



UNIVERSAL TECHNOLOGY AND MANAGEMENT UNIVERSITY

UTAMU

**UTAMU SPECIAL EXAMINATIONS
POLICY, 2026.**

1.0 Purpose

The purpose of this policy is to provide clear guidance on the administration of Special Examinations at UTAMU. It ensures fairness and academic integrity while offering an opportunity for students who miss scheduled examinations due to verifiable and justifiable circumstances to complete their academic requirements without undue disadvantage.

2.0 Scope

This policy applies to all registered students of Uganda Technology and Management University (UTAMU) who, for good cause, are unable to sit for their scheduled university examinations.

It applies to both undergraduate and postgraduate students across all Schools and programmes of the University.

3.0 Policy Statement

UTAMU is committed to promoting fairness and equity in academic assessment. Special Examinations shall be granted only to students who miss examinations due to valid and verifiable reasons as provided in this policy.

This policy outlines the conditions, procedures, and responsibilities governing the approval and administration of Special Examinations.

4.0 Definition

A Special Examination refers to an examination administered to a student who, for good cause, failed to sit a scheduled university examination.

5.0 Eligible Circumstances (Good Causes)

The following circumstances shall be recognized as good causes for missing an examination:

i. **Final-Year Students:**

Where a final-year student is prevented from graduating due to a failed course that he/she has not had an opportunity to retake, the Vice Chancellor on recommendation of the Academic Registrar may authorize a special examination to facilitate timely graduation.

ii. **Medical Grounds:**

Personal illness or medical condition, supported by documentary evidence from a recognized medical practitioner or health facility, verified by the University Medical Officer.

iii. **Maternity or Related Health Conditions:**

Absence due to pregnancy, childbirth, or related complications, supported by relevant medical documentation verified by the University Medical Officer.

iv. **Bereavement:**

Loss of a member of the candidate's immediate family (parent/guardian, spouse, sibling, or child), supported by a death certificate and Local Council verification.

v. **Administrative or Invigilation Error:**

Proven wrongful prevention from sitting an examination by an invigilator or other University official.

vi. **Institutional Error:**

Misplacement or loss of coursework or examination scripts by University staff, subject to verification by the Academic Registrar.

vii. **Examination Leakage:**

Where an examination is cancelled due to leakage, affected candidates shall be permitted to sit for a special examination. Any staff implicated shall face disciplinary action per University Regulations.

viii. **Other Justifiable Reasons:**

Any other valid reason deemed acceptable to the Vice Chancellor upon recommendation from the school and the Academic Registrar.

6.0 Evidence and Reporting Requirements

- a. Supporting evidence must relate to the two-week period before or after the missed examination.
- b. The student must report in writing to the Dean of School, through the Head of Department, as soon as reasonably practicable after missing the examination.
- c. The Dean's Office shall review the report, attach a School recommendation, and forward it to the Office of the Academic Registrar for recommendation to the Vice Chancellor for approval.

7.0 Financial Obligations

- a. Students approved to sit for Special Examinations must have cleared all semester tuition and functional fees.
- b. A special examination fee per paper shall apply be UGX 200,000 and UGX 300,000 for undergraduate and postgraduate students respectively. These amounts shall be subject which shall be subject to period review by the

University Management and recommendations made to the University Senate and University Council for approval.

8.0 Scheduling and Administration

- a. Special Examinations shall be administered within the first two weeks of the subsequent semester, unless otherwise approved by the Vice Chancellor.
- b. Any rescheduled examination must be communicated to all affected candidates at least one week in advance through the Office of the Academic Registrar.
- c. The Academic Registrar shall be responsible for coordinating the administration, security, and record-keeping of all Special Examinations.

9.0 Exclusions

A student shall not qualify for Special Examinations under the following circumstances:

- i. Failure to provide timely notification or sufficient justification as defined in this policy.

10.0 Approval Authority

- a. All Special Examination requests shall be approved by the Vice Chancellor upon recommendation of the relevant School and verification by the Office of the Academic Registrar.
- b. A student who is not satisfied by the decision of the Vice Chancellor may appeal to the University Senate and the decision of the University Senate on any matter related to Special Examinations shall be final.

11.0 Effective Date

This policy shall take effect upon approval by the University Council on the recommendation of the University Senate and shall be reviewed periodically to align with emerging academic and administrative needs.

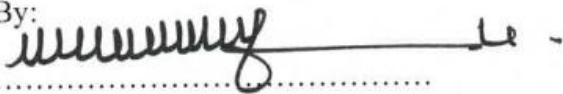
12.0 Responsible Offices

- Office of the Vice Chancellor
- Office of the Academic Registrar
- Deans of Schools
- Heads of Departments
- University Medical Officer
- Senate Examinations Board

13.0 Review Cycle

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 29th day of March 2026

By: 

Chairperson, University Council



Vice Chancellor