

BUGEMA UNIVERSITY

Main Campus

32km, Gayaza - Zirobwe Road
P.O. Box 6529
KAMPALA - UGANDA

Tel: 256-312-351400
Fax: 256-312-351460

Email: registrar@bugemauniv.ac.ug
Website: www.bugemauniv.ac.ug



Kampala Campus

2 miles Bombo Road
Between Total Petrol Station
& Makerere Yellow Primary Sch.
Muganzi-Awongerera Rd
P.O. Box 6529 KAMPALA - (U)

Tel: +256 312 266 630 / 631

OFFICE OF THE REGISTRAR

Dear Applicant,

Thank you for choosing Bugema University. This is a Christian faith-based Chartered Institution of higher learning that instills in its students high moral and spiritual values. The University provides a conducive atmosphere for a well balanced education, Christian growth and fellowship. Our motto is "Excellence in Service".

All new students from Non-English speaking countries will be required to sit for an English Placement/Proficiency test and pass before commencing their studies. This test will allow the University to advise the student accordingly. Students scoring below average in the test will be required to register in an intensive English program to help them improve their communication skills.

Students from countries whose secondary school qualifications are not considered equivalent to Uganda Advanced Certificate of Education (UACE) but permit admission into Higher Education in those countries are required to apply and enroll for Higher Education Certificate (HEC) and pass before they can be re-admitted for degree or diploma programmes depending on the level of their performance. Students who have successfully completed the UACE or its equivalent but who may not have attained sufficient grades to enroll for Diplomas or Degree programmes may opt to enroll for HEC to qualify for the programmes. The minimum admission to degree for a student from HEC shall be a GPA of 2.8.

General Entrance Requirements

A. Degree Programs

The following requirements must be presented:

- Uganda Certificate of Education (UCE) or its equivalent with at least four passes in subjects appropriate to chosen area of study, including English Language, and Uganda Advanced Certificate of Education (UACE) or its equivalent with at least two principal passes OR
- HEC certificate accredited by Uganda National Council of Higher Education (NCHE) with a minimum GPA of 2.8, OR
- A Diploma in a relevant subject from a recognized institution with a minimum of credit pass or GPA of 2.8 or above, OR
- Passing a Mature Age Entrance Examination or Aptitude test recognized by NCHE.

NOTE: For additional requirements for specific programs, please see Section D.

B. Higher Education Certificate (HEC)

- UACE with at least two subsidiary passes or its equivalent, where one of the subsidiary passes must be from a principal subject.
- Vocational Qualifications at level 2 or level 3 of the Uganda Vocational Qualifications Framework.
- 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.
- An ordinary 2 years certificate from an institution recognized by NCHE.
- Students whose foreign Secondary School qualifications are not considered equivalent to UACE but permit admission into Higher Education in their countries with at least five subjects with a minimum overall grade of C (or 55%) (equivalently a Ugandan grade 5).

B. Diploma Programs

The following requirements must be presented:

- Uganda Certificate of Education (UCE) with four passes in subjects appropriate to chosen area of study, including a pass in English Language, or equivalent, and Uganda Advanced Certificate of Education (UACE) with at least one principal pass in a relevant subject or equivalent, (average C or 50% from countries with no "A" level), OR
- Higher Education Certificate with a minimum GPA of 2.5, OR
- A 2 years certificate in a relevant subject from a recognized educational institution.

A CHARTERED SEVENTH-DAY ADVENTIST INSTITUTION

MISSION: "To offer an excellent and distinctive holistic Christian education designed to prepare our students through training, research and scholarship for productive lives of useful service to God and to Society with uncompromising integrity, honesty and loyalty."

- d) For a Diploma in Primary Education, one must have a Grade III Teacher's certificate (or PI certificate for Kenyans) from a recognized institution.

C. Requirements for Specific Programs.

1. Education

For Degree in Education, one must have a principal pass in "A" level examinations (or C+ or 55% for countries with no "A" level) in each of the relevant teaching subjects.

2. School of Natural Sciences

- i) One must have two principal passes in Science subjects (Biology, Chemistry, Geography, Food and Nutrition, Agriculture, Physics and Mathematics), OR
- ii) HEC with minimum GPA of 2.8 (with five C+ or 55% in Science subjects) including Biology and Chemistry, OR
- iii) Have a diploma in a relevant area from a recognized Institution.

3. School of Health Sciences

a) Degree Programs

- i) One must have at least 5 passes at "O" level including Biology, Chemistry, Physics, Mathematics and English, and 2 principal passes in "A" level, OR
- ii) HEC with minimum GPA of 2.8 (with five C+ or 55% in Science subjects) including Biology and Chemistry, OR
- iii) Diploma in a relevant field from a recognized institution with 2 year experience as a registered nurse.
- iv) Students whose system allows them to proceed to Diploma from O' level and the duration does not exceed four years will be equated to UACE and shall not qualify for exception.

b) Diploma Program

- i) One must have at least 5 passes at "O" level including Biology, Chemistry, Physics, Mathematics and English, and a principal pass in Biology and a subsidiary pass in other relevant science subject at "A" level, OR
- ii) HEC with GPA above 2.5 (with "C" plain or 50% in Biology, Chemistry, Physics, Mathematics and English and in any of the science subjects for countries with no "A" level), Or
- iii) A good certificate in Enrolled or General Nursing and/or Midwifery of not less than 2 years with relevant registration license.
- iv) Those from countries where grading is in percentage should score at least 50% in relevant subjects and **Must** equate them to Ugandan system through UNEB.

Points to Note

- 1) Students from other countries may be admitted if they hold comparable certification; and must equate their results to UNEB first.
- 2) Foreign students are expected to leave their countries only after receiving a letter of acceptance from the Registrar. All foreign students (except those from EAC member countries) should submit US\$100 to the Dean of Students' Office for the Student Pass before registration.
- 3) Holiday/In-service programme is for students who wish to upgrade to Diploma or Degree certification and NOT direct from school.
- 4) Please include the following when returning the form. Use the checklist below to crosscheck before posting your application:
 - a) Photocopies of Secondary School Certificate(s), **NOT RESULT/GRADE SLIP.**
 - b) Other certified Certificates/Diplomas and transcript.
 - c) Two recent passport size photographs signed by one of the referees (attach one to the form).
 - d) A letter of recommendation from the conference or field where you reside (for Theology students).
 - e) Photocopy of a birth certificate.
 - f) An application Fee of Ush. 50,000/= only.

Sincerely yours,


Registrar, Records and Admissions


APPLICATION FOR ADMISSION

PLEASE USE CAPITALS WHEN COMPLETING THIS FORM.

A NON-REFUNDABLE APPLICATION FEE OF USH 50,000/= for both Full-Time and In-service/Holiday programme applicants must be paid at the time of handing in the application form before your application is processed.

1. Study Location (Tick One)

☐ Main Campus (Bugema)

☐ Full-time/Regular

☐ In-service/Holiday Program

Intake

☐ August

☐ Kampala Campus

☐ Evening

☐ Day

☐ January

☐ Kasese Centre

☐ Arua Campus

☐ Mbale Centre

☐ May

2. Background Information

Last name: _____ Middle name: _____ First name: _____

Sex: _____ Nationality: _____ Date of Birth (Attach Certificate/Confirmation) _____

Marital Status: _____ Citizenship: _____

Passport No: _____ Date of issue: _____ Expiry date: _____

Spouse's name (if applicable): _____ Number of children (if applicable): _____

Residential Status: **Tick One** Boarder ☐ Day Scholar ☐

3. Address

	Permanent or Home Contact Address
Postal Address Through which we can contact you.	
Telephone Number and E- Mail Address	

4. Religious Affiliation: _____ Name of Church (membership): _____

5. Do you have any physical disability? (Yes or No). If yes, give details

6. Educational Background

List all institutions of learning attended since primary school starting with the most recent one:

No.	Name and Address of Institution	From	To	Award Received	Grade/ Class
1.					
2.					
3.					
4.					

7. Work Experience

If you held a job, give details about employment starting from the most recent one. You may use an additional sheet if necessary.

No.	Name and Address of Employer	From	To	Position Held
1.				
2.				
3.				
4.				

8. Choose a Course of study by numbering your option as 1, 2, 3

Higher Education Certificate (HEC) (Tick as appropriate)

- ☐ Sciences
☐ Arts

School of Social Sciences

- ☐ Bachelor of Humanitarian Emergency and Disaster Management (Full Time / Holiday Program)
☐ Bachelor of Arts in Development Studies (Full Time/Holiday Program)
☐ Bachelor of Arts in Community Development (Full Time /Holiday Program)
☐ Bachelor of Arts in Peace and Conflict Management (Full Time/Holiday Program)
☐ Bachelor of Journalism and Mass Communication (Full Time)
☐ Bachelor of Public Administration and Management (Full Time/Holiday Program)
☐ Bachelor of Social Work and Social Administration (Full time / Holiday Program)
☐ Bachelor of Science in Psychology and Counselling (Full time/Holiday program)
☐ Diploma in Development Studies (Full time/Holiday Program)
☐ Diploma in Public Administration (Full Time/Holiday Program)
☐ Diploma in Social Work and Social Administration (Full time/Holiday Program)
☐ Diploma in Counselling
☐ Certificate in Counselling (UBTEB Curriculum)

School of Theology and Religious Studies

- ☐ Bachelor of Theology (Full time / Holiday Program)
☐ Bachelor of Arts in Religious Studies with Chaplaincy (Full time / Holiday Program)
☐ Bachelor of Arts in Religious Studies with Development Ministry (Full time / Holiday Program)
☐ Bachelor of Arts in Religious Studies with Evangelism and Church Growth (Full time / Holiday Program)
☐ Bachelor of Arts in Religious Studies with Urban Ministry (Full time / Holiday Program)

School of Education

- Choose any combination of two of the following teaching subjects.

Bachelor of Arts or Science with Education – Secondary (Full-Time/Holiday) Tick one

- | | | | | |
|---|------------------------------------|---|--------------------------------------|---|
| <input type="checkbox"/> Literature in English | <input type="checkbox"/> History | <input type="checkbox"/> Geography | <input type="checkbox"/> Mathematics | <input type="checkbox"/> Luganda |
| <input type="checkbox"/> English Language | <input type="checkbox"/> Religion | <input type="checkbox"/> Kiswahili | <input type="checkbox"/> Chemistry | <input type="checkbox"/> Business Studies |
| <input type="checkbox"/> Agriculture (double main) | <input type="checkbox"/> Economics | <input type="checkbox"/> Agriculture | <input type="checkbox"/> Physics | |
| <input type="checkbox"/> Information and Communication Technology (ICT) | <input type="checkbox"/> Biology | <input type="checkbox"/> Entrepreneurship | | |

- Bachelor of Arts or Science with Education - Primary – (Full -Time/Holiday Program Only)**

- | | | | |
|---|--|--|---|
| <input type="checkbox"/> Social Studies | <input type="checkbox"/> English | <input type="checkbox"/> Agriculture (Double Main) | <input type="checkbox"/> Physical Science |
| <input type="checkbox"/> Early Childhood Development | <input type="checkbox"/> Religious Education | <input type="checkbox"/> Biological Science | <input type="checkbox"/> Mathematics |
| <input type="checkbox"/> Integrated Science (Double Main) | <input type="checkbox"/> Agriculture | <input type="checkbox"/> Physical Education | |

- Bachelor in Early Childhood Development (ECD) (Holiday Only)**

- ☐ Early Childhood Development (Double Main)

- Diploma in Education – Primary (For Holiday Programme only)**

Choose any combinations of the following teaching subjects.

- | | | | |
|---|--|--|---|
| <input type="checkbox"/> English Language | <input type="checkbox"/> Religious Education | <input type="checkbox"/> Agriculture (Double Main) | <input type="checkbox"/> Social Studies |
| <input type="checkbox"/> Mathematics | <input type="checkbox"/> Biological Science | <input type="checkbox"/> Agriculture | <input type="checkbox"/> Physical Education |
| <input type="checkbox"/> Business Education (double main) | <input type="checkbox"/> Physical Science | <input type="checkbox"/> Early Childhood Development | |

- Diploma in Early Childhood Development (ECD) (Holiday program Only)**

- ☐ Early Childhood Development (Double Main)

- Certificate I n Early Childhood Development**

- ☐ Certificate in Early Childhood Development

- ☐ Intensive English (One year)

School of Business

- ☐ Bachelor of Secretarial Science and Office Administration - (Full-Time/Holiday Program)
- ☐ Bachelor of Business Administration (Accounting) – (Full-Time/Holiday Program)
- ☐ Bachelor of Science in Finance and Banking (Full-Time/Holiday Program)
- ☐ Bachelor of Science in Accounting (Full-Time/Holiday Program)
- ☐ Bachelor of Business Administration in Marketing
- ☐ Bachelor of Business Administration in Insurance
- ☐ Bachelor of Business Administration in Management
- ☐ Bachelor of Arts in Economics
- ☐ Bachelor of Entrepreneurship
- ☐ Bachelor of Procurement & Supply Chain Management (Full-Time/Holiday Program)
- ☐ Bachelor of Business Administration in Project Planning & Grant Management
- ☐ Bachelor of Hotel and Hospitality Management
- ☐ Bachelor of Human Resource Management (Full-Time/Holiday Program)
- ☐ Diploma in Management
- ☐ Diploma in Office Administration (Full-Time/Holiday)
- ☐ Diploma in Accounting (Full-Time/Holiday)
- ☐ Diploma in Human Resource Management
- ☐ Diploma in Procurement and Supply Chain Management (Full-Time /Holiday Program)

School of Computing and Informatics

- ☐ Bachelor of Business Computing
- ☐ Bachelor of Library and Information Science
- ☐ Bachelor of Science in Software Engineering
- ☐ Bachelor of Science in Network Systems Administration
- ☐ Bachelor of Science in Computer Engineering (Four Years Program)
- ☐ Diploma in Information Technology
- ☐ Diploma in Computer Forensics
- ☐ Certificate in Information Technology (UBTEB Curriculum)

School of Natural Sciences

- ☐ Bachelor of Science in Agriculture with options (☐ Full-Time ☐ Holiday Program) Tick one
 - ☐ Crop Science
 - ☐ Animal Science
 - ☐ Biotechnology and Plant Breeding
 - ☐ Soil Science
- ☐ Bachelor of Science in Agribusiness Innovation and Management (☐ Full-Time ☐ Holiday Program) Tick one
- ☐ Bachelor of Science in Environmental Science
- ☐ Bachelor of Science in Biochemistry
- ☐ Bachelor of Science in Statistics
- ☐ Diploma in Science Laboratory Technology
- ☐ Diploma in Biomedical Engineering and Technology
- ☐ Diploma in Crop Science & Management (UBTEB Curriculum)
- ☐ Diploma in Animal Production & Management (UBTEB Curriculum)
- ☐ Certificate in Agriculture (UBTEB Curriculum)

School of Health Science

- ☐ Bachelor of Nursing Science
- ☐ Bachelor of Science in Food Technology and Human Nutrition
- ☐ Diploma in Nursing Science (UNMEB Curriculum) (☐ January ☐ July) Tick one
- ☐ Diploma in Food Science and Processing Technology
- ☐ Certificate in Nursing (UNMEB Curriculum) (☐ January ☐ July) Tick on
- ☐ Certificate in Midwifery (UNMEB Curriculum) (☐ January ☐ July) Tick on

9. Family Information

	Father	Mother
Name		
Postal Address		
Religion		
Telephone Number		
Occupation		

10. Recommendations

Write the name and address of two individuals who can give character recommendations about you.

	Referee 1	Referee 2
Name		
Postal Address		
Country		
Telephone Number		
Fax No.		
E-mail Address		

11. Statement of Financial Responsibility

Who is responsible for payment of your fees? Parent ☐ Guardian ☐ Sponsor ☐ Self ☐

12. Information about the Sponsor (if not parent)

	Sponsor
Name	
Postal Address	
Occupation and Tel No.	
Fax and E-Mail	

Signature of Parent/ Guardian/ Sponsor: _____ Date: _____

13. How did you know about Bugema University?**14. Applicant's Commitment**

I hereby certify that all the information given on this form is correct. I clearly understand that any incorrect information entered in this form may lead to forfeiting my place at Bugema University before, during or after my registration.

I voluntarily agree, if admitted as a student, to uphold the ideals, standards, and regulations set forth by Bugema University and to respect the principles and traditions it upholds as a Church-related institution of higher learning.

Signature: _____ Date: _____

15. Notification of Acceptance

If accepted, you will be notified in writing. No student should come to the University until he/she receives formal notification of acceptance.