



THE EVOLVING ROLE OF ACADEMIC REGISTRARS

By

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Introduction

- One public University, Makerere University
- One VC, DVC, AR,US,
- 14 Deans/Directors
- Two undergraduate Diplomas
- 16 undergraduate programmes
- Five PGDs
- Few Phds



SHIFT IN EDUCATION POLICY

- Parliament Act establishing IUIU in 1988
- Liberalization of Education-private sector involvement
- Host of private Universities
- Increase in number of Public Universities
- Many VCs, DVCs, Ars and other University Officials
- Private Scheme introduced in Mak
- Many programmes developed
- Increase in number of students
- Graduating thousands of graduates yearly



TRADITIONAL AR

- ADMISSION
- Almanac- Academic calendar
- Receive application forms from MoE
- Liaise with UNEB for Results
- Determine cut offs
- Generate Admission Lists
- Publish Lists on Notice Board
- Print Admission Letters
- Post Admission Letters (Post Office)



REGISTRATION

- Orientation
- Print registration forms
- Document verification
- Sign registration forms
- File registration files
- Compile Nominal Roll
- Provide registration statistics for planning purposes
- Store files
- Issue IDs



EXAMINATIONS

- Time Table (Central Committee)
- Allocate Venues
- Print and issue examination cards
- Process Results
- Pass lists on notice boards
- File on personal files
- Supplementary examinations



SENATE SEC

- Set date in consultation with VC
- Prepare Agenda
- Send notice, agenda, docs
- Arrange venue
- Record proceedings
- Provide technical guidance
- Approval of Results
- Write minutes



GRADUATION

- Compile graduation lists
- Graduation Materials
- Graduation booklets
- Graduation Gowns (Central Stores)
- Academic Procession



TRANSCRIPT PRODUCTION

- Draft transcripts
- Type Transcripts (Type writers)
- Sign Transcripts
- Issue transcripts
- Certification
- Verification



CERTIFICATES

- Type Certificates
- Sign certificates
- Issue
- Certification
- Verification



APPOINTMENT OF DEANS

- Consultative process by VC and AR
- Senior HODs in Faculty/School
- High integrity
- Respected



HEAD OF DEPARTMENT

- HOD AR Department
- Chair Meetings
- Post/Transfer Registrars
- Member of Top Management



OTHER ROLES

- Member on National Boards such as UNEB, NCDC
- Represent VC



ENACTMENT OF UOTIA 2001

- Introduced Positions of DVCs in Universities
- Role of AR Changed
- The AR shall assist the first DVC in the administration and organization of all academic matters including admission, undergraduate studies, postgraduate studies, examinations, research and publication,



CHALLENGES

- ICT has made operations easy but also with challenges
- Facilities vs student Nos
- Security of Records/Volume of Records
- Forgery of documents

- Litigation against Universities is on the increase, Data Protection ACT
- Rapid changes in policies, regulations
- Sexual harassment among staff and students
- Age of Learners, need a lot of guidance
- Integrity/Ethics of staff



LESSON LEARNT

- Choose to be the only fool in an environment of wise people