



P. O. BOX 1, KYAMBOGO – KAMPALA, UGANDA

POLICY AND PROCEDURES

FOR

REVOCAATION OF AWARDS

JANUARY 2017

CITATION

This policy shall be cited as “**Policy and Procedures for Revocation of awards**”

FOREWORD

Quality education is the most influential force for alleviating poverty, improving health and livelihoods, increasing prosperity and shaping more inclusive, sustainable and peaceful societies-UNESCO (2015). In the same vein the government of Uganda (GOU) is committed to improving the quality of education, as a key strategy of achieving socio-economic transformation and elimination of abject poverty in the country.

The quality of University education is demonstrated by the quality of its graduates. One of the most important functions of a University is the giving of academic awards, attesting to the quality of training received. An academic award is an institution's "certification to the world at large of the recipient's educational achievement and the fulfillment of the institution's standards. Employers rely upon the holding of an academic award in making employment decisions. Because of the importance of academic awards, educational institutions have the right and responsibility to set its standards. Standards may include not only completion of academic programmes, but compliance with conduct standards and fulfillment of financial obligations to the institution.

The Kyambogo University mission is to advance and promote knowledge and development of skills in Science, Technology and Education, and in such other fields having regards for quality, equity, progress and sustainable transformation of society.

An award may be given to a graduate in error or as a result of fraud, misrepresentation or other intentional or unintentional actions. In order to preserve the integrity of the academic standards, Degrees and other awards granted by the University, Kyambogo University may exercise its right to revoke a previously conferred award as set forth in this Policy.

"Knowledge and Skills for Service"

For God and my Country

.....
Prof. Eli Katunguka – Rwakishaya
ACTING VICE CHANCELLOR

TABLE OF CONTENTS

Citation	i
Foreword.....	ii
List of Acronyms.....	4
2.0 Vision, Mision, Motto and Core Values	7
3.0 Legal Framework	7
4.0 Policy Statement.....	8
5.0 Purpose/Application of the Policy.....	8
7.0 Scope of the Policy	8
8.0 Policy Objectives.....	9
10.0 Implementation Strategies/ Procedure.....	9
11.0 Quality Assurance	11
12.0 Monitoring and Evaluation.....	11
13.0 Policy Review	11
14.0 Commencement Date.....	12

LIST OF ACRONYMS

GOU	GOVERNMENT OF UGANDA
KYU	KYAMBOGO UNIVERSITY
MoESTS	MINISTRY OF EDUCATION, SCIENCE, TECHNOLOGY AND SPORTS

DEFINITION OF TERMS

Award refers to any form of certificate, academic credential, diploma, degree, professional designation or other award (e.g., Honors designation or other distinction) conferred by Kyambogo University, or any of its Faculties, Schools, departments or units

The University: refers to Kyambogo University.

Graduate refers to an individual who has received any degree from Kyambogo University

Revoking, where revoking is used in this document it should also be construed to mean recalling, cancellation, rescinding and withdrawing

University Council is the supreme organ of the University responsible for the overall administration of the University.

University Senate is the Organ responsible for the organization, control and direction of all academic matters of the University.

1.0 PREAMBLE:

An academic award is an institution's "certification to the world at large of the recipient's educational achievement and the fulfillment of the institution's standards. Employers rely upon the academic award in making employment decisions. Also, the award may be a prerequisite for licensing in some professions. Because of the importance of academic awards, Kyambogo University has the right and responsibility to set its standards. By conferring an Award upon a Graduate who satisfied the Kyambogo University's course of study, the University, in effect, certifies to society that the Graduate possesses the good conduct, knowledge and skills required by the chosen discipline

However there have been cases where Graduates have received an award in error or as a result of fraud, misrepresentation or other [un]intentional actions.. In order to preserve the integrity and quality of Kyambogo University academic standards, Kyambogo University is required to exercise its right to revoke a previously conferred award.

2.0 VISION, MISSION, MOTTO AND CORE VALUES

Vision: to be a centre of academic and professional excellence

Mission: to advance and promote knowledge and development of skills in Science, Technology and Education and such other fields having regard to quality, equity, progress and transformation of society

Motto: Knowledge and skills for service

Core Values:

- (i) **Quality:** Ensuring high quality of output and service delivery.
- (ii) **Equity:** Ensuring equal opportunity for all in all its Programmes.
- (iii) **Integrity:** Promotion of a high sense of moral and ethical standards in all its dealings with stakeholders and the public.
- (iv) **Professionalism:** To be observed in all dealings and execution of the University's mandate.

3.0 LEGAL FRAMEWORK

This policy shall comply with the Law of the Republic of Uganda and all Regulations governing Kyambogo University. The following Regulations in particular have been considered,

- (i) The Constitution of the Republic of Uganda 1995 as amended by Act No. 11 of 2005
- (ii) The Universities and Other Tertiary Institutions Act (UOTIA) 2001 as amended, 2003 and 2006
- (iii) Kyambogo University Financial Management Manual 2014
- (iv) Terms and Conditions of Service, Kyambogo University, 2005
- (v) Examinations regulations, for the award of bachelor degrees, diplomas and certificates of Kyambogo University (2013)
- (vi) Kyambogo University guidelines on management of Kyambogo university examinations and processing of results (2015)
- (vii) Applicable Kyambogo University Admission Advert

4.0 POLICY STATEMENT

Kyambogo University is committed to providing equitable, accessible, affordable, cost effective and relevant higher education, and ensuing high quality of qualifications of its graduates. In order to preserve the integrity of the academic, moral, legal and socially acceptable standards and of the awards granted by Kyambogo University, the University, while observing all the requirements of natural justice shall exercise its right to revoke awards.

5.0 PURPOSE / APPLICATION OF THE POLICY

The policy and its procedures shall apply if after conferral by the university, it is brought to the attention of the University Senate that an individual who was conferred upon a Degree, Diploma, Certificate, Honours or otherwise, herein after referred to as an award recipient was not entitled to the award because of the following circumstances;

- (i) The award recipient had or has not fulfilled the conditions or standards prescribed by the university for admission into the academic programme where he or she obtained the award;
- (ii) The award recipient had not completed the university and other national statutory requirements for the award bestowed upon him or her;
- (iii) The award recipient obtained the award arising out of fraud or dishonesty by himself or herself or through others;
- (iv) The award recipient obtained the award through error on the part of the university or its officers.
- (v) Where the award recipient behaves or engages in action that is contrary to established legal or social norms.

6.0 GUIDING PRINCIPLES

The guiding principles in implementation of this policy include:

- (i) **Transparency:**
- (ii) **Fairness:**
- (iii) **Laws and Regulation Observance:** Follow practices that adhere to the standards and secure compliance to the laws and regulations.
- (iv) **Quality and Professionalism:** Adhering to quality and professionalism in all core activities of the University

7.0 SCOPE OF THE POLICY

Subject Scope

The policy and its procedures shall be confined to Degrees, Diploma, Certificate, Honours awarded by Kyambogo University.

Time Scope

The revocation shall apply to those cases in which the award recipient failed to satisfy the standards for that award existing at the time of its award.

If the failure to satisfy those standards was not discovered because of fraud or deceit on the part of the award recipient, the revocation may be exercised at any time upon discovery of the deficiency.

If the failure to satisfy those standards is due to any other cause, including the mistake or oversight of employees of the University, the power may be exercised only within two years after granting the award and only if, considering the seriousness of the deficiency involved, it is found that to do so will not work an undue hardship upon the award recipient other than the withdrawal of the award.

8.0 POLICY OBJECTIVES

The objectives of this policy are to:

- (i) Ensure and maintain the high quality of Kyambogo University graduates
- (ii) Encourage good conduct, knowledge and skills in Kyambogo University graduates
- (iii) Maintain the good name of Kyambogo University
- (iv) Inculcate trust and confidence in Kyambogo University awards by the Employers, Professional bodies and the general public

10.0 IMPLEMENTATION STRATEGIES / PROCEDURES

- (i) Any allegation which could result into revocation, of Awards' should in the first instance be brought to the attention of the Academic Registrar in writing; who will conduct investigations and communicate in writing (through the Deputy Vice Chancellor for Academic Affairs) to the Vice Chancellor his or her findings of fact. In this case, the Academic Registrar must recommend with reasons whether or not further action should be taken on the case.
- (ii) If the Registrar or nominee determines that there is no such *prima facie* case, the complainant shall be informed of the determination in writing.
- (iii) Where the Academic Registrar recommends that action be taken on the case, the Vice Chancellor shall cause the matter to be presented and considered by the Senate.
- (iv) The Senate shall institute an independent Adhoc committee of three Senate members to conduct a fair and transparent investigation into the matter. The Legal Unit representative shall be an ex-officio member of this committee to advice on technical matters. No member of staff

who has any knowledge of either the complainant or the person complained against shall be appointed on the Committee. The Committee shall be supported by an administrator nominated by the Registrar.

(v) The committee shall convene and deliberate within thirty working days after decision of the Senate and also afford the award recipient an opportunity to be heard (in person or in writing) before any decision is taken. In this regard the Committee shall provide the award recipient with written notice of:

- a) The University's specific findings with regard to the his academic record and /or award and its intention to revoke the degree;
- b) The graduate's opportunity to respond in order to present evidence that the record is incorrect;
- c) The graduate's right to be represented or assisted in responding to the University's findings, by other parties, including an attorney at the graduate's expense; and
- d) A 15-day limit to respond to the notice.

The Award Recipient will be given up to three chances to present their defense before the committee concludes this matter. but if he or she fails to turn up or respond, the committee shall proceed to with its investigation in his or her absence to conclude the matter. Where the award recipient cannot be reached easily, press media shall be used. The committee shall decide on the most effective way to reach the award recipient. Decisions of the committee are by simple majority and binding on all members.

(vi) A final report (containing the recommendation to revoke or not) of the committee shall be forwarded to the Chairperson of Senate who shall cause the report to be discussed by the Senate membership 30 days from receipt. The report shall be accompanied by minutes of meetings, evidence that the affected individual was invited to the proceedings of the committee, witness statements if any, evidence considered and a list of documents reviewed.

(vii) The Senate shall consider and deliberate on the findings contained in the committee's report and must satisfy itself that the processes were free and fair and in accordance with the University policies and national laws. The Senate shall thereafter take a decision to either revoke or not revoke. For avoidance of doubt, the decision of the committee is of persuasive value but not binding upon Senate.

(viii) The decision of senate shall be communicated within 15days to the award recipient by the Academic Registrar.

- (ix) The Senate decision shall be communicated by the Chairperson of the senate to the Chairperson of the Council for noting. The University Council shall also be the final body of appeal for any individual. Appeals against a decision of the Senate shall be made within **ten working days** of the decision being made.
- (x) Where the decision of Senate is adopted by the University Council for revocation of an award; where:
 - (a) No appeal was made
 - (b) An appeal was made to the University council but was unsuccessful
- (xi) The award recipient will be expected and required to return the original certificate and transcript to the university within thirty days. He can no longer use it or lay claim to the award
- (xii) The Academic Registrar or Vice Chancellor shall notify the public or any stakeholder of this occurrence within 30 days.
- (xiii) The academic Registrar shall:
 - (a) ensure that all relevant records of the University relating to the award recipient are promptly amended to reflect the award revocation;
 - (b) Use reasonable efforts to notify the Student that the Student is no longer entitled to represent to any person that he or she is the recipient of the revoked Degree and that the Student should take appropriate steps to notify all former and current employers, relevant educational institutions, professional registration bodies or associations, or others as applicable that the Degree has been revoked.

11.0 QUALITY ASSURANCE

The Directorate of Quality Assurance shall put in place a mechanism to ensure and maintain quality of all awards made by the university.

12.0 MONITORING AND EVALUATION

There shall be a Monitoring and Evaluation (M&E) framework to monitor the implementation of this policy. The Directorate of Quality Assurance shall be responsible for developing and implementing the -M & E framework.

13.0 POLICY REVIEW

This Policy shall be reviewed every after five years. The University Senate shall initiate the review of the policy in consultation with relevant stakeholders.

14.0 COMMENCEMENT DATE

The commencement date shall be the date as approved by the University Council

Date of recommendation by Senate: **25th October, 2016**

Date of approval by Council: **14th February, 2017**

Signature:

.....
Prof. John Okedi
CHAIRPERSON UNIVERSITY COUNCIL

Signature:

.....
Charles Okello
SECRETARY COUNCIL