

# **INSTITUTE RULES AND REGULATIONS**

**UNIVERSAL INSTITUTE OF GRAPHICS AND TECHNOLOGY.**

**ACADEMIC REGISTRAR'S OFFICE.**

**JOINING RULES AND REGULATIONS FOR STUDENTS.**

**DIRECT ALL INQUIRIES TO THE ACADEMIC REGISTRAR'S OFFICE  
UNIVERSAL INSTITUTE OF GRAPHICS AND TECHNOLOGY.**

**GANESH BUILDING**

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## **TABLE OF CONTENT.**

1. Introduction
2. Principal
3. Communication channels
4. Reporting of students
5. Registration exercise
6. General Information
7. Other regulations
8. Academic calendar
9. Completion of studies /clearance

## **INTRODUCTION**

### **1. A word of welcome.**

Management and the entire staff welcome all the new students to Universal Institute of Graphics and Technology. Please feel at home as you embark on the new academic life at the institution.

### **2. Brief History of Universal Institute of Graphics and Technology.**

Universal Institute of Graphics is a learning Institute, training Courses ranging from Technology, Media and Vocational courses. We offer hands-on practical training. Our packages are suitable for S.4, S.6 Leavers and Graduates. We are located on Nkuruma Road Plot 41A/B & Ganesh Plaza on Entebbe Road Plot 24/26. We are fully registered with the Ministry of Education and Sports and working with National Council for Higher Education for Accreditation

### **3. Vision, Mission and Motto.**

#### **Vision .**

To be the leading higher learning institution providing hands-on training in Graphics Design, information communication Technology (ICT) and vocational skills to Ugandans and Foreign Nationals through the promotion of self employment and self sustainability.

#### **Mission .**

To provide hands on training in Graphics Design, information Technology and Vocation skills appropriate to economic, social, cultural and environmental development.

#### **Motto**

“Do it yourself”

## **CORE VALUES**

- Professional and ethical standards
- Academic excellence
- Efficiency
- Team work
- Effective communication
- Integrity
- Professionalism

## **OFFICERS OF UNIVERSAL INSTITUTE OF GRAPHICS AND TECHNOLOGY**

The following are the officers of the institute.

- a) . **ACADEMIC REGISTRAR:** Chief coordinator of all matters pertaining to the academic affairs of the institute including admissions, examinations, undergraduate studies, research and publications.
- b) . **SECRETARY:** In charge of general administration of the institute, secretary to council and accounting officer.
- c) . **DEAN OF STUDENTS:** Responsible for the welfare and discipline of students.
- d) . **ACCOUNTANT:** In charge of Financial Administration and planning of the institute.
- e) . **FRONT DESK OFFICER:** Responsible for all Visitors Inquiries and directions to respective offices.

### **3. COMMUNICATION CHANNELS.**

#### **1. Student problems.**

Students with problems related to admission, registration, sickness and identity cards should write to the academic Registrar or Dean of students for assistance. In all cases this communication should be routed through the front desk officer and over suggestion box as it may be.

#### **2. Notice boards.**

Information to students is usually posted on notice boards at the institute. Please read the information on the Notice board at all times. Find it at Nkurumah and Ganesh plaza

## REPORTING OF NEW STUDENTS:

### 1. The date of the academic year/ reporting

The dates of the new academic year are communicated to the students at the end of every academic year/ semester. Immediately on arrival, new students must report and register their presence; these include bursary students and private students. Students are given one week for orientation, during this time students are briefed of what their respective course involves, given a chance to interact with their lecturers and get their timetables.

### 2. Hostel of Residence

Please note that we have hostels for both girls and boys but **do not** necessarily have to reside there. Students who have to reside in the hostels must register their stay there with the wardens attached. No student shall be allowed into the hostel before effecting payment of accommodation. Hostel students are provided with rules and regulations governing the hostels therefore students are advised to get a copy from the wardens and read and abide by the rules

### 3. Regulations on fees payments.

- (i) The relevant fees are shown on the fees structure attached on your application form.
- (ii) All fees should **ONLY** be paid in Centenary Bank Account No. **3010310951** Using relevant banking slips.
- (iii) After students are required to present copies of the banking slips to the accountant on the basis of which they will be issued with receipts. Please ensure you obtain receipts and keep them safely at all times. These receipts must bear your correct names that you used at the time of registration.
- (iv) Bursary students are required to pay all the money charged on them before they can be registered. That is all functional fees.
- (v) All students are required to pay all (iv) above fees and at least 50% of the tuition fees within the first two weeks of the academic semester/ year.
- (vi) If by the end of the eighth week of the semester any student has not completed fees payment, he/ she shall not be allowed to sit for exams.
- (vii) A student who has paid tuition but withdraws from the institute or for one reason or another cannot continue with the studies, **shall not** have his or her tuition fees refunded.
- (viii) A student who deliberately or without justifiable reasons over pays shall not get any refund except where the student has come to the end of his or her course ( can only be made to the sponsor not to the student), however the money will only be forwarded to another semester. Therefore students are advised to contact the office on issues of payment of fees.

## **5. REGISTRATION EXERCISE.**

### **1. Names of students:**

The names by which the student will be registered are those which appear on his or her admission letter and those which appear on his /her "O" & "A" level result slips and any other academic documents presented and please note that names must be written in full . **Initials will not be acceptable.**

### **3. Requirements of Registration.**

- **The "O" and "A" level result slips/ certificate.**
- **Valid identification card**
- **Two photocopies of each of the result slips**
- **Two recently taken passport size photographs (attach one photograph on your application form; the other will be put on institute identity card.**

**STUDENTS WHO CAN NOT PROVIDE THE ABOVE REQUIREMENTS MAYNOT BE REGISTERED.**

**NOTE:** Registration of more than one programme is not allowed. Students are not allowed to register more than one course at the same time. A student may only register for a second course after the end and completion of the first course.

## **GENERAL INFORMATION.**

### **1. INSTITUTE RULES AND REGULATIONS.**

There exist institute rules and regulations which all students must abide by. These regulations cover a wider spectrum of issues including institute property and students' conduct among others. Students should endeavor to read, understand and internalize all these regulations and rules and abide by them.

1. **Dressing code:** There is no defined dress code at the institute; however, students are expected to exhibit decency in the way they dress. However the institute has Institute T-shirts and Institute Gowns which can be bought at 25,000/= and 40,000/= respectively.

2. **Telephone calls:** Students are not permitted to call or receive telephone calls in lecture or examination rooms.
3. **Fire arms:** These are not allowed in the institute.
4. **The institute calendar:** The institute operates a calendar of seven days a week. Lectures are therefore given within the seven days of the week.
5. **Identity cards:** Before the institute card is issued to the new students, it's important that each student carries his or her previous school identity card. It's mandatory that every registered student is issued with the institute identity card.

**Note:** students will be required to verify data on their institute identity cards before it is sealed. Any student who will lose his or her identity card shall pay **10,000/=** for the replacement.

6. **Photocopies of institute documents:** students are advised to make photocopies of the institute documents issued to them namely admission letter, registration forms, identity card, bank slips incase of loss of the originals. These will also be needed during their completion in clearance.

## **OTHER REGULATIONS**

- **Cases of impersonation**

Students should be also aware of the following.

Cases of impersonation, falsification of documents or giving false /incomplete information or other sufficient reasons whenever discovered whether at registration or afterwards will lead to automatic cancellation of admission.

- **Sitting examination**

The procedure leading to sitting examination is as follows.

1. A student should pay all the required fees.
2. A student uses the registration slips and paid up 100% bank slip and identity card to get an examination card. A student is required to bring an extra photograph to put on the examination card.
3. The examination card entitles a student to enter an examination room to sit for his or her exams.

4. Examinations are conducted any day of the week including weekends.
5. A student who forces himself or herself to sit for examination without paying fees or not authorized to do so will be suspended from the institute.
6. Please not that examination cards are only given to fully registered students and fully paid up students. Students are urged to keep them throughout the academic years
7. Examination mal practices like cheating, smuggling in notes e.t.c are prohibited. You are strongly warned that attempting them shall lead to discontinuation from the institute.

## **ACADEMICS**

### **Academic calendar.**

All institute programmes are run on a semester basis System. The institute operates seven days a week. The duration of a semester is 16 weeks for studies and 2 weeks for examination .And for more information about academic calendar please log on the

website: [www.ugt.ac.ug](http://www.ugt.ac.ug)

### **Assessment and Grading**

Course works and tests will contribute not less than 30 %and not more than 50 % of the total marks depending on the lecturer. i.e course work plus attendance will carry 20% and tests will carry 20%, examination will contribute 60% of the total marks. Therefore if a student misses any assessment he or she will be given a **RETAKE** when offered again at a fee of **50,000/=**

### **Grading.**

Each course will be graded out a maximum of 100% and assigned appropriately letter grade points as follows.

## **DIPLOMA AND CERTIFICATE**

<b>MARKS</b>	<b>LETTER GRADE</b>	<b>GRADE POINT</b>
80-100	A	5
75-79.9	B+	4.5

70-74.9	B	4.0
65-69.9	B-	3.5
60-64.9	C+	3.0
55-59.9	C	2.5
50-54.9	C-	2.0
45-49.9	D+	1.5
40-44.9	D	1.0
35-39.9	D-	0.5
BELOW 35	E	0

The pass marks for any course shall be **60%**.

### **GRADUATION PROGRAMMME**

The institute will specify the quantity and composition of the programme load requirements for the award of the Diploma and Certificate.

The cumulative grade point average (CGPA) for various classes shall be indicated below.

### **DIPLOMA**

<b>Class</b>	<b>cumulative grade point average</b>
<b>1. First class</b>	4.40 - 5.0
<b>2. Second class upper division</b>	3.60 - 4.39
<b>3. Second class- lower division</b>	2.80 - 3.59
<b>4. Pass</b>	2.00 - 2.79



## **CERTIFICATE**

<b>1. Distinction</b>	4.40 - 5.0
<b>2. Credit</b>	3.60 - 4.39
<b>3. Pass</b>	2.80 - 3.59
<b>4. Failure</b>	2.00 - 2.79

## **COMPLETION OF STUDIES/ CLEARANCE**

At the end of the student's programmes of the study each shall be expected to get clearance form from the registrar office once completed, every student shall take responsibility of taking a copy of the form for filling then return filled photocopied copies to respective offices.

**STUDENTS ARE ENCOURAGED TO SEEK CLARIFICATION ON ISSUES THAT ARE NOT CLEAR TO THEM FROM RELEVANT INSTITUTION AUTHORITIES. DONOT RELY ON HEARSAY**

**I.....declare that I have read and understood all the Rules and Regulations of the Institute as stipulated above and will abide them.**