

OFFICE OF THE ACADEMIC REGISTRAR

SUMMARY OF NOTES TO NEW STUDENTS FOR THE ACADEMIC YEAR 2025/2026

To; All first-year students

1.0: I take the opportunity on behalf of Busitema University to congratulate you upon your admission to Busitema University whose Vision and Motto are “A Center of Academic and Professional Excellence in Science, Technology and Innovation” and “Pursuing Excellence” respectively.

1.2: Busitema University is a Public University established by Statutory Instrument No.22, 2007 enacted by Parliament on 10th May, 2007. The University is a multi-campus model with six campuses in the following locations:

- (i) **The Main Campus:** Located at Busitema, formerly the National College of Agricultural Mechanization, along Jinja-Tororo highway and hosts the Faculty of Engineering and Technology.
- (ii) **Nagongera Campus:** Located along Tororo-Busolwe access road that hosts the Faculty of Science and Education.
- (iii) **Namasagali Campus:** Based in Kamuli District at the former Namasagali College School for the Faculty of Natural Resources and Environmental Science.
- (iv) **Arapai Campus:** Based at the former Arapai National Agricultural College (in Soroti District) on Moroto road where the Faculty of Agriculture and Animal Science is.
- (v) **Pallisa Campus:** Based in Pallisa Town Council for the Faculty of Management Science.
- (vi) **Mbale Campus:** Based at Mbale Regional Referral Hospital in Mbale City hosting the Faculty of Health Sciences.

2.0: Admission

The admission process was done according to each applicant's performance and the choices indicated in the application form.

2.1: Admission Process.

- i) Students were selected on a comprehensive evaluation based on academic performance, minimum requirements and choice given in the application to create a short list. Selection was done on merit basing order of choices
- ii) A shortlist was presented to University Admissions Board. Each program is given weight to the factors pertinent to its nature and requirement. The University Admissions Board may then grant or deny admission.
- iii) The list of admitted candidates was then displayed on the University notice boards and website. Each candidate will receive a notification of the admission letter on the email address that was used during application. A copy of the joining instructions will be given as well

2.2: It should be noted that the admission is provisional pending full registration of each student. Read the admission letter carefully including the location of the campus where you are supposed to take your studies from. All new students are expected to report to their respective campuses on **Saturday 9th August 2025** as indicated in your admission letter.

3.0: Orientation

3.1: Orientation shall take one week at respective faculties starting **Monday, 11th August 2025 to Friday, 15th August 2025**. New students should report to the office of the Campus Registrar in their respective faculties to **enroll** and access the **orientation** programme.

3.2: Extended orientation program by other University officials on major university functions at each faculty shall follow a programme that shall be shared during the orientation week.

4.0: Enrollment/ Registration

Enrolment and Registration are the first processes a student is expected to undertake as soon as he/she arrives at the campus. The registration process has the following component that must be followed by every student.

4.1: Enrolment:

- i) Every student is expected to enroll with the office of the Academic Registrar at the respective campuses by presenting the original documents of the previous levels of study as evidence of your qualifications.
- ii) Every government sponsored student should enroll on the students' portal within the first 2 weeks every semester, for semester one of 2025/2026 enrolment shall take place from **11th August 2025 to 26th August 2025**, failure to do so, attracts a late enrollment fee of Ugx. 50,000.

4.2: Registration:

- i) All government sponsored students must register within the first two weeks from the official date of physical reporting, starting from **11th to 26th August 2025**. Those who will not register by **26th August 2025** shall be subjected to a late registration fee of Ugx. 50,000 up to the fourth week (**9th September 2025**) from the official date of reporting and thereafter the places will be given to other deserving candidates.
- ii) **Registration for privately sponsored students:** All private students should register within 10 weeks from **11th August 2025 to 20th October 2025** and thereafter they will be charged a late registration fee of Ugx. 50,000.
- iii) All first year students (Government & Private) are required to register with the Dean of Students within the first two weeks from the beginning of the semester.

4.3: The names in which a student shall be registered will be those which appear on the student's Uganda Advanced Certificate of Education or equivalent document offered as an entry qualification. Only female students who get married legally may be allowed to add the names of their spouses on presentation of a valid marriage certificate.

4.4: All students must ensure that they prepare their registration documents and present themselves to the office of the Campus Registrar at their faculties in the first two weeks after reporting to enroll in preparation for registration. The documents include:

- i) The Admission Letter,
- ii) Three Yellow spring plastic files,
- iii) Original Academic Documents and 3 photo copies of each,
- iv) an Original birth certificate,
- v) Identity card and
- vi) Proof of Hepatitis B immunization.

4.5: Registration deadlines: Please take note of the following dates and ensure that you abide by them.

Category	Enrolment deadline	late Enrollment fee	Registration deadline	Late Reg. fees
Government sponsored	26 th August 2025	50,000=	9 th September 2025	50,000=
Privately sponsored	11 th September 2025	50,000=	20 th October 2025	50,000=

4.6: For support on use of university official ICT system at your campus, contact the following:

- i) Busitema: Campus Ivan Bageya (0784830780)
- ii) Nagongera Campus: Mudambi Geoffrey (0773267506)
- iii) Mbale Campus: Glorius Asiimwe (0779550749)
- iv) Pallisa Campus: Wejuli Joseph (0773195669)
- v) Arapai Campus: Omalla Wilberforce (0783047499) and
- vi) Namasagali Campus: Mukose Rogers (0775295917)

4.7: Change of Programme / Subject

i) Since selection for specific Programmes was made according to each candidate's performance and order of programme choices, taking into account the available subject combinations and time-table limitations, there is normally little need to change the programme or subject. However, some places become vacant when some of the students admitted do not take up the offers. Such places are filled through the change of programme / subjects.

ii) Students who wish to change programmes / subjects need to first of all register according to the registration time-table for the programmes and subjects (where applicable) to which they have originally been admitted to.

iii) Each student who may wish to change his/her programme/ subject is required to pay an application fee of 20,000/= using the payment portal. The link shall be accessible in the Faculty Registrar office. The change of programme /subject forms will be downloaded from www.busitema.ac.ug and submitted online within the first 2 (two) weeks of the first semester.

Note That: It is advisable that only those students who meet the cut-off points for the desired programmes /subjects may apply.

5.0: Fees payment

Every student shall be expected to pay all university dues before registration as indicated in the fees structure below.

Please note: All students (both government and private sponsored) are required to pay Shs. 20,000 excluding bank charges to National Council for Higher Education at the beginning of each academic year. log on www.ura.go.ug and select NCHE. Evidence of Payment shall be required at any one time on the programme.

6.0: Admissions ceremony

There shall be an admissions ceremony that shall be conducted by the Vice Chancellor in which all students shall be formally admitted to the University. The program for this ceremony shall be availed to all students at their respective campuses after reporting.

All students are required to access the University Hand book at www.busitema.ac.ug read and take time to understand it. The Faculty Registrar shall be available to help each student comprehend the content there in whenever they need help.

8.0: Study requirements:

Lectures will begin on 18th August 2025 *including DEP & BEP*

All students are required to attend all prescribed classes (including lectures, practical classes, demonstrations, seminars and tutorials). A student who misses more than 20% of the class sessions may be excluded from examinations.

A student who reports to class after 15 minutes from the time a class session is supposed to start shall not be allowed to attend.

9.0: Temporary Withdrawal

- i) A student may withdraw temporally from the University with permission from the Academic Registrar. A student can only apply for temporary withdrawal if such a student has reasons with evidence which are beyond his/her own control.
- ii) The reasons which warrant a student to request for temporary withdrawal could be; failure to clear fees, ill health; among others. Such permission should be sought within the first 10 weeks of the semester.
- iii) A privately sponsored student who chooses to withdraw from a programme of study may be refunded part of the tuition fees, and this can only be done within the first half of the semester as follows:
- iv) Item Proportion to be refunded
- v) Tuition fees 50%
- vi) Registration fees 0%
- vii) Library fees 0%
- viii) Research fund 0%
- ix) Examination fees 80%
- x) Computer fees 0%
- xi) Medical fees 50%
- xii) Development fees 50%

10.0: Accommodation and Feeding Services

- (i) There are limited accommodation facilities at all campuses given on a first come first serve basis at a fee indicated in the table of payable fees below. Only those Students who have been allocated space in the hostels will be required to pay for accommodation. For more information, contact the office of the Dean of students for a clear direction.
- (ii) Feeding at all campuses is managed by private firms. All students including those on government sponsorship shall pay for these services. Students are therefore advised to get in touch with the Dean of Students for further advice before the semester begins.
- (iii) Feeding allowances for Government sponsored students will be sent through students' mobile phone numbers. Therefore, all Government sponsored students are advised to have their telephone numbers registered in their names and also with the Dean of students within 2(two) weeks from the beginning of the semester. Only registered students will access feeding allowances.

11.0: Library Information Services

The Library strives to be "A Distinctive Signifier of Excellence in the provision of World-Class library and information services in Africa that support the intellectual life of the University. Through demonstrating quality and value in our services and programmes the Library is confident of exceeding your expectations and retain your loyalty. The staff therein at all faculties are at your service.

PROGRAMME, FACULTY AND CAMPUS			EAST AFRICANS	NON-EAST AFRICANS	Duration in Yrs.
FACULTY OF AGRICULTURE AND ANIMAL SCIENCES - ARAPAI CAMPUS					
1.	PGA	PhD OF SCIENCEIN GLOBAL CHANGE AND SUSTAINABLE AGRICULTURE	3,500,000	5,250,000	3
2.	MGA	MASTER OF SCIENCE IN GLOBAL CHANGE AND SUSTAINABLE AGRICULTURE	2,000,000	3,000,000	2
3.	MPB	MASTER OF SCIENCE IN PLANT BREEDING	2,000,000	3,000,000	2
4.	APM	BACHELOR OF ANIMAL PRODUCTION AND MANAGEMENT	1,100,000	1,650,000	3
5.	BAB	BACHELOR OF AGRIBUSINESS	1,100,000	1,650,000	3
6.	BSA	BACHELOR OF SCIENCE IN AGRICULTURE	1,100,000	1,650,000	4
7.	DAP	DIPLOMA IN ANIMAL PRODUCTION AND MANAGEMENT	500,000	750,000	2
8.	DCP	DIPLOMA IN CROP PRODUCTION AND MANAGEMENT	500,000	750,000	2
9.	CGA	CERTIFICATE IN GENERAL AGRICULTURE	360,000	540,000	2

FACULTY OF ENGINEERING - BUSITEMA CAMPUS					
1.	PEE	PhD In Energy Engineering	3,500,000	5,250,000	3
2.	PCP	PhD In Cyber Physical Systems	3,500,000	5,250,000	3
3.	PME	PhD In Materials Engineering	3,500,000	5,250,000	3
4.	CPS	Master Of Science In Cyber Physical Systems Engineering	2,000,000	3,000,000	2
5.	MSA	Master Of Science In Artificial Intelligence	2,000,000	3,000,000	2
6.	MCF	Master Of Computer Forensics	2,000,000	3,000,000	2
7.	MID	Masters Of Science In Irrigation And Drainage Engineering	2,000,000	3,000,000	2
8.	MME	Master Of Science In Materials Engineering	2,000,000	3,000,000	2
9.	MSE	Master Of Science In Sustainable Energy Engineering	2,000,000	3,000,000	2
10.	PCF	Post Graduate Diploma In Computer Forensics	1,800,000	2,700,000	2
11.	AMI	Bachelor Of Agricultural Mechanization And Irrigation Engineering	1,250,000	1,875,000	4
12.	APE	Bachelor Of Science In Agro-Processing Engineering	1,250,000	1,875,000	4
13.	BCT	Bachelor Of Science In Computer Engineering	1,250,000	1,875,000	4
14.	BEE	Bachelor Of Science In Electrical Engineering	1,500,000	2,250,000	4
15.	BEM	Bachelor of Engineering in Mechanical Engineering	1,500,000	2,250,000	4
16.	MAE	Bachelor of Science in Marine Engineering	1,500,000	2,250,000	4
17.	MEB	Bachelor Of Science In Mining Engineering	1,250,000	1,875,000	4
18.	TEB	Bachelor Of Science In Polymer, Textile And Industrial Engineering	1,250,000	1,875,000	4
19.	WAR	Bachelor Of Science In Water Resources Engineering	1,250,000	1,875,000	4
20.	DAG	Diploma In Agricultural Engineering	500,000	750,000	2
21.	DEE	Diploma In Electronics And Electrical Engineering	900,000	1,350,000	2
22.	DGI	Diploma In Ginning And Industrial Engineering	500,000	750,000	2
23.	DCE	Diploma In Computer Engineering	600,000	900,000	2
24.	DME	Diploma in Marine Engineering	900,000	1,350,000	2
25.	DNS	Diploma in Nautical Engineering	900,000	1,350,000	2
26.	CAM	Skills Certificate In Automotive Repair, Operation And Maintenance	700,000	1,050,000	0.5
27.	CIT	Skills Certificate In Irrigation Technologies And Innovations	700,000	1,050,000	0.5
28.	CPP	Skills Certificate In Post-Harvest Handling And Processing Technologies	700,000	1,050,000	0.5
29.	CWM	Skills Certificate In Welding And Metal Part Fabrication	700,000	1,050,000	0.5
30.	CBC	Skills Brick Laying And Concrete Practice	700,000	1,050,000	0.5
FACULTY OF HEALTH SCIENCES - MBALE CAMPUS					
1.	MMM	Master of Medicine Internal Medicine	2,000,000	3,000,000	3
2.	MPC	Master of Medicine (Pediatrics and Child Health)	2,500,000	3,750,000	3
3.	MPM	Master of Science in Pharmacology	3,000,000	4,500,000	2
4.	IDE	Masters of Science in Infectious Disease Field Epidemiology	3,000,000	4,500,000	2
5.	MPH	Master of Public Health	3,000,000	4,500,000	2
6.	MOG	Master of Medicine in Obstetrics and Gynecology	3,000,000	4,500,000	3
7.	BNA	Bachelor of Science in Anesthesia	2,000,000	6,000,000	4
8.	BNS	Bachelor of Science in Nursing	2,000,000	6,000,000	4
9.	MED	Bachelor of Medicine and Bachelor of Surgery	2,000,000	6,000,000	5
10.	PHA	Bachelor of Pharmacy	2,000,000	6,000,000	5
FACULTY OF ENVIRONMENT AND NATURAL RESOURCES - NAMASAGALI CAMPUS					
1.	MCC	Master of Science in Climate Change and Disaster Management	2,000,000	3,000,000	2
2.	MEE	Master of Science in Environmental Economics	2,000,000	3,000,000	2
3.	FWR	Bachelor of Science in Fisheries and Water Resource Management	1,100,000	1,650,000	3
4.	NRE	Bachelor of Science in Natural Resource Economics	1,100,000	1,650,000	3

FACULTY OF MANAGEMENT SCIENCES - PALLISA CAMPUS					
1.	PAM	PhD in Business Administration and Management	3,500,000	5,250,000	3
2.	MBA	Master of Business Administration	1,500,000	2,250,000	2
3.	MPA	Master in Public Administration	1,500,000	2,250,000	2
4.	GDP	Post Graduate Diploma in Public Administration	1,200,000	1,800,000	1
5.	BBA	Bachelor of Business Administration	850,000	1,275,000	3
6.	BBW	Bachelor of Business Administration (Weekend)	850,000	1,275,000	3
7.	BPA	Bachelor of Public Administration & Management	850,000	1,275,000	3
8.	BPM	Bachelor of Procurement & Supply Chain Management	850,000	1,275,000	3
9.	BTT	Bachelor of Tourism and Travel Management	850,000	1,275,000	3
10.	ENM	Bachelor of Entrepreneurship Development & Management	850,000	1,275,000	3
11.	DBA	Diploma in Business Administration	400,000	600,000	2
12.	DRI	Diploma in Records & Information Management	400,000	600,000	2
13.	DTT	Diploma of Tourism and Travel Management	400,000	600,000	2
14.	HHE	Higher Education Access Certificate History & Economics	700,000	1,05,0000	1
15.	HEG	Higher Education Access Certificate Economics & Geography	700,000	1,05,0000	1
16.	HHG	Higher Education Access Certificate History & Geography	700,000	1,05,0000	1
FACULTY OF SCEINCE AND EDUCATION - NAGONGERA CAMPUS					
1.	PBC	PhD in Biodiversity Conservation and Management	3,500,000	5,250,000	3
2.	PEL	PhD in Education Leadership and Management	3,500,000	5,250,000	3
3.	PCH	PhD in Chemistry	3,500,000	5,250,000	3
4.	PSP	PhD in Physics	3,500,000	5,250,000	3
5.	PEP	PhD in Education Psychology	3,500,000	5,250,000	3
6.	MCH	Master of Science in Chemistry	2,000,000	3,000,000	2
7.	EDM	Master of Educational Leadership and Management	1,800,000	2,700,000	2
8.	MIM	Master of Science in Industrial Mathematics	2,000,000	3,000,000	2
9.	MSP	Master of Science in Physics	2,000,000	3,000,000	2
10.	MEP	Masters in Educational Psychology	1,600,000	2,400,000	2
11.	GDE	Post Graduate Diploma in Higher Education Pedagogy	1,200,000	1,800,000	1
12.	BEP	Bachelor of Education Primary	600,000	900,000	2
13.	BTI	Bachelor of Information Technology	1,100,000	1,650,000	3
14.	ELS	Bachelor of Education Languages (English & Literature In English)	950,000	1,425,000	3
15.	SCE	Bachelor of Science Education	950,000	1,425,000	3
16.	SCS	Bachelor of Science in Computer Science	1,100,000	1,650,000	3
17.	BSS	Bachelor of Science in Statistics	1,100,000	1,650,000	3
18.	DEP	Diploma in Education Primary	500,000	750,500	2
19.	SLB	Diploma in Science Laboratory Technology (Biology)	500,000	750,000	2
20.	SLC	Diploma in Science Laboratory Technology (Chemistry)	500,000	750,000	2
21.	SLP	Diploma in Science Laboratory Technology (Physics)	500,000	750,000	2
22.	HBA	Higher Education Access Certificate in Biology and Agriculture	700,000	1,050,000	1
23.	HBC	Higher Education Access Certificate in Biology and Chemistry	700,000	1,050,000	1
24.	HEL	Higher Education Access Certificate in English Language and Literature in English	700,000	1,050,000	1
25.	HMC	Higher Education Access Certificate in Mathematics and Chemistry	700,000	1,050,000	1
26.	HPM	Higher Education Access Certificate in Physics and Mathematics	700,000	1,050,000	1

FEES STRUCTURE FOR ACADEMIC YEAR 2025/2026

THE FUNCTIONAL FEES FOR ALL OTHER CERTIFICATES, DIPLOMAS & UNDERGRADUATE PROGRAMMES		
ITEM	Semester 1	Semester 2
Registration fees by privately sponsored students	100,000	
Examination fees by privately sponsored students	100,000	
Library fees by privately sponsored students	20,000	
Research fund fees by privately sponsored students	20,000	
Development fee per year by private students	200,000	
University identity card fee by all students per issuance	15,000	
Computer fee by private students	50,000	
Guild fee by all students	30,000	
Sports fee by all students	50,000	
Medical fees (treatment) by private students	65,000	
Recess/Industrial Training/School Practice (To be paid by all PRIVATELY sponsored students every 2nd semester EXCEPT FINALISTS)	0	375,000
	650,000	375,000
Accommodation in per semester for <i>all</i> Students (Private or Government) admitted for MED, PHA, BNA & BNS		
Mbale Campus	500,000	
Kabwangasi Campus	350,000	
Accommodation (<i>for Other campuses</i>) per semester (where applicable)	250,000	

Other Fees		
Graduation Fees	170,000	
Convocation Fees	30,000	
Certification (per Copy)	5,000	
Verification of Academic Documents	40,000	
Replacement of Transcript	50,000	

THE FUNCTIONAL FEES FOR POST GRADUATE PROGRAMMES PER ANNUM		
ITEM	Semester 1	Semester 2
Administration fee	200,000	
Library fee	20,000	
Registration fee	120,000	
Identity Card (per issuance)	15,000	
Guild fee	30,000	
Sports fee	50,000	
Medical fee	65,000	
Examination fee (per Semester)	200,000	
Computer fee	80,000	
Development fee	200,000	
Research Fee (Payable every 2nd semester)	0	750,000
	980,000	750,000

Congratulations.

NOTE: Please refer to www.busitema.ac.ug for the detailed **Information**



Dr. Gimuguni Lillian Nabaasa (PhD)
ACADEMIC REGISTRAR