



# **MBARARA UNIVERSITY OF SCIENCE AND TECHNOLOGY**

*Succeed We Must*

## **POSTGRADUATE JOINING INSTRUCTIONS**

**Information, Policies and Procedures**



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## **VISION**

To be a Centre of academic and professional excellence in Science and Technology.

## **MISSION**

To provide quality and relevant education at national and international level with particular emphasis on Science and Technology and its application to community development.

## **MOTTO**

Succeed We Must

## **LOCATION**

The University has two campuses:

- The Mbarara Campus is in the town of Mbarara, on the Mbarara - Kabale Highway.
- The Kihumuro Campus is in the suburb of Kihumuro, approximately 7KM along the Mbarara - Bushenyi Road.

## **ACCREDITATION**

MUST is a Public University founded by an Act of Parliament. It is accredited by the Uganda National Council for Higher Education and has won national and international acclaim for best-practices in outreach and community relations from the Association of Commonwealth Universities, European Union, NUFFIC and Civil Society Organizations in Uganda.



## ANTHEM

Mbarara University succeed we MUST  
With God's will, we shall make the best of MUST  
Let us unite and cooperate, to build the nation in different sector  
Our Pride and ego MUST will shine forever and we'll be victors  
My alma mater  
Long live x2  
Mbarara University Ultima viva

**1.** MUST we shall hail and salute  
The frontier of true knowledge  
For through advancing novelty  
Your excellence will ever grow

**2.** CRADLE of efficiency teacher  
Doctors, Scientists and future leaders  
Hope of the generation unborn  
MUST you are our country's pride

**3.** WITH God's help Mbarara will shine  
As the bright star among the others  
To light the way for the future generation  
To follow the light yonder



## MESSAGE FROM THE VICE CHANCELLOR

Professor Celestino Obua

I wish to most heartedly congratulate you and thank you for choosing Mbarara University of Science and Technology (MUST). MUST pursues world-class community-oriented science excellence since 1989, contributing tonational,regionalandinternational development by offering training in specialized areas that have made her renown for producing ft-for purpose graduates. The mode of teaching at MUST is unique and all those that have gone through the great gates of MUST are a living testimony of the nostalgic training and educational practices.

It is along held belief that the excellence in teaching and research at MUST has ensured world-class academic standards and by joining MUST, you have the opportunity to study and enjoy a value-fllled experience in a multi-disciplinary environment. You will be leaving alongside a wide mix of student from across Uganda and the great lakes region of Africa and beyond.

MUST is a small community of just over 4,500 students in an educational system that is closely knitted, small and friendly. It is a student community living both on the campus grounds and in several

*“The enthusiasm for academic excellence and dedication to supporting each one of our students is a culture among the MUST management and community.”*

private run but accredited halls of residence, all within 15 minutes' walk from any point to campus.

Our small community is a deliberate quality assurance measure that has validated the uniqueness of MUST, making it a rare occurrence in any other Ugandan University. MUST is committed to ensuring that all graduates have both technical and soft skills that make them stand out of the crowd and are easily noticed by any prospective employer anywhere in the world. The University is proud of its service course with commitment to developing and promoting technical and leadership skills that encourage virtues of enhancing quality, integrity and service to the community by the graduates. This has ensured that each graduate is empowered to be a job creator if or when they are not formally employed.

There is that time at MUST where you will be involved in diverse community development activities including field medical camps, industry internship, environmental awareness, community clean-ups, blood donation, free disease screening and counselling services with strong peer outreaches.

The University has established over 100 international academic linkages and exchange programs which have placed MUST as a first health site in Uganda. The University is committed to ensuring exposure of her students to a variety of knowledge nodes through the provision of a wireless networked campus.

As this is the era of a globalized and powerful information age, the access to new media and communications technology services is open to all student on the campus grounds.

The enthusiasm for academic excellence and dedication to supporting each one of our students is a culture among the MUST management and community. Our approval ratings have kept on rising, making our University a special and valuable tertiary institution ranked high among peers and evaluators.

Education is a low hanging fruit, yearning for it spans ages and the fruits of it stem from the drive to success. At MUST we are that fruit, and to us success is a way of life as envisaged in our founding philosophy, "Succeed We MUST"

**Professor Celestino Obua**



## MESSAGE FROM THE DEPUTY VICE CHANCELLOR ( ACADEMIC AFFAIRS )

Associate Prof. Nixon Kamukama

It is with great pleasure that I welcome you to Mbarara university of Science and Technology, a place where excellence is natured, pursued and celebrated as we work to create a positive change for a better world. This is a center of excellence where any person can realize their fullest potential, regardless of their background.

We are very proud of our mission of

excellence and strong commitment to the success of our students. We prepare our students for the future by giving them the tools needed to use the knowledge acquired in professional practice. We are tasked to support the generation of ideas that will benefit society, educate and train people to work in fields where they will be valued both for their specialized knowledge and for their ability to research, communicate and solve problems.

*Generations of students, staff and alumni have built our reputation, and I am confident that you will add to this reputation.*

Our faculty and staff are well qualified, experienced and dedicated to help you achieve your academic goals. Your education at MUST is an investment that will provide a lifetime of value and enable you to fully develop your potential. The strong credentials and reputation of the University have been instrumental in establishing long term relationships and networking with reputed international Universities/ institutions for students and faculty exchange, joint research projects, twinning projects, value addition programmes, international training for students and faculty.

All programmes offered by MUST are market driven. Our programmes have therefore been developed to ensure that you are equipped with the knowledge and skills that are highly demanded in today's job market.

I want to assure you that MUST provides a solid education that promotes students' career growth, em-

phasis being on both professional and social competencies. It is our firm commitment to offer our students excellence in practical disciplines that address societal needs. On our part, you will always find us ready to serve your needs in any way we can.

I would like to thank you for choosing MUST. You are the emerging leaders who will shape tomorrow's world and create change. The decisions you make today are the tomorrow's realities in your lives. Generations of students, staff and alumni have built our reputation, and I am confident that you will add to this reputation. The strength of our reputation will not only benefit students but also boundless local and global communities that will gain from MUST's knowledge leadership.

We warmly welcome you and wish you all the best at MUST.

Succeed we MUST

**Associate Prof. Nixon Kamukama**



## MESSAGE FROM THE ACADEMIC REGISTRAR

**Dr. Martha Kyoshaba Twinamasiko**

I congratulate you upon joining Mbarara University of Science and Technology. It is with pleasure that we, the team of staff members welcomes you!

As you start this new phase in your life, you must be expectant, this phase for many of you will determine your career, your future and your contribution to the community and the nation. Settling in a University can be a daunting task, students who have joined straight from secondary school have been following a term system, now you will be following a semester system, you have been attending preps, at University your study time is self-directed, the grading is different from that at secondary school, all this information can cause some anxiety.

I would like to encourage you to read through the Joining Instructions and familiarize yourself with what is expected of you. You will get more information on examination regulations, students' code of conduct/rules, and course outlines among others, this information is helpful for you to settle in.

At MUST your first point of contact for information regarding your academics is the office of the Academic Registrar (AR) which is responsible for the administration and organization of all academic matters including admission, registration timetabling, examinations, graduation among others, the office of AR works closely with the Faculty Deans and Heads of Departments to help you through your studies. The joining Instructions guide you on how to access information from the relevant offices.

MUST admits some of the best performing students in the nation, you are therefore one of the best, I urge you to keep up the reputation of MUST. My counsel to you is that you must know why you are here, your goal number one should be to earn your qualification be it Degree or Diploma.

I congratulate you again for joining MUST; our motto is "Succeed We MUST". We in the Academic Registrar's Department look forward to enabling you to succeed, because when you succeed, we too shall have succeeded.

**Dr. Martha Kyoshaba Twinamasiko**



## MESSAGE FROM DIRECTOR, DIRECTORATE OF RESEARCH AND GRADUATE TRAINING

Assoc. Professor Vincent Batwala

Dear Postgraduate Student,

On behalf of the Directorate of Research and Graduate Training (DRGT), I want you to know that we are thrilled that you have decided to resume your academic journey with us. By doing so, you have unlocked a door that will offer you a world of exciting new experiences, academic and personal support, and meaningful connections with others. The intellectual capacity and knowledge acquired in the MUST graduate programmes have made a lasting dif-

ference in the students academic life, equipping them with acumen in decision and policy making. Many of them have moved on to launch successful careers in different fields of their specialization both in private and the public sector. They have established invaluable networks connecting alumni, current students, the broader working class and the academic community. We are proud of the success and achievements of our alumni and we strive to continue the drive in

*You have thus joined a community that will encourage you, support you, challenge you and inspire you.*

nurturing talent and leaders for the region. The masters students who choose further academic pursuit also find themselves well-prepared for their PhD study afterwards. You have thus joined a community that will encourage you, support you, challenge you and inspire you. It is as diverse a community as you will find anywhere and one that is brimming with energy and excitement. Again, we are so glad that you are part of us.

In order to help you get off to a good start, I want you to know that there are many staff members who are available to you for guidance and support. You should make sure to say hello and get to know your Department and Faculty Postgraduate Coordinators and DRGT Graduate Training Section. If you are ever confused about who to turn to for help, I encourage you to stop by DRGT and ask for assistance in getting in touch with the right person. All of our dedicated and caring MUST staff are committed to making your time here as successful

and fulfilling as possible. I believe that the time you will spend with us will provide some of the most meaningful experiences of your academic career. MUST community is a high-quality learning environment that supports your academic success, personal growth, and your unique connections. This community is a place where you will live and learn together with an amazing group of coursemates, and create a bond with each other that may well last a lifetime. The best ways to immerse yourself in the MUST community is to read carefully and understand these Joining Instructions, participate in as many of our Welcome events as possible and to be available for the planned activities of your academic programme. Thank you for joining us. It's going to be an exciting year!

SUCCEED WE MUST

**Associate Professor Vincent Batwala**

DIRECTOR





## MESSAGE FROM THE DEAN OF STUDENTS

Mr. Emmanuel Kyagaba

**T**he Dean of Students' department takes care of the welfare of students as they transition through University. The primary mission of student welfare services is to develop programs and to provide services which support and promote student centred education. The student welfare services are premised on the understanding that; the educational mission of the University is paramount; the quality of life in a teaching and learning community is crucial to the educational mission and that; learning is contextual and is influenced by a wide range of individual and environmental factors.

The University therefore recognizes that the principle goals related to the mission of student services target shaping the learning environment by; promoting the integration of intellectual and personal growth; promoting institutional decision making which is sensitive to student needs; assessing the needs and characteristics of students;

disseminating such information and remedying problems in the institutional system and; providing services to individuals and groups of students.

The Department carries out a number of activities in pursuit of attaining its objectives. These include educational functions that target providing information to students so that they can make informed choices about key issues that affect their lives; teaching coping skills; providing students with opportunities to grow and develop leadership skills through peer training programs; providing students with opportunities to assess and develop their standards and sense of appreciation and; making good use of their leisure time, cultural and aesthetic appreciation. The University also provides games, sports and recreational services spearheaded by a student led games and sports union and the stewardship of a professional sports tutor.

The department also provides for the emotional support and development of students through; counselling students; supporting faith-based services; supporting special interest groups such as; international students and students with disabilities.

In pursuit of achieving its goals, the department works with the student leadership under the auspices of the students' guild and other student led organizations in order to reach the entire student community.

Succeed We MUST

**Mr. Emmanuel Kyagaba**

## 1.0 ADMISSION

### 1.1 Provisional Admission

Admission to MUST is provisional. It is subject to satisfactory verification of your academic documents and identification at the time of registration.

### 1.2 Accepting or Declining of Offer

**ADMITTED STUDENTS ARE REQUIRED TO PAY A NON-REFUNDABLE TUITION FEE DEPOSIT BEFORE THEY PICK THEIR ADMISSION LETTERS. THE FEE PAID IS PRESCRIBED BY THE UNIVERSITY COUNCIL. THE FEES ARE STIPULATED ON THE ADMISSION LETTER.**

Any admitted student who for some reason is unable to register or take up his/ her place in the University by the end of the registration period will be required to re-apply for admission in the next admission cycle following the same application procedures and compete with the applicants for that academic year.

### 1.3 Forgery

Cases of impersonation, falsification of information/documents, fraudulent access or giving false/incomplete information, whenever discovered, either at registration or afterwards, will lead to automatic cancellation of admission, dismissal from the University, revocation of awards where applicable and prosecution in the courts of law.

### 1.4 Multiple State Sponsorship

Each academic year is divided into two semesters of seventeen weeks each and a recess term of 8 weeks (where applicable).



## 2.0 REGISTRATION

### 2.1 Time for Registration

Registration is carried out at the Directorate of Research and Graduate Training at the time of reporting.

Every first year student must register within three (3) weeks from the beginning of the first semester to be a bonafide student of the University and have access to University facilities/services. Any first year student who will not have registered within the first 3 weeks from the beginning of the academic year shall be deemed to have declined the offer. His/her place shall accordingly be offered to another student.

Furthermore, registration in the subsequent semesters must be done within the first three weeks from the commencement of the semester.

Student shall be registered if they are in possession of an admission letter and have duly paid University fees and have the required academic documents as indicated in their admission letter.

### 2.2 Fees Payment

#### 2.2.1 Fees Policy

Fees payment is governed by the Fees Policy approved by the University Council. You are required to get a copy of the Fees Policy from the University website [www.must.ac.ug](http://www.must.ac.ug) and familiarize yourself with its content.

You are encouraged to pay all your fees at the beginning of each academic year. Where a student is unable to pay all the fees at the beginning of the academic year, the fees shall be paid as per the schedule below;

Semester I			
	Within the First 3 Weeks of the Semester	By the 7th Week of the Semester	14th Week of the Semester
Functional Fees	100%	NIL	NIL
Tuition	NIL	At least 50%	Balance
Semester II			
Tuition	At least 50%	NIL	Balance

Students who default payment of fees or who are in debt to the University for any reason, shall not be allowed to sit for their examinations or proceed further with their studies or to receive a University Transcript, degree or any award. Such a student will be required to ask for a dead year and will be required to pay fees due before resuming studies after a dead year.

### 2.2.2 Bank Accounts

All fees to the University MUST be paid on to Uganda Revenue Authority account in any of the commercial banks in Uganda, after generating a payment reference number. See 2.2.3 for instruction on how to generate a payment reference number. The National Council for Higher Education (NCHE) fees is paid directly to NCHE through Uganda Revenue Authority after generating a Payment Reference Number (PRN) from the URA website.

#### 2.2.3 Procedure for payment of fees is as follows:

- Step 1:** Go to <https://student.must.ac.ug> using your preferred web browser. This will open a log in page.
- Step 2:** Enter your username and password. For a first time user the default username and password is your registration number
- Step 3:** This opens a confirmation page showing the programme you have been admitted on, your registration number and gender.
- Step 4:** If the information is correct click YES to proceed; if not click NO and contact the office of the Academic Registrar for guidance.
- Step 5:** After confirmation you will set a new password and update your email address and phone number.
- Step 6:** Log onto your account with your phone number or registration number as username and the new password that you have set.
- Step 7:** Click ENROL now and follow the prompts to complete the process. This will generate an invoice which is found under FINANCE -> My invoice.
- Step 8:** Select the invoice you want to pay, then click pay invoice then specify the amount of money you would like to pay.
- Step 9:** Click Continue -> Get ref
- Step 10:** Copy the "ZeePAY Ref" which you will use in the bank for payment. This process can be done from any location with internet access.

## 2.3 Documents for Registration

For registration purposes, students MUST present the following:

- i) Admission letter and a copy of it
  - ii) Original academic documents and certified copies of each
  - iii) National Identity Card/Passport
  - iv) Birth Certificate
  - v) A comprehensive life Assurance cover for all international students.
- Programme specific registration requirements can be got from the admission letter.

## 2.4 Names to Use

The NAMES to use when registering are those which appear on your offer letter and those must be the same names which appear on O'-level, A'-level results slips/certificates and diploma, degree transcripts and certificates. ALL NAMES MUST BE WRITTEN IN FULL.

The University does not give permission to change names from those appearing on academic documents.

## 2.5 Venue for Registration

Registration shall be carried out at the Directorate of research and Graduate Training or any other designated place.

## 2.6 Students' Smart ID Card

Fully registered students shall be issued with a University Smart Identity Card for the duration of the programme. Before that students shall be required to have national identity cards or IDS from your previous learning institutions.

At registration, students shall be required to present their school ID cards or National Identity Cards or Valid Passports.

When you receive the University smart card, please ensure that you keep it safe. If you lose it, please report to the police immediately with an introduction letter from the Dean of Students. If the card has been lost or stolen and you have a police letter, you will then pay for the replacement. All payments are made in the bank.

## 2.7 Change of Program

The University does allow for students to change from the programmes they were enrolled on to others. However, it is important to note that not all students who apply for change of programme will be permitted.

Students who wish to apply for change of programme should be registered, then fill a change of programme form and return it to the Directorate of Research and Graduate Training. Application for change of programme attracts a change that will be communicated to you at application. Successful applications shall be communicated to accordingly.

## 2.8 Withdrawal from Programme

A registered student, who intends to withdraw from the University, must apply through the Direct DRGT and be given permission by the Academic Registrar.

## 2.9 Orientation

An orientation and induction program for all registered students shall be conducted at the beginning of the academic year by each Faculty. It is the responsibility of each student to attend the orientation program. The orientation programme shall be given to you at the time of registration.



## **3.0 TEACHING AND LEARNING**

### **3.1 Postgraduate Handbook**

All postgraduate students are required to obtain a copy of the postgraduate handbook which provides guidance and regulations on postgraduate training. The postgraduate handbook can be downloaded from <http://www.must.ac.ug/about-must/university-policies/postgraduate-handbook>.

### **3.2 Lectures**

Upon registration, you are expected to attend all lectures. It is important to note that a student who attends less than 80% is not eligible to sit for the end of semester exams.

### **3.3 Teaching and Examination Timetables**

Timetables are published on the web portal <http://timetable.must.ac.ug>. It is your responsibility to ensure that you access the timetables and keep abreast of the different times and venues where you are expected to attend lectures.

### **3.4 Examination Regulations, Policies and Guidelines**

All students MUST obtain a copy of the examination regulations, policies and guidelines handbook. It can be accessed from the MUST website. Follow the link [www.must.ac.ug](http://www.must.ac.ug).

### **3.5 Semester Examination**

The University has 2 examination sets:

- i) Mid semester exams done in the 8th week of the semester
- ii) End of semester exams done in the 16th and 17th weeks

### **3.6 Coursework and Examination Results**

All postgraduate students are required to read the Postgraduate handbook for the regulations that govern postgraduate examinations. It can be accessed from the MUST website using the following link <http://www.must.ac.ug/about-must/university-policies>.

### **3.7 Academic Progress**

Student progression is governed by the examination regulations. Any student who needs help regarding their academic progress, marks, etc. should seek assistance from their respective faculty.

Students can also route inquiries to the Directorate of Research and Graduate Training through the Dean of Faculty and the Head of Department. All postgraduate students conducting research shall provide six-monthly progress reports through their supervisor(s) and supervision team to the Directorate of Research and Graduate Training through the Dean of Faculty and the Head of Department.



## 4.0 OTHER UNIVERSITY SERVICES

### 4.1 Students' Guild

The MUST students' guild is the students' body of Mbarara University of Science and Technology as stipulated by The University and Other Tertiary Institutions Act. Upon registration, you shall be a full member of this body and thus entitled to every single benefit that comes with the membership.

As a member of the MUST students' guild, you have all rights to participate in the proceedings of the general assembly, elect and to be elected to any office of the guild as provided for in the guild constitution, to be elected, nominated or appointed to be a delegate or representative of the guild in any of the guild undertakings, to express your opinion in any proper manner on the matters affecting the guild or its members and to uphold the noble obligation to preserve the dignity of the University anthem, motto, and flag.

The MUST students' guild has a leadership structure that includes; the guild president, the vice guild president, the speaker, the deputy speaker, the ministers, the guild representative councillors and the guild representative council secretaries. These leaders represent the guild in different constituencies which include courses, areas of residence, and special interest groups.

In its mandate, the student's guild is responsible for seeking, promoting and protecting the interests and rights of all its members. Inclusive to these rights are students' livelihoods and welfare.

The MUST students' guild works in collaboration with students, corporate companies and other stakeholders in ensuring students' welfare and provision of social platforms that supplement academics to provide a rather well balanced, synergized and lively environment to the students.

Amongst these activities are; the hugely popular fresher's bash, Mr. and Miss. MUST pageant as well the annual cultural gala, where we dig up our roots and demonstrate the diversity of culture, our unique heritage and display unity in diversity, and for the lovers of adventure, an annual guild trip offers the opportunity to travel through the detail of mother Africa, a once in a life time opportunity to have an extreme experience of the wilderness in the company of friends and colleagues.

### 4.2 Library

#### 4.2.1 Library Location

MUST has two main libraries located at both campuses. The one at the Mbarara Campus has a sitting capacity of 700 students while the one at Kihumuro Main campus sits over 1000 students. There are three other departmental libraries i.e. Pharmacy, Faculty of Interdisciplinary Studies and Faculty of Business and Management Sciences.

The Mbarara Campus library is fairly well stocked with a collection of over 85,000 monographs with an annual addition of over 2,500 textbooks The



library also subscribes to electronic scholarly journals to aid teaching and research. There's also a book bank system with a collection of basic textbooks for the taught courses.

A new library at the Kihumuro campus has been constructed.

#### **4.2.2 Usage**

The library is accessible to only registered students. Every registered student shall be issued with three library cards, at the Circulation Section in the library, which he/she shall use to borrow books from the library.

#### **4.2.3 Library Sections**

Circulation Section: The circulation section carries out registration of library users, issuing borrowing cards, lending and receiving books, book reservation and user education.

Periodicals Section: the section has Serials, Journals (print versions), Magazines, Newspapers, Reports, Abstracts and indexes. The literature is not loaned out but only read from within the library.

#### **4.2.4 Reference Sections**

Short Loan Section: Has collection of books, which are on high demand and are lent out for a short period of time to be used within the Library. The collection consists of textbooks for undergraduate and postgraduate studies based on recommendations of the academic staff and departments.

The Book Bank Section: This is a section where books are lent out to users for a long period of time usually a whole semester.

### **4.3 ICT Services**

The ICT infrastructure and services in the University is administered by the Computing Services Unit. Each first year student shall be given an official university username and password on first registration to enable them access the following university wide computing services:

#### **4.3.1 Student Wireless Internet**

The service under the profile 'MUST-STUDENT', allows a single session access to the university Local Area Network and internet services. This service is only accessible to registered University students for the period of study at the university.

#### **4.3.2 Students' Academic Records Portal**

The service running on the Web platform <https://studentmustacug> and also on selected Android mobile applications, allows students to access their academic records/results, view fees payment status as well as register for courses as per University program.

### 4.3.3 Learning Management System

The service running on the web platform <https://lmsmustacug> is an interactive electronic learning tool that allows lecturers and students to share academic material and content for purposes of study over the internet. The platform also provides facility for online class discussion as well as assessment.

### 4.3.4 Student Mailing Service

All students shall be provided official student mail accounts of the form; '2016bit000@stdmustacug' accessible on the Google apps mailing platform.

### 4.3.5 Student Computer Labs/Rooms

All faculties/Institutes have designated computer rooms for students that do not own personal computing devices. In the university library, computers are available for purposes of searching online academic journals and library databases.

## 4.4 Sports and Recreation

Besides academics, the University encourages participation in sports and recreational activities for an all-round development of students. Under the tutelage of the Senior Sports Tutor, the University organizes intramural and extramural sports activities in various disciplines that include: track and field athletics, badminton, darts, table tennis, volleyball, football, rugby, netball, chess, scrabble, etc.

The university also participates in open and invitational championships such as East African University Games, East, Central and Southern Africa University Games, All Africa University Games, World University Games, University Football League, Uganda Armature Volleyball League.

## 4.5 Accommodation

The University has four hostels, two for the Gents and the other two for Ladies, managed by the Office of the Dean of Students. There are numerous hostels available to students within the environs of the University that have been inspected and deemed fit for occupancy by the Dean of Students and the Police. Students are advised to desist from staying in places that have not been inspected and approved by the Dean of Students.

## 4.6 Catering

There are privately run canteens/cafeterias within the University and at the different hostels that sell foods and beverages to students at affordable prices.



#### **4.7 Health Services**

The University runs an on-campus clinic that is open to all students for minor health issues while more complicated health issues are referred to Mbarara Regional Referral Hospital which is adjacent to the University. Students with chronic health issues should inform the office of the Dean of Students.

#### **4.8 Guidance and Counselling**

The University has resident counsellors in the Office of the Dean of Students to help students deal with and solve social and academic problems. Additionally, students may seek guidance on academics from their lecturers, Dean of your faculty or the Office of the Academic Registrar.

#### **4.9 Religion**

The University is a liberal community but does encourage participation in religious activities and has designated places of worship for all religious affiliations. Catholics go to Corpus Christi Chapel, Anglicans go to St. Luke's Chapel, Muslims have a designated Mosque, Pentecostals go to University Baptist Church and the Seventh Day Adventists have a designated place of worship too. There are also many other places of worship within the university environs.

## 5.0 ADDITIONAL INFORMATION FOR INTERNATIONAL STUDENTS

### 5.1 Attaining a student pass (VISA)

Every international student needs a student pass to legally stay in Uganda. This should be applied for in the first week of arrival and then annually, till the programme is concluded. Requirements are; MUST student Identification card, Passport biodata page, Passport photo, admission letter and University support letter from the International Relations Office. Below are steps to follow to attain a student pass:

- i. Upload the above-named documents on your application page; <https://visas.immigration.go.ug/applications>
- ii. Await a reply on your personal email.
- iii. If deferred respond to the queries raised.
- iii. If accepted; travel to Kampala, Ministry of Internal Affairs for verification and attainment of student pass.

**Note:** East African students [Rwanda, Burundi, Tanzania, and Kenya] at the Ministry are attended to from 3pm to 5pm (Monday-Friday). Non-East Africans are attended to from 8am to 3pm (Monday- Friday). Non-East Africans pay \$100 US Dollars. It is preferable to pay from Mbarara because of the proximity of the banks.

How to pay: print out the acceptance letter from your email and take it to the bank (Stanbic/Absa) as you pay.

- iv. Make sure to carry your bank slips and original uploaded documents with you.
- v. While at the ministry first go to the finance office to verify your payment.
- vi. Then to the passport control office, and follow through the process.

For more details please refer to [https://visas.immigration.go.ug/#/help/student\\_pass](https://visas.immigration.go.ug/#/help/student_pass)

Ministry of Internal Affairs contacts:

PLOT 75 Jinja Road, P.O. Box 7165/7191, Kampala, Uganda

Email: [info@mia.go.ug](mailto:info@mia.go.ug)

Tel: General Line +256 414258355, Fax: +256 414 23106321

### 5.2 Temporary registration with Uganda Medical and Dental Practitioners Council

Every international medical postgraduate student needs to annually register with the Uganda Medical and Dental Practitioners Council (UMDPC). This is a national requirement for medical and dental practice in Uganda.

Below are the requirements to be sent via mail ( [info@umdpc.com](mailto:info@umdpc.com) or [registrar@umdpc.com](mailto:registrar@umdpc.com)) or in person to UMDPC when applying for registration:

- i. University degree/professional certificates
- ii. Academic transcripts
- iii. Evidence of completion of internship
- iv. Current certificate of registration
- v. Certificate of good standing – from your licensing board
- vi. Curriculum vitae
- vii. Letter of introduction from Dean, Faculty of Medicine
- viii. Two (2) recent clear Passport sized coloured photographs
- ix. Interpol Clearance
- x. Fully filled application form
- xi. Bank slip of Registration fees of 200 USD

Renewal of registration is made annually. Below are the needed documents:

- i. Filled renewal form
- ii. Passport size photo
- iii. Copy of previous registration certificate
- iv. Letter of introduction
- v. Bank slip of Registration fees 100 USD.

Download the application forms from; [www.umdpc.com](http://www.umdpc.com)

Ensure to have all the documents required before submission.

Pick the practicing license from UMDPC offices in Kampala after 3-4 weeks.

Address is: P.O Box 16115, Block plot 442, Kafero Road, Kampala

General line: +256-414-345844

### 5.3 Security tips

Your security is your priority. We encourage all international students to be security conscious.

- i. Always carry your Identification (ID) card
- ii. Don't carry all your original documents wherever you go. Move with some photocopies.
- iii. If you lose your credentials, report to the Dean of students to get an introduction letter to take to Police. Don't go straight to police.
- iv. Use of motorcycles (commonly referred to as boba bodas in Uganda) are not encouraged for use because of the associated traffic risk.
- v. Avoid moving at night. Moving at night is not always safe.

## 5.4 Opening A Bank Account

As you settle in, to start university life in Uganda, one of the vital requirements is a bank account to access money. You are encouraged to open bank accounts for personal transactions.

What is required to open a bank account?

- i. Identification (Identity card/ Passport)
- ii. Copy of Admission letter
- iii. Letter from Dean of students
- iv. Passport photos

**NOTE:** International students are encouraged and required to register with the International Relations Office once they report. This avails them the opportunity to get proper guidance and also meet fellow international students.



## **6.0 THE MBARARA UNIVERSITY OF SCIENCE AND TECHNOLOGY STUDENT (GENERAL) RULES**

### **Arrangement of Rules**

1. Citation
2. Application
3. Interpretation
4. General standards of conduct
5. Reporting
6. Registration with the University
7. Impersonation or falsification of documents
8. Time management
9. Attendance requirements
10. Halls of residence
11. Payment of tuition, fees and dues
12. University property and equipment
13. University premises and facilities
14. Financial impropriety
15. Alcohol, substance and drug abuse
16. Student activities
17. Health, safety and security
18. Correspondence and communication channels
19. Demonstrations and related actions
20. Conduct likely to cause a breach of peace
21. Illness
22. Freedom of worship
23. Sexual and other forms of harassment
24. Compliance with University rules and policies
25. Vice Chancellor's powers
26. Penalties for breach of these rules
27. Procedural matters
28. Right of appeal

## **1. Citation**

These rules shall be referred to as the Mbarara University of Science and Technology Student Rules (hereinafter referred to as “student rules”).

## **2. Application**

a) These rules shall apply to all students of Mbarara University of Science and Technology.

b) These rules shall not exclude:

- i) the application and enforcement of the Laws of Uganda in relation to any matter concerning a student or group of students;
- ii) the application of any rules and regulations as may be from time to time, in place pertaining to the use of the Library, Laboratory or any other facility of the University.

c) Every student admitted to the University shall at all times, whether within or outside University premises, comply with these rules and any other rules of the University, faculty, department, Library, Laboratory or any other facility of the University and any associated or partnering institution.

## **3. Interpretation**

Unless the context otherwise requires, for purposes of these rules -

“Associated or partnering institution” means an independent institution that supports or collaborates with MUST to deliver its objectives.

“Student” means a student duly admitted to an academic or research program at the University, whether registered or not.

“Student (General) Rules” means the Mbarara University of Science and Technology Student (General) Rules.

“University” means Mbarara University of Science and Technology.

## **4. General standards of conduct**

a) Every student shall at all times exhibit respect for him or herself, fellow students, staff including teaching and non-teaching staff and all persons in authority

b) No student shall conduct themselves in a manner that tarnishes or brings into disrepute the name and image of the University.

c) Students shall at all times dress appropriately and shall observe general standards of decency.<sup>24</sup>

d) Every student shall at all times uphold the values of the University.

e) Students shall observe general principles of privacy and avoid conduct that infringes on one's right to privacy.



## **5. Reporting**

- a) Students joining the University for the first time shall report on the appointed date.
- b) Any student unable to report on the appointed date shall immediately inform the relevant University authorities (such as the Academic Registrar) not later than two weeks from the appointed date of reporting.
- c) Failure to comply with this rule shall lead to rescission of admission.

## **6. Registration with the University**

- a) All students admitted to the University shall ensure they are duly registered with the University within the time prescribed for registration.
- b) Students that fail or neglect to register within the prescribed time shall not be permitted to access University facilities and may suffer penalties for late registration as prescribed in the University Fees Policy.

## **7. Impersonation or falsification of documents**

- a) A student who impersonates or presents forged or falsified documents to the University commits a criminal offence for which they shall be prosecuted.
- b) The University reserves the right to rescind admission and registration of a student who impersonates or presents forged or falsified documents.

## **8. Time management**

All students shall be ready to start University functions on the appointed time on the first Monday of the semester. All students must manage and plan their time accordingly. Late coming and absenteeism shall be deemed an offense.

## **9. Attendance requirements**

- a) Every Student shall meet the prescribed attendance or other requirements for the program to which he or she has been admitted. In all cases, the attendance requirement shall not be below 80% of the total hours scheduled for a course or subject in a semester.
- b) Students that are unable to attend lectures on medical grounds or for any other reason shall inform the Dean of the Faculty to which they belong and provide supporting evidence.
- c) Students participating in University activities such as sports and any other university activities that require them to be away for extended periods of time, shall do so subject to approval of the relevant University officer overseeing the activity.
- d) Any student who fails to comply with this rule shall not qualify for a Certificate of Due Performance and will therefore not be eligible to sit for University examinations.

## **10. Halls of residence**

Currently, University Hostels (two in number) are allocated to undergraduate students.

- a) Only students permitted to reside in halls of residence shall do so.
- b) All students residing in the halls of residence shall be required to sign a tenancy agreement and to comply with the terms of the tenancy agreement at all times during the duration of the tenancy.

## **11. Payment of tuition, fees and dues**

- a) Payment of tuition and other university fees shall be in accordance with the University Fees Policy.
- b) Any other payments due to the University shall be paid as communicated to the student.

## **12. University property and equipment**

- a) Every student shall exercise the highest standard of caution in handling University property so as to avoid possible damage.
- b) Wilful or negligent damage to University property constitutes an offence punishable under these rules.
- c) All furniture, fittings and other property of the University shall not be moved from its proper or designated place, altered or disposed of without the consent of the officer of the University responsible for that property.
- d) All equipment of the University shall be used in accordance with the rules or policies governing the use of such equipment.

e) Students who need to use University equipment outside regular or scheduled times shall seek permission from the relevant officer of the University.

## **13. University premises and facilities**

- a) Students shall access University premises and facilities for purposes of attending lectures, university ceremonies and events, conducting research and other activities related to their academic or research programs.
- b) Access to and use of University premises shall be in accordance with the University rules and policies on opening and closing hours, health and safety and any other requirements relating to use of the premises or facilities.
- c) Use of university premises for student and private meetings or any other activity shall be subject to express authority granted by the relevant officer of the university.
- d) Access to and use of the University Library shall be in accordance with the University Library rules.

- e) Access to and use of Laboratories shall be subject to supervision and in accordance with the University rules on access to and use of laboratories.
- f) No student shall enter or grant access to restricted premises and facilities of the University.
- g) No student shall authorize, let or sub-let, rent or sub-rent any premises or facilities of the University.
- h) No student or group of students shall use University premises or facilities for any purpose that disrupts properly scheduled University activities.
- i) Information Technology (IT) facilities shall be used in accordance with the IT policy of the University.

#### **14. Financial impropriety**

Any student or student leader who misappropriates funds of the University or a duly recognized student association or body commits an offence and shall be liable to disciplinary action in accordance with these rules.

#### **15. Alcohol, substance and drug abuse**

- a) Alcohol, substance and drug abuse are prohibited.
- b) The University shall take appropriate measures to deal with students suspected to be engaged in alcohol, substance and drug abuse. These measures shall include;
  - i) investigation;
  - ii) counselling;
  - iii) caution;
  - iv) warning;
  - v) directing the student to undergo rehabilitation;
  - vi) suspension; and
  - vii) dismissal where conduct related to alcohol, drug and substance abuse poses risks for other students and the university community.

#### **16. Student activities**

- i) Student activities including meetings, gatherings, assemblies, rallies, parties, dances, festivals and any other activity that is non- academic shall not be held on University premises without express authority from the relevant officer of the University.
- ii) Students organizing and participating in any of the activities in rule
  - a) shall observe the prescribed time frames for holding such activities and shall ensure that the activities are orderly and do not disrupt scheduled University activities and do not result in injury to persons or damage to property.

## **17. Health, safety and security**

- a) Students shall at all times observe health, safety and security guidelines in relation to use of premises and facilities of the university as well as exercise vigilance and report any activity or matter that may pose a risk to the health, safety and security of students and the University community.
- b) Fire arms shall not be allowed in the University premises
- c) Students shall comply with security measures set by the University.

## **18. Correspondence and communication channels**

Any student or group of students with a complaint or issues that they wish to bring to the attention of management shall use appropriate communication channels that include but are not limited to:

- i) The Student's Guild, for general student matters;
- ii) The Dean of Students, for general welfare matters;
- iii) The Head of Department/ Dean of the Faculty/ Academic Registrar, for academic matters.

## **19. Demonstrations and related actions**

- a) Demonstrations and other forms of civil disobedience shall be held subject to the following rules:
  - i) Approval of such action by at least two-thirds majority of the relevant student body;
  - ii) Compliance with the Laws of Uganda for the time being in force;
  - iii) Giving the Vice Chancellor not less than 3 days' notice of the planned demonstration;
- b) Any student or group of students who obstructs or interferes with the work of an official of the University shall be subjected to disciplinary action under these rules.
- c) Any student or group of students who disrupt and/or attack other students, University officials or any other person at a University activity commits an offence.

## **20. Conduct likely to cause a breach of peace**

- a) Any student or group of students who engage in conduct likely to result in a breach of peace shall be subject to disciplinary action under these rules.
- b) Disciplinary action under this rule shall not exclude culpability for a criminal offence.

## **21. Illness**

a) Students who fall ill during the academic year and have cause to believe that their illness is of such gravity that it might affect their ability to fulfil academic requirements shall inform the Dean of their faculty and furnish him or her with the necessary medical evidence to explain their absence or support a request for temporary withdrawal from the University.

b) If a student is pregnant they should declare the same to the University Officials as early as possible and if they deliver during the exam period they will be allowed to sit the exam when it's next offered.

## **22. Freedom of worship**

All students shall observe principles of freedom of worship and shall neither impose nor coerce others to join a specific religion or sect nor engage in activity that is deemed to intimidate, prohibit or threaten those who practice their religion.

The university is a secular institution. Students are informed that university programmes are conducted seven days a week, (i.e. from Monday to Sunday). Students are therefore, urged to respond to the academic work in the faculty even if it takes place on the respective days of worship.

## **23. Sexual and other forms of harassment**

a) All students shall comply with the Sexual Harassment Policy of the University.

b) Any form of harassment including but not limited to cyber harassment, religious and ethnic intolerance are prohibited and constitute an offence punishable under these rules.

## **24. Compliance with University rules and policies**

Every student shall at all times comply with the rules and policies of the University for the time being in force.

## **25. Vice Chancellor's powers**

The Vice Chancellor has powers to exercise any of the following disciplinary measures:

a) to discipline a student or group of students in accordance with these rules;

b) to suspend a student from the University pending a disciplinary hearing.

c) to discontinue a student in accordance with the rules and policies of the University for the time being in force.

## **26. Penalties for breach of these rules**

Any student or group of students found to be in breach of these rules commits an offence and shall, subject to rule 27, be liable to any of the penalties prescribed below:

- a) A caution;
- b) A written reprimand or warning;
- c) Suspension for a period ranging from two weeks to one semester depending on the gravity of the offence;
- d) Denial of a certificate of due performance;
- e) Indefinite suspension pending a disciplinary hearing and in the case of criminal offences, pending investigation and/or prosecution;
- f) Dismissal from the University;
- g) A temporary or permanent prohibition in relation to access to and/or use of university facilities/premises or participation in university activities.
- h) Refund of misappropriated funds;
- i) Monetary compensation or physical replacement of damaged property;
- j) Payment of maintenance and/or replacement costs for damage to facilities and equipment
- k) Termination of tenancy agreement and dismissal from the University halls of residence.
- l) Suspension or termination of activities of a student association or body.

## **27. Procedural matters**

- a) These rules shall be enforced in accordance with the principles of natural justice and established procedures.
- b) A student who commits an offence under these rules shall receive written communication of the offence and be required to respond to the communication in writing within the prescribed time.
- c) A penalty under these rules shall be imposed in writing by the relevant officer of the University, addressed to the student, explaining the offence committed and the penalty.

## **28. Right of appeal**

Any student that wishes to appeal against a penalty imposed under these rules may appeal to:

- i) the Vice Chancellor, where the penalty is imposed by any other officer or committee of the University;
- ii) the Student's Welfare and Disciplinary Committee, where the penalty is imposed by the Vice Chancellor or a court of law, where dissatisfied with the decision of the University Council.

## 7.0 FREQUENTLY ASKED QUESTIONS (FAQS)

### 7.1 FAQs on Admission and Registration

#### **What programmes does MUST offer?**

Programmes offered at MUST can be got from the website [www.must.ac.ug](http://www.must.ac.ug).

#### **How do I apply to MUST?**

You can apply online through <https://applications.must.ac.ug>.

#### **When can I apply to the University?**

Application to Undergraduate and Postgraduate programmes are usually open from January to June every year. The calls for applications are run on print media and our website and social media platforms. PhD applications are received all year round.

#### **What are the admissions requirements?**

The detailed entry requirements can be got from the call for applications which can be found on the University website [registrar.must.ac.ug](http://registrar.must.ac.ug) or print media/social media

#### **When do applications close?**

See the call for applications on the University website [www.must.ac.ug](http://www.must.ac.ug) or closing date for applications.

#### **How can I follow up on my application?**

Progress on applications can be made through the online portal. You can also send an email to [admissions@must.ac.ug](mailto:admissions@must.ac.ug) for undergraduate applications or [drgt@must.ac.ug](mailto:drgt@must.ac.ug) for postgraduate applications.

#### **What are the supporting documents I need to submit with my application?**

The admissions requirements and accompanying documents can be got from the University [www.must.ac.ug](http://www.must.ac.ug) or call for applications.

#### **How do I submit supporting documents?**

All supporting documents MUST be sent to the Office of the Academic Registrar either by email to [admissions@must.ac.ug](mailto:admissions@must.ac.ug) or hand delivered to the Academic Registrar's office.

#### **Can I apply with academic qualifications from foreign institutions?**

Yes, but you must first have your academic documents equated by the UNEB for O and A level equating or NCHE for Certificates, Diploma and Degree equating. Please visit UNEB website ([www.uneb.ac.ug](http://www.uneb.ac.ug)) and NCHE website ([www.unche.of.ug](http://www.unche.of.ug)) for more information.

### **How many degree programmes can I select at application?**

You can apply for up to four programmes for Undergraduate applications or one for Postgraduate applications

### **I have just completed my degree, can I apply for a Master's before I graduate?**

Yes, provided you have an official transcript showing your final academic results.

### **How do I know that I have been admitted?**

Feedback on applications is published on the website [www.must.ac.ug](http://www.must.ac.ug).

### **How do I get my admission letter?**

Admission letter can be picked from the office of the Academic Registrar of Undergraduates and Directorate of Research and Graduate Training for Postgraduate.

### **What do I require to pick my admission letter?**

You will be required to pay the non-refundable tuition fees deposit and present proof of payments and your Identity card to pick your admission letter.

### **Can apply for Transfer of Credits from another University to MUST?**

The University allows for transfer of credits as long as you meet the entry requirements set by the University. See Examinations Regulations

## **7.2 FAQs on Enrolment**

### **What is enrolment?**

Enrolment is informing the University that you will be reporting for a particular semester in an academic year. It is mandatory for a student to enrol by the second week of every semester.

### **What do I require to enrol?**

Enrolment is free if done within the enrolment window (by the second week of every semester)

### **Do I have to register after enrolling?**

Every student MUST register after enrolling. Registration is available only for students you have cleared fee obligations (see section 2.1 of this Joining Instructions).



## 7.3 FAQs on Registration

### What will I require for registration?

For registration, you will have to provide original documents on whose basis you were admitted. Any additional documents will be communicated to you at the time of picking your offer letter. You will also be required to present proof of payment of Functional fees.

### Where can I register from?

For First year students your academic documents must be verified during the time of registration. Continuing students can register online through their students' portal. Registration is done in accordance with the University's fees policy, which can be got from [www.must.ac.ug](http://www.must.ac.ug).

### How do I pay fees?

All fees are paid in the Bank. The procedure for fees payment can be got from section 2.2.3 in this Joining Instructions booklet.

## 7.4 FAQs on Timetables

### How do I access the timetable?

The timetable is accessible from the link <http://timetable.must.ac.ug>.

### What happens if I have issues with the timetable?

You write to the Academic Registrar's office through the Dean of your faculty and head of your department.

### What happens if you have a retake?

You must pay for the retake and register in the first three weeks of the semester, so that the retake can be timetabled during exams. For details, refer to the examination regulations booklet.

## 7.5 FAQs on Students' Identity Cards (IDs)

What do I need to get a Student's ID (For First year students)?

- a) Make sure you have registered,
- b) Taken a photo and ensure that your signature is captured.
- c) Check at your respective faculty. (A notice for checking will always be provided)

### What happens if I lose my ID?

- a) Get introduction letter from the Dean of students to take to police to report and you will be issued with a police letter indicating that you lost the ID.
- b) Log in to your account and generate a reference number to pay for ID replacement.

c) Photocopy both the bank slip and police letter and present them to the Assistant Registrar in charge of printing ID.

d) Your ID will be printed immediately

## **7.6 FAQs on Examination and Results**

### **How do I get my examination permit?**

Login to student portal account, navigate to Registration and Enrolment Track Tab, Click Exam Permit button.

### **Can I do University examinations without paying fees?**

No, please refer to MUST fees policy.

### **What do I do if I miss examinations?**

A student who misses exams because of fees may sit the exams when next offered. A student who misses exams for medical or any other compassionate grounds may apply for Special Exams. See Examinations Regulations for more information.

### **What is a Special Examination(s)?**

Refer to MUST Examination Regulations section 2.4.10 (d).

### **How can I apply for Special Examination(s)?**

a) A Student should apply for special examination(s) indicating evidence/reasons that made him/her miss the examination within 48 hours from the time the examination was scheduled.

b) The application letter(s) for special examinations should be addressed to the Academic Registrar through: Dean of students, Dean of Faculty, Head of Department and the Course Lecturer. In case the application letter is not approved by the lecturer, a valid explanation should be given.

c) The Dean of Students is given seven working days to carry out an investigation and provide a report together with the student's application letter to the Academic Registrar.

d) The Students who miss examinations for non-payment of tuition/fees should not be considered for special examinations.

e) The Special examination(s) shall be offered in the first two weeks of the next semester.

### **How do I see my results?**

Login to student portal account (<https://student.must.ac.ug>), by using your username and password. Navigate to My Course Tab, click My results.

**What do I do if I cannot see my results in the system?**

Present your query to the Head of Department (HOD), who will request the Examiner concerned to resolve the matter. If the Faculty fails to resolve the matter, the student shall channel his/her appeal through the HOD, Faculty Dean to Academic Registrar.

**What do I do if I cannot login to my student account?**

Visit AIMS helpdesk located in the Academic Registrar's Department for assistance.

**What do I do if I forget my password?**

Go to the student portal (<https://student.must.ac.ug>), click Forgot Password button > Provide your user id, which is your student number, click continue button. Get a token for password recovery in your email account that you provided to the University. If this persists please visit AIMS help desk.

**7.7 FAQs on Transcripts, Certificates and Graduation****I have completed my studies, how can I get a transcript?**

- a) Pay graduation fees in the bank
- b) Present the bank deposit slip/ receipt to accounts office to get a system generated receipt.
- c) Photocopy the receipt and present it and the clearance form to records office in the AR's department.
- d) You will be informed when to pick the document when it's ready.
- e) Present your ID and pick the transcript from the Assistant Registrar's office.

**I am a continuing student, how can I access a partial transcript?**

Pay the partial transcript's fees in the bank and follow steps above to get a transcript

**What can I do if I lose my transcript and need a replacement?**

- a) Report loss of the transcript to police
- b) Pay fees for a new transcript in the bank
- c) Present bank deposit slip to accounts office to get a system generated receipt
- d) Present photocopies of the police letter and the receipt to records office in the AR's department.
- e) You will be informed when to pick the document when it's ready.

### **What do I need to pick my certificate?**

Certificates are issued after the graduation ceremony.

- a) Ensure that you cleared all the university dues and graduation fees
- b) Present an ID to the Assistant Registrar/Officer in charge and you will be given your certificate.

### **Can I get a replacement of a certificate?**

A certificate is not replaceable

### **What does it take for a student to be on the graduation list?**

S/he should have passed all the courses for the programme, paid all the University dues and graduation fees.

### **What can I do to get my documents certified?**

- a) Pay certification fees in the bank
- b) Photocopy the documents you need certified
- c) Present the original documents and the photocopies to the Assistant Registrar for certification.

### **I am a final year student and I would like to verify my results before I complete my programme, how can I access them?**

- a) Talk to the Assistant Registrar in charge of transcripts in the AR's department who will print for you a testimonial.
- b) Look through the testimonial to verify your results, order of names, Date of birth and Nationality.
- c) Return the testimonial to the Assistant Registrar indicating any queries you may have and write officially following the channels indicated in the examination answer booklets in case of any queries in results.

**Note:** Testimonials are sent to the Faculty Administrator at the beginning of semester 2 and every final year student is expected to pick theirs to verify their results and other details.

## 8.0 PROGRAMMES OFFERED AT MUST

CODE	PROGRAMME	DURATION (YEARS)
<b>FACULTY OF APPLIED SCIENCE AND TECHNOLOGY</b>		
1.	Bachelor of Biomedical Engineering	4
2.	Bachelor of Engineering in Electrical and Electronics Engineering	4
3.	Bachelor of Science in Computer Engineering	4
4.	Bachelor of Science in Petroleum Engineering and Environmental Management	4
5.	Bachelor of Science in Civil Engineering	4
6.	Bachelor of Science in Mechanical and Industrial Engineering	4
7.	Master of Science in Biomedical Engineering	4
<b>FACULTY OF BUSINESS AND MANAGEMENT SCIENCES</b>		
8.	Bachelor of Business Administration	3
9.	Bachelor of Science in Accounting and Finance	3
10.	Bachelor of Science in Economics	3
11.	Bachelor of Science in Procurement and Supply Chain Management	3
12.	Master of Business Administration	2
13.	Doctor of Philosophy	3
<b>FACULTY OF COMPUTING AND INFORMATICS</b>		
14.	Bachelor of Computer Science	3
15.	Bachelor of Information Technology	3
16.	Bachelor of Science in Software Engineering	4
17.	Postgraduate Diploma in Health Information Technology	1
18.	Postgraduate Diploma in Business Informatics	1
19.	Postgraduate Diploma in Information Systems	1
20.	Master of Science in Health Information Technology	2
21.	Masters in Business Informatics	2
22.	Master of Science in Information Systems	2
23.	Doctor of Philosophy	3

FACULTY OF INTERDISCIPLINARY STUDIES		
24.	Bachelor of Science in Agricultural Livelihoods and Farm Production	4
25.	Bachelor of Science in Gender and Applied Women Health	3
26.	Bachelor of Science in Planning and Community Development	3
27.	Postgraduate Diploma in Criminology	1
28.	Postgraduate Diploma in Development Studies	1
29.	Master of Arts in Development Studies	2
30.	Master of Arts in Conflict Analysis and Inclusive Development	2
31.	Master of Arts in Local Governance and Planning	2
32.	Doctor of Philosophy	3
FACULTY OF MEDICINE		
33.	Bachelor of Medicine and Bachelor of Surgery	5
34.	Bachelor of Pharmacy	4
35.	Bachelor of Medical Laboratory Science	4
36.	Bachelor of Nursing Science	4
37.	Bachelor of Science in Pharmaceutical Sciences	3
38.	Bachelor of Science in Physiotherapy	4
39.	Bachelor of Medical Laboratory Science Completion (Fulltime/Weekend)	2.5/2.5 2.5/3
40.	Bachelor of Nursing Science Completion (Fulltime/Weekend)	2
41.	Advanced Diploma in Child and Adolescent Mental Health	2
42.	Diploma in Emergency Medicine for Emergency Care Practitioners	2
43.	Master of Medical Laboratory Science	2
44.	Master of Medicine in Anaesthesia	3
45.	Master of Medicine in Community Practice/Family Medicine	3
46.	Master of Medicine in Dermatology	3
47.	Master of Medicine in Ear, Nose and Throat	3
48.	Master of Medicine in Emergency Medicine	3
49.	Master of Medicine in General Surgery	3
50.	Master of Medicine in Internal Medicine	3
51.	Master of Medicine in Obstetrics/Gynaecology	3
52.	Master of Medicine in Ophthalmology	3
53.	Master of Medicine in Paediatrics & Child Health	3

54.	Master of Medicine in Plastic and Reconstructive Surgery	3
55.	Master of Medicine in Psychiatry	3
56.	Master of Medicine in Radiology	3
57.	Master of Science in Anatomy	2
58.	Master of Science in Biochemistry	2
59.	Master of Science in Medical Microbiology	2
60.	Master of Science in Pharmacology	2
61.	Master of Science in Pharmacognosy and Natural Medicine Science	2
62.	Master of Science in Critical Care Care Nursing	2
63.	Master of Public Health	2
64.	Master of Public Health (Research Ethics)	2
65.	Master of Pharmacy (Clinical Pharmacy)	2
66.	Master of Nursing Science in Critical Care	2
67.	Master of Nursing Science - Community Midwifery & Reproductive Health	2
68.	Master of Nursing Science - Mental Health Nursing	2
69.	Master of Nursing Science - Pediatric Clinical Nursing	2
70.	Doctor of Philosophy	3
<b>FACULTY OF SCIENCE</b>		
71.	Bachelor of Science with Education - Biology/Chemistry	3
72.	Bachelor of Science with Education - Chemistry/Mathematics	3
73.	Bachelor of Science with Education - Physics/Mathematics	3
74.	Diploma in Science Laboratory Technology	2
75.	Master of Education in Educational Administration and Planning	2
76.	Master of Education Psychology	2
77.	Master of Education in Curriculum, Instruction and Media Studies	2
78.	Master of Science in Biology	2
79.	Master of Science in Chemistry	2
80.	Master of Science in Mathematics	2
81.	Master of Science in Physics	2
82..	Doctor of Philosophy	3

## 9.0 IMPORTANT CONTACTS

### **Vice Chancellor**

E-mail: [vc@must.ac.ug](mailto:vc@must.ac.ug)

Phone: +256-485-660-239

### **Deputy Vice Chancellor (Academic Affairs)**

E-mail: [dvc.aa@must.ac.ug](mailto:dvc.aa@must.ac.ug)

Phone: +256-485-660-590

### **Academic Registrar**

E-mail: [ar@must.ac.ug](mailto:ar@must.ac.ug)

Phone: +256-485-660-584

### **Dean of Students**

E-mail: [dos@must.ac.ug](mailto:dos@must.ac.ug)



Phone: +256-485-660-584

**Dean, Faculty of Applied Sciences and Technology**

E-mail: dean.fast@must.ac.ug

**Dean, Faculty of Business and Management Sciences**

E-mail: dean.fobams@must.ac.ug

**Dean, Faculty of Computing and Informatics**

E-mail: dean.fci@must.ac.ug

**Dean, Faculty of Interdisciplinary Studies**

E-mail: dean.f s@must.ac.ug

**Dean, Faculty of Medicine**

E-mail: dean.medicine@must.ac.ug

**Dean, Faculty of Science**

E-mail: dean.fos@must.ac.ug

**Campus Security**

Phone: +256-701-040-011

## 10.0 ACKNOWLEDGEMENT

I.....Registration Number  
..... here by acknowledge receipt of  
the Joining Instructions and pledge to abide by all rules, regulations and/  
or instructions therein.

I solemnly promise to seek the truth, to study diligently, to obey the Chan-  
cellor, Vice chancellor and those in authority in the University, to observe  
the regulations of the University, to exercise discipline and to promote its  
good.

Signature:.....

Date:.....

### FOR OFFICIAL USE

Issued by:

Name:.....

Signature:.....

Date:.....





## **MBARARA UNIVERSITY OF SCIENCE AND TECHNOLOGY**

Faculty of Business and Management Sciences  
Programme Co-ordinator

Internship and Community Engagement  
P.O. Box 1410, Mbarara, Uganda.

Tel: +256 704 260 402, +256 773 060 402

Email: [muhwezi@must.ac.ug](mailto:muhwezi@must.ac.ug)

Web: <http://www.must.ac.ug>



@MbararaUST



MbararaUniversity