



# **STUDENTS' HANDBOOK**

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**OFFICE OF THE DEAN OF STUDENTS**

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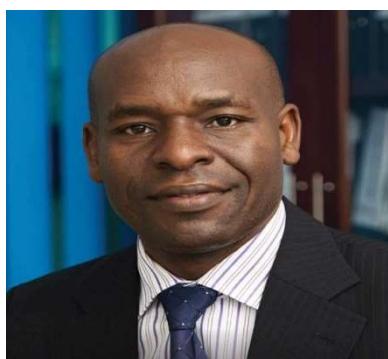
**CAVENDISH UNIVERSITY UGANDA GOVERNANCE AND MANAGEMENT STRUCTURE**



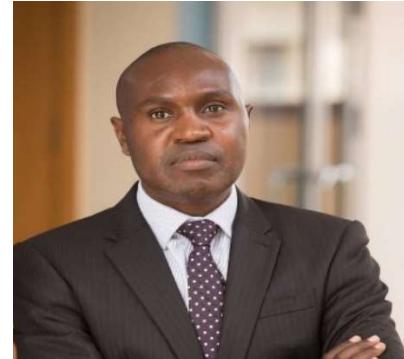
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**CAVENDISH UNIVERSITY UGANDA GOVERNANCE AND MANAGEMENT STRUCTURE CONT'D**



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## MESSAGE FROM THE VICE CHANCELLOR

Dear students,

I welcome all of you very warmly to Cavendish University Uganda. To some of you, this is only a new semester. To others, this is the beginning of a new University life. Whether you are a new student or a continuing one, you will find lots of changes that will require you to learn fast, to adjust your methods of doing things and to adopt new learning styles. The continuing students have a role to play in helping new ones to cope and feel the good life at Cavendish, where success begins.

This University is uniquely student-centred and has adopted several strategies to improve students learning. Your Professors and Lecturers in every course unit will share with you detailed course guides that will show you what you should expect, when and how the learning will be facilitated and evaluated. You will get references to enable you read ahead of the study sessions and equip yourselves to participate actively in learning. We have highly resourced libraries and labs with trained professionals who will be happy to assist you to utilize them. I implore you to utilize these resources and to attend classes regularly because you will only be allowed to sit both continuing and final assessment tests if you have attended at least 75 percent of the classes.

CUU promotes lots of students' activities in order to realize a vibrant student life. These activities will focus on achieving four main objectives:

1. Promotion of students' learning. Activities in this category will include debates, essay competitions, specialized subject clubs such as Computer Science Club and the like.
2. Promotion of talent. Activities in this area will include games and sports, music, dance and drama, acrobatics and other talents that showcase our students' abilities.
3. Promotion of community engagement. Activities here include acts of charity such as visitations to orphanages and prisons, street cleaning, blood donations, etc.
4. Promotion of Pan-Africanism. Apart from knowledge and skills, we want our students to acquire a high level of civilization, sense of unity and duty to unite and develop Africa and the world.

The office of the Dean of Students, will support students who will make initiatives in the areas outlined above. We shall provide friendly, timely and effective student support services to enable all of you to fit within the life at CUU and Kampala city. I welcome you again and wish you an exciting and productive time at CUU. **Success begins at Cavendish University!**

## MESSAGE FROM THE DEAN OF STUDENTS

Dear CUU students:

It is a pleasure and a privilege to welcome you to CUU. This Student Handbook was created to serve as a resource and guidebook for all our students. It is the official resource that defines our expectations for student life and thus a compilation of policies and procedures from the various departments and offices at CUU that allow us to collaboratively work alongside each other, to respectfully respond to conflicts with one another, and to resolve violations of our Code of Student Conduct in ways that emphasize learning and personal accountability.

The Handbook will acquaint you with the rules and regulations of the University and will help you navigate your path towards your Cavendish University Uganda degree! I hope that you will take many opportunities to become familiar with the contents of this publication. It is important for you to know that the responsibility for understanding and following our policies and procedures whether it is the Code of Student Conduct or the requirements for graduation rests entirely with you, the student.

Student Services support the university mission by promoting student engagement to develop skills through educational and social opportunities to contribute within a diverse global society and hence the ability to transform you into **employable, entrepreneurial and ethical people** who are prepared for future leadership and success. I invite and encourage you to participate in diverse activities and organisations available through Student Services as research demonstrates that students who are involved in their collegiate career are more likely to be successful.

Set high standards for yourself, make good choices and take time to reflect on your experiences. If you need assistance, ask for help; we are here to serve you. At CUU we are a community that is student centered and focused on student success. As the Dean of Students, I am here to promote an inclusive environment that is responsive to all students and be your advocate, so please do not hesitate to contact me at [dos@cavendish.ac.ug](mailto:dos@cavendish.ac.ug)

Best wishes for a great academic year. *Success begins at Cavendish University*

## **1. INTRODUCTION AND BACKGROUND**

Cavendish University Uganda (CUU) was granted license to operate as a university by the Uganda National Council for Higher Education (NCHE) in June 2008 under the Universities and Tertiary Institutions Act No. 7 of 2005 sponsored by Maarifa Education Holding (MEH), a company that is focused on investing in African Universities to support their growth. Cavendish University Uganda boasts a population of over 3,500 students with more than 900 having graduated from the institution since its inception.

### **1.1 Faculties and academic units**

Currently CUU has four faculties of:

1. Science and Technology
2. Business & Management
3. Law
4. Socio-Economic Sciences

There is a school of Post Graduate Studies and Research, which coordinates all postgraduate education at CUU. The courses offered by the school meet international standards and speak to the needs of industry and society.

Cavendish University Uganda offers Higher Education Certificate (Foundation) and Diploma programmes, Bachelor and Master degree programmes that endeavour to address societal gaps. The University's teaching methods include face-to-face interactions with students (contact mode) conducted in a blended manner and distance learning. In these modes, learners are offered course guides and teaching schedules ahead of time that include assignments, tutorial questions, detailed case studies, references and study materials.

There is emphasis on participatory learning and thus easy flow of knowledge and skills. With the increasing availability of internet services, the university utilises technology mediated learning where part of the lecture time is spent by the students using the Internet and online resources.

## **1.2 Motto**

*Educare Mundum/ Educate the World*

## **1.3 Slogan**

**Success begins at Cavendish University**

## **1.4 Vision**

A centre of excellence, innovation and transformation

## **1.5 Mission**

To transform and inspire students to reach their full potential in employment, entrepreneurship, and ethical leadership.

## **1.6 Core values**

- Excellence: We set and aspire to high standards of excellence in everything we do.
- Innovative: We innovate, challenge prevailing assumptions, and continuously improve our business and academic operations and services.
- Communication: We have a culture of open, honest, and clear written and oral communication. We listen intently so others can speak and we speak clearly so others can listen.
- Responsibility: We have a culture of personal and institutional accountability and a commitment to good citizenship.
- Integrity: We treasure honesty, transparency, and ethical conduct in all our work, and we have zero tolerance for corruption.
- Respect: We respect each other, value diversity and foster teamwork and collaboration in everything we do.
- Passion: We are passionate about providing our customers with outstanding service.

The above set of core values act as guiding principles to direct behaviour and are a foundation upon which the Cavendish University community conducts itself while performing its duties.

### **1.7 Unique features of CUU that give learners a competitive edge**

- A well-articulated academic model which summarises the philosophy and practice of our teaching and learning and support operations.
- Focus on employability, entrepreneurship and ethical leadership which are clearly expressed in the university mission statement and are a point of reference in the design of curriculum and selection of teaching and learning methods.
- Use of multiple forms of academic support that are designed to cater for the learning styles and needs of each student which include peer-tutoring, published office hours by staff and general academic consultation clinics.
- Excellent in-class facilities with executive furniture, audio-visual gadgets such as projectors and loud speakers alongside boards and flip charts that accommodate dynamic facilitation.
- Use of existing Massive Open Online Courses (MOOCs) to expose our learners to global best practices and resources and to encourage participatory and active learning.
- Blended Distance Learning (BDL) whereby learners who wish to study while working in distant areas are given tablets (hand-held computers) that are loaded with content and weekly quizzes with short assignments that learners answer and submit on a weekly basis.
- Use of technology as a tool for increasing access to high quality education by designing curricula and lessons in a “blended” manner that mixes in-class delivery with technology-based learning; and as much as possible, “flip” the classroom into a place for enhancing understanding, discussions, questions and assessing skills that have mostly been mastered outside of class with the help of technology.
- Ensuring that students graduate with outcomes that include improved critical thinking, writing skills, enhanced speaking skills, enriched presentation skills, useful information technology skills, time-management and good team-working skills, all of which are necessary for employability and entrepreneurship.

## 1.8 Scholarships and discounts

CUU offers scholarships and discounts to enable its potential and current students to find it easy to pay tuition and fees and complete their programmes of study. These include:

- **Academic merit scholarships** given to Ugandan students who scored 12 points and above at A' Level but with a principal pass in every major subject. Students who meet the above requirement are then subjected to an aptitude test and those who pass it are awarded the academic merit scholarship for their entire programme duration.
- **Chancellor's scholarship** awarded to any student joining CUU who has been selected by the Chancellor's office but who also meets the admission requirements of the university. This scholarship is for the entire programme duration.
- **University Advisory Council scholarships** given in honour of every member of the University Advisory Council (UAC) provided the beneficiary is identified by a UAC member and meets admission requirements of the university.
- **Early bird discounts** of 10 percent off tuition fees given to any student who pays full tuition fees in the first week of a semester.
- **Referral discounts** of 10 percent off tuition fees for any new student that is referred to CUU by a continuing student.
- **Sports related scholarships** for students excelling in sports and games.
- **Other specific scholarships**, e.g., Gen. Gabriel Riak Jok Makol, Rt Hon. Rebecca Alitwala Kadaga, H.E Edward Ssekandi, etc. as determined by management from time to time.

## 2. STUDENTS' ADMISSION AND ENROLMENT

Students come from over 40 different countries with some coming from outside Africa. Currently, 55% of the CUU students are non-Ugandan. This comes in with a variety of not only countries but tribes from different states depending on the country. The university is therefore truly international and multi-cultural giving the learners a rare but rich experience that is not usually found in many universities.

## **2.1 The nature and standards of Admission**

Students admitted at CUU have their data captured after filling in the “Student Application Form” containing different sections: a section for bio data; a section labelled “official use” for the university; terms and conditions for admission; terms and conditions of tuition and fees payments for the year of study and a declaration.

## **2.2 Requirements for admission**

There are different modes of admission depending on whether one is joining at Higher Education Certificate (Foundation) level, Diploma level, Bachelor’s Degree level or Postgraduate Degree level.

**a) For Bachelor's Degree admissions**, one must present any of the following requirements:

- i. An Advanced Certificate of Education (e.g., UACE) passed with two principal passes plus at least five passes obtained at the Uganda Certificate of Education (UCE) level or the equivalent. This is called direct entry.
- ii. Tertiary qualifications based on a previously attained Diploma or its equivalent (with at least a credit) obtained from institutions that are accredited by regulatory authorities to offer such qualifications.
- iii. A Higher Education Certificate (University Foundation) programme obtained from a university (with appropriate accreditation) as a bridging course only for those who qualify for it as shown in d) below.
- iv. Having passed Mature-Age entry examinations administered by the universities in Uganda that are accredited to administer the examinations. Mature-age entry examinations are acceptable only for people who are at least 25 years of age and obtained at least 50 percent.
- v. A Degree in an accredited programme from a recognized institution of higher education shall be considered for admission to a field relevant to an applicant's Degree.

**b) For Diploma admissions**, one must satisfy any one of the following requirements:

- i. Having obtained at least one principal pass and two subsidiaries in Uganda Advanced Certificate Examinations (e.g., UACE) at the same sitting and at least five passes at the Uganda Certificate of Education Examinations or equivalent with relevant subjects required for a particular programme.
  - ii. Having obtained a Second-Class Certificate in a University Foundation/ Higher Education Certificate Programme.
  - iii. Having completed a two-year Certificate Programme from a University or Tertiary Institution recognised by regulators which the applicant must have joined on the basis of Ordinary Certificate of Education (e.g., UCE) with at least three passes at the same sitting.
- c) **For Certificate Admissions**, one must have completed Ordinary Certificate of Education (UCE) and obtained at least 3 passes at the same sitting.
- d) **For University Foundation Programme**, one must present any of the following:
- i. Having completed a two-year Certificate either from a university or an accredited Tertiary Institution.
  - ii. Having completed Uganda Advanced Certificate of Education (UACE) and obtained at least two subsidiary passes. At least one of the subsidiary passes shall be from a principal subject. For avoidance of doubt, a holder of UACE with only one principal pass shall be deemed to meet the admission requirements.
  - iii. Students whose foreign secondary school qualifications are not considered equivalent to UACE but permit admission into Higher Education in the foreign country. Such students shall have passed at least five subjects with a minimum overall grade of C (equivalently a Ugandan grade 5). In addition, foreign students whose studies were not conducted in English shall show proof of proficiency in the English Language. The English proficiency centers shall be accredited by NCHE.
  - iv. Qualifications equivalent to Uganda Advanced Certificate of Education (UACE) as shall be determined by the National Council in consultation with the Uganda National Examinations Board.

- e) **For Master Degree admissions**, the minimum requirement is having completed a relevant bachelor degree from a recognized university or other degree awarding institution. They should have met minimum requirements for the attained bachelor degrees.
- f) **For Postgraduate Diploma Admissions:** All holders of bachelor degrees regardless of class are eligible for admission into postgraduate diploma programmes.

Note: All foreign qualifications shall be equated by the Uganda National Examinations Board (UNEB) or the Uganda National Council for Higher Education (UNCHE) as the case maybe.

The cost of equating academic documents will be borne by the students.

- g) **Admission of Occasional Students**

- i. The University may admit into a programme an occasional student who is qualified but unable to enrol for a full programme of study at undergraduate or post graduate level.
- ii. Occasional students may be admitted at the beginning of any semester of the academic year. On registration, such students shall specify the course they wish to attend with the admission counsellors who in turn will inform the respective Deans and Faculty Registrars.
- iii. Studying as an occasional student shall not lead to any award and sitting for examinations is at the discretion of the student. However, the university may issue a result statement showing the course(s) of study undertaken, the respective level and the marks obtained if the student undertook all involved assessment.
- iv. Occasional students may transfer obtained credits to their respective institutions. In case they opt to undertake a full course of study, they will also transfer their credits.
- v. Occasional students shall be required to observe all the University rules and regulations with which they should make themselves familiar as soon as they arrive.

### **2.3 Ineligibility for Admission**

The following category of applicants shall not be admitted:

- a) Any applicant previously discontinued from CUU or any other university as a result of academic malpractice or irregularity shall not be admitted in the University.
- b) Any applicant previously discontinued from CUU or any other university as a result of representation of forged academic documents or cheating to gain admission shall not be admitted in the University. Legal action will be taken against any applicant who presents forged academic documents.

### **2.4 Re-admission**

The following category of applicants may be re-admitted:

- a) Any applicant who was previously a student of CUU but was discontinued on academic grounds may apply for a different programme and may be admitted if s/he satisfies the Admissions Board that s/he is now capable of managing the new programme of interest.
- b) Any applicant who has previously attended CUU or any other university and was discontinued on academic grounds may be admitted into the same programme pursued previously if there is sufficient evidence of further learning that satisfies the University Admissions Board that s/he is capable of further studies.
- c) Any applicant previously discontinued for non-academic forms of indiscipline who convinces the Admissions Board with evidence that h/she underwent effective reform and will not be involved in a similar form of misbehaviour. Such applicants must have spent at least two years from the time of discontinuation from CUU.

### **2.5 Registration**

- a) For a candidate to qualify to be a full student of the University, s/he must be registered.
- b) All students shall register within the first week of the beginning of each semester.

- c) New students shall be required to present their original transcripts, from schools attended, (or issued by the examination boards such as UNEB) copies of certificates and other relevant documents as declared in the application forms.
- d) New students shall register for the courses they have been admitted to. Those who wish to change the programme shall apply to the Academic Registrar, who will approve in consultation with the relevant Faculty Dean. Such application to change the programme shall be done by the second week of commencement of the first academic year.
- e) The names that will be used when registering are those that appear on the student's admission letter of offer, which must be the same names that appear on their O' level, A' level results slip/certificate and/or on Diploma/Degree /transcript /certificate and mature age certificate.
- f) No change of names by students shall be entertained during the course of study, even if the student swears an affidavit. An exception to this shall apply where students have a duly registered and gazetted deed poll.
- g) Any first-year student who will not have registered by the end of the second week of the academic year shall be deemed to have declined the offer of a place at the University.
- h) Any admitted student in the first year of study who for some reason is unable to register by the end of registration period shall formally apply for deferment of his/her admission to the following academic year.
- i) Student's admission will be deferred once and for a maximum of one academic year upon payment of the acceptance fee.
- j) New students are registered by the enrolment officers (Admission Counsellors) on payment of a certain percentage of the tuition and functional fees for the semester as shall be communicated by Management from time to time.
- k) Continuing students are registered by enrolment officers for a new semester on payment of a certain percentage of the tuition and functional fees but will aim to have paid at least 50 percent before sitting for CAT I, 75 percent before sitting CAT II and 100 percent before sitting final examinations.

## 2.6 Exemptions

- a) CUU may admit students who wish to transfer from other accredited institutions. The Academic Registrar will allow the transfer of grades within the framework of the National Council for Higher Education (NCHE) and the relevant professional bodies where they apply. The student must satisfy the admission requirements to CUU.
- b) A student should be transferring from an institution recognized by NCHE.
- c) For avoidance of doubt, nobody shall be exempted more than one academic year of study. Furthermore, students who use their Diplomas to enroll for LLB and BEH will not be given any exemptions, as required by their professional bodies.
- d) No student will be exempted from taking the compulsory and unique course units of the university or practicum/internship.
- e) No student shall be exempted from compulsory University course units.
- f) For masters' level programmes, a student shall not be exempted more than 40% of the course units, which must not include research.
- g) Each student shall pay a non-refundable exemption fee of UGX 150,000 for the whole process of exemption (or as may be determined by University Management from time to time).
- h) All students in possession of foreign academic papers shall first have them equated by the NCHE at their own expense before they can be considered for exemption.

## 2.7 Credit Transfer

- a) At Cavendish University Uganda, credit transfer shall be applied to all modes of learning namely, open and distance learning or conventional delivery systems, and part time as well as full time study programmes.

- b) Credit transfer shall be permitted for programmes and institutions that are accredited by NCHE or any other mandated competent authority.
- c) Students shall be allowed to transfer credits if they meet NCHE and CUU minimum admission requirements.
- d) Transfer and accumulation of credits shall be permitted within a period of five years from when the credits were earned.
- e) A student shall earn up to 60% of credits of CUU. The student shall transfer up to 40% of credits from the previous institution at either bachelors' or masters' level.
- f) Credit transfer shall take place when CUU is satisfied that courses or modules have been completed at the sending institution, are relevant and were passed at a credit level. Transferring students should be aware that a core course at the sending institution may not be necessarily core at CUU.
- g) The credit units that are transferred and accepted by CUU shall be included in calculating the Cumulative Grade Point Average (CGPA) of transferring students.

## **2.8 Study pass for international students**

In addition to the above, international students are required to have obtained a students' study pass. It is illegal for non-Ugandans to stay in this country without formal authorisation by Ugandan immigration authorities. Fortunately, Ugandan immigration authorities do permit students to enter the country and make applications for study passes from within. This is not to be abused as delay to apply for the study pass always attracts a huge fine while failure to apply leads to deportation of the student.

### **Procedures to get a student's pass.**

- i. To apply for a student's pass, visit the Ministry of Internal Affairs website and download the application for students pass form. The form is available on this link:

<http://immigration.go.ug/sites/default/files/forms/doc03202820150514213544.pdf>

- ii. Fill in the downloaded form.
- iii. Pick a letter from the university Academic Registrar to introduce you to the immigration office for easy processing.
- iv. Contact the office of Dean of Students for further information on how to complete the application process.

### **3. TEACHING AND LEARNING**

The teaching and learning philosophy of the University is based on its mission which is to transform and inspire students to reach their full potential in employment, entrepreneurship, and ethical leadership.

#### **3.1 Academic Model**

The Academic model of the University is based on this student-centred teaching and learning philosophy, and demands that lecturers and professors see themselves as facilitators of learning and as experts who strive to link what is taught in class to what happens in the world of work and entrepreneurship as a means of fulfilling the mission of the University.

The curricula are designed in such a way that all learning sessions (weekly or otherwise) are infused with methods, practical projects, problem sets, examples, case studies, assignments, simulations and discussions that are aimed at enhancing the critical thinking, employability and entrepreneurial capacities of our students. The CUU Academic Model emphasises student-centered, transformative learning that is delivered in a blended process whose quality is assured and with methods that suits the students' needs, lifestyles and interests. It is based on six pillars, which are:

- **Student centricity:** ensuring that all students have access to quality learning resources through respectful and effective engagements, and that learning is participatory, active, innovative and practical with a focus on learning outcomes that promote employability and entrepreneurship. All activities – academic and operational – focus on students' learning and social needs.
- **Quality programmes:** ensuring that all academic programmes are accredited, research-led and industry-driven; and are based on global standard educational resources; and that all curricular are competitive, up-to-date and coherent with clear learning outcomes that deliver employability and entrepreneurial skills.

- **Qualified teachers:** Professionals who are not only qualified in their fields but also passionate about and committed to students' learning, have vast professional experience, are critical thinkers, have work ethics, and are capable of deploying multiple methods to facilitate student learning.
- **A learning platform:** one that increases access to quality education, active learning, supports individual and team learning taking advantage of technology and online resources
- **Response to needs:** focusing on both learning and social needs of students, encouraging two-way communication, accommodating remedial actions that support different types of learners such as peer-tutoring, and providing career guidance and counselling to all students.
- **Efficient processes:** ensuring that all academic and operational processes are quick and convenient for both students and faculty and ensuring they are corruption-free. Giving easy option for payment of tuition, tracking class attendance, conducting students' satisfaction and lecturer evaluation surveys etc.

### 3.2 Modes of Study

- **Campus based mode**

The campus-based mode includes those who study daily during the week days and those who study only on weekends. The university may from time to time admit students on evening schedule depending on the students' requests.

For the students under the campus-based mode, class attendance is compulsory and to ensure that this is tracked, daily class attendance registers will be signed at the end or beginning of every lecture. The signed registers will be delivered to the Faculty Assistant Registrar who will forward copies to the Quality Assurance Director.

Learning for students on campus-based mode is conducted through the blended approach where learning is facilitated through a student-centred methodology that utilizes free online resources and interactive pedagogy where learners are

active participants in the learning process. This approach uses learning that mixes technology-mediated instruction with teacher-facilitated instruction.

- **Distance Learning (DL) mode**

The DL mode is for the students who prefer to study on their own away from campus. CUU has a blended DL mode which utilises technology to overcome challenges that are known to affect learners on DL such as loneliness, isolation from consulting with professors and colleagues. The DL students in CUU are given tablets that are loaded with content which they read from home but answer weekly quizzes and short essay questions. They are enrolled onto the CUU DL Platform where they can consult colleagues and the instructors to have all their questions answered. They come to campus to sit for final exams.

### **3.3 Regulations concerning assessment of Learning**

CUU uses two basic forms of learning assessment: i) formative assessment; and ii) summative assessment. Formative assessment is done in form of Continuous Assessment Tests (CATs) whose main aim is to identify special needs and challenges of learners and devise interventions to reinforce learning when it is not too late. CAT I is done week by week assignments on the Learning Platform as may be decided by the Lecturers culminating in one assessment in week eight, while CAT II is done in week 12. Summative assessment is done in form of the final end-of-semester examinations. The following shall apply to students' assessment:

- a) The language of instruction and examination for all examinations, apart from selected programmes will be English.
- b) For a student to be allowed into the final examinations, he/she must have attended at least 75% of all classes in a given course unit and must have sat for and passed the two continuous assessment tests (CATs).

- c) Students who have proof of physical or other difficulties with a written assessment at the time of exams may apply to take oral assessments. The permission to sit for oral exams will be granted by the Academic Registrar basing on the provided support documents.
- d) Lecturers are not obliged to accept course work submitted after the date given, or to grant extensions. Coursework, which is not submitted by the specified date, will be regarded as a late submission and the student will be penalised as may be prescribed by Senate. Students have no automatic right to resubmit assignments or essays or to redo class tests.
- e) Students who do not complete the first two assessment tests during the course of study for valid medical or social reasons, may, with the permission of the Academic Registrar, be allowed to do a special assessment test.
- f) Students who attempt to compromise their academic integrity by cheating in course work, continuous assessment tests or the final examinations will be subjected to disciplinary sanctions, including suspension or immediate expulsion from the University.
- g) Students can only register and take the final examination after doing, handing in, and successfully passing all CATs. In case a candidate enters the examination room and sits for the paper without fulfilling this condition, his/her results in that particular paper; will be declared null and void and the student will be required to repeat the course or module.
- h) Students who do not present themselves for final examinations without informing the Registrar in advance (with support of documentary evidence) shall be considered as having attempted such examination. In such cases, if the Faculty Board of Examiners is satisfied that a student has no justifiable reason for having been absent from a particular examination, such a student shall receive a Fail (F) Grade for the course(s) he/she had not sat the examination in. The course(s) in which the Fail (F) Grade was/were awarded shall also count in the calculation of the CGPA.
- i) Decisions taken by the Academic Registrar in respect of examinations shall be binding. However, a student who feels unsatisfied with the Academic Registrar's decision may appeal to Senate through Chairman of Senate against a decision taken.

- j) Any student who is dissatisfied with grades/marks obtained in a particular subject may be allowed to look at their examination scripts with the permission of the Registrar. The candidate may apply to the Registrar for re-marking through the Dean of the Faculty/School/Institute. An internal examiner shall be appointed by the Faculty Board to re-mark the relevant paper, provided the appointee has had no part in teaching the candidate in the subject or the papers under examination. Request for re-marking must be lodged with the office of the respective Faculty Deans within seven (7) days from the date of release of the provisional examination results. There will be a fee payable by the candidate whose request for re-marking has been granted.
- k) The University shall preserve the candidates' answer scripts for reference purposes for a period of five years.
- l) The University shall not run any supplementary examinations and special examinations shall be given at the discretion of the university and the student will not have a right to be given special examinations. Under the current semester regulations, any student who misses examinations can retake the courses when next offered and shall follow guidelines for retaking courses.

#### **3.4 Other rules and regulations concerning examinations for students**

- a) No students will be allowed to sit any examination unless they prove that they registered for that examination and have cleared with both Finance and Registry departments. Therefore, every student will be required to produce an examination docket obtained after clearance.
- b) Every student has the duty to find out the room and the time allocated to his /her examination. Anyone who fails to do it will bear responsibility.
- c) It is the duty of all students to bring with them the required items such as pens, pencils, calculators (if allowed), or other materials permitted by the exam's office. Students will not be permitted to borrow from each other during examinations.
- d) All students shall be checked before they enter the examination room. Items such as handbags, clipboards, purses, mini-

computers, calculators, cell phones, papers, magazines, cardigans, jackets, lighters, matches, food, drinks and others are not permitted in the examination room.

- e) All students taking the examination shall be seated at least 10 minutes before the commencement of the examination. No candidate will be allowed in the examination room 30 minutes after the commencement of the examination and no candidate shall leave the examination room before 30 minutes to the finishing time. Late candidates will not be allowed extra time.
- f) Students must ensure to clearly write their particulars on every answer booklet. Answer scripts without the student's full particulars will not be marked.
- g) Silence shall be observed throughout the examination period. Students are not permitted to create any disturbance in or near the examination room. Any student who wishes to answer to the call of nature will first obtain permission from the invigilator. Only one candidate will be allowed at a time and only for reasonable time.
- h) Any student who intentionally absents himself/herself from sitting any examination without satisfactory reasons shall be discontinued from the university.
  - i) The invigilator is free to change the sitting arrangement in the examination room if he/she deems it necessary.
  - j) All candidates shall hand in the answer book to the invigilator and sign out. It is an offence to take out of the examination room an answer booklet or part of it.

### 3.5 Other Academic Misconduct and Disciplinary Action

EXAMINATION MISCONDUCT	DISCIPLINARY ACTION
1. Leaving exam hall without permission	Examination will be terminated

2. Rudeness / threat to Invigilator	Cancellation of Result
3. Disturbance / Disruption of the examination	Cancellation of Result
4. Cheating	Cancellation of Result
5. Written work and assignments not conforming to CUU standards	Resubmission
6. Late submission of dissertation after deadline	Loss of five marks and payment of late submission fee
7. Plagiarism	Cancellation of Result

### 3.6 External Examiners

As a mechanism of ensuring quality in examinations, there will be external examiners. The external examiners shall not have been employees of CUU for the last three years. In the process of marking, external examiners will among other things consider:

- a) Coverage of the course content
- b) Standard of examination
- c) Formulation of questions
- d) Standard of marking by the internal examiner
- e) Students' performance

### 3.7 Pass Mark

The pass mark for undergraduate courses shall be 50% while for postgraduate courses shall be 60%. The first two assessment exercises shall contribute 30% of the course mark (and 40% for Masters) and the final assessment exercise shall

contribute 70% (60% for Masters) of the course mark. In some programmes, the coursework and examination contribution to final grade shall be 50:50. Both course work and final assessment must be passed in order to pass a course.

### **3.8 Compensation**

The principle of compensation shall apply only in one subject where the range is between 48%-49%. A student who is a borderline case 48%-49% in not more than **one** course will have attendance and general participation in courses and class work taken into consideration. The mark on the transcript will read 50% subject to the approval of Senate.

### **3.9 Special Examinations**

- a) Candidates who may fail to do final examinations due to medical reasons or extraordinary circumstances (accepted by Academic Registrar) may be allowed to sit special examinations with approval of Senate.
- b) Special examinations will be treated as first sitting and graded as such.

### **3.10 Retaking a Course**

- a) A student who fails a course shall be allowed to take it again when next offered. A student shall be allowed two more attempts to sit and pass that course when it is next offered.
- b) While retaking a course/course, a student shall:
  - i. Attend all the prescribed lectures/tutorials/practical/fieldwork in the course or courses.
  - ii. Satisfy all the requirements for the Coursework component in the course/courses; and,
  - iii. Sit the University examination in the course/courses.
- c) A candidate shall not be allowed to carry forward five (5) or more accumulated failed courses at any one time.

- d) Marks obtained after repeating a course shall appear on the transcript with RT to show that such a mark was obtained after repeating a course.

### **3.11 Discontinuation**

- a) If a candidate fails a course s/he is repeating for the third time such a candidate will be suspended for one academic year to first get organised. He or she will come back and repeat the course.
- b) A student in the final year of study who has been discontinued (in reference to sections a) and b) above on academic grounds shall be given a partial transcript.
- c) A student who has over stayed on an academic programme for more than 2 years without justification shall be discontinued from the University.

### **3.12 Dissertations and Research Projects**

- a) Students are required to submit a research paper in partial fulfilment of the requirements for their course programme except in circumstances where the need does not arise as advised by the relevant Faculty.
- b) The School of Postgraduate Studies shall issue guidelines on the system of referencing.
- c) All students are expected to follow the general rules of academic honesty. Essays and research papers should be the work of each individual. Any form of dishonesty, cheating, or plagiarism is a serious violation of the norms of academic honesty, and will lead to cancellation of the work.
- d) All written work and assignments submitted must conform to CUU standards. Work which contains many spelling or grammatical mistakes or is badly written or presented, shall normally be resubmitted for assessment.
- e) If a student is not able to meet the set deadline for handing in a dissertation, then s/he will lose five marks and a late submission fee will be charged.

- f) Research projects shall be marked by the supervisor, internal and external examiner.
- g) The Research Project is a full subject to be marked out of 100%.
- h) If the submitted work does not satisfy the examiner or where a student attempts to write the dissertation and does not successfully complete due to other factors, s/he shall not qualify for the award.
- i) In the event that a student is not able to complete a Master's programme due to his/her inability to write the dissertation, then s/he can be awarded a diploma in that same programme. Such students should apply to the Academic Registrar for a change of status (from Master's to a Postgraduate Diploma) through the Head of the Department.

#### **4. POLICIES AND REGULATIONS RELATING TO GENERAL STUDENTS' CONDUCT**

These rules do not exclude the enforcements of the Ugandan Laws. All university stake holders have an obligation to bring to the notice of the authorities any unfriendly mannerisms affecting the students' expected code of conduct and society's etiquette that may come to their notice, which is likely to breed disorderliness within the university or in the community where CUU is answerable.

##### **4.1 Student Cleanliness, Decency, Etiquette and Discipline, Use of deadly weapons.**

- a) Blasphemy, swearing, cursing, use of vulgar or abusive language shall constitute an offence punishable by Warning, Rustication or Expulsion depending on the gravity of the infraction.
- b) Any student who gives false testimony against another person or university shall be guilty of an offense.
- c) Any student who incites others to riot or breach the peace of the university or community around it shall be guilty of an offence.
- d) No student shall litter, deface, cause damage to or loss of the university property or neighbouring environment or behave in a manner which may damage the good name and image of the university.

- e) Insubordination by any student or refusal to obey the legal instructions of a person in authority at the university shall be guilty of an offence.
- f) Any student or group of students who shall engage in the following will be guilty of an offence and will be handled according to university rules and the Laws of Uganda:
  - i. Mounting roadblocks on and in any part of the university i.e., study centres, campus and public roads.
  - ii. Publishing, disseminating or circulating any false or fabricated information of any sort about the university.
  - iii. Disobeying, obstructing or interfering with any university activity or authority.
  - iv. Issuing, posting, printing of any circular either anonymously or with author's names on notice boards without permission, name and signature of the Dean of Students.
- g) All demonstrations and protests of any kind in and outside the campus shall be held only in accordance with the Laws of Uganda.
- h) Students who are found dealing, transacting, drinking, inhaling and using any form of drugs such as tobacco or other substances in **excess** to distract the peace shall be guilty of an offense and face disciplinary action.
- i) Any student who commits a crime will be dealt with in accordance with the Laws of the Republic of Uganda. Further disciplinary measures will be taken by the university.

#### **4.2 List of Offences and Misconduct with Disciplinary Actions**

<b>OFFENCES/ MISCONDUCT</b>	<b>DISCIPLINARY ACTION</b>
1. Littering / defacement/ Damage to / Loss of University property	Replacement, Suspension, Expulsion or Rustication
2. Insubordination by any student or refusal to obey the legal	Warning, Suspension, Rustication or Expulsion

instructions of persons in authority in the University	
3. Incitement / Engaging in a riot or breach of peace	Suspension, Expulsion or Rustication
4. False testimony	Suspension for a period as may be determined
5. Assault (Verbal or Physical)	Rustication or Expulsion
6. Pornography, taking and posting of nude photos, indecent exposure or unauthorised access to the privacy of another person	Expulsion or Rustication
7. Cybercrime, indecent use of internet for pornography, terrorism, hacking, etc.	Expulsion or Rustication
8. False Claims and Forgery	Expulsion or Rustication
9. Smoking, Drug/alcohol use, possession and/or trafficking	Expulsion or Rustication
10. Engaging in acts of sexual immorality including sexual harassment of other students, sodomy, defilement, rape, making unwanted sexual advances	Expulsion or Rustication
11. Any other act or omission that is a criminal offence in line with the Laws of Uganda	Suspension, Expulsion or Rustication

#### 4.3 Academic integrity and discipline

All students are expected to uphold academic integrity lack of which constitutes a punishable offence. The sanctions for academic dishonesty will range from cancellation of marks to suspension or even expulsion from the university depending on the judgement of the Academic Irregularities Committee. Academic dishonesty may take a number of forms including, but not limited to, the following:

- a) **Cheating:** Using or attempting to use unauthorized assistance, information, study materials or another person in any academic exercise, assessment and examinations.
- b) **Fabrication:** falsification or invention of any information or citation in an academic exercise.
- c) **Facilitating Academic Dishonesty:** Knowingly helping or attempting to help another person to engage in acts of academic dishonesty or violation of academic integrity.
- d) **Plagiarism:** Representing the words, research findings or ideas of another person as your own in any academic exercise or activity (Impersonation).

#### **4.4 Sexual abuse / immorality; pornography, gambling or substance abuse**

- a) Students are not permitted to engage in acts of sexual immorality including sexual harassment of other students, sodomy, making unwanted sexual advances towards others such as touching, hugging or kissing.
- b) Any student accused and convicted of rape, defilement and similar sexual offences shall be automatically expelled from the university.
- c) Any student accused and convicted of taking and posting nude photos, indecent exposure or unauthorised access to the privacy of another student or member of staff will be guilty of an offence and will face disciplinary action including possible discontinuation from the university.

#### **4.5 Policies concerning finances and payments**

- a) Payments of all university dues shall be through the University Bank Accounts.

- b) Bank drafts can be received by the University Cashiers.
- c) A student who is a debtor to the university, may NOT be allowed to sit his or her examinations or proceed with further studies and will not receive his/her Academic Transcripts nor a University Degree Award if s/he was permitted to sit for exams.
- d) A student is a debtor to the university if she/he has not paid partly fees for registration, tuition and other university fees.
- e) Guild funds shall be budgeted for, used and accounted for according to the financial policy of the university.
- f) No student is allowed to run a money lending business in and outside campus.
- g) Hiring and payments of university employees during that employees' working hours is prohibited.
- h) It shall be an offence to give or demand a **BRIBE** or attempt to influence university officials for favors on service related to their official work. University employees are facilitated by the university, not students, for the work they carry out.
- i) Any student unable to do exams due to non-payment of tuition shall inform and apply for a dead semester or year to the office of the Academic Registrar (AR) and Director Finance, respectively Two (2) weeks before exams. This should be done through and in consultation with your Program Coordinator and Faculty Dean.
- j) Students are expected to observe all deadlines of tuition payments, and to take note of the available discounts for early payments and student referrals.

#### **4.6 Procedure for Resolution of Student Complaints/Grievances**

- a) The university has in place guidelines on the mechanism for resolving non- academic student complaints/grievances relating to its operations, staff and students.
- b) The Quality Assurance Director provides leadership in the handling of student complaints at the university.

- c) The Quality Assurance Director will consider complaints which arise from students, investigate them as far as possible, determine whether the university has acted fairly and reasonably and ensure matters are dealt with in a consistent and procedurally fair manner.
- d) The Quality Assurance Director is not a decision-maker, but may make recommendations to the responsible officer of the University's Management to resolve a complaint or to address systemic issues.
- e) The procedure for managing student grievances shall follow the order below:
  - (i) For minor matters, the aggrieved party shall attempt to address the grievance informally through discussions between the aggrieved and aggressor.
  - (ii) If this process is likely to escalate the grievance, the student is urged to make a formal complaint to a staff member with whom they feel comfortable. If the staff member cannot immediately resolve the matter, the staff member shall immediately direct the matter for resolution to the appropriate entity within the university. This entity shall be discussed with the student to obtain their permission for this course of action prior to pursuing this option. The responsible entity must provide the student with a proposed course of action and a timeline for resolution.
  - (iii) If the proposed resolution is not adequate in the view of the student, or the time period lapses wherein a resolution should have been obtained, the student is expected to follow up with the responsible entity. If the student does not receive an appropriate or adequate solution within the stipulated time frame, they may opt to escalate the matter to the Quality Assurance Director of the university.
  - (iv) The Quality Assurance Director must escalate the matter to the University Students' Disciplinary Committee. This entity will provide a written commitment to the student detailing the proposed steps to be taken in pursuit of a resolution, and a timeframe for doing so.
  - (v) The University Students' Disciplinary Committee shall comprise five members including the Chairperson who shall be appointed by the Deputy Vice Chancellor (Academic Affairs). The Secretary of the Committee shall be the Dean of Students.

## 5. MISCELLANEOUS PROVISIONS

### 5.1 Correspondences

- a) All the students' functions involving senior government officials and other dignitaries must be organised after consulting with and getting clearance from the Dean of Students (DOS), Deputy Vice Chancellor (DVC) and either the Vice Chancellor (VC) or Executive Director (ED).
- b) Any official correspondences by students (and staff) to government officials or diplomatic staff and other organisations within and outside Uganda shall be channeled through the above offices.

### 5.2 Identity Cards

- a) Each student **MUST** have a university ID obtained from the IT department on direction by the Academic Registrar's office.
- b) Any student who loses an Identity card must report immediately to Dean of Students' (DOS) office and the police in writing as criminals may place it on a scene of crime to mislead investigations.
- c) A new ID may be issued after payment of the fees as shall be decided by the University Management from time to time. Presently the fees is UGX 20,000 (twenty thousand Uganda shillings only) for Ugandan Students or USD 10 (ten United States dollars only) for International students, and fines for replacement shall be determined by the university.
- d) Students who have completed their study and wish to clear from the office of DOS should present photocopies of their ID and results statement plus any other relevant documents.

### 5.3 Religion and worship; cultural associations and students' clubs

- a) CUU is not affiliated to any specific religious faith. However, the university is God-fearing and recognises all religions that are acceptable in Uganda. CUU has a Muslim prayer area at campus to cater for the Muslims and different Christian fellowships have been allocated rooms for *Lunch hour fellowships*.

- b) All CUU students' cultural associations, academic clubs and national groupings have to be registered with DOS's office through the Guild office at **NO COST/FEE**. Unregistered associations and groupings will not be allowed in the university.

#### **5.4 Games and Sports**

- a) The university partners with the neighboring community in organising activities for the youth. There is an active youth center near the university known as **Sharing Youth Center**; this gives opportunities for informal social, recreational activities for the youth, and this is a warm and supportive community.
- b) The Dean of Students (DOS), the coordinator in charge of games and sports, students' guild minister of sports and game along with top management will give advice on opportunities to students for recreation activities regularly.

#### **5.5 Student accommodation**

- a) The university does not operate students' hostels. However, the office of the Dean of Students has identified decent, secure and hygienic premises for students within and around Nsambya, Kabalagala, Kansanga, Muyenga and can offer advice to the students.
- b) The office of the Dean of Students should be informed by the students of where they are renting accommodation if they got it on their own. This is important for the DOS to ascertain the security and hygiene of the premises and give advice to the students. Any challenges encountered by such students with their landlords should be reported and discussed with the DOS and students Guild President.

#### **5.6 Medical matters**

- a) Every first year, first semester student is required to hand in a filled medical form completed by a recognized health unit / hospital to the DOS office who will in turn pass it over to the university health service provider / AAR.

- b) A recent sizeable photograph with white background should be attached to the application and medical forms.
- c) Every student pays UGX 30,000 only annually to provide for emergency First Aid services. When a student needs this medical care, they visit the DoS and fill in forms with which they go either to Mukwaya General Hospital or AAR clinics for help. The arrangement only caters for emergency and First Aid services as will be advised by those facilities or the office of the DoS and for the study time whilst on campus.

### **5.7 Library matters**

- a) The university library is set in such a way that each campus has reading rooms that can accommodate students studying from the campus. There is Law Library, Public Health Library, Postgraduate Library and the Main Library.
- b) There are large collections of scholarly books pamphlets, students' researches and dissertations, audio – visual materials and the Muslim religion books.
- c) There are also over 100 user computers in the laboratory section.
- d) Students are advised to adhere to the schedule and rules and regulations and policy of the library.
- e) Through the Procurement Department, students are encouraged to buy more books from our library suppliers and also make the best use of other bookshops and public libraries in the country.

### **5.8 Communication, Internet Cafes and Secretarial bureaus**

- a) There are commercial call booths and telephone companies such as MTN and Airtel with service shop centres that provide communication services to the university students.
- b) Students can purchase phones, phone cards, airtime etcetera from these centres which are located along Ggaba Road. Use of office telephones by students is not allowed.
- c) Secretarial services are also offered to students in the same locality. These services range from typing, printing, scanning, laminating to internet services.

- d) The university provides free Wi-Fi Internet services to all its students while on campus. This is accessible on all university computers and on the students' private computers once they are logged onto the university network system.
- e) Information Technology training is offered as a generic course unit to all university students to enable them acquire skills to use ICT resources for learning purposes. And as part of this training, the university has partnered with Kubicle, a leading online training programme to provide training courses to CUU students in basic computer applications and use.

APPENDICES

## APPENDICES

### A1: ACKNOWLEDGMENT OF THE HANDBOOK

I acknowledge receipt of Cavendish University Uganda Student Handbook containing policies covering academic and non-academic matters. I pledge to adhere to all the policies therein, and to ensure I check the University's website for any updates that might be made during each academic year.

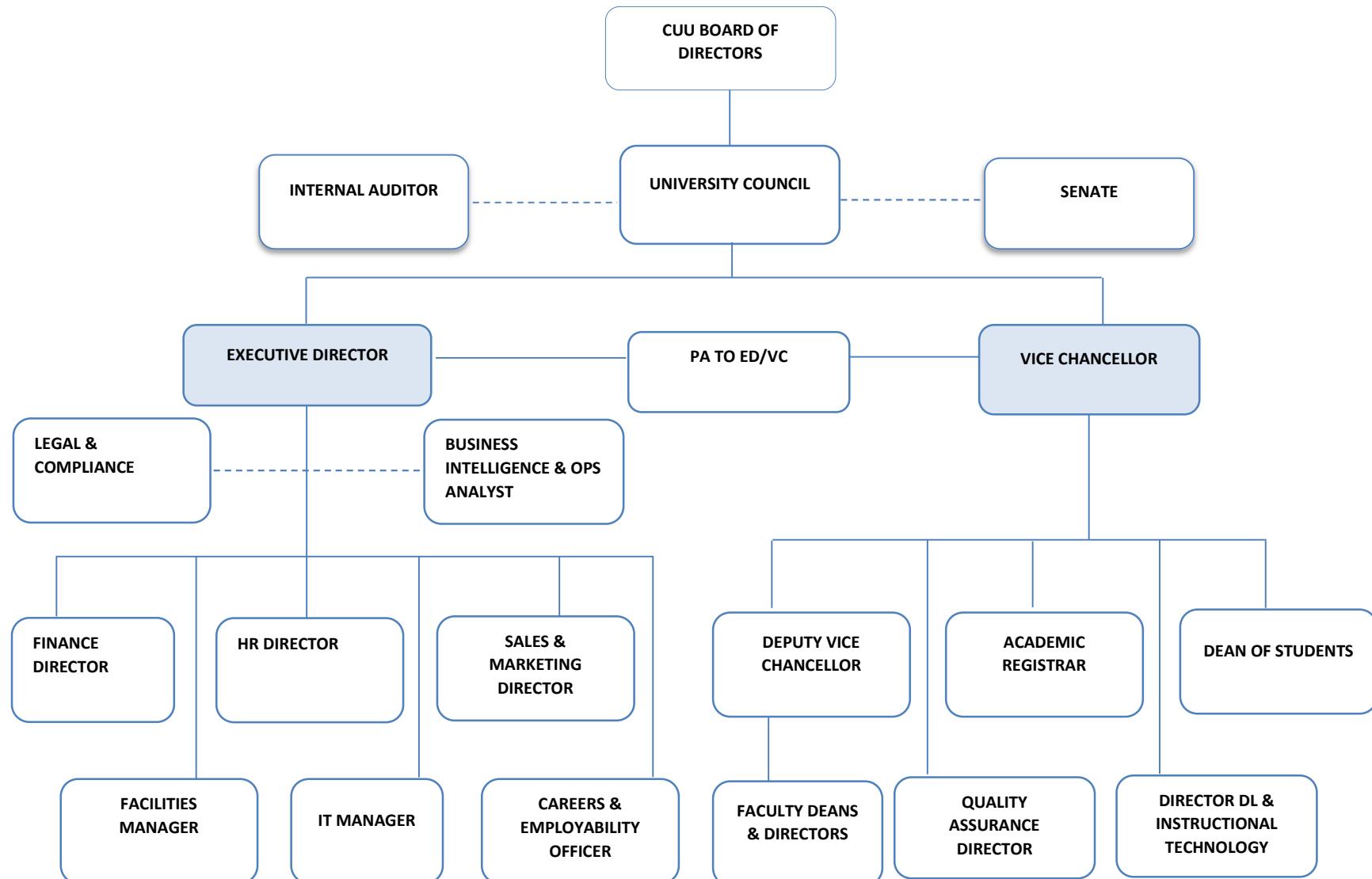
Name: \_\_\_\_\_

Registration Number: \_\_\_\_\_

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

Date: \_\_\_\_\_

## A2: ORGANISATIONAL STRUCTURE



### A3: CAVENDISH UNIVERSITY UGANDA ANTHEM

Oh Cavendish, What a people  
Gathered here to change the world  
To create a brighter future  
Lo we tread that ancient path  
Giving all with pride and passion  
We will raise the banner high  
In this city, in this nation  
We will lead towards the light

Oh Cavendish, Student - centric  
Gallant citizens of this land  
So responsible and resourceful  
Grounded with a global mind  
Let us call our generation  
To uphold our code so high  
In Uganda and in Africa  
Success will be our light