

# BISHOP STUART UNIVERSITY



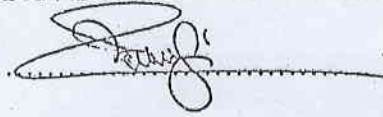
## UNIVERSITY REGULATIONS AND GUIDELINES FOR STUDENTS

2018

DECLARATION

Approved and adopted by Bishop Stuart University Administration on .....day, in the month of .....in the year of our Lord 2018

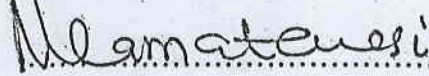
REV.MUHANGI FRANCIS - Dean of Students

 10/8/2018



Approved and adapted by Bishop Stuart University administration on ..... Day of the month of ..... In the year of our Lord 2018

Prof. MAUD KAMATENESI MUGISHA (PhD)



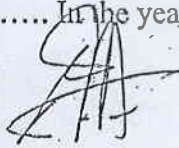
Vice Chancellor

Bishop Stuart University, Mbarara.



Approved and adapted by Bishop Stuart University administration on .....<sup>18<sup>th</sup></sup> Day of the month of ~~OB~~..... In the year of our Lord 2018

Prof. ELLY SABIITI



Chair Council

Bishop Stuart University, Mbarara.

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## **The Preamble**

All civilized people, Nations, Organizations, Communities, Institutions, etc. have Constitutions, Rules, Codes Of Conduct, Regulations, Charters and Guidelines for law and order to facilitate a conducive environment for development.

Like such organizations, Bishop Stuart University (BSU), especially the student's community, shall adopt these regulations and guidelines as the law.

Law has two edges i.e. for people's freedom, liberation and for imprisonment. People who operate within the law are free by the law. Those breaching the law are subsequently caught by the law, fined or imprisoned.

The Bishop Stuart University rules and regulations contained in this booklet are for the students' freedom esteem, moral growth, reasonable performance, development and creation of a world of realized potential within God's Reign.

Any member of BSU has the obligation to report to the authority concerned any person who is in infringement of the University Rules who comes to his/her notice and to check immediately any disorderly conduct or any breach of the Rules whenever and wherever they may occur so as to enable the rules to cause a positive change. Students are not only supposed to be willing to change but they are also obliged to change.

Any member of the University has the obligation to report to the authority concerned any infringement of the University rules which comes to his/her notice, and to check immediately any disorderly conduct or any breach of these regulations whenever they may occur.

These rules are subject to revision from time to time.

# General Information About Bishop Stuart University

## 1. Status of Bishop Stuart University:

Bishop Stuart University is a Chartered Christian founded Institution of higher learning, non profit and non partisan, owned by the Anglican Church of the Province of Uganda Diocese of Ankole.

## 2. Vision:

A University for recreating a society with Academic Excellence, Entrepreneurship and Christian Values.

## 3. Mission:

To produce Multi-sectorial leaders/operators who know the way, show the way and go the way.

## 4. Core values:

- a) Academic Independence and Excellence
- b) Faith in Jesus Christ as Lord and Savior
- c) Pursuit of knowledge and ingenuity
- d) Compassion
- e) Relentless service to society
- f) Moral Integrity
- g) Accountability
- h) Transparency.

## 5. Objectives of the University:

To develop effective strategies for preservation and extension of knowledge through teaching and research.

- (a) To provide instruction to all the students admitted to the University and make provision for the advancement and stimulation of intellectual life to humanity.
- (b) To offer academic programmes and courses which are relevant to the changing needs of Uganda, and other parts of the world in their struggle for socio-economic development. A holistic approach will be adopted where men and women will develop their full



potential academically, spiritually, and physically, thus making them productive in their communities.

- (c) To guide students to understand and accept themselves, their individual needs and talents, and to develop their potential for quality and productive life and service.
- (d) To offer students an opportunity to commit their lives to Jesus Christ and to equip students to live according to Christ's great commission (Matthew 28:18-20).
- (e) To play an effective role in the development and expansion of University Education in Uganda, Africa and beyond.
- (f) To provide resources for University Education, training, research and community service.
- (g) To appoint staff and approve programs.
- (h) To conduct research which increases knowledge in general and makes a positive contribution to the national and international academia.
- (i) To assist in the preservation, processing, transmission and dissemination of knowledge.
- (j) To stimulate intellectual and cultural development of students.
- (k) To conduct examinations and assessment for the grant of the Degrees, Diplomas, Certificates and other Awards of the University.
- (l) To provide a balanced programme and experience for harmonious and holistic development of students and staff.
- (m) To carry out other functions as may be permitted and approved by the University Council.

#### **6. The Worship Norms:**

As a Christian founded Institution, Students and Staff are expected to value, respect and practice God-fearing behavior through worship forms consistent with those of the founding Anglican Church of Uganda.

## CHAPTER ONE

### **I. Attendance of lectures or Tutorials**

- (a) The primary function of the University is to provide teaching, research and community service. Therefore, a student is expected to attend all lectures, tutorials, tests, examinations and all scheduled courses.
- (b) Non-attendance due to illness or other sound causes shall be authorized by the Dean of students on the recommendation of the Head of Department and the University Medical Officer.
- (c) All students must submit Course Work at least three weeks before sitting the end of semester examinations. Any student who will not have done all course works and tests, shall not be allowed to sit for examinations.
- (d) The relevant Department will issue a certificate of due attendance to a student before examinations are taken provided, he/she will have attended at least 75% of the time allocated to any course.

## CHAPTER TWO

### STUDENTS' CONDUCT

#### 2. Students' General conduct

- (a) Any student who is found under the influence of alcohol or intoxicating drugs commits an offense and is liable, upon being guilty, to will have to appear before the Disciplinary Committee for reprimand, suspension or dismissal.
- (b) A student disobeying lawful instructions, trespassing or interfering with the University authority, mobilizing others out of a lecture or library or any university activity shall be guilty of an offense that would call for disciplinary action against him or her. A student found guilty under this paragraph may be suspended or dismissed
- (c) Any student involved in fighting, inciting violence, use of vulgar or offensive language or indulging in any violent behavior towards any member of the University or the public will face the disciplinary committee and liable to, be suspended, or dismissed
- (d) A student who will be found indulging in sexual misbehavior with a fellow student, staff member or a public member shall face the disciplinary committee and parents/guardians shall be involved. A student found guilty under this offence is liable to suspension or dismissal.
- (e) Cohabitation among students or between a student and any other person is strictly prohibited and any student who is found cohabiting with a fellow student or any other person commits an offence and upon conviction, is liable to dismissal.
- (f) Any student who takes or uses an unauthorized electric appliance in any undesignated place in the University shall face the disciplinary committee and upon conviction, is liable to pay a reasonable sum of money.

Any student who carries out ironing or cooking in undesignated places will face the disciplinary committee and upon conviction is liable to pay a reasonable sum of money.

### 3. Pregnancy:

A student who gets pregnant or impregnates someone (either on campus or outside campus) out of wedlock commits an offence. The University Disciplinary Committee shall take action against any student who breaks this rule irrespective of their faith. A student found guilty under this offence is liable to be suspension or dismissal.

### 4. Demonstrations:

(i) No students will be allowed to put up any road-blocks on the campus roads, or organize demonstrations or participate in demonstrations, unless when given permission. All demonstrations shall only be authorized by the Vice Chancellor, the Dean of Students should provide prior application for the intended peaceful demonstration from the person or group intending to demonstrate not less than 48 hours before, and only if police permission has been obtained.

(ii) No student shall be allowed to put up any road blocks on public roads or organize demonstrations or participate in demonstrations unless authorized by the Vice Chancellor and permitted by Police.

### 5. Dress code

(i) University students shall not dress in a sexually provocative manner. Miniskirts and all clothes that expose the sensual body parts shall not be allowed in the University. Any female student who puts on skimpy dresses shall be asked to leave University premises and will not be readmitted to campus until she dresses decently.

(ii) Students are not permitted to put on caps, hats or shorts during lectures and examinations, or other things of a similar nature.

(iii) Braiding, plaiting of hair and putting on earrings, or any other thing of a similar nature is strictly prohibited for male students. Contravention of this provision shall result in suspension or dismissal.

## 6. Correspondence:

- (a) All official correspondences concerning the University, either invitation letters or reports by students to government or other official bodies within and outside Uganda shall be channeled through the Dean of Students who will authorize them in liaison with the University Public Relations Officer and with the approval by the Vice Chancellor.
- (b) No student or group of students shall print, publish, and disseminate or otherwise circulate any information about the university without permission from the Public Relations Office. Any student found guilty is liable to face the disciplinary committee and if found guilty, shall face suspension or dismissal.
- (c) Any student or student leader who holds a press conference on matters concerning the university, either off or on University without obtaining clearance from the Dean of Students, Public Relations Officer and the Vice Chancellor shall be guilty of an offence.
- (d) A student or group of students who purport to represent the university in any form without the written permission from the Dean Of Students, Public Relations, and Vice Chancellor correspondingly, shall be guilty of an offence and liable to disciplinary proceedings.
- (e) Unauthorized banners, posters, and notices are prohibited from university premises.
- (f) No student shall undertake or participate in activities outside the university without obtaining permission from the relevant university authority.
- (g) A student or group of students who with ill-intent publish or disseminates or otherwise circulates any false or fabricated information or pictures of any sort about the University authority, staff, or fellow student shall be guilty of an offense. Anyone who contravenes this provision will face the Disciplinary Committee that may recommend, suspension or dismissal.
- (h) A student, students' government, student association or group of students of any description in Bishop Stuart University shall not print or issue any circular without the name and signature of the person issuing it.

(i) A student shall not undertake any activity outside the normal academic semester programme without prior arrangement with Head of Department and the Academic Registrar. Any student affected under this personal arrangement, shall not demand for remedial consideration for class work, test or exam.

#### 7. Keeping cars, motor vehicles and motor cycles on the campus

(a) A student who keeps his/her motor vehicle/cycle on campus does it at his/her own risk. And all parking for students should be in the students' designated places. Any student found vandalizing any car or university property is liable to punishment.

(b) Reckless driving and over-speeding beyond 20km per hour on campus is prohibited.

A student who contravenes regulation 7(a) and (b) commits an offense and is liable to disciplinary action or dismissal.

#### 8. Cleanliness

(a) Every student shall dress in a neat and descent manner. Resident students are expected to clean their rooms in the halls of residence as directed by the Custodian/Warden.

(b) Students shall not be expected to litter the University premises, but dispose off all the rubbish in the designated rubbish areas.

## CHAPTER THREE

### UNIVERSITY PROPERTY

#### 9. LIBRARY AND COMPUTER LABORATORY

(i) Students shall not steal or damage University text books, Computer accessories from the Library or Computer Laboratory or from anywhere in the University premises. A student who contravenes rule 9(i) commits an offence and upon conviction is liable to replace the damaged the property.

(ii) Any student who borrows a book from the library is supposed to return it at the stipulated time, but upon failure to do so, a penalty fee shall be levied against the student.

(iii) Students shall not pluck out a particular section or topic of interest from a given text book and if anyone is caught in contravention of this provision, he/she shall be liable to suspension and/or the fine of buying two (2) extra copies of the book.

(iv) Any student caught stealing computer accessories or Library book will be liable to a fine and or suspension or both plus the replacement of the vandalized part at the prevailing market price.

#### 10. Moving University Property:

No University property of any description shall be taken from its intended place without the written consent of the Head of Department concerned. Any student who intentionally damages any University property shall be asked to pay its full cost at the prevailing market price.

#### 11. Use of University offices:

No student shall hire or pay any employee of the University during that employee's working hours for personal services. It shall be an offence for a student to give or demand a bribe or tempt any University official for a favor to deliver a service related to

their work. A student who contravenes rule 11 is liable to disciplinary action or dismissal.



## CHAPTER FOUR

### HOSTELS AND HALLS

#### 12. Visitors in Officially Registered Hostels/Halls

- (i) Halls of Residence and Hostels that are officially under the management of the University, shall be manned by the Office of the Dean of Students.
- (ii) Every Hall/Hostels shall have a Common Room where students gather.
- (iii) All visitors, shall identify themselves to the security officer, custodian or Warden before gaining entry and shall stop in the common room.
- (iv) the security officer shall search the visitor or student either on entering or on leaving the campus or hall of residence.

#### 13 Mandatory residence and Vacation from University hostels/halls of residence

- (i) On returning from vacation, students must report on time as stipulated by the administration.
- (ii) Students joining the University for the first time shall be in halls of residence on the appointed day. Any student unable to do so shall inform the Academic Registrar and Dean of Students through his or her parent/ guardian for exemption
- (iii) All students shall vacate their residence during vacation.
- (iv) Permission to remain in residence shall be given by the University Secretary on recommendation from Dean of Students. This shall only apply to students on University official duties not academic reasons.
- (v) No theology student shall sleep outside the University hostel during the University semester/ session without permission.
- (vi) Time for closing the University gates shall be 10:30pm and those going for University official activities shall access the university premises with permission from the responsible University Department.

## CHAPTER FIVE

### COMPLAINTS PROCEDURE

#### **14. Guidelines for handling complaints between students and staff concerning academic matters**

- (i) Walk in and talk to the staff concerned and express a complaint frankly and respectfully. This should initially be done verbally.
- (ii) If there is no solution, the student should present the complaint in writing to the Head of Department with a copy to the Lecturer concerned.
- (iii) Where a student has reasonable cause to believe regulation 14(i) shall result into prejudicial treatment, he or she may report directly to the HCD.
- (iv) If there is still no solution, the student should present the complaint in writing to the Dean of the Faculty who will arbitrate between the student(s) and the staff concerned in the hope of finding a solution.
- (v) If a student is not satisfied with the outcome or proceedings in 14(iv), he or she shall appeal to senate.
  - (vi) Non-academic complaints shall be handled Dean of Students office, if the matter is not resolved, it shall be forwarded to higher offices or disciplinary committees.

## CHAPTER SIX

### REGISTRATION AND INFORMATION

#### 15. Notice Boards

Student should always check the Notice Boards and attend community hour for any for any information from Administration, Departments, Academic Registrar's, Chaplaincy, faculties, Dean Of Students etc.

#### 16. Identity Cards and Passbooks

Each student must have an Identity Card and passbook obtained from the Academic Registrar. Any student who loses his/her Identity Card or passbook must report immediately to Dean Of Students office and to the police. The Academic Registrar may issue a new Identity card or passbook after the appropriate Charges have been paid.

#### 17. Payment of University Dues:

- (i) Payment of university dues shall be done through the University Bank Accounts as shall be specified from time to time. A student is expected to pay all the fees of the semester/session in the bank. In a situation where the student is unable to pay full fees, then he/she must obtain a financial Guarantee from the University Finance officer.
- (ii) Any student caught with forged documents such as banks slips, Identity Card, Registration card, clearance card or Examination Card will be liable to disciplinary action and may be handed over to the police.
- (iii) A student who is a debtor to the University shall not be allowed to sit his/ her examinations, graduate or receive Academic Transcripts or any other Award.
- (iv) Guild funds shall be budgeted for and accounted for by the Student Guild in accordance with the financial policy of the University.

#### 18. Registration

##### Procedure

- i. Students after paying fees, shall have their financial statements verified by finance office

- ii. The students shall be required to present verified statements to Registration Office (AR's Office) and be registered,
- iii. The registered students shall have their registration Passbooks (Proposed) stamped either Half or Full registration (Yellow or Green).
- iv. Registered students shall be required to register with their faculties (Course Unit Registration)

#### Other conditions for registration

- i) A student shall be required in the offices (AR & Finance) for registration ONLY if he/she has made deposits in the bank up to at least 50% of total fees by the set deadlines. Therefore students shall not be limited in the number of fees deposits or amount to be deposited.
- ii) A student shall be cleared for exams any time provided he/she has cleared University fees to zero balance.
- iii) Only fully registered students shall appear on examination list (Students shall be signing against their names on the examinations lists).

#### BENEFITS OF PROPOSED STUDENT REGISTRATION PASSBOOK

1. The Registration passbook has provisions for Half and full registration (colored Yellow & Green)
2. The Registration passbook can be used by a student for his/her entire period of study at BSU (*can be used up to 5 years*)
3. The Registration passbook has provisions for Faculty course units registration (just for the faculty to own students)
4. The Registration passbook has provisions for registering dead year/semester, resuming studies and retakes
5. Full Registration provision in the passbook shall also be used as examination permit/card
6. With this Registration passbook, it is easy to track a student registration history at BSU.

## CHAPTER SEVEN

### 19. Examinations

#### A. General Rules

Any student/candidate who;

1. Sits for exams must have the following documents
  - a) Registration pass book,
  - b) A valid BSU student's identity card.
2. Sits or attempts to sit the examination with invalid or forged or false documents,
3. Does not cross out all unused pages within the examination booklets,
4. Does not sign on the attendance lists on submission of examination answer booklet,
5. Enters the examination hall/room later than 15 minutes after the examination has commenced,
6. Leaves the examination hall/room earlier than 30 minutes after the examination has commenced except in emergencies with the express permission of the invigilator,
7. Carries out a conversation or any other communication with another student once the examination has commenced or make consultations from another student.
8. Indulges in any disruptive conduct including, but not limited to, shouting, assault of another student/ candidate, using abusive and/or threatening language, destruction of university property or property of another student.
9. Takes out of the examination room answer booklet(s), used or unused.
10. Neglects, omits or in any other way fails to follow lawful instructions or orders issued by the invigilators.

Commits an offence and is liable on conviction to;

- i) Caution and cancellation of the relevant examination or
- ii) Cancellation of the relevant examination and suspension from the university not exceeding two years, or
- iii) Dismissal from the university

#### B. Cheating in examination room

Any student/ candidate who;

1. Attempts or takes in to the examination room, in person or by agent, unauthorized materials including, but not limited to, plain papers, condensed/summarized notes,

books on which information is written or information written on any part of the body, recording apparatus, mobile phones or any unauthorized electronic equipment or on the answer booklet etc.

2. Copies from any other candidate / student during examination,
3. Aids and or helps another candidate to copy from a script/book of another person,
4. Exchanges answers with another candidate / student in or outside the examination room,
5. Collaborates with another candidate / student in the examination room to use telephone discussions and share material including calculators and other electronic equipment.
6. Hand writes any information regarding the examination on the examination question paper.

Commits an offense and is liable on conviction to;

- i) Caution and cancellation of the relevant examination / school practice/internship or
- ii) Cancellation of the relevant examination/school practice / internship and suspension from the university for a period not exceeding two years.
- iii) Dismissal from the University

#### **21. Married students:**

- (i) Married applicants who satisfy entry and other requirements can register for any course. Such students may on application be granted permission to be non- resident members of the University if they wish to live with their families.
- (ii) There is no special accommodation provided for married students and their families and it is, therefore, entirely the responsibility of such students to house themselves if they choose to live outside the University Halls of Residences.

**CHAPTER EIGHT**  
**ASSOCIATIONS, CLUBS AND SOCIETIES**

**22. Participation in Associations, Clubs and Societies:**

(i) All Associations must be registered with the Office of the Dean of Students, and must have a Constitution approved by the University Council.

(ii) Any Association which is not registered with the office of the Dean of Students and whose Constitution is not approved by the University Council, shall be considered to be an illegal association and its activities shall be outlawed within the University.

(iii) All Associations shall have a clear leadership structure and it must have been approved by The University Council, through The Vice Chancellor, through The Dean of Students, through The Guild.

(iv) All candidates for leadership positions in associations must be approved by the Guild, the responsible department, the responsible Faculty, the Deans of Students and the Vice Chancellor.

(v) Bishop Stuart University is non-partisan to Politics. Political Parties and political associations are not allowed to operate within the University campus.

(vi) No student is permitted to represent the University in political matters. Whoever does it commits an offense and this can lead to suspension or dismissal from the University.

(vii) No student is allowed to use the University stamp, logo, name, undergraduate gowns or emblem, or any other thing that identifies the University or other property for Political rallies or other purposes without authorization.

(viii) No student shall participate in activities outside the university without authorization from the university.

## CHAPTER NINE

### HEALTH AND THE ENVIRONMENT

#### 23. HEALTH PROTECTION

Students shall not practice prostitution (either within or outside the University), homosexuality, lesbianism, or any other sexual deviations and or be a party to or member of any group or association whose objectives are contrary to the values of the University. Any student who contravenes these provisions will be liable to Dismissal.

#### 24. ENVIRONMENTAL PROTECTION

- (i) It shall be a duty of every student, resident and non-resident, to uphold and protect the University Environment by keeping it clean.
- (ii) Students shall not throw any plastic waste or any kind of rubbish in the University premises, gardens, fields, etc.
- (iii) Any student who finds litter on campus shall pick it and drop it in a nearby dust bin(s).
- (iv) Students shall not destroy, remove or cut BSU plants or trees without obtaining permission from the relevant authority.
- (v) The University shall have a designated day in each semester for planting trees, flowers, etc. Students and Staff will be invited to participate in such an event when scheduled.
- (vi) All students are supposed to ensure that they leave the places of convenience (toilets, urinals, bathrooms) clean after they have used them. Whoever is caught doing otherwise shall be made to clean up or be forwarded to the Disciplinary Committee which shall determine an appropriate punishment which may include severe reprimand, suspension or dismissal.



## CHAPTER TEN

### COMMUNITY HOURS FELLOWSHIP

#### 25. COMMUNITY HOURS

(i) All students at BSU, irrespective of nationality, faith or tribe shall attend the community hours fellowship as designated by the Administration and no Lectures or other University activity or any other activity in the University shall be conducted during this period.

**NOTE:** Community Hour is a designated time in which, in addition to communal worship, the University Administration communicates to the students and staff.

(ii) Anyone who contravenes the above provision without any justifiable cause shall be deemed to have contravened the students' Norms, Rules and Guidelines, making him/her liable to pay a caution.

## CHAPTER ELEVEN

### 26. DEATH

- (i) In case of death of any student within the premises of the University or in the course of the semester, a student or students who have knowledge of the death shall, as soon as is reasonably practicable, inform the Guild, Warden and Dean of Students office, and Public Relations Officer without delay.
- (ii) The University authority shall inform the immediate family members or next of kin. And in the case of a death on university premises, the police shall be notified where need and also transfer the body to any nearby mortuary as they wait for the parents or next of kin's arrival.
- (iii) In case a student dies or loses a biological parent, an Omni bus is provided for transport and it is the responsibility of the students to fuel it and facilitate the driver.
- (iv) In case a registered student dies while on semester session, the University shall give some support towards the burial/funeral expenses of a registered student.
- (v) In case of loss of a registered student, the University Public Relations officer shall write a condolence message and a delegation shall be sent for burial.

## SCHEDULES

### FIRST SCHEDULE

#### SENTENCING GUIDELINES

1. Before passing a sentence or punishment under these rules, the committee shall consider the sentencing guidelines provided for in this schedule.
2. The maximum sentences or punishments provided for in these rules are not mandatory. The Disciplinary Committee has the discretion to issue the maximum sentence or punishment or a lesser sentence or punishment. In deciding the punishment to give an offender, the committee must consider among others the following:
  - i. The reformed character of the offender;
  - ii. The personal circumstances of the offender;
  - iii. The remorsefulness of the offender;
  - iv. Whether someone is a repetitive offender;
  - v. The effect of the offense committed on the University generally;
  - vi. The core values of the university;
  - vii. Rules of natural justice and equity;
  - viii. Any mitigating factor the committee considers reasonable.

### SECOND SCHEDULE

#### 1. UNIVERSITY FOUNDATIONS

Board of Trustees (Owners)

(a) University Council

(b) Committees of Council

(i) Committee of Finance, Planning and Development (CFPD)

(ii) Committee of Appointments and Staff Welfare (CoASW)

(iii) Staff Disciplinary Committee (SDisCo)

- (c) Top Management
- (d) University Senate
- (e) Academic Boards

#### **The Deans of Faculties**

- (i) Faculty of Applied Sciences
- (ii) Faculty of Business and Development Studies
- (iii) Faculty of Education
- (iv) Faculty of Law
- (v) Directorate of Graduate Studies, Research, Grants and Publications

Note: Those may change as the University grows.

## **2. THE UNIVERSITY ADMINISTRATION STRUCTURE:**

### **(a) Office of the University Chancellor**

The chancellor is a titular head of the University and shall preside at all ceremonial assemblies of the University and in the of the University confer Degrees, grant Diplomas, certificates and other academic Awards, titles and distinctions of the University, among other roles.

### **(b) Office of the Vice Chancellor:**

The Vice Chancellor is the Chief Coordinator of all Administrative, Academic and Public Relations affairs of the University. He/she is also the direct link between the University and the Government, NGOs and other Public Academic institutions within and outside Uganda. He/she is the Chairman of the University Senate.

### **(c) Office of the University Secretary:**

The University Secretary coordinates all the Administrative offices of the University. He/she is the Secretary of the University Council, all its committees and of the Management Committee meetings at the University.

**(d) Office of the Academic Registrar:**

The Academic Registrar is the Chief coordinator of all Academic matters/activities of the University; examinations and research, curriculum and he is the Secretary to Senate. The office has the following sections:

- (i) **Admissions:** This section handles matters regarding admission of students to the University.
- (ii) **Examinations:** This section also handles the responsibility of managing the complex task of conducting examinations of the University and keeping the records of current and past examination questions and scripts; registration of candidates for examinations; the marking of examinations in liaison with internal and external examiners; the issuance of examination results and statistics.
- (iii) **Transcripts:** The section also handles the important schedule of issuing Academic transcripts.
- (iv) **Academic Business:** The office handles the co-ordination of all Academic Business of the University, it produces minutes of all Senate meetings and follows up all matters arising therefrom. It liaises with Faculties over new courses and the formation of regulations and the drafting of memorandum for Council on Business from Senate.
- (v) **Ceremonies:** The Academic Registrar's Office organizes ceremonies like Graduation, installation of Chancellors, Admission of new students, etc... It also handles announcements, invitations, academic robes, drafting speeches, order of proceeding, certification, etc.

**(e) Office of the Dean of Students:**

The Dean of Students coordinates the activities of students at the University in liaison with the Student Guild. It also handles the registered Hostels in the University. Other sections under the Office of the Dean of Students include:

- (i) Sports and Recreation
- (ii) The Students Guild
- (iii) The Counselling Centre
- (iv) Clubs and Associations of the Students
- (v) University Clinic/ Students Health

**(f) Office of the University Chaplain:**

Bishop Stuart University being an Anglican and Christ-centered University, this office is committed to worshipping and serving God together as a Community. Students are warmly welcome and heartily encouraged to be part of the lively worship services through the Chaplaincy. The University Chaplain is the head of this office. He/she oversees and facilitates the spiritual welfare of the students, staff and the entire University Community. The handle the following spiritual nourishment programmes:

**(i) Main Campus:**

- (a) Two Sunday Services (i) in English and (ii) in Runyankole

**(ii) Ruharo Campus:**

- (a) One English Sunday service.

(iii) There are also other spiritual nourishment Programmes for the students in the course of their study at the University:

- (a) Care groups, ministries and other Christian based clubs
- (b) Friday weekly community worship is mandatory to every member of the University irrespective of faith. Every office/ lecturer shall close for this cause.
- (c) Christian Union Fellowship on a regular basis.
- (d) Internal and external evangelistic missions.
- (e) Throughout the year, there will be Spiritual development Retreats, Seminars, Conferences and workshops shall be held every semester by the Christian Union.

- (f) No student is allowed to invite any public figure for Christian/ Islam ministry without the consent of the University Chaplain.
- (g) All students are expected to attend general University Christian functions like Missions and BSU Week programmes. No other spiritual programme is expected to co-run with such activities.
- (h) Only three religious denominations are officially recognized and housed within the University, i.e. Anglican, Roman Catholic and Islam. Any other denomination shall fall under the Anglican Community.
- (i) Pastoral Care and counseling services are provided on a one to one basis with the Chaplains.
- (j) Roman Catholics conduct their services and night fellowships from Nganwa every Sunday.
- (k) Moslems worship from the mosque that belongs to the University and is just outside the campus fence.

(l) All these spiritual nourishment programmes are under the Chaplaincy.

**(g) Office of the University Finance Officer:**

The University Finance Officer is the manager of all monetary transactions in the University.

He/she is responsible for maintaining the proper accounting of the funds for the University and the maintaining of records in all departments.

**(h) Directorate of Graduate Studies, Research, Grants and Publications**

**(i) Office of the Deans of Faculty:**

The Dean of the Faculty is the Executive Officer of the Faculty to which he/she is appointed. He/she is responsible to the Academic Registrar and has general supervision over and direction of the work of the Faculty, the academic staff, the teaching and training of students and such other related responsibilities as provided for in the students.

**(j) Heads of Department**

The Head of Department is responsible to the Dean of Faculty. He/she is the coordinator of all courses and programmes offered in the Department and arranges for examination. He/she is responsible for the following:

- (i) The teaching staff comprising of Professors, Associate Professors, Lecturers Teaching Assistants and Tutors. These all do the lecturing, conducting of tutorials and seminars with students.
- (ii) He/she supervises research and in co-operation with the Head of Department and Faculty Dean, monitors the academic progress of students and academic discipline.

**THIRD SCHEDULE**

**1. OTHER IMPORTANT INFORMATION**

**(a) Student's Guild**

There shall be a Students' Guild and Council vetted by an appointed committee by the University Senate. And thereafter the students' shall elect Guild leaders from the vetted students as according to the Guild Constitution. The Student Guild's role is to assist the University Administration under the leadership of the Guild President and Ministers as per Constitution approved by the University Council. The Dean of Students is the first Administrative contact of the Student's Guild. The Students' Council through the Guild President has direct access to the Dean of Students and other authorities of the University. The Guild President sits on the University Council and Senate when invited.

**(b) Disciplinary organs of the University**

- i University Council Disciplinary Committee
- ii Academic Disciplinary Committee that deals with examination malpractice cases.
- iii There are other Disciplinary organs

**(2) International students:**

- (i) International students should have a valid passport and student visa at all times.
- (ii) A Students Coordinator in charge of international students together with the Dean of Students assist them in matters of non-academic nature and help them settle in the University community.



(iii) The Dean of Students helps them in finding accommodation in the university hostels/ halls of residence or in registered hostels.

**(c) University Services**

(i) All female freshers at Ruharo campus shall be expected to be residents in the University Halls of residence.

(ii) The University provides shared single gender accommodation in Halls of residence

(iii) In cases of limited accommodation, preference shall be given to female students.

(iv) Married students who wish to stay with families have to make their own private arrangements.

(v) Non-residents are expected to stay in hostels registered with by the University.

**(d) Sports and Recreation**

The University is built on a large, beautiful and well-maintained campus. The University has fields for Football, Basketball, Volleyball, Netball, Woodball, Beach Soccer, Handball, Hockey, Tennis and space for indoor games.

There is an active schedule of intramural and extramural Sports and Games. Opportunities for informal Social, Spiritual and recreational activities are many, and in time of crisis students find a warm and supportive community within the University. There is a Tutor in charge of Sports in the Dean of Students' Office as well as a Minister for Games in the Students' Guild who will offer opportunity for recreation regularly.

**(e) Health care**

There is a Clinic at the main campus that provide clinical services, scheme monitored by the University Clinical Officer and the Dean of Students. Every first-year student is required to hand in a passport size photo to the Clinic to be attached to their personal filled medial form.

There is one (1) main Guild Restaurant at the Main Campus. They provide affordable meals, drinks and other necessities.

**(f) Guild**

There is one Guild Restaurant at the main campus. They provide affordable meals

**(g) Secretarial services**

These services are available and run on private basis at all University campuses.

**(h) Library**

There is a University Library at the Main Campus which is expanding rapidly and is set to occupy a 6-storey block that will cater for most staff and student academic needs.

**(i) Reporting and Residence:**

Immediately on arrival, students report to the University Finance Office to present their paid in Bank slips. Residents (Ruharo Campus) report to the warden and the Dean of Students' Office for house allocation. Rooms are shared (Ruharo campus). Any problems concerning residence should be reported to the warden and the Dean of Students.

**NOTE:** These Regulations and guidelines are subject to amendments as may be considered appropriate from time to time.

Fourth schedule

ANTHEMS

EAST AFRICAN ANTHEM

*Chorus*

*Jumuiya Yetu sote tuilinde*

*Tuwajibike tuimarike*

*Umoja wetu ni nguzo yetu Idumu  
jumuiya yetu.*

1. Ee Mungu twaomba ulinde Jumuiya Afrika  
Mashariki  
Tuwezeshe kuishi kwa amani Tutimize na  
malengo yetu.
2. Uzalendo pia mshikamano  
Viwe msingi wa Umoja wetu  
Natulinde Uhuru na Amani Mila  
zetu na desturi zetu.
3. Viwandani na hata mashambani Tufanye kazi  
sote kwa makini  
Tujitoe kwa hali na mali Tuijenge  
Jumuiya bora.

## UGANDA NATIONAL ANTHEM

1. Oh Uganda! May God uphold thee?  
We lay our future in thy hand.  
United, free,  
For liberty  
Together we'll always stand.
  
2. Oh Uganda! The land of freedom,  
Our love and labour we give,  
And with neighbors all  
At our county's call  
In peace and friendship we'll live.
  
3. Oh Uganda! The land that feeds us By sun and fertile soil grown.  
For our own dear land,  
We'll always stand,  
The Pearl of Africa's Crown.

## BISHOP STUART UNIVERSITY ANTHEM

1. Oh Bishop Stuart! May our God Reign? We learn to spread the glory of Righteousness  
We stand to pronounce your holy zealous motives  
Embedded in you  
we will follow.
  
2. Oh Bishop Stuart! The University for Knowledge and skills our love and labour we  
give!  
And together we will cling to your guidance  
Your known way  
We will always go.
  
3. Oh Bishop Stuart! Home for Research and discovery  
The students' are set to learn lift the  
God's name high for prosperity by faith  
we stand and Our God Reigns.
  
4. We know the way  
We show the way  
We go the way  
Is our identity. (x2)

OUR GOD REIGNS