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CLARKE INTERNATIONAL UNIVERSITY

STUDENT'S HANDBOOK

Revised August 2025/26

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Message From the Vice Chancellor



Dear Students,

It is my great pleasure to welcome you to Clarke International University (CIU). This handbook is your companion as you embark on a journey of discovery, learning, and transformation within our vibrant community.

This year marks a historic milestone for us; CIU is now a Chartered University. Being chartered is the highest level of national recognition for a university in Uganda. For you, as students, whether current or prospective, this means that your education is underpinned by the strongest assurance of quality, credibility, and governance. Your degree from CIU carries the full weight of government recognition, making it highly respected both in Uganda and internationally.

Our students, faculty, alumni, administration, and staff are committed to academic excellence, the highest professional standards, best practices in clinical, business, and research, as well as creative innovation and the dissemination of relevant knowledge for policy.

Looking ahead, our Thrive Strategy (2025–2029/30) will guide the next phase of our growth. Thrive is more than a plan; it is a commitment to cultivating an ecosystem that supports Quality Teaching and Learning, Holistic Research, Innovation, and Dissemination, Robust Collaboration and Partnerships, Institutional Strengthening and Sustainability, and Visionary Expansion and Diversification through 2029. Most importantly, THRIVE places you—the student—at the center of everything we do, preparing you to become a leader who will make a difference in Uganda, Africa, and beyond.

The Future of Learning

The world of higher education is changing faster than ever before. Knowledge is expanding, technology is reshaping classrooms, and employers are demanding graduates who can think critically, adapt quickly, and lead ethically. At CIU, we are preparing you for this future of learning by combining innovative teaching methods, digital tools, and real-world experiences that will stretch your thinking and sharpen your skills.

To thrive in this new landscape, students will need to:

- **Be adaptable:** Success belongs to those who embrace change, learn continuously, and apply new knowledge to solve emerging challenges.
- **Take ownership of learning**: The most successful students are self-driven, seeking knowledge beyond the classroom, asking questions, and making the most of every opportunity.

- **Develop critical and creative thinking:** The future requires problem solvers who can analyze deeply, think differently, and innovate courageously.
- **Strengthen collaboration and leadership skills**: Great achievements in health, business, and technology happen through teamwork and shared vision.
- **Uphold values and ethics**: In a world full of complexity and easy access to AI and other productivity tools, integrity will remain your greatest asset. Use your brilliant brain

CIU is committed to walking this journey with you, but ultimately, your growth will depend on the choices you make every day to engage fully and persist through challenges.

During your tenure here, you will be challenged to identify, learn, and apply your talents and professional skills to make a difference in healthcare in Uganda. Please jump right in and explore every opportunity to become an outstanding scientist, scholar, clinician, or public health expert. We expect active participation in your learning and development journey.

Once again, welcome. You are in the right company of scholars.

ROSE CLARKE NANYONGA (PhD)
VICE-CHANCELLOR
vc@ciu.ac.ug

Message From the Registrar.

Dear students,



Welcome to Clarke International University! Thank you for making CIU your university of choice. It is my prayer and hope that your time at CIU will be meaningful, beneficial, and useful. We, as the university Management and faculty, will endeavor to support you in meeting your objectives. Our sole mandate, therefore, as CIU is to engage in meaningful collaboration with agencies and individuals across sectors relevant to your field of study by identifying gaps and addressing them through appropriate research and training.

We are cognizant of the fact that health care management is a highly sensitive profession, and anyone who practices it must undergo thorough training. We do not compromise on this, and the good news is that CIU has a vibrant and credible workforce that will meticulously guide you through the acquisition of the relevant knowledge and skills.

Secondly, we want to sustain the regard for CIU as a Niche Chartered University in healthcare, business, and IT, but also to prepare our students to be globally compliant and employable.

We use the Problem-Based Learning approach to inspire critical and innovative thinking to curb the intellectual mischief of Plagiarism in this era of Artificial Intelligence.

I encourage you to take this orientation seriously, to seek clarity on what you do not understand, and to read and observe the University's rules and regulations so that you may not encounter any difficulties in your course of study.

Once again, welcome to Clarke International University and please, feel at home!

EVELYN GRACE AYOT
Registrar
registrar@ciu.ac.ug

Message From the Dean of Students



Welcome to Clarke International University (CIU)! We are so glad you have chosen CIU. Life at University is exciting and filled with opportunities, challenges, and discoveries not just in your studies, but also in who you are becoming.

At CIU, we believe education goes beyond the classroom. This is a place where you will grow academically, socially, emotionally, and spiritually. We recognize that university life is a journey of self-discovery, and we encourage you to actively engage in opportunities that will shape you into a well-rounded individual and can also be a way to relieve stress.

Through the **Guild Office**, students have the chance to participate in leadership, representation, and advocacy, ensuring that every student's voice is heard and valued. Leadership here is more than holding a position; it is about service, teamwork, and creating a positive impact on the community around you.

Beyond leadership, CIU offers a vibrant community of **clubs and associations** where you can pursue your passions, build lifelong friendships, and sharpen your skills outside the classroom. Whether you join service-oriented groups such as **Rotaract**, professional associations related to your field of study e.g. pharmacy association, or social and cultural clubs, you will find spaces to grow your talents, explore new interests, and give back to society.

When you need advice, encouragement, or simply someone to talk to, my door is always open. Remember, you are not alone. You are joining a community that cares deeply about you and believes in your potential to make a difference in the world. I encourage you to embrace every experience, build meaningful friendships, and take care of your well-being as you pursue your dreams here. Once again, welcome to the CIU family. We look forward to seeing you flourish.

Ritah Namutebi Mugume

Dean of Students

rnamutebi@ciu.ac.ug

Brief History of The University

ABOUT CIU

Clarke International University (CIU) (formerly International Health Sciences University (IHSU) in Uganda is a university licensed by the Uganda National Council for Higher Education (NCHE **[UI.PL 013]**). The university subsequently received its Charter on July 3rd, 2025. CIU is a non-residential university offering health sciences and business courses and prepares students to become tomorrow's leaders nationally and internationally. We have various learning Centers. The main Campus is located at Kawagga Close, off Kalungi Road, Muyenga, Block 244/Plot 8244, Bukasa, Kyadondo.

The first school, the School of Nursing, was established in 2005 with 16 diploma students. The primary goal of the school was to rethink, refresh, and make a difference in the way new and professional nurses were being educated in Uganda. In March of 2008, the school received its provisional license to operate as a university, effectively expanding its programming to include baccalaureate education in Nursing, Public Health, Allied Health, and Continuing Healthcare training. In March 2018, the university rebranded as CIU to enable diversification of educational programs beyond the health sciences. Hence, in addition to the health sciences schools, CIU now offers programs in the School of Business and Applied Technology (SoBAT).

Our Mandate—Make A Difference

Our students and graduates are challenged and trusted with an important agenda: to strive for academic excellence; to lead change through innovative action and transformational practices that impact communities and improve lives. Their journey to making a difference starts here.

Mission, Vision, And Core Values

Vision

A values-based university that inspires leadership, critical thinking, innovation, and outstanding academic training that transforms communities

Mission Statement

To prepare students for global leadership and generate knowledge for social transformation through values-based and transdisciplinary education, commitment to lifelong learning, research & innovation, and service.

KEY VALUES

Our work is grounded in enduring values, which include:



i. We value **Values-Based Leadership**: We will equip students, staff, and faculty to Lead and Practice with Integrity, Transparency, Accountability, and Respect

ii. We value **Whole-Person Development**: We will develop our people so that they are enabled to Make a Difference using their mind/attitude (Mindset), talent, knowledge, creativity, skills (Skill Set), and available resources (Tool Set)

iii. We value **Innovation**: We will strive to innovate to enhance user experiences in three core areas: Learning and Teaching, Research and Development, and Practice (including Outreach Service)

iv. We value **Quality**: Our work will be anchored by continuous quality assessment and improvement in every aspect of what we do—Model excellence in academics, research, and service; Quality graduated

v. We value **Collaboration** and we will pursue strategic partnerships that: (a) enhance our ability to deliver on our mission, and, (b) support advocacy and our continued responsiveness to societal shifts and needs.

Tools: **Timeliness and Execution**: We know that timeliness and execution (getting things done) are important to fostering the efficient use of resources, making a difference, and saving lives.

Mission Tagline: Lead Innovate Transform

Hashtag: #MakeADifference

The University Anthem

I am Clarke International University
I am a beacon of light
A pillar of strength
A tool for change
The difference you need
I lead, Innovate, Transform

I am Clarke International University
I learn and grow,
I am Boldly informed
I heal, and Serve,
I close the gaps
I am greater than this and more

Chorus
I am a Beacon of Light
A Pillar of Strength
A tool for Change
The difference you need

I am Clarke International University
I Guide, Explore, I Shine in the Dark
I will be the change
I will not Conform
I lead Innovate Transform

I am Clarke International University
I knock on doors
I Find and Restore
I light the path
I make a Difference
I lead Innovate Transform

End Chorus
Rise Up Now
Take your Place
East to West
South to North
Go Lead, Innovate - - Transform

Composed by Dr. Rose Clarke Nanyonga, December 2018



The CIU Leadership Pledge



Clarke International University is a values-based university that inspires leadership, critical thinking, innovation, and outstanding academic training that transforms communities. Our mission is to prepare students for global leadership and to be catalysts for transformation. All our students are now expected to take the CIU Leadership Pledge at orientation and graduation. Join our story and community in taking the CIU Leadership Pledge. We, Class of (Insert Year), here by undertake the CIU Leadership Pledge to:

- Lead even in the absence of a title.
- Lead with values and principles that will withstand the overwhelming burden of compromise.
- Lead with our inspiring innovations, talent, and contributions—they will make this a better nation.
- Lead by creating a path where there is none. If the door has not opened, we will continue knocking.
- Lead with resilience and courage.
- Lead with integrity and humility.
- Lead by taking ownership, responsibility, and being accountable.
- Lead by empowering, celebrating, and enabling others to greatness.
- Lead by being well-informed and continuing to challenge ourselves through lifelong learning.
- Lead with empathy and with compassion.
- Lead by nurturing our soul, heart, and spirit, and by remembering we are human.
- Lead by making a difference.
- Lead Innovate Transform

UNIVERSITY GOVERNANCE

Accreditation & Charter Status

The university was first granted a provisional license by the NCHE on March 03rd 2008, under the license number UIPL.013. On July 3rd, 2025, the university achieved a historic milestone with the granting of a university charter by His Excellency, the President of the Republic of Uganda. This landmark decision, following a rigorous evaluation by the NCHE, elevates CIU to the esteemed rank of chartered universities in Uganda, cementing its reputation for academic excellence, innovation, and transformative leadership.

With chartered status, CIU is poised to:

- Attract world-class faculty and forge global research collaborations.
- Launch cutting-edge undergraduate and postgraduate programs aligned with Uganda's development priorities.
- Strengthen partnerships with industry, government, and international academic institutions.
- Enhance degree recognition for students and alumni in the global job market.

Governance Structure (Council, Senate, Administration)

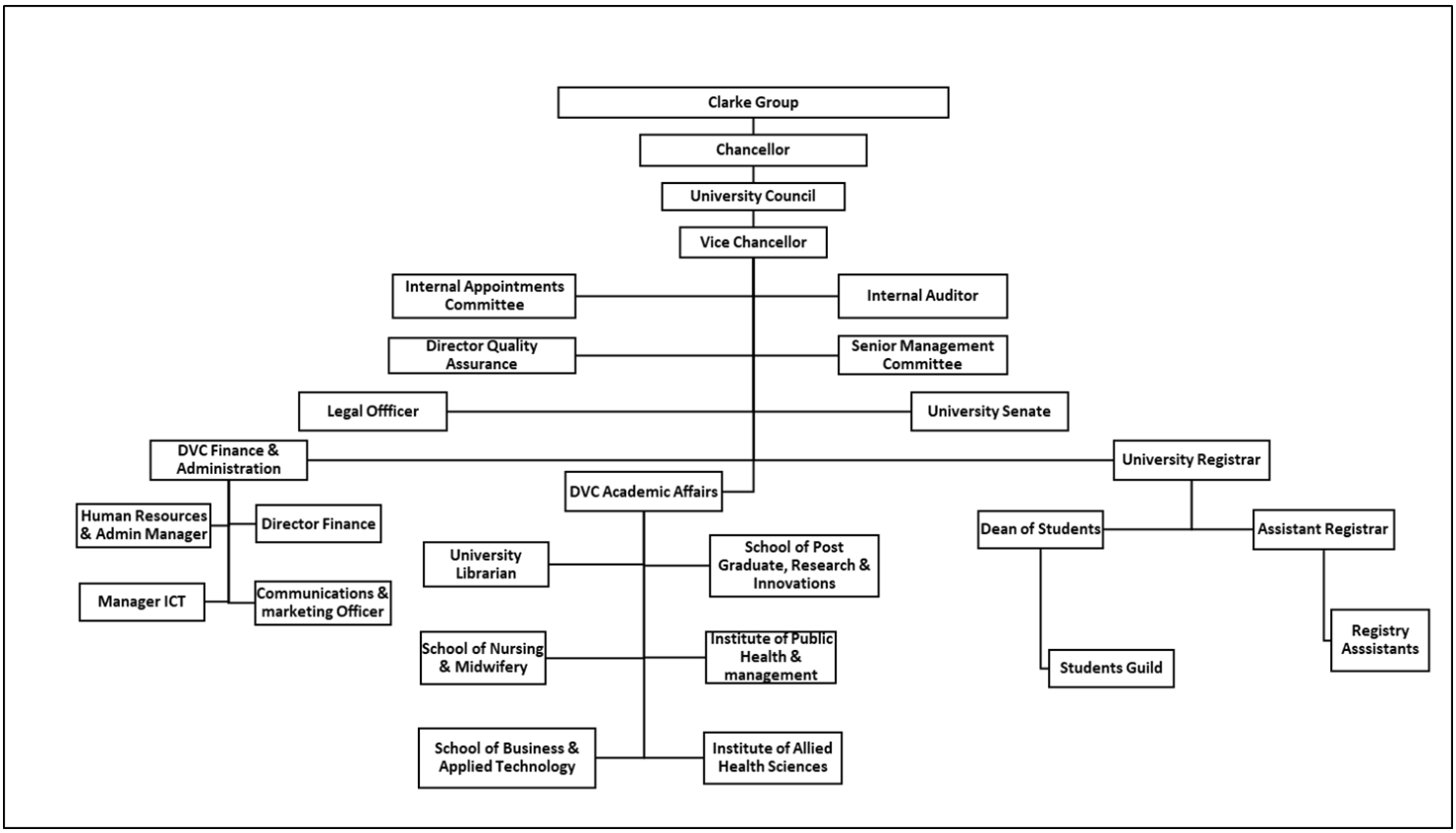
To address future opportunities and challenges in an era of increasing uncertainty and rapid change, CIU requires visionary and strong strategic leadership. We believe that the composition of CIU's current Leadership is robust, accountable, and value-driven and will continue to steer CIU in the right direction. The team is experienced and from diverse backgrounds, including Academia, Research, Business and Applied Technology, Health, Faith-based, Higher Education, Economics, Philanthropy, Law, Private and Public Sectors, and so on. With such a wide range of representation and experiences, we believe the team will support the university as it strives to demonstrate high value and impact in Uganda.

The governance structure includes:

1. Clarke Group: Promoters of the University
2. The Chancellor is the titular head of the University. He presides at all ceremonial assemblies of CIU and, in this name, confers degrees and other academic titles and distinctions.
3. The University Council, the supreme governing body of the university, is composed of 15 members from diverse industries, including education, health, law, business, and so on.
4. The University Senate: The Senate is the University's chief academic organ. (VC, DVC, Deans, and Heads of Departments. Staff Representative, A number of lecturers, a Librarian, a Student Rep. (13 Members)
5. The Executive Committee: A VC team that plans, implements, and manages the university's financial day-to-day operations. (7)

6. Senior Management Team: A team that manages the day-to-day operations of the university in accordance with the provisions of the University Charter: Heads of Departments and Deans (12 Members)

Fig: Institutional Organogram



Schools, Faculties, And Departments

The School of Public Health (Formerly, The Institute of Public Health and Management-IPHM) SOPH

The School of Public Health (SoP) at Clarke International University (CIU) is dedicated to training professionals, conducting research, and providing community service through the Community Engagement Framework. Our teaching, research, and service extend to a wide range of settings and content areas consistent with the evolving issues in public health.

Our Vision is to provide responsive global health training, research, and innovation to drive societal transformation.

The mission of the School of Public Health (SOPH) at CIU is to cultivate a new generation of visionary public health leaders who can anticipate, respond to, and shape the evolving

health challenges of Uganda, Africa, and the wider world. The school is committed not only to strengthening healthcare delivery and management but also to advancing population health, health equity, and resilient health systems through education, research, innovation, and community engagement.



We address and improve public health needs through facilitating teaching and learning, contributing to and shaping policy, and innovation. We approach these through a transdisciplinary lens, combining fields such as epidemiology, data science, biostatistics, climate change & health, the application of Artificial Intelligence, and health policy, environmental, and One Health to protect and enhance the health of populations at local, regional, and global levels.

Teaching and learning at SOPH are anchored in modern, competency-based approaches that blend foundational public health principles with emerging priorities, including digital health, climate and planetary health, health policy and governance, global health security, and health entrepreneurship. Students are immersed in dynamic learning experiences that combine lectures, case studies, simulations, fieldwork, small group projects, and problem-based learning.

A public health degree at CIU will prepare you for a rewarding career working to address

the social determinants of health and eliminate health disparities that impact our communities. Becoming a leader in public health will equip you with the knowledge to impact policy and systemic change, develop and evaluate health programs, create accessible, wide-scale services, and conduct innovative research. Our programs develop public health practitioners at all levels.

Research and initiatives by students and faculty in the SoP employ scientific methods to identify the causes of public health threats, develop interventions, improve processes, and advance health equity among populations.

With a total of six specialized master's programmes in the school, some of which are new, you are sure to find one that matches your passion, strengths, background, and career goals. We shall be launching the Doctoral Degrees in Public Health and Epidemiology in the next one to two years.

To ensure accessibility and flexibility, SOPH offers programs through diverse modalities, full-time, part-time, weekend, and blended remote learning, leveraging media-rich online platforms and interactive technologies. This adaptability allows working professionals and early-career learners alike to gain the skills required for leadership in a rapidly transforming public health landscape.

Looking ahead, SOPH seeks to be a hub of innovation and influence in the region, preparing graduates to lead with evidence, compassion, and creativity in addressing public health challenges from local communities to the global stage.

Table 1. Programs offered in the Institute of Public Health and Management

Course	Modality	Duration
Diploma in Public Health	Full Time	2 yeas
Bachelor of Science in Public Health	Full Tine	3 years
	Modular	3 years
Master of Science in Public Health		
	Full-time/Part-time	2 years
	Weekend	2 years
	Remote Learning	2years
Master of Science in Health Services Management	Remote Learning	2 years
Master of Science in Monitoring and Evaluation	Full Time	2 years
Master of Science in Human Nutrition	Full Time	2 years

The Institute of Allied Health Sciences- IAHS

Overview

Welcome to the Institute of Allied Health Sciences. We believe in giving your career meaning and empowering you to effectively and efficiently contribute to the quality of healthcare services and their continued improvement. Our programs are accredited by the National Council for Higher Education and recognized by the Allied Health Professionals Council of Uganda, which was established by an Act of Parliament in 1996, Cap. 268, now referred to as Cap. 296.

The Institute offers programs that are critical to filling the identified global human resources for health gap and are geared towards achieving health for all and by all. At the Institute of Allied Health, we instill the values of Professionalism, Integrity, Honesty, Ethical Conduct, and Accountability in our graduates.

Thank you for choosing our Institute; your life and career will never be the same again. Grow your alumni by telling a friend.

> *"A diploma in Clinical Medicine or a degree in Laboratory Sciences can open a world of opportunities. Explore the different ways you can get into our competitive programs" –* ***Prof. John Charles Okiria (Dean- Institute of Allied Health Sciences)***

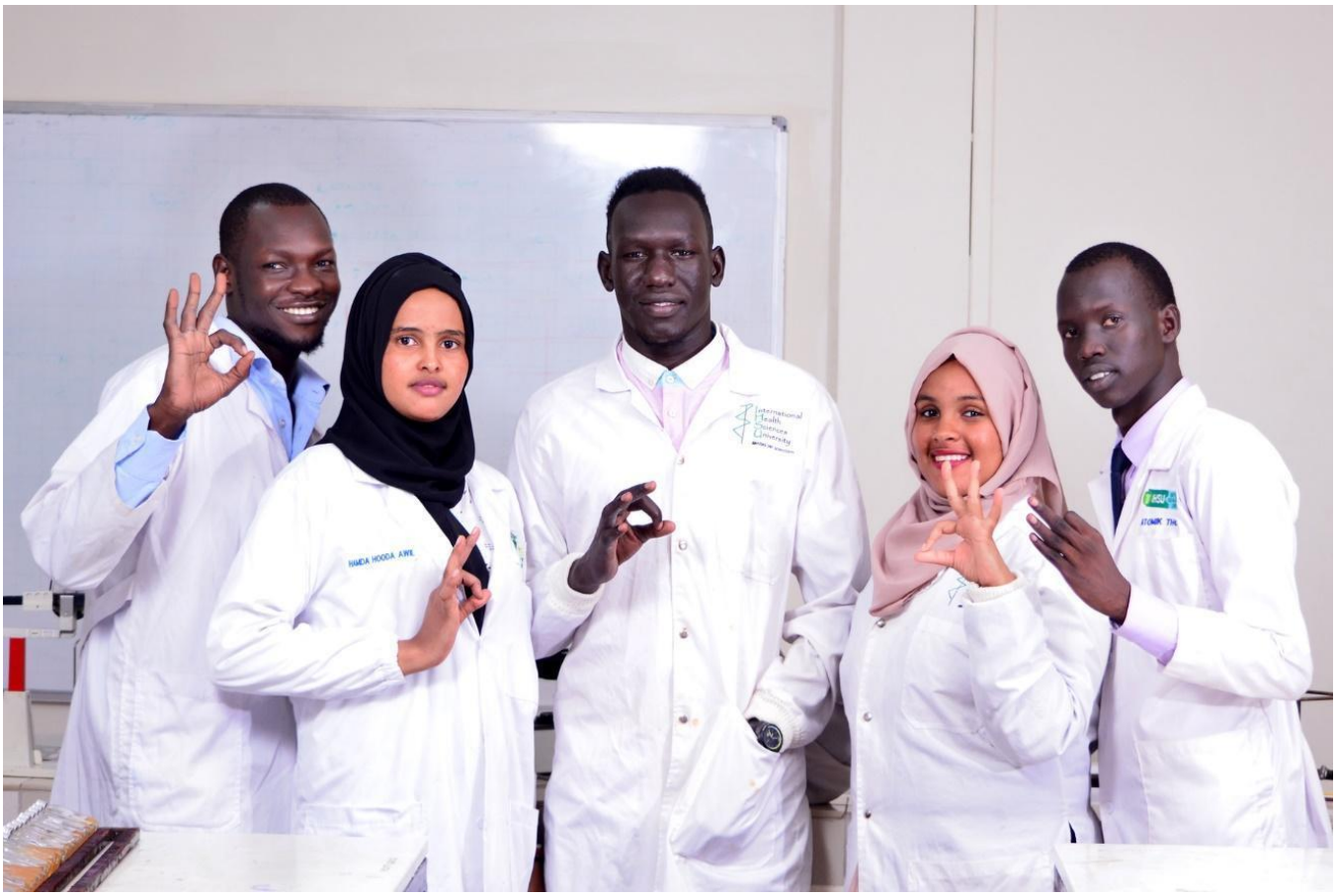


Table 2. Programs offered in the Institute of Allied Health Sciences

Course	Modality	Duration
Bachelors Medical Laboratory Science (Direct)	Full Time	4 years
Bachelors Medical Laboratory Science (Top UP)	Part Time	3 years
Diploma Clinical Medicine & Community Health	Full Time	3 years
Diploma in Pharmacy	Full Time	3 years
Post Graduate Diploma Medical Education	Modular	1 year
Foundation: Higher Education Cert in Health Sciences	Fulltime	1 year
Diploma in Medical Laboratory	Fulltime	3 years

The School of Nursing and Midwifery -SoNM

We offer evidence-based programs which are responsive to the needs of the community. We value life-long and self-directed learning. Our graduates are equipped to lead and make a difference to healthcare in their own communities and globally **-Ms. Agnes Agwang (Dean – School of Nursing and Midwifery)**

Overview



The mission of the SoNM is to train professionals who will play an important role in delivering quality healthcare services. The School aims to create an educational environment that values critical and reflective thinking and professional development, and to provide an understanding of the importance of nursing leadership in advanced practice settings. Our programmes are intended to bring registered nurses to the cutting edge of nursing practice in varied professional settings.

The staff of the SoNM is committed to providing quality education that will bear fruit in the communities in which our graduate nurses will work. The School's Memorandum of Understanding with other Schools of Nursing and Midwifery, Hospitals, Finnish and Greek exchange programme, Baylor University, and Queen's University of Belfast (Northern Ireland), including NCLEX training for externalization of nurses and midwives, will ensure

that our training programmes meet rigorous international standards.

Table 4. Programs offered in the School of Nursing & Midwifery

Course	Modality	Duration
Bachelor of Nursing Science (Direct)	Full Time	4 years
Bachelor of Nursing Science (Top Up)	Part Time	3 years
Bachelor of Midwifery (Top Up)	Part Time	3 years
Post Graduate Diploma in Critical Care Nursing	Full Time	1 year

The School of Business & Applied Technology (SoBAT)

> *"Ours is an industry-centric curriculum because our partnerships with business and industry, and our practical* experiential *approach, mean that our emphasis is on skills and character development, and that you start applying these in real work situations from the start of the course. Funding for our degree programs is supported by a combination of scholarships and apprenticeships.*



Overview:

Launched in April 2021, the School of Business and Applied Technology (SOBAT) partners with businesses to offer a range of degree and short executive Education courses to fast-track prosperity for Uganda, with a focus on supporting export development. Our programs are designed to upskill and develop character among potential business managers and entrepreneurs at various career stages, in the shortest possible time. We aim to become a leading Ugandan techno-business school that offers development of global business skills, applicable to a local business context, aimed at achieving a social development agenda which increases wealth and welfare in Uganda, building on current business school

best practice, the latest technological capabilities, and capitalising on Uganda's growing faith-based culture.

Vision:
To become a globally recognized leader in business and applied technology education, fostering innovation, ethical leadership, and impactful research.

Mission:

To educate and empower future business and technocrat leaders through rigorous academic programs, cutting-edge research, and community engagement, preparing them to thrive in a dynamic global environment.

Core Values:

1. **Excellence:** Commitment to high standards in teaching, research, and service.
2. **Integrity:** Upholding honesty, transparency, and ethical conduct in all endeavors.
3. **Innovation:** Embracing creativity and forward-thinking to drive positive change.
4. **Diversity:** Valuing diverse perspectives and fostering inclusivity.
5. **Collaboration:** Encouraging teamwork and partnerships for mutual success.

Table 5. Programs offered in the School of Business and Applied Technology

Course	Modality	Duration
Master of Business Administration	Blended	**2 years**
Bachelor of Business Administration	Full time	3 years
Bachelor of Accounting And Finance	Full time	3 years
Bachelor of Procurement and Logistics	Full time	3 years
Bachelor of Tourism, Hotel and Events Management	Full time	3 years
Bachelor of Applied Computing & Technologies	Full time	3 years
Bachelor of Information Technology	Full time	3 years
PG Diploma in Technology Innovation	Weekends	1 year
Higher Education Access Certificate	Fultime	1 year

SoBAT also offers short **Executive Education** programs like team building and emotional intelligence using NLP, Business intelligence using MS-Power BI, data analysis, Occupational health and safety, etc., that are mostly tailored to the specific needs of corporate clients, involving senior management, and they are held in conference or at the

respective company venues. Other short courses include computer hardware, cloud system management, Game development and 3D animation, Computer networks, Professional sales, etc.

Center for Executive Learning and Training (CELT)

Overview

The institution perceives executive continuing learning through short courses as another gateway to providing our clients with practical knowledge and experience. Our short courses will help you foster lifelong learning, advance your career, explore new employment opportunities, grow personally and professionally, and position you to Lead, Innovate, Transform, and Pioneer change in your community of practice and beyond.

Table 6. Short Course Programmes

Course	Duration
Water, Sanitation and Hygiene	12 weeks
Occupational Health Safety	12 weeks
Infection Prevention and Control	12 weeks
Project Planning & Management	6 weeks
Finance for Non-Finance Managers	5 weeks
Data Management and Analysis in Research (SPSS/STATS, Epi-Data & Info)	6 weeks
Tutapona's Certificate in Trauma and Adversity	12 weeks
Health care Monitoring and Evaluation	6 weeks
Mental Health and Psycho-Social Support for Mental Disorders	8 weeks
Executive Nurse Leader	12 weeks
Evidence-Based Practice	6 weeks
ICDL	6 weeks
Counselling and Guidance	5 weeks
Sign Language	30 weeks
Occupational Health and Safety In Organizations	30 weeks
Certificate In Professional Sales	12 weeks
DIE Series (Dream, Inspire, Enable)	5 weeks
Essentials of Leadership	6 weeks

GENERAL INFORMATION FOR PROSPECTIVE STUDENTS

CIU Intakes

We have two intakes in an academic year.

- February Intake - Apply before **20th Decembe**r (All Programs).
- August Intake – Apply before **31st May** (All Programs)

Pre-Admission Programmes

All foreign students whose previous education was conducted in a language other than English will be expected to attend a CIU two-month English course before the start of the Academic year or present a TOEFL or IELTS certificate or its equivalent.

Entry Requirements

Candidates for Postgraduate Programmes

- Correctly & duly filled CIU Application Form (Fees apply).
- 2 passport-size photographs, not more than 6 months old.
- A photocopy of a valid photo-Identity Card
- Certified copies of proof of a primary degree (at least a second-class honours) from a recognized tertiary institution.
- 2 Letters of Reference (Academic and Professional).

NOTE: Some Postgraduate Admissions may attract an Exam for Graduate Admission (Fees apply), and further details are provided to successful applicants.

Candidates for Undergraduate Programmes

- Correctly & duly filled CIU Application Form (Fees apply).
- Certified copies of Ordinary and Advanced Level (UCE, UACE) or their equivalent from a recognized institution.
- 2 passport-size photographs, not more than 6 months old.
- A photocopy of a valid photo-Identity Card
- 1 Reference Letter (Academic or Professional)

Foreign Students - See above, and:

Equated Results from Uganda National Examinations Board.

Note. Deadline for receiving application packs:

RESEARCH DEPARTMENT

The CIU research department plays a fundamental role in advancing knowledge by conducting evidence-based health-related research. As a student, you will benefit from the expertise and friendliness of the research team, who will provide you with support and guidance throughout your dissertation process. Being part of the research team will help you build your literature review techniques, data analysis skills, scientific writing skills, and develop arguments when writing your essays. You will also enjoy being a member of the journal clubs in your respective faculties.

Upholding Research Integrity

As you embark on your research journey, it is essential to observe ethical research guidelines to maintain the integrity of your work. This includes avoiding misconduct such as fabrication (making up data), falsification (manipulating research results), and plagiarism (using others' work without proper attribution). CIU is committed to fostering a culture of honesty, transparency, and accountability in all research activities.

Publication and conferences

Students are encouraged to publish their research findings in reputable journals and present them at academic conferences. These platforms not only enhance your academic profile but also contribute to the global body of knowledge. The research department will guide you through the publication process and help identify suitable conferences for your field of study. By engaging fully with the research ecosystem at CIU, you'll not only strengthen your academic and professional skills but also contribute meaningfully to the advancement of health sciences.

Research Ethics

CIU is proud to host an accredited Research Ethics Committee (REC) that ensures all research involving human participants is conducted in a responsible and ethical manner. If your study involves human subjects, whether through interviews, surveys, clinical data, or any form of interaction. You will be required to submit your research protocol to the REC for ethical review and approval before beginning data collection. This process safeguards the rights, dignity, and safety of participants, and reinforces the credibility of your research. The research department is available to offer guidance when the need for REC arises.

By engaging fully with the research ecosystem at CIU, you'll not only strengthen your academic and professional skills but also contribute meaningfully to the advancement of health sciences.

FINANCE DEPARTMENT

CIU encourages all fees to be paid in advance. However, a tuition and fees payment plan with three installments (40%, 30% & 30%) is provided by the finance office.

Students must pay fees using the currency indicated in their admission letters; otherwise, they will incur a cost for students who pay in a currency other than the one indicated in their admission letters.
All tuition payments to the University are made at any Absa Bank branch in the country. Local students can also pay using SurePay. The CIU finance department does not receive cash for any services.

Students are expected to include a bank charge with their tuition payment as required by the bank.

International students are expected to pay tuition in Dollars to the Dollar Account: **ABSA BANK: A/C No. 6000678587** at all times.

Ugandan students should pay their tuition into the Shilling Account: **ABSA BANK, A/C No. 6000164850,** at all times.

Guild fees should be paid to Centenary Bank **A/C 3100116171, Name: Clarke International Student Guild**

NCHE fees are paid **directly to Ura bank accounts** & the process for paying these fees is always shared by the Finance office with the students.

CIU does not accept cash for tuition. Bank slips for both Accounts can be obtained from the Finance Office or the front desk / Main reception.

CIU does not accept personal cheques.

CIU accepts bankers' drafts, reputable company cheques, and electronic bank transfers for tuition payment.

The CIU Finance Office always issues a student with a receipt acknowledging receipt of a bank slip, a bankers' draft, or an EFT. The receipt is issued in the interim, pending the CIU office's reconciliation with Barclays Bank.

The CIU finance department prepares invoices for students on request by sponsors. Students are advised to register their requests in the finance book in advance to give the finance staff time to prepare the invoices.

CIU will only invoice tuition fees and nothing more to a prospective sponsor of a student. Students who make requests for anything other than tuition should get written permission from their sponsor and the University Registrar.

Excess fees will be refunded at the end of the course, at a cost of 10% of the refund amount, except in cases permitted in the above paragraph.

ICT@ CIU

As you begin your journey with us, I would like to introduce you to the vital role that Information and Communication Technology (ICT) plays in your academic and campus life. ICT is at the heart of everything we do, from teaching and learning to administration and innovation, and it is a key pillar in supporting CIU's growth and excellence.

Your ICT Tools at CIU

1. **Student Management Information System (MIS):** This is your one-stop platform for academic records. Through the MIS, you will access your results, academic records, Fees ledger, course registrations, and other important information throughout your studies.
2. **Campus Wi-Fi:** We provide 24-hour free wireless internet access across campus, ensuring you stay connected for research, group work, and communication.
3. **Online and Distance e-Learning (ODeL):** CIU uses platforms like Moodle (ODeL) and Google Apps for Education to support blended and distance learning. Whether you are on campus or off-site, you'll be able to access learning resources, submit assignments, and interact with lecturers and classmates.
4. **Student Email Address:** Every student receives an official CIU email account (e.g. **j.young@student.ciu.ac.ug**).

   Use it for communication with lecturers, administrative staff, and fellow students.

Artificial Intelligence (AI) in Teaching and Learning

At CIU, we recognize that Artificial Intelligence (AI) is reshaping education globally, and we are committed to responsibly integrating it into your learning journey.

Academic Support: If used responsibly, AI tools can assist in grammar checks, research organization, and data analysis, allowing you to focus on critical thinking and creativity.
Responsible Use of AI: CIU emphasizes ethical, inclusive, and responsible use of AI in line with Uganda's data protection standards and CIU's AI Policy. You will be guided in using AI tools effectively while avoiding plagiarism and academic dishonesty.

By embracing AI in teaching and learning, we ensure that you graduate with not only knowledge but also future-ready digital skills.

Technology That Supports Your Learning
The ICT team has implemented powerful systems, including MIS (for student records), KOHA (library management), and Moodle (learning platform). All of these run on powerful servers to ensure smooth operations. These systems are secure, reliable, and user-friendly.

Training and Support for You
As a CIU student, you will take part in ICT and computer skills training to help you use these platforms effectively. Our team regularly organizes refresher sessions to keep you up to date on new technologies, and we are always available to provide technical support.

Why ICT (and AI) Matters at CIU
We believe technology should make learning easier, more interactive, and more impactful. By investing in the best ICT infrastructure, AI-powered tools, and services, we ensure you have the tools you need to excel academically and contribute to innovation in healthcare and other sectors.

Join the Journey
We invite you to be part of our technology-driven vision for a better future. Use these tools, stay engaged, and do not hesitate to reach out to the ICT team whenever you need support. Together we can achieve great things.

Welcome once again to CIU – we are excited to grow with you!

COMPUTER LABS

- Students must adhere to the computer lab opening and closing hours as stated in the computer lab rules. These rules must be read and understood by all students.

- Visiting pornographic sites and downloading pornographic materials are **strictly prohibited** and will lead to severe disciplinary action.

LIBRARY

- The CIU library is a centre of excellence for research, training, teaching, and learning, with a seating capacity for over 100 students and over 10,000 hardcopy books, including students' dissertations and research reports.
- The library uses an information management system known as KOHA, where patrons can search for information materials in the library using the link: koha.ciu.ac.ug
- Our mission is to provide quality information services to support improved, innovative training and research by conducting regular user training sessions.
- The library is open from 8:00 a.m.-9:00 p.m. on weekdays and from 9:00 a.m. to

4:00 p.m. on Saturday. On Sundays and public holidays, the library remains closed.

- The CIU library has access to electronic resources with over 20 computers fully connected to the Internet. Please utilize these resources, especially the electronic resources, which can be accessed using: https://library.ciu.ac.ug/
- The library also has an institutional repository where you can access research output from both staff and students. The repository can be accessed using the link: https://dir.ciu.ac.ug
- Each lecturer shall give a list of recommended or required reading/reference books for their course units. Books held on reserve in the library are subject to strict borrowing conditions, and fines are imposed for late return. Books should be treated with care, as lost or damaged books must be replaced or paid for.

Campus Map & Facilities Overview

Clarke International University is located in Bukasa, Muyenga, off Kalungi Road, on 4 acres of land. The campus currently comprises two main blocks, with office spaces, academic classrooms, libraries, computer labs, a cafeteria, a sickbay, parking areas, security checkpoints, and a sports field for outdoor activities.

Both blocks feature wide walkways and corridors, clearly marked emergency exits, mounted fire extinguishers, and designated fire assembly points. Each floor is equipped with well-labeled washrooms, and a dedicated maintenance team ensures the cleanliness and upkeep of all facilities.

Clarke University has ongoing development plans, including the construction of a science block, an administration block, and a student lounge in the near future.

Academic facilities include lecture halls, computer labs, resource rooms, science labs, and libraries. Student support services—such as the Dean of Students' office, sickbay, finance office, and registry—are conveniently located on the ground floor for easy access.

The safety and security of students, staff, and property are a top priority. A dedicated security team operates from an office at the campus entrance, and the entire campus is monitored by CCTV cameras covering all buildings.

Virtual Learning Environment

Virtual Learning at CIU

At Clarke International University, virtual learning is a core part of how we deliver education. We have invested in modern digital tools to ensure that whether you are learning on campus or remotely, blended, your experience remains interactive, engaging, and academically rigorous.

- **BigBlueButton (Integrated in Moodle):** This is our primary virtual classroom tool. It allows you to attend live lectures, participate in discussions, share presentations, and collaborate with peers in real time, all directly within Moodle. Sessions are recorded automatically and are available immediately at the end of every online lecture.

- **Zoom Sessions:** Classes and webinars may be delivered via Zoom at times. The recordings and notes from these sessions are uploaded onto Moodle, so you can always revisit the material for revision.

- **DrillBit Plagiarism Checker:** To promote academic integrity, all assignments submitted through Moodle are automatically checked for originality using DrillBit. This ensures that your work meets CIU's academic standards while also helping you improve your writing skills.

- **Online Invigilation Tool (Coming Soon):** CIU is launching an online examination invigilation tool. This will allow students to sit proctored exams remotely while maintaining fairness, security, and integrity in assessments.

Through these platforms, CIU is building a flexible and robust virtual learning environment that supports your academic success while preparing you for the realities of a technology-driven world.

ACADEMIC LIFE

Academic Programs Overview

Clarke International University (CIU) offers a range of academic programs designed to nurture competent, ethical, and service-oriented professionals. The University's programs are organized under different faculties and schools, including Health Sciences, Business and Applied Technology, and the School of Graduate Studies. Each program is carefully structured to blend theoretical knowledge with practical skills that address contemporary challenges in healthcare, business, leadership, and community development.

CIU's commitment to excellence ensures that all programs meet national and international academic standards and promote innovation, critical thinking, and lifelong learning.

Academic Calendar & Key Dates

The academic year at Clarke International University is divided into two main semesters: Semester I and Semester II. Each semester typically runs for 16 weeks, including registration and examinations.

Key academic dates such as the start and end of semesters, registration deadlines, examination periods, and graduation ceremonies are published annually in the official Academic Calendar. Students are expected to familiarize themselves with these dates and adhere to all deadlines to ensure smooth academic progress. Changes to the calendar, when necessary, are communicated through official university channels such as notice boards, email, and the student portal.

Credit System & Course Load

Clarke International University operates on a credit-based system that measures student workload and academic progress. One credit unit typically represents 15 contact hours of classroom instruction or the equivalent in practical or fieldwork learning (NCHE guidelines).

A standard full-time student course load ranges between 15 to 21 credit units per semester, depending on the program and level of study. Students are advised to consult their faculty admins before making adjustments to their course load, especially when adding or dropping courses. Completion of a program requires earning the prescribed number of credits as outlined in the respective curriculum.

Teaching And Learning Approaches

CIU employs a variety of teaching and learning approaches that emphasize student engagement, critical reflection, and practical application of knowledge and work-integrated learning. Learning is delivered through lectures, tutorials, seminars, laboratory work, simulations, case studies, and community-based learning (placements in hospitals, businesses, and communities).

The University promotes student-centered and problem-based learning to help students develop analytical thinking, collaboration, and communication skills. In addition, integrating e-learning platforms and digital resources enhances flexibility and independent study.

Academic Integrity & Plagiarism Policy

Honesty and Assignments

All students are expected to follow the general rules of academic honesty. All written work and assignments submitted must conform to appropriate academic standards. Work that contains many spelling or grammatical mistakes or is badly written or presented shall normally be resubmitted for assessment. All assignments have to be typed and handed in with a ‘turn-it-in’ report.

Plagiarism and Lack of Proper Attribution.

CIU has in place an Internet Software, “Turn-it-in,” which checks this vice, although the Lecturers will also explain more about this, especially as regards CIU's recommended way of citation and referencing. Plagiarism is using the intellectual property (e.g., books, articles, artwork, movies, drawings, ideas, and photos) of others without proper citation, thereby giving the impression that it is the student's own work. Plagiarism ranges from a failure to acknowledge one's indebtedness to another for an idea in a formal written or oral statement to using verbatim words, sentences, passages, or audiovisual material from the work of others without both quotation marks and proper attribution.
For dissertations, a student's book with work above 30% plagiarism will not be accepted and thus no graduation.

Dishonesty Other Than Plagiarism.

This lack of integrity is exhibited through lying, cheating, defrauding, or deceiving. Examples of dishonesty may include (but are not limited to) such actions as copying from the examination paper of another, allowing one's own examination paper to be copied, reading without the instructor's consent a copy of the examination prior to the date it is given; giving or receiving unauthorized aids; submitting the same work product in more than one course without the express permission of the instructor(s); or disclosing or accepting information about test questions or answers if one takes a test at a different time than other students in the same course; or having someone else (e.g., colleague, friend, relative, or writing service) write a paper that is then submitted by the student for class credit, and purchasing and submitting a paper from an online source.

Academic Probation and Dismissal

Students must maintain an acceptable cumulative grade point average for courses taken at CIU. A student's academic status will be determined at the end of each Semester by the Registrar's Office. Any student who scores below 2:00 will be asked to repeat the course.

Academic Probation.

When a student's cumulative grade point average falls below the minimal acceptable level for that school / Faculty (probationary GPA as specified by the different Faculties' Office at orientation and discussed in Senate), the student shall be placed on academic probation for the next term of enrollment. Students on academic probation should consult with their advisors about how to improve their academic performance. Academic probation status is recorded in the student's academic record. When a student is placed on academic probation, the Dean shall notify the student in writing of any specific instructions for improving academic performance. A student will be removed from academic probation if the cumulative grade point average is greater than or equal to the minimal acceptable GPA for his / her program at the end of the next semester of enrollment.

Academic Dismissal.

Students on academic probation whose cumulative grade point average is below the minimal acceptable GPA for their program at the end of the probationary period, usually a semester, shall be subject to dismissal. (In other words, the student has one semester to bring the low GPA back to an acceptable GPA.)

Withdrawal / Discontinuation

If, for any justifiable reason, a student is unable to continue with a semester or academic year, they should write to the Registrar to request permission for a dead year or semester. This request must be submitted at the beginning of the respective semester or academic year. A student who remains enrolled and studies the entire semester only to apply for a Dead Semester at exam time will be required to pay for the entire semester's services and utilities consumed during that period. Note that Dead years or Semesters are granted only for the specified year or semester. Additionally, if a student cannot report after the deadline for the semester or year has passed due to a reasonable cause, they must notify the Registrar and re-activate their application. This may be granted again, but strictly for one more year. In the case of renewing a dead semester, it can only be done when it is next offered. After that, if the student remains interested, they must reapply and follow the same procedures and conditions as when they first requested that particular course.

Students who withdraw from the university or are discontinued from their studies must return their student ID and all other university property to the Registrar's Office.

Note: When any student reports that he/she continues with the fees for the year he/she is joining.

Any student who is absent from the university or misses three consecutive lectures without prior notification to the administration does so at their own risk, because unless otherwise specified, this will result in automatic retaking of the class.

Grading System & GPA Calculation

Assigned Grades

Marks	Alpha Grade	Grade Point
80-100	A	5.0
75-79	B+	4.5
70-74	B	4.0
65-69	C+	3.5
60-64	C	3.0
55-59	D+	2.5
50-54	D	2.0
0-49	F	0.0

Classification of awards for degrees

Classification	CGPA
First Classification	4.40 - 5.00
Second Class (upper division)	3.60 - 4.39
Second Class (lower division)	2.80 - 3.59
Third Class (pass)	2.00 - 2.79

Classification of awards for diplomas and Higher Education Certificates

Class	CGPA
Class I (Distinction)	4.40 - 5.00
Class II (Credit)	2.80 - 4.39
Class III (Pass)	2.00 - 2.79

Graduation Requirements

STUDENT LIFE & COMMUNITY

Student Code of Conduct

At Clarke International University (CIU), students are expected to uphold the highest standards of personal integrity, academic honesty, and respect for one another. The Student Code of Conduct provides guidance for behavior that supports a safe, inclusive, and supportive academic environment.

General Conduct within the University

Academics

- Students are expected to be punctual for classes and all university activities. Students who are not able to report for studies within the first week of the semester must inform the Registrar's office in good time.
- A student who misses class for a period exceeding two weeks for whatever reason shall have to apply for a dead semester.
- Every end-of-semester examination accounts for 60%, and Coursework takes 40%.
- Any examination malpractice shall cause you immediate and irreversible dismissal. (Refer to the Examination policy book for details)
- A student who is pregnant must inform the Registrar's office immediately of their due date, submit a medical certificate, and inform the Registrar of their plan as this may affect the program of study.
- A student who misses class because of illness will be required to hand in a medical certificate to enable him/her to get any support

Problems and Challenges

Students facing challenges, whether academic, personal, or otherwise, are encouraged to seek guidance and support as soon as possible. Initially, students should consult with:

- Their Faculty Administrator
- Their Faculty Dean
- The Dean of Students
- The Registrar

These offices are available to provide assistance, advice, and direction to ensure students receive the support they need.

Respect and Grievances

CIU upholds a firm policy of respect, dignity, and non-discrimination. No student, staff member, or visitor shall be discriminated against on the basis of social status, religion, sex, race, tribe, or disability.

- **Academic Freedom:** Academic freedom is a cornerstone of CIU's learning environment. Students and staff are encouraged to exchange ideas freely. However, freedom of expression must always be exercised responsibly, with courtesy, and in a manner that respects differing viewpoints.
- **Grievance Procedures:** Students who feel they have been unfairly treated by a member of staff or another student are encouraged to follow the proper grievance channels. In the first instance, grievances should be submitted in writing to the Registrar.
- **Harassment and Bullying:** CIU maintains a zero-tolerance policy towards sexual harassment, bullying, or any form of abuse. Students who are victims of such acts are strongly encouraged to report their concerns to the Registrar, their Faculty Dean/Institute Head, or any trusted staff member. All reports will be handled with the highest level of confidentiality and sensitivity.

Disciplinary Action

Students who do not comply with University policies and regulations will face disciplinary action, which may range from formal warnings to suspension or expulsion, depending on the seriousness of the offense.

Student Guild & Leadership Opportunities

At Clarke International University (CIU), we believe that true education extends beyond the classroom. Leadership development and student involvement are at the heart of the university experience, helping you grow academically, socially, emotionally, and professionally.

The Student Guild is the official representative body of the students at CIU, led by the Guild President. It provides a platform for you to express your views, participate in decision-making, and engage in activities that enhance your student life. The Guild

President is elected annually and serves for a one-year term to advocate for student interests, organize events, and ensure that the student voice is heard at all levels of the university administration. Details can be obtained from the Guild Office or on *guild.president@ciu.ac.ug*

In addition to the Guild, CIU offers a variety of leadership and involvement opportunities through student associations and clubs. These include:

- Professional and Academic Clubs (e.g., Pharmacy association, business clubs)
- Community Service and Humanitarian Clubs (e.g., Rotaract Club)
- Faith-Based and Spiritual Growth Groups
- Sports Teams
- **By joining or leading in these groups, you will:**
- Develop critical leadership, teamwork, and communication skills.
- Build networks with fellow students, professionals, and community partners.
- Enhance your personal growth and sense of responsibility.
- Contribute positively to the CIU community and beyond.

We encourage every student to take advantage of these opportunities. Whether you choose to run for Guild President, join a club, or start a new initiative, your involvement will shape not only your university experience but also prepare you for future professional and community leadership.

Clubs, Societies, and Interest Groups

At Clarke International University (CIU), we believe in nurturing the whole person, and one of the best ways to grow, make friends, and discover your passions is by joining a club, association, or interest group. These student-led platforms provide opportunities for leadership, community service, networking, and personal development.

Below is a list of clubs and associations currently active at CIU:

Associations

- South Sudanese Student's Association
- Seventh-day Adventist Association
- Catholic Community
- Christian Union (CU)
- Muslim Student's Association
- Somali Student's Association
- Eritrean Students' Association

Clubs

- Rotaract Club of CIU
- Writer's Club
- Football Club

- Volleyball Club
- Chess Club
- Anti-Microbial Resistance (AMR) Club

School Associations

- Nursing and Midwifery Association
- Pharmacy Association

We encourage all students to actively participate in clubs and associations that align with their passions and interests. To register, please visit the Guild Office, where you will find information on available groups and upcoming activities. Students who wish to start a new club or association are welcome to do so, with guidance and approval from the Dean of Students' Office.

Sports & Recreation

At Clarke International University (CIU), we value the role of sports and recreation in promoting physical health, mental well-being, teamwork, and social interaction. Whether you are a competitive player or simply enjoy games for fun, CIU provides both indoor and outdoor activities to help students stay active and connected.

The outdoor games at CIU are played at the Clarke Rock Arena Field and include football, volleyball, and rock climbing. Indoor games such as chess, Ludo, Scrabble, Omweso, and Draft.

Participating in sports at CIU goes beyond recreation; it is a chance to build teamwork, relieve stress, sharpen your mind, and nurture lifelong friendships.

Cultural and Social Events

At Clarke International University, we believe that a vibrant student life is essential to personal growth and community building. Beyond academics, we encourage students to take part in cultural and social events that celebrate diversity, creativity, and togetherness.

Freshers' Ball

At the start of every academic year, new students are officially welcomed at the Freshers' Ball. This exciting event is a highlight of campus life where students showcase talent, socialize, and celebrate the beginning of their university journey. It is also during this event that Mr. and Ms. CIU are crowned, recognizing students who embody the spirit, values, and vibrancy of the university community.

Community Day

Held annually in March, usually before the graduation ceremony, Community Day brings together students, staff, alumni, friends of the university and the neighbouring community in a celebration of unity and service. The day features cultural

performances, dishes exhibitions and community outreach activities, reinforcing CIU's commitment to social responsibility and belonging.

Other Events

Throughout the year, students participate in a variety of cultural festivals, talent shows, movie nights, and social gatherings. These activities provide a platform for self-expression, cultural exchange, and networking while fostering lifelong friendships.

Community Engagement & Service Learning

Community Engagement

At CIU, students are encouraged to actively participate in community activities and service projects. These opportunities allow you to make a positive impact in society, apply what you learn in class or develop new skills.

Community engagements include volunteering, outreach programs, environmental projects, and other initiatives that benefit the local community. By taking part, you not only enhance your personal growth and professional skills but also contribute to the university's mission of social responsibility.

Social life

CIU is a multi-dimensional, cultural, and religious institution. It welcomes all people regardless of age, sex, religious or political affiliations, color, race, or philosophies, etc. As such, you are bound to be caught up in a bunch of variations. Henceforth, you are called upon to subscribe to the natural imperative that flows from the premise of the dynamics of human relations, that is, our ability to acknowledge our individual differences, and learning to live with the fact of difference, without harm to self and others.

You are, therefore, advised to take serious note of the following guiding principles:

- Mind your language: Language (spoken or acted), is an effective means of communication. It has both caused wars and again, calmed them! Be very careful on what language you use; to whom, where and when. Above all, use language that is clearly understood by all people around you. **The official language of instruction at CIU is English.** All academic activities including teaching, coursework, assignments, examinations, and communication are conducted in English to ensure consistency and uphold academic standards.
- Respect for self and others: Due to our aforementioned differences, CIU requires you to refrain from all sorts of prejudices, bias, and labels. At CIU, every individual is regarded first and foremost as a student. Let us uphold mutual respect and conduct ourselves in a manner that promotes a positive learning environment.
- Dress code: Except for nurses during practicum and Clinical coats for Allied Health

students while in the Laboratory and when doing examinations, CIU does not have uniform attire. You are free to don any socially and professionally approved clothing. But for purposes of decency, ladies, especially, are strongly encouraged to dress simply, modestly, and elegantly.

- Smoking is prohibited within the University premises. Fighting, drunkenness, use of abusive and vulgar language, or any form of violence will not be tolerated within the university premises and may lead to disciplinary action against the party concerned.

Clarke International University Alumni Association

The Clarke International University Alumni Association (CIUAA) is a vibrant community of graduates who continue to embody the University's mission and vision. The Association connects alumni from all programs and years, fostering lifelong relationships, professional growth, and continued engagement with the University.

Summary of Purpose and Objectives

The CIU Alumni Association exists to:

- Strengthen the bond between graduates and the University community.
- Provide opportunities for networking, mentorship, and professional development.
- Recognize and celebrate alumni achievements through events.
- Support current students through career talks, internships, and knowledge-sharing.
- Encourage alumni participation in university initiatives, research, and community outreach.

Membership

- All graduates of Clarke International University automatically become members of the CIU Alumni Network upon completion of their studies.
- Alumni Fee is a one-time payment of 30,000 Ugandan Shillings payable to the Alumni Association's Bank Accounts.
- Annual Subscription/Registration is 20,000 Ugandan Shillings payable to the Alumni Association's Bank Accounts.
- Alumni are encouraged to update their contact details regularly to remain informed about events, opportunities, and university news.

Benefits of joining the CIU alumni association for current Students.

- Mentorship & Career Guidance: Alumni offer one-on-one and group mentorship, helping students plan their careers and make informed choices.
- Networking Opportunities: Students gain access to professional networks and connections across industries through alumni events and forums.

- Internship & Job Linkages: Alumni often provide internship placements, job referrals, and work experience opportunities.
- Skill Development: Workshops, seminars, and talks led by alumni help students build leadership, communication, and employability skills.
- Inspiration & Role Models: Successful alumni stories motivate students to aim higher and pursue excellence.
- Scholarship Support: Alumni-led initiatives, such as the Alumni Endowment Fund, offer financial aid and scholarship opportunities.
- Sense of Belonging: The Alumni Association connects students to a larger community, fostering pride and lifelong engagement with CIU.

Signature Events

The Alumni Network hosts several key events throughout the year, including:

- Alumni Annual General Meeting (AGM): A prestigious annual event for planning and management of Alumni Affairs
- Career Mentorship Forums: Sessions where alumni share experiences and guide current students
- Reunions and Networking Mixers: Informal gatherings such as Dinners, Brunch, etc., to reconnect and strengthen professional ties.

Staying Connected

To stay engaged, alumni are encouraged to:

- Join the official CIU Alumni WhatsApp Platform and follow the CIU Alumni Page on LinkedIn.
- Participate in university and community service initiatives.
- Contribute to the Alumni Endowment Fund, supporting scholarships and institutional growth.

Contact Information

For updates, event information, or collaboration opportunities, contact:

Office of Alumni Relations

Clarke International University

Email: *ciualumni@ciu.ac.ug*

Website: *www.ciu.ac.ug/alumni*

STUDENT SERVICES

Academic Advising & Mentorship

At Clarke International University (CIU), we offer encouragement and support to students in order for them to succeed both academically and personally. The University provides structured academic advising and mentorship programs to ensure that students are not only well-informed about their academic journey but also empowered to reach their full potential.

Academic Advising

Each student is under a faculty administrator within their program of study. The administrator plays a key role in helping students by:

- Guiding course selection.
- Interpreting program requirements.
- Offering support in addressing academic challenges.
- Referring students to additional resources such as counseling, library services, or career guidance when needed.

Mentorship

In addition to academic advising, CIU enriches the student experience by inviting external mentors, accomplished professionals, alumni, and inspirational speakers to engage with students. These mentors share their experiences and insights on a range of topics, empowering and motivating students to grow holistically.

Through mentorship sessions, students are exposed to:

- Personal growth and self-leadership principles.
- Career insights and practical guidance from experts.
- Inspiration to pursue excellence beyond the classroom.

Mentorship activities are organized periodically by the University to complement academic learning and to help students prepare for life after graduation.

Career Services & Internships

Clarke International University (CIU) is committed to preparing students for successful and meaningful careers through a comprehensive Career Services and Internship Program. Upon graduation, the official graduation list is shared with the respective professional councils, and for health-related programs, graduates are distributed by the Ministry of Health for deployment and service placement. In addition, CIU's School of Nursing offers specialized preparation for the NCLEX (National Council Licensure Examination),

equipping students with the knowledge and skills required to pursue nursing careers abroad.

Counseling & Mental Health Services

We recognize that student life can be exciting yet challenging, with academic, social, and personal demands that may sometimes feel overwhelming. To support the well-being of our students, the University provides professional, confidential Counseling and Mental Health Services.

Purpose of Counseling.

The goal of counseling is to help students enhance their personal well-being, cope effectively with challenges, and succeed both academically and socially. Counseling is available to all students and may address a wide range of concerns, including career-related issues, adjustment to university life, family or relationship concerns, stress, and depression.

How to Access Counseling Services
Students can access counseling and mental health services by:

- Visiting the Office of the Dean of Students/University Counselor.
- Booking an appointment through the university website or email (below).

Counseling hours (online & physical)

Monday &Thursday (Physical)	8:00AM- 02:00 PM
Friday (Online)	8:00AM -12:00 Noon
Tuesday & Wednesday: Admin related	8:00 AM -01:00 PM

Book your appointment on: rnamutebi@ciu.ac.ug

Confidentiality

Counseling services at CIU are strictly confidential. Information shared during sessions will not be disclosed to anyone without the student's consent, except in cases of a risk of harm to self or others or when required by law.

General Disruptive or Dangerous Behavior
CIU recognizes that situations may arise in which a student's behavior poses a potential threat to self or others, or significantly disrupts the ability of other students, faculty, or staff to participate in CIU's educational programs or carry out their daily activities and

responsibilities. Disruptive behavior may or may not include actions which lead to voluntary or involuntary hospitalization.

Assessment of and determination of a student's behavior as being disruptive is measured against the CIU's Mission, Vision, Core Values and policies as well as all other specifications made in this Handbook and CIU reserves the right, at its sole determination to intervene and impose conditions designed to deter such behavior and enhance the student's opportunity to succeed at CIU, or to remove the student if the University deems appropriate, and to minimize the furtherance and influence of the disruptive behavior in question. The University will follow the due procedures fair to disciplining the culprit.

Measures taken by the University may include, but are not limited to, mandatory mental health or alcohol/drug assessment/evaluation, adherence to a treatment plan, removal from or reassignment within student Guild leadership, signing a behavioral contract, intermediate suspensions, or dismissal from the University. A behavioral contract is an agreement between the University and the student, under which certain specified conditions must be met for the student's continued participation at the University or for the student's return to the University after withdrawal. In extreme cases, the student in question may be prosecuted as may be guided by the Laws of Uganda.

In all circumstances, return or readmission to full participation in the University will require a meeting with the student and his/her representative, the Registrar/Faculty Dean. Confidentiality will be key. This meeting must be conducted before the student is permitted to return to campus.

As a condition of return, the University may stipulate ongoing conditions or requirements for a student to remain on campus or participate in class.

Health Services

All Clarke International University students are required to pay a mandatory medical fee of 20,000 Ugandan shillings each semester to support access to essential health services. Upon payment, students are entitled to basic medical care and stabilization services provided at the University Infirmary. These services are intended to offer immediate support for minor illnesses, injuries, or urgent health concerns before a student is referred or transferred to a designated hospital facility for further treatment when necessary. The health fee ensures that students receive timely, on-campus medical attention that promotes their well-being and supports a healthy learning environment.

Referral for Further Care

If a student’s condition requires more specialized medical attention, they will be referred to or transferred to C-Care Hospital (IHK) or a nearby clinic of their choice. Please note that:

- The costs of external medical treatment are the responsibility of the student.
- Students are encouraged to have personal medical insurance to cover unforeseen medical expenses.

Accommodation & Housing

Clarke International University (CIU) is a **non-residential university**, which means that students are primarily responsible for securing their own accommodation. However, for interested students, the university provides two hostels: one for boys and another for girls. Access to these hostels is managed through the Business Development Office, which will guide students on availability, fees, and application procedures. You can reach the office at this email address. bdm@ciu.ac.ug

The Canteen

The University has two canteens, each independently operated by an external service provider. These canteens offer a variety of meals, breakfasts, and snacks. Students are free to visit either canteen to purchase food or refreshments at their convenience and expense. In addition, there are stationery kiosks on campus where students can access various stationery services at their own cost. Finally, the University has contracted an agent to provide banking support services, including agent banking and mobile money transactions, for students' convenience.

Transportation & Parking

Clarke International University owns vehicles that are designated solely for official University duties. These include, but are not limited to, transporting students to placement centers, educational tours, field trips, and other approved University activities. Official permission to use University vehicles must be requested through the Estates Office at least one week prior to the scheduled activity. Approval may be granted/ not granted based on the nature and purpose of the event.

The University provides ample parking for students, staff, and visitors. Security personnel are available to guide vehicle owners to the appropriate parking areas. Students are strongly advised not to leave valuable items in their vehicles. **All vehicles are parked at the owner's risk.**

FACILITIES & RESOURCES

Libraries & Learning Commons

The library offers both print and electronic collections, including textbooks, journals, research databases, and reference materials across all disciplines. Students have access to digital learning platforms that provide e-books and academic resources remotely.

The Learning Commons offers a collaborative, student-focused environment with study areas, computer access, and academic support services, including information literacy training and research guidance. Knowledgeable library staff are available to help students find resources and develop effective research and study skills. Through these facilities, Clarke International University encourages a culture of inquiry, academic excellence, and ongoing learning.

Skills Labs & Simulation Centres

Our advanced Skills Labs are designed to prepare you for the future of work in health, business, and technology. Equipped with state-of-the-art simulation tools, modern learning technologies, and realistic practice environments, simulation learning helps bridge the gap between academia (theory) and clinical practice while promoting collaborative and interprofessional training. This enables students to model best practices in patient care, safety, and quality. It serves as a crucial space for developing confident, skilled, and empathetic healthcare professionals. Make sure to prioritize learning time for it.



Operational Hours of the Skills Labs

ICT & Digital Services

These services are designed to support teaching, learning, administration, and research as listed below:

1. **Student-Centered Services**
   - **Student Management Information System (MIS):** Centralized system for student records, course registration, results, and fee ledgers.
   - **Learning Management Systems (LMS):** Platforms like Moodle for course materials, assignments, discussions, and assessments.
   - **Student Email Services:** Official university email accounts for academic and administrative communication
   - **Wi-Fi and Internet Access:** Free or secure wireless network across campus.

2. **Teaching and Learning Support**
   - **Blended and Online Learning (ODeL):** Support for online classes, recorded lectures, virtual classrooms, and distance learning.
   - **Educational Software and Tools:** Access to productivity and collaboration tools such as Google Workspace, Microsoft Office, and research software.
   - **ICT Training and Skills Development:** Regular training for students and faculty on digital literacy, cybersecurity, and emerging technologies.

3. **Administrative and Operational Systems**
   - **Enterprise Resource Planning (ERP):** Systems for finance, HR, procurement, and other administrative functions.
   - **Staff Email and Collaboration Tools:** For communication, scheduling, and teamwork across departments.
   - **ICT Helpdesk and Support:** Technical support for hardware, software, and network issues.

4. **Research and Innovation Support**
   - **Research Repositories:** Digital storage for research outputs, dissertations, and publications.

5. **Infrastructure and Security**
   - **Campus Networks and Servers:** Secure and high-speed infrastructure for data storage and access.
   - **Cybersecurity Services:** Firewalls, antivirus, backups, and user training to protect systems and data.
   - **Open-Source Solutions:** Use of Linux distributions and other cost-effective technologies.

Study Spaces & Common Areas

The University offers several designated study areas where students can work quietly and comfortably. These include the Library, Resource Room, and Computer Rooms. Students are expected to keep noise levels low and maintain cleanliness in these areas at all times.

In addition, the University offers several common areas for relaxation and social interaction. These spaces—such as the Student Lounge, outdoor seating areas, and

cafeteria—provide comfortable seating, charging ports, and spaces for informal study or conversation.

As a general rule, students should not reserve study desks when they are not present and must avoid damaging furniture or equipment.

POLICIES & PROCEDURES

Enrollment & Registration

All students must register and pay their tuition and fees by the designated dates and rates. Finance details and specific breakdowns have already been provided.

Please note: Full Registration is not complete until the original documents are verified and the student has paid all, or at least their first installment of tuition and fees.

Tuition, Fees & Payment Plans

All tuition fees must be paid into Clarke International University's designated bank accounts:

- **Bank: ABSA**
- **Account Name**: Clarke International University
- **UGX Account: 6000164850**
- **USD Account: 6000678587**

When using mobile or Airtel Money, strictly make payment through **Sure Pay.** Students must always indicate their registration number and full name when making payments to ensure proper tracking and receipting.

Guild Fees

Every student is required to pay Guild Fees through either School Pay or into the Guild's official bank account:

- **Bank**: Centenary Rural Development Bank
- **Account Name**: Clarke International University Students' Guild
- **Account Number**: **3100116171**

The guild fee is 20,000 UGX **per semester**.

Flexible Options / Payment Plans

Each student is assigned an approved payment plan, which is clearly communicated in their Admission Letter. Students are expected to strictly follow their individual payment schedules to prevent any interruptions in their academic progress or access to university services.

Failure to fulfill payment obligations may lead to restrictions on access to lectures, exams, or university facilities. Students are therefore advised to manage their finances carefully and contact the Finance Office if they face difficulties with their payment plans.

Scholarships & Financial Aid

The university is proud to offer the following scholarship opportunities to support outstanding students in their academic pursuits.

A. The Dr. Ian Scholarship Fund

Generously supported by the Dr.Ian Clarke Scholarship Fund, the following awards are available:

- **Dr. Ian School of Business Scholarship**: Awarded to selected students in the School of Business. It covers 50% of tuition and functional fees.
- **Dr. Ian Midwifery Scholarship:** Awarded to selected students in the Bachelor of Science in Midwifery program. It covers 25% of tuition.

B. The Rose's Journey Scholarship Fund

This dedicated scholarship program provides support to students who meet specific criteria outlined by the donors. To apply, check online: https://www.test.ciu.ac.ug/index.php/projects/rjs

C. Full-Tuition Scholarships (By School)

The university awards two full-tuition scholarships to top applicants in each of the following schools per academic year:

- School of Public Health (2 scholarships)
- School of Nursing and Midwifery (2 scholarships)
- Institute of Allied Health (2 scholarships)

Attendance & Class Participation

Timetables

The general schedules will be handed out at the beginning of the academic year. Please note, however, that unavoidable changes might occur occasionally. Therefore, you are advised to stay in touch with the Faculty Secretaries and regularly check the schedule and emails for any updates.

The university may, in some cases, adopt a cohort-integrated delivery model that allows shared delivery of core or shared courses across first-year cohorts, with strict adherence to quality safeguards. This applies only to course modules without prerequisites or for which prerequisites have already been completed.

Class attendance

Students MUST attend all classes and do all assignments. Class hours are stipulated as shown below:

I. 9:00am – 5:00 pm for Full-Time students;
II. 6:00pm – 9:00 pm for Part-Time students;
III. Top – Up and Weekend Masters' students study every Friday and Saturday, full day, 9:00AM – 5:00PM, but sometimes with extensions running up to 7:00 PM.
IV. Blended, Modular, or online learning

Any changes to the above times are normally duly communicated to students by the Lecturer(s) or Faculty Secretaries in appropriate procedures and media. Should you find any challenges, please contact your Class Representative.

- All phones are to be switched off during class hours, in the library, computer lab, and at all university functions and activities. All student disciplinary cases will be handled by the Disciplinary Committee, chaired by the Registrar.

- Students must have their identity cards at all times, especially within the university premises and at the hospital gate.

- Students must use the gazetted entrances to the university, and Parking is strictly in the hind area, through the upper gate, and at the gazetted parking space in the Annex.

Attendance and Assignments

- Students must attend class and sign in each day, take class tests as determined by staff, participate in group work exercises, and submit assignments and essays at the specified times.

- Students who miss one-third or more of a given course will not be permitted to sit the final examination and will be expected to follow the course again when it is next offered.

- Lecturers are not required to accept coursework submitted after the specified deadline, nor to provide extensions. Students do not have an automatic right to re-submit assignments or essays or to retake class tests. All assignments submitted by students must be typed and include a Turnitin report.
- Students submitting assignments after the deadline will receive deductions for late submission.
- Students absent from class for more than three consecutive days must notify the Dean of the Faculty and the Registrar's Office. If the university does not record the absence (due to valid reasons supported by acceptable documentation such as medical records from a qualified doctor or recognized hospital in the case of sickness), assessments may be affected.
- Students MUST attend all prescribed classes and sign their attendance in person.

Safety & Security Guidelines

Theft and Misuse of Property:

Students are responsible for their guests' behavior while on campus.
Students are encouraged to be content with what they have, and as such, the CIU prohibits theft or misuse of property. No member of the university community shall steal, damage, take without authorization, or attempt to do so, nor shall they remove or try to remove another person's property from its location or divert it from its designated use. No member shall knowingly or recklessly assist another in stealing, damaging, or unlawfully taking or using property. Possession of someone else's property without permission is a violation of this regulation. Theft and misuse of property include illegal downloads, misappropriation of ideas or expressions like copyright infringement or plagiarism, and unauthorized copying or use of others' works contrary to the course syllabus or guidelines.

Anti-Harassment and Non-Discrimination Policy

Harassing or threatening another person, including racial or sexual harassment or threats, is prohibited. Harassment includes, but is not limited to, striking, laying hands on, threatening with violence, or offering to do bodily harm to another person, as well as other treatment that is demeaning, abusive, taunting, or alarming. It also encompasses obscene, abusive, or repetitive telephone calls, messages, electronic mail, instant messages using electronic mail programs, or other communication that is obscene, abusive, or repetitive. Specific information on the University’s sexual harassment policy and response procedures is available in this Handbook.

RIGHTS & RESPONSIBILITIES

Student Rights

CIU students have the right to a welcoming, safe, and supportive learning environment. This includes access to learning resources, full participation in extracurricular and academic activities, and respectful, fair behavior from teachers, staff, and fellow students. The university promotes principles of equity, non-discrimination, and free expression, ensuring all students can pursue their academic and personal growth without fear of bias or harassment.

Student Responsibilities

Along with their rights, students have a responsibility to help maintain a positive and productive university community. Students are expected to demonstrate integrity, respect university rules and regulations, attend classes regularly, complete assignments on time, and interact respectfully with peers, staff, and faculty. By fulfilling these responsibilities, students help foster a culture of mutual respect, accountability, and academic excellence.

Academic Freedom & Responsibility

Academic freedom enables students to explore ideas, ask questions, and express opinions respectfully in their learning and research. However, this freedom also comes with the responsibility to act ethically, respect different viewpoints, and follow standards of academic honesty. Students must avoid plagiarism, cheating, or any misconduct that compromises the integrity of the academic process when exercising their intellectual freedoms.

Disciplinary Procedures & Appeals

The university has established clear procedures for handling violations of rules and academic misconduct. Students who fail to follow university policies may face disciplinary actions, which could include warnings, probation, suspension, or expulsion, depending on the severity of the offense. Students are entitled to a fair hearing and can appeal disciplinary decisions through the designated university channels. These procedures promote transparency, fairness, and protect students' rights while upholding the institution's standards.

CAMPUS LIFE ETIQUETTE

Dress Code

CIU does not enforce a strict uniform policy, with the following exceptions:

- Nursing students during practicum are required to wear the designated nursing attire.
- Allied Health students must wear clinical coats while in the laboratory and during examinations.

For all other students, CIU encourages freedom in choosing clothing, as long as it is socially and professionally appropriate. The University emphasizes decency, modesty, and professionalism in appearance. Students are encouraged to dress in a manner that reflects maturity and self-respect. Ladies, in particular, are advised to adopt a simple yet elegant style suitable for an academic setting.

Communication Etiquette

All communication, whether verbal, written, or digital, should reflect respect, professionalism, and integrity. Students are expected to use courteous language when interacting with peers, faculty, staff, and external partners of the University.

Social Media Guidelines

While students are allowed to maintain personal social media accounts, they should exercise caution and responsibility when posting content. This policy does not intend to prevent or limit CIU, its officers, faculty, staff, or students from expressing personal opinions or discussing issues of public importance related to the University's mission. These issues may include, but are not limited to, topics such as abortion, sexuality, education, war and peace, crime, public morality, public finance, health, and religious liberties.

- Anyone sharing information must do so in their personal capacity and is strictly cautioned not to sign off as speaking for or on behalf of CIU unless they are officially authorized.
- If you are considering engaging in political activity on campus, or if you are in doubt about the appropriateness of certain communication or media activity, please consult the Registrar before proceeding.

Media Presentations: When representing CIU in academic or professional settings such as seminars, conferences, workshops, or media interviews, students must conduct themselves in a way that maintains the University's reputation, values, and professionalism. Approval should be obtained from the appropriate authorities if the presentation involves sensitive or official University matters.

IMPORTANT CONTACTS

University contact information

Tel: +256 (0) 323 301 640 (General inquiries)
WhatsApp 0750 000 600

Student Guild Office (For Student Leadership related issues)
On-line at www.ciu.ac.ug / info@ciu.ac.ug

Academic Departments

School of business and applied technology; mkareyo@ciu.ac.ug
Institute of Allied Health Sciences; jokiria@ciu.ac.ug
School of Nursing and Midwifery; aagwang@ciu.ac.ug
School of Public Health; jalege@ciu.ac.ug
Faculty admin; facadmin@ciu.ac.ug

Student Services

Registrar; registrar@ciu.ac.ug or

Dean of Students; rnamutebi@ciu.ac.ug

APPENDICES

- Academic Calendar (Detailed)
- Campus Map
- Glossary of University Terms