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## SHORT COURSES POLICY

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Signature by Chairman Council

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## 1.0 Interpretation of Operational Terms of the Policy

- (i) Courses: under this context, are presented in such a way that students are easily able to relate to the content.
- (ii) Short Course: is a type of short learning programme for which credits, in relation to the Course's contribution to a Unit standard and/or (part) qualification, are awarded. A Credit-bearing Short Course usually contains less than 120 Credits. A Short Course is, therefore, a great way to acquire new skills or to enhance (or refresh) one's existing skills. They usually last between four days and one month.
- (iii) Skills Programme: is a type of short learning programme. It is an occupation-based learning programme aimed at building skills that have economic value, and which incorporates at least one unit standard.

## 1.1 Background of MRU

Muteesa I Royal University (MRU) was offered an operational license by the National Council for Higher Education (NCHE) in 2005 and started its operations in 2007. The founding Chancellor of the University, who is also its Visitor, is His Majesty the Kabaka, Ronald Muwenda Mutebi II. The genesis of modern education in Uganda is historically associated with the Kingdom of Buganda owing to the role that Sekabaka Muteesa I played in inviting the missionaries who introduced education in Uganda. Owing to this history, it is only befitting that the University was named after this visionary leader. Hence, the University was named after the 31<sup>st</sup> King of Buganda who was a monarch of great vision, Kabaka Muteesa I (1856-1884). MRU is a skills training, academic and research-oriented institution of higher learning that was established as a private institution. The initiative was promoted by the Executive Committee (EC) of the Buganda Kingdom, headed by the *Katikkiro* (i.e., Prime Minister).

## 1.2 Strategic Goals of MRU

The Strategic Goals of MRU are as follows:

- i. To produce graduates with all-round competencies and skills to be able to initiate self-employment activities or compete for jobs in the global market;
- ii. To promote research and encourage students and staff to publish;
- iii. To build and expand collaboration and engagement with the community, the alumni, and industry and business, and to equip students with practical skills while empowering the community, industry & business to develop local solutions;
- iv. To strengthen MRU's human resource capacity;
- v. To achieve a sustainable financial resource base;
- vi. To improve the administrative and organizational arrangements of MRU with a view to achieving efficiency and effectiveness in all sections of MRU; and
- vii. To construct or acquire, rehabilitate and maintain buildings, equipment, implements, ICT facilities and land particularly for the growth and development of its niche.

## 1.3 Vision of MRU

The Vision of MRU is to be “a leading university responding to contemporary challenges through teaching and learning, research and technical guidance”.

#### 1.4 Mission of MRU

The Mission of MRU is “to provide training, research and technical guidance responsive to national socio-economic needs”.

#### 1.5 Core Values of MRU

The core values of MRU are as follows:

- i. Professionalism; Professionalism is a trait that's highly valued in the human resource of any organization. It has many attributes, including: (a) Specialized knowledge, (b) Competency, (c) Honesty and integrity, (d) Respect, (e) Accountability, (f) Self-regulation, and (g) Image.
- ii. Respect for Diversity;
- iii. Cultural Sensitivity;
- iv. Tenacity; and
- v. Team Spirit.

#### 2.0 Introduction of the Policy

Given the high demand for various training programmes in the country, MRU offers a number of highly marketable short and professional courses at its Campuses (Masaka, Kampala and Mubende). It is the MRU's belief that through these Short Courses its graduates will add value to community and national development. By providing Short Courses to the clientele, MRU hopes to offer the beneficiaries the necessary opportunities to enhance their careers. However, MRU is cognizant of the fact that a Short Course is not the same thing as a skills programme.

#### 3.0 Objectives of the Policy

The objectives of Short Courses at MRU are as follows:

- i. To give the participants an opportunity to learn a new skill that they can apply to their work;
- ii. It is a great way to enable individuals to fill the gaps in their knowledge and give themselves a competitive edge (e.g., in getting jobs or job promotions);
- iii. To provide a focused presentation of a scientific and/or application topic by one or very high level experts, within the area of study and/or research; and
- iv. To enable those who require particular knowledge within a short duration of time for purposes of deploying in their places of professional work.

#### 4.0 Application of the Policy

This Policy shall apply to all persons charged with the responsibility of managing and participating in Short Courses at MRU.

#### 5.0 Governance and Management

In the context of the Policy on Short Courses, the different MRU organs shall have the following roles;

a) MRU Council

The MRU Council shall be responsible for:

- The direction of the administrative, financial and academic affairs of MRU and as such, it shall:
  - i. Formulate, adopt and oversee the implementation of the Policy;
  - ii. Fix scales of fees; and
  - iii. May, subject to limitations that it may deem fit, delegate any of its functions to any of its Committees. In the alternative, it may authorize any of its Committees to act with any other Committee appointed by Senate.

b) MRU Senate

- The MRU Senate shall be responsible for the organization, control and direction of the academic matters of MRU and as such, it shall:
  - i. Periodically advise Council on the required facilities to implement the policy;
  - ii. Direct and regulate the structure of any Short Course in MRU;
  - iii. Advise MRU Council regarding the eligibility and qualifications of persons for admission leading to the award of a certificate;
  - iv. Make regulations regarding the content and the academic and professional standards of Short Courses;
  - v. Make regulations regarding standards of the proficiency to be attained in each Short Course;
  - vi. Consider and report to MRU on any matter relating to, or in connection with, the academic and professional work of MRU; and
  - vii. Delegate, where appropriate, any of its functions or powers to the Faculty Boards or Committees as it may consider fit.

c) Faculty/Centres

- Each Faculty or other academic bodies shall have a Board consisting of the following:
  - i. Dean/Director who shall be the Chairperson;
  - ii. The Deputy Dean or Director;
  - iii. Heads of Department;
  - iv. Such number of students in the Faculty as Senate may prescribe representing a variety of Courses in the Faculty;
  - v. A representative of teaching staff; and
  - vi. Such other persons as Senate may decide.
- The Board of a Faculty, or Centres or other academic bodies shall:

- i. Approve the identified Short Courses; and
- ii. Regulate the systems of Short Courses within the Faculty and Centres.

- The Dean or Director of Faculty, Institute, School, Directorate and Centres

The Dean or Director shall be responsible for the general supervision, administration and management of the affairs of the Faculty or Centres and as such, the Dean/Director shall:

- i. Promote and maintain efficient teaching of Short Courses;
- ii. Advertise and receive applications for Short Courses;
- iii. Issue certificates on successful completion of Short Courses;
- iv. Notify Senate on all matters relating to Short Courses; and
- v. Assign and provide Terms of Reference (ToR) to all persons to facilitate on Short Courses

d) Academic Departments

- Each Department shall have a board composed of members in that Department; and
- Each Department shall, subject to the direction of the Senate and the Faculty or Centres or other academic/professional body shall do the following:

- i. Conduct needs assessment;
- ii. Initiate and recommend Short Courses to the Faculty/Institute/School/Directorate and Centre Boards;
- iii. Identify and recommend competent staff to teach on Short Courses;
- iv. Organize Training-of-Trainers (ToTs) for staff identified to teach on Short Courses; and
- v. Identify and advise on available facilities to be used to teach Short Courses.

e) Management Processes

- Financial Management

- i. Short Courses shall be run on full-cost recovery basis (i.e., self-sustaining);
- ii. Revenue from Short Courses shall be deposited onto the Faculty Bank Account intact;
- iii. A 20% fee based on gross revenue will normally be levied by MRU on completion of the Course as a contribution to administrative and infrastructural costs and in recognition of MRU's national and international reputation;
- iv. 10% of the gross revenue shall be remitted to the Department and 5% gross revenue to the Faculty where the Short Course is offered;
- v. The balance of the revenue (65%) shall be used to facilitate the Short Course, including payment of allowances and purchase of materials, advertising/marketing or any other appropriate costs, based on a budget;
- vi. The teaching rate per hour shall be determined from time to time in accordance with the funds realized from Short Courses; and

vii. The processing of payments in respect to Short Courses shall be done in accordance with MRU's financial management procedures.

- Assessment and Evaluation of Short Courses

- i. Where a certificate of Competence/Proficiency is to be awarded, the Head of Department shall ensure that assessment tasks are aligned to the intended outcomes; and
- ii. Where exams are to be administered, MRU's guidelines on examinations shall apply.

- Certification of Competence/Proficiency

- i. MRU shall issue Certificates of Competence/Proficiency and only in justifiable circumstances, Letters of Attendance;
- ii. Certificates issued shall be based on a standardized format and may only reflect achieved competence/proficiency;
- iii. Where approval is granted for recognition of attendance rather than competence, a Certificate of Attendance will be issued;
- iv. The use of MRU's logo, name and brand on the certificate shall only be authorized by MRU Council as appropriate, and may not be used by any external partner without prior permission; and
- v. Short Courses shall not be reflected on 'whole qualification' academic transcripts.

- Partnerships and Collaborations

- i. Partnerships and Collaborations shall only be considered where they promote/contribute to the University's intellectual environment, community engagement efforts, linkages, reputation, and/or competitiveness; and
- ii. Where a Short Course involves partnerships and collaborations, details of the proposed arrangements, including entering into a partnership/collaboration, shall be spelt out in a Memorandum of Understanding (MoU).

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