

# STATUTORY INSTRUMENTS

**2008 No. 34.**

THE UNIVERSITIES AND OTHER TERTIARY INSTITUTIONS (QUALITY ASSURANCE) REGULATIONS, 2008.

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## ARRANGEMENT OF REGULATIONS.

*Regulation.*

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# STATUTORY INSTRUMENTS

## 2008 No. 34.

### **The Universities and Other Tertiary Institutions (Quality Assurance) Regulations, 2008.**

*(Under sections 5(i), 5(j), 6(g), 29, 71, 97, 111, 119, 123, and 128 of the Universities and Other Tertiary Institutions Act No.7 of 2001)*

IN EXERCISE of the powers conferred upon the National Council for Higher Education by sections 5(i), 5(j), 6(g), 29, 71, 97, 111, 119, 123, and 128 of the Universities and Other Tertiary Institutions Act, No.7 of 2001, these Regulations are made this 14th day of August, 2008.

#### **1. Title.**

These Regulations may be cited as the Universities and Other Tertiary Institutions (Quality Assurance) Regulations, 2008.

#### **2. Interpretation.**

In these Regulations, unless the context otherwise requires—

“Act” means the Universities and Other Tertiary Institutions Act, No.7 of 2001;

“Institution” means a legally recognized university or non-university centre of higher learning;

“National Council” means the National Council for Higher Education established by section 4 of the Act.

#### **3. Purpose of the quality assurance regulations.**

To ensure appropriateness, relevance and adequacy of programmes and courses of study as well as the qualifications of staff and the quality of students of institutions of higher learning in Uganda.

#### **4. Validation/Clearing and accreditation of programmes and courses.**

(1) Institutions shall submit to the National Council, for accreditation, all academic and professional programmes in compliance with the Act.

(2) The following framework has been adopted by the National Council—

(a) Non-university institutions shall offer programmes leading to the award of advanced and ordinary diplomas and certificates, except those permitted by law to award degrees;

(b) Postgraduate programmes may be offered by an institution with a Charter.

#### **5. Minimum duration of programmes and contact hours.**

(1) Programme/course duration shall be clearly specified in terms of semesters and calendar months or years at the start of each academic year. Institutions shall inform students about—

- (a) the course contents in form each topic and subtopic.
- (b) the evaluation scheme including examinations, marking system and appeal mechanism.

(2) Each semester shall last at least fifteen (15) weeks of teaching, after which, an appropriate time shall be allocated to examinations.

- (a) Each theory course shall be allocated at least three (3) hours per week.
- (b) Each practical subject shall be allocated hours as follows—
  - (i) Undergraduate Science Programmes – a minimum of 15-hours practical classes per semester;
  - (ii) Undergraduate Medical Programmes – a minimum of 30-hours practical classes per semester;
  - (iii) Undergraduate Engineering Programmes – a minimum of 15-hours practical classes per semester, plus industrial training;
  - (iv) Undergraduate Education degree programmes shall include a minimum of 8 weeks of School Practice during the Recess period or Intersession semester of the second and third year.

#### **6. Teaching and learning materials.**

(1) Institutions shall ensure the availability of key teaching and learning materials prescribed for each program.

(2) The qualifications, teaching and research experience for degree program supervisors shall be assessed by the institution's appointed organs on the basis of research contribution made and number of publications produced.

(3) Academic staff for non-degree programmes shall be assessed based on academic and professional qualifications/teaching experience.

(4) The academic staff for undergraduate students shall possess a minimum of a Master's degree.

(5) Academic staff teaching postgraduate programmes shall have qualifications higher than the programmes they supervise and adequate research experience and publications.

(6) Institutions shall publish lists of all teaching materials/ equipments and research undertaken by both staff and students each academic year, a copy of which shall be submitted to the National Council.

#### **7. Examination regulations and standardization of awards.**

- (1) Institutions shall ensure that—
  - (a) students are informed in writing about existing examination regulations and procedures at the beginning of the semester;

(b) there is consistency in the formats of examinations, transparency in their conduct and rigor when using the relevant marking schemes;

(c) each head of program has a marking scheme for every paper, which can be accessed by students.

(2) Institutions shall put in place mechanisms for quality assurance in examinations including, vetting of papers, proper conduct of examinations and marking by both internal and external examiners.

(3) Students may appeal to the faculty tribunal and then to the Senate for lack of transparency in the conduct of examinations, unfair treatment or poor assessment. The decision of Senate is final for all academic complaints.

(4) All courses shall be appropriately weighted as follows—

(a) Grade Point Average (GPA) as follows:

A	B+	B	C	D
5	4	3	2	1

(b) Classification of final awards

First Class	A	=	4.4-5.0
Second Class Upper Division	B+	=	4.0-4.3
Second Class Lower Division	B	=	3.0-3.9
Pass	C	=	2.0-2.9
Fail	D	=	0-1.9

## **8. Quality of university academic staff.**

(1) An institution shall employ both permanent and part-time academic staff at the ration of 70:30 respectively save institutions, which offer programmes through distant learning or electronic media.

(2) Contract academic staff shall be engaged for duration of at least two years in order to ensure continuity of academic programmes.

(3) Each course shall have at least two permanent or contract members of academic staff.

(4) University staff shall participate in public life and service in their respective professions/specializations to gain outside experience.

## **9. Students' entry requirements to institutions.**

(1) Minimum entry requirements for Bachelor's degree—

(a) Direct entry from schools – Uganda Certificate of Education (UCE) with at least 5 passes and at least two principal passes at Uganda Advanced Certificate of Education (UACE) obtained at the same sitting or its equivalent;

- (b) Mature Age Entry – aged 25 years and above and has passed mature age entry examinations with 50% and above. The National Council shall accredit the mature age entry examinations;
  - (c) Diploma entry – obtained at credit/distinction level in the relevant field from a recognized institution;
  - (d) Bridging/access/remedial courses for students who have done their secondary education outside Uganda, which shall be accredited by the National Council.
- (2) Minimum entry requirements for Master’s degree shall be a bachelor’s degree.
- (3) Minimum entry requirements for a doctoral degree shall be a Masters degree.
- (4) Minimum course duration—
- (a) 3 years for undergraduate degree with the exception of in-service courses which may last two years;
  - (b) At least 1 year for Masters;
  - (c) At least 3 years for Ph.D.
- (5) Minimum entry requirements for an ordinary diploma—
- (a) Uganda Certificate of Education (UCE) with at least 5 credits;
  - (b) Uganda Advanced Certificate of Education (UACE) with 1 Principal pass and two subsidiaries obtained at the same sitting or its equivalent;
  - (c) Qualifications equivalent to Uganda Advanced Certificate of Education (UACE) as shall be determined by the National Council in consultation with the Uganda National Examinations Board;
  - (d) Certificate from a recognized institution.
- (6) Minimum entry requirement for an advanced/higher diploma shall be an ordinary Diploma.
- (7) Minimum entry requirement for a postgraduate diploma shall be a Bachelors Degree.
- (8) Minimum entry requirement for a certificate is a Uganda Certificate of Education (UCE) with at least 3 passes obtained at the same sitting.

**10. Assessment of academic staff.**

The academic staff of all institutions shall at the end of every semester be assessed by—

- (a) the students; and

(b) their superiors.

**11. Academic Staff Review Committee.**

(1) There shall be Academic Staff Review Committee at departmental, faculty and university levels composed of senior members of the academic staff.

(2) The Academic Staff Review Committee shall be charged with reviewing the performance of staff members in accordance with the institutional rules and regulations.

(3) The Academic Staff Review Committee shall be chaired by the head of department/dean while the vice chancellor or deputy vice chancellor (Academic) shall chair the University Academic Staff Review Committee.

**12. Accredited courses/programmes of study.**

(1) Institutions shall, in conducting academic and professional teaching of degrees, diplomas and certificates, comply with the standards set by the National Council.

(2) The National Council shall continuously update the contents and number of accredited courses/programmes.

**13. Effect of Letter of Interim Authority.**

(1) An institution granted a Letter of Interim Authority shall—

- (a) mobilize funds;
- (b) acquire requisite infrastructures and academic facilities;
- (c) organize academic and administrative human infrastructures; and
- (d) do any other thing that may further the development of the proposed university to maturity.

(2) A Letter of Interim Authority shall be valid for a period of up to three years during which the holder of the authority shall not admit students into the university.

**14. Effect of a Provisional Licence.**

(1) An institution granted a Provisional Licence shall—

- (a) be a body corporate with perpetual succession, a common seal and may sue or be sued in its corporate name;
- (b) be partially accredited; and
- (c) be registered by the National Council.

(2) Grant of a Provisional Licence by the National Council shall be in the format prescribed in Part I of Schedule 1 to these regulations.

(3) The Provisional Licence referred to in sub-regulation (2) shall in addition to any other details that the National Council in each case specify, be a checklist on which the progress of the institution shall be determined.

(4) A university with a Provisional Licence shall not conduct postgraduate courses/programmes leading to the award of Masters and PhDs unless it demonstrates to the National Council that it possesses—

(a) the qualified academic staff to ably supervise such postgraduate courses/programmes ; and

(b) adequate infrastructure and educational facilities to do so.

(5) A university with a Provisional Licence wishing to conduct postgraduate courses/programmes shall apply to the National Council for accreditation of the programmes /courses.

(6) An application referred to in sub-regulation 5 shall be in the form prescribed in Part II of Schedule 2 to these regulations.

#### **15. Effect of a Charter.**

(1) An institution granted a Charter—

(a) may conduct postgraduate courses/programmes leading to the award of Masters and PhDs;

(b) shall be a body corporate with perpetual succession, a common seal and may sue or be sued in its corporate name;

(c) shall be fully accredited; and

(d) shall be registered by the National Council.

(2) The university with a Charter shall carry out continuous internal self-assessment after every two years.

(3) A Charter shall be renewable after every five years after an external evaluation by the National Council.

#### **16. Affiliation.**

(1) An application to the National Council for affiliation shall be in the form prescribed in Part I of Schedule 3 to these regulations.

(2) An application shall in addition to any other details that the National Council in each case specify—

(a) *mutatis mutandis* comply with sections 29, 71 and 111 of the Act;

(b) information regarding the legal status of both institutions;

(c) profile of the institutions; and

(d) Memorandum of Understanding between the institutions intending to enter into affiliation.

(3) The National Council shall charge an affiliation fee as prescribed in Part II of Schedule 3 to these regulations.

(4) On being satisfied that the aforementioned affiliation conditions have been or are likely to be complied with, the National Council shall grant an affiliation certificate in the form prescribed in Part III of Schedule 3 to these regulations.

(5) The regulations relating to affiliation shall apply to institutions, which wish to become constituent colleges subject to such modifications, reservations and other changes as the National Council may determine.

**17. Offences and penalties.**

A person who contravenes these regulations commits an offence and is liable on conviction to a fine not exceeding one hundred currency points.



# SCHEDULE I

*Regulation 15(2)*

## PART I

### NATIONAL COUNCIL FOR HIGHER EDUCATION

.....(*name of institution*) PROVISIONAL LICENCE  
20....

#### PART I—ARRANGEMENT OF SECTIONS

*Section*

1. Short title
2. Interpretation

#### PART II—ESTABLISHMENT, FUNCTIONS AND MEMBERSHIP OF THE INSTITUTION

3. Name and Location of the Institution
4. Common Seal
5. Vision and Mission of the Institution
6. Objects and Functions of the Institution
7. Membership of the Institution
8. Constituent Colleges and Affiliated Institutions

#### PART III—GOVERNANCE

9. Governance of the Institution
10. Head of the Institution
11. Council
12. Vacancy in the Council
13. Powers and Functions of the Council
14. Meetings of the Council
15. Council Committees

#### PART IV—THE INSTITUTION SENATE AND OTHER ACADEMIC BODIES

16. Senate
17. Functions and Powers of the Senate
18. Meetings of the Senate
19. Honorary Degrees
20. Board of School/Faculty/Institute

*Section*

21. Departments
22. Deans of School/Faculty/Directors of Institute

#### PART V—OFFICERS OF THE INSTITUTION

23. Principal of Constituent College
24. Institution Secretary
25. Academic Registrar
26. Librarian
27. Bursar
28. Dean of Students

29. Deans and Directors
30. Internal Auditor
31. Medical Officer
32. Engineer

#### PART VI—STAFF OF THE INSTITUTION

33. Categories of Staff
34. Professor, Director of Institute/Studies, Associate Professor and Institution Librarian
35. Other Academic Staff
36. Administrative Staff
37. Support Staff
38. Staff Association

#### PART VII—FINANCIAL PROVISIONS

39. Institution Fund
40. Financial Year of the Institution
41. Annual Budget
42. Donations
43. Scholarships and Bursaries
44. Investments
45. Cooperation
46. Borrowing Powers

*Section*

#### PART VIII—GENERAL PROVISIONS

47. Academic Year
48. Vacation of Office
49. Students Guild
50. Alumni Association
51. Service of Documents
52. Lawyers
53. Language of Instruction
54. Statutes, Rules and Regulations
55. Graduation Ceremony
56. Assets
57. Amendments
58. Saving
59. Protection of Name

SCHEDULE II

Regulation 15(6)

PART II

NATIONAL COUNCIL FOR HIGHER EDUCATION  
APPLICATION TO CONDUCT POSTGRADUATE PROGRAMMES  
(Fill all items on this form and append attachments wherever necessary  
Use capital letters. Hand in 10 copies)

1. NAME OF THE UNIVERSITY:

.....

2. ADDRESS and location

(i) Postal Address: .....

(ii) Fax Number: .....

(iii) E-Mail Address: .....

(iv) Website Address:.....

(v) Telephone Lines: .....

(vi) Location .....

3. VISION, MISSION, OBJECTIVES AND PHILOSOPHY

(a) Vision of the University .....

(b) Mission of the University .....

(c) Objectives of the University .....

(d) Proposed Postgraduate Governance Structures of the Postgraduate School.....  
...(attach separate sheet if necessary)

(e) Proposed human resources to conduct postgraduate programmes .....

- (f) State the expected sources of financial resources.....  
.....  
.....  
.....(*attach separate sheet if necessary*)
- (g) State the action plan towards the realization of the objectives of the project.....  
.....  
.....(*attach separate sheet if necessary*)
- (h) Describe the existing infrastructure to be used by the postgraduate.  
.....  
.....  
.....(*attach separate sheet if necessary*)
- (i) What are the proposed postgraduate programmes  
.....  
.....  
.....(*attach separate sheet if necessary*)

We confirm that the information stated above is true to the best of our knowledge and belief.

NAMES AND SIGNATURES

1. Vice Chancellor.....  
(*Signature*)..... (*Date*).....
2. Chairperson University Council .....  
(*Signature*)..... (*Date*).....
3. Academic Registrar.....  
(*Signature*)..... (*Date*).....

SCHEDULE III

Regulation 17(1)

PART I

AFFILIATION OF INSTITUTIONS

NATIONAL COUNCIL FOR HIGHER EDUCATION

[Sections 29, 71, 111 of the Universities and Other Tertiary Institutions Act, 2001]

APPLICATION FOR AFFILIATION

(Fill this form and append attachments. Use capital letters. Hand in 3 copies)

1. Name, Address and Location of the University:
  - (i) Name .....
  - (ii) Postal Address: .....
  - (iii) Location .....
  - (iv) Fax Number: .....
  - (v) E-Mail Address: .....
  - (vi) Website Address:.....
  - (vii) Telephone Lines: .....
  
2. Name, Address and Location of the Tertiary Institution:
  - (i) Name .....
  - (ii) Postal Address: .....
  - (iii) Location .....
  - (iv) Fax Number: .....
  - (v) E-Mail Address: .....
  - (vi) Website Address:.....
  - (vii) Telephone Lines: .....
  
3. Purpose of the affiliation  
.....  
.....  
..... (attach separate sheet if necessary)
  
4. Rights and Obligations of both institutions  
.....  
.....  
.....  
..... (attach separate sheet if necessary)
  
5. Areas of affiliation (courses/programmes)  
.....  
.....

.....  
.....  
..... (attach separate sheet if necessary)

6. Awards (in whose name shall the awards be?)

.....  
.....  
.....

We certify that the information given above is true to the best of our knowledge.

Names and signatures of heads of the institutions

1. Name.....  
Institution (A).....  
Title .....

Signature ..... date .....

2. Name.....  
Institution (B).....  
Title .....

Signature ..... date .....

7. Please attach a detailed Memorandum of Understanding containing:-

- (i) Full names and addresses of the institutions.
- (ii) Current Legal status of the institutions
- (iii) Objectives of the affiliation
- (iv) Definitions
- (v) List of staff and qualifications
- (vi) Confidentiality and intellectual property rights
- (iv) Sharing of resources
- (v) Courses/programmes and awards
- (vi) Amendment of affiliation
- (vii) Liability and indemnity
- (viii) Governing law
- (ix) Termination and its effects
- (x) Dispute Resolution
- (xi) Relationship between the institutions
- (xii) Miscellaneous.
- (xiii) Signatures and stamps of the institutions

(xiv) Annextures of all relevant documents

SCHEDULE IV

*Regulation 17(3)*

PART II

NATIONAL COUNCIL FOR HIGHER EDUCATION

FEEES FOR AFFILIATION

The following are the minimum fees payable by institutions, which wish to affiliate.

- |     |                             |                     |
|-----|-----------------------------|---------------------|
| (a) | Application forms           | 5 currency points   |
| (b) | Verification of information | 100 currency points |
| (c) | Certificate of affiliation  | 50 currency points  |



SCHEDULE V

Regulation 17(4)

PART III

AF.000

NATIONAL COUNCIL FOR HIGHER EDUCATION  
(Established under the Universities and Other Tertiary Institutions Act, 2001)

This is to certify that

\_\_\_\_\_

and

\_\_\_\_\_

having satisfied the conditions under the Universities and Other Tertiary Institutions Act,  
No.7 of 2001,

have been awarded a

CERTIFICATE OF AFFILIATION

Whose continued validity shall depend on the fulfillment of the conditions at the back of  
this certificate.

Approved by the National Council at Kampala, Uganda

this .....day of .....20.....

.....

*Executive Director*

A Certificate of Affiliation is granted to institutions which have-

1. A proper and clear memorandum of understanding specifying rights and obligations of the affiliating institutions in conformity to the National Council affiliation guidelines.
2. Put in place essential physical and academic structures to conduct the programmes sought in the affiliation agreement in conformity to the National Council's Institutional Capacity Indicators.

3. Well-developed operational procedures, bylaws and regulations approved by the Institutions' governing body.
4. Programmes, curricula and student assessment procedures for the proper running of the affiliation.
5. Relevant qualified, academic and administrative staff to conduct the programmes in which institutions wish to affiliate.
6. Agree to be visited, monitored and inspected by the National Council whenever it is necessary in a bid to ensure quality.
7. Not given false information to the National Council. Institutions, which give false information, may lose their Certificate of Affiliation and may be prosecuted.

MICHEL LEJEUNE, PHD (LOUVAIN),  
*Deputy Executive Director,*  
*National Council for Higher Education*