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- No. 80—The Universities and Other Tertiary Institutions (Establishment and Operation of Private Universities and Private Tertiary Institutions) Regulations, 2005.
- No. 81—The Electoral Commission (Appointment of Date of Completion of Update of the National Voters' Register) Instrument, 2005.

General Notice No. 532 of 2005.

THE ELECTORAL COMMISSION ACT CAP. 243 NOTICE

PUBLICATION OF DATES FOR THE RATIFICATION OF THE CONSTITUTION (AMENDMENT) BILL, 2005.

NOTICE IS HEREBY GIVEN by the Electoral Commission that the 3rd November, 2005 and 4th November, 2005, are hereby appointed for purposes of the ratification of the Constitution (Amendment) (No. 2) Bill, 2005 by the District Councils countrywide.

ISSUED at Kampala, this 27th day of October, 2005.

SR. MARGARET MAGOBA,
Ag. Chairperson, Electoral Commission.

General Notice No. 533 of 2005.

THE TRADE MARKS ACT. (Cap. 83). NOTICE.

NOTICE IS HEREBY GIVEN that any person who has grounds to oppose the registration of any of the marks advertised herein may within sixty days from the date of this *Gazette*, lodge a Notice of opposition on Trade Mark Form No. 6 together with a fee of Shs. 4000 in case of National applicants or US\$ 250 in case of Foreign applicants. The period of lodging Notice of opposition may be extended in suitable cases by the Registrar as he thinks fit upon such terms as he may direct. Formal opposition should not be lodged until after reasonable notice has been given by letter to the applicant so that he may have an opportunity to withdraw his application before the expense of opposition proceedings is incurred. Failure to give such notice will be taken into account in considering any application by the opponent for an order for costs if the opposition is uncontested by the applicant. Representations of the marks herein advertised can be inspected at the office of the Registrar of Trade Marks, Amamu House, Plot No. 5B George Street, P.O. Box 6848, Kampala.

- (21) APPLICATION No. 28142 IN PART "A".
(52) Class 5.
(54)



- (53)
(59)
(64)
(57) *Nature of goods*—Disinfectants.
(73) *Name of applicant*—Spirits and Flavours (U) Limited.
(77) *Address*—P.O. Box 72465, Kampala.
(74)
(22) *Date of filing application*—26th October, 2005.

- (21) APPLICATION No. 28145 IN PART "A".
(52) Class 29.
(54)



- (53)
(59)
(64)
(57) *Nature of goods*—Edible oil.
(73) *Name of applicant*—Muddu Oil Refinery Limited.
(77) *Address*—P.O. Box 3377, Kampala.
(74) C/o. Nangwala, Rezida & Co. Advocates, P.O. Box 10304, Kampala, Uganda.
(22) *Date of filing application*—27th October, 2005.

- (21) APPLICATION No. 27004 IN PART "A".
(52) Class 16.
(54)



- (53)
(59)
(64) *Association*—To be associated with T.M. No. 22875.
(57) *Nature of goods*—Printed matter, periodicals, books, brochures, forms, manuals, newsletters, stationery; instructional and teaching materials.
(73) *Name of applicant*—Fidelity International Limited.
(77) *Address*—Pembroke Hall, 42 Crow Lane, Pembroke HM 19, P.O. Box HM670, Hamilton HMCX, Bermuda.
(74) C/o. Sengendo & Co. Advocates, P.O. Box 6914, Kampala, Uganda.
(22) *Date of filing application*—7th October, 2004.

- (21) APPLICATION No. 27124 IN PART "A".
 (52) Class 3.
 (54)



(53) *Disclaimer*—Registration of this Trademark shall give no right to the exclusive use of the words "PURE PETROLEUM JELLY" separately and apart from the mark.

(59)

(64) *Association*—To be associated with T.M. Nos. 3048, 21116, 25865, 25872, 25874, 25871 and 25901.

(57) *Nature of goods*—Soaps; cleaning preparations; perfumery; essential oils; aromatherapy products; massage preparations; deodorants and antiperspirants; hair care preparations; non-medicated toilet preparations; bath and shower preparations; skin care preparations; oils, creams and lotions for the skin; shaving preparations; pre-shave and aftershave preparations; depilatory preparations; sun-tanning and sun protection preparations; cosmetics; make-up and make-up removing preparations; petroleum jelly; lip care preparations; talcum powder; cotton wool, cotton sticks; cosmetic pads, tissues or wipes; pre-moistened or impregnated cleansing pads, tissues or wipes, beauty masks, facial packs.

(73) *Name of applicant*—Unilever Plc.

(77) *Address*—Port Sunlight, Wirral, Merseyside, United Kingdom.

(74) C/o. Sengendo & Co. Advocates, P.O. Box 6914, Kampala, Uganda.

(22) *Date of filing application*—9th November, 2004.

- (21) APPLICATION No. 27125 IN PART "A".
 (52) Class 5.
 (54)



(53) *Disclaimer*—Registration of this Trademark shall give no right to the exclusive use of the words "PURE PETROLEUM JELLY" separately and apart from the mark.

(59)

(64) *Association*—To be associated with T.M. No. 369.

(57) *Nature of goods*—Petroleum jelly for medicinal purposes.

(73) *Name of applicant*—Unilever Plc.

(77) *Address*—Port Sunlight, Wirral, Merseyside, United Kingdom.

(74) C/o. Sengendo & Co. Advocates, P.O. Box 6914, Kampala, Uganda.

(22) *Date of filing application*—9th November, 2004.

- (21) APPLICATION No. 26816 IN PART "A".
 (52) Class 9.
 (54)

Makita

(53)

(59)

(64)

(57) *Nature of goods*—Batteries and battery packs; battery chargers; transformers; parts and fittings for all the aforesaid goods; software and hardware for use in playing games or for use in controlling or operating power tools; computer mouse mats; protective footwear; clothing for protection against accidents or injury; protective gloves; protective aprons; personal protective equipment; face masks; face shields; goggles; protective headgear; electrical and measuring apparatus and instruments; electrical and optical guidance and distance measuring devices for use with power tools; weighing apparatus; tripods binoculars; cameras; spectacles, spectacle frames, spectacle cases; spectacle lenses, protective spectacles, magnifying glasses; electronic apparatus for recording, transmission or reproduction of sound or images; magnetic data carriers; radio; loudspeakers; megaphones; electric cables; voltmeters; amperemeters; fire extinguishing apparatus; smoke detecting apparatus; alarms; carpenter's rules, measures, tape measures; protractors; spirit levels, digital spirit levels; adaptors for use with electric plugs, battery adaptors, electric current adaptors; electric wires; extension cords.

(73) *Name of applicant*—Makita Corporation.

(77) *Address*—11-8, 3-chome, Sumiyoshi-cho, Anjo-shi, Aichi-ken, Japan.

(74) C/o. Sengendo & Co. Advocates, P.O. Box 6914, Kampala, Uganda.

(22) *Date of filing application*—16th July, 2004.

- (21) APPLICATION No. 27137 IN PART "A".
 (52) Class 29.
 (54)



(53)

(59)

(64) *Association*—To be associated with TM No. 21603.

(57) *Nature of goods*—Meat, fish, poultry and game; meat extracts; preserved, dried and cooked fruits and vegetables; jellies, jams, fruit sauces; eggs, milk and milk products; edible oils and fats.

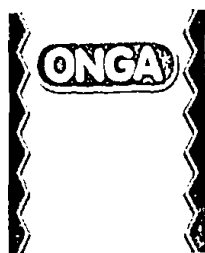
(73) *Name of applicant*—Cowbell International Inc.

(77) *Address*—C/o. Arosemena, Noriega & Contreras, Edificio Banco do Brazil, Calle Elvira Mendez No. 10, Apartado 5246, Panama 5, Panama.

(74) C/o. Sengendo & Co. Advocates, P.O. Box 6914, Kampala, Uganda.

(22) *Date of filing application*—11th November, 2004.

- (21) APPLICATION NO. 27138 IN PART "A".
 (52) Class 30.
 (54)



- (53)
 (59)
 (64) Association— To be associated with TM No. 21604.
 (57) *Nature of goods*— Coffee, tea, cocoa, sugar, rice, tapioca, sago, artificial coffee; flour and preparations made from cereals, bread, pastry and confectionery, ices; honey, treacle; yeast; baking powder; salt, mustard; vinegar, sauces (condiments); spices; ice.
 (73) *Name of applicant*— Cowbell International Inc.
 (77) *Address*— C/o. Arosemena, Noriega & Contreras, Edificio Banco do Brazil, Calle Elvira Mendez No. 10. Apartado 5246, Panama 5, Panama.
 (74) C/o. Sengendo & Co. Advocates, P.O. Box 6914, Kampala, Uganda.
 (22) *Date of filing application*— 11th November, 2004.

- (21) APPLICATION NO. 27201 IN PART "A".
 (52) Class 16.
 (54)

DENTON WILDE SAPTE

- (53)
 (59)
 (64)
 (57) *Nature of goods*— Printed matter, printed publications, brochures, manuals, books, reports, instructional and teaching materials (other than apparatus).
 (73) *Name of applicant*— Denton Wilde Sapte.
 (77) *Address*— Five Chancery Lane, Clifford's Inn, London EC4A 1BU, United Kingdom.
 (74) C/o. Sengendo & Co. Advocates, P.O. Box 6914, Kampala, Uganda.
 (22) *Date of filing application*— 30th November, 2004.
 (21) APPLICATION NO. 26727 IN PART "A".
 (52) Class 25.
 (54)



- (53)
 (59)
 (64)
 (57) *Nature of goods*— Articles of clothing, excluding belts, footwear and gloves.
 (73) *Name of applicant*— Valentino S.p.A.
 (77) *Address*— Via Turati, 16/18, Milano, Italy.

- (74) C/o. Sengendo & Co. Advocates, P.O. Box 6914, Kampala, Uganda.
 (22) *Date of filing application*— 21st June, 2004.

- (21) APPLICATION NO. 27709 IN PART "A".
 (52) Class 5.
 (54)

ETRIANEZ

- (53)
 (59)
 (64)
 (57) *Nature of goods*— Pharmaceutical and medicinal preparations and substances.
 (73) *Name of applicant*— Glaxo Group Ltd.
 (77) *Address*— Glaxo Wellcome House, Berkeley Avenue, Greenford, Middlesex UB6 0NN, United Kingdom.
 (74) C/o. Sengendo & Co. Advocates, P.O. Box 6914, Kampala, Uganda.
 (22) *Date of filing application*— 25th May, 2005.
 (21) APPLICATION NO. 27708 IN PART "A".
 (52) Class 5.
 (54)

ESODIMEX

- (53)
 (59)
 (64)
 (57) *Nature of goods*— Pharmaceutical and medicinal preparations and substances.
 (73) *Name of applicant*— Glaxo Group Ltd.
 (77) *Address*— Glaxo Wellcome House, Berkeley Avenue, Greenford, Middlesex UB6 0NN, United Kingdom.
 (74) C/o. Sengendo & Co. Advocates, P.O. Box 6914, Kampala, Uganda.
 (22) *Date of filing application*— 25th May, 2005.
 Kampala, FIONA BAYIGA,
 27th October, 2005. Assistant Registrar of Trademarks.

ADVERTISEMENTS

THE REGISTRATION OF TITLES ACT.
 (Cap. 230).
 NOTICE.

ISSUE OF SPECIAL CERTIFICATE OF TITLE.

Kibuga Block 12 Plot 393, Approx. 0.11 of a Hectare at Mengo.

NOTICE IS HEREBY GIVEN that after the expiration of one month from the publication hereof, I intend to issue in the names of John Bitalo Kawule, (Administrator of the estate of Late Bulasio M. Lwokyanyu), a special Certificate of Title under the above Block and Plot, the Certificate of Title which was originally issued having been lost.

Kampala, DDAMULIRA AHMED
 22nd September, 2005. for Ag. Commissioner Land Registration.

THE REGISTRATION OF TITLES ACT.

(Cap. 230).

NOTICE.

ISSUE OF SPECIAL CERTIFICATE OF TITLE.

Busiro Block 265 Plot 10 Approx. 6.9 Acres at Kisimbili.

NOTICE IS HEREBY GIVEN that after the expiration of one month from the publication hereof, I intend to issue in the names of Stanley Mukasa, Nakiyaga Joyce, Kisaakye Harriet and Kiyaga Robert (Administrator of the Estate of the Late Mavuma Zakayo Adm. Cause No. 135 of 2004 of the HCT), a special Certificate of Title under the above Block and Plot, the Certificate of Title which was originally issued having been lost.

Kampala, JOMBWE ISAAC DYLAN,
11th October, 2005. *for Ag. Commissioner Land Registration.*

THE REGISTRATION OF TITLES ACT.

(Cap. 230).

NOTICE.

ISSUE OF SPECIAL CERTIFICATE OF TITLE.

Kibuga Block 20 Plot 481, Approx. 0.25 Acres.

NOTICE IS HEREBY GIVEN that after the expiration of one month from the publication hereof, I intend to issue in the names of K. Nasanga of Busega, Kibuga, a special Certificate of Title under the above Block and Plot, the Certificate of Title which was originally issued having been lost.

Kampala, DDAMULIRA AHMED,
26th October, 2005. *for Ag. Commissioner Land Registration.*

THE REGISTRATION OF TITLES ACT.

(Cap. 230).

NOTICE.

ISSUE OF SPECIAL CERTIFICATE OF TITLE.

Mawokota Block 254 Plot 17, Approx. 7.0 Acres.

NOTICE IS HEREBY GIVEN that after the expiration of one month from the publication hereof, I intend to issue in the names of Habiba Namwanje Nabulya of c/o. P.O. Box 8911, Kampala, a special Certificate of Title under the above Block and Plot, the Certificate of Title which was originally issued having been lost.

Kampala, SARAH KUSIIMA,
20th October, 2005. *for Ag. Commissioner Land Registration.*

DEED POLL

KNOW YE ALL by these presents that, Ayatollah Eric of c/o Life Ministries Christian Centre, P.O. Box 7573, Kampala who have heretofore been known and described by the above given names do with effect from this 30th day of August, 2005 do adopt the names of Olanya Lubangakene Eric Ayatollah and from henceforth shall be known and described by those names on all official documents.

Dated at Kampala this 30th day of August, 2005 and signed by the said Olanya Lubangakene Eric Ayatollah.

OLANYA LUBANGAKENE ERIC AYATOLLAH,
Renouncer.

THE REGISTRATION OF TITLES ACT.

(Cap. 230).

NOTICE.

ISSUE OF SPECIAL CERTIFICATE OF TITLE.

Leasehold Register—Volume 2560 Folio 25, Plot No. 1469 Kyadondo Block 232 at Banda.

NOTICE IS HEREBY GIVEN that after the expiration of one month from the publication hereof, I intend to issue in the names of Angela Asingo Okula of P.O. Box 40037, Kampala, a special Certificate of Title under the above Volume and Folio, the Certificate of Title which was originally issued having been lost.

Kampala, NAMUTEBI VERONICA,
27th October, 2005. *for Ag. Commissioner Land Registration.*

THE REGISTRATION OF TITLES ACT.

(Cap. 230).

NOTICE.

ISSUE OF SPECIAL CERTIFICATE OF TITLE.

Kyadondo Block 216 Plot Nos. 2435, 2433, 2432, 2914 and 2312 at Buye.

NOTICE IS HEREBY GIVEN that after the expiration of one month from the publication hereof, I intend to issue in the names of William Sekisambu, P.O. Box 7124, Kampala, a special Certificate of Title under the above Block and Plots, the Certificate of Title which was originally issued having been lost.

Kampala, R.V. NYOMBI,
29th March, 2004. *for Ag. Commissioner Land Registration.*

IN THE HIGH COURT OF UGANDA AT KAMPALA
PROBATE AND ADMINISTRATION CAUSE NO. 1347
OF 2005

In the matter of the estate of the late Nakawooza Mariam
and

In the matter of an Application for Letters of Administration
by Muggaga James (Widower of the deceased)

NOTICE OF APPLICATION

TO WHOM IT MAY CONCERN

Take notice that the application for Letters of Administration to the estate of the Late Nakawooza Mariam has been lodged in this Court by Muggaga James, widower of the deceased.

This Court will proceed to grant the same if no caveat is lodged with this Court within fourteen (14) days from the date of publication of this notice unless cause be shown to the contrary.

Dated at Kampala this 12th day of October, 2005.

JOHN O. ARUTU,
Assistant Registrar.

STATUTORY INSTRUMENTS SUPPLEMENT
to The Uganda Gazette No. 70 Volume LVIII dated 28th October, 2005
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STATUTORY INSTRUMENTS

2005 No. 79.

**The Universities and Other Tertiary Institutions
(Establishment of Uganda Institute of Information and
Communications Technology) Instrument, 2005**

*(Under sections 75(2) and 76 of the Universities and Other Tertiary
Institutions Act, 2001, Act No. 7 of 2001)*

IN EXERCISE of the powers conferred on the Minister responsible for education by sections 75(2) and 76 of the Universities and Other Tertiary Institutions Act, 2001, and on the advice of the National Council for Higher Education, this instrument is made this 19th day of October, 2005.

1. This Instrument may be cited as the Universities and Other Tertiary Institutions (Establishment of Uganda Institute of Information and Communications Technology) Instrument, 2005.

Title

2. In this Instrument, unless the context otherwise requires—

Interpretation

“Act” means the Universities and Other Tertiary Institutions Act, 2001;

“National Council” means the National Council for Higher Education.

3. There is established a public tertiary institution to be known as the Uganda Institute of Information and Communications Technology, referred to as the Institute.

Enacted
in the presence of

(2) The main campus of the Institute shall be located in Kampala District in the area specified in Schedule 1 to the Instrument.

Object of
the Institute.

4. The object of the Institute is to provide education and training in all fields relating to the communications sector, including postal services, telecommunications services, electronics and computer engineering.

Functions of
the Institute.

5. The functions of the Institute are—

- (a) to train and conduct courses, seminars, workshops, and to create public awareness of the communications sector;
- (b) to provide diploma and pre-diploma courses, study and training in fields of applied learning and research, including—
 - (i) diploma in telecommunication engineering;
 - (ii) diploma in computer engineering;
 - (iii) diploma in information technology for services;
 - (iv) diploma in information technology for business;
 - (v) diploma in project planning and management;
 - (vi) diploma in business administration;
 - (vii) diploma in records and archival management;
 - (viii) diploma in human resource management;
 - (ix) diploma in secretarial studies;
 - (x) pre-diploma in telecommunication engineering;
 - (xi) pre-diploma in computer engineering;
 - (xii) pre-diploma in business administration.

(c) to arrange and organise conferences, seminars, workshops and study groups in its fields of operation;

(d) to direct and advise the public in matters relating to communications and to conduct educational programs relating to communications;

(e) to design, construct and develop educational and other materials and equipment related to the communications sector;

(f) to conduct examinations and award certificates to candidates who complete the prescribed courses of study and where necessary, to revoke such awards;

(g) to do all things incidental or conducive to the attainment of the object of the Institute as may appear to the Institute to be capable of being conveniently carried on to the benefit of the Institute;

(h) to perform such other functions as may be directed by the Minister on the advice of the National Council in the promotion of higher education.

6. (1) There shall be established a Governing Council for the Institute, in accordance with section 77 of the Act.

Governing
Council
Institute

(2) The members of the Governing Council, other than those specified in section 77(2) (c) (g) and (h) of the Act, shall be appointed in consultation with, and with the approval of the Uganda Communications Commission established by the Uganda Communications Act.

7. The vision and mission of the Institute shall be as specified in Schedule 2 to this Instrument

Vision
and
Mission
of the Institute

SCHEDULE 1

Section 3(2)

LOCATION OF MAIN CAMPUS OF THE UGANDA INSTITUTE OF INFORMATION AND COMMUNICATION TECHNOLOGY

The main campus of the Institute is to be located at Plot 9-21, Old Port Bell Road, registered in the names of Uganda Communications Commission, in the area where the former Uganda Posts and Telecommunications Training School was located.

SCHEDULE 2

Section 7

VISION AND MISSION OF THE UGANDA INSTITUTE OF INFORMATION AND COMMUNICATION TECHNOLOGY

Vision of the Institute

The vision of the Institute is to be a leading center of excellence, supporting information and communication technology enabling human development in Uganda and beyond.

Mission of the Institute

The mission of the Institute is to provide high quality market driven and sustainable training, research and consultancy services that support the information and communication technology sector.

GERALDINE NAMIREMBE BITAMAZI

Minister of Education and Sports

STATUTORY INSTRUMENTS

SUPPLEMENT No. 33

28th October, 2005

STATUTORY INSTRUMENTS SUPPLEMENT

in The Uganda Gazette No. 70 Volume XCVIII dated 28th October, 2005

Printed by UPPC, Entebbe, by Order of the Government.

STATUTORY INSTRUMENTS

2005 No. 80.

THE UNIVERSITIES AND OTHER TERTIARY
INSTITUTIONS (ESTABLISHMENT AND OPERATION OF
PRIVATE UNIVERSITIES AND PRIVATE TERTIARY
INSTITUTIONS) REGULATIONS, 2005.

AMENDED
BY S.I NO. 6/ 2019

ARRANGEMENT OF REGULATIONS

Regulation

Preliminary

1. Title
2. Interpretation

*Provisional Licence to Establish and Operate
a Private University*

3. Application for provisional licence to establish and
operate a private university
4. Appraisal of application for provisional licence
5. Issue of provisional licence to establish a private university
6. Refusal or revocation of provisional licence

*Grant of Charter and Accreditation of
Private University*

7. Application for grant of Charter and accreditation
8. Grant of Charter and accreditation of private university

Regulation

9. Further matters to take into account when granting provisional licence or Charter
10. Revocation of Charter of private university
*Provisional Licence to Establish and Operate
a Private Tertiary Institution.*
11. Application for provisional licence to establish and operate a private tertiary institution
12. Issue of provisional licence to establish and operate a private tertiary institution
13. Further matters to take into account when granting provisional licence

Classification and Registration of a Private Tertiary Institution

14. Classification and registration of a private tertiary institution
15. Grant of certificate of classification and registration
16. Revocation of provisional licence or certificate of classification and registration
17. Offences and penalties

Schedules

Schedule 1— Forms

Schedule 2— Fees

Schedule 3— Format for Preparing Inspection Report

Schedule 4— Checklist of Quality and University Capacity Indicators for Assessment of Universities and Programmes under the Universities and Other Tertiary Institutions Act, 2001

Schedule 5— Checklist of Quality and Other Tertiary Institutions Capacity Indicators for Assessment of Other Tertiary Institutions and Programmes under the Universities and Other Tertiary Institutions Act, 2001.

STATUTORY INSTRUMENTS

2005 No. 80.

The Universities and Other Tertiary Institutions (Establishment and Operation of Private Universities and Private Tertiary Institutions) Regulations, 2005.

*(Under section 128 of the Universities and Other Tertiary
Institutions Act, 2001, Act No. 7 of 2001)*

IN EXERCISE of the powers conferred on the National Council for Higher Education and with the approval of the Minister, these Regulations are made this 18th day of October, 2005.

Preliminary

1. These Regulations may be cited as the Universities and Other Tertiary Institutions (Establishment and Operation of Private Universities and Private Tertiary Institutions) Regulations, 2005. Title

2. In these Regulations, unless the context otherwise requires— Inter-pretation

“Act” means the Universities and Other Tertiary Institutions Act, 2001;

Act No. 7
of 2001.

“National Council” means the National Council for Higher Education established by section 4 of the Act.

Provisional Licence to Establish and Operate a Private University

3. (1) An application to the National Council for a provisional licence to establish and operate a private university under section 96 of the Act shall be in Form NCHE 1 in Schedule 1. Application
for
provisional
licence to
establish
and operate
a private
university

(2) The application referred to in subregulation (1) shall be accompanied by—

(a) a project proposal containing the information and particulars specified in section 96(2) of the Act; and

(b) the fee prescribed in Schedule 2.

Appraisal of
application
for
provisional
licence

4. The National Council shall, on receipt of an application referred to in regulation 3, comply with the requirements of section 96(3) and (4) of the Act.

Issue of
provisional
licence to
establish a
private
university

5. (1) The National Council may, subject to section 97(1) of the Act, issue a provisional licence to an applicant to establish and operate a private university upon payment of the fee prescribed in Schedule 2.

(2) The National Council shall publish in the *Gazette*, the name and particulars of a private university issued with a provisional licence under subregulation (1).

(3) A provisional licence issued under subregulation (1) shall be valid for at least three years from the date of publication in the *Gazette*.

(4) The National Council shall, within the period prescribed in subregulation (3), monitor the private university to establish its viability for accreditation.

Refusal or
revocation
of
provisional
licence

6. (1) The National Council may refuse or revoke a provisional licence in accordance with section 98 of the Act.

(2) The notice of intention to revoke a provisional licence by the National Council referred to in section 98 (1) (b) of the Act shall be in Form NCHE 2 in Schedule 1.

Grant of Charter and Accreditation of Private University

7. (1) Where, in accordance with section 100 of the Act, a private university has been issued with a provisional licence and has held the licence for not less than three years, the private university may apply to the National Council for the grant of a Charter and accreditation.

Application
for grant of
Charter and
accreditation

(2) An application for the grant of a Charter shall be in Form NCHE 3 in Schedule 1 and shall be accompanied by—

(a) the information specified in section 100(2) of the Act;

(b) any other details that the National Council may, in each case, specify; and

(c) the fee prescribed in Schedule 2.

AMENDED
BY S.I NO. 6/ 2019

8. (1) The accreditation and grant of a Charter to a private university shall be in accordance with sections 101 and 102 of the Act.

Grant of
Charter and
accreditation
of private
university

(2) The members and employees of the National Council shall not be members of the Inspection Committee appointed by the National Council under section 101 of the Act, but may accompany the Inspection Committee for the provision of information and administrative support.

(3) The inspection report prepared by the Inspection Committee under section 101 (2) shall be in accordance with the format in Schedule 3.

(4) A private university shall, on being granted a Charter, pay the fee prescribed in Schedule 2.

(5) The Minister shall, in accordance with section 102(3) of the Act, as soon as practicable after the granting of a Charter, by legal notice, publish the Charter in the *Gazette* and public print media.

Further matters to take into account when granting provisional licence or Charter

Revocation of Charter of private university

9. The National Council shall, when taking the decision to grant a provisional licence or Charter under Part XVII of the Act (Establishment of Private University) have regard to the checklist in Schedule 4.

10. (1) The President may, in accordance with section 110 of the Act, on the recommendation of the National Council, through the Minister, revoke a Charter granted to a private university.

(2) The National Council shall, in accordance with section 110(2) of the Act, as soon as practicable, by legal notice, publish the revocation of a Charter in the *Gazette* and thereafter, the private university shall cease to be a private university at the expiry of one year from the date of publication of the legal notice.

*Provisional Licence to Establish and Operate
a Private Tertiary Institution*

Application for provisional licence to establish and operate a private tertiary institution

11. (1) An application to the National Council for a provisional licence to establish and operate a private tertiary institution under section 112 of the Act shall be in Form NCHE 4 in Schedule 1.

(2) The application referred to in subregulation (1) shall be accompanied by—

(a) a project proposal containing the information and particulars specified in section 112 (2) of the Act; and

(b) the fee prescribed in Schedule 2.

Issue of provisional licence to establish and operate a private tertiary institution

12. The National Council shall, on receipt of the application referred to in regulation 11, and subject to section 113 of the Act, issue a provisional licence to establish and operate a private tertiary institution to the applicant, upon payment of the fee prescribed in Schedule 2.

13. The National Council shall, when taking the decision to grant a provisional licence under Part XIX of the Act (Establishment of Private Tertiary Institutions) have regard to the checklist in Schedule 5.

Further matters to take into account when granting provisional licence

Classification and Registration of a Private Tertiary Institution

14. (1) Where, in accordance with section 113 of the Act, a private tertiary institution has been issued with a provisional licence and has held the licence for not less than two years, the private tertiary institution may apply to the National Council for a Certificate of Classification and Registration under section 114 of the Act.

Classification and registration of a private tertiary institution

(2) An application for a Certificate of Classification and Registration referred to in subregulation (1) shall be in Form NCHE 5 in Schedule 1 and shall be accompanied by—

(a) a project proposal containing the information specified in section 114(2);

(b) the fee prescribed in Schedule 2.

15. (1) The National Council may, subject to section 115(1) of the Act, issue a Certificate of Classification and Registration to a private tertiary institution.

Grant of certificate of classification and registration

(2) The National Council shall, in accordance with section 115(2) of the Act, as soon as practicable after issuing a Certificate of Classification and Registration, by legal notice, publish the Certificate in the *Gazette*.

16. (1) The National Council may, subject to section 117 of the Act, revoke the provisional licence or Certificate of Classification and Registration of a private tertiary institution.

Revocation of provisional licence or certificate of classification and registration

(2) The notice of intention to revoke the provisional licence or Certificate of Classification and Registration of a private tertiary institution under section 117 of the Act shall be in Form NCHE 6 in Schedule 1.

17. A person who contravenes these Regulations commits an offence and is liable, on conviction, to a fine not exceeding fifty currency points.

NATIONAL COUNCIL FOR HIGHER EDUCATION

SCHEDULE 1

Regulations 3, 6(2), 7 11, 14 and 16(2)

FORMS

FORM NCHE 1: APPLICATION FOR PROVISIONAL LICENCE TO ESTABLISH AND OPERATE A PRIVATE UNIVERSITY

FORM NCHE 2: NOTICE OF INTENTION TO REVOKE PROVISIONAL LICENCE OF A PRIVATE UNIVERSITY

FORM NCHE 3: APPLICATION FOR GRANT OF CHARTER TO A PRIVATE UNIVERSITY

FORM NCHE 4: APPLICATION FOR PROVISIONAL LICENCE TO ESTABLISH AND OPERATE A PRIVATE TERTIARY INSTITUTION

FORM NCHE 5: APPLICATION FOR CERTIFICATE OF CLASSIFICATION AND REGISTRATION OF A PRIVATE TERTIARY INSTITUTION.

FORM NCHE 6: NOTICE OF INTENTION TO REVOKE A PROVISIONAL LICENCE OR CERTIFICATE OF CLASSIFICATION AND REGISTRATION OF A PRIVATE TERTIARY INSTITUTION.

SCHEDULE I

FORMS

FORM NCHE 1

Regulation 3(1)

NATIONAL COUNCIL FOR HIGHER EDUCATION

**APPLICATION FOR A PROVISIONAL LICENCE TO
ESTABLISH AND OPERATE A PRIVATE UNIVERSITY**

(Fill all items on this form and append attachments wherever necessary.

Print or use capital letters. Hand in 10 copies)

1. PROPOSED NAME OF PRIVATE UNIVERSITY:

.....
.....

2. ADDRESS OF PRIVATE UNIVERSITY

(a) Postal address:

.....
.....
.....

(b) Fax number:.....

(c) E-mail address:

(d) Website address:.....

(e) Telephone: Fixed**Mobile:**

3. LOCATION AND LAND

(a) State the location of the proposed private university

.....
.....

(b) The size of land owned by the proposed private university
(Please attach a copy of the land title):

.....

(c) Size of land in current use:

.....

(d) Size of land for future use:

.....

(e) Year/s when all above plots of land were obtained:

.....

.....

(f) If the land on which the proposed private university is
leased or rented, provide a copy of the lease / tenancy
agreement.

.....

4. INFRASTRUCTURE TO SUPPORT THE DELIVERY OF
HIGHER EDUCATION

A. Buildings

State the total area in square metres of the following
buildings:

(i) Classrooms.....

(ii) Libraries

(iii) Science laboratories.....

(iv) Computer laboratories

(v) Staff houses

(vi) Number of staff houses

- (vii) Total number of administrative staff
- (viii) Total area for staff use
- (ix) Main building/Administrative block area
.....
- (x) Student welfare offices
- (xi) Health clinic/Sick bay area
- (xii) Hostel/Dormitory/Meeting Hall area
- (xiii) Provide a master plan of your campus, showing how
buildings relate to one another to create an attractive
academic atmosphere

B. Grounds and physical infrastructure

- (i) Area of playgrounds
.....
- (ii) The types of playgrounds available (e.g. tennis courts,
swimming pool etc.)
.....
- (iii) Area of vacant land within the campus, dedicated to
aesthetic and recreational use
.....
- (iv) Total mileage of roads and paths within the campus.
.....
.....
- (v) What are the sources of water for the private university
community?
.....

LAW DEVELOPMENT CENTRE
REFERENCE LIBRARY

(vi) Indicate the supply of power the private university intends to use?

.....
.....

(vii) Does the private university have land suitable for agriculture? If so, how many acres?

.....
.....

C. Transport

State the number and registration of vehicles the private university has or intends to have:

.....
.....
.....
.....

5. EDUCATIONAL FACILITIES IN PLACE

(a) Total number of library books

.....
.....

(b) Total number of textbooks

.....
.....
.....

(c) Dates of publication of the majority of books (Give in blocks of dates, 1960s, 1970s, 1990s, 2000s etc.)

.....
.....
.....

(d) Total number of computers for student use

.....
.....
.....

- (e) Total number of computers in the library
.....
.....
.....
- (f) Total number of computers for academic staff use
.....
.....
.....
- (g) Total number of computers for administration
.....
.....
- (h) What library computer programmes does the private university intend to use to search for and retrieve materials in the library and resource centres?
.....
.....
.....
- (i) State whether students have access to computers to locate reading materials in the library
.....
.....
.....
- (j) Is the private university on the net/web?
.....
.....
.....
- (k) State the number of chairs in the:
- (i) Libraries.....
 - (ii) Classrooms (lecture halls).....
 - (iii) Laboratories.....
 - (iv) Administration block.....

AMENDED
BY S.I NO. 6/ 2019

AW DEVELOPMENT CENTRE
REFERENCE LIBRARY

- (v) What facilities for student accommodation does the private university intend to have?
.....
.....
.....

6. ACADEMIC STAFF

- (a) How many academic staff does the private university intend to have?
.....
.....
.....
- (b) State the number of part-time staff the private university intends to have?
.....
.....

7. ADMINISTRATIVE AND SUPPORT STAFF

- (a) How many administrative staff does the private university intend to have?
.....
.....
.....
- (b) How many support staff does the private university intend to have?
.....
.....
- (c) Please give the names, qualifications and gender of the following officers of the private university—
- (i) Proposed members of the University Council
.....
.....
.....

(ii) Proposed Chancellor

.....
.....
.....

(iii) Proposed Vice Chancellor/Rector

.....
.....
.....
.....

(iv) Proposed University Secretary

.....
.....
.....

(v) Proposed Academic Registrar

.....
.....
.....

(vi) Deans of each of the faculties

.....
.....
.....

8. OWNERSHIP OF THE PRIVATE UNIVERSITY

(a) Please indicate who the owners of the private university are, clearly stating how they retain control (e.g. by having certain reserved places on the Council, Senate, appointment of Deans and other officers):

.....
.....
.....

(b) Who are the promoters of the private university?

.....
.....
.....

9. FINANCES AND THEIR MANAGEMENT

(a) What other assets, besides land and buildings, does the private university own? (Attach a separate sheet if necessary).....

.....
.....

(b) What is the proposed annual budget of the private university?

.....
.....
.....

(c) What is the proposed fees structure?

.....
.....
.....

(d) What percentage of the budget is derived from fees?

.....
.....
.....

(e) State other sources of income that will support the private university

.....
.....
.....

(g) How much of the budget is given to:

(i) Infrastructure development.....

.....
.....

(ii) Research and development

.....
.....

(iii) Computer hard and software

.....
.....
.....

(iv) Science laboratory equipment

.....
.....
.....

(v) Staff development

.....
.....
.....

(vi) What percentage of the budget is given to staff salaries?

.....
.....
.....

(vii) Who are the current bankers of the private university? (The National Council for Higher Education will verify all financial information including examination of bank accounts)

.....
.....
.....
.....

10. VISION OF THE PRIVATE UNIVERSITY

(a) What is the mission of the private university?

.....
.....
.....

(b) What is the vision of the private university?

.....
.....

- (c) What are the specific objectives of the private university?

.....
.....
.....

- (d) Provide a logo of the private university

- (e) Attach a strategic plan of the private university

.....
.....
.....

- (f) What programmes of study does the private university intend to offer ?

.....
.....
.....

- (g) What is the area of competence that the private university intends to do better at than other established private universities?

.....
.....
.....

- (h) What are the future planned programmes and when will they start?

.....
.....
.....

11. STUDENT POPULATION

- (a) Initial number of students the private university intends to have

.....
.....
.....

(b) Planned/estimated programme distribution of students
(number and percentage)

- (i) Arts.....
- (ii) Social sciences
- (iii) Basic science
- (iv) Arts education (Teaching).....
- (v) Science education
- (vi) Agriculture
- (vii) Medicine (medicine, pharmacy, dentistry)
.....
- (viii) Veterinary medicine
- (ix) Engineering/ Technology

12 **SIGNATURES OF THE OFFICERS OF THE PRIVATE
UNIVERSITY**

(a) **Chairperson** of Governing Council (*print, sign and date*)

.....(*Name*)

.....(*Signature*)

(*Date*)

(b) **Vice Chancellor or Rector** of the private university

.....(*Name*)

.....(*Signature*)

(*Date*)

(c) **Deputy Vice Chancellor or Vice Rector** of the private
university

.....(*Name*)

.....(*Signature*)

(*Date*)

We swear that all information submitted in items 1-11 is true and we shall stand by it in a court of law

13. Please attach a project proposal containing—

- (a) The name of the private university.
- (b) The physical location of the private university.
- (c) The aims and objectives for which the private university is to be established.
- (d) The membership and governance of the private university.
- (e) Sources of funding
- (f) The academic and senior administrative staff.
- (g) The financial control mechanisms in place.
- (h) Detailed explanation of the programmes to be offered.
- (i) The physical and educational facilities in place.

14. On receipt of the application, the National Council shall—

- (a) Examine the information provided and determine whether to send an Inspection Committee to verify the information.
- (b) A report of the Inspection Committee will be submitted and finalised within one month after the date of visitation.
- (c) If, after verifying the information at hand, the National Council is satisfied with the application, a Provisional Licence shall be issued.

NATIONAL COUNCIL FOR HIGHER EDUCATION

NOTICE OF INTENTION TO REVOKE PROVISIONAL
LICENCE OF A PRIVATE UNIVERSITY.

*(Under section 98(1) (b) of the Universities and Other Tertiary
Institutions Act, Act No. 7 of 2001)*

TO: The Vice Chancellor

.....
(Name of private university)

TAKE NOTICE THAT—

1. The National Council intends to revoke the provisional licence of.....*(Name of private university)* six months after the date of publication of this Notice in the *Gazette*.
2. The following are the reasons for the intended revocation of the provisional licence—
 - (a)
 - (b)
LAW DEVELOPMENT CENTRE
 - (c)
REFERENCE LIBRARY
 - (d)
 - (e)
3. On publication of this Notice, further recruitment of students shall cease.

.....
*Executive Director
National Council for Higher Education*

FORM NCHE 3

Regulation 7(2)

NATIONAL COUNCIL FOR HIGHER EDUCATION

APPLICATION FOR GRANT OF A CHARTER TO
A PRIVATE UNIVERSITY

*(Fill all items on this form and append attachments wherever necessary.
Print or use capital letters. Hand in 10 copies)*

1. NAME OF PRIVATE UNIVERSITY
.....
.....
2. ADDRESS OF PRIVATE UNIVERSITY
 - (a) Postal address:
.....
.....
.....
 - (b) Fax number:.....
 - (c) E-mail address:.....
 - (d) Website address:.....
 - (e) Telephone: FixedMobile:.....
3. DATE WHEN PROVISIONAL LICENCE WAS ISSUED
.....
.....
.....
4. LOCATION AND LAND
 - (a) State the location of the private university
.....
.....

- (b) Size of land owned by the private university (Please attach a copy of the land title):

.....
.....

- (c) Size of land in current use:

.....
.....

- (d) Size of land for future use:

.....
.....

- (e) Year s when all above plots of land were obtained:

.....
.....

- (f) If the land on which the private university is leased or rented, provide a copy of the lease/ tenancy agreement.

.....
.....

5. **INFRASTRUCTURE TO SUPPORT THE DELIVERY OF HIGHER EDUCATION**

A. Buildings

State the total area in square metres of the following buildings:

- (i) Classrooms
- (ii) Libraries
- (iii) Science laboratories
- (iv) Computer laboratories
- (v) Staff houses
- (vi) Number of staff houses

- (vii) Total number of administrative staff.....
- (viii) Total area for staff use
- (ix) Main building/Administrative block area
-
- (x) Student welfare offices
- (xi) Health clinic/Sick bay area
- (xii) Hostel/Dormitory/Meeting Hall area
- (xiii) Provide a master plan of your campus showing how
buildings relate to one another to create an attractive
academic atmosphere

B. Grounds and physical infrastructure

- (i) Area of playgrounds
.....
.....
- (ii) The types of playgrounds available (e.g. tennis courts,
swimming pool etc.)
.....
.....
- (iii) Area of vacant land within the campus dedicated to
aesthetic and recreational use
.....
.....
- (iv) Total mileage of roads and paths within the campus.
.....
.....
- (v) What are the sources of water for the private university
community?
.....
.....
.....

- (vi) Indicate the supply of power the private university intends to use?

.....
.....

- (vii) Does the private university have land suitable for agriculture? If so, how many acres?

.....
.....

C. Transport

State the number and registration of vehicles the private university has:

.....
.....
.....
.....
.....
.....

6. EDUCATIONAL FACILITIES IN PLACE

- (a) Total number of library books

.....
.....
.....

- (b) Total number of textbooks

.....
.....
.....

- (c) Dates of publication of the majority of books (give in blocks of dates, 1960s, 1970s, 1990s, 2000s etc.)

.....
.....
.....

LAW DEVELOPMENT CENTRE
REFERENCE LIBRARY

- (d) Total number of computers for student use
.....
.....
.....
- (e) Total number of computers in the library
.....
.....
.....
- (f) Total number of computers for academic staff use
.....
.....
.....
- (g) Total number of computers for administration
.....
.....
.....
- (h) What library computer programmes does the institution use to search for and retrieve materials in the library and resource centres?
.....
.....
.....
- (i) State whether students have access to computers to locate reading materials in the library.....
.....
.....
- (j) Is the private university on the net/web?
.....
.....
- (k) State the number of chairs in the:
(i) Libraries.....

- (ii) Classrooms (lecture halls)
- (iii) Laboratories.....
- (iv) Administration block.....
- (v) What facilities for student accommodation does the private university have?
.....
.....
.....
.....

7. ACADEMIC STAFF

- (a) How many academic staff does the private university have?
.....
.....
.....
- (b) Please, give the name of each of the academic staff employed by the private university (*attach a separate sheet*). Please indicate the academic qualifications of each member of staff.
.....
.....
.....
- (c) State the number of part-time staff working at the private university. Give the name of each part-time staff and academic qualifications.
.....
.....
.....
- (d) Indicate qualifications of the staff as follows—
 - (i) Ph. D. holders (*itemise the disciplines in which they are qualified*)
.....
.....
.....

(ii) Masters (*itemise disciplines in which they are qualified*)

.....
.....
.....

(iii) Bachelors

.....
.....
.....

(iv) Diploma holders

.....
.....
.....

(e) Average staff/student ratio:

.....
.....
.....

(f) Staff/student ratio for each of the programmes (*attach a separate sheet if necessary*)

.....
.....
.....

(g) Staff overload (i. e. workload in hours per week)

.....
.....
.....

8. ADMINISTRATIVE AND SUPPORT STAFF

(a) How many administrative staff does the private university have?

.....
.....
.....

- (b) How many support staff does the private university have?

.....
.....
.....

- (c) Please give the names, qualifications and gender of the following officers of the private university—

- (i) Members of the University Council

.....
.....
.....

- (ii) Members of the University Senate

.....
.....
.....

- (iii) Chancellor

.....
.....
.....

- (iv) Vice Chancellor/Rector

.....
.....
.....

- (v) University Secretary

.....
.....
.....

- (vi) Academic Registrar

.....
.....
.....
.....

(vii) Deans of each of the faculties

.....
.....
.....

9. OWNERSHIP OF THE PRIVATE UNIVERSITY

(a) Please indicate who the owners of the private university are, clearly stating how they retain control (e.g. by having certain reserved places on the Council, Senate, appointment of Deans and other officers):

.....
.....
.....

(b) Who are the promoters of the private university?

.....
.....
.....

10. FINANCES AND THEIR MANAGEMENT

(a) What other assets, besides land and buildings, does the private university own?(Attach a separate sheet if necessary)

.....
.....
.....

(b) What is the annual budget of the private university?

.....
.....
.....

(c) Attach the previous financial year's audited accounts (by a certified accountant)

.....
.....
.....

- (d) Fees structure
.....
.....
.....
- (e) What percentage of the budget is derived from fees?
.....
.....
.....
- (f) State other sources of income that support the private university
.....
.....
.....
- (g) How much of the budget is given to—
- (i) Infrastructure development
.....
.....
.....
- (ii) Research and development
.....
.....
.....
- (iii) Computer hard and software
.....
.....
.....
- (iv) Science laboratory equipment
.....
.....
.....
- (v) Staff development
.....
.....
.....

(vi) What percentage of the budget is given to staff salaries?

.....
.....
.....

(vii) Who are the current bankers of the private university? *(The National Council for Higher Education will verify all financial information, including examination of bank accounts)*

.....
.....
.....

11. VISION OF THE PRIVATE UNIVERSITY

(a) What is the mission of the private university?

.....
.....
.....

(b) What is the vision of the private university?

.....
.....
.....

(c) What are the specific objectives of the private university?

.....
.....
.....

(d) Provide a logo of the private university

.....
.....
.....

(e) Attach a strategic plan of the private university

.....
.....
.....

(f) What are the current programmes of study offered by the private university?

.....
.....
.....

(g) What is the area of competence that the private university intends to do better at than other established private universities?

.....
.....
.....

(h) What are the future planned programmes and when will they start?

.....
.....
.....

12. STUDENT POPULATION

(a) Total number of students

.....
.....
.....

(b) Number of female students

.....
.....
.....

(c) Number of male students

.....
.....
.....

- (d) Students with disabilities

- (e) Number of students by age and gender brackets i.e
- Below 20 years of age
 - 20-25 years of age
 - 25 years and over
-

- (f) Programme distribution of students (number and percentage)
- (i) Arts
 - (ii) Social sciences.....
 - (iii) Basic science.....
 - (iv) Arts education (Teaching).....
 - (v) Science education
 - (vi) Agriculture.....
 - (vii) Medicine (medicine, pharmacy, dentistry)
 - (viii) Veterinary medicine.....
 - (ix) Engineering/ Technology✓.....
- (g) Regions of origin of students
- (i) Eastern Region.....
 - (ii) Central Region.....
 - (iii) Northern Region
 - (iv) Western Region

(h) Non-Ugandans

(i) East Africans.....

(ii) Others.....

13. SIGNATURES OF THE OFFICERS OF THE PRIVATE UNIVERSITY

(a) Chairperson of Governing Council (*print, sign and date*)

.....(*Name*)

.....(*Signature*)

(*Date*)

(b) Vice Chancellor of the private university

.....(*Name*)

.....(*Signature*)

(*Date*)

(c) Deputy Vice Chancellor or Deputy Rector of the private university

.....(*Name*)

.....(*Signature*)

(*Date*)

We swear that all information submitted in items 1-12 is true and we shall stand by it in a court of law

Please note that:

- (a) Where the National Council is satisfied that the private university applying for a Charter has the capacity to deliver quality higher education as described in the application, the National Council shall appoint an Inspection Committee to make:
 - (i) an inquiry and ascertain the veracity of the information submitted;
 - (ii) an inquiry into the academic, administrative and social affairs of the private university;
 - (iii) any other inquiry and investigation relevant to the application.
- (b) The Inspection Committee shall, within six months after the date of its appointment, submit to the National Council a report on the private university applying for the Charter.
- (c) If, after consideration of the report of the Inspection Committee and any other relevant matter, the National Council is satisfied that—
 - (i) the draft Charter of the private university forms a sound basis for the academic, administrative and social organisation; and
 - (ii) the private university has effectively organised adequate human, physical, financial and other necessary resources capable of achieving the prescribed institutional standards; it shall recommend to the Minister that the private university be accredited.
- (d) The Minister shall, within ninety days after the date of receipt of a recommendation under section 101 of the Act submit the application and recommendations to the President.
- (e) The President shall grant a Charter in the form submitted by the applicant with the application to the relevant private university.

(f) The Minister shall, as soon as practicable after the granting of the Charter, by legal notice, publish the Charter in the *Gazette* and public print media.

(g) On the publication of a Charter, the private university—

- (i) shall be accredited;
- (ii) certificates, diplomas, degrees and other academic awards by the private university shall be recognised as comparable and equivalent in merit with those of other accredited and public universities in Uganda; and
- (iii) shall be a body corporate with perpetual succession and a common seal and may sue or be sued in its corporate name and may, for and in connection with its objects and functions—
 - (a) purchase, hold, mortgage, and dispose of any property whether movable or immovable;
 - (b) enter into any contract or transaction as may be expedient; and
 - (c) do or suffer any other act or thing as bodies may lawfully do or suffer.

LAW DEVELOPMENT CENTRE
REFERENCE LIBRARY

NATIONAL COUNCIL FOR HIGHER EDUCATION

APPLICATION FOR A PROVISIONAL LICENCE TO
ESTABLISH AND OPERATE A PRIVATE TERTIARY
INSTITUTION

*(Fill all items on this form and append attachments wherever necessary.
Print or use capital letters. HAND IN 10 COPIES)*

1. PROPOSED NAME OF PRIVATE TERTIARY INSTITUTION

.....
.....

2. ADDRESS OF PRIVATE TERTIARY INSTITUTION

(a) Postal address:.....

(b) Fax number:

(c) E-mail address:.....

(d) Website address:.....

(e) Telephone: FixedMobile:.....

3. LOCATION AND LAND

(a) State the location of the proposed institution

.....
.....

(b) Size of land owned by the institution *(Please attach a
copy of the land title):*

.....
.....

(c) Size of land in current use:

.....
.....

(d) Size of land for future use:

.....
.....

(e) Year/s when all above plots of land were obtained:

.....
.....

(f) If the land on which the proposed institution is leased or rented, provide a copy of the lease/tenancy agreement.

.....
.....

4. INFRASTRUCTURE TO SUPPORT THE DELIVERY OF HIGHER EDUCATION

A. Buildings

State the total area in square metres of the following buildings:

- (i) Classrooms
- (ii) Libraries
- (iii) Science laboratories.....
- (iv) Computer laboratories
- (v) Staff houses
- (vi) Number of staff houses
- (vii) Total number of administrative staff
- (viii) Total area for staff use
- (ix) Main Building/Administrative block area
- (x) Student welfare offices.....
- (xi) Health Clinic/Sick Bay area
- (xii) Hostel/Dormitory/Meeting Hall area

- (xiii) Provide a master plan of your campus showing **how** buildings relate to one another to create an attractive academic atmosphere

B. Grounds and physical infrastructure—

- (i) Area of playgrounds

.....
.....
.....

- (ii) The types of playgrounds available (*e.g. tennis courts, swimming pool etc.*)

.....
.....
.....

- (iii) Area of vacant land within the campus dedicated to aesthetic and recreational use

.....
.....
.....

- (iv) Total mileage of roads and paths within the campus.

.....
.....
.....

- (v) What are the sources of water for the institution community?

.....
.....
.....

- (vi) Indicate the supply of power the institution intends to use?

.....
.....
.....

- (vii) Does the institution have land suitable for agriculture?
If so, how many acres?

.....
.....
.....

C. Transport

State the number and registration of vehicles the institution has:

.....
.....
.....

5. EDUCATIONAL FACILITIES IN PLACE

- (a) Total number of library books

.....
.....
.....

- (b) Total number of textbooks

.....
.....
.....

- (c) Dates of publication of the majority of books (give in
blocks of dates, 1960s, 1970s, 1990s, 2000s etc.)

.....
.....
.....

- (d) Total number of computers for student use

.....
.....
.....

- (e) Total number of computers in the library

.....
.....
.....

- (f) Total number of computers for academic staff use
.....
.....
.....
- (g) Total number of computers for administration
.....
.....
- (h) What library computer programmes does the institution intend to use to search and retrieve materials in the library and resource centres?
.....
.....
.....
- (i) State whether students have access to computers to locate reading materials in the library
.....
.....
.....
- (j) Is the institution on the net/web?
.....
.....
- (k) State the number of chairs in the:
- (i) Libraries.....
 - (ii) Classrooms (lecture halls).....
 - (iii) Laboratories.....
 - (iv) Administration block.....
 - (v) What facilities for student accommodation does the institution intend to have?
.....
.....
.....

6. ACADEMIC STAFF

- (a) How many academic staff does the institution intend to have?

.....
.....
.....

- (b) Please, give the name of each of the academic staff employed by the institution (*attach a separate sheet*). Please indicate the academic qualifications of each member of staff.

.....
.....
.....

- (c) State the number of part-time staff working at the institution. Give the name of each part-time staff and academic qualifications.

.....
.....
.....

- (d) Indicate qualifications of staff as follows—

- (i) Ph. D. holders (*itemise the disciplines in which they are qualified*)

.....
.....
.....

- (ii) Masters (*itemise disciplines in which they are qualified*)

.....
.....

- (iii) Bachelors

.....
.....

(iv) Diploma holders

.....
.....
.....

(e) Average staff/student ratio:

.....
.....
.....
.....

(f) Staff/student ratio for each of the programmes
(attach a separate sheet if necessary)

.....
.....
.....
.....

(g) Staff overload (i. e. workload in hours per week)

.....
.....
.....
.....

7. ADMINISTRATIVE AND SUPPORT STAFF

(a) How many administrative staff does the institution intend to have?

.....
.....
.....

(b) How many support staff does the institution intend to have?

.....
.....
.....

(c) Please give the names, qualifications and gender of the following officers of the institution—

(i) Members of the Governing Council

.....
.....
.....

(ii) Addresses, representation and occupation of each member of the Governing Council

.....
.....
.....

(iii) Chairperson of the Governing Council

.....
.....
.....

(iv) Vice Chairperson of the Governing Council

.....
.....

(v) Principal

.....
.....
.....

(vi) Academic Registrar

.....
.....
.....

(vii) Heads of each of the academic divisions

.....
.....
.....

(viii) Members of Academic Board

.....
.....
.....

8. OWNERSHIP OF THE TERTIARY INSTITUTE COLLEGE

- (a) Please indicate who the owners of the institution are, clearly stating how they retain control (e.g. by having certain reserved places on the council, appointment of heads of divisions/departments)

.....
.....
.....
.....

- (b) Who are the promoters of the institution?

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...

9. FINANCES AND THEIR MANAGEMENT

- (a) What other assets, besides land and buildings, does the institution own? (*Attach a separate sheet if necessary*)

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.....
.....
.....
.....

- (b) What is the annual budget of the institution?

.....
.....
.....

- (c) Proposed fees structure

.....
.....
.....

(e) What percentage of the budget does the institution intend to derive from fees?

.....
.....

(f) State other sources of income that support the institution

.....
.....
.....

(g) How much of the budget is given to—

(i) Infrastructure development

.....
.....
.....

(ii) Research and development

.....
.....
.....

(iii) Computer hard and software

.....
.....

(iv) Science laboratory equipment

.....
.....
.....

(v) Staff development

.....
.....
.....

(h) What percentage of the budget is given to staff salaries?

.....
.....
.....

- (i) Who are the current bankers of the institution? *(The National Council for Higher Education will verify all financial information including examination of bank accounts)*

.....
.....
.....

10. VISION OF THE INSTITUTION

- (a) What is the mission of the institution?

.....
.....
.....

- (b) What is the vision of the institution?

.....
.....
.....

- (c) What are the specific objectives of the institution?

.....
.....
.....

- (d) Provide a logo of the institution

.....
.....
.....

- (e) Attach a strategic plan of the institution

.....
.....
.....

- (f) What are the current programmes of study the institution intends to offer?

.....
.....
.....

- (g) What is the area of competence that the institution intends to do better at than other established institutions?

.....
.....
.....

- (h) What are the future planned programmes and when will they start?

.....
.....
.....

11. STUDENT POPULATION

AMENDED
BY S.I NO. 6/ 2019

- (a) Total number of students

.....
.....
.....

- (b) Planned programme distribution of students (number and percentage)

(i) Vocational training (Name/ Disciplines)

(ii) Technical (name/Disciplines).....

(iii) Basic science.....

(iv) Arts education (Teaching).....

(v) Science education.....

(vi) Agriculture.....

(vii) Medicine (medicine pharmacy, dentistry)
.....

(viii) Veterinary medicine.....

(ix) Engineering/ Technology.....

12. SIGNATURES OF OFFICERS OF THE INSTITUTION

- (a) Chairperson of Governing Council (*print, sign and date*)

.....(*Name,*

.....(*Signature,*
(*Date*)

- (b) Principal of the institution

.....(*Name,*

.....(*Signature,*
(*Date*)

- (c) Deputy Principal of the institution

.....(*Name,*

.....(*Signature,*
(*Date*)

*We swear that all information submitted in items 1-11
is true and we shall stand by it in a court of law.*

13. Please attach a project proposal containing:

- (a) The name of the private tertiary institution.
- (b) The physical location of the private tertiary institution
- (c) The aims and objectives for which the private tertiary institution is to be established
- (d) The membership and governance of the private tertiary institution
- (e) Sources of funding

- (f) The academic and senior administrative staff
- (g) The financial control mechanisms in place
- (h) Detailed explanation of the programmes to be offered
- (i) The physical and educational facilities in place.

14. On receipt of the application, the National Council shall—

- (a) Examine the information provided and determine whether to send an inspection committee to verify the information.
- (b) A report of the inspection committee shall be submitted and finalised within a month from the date of inspection.
- (c) If after verifying the information at hand, the National Council is satisfied with the application, it shall issue a provisional licence.

FORM NCHE 5

Regulation 14(2)

NATIONAL COUNCIL FOR HIGHER EDUCATION

APPLICATION FOR A CERTIFICATE OF CLASSIFICATION
AND REGISTRATION FOR A PRIVATE TERTIARY INSTITUTION

*(Fill all items on this form and append attachments wherever necessary,
use a print form or capital letters. Hand in 10 copies)*

1. NAME OF PRIVATE TERTIARY INSTITUTION:
.....
.....
2. ADDRESS OF PRIVATE TERTIARY INSTITUTION
 - (a) Postal address:
.....
.....
 - (b) Fax number:.....
 - (c) E-mail address:.....
 - (d) Website address:.....
 - (e) Telephone: FixedMobile:.....
3. DATE WHEN PROVISIONAL LICENCE WAS FIRST
ISSUED *(attach a photocopy of the licence)*
4. LOCATION AND LAND
 - (a) State the location of the institution
.....
.....
 - (b) Size of land owned by the institution *(Please attach a
copy of the land title):*
.....
.....

- (c) Size of land in current use:
.....
.....
- (d) Size of land for future use:
.....
.....
- (e) Year/s when all above plots of land were obtained:
.....
.....
- (f) If the land on which the proposed institution is leased or rented, provide a copy of the lease/ tenancy agreement.
.....
.....

5. INFRASTRUCTURE TO SUPPORT THE DELIVERY OF HIGHER EDUCATION

A. Buildings

State the total area in square metres of the following buildings:

- (i) Classrooms.....
- (ii) Libraries.....
- (iii) Science laboratories.....
- (iv) Computer laboratories.....
- (v) Staff houses.....
- (vi) Number of staff houses.....
- (vii) Total area of administrative staff.....
- (viii) Total area for staff use.....
- (ix) Main building/Administrative block area
- (x) Student welfare offices.....
- (xi) Health Clinic/Sick bay area
- (xii) Hostel/Dormitory/Meeting Hall area.....

B. Grounds and physical infrastructure

- (i) Area of playgrounds
.....
.....
- (ii) The types of playgrounds available (*e.g. tennis courts, swimming pool etc.*)
.....
.....
- (iii) Area of vacant land within the campus dedicated to aesthetic and recreation use
.....
.....
- (iv) Total mileage of roads and paths within the campus.
.....
.....
- (v) What are the sources of water for the institution community?
.....
.....
- (vi) Indicate the supply of power the institution intends to use?
.....
.....
- (vii) Does the institution have land suitable for agriculture? If so, how many acres?
.....
.....
- (viii) Provide a master plan of the campus showing how buildings relate to each other to create an attractive academic atmosphere
.....
.....

C. Transport

State the number and registration of vehicles the institution has:

.....
.....
.....

6. EDUCATIONAL FACILITIES IN PLACE

(a) Total number of library books

.....
.....

(b) Total number of textbooks

.....
.....

(c) Dates of publication of the majority of books (give in blocks of dates, 1960s, 1970s, 1990s, 2000s etc.)

.....
.....

(e) Total number of computers in the library

.....
.....

(f) Total number of computers for academic staff use

.....
.....

(g) Total number of computers for administration

.....
.....

(h) What library computer programmes does the institution intend to use to search for and retrieve materials in the library and resource centres?

.....
.....

- (i) State whether students have access to computers to locate reading materials in the library

.....
.....

- (j) Is the institution on the net/web?

.....
.....

- (k) State the number of chairs in the:

(i) Libraries

(ii) Classrooms (lecture halls)

(iii) Laboratories.....

(iv) Administration block.....

(v) What facilities for student accommodation does the institution have?

.....
.....
.....

7. ACADEMIC STAFF

- (a) How many full time academic staff does the institution have?

.....
.....
.....

- (b) Please, give the name of each of the academic staff employed by the institution (*attach a separate sheet*). Please indicate the academic qualifications of each member of staff.

.....
.....
.....

- (c) State the number of part-time staff working at the institution. Give the name of each part-time staff and academic qualifications.

.....
.....
.....

- (d) Indicate qualifications of the staff as follows—

- (i) Ph. D. holders (*itemise the disciplines in which they are qualified*)

.....
.....
.....

- (ii) Masters (*itemise disciplines in which they are qualified*)

.....
.....
.....

- (iii) Bachelors

.....
.....

- (iv) Diploma holders

.....
.....
.....

- (e) Average staff/student ratio:

.....
.....

- (f) Staff/student ratio for each of the programmes (*attach a separate sheet if necessary*)

.....
.....

- (g) Staff overload (*i.e. workload in hours per week*)

.....
.....

LAW DEVELOPMENT CENTRE
REFERENCE LIBRARY

8. ADMINISTRATIVE AND SUPPORT STAFF

- (a) How many administrative staff does the institution have?

.....
.....

- (b) How many support staff does the institution have?

.....
.....
.....

- (c) Please give the names, qualifications and gender of the following officers of the institution—

- (i) Members of the Governing Council

.....
.....
.....

- (ii) Addresses, representation and occupation of each member of the Governing Council

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- (iii) Chairperson of the Governing Council

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- (iv) Vice Chairperson of the Governing Council

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.....

- (v) Principal

.....
.....
.....

(vi) Academic Registrar

.....
.....

(vii) Heads of each of the academic divisions

.....
.....

(viii) Members of Academic Board

.....
.....
.....

9. OWNERSHIP OF THE TERTIARY INSTITUTE/
COLLEGE

(a) Please indicate who the owners of the institution are,
clearly stating how they retain control (e.g. by having
certain reserved places on the council, appointment of
heads of divisions/departments)

.....
.....
.....

(b) Who are the promoters of the institution?

.....
.....
.....

10. FINANCES AND THEIR MANAGEMENT

(a) What other assets, besides land and buildings, does the
institution own? (*Attach a separate sheet if necessary*)

.....
.....
.....

(b) What is the annual budget of the institution?

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.....
.....

- (c) Attach the previous financial year's audited accounts
(by a certified accountant)

.....
.....
.....

- (d) Fees structure

.....
.....
.....

- (e) What percentage of the budget is derived from fees?

.....
.....
.....

- (f) State other sources of income that support the
institution

.....
.....
.....

- (g) How much of the budget is given to—

- (i) Infrastructure development

.....
.....
.....

- (ii) Research and development

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.....

- (iii) Computer hard and software

.....
.....
.....

(iv) Science laboratory equipment

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.....

(v) Staff development

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.....

(vi) What percentage of the budget is given to staff salaries?

.....
.....
.....

(vii) Who are the current bankers of the institution?
*(The National Council for Higher Education will
verify all financial information, including
examination of bank accounts)*

.....
.....
.....

11. VISION OF THE INSTITUTION

(a) What is the mission of the institution?

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.....
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(b) What is the vision of the institution?

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.....
.....

(c) What are the specific objectives of the institution?

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.....

- (d) Provide a logo of the institution
.....
.....
.....
- (e) Attach a strategic plan of the institution
.....
.....
.....
- (f) What are the current programmes of study offered by the institution?
.....
.....
.....
- (g) What is the area of competence that the institution intends to do better than other established institutions?
.....
.....
.....
- (h) What are the future planned programmes and when will they start?
.....
.....
.....

12. STUDENT POPULATION

- (a) Total number of students
.....
.....
.....
- (b) Number of female students
.....
.....
.....

- (c) Number of male students
.....
.....
.....
- (d) Number of students with disabilities
.....
.....
.....
- (e) Number of students by age and gender brackets i.e
Below 20 years
20-25 years
25 years and over
.....
.....
.....
- (f) Programme distribution of students (number and percentage)
- (i) Vocational training (Name/ Disciplines).....
 - (ii) Technical (Name/ Disciplines).....
 - (iii) Basic science
 - (iv) Arts education (Teaching).....
 - (v) Science education.....
 - (vi) Agriculture
 - (vii) Medicine (medicine, pharmacy, dentistry)
 - (viii) Veterinary medicine
 - (ix) Engineering/ Technology
- (g) Regions of origin of students
- (i) Eastern Region

- (ii) Central Region
- (iii) Northern Region
- (iv) Western Region
- (h) Non-Ugandans
- (i) East Africans
- (ii) Others

13. SIGNATURES OF OFFICERS OF THE INSTITUTION

- (a) Chairperson of Governing Council (*print, sign and date*)

.....(*Name*)

.....(*Signature*)

(*Date*)

- (b) Principal of the institution

.....(*Name*)

.....(*Signature*)

(*Date*)

- (c) Deputy Principal of the institution

.....(*Name*)

.....(*Signature*)

(*Date*)

<p>We swear that all information submitted in items 1-12 is true and we shall stand by it in a court of law</p>

FORM NCHE 6

Regulation 16(2)

NATIONAL COUNCIL FOR HIGHER EDUCATION

NOTICE OF INTENTION TO REVOKE PROVISIONAL
LICENCE OR CERTIFICATE OF CLASSIFICATION AND
REGISTRATION OF A PRIVATE TERTIARY INSTITUTION*
*(Under section 117 of the Universities and Other Tertiary Institutions Act,
Act No. 7 of 2001)*

To: The Principal

..... *(Name of private tertiary institution)*

TAKE NOTICE THAT—

1. The National Council intends to revoke the provisional licence/certificate of classification and registration* of.....*(Name of private tertiary institution)* six months after the date of publication of this Notice in the Gazette.
2. The following are the reasons for the intended revocation of the provisional licence/certificate of classification and registration*—
 - (a)
 - (b)
 - (c)
 - (d)
3. On publication of this Notice, further recruitment of students shall cease.

.....
Executive Director
National Council for Higher Education

**(Delete whichever is inapplicable)*

SCHEDULE 2

NATIONAL COUNCIL FOR HIGHER EDUCATION

*Regulation 3(2), 5(1), 7(2) 8 (4),
11 (2), 12 and 14 (2).*

FEES

<i>Activity</i>	<i>Currency Point</i>	<i>Equivalent in Uganda shillings</i>
1. Application for provisional licence to establish and operate a private university.	5	100,000
2. Fee for provisional licence to establish and operate a private university.	350	7,000,000
3. Application for grant of Charter.	5	100,000
4. Charter certificate for private university.	500	10,000,000
5. Application for provisional licence to establish and operate a private tertiary institution.	5	100,000
6. Fee for provisional licence to establish and operate a private tertiary institution	150	3,000,000
7. Application for certificate of classification and registration	5	100,000
8. Fee for certificate of classification and registration	200	4,000,000
9. Inspection fees	400	8,000,000

One currency point is equivalent to twenty thousand shillings

Note that the fees above are subject to revision by the National Council

SCHEDULE 3

Regulation 8(3)

NATIONAL COUNCIL FOR HIGHER EDUCATION

FORMAT FOR PREPARING INSPECTION REPORT

(Under section 101(2) of the Act)

(The inspection report should be thorough and as detailed as possible. The following format should be followed as closely as possible but inspectors are free to add annexes to cover areas not appropriately addressed in this format)

1. Name of the institution (if registered, the official name must take precedence)
2. Address of the institution (includes location, sub-county, county and districts)
3. Contact address (includes box office numbers, telephone, e-mail, web page, fax, and any other electronic contact).
4. Land ownership
 - (a) Size of land the institution owns (attach a photocopy of land title or other proof of ownership)
 - (b) Land leased (include lease agreement)
 - (c) Encumbrances on the land (attach documents)
 - (d) Current size of land occupied by institution.
5. Governance
 - (i) Council (Give names, occupation and full addresses of all members of Council.
 - (ii) Give name, address, occupation and full address of chairperson of Council. (A full address includes items 2 and 3 above)
 - (iii) Senate
Give a list of all members of the Senate, their names, occupation and full addresses and qualifications.

- (iv) **Deans**
Give names of all Deans or heads of divisions, including their qualifications, experience and publications.
- (v) **Heads of Department**
Give names of all heads of department, their qualifications and how long they have worked with the institution.
- (vi) **Administration**
- (a) **Chief Executive:** Give names of the Chief Executive or Vice Chancellor or Rector, his or her qualifications, experience, age, publications and monthly salary scale.
 - (b) **Academic Registrar**
Give names and qualifications of the Academic Registrar
 - (c) **Librarian**
Give the names and qualifications of the librarian
 - (d) **Other administrators**
Give the names, qualifications and experience of other administrators such as the private university Secretary, the Dean of Students, the Bursar/Accountant, the Medical officer, and the Wardens and other administrators.
- (vii) **Academic Staff Association/ Union**
- (a) Give the names of officers of a freely elected academic staff association.
 - (b) Attach the constitution/instruments that govern the staff association.

6. Infrastructure

(i) Classroom Space

Using the checklist in Schedule 4, locate the league position of the classroom space in the five columns given on the checklist. (Use of a tape measure is necessary to assist you to state the exact ratio of student to classroom area and determine if this institution has sufficient classroom space).

(ii) Library space

Using the checklist in Schedule 4, locate the league position of the library space in the five columns given on the checklist. (Use of a tape measure is necessary to assist you to state the exact ratio of student to library area and determine if this institution has sufficient library space).

(iii) Science Laboratories Area

Use the checklist in Schedule 4

Institutions that offer science should get an affirmative extra point in licensing.

(iv) Computer laboratory area

Use checklist in Schedule 4

(v) Administrative staff area

Use checklist in Schedule 4

(vi) Academic staff working space

Use checklist in Schedule 4

(vii) Sport fields

Sports are an important component of education. Please indicate the available and planned sports facilities.

(viii) Facilities for the disabled

State their availability and what types are in use.

(ix) Conference hall

State area, capacity and fitness for the purposes it performs

(x) Staff office area

(xi) Student union offices area

- (xii) If institution is residential include:
 - Accommodation facilities for students
 - Kitchen and dining facilities.
- (xiii) Medical facilities
- 7. Academic staff

The quality of the academic staff determines the quality of a tertiary institution. In this section, therefore, it is not only numbers that you should focus on but also qualifications, sufficiency, contact hours as follows:

 - (i) Total number of staff
 - (ii) Staff/student ratios in each programme
 - (iii) Qualifications
 - (iv) Contact hours
 - (v) Percentage of part-time staff.
- 8. Education facilities include:
 - (i) Chairs in the library, classrooms, laboratories and total number
 - (ii) Books in the institutions, their relevance and modernity regency (books that are over ten years are out moded). Include student to book ratios.
 - (iii) Computers, internet access and online facilities.
- 9. Financial Health

Besides the items in the checklist in Schedule 4, find out whether there is a fund that can support students if the institution ceases to exist. Should Council be definite and put a figure? Should they be forced to take out insurance against the institution in case it is on the verge of ceasing to exist?
- 10. Strategic Plan

Evaluate the strategic plan of the institution. If a strategic plan is available, evaluate the future prospects of the institution for the next ten years based on what you have experience.
- 11. Recommendations

Give recommendations, supported by a summary of the facts on the ground, whether the National Council should grant a licence or not.

SCHEDULE 4

Regulation 9

NATIONAL COUNCIL FOR HIGHER EDUCATION CHECKLIST OF QUALITY AND UNIVERSITIES CAPACITY INDICATORS FOR ASSESSMENT OF UNIVERSITIES AND PROGRAMMES UNDER THE UNIVERSITIES AND OTHER TERTIARY INSTITUTIONS ACT, 2001.

Item	Ideal	Good	Acceptable	Can be improved	Unacceptable
1. LAND FOR CAMPUS/URBAN	• 10-30 acres	• 5 – 10 acres	• 3 – 5 acres	• 3 acres	• Less than 3 acres
2. LAND FOR CAMPUS: RURAL	• 50 acres or over	• 30 – 50 acres	• 20 - 30 acres	• 10 acres	• Less than 10 acres
3. GOVERNANCE:					
(i) Council	• In control of policy	• Operational	• In place	• To be elected	• Does not meet
(ii) Senate	• Supervises all academic policy	• Meets often	• In place	• Meets when need arises	• Administration to make decisions
(iii) Administration	• Appointed by Council	• Respects administrative structures	Consults with staff and students	• Meets with staff	• Insensitive to staff concerns
(iv) Staff and student unions	• Staff and student union involved fully	• Staff and student unions consulted	• Staff and student unions exist	• Staff and student unions present	• Staff and student unions absent

<i>Item</i>	<i>Ideal</i>	<i>Good</i>	<i>Acceptable</i>	<i>Can be improved</i>	<i>Unacceptable</i>
4. INFRASTRUCTURE					
(i) Classroom space	• 2.5m ² per one student	• 2m ² per one student	• 1m ² per 1 student	• 1m ² per 4 students	• 1m ² per over 5 students
(ii) Library space	• 2.5m ² per one student	• 2m ² per one student	• 1m ² per 1 student	• 1m ² per 4	• 1m ² per over 5 students
(iii) Science laboratories	• 3m ² per one student	• 2.5m ² per one student	• 1m ² per 1 student	• 1m ² per 4 students	• 1m ² per over 5 students
(iv) Computer laboratory	• 3m ² per one student	• 2.5m ² per one student	• 1m ² per 1 student	• 1m ² per 4 students	• 1m ² per over 5 students
(v) Administrative Staff	• 5m ² per one staff	• 4m ² per administrative staff	• 3m ² per one staff	• 2m ² per administrative staff	• 1 or less m ² per staff
(vi) Academic Staff	• 5m ² per one staff	• 4m ² per one staff	• 3m ² per staff	• 2m ² per staff	• 1 or less m ² per staff
(vii) Sports field	• 1 field for 500 registered students	• 1 field for 1000 students	• 1 field for 1500 students	• 1 field for 2000 students	• 1 field for 2500 or more

Item	Ideal	Good	Acceptable	Can be improved	Unacceptable
(viii) Facilities for the disabled	• All Buildings	• All Classrooms	• Only on a few	• Planning to have	• No plan at all
(ix) Tennis court, swimming pool, volleyball, hockey and cricket	• 1 field for each sport for 1000 students	• 1 of each field for each 1500 students	• 1 of each field for 2000 students	• 1 of each field for 2500 students	• 1 of each field for over 2500 students
(x) Conference hall	• One for 500 registered students	• One for 750 registered students	• One for 1000 registered students	• One for 1500 registered students	• One for over 2000 registered students
(xi) Student union offices	• 20 m ² for 300 registered students	• 20m ² for 500 students	• 20m ² for 1000 students	• 20m ² for 1200 students	• 20m ² for over 1500 registered
5. ACADEMIC STAFF					
(a) Staff/student ratio:					
• General	• 1:15	• 1:20	• 1:25	• 1:40	• 1:50 or more
• Arts/Social Sciences	• 1:15	• 1:25	• 1:30	• 1:50	• 1:60 or more
• Medicine, Veterinary, Pharmacy Dentist	• 1:8	• 1:15	• 1:20	• 1:25	• 1:26 or more
• Science based profession Agriculture, Forestry, Technology	• 1:10	• 1:15	• 1:20	• 1:25	• 1:26 or more
• Other professions – Law, Education, Statistics	• 1:15	• 1:20	• 1:25	• 1:30	• 1:30 or more

Item	Ideal	Good	Acceptable	Can be improved	Unacceptable
(b) Qualifications (staff development)					
• Ph.D Holders	• 60% of staff	• 50% of staff	• 15-50% of staff	• 10% of staff	• Less than 10% of staff
• Masters Holders	70% or more of staff	• 60% of staff	• 50% of staff	• 40% of staff	• Less than 30%
(c) Contact hours for academic staff	• 10 hrs/week	• 15 hrs/week	• 20 hrs/week	• 30 hrs/week	• 30 hrs or more a week
(d) Percentage of part-timers	• 20% of staff	• 30%	• 35%	• 40%	• Over 50%
6. EDUCATION FACILITIES					
• Student: Library book ratio (relevant and diversity)	• 1:40	• 1:30	• 1:20	• 1:10	• less than 1: 10
• Computer: Student ratio	• 1 computer:5 students	• 1:10	• 1:20	• 1:25	• more than 1: 30
• Access to Internet: 1 student: hrs	1:20hrs access	• 1:10hrs	• 1:5hrs	• 1:3hrs	• None at all
7. FINANCIAL HEALTH					
• Percentage of budget received	• 100%	• 80%	• 75%	• 70%	• Less than 50%
• Percentage of deficit over expenditure	• NIL	• Less than 10%	• Less than 20%	• Less than 25%	• Over 35%
• Proportion of budget spent on salaries	• 50%	• 60%	• 65%	• 70%	• Over 75%
• Percentage of income derived from fees	• 25-35% of budget	• 40%	• 45%	• 50%	• Over 75%

<i>Item</i>	<i>Ideal</i>	<i>Good</i>	<i>Acceptable</i>	<i>Can be improved</i>	<i>Unacceptable</i>
8. FACILITIES FOR THE DISABLED (EXPERT ADVICE WILL BE SOUGHT)	• All facilities available	• Most of the facilities in place	• Facilities are being put in place	• Council has endorsed their construction	• Nothing is in place or being planned
9. GENDER SENSITIVITY	• Comprehensive affirmative action regulation to increase access for women and other disadvantaged groups in place	• 75% of the needed rules and regulations in place	• Council has approved a comprehensive list of them	• Council Committee has drafted rules and regulations	• Nothing is being planned.
10. STRATEGIC PLAN	• Being implemented	• Has been approved by Univ. Council	• Is before Senate or Council	• Being drafted	• None is being worked on
11. PUBLICATIONS BY STAFF	• Over 10 books a year	• 5 – 10 books a year	• 1 – 5 books a year	• One book a year	• No publication at all
12. RESEARCH PROJECTS WON BY STAFF	• Over 10 projects won	• 5 – 10 projects won	• 1 – 5 projects won	• One project won a year	• No research going on
13. PERCENTAGE OF INST. GRADUATES EMPLOYED IN YEAR OF GRADUATION	• 100%	• 80%	• 40 – 60%	• 40%	• 0 – 40%

SCHEDULE 5

Regulation 13

NATIONAL COUNCIL FOR HIGHER EDUCATION: CHECKLIST OF QUALITY AND OTHER TERTIARY INSTITUTIONS CAPACITY INDICATORS FOR ASSESSMENT OF OTHER TERTIARY INSTITUTIONS AND PROGRAMMES UNDER THE UNIVERSITIES AND OTHER TERTIARY INSTITUTIONS ACT, 2001

Item	Unacceptable	Can be improved	Acceptable	Good	Ideal
1. LAND FOR CAMPUS/URBAN	• Less than 1/2 Acres	1 Acre	• 1 - 2 Acres	• 2 -3 Acres	• 3 Acres
2. LAND: RURAL	• Less than 3 Hectares	• 3-5 Acres	• 5 - 10 Acres	• 10 – 15 Acres	• 20 Acres or over
3. TENANCY AGREEMENT	2 years	4 years	5 years	8 years	10 years
4. GOVERNANCE:					
(v) Staff Appointment	• Not appointed/elected	• Not formally appointed/elected	• In process of formalising appointment/election	• Appointed/ Elected by delegated Authority	Appointed/Elected by legal Authority
(vi) Student Unions	• Not appointed/elected	• Not formally appointed/elected	• In process of formalising appointment/election	• Appointed/ Elected by delegated Authority	Appointed/Elected by legal Authority
(vii) Management	• Does not meet with staff	• Meets with staff	• Consults with staff and students	• Meets and follows up an issue	• Respects Administrative structures

<i>Item</i>	<i>Unacceptable</i>	<i>Can be improved</i>	<i>Acceptable</i>	<i>Good</i>	<i>Ideal</i>
5. UTILITIES					
i) Water supply	None at all	In few buildings	In 50% of buildings	In 75% of buildings	In all buildings
ii) Electricity	None at all	In few buildings	In 50% of buildings	In 75% of buildings	In all buildings
iii) Telephone	None at all	In few buildings	In 50% of buildings	In 75% of buildings	In all buildings
6. PLACE OF WORSHIP	Off campus more than 2 km	Off campus accessible within 2 km	Off campus accessible within 1 km	On campus 1 denomination	On campus more than 1 denominations
7. WORKSHOP	1m ² per student	2m ² per student	3m ² per student	4m ² per student	5m ² per student
8. INFRASTRUCTURE					
(i) Classroom space	• 0.8m ² per over 5 students	• 0.8m ² per 4 students	• 0.8m ² per 1 student	• 1.6m ² per one student	• 2.0m ² per one student
(ii) Library space	• 1m ² per over 5 students	• 0.8m ² per 4 students	• 0.8m ² per 1 student	• 1.6m ² per one student	• 2.0m ² per one student
(iii) Science laboratories	• 0.8m ² per over 5 students	• 0.8m ² per 4 students	• 0.8m ² per 1 student	• 2.0m ² per one student	• 2.4m ² per one student
(iv) Computer laboratory	• 0.8m ² per over 5 students	• 0.8m ² per 4 students	• 0.8m ² per 1 student	• 2.0m ² per one student	• 2.4m ² per one student
(v) Administrative Staff	• 1 or less m ² per staff	• 2m ² per administrative staff	• 3m ² per one staff	• 4m ² per administrative staff	• 5m ² per one staff
(vi) Academic Staff	• 1 or less m ² per staff	• 2m ² per staff	• 3m ² per staff	• 4m ² per one staff	• 5m ² per one staff
(vii) Sports field	• 1 field for 3000 or more	• 1 field for 2400 students	• 1 field for 1800 students	• 1 field for 1200 students	• 1 field for 600 registered students

<i>Item</i>	<i>Unacceptable</i>	<i>Can be improved</i>	<i>Acceptable</i>	<i>Good</i>	<i>Ideal</i>
(viii) Facilities for the disabled	• No plan at all	• Planning to have	• Only on a few	• All Classrooms	• All Buildings
(ix) Tennis Court, Swimming pool, Volleyball, Hockey and Cricket	• 1 of each field for over 3000 students	• 1 of each field for 3000 students	• 1 of each field for 2400 students	• 1 of each field for each 1800 students	• 1 field for each sport for 1200 students
(x) Conference hall	• One for over 2000 registered students	• One for 1500 registered students	• One for 1000 registered students	• One for 750 registered students	• One for 500 registered students
(xi) Student union offices	• 20m ² for over 1500 registered students	• 20m ² for 1200 students	• 20m ² for 1000 students	• 20m ² for 500 students	• 20 m ² for 300 registered students
9. ACADEMIC STAFF					
(a) Staff/student ratio					
General	• 1:60 or more	• 1:50	• 1:40	• 1:30	• 1:20
• Arts/Social Sciences/Business	• 1:70 or more	• 1:60	• 1:50	• 1:40	• 1:30
• Medicine, Veterinary, Pharmacy Dentist	• 1:32 or more	• 1:26	• 1:24	• 1:18	• 1:10
• Science based profession Agriculture, Forestry, Technology	• 1:40 or more	• 1:30	• 1:24	• 1:18	• 1:12
• Other professions – Law, Education, Statistics	• 1:40 or more	• 1:36	• 1:30	• 1:24	• 1:18

<i>Item</i>	<i>Unacceptable</i>	<i>Can be improved</i>	<i>Acceptable</i>	<i>Good</i>	<i>Ideal</i>
(b) Qualifications (staff development)					
• PhD Holders	• Not applicable	• None	• 2% of staff	• 2-5% of staff	• 5% of staff
• Masters Holders	• Not applicable	• 2% of staff	• 5% of staff	• 10% of staff	30% or more of staff
• Bachelors	Less than 20%	20 – 30%	30 – 40%	40 – 50%	50% of staff
• Higher Diploma	More than 50%	40 – 50%	30 – 40%	20 -30%	0-20% of staff
(c) Contact hours for academic staff	• 30 hrs or more a week	• 25 hrs/week	• 20 hrs/week	• 15 hrs/week	• 10 hrs/week
(d) Percentage of part-timers	• Over 50%	• 40%	• 35%	• 30%	• 20% of staff
10. EDUCATION FACILITIES					
• Student: Library book ratio (relevance and diversity)	• Less than 1:5	• 1:5	• 1:10	• 1:20	• 1:30
• Computer: Student ratio	• More than 1:40	• 1:30	• 1:20	• 1:15	• 1:10
• Access to Internet; 1 student: hrs/week	Not applicable	• 1:15 Min/week	1:30 Min/week	• 1:1 hr/week	1:2 hrs/week
11. FINANCIAL STATUS					
• Percentage of budget received	• Less than 50%	• 70%	• 75%	• 80%	100%
• Percentage of deficit over expenditure	• Over 30%	• Less than 25%	• Less than 20%	• Less than 10%	NIL
• Proportion of budget spent on salaries	• Over 60%	• 55%	• 50%	• 45%	40%
• Percentage of income derived from fees	• Over 75%	• 50%	• 45%	• 40%	25-35% of budget

<i>Item</i>	<i>Unacceptable</i>	<i>Can be improved</i>	<i>Acceptable</i>	<i>Good</i>	<i>Ideal</i>
12. GENDER SENSITIVITY	• Nothing is being planned	• Council Committee has drafted rules and regulations	• Council has approved a comprehensive list of the rules and regulations	• 75% of the needed rules and regulations in place	Comprehensive affirmative action regulation to increase access for women and other disadvantaged groups in place
13. STRATEGIC PLAN	• None is being worked on	• Being drafted	• Is before Senate or Council	• Has been approved by governing Council	Being implemented
14. PUBLICATIONS BY STAFF (The whole institution)	• No publication at all	• One article in 4 years	• 1 – 5 articles in 3 years	• 5 – 10 articles in two years	Over 10 articles a year
15. RESEARCH PROJECTS WON BY STAFF	• No consultancy or research a year	• One project won a year	• 1 – 5 projects won a year	• 5 – 10 projects won a year	Over 10 projects won a year
16. % OF INST. GRADUATES EMPLOYED IN YEAR OF GRADUATION	• 15	• 20	• 30	• 50	100

AW DEVELOPMENT CENTRE
REFERENCE LIBRARY

A.B.K. KASOZI, Ph.D. (Calif.),
Executive Director,
National Council for Higher Education.

**STATUTORY INSTRUMENTS
SUPPLEMENT No. 33**

28th October, 2005

STATUTORY INSTRUMENTS SUPPLEMENT
to The Uganda Gazette No. 70 Volume XCVIII dated 28th October, 2005
Printed by UPPC, Entebbe, by Order of the Government.

S T A T U T O R Y I N S T R U M E N T S

2005 No. 81.

**The Electoral Commission (Appointment of Date of
Completion of Update of the National Voters' Register)
Instrument, 2005.**

*Under Section 19(7) and (8)(b) of the Electoral Commission Act,
(Cap 140).*

IN EXERCISE of the powers conferred upon the Electoral Commission by Section 19(7) and (8)(b) of the Electoral Commission Act, this Instrument is made this 28th day of October, 2005.

Cap. 140.

1. This Instrument may be cited as the Electoral Commission (Appointment of Date of Completion of Update of the National Voters' Register) Instrument, 2005.

Title.

2. The 30th day of October, 2005, is hereby appointed as the date upon which the Commission shall complete the latest phase of updating National Voters' Register countrywide commencing on 29th day of September, 2005.

Appoint-
ment of
completion.

3. For purposes of paragraph 2 of this Instrument, after the appointed date, no application form countrywide, shall be accepted by the Electoral Commission, seeking—

No
application.

(a) to register as a voter; or

(b) to transfer to a new voting location.

4. By this Instrument, Statutory Instrument No. 73 of 2005, is hereby revoked.

Revocation.

ENG. DR. BADRU M. KIGGUNDU,
Chairman, Electoral Commission.