



For an Open Mind

UNIVERSAL TECHNOLOGY AND MANAGEMENT UNIVERSITY

**UTAMU**

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**UTAMU Academic Handbook Policy, 2026.**

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## Preamble

The Universal Technology and Management University (UTAMU) Academic Handbook Policy establishes the institutional framework governing academic administration, teaching and learning, assessment, research supervision, and academic awards across all academic programmes of the University.

This policy derives its authority from the governance structures of the University and shall operate within the framework of national council for higher education regulation.

The provisions contained in this Policy are implemented under the authority of:

1. **The UTAMU Charter and Statutes**
2. **The University Council**, which exercises overall governance responsibility for the University
3. **The University Senate**, which is the supreme academic authority responsible for academic policy, standards, and academic quality assurance.
4. **The National Council for Higher Education (NCHE)** and all applicable statutory instruments governing higher education in Uganda.

This Academic Handbook Policy provides the institutional framework through which approved academic regulations and policies are implemented and monitored across all Schools, Institutes, Centres, Departments, and administrative units of the University.

All academic staff, administrative staff, and students of the University shall comply with the provisions of this policy. This Academic Handbook Policy is approved by the University Council on the recommendation of the University Senate and shall serve as the primary institutional policy governing academic programmes, student progression, assessment standards, research supervision, and academic awards at Universal Technology and Management University.

All Schools, academic departments, administrative units, and students of the University shall comply with the provisions of this Policy.

The **Academic Registrar** shall be responsible for coordinating the implementation of this Policy and ensuring that all academic processes are conducted in accordance with Senate decisions and national regulatory standards.

The Policy shall be reviewed periodically to ensure continued alignment with institutional strategy, regulatory requirements, and best practices in higher education governance.

## 1. 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. UTAMU operates within the core mandate of Teaching and Learning, Research and Innovation, and Community Engagement. Quality assurance at UTAMU focuses on safeguarding academic standards and continuously improving institutional performance in teaching and learning, research and innovation, community engagement, and supporting administrative services. It is therefore integral to institutional credibility, regulatory compliance, academic integrity, and operational resilience. This policy is aligned with the requirements of the National Council for Higher Education

(NCHE) Statutory Instrument No.34, 2008, 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

### 1.5 Purpose

The purpose of this **Academic Handbook Policy** is to provide the institutional framework governing admission, registration, teaching and learning, assessment, research supervision, student progression, and academic awards at Universal Technology and Management University.

Specifically, this Policy seeks to:

1. establish clear academic regulations governing student admission, registration, progression, and completion of programmes
2. define institutional standards for teaching, learning, and assessment across all modes of study
3. safeguard the integrity and consistency of examination and grading processes
4. provide governance guidelines for postgraduate research supervision and academic awards
5. support institutional quality assurance and continuous improvement in academic delivery
6. ensure compliance with national higher education regulatory requirements

The provisions of this Policy apply to **all undergraduate, postgraduate, and doctoral programmes offered by the University**, regardless of the mode of delivery

### 1.6 Policy Implementation

The implementation of this Academic Handbook Policy shall be coordinated through the academic governance structures of the University.

The following offices shall be responsible for operationalizing this Policy:

1. University Council -approval of the policy on recommendation of the University Senate
2. The University Senate –oversight of academic standards
3. The Academic Registrar – administration of academic regulations and student records
4. School Boards – academic programme implementation and quality monitoring
5. Graduate School – coordination of postgraduate training and research processes
6. Directorate of Quality Assurance – monitoring compliance with academic standards
7. Department of ICT Services – governance of digital learning systems

Operational procedures required for implementing this Policy shall be developed and maintained by the respective offices of the University.

## **2. UTAMU Teaching and Learning Modes**

UTAMU shall deliver academic programmes through the following approved modes of teaching and learning.

### **2.1 Undergraduate Day, Evening and Weekend Teaching Mode**

Undergraduate students can be admitted under day, evening, weekend or distance/e-learning programme. Day, evening and weekend students are required to attend classes at the UTAMU Campus throughout the semester. For each course, students spend at least 1.5 hours per week in class and spend the rest of their study time interacting with lecturers and fellow students on the UTAMU e-learning platform.

All course material is available to students on the UTAMU e-learning platform at the beginning of each semester. The UTAMU e-library is well equipped with up-to-date textbooks, various journals and publications for students' revision.

### **2.2 Undergraduate Weekend Modular Blended Mode**

Students come for face-to-face learning for two modules per weekend for three weekends in a semester. This totals to six modules per semester. For each weekend, each module gets ten (10) contact hours and students will be engaged in online chat sessions for additional eight hours with their lecturer for each module. Students have access to highly enriched e-learning materials that makes learning on their own easy.

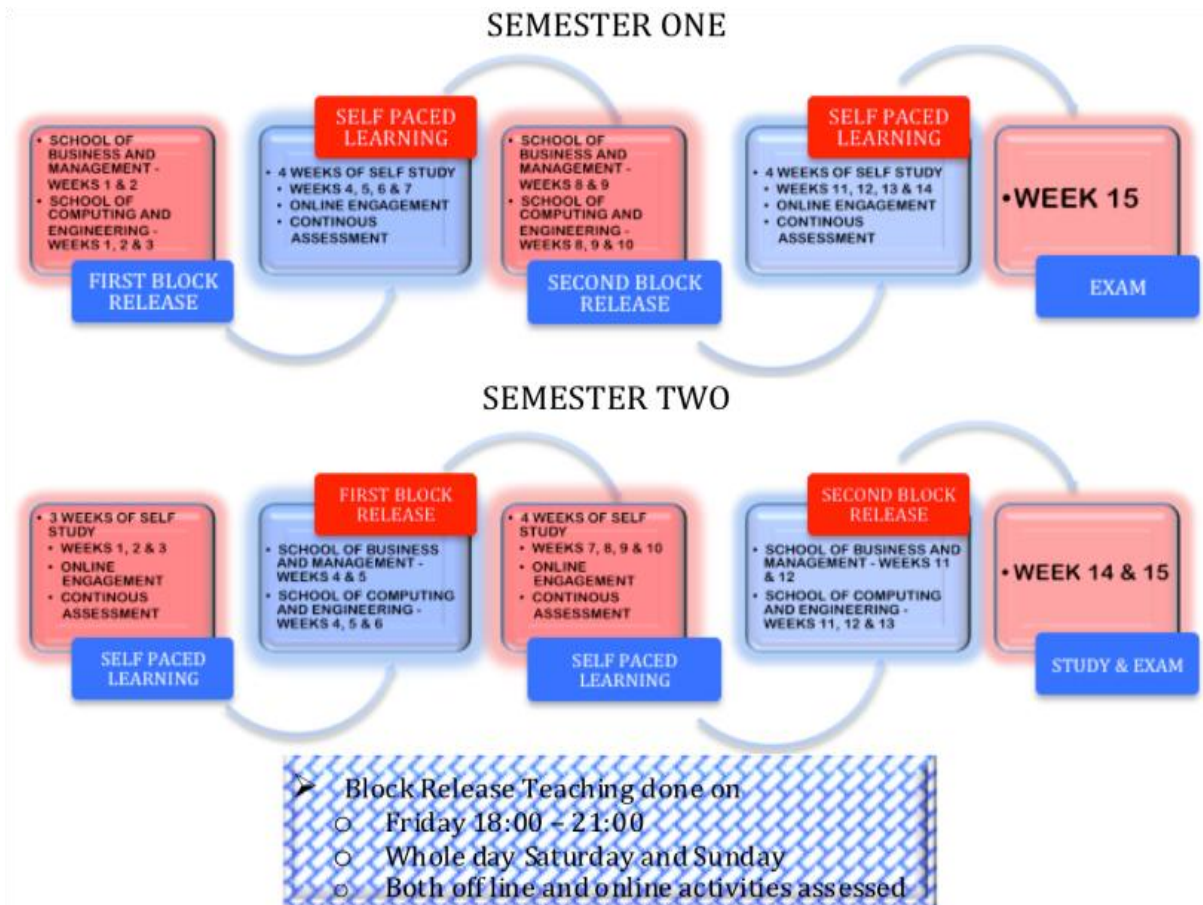
### **2.3 Post-graduate Teaching Mode**

All postgraduate programmes are taught under the exceptional UTAMU block release model. The block release teaching model is blended with our state-of-the-art e-learning and e-library

systems which allow students to comfortably study without compromising their ability to meet their obligations at the work place. In the block release model, post graduate students use the first two weekends of the semester to get a conceptual introduction to the various modules to be covered in the particular semester. They are also supported to form discussion groups and fully interface with their lecturers during this period.

After the first weekend, students are availed with the first set of class materials on the UTAMU e-learning system together with practical assignments that apply to their work environments. Students in the Business School, Law School, and School of Education return to their work places after two weekends, whereas those of the School of Technology Computing and Engineering continue with face-to-face sessions for an extra weekend. During the self-paced learning, students follow up with their discussion groups and can fully interface with lecturers on the e-learning platform.

Students return to campus for another busy two-three weekends in the middle of the semester, where they again attend full time class and have face to face interactions with each other and their lecturers. After this, a second self-paced learning begins using our e-learning and e-library services. Exams are done in the last weekend of the semester. The UTAMU e-learning system is fully equipped and allows a consistent interaction among the students and their lecturers.



The UTAMU e-library is equipped with the most current textbooks, various high-quality journals and publications for students' revision throughout their course of study. All registered students can access the UTAMU e-learning and e-library systems anytime, anywhere.

During the taught component, students will be expected to attend all compulsory courses. Classes will be in accordance with the prescribed mode. During each of the courses, the assessments will be used to cover the course work marks. The use of semester papers as opposed to reliance on tests will be heavily encouraged for Doctoral programmes and some master's degrees. After the completion of each course, the students shall write the end of semester exams.

The teaching of the taught courses for postgraduate programmes shall be done by senior academics with a minimum of a PhD or its equivalent. This requirement shall not be violated as a mechanism to guard against quality. The teaching will use a variety of approaches and as

much as possible, students shall be given adequate time to do independent private study instead of reliance on lecture method.

The teaching for all courses shall rely on both theory and practical application. All students are required to do continuous assessments, mid-semester tests and end of semester exams. Examination scripts shall be marked and sent to the external examiner and results discussed in the School Boards before provisional results can be released. The students who excel at writing conference and journal papers in internationally refereed journals will be awarded marks as shall be determined from time to time by Senate across each of the covered modules in the particular semester where that paper may have been published or presented. This is intended to encourage a degree of scholarship in the doctoral programme.

#### 2.4 The E-Learning/Distance Mode

UTAMU's e-learning/distance option is the learning in which all (for foreign based students) or most of the interaction (for Ugandan based students) between the lecturer and student happen electronically. Electronic interaction may take the form of audio, video, e-mail, chat, teleconferencing, and most often the Internet. Students under the e-learning/distance option study virtually with remote support from the lecturers. E-learning students are required to have an online virtual lecture with their lecturers on a weekly basis and at least a chat, either physical or online on a monthly basis. Universal based e-learners and international students - who can afford to be on campus during examinations - undergo the same assessment as the on-campus students.

### 3. Admission and Registration Policy

#### 3.1 Admission Authority

Admission of students into all academic programmes of the University shall be conducted in accordance with the admission standards approved by the University Council on the recommendation of the University Senate and in compliance with the regulations of the National Council for Higher Education.

#### 3.2 Admission Requirements

##### 3.2.1 Undergraduate Programmes

- Applicants for Degree Programmes for direct entry must have at least two principal passes in UACE or its equivalent at the same sitting. For diploma entry applicants, they must have at least 2nd class lower division in a field related to the programme of their choice such as Business Administration, Management, IT, Statistics, Development

Economics and Library Studies. Mature entry applicants must have sat and passed (score 50% and above) the University mature age entry examinations from a recognized Centre. To sit for university mature age, the candidate must be at least 25 years old.

- To study diploma Programmes at UTAMU, direct entry applicants must have at least one principal pass and two subsidiary passes attained at the same sitting of Uganda Advanced Certificate of Education (UACE) –or its equivalent. Certificate entry applicants must have at least three passes obtained at the same sitting of Uganda Certificate of Education (UCE) or its equivalent as well as a Credit Certificate in any course from any institution recognised by the National Council of Higher Education.

### 3.2.2 Master's Degree

- A candidate for admission to the Master's degree of Universal Technology and Management University shall hold an honors degree from any University or an equivalent degree from another recognized institution recognized by the National Council for Higher Education. Candidates who hold a professional qualification like the Chartered Institute of Purchasing and Supplies (CIPS), ACCA, will equally be admitted for the Masters degrees.
- Holders of Postgraduate Diplomas in the respective areas of specialization will be admitted to 2<sup>nd</sup> year of the corresponding master's program subject to the Postgraduate Diploma having been obtained from a recognized institution and assessment of the courses done. After the assessment, some holders of the Postgraduate Diplomas shall be required to do additional courses first before proceeding to the 2<sup>nd</sup> year of the master's programs which includes a research dissertation. The UTAMU Credit Transfer policy will apply for all master's students on related programs at recognized institutions wishing to transfer to UTAMU.
- Candidates with pass degrees will also be considered for admission if they have satisfied the university with the potential through subsequent research experience, one-year relevant work experience and/or additional training.
- Candidates with a coursework average of second-class honors or higher in specified Postgraduate Diplomas may upgrade to a Master's Degree. MBA students may be required to do a pre-entry examination (Graduate Management Admission Test - GMAT). A UTAMU Post-graduate diploma programme is equivalent to a first-year master's programme in the same discipline at UTAMU or any of our partner Universities. School Boards will reserve the right to introduce any other admission

criteria so long as such criteria is intended to strengthen the quality of the students to be admitted on the programmes.

- Applicants will be required to attach on the application forms two passport size photographs, certified copies of academic transcripts and certificates, O-level and A-level certificates, and copies of passports/valid identity cards. Any additional documents like curriculum vitae may be required where these will be considered helpful in assessing the quality of applicants.

### 3.2.3 Doctor of Philosophy Degree (PhD)

- Admission to a PhD Programme at UTAMU will require participants with a Master's degree or equivalent from a recognized university in a related field, with sufficiently high grades and proven research ability.
- There will be a review of each applicant to be conducted by the Departmental board on recommendation by the committee established for that purpose and the department will communicate its decisions to the School Board of studies in case specific matters of policy are required.
- The admission will also involve a pre-entry examination which may be orally administered through either an interview composed of subject experts in the applicants selected field of study or through a written Graduate Admission test for applicants for the PhD Programme. The format of the assessment shall be determined by the head of department in consultation with the Dean and the examinations coordinator (where applicable) after a careful review of the quality of the applicants.
- Special provisions will be made for international applicants to undertake this assessment.

The Applications for the Doctor of Philosophy shall include the following documents:

1. Two passport size Photographs
2. Clear copy of passport and or any other valid identification
3. English language skill certificates or demonstration that one has had all prior education in English
4. Officially certified copies of academic transcripts (Undergraduate, Graduate, and Postgraduate).
5. Certified English translation of transcripts, if printed in another language other than English should be provided.
6. An up-to-date curriculum vitae.
7. A statement of purpose (maximum 1000 words) whose format shall be provided by the department.

8. Two letters of reference/recommendation (one preferably academic) printed on letterhead and signed.
9. Any other relevant Document.

### 3.3 General Application and Admission Procedures

#### 3.3.1 Admission Procedures

Admission into academic programmes at UTAMU shall follow the procedures approved by Senate and administered by the Office of the Academic Registrar.

The admission process shall include:

- submission of a completed application form
- verification of academic qualifications and supporting documentation
- evaluation of applicant eligibility for the chosen programme
- issuance of admission letters to successful applicants

The Academic Registrar shall maintain official records of all admissions into the University.

- Application forms will be obtained from the University Academic Registrar after payment of an application fee at the stipulated bank(s).
- Copies of certificates and certified copies of academic transcripts and copy of passport or ID, and birth certificate must accompany all completed application forms
- Transcripts and other academic documents that are not in English must be translated by either an authorized body or competent languages unit within the University before submission of applications and attachments. Applicants should check other special requirements like dates for pre-entry examinations. The following shall be the duties and responsibilities of various officers:

**I. The University Academic Registrar:** The following functions will be performed by the University Academic Registrar:

1. Generate an initial draft copy of the advert for any of the graduate programmes
2. Placing an approved advertisement through approval processes by the procurement office.
3. Receiving all applications for advertised graduate programmes.
4. Tabulating and sorting all applicants for a particular degree programme.

5. Submitting the tabulated lists of applicants for particular degree programmes to the Dean through the head of Department to take necessary action.
6. Participate in the board meetings during the selection.
7. Process and administer the GMAT examinations where applicable.
8. Generate and circulate lists of admitted applicants for a particular programme.
9. Prepare and issue admission letters for all applicants admitted.
10. Registering students for any programme with any technical matters referred to the School/departmental board for resolution.

**II. The Dean Graduate School:** The Dean shall be responsible for the following activities:

1. Request the University Academic Registrar to formally advertise any Graduate programme.
2. Approve the advert for any Graduate Programme before formally being advertised
3. Proposing minimum requirements for admission to the graduate programme for approval by Senate on the recommendation of the Senate Graduate Studies and Research Board.
4. Chairs the selection of the applicants within the School/departmental board for any of the graduate programmes that the students will have applied for.
5. Preparing, in consultation with subject specialists in the School/department or university any preliminary examination requirements like preparing the Graduate Admission Test (GMAT) for the MBA or any other preliminary examination like pre-entry examinations for PhD or any other applicants whenever applicable
6. Recommend the number of students to be admitted for a particular programme to the school for approval.
7. All students shall be required to register at the beginning of each semester for each of the academic year of the studies using the registration form issued by University Academic Registrar. They will also be required to renew the registration at the beginning of the subsequent years by filling in a new registration form and paying the required fees. Failure to renew registration shall mean automatic discontinuation from studies.
8. A candidate for the PhD degree, whose thesis examiners are either in disagreement or have recommended thesis revision and resubmission may, on the recommendation of the Doctoral Committee be discontinued but may be advised to transfer his /her

registration to a relevant Masters programme, in which case such a student may be awarded an M.Phil.

9. Once a candidate has been accepted for registration, one must complete a registration form, duly stamped and signed by the Academic Registrar OR his or her representative. This should be accompanied by the letter of admission, two passport size photographs, and any other required documentation like certified copies of academic transcripts and certificates. All these documents will be part of the student registration package.
10. The registration will be managed by the registry office. One copy of the registration form will be kept by the Academic Registrar and the second copy will be forwarded to the School/Department. Students will thus be expected to have two files, one maintained by the Academic Registrar and the second by the School.

### **III. A student will be registered after fulfilling the following requirements:**

1. Admission Letter.
2. Evidence of payment of fees as indicated on the admission letter.
3. Two copies of certified academic transcripts/certificates.
4. Completed registration forms.
5. Identity card from the previous school/ college, Birth Certificate, National ID or any other valid ID.
6. Two passport size photographs showing your current likeness (head and shoulders).
7. Uganda Certificate of Education or its equivalent.
8. Uganda Advanced Certificate of Education or its equivalent.
9. Relevant Degree/Diploma certificates and Transcripts for those applying for postgraduate courses.
10. Any other requirement as determined by relevant organs.

All students are required to register within the first two weeks of the semester.

The requirements for registration for continuing students include;

- A filled registration form.
- Evidence of payment of fees.

Students intending to study under the e-learning option must indicate that they are e-learning students during registration in their first year first semester, and provide their contacts (e-mail address and phone number(s)).

E-Learning students Living in Uganda are required to report to UTAMU campus physically every first day of the Semester to register, meet their lecturers and enroll for all the courses for that semester. Students based in foreign countries will register

electronically by filling and scanning the registration form and all the required documentation. Requests to change from any mode of study shall be approved by the respective School Dean/Departmental Head.

Tuition fees and other University fees shall be required in accordance with a schedule issued by the University Controller/Finance Director and as per the admission letter. Those who wish to pay all fees at first registration will be welcome. Fees will be paid directly to the university fees collection account(s).

If a candidate realizes that he/she cannot complete his/her work within the time allowed, it is his/her duty to take the initiative to apply for extension of registration. The University shall deregister candidates whose period of registration lapses. Extension of registration shall be normally sought after the candidate's 2<sup>nd</sup> year of registration in the case of Masters Degree students and after 3 years for Ph.D. full time students. An extension of the period of study shall attract a fee determined by the University Council and shall be revised from time to time.

If a candidate finds 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 and inform the University through the Schools and Supervisor(s). The student shall be allowed to resume within a period not exceeding two years from the date of withdrawal.

All records concerning any admitted student will be under the custody of the Academic Registrar with a copy to the School/Department. Any correspondences concerning the student for any programme will be part of the student's file. There shall be a file maintained by the School/Department and one maintained by the Academic Registrar and whoever is originating the communication will use the respective student file.

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.

**Maximum Period on Programme:** The maximum period allowed for students to stay on the programme for purposes of allowing them an opportunity to retake failed courses is as follows:

- Programmes of 4 years are 6 years
- Programmes of 3 years are 5 years
- Programmes of 2 years are 4 years
- Programmes of 1 year are 3 years

### 3.3.2 Registration Procedures

All admitted students shall complete registration at the beginning of each academic semester.

Registration shall involve:

- (i) payment of the required tuition and administrative fees  
confirmation of academic programme enrolment  
registration for courses offered during the semester
- (ii) Students who fail to register within the prescribed registration period may be subject to late registration penalties or may not be permitted to attend classes.

The Office of the Academic Registrar shall maintain official student registration records

## 4. Examination and Awards Policy

The purpose of this policy is to ensure that students' assessment is conducted in an orderly consistent and transparent manner and that academic awards are rightfully done.

### 4.1 Qualifying for an Award

For all programmes leading to the academic awards of the University, there shall be examinations as a mode of assessment. These examinations shall be normally conducted at the end of every semester. PhD candidates may however be examined based on the scholarly contributions through writing of semester papers which are worth publication in internationally refereed journals.

Every examination for a Degree, whether taken at one time or in sections, shall be examined by:

- (i) Internal Examiners, one, or where possible, two or more in each course, and
- (ii) External Examiners, one or more in each course.

Continuous Assessment consists of Tests, Assignments, term papers, Field attachments, self-studies, practical work, research seminars etc which are conducted throughout the programmes and contribute a given percentage to the final assessment mark.

- The pass mark for ALL UTAMU examinations for the Masters and PhD degrees shall be 60% and 50% for undergraduate degrees, diplomas and certificates with effect from the date when this policy becomes operational.

- A student who qualifies to sit for an examination is a registered student that has made full payment of all the University dues and has attended all the required courses of study as well as submitted all coursework assignments or other modes of assessment.
- Candidates registered for the course-work and dissertation programme shall sit for course examinations following assessment procedures approved by the department, School and Senate.
- Unless stipulated otherwise, the General University Examination Policy shall be used to guide the conduct of examination of all courses.
- A combination of any of the following assessment strategies may be used in coursework: in-class questions, tests, take-home written assignments, individual/group presentations, portfolio, project work, cases, computer-based assessment, direct observation, reflective journals/learning logs/diaries, mini-practical's, poster sessions, field work/laboratory/project work reports, position and seminar papers, Library researches; attendance and active participation.

## 4.2 Information Sharing

The Registry unit shall send an e-mail to every student at the beginning of each semester and a week before exams informing them about the University's examination regulations and procedures.

### 4.2.1 Examination Format

Each School at UTAMU shall adopt a standard format for examinations for both closed book and open book exams. The presentation of examination results shall follow the format approved by Senate and shall ensure clarity, consistency, and transparency in reporting student academic performance.

Require the appropriate presentation of results: The attributes of the complete results of a course include:

- a) Course Name
- b) Course Code
- c) Credit Unit(s) – (CU)
- d) Score (Raw Mark)
- e) Grade Point – (GP)

Provisional Examination Results will be displayed as soon as the School/Departmental Board of Examiners has considered a set of examination results. Such provisional results shall be

displayed on the Notice Board by the respective course coordinators and the HOD both of who must sign the provisional results.

Examiners who delay in marking and submitting examination results will be handled through course coordinators by submitting the names to the departmental board for onward transmittal to the School for appropriate action.

#### 4.2.2 Rigor and Vigilance

Examination invigilators and lecturers shall:

Verify students' identities (both on Campus and e-learning students) and ensure they all have **only** the acceptable examination materials.

Invigilate all examinations physically (on Campus) and virtually (online).

For every Module/Topic taught (at least by end of the eighth week), each lecturer shall submit questions and the marking scheme for the question bank.

Any student may request, in writing, to access the marking scheme of the previous semester after release of results.

#### 4.2.3 Quality Assurance Mechanisms

To ensure quality in the conduct of examinations at UTAMU, to ensure quality in the conduct of examinations, the University shall maintain an Examinations Committee responsible for monitoring assessment processes. This committee shall monitor learners' assessments - both continuous and end of semester. The committee shall comprise of heads of courses/academic departments chaired by an examination's coordinator who shall report to the Academic Registrar.

Examination questions shall be moderated at least two weeks before the sitting for the examinations.

#### 4.2.4 Continuous Assessments

Students shall receive feedback about all their continuous assessments at least a week before they sit for end of semester examinations. Students who fail or with no continuous assessment results shall not be allowed to sit for end of semester examinations.

#### 4.2.5 Examination Setting and Processing

All University examinations questions shall be set by members of academic staff who taught the course unit (s) or such other persons appointed by the relevant Dean of School/Departmental Head. The choice of questions that will be included in the final examination paper shall be done (may consult the course owner) by the committee that shall moderate the exams.

Each Dean of School shall appoint an examination moderation committee (s) chaired by the Dean, with the School Registrar as the secretary.

The Academic Registrar shall oversee all examinations processing activities including typesetting, printing/photocopying, packing and sealing.

Where there is adequate evidence that an examination leaked, before, during or after the examination is done; the examinations committee shall make a decision that may include nullifying the examination and requiring that the candidates re-sit the examinations.

Disclosing or deliberately leaking examinations by any person is a breach of professional ethics, undermines the integrity and reputation of the University examination and the culprits shall face disciplinary action as per the established University regulations.

#### 4.2.6 Conduct and Invigilation of Examinations

1. Overall supervision and invigilation of examinations of the University shall be done by the Examinations Coordinator on behalf of the Academic Registrar.
2. Each Dean of School shall appoint a member(s) of academic staff to invigilate a particular examination at the time of announcing the examination timetable, including the course unit lecturer.
3. Lecturers of respective course units shall automatically be appointed as heads of the invigilation teams for their examinations.
4. The examinations coordinator shall determine the appropriate number of invigilators per examination room. The general guideline is that there shall be an invigilator in each examination room with up to thirty (30) candidates and at least two invigilators in a room with over 40 candidates.
5. A candidate who will be found directly cheating an examination either from a hard copy document or electronic garget that is not permitted in that examination shall be summoned to the University Students Disciplinary Committee. The candidate shall be considered to have failed the examination. In addition, the Committee shall decide an appropriate punishment to the student depending on circumstances.
6. Impersonators in an examination shall be arrested and taken to Police and the candidate responsible shall be suspended from the University awaiting the decision of the University disciplinary committee.
7. Other minor examination irregularities shall be handled by the invigilators after consulting with the examinations' coordinator.
8. Upon completion of each examination, invigilators shall write an examination invigilation report and submit it to the examinations coordinator who shall compile an examination invigilation report to the Academic Registrar.

#### 4.2.7 Internal Marking

1. The marking of University examinations shall be done by the internal examiners of the respective course units of study in accordance with a set time frame, which must be within three weeks of the students sitting the examinations and they must be marked from a designated University marking centre.
2. Any anomaly/irregularity or any matter raising a reasonable suspicion noted in the course of marking shall be reported in writing to the examinations' coordinator without undue delay.
3. After marking the University examination(s) the internal examiner shall prepare a summary report on candidates' performance, fill in an examination mark sheet, indicate changes made on the marking scheme and submit them together with the marked scripts to the examinations coordinator, who shall forward the same to the Academic Registrar after compiling all examination results from all internal examiners.
4. Where there is a loss or destruction of an examination script or script(s), the University shall call the affected candidate(s) who shall be required to re-sit the examination either on a special arrangement or at the next sitting of an examination in the same subject.
5. It is a serious case of negligence and misconduct for any person to carelessly destroy, damage, lose or misplace examination script(s) during the examination handling process. Any person who commits such negligence or misconduct shall be subjected to disciplinary proceedings and punished in accordance with the relevant University rules and regulations.

#### 4.2.8 Assessment Structure

<b>Postgraduate</b>	
Progressive assessment	40%
Written Examination	60%
<b>Total</b>	<b>100%</b>
<b>Undergraduate</b>	
Progressive assessment	30%
Written Examination	70%
<b>Total</b>	<b>100%</b>

#### 4.2.9 Academic Integrity

The University shall uphold the highest standards of academic integrity in all teaching, learning, and assessment processes.

Acts of academic misconduct including plagiarism, examination malpractice, falsification of academic records, impersonation, and unauthorized access to examination materials shall constitute serious disciplinary offenses and shall be handled in accordance with the University disciplinary regulations.

#### 4.2.10 GRADING SYSTEM

##### 4.2.10.1 Undergraduate

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
80-100	A	5.0
75-79	B+	4.5
70-74	B	4.0
65-69	C+	3.5
60-64	C	3.0
55-59	D+	2.5
50-54	D	2.0
0-49	F	0.0

The pass mark is 50%.

##### **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 50,000 (Fifty Thousand shillings).

##### 4.2.10.1.1 CLASSIFICATION OF UNDERGRADUATE DEGREES, DIPLOMAS & CERTIFICATES

After the final year of study, students get classified Degrees, Diplomas and Certificates as follows:

###### 4.2.10.1.1.1 Bachelor's Degrees

CLASS	CGPA
First Class	4.4-5.00
Second Class (Upper Division)	3.60-4.39
Second Class (Lower Division)	2.80-3.59
Third Class (Pass)	2.00-2.79

#### 4.2.10.1.1.2 Undergraduate Diplomas and Certificates

CLASS	CGPA
Class I (Distinction)	4.40-5.00
Class II (Credit)	2.80-4.39
Class III (Pass)	2.00-2.79

#### 4.2.10.2 Graduate

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).

#### 4.2.10.2 .1 CLASSIFICATION OF POSTGRADUATE DIPLOMAS

Postgraduate Diplomas are classified as follows:

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

#### 4.2.11 Testimonials

The presentation of examination results shall follow the format approved by Senate and shall ensure clarity, consistency, and transparency in reporting student academic performance.

Academic results shall normally be presented in tabulated format indicating:

1. student identification number
2. course code and title
3. credit units
4. marks obtained
5. grade awarded
6. cumulative grade point average (CGPA), where applicable

The Academic Registrar shall be responsible for maintaining official examination records.

#### 4.2.12 External Marking

Where examination results significantly differ from expected performance trends, the School shall review the results in consultation with the External Examiner in accordance with Senate-approved examination regulations.

#### 4.2.13 The School Board

There shall be for each School, a School Board comprising all course unit/academic department heads and chaired by the School Dean, with the School Registrar as secretary.

The School Board shall deliberate on the examination results and make appropriate recommendations to Senate.

The School Board shall pass and declare provisional examination results pending approval by Senate.

Once examination results are approved and passed by Senate, they shall be released to the students immediately by the Academic Registrar.

Each School shall prepare the following documents to be discussed during the meetings of the School Board and Senate:

- A memorandum of examination results of the candidates in the programmes within the department showing the number of candidates who passed per grade, declared to re-take, deregistered, discontinued, postponed studies and overall examination results;
- A spreadsheet showing the raw marks of each candidate against each subject attempted during the semester and end of the semester examination;
- External examiners' comments and recommendations on each examination paper where the examination results significantly differ (Refer to 5.13 – iii above);
- Comments and suggestions by the School Board, School Deans, and the examinations coordinator on the examinations results; and
- Any other document that might be relevant for the purpose of the meeting.

#### 4.2.14 Examination Appeals

- Any student dissatisfied with results shall write, through the dean of the respective school, to senate. A fee determined by the University Senate and approved by the University Council shall be charged for each examination appeal.
- Candidates shall make the requests in writing and should clearly specify the grounds upon which the appeal is being made including, but not limited to the following: a) Miscomputation of marks, b) Bias on the part of the Lecturer, c) Marks generally out of step with one's overall performance.
- All examinations appeals shall be channelled through the School Deans, discussed in the School Board and recommendations made to Senate for the final decision.
- All continuous assessment complaints shall be handled at departmental and School level before commencement of the University examinations.
- Examination appeals shall be submitted to the appropriate University authorities within two weeks from the date of the official release of the results by or under the authority of Senate.
- Appeals shall be lodged and registered using the appropriate forms in the register maintained by the Academic Registrar.
- The School shall submit all marked examination scripts and marking guides whose candidates have appealed together with copies of filled appeal forms to the School Board which shall discuss and make recommendations to Senate.
- The School Dean shall immediately inform the applicant, in writing of the School Board recommendations to be forthwith forwarded to the next Senate meeting for ratification.

- If a candidate decides to withdraw his/her appeals before the Committee considers it; such withdrawal should be done in writing.
- Remarking of Dissertations will be handled separately in case there is an appeal by the candidate but in any case, an independent reviewer and a panel will be constituted by the School Dean/HOD to make recommendations for consideration by the Board.

#### 4.2.15 Adulteration and Forgery of Results and Academic Documents

Changing of marks and forgery of results and academic documents through any means and in any form by a student, a University official, lecturer or any other third party is a serious offense. Once discovered and confirmed, Management and Senate shall determine an appropriate punishment to the culprits including but not limited to:

- Criminal Charges
- Suspension of the student
- Dismissal of the student
- Cancellation of Results and recall of Transcripts and Certificates already awarded
- One or more of the above
- Other administrative disciplinary actions as per other relevant University policies.

### 5. Discontinuation of Studies

A student may be discontinued from a programme of study under any of the following circumstances:

- failure to meet the minimum academic progression requirements
- involvement in examination malpractice or academic misconduct
- failure to register for courses within the prescribed registration period
- violation of University regulations governing student conduct

A student who is discontinued may apply for readmission in accordance with the regulations approved by Senate.

### 6. Graduate Research Policy

Postgraduate research programmes at UTAMU shall be conducted in accordance with academic standards approved by Senate and the regulations governing postgraduate studies.

Graduate research supervision, proposal development, thesis examination, and award of degrees shall be administered through the Directorate of Graduate Studies in collaboration with the respective Schools.

## 6.1 Stages in Graduate Research

Graduate research programmes shall normally proceed through the following stages:

1. allocation of academic supervisors
  2. development and approval of a research proposal
  3. data collection and research implementation
  4. preparation and submission of the thesis
  5. examination of the thesis by internal and external examiners
  6. public defense (viva voce) where applicable
  7. approval of the final thesis and award of the degree
- The student shall be required to develop a full proposal in consultation with his/her supervisors and Doctoral Committee members in case of a PhD candidate.
  - The proposal will have to be defended before a panel of examiners for both the Masters and PhD students and then, once the panel is satisfied, the student shall be allowed to proceed to the field.
  - The process of preparing a proposal should rely on adequate reading and citation of relevant [current] journal literature but classical sources will be used.
  - A research proposal is done before one undertakes research and is written in future tense. A research report/dissertation on the other hand is written after one has done the research and is written in past tense.
  - The research proposal should not exceed 20 double-spaced pages of text for the Masters Degrees but not more than 35 pages for the PhD.
  - The 20/35 maximum pages of the Masters and PhD proposals respectively include the main text body (excluding title page, table of contents, list of tables and figures, list of abbreviations, and appendices) but include the references. The University shall accept a variance of five pages on the upper limit for both a Masters and PhD proposal and shall not accept a proposal less than 15 pages and 20 pages in the lower limit for the Masters and PhD respectively. The proposal shall be formatted with a font size of 12 and double spaced using Times New Roman.
  - A well-researched proposal should take no more than three months to complete and present. All Masters and PhD students will be expected to defend the proposals before they can proceed to the field.
  - The guidelines for Proposal and Dissertation Writing will be approved by senate.

- A Master's Degree will be awarded when a student has defended his or her proposal, collected data after authorisation, defended the dissertation/ or its equivalent and has made all recommended corrections to the satisfaction of the supervisors or any other person as may have been recommended by the VIVA VOCE panel.
- The procedures for invitation will be through the use of UTAMU emails, website and written invitation letters. The administrator responsible will issue an invitation to the staff and students who are to participate in the PhD VIVA VOCE. For the PhD, Members of the public will also be invited and the invitation will be dispatched to all appropriate venues for effective dissemination. In case any vital member of the viva voce panel is absent, the concerned staff will nominate a member of staff to represent him or her and where this is not communicated in time to the department, the head of department will have the right to appoint a senior member to be on a defence panel so long as that staff has the appropriate qualifications and research knowledge.
- A PhD degree will be conferred on a candidate only after publication of the thesis in print form. If the full thesis is not printed, three (3) scientific articles in peer reviewed journals have to be published. It may take time for the publication itself but if the publishers have accepted to publish the articles or the book, graduation can proceed.
- A register of journals for the PhD specializations will be produced. A Dissertation accepted by the university and subsequently published, in whatever form, shall bear the inscription.
- Supervisor's permission to submit with words as 'As the candidate's supervisor I agree to the submission of this dissertation for examination. To the best of my knowledge, the dissertation is primarily the student's own work and the student has acknowledged all reference sources...'

b) "Dissertation Approved for the Degree of Doctor of Philosophy of Universal Technology and Management University."

Should include a Disclaimer: A declaration by the candidate, stating that

- The dissertation has not been submitted for a degree in any other University and that no Part of the Thesis or Dissertation is plagiarized work.
- The dissertation does not contain any other person's data, pictures, graphs or any other information unless specifically acknowledged as being sourced from other persons.
- This dissertation does not contain text, graphs or tables copied and pasted from internet unless specifically acknowledged, and the source being detailed in the thesis and in the reference section.

## 6.2 Research Ethics

All postgraduate research conducted under the auspices of the University shall comply with recognized standards of research ethics and academic integrity.

Where applicable, research involving human participants, organizations, or sensitive data shall be subject to ethical clearance in accordance with University research ethics guidelines and national regulatory requirements.

*Refer to the GRADUATE STUDIES GUIDELINES ON PROPOSAL AND DISSERTATION WRITING AT UTAMU for detailed guidelines.*

## 6.3 Submission of a PhD Dissertation/ Thesis for Examination

- PhD Candidates on a programme by coursework and dissertation and who have qualified to continue with the dissertation research after the course-work part shall be required to submit a dissertation in partial fulfilment of the Degree requirements, after a specified period set.
- All dissertation PhD candidates shall be requested to give at least one seminar presentation before the initial submission of the dissertation. However, in case the candidate has had a paper published or presented at a local or international conference out of his or her work, this requirement may be waived off.
- At least three months before submitting a dissertation or a thesis a candidate shall, through the supervisor, give notice in writing to the Dean of School expressing intention to submit the dissertation/thesis.
- The dissertation/thesis shall also contain a declaration by the candidate's supervisor, confirming that he/she has read the dissertation/thesis and found it to be in a form acceptable for examination.
- No candidate may be permitted to submit a final thesis for the PhD degree in less than 34 months from the date of registration (the minimum duration of a PhD shall be three years (36 months)).
- Every thesis submitted for the PhD degree of the Universal Technology and Management University must be accompanied by a declaration by the candidate, stating that it is the candidate's own original work and that it has not been submitted for a similar degree in any other University. The thesis must be submitted in four loose-bound copies, plus one soft copy.

- No part of the thesis may be reproduced, stored in any retrieval system, or transmitted in any form or by any means: electronic, mechanical, photocopying, recording, or otherwise, without prior written permission of the author or Universal Technology and Management University.
- Every thesis submitted for the degree of Doctor of Philosophy must be satisfactory with respect to its format and literary presentation. The thesis must contain a one-page abstract of not more than 300 words, which shall concisely indicate the problem investigated the procedures and research methods employed, the general results and new contributions made, and the major conclusions reached.
- Every submission of a dissertation/thesis must be accompanied by a clearance form indicating that the student has no fees obligations to the university or any other requirement.
- Every student once submitting the dissertation/thesis must sign the submission book with clear details on the name of the person submitting, the date, the title of the dissertation/thesis and any other requirement information.
- There will be a formal written and signed clearance from the supervisors as well as a clearance that the dissertation/thesis has been proofread by a language editor

#### 6.4 Submission of a Masters Dissertation for Examination

- All Masters Students on a programme by coursework and dissertation and who have qualified to continue with the dissertation research after the course-work part shall be required to submit a dissertation in partial fulfilment of the Degree requirements.
- The dissertation shall also contain a declaration by the candidate's supervisor, confirming that he/she has read the dissertation and found it to be in a form acceptable for examination.
- No candidate shall be permitted to submit a dissertation for a Masters degree unless he or she has done all the taught components and passed them.
- Every dissertation submitted for the Masters degree of the Universal Technology and Management University must be accompanied by a declaration by the candidate, stating that it is the candidate's own original work and that it has not been submitted for a similar degree in any other University. The dissertation must be submitted in four loose-bound copies, plus one soft copy.

- Every dissertation to be submitted for examination must be accompanied by a declaration by the supervisors that they are satisfied with the quality of the dissertation and is ready for examination.
- Every submission of a dissertation must be accompanied by a clearance form indicating that the students has no fees obligations to the university or any other requirement.
- Every student once submitting the dissertation must sign the submission book with clear details on the name of the person submitting, the date, the title of the dissertation and any other required information.
- There will be a formal written and signed clearance from the supervisors as well as a clearance that the dissertation has been proofread by a language editor.

#### 6.5 Examination of Dissertation /Thesis and Award of a PhD Degree

- For every PhD candidate approaching submission the School shall appoint, on the recommendation of the departmental board at least three qualified examiners, one of whom shall be External to the University. The Examiners shall be required to assess the dissertation/thesis following standards similar to those applicable to PhD degrees in all recognized Universities elsewhere.
- The Examiners shall be required to submit independent reports on the PhD dissertation/thesis as shall be prescribed in the guide to external examination. The examiners shall be required to submit the detailed reports on the dissertation/thesis within a period of two months from the date of receipt of the thesis. If the reports are not received within two months, new examiners shall be appointed but after sending a remainder of a maximum of two weeks to the examiner.
- The PhD dissertation/thesis should show evidence that the candidate has made an original and significant contribution to knowledge, and each examiner shall submit a summary of the report on the dissertation/thesis and examiners must give a definite recommendation for one of the following actions:
  - The PhD degree is awarded to the candidate unconditionally;
  - The degree is awarded subject to typographical corrections and/or minor revisions;
  - The degree is awarded subject to making substantial revisions and corrections recommended.
  - The degree should not be awarded, but the candidate be allowed to revise and resubmit the PhD dissertation/thesis for re-examination after a further period of study and/or research;

- The degree should not be awarded, but the candidate be permitted to re-submit the work in a revised form for a Master's Degree award (Master of Philosophy);
- The dissertation/thesis is rejected outright.
- The University shall pay an honorarium to the External Examiner and the Internal Examiner as shall be determined from time to time by the University Council on receiving detailed reports and summary reports of the thesis under examination.
- A thesis recommended for revision as per regulation iii [c] above must be revised and submitted within three months. However, those which need major revisions will be submitted in six months.
- A dissertation/thesis rejected as per regulation iii (d) above must be re-written and re-submitted for re-examination within 6 months. Candidates who fail to submit the dissertation/thesis within the period shall be discontinued from studies.

Where the examiners are not in agreement in the overall recommendation, the graduate school and the Doctoral Committee shall consider the case and recommend one of the following actions:

- The recommendation of the External Examiner be adopted; or
- An additional independent examiner be appointed; or
- Establish a panel of experts, internal and/or external to the university, with Senate's approval, to examine the candidate orally.

#### 6.6 Viva Voce Examination for Ph.D. Candidates

In addition to writing a dissertation/thesis, the PhD candidate shall appear for a *viva voce* examination which shall be open to the members of the public.

- The *viva voce* examination shall take place only after the department has been satisfied that the dissertation/thesis submitted by the candidate is considered by the examiners to be of acceptable standard.
- The questions in the *viva voce* examination shall primarily focus on the candidate's thesis research area. Questions in peripheral areas are also encouraged, if they help to establish the candidate's level of academic maturity in the thesis subject area.
- The members of *viva voce* panel shall be selected as to ensure that the candidate is examined by sufficiently qualified and experienced scholars in the research or related area.

i. The *viva voce* examination shall comprise at least five examiners appointed by the School Board on recommendation of the Departmental board. The composition of the *viva voce* panel shall be as follows:

- Chairperson with voting power.
- External Examiner who examined the thesis or his/her representative.
- Internal Examiner who supervised the work and examined the dissertation/thesis.
- A second internal or external examiner or his/her representative, where applicable, who may or may not have supervised the candidate, but who also examined the dissertation/thesis.
- Appointee of the Doctoral Committee of University where the candidate is registered.
- Any other qualified co-opted members, at most 2 invited by the relevant Doctoral Committee and approved by school through the relevant committee.

The Chairperson of the *viva voce* panel, who need not be a specialist in the candidate's dissertation/thesis area, shall be a senior academician at least senior lecturer, and shall be appointed by the School on the recommendation of the Departmental Board.

Panellists under regulation iv above who are unable to be present at the *viva voce* examination, shall submit the oral examination questions to the department, and also nominate their representatives where possible to the *viva voce* who shall be appointed accordingly.

The *viva voce* panellists shall be provided with full texts of the dissertation/thesis examiners' reports, and copies of the candidate's dissertation/thesis, at least two weeks before the date of the oral examination.

The function of the *viva voce* shall be to ascertain that:

- The dissertation/thesis presented the data, methodology, analysis and findings is the original work of the candidate;
- The broader subject area in which the study is based is fully grasped;
- Any weakness in the dissertation/thesis can be adequately clarified by the candidate; and
- To make a definite recommendation whether the candidate has passed or failed.

The *viva voce* panel should, as far as possible, work towards arriving at a unanimous decision on the candidate's performance. Where the panellists are unable to reach a unanimous agreement as to whether the candidate passes or fails a vote shall be taken to arrive at a decision. A majority vote in favour of passing the candidate shall be required for passing a *viva voce* examination.

At the end of the *viva voce* examination, the panel members shall sign a *viva voce* examinations results form giving a specific recommendation on the candidate's performance.

The duration of the *viva voce* examination shall normally not exceed three hours.

- Maximum of 45 minutes of presentation
- Maximum of 2 hours of questions and answers
- Maximum of 15 minutes of deliberations

Senate shall make the final decision on the PhD degree award to the candidate, on the recommendation of the School Board.

### 6.7 Resubmission of Dissertations

- A student whose draft thesis/dissertation fails to pass shall be advised accordingly. He/she may be requested to rewrite or go back to the field and resubmit.
- A student whose draft thesis/dissertation fails to pass shall be offered only a maximum of two more chances to do so.
- A student who fails a third time shall be offered a Certificate of due performance, indicating Failed Dissertation/Thesis.
- Students who fall under this category shall pay resubmission fees for examination, registration, admission and Library

### 6.8 Management of Reports of Examiners

- Examiners are expected to submit the reports in a period of at most one month for Masters and two months for PhD. Failure to submit, the examiners are reminded to do so within two weeks. A complete failure *shall need immediate nomination of a new examiner.*
  - The reports of examiners are sent to the Dean who studies them for subsequent appropriate consideration.
- i. The Graduate School shall handle the reports as follows:
- Where all the three reports are favourable or two reports are favourable, one of which must be from the external examiner and only minor corrections are required, the department shall go ahead to organize the **viva voce** examination without delay.
  - After successful **viva voce** examination, a candidate shall be advised by the chair of the viva panel to carry out the minor corrections to the satisfaction of the supervisors.
  - Finally, the VIVA VOCE panel submits its recommendations to the Board of Graduate Studies through the departmental board for the **award** of the degree.
  - The supervisor/internal examiner appointed to ensure that corrections are affected should submit his/her report to the Dean indicating that he or she is satisfied that the corrections have been made as recommended.

**NOTE:**

With the exception of Masters Degrees, the viva voce process is a public defence for PhD candidates, whereby other members of the university Community, other than the Viva Voce Panel, may ask questions. The following procedures shall be followed:

- Notice of the viva voce is given to all the panel members including copies of the thesis for examination (two weeks in advance), for them to read and make comments.
- The Chair guides the process of the examination.
- Four members of the panel, including the convener, the opponent and the public, should form a quorum.
- The doctoral candidate is accorded adequate time to present his/her work followed by discussions. An exhaustive face-to-face intellectual discourse and engagement between the opponent or discussant and Candidate is followed by general questions and discussions by the other members of the panel and the public. This may run for about 2 to 3 hours for PhD and one hour for Masters.
- The Viva Voce examination for Masters Students is a closed one conducted by the appointed panel only.
- The panel will evaluate the student's performance and report back to the meeting to provide a verdict.
- The Department should make available, all the relevant facilities to the candidate for the Public Défense. They (the panel) evaluate the candidate's presentation, the quality of the thesis/dissertation as well as the candidate's response to questions.
- The assessment then follows laid down criteria where Panellists evaluate the presentation, the project/thesis/dissertation and the response to the questions and give a percentage mark.
- If a candidate is assessed and found to be on borderline, the panel takes a decision and makes an appropriate recommendation.
- In case of revision/corrections being required, one of the internal examiners should be satisfied with the completeness of the exercise.
- In case of failure the candidate may be advised to redo the work or to discontinue from the degree programme.
- The report of the viva voce examination includes the membership and Recommendation of the panel and is signed by all panellists that attended the viva voce.
- With the exception of resubmission cases, candidates are expected to make corrections within a period of Three Months ONLY. Failure to comply without due explanations, will mean that the candidate has failed hence; such a candidate will not graduate.
- Examiner's reports should be sent directly to the DEAN.
- The Doctoral Committee may form part of the Viva Voce panel.

### 6.9 Criteria for Selection and Appointment of PhD Supervisors

- PhD supervision shall involve at least one supervisor who has to be an academic staff member of the University or any other senior academic appointed for that purpose with competence to supervise the PhD research area.
- Supervisors must be PhD Holders and must have a serious track record of research and publications as per the relevant statutory instrument by the NCHE.
- Supervisors can be from any university in the country or outside provided the experience in supervising is established, research track and the publications are known and well established.
- If the main supervisor is from a university or institution other than UTAMU, a MOU between the two institutions or individuals on the supervision will be required. Efforts must be made to ensure continuity of effective supervision.

### 6.10 Qualities of an External Examiner

- The external examiner shall be independent and neutral and bear no conflict of interest so as to offer constructive comments, criticism and suggestions for enhancement in the area of assessment practice.
- An External Examiner shall be a holder of a PhD or equivalent qualification and at the rank of at least senior lecturer or equivalent.

The process of nomination and appointment of external examiners shall be as follows:

- The Head of Department, through (in) formal contacts, establishes willingness and availability of nominee to serve as External examiner and solicits his/her Curriculum Vitae.
- The academic members of the Department shall study the Curriculum Vitae to satisfy themselves that the nominee has the necessary expertise, experience and seniority to serve as External Examiner.
- External Examiners shall be appointed by Senate on the recommendation of the School Board of Studies.
- External Examiners shall be appointed to serve for a period of three years with a possible **one year extension**.
- Thereafter the same External Examiner cannot be reappointed until a period of five years has elapsed.

- A former member of the teaching staff of the university will not be eligible for appointment until a period of 5 years has elapsed.

External examiners who have examined the coursework component may attend the School/departmental board meetings where the reports will be discussed and constructive engagement is made.

External examiners who may be discovered to be known to staff of the department or university in General and there is sufficient ground to question their impartiality shall be replaced before or after they have submitted the reports. This is aimed at giving students an independent assessment free of any bias.

External examiners will not be expected to communicate the examination process other than through the formally accepted means and international best practices.

Any student who objects to a panel or member or an examiner will be given an independent review process at a cost determined by the finance committee.

#### 6.11 Information to be availed to the External Examiners

The School/Department will send to the newly appointed External Examiner the following information:

- Course Handbook that covers aims, objectives and details of the syllabuses
- Guidelines for proposal and Dissertation development
- Assessment/Marking Scheme Guide and expected format of the report
- Ways in which marks of individual parts of the examination are aggregated, averaged to produce the final result
- The method by which the pass mark (cut-off point) at and above which students are pronounced passed and below which they are declared to have failed.
- The route by which External Examiners can raise matters that are important and of a sensitive nature is by making a confidential report.
- Any other information relevant for the effective management of the examination process.

## 7. E-Learning Policy

### 7.1 Purpose

The purpose of UTAMU E-Learning Policy is to assure high quality in the delivery of e-learning with regard to instruction and procedures. UTAMU approaches its e-learning activities with the recognition of its mission to assist full time working students for timely achievement of their professional and career goals. This section sets forth guidelines for courses delivered through e-learning mode (Online and Blended Courses). UTAMU's aim is to be leaders in the development and implementation of e-learning opportunities, building on established systems and institutional missions and quality academic programs.

### 7.2 Digital Learning Governance

All e-learning programmes and courses shall operate through the officially approved University Learning Management System (LMS). The Head of ICT Services shall ensure the integrity, reliability, and security of digital learning platforms used for teaching, learning, and assessment.

### 7.3 Premise

The expansion of telecommunications capabilities has led to profound changes in the circumstances of learning in our society, and the concept of e-learning is at the centre of discussions about how those changes will affect post-secondary education. As e-learning education opportunities proliferate, it is prudent that UTAMU Senate promulgate a policy on e-learning that will encourage the development of quality courses and programs; however, it is essential that this policy be workable and enforceable.

### 7.4 Guidelines for E-learning Students

**UTAMU's e-learning** option is the learning in which all (for foreign based students) or most of the interaction (for Ugandan based students) between the lecturer and student happen electronically. Electronic interaction may take the form of audio, video, e-mail, chat, teleconferencing, and most often the Internet. Students under the e-learning option study virtually with remote support from the lecturers and may undergo the same assessment as the on-campus students. This document describes the guidelines for the teaching and learning of students under the e-learning option-both undergraduate and graduate students;

## 7.5 UTAMU e-mail address and access to the e-learning, and e-library system

All new students must get UTAMU E-Mail-Account by the end of the first week of year one, semester one to be able to access learning and library materials. This is given by the Directorate of ICT and Library Services. Each student must ensure that they have access to all Course Materials for the current semester available on the e-learning platform upon registration. If not, he/she should contact the specific lecturer or contact the Directorate of Library and ICT or the Administrative Officer in charge of e-learning students if the problem is not about a specific Course.

### 7.5.1 Tests and Examinations

- The tests and examination dates if not confirmed at the beginning of the semester shall be announced to students at least a month before tests/exams commence and the time table shall be shared at least two weeks before the beginning of tests/exams.
- For students living in Uganda, tests and exams shall be done physically at UTAMU Campus according to the University Almanac that is available on the University website.
- Students based in foreign countries, shall be given electronic tests and exams during the the same day and time as the on campus students. The exams shall be *Open Book* that requires students to **apply** the knowledge learnt.
- Authentication of e-learning students shall be done electronically before and during the examination. Where possible, UTAMU shall designate an examination center in a foreign country where e-learning students can sit for their examinations under a supervisor.

### 7.5.2 Fees Payment

The university **fees payment** policy allows students to make fees payments in instalments. Details can be obtained from the accounts department. Payment of all functional fees should be done by the 1<sup>st</sup> day of every semester.

### 7.5.3 Institutional Policies and Issues

#### **Principles of Good Practice**

E-learning activities will follow Best Practices and standards set forth by accrediting bodies such as The National Council of Higher Education (NCHE). The courses that are offered via e-learning shall meet the same quality standards as those that apply to campus-based instruction.

### 7.5.4 Procedures

UTAMU E-learning unit shall have on file information regarding e-learning for individuals who make inquiries and shall maintain such information on the UTAMU website

To implement this policy, UTAMU shall develop Standards for e-learning and the standards shall be reviewed by the Office of the DVC responsible for Academic Affairs.

#### 7.5.5 Contingencies

Online courses will not be cancelled when University campuses are closed due to bad weather or any other interference to the normal physical operations. Students and faculty are expected to access their courses just as they would if the campuses were open. Each faculty member and student is expected to have a contingency plan – their back-up plan for attending their online courses in case their primary computer is unavailable or out of service.

The online component of a blended course is not affected when University campuses are closed. If the blended course had a face-to-face meeting scheduled on the closed campus, the meeting will be rescheduled for another day. Announcements will be posted by the course instructor to notify students of the makeup day and time.

Only in extreme situations, such as the widespread power outages may exceptions to this policy be made by the Office of the DVC responsible for Academic Affairs. In such severe cases, an official statement concerning online activities will be issued via normal emergency channels.

#### 7.5.6 Holidays

If the official UTAMU academic calendar shows that the University is scheduled to be closed, or that there are “No Classes”, e-learning classes will not meet on that day. While students are not required to submit coursework on that day, they are free to work on courses on their own. Faculty may not be available to respond to student communications until classes resume.

#### 7.5.7 Academic Calendar

E-learning courses follow the same academic semester as traditional courses. The semester of e-learning courses shall commence during the first official week of the semester and conclude during the final exam period at the end of the semester. Final exams shall be due during the regularly scheduled final exam period for the same ordinary course.

#### 7.5.8 Merger of Online Classes

Faculty members teaching multiple sections of a course are not allowed to merge these sections into a single course module in the learning management system. Pedagogically, combining individual classes would affect class size, course delivery and the quality of instruction.

Cross-listed sections of a course shall be merged into a single course module in our learning management system. This exception is allowed because cross-listed sections have a combined maximum class size and are treated as one course for determining teaching load. Exceptions to this policy may be made by the Office of the DVC responsible for Academic Affairs for special types of courses.

#### 7.5.9 Academic Integrity of E-Learning Courses

E-learning courses are comparable to traditional, campus-based courses in terms of course descriptions, expectations and learning outcomes.

#### 7.5.10 Oversight of Courses

Like all academic activities, e-learning at UTAMU operates under the supervision of the Office of the DVC responsible for Academic Affairs. The Curriculum Committee, which is made up of faculty from each School/department, reviews all courses to be offered at UTAMU as described in the Curriculum Review Process Section.

Universal Technology and Management University adheres to the policy that all courses with the same code will have the same learning outcomes and level of rigor, regardless of delivery mode.

The process for approval of new courses for e-learning is as follows: When a faculty member desires to offer a new course, a Curriculum Review Form must be submitted to the School Dean. The Dean shall review the proposed course to ensure that all standards are met, as set forth in this policy. The Dean may return the proposal to the professor(s)/departments for required changes, as appropriate to meet requirements established by this policy, the NCHE and other accrediting bodies (ESA, ICPAU, CPA...). Upon approval by the School Dean, the proposal shall be sent to the Curriculum Committee for consideration and approval to ensure appropriateness to the University's mission. This committee shall report to the DVC responsible for Academic Affairs who shall forward it to Senate for its recommendations to the NCHE for final approval.

If an existing course is converted to an e-learning format, the course will be reviewed by the School Dean to ensure that it meets all criteria of consistency of content and method of evaluation. If it is determined by the School Dean to be necessary, the course will follow the complete Curriculum Review Process for course modifications.

It is the responsibility of the faculty to ensure that the rigor of programs and quality of instruction are maintained within their courses.

#### 7.5.11 Course Review

All courses, whether blended or e-learning, are reviewed either by observation or examination by the School Dean, to ensure that all criteria are met as set forth in this policy. Results of the review are discussed with faculty to ensure that appropriate changes are made to improve the curriculum. Ongoing monitoring of all e-learning courses is the responsibility of the School Deans and Heads of departments.

#### 7.5.12 Class Size – Maximum and Minimum

Under normal circumstances, an e-learning course that requires intensive communication and collaboration should have a maximum class size of 100 students and a minimum class size of 5 students. Deans of each School will approve any exceptions to the norm.

#### 7.5.13 Quality Standards for Courses and Learning Outcomes

Faculty design quality courses to ensure rigorous learning goals and outcomes that are appropriately assessed and meet institutional, state and in some cases National Standards. The design and delivery shall be driven by the high-quality learning intentions and shall fully engage students. In fully online courses, the faculty shall have quality course syllabi that follow the approved curriculum guidelines and would normally integrate several technology tools. Blended courses shall use face-to-face activities to engage students and shall supplement that engagement in quality learning with appropriate technology tools.

To ensure ongoing quality course design and delivery for its e-learning programs, UTAMU shall normally follow the following four phase process: (Course Design, Course Delivery, Course Evaluation and Course Revision).

#### 7.5.14 Faculty Responsibility

The lecturer/instructor is responsible for the course content, delivery of instruction, evaluating student progress, assessing learning outcomes, and timely communication in an e-learning course. Faculty will evaluate courses every semester in which a particular course is taught to determine quality of materials.

#### 7.5.15 Accessibility to individuals with Disabilities (ADA)

UTAMU makes every effort to select instructional technologies that are accessible to individuals with disabilities. As with traditional, campus-based courses, students taking e-learning courses may request special considerations to meet the individual needs of the learner. In e-learning courses, special arrangements shall be made to deliver the course in an alternative format as needed. Students seeking special considerations are encouraged to contact the Office of the DVC responsible for Academic Affairs.

### 7.5.16 Third Party Providers

E-learning courses are available from other colleges, universities, corporations or non-profit organizations. In the event that UTAMU wishes to freely adopt, purchase or lease modules or entire courses from a Third Party, such courses or modules must be evaluated by the Curriculum Committee and School Deans to ensure that the materials meet all quality criteria set forth by the University, before any legal agreements are signed between parties.

## 8. Transfer of Credits Policy

UTAMU may recognize and transfer academic credits earned at other accredited institutions of higher education where such credits are deemed equivalent to courses offered by the University. Credit transfer shall be subject to evaluation by the relevant academic units and approval by the Academic Registrar in accordance with Senate regulations.

### 8.1 Purpose

The purpose of this policy is to provide guidelines for the transfer of credit units for Undergraduates and Graduate Students who wish to transfer from other recognized Universities or equivalent institutions of higher learning to Universal Technology and Management University (UTAMU). In general, UTAMU 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 program. This policy spells out requirements and the procedure followed to apply and assess applications. The number of credits transferred from another institution shall not exceed the maximum limit approved by Senate for the respective academic programme.

### 8.2 Requirements

1. A student must satisfy the admission requirement for the academic program(s) applied for.
2. The higher institution of learning from which credits are being transferred must be fully accredited by the National Council for Higher Education (NCHE) for Universities in Uganda or recognized by the body/Ministry responsible for Higher Education for all foreign institutions.
3. UTAMU will allow course credit transfer for only students whose Cumulative Grade Point Average (CGPA) is 3.0 and above for Ugandan higher educational institutions or equivalent for foreign higher education institutions.

4. Each course is considered for transfer of credits individually. UTAMU will consider only courses that have a minimum grade of "C" or 60% for postgraduate and 50% for undergraduate applicants. No block transfer of credit based upon grade averages will be accepted.
5. The maximum of credits should not exceed 40% of the minimum graduation load of the academic programme applied for.
6. Applicants holding Higher National Diplomas from recognized institutions can be admitted to second year with a provision to take some courses from the first year that the School Academic Board will have identified and deemed mandatory.
7. For applicants who have already done Master's degrees at Universal Technology and Management University they can be allowed to transfer to the Doctor of Philosophy Degree and in case of PhD by course work and research they shall be exempted for those courses which they are deemed to have completed and passed. However, the exemption will not apply to the compulsory courses at Doctoral level which must be done by all candidates on PhD by coursework and research.

### 8.3 Procedure

1. Interested Students are supposed to complete and submit a Request to Transfer Credit Evaluation form.
2. Students will need to attach their partial transcript from the institution attended to the request form to support their application. The partial transcript must indicate the academic status, the courses offered/taken, the credit units completed and the grades obtained in each course.
3. Students requesting for credit transfer will also need to attach the curriculum for the program from which credits they wish to transfer were earned.
4. Once the form is received by the UTAMU admission office, the evaluation for credit transfer will start and the student will be contacted if any additional information is required.
5. During the transfer of credit evaluation process, applicants may be invited for a pre-entry exam covering the major knowledge areas of the programme and level applied for. To qualify for admission, the student must score 60% and above for postgraduate and 50% and above for undergraduate applicants.
6. The transfer of credit evaluation process will take approximately 4 weeks from the time the request is submitted at UTAMU. Therefore, students who aim to join a particular intake should take into consideration this duration so that it does not impact on their anticipated enrolment.

7. Once the evaluation process is complete, students will be notified in person about the results through the contacts provided.
8. UTAMU reserves the right to accept, reject or make any recommendation about the credit transfer request.

#### 8.4 Cost

An administrative fee shall be charged to the student who has requested for the credit transfer evaluation process. The fee will vary depending on the number of courses to be evaluated and this fee will change from time to time depending on the circumstances.


### 9. Policy Review

This Academic Handbook Policy shall be reviewed periodically by the University Senate to ensure alignment with national higher education regulations, institutional strategic priorities, and evolving best practices in higher education governance.

Any amendments to this Policy shall be approved by Senate and ratified by the University Council where required.

Signed on this...27th... day of March.....2026

By:

  
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**Chairperson, University Council**

  
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**Vice Chancellor**