



For an Open Mind

UNIVERSAL TECHNOLOGY AND MANAGEMENT UNIVERSITY

UTAMU

UTAMU GRADUATION 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 11th March 2013 (License No. UIPL022), and its name and particulars were published in the Uganda Gazette Vol. CVI No. 14 of 22nd 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 Purpose

This policy establishes the criteria, procedures, and standards governing the conduct of graduation and the conferment of degrees and award of certificates, diplomas and other qualifications of UTAMU. It ensures fairness, consistency, transparency, and academic integrity in the conferment of degrees and award of diplomas, certificates and other qualifications.

3.0 Scope

This policy applies to all UTAMU students eligible for graduation, including:

- a) Undergraduate degrees programmes
- b) Postgraduate programmes (Masters, PGDs, PhDs)
- c) Diploma and Certificate programmes

It covers eligibility, nomination, clearance, ceremony preparation, conferral, and issuance of academic documents.

4.0 Definitions

- a) **Graduand:** A student who has met all academic and administrative requirements and is eligible for graduation.
- b) **Graduation Committee:** A standing committee responsible for oversight and coordination of all graduation activities.
- c) **Conferral:** Formal award of the degree by Universal Technology And Management University (UTAMU)
- d) **Award:** Formal award of the diploma, certificate or other qualification by Universal Technology And Management University (UTAMU)

- e) **Clearance:** Administrative process confirming that a graduand has met all university obligations (financial, academic, library, ICT, etc.).
- f) **Graduation Ceremony:** Public event where degrees are formally conferred and diplomas, certificates and other qualifications are awarded
- g) **Convocation:** A formal university ceremony where students receive degrees, diplomas, certificates, academic hoods, and celebrate their graduation.

5.0 Graduation Eligibility

5.1 Academic Requirements

To be eligible for graduation from Universal Technology and Management University (UTAMU), a student shall be required to satisfy all academic requirements prescribed for the approved programme of study, as detailed below:

- a) **Completion of Prescribed Courses**
The student must have successfully completed all compulsory and elective course units prescribed in the approved curriculum of the programme of study, in accordance with the University's academic regulations and the applicable study plan.
- b) **Attainment of Minimum Credit Units and GPA**
The student must have accumulated the minimum number of credit units and attained the minimum Cumulative Grade Point Average (CGPA) as stipulated in the programme curriculum accredited by the National Council for Higher Education (NCHE).
- c) **Completion of Assessments and Academic Outputs**
The student must have satisfactorily completed all required assessments, including but not limited to:
 - a) Continuous assessments and final examinations;
 - b) Projects, dissertations, theses, or capstone requirements; and
 - c) Industrial training, internship, practicum, or community engagement components, where applicable.
- d) **Successful Completion of Viva Voce**
Where applicable, the student must have successfully passed the prescribed viva voce or oral defence, in accordance with the University's postgraduate or programme-specific regulations.
- e) **Compliance with Academic Regulations**
The student must not have any outstanding academic obligations, including unresolved cases of academic misconduct, pending assessment results, or incomplete academic requirements.
- f) **Certification of Academic Completion**
All academic results and completion requirements shall be certified by the relevant School Board and approved by Senate prior to recommendation for graduation.

5.2 Administrative Requirements

In addition to satisfying all academic requirements, a student shall be eligible for graduation only after fulfilling the following administrative and institutional clearance requirements:

a) **Financial Clearance**

The student must be fully cleared financially, having settled all tuition fees, functional fees, penalties, NCHE fees and any other charges payable to the University in accordance with the approved Fees Policy. No student with outstanding financial obligations shall be recommended for graduation.

b) **Library Clearance**

The student must return all borrowed library materials, including books, journals, and digital resources, and settle any outstanding library fines or replacement charges.

c) **ICT and Systems Clearance**

The student must complete clearance with the Department of ICT Services, including surrender of University-issued ICT equipment (where applicable) and clearance of access rights on institutional systems in accordance with University procedures.

d) **Registry and Departmental Clearance**

The student must complete clearance with the Academic Registry, the relevant School and Department, confirming accuracy of personal details, academic records, and programme completion.

e) **Submission of Graduation Documentation**

The student must submit all required forms, declarations, and supporting documentation for graduation processing within the timelines officially communicated by the Office of the Academic Registrar.

f) **Compliance with Institutional Obligations**

The student must have no outstanding disciplinary, academic, or administrative cases pending before any University organ.

6.0 Graduation Nomination and Submission

6.1 Preparation of Graduation Nomination Lists

- a) Each School shall prepare a nomination list of students eligible for graduation based on approved academic results and completion of programme requirements.
- b) Nomination lists shall be prepared and submitted at least eight (8) weeks prior to the scheduled graduation ceremony.
- c) Each nomination list shall be:
 - i. Endorsed by the Head of Department;
 - ii. Approved by the Dean of the School; and

- iii. Formally submitted to the Office of the Academic Registrar.

6.2 Verification of Graduation Lists

- a) The Office of the Academic Registrar shall conduct a comprehensive verification of each nominated graduand to confirm compliance with:
 - i. Academic requirements;
 - ii. Administrative and financial clearance; and
 - iii. Programme and regulatory standards.
- b) Where discrepancies, omissions, or inconsistencies are identified, such cases shall be:
 - i. Formally communicated to the relevant School; and
 - ii. Returned for correction within five (5) working days.
- c) Failure to rectify discrepancies within the prescribed timeline may result in deferment of the student's graduation to a subsequent ceremony.

6.3 Final Approval and Conferment of Awards

- a) Upon completion of verification, the Academic Registrar shall present the verified graduation list to the University Senate for approval.
- b) Only students whose names appear on the University Senate-approved graduation list shall be eligible for:
 - i. Conferment of academic awards;
 - ii. Issuance of academic transcripts and certificates; and
 - iii. Participation in the official graduation ceremony.

7.0 Clearance Procedures

A student must obtain clearances from the following units:

- a) Finance Department (financial)
- b) Directorate of Library and Information Resources / University Library
- c) Department of ICT Services
- d) Dean of School
- e) Academic Registrar

Clearance is only complete when all units sign off and the student has no outstanding obligations.

8.0 Graduation Ceremonies

8.1 Scheduling of Graduation Ceremonies

- a) The University shall ordinarily conduct two (2) graduation ceremonies per Academic Year, normally scheduled in or around the months of May and November, subject to approval by the University Council.
- b) The exact dates, venues, and modalities of each graduation ceremony shall be proposed by the Academic Registrar, endorsed by the University Senate, and approved by the University Council.
- c) The Office of the Academic Registrar shall formally communicate the approved graduation schedule to students, staff, and stakeholders within officially prescribed timelines.
- d) The University reserves the right to vary the number, timing, or format of graduation ceremonies in exceptional circumstances, subject to Senate and Council approval.

8.2 Registration and Attendance of Graduands

- a) All eligible graduands shall be required to register for graduation attendance within the timelines communicated by the Office of the Academic Registrar, which shall ordinarily be not less than three (3) weeks prior to the ceremony.
- b) Registration for graduation shall be conditional upon:
 - i. Full academic clearance;
 - ii. Full financial and administrative clearance; and
 - iii. Payment of the prescribed graduation fees.
- c) A graduand who is unable or elects not to attend the graduation ceremony in person may still be conferred with the academic award in absentia, provided all graduation requirements have been satisfied.
- d) Conferment in absentia shall not prejudice the graduand's right to receive the official academic transcript, certificate, or other graduation documentation.

8.3 Academic Robing and Ceremonial Protocol

- a) Only official UTAMU-approved academic gowns and regalia corresponding to the relevant level of award shall be worn during the graduation ceremony.
- b) The design, colour, and use of academic regalia shall be approved by the University Council on the recommendation of the University Senate and shall conform to UTAMU's academic identity and ceremonial standards.
- c) Schools and administrative units shall ensure that graduands:
 - i. Are informed of gown collection procedures;
 - ii. Collect the correct and appropriate regalia in advance of the ceremony; and
 - iii. Return ceremonial attire as prescribed after the ceremony, where applicable.

- d) No graduand shall be permitted to participate in the ceremony while wearing unapproved or incorrect academic attire.

8.4 Conduct and Management of Graduation Ceremonies

- a) The graduation ceremony shall be conducted under the authority of the University Senate, in accordance with approved academic traditions and ceremonial protocols.
- b) The Ceremony Master, appointed by the University, shall be responsible for:
 - i. Managing the academic procession and recession;
 - ii. Ensuring adherence to established ceremonial order and protocol;
 - iii. Coordinating the presentation and conferment of academic awards; and
 - iv. Maintaining decorum and dignity throughout the ceremony.
- c) All graduands, staff, and guests shall be required to observe proper conduct, discipline, and respect for University protocol during the ceremony.
- d) The University reserves the right to remove or bar from participation any person whose conduct is inconsistent with the dignity and orderly conduct of the graduation ceremony.

9.0 Conferment of Awards

- a) Conferment occurs only after the University Senate approval.
- b) Qualifications are recorded in the University's Official Graduation Register.
- c) The Academic Registrar issues:
 - i. Degree/Diploma/Certificate
 - ii. Academic Transcript
 - iii. Graduation Letter

10.0 Diplomas, Transcripts & Certificates

- a) Diplomas and certificates are issued during or after the ceremony.
- b) Transcripts are released only after final clearance.

11.0 Graduation Ceremonies Committee

- a) Senate shall appoint a Graduation Ceremonies Committee to coordinate all graduation activities.
- b) The Committee shall be responsible for:
 - i. Scheduling ceremonies;
 - ii. Preparing and publishing the Graduation Programme and Booklet;
 - iii. Coordinating logistics, security, protocol, and media coverage;
 - iv. Managing academic gowns and regalia;

- v. Issuing invitation cards to graduands and official guests.

11.1 Graduation Booklet and Publication

- a) An official Graduation Booklet containing the list of graduands shall be prepared and published prior to Graduation Week.
- b) Graduation lists shall also be published on the UTAMU website for transparency.

12.0 Academic Regalia and Protocol

- a) UTAMU shall prescribe official academic regalia for each award category.
- b) Graduands shall obtain gowns through approved University channels.
- c) Only UTAMU-approved gowns and caps shall be permitted during the ceremony.
- d) The Chancellor (or the Vice Chancellor in the absence of the Chancellor) shall preside over the conferment of the degrees and award of diplomas, certificates and other qualifications of the University.

13.0. Conduct and Duration of Ceremonies

- a) Graduation ceremonies shall be conducted in a dignified manner befitting academic tradition.
- b) Each ceremony shall be time-managed and, where possible, not exceed three (3) hours.
- c) Graduands and guests shall adhere to published ceremony guidelines.

14.0 Awards and Recognition

During graduation ceremonies, UTAMU may recognise:

- a) Best-performing students at programme, School, and University levels;
- b) Distinction and merit award recipients;
- c) Special awards approved by Senate and Council.

15.0 Graduation Fees

Graduation fees may be applicable for:

- a) Ceremonial attendance
 - b) Gown hire
 - c) A Certificate and five certified copies of the Certificate
 - d) A transcript and five certified copies of the transcript
- Fees must be paid by the specified fee deadline.

16.0 Non-Compliance

Students who fail to meet requirements by the deadline:

- a) Will be deferred to the next graduation cycle
- b) May be removed from graduation lists if requirements remain unmet

17.0 Review

This policy shall be reviewed every five years or when academic regulations are amended.

18. Approvals

This policy is approved by the University Council on recommendation of the University Senate. It takes effect from the date of approval.

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

By:

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke ending in a small arrowhead pointing to the right.

.....
Chairperson, University Council

A handwritten signature in blue ink, appearing to read 'Akatabadun' in a cursive style.

.....
Vice Chancellor

