



For an Open Mind

UNIVERSAL TECHNOLOGY AND MANAGEMENT UNIVERSITY

**UTAMU**

**UTAMU ADMISSION AND CREDIT  
TRANSFER 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.

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 PART A: ADMISSION POLICY

### 2.1 PURPOSE

The purpose of this policy is to establish a comprehensive, consistent, and transparent framework for the admission of students into academic programmes of Universal Technology and Management University (UTAMU). The policy is intended to ensure that all admission processes are conducted in a fair, merit-based, and accountable manner, while safeguarding the academic standards and integrity of the University.

Specifically, this policy seeks to:

- a) Ensure compliance with the statutory and regulatory requirements of the National Council for Higher Education (NCHE) and other relevant professional and regulatory bodies.

- b) Promote equal access to higher education opportunities for qualified applicants regardless of gender, nationality, disability, religion, or socio-economic background.
- c) Provide clear guidance to applicants, academic units, and administrative staff on admission criteria, procedures, and decision-making processes.
- d) Support UTAMU's strategic objective of attracting competent and diverse learners capable of successfully completing their programmes of study and contributing meaningfully to national and global development.

## 2.2 SCOPE

This policy applies to all categories of admission into Universal Technology and Management University (UTAMU), including admissions into:

- Certificate programmes;
- Diploma programmes;
- Undergraduate degree programmes;
- Postgraduate diploma programmes;
- Master's degree programmes; and
- Doctoral (PhD) programmes.

The policy governs all modes of delivery, including face-to-face, blended, online, and distance learning programmes, and applies to all applicants, whether local or international. It shall be implemented by all academic units, administrative offices, and committees involved in the admission process.

## 2.3 GENERAL PRINCIPLES

The admission of students into UTAMU shall be guided by the following principles:

- a) **Merit and Fairness:** Admission decisions shall be based on academic merit and established criteria, applied consistently and without discrimination.
- b) **Transparency and Accountability:** Admission procedures, requirements, and outcomes shall be clearly communicated, documented, and subject to internal oversight and audit.
- c) **Regulatory Compliance:** All admissions shall strictly adhere to minimum entry requirements and guidelines prescribed by the National Council for Higher Education (NCHE) and relevant professional bodies.

- d) **Equity and Inclusiveness:** UTAMU shall promote inclusive access by providing opportunities under approved admission schemes while ensuring that academic standards are not compromised.
- e) **Quality Assurance:** Admission practices shall be aligned with UTAMU's quality assurance framework to ensure that admitted students are adequately prepared for the academic rigour of their respective programmes.

## 2.4 SCHEMES OF ADMISSION

UTAMU shall admit students under the following approved schemes of admission, subject to NCHE regulations and Senate approval:

- a) **Direct Entry:** Admission based on possession of the prescribed academic qualifications obtained at the appropriate level, including UACE or equivalent for undergraduate programmes.
- b) **Diploma Entry:** Admission for holders of recognized diplomas relevant to the intended programme of study, subject to minimum grades and equivalency requirements.
- c) **Mature Age Entry:** Admission of applicants aged twenty-two (22) years and above who have successfully passed an NCHE-approved Mature Age Entry Examination and meet programme-specific requirements.
- d) **Graduate Entry:** Admission of applicants holding recognised qualifications as follows:
  - i. Holders of bachelor's degrees may be admitted into postgraduate diploma programmes, or master's degree programmes, or any other undergraduate programme subject to relevance and Senate approval.
  - ii. Holders of master's degrees may be admitted into doctoral (PhD) programmes, subject to research capacity, supervision availability, and Senate approval.
- e) **International Entry:** Admission of non-Ugandan applicants who possess equivalent qualifications recognized by NCHE and meet immigration and language proficiency requirements.
- f) **Other NCHE-Approved Schemes:** Any additional schemes as may be approved by NCHE and adopted by the University Senate from time to time.

All schemes of admission shall be administered in a manner that ensures consistency, fairness, and maintenance of academic standards.

## **2.5 MINIMUM ENTRY REQUIREMENTS**

The minimum entry requirements for admission into UTAMU programmes shall be in accordance with the Statutory Instrument No. 63 of 2007 (Minimum Entry Requirements for Admission to Universities and Other Tertiary Institutions Regulations) and any subsequent amendments issued by NCHE, subject to programme-specific requirements approved by Senate.

### **2.5.1 Certificate Programmes**

Applicants for Certificate programmes shall possess:

- a) Uganda Certificate of Education (UCE) or its equivalent; or
- b) Any other qualification deemed equivalent by NCHE and approved by Senate.

The University may admit applicants without UCE under special entry arrangements approved by NCHE, provided they meet programme-specific requirements.

### **2.5.2 Undergraduate Diploma Programmes**

Applicants for admission into diploma programmes shall possess:

- a) Uganda Certificate of Education (UCE) or its equivalent with at least five (5) passes including relevant subjects as prescribed by the respective School.
- b) Uganda Advanced Certificate of Education (UACE) with at least one (1) Principal Pass and two (2) Subsidiary Passes obtained at the same sitting, or its equivalent.
- c) A Higher Education Certificate or its equivalent obtained from a recognized institution of higher learning.
- d) A Bachelor's degree from a recognized institution, showing evidence of successful completion of undergraduate studies, where the applicant seeks to acquire additional professional or technical competencies at diploma level.
- e) A Mature Age Entry Certificate obtained by an applicant aged twenty-two (22) years or above who has successfully passed an NCHE-approved Mature Age Entry Examination with a minimum of 50%, provided that the certificate is valid and not older than two (2) years from the date of award.

### **2.5.2 Bachelor's Programmes**

Applicants for undergraduate degree programmes shall possess:

- a) Uganda Advanced Certificate of Education (UACE) or its equivalent with at least two (2) principal passes obtained at the same sitting; and
- b) Uganda Certificate of Education (UCE) or its equivalent with at least five (5) passes obtained at the same sitting; or
- c) A recognised diploma or bachelor's degree from an institution accredited by NCHE or an equivalent regulatory authority, subject to relevance and Senate approval.
- d) A Bachelor's degree from a recognized institution, showing evidence of successful completion of undergraduate studies, where the applicant seeks to acquire additional training at Bachelor's Degree level in another discipline.
- e) A Higher Education Certificate or its equivalent obtained from a recognized institution of higher learning.
- f) A Mature Age Entry Certificate obtained by an applicant aged twenty-two (22) years or above who has successfully passed an NCHE-approved Mature Age Entry Examination with a minimum of 50%, provided that the certificate is valid and not older than two (2) years from the date of award.

### **2.5.3 Postgraduate Programmes**

Applicants for postgraduate diploma and master's degree programmes shall possess:

- a) A bachelor's degree from a recognized institution with at least a Second-Class Lower Division or its equivalent in a relevant discipline.
- b) A Postgraduate Diploma obtained from a recognized institution of higher learning in a discipline relevant to the intended Master's programme.

### **2.5.4 Doctoral Programmes**

Applicants for doctoral programmes shall possess:

- a) A master's degree from a recognized institution with a substantial research component in a relevant field of study.

The University reserves the right to prescribe additional entry requirements, including interviews, entrance examinations, or bridging courses, where deemed necessary.

## 2.6 ADMISSION PROCEDURES

The admission process at UTAMU shall be conducted as follows:

- a) Submission of a duly completed application through officially approved UTAMU channels within the stipulated deadlines.
- b) Verification and authentication of academic and supporting documents by the Office of the Academic Registrar.
- c) Academic evaluation of the applicant by the relevant Department and School to assess suitability for the intended programme.
- d) Consideration and approval of admission recommendations by the University Admissions Committee, Senate, or delegated authority.
- e) Issuance of an official admission letter indicating the programme, reporting date, duration of study, and applicable fees.

Admission decisions shall be final and subject to compliance with University regulations.

## 2.7 REGISTRATION OF STUDENTS

- a) The University shall register students who have been duly admitted and who have fully satisfied the admission requirements prescribed by the National Council for Higher Education (NCHE) and, where applicable, relevant professional bodies.
- b) Registration shall be conducted within officially communicated timelines, namely **early registration**, **normal registration**, and **late registration** periods, as approved by the University and communicated by the Office of the Academic Registrar.
- c) Early registration shall commence upon issuance of an official admission letter and shall remain open up to the start of the academic semester.
- d) Normal registration shall run for the first two (2) weeks from the commencement of the academic semester.

- e) Late registration shall commence immediately after the normal registration period and shall attract a prescribed late registration penalty as approved by University Council.
- f) Any student who fails to register within the late registration period shall not be permitted to register and shall be regarded as a non-student for that semester, unless otherwise approved by the Academic Registrar under exceptional circumstances.
- g) Registration shall only be considered upon satisfactory evidence that the prospective student is adequately financed to meet the cost of the programme of study.
- h) All registration fees paid shall be non-refundable and non-transferable.
- i) The University reserves the right to require a student to sit for a University entrance or placement examination where deemed necessary.
- j) During registration, students shall be required to submit satisfactory medical reports to enable the University to make appropriate academic and welfare arrangements.
- k) Prospective international students shall submit to the Office of the Academic Registrar a valid Police Clearance Certificate from their country of origin or residence, in addition to all required immigration documentation.
- l) Ugandan students shall submit recent passport-size photograph, while international students shall submit recent passport-size photographs.
- m) Students who fail to register within three (3) weeks from the start of the semester shall not be allowed to register and shall be regarded as non-students.
- n) The University shall revoke the registration status of any student found to have gained admission or registration through examination malpractice, misrepresentation, or any other fraudulent means, and such a student may be subject to disciplinary and legal action in accordance with University regulations.

## **2.8 REGISTRATION OF PREVIOUSLY DISCONTINUED STUDENTS FROM OTHER INSTITUTIONS**

- a) A student who previously attended another recognized university or institution of higher learning and was discontinued on academic grounds may be considered for admission to UTAMU, provided that:

- a. The student applies for a different programme from the one previously pursued; and
  - b. The student is assessed and determined by the relevant Department and School to be capable of successfully undertaking the proposed programme of study.
- b) A student who was discontinued from another institution on disciplinary grounds or due to examination malpractice may only be considered for admission to UTAMU after a minimum period of two (2) academic years from the date of discontinuation, subject to satisfactory evidence of good conduct.
  - c) A student discontinued on academic grounds, disciplinary grounds, or examination irregularities shall not be eligible for credit transfer. However, such a student may be admitted as a fresh entrant into a different programme in the next approved intake cycle, subject to meeting all admission requirements.

## **2.9 PROVISIONAL ADMISSION**

- a) Applicants who have satisfied the University's admission requirements but whose original academic documents are pending verification may be issued with a provisional admission letter.
- b) Provisional admission shall be confirmed only upon submission and verification of original academic documents within five (5) weeks from the commencement of the semester.
- c) Failure to submit original documents within the stipulated period shall result in automatic cancellation of the provisional admission.
- d) The University reserves the right to prescribe additional programme-specific requirements, including interviews, aptitude tests, or entrance examinations, where deemed necessary by the relevant academic unit and approved by Senate.

## **3.0 PART B: CREDIT TRANSFER POLICY**

### **3.1 Purpose**

The purpose of this policy is to provide a clear, structured, and transparent framework governing the transfer of credit units for undergraduate and postgraduate students seeking admission to Universal Technology and Management University (UTAMU) from other recognized universities or equivalent institutions of higher learning.

The policy aims to facilitate student mobility and academic progression while safeguarding UTAMU's academic standards, programme integrity, and learning outcomes. In general, UTAMU shall consider credit units earned from institutions fully accredited by the National Council for Higher Education (NCHE) for institutions within Uganda, or by the legally mandated higher education regulatory authority or ministry in the country of origin for foreign institutions.

Only credit units earned through institution-level courses that are relevant, comparable, and suitable to the intended UTAMU programme of study shall be considered. This policy further outlines the eligibility requirements, procedures, and assessment mechanisms applicable to all credit transfer applications.

### **3.2 Eligibility and Requirements**

A student shall be eligible for consideration for transfer of credit units into UTAMU upon satisfying the following requirements:

- i. The applicant must meet the admission requirements for the academic programme applied for at UTAMU.
- ii. The releasing institution must be:
  - Recognised by the National Council for Higher Education (NCHE) for Ugandan institutions; or
  - Recognized by the legally mandated higher education authority or ministry in the country of origin for foreign institutions.

- iii. For undergraduate applicants, the applicant must have attained a minimum CGPA of 3.0 or its equivalent, unless otherwise approved by Senate.
- iv. For diploma or degree holders, the applicant must have obtained a minimum classification of Second Class Lower or Credit II, or its equivalent, from a recognized institution.
- v. For Postgraduate Diploma (PGD) programmes, the applicant must:
  - Hold a recognised bachelor's degree in a relevant discipline; and
  - Have attained a minimum CGPA of 3.0 or its equivalent in the courses presented for transfer, unless otherwise approved by Senate.
- vi. For Master's degree programmes, the applicant must:
  - Hold a recognised bachelor's degree relevant to the intended programme; and
  - Have attained a minimum CGPA of 3.0 or its equivalent in the courses presented for transfer; and
  - Only coursework-based course units shall be considered for credit transfer.
- vii. For Doctoral (PhD) programmes, credit transfer shall be restricted to coursework components only, subject to the following conditions:
  - The applicant must hold a recognised master's degree with a substantial coursework component;
  - Only doctoral-level or equivalent postgraduate coursework units shall be considered; and No transfer of research thesis, dissertation, or proposal credits shall be permitted.
- viii. Each course shall be evaluated individually for credit transfer. UTAMU shall not permit block credit transfer based on overall averages.
- ix. Only courses with a minimum grade of "C" or its equivalent shall be considered, provided that:
  - Postgraduate courses shall have a minimum pass mark of **60%**; and
  - Undergraduate courses shall have a minimum pass mark of **50%**.
- x. The total number of transferred credit units shall not exceed forty percent (40%) of the minimum graduation credit load for the academic programme applied for.

- xi. Credit units presented for transfer must have been earned within a period not exceeding five (5) years from the date of application.
- xii. Applicants holding National Diplomas or equivalent qualifications from recognized institutions may be admitted directly into the second year of study, subject to the requirement to complete any foundational or prerequisite courses identified as mandatory by the relevant School Board.

### 3.3 TYPES OF CREDIT TRANSFER

a) Credit transfer at UTAMU may be:

- i. **Horizontal Credit Transfer** – transfer between programmes at the same academic level.
- ii. **Vertical Credit Transfer** – transfer from a lower academic level to a higher academic level where common courses exist (e.g. Diploma to Degree).

b) Forms of Credit Transfer

- i. **Intra-institutional transfer:** Within UTAMU between related programmes.
- ii. **Inter-institutional transfer:** Between UTAMU and other recognized institutions.

### 3.4 Procedure and Guidelines for Transfer of Credit Units

i. The Admissions Officer shall:

- Identify potential credit transfer cases at the point of admission;
- Guide eligible applicants on the credit transfer process;
- Forward complete applications to the relevant School for academic evaluation; and
- Request any pending documentation where necessary to facilitate reconsideration of the application.

ii. Applicants seeking credit transfer shall submit **certified official transcripts** from the releasing institution, clearly indicating:

- Academic status;

- Courses undertaken;
  - Credit units completed; and
  - Grades obtained for each course.
- iii. The evaluation of credit transfer applications shall normally be completed within two (2) weeks from the date of submission of a complete application.
- iv. Applicants shall be formally notified of the outcome of the credit transfer evaluation through official University communication channels.
- v. UTAMU reserves the right to approve, partially approve, defer, or reject any application for credit transfer based on academic merit, programme requirements, and institutional capacity.

### **3.5 Cost and fees**

A non-refundable credit transfer evaluation fee shall be charged for each approved exempted course unit, as determined by the University Senate from time to time.

The applicable fee shall be published by the University and may be reviewed periodically subject to Senate and University Council approval.

### **3.6 RECORDS AND CERTIFICATION**

Approved transferred credits shall:

- Appear on the student's academic record.
- Be reflected without grades but with approved credit units.

### **4.0 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.

Signed on this 27th day of March 2026

By:



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Chairperson, University Council



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Vice Chancellor