

FRESHERS' ORIENTATION WEEK PROGRAMME ACADEMIC YEAR 2018/2019

1.0 REPORTING TO KYAMBOGO UNIVERSITY IS ON SATURDAY 4th AUGUST, 2018 FOR FIRST YEAR STUDENTS from 8.00am-5.00pm

2.0 SECURITY AWARENESS

Please accept guidance from **only the following:**

- i. University Officials found in University Offices
- ii. Students Guild Leaders (wearing tags)

There are some people (Conmen) at Campus who take advantage of first year students and/or parents by appearing very helpful, especially in paying fees *Please always pay fees in person in the Bank.*

Visit the security tent in front of Administration Building, reception, Wardens' Offices and Dean of Students' Office for more information.

3.0 HALLS OF RESIDENCE

(a) Halls of Attachment:

- i. All students (Government and Private) are attached to University Halls and these are indicated on admission letters. There are five Halls of Residence namely: Kulubya, Nanziri, Pearl, North and Mandela.
- ii. When a student is attached to the Hall of residence they may or may not be residents. They are to report to the respective Warden's Office whenever they need help for the whole period they are in Kyambogo University.
- iii. Government sponsored resident students shall be paid food allowance at the beginning of the semester.
- iv. *First year Government sponsored students shall be paid their allowances after being registered by the Academic Registrar. Therefore they should come with enough money for feeding themselves until they get registered. Please inform your parents / guardians accordingly.*

(b) University Accommodation

Government or Private Students who have been allowed to reside in the University Halls of residence are required to report and register with their respective Halls of Residence, in the Warden's Offices on arrival for room allocation.

(c) Non Resident Government Sponsored Students

- i. Non-resident Government sponsored students shall be paid Living Out Allowance into their Bank Accounts. This allowance is paid from the Government Grants for the students. The allowance therefore is paid as and when government releases that money to the University. The Students entitled to this allowance must be registered and claim for the allowance by filing the living out forms in the Warden's Offices during the first two weeks of arrival on campus. *Note: Claiming for the allowance is done every Semester.*
- ii. All Students are required to open Bank Accounts at Stanbic or DFCU or ECO Bank before reporting to Kyambogo University.
- iii. *Note: Only registered Students who fill Living out forms are paid.*

(d) Registration with Academic Registrar

Registration for government sponsored students will start on 6th August 2018 and end on 10th August 2018.

(e) University Catering Services

- i. The University catering services are provided by private catering companies. Students shall be required to pay for any meal to be served to them at the counter. Meals shall be accessed at any time at the different serving centers.
- ii. Catering services / meals can be accessed from three cafeterias namely, East End, West End and North End. The Students are free to access meals from any of the cafeterias of their choice.
- iii. All students (government and Private) are free to pay and receive meals from the cafeterias.

4.0 LIST OF RECOMMENDED PRIVATE HOSTELS

There are a number of recommended Private hostels in the vicinity of Kyambogo University which meet the minimum standards. The lists of Hostels and

their facilities are displayed on All Notice Boards and copies are available at the Dean of Students / Wardens' offices.

5.0 PAYMENT OF UNIVERSITY DUES

Payment of University dues will start on Monday 6th August, 2018. Those who can pay even before that date are encouraged to do so. The payments are made at any Stanbic or DFCU or ECO Bank branches through the *e-kampus* system. You will be guided by the bank officials.

" Accommodation fees are paid together with other fees but should clearly be indicated as accommodation fees" under other payments option on student's portal.

6.0 MEDICAL EXAMINATION

All admitted students are required to undergo a Medical examination at the University Medical Centre. The programme for the medical examination will be communicated on Notice Boards.

7.0 THE UNIVERSITY RULES AND REGULATIONS

The University Rules & Regulations shall apply to all students' of Kyambogo University who have registered for a course of study or research. Below are the existing Rules and Regulations.

- (1) The University students' Rules and Regulations on conduct and discipline
- (2).The Library Regulations
- (3) Rules on Examinations Malpractices and Irregularities.

A breach of any of the above Rules and Regulations constitute an offence and require the student to face the University Disciplinary /Examination Committee. None of the above Rules and Regulations shall exclude the enforcement of Laws of Uganda against any student. Kyambogo University has no specific dress code. However the students are expected to exhibit decency in dressing and good grooming befitting a University Student. The Students of the University shall act at all

times with courtesy and discipline and with consideration for others and with regard to the good name of the university.

8.0 ORIENTATION MEETINGS

8.1 TUESDAY 7th AUGUST, 2018

MORNING SESSION

Meetings with Wardens in their respective Halls

Time: 9.00 am– 1.00pm.

Venue - Nanziri Hall Main Hall West End

Mandela Hall - Dining Hall East End

Pearl Hall - Dining Hall West End

Kukubya Hall - Dining Hall West End

North hall - Dining Hall North End

NB: All Students whether resident or non Resident, government or privately Sponsored should attend the Wardens' meetings

AFTERNOON SESSION 7th AUGUST 2018

MEETING WITH GUILD EXECUTIVE AND THE CHIEF SECURITY OFFICER

Venue: Main Hall West

Time: Security 2.00 p.m. - 3.00 pm

Guild Leaders 3.00 pm. - 5.00 pm

8.2 WEDNESDAY 8th AUGUST 2018

MEETING WITH STAFF OF ACADEMIC REGISTRAR'S DEPARTMENT

MORNING SESSION

Venue: West End Main Hall

Time: 9.00 am - 1.00 pm

Chairperson of Session: Academic Registrar

The Academic Registrar

Divisions:

1. Admissions
2. Senate
3. Examinations
4. Extension and Affiliated Institutions

AFTERNOON SESSION 8th August 2018

MEETING WITH DEANS OF FACULTIES AND HEADS OF DEPARTMENTS

Venue: At respective Faculties

Time: 2.00 p.m. - 5.00 p.m.

- i. The Deans of Faculties
- ii. The Heads of Departments/ Sections
- iii. Faculty Administrators

8.3 THURSDAY 9th AUGUST 2018

MORNING SESSION

MEETING WITH UNIVERSITY OFFICERS

Time: 9.00am – 1.00 pm

Venue: Main Hall West

Chairperson of Session:-, Public Relations Officer

- The University Secretary
- The Dean of Students
- The University Bursar
- The University Librarian
- The Director Planning
- The Chief Internal Auditor
- The Director Human Resource

AFTERNOON SESSION

VISITING MAIN LIBRARIES

Session's Chairperson: University Librarian

- Venue: East, West and North Libraries

8.4 FRIDAY 10th AUGUST 2018

MORNING SESSION

Chairperson of Session: Mrs. Mugalu Agnes. N.

Venue: Main Hall West

Time: 9.00am. – 1.00 p.m.

- i. Director ICT (E-Voting)
- ii. Director Medical Services
- iii. Guidance and Counseling
- iv. Senior Sports Tutor
- v. The Convocation Executive
- vi. Ag. Estates Officer

AFTERNOON SESSION (2.00PM-5.00PM)

Venue : Main Hall West End

Time : 2.00pm - 3.30 pm

Meeting with the Mentorship Committee

Meeting with the Spiritual Leaders

Venue: The Different places of Worship

Time : 3.30pm - 5.00 pm

- i. Chaplain, Seventh Day Adventist
- ii. The University Imam
- iii. The Chaplain, Church of Uganda.
- iv. The Chaplain, Uganda Martyrs Catholic Chapel

8.4.1 Juma Prayers:

Juma Prayers (Mosque Opposite Kulubya Hall)

8.4.2 S.D.A. Prayers (Chapel adjacent to the University Child Study Centre)

Time **9.00 a.m.** (Every Saturday)

8.4.3 St. Kakumba Anglican Chapel
(opposite the University Child Study Centre)

Sunday Service Programme

7.30 a.m. - 1st Service

9.30 a.m - 2nd Service (Youth Service)

11.30 a.m. - 3rd Service

8.5.4 Uganda Martyrs Catholic Chapel
(Next to Stanbic Bank)

Sunday Mass Programme

7.30 am - 1st Mass

9.30 am - 2nd Mass

Daily Mass at 1.00p.m and 6.00p.m at the Chapel

NOTE: ALL STUDENTS MUST ATTEND THE ORIENTATION WEEK PROGRAMME

LECTURES START FROM MONDAY 14th AUGUST 2018.

LECTURE AND REGISTRATION TIMETABLES WILL

BE DISPLAYED ON FACULTY /DEPARTMENTAL

NOTICE BOARDS.

Mildred Tibananuka
DEAN OF STUDENTS