



MAKERERE UNIVERSITY BUSINESS SCHOOL

OFFICE OF THE SCHOOL REGISTRAR

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ANNOUNCEMENT FOR 2018/2019 ACADEMIC YEAR ADMISSIONS FOR POSTGRADUATE DIPLOMA AND DIPLOMA PROGRAMMES OFFERED AT MUBS REGIONAL CAMPUSES (ARUA, JINJA, MBARARA & MBALE CAMPUSES)

The School Registrar, Makerere University Business School, invites applications from Ugandan, East African, S. Sudanese and International applicants for Postgraduate Diploma and Diploma Programmes under private sponsorship Scheme for the 2018/2019 Academic Year.

The details are as follows:

A. POSTGRADUATE DIPLOMA PROGRAMMES

a) Each applicant should have obtained at least a Bachelors degree or its equivalent from a recognized institution or an appropriate professional qualification like ACCA, CPA, CIM, ICOSA. **Certified copies of academic transcripts (not photocopies of certified copies) from the awarding Institutions MUST be attached.**

a) DIPLOMA PROGRAMMES

b) Each applicant should **either** have obtained 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 two subsidiary passes in principal subjects obtained at the same sitting.

Or

c) Hold 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. **Certified copies of academic transcripts (not photocopies of certified copies) from the awarding Institutions MUST be attached.**

Or

d) 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 (UCE) with at least three passes.

B. PROGRAMMES OFFERED AT THE REGIONAL CAMPUSES

MBARARA CAMPUS

	PROGRAMME OFFERED	Code	No. of places	Tuition fees per semester (Ugandans, East African and South Sudanese) UGX	Tuition fees per semester (International) US \$
1	Diploma in Business Administration	DBAR	100	420,000	335
2	Diploma in Procurement and Logistics Management	DPLR	100	420,000	335
3	Diploma in Accounting and Finance	DAFR	100	420,000	335

JINJA CAMPUS

	PROGRAMME OFFERED	Code	No. of places	Tuition fees per semester (Ugandans, East African and South Sudanese) UGX	Tuition fees per semester (International) US \$
1	Postgraduate Diploma in Business Administration	PBAJ	50	1,170,000	1007
2	Postgraduate Diploma in Public Administration	PPAJ	50	1,170,000	1007
3	Diploma in Business Administration	DBAJ	100	420,000	335
4	Diploma in Procurement and Logistics Management	DPLJ	100	420,000	335
5	Diploma in Hotel & Restaurant Business Management	DHBJ	100	420,000	420
6	Diploma in Accounting and Finance	DAFJ	100	420,000	420

ARUA CAMPUS

	PROGRAMME OFFERED	Code	No. of places	Tuition fees per semester (Ugandans, East African and South Sudanese) UGX	Tuition fees per semester (International) US \$
1	Postgraduate Diploma in Public Administration	PPAA	50	1,170,000	1007
2	Diploma in Business Administration	DBAA	100	420,000	335
3	Diploma in Procurement and Logistics Management	DPLA	100	420,000	335
4	Diploma in Accounting and Finance	DAFA	100	420,000	335

MBALE CAMPUS

	PROGRAMME OFFERED	Code	No. of places	Tuition fees per semester (Ugandans, East African and South Sudanese) UGX	Tuition fees per semester (International) US \$
1	Postgraduate Diploma in Public Administration	PPAH	50	1,170,000	1007
2	Diploma in Business Administration	DBAH	100	420,000	335
3	Diploma in Procurement and Logistics Management	DPLH	100	420,000	335
4	Diploma in Accounting and Finance	DAFH	100	420,000	335

N.B Note that each student shall be required to pay non- refundable functional fees in addition to the tuition fees as follows:

FUNCTIONAL FEES	UGANDANS, E.A & S.SUDANESE	INTERNATIONAL
Diploma programme	Sh.s 532,000/=	US\$498
National Council for Higher Education Fees	Shs. 20,000/=	Shs. 20,000/=

National Council for Higher Education fee 20,000/= payable to National Council for Higher Education account.

C. HOW TO APPLY

1. Applicants are required to apply online by filling in an online application form. Filling in online application forms can be done from any location where there is internet connectivity or **MUBS main campus Nakawa or its regional Campuses.**
2. Other relevant information can be obtained from **School Registrar's Office Block 5** or can be downloaded from our website www.mubs.ac.ug.
3. Candidates who hold Grades **X, Y, Z, 7** and 9 of O'level results should **not** apply because they are **not** eligible for admission.

D. MAKERERE UNIVERSITY BUSINESS SCHOOL ON-LINE APPLICATION PORTAL USER GUIDE

Steps to follow

1. To access the system log on to <https://admissions.mubs.ac.ug> or www.mubs.ac.ug/ and click on **Apply Now**
2. Sign up using full name, e-mail and Mobile Number. Please note that your name must be similar to the one on your supporting academic documents for your application to be considered.
Note: For you to register you must have a valid email address. If you do not have sign up for one.
3. A password will be sent to both your e-mail and mobile number.
4. The system will prompt you to change the password to the one you can easily remember
5. **To fill a form the applicant clicks on the APPLY NOW button displayed on the running scheme.**
6. Obtain a payment advice slip by clicking on **"Pay for Form"** button.
7. Make a non-refundable application fee of **UGX 30,000/=** plus a bank charge of **UGX. 3000/=** at any of the following banks:
 - a Stanbic Bank 9030005852438
 - b Centenary Bank 2215100740
 - c Barclays Bank 6002230737
8. Please **e-mail** your scanned copies to applications@mubs.ac.ug. After you have logged in fill in your **Online Application form number** for example **F1800900002** as your **subject** and attach the following **scanned copies**.
 - 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.
9. Applicants, who completed their studies from outside Uganda, should have their academic documents equated by the Uganda National Examinations Board.
10. All Diploma programmes are offered during **day**.
11. A programme will only run if the break even number is realized.
12. The system is open for application from May 21, 2018 to June 29, 2018
13. Applicants who enroll on the MUBS Diplomas and obtain good grades stand a chance of studying a bachelor's degree programme for only 2 years.

The closing date for applying is Friday June 29, 2018.

WARNING

- a) Applicants are strongly warned that cases of impersonation, falsification of information/documents, fraudulent access or giving false/forged/incomplete information whenever discovered, either at registration or afterwards, will lead to automatic cancellation of admission, revocation of award where applicable and prosecution in the Courts of Law.
- b) Do not buy any other documents not originating from the School Registrar's Office. Those who buy them do so at their own risk.
- c) The School Registrar has not appointed any agents to act on her behalf to solicit for additional funds other than the application fee stated above.
- d) The School has put a serving Center at MUBS main campus at the parking lot in front of the main building. **Be aware of Conmen and Women.**

**ELDRED KYOMUHANGI-MANYINDO
AG. SCHOOL REGISTRAR**