

STATUTORY INSTRUMENTS SUPPLEMENT

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S T A T U T O R Y I N S T R U M E N T S

2005 No. 85.

THE UNIVERSITIES AND OTHER TERTIARY INSTITUTIONS
(INSTITUTIONAL STANDARDS) REGULATIONS, 2005.

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STATUTORY INSTRUMENTS

2005 No. 85.

The Universities and Other Tertiary Institutions (Institutional Standards) Regulations, 2005

*(Under section 123(1) of the Universities and Other Tertiary
Institutions Act, 2001, Act No.7 of 2001)*

IN EXERCISE of the powers conferred on the National Council for Higher Education by section 123(1) of the Universities and Other Tertiary Institutions Act, 2001, these Regulations are made this 11th day of November, 2005.

PART I—PRELIMINARY

1. These Regulations may be cited as the Universities and Other Tertiary Institutions (Institutional Standards) Regulations, 2005. Title.

2. These Regulations apply to all universities and tertiary institutions. Application.

3. In these Regulations, unless the context otherwise requires— Inter-pretation.
 - “Act” means the Universities and Other Tertiary Institutions Act, 2001;

 - “National Council” means the National Council for Higher Education established by section 4 of the Act.

4. Every university and every tertiary institution shall comply with the standards set out in Parts II to V of these Regulations. Standards for institutions.

5. The National Council shall, at the request of a university or tertiary institution indicate the specific steps to be taken towards the attainment of the standards. Attainment of standards.

Evaluation
of
performance
and
supervision.

6. (1) Every university and every tertiary institution shall prepare and submit to the National Council—

- (a) an annual report of its activities in each year of operation; and
- (b) once in every three years, a detailed self- evaluation report of the steps it has taken towards the achievement of the aims and objects for which it was established.

(2) The National Council shall analyse all reports submitted to it under subregulation (1) and may make such comments or give such other instructions for action by the university or tertiary institution.

(3) The comments made or instructions given by the National Council in accordance with subregulation (2) shall specify whether or not the objects for which the university or tertiary institution was established are being complied with.

Obligations
of
universities
and tertiary
institutions.

7. (1) Every university and every tertiary institution shall—

- (a) ensure that the institutional standards set by the National Council are, at all times, maintained;
- (b) ensure that all lawful instructions issued by the National Council or other authority empowered to give instructions under the Act are complied with;
- (c) ensure that new programmes of instruction are not commenced or new regulations effected without the prior consent of the National Council; and
- (d) submit to such other modes of supervision including inspection and visitation and at such intervals as may be determined by the National Council.

(2) The National Council may inspect a university or tertiary institution as and when it deems necessary to verify the contents of the evaluation report referred to in regulation 5 (1)

(b) received in respect of the university or tertiary institution.

PART II—STANDARDS FOR LIBRARIES

Inter-
pretation.

8. In this Part, unless the context otherwise requires—

“bibliographical control” means the creation, development, organisation, management and exploitation of records prepared in order to facilitate access to any item held in the library by describing such an item;

“collection management policy” means the policy outlining the systematic acquisition and evaluation of size, appropriateness, accessibility and usefulness of a library collection in terms of the objectives, users and programmes of the sponsoring institution;

“conservation” means the process of ensuring the survival of library or archive materials including basic repair or strengthening work;

“E-mail” means a system of transmitting messages and data through the medium of a computer using telephone connections and modems;

“information resources” means informal or formal, human, printed or electronic resources that contain information that can be accessed to meet an information need;

“information services” means services provided by or for a library specifically to draw attention to the resources of the library in anticipation of demand and may take the form of newssheets, literature surveys, reading lists, abstracts or contents of current journals;

“inter library loan” means the reciprocal system by which libraries borrow publications from other libraries and in turn lend publications to those

other libraries;

“journal” means a magazine or periodical, published by a specialist or academic or professional body for its members, containing proceedings, transactions, contributions and reports of work carried out in a particular field;

“library budget” means the funds available for library purposes; but excludes staff salaries;

“paraprofessional” means a person holding a diploma or certificate in Librarianship or Information Science or a related field, who assists a librarian;

“preservation” means the provision of adequate care and maintenance to ensure durability and continuity of library and archive materials; and

“Senate” means the body responsible for the academic affairs of a university.

Information Resources

Provision of
information
resources.

9. (1) A library established for a university or tertiary institution shall—

(a) provide varied, authoritative and up to date information resources that support the vision, mission and objectives of the university or tertiary institution;

(b) provide a full range of materials of the appropriate academic levels for each academic programme offered by the university or tertiary institution;

(c) maintain collections in print or electronic format of not less than five core journal titles per academic

discipline;

(d) in addition to other collection of materials, stock a comprehensive and up to date collection of references and bibliographic sources including indexes, abstracts, dictionaries, encyclopedias, atlases, handbooks, yearbooks, gazettes, almanacs, biographies, literature guides, and statistical abstracts covering general knowledge and specific subjects.

(2) The library collection shall, with the exception of classics, consist of current editions and up to date texts including electronic information resources.

(3) The National Council shall recognise as up to date, published materials that are less than ten years old.

(4) The university or tertiary institution shall provide and maintain adequate funding to facilitate the updating and purchase of new information materials to maintain growth in the existing and newly developed areas of study and to achieve this purpose, the university or tertiary institution shall set aside at least 10% of the total university or tertiary institution budget for this purpose.

(5) A library established for a university or tertiary institution shall hold at least ten titles per unit offered and shall provide copies of the titles to adequately provide for the students taking the unit; and the titles may be hard copies or electronic copies.

(6) The student to book ratio of books and electronic materials shall not be less than 1:40.

10. (1) A library shall develop and maintain a system that enables a user to access the information materials in its collection, easily and efficiently.

(2) A library shall develop and maintain a comprehensive catalogue that identifies items in its collection by

Accessibility
to
information
materials.

title, author and subject.

(3) A catalogue developed by a library under subregulation (2) shall—

- (a) specifically provide for the bibliographic access to information resources in all formats available in the library;
- (b) be subject to appropriate editing to update it to conform to modern technology, contemporary practice and changing international standards;
- (c) comply with approved international and local conventions; and
- (d) be in a format that can be consulted by several users concurrently.

(4) A library shall keep requisite subordinate files to provide bibliographic control and access to specialised material available in the library.

(5) A library collection shall be arranged in a manner that allows access to all users, including persons with disabilities.

Library Buildings

Provision of space and security.

11. (1) A library building shall provide adequate space and security conducive to study and research with suitable environmental conditions for library staff and users, including persons with disabilities.

(2) A library building shall be planned on the projected growth of the university or tertiary institution, information resources, services, users and library staff for the next ten years.

(3) At every planning stage, librarians shall be consulted.

(4) A library building shall be strong and sturdy to bear

full stack weight at all points.

(5) A library building shall be constructed to allow adequate natural and artificial lighting and ventilation and in particular, the buildings shall—

- (a) be provided with secure windows whose effective areas shall not be less than 20 per cent of the floor area of the room;
- (b) be provided with adequate ceiling height and the minimum height of the ceiling shall be 3.5 meters;
- (c) conform to the relevant rules relating to public buildings; and
- (d) be provided with sufficient doorways that can be opened outwards to ensure rapid exit in case of fire and other emergencies.

(6) A library building shall provide space for readers calculated as follows—

- (a) a reader space shall be one seat for every four users at the rate of 2.5 square metres per user;
- (b) a stack area shall be at least 10.75 square metres per 1000 volumes;
- (c) a stack area for bound journals and reference books shall be at least 10.75 square meters per 1000 volumes; and
- (d) a display area for current journals shall be 9 square metres for 1000 titles.

(7) The library staff and services area shall constitute 18 to 25 per cent of the combined space for readers and book stack.

(8) Non-usable areas such as toilets and corridors shall constitute 18 per cent of the usable area.

(9) The library equipment and furniture shall be

adequate and functional.

Staffing

Library
staff.

12. (1) A library shall have adequate staff to be determined by, *inter alia*—

- (a) the academic programmes offered;
- (b) the number of students;
- (c) the number of service points; and
- (d) the hours for which the service is offered.

(2) Library staff shall include librarians, paraprofessional library staff and skilled technical and clerical staff.

(3) A library shall maintain staff ratios as follows—

- (a) qualified librarians shall constitute 35% of the total library staff;
- (b) paraprofessional and skilled technicians shall constitute 50% of the library staff; and
- (c) other workers shall constitute 15% of the remaining staff.

(4) The terms of employment of library staff shall be equivalent to the terms of employment of the academic staff.

(5) Library staff shall have access to different forms of on-going and continuous training, research funds and benefits accessed by other academic staff.

(6) A person qualified to be a librarian in terms of these standards may be appointed to be in charge of the library department.

(7) The functions of the librarian include—

- (a) developing the mission, goals and objectives of the library;

- (b) preparing and administering the library budget;
- (c) acquiring, by way of purchase, lease or other appropriate ways, information materials that broaden the educational experience of the users;
- (d) developing and maintaining a collection management policy and a conservation and preservation policy in order to conserve the information materials;
- (e) providing adequate safeguards against loss or mutilation of information materials;
- (f) developing and maintaining a disaster management policy; and
- (g) developing a weeding policy.

(8) A library shall be a department integrated into the institutional organisational structure of the university or tertiary institution.

(9) A library shall provide a clear library organisation structure with a range of grades and posts to motivate library staff.

13. (1) A university or tertiary institution shall establish a library committee to perform and exercise such functions as the Senate may confer on it.

Library
committee.

(2) The library committee shall be responsible to the Senate.

Library Services

14. (1) A library shall establish, promote and maintain a wide variety of quality services that will support the academic programmes of the university or tertiary institution and

Maintenance
of quality
services.

encourage optimal use of the information resources.

(2) Library staff shall be responsible for developing and teaching of information literacy skills to the entire academic community.

(3) Library staff shall maintain a system through which the users are informed of the resources available and in particular recent additions to the library.

Library
information
system.

15. (1) A library information system shall be integrated within the campus wide network.

(2) A library shall provide information access and delivery services through inter-library loan-schemes and electronic data transfer using the Internet, e-mail and other information technology medium.

Access to
library
resources.

16. (1) A library shall ensure optimal access to its own resources and other resources available elsewhere by developing and maintaining appropriate policies and procedures.

(2) A library shall provide directional, instructional and reference services.

(3) A library shall participate in programmes for sharing of information.

Borrowing
procedures.

17. A library shall put in place appropriate policies and procedures concerning opening and borrowing hours.

Reference
and
bibliographic
services.

18. (1) A library shall provide information and instruction to users through a variety of reference and bibliographic services such as course-related and course integrated instructions, hands-on active learning, orientations, formal courses, tutorials and point-of-use instruction, including reference interviews.

(2) A library shall facilitate academic success, and encourage lifelong learning by combining new techniques and

technologies with the best traditional sources and practices.

(3) Library staff shall assist primary users to retrieve information, evaluate and document information.

19. A library shall develop, adopt and maintain information technologies and shall—

Maintenance
of
information
technologies.

- (a) develop Information and Communication Technology (ICT) plans for the medium (five years) and long term (ten years);
- (b) explore and be involved in collaborative projects which convert physical collection items into digital form in order to enhance access or support preservation programmes;
- (c) avail equipment to enable users and staff to access and use information from internal and external sources in addition to provision of equipment to support preservation and conservation programmes; and
- (d) develop links with neighbouring communities by developing mechanisms through which the latter can access its collections.

PART III—STANDARDS FOR CURRICULA

20. In this Part, unless the context otherwise requires—

Inter-
pretation.

“academic staff” means members of the teaching staff of a university or tertiary institution;

“academic year” means a continuous period of teaching, examination and study organised in a full year mode, semester mode or quarter mode and extending over not less than thirty calendar weeks;

“compensation” means the practice of awarding a pass mark in respect of a failed course by reason of a candidate having passed other courses offered in

- the same curriculum or programme of study;
- “course” means a single unit of study in a curriculum or programme of study;
- “curriculum” means an organised programme of study for a given degree, diploma or certificate award, incorporating all matters such as academic staff requirement, duration of academic programmes, admission requirements, programme content requirements and assessment process requirements;
- “department” means an academic division into which a faculty is divided for purposes of teaching, examinations and administration;
- “faculty” means an academic division so designated or established under the instruments constituting a university or tertiary institution and it may also mean academic members of staff;
- “institute” means an organisation founded for particular work such as education, promotion of arts or scientific research;
- “lecture hour” means a period of time equivalent to one hour representing one such continuous hour in lecture form, two in tutorial session, three in laboratory practicals and five in farm or similar practice;
- “programme of study” means the prescribed syllabus that students must be taught at each key stage;
- “re-sit examination” means an examination taken again by a candidate who has not been successful in a previous attempt;
- “school” means a faculty or a cluster of departments specialising in a particular subject area;
- “supplementary examination” means the practice of re-examining a candidate who was not successful in a

previous attempt;
“syllabus” means a full description of the content of
each course offered in a given programme of study.

General Requirements

21. (1) A university or tertiary institution shall maintain adequate academic and support staff for each approved programme of study.

Academic
and support
staff.

(2) In determining whether a university or tertiary institution complies with the requirements of subregulation (1), the full time staff and student ratio shall conform to the Universities and Other Tertiary Institutions (Establishment and Operation of Private Universities and Private Tertiary Institutions) Regulations, 2005.

(3) A person shall not be recruited as an academic or technical staff unless he or she possesses qualifications approved by the National Council.

(4) The National Council shall, from time to time publish by notice in the *Gazette*, guidelines of the approved qualifications of academic or technical staff who should be recruited for each programme offered by a university or tertiary institution.

22. The duration of each degree programme shall be defined in terms of the academic years, which shall conform to any of the following modes—

Duration of
degree
programmes.

(a) the full year mode, which consists of three terms and one end of year examination;

(b) the semester mode, which consists of a programme with two sections and an examination at the end of each section;

(c) the trimester mode, which consists of three sections

- and an examination at the end of each section; or
- (d) the quarter mode, which consists of four sections and an examination at the end of each section.

Curriculum and Programmes

Design of
curriculum.

23. (1) A curriculum should be able to facilitate a balanced learning process and ensure that students are able to acquire such cognitive, effective and psychomotor skills as are consistent with the educational goals and aspirations of Uganda as may, from time to time, be defined by the National Council.

(2) Account shall be taken in the design of every curriculum to ensure that the programme proposed—

- (a) is broad-based or integrated;
- (b) is practical oriented;
- (c) is diversified;
- (d) does not compromise the standards of excellence set by the National Council; and
- (e) contributes to the overall national human resource development and requirements.

Contents of
curriculum
and
programmes.

24. (1) A curriculum or programme of study shall—

- (a) clearly indicate the core courses;
- (b) clearly indicate the elective courses;
- (c) provide common courses;
- (d) provide a full content description in a form readily accessible to each student, of every course in the syllabus that the programme is proposing;
- (e) state whether the programme being proposed is a specialised or general one or some other variant

- of the programme;
- (f) indicate whether all courses in the syllabus are expected to be taught by staff drawn wholly from within the faculty or department concerned or partly by staff from elsewhere; and
 - (g) specify in terms of lecture hours, the minimum load for each course which is to be offered in every academic year or section of the year.
- (2) Every curriculum shall clearly specify the following—
- (a) the pass mark or grade for each course;
 - (b) the minimum number of courses that a student must undertake to qualify for an academic award;
 - (c) the conditions under which a candidate shall be required to—
 - (i) undertake a special examination;
 - (ii) re-sit an examination;
 - (iii) repeat an entire academic year; or
 - (iv) discontinue from the programme altogether.

Assessment Requirements

25. (1) Students of any curriculum shall be assessed on the basis of the following—

Assessment
of students.

- (a) course work administered throughout the academic year or section of the academic year by way of tutorials, essays, tests, laboratory exercises or other mode acceptable to a university or tertiary institution; and
- (b) written examinations administered at intervals consistent with the mode of organisation of the

academic year in a university or tertiary institution.

(2) The distribution of marks or points between the course work and the written examination shall be in accordance with the guidelines to be published from time to time by the National Council.

Moderation
of exams.

26. A university or tertiary institution shall establish a systematic mechanism for the internal and external moderation of examinations.

Board of
Examiners.

27. (1) A university or tertiary institution shall establish a Board of Examiners consisting of internal and external examiners for each degree programme.

(2) The Board of Examiners shall determine whether a candidate has successfully completed or failed an examination on the basis of the pass mark.

PART IV—STANDARDS FOR PHYSICAL FACILITIES.

Inter-
pretation.

28. In this Part, unless the context otherwise requires—

“adequate water supply” means water in such quantities as would permit maintenance of a reasonable level of personal and environmental hygiene;

“Building Code” means any standards prescribed for the construction of buildings by the relevant Government department;

“classroom” means a room accommodating several students for the purposes of instruction;

“full time students equivalent” (FTSE) means a number of hours of teaching required by one student to fulfill the requirements of the course in an academic year;

“Master Plan” means a programme of a university or tertiary institution showing the order of development of physical and academic aspects for

- a given period of time;
- “physical facilities” means any structure fixed or movable and any part of the structure used or intended to be used for teaching, lecturing or instructing or as a dwelling house or for recreational activities and all ancillary facilities, including drainage works, services installations and road works;
- “reader station” means space occupied by a student in a library;
- “recognized water laboratory” includes the Government Chemist, the laboratory of the Uganda National Bureau of Standards, and any other laboratory registered with or belonging to the Public Health Department of the Ministry of Health, Ministry of Lands, Water and Environment, or any other public institution, person or organisation duly authorized by the Government of Uganda to undertake water analysis;
- “relevant local authority” means a city council, county council, municipal council, subcounty council, town council or a local authority under whose jurisdiction a university is situated;
- “research” means an investigative study of any physical, biological or social phenomenon through a systematic approach;
- “residential university” means a university in which ten or more students are boarded;
- “safe water supply” means a supply of water free from any contamination;
- “site works” means a place where construction activities are carried out;
- “surface water” means any ground water, subsoil water, storm water or rain water which discharges on the

ground surface;

“utility services” includes any service that is connected to any physical facility through pipe or wire network, other medium for helping to convey fluids, energy and messages, people and goods in and out of any physical facility;

“waste water” means any water after it has been fouled by a variety of uses and which constitutes a combination of liquid and water carried wastes emanating from residences, toilets, kitchens, laundries, laboratories, workshops and other drainages.

Application of standards for physical facilities.

29. These Standards apply to—

- (a) any building or part of a building purposely designed and constructed for use by a university or tertiary institution;
- (b) any alterations or extensions of a building or parts of a building of a university or tertiary institution;
- (c) every building undergoing material change of use in the university or tertiary institution building; and
- (d) all related utility services installations and site works for a university or tertiary institution.

Factors for which standards are prescribed.

30. The Standards in this Part are prescribed in respect of the following—

- (a) public health, including—
 - (i) the application of the applicable bye-laws, the Building Code and the Public Health Act Cap 281;
 - (ii) the materials used in the building;
 - (iii) the lighting, ventilation and sound proofing

- in the building;
 - (iv) the hygiene and sanitation of the building;
and
 - (v) the water supply and waste disposal in the
building;
- (b) public safety, including—
- (i) the structural soundness and stability; and
 - (ii) the safety-fire resistance, fire protection and
safety precaution, fire fighting and fire
escape;
- (c) physical facilities, including—
- (i) the building facilities, including classrooms
and lecture theatres, staff offices, research
areas, seminar rooms, laboratories,
workshops, studios, clinics, libraries,
students residences, staff residences,
communal and social services areas such as
workshop, kitchen, dining, common rooms
and recreational facilities;
 - (ii) the utility and other services, including water
supply, power, communication network,
external drainage and waste services,
access roads, parking and appropriate
landscaping; and
 - (iii) land, including requirements and location
ownership and tenure;
- (d) spatial requirements, including—
- (i) the minimum size and floor areas for various
buildings;
 - (ii) the minimum unit numbers of various types of

- buildings; and
- (iii) the locational relationship of various facilities.

Minimum Standards

Provision of physical facilities.

31. Every university or tertiary institution shall provide the following physical facilities to accommodate its activities—

- (a) classrooms or lecture rooms/ theatres;
- (b) library;
- (c) computer laboratory;
- (d) auditorium or lecture rooms;
- (e) staff common rooms;
- (f) student common rooms with indoor recreation facilities;
- (g) outdoor recreation facilities in form of games or sports facilities;
- (h) drainage system, proper sanitation and water supply;
- (i) dispensary;
- (j) laboratories; and
- (k) workshops.

Additional facilities.

32. A residential university or tertiary institution shall, in addition to the facilities to be provided under regulation 5, provide the following physical facilities—

- (a) kitchen and dining facilities; and
- (b) student accommodation, including adequate laundry

and storage facilities.

Compliance
with
Building
Code.

33. A building or any alteration or extension used or intended to be used as part of physical facilities of a university or tertiary institution shall comply with the requirements of the Building Code and the provisions of the Public Health Act, and in particular—

- (a) it shall maintain the minimum requirements for health and safety of the public prescribed by the Public Health Act;
- (b) it must be approved by the relevant local authority;
- (c) there shall be evidence of—
 - (i) approval of drawings of the proposed buildings;
 - (ii) approval of alterations or extensions, if any;
 - (iii) approval of proposed change of use, if any; and
 - (iv) a certificate of occupation for a newly constructed or altered buildings.

Public Safety

Safety of
physical
facilities.

34. A university or tertiary institution shall operate in physical facilities that are safe for the public and in particular—

- (a) all buildings and other physical facilities used by a university or tertiary institution to accommodate its activities shall be serviceable and functional; and
- (b) all buildings shall be kept in a good state of repair and maintenance and shall be free from structural failures, excessive deflection, cracking or dilapidation of building material fabric and

University
or tertiary
institution
to employ
engineer.

components.

35. A university or tertiary institution which erects or causes to be erected a building or any other structure intended to accommodate university or tertiary institution activities shall employ, for the purposes of the architectural design of the building, a registered structural engineer, and shall retain the services of the architect or structural engineer for the purposes of supervising the erection of the building and in particular—

- (a) on completion of construction of the building, the architect or structural engineer shall provide a certificate that the work or works have been carried out in accordance with the design and that it complies in all respects with the provisions of the Building Code;
- (b) all drawings in respect of the structural framework of steel buildings, reinforced concrete buildings or structural timber buildings and calculations connected to them, shall be signed by the registered structural engineer responsible for their design; and
- (c) where a university or tertiary institution causes the erection of a building or structure of the type described in this regulation, it shall, in addition, employ on the site throughout the period of the construction, a resident engineer who is capable of reading and interpreting the relevant project working drawings showing details of the design and of ensuring that the work is carried out in accordance with drawings and with the requirements of the Building Code.

Application
of standards
in
regulation
35.

36. The standards specified in regulation 35 shall apply to—

- (a) any building or structure of two storeys or more or in which provision may be made for future

- development of other storeys;
- (b) any building or structure in which any suspended structural floor panel beam or frame exceeds six meters in span; and
 - (c) any building or structure in which a balcony is provided for purposes of public assembly.

Fire safety.

37. (1) All buildings and other physical facilities used by a university or tertiary institution to accommodate university or tertiary institution activities shall provide adequate fire safety.

(2) All buildings and other physical facilities shall conform to the requirements of the Building Code, the Public Health Act Cap 281 and other standard practices with regard to fire resistance, means of fire escape, access from fire escape and fire fighting equipment.

Fire escape.

38. (1) All buildings used for university activities shall have adequate, reasonable and easily accessible means of escape in the event of fire.

(2) All means of fire escape shall be properly maintained and kept free from any obstruction.

Provision of fire fighting equipment.

39. Any building used by a university as a classroom, lecture theatre, seminar room, auditorium, laboratory, library, dormitory or residential hall, shall be provided with adequate fire fighting equipment, such as hose reels, portable fire extinguishers, fire buckets, dry risers, fire hydrants, sprinklers and water storage tanks.

Central fire fighting unit.

40. Where a university or tertiary institution is located outside the area covered by a Government or local authority fire station, a central fire fighting unit shall be located in a purpose built station forming part of the university service area; and the equipment for the fire station shall be provided by the university

Water supply system for fire fighting.

or tertiary institution for its use.

41. A university or tertiary institution shall procure a water supply system for fire fighting which shall be drawn through the main water supply distribution system via a series of underground hydrants located at regular intervals throughout the site of the university or tertiary institution.

Teaching Laboratories, Hospitals, Workshops and Studios

Laboratory facilities.

42. A university or tertiary institution conducting courses requiring the use of laboratories as part of instructional facilities shall, in addition to providing classrooms and lecture theatres provide adequate laboratory facilities.

Adequacy of laboratory facilities.

43. In assessing the adequacy of laboratory facilities the following shall be taken into account—

- (a) provision of adequate laboratory facilities in close proximity to classroom or other teaching facilities;
- (b) provision of room for instructional workstations;
- (c) provision of storage, and preparatory rooms and a laboratory office;
- (c) proper location in relation to other facilities so that the laboratory is easily accessible;
- (d) the provision of the following service facilities—
 - (i) adequate windows which open to the outside in order to provide proper ventilation;
 - (ii) fume cupboards and fume hoods in the preparation and storage rooms;
 - (iii) standard table top electrical service outlets for the instructor's table and for each pair

- of students workstation; and
- (iv) adequate lighting, free of glare from exterior sunlight;
- (v) surface treatment of floors, walls and ceiling to reduce noise; and
- (vi) a sink with hot and cold water service installation for the instructor's table and for each pair of students workstation; and
- (e) the provision of built-in furniture and equipment—
 - (i) at least one instructor's table measuring 2000 x 360 x 760 mm high;
 - (ii) at least one student table of minimum size 1500 x 560 x 760 mm high for each pair of students workstation with adequate bench or stools or chairs;
 - (iii) chalkboard or tack board, wall mounted; and
 - (iv) at least one corrosion resistant sick and eye-wash fountain.

44. (1) A university or tertiary institution offering medical courses shall have the necessary basic pre-clinical sciences together with the laboratory requirements and any specialised provisions for anatomy and pathology.

Require-
ments for
medical
courses.

(2) The university or tertiary institution shall also have or secure access to a teaching hospital easily accessible to students and equipped with the usual outpatient and inpatient facilities covering all specialisations in medicine, surgery, obstetrics and gynecology, pediatrics, community health.

(3) The university or tertiary institution shall also provide support facilities such as X-ray, radio-therapy, anesthetics and pathology, accessible to medical students, except that where the hospital is not the property of the relevant university or tertiary institution, adequate legal and administrative arrangements shall

Hospital to have necessary resources.

be made in respect of such access.

45. The hospital shall have the necessary resources such as human, physical, technical and financial resources to meet professional and academic requirements.

Design of teaching hospital.

46. The design of the teaching hospital shall conform to the requirements of the Ministry responsible for health in providing relevant health services; and in addition, the hospital buildings shall conform to the requirements for buildings under the Building Code.

Facilities for fine art courses.

47. A university or tertiary institution offering fine art shall have a studio for drawing from life, general drawing, basic design painting, ceramic and film room, graphic photography print-making studio, life painting, composition or still life studios, textile design and weaving, sculpture studios together with the following—

- (a) a ceramic glazing and testing laboratory, glass design and testing laboratory, glass design and technology, silver smithing and jewellery and museology laboratory;
- (b) workshop space for modeling, casting and woodcarving;
- (c) space for sculpture, garden, outdoor wood burning kilns and such other facilities as may be specified by the National Council;
- (d) studio spaces and drafting room with adequate lighting;
- (e) photogrammetric laboratory;
- (f) remote sensing laboratory;
- (g) computing laboratory;
- (h) hydrographic laboratory workshop;
- (i) cartographic workshop; and

(j) photographic laboratory or workshop.

48. A university or tertiary institution offering urban and regional planning shall have adequate studio space for every year of study and the university shall also have a model-making workshop.

Facilities
for urban
and regional
planning
courses.

Facilities
for building
courses.

49. A university or tertiary institution offering building or building technology courses shall have studio space for every year of study and shall also have—

(a) for every year of study, workshops for carpentry and joinery, mechanical works and welding, masonry and concrete works and electrical wiring and building services;

(b) laboratory space for each course of study for material sciences, structures and services; and

(c) spaces for demonstration units in various building construction techniques.

Facilities
for
architecture
courses.

50. A university or tertiary institution offering architecture shall have design studios for each class with adequate individual workspace at the rate of 2.5 square metres per workstation and shall also have—

(a) a modeling workshop with equipment enough for at least two class years;

(b) an architectural science laboratory with sufficient equipment;

(c) a photographic laboratory;

(d) one material testing workshop;

(e) one wood working workshop; and

(f) spaces within the overall premises of the department, for external activities such as those required for workshop fabrication and for erection of building

Facilities in food and home care laboratories.

components and for testing their exposure to weather activities.

51. (1) A food laboratory shall be provided with installations adequate for instructions in food preparation, cooking and services using a variety of cooking energy resources; including electricity, gas and wood.

(2) Home care laboratories shall be equipped with laundry and ironing facilities.

Computers for computer science students.

52. A university or tertiary institution offering computer science and related programmes shall have one computer per student in any given lesson.

Land for agriculture courses.

53. A university or tertiary institution offering agriculture shall, in addition to the laboratory specifications have at least ten hectares of land set aside as a university or tertiary institution farm over and above that stipulated for an ordinary university or tertiary institution.

Catering facilities.

Catering and Accommodation

54. A residential university or tertiary institution shall provide adequate, well-lighted and ventilated accommodation for cooking, service and eating materials.

Adequacy of catering facilities.

55. In assessing the adequacy of the catering facilities, the following factors shall be taken into account—

(a) provision of the following functional areas—

- (i) a food preparation area of not less than 0.50 square metre per student;
- (ii) a dish washing and serving area of not less than 0.50 square metre per student;
- (iii) a kitchen storage area of not less than 0.50 square metre per student; and

- (iv) a kitchen staff and service area of not less than 0.50 square metre per student; and
- (b) provision of sufficient doors to ensure rapid exit in case of fire or emergency.

Common rooms.

56. A university or tertiary institution shall provide common rooms with adequate recreational facilities for staff and students.

Accommodation facilities.

57. A residential university or tertiary institution shall provide adequate light and ventilated student accommodation facilities and in particular—

- (a) open rooms used as student accommodation shall not accommodate more than four students;
- (b) the total floor area of the rooms shall not be less than the following per student—
 - (i) single room, 8.00 square metres;
 - (ii) double student room or cubicle, 7.00 square metres; and
 - (iii) three or four student room, 6.00 square metres;
- (c) every living room in the hall shall be located so as to get maximum access to outside light and air;
- (d) every room or hall shall be provided with vents in the walls in such a manner as to provide permanent ventilation; and
- (e) sufficient doorways shall be provided in every student hall to ensure rapid exit in case of fire or other emergency.

Utility Services

58. A university or tertiary institution shall have an adequate water supply installed in accordance with the

University or tertiary institution to have adequate water supply.

requirements of the Building Code and these Standards.

59. In assessing the adequacy of the water supply for the university the following shall be taken into account—

- (a) the wholesomeness of the water and in particular, the fact that it is free from any contamination that may cause disease or injury to health, has no objectionable taste or odour, is aesthetically acceptable and has been certified as such by a recognised water laboratory;
- (b) the extent to which the quality of the water provided conforms to the requirements of the Ministry responsible for water;
- (c) the availability of a cold water storage facility in each building for domestic purposes taken from the main supply to the buildings or a cold water storage tank in each building with sufficient capacity to meet not less than twenty four hours demand from the building's users or a minimum water demand of 150 litres per day per person;
- (d) the availability of a central cold water storage facility from the main water supply to the university or tertiary institution or of a storage facility with sufficient capacity to meet not less than three days demand from the university community or a minimum water demand of 150 litres per day per person;
- (e) the availability of extra additional storage facility under paragraph (d) in every university or tertiary institution where animals are kept; and
- (f) the provision and maintenance of an adequate cold water storage facility for fire fighting purposes at

the rate of 10 litres per second continuous flow for two hours.

Waste water system.

60. A university or tertiary institution shall provide an appropriate and adequate wastewater collection, treatment and disposal system.

Assessing adequacy of waste water system.

61. In assessing the adequacy of the waste water system, the following shall be taken into account—

(a) the availability of a satisfactory drainage system for water;

(b) the availability of adequate means of sewage and waste water disposal by means either of the relevant local authority main sewer or of septic tanks, conservancy tanks or stabilisation ponds or cesspool constructed to specifications contained in the Building Code;

(c) in the absence of adequate means of sewage and waste disposal the extent to which the quality of effluent of natural water bodies conforms to the National Environment National Standards for Effluent Discharge to Natural Streams; and

(d) evidence of approval by the relevant local authority or Ministry responsible for water or the Ministry responsible for health for all disposal systems other than those connected to a local authority's sewage system.

Sewerage plant.

62. A university or tertiary institution not connected to a local authority's sewage system shall have at least two hectares of land set aside for the construction of a sewage plant and the land shall be so situated as to ensure public health and safety from effluent originating from the plant.

Surface water system.

Assessing
adequacy of
surface
water
system.

63. A university or tertiary institution shall provide an adequate surface water collection and disposal system.

64. In assessing the adequacy of the surface disposal system, the following factors shall be taken into account—

(a) the capability to drain and dispose of surface water in such a manner as to cause the least inconvenience or nuisance to the public; and

(b) the absence of surface run-off or storm water from buildings and related infrastructure such as roads, parking areas and playing fields.

General
sanitary
con-
veniences.

65. (1) A university or tertiary institution shall provide, keep clean and maintain adequate and suitable sanitary conveniences which conform in all respects to the requirements of the Building Code, for the students and all persons working in the university or tertiary institution.

(2) Where students or other persons of both sexes are accommodated or are expected to be accommodated, the conveniences shall afford proper separate facilities for persons of each sex.

Sanitary
convenience
s for day
university
or tertiary
institution.

66. A day university or tertiary institution shall provide adequate light and ventilated closets, urinals, wash hand basins and drinking water fountains as follows—

(a) one W.C for every eight female students;

(b) one W.C for every ten male students;

(c) one urinal for every twenty five male students;

(d) one wash hand basin for every sixteen students;

(e) one drinking water fountain for every twelve students; and

Sanitary
convenience
s for
residential
university
or tertiary
institution.

(f) a sanitary disposal facility.

67. A residential university or tertiary institution shall provide well-lighted and ventilated closets, urinals, wash hand basins, bathrooms and drinking water fountains as follows—

(a) one W. C. for every fifteen male students;

(b) one W. C. for every fifteen female students ;

(c) one urinal for every ten students;

(d) one wash hand basin for every ten students;

(e) one bath or shower for every ten male students;

(f) one bath or shower for every ten female students;

(g) one drinking water fountain for every twenty students; and

(h) a sanitary disposal facility.

Power,
roads and
communic-
ations.

68. A university or tertiary institution shall have—

(a) a reliable supply of light and power;

(b) all weather access roads; and

(c) a reliable communication network.

Master Plan

Contents of
Master
Plan.

69. The Master Plan shall, in addition to any other details required by law to be included, indicate—

(a) the location of the existing and proposed buildings of the university;

(b) the layout of all roads and pathways serving all buildings, which shall be such that the health and

- safety of the occupants and users of the university or tertiary institution is not endangered;
- (c) the layout of all waste and soil drain pipes, sewers, culverts, septic tanks, storm water drains, and run-off catchments drains which are designed to maintain the health and safety of all occupants and users of the university or tertiary institution;
 - (d) the location of all areas to be used by all other activities related to the university or tertiary institution such as sports fields, farms, forests, arboreta and sewage treatment; and
 - (e) the layout of all telephone and electricity service lines which shall be laid in a safe manner.

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