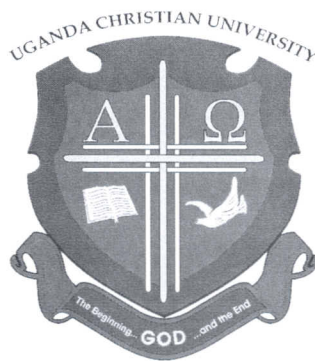


UGANDA CHRISTIAN UNIVERSITY

PROTOCOL POLICY



A Centre of Excellence in the Heart of Africa

Policy Schedule

Title	Protocol Policy
Policy Lead Contact	
Date of approval	9 December 2006
Approving Body	
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Policy linkage	
Review interval	
Vice Chancellor's Signature	

PROTOCOL POLICY

Every institution has to have a system of protocol governing the behaviour of its members and offices. In Africa, protocol is a very important part of social and institutional relationships.

The following items represent basic policy guidelines at Uganda Christian University.

Vice Chancellor's Office

The Vice Chancellor is the chief representative of the University. Thus his knowledge and approval should be sought included in protocol where the University is involved.

Invitations of Chief Guests to UCU

The Vice Chancellor normally attends functions at which a Government official or a high official of another organization is intended as the Guest of Honour. The Vice Chancellor, Deputy Vice Chancellors and Public Relations Officer must approve invitations to any such officials. Requests for invitations to such officials should normally be made one month in advance of the event. Last-minute requests will be refused.

Invitations to the VC

The Vice Chancellor must be given at least two weeks notice, and preferably a month or more, for invitations to events.

In the interests of time and fairness to all, the VC will not attend meetings of student societies.

Certificates

Normally, the Vice Chancellor signs only Graduation certificates and final certificates for Guild officials. All other certificates should be signed the appropriate Department Head, e.g., Dean of Students.

Academic and Administrative Departments

Departments within the University must arrange their functions at the beginning of the semester and notify and book through the proper system. These events will then be put on the central calendar. Events not on the calendar will not be allowed to run without special permission of the relevant DVC.

Departmental Heads are responsible to see that staff implement this policy.

Student Guild

The above rules shall apply to the Student Guild as well whenever a University official or facility is involved. The Guild should list its public events on the central University calendar.

Use of Facilities

The University retains the right to grant or withhold permission to use facilities to any individual or organization. In general UCU does not open its facilities to entities unrelated to its mission and Christian identity. In some cases, the University grants a tentative booking

and reserves the right to change the venue or even cancel certain events if they cause a conflict with other activities.

External organizations should apply for permission to use facilities through the office of the Deputy Vice Chancellor for Development and External Relations.

Exam Periods

Exam periods are subject to special qualifications. No events, apart from usual university events, shall be scheduled during the exam period unless cleared by the DVC for Academic Affairs.

Use of Facilities for Religious Occasions

As a Christian institution, founded by the Church of Uganda, UCU gives special priority to Church of Uganda entities. Worship at the University will be according to the official liturgies of the Church of Uganda. Worship according to other Christian or non-Christian groups are to be held off-campus.

Any advertising or soliciting for religious events must be cleared with the Chaplain's Office.

The use of facilities on Sunday is governed by a separate policy (see "On the Due Observance of Sunday").

Approved 9 December 2006; Revised 10 Aug 2009