



VICTORIA
UNIVERSITY

Kampala · Uganda

Amendment

Of

The Student Progression and Academic Policy

December 2018



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Rationale for Amendment

The Progression and Academic Performance Policy was approved in July 2017. The policy is hereby amended to also provide for a dead Semester / dead year, withdrawal from the University, discontinuation and deregistration of a student.

1.0 Dead Semester /Dead Year

1.1 Definition of Dead Semester/Year

- a) A dead Semester is a period of seventeen weeks (15 weeks of teaching and other related activities e.g. field work, and two weeks of examinations) which a student does not attend having been granted permission by the Academic Registrar using delegated authority from Senate.
- b) Two consecutive dead Semesters constitute a dead year.

A student who is not able to continue with a Semester shall apply for a dead semester and will officially be granted permission to be absent from his/her studies for the duration of one semester. If the circumstances are such that the student requires a longer time off the programme of study, the student shall apply for a dead year. The following procedures shall apply:

1.2 Application Procedure

- a) The student shall apply to the Academic Registrar through the Dean of the Faculty committing to resume studies at the beginning of the next Semester/academic year.
- b) Such an application should be made within the first week of a semester.
- c) The Academic Registrar shall grant permission in writing to the student with copies to the Vice Chancellor and Dean of the Faculty. A copy shall also be kept on the student's personal file in the Registry.
- d) Any fees, refunds or otherwise, shall be in accordance with the fees collection policy.

1.3 Resuming Studies after Dead Semester/Dead Year

- a) When the time granted to the student has expired, he /she shall apply to the Academic Registrar making reference to the permission which he/she had been granted.
- b) A resumption fee of \$50. shall be paid at the time of application to resume the Semester.
- c) On presentation of clearance of payment, the Academic Registrar shall issue a letter authorizing the student to resume studies.
- d) However, a student who fails to complete a semester after attending 75% of the lectures, done two course assignments and paid all the University dues shall apply for special examinations before the beginning of the next semester and pay \$50 for the examinations.

1.4 Failure to Apply for Dead Semester/Year

- a) A student who fails to apply for a dead Semester /year within the first week, or misses a semester, shall on application for resumption of studies be treated in all respects as in 1.2d), 1.3 b) and 1.3 C).
- b) A student who fails to apply for a dead year and misses at least two consecutive semesters shall be treated as a drop out and shall have to apply for re-admission just like a new entrant.
- c) However a drop-out student is eligible to claim his/her caution fee after clearing all outstanding dues.

2.0 Withdrawal from the Programme of Study

A student may withdraw from a programme. Such a student shall:

- a) Write a letter to the Academic Registrar through the Faculty Dean and the Head of Department seeking official permission to withdraw from the Programme.
- b) Receive an acceptance letter from the Academic Registrar granting him/her official permission to withdraw from the programme.
- c) Have registered and completed at least one semester in the academic year.
- d) Write a letter to the Academic Registrar through the Faculty Dean and the Head of Department on his/her return to resume studies.

A student shall be allowed only a maximum of two withdrawals in an academic programme and each withdraw shall not exceed one academic year.

3.0 Discontinuation from the Programme

Discontinuation Conditions

A student shall be discontinued from his/her studies at the University when he/she over stays on an Academic Programme by more than:

- a) two (2) years i.e. for one (1) year certificate courses - a maximum of three (3) years is allowed.
- b) two (2) year diploma programme - a maximum of four (4) years is permitted
- c) three (3) year degree programme- a maximum of five (5) years is allowed.
- d) four (4) year programmes- a maximum of six (6) years is allowed.

NB: The maximum period permitted for each programme is inclusive of a dead semester/year A student who is discontinued shall be given a partial transcript of what he/she studied.

4.0 Deregistration

- a) A registered student shall be deregistered from the University when he/she absconds (absent from class without prior written information) from the University for two or more semesters.
- b) Such a student can obtain his/ her results.
- c) The student shall pay the registration fee to resume studies.

The Student Progression and Academic Policy was Amended by the University Council at its 12th Meeting Held on 19TH December 2018 under Minute 8.4 c).



Chairman



Ag. University Secretary/Secretary