

BUSITEMA UNIVERSITY**ROADMAP FOR ADMISSIONS PROCESS****2024/2025 ACADEMIC YEAR**

S/N	Event	Dates	Officer in charge	Status
1	Advertisement for programs	5 th February 2024-29 th March 2024 for BNA, BNS and MED 5 th - to 03 rd May for all other programs	Nakaye Alice	Closed
2	Advertisement for A 'level Applicants	27 /3/to 3/05/ 2024	Nakaye Alice	Ongoing
3	Collection of Applications from Various Campuses for BNA, BNS and MED	1/4/ to 2/ 4/2024	Polyne Oundo Eden Akategeka Everlyn .Mwagale	Done
4	Sorting of Diploma Holder forms BNA, BNS, MED and downloading of lists for proofreading	2/ 4/ to 6/4/ 2024	John Bosco Draji Alice Nakaye	Done
5	Display of shortlist for Special Examination	8 /4/ 2024	Warren Oundo. Alice Nakaye	Done
6	Pre-Entry Examination for Diploma Holder applicants to BNA, BNS, MED programs	13/04/ 2024	Dr.Lillian Gimuguni Willy Kisaka Nakaye Alice FHS Staff	Done
7	PUJAB Gvt. A 'level Admissions	30 /4 to 6 / 5/ 2024 preliminary 15/5/2024 PUJAB Meeting.	Dr.Lillian Gimuguni Nakaye Alice	
8	Display of A 'level Govt. Lists	20 /5/ 2024	Nakaye Alice Warren Oundo	
9	Downloading applications for proofreading	6 /5/ to 10 / 5/ 2024	Warren Oundo	
10	Running the A 'level and O 'level selection	6 /5- 10/5/2024	AIMS Warren Oundo	
11	Proof reading	07/05/ -17/05/2024	Alice Nakaye Draji John Bosco Deborah Adongo Betty Muhegwa	
12	Departmental meeting	22 / 5/ 2024	Academic Registrar Staff Chair Admissions Committee	

13	Main Admissions Board	30/05/2024	Committee Academic Registrar Willy Kisaka Nakaye Alice Oundo Warren	
14	Display of Admission Lists and advert for Supplementary Admissions	06/6/2024	Oundo Warren Nakaye Alice	
15	Appeals and Supplementary applications	11/6/2024- 5/07/2024	Nakaye Alice Deborah Adongo Flora Oringa	
16	Issue of Admission letters	12 /6/ 2024 – 12 /7 2024	Deborah Adongo Flora Oringa John Bosco Drajj Grace Agwal	
17	Supplementary Admissions:	16/7 2024	Committee Academic Registrar Willy Kisaka Nakaye Alice Oundo Warren	
13	Display of Supplementary Admissions	22/07/2024	Oundo Warren Nakaye Alice	
19	Orientation of Year one students Faculty	3/ 8/2024- 9/8//2024	Deans Heads of Departments Guild officials Campus Registrars John Bosco Drajj	
20	University officials Orientation Dates	12/08/2024- 16/08/2024	Top Managers Deans And Faculty Registrars’	
21	Enrolment and Registration of student	Starting 5/08/ 2024	Campus Library Staff Faculty Registrars Warren Oundo	
22	Application for Change of Programs/courses	5/08/2024 –23/08/ 2024	Oundo Warren Nakaye Alice John Bosco Drajj	
17	Admissions Board/Change of programs-Subjects Board	29/08/ 2024	Committee Academic Registrar Willy Kisaka Nakaye Alice Oundo Warren John Bosco Drajj	
18	Admission Ceremony for 2024/2025 admitted students who reported	Dates to be determined by the	VC and Top Managers	

		Office of the Vice Chancellor Proposed: 2nd to 06th September 2024	Academic Registrar Team at Faculty. Alice Nakaye	
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