



**MAKERERE UNIVERSITY**  
**SCHOOL OF LAW**

*Makerere University is committed to providing transformative and innovative teaching, learning, research and services responsive to dynamic national and global needs.*

## ADMINISTRATIVE OFFICERS' LAW SHORT COURSE PROGRAMME

### Information Pack

#### **Nature and Constitutional Framework of administrative law**

This topic gives the basic definitions, concepts of Public Powers, the objectives of Administrative Law, sources of Administrative powers, Supremacy of the Constitution, Constitutional principles, the Rule of Law, Separation of powers, Human Rights as well as ministerial responsibility.

#### **Administrative Authorities**

This topic explores the Nature, Establishment, Procedures and Powers of the National Administrative Authorities - The President, Public Service, Ministers, Public Corporations, Administrative tribunals, Constitutional Offices and Commissions.

#### **Criminal Justice system and the Police force**

This topic covers the constitutional framework, Administrative Structures, Discipline and Code of Conduct, Regulation of Public assemblies and processions and Community policing.

#### **Criminal Procedure**

This topic covers the Role of the Public Administrator in Criminal Justice, Principles of Criminal Law, Criminal Responsibility, general defences, criminal investigation, powers of the DPP, conduct of criminal prosecutions, judgement, sentencing process, appeals and revision.

#### **Local Government Law**

In this topic, the concept of decentralisation of powers, Constitutional foundations, and Planning, Legislative, Executive, Administrative and Financial powers are explained. It also covers central Government controls over Local Governments and Legal liability.

#### **Regulatory Processes**

This topic covers licensing, Registrations, Inspections, Setting and Maintenance of standards.

#### **Delegation of powers, functions and responsibilities**

The topic covers Principles of Legislation, Justifications for Delegation, Procedures, Subsidiary Legislation and Controls over Local Governments.



### The Administrative Officers' Law short Course programme

The School of Law, Makerere University is offering a short course leading to a Certificate in Administrative Law. The program received approval from the Office of the President on May 31st, 2011.

This certificate course provides comprehensive insight in Administrative Law, covering key principles and practices.

#### **Why you need to study administrative law**

The course is a requirement at Entry, Confirmation and Promotion for Administrative Cadres of Staff in Government and other agencies. It is also useful for Administrative Heads of technical Departments as well as Political leaders at all levels.

Upon successful completion of the course, participants will be awarded a Certificate in Administrative Law from Makerere University.

#### **Course Objectives**

The purpose of the course is to equip students with the basic principles of Administrative Law. It enables them to understand the powers, procedures and the need to exercise discretions properly.

#### **Principles of Natural Justice**

This topic explains the underlying principles of Natural justice. It explains the rules against bias and the rights to a fair hearing, which requires that individuals should not be penalized by decisions affecting their rights or legitimate expectations unless they have been given prior notice of the case, a fair opportunity to answer it, and the opportunity to present their own case.

#### **Judicial Review**

This topic covers Appeals and Judicial Review, Substantive ultravires, Procedural Ultravires as well as abuse of discretionary powers.

#### **Remedies for abuse of Administrative Powers**

This topic exposes the participants to some of the measures in place to counter abuse of office.

#### **Legal Proceedings involving Government**

The topic explores ways through which an aggrieved person can get redress against Government or any agent of Government.

#### **Facilitators**

The facilitators are Advocates drawn from the Academic members of staff of School of Law, Makerere University.

#### **Duration**

It is an eight week program offered in the evenings for the Kampala centre. For centers up country, it is run for ten weeks during weekends.



### Learning Outcomes

It is expected that at the end of the training, the participants will be able to make decision within the law. Specifically, they should be able to;

- Know the extent of powers of various administrative authorities.
- Know the importance of following established procedure
- Know how to exercise discretions judiciously
- Appreciate the role of the principles of Natural Justice
- Understand the remedies against misuse of public offices ( including criminal sanctions)
- Understand the legal procedures in Courts of Law.

### Course Outline

#### **Introduction to Law and the Legal System in Uganda**

This topic explores the definitions of Law, Classifications of Laws, Sources of Laws, and the Court system. It also highlights interpretation of statutes and Deeds, Law making processes and the language of Law

### Training Venue

Training is conducted at Makerere University for the Kampala Centre and in a number of outreach stations in Arua, Jinja, Mukono, Tororo, Masaka, Hoima, Gulu, Lira, Mbale, Soroti, Luweero, Kiboga, Kiryandongo, Mbarara, Kabale, Rukungiri and Kyenjojo and Fort Portal.

### Eligibility

Eligible participants are employees of the Central and Local Government, NGOs or those intending to join such bodies in future, with the minimum qualification of 'A' Level or its equivalent and above.

### Application Procedure

In order to apply for this course, you are required to fill Application forms and pay an application fee of 50,000= . Thereafter, an admission letter is processed.

Tuition is **UGX 1,050,000** and **UGX 20,000** for the Certificate.

### Contacts

#### **List of Coordinators of different centres**

	NAME	CENTRE	TEL. NO
1	Honest Baguma	Fort portal / Kyenjojo	0782621404
2	Wilson Ochwo	Tororo	0772921889
3	Victor Ouma	Gulu	0780190926
4	Ambrose Okiror	Soroti	0782292662
5	Samuel Ondoma	Arua	0772358452
6	Isaac Okwir	Lira	0773895958
7	John Peter Opio	Mbale	0779667029
8	Rose Sylvia Namanda	Masaka	0782028081 / 0706343052
9	Donah Asimwe	Jinja	0782767650 / 0702978936
10	Joyce Ndagire	Kampala	0772 498954 / 0701498954
11	Zaina Namuganza	Mukono	0772717842 / 0752655387
12	Emillio Mpanga	Kiboga	0775657333 / 0756657333
13	Silver Magera	Mbarara	0772422788
14	Julius Tumuheereze	Kabale	0772323114/0755944422
15	Guma David	Masindi	0787887193
16	Joyce Ndagire	Kampala	0772498954

### School of Law Secretariat

**Dr. Patricia Atim P'Odong**  
COURSE COORDINATOR  
Email: patricia.odong@gmail.com  
Phone: 0782546259

**Ms. Sarah Adero**, ADMINISTRATOR  
Email: sarah.adero@mak.ac.ug  
Phone: 0782528252  
**Mr. Rolland Mpiriirwe**  
ACCOUNTS OFFICE  
Email: rolland.mpiriirwe@mak.ac.ug  
Phone: 0701338257