

STATUTORY INSTRUMENTS SUPPLEMENT
to The Uganda Gazette No. 75 Volume XCVIII dated 25th November, 2005

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

STATUTORY INSTRUMENTS

2005 No. 85.

THE UNIVERSITIES AND OTHER TERTIARY INSTITUTIONS
(INSTITUTIONAL STANDARDS) REGULATIONS, 2005.

ARRANGEMENT OF REGULATIONS

Regulation.

PART I—PRELIMINARY

1. Title.
2. Application.
3. Interpretation.
4. Standards for institutions.
5. Attainment of standards.
6. Evaluation of performance and supervision.
7. Obligations of universities and tertiary institutions.

PART II—STANDARDS FOR LIBRARIES

8. Interpretation.

Information Resources

9. Provision of information resources.
10. Accessibility to information materials.

Library Buildings

11. Provision of space and security.

Staffing

12. Library staff.
13. Library committee.

Regulation.

Library Services

14. Maintenance of quality services.
15. Library information system.
16. Access to library resources.
17. Borrowing procedures.
18. Reference and bibliographic services.
19. Maintenance of information technologies.

PART III—STANDARDS FOR CURRICULA

20. Interpretation.

General Requirements

21. Academic and support staff.
22. Duration of degree programmes.

Curriculum and Programmes

23. Design of curriculum.
24. Contents of curriculum and programmes.

Assessment Requirements

25. Assessment of students.
26. Moderation of exams.
27. Board of Examiners.

PART IV—STANDARDS FOR PHYSICAL FACILITIES.

28. Interpretation.
29. Application of standards for physical facilities.
30. Factors for which standards are prescribed.

Minimum Standards

31. Provision of physical facilities.
32. Additional facilities.
33. Compliance with Building Code.

Regulation.

Public Safety

34. Safety of physical facilities.
35. University or tertiary institution to employ engineer.
36. Application of standards in regulation 35.
37. Fire safety.
38. Fire escape.
39. Provision of fire fighting equipment.
40. Central fire fighting unit.
41. Water supply system for fire fighting.

Teaching Laboratories, Hospitals, Workshops and Studios

42. Laboratory facilities.
43. Adequacy of laboratory facilities.
44. Requirements for medical courses.
45. Hospital to have necessary resources.
46. Design of teaching hospital.
47. Facilities for fine art courses.
48. Facilities for urban and regional planning courses.
49. Facilities for building courses.
50. Facilities for architecture courses.
51. Facilities in food and home care laboratories.
52. Computers for computer science students.
53. Land for agriculture courses.

Catering and Accommodation

54. Catering facilities.
55. Adequacy of catering facilities.
56. Common rooms.
57. Accommodation facilities.

Utility Services

58. University or tertiary institution to have adequate water supply.
59. Assessing adequacy of water supply.
60. Waste water system.
61. Assessing adequacy of waste water system.
62. Sewerage plant.

Regulation.

63. Surface water system.
64. Assessing adequacy of surface water system.
65. General sanitary conveniences.
66. Sanitary conveniences for day university or tertiary institution.
67. Sanitary conveniences for residential university or tertiary institution.
68. Power, roads and communications.

Master Plan

69. Contents of Master Plan.

STATUTORY INSTRUMENTS

2005 No. 85.

The Universities and Other Tertiary Institutions (Institutional Standards) Regulations, 2005

*(Under section 123(1) of the Universities and Other Tertiary
Institutions Act, 2001, Act No.7 of 2001)*

IN EXERCISE of the powers conferred on the National Council for Higher Education by section 123(1) of the Universities and Other Tertiary Institutions Act, 2001, these Regulations are made this 11th day of November, 2005.

PART I—PRELIMINARY

1. These Regulations may be cited as the Universities and Other Tertiary Institutions (Institutional Standards) Regulations, 2005. Title.

2. These Regulations apply to all universities and tertiary institutions. Application.

3. In these Regulations, unless the context otherwise requires— Inter-pretation.
 - “Act” means the Universities and Other Tertiary Institutions Act, 2001;
 - “National Council” means the National Council for Higher Education established by section 4 of the Act.

4. Every university and every tertiary institution shall comply with the standards set out in Parts II to V of these Regulations. Standards for institutions.

5. The National Council shall, at the request of a university or tertiary institution indicate the specific steps to be taken towards the attainment of the standards. Attainment of standards.

Evaluation
of
performance
and
supervision.

6. (1) Every university and every tertiary institution shall prepare and submit to the National Council—

- (a) an annual report of its activities in each year of operation; and
- (b) once in every three years, a detailed self- evaluation report of the steps it has taken towards the achievement of the aims and objects for which it was established.

(2) The National Council shall analyse all reports submitted to it under subregulation (1) and may make such comments or give such other instructions for action by the university or tertiary institution.

(3) The comments made or instructions given by the National Council in accordance with subregulation (2) shall specify whether or not the objects for which the university or tertiary institution was established are being complied with.

Obligations
of
universities
and tertiary
institutions.

7. (1) Every university and every tertiary institution shall—

- (a) ensure that the institutional standards set by the National Council are, at all times, maintained;
- (b) ensure that all lawful instructions issued by the National Council or other authority empowered to give instructions under the Act are complied with;
- (c) ensure that new programmes of instruction are not commenced or new regulations effected without the prior consent of the National Council; and
- (d) submit to such other modes of supervision including inspection and visitation and at such intervals as may be determined by the National Council.

(2) The National Council may inspect a university or tertiary institution as and when it deems necessary to verify the contents of the evaluation report referred to in regulation 5 (1) (b) received in respect of the university or tertiary institution.

PART II—STANDARDS FOR LIBRARIES

8. In this Part, unless the context otherwise requires—

Inter-
pretation.

“bibliographical control” means the creation, development, organisation, management and exploitation of records prepared in order to facilitate access to any item held in the library by describing such an item;

“collection management policy” means the policy outlining the systematic acquisition and evaluation of size, appropriateness, accessibility and usefulness of a library collection in terms of the objectives, users and programmes of the sponsoring institution;

“conservation” means the process of ensuring the survival of library or archive materials including basic repair or strengthening work;

“E-mail” means a system of transmitting messages and data through the medium of a computer using telephone connections and modems;

“information resources” means informal or formal, human, printed or electronic resources that contain information that can be accessed to meet an information need;

“information services” means services provided by or for a library specifically to draw attention to the resources of the library in anticipation of demand and may take the form of newsheets, literature surveys, reading lists, abstracts or contents of current journals;

“inter library loan” means the reciprocal system by which libraries borrow publications from other libraries and in turn lend publications to those other libraries;

“journal” means a magazine or periodical, published by a specialist or academic or professional body for its members, containing proceedings, transactions, contributions and reports of work carried out in a particular field;

“library budget” means the funds available for library purposes; but excludes staff salaries;

“paraprofessional” means a person holding a diploma or certificate in Librarianship or Information Science or a related field, who assists a librarian;

“preservation” means the provision of adequate care and maintenance to ensure durability and continuity of library and archive materials; and

“Senate” means the body responsible for the academic affairs of a university.

Information Resources

Provision of
information
resources.

9. (1) A library established for a university or tertiary institution shall—

(a) provide varied, authoritative and up to date information resources that support the vision, mission and objectives of the university or tertiary institution;

(b) provide a full range of materials of the appropriate academic levels for each academic programme offered by the university or tertiary institution;

(c) maintain collections in print or electronic format of not less than five core journal titles per academic discipline;

(d) in addition to other collection of materials, stock a comprehensive and up to date collection of references and bibliographic sources including indexes, abstracts, dictionaries, encyclopedias, atlases, handbooks, yearbooks, gazettes, almanacs, biographies, literature guides, and statistical abstracts covering general knowledge and specific subjects.

(2) The library collection shall, with the exception of classics, consist of current editions and up to date texts including electronic information resources.

(3) The National Council shall recognise as up to date, published materials that are less than ten years old.

(4) The university or tertiary institution shall provide and maintain adequate funding to facilitate the updating and purchase of new information materials to maintain growth in the existing and newly developed areas of study and to achieve this purpose, the university or tertiary institution shall set aside at least 10% of the total university or tertiary institution budget for this purpose.

(5) A library established for a university or tertiary institution shall hold at least ten titles per unit offered and shall provide copies of the titles to adequately provide for the students taking the unit; and the titles may be hard copies or electronic copies.

(6) The student to book ratio of books and electronic materials shall not be less than 1:40.

10. (1) A library shall develop and maintain a system that enables a user to access the information materials in its collection, easily and efficiently.

Accessibility
to
information
materials.

(2) A library shall develop and maintain a comprehensive catalogue that identifies items in its collection by title, author and subject.

(3) A catalogue developed by a library under subregulation (2) shall—

- (a) specifically provide for the bibliographic access to information resources in all formats available in the library;
- (b) be subject to appropriate editing to update it to conform to modern technology, contemporary practice and changing international standards;
- (c) comply with approved international and local conventions; and
- (d) be in a format that can be consulted by several users concurrently.

(4) A library shall keep requisite subordinate files to provide bibliographic control and access to specialised material available in the library.

(5) A library collection shall be arranged in a manner that allows access to all users, including persons with disabilities.

Library Buildings

Provision of space and security.

11. (1) A library building shall provide adequate space and security conducive to study and research with suitable environmental conditions for library staff and users, including persons with disabilities.

(2) A library building shall be planned on the projected growth of the university or tertiary institution, information resources, services, users and library staff for the next ten years.

(3) At every planning stage, librarians shall be consulted.

(4) A library building shall be strong and sturdy to bear full stack weight at all points.

(5) A library building shall be constructed to allow adequate natural and artificial lighting and ventilation and in particular, the buildings shall—

- (a) be provided with secure windows whose effective areas shall not be less than 20 per cent of the floor area of the room;
- (b) be provided with adequate ceiling height and the minimum height of the ceiling shall be 3.5 meters;
- (c) conform to the relevant rules relating to public buildings; and
- (d) be provided with sufficient doorways that can be opened outwards to ensure rapid exit in case of fire and other emergencies.

(6) A library building shall provide space for readers calculated as follows—

- (a) a reader space shall be one seat for every four users at the rate of 2.5 square metres per user;
- (b) a stack area shall be at least 10.75 square metres per 1000 volumes;
- (c) a stack area for bound journals and reference books shall be at least 10.75 square meters per 1000 volumes; and
- (d) a display area for current journals shall be 9 square metres for 1000 titles.

(7) The library staff and services area shall constitute 18 to 25 per cent of the combined space for readers and book stack.

(8) Non-usable areas such as toilets and corridors shall constitute 18 per cent of the usable area.

(9) The library equipment and furniture shall be adequate and functional.

Staffing

Library
staff.

12. (1) A library shall have adequate staff to be determined by, *inter alia*—

- (a) the academic programmes offered;
- (b) the number of students;
- (c) the number of service points; and
- (d) the hours for which the service is offered.

(2) Library staff shall include librarians, paraprofessional library staff and skilled technical and clerical staff.

(3) A library shall maintain staff ratios as follows—

- (a) qualified librarians shall constitute 35% of the total library staff;
- (b) paraprofessional and skilled technicians shall constitute 50% of the library staff; and
- (c) other workers shall constitute 15% of the remaining staff.

(4) The terms of employment of library staff shall be equivalent to the terms of employment of the academic staff.

(5) Library staff shall have access to different forms of on-going and continuous training, research funds and benefits accessed by other academic staff.

(6) A person qualified to be a librarian in terms of these standards may be appointed to be in charge of the library department.

(7) The functions of the librarian include—

- (a) developing the mission, goals and objectives of the library;
- (b) preparing and administering the library budget;

(c) acquiring, by way of purchase, lease or other appropriate ways, information materials that broaden the educational experience of the users;

(d) developing and maintaining a collection management policy and a conservation and preservation policy in order to conserve the information materials;

(e) providing adequate safeguards against loss or mutilation of information materials;

(f) developing and maintaining a disaster management policy; and

(g) developing a weeding policy.

(8) A library shall be a department integrated into the institutional organisational structure of the university or tertiary institution.

(9) A library shall provide a clear library organisation structure with a range of grades and posts to motivate library staff.

13. (1) A university or tertiary institution shall establish a library committee to perform and exercise such functions as the Senate may confer on it.

Library
committee.

(2) The library committee shall be responsible to the Senate.

Library Services

14. (1) A library shall establish, promote and maintain a wide variety of quality services that will support the academic programmes of the university or tertiary institution and encourage optimal use of the information resources.

Maintenance
of quality
services.

(2) Library staff shall be responsible for developing and teaching of information literacy skills to the entire academic community.

(3) Library staff shall maintain a system through which the users are informed of the resources available and in particular recent additions to the library.

Library
information
system.

15. (1) A library information system shall be integrated within the campus wide network.

(2) A library shall provide information access and delivery services through inter-library loan-schemes and electronic data transfer using the Internet, e-mail and other information technology medium.

Access to
library
resources.

16. (1) A library shall ensure optimal access to its own resources and other resources available elsewhere by developing and maintaining appropriate policies and procedures.

(2) A library shall provide directional, instructional and reference services.

(3) A library shall participate in programmes for sharing of information.

Borrowing
procedures.

17. A library shall put in place appropriate policies and procedures concerning opening and borrowing hours.

Reference
and
bibliographic
services.

18. (1) A library shall provide information and instruction to users through a variety of reference and bibliographic services such as course-related and course integrated instructions, hands-on active learning, orientations, formal courses, tutorials and point-of-use instruction, including reference interviews.

(2) A library shall facilitate academic success, and encourage lifelong learning by combining new techniques and technologies with the best traditional sources and practices.

(3) Library staff shall assist primary users to retrieve information, evaluate and document information.

19. A library shall develop, adopt and maintain information technologies and shall—

Maintenance
of
information
technologies.

(a) develop Information and Communication Technology (ICT) plans for the medium (five years) and long term (ten years);

(b) explore and be involved in collaborative projects which convert physical collection items into digital form in order to enhance access or support preservation programmes;

(c) avail equipment to enable users and staff to access and use information from internal and external sources in addition to provision of equipment to support preservation and conservation programmes; and

(d) develop links with neighbouring communities by developing mechanisms through which the latter can access its collections.

PART III—STANDARDS FOR CURRICULA

20. In this Part, unless the context otherwise requires—

Inter-
pretation.

“academic staff” means members of the teaching staff of a university or tertiary institution;

“academic year” means a continuous period of teaching, examination and study organised in a full year mode, semester mode or quarter mode and extending over not less than thirty calendar weeks;

“compensation” means the practice of awarding a pass mark in respect of a failed course by reason of a candidate having passed other courses offered in the same curriculum or programme of study;

- “course” means a single unit of study in a curriculum or programme of study;
- “curriculum” means an organised programme of study for a given degree, diploma or certificate award, incorporating all matters such as academic staff requirement, duration of academic programmes, admission requirements, programme content requirements and assessment process requirements;
- “department” means an academic division into which a faculty is divided for purposes of teaching, examinations and administration;
- “faculty” means an academic division so designated or established under the instruments constituting a university or tertiary institution and it may also mean academic members of staff;
- “institute” means an organisation founded for particular work such as education, promotion of arts or scientific research;
- “lecture hour” means a period of time equivalent to one hour representing one such continuous hour in lecture form, two in tutorial session, three in laboratory practicals and five in farm or similar practice;
- “programme of study” means the prescribed syllabus that students must be taught at each key stage;
- “re-sit examination” means an examination taken again by a candidate who has not been successful in a previous attempt;
- “school” means a faculty or a cluster of departments specialising in a particular subject area;
- “supplementary examination” means the practice of re-examining a candidate who was not successful in a previous attempt;

“syllabus” means a full description of the content of each course offered in a given programme of study.

General Requirements

21. (1) A university or tertiary institution shall maintain adequate academic and support staff for each approved programme of study.

Academic and support staff.

(2) In determining whether a university or tertiary institution complies with the requirements of subregulation (1), the full time staff and student ratio shall conform to the Universities and Other Tertiary Institutions (Establishment and Operation of Private Universities and Private Tertiary Institutions) Regulations, 2005.

(3) A person shall not be recruited as an academic or technical staff unless he or she possesses qualifications approved by the National Council.

(4) The National Council shall, from time to time publish by notice in the *Gazette*, guidelines of the approved qualifications of academic or technical staff who should be recruited for each programme offered by a university or tertiary institution.

22. The duration of each degree programme shall be defined in terms of the academic years, which shall conform to any of the following modes—

Duration of degree programmes.

(a) the full year mode, which consists of three terms and one end of year examination;

(b) the semester mode, which consists of a programme with two sections and an examination at the end of each section;

(c) the trimester mode, which consists of three sections and an examination at the end of each section; or

- (d) the quarter mode, which consists of four sections and an examination at the end of each section.

Curriculum and Programmes

Design of
curriculum.

23. (1) A curriculum should be able to facilitate a balanced learning process and ensure that students are able to acquire such cognitive, effective and psychomotor skills as are consistent with the educational goals and aspirations of Uganda as may, from time to time, be defined by the National Council.

(2) Account shall be taken in the design of every curriculum to ensure that the programme proposed—

- (a) is broad-based or integrated;
- (b) is practical oriented;
- (c) is diversified;
- (d) does not compromise the standards of excellence set by the National Council; and
- (e) contributes to the overall national human resource development and requirements.

Contents of
curriculum
and
programmes.

24. (1) A curriculum or programme of study shall—

- (a) clearly indicate the core courses;
- (b) clearly indicate the elective courses;
- (c) provide common courses;
- (d) provide a full content description in a form readily accessible to each student, of every course in the syllabus that the programme is proposing;
- (e) state whether the programme being proposed is a specialised or general one or some other variant of the programme;

(f) indicate whether all courses in the syllabus are expected to be taught by staff drawn wholly from within the faculty or department concerned or partly by staff from elsewhere; and

(g) specify in terms of lecture hours, the minimum load for each course which is to be offered in every academic year or section of the year.

(2) Every curriculum shall clearly specify the following—

(a) the pass mark or grade for each course;

(b) the minimum number of courses that a student must undertake to qualify for an academic award;

(c) the conditions under which a candidate shall be required to—

(i) undertake a special examination;

(ii) re-sit an examination;

(iii) repeat an entire academic year; or

(iv) discontinue from the programme altogether.

Assessment Requirements

25. (1) Students of any curriculum shall be assessed on the basis of the following—

Assessment
of students.

(a) course work administered throughout the academic year or section of the academic year by way of tutorials, essays, tests, laboratory exercises or other mode acceptable to a university or tertiary institution; and

(b) written examinations administered at intervals consistent with the mode of organisation of the academic year in a university or tertiary institution.

(2) The distribution of marks or points between the course work and the written examination shall be in accordance with the guidelines to be published from time to time by the National Council.

Moderation
of exams.

26. A university or tertiary institution shall establish a systematic mechanism for the internal and external moderation of examinations.

Board of
Examiners.

27. (1) A university or tertiary institution shall establish a Board of Examiners consisting of internal and external examiners for each degree programme.

(2) The Board of Examiners shall determine whether a candidate has successfully completed or failed an examination on the basis of the pass mark.

PART IV—STANDARDS FOR PHYSICAL FACILITIES.

Inter-
pretation.

28. In this Part, unless the context otherwise requires—

“adequate water supply” means water in such quantities as would permit maintenance of a reasonable level of personal and environmental hygiene;

“Building Code” means any standards prescribed for the construction of buildings by the relevant Government department;

“classroom” means a room accommodating several students for the purposes of instruction;

“full time students equivalent” (FTSE) means a number of hours of teaching required by one student to fulfill the requirements of the course in an academic year;

“Master Plan” means a programme of a university or tertiary institution showing the order of development of physical and academic aspects for a given period of time;

“physical facilities” means any structure fixed or movable and any part of the structure used or intended to be used for teaching, lecturing or instructing or as a dwelling house or for recreational activities and all ancillary facilities, including drainage works, services installations and road works;

“reader station” means space occupied by a student in a library;

“recognized water laboratory” includes the Government Chemist, the laboratory of the Uganda National Bureau of Standards, and any other laboratory registered with or belonging to the Public Health Department of the Ministry of Health, Ministry of Lands, Water and Environment, or any other public institution, person or organisation duly authorized by the Government of Uganda to undertake water analysis;

“relevant local authority” means a city council, county council, municipal council, subcounty council, town council or a local authority under whose jurisdiction a university is situated;

“research” means an investigative study of any physical, biological or social phenomenon through a systematic approach;

“residential university” means a university in which ten or more students are boarded;

“safe water supply” means a supply of water free from any contamination;

“site works” means a place where construction activities are carried out;

“surface water” means any ground water, subsoil water, storm water or rain water which discharges on the ground surface;

“utility services” includes any service that is connected to any physical facility through pipe or wire network, other medium for helping to convey fluids, energy and messages, people and goods in and out of any physical facility;

“waste water” means any water after it has been fouled by a variety of uses and which constitutes a combination of liquid and water carried wastes emanating from residences, toilets, kitchens, laundries, laboratories, workshops and other drainages.

Application of standards for physical facilities.

29. These Standards apply to—

(a) any building or part of a building purposely designed and constructed for use by a university or tertiary institution;

(b) any alterations or extensions of a building or parts of a building of a university or tertiary institution;

(c) every building undergoing material change of use in the university or tertiary institution building; and

(d) all related utility services installations and site works for a university or tertiary institution.

Factors for which standards are prescribed.

30. The Standards in this Part are prescribed in respect of the following—

(a) public health, including—

(i) the application of the applicable bye-laws, the Building Code and the Public Health Act Cap 281;

(ii) the materials used in the building;

(iii) the lighting, ventilation and sound proofing in the building;

(iv) the hygiene and sanitation of the building;
and

(v) the water supply and waste disposal in the
building;

(b) public safety, including—

(i) the structural soundness and stability; and

(ii) the safety-fire resistance, fire protection and
safety precaution, fire fighting and fire
escape;

(c) physical facilities, including—

(i) the building facilities, including classrooms
and lecture theatres, staff offices, research
areas, seminar rooms, laboratories,
workshops, studios, clinics, libraries,
students residences, staff residences,
communal and social services areas such as
workshop, kitchen, dining, common rooms
and recreational facilities;

(ii) the utility and other services, including water
supply, power, communication network,
external drainage and waste services,
access roads, parking and appropriate
landscaping; and

(iii) land, including requirements and location
ownership and tenure;

(d) spatial requirements, including—

(i) the minimum size and floor areas for various
buildings;

(ii) the minimum unit numbers of various types of
buildings; and