



OFFICE OF THE ACADEMIC REGISTRAR

SUMMARY OF NOTES TO NEW STUDENTS FOR THE ACADEMIC YEAR 2024/2025

To; All first-year students

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

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

- (i) **The Main Campus:** Located at Busitema, formerly the National College of Agricultural Mechanization, along Jinja-Tororo highway and hosts the Faculty of Engineering and Technology.
- (ii) **Nagongera Campus:** Located along Tororo-Busolwe access road that hosts the Faculty of Science and Education.
- (iii) **Namasagali Campus:** Based in Kamuli District at the former Namasagali University for the faculty of Natural Resources and Environmental Science.
- (iv) **Arapai Campus:** Based at the former Arapai National Agricultural College (in Soroti District) on Moroto road where the faculty of Agriculture and Animal Science is.
- (v) **Pallisa Campus:** Based in Pallisa Town Council for the Faculty of Management Science.
- (vi) **Mbale Campus:** Based at Mbale Regional Referral Hospital in Mbale City hosting the Faculty of Health Sciences.

2.0: Admission

The admission process was done according to each applicant’s performance and the choices indicated in the application form. It should be noted that the admission is provisional pending full registration of each student. Read the admission letter carefully including the location of the campus where you are supposed to take your studies from. All new students are expected to report to their respective campuses on 10th August 2024, as indicated in your admission letter.

3.0: Orientation

Orientation shall take one week at respective faculties starting Monday, 12th August 2024 to Friday, 16th August 2024. New students should report to the office of the Academic Registrar in their respective faculties to **enroll** and access the **orientation** programme. Top University officials shall orient students on major university functions at each faculty following a programme that shall be shared during the orientation week.

The following shall be areas of focus;

- i) Acquaintance with Enrollment and registration processes,
- ii) Departments and programmes details,
- iii) Access to Library Resources,
- iv) Accommodation, other welfare issues among others

For support on use of University official ICT system at your campus, contact the following: Busitema: Campus Ivan Bageya (0784830780), Nagongera Campus: Docus Birungi (0775132841), Mbale Campus: Glorius Asimwe (0779550749), Pallisa Campus: Wejuli Joseph (0773195669), Arapai Campus: Simati Sam (0773086003) and Namasagali Campus: Eriya Ntaga 0752980082

All students must ensure that they prepare their registration documents and present themselves to the office of the Academic Registrar at their faculties in the first two weeks after reporting to enroll and register

4.0: Enrollment/ Registration

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

- a) **Enrolment: i)** Every student is expected to enroll with the office of the Academic Registrar at the respective campuses by presenting the original documents of the previous levels of study as evidence of your qualifications. **ii)** Every government sponsored student should enroll on the students’ portal within the first 2 weeks (13th August 2024 to 27th August 2024) of every semester, failure to do so, attracts a late enrollment fee of Ugx. 50,000.
- b) **Registration: i)** All government sponsored students must register within the first two weeks from the official date of physical reporting, starting from 13th to 27th August 2024. Those who will not register by **27th August 2024** shall be subjected to a late registration fee of Ugx 50,000 up to the fourth week (**10th September 2024**) from the official date of reporting and there after the places will be given to other deserving candidates.
ii) Registration for privately sponsored students: All private students should register within 10 weeks from 13th August 2024 to 15th October 2024 and thereafter they will be charged a late registration fee of Ugx. 50,000.

c) **Registration deadlines: Please take note of the following dates and ensure that you abide by them.**

Category	Enrolment deadline	late Registration fee	Registration deadline	Late Reg. fees
Government sponsored	27 th August 2024	50,000=	10 th September 2024	50,000=
Privately sponsored	10 th September	50,000=	15 th October 2024	50,000=

d) The names in which a student shall be registered will be those which appear on the student's Uganda Advanced Certificate of Education or equivalent document offered as an entry qualification. Only female students who get married legally may be allowed to add the names of their spouses on presentation of a valid marriage certificate.

e) **Every student must come with 3 spring plastic files with copies of their documents.**

4.0: Fees payment

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

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

5.0: Admissions ceremony

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

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

6.0: Change of programme:

A student who wishes to change programme /subjects need to first of all register according to the registration time-table for the programmes and subjects to which they have originally been admitted. Such a student shall fill an application form (downloaded from the website:

www.busitema.ac.ug) and pay an application fee of 20,000/= using the payment portal.

7.0: Study requirements:

Lectures will begin on 19th August 2024 *including DEP & BEP*

All students are required to attend all prescribed classes (including lectures, practical classes, demonstrations, seminars and tutorials). A student who misses more than 20% of the class sessions may be excluded from examinations.

A student who reports to class after 15 minutes from the time a class session is supposed to start shall not be allowed to attend.

9.0 FEES STRUCTURE FOR ACADEMIC YEAR 2024/2025

PROGRAMME, FACULTY AND CAMPUS			EAST AFRICANS	NON-EAST AFRICANS	Duration in Yrs
FACULTY OF AGRICULTURE AND ANIMAL SCIENCES - ARAPAI CAMPUS					
1	PGA	PhD OF SCIENCE IN GLOBAL CHANGE AND SUSTAINABLE AGRICULTURE	3,000,000	4,500,000	3
2	MGA	MASTER OF SCIENCE IN GLOBAL CHANGE AND SUSTAINABLE AGRICULTURE	1,800,000	2,700,000	2
3	MPB	MASTER OF SCIENCE IN PLANT BREEDING	1,800,000	2,700,000	2
4	APM	BACHELOR OF ANIMAL PRODUCTION AND MANAGEMENT	1,100,000	1,650,000	3
5	BAB	BACHELOR OF AGRIBUSINESS	800,000	1,200,000	3
6	BSA	BACHELOR OF SCIENCE IN AGRICULTURE	1,100,000	1,650,000	4
7	DAP	DIPLOMA IN ANIMAL PRODUCTION AND MANAGEMENT	400,000	600,000	2
8	DCP	DIPLOMA IN CROP PRODUCTION AND MANAGEMENT	400,000	600,000	2
9	CGA	CERTIFICATE IN GENERAL AGRICULTURE	360,000	540,000	2
FACULTY OF ENGINEERING - BUSITEMA CAMPUS					
1	PEE	PhD IN ENERGY ENGINEERING	3,000,000	4,500,000	3
2	PME	PhD IN MATERIALS ENGINEERING	3,000,000	4,500,000	3
3	CPS	MASTER OF SCIENCE IN CYBER PHYSICAL SYSTEMS ENGINEERING	2,000,000	3,000,000	2
4	MSA	MASTER OF SCIENCE IN ARTIFICIAL INTELLIGENCE	2,000,000	3,000,000	2
5	MCF	MASTER OF COMPUTER FORENSICS	1,800,000	2,700,000	2
6	MID	MASTERS OF SCIENCE IN IRRIGATION AND DRAINAGE ENGINEERING	1,895,000	2,842,000	2
7	MME	MASTER OF SCIENCE IN MATERIALS ENGINEERING	2,000,000	3,000,000	2
8	MSE	MASTER OF SCIENCE IN SUSTAINABLE ENERGY ENGINEERING	2,000,000	3,000,000	2
9	AMI	BACHELOR OF AGRICULTURAL MECHANIZATION AND IRRIGATION ENGINEERING	1,250,000	1,875,000	4
10	APE	BACHELOR OF SCIENCE IN AGRO-PROCESSING ENGINEERING	1,100,000	1,650,000	4
11	BCT	BACHELOR OF SCIENCE IN COMPUTER ENGINEERING	1,250,000	1,875,000	4
12	BEE	BACHELOR OF SCIENCE IN ELECTRICAL ENGINEERING	1,500,000	2,250,000	4
13	MEB	BACHELOR OF SCIENCE IN MINING ENGINEERING	1,250,000	1,875,000	4
14	TEB	BACHELOR OF SCIENCE IN POLYMER, TEXTILE AND INDUSTRIAL ENGINEERING	1,100,000	1,650,000	4

15	WAR	BACHELOR OF SCIENCE IN WATER RESOURCES ENGINEERING	1,250,000	1,875,000	4
16	DAG	DIPLOMA IN AGRICULTURAL ENGINEERING	500,000	750,000	2
17	DEE	DIPLOMA IN ELECTRONICS AND ELECTRICAL ENGINEERING	900,000	1,350,000	2
18	DGI	DIPLOMA IN GINNING AND INDUSTRIAL ENGINEERING	500,000	750,000	2
19	DCE	DIPLOMA IN COMPUTER ENGINEERING	600,000	900,000	2
20	CAM	SKILLS CERTIFICATE IN AUTOMOTIVE REPAIR, OPERATION AND MAINTENANCE	500,000	750,000	0.5
21	CIT	SKILLS CERTIFICATE IN IRRIGATION TECHNOLOGIES AND INNOVATIONS	500,000	750,000	0.5
22	CPP	SKILLS CERTIFICATE IN POST-HARVEST HANDLING AND PROCESSING TECHNOLOGIES	500,000	750,000	0.5
23	CWM	SKILLS CERTIFICATE IN WELDING AND METAL PART FABRICATION	500,000	750,000	0.5
24	CBC	SKILLS BRICK LAYING AND CONCRETE PRACTICE	500,000	750,000	0.5
FACULTY OF HEALTH SCIENCES - MBALE CAMPUS					
1	MMM	MASTER OF MEDICINE INTERNAL MEDICINE	2,000,000	3,000,000	3
2	MPC	MASTER OF MEDICINE (PAEDIATRICS AND CHILD HEALTH)	2,500,000	3,750,000	3
3	IDE	MASTERS OF SCIENCE IN INFECTIOUS DISEASE FIELD EPIDEMIOLOGY	3,000,000	4,500,000	2
4	MPH	MASTER OF PUBLIC HEALTH	3,000,000	4,500,000	2
5	MOG	MASTER OF MEDICINE IN OBSTETRICS AND GYNECOLOGY	3,000,000	4,500,000	3
6	BNA	BACHELOR OF SCIENCE IN ANESTHESIA	2,000,000	6,000,000	4
7	BNS	BACHELOR OF SCIENCE IN NURSING	2,000,000	6,000,000	4
8	MED	BACHELOR OF MEDICINE AND BACHELOR OF SURGERY	2,000,000	6,000,000	5
FACULTY OF MANAGEMENT SCIENCES - PALLISA CAMPUS					
1	PAM	PHD IN BUSINESS ADMINISTRATION AND MANAGEMENT	3,000,000	4,500,000	3
2	MBA	MASTER OF BUSINESS ADMINISTRATION	1,100,000	1,650,000	2
3	MPA	MASTERS IN PUBLIC ADMINISTRATION	1,100,000	1,650,000	2
4	GDP	GRADUATE DIPLOMA IN PUBLIC ADMINISTRATION	950,000	1,450,000	1
5	BBA	BACHELOR OF BUSINESS ADMINISTRATION	700,000	1,050,000	3
6	BBW	BACHELOR OF BUSINESS ADMINISTRATION (WEEKEND)	700,000	1,050,000	3
7	BPA	BACHELOR OF PUBLIC ADMINISTRATION & MANAGEMENT	700,000	1,050,000	3
8	BPM	BACHELOR OF PROCUREMENT & SUPPLY CHAIN MANAGEMENT	700,000	1,050,000	3
9	BTT	BACHELOR OF TOURISM AND TRAVEL MANAGEMENT	700,000	1,050,000	3
10	ENM	BACHELOR OF ENTREPRENEURSHIP DEVELOPMENT & MANAGEMENT	700,000	1,050,000	3
11	DBA	DIPLOMA IN BUSINESS ADMINISTRATION	400,000	600,000	2
12	DRI	DIPLOMA IN RECORDS & INFORMATION MANAGEMENT	400,000	600,000	2
13	DTT	DIPLOMA OF TOURISM AND TRAVEL MANAGEMENT	400,000	600,000	2
FACULTY OF ENVIRONMENT AND NATURAL RESOURCES - NAMASAGALI CAMPUS					
1	MCC	MASTER OF SCIENCE IN CLIMATE CHANGE AND DISASTER MANAGEMENT	1,800,000	2,700,000	2
2	MEE	MASTER OF SCIENCE IN ENVIRONMENTAL ECONOMICS	1,800,000	2,700,000	2
3	FWR	BACHELOR OF SCIENCE IN FISHERIES AND WATER RESOURCE MANAGEMENT	800,000	1,200,000	3
4	NRE	BACHELOR OF SCIENCE IN NATURAL RESOURCE ECONOMICS	800,000	1,200,000	3
FACULTY OF SCIENCE AND EDUCATION - NAGONGERA CAMPUS					
1	PBC	PHD IN BIODIVERSITY CONSERVATION AND MANAGEMENT	3,000,000	4,500,000	3
2	PEL	PHD IN EDUCATION LEADERSHIP AND MANAGEMENT	3,000,000	4,500,000	3
3	PCH	PhD IN CHEMISTRY	3,000,000	4,500,000	3
4	PCP	PhD IN CYBER PHYSICAL SYSTEMS	3,000,000	4,500,000	3
5	MCH	MASTER OF SCIENCE IN CHEMISTRY	2,000,000	3,000,000	2
6	EDM	MASTER OF EDUCATIONAL LEADERSHIP AND MANAGEMENT	1,500,000	2,250,000	2
7	MIM	MASTER OF SCIENCE IN INDUSTRIAL MATHEMATICS	1,800,000	2,700,000	2
8	MSP	MASTER OF SCIENCE IN PHYSICS	2,000,000	3,000,000	2
9	MEP	MASTERS IN EDUCATIONAL PSYCHOLOGY	1,500,000	2,250,000	2
10	GDE	GRADUATE DIPLOMA IN HIGHER EDUCATION PEDAGOGY	950,000	1,450,000	1
11	BEP	BACHELOR OF EDUCATION PRIMARY	528,750	793,500	2
12	BTI	BACHELOR OF INFORMATION TECHNOLOGY	1,100,000	1,650,000	3
13	ELS	BACHELOR OF EDUCATION LANGUAGES (ENGLISH & LITERATURE IN ENGLISH)	700,000	1,050,000	3
14	SCE	BACHELOR OF SCIENCE EDUCATION	700,000	1,050,000	3
15	SCS	BACHELOR OF SCIENCE IN COMPUTER SCIENCE	1,100,000	1,650,000	3
16	BSS	BACHELOR OF SCIENCE IN STATISTICS	1,100,000	1,650,000	3
17	DEP	DIPLOMA IN EDUCATION PRIMARY	405,000	607,500	2
18	SLB	DIPLOMA IN SCIENCE LABORATORY TECHNOLOGY (BIOLOGY)	550,000	825,000	2
19	SLC	DIPLOMA IN SCIENCE LABORATORY TECHNOLOGY (CHEMISTRY)	550,000	825,000	2
20	SLP	DIPLOMA IN SCIENCE LABORATORY TECHNOLOGY (PHYSICS)	550,000	825,000	2
21	HBA	HIGHER EDUCATION ACCESS CERTIFICATE IN BIOLOGY AND AGRICULTURE	700,000	1,050,000	1

22	HBC	HIGHER EDUCATION ACCESS CERTIFICATE IN BIOLOGY AND CHEMISTRY	700,000	1,050,000	1
23	HEL	HIGHER EDUCATION ACCESS CERTIFICATE IN ENGLISH LANGUAGE AND LITERATURE IN ENGLISH	700,000	1,050,000	1
24	HMC	HIGHER EDUCATION ACCESS CERTIFICATE IN MATHEMATICS AND CHEMISTRY	700,000	1,050,000	1
25	HPM	HIGHER EDUCATION ACCESS CERTIFICATE IN PHYSICS AND MATHEMATICS	700,000	1,050,000	1

THE FUNCTIONAL FEES FOR DAP, DCP & CGA PROGRAMMES

ITEM	EAST AFRICANS	NON EAST AFRICANS
Guild fee by all students (per year)	30,000	45,000
Recess/Industrial Training/School Practice (To be paid by all PRIVATELY sponsored students every 2nd Semester) - EXCEPT FINALISTS	375,000	562,500
Medical fee for all students (per semester)	65,000	97,500
Examination fees (per semester)	50,000	75,000
Sports fees for all students (per year)	30,000	45,000
Registration fee (per semester)	50,000	75,000
Accommodation (per semester)- where applicable	129,000	193,500
University Identity Card fee per Issue	15,000	22,500

THE FUNCTIONAL FEES FOR BEP & DEP PROGRAMMES

ITEM	EAST AFRICANS	NON-EAST AFRICANS
Registration fee per year	100,000	150,000
Examination fee per year	100,000	150,000
Library fee per year	20,000	30,000
Research fund fee per year	20,000	30,000
University identity card fee per issue	15,000	22,500
Computer fee per year	50,000	75,000
Guild fee per year	30,000	45,000
Medical fee per year	65,000	97,500
Sports fee per year	30,000	45,000
School practice (for DEP only) - Payable every 2nd semester - EXCEPT IN THE FINAL YEAR OF STUDY	375,000	562,500

OTHER REQUIREMENTS FOR DAP, DCP & CGA

1. 2 reams of A4 size photocopying paper (PAPERLINE Or DOUBLE A)
2. One hand hoe (with a handle)
3. Three (3) plastic spring files (RED)

THE FUNCTIONAL FEES FOR POST GRADUATE PROGRAMMES PER ANNUM

ITEM	EAST AFRICANS	NON-EAST AFRICANS
Administration fee	200,000	300,000
Library fee	20,000	30,000
Registration fee	120,000	180,000
Identity Card (per issuance)	15,000	22,500
Guild fee	30,000	45,000
Sports fee	30,000	45,000
Medical fee	65,000	97,500
Examination fee	200,000	300,000
Computer fee	80,000	120,000
Development fee	100,000	150,000
Research Fee (Payable every 2nd semester)	750,000	1,125,000

THE FUNCTIONAL FEES FOR ALL OTHER CERTIFICATES, DIPLOMAS & UNDERGRADUATE PROGRAMMES

ITEM	EAST AFRICANS	NON EAST AFRICANS
Registration fees by privately sponsored students	100,000	150,000
Examination fees by privately sponsored students	100,000	150,000
Library fees by privately sponsored students	20,000	30,000
Research fund fees by privately sponsored students	20,000	30,000
Development fee per year by private students	50,000	75,000
University identity card fee by all students	15,000	22,500
Computer fee by private students	50,000	75,000
Guild fee by all students	30,000	45,000
Sports fee by all students	30,000	45,000
Medical fees (treatment) by private students	65,000	97,500
Recess/Industrial Training/School Practice (To be paid by all PRIVATELY sponsored students every 2nd semester EXCEPT FINALISTS)	375,000	562,500
Accommodation per semester for all Students (Priv. or Govt) admitted for MED, BNA & BNS	500,000	750,000
Accommodation per semester (where applicable)	129,000	193,500

Note: CERTIFICATE IN HIGHER EDUCATION ACCESS STUDENTS IN ADDITION SHOULD CARRY TWO REAMS OF A4 SIZE PHOTOCOPYING PAPER (PAPERLINE OR DOUBLE A PAPER)

Congratulations.

NOTE: Please refer to www.busitema.ac.ug for the detailed Information

Dr. Gimuguni Lillian Nabaasa (PhD)
ACADEMIC REGISTRAR