

**SCHEDULE I**

**FORMS**

**FORM NCHE 1**

*Regulation 3(1)*

**NATIONAL COUNCIL FOR HIGHER EDUCATION**

**APPLICATION FOR A PROVISIONAL LICENCE TO  
ESTABLISH AND OPERATE A PRIVATE UNIVERSITY**

*(Fill all items on this form and append attachments wherever necessary.*

*Print or use capital letters. Hand in 10 copies)*

**1. PROPOSED NAME OF PRIVATE UNIVERSITY:**

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.....

**2. ADDRESS OF PRIVATE UNIVERSITY**

**(a) Postal address:**

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

**(b) Fax number:.....**

**(c) E-mail address: .....**

**(d) Website address:.....**

**(e) Telephone: Fixed .....Mobile: .....**

**3. LOCATION AND LAND**

**(a) State the location of the proposed private university**

.....  
.....

(b) The size of land owned by the proposed private university  
(Please attach a copy of the land title):

.....

(c) Size of land in current use:

.....

(d) Size of land for future use:

.....

(e) Year/s when all above plots of land were obtained:

.....

.....

(f) If the land on which the proposed private university is  
leased or rented, provide a copy of the lease / tenancy  
agreement.

.....

4. INFRASTRUCTURE TO SUPPORT THE DELIVERY OF  
HIGHER EDUCATION

A. Buildings

State the total area in square metres of the following  
buildings:

(i) Classrooms.....

(ii) Libraries .....

(iii) Science laboratories.....

(iv) Computer laboratories .....

(v) Staff houses .....

(vi) Number of staff houses .....

- (vii) Total number of administrative staff .....
- (viii) Total area for staff use .....
- (ix) Main building/Administrative block area .....  
.....
- (x) Student welfare offices .....
- (xi) Health clinic/Sick bay area .....
- (xii) Hostel/Dormitory/Meeting Hall area .....
- (xiii) Provide a master plan of your campus, showing how buildings relate to one another to create an attractive academic atmosphere

B. Grounds and physical infrastructure

- (i) Area of playgrounds  
.....  
.....
- (ii) The types of playgrounds available (e.g. tennis courts, swimming pool etc.)  
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.....
- (iii) Area of vacant land within the campus, dedicated to aesthetic and recreational use  
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- (iv) Total mileage of roads and paths within the campus.  
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- (v) What are the sources of water for the private university community?  
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- (vi) Indicate the supply of power the private university intends to use?  
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 .....
- (vii) Does the private university have land suitable for agriculture? If so, how many acres?  
 .....  
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C. Transport

State the number and registration of vehicles the private university has or intends to have:  
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5. EDUCATIONAL FACILITIES IN PLACE

- (a) Total number of library books  
 .....  
 .....
- (b) Total number of textbooks  
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- (c) Dates of publication of the majority of books (Give in blocks of dates, 1960s, 1970s, 1990s, 2000s etc.)  
 .....  
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 .....
- (d) Total number of computers for student use  
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- (e) Total number of computers in the library  
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- (f) Total number of computers for academic staff use  
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- (g) Total number of computers for administration  
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.....
- (h) What library computer programmes does the private university intend to use to search for and retrieve materials in the library and resource centres?  
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.....
- (i) State whether students have access to computers to locate reading materials in the library  
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.....
- (j) Is the private university on the net/web?  
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.....
- (k) State the number of chairs in the:
  - (i) Libraries.....
  - (ii) Classrooms (lecture halls).....
  - (iii) Laboratories.....
  - (iv) Administration block.....

(v) What facilities for student accommodation does the private university intend to have?

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6. ACADEMIC STAFF

(a) How many academic staff does the private university intend to have?

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(b) State the number of part-time staff the private university intends to have?

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7. ADMINISTRATIVE AND SUPPORT STAFF

(a) How many administrative staff does the private university intend to have?

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.....

(b) How many support staff does the private university intend to have?

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(c) Please give the names, qualifications and gender of the following officers of the private university—

(i) Proposed members of the University Council

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- (ii) Proposed Chancellor  
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- (iii) Proposed Vice Chancellor/Rector  
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- (iv) Proposed University Secretary  
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- (v) Proposed Academic Registrar  
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- (vi) Deans of each of the faculties  
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8. OWNERSHIP OF THE PRIVATE UNIVERSITY

- (a) Please indicate who the owners of the private university are, clearly stating how they retain control (e.g. by having certain reserved places on the Council, Senate, appointment of Deans and other officers):  
.....  
.....  
.....
- (b) Who are the promoters of the private university?  
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.....

9. FINANCES AND THEIR MANAGEMENT

(a) What other assets, besides land and buildings, does the private university own? (Attach a separate sheet if necessary).....  
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.....

(b) What is the proposed annual budget of the private university?  
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(c) What is the proposed fees structure?  
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(d) What percentage of the budget is derived from fees?  
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(e) State other sources of income that will support the private university  
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(g) How much of the budget is given to:  
  
(i) Infrastructure development.....  
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(ii) Research and development  
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- (iii) Computer hard and software  
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- (iv) Science laboratory equipment  
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.....
- (v) Staff development  
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.....
- (vi) What percentage of the budget is given to staff salaries?  
.....  
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.....
- (vii) Who are the current bankers of the private university? (The National Council for Higher Education will verify all financial information including examination of bank accounts)  
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10. VISION OF THE PRIVATE UNIVERSITY

- (a) What is the mission of the private university?  
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- (b) What is the vision of the private university?  
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(c) What are the specific objectives of the private university?

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(d) Provide a logo of the private university

(e) Attach a strategic plan of the private university

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(f) What programmes of study does the private university intend to offer ?

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(g) What is the area of competence that the private university intends to do better at than other established private universities?

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(h) What are the future planned programmes and when will they start?

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11. STUDENT POPULATION

(a) Initial number of students the private university intends to have

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.....  
.....

- (b) Planned/estimated programme distribution of students (number and percentage)
  - (i) Arts.....
  - (ii) Social sciences .....
  - (iii) Basic science .....
  - (iv) Arts education (Teaching).....
  - (v) Science education .....
  - (vi) Agriculture .....
  - (vii) Medicine (medicine, pharmacy, dentistry) .....
  - (viii) Veterinary medicine .....
  - (xi) Engineering/ Technology .....

12. SIGNATURES OF THE OFFICERS OF THE PRIVATE UNIVERSITY

- (a) Chairperson of Governing Council (*print, sign and date*)
  - .....(*Name*)
  - .....(*Signature*)
  - (*Date*)
- (b) Vice Chancellor or Rector of the private university
  - .....(*Name*)
  - .....(*Signature*)
  - (*Date*)
- (c) Deputy Vice Chancellor or Vice Rector of the private university
  - .....(*Name*)
  - .....(*Signature*)
  - (*Date*)

We swear that all information submitted in items 1-11 is true and we shall stand by it in a court of law

13. Please attach a project proposal containing:—
  - (a) The name of the private university.
  - (b) The physical location of the private university.
  - (c) The aims and objectives for which the private university is to be established.
  - (d) The membership and governance of the private university.
  - (e) Sources of funding
  - (f) The academic and senior administrative staff.
  - (g) The financial control mechanisms in place.
  - (h) Detailed explanation of the programmes to be offered.
  - (i) The physical and educational facilities in place.
  
14. On receipt of the application, the National Council shall—
  - (a) Examine the information provided and determine whether to send an Inspection Committee to verify the information.
  - (b) A report of the Inspection Committee will be submitted and finalised within one month after the date of visitation.
  - (c) If, after verifying the information at hand, the National Council is satisfied with the application, a Provisional Licence shall be issued.

NATIONAL COUNCIL FOR HIGHER EDUCATION

NOTICE OF INTENTION TO REVOKE PROVISIONAL LICENCE OF A PRIVATE UNIVERSITY.

(Under section 98(1) (b) of the Universities and Other Tertiary Institutions Act, Act No. 7 of 2001)

TO: The Vice Chancellor

.....  
(Name of private university)

TAKE NOTICE THAT—

1. The National Council intends to revoke the provisional licence of.....(Name of private university) six months after the date of publication of this Notice in the *Gazette*.
2. The following are the reasons for the intended revocation of the provisional licence—
  - (a) .....
  - (b) .....
  - (c) .....
  - (d) .....
  - (e) .....
3. On publication of this Notice, further recruitment of students shall cease.

.....  
*Executive Director*  
*National Council for Higher Education*

NATIONAL COUNCIL FOR HIGHER EDUCATION

APPLICATION FOR GRANT OF A CHARTER TO  
A PRIVATE UNIVERSITY

*(Fill all items on this form and append attachments wherever necessary.  
Print or use capital letters. Hand in 10 copies)*

1. NAME OF PRIVATE UNIVERSITY

.....  
.....

2. ADDRESS OF PRIVATE UNIVERSITY

(a) Postal address:

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

(b) Fax number:.....

(c) E-mail address:.....

(d) Website address:.....

(e) Telephone: Fixed .....Mobile:.....

3. DATE WHEN PROVISIONAL LICENCE WAS ISSUED

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

4. LOCATION AND LAND

(a) State the location of the private university

.....  
.....

- (b) Size of land owned by the private university (Please attach a copy of the land title):  
.....  
.....
- (c) Size of land in current use:  
.....  
.....
- (d) Size of land for future use:  
.....  
.....
- (e) Year/s when all above plots of land were obtained:  
.....  
.....
- (f) If the land on which the private university is leased or rented, provide a copy of the lease/ tenancy agreement.  
.....  
.....

5. INFRASTRUCTURE TO SUPPORT THE DELIVERY OF HIGHER EDUCATION

A. Buildings

State the total area in square metres of the following buildings:

- (i) Classrooms .....
- (ii) Libraries .....
- (iii) Science laboratories .....
- (iv) Computer laboratories .....
- (v) Staff houses .....
- (vi) Number of staff houses .....

- (vii) Total number of administrative staff.....
- (viii) Total area for staff use .....
- (ix) Main building/Administrative block area .....
- .....
- (x) Student welfare offices .....
- (xi) Health clinic/Sick bay area .....
- (xii) Hostel/Dormitory/Meeting Hall area .....
- (xiii) Provide a master plan of your campus showing how buildings relate to one another to create an attractive academic atmosphere

B. Grounds and physical infrastructure

- (i) Area of playgrounds .....
- .....
- (ii) The types of playgrounds available (e.g. tennis courts, swimming pool etc.) .....
- .....
- (iii) Area of vacant land within the campus dedicated to aesthetic and recreational use .....
- .....
- (iv) Total mileage of roads and paths within the campus. ....
- .....
- (v) What are the sources of water for the private university community? .....
- .....
- .....

(vi) Indicate the supply of power the private university intends to use?

.....  
.....

(vii) Does the private university have land suitable for agriculture? If so, how many acres?

.....  
.....

C. Transport

State the number and registration of vehicles the private university has:

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.....

6. EDUCATIONAL FACILITIES IN PLACE

(a) Total number of library books

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

(b) Total number of textbooks

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

(c) Dates of publication of the majority of books (give in blocks of dates, 1960s, 1970s, 1990s, 2000s etc.)

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

- (d) Total number of computers for student use  
 .....  
 .....  
 .....
- (e) Total number of computers in the library  
 .....  
 .....  
 .....
- (f) Total number of computers for academic staff use  
 .....  
 .....  
 .....
- (g) Total number of computers for administration  
 .....  
 .....  
 .....
- (h) What library computer programmes does the institution use to search for and retrieve materials in the library and resource centres?  
 .....  
 .....  
 .....
- (i) State whether students have access to computers to locate reading materials in the library.....  
 .....  
 .....  
 .....
- (j) Is the private university on the net/web?  
 .....  
 .....
- (k) State the number of chairs in the:  
 (i) Libraries.....

- (ii) Classrooms (lecture halls) .....
- (iii) Laboratories.....
- (iv) Administration block.....
- (v) What facilities for student accommodation does the private university have?  
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.....

7. ACADEMIC STAFF

- (a) How many academic staff does the private university have?  
.....  
.....  
.....
- (b) Please, give the name of each of the academic staff employed by the private university (*attach a separate sheet*). Please indicate the academic qualifications of each member of staff.  
.....  
.....  
.....
- (c) State the number of part-time staff working at the private university. Give the name of each part-time staff and academic qualifications.  
.....  
.....  
.....
- (d) Indicate qualifications of the staff as follows—
  - (i) Ph. D. holders (*itemise the disciplines in which they are qualified*)  
.....  
.....  
.....

(ii) Masters (*itemise disciplines in which they are qualified*)

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.....  
.....

(iii) Bachelors

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(iv) Diploma holders

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(e) Average staff/student ratio:

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(f) Staff/student ratio for each of the programmes (*attach a separate sheet if necessary*)

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.....

(g) Staff overload (i. e. workload in hours per week)

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8. ADMINISTRATIVE AND SUPPORT STAFF

(a) How many administrative staff does the private university have?

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

(b) How many support staff does the private university have?

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.....  
.....

(c) Please give the names, qualifications and gender of the following officers of the private university—

(i) Members of the University Council

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

(ii) Members of the University Senate

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.....  
.....

(iii) Chancellor

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.....

(iv) Vice Chancellor/Rector

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(v) University Secretary

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.....

(vi) Academic Registrar

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.....

(vii) Deans of each of the faculties

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

9. OWNERSHIP OF THE PRIVATE UNIVERSITY

(a) Please indicate who the owners of the private university are, clearly stating how they retain control (e.g. by having certain reserved places on the Council, Senate, appointment of Deans and other officers):

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

(b) Who are the promoters of the private university?

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

10. FINANCES AND THEIR MANAGEMENT

(a) What other assets, besides land and buildings, does the private university own?(Attach a separate sheet if necessary)

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

(b) What is the annual budget of the private university?

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

(c) Attach the previous financial year's audited accounts (by a certified accountant)

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

- (d) Fees structure  
.....  
.....  
.....
- (e) What percentage of the budget is derived from fees?  
.....  
.....  
.....
- (f) State other sources of income that support the private university  
.....  
.....  
.....
- (g) How much of the budget is given to—
  - (i) Infrastructure development  
.....  
.....  
.....
  - (ii) Research and development  
.....  
.....  
.....
  - (iii) Computer hard and software  
.....  
.....  
.....
  - (iv) Science laboratory equipment  
.....  
.....  
.....
  - (v) Staff development  
.....  
.....  
.....

(vi) What percentage of the budget is given to staff salaries?

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

(vii) Who are the current bankers of the private university? *(The National Council for Higher Education will verify all financial information, including examination of bank accounts)*

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

11. VISION OF THE PRIVATE UNIVERSITY

(a) What is the mission of the private university?

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

(b) What is the vision of the private university?

.....  
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(c) What are the specific objectives of the private university?

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(d) Provide a logo of the private university

.....  
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.....

(e) Attach a strategic plan of the private university

.....  
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.....

(f) What are the current programmes of study offered by the private university?

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

(g) What is the area of competence that the private university intends to do better at than other established private universities?

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

(h) What are the future planned programmes and when will they start?

.....  
.....  
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## 12. STUDENT POPULATION

(a) Total number of students

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

(b) Number of female students

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.....  
.....

(c) Number of male students

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.....  
.....

- (d) Students with disabilities
  - .....
  - .....
  - .....
  
- (e) Number of students by age and gender brackets i.e
  - Below 20 years of age
  - 20-25 years of age
  - 25 years and over
  - .....
  - .....
  - .....
  
- (f) Programme distribution of students (number and percentage)
  - (i) Arts .....
  - (ii) Social sciences.....
  - (iii) Basic science.....
  - (iv) Arts education (Teaching).....
  - (v) Science education .....
  - (vi) Agriculture.....
  - (vii) Medicine (medicine, pharmacy, dentistry) .....
  - (viii) Veterinary medicine.....
  - (ix) Engineering/ Technology .....
  
- (g) Regions of origin of students
  - (i) Eastern Region.....
  - (ii) Central Region.....
  - (iii) Northern Region .....
  - (iv) Western Region .....



Please note that:

- (a) Where the National Council is satisfied that the private university applying for a Charter has the capacity to deliver quality higher education as described in the application, the National Council shall appoint an Inspection Committee to make:
  - (i) an inquiry and ascertain the veracity of the information submitted;
  - (ii) an inquiry into the academic, administrative and social affairs of the private university;
  - (iii) any other inquiry and investigation relevant to the application.
- (b) The Inspection Committee shall, within six months after the date of its appointment, submit to the National Council a report on the private university applying for the Charter.
- (c) If, after consideration of the report of the Inspection Committee and any other relevant matter, the National Council is satisfied that—
  - (i) the draft Charter of the private university forms a sound basis for the academic, administrative and social organisation; and
  - (ii) the private university has effectively organised adequate human, physical, financial and other necessary resources capable of achieving the prescribed institutional standards; it shall recommend to the Minister that the private university be accredited.
- (d) The Minister shall, within ninety days after the date of receipt of a recommendation under section 101 of the Act submit the application and recommendations to the President.
- (e) The President shall grant a Charter in the form submitted by the applicant with the application to the relevant private university.

- (f) The Minister shall, as soon as practicable after the granting of the Charter, by legal notice, publish the Charter in the *Gazette* and public print media.
  
- (g) On the publication of a Charter, the private university—
  - (i) shall be accredited;
  - (ii) certificates, diplomas, degrees and other academic awards by the private university shall be recognised as comparable and equivalent in merit with those of other accredited and public universities in Uganda; and
  - (iii) shall be a body corporate with perpetual succession and a common seal and may sue or be sued in its corporate name and may, for and in connection with its objects and functions—
    - (a) purchase, hold, mortgage, and dispose of any property whether movable or immovable;
    - (b) enter into any contract or transaction as may be expedient; and
    - (c) do or suffer any other act or thing as bodies may lawfully do or suffer.

NATIONAL COUNCIL FOR HIGHER EDUCATION

APPLICATION FOR A PROVISIONAL LICENCE TO ESTABLISH AND OPERATE A PRIVATE TERTIARY INSTITUTION

(Fill all items on this form and append attachments wherever necessary, Print or use capital letters. HAND IN 10 COPIES)

1. PROPOSED NAME OF PRIVATE TERTIARY INSTITUTION:

.....  
.....

2. ADDRESS OF PRIVATE TERTIARY INSTITUTION

(a) Postal address:.....

(b) Fax number: .....

(c) E-mail address:.....

(d) Website address:.....

(e) Telephone: Fixed .....Mobile:.....

3. LOCATION AND LAND

(a) State the location of the proposed institution

.....  
.....

(b) Size of land owned by the institution (Please attach a copy of the land title):

.....  
.....

(c) Size of land in current use:

.....  
.....

- (d) Size of land for future use:  
.....  
.....
- (e) Year/s when all above plots of land were obtained:  
.....  
.....
- (f) If the land on which the proposed institution is leased or rented, provide a copy of the lease/tenancy agreement.  
.....  
.....

4. INFRASTRUCTURE TO SUPPORT THE DELIVERY OF HIGHER EDUCATION

A. Buildings

State the total area in square metres of the following buildings:

- (i) Classrooms .....
- (ii) Libraries .....
- (iii) Science laboratories.....
- (iv) Computer laboratories .....
- (v) Staff houses .....
- (vi) Number of staff houses .....
- (vii) Total number of administrative staff .....
- (viii) Total area for staff use .....
- (ix) Main Building/Administrative block area
- (x) Student welfare offices.....
- (xi) Health Clinic/Sick Bay area .....
- (xii) Hostel/Dormitory/Meeting Hall area .....

(xiii) Provide a master plan of your campus showing how buildings relate to one another to create an attractive academic atmosphere

B. Grounds and physical infrastructure—

(i) Area of playgrounds

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

(ii) The types of playgrounds available (*e.g. tennis courts, swimming pool etc.*)

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

(iii) Area of vacant land within the campus dedicated to aesthetic and recreational use

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

(iv) Total mileage of roads and paths within the campus.

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.....  
.....

(v) What are the sources of water for the institution community?

.....  
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(vi) Indicate the supply of power the institution intends to use?

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(vii) Does the institution have land suitable for agriculture?  
If so, how many acres?

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

C. Transport

State the number and registration of vehicles the institution has:

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

5. EDUCATIONAL FACILITIES IN PLACE

(a) Total number of library books

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

(b) Total number of textbooks

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

(c) Dates of publication of the majority of books (give in  
blocks of dates, 1960s, 1970s, 1990s, 2000s etc.)

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

(d) Total number of computers for student use

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

(e) Total number of computers in the library

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.....  
.....

- (f) Total number of computers for academic staff use  
 .....  
 .....  
 .....
- (g) Total number of computers for administration  
 .....  
 .....
- (h) What library computer programmes does the institution intend to use to search and retrieve materials in the library and resource centres?  
 .....  
 .....  
 .....
- (i) State whether students have access to computers to locate reading materials in the library  
 .....  
 .....  
 .....
- (j) Is the institution on the net/web?  
 .....  
 .....
- (k) State the number of chairs in the:
- (i) Libraries.....
  - (ii) Classrooms (lecture halls).....
  - (iii) Laboratories.....
  - (iv) Administration block.....
  - (v) What facilities for student accommodation does the institution intend to have?  
 .....  
 .....  
 .....

6. ACADEMIC STAFF

(a) How many academic staff does the institution intend to have?

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

(b) Please, give the name of each of the academic staff employed by the institution (*attach a separate sheet*). Please indicate the academic qualifications of each member of staff.

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.....  
.....

(c) State the number of part-time staff working at the institution. Give the name of each part-time staff and academic qualifications.

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

(d) Indicate qualifications of staff as follows—

(i) Ph. D. holders (*itemise the disciplines in which they are qualified*)

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

(ii) Masters (*itemise disciplines in which they are qualified*)

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.....

(iii) Bachelors

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(iv) Diploma holders

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(e) Average staff/student ratio:

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(f) Staff/student ratio for each of the programmes  
*(attach a separate sheet if necessary)*

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(g) Staff overload (i. e. workload in hours per week)

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7. ADMINISTRATIVE AND SUPPORT STAFF

(a) How many administrative staff does the institution intend to have?

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

(b) How many support staff does the institution intend to have?

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

- (c) Please give the names, qualifications and gender of the following officers of the institution—
- (i) Members of the Governing Council
    - .....
    - .....
    - .....
  - (ii) Addresses, representation and occupation of each member of the Governing Council
    - .....
    - .....
    - .....
  - (iii) Chairperson of the Governing Council
    - .....
    - .....
    - .....
  - (iv) Vice Chairperson of the Governing Council
    - .....
    - .....
  - (v) Principal
    - .....
    - .....
    - .....
  - (vi) Academic Registrar
    - .....
    - .....
    - .....
  - (vii) Heads of each of the academic divisions
    - .....
    - .....
    - .....
  - (viii) Members of Academic Board
    - .....
    - .....
    - .....

8. OWNERSHIP OF THE TERTIARY INSTITUTE/  
COLLEGE

- (a) Please indicate who the owners of the institution are, clearly stating how they retain control (e.g. by having certain reserved places on the council, appointment of heads of divisions/departments)

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

- (b) Who are the promoters of the institution?

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

9. FINANCES AND THEIR MANAGEMENT

- (a) What other assets, besides land and buildings, does the institution own? (*Attach a separate sheet if necessary*)

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

- (b) What is the annual budget of the institution?

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

- (c) Proposed fees structure

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

- (e) What percentage of the budget does the institution intend to derive from fees?  
.....  
.....
- (f) State other sources of income that support the institution  
.....  
.....  
.....
- (g) How much of the budget is given to—
  - (i) Infrastructure development  
.....  
.....  
.....
  - (ii) Research and development  
.....  
.....  
.....
  - (iii) Computer hard and software  
.....  
.....
  - (iv) Science laboratory equipment  
.....  
.....  
.....
  - (v) Staff development  
.....  
.....  
.....
- (h) What percentage of the budget is given to staff salaries?  
.....  
.....  
.....

- (i) Who are the current bankers of the institution? *(The National Council for Higher Education will verify all financial information including examination of bank accounts)*

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

10. VISION OF THE INSTITUTION

- (a) What is the mission of the institution?

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

- (b) What is the vision of the institution?

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

- (c) What are the specific objectives of the institution?

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

- (d) Provide a logo of the institution

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

- (e) Attach a strategic plan of the institution

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

- (f) What are the current programmes of study the institution intends to offer?

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

(g) What is the area of competence that the institution intends to do better at than other established institutions?

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

(h) What are the future planned programmes and when will they start?

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

## 11. STUDENT POPULATION

(a) Total number of students

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

(b) Planned programme distribution of students (number and percentage)

(i) Vocational training (Name/ Disciplines) .....

(ii) Technical (name/Disciplines).....

(iii) Basic science.....

(iv) Arts education (Teaching).....

(v) Science education.....

(vi) Agriculture.....

(vii) Medicine (medicine pharmacy, dentistry)  
.....

(viii) Veterinary medicine.....

(ix) Engineering/ Technology.....

12. SIGNATURES OF OFFICERS OF THE INSTITUTION

- (a) Chairperson of Governing Council (*print, sign and date*)

.....(*Name*)

.....(*Signature*)

(*Date*)

- (b) Principal of the institution

.....(*Name*)

.....(*Signature*)

(*Date*)

- (c) Deputy Principal of the institution

.....(*Name*)

.....(*Signature*)

(*Date*)

<p><i>We swear that all information submitted in items 1-11 is true and we shall stand by it in a court of law.</i></p>
---

13. Please attach a project proposal containing:

- (a) The name of the private tertiary institution.
- (b) The physical location of the private tertiary institution
- (c) The aims and objectives for which the private tertiary institution is to be established
- (d) The membership and governance of the private tertiary institution
- (e) Sources of funding

- (f) The academic and senior administrative staff
- (g) The financial control mechanisms in place
- (h) Detailed explanation of the programmes to be offered
- (i) The physical and educational facilities in place.

14. On receipt of the application, the National Council shall—

- (a) Examine the information provided and determine whether to send an inspection committee to verify the information.
- (b) A report of the inspection committee shall be submitted and finalised within a month from the date of inspection.
- (c) If after verifying the information at hand, the National Council is satisfied with the application, it shall issue a provisional licence.

NATIONAL COUNCIL FOR HIGHER EDUCATION

APPLICATION FOR A CERTIFICATE OF CLASSIFICATION AND REGISTRATION FOR A PRIVATE TERTIARY INSTITUTION  
*(Fill all items on this form and append attachments wherever necessary, use a print form or capital letters. Hand in 10 copies)*

1. NAME OF PRIVATE TERTIARY INSTITUTION:  
.....  
.....

2. ADDRESS OF PRIVATE TERTIARY INSTITUTION

- (a) Postal address:  
.....  
.....
- (b) Fax number:.....
- (c) E-mail address:.....
- (d) Website address:.....
- (e) Telephone: Fixed .....Mobile:.....

3. DATE WHEN PROVISIONAL LICENCE WAS FIRST ISSUED *(attach a photocopy of the licence )*

4. LOCATION AND LAND

- (a) State the location of the institution  
.....  
.....
- (b) Size of land owned by the institution *(Please attach a copy of the land title):*  
.....  
.....

- (c) Size of land in current use:  
.....  
.....
- (d) Size of land for future use:  
.....  
.....
- (e) Year/s when all above plots of land were obtained:  
.....  
.....
- (f) If the land on which the proposed institution is leased or rented, provide a copy of the lease/ tenancy agreement.  
.....  
.....

5. INFRASTRUCTURE TO SUPPORT THE DELIVERY OF HIGHER EDUCATION

A. Buildings

State the total area in square metres of the following buildings:

- (i) Classrooms.....
- (ii) Libraries.....
- (iii) Science laboratories.....
- (iv) Computer laboratories.....
- (v) Staff houses.....
- (vi) Number of staff houses.....
- (vii) Total area of administrative staff.....
- (viii) Total area for staff use.....
- (ix) Main building/Administrative block area .....
- (x) Student welfare offices.....
- (xi) Health Clinic/Sick bay area .....
- (xii) Hostel/Dormitory/Meeting Hall area.....

B. Grounds and physical infrastructure

- (i) Area of playgrounds  
.....  
.....
- (ii) The types of playgrounds available (*e.g. tennis courts, swimming pool etc.*)  
.....  
.....
- (iii) Area of vacant land within the campus dedicated to aesthetic and recreation use  
.....  
.....
- (iv) Total mileage of roads and paths within the campus.  
.....  
.....
- (v) What are the sources of water for the institution community?  
.....  
.....
- (vi) Indicate the supply of power the institution intends to use?  
.....  
.....
- (vii) Does the institution have land suitable for agriculture? If so, how many acres?  
.....  
.....
- (viii) Provide a master plan of the campus showing how buildings relate to each other to create an attractive academic atmosphere  
.....  
.....

### C. Transport

State the number and registration of vehicles the institution has:

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

### 6. EDUCATIONAL FACILITIES IN PLACE

(a) Total number of library books

.....  
.....

(b) Total number of textbooks

.....  
.....

(c) Dates of publication of the majority of books (give in blocks of dates, 1960s, 1970s, 1990s, 2000s etc.)

.....  
.....

(e) Total number of computers in the library

.....  
.....

(f) Total number of computers for academic staff use

.....  
.....

(g) Total number of computers for administration

.....  
.....

(h) What library computer programmes does the institution intend to use to search for and retrieve materials in the library and resource centres?

.....  
.....

- (i) State whether students have access to computers to locate reading materials in the library  
.....  
.....
- (j) Is the institution on the net/web?  
.....  
.....
- (k) State the number of chairs in the:
  - (i) Libraries .....
  - (ii) Classrooms (lecture halls) .....
  - (iii) Laboratories.....
  - (iv) Administration block.....
  - (v) What facilities for student accommodation does the institution have?  
.....  
.....  
.....

7. ACADEMIC STAFF

- (a) How many full time academic staff does the institution have?  
.....  
.....  
.....
- (b) Please, give the name of each of the academic staff employed by the institution (*attach a separate sheet*). Please indicate the academic qualifications of each member of staff.  
.....  
.....  
.....

(c) State the number of part-time staff working at the institution. Give the name of each part-time staff and academic qualifications.

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

(d) Indicate qualifications of the staff as follows—

(i) Ph. D. holders (*itemise the disciplines in which they are qualified*)

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

(ii) Masters (*itemise disciplines in which they are qualified*)

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

(iii) Bachelors

.....  
.....

(iv) Diploma holders

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

(e) Average staff/student ratio:

.....  
.....

(f) Staff/student ratio for each of the programmes (*attach a separate sheet if necessary*)

.....  
.....

(g) Staff overload (*i.e. workload in hours per week*)

.....  
.....

8. ADMINISTRATIVE AND SUPPORT STAFF

(a) How many administrative staff does the institution have?

.....  
.....

(b) How many support staff does the institution have?

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

(c) Please give the names, qualifications and gender of the following officers of the institution—

(i) Members of the Governing Council

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

(ii) Addresses, representation and occupation of each member of the Governing Council

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

(iii) Chairperson of the Governing Council

.....  
.....

(iv) Vice Chairperson of the Governing Council

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

(v) Principal

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

- (vi) Academic Registrar  
.....  
.....
- (vii) Heads of each of the academic divisions  
.....  
.....
- (viii) Members of Academic Board  
.....  
.....  
.....

9. OWNERSHIP OF THE TERTIARY INSTITUTE/  
COLLEGE

- (a) Please indicate who the owners of the institution are, clearly stating how they retain control (e.g. by having certain reserved places on the council, appointment of heads of divisions/departments)  
.....  
.....  
.....
- (b) Who are the promoters of the institution?  
.....  
.....  
.....

10. FINANCES AND THEIR MANAGEMENT

- (a) What other assets, besides land and buildings, does the institution own? (*Attach a separate sheet if necessary*)  
.....  
.....  
.....
- (b) What is the annual budget of the institution?  
.....  
.....  
.....

(c) Attach the previous financial year's audited accounts  
(by a certified accountant)

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

(d) Fees structure

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

(e) What percentage of the budget is derived from fees?

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

(f) State other sources of income that support the institution

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

(g) How much of the budget is given to—

(i) Infrastructure development

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

(ii) Research and development

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

(iii) Computer hard and software

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

- (iv) Science laboratory equipment
  - .....
  - .....
  - .....
  
- (v) Staff development
  - .....
  - .....
  - .....
  
- (vi) What percentage of the budget is given to staff salaries?
  - .....
  - .....
  - .....
  
- (vii) Who are the current bankers of the institution?  
*(The National Council for Higher Education will verify all financial information, including examination of bank accounts)*
  - .....
  - .....
  - .....

11. VISION OF THE INSTITUTION

- (a) What is the mission of the institution?
  - .....
  - .....
  - .....
  
- (b) What is the vision of the institution?
  - .....
  - .....
  - .....
  
- (c) What are the specific objectives of the institution?
  - .....
  - .....
  - .....

- (d) Provide a logo of the institution  
.....  
.....  
.....
- (e) Attach a strategic plan of the institution  
.....  
.....  
.....
- (f) What are the current programmes of study offered by the institution?  
.....  
.....  
.....
- (g) What is the area of competence that the institution intends to do better than other established institutions?  
.....  
.....  
.....
- (h) What are the future planned programmes and when will they start?  
.....  
.....  
.....

12. STUDENT POPULATION

- (a) Total number of students  
.....  
.....  
.....
- (b) Number of female students  
.....  
.....  
.....

- (c) Number of male students
  - .....
  - .....
  - .....
  
- (d) Number of students with disabilities
  - .....
  - .....
  - .....
  
- (e) Number of students by age and gender brackets i.e
  - Below 20 years
  - 20-25 years
  - 25 years and over
  - .....
  - .....
  - .....
  
- (f) Programme distribution of students (number and percentage)
  - (i) Vocational training (Name/ Disciplines).....
  - (ii) Technical (Name/ Disciplines).....
  - (iii) Basic science .....
  - (iv) Arts education (Teaching).....
  - (v) Science education.....
  - (vi) Agriculture .....
  - (vii) Medicine (medicine, pharmacy, dentistry) .....
  - (viii) Veterinary medicine .....
  - (ix) Engineering/ Technology .....
  
- (g) Regions of origin of students
  - (i) Eastern Region .....

- (ii) Central Region .....
- (iii) Northern Region .....
- (iv) Western Region .....
- (h) Non-Ugandans .....
- (i) East Africans .....
- (ii) Others .....

13. SIGNATURES OF OFFICERS OF THE INSTITUTION

- (a) Chairperson of Governing Council (*print, sign and date*)

.....(*Name*)

.....(*Signature*)

(*Date*)

- (b) Principal of the institution

.....(*Name*)

.....(*Signature*)

(*Date*)

- (c) Deputy Principal of the institution

.....(*Name*)

.....(*Signature*)

(*Date*)

We swear that all information submitted in items 1-12 is true and we shall stand by it in a court of law

NATIONAL COUNCIL FOR HIGHER EDUCATION

NOTICE OF INTENTION TO REVOKE PROVISIONAL LICENCE OR CERTIFICATE OF CLASSIFICATION AND REGISTRATION OF A PRIVATE TERTIARY INSTITUTION\*

(Under section 117 of the Universities and Other Tertiary Institutions Act, Act No. 7 of 2001)

To: The Principal

..... (Name of private tertiary institution)

TAKE NOTICE THAT—

- 1. The National Council intends to revoke the provisional licence/certificate of classification and registration\* of.....(Name of private tertiary institution) six months after the date of publication of this Notice in the Gazette.
- 2. The following are the reasons for the intended revocation of the provisional licence/certificate of classification and registration\*—
  - (a) .....
  - (b) .....
  - (c) .....
  - (d) .....
- 3. On publication of this Notice, further recruitment of students shall cease.

.....  
Executive Director  
National Council for Higher Education

\*(Delete whichever is inapplicable)

## SCHEDULE 2

### NATIONAL COUNCIL FOR HIGHER EDUCATION

*Regulation 3(2), 5(1), 7(2) 8 (4),  
11 (2), 12 and 14 (2).*

#### FEES

<i>Activity</i>	<i>Currency Point</i>	<i>Equivalent in Uganda shillings</i>
1. Application for provisional licence to establish and operate a private university.	5	100,000
2. Fee for provisional licence to establish and operate a private university.	350	7,000,000
3. Application for grant of Charter.	5	100,000
4. Charter certificate for private university.	500	10,000,000
5. Application for provisional licence to establish and operate a private tertiary institution.	5	100,000
6. Fee for provisional licence to establish and operate a private tertiary institution	150	3,000,000
7. Application for certificate of classification and registration	5	100,000
8. Fee for certificate of classification and registration	200	4,000,000
9. Inspection fees	400	8,000,000

*One currency point is equivalent to twenty thousand shillings*

*Note that the fees above are subject to revision by the National Council*

## SCHEDULE 3

*Regulation 8(3)*

### NATIONAL COUNCIL FOR HIGHER EDUCATION

#### FORMAT FOR PREPARING INSPECTION REPORT

*(Under section 101(2) of the Act)*

*(The inspection report should be thorough and as detailed as possible. The following format should be followed as closely as possible but inspectors are free to add annexes to cover areas not appropriately addressed in this format)*

1. Name of the institution (if registered, the official name must take precedence)
2. Address of the institution (includes location, sub-county, county and districts)
3. Contact address (includes box office numbers, telephone, e-mail, web page, fax, and any other electronic contact).
4. Land ownership
  - (a) Size of land the institution owns (attach a photocopy of land title or other proof of ownership)
  - (b) Land leased (include lease agreement)
  - (c) Encumbrances on the land (attach documents)
  - (d) Current size of land occupied by institution.
5. Governance
  - (i) Council (Give names, occupation and full addresses of all members of Council.
  - (ii) Give name, address, occupation and full address of chairperson of Council. (A full address includes items 2 and 3 above)
  - (iii) Senate  
Give a list of all members of the Senate, their names, occupation and full addresses and qualifications.

- (iv) Deans  
Give names of all Deans or heads of divisions, including their qualifications, experience and publications.
- (v) Heads of Department  
Give names of all heads of department, their qualifications and how long they have worked with the institution.
- (vi) Administration
  - (a) Chief Executive: Give names of the Chief Executive or Vice Chancellor or Rector, his or her qualifications, experience, age, publications and monthly salary scale.
  - (b) Academic Registrar  
Give names and qualifications of the Academic Registrar
  - (c) Librarian  
Give the names and qualifications of the librarian
  - (d) Other administrators  
Give the names, qualifications and experience of other administrators such as the private university Secretary, the Dean of Students, the Bursar/Accountant, the Medical officer, and the Wardens and other administrators.
- (vii) Academic Staff Association/ Union
  - (a) Give the names of officers of a freely elected academic staff association.
  - (b) Attach the constitution/instruments that govern the staff association.

## 6. Infrastructure

### (i) Classroom Space

Using the checklist in Schedule 4, locate the league position of the classroom space in the five columns given on the checklist. (Use of a tape measure is necessary to assist you to state the exact ratio of student to classroom area and determine if this institution has sufficient classroom space).

### (ii) Library space

Using the checklist in Schedule 4, locate the league position of the library space in the five columns given on the checklist. (Use of a tape measure is necessary to assist you to state the exact ratio of student to library area and determine if this institution has sufficient library space).

### (iii) Science Laboratories Area

Use the checklist in Schedule 4

Institutions that offer science should get an affirmative extra point in licensing.

### (iv) Computer laboratory area

Use checklist in Schedule 4

### (v) Administrative staff area

Use checklist in Schedule 4

### (vi) Academic staff working space

Use checklist in Schedule 4

### (vii) Sport fields

Sports are an important component of education. Please indicate the available and planned sports facilities.

### (viii) Facilities for the disabled

State their availability and what types are in use.

### (ix) Conference hall

State area, capacity and fitness for the purposes it performs

### (x) Staff office area

### (xi) Student union offices area

- (xii) If institution is residential include:
  - Accommodation facilities for students
  - Kitchen and dining facilities.

(xiii) Medical facilities

7. Academic staff

The quality of the academic staff determines the quality of a tertiary institution. In this section, therefore, it is not only numbers that you should focus on but also qualifications, sufficiency, contact hours as follows:

- (i) Total number of staff
- (ii) Staff/student ratios in each programme
- (iii) Qualifications
- (iv) Contact hours
- (v) Percentage of part-time staff.

8. Education facilities include:

- (i) Chairs in the library, classrooms, laboratories and total number
- (ii) Books in the institutions, their relevance and modernity regency (books that are over ten years are out moded). Include student to book ratios.
- (iii) Computers, internet access and online facilities.

9. Financial Health

Besides the items in the checklist in Schedule 4, find out whether there is a fund that can support students if the institution ceases to exist. Should Council be definite and put a figure? Should they be forced to take out insurance against the institution in case it is on the verge of ceasing to exist?

10. Strategic Plan

Evaluate the strategic plan of the institution. If a strategic plan is available, evaluate the future prospects of the institution for the next ten years based on what you have experience.

11. Recommendations

Give recommendations, supported by a summary of the facts on the ground, whether the National Council should grant a licence or not.