



## **POLICY ON SHORT COURSES**

**AUGUST 2017**

## **Citation**

This policy may be cited as **“Policy on Short Courses**

Date of approval by Council: **25<sup>th</sup> AUGUST 2017**

## **Foreword by the Vice Chancellor**

Kyambogo University is a Public University created with the main aim of promoting and advancing knowledge and development of skills in Science, Technology and Education and such other fields having regards for quality, equity, progress and transformation of society. As a skills University, Kyambogo University is committed to advancement of knowledge and skills for the transformation of society through a number of ways, including designing and delivery of demand-driven short courses.

Therefore, the University leadership is committed to the policy on short courses. The ultimate responsibility for implementing this policy rests with Management, but as regards day-to-day management of short courses in the University, along with the innovativeness required, is a jurisdiction of departmental, faculty and school members.

It is particularly important that departments, faculties and schools play a significant role in designing demand-driven short courses to support the government's policy of skilling Uganda, but also to generate additional financial resources needed to realize the goals of the University.

I expect and look forward to your co-operation and support in implementing this policy.

.....  
*Professor Eli Katunguka-Rwakishaya*  
**Vice-Chancellor**  
August 2017

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## **List of Acronyms**

GOU                      Government of Uganda

KYU                      Kyambogo University

## **Definition of Terms**

- i. **Dean:** Dean refers to the Dean of Faculty/School.
- ii. **Short Courses:** An undertaking intended to update knowledge and skills; or to brush up on already material learnt. It may be award-giving or not.  
Short Courses may be;
  - a) Open entry, members of the public are welcome to enroll; or
  - b) Customized for a specific organization or professional group
  - c) Developed as a consultancy arrangement
- iii. **University:** University refers to Kyambogo University.

## **Preamble: Relevance of the Policy**

Kyambogo University is a Public University created with the main aim of promoting and advancing knowledge and development of skills in Science, Technology and Education and such other fields having regards for quality, equity, progress and transformation of society.

The Vision of the University is ‘to be a Centre of Academic and professional Excellence’. Its mission is ‘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’. The motto of the university is “Knowledge and Skills for Service”.

The core values refer to quality, equity; integrity and professionalism are highly stressed in all its dealings and execution of the University mandate and objectives.

This Policy provides guidelines, procedures and processes to regulate the design and management of short courses in the University.

## 1.0 Vision, Mission, Motto and Core Values

This policy is guided by the Vision, Mission, motto and Core Values of the University. These are:

### 1.1 Vision

“To be a Centre of Academic and Professional Excellence”

### 1.2 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.”

### 1.3 Motto

“Knowledge and Skills for Service”

### 1.4 Core Values: The core values of Kyambogo University are:

- 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:** Professionalism is to be observed in all dealings and execution of the University’s mandate.

## 2.0 Legal Framework

This policy shall comply with the Laws of the Republic of Uganda and all Regulations governing Kyambogo University. The following Laws and Regulations in particular shall be considered when implementing the policy:

- 2.1 The Constitution of the Republic of Uganda 1995 as amended.
- 2.2 The Universities and Other Tertiary Institutions Act (UOTIA) 2001 as amended.
- 2.3 The Public Procurement and Disposal of Public Assets Act, 2003
- 2.4 The Public Procurement and Disposal of Public Assets Regulations (2014)
- 2.5 Public Finance Management Act, 2015, as amended.
- 2.6 Kyambogo University Finance Management Manual 2014
- 2.7 Kyambogo University Human Resources Manual, 2014
- 2.8 Quality Assurance Policy 2014

## 3.0 Policy Statement

The University is committed to providing equitable, accessible, affordable, and relevant higher education. The University shall develop and manage cost effective short courses that are demand-driven. The Schools, Faculties, Institutes, Centres and administrative units shall develop short courses that focus on skills and knowledge enhancement, innovation and research that offer collaborative linkages with the community and industry.

## 4.0 Purpose

This policy provides the implementation strategies for developing and management of short courses in line with the University’s vision of being a centre of academic and professional excellence.

## 5.0 Guiding Principles

The implementation of this policy shall be guided by the following principles:

**Principle 1: Transparency and Accountability:** Commitment to openness, value for money, responsibility for actions taken.

**Principle 2: Integrity and Professionalism:** Embracing the highest standard of ethical behavior, honesty and exemplary moral character.

**Principle 3: Innovativeness:** Embracing partnerships, collaborations, new ideas and approaches that promote efficient and effective management of short courses.

**Principle 4: Cost Recovery:** Short courses shall be managed on cost-recovery basis. In other words, short courses shall be self-sustaining.

**Principle 5: Value for Money:** Short courses shall be organized with a view of providing money's worth to the participants.

## 6.0 Scope of the Policy

This policy shall guide development and management of short courses in the University. It shall apply to all schools, faculties, institutes, centres and administrative units of the University.

## 7.0 Objectives of the Policy

The objectives of this policy are to:

- i. Develop and implement short courses that address specific knowledge and skills gaps.
- ii. Strengthen institutional capacity to deliver the core functions of the University in line with the national development goals.
- iii. Utilize University facilities during recess
- iv. Diversify sources of revenue for the university
- v. Provide procedures for management of funds generated from short courses.

## 8.0 Implementation Strategies

| SN | Objective  | Implementation strategy   |
|----|--|---|
| 1. | Develop and implement short courses that address specific knowledge and skills gaps.   | (a) Conduct needs assessment<br>(b) Develop short courses that are demand-driven<br>(c) Advertise the courses<br>(d) Deliver short courses  |
| 2  | Strengthen institutional capacity to deliver the core functions of the University in line with the national development goals. | (a) Enhance the competence of staff to deliver short courses<br>(b) Promote partnerships and collaborations with the private and public sector  |
| 3  | Utilize University facilities during recess  | (a) Conduct short courses during recess terms and on weekends<br>(b) Advertise the courses  |
| 4  | Diversify sources of revenue for the university  | a) Establish a mechanism to implement the short courses delivered in Faculties and Schools to ensure that are demand-driven and self-sustaining   |
| 5  | Provide procedures for management of funds generated from short courses  | (a) Ensuring that realistic budgets are prepared before organizing any short course<br>(b) Deposit all funds from short courses to the School/Faculty Accounts<br>(c) Complying with the University's Financial Management Manual |

## 9.0 Implementation of the Policy

Implementation of this policy will involve the following established structures and organs of the University.

### 9.1 The University Council

The University Council is the supreme organ of the University responsible for the overall administration of the University. It is the responsibility of the University Council to formulate policies, guidelines, rules and regulations and ensure the implementation of the University functions in accordance with the University strategic plan.

### 9.2 The University Senate

The University Senate is responsible for the organization, control and direction of all academic matters of the University. The Senate shall be the custodian of the Policy on Short Courses and shall ensure implementation of the policy decisions with the desire to improve the University's performance in all her core functions.

### **9.3 Faculties, Schools and Institutes**

The Deans and Directors of Faculties/Schools/Institutes in the University shall supervise the heads of departments in operation and management of short courses.

### **9.4 Departments**

The Head of Department shall be in charge of all short courses in the Department. The desk officer for the Department / Faculty shall be responsible for all financial transactions.

### **10.0 Quality Assurance**

The Directorate of Quality Assurance shall put in place a mechanism to ensure and maintain quality of training for short courses.

### **11.0 Monitoring and Evaluation**

There shall be a Monitoring and Evaluation framework to monitor the implementation of the University academic programmes. The Directorate of Planning and Development shall be responsible for developing and implementing the -M & E framework.

### **12.0 Policy Review**

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

### **13.0 Start Date**

The start date shall be the date of approval by the University Council.

Date of approval by Council: **25<sup>th</sup> AUGUST 2017**

Signature:

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

Signature:

.....  
Charles Okello  
**SECRETARY COUNCIL**