General rules extracted from the 2022 – 2027 University Prospectus.

5. ACADEMIC INFORMATION

Muteesa I Royal University is a higher institution of learning that has the same opportunities to further your education; the following are the requirements for admission to undergraduate and diploma programmes.

5.1 ENTRY REQUIREMENT FOR MRU PROGRAMMES

5.1.1 ADMISSION REQUIREMENTS FOR BACHELORS DEGREES PROGRAMMES

Entry Scheme	Requirements
Direct Entry	UCE or its equivalent and UACE with two principal passes or its equivalent.
Mature Age	A person aged at least 22 years. Certificate valid for two years.
Diploma Scheme	Relevant Ordinary Diploma. May be admitted in year two.
Bridging Courses	A holder of an advanced Certificate in a related filed with a CGPA above 2.8 OR Higher Education Certificate (HEC) second class (CGPA >= 2.8).
Advanced Diploma	Relevant Advanced Diploma. May be admitted in year three.

5.1.2 Admission Requirements for Advanced Diploma

Existing Standards	Requirements
Diploma or its equivalent	Ordinary Diploma or its equivalent

5.1.3 Admission Requirements for Diploma Programmes

Entry Scheme	Requirements

Direct Entry Scheme	UACE with at least 1P and 1S or its equivalent.
Mature Age	Same as for degree.
HEC	A holder of a HEC OR A holder of an Advanced Certificate in a related field. OR University foundation Programme.
Certificates	Only Certificates of Two Year duration are considered. One Year Certificate is terminal.

5.1.4 Admission Requirements for Higher Education Certificate Programmes

Existing Standards	Requirements
Only for students who have completed their secondary education outside Uganda.	1. UACE at least 2S or its equivalent. At least 1S from a principal subject. 1P are deemed to meet the admission requirements. 2. UVQF level 2 or 3 qualifications. 3. Students with foreign secondary school qualifications. Must have passed five subjects with overall grade 5. English proficiency is a must. 4. Post-Ordinary Level Certificate of Two Years duration.

NB: The University may demand an appropriate certificate of good conduct before admitting a student.

5.1.5 Admission Requirement for In-Service Degree Programmes

A. Ugandan applicants for a Bachelor's **Degree in Primary Education** should hold a Diploma in Primary education.
B. Ugandan applicants for a Bachelor's **Degree in Secondary Education** should hold a Diploma in Secondary Education.
C. Ugandan applicants for a **Diploma in Primary Education** should hold a Grade II Teachers Certificate in Primary education.

5.1.6 RE- ADMISSION OF STUDENTS

Senate has the legal authority to refuse re-admission of a student and will do so, if a student is considered not to be making satisfactory academic progress in a qualification or programme he/she may have applied for re-admission, in terms of the policy approved by the University Council.

Students, who fail to graduate within a maximum of 4 years for diploma programmes and 5 years for degree programmes should apply afresh for admission into the university. There shall be no transfer or retention of credits previously obtained.

Re-admission rules applicable to a particular Faculty, qualification or programmed are passed and published in the Faculty Prospectus.

6. APPLICATION AND ADMISSION PROCEDURES

A. Application Procedure:

- Obtain an application form from the Registrar's office or from the designed liaison offices.
- Fill the form as per instruction and attach copies of all your application fees as stipulated in the application form.
- Return these documents promptly to the registrar's office at least a month before the beginning of the new semester.
- The University academic year will normally commence on 15th August. Applications should be sent to the Academic Registrar not later than a month before the commencement of the new semester session.

B. Admission of Foreign Students

a) Prospective applicants whose final high school grades are in percentages and average point systems i.e., Burundi, Comoros, RDC, Rwanda, Somalia, Sudan, RDC and Zambia and others have their grades equated or standardized by the Uganda National Examination Board (UNEB) before admission to Muteesa I Royal University

b) The Kenya Certificate of Secondary Education (KCSE) holders must have a minimum grade of C+ and above and

c) A Diploma or professional certificate in a relevant discipline from a recognized institution of higher learning.

d) Students who come from countries where there is no Advanced level or Secondary education will be required to start with a one-year Access program (Higher Education Certificate).

C. At the time of the student's first registration, the student is required to present the following original documents for verification

- Admission letter
- O-level Certificate
- A-level certificate/pass slip
- Certificates/Transcripts of Degree/Diploma
- Three Photocopies of each of the O and A Level Result Slips
- Four Passport- sized Photographs (colored)
- 2 copies of the Deposit/Pay-in-slip and a receipt acknowledging payment of all the university fees or the Agreed percentage.

All First year students who will not have registered within the first three weeks of beginning of the Academic year shall be deemed to have declined the offer of admission at the University. Kabaka education Fund Sponsored students will have their scholarships cancelled after that period.

7. REGISTRATION

7.1	Registration Procedures and Guidelines

a. All admitted students are required to register centrally every Semester. Students are required to fill a registration form and enroll to all course units registered for that particular Semester on the System (Education Information Systems) before completing the process at the Registrar's office.

b. Semester Renewal of registration for study.

A student must renew his/her registration for study on a semester basis until he/she has complied with all the prescribed requirement of for the qualification.

c. Students who do not renew their registration on a semester basis will be required to re-apply for admission in order to continue with their studies. Registration must take place within the normal registration period as stipulated in the Almanac of the University. Late registration shall be accepted up to the predetermined date published in the Almanac of the University and shall attract a penalty.

d. Late registration or registration amendments shall be accepted up to the pre-determined date published in the University Almanac and only if the student has attended the course unit lectures in question from the commencement of the semester.

e. No person who owes or is in arrears of any fees due to the University shall be registered as a student.

Registration for experiential learning/ internship is subject to the requirements stipulated above.

f. Cancellation of qualifications, programmes or course units

Written notification of qualification, programme or course cancellations must be submitted to the Academic Registrar's office /Faculty Administrator's Office. The date on which such written notification is received will be deemed as the official date of cancellation. Cancellations may be submitted electronically (online). The onus is on the student to ensure that he/she is dully registered correctly.

g) Articulation to higher programmes

Articulation between qualifications or programmes are managed in terms of the official articulation policy of the University. A student who has completed a lower lever qualification and has obtained the required endorsement status may be admitted to a cognate programme. Please refer to the articulation policy in the Academic Registrar's office.

h) Class attendance

A student must ensure that he/she attends lectures, class group (including practicals and tutorials) he/she registered for.

Students registered as day or evening for their respective programme shall attend classes which maybe scheduled during day or evening periods as published on the official lecture time-table.

i) Attendance requirements

Setting of attendance requirements in which case satisfactory attendance must be clearly defined. Students must be notified thereof in writing through the module guide at the commencement of each module.

ii) Unsatisfactory attendance

Faculties may exclude students form an assessment or examination in a course unit on the basis of unsatisfactory attendance.

j) Academic week

Classes, assessments and other academic activities normally extend from Mondays to Fridays, starting at 07:45 and final classes ending at 6:00pm. Classes, assessments and other academic activities may also be scheduled on Saturdays as required.

k) Scheduling of formal classes during official examination periods

No formal classes may be scheduled during the official examination periods without prior approval from the Committee of Senate on recommendation of the examinations Committee/Office for additional support activities which should be scheduled in terms of the examination timetable to prevent clashes.

l) Plagiarism and academic dishonesty

Plagiarism and any instance of academic dishonesty will be dealt with in terms of the Student Disciplinary Code. Students are referred to the Policy on Academic Integrity and Prevention of Plagiarism also available on the student Portal.

m) Effect of amendment of rules

If either the general rules for qualification or programmes or specific faculty rules applicable to an academic qualification or programme are amended, the new rules shall apply to all affected students, unless those rules specifically state that the previous rules shall still apply to students who commenced their studies prior to the amendment.

8.	DURATION OF ACADEMIC PROGRAMMES

8.1 Degree programmes:

The minimum duration of degree programmes is 3 years and a maximum is 5 academic years.

In the event that the 5 years lapse before completing the requirements of the degree, the student should seek re-admission. Faculty Re-admission rules will apply in exceptional cases; the student will be required to appeal for re-admission.

8.2 Diploma Programmes:

The minimum duration of degree programmes is 2 years and a maximum is 4 academic years.

9.	OFFICIAL LANGUAGE OF THE UNIVERSITY

The official languages of at the University shall be English.

Guiding principles for the use of English as the official language are:

i) Being sensitive to the educational, cultural and language background of students
ii) Being responsive to the changing language needs and circumstance of eh staff and students, inclusive and
iii) Being non discriminatory

iv) Other languages are also commonly used as a Kingdom University its corporate image must reflect this lingual identity. Luganda is also used to give recognition to the linguistic and cultural needs of the University's diverse communities, the eradication of all forms of unfair language discrimination and the promotion of equal access to knowledge by providing for the development of multilingual skills.

a) Language use for communication

For practical reasons and to avoid duplication, the language of internal governance and of administration will be English.

b) Internal written communication

Documentation submitted to decision-making bodies, such as Council, Senate, Faculty Boards, committees, etc., as well as minutes, agendas and such like will be in English.

c) Internal oral communication

English is regarded as the default language for meetings, with the proviso that the principle of functional multilingualism will apply when appropriate.

d) External written communication

- The language used for general external correspondence aimed at a cross-section of language speakers will be English.

- However, where the language preference of an individual or body is known, communication will be in that language as far as is possible.
- Official documentation that has legal implications for the University will be available in English only.

e) External oral communication

In verbal communication with members of the public, employees of the MRU should establish the language preference of a member of the public at initial contact and honour such preference inasmuch as it is feasible.

f) Teaching, Learning and Assessment

English being an international language of communication in science and in business, and is he preferred medium of teaching, learning and assessment in all programmes.

10.	GENERAL ACADEMIC RULES

A. Change of Programme/qualification/ Faculty Transfer

Students applying for to change a programme must apply in writing to the Academic registrar's Office by the date published in the University Almanac. Applications will be subject to selection by the Admission and Faculty.

The onus remains on the student to ensure that he/she complies with the admission requirements.

The university reserves the right to withdraw an erroneous admission of a student.

Such students will be required to pay a Course/Faculty transfer fees as shall be determined by the University from time to time. A form will be issued, filled and returned to the office of the Academic Registrar.

B. Retaking/Repeating a Course

NB: Unless Senate approves a different rule for a specific qualification or programme, a degree, diploma and certificate student shall be to repeat a failed course unit more than once provided that the maximum period of study is not exceeded.

a) A student shall retake a course or courses when next offered again in order to obtain at least pass mark (50%) if he/she had failed during the First assessment in the Course Unit(s)

b) A student who has failed to obtain at least the pass mark (50%) during the Second assessment in the same course or courses he/she has retaken shall receive a warning.

c) A student may retake a Course/Courses when next offered again in order to improve his/her pass Grade(s) if the pass Grade(s) got at the first assessment were low.

d) While retaking a course unit(s) a student shall;

e) Attend all prescribed lectures, tutorials, practical and fieldwork

f) Satisfy all the requirements for the course work component

g) Sit for the University examination of that course unit(s)

h) A Final year student whose final examination results have already been classified by the relevant Departmental and Faculty Board and has qualified for the award of a Degree/Diploma, shall not be permitted to retake any course or courses.

i) When a student retakes a course the best of the two Grades obtained shall be used in the computation of the Cumulative Grade Point Average (CGPA)

j) Where a course unit has been retaken the academic transcript shall indicate so accordingly (i.e.,RT will be indicated against that mark).

C. Application for a Dead Year/ Dead Semester/ Withdrawal

A student can apply in the first month of the Academic year to the Academic Registrar for permission to withdraw from Studies. The withdrawal shall be a maximum of one academic year only.

D. Transfer of Credits Units to MRU

A student may, on grounds of having completed sufficiently similar course units at other accredited institutions, be granted credits in respect of course units with a cumulative credit value of not more than 40% of the total credit value of the relevant programme at the University.

Students registered for undergraduate degree programme who apply to transfer from another recognized institution of higher learning/University to Muteesa I Royal University should have the following requirements.

a) Must satisfy admission requirements for the academic programmes applied for

b) Must submit an official Academic testimonial from a recognized University or institution of higher Learning in which he/she was previously enrolled indicating his/her academic status, the courses offered/taken the credits Units completed and grades obtained in each course.

c) Must have obtained an overall Cumulative Grade Point average of at least 2.0

d) May be permitted to transfer to Muteesa I Royal University all the relevant credit units earned, but must spend at least 1-2 years at Muteesa I Royal University.

e) If permitted to transfer the university shall not transfer a credit unit in a course which he/she had obtained a grade point Average lower than 2.0

E. Examination Permits

An examination permit will be issued a week earlier to the examination date, dully signed and stamped by the Academic Registrar. The permit must be presented to the invigilator at each examination session.

E. Assessment Methods

Each course shall be assessed in two (2) parts as follows;

a) The course work constitutes 40% of the total marks

b) The University examinations, constitutes a maximum of 60% of the total marks

F. Grading system

The Overall marks a student obtains in each course shall be graded out of a maximum of one hundred marks, and the percentage mark obtained is assigned appropriate letter which relates to grade points. Refer to the table below:

MARKS(%)	LETTER GRADE	GRADE POINTS (GPA)
80 - 100	A	5.0
75 - 79	B+	4.5
70 - 74	B	4.0
65 - 69	C+	3.5
60 - 64	C	3.0
55 - 59	D+	2.5
50 - 54	D	2.0
0 - 49	F	0.0

- Classification of awards for degree, Diploma and Certificate programmes.

For purpose of classification of Degrees (where applicable) the cumulative Grade Point Average for the various classes shall be indicated as follows;

a) Grading for Degree programmes

CLASS	Cumulative Grade Point Average (CGPA)
First Class Honours	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

b) Grading for Diplomas and Certificates

CLASS	Cumulative Grade Point Average (CGPA)
Class I (Distinction)	4.40 - 5.00
Class II (Credit)	2.80 - 4.39
Class III (Pass)	2.00 - 2.79

KEY TO RESULT CODES			
AB	ABSENT	RE	RESULT EXPECTED
AC	AUDITED COURSE	RR	RESULTS OBTAINED AFTER A REPEAT YEAR
EC	EXTRA COURSE	RT	PAPER REPEATED
DY	DEAD YEAR	SE	SPECIAL EXAMINATION GRANTED
IP	IN PROGRESS	WD	WITHDRAWAL

NE	NOT EXAMINABLE	NA	NOT APPLICABLE

c) Calculation of Cumulative Grade Point Average (CGPA)

The Cumulative grade point average at any given time shall be obtained by;

- Multiplying the grade point obtained in each course unit by the credit units assigned to the course to arrive at a weighted score for the course unit.
- Adding together the weighted scores for all the courses taken up to that time
- Dividing the total weighted score by the total number of credit units taken up that time.

d) Awarding the Degree or a Diploma with Distinction

The degree/Diploma shall be awarded with Distinction to students who:

i) Obtain a Cumulative Grade Point Average (CGPA) of 4.40 – 5.00.

ii) Who complete the qualification or programme in the prescribed minimum period of study.

iii) Who pass all course units at the first attempt. No repeats.

F. Other Grade Symbols

Other symbols that may appear on the semester assessment record are as follows:

a.	**A Bold and Final mark** means that the final score is less than the pass mark of (50%).
b.	CU = Credit Unit.
c.	GP = Grade Point.
d.	GPA = Grade Point Average
e.	CGPA = Cumulative Grade Point Average.
f.	Miss = Missing Paper /Mark.
g.	RT = Failed exam (with a final score less than 50%) or exam to be retaken in Semester in the respective academic year.
h.	PRT = Failed exam (with a final score less than 50%) or exam to be retaken in the previous semester(s).
i.	PP = Probation Progress.
j.	NP = Normal progress.
k.	CW = Course Work Marks.
l.	EX = Exam Mark.

11. EXAMINATION RULES AND REGULATIONS FOR STUDENTS

Introduction

The document is intended to guide all Muteesa I Royal University (MRU) students on the self-conduct during examinations, the rules and regulations to be followed during examinations, categories of malpractices, and punishments/verdicts attached to the malpractice cases.

Students joining MRU will be required to sign a copy of the document, and the signed copy will be kept on the personal file of the student.

11.1 Examination Guidelines

All students shall follow the following rules and regulations during examinations.

NB: When a student registers at the University, he/she simultaneously registers for the examination in those course unites for which he/she registers, provided that he/she meets the examinations admission requirements.

a) It is the responsibility of each candidate to know the dates and time of the examination (s) for which he/ she is registered.
b) Official notification of the examination time-table will be by means of email to the students. University email addresses as well as on the Student Portal. Candidates will be informed of the dates and time of examinations by means of the timetables and notices published in advance on the University notice boards. Eligible candidates will be issued with examination cards before examinations begin.
c) Should there be a change in the timetable for an examination after it is published, the change will be brought to the attention of candidates by electronic means (email), additional notices placed on the University notice boards and class announcements. Students will not be informed individually of timetable changes.

d) Candidates will be admitted and must be seated to the examination room twenty minutes (20) before the examination session commences and nobody may leave the venue within the first hour or during the last 15 minutes of the examination session.

e) No student will be admitted to the examination venue once the first half hour of the session has passed!

f) Candidates must not begin writing before the starting time of the examination, an instruction will be given to begin. During the fifteen minutes, the invigilator will:

   E. Make an announcement to the effect that candidates should satisfy themselves that they are in possession of the correct paper.

   F. Reading instructions on question paper and answer booklets. The invigilator will give the instruction to start writing.

   G. Announce a warning about examination malpractices or carrying of any unauthorized materials.

   g) Candidates are required to attend the required stationery i.e., pens, pencils, rulers, erasers, bloating papers and the usual geometrical instruments. Candidates are allowed to use their own logarithmic tables if they have been cleared by invigilators and they are also sure that, there are no unauthorized written words on them. They can use non-programmable calculators.

h) Except where authorized, open book materials as approved by the Executive Board or on-line examinations, no books, note pads, magazines and any other unauthorized papers shall be permitted in the examination venue.

i) Cardigans, jackets, bags or attached cases are not permitted into the examinations room.

j) Cameras and mobile phones of any form are not permitted in the examination room.
Invigilators shall have the power to confiscate any unauthorized book(s), manuscript(s) and any other item that is found to be destructive and not permitted in the examination room.

i) An invigilator may expel any candidate who creates disturbance in the examination room.

j) Invigilators shall report to the Academic Registrar any case of a candidate suspected of giving or obtaining unauthorized assistance or attempting to do so. The Academic Registrar has the power to take any further action/ steps deemed consider necessary.

k) No candidate is permitted to enter the examination room after the lapse of thirty minutes (30) from the commencement of the examination, and no candidate is permitted to leave the examination room until thirty minutes (30) have expired. Extra time will not be granted for late coming.

l) At the end of the examination period and on instructions from the invigilator, candidates must stop writing and then assemble their scripts. Each candidate shall hand in his/her script to the invigilator. Candidates are not allowed to leave their desks until the invigilator has collected their scripts.

m) Candidates should write their registration numbers, not their names distinctly at the top of the cover of every answer booklet or separate answer sheet.

n) Candidates shall present an MRU examination card and MRU University student identity card before gaining access to each examination.

o) Candidates shall be required to sign attendance lists in person during the examination before they leave the examination room.

p) Work must be done in the provided answer booklets and crossed out neatly through, or in supplementary answer sheets which must be submitted to the invigilator together with the main answer booklet (s).

q) Candidates must not write anything on the question paper except when it is a requirement.

r) Except for the question paper (if it is not multiple choice) candidates may not remove from the examination room or damage any paper / material supplied.

t) Writing on the examination cards is not allowed. Any student who bleaches this regulation commits an examination malpractice.

u) Candidates who are permitted to leave the room before the end of the examination period must not leave their scripts on their desks, but hand them to the invigilator.

11.2 Examination Mal-practices

Once a student has been admitted to a programme and studies have commenced, it is expected that reasonable academic progress will take place every year. However, in reality some students do not live up to this expectation and the University is then obliged to deal with that situation.

All students shall guard against committing the following actions which are regarded as examination mal-practices:

a) Carrying unauthorized books or any other written or typed materials to the examination room. In case of unauthorized materials, it does not matter whether it is relevant to the examination or not.
b) Taking bags into examination room.
c) Taking mobile phones into the examination room.
d) Writing on; examination card, question paper etc.
e) Talking to a fellow candidate especially after the commencement of the examination.

f) Failure to write registration number / examination number on the answer booklet.

g) Taking cameras, any IT-gadgets such as Tablet, mini-computers or any digital equipment other than those that have been authorized.

h) Candidates using money to influence secretaries /typists or duplicators or any official handling examinations to give them question papers before, during or after the day of examination.

i) Referring to prepared notes, formulae or sampled answers already hidden in the toilets or any other place proximal to the examination room on the pretext of going to ease one's self.

j) Use of coded language in the examination room to pass messages among candidates.

k) Taking advantage of weak invigilation and smuggle out a question paper to an arranged helper who works out and feeds the candidates back via a contracted person.

l) Discussing and exchanging ideas among candidates where supervision and invigilation are weak.

m) Exchanging question papers where a candidate writes notes on the question paper, develops them on the answer booklet and then transfers to another candidate.

n) Use of examination attendants who pretend to go for more answer booklets or question papers and during the process drop question papers at designated points for someone to pick, work out the answers and are picked later by the attendant who encloses it among other candidate's scripts.

o) Use of mercenary and impersonation. This is where a person uses his/ her passport photograph to sit for examination for another person. Or, both the candidate and the mercenary write the examination using one number. At submission, the real candidate does not submit his / her script.

p) A candidate putting down his / her name on the attendance list, but fails to submit the answer scripts and goes out with it and later claims a right to marks which are purported to have been lost either by the invigilators or the examiner or faculty.

q) A candidate elongating his/ her neck longer than necessary in search of answers from a candidate known in his or her neighborhood.

r) A female candidate (s) hiding prepared notes in pants, brassier or any other part of her body.

s) Use of Hi-tech micro computers or other gadgets where a candidate uses codes to record lecture notes, formulae and easily recall them during the examination.

t) Candidates agreeing prior to examination exercise especially with objective questions, where a bright student makes signals to mean particular letter of the multiple choices provided.

u) Candidates causing sudden commotion to distract the attention of invigilators such that, either prepared answers are passed into the examination room or there can be exchange of ideas among candidates.

v) Questions getting to candidates before the date of examination through student friends or lecturers or typists or any officials handling examinations who help in the leakage of examinations.

w) A candidate influencing the examiners to alter scores especially at the computation stage or when the marks are being typed or entered into the computer system by the examination coordinator or any other person having access to the computer system or even hacking through the computer system.

x) Writing examination cheats in strategic places in examination rooms by candidate (s) and refers to them during the examination exercise e.g. chalk boards, on the floor or any body part of the candidate.

y) The invigilator assisting the candidate to get the question paper to someone outside the examination room to work out and the invigilator collects it back and parcels it as a genuine answer booklet.

z) Invigilator who is in an agreement with a 'special' candidate and allows the latter to cheat as well as helping that candidate with answers.

aa) Going to the examination room with cheat notes on/ in mathematical sets, rulers, stockings, caps, or put in the mouth or anywhere else on the candidate's body or cloth.

bb) Use of decodable designs on clothes, undershirts, inner-lining, blouses, brassieres, handkerchiefs etc. from which the candidate may easily copy from.

cc) Use of bullets /pieces of papers with formulae and notes to serve as reminders during examination.

dd) Attempt to cause or real destruction of evidence.

11.3 Handling of Examination Mal-practice Cases

A candidate who contravenes the regulations and instructions governing the examinations, especially by unfair practices such as copying from or communicating with other candidates or committing any other examination mal-practices, the following shall take place:

a) The candidate shall be reported immediately to the Dean and the Academic Registrar.

b) The candidate shall be informed that he/ she contravened the regulations and that he/ she has been reported, but shall be required to write a statement on examination malpractice form concerning the matter.

c) The report (examination mal-practice form) must be sent to the Academic Registrar including full details of the contravention. (Invigilators who reprimand such students should ensure that, the case is witnessed by other invigilators and students.

d) A student who commits an examination mal-practice appears before the Faculty Examinations Committee by written invitation to defend himself or herself and in a case of any decision taken

against him/ herself, he/ she is free to appeal to the MRU Examinations Malpractice Committee of Senate. The decision of the MRU Examinations Malpractice Committee of Senate shall be final.

e) Refusal to appear for the either committee hearings when called upon, shall lead to penalizing of the student in absentia.

11.4	PUNISHMENTS/ VERDICTS FOR THE MALPRACTICES

a) The following Examination mal-practices shall lead to cancellation of the examination a retake when it is re-offered, payment of a retake fee per examination and issuance of a strong warning letter will be effected.

aa) Found with an examination card with writings other than those officially printed by the university.

bb) Writing an examination without a valid identity card.

cc) Writing an examination without examination card or writing it with an expired examination card.

dd) Found with a mobile phone or camera or any other digital or IT equipment in examination room.

ee) Writings on a question paper other than those printed by the University for Examination Purpose.

ff) Undertaking an unauthorized examination(s).

gg) Undertaking an examination without having done/completed the required course work.

hh) Undertaking an examination while on halted progress.

ii) Failure to write a registration number on the answer booklet.

b) Cancellation of registration for a semester, suspension

The following Examination mal-practices shall lead to the cancellation of registration for a semester, suspension from the university for a period not exceeding two academic years and or discontinuation of studies at the university, as may be deemed fit by the Faculty Examinations Committee.

aa) A student found with unauthorized written materials in examination room.

bb) Deliberate use of other candidate's registration number.

cc) Attempt and or destruction of evidence of malpractice.

dd) A student undertaking an examination without having paid fees to zero balance and he/she has no official permission.

ee) Impersonation during the examination exercise.

ff) A student who forges examination card, course work results or any form of forgery during examination.

gg) A student who helps another to sit his/ her paper.

hh) A candidate who writes his/ her name on the attendance list but deliberately refuses to submit the answer.

ii) Where there is evidence that a candidate elongated his / her neck longer than necessary and copied from other candidates.

JJ) Use of Hi-techno-micro-computers or any other digital equipment.

kk) Where evidence is obtained that a candidate influenced the examiner (s) to alter scores / marks.

ll) Where there is incriminating evidence that a student prior to examination session wrote examination cheats in strategic places in examination room and referred to them during the examination exercise.

mm) A student found in examination room with decodable designs on clothes, undershirts, inner lining, blouses, brassier, handkerchiefs or even on own body.

c) Other Academic Anomalies which are reprimandable and punishable include;

aa) A student scoring a GPA below 1.00 leads him/ her to being halted and given an automatic dead year.

bb) A student who missed internship exercise without genuine reasons does a retake in the same paper.

cc) A student who failed to complete the internship report within the stipulated time, even if the scores are above the pass-mark, the score of the report will be awarded maximum grade of 50%.

dd) A student who fails more than 75% course units of a given semester shall be halted.

ee) Failure to submit the research project, the student is not qualifying to graduate.

ff) When a student graduates illegally and erroneously, the awarded degree will be cancelled.

gg) A student who registers for a bachelors program and exhausts the two years of probation, and a student who registers for a diploma program and exhausts the one year of probation without making the required improvement shall be discontinued.

hh) A student who in the course of his study is found to have been admitted without fulfilling the minimum entry requirements will be discontinued.

ii) A student who does not make a formal application for a dead year shall be deemed as having absconded.

d) Student appeals.

If a student wishes to appeal against a result, which has been assigned by the examiner(s), He/she should appeal in writing to the Academic Registrar's office within two weeks after results have been displayed.

11.5	Re-marking of examination scripts (normal and re-examination and special examinations)

Application for re-marking apply exclusively to written examinations.

- The Head of Department concerned shall appoint a person other than the original examiner/moderator to re-mark the script.
- If a student is not satisfied with the marking of his/her examination script, he/she may apply for a re-mark of such a script, provided that the student account is not in arrears, subject to completion of the relevant application form at the Academic Registrar's office and payment of the prescribed fee upfront where applicable as determined by the University.
- Re-mark fee is indicated University fees structure.
- Cancellation of a request for the re-mark of the examination script will not be allowed once the prescribed fee has been paid. The prescribed fee is not refundable, unless the re-mark results in a change to the final result.
- The outcome of the re-mark once approved by the relevant HoD, will become the official examination mark for that script/examination.
- The request for re-marking must be submitted within 2 weeks after the marks have been published by the respective Faculty Board.

Note: The timelines for the application process for the re-marking of an examination script shall be as indicated in the University Almanac.

12.	GRADUATION

In terms of the University Statute, degrees are conferred and certificated and diplomas awarded at a congregation of the University. The Chancellor presides or in his/her absence the Vice-Chancellor or Acting Vice-Chancellor presides.

a) Withdrawal and revocation of a qualification

The university Council in consultation with Senate reserves the right to revoke a qualification or programme that was awarded:

i) On the basis of material error on the part of the University provided that such withdrawal and revocation may only take place within a period not exceeding two years after the award; or

ii) as a result of fraudulent or dishonest act in connection with the obtaining of such qualification.

Prior to revoking the qualification or programme, the university must –

i) Notify the recipient of the qualification concerned that a revocation and withdrawal is being considered;
ii) Provide the recipient with relevant information justifying the intended action;
iii) Provide the recipient with an opportunity to obtain assistance and present his/her case and
iv) Consider the submissions and he representations of the recipient.

b) Qualification awarded posthumously

The University may award a diploma/certificate or confer a degree posthumously if the student already complied with all the requirements of the qualification or programmed concerned before passing away.

c) Conferring of honorary doctoral degrees

Unless determined otherwise by Council, with the concurrence of Senate, and in terms of its Statute, the University confers honorary doctoral degree in accordance with criteria contemplated in the Statute of the University.

d) Withdrawal and revocation of honorary degree

The university Council in consultation with Senate reserves the right to withdraw revoke a honorary doctoral degree or award that was awarded;

i) On the basis of a material error on the part of the University or

ii) when the candidate nolonger complies with the criteria for conferring of honorary doctoral degrees or award as defined in eh Rules and Procedures for Conferring of Honorary Awards.

e) Issuing of qualification or Programme Certificates

i) Duplicate Certificates

Qualification certificated are issued once only, on the understanding that students have graduated may, in the case of lost, stolen or damaged certificated, apply in writing (accompanied by a police affidavit and a prescribed fee) for a replacement of the original certificate.

ii) Issuing of Certificates

Qualification or programmed certificates are only issued once he degrees, diplomas' postgraduate certificated and such other qualifications as determined by the rules are awarded at the congregation (graduation ceremony) as per the Statute of Muteesa I Royal University.

f) Academic dress code for graduates at MRU is as follows:

- Bachelors degree programmes:

Gown: Black gown, long flat sleeves pleated up with a white strip on the left, a blue strip on the right and a University logo.

Hood: A respective Faculty colour coded simple shape hood lined silver grey satin with wide straight neckband in faculty colour. Cowl edged faculty colour ribbon on the outside. Faculty colour coded cord runs along the outer edge of the cowl, overlaid on faculty ribbon and on top edge of neckband.

Cap: Black mortarboard with 4 corners and a blue tassel.

- Diploma Programmes:

Gown: Black gown, long flat sleeves pleated up with a white strip on the left, a blue strip on the right and a University logo.

Cap: Black mortarboard with 4 corners and a blue tassel.

Note: *Diploma granduands do not wear a hood.*

- Faculty Colours:
  - Faculty of Business and Management : GOLD
  - Faculty of Education : ORANGE
  - Faculty of Social Sciences, Arts and Humanities: SKY-BLUE
  - Faculty of Science, Technology, Engineering, Industrial Art and Design. : WHITE