



UGANDA CHRISTIAN UNIVERSITY

A Centre of Excellence in the Heart of Africa

CODE OF CONDUCT, REGULATIONS AND GOVERNMENT

INTRODUCTION

Uganda Christian University was established by the Church of Uganda. It is the first Private University to be Chartered by the Government of Uganda. You are welcome, and may God bless you as you embark on your studies. The University developed out of Bishop Tucker Theological College, whose historical central role of preparing Christian leadership for Church and State is well known here in Uganda and abroad.

PHILOSOPHY OF THE UNIVERSITY

The religious and moral philosophy of Uganda Christian University is set forth in its 'Instruments of Identity,' adopted in November 2001. These Instruments include a rule of Faith, a rule of Life and a rule of Spirituality on which the University is founded. All new students and continuing students sign a statement acknowledging these instruments and agreeing to abide by the Moral Rules therein.

OBJECTIVES AND FUNCTIONS

The **objectives** of the University shall be: -

- i. To provide resources for higher education, excellence in teaching, and to promote research and learning within the context of Christian truth, practice and spirituality;
- ii. To provide, with other Christian institutions, academic leadership to the Church in Uganda and Africa, so as to address through research, education and consultation, the economic, social and political challenges of the Ugandan and African society, and those challenges unique to the Church of Christ;
- iii. To mobilise resources for quality University education, training and research based on biblical concepts and values which reflect the Ugandan and African cultural heritage;
- iv. To guide students to understand and accept themselves, their individual needs and talents, and to develop their potential for productive life and service;
- v. To provide students with a balanced educational programme that helps them to develop professional skills, and to broaden their perception so as to develop a holistic approach to life;
- vi. To offer students the opportunity to commit their lives to Jesus Christ (Matthew 28:18-20);
- vii. To play a leading role in the development and expansion of University education in Uganda and Africa.

The **functions** of the University shall be: -

- i. To mobilise resources for University education, training and research, and establishment or recognition of Constituent Colleges, faculties, departments, institutions and other academic bodies as the Council may determine;
- ii. To determine who may teach, what may be taught and how it may be taught in the University;
- iii. To conduct and /or encourage the conduct of research to increase human knowledge in general, and role of the Church in particular;
- iv. To assist in the preservation, processing, transmission and dissemination of knowledge, stimulation of the intellectual innovations and cultural development of the students and the society;
- v. To conduct examinations and to award degrees, diplomas, certificates and other awards of the University;
- vi. To provide a balanced programme and environment for a harmonious and holistic development of students and staff;
- vii. To carry out any other functions as may be determined and approved by the Council.

CODE OF CONDUCT

The following code of conduct shall apply to all students of the University. Nothing in these rules shall exclude the enforcement and application of the laws of Uganda against any student from time to time. In these rules 'Student of the University' includes all persons who have registered for a course of study or Research at the University.

Any member of the University has the obligation to report to the authorities concerned any infringement of the Code of Conduct which comes to his or her notice and to check immediately any disorderly conduct or any breach of these regulations whenever they occur.

1. Cleanliness and Decency

a) Cleanliness

- i. Every student shall ensure that all premises of the University reach to the highest standard of cleanliness. Students are expected to clean their rooms and halls as directed by the Residential Assistants (RAS).
- ii. Any student who litters premises of the University shall be guilty of an offence.

b) Decent Dressing

The definition of the decency has been spelled out in a number of student's debates and discussions at the University. The following has been generally defined as indecent dressing and **must be avoided**.

i) Indecent Ladies wear is considered to be: -

- Very tight pair of Trousers and shorts (whether jeans or otherwise), peddle pushers, attires showing knickers
- Very short (mini) skirts and dresses above the knee.
- Tops/blouses that expose the belly or back ('Kundi' show)

- All transparent clothing
- Caps in class or chapel
- Party dresses that expose back and chest not allowed in class.

ii) Indecent dress or appearance for men:-

- Shorts and sleeveless shirts, vest; (except for specific activities like games).
- Plaiting, treatment of the hair.
- Caps, hats in class, library and chapel.
- Earrings and other similar ornaments.

Any student who is indecently dressed may be barred from class or participating in University activities.

2. Alcohol and illegal Drugs

- i. Any student who is found drinking or using illegal drugs OR inhaling tobacco or other substances inside or outside the Campus shall be guilty of an offence.
- ii. Any student who is arrested on grounds of drunkardness or use of illegal drugs shall be guilty of an offence.
- iii. The relevant authority in the university will have the right to use various options at any time to detect the use of the above substances.

3. Pornography and Gambling

- i. Any student who is found in possession of or circulating pornographic material, whether in print or electronic, shall be guilty of an offence
- ii. Any student who is found gambling inside or outside the University shall be guilty of an offence.
- iii. Students found using the computer/Internet facilities for pornography will be guilty of an offence
- iv. Any student who offers him/herself to be used in pornographic activity will be guilty of an offence.

4. Sexual Immorality and Harassment

- i. Any student who is found involved in acts of sexual immorality, adultery, fornication or sodomy - inside or outside the University shall be guilty of an offence.
- ii. Any student who is accused of sexual harassment, lewd gestures and comments, unwanted advances, or other immoral behavior shall be guilty of an offence.
- iii. Any student accused and convicted of rape or defilement shall be expelled from the University.

5. Misuse of Money and Property

- i. Any student found stealing private or University property shall be guilty of an offence.
- ii. Any student misappropriates, embezzles or swindles University funds, or misrepresents financial matters shall be guilty of an offence.
- iii. Every student shall exercise the highest standard of caution in handling University property to avoid possible damage.
- iv. Any student who willfully or negligently damages University property shall be guilty of an offence.
- v. No University property of any description shall be taken from its proper place without the written consent of the authority/Head of department concerned.

6. Abusive Speech and False Testimony

- i. Any students found publicly blaspheming, swearing, cursing or using abusive languages or signs shall be guilty of an offence.

- ii. Any student who spreads false and libelous information about another person or the University shall be guilty of an offence.
- iii. Any student who gives false testimony against another person or the University shall be guilty of an offence.
- iv. Any student who incites others to riot or breach the peace shall be guilty of an offence.
- v. No student shall utter words or behave in a manner, which may damage the good name and image of the University.

7. Insubordination

Any student who refuses to obey legitimate instructions of a person in authority at the University shall be guilty of an offence.

8. Protests and Demonstrations

- i. Protests and demonstrations either on or outside the Campus shall be held only in accordance with the laws of Uganda.
- ii. Any public protest or demonstration on University premises may be conducted only after the Vice Chancellor has been informed one day in advance and no demonstration or protest may be held without his approval obtained and Police permission.
- iii. No student or group of students shall mount road blocks on any part of the campus, or stop motorists or any other persons using the campus or public roads.
- iv. Any student who disobeys and obstructs or interferes with any University authority shall be guilty of an offence.
- v. No student or group of students shall with ill intent publish and disseminate or circulate any false or fabricated information of any sort.
- vi. No student or student government organ or student association or group of any description shall print or issue any circular anonymously without the name and signature of the person issuing it.

9. Crimes

Any student convicted of a crime in accordance with the laws of the Republic of Uganda shall be subject to the full consequence of the law. Any student convicted of a crime may be subject to further discipline by one of the disciplinary organs of the University.

10. Academic Offences

- i. Any student found cheating in an examination shall be guilty of an academic offence.
- ii. Any student found copying coursework material from another student shall be guilty of an academic offence.
- iii. Any student involved in plagiarism i.e. copying material from a written or electronic source without proper attribution, shall be guilty of an academic offence.
- iv. Any student who procures an impersonator to sit an examination is guilty of an offence.
- v. Any student who procures a 'mercenary' to write any coursework or dissertation shall be guilty of an offence.

ENFORCEMENT

The University authorities are responsible for the smooth running of the University and upholding of its Christian values. When possible this is done through pastoral advice and exhortation. However, when students have committed offences against the Code of Conduct, University authorities are empowered to adjudicate and enforce the Code. Non-academic offences against the Code of Conduct shall be major and

minor, as determined by the Dean of Students. Repeated minor offences shall be treated as a major offence.

Enforcement of the Code of Conduct is accomplished through five disciplinary organs: the Student Disciplinary Committee, the University Disciplinary Committee, the Academic Disciplinary Committee, the Vice Chancellor, and the University Council or Senate. These disciplinary organs shall operate according to the general rules but they will not be required to conform to strict rules of legal procedure.

1. Student tribunal

The Student tribunal shall handle minor non-academic offences under the Code of Conduct. It can take any or several of the following actions:

- i. Dismiss the case against the student
- ii. Reprimand the student.
- iii. Demand an apology in writing from the student.
- iv. Deny some privileges for a specified period.
- v. Fine the student any sum of money not exceeding Shs. 10,000 on any one occasion.
- vi. Recommend to the Director of Student Affairs that the student be sent out of residence in case of those in residence.
- vii. Ask the student to pay for the cost of any damaged or lost property.
- viii. Recommend that a student leader relinquishes leadership
- ix. Recommend that the case be referred to the University Disciplinary Committee.

- x. Any student convicted by the Student Disciplinary Committee may appeal the case to the University Disciplinary Committee within one week of its conviction.

2. University Disciplinary Committee

a) Non-academic issues

The University Disciplinary Committee shall handle among others, major non-academic offences under the Code of Conduct. It shall hear cases referred to it by the DOSA or by the Student Tribunal or appeals from students from the Student Tribunal. It shall be the final authority on disciplinary matters, except in the case of convictions leading to suspension or expulsion from the University. It can set any or several of the following decisions:

- i. Dismiss the case against the student.
- ii. Reprimand the student.
- iii. Demand an apology in writing from the student
- iv. Deny some privileges for a specified period
- v. Fine the student any sum of money.
- vi. Recommend to the DOSA that the student be sent out of residence in case of those in residence.
- vii. Ask the student to pay for any damaged or lost property.
- viii. Recommend that the student be suspended from the university for up to one year.
- ix. Recommend that a student leader relinquishes leadership.
- x. Recommend to the Vice-Chancellor that the student be suspended or expelled from the University.
- xi. Review cases of students suspended and take further action in accord with items (i) through (ix), or return the student to normal status.

b) Academic Disciplinary Committee

The Academic Disciplinary Committee will handle all academic offences. It shall hear cases referred by a Faculty Dean or Department Head. It shall be the final authority on academic disciplinary matters, except in

the case of convictions leading to suspension or expulsion from the University. It can take any or several of the following actions:

- i. Dismiss the case against the student
- ii. Reprimand the student.
- iii. Demand an apology in writing from the student.
- iv. Deny some privileges for specified period
- v. Fine the student any sum of money.
- vi. Recommend to the Vice - Chancellor that the student be suspended from the University for up to one year's duration
- vii. Recommend to the Vice - Chancellor that the student be expelled from the University.
- viii. Review cases of students suspended and take further action in accord with items (i) through (vii), or return the student to normal status.

3. The Vice Chancellor

The Vice Chancellor is the highest organ of discipline within the University administration. He or she can take the following actions:

- i. Refer any case to one of the disciplinary committees.
- ii. Suspend or discipline the student in any way during an ongoing investigation or until the next meeting of, or during an ongoing investigation by the appropriate Disciplinary Committee.
- iii. Review convictions by the University Disciplinary Committee or the Academic Disciplinary Committee involving suspension or expulsion from the University.
- iv. Suspend the student from the University for up to one year's duration.
- v. Recommend to the University Council expulsion from the University of any Student convicted by the University Disciplinary Committee.
- vi. Recommend to the Senate expulsion from the University of any Student convicted or referred by the Academic Disciplinary committee.

4. University Council and Senate

The University Council and Senate shall be the highest organ of discipline, for non-academic and academic offences involving expulsion from the University. Each body may delegate the hearing of cases to a Tribunal of its own members, which reports back to it.

Each body or its Tribunal shall hear cases referred by the Vice Chancellor. Students convicted of an offence leading to expulsion shall have the right to appear before the Tribunal, or if such Tribunal is not established, the University Council or Senate, as is appropriate to the offence. Each body may take the following actions:

- i. Dismiss the case against the student.
- ii. Refer the student to the Vice - Chancellor for lesser punishment.
- iii. Expel the student from the University.

The decisions of the University Council and Senate are final.

5. Compliance with University Authority

The University employs various officials to enforce its code of conduct and regulations. Some of these are academic and administrative staff. Others are support staff such as guards and wardens.

Students are expected to respect any University official and to comply with his or her instructions.

6. Municipal Authorities

Students who live outside the campus are expected to dress and conduct themselves decently in public settings and to comply with all local and national authorities.

In the case of major indiscipline, the University shall seek assistance from the local constabulary to arrest an individual or to quell a mass disturbance.

CAMPUS REGULATIONS

1. Housing Priorities

- a) There is limited accommodation. The University may provide shared accommodation in Student Residence Halls for:
 - i. Ordinands and Clergy to be employed by Dioceses.
 - ii. International Students.
 - iii. Other students who may be accommodated if accommodation is available.
- b) Married students who wish to stay with their families have to make their own private arrangements.
- c) Non-residents are expected to stay in Hostels approved by the University. Hostels are expected to conform to the basic standards of decency and hygiene.
- d) All first-year students at the main campus are expected to be in one residence for at least 2 semesters except those with special health problems with medical recommendations.

2. Residence Halls/affiliated hostels

In addition to the halls of residence at the campus, there are private hostels that are affiliated to the residential system. Resident students will be distributed to affiliated hostels in the same way they that they are distributed to Halls of residence. The following rules must be observed by the students in halls of residence:

- a) No noise from any source e.g. music, bugles, drums, vehicle etc, shall be made which will distract the study, sleep or rest of other members of the residence and the Public.
- b) The Notice Boards: Students are encouraged always to look at the Notice Boards for any information from the Administration, Department, Registrar, Chaplain etc.
- c) Loss of keys by students must be immediately reported to the custodian. The keys will be replaced on payment for a new lock.
- d) Keys must be handed over to the Custodian on leaving the Hall at the end of each semester. Failure to do so means the culprit paying the full residential fee from the beginning of vacation to the time the key is returned, plus any other accompanying punishment. It is the responsibility of each resident to ensure that he or she has signed the key-book when it is returned to the custodian.
- e) Vacation Residence: when permitted, implies full board and residence at the charge existing at the time, payable in advance. Payment for residence only without meals is not allowed.
- f) Payment can be made for meals only without residence. Students may pay for half or all the meals.
- g) Students' Common Rooms: The students' Common Rooms are for general social life of the residents of a hall/sponsored hostel. They can also be used for reading purposes and other student meetings. In very rare cases, the academic department may request to use the common rooms for lectures.

I. Rooms

- a) The rooms are furnished with beds and mattresses. Students should provide beddings and other personal effects. Occupants are responsible for the proper care of all property and any damage or loss must be reported immediately to the custodian. The occupants shall be required to sign for all property found in their rooms at the beginning of each semester and sign off at the end of the semester. It is the responsibility of the occupant to make sure that they sign off at the end of the semester otherwise they will be charged for the property not handed in.
- b) Electric lights must not be left on during the daytime or when no one is in the room.
- c) Cooking/boiling/ironing in the rooms is strictly prohibited except at specified places.
- d) Candles or any other form of lighting using open flames of fire is not allowed in the residence.
- e) Students found vandalizing property in the hall/hostel will be guilty of an offence
- f) Rooms must be swept by 8:00 a.m. each day. Rubbish must be deposited in the dustbins provided. Used bulbs, razor blades and other rubbish should never be thrown out of the windows. Rooms are cleaned under the custodians' supervision during vacations and by House Governors during semester time.
- g) Private property must not be left in the rooms during vacations except with the permission of the Estates Manager at owner's risk. Unless permission is given, cupboards must be left unlocked. Any room may be required for vacation conferences.
- h) Private property may be left in the Truck premises during vacations at owner's risk. Students using privately owned facilities like hostels, restaurants etc must pay for the services used. Dishonesty of any kind is an offence.

II. Visitors

- i. Doors shall be locked to all non- resident students at 12:00 midnight Students who do not reside in a particular hall will not be allowed in the hall beyond 11.00 p.m.
- ii. Doors shall be locked to all other visitors at 9. 00p.m
- iii. Male students are not permitted in the rooms or halls of female students and female students are not permitted in the rooms or halls of male students. Violation of this rule shall be considered an offence.
- iv. Every student shall remain within her/his hall of residence between 12 midnight and 6.00am unless prior permission has been obtained from the Governor and the University authorities.
- v. All visitors, especially those from outside the University, shall first identify themselves to the security officer, all visitors shall register their vehicles at the gate, and be parked in the designated parking places only.
- vi. In case of suspicion of a visitor of student, the Security Officer may search the visitor or student either on entering or leaving the house of residence or on both occasions.
- vii. It is advisable for the students' Governors to take record of all visitors.
- viii. Students' visitors will be allowed in common rooms in the specified time and they will be required to register before they see the student. It is advisable for the hall chairpersons to take record of all visitors.

III. Marriage and Pregnancy

1. All married students must declare on registration the type of marriage they are in and attach a photocopy of their marriage certificate.
2. Married women are not allowed to stay in the Residence Halls once they are pregnant. The student must report to the authorities and move out of the hall as soon as she is pregnant.

3. If a student's marital status changes from single to married, it will be the students' responsibility to inform the Office of the Deputy Vice Chancellor for Academic Affairs about this change.
4. Unmarried women who become pregnant while students at the University shall be guilty of an offence.
5. Any male student who impregnates a woman with whom he has no legal marital relationship shall be guilty of an offence.
6. Traditional (customary) and polygamous marriages, whilst recognized under the Laws of Uganda, are at variance with the University's "Instruments of Identity." The University does not recognize such marriages and shall not enrol or retain students so married."
7. Traditional Marriages are potentially polygamous and may not be recognized by the University.

IV. Dining Hall

1. Meals are served at the times shown on the Notice Boards at the Dining Hall and include: Breakfast, lunch and supper. Break tea may also be served. Resident Students and others are allowed in the Dining Hall only during meal time.
2. Guests should be entertained to meals in the dining hall provided that the necessary arrangements have been made with the steward by 9.00 a.m. on the day the meal is required and the appropriate charges paid.
3. The steward will issue meal cards to all members entitled to benefit from the dining hall service.

V. Meal Card

Meals are taken from the University dining hall

students of the university and all those who pay for dining services are entitled to eat from the Dining Hall.

1. Every resident student shall be issued a numbered meal card at the beginning of the Semester. All resident students of the university and all those who pay for dining services are entitled to eat from the Dining Hall.
2. The card will be shown to the dining staff on entrance to the Dining Hall for every meal. The number on the card
3. will be ticked on the day's register. After ticking the card number, the owner shall not be allowed to use it again for the same meal on that day.
4. No student shall be allowed to have a meal in the Dining Hall without a meal card.
5. The registered owner will be the person allowed to use the meal card. It will be an offence to trade it or exchange it.
6. Any fluker caught in the Dining Hall will pay a big fine for the meal(s) eaten. Repeated fluking shall be considered an offence.
7. The Minister of Domestic Affairs handles (Welfare minister) meal arrangements for students.
8. Student visitors will be required to pay and get a receipt for the meals.

9. Any person taking food for a sick student shall produce the sick person's meal card for recording.

9. Personal Vehicles on Campus

- i. No student shall keep and maintain a personal motor vehicle (including scooters and motor cycles) on campus unless the vehicle has been registered with the Estates Office.
- ii. Registration shall be refused unless the student produces the Motor
 - a. Vehicle Registration book and a current driving permit.
- iii. Drivers shall be required to observe prescribed speed limits at the university.
- iv. Vehicles must be parked in designated places ONLY. Vehicles are parked at owner's risk

1. Students with Physical Disabilities

- i. Most of the facilities at Uganda Christian University were built without consideration of students with disabilities. The University is working to make most of its facilities user friendly by people with disabilities.
- ii. Students and staff shall assist students with disabilities to move around campus and use campus facilities.

ADMINISTRATIVE AND FINANCIAL REGULATIONS

1. Correspondence

- i. All Official correspondence by students to Government and other official bodies within and outside Uganda shall be channeled through the Deputy Vice -Chancellor Development and External Relations (D.E.R)
- ii. All functions involving senior government officials and other dignitaries must be organized after consultation with the Director of Students Affairs.

2. Identity Cards

Each student must have an Identity Card obtained from the Deputy Vice -Chancellor Academic Affairs' office. Any student who loses an Identity Card must report immediately to DOSA and the Police. The Deputy Vice- Chancellor Academic Affairs may issue a new card after payment of the appropriate charges.

3. Payment of Dues/Financial Matters

- i. Payment of all University dues shall be through the University Bank Accounts.
- ii. Bank drafts can be received by the University Bursar
- iii. A student who is a debtor to the University may not be allowed to sit his or her examinations or proceed further with her/his studies or to receive Academic transcripts or a University degree or award.
- iv. A student is deemed to be a debtor to the University if he has not paid wholly or partly fees for Registration, Residence and tuition, Library or any other official fees.
- v. Guild Funds shall be budgeted for, used and accounted for according to the financial policy of the University.
- vi. No student is allowed to run a money lending business on campus.

4. Use of Offices and University Employees

- i. No student may enter into the kitchen and stores and make use of offices or administration rooms without the consent of the Head of Department concerned.
- ii. No student may hire or pay any employee of the University during that employee's working hours.
- iii. It shall be an offence to give or demand a bribe or attempt to unduly influence University Officials for favours or services related to their official work.
- iv. The teaching and non-teaching members of staff are expected to listen to and respect student' views.

5. Vacation and Leaves of Absence

- i. On returning from vacation, students must report on time.
- ii. All resident students shall be in residence not later than midnight of beginning of term/semester day.
- iii. Students joining the University for the first time shall be in residence on the appointed day.
- iv. Any student unable to do so shall inform the office of the Academic Registrar through his or her academic adviser.
- v. All students shall go out of residence for vacation not later than breakfast of the last day of term/semester.
- vi. Permission to stay in the halls of residence on Academic or health grounds may be given only where the Head of department concerned or the University Medical Officer as the case may be, certifies that this is necessary and makes provision for the accommodation charge.
- vii. Permission to remain in residence may be given by the DOSA. A charge will be made at the rate obtaining at the time.
- viii. No resident student shall sleep out of the University during semester time without permission, Permission required for less than a week and involving missing lectures may be obtained from the DVCAA through the Head of Department.
- ix. On returning from vacation or leave of absence, every student shall report to the DVCAA immediately or to the Head of Department according to the Rules existing in each department.
- x. Punctuality at all times is expected at Lectures and Chapel services.
- xi. Late coming without genuine reason at the beginning of semester and departure from the University before the end of semester may lead to disciplinary action. In extreme cases this may lead to immediate suspension or expulsion.

6. Bank Account

All students are advised to open a Bank Accounts with any bank in Kampala or Mukono or in other places convenient to them.

7. Registration

- a) All students must-register for courses at the beginning of each semester at the Office of the Deputy Vice Chancellor Academic Affairs' office
- b) Un registered students will not have access to University services
- c) Names: The name in which a student will be registered will be that which appears on the student's Higher School Certificate or equivalent document offered as an entry qualification.

VI. Married Students

Married students satisfying entry and other requirements can register for any course. Such students may, on application, be granted permission to be non-resident members of University if they wish to live with their families. There is no special accommodation provided for married students and their families and it is entirely the responsibility of such students to house themselves if they choose to live out of University halls of residence.

VII. Students' Property

The University urges students to exercise great care as regards the custody of their personal property. The University does not hold itself responsible for any loss of students' property.

VIII. International Students

- i. The University gives priority to international students in allocation of rooms in hostels, married students must apply for facilitation of accommodation for rent.
- ii. Every international student must have a valid passport/travel document and student's visa at all times.
- iii. A chaplain/ tutor in charge of international students is in place to assist them together with the DOSA in matters that are non-academic and to help them settle into the university community.

WORSHIP

1. Chaplaincy

Opportunity is available for all students to receive counselling and guidance through personal tutors and or the University Chaplain.

2. Chapel worship

Whereas Students of various religious denominations are admitted to UCU and enjoy equal privileges, the official form of worship allowed at the University is that of the Anglican Church (Church of Uganda). Students of other religious denominations are allowed to go and worship in their respective worship centers outside the University.

- i. All students are expected to acknowledge and respect religious activities of the Anglican Church at the university. Any form of disrespect or disruption of worship at the University will be an offence.
- ii. All students must contact the chaplaincy before initiating or conducting any form of religious activity.
- iii. All Theological/Divinity students are expected to attend and participate in the regular worship sessions at the University,

- iv. Students of the Anglican Communion are encouraged to attend and participate in community worship (Monday /Thursday) and Sunday services. The University encourages all students to worship and participate regularly in a congregation and/ or in the University Chapel, to maintain a discipline of Bible reading and prayer, and to give generously to the work of the Lord and to the poor and needy.
- v. The University may require students to attend chapel worship on assigned days.
- vi. All students are encouraged to seek pastoral guidance from the Chaplain's office.

STUDENT SERVICES

1. Sports and Recreation

The University is set in a large, beautiful and well-maintained compound. There are enough fields for football, volleyball, tennis basketball, netball and space for some indoor games. There is an active schedule of intramural and extramural sport and games. Opportunities for informal social, spiritual and recreational activities are many, and in time of crisis students find within the University a warm and supportive community. The tutor in charge of games and minister for games should offer opportunity for recreation regularly.

2. Allan Galpin Clinic

Medical services to the University Community are provided at the Allan Galpin Clinic.

3. Library

The Library is set in a self-contained building and has one of the largest theological collections in Africa housing 30,000 books and 70 periodicals, including some non-theological books. There are other libraries for Law and Health and another one is in Technology park.

There is a large collection of pamphlets, Church Archives and Audio-visual materials. The Library seats over 100 readers.

- i. Strictly adhere to the times set for Library use

- ii. For the security and protection of Library Books following the rules and regulations of the Library. The staffs are prepared to help you get the best out of that Power House and wish to avoid disciplinary action against you.

4. Bookshop(s)

There are two Bookshops with relevant books for the various departments at the University. Students are encouraged to have enough money to buy these books and make use of other bookshops in the country.

5. Canteens

There are Canteens, which provide eats, soft drinks and other necessities. These run as private enterprises.

6. Secretarial Services/Telephone

These services are available and run on private basis.

i. Telephone

There is a public call box, which students can use on purchase of a phone card. Use of office telephones by students is not allowed.

ACADEMIC REGULATIONS

1. Attendance at Lectures and Tutorials

Attendance of Lectures, tutorials, practical examinations, tests and such scheduled courses of instruction is compulsory. **Non-attendance due to illness or other good cause must be authorized by the Head of Department**, 'Certificate of due performance' is given before exams are taken.

2. Extra- University Activities

- i. No student may undertake work outside the University during term time without prior permission of the Head of Department/ Registrar. No permission shall be granted unless the student shows to the satisfaction of the DVCAA/ Head of Department that his or her academic work will not suffer by undertaking any activity outside the University.
- ii. For purposes of this 'Rule' activities outside the University mean activities, which have nothing to do with the University and its functions.

3. Complaints between Students and Staff concerning academic matters:

- i. See and talk to the staff concerned and express a complaint frankly and respectfully. This should be done verbally at first.
- ii. If no solution, present the complaint in writing to the Head of Department, with a copy to the Lecturer.
- iii. If no solution, the matter should be presented in writing to the Dean of the Faculty, who will arbitrate between the student(s) and the Staff concerned with the hope of finding a solution.
- iv. If the Dean of Faculty fails to find a solution, he/she will take up the matter with the Deputy Vice Chancellor Academic Affairs.
- v. Non-academic complaints are handled by relevant Heads of Administration Departments, Dean of Students, then by the Deputy Vice -Chancellor Finance and Administration and ultimately by the Vice-Chancellor.

4. Reporting and Residency

Immediately on arrival, students report to the Bursar's Office and pay University dues. Residents report to the Warden's offices for room allocation. Residence rooms are shared. Any problems concerning residence see the Wardens or the DOSA. Non-residents may be attached to Residence halls for other University activities. Non-residents are encouraged to look for orderly premises in Mukono Town, where many good rental premises are available. Any problems encountered by non-resident students can be discussed with the DOSA and Minister for Non-Resident students.

5. Change Of Course

Change of Course is allowed upon payment of a fee and by written application considered by the Admissions Committee. Change of Subject is also allowed upon payment of a fee; a student applies formally and is considered by the Admissions Committee.

6. Medical Matters

Every first-year student is required to hand in the medical form to the University Clinic completed by a recognized Health Care Unit. A passport size photograph should be attached to the form.

GOVERNING BODIES OF THE UNIVERSITIES

Office of the Vice Chancellor

The Vice Chancellor is the Chief Co-coordinator of all Administrative, academic and public relation affairs of the University. He is also the direct link between the University and the Government, the public, the Academic Institutions within and outside Uganda. He is Chairman of Senate.

Office of the Deputy Vice Chancellor (Financial and Administration)

This office is charged with the general administration of the University. In specific terms, it administers over the University plan, Planning and Institutional Development, University Council and Human Resources.

Office of the Deputy Vice Chancellor Academics Affairs office is the Chief Co-coordinator of all academic matters, organization of the examinations, research, and syllabi and is always the Secretary to Senate. The office has the following sections;

i. Admissions:

This section handles matters regarding the admissions of students to the University and keeps the record of current and past students of the University.

ii. Examinations:

This section deals with the organisation, coordination of examination questions, registration of candidates for examinations, liaison with external and internal examiners. Issuances of examination results and statistics. This section also issues academic transcripts and certificates.

iii. Senate

The section handles the co-ordination of Academic Business, produces minutes of all Board meetings and follows up all matters arising there from, its liaises with Faculty over new courses and the drafting of regulations and memoranda for Council on business from Academic Board.

iv. Ceremonies

Organizing Ceremonies like Graduation, installation of Chancellors, Admission etc. It also concerns itself with the announcements, Invitations, academic robes, drafting speeches, order of proceeding, Certificates, etc.

Office of the Deputy Vice Chancellor External Relations & Development

The office deals with developmental projects at the University, construction of facilities, public/external relations and fundraising for the development of the University. Students who wish to deal with the media on matters that affect UCU or to correspond to officers and institutions outside UCU are advised to consult with the office before they embark on any plan. The public relations officer of the University works within the office of Deputy Vice Chancellor External Relations

Office of the Dean of Faculty

The Dean of the Faculty is the Executive Officer of the Faculty which she/he is appointed. She/he is answerable to the Deputy Vice Chancellor (academic affairs) and has general supervision over and direction of the work of students and such other related responsibilities as provided for in the statutes.

Office of the head of Department

He /she is responsible to the department. He/she is the Co-coordinator of all courses and programmes offered in the Department and arranges for Examinations.

Office of the DOSA

The Dean of Students co-ordinates all activities of the students' welfare and discipline in the University. Apart from accommodation and meals, there are also other sections under the Dean's office.

They are:

- 1) Sports and Recreation
- 2) The Students Guild
- 3) The Standard Newspaper

Office of the Bursar

The Bursar is the Manager of all monetary transactions in the University. He/she is responsible for maintaining proper accounting of funds in the University and maintaining of records in the department.

Student Government

There shall be a Student Government and Council only elected according to their constitution. The students shall elect two representatives to attend the University Council, Administrative and Faculty Committees. They should be gender sensitive. The student Government's role is to assist the University Administration under the leadership of the Guild President and ministers as per student constitution approved by the Vice-Chancellor on behalf of the University Council.

The DOSA is the first administrative contact of the students' government. The students' council through the guild president has direct access to the DOSA and other authorities of the University.

Resident Assistants

Within the residences, there will be student leaders known as resident assistants. They work alongside the guild government but are directly supervised by officers in the DOSA's office. Students are expected to cooperate with them at all times.

INSTRUMENTS OF IDENTITY

The following statement was approved by the University Council on 28 November 2000, after having been commended by the House of Bishops of the Church of Uganda on 23 November.

Uganda Christian University is an established institution of the Church of the Province of Uganda. As such it is committed to the catholic and apostolic faith, practice and piety. It is religious and explicitly Christian in its name, in its mission statement and in its motto: “Alpha and Omega: God the Beginning and End.” Its public worship is conducted according to the Prayer Book tradition of the Anglican Communion.

Staff are appointed to the University regardless of race, ethnic background, gender, or physical disability. Academic staff are expected to study and teach freely in the tradition of Christian scholarship, remembering that “the fear of the Lord is the beginning of wisdom.”

Students are admitted to the University regardless of race, ethnic background, gender, or physical disability. Students will be admitted to the University and continue in good standing so long as they observe and respect the Rules below.

The following Rule of Faith, Rule of Life, and Rule of Prayer constitute the “instruments of identity” of the University.

Rule of Faith

Seeking to love God with all our heart, as He has revealed Himself,

- We believe in one God in Three Persons, the Holy Trinity. God is known partially in various times and cultures but is fully revealed in Scripture as the Father, the Son, and the Holy Spirit.
- God the Father is the Source and Head of the Holy Trinity and possesses all authority in heaven and earth. He created the world, all things visible and invisible, and He is the ground of all truth.
- God the Son, our Lord Jesus Christ, is truly God and truly Man, born of the Holy Spirit by the Virgin Mary, risen bodily from the dead, and seated at the right hand of the Father.
- Jesus Christ is the unique Savior, the Sinless One and Sin-Bearer, who died on the Cross in our place so that all who believe in Him might have eternal life. By God’s grace, we are saved through faith alone, being reckoned righteous for His sake.
- Believers are sanctified by the Holy Spirit the Counselor, who distributes gifts, produces the fruit of good works, and unites His Church in love.
- Holy Scripture, the Old and New Testaments, is God’s Word written, and its authors, moved by the Holy Spirit, spoke from God. The Bible contains all things necessary for salvation and is the final authority in matters of faith and practice.
- Jesus Christ is Lord and has received all authority in heaven and earth. In obedience to His Great Commission, we are committed to personal evangelism, discipleship, social responsibility, and world evangelization.

- We believe Christ will come again in glory to judge the living and the dead, some to eternal life and some to eternal death.

We expect all full-time staff members to affirm this rule without reservation. We encourage other staff and students to agree with this rule and expect them to refrain from denying it.

Rule of Life

Seeking to love our neighbors as ourselves,

- We shall worship the one true God and avoid polytheistic worship and the invoking of ancestral spirits or other powers.
- We shall avoid swearing and disparaging talk about God, or gossip about our neighbor.
- We shall respect public times of worship and rest.
- We shall respect the legitimate authority of the state, the family, the Church, and the University. We shall observe University rules and not participate in any public riot. Conviction of criminal, civil, or professional offenses will be ground for discipline by the University.
- We uphold the human and civil rights of persons regardless of race, class, ethnic group, or gender, including the unborn, and we renounce any physical or verbal abuse of another person.
- We shall shun all sexual immorality, polygamy, adultery, fornication and homosexual practice.
- We shall not steal or engage in financial dishonesty of any kind.
- We shall tell the truth and renounce all forms of plagiarism and false testimony.
- Men and women will dress decently and will treat each other with decency and purity.
- We shall exercise moderation in all things, avoiding abuse of tobacco, drugs, pornography, or gambling. Use of alcohol is prohibited on campus, and drunkenness is an offence against the community.

We expect all staff members and students to conform to this rule and to refrain from denying it.

Rule of Prayer

Seeking to love God with all our soul and spirit,

- We shall worship and participate regularly in a congregation and/or in the University Chapel.
- We shall maintain a discipline of Bible reading and prayer.
- We shall give generously to the work of the Lord and to the poor and needy.

We expect all full-time staff to conform to this rule, and we encourage all other staff and students to do likewise. All students may be required to attend worship on assigned days. Ordinands will be expected to attend Morning and Evening worship each weekday.

Enforcement

In the spirit of liberty and love, we urge all members of the community to be reconciled to one another. Breaches of discipline will be handled at the appropriate level of University authority according to University and Guild regulations.