

MESSAGE FROM THE DIRECTOR



Dear Students

Welcome to Makerere University, the region's premier, oldest and largest institution of Higher Education. Makerere University is committed to achieving academic excellence and for those of you who are beginning your first year of study, I hope that you will find this academic year intellectually stimulating, personally fulfilling, and academically rewarding.

You are all about to embark on an exciting academic adventure and we assure you that Makerere University will deploy all its resources to train and transform you into a skilled and knowledgeable graduate with the right attitude for the world of work.

This manual is meant to help you settle into your new home as quickly and as impeccably as possible. It provides a quick guide to what the University offers, what we aim to help you to achieve and what we expect of you.

In here you find useful information meant to guide your stay on a whole range of matters relating to policy as well as services like accommodation, health care and security. You will also learn about many support services and resources available to support your achievements, enhance your research experience, and assist in times of difficulty.

Makerere University strives to provide an intellectually and socially vibrant campus that offers a safe and supportive environment for all. Each of us plays a role in preserving this environment, and this manual describes the privileges and responsibilities that we grant to our students as members of the Makerere University community.

We want you to achieve your academic and personal potential, to develop networks of friends, new interests and life skills. In order to achieve this we recommend that you work hard; find time to relax; and make use of the support services that are available to you. It is therefore critically important that you take time to familiarize yourself with the materials in this manual.

We offer you our very best wishes for every success during your time at Makerere University. We Build For the Future.

Professor Buyinza Mukadasi

DIRECTOR

Directorate of Research and Graduate Training

MESSAGE FROM THE ACADEMIC REGISTRAR

Dear Student,

On behalf of Makerere University community, it brings me great joy to welcome you to the Makerere University. We are glad you chose to pursue your education further at Makerere University, and we are excited to help nurture your academic strengths, encourage your personal growth, and inspire your creativity.

As students, you are the cornerstone of our campus community and our partners in advancing Makerere University's stature as a prominent world-class research university. Our university continually earns top rankings in many national and international reports, in terms of our academic quality, diversity, and environmental sustainability.

You have passed through different stages of your education and entered into a new level where you will be held accountable for your actions. Therefore, what you will learn here will be necessary tools needed throughout your life. I assure you that the quality of education delivery at Makerere University is of international standard.

Learning at Makerere University extends far beyond the classroom. We also learn a great deal from each other. We encourage our students — and all members of our academic community — to be full participants in the free and open exchange of ideas and viewpoints that characterizes our university. We commit ourselves to upholding the values we cherish as an academic institution, and to fostering an atmosphere that is respectful, supportive, and welcoming to all. The diversity of our backgrounds, talents, and perspectives will continue to enrich us all as we live and learn together.

We are committed to helping you create a positive university experience, which we hope will be one of the best experiences of your life! Successful students tend to take advantage of the numerous opportunities their university offers. It is our hope you will do the same.

Makerere University provides a unique opportunity for you to develop a lifelong passion for learning. We hope you will contribute your time and talent by being involved in sports activities, community service, cultural and religious activities, and many other important activities. When coupled with the richness that comes from learning in a diverse environment, a stronger sense of community is built, which makes Makerere University a very special place. To that end, we strongly encourage you to always keep an open mind to the unique gifts, interests, and needs of those with whom you share a classroom, hallway, residence hall, or any other living-learning space.

As a new student, you are bound to have questions. New Student Orientation is designed around you, helping to uncover the answers to the questions you have, and providing you information about campus resources, programs and services. By the time you leave orientation, you'll be on your way to becoming a successful Makerere University student.

The orientation program is an opportunity for you to learn how to navigate campus. During the program you will begin to build a network of resources that will help you to start your journey on the right path.

Additionally, during New Student Orientation you will learn tips from students, faculty and staff who will serve as your guides during your time at Makerere University. The Student Guild leaders will be around throughout

the orientation session, and, as current students, they are ready to answer your questions about life on campus.

The Orientation also provides you with a chance to meet other incoming students. Be prepared to meet new people, and to make new friends, orientation is your chance to show everyone that you are a Makerere University student!

Each year, our new students inspire in us enthusiasm and hope. We face considerable challenges in ensuring that we deliver programmes of high quality and relevance to national and regional development. Your enthusiasm helps us to stay the course.

The Government of Uganda and your parents/guardians spend a lot of money on your education, therefore you have a responsibility to ensure that the resources expended in your training are maximised as much as possible. Whether you are funded by Government, your families or yourselves, it is an investment in your future, in our collective future and we commit to providing you with the best that we can give to enable your success.

We hope that this phase of your life will be a rich and meaningful one and that we can guide you in knowledge discovery in your chosen discipline. The next few years will be full of exciting new challenges and you will be responsible for determining how your academic career will evolve. We are aware that the current external environment jobs are not always easy to find, and one of our key objectives is to prepare you to be lifelong learners with analytical, problem solving, communication, leadership and people skills that will enable you to thrive no matter the circumstances that exist in the future. It is a reality that we are no longer preparing you for a job for life but for a lifetime of jobs.

As our campus is closely connected with our surrounding neighborhoods, I also encourage you to engage with our community as good neighbors and good stewards.

Lastly, know we strive to put students first in all our endeavors. If ever there comes a time you feel otherwise, it is important for you to share your ideas, thoughts, and feelings with us so we can work together to make this university the best community possible.

We are proud to have you as part of Makerere University family, and I look forward to seeing you on campus.

Message from the Vice Chancellor

Dear Student,

I congratulate you upon successfully joining Makerere University. Your stay at this great institution is very critical to your future as you aspire to join the desired profession. I therefore urge you to take your studies seriously and maximize your duration at Makerere University by engaging in productive activities. I am confident that if you do this, you will acquire additional skills, requisite for you to blend in any society the world over.

By joining the prestigious Makerere University, you have demonstrated that you are a person of unique abilities. This is the right place for those abilities to be sharpened to the very best they will ever be. As you are aware, Makerere University has produced and continues to produce many of the World leaders and prominent people in society. With the University focusing on being research-led, we have gone a step further to produce ground breaking research and innovations. We are on a steady path to producing the next generation of thought leaders in both the Sciences and Arts. I challenge you to unceasingly work towards creating your own unique brand while at Makerere University. Strive to be among the lucky few who will stand out and be counted for excellent performance while here.

To achieve this, not only will it require you to work hard at your studies but to also familiarize yourself with the University's rules and regulations. Key among these is the University policy on fees payment. I urge you to desist from diverting your tuition to other businesses or purposes. Equally important is the level of discipline you will exhibit; both in relating to colleagues, lecturers and other persons you will come into contact with. Makerere University has a zero-tolerance policy to indiscipline. We will not hesitate to punish acts of indiscipline. I hasten to add that we have well established mechanisms of addressing grievances both through the Student's Guild, Council of Graduate Students and the Dean of Students' Office. I urge you to make use of these offices whenever you need them.

I must warn you that you will come into contact with a number of temptations, disguised as short cuts to better life. There are no short cuts in life. I ask of you to desist from any such temptations and concentrate on having your name entered in our coveted records of excellence. I am happy to note that Makerere University has most of the services you will need to make your stay comfortable; including the Counseling and Guidance Centre, the University Hospital and several recreation facilities. These will be handy to you too.

I wish you a successful academic journey at Makerere University as We Build for the Future.

I thank you.

Professor John Ddumba-Ssentamu
VICE CHANCELLOR

SCHEDULE OF SEMESTERS FOR 2016/2017 ACADEMIC YEAR

The Duration of a Semester is Seventeen (17) Weeks

The duration of a Recess Term is Ten (10) Weeks

University Examinations shall normally be conducted in the last two weeks of each Semester.

The Postgraduate and Undergraduate Programs for the Academic Year 2016/2017 will be conducted according to the following schedule:

- (a) **Freshers' Orientation week:** Saturday 6th August, 2016 to Friday 12th August, 2016 (7 days).
- (b) **Semester One:** Saturday 13th August, 2016 – Saturday 10th December 2016 (17 Weeks)
- (c) **Semester One Vacation:** Saturday 10th December, 2016 to 20th January 2017. (6 Weeks)
- (d) **Semester Two:** Saturday 21st January 2017 – Saturday 20th May, 2017 (17 Weeks)
- (e) **Recess Term:** Saturday 27th May, 2017 – Saturday 29th July, 2017 (10 Weeks)

University Examinations are conducted in the last two weeks of each Semester. Students should take note that Makerere University is a secular institution. It is the official policy of the University that all days in a week are considered working days. Staff and students are expected to conduct or attend lectures and examinations at scheduled times and days.

REPORTING TO COLLEGES AND SCHOOLS

All graduate students should report to their respective Colleges/Schools for briefing on the structure and requirements of their programs. The time table for briefings will be fixed by the respective Colleges/Schools.

MEETING WITH UNIVERSITY OFFICIALS

The Director, Directorate of Research and Graduate Training; the Academic Registrar and other University officials will meet all Graduate students on a date to be communicated later.

REGISTRATION

All registration will be done at all the Colleges and the School of Law. All Graduate students are required to register every Semester according to the University regulations. Please note that if you do not register, you are not considered a university student even if you have paid Tuition. **You are a Makerere student only after registration** First year first semester registration requirements include: Paying all Functional fees and 60% of Tuition for the semester as indicated in the fees structure, **Presenting Original copies of all your academic documents**, completing three registration forms and attaching

photocopies of the academic documents, pay slips, passport photographs and financial statement, having them checked/verified and, signed by the College /School Registrar.

The **Name** in which the student is registered will be that, which appears on the student's letter of admission. This must be the **Name** which appears on the **Student's Bachelor Degree Certificate/Transcript. Married students** who have acquired names of their spouses will be permitted to **add** their spouse's name on production of a **Marriage Certificate**.

FORGERY

Cases of impersonation, falsification of information/documents, fraudulent access or giving false information, whenever discovered, either at registration or afterwards, will lead to automatic cancellation of admission, dismissal from the university, revocation of awards where applicable and persecution in courts of law.

ACCEPTING OR DECLINING A PLACE OF OFFER

Any First year student who will not have registered within the first three (3) weeks of the beginning of the academic year shall be deemed to have declined the offer of a place at the university. **In case a student wants to defer His/Her study, He/She should pay all Functional fees plus 50% of the semester tuition and apply for withdrawal. If not, the student will have to re-apply and compete afresh in the next academic year.**

NO REGISTRATION ON MORE THAN ONE PROGRAMME

Students should note that the University policy on registration does not allow one to register in more than one programme at the same time. Breaching this regulation leads to automatic cancellation of admission to the University.

WITHDRAWAL

A **registered** student, who intends to withdraw from the university, must apply and be given permission by the Principal of the College or Dean, School of Law where she/he belongs. A **registered** student will be allowed a **maximum of two withdrawals** in an academic Programme. A programme of 2 (Two) years of duration has a maximum of 4(Four) years within which a student can withdraw and complete, one of three (3) years has a maximum of 5 (five) years. **Any student who over stays/delays on the programme beyond the stipulated period will be de-registered.**

IDENTITY CARDS

All registered students are issued with official Makerere University identity cards on payment of a fee. It is important that you carry your **Current Identity Card**, which you may be requested to produce at any time by the University officials.

ACCOMODATION

The University has very limited accommodation for Graduate students, and the majority of students have to find their own accommodation. Students who may wish to be accommodated in the Graduate Hall should submit their application to the Warden of the Graduate Hall for consideration.

All the first year graduate students whether resident or non-resident are required to register with the Academic Warden of the Graduate Hall and pay registration fees. This registration takes place after finalizing registration with your College.

TRAVEL ARRANGEMENT

It is the responsibility of the new Graduate student to arrive at the University in time. The University may provide reception for international students on arrival at Entebbe International Airport if notified of the arrival plan in advance.

PAYMENT OF FEES

Regulations on fees payment are found in the Makerere University Fees Policy (2016). All University fees should be paid to **Makerere branches** of any of the following banks: **DFCU Bank, Postbank, Centenary Rural Development Bank, Crane Bank, and any Branch of Stanbic Bank Limited**. Fees payment is done using Paying-in/Deposit slip that may be obtained from the respective banks or Senate Building, Room 202. Please clearly mark the item(s) being paid for. It is advisable that students open accounts with any of the above banks to ease transactions. Fees can also be paid by Electronic Funds Transfer (EFT) to Makerere University Council (Fees collection account) in any of the above mentioned banks.

Students in affiliated institutions such as Makerere University Business School (MUBS), National Seminary Ggaba, National Seminary Kinyamasika, Uganda Institute of Banking and Financial Services and Health Tutors' College Mulago must pay **all Tuition and functional fees** to their Institutions. Information on the Accounts for affiliated Institutions is obtainable from those Institutions.

TUITION FEES PER PROGRAMME

ACADEMIC PROGRAMMES

TUITION FEES PER ANNUM (SHILLINGS/USD)

	Ugandan/East African Students	International Students
--	-------------------------------	------------------------

COLLEGE OF AGRICULTURAL AND ENVIRONMENTAL SCIENCES

1	PGD Environmental Impact Assessment	Shs.3,800,000/=	Shs.6,700,000/=
2	PGD Meteorology	Shs.3,800,000/=	Shs.6,700,000/=
3	PGD Environmental Information Management	Shs.3,800,000/=	Shs.6,700,000/=
4	MSc. in Agricultural Extension & Education	Shs.4,020,000/=	Shs.7,272,000/=
5	MSc. in Crop Science	Shs.4,020,000/=	Shs.7,272,000/=
6	MSc. in Animal Science	Shs.4,020,000/=	Shs.7,272,000/=
7	MSc. in Agricultural Engineering	Shs.4,020,000/=	Shs.7,272,000/=
8	MSc. in Soil Science	Shs.4,020,000/=	Shs.7,272,000/=
9	MSc. in Agricultural Economics	Shs.4,020,000/=	Shs.7,272,000/=
10	Master of Agribusiness Management	Shs.4,020,000/=	Shs.7,272,000/=
11	MSc. in Integrated Watershed Management	Shs.4,020,000/=	Shs.7,272,000/=
12	MSc. in Food Science & Technology	Shs.4,020,000/=	Shs.7,272,000/=
13	MSc. in Agricultural & Applied Economics	Shs.4,020,000/=	Shs.7,272,000/=
14	MSc. in Plant Breeding and Seed Systems	Shs.4,020,000/=	Shs.10,338,360/=
15	Msc. in Applied Human Nutrition	Shs.4,020,000/=	Shs.9,090,000/=
16	MSc. in Environment & Natural Resources	Shs.3,637,500/=	Shs.6,464,000/=
17	MSc. in Agroforestry	Shs.3,607,000/=	Shs.7,272,000/=
18	MSc. in Forestry	Shs.3,607,500/=	Shs.7,272,000/=
19	M.A. in Geography	Shs.2,400,000/=	Shs.4,242,000/=
20	M.A. in Land Use and Regional Development	Shs.2,400,000/=	Shs.4,242,000/=

COLLEGE OF HUMANITIES AND SOCIAL SCIENCES

21	PGD in Gender and Local Economic	Shs.3,000,000/=	Shs.4,420,000/=
----	----------------------------------	-----------------	-----------------

	Development		
22	PGD (Guidance and Counselling)	Shs.3,000,000/=	Shs.4,420,000/=
23	M.A. in Human Rights	Shs.2,400,000/=	Shs.4,242,000/=
24	M.A.in Philosophy	Shs.2,400,000/=	Shs.4,242,000/=
25	M.A. in Journalism and Communication	Shs.2,400,000/=	Shs.4,242,000/=
26	M.A. in History	Shs.2,400,000/=	Shs.4,242,000/=
27	M.A. in Music	Shs.2,400,000/=	Shs.4,242,000/=
28	M.A.in Literature	Shs.2,400,000/=	Shs.4,242,000/=
29	M.A. in Religious Studies	Shs.2,400,000/=	Shs.5,605,500/=
30	M.A. in Peace and Conflict Studies	Shs.2,400,000/=	Shs.4,242,000/=
31	M.A. in Religious and Theological Studies (Ggaba & Kinyamasika)	Shs.2,400,000/=	Shs.4,242,000/=
32	M.A. in Linguistics	Shs.2,400,000/=	Shs.4,242,000/=
33	M.A. in Gender Studies	Shs.3,150,000/=	Shs.6,060,000/=
34	M.A. in Public Administration & Management	Shs.3,150,000/=	Shs.8,484,000/=
35	M.A in Social Sector Planning & Management	Shs.3,150,000/=	Shs.6,060,000/=
36	M.A. in Sociology	Shs.3,150,000/=	Shs.6,060,000/=
37	M.A. in International Relations& Diplomatic Studies	Shs.3,150,000/=	Shs.6,060,000/=
38	M.A. in Rural Development	Shs.4,500,000/=	Shs.9,090,000/=
39	M.Ed. in Educational Psychology	Shs.2,673,750/=	Shs.6,060,000/=
40	Master of Organizational Psychology	Shs.3,150,000/=	Shs.6,060,000/=
41	M.A. in Counselling	Shs.3,150,000/=	Shs.6,060,000/=
42	MSc. in Clinical Psychology	Shs.3,150,000/=	Shs.6,060,000/=
43	MPhil/PhD in Social Studies	Shs.8,000,000/=	Shs.16,160,000/=

COLLEGE OF COMPUTING AND INFORMATION SCIENCES

44	PGD in Information Technology	Shs.3,825,000/=	Shs.6,767,000/=
45	PGD in Computer Science	Shs.3,825,000/=	Shs.6,767,000/=
46	PGD in Data Communication and Software Engineering	Shs.3,825,000/=	Shs.6,767,000/=
47	PGD in Information Systems	Shs.3,825,000/=	Shs.6,767,000/=
48	MSc. in Computer Science	Shs.3,825,000/=	Shs.6,767,000/=
49	Master of Information Technology	Shs.3,825,000/=	Shs.6,767,000/=
50	MSc. in Data Communication and Software Engineering	Shs.3,825,000/=	Shs.6,767,000/=
51	MSc. in Information Systems	Shs.3,825,000/=	Shs.6,767,000/=
52	MSc. in Information Science	Shs.2,587,500/=	Shs.5,050,000/=
53	MSc. in Records and Archives Management	Shs.4,000,000/=	Shs.6,000,000/=

COLLEGE OF BUSINESS AND MANAGEMENT SCIENCES

54	PGD in Demography (Evening)	Shs.2,662,500/=	Shs.6,060,000/=
55	PGD in Statistics(Evening)	Shs.2,662,500/=	Shs.6,060,000/=
56	M.A. in Economic Policy and Planning(Evening)	Shs.3,075,000/=	Shs.5,454,000/=
57	M.A. in Economic Policy Management (Day &Evening)	Shs.3,750,000/=	Shs.9,090,000/=
58	M.A in Economics(Day)	Shs.3,075,000/=	Shs.5,454,000/=
59	Master of Business Administration (Evening)	Shs.3,075,000/=	Shs.5,454,000/=
60	M.A. in Gender Analysis in Economics (Day)	Shs.3,075,000/=	Shs.5,454,000/=
61	M.A. in Demography(Evening)	Shs.2,662,500/=	Shs.6,060,000/=

62	Master of Statistics(Evening)	Shs.2,662,500/=	Shs.6,060,000/=
63	M.A. in Population and Development (Evening)	Shs.2,662,500/=	Shs.6,060,000/=
64	MSc. in Population and Reproductive Health(Evening)	Shs.2,662,500/=	Shs.6,060,000/=
65	MSc. in Quantitative Economics (Evening)	Shs.2,662,500/=	Shs.6,060,000/=
66	MSc in Population Studies (Evening)	Shs.2,662,500/=	Shs.6,060,000/=
67	Master in Financial Services (Uganda Institute of Banking and Financial Services)	Shs.3,075,000/=	Shs.5,454,000/=
68	Master in Public Infrastructure Management (Block week Modular)	Shs.3,500,000/=	Shs.7,200,000/=

COLLEGE OF EDUCATION AND EXTERNAL STUDIES

69	PGD in Education	Shs.1,700,000/=	Shs.2,800,000 / =
70	PGD in Medical Education	Shs.2,400,000/=	
71	M.Ed. in Science Education	Shs.2,673,750/=	Shs.4,747,000/=
72	M.Ed. in Social Sciences & Arts Education	Shs.2,673,750/=	Shs.4,747,000/=
73	M.Ed. in Language & Literature Education	Shs.2,673,750/=	Shs.4,747,000/=
74	M.Ed. in Curriculum Studies	Shs.2,673,750/=	Shs.4,747,000/=
75	M.Ed. in Educational Foundations	Shs.2,673,750/=	Shs.4,747,000/=
76	M.A. in Educational Policy and Planning	Shs.2,673,750/=	Shs.4,747,000/=
77	Master of Arts in Educational Management	Shs.2,673,750/=	Shs.4,747,000/=
78	Master of Adult and Community Education	Shs.2,600,000/=	Shs.4,500,000/=

SCHOOL OF LAW

79	Master of Laws	Shs.3,075,000/=	Shs.6,060,000/=
----	----------------	-----------------	-----------------

COLLEGE OF HEALTH SCIENCES

80	M.Med Internal Medicine	Shs.4,162,500/=	Shs.7,332,600/=
81	M.Med Family Medicine	Shs.4,162,500/=	Shs.7,332,600/=
82	M.Med Microbiology	Shs.4,162,500/=	Shs.7,332,600/=
83	M.Med Ophthalmology	Shs.4,162,500/=	Shs.7,332,600/=
84	M.Med Paediatrics and Child Health	Shs.4,162,500/=	Shs.7,332,600/=
85	M.Med Pathology	Shs.4,162,500/=	Shs.7,332,600/=
86	M.Med Psychiatry	Shs.4,162,500/=	Shs.7,332,600/=
87	M.Med Radiology	Shs.4,162,500/=	Shs.7,332,600/=
88	M.Med Ear, Nose & Throat	Shs.4,162,500/=	Shs.7,332,600/=
89	M.Med Surgery	Shs.4,162,500/=	Shs.7,332,600/=
90	M.Med Obstetrics & Gynaecology	Shs.4,162,500/=	Shs.7,332,600/=
91	M.Med Anaesthesia	Shs.4,162,500/=	Shs.7,332,600/=
92	M.Med Orthopaedics	Shs.4,162,500/=	Shs.7,332,600/=
93	MSc. in Medical Illustration	Shs.4,162,500/=	Shs.7,332,600/=
94	MSc. in Human Anatomy	Shs.4,162,500/=	Shs.7,332,600/=
95	MSc. in Pharmacology	Shs.4,162,500/=	Shs.7,332,600/=
96	MSc. in Physiology	Shs.4,162,500/=	Shs.7,332,600/=
97	MSc. in Clinical Epidemiology & Biostatistics	Shs.4,162,500/=	Shs.7,332,600/=
98	Master of Dentistry (Oral and Maxillofacial Surgery)	Shs.5,000,000/=	Shs.10,100,000/=
99	MSc. in Immunology and Clinical Microbiology	Shs.4,162,500/=	Shs.10,100,000/=
100	MSc. in Pharmaceuticals and Health Supplies Management	Shs.5,000,000/=	Shs.10,100,000/=
101	MSc. in Pharmacognosy	Shs.5,000,000/=	Shs.10,100,000/=

102	Master of Nursing (Midwifery and Women's Health)	Shs.4,162,500/=	Shs. 5,312,600/=
103	Master of Public Health (Full Time)	Shs.4,500,000/=	Shs.10,100,000/=
104	Master of Public Health (Distance)	Shs.3,000,000/=	Shs.10,100,000/=
105	Master of Health Services Research	Shs.5,000,000/=	Shs.10,100,000/=
106	Master of Public Health Nutrition	Shs.4,500,000/=	Shs.15,150,000/=
107	Master of Public Health Disaster Management	Shs.4,500,000/=	Shs.15,150,000/=
108	Master of Health Informatics	Shs.5,000,000/=	Shs.11,500,000/=
109	Master of Health Sciences in Bioethics	Shs.5,000,000/=	USD5,000

COLLEGE OF NATURAL SCIENCES

110	MSc. in Mathematics	Shs.3,525,000/=	Shs.6,262,000/=
111	MSc. in Physics	Shs.3,525,000/=	Shs.6,262,000/=
112	MSc. in Chemistry	Shs.3,525,000/=	Shs.6,262,000/=
113	MSc. in Botany	Shs.3,525,000/=	Shs.6,262,000/=
114	MSc. in Zoology	Shs.3,525,000/=	Shs.6,262,000/=
115	MSc. in Geology	Shs.3,525,000/=	Shs.6,262,000/=
116	MSc. in Mathematical Modelling	Shs.3,525,000/=	Shs.6,262,000/=
117	M.Sc. in Biochemistry	Shs.5,000,000/=	Shs.10,100,000/=
118	Master of Science in Petroleum Geosciences	Shs.4,500,000/=	Shs.7,500,000/=

COLLEGE OF ENGINEERING, DESIGN, ART AND TECHNOLOGY

119	PGD in Construction Project Management	Shs. 3,787,500/=	Shs.6,666,000/=
120	PGD in Urban Planning and Design	Shs.3,787,500/=	Shs.6,666,000/=
121	MSc. in Mechanical Engineering	Shs.3,787,500/=	Shs.6,666,000/=
122	Master of Architecture	Shs.3,787,500/=	Shs.6,666,000/=
123	MSc. in Renewable Energy	Shs.3,787,500/=	Shs.6,666,000/=
124	MSc. in Technology Innovation and Industrial Technology	Shs.3,787,500/=	Shs.6,666,000/=
125	MSc. in Civil Engineering	Shs.3,787,500/=	Shs.6,666,000/=
126	MSc. in Urban Planning & Design	Shs.3,787,500/=	Shs.6,666,000/=
127	MSc. in Geo-Information Science and Technology	Shs.3,825,000/=	Shs.6,120,600/=
128	MSc. in Power Systems Engineering	Shs.5,700,000/=	Shs.11,312,000/=
129	MSc. in Telecommunication Engineering	Shs.5,700,000/=	Shs.11,312,000/=
130	MSc. in Construction Management	Shs.3,787,500/=	Shs.8,250,000/=
131	M.A. in Fine Art	Shs.3,037,500/=	Shs.6,060,000/=

COLLEGE OF VETERINARY MEDICINE, ANIMAL RESOURCES AND BIOSECURITY

131	PGD in Livestock Development Planning &Mgt	Shs.4,162,500/=	Shs.7,332,600/=
132	Master of Vet. Medicine (Food Animal Health & Production)	Shs.4,162,500/=	Shs.7,332,600/=
133	MSc. in Molecular Biology and Biotechnology	Shs.4,162,500/=	Shs.10,100,000/=
134	MSc. in Veterinary Pathology	Shs.4,162,500/=	Shs.7,332,600/=
135	Master of Veterinary Preventive Medicine	Shs.4,162,500/=	Shs.7,332,600/=
136	Master of Veterinary Preventive Medicine	Shs.4,162,500/=	Shs.7,332,600/=
137	Master of Wildlife Health and Management	Shs.4,162,500/=	Shs.10,100,000/=
138	MSc. in Livestock Development Planning and Mgt	Shs.4,162,500/=	Shs.7,332,600/=
139	Master of Biomedical Laboratory Sciences and	Shs.4,162,500/=	Shs.10,100,000/=

	Mgt		
140	Master of Wildlife Tourism & Recreation Mgt	Shs.4,500,000/=	Shs.10,000,000/=
141	MSc. Natural Products Technology and Value Chain Management	Shs.4,500,000/=	Shs.10,000,000/=
142	Msc. in Animal Product Processing, Entrepreneurship and Safety	Shs.5,200,000/=	Shs.12,000,000/=
143	Msc.in International Infectious Diseases Mgt	Shs.4,500,000/=	Shs.10,000,000/=

MAKERERE UNIVERSITY BUSINESS SCHOOL

144	Doctor of Philosophy (By Research only)	Shs.4,200,000/=	USD2,626
145	Master of Business Administration (Evening)	Shs.3,000,000/=	USD2,206
146	MSc. in Accounting and Finance	Shs.2,800,000/=	USD1,780
147	MSc. in Marketing	Shs.2,590,000/=	USD1,780
148	Master of Human Resource Management	Shs.2,520,000/=	USD1,780
149	MSc. in Procurement & Supply Chain Management	Shs.3,000,000/=	USD2,206
150	MSc. in Leadership and Governance	Shs.2,800,000/=	USD1,780
151	MSc. in Entrepreneurship	Shs.2,800,000/=	USD1,780
152	M.A. in Economic Policy Management	Shs.2,875,000/=	USD2,014
153	Master of International Business	Shs.2,875,000/=	USD2,014
154	Master of Hospitality and Tourism Management	Shs.2,875,000/=	USD2,014
155	Master of Business Administration (Modular)	Shs.4,200,000/=	USD2,626
156	MSc. in Banking & Investment Management	Shs.2,875,000/=	USD2,014

DOCTORAL DEGREES BY COURSEWORKS AND DISSERTATIONS

157	Doctor of Philosophy in Health Science	Shs.10,000,000/=	Shs.15,000,000/=
158	Doctor of Philosophy in Agricultural and Rural Innovation	Shs.6,089,000/=	Shs.12,705,800/=
159	Ph.D in Information Science	Shs.5,000,000/=	Shs.8,080,000/=
160	Ph.D in Plant Breeding and Biotechnology	Shs.5,000,000/=	Shs.10,338,360/=
161	PhD in Educational Management	Shs.5,060,000/=	Shs.8,282,000/=

DOCTORAL DEGREES BY RESEARCH IN THE DIFFERENT SCHOOLS

College of Agricultural And Environmental Sciences

1	School of Forestry, Environmental and Geographical Studies	5,902,500/=	7,050,000/=
2	School of Food Technology, Nutrition & Bio-Engineering	6,712,500/=	8,250,000/=
3	School of Agricultural Sciences	5,580,000/=	8,700,000/=

College of Humanities And Social Sciences

4	School of Women & Gender Studies	4,250,000/=	4,800,000/=
5	School of Liberal & Performing Arts	3,880,000/=	4,500,000/=
6	School of Social Sciences	4,250,000/=	4,800,000/=
7	School of Languages, Literature And Communication	3,880,000/=	4,500,000/=
8	School of Psychology	5,600,000/=	6,600,000/=

College of Business And Management Sciences

9	School of Statistics and Applied Economics	4,587,500/=	5,550,000/=
---	--	-------------	-------------

College of Education And External Studies

10	East African School of Higher Education Studies & Development	4,091,250/=	4,800,000/=
11	School of Distance and Life-long Learning	4,091,250/=	4,800,000/=
12	School of Education	4,091,250/=	4,800,000/=

School of Law

13	Doctor of Philosophy in Laws	5,025,000/=	6,000,000/=
----	------------------------------	-------------	-------------

College of Engineering, Design, Art And Technology

14	School of Built Environment	5,025,000/=	7,500,000/=
15	School of Engineering	5,025,000/=	7,500,000/=
16	Margaret Trowell School of Industrial and Fine Arts	4,912,500/=	5,850,000/=

College of Natural Sciences

17	School of Biological Sciences	5,100,000/=	8,250,000/=
18	School of Physical Sciences	5,100,000/=	8,250,000/=

College of Health Sciences

19	School of Medicine	6,525,000/=	11,250,000/=
20	School of Biomedical Sciences	6,525,000/=	11,250,000/=
21	School of Public Health	5,850,000/=	7,200,000/=
22	School of Health Sciences	6,525,000/=	11,250,000/=

College of Veterinary Medicine, Animal Resources And Biosecurity

23	School of Veterinary Medicine & Animal Resources	7,775,000/=	12,750,000/=
24	School of Biosecurity, Biotechnical & Laboratory Sciences	7,775,000/=	12,750,000/=

FUNCTIONAL FEES (PER ANNUM)

No.	Item	Ugandans /E.African Students	International Students
1	Administrative Fees	200,000/=	484,800/=
2	Library Fee	20,000/=	40,400/=
3	Registration Fee	120,000/=	202,000/=
4	Identity Card	45,000/=	45,000/=
5	Examination Fees (Masters)	200,000/=	707,000/=
6	Examination Fees (PhD)	300,000/=	1,010,000/=
7	Technology Fee	80,000/=	161,600/=
8	Late Registration Fee	50,000/=	101,000/=
9	Affiliation fees - where applicable(payable directly to Makerere University)	20,000/=	40,000/=
10	National Council for Higher Education	20,000/= (Payable to NCHE annually) by all students	

REFUND OF TUITION FEES

Regulations on refund of excess fees paid to the University are found in the Makerere University Fees Policy (2016). The University policy regarding refund of tuition fees to students who have chosen to withdraw from the programs is as follows:

Time at which student withdraws in a semester	%age of tuition fees refunded
(a) Before the end of the First week of a semester	100%
(b) By the end of the second week of a semester	80%
(c) By the end of third week of a semester	60%
(d) By the end of the fourth week of a semester	40%
(e) By the end of the fifth week of a semester	20%
(f) After the fifth week of a semester	0%

Fees for accommodation, and functional fees i.e. application, registration, examinations, technology, identity card, library and administration are not refundable.

PROGRESS REPORTS

Every student is required to submit (through his/her supervisor) reports on his/her progress twice a year. This is done on a special progress report form, which your School will supply. **Failure to fulfill this requirement may lead to discontinuation.**

FACILITIES

LIBRARY

The Library on the main campus serves all students and staff. In addition, there are sub-libraries at the College of Health Sciences, the East African School of Library and Information Science, College of Engineering, Design, Art and Technology, College of Education and External Studies, Makerere University Business School, College of Veterinary Medicine, Animal Resources and Bio-security, and there are several School libraries. Every School has a Book Bank System that loans books to registered students as well. Use of these facilities is reserved for registered students only.

BOOKSHOP

There is a University Bookshop at the main Campus and several in Kampala City.

MEDICAL SERVICES

There is a University Hospital at the main Campus, which caters for both staff and students. Mulago Hospital the main National referral Hospital is within a walking distance from the main Campus. In addition there are several other public and private hospitals, and many private clinics in the Kampala cosmopolitan area.

RECREATION

There are ample facilities for sports and games at the main campus. These include facilities for football, lawn tennis, squash, basketball, swimming and athletics.

SPIRITUAL SERVICES

There are two Chapels for Christians; St. Francis and St. Augustine both located behind and adjacent to the Main Building and a Mosque for Muslims by the Main Gate, of the University Campus. In addition, there are many other places of worship in the neighbourhood.

COMMUNITY AND TRANSPORT

The University is in a Sub-urban location only three kilometers from the General Post Office of Kampala City. Public transport is available to and from the City.

THE DIRECTORATE OF RESEARCH AND GRADUATE TRAINING CLIENT CHARTER

BACKGROUND

The Directorate of Research and Graduate Training (DRGT) was established in 1994 as School of Post Graduate studies with the mandate to co-ordinate graduate training, research, and publication to ensure quality output. Later it evolved into the School of Graduate Studies and now with the college formation, it has been transformed into the Directorate of Research and Graduate Training. The Directorate has been charged with a major function of coordinating research in the whole University. The school was established to meet the overwhelming and ever growing demand for higher education and has done this successfully as the number of graduate students has greatly increased (from 500 in 1994 to over 5500 to date). We congratulate our students and welcome them to the graduate community of knowledge spinners, social transformers and leaders in research and innovations.

UNIVERSITY VISION

Makerere University envisages herself to be the leading institution for academic excellence and innovation in Africa.

MISSION OF THE DIRECTORATE OF RESEARCH AND GRADUATE TRAINING

To coordinate, monitor and provide an enabling environment for quality graduate training, innovative research and communication of research outputs; and to foster and manage graduate training and research by University Units by promoting cutting edge innovative, impact oriented research, and centres of excellence to meet the changing needs of society and for sustained development.

STRATEGIC OBJECTIVES

1. Source funds to improve DRGT capacity to co-ordinate and manage research, training, research and publication in Makerere University.
2. Provide administrative, policy guidance and co-ordination of graduate training and research to constituent university units.
3. Support research, outreach and publication of university findings for wider use of the society.
4. Initiate and promote partnerships and linkages within and outside the university.

LOCATION OF THE DIRECTORATE OF RESEARCH AND GRADUATE TRAINING

The main offices of the Directorate of Research and Graduate Training (DRGT) are located on the fourth (4th) floor of the Senate building just below the School of Social Sciences and adjacent to the

Lincoln building. However, the Research Division is on Block B5, Lincoln Flats.

SERVICES OFFERED

The Directorate of Research and Graduate Training (DRGT) has two major Divisions: Graduate Training Division and the Research, Innovations and Knowledge Transfer Partnerships Division. The following are the outlines of the roles of the two major divisions;

GRADUATE TRAINING:

1. Advertising Graduate programs to the public to create awareness and to meet demand.
2. Issuance and receipt of application forms for the various advertised graduate programmes.
3. Admission of students for graduate programs.
4. Developing and maintaining a database of students' records and thus coordinating the Graduate training and documenting graduate records.
5. Awarding degrees, PhD and diplomas to graduate students.
6. Clearance of students after completion of the graduate programmes.
7. Assessment and ensuring quality of Graduate programmes.
8. Monitoring for quality and coordinating examinations and programme development from teaching units.
9. Development and overseeing of policies relevant for graduate studies and training.

RESEARCH, INNOVATIONS AND KNOWLEDGE TRANSFER PARTNERSHIPS:

1. Source for funds to support research.
2. Developing and implementing the Research policy and Intellectual property Management Policy.
3. Developing research agenda and strategies.
4. Advertising research grants, creating awareness of the grants and formulating guidelines for awarding the grants.
5. Monitoring and evaluating ongoing research and research output.
6. Receipt of financial and technical accountability (technical and financial reports).
7. Publication and dissemination of research output (encouraging and supporting researchers to publish their findings)
8. Establishing a research database.
9. Writing reports to the funders (technical and financial accountability)
10. Organizing seminars and conferences to provide enlightenment on researchable areas.

WHERE TO ACCESS SERVICES:

Room 307

- Issuance and receipt of application forms
- Issuance of admission letters
- Maintenance of the information database of registered students.

Room 308

- Processing admissions
- Handles all admission queries

Room 406

- Receipt of financial documents such as invoices and travel vouchers.
- Disbursements of research funds and grants.
- Sale of the Graduate Handbooks.

Room 410

- Receipt of applications for PhD by research
- Receipt of examiners reports
- General administration of the Directorate

Room 412/413

- General administration of Graduate Training matters in the Directorate

Room 414

- Maintenance of students' files and records

Room 415:

- Coordinates graduate training at the Directorate and the Colleges
- Oversees graduate training processes

Room 416 (A):

- Issuance and receipt of transcripts and certificates request forms
- Issuance of the award letters
- Issuance of information on the student dissertation submission status
- Dispatch of all student correspondences

Room 416 (B):

- Receipt of students Final Dissertation/Theses
- Preparing of letters of Award
- Compilation of graduation list and clearance

OUR DEVELOPMENT PARTNERS TO WHOM WE ARE EVER GRATEFUL

- SIDA/SAREC
- Carnegie Corporation of New York
- NORAD and others .

CORRESPONDENCE

All correspondence concerning graduate academic matters should be addressed to the **Director, Directorate of Research and Graduate Training**, P.O. Box 7062, Kampala. In all correspondence to the Directorate, please quote your **programme, registration and student numbers** as shown in your admission letter.

CONTACTS

The Director, Directorate of Research and Graduate Training can be reached at the contacts below:

Tel: 256-41-530983

Fax: 256-41-533809

Email: drgt@rgt.mak.ac.ug

Website: <http://rgt.mak.ac.ug/>

DECLARATION

I.....
Have read through *the regulations and accept to abide with them.*
(*To be attached to the 1st year, 1st Semester registration form- DRGT copy*)

Signature..... *Date*