



STUDENT HANDBOOK

OFFICE OF THE DEAN OF STUDENTS

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CAVENDISH UNIVERSITY UGANDA GOVERNANCE AND MANAGEMENT STRUCTURE



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MESSAGE FROM THE VICE CHANCELLOR

Dear students,

I welcome all of you very warmly to Cavendish University Uganda. To some of you, this is only a new semester. To others, this is the beginning of a new University life. Whether you are a new student or a continuing one, you will find lots of changes that will require you to learn fast, to adjust your methods of doing things and to adopt new learning styles. The continuing students have a role to play in helping new ones to cope and feel the good life at Cavendish, where success begins.

This University is uniquely student-centred and has adopted several strategies to improve students' learning. Your Professors and Lecturers in every course unit will share with you detailed course guides that will show you what you should expect, when and how the learning will be facilitated and evaluated. You will get references to enable you read ahead of the study sessions and equip yourselves to participate actively in learning. We have highly resourced libraries and labs with trained professionals who will be happy to assist you to utilize them. I implore you to utilize these resources and to attend classes regularly because you will only be allowed to sit both continuing and final assessment tests if you have attended at least 75 percent of the classes.

CUU promotes lots of students' activities in order to realize a vibrant student life. These activities will focus on achieving four main objectives:

1. Promotion of students' learning. Activities in this category will include debates, essay competitions, specialized subject clubs such as Computer Science Club and the like.
2. Promotion of talent. Activities in this area will include games and sports, music, dance and drama, acrobatics and other talents that showcase our students' abilities.
3. Promotion of community engagement. Activities here include acts of charity such as visitations to orphanages and prisons, street cleaning, blood donations, etc.
4. Promotion of Pan-Africanism. Apart from knowledge and skills, we want our students to acquire a high level of civilization, sense of unity and duty to unite and develop Africa and the world.

The office of the Dean of Students, will support students who will make initiatives in the areas outlined above. We shall provide friendly, timely and effective student support services to enable all of you to fit within the life at CUU and Kampala city. I welcome you again and wish you an exciting and productive time at CUU. **Success begins at Cavendish University!**

MESSAGE FROM THE DEAN OF STUDENTS

Dear CUU students:

It is a pleasure and a privilege to welcome you to CUU. This Student Handbook was created to serve as a resource and guidebook for all our students. It is the official resource that defines our expectations for student life and thus a compilation of policies and procedures from the various departments and offices at CUU that allow us to collaboratively work alongside each other, to respectfully respond to conflicts with one another, and to resolve violations of our Code of Student Conduct in ways that emphasize learning and personal accountability.

The Handbook will acquaint you with the rules and regulations of the University and will help you navigate your path towards your Cavendish University Uganda degree! I hope that you will take many opportunities to become familiar with the contents of this publication. It is important for you to know that the responsibility for understanding and following our policies and procedures whether it is the Code of Student Conduct or the requirements for graduation rests entirely with you, the student.

Student Services support the university mission by promoting student engagement to develop skills through educational and social opportunities to contribute within a diverse global society and hence the ability to transform you into **responsible, educated, employable, entrepreneurial** people who are prepared for future success. I invite and encourage you to participate in diverse activities and organisations available through Student Services as research demonstrates that students who are involved in their collegiate career are more likely to be successful.

Set high standards for yourself, make good choices and take time to reflect on your experiences. If you need assistance, ask for help; we are here to serve you. At CUU we are a community that is student centered and focused on student success. As the Dean of Students, I am here to promote an inclusive environment that is responsive to all students and be your advocate, so please do not hesitate to contact me at dos@cavendish.ac.ug

Best wishes for a great academic year. *Success begins at Cavendish University*

1. INTRODUCTION AND BACKGROUND

Cavendish University Uganda (CUU) was granted full license to operate as a university by the Uganda National Council for Higher Education (NCHE) in June 2008 under the Universities and Tertiary Institutions Act No. 7 of 2001. The university is sponsored by Maarifa Education Holding (MEH), a company that is focused on investing in African Universities to support their growth. Cavendish University Uganda boasts a population of over 3,500 students with more than 5,000 students having graduated from the institution since its inception.

1.1 Faculties and academic units

Currently CUU has four faculties of:

1. Science and Technology
2. Business & Management
3. Law
4. Socio-Economic Sciences

There is a school of Post Graduate Studies, which coordinates all postgraduate education and training to ensure they meet international standards and speak to the needs of industry and society.

Cavendish University Uganda offers not only Certificate and Diploma programmes but also Bachelor`s and Master`s degree programmes that endeavor to address societal gaps. The University`s modes of teaching include face-to-face interactions with students (contact mode), distance learning as well as a blended mode under the School of Working Adults Programme (SWAP) which takes care of adults who wish to study while remaining in their employment. In all these modes, learners are offered module descriptions and teaching schedules ahead of time that include learning outcomes, tutorial questions, detailed case studies, references and study materials.

There is emphasis on participatory learning and thus easy flow of knowledge and skills. With the increasing penetration of internet services, the university utilises technology mediated learning where part of the lecture time is planned for self-study using the Internet and online resources.

1.2 Motto

Educare Mundum/ Educate the World

1.3 Slogan

Success Begins at Cavendish University Uganda

1.4 Vision

To be a model university in Africa that delivers a transformative, market-relevant, quality education.

1.5 Mission

To provide accessible, high quality, research-driven education that transforms students into responsible, educated, employable, and entrepreneurial citizens (REEE).

1.6 Core values

- **Self-reliance:** We strive to transform our students into self-confident citizens, entrepreneurs or employees with good judgment and perseverance
- **Integrity:** We treasure honesty, transparency, and ethical conduct in all our work and we have zero tolerance for corruption
- **Responsibility:** We promote a culture of personal and institutional accountability, and a commitment to good citizenship
- **Excellence:** We continually strive to do our best in teaching, learning and community engagement
- **Respect:** We see mutual-respect and appreciation of human diversity as an enabler of successful teamwork and happy coexistence.
- **Innovation:** We are attentive and responsive to best practices in teaching, learning and problem solving.

The above set of core values, given a *mnemonic* of SIRERI (self-reliance, integrity, responsibility, excellence, respect and innovation) act as guiding principles to direct behaviour and are a foundation upon which the Cavendish community conducts itself while performing its duties.

1.7 Unique features of CUU that give learners a competitive edge

- A well-articulated academic model which summarises the philosophy and practice of our teaching and learning and support operations.
- Focus on employability and entrepreneurship which are clearly expressed in the university mission statement and are a point of reference in the design of curriculum and selection of teaching and learning methods.
- Use of multiple forms of academic support that are designed to cater for the learning styles and needs of each student which include peer-tutoring, published office hours by staff and general academic consultation clinics.
- Excellent in-class facilities with executive furniture, audio-visual gadgets such as projectors and loud speakers alongside boards and flip charts that accommodate dynamic facilitation.
- Use of existing Massive Open Online Courses (MOOCs) to expose our learners to global best practices and resources and to encourage participatory and active learning.
- School of Working Adults Programmes (SWAP) which utilise adult learning principles (andragogy) to cater for learning styles and needs of working people.
- Blended Distance Learning (BDL) whereby learners who wish to study while working in distant areas are given tablets (hand-held computers) that are loaded with content and weekly quizzes with short essay questions that learners answer and submit on a weekly basis. They only come to campus to sit final exams.
- Use of technology as a tool for increasing access to high quality education by designing curricula and lessons in a “blended” manner that mixes in-class delivery with technology-based learning; and as much as possible, “flip” the classroom into a place for enhancing understanding, discussions, questions and assessing skills that have mostly been mastered outside of class with the help of technology.
- Ensuring that students graduate with outcomes that include improved critical thinking, writing skills, enhanced speaking skills, enriched presentation skills, useful information technology skills, time-management and good team-working skills, all of which are necessary for employability and entrepreneurship.

1.8 Scholarships and discounts

CUU offers scholarships and discounts to enable its potential and current students to find it easy to pay tuition and fees and complete their programmes of study. These include:

- **Academic merit scholarships** given to Ugandan students who scored 12 points and above but with a principal pass in every major subject at A' Level. Students who meet the above requirement are then subjected to an aptitude test and those who pass it are awarded the academic merit scholarship for their entire programme duration subject to satisfactory academic progression.
- **Chancellor's scholarship** awarded to any student joining CUU who has been selected by the Chancellor's office but who also meets the admission requirements of the university. This scholarship is for entire programme duration.
- **University Advisory Council scholarships** given in honour of every member of the University Advisory Council (UAC) provided the beneficiary is identified by a UAC member and meets admission requirements of the university.
- **Early bird discounts** of 10 percent off tuition fees given to any student who pays full tuition fees in the first week of a semester.
- **Referral discounts** of 10 percent off tuition fees for any new student that is referred to CUU by a continuing student.
- **Sports related scholarships** for students excelling in sports and games.

2. STUDENTS' ADMISSION AND ENROLMENT

Students come from over 26 different countries with some coming from outside Africa. Currently, 60% of the CUU students are non-Ugandan. This comes in with a variety of not only countries but tribes from different states depending on the country. The university is therefore truly international and multi-cultural giving the learners a rare but rich experience that is not usually found in many universities.

2.1 The nature and standards of Admission

Students admitted at CUU have their data captured after filling in the "Student Application Form" containing different sections: a section for bio data; a section labelled "official use" for the university; terms and conditions for admission; terms and conditions of tuition and fees payments for the year of study and a declaration.

2.2 Requirements for admission

There are different modes of admission depending on whether one is joining at Certificate level, Diploma level, Bachelor's Degree level or Postgraduate Degree level.

- a) For Bachelor's Degree admissions,** one must present any of the following requirements:
- i. An Advanced Certificate of Education (e.g. UACE) passed with at least two principal passes plus at least five passes obtained at the Certificate of Education level (e.g. UCE) or the equivalent. This is called direct entry.
 - ii. Tertiary qualifications based on a previously attained Diploma or its equivalent (with at least a credit) obtained from institutions that are accredited by regulatory authorities to offer such qualifications.
 - iii. A University Foundation Certificate obtained from a university (with appropriate accreditation) as a bridging course only for those who qualify for it as shown in number 4 below.
 - iv. Having passed Mature-Age entry examinations administered by the universities in Uganda that are accredited to administer the examinations. Mature-age entry examinations are acceptable only for people who are 25 years of age and above and obtained at least 50 percent in the entry examinations.
 - v. A Degree in an accredited programme from a recognized institution of higher shall be considered for admission to a field relevant to an applicant's Degree.
- b) For Diploma admissions,** one must satisfy any one of the following requirements:
- i. Having obtained at least one principal pass in Advanced Certificate Examinations (e.g. UACE) and at least five passes at the Certificate of Education Examinations or equivalent with relevant subjects required for a particular programme.
 - ii. Having obtained a Second Class Certificate at University Foundation Programme.
 - iii. Having completed a two-year Certificate Programme from a University or Tertiary Institution recognised by regulators which the applicant must have joined on the basis of Ordinary Certificate of Education (e.g. UCE) with at least three credits or five passes.

- c) **For Certificate Admissions**, one must have completed Ordinary Certificate of Education (UCE) and obtained at least 3 passes at the same sitting.
- d) **For University Foundation Programme**, one must present any of the following:
- i. Having completed a two-year Certificate either from a university or an accredited Tertiary Institution.
 - ii. Having completed Uganda Advanced Certificate of Education (UACE) and obtained at least two subsidiary passes in principal subjects.
 - iii. Having completed Ordinary Certificate of Education only for the students who have done their secondary education outside Uganda where there is no Advanced Level.
- e) **An International Applicant**

Must have a qualification that is recognized for University entry in his/her home country or country where he/she studied.

The University may consider for admission to a degree programme a candidate who has successfully completed a 12-year system of education provided that such a candidate has been registered at another University, prior to applying to Cavendish University Uganda, for a degree programme and has successfully completed at least one year of University education. Such a candidate must, however, submit the University academic transcript from the other University.

Applications submitted by candidates who do not meet the traditional entry criteria can only be considered after consultations with the National Council for Higher Education (NCHE) and with the approval of the Senate.

- f) **For Master Degree admissions**, the minimum requirement is having completed a relevant Honours bachelor degree from a recognized university. Holders of pass degrees are encouraged to begin with postgraduate diplomas and then progress to master degree programmes.
- g) **For Postgraduate Diploma Admissions**: All holders of bachelor`s degrees regardless of class are eligible for admission into postgraduate diploma programmes.
- h) **Admission of Occasional Students**

- i. The University may admit into a programme an occasional student who is qualified but unable to enrol for a full programme of study at undergraduate or post graduate level.
- ii. Occasional students may be admitted at the beginning of any semester of the academic year. On registration, such students shall specify the course they wish to attend with the admission counsellors who in turn will inform the respective Deans and Faculty Registrars.
- iii. Studying as an occasional student shall not lead to any award and sitting for examinations is at the discretion of the student. However, the university may issue a result statement showing the course of study undertaken, the respective level and the marks obtained if the student undertook all involved assessment.
- iv. Occasional students may transfer obtained credits to their respective institutions. In case they opt to undertake a full course of study, they will also transfer their credits.
- v. Occasional students shall be required to observe all the University rules and regulations with which they should make themselves familiar as soon as they arrive.

2.3 Ineligibility for Admission

The following category of applicants shall not be admitted:

- a) Any applicant previously discontinued from CUU or any other university as a result of academic malpractice or irregularity shall not be admitted in the University.
- b) Any applicant previously discontinued from CUU or any other university as a result of representation of forged academic documents or cheating to gain admission shall not be admitted in the University. Legal action will be taken against any applicant who presents forged academic documents

2.4 Re-admission

The following category of applicants may be re-admitted:

- a) Any applicant who was previously been a student of CUU but was discontinued on academic grounds may apply for a different programme and may be admitted if s/he satisfies the Admissions Board that s/he is now capable of managing the new programme of interest.
- b) Any applicant who has previously attended CUU or any other university and was discontinued on academic grounds may be admitted into the same programme

pursued previously if there is sufficient evidence of further learning that satisfies the University Admissions Board that s/he is capable of further studies.

- c) Any applicant previously discontinued for non-academic forms of indiscipline who convinces the Admissions Board with evidence that h/she underwent effective reform and will not be involved in a similar form of misbehaviour. Such applicants must have spent at least two years from the time of discontinuation from CUU.

2.5 Registration

- a) For a candidate to qualify to be a full student of the University, s/he must be registered.
- b) All students shall register within the first week of the beginning of each semester.
- c) New students shall be required to present their original transcripts, from schools attended, copies of certificates and other relevant documents as declared in the application forms.
- d) New students shall register for the courses they have been admitted for. Those who wish to change the programme shall apply to the Academic Registrar, who will approve in consultation with the relevant Faculty Dean. Such application to change the programme shall be done by the second week of commencement of the academic year.
- e) The names that will be used when registering are those that appear on the student's admission letter of offer, which must be the same names that appear on their O' level, A' level results slip/certificate and/or on Diploma/Degree /transcript /certificate and mature age certificate.
- f) No change of names by students shall be entertained during the course of study, even if the student swears an affidavit.
- g) Any first year student who will not have registered by the end of the second week of the academic year shall be deemed to have declined the offer of a place at the University.
- h) Any admitted student in the first year of study who for some reason is unable to register by the end of registration period shall formally apply for deferment of his/her admission to the following academic year.

- i) Student's admission will be deferred once and for maximum of one academic year upon payment of acceptance fee.
- j) New students are registered by the enrolment officers (Admission Counsellors) on payment of 10 percent of the tuition and functional fees for the semester.
- k) Continuing students are registered by enrolment officers for a new semester on payment of Uganda Shillings 60,000 only but will aim to have paid 50 percent before sitting for CAT1 in week 5. They should have paid 100 percent by week 10.

2.6 Exemptions

- a) CUU shall exempt a student admitted at bachelor's degree level with a relevant diploma if he/she satisfies the admission requirements of CUU and has scored at least second class/credit diplomas from an institution recognized by the National Council for Higher Education.
- b) The student must undertake school practice/industrial/practicum training at CUU.
- c) In business programmes, students who are left with the final stage to complete the professional programmes such as ACCA, CIMA, CPA, CPS, ICSA, etc shall be exempted up to one academic year of study.
- d) No student shall be exempted more than one (1) academic year of study.
- e) The Faculty of Law and the Department of Health Sciences shall not grant exemptions to any Diploma holder i.e. such students who wish to upgrade in these fields have to start from first one.
- f) No student shall be exempted from compulsory University course units.
- g) The Diploma qualification must have been obtained not more than five years ago.
- h) The exemptions shall not exceed 40% of the course units done and the student's records shall be certified by the awarding institution.
- i) At the Master's level, CUU shall exempt course units from the relevant postgraduate Diplomas if the applicant satisfies the admission requirements for the academic programme applied for and has passed the relevant course units at the postgraduate level. The student should be transferring from an institution recognized by the NCHE.

The student shall not have obtained the postgraduate level more than five (5) years by the time of the application for exemption. The exemptions shall not exceed 40% of the course units done at the Master`s level.

- j) Each exemption request shall attract a non-refundable exemption fee of UGX 150,000/= (one hundred fifty thousand shillings only) for the whole process of exemption.
- k) All students in possession of foreign academic papers shall first have them equated by the NCHE (for post-secondary level equivalent) or the Uganda National Examinations Board (for secondary level equivalent) at their own expense before they can be considered for exemption.
- l) The final CGPA for the students granted exemption shall not include the GPA of the exempted courses. Only EX shall be indicated for the exemption.

2.7 Credit Transfer

- a) Credit transfer shall be applied to all modes of learning (open, distance, conventional delivery systems, part-time or full-time) but only for programmes and institutions that are accredited by the NCHE or any other mandated competent authority.
- b) The students shall be allowed to transfer credits if they meet the NCHE minimum admission requirements and those of the programmes at CUU.
- c) Transfer of credits shall be permitted within a period of five (5) years from when the credits were earned.
- d) A student shall earn up to 60% of the credits from CUU. Therefore, he/she shall transfer only up to 40% of the credits earned from the previous institution either at bachelor`s or master`s level. Only relevant courses passed at credit level shall be transferred.
- e) No credit transfer will be effected in the final year of study. The students who have been granted credit transfer shall sit all University course units.
- f) The credits transferred and accepted by CUU shall be included in the computation of the cumulative grade point average of the transferring students.
- g) Each credit transferred shall attract a credit transfer fee of UGX 50,000/= (fifty thousand shillings only).
- h) All students in possession of foreign academic papers shall first have them equated by the NCHE at their own expense.

2.8 Study pass for international students

In addition to the above, international students are required to have obtained a students' study pass. It is illegal for non-Ugandans to stay in this country without formal authorisation by Ugandan immigration authorities. Fortunately, Ugandan immigration authorities do permit students to enter the country and make applications for study passes from within. This is not to be abused as delay to apply for the study pass always attracts a huge fine while failure to apply leads to deportation of the student.

Procedures to get a student's pass.

- i. To apply for a student's pass, visit the Ministry of Internal Affairs website and download the application for students pass form. The form is available on this link:
- ii. <http://immigration.go.ug/sites/default/files/forms/doc03202820150514213544.pdf>
- iii. Fill in the downloaded form.
- iv. Pick a letter from the university Academic Registrar to introduce you to the immigration office for easy processing.
- v. Contact the office of Dean of Students for further information on how to complete the application process.

3. TEACHING AND LEARNING

The teaching and learning philosophy of the University is based on its mission which is to provide accessible, high quality, research-driven education that transforms students into responsible, educated, employable and entrepreneurial citizens (R-E-E-E).

3.1 Academic Model

The Academic model of the University is based on this student-centred teaching and learning philosophy, and demands that lecturers and professors see themselves as facilitators of learning and as experts who strive to link what is taught in class to what happens in the world of work and entrepreneurship as a means of fulfilling the mission of the University.

The curricula are designed in such a way that all learning sessions (weekly or otherwise) are infused with methods, practical projects, problem sets, examples, case studies, assignments, simulations and discussions that are aimed at enhancing the critical thinking, employability and entrepreneurial capacities of our students. The CUU Academic Model emphasises student-centered, transformative learning that is delivered in a blended

process whose quality is assured and with methods that suits the students' needs, lifestyles and interests. It is based on six pillars, which are:

- **Student centricity:** ensuring that all students have access to quality learning resources through respectful and effective engagements, and that learning is participatory, active, innovative and practical with a focus on learning outcomes that promote employability and entrepreneurship. All activities – academic and operational – focus on students' learning and social needs.
- **Quality programmes:** ensuring that all academic programmes are accredited, research-led and industry-driven; and are based on global standard educational resources; and that all curricular are competitive, up-to-date and coherent with clear learning outcomes that deliver employability and entrepreneurial skills.
- **Qualified teachers:** Professionals who are not only qualified in their fields but also passionate about and committed to students' learning, have vast professional experience, are critical thinkers, have work ethics, and are capable of deploying multiple methods to facilitate student learning.
- **A learning platform:** one that increases access to quality education, active learning, supports individual and team learning taking advantage of technology and online resources
- **Response to needs:** focusing on both learning and social needs of students, encouraging two-way communication, accommodating remedial actions that support different types of learners such as peer-tutoring, and providing career guidance and counselling to all students.
- **Efficient processes:** ensuring that all academic and operational processes are quick and convenient for both students and faculty and ensuring they are corruption-free. Giving easy option for payment of tuition, tracking class attendance, conducting students' satisfaction and lecturer evaluation surveys etc.

3.2 Modes of Study

- **Campus based mode**

The campus-based mode includes those who study daily during the week days and those who study only on weekends. The university may from time to time admit students on evening schedule depending on the students' requests.

For the students under the campus-based mode, class attendance is compulsory and to ensure that this is tracked, daily class attendance registers will be signed at the end or beginning of every lecture. The signed registers will be delivered to the Faculty Assistant Registrar who will forward copies to the Quality Assurance Director.

- **Distance Learning (DL) mode**

The DL mode is for the students who prefer to study on their own away from campus. CUU has a blended DL mode which utilises technology to overcome challenges that are known to affect learners on DL such as loneliness, isolation from consulting with professors and colleagues. The DL students in CUU are given tablets that are loaded with content which they read from home but answer weekly quizzes and short essay questions. They are enrolled onto the CUU DL Platform where they can consult colleagues and the instructors to have all their questions answered. They come to campus to sit for final exams.

- **Blended mode**

This is offered under the School of Working Adults Programmes (SWAP) which utilise adult learning principles (andragogy) to cater for learning styles and needs of working people. The learners are given tablets loaded with study materials to read on their own. They converge on campus every weekend where they discuss the relevancy and application of the study content to their respective workplaces. They are taught by joint teams of academics and industry practitioners using techniques that are suitable for adult learners.

3.3 Regulations concerning assessment of Learning

CUU uses two basic forms of learning assessment: i) formative assessment; and ii) summative assessment. Formative assessment is done in form of Continuous Assessment Tests (CATs) whose main aim is to identify special needs and challenges of learners and devise interventions to reinforce learning when it is not too late. CAT1 is done in week 4, remedial for CAT1 in week 6, while CAT2 is done in week 8. Summative assessment is done in form of the final end-of-semester examinations. The following shall apply to students' assessment:

- a) The language of instruction and examination for all examinations, apart from selected programmes will be **English**.
- b) For a student to be allowed into the final examinations, he/she must have attended at least 75% of all classes in a given course unit and must have sat for and passed the two continuous assessment tests (CATs).
- c) Students who have proof of physical or other difficulties with a written assessment at the time of exams may apply to take oral assessments. The permission to sit for oral exams will be granted by the Academic Registrar basing on the provided support documents.
- d) Lecturers are not obliged to accept course work submitted after the date given, or to grant extensions. Coursework, which is not submitted by the specified date, will be regarded as a late submission and the student will be penalised as may be prescribed by Senate. Students have no automatic right to resubmit assignments or essays or to redo class tests.
- e) Students who do not complete the first two assessment tests during the course of study for valid medical or social reasons, may, with the permission of the Academic Registrar, be allowed to do special assessment tests.
- f) Students who attempt to compromise their academic integrity by cheating in course work, continuous assessment tests or the final examinations will be subjected to disciplinary sanctions, including suspension or immediate expulsion from the University.
- g) Students can only register and take the final examination after doing, handing in, and successfully passing all CATs. In case a candidate enters the examination room and sits for the paper without fulfilling this condition, his/her results in that particular paper; will be declared null and void and the student will be required to repeat the course or module.
- h) Students who do not present themselves for final examinations without informing the Registrar in advance (with support of documentary evidence) will take special examinations or sit for those papers after paying a fine of UGX 50,000 per each examination when those exams are next offered. Students who miss special or supplementary examinations will sit for the same exams with another group when they

are next offered. They will also be required to pay a fine of UGX 50,000 unless the Academic Registrar finds a reason to waive the penalty.

- i) Decisions taken by the Academic Registrar in respect of examinations shall be binding. However, a student who feels unsatisfied with the Academic Registrar's decision may appeal to Senate through Chairman of Senate against a decision taken.
- j) Any student who is dissatisfied with grades/marks obtained in a particular subject may be allowed to look at their examination scripts with the permission of the Registrar. The candidate may apply to the Registrar for re-marking through the Dean of the Faculty/School/Institute. An internal examiner shall be appointed by the Faculty Board to re-mark the relevant paper, provided the appointee has had no part in teaching the candidate in the subject or the papers under examination.
- k) The University shall preserve the candidates' answer scripts for reference purposes for a period of five years.

3.4 Other rules and regulations concerning examinations for students

- a) No students will be allowed to sit any examination unless they prove that they registered for that examination and have cleared with both Finance and Registry departments. Therefore, every student will be required to produce an examination docket obtained after clearance.
- b) Every student has the duty to find out the room and the time allocated to his /her examination. Anyone who fails to do it will bear responsibility.
- c) It is the duty of all students to bring with them the required items such as pens, pencils, calculators (if allowed), or other materials permitted by the exams office. Students will not be permitted to borrow from each other during examinations.
- d) All students shall be checked before they enter the examination room. Items such as handbags, clipboards, purses, mini-computers, calculators, cell phones, papers, magazines, cardigans, jackets, lighters, matches, food, drinks and others are not permitted in the examination room.
- e) All students taking the examination shall be seated at least 10 minutes before the commencement of the examination. No candidate will be allowed in the examination room 30 minutes after the commencement of the examination and no candidate shall leave the examination room in the first hour of the examination except with the written

permission of the Invigilator and during the last 30 minutes of an examination. Candidates who come late will sit for special examination at the end of the academic year.

- f) Students must ensure to clearly write their particulars on every answer booklet. Answer scripts without the student's full particulars will not be marked.
- g) Silence shall be observed throughout the examination period. Students are not permitted to create any disturbance in or near the examination room. Any student who wishes to answer to the call of nature will first obtain permission from the invigilator. Only one candidate will be allowed at a time and only for reasonable time.
- h) Any student who intentionally absents himself/herself from sitting any examination without satisfactory reasons shall be discontinued from the university.
- i) The invigilator is free to change the sitting arrangement in the examination room if he/she deems it necessary.
- j) All candidates shall hand in the answer book to the invigilator and sign out. It is an offence to take out of the examination room an answer booklet or part of it.

3.5 External Examiners

As a mechanism of ensuring quality in examinations, there will be external examiners. The external examiners shall not have been employees of CUU for the last three years. In the process of marking, external examiners will among other things consider:

- a) Coverage of the course content
- b) Standard of examination
- c) Formulation of questions
- d) Standard of marking by the internal examiner
- e) Students' performance

3.6 Pass Mark

The pass mark for all undergraduate courses shall be 50% and the pass mark for all postgraduate courses shall be 60%. The first two assessment exercises shall contribute 30% of the course mark (and 40% for Master's and IT undergraduate courses) and the final assessment exercise shall contribute 70% (60% for Master's and IT undergraduate

courses) of the course mark. Both coursework and final assessment must be passed in order to pass a course.

3.7 Compensation

The principle of compensation shall apply only in one subject where the range is between 48%-49%. A student who is a borderline case 48%-49% in not more than **one** course will have attendance and general participation in courses and class work taken into consideration. The mark on the transcript will read 50% subject to the approval of Senate.

3.8 Special Examinations

- a) Candidates who may fail to do final examinations due to medical reasons or extraordinary circumstances (accepted by Academic Registrar) may be allowed to sit special examinations with the approval of Senate.
- b) Special examinations will be treated as first sitting and graded as such.

3.9 Supplementary Examinations

- a) When a candidate fails a final assessment examination on the first attempt, he /she will have to sit a supplementary examination (unless Senate decides otherwise).
- b) A supplementary examination is possible if a candidate fails **not more than half** of the papers offered in an academic year.
- c) In any given year, a maximum of $\frac{1}{3}$ failed courses can be taken in a supplementary examination.
- d) A student in the final year of study who fails a repeated course will normally be allowed to sit a supplementary examination when next conducted.
- e) The pass mark of a supplementary examination will be 50% and the examination mark only will be capped at 50% meaning that no student sitting a supplementary examination will be awarded more than 35 marks out of 70. A student who fails a supplementary examination shall retake the course(s).

3.10 Retaking a Course

- a) A student shall retake a course when next offered again in order to obtain at least the pass mark (50%) if he/she had failed during the first assessment in the course.

- b) A student who has failed to obtain at least the pass mark during the second assessment in the same course he/she has retaken shall receive a warning.
- c) A student may retake a course or courses when next offered again to improve his/her pass grade(s) if the pass grade got at the first assessment in the course(s) were low. When a student fails to attain higher marks after retaking to improve, the marks obtained at the first sitting will be recorded on the transcript but not as marks obtained after retaking.
- d) When a student has retaken a course, the better of the two grades he/she has obtained in that course shall be recorded and used in the computation of his/her cumulative grade point average.
- e) Whenever a course has been retaken, the academic transcript shall indicate so accordingly.
- f) A student shall not be allowed to accumulate more than four (4) retake courses at a particular time.
- g) Students must register for retake courses first before registering for new courses being offered in a particular semester and the total number of courses registered for must not exceed the approved semester load.
- h) While retaking a course, a student shall attend all the prescribed lectures/tutorials/practical work/fieldwork in that course; must satisfy all the requirements for the CATs and must sit the University examinations in the course(s).
- i) A final year student whose final examination results have already been classified by Faculty Board and has qualified for the award of a certificate/diploma/degree, shall not be permitted to retake any course(s).

3.11 Discontinuation

- a) A student shall be discontinued from his/her studies at the University if:
 - i) He/she has failed to obtain at least the pass mark during the third sitting in the same course(s).
 - ii) He/she has overstayed in an academic programme by more than two (2) years.

3.12 Postgraduate Examinations

- a) Students who fail less than or up to 20% of courses in the Postgraduate Diploma or Master's programmes, may, at the discretion of Senate, receive permission to take supplementary examinations in those courses at the end of the academic year.
- b) To be able to pass a course that had been previously failed, a student must score at least 60% in the supplementary examination. The final mark on the transcript will read 60% if successful.
- c) If a student fails only one supplementary examination, s/he will normally receive permission to repeat that course when it is next offered.
- d) If a student fails the repeated course, s/he will be offered the opportunity to continue the programme as a Postgraduate Diploma student.
- e) A student who fails more than 20% but less than 30% of the courses on the Master's programme, may, at the discretion of the Senate, continue the programme as a Postgraduate Diploma student.
- f) Supplementary examinations in the courses failed must be passed in order to continue as a Postgraduate Diploma student.
- g) Failure of one supplementary examination will necessitate repeating that course. Failure of more than one supplementary will mean discontinuation from the Postgraduate Diploma programme.
- h) A student who fails 30% of the courses on the Master's programme may be offered the opportunity to repeat the programme (after a stipulated period of time) or to continue with the programme for a certificate of attendance for those courses passed.
- i) Students who fail more than 30% of the courses in the Master's programme will be discontinued from the programme. Application may be made to continue with the programme for a certificate of attendance for those courses passed.
- j) A student, who fails a supplementary examination while repeating the programme (in reference to c) above) shall be discontinued from the University.

3.13 Dissertations and Research Projects

- a) Students are required to submit a research paper in partial fulfilment of the requirements for their course programme except in circumstances where the need does not arise as advised by the relevant Faculty.
- b) The School of Postgraduate Studies shall issue guidelines on the system of referencing.

- c) All students are expected to follow the general rules of academic honesty. Essays and research papers should be the work of each individual. Any form of dishonesty, cheating, or plagiarism is a serious violation of the norms of academic honesty, and will lead to cancellation of the work.
- d) All written work and assignments submitted must conform to CUU standards. Work which contains many spelling or grammatical mistakes or is badly written or presented, shall normally be resubmitted for assessment.
- e) If a student is not able to meet the set deadline for handing in a dissertation, then s/he will lose 5 marks and a late submission fee will be charged.
- f) Research projects shall be marked by the supervisor, internal and external examiner.
- g) The Research Project is a full subject to be marked out of 100% and will account for 20% of the final degree mark.
- h) If the submitted work does not satisfy the examiner or a student attempts to write the dissertation and does not successfully complete due to other factors, s/he shall not qualify for the award.
- i) In the event that a student is not able to complete a Master`s programme due to his/her inability to write the dissertation, then s/he can be awarded a diploma in that same programme. Such students should apply to the Academic Registrar for a change of status (from Master`s to a Postgraduate Diploma) through the Head of the Department.

4. POLICIES AND REGULATIONS RELATING TO GENERAL STUDENTS' CONDUCT

These rules do not exclude the enforcements of the Ugandan Laws. All university stakeholders have an obligation to bring to the notice of the authorities any unfriendly mannerisms affecting the students' expected code of conduct and society's etiquette that may come to their notice, which is likely to breed disorderliness within the university or in the community where CUU is answerable.

4.1 Student Cleanliness, Decency, Etiquettes and Discipline.

- a) Students who are publically blaspheming, swearing, cursing or using vulgar and abusive languages shall be guilty of an offense.
- b) Any student who gives false testimony against another person or university shall be guilty of an offense.

- c) Any student who incites others to riot or breach the peace of the university or community around it shall be guilty of an offence.
- d) No student shall litter the university or neighbouring environment or behave in a manner which may damage the good name and image of the university.
- e) Insubordination by any student or refusal to obey the legal instructions of a person in authority at the university shall be guilty of an offence.
- f) Any student or group of students who shall engage in the following will be guilty of an offence and will be handled according to university rules and the Laws of Uganda:
 - i. Mounting roadblocks on and in any part of the university i.e. study centres, campus and public roads.
 - ii. Publishing, disseminating or circulating any false or fabricated information of any sort about the university.
 - iii. Disobeying, obstructing or interfering with any university activity or authority.
 - iv. Issuing, posting, printing of any circular either anonymously or with author's names on notice boards without permission, name and signature of the Dean of Students.
- g) All demonstrations and protests of any kind in and outside the campus shall be held only in accordance with the Laws of Uganda.
- h) Students who are found dealing, transacting, drinking, inhaling and using any form of drugs such as tobacco or other substances in **excess** to distract the peace shall be guilty of an offense and face disciplinary action.
- i) Any student who commits a crime will be dealt with in accordance with the Laws of the Republic of Uganda. Further disciplinary measures will be taken by the university.

4.2 Academic integrity and discipline

All students are expected to uphold academic integrity lack of which constitutes a punishable offence. The sanctions for academic dishonesty will range from cancellation of marks to suspension or even expulsion from the university depending on the judgement of the Academic Irregularities Committee. Academic dishonesty may take a number of forms including, but not limited to, the following:

- a) **Cheating:** Using or attempting to use unauthorized assistance, information, study materials or another person in any academic exercise, assessment and examinations.
- b) **Fabrication:** falsification or invention of any information or citation in an academic exercise.
- c) **Facilitating Academic Dishonesty:** Knowingly helping or attempting to help another person to engage in acts of academic dishonesty or violation of academic integrity.
- d) **Plagiarism:** Representing the words, research findings or ideas of another person as your own in any academic exercise or activity.

4.3 Sexual abuse / immorality; pornography and gambling

- a) Students are not permitted to engage in acts of sexual immorality including sexual harassment of other students, sodomy, making unwanted sexual advances towards others such as touching, hugging or kissing.
- b) Any student accused and convicted of rape, defilement and similar sexual offences shall be automatically expelled from the university.
- c) Any student accused and convicted of taking and posting nude photos, using reflector mirrors on ladies in order to gain sight of their private parts will be guilty of an offence and will face disciplinary action including possible discontinuation from the university.

4.4 Policies concerning finances and payments

- a) Payments of all university dues shall be through the University Bank Accounts.
- b) Bank drafts can be received by the University Cashiers.
- c) A student who is a debtor to the university, may NOT be allowed to sit his or her examinations or proceed with further studies and will not receive his/her Academic Transcripts nor a University Degree Award if s/he was permitted to sit for exams.
- d) A student is a debtor to the university if she/he has not paid partly fees for registration, tuition and other university fees.
- e) Guild funds shall be budgeted for, used and accounted for according to the financial policy of the university.
- f) No student is allowed to run a money lending business in and outside campus.

- g) Hiring and payments of university employees during that employees' working hours is prohibited.
- h) It shall be an offence to give or demand a **BRIBE** or attempt to influence university officials for favors on service related to their official work. University employees are facilitated by the university, not students, for the work they carry out.
- i) Any student unable to do exams due to non-payment of tuition shall inform and apply for a dead semester or year to the office of the Academic Registrar (AR) and Director Finance, respectively Two (2) weeks before exams. This should be done through and in consultation with your Program Coordinator and Faculty Dean.
- j) Students are expected to observe all deadlines of tuition payments, and to take note of the available discounts for early payments and student referrals.

5. MISCELLANEOUS PROVISIONS

5.1 Correspondences

- a) All the students' functions involving senior government officials and other dignitaries must be organized after consulting with and getting clearance from the DOS, DVC and either VCs or ED.
- b) Any official correspondences by students (and staff) to government officials or diplomatic staff and other organisations within and outside Uganda shall be channeled through the above offices.

5.2 Identity Cards

- a) Each student **MUST** have a university ID obtained from the IT department on direction by the Academic Registrar's office.
- b) Any student who loses an Identity card must report immediately to DOS's office and the police in writing as criminals may place it on a scene of crime to mislead investigations.
- c) A new ID may be issued after payment of the appropriate fees (and fines as the university may determine).
- d) Students who have completed their study and wish to clear from the office of DOS should present photocopies of their ID and results statement plus any other relevant documents.

5.3 Religion and worship; cultural associations and students' clubs

- a) CUU is not affiliated to any specific religious faith. However, the university is God-fearing and recognises all religions that are acceptable in Uganda. CUU has a Muslim prayer area at campus to cater for the Muslims and different Christian fellowships have been allocated rooms for *Lunch hour fellowships*.
- b) All CUU students' cultural associations, academic clubs and national groupings have to be registered with DOS's office through the Guild office at **NO COST/FEE**. Unregistered associations and groupings will not be allowed in the university.

5.4 Games and Sports

- a) The university partners with the neighboring community in organising activities for the youth. There is an active youth center near the university known as **Sharing Youth Center**; this gives opportunities for informal social, recreational activities for the youth and this is a warm and supportive community.
- b) DOS, the coordinator in charge of games and sports, students' guild minister of sports and game along with top management will give advice on opportunities to students for recreation activities regularly.

5.5 Student accommodation

- a) The university does not operate students' hostels. However, the office of the Dean of Students has identified decent, secure and hygienic premises for students within and around Nsambya, Kabalgala, Kansanga, Muyenga and can offer advice to the students.
- b) The office of the Dean of Students should be informed by the students of where they are renting accommodation if they got it on their own. This is important for the DOS to ascertain the security and hygiene of the premises and give advice to the students. Any challenges encountered by such students with their landlords should be reported and discussed with the DOS and students Guild President.

5.6 Medical matters

- a) Every first year, first semester student is required to hand in a filled medical form completed by a recognized health unit / hospital to the DOS office who will in turn pass it over to the university health service provider / AAR.
- b) A recent sizeable photograph with white background should be attached to the application and medical forms.
- c) Every student pays UGX 30,000 only annually to provide for emergency First Aid services. When a student needs this medical care, they visit the DoS and fill in forms with which they go either to Mukwaya General Hospital or AAR clinics for help. The arrangement only caters for emergency and First Aid services as will be advised by those facilities or the office of the DoS.

5.7 Library matters

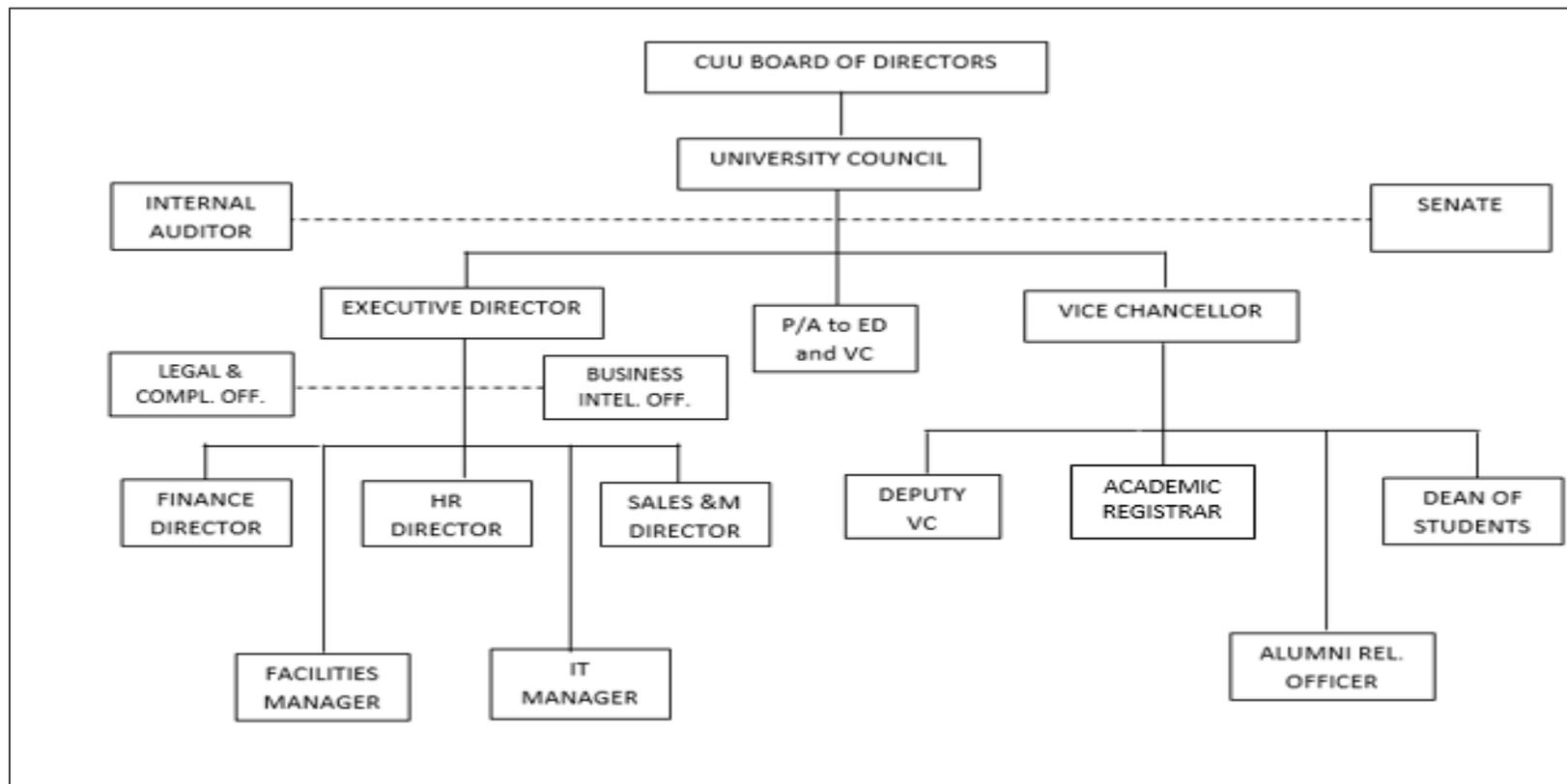
- a) The university library is set in such a way that each campus has reading rooms that can accommodate students studying from the campus. There is Law Library, Public Health Library, Postgraduate Library and the Main Library.
- b) There are large collections of pamphlets, students` researches and dissertations, audio – visual materials and the Muslim religion books.
- c) There are also over 100 user computers in the laboratory section.
- d) Students are advised to adhere to the schedule and rules and regulations and policy of the library.
- e) Through the Procurement Department, students are encouraged to buy more books from our library suppliers and also make the best use of other bookshops and public libraries in the country.

5.8 Communication, Internet Cafes and Secretarial bureaus

- a) There are commercial call booths and telephone companies such as MTN and Airtel with service shop centres that provide communication services to the university students.
- b) Students can purchase phones, phone cards, airtime etcetera from these centres which are located along Ggaba Road. Use of office telephones by students is not allowed.

- c) Secretarial services are also offered to students in the same locality. These services range from typing, printing, scanning, laminating to internet services.
- d) The university provides free Wi-Fi Internet services to all its students while on campus. This is accessible on all university computers and on the students' private computers once they are logged onto the university network system.
- e) Information Technology training is offered as a generic course unit to all university students to enable them acquire skills to use ICT resources for learning purposes. And as part of this training, the university has partnered with Kubicle, a leading online training programme to provide training courses to CUU students in basic computer applications and use.

ORGANISATIONAL STRUCTURE



CAVENDISH UNIVERSITY UGANDA ANTHEM

Oh Cavendish, What a people
Gathered here to change the world
To create a brighter future
Lo we tread that ancient path
Giving all with pride and passion
We will raise the banner high
In this city, in this nation
We will lead towards the light

Oh Cavendish, Student - centric
Gallant citizens of this land
So responsible and resourceful
Grounded with a global mind
Let us call our generation
To uphold our code so high
In Uganda and in Africa
Success will be our light