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## **OFFICE OF THE ACADEMIC REGISTRAR**

### **TO ALL FIRST YEAR STUDENTS AND STAFF OF PALLISA CAMPUS**

**SUBJECT: ADMISSION CEREMONY FOR FIRST YEAR STUDENTS OF PALLISA CAMPUS  
FOR THE ACADEMIC YEARS 2021/2022 & 2022/2023**

The ceremony of formally admitting all first year Registered students of Pallisa will be held on Thursday 17<sup>th</sup> November, 2022 at Pallisa Campus starting at 2.30pm. The Vice Chancellor shall preside over the ceremony.

Students should be assembled at the venue of the ceremony by 2:00 p.m.

You are therefore requested to get familiar with the following order of the ceremony:

#### **ORDER OF THE CEREMONY**

1. Students assemble at the venue.
2. The Vice Chancellor and his entourage proceed to the venue.
3. Everybody stands up on arrival of the Vice-Chancellor and his entourage, and shall remain standing for the National Anthem.
4. The National Anthem is sung
5. Prayer
6. Everybody shall sit when the Vice-Chancellor sits.
7. Advancement officer introduces the Vice Chancellor and his entourage
8. Remarks by the Vice Chancellor entourage: i.e University Secretary, Dean of Students, University Librarian, University Bursar and Academic Registrar.
9. The Academic Registrar invites the Dean of the Faculty of Management Sciences to present his students.

The Dean of the **Management Sciences stands up.**

The Dean invites the new undergraduate students of the **Faculty of Management Sciences**; says:

**“ALL STUDENTS OF THE FACULTY OF MANAGEMENT SCIENCES PLEASE STAND UP FOR THE SWEARING”.**

The Academic Registrar stands, salutes the Vice-Chancellor and says:

**“Do you solemnly promise to seek the truth, to study diligently, to obey the Chancellor, Vice-Chancellor, and those in authority in the University, to observe the regulations of the University, to exercise discipline and to promote its good as far as in you lies.”**

Newly admitted students of the **Faculty of Management Sciences** reply:

**“ALL THIS I SOLEMNLY PROMISE TO UNDERTAKE.”**

Newly-admitted students of the **Faculty of Management Sciences** remain standing.

The Dean of the Faculty of Management Sciences salutes the Vice-Chancellor and says:

**“Mr. Vice-Chancellor Sir, I present to you for admission to the University, these new undergraduate students of the Faculty of Management Sciences who have duly subscribed their names to the declaration they have made.”**

Both the Dean of the **Faculty of Management Sciences** and the Academic Registrar salute the Vice-Chancellor and resume their seats.

All newly-admitted students of the **Faculty of Management Sciences** resume their seats.

1. The Academic Registrar invites the Vice-Chancellor to address the new students.
2. The Vice-Chancellor makes his address of welcome and formally admits the newly-admitted students to the University and he says;

**“BY VIRTUE OF THE AUTHORITY ENTRUSTED TO ME, I ADMIT THE NEW STUDENTS TO BUSITEMA UNIVERSITY”.**

3. All stand (**At the end of the Vice-Chancellor’s speech**).
4. The National Anthem is sung.
5. Group photographs with the Vice Chancellor.
6. Departure.



Dr. Gimuguni Lilian Nabaasa (PhD)

**ACADEMIC REGISTRAR**

Copy to: Vice Chancellor  
Deputy Vice Chancellor (Research & Academic affairs)  
University Secretary  
Dean of Students  
Dean Faculty of Management Sciences  
University Librarian  
University Bursar  
Assistant Director, Legal Affairs  
Public Relations Office  
Heads of Department  
Faculty Registrar