



UGANDA INSTITUTE OF INFORMATION AND COMMUNICATIONS  
TECHNOLOGY

UICT FAQs & Responses

No	FAQs	Responses
1	<b>Admissions and Applications</b> <b>a) (General Admission)</b>	
	How do I apply for admission to UICT?	<p><i>"To apply for admission at UICT, follow these steps:</i></p> <ul style="list-style-type: none"><li>a) <b>Visit the Admissions Portal:</b> Click <a href="#">here</a> to start your application.</li><li>b) <b>Create an Account:</b> Register using your valid email and phone number.</li><li>c) <b>Upload Required Documents:</b> Submit scanned copies of your academic transcripts (O-Level &amp; A-Level results for Diplomas, and relevant certificates for other programs).</li><li>d) <b>Pay Application Fee:</b> UGX 30,000, payable online through the admission portal. Generate a payment reference, then pay via Mobile Money or Bank.</li><li>e) <b>Complete &amp; Submit:</b> Review your application details, submit, and wait for confirmation.</li></ul> <p><b>Need help?</b> Contact the <b>Admissions Office</b> at +256 762 944 036 or email <a href="mailto:academic.registrar@uict.ac.ug">academic.registrar@uict.ac.ug</a> ."*</p>
	What are the steps for applying online?	<p><i>"To apply for admission online at UICT, follow these steps:"</i></p> <ol style="list-style-type: none"><li>1. <b>Visit the Admissions Portal:</b> Open <a href="http://admissions.uict.ac.ug">http://admissions.uict.ac.ug</a> in your browser.</li></ol>

	<p>2. <b>Create an Account:</b> Register using a valid email address and phone number.</p> <p>3. <b>Upload Required Documents:</b></p> <ul style="list-style-type: none"> <li>• O-Level and A-Level results for certificate and diploma programs.</li> <li>• Any other necessary supporting documents.</li> </ul> <p>4. <b>Pay the Application Fee:</b></p> <ul style="list-style-type: none"> <li>• The application fee is <b>UGX 30,000</b>.</li> <li>• Generate a <b>payment reference number</b> through the admission portal by selecting the "Bank" option.</li> <li>• Pay via <b>Mobile Money</b> or at a <b>bank</b>.</li> </ul> <p>5. <b>Review and Submit:</b> Double-check all details, then submit your application.</p> <p><b>Need Help?</b> Contact the <b>Admissions Office</b> at <b>+256 762 944 036</b> or email <b>academic.registrar@uict.ac.ug</b>.</p>
<p>What are the minimum entry requirements for each program?</p>	<p>The minimum entry requirements for each program at UICT vary based on the diploma or certificate level. Below is a summary:</p> <p><b>Diploma Programs</b></p> <ul style="list-style-type: none"> <li>✓ Diploma in Electronics Communications Engineering (DECE) &amp; Diploma in Electrical and Electronics Engineering (DEEE)</li> </ul> <p>UACE with at least a principal pass in Math or Physics and 2 subsidiary passes (one in a principal subject).</p> <p>At least a credit in Math or Physics and 4 other passes at O’Level.</p> <p>OR a certificate in a relevant discipline from a recognized institution.</p> <ul style="list-style-type: none"> <li>✓ Diploma in Computer Science (DCS)</li> </ul>

UACE with at least a principal pass in one of the following: Math, Physics, Chemistry, Biology, Food & Nutrition, Technical Drawing, Geography, Agriculture, Economics, or Entrepreneurship.

2 subsidiary passes (one in a principal subject).

Credit in Math or Physics and 4 other passes at O'Level.

OR a relevant certificate from a recognized institution.

- ✓ Diploma in Software Engineering (DSWE)

**Option 1:** UACE with at least a D principal pass in Mathematics and a subsidiary pass in either Physics, Economics, Chemistry, Computer Studies, or Technical Drawing.

Option 2: A D principal pass in Physics, Economics, Chemistry, Computer Studies, or Technical Drawing plus an E principal pass in Mathematics.

OR a Certificate with a Credit in Mathematics from a recognized institution.

- ✓ Diploma in E-Governance & Digital Transformation (EGDT)

UACE with at least a Principal pass and 2 subsidiary passes in any subject.

5 credits at O'Level.

OR a Certificate with a Credit from a recognized institution.

- ✓ Diploma in Data Science Management & Analytics (DSMA)

UACE with at least one principal pass in Math, Physics, Chemistry, Biology, Agriculture, Geography, Economics, or Entrepreneurship.

2 subsidiary passes (one in a principal subject).

At least a credit in Mathematics or Physics at O'Level.

OR a Certificate with a Credit from a recognized institution.

- ✓ Diploma in Business Computing (DBC), Business & Financial Technology (DBFT), Information Technology Business (ITB), Business Administration (DBA), and Records & Archives Management (RAM)

UACE with at least one relevant Principal pass and two subsidiary passes (one must be a principal subject).

Credit in Mathematics and five passes at O'Level.

	<p>OR a relevant Certificate with a Credit.</p> <ul style="list-style-type: none"> <li>✓ Diploma in Accounting &amp; Finance (DAF)</li> </ul> <p>UACE with at least one principal pass in Economics or Mathematics and two subsidiaries (one in a principal subject). Five passes at O’Level, including a credit in Mathematics.</p> <p>OR a Certificate from a recognized institution.</p> <ul style="list-style-type: none"> <li>✓ Diploma in Procurement &amp; Logistics Management (PLM)</li> </ul> <p>UACE with at least one principal pass in any subject and 2 subsidiary passes (one in a principal subject). 5 passes at O’Level, including a credit in English.</p> <p>OR a Certificate from a recognized institution.</p> <ul style="list-style-type: none"> <li>✓ Higher Education Certificate (HEC) - Physical Sciences (Engineering), Humanities (Business), and Library &amp; Information Science</li> </ul> <p>UACE with at least Two subsidiary passes (one in a principal subject) OR One principal pass. 3 passes at O’Level.</p> <p>OR Vocational qualifications (Level 2 or 3) or an Ordinary Certificate recognized by NCHE.</p> <ul style="list-style-type: none"> <li>✦ Certificate Programs <ul style="list-style-type: none"> <li>✓ National Certificate in ICT (NCIT), Computer Science &amp; Technology (NCST), Computer Repair &amp; Maintenance (NCCM), Multimedia (PCIM), Software Engineering (PCSE), Electrical &amp; Electronics Engineering (NCEE), Electrical Installation Systems &amp; Maintenance (NCEIS), Journalism &amp; Media Studies (NCJM), Records &amp; Information Management (NCRIM), Business Administration (NCBA)</li> </ul> </li> </ul> <p>At least 3 passes at O’Level.</p>
Is there an age limit for admission?	<p>✗ No, there is no age limit for admission to UICT. Applicants of all ages are welcome to apply as long as they meet the program entry requirements.</p>

Do I need to sit for an entrance exam?	✘ No, UICT does not require applicants to sit for an entrance exam. Admission is based on meeting the minimum entry requirements for each program.
<b>b) (Deadlines and Documentation)</b>	
What are the deadlines for application submissions?	<p>📅 Application Deadlines:</p> <p>January Intake: 15th March 2025 August Intake: 15th August 2025</p> <p>🔗 Note: These deadlines may be adjusted, so applicants are encouraged to check the UICT website or contact the Admissions Office for updates.</p>
What documents are required for admission?	<p><i>Documents required for admission are: -</i></p> <p>Scanned copies of results pass slip or recommendation letter for O-Level and A-Level and you should ensure that all documents are clear and legible before submission through the admission portal link <a href="https://admissions.uict.ac.ug/">https://admissions.uict.ac.ug/</a></p> <p>Or reach out to the Admissions Office at +256 762 944 036 or email <a href="mailto:academic.registrar@uict.ac.ug">academic.registrar@uict.ac.ug</a> .</p>
Can I submit scanned copies of my documents, or must they be originals?	Yes, scanned original documents are required for admission. Ensure they are clear and legible before submission.
How do I submit additional documents after my initial application?	<p><i>“To submit additional documents after your initial application”</i></p> <p>You can follow through the application portal using our website: <a href="http://www.uict.ac.ug">www.uict.ac.ug</a></p>
What happens if I miss the application deadline?	<p><i>“If you miss the application deadline, you have the following options:</i></p> <ol style="list-style-type: none"> <li>a) <b>Late Application Consideration:</b> Visit the <b>Academic Registrar’s Office</b> in person to check if late applications are still being accepted.</li> <li>b) <b>Next Intake:</b> If applications are closed, you may apply for the next available intake.</li> <li>c) <b>Stay Updated:</b> UICT updates admission deadlines regularly—check <a href="http://www.uict.ac.ug">www.uict.ac.ug</a> or follow UICT on social media.</li> </ol> <p>🔗 <b>Note:</b> Late applications are <b>not guaranteed</b> and may attract an additional fee.</p>

### c) (Program-Specific Inquiries)

What programs does UICT offer at the diploma and certificate levels?

✎ UICT offers a variety of Diploma and Certificate programs across different fields. Below are the available programs and their entry requirements:

#### 📁 **Diploma Programs**


- Diploma in Electronics Communications Engineering (DECE)
- Diploma in Electrical and Electronics Engineering (DEEE)
- Diploma in Computer Science (DCS)
- Diploma in Software Engineering (DSWE)
- Diploma in E-Governance & Digital Transformation (EGDT)
- Diploma in Data Science Management & Analytics (DSMA)
- Diploma in Business Computing (DBC)
- Diploma in Business and Financial Technology (DBFT)
- Diploma in Information Technology Business (ITB)
- Diploma in Business Administration (DBA)
- Diploma in Records and Archives Management (RAM)
- Diploma in Accounting & Finance (DAF)
- Diploma in Procurement & Logistics Management (PLM)

#### ✎ **Entry Requirements for Diploma Programs:**

- ***UACE with at least one principal pass and two subsidiary passes (one must be in a principal subject) at Advanced Level of Education.***
- ***At least a credit in Mathematics and five passes at Ordinary Level in one sitting or its equivalent.***
- ***OR: A relevant Certificate from a recognized institution of higher learning with a credit or its equivalent***








#### 📁 **Certificate Programs**

- National Certificate in Information and Communications Technology (NCIT)
- National Certificate in Computer Science & Technology (NCST)
- National Certificate in Computer Repair & Maintenance (NCCM)


	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Professional Certificate in Multimedia (PCIM)</li> <li><input checked="" type="checkbox"/> Professional Certificate in Software Engineering (PCSE)</li> <li><input checked="" type="checkbox"/> National Certificate in Electrical &amp; Electronics Engineering (NCEE)</li> <li><input checked="" type="checkbox"/> National Certificate in Electrical Installation Systems &amp; Maintenance (NCEIS)</li> <li><input checked="" type="checkbox"/> National Certificate in Journalism &amp; Media Studies (NCJM)</li> <li><input checked="" type="checkbox"/> National Certificate in Records &amp; Information Management (NCRIM)</li> <li><input checked="" type="checkbox"/> National Certificate in Business Administration (NCBA)</li> </ul> <p> <b>Entry Requirements for Certificate Programs:</b></p> <ul style="list-style-type: none"> <li>• <i>At least 3 passes at Ordinary Level (O-Level) in one sitting.</i></li> </ul> <p><b>For specific entry requirements, visit the UICT Admissions Portal or contact the Academic Registrar's Office.</b></p>
Are there short courses or workshops available?	Yes! We have short courses and workshops available in different professionals like engineering, electronics, digital transformation, AI, cybersecurity
What are the entry requirements for specialized programs like VR/AR, Software Engineering, or Data Science?	<p>The Uganda Institute of Information and Communications Technology (UICT) offers specialized programs in areas such as Virtual Reality/Augmented Reality (VR/AR), Software Engineering, and Data Science. These programs are designed to equip students with cutting-edge skills relevant to the evolving technological landscape.</p> <p><b>Entry Requirements:</b></p> <ol style="list-style-type: none"> <li>1. <b>Diploma in Software Engineering:</b> <ul style="list-style-type: none"> <li>○ <b>Academic Qualifications:</b> Applicants should have at least one principal pass and two subsidiary passes at the Uganda Advanced Certificate of Education (UACE) level, along with a minimum of five passes at the Uganda Certificate of Education (UCE) level, including credits in Mathematics and Physics. Alternatively, a relevant certificate from a recognized institution may be considered. <a href="http://uict.ac.ug">uict.ac.ug</a></li> </ul> </li> <li>2. <b>Diploma in Data Science, Management, and Analytics:</b> <ul style="list-style-type: none"> <li>○ <b>Academic Qualifications:</b> Similar to the Software Engineering program, candidates should possess at least one principal pass and two subsidiary passes at the UACE level, plus a minimum of five passes at</li> </ul> </li> </ol>

	<p>the UCE level, including credits in Mathematics and Physics. A relevant certificate from a recognized institution may also be acceptable. <a href="http://uict.ac.ug">uict.ac.ug</a></p> <p><b>3. VR/AR Programs:</b></p> <ul style="list-style-type: none"> <li>○ UICT has established a state-of-the-art Augmented and Virtual Reality (AVR) laboratory to support immersive learning experiences.</li> <li>○ UICT offers short courses and workshops in this domain. For detailed information on available VR/AR training opportunities, it is advisable to consult the Business Development Center (BDC) at UICT.</li> </ul> <p><b>Contact Information:</b></p> <ul style="list-style-type: none"> <li>• <b>Address:</b> Plot 19-21 Port Bell Road, Nakawa, P.O Box 7187, Kampala</li> <li>• <b>Phone:</b> +256 762 944 036</li> <li>• <b>Email:</b> <a href="mailto:info@uict.ac.ug">info@uict.ac.ug</a>/<a href="mailto:academic.registrar@uict.ac.ug">academic.registrar@uict.ac.ug</a></li> </ul> <p>Or UICT official website: <a href="http://www.uict.ac.ug">www.uict.ac.ug</a></p>
<p>How can I transfer from another institution to UICT?</p>	<p>Transferring from another institution to the Uganda Institute of Information and Communications Technology (UICT) involves applying for admission into your desired program and meeting the institute's entry requirements.</p> <p>Here's how you can proceed:</p> <ol style="list-style-type: none"> <li>1. <b>Review Admission Requirements:</b> Ensure you meet the specific entry criteria for the program you're interested in. For diploma programs, UICT typically requires: <ul style="list-style-type: none"> <li>○ <b>Academic Qualifications:</b> A Uganda Advanced Certificate of Education (UACE) with at least one principal pass and two subsidiary passes, plus a minimum of five passes at the Uganda Certificate of Education (UCE) level, including credits in relevant subjects. Alternatively, a relevant certificate from a recognized institution may be considered.</li> </ul> </li> <li>2. <b>Prepare Your Academic Documents:</b> Gather all necessary academic transcripts and certificates from your current or previous institution. These documents will be required during the application process to assess your eligibility and determine if any credits can be transferred.</li> </ol>

	<p>3. <b>Complete the Application:</b></p> <ul style="list-style-type: none"> <li>○ <b>Online Application:</b> Visit the UICT Admissions Portal at <a href="https://admissions.uict.ac.ug/">https://admissions.uict.ac.ug/</a> to create an account and fill out the application form.</li> <li>○ <b>Manual Application:</b> Alternatively, you can download the application form from the UICT website or obtain it directly from the Registrar's Office at the UICT campus in Nakawa.</li> </ul> <p>4. <b>Submit Supporting Documents:</b> Along with the completed application form, submit photocopies of your academic transcripts, certificates, and any other relevant documents. These can be uploaded online or delivered in person to the Registrar's Office.</p> <p>5. <b>Pay the Application Fee:</b> A non-refundable application fee of UGX 30,000 is required. Payment details and methods are provided on the UICT admissions page. <a href="http://uict.ac.ug">uict.ac.ug</a></p> <p>6. <b>Await Admission Communication:</b> After submission, UICT will review your application and communicate the admission decision through email, SMS, or official notices on their website</p> <p><b>Note:</b> On credit transfers from other institutions, it's advisable to contact the Academic Registrar directly to discuss the possibility of transferring credits and any additional requirements specific to transfer students.</p> <p><b>Contact Information:</b></p> <ul style="list-style-type: none"> <li>• <b>Address:</b> Plot 19-21 Port Bell Road, Nakawa, P.O Box 7187, Kampala</li> <li>• <b>Phone:</b> +256 762 944 036</li> <li>• <b>Email:</b> <a href="mailto:info@uict.ac.ug">info@uict.ac.ug</a> or <a href="mailto:academic.registrar@uict.ac.ug">academic.registrar@uict.ac.ug</a></li> </ul>
Does UICT offer bridging courses for students who do not meet entry requirements?	Yes, we offer a Higher Education Certificate as a bridging course for students who do not meet the entry requirements. This program helps students qualify for further studies at UICT.
<b>d) (Application Status and Tracking)</b>	
How can I track the status of my application?	<p><i>"To track the status of your application:</i></p> <ul style="list-style-type: none"> <li>a) <b>Log in to the Admissions Portal:</b> Visit <a href="http://student.uict.ac.ug">student.uict.ac.ug</a> and sign in with your credentials.</li> <li>b) <b>Check Your Application Status:</b> Look for the 'Application Status' section to view updates.</li> </ul>

	<p>c) <b>Email or Call the Admissions Office:</b> If you face any issues, contact:   +256 762 944 036   <a href="mailto:academic.registrar@uict.ac.ug">academic.registrar@uict.ac.ug</a></p> <p>d) <b>Visit the UICT Campus:</b> For in-person assistance, visit the <b>Academic Registrar's Office</b> during working hours.  <b>Processing Time:</b> Applications typically take <b>2-3 weeks</b> for review.</p>
How long does it take to process applications?	Processing Time for the Applications is typically take 2-3 weeks for review.
Who can I contact if there is a delay in my admission process?	<p><i>If there is delay in your admission process: please take the following steps:</i></p> <p>a) <b>Check Your Email &amp; Admission Portal:</b> Ensure you have received updates via <a href="http://student.uict.ac.ug">student.uict.ac.ug</a>.</p> <p>b) <b>Visit the Admissions Office:</b> If needed, visit the UICT <b>Academic Registrar's Office</b> at the main campus.</p> <p>c) <b>Contact the Admissions Team:</b>   <b>Call:</b> +256 762 944 036   <b>Email:</b> <a href="mailto:academic.registrar@uict.ac.ug">academic.registrar@uict.ac.ug</a>   <b>Website:</b> <a href="http://www.uict.ac.ug">www.uict.ac.ug</a></p> <p><b>Follow UICT social media Pages:</b> Updates may also be posted on UICT's official Twitter, Facebook, and LinkedIn accounts.</p>
<b>2 Programs and Courses (Program Offerings)</b>	
What diploma and certificate programs are available at UICT?	<p> UICT offers a variety of Diploma and Certificate programs across different fields. Below are the available diploma and certificate programs and their entry requirements:</p> <p> <b>Diploma Programs</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Diploma in Electronics Communications Engineering (DECE)</li> <li><input checked="" type="checkbox"/> Diploma in Electrical and Electronics Engineering (DEEE)</li> <li><input checked="" type="checkbox"/> Diploma in Computer Science (DCS)</li> </ul>




- Diploma in Software Engineering (DSWE)
- Diploma in E-Governance & Digital Transformation (EGDT)
- Diploma in Data Science Management & Analytics (DSMA)
- Diploma in Business Computing (DBC)
- Diploma in Business and Financial Technology (DBFT)
- Diploma in Information Technology Business (ITB)
- Diploma in Business Administration (DBA)
- Diploma in Records and Archives Management (RAM)
- Diploma in Accounting & Finance (DAF)
- Diploma in Procurement & Logistics Management (PLM)

 **Entry Requirements for Diploma Programs:**





- ***UACE with at least one principal pass and two subsidiary passes (one must be in a principal subject) at Advanced Level of Education.***
- ***At least a credit in Mathematics and five passes at Ordinary Level in one sitting or its equivalent.***
- ***OR: A relevant Certificate from a recognized institution of higher learning with a credit or its equivalent***

 **Certificate Programs**

- National Certificate in Information and Communications Technology (NCIT)
- National Certificate in Computer Science & Technology (NCST)
- National Certificate in Computer Repair & Maintenance (NCCM)
- Professional Certificate in Multimedia (PCIM)
- Professional Certificate in Software Engineering (PCSE)
- National Certificate in Electrical & Electronics Engineering (NCEE)
- National Certificate in Electrical Installation Systems & Maintenance (NCEIS)
- National Certificate in Journalism & Media Studies (NCJM)
- National Certificate in Records & Information Management (NCRIM)
- National Certificate in Business Administration (NCBA)


	<p> <b>Entry Requirements for Certificate Programs:</b></p> <ul style="list-style-type: none"> <li>• <i>At least 3 passes at Ordinary Level (O-Level) in one sitting.</i></li> </ul> <p><b>For specific entry requirements, visit the UICT Admissions Portal or contact the Academic Registrar's Office.</b></p>
How can I access the course catalog for this academic year?	<p>To access the course catalog for the current year;  <b>Contact the Admissions Team:</b>   <b>Call:</b> +256 762 944 036   <b>Email:</b> <a href="mailto:academic.registrar@uict.ac.ug">academic.registrar@uict.ac.ug</a></p>
Are there new programs being introduced this year?	<p>Yes, UICT has 5 new courses approved and will start in Aug 2025 and these are:</p> <ol style="list-style-type: none"> <li>Diploma in E-Governance</li> <li>Diploma in Data Science, Management, and Analytics</li> <li>Diploma in Business and Financial Technology</li> <li>Diploma in Software Engineering</li> <li>Diploma in Business Computing</li> </ol> <p><b>For specific entry requirements, Contact the UICT Admissions Team on +256 762944036 or contact the Academic Registrar's Office on email <a href="mailto:academic.registrar@uict.ac.ug">academic.registrar@uict.ac.ug</a></b></p>
<b>Course Details</b>	
What are the core courses for each program?	<p>The Uganda Institute of Information and Communications Technology (UICT) offers various diploma and certificate programs, each with a set of core courses designed to provide foundational knowledge and practical skills in their respective fields.</p> <p><b>Note:</b> More detailed and updated information on these core courses for each program, can be accessed through our official UICT website <a href="http://www.uict.ac.ug">www.uict.ac.ug</a> or you can contact the institute academic registrar's office directly on +256 762944036.</p>
Are electives offered for diploma courses?	<p>No, electives are not offered for diploma courses at UICT. The diploma programs follow a structured curriculum with predefined core courses to ensure students gain the necessary foundational and practical skills in their respective fields.</p>

Can I change courses after enrollment?	Yes, you can change courses after enrollment through liaising with the respective course head of department or the registrar office
How many credit hours are required to complete a diploma or certificate program?	To complete a program at UICT: <ul style="list-style-type: none"> <li>• <b>Diploma</b> requires <b>84 credit hours</b> in total.</li> <li>• <b>Certificate</b> requires <b>42 credit hours</b> in total.</li> </ul>
Can I take two programs simultaneously?	No, you cannot take two programs simultaneously.
<b>Mode of Study:</b>	
Does UICT offer evening or weekend classes?	Yes, UICT does offer evening and weekend classes
Is there an option for online learning or hybrid classes?	Yes! UICT offers <b>blended learning</b> , which includes both in-person and online classes. ✦ <b>Modes of Learning at UICT:</b> <ul style="list-style-type: none"> <li>◇ <b>In-Person Learning:</b> Lectures conducted on campus.</li> <li>◇ <b>Live Online Classes:</b> Attend via <a href="http://live.uict.ac.ug">live.uict.ac.ug</a> using UICT's virtual platform.</li> <li>◇ <b>Recorded Sessions:</b> Available on the <b>Learning Management System (LMS)</b> for later viewing.</li> </ul> Would you like help with any of the following? <ul style="list-style-type: none"> <li>✓ How to access the Learning Management System (LMS)</li> <li>✓ How to retrieve recorded lectures</li> <li>✓ How to troubleshoot online learning issues</li> </ul>
Are part-time programs available for working students?	Yes, Part-time programs are available at UICT,  <b>For more information, Contact the UICT Admissions Team on +256 762944036 or the Academic Registrar's Office on email <a href="mailto:academic.registrar@uict.ac.ug">academic.registrar@uict.ac.ug</a></b>
Does UICT offer evening or weekend classes?	Yes, UICT offers evening and weekend classes for select programs. These flexible study options are designed to accommodate working professionals and students with other daytime commitments. For specific programs and schedules,  You can reach out to UICT on +256 762944036 or the <b>Academic Registrar's Office on email <a href="mailto:academic.registrar@uict.ac.ug">academic.registrar@uict.ac.ug</a></b> or visit the UICT website on <a href="http://www.uict.ac.ug">www.uict.ac.ug</a> .

<b>Specialized Courses:</b>	
Are there ICT and Engineering-focused courses specifically tailored for women?	Yes, there are ICT and Engineering-focused courses specifically tailored for women. For more details on specific programs and schedules, You can reach out to UICT on +256 762944036 or the Academic Registrar's Office on email <a href="mailto:academic.registrar@uict.ac.ug">academic.registrar@uict.ac.ug</a> Or to the business development Centre office
Does UICT offer courses in emerging technologies like AI, AR/VR, and Data Science?	Yes, UICT offers courses in emerging technologies such as Artificial Intelligence (AI), Augmented Reality/Virtual Reality (AR/VR), and Data Science. These programs are designed to equip students with cutting-edge skills in technology and innovation. For more details on available courses and enrollment, reach out to the <b>Business Development Center (BDC)</b> unit at UICT or Call <b>+256 762944036</b>
What certifications are available for industry-specific training?	UICT offers industry-specific training certifications from different bodies such as <b>ISACA, ITU, and JICA</b> . These certifications provide professional recognition in various ICT and engineering fields, enhancing career prospects for graduates. For more details on available certification programs, Reach out to the <b>Business Development Center (BDC)</b> unit at UICT or Call <b>+256 762944036</b>
<b>3 Fees and Payments: Tuition and Fees</b>	
What is the tuition fee for each program?	<p> <b>Tuition Fees at UICT</b></p> <p> <b>Diploma Programs (Per Semester)</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Diploma in Information Technology Business – UGX 655,000</li> <li><input checked="" type="checkbox"/> Diploma in Computer Science – UGX 655,000</li> <li><input checked="" type="checkbox"/> Diploma in Electronic Communication Engineering – UGX 655,000</li> <li><input checked="" type="checkbox"/> Diploma in Business Administration – UGX 500,000</li> <li><input checked="" type="checkbox"/> Diploma in Human Resource Management – UGX 500,000</li> <li><input checked="" type="checkbox"/> Diploma in Procurement and Logistics Management – UGX 500,000</li> <li><input checked="" type="checkbox"/> Diploma in Records and Archives Management – UGX 500,000</li> </ul> <p> <b>Higher Education Certificate Programs (Per Semester)</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Higher Education Certificate in Education (Physical Science) – UGX 500,000</li> <li><input checked="" type="checkbox"/> Higher Education Certificate in Education (Business) – UGX 500,000</li> </ul> <p> <b>Certificate Programs (Per Semester)</b></p>

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|  | <ul style="list-style-type: none"><li>☑ National Certificate in Information and Communications Technology – UGX 450,000</li><li>☑ National Certificate in Electrical Installation Systems &amp; Maintenance – UGX 450,000</li><li>☑ National Certificate in Business Management – UGX 450,000</li><li>☑ National Certificate in Electrical &amp; Electronics Engineering – UGX 450,000</li><li>☑ National Certificate in Records &amp; Information Management – UGX 450,000</li><li>☑ National Certificate in Computer Science &amp; Technology – UGX 450,000</li><li>☑ Professional Certificate in Multimedia – UGX 450,000</li><li>☑ Professional Certificate in Software Engineering – UGX 450,000</li></ul> <p>📣 <b>For more details on fees, payment options, and financial assistance, visit the UICT website <a href="http://www.uict.ac.ug">www.uict.ac.ug</a> or contact the Accounts Office.</b></p> |
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<p>How are fees structured (per semester or annually)?</p>	<p><i>“Fees are structured differently at UICT:</i></p> <p>Tuition fees are structured per semester.  Administrative fees vary:  Some are annual, such as:  Industrial Training/Internship Fee – SHS. 100,000  Workshop Practice Fee – SHS. 100,000  UNSA Fees – SHS. 2,000  National Council for Higher Education Fee – SHS. 20,000  Others are per semester, including:  Registration Fee – SHS. 65,000  Library Fee – SHS. 20,000  Examination Fee (Internal Exams) – SHS. 60,000  Equipment Fee – SHS. 50,000  Guild Fee – SHS. 25,000  Medical Fee – SHS. 30,000  AIMS – SHS. 30,000  Project Fee – SHS. 50,000  Some fees are paid once for the two years of study, such as:  Identity Card Fee – SHS. 30,000  Caution Money – SHS. 50,000  For a detailed breakdown, refer to the official UICT fee structure.</p>
<p>Are there different fees for international students?</p>	<p>No, there are no different fees for international students</p>
<p>What are the fees for short courses or workshops?</p>	<p>Depends on the course consultation can be sought at the Business Development Center offices or academic registrar</p>
<p><b>Payment Methods</b></p>	
<p>How can I pay my tuition fees (bank transfer, mobile money, etc.)?</p>	<p><i>“UICT offers multiple options for paying tuition fees:</i></p> <ol style="list-style-type: none"> <li>a) <b>Generate a Payment Reference:</b> <ul style="list-style-type: none"> <li>• Log in to the <b>Student Portal</b> at <a href="http://student.uict.ac.ug">student.uict.ac.ug</a>.</li> <li>• Click on ‘Payments’ and generate a payment reference.</li> </ul> </li> <li>b) <b>Choose a Payment Method:</b></li> </ol>

	<ul style="list-style-type: none"> <li>• <b>Bank Payment:</b> Use the reference number at any partner bank.</li> <li>• <b>Mobile Money:</b> Dial *165#, select ‘Pay Fees,’ enter the reference number, and complete the payment.</li> </ul> <p>c) <b>Online Payment:</b> Visit the UICT portal and use Visa/MasterCard options.</p> <p><b>Get a Payment Receipt:</b></p> <ul style="list-style-type: none"> <li>• Download your e-receipt from the portal.</li> <li>• Visit the <b>Accounts Office</b> at UICT for physical receipts if needed.</li> </ul> <p> <b>For payment-related issues, contact UICT Accounts Office on <a href="mailto:accounts@uict.ac.ug">accounts@uict.ac.ug</a></b></p>
<p>Can I pay in installments? If so, what is the installment plan?</p>	<p>Yes, the Uganda Institute of Information and Communications Technology (UICT) allows students to pay tuition fees in installments.</p> <p>You can choose your payment method when you register with UICT after receiving admission. The institute accepts various payment methods, including:</p> <ol style="list-style-type: none"> <li>1. cash deposits,</li> <li>2. cheques, bank drafts,</li> <li>3. Electronic Funds Transfers (EFTs), and</li> <li>4. Real Time Gross Settlement (RTGS). <a href="https://uict.ac.ug">uict.ac.ug</a></li> </ol> <p>For detailed information on the installment plan and to generate payment references, applicants should log into the <b>admissions portal</b> at <a href="https://admissions.uict.ac.ug">https://admissions.uict.ac.ug</a> , while registered students should use the <b>students portal</b> at <a href="https://students.uict.ac.ug">https://students.uict.ac.ug</a></p> <p><b>Please note</b> that specific details regarding the installment structure, such as the number of installments and deadlines, <b>Contact UICT's admissions office directly</b> for comprehensive guidance on the installment payment plan.</p>
<p>How do I get a receipt for payment?</p>	<p>To obtain a receipt for your payment at the Uganda Institute of Information and Communications Technology (UICT), follow these steps:</p> <ol style="list-style-type: none"> <li>1. <b>Generate a Payment Reference:</b> <ul style="list-style-type: none"> <li>○ Log in to the <a href="#">UICT Student Portal</a> using your credentials.</li> <li>○ Navigate to the section where you can generate a payment reference number. This reference is essential for processing your payment.</li> </ul> </li> <li>2. <b>Make the Payment:</b></li> </ol>

	<ul style="list-style-type: none"> <li>○ Use the generated reference number to pay the required fees. UICT accepts various payment methods, including cash deposits, cheques, bank drafts, Electronic Funds Transfers (EFTs), and Real Time Gross Settlement (RTGS). Ensure that the payment details, especially the student's information, are clearly indicated to facilitate proper tracking. <a href="http://uict.ac.ug">uict.ac.ug</a></li> </ul> <p><b>3. Obtain the Payment Receipt:</b></p> <ul style="list-style-type: none"> <li>○ After completing the payment, log back into the <a href="#">UICT Student Portal</a>.</li> <li>○ Access the section for fee payments to verify the status of your transaction.</li> <li>○ Once the payment is confirmed, you should be able to download and print your payment receipt directly from the portal.</li> </ul> <p>If you encounter any issues during this process or need further assistance, you can reach out to the UICT's accounts office <a href="mailto:accounts@uict.ac.ug">accounts@uict.ac.ug</a> ICT support on <a href="mailto:ictsupport@uict.ac.ug">ictsupport@uict.ac.ug</a> for comprehensive guidance.</p>
Is there a penalty for late payments?	<p>Penalties are applied in accordance with the registration guidelines.</p> <p>Further guidance you can out to the admissions office on +256 762944036 and the accounts office for specific details regarding late payment penalties.</p>
How do I apply for financial assistance or sponsorship?	<p>To apply for financial assistance or sponsorship, kindly contact <b>Academic Registrar's Office</b> by Calling <b>+256 762944036</b> or email: <b>academic <a href="mailto:academic.registrar@uict.ac.ug">academic.registrar@uict.ac.ug</a></b> for further guidance. They will provide information on available opportunities, eligibility criteria, application procedures, and required documents.</p>
<b>Refunds and Waivers</b>	
What is the refund policy if I withdraw from a course?	<p><i>“The refund policy if you withdraw from a course?”</i></p> <p>UICT has a Joining policy provided through the Academic Registrar's office (<a href="mailto:academic.registrar@uict.ac.ug">academic.registrar@uict.ac.ug</a> or +256 762944036 or you can also address your concern through the course head of department (HODs) to access the further assistance</p>
Can I get a waiver for certain fees?	<p>No, waivers for certain fees are not available. Please refer to the registration guidelines or visit the <b>Academic Registrar's Office</b> on +256 762944036 or email:</p>

	<p>academic <a href="mailto:academic.registrar@uict.ac.ug">academic.registrar@uict.ac.ug</a> and <a href="mailto:accounts@uict.ac.ug">accounts@uict.ac.ug</a> for further clarification.</p>
<p>What happens if I overpay my tuition fees?</p>	<p>The Uganda Institute of Information and Communications Technology (UICT), the process for refunding overpaid tuition fees is as follows:</p> <ol style="list-style-type: none"> <li>1. <b>Identification of Overpayment:</b> If you believe you have overpaid your tuition fees, promptly notify the <b>Academic Registrar’s Office +256 762944036 or email: <a href="mailto:academic.registrar@uict.ac.ug">academic.registrar@uict.ac.ug</a></b></li> <li>2. <b>Verification:</b> The Academic Registrar’s Office will verify the overpayment by cross-referencing your payment records with the institute’s financial records.</li> <li>3. <b>Refund Processing:</b> Once the overpayment is confirmed, the institute will process the refund. Refunds are typically issued after graduation.</li> <li>4. <b>Disbursement:</b> The refunded amount will be disbursed through the original payment method or another agreed-upon method.</li> </ol> <p>For further details on the refund process, including necessary forms and documentation, please contact the <a href="mailto:academic.registrar@uict.ac.ug">academic.registrar@uict.ac.ug</a> and <a href="mailto:accounts@uict.ac.ug">accounts@uict.ac.ug</a></p>
<p><b>4 Exams, Results, and Academic Records</b></p>	
<p><b>Exam Process</b></p> <p>How do I register for exams?</p>	<p><b>Exam Registration Process:</b></p> <ul style="list-style-type: none"> <li>• <b>Registration is done in the Academic Registrar’s Office</b> on the respective days. You are required to fulfill all registration requirements as outlined in your admission letter.</li> <li>• <b>Payment of Fees:</b> <ol style="list-style-type: none"> <li>a) All payments must be made by generating a reference using the <b>Academic Information Management System (AIMS)</b>, which must be presented to the bank before making payments.</li> <li>b) For registration purposes, you must present the following documents:</li> </ol> </li> </ul>

	<ol style="list-style-type: none"> <li>1. <b>Original and photocopies</b> of the Uganda Certificate of Education (or its equivalent).</li> <li>2. <b>Original and photocopies</b> of the Uganda Advanced Certificate of Education (or its equivalent).</li> <li>3. <b>Original and photocopy</b> of fees receipt(s).</li> <li>4. <b>Original and photocopy</b> of your Identity Card from the previous school/institution.</li> <li>5. <b>Original and photocopy</b> of your National Identity Card or Birth Certificate.</li> <li>6. <b>Original and photocopy</b> of your Admission Letter.</li> <li>7. <b>Bank slip</b> for National Council for Higher Education fees (payable per year).</li> <li>8. <b>Six recent passport-size photographs.</b></li> <li>9. <b>A set of copies</b> of all the above-mentioned documents (i-vi).</li> </ol> <p>For any further clarification, visit the <b>Academic Registrar’s Office +256 762944036</b> or email: <a href="mailto:academic.registrar@uict.ac.ug">academic.registrar@uict.ac.ug</a></p>
Where can I find the exam timetable?	The exam timetable is always displayed one month before the examinations on the notice boards
What should I do if I miss an exam?	<p>If you miss an exam at <b>UICT (University Information and Communication Technology)</b>, these are the possible steps to undertake:</p> <ol style="list-style-type: none"> <li>1. <b>Notify the Examination Office</b> – Contact the <b>UICT Examination Office</b> as soon as possible to explain why you missed the exam.</li> <li>2. <b>Provide Supporting Documents</b> – If your absence was due to illness, an emergency, or any valid reason, submit relevant documents like a <b>medical report</b> or <b>official letter</b> from a recognized authority.</li> <li>3. <b>Check for Special Consideration</b> – For the offer of <b>special exams</b> or alternative arrangements that is if you have valid reasons.</li> <li>4. <b>Follow Academic Policies</b> – Review the <b>UICT examination policy</b> to understand the rules regarding missed exams and possible rescheduling.</li> <li>5. <b>Meet with Your Lecturer/Head of Department</b> – If necessary, consult your <b>lecturer or department head</b> for academic guidance on how to proceed.</li> </ol> <p>Or you can still consult the academic registrar’s office on +256 762944036 or email: <a href="mailto:academic.registrar@uict.ac.ug">academic.registrar@uict.ac.ug</a></p>

<p>Can I request a special exam sitting?</p>	<p>Yes, you can request a <b>special exam sitting</b> under certain conditions. Here’s what you need to do:</p> <p><b>Steps to Request a Special Exam Sitting at UICT</b></p> <ol style="list-style-type: none"> <li>1. <b>Confirm Eligibility</b> – Special exam sittings are usually granted for valid reasons such as: <ol style="list-style-type: none"> <li>a) <b>Medical emergencies</b> (with a doctor's report)</li> <li>b) <b>Family emergencies</b> (such as bereavement)</li> <li>c) <b>Unavoidable official duties</b> (e.g., representing UICT in an official capacity)</li> </ol> </li> <li>2. <b>Submit a Formal Request</b> – Write an official letter addressed to the <b>Examinations Office</b> or your <b>Head of Department</b>, explaining your reason for missing the exam.</li> <li>3. <b>Attach Supporting Documents</b> – Include necessary documents such as a <b>medical report, police report, court summons, or any other relevant proof.</b></li> <li>4. <b>Meet the Deadline</b> – UICT has a <b>specific timeframe</b> for requesting a special exam sitting. Ensure you submit your request <b>as soon as possible</b> after missing the exam.</li> <li>5. <b>Await Approval</b> – Your request will be reviewed by the <b>Academic Board or Examination Committee</b>, and you will be informed whether your request is approved.</li> <li>6. <b>Follow Rescheduling Instructions</b> – If approved, you will be given a <b>new date and time</b> for your special exam. The format may differ from the original exam.</li> </ol>
<p><b>Results and Transcripts</b></p>	
<p>How do I access my exam results?</p>	<p>You can access your <b>exam results</b> through the following steps:</p> <p><b>“Ways to Access Your Exam Results”</b></p> <ol style="list-style-type: none"> <li>1. <b>Online student Portal</b> (<a href="https://student.uict.ac.ug/portal-2.5/?cache">https://student.uict.ac.ug/portal-2.5/?cache</a> ) <ul style="list-style-type: none"> <li>• Visit the <b>UICT official website.</b> <a href="https://uict.ac.ug/">https://uict.ac.ug/</a></li> <li>• Log in to the <b>student portal</b> using your <b>registration number and password.</b></li> </ul> </li> </ol>

	<ul style="list-style-type: none"> <li>• Navigate to the <b>Examinations or Results section</b> to view your grades.</li> </ul> <ol style="list-style-type: none"> <li>2. <b>Notice Boards</b> UICT often posts exam results on the <b>official notice boards</b> within the campus, usually at the <b>Academic Registrar’s Office</b> or respective <b>faculty departments</b>.</li> <li>3. <b>Through the Academic Registrar’s Office</b> <ul style="list-style-type: none"> <li>• You can visit the <b>Examinations or Academic Office</b> and request your results in person.</li> <li>• Make sure to carry your <b>student ID</b> for verification.</li> </ul> </li> <li>4. <b>Through Your Lecturers or Faculty Administrator</b> <ul style="list-style-type: none"> <li>• If results are delayed or missing, you can consult your <b>course lecturer or faculty administrator</b> for clarification.</li> </ul> </li> </ol>
How can I request an academic transcript?	<p><b>Transcripts are issued after graduation.</b> To request your academic transcript at UICT, follow these steps:</p> <ol style="list-style-type: none"> <li>1. Confirm Your Eligibility – Ensure you have graduated and cleared all academic and financial obligations.</li> <li>2. Visit the Academic Registrar’s Office – Transcripts are processed by the Examinations &amp; Records Office after graduation.</li> <li>3. If someone is collecting on your behalf, they need a signed authorization letter.</li> </ol> <p>Contact: Academic Registrar’s Office +256 762944036 or email: <a href="mailto:academic.registrar@uict.ac.ug">academic.registrar@uict.ac.ug</a></p>
How do I appeal for a remark or request to review my results?	<p><b>“How to Appeal for a Remark or Request a Review of Your Results at UICT”</b></p> <p>If you believe there was an error in marking or you are dissatisfied with your exam results, you can appeal for a remark by following these steps:</p> <ol style="list-style-type: none"> <li>1. Write a Formal Appeal Letter <ul style="list-style-type: none"> <li>• Address the letter to the Academic Registrar through the Head of Department.</li> <li>• Clearly state your name, registration number, course, subject(s) to be reviewed, and reasons for the appeal.</li> <li>• Be specific and professional in your request.</li> </ul> </li> </ol>

	<ol style="list-style-type: none"> <li>2. Attach Supporting Documents <ul style="list-style-type: none"> <li>• Include a copy of your exam results slip for reference.</li> <li>• Attach any relevant evidence if you suspect a marking error.</li> </ul> </li> <li>3. Pay the Remarking Fee <ul style="list-style-type: none"> <li>• UICT may charge a non-refundable fee for remarking.</li> <li>• Pay at the Finance Office or designated bank and attach the payment receipt to your request.</li> </ul> </li> <li>4. Submit Your Appeal <ul style="list-style-type: none"> <li>• Deliver the letter and supporting documents to your Head of Department for approval.</li> <li>• The Head of Department will forward your request to the Academic Registrar for further processing.</li> </ul> </li> <li>5. Await Review and Feedback <ul style="list-style-type: none"> <li>• The Examinations Board will reassess your script.</li> <li>• If an error is found, your grade will be adjusted, and the remarking fee may be refunded (subject to UICT’s policies).</li> </ul> </li> <li>6. Receive Official Communication <ul style="list-style-type: none"> <li>• You will be notified via email, notice board, or the student portal (<a href="https://student.uict.ac.ug/portal-2.5/?cache">https://student.uict.ac.ug/portal-2.5/?cache</a> ) once the review is complete.</li> </ul> </li> </ol>
<p>What should I do if there is an error in my results?</p>	<p><b><i>What to Do If There Is an Error in Your Results at UICT</i></b>  If you find an error in your exam results, follow these steps to resolve the issue:</p> <ol style="list-style-type: none"> <li>1. Verify the Error <ul style="list-style-type: none"> <li>• Cross-check your results on the student portal, notice board, or official transcript to confirm the mistake.</li> <li>• Compare with your coursework marks or discuss with your lecturer if needed.</li> </ul> </li> <li>2. Report the Issue to Your Head of Department (HoD) <ul style="list-style-type: none"> <li>• Write a formal complaint letter to the Academic Registrar through your Head of Department explaining the error.</li> </ul> </li> </ol>

- Clearly mention your name, registration number, course, affected subject(s), and details of the mistake.
3. Attach Supporting Documents
    - Provide any relevant documents, such as:
      - Coursework marks
      - Assignment or test results
      - Exam attendance record (if applicable)
  4. Submit Your Request
    - Hand in your letter and supporting documents to your Head of Department.
    - The HoD will verify the claim and forward it to the Academic Registrar for correction.
  5. Follow Up with the Examinations Office
    - Check with the Examinations Office to track the progress of your request.
    - Keep copies of all submitted documents for reference.
  6. Receive the Corrected Results
    - Once the issue is verified and corrected, you will receive official confirmation through the student portal (<https://student.uict.ac.ug/portal-2.5/?cache>), notice board, or directly from the Registrar's Office.

## Graduation

How do I apply for graduation?

### How to Apply for Graduation at UICT


If you are preparing to graduate from **UICT (Uganda Institute of Information and Communications Technology)**, follow these steps to complete your graduation application:


1. **Confirm Your Eligibility**
  - Ensure you have **completed all required coursework and exams**.
  - Check with your **Head of Department** to confirm that you have met the **academic requirements**.
  - Ensure you have **cleared all financial dues** with the institution.
2. **Obtain the Graduation Application Form**




	<ul style="list-style-type: none"> <li>• Visit the <b>Academic Registrar’s Office</b> to collect the <b>Graduation Application Form</b> Or Download the form from the <b>student portal</b> (<a href="https://student.uict.ac.ug/portal-2.5/?cache">https://student.uict.ac.ug/portal-2.5/?cache</a> ), or <b>UICT website</b> <a href="https://uict.ac.ug/">https://uict.ac.ug/</a>.</li> </ul> <ol style="list-style-type: none"> <li>3. <b>Fill Out the Application Form</b> <ul style="list-style-type: none"> <li>• Provide your <b>full name (as it should appear on the certificate), registration number, course title, and year of study.</b></li> <li>• Ensure all details are <b>accurate and match your academic records.</b></li> </ul> </li> <li>4. <b>Pay the Graduation Fees</b> <ul style="list-style-type: none"> <li>• UICT requires students to pay a <b>graduation fee.</b></li> <li>• Make the payment at the <b>Finance Office or designated bank</b> and obtain a <b>payment receipt.</b></li> </ul> </li> <li>5. <b>Submit Your Application</b> <ul style="list-style-type: none"> <li>• Attach the <b>completed form, payment receipt, and any required academic records.</b></li> <li>• Submit the documents to the <b>Academic Registrar’s Office</b> before the deadline.</li> </ul> </li> <li>6. <b>Verify Your Name on the Graduation List</b> <ul style="list-style-type: none"> <li>• Once applications are processed, UICT will release a <b>graduation list.</b></li> <li>• Check the <b>notice board or student portal</b> (<a href="https://student.uict.ac.ug/portal-2.5/?cache">https://student.uict.ac.ug/portal-2.5/?cache</a> ), to ensure your name appears correctly.</li> </ul> </li> <li>7. <b>Collect Graduation Gown and Attend Rehearsals</b> <ul style="list-style-type: none"> <li>• Once approved, you will be required to <b>collect your graduation gown and attend mandatory rehearsals</b> before the ceremony.</li> </ul> </li> <li>8. <b>Attend the Graduation Ceremony</b> <ul style="list-style-type: none"> <li>• Follow the <b>graduation schedule</b> and <b>dress code</b> provided by UICT.</li> <li>• You will receive your <b>certificate and transcript</b> after the ceremony or at a later date as communicated.</li> </ul> </li> </ol>
What are the graduation fees?	<b>Graduation fees details can be obtained from the Academic Registrar’s (AR) office on +256 762944036 or email: <a href="mailto:academic.registrar@uict.ac.ug">academic.registrar@uict.ac.ug</a>.</b>
Can I graduate in absentia?	Yes




	How do I get my graduation certificate after the ceremony?	<p><b>Graduation certificates are issued after the ceremony.</b> To collect your certificate, visit the <b>Academic Registrar's Office</b> with your <b>student ID and proof of graduation fee payment</b>. Further consultation can be attained from the <b>AR's office</b> on +256 762944036 or email: <a href="mailto:academic.registrar@uict.ac.ug">academic.registrar@uict.ac.ug</a> for specific collection dates and procedures.</p>
5	<p><b>Student Support Services</b> <b>Health and Counseling</b></p>	
	Is there a health center on campus?	<p>Yes, UICT has a health center on campus and for further details</p> <p>a) <b>Visit the Institute Custodian:</b> If needed at the main campus on Plot 19-21 Port Bell Road, Nakawa, P.O Box 7187, Kampala</p> <p><b>Contact the Reception Desk:</b> ☎ <b>Call:</b> +256 762 944 050</p>
	How do I access counseling services?	<p><b>Yes, counseling services can be accessed through the UICT institute nurse.</b> For further assistance, visit the <b>health unit</b> or consult the <b>institute nurse</b> on +256 76244050 to be guided on available counseling services.</p>
	Are there mental health support services available to students?	<p><b>Yes, mental health support services are available to students at UICT.</b> You can access these services <b>through the institute nurse on +256 76244050</b>, who will guide you on the available counseling and support options. Additionally, <b>we conduct continuous workshops on mental health</b> to promote awareness and well-being.</p>
	<p><b>Career Services</b></p>	
	How do I apply for an internship through UICT?	<p><b>You can apply for an Internship through UICT following these steps:</b></p> <ol style="list-style-type: none"> <li>1. <b>Eligibility</b> <ul style="list-style-type: none"> <li>• Ensure you have met the academic requirements for internship placement.</li> <li>• Check with your Head of Department or the Student Affairs Office for internship guidelines.</li> </ul> </li> <li>2. <b>Obtain the Internship Application Form</b> <ul style="list-style-type: none"> <li>○ Collect the internship application form from the Academic Registrar's Office</li> </ul> </li> <li>3. <b>Fill Out the Application Form</b></li> </ol>

	<ul style="list-style-type: none"> <li>• Provide your personal details, registration number, course, and preferred internship sector.</li> <li>• Attach any required documents, such as your academic records or recommendation letters.</li> </ul> <p>4. <b>Submit the Application</b></p> <ul style="list-style-type: none"> <li>• Submit your completed application form to the <b>Academic Registrar’s Office</b>, or the <b>Internship Coordinator</b> before the deadline.</li> </ul> <p>5. <b>Receive Placement Guidance</b></p> <ul style="list-style-type: none"> <li>• UICT may <b>assist in placement</b> by providing internship opportunities in partner organizations.</li> <li>• If required, you may need to <b>secure an internship placement independently</b> and submit details for approval.</li> </ul> <p>6. <b>Collect Your Internship Introduction Letter</b></p> <ul style="list-style-type: none"> <li>• If your application is successful, UICT will issue an <b>internship introduction letter</b> to present to the host organization or if within to the institute secretary who will engage with respective departments for support.</li> </ul> <p>7. <b>Complete the Internship &amp; Submit a Report</b></p> <ul style="list-style-type: none"> <li>• After completing your internship, you may be required to submit an <b>internship report</b> to your department as part of your academic assessment and academic registrar.</li> </ul> <p>Further details can be sought from the <b>Academic Registrar’s Office</b> +256 762944036 or email: <a href="mailto:academic.registrar@uict.ac.ug">academic.registrar@uict.ac.ug</a> or your <b>Head of Department</b>.  <b>Or Institute secretary Reception desk</b> +256 762944050</p>
<p>Does UICT offer job placement services after graduation?</p>	<p><b>Yes,</b></p> <ul style="list-style-type: none"> <li>• UICT offers job placement support services after graduation. The institute assists graduates by connecting them with industry partners, providing career guidance, and sharing job opportunities through the Career Services Office or Alumni Network.</li> <li>• Additionally, UICT conducts employability workshops, ICT Job fairs, to help graduates transition into the workforce.</li> </ul>

		For more details, visit the <b>Academic Registrar's Office +256 762944036 or email: <a href="mailto:academic.registrar@uict.ac.ug">academic.registrar@uict.ac.ug</a></b> for further consultation.
	Are there career fairs or networking events for students?	UICT does have an alumni, organizes open days for careers guidance and conducts employability workshops, ICT Job fairs, to help graduate students transition into the workforce. For more details, visit the <b>Academic Registrar's Office +256 762944036 or email: <a href="mailto:academic.registrar@uict.ac.ug">academic.registrar@uict.ac.ug</a></b> for further consultation.
	<b>Advising and Mentorship</b>	
	How do I get academic advising?	To get academic advising, further information can be attained by visiting <b>Academic Registrar's Office +256 762944036 or email: <a href="mailto:academic.registrar@uict.ac.ug">academic.registrar@uict.ac.ug</a></b>
	Is there a mentorship program at UICT?	Yes, <b>UICT offers job placement support services after graduation.</b> The institute assists graduates by connecting them with industry partners, providing career guidance, and sharing job opportunities through the Career Services Office or Alumni Network. Additionally, UICT conducts employability workshops, career <b>fairs, and networking sessions</b> to help graduates transition into the workforce. For more details, visit the <b>Academic Registrar's Office +256 762944036 or email: <a href="mailto:academic.registrar@uict.ac.ug">academic.registrar@uict.ac.ug</a></b> for further guidance.
<b>6</b>	<b>Facilities and Campus Life</b>	
	<b>Campus Facilities</b>	
	Is there student accommodation on campus?	<b>Yes, there is student accommodation on campus.</b> Further details on availability, application procedures, and fees, please visit the <b>Institute Secretary's Office</b> by a) <b>Visit the Institute Secretary's Office</b> main campus on  Plot 19-21 Port Bell Road, Nakawa, P.O Box 7187, Kampala  <b>Contact the Reception Desk:</b>  <b>Call: +256 762 944 050</b>
	How do I apply for hostel space?	<b>To apply for hostel space at UICT, follow these steps:</b> 1. <b>Visit the Institute Custodian Office</b> – Obtain detailed information on available hostel spaces, fees, and application requirements.

	<ol style="list-style-type: none"> <li>2. <b>Fill Out the Hostel Application Form</b> – Collect and complete the <b>hostel application form</b>, providing your personal details, student ID, and accommodation preferences.</li> <li>3. <b>Pay the Hostel Fees</b> – Make the required payment at the <b>Finance Office or designated bank</b> and keep the receipt for proof.</li> <li>4. <b>Submit Your Application</b> – Attach the <b>payment receipt</b> to your completed application form and submit it to the <b>Institute Custodian Office</b> for processing.</li> <li>5. <b>Receive Confirmation</b> – If your application is successful, you will be assigned a room and given further details on check-in procedures and hostel regulations.</li> </ol> <p>Please <b>Visit the Institute Custodian Office at the</b> main campus on  Plot 19-21 Port Bell Road, Nakawa, P.O Box 7187, Kampala</p> <p><b>Contact the Reception Desk:</b>   <b>Call:</b> +256 762 944 050</p>
Are there dining facilities on campus?	<b>Yes, there are dining facilities on campus.</b> UICT provides <b>cafeterias and food vendors</b> offering variety of meals to students. For guidance, visit the <b>Institute Secretary Office Call:</b> +256 762 944 050.
Does UICT have a library, and how can I access it?	Yes, UICT has a physical library and e-library. The physical library is located at the right side of the administration block after the principal’s office. The e-library is accessed through the URL <a href="https://ir.uict.ac.ug">https://ir.uict.ac.ug</a>
<b>Recreational Activities</b>	
Are there sports facilities and clubs at UICT?	Yes, <b>UICT offers sports facilities and clubs</b> for students. The institute provides opportunities for various <b>sports activities</b> and has <b>student clubs</b> that cater to different interests. For more details on available sports and clubs, visit the <b>Student Affairs Office</b> .
How do I join student organizations or clubs?	<b>To join student organizations or clubs at UICT, follow these steps:</b> <ol style="list-style-type: none"> <li>1. <b>Visit the Student Affairs Office</b> – Get a list of active clubs and organizations on campus.</li> <li>2. <b>Attend Club Registration Drives</b> – Clubs often hold <b>membership drives</b> at the beginning of the semester. Look out for announcements on the <b>student portal</b>. (<a href="https://student.uict.ac.ug/portal-2.5/?cache">https://student.uict.ac.ug/portal-2.5/?cache</a> ),</li> </ol>

	<p>3. <b>Contact Club Leaders</b> – Reach out to the <b>club president or organizing committee</b> for membership details and meeting schedules.</p> <p>4. <b>Participate in Club Activities</b> – Attend <b>meetings, events, and activities</b> to engage with other members and explore leadership opportunities.</p> <p>For more details, visit the <b>Student Affairs Office</b> or check with the <b>Student Guild</b>.</p> <p>Plot 19-21 Port Bell Road, Nakawa, P.O Box 7187, Kampala</p> <p><b>Contact the Reception Desk:</b></p> <p> <b>Call:</b> +256 762 944 050</p> <p>OR the <b>Academic Registrar’s Office</b> +256 762944036 or email: <a href="mailto:academic.registrar@uict.ac.ug">academic.registrar@uict.ac.ug</a></p>
Does UICT host social or cultural events?	<p>a) <b>Yes, these are done minimally twice a year.</b> UICT hosts <b>social and cultural events</b> to promote student engagement, diversity, and talent. For more details on upcoming events, visit main campus on</p> <p>Plot 19-21 Port Bell Road, Nakawa, P.O Box 7187, Kampala</p> <p><b>Contact the Reception Desk:</b></p> <p> <b>Call:</b> +256 762 944 050</p>
<b>Campus Navigation</b>	
How do I find specific buildings or lecture halls?	<p><b>To find specific buildings or lecture halls at UICT:</b></p> <ol style="list-style-type: none"> <li>1. <b>You Approach the gate security team or Reception block, Administration Office</b> – Staff can provide directions or guidance.</li> <li>2. <b>Follow Campus Signage</b> – Look for <b>directional signs</b> around the campus.</li> <li>3. <b>You also inquire from fellow Students</b>– They can help guide you to the right location.</li> </ol> <p>For further assistance, visit our main offices on</p> <p>Plot 19-21 Port Bell Road, Nakawa, P.O Box 7187, Kampala</p> <p> <b>Call:</b> +256 762 944 050</p>
Is there a campus map available online?	No, a campus map is not available online.

		<p>However, you can obtain a physical copy or detailed directions by visiting the Institute Secretary  <b>Plot 19-21 Port Bell Road, Nakawa, P.O Box 7187, Kampala</b>  <b>Contact the Reception Desk</b>   <b>+256 762 944 050</b></p>
7	<b>Technical and IT Support Student Portal and LMS</b>	
	How do I access the student portal?	<p>The student portal is accessible in two ways. Thru the website:  Open <a href="https://www.uict.ac.ug">https://www.uict.ac.ug</a> , Navigate to "Quick Links" at the top right corner, then click "Student Portal".  Second option is to type the direct student portal link <a href="https://student.uict.ac.ug">https://student.uict.ac.ug</a> in your favorite browser.</p>
	What should I do if I forget my portal password?	<p><i>"If you forget your student portal password, follow these steps to reset it:</i></p> <ol style="list-style-type: none"> <li><b>Go to the UICT Student Portal:</b> Open <a href="https://student.uict.ac.ug">student.uict.ac.ug</a>.</li> <li><b>Click on ‘Forgot Password’:</b> A password reset page will open.</li> <li><b>Enter Your Registered Email:</b> Input the email used during registration and click ‘Reset Password.’</li> <li><b>Check Your Email:</b> A password reset link will be sent to you. Follow the instructions to create a new password.</li> <li><b>Log in With Your New Password:</b> Use your updated credentials to access your account.</li> </ol> <p>◇ <b>Still Having Issues?</b> Contact IT Support:   +256 782 478 371   <a href="mailto:itsupport@uict.ac.ug">itsupport@uict.ac.ug</a>*</p>
	How can I download lecture materials from the LMS?	<p><i>“To download lecture materials from LMS”</i></p> <p>Follow these steps to download lecture materials from the UICT LMS:</p> <ol style="list-style-type: none"> <li>Log in to the UICT LMS</li> <li>Go to the UICT eLearning Portal.</li> <li>Enter Your Credentials</li> </ol>

4. Use your username and password to log in.
5. Access Your Courses
6. Navigate to the "My Courses" section.
7. Select the course for which you need lecture materials.
8. Locate Lecture Materials
9. Inside the course page, look for sections labeled "Course Resources," "Lecture Notes," or "Downloads."
10. Materials may be in PDF, PPT, DOCX, or video format.
11. Download the Files
12. Click on the file you want to download.
13. If it opens in a new tab, right-click and choose "Save As" to download it.
14. If it's a direct download link, the file will automatically be saved to your device.
15. Check for Additional Materials

Some courses may have extra learning resources available.

🔗 Need Help? Contact the UICT IT Support Team if you experience difficulties accessing materials.

## Online Learning

How do I attend virtual classes?

*"To attend virtual classes at UICT", follow these steps:*

### 1. Access the Virtual Class Link

- Look for a section labeled "**Live Sessions**" or "**Virtual Classes**" on the UICT platform.
- Click on the provided link: <https://live.uict.ac.ug> or the designated **Caucus** link.

### 2. Join the Class

- If using **Caucus**, ensure the app is installed on your device.
- Click the **meeting link** and follow the prompts to join.
- Use your **real name** or **student number** if required.

### 3. Participate in the Class

- Turn on your **microphone and camera** if needed.
- Use the **chat feature** to ask questions.
- Follow the instructor's **engagement guidelines**.

### 4. Check for Recorded Lectures

	<ul style="list-style-type: none"> <li>• If you miss a session, visit the <b>recordings section</b> in your course for playback.</li> </ul> <p>🔗 <b>Need Help?</b> Contact UICT IT Support on <a href="mailto:ictsupport@uict.ac.ug">ictsupport@uict.ac.ug</a> if you experience technical difficulties.</p>
<p>What should I do if I encounter issues with video lectures?</p>	<p>If you encounter issues with video lectures on the UICT LMS, try these steps:</p> <ol style="list-style-type: none"> <li>1. <b>Check Your Internet Connection</b> – Ensure you have a stable and strong internet connection. If the video is buffering, try switching to a lower resolution (if available).</li> <li>2. <b>Use a Compatible Browser</b> – Recommended browsers: <b>Google Chrome, Mozilla Firefox, Microsoft Edge</b>. Clear your browser cache and cookies if the video does not load.</li> <li>3. <b>Enable Media Permissions</b> – Allow auto-play and media permissions in your browser settings.</li> <li>4. <b>Try a Different Device</b> – If the video doesn't play on your laptop, try using a smartphone or tablet.</li> <li>5. <b>Check for Pop-Up Blockers</b> – Some ad blockers or pop-up blockers may prevent the video from loading. Disable them temporarily and refresh the page.</li> <li>6. <b>Update Your Software</b> – Ensure your browser, video player, and device software are up to date.</li> <li>7. <b>Download the Video (If Available)</b> – Some lectures may allow downloads for offline viewing—check for a download option.</li> <li>8. <b>Contact LMS Support</b> – If the issue persists, report it to <b>UICT IT Support</b> or your course instructor for further assistance.</li> </ol> <p>If you have failed on the steps above, don't hesitate to reach out to the UICT IT Support team on <a href="http://uict.ac.ug/ictsupport">uictsupport.ac.ug</a></p>
<p>Is there IT support for online learning?</p>	<p>Yes! UICT provides IT support for online learning to help students with issues related to the LMS, virtual classes, login problems, and technical difficulties.</p> <p><b>How to Get IT Support for Online Learning at UICT:</b></p>

		<ol style="list-style-type: none"> <li>1. <b>Contact the UICT ICT Support Team</b> by -Visit the IT Support Office at UICT for in-person assistance or call/email the ICT department at <b>0782478371 / 0772033574 / 0772955373/ <a href="http://ictsupport.ac.ug">ictsupport.ac.ug</a></b></li> <li>2. <b>Use the LMS Support Feature</b> – Some issues can be resolved through the Help Desk or Support section within the LMS.</li> <li>3. <b>Reach Out to Your Lecturer or Course Admin</b> – If the issue is specific to a course (e.g., missing lecture materials), contact the lecturer via LMS messages or email.</li> <li>4. <b>Join UICT Student Support Forums</b> – Some students and faculty use WhatsApp groups or discussion boards for LMS-related support.</li> </ol>
	<b>Wi-Fi and Email</b>	
	How do I access campus Wi-Fi?	<p>To access campus Wi-Fi, <b>UICT has deployed APIs and Mesh-eduroam Wi-Fi</b> around the institute for students' use. The Wi-Fi is available <b>24 hours</b> for convenient access.</p> <p>For further assistance on connectivity, visit the <b>IT Support Office</b> on <a href="mailto:ictsupport@uict.ac.ug">ictsupport@uict.ac.ug</a></p>
	How can I set up my student email?	<p>All registered students are issued <b>UICT official student emails</b>, which are typically distributed through their <b>student class representatives</b>.</p> <p>If you do not receive your email, you can <b>contact the IT Support Office at UICT</b> or email to <a href="mailto:ictsupport@uict.ac.ug">ictsupport@uict.ac.ug</a> for assistance..</p>
<b>8</b>	<b>Registration and Timetabling</b>	
	How do I register for classes?	<p><b>To register for Classes, you follow the steps below:</b></p> <ol style="list-style-type: none"> <li>1. <b>Registration is done at the Academic Registrar’s Office</b> on the designated days.</li> <li>2. You must fulfill all registration requirements as outlined in your <b>admission letter</b>.</li> <li>3. <b>All payments</b> must be made by generating a reference using the <b>Academic Information Management System (AIMS)</b> and presenting it to the bank before making payments.</li> </ol> <p><b>Required Documents for Registration:</b></p> <ol style="list-style-type: none"> <li>1. Original and photocopies of the Uganda Certificate of Education (or its equivalent).</li> </ol>

	<ol style="list-style-type: none"> <li>2. Original and photocopies of the Uganda Advanced Certificate of Education (or its equivalent).</li> <li>3. Original and photocopy of fees receipt(s).</li> <li>4. Original and photocopy of your Identity Card from the previous school/institution.</li> <li>5. Original and photocopy of your National Identity Card or Birth Certificate.</li> <li>6. Original and photocopy of your Admission Letter.</li> <li>7. Bank slip for National Council for Higher Education fees (payable per year).</li> <li>8. Six recent passport-size photographs.</li> <li>9. A set of copies of all the above-mentioned documents.</li> </ol> <p>For further details, visit the <b>Academic Registrar's Office on +256 762944036 or email: <a href="mailto:academic.registrar@uict.ac.ug">academic.registrar@uict.ac.ug</a></b></p>
<p>Where can I get the class timetable?</p>	<p>You can get the <b>class timetable</b> from the <b>Academic Registrar's Office on +256 762944036 or email: <a href="mailto:academic.registrar@uict.ac.ug">academic.registrar@uict.ac.ug</a></b></p> <p>or check with your <b>departmental notice boards</b>.</p> <p>Additionally, class representatives may share the timetable, or it may be available on the <b>student portal</b> if provided.</p>
<p>How can I drop or add courses after registration?</p>	<p>To drop or add courses after registration, follow these steps:</p> <ol style="list-style-type: none"> <li>1. <b>Check the Deadline</b> – Ensure you are within the official add/drop period as outlined in the academic calendar.</li> <li>2. <b>Obtain the Course Add/Drop Form</b> – Get the form from the <b>Academic Registrar's Office</b> or download it from the <b>student portal</b>.</li> <li>3. <b>Fill Out the Form</b> – Provide the necessary details, including course codes and reasons for the change.</li> <li>4. <b>Get Approval</b> – Seek approval from your <b>academic advisor or department head</b>.</li> <li>5. <b>Submit the Form</b> – Return the completed and approved form to the <b>Academic Registrar's Office</b> for processing.</li> </ol> <p>For further assistance, consult the Academic Registrar's Office <b>on +256 762944036 or email: <a href="mailto:academic.registrar@uict.ac.ug">academic.registrar@uict.ac.ug</a></b></p>

	What is the deadline for course registration?	The deadline for course registration is 8 weeks after semester start. For more details contact the <b>Academic Registrar's office</b> on <a href="mailto:academic.registrar@uict.ac.ug">academic.registrar@uict.ac.ug</a>
	Can I defer my studies to a later intake?	Yes, you can defer your studies to a later intake. You will need to submit a formal request to the Academic Registrar's office for approval.
<b>9</b>	<b>Policies and Procedures</b>	
	Where can I find the institution's policies on exams, discipline, and academic integrity?	<p>You can find the institution's policies on exams, discipline, and academic integrity in the <b>Student Handbook</b> and <b>Academic Regulations</b>. These documents are available:</p> <ol style="list-style-type: none"> <li>1. <b>At the Academic Registrar's Office</b> – Visit the office for printed copies or further clarification.</li> <li>2. <b>In the Library</b> – Some policies may be available in institutional handbooks or academic guides.</li> <li>3. <b>Through Your Department</b> – Faculty members and department heads can provide guidance on academic policies.</li> </ol> <p>For the most up-to-date information, always refer to official UICT sources and offices.</p>
	What is the policy on class attendance?	The policy on class attendance requires students to attend at least <b>75%</b> of their scheduled classes to be eligible for assessments and examinations.
	How can I appeal against academic penalties?	<p>To appeal against academic penalties at UICT, follow these steps:</p> <ol style="list-style-type: none"> <li>1. <b>Review the Academic Policies</b> – Check the student handbook or academic regulations to understand the grounds for appeal.</li> <li>2. <b>Prepare a Formal Appeal Letter</b> – Clearly explain your case, providing relevant details and supporting evidence.</li> <li>3. <b>Submit Your Appeal</b> – Send your appeal letter to the Academic Registrar's office or the appropriate academic committee within the given deadline.</li> <li>4. <b>Attend a Hearing (if required)</b> – Some cases may require a formal review meeting where you can present your case.</li> <li>5. <b>Await the Decision</b> – The academic committee will review your appeal and notify you of the outcome.</li> </ol> <p>For more guidance, consult the Academic Registrar's office on <a href="mailto:academic.registrar@uict.ac.ug">academic.registrar@uict.ac.ug</a> or your department head.</p>

<b>10</b>	<b>Alumni Services</b>	
	How do I join the alumni association?	You have to be a student of UICT who has successfully completed his/her course, then you subscribe to the association through the Alumni coordinator on contact
	Can alumni access UICT facilities or resources?	Facilities and resources are available can be accessed and utilized on agreed UICT terms
	How do I request replacement certificates or transcripts after graduating?	<p><i>"How do I request replacement certificates or transcripts after graduating?"</i></p> <p>✉ <b>To request a replacement certificate or transcript, contact the Academic Office:</b></p> <p>☎ <b>Call: 0762944036</b></p> <p>For further assistance, you may also visit the <b>Academic Registrar's Office</b> at UICT.</p>
<b>11</b>	<b>Prevailing epidemic/Pandemic (Mpox, COVID-19) and Health Regulations</b>	
	What are the current health protocols for students on campus?	<b>Students must follow hygiene guidelines</b> as per the <b>Ministry of Health (MoH)</b> pandemic/epidemic regulations. This includes maintaining cleanliness, sanitizing regularly, and adhering to any additional health protocols set by the UICT institute.
	Are vaccinations required for physical classes?	<b>✘ No, vaccinations are not mandatory</b> for attending physical classes at UICT. However, students are encouraged to follow health and safety guidelines.
	How do I report COVID-19 symptoms to the health center?	UICT has an on-site nurse who examines students showing COVID-19 symptoms. If necessary, the nurse will refer you to the appropriate hospital for further medical attention.
		If you experience symptoms, visit the campus health center immediately for assessment

Prepared by (SA&AR team): **Namujjehe Eunice**. Date: **28<sup>th</sup> Feb 2025**

Sign 

Reviewed by (Principal): **Dr. Fredrick Kitoogo (PhD)** Date:

Sign.....

Approved by (Principal): **Dr. Fredrick Kitoogo (PhD)** Date: .....

Sign.....

**Received by (Neexa AI Team) .....** **.Date: .....** **Sign.....**