



MAKERERE UNIVERSITY BUSINESS SCHOOL

OFFICE OF THE SCHOOL REGISTRAR

P. O. Box 1337 Kampala Tel: 256 – 414 – 338140/120/300 Fax: 256 – 414 – 505921 E-mail: registrar@mubs.ac.ug Website: www.mubs.ac.ug

ANNOUNCEMENT FOR 2018/2019 ACADEMIC YEAR ADMISSIONS FOR, DIPLOMA PROGRAMMES OFFERED AT MUBS MAIN CAMPUS

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

The details are as follows:

A. DIPLOMA PROGRAMMES

- 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
- 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
- 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. PROGRAMME OFFERED AT MUBS MAIN CAMPUS

	PROGRAMMES	CODE	Number of places	Tuition fees per semester (Ugandans, East African and South Sudanese) UGX	Tuition fees per semester (International) US \$
1	Diploma in Accounting and Finance	DAFM	120	665,000	420
2	Diploma in Business Administration	DBAM	120	665,000	420
3	Diploma in Human Resource Management	DHRM	120	665,000	420
4	Diploma in Procurement and Logistics Management	DPLM	100	665,000	420
5	Diploma in Entrepreneurship and Small Business Mgt	DESM	100	665,000	420
6	Diploma in Computer Science	DCSM	100	665,000	420
7	Diploma in Hotel & Restaurant Business Management	DHBM	100	665,000	420
8	Diploma in Business Computing	DBCUM	100	665,000	420

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

C. HOW TO APPLY

- 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.**
- Other relevant information can be obtained from **School Registrar's Office Block 5** or can be downloaded from the website www.mubs.ac.ug.
- 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

- To access the system log on <https://admissions.mubs.ac.ug> or www.mubs.ac.ug and click on **Apply Now**
- 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.
- A password will be sent to both your e-mail and mobile number.
- 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**