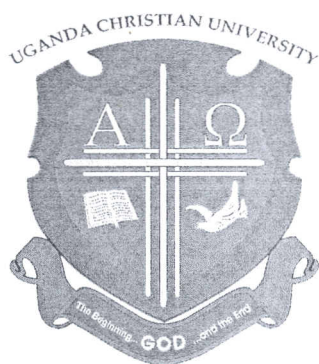


# UGANDA CHRISTIAN UNIVERSITY

## POLICY ON VISITORS



A Centre of Excellence in the Heart of Africa

### Policy Schedule

Title	Policy on Visitors
Policy Lead Contact	
Date of approval	12 March 2007
Approving Body	
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First Revision	
Policy linkage	
Review interval	
Vice Chancellor's Signature	

# UGANDA CHRISTIAN UNIVERSITY

## POLICY ON VISITORS

### Introduction

Uganda Christian University is a private University founded by the Church of Uganda (Anglican). Whereas the University welcomes and encourages (public) visitors, there must be an attempt to preserve the University's identity, ethos, and ensure security for its community. In particular, the visitors are expected to respect the Instruments of Identity which define the University's identity while on Campus.

The **Policy on Visitors** provides for guidelines that are consonant with these aims, and by which the University is free to distinguish between genuine visitors and mere trespassers who may pose a danger to the University as outlined above.

### Definition

A **Visitor/Guest** is any person who is **NONE** of the following: a Staff member, a Registered Student (both resident and non-resident), or a Resident on the Uganda Christian University Campus (in one of the residences). In most of the cases mentioned above, persons will possess an identity card.

### Categories of Visitors

All people other than those outlined in the definition above shall be deemed to be **VISITORS** for the purposes of this Policy. These are:

1. Official (invited) visitors/guests for a University function
2. Authorized Guests by a University Officer
3. Parents of both registered and intending students
4. Mukono Community Members
5. Non-resident Workers in Staff residences
6. Short-term guests at the University Guest House

### Public Leaders of National Import

Invitations to important (national) Public Leaders shall be authorized through the office of the Vice Chancellor, who may delegate this duty to the PRO.

The office of the Public Relations Officer (PRO) is the Protocol Office of the University. Therefore the PRO shall at all times be informed of all official invitations of important Guests to the University.

The PRO shall promptly notify the University Administration of any other intended invitations of important guests for ratification.

Care shall be taken to give adequate notice of invitation to the University and to the intended guest, to avoid embarrassment to the University, and to make fitting preparations for the visitor (for details see **Protocol Policy**)

### **Line Offices for Official Visitors**

Visitors on official business shall be directed to the office of appointment and/or to the office relevant to the business of the visitor.

**No visitor shall be allowed to transact business on the University Campus without the express permission of the line office responsible for the business in question.** The Deputy Vice Chancellor for Development and External Relations may guide where there are doubts.

### **Private Visitors in Offices**

Whereas University Officers may receive visitors for private purposes, staff shall endeavor to keep such visitations to a minimum. In any case, University staff will not ordinarily use their offices for private business, but will seek to receive their private visitors after office hours, outside their offices.

Visitors may not be received in offices after office hours, and certainly not at night, unless specifically so authorised. Staff shall take care to give due honour to the University offices they occupy by keeping them to their official use.

Members of the outside community are not permitted to use any of the University facilities or services without express authorization from the University Administration.

### **Privacy of Residents and the Community**

Residents shall be free to enjoy their privacy in their homes. Therefore, although residents may receive visitors for official purposes in their homes, visitors should not be directed to find officers in their homes without the officer's express consent.

Unnecessary noise, disturbing sounds, or any activity that may interfere with the rights of students or members of the University community is not permitted on Campus. Such rights include (but are not limited to) the right to peace, rest, study, or pray. Promotions over loud speakers are not allowed on campus.

Visitors may not gain access to any restricted premises on campus without the written permission of the relevant Authority; and if permitted, they should be escorted by an approved member of staff.

Visitors may not visit student rooms in the halls of residence without the express authorisation of the office of the Dean of Students. They are not permitted to stay or spend a night in student residences. They may visit students in one of the Hall Lounges during posted hours.

## **The University's Right of Refusal of Entry of a Visitor**

The University Administration reserves the right to revoke an invitation of a visitor to the University. Where the visitor has not been invited according to laid down procedures, the invitation shall be valid only **IF** endorsed by the University Administration.

The University Administration reserves the right to deny entry to any visitor it considers unwelcome or whose presence on the Campus is detrimental to the Community of Uganda Christian University.

Hawkers are not be permitted to transact business on Campus.

The University may if necessary, use force to remove an undesirable visitor, provided that such removal shall be with the full knowledge of the Government authorities, or is be reported as soon as possible to the Police.

## **Young Children (less than 12 years of age)**

The Uganda Christian University workplace is a diverse environment of classrooms, offices, and laboratories in which different activities are performed. In general, the University workplace is not an appropriate place for young children to visit frequently—except in designated places like the children's library.

Appropriate precautions and limitations on visitation are therefore necessary to protect children, and to maintain staff productivity in line with the University's goals and objectives.

Children may be brought to the workplace for brief visits or on other occasions when a staff member has no other alternative. In all cases, the parents should not leave the child(ren) unsupervised or unattended to. A parent employee may not leave the child(ren) in the custody of another employee on duty. It is the responsibility of the parent or employee who comes with the child(ren) to protect the child(ren) from any hazard at the workplace; for example office machines (photocopiers, cleaning equipment etc) and any other danger.

Guided campus tours for children (school or others) are permitted provided there is adult supervision, and upon advance notification and arrangement with the Department concerned.

## **Animals**

Animals are not allowed in the University workplace. With the exception of service dogs or other animals that are used to assist people with disabilities, one must get clearance from the University Administration before they bring an animal on campus.

## **Vehicles**

Whereas the University takes every measure to ensure security on the campus, the University shall not be held liable for any loss of a visitor's vehicle, or items on or in a vehicle parked on the premises. Vehicle owners should take every necessary precaution to secure their vehicles.

## **Safety of the University Estate**

Visitors shall respect University facilities. Tampering with electric and safety equipment, or doing anything that may compromise the structural integrity of University facilities or the safety of the community is prohibited.

Unauthorized use, possession, or storage of weapons (and ammunition) or other explosives on campus is prohibited.

## **Clean Environment**

Visitors, like the University community, are expected to keep the environment clean. Littering, urinating or disposing of natural waste in public places outside litter bins, toilets or latrines is prohibited.

The University recognizes the right of every student, staff, and visitor to live, study, work, visit etc., in a healthy and safe environment. Therefore smoking and consumption of alcohol, drugs or other intoxicating or harmful substances is prohibited in all University facilities and premises, and in all vehicles on the campus whether belonging to the University or not. If found you may be dismissed from the campus (see also the Instruments of Identity and the Healthy and Safety Policy).

## **Smoking, alcohol, drugs and other substances**

The sale and/or use of intoxicating substances like drugs, alcohol, smoking of tobacco or any other addictive substance is prohibited on the University Campus as stipulated in the Instruments of Identity, Rule of Life, (j):

“We shall exercise moderation in all things, avoiding abuse of tobacco, drugs, pornography, or gambling. Use of alcohol is prohibited on Campus, and drunkenness is an offence against the Community.”

*March 12, 2007*