



**UGANDA CHRISTIAN
UNIVERSITY**

A Centre of Excellence in the Heart of Africa

UNDERGRADUATE ACADEMIC REGULATIONS

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1. APPLICATION

UCU offers a number of degree and diploma programmes which are designed to develop a cadre of professionals with integrity, power of critical enquiry, logical thought and independent judgment with a Christian perspective. The programs are offered in three intakes of September, January and May Semesters.

Application is made through filling an application form obtained at a non-refundable application fee from the Deputy Vice-Chancellor for Academic Affairs' office or Bishop Barham University College, Kabale and the Study Centres of Mbale and Arua and from the Diocesan Education offices of the Diocese of Busoga, Soroti and South Rwenzori. You may also download the form from the university website at www.ucu.ac.ug and payment for the form made on submission.

Application forms are property of Uganda Christian University. Under no circumstances will they be returned or forwarded to other institutions of learning.

The application form must be fully filled and the relevant academic documents attached.

The application form must be returned to the admissions office of the university according to the set deadline dates obtained from the admissions office.

2. ADMISSIONS

There are three ways of joining the University.

- i. Direct Entry
- ii. Mature Age/Special Entry
- iii. Diploma Holders Entry

2.1.1 Direct Entry

A candidate shall be deemed eligible for consideration for admission to a first-degree program of the University if the candidate has obtained:

- i. The Uganda Certificate of Education ('O' level) or an equivalent qualification;
- ii. At least two advanced level passes in approved subjects at the same sitting of the Uganda Advanced Certificate of Examination ('A' level) or equivalent.

2.1.2 The Mature Age/Special Entry

Candidates for the Mature Age/Special Entry Scheme must be Ugandan nationals of at least 25 years and have had formal education. Those who are successful, in both the written and the oral examination are then considered for admission.

2.1.3 The Diploma Holders Entry

Candidates must be holders of a relevant diploma, in the desired field of study, from a recognized institution of higher learning.

2.1.4 International Students

International applicants should have qualifications that are recognized for university entry in their respective countries.

If transcripts are not in English, they must be translated, signed and certified as true copies by the academic authorities of the institution of origin.

All prospective international students whose national language is not English must submit evidence of proficiency in the English language, or enroll in a supplementary year program.

All prospective international students who follow the 8.4.4 system of education will enroll in a supplementary year program.

2.2 Admission Process

Students will be selected on a comprehensive evaluation i.e. Academic performance, character, faith, experience, sports etc.

Individual applicant's file is reviewed for completeness:

- i. Short listed applicants are forwarded to the University admissions Board. Each program is given appropriate weight to the factors pertinent to its nature.
- ii. The University Admissions board grants or denies admission and forwards decision to the Deputy Vice-Chancellor Academic Affairs office.
- iii. Short listed applicants may be invited for an interview as determined by the faculty.
- iv. Short listed applicants may be given an entry level test in oral or written form.

2.3 Confirmation of Vacancies

The selection for admission is provisional. It is subject to confirmation with payment of a non-refundable tuition fee deposit at the Bursar's office and presenting a copy of the receipt with the confirmation slip to the academic office, by the set deadlines.

Vacancies for selected applicants including confirmed ones are not ordinarily reserved beyond the registration period.

All correspondence pertaining to admission should be sent to:

Admissions office,

Uganda Christian University,

P.O.BOX 4 Mukono, Uganda

Email: registrar@ucu.ac.ug

3. REGISTRATION

Students of Uganda Christian University are expected to register during the first two weeks of class in accordance with the registration policy. There are important dates that guide the registration and students should note them carefully. These dates are spelled out in the University Calendar of Events.

3.1 How the Registration Policy Works

3.1.1 Reporting Day

Reporting day is the Day when the University opens its residence and dining halls to the students and it is when the students are expected to report and register.

3.1.2 PROMPT DAY

Prompt Day is the last day when the student pays all the fees (Prompt payment) or pays Half Tuition and half of other fees (Half Prompt payment) and registers.

PROMPT PAYMENT: Prompt payment is the payment of all Tuition and other fees. Prompt payment EXEMPTS the student from payment of the Registration fee.

HALF PROMPT PAYMENT: Half Prompt Payment is the payment of Half Tuition and Half of other fees including boarding fees. Half Prompt Payment EXEMPTS the student from payment of half of the Registration fee.

3.1.3 Registration Deadline Day:

Registration deadline day is the last day when students must have paid at least 50% of all fees dues and registered fully for the semester. Failure to register will automatically make the student forfeit his or her place. **NO EXCEPTIONS WILL BE ALLOWED.** After the first two weeks, no student may register and non-registered students will not be allowed in classes or other university facilities.

3.1.4 Mid-Term Deadline Day

Mid-Term Deadline Day is the last day when all fees owed to the University for the Semester at hand must be paid. All registered students must pay the balance of semester fees, by the Mid-Term deadline. After this deadline passes, students shall be allowed one further week to make complete payment including a late penalty. After the eighth week, any student who fails to pay full fees for the semester shall be de-registered and must take a dead semester or year.

3.1.5 Withdrawal Day

Withdrawal Day is the last day when the student may withdraw from the University with permission from Deputy Vice Chancellor (Academic Affairs). Students who officially withdraw at the DVC (AA)'s Office during the first seven weeks will be charged on a pro rata weekly basis. However, unlike tuition, students must pay the other fees for the entire semester whether or not the student finishes the semester. If they have a negative balance on their account, they will be debited and required to pay the balance before registering for another semester. If they have a positive balance, they will be credited for the balance.

3.2 MORE INFORMATION ON REGISTRATION

3.2.1 Registering for more than on one programme

Students must not register to study at Uganda Christian University for more than one programme during the same period of study. If found, a student will be de-registered from his/her studies at Uganda Christian University.

3.2.2 Final examinations

Registered students shall be qualified to sit examinations, so long as they have fulfilled the prior academic requirements of the particular course.

3.2.3 Refunds

Any monies deposited into University accounts, whether before or after the deadline, will not be refunded and will be considered payments toward student debt balances or credits toward future fees, unless the student is clearing his or her final account at Graduation, or leaving the University for good.

3.2.4 Residence Hall Policy

Students shall be expected to live in University halls of Residence during for at least their first two semesters of study in order to orient them to the life of the University. Theology students who are ordained or seeking ordination will be expected to be resident in the University Halls of Residence for their entire course of study.

3.2.5 Banking

Students will pay all monies into local bank accounts. Students may bank ahead of registration. The university bursar will receive bank slips in advance of the Prompt Day.

If the student fails to register, these monies will be returned in full when claimed, before the opening of the semester or on a pro-rata weekly basis when claimed after the first day of the opening of the semester.

3.2.5 Scholarship Credit

At registration, students must list all scholarships (bursaries) received or expected. Official scholarships - including official support from a diocese - will qualify students for prompt payment discounts even if the scholarships arrive after the prompt day.

3.2.6 Use of University facilities

It is an academic offence for non-registered students to use University services, including, attendance of lectures, use of the library, dining facilities, and sitting examinations.

Students are responsible for seeing that they complete their registration process for each semester, failure to which the student will receive no credit hours for the semester.

4. STUDY REQUIREMENTS

4.1 COURSE LOAD

The standard course load for a full-time undergraduate is five to six courses per semester.

4.2 AUDITING OF COURSES

A student may, in addition to his or her normal course load, register to audit courses up to a maximum of three hours per week. Permission to audit courses should be sought from the Head of Department and will be subject to approval by the relevant Dean(s) of Faculty.

4.3 ADDING OR DROPPING OF COURSES

Full-time and part-time registered students of Uganda Christian University may, in addition to their normal load, add retake courses as long as they do not exceed 21 credit units per semester or drop any courses as long as the credit units are not less than 15 per semester. The last day to add or drop a course is the last Friday of the second week of a semester. Permission to add or drop courses should be sought from the relevant Head of Department and will be subject to approval by the Dean(s) of Faculty.

Students who transfer credits from diploma to degree programmes i.e. DSWSA to SWSA should not redo identical courses at degree level if they were offered at diploma level. An alternative course should be supplied by the faculty.

4.4 STUDENT ASSESSMENT

Evaluation of a student's academic performance shall be based on continuous assessment and examinations.

4.4.1 Continuous Assessment

The Head of Department shall supervise continuous assessment and a student is required to submit work for continuous assessment by the due date. Continuous assessment, which shall consist of "two or more Assessments" per semester, shall contribute 50% of the marks in each University Examination.

Mid-semester feedback to students is necessary to help students and lecturers identify and improve where there are gaps.

4.4.2 University Examinations

In addition to the continuous assessment, a final examination is administered at the end of each semester. Examinations are formal and externally moderated, with final approval by the University Senate. The examinations shall contribute 50% of the marks in each course.

Exams should emphasize analysis rather than repeating memorized information. Curricula should help develop the ability to access/analyze information.

4.5 CLASS ATTENDANCE POLICY

- i. Students should leave the Lecture Room if after 15 minutes the Lecturer has not shown up. The Head of Department/Faculty Dean should be immediately notified by the Class/Guild representative that the lecture has not taken place.
- ii. A student who reports fifteen minutes late for the Lecture shall not be allowed into the Lecture.
- iii. A Lecturer may cancel the lecture if after 15 minutes less than 25% of the class is present.
- iv. All mobile phones must be switched off during the lecture. A student who leaves the lecture to answer a phone call shall not be permitted to return to the Lecture.

4.6 CLASS ATTENDANCE

A student is expected to attend all class sessions. A student who misses more than 25% of class sessions may not be allowed to sit for examination(s).

4.7 GENERAL STUDIES - “FOUNDATION STUDIES”

- i. The current array of courses (Old Testament, New Testament, World Views, Ethics, Health and Wholeness, Mathematics, Writing and Study Skills, and Basic Computing) shall continue as the norm. This represents a maximum of 24 credits.
- ii. Variations on the norm shall be allowed in the following ways:
 - a) Students may, on a case by case basis, apply to “test out” of skill-based courses: Elements of Mathematics, Basic Computing, and Writing and Study Skills. If they test out, they may be required to take a more advanced course or to replace with another elective.
 - b) Students may take some foundation courses online before or during their course of study, or during semesters off.

Faculties need to reinforce learning gained in the Foundation courses.

4.8 MENTORING PARTNERSHIPS FOR STUDENTS

- i. Mentoring and mutual/peer critique provide enhanced learning for students.
- ii. Options:
 - (a) mentors are assigned to all students,
 - (b) mentors are assigned for difficult/targeted subject areas, and
 - (c) mentors are assigned to a targeted group of students (e.g., eager learners, or those who are struggling).

4.9 INTERNSHIPS AND PRACTICAL EXPERIENCE

- i. Practice in real world settings is fundamental to the education process.
- ii. Realistic objectives and meaningful processes for both supervision and reflection on the experience are required for practical experience to be useful.
- iii. Practicals need to be measured in credits.

4.10 CERTIFICATE OF DUE PERFORMANCE

- i. Faculty Deans and Heads of department will recommend to DVC Academic Affairs students who do not merit Certificate of Due Performance by Friday of the twelfth week of the Semester. Students denied Certificate of due Performance shall not sit University Examination and will be notified and a report made to Senate by the DVC Academic Affairs.
- ii. A student who scores below 35% in overall coursework assessment shall be denied the Certificate of Due Performance (see passing a Course below). This means that that student will not be allowed to sit for examinations.

5. PROMOTION, FAILURE AND DISCONTINUATION

5.1 GRADING SYSTEM

Each course shall be graded out of a maximum of 100 marks and assigned appropriate letter grades and grade points as follows:

5.2.2 Probation cases

A student who fails at least two courses in a semester shall be put on probation for at least two semesters pending successful completion of the failed courses.

5.2.3 Problem cases

A student who fails/misses more than two courses in a semester shall be deemed a problem case.

5.3 PROMOTION

A student is promoted if he/she has passed all semester examinations on normal progress or if he/she has passed as a probation case.

5.4 DISCONTINUATION

A student shall normally be required to discontinue his or her studies if:

- i. He or she fails the University examination(s) after the third attempt (a failed course can only be retaken twice).
- ii. He or she serves more than two years from the expected year of completion.
- iii. He or she fails at least half of the courses of a semester, and the faculty deems them unable to proceed.
- iv. He or she fails to attain a minimum of 2.0 GPA in at least three (3) semesters.
- v. He or she keeps on probation for the same course for more than two semesters.

5.5 RETAKES

- i. The transcript will be a chronological record of when the student took the course, the course description and the Grade Point. A student who fails a course does not therefore, earn a credit for that course but his total credit hours include those of the failed course.
- ii. Students who retake courses outside their semester schedules shall pay for the courses they retake. A student who fails not more than 2 non-core courses shall graduate provided that the student scores at least 40% in the failed courses.
- iii. A candidate who, having failed not more than two courses shall be permitted to retake examination in the failed courses when the courses are offered and examined. The candidates will retake the courses and re-write the course work.
- iv. A student retaking courses can be allowed a maximum of seven course units in a given semester.

- v. A candidate who fails the examination in more than three courses may be permitted to retake examinations in the failed courses provided that (1) there is reason to think that he/she can improve, and (2) that he/she does not proceed to the courses of the following semester.
- vi. The candidate will retake the courses and rewrite the course work.
- vii. To pass a retake examination a candidate must obtain at least 50% or 2.0 grade point of the marks in each subject. Retake courses will be assessed out of 100%, and shall be reflected on the Academic Transcript.

5.6 REPETITION

A candidate who is not a repeater may be permitted to repeat the studies for a semester only if there are special social and/or medical circumstances submitted to the dean of the faculty, normally prior to the meeting of the board of examiners, so as to convince the faculty board that the candidate is likely to do well if this concession is granted.

6. POLICY ON DISSERTATION

If a candidate is required to submit a dissertation, that person must do a dissertation in the major area of study that has been endorsed by the department and approved by the relevant Faculty Board in the case of higher degrees and post-graduate diplomas. In the case of undergraduate degrees and Diplomas, the candidate must submit a dissertation which has been endorsed by the Head of Department.

- i. A dissertation topic will be agreed upon and approved by the Department /Faculty Board prior to the end of the second semester of year one in the case of a two year programme and in the second semester year two in the case of a three year programme. For the four year programme it will be in the second semester of year three.
- ii. The dissertation will be prepared under the supervision of a well-qualified supervisor who will be recommended by the relevant Faculty Board, after consultation with the concerned Department and appointed by Senate before the beginning of the student's final Academic year.
- iii. The supervisor for students doing higher degrees and postgraduate Diplomas will supervise not more than two students. The supervisor for those doing undergraduate degrees and Diplomas will not supervise more than five students.
- iv. The dissertation must be substantial in character and scope, concise in focus showing scholarly knowledge of the literature of the subject and demonstrating extensive research and originality of thought.
Undergraduate students are to submit a dissertation of 7,500-10,000 words: that is 25-35 pages. (This length includes footnotes/endnotes but excludes the preliminary pages and bibliography. Students may petition to extend the length.)
- v. When the dissertation has been approved by the supervisor, it is to be submitted to the department.
- vi. Every dissertation submitted for an award must be accompanied by declaration by the candidate to the satisfaction of the Senate stating that it is his or her original work and that it has not been submitted for any award in any institution of learning.

- vii. Every dissertation will be submitted in duplicate and, if the award is given, each copy of the dissertation submitted will be the property of Uganda Christian University.

7. STUDENTS' EXAMINATION REGULATIONS

7.1 STUDENTS' REGISTRATION FOR THE EXAMINATION

No candidates will be admitted to any examination unless:

- i. They are registered students of the University with a valid Registration Card and Examination Card.
- ii. They have satisfactorily attended the course, and done the course work. Course work marked papers shall be submitted to the Head of the Department two weeks before the end of the semester and course work marks shall be put on the notice board a week before the beginning of the examinations.
- iii. They have been exempted from any such requirements by the Senate on the recommendation of the department/ faculty board concerned.

Any candidate who has been absent from the university for a prolonged period during the semester for any reason whose attendance at prescribed lectures, classes, practical classes, seminars, tutorials or clinical instructions has been unsatisfactory, or has failed to submit essays, exercises, tests or examinations set by lecturers, may be denied the Certificate of Due Performance and may be barred by Senate on the recommendations of the department/faculty board, from sitting any university examination. Certificates of attendance shall be issued by individual lecturers through their heads to the Deputy Vice-Chancellor (Academic Affairs), two weeks before the end of a semester.

7.2 CONDUCT OF EXAMINATIONS

7.2.1 Sitting Arrangements

Arrangement for sitting will be made by the Deans of Faculties and invigilators.

7.2.2 Instructions to Candidates

It is the responsibility of all candidates to take note of the dates and times of the examination(s) for which they are registered.

Candidates will be informed of the dates and times of examinations by means of the timetable and notices published at least two weeks in advance.

Should there be a change in the timetable for an examination after it is published; the change will normally be brought to the attention of candidates by means of additional notices. Students will not be informed individually of timetable changes.

Candidates will be admitted to the examination room 30 minutes before the examination is due to begin but will be issued examination papers 10 minutes before the examination.

Any form of communication between candidates must cease once they enter the Examination Room.

They must not begin writing before the time at which the examination is due to begin.

During the thirty minutes the invigilator will:

- a) Check that each candidate has a valid Examination Card and Registration Card.
- b) Make an announcement to the effect that candidates should satisfy themselves that they are in possession of the correct paper.
- c) Call attention to any rubric at the head of the paper, which seems to require attention.
- d) Announce that both sides of the writing paper must be used. Hershel will then tell students when they may begin writing. Candidates are required to supply themselves with pens, pencils, rulers, erasers, blotting papers, the usual geometrical instruments and calculators.

Except for open book examinations, no piece of paper, no books, bags, or attach cases should be taken by candidates into the exam room, including veranda and around doorways. Candidates are not allowed to use their own logarithmic tables. **NO MOBILE PHONES** will be allowed in an examination.

Invigilators shall have the power to confiscate any unauthorized book, manuscript, or other aid brought into the examination room, and to expel from the examination room any candidates who create disturbance. They shall report to the Deputy Vice Chancellor for Academic Affairs any case of a candidate suspected of giving or obtaining unauthorized assistance or of attempting to do so, and the Deputy Vice Chancellor for Academic Affairs shall have power to take any further steps he may consider necessary. He/she shall then report the matter to the Academic Disciplinary Committee.

For every fifty (50) candidates, one (1) invigilator shall be provided. The Dean is assigned to make a list of invigilators for examinations.

Normally no candidate may be admitted in the examination room after the expiry of half an hour from the beginning of the examination period. A candidate may nevertheless be admitted at any time on the following conditions:

- i. The invigilator shall make it clear to the candidate that the University reserves the right to refuse acceptance of his script.

- ii. the invigilator shall make a full report in writing to the Deputy Vice Chancellor for Academic Affairs stating;
 - (a) the time of admission

 - (b) whether any candidate had previously left the room

 - (c) any special reason given by the candidate for the lateness.

Candidates shall not use an additional examination booklet unless the first one is used up or have been told to do so.

Candidates may move out of the examination room one at a time.

Candidates shall write their registration numbers distinctly at the top of the cover of every answer book or separate answer sheet, which is handed in.

Candidates shall bring their valid examination cards to each examination.

Candidates shall be required to sign an attendance roll after handing over the examination paper to the invigilator.

The use of scrap paper is not permitted. All rough work must be done in the answer books and crossed out neatly through, or in supplementary answer sheets which must be submitted to the invigilator together with the main answer book(s). Except for the question paper (if it is not multiple choice) candidates may not remove from the examination room or mutilate any paper or other material supplied.

Candidates who are permitted to leave before the end of the examination period must not leave their scripts on their desks, but must hand them to the invigilator.

At the end of the allotted time, all other candidates shall stop writing when instructed to do so by the invigilator and shall gather their scripts together in order. They shall not leave their desks until the invigilator has collected their scripts.

At the end of the Examination, Candidates shall stop writing and stand up when instructed to do so by the invigilator.

Candidates are strongly cautioned that any form of indiscipline, particularly during the examination, may lead to expulsion.

7.3 AEGROTAT

Any student who misses an examination due to illness, bereavement or other extraordinary circumstances may apply in writing to Senate for an Aegrotat examination. In all cases, the illness or bereavement must occur during, or immediately before the examination.

The student must submit the application to the faculty dean within two weeks of the end of the examination period. The application must include the following:

i. In the case of illness, a letter or certificate from the University clinic or counselor indicating the nature of the condition and the reasons it prevented writing the examination. A student who is not present on campus during his or her illness shall submit a letter from a qualified medical practitioner to the University clinic, who will verify the letter and prepare a cover letter. The student shall then submit both letters to Senate with the application for aegrotat.

ii. In the case of bereavement, a death certificate or death notice, along with evidence of the student's relationship spouse, child, father, mother or nuclear sibling (sharing both parents) shall qualify for an aegrotat.

iii. In other circumstances, any police records or other official description of the events that prevented the student from writing the examination will be considered. Senate shall consider whether the student missed the examination due to circumstances beyond his or her control or whether the missed examination was due to negligence on the student's part.

iv. Senate shall consider aegrotat requests at the first meeting of the subsequent semester. The secretary shall inform the student and the faculty in writing of its decision. The Deputy Vice-

chancellor Academic Affairs shall maintain all coursework marks and attendance records and will reflect the student's status as "incomplete" for any pending aegrotats.

v. Non-finalists who qualify for one or more aegrotats will write the examinations. The Deputy Vice-chancellor Academic Affairs' office and concerned faculty deans will draw up an aegrotat schedule to allow all qualified students to complete their examinations as soon as possible, without clashing with the teaching timetable.

The schedule should make the most efficient use of invigilators, times and facilities. Aegrotat examinations require the same degree of security as any other examinations. The department concerned will prepare a special examination. Students who miss an aegrotat examination for any reason shall wait for the next regular examination in that course.

vi. In the case of finalists who qualify for an aegrotat, the Faculty Dean will recommend a mode of assessment to Senate.

This may include:

- a. oral or written special examination to be scheduled at the earliest opportunity,
- b. additional project or coursework, or
- c. an assessment of work already completed. If Senate determines that the work is not equal to the regular requirements for the course (especially in the case of iii), it shall award an unclassified mark of Pass Aegrotat, which shall not count towards the student's grade point average.

7.4 RE-MARKING OF EXAMINATIONS

A student who is dissatisfied with a grade obtained in a particular examination may apply to the Deputy Vice-Chancellor Academic Affairs for the remarking of the examination paper in which the course was offered.

The application should be made not later than two weeks after the release of the examination grades by the Office of the Deputy Vice-Chancellor for Academic Affairs. This application should give a valid justification for the request. The Deputy Vice-Chancellor for Academic Affairs will ask the Faculty Dean to review the case to see if remarking is warranted.

If the request is approved, an examiner other than the one who initially marked the script, appointed by the Faculty Dean, will remark the paper. The grade awarded after the remarking of the paper, will be final regardless of whether it is lower or the same as the first grade, and will be immediately forwarded to the Deputy Vice-Chancellor Academic Affairs.

The Deputy Vice Chancellor Academic Affairs will then communicate the grade to the student. The student shall not request for a second remarking of the same script.

8. GRADUATION REQUIREMENTS

To qualify for the award of a degree, diploma or certificate of Uganda Christian University, a student must:

- i. Be registered for the prescribed number of semesters for that particular program.
- ii. Successfully complete the prescribed number of credit units for that particular program.