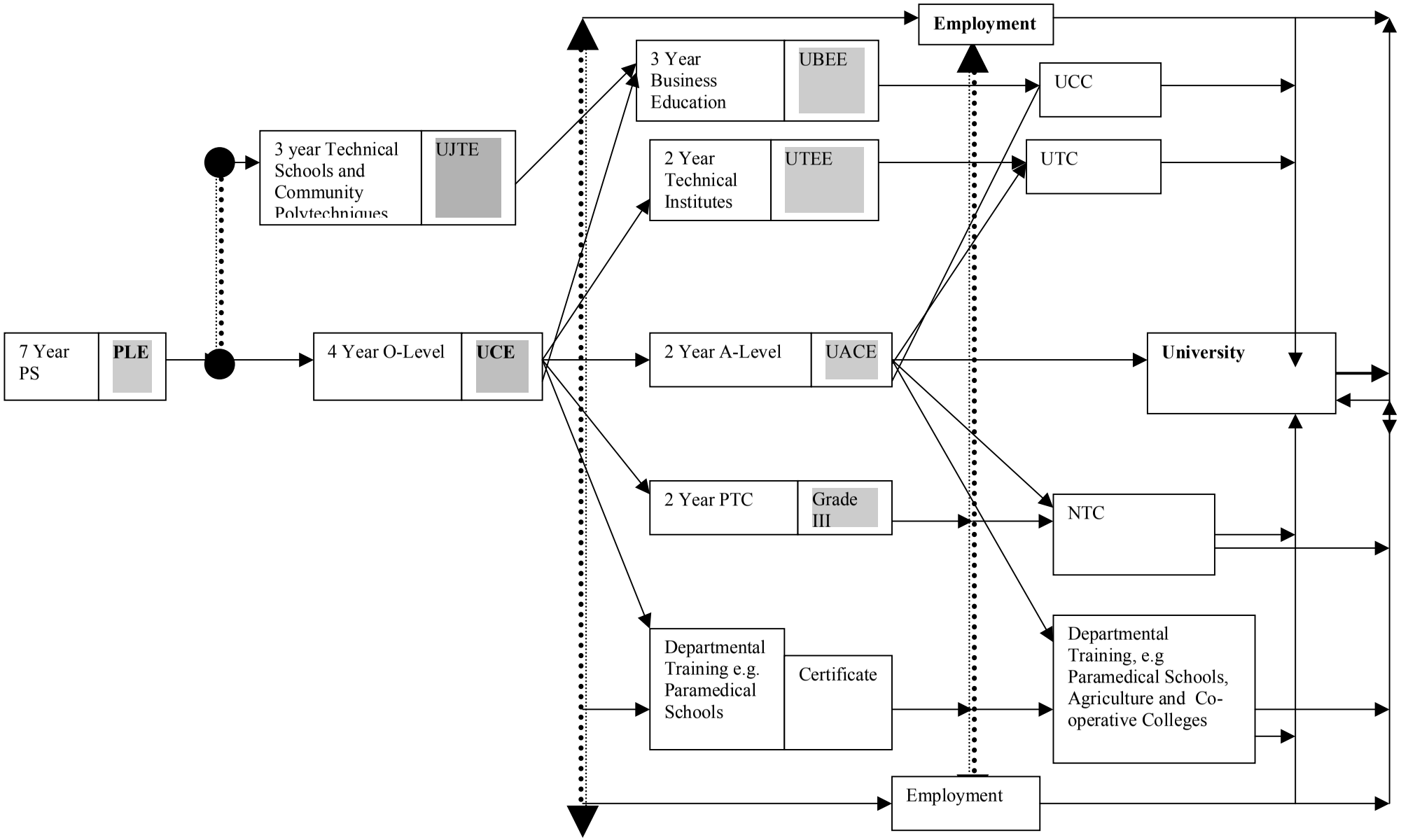
Appendix 1.1: The Present Structure of the Education System in Uganda



Appendix 1.2a: List of some of the Institutions of Higher Learning in Uganda (Universities (Public and Private) and Public other Tertiary Institutions as per May, 2005)

1. Universities

a) Public
- Makerere University
- Mbarara University of Science and Technology
- Kyambogo University
- Gulu University

b) Public Degree Awarding Other Tertiary Institution
- Uganda Management Institute[1]

c) Private: Chartered Universities
- Islamic University in Uganda
- Uganda Christian University, Mukono
- Uganda Martyrs University (Nkozi)

d) Private: Licensed to Operate
- Bugema University
- Nkumba University
- Kampala International University
- Kampala University
- Ndejje University
- Busoga University
- Kumi University
- Aga Khan University
- Kabale University
- Mountains of the Moon University
- Uganda Pentecostal University
- African Bible College

2. Other Tertiary Institutions (Public)

a) Uganda Colleges of Commerce (UCC)
- UCC Kabale
- UCC Aduku
- UCC Tororo
- UCC Pakwach
- UCC Soroti

b) Uganda Technical College (UTC)[2]
- UTC Kichwamba
- UTC Elgon
- UTC Lira
- UTC Masaka
- UTC Bushenyi

c) National Teachers' Colleges (NTC)
- NTC Unyama
- NTC Kabale
- NTC Nagongera
- NTC Muni
- NTC Kaliro
- NTC Mubende

d) Departmental Training Institutions

i) Paramedical Schools
- Arua Enrolled Nurses and Midwifery
- Butabika Psychiatric Clinical Officers
- Butabika School of Nursing
- Fort Portal Clinical Officers School
- Gulu Clinical Officers School
- Jinja Nurses and Midwifery
- Kabale Enrolled Nurses and Midwifery
- Lira Enrolled Nurses and Midwifery
- Masaka School of Comprehensive Nursing
- Mbale Clinical Officers School
- Mbale School of Hygiene
- Medical Laboratory School, Mulago
- Medical Laboratory School, Jinja
- Mulago Health Tutors College
- Mulago Nurses and Midwifery
- Mulago Paramedical School
- Public Health Nursing School, Kyambogo
- School f Radiography
- School of Anaesthesia
- School of Dispensing
- School of Entomology
- School of Hygiene
- School of Occupational Therapy
- School of Orthopaedic Technology
- School of Physiotherapy
- School of Public Health Dental Assistant

[1] A Bill is Under discussion to be accorded a non University Degree Awarding Institution

[2] In addition to UTC's, there is Abilonino Community Polytechnic Instructors College

- Soroti School of Comprehensive Nursing

ii) Agricultural, Fisheries and Co-operatives

- Arapai Agriculture College
- Bukalasa Agricultural College
- Busitema National College of Agriculture Mechanisation
- Fisheries Training Institute, Entebbe
- Nyabeya Forestry College Masindi
- Tororo Co-operative College
- Uganda Co-operative College, Kigumba Kigumba

(iii) Weather and Land Services

- National Meteorological Institutions
- Institute of Survey and Physical Planning

(iv) Leisure

- The Crested Crane Hotel and Tourism Training Institute
- Uganda Wildlife Training Institute Kasese

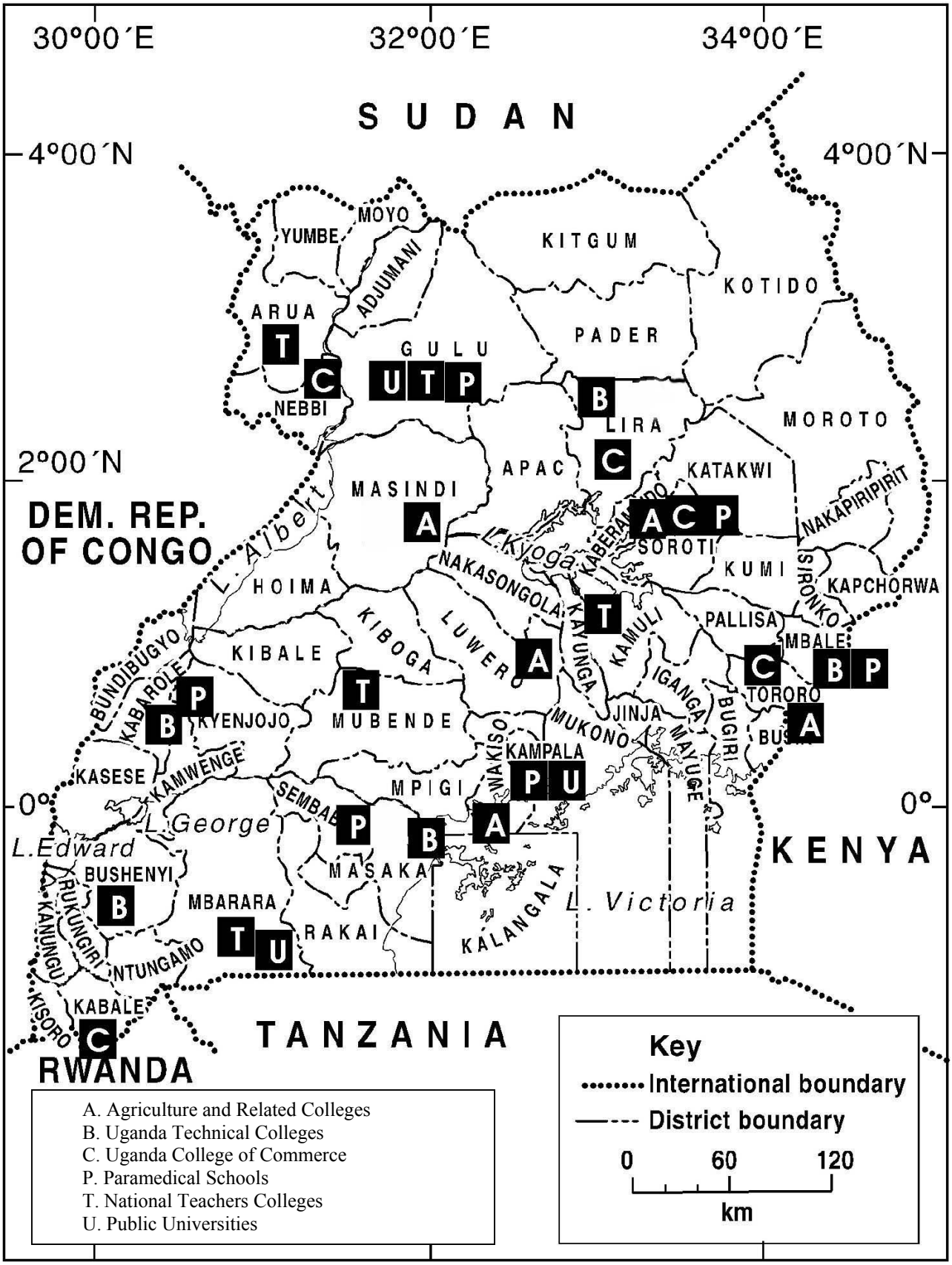
v) Others

- Law Development Centre
- Eastern Institute of Aeronautical studies
- Kampiringisa National Rehabilitation Center

Source:

- Ministry of Education and Sports. Specialised Training Institutions: Student Enrolment (2004/005) [Office Records].
- National Council for Higher Education. 2004. *The State of Higher Education: A Report of the Survey of Uganda's Institutions of Higher Learning*, Kampala: NCHE.
- National Council for Higher Education. 2005. Register of Universities [Office Records].

Appendix 1.2b: Map of Uganda showing Public Universities and Other Institutions of Higher Learning



Appendix 1.3 Authorisation Letters from Selected Organisation

- Uganda National Council for Science and Technology. 2002. Research proposal. 11th January
- Uganda National Council for Science and Technology. 2003. Renewal of a Research Study. 12th June. Ref. SS1352
- Ministry of Education and Sports. 2002. Authorisation to Access Information. 11th February.
- Magara, Elisam. 2004. Participation in the Selection Exercise for S.1 and S.5, 27th January, 2004.
- Uganda National Examination Board. 2002. Access to UNEB Data. 25th January. CF/TD/13
- Kyambogo University. 2002. Student information Management System Study Project. 19th February.

Appendix 1.3 Authorisation Letters from Selected Organisation

Uganda National Council For Science and Technology
(Established by Act of Parliament of the Republic of Uganda)

Your Ref:.....
SS 1353
Our Ref:.....

Jan. 11th, 2002
Date:.....

Mr. Elisam Magara,
C/o East African School of Library
and Information Science,
Makerere University,
P. O. Box 7062,
KAMPALA

Dear Mr. Magara,

RE: **RESEARCH PROPOSAL "THE FRAMEWORK FOR AN INTEGRATED STUDENT INFORMATION MANAGEMENT SYSTEM FOR HIGHER EDUCATION IN UGANDA"**

The Uganda National Council for Science and Technology (UNCST) has approved the above research proposal for implementation. The approval will expire on **January 11th, 2003.** If it is necessary to continue with the research beyond the expiry date, a request for continuation should be made to the Executive Secretary, UNCST.

Any problems of a serious nature related to the execution of your research project should be brought to the attention of the UNCST, and any changes should be submitted for UNCST's approval before they are implemented.

This letter serves as proof of UNCST approval and as a reminder for you to submit to UNCST timely progress reports and a final report on completion of the study.

Yours sincerely,

Frehd Nghania
for: Executive Secretary
UGANDA NATIONAL COUNCIL FOR SCIENCE AND TECHNOLOGY

LOCATION/CORRESPONDENCE
PLOT 10, KAMPALA ROAD
UGANDA HOUSE, 11TH FLOOR
P. O. BOX 6884
KAMPALA, UGANDA

COMMUNICATION
TEL: (256) 41-250499
FAX: (256) 41-234579
E-MAIL: uncst@starcom.co.ug
WEBSITE: http://www.uncst.go.ug

Uganda National Council For Science and Technology

(Established by Act of Parliament of the Republic of Uganda)

Your Ref.....

Our Ref SS 1353 ..... *Date* 12-Jun-2003 .....

Mr. Elisam Magara,
C/o East African School of Library
and Information Science,
Makerere University,
P.O.Box 7062,
KAMPALA

Dear Mr. Magara,

The Uganda National Council for Science and Technology (UNCST) has granted your request for approval to continue with the study entitled, "**The framework for an Integrated Student Information Management system for Higher Education in Uganda**". The approval granted will expire on January 11, 2004. If, however, it is necessary to continue with the research beyond this expiry date, a request for continuation should be made to the Executive Secretary, UNCST.

Yours sincerely,

Julius Ecuru
for: Executive Secretary
UGANDA NATIONAL COUNCIL FOR SCIENCE AND TECHNOLOGY

Telegram: "EDUCATION"
Telephone 234451/8

In any correspondence on
this subject please quote No_____

THE REPUBLIC OF UGANDA

Ministry of Education & Sports,
Embassy House,
P.O. Box 7063,
Kampala,
Uganda.

11 February 2002

Heads of Departments:

ESA
HE
SE
SECGC
BTVET
EPD

Officer in Charge:

Resource Centre

RE: AUTHORISATION TO ACCESS INFORMATION

The bearer, Mr. Elisam Magara, is a Lecturer at the East African School of Library and Information Service, Makerere University. He has sought permission from the Permanent Secretary to access data/information in our possession to enable him complete a study project on Student Information Systems.

The purpose of this letter, therefore, is to introduce and recommend him to you for any required information and/or possible assistance.

A.D Kibenge
For: Permanent Secretary

UGANDA NATIONAL EXAMINATIONS BOARD

P.O. Box 7066
Telephone: 286173, 286637/8, 221596
Fax: 221592
Telegrams: UNEB UGA KAMPALA
E-mail: uneb@ swiftuganda com
KAMPALA, Uganda.

OUR REFERENCE: CF/TD/13

YOUR REFERENCE:

DATE: 25 January 2002

Mr Elisham Magara
C/o E A School of Library & Information Science
Makerere University
P O Box 7062
KAMPALA

RE: ACCESS TO UNEB DATA

You are hereby granted permission to collect the data you requested under the conditions you accepted. The Ag Deputy Secretary (Secondary) and Ag Deputy Secretary (Business and Technical) will help you have access to the data.

Yours faithfully

M B B Bukenya
Ag SECRETARY

PAS (SEC)
Ag PSA

Please assist to avail the informatio
23/1/02

UNEB
MEMO

To: MR. MAGARA
From: SEC
Date: 7-10-2003
Subject: Conducting an Interview with ourselves

I am sincerely very sorry, at this period of the year, UNEB Senior staffs are all committed to preparations of Nov/Dec 2003 exams, in order to meet the already set deadlines - Unfortunately the very senior officers who would have assisted are the key people, who cannot be spared to you -
However, if you can wait until towards the middle of next week, there might be an officer who could work will you to obtain the information that you may need from UNEB for your Ph.D. Please check on about Wed or Thursday
15/16/10/2003
7-10-2003

KYAMBOGO UNIVERSITY

Office of the Academic Registrar
P O Box 1
Kyambogo

19 February 2002

Mr. Elisam Magara
East African School of Library and Information Science
Makerere University.

Dear Sir,

RE: STUDENT INFORMATION MANAGEMENT SYSTEM PILOT STUDY PROJECT

Your letter on the above project was received. This is to give you permission to interview colleagues in the Department of the Academic Registrar and get any necessary assistance from them. We shall however, be grateful to receive a copy of your findings for our own benefit.

Thank you.

Yours sincerely,

Dr. A.A. Cula
ACADEMIC REGISTRAR

cc Deputy Registrar (Exams)
cc Deputy Registrar (Senate)
cc SAR- (Admissions)
cc SAR- (Exams)
cc Asst. Reg. (Transcript and Certificates)

AAC/rn

Appendix 1.4
Research Instrument

Appendix 1.4a A: Self-administered Questionnaire for Educational Institutions
Appendix 1.4b: Research Instrument B: Interview Guide
Appendix 1.4c: Self-Administered Questionnaire for Students in Educational Institutions (Schools, Colleges, Institutes, Universities)
Appendix 1.4d: Research Instrument D: Focus Group Discussion
Appendix 1.4f: Documentary/Records Schedule
Appendix 1.4e: Observation Schedule

Appendix 1.4a: Research Instrument A: Self-administered Questionnaire for Educational Institutions

A FRAMEWORK FOR AN INTEGRATED STUDENT INFORMATION MANAGEMENT SYSTEM IN UGANDA

Target Group: Administrative Staff in Educational Institutions

Fill in the blank spaces and put a tick (✓) next to the applicable options in the questions with alternative options.

Description: This Questionnaire is meant to facilitate a study with the aim of designing a framework for the coordination of a Student Information Management System in Uganda. The study will establish and evaluate the current status of operations and procedures in the management and coordination of student information in Uganda. It will establish and analyse the system needs and requirements and provide a framework for an Integrated Student Information Management System for Higher Education in Uganda.

This is an academic study designed for my PhD programme in the Department of Information Science, University of South Africa. You have been selected to participate in this study, and you are assured that individual responses will be strictly confidential and only utilised for this research.

Please spare some time to provide your response because it is crucial for this research**.**

Thank you.

Elisam Magara
Lecturer, East African School of Library and Information Science, Makerere University,
P.O. Box 40277, Kampala
Tel: 41-531530; Fax: 41-540817; Email: elisam@easlis.mak.ac.ug; magara_elisam@hotmail.com
Mobile: 077495592

For Official Use:

Date Submitted	Proposed date to be Returned or Collected	Actual Date Collected	Questionnaire Code Number	Comments on the Questionnaire

A: CHARACTERISTICS OF RESPONDENT (Fill in the blank spaces and put a tick (✓) where required.

1. Your Sex Male ( ) Female ( )

2. Please indicate to which age group you belong.
20 or less ( ) 21-30 ( ) 31-40 ( ) 41-50 ( ) 51-60 ( ) Above 60 ( )

3. Background details of your educational institution
Write answers in this column

(i) Name of the Institution	
(ii) Name of the department	
(iii) Location	
(iv) Your position in this Institution	
(v) For how long have you held this current position?	[throughout I ha
(vi) Your responsibility as regards student affairs	
(vii) Address and telephone number	

4. What experience do you have with regard to handling student affairs?

Period e.g. from 1990 – 1998	Responsibilities held e.g. Recording of mark sheets in Koko SSS

5. Indicate your highest level of formal education
A-leveland below ( ) Certificate ( ) Diploma ( )
Degree ( ) Post Graduate ( ) Others (Specify)……

6. Indicate any training you have received with regard to the management of student information

B: CURRENT STATE OF SIMS IN UGANDA (Fill in the blank space and put a tick (✓) next to the applicable options in the questions with alternative options)

1. Give the kind of student information you handle in your institution/department/office regarding the following types. For each, give the type of record (column 1), the purpose for which the type of information/record is kept (column 2), the form in which it is kept/recorded (Column 3), and other users of the record/information (Column 4). ***Provide documents/samples for each record of the information kept***

1. Type of information	2. Purpose for which it is kept	3. The form in which information is kept	4. Other users of the same information
(a) Personal Information			
1	*2*	*3*	*4*
E.g. Birth Records	**E.g. To keep track of students' origins**	**E.g. Paper form (hard cover)**	**E.g. Student Health Centre**
(b) Admission and Selection			
(c) Registration and Enrolment			
(d) Examination			
(e) Qualification and Awards			
(f) Administrative, Disciplinary, Clearance			

(g) Financial

(h) Employment and Alumni

(i Sports, Athletics and Extra-curricular Activities

(j) Student Body (Guild, Council, Associations, etc)

(k) Others (Specify)

2. Precisely, indicate the procedures followed in performing the following functions about student affairs in your Institution. ***Provide documentation where necessary.***

(a) Admission/Selection of Students

(b) Registration/Enrolment of Students

(c) Processing Examination Results

(d) Awarding/Issuing Results/Transcript/Certificate

(e) Verification of Student Information

(f) Compilation of Statistics about Students

(g) Maintaining Security and Protection of Information

(h) Identification and Accessing of Students' Information

(i) Others (specify)

3. Under what circumstances does your institution share student information with other institutions in the country?

Institution with which you share	Circumstances of sharing information	Type of shared information
e.g. UNEB	e.g. During Selection of A-Level Students	e.g. Performance of Student

4. What activities does your department/institution undertake in an effort to coordinate student information in Uganda?

.....
.....
.....
.....
.....
.....
.....

5. What do you think is positive about the way student information is being handled and/or coordinated by:

Institution/System	**What is good**
MOE&S	
District Office/Decentralised System	
UNEB	
Universities	
Other Tertiary	

Institutions	
National Council for Higher Education (NCHE)	
Joint Admissions Board (JAB)	
Education Standards Agency (ESA)	
Business, Technical, Vocational and Teachers Training Colleges	
Secondary Schools	
Others (Specify)	

6. Can you mention, in your institution, cases that have happened due to failure to coordinate student information well in Uganda?

……
……
…….

7. What problems have you faced while handling student records/information in your work at this institution? List them.

.....
.....
.....
.....

8. What problems do you experience in performing the following activities while managing student information?

Activities	Problems Experienced (with Examples)
(a) Identification of Student Information	
(b) Standardisation of Student Information and Activities	
(c) Coordination of Student Information and Activities	
d) Verification of Student Information	
e)?Tracking a Student's Record/Information	
[f?])?Maintaining Security and protection of student Information	
g)?Compiling and Coordinating Statistics Regarding Student Information	
(f) Access to Student Information	
Others (Specify)	

9. What do you think is lacking, in the current way student information is being managed in Uganda, that you would have wanted to be done?

.....
.....
.....
.....
.....

C: SYSTEM NEEDS AND REQUIREMENTS FOR A STUDENT INFORMATION MANAGEMENT SYSTEM FOR UGANDA

1. In your opinion, why do you think it is important to coordinate student information in Uganda?

.....
.....

2. What type of student information would you consider important to be captured for proper coordination of student affairs in Uganda?
.....
.....
.....
.....
.....
.....

3. What activities regarding student information in educational institutions can be harmonised among the following functions to facilitate the coordination of student information in Uganda?

Functions	Activities to be harmonised (e.g. Filling in Standard Application form)	Institutions that can coordinate the activities (E.g. JAB)
Capturing of Student Information		
Storing of Student Information		
Identification of Student Information		
Verification of Student Information		
Certification of Student Information		
Maintaining Security of Student Information		
Accessing Student Information		

Using Student Information		
Others (Specify)		

4. What would be the likely benefits of having a coordinated Student Information Management System in Uganda?

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……
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……
…….

6. What are your reservations regarding having a coordinated Student Information Management System in Uganda?

.....
.....
.....
.....
.....

7. What resources need to be put in place first for your institution to coordinate student information with the following stakeholders?

Stakeholders (e.g. NCHE)	**Resources Needed (e.g. Standard format for collection record)**
Government	
MOE&S	
Districts	
UNEB	
Universities	
Other Tertiary Institutions	

NCHE	
ESA	
NCDC	
Business, Technical, Vocational and Teacher Training Colleges, and Secondary Schools	
Public (Give example)	
Others (Specify)	

8. What would you suggest as the most cost effective way of coordinating student information in Uganda?

.....
.....
.....

9. In your opinion, what would you consider as factors that you think may facilitate (help) to keep track of student information in Uganda?

.....
.....
.....
.....
.....

D: STRATEGIES FOR AN INTEGRATED STUDENT INFORMATION SYSTEM (SIMS)

(Fill in the blank space and put a tick (✓) next to the applicable options in the questions with alternative options)

1. In your view, do you think having a Student Identification System (Number) can facilitate tracking of student information in an integrated SIMS in Uganda?

YES ( ) NO ( )

Explain:.....

.....
.....

(a) If yes

(i) At what level of education should the system (number) start?

…….....
.....

(ii) What data about a student should make up the student identification number?
……
……
…….
(iii) What should be the procedures for generating this number?
……
……
……
……..
(iv) What should be the conditions or requirements for obtaining this number?
.....
.....
.....
.....
(b) If no, suggest other ways by which student information can be coordinated in Uganda.
……
…….....
.....
2. In your opinion, what would you suggest as:

(a) The purpose and functions of an integrated SIMS:
.....
.....
.....
(b) The structure of an integrated SIMS:
.....
.....
.....
.....
.....
.....

(e) Institutional linkages to facilitate sharing of student information:
.....
.....
.....

4. What would you consider as the indicators (measures/gauge/pointers) of an integrated SIMS for Uganda?
……
……
……

5. For effective implementation, what would you propose regarding the following sustainability strategies:

(a) Education and training:

(b) Funding:

(c) Management structure:

(d) Political will:

(e) Legal and policy issues:

(f) Others(specify):

6. Please give any suggestion you feel is important for the successful implementation of a Student Information Management System for higher education in Uganda.

7. Give any other comment with regard to this study

Thank you very much for your time

Appendix 1.4b: Research Instrument B: Interview Guide

FRAMEWORK FOR AN INTEGRATED STUDENT INFORMATION MANAGEMENT SYSTEM IN UGANDA

Target Group:

1. **Educational Institutions**: Vice Chancellors/Principals and/or their Deputies
2. **Uganda National Examination Board (UNEB):** Secretary (or the representative), Heads of Departments/Sections (or their representatives) and officers responsible for records
3. **Districts:** District Education Officers, District Inspectors of Schools
4. **Ministry of Education and Sports:** Commissioners and Heads of Departments/sections or their Representatives, Inspectors and Education Officers in the Departments of Educational Planning, Higher Education, Business/Vocational/Teacher Education, Secondary Education, and Counselling and Guidance, and Uganda National Students Association.
5. **Educational Standards Agency:** Director/Deputy Director and Heads of Sections or their representatives
6. **National Council for Higher Education:** Executive Secretary and/or representative

Description: This Interview guide is meant to facilitate a study with the aim of designing a framework for the coordination of a Student Information Management System in Uganda. The study will establish and evaluate the current status of operations and procedures in the management and coordination of student information in Uganda. It will establish and analyse the system needs and requirements and provide a framework for an integrated Student Information Management System for Higher Education in Uganda.

This is an academic study meant for my PhD programme in the Department of Information Science, University of South Africa. You have been selected to participate in this study, and you are assured that individual responses will be strictly confidential and only utilised for this research.

Please spare some time to provide your response because it is crucial for this research**.**

Thank you

Elisam Magara
Lecturer, East African School of Library and Information Science, Makerere University,
P.O. Box 40277, Kampala
Tel: 531530; Fax: 540817; Email: elisam@easlis.mak.ac.ug; magara_elisam@hotmail.com
Mobile: 077495592

For Official Use:

Proposed date of Interview	Actual Date of Interview	Interview Code Number	Comments on the Interview

A: CHARACTERISTICS OF RESPONDENT

1. Sex Male ( ) Female ( )
2. Name of the Institution
3. [this should not be indented more than the others]Name of the Department
4. Your position in this Institution
5. For how long have you held this current position
6. Your responsibility as regards student affairs
7. Address and telephone number
8.What experience do you have with regard to handling student affairs?
9. Indicate any training you have obtained with regard to the management of students' information

B: BACKGROUND INFORMATION ON THE INSTITUTION

1. What is the Vision and Mission of your Institution/Department in the Education Sector? (**Give the reference if it is documented)**
2. What are the aims and objectives of your Institution/Department? **(Provide the reference if it is documented)**
3. What strategies does your institution/department have in place in the management of student affairs?
4. In your opinion, what do you think is lacking in our education system in Uganda with regard to student information?

C: CURRENT STATE OF SIMS IN UGANDA

1. What kind of student information is handled in your office/department/institution?
2. Indicate, as precisely as possible, the procedure for obtaining and accessing student information from your department/office. E.g. If a student needs to obtain assistance from your office/department/institution, what procedure does he/she go through?
3. Under what circumstances does your institution share student information with other institutions in the country?
4. What activities are your department/institution/office undertaking in an effort to coordinate student information in Uganda?
5. The Ministry is implementing the Educational Management Information System (EMIS) **(For Ministry of Education and Sports, and District Education Officials Only)**
(a) What type of student information is currently being captured and kept? **(If possible provide documentation)**
(b) In what ways is EMIS helping the Ministry in coordinating student information in Uganda?
(c) What difficulties do you face in implementing the EMIS in Uganda?
(d) Apart from EMIS, what other programmes are in place to coordinate student information in the country?
6. What do you think is positive about the way student information is being handled and/or coordinated?
7. Can you mention, in your institution, cases that have happened due to failure to coordinate student information well in Uganda?
8. What problems have you faced while handling student records/information in your work at this institution? List them.

Questions 9 and 10 are optional for other respondents except for UNEB, NCHE and Ministry of Education and Sports Officials, otherwise continue to Question 11.

9. UNEB has used computers in the management of student information for a long time. How have you been handling the following functions?

(a) Coordinating the output from the computer with other institutions
(b) Security and safety of student information
(c) Verification of student data/results
(d) Processing of examinations
(e) Issuing of results and certificates

10. Recently, there have been many reports in the press indicating impersonation e.g. some people using others' certificates at various levels of education in the country.
(a) What do you say about that?
(b) What do you think causes that?
(c) What is being done to solve this problem?

11. What do you think is lacking in the current way student information is being managed in Uganda that you would have wanted to be done?

D: SYSTEM NEEDS AND REQUIREMENTS FOR A STUDENT INFORMATION MANAGEMENT SYSTEM FOR UGANDA

1. In your opinion, why do you think it is important to coordinate student information in Uganda?
2. What type of student information would you consider important to be captured for proper coordination of student affairs in Uganda?
3. What activities regarding student information in educational institutions can be harmonised to facilitate the coordination of student information in Uganda?
4. What would be the likely benefits of having a coordinated Student Information Management System in Uganda?
5. What are your reservations regarding a coordinated Student Information Management System in Uganda?
7. What resources need to be put in place first for your institution to coordinate student information with other stakeholders?
8. What would you suggest as the most? cost-effective way of cooordinating student information in Uganda?
9. In your opinion, what do you think can be done to keep track of student information in Uganda?

E: STRATEGIES FOR AN INTEGRATED SIMS

1. Mention factors that you think may facilitate (help) to keep track of student information in Uganda.
2. In your view, do you think having a Student Identification System (Number) can facilitate tracking of student information in an integrated SIMS in Uganda?
YES ( ) NO ( )
Explain
(a) If yes
(i) At what level of education should the system (number) start?
(ii) What data about a student should make up the student identification number?
(iii) What should be the procedures for generating this number?
(iv) What should be the conditions or requirements for obtaining this number?
(b) If no, suggest other ways by which student information can be coordinated in Uganda.

3. What would you consider as the indicators (measures/gauge/pointers) of an integrated SIMS for Uganda?

4. In your opinion, what would you suggest as the strategies for creating an integrated SIMS in Uganda?

5. For effective implementation, what would you propose as the sustainable strategies for a SIMS in Uganda?
6. Please make any suggestion you feel is important for the successful implementation of a Student Information Management System for higher education in Uganda.
7. Provide any other comment with regard to the study

Thank you very much for your time

Appendix 1.4c: Self-Administered Questionnaire for Students in Educational Institutions (Schools, Colleges, Institutes, Universities)

A Framework for an Integrated Student Information Management System (SIMS) in Uganda

Instructions:
Fill in the blank space and put a tick (✓) next to the applicable options in the questions with alternative options.

Target Group: Students with specific responsibilities in Schools, Colleges and Tertiary Institutions.

Description: This questionnaire is meant to facilitate a study that aims at designing a framework for the coordination of a student information management system in Uganda. The study will establish and evaluate the current status of operations and procedures in the management and coordination of student information in Uganda. It will establish the stakeholders' expectations and needs, analyse the requirements and justify the strategies for an integrated student information management system in Uganda.

You have been selected to participate in this study, and you are assured that individual responses will be strictly confidential and only utilised for this research. Please spare some time to provide your response because it is crucial for this research.

Contact Address

Elisam Magara
Lecturer, East African School of Library and Information Science, Makerere University.
P.O. Box 40277, Kampala, (Uganda); Tel: 531530; Fax: 540817; Mobile: 077495592
Email: magara@easlis.mak.ac.ug; magara_elisam@hotmail.com

For Official Use:

Date Submitted	Proposed date to be returned	Actual date returned	Questionnaire code number	Comment on the Questionnaire

Characteristics of the Respondent *(Fill in the blank space and put a tick (✓) next to the applicable options in the questions with alternative options)*

1. Name of the Institution	
2. Department	
3. Sex	**Male ( ) Female ( )**
4. Responsibilities held with regard to student affairs	

B: CURRENT STATE OF SIMS IN UGANDA

1. What type of information are you always required to provide to this institution with regard to the following purposes?

Purpose	Data about Student Information required e.g Index number, Name, etc
Admission	
Registration	
Examination	
Administrative	
Disciplinary	
Clearance	
Obtaining results	
Student affairs	
Sports/Athletics/ extra-curricular activities	
Medical examination	

Others (specify)	

3. Which type of information do you normally request from this institution? E.G. registration requirements, etc

4. What do you think is positive about the way student information is normally given to you'? *E.g. The rules and regulations given out help us as students, etc.*

.....
.....
.....

5. What problems regarding student information have you ever experienced while at this institution?

.....
.....
.....
.....

6. What problems do you find in accessing a student's information records whenever requested from this institution?

……
……
……

9. What do you think is lacking in the current way student information is being managed in Uganda that you would have wanted to be done better ?

.....
.....
.....

C: SYSTEM NEEDS AND REQUIREMENTS FOR A STUDENT INFORMATION MANAGEMENT SYSTEM FOR UGANDA

1. In your opinion, why do you think it is important to coordinate student information in Uganda?

……
…….....
.....

2. What type of student information would you consider important to be captured for proper coordination of student affairs in Uganda?

.....
.....
.....
.....

3. What activities regarding student information in educational institutions can be harmonised to facilitate the coordination of student information in Uganda?

.....
.....
.....
.....

4. What would be the likely benefits of having a coordinated Student Information Management System in Uganda?

……
……
……

6. What are your reservations concerning a coordinated Student Information Management System in Uganda?

.....
.....
.....
.....

7. What resources need to be put in place first for your institution to coordinate student information?

.....
.....
.....
.....
.....

8. What would you suggest as the most cost effective way of coordinating student information in Uganda?

.....
.....
.....

9. In your opinion, what do you think can be done to keep track of student information in Uganda?

.....
.....
.....

D: STRATEGIES FOR AN INTEGRATED SIMS

Fill in the blank space and put a tick (✓)next to the applicable options in the questions with alternative options

1. Mention factors that you think may facilitate (help to have) an integrated SIMS that can keep track of student information in Uganda.

.....
.....
.....

2. In your view, do you think having a Student Identification System (number) can facilitate tracking of student information in an integrated SIMS in Uganda?

YES ( ) NO ( ) Explain:.....
.....

(a) If yes

(i) At what level of education should the system (number) start?

(ii) What data about a student should make up the student identification number?

.....

(iii) How should the student identification number be issued?

(iv) What should be the procedures for generating this number?

(v) What should be the conditions or requirements for obtaining this number?

.....
.....
.....
.....

(b) If no, suggest other ways by which student information can be coordinated in Uganda?

……
……
…….

3. In your opinion, what would you suggest as elemental features of an integrated SIMS?

.....
.....
.....
.....

4. What would you consider as the indicators (measures/gauge/pointers) of an integrated SIMS for Uganda?

……
……
……

5. For effective implementation, what would you propose as sustainable strategies for an integrated SIMS?

.....
.....
.....
.....

(6) Please make any suggestion you feel is important for the successful implementation of a Student Information Management System for higher education in Uganda.

.....
.....
.....
.....

(7) Provide any other comment with regard to the study.

.....
.....
.....

Thank you very much for your time

Appendix 1.4d: Research Instrument D: Focus Group Discussion

FRAMEWORK FOR AN INTEGRATED STUDENT INFORMATION MANAGEMENT SYSTEM IN UGANDA

Target Group:

Selected administrative and academic staff members and students as per their responsibilities

Description: This focus group discussion is meant to facilitate a study with the aim of designing a framework for the coordination of a Student Information Management System in Uganda. The study will establish and evaluate the current status of operations and procedures in the management and coordination of student information in Uganda. It will establish and analyse the system needs and requirements and provide a framework for an Integrated Student Information Management System for higher education in Uganda.

This is an academic study meant for my PhD programme in the Department of Information Science, University of South Africa. You have been selected to participate in this study, and you are assured that individual responses will be strictly confidential and only utilised for this research.

Please spare some time to provide your response because it is crucial for this research**.**

Thank you.

Elisam Magara
Lecturer, East African School of Library and Information Science, Makerere University,
P.O. Box 40277, Kampala
Tel: 531530; Fax: 540817; Email: elisam@easlis.mak.ac.ug; magara_elisam@hotmail.com
Mobile: 077495592

For Official Use:

Date of Appointment	Proposed date of Discussion	Actual Date of Discussion	Discussion Code Number	Comments on the Discussion

A: CHARACTERISTICS OF RESPONDENTS

List your details on the sheet provided [Researcher gives this to respondents]. This is to capture respondents' names, department, position, sex, responsibility with regard to student information, experience, and training with regard to management of student information.

B: CURRENT STATE OF SIMS

1. What strategies does your institution/department have in place in the management of student affairs?
2. What activities are your department/institution/office undertaking in an effort to coordinate student information in Uganda?
3. In your opinion, what do you think is lacking in our education system in Uganda with regard to student information?
4. What do you think is positive about the way student information is being handled and/or coordinated?
5. Can you mention, in your institution, cases that have happened due to failure to coordinate student information well in Uganda?
6. What problems have you faced while handling student records/information in your work at this institution? List them.
7. Recently, there have been many reports in the press indicating impersonation e.g. some people using others' certificates at various levels of education in the country.
(a) What do you say about that?
(b) What do you think causes that?
(c) What is being done to solve this problem?
8. In your opinion, what do you think is lacking in the current way student information is being managed in Uganda that you would have wanted to be done?

C: SYSTEM NEEDS AND REQUIREMENTS FOR A STUDENT INFORMATION MANAGEMENT SYSTEM FOR UGANDA

1. In your opinion, why do you think it is important to coordinate student information in Uganda?
2. What type of student information would you consider important to be captured for proper coordination of student affairs in Uganda?
3. What activities regarding student information in educational institutions can be harmonised to facilitate the coordination of student information in Uganda?
4. What would be the likely benefits of having a coordinated Student Information Management System in Uganda?
5. What queries (issues that are not clear in the education system) are likely to be answered by having a coordinated Student Information System in Uganda?
6. What are your reservations regarding having a coordinated Student Information Management System in Uganda?
7. What resources need to be put in place first for your institution to coordinate student information with other stakeholders?
8. What would you suggest as the most cost effective way of coordinating student information in Uganda?
9. In your opinion, what do you think can be done to keep track of student information in Uganda?

STRATEGIES FOR AN INTEGRATED SIMS

1. In your view, do you think having a Student Identification System (Number) can facilitate tracking of student information in an integrated SIMS in Uganda?

YES ( ) NO ( )

Explain
(a) If yes
(i) At what level of education should the system (number) start?
(ii) What data about a student should make up the student identification number?
(iii) What should be the procedures for generating this number?
(iv) What should be the conditions or requirements for obtaining this number?
(b) If no, suggest other ways by which student information can be coordinated in Uganda?
2. In your opinion, what would you suggest as the elemental features of an integrated SIMS?
3. What would you consider as the indicators (measures/gauge/pointers) of an integrated SIMS for Uganda?
4. For effective implementation, what would you propose as the sustainability strategies for a SIMS?
5. Please make any suggestion you feel is important for the successful implementation of a Student Information Management System for higher education in Uganda.
6. Provide any other comment with regard to this study.

Thank you very much for your time

Appendix 1.4e: Observation Schedule

A FRAMEWORK FOR AN INTEGRATED STUDENT INFORMATION MANAGEMENT SYSTEM IN UGANDA

Institution:.....
Department:.....
Date:.....
Object Observed:.....

Issues to Observe	**Comments**
Description of the object	
Function	
Who does it?/ Who manages it?	
Who uses information?	
Possibility of sharing information	
Facilities available for its use	
Outputs of the object	
Processes involved	
Documents used	
Coordination of information	
Standards (uniformity) maintained	
Identification of student information	
How easy is it to access and use information?	

Comments

Appendix 1.4f: Documentary/Records Schedule

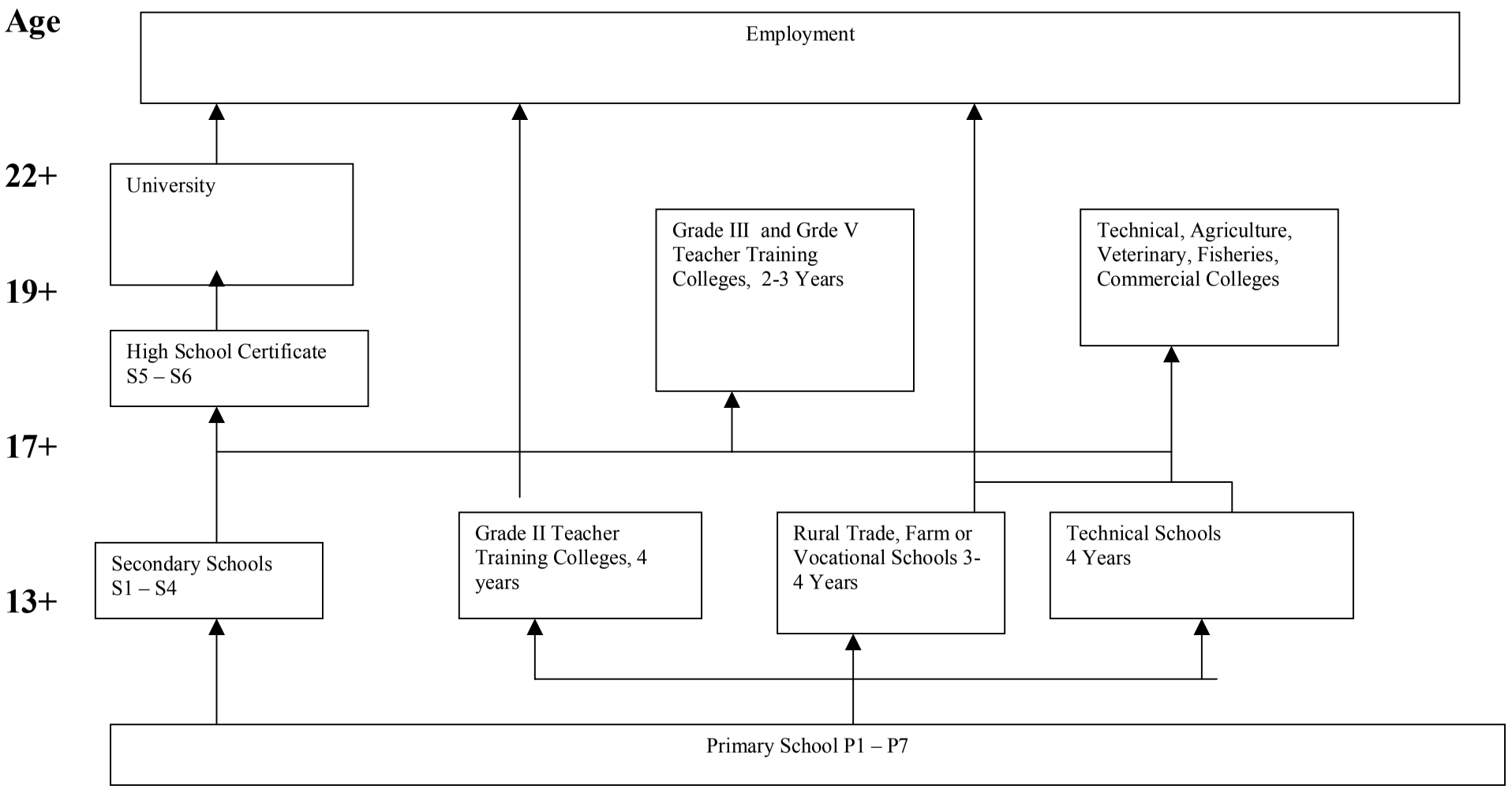
A FRAMEWORK FOR AN INTEGRATED STUDENT INFORMATION MANAGEMENT SYSTEM IN UGANDA

Date:
Document/Record
Source

Issues to observe	Observation
Type of record	
Contents	
Function	
Arrangement and identification	
How decision is taken	
Users	
Number of copies	
Production of output from the record	
Storage	
Accessibility of the record/document	
Authenticity of the document	
Accessibility and ease of use of information	
Unification or standardisation of the record	
Other documents that share [are linked?] with the document	
Others	

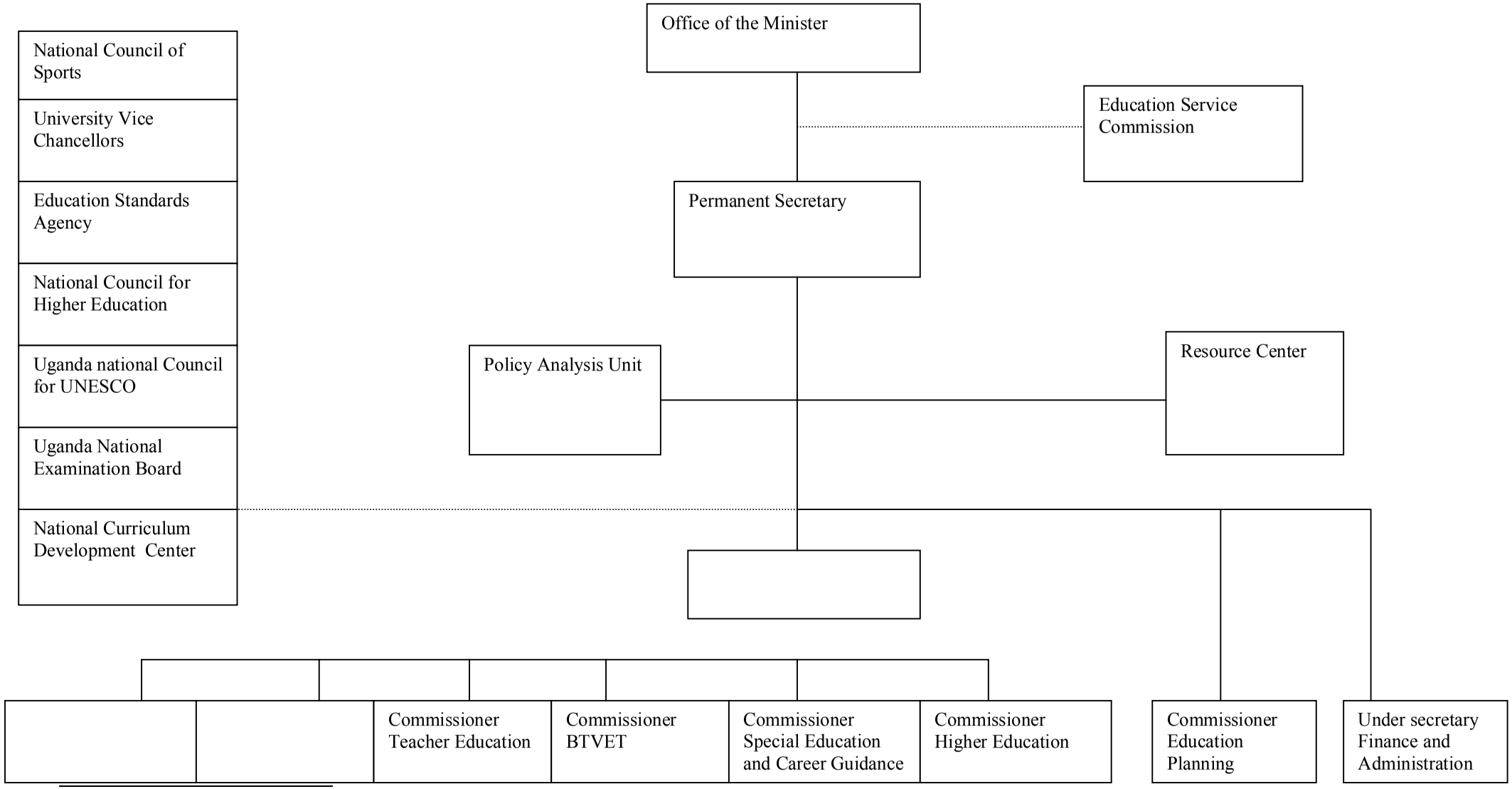
Comments

Appendix 4.1 The Structure of Education between 1963 and 1972



Source: Tiberondwa (1975:20)

Appendix 4.2: Macro Structure of Ministry of Education and Sports*



* Source: Uganda. Ministry of Education and Sports. 2002_a.

Appendix 6.1: A Summary of the Records Analysed*

Name of the record	Author	Level used	Purpose	Source of record	Who else takes action	Observations
Timetable	Kibuli SS	Secondary	Administrative	Class Teacher (CT)	DOS, H/T, Student	Computer Printout
Admission 2001/2002	Kyambogo University	University (Public)	Admission	AR	-	Typed letter
Admission Form	Nkumba University	University (Private)	Admission	AR	-	Filled in with the admission requirements
Admission on Government Sponsorship	NTC, Kaliro	Tertiary	Admission	AR	-	Typed Circular
Application for Admission - undergraduate studies	Nkumba University	University (Private)	Admission	H/T	-	Handwritten paper form
S1 Admission Form—2002	MoES	Secondary	Admission	H/T	-	Handwritten paper form
S1 Admission-Selling Form [A form used to transfer a candidate from a school of his choice to another] 2004	MoES	Secondary	Admission	H/T	Buying School	Handwritten paper form
S5 Admission form - 2004	MoES	Secondary	Admission	H/T	-	Handwritten paper form
Year 1 Technical Institutions Admission Form 2004	MoES	Secondary	Admission	H/T		Filled in paper form
PTC Year One Admission Form 2004	MoES	Training	Admission	Principal	-	Handwritten paper form
Admission Form	Lutete Primary Instructors College	Training	Admission	Student	-	Handwritten paper form
Admission Form B	UCC, Tororo	Tertiary	Admission	Student		Handwritten paper form
Application for Admission	Kyambogo University	University (Public)	Admission	Student	HT, Principal, Employer	Handwritten paper form
Application for Admission to Uganda Technical College, Bushenyi (private programmes)	UTC Bushenyi	Tertiary	Admission	Student	Sponsor	Handwritten paper form
Application Form for Admission to Tertiary Institutions	MoES	Secondary	Admission	Student	LC 1&2, H/T	Handwritten paper form
Application Form for Private Sponsorship (Direct Entry)	MUST	University (Public)	Admission	Student	-	Handwritten paper form
Change of Choice	MoES	Tertiary	Admission	Student	-	Handwritten paper form
Form X: Application for Admission to Senior One	MoES	Secondary	Admission	Student	H/T	Handwritten? filled in paper form
S5 Admission Selling Form 2004	MoES	Secondary	Admission	Student	Dean , A/R	Handwritten paper form
Certificate of Completion	NTC, Kaliro	Tertiary	Certification	Director	AR	Handwritten in card form
To Whom it May Concern	Kisubi SS	Secondary	Certification	H/T	-	Handwritten paper form
To Whom it May Concerned	Kibuli SS	Secondary	Certification	H/T	-	Handwritten paper form
Letter of Verification Results (LVR)	UNEB	Primary, Secondary Training.	Certification	Secretary	-	Handwritten paper form
Clearance Form	Kisubi	Secondary	Clearance	H/T	H/D	Handwritten paper form
Clearance Form	Kyambogo University	University	Clearance	Student	H/D, Warden	Handwritten paper form
End of Course Clearance Form	MUST	University (Public)	Clearance	Student	H/D, A/R	Handwritten paper form

*Key: **DOS= Director of Studies, H/T= Head Teacher, AR= Academic Registrar, CT=Class Teacher, H/D= Head of Department, LC = Local Council.**

Poor Performance Chit	Kibuli SS	Secondary	Disciplinary	DOS	Student, HT, Parent	Handwritten paper form
Disciplinary Case Form	Kibuli SS	Secondary	Disciplinary	Teacher	Student, Parent	Handwritten paper form
Diagnosis	Kibuli SSS	Secondary	Health	Medical officer	-	Handwritten in card form
Medical Report	Bukalasa Agricultural college	Tertiary	Health	Medical officer	-	Handwritten paper form
Medical Examination	Kyambogo University	University (Public)	Health	Student	Medical Off.	Handwritten paper form
Identity Card	NTC, Kaliro	Tertiary	Identification	AR	-	Handwritten paper form
Registration Certificates Academic Year 2001/02	Kyambogo University	Tertiary	Identification	AR	-	Handwritten paper form
Registration Certificates, Government Sponsored Students 2002/03	Makerere university	University (Public)	Identification	AR	-	Handwritten paper form
Candidates Photographs	UNEB	Secondary	Identification	Student	H/T	Handwritten paper form
Candidates Photographs for Technical education examinations	UNEB	Training	Identification	Student	Principal	Handwritten paper form
Fees Report for 2nd year 2001/02	Kyambogo University	University	Payments	Bursar	-	Computer printout
Tuition Fees	Bushenyi district	University (Public)	Payments	Sponsor	AR	Typed letter
Bank Slip	Kibuli SSS	Secondary	Payments	Student	Bank	Handwritten paper form
Bank Slip	NTC, Nagongera	Tertiary	Payments	Student	Bank	Handwritten paper form
Progressive Report form	Bushenyi District	Primary	Performance	Class/T	H/T	Filled in form made up into a booklet
Primary School Register	MoES	Primary schools	Personal	Class T	H/T	Handwritten in a booklet
Secondary School Register	MoES	Secondary	Personal	Class T	H/T	Handwritten in a booklet
Confidential Personal History	NTC Nagongera	Tertiary	Personal	Student	-	Handwritten paper form
Cumulative Guidance Record Form for Secondary School Pupils	Kisubi SSS	Secondary	Personal	Student	DOS, H/T	Handwritten card form
Cumulative Record Card for Secondary School Pupils	Kibuli SS	Secondary	Personal	Student	HD, DOS	Handwritten in card form
Primary School Pupils Cumulative Record Card	MoES	Primary	Personal	Student	Class T, H/T	Handwritten card form
Strictly Private and Confidential	Kibuli SS	Secondary	Personal	Student	Parent, H/T	Handwritten paper form
Student's Record	Bukalasa Agricultural college	Tertiary	Personal	Student	-	Handwritten paper form
Student's Record Card	Fisheries training Institute	Tertiary	Personal	Student	Official	Handwritten on a hard card
Class Lists S.2 East 3rd Year term 2001	Kibuli SS	Secondary	Progressive Assessment	CT	DOS, H/T	Computer printout
Information about Dead Quarters [?]	Nkumba University	University (Private)	Registration	AR	-	Filled in paper form
Form for Reporting Errors made in Candidate's Details on Draft Register	UNEB	Secondary	Registration	H/T		Handwritten paper form
Summary of Entries UACE	UNEB	Secondary	Registration	H/T	UNEB	Handwritten paper form
Summary of Entries UCE	UNEB	Secondary	Registration	H/T	UNEB	Handwritten paper form
UCE/UACE Entries Amendment Form	UNEB	Secondary	Registration	H/T	UNEB	Handwritten paper form
Registration of Candidates for Examinations Academic Year 2001/02: Repeaters	Shimoni PTC	Training	Registration	Principal	-	Handwritten
Second Year 2001/2002	Shimoni PTC	Training	Registration	Principal	-	Handwritten manual list
Application Form for Change of Programme/Course	Nkumba university	University (Private)	Registration	Student	Sponsor, Officials	Handwritten paper form
BEE Entry Form	UNEB	Training	Registration	Student	H/T	Scanned into the computer
Clearance Form for Final Year Students	NTC Kaliro	Tertiary	Registration	Student	AR	Handwritten paper form

Entry Form for Technical Examinations	UNEB	Training	Registration	Student	Principal	Handwritten paper form
PLE Entry Form	UNEB	Primary	Registration	Student	H/T	Scanned into the computer
Registration Form	NTC Kaliro	Tertiary	Registration	Student	Medical, Registrar, Hostel	Handwritten paper form
Registration Form	NTC Nagongera	Tertiary	Registration	Student	Spouse, LCI &II, H/T, DEO, Dean	Handwritten paper form
Registration Form for Continuing Students	MUST	University (Public)	Registration	Student	Academic Registrar (AR)	Handwritten paper form
Registration Form for First Year Students	MUST	University (Public)	Registration	Student	AR	Handwritten paper form
Registration Form K2 for Continuing Students	Kyambogo University	University (Public)	Registration	Student	AR	Handwritten paper form
Registration Form MUR.1 for 1st Year Students	Makerere University	University (Public)	Registration	Student	AR	Handwritten paper form
Registration Form MUR.2 for Continuing Students	Makerere university	University (Public)	Registration	Student	AR	Handwritten paper form
Registration K.1 for 1st year Students	Kyambogo University	University (Public)	Registration	Student	AR	Handwritten paper form
Repeaters 2001	Shimoni PTC	Training	Registration	Student	Principal	Handwritten paper form
Semester 1 Registration Form B1: 1st Year Students	UTC, Bushenyi	Tertiary	Registration	Student	AR	Handwritten paper form
Students Registration Form	NTC Kaliro	Tertiary	Registration	Student	AR	Handwritten paper form
UACE Entry Form	UNEB	Secondary	Registration	Student	H/T	Scanned into computer
UCE Entry Form	UNEB	Secondary	Registration	Student	H/T	Scanned into computer
List of Registered Candidates and their Choices	UNEB	Primary	Registration	UNEB	-	Computer printout
Grades Card	UNEB	Tertiary/Training	Results	Chief Examiner	Chairman and Award Committees	Handwritten in card form
Students Mark Sheet	Kibuli SSS	Secondary	Results	CT	H/T	Handwritten paper form
Terminal Report	Kibuli SS	Secondary	Results	CT	H/T	Handwritten paper form
Year One 2002/03 Results	NTC, Kaliro	Tertiary	Results	Director	V/C	Computer printout
Attendance Mark Sheet	UNEB	Secondary/Training	Results	Examiner	-	Scanned into computer
Grade	UNEB	Training	Results	Examiner	-	Handwritten paper form
Mark Sheets	UNEB	Training	Results	Examiner	-	Scanned into computer
UACE Results 2002	Kisubi SS	Secondary	Results	H/T	-	Handwritten paper form
Grade II Teacher Education Examination Results Register 2001	ITEK	Training (Shimoni PTC).	Results	Kyambogo University	PTC	Computer printout
Results for the year 1996	Shimoni PTC	Training	Results	Principal	-	Handwritten
Results for PLE 2001	UNEB	Semi Autonomous	Results	UNEB		Computer printout
District Enrolment	Tororo District	District	Statistics	H/T	DEO	Handwritten with no form
Form A: Uganda Annual School Census: statistical returns for Primary schools (ASC-FAQ-03)	MoES	Ministry	Statistics	H/T	Districts	Filled in forms ,, stapled
Form B: Statistical Returns for Secondary Schools (ASC-FB-01)	MoES	Ministry	Statistics	H/T	DEO, MoES, Data Entry Clerk	Handwritten paper form
Monthly Returns for the months of…	Kampala City Council	District	Statistics	H/T	Districts	Filled in forms, stapled

Appendix 6.2: Hon. Grenadine Namirembe Bitamazire, Minister of State for Primary Education: Address to the Press Conference at a one day sensitisation on the school register on 18th February 2004 at Hotel Africana.

...Register ate nga yona efanana omugwanga ryona tusobore okubanga ngu kugikozesa okurondora abana abaja mukibina, abana abaja bukyali, abana abaramu, abana abosa. Ebo byona tugenda kutandika kubirondora ne Register. Kubanga omwana bwamanya nti burinkya baja kutonyeza erinya ryangye omu register, aja kuja nga bukyari arabe ngu buri naku aberawo. Kubanga etamu ngu egwako, buri mwana ku ripota ye kuja kuberangako nti yayosa enaku bweziti, kare ekyo kituyambe okuberanga abaana bamanya nti ahaha kusomero waliwo alondola. Ate nafe abali okutegekera ebyenjigiriza, nafe nitumanya nti esomero ririmu abana bwe bati, banu bavamu, oba banu bosa yosa, kwegamba kija kwongera ko nyo okurongosa omutindo gwebye njigiriza

.

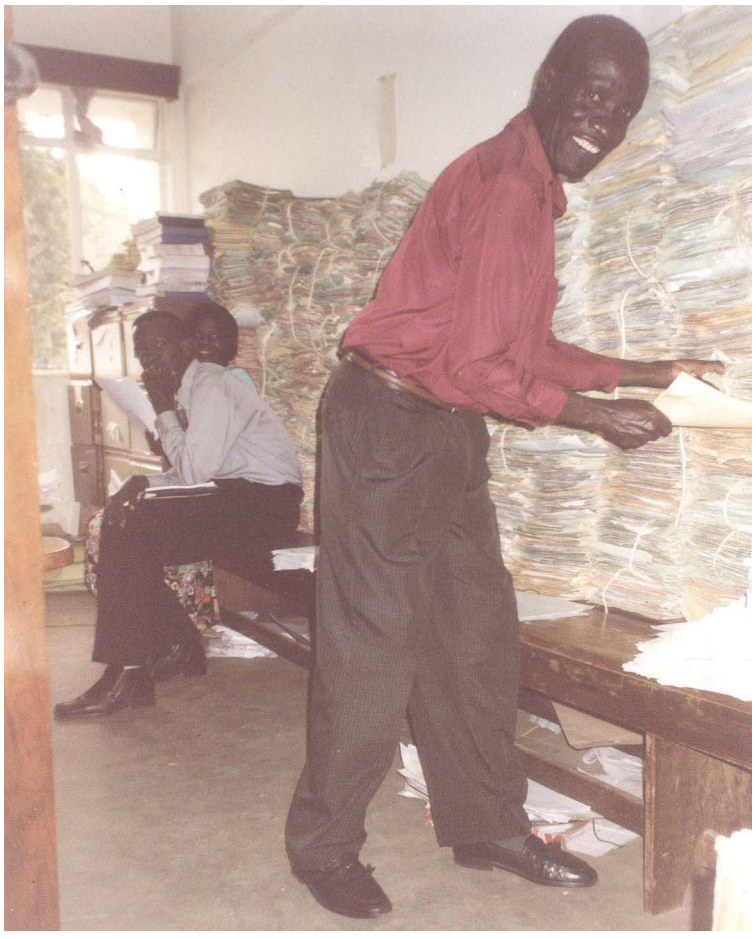
Appendix 6.3a: Details of Events Observed

Date	Details on observed event or object	Persons interacted with who made comments	Venue
• 25th to 28th August, 2003	• JAB selection meeting 2003/04 academic year	• Minister of State for Higher Education, Hon. Wabudeya • Deputy Vice Chancellor, Makerere University, Mr. Opio Eperu, and • Chairman Joint Admissions Board (JAB), Prof. Rutaro Bossa.	• JICA Building, Makerere University
• 22nd September, 2003	• Orientation programme at Makerere University	• Deputy Registrar (Admissions), Mr. Obella. • In charge of ceremonies and certificates, Mr. Otim.	• Makerere University Freedom square
• 28th to 30th January, 2004.	• A three day admission session for S1 and technical schools	• Minister of Education and Sports, Dr. Kiddu-Makubuya. • Mr Akampumuza, Director of Education • Mr Nsubuga, Commissioner Secondary Education	• Kyambogo College
• 18th February, 2004	One-day sensitisation seminar regarding the new school register for District Education Officers. Covered issues on school mapping [not clear], Annual student census, and EMIS.	• Minister of State for Higher Education, Namirembe Bitamazire • Mr. Epiri, Municipal Education Officer, Arua	• Hotel Africana
• 2nd to 3rd March, 2004	• Admission for S5, PTC, and technical institutes	• The Principal, Gulu PTC, Mr. Etisot G. Simon • Francis Agula, Principal Education Officer, MoES, • Atukunda Gersom, Deputy HT St Mary's Nkozi • Vice Chancellor, Kyambogo University • Mr. Akampumuza, Director of Education	• Kyambogo College

Appendix 6.3b: Photographs on some places Visited and Events attended

A Records officer searching for a file at Makerere University's records office

Students (seated) wait for their file as the Records officer searches for files



Below: Student files packed on the floor

Records Clerk at Kaliro National Teacher's College

The Registrar Bukalasa Agricultural College searching for a student file

District Education Officers collecting school registers from the MoES Officials after a workshop

Some of the Head teachers at a selection exercise

Appendix 6.4: Cancellation of Admission and Revocation of Awards

NOTICE BOARD

MAKERERE UNIVERSITY

P.O.BOX 7062 Kampala -Uganda
Cables:"MAKUNIKA"

Telephone: +256-41-532752
Fax: +256-41-533640/541068
E-mail: acadmuk@infocom.co.ug

OFFICE OF THE ACADEMIC REGISTRAR

Ref:

Ref:

GENERAL CIRCULAR: 775

TO: ALL STUDENTS

SUBJECT: CANCELLATION OF ADMISSION AND REVOCATION OF MAKERERE UNIVERSITY AWARDS

It has come to the attention of the University that the rate of forgery of academic documents and impersonation by applicants for various programmes offered by the University is on the increase. This is not only a criminal practice but it is also very detrimental to the image of our esteemed institution and the country at large. If the vice is not immediately checked, the name and the reputation of great Makerere will be in total jeopardy.

The University is therefore taking **stern** measures against this very bad practice. It is in view of this that Makerere University Senate, at its Special Meeting held on 26th and 27th September,2001 directed after a thorough investigation to cancel the admission and revoke the awards of Makerere University to the following, who were later found to have presented forged or other people's O'Level and A'Level results to support their applications for admission.

	REG. NO.	NAME	PROGRAMME
1.	87/586	ASIIMWE Ann K.	B.A (SS)
2.	97/U/300/ITK/PS	KULANY Stephen Chelangat	BED
3.	91/U/1999	MUHUMUZA Stephens Eliot	DIP. LIB and BLIS

Sometime later the following was also discovered to have used another person's "O" and "A" level results. Her admission has also been accordingly cancelled and the award of Bachelor of Arts of Makerere University is revoked henceforth.

4.	97/U/1775	KAJUNGU Henry	BA(SS)

The student community is reminded of the following clause in the admission letter:

"Cases of impersonation, falsification of documents or giving false/incomplete information whenever discovered, either at registration or afterwards, will lead to automatic cancellation of admission".

The University community and the general public are accordingly urged to look out for such people and report them to the University authorities or any other appropriate authority. All efforts should be made to rid our society of such dubious characters who will tarnish the name and the image of our great Makerere and our beloved Uganda.

S.M. Ngobi,
AG. ACADEMIC REGISTRAR.

c.c. The Minister of Education and Sports.
The Minister of State for Higher Education.
The Vice-Chancellor, Makerere University.
The Vice-Chancellor, Kyambogo University.
The Deputy Vice-Chancellor, Makerere University.
The Inspector General of Police.
The Permanent Secretary, Ministry of Education and Sports.
The Commissioner, for Higher Education, Ministry of Education and Sports.
The Ag. Secretary, UNEB.
The University Legal Officer.

DATE: 19th July, 2002.

Appendix 7.1: Explanations regarding the indicators of an integrated SIMS

Indicators	Explanations
Identification of student information	Easy identification of a particular student. More meaningful students' information provided. When identity can easily be verified. Tracking of details, e.g. conduct and behaviour. Registering students. Issuing ID cards and numbers. Number of students registered.
Standardisation of student information	Standard formats of data available. People well trained in records keeping and IT, and aware of the processes.
Coordination of student information and activities	Students' information data bank in place. Registers in place at various levels in the country. A number of institutions/centres/ student information access points in place (information centres where information about students can be accessed). A well coordinated student information system (sharing of ideas, number of coordinating centres, resource sharing in place, sharing of information, e.g. joint admission, easily done).
Verification of student information	Listing/minimising cases of forgery and impersonation. Direct link of schools to UNEB, JAB, MOE&S. Easy to verify that records are authentic.
Tracking of student information	At every point of a student's career, you are able to access the student's information. Ability to track a student even after university education. Follow up necessary.
Integration with education sector programmes and reforms.	Quick and easy decision making realised. A better understanding of a student's profile. A system appreciated by people (popularity, cost effective). Better quality of education development in the country (enrolment, admission). Education sector functions well executed. All guidelines are followed. Ability of a system to run well and rapidly. Evaluation and monitoring system in place. System integrated in all sectors. Objective information provided.
Security and protection of student information	Accountability and transparency regarding student information in place. Student information well protected. Low-level information loss. Security of student information maintained. Ethical standards kept.
Keeping statistics about student information	Statistics easily obtained.
Access to student information	Access and retrieval to student information made less costly, easier and more rapid. Accurate information. Information properly stored. Close collaboration between districts, MOE&S.

Appendix 7.2: Comments Regarding the Study (into a SIMS)

All respondents were required to provide comments with regard to the study into an SIMS. The responses quoted verbatim below were classified into four orientations: Very useful, good and excellent idea; Neglected/lacking; Needs and Wishes; and Suggestions for further action/research.

Administrative Staff (A)	Interviewees (B)	Students (C)
1. Very useful/excellent idea		
• This is a very useful exercise, which will improve on information management and accessibility. • It is a good idea and timely for purposes of harmony and efficiency. • It is a healthy initiative and should be supported to take off as we are in a dynamic situation. • The project looks promising. • If implemented, it will improve the way student welfare is handled.	• It's a good discussion. • I have liked it and if it can be put in place, it is good. • It seems a useful thing. • It is necessary. Lack of data is one of the biggest problems. • It is a very good thing especially when we are talking about students. • It is very wonderful research because it focuses on information management system Which I think is a very important aspects on the life style of students in schools. The information flow and management is efficient, and then we wouldn't be having those problems of student arrest, demonstrations. This is due to the fact that there is lack of information.	• I have liked it in that it enables people in charge to know more about students' opinions. • I have never heard of this before, but I think if it is successfully, it would be a good thing and also a bad one. • It could be so useful. • It is good idea if you put it in practice. • The problems of students will probably have got a solution. • It is good. But it may take long to take off until people in Uganda realise the need for information. • This strategy is good because it will bring student information together. • A good idea, which is essential for the betterment of the student information in the country. • Its fair but the ground is not yet well-cultivated. .
2. Neglected/strongly lacking		
• Records still poorly managed. • Student information is over-influenced by human assumption. In most cases objective [sic: subjective?]information is used because of lack of efficient storage facilities and easy access. • Records system has been most neglected. Many things are lacking. Identification remains a problem. This has led to many forgeries and impersonation • The current information is still inadequate it is scattered. The ministry has data but there is still a problem of access. The strongest weakness this country has is lack of proper record keeping. This innovation would be an eye opener.		• Negligence: currently student information is mishandled because information relating to students is sometimes considered as belonging to young people, who are not yet serious with life. • Some students at times never get ID numbers and study without them • Student information in Uganda is mostly taken for granted to be there. But not sensitively used by officers. • Student information in Uganda is still not effective because the leaders have not played a role sensitising people (students) about it. • The student information in Uganda is poor and requires serious improvement. • The students do not freely access information in Uganda. • The way student information in Uganda is handled is still poor. It needs improvement [same point as 2 bullets above]
3. Needs and Wishes		
• Let us hope that this is successful. • Much of the information you mainly share with the parents, cross-examined on any other day[?]. Details: more information from primary level from the LC's.	• The ratio of teacher to students of 1:80. The schools use that ratio but there are no classrooms, no places for storage. It is a challenge. • Such information should not be used for the infringement on personal safety and freedom. If properly implemented, it is good to check later on you need to capture	• If well promoted it will lead to the elimination of exploitation by administrators and concerned bodies [and will] harmonise student affairs in the whole country. • It will help all Ugandans to benefit through education. • Actually if SIMS is supported by the

	all data each level. • Very nice. • There must be a national conference to discuss on this. • This might be very useful. The nature of quality should be taken care of.	Ministry of Education it will help a lot regarding students information • Performance improvement: A proper student information system will improve service delivery as well as avoid delays. • Should be emphasised to eliminate sectarianism. • The expected benefits on good political system and social organisation may lead to economic development. • The ministry to facilitate the system. • The system can be good if it fulfils its set objectives. • The system of numbering may not be so efficient in dealing with the current situation. It will be best done with people (pupils) at lower primary. However, the general overview of the whole system is very helpful to the education sector and the ministry. • It is important because it eases administration since information is already there. • Let such initiative be strengthened to help the voice of students in Uganda. What would be the objective of the SIMS? • Long over due, although it may need [meet?]resistance from the privacy advocates. • Parents and all stakeholders will get to know about the product (student). Seriousness: Student information ought to be taken seriously for it is of their identification.
4. Suggestions for further research, action or exploration		
• To learn from successful ventures within the region or else where is possible. • If well studied and planned will make a lot of work easy.	• You will give us a feedback. Assurance of stockholders is required. • As a researcher, I think it is something good. It is an area, which is virgin in Uganda. • Put what we have discussed on air so that people will have hard [heard?]about the subject.	• There is a desire to have this information as it will help to trace trained man power required by this country in key fields • How should it benefit the government, schools, college administrators should be clear. • This information should be accessible but reasons for accessing it must be clear so that the system is not misused to locate and destroy people's lives.