

**BUSITEMA
UNIVERSITY**
Pursuing excellence



BUSITEMA UNIVERSITY

DIRECTORATE OF GRADUATE STUDIES, RESEARCH AND INNOVATIONS
HIGHER DEGREES JOINING INSTRUCTIONS & FEES STRUCTURE 2026/2027



Busitema University

A Centre of academic and professional excellence in Science, Technology
and Innovation

MESSAGE FROM THE VICE CHANCELLOR

Dear First-Year Graduate Students,

It is with immense pleasure and pride that I extend a warm welcome to you as you embark on your postgraduate journey at Busitema University. This marks a significant milestone in your academic and professional careers, and we are thrilled to have you join our vibrant community of scholars and researchers.

At Busitema University, we are committed to fostering an environment that not only supports academic excellence but also encourages innovation, collaboration, and personal growth. Our institution stands as a beacon of knowledge and research, driven by our mission to address global challenges through cutting-edge research and impactful education.

As you begin your studies, you will find that Busitema University offers a rich blend of opportunities. Our esteemed faculty members are dedicated to guiding you through your research, helping you to develop critical skills, and preparing you for future leadership roles. Our facilities, resources, and research centres are designed to support your academic pursuits and provide a platform for you to make meaningful contributions to your field.

We understand that transitioning to postgraduate studies is both exciting and challenging. Our team is here to support you every step of the way, from navigating university resources to connecting you with fellow students and researchers. Embrace the opportunities for collaboration and learning that lie ahead and take full advantage of the diverse experiences that Busitema University has to offer.

In addition to your academic journey, I encourage you to engage with our university community. Participate in workshops, seminars, and events that will enrich your experience and help you build a strong network. Your contributions to our university are valuable, and your success is our success.

Once again, welcome to Busitema University. We look forward to witnessing your achievements and celebrating your successes as you make your mark in the world of academia and beyond.

Pursuing Excellence

PROF. PAUL WAAKO
VICE CHANCELLOR

MESSAGE FROM DEPUTY VICE-CHANCELLOR, ACADEMIC AFFAIRS

On behalf of Busitema University, it is my pleasure to welcome you to our academic community. As you begin this exciting chapter of your educational journey, we are delighted to have you join us as part of our esteemed postgraduate program.

At Busitema University, we provide a nurturing and stimulating environment that supports your academic and research ambitions. Our commitment to excellence in teaching and research will provide you with the tools and opportunities to achieve your goals and make a meaningful impact in your field.

As you start your studies, remember that you are now part of a dynamic and collaborative community. Engage with our faculty, take advantage of our state-of-the-art resources, and actively participate in the diverse academic and extracurricular activities offered. Your time here will be filled with opportunities for growth, learning, and discovery.

We are here to support you throughout your journey. Should you need assistance or have any questions, do not hesitate to reach out. We are excited to see the contributions you will make and the successes you will achieve. Welcome to Busitema University, and best wishes for a rewarding and inspiring academic experience.

ASSOC.PROF. SAPHINA BIIRA
Deputy Vice-Chancellor, Academic Affairs

WELCOME MESSAGE FROM DIRECTORATE OF GRADUATE STUDIES, RESEARCH AND INNOVATIONS

Welcome to Busitema University! It is with great enthusiasm that I extend my heartfelt greetings as you embark on this transformative phase of your academic career.

As you join our graduate community, you will find that Busitema University is committed to providing a structured and supportive environment for your academic and research endeavors. We have established various graduate policies designed to guide you through your journey, ensuring that you have the resources and support necessary to succeed.

One of the most valuable aspects of your postgraduate experience will be your involvement in research groups. We encourage you to actively participate and engage with our senior researchers who are eager to mentor and collaborate with you. This is an excellent opportunity to enhance your research skills, gain insights from experienced professionals, and contribute to impactful projects.

Additionally, our Technology Business Incubation and Innovation Centre (TBIIIC) plays a crucial role in bridging the gap between research and commercialization. TBIIIC is dedicated to helping you translate your research into viable commercial ventures, providing you with the support and resources needed to turn your innovative ideas into reality.

We are excited to support you throughout your graduate studies and look forward to the contributions you will make to our academic community. Once again, welcome to Busitema University. Here's to a rewarding and successful journey ahead!

ASSOC PROF. SAMSON RWAHWIRE

Director, Directorate of Graduate Studies,
Research and Innovations

CHORUS BUSITEMA , BUSITEMA

University Anthem
Chorus
Busitema University.
Solid in pursuit excellence,
Busitema Joyous.
Tall in pursuit of excellence

We are one body, one body
One body one soul,
Many campuses,
Campuses one goal,
Working, working
And walking in unison

Dedicated, devoted,
Devoted to duty,
Lifelong quality education.
Education and training,
We nurture talent,
Skill and attitude

In profession scholarship.
Research and innovation,
We anchor
Our contribution to human dignity,
Sustainable social transformation.
And development



Welcome!

Mission Statement

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

VISION STATEMENT

“A center of academic and professional excellence in science, technology and innovation”.

MOTTO

Pursuing excellence

Core Values

“Excellence, Relevance, Innovativeness, Professionalism, Ethics and integrity, Equity, Internationalization and Respect for Diversity”.

INCREASING ACCESS OF FEMALE STUDENTS TO THE UNIVERSITY

To increase the number of female students admitted, the University Council approved a policy on increased access of female students at 50%. The policy is already being applied.



SEMESTERS CALENDAR FOR ACADEMIC YEAR 2026/2027

DATE	ACTIVITY / EVENT	PERIOD
10/08/26----14/08/ 2026	First Year Orientation	1 week
17/08/26 --- 27/11/2026	1 st Semester Teaching	15 weeks
30/11/26 --- 11/12/2026	1 st Semester Examinations	2 weeks
14/12/26 --- 08/01/2027	Christmas and New Year holiday	3 weeks
11/01/27 --- 23/04/2027	2 nd Semester Teaching	15 weeks
26/04/27 --- 07/05/2027	2 nd Semester Examinations	2 weeks
10/05/27 --- 16/07/2027	Internship/ school Practice/ IT	10 Weeks
03/10/2027	GRADUATION	

University Examinations are conducted in the last three weeks of each Semester. Students should take note that Busitema University is a secular institution. It is the official policy of the University that all days in a week are considered working days. Staff and students are expected to conduct or attend lectures and examinations at scheduled times and days.

REPORTING TO FACULTIES

All graduate students should report to their respective faculties for briefing on the structure and requirements of their programs. The timetable for briefings will be fixed by the respective faculties.



MEETING WITH UNIVERSITY OFFICIALS

The Director, Directorate of Graduate Studies, Research and Innovations and other University officials will meet all Graduate students on a date to be communicated later.

REGISTRATION

All students must ensure that they prepare their registration documents and present themselves to the office of the Academic Registrar at their faculties in the first two weeks after reporting to enroll and register. Every student must come with 3 spring plastic files with copies of their documents

Category	Enrolment Deadline	Late Registration Fee	Registration Deadline	Late Reg. Fees
Privately sponsored	9 th September, 2026	50,000=	29 th October 2026	50,000=

NOTE: The names in which a student shall be registered will be those which appear on the student's Uganda Advanced Certificate of Education or equivalent document offered as an entry qualification. Only female students who get married legally may be allowed to add the names of their spouses on presentation of a valid marriage certificate.

ENROLLMENT AND REGISTRATION REQUIREMENTS

For registration purposes all first year students **MUST** produce their original documents as indicated in their admission letters for validation and verification purposes.

Enrolment and Registration are the first processes a student is expected to undertake as soon as he/she arrives at the campus. The registration process has the following components that must be followed by every student.

a) Enrolment:

Every student is expected to enroll with the office of the Academic Registrar at the respective campuses by presenting the original documents of the previous levels of study as evidence of your qualifications.

b) Registration:

Graduate programs are privately sponsored; therefore, all private students should register within 10 weeks from 10th August 2026 to 19th October, 2026 and thereafter they will be charged a late registration fee of Ugx. 50,000.

FORGERY

Cases of impersonation, falsification of information/documents, fraudulent access or giving false information, whenever discovered, either at registration or afterwards, will lead to automatic cancellation of admission, dismissal from the university, revocation of awards where applicable and persecution in courts of law.

NO REGISTRATION ON MORE THAN ONE PROGRAMME

Students should note that the University policy on registration does not allow one to register for more than one programme at the same time. Breach of this regulation leads to automatic cancellation of admission to the University.

IDENTITY CARDS

All registered students are issued with official University identity cards on payment of a fee. It is important that you carry your current Identity Card, which you may be requested to produce at any time by the University officials.

ACCOMMODATION

The University does not provide accommodation for graduate students, so many students need to arrange their own housing.

TRAVEL ARRANGEMENTS

New graduate students are responsible for arriving at the University on time. For international students, the University may offer a reception service upon arrival at Entebbe International Airport, provided that the arrival details are communicated to the Internationalization Office in advance.



PROGRESS REPORTS

Each student must submit progress reports through their supervisor twice a year using a designated progress report form provided by their faculty. Failure to submit these reports may result in discontinuation from the program.

LIBRARY

Each university campus has a library meant to serve all students and staff.

Library User Education Program

At the start of each academic year, the DGSRI, in collaboration with the University Library, conducts digital literacy sessions for all new students. These sessions are designed to introduce students to the library services relevant to their study needs, ensuring they receive effective support and guidance in identifying and utilizing appropriate information resources for their study and research.



ICT Facilities

The university campuses feature computer rooms and dedicated workspaces for graduate students, complemented by a wireless cloud service to aid your studies and research. However, because the number of available computers is limited, the DGSRI recommends that each graduate student bring their own laptop for enhanced convenience & productivity.

DIRECTORATE FOR ICT (DICT)

For support on use of university official ICT system at your campus, contact the following:

Busitema Campus:	Ivan Bageya,
Nagongera Campus:	Mr. Ekatatan Joshua ,
Mbale Campus:	Ms. Adong Grace,
Pallisa Campus:	Ms. Sylvia Kyomugisha ,
Arapai Campus:	Mr. Ochola Martin,
Namasagali Campus:	Mr. Mudambi Geofrey

Email Services

DICT provides and supports email services for the university community. After completing your enrollment formalities, you will be issued a university email address.

Internet Services

Wireless Hotspots – Students can access the internet through wireless hotspots using laptops, PCs, or handheld devices like mobile phones with internet wireless cards or Wi-Fi capabilities.

Services	URL
Busitema University Institutional Repository	https://ir.busitema.ac.ug/
E-Learning Services	https://odel.busitema.ac.ug/
Busitema University Policies	https://ir.busitema.ac.ug/handle/20.500.12283/49
Directorate of Graduate Studies, Research and Innovations	https://dgsri.busitema.ac.ug/

MEDICAL SERVICES

There is a University Hospital at the main Campus, which caters for both staff and students.

COUNSELLING AND GUIDANCE

Counseling and Guidance Centre services are available at our campuses through the Dean of Students. These services are designed to assist students in addressing and resolving personal issues that could impact their academic performance and overall well-being.

Areas of Counselling

Academic Issues – such as difficulty understanding or conceptualizing material, failure to achieve required grades, and similar challenges.
Psychological Issues – including sexual dysfunction, family problems, low self-esteem, poor self-concept, bereavement, and other related concerns.

RECREATION

The university campuses offer extensive sports and recreational facilities, including areas for football, basketball, and athletics, among others.

SPIRITUAL SERVICES

Although the university is secular, it provides designated places of worship for various faiths, including Catholics, Anglicans, Muslims, Seventh-day Adventists, and Born-Again Christians.

COMMUNITY AND TRANSPORT

Busitema University is a multi-campus institution, with all campuses linked by major road networks. Transportation between campuses can be easily managed using personal vehicles, university buses, or commuter taxis.

- 1. Report Criminal Activity:** Immediately report any criminal incidents to the police and cooperate fully with law enforcement if they require additional information.
- 2. Stay Vigilant:** Be cautious of everyone around you, including fellow students.
- 3. Avoid Scams:** Steer clear of fortune tellers or individual's promising quick solutions to academic issues like admissions, registration, examinations, or graduation. These may be scams aimed at exploiting your naivety.
- 4. Secure Your Belongings:** Avoid carrying large sums of money or valuable items, such as laptops, in places where security is uncertain.
- 5. Travel Safely:** If you are out late, avoid walking alone in poorly lit areas. Use trusted transportation options and avoid boda-bodas and taxis with 2-3 occupants.
- 6. Avoid Unlawful Activities:** Refrain from participating in or organizing strikes, demonstrations, or riots. Such activities can lead to legal consequences and may jeopardize your academic standing and personal safety.

SERVICES OFFERED AT DGSRI

The Directorate of Graduate Studies, Research and Innovation (DGSRI) has three divisions:

- i. Graduate Studies
- ii. Research
- iii. Innovation

Graduate Studies:

1. **Promotion of Graduate Programs:** Actively advertise graduate programs to the public to raise awareness and meet demand.
2. **Application Processing:** Manage the issuance and receipt of application forms for various graduate programs, ensuring a smooth application process.
3. **Student Admission:** Oversee the admission process for graduate students, ensuring all applicants meet the necessary requirements.
4. **Record Keeping and Coordination:** Develop and maintain a comprehensive database of student records. Coordinate graduate training and document all relevant records.
5. **Degree Awards:** Recommends award degrees, PhDs, and postgraduate diplomas to eligible graduate students.
6. **Student Clearance:** Facilitate the clearance process for students upon completion of their graduate programs.
7. **Program Quality Assurance:** Assess and ensures the quality of graduate programs. Monitor and coordinate examinations and oversee program development in collaboration with teaching units.
8. **Policy Development:** Develop and oversee policies relevant to graduate studies and training to ensure consistency and quality.

Research

1. **Funding Acquisition:** Identify and secure funds to support research initiatives.
2. **Policy Development:** Create and implement policies related to research, including Research Dissemination and Innovation Policy and Intellectual Property Management Policy.
3. **Research Agenda:** Develop and implement research agendas and strategies to guide research activities.
4. **Research Grants:** Advertise research grants, raise awareness about available grants, and formulate guidelines for the grant-awarding process.
5. **Monitoring and Evaluation:** Monitor and evaluate ongoing research projects and their outputs. Ensure financial and technical accountability through the receipt and review of technical and financial reports.
6. **Publication and Dissemination:** Encourage and support researchers in publishing their findings. Facilitate the dissemination of research outputs through various platforms.
7. **Research Database:** Establish and maintain a research database to track research activities and outputs.
8. **Reporting to Funders:** Prepare and submit reports to funders, providing both technical and financial accountability.
9. **Seminars and Conferences:** Organize seminars and conferences to provide information on researchable areas and foster academic collaboration.

Innovation

The Technology Business Incubation and Innovation Unit (TBIIC) plays a pivotal role in bridging the gap between research and commercialization. TBIIC is dedicated to ensuring that research innovations achieve their full commercial potential, contributing to the growth of technology-driven enterprises and the broader economy. Its key functions include:

- 1. Support for Innovation:** Provide support to researchers and graduate students in translating their research innovations into practical applications and viable commercial ventures.
- 2. Commercialization of Research:** Facilitate the commercialization of research outcomes by offering resources, guidance, and expertise to help transform innovative ideas into market-ready products and services.
- 3. Business Incubation:** Offer incubation services to emerging startups and technology ventures, including business mentoring, access to resources, and networking opportunities.
- 4. Funding and Investment:** Assist in securing funding and investment for innovative projects and startups through connections with investors and funding organizations.
- 5. Collaboration and Partnerships:** Foster partnerships between researchers, industry professionals, and entrepreneurs to promote knowledge transfer and collaborative innovation.
- 6. Resource Provision:** Provide access to facilities, equipment, and expertise necessary for developing and testing new technologies and business ideas.
- 7. Training and Workshops:** Organize training sessions and workshops to equip researchers and entrepreneurs with the skills and knowledge required for successful commercialization and business development.
- 8. Monitoring and Evaluation:** Monitor the progress of incubated businesses and research projects, evaluating their success and providing ongoing support as needed.



THE BUSITEMA UNIVERSITY GRADUATE POLICIES

THE GRADUATE HANDBOOK

The Graduate Handbook is a crucial resource for navigating your graduate studies at Busitema University. It offers comprehensive information on various aspects of your academic journey, including:

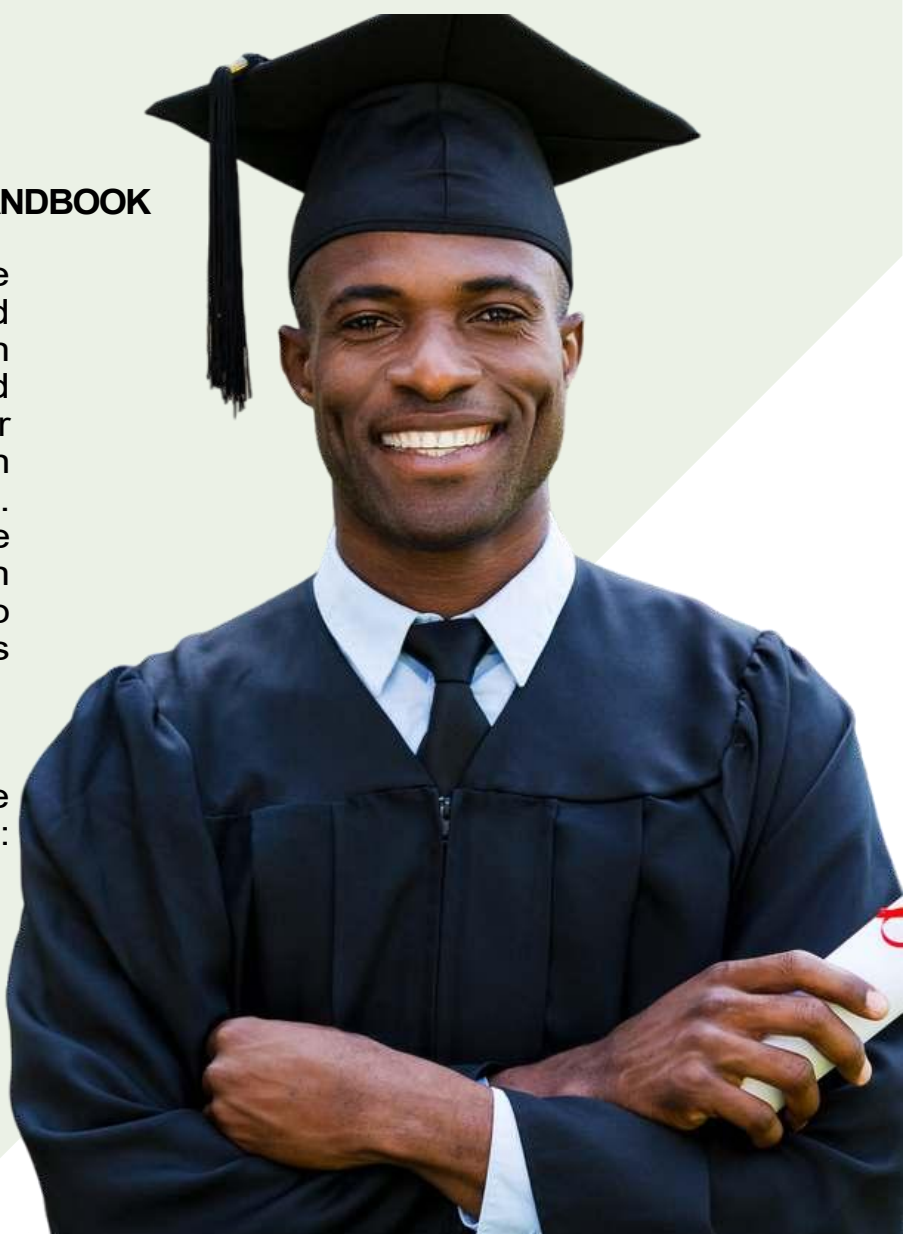
- **Program Requirements and Academic Regulations:** Detailed guidance on degree requirements, course registration, and academic policies to help you stay on track.
- **Student Support Services:** Information on resources available for your academic and personal well-being, including counseling, career services, and health support.

We highly recommend that you read the handbook thoroughly and keep it handy for ongoing reference throughout your studies. The handbook is available online at https://dgsri.busitema.ac.ug/sites/default/files/site_attachments/Busitema-Graduate-Handbook.pdf

RESEARCH DISSEMINATION HANDBOOK

This handbook is to enable students in compilation and dissemination of research reports, dissertations and theses to allow easy storage or archiving for future use by both the University and the society. This handbook is not exhaustive of all the issues that emerge in research but shall be a guide to the students and researchers in the University.

The handbook is available online at:
<https://dgsri.busitema.ac.ug/academic-support-and-policies/graduate-students-resource>



BUSITEMA UNIVERSITY PLAGIARISM POLICY

The Anti-plagiarism policy is a step in the direction of securing quality research and outputs as a guideline to direct participants in research to act in the most ethical manner. This policy works in accordance with existing policies and adds on critical matters to be addressed in terms of plagiarism. The University management and the Directorate of Graduate Studies, Research and Innovation have presented this policy to ensure that efforts towards research are unified whilst creating a regulatory environment that stimulates innovation. The policy provides guidelines on how to identify, manage and deter acts of plagiarism. You can read the policy here: <https://dgsri.busitema.ac.ug/academic-support-and-policies/graduate-students-resource>

CORRESPONDENCE

All correspondence concerning graduate academic matters should be addressed to the **Deputy Director, Directorate of Research and Graduate Studies**, P.O. Box 236, Tororo or email:

dgsri.adm@busitema.ac.ug,
dgsribusitema@gmail.com.

In all correspondence to the Directorate, please quote your **programme, registration and student** numbers as shown in your admission letter.



FEES STRUCTURE FOR ACADEMIC YEAR 2024/2025

PROGRAMME, FACULTY AND CAMPUS			EASTAFRICANS	NON-EAST AFRICANS	Duration in Years
FACULTY OF AGRICULTURE AND ANIMAL SCIENCES - ARAPAI CAMPUS					
1	PGA	PhD OF SCIENCEIN GLOBAL CHANGE AND SUSTAINABLE AGRICULTURE	3,500,000	5,250,000	3
2	MGA	MASTER OF SCIENCE IN GLOBAL CHANGE AND SUSTAINABLE AGRICULTURE	2,000,000	3,000,000	2
3	MPB	MASTER OF SCIENCE IN PLANT BREEDING	2,000,000	3,000,000	2
FACULTY OF ENGINEERING AND TECHNOLOGY - BUSITEMA CAMPUS					
1	PEE	PhD IN ENERGY ENGINEERING	3,500,000	5,250,000	3
2	PCP	PhD IN CYBER PHYSICAL SYSTEM	3,500,000	5,250,000	3
3	PME	PhD IN MATERIALS ENGINEERING	3,500,000	5,250,000	3
4	CPS	MASTER OF SCIENCE IN CYBER PHYSICAL SYSTEMS ENGINEERING	2,000,000	3,000,000	2
5	MSA	MASTER OF SCIENCE IN ARTIFICIAL INTELLIGENCE	2,000,000	3,000,000	2
6	MCF	MASTER OF COMPUTER FORENSICS	2,000,000	3,000,000	2
7	MID	MASTER OF SCIENCE IN IRRIGATION AND DRAINAGE ENGINEERING	2,000,000	3,000,000	2
8	MME	MASTER OF SCIENCE IN MATERIALS ENGINEERING	2,000,000	3,000,000	2
9	MSE	MASTER OF SCIENCE IN SUSTAINABLE ENERGY ENGINEERING	2,000,000	3,000,000	2
10	PCF	POST GRADUATE DIPLOMA IN COMPUTER FORENSICS	1,800,000	2,700,000	2
FACULTY OF HEALTH SCIENCES - MBALE CAMPUS					
1	MMM	MASTER OF MEDICINE INTERNAL MEDICINE	2,000,000	3,000,000	3
2	MPC	MASTER OF MEDICINE (PAEDIATRICS AND CHILD HEALTH)	2,500,000	3,750,000	3
3	IDE	MASTER OF SCIENCE IN INFECTIOUS DISEASE FIELD EPIDEMIOLOGY	3,000,000	4,500,000	2
4	MPH	MASTER OF PUBLIC HEALTH	3,000,000	4,500,000	2
5	MOG	MASTER OF MEDICINE IN OBSTETRICS AND GYNAECOLOGY	3,000,000	4,500,000	3
6	MPM	MASTER OF SCIENCE IN PHARMACOLOGY	3,000,000	4,500,000	2
FACULTY OF MANAGEMENT SCIENCES - PALLISA CAMPUS					
1	PAM	PHD IN BUSINESS ADMINISTRATION AND MANAGEMENT	3,500,000	5,250,000	3
2	MBA	MASTER OF BUSINESS ADMINISTRATION	1,500,000	2,250,000	2
3	MPA	MASTERS IN PUBLIC ADMINISTRATION	1,500,000	2,250,000	2
4	GDP	GRADUATE DIPLOMA IN PUBLIC ADMINISTRATION	1,200,000	1,800,000	1
FACULTY OF ENVIRONMENT AND NATURAL RESOURCES - NAMASAGALI CAMPUS					
1	PES	PHD IN NATURAL RESOURCES AND ENVIRONMENT SCIENCES	3,500,000	5,250,000	3
2	MCC	MASTER OF SCIENCE IN CLIMATE CHANGE AND DISASTER MANAGEMENT	2,000,000	3,000,000	2
3	MEE	MASTER OF SCIENCE IN ENVIRONMENTAL ECONOMICS	2,000,000	3,000,000	2
FACULTY OF SCIENCE AND EDUCATION - NAGONGERA CAMPUS					
1	PBC	PHD IN BIODIVERSITY CONSERVATION AND MANAGEMENT	3,500,000	5,250,000	3
2	PEL	PHD IN EDUCATION LEADERSHIP AND MANAGEMENT	3,500,000	5,250,000	3
3	PCH	PhD IN CHEMISTRY	3,500,000	5,250,000	3
4	PSP	PhD IN PHYSICS	3,500,000	5,250,000	3
5	PEP	PhD IN EDUCATION PSYCHOLOGY	3,500,000	5,250,000	3
6	MCH	MASTER OF SCIENCE IN CHEMISTRY	2,000,000	3,000,000	2
7	EDM	MASTER OF EDUCATIONAL LEADERSHIP AND MANAGEMENT	1,800,000	2,700,000	2
8	MIM	MASTER OF SCIENCE IN INDUSTRIAL MATHEMATICS	2,000,000	3,000,000	2
9	MSP	MASTER OF SCIENCE IN PHYSICS	2,000,000	3,000,000	2
10	MEP	MASTERS IN EDUCATIONAL PSYCHOLOGY	1,600,000	2,400,000	2
11	GDE	GRADUATE DIPLOMA IN HIGHER EDUCATION PEDAGOGY	1,200,000	1,800,000	1

THE FUNCTIONAL FEES FOR POST GRADUATE PROGRAMMES PER ANNUM

ITEM	EAST AFRICANS	NON-EAST AFRICANS
Administration fee	200,000	300,000
Library fee	20,000	30,000
Registration fee	120,000	180,000
Identity Card (per issuance)	15,000	22,500
Guild fee	30,000	45,000
Sports fee	50,000	75,000
Medical fee	65,000	97,500
Examination fee	200,000	300,000
Computer fee	80,000	120,000
Development fee	200,000	300,000
Research Fee (Payable every 2nd semester)	750,000	1,125,000



Directorate of Graduate Studies, Research and Innovations
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