

# **ISLAMIC UNIVERSITY IN UGANDA**

## **STUDENT ADMISSIONS POLICY GUIDE**

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*FOR ALL CAMPUSES*

The Admissions Policy Guide helps the Admissions Committee to consider, for Admission,  
Qualified Applicants into Suitable Academic Programmes.

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## **PREAMBLE**

The admissions process at the Islamic University in Uganda is done once in an academic year for both semester and quarter systems. The academic year for semester session begins in August while that of quarter begins in January, the subsequent year.

The university sets policy guidelines for admitting applicants wishing to join its academic programmes leading to the following awards; certificates, ordinary, advanced & post graduate diplomas, undergraduate, masters & doctoral degrees. The university has central admissions for all its campuses and it is done by University Admissions Committee currently based at the main campus. The major purpose of such guidelines is to set basic quality standards of entrance into the academic programmes as a prerequisite of the university's Quality Assurance Policy.

It will be noted in this Admissions Policy Guide that there are two categories of minimum academic standards; the general and specific. The former covers all programmes that do not have certain prerequisites that require specific attention during admissions and therefore their minimum requirements are well spelt out in category one of the General minimum academic requirements while the later has specific requirements that an applicant **MUST** fulfill to gain admission to a particular programme. The minimum for such programmes is also spelt out clearly in this Admissions Policy Guide.

International applicants whose education systems in their mother countries differ from Uganda's education system **MUST** have their documents first equated to Ugandan standards by Uganda National Examinations Board (UNEb) or Uganda National Council for Higher Education (UNCHE). It is the responsibility of the applicant to submit admissible documents.

The admissions rules and regulations adopted by the university in this Admissions Policy Guide are in tandem with the Statutory Instrument General Notice No. 468 of 2008 published in the Uganda Gazette Vol. CI No. 44 of 29<sup>th</sup> August, 2008 by the UNCHE about the minimum entry requirements for admission to universities and other tertiary institutions.

It should also be noted in the Admissions Policy Guide that IUIU does not apply weighting system during admissions exercise the way it is done in public universities. Instead, all subjects taken at the Advanced level of Education or the equivalent are considered as essential, relevant, desirable and others in accordance with the applicant's performance and the programme applied for. The university considers the minimum standards of; 3 passes for a certificate, one principal pass and 2 subsidiary passes for a diploma and two principal passes at 'A' level for degree. Post graduate programmes are considered accordingly.

The University Admissions Committee has full rights of interpretation of the rules and regulations governing terms and conditions of admissions as well as prerogative to change or update admissions criteria as and when it deems it necessary.

For further details about admissions at IUIU please contact;

ADMISSIONS & REGISTRATION SECTION  
OFFICE OF THE ACADEMIC REGISTRAR  
P.O. BOX 2555, MBALE, UGANDA  
TEL. +256-45-512 1000  
FAX. +256-45-443 3502  
E-mail; [registrar@iuiu.ac.ug](mailto:registrar@iuiu.ac.ug) or web site, [www.iuiu.ac.ug](http://www.iuiu.ac.ug)

**SECTION ONE: PROCEDURES OF APPLYING FOR A PROGRAMME AT THE ISLAMIC UNIVERSITY IN UGANDA**

- 1.1** An Applicant who wishes to study at IUIU must follow procedures of admissions. The applicant has to obtain application forms at IUIU Main Campus or IUIU Kampala Campus or IUIU liaison office, King Fahd Plaza, Kampala or Arua Campus or Females' Campus at a non-refundable fee determined by the University Administration. He/she is advised to demand a payment receipt after paying for the forms.
- 1.2** After obtaining an application form, the applicant fills and submits it to the office of the Academic Registrar or any other authorized person who receives it on behalf of the Academic Registrar, in any case not later than June 30<sup>th</sup>.
- 1.3** Online applicants are advised to access the University Website ([www.iuiu.ac.ug](http://www.iuiu.ac.ug)) and follow online application procedures. The academic documents shall be verified after submission. Online application shall be subjected to the general rules and regulations governing the offline application.

**SECTION TWO: APPLICATION REQUIREMENTS**

- 2.0** The application form MUST include;
- 2.1** A certified copy of original Uganda Certificate of Education ('O' level) or its equivalent qualification.
- 2.2** A certified copy of original Uganda Advanced Certificate of Education ('A' level) or its equivalent qualification.
- 2.3** Post graduate applicants are required to submit relevant certified copies of original degree or diploma certificates and their transcripts with two letters of referees.
- 2.4** An original copy of payment receipt of application form or any proof of payment.
- 2.5** A certified copy of the high school/work place identity card or its equivalent.
- 2.6** A copy of birth certificate.
- 2.7** Any other relevant additional academic document (s) for consideration.

**SECTION THREE: MINIMUM ENTRY REQUIREMENTS**

- 3.1** The University Admissions Committee sets admission standards according to programme requirements and the relevancy of the study programme an applicant is interested in. The requirements are divided into two categories; the General requirements as minimum university entry criteria and specific requirements for specific programmes.

**3.2** These Admission Guidelines are within the parameters of the minimum entry requirements for admissions into Universities and other Tertiary Institutions set by the Ugandan National Council for Higher Education (NCHE).

### **3.3 GENERAL MINIMUM UNIVERSITY ENTRY CRITERIA**

**3.3.1** An applicant wishing to join IUIU shall be admitted to any of the available academic programmes upon submission of the following minimum entry requirements;

**3.3.2 ORDINARY CERTIFICATE.** An applicant vying for a certificate programme is required to have obtained at least three passes at ‘O’ level obtained at the same sitting or the Equivalent.

**3.3.3 ORDINARY DIPLOMA PROGRAMME.** An applicant vying for ordinary diploma programme is required to have obtained at least one principal pass at ‘A’ level in an essential subject and two subsidiaries or the Equivalent with at least five passes at ‘O’ level obtained at the same sitting or the Equivalent or a two years relevant certificate.

**3.3.4 ADVANCED DIPLOMA.** An applicant vying for advanced diploma should possess a two years ordinary diploma in the relevant field from a recognized Institution. Applicants with Pass diplomas shall not be accepted.

**3.3.5 UNDERGRADUATE DEGREE.** An applicant vying for an undergraduate programme should possess at least two principal passes at ‘A’ level in essential subjects plus at least five passes at ‘O’ level or the equivalent or a relevant two years diploma from a recognized institution. Applicants with Pass diplomas or the equivalent shall not be accepted. Uganda Advanced certificate in Education (‘A’ Level) results **must not be older than 6 years** at the time of application/admission.

**3.3.6 POSTGRADUATE DIPLOMA.** An applicant for postgraduate diploma should possess an undergraduate degree or the Equivalent from a recognized institution. Applicants with Pass undergraduate degrees may also apply.

**3.3.7 MASTERS DEGREE.** An applicant for masters degree should possess undergraduate degree with a second class lower division and above or the Equivalent from a recognized institution. Applicants with Pass degrees or the Equivalent shall not be accepted unless they possess a postgraduate diploma in a relevant field from a recognized university.

**3.3.8 DOCTORAL DEGREE (PhD).** An applicant for a doctoral degree must possess a relevant masters degree from a recognized institution. Applicants with Pass masters degrees shall not be accepted. Other requirements include; submission of research proposal, two letters of credible academic referees and must show ability

to undertake academic research by presenting written full thesis/dissertation or research paper or part of it.

**3.3.9 REMEDIAL STUDIES CERTIFICATE PROGRAMME.** This is a pre degree certificate programme that is offered in the Faculty of Arts and Social Sciences, Faculty of Science and Faculty of Islamic studies and Arabic Language. Eligible applicants for this programme are those who possess qualifications from countries whose education system(s) is different from that of Uganda. Admitted students must study for one year before they join a preferred degree programme.

**3.3.10 MATURE AGE.** The Islamic University in Uganda accepts applications into under graduate degree programmes through Mature Age Entry Examinations. The eligible applicant must have passed the Aptitude test examination, set and marked by IUIU as mandated by NCHE, with 50% mark and above. An applicant must be 25 years of age and above. Interested applicants sit for the examinations at IUIU (as a Centre for NCHE Eastern Region) before the beginning of an academic year. Mature Age Certificate is valid up to two years from the date of issue.

## **SECTION FOUR: SPECIFIC REQUIREMENTS FOR SPECIFIC PROGRAMMES**

### **4.1 INTRODUCTION**

The university considers specific requirements and minimum standards for particular academic programmes in addition to the general requirements. Such programmes therefore have got basic prerequisites that an applicant must possess before he/she is considered for admission.

### **4.2 SPECIFIC PROGRAMMES WITH SPECIFIC ENTRY REQUIREMENTS.**

Please, refer to the tables below for **additional** programme requirements. Programmes and General requirements that are not mentioned here are already prescribed under No. (3.3) above.

### **4.3 FACULTY OF ARTS AND SOCIAL SCIENCES**

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| <b>4.3.1</b> Certificate in English Proficiency.     | Any recognized level of educational qualification.   |
| <b>4.3.2</b> Bachelor of Social Sciences.            | Five passes at "O" Level or the Equivalent plus two principal passes at 'A' Level or the Equivalent.   |
| <b>4.3.3</b> Bachelor of Science Mass Communication. | Five passes at 'O' Level or the Equivalent plus two principal passes at 'A' level or the Equivalent. In addition, the applicant <b>MUST</b> possess a credit in English language either at 'O' level or in General paper at 'A' level or the Equivalent. |

- 4.3.4** Bachelor of Development Studies. Five passes at “O” Level or the Equivalent plus two principal passes at ‘A’ Level or the Equivalent.
- 4.3.5** Bachelor of Social Work and Social Administration. Five passes at “O” Level or the Equivalent plus two principal passes at ‘A’ Level or the Equivalent.
- 4.3.6** Bachelor of Arts Economics. Five passes at ‘O’ Level with a pass in Mathematics or the Equivalent plus two principal passes at ‘A’ level one of which MUST be with a minimum of D in Economics or the Equivalent.

#### **4.4 Faculty of Education**

- 4.4.1** Certificate in early Childhood Education Five passes at “O” Level or the Equivalent plus ‘A’ Level with at least two subsidiary passes or the Equivalent.
- 4.4.2** Diploma in early Childhood Education. Five passes at “O’ Level with a pass in Mathematics and English plus at least one principal pass and two subsidiaries at “A” Level or the Equivalent.
- 4.4.3** Diploma in Primary Education. Five passes at “O” Level with a Grade three certificate from a recognized institution. Such an applicant must be a registered teacher with the recognized body. Applicants with pass certificates but with a minimum of 5 years of teaching experience may also apply.
- 4.4.4** Bachelor of Education (Primary). Five passes at ‘O’ Level with a Grade III certificate from a recognized institution and a two years Diploma in Primary Education or the Equivalent. An applicant must be a registered teacher with the recognized body. Applicants with pass Diplomas but with a minimum of 5 years of teaching experience may also apply.
- 4.4.5** Bachelor of Education (Secondary). Five passes at ‘O’ Level with a Grade III certificate from a recognized institution and a two years Diploma in Secondary Education or the Equivalent. An applicant must be a registered teacher with the recognized body. Applicants with pass Diplomas but with a minimum of 5 years of teaching experience may also apply.
- 4.4.6** Bachelor of Arts Education Five passes at “O’ Level with a pass in English plus

two principal passes at 'A' level in Arts subjects both of which must be with a minimum of principal pass D. Applicants with a class two or lower Diploma in Education from recognized institution may also apply.

**4.4.7 Bachelor of Science Education.**

Five passes at "O" Level with a pass in English plus two principal passes at 'A' level in Science subjects both of which must be with a minimum of principal pass D. Applicants with class two or lower Diplomas in Education from recognized institutions may also apply.

**4.5 FACULTY OF ISLAMIC STUDIES AND ARABIC LANGUAGE**

**4.5.1 Certificate in Arabic Language.**

Three passes at 'O' Level or the Equivalent.

**4.5.2 Bachelor of Arts Sharia.**

Five passes at 'O' level or Idadi certificate plus 2 principal passes at 'A' level or Thanawi Certificate. A Ugandan applicant with idaad certificate is required to possess "O" level certificate (UCE).

**4.5.3 Bachelor of Arts Islamic Studies and Arabic Language.**

Five passes at 'O' level or Idadi certificate plus 2 principal passes at 'A' level or Thanawi Certificate. A Ugandan applicant with idaad certificate is required to possess "O" level certificate (UCE).

**4.5.4 Bachelor of Dawa and Sociology.**

Five passes at 'O' level or Idadi certificate plus 2 principal passes at 'A' level or Thanawi Certificate. A Ugandan applicant with idad certificate is required to possess "O" level certificate (UCE).

**4.6 FACULTY OF MANAGEMENT STUDIES**

**4.6.1 Certificate in Public Administration.**

Three passes at 'O' Level with at least two subsidiary passes at 'A' Level or the Equivalent.

**4.6.2 Certificate in Business Studies**

Three passes at 'O' Level with at least two subsidiary passes at 'A' Level or the Equivalent.

**4.6.3 Diploma in Business Administration.**

Five passes at 'O' Level plus at least one principal pass at "A" Level with two subsidiary passes or the Equivalent. An applicant with a two years certificate may also apply.

**4.6.4 Diploma in Public Administration.**

Five passes at 'O' Level plus at least one



principal pass at “A” Level with two subsidiary passes or the Equivalent. An applicant with a two years certificate may also apply.

- 4.6.5** Advanced Diploma in Health Services Management. Five passes in English, Mathematics, Biology, Chemistry and either Agriculture, or Physics, or Geography. In addition, an applicant must possess a minimum of two and a half years certificate in either Nursing or Midwifery and a subsequent Diploma in either Nursing or Midwifery or the Equivalent. An applicant must have a certificate of Registration from the Allied Health Professionals Council or The Uganda Nurses and Midwives council or the Equivalent.
- 4.6.6** Bachelor of Science in Health Services Management. Five passes at “O” Level plus at least one principal pass at ‘A’ Level with two subsidiary passes. In addition, an applicant must possess a minimum of two years Diploma in a paramedical programme or a diploma in a Nursing Programme or any other Diploma in health related programmes. The candidate must have a certificate of Registration from the Allied Health Professionals Council or The Uganda Nurses and Midwives council or the Equivalent.
- 4.6.7** Bachelor of Business Studies. Five passes at “O” Level plus two principal passes at ‘A’ level, one of which must be in either Economics or Entrepreneurship or a two years relevant Diploma. BBS Specializations include: Accounting & Finance, Money & Banking and Marketing.
- 4.6.8** Bachelor of Business Computing. Five passes at ‘O’ Level plus two principal passes at ‘A’ level, one of which must be in either Economics or Entrepreneurship or a two years relevant Diploma.
- 4.6.9** Bachelor of Public Administration. Five passes at “O” Level plus two principal passes at “A” Level. BPA Specialisations include: Human Resources Management and Local Government Management.
- 4.6.10** Bachelor of Procurement and Logistics Management. Five passes at “O” Level plus two principal passes at ‘A’ Level, one of which must be in either Economics or Entrepreneurship or a two years relevant Diploma.
- 4.6.11** Bachelor of Human Resources Management. Five passes at “O” Level plus two principal passes at ‘A’ Level.

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| <b>4.6.12</b> Bachelor of Secretarial and Administrative Studies. | Five passes at ‘O’ Level plus two principal passes at “A” Level. In addition, an applicant must possess a credit in English language either at ‘O’ level or in General paper at ‘A’ level. An applicant with two years UNEB registered Diploma in secretarial studies or from a recognized institution shall have an added advantage. |
| <b>4.6.13</b> Bachelor of Islamic Banking and Finance.            | Five passes at “O” Level plus two principal passes at “A” Level, one of which must be in either Economics or Entrepreneurship or a two years relevant Diploma.  |

## **4.7 FACULTY OF SCIENCE**

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| <b>4.7.1</b> Certificate in Library and Information Science.         | At least three passes at “O” Level or “A” Level with at least two subsidiaries.   |
| <b>4.7.2</b> Certificate in Records Management.                      | At least three passes at “O” Level or “A” Level with at least two subsidiaries.   |
| <b>4.7.3</b> Diploma in Computer Science and Information Technology. | Five passes at “O” Level with a pass in Mathematics plus one principal pass at “A” Level with at least two subsidiary passes or the Equivalent.   |
| <b>4.7.4</b> Diploma in Library and Information Science.             | Five passes at “O” Level plus one principal pass at “A” Level with at least two subsidiary passes or the Equivalent. An applicant with a two years relevant certificate may also apply. |
| <b>4.7.5</b> Diploma in Records Management.                          | Five passes at “O” Level plus one principal pass at “A” Level with at least two subsidiary passes or the Equivalent. An applicant with a two years relevant certificate may also apply. |
| <b>4.7.6</b> Bachelor of Science Combined Honours.                   | Five passes at “O’ level with a pass in Mathematics plus two principal passes in science subjects at ‘A’ level.   |
| <b>4.7.7</b> Bachelor of Science Computer Science.                   | Five passes at “O” Level with a pass in mathematics plus two principal passes at ‘A’ level one of which must be with a minimum of D in Mathematics.                                     |
| <b>4.7.8</b> Bachelor of Information Technology.                     | Five passes at “O” Level with a pass in Mathematics plus two principal passes at “A” Level.   |
| <b>4.7.9</b> Bachelor of Science Environmental                       | Five passes at “O” Level plus two principal   |

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| Science.   | passes at 'A' level one of which must be in Biology or Geography or Agriculture.   |
| <b>4.7.10</b> Bachelor of Population and Environmental Health. | Five passes at "O" Level with a pass in Mathematics plus two principal passes at 'A' level one of which must be in Geography or Agriculture or Biology or Chemistry.   |
| <b>4.7.11</b> Bachelor of Food Science and Nutrition.          | Five passes at "O" Level plus two principal passes at 'A' level one of which must be in Biology or Chemistry. An applicant with a Diploma in Food Processing Technology, Food Science, Food Nutrition, Veterinary Medicine, Agriculture, or Home Economics has an added advantage. |
| <b>4.7.12</b> Bachelor of Statistics.                          | Five passes at "O" Level with a pass in mathematics plus two principal passes at 'A' level one of which must be with a minimum of D in Mathematics.  |
| 4.7.13 Bachelor of Library & Information Science.              | Five passes at "O" Level plus two principal passes at "A" Level. An applicant with a two years Diploma in a relevant field may also apply.   |
| 4.7.14 Bachelor of Records and Information Management.         | Five passes at "O" Level plus two principal passes at "A" Level. An applicant with a two years Diploma in a relevant field may also apply.   |

## **4.8 FACULTY OF LAW**

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| <b>4.8.1</b> Diploma in Laws.  | Five passes at "O" Level plus at least one principal pass at "A" Level with two subsidiaries or the Equivalent. An applicant with a two years relevant certificate may also apply.   |
| <b>4.8.2</b> Bachelor of Laws. | Five passes at 'O' level plus any two principal passes at "A" level. In addition, an applicant must have obtained a pass in English language either at 'O' level or in General paper at 'A' level. An applicant with Kenyan National Certificate of Education should have obtained a C+ in either English or Kiswahili Language. |

## **4.9 FACULTY OF HEALTH SCIENCES**

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| <b>4.9.1</b> Bachelor of Medicine Bachelor of Surgery (MBChB). | Five passes at "O" Level with a credit in Biology and Chemistry, plus two principal passes at "A" Level in Biology and |
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Chemistry. Applicants with the following qualifications may also apply; a Diploma in medical related programme such as Clinical medicine and community health, Laboratory technology, Radiography, etc. Applicants with Diploma in Nursing should have done 'A' level and obtained two principal passes in Biology and Chemistry. Applicants with IUIU Remedial qualification should have passed all the papers; in addition, an applicant should have an average of 80% in Biology papers and also an average of 80% in Chemistry papers.

- 4.9.2** Diploma in General Nursing (Ordinary). Five passes at "O" Level with a pass in Biology plus a principal pass in Biology at "A" Level and two subsidiary passes one of which must be in Chemistry.
- 4.9.3** Diploma in General Nursing (Extension). Five passes at "O" Level with a pass in Biology plus a principal pass in Biology at "A" Level and two subsidiary passes one of which must be in Chemistry. In addition, an applicant should be registered with the Uganda Nurses & Midwifery Council and should have 2 years of working experience.
- 4.9.4** Diploma in Midwifery (Extension). Five passes at "O" Level with a pass in Biology plus a principal plus in Biology at "A" Level and two subsidiary passes one of which must be in Chemistry. In addition, an applicant should be registered with the Uganda Nurses & Midwifery Council and should have 2 years of working experience.
- 4.9.5** Certificate in General Nursing. Five passes at "O" Level in English Language, Chemistry, Physics (or Agriculture or Geography), Biology, and Mathematics. In addition, an applicant should not have stayed more than three years out of secondary school and should be 18 years of age and above.
- 4.9.6** Certificate in Midwifery. Five passes at "O" Level in English Language, Chemistry, Physics (or Agriculture or Geography), Biology, and Mathematics. In addition, an applicant should not have stayed more than three years out of secondary school and should be 18 years of age and above.

## **5.0 REMEDIAL STUDIES PROGRAMME**

**5.1 Certificate in Remedial studies.**

This programme is for applicants whose educational qualifications were obtained from Education system that is different from Uganda's (7:4:2:≥3). For example, Kenyan Applicants must possess a minimum Mean grade of C+, and 50% for applicants whose assessment at 'A' level or the Equivalent is in percentages.

**6.0 CENTRE FOR POST GRADUATE STUDIES**

**6.1 Postgraduate Diploma in Education.**

Undergraduate degree from a recognized university with two teaching subjects.

**6.2 Postgraduate Diploma in Computer Science and Information Technology.**

Undergraduate degree from a recognized University.

**6.3 Postgraduate Diploma in Public Administration.**

Undergraduate degree from a recognized University.

**6.4 Postgraduate Diploma in Human Resources Management.**

Undergraduate degree from a recognized University.

**6.5 Postgraduate Diploma in Project Planning and Management.**

Undergraduate degree from a recognized University.

**6.6 Postgraduate Diploma in Islamic Banking and Finance.**

Undergraduate degree from a recognized University.

**6.7 Postgraduate Diploma in Management and Teaching at Higher Education.**

Undergraduate degree from a recognized University. A candidate must express interest of teaching in a tertiary institution.

**6.8 Master of Education.**

Undergraduate degree in Education with a minimum of second class lower division or a Post graduate Diploma in Education from a recognized University.

MED Specializations include: Educational Management & Administration, Curriculum & Instruction, Educational Psychology, Information Technology, and Counseling & Guidance.

**6.9 Master of Business Administration.**

Undergraduate degree with a minimum of second class lower division from a recognized University.

MBA Specializations include: Accounting & Finance, Money & Banking and Marketing.

**6.10 Master of Public Administration.**

Undergraduate degree with a minimum of second class lower division from a

recognized University.

MPA Specializations include: Human Resources Management and Local Government Management.

- 6.11** Master of Arts Arabic Studies. Undergraduate degree in Arabic Studies with a minimum of second class lower division from a recognized university.
- 6.12** Master of Islamic studies (English or Arabic language). Undergraduate degree in Islamic related Studies with a minimum of second class lower division from a recognized university. An applicant must be proficient either in Arabic or English.
- 6.13** Master of Sharia (English or Arabic Language). Undergraduate degree in Sharia related Studies with a minimum of second class lower division from a recognized university. An applicant must be proficient either in Arabic or English.
- 6.14** Master of Science in Environmental Science. Undergraduate degree in science related subjects with a minimum of second class lower division from a recognized university.
- 6.15** Master of Science in Zoology. Undergraduate degree in science related subjects with a bias in zoology or animal sciences with a minimum of second class lower division from a recognized university.
- 6.16** Master of Arts Kiswahili language. Undergraduate degree in Arts subjects with a bias in Kiswahili with a minimum of second class lower division from a recognized University.
- 6.17** Master in Peace and Conflict Resolution. Undergraduate degree with a minimum of second class lower division from a recognized University.
- 6.18** Master of Applied Linguistics. Undergraduate degree in Arts subjects with a bias in English with a minimum of second class lower division from a recognized University.
- 6.19** Master of Islamic Banking and Finance. Undergraduate degree with a minimum of second class lower division from a recognized University.
- 6.20** Master of Arts in History. Undergraduate degree with a minimum of second class lower division from a recognized University.

## **SECTION FIVE: EXCLUSIVE INFORMATION TO APPLICANTS**

### **5.1 PROGRAMME DURATIONS**

### **5.2 NORMAL PERIOD OF COMPLETION**

**5.3** Students are expected to complete their programmes of study within the minimum periods prescribed by the University. The periods are;

**5.3.1** Certificate programmes take one year except Certificates in General Nursing & Midwifery which take two and a half years.

**5.3.2** Ordinary Diploma programmes take two years except a Diploma in Law which takes 4 terms. A diploma in General Nursing takes three years. Diplomas in General Nursing and Midwifery (Extensions) take one and a half years.

**5.3.3** Advanced diploma takes one year.

**5.3.4** Undergraduate degrees take three years except Bachelor of Laws and Bachelor of Food Science and Nutrition which take four years. Bachelor of Health Services management which takes two years. Bachelor of Medicine Bachelor of Surgery (MBChB) takes five years.

**5.3.5** Postgraduate diplomas take one year.

**5.3.6** Masters degrees take two years.

**5.3.7** Doctoral degrees take 3 years.

### **5.4 EXTENSION OF NORMAL PERIOD OF COMPLETION**

**5.5** Students who are unable to complete their studies within the prescribed period as mentioned in 5.2 above may be given a maximum period within which to complete. Such period includes time used by the student while on Dead Year, or repeating papers he/ she failed (re-sits or re-takes), on halted progress or suspension on disciplinary grounds or any other circumstance(s) that may delay the student for whatever reason.

**5.6** The extended period a student is allowed to stay on a given programme is;

**5.6.1** Certificate- 2 years.

**5.6.2** Ordinary Diplomas- 4 years except a Diploma in Law which takes a maximum two years.

**5.6.3** Advanced Diploma- 2 years.

- 5.6.4** Under graduate degrees with the duration of three years take a maximum of 5 years, those with the duration of four years take a maximum of six years and those with duration of two years take a maximum of three years.
- 5.6.5** Postgraduate Diploma- 2years.
- 5.6.6** Masters degree- 4 years
- 5.6.7** Doctoral degrees -5 years
- 5.7** It should be noted that time counts from the time of registration. A student who over-stays in an academic programme after the extended period of time shall be de-registered from the university.
- 5.8** All students doing postgraduate studies and are currently writing their research dissertations or theses, shall be required to register every semester in their respective faculties. They are therefore required to pay 30% of tuition before they are allowed to register.
- 5.9** A postgraduate student who fails to register within two weeks shall attract an additional penalty fee of 30,000/= as late registration fee. Note that the registration shall take place every semester until final submission of complete dissertation or theses to the Centre for Postgraduate Studies (CPS), ready for Viva Examinations.

## **SECTION SIX: ADMISSIONS OF FEMALE APPLICANTS**

- 6.1** The Islamic University in Uganda admits female applicants who are; married, not married and working class. Unmarried applicants are given first priority at the Females' campus. Female applicants who are in formal employment or officially married or those who apply for programmes that are not offered at the Females' Campus may be admitted at other campuses. Such applicants may be considered after showing proof of employment, marriage certificates or any other proof that merits transfer to a campus other than the Females' campus.
- 6.2** It is compulsory for all female students to reside in hostels on campus. All students on Evening, Weekend, and External programmes are not expected to be residents on campus unless they seek permission to do. All female students are subjected to pregnancy tests at least once every semester during their stay in the university while pursuing their studies. There will be no exception to this requirement.
- 6.3** Any first year female student who is discovered pregnant after reporting for studies in the first semester of first year and is not officially married shall not be registered in the university. Any female student who shall be found pregnant through pregnancy tests or any other discovery approved by the university, whether she is in first year or second year or third year or fifth year shall be de-registered from the university.



## **SECTION SEVEN: DISCLAIMER**

- 7.1** The Admissions office in its efforts to verify students' academic documents has to rely on results made available to it by Uganda National Examinations Board (UNEB) or other local or international Examining Bodies/Institutions.
- 7.2** In view of the article 7.1 above, applicants' academic documents are considered for admission provisionally until they are verified by Admissions office accordingly. It is the responsibility of the applicant/student to ensure that he/she possesses minimum qualifications and from recognized institutions. Any subsequent discovery of violation of this requirement, as per IUIU Admissions Policy enshrined in this *Admissions Guide* including but not limited to submission of false documents and incomplete information, impersonation and erroneous admission shall lead to automatic withdrawal of Admission letter, discontinuation from the university or cancellation of award if already obtained.

## **SECTION EIGHT: IUIU DRESS CODE**

- 8.1** All students are expected to dress decently in accordance with Islamic sharia. Male students should dress decently. Hair braids are not allowed at campus. Bathroom slippers are not allowed in the campus compound or in the lecture room.
- 8.2** Female dress must be long, non-transparent and loose enough covering the whole body up to the ankles and should be long-sleeved. The head must be covered with a non-transparent and chest-covering veil. It is an offence to dress otherwise.

## **SECTION NINE: STUDENT PASS FOR INTERNATIONAL STUDENTS**

- 9.1** Non-Ugandan students from outside East African Community region will be required to pay USD 100 per year as Immigration Pass fee. This fee may be subject to change by the Immigration department, Ministry of Internal Affairs without notice. Note that no International student shall be registered without presenting a student's pass.

## **SECTION TEN: ADMISSION OF APPLICANTS WITH INTERNATIONAL QUALIFICATIONS**

- 10.1** Applicants who study through education systems quite different from that of Uganda (7.4.2.  $\geq 3$  system) most especially international students are not directly admitted at IUIU until their academic documents are equated or standardized to Ugandan level of education by the Uganda National Examinations Board (UNEB) and/or Uganda National Council for Higher Education (UNCHE).
- 10.2** It is the responsibility of the applicant to submit equated academic documents. All international applicants **MUST** ensure that their original academic documents are **ATTESTED** by the relevant ministry or accredited education regulatory bodies in their countries. Any academic document that does not bear valid and official

seal/stamp from the applicant's relevant ministry or regulatory body shall not be considered for admission.

- 10.3** Applicants who apply using academic documents whose education system differs from that of Uganda e.g. from Kenya, Sudan, Democratic Republic of Congo, Nigeria, Comoro Islands, Lesotho, South Africa, Malawi among others, shall first study a one year certificate in Remedial Studies Programme (RSP). He/she shall study subjects that will prepare him/her to join a preferred degree programme.

#### **10.4 REMEDIAL SUBJECT COMBINATIONS**

Remedial Studies are taught in two faculties; Faculty of Science and Faculty of Arts and social sciences. The former teaches science subjects while the later teaches arts, humanities and social science subjects. Students admitted to Remedial Studies Programme shall take three-subject combination in addition to three compulsory papers ie Advanced English, Introductory Arabic and Introduction to Islam.

- 10.5** A student who chooses to offer Arabic as part of his/her subject combination shall be exempted from introductory Arabic and a student who chooses Islam as part of his/her subject combination shall be exempted from Introduction to Islam.
- 10.6** A student shall not be registered until he/she chooses the approved combination tailored to an appropriate undergraduate degree programme after successful completion of RSP. The Dean of faculty shall ensure that students are guided accordingly. The student shall choose the subjects he/she passed well at advanced level or the equivalent.
- 10.7** The chosen three core subjects shall be considered as Essential, Relevant and Desirable respectively while the compulsory papers shall be considered as others. The student shall be asked to choose among the three-subject combination, an essential principal subject which he/she will be required to pass with a minimum of D plain before he/she is registered for a preferred main stream undergraduate degree programme after remedial programme.

#### **SECTION ELEVEN : CONCLUSION**

- 11.1** The Admissions Policy Guide shall act as an Admissions working document to guide the University Admissions Committee during admissions exercise. All academic documents of applicants shall be scrutinized on the basis of these guidelines. In case of new programmes to be introduced in future, additional guiding principles shall be constituted accordingly.