

## OFFICE OF THE ACADEMIC REGISTRAR

### SUMMARY OF NOTES TO NEW STUDENTS FOR THE ACADEMIC YEAR 2026/2027

#### 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.

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

**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.

- (i) **Nagongera Campus:** Located along Tororo-Busolwe access road that hosts the Faculty of Science and Education.
- (ii) **Namasagali Campus:** Based in Kamuli District at the former Namasagali College School for the Faculty of Natural Resources and Environmental Science.
- (iii) **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.
- (iv) **Pallisa Campus:** Based in Pallisa Town Council for the Faculty of Management Science.
- (v) **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 on 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 admitted candidate shall be required to download the provisional admission letter from the application portal. The joining instructions shall be accessed on [www.busitema.ac.ug](http://www.busitema.ac.ug)

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 8<sup>th</sup> August 2026** as indicated in your admission letter.

#### 3.0: Orientation

3.1: Orientation shall take one week at respective faculties starting **Monday, 10<sup>th</sup> August 2026 to Friday, 15<sup>th</sup> August 2026**. 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 2026/2027 enrolment shall take place from **10<sup>th</sup> August 2026 to 24<sup>th</sup> August 2026**, 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 **10<sup>th</sup> to 24<sup>th</sup> August 2026**. Those who will not register by **24<sup>th</sup> August 2026** shall be subjected to a late registration fee of Ugx. 50,000 up to the fourth week (**7<sup>th</sup> September 2026**) from the official date of reporting and there after the places will be given to other deserving candidates.
- ii) **Registration for privately sponsored students:** All private students should register within 10 weeks from **10<sup>th</sup> August 2026 to 29<sup>th</sup> October 2026** 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 Blue 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	24 <sup>th</sup> August 2026	50,000=	9 <sup>th</sup> September 2026	50,000=
Privately sponsored	9 <sup>th</sup> September 2026	50,000=	29 <sup>th</sup> October 2026	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 Asimwe (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](http://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](http://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](http://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 17<sup>th</sup> 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 temporarily 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.
<b>FACULTY OF AGRICULTURE AND ANIMAL SCIENCES - ARAPAI CAMPUS</b>					
1.	<b>PGA</b>	PhD OF SCIENCE IN GLOBAL CHANGE AND SUSTAINABLE AGRICULTURE	3,500,000	5,250,000	3
2.	<b>MGA</b>	MASTER OF SCIENCE IN GLOBAL CHANGE AND SUSTAINABLE AGRICULTURE	2,000,000	3,000,000	2
3.	<b>MPB</b>	MASTER OF SCIENCE IN PLANT BREEDING	2,000,000	3,000,000	2
4.	<b>APM</b>	BACHELOR OF ANIMAL PRODUCTION AND MANAGEMENT	1,100,000	1,650,000	3
5.	<b>BAB</b>	BACHELOR OF AGRIBUSINESS	1,100,000	1,650,000	3
6.	<b>BSA</b>	BACHELOR OF SCIENCE IN AGRICULTURE	1,100,000	1,650,000	4
7.	<b>DAP</b>	DIPLOMA IN ANIMAL PRODUCTION AND MANAGEMENT	500,000	750,000	2
8.	<b>DCP</b>	DIPLOMA IN CROP PRODUCTION AND MANAGEMENT	500,000	750,000	2
9.	<b>CGA</b>	CERTIFICATE IN GENERAL AGRICULTURE	360,000	540,000	2



**FACULTY OF ENGINEERING - BUSITEMA CAMPUS**

1.	<b>PEE</b>	PhD In Energy Engineering	3,500,000	5,250,000	3
2.	<b>PCP</b>	PhD In Cyber Physical Systems	3,500,000	5,250,000	3
3.	<b>PME</b>	PhD In Materials Engineering	3,500,000	5,250,000	3
4.	<b>CPS</b>	Master Of Science In Cyber Physical Systems Engineering	2,000,000	3,000,000	2
5.	<b>MSA</b>	Master Of Science In Artificial Intelligence	2,000,000	3,000,000	2
6.	<b>MCF</b>	Master Of Computer Forensics	2,000,000	3,000,000	2
7.	<b>MID</b>	Masters Of Science In Irrigation And Drainage Engineering	2,000,000	3,000,000	2
8.	<b>MME</b>	Master Of Science In Materials Engineering	2,000,000	3,000,000	2
9.	<b>MSE</b>	Master Of Science In Sustainable Energy Engineering	2,000,000	3,000,000	2
10.	<b>PCF</b>	Post Graduate Diploma In Computer Forensics	1,800,000	2,700,000	2
11.	<b>AMI</b>	Bachelor Of Agricultural Mechanization And Irrigation Engineering	1,250,000	1,875,000	4
12.	<b>APE</b>	Bachelor Of Science In Agro-Processing Engineering	1,250,000	1,875,000	4
13.	<b>BCT</b>	Bachelor Of Science In Computer Engineering	1,250,000	1,875,000	4
14.	<b>BEE</b>	Bachelor Of Science In Electrical Engineering	1,500,000	2,250,000	4
15.	<b>BEM</b>	Bachelor of Engineering in Mechanical Engineering	1,500,000	2,250,000	4
16.	<b>MAE</b>	Bachelor of Science in Marine Engineering	1,500,000	2,250,000	4
17.	<b>MEB</b>	Bachelor Of Science In Mining Engineering	1,250,000	1,875,000	4
18.	<b>TEB</b>	Bachelor Of Science In Polymer, Textile And Industrial Engineering	1,250,000	1,875,000	4
19.	<b>WAR</b>	Bachelor Of Science In Water Resources Engineering	1,250,000	1,875,000	4
20.	<b>DAG</b>	Diploma In Agricultural Engineering	500,000	750,000	2
21.	<b>DEE</b>	Diploma In Electronics And Electrical Engineering	900,000	1,350,000	2
22.	<b>DGI</b>	Diploma In Ginning And Industrial Engineering	500,000	750,000	2
23.	<b>DCE</b>	Diploma In Computer Engineering	600,000	900,000	2
24.	<b>DME</b>	Diploma in Marine Engineering	900,000	1,350,000	2
25.	<b>DNS</b>	Diploma in Nautical Engineering	900,000	1,350,000	2
26.	<b>CAM</b>	Skills Certificate In Automotive Repair, Operation And Maintenance	700,000	1,050,000	0.5
27.	<b>CIT</b>	Skills Certificate In Irrigation Technologies And Innovations	700,000	1,050,000	0.5
28.	<b>CPP</b>	Skills Certificate In Post-Harvest Handling And Processing Technologies	700,000	1,050,000	0.5
29.	<b>CWM</b>	Skills Certificate In Welding And Metal Part Fabrication	700,000	1,050,000	0.5
30.	<b>CBC</b>	Skills Brick Laying And Concrete Practice	700,000	1,050,000	0.5

**FACULTY OF HEALTH SCIENCES - MBALE CAMPUS**

1.	<b>MMM</b>	Master of Medicine Internal Medicine	2,000,000	3,000,000	3
2.	<b>MPC</b>	Master of Medicine (Pediatrics and Child Health)	2,500,000	3,750,000	3
3.	<b>MPM</b>	Master of Science in Pharmacology	3,000,000	4,500,000	2
4.	<b>IDE</b>	Masters of Science in Infectious Disease Field Epidemiology	3,000,000	4,500,000	2
5.	<b>MPH</b>	Master of Public Health	3,000,000	4,500,000	2
6.	<b>MOG</b>	Master of Medicine in Obstetrics and Gynecology	3,000,000	4,500,000	3
7.	<b>BNA</b>	Bachelor of Science in Anesthesia	2,000,000	6,000,000	4
8.	<b>BNS</b>	Bachelor of Science in Nursing	2,000,000	6,000,000	4
9.	<b>MED</b>	Bachelor of Medicine and Bachelor of Surgery	2,000,000	6,000,000	5
10.	<b>PHA</b>	Bachelor of Pharmacy	2,000,000	6,000,000	5

**FACULTY OF ENVIRONMENT AND NATURAL RESOURCES - NAMASAGALI CAMPUS**

1.	<b>MCC</b>	Master of Science in Climate Change and Disaster Management	2,000,000	3,000,000	2
2.	<b>MEE</b>	Master of Science in Environmental Economics	2,000,000	3,000,000	2
3.	<b>FWR</b>	Bachelor of Science in Fisheries and Water Resource Management	1,100,000	1,650,000	3
4.	<b>NRE</b>	Bachelor of Science in Natural Resource Economics	1,100,000	1,650,000	3



**FACULTY OF MANAGEMENT SCIENCES - PALLISA CAMPUS**

1.	<b>PAM</b>	PhD in Business Administration and Management	3,500,000	5,250,000	3
2.	<b>MBA</b>	Master of Business Administration	1,500,000	2,250,000	2
3.	<b>MPA</b>	Master in Public Administration	1,500,000	2,250,000	2
4.	<b>GDP</b>	Post Graduate Diploma in Public Administration	1,200,000	1,800,000	1
5.	<b>BBA</b>	Bachelor of Business Administration	850,000	1,275,000	3
6.	<b>BBW</b>	Bachelor of Business Administration (Weekend)	850,000	1,275,000	3
7.	<b>BPA</b>	Bachelor of Public Administration & Management	850,000	1,275,000	3
8.	<b>BPM</b>	Bachelor of Procurement & Supply Chain Management	850,000	1,275,000	3
9.	<b>BTT</b>	Bachelor of Tourism and Travel Management	850,000	1,275,000	3
10.	<b>ENM</b>	Bachelor of Entrepreneurship Development & Management	850,000	1,275,000	3
11.	<b>DBA</b>	Diploma in Business Administration	400,000	600,000	2
12.	<b>DRI</b>	Diploma in Records & Information Management	400,000	600,000	2
13.	<b>DTT</b>	Diploma of Tourism and Travel Management	400,000	600,000	2
14.	<b>HHE</b>	Higher Education Access Certificate History & Economics	700,000	1,05,0000	1
15.	<b>HEG</b>	Higher Education Access Certificate Economics & Geography	700,000	1,05,0000	1

**FACULTY OF SCIENCE AND EDUCATION - NAGONGERA CAMPUS**

1.	<b>PBC</b>	PhD in Biodiversity Conservation and Management	3,500,000	5,250,000	3
2.	<b>PEL</b>	PhD in Education Leadership and Management	3,500,000	5,250,000	3
3.	<b>PCH</b>	PhD in Chemistry	3,500,000	5,250,000	3
4.	<b>PSP</b>	PhD in Physics	3,500,000	5,250,000	3
5.	<b>PEP</b>	PhD in Education Psychology	3,500,000	5,250,000	3
6.	<b>MCH</b>	Master of Science in Chemistry	2,000,000	3,000,000	2
7.	<b>EDM</b>	Master of Educational Leadership and Management	1,800,000	2,700,000	2
8.	<b>MIM</b>	Master of Science in Industrial Mathematics	2,000,000	3,000,000	2
9.	<b>MSP</b>	Master of Science in Physics	2,000,000	3,000,000	2
10.	<b>MEP</b>	Masters in Educational Psychology	1,600,000	2,400,000	2
11.	<b>GDE</b>	Post Graduate Diploma in Higher Education Pedagogy	1,200,000	1,800,000	1
12.	<b>BEP</b>	Bachelor of Education Primary	600,000	900,000	2
13.	<b>BTI</b>	Bachelor of Information Technology	1,100,000	1,650,000	3
14.	<b>ELS</b>	Bachelor of Education Languages (English & Literature In English)	950,000	1,425,000	3
15.	<b>SCE</b>	Bachelor of Science Education	950,000	1,425,000	3
16.	<b>SCS</b>	Bachelor of Science in Computer Science	1,100,000	1,650,000	3
17.	<b>BSS</b>	Bachelor of Science in Statistics	1,100,000	1,650,000	3
18.	<b>DEP</b>	Diploma in Education Primary	500,000	750,500	2
19.	<b>SLB</b>	Diploma in Science Laboratory Technology (Biology)	500,000	750,000	2
20.	<b>SLC</b>	Diploma in Science Laboratory Technology (Chemistry)	500,000	750,000	2
21.	<b>SLP</b>	Diploma in Science Laboratory Technology (Physics)	500,000	750,000	2
22.	<b>HBA</b>	Higher Education Access Certificate in Biology and Agriculture	700,000	1,050,000	1
23.	<b>HBC</b>	Higher Education Access Certificate in Biology and Chemistry	700,000	1,050,000	1
24.	<b>HEL</b>	Higher Education Access Certificate in English Language and Literature in English	700,000	1,050,000	1
25.	<b>HMC</b>	Higher Education Access Certificate in Mathematics and Chemistry	700,000	1,050,000	1
26.	<b>HPM</b>	Higher Education Access Certificate in Physics and Mathematics	700,000	1,050,000	1



**THE FUNCTIONAL FEES FOR CGA & HEAC CERTIFICATES, DIPLOMAS & UNDERGRADUATE PROGRAMMES**

ITEM	EAST AFRICAN	Non EAST AFRICAN
Registration fees by privately sponsored students	100,000	150,000
Examination fees by privately sponsored students	100,000	150,000
Library fees by privately sponsored students	20,000	30,000
Research fund fees by privately sponsored students	20,000	30,000
Development fee per year by private students	200,000	300,000
University identity card fee by all students per issuance	15,000	22,500
Computer fee by private students	50,000	75,000
Guild fee by all students	30,000	45,000
Sports fee by all students	50,000	75,000
Medical fees (treatment) by private students	65,000	97,500
Recess/Industrial Training/School Practice (To be paid by all PRIVATELY sponsored students every 2nd semester EXCEPT FINALISTS)	<b>375,000</b>	<b>562,500</b>
	<b>650,000</b>	<b>975,000</b>
Accommodation is per semester for <i>all</i> Students (Private or Government) admitted for <b>MED, PHA, BNA &amp; BNS</b>		
Mbale Campus	500,000	750,000
Kabwangasi Campus	350,000	525,000
Accommodation (for Other campuses) per semester (where applicable)	250,000	375,000

**Other Fees**

Graduation Fees	170,000	255,000
Convocation Fees	30,000	45,000
Certification (per Copy)	5,000	7,500
Verification of Academic Documents	40,000	60,000
Replacement of Transcript	50,000	75,000

**THE FUNCTIONAL FEES FOR POST GRADUATE PROGRAMMES PER ANNUM**

ITEM	EAST AFRICAN	Non EAST AFRICAN
Administration fee	200,000	300,000
Library fee	20,000	30,000
Registration fee	120,000	180,000
Identity Card (per issuance)	15,000	22,500
Guild fee	30,000	45,000
Sports fee	50,000	75,000
Medical fee	65,000	97,500
Examination fee (per Semester)	200,000	300,000
Computer fee	80,000	120,000
Development fee	200,000	300,000
Research Fee (Payable every 2nd semester)	<b>750,000</b>	<b>1,125,000</b>
	<b>980,000</b>	<b>1,470,000</b>

**OTHER REQUIREMENTS FOR FACULTY OF HEALTH SCIENCES (MBALE) PROGRAMME(S), DAP, DCP AND HIGHER EDUCATION ACCESS CERTIFICATE STUDENTS**

- Two boxes of Hospital Masks and Two Boxes of Surgical Gloves (Mbale Programmes)
- Two Reams of Photocopying Paper i.e Rotatrim, PaperLine or Double A All HEAC, All Arapai Diplomas & CGA
- One hand hoe with a handle for DCP & CGA(Arapai Programmes)

**Congratulations.**

**NOTE:** Please refer to [www.busitema.ac.ug](http://www.busitema.ac.ug) for the detailed Information

  
 Dr. Gimuguni Lillian Nabaasa (PhD)  
**ACADEMIC REGISTRAR**

