



# MAKERERE UNIVERSITY BUSINESS SCHOOL

## OFFICE OF THE SCHOOL REGISTRAR

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### ANNOUNCEMENT FOR MARCH INTAKE 2016/2017 ACADEMIC YEAR ADMISSIONS FOR DIPLOMA AND CERTIFICATE PROGRAMMES OFFERED AT INSTITUTIONS AFFILIATED TO MUBS

THE SCHOOL REGISTRAR, MAKERERE UNIVERSITY BUSINESS SCHOOL INVITES APPLICATIONS FOR MARCH INTAKE ADMISSION TO ORDINARY DIPLOMA AND CERTIFICATE PROGRAMMES ON PRIVATE SPONSORSHIP SCHEME AT INSTITUTIONS AFFILIATED TO MUBS FOR ACADEMIC YEAR 2016/2017

#### ADMISSION REQUIREMENTS ARE AS FOLLOWS:

##### A. ORDINARY DIPLOMA PROGRAMMES

- Each applicant should have the Uganda Certificate of Education (UCE) with at least 5 passes and the Uganda Advanced Certificate of Education (UACE) with at least 1 principal pass and 2 subsidiaries obtained at the same sitting or its equivalent.
- Certificate holders should have the Uganda Certificate of Education (UCE) with at least 3 passes and hold an Academic Certificate qualification from a recognized Institution or a Certificate in Business Studies offered by UNEB with at least 5 passes obtained from different stages.
- Applicants with Professional Qualifications must have passed at least a half of Stage/Level One of the professional qualifications from a recognized institution and a Uganda Certificate in Education with at least three passes.

##### B. CERTIFICATE PROGRAMMES

Each applicant should have a Uganda Certificate of Education (UCE) with at least 3 passes obtained at the same sitting

##### 1. DATAMINE TECHNICAL BUSINESS SCHOOL

	PROGRAMME OFFERED	CODE
1	Diploma in Business Administration	DBAD
2	Diploma in Human Resource Management	DHRD
3	Diploma in Procurement and Logistics Mgt	DPLD
4	Diploma in Accounting and Finance	DAFD
5	Certificate in Business Administration	CBAD

##### 2. MAKERERE INSTITUTE OF SOCIAL DEVELOPMENT

	PROGRAMME OFFERED	CODE
1	Diploma in Business Administration	DBAI
2	Diploma in Human Resource Management	DHRI
3	Diploma in Project Planning and Mgt	DPMI
4	Diploma in Accounting and Finance	DAFI
5	Diploma in Procurement and Logistics Mgt	DPLI
6	Certificate in Business Administration	CBAI

##### 3. YOUNG WOMEN CHRISTIAN ASSOCIATION

	PROGRAMME OFFERED	CODE
1	Diploma in Business Administration	DBAY
2	Diploma in Hotel and Institutional Catering	DHCY
3	Uganda Diploma in Secretarial Studies	DSSY
4	Diploma in Human Resource Management	DHRY
5	Certificate in Business Administration	CBAY

##### 5. AFRICAN COLLEGE OF COMMERCE AND TECHNOLOGY

	PROGRAMME OFFERED	CODE
1	Diploma in Business Administration	DBAB
2	Diploma in Accounting and Finance	DSSB
3	Certificate in Business Administration	CBAB

##### 6. UGANDA COLLEGE OF COMMERCE-SOROTI

	PROGRAMME OFFERED	CODE
1	Diploma in Business Administration	DBAS
2	Certificate in Business Administration	CBAS

##### 7. ROSA MYSTICA BUSINESS INSTITUTE

	PROGRAMME OFFERED	CODE
1	Diploma in Business Administration	DBAE
2	Diploma in Accounting and Finance	DAFE
3	Diploma in Procurement and Logistics Mgt	DPLE
4	Diploma in Human Resource Management	DHRE
5	Certificate in Business Administration	CBAE

##### 8. ZENITH BUSINESS COLLEGE LIMITED

	PROGRAMME OFFERED	CODE
1	Diploma in Business Administration	DBAZ
3	Diploma in Human Resource Management	DHRZ
4	Diploma in Procurement and Logistics Management	DPLZ
5	Diploma in Accounting and Finance	DAFZ
6	Diploma in Business Studies	DBSZ
7	Certificate in Business Administration	CBAZ

##### 9. UGANDA COLLEGE OF COMMERCE-ADUKU

	PROGRAMME OFFERED	CODE
1	Diploma in Accounting and Finance	DAFU
2	Certificate in Business Administration	CBAU
3	Diploma in Business Administration	DBAU

##### 10. MONACO INSTITUTE OF BUSINESS AND COMPUTER SCIENCE

	PROGRAMME OFFERED	CODE
1	Diploma in Business Administration	DBAO
2	Diploma in Accounting and Finance	DAFO
3	Diploma in Procurement and Logistics Management	DPLO
4	Diploma in Computer Science	DCSO
5	Certificate in Business Administration	CBAO

##### 11. MAKERERE METROPOLITAN MANAGEMENT INSTITUTE

	PROGRAMME OFFERED	CODE
1	Diploma in Business Administration	DBAN
2	Diploma in Accounting and Finance	DAFN
3	Diploma in Procurement and Logistics Management	DPLN
4	Certificate in Business Administration	CBAN

##### 12. MAKLAND INSITUTE OF BUSINESS AND MANAGEMENT

	PROGRAMME OFFERED	CODE
1	Diploma in Business Administration	DBAF
2	Diploma in Accounting and Finance	DAFF
3	Diploma in Procurement and Logistics Management	DPLF
4	Diploma in Human Resource Management	DHRF
5	Diploma in Project Planning Management	DPPF
6	Certificate in Business Administration	CBAF

##### 13. MERITORIOUS BIZ TECH COLLEGE

	PROGRAMME OFFERED	CODE
1	Diploma in Business Administration	DBAT
2	Diploma in Accounting and Finance	DAFT
3	Diploma in Procurement and Logistics Mgt	DPLT
4	Diploma in Human Resource Management	DHRT
5	Diploma in Entrepreneurship & Small Business Mgt	DEST
6	Uganda Diploma in Secretarial Studies	DSST
7	Certificate in Business Administration	CBAT
8	Certificate in Entrepreneurship & Small Business Mgt	CEST

### C. PROCEDURE OF ONLINE APPLICATION

Applicants are required to apply online by filling in an online application form. Filling in online application forms can be done from **MUBS main campus Digital Lab** or from where there is internet connectivity.

#### Steps to follow

1. To access the system log to [www.mubs.ac.ug/](http://www.mubs.ac.ug/) and click on **Apply Now**
2. Create an account by clicking on the **register here** button  
**Note:** For you to register you must have a valid email address. If you do not have sign up for one.
3. Once you log in select **Application type** (i.e. Ordinary Diploma/Certificate, Postgraduate Diploma) and intake (**March intake 2016/2017**) and click **Apply**.
4. Fill your information in the fields provided correctly, click on **save and continue**
5. Fill in all your UACE ('A' Level) and UCE ('O' Level) grades, click on **save and continue**.
6. Click on the dropdown programme codes and select your choice i.e. DBAM, CBAM, DAFM etc. (**please choose only programme codes in the advert and take note of MUBS campuses and MUBS affiliated institutions**), click **save and continue**.
7. Attach scanned copies of the required documents, click **save and continue**.
8. Select who will meet your study expenses and check the declaration check box. **I declare that all the above information I have given in this form is Correct.** click **submit**.
9. After submitting your application form you, will get an application number that you will use to pay the application fee at the bank. i.e. APFE/MUBS/655.
10. The bank slip will be automatically generated and sent to your email address for you to print and present to the bank for payment of the application fees.

- Pay a non refundable application fee of **UGX.30,000** plus a bank charge of **UGX.3,000** to **MAKERERE UNIVERSITY BUSINESS SCHOOL COLLECTION ACCOUNTS**, to any Stanbic Bank branch, Account No. **9030005852438** or any Centenary bank branch, Account No. **2215100740** or any Barclays bank branch, Account No. **6002230737**.

#### Note:

- a) Before submitting make sure all the information given is correct because after submitting you will not be able to make any changes.
- b) Please make sure that you have the following scanned documents before filling the online application form.
  - i) Passport Size photo (100KB).
  - ii) Birth Certificate (500KB).
  - iii) 'O' Level Certificate/Pass slip Or Equivalent (500KB).
  - iv) 'A' Level Certificate/Pass slip Or Equivalent (500KB).
  - v) Certified transcript for Degree/Diploma/Certificate holders (If required) (500KB).
  - vi) Previous school/institution Identification card.
- c) Applicants who completed their studies from outside Uganda, should have their academic documents equated by the Uganda National Examinations Board.
- d) **Candidates who hold grades X, Y, Z, 7 and 9 of 'O' level results should not apply because they are not eligible for admission**
- e) A programme will only run if the break even number is realized.
- f) The system is open for application from January 16, 2017 to March 17, 2017.
- g) **The closing date for applying is Friday March 17, 2017.**

**Warning:** Applicants are strongly warned against presenting forged or other people's academic documents to support their applications for admission. The consequences, if discovered are very grave indeed.

**DR. ANNIE BEGUMISA**  
**SCHOOL REGISTRAR**