

UNIVERSITY OF SAINT JOSEPH MBARARA



DRAFT CHARTER OF UNIVERSITY OF SAINT JOSEPH MBARARA

SEPTEMBER, 2024

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LEGAL NOTICE 01: CHARTER

UNIVERSITY OF SAINT JOSEPH MBARARA CHARTER NOTICE....

(Under section 102(3) of the Universities and Other Tertiary Institutions Act 2001 as amended)

WHEREAS it is provided by section 102(2) of Universities and Other Tertiary Institutions Act 2001 as amended, in this Notice referred to as ‘the Act’, the President shall grant a Charter to a Private University in the form submitted by the applicant with the application to the relevant University.

AND WHEREAS on.....day of, the President of the Republic of Uganda granted a Charter to University of Saint Joseph Mbarara in accordance with section102(2) of the Act;

AND WHEREAS it is provided in section 102(3) of the Act that the Minister responsible for education shall, as soon as possible after granting of the Charter, by legal notice, publish the Charter in the Gazette and public print media;

NOW, THEREFORE, in the exercise of the power conferred upon the Minister responsible for education by section 102(3) of the Act, this notice is issued this day

1. The Notice may be cited as the University of Saint Joseph Mbarara Charter Notice,.....
2. The Charter grant to University of Saint Joseph Mbarara by the President under section 102(2) of the Act is specified in the schedule to this Notice

PREAMBLE

University of Saint Joseph Mbarara (USJM) shall have a Charter:

1. University Governing Council in Consultation with the University Chancellor and Board of Trustees shall make Statutes for the management, control and administration of the University.
2. Without derogating from the generality of the provisions of clauses hereof, the Statutes under the Charter provide for:
 - a) The powers, functions, and privileges of the Board of Trustees, University Chancellor, University Governing Council and the University Management.
 - b) The University fees.
 - c) The constitution, functions and responsibilities of the Students' Union.
 - d) The procedure of appointment of staff, the terms and conditions of service including discipline, dismissal, salary, insurance and retirement benefits of:
 - i. Members of the academic staff of the University
 - ii. Members of the administrative staff of the University
 - iii. any other employee of the University
 - e) The membership, powers and functions of the Committees and Boards established by the Council in accordance with the provisions of this Charter
 - f) Any other functions which it is required or permitted under this Charter to perform
3. Amendment to the Charter: Subject to the applicable law in Uganda existing at any given time, The Board of Trustees, Chancellor and University Governing Council may, in accordance with the Statutes laid down for that purpose, propose to the President of the Republic of Uganda amendments to the Charter.

THE UNIVERSITY OF SAINT JOSEPH CHARTER-2024

STATUTE I: SHORT TITLE

This Charter may be cited as University of Saint Joseph Mbarara Charter and shall come into operation when the President of Uganda grants approval.

STATUTE II: INTERPRETATION

In this document and text, unless the context otherwise requires:

- i. **Academic Staff:** Members of staff who are involved in teaching and research. This shall also include the Library staff of the rank of Library Assistant and above.
- ii. **Administrative Staff:** Members of staff who offer support and technical services other than academic service to the University.
- iii. **Appointing Authority:** Any person or office authorized to offer an appointment under this Manual or under any other approved policy.
- iv. **Appointment:** The formal engagement of a staff member in the service of the University, in accordance with this Manual and other policies of the University.
- v. **Award:** Means any recognition given to a person who has either satisfied the stipulated academic requirements for the award or has served the University in a meritorious fashion in any capacity.
- vi. **Basic Salary:** Salary excluding allowances.
- vii. **Board:** Means a board of Schools, Faculties, Institutes or Departments consisting of academic staff assisting the deans, directors and heads in the management of their school, faculties, institute or department.
- viii. **Charter:** A legal provision granted by the President of the Republic of Uganda under the Universities and Other Tertiary Institution as Act, 200 (as amended) as evidence that the University meets the requirements and standards of academic excellence set by National Council for Higher Education.
- ix. **Child:** A staff member's biological or legally adopted child aged 18 years or less and registered with the University.
- x. **Committee:** A Council or Senate includes any committee thereof.

- xi. **Contract:** Employment in the service of the University for a specific and prescribed period under such terms and conditions as shall be agreed upon and prescribed in writing, entered into between a staff member who accepts to serve the University.
- xii. **Council:** The University Governing Council established under this Charter.
- xiii. **Employee:** A person working or employed by the University on contract terms in accordance with the University terms and conditions of service under HRM Manual.
- xiv. **Established Position:** An approved and established post of the University as stipulated in the job categories in the Manual.
- xv. **Financial Year:** The financial year of the University determined by the USJM in accordance with the Financial Manual.
- xvi. **Foundation Body:** The organization which founded the University, in this case the Archdiocese of Mbarara.
- xvii. **Functions:** Powers and duties.
- xviii. **Governing Council:** A body appointed by the Head of the Foundation Body to govern the University.
- xix. **Graduate:** A person who has pursued a course of study or research for at least one academic year leading to an award of the University.
- xx. **Gross Salary:** The basic salary plus allowances of any kind as the case may be.
- xxi. **Human Resource Manual:** Shall mean this Manual
- xxii. **Immediate Family:** A spouse and children of a staff member, registered with the University.
- xxiii. **Increment:** An increase in salary granted to a staff member on merit until a maximum of salary scale is reached.
- xxiv. **Management Committee:** The Vice Chancellor, Deputy Vice Chancellor(s), Academic Registrar, Bursar, Dean of Students, Director Quality Assurance, Librarian and shall include such other members as shall be determined by the Governing Council or the Foundation Body.
- xxv. **Owners:** Board of Trustees of Archdiocese of Mbarara.
- xxvi. **Probation:** A prescribed period for which a staff member has to serve prior to being confirmed to an established position.

- xxvii. **Resignation:** Termination of service with the University at will by a staff member, after giving due notice as required by this Manual.
- xxviii. **Retirement:** Permanently leaving the service of the University at the age of 65 or on medical grounds.
- xxix. **Staff on Established Employment:** Shall mean a staff member who has satisfactorily completed the prescribed probationary period and has been confirmed in service and notified in writing to that effect.
- xxx. **Staff:** All members appointed on a contract basis for teaching, research, administration and ancillary services.
- xxxi. **Statutes:** The Statutes of the University made under and in accordance with the provisions of the University of Saint Joseph Mbarara.
- xxxii. **Students Union:** The students' associations recognized by the University Council are being as an organization representative of the students of University of Saint Joseph Mbarara.
- xxxiii. **Students:** Those persons registered for the purpose of obtaining a qualification or any other person who is determined by the Senate to be a student.
- xxxiv. **Term:** Shall mean, in relation to a staff member on contract, the period of service with the University as stipulated in his/her contract.
- xxxv. **Trust:** A Board of Trustees of Archdiocese of Mbarara.
- xxxvi. **University Authority" or "Authority of the University":** The Board of Trustees, the University Governing Council, the Senate and any Committee thereof, the Management Committee and any organ or official of the University upon whom or upon which authority may, in respect of a stated purpose, be conferred under Statutes from time to time.
- xxxvii. **University:** University of Saint Joseph Mbarara (USJM) as expressed in the Charter.
- xxxviii. **USJM:** University of Saint Joseph Mbarara.

STATUTE III: ESTABLISHMENT OF UNIVERSITY OF SAINT JOSEPH MBARARA

The Archdiocese of Mbarara (AoM) started a university as part of its mission and mandate to establish educational institutions of different levels to share in the salvific ministry of Christ by being the salt and light to the world. The founders coined the name: University of Saint Joseph Mbarara (USJM), for the university from St. Joseph, foster father to Jesus and the patron Saint of the pioneer St. Joseph Technical School, whose tradition of hard workmanship and community responsive education, USJM is to uphold.

The personal qualities and values of St. Joseph, the worker, such as integrity, hardworking, commitment, are behind this tradition, and the University will uphold them. USJM aims at total orientation and focus on tertiary education that meets community needs and engineers socioeconomic transformation. It delivers relevant, affordable, high quality, inclusive and community-responsive university education. The University of Saint Joseph Mbarara derives its vision and mission from the Christian understanding of the integral growth of a person.

- i. **Vision:** A leading center for integrated community responsive university education.
- ii. **Mission:** To provide holistic education for sustainable development.
- iii. **Motto:** Foster Excellence and Integrity (*Praestantia et Integritate Foveat*)
- iv. **Slogan:** For and With the Community
- v. **Philosophy:** Community-Responsive and Engaged university education
- vi. **Core Values**
 - a. God fearing,
 - b. Integrity,
 - c. Excellence,
 - d. Accountability,
 - e. Community responsiveness

vii. **Objectives:**

- a. To provide relevant university education.
- b. To promote research and innovation among the students.
- c. To nurture citizens of integrity and sense of common good.
- d. To nurture students with demand-oriented skills.
- e. To promote best practices in institutional governance.
- f. To promote pastoral mission of the church.

It is USJM commitment to encourage the development of each individual through education at all levels, stressing in particular the creation/promotion of an environment where intellectual and moral values are priorities. Since the person is at the centre of all growth and development, both at individual and societal levels, all members of the community respect each other in an attempt to create an environment of openness and trust. The University is committed to promoting justice, respect, solidarity, human rights, equality, and environmental protection, both in its own community and society in general.

STATUTE IV: OWNERSHIP AND SUPREME AUTHORITY OF USJM

4.1 Board of Trustees

A Board of Trustees is an appointed group of individuals that has overall legal responsibility for the management of the Archdiocese of Mbarara. The Board of Trustees of the Archdiocese of Mbarara shall:

- i. Appointment USJM Governing Council, the Vice Chancellor and the University Management Team
- ii. Provide policy guidelines to USJM Governing Council and Management.
- iii. Work together with the Chancellor in the review of performances of the Governing Council, the Vice Chancellor Deputy Vice Chancellor(s) and the Management Team.
- iv. Support the University in mobilizing funds and other resources.
- v. Approve the acquisition or disposal of any real estate for University of Saint Joseph Mbarara, upon the recommendation of the Governing Council.

4.2 The USJM Chancellor

The Chancellor shall be a titular head of University of Saint Joseph Mbarara (USJM). He will preside at ceremonial assemblies of the University to confer degrees and other academic titles and distinctions.

a. Appointment

- i. In line with Universities and Other Tertiary Institutions Act, 2001 (as amended in 2006) specifically sections 96, 97, 104,105, 106,107 and 108 (1); Section 7 (iv) of USJM application to NCHE for the Operating License, there shall be a University Chancellor.
- ii. The Chancellor of USJM shall be the sitting Archbishop of the Archdiocese of Mbarara.

b. Responsibilities

- i. The USJM Chancellor shall be a titular head of the University and as such shall preside at ceremonial assemblies of the University, in the name of USJM to confer degrees and other academic titles and distinctions of the University.
- ii. The USJM Chancellor shall have powers to act for the Board of Trustees and University Council in the interims.
- iii. The USJM Chancellor is expected to attend all meetings in which he is the Chair or a member, or give timely apologies if absence is unavoidable.
- iv. The USJM Chancellor shall appoint the University Governing Council on the advice of Board of Trustees
- v. The USJM Chancellor shall appoint the Vice Chancellor, Deputy Vice Chancellor(s) and Management Team on the recommendation of the Board of Trustees
- vi. The USJM Chancellor shall at any time cause a visitation of the University to be conducted by any person or persons and for the purposes specified in the directive.
- vii. The USJM Chancellor shall exercise personal leadership, promote responsible governance within the Governing Authority, support the

activities of the University of Saint Joseph Mbarara, and advance the profile of the University in the public forum.

- viii. The USJM Chancellor shall provide direction, resources, and oversight to establish and maintain a culture of compliance and transparency among USJM governing structures.
- ix. The USJM Chancellor shall not be remunerated by the University but may be offered an honorarium and is entitled to expenses incurred in the course of executing the University business.
- x. In the absence of the Chancellor, or if for any reason he is unable to perform the functions of his office, the Vice Chancellor shall deputize for the Chancellor during such absence or inability, as the case may be.

4.3 The University Governing Council

There shall be a University Governing Council of USJM appointed by the Board of Trustees of the University who are the same as those of Archdiocese of Mbarara. The University Governing Council reports to the Board of Trustees of the University. The University Governing Council is responsible for the overall administration of the University and ensures the due implementations of the objectives and functions of the University. The University Governing Council shall have a structure and membership according to the established constituencies as indicated below:

4.3.1 Structure and Composition

1. Foundation Body
 - a. Chairperson of the Governing Council
 - b. Chairperson of the Appointments, Welfare and Discipline Committee
 - c. Chairperson of the Finance, Planning and Development Committee
2. The Vice Chairperson of the Council shall be elected among its members on the first meeting after inauguration.
3. Vice Chancellor,
4. One member from the Laity Council of AoM,
5. One member from relevant professions such as Accounting, Finance, Law, Medicine,
6. One member from Higher Educational Institutions,

7. Two members from Clergy and Religious Congregations of AoM
8. Two representatives (Male and Female) from each of greater Mbarara and Bushenyi,
9. One member from Local Communities,
10. One member from Government
11. One representative from each of the following:
 - i. Archdiocese of Mbarara Development Association (AMDA)
 - ii. Kitabi Seminary Old Boys Association (KISOBA)
 - iii. St. Josephs Vocational School Old Boys Association (JOVOC)
 - iv. MaryHill Old Girls Association (MOGA)
12. Two members from Academic staff (Female and Male)
13. Two members from non-academic staff (Female and Male)
14. Two students' representatives (Female and Male)
15. One representative from the USJM alumni,
16. One representative of Senate,
17. The University Academic Registrar as Secretary
18. Ex-officio as may be determined by Governance Council.

4.3.2 Tenure of office by the University Council Members

- i. Members of the University Council shall serve a term of three (3) years renewable once.
- ii. The Chancellor in Consultation with the Board of Trustees may extend the term of any member(s) of the University Council.
- iii. The Student Representative(s) shall have a term one academic year.

4.3.3 Functions of the Governing Council

- i. Be responsible for the direction of the administrative, financial, and academic affairs of the University,
- ii. Formulate the policy of the USJM,
- iii. Give general guidelines to the administration and academic staff of the University on matters relating to the operations of the USJM

In performing its functions, the USJM Governing Council has the following powers:

- i. Represent the University in all legal suits by and against the USJM.
- ii. Receive gifts, donations, grants or other money and make disbursements as may be required, on behalf of the USJM
- iii. Approve fees structures.
- iv. Approve establishment of faculties, departments, boards, courses/programmes of study and proposals for the creation or establishment of constituent colleges.
- v. Ensure the welfare and discipline of the students.
- vi. Approve the University budget proposals and the final accounts.
- vii. Approve the appointment of the University Employees and the salary scales.

4.3.4 Establishment of relevant committees of the University Governing Council

The USJM Governing Council shall constitute the following Committees to assist in planning, monitoring and supervising the day-to-day activities:

- i. Appointments, Staff Welfare and Disciplinary Committee.
- ii. Finance, Planning and Development Committee.
- iii. Academic and Students Welfare Committee.
- iv. Monitoring and Evaluation Committee.
- v. Any other relevant committee deemed necessary.

4.3.5 Meetings of the Council shall be governed by the following provision:

- i. Council shall hold a meeting at least once every four months.
- ii. At any meeting of Council, one half of the total membership of the Council shall constitute a quorum.
- iii. Members of the Council who miss three consecutive meeting without apology or reason, will be considered as no longer members of the Council.
- iv. The Chairperson of the Council may call a meeting of Council when deemed necessary with just reasons.
- v. In the absence of the Chairperson and Vice Chairperson of the Council, members present and constituting a quorum, shall elect chairperson for that meeting only from amongst themselves, excluding the student and staff members.
- vi. Where at any meeting of the Council, a matter concerning the member is to be discussed, s/he shall declare conflict of interest in the matter and will not be allowed to discuss that matter.
- vii. The Chairperson shall have an original and casting vote.
- viii. Council may, when in its discretion deemed necessary, invite any person to attend any meeting of the Council as an adviser, but such a person so invited shall not be entitled to vote at any such meeting on any matter before it; this includes the other members of management who are ex-officio members of Council
- ix. All members of the Council shall be bound by the oath of secrecy which they shall take during their first meeting of Council.

- x. The Academic Registrar shall keep or cause to be kept, minutes of the proceedings of the Council and such minutes shall be confirmed, subject to amendments, if any, and signed by the chairperson at the subsequent meetings of the Council.
- xi. The Council may regulate its own procedure and the procedure of any Committee appointed by the Council.

4.4 Senate

4.4.1 Composition:

There shall be a Senate, which shall consist of:

- i. The Vice-Chancellor, as Chairperson.
- ii. The Deputy Vice-Chancellor (s).
- iii. The Academic Registrar.
- iv. The University Bursar.
- v. Director Quality Assurance.
- vi. The Dean of Students.
- vii. The Deans, Directors and Associate Deans of all Schools, Faculties, and Institutes.
- viii. The University Librarian.
- ix. Any other member as may be determined by Senate.
- x. Such number of Professors and Associate Professors as the University.
- xi. Two members of the academic staff elected by the academic staff of the University, in accordance with such procedures as may be laid down in the Statutes, who shall hold office for a term of two years.
- xii. Student Representative(s)
- xiii. Such members of associated or connected institutions of education or research and representatives of other institutions of higher education as well as professional associations in Uganda as may be prescribed from time to time by the Statutes.
- xiv. The Academic Registrar shall be the Secretary to Senate.

4.4.2 Meetings:

- i. Senate shall hold meetings periodically at such time and place as the Chairperson may appoint.
- ii. The Chairperson may, at any time, call a meeting of Senate and shall call a meeting within ten days of receipt of a requisition for that purpose, addressed to him/her and signed by at least one-third of the membership of Senate.
- iii. One-half plus 1 of the actual total membership of Senate, at any given time, shall constitute a quorum.
- iv. The Vice Chancellor shall preside at all meetings of the Senate.
- v. The Chairperson of the meeting of Senate shall have an original and a casting vote.

4.4.3 Functions of the Senate:

- i. Appoint any committee consisting of members of Senate.
- ii. Co-opt any person on any committee as it may deem fit.
- iii. Subject to such limitations as it may impose, delegate any of its functions to any such committee.
- iv. Senate may authorize any committee appointed to act jointly with any committee of University Council.
- v. The functions of Senate shall be, subject to the provisions of this Charter:
 - a. To itself and approve the content and academic standards of any course of study in respect of degree, diploma, certificate, or other academic award of the University.
 - b. To make regulations regarding the eligibility of persons for admission to courses and the actual pursuit of and examination in such courses leading to the award of a degree, diploma, certificate, or other academic award of the University.
 - c. To make regulations with regard to the standard of proficiency to be attained by candidates in each examination for a degree, diploma, certificate, or other academic award of the University.

- d. To determine which candidates have reached the standard of proficiency referred to in the immediately preceding paragraph and are otherwise qualified for the award of the relevant degree, diploma, certificate, or other academic award of the University.
- e. To initiate proposals relating to the running of the University generally, including the organization of the academic year and its activities, and discussions of any matter relating to the University and the making of submissions thereon to Council.
- f. To submit to Council, whether with or without prior request by the Council, draft Statutes, rules or regulations relating generally to the management of the University.
- g. To make recommendations to Council regarding the appointment of Deans, Associate Deans, Directors, and Heads of Departments in accordance with the provisions laid down in the Statutes.
- h. To recommend to Council individuals for appointment as Principals of Constituent Colleges and Directors of Campuses.
- i. To make recommendations to Council regarding the establishment of new academic programmes, institutions, or organs and all matters connected therewith, including staff, and also regarding the establishment of academic associate-ship or connection with institutions of education or research or of a professional character.
- j. To make regulations under the powers conferred on it by Council or generally and incidental to the functions of Senate under this Charter and Statutes.
- k. To submit to Council, whether with or without prior request by Council, requests for the interpretation of any legal or administrative provision concerning or affecting the University.
- l. To recommend to Council names of candidates for appointment as Deputy Vice Chancellor AA as stipulated in the Statutes.
- m. The Senate may revoke a Degree, Diploma, Certificate, or any other title conferred or awarded to any person if after due inquiry it is found that the award was obtained through error, fraud, or wrongful means.

- n. A person deprived of an award shall have the right to appeal to the Council against the decision of Senate.
- o. Notwithstanding any other provision of this Charter, Council shall not initiate any action in respect of any matter falling under the original competence of Senate

4.5 University Management Committee

The members of the Management Committee of the University of Saint Joseph Mbarara shall be responsible for strategic objectives and long-term vision. The Management Committee shall comprise of following Officers who shall be appointed in reference to in the University of Saint Joseph Mbarara, Human Resource Manual, 2017(as amended): Chapter Three, Section 3.1 (i &ii):

a. Membership:

- i. The Vice Chancellor
- ii. The Deputy Vice Chancellor(s)
- iii. The Academic Registrar
- iv. The University Bursar
- v. The Director of Quality Assurance
- vi. The Dean of Students
- vii. The University Chaplain
- viii. The Librarian
- ix. Any other officer as may decide by the Appointing Authority

b. General Functions and Roles:

1. The Management Committee may, at any time co-opt such person, either in an official capacity or personal one, or invite such person for attendance of a particular meeting of the Committee, as it may deem necessary.
2. The Management Committee shall discuss all matters of interest to the University and make appropriate recommendations to Council. Each member is free to propose any matter for discussion.
3. The Management Committee shall ensure that members of staff are nominated to the Staff Review Committee in accordance with this Charter.
4. The Management Committee shall make decisions regarding staff below the rank of Lecturer or its administrative equivalent and implement them; Council shall be informed about the decisions for ratification.
5. The Management Committee shall normally meet once every week during the Academic Year but the Chairperson can call a meeting at any time the need arises.
6. The Management Committee shall regulate its own procedure.

4.5.1 The Vice Chancellor

4.5.1.1 Appointment

- i. The Vice Chancellor shall be appointed by the USJM Chancellor on recommendation of the Board of Trustees and the University Governing Council.
- ii. The Vice Chancellor shall be appointed for a term of five (05) years renewable once.
- iii. The Vice Chancellor's tenure may be extended once after the final renewal under circumstances determined by the Board of Trustees, but not exceeding 5 years.

4.5.1.2 Roles and Functions

- i. Be delegated the responsibility of the day-to-day management of the University, its students, staff and programs as stipulated in Chapter Three (i) of the University of Saint Joseph Mbarara Human Resource Manual, 2020. S/he shall be the primary link between the University and the Council.
- ii. Providing accurate reports regarding the performance of the University against the Strategic Plan and Business Plan.
- iii. Providing information with respect to the University that the Council requests
- iv. Ensuring the Council is made aware of the risks or changes to the operating environment that may affect the functioning of the University.
- v. Be responsible for building, promoting and preserving the good name and image of the University.
- vi. Be the Chairperson of Senate.
- vii. Be the Chief Accounting Officer of the University.
- viii. Be responsible for the overall administration of funds and other assets of the University, in collaboration with the Management Committee.
- ix. Be responsible for the development plans of the University.
- x. Enjoy such privileges and carry out such functions as may be provided by the Charter and the Statutes.
- xi. The Vice-Chancellor shall make an annual comprehensive report on the state of the University to Council.
- xii. The Vice-Chancellor shall make an annual comprehensive report on the state of the University to the Board of Trustees of Mbarara Archdiocese.

4.5.2 The Deputy Vice Chancellor (s)

4.5.2.1 The Deputy Vice Chancellor Academic Affairs (DVC AA)

4.5.2.1.1 Appointment:

- i. The Deputy Vice Chancellor-Academic Affairs shall be appointed by the USJM Chancellor on recommendation by the Board of Trustees.
- ii. The Deputy Vice Chancellor-Academic Affairs shall be appointed for a term of five (05) years renewable once.
- iii. The Deputy Vice Chancellor' tenure may be extended once after final renewal under circumstances determined by the Board of Trustees, but not exceeding 5 years.

4.5.2.1.2 Roles and Functions

In line with the relevant laws and the University Strategic Plan, the Deputy Vice-Chancellor Academic Affairs shall be the First Deputy Vice-Chancellor and shall:

- i. Assist the Vice-Chancellor in the performance of his or her functions and in that regard be responsible for the Academic Affairs of the University.
- ii. In the absence of the Vice-Chancellor perform the functions of Vice-Chancellor.
- iii. Initiate, obtain approval of and promote policies, plans and programs that enhance the academic and professional excellence of the University.
- iv. Oversee the development, implementation and review of the policy framework for monitoring the quality, standards and management of the University's academic programs.
- v. Establish systems for the planning, development and review of undergraduate, postgraduate, research programs and any other academic programs of the University.
- vi. Oversee the selection and admission of students.
- vii. Initiate and coordinate the development and review of curricula for academic programs offered at the University.

- viii. Monitor compliance in setting and marking all examinations in accordance with the established regulations.
- ix. Establish systems for students' timely completion of academic programmes.
- x. Promote partnerships and networking for academic growth and development in the University.
- xi. Be the Chief Academic Officer responsible for the academic matters of the University.
- xii. Be responsible for academic institutional links.
- xiii. Be a member of the Students' Scholarship Committee.
- xiv. Be the Chairperson of the Research and Publications Committee.
- xv. Be the Chairperson of the Academic Irregularities Committee.
- xvi. Be a member of the Staff Review Committee of Council.
- xvii. Be a member of the Staff Development Committee.
- xviii. Be a member of the Internal Appointments Committee.
- xix. Perform such other functions that may be delegated to him or her by the Vice-Chancellor or assigned by the University Council.

In the event of incapacity of the Vice-Chancellor and the Deputy Vice-Chancellors to exercise the powers and perform the functions of their offices, the Chancellor of the University may appoint a member of staff at the rank of Professor of the University to exercise the powers and perform the functions of the Vice-Chancellor for the duration of the incapacity or until replacements of the Vice-Chancellor and/or Deputy Vice Chancellors are appointed.

4.5.2.2 The Deputy Vice Chancellor Finance and Administration (DVC F&A)

4.5.2.2.1 Appointment

- i. The Deputy Vice Chancellor-Finance and Administration shall be appointed by the USJM Chancellor on recommendation by the Board of Trustees.
- ii. The Deputy Vice Chancellor-Finance and Administration shall be appointed for a term of five (05) years renewable once.
- iii. The Deputy Vice Chancellor' tenure may be extended once after final renewal under circumstances determined by the Board of Trustees, but not exceeding 5 years.

4.5.2.2.2 Roles and Function

In line with the relevant laws and the University Strategic Plan, the Deputy Vice-Chancellor Finance & Administration shall be the Second Deputy Vice-Chancellor and shall:

- i. Assist the Vice-Chancellor in the performance of his or her functions and in that regard shall oversee the Finances and Administration of the University.
- ii. Be responsible for the planning and development of the University.
- iii. Oversee the preparation and implementation of the University's recurrent and development budgets.
- iv. Oversee development, roll out and review of the University's Strategic Plan, investment portfolios and operational plans.
- v. Oversee the development and implementation of policy framework for the use and management of the University's fiscal and human resources and other assets in accordance with approved regulations.
- vi. Oversee the preparation of budgets, including research budgets, for all Faculties, Schools, and Institutes, Colleges or other academic bodies.
- vii. Monitor income, banking and expenditure of all income-generating Units for compliance with the University's approved policy, plans, budgets and regulations.

- viii. Oversee the production of performance reports on finance and administration by all academic and administrative Units of the University.
- ix. Monitor the development and implementation of staff development programs.
- x. Establish systems for the mobilization and utilization of resources for various activities of the University.
- xi. Contribute to the promotion of partnerships and networking for the growth and development of the University.
- xii. Be the Chief Operations Officer responsible for matters relating to finance and administration.
- xiii. Be responsible for the planning and management of the financial, human and material resources of the University
- xiv. Be responsible for maintenance of university facilities and equipment.
- xv. Be responsible for the non-academic functions of the management, development and growth of Constituent Colleges, Campuses and other institutions.
- xvi. Be the Chairperson of the Staff Development Committee.
- xvii. Be a member of the University Council-Finance Committee.
- xviii. Be a member of the Staff Review Committee.
- xix. Be Chairperson of the Internal Finance Committee.
- xx. Be the Chairperson of the Staff Disciplinary Committee.
- xxi. Be the Chairperson of the Internal Appointments Committee.
- xxii. Be the Chairperson of the Students' Scholarship Committee.
- xxiii. Be a member of the University Council-Appointments Committee.

4.5.3 The Academic Registrar

There shall be an Academic Registrar who shall:

- i. Be appointed by the University Chancellor in consultation with Board of Trustees.
- ii. Be the Secretary to Senate and all its committees.
- iii. Be the Secretary to University Governing Council.
- iv. Be responsible for admissions, enrollment and registration of all students, and for examinations in liaison with the Deputy Vice Chancellor- AA.
- v. Be answerable to the overall authority of the Vice-Chancellor.
- vi. Be responsible for the maintenance and safe custody of academic registers and other academic related documents of the University.
- vii. Be assisted, in the performance of his/her duties, by such number of officers as may be appointed in accordance with the Statutes.

4.5.4 University Bursar

There shall be a University Bursar who shall:

- i. Be appointed by the University Chancellor in consultation with the Board of Trustees.
- ii. Be answerable to the to the overall authority of the Vice-Chancellor.
- iii. Be responsible for all the day to day financial management and administration of the University
- iv. Perform other duties as specified in the University Statutes.

4.5.5 Director Quality Assurance

There shall be a Director of Quality Assurance who shall:

- i. Be appointed by the University Chancellor in consultation with the Board of Trustees.
- ii. Be answerable to the to the overall authority of the Vice Chancellor.

- iii. Be responsible for all the day to day quality assurance matters of the University
- iv. Perform other duties as specified in the University Statutes.

4.5.6 Dean of Students

There shall be a Dean of Students of the University who shall:

- i. Be appointed by the University Chancellor in consultation with the Board of Trustees.
- ii. Be answerable to the overall authority of the Vice Chancellor.
- iii. Be responsible for the overall welfare of the students in accordance with the Statutes.

4.5.7 University Librarian

- i. Be appointed by the University Chancellor in consultation with the Board of Trustees.
- ii. Be answerable to the overall authority of the Vice Chancellor.
- iii. Be responsible for the overall welfare of the students in accordance with the Statutes.

4.5.8 The University Chaplain

- i. Be appointed by the University Chancellor in consultation with the Board of Trustees
- ii. Be answerable to the overall authority of the Vice Chancellor
- iii. Be responsible for the overall religious welfare of the students in accordance with the Statutes

STATUTE V: UNIVERSITY COMMITTEES

The University shall have the following Committees:

5.1 University Governing Council:

This is the overall governing committee that compose the following sub-committees:

- a) Appointments, Staff Welfare and Disciplinary Committee
- b) Finance, Planning and Development Committee
- c) Academic and Students Welfare Committee
- d) Audit Monitoring and Evaluation Committee
- e) Any other relevant committee (s)

5.2 Senate:

- a) Academic Irregularities Committee
- b) Graduate Studies Committee
- c) Honorary Degrees and Promotions Committee
- d) Research and Publications Committee
- e) Library Committee
- f) Quality Assurance Committee
- g) Deans Committee
- h) Curriculum Review & Development Committee

5.3 Administrative Committees

- (a). Finance, Planning and Administration
- (b). Internal Staff Disciplinary Committee
- (c). Staff Development Committee
- (d). Internal Appointments Committee
- (e). Budget Committee
- (f). Procurement and Disposal of Assets Committee(s)
- (g). Staff Welfare Committee
- (h). Students' Scholarship Committee
- (i). Students' Disciplinary Committee
- (j) Community Engagement Committee

Council may decide to set up other Committees when and if needed or may decide to suppress a committee when and if judged necessary either on the recommendation of Council Members themselves or on that of Management. These Committees operate as stated in these Statutes and the Human Resource Manual

STATUTE VI: FACULTIES

There shall be a Faculty Board in each Faculty of the University of which the Dean shall be the Chairperson.

- a) The Board shall be constituted in such manner and of such persons as may be determined by the faculty with the prior approval of Senate; the Vice-Chancellor and the Deputy Vice Chancellor AA shall be ex-officio members of each Board.
- b) The Board may make recommendations or representations to Senate on any matter pertaining to its own academic or professional activities with or without prior request thereof by Senate.
- c) The Board shall hold at least one meeting every month for the discharge of business emanating from within and outside the faculty.
- d) The quorum for a meeting of the Board shall be half of its membership.
- e) A decision of the Board on any matter coming before it shall be by a majority of the members present and voting; in the event of an equality of votes, the Chairperson shall have a casting vote.
- f) The Dean shall send or cause to be sent minutes and all other documents connected thereto, of every meeting of the Board to the Deputy Vice-Chancellor AA and the Academic Registrar for action or information of Senate.
- g) The provision of clauses (a) to (f) inclusive, of this article shall apply, mutatis mutandis to all Schools, Institutes, or Centers, as may be established in the University.

STATUTE VII: ELECTION OF USJM BOARDS

- i. Whenever there are elections to various Boards of the University, the Secretary to University Council shall be the Returning Officer and shall, whenever vacancies may occur, arrange elections at the earliest opportunity.
- ii. The Secretary to the University Council shall, in the exercise of the function of Returning Officer, also determine the election procedures in consultation with the Charter Regulations and Management Committee in cases where the procedures have not been determined.

STATUTE VIII: PROVISIONS RELATING TO USJM STAFF

8.1 Staff

- a) The staff shall consist of the following categories:
 - i. Academic:

The academic staff shall consist of Deans of Faculties, Professors, Associate Professors, Senior Lecturers, Lecturers, Assistant Lecturers, Teaching Assistants, University Librarian, Assistant Librarian, Library Assistant and any other staff that may be appointed as academic staff in accordance with the University Statutes.
 - ii. Administrative.
 - iii. Ancillary:

Ancillary staff shall consist of those individuals who are neither academic staff nor administrative staff.
- b) All members of staff, whether academic or administrative and any other category of employees of the University, shall be subject to the general authority of the Vice Chancellor.
- c) The successful candidate will, after a probation period of six months, be given a confirmation appointment by the relevant authorities following the procedures laid out in the Statutes.
- d) A Staff Review Committee, as nominated by University, shall deal with promotion and retrenchment of all staff and employees. The person under review has always a right of appeal to Council against a decision of the Staff Review Committee.

- e) All cases of retrenchment, dismissal, or other disciplinary ones relating to management shall be dealt with by the Conference on the advice of Council.

8.2 Provisions relating to Academic Staff

The following sections in this Statute relate to:

A: Posts

- a) Types of Academic Posts shall include:

- i. Full Time
- ii. Part-time Lecturers
- iii. Visiting Lecturers
- iv. Sessional Lecturers
- v. Any other temporary appointments made in accordance with the Statutes.

- b) Established Academic Positions:

The positions in the academic staff establishment of the University shall be:

- i. Teaching Assistant
- ii. Assistant Lecturer
- iii. Lecturer
- iv. Senior Lecturer
- v. Associate Professor
- vi. Professor
- vii. Professor Emeritus
- viii. Other academic Positions:
 - a. University Librarian
 - b. Senior Assistant Librarian
 - c. Assistant Librarian

- c) Minimum Qualifications:

- i. The posts of Teaching Assistant and Assistant Lecturer may be filled by a holder of a Bachelor's Degree or a Master's Degree, and these posts shall normally not be held for a period beyond 3 years.
- ii. The minimum qualification for appointment to position of Lecturer shall normally be a PhD or its equivalent.

- iii. The minimum qualifications to the position of Associate Professor and Full Professor shall be a PhD or its equivalent with substantial relevant teaching experience and publications record. However, PhD holders may be appointed as Lecturers or Senior Lecturers depending upon their relevant teaching experience and publications record.
 - iv. In special cases, especially in the professions, a person adjudged as an authority in a given profession with commensurate experience may be appointed part time or full time to a teaching position in the University even though she/he does not possess a Master's Degree or PhD.
- d) Vacancies:
- Posts shall be deemed to have fallen vacant as a result of:
- i. end of contracts
 - ii. retirement
 - iii. resignation
 - iv. dismissal
 - v. death
 - vi. departmental re-organization or expansion
 - vii. creation of new Faculties and Departments
 - viii. any other causes and/or reasons
- e) Positions of Dean, Director or Head of Department:
- i. The positions of Dean, Director or Head of Department are administrative posts and may be filled by a member of staff of the rank of Senior Lecturer or above for a period of 3 years renewable once only.
 - ii. A responsibility allowance is payable to holders of these positions as may be determined by University Governing Council. Alternatively, University Governing Council may approve a salary commensurate to the position of such persons based upon the positions that they occupy
- f) Notification of Vacancies

- i. When a vacancy occurs in an academic position or it is known that such a vacancy will occur, the Head of Department, Dean, Director and/or Centers responsible, shall notify the Deputy Vice-Chancellor (AA) and a recommendation shall be made to Vice Chancellor within two weeks of such occurrence and in cases of contracts three months before due notice of the expiry of the contract
 - ii. The Deputy Vice Chancellor (AA) shall bring to the notice to Management of any position that is due to fall vacant and Management shall determine the mode for filling that office.
- g) Methods of Filling Vacancies:
- i. All vacant established posts should normally be advertised either internally or in the public media. This is to be Human Resource office locally in the press or other suitable media or overseas through appropriate agencies if desirable.
 - ii. Other methods of filling vacancies include:
 - a. Cross-movement from a part-time or visiting post to an established post or from an established post to another established post
 - b. By secondment
 - c. By direct contact of individuals with the university or vice versa.
 - iii. Candidates shall submit the required number of copies of their application, curriculum vitae, academic transcripts and certificates to the Director for Human Resources. Original or certified copies of the above documents are to be presented to the interview panel for verification
 - iv. Interviews shall be held by the respective Appointments Committees as specified in Statute Wherever possible, the relevant School/Faculty/Institute, shall be represented on the interviewing panel.
 - v. The position of Dean/Head may be filled by either the members of the Faculty/Institute/Department electing the person to fill the office,

subject to the stipulations of the statutes, regarding such an elected office holder, or through advertisement and subsequent interview. Management shall determine which mode to apply as the situation warrants.

- vi. Notwithstanding the above provisions, the University has the prerogative to secure suitable candidates through other appropriate methods.

h) Appointment of Academic Staff

- i. All appointments, unless otherwise stated, shall be on contract for three years after probation of six months; however, shorter contracts may be arranged. Contract appointments may be renewed or extended by mutual consent.
- ii. The period of probation may be extended for a further period of six months only.
- iii. The staff member who has been assessed will be given details of the assessment so that improvements can be made in his/her work. This information is brought to the staff member by his/her Dean, Director, or Head of Department.
- iv. The Vice Chancellor, or his/her nominee, shall write and sign letters of appointments to successful candidates after Council and/or the relevant organs of the University have approved the appointments.
- v. Appointments to temporary academic posts shall be made by the Vice Chancellor on the recommendation of the Deans, Directors, or Heads through the Deputy Vice Chancellor (AA) provided that no temporary appointment shall exceed twelve months.
- vi. Appointments of Visiting Lecturers and Professors shall be made by the Vice Chancellor on the recommendation of the Heads, Deans, Directors and/or Heads of Departments or Centers submitted through the Deputy Vice Chancellor (AA).
- vii. Visiting Lecturers who intend to be part of the USJM staff for a period exceeding one month shall first be interviewed by either the Council

Appointments Committee or the Internal Appointments Committee with the authorization of the Chair of the Appointments Committee.

- viii. The University shall indicate in their letters of offer of appointments, the dates on which they expect the successful applicant to assume duties.
 - ix. Save in exceptional circumstances, acceptance of offers of appointments made to successful candidates should reach the Human Resource within a period of two weeks from the date of the offer
 - x. Failure to send notification of acceptance of appointment or otherwise within the period prescribed shall be deemed to be a rejection of the offer made and the offer will lapse.
 - xi. Successful candidates to a first appointment shall attach three copies of passport size photographs of their current likeness to their letters of acceptance of the offer of a post and indicate in the letter the earliest time they would be available to take up the post.
 - xii. On satisfactory completion of probation, staff may be recommended to Council for firm appointments following the procedure approved by Council.
 - xiii. In all appointments in the University there shall be a written agreement between the member of staff and the University outlining the approved Terms and Conditions of Service spelling out the duties, obligations and benefits of either party.
 - xiv. The probation period shall be effective from the date the particular individual reports for duty.
 - xv. The contract period shall be effective from the date approved by Council.
- i) Bonding of Staff:
- i. An employee selected for sponsorship for professional or specialized job-related training shall sign a written undertaking or bonding agreement with the University prior to starting the course.
 - ii. Depending on the cost and duration of such training, he/she shall pledge to serve the University for a period of up to 5 years or as may

be agreed before the training commences. The conditions shall be as follows:

- a) For every year or part thereof, the bonding period shall be twice as long. The bonding period shall commence effective from the date of completion of training
- b) The terms and conditions of the training bond shall be explicitly set out in the bonding agreement
- c) In the event of non-compliance with the bonding agreement, the staff member concerned shall be required to refund all monies expended on him/her by USJM as well as sponsorship money obtained through the auspices of USJM while undergoing training, reduced by the period served after returning from training.

B. Promotions

- i. Any staff member who would like to be promoted shall apply to the Human Resource, through his/her respective Head of Department, for promotion.
- ii. All promotions shall consider the applicant's academic and professional qualifications, research and publications record, teaching experience, service to the University and the community, participation in extra-mural activities, membership to professional bodies, evaluation by students, and the recommendation of the respective Dean/Director and any other immediate Head of Department.
- iii. The decision to promote one to the rank of Lecturer, Senior Lecturer, Associate Professor or Full Professor shall depend upon the extent to which one has fulfilled the requirements.
- iv. Promotion to the rank of Associate Professor and Full Professor shall require possession of a PhD and proven record of publications.
- v. Promotion to the rank of Senior Lecturer will require possession of a PhD or its equivalent and proven record of publications.
- vi. Promotion and appointment to the rank of Lecturer shall require a minimum qualification of a PhD or its equivalent.

- vii. The University Human Resource Manual shall outline the procedures to be followed with respect to promotion of academic staff.

C. Discipline

- i. Subject to the provisions of the Charter, Council shall be the final disciplining authority
- ii. The Vice-Chancellor shall be responsible for the day-to-day disciplining of all staff and shall, when necessary, submit to the Appointments Committee any cases considered grave enough provided that all cases of dismissal of academic staff at the rank of Lecturer and Senior Library staff shall be submitted to Council.
- iii. The Staff Disciplinary Committee shall handle cases of staff indiscipline and advise the Vice-Chancellor on the appropriate course of action to take with respect to specific cases.

D. Improper Influence

- i. It shall be an offence for a member of staff or an aspirant to a University post to directly or indirectly influence and/or canvass a member of the University or the Appointments Committee.
- ii. The aspirant shall be disqualified from consideration by the Appointments Committee and the staff member shall be subject to disciplinary action.

E. Annual Reports on Staff

Annual Confidential Reports on staff shall be submitted on a prescribed form as follows:

- i. Where a member of the Academic staff holds a probationary appointment, three months before the expiration of the period of such probationary appointment, the Dean/Director or Head of Department or Centre shall recommend:
 - a. Whether such a member of staff should, on the expiration of the probationary period, be offered an employment contract.
 - b. Whether a further period of probationary service not exceeding 6 months is necessary to determine whether such a member of staff should be so confirmed.
 - c. Whether such a member of staff should not remain in the employment of the University

- ii. The Deans, Directors and Heads of Departments or Centers shall submit an annual confidential report on the activities of their staff to the Human Resource who will submit these to the Management Committee for appropriate action
- iii. The Deputy Vice Chancellor (AA) shall submit annual reports on the activities of the Directors and Deans of Schools/Faculties/Institutes to the Management Committee for appropriate action
- iv. The Vice-Chancellor shall, from time to time, solicit appraisal of the activities of Heads, Deans, Directors and Heads of Departments or Centers through appropriate means.
- v. A member of staff shall, through his/her Head of Department, submit an up-to-date Curriculum Vitae and a statement of his/her Achievements to the Human Resource three months before the expiry of the probationary period and or of the contract.
- vi. The Staff Review Committee may invite the Vice-Chancellor, Heads of Schools, Deans, Directors and Heads of Centers to prepare and submit to it, additional reports on members of staff as and when necessary.

F. Renewal of Contracts

- i. The Human Resource (HR) shall initiate and coordinate the renewal of contracts for all academic staff.
- ii. The HR shall inform those staff members whose contracts are due to expire at least three months before expiry of the contracts.
- iii. All candidates due for renewal shall be assessed by students and their immediate supervisors such as deans, directors and heads of department.
- iv. Deans and Directors shall be assessed the DVC (AA).
- v. The HR shall present the cases for renewal to Management for their recommendation to the Staff Review Committee of Council and to Council.
- vi. Staff who do not wish to have their contracts renewed shall inform the HR at least three months before expiry of the contract.
- vii. Recommendations from the immediate supervisor should show clearly if it is in the interest of the University for such a contract to be renewed.

G. Retirement

Retirement from the service of the University may be on the following grounds.

- i. A member of staff shall retire on the attainment of the age of 60, unless by a resolution of Council, the age of retirement may be extended beyond 60.
- ii. Notwithstanding the provisions of Section G (1) above, a member of staff may be retired from the service of the University on medical grounds on written advice by a Medical Board of at least two competent Doctors appointed by Council.
- iii. A member of staff who has reached the age of 60 may be given a short contract of 5 years if he/she is still needed for specific tasks such as completion of supervision of a student's dissertation.
- iv. Any contract given to a staff member who has reached the age of 60 must be approved by Council; this includes all fresh appointments of candidates whose age exceeds 60 and those to be retained after attaining the age of 60.

H. Suspension from Employment, Reinstatement and Compensation

- i. A member of staff may be suspended by the Vice Chancellor or an officer of the university delegated by him/her and placed on half pay for a period not exceeding three months on the recommendation of the Staff Disciplinary Committee.
- ii. The period of suspension of a member of staff may be extended by another three months if re-instatement of the individual is considered prejudicial to the investigations going on.
- iii. Further extension of the suspension period beyond 6 months will need to be sanctioned by Council and comply with the laws of the Republic of Uganda.
- iv. After completion of the investigations a member of staff may be re-instated into his/her previous post if the employee is found to be innocent.
- v. An employee who is found innocent after investigations will be refunded the part of salary withheld during the period of suspension.

I. Appeals to the Appropriate Authority

A member of staff dissatisfied with the findings of the investigations may, if he/she wishes, make a written appeal to Council through the Human Resources within four weeks after the findings of the inquiry have been communicated to him/her.

J. Acting Appointments

- i. Acting appointments shall be made by the Vice-Chancellor.

- ii. Acting appointments shall not exceed 6 months.

K. Leave and Absence from Duty

- i. A member of staff shall apply for his/her annual leave as specified in his/her letter of appointment and Terms and Conditions of Service on a prescribed form, and shall not proceed with his/her leave until approval has been given.
- ii. Applications for annual leave should be submitted to the Human Resources, through the relevant Head of Department, at least three months before the leave is to be taken.
- iii. A member of the academic staff may apply for a Sabbatical leave. Practical guidelines will be specified in the Human Resource Manual.
- iv. Absence from duty without permission or reasonable cause will be deemed to be a breach of discipline and good conduct under these regulations.
- v. Disciplinary action shall be taken against a member who absents himself/herself without permission in accordance with the provisions specified in the Human Resource Manual

L. General Staff Meetings

- i. There shall be general staff meetings held at least twice a year at different levels of the University.
- ii. These meetings shall deal with matters of general information and other relevant issues concerning staff.
- iii. Staff are encouraged to bring issues they wish to discuss during the meeting to the Human Resources at least two weeks before the general staff meeting.

M. Staff Associations

- i. The academic staff shall be at liberty to form a staff association as a forum for discussing matters that affect them mutually as staff of the University.
- ii. The association shall be governed by its own Articles of Association.
- iii. The association shall regulate its own affairs.

8.3 Provisions relating to Administrative Staff

- a) All provisions concerning academic Staff shall apply to Administrative Staff mutatis mutandis, unless specific provisions are made in this Statute.
- b) The following administrative posts are established:
 - 1. Management:
 - i. Vice Chancellor

- ii. The Deputy Vice Chancellor-Academic Affairs
- iii. The Deputy Vice Chancellor-Finance and Administration
- iv. The Academic Registrar
- v. The University Bursar
- vi. The Dean of Students
- vii. The University Chaplain
- viii. The Director Quality Assurance Officer
- ix. The Librarian

2. Senior Administrative Staff:

- i. Internal Auditor
- ii. Deputy Academic Registrar
- iii. Senior Accountant
- iv. Procurement Officer
- v. Human Resource Officer
- vi. Faculty Deans
- vii. Estates Officer
- viii. Head ICT
- ix. Research Coordinator
- x. University Counsellor
- xi. Security Officer

3. Intermediate Administrative Staff:

- i. Administrators
- ii. Assistant Accountants
- iii. Assistant Librarians
- iv. ICT Technician
- v. Cashiers
- vi. Secretaries
- vii. Front Desk officer

4. Ancillary Staff:

- i. Support Staff
- ii. Group Employees

c) Minimum Qualifications:

- i. The minimum qualifications for the members of Management shall be specified by the Governing Council.
 - ii. The minimum qualification for Senior and Intermediate Administrative Staff shall be specified by Management and approved by Council.
 - iii. The minimum qualification for Support and Ancillary Staff shall be determined by Management
- d) Notification of Vacancies:
 - i. When a vacancy occurs in an administrative position or it is known that such a vacancy will occur, the Heads of Department responsible, shall notify the Deputy Vice Chancellor (FA) and a recommendation shall be made to the Human Resource within two weeks of such occurrence and in cases of contracts three months before due notice of the expiry of the contract.
 - ii. The Deputy Vice Chancellor (FA) shall bring to the notice of Management any position of Senior Administrative Officers that may be due to fall vacant or is already vacant for appropriate action.
 - iii. The Vice Chancellor shall bring to the attention of Council any vacancies that are foreseen on the Management Committee.
- e) Promotion of Administrative Staff shall be based upon:
 - i. The academic and professional qualification, work experience, service to the University and the community, participation in extra-mural activities, membership to professional bodies, evaluation and recommendation by the respective Head of Department or immediate supervisor
 - ii. The University Promotions Policy shall outline the procedure to be followed with respect to promotion of administrative staff.
- f) Termination of Service of an employee may occur as a result of one or the following reasons:
 - i. end of contracts
 - ii. retirement, resignation or dismissal
 - iii. death
 - iv. department re-organization or expansion
 - v. creation of new Faculties and Departments
 - vi. any other causes, and/or reasons

- vii. Any officer or employee of the University may be dismissed summarily in case of serious wrong-doing, gross neglect of duties, gross misconduct or gross mismanagement. In such case there will be no compensation.
- viii. The authority to dismiss is vested in the appointing authority.
- g) Reporting Levels:
 - a. All Administrative staff shall report and be answerable to their immediate supervisor as specified in the University Organizational Chart and as outlined in the Human Resource Manual.
- h) Other Provisions for Ancillary Staff:

The following regulation shall further be observed in relation to Ancillary Staff:

- a. Officers of appointment made to Ancillary Staff shall remain open for a period of thirty days.
- b. Acceptance of the offer must be notified to the Human Resource within that period after which the offer will lapse
- c. Ancillary Staff shall assume duties within four weeks of the offer of appointment
- d. In case of Ancillary Staff, the Head of Department concerned shall submit to the Human Resource all disciplinary cases with recommendation for action.
- e. Annual reports on Ancillary Staff shall be submitted by Heads of Departments to the Human Resource
- f. In case of a member of the Ancillary Staff holding a probational appointment of six months, the period of probation may be extended only once by a further of six months if and when necessary.
- g. The Head of Department shall submit a recommendation to the Human Resource a month before the expiration of the probationary period.

8.4 Bonding of Staff

- a. An employee selected for sponsorship for further studies (academic or professional) shall sign a written undertaking or bonding agreement with the University prior to starting the course, this is to be done retrospectively if it was overlooked at the start of the studies.

- b. Depending on the cost and duration of such training, the employee shall pledge to serve the University for a period up to 5 years or as may be agreed before the training commences.
- c. The conditions for bonding are:
 - i. For every year or part thereof of the bonding period will be twice as long.
 - ii. The bonding period shall commence effective from the date of completion of training.
 - iii. The terms and conditions of the training bond shall be explicitly set out in the bonding agreement.
 - iv. In the event of non-compliance with the bonding agreement, the staff member concerned shall be required to refund all monies expended on him/her by USJM as well as sponsorship money obtained through the auspices of USJM while undergoing training, reduced by the period served after returning from training.

STATUTE IX: PROVISIONS RELATED TO STUDENTS

10.1 Admission Requirements

- i. Senate shall have powers to prescribe the minimum entry requirements to any course of study in the University and in so doing, may consider results of public examinations or the University itself may prescribe examinations for the purpose of admission into the University.
- ii. For University admission examinations, by whatever name called, the University may charge appropriate fees. Such requirements shall consider the minimum standards set by the National Council for Higher Education.

10.2 Fees

Every person who wishes to be registered as a student for a degree, diploma, certificate or other award of the University shall pay to the University such registration fee and such other fees, as Council may from time to time determine.

10.3 Designation of Academics

- i. The University shall have powers to confer the following academic awards and degrees:
 - a. Diplomas

- b. Bachelor Degrees
 - c. Postgraduate Diplomas
 - d. Master Degrees
 - e. PhDs
- ii. Accredited Programmes (Others to be developed)
- a. Bachelors of Business Administration (BBA)
 - b. Bachelor of Science in Accounting and Finance (BSc.AF)
 - c. Bachelor of Administration and Secretarial Studies (BASS)
 - d. Bachelor of Public Administrative Sciences (BPASM)
 - e. Bachelor of Human Resource Management (BHRM)
 - f. Bachelor of Science in Procurement and Logistics Management (BSc.PLM)
 - g. Bachelor of Mass Communication and Journalism (BMCJ).
 - h. Bachelor of Social Work and Societal Transformation (BSWST).
 - i. Bachelor of Education Primary (BEP).
 - j. Bachelor of Arts with Education Secondary (BAES).
 - k. Bachelor of Science with Education Secondary (BSES).
 - l. Bachelor of Science in Information Technology (BSc. IT).
 - m. Bachelor of Science in Business Computing (BSc.BC).
 - n. Bachelor of Institutional Governance and Leadership (BIGL).
 - o. Bachelor of Information Systems (BIS).
 - p. Diploma in Education Primary (DEP).
 - q. Diploma in Business Administration and Management (DBAM).
 - r. Diploma in Computer Science (DCS).

10.4 Examinations:

- i. University Examinations shall be conducted under the control of Senate and under regulations which Senate may prescribe with regard to pass mark, classification of degrees and other related issues.
- ii. There shall be internal examiners of the university appointed by Senate who shall prepare examination papers where appropriate and examine students in the papers assigned to them by the Schools, Faculties, Institutes, Departments, or Centers.

- iii. There shall be external examiners of the University chosen by the Faculty Boards and appointed by Management on the recommendation of Senate.
- iv. External examiners shall be appointed from outside the University and shall not have taught as full-time members of staff in the University for the previous three years.
- v. External examiners may be paid honoraria as Council may from time to time prescribe.
- vi. In the case of a supplementary examination or a special examination, internal examiners may be appointed, provided that they have had no part in teaching the candidate in the subject or the papers under examination.
- vii. Every candidate for a University examination shall pay to the University, in respect of such examination, such fees as Council shall prescribe.
- viii. A student who is not satisfied with his/her results may appeal to Senate through the Academic Registrar within two weeks of communication of results.
- ix. Senate shall appoint a standing committee to be known as the Academic Irregularities Committee which shall investigate all cases of irregularities in examinations.
 - a. Any person involved in any alleged irregularity shall be required to appear before this committee.
 - b. The Chairperson shall then report the findings of the Committee to the Vice-Chancellor who, on behalf of Senate, shall decide what further action may be necessary.
 - c. The Academic Irregularities Committee shall be composed of one member of each faculty, chosen by their peers. The Deputy Vice-Chancellor (AA) shall be the chairperson and the Academic Registrar shall be the Secretary.
 - d. A quorum will be attained when one half of the members are present.
 - e. The Committee shall determine its own modus operandi subject to the approval of Management and Senate.

10.5 Conferring Degrees and other academic awards

- i. A Congregation of the University shall be held at least once a year and shall be presided over by the Chancellor or, in his absence, by the Vice-Chancellor, as provided for in the Charter.
- ii. Degrees shall be conferred only at a Congregation of the University.
- iii. A candidate shall not be admitted to a degree or other award, other than an honorary degree, unless the candidate has paid such fees as may be prescribed by Council, and unless the Academic Registrar has certified that such candidate has satisfied all the conditions prescribed for such an academic award.
- iv. The procedure for conferring of degrees and other awards, the academic dress to be worn, and all other matters regarding congregations not provided for in this Statute, shall be determined by Senate.
- v. Senate may withhold an award on disciplinary and other grounds.
- vi. Senate shall have powers to withdraw or cancel any award of the University if it is subsequently proved that such an award was obtained on false pretenses, cheating or fraud.

10.6 Honorary Degrees

- i. The University may consider conferring an honorary degree or title upon any person who has rendered distinguished service in the advancement of any branch of learning or who has otherwise rendered himself/herself worthy of such an honor.
- ii. A proposal to grant an honorary degree or any other award may be made by a member of the University Governing Council, Management or Senate and shall be communicated in writing to the Vice-Chancellor.
- iii. Every such proposal shall be accompanied by a statement setting forth the award recommended and the detailed grounds on which the recommendation is based. No proposal will be considered without these details.
- iv. The Vice-Chancellor shall refer such proposals to an Honorary Awards Committee consisting of the Chairperson of the Council, the Vice-Chancellor, the Deputy Vice-Chancellor AA, three members of Senate elected by Senate, and three members of the Council elected by the Council.

- v. The Chairman of Council shall be Chairperson of this Committee, and in the absence of the Chairperson the Vice-Chancellor shall chair. In the absence of both, the Committee shall appoint a Chairperson from among its members. The Academic Registrar shall be Secretary to the Committee.
- vi. Any recommendation made by this Committee for the conferring of honorary awards shall be subject to the following procedures and rules:
 - a. Senate shall, through a secret ballot, vote on the recommendations. The ballot papers shall be accompanied by a statement setting forth the grounds upon which the recommendation is based.
 - b. Any recommendation which secures a majority of the total number of members of Senate shall also, through a ballot and accompanied by a statement setting forth the grounds upon which the recommendations are based, be submitted to Council. The majority of the total number of members of Council shall be required for a decision to confer an honorary degree or award.
 - c. The final decision of Council will be announced at a joint meeting of Council and Senate.
 - d. The proceedings with regard to Honorary Awards shall be conducted in the strictest secrecy and no consultation shall at any time be made with the potential candidate except by the Vice-Chancellor or in his/her absence by the Deputy Vice-Chancellor (AA).
 - e. Honorary Awards should be sparingly given and not more than three will be awarded in any given academic year.
 - f. If a recommendation of the Honorary Awards Committee is rejected by Council and Senate, such a nomination shall not be considered again until a period of five years has elapsed.
 - g. The award of Honorary Degrees must be "in presentia" except in very exceptional circumstances when a special resolution of Council, on the recommendation of Senate, will be required for presentation "in absentia" or posthumously.

- h. Except in very special circumstances, the Committee will not consider any nomination of any officer in the service of the University or any person currently in the employment of the University.
- i. The Honorary Degree Awards shall be Doctor of Science (DSC.) for outstanding contribution in the field of Science, Doctor of Letters (DLitt.) for outstanding contribution in the Humanities and Doctor of Laws (LLD.) for Public Service by eminent statesmen, administrators, and lawyers.

The University shall have the right to withhold the conferment of any degree or award of any diploma or certificate until any outstanding fees are settled with the University.

10.7 Students' Union

- i. There shall be a Students' Union in the University which shall be constituted according to the Statutes made for that purpose by the University Governing Council.
- ii. The governance of the Students' Union shall be guided by a Constitution drawn by the students' body which shall be approved by the University Governing Council.
- iii. The Constitution, functions, responsibilities, and other matters relating to the Students' Union shall be in accordance with the University Statutes and Regulations.
- iv. All students shall be eligible to become members of the Students' Union upon admission and registration in the University.

STATUTE X: ALUMNI ASSOCIATION

- i. There shall be an Alumni Association which shall consist of former students, former staff members, former Council members, founder members of the University and such other persons as may be authorized by Council.
- ii. The Alumni Association shall be the fraternity/sorority of graduates and other former members of USJM and shall contribute to the growth and development of the University.

- iii. Subject to the provisions of these Statutes, the Association shall be empowered.
- iv. To discuss and state its opinion upon any matters within their sphere of competence.
- v. To elect from among its members an Executive Committee, the functions and duties of which shall be prescribed by the regulations of the Association.
- vi. A copy of the constitution and all resolutions of the Association and a statement of such other matters as the Association may from time to time decide, duly certified by the Chairperson and by the Secretary, shall be sent to the Vice-Chancellor for the information of the University

STATUTE XI: FINANCIAL PROVISIONS

- i. All the funds, assets, and other property, movable and immovable, of the University shall be managed and utilized by the Officers of the University in accordance with the provisions of this Charter, in such manner and for such purposes as would promote the best interests of the University.
- ii. The funds and other assets of the University and the financing of the budget of the University shall be derived from:
 - a. Fees paid by students.
 - b. Periodic and specially requested contributions from all Catholics in Archdiocese of Mbarara.
 - c. Revenue derived from the renting and management of the estates and the running of commercial enterprises of the University.
 - d. Fund-raising schemes and activities of or by the University.
 - e. Donations, subsidies, legacies, grants.
 - f. Professional services by the members of staff to the public.
 - g. Revenue from and through sale of publications and intellectual property rights of the University.
 - h. Interest from investments of the University.
 - i. Establishment of endowments in the University.
 - j. Any other sources deemed proper for the University.

- iii. All monies received shall constitute the University Fund and shall be deposited to the credit of University of Saint Joseph Mbarara on accounts approved by Council and shall be managed in accordance with the provisions of this Charter and University Statutes.
- iv. University funds may be invested as authorized by Council.
- v. The Financial Year of the University shall be such continuous period of twelve months as Council may determine.
- vi. Estimates of incomes and expenditure of and by the University in respect of every Financial Year of the University shall be prepared or caused to be prepared by the Bursar and approved by the Council before the beginning of each Financial Year.
- vii. The Bursar shall keep or cause to be kept, accurate and up-to-date records of monies received and spent.
- viii. The Bursar shall keep or cause to be kept, books of accounts of all income and expenditure and proper records in relation thereof.
- ix. The Bursar shall cause to be prepared at the end of every Financial Year, statements of accounts, showing:
 - a. A Balance Sheet, a Statement of Income and Expenditure, and a Statement of Cash Flows for each Financial Year.
 - b. A statement of the sources and applications of funds for the year.
- x. The Bursar shall prepare a report on the progress of the University for the Financial Year.
- xi. The accounts of the University shall, in respect of each Financial Year, be audited by an external auditor appointed by Council.
- xii. The auditor appointed under the immediately preceding clause shall submit a full written report on the accounts and other financial aspects of the University to Council not later than three months after the end of the immediately preceding Financial Year of the University.
- xiii. University Governing Council may co-opt any person on the Finance Committee to give financial knowledge.
- xiv. Subject to such limitations as it may deem fit, University Governing Council may delegate any of its functions to this Committee appointed but University Governing

Council shall not delegate to this Committee the power to approve, without further reference to it, the annual estimates of revenue and expenditure.

- xv. Council may authorize the Finance Committee appointed to act with any other Committee appointed by Senate.

STATUTE XII: SEAL AND OTHER INSIGNIA OF USJM

- i. The seal of the University shall be of such a device as the Council may determine.
- ii. The Seal shall be authenticated by the signature of the Vice Chancellor.
- iii. The signature of the Vice Chancellor shall be independent of the signing by any other person witnessed to any transaction or action requiring a witness.
- iv. Without prejudice to the provisions of clauses (ii) and (iii) hereof, for the purposes of degrees, diplomas, certificates, and other awards of the University, as approved by the Senate, the Seal of the University shall be authenticated by the signatures of the Vice Chancellor and the Academic Registrar.
- v. The seal of the University shall be kept in the safe custody of the Vice Chancellor and shall not be used or affixed by the Vice Chancellor or any other person to any instrument except in pursuance of a resolution duly adopted by Council or as authorized by the Charter and Statutes.
- vi. A certificate signed by the Vice Chancellor that any instrument purporting to have been made or issued by or on behalf of the University was so made or issued, shall be conclusive evidence of that fact.
- vii. Every document purporting to be an instrument made or issued by or on behalf of the University and to be sealed with the seal of the University authenticated in the manner provided hereof, be signed or executed by the Vice Chancellor or any other person authorized by the Council to act in that behalf.
- viii. The Arms, flags, robes and any other insignia of the University shall be of such design and colors as the Officers of the University may, on the recommendation of Senate, determine.

STATUTE XIII: GENERAL PROVISIONS

A. Contracts and Serving of Documents

1. Contracts on behalf of the University may be made in the following manner:
 - i. A contract which, if made between private persons would be by law required to be in writing, and if made according to any law for the time being in force in Uganda is required to be under seal, may be made on behalf of the University under the seal of the University.
 - ii. A contract which, if made between private persons, would be by law required to be made in writing, signed by the parties to be charged therewith, may be made on behalf of the University in writing, signed by any person acting under its authority, express or implied.
2. A contract made according to and under the provisions of the preceding clause shall be effectual in law and shall bind the University and its successors and all other parties thereto.
3. A contract made in accordance with the provisions of this article may be varied or discharged in the same manner in which it is authorized in this article to be made.
4. Any document may be served on the University by leaving it at the office of the Secretary to Council and obtaining a certificate of such service from that office.
5. A firm or firms of lawyers shall be appointed by the University Council to act as university lawyers.

B. Transfer of Property, Assets and Staff

1. All immovable and movable property and assets which immediately before the commencement of this Charter were vested in or possessed by University of Saint Joseph Mbarara under the interim license shall by virtue of this section vest in the University without further conveyance, transfer, or assignment.
2. Except as Council otherwise directs, all members of staff of the University immediately before the commencement of the Charter shall be members of the University and shall be deemed to have been appointed under this Charter on the terms and conditions of service applicable to them immediately before the commencement.

C. Handover by VC

1. Every Vice Chancellor who is relinquishing his/her post as Vice Chancellor must present handover report to Council and Board of Trustees.
2. The outgoing Vice Chancellor must handover to the incoming Vice Chancellor officially
3. The handover to the new Vice Chancellor must be witnessed by the Chairman of the Governing Council and the Chairman of the Finance Committee of the Council.
4. The last Month's salary and terminal benefits of the outgoing Vice Chancellor shall only be paid after Council has satisfied itself that there has been a proper handover to Council and to the incoming Vice Chancellor.

D. Evaluation of Council and University Officers

1. There shall be an annual evaluation of the performance of all members of Council and University Officers.
2. The Chairperson of Council shall be evaluated by the Board of Trustees. The confidential evaluation forms shall be submitted to the Chancellor.
3. The Members of Council shall be evaluated by Chairperson of Council.
4. The Vice-Chancellor shall be evaluated by Chairperson of Council.
5. The Deputy Vice Chancellor (S) shall be evaluated by Chairperson of Council
6. All other Officers shall be evaluated in accordance with the provisions laid out in the Statutes and Human Resource Manual
7. Council shall regularly evaluate its performance as a body.

F. Making of Statutes

1. Council shall make Statutes for the management, control and administration of the University.
2. Without derogating from the generality of the provisions of clauses hereof, Statutes made by Council under this article may provide for:
 - a. The powers, functions, and privileges of the Chancellor and the Vice Chancellor
 - b. The scales of fees and boarding charges
 - c. The constitution, functions and responsibilities of the Students' Union.

3. The procedure of appointment of staff, the terms and conditions of service including discipline, dismissal, salary, insurance and retirement benefits of:
 - a. members of the academic staff of the University
 - b. members of the administrative staff of the University
 - c. any other employee of the University.
 - d. membership, powers and functions of the Committees and Boards established by the Council in accordance with the provisions of this Charter.
 - e. any other functions which it is required or permitted under this Charter to perform.
 - f. generally, for the better implementation of the Charter

G. Amendment to the Charter

Subject to the applicable law in Uganda existing at any given time, Council may, in accordance with the Statutes laid down by Council for that purpose, propose to the President of the Republic of Uganda amendments to the Charter.

H. Dissolution of the University

1. In the event of the University being intended to be dissolved, it will be done in accordance with the applicable law on Higher Education and/or by a decision of the owners provided that the resolutions for the dissolution are passed by three quarters majority votes of the Senate and Council, each sitting and voting separately.
2. In such event the property of the University shall revert to the Board of Trustees of Archdiocese of Mbarara or any other successor institution approved by the Archdiocese of Mbarara.

STATUE XIV: MISCELLANEOUS

1. These Statutes and Regulations referred to above shall commence on....., excepting that where it is provided otherwise in any Statute or Regulation such other date shall be deemed to be the commencing date for that particular statute or regulation.
2. The interpretation and enforcement of these Statutes shall be vested initially in the Management Committee and finally in the Vice Chancellor subject to appeal to the

Council. The Charter shall be the guiding principle in matters of interpretation of these statutes.

3. Council may amend, add to or alter these statutes as it deems fit from time to time, provided that the Council shall not amend, alter or add to the provisions of these Statutes and Regulations arising from them without the receipt of a proposal or report thereon by Management and/or not reject any such report or request or amend any regulations so proceed without further reference to Management and Senate.
4. The rules and regulations in force on the day prior to commencement of these of these Statutes shall, unless superseded by these Statutes or Regulations arising from these Statutes continue in force as though they were incorporated into these set out above and will all other respects be subject to provisions of these Statutes and the Charter
5. These Statutes were submitted to Council in its meeting ofand approved in the same meeting. Done at University of Saint Joseph Mbarara Main Campus, this, 2024.

Amendment of The Manual

The Manual is subject to amendment from time to time by relevant authority. The Manual was approved by University of Saint Joseph Mbarara Governing Council on the 18th day of July 2020

Rev Fr Gervase Nsekanimanya Diido
CHAIRMAN

Rev Fr Dr Deus M Kare mire (PhD)
VICE CAHANCELLOR

