KUMI UNIVERSITY

REGISTRATION AND CREDIT TRANSFER 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 registration of students in KUMU in order to maintain the quality and integrity of the University's programmes and processes. The policy ensures that all students of the University meet the minimum requirements for the academic programmes for which they have been admitted to KUMU. It shall be used alongside the admission policy to ensure recognition of prior learning (RPL), and Credit Accumulation and Transfer (CAT) guidelines of the NCHE regulations and standards.

Prof. Jong-In Hong
Vice Chancellor

PURPOSE

This policy document sets out the requirements for and provides a guideline applicable to the registration of students at the University; credit transfer, exemptions and recognition of prior learning.

SCOPE OF THE POLICY

This Policy applies to student registrations for qualifications offered at the University, taking into account the requirements of the National Council of Higher Education, The University and Other Tertiary Acts and other relevant Education Acts. This Policy applies to all programmes offered by the University, and to allapplicants and students.

PRINCIPLES AND VALUES UNDERLYING THE REGISTRATION POLICY

1. The Kumi University encourages and inspires free, independent and critical thought aimed at developing a better future for KUMU and society.
2. Through facilitating open, respectful and meaningful dialogue, KUMU encourages an inclusive environment that embraces diversity.
3. KUMU is dynamic, progressive, responsive and innovative in its endeavor to provide access to global academic excellence and to promote the common good in a sustainable way.
4. KUMU nurtures and actively promotes an ethos of honesty, transparency, accountability and fairness in all its endeavors.

REGISTRATION

General Principles

1. Applicants who are admitted for a particular academic year must register for that year according to the registration dates as determined by the University.

2. An individual who is not registered with the University may not attend, nor participate in any part of the academic lecture programme or any of the teaching sessions for a module, whether such learning or mode of deliveryis offered by way of contact, mixed mode, distance and/or as an online module. In addition, a student is not eligible to receive any form of tuition, study material, or supervision, nor will s/he have access to any electronic study material and/or resources, if s/he is not registered in accordance with the stipulated University academic regulations or faculty rules and regulations for the intended academic programme and/or module in the relevant academic year.

3. Registration takes place in accordance with the Programme Qualification Mix (PQM) and related KUMU EP as approved by Academic Registrars Office.

4. All students will have access to their academic transcripts via the University's online systems. In the case where a student has outstanding debt, the academic transcript will show that the student was enrolled for the duration of the programme, however the module outcomes will be withheld, and the record will show that the student is not in good financial standing with the University.

5. Students may be allowed to register conditionally for a programme, where specific conditions must be fulfilled by a due date (as determined annually by the Registrar). Conditional registrations are approved by the Faculty Dean (or delegated person in the Faculty). The conditional registration agreement must be signed by the student which stipulates the conditions and deadlines. Failure to meet the conditions by the deadline will result in the cancellation of the registration.

Programme Registration

1. An applicant or student who has been formally admitted and who does not register for a programme before the registration CAP is reached, excluding semester study abroad and exchange students, forfeits the right to register for that programme for the particular academic year.

2. It is a requirement that a student signs a student agreement with the KUMU.

This agreement can be in an electronic or hard copy format. Where a student is a minor, his/her parent or guardian must conclude the student agreement on his/her behalf. When concluding the student agreement they adhere to the terms and conditions, policies, rules, regulations, procedures of the University and payment of the prescribed fees to the University.

3. The University requires students and prospective student to provide it with certain personal information as defined in the application and registration forms. The University will use the information to complete the registration process as well as for its administration and governance processes for the duration of the students' study at the University.

4. Students may not register simultaneously for two qualifications at the University or for a qualification or module at another university concurrently with their registration at KUMU without the prior written consent of the Faculty Dean or his/her delegated authority in the relevant faculty and the relevant authority of the other university.

5. Senate may determine the minimum number of students who should register for a programme or a module for it to be offered on a particular semester and/or in a particular academic year.

6. Faculty Boards may determine the maximum number of students who may register for a programme or module in accordance with the KUMU EP or in order to ensure quality teaching.

7. When registering, prospective students who register for the first time at the University may be required to submit all relevant and required information and/or documentation to the University before the registration process can take place.

8. Applicants who are admitted to a programme for a particular academic year and students who are permitted to re-register in a particular academic year for a programme for which they were registered at the end of the previous academic year, must register annually in accordance with the approved academic calendar.

9. On non-completion of a qualification following the expiry of the registration period, a re-registration or re-application for the relevant qualification may be required. In re-registering for a qualification, a re-

registration fee is applicable and the qualification must be completed within the required timeframe.

10. International students may register at the University if they meet the University's academic admission requirements and relevant immigration requirements, e.g. obtain valid study permits and satisfy all other registration requirements.

11. No late registration is permitted without the approval of the Registrar based on the provision of acceptable reasons.

12. Students/applicants may not register for a qualification if they do not have the required endorsement.

Cancellation and/or Interruption of Studies

1. Students may cancel their studies in a particular programme or module by official notification thereof before the date determined by the University as communicated in the registration letter. The onus is on the student to cancel. Cancellation requires the completion and submission of the relevant form.

2. Students who fail to comply with 6.4.1, in respect of any cancellation/interruption of study before the prescribed dates, forfeit any claim to the reimbursement of money for the module/s or course registered for, and/or remain liable for the full payment of all fees owing.

3. Cancellation of studies in a semester module(s) or a year module(s) within the 21-calendar day period before the beginning of the assessment opportunity will be regarded as absent from the assessment opportunity. Cancellation of studies in a continuous evaluation year module within the 42-calendar day period before the beginning of the assessment opportunities will be regarded as absent from the assessment opportunity.

4. Students registered for compulsory modules that they are repeating are not allowed to cancel those modules unless the cancellation relates to the cancellation of registration for the qualification.

5. De-registration by the faculty may occur under the followingcircumstances:
   a) The study period of a student has lapsed;

b) In cases of unsatisfactory performance;

c) In cases of gross misconduct;

d) In cases where the student withdrew from the qualification;

e) In cases where the student was found guilty after a disciplinary hearing;

f) In the event of death or critical, indefinite hospitalization due to illness or injury;

g) In cases where the University establishes that there was an administrative error or it was provided with incorrect information or documentation during the application or registration process.

6. Continuing students register for a programme subject to the regulations that applied at the time of first registration for that particular programme, provided that:

a) If the regulations are amended, students who commenced their studies under the previous regulations, and who have not interrupted their studies, and who are compliant with all the rules applicable at the time of their first registration, may complete their studies according to the previous regulations, provided that they complete their studies within the maximum period allowed;

b) If the new regulations are beneficial to them, students may complete their studies under these new regulations;

c) The faculty board may set special transitional arrangements, approved by senate, in respect of programmes where a change has been approved, and determine a date on which the new regulations will be phased in and previous regulations phased out.

7. Students who interrupt their studies are required to apply for special permission from the relevant Faculty to continue their studies. Continuation of to conditions studies may be subject to the Registrar may grant approval for the interruption of studies when there is an exceptional motivation or reason why a student cannot, at that stage, continue with his/her studies. Continuation of studies may be subject to conditions.

Please refer to the Academic Regulations, Faculty Rules and

Regulationsand Fee Booklet for more information.

Appeals

(a) Students may lodge an appeal against their academic exclusion or disciplinary action before the next registration period.

(b) Renewal of registration is subject to the outcome of the appeal process. *Please refer to the Academic Regulations, Faculty Rules and Regulations and the Judicial Policy for more information.*

Registration Period

(a) The Management Executive Committee (MEC) may, by notice to the applicants and students, bring the closing date for registration for a programme forward to remain within the caps of the DHET EP, KUMU EP or Faculty Detailed Plan. The MEC may approve amendments to the KUMU EP or Faculty Detailed Plan during registration to achieve and remain within enrolment caps and targets.

(b) Students are not permitted to register beyond the prescribed and approved registration periods unless the MEC formally extends the registration period.

(c) The registration of students is valid for the applicable registration period only and lapses on expiry of this period.

Finance

Integral to the Kumi University commitment to excellence is the quality of its programs and the availability of competitive fees. In the interest of institutional efficiency and effectiveness, the financial system for the distribution of fees and the income generated from the mentioned programs are compliant with the principles of sound financial governance.

Please refer to the KUMU Fees Booklet and the Academic Regulations formore information.

Internationalization

International students may register at the University if they meet the University's academic admission requirements and have complied with all the

immigration regulation requirements.

Residence Registration

This Policy should be read in conjunction with the Residence Policy.

No student will be allowed to move into a residence without proof of academic registration, and proof of residence registration.

CREDIT TRANSFER AND EXEMPTIONS

This policy shall serve as the basis for exemption and credit transfers for all students who qualify for exemption and transfer of credits. The policy aims at guiding and directing the planning and administration of activities related to exemptions and credit transfers, including; admissions, fees structures, implementation of the curriculum, monitoring, and evaluation of the students and processing of the transcripts. The emphasis on exemption is based on Kumi University recognition of a number of students who seek admission after obtaining certificates at various levels, from different recognized institutions and how these are likely to impact on students' grades.

Statistics from the Academic Registrar's Office show that over 70% of Kumi University admissions for weekend, in service (External) and full-time programmes constitute students in the above category. Some of these students fail to generate enough points for the admission to a degree, while others are hampered by the inadequate funds to raise the required fees, at the time they would have enrolled at the University for the appropriate Level of education. Furthermore, owing to the past gender imbalances in education, many students especially female have had to enroll later after liberalization of education.

It is worth noting that admission of female students to higher education has only recently been boosted through the affirmative action that gives the total score of the female entrants. In addition, some students who wished to transfer their credits to Kumi University were most often denied the opportunity due to the absence of recognized measures to help them assimilate their points and apply for admission to the appropriate programmes implemented in the University. The instituting of this policy also revealed a gap in the enforcement of exemption and credit transfers, which this policy is attempting to bridge.

The policy on exemption and credit transfers was developed through wide consultations from the faculties of Education and Languages, Theology, Science and Technology, Social science and Management studies. Representatives from Accounts and the Academic registrar's office were brought on board by a joint discussion under the chair of the Faculty of Social Sciences. The contributions of these people to developing this policy are duly acknowledged and appreciated.

Policy Goal on CAT

The overall goal of this policy is to widen access to quality University education to persons who wish to attain higher education.

Policy Objectives

1. To promote recognition of adult learners as beneficiaries of education at Kumi University.
2. To minimize wastage of resources in terms of time and money among people with other qualifications and enable them to upgrade without much stress.
3. To provide access to students who wish to complete their learning at Kumi University.
4. To harmonize in all faculties the way exemptions and credit transfers are conducted.

Definition of key terms

Exemption: An exemption is waiving the requirement to complete one or more courses in an award program based on credit granted for any of the following, another course, work experience, recognized prior learning. If you receive an exemption for one or more courses in your program you will not need to study those courses.

Policy Action: An exemption may be granted if you have completed a course at another institution that is equivalent to a KUMU course. An exemption does not give you course credits. Rather, it means that you must take another course in the place of the one for which you receive the exemption.

Exemption of Credit (CE): Exemption of credit means as a student has been waived off some credits, the credits have been given exemption (Credit exemption) during the application process for entry into a course of study based on the achievement in a particular course.

Policy Action: It is an exemption to part of the credit requirement for degree conferral based on the existing qualification which is identified as equal with the degree from KUMU. The total credit exemption is informed during course study registration.

Credit Transfer (CT) Transfer of credit is the credit transferred (transfer credit) to the students who have taken and passed the course that is recognized in all other recognized institutions during the duration of study in the University.

Policy Action: The course applied for the transfer of credit must be equivalent to and fulfill the requirements of the present course curriculum.

Course Credit is the Credit granted for successful performance in a course and includes all transfer credit awarded (both pre-matriculation and transfer term credit) and counts toward reducing the number of credits (35) required for graduation.

Credit on Entrance refers to Pre-matriculation credit recognized for achievement on a test that may be equivalent to a course, however starting with students entering in an academic year.

Policy Action: It does not reduce the number of credits (35) required for graduation. (*Examples of tests include Advanced Placement (AP), International Baccalaureate (IB), A-Levels, and local placement tests.)

Pre-matriculation Credit refers to any credit (course credit, credit on entrance, or transfer credit) earned prior to matriculation (before admission at KUMU).

DEVIATION FROM THIS POLICY

No deviation from this Policy will be permitted unless approved by the Registrar.

Conclusion

In conclusion KUMU is committed to helping students achieve their full potential. The student selection process seeks to recognize that potential and to place students in the course or program best suited to their needs and aspirations. This means that each enquiry is answered responsibly and every application is reviewed on an individual basis. Where appropriate we will discuss the options available to each candidate and will make offers or provide advice based on what in our judgment is in the candidate's best interest. All students are required to complete and fulfill all admission requirements during the admission process.

As regard to registration all students are required to register at the start of every academic year through the registry office. Registration fees for national and International students shall be determined by the University Senate within 14 days from the start of a new academic year.

Upon clearing with the Academic Registrar's office, students shall report to their respective Faculties to complete the registration process; where they will be given programme structures, class timetables and Faculty specific orientation. Details of student orientation will be provided on reporting date.

Apart from normal registration, all students are required to register for each module he/she intends to do per program in their respective faculties at the beginning of every semester on the University online portal that will be created by the application of Enterprise Resource Planning (ERP). This also includes modules he/she has to re-take in each semester, but shall not exceed the maximum load per semester.

Students are responsible for ensuring that they are registered for the appropriate courses or modules because this determines their eligibility to sit examinations. The maximum load per semester shall be determined by the curriculum.

Policy Review

This policy shall undergo a review every three years or sooner if necessary, to ensure its relevance and effectiveness. Specific circumstances that may trigger a review include:

1. **Conflict with other policies:** Ensuring alignment and consistency within the University's regulatory framework.
2. **Need for amendments:** Addressing changes that enhance service delivery or adapt to evolving institutional needs.
3. **Other identified reasons:** As determined by the University Administration or the Public Relations and Communications Committee to better serve the institution's goals.
4. Regular reviews will ensure the policy remains robust, responsive, and reflective of KUMU's mission and aspirations.