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SUPPLEMENTS

Statutory Instruments

No. 34—The Universities and Other Tertiary Institutions (Quality Assurance) Regulations, 2008.

No. 35—The Universities and Other Tertiary Institutions (Basic Requirements and Minimum Standards for Procurement Education and Training) Regulations, 2008.

General Notice No. 475 of 2008.

THE MINING ACT, 2003
(The Mining Regulations, 2004)

NOTICE OF GRANT OF AN EXPLORATION LICENCE

IT IS HEREBY NOTIFIED that Exploration Licence, number EL 0370, registered as number 000475, has been granted in accordance with the provisions of Section 27 and Section 29 to M's. Videocon Natural Resources PLC of P.O. Box 974, Kampala for a period of three (3) years effective from 21st August, 2008.

The Exploration area subject to the Exploration Licence is 1.7km² and is on Topography map sheet number 93/1 and is situated in Kisoro District.

DATED at Entebbe, this 21st day of August, 2008.

W. BALU-TABAARO,
for Commissioner for Geological Survey and
Mines Department.

General Notice No. 476 of 2008.

THE ADVOCATES ACT.
NOTICE.

APPLICATION FOR A CERTIFICATE OF ELIGIBILITY.

IT IS HEREBY NOTIFIED that an application has been presented to the Law Council by Asmahane Saad who is stated to be a holder of Bachelor of Laws Degree of Makerere University having been awarded a Degree on the 6th day of October, 2006 and to have been awarded a Diploma in Legal Practice by the Law Development Centre on the 18th day of April, 2008 for the issue of a Certificate of Eligibility for entry of her name on the Roll of Advocates for Uganda.

Kampala, HELLEN OBUA,
2nd September, 2008. Acting Secretary, Law Council.

General Notice No. 477 of 2008.

THE ADVOCATES ACT.

NOTICE.

APPLICATION FOR A CERTIFICATE OF ELIGIBILITY.

IT IS HEREBY NOTIFIED that an application has been presented to the Law Council by Habumugisha Innocent who is stated to be a holder of Bachelor of Laws Degree of Makerere University having been awarded a Degree on the 15th day of January, 1999 and to have been awarded a Diploma in Legal Practice by the Law Development Centre on the 18th day of April, 2008 for the issue of a Certificate of Eligibility for entry of his name on the Roll of Advocates for Uganda.

Kampala, HELLEN OBUA,
2nd September, 2008. Acting Secretary, Law Council.

General Notice No. 478 of 2008.

THE COMPANIES ACT, LAWS OF UGANDA, 2000.

(Cap. 110).

NOTICE.

PURSUANT to section 19(4) of the Companies Act, notice is hereby given that Buganda Land Fund Limited has by special Resolution passed on the 7th day of July, 2008 and with the approval of the Registrar of Companies changed in name to Investment Trust Fund Limited and that such new name has been entered in my Register.

DATED at Kampala this 28th day of August, 2008.

JULIET NASSUNA,
Assistant Registrar of Companies.

General Notice No. 479 of 2008.

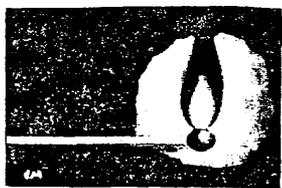
THE TRADE MARKS ACT.

(Cap. 83).

NOTICE.

NOTICE IS HEREBY GIVEN that any person who has grounds to oppose the registration of any of the marks advertised herein may within sixty days from the date of this *Gazette*, lodge a Notice of opposition on Trade Mark Form No. 6 together with a fee of Shs. 4000 in case of National applicants or US\$ 250 in case of Foreign applicants. The period of lodging Notice of opposition may be extended in suitable cases by the Registrar as he thinks fit upon such terms as he may direct. Formal opposition should not be lodged until after reasonable notice has been given by letter to the applicant so that he may have an opportunity to withdraw his application before the expense of opposition proceedings is incurred. Failure to give such notice will be taken into account in considering any application by the opponent for an order for costs if the opposition is uncontested by the applicant. Representations of the marks herein advertised can be inspected at the office of the Registrar of Trade Marks, Amamu House, Plot No. 5B George Street, P.O. Box 6848, Kampala.

- (21) APPLICATION No. 31390 IN PART "A".
 (52) Class 34.
 (54)



(53) *Disclaimer* - Registration of this Trademark shall give no right to the exclusive use of the words 'WAX MATCHES' except as represented.

- (59)
 (64)
 (57) *Nature of goods*— Matches.
 (73) *Name of applicant*— Aman Industries Limited.
 (77) *Address*— P.O. Box 137, Kasese, Uganda.
 (74) *C/o*. M/s. Mwandha, Wabwire & Muwanga Advocates, P.O. Box 2136, Kampala.
 (22) *Date of filing application*— 20th August, 2008.

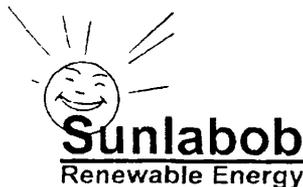
- (21) APPLICATION No. 31391 IN PART "A".
 (52) Class 34.
 (54)



(53) *Disclaimer*— Registration of this Trademark shall give no right to the exclusive use of the words "WAX MATCHES" except as represented.

- (59)
 (64)
 (57) *Nature of goods*— Matches.
 (73) *Name of applicant*— Aman Industries Limited.
 (77) *Address*— P.O. Box 137, Kasese, Uganda.
 (74) *C/o*. M/s. Mwandha, Wabwire & Muwanga Advocates, P.O. Box 2136, Kampala.
 (22) *Date of filing application*— 20th August, 2008.

- (21) APPLICATION No. 31348 IN PART "A".
 (52) Class 11.
 (54)



(53) *Disclaimer*— Registration of this Trademark shall give no right to the exclusive use of the words "RENEWABLE ENERGY" except as represented.

- (59)
 (64)
 (57) *Nature of goods*— Solar lamps, solar heaters, solar water pumps, solar water purifiers, solar fridge and wiring and accessories.

- (73) *Name of applicant*— Sunlabob Renewable Energy Ltd.
 (77) *Address*— Laos Watnark Village Vientiane, Laos P.D.R. P.O. Box 9077 Thai Road.
 (74) *M/s*. Bitaguma & Co. Advocates, P.O. Box 12369, Kampala.

(22) *Date of filing application*— 7th August, 2008.

- (21) APPLICATION No. 31347 IN PART "A".
 (52) Class 9.
 (54)



(53) *Disclaimer*— Registration of this Trademark shall give no right to the exclusive use of the words "RENEWABLE ENERGY" except as represented.

- (59)
 (64)
 (57) *Nature of goods*— Solar panels, solar batteries and charger controllers.
 (73) *Name of applicant*— Sunlabob Renewable Energy Ltd.
 (77) *Address*— Laos Watnark Village Vientiane, Laos P.D.R. P.O. Box 9077 Thai Road.
 (74) *M/s*. Bitaguma & Co. Advocates, P.O. Box 12369, Kampala.
 (22) *Date of filing application*— 7th August, 2008.

- (21) APPLICATION No. 31438 IN PART "A".
 (52) Class 20.
 (54)

KING FOAM



"for maximum comfort"

(53) *Disclaimer*— Registration of this Trademark shall give no right to the exclusive use of the word 'FOAM' or the phrase 'FOR MAXIMUM COMFORT' except as represented.

- (59)
 (64)
 (57) *Nature of goods*— Mattresses, pillows; cushions.
 (73) *Name of applicant*— Deliver (U) Limited.
 (77) *Address*— P.O. Box 22971, Kampala.
 (74)
 (22) *Date of filing application*— 1st September, 2008.

Kampala, MERCY KYOMUGASHO K. NDYAHIKA, 3rd September, 2008. Assistant Registrar of Trade Marks

- (21) APPLICATION NO. 30679 IN PART "A".
 (52) Class 09.
 (54)



- (53)
 (59)
 (64)
 (57) *Nature of goods*— Firewall; security virtual network; service inspection gateway; intrusion detection system; storage instruments/facilities; calculating disks; data processing apparatus; computer memories; recorded computer operating programs; computer peripheral devices; recorded computer software; couplers (data processing equipment); magnetic data media; magnetic encoders; magnetic tape units for computers; monitors (computer hardware); monitors (computer programs); optical discs; processors (central processing units); computer programs (downloadable software); all included in International Class 9.
 (73) *Name of applicant*— Chengdu Huawei Science & Technology Co., Limited, a Corporation organised and existing under the laws of P.R. China.
 (77) *Address*— Qingshui River Zone, West Hi-tech Zone, Chengdu, P.R. China.
 (74) C/o. M.MAKS Advocates, 3rd Floor Diamond Trust Building, P.O. Box 7166, Kampala.
 (22) *Date of filing application*— 4th February, 2008.

- (21) APPLICATION NO. 31436 IN PART "A".
 (52) Class 4.
 (54)



- (53) *Disclaimer*— Registration of this Trademark shall give no right to the exclusive use of the words 'MOTOR OIL', the letters 'SAE' or the numeral '50' except as represented.
 (59)
 (64)
 (57) *Nature of goods*— Oil products.
 (73) *Name of applicant*— Habib Trading Company LLC (Dubai).
 (77) *Address*— P.O. Box 64918, Al Maktoum Road Deira, Dubai U.A.E.
 (74) C/o. Katutsi & Ejangu Advocates, P.O. Box 24972, Kampala.
 (22) *Date of filing application*— 29th August, 2007.

- (21) APPLICATION NO. 31286 IN PART "A".
 (52) Class 6.
 (54)

KENYO

- (53)
 (59)
 (64)
 (57) *Nature of goods*— Small items of metal hardware and all goods included in Class 6.
 (73) *Name of applicant*— Uganda Sea & Sky Readymade Ltd.

- (77) *Address*— P.O. Box 1622, Kampala.
 (74)
 (22) *Date of filing application*— 24th July, 2007.

- (21) APPLICATION NO. 30829 IN PART "A".
 (52) Class 24.
 (54)

ROYAL DUTCH

- (53)
 (59)
 (64)
 (57) *Nature of goods*— Upholstery fabrics; fabric; material (textile-); cloth; cotton fabrics; silk fabrics for printing patterns; calco cloth (printed-); diapered linen; non-woven textile fabrics; fabrics for textile use.
 (73) *Name of applicant*— Kwang Run (Liao Cheng) Printing and Dyeing Company Limited, a Chinese Company.
 (77) *Address*— Huangashan Road, Economic & Technology Development Zone, Liaocheng, Shangdong, China.
 (74) C/o. M.MAKS Advocates, 3rd Floor Diamond Trust Building, P.O. Box 7166, Kampala.
 (22) *Date of filing application*— 5th March, 2008.

Kampala, KATUTSI VINCENT,
 1st September, 2008. *Assistant Registrar of Trade Marks.*

ADVERTISEMENTS

IN THE MATTER OF THE ADVOCATES ACT, CAP. 267
 AND
 IN THE MATTER OF OATHS ACT, CAP. 19
 AND
 IN THE MATTER OF THE VERIFICATION OF NAMES
 BEATRICE NAMIKKA MUTEBI
 DEED POLL

KNOW YE ALL MEN by these presents which are intended to be registered with the Registrar of Documents in Uganda that I the undersigned Beatrice Namikka Mutebi of P.O. Box 4726, Kampala, Uganda who was lately known by Beatrice Mutebi do hereby on behalf of myself formally and wholly or absolutely renounce, relinquish, abandon and discontinue the use of my name Beatrice Mutebi and adopt the name of Beatrice Namikka Mutebi from the date hereof and shall hereafter be called, referred to, known, distinguished and designed Beatrice Mutebi and in lieu and place thereof substitute, assume by my true names of Beatrice Namikka Mutebi in all documents, records, deeds, writing, proceedings, dealings, transactions, matter and things whatsoever and upon all occasions use and subscribe the said names of Beatrice Namikka Mutebi in lieu of Beatrice Mutebi.

AND I therefore hereby expressly authorise and acquire all persons whomsoever at all times to designate, describe, address and refer to me by the said rightful names Beatrice Namikka Mutebi.

IN WITNESS WHERE I have hereto subscribed my proper name of Beatrice Namikka Mutebi this 29th day of August, 2008.
 Signed, sealed and delivered by the above named Beatrice Namikka Mutebi at Kampala this 29th August, 2008.

BEATRICE NAMIKKA MUTEBI,
Renouncer/Declarant.

THE REGISTRATION OF TITLES ACT.

(Cap. 230).

NOTICE.

ISSUE OF SPECIAL CERTIFICATE OF TITLE.

Kyadondo Block 185 Plot 4737 Land at Namugongo.

NOTICE IS HEREBY GIVEN that after the expiration of one month from the publication hereof, I intend to issue in the names of Kupuliano Bisase of P.O. Box 2440, Kampala, a special Certificate of Title under the above Block and Plot, the Certificate of Title which was originally issued having been lost.

Kampala, MUIHERIZA EDWIN K.B.,
8th August. 2008. *for Ag. Commissioner Land Registration.*

THE REGISTRATION OF TITLES ACT.

(Cap. 230).

NOTICE.

ISSUE OF SPECIAL CERTIFICATE OF TITLE.

Buddu Block 412 Plot No. 26 at Mugamba.

NOTICE IS HEREBY GIVEN that after the expiration of one month from the publication hereof, I intend to issue in the names of Erenesti Wavamuno of Bukulula Village Bukulula Sub-county, Masaka District, a Special Certificate of Title under the above mentioned Block and Plot, the Certificate of Title which was originally issued having been lost.

Masaka, G. H. NSUBUGA,
14th August. 2008. *for Ag. Commissioner Land Registration.*

THE REGISTRATION OF TITLES ACT.

(Cap. 230).

NOTICE.

ISSUE OF SPECIAL CERTIFICATE OF TITLE.

Kyadondo Block 207 Plot 1035 at Kanyanya.

NOTICE IS HEREBY GIVEN that after the expiration of one month from the publication hereof, I intend to issue in the names of Edward Fred Matovu Muwanga of P.O. Box 16323, Kampala, a Special Certificate of Title under the above Block and Plot, the Certificate of Title which was originally issued having been lost.

Kampala, DDAMULIRA AHMED,
20th August. 2008. *for Ag. Commissioner Land Registration.*

THE REGISTRATION OF TITLES ACT.

(Cap. 230).

NOTICE.

ISSUE OF SPECIAL CERTIFICATE OF TITLE.

Kyadondo Block 229 Plot 1119 Land at Kamuli.

NOTICE IS HEREBY GIVEN that after the expiration of one month from the publication hereof, I intend to issue in the names of Godfrey Magala and Sara Eperu Magala of P.O. Box 2038, Kampala, a Special Certificate of Title under the above Block and Plot, the Certificate of Title which was originally issued having been lost.

Kampala, DDAMULIRA AHMED,
28th August. 2008. *for Ag. Commissioner Land Registration.*

THE REGISTRATION OF TITLES ACT.

(Cap. 230).

NOTICE.

ISSUE OF SPECIAL CERTIFICATE OF TITLE.

Leasehold Register—Volume 2319 Folio 22 Plot No. 71
Spring Road, Bugolobi, Kampala.

NOTICE IS HEREBY GIVEN that after the expiration of one month from the publication hereof, I intend to issue in the names of Middle East Hospital and Shopping Complex Limited of P.O. Box 179, Kampala, a special Certificate of Title under the above Volume and Folio, the Certificate of Title which was originally issued having been lost.

Kampala, SARAH KULATA BASANGWA,
2nd September. 2008. *Ag. Commissioner Land Registration.*

THE REGISTRATION OF TITLES ACT.

(Cap. 230).

NOTICE.

ISSUE OF SPECIAL CERTIFICATE OF TITLE.

Leasehold Register—Volume 2968 Folio 10 Kyadondo
Block 273, Plot No. 1508 at Katuuso, Kampala.

NOTICE IS HEREBY GIVEN that after the expiration of one month from the publication hereof, I intend to issue in the names of Frank Kiyanja Mulondo of P.O. Box 3255, Kampala, a special Certificate of Title under the above Volume and Folio, the Certificate of Title which was originally issued having been lost.

Kampala, SARAH KULATA BASANGWA,
26th August. 2008. *Ag. Commissioner Land Registration.*

THE REGISTRATION OF TITLES ACT.

(Cap. 230).

NOTICE.

ISSUE OF SPECIAL CERTIFICATE OF TITLE.

Leasehold Register—Volume 2298 Folio 1 Kyaggwe Block
193, Plot No. 209 at Ggulu, Mukono.

NOTICE IS HEREBY GIVEN that after the expiration of one month from the publication hereof, I intend to issue in the names of Samwiri Kasiryu Mukasa of Mukono, Administrator of the Estate of the Late Nalwanga Kalule Kasiryu, a special Certificate of Title under the above Volume and Folio, the Certificate of Title which was originally issued having been lost.

Kampala, EDWARD KARIBWENDE,
3rd September. 2008. *for Ag. Commissioner Land Registration.*

THE REGISTRATION OF TITLES ACT.

(Cap. 230).

NOTICE.

ISSUE OF SPECIAL CERTIFICATE OF TITLE.

Kashari Block 1 Plot 16.

NOTICE IS HEREBY GIVEN that after the expiration of one month from the publication hereof, I intend to issue in the names of Herbert M. Nuwagaba, a special Certificate of Title under the above Block and Plot, the Certificate of Title which was originally issued having been lost.

Mbarara, J.K. KARUHANGA,
1st September. 2008. *for Ag. Commissioner Land Registration.*

THE REGISTRATION OF TITLES ACT.

(Cap. 230).

NOTICE.

ISSUE OF SPECIAL CERTIFICATE OF TITLE.

Leasehold Register--Volume 3329 Folio 24 Plot No. 122
Luthuli Avenue, Kampala.

NOTICE IS HEREBY GIVEN that after the expiration of one month from the publication hereof, I intend to issue in the names of Deogratus Roy Mugerwa of P.O. Box 179, Kampala, a special Certificate of Title under the above Volume and Folio, the Certificate of Title which was originally issued having been lost.

Kampala, SARAH KULATA BASANGWA,
2nd September, 2008. *Ag. Commissioner Land Registration.*

THE REGISTRATION OF TITLES ACT.

(Cap. 230).

NOTICE.

ISSUE OF SPECIAL CERTIFICATE OF TITLE.

Kyaggwe Block 313 Plot 184 Area 37.44 at Misindye and Bamugaya.

NOTICE IS HEREBY GIVEN that after the expiration of one month from the publication hereof, I intend to issue in the names of Emmanuel A. Oteng of P.O. Box 7085, Kampala, a special Certificate of Title under the above Block and Plot, the Certificate of Title which was originally issued having been lost.

Mukono, ARINAITWE OVERSON,
27th March, 2008. *for Ag. Commissioner Land Registration.*

THE REGISTRATION OF TITLES ACT.

(Cap. 230).

NOTICE.

ISSUE OF SPECIAL CERTIFICATE OF TITLE.

Singo Block 161 Plot 79, 8.10 Hectares at Bamunanika Estate.

NOTICE IS HEREBY GIVEN that after the expiration of one month from the publication hereof, I intend to issue in the names of Erisa Semanda of Kakindu Busujju, a special Certificate of Title under the above Block and Plot of the Mailo Register, the duplicate Certificate of Title which was originally issued having been lost.

Mityana, JANET NABUUMA,
21st August, 2008. *for Ag. Commissioner Land Registration.*

THE REGISTRATION OF TITLES ACT.

(Cap. 230).

NOTICE.

ISSUE OF SPECIAL CERTIFICATE OF TITLE.

Singo Block 161 Plot 1017, 0.130 Hectares at Bamunanika Estate.

NOTICE IS HEREBY GIVEN that after the expiration of one month from the publication hereof, I intend to issue in the names of Israel Magembe Namala of P.O. Box 2579, Kampala, a special Certificate of Title under the above Block and Plot of the Mailo Register, the duplicate Certificate of Title which was originally issued having been lost.

Mityana, NAMUTEBI VERONICA,
9th February, 2007. *for Ag. Commissioner Land Registration.*

THE REGISTRATION OF TITLES ACT.

(Cap. 230).

NOTICE.

ISSUE OF SPECIAL CERTIFICATE OF TITLE.

Bulemezi Block 640 Plot 19, 1.60 Hectares and Plot 7, 2.00 Hectares Land at Bweyeyo.

NOTICE IS HEREBY GIVEN that after the expiration of one month from the publication hereof, I intend to issue in the names of Haji Ahamada Wasswa, a special Certificate of Title under the above Block and Plot of the Mailo Register, the duplicate Certificate of Title which was originally issued having been lost.

Bukalasa, NABUKEERA MADINAH,
3rd April, 2008. *for Ag. Commissioner Land Registration.*

THE REGISTRATION OF TITLES ACT.

(Cap. 230).

NOTICE.

ISSUE OF SPECIAL CERTIFICATE OF TITLE.

Block 176 Plot 2, Area: 17.00 Hectares at Nakatete, Buyaga.

NOTICE IS HEREBY GIVEN that after the expiration of one month from the publication hereof, I intend to issue in the names of Doreen Muhairwe Komukyeya of P.O. Box 192, Masindi, a Special Certificate of Title under the above Block and Plot, the Certificate of Title which was originally issued having been lost.

Fortportal, DIANA BONABANA,
3rd April, 2008. *for Ag. Commissioner Land Registration.*

THE REGISTRATION OF TITLES ACT.

(Cap. 230).

NOTICE.

ISSUE OF SPECIAL CERTIFICATE OF TITLE.

Block 176 Plot 1, Area: 119.40 Hectares at Nakatete, Buyaga.

NOTICE IS HEREBY GIVEN that after the expiration of one month from the publication hereof, I intend to issue in the names of Doreen Muhairwe Komukyeya of P.O. Box 192, Masindi, a Special Certificate of Title under the above Block and Plot, the Certificate of Title which was originally issued having been lost.

Fortportal, DIANA BONABANA,
3rd April, 2008. *for Ag. Commissioner Land Registration.*

THE REGISTRATION OF TITLES ACT.

(Cap. 230).

NOTICE.

ISSUE OF SPECIAL CERTIFICATE OF TITLE.

Kibuga Block 8 Plot 507 Land at Namirembe.

NOTICE IS HEREBY GIVEN that after the expiration of one month from the publication hereof, I intend to issue in the names of Fida Hussein of P.O. Box 446, Kampala, a Special Certificate of Title under the above Block and Plot, the Certificate of Title which was originally issued having been lost.

Kampala, ORIIKIRIZA AMBROSE,
28th August, 2008. *for Ag. Commissioner Land Registration.*

THE REGISTRATION OF TITLES ACT.

(Cap. 230).

NOTICE.

ISSUE OF SPECIAL CERTIFICATE OF TITLE.

Kyadondo Block 268 Plot 32, Land at Naziba.

NOTICE IS HEREBY GIVEN that after the expiration of one month from the publication hereof, I intend to issue in the names of Francis Julian Nawanga Batte of P.O. Box 973, Kampala, a Special Certificate of Title under the above Block and Plot, the Certificate of Title which was originally issued having been lost.

Kampala, DDAMULIRA AHMED,
28th August, 2008. for Ag. Commissioner Land Registration.

THE REGISTRATION OF TITLES ACT.

(Cap. 230).

NOTICE.

ISSUE OF SPECIAL CERTIFICATE OF TITLE.

Kibuga Block 25 Plot 418.

NOTICE IS HEREBY GIVEN that after the expiration of one month from the publication hereof, I intend to issue in the names of George W.K. Ssali, a Special Certificate of Title under the above Block and Plot, the Certificate of Title which was originally issued having been lost.

Kampala, NAMUTEBI VERONICA SSENABULYA,
20th August, 2008. for Ag. Commissioner Land Registration.

THE REGISTRATION OF TITLES ACT.

(Cap. 230).

NOTICE.

ISSUE OF SPECIAL CERTIFICATE OF TITLE.

Busiro Block 411 Plot 49 at Sisa.

NOTICE IS HEREBY GIVEN that after the expiration of one month from the publication hereof, I intend to issue in the names of Daudi Kagwa, a Special Certificate of Title under the above Block and Plot, the Certificate of Title which was originally issued having been lost.

Kampala, MUHEREZA EDWIN K.B.,
9th July, 2008. for Ag. Commissioner Land Registration.

THE REGISTRATION OF TITLES ACT.

(Cap. 230).

NOTICE.

ISSUE OF SPECIAL CERTIFICATE OF TITLE.

Kibuga Block 51 Plot 8.

NOTICE IS HEREBY GIVEN that after the expiration of one month from the publication hereof, I intend to issue in the names of Esita Wavamuno, a Special Certificate of Title under the above Block and Plot, the Certificate of Title which was originally issued having been lost.

Kampala, NAMUTEBI VERONICA SSENABULYA,
28th August, 2008. for Ag. Commissioner Land Registration.

DEED POLL

CHANGE OF NAMES DEED

By this deed I, the undersigned DAN MUHUMUZA, of P.O. Box 21926, Kampala a Ugandan citizen a Resident of Nyanama Mutundwe do hereby renounce my former names DANKAN MUHUMUZA BAGUMA, DANKAN MUHUMUZA BAGGIE, DAN B. MUHUMUZA, DANCAN MUHUMUZA, DUNCAN MUHUMUZA and in lieu thereof do assume the names of DAN MUHUMUZA.

AND IN PURSUANCE of such change of names as aforesaid there by declare that I shall and at all times thereafter in all records, deeds and instruments in writing and in all actions and proceedings and in all dealings and transactions and upon all occasions whatsoever use and sign the aforesaid names DAN MUHUMUZA as my forename and surname in lieu of the said DANKAN MUHUMUZA BAGUMA, DANKAN MUHUMUZA BAGGIE, DAN B. MUHUMUZA, DANCAN MUHUMUZA, DUNCAN MUHUMUZA so renounced as aforesaid.

AND I HEREBY authorise and request persons to designate and address me by such assumed names of DAN MUHUMUZA.

In witness whereof, I have undersigned my assumed name and my relinquished names DANKAN MUHUMUZA BAGUMA, DANKAN MUHUMUZA BAGGIE, DAN B. MUHUMUZA, DANCAN MUHUMUZA, DUNCAN MUHUMUZA.

Dated this 14th day of August, 2008.

Signed as a deed by the said DAN MUHUMUZA formerly known as DANKAN MUHUMUZA BAGUMA and all others above mentioned.

DAN MUHUMUZA,
Declarant.

DEED POLL

BY THIS DEED POLL which is intended to be registered with the Registrar of Documents in the Ministry of Justice and Constitutional Affairs, Kampala I the undersigned GLORY KISA of C/o P. O. Box 22271, Kampala, now lately called NANKABIRWA RHOBINAH LULE hereby declare and state:

1. That since my birth I was always known as NANKABIRWA RHOBINAH LULE.
2. That with effect from today, I have stopped using the names of NANKABIRWA RHOBINAH LULE and shall remain with the names of GLORY KISA only.
3. That with effect from the date hereof, I have wholly renounced, relinquished and abandoned the use of the names NANKABIRWA RHOBINAH LULE and in place thereof I hereby from the date hereof shall use the names GLORY KISA only so that I may hereafter be called, known and distinguished not by my former names of NANKABIRWA RHOBINAH LULE but by the name GLORY KISA.
4. That for the purpose of evidencing such my determination, I declare that I shall at all times hereafter in all records, deeds and writings and all proceedings, dealings and transactions as well private, public and upon all occasions whatsoever use and sign the name of GLORY KISA as my name in place of and in substitution for my former said names.
5. That I expressly authorize and request all persons at all times to designate and address me by such assumed name of GLORY KISA.

In witness whereof I have hereunto subscribed my proper and adopted name of GLORY KISA this 1st day of August, 2008 at London, England.

GLORY KISA,
Renouncer.

THE REGISTRATION OF TITLES ACT.

(Cap. 230).

NOTICE.

ISSUE OF SPECIAL CERTIFICATE OF TITLE.

Leasehold Register—Volume 1602 Folio 25 Kyaggwe Block 193, Plot No. 28J, Mukono.

NOTICE IS HEREBY GIVEN that after the expiration of one month from the publication hereof, I intend to issue in the names of Vincent Kaddu of P.O. Box 157, Mukono, a special Certificate of Title under the above Volume and Folio, the Certificate of Title which was originally issued having been lost.

Kampala, EDWARD KARIBWENDE,
26th August, 2008. *for Ag. Commissioner Land Registration.*

THE REGISTRATION OF TITLES ACT.

(Cap. 230).

NOTICE.

ISSUE OF SPECIAL CERTIFICATE OF TITLE.

Leasehold Register-- Volume 3492 Folio 5 Bulemezi Block 652. Plot No. 720 at Luwero.

NOTICE IS HEREBY GIVEN that after the expiration of one month from the publication hereof, I intend to issue in the names of Deogratius Mugerwa of P.O. Box 179, Kampala, a special Certificate of Title under the above Volume and Folio, the Certificate of Title which was originally issued having been lost.

Kampala, EDWARD KARIBWENDE,
28th August, 2008. *for Ag. Commissioner Land Registration.*

THE REGISTRATION OF TITLES ACT.

(Cap. 230).

NOTICE.

ISSUE OF SPECIAL CERTIFICATE OF TITLE.

Leasehold Register-- Volume 883 Folio 5 Bulemezi Block 655, Plot No. 19 at Kaula-Kanyogoga.

NOTICE IS HEREBY GIVEN that after the expiration of one month from the publication hereof, I intend to issue in the names of Deogratias Roy Kamuwanda Mugerwa of Meru-Buddu P.O. Kawoko, a special Certificate of Title under the above Volume and Folio, the Certificate of Title which was originally issued having been lost.

Kampala, EDWARD KARIBWENDE,
28th August, 2008. *for Ag. Commissioner Land Registration.*

THE REGISTRATION OF TITLES ACT.

(Cap. 230).

NOTICE.

ISSUE OF SPECIAL CERTIFICATE OF TITLE.

Butambala Block 71 Plots 20, 52 and 54 at Bugaye.

NOTICE IS HEREBY GIVEN that after the expiration of one month from the publication hereof, I intend to issue in the names of Musa Mukasa Kirumira, a Special Certificate of Title under the above Block and Plot, the Certificate of Title which was originally issued having been lost.

Kampala, DDAMULIRA AHMED,
3rd September, 2008. *for Ag. Commissioner Land Registration.*

THE REGISTRATION OF TITLES ACT.

(Cap. 230).

NOTICE.

ISSUE OF SPECIAL CERTIFICATE OF TITLE.

Busiro Block 411 Plot 49 at Sisa.

NOTICE IS HEREBY GIVEN that after the expiration of one month from the publication hereof, I intend to issue in the names of Daudi Kagwa, a Special Certificate of Title under the above Block and Plot, the Certificate of Title which was originally issued having been lost.

Kampala, MUHEREZA EDWIN K.B.,
9th July, 2008. *for Ag. Commissioner Land Registration.*

IN THE HIGH COURT OF UGANDA AT NAKAWA

ADMINISTRATION CAUSE NO. 331 OF 2008

In the matter of the Estate of the Late Nahalamba Jennifer Jael formerly a Resident of Kiwatule Nakawa Division, Kampala District

and

In the matter of an Application for grant of Letters of Administration by Babaire David (Brother)

NOTICE OF APPLICATION

Take notice that an application for grant of Letters of Administration to the Estate of the Late Nahalamba Jennifer Jael has been lodged in the High Court of Uganda at Kampala by Babaire David (Brother of the deceased).

The Court will proceed to grant the same if no caveat is lodged within 14 (fourteen) days from the date of publication of this notice unless cause be shown to the contrary.

Dated at Kampala this 3rd day of September, 2008.

Deputy Registrar/Family

STATUTORY INSTRUMENTS

2008 No. 34.

THE UNIVERSITIES AND OTHER TERTIARY INSTITUTIONS
(QUALITY ASSURANCE) REGULATIONS, 2008.

ARRANGEMENT OF REGULATIONS.

Regulation.

1. Title
2. Interpretation
3. Purpose of the quality assurance regulations
4. Validation/Clearing and approval of programmes and courses
5. Minimum duration of programmes and contact hours
6. Teaching and learning materials
7. Examination regulations and standardization of awards.
8. Quality of university academic staff.
9. Students' entry requirements to institutions
10. Assessment of academic staff
11. Academic Staff Review Committee
12. Accredited courses/programmes of study
13. Effect of Letter of Interim Authority
14. Effect of a Provisional Licence
15. Effect of a Charter
16. Affiliation
17. Offences and penalties

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STATUTORY INSTRUMENTS

2008 No. 34.

The Universities and Other Tertiary Institutions (Quality Assurance) Regulations, 2008.

(Under sections 5(i), 5(j), 6(g), 29, 71, 97, 111, 119, 123, and 128 of the Universities and Other Tertiary Institutions Act No.7 of 2001)

IN EXERCISE of the powers conferred upon the National Council for Higher Education by sections 5(i), 5(j), 6(g), 29, 71, 97, 111, 119, 123, and 128 of the Universities and Other Tertiary Institutions Act, No.7 of 2001, these Regulations are made this 14th day of August, 2008.

1. Title.

These Regulations may be cited as the Universities and Other Tertiary Institutions (Quality Assurance) Regulations, 2008.

2. Interpretation.

In these Regulations, unless the context otherwise requires—

“Act” means the Universities and Other Tertiary Institutions Act, No.7 of 2001;

“Institution” means a legally recognized university or non-university centre of higher learning;

“National Council” means the National Council for Higher Education established by section 4 of the Act.

3. Purpose of the quality assurance regulations.

To ensure appropriateness, relevance and adequacy of programmes and courses of study as well as the qualifications of staff and the quality of students of institutions of higher learning in Uganda.

4. Validation/Clearing and accreditation of programmes and courses.

(1) Institutions shall submit to the National Council, for accreditation, all academic and professional programmes in compliance with the Act.

(2) The following framework has been adopted by the National Council—

- (a) Non-university institutions shall offer programmes leading to the award of advanced and ordinary diplomas and certificates, except those permitted by law to award degrees;
- (b) Postgraduate programmes may be offered by an institution with a Charter.

5. Minimum duration of programmes and contact hours.

(1) Programme/course duration shall be clearly specified in terms of semesters and calendar months or years at the start of each academic year. Institutions shall inform students about—

- (a) the course contents in form each topic and subtopic.
- (b) the evaluation scheme including examinations, marking system and appeal mechanism.

(2) Each semester shall last at least fifteen (15) weeks of teaching, after which, an appropriate time shall be allocated to examinations.

- (a) Each theory course shall be allocated at least three (3) hours per week.
- (b) Each practical subject shall be allocated hours as follows—
 - (i) Undergraduate Science Programmes – a minimum of 15-hours practical classes per semester;
 - (ii) Undergraduate Medical Programmes – a minimum of 30-hours practical classes per semester;
 - (iii) Undergraduate Engineering Programmes – a minimum of 15-hours practical classes per semester, plus industrial training;
 - (iv) Undergraduate Education degree programmes shall include a minimum of 8 weeks of School Practice during the Recess period or Intersession semester of the second and third year.

6. Teaching and learning materials.

(1) Institutions shall ensure the availability of key teaching and learning materials prescribed for each program.

(2) The qualifications, teaching and research experience for degree program supervisors shall be assessed by the institution's appointed organs on the basis of research contribution made and number of publications produced.

(3) Academic staff for non-degree programmes shall be assessed based on academic and professional qualifications/teaching experience.

(4) The academic staff for undergraduate students shall possess a minimum of a Master's degree.

(5) Academic staff teaching postgraduate programmes shall have qualifications higher than the programmes they supervise and adequate research experience and publications.

(6) Institutions shall publish lists of all teaching materials/equipments and research undertaken by both staff and students each academic year, a copy of which shall be submitted to the National Council.

7. Examination regulations and standardization of awards.

(1) Institutions shall ensure that—

(a) students are informed in writing about existing examination regulations and procedures at the beginning of the semester;

(b) there is consistency in the formats of examinations, transparency in their conduct and rigor when using the relevant marking schemes;

(c) each head of program has a marking scheme for every paper, which can be accessed by students.

(2) Institutions shall put in place mechanisms for quality assurance in examinations including, vetting of papers, proper conduct of examinations and marking by both internal and external examiners.

(3) Students may appeal to the faculty tribunal and then to the Senate for lack of transparency in the conduct of examinations, unfair treatment or poor assessment. The decision of Senate is final for all academic complaints.

(4) All courses shall be appropriately weighted as follows—

(a) Grade Point Average (GPA) as follows:

A	B+	B	C	D
5	4	3	2	1

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(b) Classification of final awards

First Class	A	=	4.4-5.0
Second Class Upper Division	B+	=	4.0-4.3
Second Class Lower Division	B	=	3.0-3.9
Pass	C	=	2.0-2.9
Fail	D	=	0-1.9

8. Quality of university academic staff.

(1) An institution shall employ both permanent and part-time academic staff at the ration of 70:30 respectively save institutions, which offer programmes through distant learning or electronic media.

(2) Contract academic staff shall be engaged for duration of at least two years in order to ensure continuity of academic programmes.

(3) Each course shall have at least two permanent or contract members of academic staff.

(4) University staff shall participate in public life and service in their respective professions/specializations to gain outside experience.

9. Students' entry requirements to institutions.

(1) Minimum entry requirements for Bachelor's degree—

(a) Direct entry from schools – Uganda Certificate of Education (UCE) with at least 5 passes and at least two principal passes at Uganda Advanced Certificate of Education (UACE) obtained at the same sitting or its equivalent;

- (b) Mature Age Entry – aged 25 years and above and has passed mature age entry examinations with 50% and above. The National Council shall accredit the mature age entry examinations;
 - (c) Diploma entry – obtained at credit/distinction level in the relevant field from a recognized institution;
 - (d) Bridging/access/remedial courses for students who have done their secondary education outside Uganda, which shall be accredited by the National Council.
- (2) Minimum entry requirements for Master's degree shall be a bachelor's degree.
- (3) Minimum entry requirements for a doctoral degree shall be a Masters degree.
- (4) Minimum course duration—
- (a) 3 years for undergraduate degree with the exception of in-service courses which may last two years;
 - (b) At least 1 year for Masters;
 - (c) At least 3 years for Ph.D.
- (5) Minimum entry requirements for an ordinary diploma—
- (a) Uganda Certificate of Education (UCE) with at least 5 credits;
 - (b) Uganda Advanced Certificate of Education (UACE) with Principal pass and two subsidiaries obtained at the same sitting or its equivalent;
 - (c) Qualifications equivalent to Uganda Advanced Certificate of Education (UACE) as shall be determined by the National Council in consultation with the Uganda National Examinations Board;
 - (d) Certificate from a recognized institution.

(6) Minimum entry requirement for an advanced/higher diploma shall be an ordinary Diploma.

(7) Minimum entry requirement for a postgraduate diploma shall be a Bachelors Degree.

(8) Minimum entry requirement for a certificate is a Uganda Certificate of Education (UCE) with at least 3 passes obtained at the same sitting.

10. Assessment of academic staff.

The academic staff of all institutions shall at the end of every semester be assessed by—

(a) the students; and

(b) their superiors.

11. Academic Staff Review Committee.

(1) There shall be Academic Staff Review Committee at departmental, faculty and university levels composed of senior members of the academic staff.

(2) The Academic Staff Review Committee shall be charged with reviewing the performance of staff members in accordance with the institutional rules and regulations.

(3) The Academic Staff Review Committee shall be chaired by the head of department/dean while the vice chancellor or deputy vice chancellor (Academic) shall chair the University Academic Staff Review Committee.

12. Accredited courses/programmes of study.

(1) Institutions shall, in conducting academic and professional teaching of degrees, diplomas and certificates, comply with the standards set by the National Council.

(2) The National Council shall continuously update the contents and number of accredited courses/programmes.

13. Effect of Letter of Interim Authority.

(1) An institution granted a Letter of Interim Authority shall—

- (a) mobilize funds;
- (b) acquire requisite infrastructures and academic facilities;
- (c) organize academic and administrative human infrastructures:
and
- (d) do any other thing that may further the development of the proposed university to maturity.

(2) A Letter of Interim Authority shall be valid for a period of up to three years during which the holder of the authority shall not admit students into the university.

14. Effect of a Provisional Licence.

(1) An institution granted a Provisional Licence shall—

- (a) be a body corporate with perpetual succession, a common seal and may sue or be sued in its corporate name;
- (b) be partially accredited; and
- (c) be registered by the National Council.

(2) Grant of a Provisional Licence by the National Council shall be in the format prescribed in Part I of Schedule 1 to these regulations.

(3) The Provisional Licence referred to in sub-regulation (2) shall in addition to any other details that the National Council in each case specify, be a checklist on which the progress of the institution shall be determined.

(4) A university with a Provisional Licence shall not conduct postgraduate courses/programmes leading to the award of Masters and PhDs unless it demonstrates to the National Council that it possesses—

- (a) the qualified academic staff to ably supervise such postgraduate courses/programmes ; and
- (b) adequate infrastructure and educational facilities to do so.

(5) A university with a Provisional Licence wishing to conduct postgraduate courses/programmes shall apply to the National Council for accreditation of the programmes /courses.

(6) An application referred to in sub-regulation 5 shall be in the form prescribed in Part II of Schedule 2 to these regulations.

15. Effect of a Charter.

(1) An institution granted a Charter—

- (a) may conduct postgraduate courses/programmes leading to the award of Masters and PhDs;
- (b) shall be a body corporate with perpetual succession, a common seal and may sue or be sued in its corporate name;
- (c) shall be fully accredited; and
- (d) shall be registered by the National Council.

(2) The university with a Charter shall carry out continuous internal self-assessment after every two years.

(3) A Charter shall be renewable after every five years after an external evaluation by the National Council.

16. Affiliation.

(1) An application to the National Council for affiliation shall be in the form prescribed in Part I of Schedule 3 to these regulations.

(2) An application shall in addition to any other details that the National Council in each case specify—

- (a) *mutatis mutandis* comply with sections 29, 71 and 111 of the Act;
- (b) information regarding the legal status of both institutions;
- (c) profile of the institutions; and
- (d) Memorandum of Understanding between the institutions intending to enter into affiliation.

(3) The National Council shall charge an affiliation fee as prescribed in Part II of Schedule 3 to these regulations.

(4) On being satisfied that the aforementioned affiliation conditions have been or are likely to be complied with, the National Council shall grant an affiliation certificate in the form prescribed in Part III of Schedule 3 to these regulations.

(5) The regulations relating to affiliation shall apply to institutions, which wish to become constituent colleges subject to such modifications, reservations and other changes as the National Council may determine.

17. Offences and penalties.

A person who contravenes these regulations commits an offence and is liable on conviction to a fine not exceeding one hundred currency points.

SCHEDULE I

Regulation 15(2)

PART I

NATIONAL COUNCIL FOR HIGHER EDUCATION

.....(name of institution) PROVISIONAL LICENCE

20....

PART I—ARRANGEMENT OF SECTIONS

Section

1. Short title
2. Interpretation

PART II—ESTABLISHMENT, FUNCTIONS AND
MEMBERSHIP OF THE INSTITUTION

3. Name and Location of the Institution
4. Common Seal
5. Vision and Mission of the Institution
6. Objects and Functions of the Institution
7. Membership of the Institution
8. Constituent Colleges and Affiliated Institutions

PART III—GOVERNANCE

9. Governance of the Institution
10. Head of the Institution
11. Council
12. Vacancy in the Council
13. Powers and Functions of the Council
14. Meetings of the Council
15. Council Committees

PART IV—THE INSTITUTION SENATE AND OTHER ACADEMIC BODIES

16. Senate
17. Functions and Powers of the Senate
18. Meetings of the Senate
19. Honorary Degrees
20. Board of School/Faculty/Institute

Section

21. Departments
22. Deans of School/Faculty/Directors of Institute

PART V—OFFICERS OF THE INSTITUTION

23. Principal of Constituent College
24. Institution Secretary
25. Academic Registrar
26. Librarian
27. Bursar
28. Dean of Students
29. Deans and Directors
30. Internal Auditor
31. Medical Officer
32. Engineer

PART VI—STAFF OF THE INSTITUTION

33. Categories of Staff
34. Professor, Director of Institute/Studies, Associate Professor and Institution Librarian
35. Other Academic Staff
36. Administrative Staff
37. Support Staff
38. Staff Association

PART VII—FINANCIAL PROVISIONS

39. Institution Fund
40. Financial Year of the Institution
41. Annual Budget
42. Donations
43. Scholarships and Bursaries
44. Investments
45. Cooperation
46. Borrowing Powers

Section

PART VIII—GENERAL PROVISIONS

47. Academic Year
48. Vacation of Office
49. Students Guild
50. Alumni Association
51. Service of Documents
52. Lawyers
53. Language of Instruction
54. Statutes, Rules and Regulations
55. Graduation Ceremony
56. Assets
57. Amendments
58. Saving
59. Protection of Name

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SCHEDULE II

Regulation 15(6)

PART II

NATIONAL COUNCIL FOR HIGHER EDUCATION
APPLICATION TO CONDUCT POSTGRADUATE PROGRAMMES
*(Fill all items on this form and append attachments wherever necessary
Use capital letters. Hand in 10 copies)*

1. NAME OF THE UNIVERSITY:

.....

2. ADDRESS and location

(i) Postal Address:

(ii) Fax Number:

(iii) E-Mail Address:

(iv) Website Address:.....

(v) Telephone Lines:

(vi) Location

3. VISION, MISSION, OBJECTIVES AND PHILOSOPHY

(a) Vision of the University

(b) Mission of the University
.....

(c) Objectives of the University
.....
..... *(attach separate sheet if necessary)*

- (d) Proposed Postgraduate Governance Structures of the Postgraduate School.....
.....
.....(attach separate sheet if necessary)
- (e) Proposed human resources to conduct postgraduate programmes
.....
.....(attach separate sheet if necessary)
- (f) State the expected sources of financial resources.....
.....
.....(attach separate sheet if necessary)
- (g) State the action plan towards the realization of the objectives of the project.....
.....(attach separate sheet if necessary)
- (h) Describe the existing infrastructure to be used by the postgraduate.
.....
.....(attach separate sheet if necessary)
- (i) What are the proposed postgraduate programmes
.....
.....(attach separate sheet if necessary)

We confirm that the information stated above is true to the best of our knowledge and belief.

NAMES AND SIGNATURES

- 1. Vice Chancellor.....
(Signature)..... (Date).....
- 2. Chairperson University Council
(Signature)..... (Date).....
- 3. Academic Registrar.....
(Signature)..... (Date).....

SCHEDULE III

Regulation 17(1)

PART I

AFFILIATION OF INSTITUTIONS

NATIONAL COUNCIL FOR HIGHER EDUCATION

[Sections 29, 71, 111 of the Universities and Other Tertiary Institutions Act, 2001]

APPLICATION FOR AFFILIATION

(Fill this form and append attachments. Use capital letters. Hand in 3 copies)

1. Name, Address and Location of the University:
 - (i) Name
 - (ii) Postal Address:
 - (iii) Location.....
 - (iv) Fax Number:
 - (v) E-Mail Address:
 - (vi) Website Address:.....
 - (vii) Telephone Lines:

2. Name, Address and Location of the Tertiary Institution:
 - (i) Name
 - (ii) Postal Address:
 - (iii) Location.....
 - (iv) Fax Number:
 - (v) E-Mail Address:
 - (vi) Website Address:.....
 - (vii) Telephone Lines:

- 3 Purpose of the affiliation
.....
.....
..... (attach separate sheet if necessary)

4. Rights and Obligations of both institutions

.....
.....
.....
.....
..... (attach separate sheet if necessary)

5. Areas of affiliation (courses/programmes)

.....
.....
.....
..... (attach separate sheet if necessary)

6. Awards (in whose name shall the awards be?)

.....
.....
.....

We certify that the information given above is true to the best of our knowledge.

Names and signatures of heads of the institutions

1. Name.....
Institution (A).....
Title

Signature *date*

2. Name.....
Institution (B).....
Title

Signature *date*

7. Please attach a detailed Memorandum of Understanding containing:-
- (i) Full names and addresses of the institutions.
 - (ii) Current Legal status of the institutions
 - (iii) Objectives of the affiliation
 - (iv) Definitions
 - (v) List of staff and qualifications
 - (vi) Confidentiality and intellectual property rights
 - (iv) Sharing of resources
 - (v) Courses/programmes and awards
 - (vi) Amendment of affiliation
 - (vii) Liability and indemnity
 - (viii) Governing law
 - (ix) Termination and its effects
 - (x) Dispute Resolution
 - (xi) Relationship between the institutions
 - (xii) Miscellaneous.
 - (xiii) Signatures and stamps of the institutions
 - (xiv) Annextures of all relevant documents

SCHEDULE IV

Regulation 17(3)

PART II

NATIONAL COUNCIL FOR HIGHER EDUCATION

FEES FOR AFFILIATION

The following are the minimum fees payable by institutions, which wish to affiliate.

- | | | |
|-----|-----------------------------|---------------------|
| (a) | Application forms | 5 currency points |
| (b) | Verification of information | 100 currency points |
| (c) | Certificate of affiliation | 50 currency points |

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A Certificate of Affiliation is granted to institutions which have-

1. A proper and clear memorandum of understanding specifying rights and obligations of the affiliating institutions in conformity to the National Council affiliation guidelines.
2. Put in place essential physical and academic structures to conduct the programmes sought in the affiliation agreement in conformity to the National Council's Institutional Capacity Indicators.
3. Well-developed operational procedures, bylaws and regulations approved by the Institutions' governing body.
4. Programmes, curricula and student assessment procedures for the proper running of the affiliation.
5. **Relevant qualified academic and administrative staff to conduct the programmes in which institutions wish to affiliate.**
6. **Agree to be visited, monitored and inspected by the National Council whenever it is necessary in a bid to ensure quality.**
7. Not given false information to the National Council. Institutions, which give false information, may lose their Certificate of Affiliation and may be prosecuted.

MICHEL LEJEUNE, PHD (LOUVAIN),
*Deputy Executive Director,
National Council for Higher Education*

STATUTORY INSTRUMENTS

2008 No. 35.

THE UNIVERSITIES AND OTHER TERTIARY INSTITUTIONS (BASIC REQUIREMENTS AND MINIMUM STANDARDS FOR PROCUREMENT EDUCATION AND TRAINING) REGULATIONS, 2008.

ARRANGEMENT OF REGULATIONS

Regulation.

1. Title
2. Interpretation

Minimum standards for procurement study

3. Minimum standards for procurement study.

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STATUTORY INSTRUMENTS

2008 No. 35.

The Universities and Other Tertiary Institutions (Basic Requirements and Minimum Standards for Procurement Education and Training) Regulations, 2008.

(Under sections 5(i), 123 and 128 of the Universities and Other Tertiary Institutions Act, 2001 and section 7(c) of the Public Procurement and Disposal of Public Assets Act, 2003)

IN EXERCISE of the powers conferred upon the National Council for Higher Education by the Universities and Other Tertiary Institutions Act, No.7 of 2001, these Regulations are made this 14th day of August, 2008.

1. Title.

These Regulations may be cited as the Universities and Other Tertiary Institutions (Basic Requirements and Minimum Standards for Procurement Education and Training) Regulations, 2008.

2. Interpretation.

In these Regulations, unless the context otherwise requires—

“Act” means the Universities and Other Tertiary Institutions Act, No.7 of 2001;

“Institution” means a legally recognized university or non-university centre of higher learning;

“National Council” means the National Council for Higher Education established by section 4 of the Act;

“Other Degree Awarding Institution” means such institution as defined in section 2 of the (Amendment) Act, 2006;

“Procurement Authority” means the Public Procurement and Disposal of Public Assets Authority;

“tertiary institution” means a public or private tertiary institution as defined in section 2 of the Act;

“university” means a public or private institution as defined in section 2 of the Act.

3. Minimum standards for courses of study.

(1) Institutions shall in conducting academic and professional teaching of programmes leading to the award of certificates, diplomas and degrees, comply with the minimum standards for procurement study set by the National Council.

(2) The National Council shall continuously update the minimum standards of the procurement programmes basing on the changes in the curricula/syllabi.

(3) The basic requirements and minimum standards for procurement education and training leading to the award of certificates, diplomas and degrees are set in out in the Schedule.

SCHEDULE

Regulation 3(3)

NATIONAL COUNCIL FOR HIGHER EDUCATION

BASIC REQUIREMENTS AND MINIMUM STANDARDS FOR PROCUREMENT EDUCATION AND TRAINING

(Sections 5(i) and 128 of the Universities and Other Tertiary Institutions Act, 2001 and section 7(c) of the Public Procurement and Disposal of Public Assets Act, 2003)

1.0 Inputs

The following are the required inputs for the education and training.

1.1. Infrastructure and equipment

The institution offering programme(s) shall have adequate physical facilities and equipment for staff and students, to ensure an effective teaching and learning environment.

(a)	Computers	:	Student	-	1:20
(b)	Lecture room	:	Per class	-	1:1
(c)	Number of Computer laboratory			-	1
(d)	Number of library			-	1

The above notwithstanding, facilities shall conform with Schedules 4 and 5 of Statutory Instrument No. 80 of 2005 and to the standards for physical facilities in Part IV of Statutory Instrument No. 85 of 2005

1.2 Minimum number and qualification of teaching staff

The institution shall have adequate qualified teaching staff, with a minimum of two qualified staff on full time basis with the following minimum qualifications in the relevant fields.

<i>Program</i>	<i>Qualifications of teaching staff</i>
(a) Certificate Program	: Diploma
(b) Diploma Program	: Degree
(c) Bachelor's Degree Program	: Masters Degree
(d) Post Graduate Diploma	: Masters Degree
(e) Masters Degree program	: Masters Degree

The Teacher: Student Ratio shall be - 1:50

1.3 Students' Admission Policy and selection criteria.

Admission standards specifying clear selection procedures that conform to the standards and guidelines of the Ministry responsible for education and NCHE, where applicable, shall be adhered to. The above notwithstanding the minimum entry requirements for each program shall be:

- (1) Minimum entry requirements for Bachelor's degree
 - (a) Direct entry from schools - Uganda Certificate of Education (UCE) with at least 5 passes and at least two principal passes at Uganda Advanced Certificate of Education (UACE) obtained at the same sitting or its equivalent.
 - (b) Mature Age Entry - aged 25 years and above and has passed mature age entry examinations with 50% and above. The National Council shall accredit the mature age entry examinations.
 - (c) Diploma entry - obtained at credit/distinction level in the relevant field from a recognized institution.
 - (d) Bridging/access/remedial courses for students who have done their secondary education outside Uganda, which shall be accredited by the National Council.
- (2) Minimum entry requirements for Master's degree shall be a bachelor's degree.
- (3) Minimum entry requirements for a doctoral degree shall be a Masters degree.
- (4) Minimum course duration
 - (a) 3 years for undergraduate degree with the exception of in-service courses which may last two years.
 - (b) At least 1 year for Masters.
 - (c) At least 3 years for Ph.D.
- (5) Minimum entry requirements for an ordinary diploma-
 - (a) Uganda Certificate of Education (UCE) with at least 5 credits.

- (b) Uganda Advanced Certificate of Education (UACE) with 1 principal pass and two subsidiaries obtained at the same sitting or its equivalent. Qualifications equivalent to Uganda Advanced Certificate of Education (UACE) as shall be determined by the National Council in consultation with the Uganda National Examinations Board.
 - (c) Certificate from a recognized institution
- (6) Minimum entry requirement for an advanced/higher diploma shall be an ordinary Diploma.
 - (7) Minimum entry requirement for a postgraduate diploma shall be a Bachelors Degree.
 - (8) Minimum entry requirement for a certificate is a Uganda Certificate of Education (UCE) with at least 3 passes obtained at the same sitting.
 - (9) Institutions of higher education shall observe the set conditions, criteria and procedures for selecting students into programmes and courses. Those criteria, conditions and procedures shall be published in the institution's prospectus.

1.4 Guideline on development of procurement programs

The procurement occupational profile (Appendix) shall be adhered to in drawing the curriculum. The scope and depth of coverage for each competence area shall depend on the respective level of program offered.

The curriculum shall specify for each program (certificate, diploma, degree or master) being offered the following details:

- (i) Name of the course
- (ii) The course code
- (iii) Weight of the course (number of credit units)
- (iv) Year and semester of the course
- (v) Awards
- (vi) Awarding body

For every course within the program, the following details shall be specified:

- (i) The name(s) of the teaching staff

- (ii) The context of the course within the program
- (iii) The course objectives, course outline and content
- (iv) The assessment method/criteria
- (v) The reference materials
- (vi) Mode of delivery

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1.5 Duration of programmes and contact hours

The duration of programmes and number of contact hours between staff and students in higher education institutions shall be in accordance with Regulations issued by the National Council.

- (a) Programme/course duration shall be clearly specified in terms of semesters and calendar months or years at the start of each academic year. Students shall be availed the course outlines with assessment procedures;
- (b) For institutions operating under the semester system, each semester shall last a minimum of fifteen (15) weeks of teaching followed by an examinations period; and
- (c) Each course shall be allocated a minimum of two (2) hours per week.

1.6 Examination regulation and standardization of awards

- (1) Candidates shall have a minimum attendance of 75% of lectures to be eligible to sit for examinations.
- (2) Institutions of higher learning shall ensure that all their candidates are fully notified in writing on the examination regulations and procedures, at the beginning of the academic year.
- (3) Institutions shall ensure that there is consistency in the formats of examinations and transparency in their conduct. Each paper examined shall have a marking scheme for every paper.
- (4) Each institution shall put in place mechanisms for quality assurance in its examinations. Such mechanisms shall include the moderation of examinations, ensuring proper conduct of examinations as well as marking by both internal and external examiners to ensure validity and reliability of results.

(5) Students have a right of appeal if they are dissatisfied with the conduct of examinations, treatment or assessment of their work. Each institution shall put in place an appeal mechanism and publicize it to students.

(6) Courses given for each programme shall be appropriately weighted. Scores in students' Grade Point Average (GPA) shall be a result of assigned grades as follows:

A (80+)	B+ (70-79)	B- (60-69)	C (50-59)	D (0-49)
5	4	3	2	1

(7) Classification of final awards, all institutions shall use a five Point rating System in averaging the final grade of a graduate.

(8) The following classification of awards shall be used:

First Class	A	=	(4.4-5.0)
Second Class Upper Division	B+	=	(4.0-4.3)
Second Class Lower Division	B	=	(3.0-3.9)
Pass	C	=	(2.0-2.9)
Fail	D	=	(0-1.9)

1.7 Learning Materials and Equipment

Essential Textbooks:	Students Ratio	-	1:5
Computer:	Student Ratio	-	1:20
Subscriptions to national and International procurement journals		-	2

2.0 Teaching and learning process

For effective teaching and learning to take place, the following shall be the requisites;

2.1 Teaching and learning

- (a) Scheming and planning is properly done by the teaching staff;
- (b) the course content is appropriate for the level of the program;
- (c) the teaching staff collaborates and supports students;
- (d) the teaching staff demonstrates a sound up-to-date knowledge of the course;

- (e) there is a positive teaching staff/student relationship;
- (f) appropriate teaching and learning methods are used;
- (g) involvement of students in the learning process;
- (h) teaching and learning is built on previous experience; and
- (i) formative assessment is used appropriately.

2.2 Internship/industrial training

The following shall be the requirements for internship/industrial training;

- (a) Minimum duration: 4 weeks
- (b) Assessment criteria shall be specified

2.3 Output

- (a) Graduates completed
- (b) Qualifications attained
- (c) Improved transparency, accountability and value for money in a professional procurement environment
- (d) Indicators
 - (i) Graduate with right attitude towards work hence increased productivity and effectiveness, creativity and adaptability;
 - (ii) Transformation of society;
 - (iii) Integrity hence reduced corruption;
 - (iv) Reduced production cost and improved labor relations
 - (v) Improved work environment
 - (vi) Nation/organisations getting value for money
 - (vii) Fairness & transparency

3.0 Role of training institutions

- (1) Institutions involved in procurement training and education shall set their standards in compliance with this standard. Institutions shall submit annual reports on the basic requirements and standards for procurement education and training they have set for each program to the relevant regulatory agencies and give a copy to PPDA.

- (2) Institutions shall keep an up to date record of basic requirements and standards for procurement education and training they have established. Institutions may consult PPDA and any other relevant Government or non-governmental organ for the smooth implementation of these standards.

3.1 The role of the Procurement Authority

In accordance the relevant laws, the Procurement Authority shall:-

- (a) work with all the key stakeholders to implement these standards;
- (b) carry out market surveys to assess the standards required in procurement and disposal capacity in Uganda;
- (c) review procurement education and training standards in consultation with other competent authorities;
- (d) coordinate consultative meetings in procurement education and training of key stakeholders;
- (e) participate in inspection, investigation, audit and quality assurance of procurement training institutions;
- (f) recommend to relevant authorities to take appropriate action against any person for breaching these standards;
- (g) develop guidelines related to procurement and disposal capacity building to compliment other policies; and
- (h) ensure that procurement standards are approved by the relevant authorities and disseminated to all stakeholders.

3.2 The role of employers

Employers are important stakeholders and shall play the following roles.

- (a) participate in tracer studies;
- (b) offer opportunity for internship;
- (c) design of job descriptions and specifications;
- (d) appraise procurement practitioners; and
- (e) update the procurement occupational profile.

APPENDIX

PROCUREMENT OCCUPATIONAL PROFILE DUTIES AND TASKS

A. MANAGEMENT OF THE PROCUREMENT UNIT

A1 Plan work	A2 Organise resources	A3 Direct work	A4 Control the unit and its resources	A5 Manage staff	A6 Prepare Budget
A7 Coordinate work	A8 Maintain health and safety at work	A9 Carry out procurement process mapping			

B. PROCUREMENT PLANNING

B1 Advise Entity on procurement planning	B2 Prepare work and procurement plans	B3 Determine /review quantities required	B4 Determine lead time	B5 Advise on appropriate procurement methods	B6 Determine priority and timing of requirement
B7 Consolidate procurement plans	B8 Implement approved procurement plans	B9 Review and update approved procurement plans	B10 Forecast demand	B11 Monitor and re-order requirements	

C. STATEMENT OF REQUIREMENTS (SPECIFICATIONS/TERMS OF REFERENCE/ SCHEDULE OF WORK)

C1 Prepare specifications/terms of reference/schedule of work	C2 Review specifications/ terms of reference/schedule of work	C3 Develop database of specifications/ terms of reference/ schedule of work	C4 Network with identified specialists in specifications/ terms of reference/ schedule of work
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D. SOLICITATION (TENDER/BID) DOCUMENTS

D1. Determine bids submission procedure	D2. Determine bidding conditions and requirements	D3. Prepare appropriate bid documents	D4. Include appropriate evaluation criteria in the bid document
D5. Include detailed statement of requirements in the bid document	D6. Propose expected terms and conditions of the resulting contract in the bid document.	D7. Work out appropriate advertising and bidding periods and plan bid advertisements	D9. Coordinate the consultative process and approval of the bid document

E. SOURCE FOR PROVIDERS

E1. Plan and invite providers from local and overseas supply markets	E2. Pre-qualify providers	E3. Manage pre-qualified providers lists	E4. Determine provider sourcing strategy
E5. Develop professional working relationship with providers	E6. Manage pre-bid and site meetings with providers	E7. Prepare for receipt of bids from providers	E8. Develop provider appraisal mechanisms

F. EVALUATION BIDS

F1. Determine detailed evaluation methodology, criteria and sub-criteria in accordance with bid document	F2. Apply appropriate bid evaluation methodology	F3. Prepare bid evaluation reports	F4. Advise on best evaluated bid
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G. POST QUALIFICATION

G1. Determine capacity of bidder to perform contract	G2. Carry out due diligence on bid	G3. Fulfill and manage post award pre-contracting requirements	
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H. CONTRACT FORMATION

H1. Determine general and special terms and conditions for the different types of contracts	H2. Prepare contract documents	H3. Prepare contract implementation plan	H4. Approve/Recommend signing of contracts
H5. Notify bidders and other stakeholders of contract formed			

I. MANAGE CONTRACT

I1. Check compliance to terms and conditions of contracts	I2. Monitor contract performance	I3. Confirm performance of contract to satisfactory standards	I4. Manage warranties and securities
I5. Keep contract performance documents			

J. COMMUNICATION

J1. Obtain approve for procurement activities	J2. Manage procurement related meetings	J3. Prepare, update and submit and regret notices	J4. Prepare, update and submit procurement reports
J5. Coordinate procurement issues with relevant authorities	J6. Communicate horizontally and vertically	J7. Disseminate information to relevant users	

K. RECORDS MANAGEMENT

K1. Capture information	K2. Store information	K3. Retrieve records	K4. Maintain records
K5. Secure records			

L. LAWS, REGULATIONS, GUIDELINES & POLICIES

L1. Advise on procurement law, policies and procedures	L2. Prepare and present draft procurement policies, procedures and proposals	L3. Interpret commercial and procurement laws and procedures	L4. Advise on cooperative purchasing
L5. Analyse, interpret taxes applicable to the procurement			

M. VALUE MANAGEMENT

M1. Carry out value analysis of procurements	M2. Undertake market surveys	M3. Analyse and advise on market conditions and trends	M4. Determine value of procurements
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N. FINANCIAL OPERATIONS

N1. Shop and buy low value procurements	N2. Cash handling	N3. Determine procurement cash flow projections	N4. Prepare and account for the Procurement
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O. NEGOTIATION

O1. Develop negotiation strategy	O2. Design negotiation plan	O3. Carry out negotiation	
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P. CONFLICT AND DISPUTE RESOLUTION

P1. Receive and document complaints	P2. Analyse complaints	P3. Advise on appropriate conflict and dispute resolution mechanism	P4. Resolve conflicts and disputes
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Q. INTERNATIONAL PROCUREMENT MANAGEMENT

Q1. Manage international procurement processes	Q2. Advise on appropriate INCOTERM and other trade terms to use in procurements	Q3. Manage the use of letters of credit and other payment systems	Q4. Advise and monitor cargo agents
Q5. Advise on applicable taxes on imports	Q6. Customs clear imports		

R. DISPOSAL

R1. Plan equipment /asset replacement	R2. Advise on appropriate disposal procedures /methods	R3. Advise or manage the valuation of assets	R4. Consolidate lists of items for disposal
R5. Prepare disposal documentation	R6. Seek relevant approval to dispose the items	R7. Dispose as per approved procedures	

S. LOGISTICS MANAGEMENT

S1. Determine stock holding standard and procedure	S2. Plan space utilization and maintain store houses, yards and equipment	S3. Receive, verify, inspect issue and dispatch goods according to approved procedures for goods	S4. Design and maintain an identification coding system for goods
S5. Design and manage appropriate location systems	S6. Bin and store items safely and securely	S7. Determine consumption and carry out stock control	S8. Carry out stock checking and stock taking, and analyse /interpret related discrepancies
S9. Carry out stock valuation	S10. Keep stores record and account for all received and issued goods	S11. Control rejected and unwanted materials	S12. Transport and Distribution

T. ICT AND E-PROCUREMENT

T1. Introduction to computers	T2. Word processing	T3. Spread sheets	T4. Internet web browsing and e-mail
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U. RISK MANAGEMENT

U1. Risk identification	U2. Risk assessment	U3. Risk Allocation	U4. Risk Avoidance
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V. PROFESSIONAL CODE OF CONDUCT

V1. Ethics and integrity	V2. Corruption	V3. Due diligence	
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ADDITIONAL GENERAL REQUIREMENTS

<p>1. Attitude/Traits/Behavior High interpersonal skills Respectful Creative Smart Principled Team Player Quality work Focused Un-wasteful Cheerful Disciplined</p>	<p>2. Generic Knowledge & Skills Use of Computers Knowledge of basic computer Planning Communication Knowledge of costing Time management</p>
<p>T3. Tools and Equipment Computers</p>	<p>T4. Future Trends Computer literacy Knowledge on digital equipment Management and Human resource skills Procurement Self-employment Clearing and forwarding Use of Procurement agents Procurement of Common User items e-procurement</p>

PROF. MICHEL LEJEUNE,
Deputy Executive Director,
National Council for Higher Education.

STATUTORY INSTRUMENTS

2008 No. 34.

THE UNIVERSITIES AND OTHER TERTIARY INSTITUTIONS
(QUALITY ASSURANCE) REGULATIONS, 2008.

ARRANGEMENT OF REGULATIONS.

Regulation.

1. Title
2. Interpretation
3. Purpose of the quality assurance regulations
4. Validation/Clearing and approval of programmes and courses
5. Minimum duration of programmes and contact hours
6. Teaching and learning materials
7. Examination regulations and standardization of awards.
8. Quality of university academic staff.
9. Students' entry requirements to institutions
10. Assessment of academic staff
11. Academic Staff Review Committee
12. Accredited courses/programmes of study
13. Effect of Letter of Interim Authority
14. Effect of a Provisional Licence
15. Effect of a Charter
16. Affiliation
17. Offences and penalties

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STATUTORY INSTRUMENTS

2008 No. 34.

The Universities and Other Tertiary Institutions (Quality Assurance) Regulations, 2008.

(Under sections 5(i), 5(j), 6(g), 29, 71, 97, 111, 119, 123, and 128 of the Universities and Other Tertiary Institutions Act No.7 of 2001)

IN EXERCISE of the powers conferred upon the National Council for Higher Education by sections 5(i), 5(j), 6(g), 29, 71, 97, 111, 119, 123, and 128 of the Universities and Other Tertiary Institutions Act, No.7 of 2001, these Regulations are made this 14th day of August, 2008.

1. Title.

These Regulations may be cited as the Universities and Other Tertiary Institutions (Quality Assurance) Regulations, 2008.

2. Interpretation.

In these Regulations, unless the context otherwise requires—

“Act” means the Universities and Other Tertiary Institutions Act, No.7 of 2001;

“Institution” means a legally recognized university or non-university centre of higher learning;

“National Council” means the National Council for Higher Education established by section 4 of the Act.

3. Purpose of the quality assurance regulations.

To ensure appropriateness, relevance and adequacy of programmes and courses of study as well as the qualifications of staff and the quality of students of institutions of higher learning in Uganda.

4. Validation/Clearing and accreditation of programmes and courses.

(1) Institutions shall submit to the National Council, for accreditation, all academic and professional programmes in compliance with the Act.

(2) The following framework has been adopted by the National Council—

- (a) Non-university institutions shall offer programmes leading to the award of advanced and ordinary diplomas and certificates, except those permitted by law to award degrees;
- (b) Postgraduate programmes may be offered by an institution with a Charter.

5. Minimum duration of programmes and contact hours.

(1) Programme/course duration shall be clearly specified in terms of semesters and calendar months or years at the start of each academic year. Institutions shall inform students about—

- (a) the course contents in form each topic and subtopic.
- (b) the evaluation scheme including examinations, marking system and appeal mechanism.

(2) Each semester shall last at least fifteen (15) weeks of teaching, after which, an appropriate time shall be allocated to examinations.

- (a) Each theory course shall be allocated at least three (3) hours per week.
- (b) Each practical subject shall be allocated hours as follows—
 - (i) Undergraduate Science Programmes – a minimum of 15-hours practical classes per semester;
 - (ii) Undergraduate Medical Programmes – a minimum of 30-hours practical classes per semester;
 - (iii) Undergraduate Engineering Programmes – a minimum of 15-hours practical classes per semester, plus industrial training;
 - (iv) Undergraduate Education degree programmes shall include a minimum of 8 weeks of School Practice during the Recess period or Intersession semester of the second and third year.

6. Teaching and learning materials.

(1) Institutions shall ensure the availability of key teaching and learning materials prescribed for each program.

(2) The qualifications, teaching and research experience for degree program supervisors shall be assessed by the institution's appointed organs on the basis of research contribution made and number of publications produced.

(3) Academic staff for non-degree programmes shall be assessed based on academic and professional qualifications/teaching experience.

(4) The academic staff for undergraduate students shall possess a minimum of a Master's degree.

(5) Academic staff teaching postgraduate programmes shall have qualifications higher than the programmes they supervise and adequate research experience and publications.

(6) Institutions shall publish lists of all teaching materials/equipments and research undertaken by both staff and students each academic year, a copy of which shall be submitted to the National Council.

7. Examination regulations and standardization of awards.

(1) Institutions shall ensure that—

(a) students are informed in writing about existing examination regulations and procedures at the beginning of the semester;

(b) there is consistency in the formats of examinations, transparency in their conduct and rigor when using the relevant marking schemes;

(c) each head of program has a marking scheme for every paper, which can be accessed by students.

(2) Institutions shall put in place mechanisms for quality assurance in examinations including, vetting of papers, proper conduct of examinations and marking by both internal and external examiners.

(3) Students may appeal to the faculty tribunal and then to the Senate for lack of transparency in the conduct of examinations, unfair treatment or poor assessment. The decision of Senate is final for all academic complaints.

(4) All courses shall be appropriately weighted as follows—

(a) Grade Point Average (GPA) as follows:

A	B+	B	C	D
5	4	3	2	1

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(b) Classification of final awards

First Class	A	=	4.4-5.0
Second Class Upper Division	B+	=	4.0-4.3
Second Class Lower Division	B	=	3.0-3.9
Pass	C	=	2.0-2.9
Fail	D	=	0-1.9

8. Quality of university academic staff.

(1) An institution shall employ both permanent and part-time academic staff at the ration of 70:30 respectively save institutions, which offer programmes through distant learning or electronic media.

(2) Contract academic staff shall be engaged for duration of at least two years in order to ensure continuity of academic programmes.

(3) Each course shall have at least two permanent or contract members of academic staff.

(4) University staff shall participate in public life and service in their respective professions/specializations to gain outside experience.

9. Students' entry requirements to institutions.

(1) Minimum entry requirements for Bachelor's degree—

(a) Direct entry from schools – Uganda Certificate of Education (UCE) with at least 5 passes and at least two principal passes at Uganda Advanced Certificate of Education (UACE) obtained at the same sitting or its equivalent;

- (b) Mature Age Entry – aged 25 years and above and has passed mature age entry examinations with 50% and above. The National Council shall accredit the mature age entry examinations;
 - (c) Diploma entry – obtained at credit/distinction level in the relevant field from a recognized institution;
 - (d) Bridging/access/remedial courses for students who have done their secondary education outside Uganda, which shall be accredited by the National Council.
- (2) Minimum entry requirements for Master's degree shall be a bachelor's degree.
- (3) Minimum entry requirements for a doctoral degree shall be a Masters degree.
- (4) Minimum course duration—
- (a) 3 years for undergraduate degree with the exception of in-service courses which may last two years;
 - (b) At least 1 year for Masters;
 - (c) At least 3 years for Ph.D.
- (5) Minimum entry requirements for an ordinary diploma—
- (a) Uganda Certificate of Education (UCE) with at least 5 credits;
 - (b) Uganda Advanced Certificate of Education (UACE) with Principal pass and two subsidiaries obtained at the same sitting or its equivalent;
 - (c) Qualifications equivalent to Uganda Advanced Certificate of Education (UACE) as shall be determined by the National Council in consultation with the Uganda National Examinations Board;
 - (d) Certificate from a recognized institution.

(6) Minimum entry requirement for an advanced/higher diploma shall be an ordinary Diploma.

(7) Minimum entry requirement for a postgraduate diploma shall be a Bachelors Degree.

(8) Minimum entry requirement for a certificate is a Uganda Certificate of Education (UCE) with at least 3 passes obtained at the same sitting.

10. Assessment of academic staff.

The academic staff of all institutions shall at the end of every semester be assessed by—

(a) the students; and

(b) their superiors.

11. Academic Staff Review Committee.

(1) There shall be Academic Staff Review Committee at departmental, faculty and university levels composed of senior members of the academic staff.

(2) The Academic Staff Review Committee shall be charged with reviewing the performance of staff members in accordance with the institutional rules and regulations.

(3) The Academic Staff Review Committee shall be chaired by the head of department/dean while the vice chancellor or deputy vice chancellor (Academic) shall chair the University Academic Staff Review Committee.

12. Accredited courses/programmes of study.

(1) Institutions shall, in conducting academic and professional teaching of degrees, diplomas and certificates, comply with the standards set by the National Council.

(2) The National Council shall continuously update the contents and number of accredited courses/programmes.

13. Effect of Letter of Interim Authority.

(1) An institution granted a Letter of Interim Authority shall—

- (a) mobilize funds;
- (b) acquire requisite infrastructures and academic facilities;
- (c) organize academic and administrative human infrastructures:
and
- (d) do any other thing that may further the development of the proposed university to maturity.

(2) A Letter of Interim Authority shall be valid for a period of up to three years during which the holder of the authority shall not admit students into the university.

14. Effect of a Provisional Licence.

(1) An institution granted a Provisional Licence shall—

- (a) be a body corporate with perpetual succession, a common seal and may sue or be sued in its corporate name;
- (b) be partially accredited; and
- (c) be registered by the National Council.

(2) Grant of a Provisional Licence by the National Council shall be in the format prescribed in Part I of Schedule 1 to these regulations.

(3) The Provisional Licence referred to in sub-regulation (2) shall in addition to any other details that the National Council in each case specify, be a checklist on which the progress of the institution shall be determined.

(4) A university with a Provisional Licence shall not conduct postgraduate courses/programmes leading to the award of Masters and PhDs unless it demonstrates to the National Council that it possesses—

- (a) the qualified academic staff to ably supervise such postgraduate courses/programmes ; and
- (b) adequate infrastructure and educational facilities to do so.

(5) A university with a Provisional Licence wishing to conduct postgraduate courses/programmes shall apply to the National Council for accreditation of the programmes /courses.

(6) An application referred to in sub-regulation 5 shall be in the form prescribed in Part II of Schedule 2 to these regulations.

15. Effect of a Charter.

(1) An institution granted a Charter—

- (a) may conduct postgraduate courses/programmes leading to the award of Masters and PhDs;
- (b) shall be a body corporate with perpetual succession, a common seal and may sue or be sued in its corporate name;
- (c) shall be fully accredited; and
- (d) shall be registered by the National Council.

(2) The university with a Charter shall carry out continuous internal self-assessment after every two years.

(3) A Charter shall be renewable after every five years after an external evaluation by the National Council.

16. Affiliation.

(1) An application to the National Council for affiliation shall be in the form prescribed in Part I of Schedule 3 to these regulations.

(2) An application shall in addition to any other details that the National Council in each case specify—

- (a) *mutatis mutandis* comply with sections 29, 71 and 111 of the Act;
- (b) information regarding the legal status of both institutions;
- (c) profile of the institutions; and
- (d) Memorandum of Understanding between the institutions intending to enter into affiliation.

(3) The National Council shall charge an affiliation fee as prescribed in Part II of Schedule 3 to these regulations.

(4) On being satisfied that the aforementioned affiliation conditions have been or are likely to be complied with, the National Council shall grant an affiliation certificate in the form prescribed in Part III of Schedule 3 to these regulations.

(5) The regulations relating to affiliation shall apply to institutions, which wish to become constituent colleges subject to such modifications, reservations and other changes as the National Council may determine.

17. Offences and penalties.

A person who contravenes these regulations commits an offence and is liable on conviction to a fine not exceeding one hundred currency points.

SCHEDULE I

Regulation 15(2)

PART I

NATIONAL COUNCIL FOR HIGHER EDUCATION

.....(*name of institution*) PROVISIONAL LICENCE

20....

PART I—ARRANGEMENT OF SECTIONS

Section

1. Short title
2. Interpretation

PART II—ESTABLISHMENT, FUNCTIONS AND
MEMBERSHIP OF THE INSTITUTION

3. Name and Location of the Institution
4. Common Seal
5. Vision and Mission of the Institution
6. Objects and Functions of the Institution
7. Membership of the Institution
8. Constituent Colleges and Affiliated Institutions

PART III—GOVERNANCE

9. Governance of the Institution
10. Head of the Institution
11. Council
12. Vacancy in the Council
13. Powers and Functions of the Council
14. Meetings of the Council
15. Council Committees

PART IV—THE INSTITUTION SENATE AND OTHER ACADEMIC BODIES

16. Senate
17. Functions and Powers of the Senate
18. Meetings of the Senate
19. Honorary Degrees
20. Board of School/Faculty/Institute

Section

21. Departments
22. Deans of School/Faculty/Directors of Institute

PART V—OFFICERS OF THE INSTITUTION

23. Principal of Constituent College
24. Institution Secretary
25. Academic Registrar
26. Librarian
27. Bursar
28. Dean of Students
29. Deans and Directors
30. Internal Auditor
31. Medical Officer
32. Engineer

PART VI—STAFF OF THE INSTITUTION

33. Categories of Staff
34. Professor, Director of Institute/Studies, Associate Professor and Institution Librarian
35. Other Academic Staff
36. Administrative Staff
37. Support Staff
38. Staff Association

PART VII—FINANCIAL PROVISIONS

39. Institution Fund
40. Financial Year of the Institution
41. Annual Budget
42. Donations
43. Scholarships and Bursaries
44. Investments
45. Cooperation
46. Borrowing Powers

Section

PART VIII—GENERAL PROVISIONS

47. Academic Year
48. Vacation of Office
49. Students Guild
50. Alumni Association
51. Service of Documents
52. Lawyers
53. Language of Instruction
54. Statutes, Rules and Regulations
55. Graduation Ceremony
56. Assets
57. Amendments
58. Saving
59. Protection of Name

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SCHEDULE II

Regulation 15(6)

PART II

NATIONAL COUNCIL FOR HIGHER EDUCATION
APPLICATION TO CONDUCT POSTGRADUATE PROGRAMMES
*(Fill all items on this form and append attachments wherever necessary
Use capital letters. Hand in 10 copies)*

1. NAME OF THE UNIVERSITY:

.....

2. ADDRESS and location

(i) Postal Address:

(ii) Fax Number:

(iii) E-Mail Address:

(iv) Website Address:.....

(v) Telephone Lines:

(vi) Location

3. VISION, MISSION, OBJECTIVES AND PHILOSOPHY

(a) Vision of the University

(b) Mission of the University
.....

(c) Objectives of the University
.....
..... *(attach separate sheet if necessary)*

- (d) Proposed Postgraduate Governance Structures of the Postgraduate School.....
.....
.....(attach separate sheet if necessary)
- (e) Proposed human resources to conduct postgraduate programmes
.....
.....(attach separate sheet if necessary)
- (f) State the expected sources of financial resources.....
.....
.....(attach separate sheet if necessary)
- (g) State the action plan towards the realization of the objectives of the project.....
.....(attach separate sheet if necessary)
- (h) Describe the existing infrastructure to be used by the postgraduate.
.....
.....(attach separate sheet if necessary)
- (i) What are the proposed postgraduate programmes
.....
.....(attach separate sheet if necessary)

We confirm that the information stated above is true to the best of our knowledge and belief.

NAMES AND SIGNATURES

- 1. Vice Chancellor.....
(Signature)..... (Date).....
- 2. Chairperson University Council
(Signature)..... (Date).....
- 3. Academic Registrar.....
(Signature)..... (Date).....

SCHEDULE III

Regulation 17(1)

PART I

AFFILIATION OF INSTITUTIONS

NATIONAL COUNCIL FOR HIGHER EDUCATION

[Sections 29, 71, 111 of the Universities and Other Tertiary Institutions Act, 2001]

APPLICATION FOR AFFILIATION

(Fill this form and append attachments. Use capital letters. Hand in 3 copies)

1. Name, Address and Location of the University:
 - (i) Name
 - (ii) Postal Address:
 - (iii) Location.....
 - (iv) Fax Number:
 - (v) E-Mail Address:
 - (vi) Website Address:.....
 - (vii) Telephone Lines:

2. Name, Address and Location of the Tertiary Institution:
 - (i) Name
 - (ii) Postal Address:
 - (iii) Location.....
 - (iv) Fax Number:
 - (v) E-Mail Address:
 - (vi) Website Address:.....
 - (vii) Telephone Lines:

- 3 Purpose of the affiliation
.....
.....
..... (attach separate sheet if necessary)

4. Rights and Obligations of both institutions

.....
.....
.....
.....
..... (attach separate sheet if necessary)

5. Areas of affiliation (courses/programmes)

.....
.....
.....
..... (attach separate sheet if necessary)

6. Awards (in whose name shall the awards be?)

.....
.....
.....

We certify that the information given above is true to the best of our knowledge.

Names and signatures of heads of the institutions

1. Name.....
Institution (A).....
Title

Signature *date*

2. Name.....
Institution (B).....
Title

Signature *date*

7. Please attach a detailed Memorandum of Understanding containing:-
- (i) Full names and addresses of the institutions.
 - (ii) Current Legal status of the institutions
 - (iii) Objectives of the affiliation
 - (iv) Definitions
 - (v) List of staff and qualifications
 - (vi) Confidentiality and intellectual property rights
 - (iv) Sharing of resources
 - (v) Courses/programmes and awards
 - (vi) Amendment of affiliation
 - (vii) Liability and indemnity
 - (viii) Governing law
 - (ix) Termination and its effects
 - (x) Dispute Resolution
 - (xi) Relationship between the institutions
 - (xii) Miscellaneous.
 - (xiii) Signatures and stamps of the institutions
 - (xiv) Annextures of all relevant documents

SCHEDULE IV

Regulation 17(3)

PART II

NATIONAL COUNCIL FOR HIGHER EDUCATION

FEES FOR AFFILIATION

The following are the minimum fees payable by institutions, which wish to affiliate.

- | | | |
|-----|-----------------------------|---------------------|
| (a) | Application forms | 5 currency points |
| (b) | Verification of information | 100 currency points |
| (c) | Certificate of affiliation | 50 currency points |

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A Certificate of Affiliation is granted to institutions which have-

1. A proper and clear memorandum of understanding specifying rights and obligations of the affiliating institutions in conformity to the National Council affiliation guidelines.
2. Put in place essential physical and academic structures to conduct the programmes sought in the affiliation agreement in conformity to the National Council's Institutional Capacity Indicators.
3. Well-developed operational procedures, bylaws and regulations approved by the Institutions' governing body.
4. Programmes, curricula and student assessment procedures for the proper running of the affiliation.
5. **Relevant qualified academic and administrative staff to conduct the programmes in which institutions wish to affiliate.**
6. **Agree to be visited, monitored and inspected by the National Council whenever it is necessary in a bid to ensure quality.**
7. Not given false information to the National Council. Institutions, which give false information, may lose their Certificate of Affiliation and may be prosecuted.

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STATUTORY INSTRUMENTS

2008 No. 35.

THE UNIVERSITIES AND OTHER TERTIARY INSTITUTIONS (BASIC REQUIREMENTS AND MINIMUM STANDARDS FOR PROCUREMENT EDUCATION AND TRAINING) REGULATIONS, 2008.

ARRANGEMENT OF REGULATIONS

Regulation.

1. Title
2. Interpretation

Minimum standards for procurement study

3. Minimum standards for procurement study.

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STATUTORY INSTRUMENTS

2008 No. 35.

The Universities and Other Tertiary Institutions (Basic Requirements and Minimum Standards for Procurement Education and Training) Regulations, 2008.

(Under sections 5(i), 123 and 128 of the Universities and Other Tertiary Institutions Act, 2001 and section 7(c) of the Public Procurement and Disposal of Public Assets Act, 2003)

IN EXERCISE of the powers conferred upon the National Council for Higher Education by the Universities and Other Tertiary Institutions Act, No.7 of 2001, these Regulations are made this 14th day of August, 2008.

1. Title.

These Regulations may be cited as the Universities and Other Tertiary Institutions (Basic Requirements and Minimum Standards for Procurement Education and Training) Regulations, 2008.

2. Interpretation.

In these Regulations, unless the context otherwise requires—

“Act” means the Universities and Other Tertiary Institutions Act, No.7 of 2001;

“Institution” means a legally recognized university or non-university centre of higher learning;

“National Council” means the National Council for Higher Education established by section 4 of the Act;

“Other Degree Awarding Institution” means such institution as defined in section 2 of the (Amendment) Act, 2006;

“Procurement Authority” means the Public Procurement and Disposal of Public Assets Authority;

“tertiary institution” means a public or private tertiary institution as defined in section 2 of the Act;

“university” means a public or private institution as defined in section 2 of the Act.

3. Minimum standards for courses of study.

(1) Institutions shall in conducting academic and professional teaching of programmes leading to the award of certificates, diplomas and degrees, comply with the minimum standards for procurement study set by the National Council.

(2) The National Council shall continuously update the minimum standards of the procurement programmes basing on the changes in the curricula/syllabi.

(3) The basic requirements and minimum standards for procurement education and training leading to the award of certificates, diplomas and degrees are set in out in the Schedule.

SCHEDULE

Regulation 3(3)

NATIONAL COUNCIL FOR HIGHER EDUCATION

BASIC REQUIREMENTS AND MINIMUM STANDARDS FOR PROCUREMENT EDUCATION AND TRAINING

(Sections 5(i) and 128 of the Universities and Other Tertiary Institutions Act, 2001 and section 7(c) of the Public Procurement and Disposal of Public Assets Act, 2003)

1.0 Inputs

The following are the required inputs for the education and training.

1.1. Infrastructure and equipment

The institution offering programme(s) shall have adequate physical facilities and equipment for staff and students, to ensure an effective teaching and learning environment.

(a)	Computers	:	Student	-	1:20
(b)	Lecture room	:	Per class	-	1:1
(c)	Number of Computer laboratory			-	1
(d)	Number of library			-	1

The above notwithstanding, facilities shall conform with Schedules 4 and 5 of Statutory Instrument No. 80 of 2005 and to the standards for physical facilities in Part IV of Statutory Instrument No. 85 of 2005

1.2 Minimum number and qualification of teaching staff

The institution shall have adequate qualified teaching staff, with a minimum of two qualified staff on full time basis with the following minimum qualifications in the relevant fields.

<i>Program</i>	<i>Qualifications of teaching staff</i>
(a) Certificate Program	: Diploma
(b) Diploma Program	: Degree
(c) Bachelor's Degree Program	: Masters Degree
(d) Post Graduate Diploma	: Masters Degree
(e) Masters Degree program	: Masters Degree

The Teacher: Student Ratio shall be - 1:50

1.3 Students' Admission Policy and selection criteria.

Admission standards specifying clear selection procedures that conform to the standards and guidelines of the Ministry responsible for education and NCHE, where applicable, shall be adhered to. The above notwithstanding the minimum entry requirements for each program shall be:

- (1) Minimum entry requirements for Bachelor's degree
 - (a) Direct entry from schools - Uganda Certificate of Education (UCE) with at least 5 passes and at least two principal passes at Uganda Advanced Certificate of Education (UACE) obtained at the same sitting or its equivalent.
 - (b) Mature Age Entry - aged 25 years and above and has passed mature age entry examinations with 50% and above. The National Council shall accredit the mature age entry examinations.
 - (c) Diploma entry - obtained at credit/distinction level in the relevant field from a recognized institution.
 - (d) Bridging/access/remedial courses for students who have done their secondary education outside Uganda, which shall be accredited by the National Council.
- (2) Minimum entry requirements for Master's degree shall be a bachelor's degree.
- (3) Minimum entry requirements for a doctoral degree shall be a Masters degree.
- (4) Minimum course duration
 - (a) 3 years for undergraduate degree with the exception of in-service courses which may last two years.
 - (b) At least 1 year for Masters.
 - (c) At least 3 years for Ph.D.
- (5) Minimum entry requirements for an ordinary diploma-
 - (a) Uganda Certificate of Education (UCE) with at least 5 credits.

- (b) Uganda Advanced Certificate of Education (UACE) with 1 principal pass and two subsidiaries obtained at the same sitting or its equivalent. Qualifications equivalent to Uganda Advanced Certificate of Education (UACE) as shall be determined by the National Council in consultation with the Uganda National Examinations Board.
 - (c) Certificate from a recognized institution
- (6) Minimum entry requirement for an advanced/higher diploma shall be an ordinary Diploma.
 - (7) Minimum entry requirement for a postgraduate diploma shall be a Bachelors Degree.
 - (8) Minimum entry requirement for a certificate is a Uganda Certificate of Education (UCE) with at least 3 passes obtained at the same sitting.
 - (9) Institutions of higher education shall observe the set conditions, criteria and procedures for selecting students into programmes and courses. Those criteria, conditions and procedures shall be published in the institution's prospectus.

1.4 Guideline on development of procurement programs

The procurement occupational profile (Appendix) shall be adhered to in drawing the curriculum. The scope and depth of coverage for each competence area shall depend on the respective level of program offered.

The curriculum shall specify for each program (certificate, diploma, degree or master) being offered the following details:

- (i) Name of the course
- (ii) The course code
- (iii) Weight of the course (number of credit units)
- (iv) Year and semester of the course
- (v) Awards
- (vi) Awarding body

For every course within the program, the following details shall be specified:

- (i) The name(s) of the teaching staff

- (ii) The context of the course within the program
- (iii) The course objectives, course outline and content
- (iv) The assessment method/criteria
- (v) The reference materials
- (vi) Mode of delivery

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1.5 Duration of programmes and contact hours

The duration of programmes and number of contact hours between staff and students in higher education institutions shall be in accordance with Regulations issued by the National Council.

- (a) Programme/course duration shall be clearly specified in terms of semesters and calendar months or years at the start of each academic year. Students shall be availed the course outlines with assessment procedures;
- (b) For institutions operating under the semester system, each semester shall last a minimum of fifteen (15) weeks of teaching followed by an examinations period; and
- (c) Each course shall be allocated a minimum of two (2) hours per week.

1.6 Examination regulation and standardization of awards

- (1) Candidates shall have a minimum attendance of 75% of lectures to be eligible to sit for examinations.
- (2) Institutions of higher learning shall ensure that all their candidates are fully notified in writing on the examination regulations and procedures, at the beginning of the academic year.
- (3) Institutions shall ensure that there is consistency in the formats of examinations and transparency in their conduct. Each paper examined shall have a marking scheme for every paper.
- (4) Each institution shall put in place mechanisms for quality assurance in its examinations. Such mechanisms shall include the moderation of examinations, ensuring proper conduct of examinations as well as marking by both internal and external examiners to ensure validity and reliability of results.

(5) Students have a right of appeal if they are dissatisfied with the conduct of examinations, treatment or assessment of their work. Each institution shall put in place an appeal mechanism and publicize it to students.

(6) Courses given for each programme shall be appropriately weighted. Scores in students' Grade Point Average (GPA) shall be a result of assigned grades as follows:

A (80+)	B+ (70-79)	B- (60-69)	C (50-59)	D (0-49)
5	4	3	2	1

(7) Classification of final awards, all institutions shall use a five Point rating System in averaging the final grade of a graduate.

(8) The following classification of awards shall be used:

First Class	A	=	(4.4-5.0)
Second Class Upper Division	B+	=	(4.0-4.3)
Second Class Lower Division	B	=	(3.0-3.9)
Pass	C	=	(2.0-2.9)
Fail	D	=	(0-1.9)

1.7 Learning Materials and Equipment

Essential Textbooks:	Students Ratio	-	1:5
Computer:	Student Ratio	-	1:20
Subscriptions to national and International procurement journals		-	2

2.0 Teaching and learning process

For effective teaching and learning to take place, the following shall be the requisites;

2.1 Teaching and learning

- (a) Scheming and planning is properly done by the teaching staff;
- (b) the course content is appropriate for the level of the program;
- (c) the teaching staff collaborates and supports students;
- (d) the teaching staff demonstrates a sound up-to-date knowledge of the course;

- (e) there is a positive teaching staff/student relationship;
- (f) appropriate teaching and learning methods are used;
- (g) involvement of students in the learning process;
- (h) teaching and learning is built on previous experience; and
- (i) formative assessment is used appropriately.

2.2 Internship/industrial training

The following shall be the requirements for internship/industrial training;

- (a) Minimum duration: 4 weeks
- (b) Assessment criteria shall be specified

2.3 Output

- (a) Graduates completed
- (b) Qualifications attained
- (c) Improved transparency, accountability and value for money in a professional procurement environment
- (d) Indicators
 - (i) Graduate with right attitude towards work hence increased productivity and effectiveness, creativity and adaptability;
 - (ii) Transformation of society;
 - (iii) Integrity hence reduced corruption;
 - (iv) Reduced production cost and improved labor relations
 - (v) Improved work environment
 - (vi) Nation/organisations getting value for money
 - (vii) Fairness & transparency

3.0 Role of training institutions

- (1) Institutions involved in procurement training and education shall set their standards in compliance with this standard. Institutions shall submit annual reports on the basic requirements and standards for procurement education and training they have set for each program to the relevant regulatory agencies and give a copy to PPDA.

- (2) Institutions shall keep an up to date record of basic requirements and standards for procurement education and training they have established. Institutions may consult PPDA and any other relevant Government or non-governmental organ for the smooth implementation of these standards.

3.1 The role of the Procurement Authority

In accordance the relevant laws, the Procurement Authority shall:-

- (a) work with all the key stakeholders to implement these standards;
- (b) carry out market surveys to assess the standards required in procurement and disposal capacity in Uganda;
- (c) review procurement education and training standards in consultation with other competent authorities;
- (d) coordinate consultative meetings in procurement education and training of key stakeholders;
- (e) participate in inspection, investigation, audit and quality assurance of procurement training institutions;
- (f) recommend to relevant authorities to take appropriate action against any person for breaching these standards;
- (g) develop guidelines related to procurement and disposal capacity building to compliment other policies; and
- (h) ensure that procurement standards are approved by the relevant authorities and disseminated to all stakeholders.

3.2 The role of employers

Employers are important stakeholders and shall play the following roles.

- (a) participate in tracer studies;
- (b) offer opportunity for internship;
- (c) design of job descriptions and specifications;
- (d) appraise procurement practitioners; and
- (e) update the procurement occupational profile.

APPENDIX

PROCUREMENT OCCUPATIONAL PROFILE DUTIES AND TASKS

A. MANAGEMENT OF THE PROCUREMENT UNIT

A1 Plan work	A2 Organise resources	A3 Direct work	A4 Control the unit and its resources	A5 Manage staff	A6 Prepare Budget
A7 Coordinate work	A8 Maintain health and safety at work	A9 Carry out procurement process mapping			

B. PROCUREMENT PLANNING

B1 Advise Entity on procurement planning	B2 Prepare work and procurement plans	B3 Determine /review quantities required	B4 Determine lead time	B5 Advise on appropriate procurement methods	B6 Determine priority and timing of requirement
B7 Consolidate procurement plans	B8 Implement approved procurement plans	B9 Review and update approved procurement plans	B10 Forecast demand	B11 Monitor and re-order requirements	

C. STATEMENT OF REQUIREMENTS (SPECIFICATIONS/TERMS OF REFERENCE/ SCHEDULE OF WORK)

C1 Prepare specifications/terms of reference/schedule of work	C2 Review specifications/ terms of reference/schedule of work	C3 Develop database of specifications/ terms of reference/ schedule of work	C4 Network with identified specialists in specifications/ terms of reference/ schedule of work
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D. SOLICITATION (TENDER/BID) DOCUMENTS

D1. Determine bids submission procedure	D2. Determine bidding conditions and requirements	D3. Prepare appropriate bid documents	D4. Include appropriate evaluation criteria in the bid document
D5. Include detailed statement of requirements in the bid document	D6. Propose expected terms and conditions of the resulting contract in the bid document.	D7. Work out appropriate advertising and bidding periods and plan bid advertisements	D9. Coordinate the consultative process and approval of the bid document

E. SOURCE FOR PROVIDERS

E1. Plan and invite providers from local and overseas supply markets	E2. Pre-qualify providers	E3. Manage pre-qualified providers lists	E4. Determine provider sourcing strategy
E5. Develop professional working relationship with providers	E6. Manage pre-bid and site meetings with providers	E7. Prepare for receipt of bids from providers	E8. Develop provider appraisal mechanisms

F. EVALUATION BIDS

F1. Determine detailed evaluation methodology, criteria and sub-criteria in accordance with bid document	F2. Apply appropriate bid evaluation methodology	F3. Prepare bid evaluation reports	F4. Advise on best evaluated bid
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G. POST QUALIFICATION

G1. Determine capacity of bidder to perform contract	G2. Carry out due diligence on bid	G3. Fulfill and manage post award pre-contracting requirements	
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H. CONTRACT FORMATION

H1. Determine general and special terms and conditions for the different types of contracts	H2. Prepare contract documents	H3. Prepare contract implementation plan	H4. Approve/Recommend signing of contracts
H5. Notify bidders and other stakeholders of contract formed			

I. MANAGE CONTRACT

I1. Check compliance to terms and conditions of contracts	I2. Monitor contract performance	I3. Confirm performance of contract to satisfactory standards	I4. Manage warranties and securities
I5. Keep contract performance documents			

J. COMMUNICATION

J1. Obtain approve for procurement activities	J2. Manage procurement related meetings	J3. Prepare, update and submit and regret notices	J4. Prepare, update and submit procurement reports
J5. Coordinate procurement issues with relevant authorities	J6. Communicate horizontally and vertically	J7. Disseminate information to relevant users	

K. RECORDS MANAGEMENT

K1. Capture information	K2. Store information	K3. Retrieve records	K4. Maintain records
K5. Secure records			

L. LAWS, REGULATIONS, GUIDELINES & POLICIES

L1. Advise on procurement law, policies and procedures	L2. Prepare and present draft procurement policies, procedures and proposals	L3. Interpret commercial and procurement laws and procedures	L4. Advise on cooperative purchasing
L5. Analyse, interpret taxes applicable to the procurement			

M. VALUE MANAGEMENT

M1. Carry out value analysis of procurements	M2. Undertake market surveys	M3. Analyse and advise on market conditions and trends	M4. Determine value of procurements
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N. FINANCIAL OPERATIONS

N1. Shop and buy low value procurements	N2. Cash handling	N3. Determine procurement cash flow projections	N4. Prepare and account for the Procurement
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O. NEGOTIATION

O1. Develop negotiation strategy	O2. Design negotiation plan	O3. Carry out negotiation	
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P. CONFLICT AND DISPUTE RESOLUTION

P1. Receive and document complaints	P2. Analyse complaints	P3. Advise on appropriate conflict and dispute resolution mechanism	P4. Resolve conflicts and disputes
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Q. INTERNATIONAL PROCUREMENT MANAGEMENT

Q1. Manage international procurement processes	Q2. Advise on appropriate INCOTERM and other trade terms to use in procurements	Q3. Manage the use of letters of credit and other payment systems	Q4. Advise and monitor cargo agents
Q5. Advise on applicable taxes on imports	Q6. Customs clear imports		

R. DISPOSAL

R1. Plan equipment /asset replacement	R2. Advise on appropriate disposal procedures /methods	R3. Advise or manage the valuation of assets	R4. Consolidate lists of items for disposal
R5. Prepare disposal documentation	R6. Seek relevant approval to dispose the items	R7. Dispose as per approved procedures	

S. LOGISTICS MANAGEMENT

S1. Determine stock holding standard and procedure	S2. Plan space utilization and maintain store houses, yards and equipment	S3. Receive, verify, inspect issue and dispatch goods according to approved procedures for goods	S4. Design and maintain an identification coding system for goods
S5. Design and manage appropriate location systems	S6. Bin and store items safely and securely	S7. Determine consumption and carry out stock control	S8. Carry out stock checking and stock taking, and analyse /interpret related discrepancies
S9. Carry out stock valuation	S10. Keep stores record and account for all received and issued goods	S11. Control rejected and unwanted materials	S12. Transport and Distribution

T. ICT AND E-PROCUREMENT

T1. Introduction to computers	T2. Word processing	T3. Spread sheets	T4. Internet web browsing and e-mail
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U. RISK MANAGEMENT

U1. Risk identification	U2. Risk assessment	U3. Risk Allocation	U4. Risk Avoidance
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V. PROFESSIONAL CODE OF CONDUCT

V1. Ethics and integrity	V2. Corruption	V3. Due diligence	
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ADDITIONAL GENERAL REQUIREMENTS

<p>1. Attitude/Traits/Behavior High interpersonal skills Respectful Creative Smart Principled Team Player Quality work Focused Un-wasteful Cheerful Disciplined</p>	<p>2. Generic Knowledge & Skills Use of Computers Knowledge of basic computer Planning Communication Knowledge of costing Time management</p>
<p>T3. Tools and Equipment Computers</p>	<p>T4. Future Trends Computer literacy Knowledge on digital equipment Management and Human resource skills Procurement Self-employment Clearing and forwarding Use of Procurement agents Procurement of Common User items e-procurement</p>

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