

KYAMBOGO UNIVERSITY

KYAMBOGO UNIVERSITY GRADUATE SCHOOL

INFORMATION FOR GRADUATE STUDENTS 2012 / 2013 ACADEMIC YEAR

1.0 INTRODUCTION

All correspondences concerning graduate academic matters should be addressed to the Academic Registrar for attention of Kyambogo University Graduate School P.O. Box 1 Kyambogo. In all correspondences please quote your **Programme** and your **Registration Number** as indicated on your letter of admission.

2.0 STARTING OF ACADEMIC YEAR

The Academic Year starts mid August

2.1 REPORTING TO THE UNIVERSITY

1. The first week at the University will be an orientation week. The programme for the orientation programme will be pinned on the Notice Board, Kyambogo University School
2. All graduate students are supposed to report to their respective Faculties for briefing on the structure and requirements of their programmes. The Faculties will draw their schedules.

3.0 CENTRAL REGISTRATION AND PAYMENT OF FEES

1. All graduate students are required to register according to the registration programme from the Graduate School.
2. A student is deemed to have registered after paying all the University fees for the relevant semester as indicated on the fees structure, completing the registration forms and signing the University Register. Please note that originals of all your academic documents and their photocopies must be presented during the registration of the first semester of your programme.
3. The names in which the student is registered will be those, which appear on the students' letter of admission and these must be the same as those appearing on the student's academic documents. Students who have acquired new names will be allowed to register under those names on presentation of an affidavit.

3.1 OTHER EXPENSES

Please note that the fees indicated on the fees structure issued to you do not cover other expenses such as **accommodation, research, scholastic materials** or **personal allowances**.

3.2 REGISTRATION AT FACULTY LEVEL

After the central registration, each student is required to register in his /her faculty and department.

3.3 CANCELLATION OF OFFER

The offer may be cancelled unless prior notice of valid and acceptable reasons explaining failure to register has been received within three weeks of the first semester.

3.4 EXTENSION OF THE PERIOD OF STUDY

If a candidate realizes that he / she cannot complete his /her programme within the time allowed, it is his / her duty to take the initiative to apply to the Graduate School for an extension of his / her registration. If the registration lapses, the candidate will be deregistered. Note the fee applicable to extensions is found on the fees structure section of the admission letter.

3.5 MAXIMUM PERIOD ALLOWED ON THE POSTGRADUATE PROGRAMME

Postgraduate Diploma the maximum period is three (03) years.

Masters Programmes, the maximum period is five (05) years.

3.6 WITHDRAWAL

If a candidate finds that he /she cannot continue with studies due to unavoidable circumstances within the given period of time, he / she is advised to request for a withdrawal and inform Senate through the Faculty and his / her Department when he /she plans to resume studies. A student is not expected to absent him / herself from the University without informing the authorities.

3.7 REFUND OF TUITION FEES

The regulations regarding refund of tuition fees to students who have chosen to withdraw from their programmes shall be done as follows:

Period of time within which a student has withdrawn	Percentage of tuition to be refunded
Before end of first week	100%
Before end of second week	75%
Before end of third week	50%
Before end of fourth week	30%
Before end of fifth week	15%
From 6 th week onwards	00%

N.B. Refunds are made to the sponsor and not the student unless otherwise authorized by the sponsor except where a student is sponsoring himself or herself.

4.0 IDENTITY CARDS

You are required to carry your current identity card for purposes of identification. After registration, arrangements will be made to issue students with a University identity card.

5.0 ACCOMMODATION

The University has very limited accommodation and graduate students are encouraged to find their own accommodation.

6.0 TRAVEL ARRANGEMENTS.

It is the responsibility of a student to make his / her own travel arrangements to arrive at the University.

7.0 STRUCTURE OF GRADUATE PROGRAMME

7.1 MASTERS DEGREES

Masters degree programmes involve a great deal of individual and original research. Students work on their own under the guidance of supervisors. The programmes begin with full time course work lasting one academic year upon successful completion of which the candidate goes on to do research and write a dissertation. The Authority to appoint supervisors lies with the University Senate. A student who has a problem with the supervisor should request for change by writing to the Dean Kyambogo University Graduate School through the Faculty Dean and Head of Department to change the supervisor.

7.2 GRADUATE DIPLOMAS

These are done by course work, practical work and research where applicable.

7.3 DURATION OF PROGRAMMES

Graduate Diploma Programmes last one academic year while Master's Degrees Programmes last two academic years.

7.4 PROGRESS REPORTS

Every candidate is required to submit to the Dean Kyambogo University Graduate School through the Head of Department and through his /her Supervisor progress reports on his /her research every after three month. This is done on a special progress report form obtainable from the Department to which a candidate belongs. Failure to meet this requirement may lead to discontinuation. If the progressive reports are not received in specified time, the Graduate Board will write to the Dean Kyambogo University Graduate School to demand those progressive reports.

7.5 SUBMISSION OF WORK FOR EXAMINATION

(a) Notice of Submission

A candidate intending to submit his / her dissertation must give three month's notice of submission. Submission is normally through the Supervisor and through Head of

Department to Kyambogo University Graduate School under no circumstances shall a candidate be allowed to submit his / her work for examination unless he / she has been under regular and approved supervision.

(b) Submission with an Abstract

It is a requirement for a candidate to submit his / her final copy of dissertation together with a soft copy of the Abstract in a virus free Diskette/Flash Disk/CD.

8.0 FACILITIES.

8.1 LIBRARY

The University has three libraries that students can use for their reading. These include: the Barclays Library in the East End of the campus, one at the West End and the other at the North End. There are also various departmental libraries in the various Faculties and Departments.

8.2 BOOKSHOP

There is a bookshop situated near the Main University Administration Block.

8.3 HEALTH SERVICES

There is a University Health Centre which caters for students in addition to many other health facilities. Withdraw on health grounds must be supported by a recommendation from the Director, Medical Services of Kyambogo University.

8.4 SPIRITUAL SERVICES

There are three chapels for those subscribing to the Christian faith , a Mosque for the Moslem community and a church for the Seventh Day Adventists Community

8.5 COMMUNICATION AND TRANSPORT

The University is 8km from Kampala City centre and public transport is available to and from the city.

9.0 FURTHER INFORMATION

9.1 ACADEMIC MATTERS

Further information may be obtained from Kyambogo University Graduate School.

9.2 PERSONAL MATTERS

Whether you are a resident student or not, the Dean of Students should be the first person to turn to should you have a personal problem that impacts on your studies. A student is not expected to absent him / herself without informing the relevant authorities.

9.3 ACADEMIC AND ADMINISTRATION ISSUES

These should be referred to the Academic Registrar through Heads of Department, Faculty Deans and Kyambogo University Graduate School in writing.