



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 POSTGRADUATE 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 the Postgraduate Diploma Programmes under private sponsorship Scheme for the 2018/2019 Academic Year.

The details are as follows:

A. ADMISSION REQUIREMENTS

Each applicant should **either** 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.**

B. PROGRAMMES AT MUBS MAIN CAMPUS

	PROGRAMMES	CODE	DURATION	Number 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	PBAM	1 year	50	1,170,000	1007
2	Postgraduate Diploma in Business Education	PBEM	1 year	100	1,170,000	1007

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
Postgraduate Diploma in Business Administration	635,000/=	US\$ 1020
Postgraduate Diploma in Business Education	635,000/=	US\$ 1020

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.

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

Steps to follow

- To access the system log to <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
- To fill a form the applicant clicks on the APPLY NOW button displayed on the running scheme.**
- Obtain a payment advice slip by clicking on "Pay for Form" button.
- 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**