



DIRECTORATE OF RESEARCH AND GRADUATE TRAINING

HIGHER DEGREES AND POSTGRADUATE DIPLOMA JOINING INSTRUCTIONS & FEES STRUCTURE 2023/2024

*Welcome to Makerere University,
we hope your time here will be fulfilling*

VISION STATEMENT

To be a thought leader of knowledge generation for societal transformation and development.

MISSION STATEMENT

To provide transformative and innovative teaching, learning, research and services responsive to dynamic national and global needs.

CORE VALUES

Accountability

Staff, students and by implication the institution will uphold ethos that meet the expectations of the different stakeholders

Professionalism

Staff and Students will adopt work ethics that demonstrate competence and capacity to generate results to the expected institutional, national, international and discipline specific standards

Respect:

Staff and students will conduct themselves with due regard and consideration for the rights of others.

Integrity:

Staff and Students will uphold ethical values that will ensure that they do the right thing in all circumstances

Inclusivity:

Makerere will be an equal opportunity institution that embraces diversity to achieve maximum potential without discrimination

IDENTITY STATEMENT

Makerere University is a community of scholars committed to the generation and dissemination of knowledge and cultivation of wisdom for the welfare of society.

PHILOSOPHY STATEMENT

Sensitivity and responsiveness to societal needs and the right of every person to knowledge.

Motto

We Build for the Future

University Anthem

Chorus

Makerere, Makerere, We build for the future, The Great Makerere
Great, Great and Mighty, The walls around thee
Great, Great and Mighty,
The gates beside thee X4

1. From East and West
From North and South
All voices singing, Arise Makerere
Rise up and rise, High up and high
All voices singing
Arise Makerere
2. Do not forget,
Through all the years
Those who have gone through the gates of Makerere
Give them the pride, Give them the joy
Oh! To remember, The gates of Makerere
3. Those who here be
Seek ye the truth
Build for the future, The great Makerere
Those here have been, those here will be
Build for the future,
The Great Makerere

MESSAGE FROM THE VICE CHANCELLOR



Dear Graduate Students, Class of 2023/2024.

It is with great pleasure that I extend the warmest congratulations and heartfelt welcome to each one of you. Your admission to this prestigious institution represents your exceptional abilities and marks the beginning of a transformative journey that will forever change your lives.

As we gather here today, we also celebrate Makerere University's remarkable journey of 100 years, a journey that started humbly with just 14 students in 1922 and has grown to encompass a vibrant community of over 40,000 students. This historic milestone is a testament to our dedication to providing excellent service to humanity and our unwavering commitment to education, research, and societal impact.

In our pursuit of excellence, we have set forth a visionary path through our 2020-2030 Strategic Plan, aimed at transforming Makerere University into a research-led and innovation-driven institution. Graduate training holds a pivotal place in this strategic endeavour. It is through graduate studies that we unlock the potential for knowledge production that addresses the pressing challenges of our nation, region, and the world. You, the newest members of our community, are integral to the realization of this strategic vision, and you hold a special place in shaping the direction of our university's journey.

Makerere University is resolutely committed to societal transformation. Through cutting-edge research, rigorous training, and impactful outreach activities, we strive to create a positive and visible difference in our communities and the global arena. The challenges before us are vast, from food security and disease eradication to sustainable housing and climate change mitigation. Our faculty members, students, and graduates are at the forefront, poised to develop innovative solutions that will drive positive change and pave the way for a brighter future.

Your presence at Makerere University marks the beginning of a transformative academic journey. Our diverse range of graduate programs across various colleges has been thoughtfully crafted to address both national and global development challenges while maintaining the highest standards of academic rigor. By the end of your studies, I am confident that you will emerge equipped not only with advanced knowledge, but also with the skills and perspectives necessary to contribute meaningfully to the transformation of society.

The world is evolving at an unprecedented pace, and the higher education landscape is no exception. Embracing this change, Makerere University has integrated e-learning into our offerings, enabling you to harness the power of technology in your academic pursuits. Our illustrious alumni, including prominent leaders and Presidents, stand as testaments to the quality of education and training that Makerere University provides. You will find a supportive community of professors, technical staff, administrators, and fellow students ready to guide you through your journey.

At Makerere University, our commitment to your success extends beyond the classroom. We organize comprehensive orientation programs to acquaint you with University policies, facilities, and essential aspects of campus life. As you embark on this exciting chapter, I encourage you to engage fully,

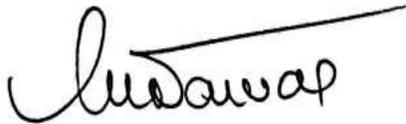
absorbing all the information and opportunities that will be presented during this orientation period. Your time here will be made memorable not just through academics but also through the invaluable connections you will forge and the experiences you will gain.

As I conclude, let me express my excitement to witness your journey unfold. I believe in your potential to achieve a 100% completion rate and to proudly walk the stage during your graduation. I have no doubt that your decision to join the Makerere University family will prove to be a defining moment in your lives, and I look forward to the day you stand as proud graduates, having made a lasting impact on our institution and the world.

Welcome to Makerere University. You are now part of a community that has built a rich legacy and is committed to shaping a future of innovation, progress, and positive change. I wish you all a successful and transformative stay on campus.

Thank you.

We Build for the Future.

A handwritten signature in black ink, appearing to read 'B. Nawangwe', with a long horizontal stroke extending from the top of the signature.

PROFESSOR BARNABAS NAWANGWE
VICE CHANCELLOR

MESSAGE FROM DIRECTOR

Dear Graduate Students; Class of 2023/2024



It is with immense pleasure and pride, as the Director of Research and Graduate Training, to extend to you the warmest of welcomes to Makerere University for the academic year 2023/2024. We celebrate not only the incredible journey of our university's past, having marked a century of existence and outstanding service to humanity, but also the boundless possibilities that lie ahead.

Makerere University stands as a light of academic excellence, not only within our region but also on the global stage. You, our newly admitted graduate students, should feel a profound sense of pride to be joining an institution of Makerere's caliber. Your admission reflects not only your own remarkable accomplishments but also the enduring reputation of this venerable institution.

As we move forward, Makerere University has set its sights on a bold vision: to become a research-led and innovation-driven university, with graduate training at the very core of our strategy. We hold in high regard the role of graduate students as the architects of knowledge production, the pioneers of innovation, and the catalysts of progress. It is your passion, your dedication, and your thirst for discovery that will shape the future of our university and contribute to the betterment of society as a whole.

Within our hallowed halls, you will find an assembly of expert faculty members, distinguished in a multitude of fields, eager to guide and mentor you in your academic journey. Their guidance will be an invaluable compass, steering you towards academic excellence and groundbreaking research. Here at Makerere University, we believe in nurturing critical thinkers and problem solvers, and we are dedicated to providing you with the tools and resources needed to transform challenges into opportunities.

Furthermore, Makerere University is a firm advocate of interdisciplinary education and research, recognizing that some of the most transformative discoveries emerge at the crossroads of disciplines. We also embrace internationalization, encouraging collaborations, partnerships, and a global perspective. Our state-of-the-art facilities, including well-equipped laboratories and cutting-edge resources, will serve as the crucibles of your intellectual exploration and experimentation.

But our commitment extends beyond the classroom. Makerere University offers a rich array of academic programs and extra-curricular offerings that promise to enrich your experience and nurture holistic development. Our campus is a tapestry woven with the dedication of our committed academic and support staff, individuals who will make your time at Makerere University unforgettable.

To you, our new graduate students, I offer this advice: seize every opportunity, embrace every challenge, and tap into the professional assistance and support that our university

provides. Your journey will undoubtedly be marked by achievements, discoveries, and contributions that will leave an indelible mark on our institution and the world at large.

As I conclude, I am filled with anticipation for the incredible achievements that await you in the years to come. Your journey has just begun, and I am eager to witness the remarkable impact you will undoubtedly make. Welcome to Makerere University, where the seeds of your success have found fertile ground.

Thank you.

“We Build for the Future”.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Edward Bbaale', with a long horizontal line extending to the right.

Edward Bbaale, PhD
Professor and Director

SCHEDULE OF SEMESTERS FOR 2023/2024 ACADEMIC YEAR

The Duration of a Semester is Seventeen (17) Weeks

The duration of a Recess Term is Ten (10) Weeks

University Examinations shall normally be conducted in the last two weeks of each Semester.

The Academic Year 2023/2012 will be conducted according to the following schedule:

- (a) **The Orientation week:** Saturday 19th august, 2023 to Friday 25thAugust, 2023 (7 days).
- (b) **Semester One**
Saturday 26th August, 2023 – Sunday 10th December 2023 (17 Weeks)
- (c) **Semester One (Examinations)** – Monday 4th December 2023 to Sunday 24th December 2023 (3 weeks).
- (d) **Semester One Holidays** – Sunday 24th December 2023 – Saturday 13th January 2024.
(2 weeks)
- (e) **Semester Two**
Saturday 13th January, 2024 – Sunday 12th May, 2024 (17 Weeks)
- (f) **Semester Two (Examinations)** – Monday 29th April, 2024 to Sunday 12th May 2024
(3 weeks)
- (g) **Recess Term**
Sunday 12th May, 2024 – Saturday 20th July 2024 (10 Weeks)

University Examinations are conducted in the last two weeks of each Semester. Students should take note that Makerere University is a secular institution. It is the official policy of the University that all days in a week are considered working days. Staff and students are expected to conduct or attend lectures and examinations at scheduled times and days.

REPORTING TO COLLEGES AND SCHOOLS

All graduate students should report to their respective Colleges/Schools for briefing on the structure and requirements of their programs. The time table for briefings will be fixed by the respective Colleges/Schools.

MEETING WITH UNIVERSITY OFFICIALS

The Director, Directorate of Research and Graduate Training and other University officials will meet all Graduate students on a date to be communicated later.

REGISTRATION

Every new student admitted to a programme of study of Makerere University was issued a provisional admission letter with a fees structure for payment of requisite fees. This enables First Year students to pay at least 60% tuition and all functional fees before issuance of original admission letters which should be collected from Senate Building, level 3, office no. 307.

For a candidate to qualify to be a bonafide student of the University, he/she **MUST** be registered. Registration is a mandatory requirement of the University which must be done within the specified time at the beginning of the semester. Failure to do so will automatically lead to your place being forfeited to another candidate. Ensure that you complete all the required registration formalities within the prescribed time as per the Fees Payment Policy.

NOTE: The **Name** in which the student is registered will be that, which appears on the student's letter of admission. This must be the **Name which** appears on the **Student's Bachelor's Degree Certificate/Transcript. Married students** who have acquired names of their spouses will be permitted to **add** their spouse's name on production of a **Marriage Certificate**.

- **Original admission letter and NOT the provisional admission letter should be presented for registration and a copy attached to the registration documents.**

Registration Requirements

For registration purposes all first year students **MUST** produce their **Original** documents as indicated on their admission letters for validation and verification purposes. At the end of the online registration exercise, fresh students will be required to submit 3 photocopies of their academic documents for record purposes and a system generated registration report.

PROCEDURE FOR STUDENTS REGISTRATION ON ACIMS

STEP 1: ACTIVATE YOUR STUDENT PORTAL ACCOUNT, ENROLL

- a) Access the Student Portal via <https://myportal.mak.ac.ug>
- b) Login using your student number printed on your admission letter as your username and password. The system will prompt you to enter your student number again and request for a reset token (**This will be sent to your phone or your Registrar can generate token for you**)
- c) Use the token and set your own password (It could be as simple as your telephone number or student number)
- d) Login into your account using student number as **username** and the password you have set in (c) above
- e) Then enrol by selecting the appropriate enrolment options;
- f) Fresher (My First Semester) for all NEW STUDENTS.

g) Select Study year and then click enrol

STEP 2: REGISTRATION OF COURSE UNITS

- a) For Registration, visit your school or college Registrar for document verification.
- b) Only after the Registrar has verified your documents, will you be able to register.
- c) You are required to pay 100% Functional fees and at least 60% Tuition for you to be able to register
- d) During registration, select the Course unit from the pool course units on the left following the timetabled course units and click add course to the list of courses you are to register for. Finally click the register button at the lower right

STEP 3. PAY FEES

- a) After enrolment two invoices will be generated. One for functional fees and one for tuition fees.
- b) Click on generate PRN to get PRN for payment of invoices.
- c) Pay all the necessary fees per the fees policy (as issued by University Bursar's office) before registration.
- d) Students admitted to affiliated institutions must pay **all Tuition fees** to their Institutions **and functional fees payable** to Makerere University should be paid directly to the Makerere University.

FORGERY

Cases of impersonation, falsification of information/documents, fraudulent access or giving false information, whenever discovered, either at registration or afterwards, will lead to automatic cancellation of admission, dismissal from the university, revocation of awards where applicable and persecution in courts of law.

NO REGISTRATION ON MORE THAN ONE PROGRAMME

Students should note that the University policy on registration does not allow one to register for more than one programme at the same time. Breach of this regulation leads to automatic cancellation of admission to the University.

ACCEPTING OR DECLINING A PLACE OF OFFER

Any First year student who will not have registered within the first six (6) weeks of the beginning of the academic year shall be deemed to have declined the offer of a place at the university. **In case a student wants to defer his/her study, he/she should pay all Functional fees plus 60% of the semester tuition and apply for withdrawal. If not, the student will have to re-apply and compete afresh in the next academic year.**

WITHDRAWAL

A **registered** student, who intends to withdraw from the university, must apply and be given permission by the Principal of the College or Dean, School of Law where she/ he belongs. A **registered** student will be allowed a **maximum of two withdrawals** in an academic Programme. A programme of 2 (Two) years of duration has a maximum of 4 (Four) years within which a student can withdraw and complete, one of three (3) years has a maximum of 5 (five) years. **Any student who over stays/ delays on the programme beyond the stipulated period will be de-registered.**

IDENTITY CARDS

All registered students are issued with official University identity cards on payment of a fee. It is important that you carry your **current Identity Card**, which you may be requested to produce at any time by the University officials.

ACCOMODATION

The University has very limited accommodation for Graduate students, and the majority of students have to find their own accommodation. Students who may wish to be accommodated in the Graduate Hall should submit their application to the Warden of the Graduate Hall for consideration.

All first year graduate students whether resident or non-resident are required to register with the Academic Warden of the Graduate Hall and pay registration fees. This registration takes place after finalizing registration with your College.

TRAVEL ARRANGEMENTS

It is the responsibility of the new Graduate student to arrive at the University in time. The University may provide reception for International students on arrival at Entebbe International Airport if notified in advance of the arrival plan.

TUITION FEES PER PROGRAMME

ACADEMIC PROGRAMMES		TUITION FEES PER ANNUM (SHILLINGS/USD)	
		Ugandan & EA Students	International Students
COLLEGE OF AGRICULTURAL AND ENVIRONMENTAL SCIENCES			
1	PGD Environmental Impact Assessment	Shs.5,000,000/=	Shs.8,000,000/=
2	MSc. in Agricultural Extension Education	Shs.5,000,000/=	Shs.8,000,000/=
3	MSc. in Crop Science	Shs.5,000,000/=	Shs.8,000,000/=
4	MSc. in Animal Science	Shs.5,000,000/=	Shs.8,000,000/=
5	MSc. in Agricultural Engineering	Shs.5,000,000/=	Shs.8,000,000/=
6	MSc. in Soil Science	Shs.5,000,000/=	Shs.8,000,000/=
7	Master of Agribusiness Management	Shs.5,000,000/=	Shs.8,000,000/=
8	MSc. in Integrated Watershed Management	Shs.5,000,000/=	Shs.8,000,000/=
9	MSc. in Food Science & Technology	Shs.5,000,000/=	Shs.8,000,000/=
10	MSc. in Plant Breeding and Seed Systems	Shs.5,000,000/=	Shs.10,338,360/=
11	MSc. in Applied Human Nutrition	Shs.5,000,000/=	Shs.9,090,000/=
12	MSc.in Forestry and Biodiversity Management	Shs.5,600,000/=	Shs.8,985,600/=
13	MSc.in Disaster Risk Management	Shs.5,000,000/=	Shs.7,200,000/=
14	Master of Land Use and Regional Development Planning	Shs.5,000,000/=	Shs.7,200,000/=
15	MSc.in Agroforestry and Community Development	Shs.5,600,000/=	Shs.8,985,600/=
16	Master of Geographical Sciences	Shs.5,000,000/=	Shs.7,200,000/=
17	MSc. Food Safety and Quality Management	Shs.5,200,000/=	Shs.8,900,000/=
18	Master of Science in Environment and Natural Resources	Shs.5,060,000/=	Shs.9,345,600/=

19	MSc. Agricultural and Applied Economics	Shs.5,500,000/=	Shs.7,200,000/=
20	MSc. in Applied Meteorology	Shs.5,000,000/=	Shs.7,200,000/=
21	MSc. in Tourism and Hospitality Management	Shs.5,000,000/=	Shs.7,464,000/=
22	MSc. in Climate Change and Development	Shs.5,020,000/=	Shs.7,464,000/=
COLLEGE OF HUMANITIES AND SOCIAL SCIENCES			
23	PGD in Gender and Local Economic Development	Shs.5,000,000/=	Shs.7,000,000/=
24	PGD in Guidance and Counselling	Shs.5,000,000/=	Shs.7,000,000/=
25	M.A. in Human Rights	Shs.5,000,000/=	Shs.7,000,000/=
26	M.A.in Philosophy	Shs.5,000,000/=	Shs.7,000,000/=
27	Master of Philosophy in Applied Ethics	Shs.5,000,000/=	Shs.7,000,000/=
28	Master of Strategic and Corporate Communication	Shs.5,000,000/=	Shs.7,000,000/=
29	Master of Journalism and Multimedia	Shs.5,000,000/=	Shs.7,000,000/=
30	M.A. in History	Shs.5,000,000/=	Shs.7,000,000/=
31	M.A. in Music	Shs.5,000,000/=	Shs.7,000,000/=
32	M.A.in Literature	Shs.5,000,000/=	Shs.7,000,000/=
33	M.A. in Religious Studies	Shs.5,000,000/=	Shs.7,000,000/=
34	M.A. in Peace and Conflict Studies	Shs.5,000,000/=	Shs.7,000,000/=
35	M.A. in Religious and Theological Studies (Ggaba & Kinyamasika National Seminaries)	Shs.5,000,000/=	Shs.7,000,000/=
36	M.A. in African Languages	Shs.5,000,000/=	Shs.7,000,000/=
37	M.A. in Linguistics	Shs.5,000,000/=	Shs.7,000,000/=
38	Master of Development Studies	Shs.5,000,000/=	Shs.7,000,000/=
39	M.A. in Gender Studies	Shs.5,000,000/=	Shs.7,000,000/=
40	M.A. in Public Administration & Management	Shs.5,150,000/=	Shs.9,000,000/=
41	M.A. in Sociology	Shs.5,150,000/=	Shs.9,000,000/=
42	M.A. in International Relations & Diplomatic Studies	Shs.5,150,000/=	Shs.9,000,000/=
43	M.A. in Rural Development	Shs.5,150,000/=	Shs.9,000,000/=
44	Master of Social Work	Shs. 5,150,000	Shs.9,000,000/=
45	M.Ed. in Educational Psychology	Shs.5,000,000/=	Shs.7,000,000/=
46	Master of Organizational Psychology	Shs.5,000,000/=	Shs.7,000,000/=
47	M.A. in Counselling	Shs.5,000,000/=	Shs.7,000,000/=
48	MSc. in Clinical Psychology	Shs.5,000,000/=	Shs.7,000,000/=
49	M.A in French Language Studies	Shs.5,000,000/=	Shs.10,500,000/=
COLLEGE OF COMPUTING AND INFORMATION SCIENCES			
50	PGD in Information Technology	Shs.5,000,000/=	Shs.12,280,000/=
51	PGD in Computer Science	Shs.5,000,000/=	Shs.12,750,000/=
52	PGD in Data Communication and Software Engineering	Shs.5,000,000/=	Shs.12,901,000/=
53	PGD in Information Systems	Shs.5,000,000/=	Shs.11,200,000/=
54	MSc. in Computer Science	Shs.5,000,000/=	Shs.12,750,000/=
55	Master of Information Technology	Shs.5,000,000/=	Shs.12,280,000/=
56	MSc. in Data Communication and Software Engineering	Shs.6,000,000/=	Shs.15,112,600/=
57	MSc. in Information Systems	Shs.5,600,000/=	Shs.11,200,000/=
58	MSc. in Information Science	Shs.5,000,000/=	Shs.8,000,000/=

59	MSc. in Records and Archives Management	Shs.5,000,000/=	Shs.8,000,000/=
COLLEGE OF BUSINESS AND MANAGEMENT SCIENCES			
60	PGD in Demography	Shs.5,000,000/=	Shs.7,000,000/=
61	PGD in Statistics	Shs.5,000,000/=	Shs.7,000,000/=
62	PGD in Demography and Population Studies	Shs.5,000,000/=	Shs.7,500,000/=
63	PGD in Population and Reproductive Health	Shs.5,000,000/=	Shs.7,500,000/=
64	M.A. in Economic Policy and Planning	Shs.5,000,000/=	Shs.7,000,000/=
65	M.A. in Economic Policy Management	Shs.5,000,000/=	Shs.9,090,000/=
66	M.A in Economics	Shs.5,000,000/=	Shs.7,000,000/=
67	Master of Business Administration	Shs.5,000,000/=	Shs.7,000,000/=
68	Master of Statistics	Shs.5,000,000/=	Shs.7,000,000/=
69	MSc.in Population and Reproductive Health	Shs.5,000,000/=	Shs.7,000,000/=
70	Master of Demography and Population Studies	Shs.5,000,000/=	Shs.7,500,000/=
71	MSc. in Quantitative Economics	Shs.5,000,000/=	Shs.7,000,000/=
72	Master in Financial Services (Uganda Institute of Banking and Financial Services)	Shs.5,000,000/=	Shs.7,000,000/=
73	Master in Public Infrastructure Management (Block week Modular)	Shs.5,000,000/=	Shs.7,200,000/=
74	MSc. in Investment and Risk Management	Shs.5,000,000/=	Shs.7,000,000/=
75	MSc. in Accounting and Finance	Shs.5,000,000/=	Shs.7,000,000/=
COLLEGE OF EDUCATION AND EXTERNAL STUDIES			
76	PGD in Education	Shs.5,000,000/=	Shs.10,100,000/=
77	PGD in Medical Education (Mulago Health Tutors College)	Shs.5,000,000/=	
78	Master of Education in Curriculum Studies	Shs. 5,100,000/=	Shs.10,100,000/=
79	Master of Adult and Community Education	Shs.5,000,000/=	Shs.10,100,000/=
80	Master of Instructional Design and Technology	Shs.5,200,000/=	Shs. 10,700,000/=
81	Master of Education, Tracks: a) Educational Management, b) Foundations of Education, c) Educational Policy and Planning d) Early Childhood Education and Development, e) Language and Literature Education, f) Social Science and Humanities Education, g) Science Education	Shs. 5,100,000/=	Shs.10,100,000/=
82	Master of Higher Education, Tracks: a) Leadership and Management b) Teaching and Learning c) Research and Innovation	Shs.5,000,000/=	Shs.8,000,000/=
SCHOOL OF LAW			
83	Master of Laws	Shs.5,000,000/=	Shs.8,000,000/=
COLLEGE OF HEALTH SCIENCES			
84	M. Med: Internal Medicine	Shs.5,000,000/=	Shs.8,000,000/=
85	M.Med: Family Medicine	Shs.5,000,000/=	Shs.8,000,000/=

86	M.Med: Emergency Medicine	Shs.5,000,000/=	Shs.17,987,680/=
87	M.Med: Neurosurgery	Shs.10,000,000/=	Shs.22,116,000/=
88	M.Med: Microbiology	Shs.5,000,000/=	Shs.8,000,000/=
89	M.Med: Ophthalmology	Shs.5,000,000/=	Shs.8,000,000/=
90	M.Med: Paediatrics and Child Health	Shs.5,000,000/=	Shs.8,000,000/=
91	M.Med: Pathology	Shs.5,000,000/=	Shs.8,000,000/=
92	M.Med: Psychiatry	Shs.5,000,000/=	Shs.8,000,000/=
93	M.Med: Radiology	Shs.5,000,000/=	Shs.8,000,000/=
94	M.Med: Ear, Nose & Throat	Shs.5,000,000/=	Shs.8,000,000/=
95	M.Med: Surgery	Shs.5,000,000/=	Shs.8,000,000/=
96	M.Med: Obstetrics & Gynaecology	Shs.5,000,000/=	Shs.8,000,000/=
97	M.Med: Anaesthesia	Shs.5,000,000/=	Shs.8,000,000/=
98	M.Med: Orthopaedics	Shs.5,000,000/=	Shs.8,000,000/=
99	MSc. in Medical Illustration	Shs.5,000,000/=	Shs.8,000,000/=
100	MSc. in Human Anatomy	Shs.5,000,000/=	Shs.8,000,000/=
101	MSc. in Pharmacology	Shs.5,000,000/=	Shs.8,000,000/=
102	MSc. in Physiology	Shs.5,000,000/=	Shs.8,000,000/=
103	MSc. in Clinical Epidemiology & Biostatistics	Shs.5,000,000/=	Shs.8,000,000/=
104	MSc. in Immunology and Clinical Microbiology	Shs.5,000,000/=	Shs.10,100,000/=
105	MSc. in Pharmaceuticals and Health Supplies Mgt	Shs.5,000,000/=	Shs.10,100,000/=
106	MSc. in Pharmacognosy	Shs.5,000,000/=	Shs.10,100,000/=
107	MSc.in Health Professions Education (Distance)	Shs.5,000,000/=	Shs.15,000,000/=
108	MSc.in Biostatistics	Shs.5,500,000/=	Shs.10,100,000/=
109	Master of Nursing (Midwifery & Women's Health)	Shs.5,000,000/=	Shs.10,100,000/=
110	Master of Public Health (Full Time)	Shs.7,193,351/=	Shs.18,150,000/=
111	Master of Public Health (Distance)	Shs.5,395,000/=	Shs.13,612,500/=
112	Master of Health Services Research	Shs.5,000,000/=	Shs.10,100,000/=
113	Master of Public Health Nutrition	Shs.5,000,000/=	Shs.15,150,000/=
114	Master of Public Health Disaster Management	Shs.5,000,000/=	Shs.15,150,000/=
115	Master of Health Sciences in Bioethics	Shs.5,000,000/=	Shs.15,150,000/=
116	Master of Health Informatics	Shs.5,000,000/=	Shs.11,500,000/=
117	Master of Public Health Monitoring and Evaluation	Shs.5,000,000/=	Shs.17,500,000/=
118	Master of Science in Bioinformatics	Shs.6,625,000/=	Shs.12,556,188/=
119	Master if Environmental and Occupational Health	Shs.6,200,000/=	Shs.18.250,000/=
120	MSc.in Palliative Care (Tenable at the Institute of Hospice and Palliative Care in Africa	Shs.7,400,000/=	USD2,200
COLLEGE OF NATURAL SCIENCES			
121	MSc. in Physics	Shs.5,000,000/=	Shs.8,000,000/=
122	MSc. in Chemistry	Shs.5,000,000/=	Shs.8,000,000/=
123	MSc. in Botany Tracks: a) Molecular Biology & Genetics b) Natural Resources Ecology & Conservation c) Plant Taxonomy & Biosystematics d) Microbiology & Plant Pathology e) Plant Physiology	Shs.5,000,000/=	Shs.8,000,000/=
124	MSc. in Zoology Tracks: a) Fisheries and Aquatic Sciences	Shs.5,000,000/=	Shs.8,000,000/=

	b) Entomology and Parasitology d) Wildlife Ecology and Management		
125	MSc. in Geology	Shs.5,000,000/=	Shs.8,000,000/=
126	MSc. in Biochemistry	Shs.5,000,000/=	Shs.10,100,000/=
127	MSc.in Petroleum Geosciences	Shs.5,000,000/=	Shs.10,100,000/=
128	MSc. Mathematics Tracks: a) Analysis b) Algebra and Geometry c) Number Theory and Discrete Mathematics	Shs.5,200,000/=	Shs. 6,500,000/=
129	MSc. Applied Mathematics a) Biomathematics b) Financial Mathematics c) Mathematical Statistics d) Computational Science	Shs.5,200,000/=	Shs. 6,500,000/=
COLLEGE OF ENGINEERING, DESIGN, ART AND TECHNOLOGY			
130	PGD in Construction Project Management	Shs.5,000,000/=	Shs.8,000,000/=
131	PGD in Urban Planning and Design	Shs.5,000,000/=	Shs.8,000,000/=
132	MSc. in Mechanical Engineering	Shs.5,000,000/=	Shs.8,000,000/=
133	Master of Architecture	Shs.5,000,000/=	Shs.8,000,000/=
134	MSc. in Renewable Energy	Shs.5,000,000/=	Shs.8,000,000/=
135	MSc. in Technology Innovation and Industrial Development	Shs.5,000,000/=	Shs.8,000,000/=
136	MSc. in Civil Engineering	Shs.5,000,000/=	Shs.8,000,000/=
137	MSc. in Urban Planning & Design	Shs.5,000,000/=	Shs.8,000,000/=
138	MSc. in Geo-Information Science and Technology	Shs.5,000,000/=	Shs.8,000,000/=
139	MSc. in Power Systems Engineering	Shs.5,700,000/=	Shs.11,312,000/=
140	MSc. in Telecommunication Engineering	Shs.5,700,000/=	Shs.11,312,000/=
141	MSc. in Construction Management	Shs.5,700,000/=	Shs.11,312,000/=
142	MSc. in Land Management	Shs.7,000,000/=	Shs.12,000,000/=
143	M.A. in Fine Art	Shs.5,000,000/=	Shs.8,000,000/=
COLLEGE OF VETERINARY MEDICINE, ANIMAL RESOURCES AND BIOSECURITY			
144	PGD in Livestock Development Planning & Management	Shs.5,000,000/=	Shs.10,100,000/=
145	Master of Veterinary Medicine. Tracks: a) Farm Animal Practice and Herd Health b) Comparative Pathology and Diagnostics c) Companion and Recreational Animal Practice d) Governance and Administration of Public Veterinary Services e) Pharmaceutical Practice and Regulation	Shs.5,000,000/=	Shs.10,100,000/=
146	MSc. in Molecular Biology	Shs.5,000,000/=	Shs.10,100,000/=
147	MSc. in Veterinary Pathology	Shs.5,000,000/=	Shs.10,100,000/=
148	Master of Veterinary Preventive Medicine	Shs.5,000,000/=	Shs.10,100,000/=
149	Master of Biomedical Laboratory Sciences and Management	Shs.5,000,000/=	Shs.10,100,000/=
150	MSc.in International Infectious Diseases Management	Shs.5,000,000/=	Shs.10,100,000/=

151	MSc.in Wildlife Health and Management. Tracks: a) Wildlife Clinical Medicine b) Wildlife Resource Management c) Aquatic Health Management	Shs.5,200,000/=	Shs. 9,500,000/=
152	MSc.in Livestock Development and Management. Tracks: a) Livestock Sector Planning and Management b) Animal Product Processing, Entrepreneurship and Safety.	Shs.5,200,000/=	Shs. 8,900,000/=
MAKERERE UNIVERSITY BUSINESS SCHOOL			
153	Master of Business Administration - Evening	Shs.4,400,000/=	USD2,916
154	MSc. in Accounting and Finance	Shs.4,200,000/=	USD2,356
155	MSc. in Marketing	Shs.4,000,000/=	USD2,356
156	Master of Human Resource Management	Shs.4,000,000/=	USD2,356
157	MSc. in Procurement & Supply Chain Management	Shs.4,300,000/=	USD2,916
158	MSc. in Leadership and Governance	Shs.4,200,000/=	USD2,356
159	MSc. in Entrepreneurship	Shs.4,200,000/=	USD2,356
160	M.A. in Economic Policy Management	Shs.4,300,000/=	USD2,664
161	Master of International Business	Shs.4,300,000/=	USD2,664
162	Master of Hospitality and Tourism Management	Shs.4,300,000/=	USD2,664
163	Master of Business Administration (Modular)	Shs.6,000,000/=	USD3,474
164	MSc. in Banking & Investment Management	Shs.4,300,000/=	USD2,664
165	Master of Energy Economics and Governance	Shs.4,800,000/=	USD2,000
166	Master of Business Psychology	Shs.4,400,000/=	USD2,916
DOCTORAL DEGREES BY COURSEWORK AND DISSERTATION			
1	PhD in Health Science	Shs.10,000,000/=	Shs.15,000,000/=
2	PhD in Agricultural and Rural Innovation	Shs.7,000,000/=	Shs.13,000,000/=
3	PhD in Data Communication & Software Engineering	Shs.7,000,000/=	Shs.10,000,000/=
4	PhD in Computer Science	Shs.7,000,000/=	Shs.10,000,000/=
5	PhD in Information Technology	Shs.7,000,000/=	Shs.10,000,000/=
6	PhD in Information Systems	Shs.8,000,000	Shs.16,000,000/=
7	PhD in Information Science	Shs.7,000,000/=	Shs.10,000,000/=
8	PhD in Educational Management	Shs.7,000,000/=	Shs.10,000,000/=
9	PhD in Plant Breeding and Biotechnology	Shs.7,000,000/=	Shs.10,338,360/=
10	PhD in Bioinformatics	Shs.10,662,500/=	Shs.16,337,730/=
11	PhD in Agricultural and Applied Economics	Shs.10,000,000/=	Shs.13,000,000/=
12	PhD in Mathematics	Shs.9,010,000/=	Shs.12,026,200/=
13	PhD in Energy Economics and Governance	Shs.12,000,000/=	USD5,000
DOCTORAL DEGREES BY RESEARCH ONLY			
COLLEGE OF COMPUTING AND INFORMATION TECHNOLOGY			
1	PhD degrees tenable in the School of Computing and Informatics Technology	Shs.7,000,000/=	Shs.10,000,000/=

2	PhD degrees tenable in the East African School of Library and Information Science	Shs.7,000,000/=	Shs.10,000,000/=
COLLEGE OF AGRICULTURAL AND ENVIRONMENTAL SCIENCE			
3	PhD degrees tenable in the School of Forestry, Environmental And Geographical Studies	Shs.7,000,000/=	Shs.9,000,000/=
4	PhD degrees tenable in the School of Food Technology, Nutrition & Bio-Engineering	Shs.7,000,000/=	Shs.9,000,000/=
5	PhD degrees tenable in the School of Agricultural Sciences	Shs.7,000,000/=	Shs.9,000,000/=
COLLEGE OF HUMANITIES AND SOCIAL SCIENCES			
6	PhD degrees tenable in the School of Women & Gender Studies	Shs.7,000,000/=	Shs.9,000,000/=
7	PhD degrees tenable in the School of Liberal & Performing Arts	Shs.7,000,000/=	Shs.9,000,000/=
8	PhD degrees tenable in the School of Social Sciences	Shs.7,000,000/=	Shs.9,000,000/=
9	PhD degrees tenable in the School of Languages, Literature and Communication	Shs.7,000,000/=	Shs.9,000,000/=
10	PhD degrees tenable in the School Of Psychology	Shs.7,000,000/=	Shs.9,000,000/=
COLLEGE OF BUSINESS AND MANAGEMENT SCIENCES			
11	PhD degrees tenable in the School of Economics	Shs.10,000,000/=	Shs.20,000,000/=
12	PhD degrees tenable in the School of Business	Shs.8,000,000/=	Shs.9,873,540/=
13	PhD degrees tenable in the School of Statistics and Applied Economics	Shs.8,587,500/=	Shs.9,550,000/=
COLLEGE OF EDUCATION AND EXTERNAL STUDIES			
14	PhD degrees tenable in the East African School of Higher Education Studies and Development	Shs.7,000,000/=	Shs.10,100,000/=
15	PhD degrees tenable in the School of Distance & Life-Long Learning	Shs.7,000,000	Shs.10,100,000/=
16	PhD degrees tenable in the School of Education	Shs.7,000,000/=	Shs.10,100,000/=
SCHOOL OF LAW			
17	Doctor of Laws (LLD)	Shs.7,000,000/=	Shs.9,000,000/=
COLLEGE OF ENGINEERING, DESIGN ART AND TECHNOLOGY			
18	PhD degrees tenable in the School of Built Environment	Shs.8,000,000/=	Shs.9,873,540/=
19	PhD degrees tenable in the School of Engineering	Shs.8,000,000/=	Shs.9,873,540/=
20	PhD degrees tenable in the Margaret Trowel School of Industrial and Fine Arts	Shs.7,000,000/=	Shs.9,000,000/=
COLLEGE OF NATURAL SCIENCES			
21	PhD degrees tenable in the School of Biological Sciences	Shs.7,000,000/=	Shs.10,000,000/=
22	PhD degrees tenable in the School of Physical Sciences	Shs.7,000,000/=	Shs.10,000,000/=
COLLEGE OF HEALTH SCIENCES			
23	PhD degrees tenable in the School of Medicine	Shs.8,525,000/=	Shs.11,250,000/=

24	Doctor of Medicine (MD) in Medical Practice	Shs.8,525,000/=	Shs.11,250,000/=
25	PhD degrees tenable in the School of Biomedical Sciences	Shs.8,525,000/=	Shs.11,250,000/=
26	PhD degrees tenable in the School of Public Health	Shs.7,000,000/=	Shs.10,000,000/=
27	PhD degrees tenable in the School of Health Sciences	Shs.8,525,000/=	Shs.11,250,000/=
COLLEGE OF VETERINARY AND PREVENTIVE MEDICINE			
28	PhD degrees tenable in the School of Veterinary Medicine & Animal Resources	Shs.7,775,000/=	Shs.12,750,000/=
29	PhD degrees tenable in the School of Biosecurity, Biotechnical & Laboratory Sciences	Shs.7,775,000/=	Shs.12,750,000/=
MAKERERE UNIVERSITY BUSINESS SCHOOL			
30	PhD degrees tenable at MUBS	Shs.8,000,000/=	USD 2,887/=

FUNCTIONAL FEES (PER ANNUM)

No.	Item	Ugandans/E.African Students	International Students
1	Administrative Fees	200,000/=	484,800/=
2	Library Fee	20,000/=	40,400/=
3	Registration Fee	120,000/=	202,000/=
4	Identity Card	45,000/=	45,000/=
5	Examination Fees (Masters)	200,000/=	707,000/=
6	Examination Fees (PhD)	300,000/=	1,010,000/=
7	Technology Fee	80,000/=	161,600/=
8	Late Registration Fee	50,000/=	101,000/=
9	Endowment fees	10,000/=	10,000/=
10	Affiliation fees-(Payable directly to Makerere University)	20,000/=	40,000/=
11	National Council for Higher Education	20,000/= (Payable to NCHE annually) by all students.	

REFUND OF TUITION FEES

Regulations on refund of excess fees paid to the University are found in the Makerere University Fees Policy (2016). The University policy regarding refund of tuition fees to students who have chosen to withdraw from the programs is as follows:

Time at which student withdraws	%age of tuition fees refunded in a semester
(a) Before the end of the First week of a semester	100%
(b) By the end of the second week of a semester	80%
(c) By the end of third week of a semester	60%
(d) By the end of the fourth week of a semester	40%
(e) By the end of the fifth week of a semester	20%

(f) After the fifth week of a semester

0%

Fees for accommodation, and functional fees i.e. application, registration, examinations, technology, identity card, library and administration are not refundable.

PROGRESS REPORTS

Every student is required to submit (through his/her supervisor) reports on his/her progress twice a year. This is done on a special progress report form, which your School will supply. **Failure to fulfil this requirement may lead to discontinuation.**

FACILITIES

LIBRARY

The Library on the main campus serves all students and staff. In addition, there are sub-libraries at the College of Health Sciences, the East African School of Library and Information Science, College of Engineering, Design, Art and Technology, College of Education and External Studies, Makerere University Business School, College of Veterinary Medicine, Animal Resources and Bio-security, and there are several School libraries. Every School has a Book Bank System that loans books to registered students as well. Use of these facilities is reserved for registered students only.

LIBRARY USER EDUCATION PROGRAMME

At the beginning of each academic year, the University library conducts a user education session per programme of study aimed at introducing all new students to the Library services to the Library services appropriate to their study needs. The programme is designed to ensure that all effective support and guidance in identifying and using appropriate information resources in support of their study and research. All first-year students are expected to register with the Library after attending the user education training session. Registration at the Library enables students to access library facilities and services.

ICT FACILITIES

The Main library has four computer laboratories; one for undergraduate and the other for graduate students. The third computer Laboratory of for Library users with disabilities and the fourth is a Research Commons for research. In addition, there is a wireless connection in the library, allowing users to access internet on their personal laptops.

DIRECTORATE FOR ICT SUPPORT (DICTS)

The Directorate for ICT Support is a central service unit that provides expert service and guidance on ICT to all academic and administrative units of the university. Services offered by DICTS students include:

EMAIL SERVICES

DICTS provides and supports email services to the university community. Once you have completed the enrollment formalities, you will be able to obtain your university email address with the following format:

firstname.lastname@college.mak.ac.ug.

Email addresses can be activated at the following link:

<https://emailactivate.mak.ac.ug/>

Please ensure that you read the User Access Policy available at: <http://policies.mak.ac.ug/download/AUP.pdf>

INTERNET SERVICES

Wireless Hotspots – Using a laptop, PC and hand-held devices such as a mobile phone with an internet wireless card or Wi-Fi functionalities, students can access the internet via the wireless hotspots.

Students can get access to the internet from internet kiosks located across the campus.

Student Websites – Students can create their personal website where they can upload their CVs, images, files and many more via <http://students.mak.ac.ug>.

End User Support – In liaison with the College Network Administrators, DICTS offers support relating to network service queries/ problems. Students are advised to contact:

College Network Administrators in relation to email and network service queries.

DICTS helpdesk Contact:

Email: helpme@dicts.mak.ac.ug

Landline: 0414-531343

SERVICES	URL
Makerere Research Repository	http://dspace.mak.ac.ug/
Students Email Activation	http://emailactivate.mak.ac.ug/
E-Learning Services	http://muele.mak.ac.ug/
Makerere University Policies	http://policies.mak.ac.ug/

MEDICAL SERVICES

There is a University Hospital at the main Campus, which caters for both staff and students. Mulago Hospital the main National referral Hospital is within a walking distance from the main Campus. In addition there are several other public and private hospitals, and many private clinics in the Kampala cosmopolitan area.

COUNSELLING AND GUIDANCE

Counselling and Guidance Centre services are available at the Centre to help students deal with and solve their problems of living that would otherwise affect their academic achievement and their wholesome being in general.

AREAS OF COUNSELLING

Academic – like failure to understand or conceptualize what is taught, failure to make required grades etc.

Psychological Problems – like sexual dysfunctions, family problems, self-esteem, poor self-concept, bereavement etc.

More information about counselling and guidance should be found here; <http://mak.ac.ug/services/counselling-guidance-centre>

GENDER MAINSTREAMING DIRECTORATE (GMD)

The GMD spearheads the implementation of the gender-responsive policies in Makerere University and coordinates activities aimed at mainstreaming gender in University functions of teaching and learning, research and innovations, knowledge transfer partnerships, networking and support services. GMD derives its mandate from the Makerere University Gender Equality Policy 2009 (amended in 2022) and the Policy and Regulation Against Sexual Harassment 2006 (Amended in 2018).

[The Makerere University Gender Equality Policy of 2009 \(amended in 2022\) \(available on www.policies.mak.ac.ug\)](http://www.policies.mak.ac.ug)

The policy envisions Makerere University to be an icon of gender equity and equality. It specifically focuses on a number of strategic areas such as engendering the curricula; provision of a gender friendly, inclusive and secure environment for students, staff and other stakeholders; promotion of gender balance in student enrollment, retention and performance across all disciplines; promotion of gender equity in staff recruitment, training, promotion and recognition; adoption of proactive measures to increase the participation of women in leadership and decision-making; building a gender-responsive organizational culture; engendering research, innovations, networks and partnerships; promotion of the general staff and student welfare and reviewing all policies and systems to ensure that the concerns of men and women are addressed.

[The Policy and Regulations Against Sexual Harassment 2006 \(amended 2018\) \(available on policies.mak.ac.ug\)](http://policies.mak.ac.ug)

The GMD is also responsible for coordinating the implementation of the Policy and Regulations against sexual harassment which is intended to address acts and practices related to sexual harassment at all levels within the structures of Makerere University.

The objectives of this policy are three-fold:

- a) To sensitize the University community about the evils of sexual harassment, thereby engendering a sense of social responsibility and zero tolerance for such behavior.
- b) To establish an institutional framework that encourages victims of Sexual Harassment to seek redress.
- c) To take action in eliminating sexual harassment at Makerere University and impose such sanctions and corrective action as may be deemed necessary.

The policy defines sexual harassment as:

Unwelcome sexual advances, requests for sexual favors or unwanted physical, verbal or non-verbal conduct of a sexual nature. Such conduct constitutes sexual harassment when;

- a) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic achievement or advancement.

- b) Submission to or rejection of such conduct is used or threatened or insinuated to be used as the basis for decisions affecting the employment and/or the academic standing of an individual.
- c) Such conduct has purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, threatening hostile or offensive working or learning environment.

Examples of Sexual Harassment and Abuse include, but not limited to:

- a) Inappropriate physical contact of any body parts such as patting, scratching, pinching, stroking or brushing up against the body;
- b) Unwanted and persistent explicit or implicit propositions to engage in sexual activity;
- c) Intentional disrobing or exposure of sexual body parts or underwear;
- d) Unwanted demands for sexual relations in exchange for employment or academic or other favours;
- e) Sexual stares such as leering and ogling with suggestive overtones;
- f) Lustful gestures, such as hand or sign language to denote sexual activity;
- g) Stalking through following or spying on a person.
- h) Sexual assault and rape.
- i) ICT- or Cyber-based sexual harassment such as trolling through tweets, "sexting" and sharing unwanted photos on social media platforms.

What should I do if I feel I have been sexually harassed or if my friend has been harassed?

Please let someone know right away. You have several options available if you are a member of the University and feel that you have been sexually harassed. You may contact the Gender Mainstreaming Directorate, Senate Building or your Principal/Dean of College/School or the Office of the Dean of Students or any other officials of the university or person with leadership responsibility. You may also speak to your class representatives to advise you on the appropriate location of the responsible offices and how to report.

You can also discuss the situation and explore your options on a confidential basis by contacting a Confidential Counsellor. Whatever path you choose, it is vital that you let someone know so that measures can be taken to address the situation. Unfortunately, ignoring sexual harassment doesn't make it go away.

RECREATION

There are ample facilities for sports and games at the main campus. These include facilities for football, lawn tennis, squash, basketball, swimming and athletics.

SPIRITUAL SERVICES

There are two Chapels for Christians; St. Francis and St. Augustine both located behind and adjacent to the Main Building and a Mosque for Muslims by the Main Gate, of the University Campus. In addition, there are many other places of worship in the neighbourhood.

COMMUNITY AND TRANSPORT

The University is in a Sub-urban location only three kilometres from Kampala City. Public transport is available to and from the City.

SECURITY TIPS

Report criminal cases to police, cope with the police officers in case of any information required of you. Be suspicious about people around you including fellow students. Ladies are warned of nail cutters/painters. There are many people claiming to be campusers when they are commens.

Avoid fortune tellers in get rich quick superstition of solving academic cleansing issues like admissions, registration, examination and graduation. There are commens exploiting your ignorance to get money.

Avoid keeping lumpsum money in your bags, in your residences including portable valuables like laptops where you are not sure of the security.

For those who go for late shows, avoid moving alone in dark places, using boda-bodas and taxis with 2-3 people.

Mind where you leave your motor vehicle with valuables especially laptops.

Desist from unlawful activities like participating in and mobilizing strikes, demonstrations, riots because you could easily end in police cells, prisons or be dismissed.

Avoid any criminal acts for the sake of being a good citizen and your valuable education.

THE DIRECTORATE OF RESEARCH AND GRADUATE TRAINING CLIENT CHARTER

BACKGROUND

The Directorate of Research and Graduate Training (DRGT) was established in 1994 as School of Post Graduate studies with the mandate to co-ordinate graduate training, research, and publication to ensure quality output. Later it evolved into the School of Graduate Studies and now with the college formation, it has been transformed into the Directorate of Research and Graduate Training. The Directorate has been charged with a major function of coordinating research in the whole University. The school was established to meet the overwhelming and ever growing demand for higher education and has done this successfully as the number of graduate students has greatly increased (from 500 in 1994 to over 5500 to date). We congratulate our students and welcome them to the graduate community of knowledge spinners, social transformers and leaders in research and innovations.

UNIVERSITY VISION:

Makerere University envisages herself to be the leading institution for academic excellence and innovation in Africa.

MISSION OF THE DIRECTORATE OF RESEARCH AND GRADUATE TRAINING:

To coordinate, monitor and provide an enabling environment for quality graduate training, innovative research and communication of research outputs; and to foster and manage graduate training and research by University Units by promoting cutting edge innovative, impact oriented research, and centres of excellence to meet the changing needs of society and for sustained development.

STRATEGIC OBJECTIVES:

1. Source funds to improve DRGT capacity to co-ordinate and manage research, training, research and publication in Makerere University.
2. Provide administrative, policy guidance and co-ordination of graduate training and research to constituent university units.
3. Support research, outreach and publication of university findings for wider use of the society.
4. Initiate and promote partnerships and linkages within and outside the university.

LOCATION OF THE DIRECTORATE OF RESEARCH AND GRADUATE TRAINING:

The main offices of the Directorate of Research and Graduate Training (DRGT) are located on the fourth (4th) floor of the Senate building just below the School of Social Sciences and adjacent to the Lincoln building. However, the Research Division is on Block B5, Lincoln Flats.

SERVICES OFFERED:

The Directorate of Research and Graduate Training (DRGT) has two major Divisions: Graduate Training Division and the Research, innovations and knowledge Transfer Partnerships Division.

The following are the outlines of the roles of the two major divisions;

GRADUATE TRAINING:

1. Advertising Graduate programs to the public to create awareness and to meet demand.
2. Issuance and receipt of application forms for the various advertised graduate programmes.
3. Admission of students for graduate programs.
4. Developing and maintaining a data base of students' records and thus coordinating the Graduate training and documenting graduate records.

5. Awarding degrees, PhD and Postgraduate diplomas to graduate students.
6. Clearance of students after completion of the graduate programmes.
7. Assessment and ensuring quality of Graduate programmes.
8. Monitoring of quality and coordinating examinations and programme development from teaching units.
9. Development and overseeing of policies relevant for graduate studies and training.

RESEARCH, INNOVATIONS AND KNOWLEDGE TRANSFER PARTNERSHIPS:

- Source for funds to support research.
- Developing and implementing the Research policy and Intellectual property Management Policy.
- Developing research agenda and strategies.
- Advertising research grants, creating awareness of the grants and formulating guidelines for awarding the grants.
- Monitoring and evaluating ongoing research and research output.
- Receipt of financial and technical accountability (technical and financial reports).
- Publication and dissemination of research output (encouraging and supporting researchers to publish their findings)
- Establishing a research database.
- Writing reports to the funders (technical and financial accountability)
- Organizing seminars and conferences to provide information on researchable areas.

WHERE TO ACCESS SERVICES:

Room 307/308:

- Issuance and receipt of application forms.
- Issuance of admission letters
- Issuance and Receipt of registration forms
- Maintenance of an information database of registered students.

Room 406:

- Receipt of financial documents such as invoices and travel vouchers.
- Disbursement of research funds and grants.

Room 410:

- Receipt of PhD applications
- Receipt of examiners reports.
- General administration of the Directorate

Room 412:

- Innovations, Development and Partnerships

Room 413 and 415:

- Coordinates graduate training at the Directorate and the Colleges
- Oversees graduate training processes

Room 414:

- Maintenance of students' files and records.

Room 416 (A):

- Issuance and receipt of transcripts and certificates request forms.
- Issuance of the award letters.
- Issuance of information on the student dissertation submission status.
- Dispatch of all student correspondences

Room 416 (B):

- Receipt of students Final Dissertation/Theses.
- Preparing of letters of Award
- Compilation of graduation list and clearance

OUR DEVELOPMENT PARTNERS TO WHOM WE ARE FOREVER GRATEFUL (To consult Director)

- Swedish International Development Agency (SIDA)
- Carnegie Corporation of New York
- Norwegian Agency for Development Cooperation (NORAD)
- Welcome Trust
- European Union
- Bill and Melinda Gates Foundation
- USAID
- Gerda Henkel Foundation
- Andrew W. Mellon Foundation

CORRESPONDENCE

All correspondence concerning graduate academic matters should be addressed to the **Director, Directorate of Research and Graduate Training**, P.O. Box 7062, Kampala. In all

correspondence to the Directorate, please quote your **programme, registration and student numbers** as shown in your admission letter.