

Foreword

Ndejje University Senate is mandated to formulate policies to promote information awareness to parents, students and staff on academic processes. Drawing on the belief that building effective management structures starts with developing consistent policies, the relevant Ndejje University bodies passed policies concerning additional charges to the already existing functional and tuition fees charged either annually or on a semester/session basis.

Although supplementary and optional charges have been implemented over the years, there has not been any harmonized and comprehensive handbook on the various charges, a situation that has raised concerns from parents, guardians, sponsors, and students. Therefore compiling this guideline aims at harmonizing policies and fees for ease of administration and clarity of information among Ndejje University stakeholders. For instance, it will be easy for any staff, both academic and administrative to guide the students and parents on the fees. Students will be aware of the charges right from the time of admission. This will help them to make informed decisions before committing themselves to the courses identified in the guide. The important thing is that the student together with their guardians and sponsors can plan their payment schedules accordingly.

The supplementary and optional fees policy is an essential part of the Strategic Plan that gives the direction for implementation of policies and procedures at Ndejje University. This policy document provides the framework for fees management on the part of students and sponsors' working environment. It will go a long way to improve further the academic excellence at Ndejje University. The process of developing this policy document has been consultative and participatory, involving stakeholders from students, parents, council members and staff. I extend my appreciation to all for their contribution and thank the many offices that collaborated in its preparation.

“Fear of God brings knowledge

Professor Eriabu Lugujo (PhD)

Vice Chancellor -Ndejje University

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Dear student, your admission at Ndejje University is in line with the requirements for admission as stipulated by the National Council for higher education (NCHE)

Ndejje University has a Motto, Vision, Mission and Core Values:

Motto: Fear of God brings knowledge and wisdom.

Vision: To be a leading private Christian-based University in Uganda, offering quality academic and professional programs, and producing graduates of integrity.

Mission: The mission of the University is to provide Christian based high quality and innovative teaching, research and outreach services.

Core Values

- Integrity
- Hard work
- Team work
- God fearing and Respect
- Creativity

Ndejje University offers academic programs that have been tailored to conform to the standards set internally by the Quality Assurance Team and externally by the Uganda National Council for Higher Education (NCHE).

Location

Ndejje University has three campuses. The Main Campus is at Ndejje, a well known old and mainly Christian community that was severely torn by the liberation war of 1981-1985.

Main Campus accommodates the Main Library, the Administration, offices for the Faculties of Social Sciences, Engineering; and Environment and Agricultural Sciences, Sports fields and some other academic facilities.

The second campus is the former Lady Irene Teacher Training College just about 400 meters from the Main Campus. It is separated by a

beautiful thick tropical forest with a stream below but linked by the University Road.

Lady Irene Campus houses Faculty of Education, Arts, Basic Science and Information Technology offices; student's halls of residence, staff residences, a computer laboratory and the University Health Center.

Both Campuses are 8Km west of Bombo town situated 34Km north of Kampala City on Kampala-Gulu highway. The neighborhood is peaceful and conducive for work and study. The immediate neighbors are the Archdeaconry of the Church of Uganda, Nandere Catholic Church Parish, several primary and secondary Schools, and a small trading center of the Ndejje community.

Kampala Campus is along Balintuma Road next to Mengo Hospital, West of Kampala. At this campus The University conducts several courses under day, Evening and Weekend Programs. The campus has a Library, Computer laboratory facilities and a radio studio that serve the students. **Graduate courses are also conducted at Kampala Campus.**

Accommodation:

Ndejje University has good halls of residence suitable for students. All unmarried year one students admitted at Main Campus are expected to reside in the halls of residence provided by the University.

Religious Life:

Ndejje University does not discriminate on the basis of religion; all religions are recognized. Hence it has several religious associations, including Protestants, Catholics, the Seventh Day Adventists, Moslems and the Pentecostals. Each association freely organizes the weekly workshop worship and other religious functions as deemed fit, as long as it aims at promoting the well-being of the students and the University through encouraging positive religious values. However, the Protestants and Catholics have Chaplains assisted by several priests in the University.

Tutorship Schemes:

Each department at Ndejje University has a system of student advisors who can provide information and advice on a range of issues, including personal, academics and financial matters. Similarly, psychological and counseling services are freely and confidentially provided to all students.

Sports and Recreation:

Ndejje University is a renowned powerhouse in Sports. The University has excellent sports facilities at Main Campus to help every student make the best of his/her spare time. These include playgrounds for Athletics football, volleyball, rugby, badminton, darts, netball, table tennis, lawn tennis, softball, basketball, chess, and other indoor games. Other recreational activities include; clubs, social activities and cultural events. Ndejje University has excelled in the inter-University sports competitions, both in Uganda and East Africa and world University games.

Student's welfare at Campus:

The University has a health Centre that provides medical facilities to students free of charge. It is maintained by a team of two doctors, Nursing Assistants, Counselors and Laboratory Technicians on a full-time basis. Shopping for personal effects can be done at the University Canteen and in Ndejje Trading center which is a walk away outside the compound.

Student's Clubs, Societies and Associations:

The Multi-cultural student's community at Ndejje University has naturally led to the formation of several associations and clubs meant to promote cultural unity. These provide fascinating insight into the various cultural diversities enjoyed by the University community. There are numerous clubs formed on professional and faculty basis aimed at enhancing professionalism.

Information Technology (IT) and Internet Services:

Ndejje University provides Information Technology Services and Wireless Internet facilities at all its three Campuses. Students are also free to use their laptops.

Philosophy, belief and practical life at ndejje University

Ndejje University is founded on the Christian principles governing the Church Uganda and the universal Anglican Community as a whole. The University has an Anglican tradition and is characterized by its affirmation and belief in the Apostles' Creed. The University professes one Eternal God in the trinity of God the Father, the Son and the Holy Spirit, who is the Creator and the Lord of the World in accordance with His purpose and who calls upon us and commands us as his servants to go out and witness for him in order to expand his kingdom, and build Christ's church for His glory. The University subscribes to Christ's great commission, **Mathew 28:19-20**

As a Christian based academic institution, Ndejje University is committed to:

1. Respect equality of all human beings as the community of God's people irrespective of ethic, social and political inclinations; or gender and religious differences;
2. The freedom to practice and spread the gospel faithfully as commanded by Christ;
3. Promotion of sharing openly for social justice and reconciliation among people;
4. Providing Christian Education, Training and Research relevant to local needs and to initiate and develop suitable Christian activities and services that will strengthen the church and community, including its leadership structures;
5. Facilitating and enhancing the spirit of cooperation within the community and the outside world; and
6. Promotion of partnership with other Universities, tertiary institutions and the entire community.

Attributes of Ndejje University

Ndejje University is among the leading Chartered, Private Universities in Uganda. Its physical infrastructural development and its adventure in scientific and technology programmes have no equal among private Universities in this country.

The University is unique in that it is concentrating on education and training that build fundamental traits of character moulded around the fear of God-such as honesty, courage, persistence, compassion, service and responsibility. We believe that a person who is morally educated will be a lot better equipped to move up in life or succeed than with a morally bankrupt person, with excellent academic qualifications.

Ndejje University won the Uganda Responsible Investment (URI) Award as the best private University in Uganda in 2012, basing on its best education and training practices and services.

Our Philosophy is to compete against ourselves by bettering our own record and keep improving.

The emphasis is essentially on recruitment of manageable number of talented students, provision of learning ambient where students can nurture and grow their potentials to the fullest, and recruit and retain competent staff that interacts freely with students.

A student of Ndejje University

A bona fide student is one who has meet all the University's Academic and Financial Obligations

Registration Process

Registration Process Involves;

- Presenting a paid in bank slip to the Accounts office.
- Presenting Registration Card to Academic Registrar's Department.
- Present Registration Card to Faculty and filling in the registration form.
- Finally submitting the Registration form to Academic Registrar's Department.

Please Note the following Supplementary and Optional fees.

1.0 Admission

A student who applies and meets the requirement for admission as stipulated by the National Council for Higher Education, shall be admitted to Ndejje University. This student shall apply using form 1 **“Application form”** and will be required to pay admission fees as determined by the Ndejje University Senate.

2.0 Change of Program /Campus/Faculty

A student wishing to change Program/Campus/Faculty shall have a grace period of one month at the beginning of first semester of the first Academic year. Change of Program/Faculty/Campus is requested by filling **“Form 3B Change Program/Faculty/Campus”** and submitting it to through the faculty Dean to the Academic Registrar.

3.0 Change of Course

Only registered students shall be allowed to change a course within one month at the beginning of the Semester in their first year. Any students who wish to change a course shall formally apply to the Academic Registrar through the Dean Faculty using form **3I “Change of Course Form”**. A fee shall be charged after a month.

4.0 Exemptions

To be applied for in the first month of the semester after admissions to the Academic Registrar through the Faculty Dean. Any student who holds a Diploma in the same discipline and passed with a 60% and above shall be exempted from the study of certain courses at the next level if he/she has applied. This will be done in the first one month into the semester using **“Form 3G Exemption Form”** to the Academic Registrar through the Dean of the respective Faculty.

4.1 Exemptions based on General Courses offered at Ndejje University:

This shall apply to only Institutions approved by National Council of Higher Education and shall not exceed courses offered in one year for a three-year course or two years for a four-year course. A fee for each exempted paper determined by the Ndejje University Senate.

4.3 Exemptions on basis of Professional Qualifications:

This shall apply to the Curriculum of Professional Training Bodies. A fee shall be charged per paper as determined by the Ndejje University Senate.

5.0 Credit transfer

A student wishing to transfer the credits units from one University to Ndejje University shall be allowed to do so by writing to the Academic Registrar through the Faculty Dean using form **3H “Credit Transfer Form”**. Credit transfer shall be effected for students from Chartered Universities. Credit transfer fees per paper shall be determined by the Ndejje University Senate.

6.0 Registration

Students shall register in the first month of the semester using form 3L “Registration form”. Registration there after shall attract a penalty fee/charge.

7.0 Dead semester/Dead Year

A dead semester is when a student is officially granted permission to be absent for a period of one semester (17 weeks), while a dead year is composed of two dead semesters. Application for dead semester/dead year shall be within the first month of the semester using Form **3C: “Dead Year/Semester Request Form”**, recommended by the Faculty Dean and approved by the Academic Registrar.

7.1 Resuming studies after Dead Semester/Dead Year

The student shall apply for resumption using form “3E Resumption Form”.

A non-**refundable fee of 10%** of the functional fees of the semester/year shall be paid on application.

A student shall pay a non refundable fee of 25% of the functional fees in case he/she applies for Dead semester/Year **after the stipulated application period.**

7.3 Failure to apply for Dead Semester/Year

A student who fails to to apply for a dead semester/year must go back and study the missed semester/year and shall pay full fees for current semester plus all the functional fees for the missed semester as a penalty/charge.

8.0 Audited Courses

A student may study an additional Course Unit which may be examined but not graded, and shall be indicated in the results as an Audited Course (AC). Audit fee shall be charged as a missed paper. The total number of audited courses shall not exceed two papers done in separate semesters. A student shall apply for auditing a course using Form “**3K Course Auditing Form**”

9.0 Missed Papers

If a student misses examination with valid evidence, he/she shall be required to sit the exam as a repeat paper (**ST/SP**)**RP=MF and shall be charged Missed Paper Fee(MF).**

10.0 Dropping out of a Course

If a student drops out of a course;

1. No refunds of payments to such students shall be made.
2. No transfer of money to an account of another student or purpose shall be made

A student who has paid fully and registered but does not sit exam due valid reasons¹ such as sickness, accidents etc shall be required to apply for “absence from examinations” using form 3D “**Absence from Examination Form**” to the Academic Registrar through the Faculty Dean.

11.0 Financial Relief (Applies to Finalist and Second Year Students)

A student, who has registered and paid **at least 80%** of the semester fees, but is unable by the time exams commence to raise the 20%, may apply for financial guarantee through the Bursar’s office using form 3A

1 The reason must be supported by documentary evidence.

“Financial Guarantee Form”. If a student defaults he/she shall be required to pay a fine equivalent to value of the financial guarantee given and his/her results with held while he/she clears the balance.

12.0 Students with incomplete fees after registration

A student, who has paid 60% of the fees and registered, but is unable to complete the payment before commencement of examinations shall sit papers commensurate to the amount of tuition paid.

13.0 Repeat

If a student fails a paper with a grade below 50%, that paper shall be regarded as a repeat. Formula: $(ST/SP)RP=RF$ where **ST**-Semester Tuition Fees; **SP**-Total Semester Papers; **RP**-Papers to be Repeated; **RF**-Repeat Fees per paper. In addition the student shall in addition pay examination fees.

14.0 Appearance before the Disciplinary Tribunal

A student shall appear before the Disciplinary Committee after evidence of the offence committed has been obtained and a fee shall be charged as determined by the Ndejje University Senate.

15.0 General Appeals

When a student is aggrieved with the ruling of the tribunal, he/she shall have an opportunity to appeal to the Academic Registrar through the respective Faculty Dean or relevant bodies using a form “**3F Appeal Form**”.

16.0 Refunds

(a) Course not offered during a particular semester: Refund can be made if the student registered and the course is not available/offered.

(b) Failure to report: No refund shall be made if a student is admitted, committs payments but fails to report

17.0 Excess payment:

Students sponsored by Institutions, but decide to pay for themselves due to delays by the sponsors; shall be refunded after the Institutions pay the University but with 10% surcharge fee on processing.

18.0 Deaths:

There shall not be refunds following demise of a student

19. Access to Exam Results

Results shall only be released to students who have paid fully and have no pending malpractice cases against the University.

20. Re-Registration

If a student disappears for a period of course duration, that person shall be de-registered and required to re-apply for reinstatement using form 3J **“Reinstatement Form”** and pay 100% of the functional fees of semester as a penalty.

21.0 Academic Progress

A student shall be allowed to progress when he/she has fulfilled all obligations of the University, which include but not limited to: Financial and Academics. For a student who has failed 3 or more papers in the same semester, will not progress to another level before passing those papers. These papers shall be paid for as repeat papers. In case a person fails a repeat paper more than 2 times he/she shall be discontinued from the University.

22.0 CHARGES

	ITEM.	PROPOSED	US DOLLAR RATE
SUPPLEMENTARY FEES			
A.	Research and Projects/Proposals		
1	1. Diploma	100,000/=	\$60
	2. Undergraduate	170,000/=	\$102
	3. Graduate Research	1,000,000/=	\$600
	4. Engineering (Projects)	400,000/=	\$240
B	Internship and Fieldwork Placements		
	Block Placement	350,000/=	\$210
	Internship/Field Work	250,000/=	\$150
	Industrial Training		
	Information Technology	400,000/=	\$240
	Engineering	500,000/=	\$300
	School Practice		
	Graduate	400,000/=	\$240
	Undergraduate	300,000/=	\$180
	Practical's IT & Engineering	300,000/=	\$180
C	Admissions		
	Application for admission:		
	Undergraduate	50,000/=	\$30
	Graduate	70,000/=	\$42
	Admission Fee	100,000/=	\$60
OPTIONAL FEES			
A	Switching Programs		
	Change of Programme	80,000/=	\$48
	Change of Faculty	80,000/=	\$48
	Change of Course in the same Faculty	80,000/=	\$48
B	Change of Campus		
	Change of Campus (Main to Kampala)	100,000/=	\$60
	Change of Campus (Kampala to Main)	50,000/=	\$30

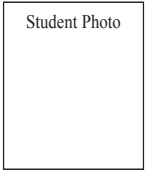
C	Certificates		
	Certification of Academic Documents	5,000/= Per Copy	
	Transcript	50,000/=	\$30
	Partial Transcript	50,000/=	\$30
	Loss of Transcript	50,000/=	\$30
	Verification of documents		
	Single Verification	100,000/=	\$60
	Block Verification	500,000/=	\$30
D	Exemptions		
	Papers Exempted	100,000/=	\$60
		150,000/=	\$90
	Professional Courses Exemption	150,000/=	\$90
E	Credit transfer		
	Credit transfer Per paper	100,000/=	\$60
F	Appeals		
	General Appeal Fee (Examinations, forgery etc)	100,000/=	\$60
	Disciplinary Appeal Fee	100,000/=	\$60
G	Examinations		
	Repeat fees	ST/SP×RP	
	Missed Papers	ST/SP×MP	
	Special Paper for third year students	200,000	\$120
	Late Examination Clearance	50,000/= to 100,000/=	\$30-60
	Remarking failed papers	100,000/=	\$60

	Late Clearances -In-service	50,000/=	\$30
H	Dead Semester/Year		
	Fees for any form	50,000/=	\$30
	Absconding	100% of the Functional Fees on top of requirement	
	Dead Semester	10% of the Semester Functional Fees on top of requirement	
	Dead Year	10% of the annual Functional Fees on top of requirement	
	Applying for a dead semester after one month	A non-refundable 25% on functional fee to be charged.	
	Appearing after expiry of set years of study	Such a student shall pay 100% of the functional fees.	
I	Penalty on Registration		
	Semester/Regular Registration After One Month	50,000/=	\$30
	Semester Registration After 2 nd Month	100,000/=	\$60
	Semester Registration After 3 rd Month	150,000/=	\$90
	In –Service After days	30,000/=	\$30
	In – Service after 2 weeks	50,000/=	\$30
	Registration when Examinations are about to start like 4 th Month	200,000/=	\$120
J	Students Identifications		
	Identity Card Replacement	25,000/=	\$15
	Meal Cards Replacement	20,000/=	\$12-48
		80,000/=	

	Registration Cards Replacement	40,000/=	\$30
	Exams Clearance Cards Replacement	50,000/=	\$30
	Theft of Cards	100,000/=	\$60
K	Library		
	1 st day a book is overdue	2000/=	\$1
	Each subsequent days a book is overdue	5000/=	\$3
	Phone ringing in Library	10,000/=	\$6
	Noise made in Library	10,000/=	\$6
	Vandalizing books in the Library	Twice the cost of the book	
	Loss of Book	Cost of the book	
L	Others		
	General Applications	50,000/=	\$30
	Processing fees for refund on excess fees	10% of the Amount.	
	Rules and Regulations	10,000/=	\$6
	Audited Courses	Equivalent to a Semester paper fee	
	Appearing before disciplinary committee	100,000/=	\$60

APPENDIX 1

SERIAL NO.



NDEJJE UNIVERSITY

Financial Credit Guarantee Form.

Form 3A Part I

In the matter of Financial Credit betweenherein known as the (borrower) on the one part, and Ndejje University herein referred to as the (lending university on the other part, whereby the borrower promises as hereunder:

Ibeing a resident ofLC I in Sub countyofDistrict, and at P.O Box registered on mobile phone numbers and.....; desirous that lending University offers me financial credit of days for and on behalf of a student of ; who is pursuing a certificate/diploma/degree of.....under registration number/...../...../...../.....; within the Faculty of in theyear of study for semester of academic year.....do here by apply for financial credit of UGX.....to used by the said student for..... days starting from this day to.....both days inclusive to enable her/him attend lectures and/or sit examination¹ in papers specified in schedule attached hereto.

I promise that I shall redeem this promise by depositing the money in the lending university's bank account at.....bank under the student's Bank Code no.....

If I fail to honor my promise on the said date, I authorize the University to exercise its right to recover its due money for the promise (herein above) from my bank account No titled maintained at Branch and to offset any direct and indirect charges of 10% as compounded per month on the loaned amount as a results inability to honor my promise. This promise is irrevocable unless redeemed by cash payment or by bank discharge as herein stated.

Signed and sealed at Kampala by the borroweron this day of(month) in the year.....; Signature.....

Part 2

For Bank Purposes

Ibeing Manager ofBank atBranch , do hereby confirm receipt of this promise, and agree for myself and my successor in this office to remit the amount due to the lending university as promised by the borrower amounting to UGX to the university's bank on account and Branch..... immediately on receipt of confirmation from the university that my customerholder of account number has failed to honour the promise made in this covenant on promised date ofas herein above stated.

.....
Manager

.....
Signature, Bank Stamp and Date

Part: 3

OFFICIAL USE BY NDEJJE UNIVERSITY

Arrangement Accepted as requested /Not accepted/ modified as

.....
.....

Approved by (Name and Title).....

Stamp and Date.....

Recorded in Promissory notes folder Folio.....

By : Name and Title.....

Signature and Date.....

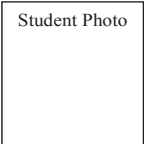
RECOVERED: on Date ----- by (name) _____

Value recovered UGX (Principal Sundry Income.....)

Means of recovery: Voluntary/Enforced through bank

Signature, Stamp and date.....

APPENDIX 2



SERIAL NO.



NDEJJE UNIVERSITY

CHANGE OF PROGRAM/ FACULTY /CAMPUS FORM.

FORM 3B

NAME.....

REG NO. Sex.....

Year of study..... Serial No.....

Course..... Program.....

Campus.....

Current program/ Faculty/ campus.....

Receiving program/faculty/ campus

Reason for change

New program/Faculty/ campus

Email address.....

Phone contact.....

Signature.....Date.....

For Official Use Only.

Head of Department

Signature.....Date.....

Dean Faculty of Social sciences.

Signature

Verification of payments.....

Bursar's office/ Representative.....

Signature and stamp.....Date.....

Academic Registrar's Office

Signature.....Date.....

APPENDIX 3

Student Photo

SERIAL NO.



NDEJJE UNIVERSITY

DEAD YEAR/SEMESTER REQUEST FORM

FORM 3C

NAME.....

REG NO. Sex.....

Year of study..... Serial No.....

Academic year.....

Course..... Program.....

Reason for request of dead year/ semester.....

Year / semester expected to resume studies.....

Phone contact.....

Email address.....

Signature.....Date.....

Parent/Guardian's name.....

Next of kin.....Contact.....

Place of residence.....

Phone contact.....

Email address.....

Sponsorship: Name of sponsor.....contact.....

Email address.....

Signature.....Date.....

For Official Use Only.

Dean of Faculty. Signature Date.....

Academic Registrar's Office

Signature.....Date.....

APPENDIX 4

Student Photo

SERIAL NO.



NDEJJE UNIVERSITY

ABSENCE FROM EXAMINATION FORM.

FORM 3D

NAME.....

REG NO. Sex.....

Year of study..... Serial No.....

Faculty.....

Course..... Program.....

Faculty/ campus.....

Reason for application for not writing exams

.....

NB. A student to apply on this form must have paid at least 60% of fees.

Sponsor's nameContact.....

Testify that Money is now available.....

Signature.....Date.....

For Official Use Only.

Head of Department

Signature.....Date.....

Dean Faculty.

Signature Date.....

Verification of payments.....

Bursar's office /Representative.....

Signature and stamp.....Date.....

Academic Registrar's Office

Signature.....Date.....

APPENDIX 5

Student Photo

SERIAL NO.



NDEJJE UNIVERSITY

ACADEMIC RESUMPTION FORM.

FORM 3E

NAME.....

Course..... Program.....

REG NO. Sex.....

Faculty..... Program.....

Year of study.....

Phone contact.....

Email address.....

Year / semester of drop out.....

Reason for dropping out.....

Academic year of resuming studies semester.....

Name of sponsor..... contact details.....

Email address.....

Signature..... Date.....

For Official Use Only.

Signature..... Date.....
Head of department

Dean Faculty

Signature Date.....

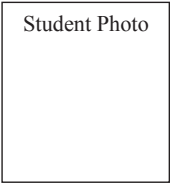
Verification of payments.....

Bursar Date.....

Approved by: Academic Registrar

Signature..... Stamp & Date.....

APPENDIX 6



SERIAL NO.



NDEJJE UNIVERSITY
APPEAL FORM

FORM 3F

NAME.....

REG NO. Sex.....

Year of study.....

Faculty.....

Academic year.....

Course..... Program.....

Case committed.....Date.....

Punishment given.....

Reason for appeal.....

Phone contact.....

Email address.....

Signature.....Date.....

Parent/Guardian's name.....

Next of kin.....Contact.....

Phone contact.....

Email address.....

For Official Use Only.
Dean Faculty/ Dean of students.

Signature Date

Academic Registrar's Office

Signature..... Date

Decision of disciplinary committee

Signature..... Date

APPENDIX 7

SERIAL NO.

Student Photo



NDEJJE UNIVERSITY

APPLICATION FORM FOR EXEMPTION

**TO BE FILLED IN TRIPLICATE.
FORM 3G**

NAMES:..... REG. No:.....

COURSE:..... YEAR OF ENTRY..... SEMESTER

I submit my application for consideration for exemption of credits in the following subjects:

Name of Subject /Paper/Course Unit	Score and Grade attained
01.....
02.....
03.....
04.....
05.....
06.....
07.....
08.....
09.....
10.....
11.....
12.....

1. Exemption will only be granted in subjects where the student obtained 60% and above.
2. Exemption fee per subject is Ushs. 100,000/= and 150,000/= for Ndejje graduates and others, respectively payable on approval by the Dean of School/Faculty.
3. Attach proof of payment before submitting the copy to the Academic Register.

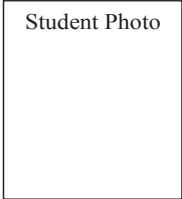
This form is obtained at accost of Ushs.50,000/= being verification and processing fees.

FOR OFFICIAL USE ONLY

Remarks/ Signature by:
Dean/ Head of Department _____
Signature and stamp _____

Academic Register: _____
Signature and Stamp _____

APPENDIX 8



SERIAL NO.



NDEJJE UNIVERSITY

APPLICATION FORM FOR CREDIT TRANSFERS

TO BE FILLED IN TRIPLICATE FORM 3H

NAMES:..... REG. No:..... COURSE:.....YEAR OF ENTRY.....SEMESTER PREVIOUS INSTUTION.....

I submit my application for consideration for transfer of credits in the following subjects:

Table with 2 columns: Name of Subject, Score and Grade attained. Rows 01-18, divided into Part A and Part B.

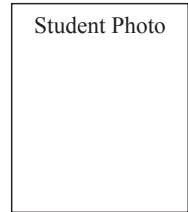
- 1. Transfer of credits only applies to students who may wish to relocate from other Universities, to Ndejje University, on the normal Degree or Diploma programs. 2. Transfer will only be granted after presentation of content from a previous university. 3. Diploma students will be allowed to transfer up to 12 subjects (Part A). Degree students can transfer up to a maximum of 18 transferable courses only. (Part A and part B). Ndejje University will not admit students progressing to their third year of study. 4. This form is obtained at a cost of Ushs. 50,000/= being verification and processing fees.

FOR OFFICIAL USE ONLY

Remarks by Head of faculty/Department Signature and stamp Remarks by Academic Registrar: Signature and Stamp

APPENDIX 9

SERIAL NO.



NDEJJE UNIVERSITY

CHANGE OF COURSE FORM.

31

Name.....

Reg. No.

Current Course.....

Year of study.....

New course.....

Reason for change of course

.....

Signature Date.....

For official use.

Head of current department/course.

Signature Date.....

Head of receiving Department/Course

Signature..... Date.....

Verification of payments.

Bursar's office..... stamp.....

Faculty Dean.

Signature Date.....

Academic Registrar's Office

Signature..... Date

APPENDIX 10

Student Photo

SERIAL NO.



NDEJJE UNIVERSITY

APPLICATION FOR REINSTATEMENT

AFTER EXPIRY OF NORMAL STUDY PERIOD.

FORM 3J

Name.....

Previous Reg. No.New Reg No.....

Course..... Program.....

Year of study.....

Missed Papers

Year of study.....semester.....course code.....Paper.....

Reason for Absence

SignatureDate.....

For official use.

Head of department/course to confirm the missing papers

SignatureDate.....

Verification of payments.

Bursar's office.....stamp.....

Outstanding Balance.....

Current bill including reinstatement UGx.....

Faculty Dean

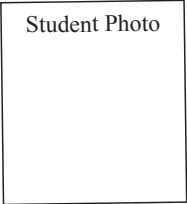
SignatureDate.....

Academic Registrar's Office

Signature.....Date.....

APPENDIX 11

SERIAL NO.



NDEJJE UNIVERSITY

AUDITING COURSE FORM.

3K

Name.....
Reg. No.
Current Course..... Program.....
Year of study.....
Audited course.....
Reason for change of course
Signature Date.....

For official use.

Head of current department/course.
SignatureDate.....

Head of receiving Department/Course
Signature.....Date.....

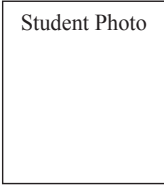
Verification of payments.

Bursar's office.....stamp.....
Faculty Dean.
SignatureDate.....

Academic Registrar's Office
Signature..... Date

APPENDIX 12

SERIAL NO.



NDEJJE UNIVERSITY

STUDENT REGISTRATION FORM 3L

The completed form must be taken to the Faculty Administrator for registration.

PERSONAL INFORMATION

Reg. No. Year of study (e.g. I, II, III)
 Academic Year (e.g. 2006/7) Semester.....

Title: Mr. Mrs. Ms. Surname
(Names as they appear on your academic documents)

Other names

Marital status (tick) Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced <input type="checkbox"/>	Gender (Tick)	Citizenship/Nationality	Date of Birth (attach Birth Certificate)		
	Female <input type="checkbox"/> Male <input type="checkbox"/>		DD	MM	YY
Religious affiliation	Residence Hall	District of origin			
Postal Address					
Tel (s) Email					

Next of Kin (in case of an emergency (indicate name of person to be contacted))

Name	Postal/email address	Telephone	Relationship

SPONSORSHIP: Specify name of sponsor Tel:

Addressemail:

ACADEMIC INFORMATION

Course offered	Day	Evening	Weekend
Programme (tick)			

Course Units to be registered for the Semester (refer to course information leaflet)

(A) Subjects/Course Units registered for the Semester

Course Code	Course Unit Name

(B) Subjects/Course Units to be **RETAKEN/REPEAT/SUPPLEMENTARY** – Applicable to continuing students only;

Course Code	Course Unit Name

Note:

- 1) Only courses relevant for a specific semester can be registered e.g. in semester I only subjects/courses specified for semester I can be registered for.
- 2) According to the semester regulations a student can take courses whose total Credit Units (semester load) do not exceed the approved Credit Units.

DECLARATION:

- A) I..... declare to the best of my knowledge that the information given above is correct.
- B) I do undertake to seek the truth, study diligently, obey all the University rules and regulations exercising DISCIPLINE and promote the good of the University and every body.

Student's Signature:Date:

Registration Card No.

.....**FOR OFFICIAL USE ONLY**.....

This is to certify that the above named student has been registered as a University Student for the course/programme offered this academic year.

NAME Title

Signature: Date:

Authorized University Officer on behalf of the Faculty

.....
Academic Registrar

.....
SIGNATURE

.....
DATE

This registration certificate is valid for this serving semester.

(All students MUST fill this form in Triplicate)

Ndejje University is committed to maintaining its position at the forefront of education, research and community service; in line with the enduring motto of the institution: “Fear of God Brings Knowledge and Wisdom”.

The University awards are internationally recognized.

The vast majority of Graduate students are able to make a significant contribution to the development of the country and globally.

Good luck in your future endeavors at Ndejje University.