

TEAM UNIVERSITY

OFFICE OF THE ACADEMIC REGISTRAR

STUDENTS GUIDE BOOK

2018

Contents

1.1	A word of welcome.....	4
	Vice Chancellor’s Message.....	4
1.2	About Team University	6
1.3	Officers of the University	7
2.0	Academic Registrar’s Department	8
2.1	The Academic Units.....	8
2.2	The Non Academic Units.....	9
2.3	Divisions	10
3.0	Communication Channels	13
3.2	Notice Boards	13
3.3	Correspondence:	13
3.4	The University website: www.teamuniversity.ac.ug ,	13
3.5	University Newsletter.....	13
4.0	Reporting of New Students.....	14
4.1	Date of the Semester	14
4.2	Orientation Week:	14
4.3	Orientations/Admission Ceremony	14
5.1	Types of Registration.....	15
5.2	Registration Time Table.....	15
5.3	Names Of Students.....	16
5.3	Requirements for Registration	16
5.4	Registration Surcharge.....	18
5.5	Withdrawal from the University	18
5.6	Declining the offer of the place	18
6.0	General Information.....	18
6.1	University Rules and Regulations.....	18
6.2	Dressing Code.....	18
6.3	Telephone Calls	18
6.4	Fire Arms.....	19

6.5	University Calendar	19
6.6	Identity Cards.....	19
	Photocopies of University Documents	19
	Admission Ceremony	19
7.0	Orientation Week.....	20
8.0	Change of Proramme /Course(s)/ Study Time / Study Centre	20
8.1	Change of programme/faculty	20
8.2	Change of study time	21
8.3	The rule on change of programmes/course(s)/study time	21
9.0	OTHER REGULATIONS.....	22
9.1	Cases of impersonation.....	22
9.2	Sitting semester Examinations	22
9.3	The Certificate of Due Performance	23
9.4	Examination Malpractice	23
9.5	Re-application for Re-admission	23
9.6	Registration on more than one programme.....	23
9.7	Absence from the University	24
10.0	ACADEMIC CALENDAR.....	24
10.1	Semester System.....	24
10.2	Length of Semester	24
10.3	Programme Composition	24
10.4	Definitions of Some Key Terms	25
10.5	Semester Course Load	26
10.5.1	Assessment of a course.....	27
10.5.2	Criteria for Continuous Assessment (Tests And Take-Home Assignments)	27
10.5.2	Grading	28
10.6	Retaking a course	28
10.7	Criteria for Request to Upgrade Mark(s) (Improve Grade).....	29
10.8	Criteria for Appeal to Remark.....	29
10.9	Progression	30

10.10	Progression of a student shall be classified as follows:	30
(i)	Normal Progress	30
(ii)	Probationary Progress	30
10.11	Withdrawn from studies	30
10.12	Graduation Programme Load	31
10.13	Earning of credits in a course	31
10.14	Classification	31
10.15	Obtaining the cumulative Grade Point Average(CGPA)	31
11.0	Team University Fees structure for:	31
	University reserves the right to increase fees and as and when necessary	33
11.1	TEAM UNIVERSITY FEES POLICY	33
11.2	At least 50% of fees must be paid at the beginning of the semester and the other 50% before the end of the second month of the semester. Team University reserves the right to vary fees chargeable at any time.....	33
11.3	Refund of tuition Fees	33
12.0	Completion of Studies/Clearance	34
13.0	Team University Health and Medical Services	34
14.0	Accommodation	35
15.0	Team University is a Secular Institution	35

INTRODUCTION

1.1 A word of welcome

Vice Chancellor's Message

Message from the Vice-Chancellor Team University

Team University (TU) and its entire leadership and community extended to you as a new student and of this great family warm welcome.

The University has values, principles, philosophy and students regulations which are meant to guide you in your studies in order to get maximum benefits. Adhering to these will make your time at TU most enjoyable. All new students (freshers) are therefore called upon to undergo a short orientation exposure to the policies and procedures and key guidelines before embarking on their studies. I wish you an enjoyable and memorable time at Team University as bonafide students.

Prof. A. J. Lutalo-Bosa

Vice Chancellor

Message from the Academic Registrar

On behalf of management and the entire staff of Team University I convey to you a warm welcome and greetings.

Team University offers a number of Postgraduate Programmes, Bachelor degrees, diploma and Certificate programmes which are designed to develop a cadre of professionals with integrity, power of critical inquiry, logical thought and independent judgment. The programmes are offered in two major intakes of August and February Semesters.

It is important that you endeavor to read this booklet. It is important document which gives guidance to new students in their first days at the University. It highlights on the academic and general regulations at the University.

I sincerely thank you for choosing Team University for your studentship, Please feel at home as you embark on the new academic life at the University.

Ssebandeke Yakoub
Academic Registrar

The Dean of Students' Message

I take this opportunity to welcome you to Team University community. You will find that you have embarked on a journey which will provide ample opportunities for growth and development and that all of us here at Team University want to help and support you in your efforts. A university is a place where scholars of different backgrounds and expertise come together to engage in healthy, meaningful discourse. The university has a great spirit of team work and aims at giving quality to the clients. It is with the true spirit of a university community that I challenge you to become a truly active member of Team University community, an empowered participant in your education. I encourage you to read the mission statement, to respect the values espoused therein, and to challenge us to represent those values in our daily actions and decisions. We in turn will ask you to be a valuable member of our community and to take your education seriously. There is much to learn, so let's embrace the knowledge.

While at Team University expect the following,

- Quality education for the students and assurance that they are prepared for the competitive market.
- Achieving great skills to enable one run the business environment and to come up as job creators not job seekers.

Students who join the university are expected to,

- Be highly disciplined students who are ready to fit in the university community and be part of the activities of the university community.

The university also has the following co-curricular activities for the students that is, sports, drama, and cultural gala among others.

I once again welcome you to Team University where young men and women flourish and excel as competitive human resource in the competitive world. I look forward to meeting you on your journey to success.

God bless you abundantly.

Mutekanga Esau
Dean of Students

1.2 About Team University

The University's Vision, Mission, Objectives, Motto and Values are:

Vision

To be a hub of professional Excellency through continued innovations in business and management and other disciplines, research and entrepreneurship for the Nations in the East Africa Region and beyond.

Mission

To provide transformative education experience for students with intent to foster productive careers, meaningful livelihood, and responsible citizenry in a global society.

Objectives of the University

- ✓ To give awards in Business and Management professions that are internationally recognized.
- ✓ To provide training in professional Business programs tailored to address entrepreneurship concerns in the region.
- ✓ To graduate competent personnel with technical and managerial skills able to improve the society.

- ✓ To provide tailored Business and Managerial consultancy to both government and non-government organization in quest for human resource empowerment and strategic direction.
- ✓ To promote collaboration and networking with other professional business bodies in the area of Education and Research.
- ✓ To spearhead university research in Business and Management fields and endeavour for research excellence.

Philosophy

Team University recognizes the individual's uniqueness, worth, dignity and potential of its stakeholders, both staff and students. Our graduates are equipped with entrepreneurial skills that enhance their ease of placement in employment and job creation.

Motto

Empower for Generations.

Goal

To promote and sustain development of quality human capital required to propel balanced human development in response to identified gaps in the labour market.

Core Values

- Professionalism
- Innovation.
- Integrity
- Excellency

1.3 Officers of the University

The following are the Offices of the University:

- (a) Chancellor- Titular head of the University who presides at all ceremonial assemblies of the University and confers degrees and academic titles and distinctions of the University.

- (b) Vice Chancellor – Chief Executive Office in charge of Administrative, academic and financial affairs of the University and Chairman of Senate.
- (c) Deputy Vice Chancellor – Deputizes the Vice Chancellor and in that regard responsible for academic affairs, the finances and the administration of the University.
- (d) University Secretary- in charge of general administration of the University, Secretary to Council and Accounting Officer.
- (e) Academic Registrar- Chief Coordinator of all matters pertaining to the academic affairs of the University including admissions, examinations, undergraduate studies , postgraduate studies, research and publications.
- (f) Dean of Students- Responsible for the welfare and discipline of students.
- (g) University Librarian- Responsible for the development, control, management and co-ordination of the library matters and information of the University.
- (h) Finance Manager – in charge of financial administration and planning of the University.

2.0 Academic Registrar’s Department

The Academic Registrar’s Department comprises of Academic Units and Divisions.

- a) The Academic Units**
- b) Distance learning Unit.**
- c) Marketing Unit**
- d) Admissions and Records Division**
- e) The Registration , Students Statistics, Examination and Results Division**
- f) Administration, Senate, Ceremonies and Academic Documents Division**

2.1 The Academic Units

Academic Units where teaching takes place are called Faculties and Schools. These are headed by Deans and Directors. Each faculty and School has an Administrator who is representative of the Academic Registrar. In addendum, there is a distance learning unit where all distance learning, affiliations and collaborations are

coordinated. This is basically a liaison unit that coordinates programmes of different Faculties and schools on distance learning, it's headed by a head of unit.

Distance Learning Unit

Functions of the Unit

- (i) Management/Coordination of all academic activities at affiliated and collaboration institutions.
- (ii) Coordination of external Academic programmes and organization of information and study materials for external Students.
- (iii) Management of the distance learning coordination centres
- (iv) Liaison with the Examination Division in the organization and administration of examinations at affiliated institutions.
- (v) Coordination of all programmes offered on distance learning and at affiliated institutions for issuance of the University's transcripts and certificates.
- (vi) Coordination of programmes that are externally examined e.g. CPA, ACCA, CIMA etc
- (vii) Management and coordination of short course and consultancy.

2.2 The Non Academic Units

Marketing Unit

Functions of Marketing Unit

- Building connections between the university and all its stakeholders.
- Enhancing the image, reputation and visibility of the university;
- Fostering public awareness, understanding, trust, and appreciation of the university, its people and programs;
- Instilling pride, preference and ownership of the university;
- Inspiring support (including involvement, advocacy and financial support).
- Fostering community involvement and participation

2.3 Divisions

(a) Admissions and Records Division

Functions of the unit

- (i) Preparation and publishing of admission advertisement.
- (ii) Coordination of sales of admission application forms.
- (iii) Organization, coordination and presentation of applications to the Admission Board for admissions.
- (iv) Custody of admissions regulations and all regulated admissions documentation.
- (v) Attending to queries and correspondences on admissions.
- (vi) Handling issues regarding change of programmes, course combinations, and study time and withdrawal from the University (temporally or permanent).
- (vii) Liaising with UNEB and other relevant organs on matters concerning O' and A' level examination results.
- (viii) Liaising with NCHE and other relevant organs on matters concerning Post secondary Academic documents.

(b) The Registration, Students Statistics, Examination and Results Division

Students Registration

- i). Announcement of registration dates
- ii). Preparation of :
 - Registration forms for both New and Continuing Students
 - Registration Cards
 - Students Identity lists for printing process
- iii) Registration of students and issuance of registration cards
- iv) Registration of students at the University and at affiliated institutions
- v) Data entry of all registered students, production of relevant reports and Keeping records of all students.
- vi) Verification and issuance of student identity Cards
- vii) Preparation and custody of Department Minutes

- viii) Issuance of statements of results
- ix) Managing students complaints and Feed back
- x) Managing students correspondences
 - i. Recommendation letters
 - ii. Letters of notification
- x) Following up on students progression reports i.e. Dead Semester /Year. Retakes and change of study sessions.

Students Statistics

- (i) Compilation statistics for class attendance and producing reports
- (ii) Progression statistics i.e. Yr 1 to Yr 2 to Yr 3 for all programmes
- (iii) Reconciliation of admitted new students with attendance in class.

Examination and Results

- (i) Organization, co-ordination and Security of all University Examination.
- (ii) Reproduction of examination questions, supply of examination materials, scheduling and attendance of Faculty Board of Examiners meetings
- (iii) Registration of candidates for examinations.
- (iv) Monitoring the preparation and conduct of all University examinations ranging from Semester continuous assessment (tests and take home assignments) to End Semester examinations.
- (v) Monitoring the marking and processing of examination results.
- (vi) Processing of results for Senate and Vice-Chancellor's approval
- (vii) Processing of schemes of examination and list of examiners
- (viii) Scheduling of lecture and examinations time-table, and monitoring the teaching of University programmes.
- (ix) Preparation of academic transcripts (full or partial transcripts).
- (x) Verifying certificates of ex-students upon request from private and public organizations.

(c) **Administration, Senate, Ceremonies and Academic Documents**

Functions of the unit

- (i) Coordination of University Senate business.
- (ii) Coordination of all development of new programmes
- (iii) Liaison with Faculties/Schools/ affiliated Institutions on development of new programmes.
- (iv) Coordination of Staff Development and Training matters.
- (v) Responsible for Graduation Ceremonies and other ceremonies in the Department.
- (vi) Issuance of transcripts and certificates.
- (vii) Custody of all University programme regulations.
- (viii) Preparation for Senate and its Committees' meetings.
- (ix) Taking minutes at all meetings and ensuring Senate decisions/approvals are implemented promptly.
- (x) Conveying decisions of Senate to appropriate bodies and embarking on follow-up for implementation.
- (xi) The Unit supports the Registrar in servicing the Council and ensures that Council decisions are implemented without delay.
- (xii) The Unit also secures all Council documents.
- (xiii) The Unit plays a key role in making sure personnel are acquainted with rules, regulations, traditions and ethical codes of practice governing their employment(**specific to office of the Academic Registrar and in general academic staff requirements**)
- (xiv) This Division is saddled with the responsibility of advising and recommending personnel for recruitment/appointment, promotion, welfare and capacity building, processing of leave, processing of retirement/exit and discipline of erring staff(**under the office of the Academic Registrar and in general Academic Staff.**)

- (xv) This Unit is solely responsible for handling all senior administrative and technical staff matters(**under office of the Academic Registrar and in general Academic staff**) in the University.

3.0 Communication Channels

3.1 Students Problems

Students with problems related to admission, registration, sickness and identity cards should write to the Academic Registrar for assistance. In all cases, this communication should be routed through the relevant Academic Deans or administrators as the case may be.

3.2 Notice Boards

Information to students is usually posted on Notice Boards at the Administration Building, Faculties, Institutes, Schools, Library. Please read information on Notice Boards at all times.

3.3 Correspondence:

All correspondences to the University Administration should be routed through your Head of Department, Dean of Faculty/ Director of School. You should also quote your year of study, Programme and registration number as shown on your Identity Card.

3.4 The University website: www.teamuniversity.ac.ug,

Email info@teamuniversity.ac.ug

3.5 University Newsletter

The Team University Newsletter is primarily an internal publication that aims to inform, entertain, and help, students, staff, parents/guardians feel connected with the University. It is produced at the end of every semester and tries to keep all stake holders informed about new developments; to provide practical information,

as well as to interest and inspire them with what people are doing at all levels across the institution. The University Newsletter is currently under the office of the academic Registrar and is open to all students and staff members' contributions.

4.0 Reporting of New Students

4.1 Date of the Semester

The dates of new semester are communicated to the students at the end of every Semester. The new semester schedule is posted on the notice board and in the University Newsletter at the end of each semester.

4.2 Orientation Week:

All freshers are required to report at the University Campus on the reporting date indicated on their admission letters for orientation and registration. Once you report at the University you will be expected to conform entirely to University regulations. A copy of the Orientation Week Programme can be obtained from the office of the Academic Registrar/ Dean of Students' offices on arrival

4.3 Orientations/Admission Ceremony

First year students will meet the Vice chancellor, University Registrar, Deans of faculties, Dean of Students, University Finance Manager, Heads of Departments, and University Librarian for orientation on their first Semester's reporting date. The reporting date will be indicated in your admission letter. All freshers must ensure that they attend. The date on which the **Admission**/swearing in ceremony will be communicated in the orientation week; all freshers must attend the swearing in ceremony.

5.0 Registration

Bonafide

For a candidate to qualify to be a full student of the University he/she must be registered. Registration is a mandatory function of the University, which must be done by every student, not later than four (4) weeks from the beginning of the semester. The Registration Exercise will run concurrently with lectures during the first weeks of reporting. The registration commencement date is posted on the notice board. All students must register and obtain a registration card as confirmation of studentship with Team University. Ensure that you complete all the required registration formalities within the prescribed time in order to avoid inconveniences.

5.1 Types of Registration

There are four types of registration in the university which all new students should undertake;

i). Central Registration

This is the first registration exercise, administered by the department of the Academic Registrar, for all the students before they are registered in their respective Faculties, Library and Departments. A detailed time table for central registration will be posted on the notice boards.

ii). Faculty Registration

After the central registration, students are required to register with the respective faculty, schools to which they have been admitted. The procedure will entail submission of one of the registration forms verified in (i) above and signing the faculty register.

iii). Departmental Registration

All students should register with their respective academic departments and the Library. The procedure will entail reporting to the Head of department and the Librarian with their registration cards and signing the registers accordingly.

5.2 Registration Time Table

All students **MUST register according** to the timetable posted on the notice boards. Those who fail to do so shall be deemed to have forfeited the offer.

5.3 Names Of Students

- (i) **The NAMES** by which the student will be registered must be the names which appear on the students **O' level and A' level Result slip and certificates**. Please note that your names must be written in full. Initials will not be acceptable.
- (ii) Candidates should be informed that the University does not give permission to students to change names used at O' level and A' level Certificates and Result slips. Students who may wish to change their names for many reasons are advised to go through the change of name procedure as stipulated in the Ugandan law and produce an affidavit thereof.

There are, however, two exceptions to change of names:

- a) A student who changes a religion may be permitted to change the **religious name but not the surname**. Relevant documentary evidence should be presented to the Academic Registrar's Office.
- b) A female student who gets married may be permitted to add the husband's name to her maiden names but not to **substitute the surname**. The change will be permitted on presentation of a **marriage certificate**.

5.3 Requirements for Registration

As indicated on your admission letter, every student at the time of registration must;

- Present Evidence of payment of Ug Shs. (20,000) National Council for Higher Education (NCHE) fee in Stanbic Bank (Account no.9030005961997)
- Present Evidence of payment of Student's Guild Fee Ug Shs. (20,000/= in Crane Bank (A/c no.1002011020000965, Account Name. Team Business college) plus bank charges.
- Pay Ug Shs.(30,000) and receive a University T-shirt (Cash payment to the Assistant Dean of Students' office)

- **Present the original O' and A' level results slips and certificates. "O" and "A" level results quoted in testimonials from secondary schools will not be acceptable.** For Diploma holders, in addition to the original "O" and "A" level certificates and results slips, where applicable, should present **ORIGINAL Academic transcripts and Certificates from the Awarding Institution.**
- **Identity cards** from the previous "O" or "A" level school. Diploma holders must produce an identity card from the previous Institutions.
- Pick a registration form from the office of the Academic Registrar's and attach:
 - i. A photocopy of the admission letter issued by Team University
 - ii. A Photocopy of each and all academic documents ("O" & "A" Level certificates or their equivalent)
 - iii. A Photocopy of the identity card(from the previous school/college /University or workplace, national card, passport or a valid driving permit)
 - iv. A Photocopy of your Birth certificate.
 - v. A Photocopy of receipts of payment from the Finance Department or clearance evidence from the Finance Manager.
 - vi. Receipt of payment of National Council for Higher Education(NCHE)
 - vii. Receipt of payment of Students Guild Fee.
- Receipt of payment of the Team University students' T-Shirt: **UGX 30,000/=**
- A student must bring 4 passport photos (freshers) and 2 passport photos (continuing students).
- A student must bring a ream of Photocopying Paper (Rotatrim).

Note:

- Registration is compulsory and whoever has not registered will not be allowed to sit examinations.

Note:

Students who will not provide the original academic documents and all the above requirements will not be registered.

5.4 Registration Surcharge

For students granted permission to register late by the Academic Registrar, a late registration fee known as surcharge shall be charged in addition to the normal registration fee. It becomes effective after Four (04) weeks from the start date of the registration exercise. The surcharge for late registration is Ug. Shs. 20,000.

5.5 Withdrawal from the University

Any student who intends to withdraw from the University can only do so within the first **ONE MONTH FROM THE BEGINNING OF THE ACADEMIC YEAR.**

NOTE: A STUDENT CAN BE ALLOWED TO WITHDRAW FROM THE UNIVERSITY FOR ONLY ONE ACADEMIC YEAR

5.6 Declining the offer of the place

Any First Year student who will not have registered according to the registration timetable shall be deemed to have declined the offer of a place at the University.

6.0 General Information

6.1 University Rules and Regulations

There exist University Rules and Regulations which all students must abide by. These Regulations cover a wide spectrum of issues including University property and students' conduct among others. Students should endeavor to read, understand and internalize all these Regulations and Rules, and abide by them.

6.2 Dressing Code

There is no defined dress code at the University. However, students are expected to exhibit decency in the way they dress.

6.3 Telephone Calls

Students are not allowed to call or receive call in the lecture and examination rooms. It is an offense to carry telephone in examination rooms.

6.4 Fire Arms

Fire arms are not allowed in the University unless authorized.

6.5 University Calendar

The university operates a calendar of seven days a week. Lectures are conducted within the seven (07) days of the week.

6.6 Identity Cards

(i) Before the University Identity Card is issued to the new students, it is important that each student carries his/her previous **School Identity Card** which may be required at the time of registration.

(ii) It is mandatory that every student is issued with **A UNIVERSITY IDENTITY CARD.**

(iii) Identity Cards will be issued out to students in the **office of the Academic Registrar and at the University Reception.**

(iv) Any student who will lose his/her Identity Card or a Registration Certificate shall pay **Sh. 20,000/= or Sh.5, 000/= respectively for replacement.** Replacements shall only be affected after the Security Office and Police authorizes have been notified of any such loss.

Photocopies of University Documents

Students are advised to make photocopies of the University documents issued to them namely, the Admission Letters, Registration Certificates and Identity Cards in case of loss of the originals.

Admission Ceremony

There will be a formal Admission Ceremony in the University. This is formal occasion to be presided over by **the Vice – Chancellor. All students must attend in person.** The ceremony will take place after registration. Students are informed well in advance of the date for the ceremony.

7.0 Orientation Week

- (i) Orientation week marks the beginning of the Academic year for the freshers (new students). This takes place in the week of reporting of freshers. Freshers meet and interacts with the officials the University.
- (i) A detailed programme is posted on the Notice Boards by the time freshers report. Please endeavor to study it and do what it stipulates.

- (ii) It is very important that students attend all the scheduled meetings. They must be seated at least 30 minutes before the start of each session. Please do not miss the orientation week.
- (iii) **Library Orientation**
Library Tours are conducted according to a programme issued by the University Librarian. Please look out for the programme on the notice boards.

8.0 Change of Programme /Course(s)/ Study Time / Study Centre

8.1 Change of programme/faculty

Since the selection of candidates for specific programmes is made according to the candidate's performance and order of programme choices, taking into account the available subject combinations and time tables limitations, where applicable. However, some places become vacant when some of the candidates admitted do not take up the offers. Such places are filled through the change of programme.

The students who apply to change their programmes must still register according to the registration time table for the programme and courses (where applicable) for which they have been admitted.

Students who wish to change programmes/course(s)/study time/ study centre shall follow the procedure laid below:

- (a) Obtain and complete the change of programme forms which must be duly endorsed by the head of Department and the Dean of Faculty which they wish to join.
- (b) This exercise must be done within the first two weeks of the academic year.**
- (c) Application forms are obtained from the Office of the Academic Registrar, upon payment of sh.25000=(Ugandans) and \$30 (international) candidates in the bank.
- (d) Students are also advised to get detailed structures for the programme that appears on their admission letters. These can be obtained from; the office of the Academic Registrar, the Faculty/School, the University Reception.

8.2 **Change of study time**

- (i) Students may wish to change study time (to change from day to evening to weekend) for one reason or another. Application forms for such changes are obtained from the office of the Academic Registrar after paying a fee of sh.20,000/= in the bank.
- (ii) Nobody is allowed to change study time unless he/she is officially allowed to do so.

8.3 **The rule on change of programmes/course(s)/study time**

- (i) Students are warned about **Senate's ruling that any one transferring to another programme, faculty, school, study time or study center without proper authority** would be liable to discontinuation from the university. Please take serious note of this.

- (ii) A student permitted to change his/her programme or study time is issued with a letter stating so. Only then can such a student go ahead to register for the changes.

9.0 OTHER REGULATIONS

9.1 Cases of impersonation

Students should also be aware of the following:

Cases of impersonations, falsification of documents or giving false/incomplete information or other sufficient reasons whenever discovered whether at registration or afterwards, will lead to automatic cancellation of admission.

9.2 Sitting semester Examinations

The Procedure leading to sitting examinations is as follows:

- i) A student is registered and is issued with a registration certificate which is used in obtaining/validating the student identity Card.
- ii) A student uses the registration Certificate and identifies Card to get the Examination card, if he/she has been awarded the certificate of Due Performance. A student is to bring an extra photograph to be put on the examination card.
- iii) The Examination and registration Cards entitle a student to enter an examination room to sit examination.
- iv) If a student is unable to pay all the required fees he/she is not permitted to do University examinations. If he/she does so, he/she will be suspended or expelled and examination results cancelled.
- v) A student who forces himself/herself to sit examinations without paying fees and not authorized to do so or forces his/her way to the examination room will be suspended for a whole year.
- vi) Examinations are only issued to registered and fully paid up students. Examinations cards are the property of the University,

students are urged to renew their cards every given examination session in the respective academic years.

9.3 The Certificate of Due Performance

Any students who has been absent from the University for prolonged period for any reason other than illness or whose attendance at prescribed lectures classes, practical classes, seminars, tutorials or failed to submit essays or exercises or to take test(s) set by the lecturers, may be denied Certificate of Due performance and may be barred by the faculty from sitting any university Examination, and senate Informed accordingly.

9.4 Examination Malpractice

Some students involve themselves in examination malpractice e.g. Cheating, smuggling in notes etc .you are strongly warned that cheating or attempting to cheat in University examination shall lead to discontinuation from the University. The students can obtain the examination regulation from the office of the Academic Registrar, the Faculty or school.

9.5 Re-application for Re-admission

Students in the 1st year of studies, who for one reason or another are unable to register by the time semester I examination take place, are advised to re-apply for admission the following academic semester by following the same application procedure.

9.6 Registration on more than one programme

Students should note the University regulation does not allow one to register on more than one degree programme at the same level at the same time. A student may only register for a second programme either at certificate or Diploma level.

9.7 Absence from the University

- i.** Permission to be away from the University for more than two weeks shall be obtained from the Academic Registrar through the dean of the Faculty, the Dean of Students.
- ii.** Permission to be away from the University for a week shall be obtained from the Dean Faculty through the Dean of Students.
- iii.** Permission to be a way from the University for one day shall be obtained from the Dean of Students.

10.0 ACADEMIC CALENDAR

10.1 Semester System

All university Programmes are run on semester system. The University operates **a seven days week**. The Academic **year** is composed of **two (02) Semesters and a Recess Term**. During the recess term students may be engaged in **academic activities**.

10.2 Length of Semester

- (i)** The Duration of Semesters will be Seventeen (17) weeks with fifteen (15) weeks for teaching and two (2) weeks for examinations. The recess Term will be ten (10) weeks.
- (ii)** A detailed academic calendar is available at the office of the Academic Registrar's and Deans in the Faculties.

10.3 Programme Composition

Each programme will be composed of courses. The smallest course shall be one credit unit per semester and the largest course shall be five credit units per

semester. A credit unit is defined as one contact hour per week per semester (one credit Unit is 15 contact hours).

10.4 Definitions of Some Key Terms

(i) Contact Hour

A contact hour shall be equivalent to one hour of lecture/tutorial or two hours of practical/field work.

(iii) Credit or credit unit

A credit or credit unit is one contact hour per week per semester or a series of fifteen (15) contact hours.

(iv) Core course

A core course is a course which is essential to a programme and gives the program its unique features. It is offered by all the students who have registered for a particular programme. A core course has to be passed by every student who offers it.

(v) Elective course

An elective course is a course offered in order to broaden a programme or to allow for specialization. An elective course is selected from given groups of courses at the convenience.

(vi) An audited course

An Audited course is a course taken by a student for which a credit is not awarded.

(vii) Pre-requisite

A pre-requisite course is a condition (either course or classification) which must be satisfied prior to enrolling for the course in question.

(viii) Pre-requisite course

A pre-requisite course therefore, is a course offered in preparation for a higher level course in the same area.

(ix) Programme load

(x) Programme load is an essential set of courses offered for the award of a particular Degree/Diploma/Certificate. It is composed of both Core and Elective

(xi) Programme Duration

The programme duration for Team University programme range from 1 year to 3 years.

Maximum Period

Maximum period allowed for students to stay on the programme is as indicated below.

- i Programme of 3 years are 6 years
- ii Programme of 2 years are 5 years
- iii Programme of 1 year are 2 years

(xii) Semester load

Semester load is the total number of courses for a particular programme offered in a semester.

(xiii) Major

A major is a field /course in which a student does more courses.

(xiv) Size of a course

The smallest course shall be one credit Unit per Semester.

10.5 Semester Course Load

- i. The minimum number of Credit Units per Semester shall be fifteen (15)
- ii. The maximum number of Credit Units per Semester shall be twenty five(25)
- iii. Individual Faculties/Schools shall decide on their normal Semester Course Load.

10.5.1 Assessment of a course

Each Course will be assessed in two parts;

- 1. Course-work (Progressive/continuous Assessment) shall constitute not less than 30%.**
- 2. The final examination shall constitute not less than 60%.**

10.5.2 Criteria for Continuous Assessment (Tests And Take-Home Assignments)

1. Tests and course works (take home assignment) shall be given by lecturers in their appropriate time according to syllabus coverage.
2. The lecturers shall administer at least two (02) take home assignments and two class room tests and shall take marks of the best one (1) take home assignments (10%) and the best one (1) class room test(20%).
3. The Academic Registrar shall schedule a period indicating a deadline for submission of continuous assessment results to Heads of departments.
4. The Academic Registrar shall schedule a period indicating a deadline for processing and pinning of continuous assessment results by Heads of departments.
5. The constitution of continuous assessment marks shall be a total of 30% for all undergraduate programmes i.e. take home assignments (10%) and classroom tests (20%), (Certificates, Diplomas And Bachelor Degrees)
6. Each class room test shall consist of a minimum of at least three questions.
7. The lecturer shall give both the Head of Department and the students at least one (1) week's notice ahead of any class room tests.

Note:

- Coursework shall consist of progressive assessment derived from at least one assignment and or tests.

- There shall be a final examination at the end of each SEMESTER.

10.5.2 Grading

Each Course shall be graded out of a maximum of one hundred (100) marks and assigned appropriate letter grade points as follows;

Marks	Letter Grade	Grade point
80-100	A	5.0
75-79.9	B ⁺	4.5
70-74.9	B	4.0
65-69.9	B ⁻	3.5
60-64.9	C ⁺	3.0
55-59.9	C	2.5
50-54.9	C ⁻	2.0
45-49.9	D ⁺	1.5
40-44.9	D	1.0
35-39.9	D ⁻	0
Below 35	E	

The pass mark in any Course shall be 50%

10.6 Retaking a course

A student may retake any course when it is offered again in order to:

- (i) Pass it if he/she had failed it before
- (ii) Improve the grade if the first pass grade was low (see criteria for request to improve grade(s) given bellow.
- (iii) When a student has a Re-take course, he/she to wait and retake that course when next offered at a fee to be fixed from time to time by the end of semester examinations.
- (iv) Students who complete and go away but have retakes must register and pay for the retakes.
- (v) Retakes are only permitted within a prescribed duration of the programme.

- (vi) Retake applications should be channeled to the Academic Registrar through relevant Departments and faculties.

NB: Course(s) retaken shall be indicated on the academic transcript as well.

10.7 Criteria for Request to Upgrade Mark(s) (Improve Grade)

1. A Student who wishes to request to redo the course examination to upgrade his/her marks shall first cross check and confirm the current mark(s) with the Head of Department.
2. Following confirmation of the mark(s) with the Head of Department, a student who still wishes to redo the course examination to upgrade his/her mark(s) shall apply for redoing the course examination.
3. Request for upgrading of mark(s) shall be made within 30 days from the date of release of semester results by completing a request form for upgrading mark(s) (obtainable from the office of the Academic Registrar).
4. The Heads of Departments shall on the release of semester results indicate the deadline date for making requests for upgrading of mark(s).
5. The course examination to upgrade mark(s) shall be sat when next offered.
6. The student's better result mark(s) of the two examinations shall be considered.
7. The examination fee for upgrading of mark(s) is Ug.Sh.50,000/= per course.
8. The request for upgrading of mark(s) shall take effect from the June 2016 examinations results.

N.B Course(s) Redone to improve grades shall be indicated on the academic transcript as improved grade (IMP).

10.8 Criteria for Appeal to Remark

1. A Student who may not be satisfied with his/her mark(s) shall confirm the doubted mark(s) with the Head of Department.
2. After confirmation of the mark(s) with his/her department, a student who is still not satisfied with the mark(s) may apply for remarking within 20 days from the date of release of the

examination results by completing an appeal form (obtainable from the office of the Academic Registrar).

3. The Head of Department shall on the release of the semester results indicate the deadline date for making appeals for remarking.
4. The remarking shall take place within four weeks from the closure of the appeals period.
5. Remarking of a script shall be at a fee of Ug.Sh.100,000/= per script.
6. The appeals for remarking criteria will take effect from the June 2016 examinations results.

Note: students are advised to make thorough decisions concerning application for the appeal to remark rather than simply rush.

10.9 Progression

10.10 Progression of a student shall be classified as follows:

(i) Normal Progress

Normal Progress shall occur when a student has passed all the specified core Courses and obtained the CGPA of 2.0 or above. This occurs when a student passes each course taken with a minimum grade point of 2.0.

(ii) Probationary Progress

- i. Probation Progress is based on either the CGPA or failing a core course.
- ii. He/she who fails all courses in one semester shall be discontinued
- iii. He/she found to have committed an examination malpractice.
- iv. He/she is found to be indisciplined

10.11 Withdrawn from studies

The concept of a “dead” Semester is irrelevant in the Semester/Credit Unit System. However, a registered student may choose to withdraw, from programme/course(s) for various reasons. In such a situation, the student is required to seek official permission from the Academic Registrar, who will in turn grant the permission in writing. The student must write that letter through the faculty Dean/Directors of Institute&Schools, Head of Department.

10.12 Graduation Programme Load

Each Faculty /institute /school Board shall specify the quality and composition of the programme load requirements for the award of the Degree/diploma/Certificate.

The composition shall include both core and Elective courses

10.13 Earning of credits in a course

Students shall earn Credits for all the Courses specified in the programme load for graduation.

10.14 Classification

The Cumulative grade Point Average (CGPA) for the various classes shall be as indicated below:

Class	Cumulative Grade Point Average
First class(Honors)	4.40-5.0
Second class-Upper Division (Honors)	3.60-4.39
Second class-Lower Division(Honors)	2.80-3.59
Pass	2.00-2.79

10.15 Obtaining the cumulative Grade Point Average(CGPA)

The Cumulative Grade Point Average at a given time shall be obtained by:

- i. Multiplying the grade point obtained in each Course by the credit Units assigned to the Course to arrive at a weighted score for the Course
- ii. Adding together the weighted scores for all the courses taken up to the time
- iii. Dividing the total weighted score by the total number of credit units taken up to that time

11.0 Team University Fees structure for:

BACHELORS TUITION FEES UGX 750,000/= **Per Semester**

BIT /BASP TUITION FEES	UGX 790,000/=	Per semester
FUNCTIONAL FEES FOR BACHELORS	UGX 465,000/=	Per Semester (for utilities)
DIPLOMA TUITION FEE	UGX 450,000/=	Per Semester
DIT & DASP TUITION FEE	UGX 480,000/=	Per Semester
FUNCTIONAL FEES FOR DIPLOMA	UGX 210,000/=	Per semester (for utilities).
CERTIFICATE TUITION FEE	UGX 320,000/=	Per Semester
FUNCTIONAL FEES FOR CERTIFICATE	UGX 170,000/=	Per semester (for utilities).
INTERNSHIP (BUSINESS & MANAGEMENT)	UGX 100,000/=	Payable once In Year 2 Sem1
INTERNSHIP (HUMANITIES & SOCIAL SCIENCES)	UGX 100,000/=	Payable twice In Year 1 & Year 2 Sem1
FIELD WORK (BSWASA)	UGX 100,000/=	Payable in Year 1 sem 2 & Year 2 sem 2
RECESS TERM (BIT & DIT)	UGX 150,000/=	Payable Once a year
IDENTITY CARD	UGX 15,000/=	Payable once on Admission
RESEARCH FEE (BACHELORS)	UGX 90,000/=	Payable in the Final Year
RESEARCH FEE (DIPLOMA)	UGX 25,000/=	Payable in year 2 sem 2
FIELD WORK & PRACTICUM FEE (DIPLOMA)	UGX 20,000/=	Payable once every year
EXEMPTION FEE	UGX 10,000/=	Per paper
CARRYOVER PAPERS FEE	UGX 70,000/=	Per paper
NCHE	UGX 20,000/=	Payable per year using NCHE bank slips.
UNSA	UGX 1,000/=	Payable once
STUDENT'S GUILD FEE	UGX 20,000/=	Per semester (paid on Guild A/c)
REAM OF PHOTOCOPYING PAPER	1 REALM	Once per year on Registration
RETAKE FEE (PER PAPER)	UGX 40,000/=	Payable where applicable
SPECIAL EXAM (PER PAPER)	UGX 50,000/=	Payable where applicable
TRANSCRIPT FEE	UGX 100,000/=	Payable Once in the Final Year
CERTIFICATE FEE	UGX 100,000/=	Payable Once in the Final Year
UPGRADING MARKS (PER COURSE)	UGX 50,000/=	Payable where applicable
REMARKING (PER SCRIPT)	UGX 100,000/=	Payable where applicable
UNIVERSITY T-SHIRT	UGX 30,000/=	Payable at 1st Registration
STUDENTS GUIDE BOOK	UGX 5000/=	Payable at 1st registration

OTHER CHARGES

LATE REGISTRATION FEES	UGX 20,000	Payable where applicable
ADMISSION LETTER REPLACEMENT	UGX 10,000	Payable where applicable
REGISTRATION CARD REPLACEMENT	UGX 5,000	Payable where applicable
CERTIFICATION OF DOCUMENTS	UGX 3,000@	Payable where applicable
REPLACEMENT OF ID	UGX 15,000	Payable where applicable
TESTIMONIAL	UGX 10,000	Payable where applicable
LATE SUBMISSION OF RESEARCH REPORT	UGX 50,000/=	Payable where applicable
LATE SUBMISSION OF INTERNSHIP REPORTS	UGX 50,000/=	Payable where applicable

University reserves the right to increase fees and as and when necessary.

11.1 TEAM UNIVERSITY FEES POLICY

11.2 At least 50% of fees must be paid at the beginning of the semester and the other 50% before the end of the second month of the semester. Team University reserves the right to vary fees chargeable at any time.

11.3 Refund of tuition Fees

Refund of tuition fees to students who have chosen to withdraw from Programmes /Courses shall be done as follows:

Period of time within which a Student has withdrawn to be	Percentage of the Tuition fee refunded to the student
(i) Before the end of the first week Of a particular Semester	100%
(ii) Before end of 2nd week	75%
(iii) Before end of 3rd week	50%
(iv) Before end of 4th week	30%
(v) Before end of 5th week	15%
(vi) Before end of 6th week	0%

NB:

- (i) Refunds are made to the sponsor and not to the student unless
Otherwise authorized by the sponsor**
- (i) Fees for Residence, Applications, faculty Requirements, and
registration fees, Identity Cards, Library and the Guild charges are not
refunded.**
- (ii) Refund of tuition fees shall not be made if a student is discontinued
from the programme.**

12.0 Completion of Studies/Clearance

At the end of the programme of the study, each student shall be expected to get clearance from all the relevant Faculties, Schools and Departments. Clearance forms may be obtained from the offices of the Faculty Deans, Directors or heads of schools. Once completed, every student shall take the responsibility of taking a copy of the form to the Registry for his/her personal file.

13.0 Team University Health and Medical Services

The university is strategically located in the proximity of two great hospitals, Mengo Hospital and Rubaga Hospital. Students can access services in either of the two hospitals as and when need arises.

In case of an emergency medical/health condition, the University takes the student to either Rubaga hospital or Mengo Hospital and informs the students' family. Students are fully responsible for their own hospital bills.

The University caters for the health needs of students by partnering with health service providers to cater for health needs like immunization, HIV/AIDS testing and counseling as well as counseling in **psychiatric problems** including depression, anxiety, drug addicts etc.

14.0 Accommodation

Although Team University is a non-resident University, it's located in the vicinity of a variety of good quality Hostels that guarantees students convenient accommodation. The office of the Dean of students has established networks with a number of hostels and guides students accordingly on the best available options.

15.0 Team University is a Secular Institution.

Students are informed that University Programme are conducted seven days a week (i.e. from Monday to Sunday) the University community has students and members of staff from various religious backgrounds, and hence the university may not re-scheduled or cancel lectures and /or examinations to meet the interests of a particular religious group. You are therefore, urged to respond to the academic work in the Faculty/School/Institute even if it takes place on the respective days of worship.

STUDENTS ARE ENCOURAGED TO SEEK CLARIFICATION ON ISSUES THAT ARE NOT CLEAR TO THEM FROM RELEVANT UNIVERSITIES AUTHORITIES. DO NOT RELY ON HEARSAY.