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:
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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:
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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)

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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**
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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 Assttants:**
**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); UDBS(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 05th  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 equipes the student with the necessary tools to successfully create and operate sustainable Microfinance Instutions and services in Africa.

2. BACHELOR IN MICROFINANCE AND COMMUNITY ECONOMIC 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 Universita 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 adapt their business plan according to the expectations of the financial community.
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 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’ 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 at least 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. Incase 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:

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

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.

1\textsuperscript{st}, 2\textsuperscript{nd} and 3\textsuperscript{rd} 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:

<table>
<thead>
<tr>
<th>CGPA</th>
<th>Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.40-5.0</td>
<td>First Class Honours</td>
</tr>
<tr>
<td>3.60-4.39</td>
<td>2\textsuperscript{nd} Class Honours (Upper Division)</td>
</tr>
<tr>
<td>2.80-3.59</td>
<td>2\textsuperscript{nd} Class Honours (Lower Division)</td>
</tr>
<tr>
<td>2.80-3.60</td>
<td>2.00-2.79 Pass</td>
</tr>
</tbody>
</table>

(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

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

SEMESTER 11

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

YEAR 11 Diploma 11

SEMESTER 1

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module name</th>
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<tbody>
<tr>
<td>MKG 2211</td>
<td>Principles of Marketing</td>
</tr>
<tr>
<td>ENT 2212</td>
<td>Principles of Entrepreneurship</td>
</tr>
<tr>
<td>RAF 2213</td>
<td>Rural And Agricultural Finance</td>
</tr>
<tr>
<td>ECON 2214</td>
<td>Microfinance and Economic Development</td>
</tr>
</tbody>
</table>
### SEMESTER 11
<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module name</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETH 2221</td>
<td>Business Excellency &amp; Integrity in Microfinance</td>
</tr>
<tr>
<td>INS 2222</td>
<td>Micro Insurance</td>
</tr>
<tr>
<td>ENT 2223</td>
<td>Social Entrepreneurship</td>
</tr>
<tr>
<td>MKG 2224</td>
<td>Product Development and Customer Loyalty in microfinance</td>
</tr>
<tr>
<td>CDP 2225</td>
<td>Microfinance/Community Development Project</td>
</tr>
</tbody>
</table>

### 2. BACHELOR IN MICROFINANCE AND COMMUNITY ECONOMIC DEVELOPMENT

#### YEAR 1 Bachelor 1

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

### SEMESTER 11
<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module name</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 3121</td>
<td>Literature &amp; Composition</td>
</tr>
<tr>
<td>MGT 3122</td>
<td>Organizational Behaviour</td>
</tr>
<tr>
<td>CAM 3123</td>
<td>Credit Appraisal and Monitoring</td>
</tr>
<tr>
<td>Module Code</td>
<td>Module name</td>
</tr>
<tr>
<td>-------------</td>
<td>-------------</td>
</tr>
<tr>
<td>LRF 3211</td>
<td>Legal and Regulatory Framework for Microfinance Institutions</td>
</tr>
<tr>
<td>RMGT 3212</td>
<td>Risk Management in Microfinance</td>
</tr>
<tr>
<td>COM 3213</td>
<td>Communication Skills</td>
</tr>
<tr>
<td>REM 3214</td>
<td>Research Methodology</td>
</tr>
<tr>
<td>LAW 3215</td>
<td>Law of Contract</td>
</tr>
<tr>
<td>MKG 3216</td>
<td>Principles of Marketing</td>
</tr>
<tr>
<td>ENT 3217</td>
<td>Principles of Entrepreneurship</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module name</th>
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<tbody>
<tr>
<td>RAF 3221</td>
<td>Rural And Agricultural Finance</td>
</tr>
<tr>
<td>ENT 3222</td>
<td>Entrepreneurship in Practice</td>
</tr>
<tr>
<td>ECON 3223</td>
<td>Microfinance, Pro-Poor Financial Systems and Economic Development</td>
</tr>
<tr>
<td>ETH 3224</td>
<td>Business Excellency &amp; Integrity in Microfinance</td>
</tr>
<tr>
<td>INS 3225</td>
<td>Micro Insurance</td>
</tr>
<tr>
<td>COM 3226</td>
<td>Original And Critical Language Skills</td>
</tr>
<tr>
<td>INT 3228</td>
<td>Internship</td>
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YEAR 111 Bachelor 111

**SEMESTER 1**

<table>
<thead>
<tr>
<th>Module Code</th>
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<tbody>
<tr>
<td>COM 3311</td>
<td>Business English</td>
</tr>
<tr>
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<td>Social Entrepreneurship</td>
</tr>
<tr>
<td>ACC 3313</td>
<td>Financial Analysis</td>
</tr>
<tr>
<td>PPM 3314</td>
<td>Project Planning and Management</td>
</tr>
<tr>
<td>LAW 3315</td>
<td>Law of Business Organizations</td>
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<tr>
<td>HRM 3316</td>
<td>Human Resource Management</td>
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**SEMESTER 11**

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<tr>
<th>Module Code</th>
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<tr>
<td>MKG 3317</td>
<td>Product Development and Customer Loyalty in microfinance</td>
</tr>
<tr>
<td>AUD 3321</td>
<td>Audit And Internal Control for Microfinance Institutions</td>
</tr>
<tr>
<td>MGT 3322</td>
<td>Governance of Microfinance Institutions</td>
</tr>
<tr>
<td>MBC 3324</td>
<td>Money, Banking and Capital Markets</td>
</tr>
<tr>
<td>MGT 3325</td>
<td>Strategic Management for Microfinance Institutions</td>
</tr>
<tr>
<td>RES 3326</td>
<td>Dissertation</td>
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<td>INT 3327</td>
<td>Internship</td>
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3. **BACHELOR OF BUSINESS ADMINISTRATION AND MANAGEMENT**

**YEAR I Semester I**

<table>
<thead>
<tr>
<th>Course code</th>
<th>Course Name</th>
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<tbody>
<tr>
<td>ACC 1101</td>
<td>Fundamentals Accounting I</td>
</tr>
<tr>
<td>ENG 1102</td>
<td>English Language</td>
</tr>
<tr>
<td>STA 1103</td>
<td>Business Statistics</td>
</tr>
<tr>
<td>MGT 1104</td>
<td>Principles of Management</td>
</tr>
<tr>
<td>CSC 1105</td>
<td>Basic Computer Literacy</td>
</tr>
<tr>
<td>Course code</td>
<td>Course Name</td>
</tr>
<tr>
<td>-------------</td>
<td>----------------------------------</td>
</tr>
<tr>
<td>ECO 1106</td>
<td>Managerial Economics I</td>
</tr>
<tr>
<td>FOM 1107</td>
<td>Fundamentals of Maths</td>
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**YEAR I Semester II**

<table>
<thead>
<tr>
<th>Course code</th>
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<tbody>
<tr>
<td>ACC 1201</td>
<td>Fundamental Accounting II</td>
</tr>
<tr>
<td>PIE 1202</td>
<td>Introduction to Ethics</td>
</tr>
<tr>
<td>QM 1203</td>
<td>Quantitative Methods</td>
</tr>
<tr>
<td>ECO 1204</td>
<td>Managerial Economics II</td>
</tr>
<tr>
<td>OB 1205</td>
<td>Organisational Behaviour</td>
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<tr>
<td>LIT 1206</td>
<td>Literature and Composition</td>
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<td>CSC 1207</td>
<td>Introduction to Infor. Syst.</td>
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**YEAR II Semester I**

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<tr>
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<td>Law of Contract</td>
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<tr>
<td>REM 2102</td>
<td>Research Methodology</td>
</tr>
<tr>
<td>ENT 2103</td>
<td>Basic Principles of Ent.</td>
</tr>
<tr>
<td>ACC 2104</td>
<td>Intermediate Accounting I</td>
</tr>
<tr>
<td>CSC 2105</td>
<td>Information Syst.&amp; Dbases</td>
</tr>
<tr>
<td>MKT 2106</td>
<td>Principles of Marketing</td>
</tr>
<tr>
<td>POM 2107</td>
<td>Production Operations Mgt</td>
</tr>
<tr>
<td>COS 2108</td>
<td>Communication Skills</td>
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**YEAR II Semester II**

<table>
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<tr>
<th>Course code</th>
<th>Course Name</th>
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<tbody>
<tr>
<td>CLS 2201</td>
<td>Original Critical Language Skills</td>
</tr>
<tr>
<td>ENT 2202</td>
<td>Entrepreneurship Practice</td>
</tr>
<tr>
<td>PEF 2203</td>
<td>Ethics in Focus</td>
</tr>
<tr>
<td>ACC 2204</td>
<td>Intermediate Accounting II</td>
</tr>
<tr>
<td>COR 2205</td>
<td>Corporate Finance I</td>
</tr>
<tr>
<td>ACC 2206</td>
<td>Cost Accounting</td>
</tr>
<tr>
<td>PRO 2207</td>
<td>Introduction to Procurement Mgt</td>
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</table>
**YEAR III Semester I**

**Core Courses**

<table>
<thead>
<tr>
<th>Course code</th>
<th>Course Name</th>
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</thead>
<tbody>
<tr>
<td>BEN 3101</td>
<td>Business English</td>
</tr>
<tr>
<td>BPO 3102</td>
<td>Business Policy</td>
</tr>
<tr>
<td>LAW 3103</td>
<td>Law of Business Organisations</td>
</tr>
<tr>
<td>ACC 3104</td>
<td>Management Accounting</td>
</tr>
<tr>
<td>HRM 3105</td>
<td>Human Resource Management</td>
</tr>
<tr>
<td>PMGT 3106</td>
<td>Project Planning &amp; Management</td>
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</table>

**Specialisations**

*Marketing and Management specialisation*

<table>
<thead>
<tr>
<th>Course code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>MKT 3107</td>
<td>Marketing Strategies</td>
</tr>
<tr>
<td>MKT 3108</td>
<td>Marketing Channels Management</td>
</tr>
<tr>
<td>MKT 3109</td>
<td>Sales Force Management</td>
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</table>

*Finance and Accounting specialisation*

<table>
<thead>
<tr>
<th>Course code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 3110</td>
<td>Advanced Accounting</td>
</tr>
<tr>
<td>ACC 3111</td>
<td>Public Sector Accounting</td>
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<tr>
<td>ACC 3112</td>
<td>Computerized Accounting</td>
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</table>

*Procurement specialisation*

<table>
<thead>
<tr>
<th>Course code</th>
<th>Course Name</th>
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<tbody>
<tr>
<td>PRO 3113</td>
<td>Strategic Relations in Procurement</td>
</tr>
<tr>
<td>PRO 3114</td>
<td>Procurement tactics and Operations</td>
</tr>
<tr>
<td>PRO 3115</td>
<td>Logistics Management</td>
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**YEAR III Semester II**

**Core Courses**

<table>
<thead>
<tr>
<th>Course code</th>
<th>Course Name</th>
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</thead>
<tbody>
<tr>
<td>TAX 3201</td>
<td>Taxation and Tax Management</td>
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</table>
AUD 3202 Auditing
BET 3203 Business Ethics
CSC 3204 Advanced Information Systems
FWP 3205 Field Work Project / Dissertation

Specialisations

**Marketing and Management specialisation**

<table>
<thead>
<tr>
<th>Course code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>IRM 3206</td>
<td>Industrial Relations Management</td>
</tr>
<tr>
<td>IMGT 3207</td>
<td>International Management</td>
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**Finance and Accounting Specialisation**

<table>
<thead>
<tr>
<th>Course code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>COR 3208</td>
<td>Corporate Finance II</td>
</tr>
<tr>
<td>MBP 3209</td>
<td>Money, Banking and Public Finance</td>
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</table>

**Procurement specialisation**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRO 3210</td>
<td>Supply Chain Management</td>
</tr>
<tr>
<td>PRO 3211</td>
<td>Public Procurement Practices</td>
</tr>
<tr>
<td>PRO 3212</td>
<td>International Relations in Procurement</td>
</tr>
<tr>
<td>PRO 3213</td>
<td>Student Training For Entrepreneurship</td>
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</table>

4. **BACHELOR OF SCIENCE IN ACCOUNTING AND FINANCE**

**YEAR 1 Semester 1**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
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</thead>
<tbody>
<tr>
<td>BBAM 111</td>
<td>Fundamentals of Accounting I</td>
</tr>
<tr>
<td>BSDC 112</td>
<td>English Language Grammar</td>
</tr>
<tr>
<td>BSC.EC 113</td>
<td>Business Statistics</td>
</tr>
<tr>
<td>BBAM 114</td>
<td>Principles of Management</td>
</tr>
<tr>
<td>BSC.IT 115</td>
<td>Computer Literacy</td>
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<tr>
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<td>Course Name</td>
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<tr>
<td>BSC.EC 116</td>
<td>Managerial Economics I</td>
</tr>
<tr>
<td>BSC.EC 117</td>
<td>Quantitative Methods I</td>
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**YEAR 1 Semester 11**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
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</thead>
<tbody>
<tr>
<td>BBAM 121</td>
<td>Fundamentals of Accounting II</td>
</tr>
<tr>
<td>BEDS 122</td>
<td>Introduction to Ethics</td>
</tr>
<tr>
<td>BSC.EC 123</td>
<td>Quantitative Methods II</td>
</tr>
<tr>
<td>BSC.EC 124</td>
<td>Managerial Economics II</td>
</tr>
<tr>
<td>BBAM 125</td>
<td>Organisational Behaviour</td>
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<tr>
<td>BSDC 126</td>
<td>Communication Skills</td>
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<tr>
<td>BSC.IT 127</td>
<td>Introduction to Information Systems</td>
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**YEAR 11 Semester 1**

<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>CPA(U) 9</td>
<td>Professional Ethics and Values</td>
</tr>
<tr>
<td>BBAM 211</td>
<td>Law of Contract</td>
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<tr>
<td>BBAM 212</td>
<td>Research Methodology</td>
</tr>
<tr>
<td>BBAM 213</td>
<td>Intermediate Accounting I</td>
</tr>
<tr>
<td>BBAM 214</td>
<td>Cost Accounting</td>
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<tr>
<td>BBAM 215</td>
<td>Corporate Finance I</td>
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**YEAR 11 Semester 11**

<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>BBAM 221</td>
<td>Principles of Auditing</td>
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<tr>
<td>CPA(U) 12</td>
<td>Corporate Financial management</td>
</tr>
<tr>
<td>BBAM 222</td>
<td>Company law</td>
</tr>
<tr>
<td>BBAM 223</td>
<td>Principles of Marketing</td>
</tr>
<tr>
<td>BBAM 224</td>
<td>Intermediate Accounting II</td>
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<tr>
<td>CPA(U) 10</td>
<td>Management Decision and control</td>
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**YEAR 11 Semester 1**

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>BSDC 311</td>
<td>Original Critical Language skills</td>
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<tr>
<td>BBAM 212</td>
<td>Entrepreneurship</td>
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</table>
CPA(U)  11  Taxation
BBAM  313  Procurement Management Principles
BBAM  314  Strategic Management
BBAM  315  Dissertation

YEAR 111 Semester 11
Course Code  Course Name
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 IV Semester I
Course Code  Course Name
CPA(U)  13  Financial Reporting
CPA(U)  14  Business Policy and Strategy
CPA(U)  15  Auditing and Other Assurance Services

Year IV Semester II
Course Code  Course Name
CPA(U)  16  Integration of Knowledge

5.  MASTER OF BUSINESS ADMINISTRATION

Course Code  Course Name
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
<table>
<thead>
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<th>Course Code</th>
<th>Course Name</th>
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</thead>
<tbody>
<tr>
<td>MBA 6107</td>
<td>Financial Management</td>
</tr>
<tr>
<td>MBA 6108</td>
<td>Operations Services Management</td>
</tr>
<tr>
<td>MBA 6109</td>
<td>Business Economics</td>
</tr>
<tr>
<td>MBA 6201</td>
<td>Management Information Systems</td>
</tr>
<tr>
<td>MBA 6202</td>
<td>Strategic Management</td>
</tr>
<tr>
<td>MBA 6203</td>
<td>Financial Accounting</td>
</tr>
<tr>
<td>MBA 6204</td>
<td>Business Law</td>
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<tr>
<td>MBA 6205</td>
<td>Entrepreneurship and Innovation</td>
</tr>
<tr>
<td>MBA 6206</td>
<td>Management Accounting</td>
</tr>
<tr>
<td>MBA 6207</td>
<td>Business Excellence and Integrity</td>
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**OPTIONS**

**Option A**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
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<tbody>
<tr>
<td>MBA 6208</td>
<td>Financial Reporting &amp; Decision Analysis</td>
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<tr>
<td>MBA 6209</td>
<td>Corporate Finance and Investments</td>
</tr>
<tr>
<td>MBA 6210</td>
<td>International Finance Management</td>
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<td>MBA 6211</td>
<td>Public Finance</td>
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**Option B**

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<tr>
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<tbody>
<tr>
<td>MBA 6212</td>
<td>Customer Relationship Management</td>
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<tr>
<td>MBA 6213</td>
<td>International Marketing Strategy</td>
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<tr>
<td>MBA 6214</td>
<td>Marketing Research</td>
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<td>MBA 6215</td>
<td>Customer Behaviour</td>
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**Option C**

<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>MBA 6216</td>
<td>International Business Strategy</td>
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<tr>
<td>MBA 6217</td>
<td>Strategic Human Resource Management</td>
</tr>
<tr>
<td>MBA 6218</td>
<td>Project Planning and Management</td>
</tr>
<tr>
<td>MBA 6219</td>
<td>Industrial Relations</td>
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<table>
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<tbody>
<tr>
<td>MBA 6220</td>
<td>Research project (dissertation)</td>
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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
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. Scalling 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. Live 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**

**CHAPTERS IN EDITED BOOKS**
Example

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

Example

**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

**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

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!

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http://www.fiuc.org/umu

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