KUMI UNIVERSITY

GODLINESS & EXCELLENCE FOR SERVANTHOOD

Exhibition Policy

2025 - 2029

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Official Approval

Confirmed on this day ……6th……..of ……February…… 2025……..

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His Lordship Justice Ajiji Alex Mackay
Chairperson
Kumi University Council

Signed on this day……7th……of ……February…… 20…25……

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Prof. Jong-In Hong
Vice Chancellor,
Kumi University

A Word from Chairman of University Council

Kumi University was established to address the socioeconomic challenges that were posed by war, cattle rustling and insurgency in the Teso sub region. I am happy that the University has surpassed numerous challenges including the COVID 19 pandemic and is in a position to acquire a Charter status.

The University Council is fully committed to provision of good quality, credible education and services as a world class higher education institution in Uganda and the region. We fully support the Government of Uganda's international commitments such as the United Nations (UN) Agenda 2030 on Sustainable Development Goals (SDGs), especially goal # 4 to *"ensure inclusive and equitable quality education and promote lifelong learning opportunities for all"*. Uganda is also a signatory to the African Union's declaration for provision of quality education as a requisite for achievement of the Africa Vision 2063.

Uganda's vision 2040 commits government to provide education as a human right. The privatization and liberalization policies have widened access to quality education by enlisting the participation of private actors like Kumi University. Good quality, accessible and affordable education has also been consistently underscored by the National Development Plans (NDPs, I - IV). The University remains compliant with the regulatory functions of the NCHE as well as the 2008 Education Act for the delivery of a high level quality and affordable education service, and; guidelines for professional and ethical conduct of our personnel.

As a Christian founded, private Higher Education Institution, Kumi University seeks to contribute to these national aspirations and yet remain relevant to the needs of local communities in the Teso sub region. These policies are a welcome step for ensuring that admissions, teaching and learning processes, assessments, research, and stakeholder engagements are well aligned with the NCHE regulations, standards and guidelines. The University Council remains committed to providing all the support required to facilitate professional best practices in the University.

For God and my Country

His Lordship Ajiji Alex Mackay
Chairman, Kumi University Council

Forward from the Vice Chancellor

Kumi University is a private higher education institution in Uganda licensed by the Ministry of Education and Sports since 2004 and is in advanced stages of acquiring a Charter status. As a Christian faith-based institution, we are committed to academic excellence and nurturing servant leaders through integrity, and the spirit of service by emphasizing character development and mentorship in dormitory-based community life experience.

The University promotes community engagement through service-learning to address societal challenges and ensures that community service is a core curriculum requirement. Kumi University also remains a global player in research and innovation by promoting international collaborations, student exchange, and partnerships with institutions in Korea, Japan, and the U.S. We will endeavor to upgrade the infrastructure, including classroom renovations, dormitories, a modern library, and online learning facilities.

Policy development is another indicator that Kumi University is fully compliant to supervision and guidance by the National Council for Higher Education (NCHE) under the UOTIA cap 262. Regulation 9 of Statutory Instrument 34 of 2008 (QAR) requires institutions to develop quality assurance systems.

This policy outlines the operational procedures for admission of students to KUMU in order to maintain the quality and integrity of the University's programmes and processes. The policy ensures that all admission decisions shall be in compliance with statutory regulations and guidelines. It spells out the entry requirements for the prospective applicants, other stakeholders and the public. The policy includes the procedures concerning entry, progression, Recognition of Prior Learning (RPL), and Credit Accumulation and Transfer (CAT). It is my hope that this policy will further help the university to align itself to the NCHE regulations and standards.

Prof. Jong-In Hong

Vice Chancellor

Preamble

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1.0 Title of the Policy

Kumi University Exhibition Policy

2.0 Purpose of the Policy

This policy establishes a structured and transparent framework for organizing, coordinating, and evaluating Kumi University's participation in exhibitions. It ensures that such activities effectively represent the institution's academic, research, and community engagement priorities, while safeguarding the roles and decisions of the Exhibition Committee and promoting a culture of excellence and accountability.

3.0 Objectives

The objectives of this Exhibition Policy are to:

- Guide the planning, implementation, and evaluation of exhibitions involving Kumi University to maximize their impact and align with the university's strategic goals.
- Promote equitable representation and active participation of all academic units and support departments in exhibitions, fostering interdisciplinary collaboration.
- Ensure the meaningful inclusion and supervision of students in exhibitions as co-participants, providing them with valuable experiential learning opportunities and enhancing their professional development.
- Safeguard the operations, integrity, and effectiveness of the Exhibition Committee, ensuring its decisions are made in a fair, transparent, and timely manner.
- Enhance institutional visibility, strengthen partnerships, and support student recruitment through strategic participation in high-impact exhibitions.
- Establish clear performance indicators and evaluation mechanisms to measure the success of exhibitions and inform future improvements.
- Promote ethical conduct, professionalism, and adherence to the university's values in all exhibition-related activities.

4.0 Scope

This policy applies to all exhibitions in which Kumi University participates or hosts, including, but not limited to:

- National higher education exhibitions (e.g., organized by the National Council for Higher Education - NCHE)
- Science, technology, innovation, and agricultural expos
- Career and academic outreach fairs

- Local, regional, and international education forums and conferences
- University-organized exhibitions showcasing student and faculty research, creative works, and community engagement projects
- Virtual exhibitions and online platforms for showcasing university achievements

5.0 Policy Statements

- Kumi University shall participate in exhibitions that are strategically aligned with its mission, vision, and strategic plan, and that advance its academic, research, and community engagement goals.
- All exhibition activities shall be coordinated through a formally constituted Exhibition Committee with clearly defined roles, responsibilities, and reporting lines.
- Students shall be actively involved in exhibitions as presenters, demonstrators, or aides, under the guidance and supervision of departmental representatives, to enhance their learning and showcase their talents.
- Departmental representatives shall be responsible for the thorough preparation, professional conduct, and quality of student presentations, ensuring alignment with academic content and ethical standards.
- All exhibition materials, including presentations, displays, and promotional materials, must adhere to the university's communication, branding, and accessibility guidelines to ensure a consistent and professional image.
- The university shall provide adequate logistical and financial support for approved exhibitions, subject to budgetary availability and in accordance with established procedures.
- The Exhibition Committee shall actively seek external funding opportunities and partnerships to enhance the university's participation in exhibitions and expand its reach.
- All exhibition activities shall be conducted in a manner that promotes inclusivity, diversity, and respect for all participants and visitors.

6.0 Composition of the Exhibition Committee

The Exhibition Committee shall be composed of the following members:

Position	Role
Academic Registrar	Chairperson, providing overall leadership and strategic direction.
Representative – Academic Quality	Overseeing the academic standards, relevance, and quality of exhibition content, ensuring alignment with curriculum and learning outcomes.
Representative – Each	Coordinating the development of departmental content, selecting

Faculty/Department	and supervising student participants, and ensuring alignment with the university's overall exhibition strategy.
Librarian	Providing access to relevant academic and research publications, resources, and support for exhibition content development.
Public Relations Officer	Leading the development and implementation of branding, publicity, and media relations strategies to maximize the visibility and impact of the university's participation in exhibitions.
Dean of Students or Nominee	Ensuring student welfare, safety, and engagement during exhibitions, and promoting a positive and supportive environment for student participants.
ICT Representative	Managing the development, maintenance, and operation of digital content, technical displays, and online platforms used in exhibitions.
Exhibition Secretary (Appointed)	Providing administrative support to the committee, including documentation, coordination of meetings, preparation of minutes, and reporting.
Representative - Alumni Affairs Office	To coordinate the participation of Alumni in exhibitions.
Co-opted Members	Additional members may be co-opted based on the specific nature or requirements of a particular exhibition, such as experts in specific fields, representatives from partner institutions, or individuals with specialized skills.

7.0 Role of Students and Department Representatives

- Students from various departments shall participate in exhibitions as presenters, demonstrators, or aides, showcasing their knowledge, skills, and research findings to a wider audience.
- Department representatives shall play a crucial role in:
    - Selecting, preparing, and training student teams to ensure high-quality presentations and effective communication.
    - Supervising student conduct, presentation quality, and adherence to ethical guidelines and professional standards.
    - Ensuring that exhibition content is accurate, relevant, and aligned with the university's academic programs and learning outcomes.
    - Providing mentorship and guidance to student participants, fostering their academic and professional growth.

- Student engagement in exhibitions is recognized as a valuable form of experiential learning that enhances their practical skills, builds confidence, and fosters institutional pride.

8.0 Terms of Reference for the Exhibition Committee

The Exhibition Committee shall:

- Identify and recommend suitable exhibitions for university participation, based on their alignment with the university's strategic goals, target audience, and potential impact.
- Coordinate university-wide participation in exhibitions, including logistical arrangements, resource allocation, and the development of a comprehensive exhibition plan.
- Provide guidance and support to departments in the preparation of exhibition materials, content development, and adherence to timelines.
- Ensure inclusive and equitable student involvement in exhibitions, and provide adequate supervision, training, and support for student participants.
- Standardize the quality, branding, and presentation of exhibition materials across all participating units, ensuring a consistent and professional representation of the university.
- Document all committee proceedings, decisions, and actions through detailed and accurate minutes, and submit post-event reports to relevant university stakeholders.
- Protect the integrity of committee decisions through documented resolutions and adherence to established procedures for conflict resolution and appeals.
- Maintain transparency and accountability in budgeting, financial management, and the utilization of resources allocated for exhibitions, in accordance with university policies and regulations.
- Develop and implement a comprehensive communication and marketing strategy to promote the university's participation in exhibitions and maximize its visibility.
- Establish and maintain relationships with relevant stakeholders, including exhibition organizers, partner institutions, and community organizations.

9.0 Operational Safeguards for the Committee

To protect the Exhibition Committee’s functions and ensure its effectiveness:

- All actions, decisions, and recommendations of the committee must be documented and approved through minuted meetings, with clear records of discussions and voting outcomes.

- Committee members shall be protected under the collective decision-making framework, ensuring that decisions are made in the best interest of the university as a whole.
- No individual member of the committee shall be held personally liable for actions taken in their official capacity as part of a duly constituted committee, provided they act in good faith and in accordance with this policy.
- Disputes or appeals related to the committee's decisions shall be addressed through the Office of the Deputy Vice Chancellor (Academic Affairs), or another designated university body, in accordance with established grievance procedures.
- An annual performance review of the Exhibition Committee shall be conducted to assess its efficiency, effectiveness, and impact, and to identify areas for improvement. The results of the review will be reported to the Senate Committee on Academic Affairs.

10.0 Funding and Logistical Support

- The University shall allocate a dedicated exhibition budget annually, as part of the university's overall budget, to support the planning and implementation of approved exhibitions.
- Additional resources, including funding, in-kind contributions, and sponsorships, may be mobilized through project-specific proposals, grants, or partnerships with external organizations.
- All financial transactions related to exhibitions shall be conducted in full compliance with the university's procurement, financial management, and audit policies and procedures.
- Committee members and student participants may receive facilitation, including allowances, travel expenses, and accommodation, in accordance with internal university rates and approved budget allocations.
- The University shall provide logistical support for exhibitions, including venue booking, equipment, transportation, and other necessary resources, subject to availability and in accordance with established procedures.

11.0 Monitoring and Evaluation

- Post-exhibition reports shall be submitted by the Exhibition Committee to the Senate Committee on Academic Affairs within 14 working days following the conclusion of each exhibition.
- These reports must include comprehensive data, statistics, high-quality photographs, reflective analyses of the exhibition's outcomes, and recommendations for future improvements.

- Departments shall submit evaluation feedback on student participation in exhibitions, including assessments of student performance, learning outcomes, and the effectiveness of supervision and training.
- An annual exhibition impact review shall be conducted by the Exhibition Committee and presented to the Senate Committee on Academic Affairs. This review will assess the overall effectiveness of the university's exhibition activities in achieving its strategic objectives, enhancing its visibility, and promoting student recruitment and partnerships.
- The University shall use the data gathered from post-exhibition reports and annual reviews to inform future exhibition planning, resource allocation, and policy revisions, ensuring continuous improvement and optimization of its exhibition strategy.

12.0 Policy Review

This policy shall be reviewed every three (3) years, or earlier, if necessary, based on feedback from stakeholders, changes in the university's strategic direction, or significant developments in the external environment. The review process will be led by the Academic Registrar in consultation with the University Senate.