



STUDENTS HANDBOOK

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INTRODUCTION

BACK GROUND ABOUT MUTEESA I ROYAL UNIVERSITY AND ACCREDITATION

The establishment of Muteesa I Royal University (MRU) was inspired and initiated by Ssabasajja Kabaka Ronald Muwenda Mutebi IL and promoted by the Executive Committee of the Buganda Kingdom, headed by the Katikkiro. The basic preparatory work was carried out by the Buganda University Task Force (BUTF), which was inaugurated by Katikkiro (Prime Minister) of Buganda on 8th June 2004 and submitted its final report on 2nd December 2004. The BUTF's report was followed up by the MRU Implementation Committee, which was succeeded by an Interim University Council on 15th June 2005 to serve for one Year, and subsequently a fully fledged University Council installed by the Chancellor.

The preparatory work was reinforced by an Interim Letter of Authority which was issued by the National Council for Higher Education on 5th April 2005 and subsequently crowned by the attainment of the Provisional License on 6th July, 2007 to operate as a private University and opened its doors to the public on 1st October, 2007.

The Name of the University

The name Muteesa I Royal is in recognition of a monarch of great vision,” Kabaka Muteesa I of Buganda (1856-1884)”, whose invitation of the white Missionaries, through a letter to Queen Victoria of England, is generally regarded as the genesis of modern formal education in Uganda.

The Physical Location

Kirumba-Masaka is the Main Campus, while Kakeeka-Mengo, Kampala is the home to the second campus. The University has opened various study centers at Buwekula, Mubende District, The operation of MRU, in all essential respects, is guided by a philosophy and an accompanying set of vision, Mission, objectives, and core values, respectively stating thus:

The Philosophy,

MRU puts a premium on the holistic and generative type of education, characterized by a dynamically diversified curriculum and eclectic mode of tuition. In this Connection, the most

prized intellectual values being fostered include critical thinking, research-mindedness, initiative and resourcefulness as seen in the context of rapidly changing conditions of life and the world of work. Equally valued is the promotion of personal effectiveness associated with a humanistic outlook that embodies a healthy sense of values, ethical sensitivity and appreciation of a cultural diversity.

The Vision

Total commitment to optimum and integrated realization of individuals' intellectual, moral and productive potential.

The Mission

To provide an effective and efficient setting for the development of intellectually dynamic individuals, principled and resourceful professionals and practitioners.

The Objectives

The **University's philosophy, vision and mission** are to be realized through pursuit of the following set of objectives:

Preparation of the needed personnel as a core of national capacity with the required knowledge, entrepreneurial understanding, attitudes and skills to provide front-line service to the community and to fill the middle and high-level scientific, technical, professional and management jobs.

- Maintenance of a dynamic research and information center and generation of knowledge and innovations needed for Sustainable development through indigenous scientific-oriented research technical know-how, as well as dissemination of information.
- Meeting the demand of the increased access to opportunities for higher education.
- Preparation of graduates from diverse backgrounds who can translate acquired knowledge into products, services and job opportunities.
- Embracing the advances of information Communication technology (ICT) as a sub-culture of higher Education.
- Maintenance of collaborative linkages with other institutions of higher learning, industry and labour market at the local, regional and international levels.

Core Values

Key Intellectuals Values

- Research-mindedness
- Resourcefulness
- Analytic thinking
- Enterprising aptness

Key Civic Values

- Human disposition
- Mutual respect
- Integrity
- Prudence
- Decency
- Functional cultural appreciation

Ownership

Ownership of MRU is in the names of the Kabaka, who is the legal and constitutional Trust of all the people of the Buganda Kingdom, to hold the same in trust on behalf of the people of Buganda.

Admission

Admission is a privilege, not a right and may be withdrawn by the University when a student's presence is deemed detrimental to the mission and function of the University.

Orientation is provided to new students. The **main purpose** of orientation is to **integrate new students successfully** into the academic and social culture of the University. Orientation is viewed as an **ongoing** process aimed at developing and promoting the well-being of new students in all aspects of their lives – academical, physical, intellectual, spiritual, social and emotional.

This activity is compulsory to new students. It is the responsibility of each student to ensure that this requirement is met.

Student Pledge

All students who apply and are admitted must be part of the University community and students' body, thereby pledge themselves to uphold the rules and regulations of the University as outlined in this Handbook. Students who do not respect their commitment to the unique character of Muteesa I Royal University may **face disciplinary action or admission withdrawn.**

WELCOME TO Muteesa I Royal University;

The decision you took to study at this historic University will have a significant impact on the trajectory of your life path. This is the moment you not only get to decide where you wanted to study, but most importantly, what you wanted to study

This handbook provides students with the basic information they need. It defines the roles and policies from mother departments, rights, privileges and parameters. It is therefore each student's responsibility to study it and acquaint themselves with its contents as it forms the pivot upon which all other activities of this University revolve.

The regulations stated herein, are under continuous review by the University Administration. Changes and amendments take effect upon being passed by the Administration. The handbook is arranged according to sections and each section reveals some information about a given unit. We hope students take advantage of the excellent environment and facilities to guide and to achieve maximum potential.

Our academic and professional programmes range from certificate-level through to degree level.

Academic programmes are offered in four faculties:

- Business and Management
- Social Sciences, Arts and Humanities
- Education

➤ Science, Information Technology, Engineering, Art and Design

Our University's qualifications are recognised and accredited by the relevant professional bodies, locally and, in some cases, internationally.

We seek to help students in becoming well-rounded citizens, socially aware on a global scale, and set on their individual path to make a difference and worldwide.

We welcome you as part of Muteesa I Royal University family and we hope that your stay and experience at MRU will be a memorable, pleasant and rewarding.

The University Administration

FOREWORD FROM THE VICE CHANCELLOR

It is my privilege to welcome you to Muteesa I, the only Royal University in Uganda and the East African region. This title sets the institution apart from other universities, as the custodian of the Buganda Kingdom's heritage and cultural values. Inclusivity for all, regardless of ethnic origin and creed remains one of the Kingdom's and indeed the University's cornerstones.

This student handbook is a tool that should enable you to plan and make informed study decisions at Muteesa I Royal University (MRU). The students we have graduated have made a significant mark on the national employment landscape. We pride ourselves on the high employability of our graduate outputs, as confirmed by the feedback we get from the employers. At this stage, more than 10,000 graduates have walked across the MRU graduation podium. Many of them are successful job creators, whose entrepreneurial skills are an embodiment of the MRU motto **“Seeking Greater Horizons in Thought and Action”**. It is gratifying that you are destined to become one of their number – exiting MRU as a creative professional!

Business at the MRU is student-centred; promotion of teaching and learning is our core business. This is buttressed by research by staff, which feeds into teaching and learning. Community Engagement through student activities, particularly internships, constitutes the third pillar. Such engagement requires your active participation. As a student, “be the change you want to see at the MRU” (St. Vincent de Paul).

You join the MRU at a time when the digital era defines the new normal. The era is central to both teaching and learning, and your subsequent world of work. You are strongly advised to embrace this paradigm shift, lest you are left behind by your peers. I urge you to put to full use the digital facilities availed to you at the MRU, which include the E-library, E-learning, MRU website and Student Portal - a platform that serves as the gateway to all student academic activities.

Internationalization is another great prospect during the course of your studies. The International Office at the MRU is, among other things, charged with overseeing student exchange programmes with our international partners. Students who excel in their studies stand a great chance as beneficiaries of such arrangements. I advise you to take full advantage of such opportunities made available at the MRU.

You are most welcome to the MRU – an environment we need to build together, as a conducive, student-centred, digitally supported teaching and learning atmosphere. The realization of this ideal is underpinned by discipline, diligence and responsibility, as well as MRU’s core values of respect for diversity, cultural sensitivity and team spirit.

Professor Vincent Kakembo

Vice Chancellor.

WELCOME FROM THE ACADEMIC REGISTRAR

On behalf of Senate, Management and staff, I would like to take this opportunity to extend a warm welcome to you to Muteesa I Royal University. I give a standing ovation to all those students already enrolled in MRU. Congratulations upon making a very positive choice in becoming a student and a member of MRU fraternity. I cordially invite the aspiring meritorious ones to join the only Royal University in Africa. The University is steadily growing into a leading multi-disciplinary center for advanced learning, research and technical guidance. Our prime focus is on 360-degree transformation of students. We make every effort to shape them into responsible citizens through imparting quality education and inculcating moral values. Our earnest objective is to provide quality teaching, research, technical guidance and community outreach; being responsive to fluctuating social-economic needs. The university has got highly experienced academic staff who are devoted to the 360-degree growth of students.

MRU's academic and career opportunities are balanced with a lifestyle dedicated to an array of sporting, cultural and social activities. With our commitment to holistic development, we believe strongly that our students are emerging leaders who will be pivotal in shaping tomorrow's dynamic Buganda Kingdom, Uganda and the world at large, and creating positive change and impact. The university has created provisions to impart education to promote teaching and research in all disciplines including, but not limited to; Engineering & Technology, Business Management & Commerce, Mass communication, Tourism and Hotel, and Social Work and Social Administration and Education. The In-service programme is also available, as well as the Higher Education Certificate, which is intended for students who completed A-Level but may not have attained sufficient grades to enable them to enroll for diploma or degree in the higher education sector. It is also intended for students from countries whose secondary school qualifications are not considered equivalent to A- Level in Uganda, but permit admission into higher education in those countries. All courses are affordable and will benefit all students and professionals across the world. Our aim is not to offer any program just as an added qualification or degree but to support the students and professionals to be successful in their life and profession. The office of the Academic Registrar oversees development, review and implementation of academic programs. The office also oversees students' admissions matters including but not limited to direct admission to the University, credit transfers and waivers, inter-universities transfers, among others. Academic

Registrar's department is the secretariat to the senate and its committees. The office further coordinates Academic Ceremonies and Research & Publications; development, review and implementation of academic policies, guidelines, procedures and other legislative frameworks within the academic division. The office therefore develops and implements strategies that ensure timely, effective, efficient, transparent and accountable service delivery to its clients. Students form the bulk of the clients for this office.

The office of the Academic Registrar will always remain open to students and the general public and ensure that all the academic processes in the university are handled effectively and efficiently in order to promote professionalism, respect for diversity, cultural sensitivity, tenacity and above all, team spirit. Thank you, and I wish you a fruitful stay at Muteesa I Royal University.

Nalongo Mary Nakandi

Academic Registrar.

SECTION 1

RULES OF PROCEDURE FROM DIFFERENT DEPARTMENTS

A. ACADEMIC REGISTRAR'S OFFICE

University Academic policies

- 1. Normal Registration** of both new (Fresher) and continuing students.

All students are expected to register within the first two weeks after paying 40% Tuition and all Functional fees;

N.B: The University Council reserves the right to vary the fees chargeable at any time with or without prior notices.

2. Every first semester of each Academic Year, students will be expected to register with the following Offices.

- i. Bursar
- ii) Academic Registrar.
- iii) Dean of Students
- iv) Medical Centre/Clinic
- V) Warden (For resident students)
- vi) Library
- Vii) Guild Office
- viii) Faculty Deans

3. Change of Programmes.

A student can apply to change a program of study within a month's time from the date of opening of first semester in the academic year.

4. Dead Year

A Student can only apply for a dead year within a month's time from the start of the academic year. Thereafter, the student will be required to pay full University fees for that respective year. A student wishing to re-join the University after a dead year, must submit a written request to the Academic Registrar to be allowed to continue with studies. The request will be considered and a written response will be provided to the applicant.

5. Submission of Dissertations

All third Year / Finalists are expected to submit their dissertations before sitting their last paper/ Examination of the semester in their final year.

The student must inform the relevant Faculty Administration Office in writing of his/her intention to submit the dissertation for examination. Such notice must be given by the deadline as published

in the university calendar. For the prescribed Graduation of the academic year. **Note** that graduation dates will be provided in the university almanac.

After the dissertation has been accepted by the **examining body of the respective Faculty** and the student has made the required amendments, if applicable, he/she must submit final documents of the dissertation to the **Examinations Office at least (15) working before the graduation ceremony**. Students who have not effected corrections as directed and/or have not submitted final copies of their dissertation as described above, shall be regarded as having not complied with the requirements of the qualification. Students who have not submitted copies of the final dissertation will not be eligible for graduation and will not be included in the graduation Programme.

6. Clearance for Examinations

Students intending to sit for examinations will be required to fill an examinations application form for clearance, four (4) weeks before normal lectures end. Cut-off dates must be adhered to.

All candidates for examination course units must obtain a minimum class mark of 40% as due performance before a student will be allowed to sit for an examination. In the examination a performance (examination mark) of 60% must be achieved to pass the course unit. The overall pass mark for each module is 50%.

Note: Clearances before writing exams; Academic clearance to write/sit for the examinations must be verified from the Faculty Deans, or Coordinator or Head of department whereas financial clearance must be obtained from the Bursar's Office

7. Grading and Assessments

- a) Muteesa I Royal University is both a residential and day schooling University, and class attendance and participation in class activities are compulsory.
- b) A combination of course works, progressive or continuous assessment contribute **40% of the final mark**, consisting of at least one test and a take home assignment. The final examination will constitute **60%** of the total final mark.
- c) Course schedules and a time-table will be provided to all students at the beginning of each course unit (CU), containing mark compilation, lecture schedules/time-table and assessment for the course unit.

- d) Opportunities are provided for students to participate in class evaluations, assignments and tests. Notice of these activities is given well in advance, usually in the course schedule. (Refer to the Faculty handbook - Assessment).
- e) Tests and continuous class evaluations may be scheduled for each course unit. Any clashes should be reported to the lecturer concerned no more than three weeks after the start of lectures.
- f) Tests, assignments and class marks are made available to students. All errors and omissions are to be reported to the lecturer concerned within one week of the marks being made available.

Note: Without Course work marks a student does not qualify to sit for the final examination.

8. Lecture Attendance requirements

Opportunities are provided for students to participate in class evaluations, assignments and tests. Time-tables and lecture notices of these activities is given well in advance, usually in the course schedule. (Refer to the Faculty handbook - Assessment).

It is the duty of the student's coordinators to sign and acknowledge that the course facilitator/lecturer has taught and completed what they have to accomplish within the stipulated time on the time table.

Absence due to work commitments will be dealt with on the merits of each and will under no circumstances be considered without documentary evidence from a superior on a company letterhead (for working students).

Arrangements with regard to these two types of absences must be made well in advance, preferably at least two weeks before the evaluation that will be missed. Absence due to sporting and work commitments will be dealt with by the relevant lecturer on the same basis as absence for medical reasons.

8.1 **Retakes.**

All students intending to repeat failed papers **must** fill the prescribed application form obtainable from the Academic Registrar's office.

A fee is payable to examination retake/re-writes, the University Council determines the fee charge per exam.

In case of a failed exam it is compulsory that a student must re-register for the course unit, attend lectures, do all coursework assignment, assessments and tests for the failed exams. Student to re-register for the course unit in the next offering semester or year. On successful completion of the course unit (passing with 50%), the student will be allowed to sit/write the final examination in the next scheduled examination period.

A student who fails to obtain a pass mark (50%), in the second sitting/assessment of repeated course unit will receive a written warning. Should the student's performance not improve, the student will be excluded from the course.

A final year student, whose final examination results have already been classified by the relevant department/ faculty Board and failed for the award of the Degree/ Diploma, shall not be permitted retake any course(s). When a student retakes a course, the higher of the two marks obtained shall be used in the computation of the **Cumulative Grade Point Average (CQPA)**. The Academic transcript shall indicate the passed, retakes and failed courses so accordingly. When a student retakes a course(s) the repeat course(s) will cause an over load of credits above the normal semester load.

Credits will be obtained for all modules which are passed. Despite this, a student may be refused full time registration in the next year based on poor performance. Specifically, if a student does not pass at least 50% of the required modules for a particular year, the student will not be excluded allowed to continue with the program.

9. **Duration of Study period**

For a degree program, the minimum duration is 3 years, but **must not exceed** 5 years

For diploma program, the minimum duration is 1/2 years, but **must not exceed** 3 years

A student who takes longer than the stipulated study period will be discontinued.

10. Change of Registration details

Change of registration is permitted provided that a student is changing courses.

NOTE: The student must retain the original registration/student number. This is also applicable to students who took a dead year(s).

11. Academic progress: (Normal Progress, backlog and provisional progress)

Normal progress is where student passes all examinations. **Provisional progress** is when a student fails not more than two Examinations.

A student who has more than 2 examination papers, **does not** qualify to proceed to the next level.

A student may proceed to the next semester within an academic year, but **will not** proceed to the next academic level.

12. Special Examinations

The University Examination Office will not cater for students who missed examination for whatever reason.

13. Missing results and Corrections.

Students having problems with missing results shall fill a prescribed form obtained from the Examination Office and forward it to the Faculty Dean for action.

14. Evaluation of Lecturers and Administrators

At the end of each semester, student(s) will be required to appraise lecturers and administrators. The evaluation exercise is a measure to detect performance. The student participants will be anonymous.

15. Student Disciplinary Committee

A disciplinary Committee is in place to handle all student cases of mal-practice. Students are warned against engaging in all forms of Indiscipline.

16. The University Prospectus, Student Hand book and Examination guide

Copies of the University prospectus, the student hand book and the examination guide are available from the Academic Registrar's office and on the University website and at the University Library. Students are required to read, understand and adhere to guidelines therein.

Note: To save costs few copies will be printed. Copies are accessible electronically.

17. University Almanac

Each academic year, the university draws up a program for the whole academic year. Students are urged to collect copies from the Academic Registrar's Office, and to acquaint and adhere to the deadlines.

18. Practical Fees/School Practice/Field work/Industrial Training

Research aid, teaching aids, information on payable fees for practicals, for specific study activities as indicated above can be obtained from the respective faculties.

19. Transfer of Credit Units to Muteesa I Royal University

Students who transfer from any academic institution of higher learning, recognized by the National Council for Higher learning can apply for credit transfer via the respective Faculty Administrator's office. This is applicable to students who get admission to undergraduate Degree Programs. A prescribed form for this process is obtainable from the Faculty Administrators.

Students must submit the following documents with the application for consideration.

- a) Must satisfy admission requirement for the Academic Programme or course applied for;
- b) Must submit an official Academic Transcript from the previous and recognized University or Institution of Higher Learning in which the programme was previously enrolled. (the transcript should indicate the student's names, programme/course registered/offered for, completed and successfully passed course units and their

credits, mark or grade obtained in percentage (%), credits, the academic status and the students overall conduct).

- c) The student must have obtained an overall Cumulative Grade Point Average.
- d) The University shall not grant transfer of credit unit(s) for the course which the student obtained Grade Point average lower than the **approved** pass grade/mark i.e., 50% and above.

20. Academic Information

Students are advised to pick a copy of the University prospectus from the office of the Academic Registrar.

B. THE UNIVERSITY BURSAR' S OFFICE

Fees and conditions are determined by the MUTEESA I ROYAL UNIVERSITY Council and are subject to amendment without prior notice. The fees rules and conditions apply to all students registered with the Muteesa I Royal University.

1. LIABILITY AND CONDITIONS

- 1.1 All registered students shall be liable for the prescribed fees for the relevant period and are subject to the conditions as specified in the application form.
- 1.2 The student's liability is not affected nor reduced through ignorance on the part of the student (or his/her guardian/surety) regarding the rules and regulations of the Muteesa I Royal University or of the invalidity of his/her registration in terms of the said rules and regulations.
- 1.3 By signing and submitting the registration form (electronically or otherwise), the student and or his guardian/surety accepts responsibility for the payment of all prescribed fees_(irrespective of whether an emailed statement is not received/read by the student).
- 1.4 It is the responsibility of a student to validate his/her account sent via email for omitted unit(s), and fees payment

- 1.5 Should a student not attend lectures and neglect to give written notice of cancellation within the stipulated cancellation periods, such a student will be held liable for payment of all tuition fees and/or residence fees for the full study period.
- 1.6 A change in the degree or diploma and/or individual units for which a student has enrolled for, may result in a change in tuition fees. It is the student's responsibility to ensure that all amendments are reflected correctly on his/her account before the closing date for registration.
- 1.7 It is the responsibility of the student to forward account statements (sent via email or otherwise) to the person/party responsible for payment thereof if not him / herself.
- 1.8 The academic records and examination results of all students who fail to settle their accounts by the payment dates will not be released, diploma/degree certificates will not be issued and the viewing of examination scripts will not be permitted until all outstanding financial obligations have been met in full and the settlement payment reflects on the student account.
- 1.9 Outstanding accounts for previous academic periods will be forwarded to the University's external collection agents/lawyers if the student is not registered for the next/following academic period.
- 1.10 It is the responsibility of the student to make enquiries should he/she not receive a fees statement.
- 1.11 The application fee is applicable to all prospective applicants. An application for admission will not be processed before the prescribed applicable fee has been paid.
- 1.12 Application fees are not refundable under any circumstances.
- 1.13 Application fees are also applicable to Muteesa I Royal University International prospective applicants who continue their studies consecutively.
- 1.14 Application fees does not form part of the student account therefore it will not reflect on the student account statement. Enquiries with regards to application fee payments should be addressed to the Bursar's Office.
- 1.15 **UNDER NO CIRCUMSTANCE ARE CASH PAYMENTS DONE AT THE BURSAR'S OFFICE AND TO ANY UNIVERSITY STAFF.**
2. Muteesa I Royal University tuition fees are affordable and are categorized into two categories:
 - i) Tuition

ii) Functional fees

A student is free to deposit the money in any bank branch of his /her choice using their respective **Student Identification Numbers** as given by the office of the Academic Registrar.

NAME OF BANK /ACCOUNT NAME	REQUIREMENT
Stanbic Bank (Muteesa I Royal University)	Student Number
Centenary bank (Muteesa I Royal University)	Student Number
Cente agent	Student Number

The deposit slip must be presented to the Bursar's office within one week.

Email or deliver the payment receipt to the Bursar, email: bursar@mru.ac.ug

3. Payment of fees before Registration

- 4.1 All students are encouraged to pay all fees at the beginning of each semester.
- 4.2 A student will be eligible to register after paying 40% of tuition and full functional fees.
- 4.3 Late Registration will apply to all students who register after 3 weeks from the commencement of the semester lectures, a mandatory late registration surcharge of ugx20,000/= (Twenty Thousand Shillings only) is payable.
- 4.4 By mid semester, a student must have paid 70% of the total dues in order to sit/write the continuous assessment Tests (CAT). This implies that, no student's coursework shall be accepted by any academic staff unless this requirement is fulfilled.
- 4.5 Only Students who have cleared 100% of fees shall be allowed to sit/write the final examinations.
- 4.6 A bonus of 2% rebate is offered to all students paying in full amounts within the first week of the semester.
Note: This will be made in kind not in cash.
- 4.7 The Muteesa I Royal University will not be issuing receipts for direct bank / electronic payments.
 - 4.7.1 Direct bank or electronic payments do NOT reflect immediately on your student account. Allow 2 working days for processing.

4.7.2 A copy of the bank deposit slip or electronic payment confirmation should be available in the event of a query and specifically during the registration period.

Enquiries in respect of the direct deposits for the above mentioned items not reflecting on the student account after the 2 days have expired must be referred to Bursar's office at bursar@mru.ac.ug and include the proof of payment.

4. Fees Refund

A student who has chosen to withdraw from any University programme is eligible for refund as follows:

- 1 week after the commencement of the semester 90%
- Within 2-4 weeks 60%
- Within 5-8 weeks 40%
- After the 9th week No refund

5. Damages

A student shall be held responsible for any damages / destruction/ breakage/ loss of any University Property. The cost shall be valued, communicated to the student to ensure that payment is done (in the bank) before writing the examinations.

C. MEDICAL CENTRE/CLINIC

HEALTH REGULATIONS

Students have access to a comprehensive primary health service on both campuses, and qualified medical personnel to assist with any health matters which may arise. All services are rendered by registered health care professionals e.g., professional nurses, medical doctors and registered counsellors. The Clinic offers an integrated, easily accessible health care services where MRU students can find assistance for a range of health concerns. The center focuses on to mention a few, Primary Health Care, Personal Counselling and HIV and services

- **HEALTH REGULATIONS**

- a) Upon joining the University, students have to undergo Medical examination by the University Doctor or any other Doctor approved by the University. A copy of the report should then be taken to the Nurse.
- b) The University reserves the right to carry out medical examination on any student any time.
- c) Students admitted for practical subjects such as Physical Education, Agriculture, and Music shall have to satisfy the University authorities that they are medically fit for the programs.

Students found medically unfit for the program shall be advised on health grounds, to opt for other programs. Such examination above shall be followed by regular medical check-up at least once every academic year:

- i) Where a student misses a lecture due to having an appointment to see the Nurse or Doctors or other Health Officer, the student shall notify the lectures concerned in advance.
 - ii) The Health Care Office shall provide a list of student who have to visit the hospital to the following:
 - Dean of student
 - Wardens
 - Heads of Department
 - iii) Students who receive medical attention away from the University shall report back to the Health Care Officer after their treatment to submit medically approved records to the University Doctor.
- d) **University Medical Centre:** A student who is perpetually sick shall be required to take a sick leave from the University on the advice of the University Health Care Officer who shall submit a detailed report to the Dean of Students.
- e) A Student who contracts a contagious disease may be requested to leave the University community on the advice and recommendation of the Health Care Officer.
- f) **Physical or Mental handicaps**
- i) Where mental or physical handicaps prevent a student from participating in the normal activities of the University the student shall be asked to be a non-resident or to seek leave from the University.
 - ii) Muteesa I Royal University is committed to ensure a harmonious living of all the persons with disabilities with the rest of the members of the community.

iii) Students with special needs arising from their disabilities e.g. in terms of accommodation shall inform the warden.

The health care service program shall be named. “The emergence medical program”

The Student’ Emergency Medical Program Package

A set of selected illness that furnishes a comprehensive array of healthcare services to the students. Free circumcision, testing and Counseling, emphasis on preventive care; with special regard to primary healthcare to the University by offering subsidized rates, free medical service at all functions / students gathering where first aid will be required. The illness treatment. Under the Program includes the following:

- Asthma
- Cramps/ Menstrual pains
- Counselling consultation
- COVID 19 information and care
- Eye infections like conjunctivitis, Watering eyes and Red eyes
- Flu &Colds
- Fungal infections like candidiasis
- General body pains
- Headaches like tension, migraines
- Helminthiasis
- HIV/AIDs Care and information
- Malaria
- Sickle cells
- Skin diseases
- Teeth infections like mouth ulcers, decays
- Typhoid
- Ulcers
- Urinary Tract Infections
- Wounds/cuts

Note: That routine medical examination at the beginning of semester for all students.

Eligibility

On a monthly basis, the University administration is requested to submit an updated list of registered students to the Health Centre. A registered student is eligible for treatment on presentation of the following;

a) Compulsory Registration

- Proof of registration from the Academic Registrar
- A filled form by the Health Officer at any of our medical centers/ clinics
- Must sign in the MRU Registration book in the University Clinic
- Present a medical center Patient Visiting Card
- Must register to get a student health number and opening a student file.

b) Receiving treatment on:

- Presentation of a valid University Identity Card
- Presentation of a valid medical student visiting card
- Verifying signature in the MRU book

c) Further treatment

Should a patient's diagnosis fall outside the mandate of this Health Care Center, the student will be advised to pay for the services at a discounted package. This also involves waiving off accommodation fees for the patient.

d) Working hours for the clinic

Contact us at

The medical center provides service 24hours a day from Sunday to Monday at our Kirumba Masaka residence campus.

At Kakeeka-Mengo campus, the service is open for students from 8:00am to 5:00pm Monday to Sunday.

Note: the service is open for students during holidays.

Email: studenthealth@mru.ac.ug/atharmedicalcentre@gmail.com

Telephone Contact: 0750 114691/0756 223728/ 0778 676080

e) Community outreach program:

The Health Care Clinic holds one public sensitization workshop per semester at both Campus premises which is intended to give an interaction opportunity to the students, relevant local government officials, Parliamentary committee on social services and prominent Health Professionals.

Conclusion

The Medical Centre again re-affirms to its greatest assurances, selfless services to contribute to the good health of the Muteesa I Royal University.

D. HOUSING POLICY

RULES GOVERNING HALLS OF RESIDENCE/HOSTBLS

1. RESIDENCE IN THE HALLS

All resident students shall reside in the University Halls of residence throughout the semester. Due to the limited accommodation, married students, desiring accommodation are urged to make arrangement at least one semester before estimated time of arrival on campus. No reservation is final until an acceptance notice is sent by the University. Upon receipt of this notice, a room deposit as stated in the admission letter must be paid promptly before the deadline or else no accommodation will be reserved.

2. Non-Residents and Part-Time Students

Non-resident and part-time students shall not reside in the halls of the residence except under exceptional circumstances with permission from the Dean of Student and on payment of the appropriate dues. Students with disabilities certain type of disabilities may receive preference.

3. Start and End of Semester

a) A student shall be allowed only one night of grace in the Halls before the beginning of the semester. Every student shall register with the office of the warden at the start of every

Semester.

b) Every student shall vacate the hall of residence at the close of the Semester not later than 2:00 pm, Students shall invite the Custodian on duty to check their rooms before checking out.

c) Every student shall sign hall clearance forms, after handing over all University property which must be counter-signed by the Custodian

d) Any student who leaves the hall without clearing or fails or neglect or refuses to hand his/ her room keys shall be held accountable for property found damaged or missing in that respective-room.

4. Closing Hours of Halls and visitors' Entry

a) The Hall gates shall be closed to all visitors from outside the University at 8:00 p.m.

b) Hall gates shall be locked to all non-residents at 4: 00pm

c) No male student shall allow female persons to enter or remain in his room after 9:00pm

d) No female student shall allow male persons to enter or remain in her room after 9:00p.m

e) Non-resident student shall leave his /her hall of residence after 12:00 midnight and before 6:00am unless prior permission has been obtained from the warden.

f) Students who wish to return to the halls after 12:00 midnight must obtain a pass in advance

g) The University authorities may, however, lock hall gates at any hour or any day without notice to that effect.

h) All visitors particularly those from outside the University shall identify themselves to the University official on duty before being allowed to see the students.

i) On reasonable suspicion that the visitor or student has or about to commit an unlawful act, a University official may search the visitor or student

j) Student's visitors may visit but shall not sleep/reside in the Halls of residence.

5. Official Visitors

Meals may be provided for only those visitors who are invited to the University with permission of the Vice Chancellor or Deputy or Dean of Students.

6. Sleeping Out

No resident shall sleep / reside out of the hall during the semester without having obtained permission from the Warden in writing.

7. Vacation Residence

a) Vacation residence when permitted, means full board and the charge obtained will be payable in advance.

b) Permission to stay in residence on academic or health grounds may be given by the Dean of Students on the advice of dean of Faculty or the Medical Officer as-the case may be,

8. Continuing Students

Continuing students will be required to make room reservation at the end of each semester. Furthermore, dismissal from the University for any reason immediately terminates a student's right of occupancy of University owned housing; be in residence halls, married students apartments or apartments leased by the University.

A house deposit to cover accidental breakage, defacing of walls and any other property damage or loss, will be required before a student is granted occupancy of a house. When a student vacates a house, any repair/ replacement costs will be charged to the students' account and credit remaining on deposit will be refunded.

9. Campus Halls of Residence

The residence halls are intended to provide a setting for development, maturing of character and personality. It is here that friendships are made and respect gained regarding the rights of others.

Each Hall of residence/hostel has specific Hall regulations in addition to those which appear in this Student Handbook. It is the responsibility of all Halls / Hostels residents to know and abide by these regulations.

9.1 Advantages of choosing to live in any of the Muteesa I Royal University residences:

Living on campus provides many advantages including convenience, the opportunity to develop strong social connections, and being included in a community that supports educational and personal growth in a safe and supportive environment.

In addition to these advantages, living on campus also increases student satisfaction and success related to the University experience. This suggests that students living on campus are more likely to:

- Complete their degree and/or diploma in fewer years than students not in residences.
- Involve themselves in campus activities, whether academic, co-curricular or extramural.
- Develop co-curricular relationships with faculty members.
- Achieve a better academic performance due to increased interactions with faculty members.

A paramount benefit related to living on campus is the opportunity provided for self-discovery and personal development. Other areas that living on campus positively impacts are:

- Development of interpersonal skills.
- Increased students' support for interacting with different racial and cultural groups.
- Positive impact on leadership development.

Convenient access to experiences that directly promote growth related to a personal decision-making process.

10. ROOMS

a) Allocation

Rooms shall be allocated at the beginning of the Academic Year by the Warden. No student shall change a room without the approval of the Warden.

b) Property and fixtures

The University furniture and fixtures may not be removed from any room.

Furnishings in common areas are provided for the use of all students in the building and may not be removed to private rooms.

Any student found in violation of this policy will be subject to disciplinary action and possible loss of one's on-campus residence privileges. The prescribed minimum penalty in such cases plus a daily charge if the furniture is not returned after the instruction to return it to its proper place, will be enforced.

- i) Where possible rooms are furnished with a bed, a study desk and chair and other electrical related equipment. Occupants of each room shall sign a room inventory list at the beginning of every semester and shall report damages of anything to the custodian on duty or the Warden.
- ii) No student shall unlawfully keep University Property in his/her room
- iii) No student shall bring a personal bed to the University Hall room

c) Electricity

If a wall point is fixed in a room, it should take a maximum current of **13 Amps. Socket overloading is strictly prohibited**. All lights should be switched off during day when not needed.

d) Keys

- i) If a student loses a key to a room or wardrobe or both the student shall pay the cost of replacing it or buying a complete new lock.
- ii) Loss of keys must be reported in writing to the Warden with a copy to a custodian on duty.
- iii) The keys shall be handed to the Warden on duty at the end of the Semester. Where a student fails to hand over the keys at the end of the semester, he/she shall liable for full residential fees from the beginning of the vacation to the time of return of keys in addition to any other appropriate punishment (s).

e) Rights in the Room

- i) Students allocated a room have equal rights and no roommate shall assume authority over the others
- ii) Anyone who wishes to organize a party in their room shall first obtain permission from the Warden.

Note: alcoholic beverages are prohibited from residences.

f) Private property

ii) Private property must not be left in the rooms during vacation except with permission of the Warden, at the owner's risk. The University of Hall management shall not be take responsibility for damages to students' private property kept at the University during holidays.

ii) Private property like televisions, radios, or mobile phones, etc. shall be kept in University rooms at the owner's risk,

g) Cooking in the Hall

Cooking of any sort in the rooms or any part of the Hall is seriously prohibited.

The use of extension cord(s) extending into the corridor or common areas is not permitted unless prior request had been obtained from the Residence Manager/Warden.

h) Noise.

- i) No student shall make noise e. g playing loud music, drums, bangles, whistles, etc. Which may be nuisance or interfere with the study or sleep of other students and the public; Radios, TV sets, musical instruments, etc. must be played at reasonable levels.
- ii) Playing radios and other gadgets loudly shall constitute indiscipline and shall in the first instance be reported to the Hall student's authority e.g. floor representative who may, where necessary, refer such matters to the Warden.

i) Dinning Hall

i) Students must have all their meals in the dining hall (except sick students who must have the permission from Warden).

ii) Any cooking and boiling in residences is prohibited.

iii) The dress code of the university shall prevail and be adhered to. Students should dress decently whenever they go for meals in the dining Hall e. g wearing bathroom slippers, hats or sportswear, are prohibited in dining areas etc. **Students deemed indecently dressed shall not be served.**

iv) No student shall invite personal visitors to share university meals.

11. Prohibited Items:

11.1. The following items are among those not permitted in University-owned residential facilities:

- candles, incense,
- occult pipes,
- exterior radio and television aerials,
- heavy electrical appliances (washers, dryers, freezers and large fridges...),
- firearms, paintball guns,
- pellet guns, CO₂ cartridges, propane tanks,
- lethal weapons, ammunition and explosives,
- and appliances with open heating elements.
- Any other weapon or tool deemed to be dangerous to fellow students, staff and the university property.

12. GUESTS TO HALLS RESIDENCE

Day students or other guests visiting the Halls are to make arrangements with the Residence Dean. The Halls are the private homes of the residents. Areas other than the lobby should not be entered except by invitation of a resident and permission of Dean of students.

A nightly charge fee will be paid by visitors upon approval by the Dean of students to stay overnight

Procedures and regulations governing guest visitation have been developed for students in residence in order to meet their needs of personal security, and to assure students the right to privacy in their living units. A visitor or guest is defined as a person who is present on a campus residence at the invitation of a contractual student. Residents will be accountable for rule infractions by their visitors/guests, including those signed in or accompanied by the resident, as well as all visitors/guests within a resident's room. The residence guide can be consulted further, copies are with the residences manager.

An extended guest is defined as any guest visiting between the hours of 12:00 midnight and 8:00 am.

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12. SINGLE STUDENTS LIVING OFF CAMPUS

Students who are not married are normally expected to live in the Halls of Residence unless they live with their immediate family. Any student desiring to live off-campus including married student living with their family must make proper application through the Dean of Students' office. To be a day scholar is a privilege and NOT a right. This privilege may be withdrawn at any time if the student is found to be breaching the Rules and Regulations of the University. Jeopardizing University community relationship will lead to forfeiture of day scholar status.

Permission to be a day scholar shall be granted on request by the guardian/ parent in person. Premises to be occupied by University student are subject to Students Affairs Committee (SAC) approval. No student will be allowed to rent out premises. Single students of opposite sex will not be allowed to stay together in a room or rent the same premises. Visitors must be reported to the landlord or his /her immediate representative on arrival.

- Applicants must submit 3 passport size photos to the Dean of Students' office

- Students who reside off campus are required to leave campus by 11:00p.m. Those who leave campus after 11:00 p.m. must leave and submit their IDs to the Security on-duty who must register names in the gate Guards book.

13. USE OF HALLS OF RESIDENCE FACILITIES BY NON BOARDING STUDENTS

Non-boarding or non-resident students are allowed to Visit the Halls of Residence like any other visitor. However, they are NOT entitled to privileges and rights of the boarding students. Any non-boarding student found using the Halls of Residence facilities will be liable for fine fee an amount determined by Students Affairs Committee (SAC).

14. REST OR QUIET HOURS

In order that others may get their rest, silence is expected after 11:00p.m. The residence normally close at 10:45pm

- MRU operates continuously for 24 hours, meaning that regardless of the time of the day, any amplified sound or activity loud enough to be heard outside one’s room should be curtailed.
- Any conduct and/or noise interfering with study and sleep of residents is unacceptable.
- During quiet hours, a student should be able to study or sleep in his/her room without disturbance from his/her neighbors. Students using sound equipment should use headphones or play their equipment on low volume.

14.1 **Quiet hours** for all University-owned residential facilities are:

Sunday through Thursday: 8:00 pm until 6:00 am and
6:00 am until 6:00 pm
Friday and Saturday: 6:00 am until 6:00 pm and
12:00 midnight to 6:00 am

14.2 During examination time, quiet hours will be in effect on a 24-hour basis.

15. ROOM CARE

All students are responsible for keeping their rooms neat, clean and attractively arranged.

- A regular room inspection is conducted

- Nails are not to be driven into Walls.
- Picture hooks with adhesive backing may be used.
- No furniture should be moved in or out of the permission of the residence Dean.
- Displaying of pornographic pictures on walls is prohibited.

16. ROOM COURTESY

All students wish to have their rights respected regarding the privacy of their rooms. No one should enter another's room without permission of the occupants. Talking through the windows is inappropriate

17. ROOM KEYS AND STUDENT CARDS

Room keys are checked out to students at the beginning of every semester and they remain the responsibility of the student until the student goes on vacation when he/she returns them to the respective Residence Manager. Students are also required to leave their room keys with the Residence Manager if they leave campus during the breaks between semesters.

When keys are lost, students are held responsible, a fee is charged for keys not returned to the Residence Manager at the end of every semester or for keys having to be replaced.

17.1 Loss of a room and student cards

- Loss of a key by a student must be reported to the Residence Manager immediately.
- Loss of a room key will result in a replacement charge for a new lock, core, and key.
- In the event room keys are not returned at the end of the period of residency, the student will be liable for the cost of the replacement key.
- Loss of a student card by a resident student must be reported to the Residence Manager immediately.
- Loss of a student card will result in a replacement charge.
- A student may not loan and/or give his or her room key and/or student card to another student for any purpose. The owner will be subjected to a fine, should it be verified that the owner intentionally or recklessly allowed a friend or a stranger to use his/her room key/student card.

- Damaged door locks requiring unnecessary change, will only be changed once the required cost has been paid for and proof of payment must be provided.

18. SANITATION AND CLEANLINESS

- i) To avoid blockage of sink by food in the particles, washing of plates, etc. in residence sinks is prohibited.
- ii) Washing of clothes shall be done in the designated laundry areas. Washing in the bedrooms or bathroom areas is prohibited.
- iii) Drying of clothes shall be done outside the residences on the provided drying lines.
- iv) Students must sweep their rooms before 8:00a.m daily and keep them clean always, Rubbish must be deposited in the dust bins provided. Used bulbs, razor blades, etc should never be thrown out of the windows.
- v) The residence attendants/cleaners shall maintain the corridors, toilets and bathrooms twice daily.
- vi) Students belonging to each residence must keep it clean and tidy including its surroundings and shall in this regard participate in residence community activities.
- vii) Waste paper baskets must not be left in the corridors and no liquids or fluids should be poured into them.
- viii) Decorations like pictures, wall-hangings shall not be hung, on walls if such hanging or fixing will leave permanent marks, or damage on the walls. Students doing practical subjects like fine art or carpentry should not take their machines/equipment to the residence.
- ix) At the beginning of the semester, students must bring toilet papers, soap and other personal sanitary materials, etc.

19. RIGHT OF ENTRY INTO A STUDENT'S ROOM

The University reserves the right for a Dean, a Dean's Representative, the Members of the Administration or their Representatives to enter and inspect student's room whenever

necessary. The student, by accepting a room in any of the residence Halls, acknowledges and allows this privilege of the administration.

20. PERSONAL PROPERTY PROTECTION

The student is responsible for the care and safety of his or her own personal property.

Students are provided with keys to their rooms. Students are therefore advised to keep their rooms locked at all times as the University will not be held liable, either directly or indirectly for loss or damage to student's personal property. A student who loses his or her key will be responsible for replacing.

- Students using the storage facility do so at their own risk. MRU or any of its staff members cannot assume responsibility or be held liable for the damage, loss or theft of any stored items.
- Items left in the storage facility during vacation must be collected within one month after the reopening of the residences. Items not collected within one month may be removed by the management and donated to a charitable organization.

21. FIRE HAZARDS

In order to maintain safety in the residences fireworks of any kind are prohibited. Empty pressurized cans are hazardous and when disposing of them they must not be incinerated, since heat may cause the cans to explode. Please follow the Dean's instructions for disposal.

21.1 General Fire, Health, and Safety:

- Any student who tampers with any fire safety equipment will face residence disciplinary hearing and a civil case may be opened against him/her.
- Paraffin or Kerosene stoves or any other flammable materials are prohibited from residences.

- All persons must evacuate the facility when the fire alarm is sounded. This includes drills and false alarms. Disciplinary action will be imposed against a student if he or she fails to evacuate the facility when the fire alarm/bell is activated.
- All University-owned housing facilities are clean air. Smoking within residence premises, burning of incense, candles, or any other substance is strictly prohibited and will result in fines and possible loss of one's on-campus housing privileges.
- A resident student is not allowed to keep or use any item that threatens the health and/or safety of occupants of the residence. The University reserves the right to determine if a specific object or activity poses a threat to the health and/or safety of students.

22. Prohibition of liquor and drug abuse within residence premises:

- a) It is the responsibility of the resident student to read, understand, and abide by the MRU University Policy and Procedure for the Consumption, Distribution and Sale of Liquor on campus.
- b) All the MRU residences are alcohol-free facilities and the consumption, distribution and conveyance of alcoholic beverages within the residential premises and on its grounds is prohibited.
- c) Students who are knowingly present during the commission of the violation(s) of, possession or consumption of alcoholic beverages in residences; or dispenses alcoholic beverages to an individual who is under the age permitted by the Constitution of the Republic of Uganda, or violates any provision of the University liquor policies, will be subject to disciplinary action.
- d) Would-be non-resident guest(s)/visitor(s) or commuters are not permitted entrance with alcoholic beverages into the residences, regardless of age.
 - i. Alcoholic beverage containers cannot be used as decorations or for any other purpose whatsoever within University-owned residences, regardless if they are empty.
 - ii. Residents are responsible and legally accountable for their actions and the actions of their visitor(s)/guest(s), including any damages or injuries which result from their actions after the consumption of alcohol.

- iii. Regardless of ownership or origin, unauthorised liquor found in the possession of residents and other mechanisms that have been used to dispense liquor in any one of the residences will be confiscated and disposed of and the resident student will have to appear before the University Disciplinary Committee.
- g) Abuse of drugs and other narcotic substances is a serious offence and if continued, the resident student will be brought before the Central Disciplinary Committee and be subjected to a heavy punishment.

22. EXPECTING STUDENTS

Pregnant students shall not be allowed to reside in the Residence. A pregnant student must notify the Warden and cancel her residence registration and vacate the room. She may be allowed back in the Hall at least four months after delivery.

23. STUDY PERIODS

Study periods ran from Sunday to Friday of the week, those days are all study periods depending upon the programme registered for.

24. NIGHT ROOM CHECK

Room check may be conducted between 10:45p.m every week day or immediately after the closing of the gates during weekends.

25. PETS

For health and maintenance reasons, pets are not permitted in any residential facility.

Any student found in violation of this policy will be subject to disciplinary action without prior warning. Repeated violations may lead to the loss of one's on-campus housing privileges.

26. RESIDENT ASSISTANTS

Students selected to work as Resident Assistants play a major role in the University life. They carry out real service to the students. They:

1. Are assistant to the Residence Deans and report to them.

2. Lead in the worship service for the Halls of Residence.
3. Supervise workers in the dormitories as assigned by Halls of Residence / Hostels Deans.
4. Maintain order and decorum in the area of their jurisdiction.
5. Encourage attendance at all University programs.
6. Counsel with new or erring students;
7. Check and report to the Residence Hall Deans any students who are missing from their rooms especially after closing time any students who may be ill, needing assistance or bereaved.
8. Supervise maximum cleanliness in the Halls of Residence/Hostels especially in areas of their responsibility.
9. Encourage cleanliness in the student rooms.
10. Inspect the rooms in their areas and advise students on room maintenance and other responsibilities
11. Settle minor disputes
12. Make any relevant announcement during dormitory worship periods.
13. Act as chapel Assistants.
14. Perform any other duty as may be assigned by the dean's office.

E. FOOD SERVICES

The philosophy of the Food Service department is to serve promptly, graciously a variety of culturally acceptable food in a conducive atmosphere.

The food service department follows the Muteesa I Royal University concepts on health which stresses a diet that excludes the use strong spices. This type of diet has been scientifically proven healthful and beneficial.

The University Canteen charges meals on a flat rate plan, which allows for the normal three meals per day in the basic boarding charge made at the beginning of each quarter/ semester. All resident students must get their meals at the University Dinning hall, payments for meals shall be made at the Bursar's office. Students remaining during vacation periods are

charged a daily boarding fee. A meal schedule is posted in the cafeteria for the students' information.

Non-resident students may make arrangements with the Business Office if they wish to take meals in the Cafeteria and be issued meal cards. Only person with these arrangements are permitted to eat in the cafeteria. To contravene this rule is a serious offence which will lead to disciplinary action. The food service should be treated with respect in dress and deportment Courtesy, proper conversation, and good manners should be displayed. In particular, students are expected to observe the following Dinning Hall rules:

- a) Food is served on a first-come first-serve basis, and no one skip the queue ahead of others.
- b) A student will be served an adequate meal. However, wasteful use of food i.e. taking too much on the plate and dumping unnecessarily is strongly discouraged.
- c) All resident students must get their meals from the cafeteria.
- d) There will be no refund for meals not eaten.
- e) Food for a sick student may be taken out by written request from residence Manager or their appointees to the management of food service department. The Kitchen is out of bounds to students.
- f) Non-boarding students or visitors who obtain meals without authorization from the University Administration will be fined twice the cost of the food.
- g) For official weekend outings packed lunch may be available provided notice is given in reasonable time.
- h) Visitors must pay at the Cafeteria to have meals.
- i) Students are required to identify themselves before any meal is food Service Director.
- j) Decent dressing is compulsory in the cafeteria e.g. slippers are not allowed.
- k) After eating students are expected to take their dishes to the room window.

E. (i) Meals for sick students

In case a student cannot have meals in the dining room owing to illness he/she shall obtain permission from the University Doctor or Health Care Officer to have his/her meal brought to his/he room. Roommates and the ministers for health and domestic affairs shall arrange

for his / her meals to be brought to his/her room and they shall ensure that crockery is returned to the Kitchen.

The Minister of Health, Hall Chairperson and the room-mates of any seriously sick student must inform the Warden, Nurse on Duty and Dean of Students. Treatment in the halls of residence prohibited, save in critical cases.

SECTION 2

OTHER GENERAL OF PROCEDURES

A. DRESS CODE

A Student should seek to make best of his / her appearance in order to be a good example to others. Therefore, no education can be complete with disregard to the dress code.

In dress, as in all other things, it is our privilege to honor God. He desires our clothing not only to be neat and healthful, but also appropriate and becoming.

A person's character is judged by the dress code. A refined taste, a cultivated mind, will be revealed in the choice of simple and appropriate attire. It is right to love beauty and desire it, but God desires us to love and seek first the highest beauty that which is imperishable.

Muteesa I Royal University family acknowledges that our dress and grooming often reflect both our Philosophy of life and our emotional maturity. One purpose of the University rather than presenting all the particulars of dress code, is to encourage each student to develop a personal lasting philosophy of dress grooming. Acceptable dress will vary from one occasion to another. The following are good guiding principles:-

- Balance: Avoid extremes. The dress code emphasizes the neatness, cleanliness, and modesty, regardless of cultural influence in style. Overdressing and showiness should be avoided.
- Appropriateness: Clothing should reflect the relative dignity of the occasion for which it is worn. Appropriate attire should be worn for religious service, formal occasions, class work, dining hall, relaxing or play. A student may be excluded from any function/ activity if not dressed appropriately.
- Hair should be well groomed, extreme styles are discouraged.
- Modesty is emphasized. This means one must not draw attention through dress to one's body as an object, but allow others to appreciate us as entire persons.
- Beauty is clothing selection and adornment gives expression to our God given ability to appropriate beauty, creativity, harmony, and good taste.

- Putting on attires (clothes and ornaments) which preserve the unique separate identities of masculine and feminine roles on all occasions is encouraged.

B. SOCIAL LIFE

ASSOCIATION BETWEEN MALE AND FEMALE STUDENTS

Muteesa I Royal University is a co-educational institution where wholesome association contributes to the student's social development. Male and female students should associate in ways which will respect each other's personhood. Specialized friendship should be left until such a time when one is ready to make serious marriage oriented decisions and commitment. "Couples" who do not demonstrate self-respect and self-restrain in matter of affection in public or private will be subject to disciplinary action.

Unbecoming behavior between male and female such as kissing and sitting or standing in isolated or dark spots is forbidden. In the evening students are expected either-in the library, lecture rooms, cafeteria, and residence hall lounge or rooms. All other places are out of bounds, even the students Guild Canteen.

The University encourages the type of social relationship in which individuals find their social needs met through relationship of a general nature, rather than through one specialized relationship in which one calls out the affections of another at a time when that would be inappropriate.

C. MARRIAGES

In order for students to concentrate and achieve academic success, the University encourages patience so that marriage can be held after the academic programmes. This may not be applicable to in-service and working class students.

No pre-wedding parties are allowed on Muteesa I Royal University Campus. All weddings should take place at the end of the semester or year. Relationships between same sex are not expected nor accepted at Muteesa I Royal University.

D. SOCIAL GATHERINGS AND CELEBRATIONS

Students wishing to hold social gatherings, celebrations or small private parties such as birthday and farewell parties must comply with the following regulations;

- a) The original request for a party, including a list of the proposed guests(s) should receive the approval of the hostel deans and the food service Director (If food from cafeteria; is expected) one week prior to the event.
- b) A faculty member chosen by the students must attend the party.
- c) Cafeteria equipment may be used only if the party is held in the cafeteria or by special permission of the Cafeteria Manager.
- d) Married students should be registered with the Dean of Students.
- e) Celebrations must conform to the acceptable standards of Muteesa I Royal University.
- f) Celebrations must not interfere with the privacy of the neighborhood.
- g) Gathering assemblies should not be in conflict with any rule regulation in this handbook.

i) MUSIC

If you have to play any music, select music with descent language and with descent messages. Low volume should apply to avoid polluting the environment of fellow students. Remember one's taste of music defines what that person is, what she/he believes in or what he values. Be selective in your music choice. The Residence Dean may confiscate equipment in case of breach of the above.

ii) DANCES AND OTHER SOCIAL FUNCTIONS

- a) Dances, parties and other social functions shall not be held without the clearance from the Dean of Students through the Warden.
- b) All dances and other social functions held at the University shall not exceed 12:00 midnight.
- c) The Vice-Chancellor or Deputy may authorize a dance or social function to be held outside the time stipulated in (b) above.
- d) Private parties shall not exceed 12:00 mid night.

- e) Dances and parties shall not interfere with lectures.

iii) ENTERTAINMENT AND RECREATIONAL ACTIVITIES

The Students' Minister of Culture and Social Affairs plans periodic social activities which are normally held on weekends. Attendance of these activities is encouraged. Sports equipment are available to students through the Sports Tutor and the Minister of Sports. Students are encouraged to participate in both planned and spontaneous sports and recreational activities for physical health, relaxation and social interaction. However, involvement in sporting activities should not take precedence over academic and spiritual activities.

While excessive competition is discouraged, health striving for excellence is encouraged. Inter-scholastic sports is commended with prior approval by the Sports Tutor and the Dean of Students.

All students going out for sports activities outside Muteesa I Royal University campus must have approval from both the Sports Tutor and the Dean of Students.

- Recreational activities, such as those involving any type of sporting equipment, may not be played in any residential facility and/or in areas that are potentially hazardous to resident students or any occupants.
- Indoor sport activities such as table tennis and darts may take place only in designated areas.

iv) VIDEOS

Education recognizes that a motion picture is one of the most powerful teaching tools available to Education. The same applies to videos because they are motion pictures thought with a slightly different presentation mode. Motion pictures are a powerful tool to formulate or change attitudes in addition to learning and attitudinal change, a motion picture can provide relaxation, and entertainment.

All four of these, lead to attitude formation, relaxation, and entertainment, when rightly applied and are important to the physical and mental makeup of mankind. However, it is also recognized that motion pictures wrongly used can brainwash and degrade man's mentality and spirituality. It is for this latter reason that certain standards for motion picture content have been set up for the viewing of motion pictures and videos on Campus. Every video to be shown must be presented for preview by the Screening Committee 7 days before the date of screening. No videos are to be shown in the dormitories. Only approved organizations/societies will be allowed to show videos.

v) TELEVISIONS IN HALLS OF RESIDENCE

Every hall of residence has rules, which govern the operation of television in their premises. Students are required to follow these regulations.

vi) SPIRITUAL LIFE

- Students are encouraged to belong to one faith or the other.
- Students are expected to exercise religious tolerance.
- The practice of one's religion should not infringe upon the freedom and wellbeing of others.
- Religious debates that are likely to generate seeds of discord that can lead to disharmony among members of the University community are discouraged in all places at the campus.

E. STUDENT'S ORGANISATION

i) STUDENT ASSOCIATION

The University has a student Government / Guild which operate under a University Council. All full time students are member of the Association. It is expected that students will take opportunity to participate in the activities of the Association and benefit from the involvement in its process.

**viii) CRITERION FOR STUDENT REPRESENTATIVE COUNCIL
LEADERSHIP**

The student Association (SA) is an important and influential organ of leadership which has impact on all spheres of University including spiritual, academic and social aspects. Therefore, it is expected that the top leadership of the (SA) will be in the hands of individuals who are conversant with the ideals and policies of Buganda Kingdom. It is, therefore, important that leaders chosen are those who demonstrate maturity in understanding and promoting the philosophy and objectives of the MRU educational system. It is thus inevitable that the persons qualified to be elected into the three top offices of Chairperson, Vice-Chairperson, and General Secretary of Students Association be of good and regular standing to guide the Council in a manner consistent with their philosophy and objectives of the Buganda Kingdom, The University Charter, the University Regulations, the University Student Handbook, and the overall missions of the University should guide the Student Association.

For positions other than that of Minister of Buganda Culture, students who are not Baganda and who have demonstrated leadership and spiritual maturity may be allowed to contest for leadership provided they lead in harmony with the goals and aspiration of Muteesa I Royal University.

iii) CAMPUS CLUBS / ASSOCIATIONS

Several student clubs exist on campus which serve to promote and educate in their respective areas of interest. Each club is required to register with the Dean of Students' office and should have an approved constitution.

Permission for any student gathering outside the meeting of the regular clubs must be obtained from Dean of Student's office well in advance of its announcement to the student body.

Club meetings should not take place without the presence of the Faculty Supervisor. Students are encouraged to join those clubs which are in line with their interests. Clubs are organized with the approval of the University Administration. Some clubs especially

regional e. g. Northern, Western, and Central region may be represented at the guild council.

iv) CAMPUS ASSOCIATION

National groups are allowed. Students from different countries shall convene annually to elect a Coordinator/ Chairperson/President who will coordinate the group's activities. The annual meeting shall be called by the coordinator or president guided by the Dean of Students or his / her designee. Each country must have Muteesa 1 Royal University Faculty supervisor. Campus Association will operate under the following guidelines.

- They may meet to:

- a) Host visitors
- b) Disseminate news from home country
- c) Celebrate national days. All organized activities for National days must be approved by the Dean of students.

- The meeting shall:

- a) Be open to any faculty and staff members of MRU
- b) Not be convened Without clearance from the Dean of Students office

- They shall not act as pressure group on University Administration issues.

V) SPONSORS

The responsibilities and duties of sponsors of student organization are as follows:

- a) To cooperate with other student organization in promoting the general campus -Wide program of the University.
- b) To be available for counsel and assistance without impairing the students' ability to think for themselves.
- c) To be present at the regular meetings of the organization.
- d) To plan Wholesome, constructive activities for and with the members of the organization.
- e) To present and outline of the club's plan for the year to the Dean of Students no later than November 1 of each year.

- f) To emphasize, in the program of the organization, the philosophy and objectives of the University.
- g) To meet the Dean of Students in concert with all other organization at the beginning of the school year to discuss the role and function of sponsorship.

vi) STUDENT OFFICE QUALIFICATIONS

For any student to hold office in any campus organization or club, the following shall apply;-

- a) Must have a minimum cumulative G.P of 2.5 which must be maintained while in office.
- b) Must have completed a minimum of two semesters at MRU
- c) Must not have been on citizenship probation before running for office, and should not be on probation while in office as this will cause him / her to leave office.
- d) Must have given evidence of support and promotion of the principles and objectives of the University.
- e) Must meet other relevant requirement indicated elsewhere in this Handbook.
- f) Must have sounding financial standing (Not owing the University or any one).

vii) ATTENDANCE OF LECTURES, ASSEMBLIES AND OTHER FUNCTIONS

All students must attend all lectures as set by their timetables, tests tutorials, practical, seminars and other schedules, courses of instruction as well as assemblies and other University functions except when given leave of absence as stated in these regulations.

viii) STUDENTS PERSONAL SAVINGS (also refer to loss of property rules)

Students are encouraged to open personal accounts with independent banks. Money lost in the dormitories will not be the responsibility of the University.

Once money has been paid as school fees, it may not be withdrawn for other purposes, e.g. pocket money, personal transport, or school fees trips, etc. except by authorization of the sponsor and only when the student has a credit balance.

ix) CORRESPONDENCE

- a) All official correspondence by students to Government or anywhere outside the University both within and outside Uganda shall be channeled through the Dean of students, Deputy Vice-Chancellor and Vice Chancellor.

b) Muteesa 1 Royal University worker, student or group of students are not allowed to print, publish or disseminate or otherwise circulate any confidential, false or fabricated information prejudicial to the interest of Muteesa I Royal University.

c) Students shall not print or issue any anonymous letters, circulars or documents.

SECTION 3

STUDENT CONDUCT, BEHAVIOUR AND CORRECTIVE PROCEDURES.

PHILOSOPHY

Religious ethic demand for duly constituted authorities and those other authorities such as parents, lecturers, work-supervisors, University administrators to whom the individual is subordinated. MRU is dedicated to upholding respect for civil law as well as respect for the principles of Religious department.

Any misconduct may be judged not only by standard legality and suitability but by its disruption of the normal functioning of the University.

Thus, it is recognized that some types of misconduct may constitute violations of both civil and University codes and therefore, actions may be taken by both the civil and the University authorities without constituting double jeopardy. While enforcement of rule Muteesa 1 Royal University recognizes that work, while being educative and redemptive, involve a certain level of custodial functions, and it seeks to take these responsibilities seriously. It asks the students to seek to live by the principles of scriptures given in such passages as Romans 12:2:2 Corinthians 6:16-18; Philippians 4:8 and 1 Corinthians 10:31.

Students who are committed to being Religious ladies and gentlemen should not find themselves in conflict with the University expectations.

A student who through dress, appearance, conduct, or attitude shows unwillingness to cooperate with the expectations of the University as out lined in this Handbook may be asked to withdraw from the University, and or denied re-admission for the succeeding semester.

1. STUDENT DEMONSTRATIONS

MRU seeks to preserve and to encourage the exercise of the rights of the free conscience and expression within the framework of religious conduct and standards. In order to achieve such purpose, students and student organizations are encouraged to express any grievances by religious and democratic means through the land down channels of communication.

There is a distinction between difference of opinion on one hand and activities on the other hand, directed at promoting action to sabotage or undermine the administration policy. Therefore, advocating or urging action to bring about change of administrative policy at MRU by mass meeting, procession, boycott, picketing or occupation of premises is specifically prohibited. Anyone convicted for such shall be dealt with accordingly.

2. OFF-CAMPUS RESPONSIBILITY

Off-campus misconduct, legal or illegal, may raise questions concerning the suitability of a student to be a member of MRU community. Students are expected to behave well accordingly whether on campus or off campus. It is the responsibility of every student to reflect the positive image of the University wherever he/she is. A negative report about students' behavior off-campus may result in disciplinary action.

3. CORRECTIVE DISCIPLINARY MEASURE

Disciplinary action is meant to correct behavior on the part of the offender, and to protect those whom it may affect. Depending on the offense one or more of the following corrective measures will be taken. Verbal or written warning or caution from any faculty member, Dean or administrative officer.

- **Probation**

- a) Citizenship probation: e.g. no off-campus leaves, limited appearance in campus activities, no attendance at or in social functions. Regular meetings with an appointed counsellor may be required.
- b) Restriction of privileges e.g. no holding of any office in campus clubs, church or other students' organizations for a specific period of time.
- c) Any student who is re-admitted after suspension will be subject to citizenship probation. After close observation by the committee members the probation may be lifted in writing if they feel that the student has changed his /her behaviour.
- d) Extra restrictions may be applied as necessary.

- **Suspension**

- a) May be a definite or indefinite period of time.

b) If the suspension period is indefinite, the student can re-enter the University only by re-application.

- **Withdrawal**

Withdrawal from the University may be requested as an option by the offending student of the Administration for

1. Single major offense or accumulated offenses
2. Insubordination to University authorities

- **Dismissal and Suspension**

Dismissal or suspension will be recorded on the student's permanent record with the reasons given. The following are some of the offenses that could cause dismissal/suspension.

1. Undermining principles and objectives of the University.
2. Participating in academic dishonesty such as cheating in tests/exams.
3. Using profane language.
4. Displaying lewd language
5. Possessing obscene literature
6. Using or possessing narcotic, or alcoholic beverages.
7. Gambling of any form
8. Stealing and any form deception
9. Displaying improper association with members of the opposite sex and even of the same sex.
10. Attending cinemas, dances, or other questionable places.
11. Defiance of authority and incitement of others to insubordination.
12. Showing disrespect to persons in authority.
13. Persisting in irregular attendance at required functions.
14. Intentionally destroying University property.
15. Leaving campus without proper arrangements.
16. Fighting and other forms of physical violence, or threatening or intimidating others
17. Sexual immorality
18. Addressing or convening unauthorized gathering/assemblies
19. Strike of any form

4. REGULATIONS ON DISCIPLINE

A student commits a disciplinary offence if he/she:

- a) Conducts himself/ herself in a manner prejudicial to the good image and reputation of the University e. g. by stealing, robbing, fighting.
- b) Commits any act of dishonesty.
- c) Breaches examination regulations.
- d) Is insubordinate, rude or uncooperative to authority or any member of the University community.
- e) Neglects or fails to fulfill his/her University duties.
- f) Commits any act of indecency as defined by the laws of Uganda, such as indecent assault and practices.
- g) Wears slippers in lecture rooms, dining hall, and laboratory, wears mini and or transparent attires.
- h) If convicted of a criminal offence in the Court of Law and the offence is prejudicial to the good image of the University.
- i) Divulges official information to unauthorized persons.
- j) Assaults anybody.
- k) Fails or neglects to attend to his personal appearance e. g being shabby, having an unkempt beard or hair.
- l) Fails or neglect to attend or observe punctuality at any official function e. g sports, games functions and hall or block meetings.
- m) Absents himself / herself from the, University without permission.
- n) Practices favoritism or is corrupt, whether for personal gain or any other person's gain.
- o) Seeks political favor or practices political partiality while performing his/her duties / responsibilities at the University.
- p) Fails or neglects to hand over keys to his / her room or wardrobe to the University authorities at the end of the semester.
- q) Being a resident-student resides in any hall of residence at the end of the semester without permission.
- r) Being a non-resident student yet residing in a University hall without permission.

- s) Uses abusive language.
- t) Conducts himself / herself unprofessionally.
- u) Smokes in public places on the campus like lecture rooms, libraries, dining halls, halls of residence, etc.
- v) Breaches any of the students' Rules and Regulation.

5. PERSONAL CLEANLINESS

Every student shall always be in a proper mode of dress, neat and decent. The University reserves the right to exclude any student deemed indecently dressed from University activities including lecturers, meals, etc.

6. HANDLING AND CONSUMPTION OF ALCOHOL AND OTHER INTOXICATING DRUGS

- a) Any student who gets drunk either within or outside the University by voluntary consumption of alcohol and or drugs commits a disciplinary offence.
- b) No alcohol shall be consumed at any party organized in hall premises or any other University premises without the prior permission of the Warden or Dean of Students as the circumstances of the case may demand.
- c) No student shall consume any intoxicating drug unless such consumption has been prescribed by a recognized medical Officer.
- d) No student shall consume or deal in any prohibited drugs.

7. INSUBORDINATION TO UNIVERSITY AUTHORITY

No student shall disobey, obstruct or interfere with any University Officer in the performance of his / her University duties.

8. DEMONSTRATIONS AND PROCESSION

a) Processions or demonstrations at or outside the University shall be held only in accordance with the Laws of Uganda but the Vice -Chancellor or Deputy must be given prior notice of 24 hours and Police permission must be obtained.

b) No students or group of students shall mount road block(s) / barricades on any part of the University or stop motorists or any other person from using the University or public roads.

9. CONDUCT LIKELY TO CAUSE BREACH OF PEACE

a) No student may indulge in any behavior towards any member of the University or public in a manner likely to cause a breach of peace.

b) No student shall utter words or behave in any manner which may damage the good name of the University.

10. MECHANICALLY PROPELLED VEHICLES AND PEDAL CYCLES

a) No student shall keep and maintain a motor vehicle (including scooter or motorcycles) at the University unless the Vehicle has been registered with the Dean of Students and Securing Officers.

b) Such registration shall be effected only after presentation of the following:

i) The motor vehicle registration book

ii) The motor vehicle valid road license

iii) The student's current driving permit

iv) Proof of ownership

c) Permission may be denied the student on the reasonable ground.

d) Every vehicle shall be driven at not more than 10 km/h within the campus.

11. DISCIPLINARY COMMITTEE (RULES OF PROCEDURE)

The chairperson of the Disciplinary Committee shall regulate proceedings in a manner best fitted to show firm justice in accordance with the principles enunciated in this document or other rules deemed necessary to be included by university authority. A student who is charged of the breach of the rules of student conduct shall:

- a) Be permitted with a full and fair opportunity to meet such allegations if he/ she so desires.
- b) Be permitted to present any relevant facts or call any witness capable to give testimony relevant to the investigations.
- c) Be permitted to put questions to witness save those, which are irrelevant, frivolous or vexatious.
- d) Be permitted to be present in the students Disciplinary Committee as long as the Committee deems it necessary.
- e) Be advised as fully and clearly as possible of the Committee's decision or recommendations and its reasons for arriving at that decision or recommendation. This will be done in writing or verbally as the case may dictate.
- f) A notice to a student summoning him / her to appear before the committee for misconduct shall be contained in a letter addressed to him / her starting:
 - a. The place at which he / she is to attend.
 - b. The date and time at which he/ she is to attend.
 - c. Particulars of his / her alleged contravention.
 - d. His/ her right to call witnesses who may give any relevant testimony on his / her behalf to the committee.
 - e. The right of the student to furnish the chairperson of the Disciplinary Committee in advance of the investigations; any information which he/she deems relevant to the investigation and which he /she wishes to have the committee give due consideration to attend.
 - f. In the vent of the committee finding a student to have committed a breach of the rules, either on student's own admission or at the conclusion of an investigation, it shall before determine the punishment to be meted out or the terms of its recommendations permit such a student to make a statement or produce evidence which he /she wishes to be taken into consideration in mitigation of his / her punishment.
 - g. As soon as possible, after the conclusion of a Students Affair Committee hearing, the dean of students or his designee shall convey its decision to the student concerned in writing, followed by verbal explanation where necessary.

12. COMPOSITION OF THE DISCIPLINARY STUDENTS COMMITTEE

The Disciplinary Students Committee shall consist of ten members. The Quorum of the Disciplinary Committee shall be 2/3 of the full Membership (7).

Membership

1. The Deputy Vice Chancellor (Chairperson).
2. Dean of Students (member)
3. Academic Registrar
4. Manager Quality Assurance
5. Guild President
6. And other members as may be co-opted.

13. POWERS OF THE DISCIPLINARY COMMITTEE

The Committee serves as the University Disciplinary Committee. It has powers to do any or several of the following:

1. Reprimand the student
2. Dismiss a case against the student.
3. Demand an apology from a student.
4. Fine the student an appropriate sum of money.
5. Ask the Student to be non-resident or resident.
6. Ask for a student to pay for cost or part of the cost of the damaged or lost property.
7. Uphold the decision made by the Hall Disciplinary Committee / Students Tribunal.
8. Recommend to the University Administrative board that the student be suspended/ dismissed.
9. Administer any other punishment that the Committee may be necessary.
10. Place a student on probation.
11. Campus bound a student for a period not exceeding on quarter / semester without referring to the University Administrative Board.
12. The decision of the University Disciplinary Committee shall under normal circumstances be final. A student may, however, appeal to the University Administration Board if he /she strongly feels that they are not satisfied with the decision of the Committee.

- 14. APPEAL ON DISCIPLINARY ACTION AND VICE CHANCELLOR'S POWERS**
Any student who is not satisfied with the decision made by the Disciplinary Committee, may write a letter of appeal to the Vice Chancellor with a copy to the Dean of Students. The appeal shall be made within fourteen (14) days from the date of the letter communicating the decision to him / her. The Vice-Chancellor will then appoint three faculty members who are not associated with the disciplinary action to assist him in reviewing the decision. It is their recommendation that will be forwarded to the council for the final decision.

After considering the decision, council may:

- i). Dismiss the appeal.
- ii) Allow the appeal wholly or in part.
- iii) Set aside the decision of the Vice Chancellor's committee and substitute it with another decision.
- iv) Vary the decision of the committee.
- v) Impose any other punishment or decision considered appropriate.

Note: No punishment shall be increased or added unless the student has been given an opportunity to be heard. Both the Hall disciplinary committee and the students' affairs committee shall hold the inquiry but shall not be required to adhere to the rules of evidence and procedure in the course of the law.

SECTION 4

STUDENT RIGHTS, PRIVILEGES AND RESPONSIBILITIES

RECOGNITION

MRU recognises both the rights and responsibilities of each member of the community. These students' rights and responsibilities are expressed in, but not limited to, the policies discussed in this section of the Handbook. It is the responsibility of the university

Administration to ensure that student rights are upheld. Students signify their willingness to comply with these policies by their enrolment at MRU

STUDENTS HAVE THE RIGHT TO A LEARNING ENVIRONMENT THAT IS CONDUCTIVE TO THE HUMAN DEVELOPMENT

This primary principle of the University experience is the foundation of all other rights and responsibilities, all procedures, and all administrative decisions concerning the conduct and behavior of the members of the University. Due to the nature of MRU as a private Buganda Kingdom institution our perspective on the principle, and our interpretations of the rights and responsibilities of this principle guarantees, may differ from the perspective of other educational entities.

The Buganda heritage of MRU, our stated objectives and mission,

Our recognition of both individual and community needs and our understanding of civil law, all play an important role in our interpretation of fundamental rights. The MRU administration recognized the necessity and reserves the right to review these interpretations from time to time.

We want students to be a part of that refinement process and welcome their input. The right to a learning environment conducive to the fullest human development entails many additional rights that will be described in more detail through this section of this

Handbook.

STUDENTS HAVE THE RIGHT TO EXPECT THE UNIVERSITY TO BE A PLACE OF SPIRITUAL NURTURING

MRU is an Inter-denominational community recognizing different religious background.

STUDENTS HAVE THE RIGHT TO APPROPRIATE, AFFIRMING AND RESPECTFUL BEHAVIOUR IN THEIR PERSONAL INTERACTION WITH OTHER MEMBERS OF THE UNIVERSITY COMMUNITY.

Disrespectful actions, regardless of the severity, are not acceptable and are considered out of place at MRU campuses. These actions include those based on racial, cultural, religious, gender, age or ability differences. High standards of taste and decency are upheld at the MRU campuses. Therefore, acts of dishonesty and immorality, disorderly, Lewd, indecent or obscene conduct as expressed in language, actions or personal appearance, and public expression of intimacy violate this right, and therefore, are not acceptable behavior.

STUDENTS HAVE THE RIGHT TO COMPETE ON A FAIR AND EQUAL BASIS FOR APPROPRIATE ACADEMIC RECOGNITION

We believe this right precludes such behavior as cheating, plagiarism and other acts of academic dishonesty.

STUDENT HAVE THE RIGHT TO AN ENVIRONMENT THAT PROMOTES AND PROTECTS MAXIMUM PERSONAL WELFARE AND SAFETY.

University life demands a high level of alertness, and mental fitness, and we encourage our students to take time off their busy schedules for sufficient rest and exercise. To maintain in a healthy diet, the campus food service provides nutritionally balanced wholesome diet, we also believe in a drug, alcohol and tobacco free environment. Other behavior that violate this right include:

Physical, sexual and emotional abuse, threatening and dangerous behavior, burglary, theft and obstructing or disrupting the study work, social or religious life of the University community.

STUDENTS HAVE THE RIGHT TO HOLD MEMBERSHIP SEEK OFFICE IN STUDENT ORGANISATION TO THEIR ACADEMIC LIFE AND CONSISTENT WITH THE UNIVERSITY RULES, OBJECTIVES AND MISSION.

MRU is more than just an institution for academic instruction; it is also an environment where students are prepared for leadership positions. “Student government opportunities” abound where leadership abilities can be refined and put into practice, The Dean

Students Affairs sees that the rights of membership, along with the rights to develop potentials are available to every student who desires this experience.

STUDENTS HAVE THE RIGHT TO FREELY EXPRESS THEIR OPINIONS, BELIEFS AND EXPERIENCES WITHOUT FEAR OF REPRISAL

The policy created to support this right is intended to encourage responsible citizenship, acceptable modes of public expression and the principle of respectful disagreement. Intimidating a fellow student or group of students or faculty because of expressing his or her opinion in an unacceptable manner is a violation of others right.

STUDENTS HAVE THE RIGHT TO IMPARTIAL DISCIPLINE APPROPRIATE TO THE INTERACTION OF UNIVERSITY POLICIES

Within the guidelines of the MRU Discipline Procedure, a committee of faculty and administrators oversees the discipline of students who violate the rights and responsibilities outlined above. Every effort is made to provide consistent, open and fair discipline that will encourage personal growth for the individual.

STUDENTS HAVE THE RIGHT TO APPEAL AGAINST ANY DISCIPLINARY ACTION TAKEN ON THEM

Any student who is not satisfied with the decision made by the Disciplinary Committee may write a letter of appeal to the Chairperson of the University Governing Council through the Vice Chancellor.

RIGHTS TO POLITICAL VIEWS

Muteesa 1 Royal University students have the right to hold any political views as provided for in the constitution of Uganda, but should practice such views off campus.

SECTION 5
GENERAL REGULATION

1. INTERPRETATION

In these regulations:

‘Council’ Means the supreme organ of the University establishment by the Law Governing the University

‘University’ Means Muteesa I Royal University.

‘Student’ means any person who has been registered for a program of study or Research at the University.

2. APPLICATION

- a) These Regulations shall apply to all students of the University.
- b) Nothing in these Regulations shall exclude the enforcement of the Law of Uganda against any student and the application of existing Rules and Regulations as may be made from time to time by the Faculties, Schools, Institute and Departments of the University for the Guidance of students in the respective places.
- c) Where conduct is not specifically governed by these or any other regulations, students shall act at all times courtesy and consideration to other and with regard to the good name of the University.
- d) Every student shall be required to sign a commitment to the effect that she / he agrees to comply with the University Regulations.

3. UNIVERSITY PROPERTY

- a) Every student must exercise the highest: caution in handling University property so as to avoid possible damage.
- b) University furniture or property of any description must not be moved or taken away from its place without the written consent of the head of department concerned.
- c) University property must not be lent to student except where authorized by the Dean of Students, Vice-Chancellor or Deputy Vice-Chancellor.

d) Any student who damages or loses University property must pay the cost or part of the cost of repair or replacement of the property as the circumstances of the case may be.

4. USE OF OFFICES AND EMPLOYEES OF THE UNIVERSITY

a) No student may enter the kitchen, stores or make use of the university office or lecture rooms outside working hours without the permission from the university authorities.

b) Students shall not use any room for meeting or any other function unless they have booked it in accordance with the established procedure.

c) No student may hire whether for pay or any reward of gratis any employee of the university campus.

d) No student shall give or demand a bribe or attempt to or unduly influence an employee of the University a favor or services related to his / her official work.

5. PAYMENT OF UNIVERSITY DUES

a) All fees e.g. for registration, examination, residence, tuition, guild, etc. must be paid in the bank before or on the first day of the semester except where a student has obtained permission to pay later.

b) A student who is a debtor to the university shall not be allowed to sit his / her test and examinations or receive a university award.

6. ACTIVITIES OUTSIDE THE UNIVERSITY

No student shall undertake or participate in any activities on behalf of the University outside the University during Semester time without permission from the University management.

7. MACHINERY AND PROCEDURES FOR IMPLEMENTATION

Matters of indiscipline/ breach of student's regulations shall be handed by the University Disciplinary Committee.

8. LIBRARY USE

Students shall follow all rules for use of the libraries and must not keep-any book belonging to any library except in accordance with the Library Rules.

9. EXAMINATIONS

Students shall observe all examination rules and regulations (see Muteesa I Royal University Examination Policy and Regulations for details)

Depending upon the gravity of the examination malpractice, the student may be:

- a) Dismissed
- b) Have his / her examinations cancelled
- c) Be made to retake a paper
- d) Given any other punishment deemed fit by the University disciplinary committee in observance of the Human Resource Manual.

10. SPORTS AND PRACTICAL ACTIVITIES

Sports Equipment and facilities

- i) Issue of sports equipment from the University Sports stores or Hall security for sports on short or long term basis shall be in writing and its return shall also be recorded in writing.
- ii) All sports equipment must be handled with great care by students and must be returned to the stores or Hall for safe custody. No equipment shall be left lying idle on field after use.
- iii) Any damage to loss of sports equipment, inform and all facilities by students shall be reported immediately to the Sports Store Assistant and the Games Tutors or Secretary for Sports and Warden in the case of hall sports equipment.
- iv) No student shall attack any Games Official or Referee or fight any student or otherwise interrupt any game or match
- v) No student shall engage in or support any activity which is hazardous e.g. throwing of sports equipment, risky use of facilities or use of implements which are unsafe.

11. NOTICE BOARDS

Students should always access information on Notice Boards from the Administration, Faculties / Schools/ Institutes, Wardens, the student Guild or any other source.

12. IDENTITY CARDS

- a) Each student must have an identity card, obtained from the Academic Registrar's Office.

b) A student who loses his / her identity card must report immediately to the Security Office and to the Police who will in turn recommend that replacement be made. The student then shall pay an appropriate fee to obtain a new card at that time.

13. CHANGE OF NAMES

No change of names by a student shall be accepted except on production of authentic evidence of marriage or change of religion.

14. LEAVE OF ABSENCE

a) Individual leave of absence.

i) For leave of absence from one or two lectures the written permission of the lectures Concerned shall be obtained in advance.

ii) For absence from more than two lectures leave must be obtained in writing from the head of department through the Head of subject, copies to the registrar, Dean of Students and Warden.

b) Leave for one to three days

Where a student has to be away from the university for more than one day, leave shall be thought from the Dean of Student and Faculty Dean.

c) Leave for more than three days

Where permission required is for longer than three days, the application for leave of absence shall be made to the Vice Chancellor or his Deputy through the Head of department and the Registrar, copies to the Dean of students, the faculty Dean and Warden.

e) Weekend Leave

Leave to be a way from the university on weekends shall be obtained from the Dean of Students.

Other forms of Leave.

For any leave not provided for, students shall get written permission from a relevant authority.

Where a student is absent unexpected he/she/their return shall be put in writing and date of return.

g) Leave or absence from School/ College practice/industrial training/community practice/field work etc.

i) Leave of absence from school, college practice/industrial training community practice, field work shall be obtained from the lecturer in charge of school/college practice /industrial training / community practice/field work or in his absence from the registrar.

ii) A student who is unable to proceed for school / college practice/or industrial training/community practice / field work shall report to the registrar in writing through the lecturer in charge of school / college practice/industrial training/community practice/field work. When permission is granted the headmaster/principle/manager of institution of which the student is attached shall be informed accordingly.

iii) When a student is already at the school/college/work place he/she shall ask the headmaster/principle/manager of the institution of such leave of absence. The student shall also write to the lecturer in charge of school /college practice/industrial training informing him accordingly.

Conservation of limited resources.

Students are to be responsible in both attitude and action with regard to conserving both water and electrical energy. Power overloads cause power failure and are inconvenienced to the students and the rest of the community. High electrical energy use or waste results in higher supply costs which are inevitably passed on to the student in higher tuition and fees. Students are urged to be responsible in turning off lights and other electrical appliances in the halls of residence /hostels, and lecture rooms when they are not occupied.

15. POSTING OF PLACARDS AND SIGNS

Students are permitted to post for general campus display only those notices, which bear the appropriate faculty sponsor and the stamp of approval of the dean of students' office. Any student caught or associated with posting of unauthorized material or posters will be displayed.

16. PRACTICUM AND WORK EXPERIENCE.

Whenever, students leave the campus fully for field work or professional experience, the university holds the parents responsible for their upkeep, protection and behavior.in

additional, the university expects the parents to sign an agreement towards this arrangement. The students are expected to keep rules and regulations of the university and of the job places.

17. FARM

Students may be allowed to visit the farm animals when they are being milked during daytime only, unless on duty assigned by farm departments. Any loitering around the crop fields is forbidden.

18. PROPERTY DAMAGE AND LOSS

A student is liable for the cost of university property damaged or lost. The administration will determine in individual cases the extent of the liability.

19. INCLUSIVENESS OF THE CODES OF CONDUCT.

The codes of good conduct stated in this student handbook are not exclusive. In situation not stipulated within this handbook, the student is expected to use his/her discretion. It is encouraged that these codes of conduct be observed not only in letter but also in spirit.

ACKNOWLEDGEMENT

I hereby acknowledge that I have received a copy of Muteesa 1 Royal University student hand book and I understand that I am to promptly read and abide by its contents conditions of my enrollment and supersedes and replaces any previous handbooks.

I understand that if I have any questions about the handbook or its contents, I am to discuss them with the dean of students’ patron or head of my department.

I understand that circumstances will undoubtedly require that the policies, procedures, rules and benefits in this handbook change from time to time as the university deems necessary or appropriate and that those changes will be valid when voted by the university council. I also understand that I will be notified of those changes of the student handbook.

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STUDENT’S NAME (PLEASE PRINT)

.....
DATE