

ACADEMICS

INTRODUCTION

This Academic Policy shall constitute the Nile University's statements of academic guidelines, rules, positions and regulations governing the management of all the academic programmes and units of the University. This Academic Policy book will be cited as the NILE UNIVERSITY-UGANDA ACADEMIC POLICY BOOK 2016. It shall complement the University Statutes, as well as other rules and regulations governing the operation of the academic programmes and units of Nile University that may be passed from time to time by governing council and other relevant University Authorities. In case of a conflict between this Academic Policy book and the University Statute, the Statute shall prevail. This Academic Policy shall apply to all academic matters, and shall be administered by the Vice-Chancellor, Deputy Vice-Chancellor (Academic Affairs), Registrar, Deans, Directors, Faculties, Institutes and Departments or their authorized representatives.

This Academic Policy guideline, and rules and regulations, shall be subject to amendment from time to time by the Management Committee and Governing Council, or any other authorised University organ as circumstances may warrant provided such amendments do not contradict the other rules and regulations governing the operation of the University. Any major change will include an implementation schedule, which takes into account the impact upon registered students, and which will clearly establish the applicability of the change on currently registered students.

Governing Council shall have powers to waive any section of these regulations. If any matter arises not covered by this Policy book, it shall be brought to the attention of Council for a decision. Where further discretion is required the decision of the University Governing Council shall be final. The Registrar or his/her representative shall make and supply available copies of the Academic Policy book to all the concerned parties i.e. academic staff and students. The materials described in this policy documents are subject to change at any time as deemed fit by the official action of the University's' administration through its governance process.

ADMISSION POLICIES AND REQUIREMENTS

1.1 General Admissions Policy and Responsibility

Admissions shall be the responsibility of the Registrar in consultation with the respective Faculties, Schools and Institutes.

The admission policy of Nile University requires the following:

- (a) The acceptance of all who are qualified within established program limits;
- (b) The use of a ranking procedure where the number of qualified applicants exceeds that limit,
- (c) A clear statement to all unsuccessful applicants as to why they were not admitted.
- (d) Changes in admission requirements which are of greater stringency become effective only in the academic year after their publication on the application forms, or university web site.

1.2 Entry Requirements

The Senate shall have powers to prescribe the minimum entry requirements to any course of study in the University and in so doing, may take into account the results of public examinations or the University itself may prescribe other requirements for the purpose of entry into the University.

(a) Certificate Programmes

A candidate must have obtained Uganda Certificate of Education (U.C.E) with at least 3 credits and 3 Passes which must include English and Mathematics obtained at the same sitting or its equivalent from a recognised institution.

(b) Diploma Programmes:

A candidate must have obtained the Uganda Certificate of Education (UCE) with at least 5 passes; and Uganda Advanced Certificate of Education (UACE) with 1 Principle Pass and 2 subsidiary passes obtained at the same sitting or a Certificate in the relevant field or its equivalent from a recognised institution.

(c) Undergraduate Programmes/Bachelor's Degree Programmes

The undergraduate programmes shall be accessed through the following entry requirements:

(i). Direct Entry from Schools

A candidate must have obtained the Uganda Certificate of Education (UCE) with six credits of which one credit must be in English; and at least two (2) principal passes in the relevant subjects at A' Level (Uganda Advanced Certificate of Education) obtained at one sitting or its equivalent from a recognised institution.

(ii). Diploma Entry

A candidate must have obtained a diploma (at credit level) in the relevant field from a recognised institution.

(iii). Mature Age Entry

A candidate must be 25 years and above and must have been out of school for at least three years prior to his/her application. A candidate must have obtained a Uganda Certificate of Education (U.C.E) or its equivalent and must successfully pass the mature entry examination with at least 50%.

(iv). English language Proficiency Policy and culture

All applicants must be proficient enough in English to understand instructors and the technical language used in their subject area. Therefore, for applicants whose first language is not English or whose previous education has been conducted in another language, must demonstrate high proficiency in English. Candidates who do not have the Basic English Language proficiency and may not cope with the culture of the Country shall be required to take short courses on English language and culture before or during commencement of classes. Candidates can demonstrate English Language Proficiency by submitting the results of one of the following assessments within 2 years of test at the level required for the program to which application is being made. Examples include the scores for the standardized English language tests such as TOEFL (Test of English as a Foreign Language), IELTS (International English Language Test Service), CAEL (Canadian Adult English Language Assessment).

Please note that a candidate shall be required to spend a pre-university Semester at Nile University before enrolment if this is a requirement for entry into undergraduate programmes.

(d) Masters Programme

- (i). Candidates must have at least a minimum of a Second Class Lower degree from a recognised university in the relevant field.
- (ii). No candidate unless under exceptional circumstances will be admitted for the postgraduate degree immediately after the Bachelor's course for programmes that require practical experience in the field.

(e) Additional Entry Requirements

- (i). Candidates may be required to fulfil other specific requirements for the courses applied for as may be applicable.
- (ii). Applicants from outside Uganda who are interested in pursuing courses of Nile University may be required to take a written test or an oral interview or both.
- (iii). Students who completed their undergraduate education in a non-English-speaking environment must provide proof of English Language Proficiency and if not found proficient will take the English Language Course offered by the University.
- (iv). Prospective international students must satisfy Nile University admission requirements. All academic documents must be an equivalent of or must be converted to Ugandan Certificate, Diploma or Degree Award standards.

(f) Admission of Occasional Students

- (i). The University may admit into a programme an occasional student who is otherwise qualified but cannot enrol for a full programme.
- (ii). Candidates who apply for admission as occasional students shall initially not be NIU students.
- (iii). Candidates may be admitted at the beginning of any semester of the academic year.
- (iv). Upon registration the candidates shall register for the course they wish to attend with the respective Faculties/Schools/Institutes.

- (v). Studying as an occasional student shall not lead to any award but can transfer the credits accumulated to complete degree elsewhere.
- (vi). Registered Occasional students shall not transfer to degree programmes or change status of registration on the basis of their performance.
- (vii). An assessment may be made and a partial transcript may be issued.
- (viii). Occasional students may transfer credits to their respective institutions. Occasional students are expected to adhere to the University Rules and regulations with which they should make themselves familiar at once on arrival.

(g) Admission on Exchange Programme

Exchange programme will be carried between Nile University and Universities who have signed Memorandum of Understanding (MoU) with Nile University.

Undergraduate and Graduate level students from those Universities shall pay Tuition fees with the parent University before coming to Nile University and students of Nile University may go for exchange programme in place of those student. The insurance cover should cover Nile University students as well as students on exchange.

The criteria shall be as follows:

- (i). The candidate applies to Nile University
- (ii). The candidate selects courses to study (those at undergraduate shall select from year 1-2)
- (iii). The duration of exchange will range from one semester to one year
- (iv). The programme will be coordinated by the Faculty/Coordinator in those universities.

(h) Admission Procedure

- (i). Prospective student should obtain application forms from the registry or download application forms from the University website.
- (ii). The candidate pays the required application fee in the designated Bank Account.
- (iii). Filled application forms should be returned to the office of registrar together with Bank pay slip within the specified deadlines.

- (iv). Candidates wishing to apply online must fill the application form online and submit alongside with relevant documents.
- (v). Committee reviews all applications
- (vi). Successful candidates are issued admission forms and commitment form
- (vii). Admitted candidates shall pay non-refundable commitment fee to show acceptance of the offer

1.3 Application Deadlines

- (a) The University has two major admissions: (i) August Intake and (ii) January intake. Students wishing to enrol in the August should submit application by June 30. Students wishing to enrol in the January Intake should submit application by November 30.
- (b) While the application deadlines are particularly important for applicants to be considered in that period, the Registrar will continue to receive and accept applications on rolling basis beyond each of the stated deadlines. Applications received after the deadlines will be considered for the next intake.

1.4 Ineligibility for Admission

The following category of applicants shall not be admitted:

- (a) Any applicant previously discontinued from Nile University or any other University as a result of academic malpractice.
- (b) Any applicant previously discontinued from Nile University or any other University as a result of misrepresentation of academic documents or cheating to gain admission. Legal action will be taken against any applicant who presents forged academic documents.
- (c) Failure to meet the minimum entry requirements for admissions as stipulated in section 1.2 above.

1.5 Re-admission

Students wishing to apply for readmission to Nile University must contact the office of the Registrar. Approval for readmission and Academic Amnesty must be approved by the Committee on Admissions or faculty/institute to which the student seeks readmission.

The following category of applicants may be re-admitted:

- (a) Any applicant who was previously admitted for any programme at Nile University and was discontinued on academic grounds may apply for the same programme or another programme. The student may be admitted upon producing substantial evidence of further learning that satisfies the University basing on the applicant's qualifications and capability to pursue the programme applied for.
- (b) A discontinued student in regard to (a) above may be admitted in the same programme or another programme after two years (24 months) have elapsed.
- (c) Readmission may apply to students returning from leave of absence e.g. Medical, School fees and those who withdrew from the program (with written consent).
- (d) A student seeking readmission must first appeal in writing to the Registrar's Office. The request must be stated clearly and contain: (1) the reason for the request, and (2) efforts made to improve during leave of absence. Corroboration may be requested of the student, i.e. transcripts from other institutions, certificates, awards, etc.

ENTRY REQUIREMENTS

Candidates applying for the Bachelor's Degree programmes in Nile University must satisfy the minimum University entrance requirements set by National Council for Higher Education (NCHE). In addition to this, all candidates must satisfy the general minimum entry requirements of Nile University and of the various Faculties.

ADMISSION REQUIREMENTS

Admission to a programme is through four avenues:

- i) Direct entry from advanced level, with a minimum of two principal passes at Advanced Level obtained at the same sitting, or its equivalent from recognized institutions. (to First Year)
- ii) Special entry examination schemes Or A pass in a Mature Age Examination (to First Year)
- iii) Diploma entry scheme: For persons holding Diplomas awarded by recognized institutions in relevant fields. (to First Year)
- iv) Entrants from other recognized Universities or The Direct Admission/Transfer (to Second Year or Third Year)

Diploma Entry Scheme

A candidate who holds Diploma or its equivalent of at least a Second Class or Credit standing or equivalent from recognized local and International Institutions may be admitted for Bachelor's

Degree in Nile University. Candidates already holding Diploma shall enter the Degree programme at the second year of study unless otherwise specified by the particular Faculty. Candidates with any other related Diploma, from recognized local and international Institutions may be eligible for admission.

Mature Age Entry

This shall be for candidates who are 25 years and above and are holding Diploma in related fields from a recognized institution. Such candidates shall be admitted after passing the mature age entry examinations or special entry examinations schemes as set by the various Faculties with a minimum mark of 50%.

Direct Admission to Second and Third year

Admission, other than to the First year shall require a recommendation of the Faculty Board and approval by Senate on the basis of studies undertaken at another recognized University or equivalent Institution. Arrangements for credit transfers shall be made with the appropriate Institutions.

CURRICULUM DESIGN

The curriculum design embraces theory and practical. The theory component includes face to face lectures, class discussions, group discussions, Tutorials and handouts. The approach for practical includes; for instance, on-farm practicals through the outreach programmes and farm visits, laboratory practicals and on-station field practicals done on the school farms. At the end of each academic year, students are subjected to hands on practical training through industrial training. There is continuous assessment in every course unit taught.

FIELD PRACTICALS

Theoretical knowledge must be conceptualized into the practical world. In order to ensure adequate practical training, each student shall be required to choose a practical project which s/he will carry out from school. Students will also continuously be attached to practicing progressive Organizations, Institutions, Universities, and research Institutions to participate in practical sessions. This will also expose students to practical field situations.

FIELD ATTACHMENT

Students will be attached to farms, agricultural Institutions, Organizations, Universities, etc; during the recess term between first year and second year and second year and third year where they shall practice skills performed by the respective organizations. Students, in consultation with supervisors, select the areas of internships. During the field attachment student's undertake thorough study, and practice routine activities and skills performed in the organization. As an assessment requirement, a field attachment report must be produced by the student. Both the school project and the field attachment shall be assessed as one course unit (Industrial Training) with 3 Credit Units.

PROGRAMME DURATION

The duration for Bachelor's Degree shall be from Three(3) to Four (4) academic years on normal full time basis. Each year consists of two (2) semesters of Seventeen (17) weeks or more. Fifteen

(15) weeks or more are for teaching / practical training and the last two weeks are for revision and end of semester examinations.

However under explained circumstances the courses may be extended to a maximum of Five (5) to Six (6) academic years.

Between end of academic year is one recess term of 10 weeks. Students will be placed on academic field training each recess term.

The normal Semester load shall range from 18 Credit Units to 22 Credit Units. The maximum Semester load shall be 28 Credit Units to cater for students who have Courses to retake.

GRADUATION REQUIREMENT

To qualify for the award of Bachelor's Degree a full time candidate is required to complete the required Courses and Minimum Credit of (120) or (170) Units within a minimum of Three (3) years and a Maximum of Five (5) years or four (4) years and a maximum of six (6) years.

Students who satisfactorily complete the first two (2) years (more than 80 Credits) and could not complete the third year and fourth years shall be awarded the Diploma Paper which the students may use for employment or application to higher degree program.

INTAKE

There shall be two intakes each Academic year as August Intake and January Intake. There will be supplementary intake in May. After the set deadlines, applications are accepted on rolling basis. In this case applications are reviewed by the admission Board as it arrives and the candidates are notified within two- four weeks about the Boards decisions. Applications received after the official deadlines are deferred to the next Semester.

GRADING

SATISFACTORY PROGRESS POLICY

For satisfactory progress, a student should have attempted at least 72 hours (including transferred credits, and course credits), in an academic year. "Satisfactory progress" will consist of:

- o GPA of at least 2.0
- o At least 24 credits that apply to the Curriculum and
- o At least 9 semester credits of departmental requirements.

The Grade point averages shall be assigned letters as follows:

Marks	80-100	75-79	70-74	65-69	60-64	55-59	50-54	0-49
Alpha Grades	A	B+	B	C+	C	D+	D	F
Grade Point	5	4.5	4	3.5	3	2.5	2	0

GRADING SYSTEM

Each Course Unit shall be graded according to the computed marks obtained from both continuous assessment and end of semester examination as described above. The grade of the

Degree awarded to a student shall be according to the Cumulative Grade Point Average (CGPA) scored by the student.

The cumulative average shall be computed as follows:

- (i). Compute the Grade Point (GP) as a product of Grade Point and Credit Units, for each of the course units taught during the year.
- (ii). Add together all the GPs obtained as in (i) above for all the course units taken by the student during the year of study.
- (iii) Divide the total obtained in (ii) above by the total number of Credit Units for course units taken during one year to get the CGPA for the year.
- (iv) The CGPA for the whole course is obtained in by a similar approach, taking all course units for the whole course period of two years.

The CGPA shall be calculated as follows: -

$$CGPA = \frac{\sum_{i=1}^n (GP_i * CU_i)}{\sum_{i=1}^n CU_i}$$

Where GP_i is the Grade Point score of a particular course i ;
 CU_i is the number of Credit Units of course i ; and
 n_i is the number of courses so far done.

8.3 GRADE POINT (GP)

The GP explains the final marks for a course unit scored as follows:

Marks Grade Letter (GL) Grade Point (GP)

80 – 100	A	5.0
75 – 79.9	B+	4.5
70 – 74.9	B	4.0
65 – 69.9	B-	3.5
60 – 64.9	C+	3.0
55 – 59.9	C	2.5
50 – 54.9	C-	2.0
45 – 49.9	D+	1.5
40 – 44.9	D	1.0
35 – 39.9	D-	0.5
< 35.0	F	0.0

The pass mark for any course unit is 50%, equivalent to a GP of 2.0.

GRADING OF THE AWARDS

The Bachelor's Degrees shall be classified as follows:

Class	CGPA Range
-------	------------

First class	4.40 – 5.00
Second class (Upper division)	3.60 – 4.39
Second class (Lower division)	2.80 – 3.59
Third class (Pass)	2.00 – 2.79

SUPPLEMENTARY EXAMINATIONS AND RETAKE POLICY

- i. A student who obtains a GP of less than 2.0 (i.e. scores below 50%) in any Course Unit but whose score is 30% and above shall do a supplementary examination to obtain a pass mark (50%). Any student who scores below 30% shall retake the course unit i.e. attends all lectures, assignments, tests and end of semester examinations all over again when the course unit is next offered.
- ii. A student shall be allowed a maximum of two retakes in each course unit.
- iii. Wherever a student retakes or sits for a supplementary examination in a given course unit, the academic transcript shall indicate so accordingly.

REPEATING A YEAR

- (i) When a student obtains a CGPA of less than 2.0 but more than 1.0 s/he shall be required to repeat the year.
- (ii) When a student obtains GP zero in at least 25% but not up to 40% of the course units taken during the year s/he will be required to repeat the year.
- (iii) A student shall be allowed to repeat only one year.

DISCONTINUATION

- (i) When a student obtains CGPA of one (1) or less for the year, s/he shall be discontinued
- (ii) When a student obtains GP zero (0) for up to 40% of course units taught during the year s/he shall be discontinued
- (iii) When a student does not qualify for the award of a Diploma after studying for four (4) academic years s/he shall be discontinued.

UNIVERSITY POLICIES

The guidelines in the Prospectus of the various Faculties shall be used to administer the programmes in conjunction with other relevant University Policies such as the academic policy, and student's code of conduct policy, examination management policy, computer lab use policy and library use policy.

Nile University is committed to supporting students in their learning experiences and responding to their individual needs and is aware that a variety of situations or events beyond the student's control may affect academic performance. The University shall support students to accommodate academic needs in the mid of academic and personal challenges.

Change or alteration of Academic Policies

Nile University reserves the right to change its academic policies and procedures. Changes will be publicized to minimize inconvenience to Faculty, Staff, and Students.

Academic integrity lies at the heart of student-teacher relationships involving learning, free inquiry, and the search for knowledge and truth. Nile University requires all Lecturers and students to act honestly, morally, and ethically in the maintenance of professional standards for learning, research, writing, and assessment. To maintain academic integrity of the University, students are responsible for their own academic work. Academic dishonesty is not acceptable.

Definitions:

Academic Dishonesty. The definition of Academic dishonesty is the fabrication or misrepresentation of work, either intentional or unintentional, which includes but is not limited to, plagiarism, cheating, forgery, sabotage, bribery, and the multi-submission of work.

Plagiarism. Plagiarism is the representation of the works, ideas, data, or arguments of others as one's own. Whether quoting, paraphrasing, or reiterating others' ideas, students are responsible for documenting any materials taken from other sources. This means that students identify the source through footnotes, quotation marks and/or other forms of documentation. Sources include books, magazines, newspapers, electronic media, private letters, interviews, or other individuals' work. Additionally, a classroom paper must not be merely a series of phrases, sentences, or paragraphs copied from a source or sources.

Cheating. Cheating is using, or attempting to use, unacknowledged or unauthorized materials, information, data, or ideas. In addition to plagiarism, looking at another student's materials and/or using unauthorized external aids of any sort during an exam or completion of assignments is also cheating.

Forgery. Forgery is the fabricating, altering or counterfeiting of images, documents, or signatures on any information, data, or documents.

Sabotage. Sabotage means deliberately impairing, destroying, damaging, or stealing another's work or working materials such as lab experiments, library resources, computer programs, term papers, exams, or projects.

Bribery. Bribery means offering any service or article with the purpose or effect of receiving a grade or other academic benefit not earned on the merits of the academic work.

Multi-submission of work. A classroom paper of any type must be the work of the student submitting it. A student should normally submit credit work for only one course, unless the instructor(s) grant prior written consent for submission to meet requirements for any other course.

Academic Integrity Repository. A confidential file of student academic integrity violations shall be kept in the Office of Academic Affairs. Faculty may request confirmation of prior student offences.

Severity penalties:

Penalties and Sanctions: Violations of academic integrity and appropriate penalties vary in severity, and range from:

- failure of a specific test or assignment,
- reduced course grade,
- failure of the course,
- probation,
- suspension,
- to expulsion from the University.

The faculty member has primary jurisdiction in determining the student's grade. However, the Office of Academic Affairs handles the process of probation, suspension, or expulsion from the University. It is the responsibility of the faculty member to provide all documentation and supporting materials related to violation of academic integrity.

Procedures for Handling Alleged Violations:

If a faculty member discovers, and/or has reason to believe that the student has committed an academic integrity violation, the faculty member checks the Academic Integrity Repository for prior offences and communicates to the student the nature of the charge, the information collected, and the penalty warranted. The faculty member determines the violation, the student's grade and the penalty imposed.

If the student concurs with the decision, the faculty member notifies the Registrar in writing of the decision and the penalty and includes any supporting materials and documentation related to the decision. A copy of the report is sent to the Office of Academic Registrar for inclusion in the Academic Integrity Repository file.

If the student maintains that the allegation is in error, or that the decision was unfair, he or she may submit a written appeal of the findings and/or the penalty to the Department Head within fourteen (14) working days.

Academic appeals

All students have the right to appeal a grade or academic decision that he or she believes to be in error or unfair. In regard to grades and graduate program decisions, students who believe they have been unfairly treated should first voice their concerns directly with the individual faculty member to the Department Head and attempt to resolve their concerns.

When issues cannot be resolved through direct meetings with faculty, students may appeal or bring their concerns to the Dean of Graduate Studies. The Dean of Graduate Studies will review the issues with the student and faculty/staff member and make a determination regarding action to be taken. Students may appeal the Dean of Graduate Studies's decisions to the Academic Registrar.

When the issue is not resolved by the foregoing steps, the student may initiate a formal written appeal to the Deputy Vice Chancellor – Academic Affairs. The Deputy Vice Chancellor – Academic Affairs may forward such appeal to an ad hoc Academic Review Committee for its review and recommendation. A formal appeal should not be entered upon lightly by a student, nor lightly dismissed by the Deputy Vice Chancellor – Academic Affairs. A formal written appeal may be made no later than the sixth week of the following semester or by a preset date in cases of suspension and dismissal.

Tuition, Fees and Expenses

All payments should be made in a timely manner. All payments should be current and up to date or withdrawal may occur.

Withdrawal policy

Registration for classes creates a contract for payment of tuition, fees, and charges. A student choosing to terminate this contract with Nile University must officially withdraw during the first 14 working days from the first day of class within any part of a term. Failure to withdraw within these refund periods obligates the student to pay all charges in full. Withdrawal must be made in writing through the Office of the Registrar. Nonattendance to class or notification to a professor does not constitute an official withdrawal. Withdrawal from a class or from the University on or before the 14th working day will cancel all financial obligations to the University.

If a student withdraws after the refund period for reasons beyond his or her control, a detailed letter may be submitted to the Internal Finance Committee through the Regis. The University will not grant a refund of charges for any withdrawal or reduction in hours beyond the established deadline without an approval from the Fees and Charges Appeals Committee