



**BISHOP STUART UNIVERSITY**

**P.O BOX 9, Mbarara**

**Chartered by the Government of Uganda**

**General Academic Policy (revised)**

**April, 2018**

## **FOREWORD**

This Academic Policy provides a comprehensive framework through which to pursue the philosophy, values, vision and mission of Bishop Stuart University in all its academic units and activities. It has been updated to make it robust in guiding staff—both management, administrative and academic in dealing with various exigencies and resolving problems and challenges that may be incurred from time to time. This Academic Policy,

- a) Articulates the philosophy, values, vision and mission of the University,
- b) The structure of academic programmes and procedures for admissions and registration of students, continuity on programmes from start to finish, grading, awards and graduation. It provides measures that can be invoked in resolving students and staff complaints as they emerge. It has been written taking into account the requirements of the law, NCHE and other oversight agencies. This report is therefore detailed and comprehensive in scope to ensure the smooth running of Bishop Stuart University.

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**CHAIRPERSON, BSU COUNCIL**

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**VICE CHANCELLOR, BSU**

## **ACKNOWLEDGEMENT**

The systematic reviewing of this Academic Policy of Bishop Stuart University would not have been accomplished without the consultation and participation of key Stakeholders namely the University Council, Senate, Top Management, Faculty Deans, Heads of Departments, Academic Staff Representatives, Guild Council Representatives and Statutory bodies like NCHE, Examining bodies that is; UNEB, UNMEB, UBTEB as well as Statutory Laws mainly the Universities and Tertiary Acts 2001 as amended 2006 and the University Charter (2004) among others.

I would also like to acknowledge the contribution of the 41<sup>st</sup> University Council sitting on 20<sup>th</sup> April 2018 under Min: 170/BSUC/2018 which approved the revised policy, Top Management and Senate who presented the policy and the Dean Faculty of Law together with AR Staff who edited the policy. I am also obliged to the University Legal Advisor, His Excellency the Ambassador Can. Francis Butagira for the legal guidance to make the policy fit into the legal language for it to be ready for gazetting.

Appreciation goes to the Senate Technical Committee headed by the Dean Faculty of Law that assembled all the comments and merged all views of all Stakeholders into one document.

Our God Reigns.

**ARUHO ABDON RUTEGA**  
**ACADEMIC REGISTRAR.**

## **ACCRONYMS AND ABBREVIATIONS**

NCHE	National Council for Higher Education
UACE	Uganda Advanced Certificate of Education
UCE	Uganda Certificate of Education
UNEB	Uganda national examination board
UBTEB	Uganda Business and Technical Examination Board
UNMEB	Uganda Nurses and Midwifery Examination Board
BSU	Bishop Stuart University
GN	Good News
NIV	New International Version
IUCEA	Inter University Council for East Africa
CP	Conceded Pass
RP	Repeat
RT	Retake
RS	Re sat
PC	Problem Case
GPA	Grade Point Average
CGPA	Cumulative Grade Point Average
AR	Academic Registrar
LLD	Doctor of Laws
DLitt	Doctor of Letters
DSc	Doctor of Science
PhD	Doctor of Philosophy
DVC	Deputy Vice Chancellor
HODs	Heads of Departments
REG No	Registration Number

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# UNIVERSITY GENERAL ACADEMIC RULES AND REGULATIONS

## 1.0 BACKGROUND INFORMATION

Bishop Stuart University (BSU) is a private, not-for-profit educational institution established by Ankole Diocese of the Province of the Anglican Church of Uganda to provide Christian based higher education, training and research for the expansion of God's kingdom, human knowledge and betterment of society.

- a) **Location of the University:** The main campus of Bishop Stuart University is situated at Kakoba, Mbarara Municipality, Mbarara District in Uganda.
- b) **Vision of the University:** To be a University for recreating a Society with Academic Excellence, Entrepreneurship and Anglican Christian values.
- c) **Mission of the University:** Producing multi-sectoral leaders/operators, who know the way, show the way and go the way.
- d) **Philosophy of the University:** Generating holistic knowledge while building servant hood character by guiding society in selected innovative and relevant skills in scientific, social, political and economic transformation.
- e) **Legal Status of the University:** Bishop Stuart University is chartered by the Government of Uganda.

## 2.0 UNIVERSITY CORE VALUES, THESE ARE:

- a) Faith in Jesus Christ as Lord and Savior
- b) Pursuit of Knowledge and Ingenuity
- c) Academic Excellence
- d) Compassion
- e) Relentless Services
- f) Moral Integrity
- g) Accountability
- h) Transparency

## 3.0 UNIVERSITY ACADEMIC PROGRAMMES

The University offers both full time day and weekend programmes in its different Faculties. It also offers Recess programmes for those who want to transition into higher education of Learning. Programmes are designed to be professionally balanced, holistic in scope, and impart the necessary competencies. Our main objectives is on quality and experience of graduates who are capable of responding to the imperatives of the national, regional and global economies. Bishop Stuart University introduced a policy of periodic monitoring and updating what is taught and few Core –courses to strengthen the course contents (balancing education of the ‘Heart ) With this framework ,we are able to produce graduates who are sufficiently equipped to serve effectively in any country in the world . The University operates through faculties with a good number of programmes (Faculty of applied sciences, Faculty of Business and development Studies, Faculty of Education and Faculty of Law).



## **4.0 ADMISSION INTO BSU PROGRAMMES**

Any student to be admitted on Bishop Stuart University academic programmes must have the following:

### **4.1.1 Minimum Entry Requirements for Post Graduate degrees/Diplomas**

- a) Minimum entry requirements for a Doctoral degree shall be a Masters' degree
- b) Minimum entry requirement for Masters' degree shall be a Bachelor degree
- c) Minimum entry requirement for a Postgraduate Diploma shall be a Bachelor degree

### **4.1.2 Minimum entry requirement for a Bachelor degree**

- a. At least 2 principal passes of Uganda Advanced Certificate of Education (UACE) obtained at the same sitting or a Diploma from a recognized institution.
- b. Uganda certificate for Education (UCE) with at least 5 passes

### **4.1.3 Minimum entry requirement for a Diploma**

- a. Uganda Advanced Certificate of Education (UACE) with one principle pass and two subsidiaries obtained at the same sitting or its equivalent
- b. Uganda Certificate of Education (UCE) with at least three passes
- c. Qualification equivalent to Uganda Advanced Certificate of Education (UACE) as shall be determined by Uganda National Examination Board (UNEB) and Uganda Business and Technical Examination Board (UBTEB, UNMEB)
- d. Certificate from a recognized institution
- e. Mature entrance student should have passed mature entrance exams from a certified Centre.

### **4.1.4 Categorization of Academic Units**

#### **a) Schools**

- i. Directorate of Graduate School, Research, Grants and Innovations.

#### **b) Faculties**

	<b>Old Outlook</b>	<b>New Outlook</b>
i.	Faculty of Education	-Faculty of Education Arts and Media Studies
ii.	Faculty of Business and Development studies	-Faculty of Business Economics and Governance
iii.	Faculty of Applied Sciences	-Faculty of Nursing and Health Sciences -Faculty of Agriculture, Environmental Sciences and Technology
iv.	Faculty of Law	-Faculty of Law

## **5.0 APPLICATION PROCEDURE**

### **5.1.0 Recruitment of students**

- 5.1.1 An applicant who was suspended, dismissed due to indiscipline or acts of any sort by any institution or convicted by courts of laws will not be admitted upon confirmation of such acts. The admission letter shall be revoked if the student is found to have either engaged in any acts of indiscipline at BSU or any other academic institution.

- 5.1.2 All potential students must fill an application form obtained on payment of a non-refundable fee determined by the University Council from time to time.
- 5.1.3 All applications with requisite attachments (including photocopies of payment slips, academic papers and identity cards from previous schools, national identity card/ passport and passport photo) must be submitted to the academic registrar's office before admission.
- 5.1.4 Students may apply on line and submit required documents through [admissions@ar.bsu.ac.ug](mailto:admissions@ar.bsu.ac.ug) / [ar@bsu.ac.ug](mailto:ar@bsu.ac.ug). Students can also apply directly to the University or her agents.
- 5.1.5 All applications shall be processed directly at BSU admissions office and presented to the Admissions committee for selection and admission.

### **5.1.2 Admission procedure**

- 5.2.1 All students admitted shall be issued with admission letters indicating the programme to which they are admitted, registration number, date of reporting, University charges to be paid per semester on a given university bank account and the mode of payment. All admitted students shall be presumed to have read university rules and regulations.
- 5.2.2 All admitted students names shall be displayed on the university notice boards and uploaded on the university website ([www.bsu.ac.ug](http://www.bsu.ac.ug)) or published in newspapers.
- 5.2.3 Admitted Students shall be expected to pay a non –refundable commitment fees determined by the University Council from time to time before picking the admission letters and commitment fees shall be part of tuition fees.
- 5.2.4 All admitted students will be required to agree and be bound by the university rules and take oath to comply with university rules and regulations. Copies of rules and regulation will be available at registration time.

## **6.0 STUDENT'S REPORTING TIME.**

- 6.1.1 All year one students must report to the Academic Registrar's office within 30 calendar days and will forfeit the commitment fee.
- 6.1.2 The continuing students shall report a week after the first year students have reported for the first semester.
- 6.1.3 All continuing Students are expected to report for second semester on a date specified by the University.

## **7.0 FALSIFICATION OF DOCUMENTS**

- 7.0 Applicants with falsified documents shall not be admitted to any program.
- 7.1 In case an admitted student is discovered with falsified documents, the admission shall be cancelled.
- 7.2 At the time of graduation, or thereafter, if the student is discovered to have falsified documents, the awarded Academic Documents shall be cancelled.

## **8.0 REGISTRATION OF STUDENTS**

- 8.1 Students will be required to present the following documents at registration;
- 8.2 Original Admission letter and its photocopies.

- 8.3 A university financial statement from the Finance office of at least 50% payment of total university dues.
- 8.4 Original Uganda Certificate of Education (UCE) with results pass slip and photocopies of each.
- 8.5 Original 'A' level Certificate (UACE) or their equivalents with result pass slip and photocopies of each.
- 8.6 Original Diploma Certificate and transcript and photo copies of each.
- 8.7 Identity cards from the previous schools/colleges, national identity Cards and passports for foreign students.
- 8.8 One holy Bible (GN or NIV Bible) and one Advanced Learners Dictionary and a copy of the constitution and Penal code for students admitted to the faculty of Law.
- 8.9 Foreign students will need to have their results either equated or certified with UBTEB/UNEB/NCHE.
- 8.10 Students to bring six passport photos with them at registration.
- 8.11 All university students shall be issued with a student's identity card at a fee. If lost or damaged the card shall be replaced at a fee.

## **9.0 EXTENSION OF DURATION OF PROGRAMME (this has recently been added)**

Upon senate resolution, every end of Academic year all students who have extended study period will be published internally and will be required to apply for extension of study period not exceeding two academic years.

## **10.0 DEADLINE OR TERMINATION FOR REGISTRATION OF NEW STUDENTS.**

- 10.1 All first year Students must register within 40 days after the beginning of the semester.
- 10.2 All students must register every semester.
- 10.3 Conditions of registration.
  - Payment of 50% of total dues
  - After 40 calendar days a surcharge for late registration shall be imposed. After 75 calendar days at the beginning of the semester, a surcharge shall double and be imposed.
- 10.4 A programme starts only if it attracts at least 15 (fifteen) registered students within 14 (fourteen) calendar days after the start of every semester one in academic year.
- 10.5 At any time during the student's period in a new study and after, the University can revoke any Student's **Admission Letter** and **Results Award** in case of any forgeries found at a subsequent stage.
- 10.6 **Fresh student's oath:** All first year students shall take an oath in year one semester one of the academic years and swearing to abide by the rules and regulations of the University.
- 10.7 If a program has consistently registered and failed to attract 15 students after 4 Academic Years, it shall stop admissions in the preceding years.

## **11.0 REGISTRATION OF CONTINUING STUDENTS**

- 11.1 Continuing students' registration shall be done after a student has paid 50% of total university dues of that semester but with zero balance of the previous semester
- 11.2 After 30 calendar days a surcharge for late registration shall be imposed
- 11.3 A student shall be expected to present a copy of their identification card and a copy of the financial statement as evidence of payment of at least 50% of tuition and 100% functional fees
- 11.4 No student shall be allowed to register after 75 calendar days after the beginning of the semester. However, a student can be allowed to register if he/she gives a genuine reason for registration after the 75 days.

## **12.0 ORIENTATION WEEK AND SWEARING CEREMONY.**

- 12.1 The University shall organize an orientation week for fresh students. This shall be the first week of each academic year. The orientation week is compulsory for all fresh students. The orientation week ends with the Vice-Chancellor officially admitting students to the university in a ceremony where Fresh students take an oath.
- 12.2 The students shall officially be admitted to their specific programmes at Bishop Stuart University.

## **13.0 BISHOP STUART UNIVERSITY LIBRARY**

### **13.1 Opening Hours**

The opening hours shall be between 8:30 am – 10:00 pm from Monday to Saturday and shall remain closed between 11:00 am -1:00 pm for community hour fellowship every Friday. On Sunday, the library shall open from 10:00 am – 5:00 pm. During examination period the library shall be open from 8:30 am – 11:00 pm from Monday to Saturday and 10:00 am – 10:00 pm on Sundays.

### **13.2 General Regulations of the Library**

Every student shall sign and abide by the university library rules and regulations. A copy shall be availed to every student at registration time.

### **13.3 Borrowing.**

Borrowers and readers in the Library shall be held responsible for the replacement of the lost, damaged or defaced book in their charge/custody.

In case a student fails to replace the exact book, he/she will be required to meet all costs of replacement.

### **13.4 Important Notice**

The head librarian shall from time to time issue important notices to library users.

## **14.0 FEES POLICY AND PAYMENT PROCEDURES**

**The student shall be required to pay as follows:**

- 14.1 Students shall be expected to pay the University dues through designated banks only. Payment in cash to the university or any university official shall not be accepted.
- 14.2 **Access to University Examinations:**
  - a. No Student shall access the end of semester university exams unless one has paid tuition and other charges to zero balance.
- 14.3 **Clearance for Graduation:** Students shall be expected to complete clearance process for graduation within 30 days before the graduation date.
- 14.4 The students shall appear on the graduation list only when he/she has paid all University dues to zero balance.

#### **14.5 Fees structure is divided in three parts:**

- i) Tuition
- ii) Function fees
- iii) Other Fees

The detailed University fees structure shall be determined by the University Council from time to time.

**Note:** International students shall be required to pay equivalent rates in US dollars according to the prevailing rates as specified by NCHE and Inter University Council for East Africa (IUCEA)

#### **15.0 EXCESS PAYMENT AND REFUNDS**

- i. Any student who pays excess money to the university shall be refunded after the completion of the course on request and consent from sponsor.
- ii. The refund shall be verified by the Finance department and approved by the Vice Chancellor. (ref. 14).

#### **16.0 PAYMENT OF UNIVERSITY DUES**

Students shall be advised to pay early before the beginning of each semester.

- i. All the dues shall be paid according to the University Finance Regulations. University bank slips shall be obtained from the finance office or from the bank or using an electronic access code to bank the fees on the University Bank A/C.
- ii. Cash payments shall not be accepted.
- iii. All Monies shall be banked on the university official bank accounts and the student shall retain a copy of the bank slip or a generated electronic bank slip.
- iv. The finance officer shall issue an electronic generated statement to the student for the total amount banked on receipt of returns from the Bank.
- v. More financial information and guidance shall be obtained from the Finance Department. The Finance office shall be open from Monday to Friday (8:00a.m. to 5:00 p.m.) and Saturday (8:00 – 1:00 p.m.)

#### **17.0 WITHDRAWAL FROM THE UNIVERSITY AND REFUND PROCEDURE**

- a) Before the beginning of the semester, no refund charges shall be imposed on students.
- b) A student shall initiate and justify a refund request to the Vice chancellor 75 days before end of the semester or no refund shall be processed.
- c) The refunds on dues shall be calculated as follows:
  - i. Within 14 calendar days after the beginning of the semester 90% of tuition and other charges shall be refunded or forfeited.
  - ii. Within 30 calendar days after the first 14 calendar days 70% of tuition and other charges shall be refunded or forfeited.
  - iii. Within 30 calendar days after the first 44 calendar days 30% of tuition and other charges shall be refunded or forfeited.
  - iv. After 74 calendar days from the beginning of the semester no refund of either tuition or other charges shall be allowed.

## **18.0 STUDY AND COURSE DELIVERY REQUIREMENTS**

### **18.1 Course Load**

The course load for an undergraduate is **six** to **eight** courses of **eighteen** to **twenty four** credit units per semester. Courses to be studied per program per semester shall be provided in the university prospectus.

18.2 Programmes shall be developed in conformity with the NCHE benchmarks (attached) as per accredited programme.

## **19.0 CHANGE OF LEVEL AND PROGRAMME**

### **19.1 Change of Level**

A student shall only be allowed to change levels say from Diploma to degree or vice versa only if he/she qualifies and this should be within 2 weeks in the first semester of first year.

### **19.2 Change of programmes:**

(a) Year one Students may be allowed to change programmes on application to the Academic Registrar. Admitted students may be allowed to change programmes on request to the Academic Registrar through the Heads of department, and the Faculty Dean within two weeks of the official opening of the semester at a fee.

(b) No student shall be allowed to change from one program to another after two weeks.

(c) No students shall be allowed to change programme more than two times.

### **19.3 Withdrawal from the University**

- (i) Students can withdrawal from the university by writing to the Academic Registrar through the Dean and the Head of department specifying the conditions that caused the withdrawal.
- (ii) A student shall be allowed only a maximum of two withdrawals in an Academic Year.
- (iii) Programme and each withdrawal shall be a maximum of one Academic year.
- (iv) The University guidelines on fees refunds shall apply as stated in section 18.0.

## **20.0 DEAD YEAR/RESUMPTION OF STUDY**

A student shall be allowed to take a dead year if he/she has applied for it. The student shall again write through the Academic Registrar, Faculty Dean and Head of department. In case a student fails to report after the end of a dead year, he/she has to request for an extension with reasons. Extension may be granted only once.

### **20.1 Structure of the Programs**

Each programme shall be composed of course units.

### **20.2 Administration of the Programmes**

The Programmes are coordinated by the office of the Deans, assisted by the Associate Deans, Heads of Departments, and Academic Registrars representative and support staff.

### **20.3 The Semester systems**

The Academic Year shall be composed of two semesters and a Recess term and these Programmes are designed per year (Year one, Semester one, Year one semester two, etc.).

### **20.4 Length of Semester.**

The length of a Semester is seventeen (17) weeks with fifteen (15) weeks being for teaching and two weeks for examination. The recess field semester is ten weeks

## **21.0 DURATION OF PROGRAMMES**

### **21.1. Minimum and Maximum Study Periods.**

- (i) Minimum of 3 (three) years and Maximum of 5 (five) years for undergraduate degree with the exception of in-service Programmes which may last minimum 2 years and maximum 4 years or Science based programmes which may last minimum 4 years and maximum 6 years.
- (ii) Minimum of 2 (two) years and maximum 5(five) years for Masters Degree
- (iii) Minimum 3 (three) years and Maximum 5 years for PhD
- (iv). Minimum 2 (two) years and maximum 4 years for diploma programmes

### **21.2. Normal Progress (NP)**

A student shall be on normal progress if he/she has passed all the course units of that semester.

### **21.3Academic Probations**

A student shall only be on probation progress if he/she has failed not more than three courses.

### **21.4. Unsatisfactory Standing**

A student shall be a **problem case** if he/ she has failed/ missed four or more courses (to consider the GPA below 2.0)

## **22.0 SENATE MATTERS.**

### **22.1 Ordinary Meeting**

There shall be at least two senate meetings in a quarter. There shall be 8 ordinary senate meetings in a year.

### **22.2 Special Senate Dispensation**

This only occurs in extra ordinary circumstances where Senate must be convened to make an urgent decision.

## **23.0 TRANSFER OF CREDIT UNITS**

**23.1** There may be transfer of credit units including the transfer of Credit Units of Diploma Holders who joined the University on degree academic programmes.

**23.2** A student on undergraduate degree programme who applies to transfer from another recognized institution of Higher Learning/University to BSU should have the following requirements.

- a) Must satisfy the admission requirements for the academic programme(s) applied for.
- b) Must submit an official Academic Transcript from a recognized University or Institution of Higher Learning in which he/she was previously enrolled indicating his/her academic status, the courses offered/taken, the Credit Units completed and the Grades obtained in each Course.

## **24.0 EXEMPTIONS**

**24.1** A student is exempted from the first year of the study after he/she has completed a Diploma and wants to upgrade to Degree in the same field. Such a student may join the programme in the 2<sup>nd</sup> year.

**24.2** A student with a pass Diploma does not qualify for exemption. If a student gets a pass Diploma, he/she is allowed to proceed to a degree program however the student shall begin in year one

**24.3** A student who has completed a Diploma from another recognized Institution may be exempted from same Courses offered in first year and be allowed to join a degree programme in second year. Exemptions will not be allowed for courses offered at BSU and not offered to other institutions of higher learning.

**24.4** A student shall have to pay for the core and BSU fundamental courses not yet done as determined by BSU council. These shall be reflected on their academic transcript as audited courses.

## **25.0 EXAMINATIONS AND AWARDS**

### **25.1 Students' assessment and examination**

Evaluation of students' academic performance shall be based on continuous tests and course work assessment and examinations

#### **(i). Continuous assessment and grading**

Continuous assessment shall be supervised by the Head of Department, Deans, Academic Registrar and Quality Assurance Officers. A Student is required to submit work for continuous assessment, which shall consist of not less than three assignments per semester including at least one invigilated test during the 8<sup>th</sup> week in the semester. The faculties shall manage the 8<sup>th</sup> week tests supervised by the office of AR. Timetable for 8<sup>th</sup> week tests shall be drawn and students shall be notified to sit these tests for those who have paid 50% of University dues.

A student must do course work marked out of 40. Course work marks are a precondition to qualify for final Examination which is marked out of 60. For Some courses, course work marks shall be 30 and final examination 70.

#### **(ii) University Examinations.**



In Addition to the continuous assessment, a final examination shall be administered at the end of each semester. Examinations are both theory and practical, internally moderated. A student must pass the examination with a minimum of 50% compiled from both course work and final exam. For graduate students the pass mark is 60%.

## **26.0 ACADEMIC CALENDAR AND EXAMINATION DATES:**

- a) There shall be an academic calendar setting out the structure and duration of all academic programmes and events in an academic year. The examination period shall cover the 16<sup>th</sup> and 17<sup>th</sup> week of the running semester as drawn from the academic calendar. Examination shall be conducted on a timetable drawn under the guidance of the Academic Registrar's office designed to run for two weeks in each semester.
- b) All Modular conducted courses, Audited and short courses; examinations shall be set and sat for at the end of the modular unit.
- c) Projects, Research, Dissertation and Thesis examinations shall be conducted as planned and scheduled by the Faculty Academic Boards of respective Faculties. These exams shall be conducted with an intension to enhance the student's hands-on skills, field practice, investigation, analytical and logical thinking. The exercise process shall be fully managed at the Faculty in line with the academic calendar.
- d) For Fieldwork, Industrial training, School practice, Internship and apprenticeship, student shall be expected to do practical hours in an active firm, company or recognized practicing environment for a period as stipulated in the course structure not exceeding a period of half a semester. This exercise shall contribute towards the credit units of the modular as per the course structure just as any other conducted examination in (a) at the end of this exercise, the student is expected to be familiar with community ways of life, demonstrate the ability to manage time such that there is a balance between institution based theory work, outreach and community support activities.
- e) Examinations prepared by examination bodies established by an act of parliament of Uganda, examinations, regulations and conditions to sit for the given exam shall be fully guided by the examining body. This shall cover but not limited to UBTEB, UNEB, UMNEB and any other in this category.

## **27.0 EXAMINATION REGULATIONS:**

- a) Teaching ends at the end of the 15<sup>th</sup> week in the semester .The 16 and 17 weeks are reserved for examination.
- b) There shall be a board of examiners which shall be composed of external examiners appointed by senate.
- c) External examiners shall be appointed by senate whenever possible to work with internal examiners. The board of examiners shall receive, consider and report to the Faculty Board the final results of each candidate. The faculty examination board shall be chaired by the dean and all decisions of the board of examiners shall be subject to ratification by the faculty board
- d) The Faculty Board shall recommend to senate the final results. Challenges and malpractices in examinations shall be reported to the University Senate through the Faculty Malpractice and Irregularities committee after harmonization.

## **28.0 EXAMINATION SETTING, PROCESSING, HANDLING AND MARKING:**

- (a) All examinations are set by individual academic staff and moderated by the departmental examination moderating committee.

- (b) Examinations are printed, packed and sealed by the individual Academic Staff and handed over to the Academic Registrar for storage and distribution according to examination time table.
- (c) No candidate shall be allowed to sit for any examination unless
  - i) He/she is a registered student of the university.
  - (iii) He/she has satisfactorily attended the lectures at least by 75% in a respective course unit and done all course works in all course units.
  - (iv) He/she has paid University dues to zero balance.
  - (v) He/she has been exempted from any such requirements by senate on the recommendation of the department/faculty board concerned.
- (d) A candidate shall not sit any exam if:
  - i) He/she has been absent from the university for a period of one month during semester time for any reason other than illness and justifiable cause.
  - ii) His/her attendance of scheduled lectures, practical classes, seminars, tutorials or clinical instructions has been unsatisfactory.
  - iii) He/ she have failed to submit the necessary course works as well as class examinations. (a candidate may also be denied the certificate of due attendance).
- e) There shall be gazette areas reserved and secured for examination marking exercise. These areas shall be managed by the office of the Academic Registrar.
  - i. The marking exercise shall be centrally managed by the office of the Academic Registrar and shall run for a period of two weeks and the results shall be submitted electronically in the BSU Management Information System and a printed copy to the head of academic department. Heads of departments shall approve and own printed results that are handed over to the deans, then to the Academic Registrar for verification and a verified copy to the Vice Chancellor.
  - ii. The internal examiner shall be expected to take part in the marking exercise without taking scripts out of the gazette room, if there is a need, permission can be granted through a written request to the Office of the Vice Chancellor. The AR has the right to access the examination scripts of course works and tests.
  - iii. A careful evaluation of every student shall be maintained in the department in respect to academic performance and diligence, and shall include; Attendance to all lectures, Tutorials, practical, school practice, test and course works, e.t.c,
  - iv. Every lecturer shall set, modulate, invigilate and mark course works including tests and exams. The lecturers shall submit results to their respective heads of departments and deans. Results of these shall be discussed by the Faculty Academic Board and approve them as faculty results and forward them to the AR's Office.
  - v. Examination scripts shall be kept for three (3) months to give time for any kind of correction that would cause a change in the student's final examination mark. These would be later transferred to a general archive storage unit for a time stipulated by the governing bodies for at least five (5) years.

#### **F) Display of Course work results:**

Lecturers/Heads of Department shall display coursework marks to the students two weeks before the beginning of semester examinations.

## **29.0 CONDUCT OF EXAMINATION**

### **29.1 Sitting arrangements:**

Arrangements for sitting shall be made by Heads of Departments, Deans and invigilators.

### **29.2 Instructions to candidates:**

Timetable:

- i. It is the **responsibility** of all candidates to **take note of the dates and time** of the examination(s) for which they are registered.
- ii. Candidates shall be **informed of the dates and times** of examinations by means of the **timetable and notices** published at **least two weeks** in advance.
- iii. **iii.** Should there be a **change in the timetable** for an examination after it has been displayed; the note shall be put up to notify students of those changes.

### **29.3 Beginning of Examination**

Candidates shall be allowed to enter the examination room **30 minutes before** the start of an examination. An examination paper shall be issued **10 minutes** before the paper starts. During these thirty minutes, the invigilator shall:

- i. Make an announcement to the effect that the candidates should satisfy themselves that they are in possession of the correct paper.
- ii. Call attention to any rubric at the head of the paper which seems to require attention.
- iii. Announce that both sides of the writing papers must be used and shall then tell students when they should begin writing.

### **29.4 Materials prohibited from Examination room**

- i. Candidates are required to bring in pens, **pencils, rulers, erasers, blotting papers**, the usual **geometrical** instruments and **calculators**.
- ii. For **open book** examinations, only recommended printed materials will be allowed in the examination room. Candidates are not **allowed to use their own logarithmic tables**. No **electronic gadgets** shall be allowed in the examination room.

### **29.5 Responsibilities of Invigilators.**

- i. Picking examinations from AR's office 30 minutes before the start of exam
- ii. Ensuring that for every student to sit for the exam he/she must have a required document as specified by the Academic Registrar.
- iii. Checking candidates to ensure that they do not enter the examination room with unauthorized materials.
- iv. Issuing out examination answer booklets and question papers to candidates
- v. Ensure that candidates sign the examination attendance list on submission of the answer booklets
- vi. Sign the invigilation/returns sheets for only invigilated exams and handing them over to ARs's office
- vii. Ensuring the safety and returning of unused examination booklets

- viii. Receiving and packing candidates examination answer booklets in appropriate envelopes to avoid missing or misplacing scripts
- ix. Invigilators shall have **power to confiscate** any unauthorized book, manuscript, or other aid brought into the examination room, and **to expel** from the examination room any candidate who creates disturbance. They shall **report to** the Academic Registrar any case of a **candidate suspected of giving or obtaining unauthorized assistance or attempting** to do so. The Academic Registrar shall have power to take any further steps he/ she may consider necessary.
- x. He/ She shall then report the matter to the Vice Chancellor.

## 29.6 Duties and responsibilities of Examination Scouts

- i. Overseeing candidates to sit exams in an acceptable environment
- ii. Cross checking whether candidates have the required documents as specified by Academic Registrar.
- iii. Taking note that invigilators are in the examination rooms invigilating.
- iii. Detecting any exam irregularities and malpractices and report to AR's office
- iv. Taking note of the time when exams have started and ended.
- v. Taking note that examination time tables have been followed and that all Invigilators are involved in the examination arrangement

**29.7 Number of Invigilators:** For every fifty (50) candidates, one (1) invigilator shall be provided. The HOD's shall make a **list of invigilators to invigilate different exams**.

The Deans shall be the overseer of the examination processing and management.

## 29.8 Duties and responsibilities of Candidates Answer booklets:

- a. Candidates shall write their registration numbers distinctly at the top of the page covers of every answer booklet in the space provided. If a candidate does not write his/her registration at all, the results shall be revoked and the candidate will repeat that course unit.
- b. No Candidate should write his/her name on the examination answer booklet. Any candidate who writes his/her name on the booklet or wrong registration number will be treated as a malpractice case and the penalty shall apply.

## 29.9 Other Requirements from Candidates

- i. Candidates shall bring the **required documents as specified by AR**.
- ii. Candidates **must not write anything on question papers and penalties are there**.
- iii. Candidates shall be required to **sign an attendance sheet** after handing in the examination scripts to the invigilator.
- iv. The **use of scrap** paper is not permitted. All rough work must be done in the answer booklets and crossed out neatly or in supplementary answer sheets which must be submitted to the invigilator together with the main answer booklets.
- v. No candidate **shall move out** of the examination room **before the end** of the examination time.
- vi. Candidates who may be permitted to leave before the end of the examination period must not leave their scripts on their desks, but must hand them over to the invigilator.

- vii. At the end of the allocated time, all candidates shall stop writing when instructed to do so by the invigilator and **shall gather their scripts together in order**. They shall not **leave** their desks until the invigilator has collected their scripts.
- viii. Candidates should cross out all unused pages in the examination booklet

#### **29.10 Processing of examination results at various levels:**

- a. Individual Academic staff are responsible to mark exams for courses they have taught; and to record marks into the System and marks sheets provided by the AR's office.
- b. Every mark sheet must be signed by the Internal Examiner indicating full names, telephone and date of submission of the results to the Head of department.
- c. The Head of department shall present the marks to the External Examiner for further examination and marking. The External examiner shall indicate his/her independent opinion and sign the mark sheet for courses externally examined.
- d. The External examiner shall be presented with:
  - (i) Course outlines of courses to be examined
  - (ii) Question papers of courses to be examined
  - (iii) Examination answer booklets
  - (iv) Marking guides of courses to be examined
- e. The External examiner shall make a report to the Academic Registrar detailing his/her opinion on the quality of the curriculum, teaching, examination setting, examination marking and curriculum coverage.
- f. The Examination results must be presented, discussed and approved first, at Departmental level, then at Faculty level and finally forwarded to Senate for final approval before they are officially displayed.
- g. At all levels of results presentation and discussion minutes must be made and presented to respective levels.

#### **29.11 Repetition:**

A student who had previously failed an exam may be permitted to repeat it if:

- (i) There are special, social and/or medical circumstances, submitted to the Dean of Faculty through the Department normally prior to the meeting of the Board of examiners, such as to convince the Faculty Board that the candidate is likely to do well if this concession is granted;
- (ii) The candidate fails **more than three courses** of a semester.

#### **29.12 Conceded pass**

A student who fails a course three times is in the range of 40-46 may apply for a conceded pass and shall be indicated on the student's academic transcript as a 'CP'

**29.13 Aegrotat** (refers to exam affected by personal circumstances) A student may apply for aegrotat and compassionate consideration if personal circumstances beyond control affected his/her exam. In some special circumstances the university may set exams for a student who failed to sit exams in the time when are offered. The special circumstances shall be restricted to:

- (i) Event of accident rendering a student incapacitated during examination period
- (ii) An expectant female student who is admitted for delivery during examination time and is not able to sit and write exams.

- (iii) A student who loses a parent, child or spouse during examination period
- (iv) In the case of (i), (ii) medical or police evidence shall be required

#### 29.14 Promotion

- i. A candidate must pass the first and the second semester examination before he/she can be allowed to proceed to the next year/semester of studies.
- ii. A student with active retakes can proceed to another year but must notify the head of department.
- iii. A candidate who fails more than half of the courses registered for in a particular semester shall not proceed to the semester that follows.

#### 29.15 Pass mark

- (i) **Undergraduate pass mark:** The pass mark in each course shall be 50% or 2.0 grade points. A Coursework shall be marked out of 40% and examination out of 60%. This may change for some courses.
- (ii) **Graduate pass mark:** The pass mark in each course shall be 60% or 3.0 grade points.

#### 29.16 Retake, Repeat or Missed

- (i) A candidate who fails three courses and less in an exam in a semester shall be permitted to retake examination in the failed course and re-write the coursework at a time when the courses are next offered. A student who fails any paper/ course shall retake it in the semester when it is next offered.
- (ii) A candidate who fails more than half of the courses shall repeat a semester.
- (iii) To pass a retake examination, a candidate must **obtain at least 50%** or 2.0 grade point of the marks in each subject for undergraduate programmes and for Graduate programmes one must obtain 60% in any retake exam including course works.
- (iv) Retake courses shall be **assessed** like any other courses.
- (v) A failed course can only be **retaken** twice after the first attempt of the exam; after the third attempt, the student is not in the conceded pass range but he/she can apply to AR for consideration.
- (vi) Repeated courses shall be indicated on the Transcript as “**RP**”
- (vii) Retaken courses shall be **indicated** on the Academic Transcript as “**RT**”
- (viii) A retake fee for continuing students is shs. 20,000/= per course. The retake fee is subjected to change.
- (ix) Students who fail to graduate in their due time shall be required to pay 250,000/= per course they are doing. The retake fee is subjected to change.

#### 29.17 Discontinuation:

A Student shall normally be required to discontinue his/her studies if:

- a. He/she fails after applying for a considered pass and still fails.

- b. He/she spends more than 2 years from the expected year of completion without notifying the Academic Registrar through the department.

### **29.18 Lecture Attendance**

- i. A student is expected to attend all Lecture sessions of different courses they are doing.
- ii. A student who fails to attend at least 75% of Lecture sessions shall not be allowed to sit the final single examination(s).

### **29.19 Late Course Work**

- i. No Student shall be **admitted** to any examination unless he/she has satisfactorily **attended** the course and **done** the course works required.
- ii. All course work must be submitted to the department two (2) weeks before the end of the semester.
- iii. The lecturer has exclusive right to administer or not to administer a late coursework.
- iv. In no case shall examinations be given earlier than coursework except for courses where it is appropriate to do so.

### **29.20 Re-siting Exams**

- i. In an event of a student passing an examination for a course in a poor grade but is convinced he/she can do better, she/he may be allowed to re-sit examination on request, approval and payment of a prescribed fee of **Shs 200,000/=** per course. The fee is subject to change.
- ii. On attaining a better grade, his/her earlier poor grade shall be substituted.
- iii. Courses re-sat shall be indicated on the academic transcript as **“RS”**.

### **29.21 Remarking of Examination**

- i. On event of a student not being satisfied with a grade obtained in a particular examination, a student may apply to Academic Registrar for remarking at a fee of shs. 50,000/= per course of the examination paper in which the course was offered. The fee is subject to change
- ii. The application must be made **within two weeks** (14 calendar days) after the **release** of the examination grades by the AR's office.
- iii. The application must contain **valid justification** for the request
- iv. The Academic Registrar shall ask the Head of Department and members of the Department / Faculty to review the case for whether the remarking is justified.
- v. On approval of the request, an independent examiner shall remark the paper and the grade awarded shall be final regardless of whether it is lower or the same as the first grade and shall immediately be forwarded to the Academic Registrar with a report. The Academic Registrar shall then communicate the new grade to the student after being approved by the Senate.
- vi. No more appeal shall be allowed for remarking the same script, if the student applies for remarking and the paper has been externally examined, he/she cannot ask for a remark.

### **29.22 MISSING EXAMINATION**

All continuing student shall be required to apply and do the missed exam when next offered at a fee determined by the university council from time to time. The marks for a missed paper will be indicated on the academic transcript like any other marks for other courses.

### **29.23 EXAMINATION INVIGILATION AND SUPERVISION:**

Examination scouts shall be nominated by the directorate of Quality Assurance and appointed by the Academic Registrar.

- i. These shall be tasked to enforce proper examination handling and sitting before and at the time of sitting the examinations and any other activity assigned by the Academic Registrar's office in the two weeks examination period.
- ii. An activity report shall be expected to be submitted and addressed to the Academic registrar's office at the end of the exercise.

The chief invigilator of a particular exam shall be the course leader of the examined course unit stated in the examination timetable. Absence from this activity should be communicated to the Academic Registrar in writing indicating who will step in for them, at least a day before commencement of the exam.

### **29.24 BREACH OF EXAMINATION RULES AND REGULATIONS**

All examination officers (Professors, Associate Professor, Lecturer, Assistant Lecturers, Teaching Assistants, or any university officer) by whatever designation must sign a letter of appointment without fail where it is required. Failure to sign a letter of appointment does not exonerate the examination officer. For avoidance of doubt, an examination officer is under a duty to execute his or her duty diligently under these rules and regulations, with or without a letter of appointment.

A lecturer, teaching assistant, invigilator, examiner and examination scout or any examination officer by whatever designation; or any university officer who fails to execute his or her duty or duties under these rules and regulations diligently without reasonable cause commits an offense.( refer to 30.5)

### **29.25 PENALTY**

A lecturer, teaching assistant, invigilator, examiner and examination scout or any examination officer by whatever designation; or any university officer charged and convicted for not executing his or her duty or duties diligently is liable, upon conviction to:

- (i) Caution
- (ii) A reprimand
- (iii) A suspension for a period not exceeding 15 days
- (iv) Dismissal: or
- (v) Summarily dismissal

### **29.26 External examination and conduct of Research, Internship, Practicum & School Practice**

- i. External examination shall be done for all programs during semester two in a year.
- ii. The conduct of Research, Industrial Training, Practicum & School Practice shall be organized following approved guidelines and schedules by Faculty from time to time.

### **29.27 Approval of Examination Results**

- i. Senate at its sitting shall exercise powers to approve all examination results submitted to it.



- ii. The results shall be published on the notice boards or electronic platforms by the relevant departments with approval of the Faculty Dean, Academic Registrar and Vice Chancellor in a manner prescribed by senate. However, senate can delegate its powers to approve examination results to faculty, schools or college academic boards.
- iii. These results shall not however be considered final until approved by senate, thus can only be published provisionally by the academic boards.

### **29.28 Progression and Pass Mark**

A student must pass the first and second semester examinations before he/she can be allowed to proceed to the next academic year. An exception for this is if a student fails above 50% in one semester. In this case, the student is made to repeat, which is termed as problem case (PC). A student who fails more than half of the courses registered for shall not be allowed to progress to the next stage.

### **29.29 Grading and classification of degrees and diplomas**

1. Courses given for each programme shall be appropriately weighted and scores for students grade points average (GPA) shall be a result of assigned grades as set out in table 1
2. The classification of awards of degrees and diplomas shall be set out in table 2 and 3 respectively.
3. Our grading system shall use a five point rating system in averaging the final grade of a graduate as provided for in the NCHE Regulations.

**The total mark earned shall be assigned appropriate letter grades and grade points as follows:-**

#### **GRADING SYSTEM OF DIPLOMAS**

SCORE	GRADE	GRADE POINT	CUMULATIVE GRADE POINT AVERAGE	EXPLANATION	CLASSIFICATION
80 – 100	A	5.0	4.40 – 5.0	Excellent	Distinction (I)
75 – 79	B+	4.5			
70 – 74	B	4.0	3.60 – 4.39	Very good	Credit (II)
65 – 69	C+	3.5	2.80 – 3.59	Good	
	C	3.0			

60 – 64					
55 – 59	D+	2.5	2.00 – 2.79	Satisfactory	<b>PASS (III)</b>
50 – 54	D	2.0			
0 – 49	F	F	0	Failure	

### **GRADING SYSTEM OF BACHELORS**

Marks	Letter Grade	Grade Point Average	Cumulative Grade Point Average (CGPA)	Explanation	Classification
80–100	A	5.00	4.40– 5.00	Excellent	First Class (1)
75 – 79	B+	4.50	3.60 – 4.39	Very good	Second Class Upper Division (2:1)
70 – 74	B	4.00	3.60 – 4.39		
65 – 69	C+	3.50	2.80 – 3.59	Good	Second Class Lower Division (2:2)
60 – 64	C	3.00	2.80 – 3.59	Good	
55 – 59	D+	2.50	2.00 – 2.79	Satisfactory	Pass (3)
50 – 54	D	2.00	2.00 – 2.79		
00 – 49	F	1.00	00 – 1.90	Failure	Failure

### **GRADING OF POSTGRADUATE CERTIFICATES AND POSTGRADUATE DIPLOMAS**

Marks	Letter Grade	Grade Point	Interpretation
80-100	A	5.0	Excellent
75-79	B+	4.5	Ver Good

70-74	B	4.0	Good
65-69	C+	3.5	Fair
60-64	C	3.0	Pass
55-59	D	2.5	Compensatory Pass
0-54	F	0	Fail

### **GRADING OF MASTERS' DEGREE PROGRAMME**

<b>Marks</b>	<b>Letter Grade</b>	<b>Grade Point</b>	<b>Interpretation</b>
80-100	A	5.0	Excellent
75-79	B+	4.5	Very Good
70-74	B	4.0	Good
65-69	C+	3.5	Fair
60-64	C	3.0	Pass
55-59	D	2.5	Compensatory Pass
0-54	F	0	Fail

**NB:** All grades below D carry no credit. For one to continue studies in good standing, He or she must maintain a Grade point average of 2.00 for undergraduate programmes and 3.00 for graduate programmes.

#### **29.30 Calculation of Cumulative Grade Point Average**

The Cumulative Grade Point Average at a given time shall be obtained by;

- Multiplying the grade point obtained in each course by the credit unit assigned to the courses to arrive to the weighted score of the course
- Adding together the weighted scores for all the courses taken up to that time
- Dividing the total weighted score by the total number of credit units taken up to that time
- Assigned grades.

<b>Marks</b>	<b>80-100</b>	<b>75-79</b>	<b>70-74</b>	<b>65-69</b>	<b>60-64</b>	<b>55-59</b>	<b>50-54</b>	<b>0-49</b>
Alpha Grade	A	B+	B	C+	C	D+	D	F
Grade Point	5	4.5	4	3.5	3	2.5	2.0	2

**Table 2 : Classification of awards of degrees**

<b>Class</b>	<b>CGPA</b>
<b>First Class</b>	<b>4.4-5.00</b>
<b>Second Class (upper division)</b>	<b>3.60-4.39</b>
<b>Second Class (Lower division)</b>	<b>2.80-3.59</b>
<b>Third Class (Pass)</b>	<b>3.00-2.79</b>

**Table 3: Classification of awards for diplomas**

<b>Class</b>	<b>CGPA</b>
<b>Class I (Distinction)</b>	<b>4.4-5.00</b>
<b>Class II (credit )</b>	<b>2.80-4.39</b>
<b>Class III (pass)</b>	<b>2.00-.2.79</b>

**29.31 Graduation requirements:** In order to qualify for the award of a degree, diploma or certificate of Bishop Stuart University, a student must have satisfied the University Senate on the following:

- He/ She must be a registered Student for a prescribed number of semesters for that particular programme.
- He/ She must successfully complete the prescribed number of credit units for that particular programme.
- He/She must have completed payment of all the University dues including graduation fee to zero balance.

### **29.32 Tracer Studies:**

- i. There shall be tracer studies at the end of every graduation to trace the BSU alumnus about the employability, the field preference and feedback and also help kick start and monitor the universities; market share in the field.
- ii. The outcomes of these studies shall be used as a landmark in course development and review of programmes.

## **30.0 HONORARY DEGREES**

### **Honorary Degrees:**

**Definition;** an honorary degree of Bishop Stuart University is the degree of *Doctor Honoriscausa*.

The award is granted in accordance with the laws of Uganda in particular, the Universities and other Tertiary institutions Act 2001, statutory instruments 2010 No. 50 (Universities and other Tertiary Institutions, on awarding of Honorary Degrees and academic titles 2010) gazetted statutory instrument supplement No. 32 on 12/11/2010.

### **Criteria and Procedure of Granting/Awarding Honorary Degrees**

#### **1) Awarding Honorary Degrees (Honoriscausa)**

Honorary Degrees (Honoriscausa) shall be awarded by an Institution (Chartered) to a distinguished member of society who:-

- (a) Has made an advancement in any branch of learning and / or
- (b) Has rendered himself or herself worthy of such honor by his/her contribution to society or Bishop Stuart University.

#### **2) Waiving the usual requirements of awarding Degrees**

The following shall not be necessary for awarding honorary Degrees:

- (a) attendance of class
- (b) writing papers
- (c) doing experiments
- (d) writing examinations

#### **3) The Type of Honorary Degrees allowed in Uganda**

- (a) **Doctor of Laws (LLD)** for Public Service by eminent statesmen/women, Administrators, Lawyers, Business People, Farmers and other outstanding people in society.
- (b) **Doctor of Letters (DLitt)** for outstanding services in Humanities.
- (c) **Doctor of Science (DSC)** for outstanding contribution in the field of Science.

#### **4) Persons not qualified for award of Honorary Degree (Honoriscausa):**

A sitting or active member of:

- Council
- Senate
- Academic Member of Staff of an awarding Institution.

#### **5) Honorary Awards (Honoriscausa) committee**

Composition: - Chairperson of Senate

- DVC (Academic Affairs) OR Academic Registrar
- 3 Members elected by Senate

- 3 Members of Council elected by Council

- a. The Chaperon of Senate shall be the Chairperson of the committee and in his/her absence shall be deputized by Vice Chancellor.
- b. In the absence of both the Chairperson of Senate and Deputy Vice chancellor, the committee shall appoint a Chairperson from the other committee members.
- c. The Academic Registrar (AR) shall be the Secretary to the committee.
- d. In each specific case the Dean of the Faculty from which the degrees is proposed to be conferred shall be coopted to the Honorary awards committee considering the case

6) **Procedure for the award of Honorary Degree**

- (i) A proposal to grant an Honorary Degree in writing, shall be made by a member of Council or Senate of Bishop Stuart University and shall be communicated to the Vice Chancellor.
- (ii) Every such proposal shall be supported by a statement setting forth the honorary degree award recommended and the detailed grounds on which the recommendation is based.
- (iii) No proposal shall be considered without a supporting written statement on the grounds for the proposed award
- (iv) There shall be no consultation or communication between a Senate member of Bishop Stuart University and the potential candidate to be awarded except where deemed extremely necessary by:
  - a. The Vice Chancellor or
  - b. The Deputy Vice Chancellor (Academic Affairs) in the absence of the Vice Chancellor.
- (v) The Vice Chancellor shall refer such proposals to the Honorary Awards (Honoriscausa) committee for recommendation
- (vi) The Recommendation of the Honorary Awards Committee shall be subject to a vote by the senate.
- (vii) The Senate shall through a secret ballot, vote on the Committee's recommendation.
- (viii) The affirmative majority secret vote outcome of the vote shall be announced at the same meeting of Senate.
- (ix) The Senate's recommendation to award an honorary degree shall be presented to Council for approval.
- (x) The award of honorary degrees or academic titles shall as a rule, be conferred only in the presence "*presentia*" of the recipients except in very exceptional circumstances when a special resolution of Senate, shall allow the award in "*absentia*" or posthumously.
- (xi) If a Recommendation of the Honorary Awards committee is rejected by Senate, such a person nominated shall not be considered again until a period of five years has elapsed.
- (xii) The Chancellor's approval shall be required before conferring an honorary degree.
- (xiii) The Vice Chancellor shall nominate a distinguished University academician to serve as the University Orator for every honorary degree graduate of the University.
- (xiv) The Orator shall present the profile of the recipient, and thereafter the Faculty Dean in which the degree(s) is proposed to be conferred shall present the recipient to the Chancellor for the award of an honorary degree.

7) **Awards and graduation ceremony**

- a) The board of examiners in a Faculty, school or college upon its satisfaction that the standard required under the relevant regulations for the award of a degree diploma, certificate or other award as the case may be has been attained by the candidate in the university examinations applicable to him or her, shall recommend to the senate through the relevant boards that such a degree, diploma or certificate be conferred or granted to such successful candidates
- b) Senate shall approve a recommended award list from academic boards in its sitting. This shall be considered to be the graduation list on approval. Senate shall also notify the university council to cause a graduation ceremony and published by the office of the Academic Registrar and also pinned on the university notice boards
- c) Successfully candidates shall be notified by the Academic Registrar upon successful passing and date of the graduation day through public media. This message shall cover the graduation date, Graduation fees, other requirements deemed fit.

8) **Awarding of best students**

Accolades will be awarded to the best students as determined by the University Council from time to time.

**31.0 GUIDELINES FOR AWARDING ACCOLADES**

**a) Procedure**

- i. Automatic recognition. If the candidate has attained the CGPA for First Class from 4.40 up to 5.0
- ii. Outstanding recognition- if the candidate has attained the CGPA for First Class from 4.40 up to 5.0 and has been thoroughly vetted by the Faculty Deans and Heads of Departments on issues of integrity and discipline including innovations. The following Criteria shall be used to select candidate for receiving Accolades as approved the University Council:
  1. The candidate consistently is well-disciplined and has demonstrated integrity while at Campus and outside the University environment.
  2. Must never have been convicted in any courts of law or tried by the University's Disciplinary Committee.
  3. The candidate should have demonstrated ability for Innovation and Creativity during his/her stay at the University.
  4. The candidate should never have had a second sitting (Retakes) for any paper whatsoever during their time of pursuing their programme.

5. The candidate whose CGPA is 4.40 onwards and had a second sitting (retake) during his/her Academic progress; shall be awarded the First Class but shall not be publicly recognised by the University on the graduation day.

**b) The Process of selection**

- i. The Vetting Exercise shall be carried out by the HODs and the Deans to pick the candidates
- ii. The best candidates shall receive the First class Awards and to be presented to the University Council for approval after the results have been presented to Senate and the Dean's progressive report has been approved by Senate.

**9) Academic Transcript and Certificates:**

- a. All coursework grades must be recorded and averaged into the grade point average. If a student fails a course, he/she must retake the course before the transcript is processed. The new grade shall be averaged in the grade average in place of the old one.
- b. All grandaunds must fill the Transcript information form and attach their most recent passport photo before processing and printing their academic transcripts.
- c. The Academic Registrar shall sign on the Academic Transcripts.
- d. The Vice Chancellor and the Academic Registrar shall sign on the certificates

**32.0 STUDENTS' EXAMINATION MALPRACTICES AND IRREGULARITIES RULES**

Any Candidate found in the examination committing malpractices shall be reported by an Invigilator or Scout to AR for disciplinary action to be taken. The Candidate shall be required to fill the declaration form for examination irregularities /malpractices which he/she should sign, put his/her personal particulars including name of exam, date of exam and the Invigilator or Scout shall sign the form. A student shall be required to make a separate statement in his/her own hand writing. The student shall be permitted to continue with the exam thereafter.

All exam irregularities /malpractices exhibits shall be brought to Academic Registrar's office for further action; and trials shall be conducted by the Faculty irregularities and malpractices committees and subsequently by Senate. The decisions of Faculty irregularities and malpractices committees shall be harmonized by the Senate Academic Board and subsequently presented to Senate.

**Rule 1: Malpractices in Relation to Coursework**

Students who collude by exchanging their course work shall be reported to AR for disciplinary action. The AR has discretion to:

- (a) Caution
- (b) Cancellation of his/her Coursework,
- (c) Cancellation of his/her Coursework and Suspension from his/her studies for a period not exceeding one academic year.

**Rule 2: Fraud/plagiarism relating to coursework / Research/internship shall be established where a candidate:**

- (a) Submits course work / Research Report not prepared by him/her,



- (b) Plagiarizes the work of any other person,
- (c) Solicits/purchases any coursework / Research Report from any other person,
- (d) Falsifies / alters marks awarded on a coursework script / Research Report,

**Commits an offence and is liable on conviction to:-**

- (a) Caution and cancellation of his/her coursework / Research Report or
- (b) Suspension from his/her studies for a period not exceeding one academic year, or
- (c) Dismissal from the University.

**Rule 3: Malpractices in the conduct of Examination / School Practice / Internship**

**Any student/candidate who -**

- (a) Sits or attempts to sit the examination / does school practice / internship with invalid or forged or false documents,
- (b) Enters the examination hall/room later than half an hour after the examination has commenced,
- (c) Leaves the examination hall/room earlier than half an hour after the examination has commenced except in emergencies with the express permission of the invigilator,
- (d) Carries out a conversation or any other communication with any other person once the examination has commenced or make consultations from another person,
- (e) Indulges in any disruptive conduct including, but not limited to, shouting, assault of another student/candidate or examination official, using abusive and / or threatening language, destruction of University property or the property of another student/candidate,
- (f) Takes out of the examination room/hall answer booklet(s), used or un used,
- (g) Neglects, omits or in any other way fails to follow lawful instructions or orders issued by the Invigilator,
- (h) Comes for an examination while drunk,
- (i) A student who writes his/her name or registration number on the answer booklet
- (j) A student who doesn't write his/her registration number anywhere on the spaces provided on the answer book let.
- (k) A student who writes any notes on the question paper.

**Commits an offence and is liable on conviction to:-**

- (i) Caution or cancellation of the relevant examination / school practice / internship or
- (ii) Cancellation of the relevant examination / school practice / internship and suspension from the University for a period not exceeding two years, or
- (iii) Dismissal from the University.
- (iv) Any student who assaults, abuses or does any unlawful act or attempts to do any unlawful act to an invigilator / supervisor during and after an examination / internship / School practice supervision commits an offence and on conviction he / she may be liable to suspension for two years or dismissal from the University.

The student is liable for prosecution by the state.

**Rule 4: Cheating in an examination Room shall be established where any student / candidate:**

- (a) Attempts or takes into the examination room/hall, in person or by agent, any unauthorized materials including, but not limited to, plain papers, condensed/summarized notes, books and handkerchiefs on which information is written or information written on any part of the body, recording apparatus, mobile phones or any unauthorized electronic equipment,
- (b) Copies from any other candidate/student during examination,
- (c) Involves oneself in plagiarism, that is:
  - (i) Pass off the words or ideas of someone else as his/her own without proper acknowledgement or crediting/citing the original source,
  - (ii) Replicate one's own work which one had presented elsewhere for assessment,
- (d) Aids and or abets another candidate/student to copy from a script/book of another person,
- (e) Exchanges answers with another candidate/student in or outside the examination room,
- (f) Collaborates with another candidate/student in the examination room to use telephone discussions and share material and other electronic equipment.
- (g) Hand writes any information regarding the examination on the examination question paper.

**Commits an offence termed as cheating an examination room and he/she is liable on conviction to:**

- i) Cancellation of results of the particular exam results,
- ii) Suspension from the University for a period not exceeding two years
- iii) Dismissal from the University.

**Procedures for passing or dealing with offences under rule 4.**

- i. On conclusion of the malpractice case, the confiscated unauthorized material shall be destroyed or returned to the student after the trials including appeals.  
On a second charge of the offence of plagiarism as defined in (c) above, the examination shall be cancelled and the student awarded a grade "F" for the submitted work.  
Where several paragraphs or ideas have been plagiarized the student shall be warned and awarded a grade "D" for the submitted work.
- ii. On a third and subsequent time of the offence of plagiarism as defined in (c) above, the student shall be suspended for a year.
- iii. Where the entire material has been copied from another source verbatim or with only slight alterations the student shall be dismissed from the University.
- iv. If a student / candidate, is cheating an examination and has been convicted on the same offence, he or she shall be liable to dismissal from the University.

**Rule 5: Fraud or impersonation in examinations/course works/tests**

**Any student/candidate who, during an examination -**

- (a) Imports into the examination hall/room, in person or by agent, a pre-prepared answer script/booklet,
- (b) Substitutes an answer script/booklet prepared outside the examination room/hall for the one already submitted to the Invigilator/Examiner,
- (c) Falsifies or alters marks awarded on an examination script/book,
- (d) Impersonates another student/candidate.
- (e) Procures or induces another person to sit for him/her,
- (f) Utters false documents in relation to eligibility to sit University examinations,
- (g) Sits or attempts to sit an examination without valid qualifications,

- (h) Delivers to the Examiner an examination script/booklet outside the scheduled time for delivery without due authority,
- (i) Fraudulently accesses or attempts to access examination questions before the examination is due,
- (j) Pays or induces another person to illegally procure or make available examination questions/papers,

**Commits an offence and is liable on conviction, depending on the circumstances, to:**

- (a) A caution letter that must be reflected in the students file.
- (b) Cancellation of the relevant examination and suspension from the University for a period not exceeding two academic years,
- (c) Dismissal from the University.
- (d) Is liable for prosecution – (cases of impersonation both parties may be prosecuted)

**Rule 6: Offences Relating to the Conduct of Irregularities Hearing**

Any student who-

- (a) Interferes with the conduct of investigations into the matter or the hearing of an irregularity by the Faculty irregularities and malpractice Committee,
- (b) Intimidates members of the irregularities and malpractice Committee or other members of the University Staff or witnesses in the irregularity matter,
- (c) Destroys evidence relating to an alleged irregularity,
- (d) Forges or utters false documents in relation to an alleged irregularity,
- (e) Bribes or attempts to bribe a University official witness or any other person in relation to an alleged irregularity,
- (f) Harasses or procures others to harass on his/her behalf a University official, witnesses or any other person in relation to an irregularity by making constant telephone calls, visits, e.t.c or ,
- (g) Does any act with intent to interfere with investigations of the alleged offence,

**Commits an offence and on conviction he or she is liable to**

- i) Caution and warn the student in writing.
- ii) Suspension from the University for a period not exceeding one academic year, or
- iii) Dismissal from the University.

**Rule 7: Procedure for hearing of malpractice cases**

**(A) Mitigation and Aggravating Factors when determining the appropriate punishment**

Before administering the prescribed punishment to the student / candidate found guilty of any offence under these rules, the committee shall consider the following:

- Remorse on the part of the student/candidate,
- Truthfulness,
- Evidence from AR's office
- Student's/candidate's first offence,
- Plea of guilt therefore not wasting the Committee's time,
- Substantial benefit from the malpractice,
- Lack of credibility,

- General misconduct,
- Frivolous and vexatious denials,
- Allegations of misconduct on the part of University staff which are Subsequently proved to be false,
- Second conviction,

**(B) Guidelines on Apprehension of a suspect**

(i) When a student/candidate is suspected to be engaging in examination malpractices, he/she **MUST** be apprehended for disciplinary action immediately. In the apprehension of a suspect, the following should be taken into account:

- (a) A suspect should be handled in an appropriate manner to ensure that the privacy and bodily integrity of a person is not violated.
- (b) The materials should be taken away as soon as they are found and kept as exhibits.
- (c) Identity of the suspect and possible witnesses should be recorded immediately.
- (d) A suspect should be allowed to proceed with the examination since he/she is presumed to be innocent until proved guilty.

**(ii) Rules of natural Justice**

In the handling of examination irregularities and malpractices, the Faculty examination irregularities and malpractice committee shall observe rules of natural justice:

**(iii) Pre-hearing**

- (a) The member of staff who alleges that a student/candidate was involved in a malpractice shall make a formal written report to the Academic Registrar. Any materials allegedly found on the student/candidate should be given to the Academic Registrar for safe custody.
- (b) The Academic Registrar shall inform the student/candidate in writing of the allegation. A copy of the rules shall be availed to the student/candidate with the letter of the Academic Registrar
- (c) The student/candidate shall be allowed to make a formal defense to the allegations in writing addressed to the chairperson of the Faculty examination irregularities and malpractice committee.
- (d) The student/candidate shall then be invited in writing or by whatever expedient method to appear before the Faculty examination irregularities and malpractice committee to defend himself/herself.
- (e) The student/candidate shall be given adequate notice of the date of appearing before the Faculty examination irregularities and malpractice / committee to enable him/her time to prepare his/her defense.
- (f) A student/candidate who fails or refuses or omits to appear **after being effectively summoned three times shall be suspended indefinitely from the University pending his/her appearance before the Committee.**
- (g) The suspension shall remain in place until the chairperson of the committee formally notifies the Academic Registrar that the student/candidate has appeared and answered the allegations.
- (h) Should the Student fail /refuse to appear before the Faculty examination irregularities and malpractice committee completely, other rules of the University on discontinuation shall apply.

**(iv) Faculty examination irregularities and malpractice Committee**

- (a) **The Faculty examination** irregularities and malpractice **shall be properly constituted** by the chairperson and six other members. The membership of the Faculty irregularities and malpractice committee shall be drawn from the Deans, Directors and Deputy Deans/Deputy Directors, Heads of Departments and members of the faculty in each Faculty. **Quorum** of the Faculty **Examination** irregularities and malpractice committee shall be five members present.

- (b) The membership and quorum shall be determined in such a way as to ensure that members do not sit in judgment of their own cases.
- (c) The **Faculty** irregularities and malpractice committee shall report to the Faculty Board.
- (d) The student/candidate shall appear in person before the Faculty **Examination** irregularities and malpractice Committee and identify himself/herself as the subject of the proceedings. The member of staff/Invigilator concerned should also be present. Time of hearing shall be between 8:00 – 5:00 PM on appointed days only.
- (e) The Faculty **Examination** irregularities and malpractice Committee shall formerly charge the student/candidate. The student/candidate shall be informed by the **prosecutor** of the allegations against him/her and the rule in the Rules on Examination Malpractices and irregularities he/she is alleged to have breached. In addition, he/she shall be informed of the possible punishments.
- (f) The Student/Candidate shall formerly respond to such allegations.
- (g) When the student/candidate responds in the affirmative, a plea of guilty shall be recorded by the **Prosecutor**.
  - (i) On a plea of guilty, the member of staff/Invigilator reporting the malpractice shall present the facts constituting the malpractice to the Faculty **Examination** irregularities and malpractice Committee in the presence of the student/candidate.
  - (ii) Where the student/candidate is alleged to have been found with unauthorized materials, the materials shall be brought before the Faculty **Examination** irregularities and malpractice committee and the member of staff making the report shall state formally in the presence of the student/candidate whether they are the materials he/she is alleged to have found in the possession of the student/candidate.
  - (iii) The student/candidate shall be given an opportunity to respond to allegations of fact. He/she may disagree with them and he/she has a right to cross-examine the person making the report.
  - (iv) Where the student/candidate responds to the allegations of facts and the Faculty **Examination** irregularities and malpractice committee is of the considered opinion that in substance he/she is pleading not guilty, it shall direct that a plea of not guilty be substituted for the plea of guilty.
- Note:** (Where the student/candidate admits the offence with an explanation or makes a plea that is vague the Faculty **Examination** irregularities and malpractice committee should record a plea of not guilty.)
- (v) The student/candidate shall be allowed to plead mitigating factors, which the Faculty **Examination** irregularities and malpractice committee should take into account in prescribing punishments.
- (vi) The Faculty **Examination** irregularities and malpractice committee shall then deliberate in the absence of the student/candidate and the member of staff/Invigilator making the report.
- (vii) A decision shall be made with regard to the punishment and reasons should be assigned for such a decision.
- (h) On a plea of not guilty by the student/candidate, the member of staff/Invigilator making a report shall present the facts to the Faculty **Examination** irregularities and malpractice committee with the guidance of the **Prosecutor** in the presence of the student/candidate who has a right of cross-examination.
  - i) Where the student/candidate is alleged to have been found with unauthorized materials, the materials shall be brought before the Faculty Examination irregularities and malpractice committee in the presence of the student/candidate.
  - ii) The student/candidate shall be given an opportunity to respond to allegations of fact. He/she may disagree with them and he/she has a right to cross-examine the person making the report.

- (i) The prosecutor may call witnesses whose presence he/she considers important for the just and fair disposal of the case.
- (j) The student/candidate shall present his/her defense to the Faculty Examination Irregularities and malpractice committee in the presence of the member of staff who made the report who also has a right of cross-examination.

The student/candidate may call witnesses to substantiate his/her defense.

**(v) Nature of Evidence (General)**

- (a) The Faculty Examination Irregularities and malpractice committee shall admit oral and written evidence, which may be direct or circumstantial.
- (b) After the close of the evidence and before a decision is made, the student/candidate shall be given an opportunity to present to the Faculty Examination Irregularities and malpractice committee mitigating factors.

**(vi) Post-Hearing**

- (a). The Faculty Examination irregularities and malpractice committee shall deliberate on the matter preferably on the same day as the hearing.
- (b). The Faculty Examination Irregularities and malpractice committee shall make findings of fact with respect to the evidence and make a decision based on those facts. The Faculty Examination Irregularities and malpractice committee must assign reasons for each decision.
- (c). The proceedings, Faculty Examination irregularities and malpractice committee deliberations and the decision/recommendation should be recorded and a signed record should be forwarded to **Senate** for information and decisions.
- (d). The student/candidate shall be officially informed of such decision and availed a copy of the decision as well as the record of the proceedings.
- (e). The student/candidate shall be informed of his/her right of appeal and the procedure to be followed.

**(vii) The Senate**

- a) The University Senate when considering cases of examination malpractices and irregularities shall **reconstitute** itself into **Senate Examination Committee**.
- b) Senate shall receive recommendations from the Senate Academic Board on students/candidates tried for exam malpractices and irregularities and consider the recommendations and take independent action.
- c) Senate may set committees to investigate cases of malpractices and irregularities after faculties have tried students / candidates.
- d) Senate shall inform the students of its actions in writing within **14 days** after the Senate meeting / resolutions.
- e) Senate shall receive recommendations on cases affecting academic staff and refer them to university disciplinary committee or dispose of cases of light academic nature.

**(viii) Appeals Procedure**

There shall be a **Senate Decision Review Committee** composed of Senior Academicians selected by the Senate of the University. The **Senate Decision Review Committee** shall handle all appeals from students / candidates after Senate's course of action.

- (a) A student/candidate who is dissatisfied with the decision of the Senate may appeal to the **Senate Decision Review Committee** within 30 days from the date of the letter communicating the decision of the Senate.

- (b). The appeal shall be in writing addressed to the **Chairperson of the Senate Decision Review Committee** and copied to Academic Registrar, the Faculty/ Committee stating clearly the grounds of appeal. The **Chairperson of Senate Decision Review Committee** shall acknowledge in writing to the student/candidate and Academic Registrar, chairperson of faculty/ Committee the receipt of the appeal.
- (c). A student/candidate who pleaded guilty to an offence before the **Faculty Examination Irregularities and malpractice Committee** shall have a right of appeal only with respect to **the penalty to the Senate Decision Review Committee**.
- (d). The **Senate Decision Review Committee** shall officially notify the Academic Registrar and the Faculty **Examination Irregularities and malpractice Committee** that made the decision in the first instance of the date of hearing of the appeal. The Faculty/**Examination Irregularities and malpractice Committee** shall have a right of representation (Prosecutor).
- (e). The **Senate Decision Review Committee** shall hear the appeal expeditiously. The student/candidate appealing shall be notified in writing of the date when the appeal shall be heard and should be given an opportunity to appear before the **Senate Decision Review Committee** and be heard.
- (f). At the hearing of the appeal, the student/candidate shall have an opportunity to be heard and the Faculty **Examination Irregularities and malpractice committee** representative (Prosecutor) shall have a right to respond to the student/candidate's presentation.
- (g). The **Senate Decision Review Committee** shall have power on cause being shown to allow the Student/candidate present additional evidence before it.
- (h). Where additional witnesses are called, they shall be subject to cross-examination by the representative of the Faculty **Examination Irregularities and malpractice Committee**. The Faculty **Examination Irregularities and malpractice Committee** may also adduce additional evidence, which may be responded to by the student/candidate.
- (i). The **Senate Decision Review Committee** shall then deliberate in the absence of the student/candidate and **Faculty/ Examination Irregularities and malpractice Committee** representative preferably on the same date of hearing.
- (j). The **Senate Decision Review Committee** may confirm, vary or set aside the decision of the Senate and make a report to Senate.
- (k). The **Senate Decision Review Committee** shall take into account the rules of natural justice set out in **rule 7 (v)** of these rules.

### **33.0 DEFINITION OF KEY TERMS**

#### **1 Contact Hour**

A Contact Hour shall be equivalent to one hour of lecture /tutorial /clinical or two hours of practical /field work.

#### **Credit or Credit Unit**

A credit or credit Unit is one contact hour per week per Semester or a series of fifteen (15) contact hours.

**Core Course**

A Core Course is a Course, which is essential to a programme and gives the programme its unique features .It is offered by all the students who have registered for a particular programme .A Core Course has to be passed by every student who offers it.

**Elective course**

An Elective Course is a Course offered in order to broaden a programme or to allow for specialization .An Elective Course is selected from given groups of Courses at the convenience of the student.

**Audit Course**

An audit Course is a Course offered by a student for which a credit is not awarded.

**Pre – requisite**

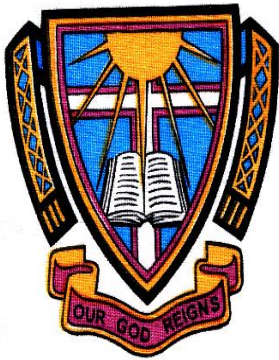
A pre –requisite is a condition (either Course or Classification) which must be satisfied prior to enrolling for the Course in question.



FORM BSU 001

## 34.0 APPENDICES:

### Appendix 1: Application form for admission to undergraduate programmes



# BISHOP STUART UNIVERSITY

CHARTERED BY THE GOVERNMENT OF THE REPUBLIC OF UGANDA

Our God Reigns

S/N:.....

Paste your  
recent passport  
size photograph

Tel: +256-485-433-468

E-mail: [ar@bsu.ac.ug](mailto:ar@bsu.ac.ug)

Website: [www.bsu.ac.ug](http://www.bsu.ac.ug)

## OFFICE OF THE ACADEMIC REGISTRAR

### APPLICATION FOR ADMISSION TO UNDERGRADUATE PROGRAMMES.....YEAR

**NOTE:** Transcript copies of Secondary School Ordinary level and Advanced level results slips/certificates and other relevant qualifications, valid identification documents and birth certificate should be attached to this form. Foreign students should attached their immigration facilities and identity cards.

All academic records in a language other than English must be accompanied by a certified English translation. At registration, originals shall be required.

All successful applicants shall be required to pay Tuition fees deposit (commitment fees) of at least **100,000** /= at the time of collecting admission letters.

Application fees can be banked on Stanbic Bank Account No. 9030005753057, Post Bank Account No. 1632101000223, Barclays Bank Account No. 6004408576, DFCU Bank account No. 01123500212645

## 1.0 SECTION ONE: CHOICES

1.1 choice of Intake: January: ☐ August: ☐ May: ☐

### 1.2 Choice of Programmes

Choice	Programme	Session
--------	-----------	---------

1 <sup>st</sup> Choice		
2 <sup>nd</sup> Choice		
3 <sup>rd</sup> Choice		

## 2.0 SECTION TWO: PERSONAL DATA

- 2.11 Name: (Surname, other Names).....
- 2.12 Title: (Mr. Miss, Mrs, Ms, Rev.).....
- 2.13 Gender: Male: ☐ Female: ☐ Date of Birth: dd.....mm.....yyy.....
- 2.14 Marital Status: Married ☐ Single ☐
- 2.15 Religious Affiliation:.....Denomination.....  
☐
- 2.16 Nationality:.....Country of Residence.....
- 2.17 Postal Address:.....
- 2.18 Home District:.....Home diocese.....
- 2.19 Telephone Contact (include country code).....
- 2.20 E- mail: .....

## 3.0 SECTION THREE: DISABILITY

Do you have any disability? Yes ☐ No ☐

- ☐ Chronic Illness
- ☐ Physical Disability
- ☐ Impairment (Hearing, Speaking, Seeing, etc)
- ☐ Others; briefly state the nature of disability.....

## 4.0 SECTION FOUR: PARENTS/SPONSOR/OTHER NEXT OF KIN

	Name	Postal Address	Phone Contact	Email Address
Father				
Mother				
Sponsor				
Other next of kin				

## 5.0 SECTION FIVE: EDUCATION BACKGROUND

Please provide in the table below information about your Uganda Ordinary and Advanced Certificates of Education (UCE and UACE)

Qualification	Name of School	Index No.	Year Examination
UCE			

UACE			
------	--	--	--

### 5.1: Other post-secondary qualifications

Please state the Colleges and or Universities attended (Give names, dates, qualifications and grades and attach copies of each)

Name of education institution	Qualification attained	Grades/Class/GPA

5.2: Did you sit for mature entry examination? Yes ☐ or ☐ yes, please state the year of sitting....., Index No..... and awarding/examining institution.....  
(A copy of mature age entry exam certificate MUST be attached to this form)

### 6.0 SECTION SIX: ACCOMMODATION:

The university does not provide accommodation for students. There are many private hostels which can be accessed at affordable fees.

### 7.0 SECTION SEVEN: COMMITMENT FEES:

Applicants admitted will be required to pay a commitment fee of Shs. 100.000/= at the time of picking the admission letters which will be part of tuition fees.

### 8.0 SECTION EIGHT: BISHOP STUART UNIVERSITY ADMISSIONS SURVEY

How did you get to know about Bishop Stuart University (BSU)? Please check the options provided below.

- a. University website/social media/search engine e.g google ☐
- b. Media (TV, Radio, Newspapers etc). ☐ If yes, please state the TV/Radio/Newspaper.....  
.....
- c. Bishop Stuart University student ☐
- d. My parents/Relative/sponsor ☐
- e. Exhibitions/ my former school/college ☐
- f. Church/Mission/conference ☐
- g. Others ☐ (specify) .....

### 9.0 SECTION NINE: DECLARATION

I declare that all the information given in this application form is true and correct to the best of my knowledge.

Name of applicants.....

Signature of the applicant.....

Date.....

**FORM BSU 002**

**Appendix 2: Application form to admission for Graduate programmes**



# BISHOP STUART UNIVERSITY

CHARTERED BY THE GOVERNMENT OF THE REPUBLIC OF UGANDA

**Our God Reigns**

S/N:.....

Tel: +256-485-433-468

E-mail: [ar@bsu.ac.ug](mailto:ar@bsu.ac.ug)

Website: [www.bsu.ac.ug](http://www.bsu.ac.ug)

Paste your  
recent passport  
size  
photograph

## OFFICE OF THE ACADEMIC REGISTRAR

### APPLICATION FOR ADMISSION TO POSTGRADUATE PROGRAMMES.....YEAR

**NOTE:** Transcript copies of Secondary School Ordinary level and Advanced level results slips/certificates and other relevant qualifications, valid identification documents and birth certificate should be attached to this form. Foreign students should attached their immigration facilities and identity cards.

All academic records in a language other than English must be accompanied by a certified English translation. At registration, originals shall be required. admission letters.

Application fees can be banked on Stanbic Bank Account No. 9030005753057, Post Bank Account No. 1632101000223, Barclays Bank Account No. 6004408576, DFCU Bank account No. 01123500212645

All successful applicants shall be required to pay Tuition fees deposit (commitment fees) of at least **100,000** /= at the time of collecting

## I. SECTION ONE: CHOICES:

1.1 Choice of Programme:.....

1.2 choice of Intake: January ☐ August: ☐ May: ☐

## 2. SECTION TWO: PERSONAL INFORMATION

- 2.1 Name (Surname, all forenames).....
- 2.2 Title: (Mr. Mrs. Ms. Miss, Rev. Dr. Prof.)..... Gender: Male ☐ Female ☐
- 2.3 Date of Birth: dd.....mm.....yyy.....
- 2.4 Marital status: Married ☐ Single ☐
- 2.5 Nationality:.....Country of Residence:.....
- 2.6 Home or Postal Address.....
- 2.7 Home District.....
- 2.8 Home Diocese:.....
- 2.9 Religious Affiliation:.....denomination (if Christian ).....
- 2.91 Telephone Contact (include country code).....
- 2.92 Email Address.....

## 3. SECTION THREE: DISABILITY

- Do you have any disability? Yes ☐ No ☐
- ☐ Chronic Illness
- ☐ Physical Disability
- ☐ Impairment (Hearing, Speaking, Seeing, etc)
- ☐ Others; briefly state the nature of disability.....

## 4. SECTION FOUR: REFEREES

4.1 Name and contacts of your 2 Academic Referees (*the attached referee forms must be filled by your referees*)

	Referee 1	Referee 2
Name		
Postal Address		
Phone Contact		
Email Address		

## 5. SECTION FIVE: PARENTS/FUNDERS/SPOUSE/OTHER NEXT OF KIN

	Name	Postal Address	Phone Contact	Email Address
Father				
Mother				
Spouse				
Funder/Sponsor				
Other next of kin				

**6. SECTION SIX: EMPLOYMENT HISTORY**

Name of employer	Designation	Years of work

**7. SECTION SEVEN: ACADEMIC EDUCATION BACKGROUND**

7.1 Please state the Schools, Colleges and Universities attended (*Give names dates, qualifications and grades and attach copies of each*)

Name of education institution	Qualification attained	Grades/Class/GPA

7.2 Please state your research publications so far made and professional memberships (if any).....

.....  
 .....

**8. SECTION EIGHT: PROPOSED TITLE FOR THE DISSERTATION/RESEARCH PAPER**

(*Please use the space below to state the Title of your proposed graduate research study*)

**9. SECTION NINE: BISHOP STUART UNIVERSITY ADMISSIONS SURVEY**

How did you get to know about Bishop Stuart University (BSU)? Please check the options provided below.

- a. University website/social media/search engine eg Google ☐
- b. Media (TV, Radio, Newspapers etc). ☐ If yes, please state the TV/Radio/Newspaper.....  
 .....
- c. Bishop Stuart University student ☐
- d. My parents/Relative/sponsor ☐
- e. Exhibitions/ my former school/college ☐
- f. Church/Mission/conference ☐
- g. Others ☐ (specify) .....

**10. SECTION TEN: ACCOMMODATION:**

The university does not provide accommodation for students. There are many private hostels which can you will access at affordable fees.

**II. SECTION ELEVEN: COMMITMENT FEES:**

Applicants admitted will be required to pay a commitment fee of Shs. 100.000/= at the time of picking the

admission letters which will be part of tuition fees.

## 12. SECTION TWELVE: DECLARATION

I declare that all the information given in this application form is true and correct to the best of my Knowledge.

Name of applicants.....

Signature of the applicant.....Date.....

## 13. FOR OFFICIAL USE ONLY

### 13.1. RECOMMENDATIONS

Name of the Recommender:.....

Course:.....

Minute No..... Date: .....

Research supervisor(s) assigned to the student (for PhD applicant)

Name.....

Phone Contact.....

Recommendation by the Faculty:

Name of the Recommender at the Faculty:.....

Course .....

Minute No.....Date: .....

FORM BSU 003

### Appendix 3: Admission letter

Date:.....

Reg. No:..... Name:..... Access No.....

#### SELECTION FOR ADMISSION TO UNDERGRADUATE PROGRAMME 2019/2020

I am happy to inform you that you have been selected for admission to:

Programme of study  
Course

Combination  
Sub Comb

Date of reporting  
Date

Campus  
Main Campus

Session  
Day (regular)/Evening/Weekend/recess

Duration of the Programme: Minimum number of years:.....  
Maximum number of years:.....

Selection:

The selection is **PROVISIONAL**. You will be required to prove your identity and the authenticity of your qualifications at the time of Registration and throughout your stay at BSU in your academic life.

**Registration:**

You are expected to pay the University dues through designated banks and Register as a Student within 30 calendar days from the start of the Semester, after 40 calendar days a surcharge of shs.50,000/= for late registration shall be imposed. **No Student will be registered after 75 Calendar days from the start of the semester.**

At registration you **MUST** present the following:

- i. Original Admission letter and its photocopies.
- ii. A university receipt and a verified bank slip from the Finance Officer's office about the payment of tuition and other fees.
- iii. Original Uganda Certificate of Education (UCE) with their Result Pass Slips & two photocopies of each.
- iv. Original 'A' level certificate (UACE) with their Result Pass Slips & two photocopies of each.
- v. Original Diploma Certificate and Transcript and two photocopies of each
- vi. Identity cards from the previous schools/colleges
- vii. Holy Bible (GN or NIV Bible) and Advanced Learners Dictionary
- viii. Six Passport Photos to be put on your Personal File and Registration Card

**University fees for the semester:**

**Tuition fees:**....., **Functional fees:**.....(*please turn overleaf for the detailed explanation of functional and other fees*)

**Banking information:**

Payment in cash to the University or any university official is not acceptable. *Barclays – 6004408576, Post Bank. – 01632101000223, Stanbic Bank – 9030005753057 and DFCU – 01123500212645*

***Please carefully note the following:***

- a. This programme will run only when at least 15 (fifteen) students have been registered within 14 (fourteen) days after the commencement of the academic year, semester one.
- b. At any time during the course of your studies and after, the University can revoke your **Admission Letter** and **CANCEL** your **Results/Awards** in case of any forgeries found at a subsequent stage.
- c. **THE UNIVERSITY COUNCIL RESERVES THE RIGHT TO REVISE THE FEES STRUCTURE FROM TIME TO TIME.**

Finally, I congratulate you upon your selection and wish you success and God's blessings.

Sincerely in Christ,

**Mr. ARUHO ABDON RUTEGA**  
**ACADEMIC REGISTRAR**



#### Appendix 4: Students Registration Form



BISHOP STUART UNIVERSITY

P.o. Box 09, Mbarara, Tel. No: 0485-433468 [ar@bsu.ac.ug](mailto:ar@bsu.ac.ug) or [dar@bsu.ac.ug](mailto:dar@bsu.ac.ug) or [www.bsu.ac.ug](http://www.bsu.ac.ug)

##### Section A:

Students Registration Form for Academic Year .....

Full names (block letters) .....

(Use names on your academic documents)

Student Registration Number .....

##### Section B:

Transcript copies of both "O" level and "A" level result slips/certificates and other qualifications should be attached to this form. At registration. Original academic documents shall be required. All academic documents or records in a language other than English must be accompanied by a certified English translation. All information required on this registration form is important. Please endeavor to fill all the gaps clearly

1. Campus .....

Department ..... Programme .....

Subject combination (for education students only) .....

Hall of residence /Hostel .....

Resident /Nonresident ..... Semester ..... Year of  
Study ..... Day/Evening/weekend ..... Recess (in service)  
..... Date of Birth ..... Sex  
.....

Diocese ..... Archdeacon .....

District ..... Country .....

Sub county ..... Home village .....

Postal Address .....

Physical Address ..... Tel. contact .....

2. Country ..... Nationality .....

Father's names ..... Occupation .....

Address ..... Tel. contact .....

Mother's Names ..... Occupation .....

Address ..... Tel. contact .....

OR

Guardian's names ..... Occupation

..... Address ..... Tel.

Contact .....

3. Sponsor/Financing body (if not the parents or Guardians)

Name .....

Address ..... Email .....

Tel. Contact ..... Fax .....

4. Marital status .....

Name of Spouse .....

Number of children .....

5. Are you baptized? ..... if so when? ..... In which church? ..... Are you confirmed ..... If so when ? ..... in which church? .....

6. You are admitted under: (a) Direct A' level entry b) Mature age/special entrance examination  
(Please tick) © Diploma entry (d) Degree entry

7. Declaration by the students(incorrect information may lead to serious consequences)

a. I confirm that the information given above is true

.....

**Signature**

b. Examination conduct/Regulations:

I confirm that I have received a copy of examination regulations and that I have read and understood the content of the said regulations and that I accept to be bound by the regulations of Bishop Stuart University at all times while I am a student Bishop Stuart University.

.....

**Signature of Student**

.....

**Academic Registrar**

FORM BSU 005

Appendix 5: Students Registration Card

No. 8721

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Reg. No. \_\_\_\_\_

Access No. \_\_\_\_\_

Course: \_\_\_\_\_

Year of Study: (i.e 1, 2 or 3) \_\_\_\_\_

Semester (1 or 2): \_\_\_\_\_

*This Passbook must be produced at every University Service Point. It must be presented to the Academic Registrar's Office every time a Student registers.*

Tel. No: \_\_\_\_\_

1

FORM BSU 006

Appendix 6: Students Identity Card



**BISHOP STUART UNIVERSITY**

**Office of the Academic Registrar**

**P.o. Box 09, Mbarara, Tel. No: 0485-433468/0485-422970**

**[ar@bsu.ac.ug](mailto:ar@bsu.ac.ug) or [dar@bsu.ac.ug](mailto:dar@bsu.ac.ug) or [www.bsu.ac.ug](http://www.bsu.ac.ug) **STUDENT IDENTITY CARD****

Students Names: .....

Student Registration No.: ..... Sex .....

Faculty: .....

Programme offered: .....

Academic Registrar's Signature .....

Holders Signature .....

Student ID card No.: ..... Date of Issue ..... Valid until .....

**Note:** This card remains a property of Bishop Stuart University which has full right to withdraw it. When found lost please return it to the University Secretary or P.o. Box 09, Mbarara. Email: [ar@bsu.ac.ug](mailto:ar@bsu.ac.ug) or [www.bsu.ac.ug](http://www.bsu.ac.ug) or [dar@bsu.ac.ug](mailto:dar@bsu.ac.ug)

FORM BSU 007

## Appendix 7: Fresh Students Oath

### BISHOP STUART UNIVERSITY

Office of the Academic Registrar

P.o. Box 09, Mbarara, Tel. No: 0485-433468/0485-422970

[ar@bsu.ac.ug](mailto:ar@bsu.ac.ug) or [dar@bsu.ac.ug](mailto:dar@bsu.ac.ug) or [www.bsu.ac.ug](http://www.bsu.ac.ug)

### FRESH STUDENTS OATH

I ..... admitted to the programme of  
..... in the Faculty  
of ..... of

Bishop Stuart University, solemnly **SWEAR** that, I shall at all times, with honesty and to the best of my knowledge, abide by the rules, regulations and Guidelines, that govern Bishop Stuart University.

### SO HELP ME GOD.

Name ..... of ..... Student:

.....

..... Registration ..... number:

.....

.....

Signature: .....

### FORM BSU 008

## Appendix 8: Application Form for Change of Programme /Faculty /Campus

NAME.....

REG NO.....sex.....

Year of study..... Serial no.....

Course..... Program.....

Campus.....

Current program/faculty/campus.....

Receiving program/faculty/campus.....

Reason for change.....

New program/faculty/campus.....

Email address.....

Phone contact.....  
Signature.....  
Date.....

**For official use only**

Head of Department, Signature ..... Date .....  
Dean faculty, Signature ..... Date .....  
Verification of payments by the Bursar's office/representative,  
Signature.....Stamp.....Date.....  
Academic registrar's office, Signature..... Date.....

**FORM BSU 009**

**Appendix 9: Application Form Requesting For a Dead Year/Semester**

NAME.....  
REG NO..... sex.....  
Year of study..... Serial no.....  
Academic year.....  
Course..... program.....  
Reason for request of dead year/semester.....  
.....  
Year/semester expected to resume studies.....  
Phone contact.....  
Email address.....  
Signature..... Date.....  
Parent/guardian's name.....  
Next of kin..... Contact.....  
Place of residence.....  
Phone contact.....  
Email address.....  
Sponsorship: name of sponsor..... Contact.....  
Email address.....

Signature.....

Date.....

**For official use only.**

Head of Department, Signature ..... Date .....

Dean of faculty, Signature..... Date.....

Academic Registrar's office, Signature ..... Date .....

**FORM BSU 010**

**Appendix10: Application Form for Absence from Examination**

NAME.....

REG NO..... Access No.....

Year of Study ..... Semester..... Sex .....

Department.....

Course.....Program.....

Faculty/Campus.....

Reason for application for not writing/sitting exams.....

.....

.....

.....

**NB. A student to apply on this form must have paid at least 70% of fees**

Sponsor's name..... Contact.....

Testify that money is now available.....

Signature..... Date.....

**For official use only**

Head of department, Signature..... Date.....

Dean faculty, Signature..... Date.....

Verification of payments.....

University Finance office's, Signature and stamp.....Date.....

Academic registrar's office, Signature..... Date.....

**FORM BSU 011**

**Appendix 11: Application Form for Resuming Studies (Resumption)**

NAME.....

Program.....

REG NO..... Access No..... Sex.....

Faculty.....

Year of study.....Program of study .....

Phone contact.....

Email address.....

Year/semester of drop out.....

Reason for dropping out.....

Academic year of resuming studies..... Semester.....

Name of sponsor..... Contact details.....

Email address.....

Signature..... Date.....

**For official use only**

Head of department, Signature..... Date.....

Dean faculty, Signature..... Date.....

Verification of payments.....

University Finance officers, Signature and stamp..... date.....

**Approved by:** Academic registrar's office, Signature..... Date.....

**FORM BSU 012**

**Appendix 12: Application Form for Appeals**

NAME..... Sex.....  
REG NO..... Access No.....  
Year of study..... Semester .....  
Faculty.....  
Academic year.....Programme of study .....  
Program.....  
Case Committed .....  
Date when the case was Committed .....  
Punishment given.....  
Reason for appeal.....  
Phone  
contact.....  
..... Email  
address.....  
.....  
Signature..... Date.....  
Parent/guardian's name.....  
Next of kin..... Contact.....  
Phone  
contact.....  
..... Email  
address.....  
.....

**For Official Use Only**

Dean Faculty/Dean of Students/Head of department.

Signature..... Date.....

**Academic Registrar's office comment**

.....  
.....  
.....

Signature..... Date.....

**Decision of disciplinary committee**

.....  
.....  
.....

Signature..... Date.....



## FORM BSU 013

### Appendix 13: Application Form for Exemption (To Be Filled In Triplicate)

NAMES: ..... Sex .....  
REG.No..... Access No. ....  
Programme: .....  
Year of entry..... Year of Study ..... Semester.....

#### I submit my application for consideration for exemption of credits in the following courses:

Name of Course	Score	and	Grade	attained
01.....	.....	.....	.....	.....
02.....	.....	.....	.....	.....
03.....	.....	.....	.....	.....
04.....	.....	.....	.....	.....
05.....	.....	.....	.....	.....

1. Exemption shall only be granted in subjects where the student obtained 60% and above.
2. Exemption fee per subject is Ushs..... for BSU graduates and others, respectively payable on approval by the Dean of Faculty and Head of Department.
3. Attach proof of payment before submitting the copy to the Academic register.

#### **FOR OFFICIAL USE**

##### **ONLY Remarks and**

##### **Signature by:**

Head of Department .....

Signature and stamp .....

Faculty Dean .....

Signature and stamp.....

Academic Registrar.....

Signature and stamp.....

## FORM BSU 014

### Appendix 14: Application Form for Credit Transfers (To Be Filled In Triplicate)

NAMES: ..... Sex .....  
REG.No..... Access No. ....

Programme: .....  
 Year of entry..... Year of Study ..... Semester.....  
**Previous Institution**.....

**I submit my application for consideration for transfer of credits in the following courses:**

Name of Course	Score and Grade attained
----------------	--------------------------

**PART A**

01.....	.....
02.....	.....
03.....	.....
04.....	.....
05.....	.....

**PART B**

6.....	.....
7.....	.....
8.....	.....
9.....	.....
10.....	.....
11.....	.....

1. Transfer of credits only applies to students who may wish to relocate from other universities, to Bishop Stuart University, on the **normal** Degree or Diploma programs.
2. Transfer shall only be granted after presentation of provisional statement of results from a student's previous university.
3. Diploma students shall be allowed to transfer up to 12 subjects (**PART A**). Degree students can transfer up to a maximum of 18 transferable courses only. (**PART A and PART B**). Bishop Stuart University shall not admit students progressing to their third year of study.
4. This form is obtained at a cost of Ushs ..... being verification and processing fees.

**FOR OFFICIAL USE ONLY**

**Remarks by: Dean Faculty/ Head of Department**

Head	of	Department
.....	Signature	and
stamp.....		
.....		

Faculty Dean .....  
Signature and stamp.....

Academic Registrar.....  
Signature and stamp.....

## FORM BSU 015

### Appendix 15: Application Form for Reinstatement after Expiry of Normal Study Period

Name.....  
Previous Reg.No..... New Reg.No.....  
Program.....  
Year of entry..... Year of Study ..... Semester.....

#### Missed papers

Year ..... of ..... study.....semester .....course  
code.....Paper.....  
.....

Reason for absence.....  
.....

Signature..... Date.....

#### For official use

Head of department to confirm the missing papers  
.....

Signature..... Date.....

#### Verification of payments

University Finance officers signature .....stamp.....

Outstanding balance.....

Current bill including reinstatement UGx.....

#### Dean Faculty

Signature..... Date.....

#### Academic Registrar's office

Signature..... Date.....

**FORM BSU 016**

**Appendix 16: Application Form for Studying Audited Courses**

Name.....  
Reg.No.....  
Program.....  
Current courses .....  
.....  
.....  
Year of study..... Semester .....  
Audited courses applied for .....  
.....  
.....  
Reason for change of audited course.....  
.....

Signature..... Date.....

**For official use**

Head of department

Signature..... Date.....

**Verification of payments.**

University Finance officer..... Stamp.....

**Faculty Dean**

Signature..... Date.....

**Academic Registrar's office**

Signature..... Date.....

**FORM BSU 017**

**Appendix 17: Examination Invigilation/Returns Form**

**BISHOP STUART UNIVERSITY**

**Office of the Academic Registrar**

Academic year .....  
Semester ..... Year ..... Programme .....  
.....

..... Date of exam  
..... Subject Combination  
..... Time of exam  
.....  
.....

Number of scripts collected from candidates for submission to the Academic registrar's office

.....  
Number of Students who registered for exam  
..... Registration numbers of  
Students of Absentees:

.....  
.....  
.....  
.....  
.....

Time of Exam Started ..... Time the exam ended .....  
Comments (in form of problems, suggestion, criticisms, observations or any malpractices)

.....  
.....  
.....

**Invigilators particulars:**

Name	Rank	Tel.No.	Sign
1 .....	.....	.....	.....
2 .....	.....	.....	.....
3 .....	.....	.....	.....

**Name of the Examiner of the course** .....

Rank ..... Tel No. .... Email: .....

.....

**OFFICER/ACADEMIC REGISTRAR RECEIVING THE EXAMINATION SCRIPTS**

Name ..... Signature ..... Date .....

**OFFICER TAKING SCRIPTS FOR MARKING**

Name	Rank	Tel.No.	No. of Scripts Taken	Sign
1 .....	.....	.....	.....	.....
2 .....	.....	.....	.....	.....

**OFFICER RECEIVING SCRIPTS AFTER MARKING**

Name ..... No. of scripts received after marking .....  
Signature ..... Date .....

**FORM BSU 018**

**Appendix 18: Examination Marks Sheet**  
**BISHOP STUART UNIVERSITY**  
**Office of the Academic Registrar**

Faculty: ..... Year of Study ..... Semester .....  
 Programme .....  
 Course name ..... Course code .....  
 Date of Exam ..... Academic Year ..... Month .....

		Examination								Course work					Summary of results			
	Qn. No.		1	2	3	4	5	6	Tot	1	2	3	4	Tot	CW	EX	Tot	Rmks
	Maximum marks per Qn.														40%	60%	100%	
	Candidates No.																	
1		IE																
		EE																
2		IE																
		EE																
3		IE																
		EE																
4		IE																
		EE																
5		IE																
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9		IE																
		EE																
10		IE																
		EE																
11		IE																
		EE																
12		IE																
		EE																
13		IE																
		EE																
14		IE																
		EE																

**FORM BSU 019**

**Appendix 19: Declaration Form for Examination Irregularities And Malpractices  
BISHOP STUART UNIVERSITY**

**Office of the Academic Registrar**

I ..... (Names) was found  
cheating /with unauthorized documents or mobile phone in an examination room or at the check  
point(s). I apologies for this ac and swear never to repeat it.

Name of Student .....

Student Reg. No. .... Access No. ....

E-mail address .....

Tel

No.....

..... Physical Address

.....

.....

Programme .....

Course .....

Date of examination ..... Month .....

Students Signature .....

In the presence of

..... (Invigilators

name) Signature

.....

.....

Name and Signature of the Exam Scouts .....

Date of exam .....

**FORM BSU 020**

**Appendix 20: Application for Examination Retake/Missed/Re-Sit Form**

**BISHOP STUART UNIVERSITY**

**Office of the Academic Registrar**

Request to write/sit for the retake/missed/re-sit examination for:

Academic year ..... Semester ..... Month(s) .....

Name ..... of ..... Student

Sex.....

Reg. .... No

Access No. ....

Programme .....

**Courses to Retake/Re-sit/Missed:**

Year of study	Semester	Course Name
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

Student's Signature

Date

**Verified by: Lecturer of the course**

1 .....

2 .....

3 .....

Head of Department .....

Payment to be made for retake/missed/re-sit exam (attach evidence of receipt from finance office)

.....  
.....  
.....  
.....

.....  
Academic Registrar



## FORM BSU 021

### Appendix 21: Application Form for Issuing Lost Students Identity Card/Certificate/Transcript



**BISHOP STUART  
UNIVERSITY**

CHARTERED BY THE GOVERNMENT OF THE REPUBLIC OF UGANDA  
Our God Reigns

**BISHOP STUART UNIVERSITY**  
**Office of the Academic Registrar**

#### Student identity card/Certificate/Transcript replacement form:

Name of student.....

Registration Number..... Access No. ....

Programme.....

Faculty.....

Department .....

Date of issue.....

Specify the property/document lost or misspelled

.....  
.....  
.....

**NB: Please attach evidence of payment receipt for property/document to  
be replaced**

.....

**Academic Registrar**

or

**Deputy Academic Registrar**

**FORM BSU 022**

### Appendix 22: UNIVERSITY FEES STRUCTURE

#### UNIVERSITY FEES STRUCTURE

##### OFFICE OF THE ACADEMIC REGISTRAR

The University invite applications for the following academic programmes scheduled to start in **August 2019**

#### 1. FEES STRUCTURE FOR THE UNDERGRADUATE ACADEMIC PROGRAMMES 2019-2020

PROGRAMMES	DURATIO N (Years)	TUITION (Ush) per Semester	OTHER FEES (Ush) per Semester	SESSION
<b>FACULTY OF APPLIED SCIENCES</b>				
Bachelor of Science in Agricultural Economics and Resource Management	3	919,600	356,000	Regular/Weekend
Bachelor of Public Health	3	1,078,000	386,000	Regular/Weekend

Bachelor of Nursing Science	4	1,318,900	386,000	Regular/Weekend
Bachelor of Nursing Science Completion	3	1,318,900	386,000	Regular/Weekend
Bachelor of Animal Health and Production	3	1,078,000	356,000	Regular/Weekend
Bachelor of Computer Science	3	986,150	356,000	Regular/Weekend
Bachelor of Agribusiness Management and Community Development	3	892,900	356,000	Regular/Weekend
Bachelor of Sports Science	3	1,078,000	356,000	Regular/Weekend
Bachelor of Information Technology	3	986,150	356,000	Regular/Weekend
Bachelor of Agriculture and Community Development	3	919,600	356,000	Regular/Weekend
Diploma in Computer Science	2	719,950	356,000	Regular/Weekend
Diploma in Midwifery Extension (July Intake)	1 & ½	1,056,000	386,000	Regular/Weekend
Diploma in Nursing Science	2	1,052,700	386,000	Regular/Weekend
Diploma in Nursing Extension (July Intake)	1 & ½	1,052,700	386,000	Regular/Weekend
Diploma in Public Health	2	715,000	356,000	Regular/Weekend
Diploma in Agribusiness Management and Community Development	2	626,780	356,000	Regular/Weekend
Diploma in Information Technology	2	719,950	356,000	Regular/Weekend
Diploma in Animal Health And Production	2	653,400	356,000	Regular/Weekend
Advanced Certificate in Appropriate and Sustainable Technologies	1	473,000	356,000	Regular
<b>FACULTY OF LAW</b>				
Bachelor of Laws	4	1,500,000	426,000	Regular
Bachelor of Arts in Ethics And Human Rights	3	853,050	356,000	Regular/Weekend
Diploma in Law	2	1,300,000	426,000	Regular/Weekend
Diploma in Ethics and Human Rights	2	586,850	356,000	Regular/Weekend
<b>FACULTY OF EDUCATION</b>				
Bachelor of Arts in Theology	3	853,050	356,000	Regular
Bachelor in Industrial Fine Art Design	3	1,040,600	356,000	Regular
Bachelor of Arts With Education	3	853,050	356,000	Regular
Bachelor of Arts With Education (Fine Art Double Main)	3	1,040,600	356,000	Regular
Bachelor of Education – (Primary & Secondary)	3	719,950	356,000	Recess
Bachelor of Arts in Performing and Leisure Arts	3	853,050	356,000	Regular
Bachelor of Science and Technology Education	3	1,040,600	356,000	Regular
Bachelor of Science With Education	3	919,600	356,000	Regular
Diploma in Primary Education	2	586,850	356,000	Recess
Diploma in Industrial Fine Art Design	2	840,900	356,000	Recess
Diploma in Science and Technology Education	2	840,900	356,000	Regular
Diploma in Early Childhood Education (For Nursery School Teachers)	2	586,850	356,000	Recess
<b>FACULTY OF BUSINESS AND DEVELOPMENT STUDIES</b>				
Higher Education Certificate	1	373,000	356,000	Regular/Weekend
Bachelor of Arts in Development Management	3	853,050	356,000	Regular/Weekend
Bachelor of Arts in Development Economics	3	853,050	356,000	Regular/Weekend
Bachelor of Arts in Journalism and Mass Communication -NEW	3	1,040,600	356,000	Regular/Weekend
Bachelor of Business Administration	3	853,050	356,000	Regular/Weekend
Bachelor of Guidance and Counseling	3	853,050	356,000	Regular/Weekend
Bachelor of Conservation & Natural Resources Environmental Management	3	853,050	356,000	Regular/Weekend
Bachelor of Community Psychology	3	853,050	356,000	Regular/Weekend
Bachelor of Library and Information Science -NEW	3	866,360	356,000	Regular/Weekend
Bachelor of Office Management and Secretarial Studies	3	866,360	356,000	Regular/Weekend
Bachelor of Planning and Community Development	3	853,050	356,000	Regular/Weekend
Bachelor of Science in Economics and Statistics-NEW	3	853,050	356,000	Regular/Weekend
Bachelor of Procurement and Supply Chain Management	3	853,050	356,000	Regular/Weekend
Bachelor of Project Planning and Management	3	853,050	356,000	Regular/Weekend
Bachelor of Records Management and Information Science	3	866,360	356,000	Regular/Weekend
Bachelor of Science in Accounting & Finance - NEW	3	853,050	356,000	Regular/Weekend
Bachelor of Microfinance & Business Enterprise Management -NEW	3	853,050	356,000	Regular/Weekend
Bachelor of Social Work and Social Administration	3	853,050	356,000	Regular/Weekend
Bachelor of Development Studies	3	853,050	356,000	Regular/Weekend
Bachelor of Science in Environmental Sciences	3	919,600	356,000	Regular/Weekend
Bachelor of Public Administration and Management	3	853,050	356,000	Regular/Weekend
Bachelor of Science in Accounting and Finance	3	853,050	356,000	Regular/Weekend
Bachelor of Human Resource Management	3	853,050	356,000	Regular/Weekend
Bachelor of Tourism and Hospitality Management	3	1,078,000	356,000	Regular/Weekend
Bachelor of Economics and Management	3	853,050	356,000	Regular/Weekend
Bachelor of Cooperative Management and Development	3	853,050	356,000	Regular/Weekend
Diploma in Journalism and Mass Communication - NEW	2	840,900	356,000	Regular/Weekend
Diploma in Library and Information Science -NEW	2	600,160	356,000	Regular/Weekend

Diploma in Office Management and Secretarial Studies	2	600,160	356,000	Regular/Weekend
Diploma in Procurement and Supply Chain Management	2	586,850	356,000	Regular/Weekend
Diploma in Records Management and Information Science	2	600,160	356,000	Regular/Weekend
Diploma in Social Work and Social Administration	2	586,850	356,000	Regular/Weekend
Diploma in Project Planning and Management	2	586,850	356,000	Regular/Weekend
Diploma in Public Administration and Management	2	586,850	356,000	Regular/Weekend
Diploma in Development Studies	2	586,850	356,000	Regular/Weekend
Diploma in Accounting and Finance- <b>NEW</b>	2	586,850	356,000	Regular/Weekend
Diploma in Microfinance & Business Enterprise Management - <b>NEW</b>	2	586,850	356,000	Regular/Weekend
Diploma in Human Resource Management	2	586,850	356,000	Regular/Weekend
Diploma in Business Administration	2	586,850	356,000	Regular/Weekend
Diploma in Community Psychology	2	586,850	356,000	Regular/Weekend
Diploma in Guidance and Counseling	2	586,850	356,000	Regular/Weekend

<b>OTHER CHARGES/FUNCTIONAL FEES INCLUDE:</b>				
ITEM	FACULTY OF LAW	OTHER FACULTIES (i. e FBDS, FAS, FOE)		
Guild Fee	20,000= Per Semester	20,000= per semester		
Library Fund	30,000= Per Semester	30,000= per semester		
Registration	20,000= Per Semester	20,000= per semester		
Development Fund	70,000= Per Semester	70,000= per semester		
Examination fees	50,000= Per Semester	50,000= per semester		
Undergraduate Gown	30,000= Once	30,000= Once		
Lawyers Day	30,000= Per Year	-----		
Chaplaincy	30,000= Per Semester	30,000= per semester		
Computer lab fund	40,000= per semester	40,000= per semester		
Sports fund	20,000= per semester	20,000= per semester		
Medical Care	21,000= per semester	21,000= per semester		
Caution money	10,000= Once	10,000= Once		
Identity card	15,000= Once	15,000= Once		
Law society fees	40,000= per year	-----		
<b>Total</b>	<b>426,000=</b>	<b>356,000=</b>		

*NCHE statutory fees of 20,000 per year payable directly NCHE at stanbic bank Account No. 0140015191503*

<b>OTHER REQUIREMENTS INCLUDE:</b>		
ITEM	FACULTY OF LAW	OTHER FACULTIES
Internship fees	150,000/= per placement	100,000= per placement
Graduation fees	110,000/= (final year)	110,000= (final year)
Research report Fees	80,000/= (final year) bachelor degrees	80,000= (final year) bachelor degrees
Research proposal	50,000/= (final year) diploma	50,000= (final year) diploma
Field Study trips	100,000/= per planned study trip	100,000= per planned study trip
School Practice fees	100,000/= ( <i>for Education Students only (2<sup>nd</sup> and 3<sup>rd</sup> yr.)</i> )	
Nurses' Day fees	30,000/= per year ( <i>for Nursing students only</i> )	
Field study trips	100,000/= per planned study trip	

#### **OTHER FEES REQUIREMENTS FOR NURSING INCLUDE:**

Internship fees for Nursing Students      **550,000/=** per semester and placement/practicum  
Accommodation fees for Nursing Students      **200,000/=** per placement while in the practicum.  
Accommodation fees for Nursing Students      **250,000/=** per semester

#### **OTHER REQUIREMENTS FOR NURSING STUDENTS**

- Nurse's Scissor
- Nurse's Dictionary
- 1 Umbrella
- 1 Pair of Gumboots
- Flat heel black closed shoes
- Stationary (photocopying & ruled papers)
- 1 Box of disposal gloves
- Nurse's Watch

## 2. FEES STRUCTURE FOR THE POSTGRADUATE ACADEMIC PROGRAMMES 2019-2020

PROGRAMME	DURATION (Years)	TUITION (Ush) per Semester	OTHER FEES (Ush) per semester	SESSION
<b>FACULTY OF APPLIED SCIENCES</b>				
PhD in Agriculture and Community Innovations	3	3,000,000	506,000	Weekend
Master of Science Climatic Change and Food Security	2	1,500,000	506,000	Weekend
Master of Business Information Technology	2	1,500,000	506,000	Weekend
Masters of Public Health	2	1,500,000	506,000	Weekend
Master of Agriculture and Rural Innovations	2	1,500,000	506,000	Weekend
Master of Science in Agronomy (Dry Land Farming)	2	1,500,000	506,000	Weekend
Postgraduate Diploma in Agriculture And Rural Innovations	1	1,500,000	506,000	Weekend
<b>FACULTY OF EDUCATION</b>				
PhD in Language, Culture and Society	3	2,500,000	506,000	Weekend
Master of Arts In Literature and Communication	2	1,500,000	506,000	Weekend
Master of Education in Administration and Planning	2	1,500,000	506,000	Weekend
Postgraduate Diploma in Education	1	911,000	326,000	Weekend
Postgraduate Diploma in Education Management	1	911,000	326,000	Weekend
<b>FACULTY OF BUSINESS AND DEVELOPMENT STUDIES</b>				
PhD in Development Studies	3	2,500,000	506,000	Weekend
PhD in Development Management	3	2,500,000	506,000	Weekend
Master of Science in Counseling Psychology	2	1,500,000	506,000	Weekend
Master of Social Work	2	1,500,000	506,000	Weekend
Master of Social Economics and Community Management	2	1,500,000	506,000	Weekend
Master of Business Administration	2	1,500,000	506,000	Weekend
Master of Arts in Development Studies	2	1,500,000	506,000	Weekend
Master of Arts in Public Administration and Management	2	1,500,000	506,000	Weekend
Postgraduate Diploma in Counseling	1	911,000	506,000	Weekend
Postgraduate Diploma in Development Studies	1	1,500,000	506,000	Weekend
Postgraduate Diploma in Public Administration and Management - NEW	1	911,000	506,000	Weekend
Postgraduate Diploma on Office Management and Secretarial Studies	1	911,000	506,000	Weekend

### Summary of other charges/functional fees for PhD, Masters & Postgraduate Diploma programmes that automatically lead to an Award of a Master's i.e. PGDDS & PGDARI:

Students Guild Fee	- 20,000= Per Semester	Library Fund	- 50,000= Per Semester
Registration	- 20,000= Per Semester	Development Fund	- 70,000= Per Semester
Identity card	- 15,000= Once	Medical Care/Insurance	- 21,000= Per Semester
Caution money	- 10,000= Once	Examination fees	- 200,000= Per Semester
Chaplaincy	- 30,000= Per Semester	Computer Lab fund	- 50,000= Per Semester
Sports Fund	- 20,000= Per Semester		

**TOTAL FOR OTHER CHARGES = 506,000= per semester**

### Summary of Other/Functional Fees for Postgraduate Diplomas that do not automatically lead to the Award of a Master's degree i.e. PGDE, PGDEM, PGDOMSS, PGDC

- Students Guild Fee	- 20,000= Per Semester	- Library Fund	- 30,000= Per Semester
- Registration	- 20,000= Per Semester	- Development Fund	- 70,000= Per Semester
- Identity card	- 15,000= Once	- Medical Care/Insurance	- 21,000= Per Semester
- Caution money	- 10,000= Once	- Examination fees	- 50,000= Per Semester
- Chaplaincy	- 30,000= Per Semester	- Computer Lab fund	- 40,000= Per Semester
- Sports Fund	- 20,000= Per Semester		

**Total for other fees = 326,000= per semester**

NCHE statutory fees of 20,000 per year payable directly NCHE at stanbic bank Account No. 0140015191503

## 3. SHORT COURSES

SHORT COURSE NAME	DURATION	FEES (UGX)
Certificate in Computerized accounting-Quick books, Tally	1 Month	200,000/=
Certificate in NGO management	1 Month	200,000/=
Certificate in Monitoring and Evaluation (M&E)	1 Month	200,000/=
Certificate in Project Planning and Management (PPM)	1 Month	200,000/=
Certificate in Research and usage of research software like SPSS, Stata & Epidata	1 Month	200,000/=
Certificate in Computer Applications (Microsoft office-Word, spreadsheets, presentation and data base)	1 Month	200,000/=
Certificate in Oil and Gas management Essentials	1 Month	400,000/=
Certificate in community Based Rehabilitation	1 Month	200,000/=

Certificate Human resources and management	1 Month	200,000/=
Certificate in Public Administration and management	1 Month	200,000/=
Certificate in Computer Applications (CCA)	1 Month	150,000/=
Certificate in Information Technology Essentials	2 Months	300,000/=
Certificate in Graphic design	2 Months	400,000/=
Certificate in website design and development	1 Month	200,000/=
Certificate in Network Technician	4-6 Months	500,000/=
Cisco Certified Network Associate (CCNA)	6-9 Months	600,000/=
Administrative Law Course	1 Month	500,000/=

## GENERAL ENTRY REQUIREMENTS

The minimum entry requirements for Bachelor's degree are

- Uganda Certificate of Education (UCE) with at least 5 passes and at least 2 principal passes at Uganda Advanced Certificate of Education (UACE) obtained at the same sitting or its equivalent **OR**
- Diploma with at least a credit/distinction level in the relevant field from a recognized institution or the equivalent, **OR**
- Mature Age Entry examinations Certificate accredited by the NCHE with **50%** and above.

The minimum entry requirements for Diploma are:

- Uganda Certificate of Education (UCE) with at least 5 passes and at least 1 principal pass and 2 subsidiaries at the Uganda Advanced Certificate of Education (UACE) obtained at the same sitting or its equivalent **OR**
- Certificate with at least a credit/distinction level in the relevant field from a recognized institution or the equivalent.

The minimum entry requirements for Certificate: Uganda Certificate of Education (UCE) with at least 3 passes obtained at the same sitting or the equivalent.

The minimum entry requirements for admission to Postgraduate Programmes are

- For Postgraduate Diploma and Master's Degree: At least a Bachelor's degree or its equivalent;
- For Doctoral Degree: At least a master's degree or its equivalent.

## APPLICATION FORMS CAN BE OBTAINED FROM:

Pick and fill application forms obtained from the following venues

S/N	TOWN	LIAISON OFFICE	CONTACT PERSON	PHONE.NO
1	Mbarara	Bishop Stuart Main campus	Admissions Office	+256485433468/ +256707200700
2	Mbarara	BSU- Ruharo Campus	Ms. Mureebe Dorcus	+256702225376
3	Kampala	St. Francis Chapel Makerere	Ms. Kyarikunda Emily	+256701108325
4	Ntungamo	Singa Foundation	Mr. Hilary Asiimwe	+256706520211
5	Fortportal	Voice of Toro	Mr. Rwamuhumbo	+256782400348
6	Rushere	Radio 5 – Kiruhura	Mr. Fred Makulu	+256703330386
7	Lyantonde	Kaaro FM Lyantonde	Mr. Iga Samson	+256753287132
8	Kasese	Messiah Radio- Kasese	Rev. Solomon Badaaki	+256702873409
9	Bushenyi	BFM-Bushenyi	Aaron	+256702212857
10	Kamwenge	Voice of Kamwengye	Mrs. Sylvia Mugisha	+256779969905
11	Kabale	Voice of Kigezi	Mr. Andrew Agaba	+256772444987
12	Kabale	REN Artists-Kabale	Mr. Rwegira Enock	+256772686861
13	Rukungiri	Boona Radio- Rukungiri	Ronald	+256789017024
14	Rukungiri	Allied Resource Stationers	Officer at the stationary	+256780993939
15	Mbarara	Glory FM	Mr. Matthias Atukunda	+256705796253
16	Kyenjojo	Bridge FM – Kyenjonjo	Mr. Nsimanta Apollo	+256784312490
17	Ibanda	Iraka FM-Ibanda	Mr. Arinaitwe. Julius (K.K)	+256701962841
18	Bushenyi	Hunter FM- Bushenyi	Mr. Rutaro Zefrine	+256777642046
19	Sheema	Rwambaje Shop-Sheema	Mr. Rwambanje Paul	+256782386463
20	Kasese	BOI 7 Communication Centre	Mr. Mwahulhwa Ronald	+256702354200
21	Online	Application forms can be downloaded from <a href="http://www.bsu.ac.ug">www.bsu.ac.ug</a> , <a href="mailto:ar@bsu.ac.ug">ar@bsu.ac.ug</a>		

- Submit the filled application form to one of the nearest venues above or bring it directly to the admissions office at Bishop Stuart University on or before **27<sup>th</sup> July**. Please note the University shall be releasing admission letters weekly until the last day of application.
- All admitted applicants shall be required to pay a fees deposit of at least Ush. **100,000** at the time of picking admission letters

## APPLICATION FEES

The application fees are Ush. 30,000 for undergraduate, Ush. 50,000 for Postgraduate and Ush. 100,000 for PhD/Doctoral programmes. Please Pay your application fee only through the bank in favour of Bishop Stuart University (Stanbic Bank Account No. 9030005753057, Post Bank Account No. 1632101000223, Barclays Bank Account No. 6004408576, DFCU Bank account No. 01123500212645).

BEWARE OF CONMEN/CONWOMEN.

For further inquiries and assistance, please call the Admissions Office on +256485433468/+256707200700, [ar@bsu.ac.ug](mailto:ar@bsu.ac.ug)

## FORM 23

### Appendix 22: ADMISSION CRITERIA

SN	PROGRAMME	CODE	SPECIFIC ADMISSIONS REQUIREMENTS	SESSION	DURATION (Years)
1.	PhD in Agriculture and Community Innovations	PHD-ACI	At least a relevant Master's degree or its equivalent qualification from a recognized institution of higher learning.	Weekend	3
2.	Master of Science Climate Change and Food Security	MSCCFS	At least a relevant Bachelor's degree or its equivalent qualification from a recognized institution of higher learning.	Weekend	2
3.	Master of Business Information Technology	MBIT	At least a relevant Bachelor's degree or its equivalent qualification from a recognized institution of higher learning.	Weekend	2
4.	Masters of Public Health	MPH	At least a relevant Bachelor's degree or its equivalent qualification from a recognized institution of higher learning.	Weekend	2
5.	Master of Agriculture and Rural Innovations	MARI	At least a relevant Bachelor's degree or its equivalent qualification from a recognized institution of higher learning.	Weekend	2
6.	Master of Science in Agronomy (Dry Land Farming)	MSC.A	At least a relevant Bachelor's degree or its equivalent qualification from a recognized institution of higher learning.	Weekend	2
7.	Postgraduate Diploma in Agriculture And Rural Innovations	PG-DARI	At least a relevant Bachelor's degree or its equivalent qualification from a recognized institution of higher learning.	Weekend	1
8.	PhD in Language, Culture and Society	PhD-LCS	At least a relevant Master's degree or its equivalent qualification from a recognized institution of higher learning.	Weekend	3
9.	Master of Arts In Literature and Communication	MALC	At least a relevant Bachelor's degree or its equivalent qualification from a recognized institution of higher learning.	Weekend	2
10.	Master of Education in Administration and Planning	MEAP	At least a relevant Bachelor's degree or its equivalent qualification from a recognized institution of higher learning.	Weekend	2
11.	Postgraduate Diploma in Education	PGDE	At least a relevant Bachelor's degree or its equivalent qualification from a recognized institution of higher learning.	Weekend	1
12.	Postgraduate Diploma in Education Management	PGDEM	At least a relevant Bachelor's degree or its equivalent qualification from a	Weekend	1

			recognized institution of higher learning.		
13.	Bachelor of Science in Agricultural Economics and Resource Management	BSAERM	2 principal passes at A'level one of which MUST be in either <b>Economics, Entrepreneurship, Geography</b> obtained at the same sitting or a relevant Diploma	Regular/ Weekend	3
14.	Bachelor of Public Health	BPH	2 principal passes at A'level one of which MUST be in either <b>Food &amp; Nutrition, Agriculture, Biology, Chemistry or Geography</b> or a relevant Diploma	Regular/ Weekend	3
15.	Bachelor of Nursing Science	BNS	2 principal passes at A'level in Biology & chemistry obtained at the same sitting and at least credit 6 in Chemistry & Biology at O' level obtained at the same sitting or a Diploma in Nursing Science	Regular/ Weekend	4
16.	Bachelor of Nursing Science Completion	BNC	Registered Nurses with a Diploma either Nursing Extension or Midwifery Extension and 2+ years of work experience as Nurse /Midwife.	Regular/ Weekend	3
17.	Bachelor of Animal Health and Production	BAHP	2 principal passes at A'level one of which MUST be in either <b>Agriculture or Biology</b> , or a relevant Diploma.	Regular/ Weekend	3
18.	Bachelor of Computer Science	BCS	2 principal passes at A'level one of which MUST be in either Mathematics or Physics obtained at the same sitting or a relevant Diploma.	Regular/ Weekend	3
19.	Bachelor of Agribusiness Management and Community Development	BAMD	2 principal passes at A'level one of which MUST be in either <b>Agriculture, Mathematics, Economics or Geography</b> obtained at the same sitting or a relevant Diploma	Regular/ Weekend	3
20.	Bachelor of Sports Science	BSS	Any 2 principal passes at A'level obtained at the same sitting or a relevant Diploma	Regular/ Weekend	3
21.	Bachelor of Information Technology	BIT	Any 2 principal passes at A'level obtained at the same sitting, and at least credit 6 in Mathematics at O' level or a relevant Diploma	Regular/ Weekend	3
22.	Bachelor of Agriculture and Community Development	BACD	2 principal passes at A'level one of which MUST be in either <b>Agriculture, Biology</b> or a relevant Diploma.	Regular/ Weekend	3
23.	Diploma in Computer Science	DCS	1 principal pass at A'level in either <b>Mathematics or Physics</b> and 2 subsidiaries obtained at the same sitting or a relevant Certificate.	Regular/ Weekend	2
24.	Diploma in Midwifery Extension ( <b>July Intake</b> )	DME	Registered enrolled Comprehensive Nurse or Midwife with 2+ years of work experience.	Regular/ Weekend	1 & ½

25.	Diploma in Nursing Science	DNS	1 principal pass at A'level in <b>Biology</b> and 2 subsidiaries obtained at the same sitting and at least credit 6 at O' level in Biology and Chemistry.	Regular/ Weekend	2
26.	Diploma in Nursing Extension ( <b>July Intake</b> )	DNE	Registered enrolled Comprehensive Nurse with 2+ years of work experience.	Regular/ Weekend	1 & ½
27.	Diploma in Public Health	DPH	1 principal pass at A'level in either <b>Food &amp; Nutrition, Agriculture, Biology, Chemistry &amp; Geography</b> and 2 subsidiaries obtained at the same sitting or a relevant Certificate.	Regular/ Weekend	2
28.	Diploma in Agribusiness Management and Community Development	DAMD	1 principal pass at A'level in Agriculture, <b>Economic, Geography or Mathematics</b> and 2 subsidiaries obtained at the same sitting or a relevant Certificate.	Regular/ Weekend	2
29.	Diploma in Animal Health And Production	DAHP	1 principal pass at A'level in either <b>Agriculture or Biology</b> and 2 subsidiaries obtained at the same sitting or a relevant Certificate.	Regular/ Weekend	2
30.	Diploma in Information Technology	DIT	Any 1 principal pass at A'level and 2 subsidiaries obtained at the same sitting and at least credit 6 in Mathematics at O' level or a relevant Certificate.	Regular/ Weekend	2
31.	Advanced Certificate in Appropriate and Sustainable Technologies	ACAST	5 passes of which one must be in either Mathematics or Physics at O- level or subsidiaries at the same sitting.	Regular	1
32.	Bachelor of Laws	LLB	Any 2 principal passes at A'level obtained at the same sitting and at least credit 6 in English at O' level or a Diploma in Law. <i>NB: Applicants shall be required to sit for Pre- Entry interviews which will be held on 30<sup>th</sup> May 2019 at the University's Faculty of Law.</i>	Regular	4
33.	Bachelor of Arts in Ethics and Human Rights	BEHR	Any 2 principal passes at A'level obtained at the same sitting or a relevant Diploma.	Regular/ Weekend	3
34.	Diploma in Law	DIL	Any 1 principal pass at A'level and 2 subsidiaries obtained at the same sitting and at least credit 6 in English at O' level or a relevant Certificate	Regular/ Weekend	2
35.	Diploma in Ethics and Human Rights	DEHR	Any 1 principal pass at A'level and 2 subsidiaries obtained at the same sitting or a relevant Certificate.	Regular/ Weekend	2
36.	Bachelor of Arts in Theology	BAT	Any 2 principal passes at A'level obtained at the same sitting or a relevant Diploma.	Regular	3



37.	Bachelor of Arts With Education	BAED	2 principal passes at A'level in arts subjects, obtained at the same sitting.	Regular	3
38.	Bachelor of Arts With Education (Fine Art Double Main)	BAED F/A	2 principal passes at A'level of which one MUST be in Fine Art obtained at the same sitting.	Regular	3
39.	Bachelor of Education – (Primary)	BED	Registered teacher ( <b>Grade v</b> ) with a Diploma in Education Primary.	Recess	2
40.	Bachelor of Education – (Secondary)	BED	Registered teacher ( <b>Grade v</b> ) with a Diploma in Education Secondary.	Recess	2
41.	Bachelor of Arts in Performing and Leisure Arts	BAPLA	Any 2 principal passes at A'level obtained at the same sitting or a relevant Diploma	Regular	3
42.	Bachelor of Science and Technology Education	BSTE	2 principal passes at A'level one of which MUST be in either Mathematics or Physics obtained at the same sitting or a relevant diploma.	Regular	3
43.	Bachelor of Commercial Industrial Fine Art and Design	BCIFAD	2 principal passes at A'level of which one MUST be in Fine Art obtained at the same sitting and at least credit 6 in Fine Art at O'level or a relevant diploma.		3
44.	Bachelor of Science With Education	BSCED	2 principal passes at A'level in science Subjects including Geography, Economics obtained at the same sitting.	Regular	3
45.	Diploma in Primary Education	DIPE	Registered teacher ( <b>Grade iii</b> ) with a Grade 3 Teacher's Certificate.	Recess	2
46.	Diploma in Industrial Fine Art Design	DIFAD	Any 1 principal pass at A'level and 2 subsidiaries obtained at the same sitting and at least credit 6 in Fine Art at O' level or a relevant Certificate.	Recess	2
47.	Diploma in Science and Technology Education	DSTE	1 principal pass at A'level in either <b>Mathematics or Physics</b> and 2 subsidiaries obtained at the same sitting or a relevant Certificate.	Regular	2
48.	Diploma in Early Childhood Education	DECE	Registered teacher Nursery Teacher with a Certificate in Nursery Teaching.	Regular/ Recess	2
49.	Bachelor of Arts in Development Economics	BADE	2 principal passes at A'level one of which MUST be in Mathematics, <b>Economics or Entrepreneurship</b> obtained at the same sitting or a relevant Diploma.	Regular/ Weekend	3
50.	Bachelor of Arts in Journalism and Mass Communication -NEW	BAJMC	Any 2 principal passes at A'level obtained at the same sitting and at least credit 6 in English at O'level or a relevant Diploma	Regular/ Weekend	3
51.	Bachelor of Business Administration	BBA	Any 2 principal passes at A'level obtained at the same sitting or a relevant Diploma	Regular/ Weekend	3

52.	Bachelor of Guidance and Counseling	BGC	Any 2 principal passes at A'level obtained at the same sitting or a relevant diploma	Regular/Weekend	3
53.	Bachelor of Environmental Management	BEM	2 principal passes at A'level one of which <b>MUST</b> be in either <b>Agriculture or Geography</b> obtained at the same sitting or a relevant Diploma.	Regular/Weekend	3
54.	Bachelor of Community Psychology	BCP	Any 2 principal passes at A'level obtained at the same sitting or a relevant Diploma	Regular/Weekend	3
55.	Bachelor of Library and Information Science - <b>NEW</b>	BLIS	Any 2 principal passes at A'level obtained at the same sitting or a relevant diploma	Regular/Weekend	3
56.	Bachelor of Office Management and Secretarial Studies	BOMSS	Any 2 principal passes at A'level obtained at the same sitting and at least credit 6 in English at O'level or a relevant Diploma	Regular/Weekend	3
57.	Bachelor of Planning and Community Development	BPCD	Any 2 principal passes at A'level obtained at the same sitting or a relevant Diploma	Regular/Weekend	3
58.	Bachelor of Science in Economics and Statistics- <b>NEW</b>	BSEC	2 principal passes at A'level one of which <b>MUST</b> be in either <b>Mathematics or Economics</b> obtained at the same sitting and at least credit 6 in Mathematics at O'level or a relevant diploma.	Regular/Weekend	3
59.	Bachelor of Procurement and Supply Chain Management	BPSCM	Any 2 principal passes at A'level obtained at the same sitting or a relevant Diploma	Regular/Weekend	3
60.	Bachelor of Project Planning and Management	BPPM	Any 2 principal passes at A'level obtained at the same sitting or a relevant Diploma	Regular/Weekend	3
61.	Bachelor of Records Management and Information Science	BRMIS	Any 2 principal passes at A'level obtained at the same sitting and at least credit 6 in English at O'level or a relevant Diploma	Regular/Weekend	3
62.	Bachelor of Science in Accounting & Finance - <b>NEW</b>	BSAF	2 principal passes at A'level one of which <b>MUST</b> be in Mathematics, <b>Economics, Entrepreneurship or in any science subject</b> obtained at the same sitting or a relevant diploma.	Regular/Weekend	3
63.	Bachelor of Microfinance & Business Enterprise Management - <b>NEW</b>	BMF	Any 2 principal passes at A'level obtained at the same sitting or a relevant Diploma	Regular/Weekend	3
64.	Bachelor of Social Work and Social Administration	BSWSA	Any 2 principal passes at A'level obtained at the same sitting or a relevant Diploma	Regular/Weekend	3
65.	Bachelor of Development Studies	BDS	Any 2 principal passes at A'level obtained at the same sitting or a relevant Diploma	Regular/Weekend	3
66.	Bachelor of Science in Environmental Sciences	BSc.ES	2 principal passes at A'level one of which <b>MUST</b> be in either <b>Geography or Agriculture</b> obtained at the same sitting or a relevant Diploma.	Regular/Weekend	3

67.	Bachelor of Public Administration and Management	BPAM	Any 2 principal passes at A'level obtained at the same sitting or a relevant Diploma	Regular/Weekend	3
68.	Bachelor of Human Resource Management	BHRM	Any 2 principal passes at A'level obtained at the same sitting or a relevant Diploma	Regular/Weekend	3
69.	Bachelor of Tourism and Hospitality Management	BTHM	Any 2 principal passes at A'level obtained at the same sitting and at least credit 6 in English at O'level or a relevant Diploma	Regular/Weekend	3
70.	Bachelor of Economics and Management	BEAM	2 principal passes at A'level one of which <b>MUST</b> be in either <b>Mathematics, Economics or Entrepreneurship</b> obtained at the same sitting and at least credit 6 in Mathematics at O'level or a relevant Diploma.	Regular/Weekend	3
71.	Bachelor of Cooperative Management and Development	BCOMD	2 principal passes at A'level one of which <b>MUST</b> be in Mathematics, <b>Economics or Entrepreneurship</b> obtained at the same sitting or a relevant Diploma.	Regular/Weekend	3
72.	Diploma in Journalism and Mass Communication - <b>NEW</b>	DJMC	Any 1 principal pass at A'level and 2 subsidiaries obtained at the same sitting and at least credit 6 in English at O' level or a relevant Certificate.	Regular/Weekend	2
73.	Diploma in Library and Information Science - <b>NEW</b>	DLIS	Any 1 principal pass at A'level and 2 subsidiaries obtained at the same sitting and at least credit 6 in English at O' level or a relevant Certificate.	Regular/Weekend	2
74.	Diploma in Office Management and Secretarial Studies	DOMSS	Any 1 principal pass at A'level and 2 subsidiaries obtained at the same sitting and at least credit 6 in English at O' level or a relevant Certificate.	Regular/Weekend	2
75.	Diploma in Procurement and Supply Chain Management	DPSCM	Any 1 principal pass at A'level and 2 subsidiaries obtained at the same sitting or a relevant Certificate..	Regular/Weekend	2
76.	Diploma in Records Management and Information Science	DRMIS	Any 1 principal pass at A'level and 2 subsidiaries obtained at the same sitting and at least credit 6 in English at O' level or a relevant Certificate.	Regular/Weekend	2
77.	Diploma in Social Work and Social Administration	DSWSA	Any 1 principal pass at A'level and 2 subsidiaries obtained at the same sitting or a relevant Certificate.	Regular/Weekend	2
78.	Diploma in Project Planning and Management	DPPM	Any 1 principal pass at A'level and 2 subsidiaries obtained at the same sitting or a relevant Certificate.	Regular/Weekend	2
79.	Diploma in Public Administration and Management	DPAM	Any 1 principal pass at A'level and 2 subsidiaries obtained at the same sitting or a relevant Certificate.	Regular/Weekend	2
80.	Diploma in Development Studies	DDS	Any 1 principal pass at A'level and 2 subsidiaries obtained at the same sitting or a relevant Certificate.	Regular/Weekend	2

81.	Diploma in Accounting and Finance- <b>NEW</b>	DAF	1 principal pass at A'level in Mathematics, <b>Economics or Entrepreneurship or in any science subject</b> and 2 subsidiaries obtained at the same sitting or a relevant Certificate.	Regular/ Weekend	2
82.	Diploma in Microfinance & Business Enterprise Management - <b>NEW</b>	DMF	1 principal pass at A'level in Mathematics, <b>Economics or Entrepreneurship</b> and 2 subsidiaries obtained at the same sitting or a relevant Certificate.	Regular/ Weekend	2
83.	Diploma in Human Resource Management	DHRM	Any 1 principal pass at A'level and 2 subsidiaries obtained at the same sitting or a relevant Certificate.	Regular/ Weekend	2
84.	Diploma in Business Administration	DBA	Any 1 principal pass at A'level and 2 subsidiaries obtained at the same sitting or a relevant Certificate.	Regular/ Weekend	2
85.	Diploma in Community Psychology	DCP	Any 1 principal pass at A'level and 2 subsidiaries obtained at the same sitting or a relevant Certificate.	Regular/ Weekend	2
86.	Diploma in Guidance and Counseling	DGC	Any 1 principal pass at A'level and 2 subsidiaries obtained at the same sitting or a relevant Certificate.	Regular/ Weekend	2
87.	PhD in Development Studies	PhD-DS	At least a relevant Master's degree or its equivalent qualification from a recognized institution of higher learning.	Weekend	3
88.	PhD in Development Management	PhD-DM	At least a relevant Master's degree or its equivalent qualification from a recognized institution of higher learning.	Weekend	3
89.	Master of Science in Counseling Psychology	MSc.CP	At least a relevant Master's degree or its equivalent qualification from a recognized institution of higher learning.	Weekend	2
90.	Master of Social Work	MSW	At least a relevant Master's degree or its equivalent qualification from a recognized institution of higher learning.	Weekend	2
91.	Master of Social Economics and Community Management	MSECM	At least a relevant Master's degree or its equivalent qualification from a recognized institution of higher learning.	Weekend	2
92.	Master of Business Administration	MBA	At least a relevant Master's degree or its equivalent qualification from a recognized institution of higher learning.	Weekend	2
93.	Master of Arts in Development Studies	MADS	At least a relevant Master's degree or its equivalent qualification from a recognized institution of higher learning.	Weekend	2
94.	Master of Arts in Public Administration and Management	MAPAM	At least a relevant Master's degree or its equivalent qualification from a recognized institution of higher learning.	Weekend	2
95.	Postgraduate Diploma in Counseling	PG-DC	At least a relevant Master's degree or its equivalent qualification from a recognized institution of higher learning.	Weekend	1

<b>96.</b>	Postgraduate Diploma in Development Studies	PG-DS	At least a relevant Master's degree or its equivalent qualification from a recognized institution of higher learning.	Weekend	1
<b>97.</b>	Postgraduate Diploma in Public Administration and Management <b>-NEW</b>	PGPAM	At least a relevant Master's degree or its equivalent qualification from a recognized institution of higher learning.	Weekend	1
<b>98.</b>	Postgraduate Diploma on Office Management and Secretarial Studies	PG-DOMSS	At least a relevant Master's degree or its equivalent qualification from a recognized institution of higher learning.	Weekend	1