



# Universal Institute of Graphics and Technology

*A centre of excellence through ICT Knowledge*

Our Ref: UIGT-18/Dec/2019

Date: 18<sup>th</sup> December 2019

Dear Parents, Guardians, and Sponsors

## **END OF SEMESTER CIRCULAR**

Warm greetings to you from the Board of Governors and Staff. With great pleasure, we extend our sincere appreciation to you our beloved parents, guardians, and sponsors for your co-operation and support to us up to this day. Your continuous support and contribution towards the growth of the institute have helped us run the institute smoothly and we trust that you will continue to favor us and support us unconditionally.

We closed for December holidays today, Friday, 18<sup>th</sup> December 2019 and will re-open for next semester on Monday, 6<sup>th</sup> January 2020. The institutions' programs will start exactly on Monday, 6<sup>th</sup> January 2020. Academics: All academic programs for this year have been published on the institutes' website and institutes notice board.

## **FRESHER'S PARTY**

There was fresher's party on the 19th October, the students had fun and got to know each other's. There was no incident of indiscipline at the party.

## **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, persistent late coming for classes. Other than the above, our students are up standing members of society.

## **ADMISSIONS (*January intake*)**

Kindly note that admission for first year first semester and short courses are still going on. Classes for first-year semester one will begin on Monday, January 6<sup>th</sup> 2020.

## **INTERNSHIP**

All Certificate students and Diploma fourth semester are to take on internship training for a period of not less than two months. Students will be acquainted with general practical skills based on the knowledge they would have acquired from the institute. During this period of training the student will be visited and evaluated by a supervisor from the institute, the purpose of this, is for our students to gain field experience. For this exercise to be successful every students is requested to pay **UgX 80,000# (Eighty thousand Uganda shillings)**.

## **SPECIAL PAPER / RETAKES**

Those who missed examination or failed to attain the required pass mark of 60% will be subjected to either special paper or retake. Special paper/ retake attracts a fee of UgX 50,000# par paper. For more information, visit the office of the academic registrar.

Special examination will begin on Wednesday 08-01-20 and end on Thursday 16-01-20. Download the softcopy on our website ([www.uigt.ac.ug](http://www.uigt.ac.ug)).

## **GRADUATION**

We are organizing our 5<sup>th</sup> graduation ceremony that will be held on 20<sup>th</sup> March 2020. Those who finished their studies and those in second year second semester students should get prepared. The institute therefore requests the graduands to pay for graduation fee, certificate, transcript, convocation, graduation gown and graduation book, this all adds up to a total of UgX 320,000#. The deadline for payment is 15<sup>th</sup> January 2020.

## **DIT EXAMINATION**

Those studying architectural design will seat for DIT (Directorate of Industrial Training) examination in September 2020, the examination fee is UgX 150,000#. The Directorate of Industrial Training (DIT) is a Ugandan quality assurance directorate offering nationally, regionally and internationally recognized quality assurance services for the Business, Technical, Vocational Education and Training (BTJET). DIT produces high quality assurance mechanisms with emphasis on qualification standards and equivalent ratings with a high level of professionalism recognized nationally, regionally and internationally.

## **FIELD WORK**

Architectural students will be having a fieldwork practical session on the 27<sup>th</sup> of January 2020. Therefore, students are required to pay UgX60,000# to cater for transport, meals, hiring machines and paying instructors. All payments will be made to the accounts office.

## **RETURN OF STUDENTS**

All students are expected to return on 13<sup>th</sup> January 2020 for their 2<sup>nd</sup>, 3<sup>rd</sup> or 4<sup>th</sup> semester. We expect every student to register with their respective Heads of Department and the Academic Registrar on their return of next semester.

## **FEES PAYMENTS**

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

## **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#

## 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)

**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.

Tuition		
No	Course (diploma / certificate)	Fees (UgX)
1	Graphics Digital Design	700,000#
2	Information Technology	700,000#
3	Video Editing and TV production	700,000#
4	Multi media	995,000#
5	Architectural Design	700,000#
6	Computer Science	850,000#
7	Fashion and Design	600,000#
8	Electrical Installation	700,000#
9	Electronic Engineering	700,000#

### Other fees

Item	(Amount)
Examination Fee	30,000#
Guild Fee	10,000# (for 2 <sup>nd</sup> year students only)
Development Fee	20,000# (for 2 <sup>nd</sup> year students only)

Library Fee	30,000# (for 2 <sup>nd</sup> year students only)
National Council Fee	22,300# (once a year)
Internship Fee	80,000#
Lab Fee	20,000# (ICT and Graphics departments) 50,000# (Media and vocational departments)

NOTE: All payments MUST be done in the Bank;

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

**Bank:** CENTENARY BANK

**Account Number:** 3100013862

### CONCLUSION

Please feel free to contact the principal or the Academic Registrar, we are open from 8:00am-7:00pm Monday to Friday and 9:00am -2:00pm on Saturdays.

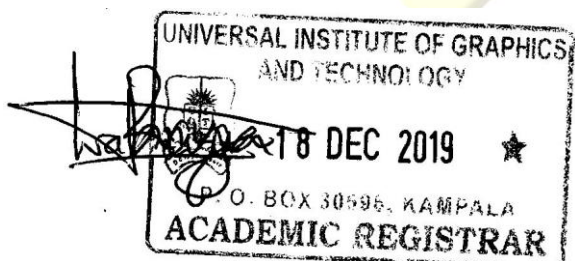
### CONTACT US

RECEPTION: 07045341680

PRINCIPAL: 0701240104, 0774240104

ACADEMIC REGISTRAR: 0706335288

Yours in Service,



WABINYAI FIDEL RAJA

ACADEMIC REGISTRAR

**MERRY CHRISTMAS AND A HAPPY NEW YEAR**

**UIGT**