

University of Saint Joseph

Mbarara (USJM)



SHORT COURSES POLICY

JANUARY 2023

FOREWORD

University of Saint Joseph Mbarara (USJM) offers learning opportunities to students, staffs, professionals and the larger community by offering a wide range of short courses alongside the award study programs.

The short course policy aims at regulating and setting principles for study programs at USJM that do not lead to a University award of qualifications. The policy establishes rules for development, approval, delivery, quality assurance and recognition of the short courses.

A short course may be hobby, seminar, training program or professional activity offered by the University after which a certificate of attendance/participation may be awarded. The participants may or may not be students.

VICE CHANCELLOR

University of Saint Joseph Mbarara (USJM)

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1.0 INTRODUCTION:

The Archdiocese of Mbarara (AoM) started a university as part of its mission and mandate to establish educational institutions of different levels to share in the salvific ministry of Christ by being the salt and light to the world. The founders coined the name: University of Saint Joseph Mbarara (USJM), for the university from St. Joseph, foster father to Jesus and the patron Saint of the pioneer St. Joseph Technical School, whose tradition of hard workmanship and community responsive education, USJM is to uphold.

The personal qualities and values of St. Joseph, the worker, such as integrity, hardworking, commitment, are behind this tradition, and the University will uphold them. USJM aims at total orientation and focus on tertiary education that meets community needs and engineers socioeconomic transformation. It delivers relevant, affordable, high quality, inclusive and community-responsive university education. The University of Saint Joseph Mbarara derives its vision and mission from the Christian understanding of the integral growth of a person.

- i. **Vision:** A leading center for integrated community responsive university education.
- ii. **Mission:** To provide holistic education for sustainable development.
- iii. **Motto:** Foster Excellence and Integrity
(Praestantia et Integritate Foveat)

- iv. **Slogan:** For and With the Community
- v. **Philosophy:** Community-Responsive and Engaged university education
- vi. **Core Values**
 - a. God fearing,
 - b. Integrity,
 - c. Excellence,
 - d. Accountability,
 - e. Community responsiveness
- vii. **Objectives:**
 - a. To provide relevant university education.
 - b. To promote research and innovation among stakeholders
 - c. To nurture citizens of integrity and sense of common good.
 - d. To nurture students with demand-oriented skills.
 - e. To promote best practices in institutional governance.
 - f. To promote pastoral mission of the church

It is USJM commitment to encourage the development of each individual through education at all levels, stressing in particular the creation/promotion of an environment where intellectual and moral values are priorities. Since the person is at the center of all growth and development, both at individual and societal levels, all members of the community respect each other in an attempt to create an environment of openness and trust. The University is committed to promoting justice, respect,

solidarity, human rights, equality, and environmental protection, both in its own community and society in general.

1.1 NAME OF THE POLICY:

The name of the short course policy shall be University of Saint Joseph Mbarara Short Course Policy, abbreviated as USJM-SCP.

1.2 UNDERSTANDING SHORT COURSES:

Short courses, as the term suggests, are internally moderated learning programmes usually run for short periods. They are mainly designed to contribute to personal professional development in a particular field/programme.

2.0 OBJECTIVES:

Short courses are designed and offered to meet specific needs of the community and individuals in the following circumstances:

- a) An individual's continuing professional development;
- b) Refreshing one's knowledge in a particular subject area;
- c) Personal interest in a particular programme of study;
- d) Improving personal teaching skills and motivation (teachers/lecturers); and,

- e) Improving individual outputs, efficiency, and effectiveness.

3.0 ENTRY REQUIREMENTS:

Any interested individual may be enrolled depending on the level of the short course to be undertaken. This notwithstanding, individual faculties may determine other details and specifications regarding individuals' prerequisites for enrolment.

4.0 QUALITY CONTROL SYSTEM:

Short courses are designed to help individuals achieve certain objectives beneficial to them. Despite the individual intention, the short courses may be abused especially for unfair monetary gains at certain levels within the system or outside the system. To avoid possible abuse, measures must be instituted and should include systematic processes in the designing and approval as spelled out hereunder:

- a) There shall be an overall coordinator for short courses. The overall coordinator shall work with representatives from respective faculties to form a committee known as USJM Short Courses Coordination Committee (SCCC). The committee will generate its terms of reference (ToRs) to regulate their activities. The proposed ToRs will be reviewed by the top management team before recommending them for approval by Senate.
- b) The coordination team will establish a data bank for all short courses so as to guard against

unnecessary overlaps and duplication, among others.

- c) All the short courses shall be registered with the University, and the Academic Registrar will be the custodian of all the approved short courses.
- d) Any individual lecturer may design a short course. The designed short course shall be presented to the relevant Faculty Dean who will peruse through, make comments, and forward the same to the SCCC.
- e) The SCCC shall study the short course, its content, objectives, learning outcomes, method of assessment etc., to ensure that the course is standard and fits very well in the objectives and aspirations of USJM.
- f) The SCCC shall forward the short courses to the Director Quality Assurance before they are submitted to the Management Team for further review and recommendation to Senate for approval.
- g) In order for a short course to be conducted, not less than 10 participants should have registered for that particular course. Classes must be kept reasonably small, in any case not more than 40 participants so as to create maximum and meaningful teaching/learning interaction between the lecturers and the participants.

- h) All short courses should be taught by USJM staff. Out-sourcing expert practitioners must be consistent with recruitment procedures.
- i) High standards must be aimed at ensuring that participants get their money's worth.
- j) Classes must be designed in view of hands-on learning and emphasis must be put on applied skills.

5.0 MANAGEMENT OF SHORT COURSES

Effective and efficient management of short courses is a very important activity in a university. Well managed qualitative and marketable short courses may promote the name of a university and the reverse may be a disaster.

There is a need for ensuring that the course units are very effectively and efficiently taught. Mediocre lecturing, poor and unprofessional management of short courses may easily erode the targeted high quality standards of USJM.

The Faculty Dean and the short course Coordinator must ensure that the courses being developed in a particular faculty measure to the desired USJM standards and quality before they are presented to the SCCC for further scrutiny. The SCCC will submit the reviewed short courses to the Directorate of Quality Assurance before being finally submitted to the USJM Management Team.

5.1 FEES PAYMENTS:

The fees structure shall be proposed by individual faculties. However, the Senate shall approve standard rates, bearing in mind the course duration and the particular nature of the course to be undertaken. All fees for a particular short course must be fully paid in one or maximum two parts, the first one being at least 50% within the first quarter. Payments must be effected on USJM approved bank account.

5.2 APPLICATION PROCEDURES:

Individuals wishing to apply for the short courses will follow the usual application procedures of USJM.

5.3 SHORT COURSE FEES SHARING RATIOS:

The ratio of sharing the accrued fees between USJM and the concerned faculty shall be proposed and justified by the particular faculty through the SCCC to the USJM Management Team for further scrutiny and approval. For a start, the standard sharing rate will be 70% for staff expenses and 30% for institutional expenses for all the short courses to be undertaken. The expenses will be harmonised to avoid overlap between the two parties.

5.4 DURATION:

The minimum period of a short course shall be three weeks, while maximum period shall be twelve weeks.

5.5 CERTIFICATION/AWARDS:

Although the short courses do not lead to any academic awards, the individuals undertaking the courses should be tested and given assignments to enhance their understanding of the subject matter, ideas, and concepts imparted to them during the training. The individuals will be given certificate of attendance/completion and the course units covered will be shown on the certificate. The certificate will bear the University seal/stamp and signatures of the Vice Chancellor and the Academic Registrar.

6.0 AMENDMENT OF THE MANUAL

The Manual, subject to amendment from time to time by relevant authority, was approved by the University of Saint Joseph Mbarara Governing Council on this day of

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Rev Fr Gervase Nsekanimanya Diido
CHAIRMAN



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Rev Fr Dr Deus M Karemiri (PhD)
VICE CAHANCELLOR