

**VICTORIA
UNIVERSITY**

Kampala . Uganda

STUDENTS' HANDBOOK

August 2017

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Vision

To be the first choice University with state of the art facilities nurturing a holistic person and contributing to regional and global development.

Mission

To be recognized as a research driven University motivated by the needs of society, creating scholars empowered to provide cutting edge solutions.

Purpose of the Student Handbook

The student handbook was developed to provide information and general guidelines to students regarding academic and behavioral expectations at Victoria University.

It is the intention of the University to make necessary amendments to the student handbook on a yearly basis in response to the evolving needs of students and the campus environment.

As a higher learning environment we encourage each student to familiarize themselves with all items included in the student handbook and become committed to the application of the presented guidelines. Creating a healthy and vibrant teaching-learning environment that requires the investment of all students, faculty and administrative staff. It is our desire that the Victoria University Campus be a place that reflects personal and professional accountability, respect and integrity. Together we can create an innovative and dynamic learning environment where transformational change and life-long learning can take place in everyone, and where educational dreams can become a reality.

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1. PREAMBLE

Victoria University is sponsored by Ruparelia Group. The University was established in 2010, receiving its operating licence in December that year. Ruparelia Group took over ownership of Victoria University from Edulink Holdings Limited relocating the university property to the newly refurbished Victoria Towers on Plot 1/13, on Jinja Road opposite Social Security House so that it provides a clean, spacious, well-equipped and modern university teaching environment.

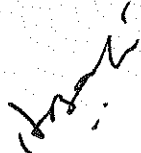
A range of programs have been and will continue to be developed to best meet the development needs of Uganda and the wider region together with the personal career ambitions of our students.

Currently, Victoria University is divided into four academic units:

- Faculty of Business and Management
- Faculty of Humanities and Social Sciences
- Faculty of Science and Technology
- Faculty of Health Sciences

Already we are planning for expansion, substantial growth and the establishment of new faculties in the near future. New programs and new postgraduate study opportunities will soon come on-stream.

We aim to provide a high quality, supportive teaching and learning environment to foster and encourage our students to achieve to the limits of their potential. We do this by applying the student-centred and innovative learning techniques. As a result, the balance of study has shifted away from didactic, teacher-led and repetitive instruction to a much more active, student-centred, participatory delivery model. This innovative teaching and learning style will better facilitate the development of a wide range of problem solving and critical thinking skills matched to the demands of today's job market.



2. ACADEMIC PROGRAMMES

2.1 UNDERGRADUATE PROGRAMMES

We provide the following three and four year undergraduate programs. These degree programs will be delivered in both a full-time and a part-time basis.

FACULTY OF BUSINESS AND MANAGEMENT

Bachelor of Business Administration (3 years)
Bachelor of Procurement and Logistics (3 years)
Bachelor of Banking and Finance (3 years)
Bachelor of Oil and Gas Accounting (3 years)
Diploma in Procurement and Logistics

FACULTY OF SCIENCE AND TECHNOLOGY

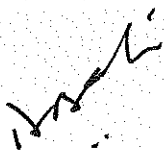
Bachelor of Computer Science (3 years)
Bachelor of Business in Information Systems (3 years)
Bachelor of Business Computing (3 years)
Bachelor of Information Technology (3 years)
Diploma in Business Information Systems (2 years)
Diploma in Information Systems (2 years)

FACULTY OF HUMANITIES AND SOCIAL SCIENCES

Bachelor of Public Administration and Management (3 years)
Bachelor of Social Work and Social Administration (3 years)
Bachelor of Journalism and Media Studies (3 years)
Bachelor of Human Resource Management (3 years)
Bachelor of International Relations and Diplomatic Studies (3 years)
Bachelor of Tourism and Hotel Management (3 years)
Diploma in Social Work and Social Administration (2 years)

FACULTY OF HEALTH SCIENCES

Bachelor of Science in Public Health (BScPH) F/T (3 years)
Bachelor of Science in Public Health (BScPH) Part Time (3.5 years)
Bachelor of Nursing Science (BNS) (4 years)
Bachelor of Midwifery Science (2 years)
Bachelor of Human Nutrition and Dietetic Studies (4 years)



2.2 SHORT COURSES

We provide the following short courses for eight weekends.

Certificate in Oil and Gas
Certificate in Oil and Gas Law
Certificate in Oil and Gas Environmental Management
Certificate in Oil and Gas Project Management
Certificate in Public Health
Certificate in Resource Mobilization for Health Professional
Certificate in Quality and Patient safety in Health Care
Certificate in Customer Care for Health Professionals

2.3 FOUNDATION PROGRAMME (FP)

We provide Foundation Program which is designed for students who have completed twelve years of school study in their home country but who do not have the A levels or the equivalent which are required for entry to a degree program at Victoria University. In addition, it provides a good entry route for students who have performed below expectations at an advanced level. Victoria University offers the FP to provide a bridge for entry to all our degree program.

3. ACADEMIC YEAR

The Academic Year at Victoria University shall be composed of Two (2) Semesters.

The Academic Programs shall be designed per Semester/per Academic Year, for example, Semester One, Semester Two

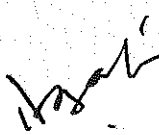
4. TERM DATES

January/February Intake
August/September Intake

5. GENERAL INFORMATION ON STUDYING AT VICTORIA UNIVERSITY

5.1 REGISTRATION

At the beginning of their studies at the University, students are required to sign a Registration Form, the Student Charter and a student handbook. Once they have



signed these forms, they become members of the University and promise to abide by its rules and regulations. Therefore, students should familiarize themselves with the General Regulations for Students and the University's Academic misconduct policy.

Having signed the Registration Form students will be issued with an ID. This is the student's official University identity card containing photo ID and student number and should be carried at all time while on university premises and shown when required to authorized university personnel.

As members of the University, students are entitled to use its academic and social facilities. Initial registration is usually for the duration of the degree/diploma/certificate program, and the expiry date is shown on the ID. The ID card must be produced, on request, in University offices, lecture rooms, library and in examinations.

In the event of loss or damage, other than normal wear and tear, a charge for a replacement ID card will be made.

Following registration students will be enrolled onto the Victoria ICT system: this will include the provision of an email address, wireless access to the internet and privileged access to University facilities including the Library catalogues and the *Moodle* electronic learning environment. Briefings on how to use these facilities will be given.

5.2 TIMETABLES AND CURRICULA

Program specifications including curricula relating to each degree/diploma/certificate program are posted on Moodle together with course and module information. It is important for students to familiarize themselves with this learning environment as some tutors will make active use of the platform to enhance their lectures and study programs. The information given on Moodle is correct at the time of going to press. Students should check notice boards and their email accounts on a regular basis to see if there have been any changes to their curricula or scheduling of meetings, seminars, visits etc.

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A lecture timetable is prepared for the beginning of each term and the final timetable is published on the University's notice boards. Students are required to familiarize themselves with the timetable. Any queries relating to the timetable should be referred to either the faculty administration or to the Registrar's Office.

The published timetables give lecture times, which cannot be changed unless two compulsory courses are scheduled for the same time. Optional/free choice courses are subject to timetabling constraints and where two non-compulsory courses clash, students will be required to choose alternative courses. In addition, tutorials and/or seminars will be arranged for various courses. It is the student's own responsibility to make sure that there is no clash between the times of different lectures and tutorials/seminars and that, if necessary, the suggested tutorial/seminar times are altered. If a clash in the timetable is not reported to the appropriate lecturer immediately, it will not be accepted as a valid excuse for absence from classes.

5.3 LIBRARY RESOURCES

The University reference Library is situated on the first floor of the Jinja Road Campus. Online information retrieval facilities are available covering a wide range of computerized databases.

The Library is open for study purposes from *08:00am to 17:00pm Monday to Friday, and from 09:00am to 14:00pm on Saturday.*

Coats, bags and food **cannot** be taken into the reading room. Inside the library, loud conversations, cell phone use, smoking, eating and drinking are prohibited. Lockers are available for student use if required just outside the main library entrance.

Access to the stock is through a fully computerized catalogue. In the event of any difficulties, the Library staff should be consulted. Briefings are arranged for new students to introduce them to the Library.

The Library is a reference library which means that books must not be removed from library premises. Students are provided with relevant handouts and electronic materials for their personal use and are expected to use the Library to broaden and extend their knowledge of the subject through reading across the range of books and electronic

journals provided. Guidance notes are included in Course and Module Handbooks while recommended texts are included in the course and module information available on Moodle.

General Library Rules:

1. Staff and students of the University are allowed free access to the University Library, except that restrictions may be placed on the use of rare and other special categories of material.
2. Members of the public may apply to use the University Library for reference purposes. If accepted, limited borrowing rights are available on payment of an annual membership fee.
3. Strong disciplinary action will be taken against any Library user who removes or retains without authority or wilfully damages any item of Library stock.
4. Library users are not permitted to eat, drink or smoke in the Libraries, or to use mobile phones.
5. Persons causing distractions (by talking or otherwise) or obstructing the proper use of Library premises may be excluded by any member of the staff or security.
6. Reservation of reading places is not allowed.
7. Personal property must not be left in the reading room overnight.
8. Pets shall not be brought into the Library.
9. The Librarians are authorized to make further rules for the detailed use of the Library. Such further rules shall be displayed on the Library notice boards.

5.4 ACADEMIC PROGRESS AND EXAMINATIONS

Class Attendance: Students are expected to attend regularly the lectures, seminars, tutorials, visits and other classes in all modules or courses, to present written work as required, and to take the specified tests and examinations. Failure to attend seminars, tutorials or other compulsory activities may result in the candidate being excluded from teaching and examinations.

Transferring to an alternate Program: Students wishing to change degree programs may do so only with the approval of both their current Dean, and that of the Dean of the

Faculty in which the degree/diploma/certificate program they wish to join is located. An appropriate *Transfer Form* should be obtained from and returned to the Registrar's Office for any changes to take effect.

Where the degree/diploma/certificate program requires students to take elective or free choice courses or modules, they must register their choice of subject(s) with their own degree program, and, if the course or module is taught within another degree/diploma/certificate program, with the program responsible for the course or module, the appropriate form is available from the Registrar's Office.

Students are responsible for ensuring that they are registered for the appropriate courses or modules because this determines their eligibility to sit the examinations.

An examination is held at the end of most courses according to the published examination schedule. Alternate evaluation methods and schedules may be used when recommended and approved by the dean of the Faculty offering the course. Any change in time from the published schedule requires the recommendation of the Head of the department and approval of the dean of the Faculty offering the course. Any student who would be disadvantaged by such a change should report this in advance to the dean of the Faculty offering the course, who will ensure that satisfactory alternate arrangements will be made by the Lecturer. A student who is absent from a regularly scheduled examination without an excuse considered valid by the instructor is normally given an F for the course. If the excuse is valid, the policy on incomplete grades will apply.

No undergraduate student should be obliged to write three or more finals on the same day. If the student has three or more finals scheduled the same day, the student wishing an accommodation regarding final exams should contact his/her lecturer to establish a mutually acceptable time to reschedule one or more of the exams. Any student request for the rescheduled final exam must be presented to the lecturer before the end of the tenth week of the semester, otherwise, the student's rescheduling right is forfeited. If an accommodation cannot be reached, he or she should contact the head of department to find a mutually agreeable time. If no agreement is reached, the appropriate dean should be contacted. The final appeal, if no mutually convenient time has been found, will be to the University Registrar.

5.5 EXAMINATION RULES

1. Students should arrive for examination at least fifteen minutes before it is due to start, and wait quietly outside the exam room until permitted to enter.
2. If the student is late for the exam, s/he will not be allowed any compensatory time
3. If a student arrives more than thirty minutes late, s/he will not be permitted to take the exam
4. Students are not allowed to take bags, cases or any other carrying equipment, to the exam desk; you must deposit them in the space provided
5. Students are not allowed to have mobile phones, listening equipment, or any other equipment, including calculators, with you at your examination desk. The only exception to this is where calculators or other equipment are permitted by the examiners
6. Students are not allowed to take books, documents, notes or files to the examination desk
7. Students should not look at the examination questions until they are told to do so
8. Once the exam begins students are not allowed to speak to any other candidates or communicate with anybody, apart from the invigilators, until the exam is over and they are out of the room
9. If you wish to leave the exam room to go to the toilet you must put up your hand and seek permission from the invigilator. You must not communicate with anyone, or listen to or read anything during your visit to the toilet
10. If the student leaves the exam room before the end of the exam without permission s/he will not be allowed back
11. If the student decides to leave the exam before the end s/he must leave the exam answer booklets and any rough notes on the exam desk

12. Students will not be permitted to leave the exam room during the last ten minutes
13. Students must stop writing as soon as you are told to do so
14. Do not cause any disturbance shortly before, during, or immediately after the exam.
If you cause a disturbance you will be expelled from the exam and your exam will not count.

5.6 AWARDS

The Board of Examiners in a Faculty, upon its satisfaction that the standard required under relevant regulations for the award of a Degree or other award, as the case may be, has been attained by a candidate in University examinations applicable to him/her, may recommend to the Senate through the relevant Board of a Faculty that such Degree or other award be conferred upon or granted to such successful candidate.

Degrees/diplomas are classified into First, Second and Third (Pass) classes, with the Second Class divided into Upper and Lower divisions.

Assigned grades

Table 1

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

For purposes of the classification of Degrees and other awards (where applicable) the Cumulative Grade Point Average (CGPA) for the various Classes shall be as indicated below:

Table 2

Classification of awards for degrees

Class	CGPA range
First Class	4.4-5.00
Second class (upper division)	3.60-4.39
Second class (lower division)	2.80-3.59
Third class (pass)	2.00-2.79

Table 3

Classification of awards for diplomas

Class	CGPA
Class I (Distinction)	4.4-5.00
Class II (Credit)	2.80-4.39
Class III (Pass)	2.00-2.79

Credit Accumulation and Transfer. Guidelines for the transfer of Credit Units for Undergraduate Students who apply to transfer from other recognized Universities or equivalent Institute of Higher Learning are as follows;

- a) Must satisfy the admission requirement for the academic program(s) applied for.
- b) Must obtain and submit an official academic Transcript (s) Certificate from a recognized University/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.
- c) Must have obtained the equivalent of Cumulative Grade Point Average of at least 3.0
- d) Will be permitted to transfer to Victoria University Credits earned but the maximum of Credits should not exceeding 40% of the minimum graduation load of the academic program applied for.
- e) If permitted to transfer she/he should not be allowed to transfer the equivalent of credit units in a course in which she/he obtained a Grade point which was lower than 2.0
- f) An application must be accompanied by recommendations from the Institution or Authority she/he is transferring from.

5.7 GRADUATION

Graduation ceremonies are held to celebrate completion of study for degrees and other awards. Students are entitled to receive their degree/diploma/certificate in person at the first Graduation Ceremony following the completion of their studies. If they are unable to be present, the degree or other award will be conferred *in absentia* and the degree certificate will be made available for collection. When students leave the University they become members of the Victoria Alumni Association.

5.8 FEES AND CHARGES

Rules about payment of tuition and other fees are made clear in the offer letters that students receive from the Registrar. 50% of the fees must be paid before the beginning of the semester. No payments shall be made at Victoria University. Please make all payments to our bank account in Crane Bank.

If at any time a student foresees difficulty in meeting their financial commitments to the University, they should consult relevant tutors as soon as possible. Full disclosure of the problem, whether personal or financial, is advisable so that tutors can give the best advice. They may arrange for a student to speak to the University Registrar or Finance Officer, to help resolve the problem.

5.9 DATA PROTECTION

Victoria University is concerned to prevent misuse of personal data and operates on the basis of the following principles which require personal data to be:

- a) Processed fairly and lawfully
- b) Processed for limited purposes as specified in University policies, rules and regulation and not used in any manner incompatible with those purposes
- c) Adequate, relevant and not excessive for purpose
- d) Accurate and where necessary up-to-date
- e) Not kept longer than necessary for the specified purposes
- f) Processed in line with basic human rights, i.e. made available to data subjects on

- request
- g) Properly protected against loss or disclosure.

All members of the University are required to observe and support this code as appropriate to their position and status.

5.10 BEHAVIOUR AND STUDENT CONDUCT

5.10.1 Discrimination

- Victoria University strives to create a place of work and study that is free of discrimination.
- The University defines discrimination, in accordance with Ugandan Employment law, as situations where people are treated differently because of race, colour, sex, religion, political opinion, national extraction, social origin, or disability.

The University is committed in the first instance to educating all of our staff and students on issues of discrimination. However discrimination is a serious matter and staff or students who engage in discriminatory practices can expect to be disciplined and that discipline may include termination of studies and / or employment.

5.10.2 Freedom of Speech

The University is committed to the principles of free speech as exercised in a secular business environment. This means that students and staff have the right to speak freely without censorship but they also have a responsibility not to bring the University into disrepute or to attempt to enforce their views and beliefs upon others.

Organized political and religious activities are not permitted on university premises without the express permission of the Vice Chancellor.

Students who write to the press or submit articles are asked to use either their own notepaper or that of the Students' Union, thus indicating that they are student, not staff, members of the University. This is to protect all parties, as it is important to maintain a clear distinction between the views of an individual and the official position or policy of the University. Student associations must submit text for publication through the University's Marketing and Public Relations office to ensure factual accuracy. Failure to observe this regulation will be regarded as a serious disciplinary offence.

5.10.3 Sexual Harassment

Sexual Harassment is behaviour of a sexual nature by a person:

- who knows or ought reasonably to know that the behaviour is unwanted or unwelcome; and/or
- leads to or implies job or academically related consequences for the person harassed; or
- would be viewed by a reasonable person experiencing the behaviour as an interference with that person's participation in a University related activity or creating an intimidating, humiliating or hostile environment.

The University treats sexual harassment as a serious matter and staff and students who engage in sexual harassment can expect to be disciplined, and that discipline may include termination of studies and / or employment.

5.10.4 Student Charter

Our Student Charter outlines the way in which the Victoria University environment works; what students can expect from the University and what they, in turn, commit to in terms of personal and academic conduct.

The Charter is based upon six key elements and provides a framework that seeks to ensure that all students can achieve their full potential.

1. Quality
2. Support
3. Collegiality
4. Trust
5. Preparation for the workplace
6. Student commitment

We aim to uphold these principles throughout our students' learning experience at Victoria University – from initial applications through studies, graduation and alumni interaction. ***All students are required to sign the Charter.***

5.10.5 Relations with the Community

University students have a great deal of personal freedom. However, they are expected to maintain a reasonable standard of behaviour and to show respect for the property, comfort and privacy of others. In particular, they are reminded that the continued success of the University depends partly upon the maintenance of amicable relations with the local community. Members of staff and students work hard to develop and enhance these relations. The University takes a severe view of behaviour likely to damage these relations. Students should pay suppliers' bills promptly and not behave in ways likely to bring the University into disrepute.

5.10.6 Gifts to Staff

- Gifts received from students or parents can be a sensitive area open to misinterpretation and consequent embarrassment.
- Members of faculty and other Victoria University staff have been advised against accepting any gift with a significant monetary value, which could possibly be construed as something other than a small token of appreciation.
- Members of staff have been advised to seek the advice of their Dean, Director or line manager if they are in any doubt about whether it is advisable to accept a gift.

6.0 Student Discipline

6.1 Student Disciplinary Procedure and Code of Conduct

6.2 Purpose

Victoria University is committed to providing a learning environment in which you can fulfil your potential and participate freely in all activities.

Victoria University is guided by a commitment to excellence embodied in a set of core values. The university aims to create an environment that cultivates individual virtues and institutional integrity in the community. The mission of the university is supported when students uphold and take responsibility for the full scope of these values. The university's core values are identified in its strategic plan. Under the terms of enrollment, students acknowledge the university's authority to take disciplinary action for conduct on or off university policies that is detrimental to the university's core values. Students who violate the university Standards of Conduct are subject to discipline, which may include temporary or permanent removal from the university.

6.3 Principles

This student disciplinary procedure is designed to:

- ensure procedural fairness
- encourage all students to meet the standards of behaviour required by the university
- ensure consistent and just treatment for all regardless of disability, age, race, gender, religion and belief, sexual orientation etc
- ensure that the facts are established and the matter is investigated fully before disciplinary action is taken
- ensure that students know what is expected of them
- ensure that students are given access to a fair hearing

Each case is investigated on its own merits, and decisions are based on the balance of probability that an incident did or did not take place.

The procedure applies to all individuals enrolled as a student of the university.

You have the right to be accompanied by a parent, person with parental responsibility or friend at all stages of the procedure, as a supporter. Your supporter would normally not be a student on the same course as you. It is your responsibility to contact your supporter. The role of the supporter is to provide moral support and ensure you have understood the process and any questions being asked. It is not the role of the supporter to speak on your behalf. The procedure does not allow for legal representation on behalf of the student in disciplinary interviews.

6.4 Equality and Diversity Statement

Victoria University is committed to the advancement and promotion of equality and diversity. We aim to provide a learning environment which values individuals equally regardless of disability, age, race, gender (sex), religion and belief, sexual orientation, etc. Students subject to disciplinary investigation or action will not be discriminated against or victimized on any grounds.

It is our duty and obligation to:

- eliminate discrimination, harassment and victimization
- advance equality of opportunity
- foster good relations between different groups

6.5 Code of Conduct for Students

This Code of Conduct is designed to encourage all students to meet the standards of behaviour, attendance and work performance expected by Victoria University. Whilst it is not possible, or desirable to lay down an exhaustive set of standards, detailed below are general standards which, if broken, could result in disciplinary action being taken.

6.6 Students at Victoria University are required to:

- treat everyone with respect, and make sure that their behaviour does not discriminate against anyone or make any other person feel uncomfortable
- respect the rights and interests of other university students, staff and visitors
- attend all required activities regularly and punctually
- explain to their tutor or lecturer any reason for non-attendance
- take personal responsibility for their own learning and make active use of the learning resources and support services provided
- work hard and complete all work within specified deadlines
- take an active part in reviewing their progress with their tutor
- seek help from their tutor or Student Services if they need it
- wear their ID card at all times on university premises and show it, on request, to any member of the university staff
- act with consideration for the university environment and other university users, e.g. by not spitting or dropping chewing gum and litter
- pay all fees and other costs for which they are liable, or seek advice from staff if in financial difficulty.

6.7 Students at Victoria University must not:

- behave in a disruptive, aggressive, intimidating, bullying, indecent or unruly manner
- disrupt or interfere with the education or learning of fellow students

- display or circulate any material which is designed to cause offence or distress to others
- misuse university property and equipment, including IT or health and safety equipment
- be intoxicated while at university or be incapable of undertaking their course work because of excessive drinking or use of controlled substances
- smoke anywhere other than in designated smoking areas, in accordance with the university's smoke-free policy
- consume, possess or supply toxic, dangerous or controlled substances while at university
- make or send annoying, obscene, malicious or indecent telephone calls, letters, SMS messages, text messages or emails, or place malicious or offensive materials on any electronic media
- cause malicious damage to, or theft of, the property of other students, staff or visitors of the university
- use foul or abusive language
- gain unauthorized access to, or make modifications to, university files or computer material
- enter any part of the university to which the student is not entitled access
- carry any weapon or any other object with the intention or purpose of use in a threatening way
- falsify university documents
- submit materials or work for assessment which have not been made or authorized by the individual, or which have been copied from other students or sources without acknowledging or referencing those sources (plagiarism)
- take part in any illegal activity
- behave in any way which adversely affects the reputation of the university.

6.8 Gross misconduct

Gross misconduct is generally seen as serious misconduct where the university considers that it is not possible to continue to allow you to study at the university or be on university premises.

If proven, it would normally result in your exclusion from the university.

In such instances the steps detailed for 'first written warning' will be carried out.

Additionally you will be informed that further misconduct or failure to meet the conduct of behaviour and standards expected will result in your exclusion from the university.

Details of recorded oral warnings and written warnings will remain on your file for 12 months from the date of the warning being issued. Failure to attend a disciplinary interview may result in a decision being made in your absence.

6.10.10 Exclusion from university

If your misconduct persists despite the final written warning, or in instances of gross misconduct, you will be excluded from the university.

In such instances the steps detailed for 'written warnings' will be carried out and a disciplinary interview held.

If you are excluded from the university, you will receive a letter stating the reason for your exclusion and the conditions placed on your future return to the university. If you breach the terms of the exclusion, for example by being on university premises without valid reason, your period of exclusion may be extended.

6.11 Suspension

In cases where the alleged misconduct is serious and/or it may be detrimental to the smooth running of the course and/or university for you to remain on site, suspension may need to be considered while the case is being investigated.

In such cases you will be informed of the reason for your suspension. This will be confirmed in writing.

The suspension is not a punishment but is to allow us to investigate the alleged misconduct fully. If two or more students are involved in the alleged offence and if suspension is considered, then normally all students will be suspended.

The period of suspension will be kept to a minimum, but will be no longer than four weeks (unless we are awaiting the outcome of criminal proceedings).

6.11.1 Appeals

Under the disciplinary framework, appeals are permitted at all stages except recorded oral warning. You must submit your appeal in writing, within 10 working days of receipt of the warning/exclusion letter. The letter will state to whom the appeal should be made.

The staff conducting the appeal will conduct an appeal interview with you and notify you of the decision in writing within 5 working days.

6.11.2 Records of disciplinary action

Details of written warnings, exclusions, suspensions and appeals will be notified in writing to the University Registrar. Your tutor will also keep a record on your file for 12 months from the date of the disciplinary action.

Procedures for dealing with disciplinary offences are laid down in the General Regulations. Academic offences will be dealt with in accordance with the Victoria University Academic Policy

7 INTEGRITY OF THE TEACHING-LEARNING ENVIRONMENT

7.1 Conduct in Class and Tutorials

- Students are expected to conduct themselves in a professional manner at all times during the classroom and laboratory activities.
- Cell phones, CD players, MP3 players, other portable electronic communicating devices, personal digital assistants (PDAs) or similar devices must not disrupt class, shop, lab or library activities.
- If absolutely essential, cell phones may be left in vibrate mode for emergency purposes during regular classes. In such cases learners are asked to respect the learning environment of their fellow classmates and not answer calls in class.
- Laptops, and other designated electronic equipment will be permitted in the classroom where appropriate and where learning is facilitated through its use. All

use of electronic equipment on Victoria University property and in designated field placement locations will be at the discretion of the module tutor.

Portable electronic communicating devices are not permitted during tests or exams, and must be left at a designated location as instructed by the exam invigilators. Any learner who uses or attempts to use such a device for any purpose shall be asked to submit their paper and leave the test or exam room immediately.

7.2 Student Feedback Opportunities

Students registered for classes at Victoria University will be invited to participate in regularly scheduled student feedback opportunities at some point during or at the completion of each module. This will provide an opportunity for the student to reflect upon the learning process that has taken place over the duration of a particular model. In addition, these events will provide valuable feedback regarding the overall effectiveness of the module delivery, teaching styles, and the ability of the tutor to facilitate the learning. This opportunity is not intended to evoke negativity and criticism, but to generate constructive feedback that can contribute to the ongoing review of program quality and delivery methods. Student feedback will be carried out using standard forms that will be completed anonymously by each individual student so that freedom of expression can be optimized.

7.3 Schedule Changes

Individual class schedules will be provided by module tutors. Because every class is different, it is effective to tailor the pace, workload, and delivery method to the strengths of the class. In a creative learning environment students should expect some variations from this module handbook. Occasional modifications in the class schedule may be necessary to accommodate unforeseen faculty absences or other disruptions in the Victoria University calendar. Whenever possible, necessary class schedule changes will be made in advance and communicated by the tutor prior to the scheduled class time. In extenuating circumstances, a class cancellation may be made by email, and every effort made to contact the student by mobile phone. Please ensure that any changes in your contact information are communicated to your attending faculty and the Registrar's office.

7.4 Student Accountability for Coursework

A number of formative and summative assessments will occur during the time period of an individual module or program. It is the expectation that each student must demonstrate every learning outcome designated in the module handbook. Learning outcomes must be met satisfactorily to the relevant examination board (s) and/or external governing agencies (for example, the Uganda Nurses and Midwifery Council). Expectations for learning outcomes for individual modules will be clearly presented in the module handbooks. Further details regarding the satisfaction of academic requirements can be found in the individual Program Study Guides.

7.4.1 Work Quality

As a student enrolled as a candidate for a degree at Victoria University, the quality of your course work will reflect the competency and care with which you will approach your chosen profession. It also will reflect the quality of work performed by the organization itself, as you will be a representative of the University. It is therefore essential that your course work be submitted in a format that is accurate and appropriate for your field of study, as well as competent in terms of literary and computer skill. We encourage that all course work be carefully proof read and edited by the student for grammatical, spelling and format errors prior to submission. Victoria University adheres to the Standard Harvard Format. Detailed instruction and guidelines will be provided for the student's use to ensure a knowledge and understanding of the expected format.

7.4.2 Participation

Regular attendance and participation in workshop/ seminars activities is essential and will count towards the final mark a student gets. Student performance will be assessed on the basis of the examination, individual coursework and or group work assignments. Assignment topics will be drawn from topics taught in the course of the semester as well as key public issues happening not only in Uganda but also globally.

7.5 Failure to Submit Assessments on Time

All assessments (assignments and assigned coursework) are expected to be submitted

on the due date by 1600 hours (4 pm). Failure to submit coursework on time will result in a loss of grades (20% per business day). All assessments, designated in the module handbook, must be completed in order for the learning objectives to be evaluated. A module grade will not be submitted to the Registrar's office without the receipt of all assigned assessments.

7.6 Punctuality

All students are strongly advised to observe punctuality for all their lessons and examinations. Students who arrive 15 minutes after the start of class, or leave 15 minutes before the class's end time, shall be considered ABSENT, unless prior approval of the teacher/trainer is obtained.

7.7 STUDENT ABSENCE REPORTING REQUIREMENTS RATIONALE

An important part of the University's mission is to prepare students for the world of work. Professional business requirements inform the day to day life of the University. Staff and students are required to be punctual, courteous, committed and proactive with regard to their various learning roles. Students are required to be punctual and to attend all scheduled teaching sessions as failure to observe these requirements has an inevitable and adverse impact upon the teaching and learning process.

Sometimes, however, absences cannot be avoided. Students should note that only a limited number of absences can be condoned, depending upon circumstances.

Academic regulations stipulate a minimum attendance requirement of 80%. Regardless of the 80% requirement, repeated or prolonged absences may result in students not being allowed to take examinations.

Consequently, it is extremely important that students report unavoidable absences in advance, and complete an absence declaration upon their return to study.

7.6.1 Reporting Procedure

1. Phone Registry: an external telephone number in the Registry is dedicated for this purpose. Students should phone 041 772 7019 (00), and Registry staff will advise them what further action they need to take, including what documentation

- they should bring or complete when they return.
2. Registry staff will notify tutors of absences whenever possible but it is advisable for students to contact the relevant tutor(s) whenever possible, preferably by email to explain their absence.
 3. Students should complete an Absence Declaration available at the Registry upon their return.

7.6.2 Absences Related to Medical Circumstances

All students should be registered with a local medical practitioner. In the case of illness causing an absence of five days or more, a medical certificate will be required.

Candidates who are unable to attend an examination or who believe their examination performance to have been significantly affected by illness or adverse circumstances must report in writing to the Registrar's office. Medical or other evidence which is received more than seven days following the end of the examination period will not normally be considered.

Where a candidate requests to defer examinations on medical grounds, the application should be accompanied by a letter from the local doctor addressed to the Registrar fully explaining (in confidence) the nature of the illness and making any relevant comments. The University reserves the right to refer medical letters and/or the candidate concerned to the University Medical Officer at any stage in the process.

7.6.3 Absences Related to the Death of a Close Family Member

Absences of up to a week (to include necessary travel) may be condoned to attend the funeral of a close family member, this being defined as Mother, Father, brother, sister, son or daughter. The student will be required to provide the following information.

ABSENCE DECLARATION	DEATH OF A CLOSE FAMILY
Student name	
Student number	
Programme of study	
Year or level of study	
Name of deceased	
Town or district of domicile of deceased	
Address	
Relationship of deceased to student	

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The University recognizes that students may face family pressure to be absent in order to attend the funerals of people they or their families know but who do not fall into one of the above categories. In such circumstances students should make sure that their families understand the implications of their absence from study. However an absence of up to three days may be condoned at the discretion of the University, depending upon circumstances, including the location of the deceased.

7.6.4 Other absences

ABSENCE DECLARATION FORM	
Reason for the absence (please explain in not more than 100 words)	
Student name	
Student number	
Program of study	
Year or level of study	

8 ACADEMIC MISCONDUCT, INCLUDING UNFAIR PRACTICE, CHEATING AND PLAGIARISM

Students of Victoria University will be offered forms of instruction throughout their studies in many aspects of academic best practice. However, in the interests of fairness and justice, and to protect the vast majority of students who adhere to codes of good academic conduct, there are clear regulations regarding academic misconduct.

Students are expected to adhere to guidelines presented in the Academic Misconduct document. An opportunity will be provided at the beginning of each calendar year for students to review this document with program leaders and/or tutors. All students will be required to sign a declaration form indicating that the student has read, understands and intends to adhere to the guidelines contained in the Academic Misconduct document.

8.1 ACADEMIC MISCONDUCT

- **Definition**

Academic misconduct means an attempt by students to gain an unfair advantage in their assessed work, including assignments and exams. Academic misconduct includes plagiarism, collusion, failure of disclosure, impersonation, and other malpractices.

- **Policy**

Except where otherwise clearly indicated, students shall be assessed on the basis of their own unassisted and unaided work.

Where feasible, coursework will be compared against databanks of existing material in order to check whether there is a degree of *similarity* that might arouse suspicions of academic misconduct. Such a databank may also be used to check whether there are pronounced *differences* in standard or style between two or more pieces of work by the same students sufficient to arouse suspicions of unauthorized assistance or inauthenticity.

Assignments must include full disclosure of the following:

All sources of information used (which should be cited according to normal scholarly conventions)

A full description of any help received in the preparation of the assignment, with full identification of the individual or individuals who provided the assistance

Any money paid in respect of the preparation of the assignments, with a full description of the work paid for.

Failure of disclosure is where students have received help in the preparation of assignments, with or without payment, and without written disclosure of such help.

- **Plagiarism**

This is where students present as if their own the thoughts, ideas, data, or writings of others. It includes presenting extracts from books, articles, theses, or other hard copies, or items from the internet or other electronic communications, or other published or unpublished works, without the use of quotation marks and/or acknowledgement of the source material. It also includes the incorporation of very closely paraphrased sentences or whole paragraphs without due acknowledgment.

- **Collusion**

This is where material is copied from the work of other students, with or without permission. Students who assist in the collusion are just as guilty as those who attempt to benefit from it.

- **Impersonation**

Impersonation is where students place their name against work which is not their own, or sit examinations on behalf of other students.

- **Initial Checks**

Where a tutor, course leader or Dean does not believe that work submitted could be the students' own unaided products, short tests may be set on the instruction of the Dean or Director where the students will be required to show command of the relevant knowledge or skills under controlled circumstances. The results of such test may form part of the evidence in such cases.

8.2 ACADEMIC MISCONDUCT IN RESPECT OF EXAMINATIONS AND ASSIGNMENTS

8.2.1 Misconduct in Relation to Coursework

It shall be an offence for a student to avail to another student his/her prepared coursework with a view to assisting the latter to do his/her coursework or to negligently expose his/her coursework to another candidate to use.

8.2.2 Penalty

Any student found guilty of the offence above shall be liable to:

- Caution and Cancellation of his/her coursework, or
- Caution and Cancellation of his/her coursework and suspension from his/her studies for a period not exceeding one academic year.

8.3 Fraud in Relation to Coursework

It shall be an offence for a student to:

- Submit coursework not prepared by him/her.
- Substantially plagiarise the work of any other person.

- Solicit/purchase any coursework from any other person.
- Falsify marks awarded on a coursework script.

8.3.1 Penalty

Any student found guilty of involvement in fraudulent conduct related to coursework as set out above, shall be liable to:

- Caution and Cancellation of his/her coursework, or
- Cancellation of his/her coursework and suspension from his/her studies for a period not exceeding one academic year, or
- Cancellation of his/her coursework and dismissal from the University.

8.4 Malpractices in the Conduct of Examinations

It shall be an offence for a student involved in an examination/test to:

1. Sit or attempt to sit the examination without valid documentation.
2. Enter the examination room later than half an hour after the examination/test has commenced.
3. Leave the examination room earlier than half an hour after the examination has commenced except in emergencies with the express permission of the Invigilator.
4. Carry out a conversation or any other communication with another student/candidate once the examination has commenced.
5. Indulge in any disruptive conduct including, but not limited to, shouting, assault of another student, using abusive and /or threatening language, destruction of university property or the property of another student.
6. Take out of the examination room answer booklet(s), used or unused.
7. Neglect, omit or in any other way fail to follow lawful instructions or orders issued by the Invigilator.
8. Physically assault or insult an Invigilator or any University Official involved in the conduct of the examination.

8.4.1 Penalty

Any student found guilty of contravening rules, shall be liable to:

- Caution and Cancellation of the relevant examination, or
- Cancellation of the relevant examination and suspension from the University for a period not exceeding two years, or

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- Cancellation of the relevant examination and dismissal from the University.
- A student who contravenes rule 5 above shall be liable to a fine as well as any penalty specified.
- Any student found guilty of contravening rule 8 above by physically assaulting an Invigilator or a University Official shall be dismissed from the University.

8.5 Cheating in an Examination

It shall be an offence for any student involved in an examination to:

- Take into the examination room, in person or by agent, unauthorized materials including, but not limited to, plain papers, condensed 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.
- Copy from any other student.
- Involve oneself in plagiarism, that is:
 - Pass off the words or ideas of someone else as his/her own without proper acknowledgement or crediting the original source.
 - Replicate one's own work which one has presented elsewhere for assessment.
- Aid and/ or abet another student to copy from a script/ book of another person.
- Exchange answers with another student in or outside the examination room.
- Collaborate with another student in the examination room to use telephone discussions and share material including calculators and other electronic equipment.

8.5.1 Penalty

Any student found guilty of cheating in examinations as defined above shall be liable to:

- Caution and Cancellation of the relevant examination, or
- Cancellation of the relevant examination and suspension from the University for a period not exceeding two years, or
- Cancellation of the relevant examinations and dismissal from the University.
- Where several paragraphs or ideas have been plagiarized the student shall be warned and awarded zero for the submitted work.

8.6 Fraud in Examinations

It shall be an offence for a student involved in an examination to:

1. Import into the examination room, in person or by agent, a pre-prepared answer

- script/booklet.
2. Substitute an answer script/booklet prepared outside the examination room/hall for the one already submitted to the Invigilator/ Examiner.
 3. Falsify or alter marks awarded on an examination script/book
 4. Impersonate another student/candidate.
 5. Procure or induce another person to sit for him/her.
 6. Utter false documents in relation to eligibility to sit University exams
 7. Sit or attempt to sit an examination without authority.
 8. Deliver to the Examiner's office or residence an examination script/booklet outside the scheduled time for delivery without due authority.
 9. Fraudulently receive examination papers/questions which have been illegally procured or made available.
 10. Fraudulently access or attempt to access examination questions before the examination is due.
 11. Pay or induce another person to illegally procure or make available examination questions/papers.

8.6.1 Penalty

Any student found guilty of fraudulent conduct as defined above shall be liable to:

- Cancellation of the relevant examination and suspension from the University for a period not exceeding two academic years, or
- Cancellation of the relevant examinations and dismissal from the University.

8.7 STUDENT REPRESENTATION

Third party representation of students is not permitted in any part of the Academic misconduct proceedings.

9 STUDENT SUPPORT SERVICES

It is the intention of Victoria University to facilitate a teaching and learning environment that encourages personal and professional growth in an environment that embraces cultural diversities and individuality. It is understood that students come from a variety of socioeconomic backgrounds and carry many roles and responsibilities besides that of being a student. Although Victoria University does value individual student accountability for his/her academic load we do recognize that additional support services are necessary at certain times especially when trying to combine studies with family responsibilities.

In addition to professional counseling services the university provides, a personal tutor will be designated for each student to provide additional guidance and possible referral to necessary community support services.

9.1 Personal Tutors

Every student registered at Victoria University will be assigned a personal tutor at the beginning of term. This will be a member of academic staff who will oversee your development at university and provide pastoral care – please note tutors **do not** provide academic coaching.

Students should notify their tutor at the earliest opportunity if there are any major changes in their circumstances which may affect their studies.

Your tutor is there to give you general help and guidance and to provide support and advice if you have any problems. Whether these problems are academic, domestic or private, if you are unsure what to do about them, your tutor should be able to help or put you in contact with someone who may be able to help.

The tutorial system is the University's principal means of trying to ensure that every student has at least one member of academic staff to turn to for help and advice on a personal basis. The relationship between a tutor and a tutee is confidential. Students can talk freely to their tutors and a tutee's confidence will be respected. Information will not be divulged to other colleagues or agencies without a tutee's permission.

However, depending upon the nature of the problem, the tutor may suggest that the student seek counselling advice: this will be coordinated by the Deans, or Head of Student Services.

10 GENERAL POLICIES AND FACILITIES MANAGEMENT

10.1 House-keeping Rules

- Students will be able to access the Victoria University Jinja Road Campus between 08:00am to 17:00 pm on Monday to Friday. The Building will be locked at 19:30 pm. The building will also be accessible on Saturdays between 09:00 and 14:00 for library purposes. *Please ensure that you have removed all of your necessary articles and books prior to closing time.*
- The building has a no smoking policy. Smoking inside the building is absolutely prohibited. Students wishing to smoke should leave the University property during their designated breaks.
- Students are not permitted to move with food and/or drink in the lecturer rooms, tutorial rooms, and library and lab areas.
- Students are asked to demonstrate respect for public washrooms and commit to cleanliness and the use of designated receptacles for waste materials.
- Students are to refrain from making unnecessary noise in vicinity of classes that are in session.
- It is expected that University property (facilities and equipment) will be respected and proper care will be taken by all students and members of staff to ensure the value and safe use.
 - Switching the on/off screen in the students' lounge is not permitted due to the potential damage of the equipment.
- **Appropriate dress for class and practical/lab settings:**

Clothing should provide appropriate coverage and be comfortable for academic activities. It is important that all members of the student body and staff recognize that it is our endeavour to create and maintain a campus environment that optimizes the teaching and learning experience for

everyone. Therefore, it is essential that all individuals take responsibility for personal hygiene, demeanour and personal appearance, as appropriate to the business environment.

10.2 Student Parking

Students are permitted to park only in the designated area(s). This pertains to both vehicles and motorbikes. Victoria University is not responsible for damage to parked vehicles (parking at owner's risk) or loss of valuables left in the vehicles. Overnight parking is not permitted.

10.3 Reporting of Damaged or Unsafe Property and Equipment

All students and staff are asked to report damaged and unsafe equipment or property conditions as soon as they are identified. Reports can be made to the Facilities Manager at ataho@vu.ac.au or by telephone (04177277021). Please remember that it is everyone's responsibility to create and maintain a safe campus environment.

10.4 Fire Prevention and Procedure

Evacuation of buildings

- If you see a fire you should *sound the alarm*
- You should also *call the fire brigade* – the number is displayed on each floor
- All staff and students are personally responsible for encouraging evacuation of a building if the fire alarm sounds
- ALL STAFF AND STUDENTS MUST LEAVE ANY BUILDING WHENEVER A FIRE ALARM SOUNDS
- YOU ARE RESPONSIBLE FOR FAMILIARISING YOURSELF WITH THE PROCEDURES
- You must obey any instruction to evacuate a building when an alarm sounds
- NO PERSON, WHETHER STAFF OR STUDENT, MAY RE-ENTER AN EVACUATED BUILDING UNTIL THE FIRE BRIGADE OR THE MEMBER OF STAFF ATTENDING WITH THE AUTHORITY TO SILENCE THE ALARM GIVES EXPRESS PERMISSION

This policy statement is intended to ensure that buildings are evacuated in the case of fire or other emergency and to prevent injury or loss of life.

Fire prevention Measures

- You must ensure that fire exits are kept clear
- You must ensure that fire doors are not propped open; these prevent the spread of smoke and fire
- **DO NOT TAMPER WITH FIRE APPLIANCES**
- **DO NOT SET OFF FALSE ALARMS** (This may constitute a criminal offence)

Even the most mundane activity can involve risk of fire. The responsibility for the safety of oneself, and others, also rests with all students and employees of the University.

10.5 First Aid

A first aid kit is accessible by all faculty and staff members. The First Aid kit is located on the 3rd Floor in Nursing Skills Laboratory.

10.6 Medical Care

Students requiring medical care and emergency services are advised to seek medical attention through a local health care provider as advised by the University.

11. COMPUTERS USAGE: RULES AND REGULATIONS

11.1 General

All computer users (staff, students, and others) are expected to be responsible for their own behaviour on the computer system, including the Internet, just as they are anywhere else in the university. Users are reminded that their actions can represent the entire university community. This includes materials they choose to access, language they use, ideas they express, and other actions which they take.

11.2 Uncertainty

If you are unsure of what to do, for instance in the case of an error message, a web site offer, a strange e-mail, a hardware malfunction, etc., please request further guidance from the IT Administrator. It is advisable to wait and seek direction than to take an action which will endanger yourself, the computer, or the network.

11.3 Administrative

- **Managing Noise:** So that everyone can concentrate, noise must be kept to a minimum. Please do not let your phone ring, have conversations, or listen to music without headphones in the lab.
- **There will be no open access during scheduled class times:** Students are not permitted in the computer lab during scheduled class times. On occasion when a designated class is taking place in the computer lab, students not registered for that class will not be permitted in the lab.
- **Air Conditioning:** Because the computer lab is air conditioned, the door and windows must be kept closed. This is also to prevent insects which can damage the computers.
- **Equal Access:** Often there are not enough computers for the number of people who want to use them (more users than computers). In order to ensure that everyone has some opportunity to use the computers, please limit computer use to one hour, if there are people waiting. Please be respectful of your fellow students and help ensure that everyone has a fair chance to use the computers. If no one is waiting, you may use the computer for more than one hour.
- **Broken Equipment:** Do *not* try to repair equipment yourself. If you encounter problems with equipment, you should report this to an IT Administrator by email or by telephone at 041 772 7009.
- Smoking, drinking, and eating are not permitted in the lab. These activities can lead to damage to the equipment and attract insects or rodents.
- Please endeavour to keep the lab neat and tidy, using the designated rubbish bins.
- Restore equipment and furniture to its proper place after use.
- Please note that pets are not permitted in the computer lab at anytime.

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11.4 Inappropriate Content

Controversial content (e.g. pornography) is not appropriate in an academic setting and must not be accessed or viewed on university premises. Users should expect that their browsing history will be recorded, and might be examined by system administrators. For more details, see the sections below on Web and E-Mail Usage. Contravention of this rule will be regarded as a disciplinary offence.

11.5 Account Usage

- Each user must use his/her own account. Accounts are not to be shared. This will ensure personal accountability and security. Remember to log out of your account when you have completed your tasks.
- Please store all your documents in your respective folders as instructed to you by the IT Administrator. Any file stored elsewhere on the computer will be lost after the computer is rebooted.
- Users should not access other people's files unless permission has been given by the file's owner.
- Programs (e.g. Yahoo Chat, Skype, Google Talk, etc.) may NOT be downloaded and installed from the internet. If you are unsure whether a web page is downloading a program, please ask an IT administrator. This is for security and uniform lab maintenance.
- Personal program files may NOT be installed. This is for licensing and security reasons.
- Personal work files, such as documents, may be brought into the lab, but must be scanned for viruses prior to use, to prevent system infection. Ask the IT administrator for further directions regarding these activities. Failure to observe this regulation will be regarded as a disciplinary offence.
- Hacking (attempting to gain unauthorized access to secured content, violate system policies and/or permissions, virus creation or propagation, etc.) is prohibited, and may lead to expulsion of the guilty person.

11.6 Web Browsing

- Students using internet browsers to access the World Wide Web are expected to avoid offensive materials. Should any user encounter any such material accidentally, they should report the circumstances immediately to an IT administrator.
 - Users should expect that their browsing history will be recorded, and might be examined by system administrators.
- Handwritten signature: Hoot*
- Handwritten signature: unks*

- Users should note that the internet is available to many individuals. It is expected that student and staff of Victoria University will make every effort to avoid scam and otherwise illegal or immoral activities on the internet. Take due caution with of information on the internet that looks suspicious, and report accordingly to the IT supervisor.

11.7 E-mail Usage

- Computer users should realize that, in their online communications, their actions may be interpreted to represent the university community. Therefore, users should not to use any rude language, or communicate any offensive ideas.
- Users should again note that the internet is available to all kinds of people, and there are many scams and otherwise illegal activity perpetrated through e-mail. E-mail from unknown persons should be received very cautiously. You are cautioned against giving out your personal information (such as name, phone, address, etc.).
- It is forbidden to forward chain letters/e-mails. These are defined as any e-mail which states that it should be forwarded to others. These especially include warnings of viruses, worms, security warnings, etc. Such warnings will be sent by system administrators only.

11.8 Rules and Updates

These rules may be updated from time to time. You will be notified of where to find the updates. Users are responsible for being familiar with all rules.

11.9 Common Sense

Again, you are responsible for your own behaviour on the computer system. The above rules are not exhaustive, and even if a particular action is not listed above as prohibited, you must use your common sense - if it will reflect poorly on you or the university, if it will disturb others, or if it might damage computers or the network, **do not do it**.

Violation of any of the above rules *may be cause for*:

- ejection from the lab
- suspension of computer privileges
- reporting to the university administration
- monetary reimbursement for damages

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12 OBSERVED PUBLIC HOLIDAYS

Victoria University will be closed on the following dates to observe national public holidays. No classes, tutorials or practicum activities will be scheduled for students on these days.

Holiday
New Year's Day
Liberation Day
International Women's Day
Good Friday
Easter Monday
Labour Day
Martyrs' Day
National Heroes' Day
Eid al-Fitr (End of Ramadan)*
Independence Day
Eid al-Adha (Feast of the Sacrifice)*
Christmas Day
Boxing Day

* Muslim festivals are timed according to local sightings of various phases of the moon.

GLOSSARIES OF TERMS OF REFERENCE

Academic Year: this refers to the annual cycle of academic provision, typically starting in August/September, ending around June and January/February ending in December. Usually the academic year incorporates vacation periods at Christmas and Easter.

Contact Hours: traditionally referred to as the time that lecturers stood in front of a class but more modern approaches now recognize a range of activities that, collectively, constitute contact hours. The essential characteristic is that during a contact hour period, the student is being actively supported by a tutor: this may take the form of lecture or seminar times but may also include guided learning, electronic support, consultation hours, project work under supervision and so on.

Course: we use the term course to refer to units within a study program that form part of the required sequence of study. Typically these will be shorter than modules and are often divided into parts 1, 2, 3 and so on. Typically, courses will carry a credit factor rating and be recognized by the Uganda NCHE.

Course/Module handbooks: these are issued at the commencement of teaching and provide a guide to study program, assessment requirements and examinations.



Coursework: this is work carried out during the teaching period of a course or module. Coursework can take many forms as it is designed to develop a wide range of skills that cannot be covered in examinations alone. Coursework is assessed and contributes to the overall grade.

Credit Unit: one credit unit represents 15 contact hours of instruction. However, different ratings are given depending upon whether the activity is a lecture, practical work etc. Victoria degrees/diplomas are based on the following premise that 2 hours of practical work equate to 1 hour of formal contact time.

Independent Learning: this refers to the study activities that students are expected to carry out on their own. The system places a strong emphasis on this because students learn better if they are actually applying the knowledge and concepts that they have been exposed to during formal lectures, seminars etc.

Module: we use the term modules to refer to units within a study program that represent full coverage of the topic being studied. However, in practice the terms course and module are often used interchangeably.

Moodle: all modules are supported by the Moodle virtual learning environment (VLE) with at least introductory information available electronically. Tutors will advise what further use, if any, they intend to make of Moodle.

NCHE: the National Council of Higher Education which regulates higher education in Uganda.

Program Specifications: these summarize the entire program and are the basis of accreditation and compliance with NCHE.

Program or Program of Study: essentially this refers to a complete study program leading to an award such as a certificate, diploma or degree.

Student learning commitment: all full-time students should plan on working around 45 hours a week during the term or semester if they expect to meet the demands of the program and achieve grades that are a fair reflection of their ability. This includes both contact hours and independent learning time.

