



**UGANDA INSTITUTE OF INFORMATION AND COMMUNICATIONS
TECHNOLOGY
ACADEMIC REGISTRAR'S DEPARTMENT
FRESHERS' JOINING INSTRUCTIONS, 2024/2025
ACADEMIC YEAR**

| | |
|-------------|--|
| REG. NUMBER | |
| NAME | |
| PROGRAMME | |

ALL INQUIRIES TO BE ADDRESSED TO:

**THE
ACADEMIC REGISTRAR
UGANDA INSTITUTE OF INFORMATION AND COMMUNICATIONS
TECHNOLOGY
PLOT 9-21 PLOT BELL ROAD, NAKAWA P.O. BOX 7187KAMPALA.
academic.registrar@uict.ac.ug**

**IN ALL CORRESPONDENCE TO THE INSTITUTE, PLEASE QUOTE YOUR REGISTRATION
NUMBER AND PROGRAMME.**

NOTE:

**PLEASE ENDEAVOUR TO READ THIS DOCUMENT AND UNDERSTAND ITS
CONTENTS PROPERLY.**

2025

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1.0 INTRODUCTION

Uganda Institute of Information and Communications Technology originally established, owned and managed by Uganda Communications Commission, became a public tertiary institution following the publication, on 28th October 2005, of Statutory Instrument No. 79 of October 2005, (The Universities and Other Tertiary Institutions Act-Establishment of Uganda Institute of Information and Communications Technology). The Institute is now under the Ministry of ICT& National Guidance, and governed by the Universities and Other Tertiary Institutions Act 2001.

It has 3 major organs, in operation namely:

- a) Governing Council - -the supreme governing body of the Institute
- b) Academic Board - -the Chief Academic Organ of the Institute
- c) Management- -involved in the day-to-day running of Institute affairs

2.0 OFFICERS OF THE INSTITUTE

The following are the Officers of the Institute:

- a) Principal - Chief Coordinator of all administrative, academic and public affairs of the Institute and is the Chairperson of the Academic Board.
- b) Deputy Principal- Deputizes the Principal
- c) Institute Secretary - Responsible for the effective day-to-day administration of the Institute to ensure that all support services are functioning well enough to facilitate cost-effective execution of UICT's mandate.
- d) Academic Registrar-Coordinator of all matters pertaining to the academics, organization of the Institute, Admissions, Examinations, Programmes and is the Secretary to Academic Board
- e) Institute Bursar- Financial Controller.
- f) Institute Librarian- Handles all Library matters in the Institute
- g) H.O.Ds- Coordinator of all matters pertaining teaching and learning

2.1The Academic Units of the Institute where management of teaching takes place are called Departments. They consist of the teaching and non-teaching staff headed by the Departmental heads.

3.0 OFFICE OF THE ACADEMIC REGISTRAR

The Office of the Academic Registrar has three main functions:

3.1 Main Functions

- a) The Examinations section that handles all Examination matters including:-
 - (i) Organizing and coordination of all Examinations conducted at the Institute.
 - (ii) Preparing and issuing Academic Transcripts and Certificates.

- b) Academic Board section that handles all Academic Board matters, including:-
- (i) Liaison with Departments on new programmes
 - (ii) Formulation and review of regulations, and
 - (iii) Approval of Institute examination results.

c) Staff Development and Ceremonies section that handles staff development matters, including:-

- (i) Coordination of all staff development and training matters
- (ii) Liaison with Scholarship authorities on education and other training awards
- (iii) Coordination of matters concerning the Graduation Ceremony and other academic ceremonies in the Institute.

3.2 Students with challenges on admission, registration and other academic matters should report to the Administrative Officer (Academic) for guidance while challenges relating to teaching and learning should be channeled to the Heads of Department

4.0 REPORTING AND REGISTRATION:

You will be expected to report and register in the office of the Academic Registrar on a day that shall be communicated in your admission letter.

After completing registration, you will be given a registration number and a card that authorize you to attend classes. **Note that it is illegal to attend classes without registration.**

4.1 Payment of Fees

Students are encouraged to pay full fees to the bank by generating a reference from the Academic Information Systems and present a bank pay-in slip to the Institute Bursar immediately upon arrival at the Institute however, those who cannot pay full fees are allowed to pay 50% of tuition in addition to the general charges prior to registration. The balance of tuition can be paid as stipulated in your letter of admission.

Please note: No cash payment is allowed in the Institute cash office and the Institute shall not be held accountable for any cash payments made by any student.

4.2 In addition to the above fees, the students will be expected to pay Bank Charges per pay deposit as will be determined by the Bank.

4.3 Mode of payment: The fees will be made by generating a reference from the Academic Information Systems that will be presented to Stanbic Bank.

4.4 Students must present copies of pay-in slips to the Accounts Section based on which the student will be issued receipts acknowledging payment of the fees. Details on the payment of fees can be got from the Institute Account section.

5.0 GENERAL INFORMATION

5.1 Each Fresher is advised to bring the following:-

- (i) Personal effects for resident students
- (ii) Enough money to cater for stationery, transport and other academic requirements.

5.2 ACCOMMODATION:

The Institute offers accommodation for students who can't commute. Each student who may wish to be accommodated in the Institutes' Hostel will pay 600,000UGX per semester. Students who wish to reside in the hostel should apply in writing and are expected to carry their personal effects including beddings and other personal effects. Please note the hostel does not provide meals.

5.3 INSTITUTE RULES AND REGULATIONS:

The Institute has rules and regulations which all students must abide by. The Institute Regulations cover programmes and examinations, library among others. Students should ensure that they read, understand and abide by all the Institute rules and regulations copies of which are the Institute Library.

5.4 IDENTITY CARDS:

It is important that each student carries the Identity Card from his or her previous school which he/she will be requested to produce at any time by the Institute especially at the time of registration however, arrangement will be made to issue registered students with the Institute Identity Cards. A programme for issuing Identity Card will be communicated via the students' notice boards within the Institute.

Any student who loses an identity card or Registration Certificate shall be required to pay 20,000UGX per item to be replaced.

5.5 TRAVEL ARRANGEMENT:

It is the responsibility of each student to make his/her own arrangement to arrive at the Institute in time for all the programmes except when the Institute deems it fit to make trips, for example on outreach activities.

5.6 ADMISSION CEREMONY:

There will be an Admission Ceremony; a formal occasion presided over by the Principal which all freshers must attend. The ceremony will take place on a day to be communicated.

5.7 TOUR OF INSTITUTE FACILITIES:

Laboratory and Library Tours will be conducted according to a programme to be issued by the Institute Librarian and Head of ICT Department.

6.0 MEETING THE INSTITUTE OFFICIALS AND LECTURERS

This will take place during Orientation Week scheduled in the period; endeavor to attend the orientation week because this is when important information about your study at the Institute is communicated.

7.0 REGISTRATION PROCESS

In order to become a registered student of UICT you need to meet all the registration requirements as stipulated in your admission letter.

7.1 The registration process involves:-

(i) payment of tuition fees and all the general charges as indicated in your letter

(ii) Verification of academic documents and confirmation of registration by the Academic Registrar's Department.

(a) Verification of documents:

The student is expected to report to the Administrative Officer (Academic) or an officer in-charge with an **identity card from his or her previous school, original and a photocopy of the: admission letter, certificate/result-slips for UACE and or UCE, evidence for payment of NCHE fee of 20,000UGX, and a receipt from the accounts office.**

The Administrative Officer (Academic) will then issue one enrolment form to be filled by the student and verify the authenticity of the documents tendered for registration. The student shall attach a passport size photograph to the enrolment form.

The student's file shall contain an enrolment form, a copy of the admission letter, certificate/result slip, fees receipt, NCHE slip in that order from top to bottom.

Upon verification of the students' documents and checking for completeness, the Administrative Officer (Academic) will file the documents and pass on the file to the Academic Registrar for signing and stamping.

The Academic Registrar will endorse the student's registration only if the student has paid a minimum of 50% of the tuition fees payable for semester plus the general charges all of which are indicated on the admission letter.

(c) Failure to Register

All freshers **MUST** register within the period on the registration timetable failure of which shall lead to payment of late registration fees as indicate in your admission letter

(d) Names

The NAMES in which the students will be registered are those which appear on the student's 'O' Level and 'A' Level Results Slips and certificates and any other academic documents. The Institute does not encourage the changing of names other than those on the academic documents. Should the student deem it necessary to change names, the student should submit to the Institute a copy of the Uganda Gazette confirming that the names have been changed. It is until when a student has submitted a copy of the Uganda Gazette that change of names by a student shall be affected.

8.0 APPLICATION FOR DEAD SEMESTER

A Dead Semester shall mean the Semester in an Academic Year that the student has applied to forfeit and a student who applies for a Dead Semester is expected to do so **before the eighth week** of the semester.

The Heads of Department may in certain circumstances recommend to Academic Registrar that the student who applies for a Dead Semester be granted his/her request. This may be on medical grounds or social problems that the Departmental Board deems that it merit a Dead Semester. Any application for a dead semester must be justifies by a medical report from a professional Medical Officer.

The student who is granted a Dead Semester shall notify the Academic Registrar on his or her intentions to resume his or her studies before the commencement of the Semester/Academic year.

Students should note the following:

- i. Only registered students qualify to apply for a dead semester or year
- ii. The application for dead year should be within the required study period. Any application for Dead semester/year after the expiry of the study period is not considered to be a dead semester/year.
- iii. There will be no refund of Tuition Fees after a dead semester that has been granted. The Tuition fees paid, however, will be carried forward in the subsequent Semester or Academic Year at the discretion of the Principal.

9.0 WITHDRAWAL FROM A PROGRAMME:

Withdrawal from a programme means leaving the Institute programme entirely. Refund of tuition fees to students who have chosen to withdraw from a Programme shall be done as follows:-

| | Period of time within which a student has withdrawn | Percentage of the Tuition Fees paid to be refunded |
|----------|--|---|
| 1 | Before the start of program or a particular semester | 100% |
| 2 | Between the first week and the third week of a particular semester | 50% |
| 3 | After the fourth week | 0% |

10.0 CHANGE OF PROGRAMME AND SESSION

10.1 Change of Programme:

- a. Since the selection of candidates for specific programme was made according to the candidate's performance and order of programme choices, taking into accounts the available subjects' combinations and time-table limitations, where applicable, there is limited room for change need to change the programme. However, some places become vacant when some of the students admitted do not take up the offers. Such places are filled through the change of Programme under that arrangement.
- b. Students who may wish to change his/her programme of study must do so within the two weeks after paying to the bank 50,000UGX as application fee for change of program. The student should attach a receipt for this payment to the application form.
- c. No application for change of program shall be received after the end of fourth week of the 17 weeks of the semester. Change of Programme applications forms will be issued and received back this will take place in the Academic Registrar's Office. Students are, however, advised to seek guidance from the Departments before they apply for change.
- d. Before students apply for change of Programme, or subjects (where applicable), they are encouraged to seek advice on the minimum requirements for Programmes. **Students are informed that the Academic Board reserves the right to grant or deny a request of change of program by a student.**

10.2 Change of Session

- a) Students may wish to change their study session (i.e. from Day to Evening Session or vice versa). Application for change of session shall be submitted to the Head of Departments who will forward them to the office of the Academic Registrar. Change of study session is granted to registered students.

11.0 OTHER REGULATIONS:

Students should also be aware of the following:-

11.1 Repeating of 'A' Level Examinations:

A candidate, who accepts a place at the Institute and registers for a programme of study, will not be eligible for admission to another programme at the Institute on the basis of results obtained from 'A' level examination while already at the Institute.

Cases of impersonation, falsification of documents or giving false/incomplete information whenever discovered either at registration or afterwards, will lead to automatic cancellation of admission.

11.2 Sitting Semester Examinations:

The procedure leading to sitting examinations is as follows:-

- a. A student should pay all the required fees before he/she is allowed to sit any examination.
- b. A student should be registered and should have a registration certificate which is used in obtaining the student's identity card.
- c. A student uses the registration certificate and Identity Card to get the examination card.
- d. The examination card entitles a student to enter examination room and to sit for examinations.
- e. If a student is unable to pay all the required fees, he/she is not permitted to sit for the Institute examinations.
- f. The examination for any student who sits without being registered shall be null and void. **Students are strongly warned against this.**
- g. It is emphasized that examination cards are only issued to registered students.
- h. The cards are a property of the Institute. Students are therefore urged to keep them throughout the respective academic years where necessary even after the academic life of the student at the Institute.

11.3 Examination Malpractices:

Some students involve themselves in examination malpractices e.g. cheating, smuggling notes into examination room, etc. The Institute Academic Board directed that Freshers should be strongly warned that cheating or attempting to cheat in Institute Examinations may lead to discontinuation from the Institute.

11.4 Examinations Instructions to Candidates

1. Candidates shall be informed of the dates and the times of examinations by means of the time table which shall be published on the Notice Board. The Examinations time table shall be published at least one month before the date of commencement of examinations.
2. It shall be the responsibility of each candidate to take note of the date(s) and time(s) of the Examination for which he/she is registered.
3. Should there be a change in the time-table for an examination after it is published;

- (a) Such a change shall be communicated to the candidate(s) by means of additional notices on the Institute Notice Boards.
- (b) No Candidates shall be informed individually of time table changes.
4. Candidates shall present themselves to be checked thoroughly before they enter examination rooms.
 5. Candidates shall be required to identify themselves by presenting their examinations cards and either a Registration card or an Institute identity card before they are permitted to enter the examinations room.
 6. Candidates shall ensure that they have no unauthorised material when at or in the examinations room. There shall be no excuse of entering the examinations room with unauthorised material.
 7. Candidates shall be expected to respect and obey instructions given by the invigilators and supervisors.
 8. A candidate shall be expected to be at the door way to the examination room **thirty minutes before the examination begins**.
 9. During the thirty minutes before the examination begins, candidates shall ensure that they:-
 - a) Remain silent and occupy seats assigned to them
 - b) Have no unauthorised material with them
 - c) Receive answer booklets, and the correct question paper from the invigilator
 - d) Pay attention to any rubric on the answer booklet and at the head of the question paper.
 - e) Have all authorised materials and equipment.
 - f) Listen to the invigilator for further instructions.
 10. Once the examinations start, there shall be no moving in the examinations room without permission.
 11. Candidates shall equip themselves with pens, rulers, erasers blotting papers and the geometrical instruments required for use in the examination room.
 12. Except for open-book examinations, no books or other printed or written materials shall be permitted in the examination rooms.
 13. Candidates shall not bring to the examinations room any materials or equipment that will disrupt the examinations such as any communication equipment, bags, or attaché cases, radios, laptops, audio calculators, or television. Candidates found in possession of materials or equipment that disrupts the examinations shall be required to sign an incidence form and the materials shall be confiscated.
 14. Candidates shall be provided with logarithmic tables and statistical tables. No candidate shall be allowed to use their own logarithmic tables or statistical tables. A candidate found to be using their own statistical tables or logarithmic tables shall be considered to have indulged in examinations malpractices.
 15. Every candidate shall be required to sign an attendance register in the presence of an invigilator.
 16. The use of scrap paper shall not be permitted. All rough work shall be done in the answer book and crossed out neatly through, or in a supplementary answer book which shall be submitted to the Invigilator together with the main answer book. A candidate shall **not write on the question paper**. A candidate who writes on the examination paper, examination card or registration card or any other material other than the examinations answer booklet, shall be taken as indulging in examinations malpractice. Such a candidate shall be required to sign the incidence form and the case shall be reported to the Examinations Committee by the Academic Registrar.
 17. Except for the question paper (if it is not multiple choices) and only after the examination paper has ended, candidates shall not remove from the examination room any material or mutilate any paper or other material supplied.
 18. Candidates shall not indulge in any examinations malpractices as defined in section XIX of these regulations.

19. Any student or person found in the act of impersonation shall be arrested and handed over to the police for prosecution. Such persons, if they are students of the Institute, shall be banned from sitting any other Institute examinations.
20. An Invigilator shall have the authority to confiscate any unauthorised book, manuscript, or any other aid materials brought into the examination room.
 - a. An Invigilator shall have the authority to **expel** from the examination room any candidate who creates disturbances that may or are deemed to disrupt the smooth running of the examination. Provided the invigilator fills the incidence form and has it countersigned by the supervisor or chief invigilator and the candidate expelled from the examination room shall also submit a written statement to the Academic Registrar. All these combined shall be submitted to the Examinations Committee of the Academic Board for investigation.
21. No candidate shall be permitted leave the examination room before **thirty Minutes** from the commencement of the examination. Late candidate(s) shall not be allowed extra time. Candidates wishing to hand their papers and leave the examinations room shall be required to do this before the last twenty minutes to the end of the examinations. No candidates shall leave the examination room during the last ten minutes of the time allocated for the examination except in the case of emergency.
22. A candidate who falls sick in the examination room shall notify the Invigilator immediately for appropriate action.
23. At the end of the examination period, and on instruction from the Invigilator, a candidate shall stop writing and assemble their scripts, before being collected by the Invigilator.
24. After completing the examination paper, candidates shall not be permitted to leave their examination seats before their answer books have been collected.
25. Except for those candidates leaving the examinations room for the washroom or any other reason with the permission of the invigilator, candidates who leave the examination room before the end of the examination shall hand in their answer books to the invigilators. A candidate, who leaves the examinations room without handing in the examinations booklet, shall be deemed to have been involved in examinations malpractice. Such candidates shall be punished.
26. A candidate shall hand in his/her examination scripts at his/her desk. Movements within the examinations room to hand in examination scripts shall not be permitted.

11.5 Discontinuation and Dismissal of a Student

A student shall be discontinued when s/he:

- Accumulates three consecutive probations based on the CGPA or the same core course (s)
- Exceeds eight semesters (four Academic Years for a student on diploma programme) or four semesters (two semesters for a student on certificate programme) from the time of registration at the Institute.
- A student discontinued **shall be eligible** to receive a partial transcript.
- A student shall be dismissed when s/he has been proved to have got involved in examinations malpractices.
- A student dismissed on the basis of examination malpractice, **shall not be eligible** to receive a partial transcript.

11.6 STUDENTS IN THE 1ST YEAR OF STUDY, WHO FOR SOME REASONS ARE UNABLE TO REGISTER BY THE TIME FOR THE SEMESTER 1 EXAMINATIONS ARE ADVISED TO RE-APPLY FOR ADMISSION THE FOLLOWING ACADEMIC YEAR. CONDITIONS FOR DEAD SEMESTER SHALL APPLY.

11.7 Registration on more than one Programme:

Student should note that the Institute regulations do not allow one to register in more than one programme at the same time.

11.8 Absence from attending Lectures

Permission to be away from the Institute for more than a week shall be obtained from the Academic Registrar through the Heads of department.

11.9 The Certificate of Due Performance:

Any candidate who has been absent from the Institute for a prolonged period for any reason other than illness or whose attendance at prescribed lectures, classes, practical class, seminars, tutorials or clinical instructions has been unsatisfactory or has failed to submit essays or exercises or to take tests or class examinations set by his lecturer, may be denied the Certificate of Due Performance and may be barred by Institute Academic Board from sitting any Institute Examination on the recommendation of the Examinations Board.

12.0 THE SEMESTER SYSTEM:

All Institute Programme are run on a Semester System. The Academic Year will be composed of 2 Semesters and a recess semester for Industrial Training and Workshop Practice.

12.1 Length of Semester:

The normal duration of semester will be Seventeen (17) weeks with fifteen (15) weeks for teaching and two (2) weeks for examinations. The Recess Semester will be ten (10) weeks.

12.2 Tentative Schedule of Semester for 2024/2025 Academic Year:

The Academic calendar that spells out all academic activities will be issued by the office of the Academic Registrar

NB: The last two weeks of a Semester are for conducting Institute Examinations. Students are informed that Institute programmes may run seven days a week. Since the Institute has students and members of staff from various religious backgrounds, the Institute may not meet the interest of a particular group, particularly in the crucial areas of attendance of lectures and/or examinations. You are, therefore urged to respond to the academic work in the Department even if it takes place on the respective days of worship.

12.3 Programme Composition:

Each programme will be composed of courses. The smallest course shall be one credit unit per semester and the largest course shall be five credit units per semester. A credit unit is defined as one contact hour per week per semester (one credit Unit is 15 hours).

12.4 Definitions of Some Key Terms:

(a) Contact Hour

A Contact Hour shall be equivalent to one hour of Lecture/Tutorial/Clinic or two hours of practical/field work.

(b) Credit or Credit Unit:

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

(c) Core Course:

A Core Course is a Course which is essential to a programme and gives the programme its feature. It is offered by all the Students who have registered for a particular programme. A core course has to be passed by every student who offers it.

(d) Elective Course:

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

(e) An Audited Course:

An audited Course is offered by a student for which a Credit is not awarded.

(f) Pre-requisite:

A Pre-requisite is a condition (either Course or Classification) that must be satisfied prior to enrolling for the course in question.

(g) Pre-requisite Course:

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

(h) Programme Load:

Programme Load is an essential set of Courses offered for the award of a particular Degree/Diploma/Certificate. It is composed of both Core and Elective Courses.

(i) Programme:

A Programme is a set of prescribed course which are offered for the award of a particular Diploma/Certificate.

(j) Semester load:

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

(k) Size of a course:

The smallest course shall be one Credit Unit per Semester and the largest Course shall be five Credit Units per Semester.

12.4 Semester Course Load

- a) The minimum number of Credit Units per Semester shall be fifteen (15)
- b) The maximum number of credit units per semester shall be twenty five (25)
- c) Individual Facilities/Institute shall decide on their normal Semester Course Load

12.6 Assessment and Grading:

a) Each Course will be assessed in two parts:

i) Coursework (Progressive/Continuous Assessment) shall contribute 40%.

ii) Examination shall be graded out of a maximum of 60% marks.

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

| Marks | Letter Grade | Grade Point |
|------------|--------------|-------------|
| 80 - 100 | A | 5.0 |
| 75 – 79.9 | B+ | 4.5 |
| 70 – 74.9 | B | 4.0 |
| 65 – 69.9 | C+ | 3.5 |
| 60 – 64.9 | C | 3.0 |
| 55 – 59.9 | D+ | 2.5 |
| 50 – 54.9 | D | 2.0 |
| Below 49.9 | F | 0 |

The Pass Mark in any Course shall be 50%

12.7 Re-taking a Course:

A Student can re-take any course when it is offered again in order to:-

- i) Pass it if he/she had failed it before
- ii) Improve the grade if the first pass grade was low.

12.8 Supplementary Examinations:

Diploma:

There shall be NO Supplementary Examinations in the Semester System for Diploma programmes. When a student has to re-take a course, he/she has to wait and re-take that Course, when it is offered again. This means attending lectures, doing the coursework and sitting the end of semester examinations when it is offered again.

Certificate:

Students taking certificate programmes who may have failed to pass a course/ courses will be required to sit special examination during the second semester break of the Academic Year.

12.9 Progression:

Progression of a student shall be classified as Normal or Probationary.

a) Normal Progress:

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

b) Probationary Progress

i) Probation Based on the CGPA:

A student will be placed on probation when he/she obtains a CGPA of less than 2.0

ii) Probation on Failing a Core Course:

A student who fails a Core Course shall be placed on probation.

12.10 Discontinuation:

When a student accumulates three consecutive probations based on the CGPA or the same core course (s), he/she shall be discontinued.

12.11 A Course Requiring a Pre-requisite:

When a student obtains at least a mark of 40% in a pre-requisite, he/she shall be allowed to take a course requiring a pre-requisite. However, a student shall still re-take the Course he/she has failed later on and pass it if it is a core course.

12.12 Graduation Programme Credit Unit:

Each department shall specify the quantity and composition of the programme credit unit requirement for the award of the Diploma or Certificate. The Composition shall include both Core and Elective Courses.

12.13 Earning of Credit in a Course:

Students shall earn Credits for the Course specified in the programme load for graduation. A credit is earned when a Course has been passed. The minimum Pass Mark in any course shall be 50%. In other words, no Credit towards graduation shall be awarded for any Course in which a student fails

12.14 Classification:

a) The cumulative Grade Point Average (CGPA) for the various classes of diploma programmes is as below:-

| DIPLOMA | |
|----------------------------|---------------------------------------|
| Class | Cumulative Grade Point Average |
| Class I Distinction | 4.40 - 5.0 |
| Class II Credit | 2.80 - 4.39 |
| Class III Pass | 2.0 - 2.79 |
| CERTIFICATE | |
| Distinction | 4.40 - 5.0 |
| Credit | 3.60 - 4.39 |
| Pass | 2.00 - 2.79 |

12.15 Obtaining the Cumulative Grade Point Average (CGPA)

The Cumulative Grade Point Average at a given time shall be obtained by:-
Multiplying the grade point obtained in each Course by the Credit Units assigned to the Course to arrive at the weighted score for the Course. Adding together weighted scores for all the Course taken up to that time. Dividing the total weighted score by the total number of Credit Units taken up to that time.

GUIDELINES FOR PROCEDURES TO BE FOLLOWED BY STUDENTS IN ODEL:

- a) Each ODeL student shall be required to have a user account in the LMS
- b) Each ODeL student shall be required to login into the system using an appropriate username and password via the following URL: www.elearning.uict.ac.ug
- c) Each Student shall ensure that he/she is enrolled into the courses they are taking, that semester. Student enrollment into various course units is done by the responsible Individual course unit lecturer.
- d) Students shall be required to attend all Caucus live lectures scheduled for their classes as per the teaching time table
- e) Students shall be required to regularly log into the system to check for new updates (i.e., uploaded new content, assignments, discussion forums e.t.c)
- f) Students shall be required to answer the assignments and submit the solutions within the stipulated time, using the methodology as instructed by the responsible lecturer (via LMS, email, e.t.c.)
- g) Each student shall be required to strictly interact with the system using their own user account, for accountability purposes.
- h) Students shall be required to individually provide themselves with the necessary logistics (like laptops, Smart phone, data bundles etc.), to access the system (LMS).
- i) Students shall seek support from ODeL Team technical member in case of any technical failures in using the LMS

NB: Please read the following documents as well:

- a) Library regulations
- b) UICT Examination policy
- c) UICT-guild constitution
- d) The NCHE quality assurance framework
- e) The Universities and other Tertiary Institutions Act
- f) The UBTEB examinations policy
- g) The UBTEB registration guidelines
- h) And other related documents
- i) <https://www.uvtab.go.ug/support>