

Uganda Martyrs University



FACULTY
OF
BUSINESS ADMINISTRATION AND MANAGEMENT

FACULTY HANDBOOK

2015 - 2016

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PREAMBLE

Dear Student,

The Faculty of Business Administration and Management (BAM) welcomes you to Uganda Martyrs University (UMU), Nkozi. In this handbook you will find the details concerning the five programmes: Diploma in Microfinance and Community Economic Development, Bachelors in Microfinance and Community Economic Development, Bachelor of Business Administration and Management, Bachelor of Science in Accounting and Finance as well as Master of Business Administration. Please read it carefully and use it as a guide for your smooth completion of the course.

We wish you all the best for your studies

Moses Kibrai

Dean of Business Administration and Management

UNIVERSITY ADMINISTRATION

Vice-Chancellor:

Prof Dr. Chrysostom Maviiri

M.B. Ch.B (E.A), M.Med. (E.A., M.D. (MUK), FRACP

Deputy Vice-Chancellor Finance and Administration:

Associate Professor Dr. Joseph Kisekka

PhD, MA (Rome), BATheo, BAPhil

Deputy Vice-Chancellor Academic Affairs:

Dr. Sr. Speranza Namusisi

Dip. Educ. (ITEK): BA (Mak) ; BA theo ; MA ; Phd (Rome)

Registrar

Dr. Fr. Christopher B. Mukidi

Dip. Phil (Katigondo), Dip. Theo (Mak), B.A. Theo

(Urbaniana), M. Ed (Unv. Portland, OR), PhD (Duquesne

University, USA)

Director Human Resource:

Mr. Euzebio Katoroogo

MPAM (MUK), BA Econ (MUK)

Ag. Finance Officer:

Sr. Jane Florence Amoding

MBA (UMU), BBA

Dean of Students:

Mrs. Sophia Alum Acon

MA.Educ. Mgt (MUK), BA-Arts (MUK)

Head of Departments

Mr. Peter Lugemwa

MBA(UMU), B. Philosophy, D.B.A

STAFF BAM

Dean:

Mr. Moses Kibrai

MSc. Acc & Fin(MUK), B.Com(MUK), DBS(NCBS)

Associate Dean:

Fr. Edward Anselm Ssemwogerere

MBA(UMU), BBAM(UMU), BA.Ph (PUU), BATH (MUK)

Associate Professors:

Assoc. Professor Dr. Simeone Wanyama

PhD (Dandee), ACCA

Senior Lecturers:

Mrs. Jacinta Bwegyeme

MMS-HRM (UMI), PGD-Bus.Mgt (MUK), B.Arts/Edu (MUK)

Dr. Maurice Mukokoma Nalwoga

MBA(Leeds), M.phil (MSM), B.BAM(UMU), ACCA, Dip.Ed
(ITEK-Nkozi)

Lecturers:

Mr. Kizito Nalela

MBA(UMU), BBA(NU)

Mr. Jude Kimera

MBA(Nkumba), B. Com(MUK)

Sr. Calorine Andiru

MBA(UMU); BAM(UMU); Dip Bus.(MUK)

Ms Rita Bisaso

MBA(UMU); BA Ed. (Kyambogo)

Mugaga Magara

MBA (UMU); BA (Kyambogo)

Richard Mugerwa

MSC IS (MUK), BSC (MUST)

Dr. Sr. Marie Nakitende

PhD Educ & Leadership (Cardinal Stritch Univ); MBA (Cardinal Stritch Univ); BA (Alverno College); Dip in Accountancy (Nkokonjeru Institute of Mgt & Tech)

Mr. Robert Oguti Etegu

MBA (Nkumba) , BA, Dip in Business (Nkumba)

Mr. Eric Mabonga

MBA (KIU), BBA (KIU)

Mr. Aloysius L. Mubiru

MBA (UMU); BA Mass Communication (MUK); MA Journalism & Communication (MUK)

Mr. Anthony K. Agume

MBA (MUK); BSC Acc & Fin (Kyambogo)

Mr. Michael Byamugisha

Higher Diploma in Marketing; B.Com; Msc. Marketing

Assistant Lecturers:

Ms. Mary Nabaggala

MBA (UMU), BBAM(UMU), Dip. Bus. Ed(ITEK),

Mr. Edward Segawa

MBA (UMU), B. Mgt Sc (Kyambogo)

Mr. James Odongo

Msc Acc & Fin (MUK); BBAM (MUK); CPA-U

Mr. David Busobozi

MBA (UMU); BBAM (UMU)

Ms. Sarah Hanghujja

MIS (UMU); BCS (MUK); Dip in Sec Education (ITEK)

Mr. Pastor Kiizah

MMS (UMI); B.Procurement & Logistics Mgt (Kyambogo);
PGD BA(UMI); Dip Purchasing & Supplies Mgt (MUBS)

Teaching Assitants:

Ms. Cissy Nakiboneka

BBAM(UMU)

Mr. Robert Dhuule

BBAM(UMU); Dip educ. Sec.

Ms. Angella Nannozi

BBAM(UMU)

Ms. Josephine Namuli

BBAM(UMU)

Campus Director:

Rev. Fr. Dr. Kevin Musisi

Phd Religious Studies (CUEA); MA Religious studies (CUEA);
PGDE (CUEA); BA Theology (AU Rome); DIP Theology
(MUK); DIP Theology & Religious studies (Gaba); DIP
Philosophy (Katigondo)

Fr. Joseph Ssembatya (Masaka)

MA (UMU), BA Theo (GGABA), BA Phil (KAT)

Administrators:

Ms. Agnes Nabisibo

MBA (UMU); MFCED(UMU); UDDBS(KCB)

Ms. Sylvia Zawedde (Department of Micro Finance)

MBA (UMU), B.SES (MUK), Higher Dip.Bus & Fin(SRC)

Ms. Immaculate Nabayego

B.SAS (IUIU)

Ms. Maria Nalubega (Masaka)

B.Educ (MUK); DIP Computer SCI (UMU)

SEMESTER SCHEDULES
ACADEMIC YEAR 2015-2016

AUGUST 2015

- Monday 10th Orientation Week Year I students arrive
Nkozi
Sunday 16th Continuing Students Report at the Main
Campus

OCTOBER 2015

- Sunday 18th UMU DAY (Holiday) & VERSITY BALL

NOVEMBER 2015

- Thursday 12th 21st GRADUATION CEREMONY (Part I)
Friday 13th 21st GRADUATION CEREMONY (Part II)
Saturday 28th Reading Days Begin

DECEMBER 2015

- Friday 04th End of Semester I Exams begin
Friday 18th CHRISTMAS BREAK for Staff - Staff Party

JANUARY 2016

- Wednesday 13th 2ND SEMESTER BEGINS

MARCH 2016

- Saturday 05h UMU OPEN DAY
Sunday 06th CULTURAL FESTIVAL

APRIL 2016

- Wednesday 20th 2nd Semester Exams Begin till 4th May

JUNE 2016

- Friday 03rd Uganda Martyrs Day (Public Holiday)

AUGUST 2016

Monday 08th Year I students arrive at Nkozi - Orientation
Week

Sunday 14th Continuing Students Arrive at Nkozi

THE FACULTY OF BUSINESS ADMINISTRATION AND MANAGEMENT

The Faculty of Business Administration and Management is one of the pioneer faculties at Uganda Martyrs University and it was established to bridge the gap between managerial theory and practice. The main thrust of the faculty consists in providing courses that train students to understand and internalize managerial theory, taking into consideration the relevancy of theory to the job market and equip them with useful managerial skills and attitudes applicable to varied work scenarios. The faculty is to be one of the Africa's most renowned and internationally respected schools of management education, comprising of a community of celebrated scholars, lecturers, students and alumni whose creative work and moral integrity transforms the quality of the learning and practice of management by sound critical up- to date and practical business transactions.

The Faculty aims at offering a competitive and morally sensitive management education of high quality and excellence that meets the needs of modern society through continuous evaluation and revision of courses offered in response to constructive modern developments in the job market. The programs consists of lectures, tutorials, private study, individual and group assignments, tests, workshops/seminars, field assignments, special projects and management skill development sessions intended to enhance managerial insights, vision, and high integrity. It prepares the students to be marketable to potential employers and job creators of managerial insights in varied circumstances.

Vision

Our Vision is to be the leading business school in Uganda and Africa at large in teaching and learning, research and innovation.

Mission

To offer a highly competitive and morally sensitive management, leadership and entrepreneurial education of exquisite quality and excellency that meets the needs and challenges of the modern society.

Objectives

In order to realize its vision and mission the faculty's objectives are to:

- admit students with grades that demonstrate their capabilities to pursue the program
- promote and sustain a culture in an environment that is conducive to teaching and learning
- attract , recruit and retain high caliber staff
- encourage and facilitate staff development through training
- develop and maintain partnerships and strategic alliances with employers, professional bodies and other universities
- promote internationalization through linkages and exchanges

The Faculty of Business Administration and Management was established in 1993 to provide degrees, diplomas and certificate programmes in business and management related studies. The faculty is both a research and teaching institution of Uganda Martyrs University.

Currently the faculty offers five programs namely:

- Diploma in Microfinance and Community Economic Development
- Bachelor of Microfinance and Community Economic Development
- Bachelor of Business Administration and Management
- Bachelors of Science Accounting and Finance
- Masters in Business Administration

The Faculty employs full-time and distinguished scholars from within the country and abroad to ensure quality education and excellence, meet challenges and cater for busy executives and the modern competitive environment. As a faculty we are determined to lead the world in virtue and wisdom.

By Moses Kibrai
Dean

DETAILS OF COURSES OFFERED BY THE FACULTY

1. DIPLOMA IN MICROFINANCE AND COMMUNITY ECONOMIC DEVELOPMENT

A Diploma Program is a two-year Distance learning Course and it consists of eight Modules. It is an academic programme providing a practical understanding of sustainable Microfinance. It equips the student with the necessary tools to successfully create and operate sustainable Microfinance Institutions and services in Africa.

2. BACHELOR IN MICROFINNCE AND COMMUNITY ECONMIC DEVELOPMENT

A Degree Programme is a four- year Distance Learning Course and consists of sixteen Modules 1-8 are identical with the Diploma program. This course seeks to help students gain a practical understanding of the fundamental concepts of microfinance and the various lending methodologies. It presents Microfinance as an economic development tool and the different approaches used to deliver it for the benefit of low-income people. The module provides an overview of Microfinance and highlights its evolution; presents summaries of the key internationally recognized sound practices in industry, and presents how Microfinance is viewed as a development tool in a nutshell.

3. BACHELOR OF BUSINESS ADMINISTRATION AND MANAGEMENT

This course is offered on a full-time (three years) and evening/weekend basis. It trains an all-rounder- managerial and behavioral manager. The faculty has adapted a pragmatic

structure of interlinked three broad specialized areas of Marketing and Management, Finance and Accounting and Procurement in order to develop graduates who are management focused and policy-oriented practitioners. Day and evening programs in various campuses follow the same structure.

4. BACHELOR OF SCIENCE IN ACCOUNTING AND FINANCE

Virtually all organisations need accountants whether profit oriented firms or non profit oriented firms. This course targets first senior six leavers and aims at shortening the duration they would take to become professional accountants because some of the course units offered by the Institute of Certified Public Accountants (ICPAU) are incorporated into the programme in the years II and III. Therefore possession of this qualification attracts more exemptions at ICPAU.

In addition, this course targets professional accountants who may wish to acquire a bachelor's degree in the finance and accounting discipline.

5. MASTER OF BUSINESS ADMINISTRATION

Master of Business Administration program provides a high level of professional and practical training in business administration and management in response to the growing globalization of the world economy and increasing number of companies and organizations that require managers provide adequate physical infrastructure, equipment and materials necessary for the effective and learning process with creative potential of result-oriented management and insightful strategic future.

6. EXECUTIVE MBA IN IMPACT ENTREPRENEURSHIP

The 15-month program trains both active and aspiring entrepreneurs in the start up and/or scaling of their businesses. It is offered in partnership with local universities and confers a degree from Università Cattolica del Sacro Cuore of Milan, Italy.

The MBA supports participants in:

- Transforming a business idea into a business plan
- Improving an existing business
- Creating partnerships with investors, suppliers and customers.

The MBA is composed of a unique and flexible blend of class lessons, distance learning, coaching and networking events, where participants acquire the business tools and skills necessary to manage a business venture.

The E4impact MBA is structured as a “training camp” where each course directly responds to the concrete needs that arise in the start-up or scaling of a small business.

Throughout the program, MBA participants meet with interest investors. This ongoing interaction allows participants to develop a relationship of trust with these investors and to draft their business plan according to the expectations of the financial community.

FACULTY REGULATIONS

GENERAL REGULATIONS

Students are expected to attend classes regularly, take tests as determined by staff, and submit course work at the specified times. Lecturers are not obliged to accept work submitted after the date given, or to grant extensions.

Students absent from class for more than three consecutive days should inform the Dean of the Faculty through the Faculty Administrator.

All students our are expected to follow the general rules of academic honesty. Research and fieldwork papers should be the original work of each individual student. Projects papers which contain copied work of other students's work will not be marked.

Students who have academic or other issues, should in the first instance consult with their academic advisors. Issues that cannot be dealt with at that level should then be addressed to the Faculty Dean or Assistant Registrar, who may bring the matter to the University Senate for further management and decision.

All students are reminded that Uganda Martyrs University upholds a policy of non-discrimination, especially on the grounds of social status, sex, race, tribe or disability. Students who do not comply with University policy will face strict disciplinary sanctions.

REGULATIONS GOVERNING COURSE COMPLETION

A. DELIVERY OF PROGRAMS

The Diploma and Bachelor in Microfinance and Community Economic Development programs are currently offered on a distance learning mode.

Bachelor of Business Administration and Management is offered on a full time basis at Main Campus Nkozi, Mbale and Rubaga. It also runs on part time basis/evening and weekend at Rubaga, Masaka and Mbale campuses.

Bachelor of Science in Accounting and Finance is offered on a full time basis at Nkozi Main campus and part time at Rubaga.

Master of Business Administration is offered on full time basis at Main Campus Nkozi and part time/weekend program at Rubaga, Masaka and Mbale campuses.

B. ASSESSMENT

1. Students' performance shall be evaluated and assessed in their courses by at least three assessments: at least two continuous assessments prior to reading week and a final assessment held during assessment week.

2. A student is deemed to have successfully completed a course if s/he scores at least 50% in course work and final assessment independently.

3. Any student who scores less than 50% in course work will have to repeat the course.

3. Course work marks shall be computed on the basis of a minimum of two exercises in form of essays, assignments, tests,

seminars, orals or any other mode of continuous assessment which the Faculty Board may approve and deem effective.

NB: Class attendance is also considered as part of continuous assessment. For a student to qualify to sit final assessment, s/he must attend atleast 75% of the class. Any student who would not have attended the minimum level will not be allowed to sit final assessment.

4. There shall be University Final Assessments in all the courses offered during each academic year. First Semester courses will have a final assessment at the end of the First Semester during Assessment Week. Second Semester courses will have a final assessment at the end of the Second Semester during Assessment Week. Visiting lecturers may set their papers and assess candidates when they complete their courses.

5. Students who attempt to compromise their academic integrity by cheating in University assessments, will be subject to stringent disciplinary sanctions, including expulsion from the University.

6. In case a student is not satisfied with the final assessment marks, he/she can apply to the Dean for a remark to done upon payment of a fee per exam as determined by the university.

C. PASS MARK

1. The pass mark in all courses shall be 50%.

2. Both course work and final assessment must be passed independently in order to pass a course.

D. PROMOTION

Student must pass all courses before proceeding to the next year of study. A student, who fails a supplementary examination, will be required to repeat that course before being promoted to the next year of study. If the student passes the course, the mark on the transcript shall read the exact mark with an indication that it was passed after retake.

E. SPECIAL EXAMINATIONS/ASSESSMENTS

1. A student who is unable to do any final assessment during Assessment Week by a medical condition as may only be testified by an approved Medical Practitioner/University Nurse. The report of practitioner or nurse may be considered by the Faculty Board and by Senate in their absolute discretion as genuine, thereby allow the affected student to take special examinations in each of the courses involved before being promoted to the next year of study. For a third year student, before being awarded a degree. In both cases, the transcript will bear the actual mark gained.
2. Special examinations are normally held in August prior to the next Academic Year.
3. A student may take supplementary examinations in a maximum of six courses in a year.
4. Students who are sick during time for assessment exercises are advised to official write to the Dean with documented evidence applying for special examinations. However if the student proceeds to take the assessment and fails the course, they will normally be required to take a supplementary examination.

5. Missing an examination without prior communication is abscondment and leads to repeating a course.

6. Students who obtain a final assessment mark below 30% will not be allowed to take supplementary examinations. They will retake that course when next offered.

NOTE:

i. When a candidate fails a final assessment examination on the first attempt, he/she has to sit for supplementary examination.

ii. Any candidate who fails a supplementary will have to repeat the course for which the examination was set.

iii. Where a student repeats more than one course, the student will not proceed to the next year of study until he/she passes both the course work and final examination in the course(s) being repeated. However a student with only one retake in a year will proceed to the next year of study while retaking the failed course.

iv. Should a candidate fail a repeated course, such a candidate is given the last chance to sit a supplementary examination of that retake after which the student is discontinued in case he/she fails.

F: SPECIAL CASES

A student may be permitted to repeat the year at the discretion of the Board/Senate if:

1. There are special or medical circumstances such as to convince the Board of his/her academic merit and circumstances are such that the student is likely to do well if this concession is granted.

2. He/she fails more than half the courses offered in an academic year. For instance failing more than 7 courses in the first year or failing more than 8 courses in the second year.

G. DISCONTINUATION

A first or second year student normally shall be required to discontinue his/her studies if:

- (i) She/he fails more than half of the courses in that academic year. For example failing 8 course units and above out of 14 courses is more than half. This student will be discontinued.
- (ii) She/he fails a supplementary examination in a repeated year.
- (iii) No student will normally be allowed to spend more than 2 years after the expiration of the duration of the course. For example a student is not allowed to spend more than 5 years on a 3-year programme or more than 4 years on a 2 year programme.

H. FINANCES

1. All student fees must be completed prior to each Reading Week.

2. A students who have not paid fees prior to the final assessment must vacate the campus and not return until this is done. If they do not pay in time they should write to the Registrar through the Dean requesting for special exams in August as final assessment.

3. All students who have to do supplementary examinations will pay an examination fee per exam as determined by the university.

4. Students who withdraw from the University or who are discontinued from studies are required to settle all outstanding bills with the Finance Department and return their Identity Card to the Registrar's Office.

5. Students who have outstanding bills at the end of the academic year will not receive assessment results until all accounts are paid in full. Before a final degree or certificate can be awarded, all students are required to settle outstanding accounts.

I. CLASSIFICATION OF DEGREE

(i) The Bachelor's degree is awarded after taking into account the results of all the courses in all the years and comprises the following components: The Grade Point Average (GPA) system of classification will be:

Marks	Grade Point	Grade
80-100%	5.0	A
75-79.9%	4.5	B+
70-74.9%	4.0	B
65-69.9%	3.5	B -
60-64.9%	3.0	C+
55-59.9%	2.5	C
50-54.9%	2.0	C-
45-49.9%	1.5	D+
40-44.9%	1.0	D
35-39.9%	0.5	D-
Below 35%	0.0	E

Explanation:

The GPA of each semester will be averaged with the next semester's GPA to arrive at the Cumulative Grade Point Average (CGPA) for that academic year.

1st, 2nd and 3rd years' CGPA will be averaged to arrive at the final CGPA for the entire course. This will be the CGPA that will be used in the degree classification as shown below:

CGPA	Class
4.40-5.0	First Class Honours
3.60-4.39	2 nd Class Honours (Upper Division)
2.80-3.59	2 nd Class Honours (Lower Division)
2.80-3.60	2.00-2.79 Pass

(ii) A student who is required to repeat the third year of study shall NOT be eligible for the award of a degree with honours.

J. ILLNESS DURING THE THIRD YEAR ASSESSMENTS AEGROTAT DEGREE without honours

When a student has successfully completed first semester of final year, taken two assessments of each course in the second semester of final year, and is prevented from taking the final assessments in the courses in second semester by medical conditions as certified by an approved medical practitioner, the Senate on the recommendation of the Faculty Board, may at its discretion and upon receipt of an application from the student recommend the award of the degree or diploma aegrotat provided that the student's marks in the continuous assessments are such as to show that s/he would have been very likely to pass had s/he completed the final assessments. The aegrotat degree shall be awarded without honours.

PROGRAMME STRUCTURE FOR COURSES IN BAM

1. DIPLOMA IN MICROFINANCE AND COMMUNITY ECONOMIC DEVELOPMENT

YEAR 1 Diploma 1 SEMESTER 1

<u>Module Code</u>	<u>Module name</u>
MLM 2111	Introduction to Microfinance Procedures and Lending Methodologies
ACC 2112	Fundamental Accounting 1
MGT 2113	Principles of Management
COM 2114	Business English

SEMESTER 11

<u>Module Code</u>	<u>Module name</u>
CAM 2121	Credit Appraisal and Monitoring
PPM 2122	Project planning and management
LRF 2123	Legal and Regulatory Framework for Microfinance Institutions
RMT 2124	Risk Management in Microfinance

YEAR 11 Diploma 11

SEMESTER 1

<u>Module Code</u>	<u>Module name</u>
MKG 2211	Principles of Marketing
ENT 2212	Principles of Entrepreneurship
RAF 2213	Rural And Agricultural Finance
ECON 2214	Microfinance and Economic Development

SEMESTER 11

<u>Module Code</u>	<u>Module name</u>
ETH 2221	Business Excellency & Integrity in Microfinance
INS 2222	Micro Insurance
ENT 2223	Social Entrepreneurship
MKG 2224	Product Development and Customer Loyalty in microfinance
CDP 2225	Microfinance/Community Development Project

2. BACHELOR IN MICROFINANCE AND COMMUNITY ECONOMIC DEVELOPMENT

YEAR 1 Bachelor 1

SEMESTER 1

<u>Module Code</u>	<u>Module name</u>
MLM 3111	Introduction to Microfinance Procedures and Lending Methodologies
COM 3112	English Language Grammar
ACC 3113	Fundamental Accounting 1
MGT 3114	Principles of Management
CSC 3115	Basic Computer Literacy
ECON 3116	Managerial Economics 1
ETH 3117	Introduction to Ethics

SEMESTER 11

<u>Module Code</u>	<u>Module name</u>
COM 3121	Literature & Composition
MGT 3122	Organizational Behaviour
CAM 3123	Credit Appraisal and Monitoring

ECON 3124	Managerial Economics 2
CSC 3125	Introduction to Information Systems
ACC 3126	Fundamental Accounting 2
STA 3127	Business Statistics

YEAR 11 Bachelor 11

SEMESTER 1

<u>Module Code</u>	<u>Module name</u>
LRF 3211	Legal and Regulatory Framework for Microfinance Institutions
RMGT 3212	Risk Management in Microfinance
COM 3213	Communication Skills
REM 3214	Research Methodology
LAW 3215	Law of Contract
MKG 3216	Principles of Marketing
ENT 3217	Principles of Entrepreneurship

SEMESTER 11

<u>Module Code</u>	<u>Module name</u>
RAF 3221	Rural And Agricultural Finance
ENT 3222	Entrepreneurship in Practice
ECON 3223	Microfinance, Pro-Poor Financial Systems and Economic Development
ETH 3224	Business Excellency & Integrity in Microfinance
INS 3225	Micro Insurance
COM 3226	Original And Critical Language Skills
INT 3228	Internship

YEAR 111 Bachelor 111

SEMESTER 1

<u>Module Code</u>	<u>Module name</u>
COM 3311	Business English
ENT 3312	Social Entrepreneurship
ACC 3313	Financial Analysis
PPM 3314	Project Planning and Management
LAW 3315	Law of Business Organizations
HRM 3316	Human Resource Management

SEMESTER 11

<u>Module Code</u>	<u>Module name</u>
MKG 3317	Product Development and Customer Loyalty in microfinance
AUD 3321	Audit And Internal Control for Microfinance Institutions
MGT 3322	Governance of Microfinance Institutions
MBC 3324	Money, Banking and Capital Markets
MGT 3325	Strategic Management for Microfinance Institutions
RES 3326	Dissertation
INT 3327	Internship

3. BACHELOR OF BUSINESS ADMINISTRATION AND MANAGEMENT

YEAR I Semester I

<u>Course code</u>	<u>Course Name</u>
ACC 1101	Fundamentals Accounting I
ENG 1102	English Language
STA 1103	Business Statistics
MGT 1104	Principles of Management
CSC 1105	Basic Computer Literacy

ECO 1106
FOM 1107

Managerial Economics I
Fundamentals of Maths

YEAR I Semester II

Course code

ACC 1201
PIE 1202
QM 1203
ECO 1204
OB 1205
LIT 1206
CSC 1207

Course Name

Fundamental Accounting II
Introduction to Ethics
Quantitative Methods
Managerial Economics II
Organisational Behaviour
Literature and Composition
Introduction to Infor. Syst.

YEAR II Semester I

Course code

LAW 2101
REM 2102
ENT 2103
ACC 2104
CSC 2105
MKT 2106
POM 2107
COS 2108

Course Name

Law of Contract
Research Methodology
Basic Principles of Ent.
Intermediate Accounting I
Information Syst.& Dbases
Principles of Marketing
Production Operations Mgt
Communication Skills

YEAR II Semester II

Course code

CLS 2201
ENT 2202
PEF 2203
ACC 2204
COR 2205
ACC 2206
PRO 2207

Course Name

Original Critical Language Skills
Entrepreneurship Practice
Ethics in Focus
Intermediate Accounting II
Corporate Finance I
Cost Accounting
Introduction to Procurement Mgt

YEAR III Semester I

Core Courses

<u>Course code</u>	<u>Course Name</u>
BEN 3101	Business English
BPO 3102	Business Policy
LAW 3103	Law of Business Organisations
ACC 3104	Management Accounting
HRM 3105	Human Resource Management
PMGT 3106	Project Planning & Management

Specialisations

Marketing and Management specialisation

<u>Course code</u>	<u>Course Name</u>
MKT 3107	Marketing Strategies
MKT 3108	Marketing Channels Management
MKT 3109	Sales Force Management

Finance and Accounting specialisation

<u>Course code</u>	<u>Course Name</u>
ACC 3110	Advanced Accounting
ACC 3111	Public Sector Accounting
ACC 3112	Computerized Accounting

Procurement specialisation

<u>Course code</u>	<u>Course Name</u>
PRO 3113	Strategic Relations in Procurement
PRO 3114	Procurement tactics and Operations
PRO 3115	Logistics Management

YEAR III Semester II

Core Courses

<u>Course code</u>	<u>Course Name</u>
TAX 3201	Taxation and Tax Management

AUD	3202	Auditing
BET	3203	Business Ethics
CSC	3204	Advanced Information Systems
FWP	3205	Field Work Project / Dissertation

Specialisations

Marketing and Management specialisation

<u>Course code</u>	<u>Course Name</u>
IRM 3206	Industrial Relations Management
IMGT 3207	International Management

Finance and Accounting Specialisation

<u>Course code</u>	<u>Course Name</u>
COR 3208	Corporate Finance II
MBP 3209	Money, Banking and Public Finance

Procurement specialisation

<u>Course Code</u>	<u>Course Name</u>
PRO 3210	Supply Chain Management
PRO 3211	Public Procurement Practices
PRO 3212	International Relations in Procurement
PRO 3213	Student Training For Entrepreneurship

4. BACHELOR OF SCIENCE IN ACCOUNTING AND FINANCE

YEAR 1 Semester 1

<u>Course Code</u>	<u>Course Name</u>
BBAM 111	Fundamentals of Accounting I
BSDC 112	English Language Grammar
BSC.EC 113	Business Statistics
BBAM 114	Principles of Management
BSC.IT 115	Computer Literacy

BSC.EC 116	Managerial Economics I
BSC.EC 117	Quantitative Methods I

YEAR 1 Semester 11

<u>Course Code</u>	<u>Course Name</u>
BBAM 121	Fundamentals of Accounting II
BEDS 122	Introduction to Ethics
BSC.EC 123	Quantitative Methods II
BSC.EC 124	Managerial Economics II
BBAM 125	Organisational Behaviour
BSDC 126	Communication Skills
BSC.IT 127	Introduction to Information Systems

YEAR 11 Semester 1

<u>Course Code</u>	<u>Course Name</u>
CPA(U) 9	Professional Ethics and Values
BBAM 211	Law of Contract
BBAM 212	Research Methodology
BBAM 213	Intermediate Accounting I
BBAM 214	Cost Accounting
BBAM 215	Corporate Finance I

YEAR 11 Semester 11

<u>Course Code</u>	<u>Course Name</u>
BBAM 221	Principles of Auditing
CPA(U) 12	Corporate Financial management
BBAM 222	Company law
BBAM 223	Principles of Marketing
BBAM 224	Intermediate Accounting II
CPA(U) 10	Management Decision and control

YEAR 111 Semester 1

<u>Course Code</u>	<u>Course Name</u>
BSDC 311	Original Critical Language skills
BBAM 212	Entrepreneurship

CPA(U)	11	Taxation
BBAM	313	Procurement Management Principles
BBAM	314	Strategic Management
BBAM	315	Dissertation

YEAR 111 Semester 11

<u>Course Code</u>		<u>Course Name</u>
CPA(U)	8	Advanced Financial Accounting
BSC.IT	321	Computerised Accounting
BBAM	322	Auditing
BBAM	323	Project planning and Management
BBAM	324	Human Resource Management

Year IV at ICPAU

Year 1V Semester 1

<u>Course Code</u>		<u>Course Name</u>
CPA(U)	13	Financial Reporting
CPA(U)	14	Business Policy and Strategy
CPA(U)	15	Auditing and Other Assurance Services

Year IV Semester II

<u>Course Code</u>		<u>Course Name</u>
CPA(U)	16	Integration of Knowledge

5. MASTER OF BUSINESS ADMINISTRATION

<u>Course Code</u>	<u>Course Name</u>
MBA 6101	Organizational Behavior
MBA 6102	Human Resource Management
MBA 6103	Research Methodology
MBA 6104	Marketing Management
MBA 6105	General Management
MBA 6106	Quantitative Analysis

MBA 6107	Financial Management
MBA 6108	Operations Services Management
MBA 6109	Business Economics
MBA 6201	Management Information Systems
MBA 6202	Strategic Management
MBA 6203	Financial Accounting
MBA 6204	Business Law
MBA 6205	Entrepreneurship and Innovation
MBA 6206	Management Accounting
MBA 6207	Business Excellence and Integrity

OPTIONS

Option A

Course Code

MBA 6208

MBA 6209

MBA 6210

MBA 6211

Accounting and Finance

Course Name

Financial Reporting & Decision Analysis

Corporate Finance and Investments

International Finance Management

Public Finance

Option B

Course Code

MBA 6212

MBA 6213

MBA 6214

MBA 6215

Marketing

Course Name

Customer Relationship Management

International Marketing Strategy

Marketing Research

Customer Behaviour

Option C

Course Code

MBA 6216

MBA 6217

MBA 6218

MBA 6219

Management

Course Name

International Business Strategy

Strategic Human Resource Management

Project Planning and Management

Industrial Relations

MBA 6220

Research project (dissertation)

6. EXECUTIVE MBA IN IMPACT ENTREPRENEURSHIP

Business Courses

1. Business models and strategy
2. Social impact measurement
3. Basic accounting for Entrepreneurs
4. Internal Accounting - a
5. Internal Accounting - b
6. Financial Reporting
7. Entrepreneurial Finance
8. Market Analysis
9. Entrepreneurial Marketing
10. Human Resource Management
11. Business Research Methods and Statistics
12. Project Management
13. Operations Management
14. Business Law

Business Labs

1. Business Models Development
2. Start-up Sales
3. Scaling up Strategy
4. Creativity
5. Corporate Governance and Legal Issues
6. Business Ethics for Entrepreneurs
7. Business Planning and Communication
8. Leadership and Innovation
9. Meet Investors and Successful Entrepreneurs

RESEARCH

At the end of the third year each student must submit a dissertation for assessment; which is examined and marked

independently. It has a structure which helps students to present their studious inquiry in a chosen field.

These dissertations should conform to the following:

1. The text should be in Times New Roman, font size 12 and double spacing. It is only the abstract that is single spaced. All margins should be set at 2.45 cm (1 inch).
2. The dissertation should consist of a minimum of 50 pages (2000 words) excluding the preliminary pages, appendices and illustrations. This also applies to diagrams, tables, charts etc.
3. The citation or referencing should be the Harvard style 2010. All statements, opinions, conclusions, etc taken from another author or writer's work should be acknowledged, whether the work is directly quoted, paraphrased or summarised. In the Harvard style, cited publications are referred to in a defined format.
4. The research topic should be business biased, should accurately reflect the scope and content of the study in not more than 20 words, which should be descriptive and distinct to the readers.
5. The University has zero tolerance for plagiarism in research dissertation.

THE STRUCTURE OF RESEARCH WORK PRESENTATION

Sample Cover Page of Research Work

The following is a sample of the cover page for your research paper/dissertation. **Please ensure that your cover page follows this format exactly.**

The Importance of Good Research Presentation

Case Study: Uganda Martyrs University

Your name

UMU ID Card Registration Number

Uganda Martyrs University

Month and Year

Sample of the title page inside the book

The following is the sample of the title page inside the book.
Please ensure that your title page inside the book follows this format exactly.

**The Importance of Good Research Presentation
Case Study: Uganda Martyrs University**

**A postgraduate dissertation presented to *Insert the name of your faculty* in partial fulfillment of the requirements for the award of the degree MBA - *write in full Insert title of course*
Uganda Martyrs University**

**Your name
UMU ID Card Registration Number
Month and Year**

Research Methods

There are many ways to do research and you will be introduced to these methods in the methodology course. You may decide to take qualitative, quantitative, or a mix of the two methods of research, or you may decide to do library research. You may also decide to start with a research question and attempt to create theories rather than make use of existing theories (grounded theory). However, whichever method you choose, we encourage you to be creative. Please discuss your method fully with your supervisor.

At the end of the methodology course, you will submit a one-page summary of the proposal to the SPGS through the course lecturer (s). The full research proposal is submitted to the research lecturer and constitutes the course work for the course. If your research is approved, you will be allocated a supervisor who will assist you while you prepare and write up the research. We advise you to read widely in your chosen area. Once your approach has been approved by your supervisor, you may proceed with data collection.

Once the data collection period is completed, it is time to collate, present, and analyze the data. Please ensure that you keep careful records while in the field and ensure your sample is large enough to allow for concrete analysis and recommendations. At this stage of your work, you should still be reading as much as possible in order to present the background/theories to your research and link your findings with current academic debates and research.

When you are analyzing your data, you must do so in the light of the current scholarship. Be precise in terms of how you use secondary sources to support (or even refute!) your findings. Your use of literature in the area of your study is extremely important and you must be as familiar as possible with current

theories and literature. Once you have written up each chapter, make sure that you proofread it carefully before submission to your supervisor. You should then amend and correct as indicated.

Supervisors expect to see each individual part of your research as these are completed. Allow ample time for supervisors to read individual chapters. The full research work should be submitted on the date stipulated. Please ensure that all the work submitted to your supervisor is quality work that has been carefully proofread and corrected to eliminate grammatical, typological, and formatting errors. Your supervisor is not your proofreader. Also remember that supervisors may need up to three weeks to read a full draft, so ensure that you allow them enough time to read your work and to return it to you for correction before final submission for examination.

Supervisors have the right to refuse permission for you to submit research that is not up to the required standard. You should note that it is advantageous for you to meet all deadlines with quality work. Supervisors keep detailed supervision records and you should sign this record each time you consult with your supervisor.

Failure to submit dissertation

Late submission: Students who fail to meet the deadline for submission of dissertation but are granted permission to submit within the examination period will pay late submission fee as fixed by the university finance office.

Re-registration: Students who fail to complete dissertation within the scheduled time will have to re-register in the following academic year. Such a student will pay a re-registration fee as fixed by the finance office.

Presentation of Work

All work should be printed on good-quality paper, size A4 and one side of the paper only. The text should be typed using double spacing and the text should be fully justified using the font Times New Roman (12 point). Long quotations, that is, more than four lines of text, should be indented and typed in single spacing without quotation marks. All margins should be set for 2.45cm (1 inch). As far as possible, please ensure that you use gender inclusive language. Please note that papers, projects, and dissertations are also marked for English language.

Enhancing Text

The first page of each chapter: centre the number of the chapter in bold capitals. Leave one line and then centre the title of the chapter in bold capital letters. Leave two lines and begin typing. Headings and sub-headings within a chapter should be typed at the left margin in bold letters (not capital) and should be numbered serially using Arabic numbers, e.g 1,2, 1.2.1.

Always tab in the first line of the paragraph. Make sure to follow the rule of one space after all punctuation, including full stops. Before submitting your diskette for printing, spell check your document. The final copy is to be laser printed.

Order of Presentation

Title page (see attached example)

Dedication (optional)

Acknowledgements (these pages should **not** be included in the table of contents and should be numbered using Roman figures.

Abstract (not more than one page, single spaced)

Table of contents (all headings and subheadings should be listed; indent sub-headings)

List of tables

Preface (optional)

Chapter 1, (start numbering with Arabic figures)

Appendices (maps, questionnaires, list of people interviewed and respondents should be numbered as 1, 11, 111 etc

Bibliography - your bibliography is not an appendix and is the last item to be inserted in your work.

Research Guidelines

The following guidelines are provided to assist you present your work professionally. Please ensure that you follow any additional guidelines given by the faculty.

Abstract

An abstract is a brief summary of the research. It highlights the research questions, design and findings. It is a very useful part of a research report. It gives readers a quick overview of the issues addressed and a summary of results obtained. An abstract facilitates the dissemination of research findings as it enables readers to gain quick access to research outputs of interest. It is recommended that all dissertations have an abstract at the beginning and be as concise as possible, in any case not exceeding one page.

DISSERTATION FORMAT

Cover page
Approval
Dedication
Acknowledgement
Table of contents
List of tables
List of figures (if any)
List of Abbreviations
Abstract

CHAPTER ONE: GENERAL INTRODUCTION

- 1.0 Introduction
- 1.1 Background of the study
- 1.2 Statement of the problem
- 1.3 Objectives of the study
 - 1.3.1 Major objective
 - 1.3.2 Specific objectives
- 1.4 Research questions or hypothesis
- 1.5 Scope of the study
- 1.6 Significance of the study
- 1.7 Justification
- 1.8 Definition of key terms
- 1.9 Conceptual framework (*if you did not use the theoretical framework*)

CHAPTER TWO: LITERATURE REVIEW

- 2.0 introduction
- Sub-section in this chapter are in line with specific objectives
- Theoretical framework (if used)

CHAPTER THREE: RESEARCH METHODOLOGY

- 3.0 Introduction

- 3.1 Research Design
- 3.2 Area of the Study
- 3.3 Study Population
- 3.4 Sampling Procedures
 - 3.4.1 Sample Size
 - 3.4.2 Sampling Techniques
- 3.5 Data Collection Methods and Instruments

Highlight them as used with explanations and justifications

- 3.6 Quality Control Methods
- 3.7 Data Management and Processing
- 3.8 Data Analysis
- 3.9 Ethical Considerations
- 3.10 Limitations of the Study

CHAPTER FOUR: PRESENTATION, ANALYSIS AND DISCUSSION OF FINDINGS

- 4.0 Introduction

Present in line with the research objectives

- 4.1 Conclusion

CHAPTER FIVE: SUMMARY, CONCLUSIONS AND RECOMMENDATIONS

- 5.0 Introduction
- 5.1 Summary of Findings
- 5.2 Conclusions
- 5.3 Recommendations
- 5.4 Suggestions for Further Research (if any)

References / Bibliography

Appendices

Appendix 1

Appendix 11

Appendix 111

NB: everything put in italics and underlined and / or brackets is for explanatory purposes but not part of the structure. Those doing Library Research shall discuss the structure with their supervisors.

Citations and References

The proper **citation** of academic materials lies at the heart of **scholarship**. There are two main issues concerning citation, namely: **acknowledgement** and **format** of acknowledgement. Failure to acknowledge the contribution of other writers and researchers amounts to **Plagiarism**, a serious breach of academic integrity.

The key issue in the case of format is **consistency** as there is a number of citation formats. Uganda Martyrs University uses the “**Harvard**” system of citation and the guidelines for this format are given below.

Appendix/ Appendices

The appendix contains materials and tools that do not normally form part of the normal presentation of the research findings. These may be questionnaires, copies of statutes or laws, pictures, photographs, aerial maps, and lists of original data sources.

Bibliography

All sources of information used in the study should be specified in the bibliography. These include library books, journal articles, and internet sources that have been used. It is important not to omit resource materials that have been used, as some readers may want to follow up some of the arguments and ideas. It is also an equally important research ethic not to include resources that have not been used in the bibliography! Supervisors will check to ensure academic integrity in this regard.

Overall Structure, Presentation, and English Language: logical flow of ideas; structural coherence; general creativity and originality; accurate citation methods; writing style, accuracy, and clarity of expression in English **15 marks**.

Theoretical Framework: appropriate use of secondary source in building up the theoretical framework; awareness/understanding of current debates; how well sources have been understood and exposed; the logical application of theory to the case **15 marks**.

Research Methodology: formulation of Research Problem/questions/hypotheses; appropriateness of chosen research instruments; use of instruments in data collection; quality of questionnaires; quality of data collected; appropriateness of study types, sample selection, and sampling methodology **15 marks**.

Presentation of Findings: logical flow in presentation; clarity and appropriateness of presentation **15 marks**.

Data Presentation and Interpretation: accuracy of interpretation of data; link between theoretical framework and data analysis; appropriateness and success of data analysis technique **15 marks**.

Implications and Significance of Data Presented and Analyzed **15 marks**

Recommendations: relevance, feasibility and originality of conclusions (based on results) and recommendations (based on conclusions); potential usefulness of findings **10 marks**

Guidelines for the Presentation of References and bibliography in scholarly work

When writing reports, essays, or dissertations it is important that you give your reader sufficient details to trace the references you use. This guide shows you how to use the *Harvard Citation System*, which is commonly used in academia because it is concise and makes citing other people's work easier to read and looks professional.

Citations appear in the body of the text and references appear separately in a list called a bibliography. This guide shows how to write citations and references. If you follow the examples in this guide your work will be correctly cited and referenced.

Citing the authors you have consulted shows that you have researched your subject and where you obtained your information or arguments. It also acknowledges that previous authors have proposed arguments that you raise. By not citing the author's work you may be accused of **plagiarism** (theft of ideas) which within academia is considered as theft.

When you cite you should include the author's name and the year of publication after each reference in your text. If the author's name occurs naturally in the text, the year follows in brackets. If it does not, then both name and year appear in bracket. You should also provide the page number as you can – this is mandatory when you use a direct quotation. This will help the reader when using bibliography.

When citing documents with two authors, the surnames of both are given before the date (all in brackets). If there are three or more authors, only the surname of the first author is cited followed by *et al.* (which means "and others"). If no author's name is given, then use *Anon.* if two or more authors make the same point, include both citations but make sure you clearly state that they are separate and not co-authors of the same

paper. The example below shows how citations look within your text.

References

Example

The problems of image retrieval are extenuated by the convergence of technology (Enser, 1995). This convergence has “led to a number of intellectual property problems”, as noted by Horner et al. (1994: 231). It may be, as Anton Gill (1989:67) pointed out, that “we live in a techno-centric society” which ignores the social needs of communities in the information society (Day, 1993; Leach, 1995).

References (Bibliographies) appear at the end of your text. Each reference has a number of parts which **MUST** be written in the correct order using the correct layout. The order of reference elements in the Harvard Systems are:

Author(s) names

Year of publication

Title(s) of the publication

Place of publication and publisher

Numeration of the item (e.g. volume and edition and page numbers)

Location or type of the item, if rare or non-print format (website, archive film, TV programme)

Presenting References

The Harvard System has strict guidelines on how to present references in Bibliographies and this is as important as writing the reference correctly.

Author's names

The author's name(s) **must** be in capital letters. Surnames (family names or given names – KIZITO) are written first followed by their initials. If there are two authors their order of appearance is exactly as they appear on the title page. If the source is from a corporate organization then author's name is the organization. The name is followed by a comma.

Year of publication

After the author's name write the year of publication followed by a full stop. If you cite two sources by the same author written in the same year you must differentiate the two by labeling them **a** or **b** (Kizito, 1996b).

Title of the publication

This must be written in italics or underlined.

Place of publication

The place is written followed by a colon (:) followed by the name of the publisher.

Numeration

For books this is a page number. For journals, this is the volume, edition, and page numbers.

Location or type

This is only used for non-print sources such as TV programmes, films, websites or for rare documents.

BOOKS

Example

BRIDE, M. 1996. *Teach yourself HTML Publishing on the World Wide Web*. London: Hodder & Stoughton.

KIZITO, P. 1996b. good Publications. Nkozi: UMU Press.

CHAPTERS IN EDITED BOOKS

Example

HARRAR, H.J., 1975. Photographs, Pictures and Prints. In: GROVE, P. S. (ed), *Non-print Media in Academic Libraries*. Chicago: American Library Association. pp . 173-192.

JOURNAL ARTICLES

The name of the journal and **NOT** the name of the article should be written in italics (or underlined)

Example

McLEOD, J., et al., 1998. Records Management Today. *Managing information*. 5 (7) pp. 23-26.

NEWSPAPER ARTICLES

Some newspaper articles will not have an author. If this is the case use the newspaper's name instead. You must put the date and the page number at the end of the citation.

Examples

The Times, 1998. Chocs away. 22 September, p. 31.

FENNELL E, 1998. The harsh law of averages. *The Times*. 22 September p. 41.

ELECTRONIC DOCUMENTS

The same format must be applied to Websites as far as possible. May websites do not give a publication date so do not guess when it was published. However, you **must** give the full web Uniform Resource Locator (URL) and the **date** when you looked at it.

Examples

CHOLAS D., 1998. Hacking the net. Ariadne (web version) Issue 16, July. <http://www.aridne.ac.uk/issue16/cover> [viewed 22-9-98].

HM TREASURY, 1997. EMU Practical information for business. <http://www.hm-treasury.gov.uk/pub/html/docs/emubus/main.html> [viewed 22-9-98].

HMSO, 1998. Data Protection Act. C29 <http://www.hmso.gov.uk/acts1998/19980029.htm> [viewed 22-9-98].

INTERVIEWS

Reference to information obtained through interviews may be made in a footnote as follows: interview with Kizito Jimmy on 24th January 2004 at Nkozi Trading Centre.

QUOTATIONS

It sometimes useful (but not essential) to quote an author directly. The change in space and style of writing often adds impact and draws the reader's attention to an important point. However, do not be tempted to overdo the use of quotes. You do not need to quote directly every time you cite someone else's work, but you must reference the author (Kizito, 1989, p.45). if the quotation or reference runs beyond one page in the source you are using, indicate this as follows: (Kizito, 1989, pp. 41-43). Separate quotes from the body of text by use of space lines before and after and indent the quote on both sides of the page.

Example

The proper way to quote someone else's work is to indent the quote at both margins and separate the quote from the body of the text by use of space lines. (Day, 1998: 17)

This is the same approach you would use for indicating chapters in books or articles in journals, newspapers, etc. and must **always** be used for quotes. UGANDA

UGANDA NATIONAL ANTHEM

O, Uganda, may God uphold thee, we lay our future in thy
hands.

United free, for liberty, together we'll always stand.

O, Uganda the land of freedom, our love and labour we give
and with neighbours all At our country's call in peace and
friendship we'll live.

O, Uganda the land that feeds us, by sun and fertile soil grown
for our own dear land We'll always stand, the Pearl of Africa's
crown

UGANDA MARTYRS UNIVERSITY ANTHEM

Inspired by those whose name we are called the Martyrs of
Uganda: source of our strength, our courage and our hope:
guide us in virtue to lead the world
Virtute et Sapientia!

May we remain faithful to the name; Uganda Martyrs
University; a place of love, where it is good to be; guide us in
wisdom to lead the world
Virtue et Sapientia!

For more information contact:

i) The Dean Faculty of Business Administration and Management

Uganda Martyrs University,
P. O. Box 5498, Kampala, Uganda.

Tel. (+256);

E-mail: deanbam@umu.ac.ug

ii) The Registrar,

Uganda Martyrs University

P. O. Box 5498 Kampala

Tel: 039 3 410606

Fax: 038 2 410100

Website: <http://www.umu.ac.ug> or

<http://www.fiuc.org/umu>

NOTE: The Information contained in this handbook is subject to change without notice at the discretion of the University authorities.

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