



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 MUBS REGIONAL CAMPUSES

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

A. ADMISSION REQUIREMENTS ARE AS FOLLOWS:

a) POSTGRADUATE DIPLOMA PROGRAMMES

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, ICSA.

b) ORDINARY DIPLOMA PROGRAMMES

- a) 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..
- b) 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.
- c) 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.

c) CERTIFICATE PROGRAMMES

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

B. PROGRAMMES OFFERED AT THE REGIONAL CAMPUSES

MBARARA CAMPUS

	PROGRAMME OFFERED	Code	No. of places	Tuition fees per semester (Ugandans, East African and South Sudan) UGX	Tuition fees per semester (International) US \$
1	Postgraduate Diploma in Business Administration	PBAR	50	1,170,000	1007
2	Diploma in Business Administration	DBAR	100	420,000	335
3	Diploma in Procurement and Logistics Management	DPLR	100	420,000	335
4	Diploma in Accounting and Finance	DAFR	100	420,000	335
5	Certificate in Business Administration	CBAR	100	350,000	280

JINJA CAMPUS

	PROGRAMME OFFERED	Code	No. of places	Tuition fees per semester (Ugandans, East African and South Sudan) 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 Human Resource Management	DHRJ	100	420,000	335
6	Diploma in Hotel and Restaurant Business Mgt	DHBJ	50	420,000	335
7	Certificate in Business Administration	CBAJ	100	350,000	280

ARUA CAMPUS

	PROGRAMME OFFERED	Code	No. of places	Tuition fees per semester (Ugandans, East African and South Sudan) UGX	Tuition fees per semester (International) US \$
1	Postgraduate Diploma in Human Resource Management	PHRA	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
5	Certificate in Business Administration	CBAA	100	350,000	280

MBALE CAMPUS

	PROGRAMME OFFERED	Code	No. of places	Tuition fees per semester (Ugandans, East African and South Sudan) UGX	Tuition fees per semester (International) US \$
1	Diploma in Business Administration	DBAH	100	420,000	335
2	Diploma in Procurement and Logistics Management	DPLH	100	420,000	335
3	Diploma in Accounting and Finance	DAFH	100	420,000	335
4	Diploma in Business Computing	DBCH	100	420,000	335
5	Certificate in Business Administration	CBAH	100	350,000	280

The **functional fees** payable per year for Ordinary Diploma and Certificate programmes are UGX 459,000 for Ugandans and US \$ 498 for foreigners.

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/ 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) All Ordinary Diploma and Certificate programmes are offered during **day**.
- f) A programme will only run if the break even number is realized.
- g) The system is open for application from January 16, 2017 to March 17, 2017
- h) **The closing date for applying is Friday March 17, 2017.**
- i) For more information please contact the campuses as indicated below:-
 - Jinja campus: YMCA building Nalufunye Road or call 0332276828/0701455879/0705077111
 - Mbarara campus at Kamukuzi or call 0382275734/0782953936
 - Arua campus at Tanganyika Road or call 0476421882.
 - Mbale campus or call 0454437705/0772442492
 - School Registrar's office, MUBS main campus, Block 5 or call 0414338140

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**