



# ALL SAINTS UNIVERSITY LANGO

## ACADEMIC PROGRAMMES OFFERED

All Saints University, Lango (ASUL) offers a number of academic programmes at Certificate, Diploma and Undergraduate Levels. Please, see the detailed list of programmes in the respective categories.

### A. Certificate Programmes

ASUL offers Certificate programmes that help students to advance in higher education and also set them on their professional career paths. The Certificate programmes include:

1. Certificate in Information and Communication Technology (CICT)
2. Certificate in Business Administration and Management (CBAM)
3. Certificate in Procurement and Logistics Management (CPLM)
4. Certificate in Public Administration & Management (CPAM)
5. Certificate in Project Planning and Management (CPPM)
6. Certificate in Social Work and Social Administration (CSWASA)
7. Certificate in Theology (CTH)

### B. Diploma Programmes

ASUL offers Diploma programmes that prepare students for undergraduate programmes and help them to advance their professional careers. The Diploma programmes include:

1. Diploma in Information and Communication Technology (DICT)
2. Diploma in Business Administration and Management (DBAM)
3. Diploma in Procurement and Logistics Management (DPLM)
4. Diploma in Entrepreneurship and Management (DEM)
5. Diploma in Project Planning and Management (DPPM)
6. Diploma in Social Work and Social Administration (DSWASA)
7. Diploma in Public Administration & Management (DPAM)
8. Diploma in Theology (DTH)
9. Diploma in Education Primary (DEP)

### C. Undergraduate Degree Programmes

ASUL offers a number of Bachelor Degree Programmes which are listed below:

1. Bachelor of Business Administration and Management (BBAM)
2. Bachelor of Entrepreneurship & Small Business Management (BESBM)
3. Bachelor of Human Resource Management (BHRM)
4. Bachelor of Science in Accounting & Finance (BSAF)
5. Bachelor of Science in Computer Engineering (BSCE)
6. Bachelor of Science in Information Technology BSIT)
7. Bachelor of Science in Marketing (BSM)
8. Bachelor of Science in Procurement & Logistics Management (BSPLM)
9. Bachelor of Arts in Development Studies (BADS)
10. Bachelor of Arts in Project Planning & Management (BAPPM)
11. Bachelor of Public Administration & Management (BPAM)
12. Bachelor of Social Work and Social Administration (BSWASA)
13. Bachelor of Theology (BTH)

## **Application and Admission Procedures**

### **A. MINIMUM REQUIREMENTS FOR ADMISSION**

Applicants should note that admission to a Certificate programme requires a minimum of three (3) passes at 'O' level or equivalent at the same sitting.

Applicants should note that admission to a Diploma programme requires:

- a) Either a minimum of five (5) passes at 'O' level, or equivalent, and one (1) principal pass and two (2) subsidiary passes at 'A' level or equivalent obtained at the same sitting; or
- b) A relevant Certificate from a recognised Higher Education institution. For example, a Registered Grade III teacher can be admitted for Diploma in Education (Recess).

Applicants should note that admission to a Bachelor programme requires:

- a) Either a minimum of five (5) passes at 'O' level, or equivalent, and two (2) principal passes at 'A' level, or equivalent, obtained at the same sitting; or
- b) A relevant Diploma from a recognised Higher Education institution. For example, a Registered Grade V teacher can be admitted for Bachelor of Education (Recess).

**WARNING:** Applicants are warned strongly against presenting fraudulent or forged academic documents to support their applications for admission. If discovered, such an act can lead to very grave consequences for the applicant.

### **B. ADMISSION AND REGISTRATION PROCEDURES**

#### **Step 1: Admission Procedures in the Academic Registry**

1. Every applicant seeking admission shall first pay an application fee of UGX 20,000/- plus the required bank charge at the designated bank. He/she presents the paid-up bank slip to the Bursar's office, obtains a receipt acknowledging the payment, and then presents the receipt to the Academic Registrar's office and obtains an application form.
2. The applicant completes the application form and returns it to the Academic Registrar's office with the following documents attached:
  - a) 3 copies of the applicant's recent passport size photograph;
  - b) 3 copies of the applicant's old identity card;
  - c) 3 copies of the applicant's birth certificate;
  - d) 3 copies of the applicant's academic certificates and pass slips;
  - e) Originals of the applicant's ID card and academic certificates and pass slips which are all returned to the applicant after verification on the spot).
3. After confirmation that the completed application satisfies the minimum conditions for admission, the applicant is required to pay a commitment fee of UGX 50,000/- before receiving a letter of admission.
4. The applicant presents the paid-up bank slip for the commitment fee to the Academic Registrar's office and receives a letter of admission signed by the Academic Registrar and a copy of the fees structure and a paying-in bank slip for paying fees.

## ASUL Fees Structure (Revised Effective January 2015)

### Fees Structure For Undergraduate Programmes

ITEM	NEW STUDENTS (UGX)	CONTINUING STUDENTS (UGX)	FOREIGN STUDENTS (US DOLLARS)	COMMENTS
<b>A</b>	<b>TUITION FEES</b>			
<b>Undergraduate Programmes</b>	620,000	620,000	310	Compulsory
<b>B</b>	<b>FUNCTIONAL FEES</b>			
a) Registration	20,000	20,000	10	Paid Per Semester
b) ICT	20,000	20,000	10	Paid Per Semester
c) Development Fund	150,000	150,000	75	Paid Per Semester
d) Examinations	40,000	40,000	20	Paid Per Semester
e) Foundation Body	5,000	5,000	3	Paid Per Semester
f) Guild Fee	20,000	20,000	10	Paid Per Semester
g) Library	20,000	20,000	10	Paid Per Semester
h) Medical Fee	20,000	20,000	10	Paid Per Semester
i) Identity Card	20,000	-	10	Paid once on entry
j) Undergraduate Gown	20,000	-	10	Paid once on entry
k) Maintenance Fee	50,000	-	25	Paid once on entry
l) Sports	20,000	-	10	Paid every year
<b>TOTAL FUNCTIONAL FEES</b>	<b>405,000</b>	<b>295,000</b>	<b>203</b>	
<b>TOTAL FEES (TUITION+FUNCTIONAL)</b>	<b>1,025,000</b>	<b>915,000</b>	<b>513</b>	

### FEES STRUCTURE FOR CERTIFICATE AND DIPLOMA PROGRAMMES

ITEM	NEW STUDENTS (UGX)	CONTINUING STUDENTS (UGX)	FOREIGN STUDENTS (US DOLLARS)	COMMENTS
<b>TOTAL CICT FEES (TUITION+FUNCTIONAL)</b>	<b>550,000</b>	<b>550,000</b>	<b>220</b>	
<b>TOTAL CERT FEES (TUITION+FUNCTIONAL)</b>	<b>450,000</b>	<b>450,000</b>	<b>180</b>	
<b>TOTAL DICT FEES (TUITION+FUNCTIONAL)</b>	<b>600,000</b>	<b>600,000</b>	<b>240</b>	
<b>TOTAL DIP FEES (TUITION+FUNCTIONAL)</b>	<b>500,000</b>	<b>500,000</b>	<b>200</b>	

#### Note:

1. Application fee for a Ugandan student is **UGX 25,000/-** while for a foreign student it is **USD 15** only.
2. Before being issued an admission letter, an applicant has to pay immediately a commitment fee of UGX 50,000/- which becomes part of the tuition fee when he/she pays at least 50% of the fees.
3. On top of the above listed fees, the National Council for Higher Education fee of UGX 20,000/- must be paid annually by every student. However, this is not counted a fee charged by the University.
4. Any payment being made must include the bank charge set by the respective bank.

5. Payment may be made in two (2) instalments, i.e. at least 50% on arrival and the balance not later than six (6) weeks after the opening of the semester.
6. For fees payment to be complete both the Tuition Fee and Functional Fees must be fully paid up.

## ACADEMIC CALENDAR 2015/16

DAY/DATE	EVENTS/ACTIVITIES
<b>SEMESTER 1: AUGUST-DECEMBER 2015</b>	
Sat 29/08/2015	Semester 1 Weekend Session Lectures
Mon 14/09/2015	Semester 1 Day Session Lectures
Mon 07/12/2015	Education Recess Session Lectures
Mon 14/12/2015	Semester 1 Examinations
Sat 19/12/2015	End of Semester 1 (Christmas Vacation)
<b>SEMESTER 2: JANUARY-JULY 2016</b>	
Mon 04/01/2016	Education Recess Session Lectures Resume
Tue 25/01/2016	Education Recess Examinations Begin
Sat 30/01/2016	Education Recess Session Ends
Sat 30/01/2016	Semester 2 Weekend Session Lectures
Mon 08/02/2016	Semester 2 Day Session Lectures
	Education Recess Session Lectures
	Education Recess Session Ends
Mon 16/05/2016	Semester 2 Examinations
Sat 21/05/2016	End of Semester 2 (Long Vacation)

### GENERAL EXAMINATION REGULATIONS AND RULES

1. Only candidates who have fully paid all the fees required of them shall be registered and permitted to sit examinations.
2. Every student is required to have a valid official University photo identification card as well as a valid 'Student Examination Permit' issued by the Academic Registrar which he or she may be required to show before being allowed into an examination room.
3. Punctuality is essential and no extra time will be allowed to a candidate who arrives late. A candidate who reports for an examination paper more than 30 minutes after the start of that paper shall not be permitted to sit that paper.
4. No books, paper, written material or instruments may be taken into any examination room, unless expressly and specifically prescribed on the examination paper.
5. No conversation or any form of communication between candidates is permitted during an examination.
6. Any unfair assistance to a candidate or collusion between candidates during an examination is prohibited.
7. Hand-held communication devices such as mobile phone, iPod, iPad and similar gadgets are prohibited from the examination room.
8. No answer booklet, whether used or unused, and no other form of examination supplies, except the question paper issued to a candidate, is permitted to be taken out of the examination room by a candidate under any circumstances.
9. No candidate may leave the room to withdraw from an examination during the first 45 minutes of any examination session. Candidates must leave the room immediately after handing in their examination materials.