



For an Open Mind

UNIVERSAL TECHNOLOGY AND MANAGEMENT UNIVERSITY

**UTAMU**

**UTAMU ACADEMIC AFFILIATION  
POLICY, 2026.**

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## **1.0 INTRODUCTION**

### **1.1 Background**

Universal Technology and Management University (UTAMU) was granted a provisional license by the National Council for Higher Education (NCHE) on 11<sup>th</sup> March 2013 (License No. UIPL022), and its name and particulars were published in the Uganda Gazette Vol. CVI No. 14 of 22<sup>nd</sup> March 2013 under Legal Notice No. 4 of 2013.

The University was established to make a difference in the training of Technology and Management Professionals across the globe. Thus, the University has positioned itself as a high-quality education and research global institution. Furthermore, the University has positioned itself to undertake consultancy, knowledge and technology transfer partnerships and business incubation.

Universal Technology and Management University (UTAMU) is committed to the provision of quality, relevant, inclusive, and innovative teaching and learning that responds to the needs of learners, industry, society, and national development priorities. This Teaching and Learning Policy establish a coherent institutional framework to guide teaching and learning practices across all academic programmes and modes of delivery at UTAMU.

The Affiliation Policy applies to all members and affiliates of the University, and is intended to support them in declaring their affiliation with the University in a standardised manner and in accordance with the policies and Statues of UTAMU and laws of Uganda. Thus, this Policy is aligned with the requirements of the National Council for Higher Education (NCHE) and UTAMU's strategic direction.

### **1.2 Vision**

The Vision of UTAMU is A global educational institution of excellence in management, science, technology and innovation.

### 1.3 Mission

The mission of UTAMU is to provide global quality education, research and innovation critical to economic and human development.

### 1.4 Core Values

**The Core values of UTAMU are:**

- a) **Professionalism:** making sure that staff and students conduct themselves with the highest ethical standards and taking responsibility for all their actions
- b) **Creativity:** committing to stimulating the culture of scientific and technological advancement, innovation and practical enrichment to UTAMU's stakeholders through a rich and flexible educational experience
- c) **Integrity:** adhering to ethical and moral principles in all the educational, research and innovation processes
- d) **Transparency:** seeking to provide accountability and value for money to UTAMU's stakeholders
- e) **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
- f) **Community Engagement:** working with the community to solve the real-world problems as a focal point towards economic development

### 2.0 AIM

Complete and correct affiliation information is essential to ensure that research results can be clearly attributed both to the scientists who produced them and to the scientific institution.

### 3.0 PURPOSE

3.1 This policy sets out the agreed form for recording institutional affiliation on all research outputs, including publications and data.

3.2 Standardising institutional affiliation provides a number of benefits for both individual authors and the University. These include:

- i. Enhancing the visibility of University research through bibliographic databases such as Web of Science and Scopus, potentially increasing citation rates.
- ii. Increasing the esteem and reputation of individual researchers, research groups and the University amongst the research community at both national and international level.
- iii. Ensuring individual researchers, research groups and the University receive appropriate academic recognition for the quality and breadth of research.
- iv. More accurate measuring and recording of bibliometric measures associated with research outputs (such as citation counts and article impact factors), enabling more accurate reporting of research outputs for the Research Excellence Framework (REF).

#### **4.0 SCOPE**

4.1. This Policy apply to all people who perform and publish research within the scope of their work at the University.

This includes:

- i. All academic staff, research staff, doctoral researchers, scholarship holders, and students
- ii. Staff on teaching-only contracts who produce publications as part of their work
- iii. Any research arising from funding or research grants provided by the University.
- iv. Any research arising from the use of University facilities.
- v. All Honorary, Visitors or Emeritus members of staff.
- vi. All publications where UTAMU researcher is an author, even where that is not the principal or corresponding author.

4.2 Where an author holds a joint affiliation with another institution or organisation, both affiliations may be cited, but the University affiliation must be included.

4.3 The policy applies to all research outputs, including articles, conference proceedings, monographs, book chapters and other publications, where one or

more authors falls within the scope of the policy, at the point a manuscript or equivalent is originally submitted or published.

4.4. The policy applies to all forms of dissemination of research results, including digital formats (e.g., social media, blogs, etc.), as well as research transfer (e.g., patent specifications) are considered to be publications.

## **5.0 UNIVERSITY POLICY**

5.1 The institutional affiliation “Universal Technology And Management University (UTAMU)” must be cited.

5.2 Acronyms or abbreviations should not be used for either the University affiliation or the name of the School, Department, Research Institute, Research Centre or Research Group unless accompanied by the full non-abbreviated name.

5.3 Where permitted by the publication’s house style, UTAMU should appear as the first element in institutional affiliation and should normally be no later than the third element. Other elements (e.g. School, Department or Research Group) may be listed if there is sufficient space, but these should never appear at the expense of including Universal Technology And Management University.

5.4 If the publication’s house style does not permit the format outlined in 3.3 above, Universal Technology And Management University should appear as prominently and as close to the start of the affiliation entry as possible.

## **6.0 RESPONSIBILITIES**

6.1 It is the responsibility of individual authors to ensure that their affiliation to Universal Technology And Management University is correctly recorded. This includes checking the proofs of any publications received.

6.2 Where a paper is co-authored with an academic from another institution, it is the responsibility of the individual UTAMU author to ensure that the corresponding author is informed of the correct format to be used for Universal Technology And Management University researchers.

6.3 It will be the responsibility of both the Dean and Head of Department to work with the individual author to take appropriate steps to ensure that all future publications contain the correct attribution.

## **7. MONITORING, EVALUATION, AND CONTINUOUS IMPROVEMENT**

7.1. Periodic reviews shall be conducted to assess impact and effectiveness.

7.2. Feedback from academic staff, research staff, students, Honorary, Visitors or Emeritus members of staff and other affiliates to UTAMU shall inform improvements.

## **8.0 POLICY REVIEW**

This Policy shall be reviewed every five (5) years or earlier as may be required by the University Council on the recommendation of the University Senate or relevant regulatory bodies. The review will be undertaken by the Dean Graduate School in conjunction with the appropriate University research committee every 5 years.

Signed on this 27th day of March 2026.

By:



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**Chairperson, University Council**



.....  
**Vice Chancellor**