



# Universal Institute of Graphics and technology

*A centre of excellence through ICT Knowledge*

**Our Ref: UIGT-071/May/2019**

**Date: May 07, 2019**

To: All Parents/Guardians

Greetings to you from the Board of Governors and Staff. Thank you for the support which you rendered to the institution this semester. UIGT has closed for the holidays today, Tuesday, May 07, 2019 and will re-open for next semester on Monday, May 27, 2019.

We encourage the students to put emphasis on the following when we open the new semester;

- Ensure that you enroll for the new Semester right away. Enrolment is free, mandatory and to be done by the head of the department.
- Pay at least 50% of the tuition fee on reporting day.
- Attend your lectures, practical's, demonstrations and coursework always!
- Any query in respect to academic matters e.g. missing marks, absenteeism of course lecturers etc. should be immediately brought to the attention of the Head of Department, the Dean and the Academic Registrar, in that order of hierarchy.
- Issues regarding your welfare should be brought to the attention of the Dean of Students without any further delay.

## **DISCIPLINE**

We are living in a society whose moral decay is abnormally very high and the only noble thing to do is to shield our children against all these vices that surround us all the time. We have a few cases of minor indiscipline like absenteeism, coming late for classes.

It is sad to say the least, that some rouge student on Thursday 28<sup>th</sup> March 2019 managed to walk away with 10 mice from the graphics laboratory.

## **ADMISSIONS (May Intake)**

Kindly note that admission for the first year first semester and short courses are still ongoing. Classes for first-year semester one will begin on Monday, May 13, 2019.

## **EXAMINATION**

End of semester examination was a success, all those who paid their full tuition fee wrote the examination. The results will be ready at the beginning of the next semester. Please endeavor to come to academic registrar's office to get a hard copy result slip.

## **SPECIAL PAPER AND RETAKES**

Those who missed examination or failed to attain the required pass mark of 60% will be subjected to either special paper or retake. For more information, visit the office of the academic registrar.

## **STUDY TOUR**

We shall have two study tours next semester;

- Luzira graphics system, daily monitor and new vision. The students will be taken on a guided study tour to the above-mentioned companies. The students will be exposed to a real-world working environment. This full-day event will cost UgX 35,000# per student.
- We are also happy to inform you that in September holidays we shall have another study tour of eastern Uganda. The students will get the opportunity to harness their skill in their respective fields. You are therefore requested to support the students with a financial contribution of UgX 350,000# to make this exercise a success.

## **GUILD ELECTIONS**

The institution organized a free and fair guild elections that was concluded on April 5, 2019. The new cabinet is now being led by the guild president, H.E Saku Mark. We would like to thank H.E Mulero Emmanuel for passing the baton to the new upcoming vibrant leaders.

## **ICT OPEN DAY LECTURE**

This semester for the first time we organized a free open day lecture for anyone who was willing to attend. This is one way we can give back to the community that has always been supporting us. The participants were taken through innovation in the ICT sector and available jobs. The event started at 9 am till 4 pm. We hope that more participants will attend the next ICT open day.

## **DEAD SEMESTER**

Application for a dead semester should be submitted within 45 days from the beginning of the semester. The dead semester form is subjected to a charge of UGX 50,000#

## **INTERNSHIP**

The internship will be done after the FINAL semester of a program i.e. Diploma and certificates students will go for the internship after the second semester of the second year. Internship training will take a period of not less than 2 months. During this exercise, the student will be acquainted with general practical skills based on the knowledge and skill they will have so far acquired from the institute. The lecturer/ supervisor will visit the internees and evaluate them on their progress. The purpose of this training is to enable the students to gain valuable field experience. For this exercise to be successful every student is requested to pay UgX 80,000# (Eighty thousand Uganda shillings).

## **RETURN OF STUDENTS**

All students are expected to return on May 27, 2019, for a new semester. We expect every student to register with their respective Heads of Department and the Academic Registrar on their return of next semester.

## GRAPHIC DESIGN COURSE REQUIREMENTS

Those students pursuing a course in graphics digital design are requested to return with the following tools.

- Geometry set / French curves
- Acron paint
- Set of watercolor brushes (big size)
- A3 art book
- Drawing board
- Art pencils (2B, 4B, and 6B)

## FEES PAYMENTS

We thank those who managed to pay fees in time and also request those who went with fees balance to return with fully paid bank slips. Fine of UgX 20,000# as a late payment. All students SHOULD pay at least 50% of Tuition fees at the beginning of the next semester to enable us to run the institute efficiently. No one will be allowed to attend classes without a clearance card.

**PLEASE:** Include bank charges of **2300/=** for every deposit you make. **Note;** Bank slips are available at the Institute reception and the account's office.

Item	(Amount)
Tuition	{varies according to the course}
Examination Fee	30,000/= per semester
Guild Fee	10,000/= (per academic year)
Development Fee	20,000/= (per academic year)
Library Fee	30,000/=(per academic year)
National Council Fee	23,000/=(once a year)
Internship Fee	80,000/= (finalist only)
T-Shirt	30,000/= once
Flash disk	Every student must have one (at least 4GB)
Retake / special examination fee	50,000/= per paper
Lab Fee	20,000/=(ICT and Graphics departments) (per semester) 50,000/= (Media and vocational departments) (per semester)

**NOTE:** All payments MUST be done in the Bank;

**Account Name:** UNIVERSAL INSTITUTE OF GRAPHICS AND TECHNOLOGY

**Bank:** CENTENARY BANK

**Account Number:** 3100013862

**Office open**

We are open from;

Monday – Friday	8:00 am – 8:00 pm
Saturday	9:00 am – 7:00 pm

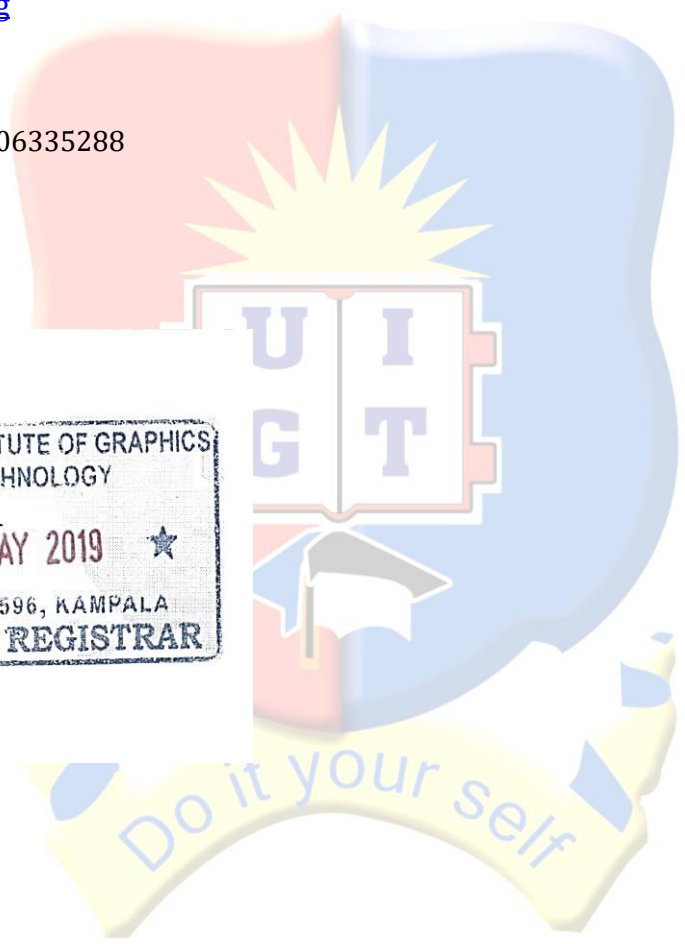
**CONTACT**

WEBSITE: [www.uigt.ac.ug](http://www.uigt.ac.ug)

RECEPTION: 0756814996

PRINCIPAL: 0701240104

ACADEMIC REGISTRAR: 0706335288



Yours in Service,

UNIVERSAL INSTITUTE OF GRAPHICS  
AND TECHNOLOGY  
07 MAY 2019 ★  
P.O. BOX 30596, KAMPALA  
ACADEMIC REGISTRAR

WABINYAI FIDEL RAJA

ACADEMIC REGISTRAR

***"A CENTRE OF EXCELLENCE THROUGH ICT KNOWLEDGE"***

**\*\*\*GOD BLESS YOU ALL\*\*\***