced with a charge of Ug.shs.45,000 for Ugandan and International students. Replacement is done ONLY by the Academic Registrar.

PAYMENT OF FEES

- a) Tuition and other University fees are due on the first day of the academic year.
- b) All students must register within two (2) weeks of each semester
- c) A first year who fails to register at the end of the second week of the beginning of a semester shall forfeit his/her place in the university.
- d) Only registered students will be allowed to use University facilities, to attend lectures, do course work and sit for final examinations.

MODE OR PAYMENT OF FEES

The circular on fees payment will be issued by the Bursar in the due course.

The following fees should be paid by privately-sponsored students:

- a) Tuition fees per Semester (as indicated for the programme one is admitted to) in the Fees Structure for 2019/2020 Academic Year.
- b) Functional fees as indicated on the fees schedule for 2019/2020 academic Year per annum.
- c) National Council for Higher Education fees 20,000 per annum.
- d) UNSA Fees 20000 per annum

The functional fees comprise of Development fee, Technology fee, Examination Fee, Registration Fee, Library Fee, Undergraduate Gown Fee, University Rules Booklet Fee, Identity Card Fee, Internship Fee, Endowment Fee, Guild Fee, Guild Fee, Sports Contribution, Senior Common Room Fee and Fee for Rules and Caution.

Each government sponsored student must pay fees for the following items;

- i. University Rules Booklet – Ugx 2,645
- ii. Undergraduate Gown – Ugx 21,160

- iii. Identity Card – Ugx 45,000
- iv. Guild Subscription fee – Ugx 13,225 per year
- v. Endowment fee – Ugx 13,225 per year
- vi. Caution Money – Ugx 2645
- vii. Senior Common Room Fee – Ugx 6,613
- viii. Sports Contribution fee – Ugx 19,838 per year
- ix. Medical Fee – Ugx 57,500 per year
- x. National Council for Higher Education fees – Ugx 20,000 per annum
- xi. UNSA fees Ugx 2000 per annum

SEE FEES STRUCTURE FOR DETAILS

There will be no special school/ College allowances given to government sponsored students offering programmes of Makerere University.

Students in the Affiliated Institutions such as Makerere University Business School, Nsamizi Training Institute of Social Development, Health Tutors College Mulago plus all other Affiliated Institutions should pay fees indicated on their admission letters.

This is to inform all students at affiliated institutions that functional fees shall be paid directly to the Makerere University Account.

Student's Number and registration Number must be used in all payments of University fees in the Bank Accounts mentioned above.

Payments can also be made by Bank Drafts in the names of Makerere University Council.

International students should pay fees in Uganda Shillings.

A copy of the detailed fees schedule is attached.

Sponsors/ Parents/ Guardians are advised to avoid giving lots of money to students but to pay fees directly to the banks indicated.

Enquiries on payment of fees should be done from the Office of the University Bursar in the Main Administration Building or from the respective College/ School Accountants.

MAKERERE UNIVERSITY FEES

1. Specific Requirements

a) New Students

- i. Every student admitted to a programme of study of Makerere University will be issued a provisional admission letter with an invoice for payment of the requisite fees.
- ii. All functional fees and 60% of tuition fees for new joining students must be paid before the admission letter is issued.

b) Continuing Students

Every continuing student is expected to pay fees on the first day of semester. However, in the event that a student is unable to pay full fees on the first day of the semester, the following conditions shall apply.

- i. Every continuing student who has not paid full fees on the first day of semester shall pay deposit as a commitment as may be fixed by the University Council within the first three weeks of a semester.
- ii. The commitment deposit shall form part of fees due for the semester.
- iii. A student who fails to pay the commitment deposit within three weeks of a semester shall be required to pay a surcharge as may be fixed by Council from time to time and the minimum deposit by the sixth week of a semester.
- iv. Every continuing student shall be required to register within three weeks of the semester upon which the student shall be billed for that semester.
- v. A student who fails to register by the end of the third week of the semester for genuine reasons must register by the tenth week of the semester upon payment of a Late Registration Fee as maybe determined by the University Council from time to time.
- vi. A student who is not registered by the end of the third week of a semester shall be charged late registration fee as maybe fixed by Council from time to time.
- vii. A student who does not register by the 12th week of a semester shall be de-registered automatically and shall henceforth cease being a student of Makerere University.
- viii. A student who fails to pay 100% fees on the first day of a semester shall pay 100% fees within the first 12 weeks of the semester.
- ix. A student who fails to pay 100% fees within the first 12 weeks of the semester maybe permitted to complete payment of the fees by the 15th week of a semester with a surcharge of 5% on the outstanding balance of fees due.
- x. A student who fails to pay full fees by the 15th week shall be de-registered.

2. Incentives for Early Payment of Fees

Incentives as may be determined by the Council from time to time may be given to students who complete payment of fees 100% by the sixth week of the semester.

3. Special Payment Plans

i. Monthly Fees Payment Plan:

Students who have difficulty paying their tuition fees due to financial hardship may apply to pay their tuition fee under a monthly payment plan. Students who wish to use this arrangement must apply in writing, and provide documentation as evidence of their financial hardship. The following conditions may apply:

- a) Applications are reviewed on an individual basis and arranged on a per-semester basis only.
- b) Payment plans can not be applied retrospectively and are not available to new students. Please note; an administrative fee as may be fixed by Council will be charged for the establishment of a fees payment plan.
- c) Students who wish to apply for a monthly payment plan arrangement must submit a written request/ application no later than the fee payment due date for the semester in which they are requesting a payment plan.

- d) Students permitted to pay by a monthly payment plan will be required to pay a deposit on the fees as may be determined by the council before the payment plan is approved and the deposit will be included in the student's schedule of payment.
- e) The remaining balance will be paid under a monthly payment plan.
- f) All fees must be finalized in accordance with the agreed terms and conditions of the individual payment plan and in any case not later than 12th week of the semester.
- g) Payment plans will be limited to the semester in which the request in which the request is made and no further extensions will be granted.
- h) There is no interest charge or finance charge (zero percent annual percentage rate) imposed for use of the Monthly Payment Plan.
- i) Continued participation in the Monthly Payment Plan is contingent upon a satisfactory payment history.
- j) Makerere University reserves the right to deny continued participation to anyone who has previously not complied with the terms of the monthly payment plan billing schedule.

The Monthly Payment Plan is available to all undergraduates and post graduates. Students desiring to use the Monthly Payment Plan are encouraged to sign up as soon as possible to realize the maximum number of months over which to pay the due balance due. Application forms for this plan may be obtained from the College accountant.

ii. Prepaid Tuition Plan

The University's Prepaid Tuition Plan allows new students to prepay all semesters in their study plan thereby locking in the rate of tuition in effect at the time of the plan's initiation. Payment must be received before the first semester of the student's study programme. For a copy of the Prepaid Tuition Plan agreement that governs this plan, please contact the Bursar's Office.

iii. Financial Support and Advice

Students who are experiencing unforeseen financial difficulties in paying their tuition fees should seek help at the earliest opportunity. The University will assist by providing information about possible scholarships where possible. It must be noted, however, the payment of fees remains the responsibility of the student.

MANAGEMENT OF FIELD ATTACHMENT FOR STUDENTS

Internship fee of Ugx. 100,000 shall only be paid in 1st and 2nd semesters of year 1 to cater for administration and supervision.

All students are therefore requested to manage their internship costs as they go for field attachment at the end of their 2nd year of study.

The university will no longer receive internship fees and reimburse students as has been the case.

REFUND OF TUITION FEES

A registered student who has been permitted to withdraw from studies shall be refunded the Tuition fees for the Semester paid according to the university fees policy.

LECTURES

Time-Tables for lectures are published on the notice boards of your respective Colleges/Schools. Lectures will begin on..... at places indicated in your timetables. You should therefore copy the timetable and report to places indicated accordingly.

The future belongs to those who believe in the beauty of their dreams.

Eleanor Roosevelt

ACCOMODATION

University's Halls / Hostels of Residence

There are nine Halls of Residence available to undergraduate students on the Main Campus. Six of these are for male students (Lumumba, Livingstone, Mitchell, Nkurumah, Nsibirwa, and University Hall); while three are for female students (Africa, Complex, and Mary Stuart). Each admitted student to the University is attached to a Hall of Residence as part of the identity of that student; and NEVER AUTOMATICALLY for accommodation purposes.

The nine halls of residence accommodate a total of 4,400 students (10% of undergraduate student population) offering all types of programmes from all years of programmes from all years of study in line with current University policies and practices. For 2019/2020 academic year, about 900 of total will be first year students, both government (from selected degree programmes and for students with disabilities); and for private-sponsored students who will have applied and obtained authorization to become residents from Dean of Students. Bed space in University's Halls of residence is limited so it is never automatic that Government Sponsored or indeed any student shall be resident, until this has been confirmed with both offices of the Dean of Students and the Warden.

Students admitted through the Diploma and Mature Age Entry schemes are not eligible for accommodation in the University's Halls of Residence. An exception to this provision is made for 5th year medical students who wish to reside in Galloway Hostel. Similarly, Students admitted to the External or Distance Degree programmes are also not eligible for full time accommodation in the university's Halls of Residence, except during face-to-face sessions.

Galloway Hostel at Mulago accommodates continuing undergraduate students from the College of Health Sciences; while Kabanyolo Hostel accommodates continuing students from College of Agricultural Environmental Sciences.

Non-resident Government sponsored students will be paid Living-Out Allowance (LOA) while Non- resident private students should be catered for by their sponsors.

Student's stay and usage of facilities in halls of Residence is guided and regulated by the University Rules and Regulations, which all students should study and get acquainted with.

A mattress and a pillow, one blanket, two pairs of bed sheets and a bed cover, a mosquito net, cutlery; (spoon, fork, plate), a basin, jerrycans and any other basic items for personal use are some of the essentials resident students should carry with them.

However, electric gadgets such as cookers, fridges and music systems are not allowed in the Halls of Residence.

Alternative Accommodation: Hostels and Rentals

Over 90% of undergraduate students reside off campus in privately owned and operated hostels and rental units. These are known as Non-Resident Students.

Non-Resident students from Kampala, Entebbe, Mukono, Wakiso and other such similar surrounding areas may opt to commute from home.

All Non-Resident students are required to register with the Warden's Office in their respective Halls of Attachment as indicated on their admission letters.

CATERING SERVICES

The university's catering services are available through six Food Courts operating in the Kitchen and Dining Hall of: Africa Hall, Nkrumah/Nsibirwa Halls, University Hall, Mary Stuart Hall, Galloway House and Kabanyolo Hostel. The Service Providers operating in these Food Courts serve meals to students and other members of the University community on either cash basis or as agreed between the Service Provider and the clientele. All students may access meals at the food Courts, irrespective of admission category.

Plans are underway to pay allowances directly to Government- Sponsored students. In order to facilitate fast processing of allowances, students should register with their Hall of Attachment as soon as they arrive at Campus. All Government sponsored students are advised to bring with them some money to help them access meals as the University processes allowances.

All resident students are advised to pay for meals at the Food Courts nearest to their Hall of Residence, because the University Students Regulations prohibit cooking in Halls of Residence.

SPORTS AND RECREATION

Besides academics, all students are expected to take part in other activities such as sports, membership to Clubs or Professional societies. This creates an all-round student. Students are free to belong to any of these societies as long as they are registered with the University.

The Department of Sports and Recreation offers welfare and sports skills services to the students through a comprehensive, dynamic and exciting Inter-Hall Sports Championships in various Men and Women Sports disciplines namely:

Track and Field Athletics, Mini-Marathon, Squash, Badminton, Basketball, Darts, Table Tennis, Chess Scrabble, Tennis, Cross-country, Cycling, Volleyball, Football, Ring Tennis, Walking, Hockey, Woodball Rugby, Netball, Hand Ball and Swimming.

These competitions take place generally throughout the academic year. There are also Closed and Open Championships organized by various clubs and ultimately University sports teams are raised out of these competitions for National and International Competitions.

For example;

- East African University Games
- East, Central and Southern Africa University Games
- All Africa University Games and
- World University Games
- Recreational Activities are also provided at a non-competitive level.

MAKERERE UNIVERSITY HOSPITAL

Located just outside the main gate to the Makerere Hill Road and down off Muammar Gaddafi Road.

SERVICES OFFERED

Vaccinations/ immunizations, Sexual and Reproductive health services, HIV & AIDS counselling and testing, Health education, Dental services, Laboratory examinations, Radiological examinations, Minor surgery, Eye care services, A 24-hour ambulance service.

MEDICAL EXAMINATIONS

This is very important for the students because if a student happens to fall sick during his/her stay at the University, only medical reports from Makerere University Hospital will be accepted as authentic.

Students who fall ill during the academic year and have cause to believe that their illness is of such gravity that it might affect their performance in the subsequent examinations must at that maternal time of their illness furnish the relevant Principals/ Deans and the Academic Registrar's offices with written reports of their illness from the Makerere University Hospital.

Medical reports which are secured after failure in examinations and without previous record of the illness referred to in the relevant College/School office and academic registrar's office shall not be accepted as valid ground for review of the failure in examination of the student concerned.

All freshers are required to report to the Makerere University hospital for immunization and medical examinations on the days that will be arranged by the Director. A passport sized photograph will be required for this purpose and a registration fee of shs 50,000/=.

MAKERERE UNIVERSITY LIBRARY

Makerere University Library Service comprises the Main Library and thirteen branch libraries; nine located at Makerere University main and two off campus (namely; Albert Cook Medical Library at College of Health Sciences in Mulago and MUARIK Library at the Agricultural Institute in Kabanyolo).

LIBRARY USER EDUCATION PROGRAMME

At the beginning of each academic year, the University library conducts a user education session per programme of study aimed at introducing all new students to the Library services to the Library services appropriate to their study needs. The programme is designed to ensure that all effective support and guidance in identifying and using appropriate information resources in support of their study and research. All first-year students are expected to register with the Library after attending the user education training session. Registration at the Library enables students to access library facilities and services.

ICT FACILITIES

The Main library has four computer laboratories; one for undergraduate and the other for graduate students. The third computer Laboratory of for Library users with disabilities and the fourth is a Research Commons for research. In addition, there is a wireless connection in the library, allowing users to access internet on their personal laptops.

DIRECTORATE FOR ICT SUPPORT (DICTS)

The Directorate for ICT Support is a central service unit that provides expert service and guidance on ICT to all academic and administrative units of the university. Services offered by DICTS students include:

EMAIL SERVICES

DICTS provides and supports email services to the university community. Once you have completed the enrollment formalities, you will be able to obtain your university email address with the following format:

firstname.lastname@college.mak.ac.ug.

Email addresses can be activated at the following link:

<https://emailactivate.mak.ac.ug/>

Please ensure that you read the User Access Policy available at:

<http://policies.mak.ac.ug/download/AUP.pdf>

INTERNET SERVICES

Wireless Hotspots – Using a laptop, PC and hand-held devices such as a mobile phone with an internet wireless card or Wi-Fi functionalities, students can access the internet via the wireless hotspots.

Students can get access to the internet from internet kiosks located across the campus.

Student Websites – Students can create their personal website where they can upload their CVs, images, files and many more via <http://students.mak.ac.ug>.

End User Support – In liaison with the College Network Administrators, DICTS offers support relating network service queries/ problems. Students are advised to contact:

College Network Administrators in relation to email and network service queries.

DICTS helpdesk Contact:

Email: helpme@dicts.mak.ac.ug

Landline: 0414-531343

SERVICES	URL
Makerere University Intranet	http://ntranet.mak.ac.ug/
Makerere Research Repository	http://dspace.mak.ac.ug/
Students Email Activation	http://emailactivate.mak.ac.ug/
E-Learning Services	http://muele.mak.ac.ug/
Makerere University Policies	http://policies.mak.ac.ug/
Student ienabler	http://its.mak.ac.ug/pls/prod/w99pkg.mi_login
Student Abstract	http://sgsrecords.mak.ac.ug

COUNSELLING AND GUIDANCE

Counselling and Guidance Centre services are available at the Centre to help students deal with and solve their problems of living that would otherwise affect their academic achievement and their wholesome being in general.

AREAS OF COUNSELLING

Academic – like failure to understand or conceptualize what is taught, failure to make required grades etc.

Psychological Problems – like sexual dysfunctions, family problems, self-esteem, poor self-concept, bereavement etc.

LOVE RELATIONSHIPS

- Being dumped by a lover
- Failure to relate with lover/others
- Failure to quit an oppressive relationship
- Sexual orientation
- Psychiatric problems like depression, anxiety, drug addicts, acculturation, sexual harassment, HIV/AIDS counselling.

More information about counselling and guidance should be found here;

<http://mak.ac.ug/services/counselling-guidance-centre>

PLACES OF WORSHIP

The University encourages participation in religious activities and has various chapels and a mosque. Protestant believers attend St. Francis Chapel, Catholics go to St. Augustine Chapel, Seventh Day Adventists go to Education Lecture Room at Lumumba Hall while Moslems go to the Mosque.

The Moslems go to the Mosque.

There are so many other places of worship on the University environs.

STUDENTS' DISCIPLINE

There are University Regulations and Rules which all students must abide by. The University Regulations cover programmes and examinations, library, registration among others, and there are University rules on students' conduct obtained from then Dean of Students' Office in the Main Administration Building.

The University Affairs and Disciplinary Committee deals with disciplinary matters of students. It is advisable that students should acts which might make them appear before the University Disciplinary Committee. The University is non-tolerant to acts of hooliganism. Students should ensure that they read all the University Regulations and Rules, and abide by them.

SECURITY TIPS

Report criminal cases to police, cope with the police officers incase of any information required of you. Be suspicious about people around you including fellow students. Ladies are warned of nail cutters/painters. There are many people claiming to be campusers when they are conmen.

Avoid fortune tellers in get rich quick superstition of solving academic cleansing issues like admissions, registration, examination and graduation. There are conmen exploiting your ignorance to get money.

Avoid keeping lumpsum money in your bags, in your residences including portable valuables like laptops where you are not sure of the security.

Avoid strangers in your residences, they could survey and steal your valuables yet harboring criminals is unlawful.

For those who go for late shows, avoid moving alone in dark places, using boda-bodas and taxis with 2-3 people.

Mind where you leave your motor vehicle with valuables especially laptops.

Desist from unlawful activities like participating in and mobilizing strikes, demonstrations, riots because you could easily end in police cells, prisons or be dismissed.

Avoid any criminal acts for the sake of being a good citizen and your valuable education.

Otherwise, be police first before a policeman comes in to help you. United we stand, the greater and safe Makerere University is.

GENDER MAINSTREAMING DIRECTORATE(GMD)

The GMD spearheads the implementation of the gender-responsive policies in Makerere University by mainstreaming gender in University functions of teaching and learning, research and innovations, knowledge transfer partnerships, networking and support services.

GMD derives its mandate from the Makerere University Gender Equality Policy of 2010 and the Gender Mainstreaming programme dating back to 1990.

- a) The Makerere University Gender Equality Policy of 2010 (available on www.policies.mak.ac.ug)

The policy envisions Makerere to be a gender-responsive university where substantive gender equality is realized. It specifically focuses on a number of strategic areas such as engendering the curricula; provision of a secure environment for students, staff and other stake holders; promotion of gender equality in student enrollment, retention and performance; equality in staff recruitment, training promotion and recognition; promotion of substantive participation of women in leadership and decision making; building a gender-responsive organizational culture; engendering research, innovations, networks and partnerships; and promotion of the general staff and student welfare.

- b) The Policy and Regulations Against Sexual Harassment of 2006 (available on policies.mak.ac.ug)

GMD is also responsible for overseeing the implementation of the Policy and Regulations against sexual harassment which aims at prevention of sexual harassment and disciplining those who are errant whether they are students, staff, or other stakeholders. The policy defines sexual harassment as:

Unwelcome sexual advances, requests for sexual favors or unwanted physical, verbal or non-verbal conduct of a sexual nature. Such conduct constitutes sexual harassment when;

- a) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic achievement or advancement.
- b) Submission to or rejection of such conduct is used or threatened or insinuated to be used as the basis for decisions affecting the employment and/or the academic standing of an individual.
- c) Such conduct has purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, threatening hostile or offensive working or learning environment.

Examples of sexual harassment include, but are not limited to:

- a) Unwanted physical contact of intimate body parts such as; patting buttocks or stroking breasts, massaging any part, scratching the palm or deliberate brushing against the body.
- b) Unwanted and persistent explicit or implicit propositions to engage in sexual activity such as sending sexually explicit telephones messages, Email messages, letters or notes.
- c) Exposure of sexual body parts.
- d) Unwanted demands for sex in exchange for employment or academic favors, such as threats of employment termination if a subordinate refuses the supervisor's sexual advances or promise or higher grade on submission to sexual advances.
- e) Unwanted verbal communication, sexual epithets, jokes, written references to sexual conduct, sexual gossip, deficiencies or prowess.

- f) Unwanted non-verbal conduct such as facial expressions, suggestive finger and other body gestures.
- g) Sexual assault.

WHAT SHOULD I DO IF I FEEL I HAVE BEEN SEXUALLY HARASSED?

Please let someone know right away. You have several options available if you are a member of the University and feel that you have been sexually harassed. You may contact the Sexual Harassment Prevention Office in the Gender Mainstreaming Directorate, Senate Building or your Principal/Dean of College/School or the Office of the Dean of Students.

You can also discuss the situation and explore your options on a confidential basis by contacting a Confidential Counsellor. Whatever path you choose, it is vital that you let someone know so that measures can be taken to address the situation. Unfortunately, ignoring sexual harassment doesn't make it go away.

For more detailed information on the University Policy and Regulations on Sexual Harassment Prevention inquire from your college/ school or the Office of the Dean of Students or Gender Mainstreaming Directorate.

You can contact us on the following address;

Gender Mainstreaming Directorate Senate Building, Level 4, Room 402

Email: director@gendermainstreaming.mak.ac.ug

STUDENTS WITH DISABILITIES

Alternative arrangements for students with disability. A wide range of support is available for students, can assist in a number of ways.

Disabled students are encouraged to disclose any specific needs in relation to a health condition, disability that they may have. However, the responsibility lies with each student to decide what we should know about him/her.

Please bear in mind that without knowledge of your disability, it may be difficult or impossible to support your needs fully. Should a student inform us of a special need or disability, this information will not be passed on without his/her consent.

All enquiries made to the Dean of Students, are dealt with sensitively and in confidence.

TIPS ON LEARNING METHODS

Lecturers use a wide variety of teaching methods in addition to the standard lecture and practical formats. E-learning, small group seminars, sometimes known as tutorials offer opportunity for discussion of issues raised in lectures and may or may not have a formal agenda notified in advance.

You will learn most from seminars if you have prepared for them by reading the relevant books or journal articles beforehand, but the informal exchange of ideas afforded by the small group learning environment is often useful and stimulating, even if preparation time is restricted.

True tutorials, a student and member of academic staff discussing a topic 'one-to-one' are most often relevant in third year project work, when close supervision of more advanced and creative work is called for.

NOTE TAKING

Taking lecture notes is one of the modes of learning in the majority of programmes. It is often tempting to adopt one of two extremes; neither is appropriate at University level. Some diligent students attempt to write a complete transcript of the lectures.

Not only is this very tiring and practically impossible unless one is a stenographer, it also prevents the writer from thinking about what is said.

SELF DIRECTED STUDY

In all your courses, periods not timetabled for lectures are for 'private study'. You may use the time to read further on the topics covered in lectures using the recommended textbooks.

You will often be given references to journal articles, and reading these will extend your understanding of the subject. As essays are set, you will certainly need to explore many different information sources to produce an assignment which demonstrates that you have 'read around' the topic and are not just regurgitating lecture notes.

Learning to find information for yourself is one of the most important elements of University education and an invaluable transferable skill which will always be useful to you. The number of resources where you can find information has expanded enormously in recent years with rapid explosion in electronic information.

Traditional printed text books, reference books, theses and journals have been supplemented with electronic versions. Much reference information, such as official publications and statistics, are now often also available on the web.

Internet search engines (such as Google or Alta Vista) can be used to find information on just about anything, but must be treated with great caution, as the quality of the information on the web is very variable.

FAQs

What is a course?

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

What is a contact hour?

A contact hour shall be equivalent to One (1) hour of lecture/ clinical or two (2) hours of tutorial/ Practical or four (4) hours of internship/ field work.

What is a credit or Credit Unit?

A Credit or Credit Unit is the measure used to reflect the relative weight of a given course towards the fulfillment of appropriate Degree, Diploma, Certificate or other programmes required.

One Credit Unit shall be One Contact Hour per Week per Semester or a series of Fifteen (15) Contact Hours.

How are Courses categorized?

Courses are categorized as Core, Elective, Pre-requisite or Audited.

What are Core Courses?

A Core course shall be a course which is essential to an Academic Programme gives the programme its unique features. Everyone offering that academic programme must pass that course.

What is an Elective Course?

An Elective Course is a course offered in order to broaden an Academic Programme or to allow for specialization. It is chosen from a given group of Courses largely at the convenience of the student.

Another Elective Course may be substituted for a failed Elective Course.

What is an Audited Course?

An audited course shall be a course offered by a student for which s Credit/ Credit Unit shall not be awarded. Students are encouraged to register for Audited Courses as well.

What is a Prerequisite Course?

A prerequisite is a condition (either Course or Classification), which has to be satisfied prior to enrolling for the Course in question. A pre-requisite course, therefore, shall be a course offered in preparation for a higher-level course in the same area of study.

When a student fails a Pre-requisite course, he/she shall not be allowed to take the higher-level course requiring pre-requisite.

How are courses assessed?

Each course is assessed in two parts as follows: -

The Coursework (Progressive/ Continuous Assessment), which shall contribute not less than 30% nor more than 40% of the Total Marks

The Coursework (Progressive/ Continuous Assessment) component shall consist of at least one (1) Homework/ Take-Home Assignment OR Two (2) Tests per course.

The University Examinations, which shall contribute a maximum of 70% of the Total marks.

When (and where) are the exams?

The last two weeks of the semester are dates for the End Semester examinations. A precise timetable, giving day and room for each exam, is published during the semester.

This timetable goes up on the examination Notice boards at your college/ school. You also need to copy from this timetable your personalized timetable, which gives you allocation of date, time and examination room.

While there is a lot reasonable care made to ensure that examination sessions don't clash, there might be coincidences where this happens due to limited time/ examinations rooms. When the first edition of the timetable is published, you might find clashes in your timetable where by you are supposed to appear in more than one examination at the same time or the list of examinations is wrong or missing, you should draw attention of the Examinations Co-Ordinator in your College/ School about such a problem as soon as possible.

Identification during examination

Students must produce their student identification card and or examination permit. Where the identification provided is not clear, additional forms of identity verification may be requested.

A student wearing clothing that obscures their face may be asked to remove that clothing for identification purposes in private and before an examination supervisor of the same gender.

A student, who fails to comply with a request above, may be refused admission to the examination room.

But I have a holy day in the middle of the examination period!

Makerere University is a secular institution. It is the official policy of the University that all days in a week are considered working days. Staff and students are expected to conduct or attend lectures and examinations at scheduled times and days.

Requests to accommodate a student's religious creed by scheduling tests or examinations at alternative times shall not be entertained.

Students who miss examinations or tests based on religious creed, should inform their respective Deans/ Directors as soon as the timetable is published preferably two weeks before

examinations so as to avoid being categorized as being absent without justifiable cause and a course grade of ABS shall be assigned to that Course(s).

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

Display and Publishing of Results

Normally six weeks after the end of semester final examination session, examination results are published. The results for each semester are published on the Notice Board and also can be obtained in the university webpage using your passwords. If you still do not know your results a week after they are published, you can contact the College/ School Office to get them.

Retaking a Course or Courses

A student shall retake a Course or Course units when next offered again in order to obtain at least the Pass Mark (50%) if he/she had failed during the first Assessment in the Course or Courses.

A student who has failed to obtain at least the (50%) during the second Assessment in the same course he/she has retaken shall receive a warning.

A student who misses to sit examinations for justified reasons and he/she is permitted to do the missed examination, the grades obtained from a deferred examination shall not be categorized as a retake because the assessment is for the first time.

While retaking a course or Courses, student shall: -

Attend all the prescribed lectures/ tutorials/ clinicals/ practical/ field work in the Course or Courses.

Satisfy all the requirements for the Coursework Component in the Course or Courses; and sit for the University Examinations in the Course or Courses.

A student shall not be allowed to accumulate more than five retake Courses at a time. Students are required to register for retakes courses first before registering for new courses offered in that semester and retake courses should fit into the approved normal load to avoid time table clashes.

A final year student whose final Examination Results already been classified by the relevant College/ School Board and has qualified for the Award of Degree/ Diploma/ Certificate, shall not be permitted to retake any course or courses.

When a student has retaken a course the better of the two grades, he/ she has obtained in that course shall be used in the computation of his/her Cumulative Grade Average (CGPA).

Whenever a course or courses has/ have been retaken, the Academic transcript shall indicate so accordingly.

Students who have a course to retake and the course falls beyond the set normal semester load for their Academic Programmes shall pay tuition fees for any Course/ Courses to be

retaken. Besides, such students also pay the re-examination fees per course retaken as well as the Registration Fees.

What is Normal Progress?

Normal Progress shall occur when a student has passed the Assessments in ALL the Courses, he/she had registered for in a particular semester and not when he/she has passed the Assessments in the Core Courses only.

What is Probationary Progress?

A student who has obtained the cumulative Grade Point Average (CGPA) of less than 2.0 shall be allowed to progress to the next semester/ academic year but shall still retake the Course(s) he/she had failed the Assessments in later on and obtain at least the Pass Mark (50%) in the Course(s).

Who is permitted to sit semester examinations?

Only registered students are permitted to sit University examinations.

A student who doesn't pay all required University fees will not be permitted to sit the University examinations.

The examination results of any student who has sat the examinations without being registered shall be nullified. Students are nullified. Students are strongly warned against this.

What is Certificate of Due Performance?

Any student whose attendance at prescribed lectures, classes, practical classes, seminars, tutorials or clinical instructions has been unsatisfactory or has failed to submit essays or exercises or to take tests class examinations set by his/her lecturers, may be denied the certificate of Due Performance and may be barred by Senate from sitting any University Examinations.

A student who fails to honor the dead-line set for handing in an assignment without justifiable causes shall receive a score of a zero or fail grade in that assignment.

It is, therefore, important that you attend all prescribed lectures, classes, and seminars and submit coursework assignments.

What if I am ill during the exam or revision period?

If you are all Or anything similarly catastrophic happens this can obviously make a big difference to your performance, whether or not you manage to attend all your exams. It is essential that you let us know as soon as possible.

Students who fall ill during the academic year and have cause to believe that their illness is of such gravity that it might affect their performance in the subsequent examinations, must at the material time of their illness furnish the relevant Principal/ Dean's and the Academic Registrar's Offices with written reports of their sickness from the University Hospital.

You should get a Doctor's Note, and contact us while you are still ill if possible, as we need to get some idea of how badly you are affected.

Medical reports which are secured after failure in exams and without previous record of the illness referred to the relevant college/ school office and Academic Registrar's Office shall not be accepted as valid ground for review of the examinations of the students concerned.

Absence from Examination

If the Board of a College/School is satisfied that a student has no justifiable reason for having been absent from a particular examination, such a student shall receive a Fail (F) Grade for the Courses he/she had not sat the examination in. The Courses in which the Fail (F) Grade was/ were awarded shall also count in the calculation of the CGPA.

If the board of a college/ school is satisfied that a student was absent from coursework assessment and or a final examination due to justifiable reasons such as sickness or loss of a parent/ guardian, then a Course Grade of ABS shall be assigned to that Course(s).

Deferred Examinations

It is essential that you let us know what happened if you miss an examination.

A student who provides credible reason for failure to complete coursework assessment or to attend an examination based on above may be permitted to sit the deferred examination or coursework assignment when the course is being offered again.

A student who needs to defer an examination must submit application to his/her respective Principal/ Dean's Offices. The application and supporting documentation pertaining to the absence must be presented as soon as the student is able, having regard to the circumstances underlying the absence but not later than the beginning of the semester in which the examination is scheduled. Where the cause is incapacitating illness, a student must present a University Hospital Medical Statement Form. In other cases, including severe domestic affliction, adequate documentation must be provided to substantiate the reason for an absence.

In the case of an approved application for the deferred final examination, the Dean or Principal of the student's College/ School will inform the Head of Department responsible for the course of the approved deferred examination. The Department will then notify the lecturer concerned.

A deferred examination will not be approved if a student hasn't been in regular attendance in a course, where attendance means having completed less than half of the assigned work.

Deferred examination will be inclined in a student's maximum Semester load. A student with two or more deferred examinations outstanding from a previous semester maybe required to reduce the number of courses in which they are registered in order to accommodate deferred courses from previous semesters.

The grades obtained from a deferred examination shall not be categorized as retake because the assessment(s) is for the first time.

A student shall be required to pay appropriate fee for deferred examination and payment shall normally be made at the beginning of the semester.

When is a student Discontinued/ Dismissed?

When a student accumulates three consecutive probations based on CGPA of less than 2.00 for three (3) consecutive semesters, he/she shall be discontinued.

A student who has failed to obtain at least the Pass Mark (50%) during the third Assessment in the same course or courses he/she had retaken shall be discontinued from his/her studies at the university.

A student who has overstayed himself or herself in indiscriminate hooliganism.

Pass Mark and Earning of Credits in a Course.

Each student shall earn credits for all the courses specified in the Programme Load for graduation. A Credit shall be earned when a student has obtained at least the undergraduate programmes Pass mark (50%) in each course he/she had been assessed in.

In otherwards, no credit shall be earned in a course in which a student has failed the assessment. If you have achieved 50% in a course you will not be asked to retake that course.

Graduand

A student who has completed the requirements of a degree but has not yet graduated.

Graduation

A ceremony where graduands receive their degrees.

Graduate

A graduate person is one who has been awarded a university degree.

What do the marks mean?

The range of marks is probably a lot smaller than you are used to from school. The overall marks a candidate obtains in each Course he/she offered shall be graded out of a maximum of One Hundred (100) Marks and assigned appropriate Letter Grades and Grade Points.

The following list is to give you an idea of what the marks mean.

MARKS	LETTER GRADE	GRADE POINT	INTERPRETATION
90-100	A+	5	Exceptional
80-89	A	5	Excellent
75-79	B+	4.5	Very Good
70-74	B	4	Good
65-69	C+	3.5	Fairy Good
60-64	C	3	Fair
55-59	D+	2.5	Pass
50-54	D	2	Marginal Pass
45-49	E	1.5	Marginal Fail
40-44	E-	1	Clear Fail
Below 40	F	0	Bad Fail

Grade Point Average Terminology

Credit Unit- Hours assigned a course, this is the number listed in both the schedule of classes and the catalog and is usually 2 to 5 credits. Grade point - the numerical value assigned to a grade;

A+ = 5 points

A = 5 points

B+ = 4.5 points

B = 4 points

C+ = 3.5 points

C = 3 points

D+ = 2.5 points

D = 2.0 points

F = 0 points

Grade points – Number of credit units for a course times the grade value

Earned credits – Credit hours that you passed (with a grade of D or higher).

What can I do if I fail my semester examinations?

Don't despair – you can still recover the following year! Such a student shall be allowed to progress to the next semester/ academic year but shall still retake the courses failed when next offered.

Final Year Results

Officially, in the final year you get a classified degree. For purposes of the classification of Degrees, Diplomas and Certificates (where applicable) the Cumulative Grade Point Average (CPGA) for the various Classes shall be as indicated below:

	CLASS	CGPA
a.	First Class	4.40 – 5.00
b.	Second Class – Upper Division	3.60 – 4.39
c.	Second Class – Lower Division	2.80 – 3.59
d.	Pass	

The road to success for 99% of the people isn't a jump! It's a steady incline from one successful project to the next – Lee Morris

I didn't fail, but can I re-sit anyway to improve my marks?

Yes! A student may retake a Course or Courses when next offered again in order to improve his/her Pass Grade(s) if the Pass Grades got at the first assessment in the Course or Courses

were low. A student who fails to attain higher marks after retaking to improve, the examination results of the first sitting are recorded on the transcript and shall not be recorded as a Retake.

I don't believe my exam marks!

Every year we receive complaints from students who believe that their mark for one or more examination papers is too low. We perform, lots of checks and the chances of a mark being significantly in error are tiny. The most common reasons are because the question has not been answered in sufficient depth or some of the required points in the answer have been missed. Answers are sometimes self-contradictory or illegible or the main point of the question has been missed.

How do I appeal?

The decisions of the examiners regarding passes, fails and degree classification are taken with extreme care and attention, with one of the primary considerations being fairness to all students. Once these decisions are made, the opportunities to change them are limited; in particular, students do not have the right to have their papers remarked simply because the published mark doesn't match their expectation. Only if we are presented with prima facie evidence that a student has been unfairly treated will we even consider a change of decision.

Should you feel that the department has not treated you fairly, every student has the right to use the University's Examinations appeal procedure. Candidates shall make their requests in writing clearly specifying the grounds upon which the appeal is being made including, but not limited to the following:

That there exists or existed circumstances affecting the student's performance of which the Examiners had not been made aware when their decision was taken

That there were procedural irregularities in the examination process.

That there is evidence of prejudice or bias or inadequate assessment on the part of one or more of the examiners.

Note that disagreement with the academic judgement examiners is not a ground for appeal.

NB: The appeal must be made within a period of 30 days after the display of examination results.

Academic misconduct

Freshers are strongly warned against any form of Examination Malpractices/ irregularities. It shall be an offence for a student/ candidate to get involved in examination malpractices.

Misconduct includes but not limited to the following actions:

- Cheating is defined as any illegitimate behaviour designed to deceive those setting, administering and marking the assessment.
- Cheating in a university assessment is a very serious academic offence, which may lead ultimately to expulsion from the university. Cheating can take one of a number of forms including;

- Taking into exam venue, or possessing whilst in the room, any books, notes or other material which has/have not been authorized.
- Writing notes on yourself or having notes on your person.
- Having notes written in your identity documents or authorized examination materials e.g. logarithm table.
- Accessing information written or stored on electronic equipment.
- Copying from another student in the examination.
- Aiding or attempting to aid another candidate, or obtaining or attempting to obtaining or attempting to obtain aid from another candidate.

Passing yourself off as another.

Such repeated behaviour as may in the view of the invigilator prejudice the performance of other candidates.

The use of unauthorized books, notes, electronic aids or other materials in an examination.

Obtaining an examination paper ahead of its authorized release.

Collusion, i.e., the representation of another's work or ideas as one's own without appropriate acknowledgement or referencing, where the owner of the work knows of the situation and both work towards the deceit of a third party (while in plagiarism the owner of the work does not knowingly allow the use of his or her work).

Acting dishonestly in anyway including fabrication of data, whether before, during or after an examination or other assessment so as either obtain or offer to others an unfair advantage in that examination or assessment.

Plagiarism this is the act of representing another's work or ideas as one's own without appropriate acknowledgement or referencing.

There are three main types of plagiarism which could occur within all modes of assessment (including examinations).

1. Direct copying of text from a book, articles, fellow student's essay, handout, thesis, webpages or other source without proper acknowledgement.
2. Claiming individual ideas derived from a book, article etc. as one's own, and incorporating them into one's work without acknowledging the source of these ideas.
3. Overly depending on the work of one or more others without proper acknowledgement of the source, by constructing an essay, project etc. by extracting large sections of the text from another source, and merely linking these together with a few of one's own sentences. (Colleges/ schools may extend these definitions for specific subject areas and provide students with examples as appropriate).

The correct referencing system for making quotations explicit and acknowledging sources shall be available through personal tutors or supervisors, specific tutorial sessions.

Forget about the consequences of failure. Failure is only a temporary change in direction to set you straight for your next success. – Denis Waitley

FRESHERS ORIENTATION

First year students (freshers) are by tradition given an acclimatization period of normally one week which is referred to as the Orientation week. The freshers report on campus one week earlier than the continuing students and during this week they are introduced to the key facilities in the University as well as other important aspects of life at the University.

Schedule of Semesters for Academic Year 2019-2020

Orientation week:

Getting used to a new place can be pretty daunting, but that is what orientation week is all about; getting to know your surroundings, meeting students and staff members. This makes you feel comfortable enough to hit the ground running when the semester starts. It is a great chance for you to familiarize yourself with the university.

Programme of activities is contained in this magazine and freshers are expected to follow it strictly. During this week, arrangements are made to enable the freshers meet and be addressed by Key Officers, Wardens and Student Leaders who welcome the students.

Arrangements are also made to enable the freshers acquaint themselves with such key facilities at the University like the Library, University Hospital, Games and Recreation facilities etc. Freshers are expected to take advantage of the week to survey and acquaint themselves with the general campus lay out. Another major activity during the orientation Week is registration.

All freshers must ensure that they are registered first centrally and then with each of their respective colleges/ schools.

Orientation Events

Saturday

Resident Freshers report to their respective halls of residence or private hostels by 5:00pm. It's the responsibility of each student to make his/her own travel arrangements to the university or private hostel.

Monday

All freshers shall report to the Freedom Square for a meeting with the university officials at 9:00 am.

Programme for the Day

9:00am – 12:30pm address from the following University Officials:

1. Guild President
2. Deputy Registrars
3. Dean of Students
4. Director University Health Services
5. Director Counseling and Guidance Centre
6. The Principal Games Tutor

7. The University Bursar
8. The University Chief Security Officer
9. Director DICTS
10. The Academic Registrar

The Freedom Square is the open ground in front of the main Administration Building where official functions of the University are normally performed.

Freshers are expected to be seated by 9:00 am.

I'M ADMITTED NOW WHAT?

ADMITTED STUDENT TASKLIST

Registration

For a candidate to qualify to be a bonafide student of the university, he/she must be registered. Registration is a mandatory requirement of the university which must be done within the first three (3) weeks from the beginning of the semester by every student.

Registration will commence on Monday 5th August 2019 starting at 9.00 a.m. each day.

Ensure that you complete all the required registration formalities within the prescribed time in order to avoid disappointments later.

Registration Centers

Registration centers of Government sponsored students and privately sponsored students shall be based at the respective colleges/ schools under the supervision of the respective Registrars who will produce and display detailed registration programmes.

Registration Requirements

1. For registration purposes, the originals of the following must be produced by each Fresher.
2. Admission letter, O' level certificate/ Pass Slip (UCE or equivalent).
3. A' level Certificate/ Pass Slip (UACE or equivalent).
4. Certificates / Transcripts of Degree/ Diploma/ Mature Age Entry Scheme Certificate (where applicable)
5. Birth Certificate
6. An Identity Card from the previous A' level School. The Diploma Holders must produce Identity Cards from their previous Colleges.
7. Three photocopies of each of the "O" and "A" level Results Slips/ Certificates, and Transcripts? Certificates, and Transcripts/ Certificates from the awarding Institutes in case of Diploma holders.
8. Seven most recent passport size photographs. (Current likeness).
9. Copies of the Pay-in/ Deposit Slip acknowledging payment of the Registration fees, Examination fees, Library fees, Development fees, Research fee, Identity Card, Technology fees, National council for Higher Education fees and Tuition fees.

USEFUL CONTACTS

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