

OFFICE OF THE ACADEMIC REGISTRAR

SUMMARY OF NOTES TO NEW STUDENTS FOR THE ACADEMIC YEAR 2023/2024

To; All first year students

1.0 Introduction

I take the opportunity on behalf of Busitema University to congratulate you upon your admission to Busitema University whose Vision and Motto are “A Center of Academic and Professional Excellence in Science, Technology and Innovation” and “Pursuing Excellence” respectively.

Busitema University is a Public University established by Statutory Instrument No.22, 2007 enacted by Parliament on 10th May, 2007. The University is a multi-campus model within seven campuses in the following locations:

- (i) **The Main Campus:** Located at Busitema, formerly the National College of Agricultural Mechanization, along Jinja-Tororo highway and hosts the Faculty of Engineering and Technology.
- (ii) **Nagongera Campus:** Located along Tororo-Busolwe access road that hosts the Faculty of Science and Education.
- (iii) **Namasagali Campus:** Based in Kamuli District at the former Namasagali University for the faculty of Natural Resources and Environmental Science.
- (iv) **Arapai Campus:** Based at the former Arapai National Agricultural College (in Soroti District) on Moroto road where the faculty of Agriculture and Animal Science is.
- (v) **Pallisa Campus:** Based in Pallisa Town Council for the Faculty of Management Science.
- (vi) **Kaliro Campus**(*not yet operational*): Located at Kaliro National Teachers’ College, Kaliro town.
- (vii) **Mbale Campus:** Based at Mbale Regional Referral Hospital in Mbale City hosting the Faculty of Health Sciences.

2.0: Admission

The admission process was done according to each applicant’s performance and the choices indicated in the application form. It should be noted that the admission is provisional pending full registration of each student. Read the admission letter carefully including the location of the campus where you are supposed to take your studies from.

3.0: Registration

Registration is the first process a student is expected to undertake as soon as he/she arrives at the campus. The registration process has the following component that must be followed by every student.

- i) **Enrolment:** Every student is expected to enroll with the office of the Academic Registrar at the respective campuses by presenting the original documents of the previous levels of study as evidence of your qualifications.
- ii) Every student should enroll on the students’ portal within the first 4 weeks of every semester, failure to do so, a late enrollment fee of Ugx. 50,000 will be charged.
- iii) **Registration deadlines for Government sponsored students:** All government sponsored students must register within the first two weeks from the official date of physical reporting, starting from 15th August 2023. Those who fail shall be subjected to a late registration fee of Ugx 50,000 up to the fourth week from the official date of reporting and thereafter the places will be given to other deserving candidates.
- iv) Enrollment of Privately Sponsored students will last for 4 weeks from 15th August 2023 to 4th September, 2023 being the **enrollment deadline**. After this date a late enrollment fee of Ugx.50,000 shall be charged.
- v) **Registration deadlines for privately sponsored students:** All private students should register within 8 weeks from 15th August 2023 to 11th October 2023 and thereafter they will be charged a late registration fee of Ugx. 25,000 up to the 12th week (11th October 2023 to 11th November 2023) which is the 2nd registration deadline. Thereafter they shall be subjected to a late registration fee of Ugx 50,000.
- vi) The names in which a student shall be registered will be those which appear on the student’s Uganda Advanced Certificate of Education or equivalent document offered as an entry qualification. Only female students who get married legally may be allowed to add the names of their spouses on presentation of valid marriage certificate.

4.0: Fees payment

Every student shall be expected to pay all university dues before registration as indicated in the attachment.

Please note: All students (both government and private sponsored) are required to pay Shs.20,000 excluding bank charges to National Council for Higher Education at the beginning of each academic year: Evidence of Payment shall be required at any one time on programme.

5.0: Admissions ceremony

There shall be an admissions ceremony that shall be conducted by the Vice Chancellor in which all students shall be formally admitted to the University. The program for this ceremony shall be available to all students at their respective campuses after reporting.

6.0: Orientation

Orientation shall take one week at respective faculties starting on 14th August 2023 ending on 18th August 2023. New students should report to office of the Academic Registrar in their faculties to access the orientation programme. Top University officials shall orient students on major university functions at each faculty between the 18th and 22nd of September 2023.

All students are required to access the University Hand book at www.busitema.ac.ug read and take time to understand it. Faculty Registrar shall be available to help each student comprehend the content there in whenever they need help.

ALL STUDENTS MUST ENSURE THAT THEY PREPARE THEIR REGISTRATION DOCUMENTS AND PRESENT THEMSELVES TO THE OFFICE OF THE ACADEMIC REGISTRAR AT THEIR FACULTIES IN THE FIRST TWO WEEKS AFTER REPORTING

7.0: Change of programme:

A students who wishes to change programme /subjects need to first of all register according to the registration time-table for the programmes and subjects to which they have originally been admitted. Such a student shall fill an application form (downloaded from the website: www.busitema.ac.ug) and pay an application fee of 20,000/= using the payment portal.

8.0: Study requirements:

Lectures will begin on 21st August 2023 (*note that for DEP & BEP students lectures will begin on 28th August, 2023*)

- (i) All students are required to attend all prescribed classes (including lectures, practical classes, demonstrations, seminars and tutorials). A student who misses more than 20% of the class sessions may be excluded from examinations.
- (ii) A student who reports to class after 15 minutes from the time a class session is supposed to start shall not be allowed to attend.

9.0 Orientation Programme

Admitted candidates should report to their respective faculties for detailed information about the orientation programme. The following shall be areas of focus; acquaintance with registration and Enrolment processes, Departments and programmes details, Accommodation, other welfare issues, ICT Access processes to University services.

10.0 FEES STRUCTURE FOR ACADEMIC YEAR 2023/2024

FACULTY / CAMPUS				TUITION		Durati on in Years
CODE / PROGRAMME				EAST AFRICANS	NON EAST AFRICANS	
FACULTY OF AGRICULTURE AND ANIMAL SCIENCES				ARAPAI		
1	APM	BACHELOR OF ANIMAL PRODUCTION AND MANAGEMENT	DEGREE	1,100,000	1,650,000	3
2	BAB	BACHELOR OF AGRIBUSINESS	DEGREE	800,000	1,200,000	3
3	BSA	BACHELOR OF SCIENCE IN AGRICULTURE	DEGREE	1,100,000	1,650,000	4
4	DAP	DIPLOMA IN ANIMAL PRODUCTION AND MANAGEMENT	DIPLOMA	400,000	600,000	2
5	DCP	DIPLOMA IN CROP PRODUCTION AND MANAGEMENT	DIPLOMA	400,000	600,000	2
6	CGA	CERTIFICATE IN GENERAL AGRICULTURE	CERTIFICATE	360,000	540,000	2
FACULTY OF ENGINEERING				BUSITEMA		
1	PEE	PhD IN ENERGY ENGINEERING	DOCTORATE	3,000,000	4,500,000	3
2	PME	PhD IN MATERIALS ENGINEERING	DOCTORATE	3,000,000	4,500,000	3
3	MCF	MASTER OF COMPUTER FORENSICS	MASTERS	1,800,000	2,700,000	2
4	MID	MASTERS OF SCIENCE IN IRRIGATION AND DRAINAGE ENGINEERING	MASTERS	1,895,000	2,842,000	2
5	MME	MASTER OF SCIENCE IN MATERIALS ENGINEERING	MASTERS	2,000,000	3,000,000	2
6	MSE	MASTER OF SCIENCE IN SUSTAINABLE ENERGY ENGINEERING	MASTERS	2,000,000	3,000,000	2
7	AMI	BACHELOR OF AGRICULTURAL MECHANIZATION AND IRRIGATION ENGINEERING	DEGREE	1,250,000	1,875,000	4
8	APE	BACHELOR OF SCIENCE IN AGRO-PROCESSING ENGINEERING	DEGREE	1,100,000	1,650,000	4
9	BCT	BACHELOR OF SCIENCE IN COMPUTER ENGINEERING	DEGREE	1,250,000	1,875,000	4
10	BEE	BACHELOR OF SCIENCE IN ELECTRICAL ENGINEERING	DEGREE	1,500,000	2,250,000	4
11	MEB	BACHELOR OF SCIENCE IN MINING ENGINEERING	DEGREE	1,250,000	1,875,000	4
12	TEB	BACHELOR OF SCIENCE IN POLYMER, TEXTILE AND INDUSTRIAL ENGINEERING	DEGREE	1,100,000	1,650,000	4
13	WAR	BACHELOR OF SCIENCE IN WATER RESOURCES ENGINEERING	DEGREE	1,250,000	1,875,000	4
14	DAG	DIPLOMA IN AGRICULTURAL ENGINEERING	DIPLOMA	500,000	750,000	2

15	DEE	DIPLOMA IN ELECTRONICS AND ELECTRICAL ENGINEERING	DIPLOMA	900,000	1,350,000	2
16	DGI	DIPLOMA IN GINNING AND INDUSTRIAL ENGINEERING	DIPLOMA	500,000	750,000	2
17	CAM	CERTIFICATE IN AUTOMOTIVE REPAIR, OPERATION AND MAINTENANCE	SHORT COURSE	500,000	750,000	0.5
18	CIT	CERTIFICATE IN IRRIGATION TECHNOLOGIES AND INNOVATIONS	SHORT COURSE	500,000	750,000	0.5
19	CPP	CERTIFICATE IN POST-HARVEST HANDLING AND PROCESSING TECHNOLOGIES	SHORT COURSE	500,000	750,000	0.5
20	CWM	CERTIFICATE IN WELDING AND METAL PART FABRICATION	SHORT COURSE	500,000	750,000	0.5
21	CBC	BRICK LAYING AND CONCRETE PRACTICE	SHORT COURSE	500,000	750,000	0.5
FACULTY OF HEALTH SCIENCES					MBALE	
1	MMM	MASTER OF MEDICINE INTERNAL MEDICINE	MASTERS	2,000,000	3,000,000	3
2	MPC	MASTER OF MEDICINE (PAEDIATRICS AND CHILD HEALTH)	MASTERS	2,500,000	3,750,000	3
3	IDE	MASTERS OF SCIENCE IN INFECTIOUS DISEASE FIELD EPIDEMIOLOGY	MASTERS	3,000,000	4,500,000	2
4	MPH	MASTER OF PUBLIC HEALTH	MASTERS	3,000,000	4,500,000	2
5	BNA	BACHELOR OF SCIENCE IN ANESTHESIA	DEGREE	2,000,000	6,000,000	4
6	BNS	BACHELOR OF SCIENCE IN NURSING	DEGREE	2,000,000	6,000,000	4
7	MED	BACHELOR OF MEDICINE AND BACHELOR OF SURGERY	DEGREE	2,000,000	6,000,000	5
FACULTY OF MANAGEMENT SCIENCES					PALLISA	
1	PAM	DOCTOR OF PHILOSOPHY BY THESIS/RESEARCH & PUBLICATION IN BUSINESS ADMINISTRATION AND MANAGEMENT	DOCTORATE	3,000,000	4,500,000	3
2	MBA	MASTER OF BUSINESS ADMINISTRATION	MASTERS	1,100,000	1,650,000	2
3	MPA	MASTERS IN PUBLIC ADMINISTRATION	MASTERS	1,100,000	1,650,000	2
4	BBA	BACHELOR OF BUSINESS ADMINISTRATION	DEGREE	700,000	1,050,000	3
5	BBW	BACHELOR OF BUSINESS ADMINISTRATION (WEEKEND)	DEGREE	700,000	1,050,000	3
6	BPA	BACHELOR OF PUBLIC ADMINISTRATION & MANAGEMENT	DEGREE	700,000	1,050,000	3
7	BPM	BACHELOR OF PROCUREMENT & SUPPLY CHAIN MANAGEMENT	DEGREE	700,000	1,050,000	3
8	BTT	BACHELOR OF TOURISM AND TRAVEL MANAGEMENT	DEGREE	700,000	1,050,000	3
9	ENM	BACHELOR OF ENTREPRENEURSHIP DEVELOPMENT & MANAGEMENT	DEGREE	700,000	1,050,000	3
10	DBA	DIPLOMA IN BUSINESS ADMINISTRATION	DIPLOMA	400,000	600,000	2
11	DRI	DIPLOMA IN RECORDS & INFORMATION MANAGEMENT	DIPLOMA	400,000	600,000	2
12	DTT	DIPLOMA OF TOURISM AND TRAVEL MANAGEMENT	DIPLOMA	400,000	600,000	2
FACULTY OF NATURAL RESOURCES AND ENVIRONMENTAL SCIENCES					NAMASAGALI	
1	MCC	MASTER OF SCIENCE IN CLIMATE CHANGE AND DISASTER MANAGEMENT	MASTERS	1,800,000	2,700,000	2
2	MEE	MASTER OF SCIENCE IN ENVIRONMENTAL ECONOMICS	MASTERS	1,800,000	2,700,000	2
3	FWR	BACHELOR OF SCIENCE IN FISHERIES AND WATER RESOURCE MANAGEMENT	DEGREE	800,000	1,200,000	3
4	NRE	BACHELOR OF SCIENCE IN NATURAL RESOURCE ECONOMICS	DEGREE	800,000	1,200,000	3
FACULTY OF SCIENCE AND EDUCATION					NAGONGERA	
1	PBC	PHD IN BIODIVERSITY CONSERVATION AND MANAGEMENT	DOCTORATE	3,000,000	4,500,000	3
2	PEL	PHD IN EDUCATION LEADERSHIP AND MANAGEMENT	DOCTORATE	3,000,000	4,500,000	3
3	EDM	MASTER OF EDUCATIONAL LEADERSHIP AND MANAGEMENT	MASTERS	1,500,000	2,250,000	2
4	MIM	MASTER OF SCIENCE IN INDUSTRIAL MATHEMATICS	MASTERS	1,800,000	2,700,000	2
5	MSP	MASTER OF SCIENCE IN PHYSICS	MASTERS	2,000,000	3,000,000	2
6	MEP	MASTERS IN EDUCATIONAL PSYCHOLOGY	MASTERS	1,500,000	2,250,000	2
7	BEP	BACHELOR OF EDUCATION PRIMARY	DEGREE	528,750	793,500	2
8	BTI	BACHELOR OF INFORMATION TECHNOLOGY	DEGREE	1,100,000	1,650,000	3
9	ELS	BACHELOR OF EDUCATION LANGUAGES (ENGLISH & LITERATURE IN ENGLISH)	DEGREE	700,000	1,050,000	3
10	SCE	BACHELOR OF SCIENCE EDUCATION	DEGREE	700,000	1,050,000	3
11	SCS	BACHELOR OF SCIENCE IN COMPUTER SCIENCE	DEGREE	1,100,000	1,650,000	3
12	BSS	BACHELOR OF SCIENCE IN STATISTICS	DEGREE	1,100,000	1,650,000	3
13	SPE	BACHELOR OF SCIENCE EDUCATION (PHYSICAL EDUCATION)	DEGREE	700,000	1,050,000	3

14	DEP	DIPLOMA IN EDUCATION PRIMARY	DIPLOMA	405,000	607,500	2
15	SLB	DIPLOMA IN SCIENCE LABORATORY TECHNOLOGY (BIOLOGY)	DIPLOMA	550,000	825,000	2
16	SLC	DIPLOMA IN SCIENCE LABORATORY TECHNOLOGY (CHEMISTRY)	DIPLOMA	550,000	825,000	2
17	SLP	DIPLOMA IN SCIENCE LABORATORY TECHNOLOGY (PHYSICS)	DIPLOMA	550,000	825,000	2
18	HBA	HIGHER EDUCATION ACCESS CERTIFICATE IN BIOLOGY AND AGRICULTURE	CERTIFICATE	700,000	1,050,000	1
19	HBC	HIGHER EDUCATION ACCESS CERTIFICATE IN BIOLOGY AND CHEMISTRY	CERTIFICATE	700,000	1,050,000	1
20	HEL	HIGHER EDUCATION ACCESS CERTIFICATE IN ENGLISH LANGUAGE AND LITERATURE IN ENGLISH	CERTIFICATE	700,000	1,050,000	1
21	HMC	HIGHER EDUCATION ACCESS CERTIFICATE IN MATHEMATICS AND CHEMISTRY	CERTIFICATE	700,000	1,050,000	1
22	HPM	HIGHER EDUCATION ACCESS CERTIFICATE IN PHYSICS AND MATHEMATICS	CERTIFICATE	700,000	1,050,000	1

THE FUNCTIONAL FEES FOR DAP, DCP & CGA PROGRAMMES			THE FUNCTIONAL FEES FOR BEP & DEP PROGRAMMES		
ITEM	EAST AFRICANS	NON EAST AFRICANS	ITEM	EAST AFRICANS	NON EAST AFRICANS
Guild fee by all students (per year)	30,000	45,000	Registration fee per year	100,000	150,000
Recess/Industrial Training/School Practice (To be paid by all PRIVATELY sponsored students every Second Semester)	250,000	375,000	Examination fee per year	100,000	150,000
Medical fee for all students (per semester)	65,000	97,500	Library fee per year	20,000	30,000
Examination fees (per semester)	50,000	75,000	Research fund fee per year	20,000	30,000
Sports fees for all students (per year)	30,000	45,000	University identity card fee per issue	15,000	22,500
Registration fee (per semester)	50,000	75,000	Computer fee per year	50,000	75,000
Accommodation (per semester)–where applicable	129,000	193,500	Guild fee per year	30,000	45,000
University Identity Card fee per Issue	15,000	22,500	Medical fee per year	65,000	97,500
<u>OTHER REQUIREMENTS FOR DAP, DCP & CGA</u>			Sports fee per year	30,000	45,000
1. 2 reams of photocopying paper (ROTATRIM Or DOUBLE A)			School practice (for DEP only)	250,000	375,000
2. One hand hoe (with a handle)					
3. Three (3) plastic spring files (GREEN)					

THE FUNCTIONAL FEES FOR POST GRADUATE PROGRAMMES PER ANNUM			THE FUNCTIONAL FEES FOR ALL OTHER DIPLOMA & UNDERGRADUATE PROGRAMMES		
ITEM	EAST AFRICANS	NON EAST AFRICANS	ITEM	EAST AFRICANS	NON EAST AFRICANS
Administration fee	200,000	300,000	Registration fees by privately sponsored students	100,000	150,000
Library fee	20,000	30,000	Examination fees by privately sponsored students	100,000	150,000
Registration fee	120,000	180,000	Library fees by privately sponsored students	20,000	30,000
Identity Card (per issuance)	15,000	225,000	Research fund fees by privately sponsored students	20,000	30,000
Guild fee	30,000	45,000	Development fee per year by private students	50,000	75,000
Sports fee	30,000	45,000	University identity card fee by all students	15,000	22,500
Medical fee	65,000	97,500	Computer fee by private students	50,000	75,000
Examination fee	200,000	300,000	Guild fee by all students	30,000	45,000
Computer fee	80,000	120,000	Sports fee by all students	30,000	45,000
Development fee	100,000	150,000	Medical fees (treatment) by private students	65,000	97,500
Research Fee for students on Post Graduate Programmes only (Payable every 2 nd semester)	750,000	1,125,000	Recess/Industrial Training/School Practice (To be paid by all PRIVATELY sponsored students every 2 nd semester)	250,000	375,000
			Accommodation per semester (where applicable)	129,000	193,500
			Accommodation per semester for all Students (Priv. or Govt) admitted for MED, BNA & BNS	500,000	750,000

Thank you.

NOTE: Please refer to
www.busitema.ac.ug for the detailed
NOTES TO NEW STUDENTS



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