



**BUSITEMA
UNIVERSITY**
Pursuing Excellence

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OFFICE OF THE UNIVERSITY SECRETARY

Ref: BU/CR/156/1

September 20, 2022

**The Dean
Faculty of Science and Education.
Nagongera Campus.**

Dear Dr. Kani Olema;

RE: AUTHOURISATION OF EXTRA LOAD

Reference is hereby made to your letter dated May 19, 2022, recommending Ms. Baluka Agnes for appointment as a facilitator for SPE 1101, SPE 1103, SPE 2201, SPE 2202 and SPE 3203 in the Faculty of Science and Education. Note that Ms. Baluka Agnes is a substantially appointed full time staff, seeking to work beyond his normal workload as per his formal appointment.

The purpose of this letter therefore, is to authorize Ms. Baluka Agnes to work as "Part time Lecturer" beyond her normal workload and thereafter be paid for the extra load.

The remuneration under this arrangement is in accordance with the approved rates of allowances for extra load. "Academic staff who are authorized to carry out extra load outside the normal work load shall be paid Ugx. 25,000 (Twenty five thousand only) per hour."
Note that, this remuneration does not attract any Gratuity or National Social Security Fund and shall be paid at the Faculty upon satisfactory performance.

If Ms. Baluka Agnes agrees to the above terms and conditions of service, let him indicate his acceptance in writing to the undersigned not later than two weeks from the date of receipt of this letter.

Yours sincerely,

Matsiko Mutungwire Abert

UNIVERSITY SECRETARY

Copy to: Vice Chancellor
Academic Registrar
University Bursar
Assistant Director, Internal Audit.
Deputy Director, Directorate of Human Resource Office.



OFFICE OF THE UNIVERSITY SECRETARY

Ref: BU/CR/156/1

January 18, 2023

Ms. Kuteesa Sarah
C/o Busitema University
Nagongera Campus

Dear Ms. Kuteesa;

APPOINTMENT AS A GRADUATE FELLOW

I am pleased to inform you that Management agreed to appoint you as a **Graduate Fellow** in the Faculty of Science and Education, Department of Agriculture - Nagongera Campus. This appointment is for a period of One year beginning from 1st January 2023 to 31st December 2023.

Your duties under this appointment will include but not limited to:-

1. Conducting Teaching and Learning of: (i) AGR 1102.
2. Setting, Invigilating and marking assignments, Course works and Exams
3. Submitting results within two weeks from the date the assignment, course examination is conducted.
4. Any other responsibility assigned to you by a Head of Department or the Dean of the Faculty.

Specifically, this appointment will be governed by the following terms and conditions of service:-

- 1) The allowance attached to this offer is at the rate of Shs.1,000, 000 / (One million only).
- 2) Note that deductions, where necessary, will be made at source.



OFFICE OF THE UNIVERSITY SECRETARY

Ref: BU/CR/156/1

January 18, 2023

Mr. Kisangala Gerald
C/o Busitema University
Nagongera Campus

Dear Ms. Kisangala:

APPOINTMENT AS A GRADUATE FELLOW

I am pleased to inform you that Management agreed to appoint you as a **Graduate Fellow** in the Faculty of Science and Education, Department of Computer - Nagongera Campus. This appointment is for a period of One year beginning from 1st January 2023 to 31st December 2023.

Your duties under this appointment will include but not limited to:-

1. Conducting Teaching and Learning of: (i) BIT 1104, (ii) BIT 2204, (iii) SCS 2206 and (iv) CSB 1101.
2. Setting, Invigilating and marking assignments, Course works and Exams.
3. Submitting results within two weeks from the date the assignment, course examination is conducted.
4. Any other responsibility assigned to you by a Head of Department or Dean of the Faculty.

Specifically, this appointment will be governed by the following terms and conditions of service:-

- 1) The allowance attached to this offer is at the rate of Shs.1,000,000 / (One million only).



OFFICE OF THE UNIVERSITY SECRETARY

Ref: BU/CR/156/1

January 18, 2023

Mr. Byaruhanga Moses
C/o Busitema University
Nagongera Campus

Dear Mr. Byaruhanga;

APPOINTMENT AS A GRADUATE FELLOW

I am pleased to inform you that Management agreed to appoint you as a **Graduate Fellow** in the Faculty of Science and Education, Department of Computer - Nagongera Campus. This appointment is for a period of One year beginning from 1st January 2023 to 31st December 2023.

Your duties under this appointment will include but not limited to:-

1. Conducting Teaching and Learning of: (i) COS 2203, (ii) SCS 2105, (iii) SCS 2102 and (iv) SCS 3205.
2. Setting, Invigilating and marking assignments, Course works and Exams.
3. Submitting results within two weeks from the date the assignment, course examination is conducted.
4. Any other responsibilities to you by the Head of Department of the Dean of the Faculty.

Specifically, this appointment will be governed by the following terms and conditions service:-

- 1) The allowance attached to this offer is at the rate of Shs.1,000, 000/- (One million only)
- 2) Note that deductions, where necessary, will be made at source.



OFFICE OF THE UNIVERSITY SECRETARY

Ref: BU/CR/156/1

January 18, 2023

Mr. Alhaj Salim Guma
C/o Busitema University
Nagongera Campus

Dear Mr. Guma;

APPOINTMENT AS A GRADUATE FELLOW

I am pleased to inform you that Management agreed to appoint you as a **Graduate Fellow** in the Faculty of Science and Education, Department of Education - Nagongera Campus. This appointment is for a period of One year beginning from 1st January 2023 to 31st December 2023.

Your duties under this appointment will include but not limited to:-

1. Conducting Teaching and Learning of: (i) PIY 2102, (ii) FED 1101 and, (iii) EDU 2206.
2. Setting, Invigilating and marking assignments, Course works and Exams.
3. Submitting results within two weeks from the date the assignment, course examination is conducted.
4. Any other responsibility assigned to you by a Head of Department or the Dean of the Faculty.

Specifically, this appointment will be governed by the following terms and conditions service:-

- 1) The allowance attached to this offer is at the rate of Shs.1, 000, 000/ (One million only)
- 2) Note that deductions, where necessary, will be made at source.

Ref: BU/CR/156/1

January 18, 2023

Mr. Ssekibule Robert
C/o Busitema University
Nagongera Campus

Dear Mr. Ssekibule;

APPOINTMENT AS A GRADUATE FELLOW

I am pleased to inform you that Management agreed to appoint you as a **Graduate Fellow** in the Faculty of Science and Education, Department of Biology - Nagongera Campus. This appointment is for a period of One year beginning from 1st January 2023 to 31st December 2023.

Your duties under this appointment will include but not limited to:-

1. Conducting, Teaching and Learning of: (i) SLB 2101, (ii) SLB 2105, (iii) HEAB 1101 and SLB 2101.
2. Setting, Invigilating and marking assignments, Course works and Exams.
3. Submitting results within two weeks from the date the assignment, course examination is conducted.
4. Any other responsibility assigned to you by the Head of Department or the Dean of the Faculty.

Specifically, this appointment will be governed by the following terms and conditions of service:-

- 1) The allowance attached to this offer is at the rate of Shs.1, 000, 000/ (One million only)
- 2) Note that deductions, where necessary, will be made at source.





OFFICE OF THE UNIVERSITY SECRETARY

Ref: BU/CR/156/1

January 18, 2023

Mr. Otema Patriek
C/o Busitema University
Nagongera Campus

Dear Mr. Otema:

APPOINTMENT AS A GRADUATE FELLOW

I am pleased to inform you that Management agreed to appoint you as a **Graduate Fellow** in the Faculty of Science and Education, Department of Education - Nagongera Campus. This appointment is for a period of One year beginning from 1st January 2023 to 31st December 2023.

Your duties under this appointment will include but not limited to:-

1. Conducting Teaching and Learning of: (i) EDU 3202, (ii) PHY 2101, (iii) HEAG 1101 and, (iv) EDU 2203.
2. Setting, Invigilating and marking assignments, Course works and Exams.
3. Submitting results within two weeks from the date the assignment, course examination is conducted.
4. Any other responsibility assigned to you by a Head of Department or the Dean of the Faculty.

Specifically, this appointment will be governed by the following terms and conditions of service:-

- 1) The allowance attached to this offer is at the rate of Shs.1, 000, 000/ (One million only).
- 2) Note that deductions, where necessary, will be made at source.

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OFFICE OF THE UNIVERSITY SECRETARY

Ref: BU/CR/156/1

January 18, 2023

Mr. Katwesigye Richard
C/o Busitema University
Nagongera Campus

Dear Mr. Katwesigye;

APPOINTMENT AS A GRADUATE FELLOW

I am pleased to inform you that Management agreed to appoint you as a **Graduate Fellow** in the Faculty of Science and Education, Department of Chemistry - Nagongera Campus. Your appointment is for a period of One year beginning from 1st January 2023 to 31st Dec 2023.

Your duties under this appointment will include but not limited to:-

1. Conducting Teaching and Learning of: (i) CHE 2201, (ii) CHM 2101, and, (iv) CHEAC 1101.
2. Setting, Invigilating and marking assignments, Course works and Exams.
3. Submit results within two weeks from the date the assignment, course conducted.
4. Any other responsibility assigned to you by a Head of Department or Faculty.

Specifically, this appointment will be governed by the following terms of service:-

- 1) The allowance attached to this offer is at the rate of Shs.1, 000, 000 (C)
- 2) Note that deductions, where necessary, will be made at source.,



OFFICE OF THE UNIVERSITY SECRETARY

Ref: BU/CR/156/1

January 18, 2023

Mr. Wamono Emma
C/o Busitema University
Nagongera Campus

Dear Mr. Wamono:

APPOINTMENT AS A GRADUATE FELLOW

I am pleased to inform you that Management agreed to appoint you as a **Graduate Fellow** in the Faculty of Science and Education, Department of Geography - Nagongera Campus. This appointment is for a period of One year from 1st January 2023 to 31st December 2023.

Your duties under this appointment will include but not limited to:-

1. Conducting, Teaching and Learning of: (i) GEO 2101, (ii) GEO 2102, (iii) GEO 3104, (iv) GEO 2105 and, (v) GEO 1103..
2. Setting, Invigilating and marking assignments, Course works and Exams.
3. Submitting results within two weeks from the date the assignment, course examination is conducted.
4. Any other responsibility assigned to you by a Head of Department or the Dean of the Faculty.

Specifically, this appointment will be governed by the following terms and conditions of service:-

- 1) The allowance attached to this offer is at the rate of Shs.1,000, 000 (One million only).
- 2) Note that deductions, where necessary, will be made at source.



OFFICE OF THE UNIVERSITY SECRETARY

Ref: BU/CR/156/1

January 18, 2023

Ms. Babirekere Hellen
C/o Busitema University
Nagongera Campus

Dear Ms. Babirekere;

APPOINTMENT AS A GRADUATE FELLOW

I am pleased to inform you that Management agreed to appoint you as a **Graduate Fellow** Faculty of Science and Education, Department of Physics - Nagongera Campus appointment is for a period of One year beginning from 1st January 2023 to 31st December

Your duties under this appointment will include but not limited to:-

1. Conducting Teaching and Learning of: (i) PHY 2104, (ii) HEAP 1101, (iii) HEAP 1101 (iv) HEAP 1102 and (v) EDU 2208.
2. Setting, Invigilating and marking assignments, Course works and Exams.
3. Submitting results within two weeks from the date the assignment, course exam conducted.
4. Any other responsibility assigned to you by a Head of Department or the Faculty.

Specifically, this appointment will be governed by the following terms and conditions of service:-

- 1) The allowance attached to this offer is at the rate of Shs.1,000, 000/- (One million)
- 2) Note that deductions, where necessary, will be made at source.

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