



For an Open Mind

UGANDA TECHNOLOGY AND MANAGEMENT UNIVERSITY

UTAMU

OFFICE OF THE ACADEMIC REGISTRAR

**JOINING INSTRUCTIONS – SEPTEMBER 2024 INTAKE
(GRADUATE STUDENTS)**

1. ABOUT UTAMU

Uganda Technology and Management University (UTAMU) is a private university that was accredited by the National Council for Higher Education in March 2013, in accordance with the Universities and Other Tertiary Institutions 2001 as amended. UTAMU offers academic programmes at all levels of the Higher Education System with opportunities for every individual interested in pursuing university education at Certificate, Undergraduate Diploma, Bachelors, Postgraduate Diploma and Masters in three (3) intakes of January, May and September of every year.

UTAMU was established with the purpose of making a difference in the training of Technology and Management Professionals within the region. Thus, Uganda Technology and Management University (UTAMU) has positioned itself as a high-quality education and research institution in the region.

UTAMU VISION, MISSION, CORE FUNCTIONS AND VALUES, MOTTO AND ANTHEM

- i. **Vision.** To be a global educational institution for management, science, technology and innovation.
- ii. **Mission.** To provide global quality Education, Research and Innovation critical to economic and human development.
- iii. **Core Functions.** The core functions of UTAMU are student centered teaching and learning, development-oriented research, innovations and business incubation, and community engagement.
- iv. **Values.** UTAMU is mindful of its strategic future plans and the historic perspective of education in the world that emphasizes nurturing scientists, technologists and innovators who can transform and create new knowledge. The values of UTAMU are:
Professionalism: making sure that staff and students conduct themselves with the highest ethical standards and taking responsibility of all their actions;
Creativity: committing to stimulating the culture of scientific and technological advancement, innovation and practical enrichment to our stakeholders through a rich and flexible educational experience;
Integrity: adhering to ethical and moral principles in all the educational, research and innovation processes;
Transparency: seeking to provide accountability and value for money to UTAMU's stakeholders;
Empowerment: offering unsurpassed practical opportunities to UTAMU's stakeholders through industry-oriented collaborations, research engagements and incubation clusters in order to transform the educational environment; and
Community Engagement: working with the community to solve the real-world problems as a focal point towards economic development.
- v. **Motto:** UTAMU's Motto is for an **"OPEN MIND"**

vi. UTAMU Anthem:

Uganda Technology and Management University, UTAMU
Exploring opportunities for true knowledge and novelty
In our Nation, and Else Where, world far and near.
Hail UTAMU... for an open mind... Maxima viva

Nurturing relevant Disciplines, professions, and Studies; Transforming and Creating
Knowledge Globally Empowering the Community to solve real world problems,
henceforth their economic development.

To the Almighty God, Our Lord and Saviour, we commend UTAMU
To Guide and Protect All the Works, of our Very Great Alma Mater,
And it's Founders, staff, students, well-wishers; we salute!
Hail UTAMU... For An Open Mind.....Maxima Viva

2. OFFICE OF THE ACADEMIC REGISTRAR

The Academic Registrar is the chief coordinator of all matters pertaining to the academic organization of the University: examinations, research, postgraduate studies, syllabuses and is always the Secretary to Senate and its committees. The Academic Registrar oversees admissions & records, examinations as well as staff development and ceremonies.

The Office of the Academic Registrar is supported by:

- a. The school Registrar, Business School
- b. The school Registrar, School of Technology, Computing and Engineering
- c. The Senior Registrar, Office of the Academic Registrar
- d. Assistant Registrar/Records officer
- e. Communications and Students' Affairs officer

The office is also largely supported by Quality Assurance Officer as the Examination coordinator on behalf of the office the Academic Registrar.

3. UTAMU ADDRESS

Name	Uganda Technology And Management University (UTAMU)
Location	1. Bugolobi Campus: Plot 2, Erisa Road, Kiswa, Bugolobi 2. Kungu Campus: Plot 8374, Block 82, Kyadondo-Kungu, Gombe, Nansana, Wakiso
Tel. No	0702 646 093 / 0750 599 736/ 0780249942
P.O. Box	73307, Kampala –Uganda
Website	www.utamu.ac.ug
E-mail	info@utamu.ac.ug

4. SOME OF THE UNIVERSITY OFFICIALS

S/n	Name	Position
1	Prof. Venansius Baryamureeba	Chairperson, Board of Directors
2	Dr. Patrick Bitature	Chancellor
3	Prof. Charles Buregeya Niwagaba	Chairperson, University Council
4	Prof. Fred Paul Mark Jjunju	Ag. Vice Chancellor
5	Prof. Fred Paul Mark Jjunju	Principal-Bugolobi Campus
6	CPA Amali Jackson Okello	Ag. University Controller
7	Dr. Erasma Demeris Rutechura	Dean, Law School
8	Ms. Fatiinah Nakitende	University Secretary
9	Ms. Florence Mirembe	University Librarian
10	Dr. Catherine Wanjiku Nyambura	Dean, Business School
11	Assoc. Prof. Jegrace Jehopio Peter	Dean, School of Computing and Engineering
12	Prof. J.W. Muwanga Zake	Dean, Graduate School
13	Dr. Johnson Mwebaze	Head of Department, ICT Services
14	Ms. Maureen Twikirize	Academic Registrar
15	Ms. Mary Kisakye	Senior Human Resource and Administrative Officer

5. GUIDELINES ON PAYMENT OF FEES

All fees are due on the first day but for students/parents/guardians who may not be able to pay full fees, they can pay according to the following schedule;

- i. Pay non-refundable functional fees and register and at least 30% by 27th September 2024.
- ii. Pay the balance of the tuition fees by the 7th week of the semester.

6. ACCOUNT DETAILS – TUITION AND FUNCTIONAL FEE

Below are the account details:

East African Community (UGX)				International (USD)		
Account Name	Universal Technology and Management	OR	Account Name	Universal Technology and Management University	Account Name	Universal Technology and Management University
Account No	3100058216		Account No	9030024323152 UGX	Account No	903024323306 USD
Bank	Centenary Bank		Bank	Stanbic Bank	Bank	Stanbic Bank
Branch	Mapeera House		Branch	Garden City Kampala	Branch	Garden City Kampala
Swift Code	CERBUGKA		Swift Code	SBICUGKX	Swift Code	SBICUGKX

NOTE:

National Council for Higher Education fees are paid through the Uganda Revenue Authority (URA) Portal - Go to www.ura.go.ug > E-Services> Payment Registration> Other NTR

7. REGISTRATION

All students are required to register every semester adhering to the deadlines set by the Office of the Academic Registrar.

6.1 Requirements for registration

For the purpose of registration, you must present originals of the following documents:

- i. Admission Letter
- ii. Proof of payment of the required fees
- iii. Bachelor's Degree Transcript
- iv. Where applicable, the relevant Masters/Postgraduate Diploma Transcripts
- v. Uganda Advanced Certificate of Education or its equivalent plus one photocopy
- vi. Uganda Certificate of Education or its equivalent plus one photocopy
- vii. Certified Academic documents
- viii. Two (2) Passport size Photographs showing your current likeness (Head and Shoulders)
- ix. National Identification/Valid Identity Card

NOTE:

All students are required to have registered by Tuesday 4th October 2024. After 4th October 2024 you will be required to pay late registration fee of UGX 50,000 to register.

6.2 Forgery

Cases of impersonation, falsification of information/documents, fraudulent access or giving false/incomplete information, whenever discovered, either at registration or afterwards, will lead to automatic cancellation of admission, dismissal from the University, revocation of awards where applicable and prosecution in the courts of law.

6.3 Names to use for registration

The names to use when registering are those which appear on your admission letter of offer and those must be the same names which appear on all your academic credentials. Students are informed that the University does not give permission to change names from those appearing on their academic credentials.

6.4 Accepting the offer or declining the offer

Any student who will not have registered within the first two (2) weeks after the start of the semester shall be deemed to have declined the offer of a place at the University. His or her place will be offered to another student.

7. WITHDRAWAL FROM STUDIES/DEAD YEAR OR SEMESTER

A registered student who realizes that he/she cannot continue with his/her studies due to financial/social hardships but expects to complete studies at a later date, it is his/her duty to request for withdrawal from the university, he/she must apply and be given permission by the Dean of the school she/he belongs to.

A student can apply to withdraw from studies at any time of the semester. Reasons for withdrawal should be given in the letter of application.

A student who had withdrawn from studies shall apply to his/her respective School Dean to resume studies and shall indicate that the circumstances that made him/her withdraw can no longer affect his/her studies.

8. TYPES OF COURSES IN ACADEMIC PROGRAMMES

Each academic programme shall be defined by both cores and elective course units. A course is a unit of work in a particular field or area of study. The course normally extends through one semester the completion of which will carry credit towards the fulfillment of the requirements of certain degrees. A core course is a course which is essential to an academic programme and gives the programme its unique features. Everyone must pass that course. An elective is a course offered in order to broaden an academic programme or to allow for specialization. If a student fails an elective course unit, he or she is free to substitute it with another one. An audited course shall be offered by a student for which a credit unit shall not be awarded. Students are encouraged to register for audited courses as well.

9. ASSESSMENT

Each course unit shall be assessed in two parts as follows: The coursework (progressive/Continuous assessment) shall contribute 40% of the total marks. The University examinations shall contribute a maximum of 60% of the total marks. You are expected to attend at least 80% of Lectures in order to qualify to sit for examinations. **Students who fail or with no continuous assessment (coursework) results shall not be allowed to sit for end of semester examinations.**

NOTE:

Final Examinations will be Physical for all students living in Uganda and online for those staying or working outside Uganda. Students leaving or working outside Uganda will only be permitted to sit online examinations after submission of evidence of the work/residence permit.

10. GRADING SYSTEM

The grading shall be done on a scale of 1 – 5. The overall marks a student obtains in each course unit offered shall be graded out of 100% and assigned letter grades and points as follows:

Marks	Letter Grade	Grade Point	Interpretation
90-100	A+	5.0	Exceptional
80-89	A	5.0	Excellent
75-79	B+	4.5	Very Good
70-74	B	4.0	Good
65-69	C+	3.5	Fairly Good
60-64	C	3.0	Pass
55-59	D+	2.5	Marginal Fail
50-54	D	2.0	Fail
45-49	E	1.5	Fail
40-44	E-	1.0	Fail
Below 40	F	0.0	Fail

The pass mark is 60%.

NOTE:

- i. **Retaking a Course unit or course units:** A student shall retake a course unit (s) when next offered in order to obtain at least the pass mark. While retaking a course unit (s) a student shall attend all the prescribed Lectures, sit for the course Works/Tests and University final examinations.
- ii. **Retake fees:** A continuing student retaking a course unit, shall be required to pay UGX 80,000 (Eighty Thousand Shillings).

11. CLASSIFICATION OF POSTGRADUATE DIPLOMAS

Postgraduate Diplomas are classified as follows:

CLASS	CGPA
First Class	4.4-5.00
Second Class (Upper Division)	3.60-4.39
Second Class (Lower Division)	3.0-3.59

12. AWARD OF POSTGRADUATE DIPLOMAS AFTER COMPLETING FIRST YEAR OF MASTERS

First Year of Masters is equivalent to a Postgraduate Diploma in the same field for only programmes mentioned in the table below. Masters' students on the following programmes will be awarded Postgraduate Diplomas after completing first year of masters and they will be required to graduate and pay graduation fee twice; i.e. at Postgraduate Diploma Level and Masters Level:

S/n	Programme	Award
1	Masters in Monitoring and Evaluation	Postgraduate Diploma in Monitoring and Evaluation
2	Masters in Public Administration and Management (Public Procurement option)	Postgraduate Diploma in Public Procurement
3	Masters in Public Administration and Management (Public Administration option)	Postgraduate Diploma in Public Administration
4	Masters in Public Administration and Management (Institutional Governance and Leadership option)	Postgraduate Diploma in Institutional Governance and Leadership
5	Masters in Public Administration and Management (Public Policy option)	Postgraduate Diploma in Public Policy
6	Executive Master of Business Administration (Human Resource Management and Development option)	Postgraduate Diploma in Human Resource Management and Development
7	Executive Master of Business Administration (Project Planning and Management option)	Postgraduate Diploma in Project Planning and Management
8	Executive Master of Business Administration (Oil Governance and Management option)	Postgraduate Diploma in Oil Governance and Management
9	Executive Master of Business Administration (Financial Management option)	Postgraduate Diploma in Financial Management
10	Master of Business Administration (Accounting and Finance option)	Postgraduate in Accounting and Finance
11	Master of Business Administration (International Business option)	Postgraduate Diploma in International Business
12	Master of Business Administration (Institutional Management and Leadership option)	Postgraduate Diploma in Institutional Management and Leadership

13. CREDIT TRANSFER

Uganda Technology and Management University accepts credits earned at higher Institutions of learning fully accredited by the Uganda National Council for Higher Education or a body/ministry responsible for Higher Education for all foreign institutions, provided such credits are earned through higher institutions-level courses suitable to the student's Degree programme. The full policy is available on our website at: <https://www.utamu.ac.ug/governance/policies>

14. TEACHING AND LEARNING (BLOCK RELEASE MODEL)

UTAMU developed an innovative teaching and learning methodology for its graduate training that provides students with enough time to undertake studies and also continue doing their day-to-day work. The block release model that uses the blended form of teaching and learning. Students are required to spend some time having face to face class room teaching and majority of their time online undertaking numerous online activities and self-study. This model takes care of all students interested in the weekend, distance and full-time study.

15. IMPORTANT DATES (SEPTEMBER-DECEMBER 2024 SEMESTER):

S/N	ACTIVITY	DATE (S)
1	Beginning of Registration	10 th August 2024
2	End of Registration	4 th October 2024
3	Beginning of Exams	Monday, 16th December 2024
4	Graduation	3 rd week, November 2024: Date TBC

16. SOME USEFUL CONTACTS

S/n	Name	Position	Email
1	Prof. Fred Paul Mark Jjunju	Ag. Vice Chancellor	vc@utam.ac.ug
2	Prof. Fred Paul Mark Jjunju	Principal, Bugolobi Campus	fpmjjunju@utam.ac.ug
3	CPA Amali Jackson Okello	Ag. University Controller	uc@utam.ac.ug
4	Ms. Fatiinah Nakitende	University Secretary	us@utam.ac.ug
5	Ms. Florence Mirembe	University Librarian	ul@utam.ac.ug
6	Ms. Maureen Twikirize	Academic Registrar	ar@utam.ac.ug
7	Dr. Catherine Wanjiku Nyambura	Ag. Dean, Business School	deanbs@utam.ac.ug
8	Dr. Jegrace Jehopio Peter	Dean, School of Computing and Engineering	deansce@utam.ac.ug
9	Professor JWF Muwanga-Zake	Dean, Graduate School	mzake@utam.ac.ug
10	Dr. Joseph Michael Tukei Okwadi	Head, Department of Economics and Management, Business School	tukeyokwadi@utam.ac.ug
11	Lumu Emmanuel	Ag. Head of Department of Business Administration, Accounting and Finance	lumuemmanuel@utam.ac.ug
12	Ms. Mary Komunte	Head, Department Information Systems and Technology, School of Computing and Engineering	mkomunte@utam.ac.ug
13	Mr. Allan Ninyesiga	Head, Department Computer Science and Engineering,	aninyesiga@utam.ac.ug

		School of Computing and Engineering	
14	Mr. Mersian Tulyahebwa	Head, Department of Education, Business School	mtulyahebwa@utam.ac.ug
15	Ms. Tryphine Aineomugisha	Senior Registrar, AR's Office	atryphine@utam.ac.ug
16	Ms. Edith Naluyimba	Registrar, School of Technology, Computing and Engineering	rsce@utam.ac.ug
17	Ms. Blessing Namara	Registrar, Business School	rbs@utam.ac.ug
18	Ms. Elizabeth Basemera	Communication and Student Affairs Officer	caffairs@utam.ac.ug
19	Mr. Owen Oyesigye	Quality Assurance Officer	qa@utam.ac.ug
20	Dr. Johnson Mwebaze	Head of Department, ICT Services	jmwebaze@utam.ac.ug
21	Kato Deogratus	E-Learning Officer	elearning@utam.ac.ug
22	Mr. Abubaker Nsobya	Assistant System Administrator	ansobya@utam.ac.ug
23	Mr. Shieldson Mwebaze	Assistant E-Learning Officer	smwebaze@utam.ac.ug
24	Front Desk Administrator	General Inquiries	Info@utam.ac.ug

15. UTAMU FEES STRUCTURE

16.1 BUSINESS SCHOOL

S/n	Programme	Duration (years)	East African Community			International		
			Tuition fees/ Semester (UGX)	Functional fees/ Semester (UGX)	NCHE/ year (UGX)	Guild fees /year (UGX)	Tuition fees/ Semester (USD)	Functional fees/ Semester (USD)
1	Executive Master of Business Administration	2	1,700,000	300,000	20,000	25,000	800	150
2	Master of Business Administration	2	1,700,000	300,000	20,000	25,000	800	150
3	Postgraduate Diploma in Human Resource Management and Development	1	1,400,000	300,000	20,000	25,000	800	150
4	Postgraduate Diploma in Oil Governance and Management	1	1,500,000	300,000	20,000	25,000	800	150
5	Postgraduate Diploma in Financial Management	1	1,500,000	300,000	20,000	25,000	800	150
6	Postgraduate in Accounting and Finance	1	1,500,000	300,000	25,000	20,000	800	150
7	Postgraduate Diploma in International Business	1	1,500,000	300,000	25,000	20,000	800	150
8	Postgraduate Diploma in Institutional Management and Leadership	1	1,500,000	300,000	25,000	20,000	800	150
9	Masters in Public Administration and Management	2	1,700,000	300,000	20,000	25,000	800	150
10	Masters in Monitoring and Evaluation	2	1,700,000	300,000	20,000	25,000	800	150

11	Masters in Project Planning and Management	2	1,700,000	300,000	25,000	20,000	800	150
12	Postgraduate Diploma in Public Procurement	1	1,400,000	300,000	20,000	25,000	800	150
13	Postgraduate Diploma in Public Administration	1	1,400,000	300,000	20,000	25,000	800	150
14	Postgraduate Diploma in Monitoring and Evaluation	1	1,500,000	300,000	20,000	25,000	800	150
15	Postgraduate Diploma in Project Planning and Management	1	1,500,000	300,000	20,000	25,000	800	150
16	Postgraduate Diploma in Institutional Governance and Leadership	1	1,500,000	300,000	20,000	25,000	800	150
17	Postgraduate Diploma in Public Policy	1	1,500,000	300,000	20,000	25,000	800	150
18	Postgraduate Diploma in Education with Technology	1	850,000	300,000	25,000	20,000	350	100

16.2 SCHOOL OF TECHNOLOGY, COMPUTING AND ENGINEERING

S/n	Programme	Duration (years)	East African Community				International	
			Tuition fees/Semester (UGX)	Functional fees/Semester (UGX)	NCHE/year (UGX)	Guild fees /year (UGX)	Tuition fees/ Semester (USD)	Functional fees/ Semester (USD)
1	Master of Science in Computing	2	1,700,000	300,000	20,000	25,000	800	150
2	Master of Information Technology	2	1,700,000	300,000	20,000	25,000	800	150

3	Master of Information Systems	2	1,700,000	300,000	20,000	25,000	800	150
4	Postgraduate Diploma in Computing	1	1,500,000	300,000	20,000	25,000	800	150
5	Postgraduate Diploma in Information Technology	1	1,500,000	300,000	20,000	25,000	800	150
6	Postgraduate Diploma in Information Systems	1	1,500,000	300,000	20,000	25,000	800	150

16.5 OTHER FEES

S/N	ITEM	AMOUNT
1	Application fee	East African Community - 50,000/=
		International students - USD 30
2	Late registration fee	50,000/=
3	Retake fee per course unit	80,000/=
4	Credit Transfer fee per course unit	75,000/=
5	Testimonial /Statement of results (Signed copy)- @ copy	5,000/=
6	Graduation fee	350,000/=
7	Transcript- Replacement	40,000/=
8	Certified copy (Certificate /Transcript) - @ copy	5,000/=

