



**BUSITEMA
UNIVERSITY**
Pursuing Excellence

**GUIDELINES FOR
ENGAGEMENT
OF GRADUATE
FELLOWS**

MARCH, 2020

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1.0.INTRODUCTION

Busitema University was established as a public University under the Universities and Other Tertiary Institutions Act, 2001 (Establishment of Busitema University Instrument No. 22 of 25th May, 2007). Busitema is a Multi – Campus University with its Headquarters located at Busitema along Jinja- Tororo highway. The campuses are: Busitema, Nagongera, Namasagali, Arapai, Mbale, Pallisa and Kaliro Campus.

Mandate

The Mandate of the University is: To provide higher education through teaching, research and outreach.

Vision: “A Centre of Academic and Professional Excellence in Science, Technology and Innovation”.

Mission: “To provide high standard training, engage in quality research and outreach for socio-economic transformation and sustainable development”.

Core values

In pursuit of her Vision and Mission, the University is guided by the following core values:

- i. Excellence
- ii. Relevance
- iii. Innovativeness
- iv. Professionalism
- v. Ethics and integrity
- vi. Internationalization
- vii. Respect for Diversity

Busitema is a rapidly growing University with increasing staff needs. The University has a strong staff development program with “”” staff trained in the past five years. Currently at the high level we have four professors two of whom are home grown. There is therefore greater need to increase the pool of the young graduates to feed into the staff development program.

The purpose of these guidelines is to attract early career graduates into academic staff ranks. The program shall serve to prepare early career graduates for post graduate training. The program shall focus on research, product development and innovations, consultancy, outreach and instructional techniques. The participants in this program shall be called “Graduate Fellows”. There shall be Junior Graduate Fellows and Senior Graduate Fellows.

2.0. GRADUATE FELLOW

2.1. Definition

A graduate fellow shall mean a graduate with at least a first degree (Junior Graduate Fellow) or master degree (Senior Graduate Fellow) who has been accepted into an academic unit.

2.2. Duration

The duration of engagement of a junior graduate fellow shall be six years of which two shall be preparatory and not exceeding four years after registration for a masters degree. The duration of

engagement of a Senior graduate fellow shall be nine years of which four shall be preparatory and not exceeding five years after registration for a PhD programme..

Interpretation of these guidelines shall rest with the Vice Chancellor.

2.3. Appointment and Re-appointment

- i. A junior graduate fellow shall be a holder of a first class degree or second class upper division or equivalent and qualified to join a master program.
- ii. A senior graduate fellow shall be a holder of a first class or second class upper degree or equivalent with a good master degree and qualified to join PhD training.
- iii. Potential fellows shall apply through Heads of Departments and shall be recommended by Faculty Boards to the Board of Graduate Studies, Research and Innovations.
- iv. Graduate fellows may be appointed initially for a period of two (2) years for the Junior fellow and four (4) years for a Senior Fellow before registration to the degree program and on registration the fellowship shall run for the duration of the program. The program shall be renewed annually subject to satisfactory progress and appraisal.

3.0. STIPENDS AND FEE WAIVERS

- i. Junior Graduate fellows shall be entitled to a monthly stipend of 1,000,000 UGX or as may be revised by the Board of Graduate Studies, research and innovations.
- ii. Senior Graduate fellows shall be entitled to a monthly stipend of 1,500,000 UGX but may be revised from time to time by the Board.
- iii. Graduate fellows shall be entitled to a waiver of tuition fees on registration for postgraduate training at Busitema University.
- iv. Fellows who opt to pursue training at another institution shall exit the fellowship program.
- v. Graduate fellows may be bonded by the University for a specific period of time as may be determined by the Board of Graduate Studies.

4.0.DUTIES AND RESPONSIBILITIES

- i. Graduate fellows shall be deemed to be trainees at the university.
- ii. Graduate fellows shall take on a teaching/instructional load and offer support for research or any other University related program.

- iii. Graduate fellows shall not take on another job during the duration of the fellowship.
- iv. Every graduate fellow shall be assigned a faculty mentor at the beginning of the engagement program by the Faculty Board.
- v. The mentor shall assist the fellow to develop a work program that will be approved by the head of department and a copy sent to the Dean and Directorate of Graduate Studies, Research and Innovations.
- vi. Graduate fellows shall be appraised based on the approved work program.
- vii. Graduate fellows shall serve as role models and actively participate in instruction and mentorship of undergraduate students.

5.0.OBLIGATIONS AND PRIVILEGES

Graduate Fellows shall be bound by all University regulations to the extent to which they shall apply to them.

6.0.GOVERNANCE AND ADMINISTRATION

The graduate fellowship program shall be under the Directorate of Graduate Studies, Research and Innovation Directorate. The Faculties and heads of Units shall support in the implementation of the programme.

7.0. FINANCIAL IMPLICATION

Each Faculty or Unit shall budget for the engagement of the graduate fellows according to their needs.

8.0.REVIEW

The guidelines may be reviewed by Management with the approval of Council.



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