



KYAMBOGO UNIVERSITY

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Office of the Vice Chancellor

THE VICE CHANCELLOR

4th August 2026

From: The Vice Chancellor
Kyambogo University.

To: All Fresh Students
Kyambogo University.

Subject: COMMUNICATION TO ALL FRESH STUDENTS.

Welcome.

It is my pleasure to welcome you to Kyambogo University and to congratulate you on your selection for admission from among the many deserving applicants. I commend you for choosing to pursue your university education at Kyambogo University. As the second largest public university in Uganda, Kyambogo University prides itself in its robust infrastructure, conducive learning environment, and qualified staff dedicated to advancing teaching and learning. I wish to assure you that the University's management and staff are ready, dedicated, and fully committed to serving you and ensuring that you enjoy a memorable and rewarding academic experience. Let me draw your attention to the following;

1. Academics.

Academics constitute the primary purpose for which you have been admitted to the University, and this undertaking demands focus, dedication, and discipline to excel. The University's semester and grading system requires you to achieve high scores from the onset if you aspire to obtain a good degree. It is highly unlikely that a poor beginning will yield a favourable outcome in your university academic journey. You are therefore strongly encouraged to attend classes regularly, take assignments seriously, and form discussion groups to facilitate peer learning.

Internet hotspots have been installed across the campus to support teaching and learning; you are urged to utilise these resources for research and other academic purposes. In addition, the University libraries are equipped with both physical and electronic resources to enhance your learning. Additionally, the University has also established well-equipped laboratories and recruited skilled technicians to support practical learning.

All students shall be subjected to end-of-semester examinations after fifteen (15) weeks of teaching and learning. Please prepare adequately for these examinations and refrain from any form of examination malpractice. Any student found to have engaged in examination malpractice shall be subject to disciplinary action in accordance with the University's regulations.

2. Enrolment, Payment of tuition fees and Registration.

The University has an approved fees policy requiring all students to pay their university fees and complete registration by the stipulated deadline. The Directorate of ICT and the Office of the Academic Registrar have developed and disseminated short video clips providing guidance on the enrolment process. It is mandatory for every student to enrol on the ACMIS system through the student portal each semester. Enrolment will ease registration, access to academic records, timely access to official information thus reducing need to queue at university offices. You are therefore, urged to enroll on the system, pay the prescribed fees and complete registration within the first eight weeks of the semester, in accordance with the University's fees policy to avoid any unnecessary inconvenience.

3. Discipline and Social Life.

As young adults at campus, you will encounter this stage of life accompanied by its unique challenges. You will face pressures from your peers and may be tempted to engage in behaviours from which you were previously shielded by your teachers and parents during secondary school. The University does not assign staff to monitor students' conduct, friendships, movements, or associations on an individual basis. You must therefore be prudent and discerning in selecting your friends and in how you utilise your leisure time. Your parents and guardians have made significant sacrifices to fund your university education. Please desist from any behaviour that may endanger your life or prematurely end your academic journey at Kyambogo University, including but not limited to

alcoholism, reckless sexual practices, theft, participation in riots, and mob justice.

Should you require psychosocial support, please contact the Counselling Unit under the Office of the Dean of Students, or any gazetted place of worship within the University, as your peers may lack the competence and experience to provide appropriate guidance.

4. Safety and Security.

The University provides security to all staff and students within its premises through a comprehensive security mechanism involving the Uganda Police, a contracted security firm (Pearl Security), and the University's own security personnel. Nevertheless, every student and staff member is expected to remain security-conscious and to report any security threat promptly. I am aware that the University cannot accommodate all government-sponsored students; consequently, some students reside alongside privately sponsored students in hostels situated around the University. It must be noted that the University cannot guarantee the safety of students residing outside the campus. It is therefore prudent for every student to remain alert, to watch over one another, and to report any security threat immediately to the relevant authorities, including hostel custodians, Local Councils, Dean of Students and the nearest police station.

Conclusion.

I trust that you will seize this opportunity to excel academically and to develop holistically as a responsible and productive member of society. The University is committed to supporting your growth and success throughout your academic journey. As you settle into university life, I encourage you to uphold the values of discipline, integrity, and diligence that Kyambogo University cherishes. Should you require any assistance or clarification, please do not hesitate to approach the relevant University offices, which are always ready to offer guidance. Once again, I warmly welcome you to Kyambogo University, and I wish you every success in your studies and in the years that lie ahead.

Knowledge and Skills for Service.

cc. *Deputy Vice Chancellor (AA)* *Deputy Vice Chancellor (F&A)*
 University Secretary, *Academic Registrar*
 Dean of Students
 All notice boards