

## SCHOOL/ FACULTY / DEPARTMENT/ LEARNING CENTERS

### WEB CONTENT GUIDE

- A. Welcome message from the dean/hod/head
- B. About us
- C. Mandate (if any)
- D. Regulations (if available)
- E. Academic programmes (complete list of programmes and each programme is required to have; The **overview, entry requirements, programme structure, career prospects, fees structure**).
- F. Staffing (name, profile photo, position, contact details and or individual research details and more if available).
- G. Partnerships and collaborations
- H. Scholarships opportunities (if any)
- I. Thesis and dissertations
- J. Research (complete & ongoing) and publications
- K. Conferences and workshops
- L. Research centers (if any)
- M. Defense meeting schedules (for postgraduate)
- N. Projects (if any)
- O. Facilities
- P. Upcoming events
- Q. Center/dep brochure
- R. Downloads (important files and documents relevant for the public consumption)
- S. Contact information

**Note:** The facilities and staff profile web photos must be taken by us. We don't allow selfies, passport sized and old bad looking photos.

You will have to communicate to your staff and you inform us when we can come up and take them.

SEND THE INFORMATION,

TO THE UNIVERSITY WEBMASTER ON,

Email: [webmaster@kyu.ac.ug](mailto:webmaster@kyu.ac.ug)

Cc: [vmukisa@kyu.ac.ug](mailto:vmukisa@kyu.ac.ug) & [mugwanyan@gmail.com](mailto:mugwanyan@gmail.com)

Call: 0703525418/0774910575/0705183572 for any help.

## SERVICE DEPARTMENTS/OFFICES WEB CONTENT GUIDE – KYAMBOGO UNIVERSITY

- A. WELCOME MESSAGE FROM THE HEAD
- B. ABOUT
- C. MANDATE
- D. REGULATIONS (If available)
- E. SERVICES OFFERED
- F. STAFFING (Name, profile photo, biography, position, contact details and or individual research /publications and more if available).
- G. PARTERSHIPS and COLLABORATIONS – if any
- H. RESEARCH (COMPLETE & ONGOING) – if any
- I. PUBLICATIONS AND CONFERENCES – if any
- J. RESEARCH CENTERS – if available
- K. BROCHURE – if any
- L. DOWNLOADS (important files and documents relevant for public consumption)
- M. OFFICE CONTACTS
- N. POLICIES – if any
- O. FACILITIES
- P. UPCOMING NEWS
- Q. AND MANY OTHER RELEVANT INFORMATION

**Note:** For the case of staff web photos and or facilities, we shall come and take them using our camera because we don't want to use phone photos and pass port sized photos.

Send the complete information to

[webmaster@kyu.ac.ug](mailto:webmaster@kyu.ac.ug)

call

0773284953 or 0703525418