



# 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](mailto:registrar@mubs.ac.ug) Website: [www.mubs.ac.ug](http://www.mubs.ac.ug)

### ANNOUNCEMENT FOR 2017/2018 ACADEMIC YEAR ADMISSIONS FOR, DIPLOMA AND CERTIFICATE PROGRAMMES OFFERED AT MUBS MAIN CAMPUS

The School Registrar, Makerere University Business School, invites applications from Ugandan, East African, S. Sudan and International applicants for Diploma and Certificate Programmes, under private sponsorship Scheme for the 2017/2018 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. CERTIFICATE PROGRAMMES

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

#### C. PROGRAMME OFFERED AT MUBS MAIN CAMPUS

	PROGRAMMES	CODE	Number of places	Tuition fees per semester (Ugandans, East African and South Sudan) 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	Certificate in Business Administration	CBAM	100	350,000	280
9	Certificate in Entrepreneurship and Small Business Management	CESM	100	455,000	284

**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, EA & S.SUDAN	INTERNATIONAL
Diploma programme	Sh.s 532,000/=	US\$ 498
Certificate programme	Shs. 459,000/=	US\$ 498

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

#### D. 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 MUBS main campus at the parking lot at the tent in front of the main building** or from where there is internet connectivity.
- Other relevant information can be obtained from **School Registrar's Office Block 5** or can be downloaded from the website [www.mubs.ac.ug](http://www.mubs.ac.ug) with effect from Wednesday 17<sup>th</sup> May, 2017.
- Non-refundable application fee of **Shs 30,000/=** for Ugandans, East African and S.Sudan plus a bank charge of Shs. 3000/= should be paid from the following banks:

	BANK	ACCOUNT NUMBER
a	Any Stanbic Bank	9030005852438
b	Any Centenary Bank	2215100740
c	Any Barclays Bank	6002230737

- 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**

**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 at the parking lot at the tent in front of the main building or from where there is internet connectivity.**

### **Steps to follow**

- To access the system log to [www.mubs.ac.ug/](http://www.mubs.ac.ug/) and click on **Apply Now**
- 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.
- Once you log in select **Application type** (i.e. Ordinary Diploma/Certificate, Postgraduate Diploma) and intake (**August intake 2017/2018**) and click **Apply**.
- Fill your information in the fields provided correctly, click on **save and continue**
- Fill in all your UACE ('A' Level) and UCE ('O' Level) grades, click on **save and continue**.
- 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**.
- Attach scanned copies of the required documents, click **save and continue**.
- 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**.
- 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.
- 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.

### **IMPORTANT TO NOTE:**

- Before submitting your application form, make sure all the information given is correct because after submitting you will not be able to make any changes.
- Please have scanned copies of the following documents before you start filling your application form.
  - Passport Size photo (100KB).
  - Birth Certificate (500KB).
  - 'O' Level Certificate/Pass slip Or Equivalent (500KB).
  - 'A' Level Certificate/Pass slip Or Equivalent (500KB).
  - Certified transcript for Degree/Diploma/Certificate holders (If required) (500KB).
  - Previous school/institution Identification card.
- Applicants, who completed their studies from outside Uganda, should have their academic documents equated by the Uganda National Examinations Board.
- All Diploma and Certificate programmes are offered during **day**.
- A programme will only run if the break even number is realized.
- The system is open for application from May 17, 2017 to June 30, 2017
- 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 30, 2017.**

### **WARNING**

- 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.
- Do not buy any other documents not originating from the School Registrar's Office. Those who buy them do so at their own risk.
- 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.
- 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.**

**DR. ANNIE BEGUMISA  
SCHOOL REGISTRAR**

